



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, October 20, 2026 at 5:30 PM

AGENDA

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

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

- 1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**
- 2. Citizens to be Heard** - Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.
- 3. Presentations**
 1. Proclamation Presented to Celebrate Martin Rodriguez's 100th Birthday - Mayor, Chris Riley
 2. Presentation of a Proclamation in Recognition of Municipal Courts Week, November 2-6, 2026 - Mayor Chris Riley
 3. Presentation, Discussion and Direction to Staff regarding Citizens request to make Hodges a Dead-End Street - Dr. Caldera, City Manager
 4. Presentation, Discussion, and Direction to Staff Regarding Options and Possible Solutions for Huebner Creek Erosion - Dr. Caldera, City Manager
 5. Presentation and Discussion of the Monthly Financial Report Ending September 30, 2026 - C. Goering, Finance Director
 6. Presentation, Discussion and Possible Action to an Ordinance of the City of Leon Valley, Texas, City Council Amending Chapter 8, "Offenses & Nuisances," Article 8.10 of the Leon Valley Code of Ordinances to Establish Standards for a Residential Rental

Property Registration and Inspection Program for all Rental Units; And Amending Appendix A Fee Schedule Providing for Registration, Inspections, Fees and Enforcement; Providing for a Penalty Section; Setting Effective Date and Providing an Initial Compliance Period - S. Woepfel, Economic Development & Special Projects 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:**

- **November 03, 2026 – Regular City Council Meeting**
6:30 PM - City Council Chambers
- **October 23, 2026 – Last day to apply for a Mail Ballot**
- **October 19-30, 2026 – Early Voting Period**
- **October 24, 2026 – Coffee with the Mayor & City Council**
9:00 AM – 11:00 AM – Leon Valley Community Center
- **October 31, 2026 – Halloween Party**
11:30 AM – 12:30 PM - Leon Valley Library
- **October 20-31, 2026 – Haunted House**
Various times (Check Library calendar) – Leon Valley Library
- **November 03, 2026 – Election Day**
- **November 11, 2026 – City Hall and Municipal Offices Closed**
In observance of Veterans Day (City Hall reopens November 12, 2026)
- **November 14, 2026 – Citywide Garage Sale**
8:00 AM – 6:00 PM – Citywide
- **November 24, 2026 – Big Rig Petting Zoo**
9:00 AM – 11:30 AM – Raymond Rimkus Park
- **November 26–27, 2026 – City Offices & Municipal Court Closed**
Thanksgiving Holiday (City Hall reopens November 30, 2026)
- **December 5, 2026 – Breakfast with Santa**
9:00 AM – 11:30 AM – Leon Valley Library
- **Miscellaneous other Events and Announcements**

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

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

- a. 09-15-2026 Regular City Council Meeting Minutes

2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
 - a. 08-03-2026 Economic and Community Development Advisory Committee Meeting Minutes
 - b. 08-05-2026 Earthwise Living Committee Meeting Minutes
 - c. 08-13-2026 Library Advisory Board Meeting Minutes
 - d. 09-10-2026 Library Advisory Board Meeting Minutes
3. Discussion and Possible Action on an Ordinance of the City Of Leon Valley, Texas, Amending Chapter 1, "General Provisions," Article 1.05, "Administrative Code," Division 2, "City Manager," Section 1.05.031, "Appointment; Functions; Absence or Disability," of the City of Leon Valley Code of Ordinances; Removing the Provision Automatically Designating the City Secretary to Perform the Duties of City Manager During the City Manager's Absence or Disability; Providing for the Designation and Appointment of an Acting City Manager Consistent with Section 5.01(E) of the City Charter - (First Read was Held on 9-15-2026) - Dr. Crystal Caldera, City Manager
4. Discussion and Possible Action on a Resolution Authorizing the Submission of an Application to the United States Department of Transportation, Federal Highway Administration, in the Amount up to \$8,584,802 through the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program for the Huebner Creek Flood Resilience, Erosion Mitigation, and Mobility Improvement Project - D. Dimaline, Public Works Director
5. Discussion and Possible Action on a Resolution Designating the Echo as the City of Leon Valley's Official Newspaper for the Publication Of Ordinances, Public Hearings, and Other Required Notices - S. Passailaigue, City Secretary

7. Regular Agenda

1. Presentation and Discussion to Consider Amending Chapter 15 Zoning, Division 2 Rules of Construction and Definitions, Section 15.02.052 Definitions to Amend the Definition of Assisted Living Facility, Amending Chapter 4 Business Regulations by Adding Article 4.15 Assisted Living Facilities, and Amending Appendix A Fee Schedule Article A8.000 Building and Construction Related Fees Section A8.004 Certificate of Occupancy by Adding a Section A8.004(D) Sanitation Fee \$200.00, Section A8.004(E) ALF Fire Marshal Annual Inspection \$300.00, Section A8.004(F) ALF Notice Fee \$200.00 (1st Reading as Required by City Charter) - M. Gallardo, Planning and Zoning Director
 2. Presentation, Discussion, and Possible Action on the 2027 City Calendar of Events - S. Passailaigue, City Secretary
8. **Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley's Code of Ordinances, at a Meeting of City Council, a Member of City Council May Place an Item on an Agenda by Making a Motion to Place the Item on a Future Agenda and Receiving a Second. No Discussion Shall Occur at the Meeting Regarding the Placement of the Item on a Future Agenda.**

9. Adjournment

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

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

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

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

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

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/finance/page/truth-taxation-information>; 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:



SAUNDRA PASSAILAIGUE, TRMC
City Secretary
OCTOBER 14, 2026 11:40 AM



Median-Valued Homestead Property of \$229,635	Property Tax Bill in Dollars
Current FY 2025/26	\$ 1,255.72
An estimate if the proposed budget is adopted for FY 2026/27	\$ 1,251.60
An estimate if a balanced budget is funded and adopted at the no- new-revenue tax rate for FY 2026/27	\$ 1,238.41



PROCLAMATION

HONORING MARTIN “MARTY” RODRIGUEZ ON HIS 100TH BIRTHDAY

WHEREAS**, Martin “Marty” Rodriguez was born on October 30, 1926, in San Antonio, Texas, and will celebrate the extraordinary milestone of his **100th birthday on October 30, 2026; and

***WHEREAS**, as a young man during World War II, Marty answered the call to serve his country, joining the United States Army in 1943 at the age of sixteen, where he was trained to repair aircraft instruments; and*

***WHEREAS**, during his military service, Marty was stationed at Fort Leavenworth and later served with the 11th Engineers Headquarters Company in Linz, Austria, before returning home following the war; and*

***WHEREAS**, after completing his military service, Marty returned to civilian life and continued his work with airplanes, dedicating 37 years to his career before retiring; and*

***WHEREAS**, throughout his remarkable life, Marty and his beloved wife, Esther, built a loving family that grew to include four sons, one daughter, eight grandchildren, and four great-grandchildren; and*

***WHEREAS**, Marty’s century of life represents a remarkable chapter of American history and reflects a legacy of service, dedication, family, and perseverance worthy of recognition and celebration by the entire community; and*

WHEREAS**, the City of Leon Valley is honored to recognize Marty on this exceptional occasion and joins his family, friends, and neighbors in celebrating **100 years of a life well lived;

NOW, THEREFORE, I, CHRIS RILEY, MAYOR OF THE CITY OF LEON VALLEY, TEXAS, on behalf of the City Council and the citizens of Leon Valley, do hereby recognize and congratulate

MARTIN “MARTY” RODRIGUEZ

on the occasion of his 100th Birthday

and extend our warmest wishes for a joyous celebration surrounded by family and friends, with our sincere gratitude for his service to our country and our very best wishes as he celebrates this extraordinary milestone.

Signed by my hand on this the 20th day of October, 2026.



Chris Riley
Mayor Chris Riley



IN RECOGNITION OF MUNICIPAL COURTS WEEK

November 2-6, 2026

A PROCLAMATION RECOGNIZING THE IMPORTANCE OF MUNICIPAL COURTS, THE RULE OF LAW, AND THE FAIR AND IMPARTIAL ADMINISTRATION OF JUSTICE

WHEREAS, municipal courts play a significant role in preserving public safety and promoting quality of life in Texas;

WHEREAS, more people come in contact with municipal courts than all other Texas courts combined and public impression of the Texas judicial system is largely dependent upon the public's experience in municipal court;

WHEREAS, the City of Leon Valley has hosted the Leon Valley Municipal Court since 1955;

WHEREAS, state law authorizes a municipality to either appoint or elect a municipal judge for a term of office, the Leon Valley Municipal Court is a state court, and its judges are members of the state judiciary;

WHEREAS, the procedures for the Leon Valley Municipal Court operations are set forth in the Texas Code of Criminal Procedure and other laws of the State of Texas;

WHEREAS, the City of Leon Valley is committed to the notion that our legal system is based on the principle that an independent, fair, and competent judiciary will interpret and apply the laws that govern us and that judges and court personnel should comply with the law and act in a manner that promotes public confidence in the integrity and impartiality of the judiciary;

WHEREAS, Leon Valley Municipal Judges are not policy makers for the City of Leon Valley but are bound by the law and the Canons of Judicial Conduct and are required to make decisions independent of the governing body of the City Council, city officials, and employees;

WHEREAS, the City Council recognizes that the Constitution and laws of the State of Texas contain procedural safeguards in criminal cases for all defendants, including indigent defendants, and supports the Leon Valley Municipal Court in complying with such legal requirements.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS THAT THE WEEK OF NOVEMBER 2-6, 2026, IS HEREBY RECOGNIZED AS MUNICIPAL COURTS WEEK IN RECOGNITION OF THE FAIR AND IMPARTIAL JUSTICE OFFERED TO OUR CITIZENS BY THE MUNICIPAL COURT OF LEON VALLEY.

Signed _____ on this the 20th day of October, 2026.



Mayor Chris Riley



Municipal Courts Week

- Leon Valley Municipal Court is one of many Texas courts recognizing the dedication of municipal judges, clerks, bailiffs, and prosecutors.
- Adopting a proclamation is one way to recognize and celebrate Municipal Courts Week, as encouraged by the Texas Municipal Courts Education Center.

What Municipal Courts Do

- A municipal court is a city-operated court established under Texas law to enforce local ordinances and handle certain offenses within city limits.
- At the city level, Municipal Courts:
 - Enforce local laws and ordinances.
 - Work under state laws and often serve as a first point of contact with the justice system.

Community Impact

- **Public Safety:** By enforcing traffic and safety laws, municipal courts help maintain order and reduce hazards.
- **Quality of Life:** They address local concerns, including nuisances and zoning issues, that impact neighborhood well-being.

The Role of Municipal Court Staff in Texas

- **Judges and court clerks** are vital to municipal courts, ensuring proper procedures and accurate case files, dockets, and court records.
- **Prosecutors** uphold due process while overseeing the legal process from start to finish.
- **Bailiffs** help ensure court proceedings are lawful, secure, and orderly.

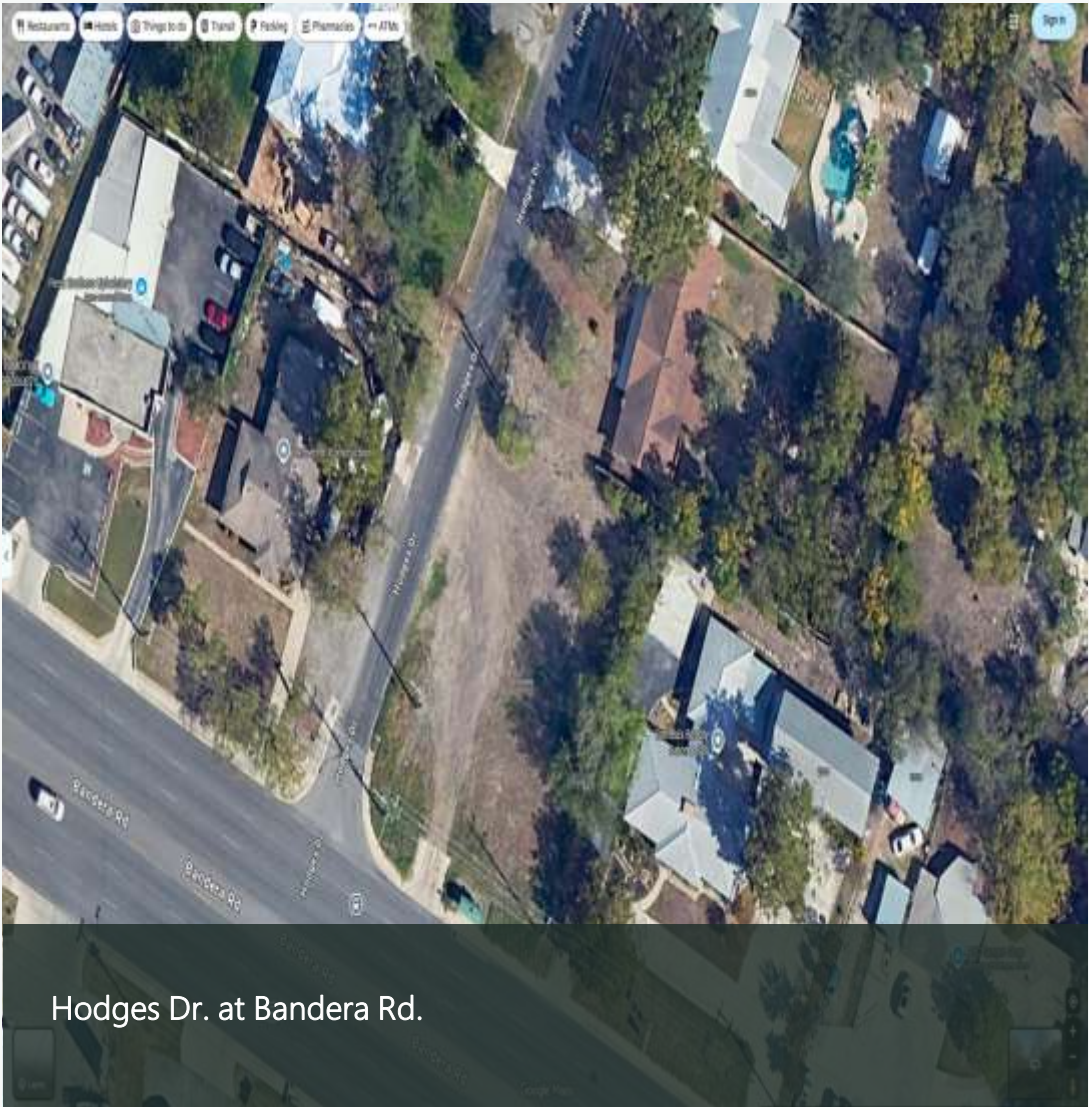
Years of Service with Municipal Courts

- Judge Lawrence G. Morales = 44 years.
- Judge Leslie Kassahn = 17 years.
- Tiffany Arizola, Court Administrator = 16 years.
- Sonia Corona, Senior Court Clerk = 15 years.
- Lynette Rodriguez, Court Clerk = 22 years.
- William Haynes, Court Clerk = 1 year.
- Ernest Zambrano, Bailiff = 20 years.
- Ben Castro, Bailiff = 4 ½ years.

HODGES STREET

Dead-End Street Request

Crystal Caldera, PhD.
October 20, 2026, City Council Meeting



Hodges Dr. at Bandera Rd.

What Council is being asked to decide

Residents have renewed their request to make Hodges a true dead-end street.

Resident request

Physically prevent through traffic while preserving emergency access; residents specifically proposed flexible delineators and dead-end signage.

Current condition

Hodges is already one-way northeastbound and posted at 20 mph; no-through-truck controls were also part of the 2016 traffic-calming package. Hodges and Althea are each 20 ft wide and serve 17 and 9 homes, respectively.

Decision before Council

Whether to maintain current controls, add enforcement/monitoring, commission engineering, or pursue a fully engineered closure concept.

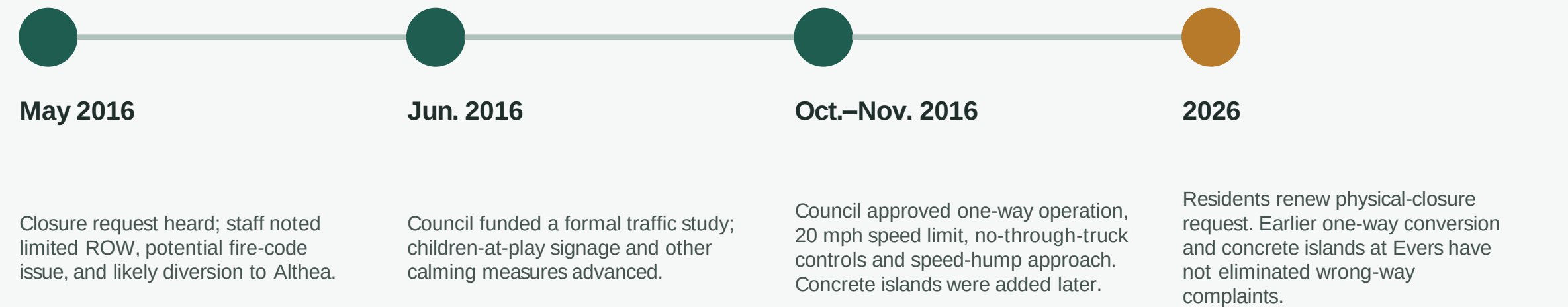
Key distinction

A “dead-end” sign does not make the street a dead end. A true closure changes emergency access, turning movements, drainage/ROW needs, and traffic distribution to nearby streets.

Sources: 2026 resident request; Ordinance No. 16-043 (2016); 2016 Council minutes.

The City has addressed Hodges before

The record shows a multi-step traffic-calming response rather than a single action.



2016 staff specifically warned that closing Hodges could shift cut-through traffic to Althea and that a compliant turnaround might not fit within the available right-of-way.

Sources: May 3, June 21, and October 3, 2016 Council minutes; Ordinance No. 16-043.

Current traffic picture

The issue is neighborhood-wide, not isolated to one block.



370

Hodges annual average daily trips

420

Althea annual average daily trips

- Current Urban SDK counts provided by Public Works show Althea carrying slightly more daily trips than Hodges.
- Any physical closure on Hodges should be evaluated for displacement to Althea and other neighborhood routes.
- Linkwood, Monte Robles and Forest Way are other examples of streets that experience cut-through concerns; Council may wish to consider consistency of citywide policy.
- If made into a cul-de-sac, mail delivery could revert to using both sides, as the street would revert to two-way traffic.
- Hodges averages 11 mph (15 vehicles/hour); Althea averages 10 mph (17 Vehicles/hour). Forest Pine, a wider two-way street, averages 15 mph and 33 vehicles/hour. Average speeds do not rule out individual speeding.

Source: Public Works email, "Average Daily Traffic Counts – Hodges & Althea" (370 / 420 AADT). Aerial: Google Maps image.

Emergency access & delineators

What the evidence supports

- FHWA describes flexible plastic posts as yielding/crashworthy and notes that large vehicles can drive over some designs.
- FHWA also says breaching/removing post barriers for responder access is not the preferred access method because it requires effort and restoration.
- A street closure should therefore not depend on routine emergency vehicles striking delineators unless the Fire/Police Chiefs and engineer approve a specific system.

Staff Opinion

“Flexible delineators are not recommended as the sole emergency-access solution. While many are designed to yield when struck, routinely requiring police or fire apparatus to drive over them can impede response, damage vehicles, and create an access method that should be specifically engineered and approved.”

Current position: both the Fire Chief and Police Chief oppose the proposed closure concept.

A true dead end is an engineering project

Fire-apparatus access standards make geometry and right-of-way central to the decision.

Typical IFC benchmark
Dead-end fire apparatus
access roads over 150 ft
generally require an
approved turnaround.

120 ft

hammerhead

60 ft

“Y” turnaround

96 ft

cul-de-sac diameter

2016 finding: Hodges and Althea were described as substandard streets with limited right-of-way. The Fire Chief and City Engineer at the time opposed closing Hodges; the record states a cul-de-sac would likely be required and there was not enough room.

IFC Appendix D benchmark (verify against Leon Valley’s currently adopted fire code before design). 2016 finding: May 3 Council minutes.

Council options

Each option answers a different policy question; none should be treated as a simple sign-installation decision.

1

Maintain current configuration

Keep one-way/20 mph/no-through-truck controls. Continue routine maintenance and enforcement; no new capital study.

2

Engineering feasibility study

Authorize engineer to determine whether any compliant dead-end/turnaround can fit within existing ROW and identify drainage, utility, access and acquisition impacts.

3

Engineer a closure

Proceed only after feasibility confirms a compliant concept; develop plans, cost estimate, ROW needs, fire/police access and traffic-diversion mitigation.

4

Other ?

5

Neighborhood traffic-management study

Evaluate Hodges, Althea, Linkwood, Forest Way and other cut-through routes together to avoid solving one street by shifting traffic to another.

What an engineering scope should answer

If Council wants to explore closure, the first deliverable should be feasibility.

- Exact ROW width and property impacts
 - May have to buy property from the owners at the Evers Rd side in order to construct either a hammerhead or a cul-de-sac.
 - We would have to collaborate and get permission from both TxDOT and the City of San Antonio
- Required turnaround / fire-code compliance
- Fire apparatus turning templates and response impacts
- Police access and pursuit / incident-response impacts
- Drainage, utilities, solid waste, mail and delivery access
- Bandera/Evers intersection and TxDOT/COSA coordination, if applicable
- Traffic redistribution to Althea and nearby cut-through streets
- Concept-level cost, schedule and any land/easement acquisition
- Staff reports that some motorists caught violating the one-way restriction are residents of the affected streets.



Existing layout at Bandera/Hodges should be field-surveyed before any turnaround concept is assumed feasible.

Decision framework for Council direction

The policy choice can be separated into three questions.

1

Is the current one-way / 20 mph / truck-control approach sufficient, with enforcement and monitoring?

2

If not, should the City first commission a feasibility study to determine whether a compliant dead-end design is physically possible?

3

Should Hodges be evaluated alone, or as part of a broader cut-through traffic policy that also considers Althea, Linkwood, Forest Way and similar streets?

Any physical closure concept should return to Council with engineering, Fire/Police approval, cost, ROW impacts, and a traffic-diversion analysis.

Huebner Creek Channel Improvements Various Options

David Dimaline
Public Works Director
City Council Meeting
October 20, 2026

Summary

- Question
 - City Council is being asked to select two out of four options for the Huebner Creek Channel Improvements. The two options will be further discussed at the City Council workshop in November.
- Options
 - Select two channel improvement options
 - Deny options
 - Other
- Declaration
 - At Council discretion

Purpose

- Select two drainage channel improvement options based on previous presentations for the Huebner Creek Channel Improvements. In November, a City Council workshop will be held to select the final option for the Huebner Creek Channel Improvements.

Background

- The original plan was explained at the February 24, 2024 City Council meeting
- To minimize the number of trees that would have had to be removed, the City Council asked that the project be aligned with the existing layout of the creek
- The Council also asked that the channel be made of concrete to prevent further erosion of the banks
- The Council asked to explore isolated riprap options to improve slope stability at certain locations
- City Engineer has 4 design options for consideration

Design Options

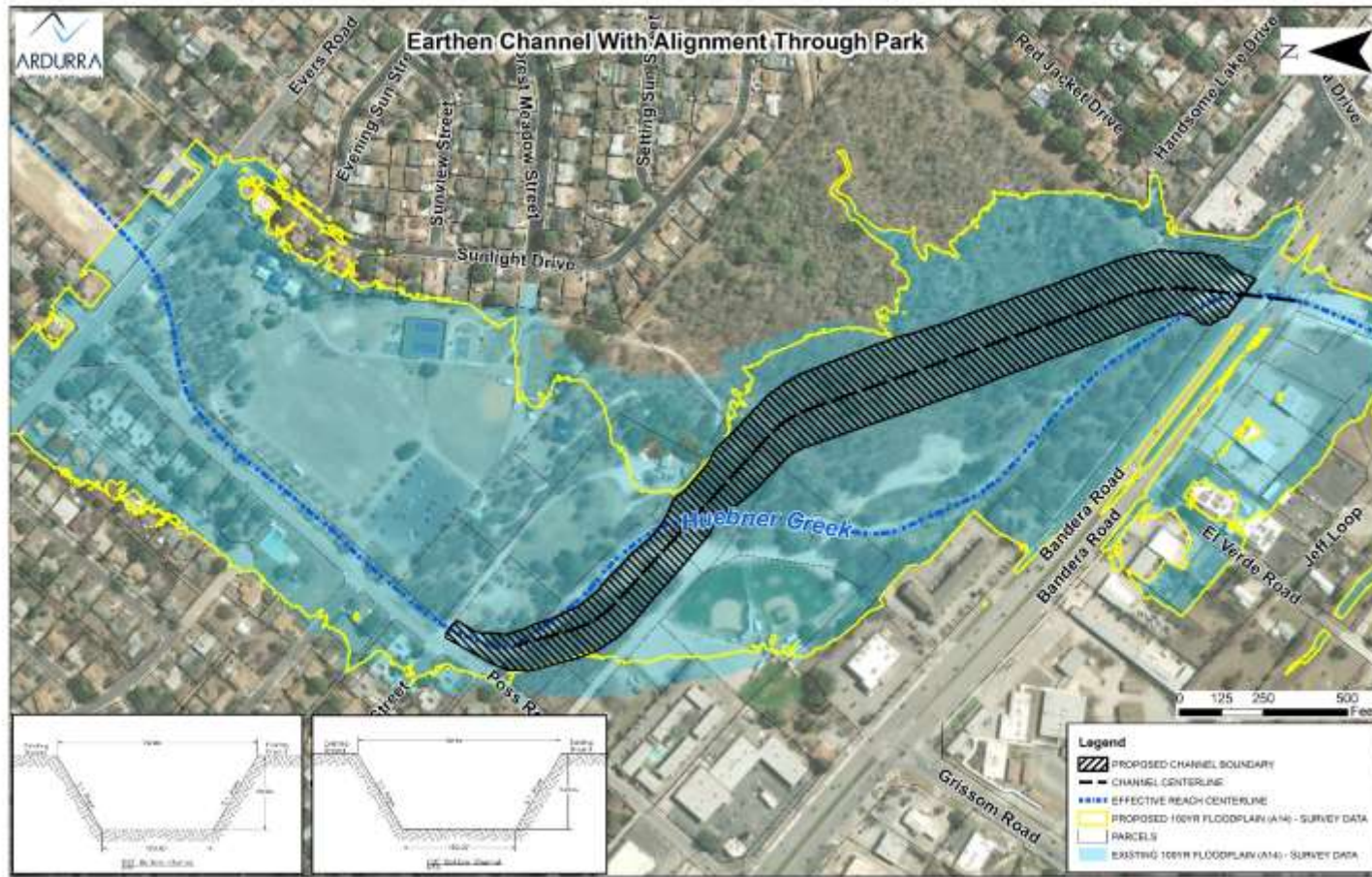
	Option 1	Option 2	Option 3	Option 4
Details	Earthen Channel with a New Alignment	Earthen Channel with Concrete Riprap on South Side	Concrete Riprap with No Channel Grading	Isolated Slope Stabilization at Poss Road & Onion House
Channel Grading Provided	Yes	Yes	No	No
Property Acquisition Needed	No	Yes	Yes	No
Floodplain Boundary Improved	Yes	Yes	No	No
Trees Need to be Removed	403	404	63	31
Parcels Removed from Ex. Floodplain	6	7	0	0
Cost of Construction	\$9,950,000	\$7,350,000	\$2,850,000	\$940,000

Option 1

Earthen Trapezoidal Channel With a New Alignment

- Modifications to the Existing Natural Channel Alignment
- Channel Alignment Through Park with No Property Acquisition
- Approx. 2,700 LF of Earthen Trapezoidal Channel
- Channel Grading with 30' – 150' Varying Bottom Width
- 3H:1V Earthen Side Slope
- Removal of Roughly 403 Trees
- Reduction in Floodplain Footprint with 6 parcels removed

Option 1 - Exhibit

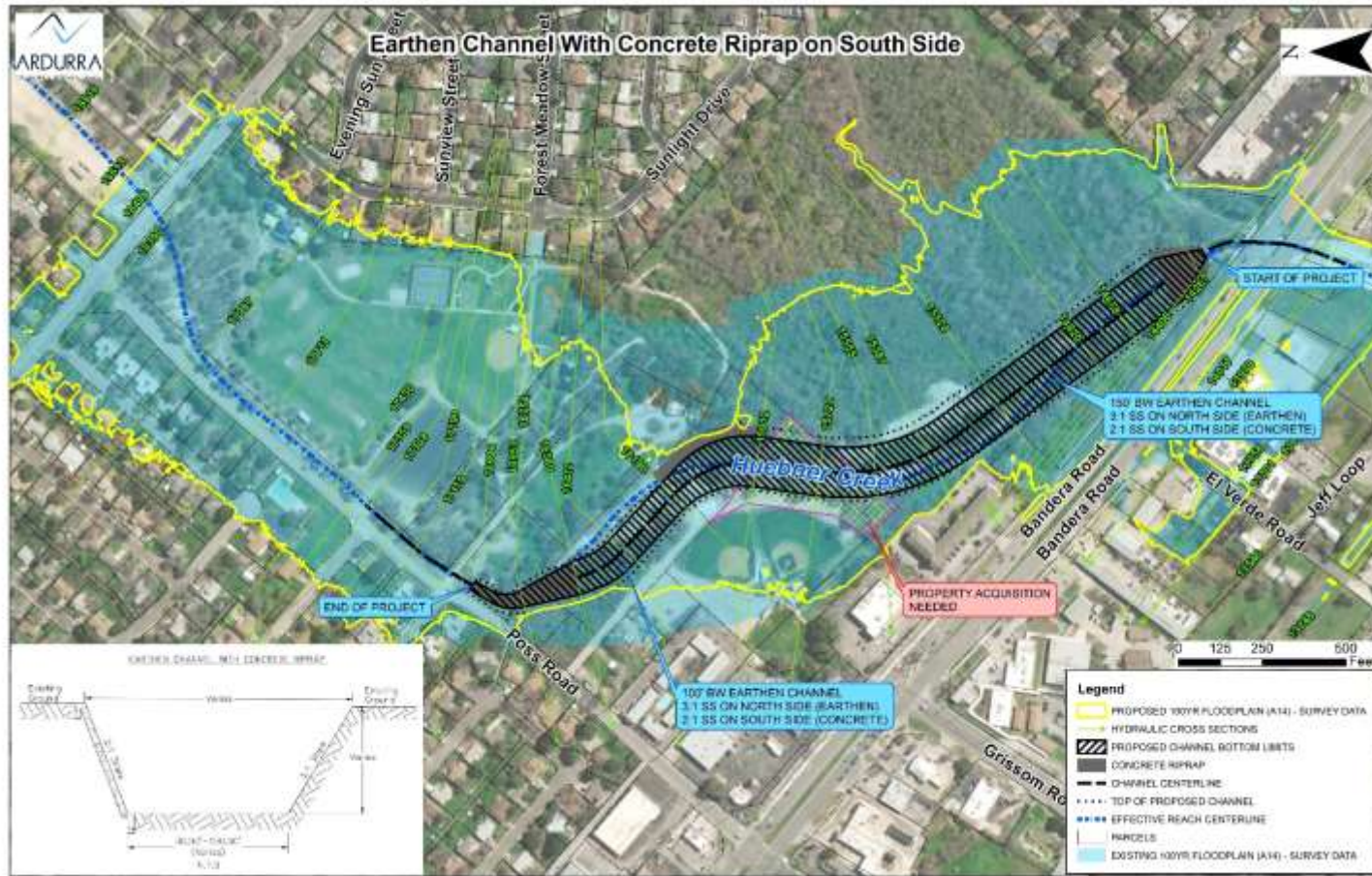


Option 2

Existing Channel Improvements with Concrete Riprap On the South Side

- Alignment Following the Existing Natural Channel
- Approx 2,700 LF of Earthen Trapezoidal Channel
- Channel Grading with 30' – 150' Varying Bottom Width
- 2H:1V Concrete Riprap on the South Side
- 3H:1V Earthen Side Slope on the North Side
- Property Acquisition of Northwest Little League Parcel (Prop ID:217813)
- Removal of Roughly 404 Trees
- Reduction in Floodplain Footprint with 7 parcels removed

Option 2 - Exhibit



Option 3

Concrete Riprap On the South Side W/ No Channel Grading

- No Modifications to the Existing Channel Geometry
- Approx. 14,000 SY of Concrete Riprap on South Side
- Property Acquisition of Northwest Little League Parcel (Prop ID:217813)
- Removal of Roughly 63 Trees
- Erosion Protection Throughout the Natural Channel Alignment
- No Improvements in Effective Floodplain Boundary Limits

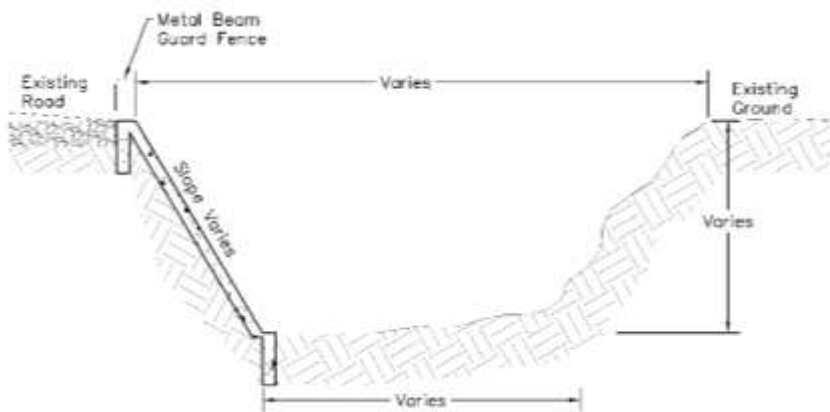
Option 3 - Exhibit



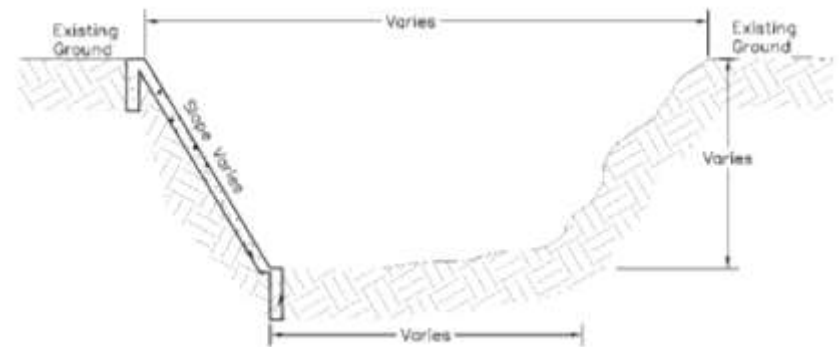
Option 4

Isolated Slope Stabilization at Poss Road and Onion House

- No Modifications to the Existing Channel Geometry
- Approx. 2,700 SY of Concrete Riprap at Poss Road
- Approx. 1,850 SY of Concrete Riprap Behind Onion House
- Removal of Roughly 31 Trees
- No Improvements in Effective Floodplain Boundary Limits
- Fill in at the recycled waterline not included

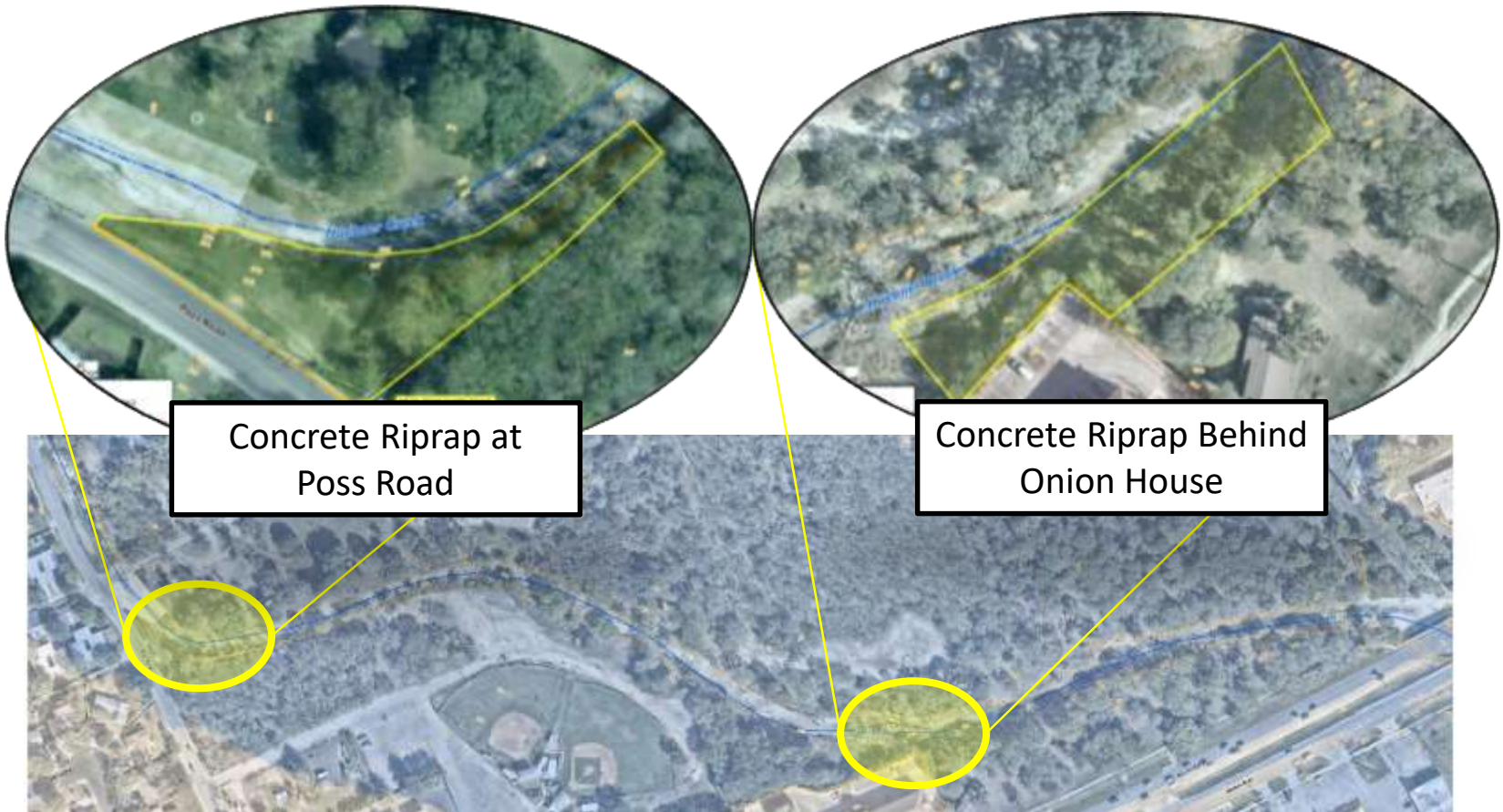


Typical Section at Poss Road



Typical Section behind Onion House

Option 4 - Exhibit



Tree Removal Summary

- **Option 1**
 - Earthen Trapezoidal Channel with a New Alignment 403
- **Option 2**
 - Earthen Channel Improvements with Concrete Riprap on South Side 404
- **Option 3**
 - Concrete Riprap on South Side W/ No Channel Grading 63
- **Option 4**
 - Isolated Channel Slope Stabilization at Poss Road and Onion House 31

Fiscal Impact

- **Option 1**
 - Earthen Trapezoidal Channel with a New Alignment \$9,950,000
- **Option 2**
 - Earthen Channel Improvements with Concrete Riprap on South Side \$7,350,000
- **Option 3**
 - Concrete Riprap on South Side W/ No Channel Grading \$2,850,000
- **Option 4**
 - Isolated Channel Slope Stabilization at Poss Road and Onion House \$940,000

Design Summary

	Option 1	Option 2	Option 3	Option 4
Details	Earthen Channel with a New Alignment	Earthen Channel with Concrete Riprap on South Side	Concrete Riprap with No Channel Grading	Isolated Slope Stabilization at Poss Road & Onion House
Channel Grading Provided	Yes	Yes	No	No
Property Acquisition Needed	No	Yes	Yes	No
Floodplain Boundary Improved	Yes	Yes	No	No
Trees Need to be Removed	403	404	63	31
Parcels Removed from Ex. Floodplain	6	7	0	0
Cost of Construction	\$9,950,000	\$7,350,000	\$2,850,000	\$940,000

The next slides are on the drop structure

Technical Memo – Huebner Creek Drop Structure Improvements

{Section}.34.

- Purpose was to evaluate alternatives for mitigating ongoing erosion affecting the Huebner Onion Homestead
- To protect this historic site from continued channel degradation/bank instability by assessing the feasibility of implementing a drop structure within Huebner Creek
- Analysis by Ardurra evaluates two primary components
 - 1) Removal of existing flowable fill associated with the Recycled Water Main
 - 2) Potential placement of a drop structure within Huebner Creek between the Little League Baseball Field and Bandera Rd. bridge

Technical Memo – (Continued)

- Effective hydraulic conditions were obtained from the SARA database and used as the basis of comparison for analysis
- **Alternative 1 – Removal of Existing Flowable Fill at the Recycled Water Main Crossing**
 - Removal of the SAWS sewer main and recycled water main flowable-fill obstruction did not produce a significant change in the 100-year water-surface elevations
 - Analysis shows that while the utility crossings contribute to localized backwater effects, their removal alone does not substantially alter the overall hydraulic profile in the vicinity of the Huebner Onion Homestead

Technical Memo – (Continued)

{Section}.34.

- **Alternative 2 – Proposed Drop Structure Between Little League Baseball Field and Bandera Rd. Bridge Crossing**
 - Incorporates all modifications included in Alternative 1, but includes 550' of channel grading, installation of 1' drop structure, and construction of 3H:1V concrete rip rap (slide slope protection)
 - Model shows drop structure produces localized reductions in water-surface elevation, with greatest decrease of 1.49 feet at Cross Section 15295
 - Overall, results indicate modifications generate localized decreases in depth accompanied by predictable increases in velocity
 - Estimated construction cost is \$1.54 million including drop structure, channel grading, and concrete riprap along both side slopes to prevent erosion

Technical Memo – (Continued)

{Section}.34.

Conclusion

- The hydraulic benefits gained from Alternative 2 are minimal and do not improve existing flood or erosion conditions
 - There was no substantial water surface elevation or velocity decreases with the addition of a drop structure
- Given the high-cost relative to limited benefit, the proposed improvements are not recommended
- Additionally, the analysis confirms the existing SAWS sewer line crossing and recycled water main crossing already function as a drop structure

Recommendation

- At City Council discretion
- Select two options to discuss further at the November City Council workshop to gather additional public input

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

CHECK DATE: 9/01/2026 THRU 9/30/2026
CLEAR DATE: 0/00/0000 THRU
STATEMENT: 0/00/0000 THRU
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.35.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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112010	9/01/2026	CHECK	110181	ARDURRA GROUP, INC	1,501.50CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110182	AT&T	630.52CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110183	AT&T LONG DISTANCE	0.27CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110184	BOUND TREE MEDICAL, LLC	1,944.78CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110185	CALLAGHAN ROAD ANIMAL HOSPITAL	239.78CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110186	CANON FINANCIAL SERVICES	379.92CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110187	CHARTER COMMUNICATIONS	329.70CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110188	CORE & MAIN LP	19,847.55CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110189	DEBRA PEREZ	75.00CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110190	FOLLETT CONTENT SOLUTIONS, LLC	1,034.02CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110191	GALLS, LLC	2,270.17CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110192	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110193	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110194	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110195	GRAINGER	3,534.32CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110196	HEAT SAFETY EQUIPMENT, LLC.	1,344.44CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110197	IMPERIAL BAG & PAPER CO. LLC	667.81CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110198	LEON VALLEY WATER SYSTEM	59.45CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110199	LEON VALLEY WATER SYSTEM	23.37CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110200	LESLIE ANN KASSAHN	800.00CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110201	LONESTAR PROTECTIVE SECURITY A	237.50CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110202	MARSHALL DISTRIBUTING	2,410.33CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110203	MESSER FORT MCDONALD	2,729.75CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110204	LAWRENCE G MORALES	1,550.00CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110205	MY-LOR, INC.	38.60CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110206	NOHEMI MARQUEZ	400.00CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110207	ODP BUSINESS SOLUTIONS, LLC	490.59CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110208	PRESIDIO CONTRACTING LLC	123,345.77CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110209	QUADIENT INC	2,467.11CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110210	REBECCA ORTIZ	400.00CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110211	RON PERRIN WATER TECHNOLO	2,062.00CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110212	SAFESITE, INC	217.20CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110213	SAN ANTONIO POOL MANAGEMENT, I	78.86CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110214	SAWS	137,819.84CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110215	SIDDONS MARTIN EMERGENCY GROUP	10,645.30CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110216	SIRCHIE ACQUISITION CO, LLC	530.73CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110217	T-MOBILE USA	60.08CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110218	TAYLOR MADE HOSE	127.25CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110219	VALLANCE SECURITY SYSTEMS, INC	95.00CR	OUTSTND	A	0/00/0000
112010	9/01/2026	CHECK	110220	VESTIS GROUP, INC.	217.46CR	OUTSTND	A	0/00/0000
112010	9/02/2026	CHECK	110221	MEDINA VALLEY SECURITY, INC.	169.85CR	OUTSTND	A	0/00/0000
112010	9/04/2026	CHECK	110222	LEON VALLEY FD HOUSE FUND	200.00CR	OUTSTND	A	0/00/0000
*** 112010	9/09/2026	CHECK	110224	A & M AUTO CENTER, LLC	164.98CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110225	ADVANCE AUTO PARTS INC	203.69CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 9/01/2026 THRU 9/30/2026
CLEAR DATE: 0/00/0000 THRU
STATEMENT: 0/00/0000 THRU
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.35.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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112010	9/09/2026	CHECK	110226	AGENCY 405	2.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110227	AMAZON.COM LLC	8,163.74CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110228	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110229	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110230	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110231	AMERICAN PUBLIC WORKS ASSOCIATI	1,205.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110232	AMERICAN TRAFFIC SOLUTIONS, IN	66,500.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110233	ANS SERVICES LLC	5,801.75CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110234	AT&T MOBILITY	1,464.95CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110235	STEPHEN J BARSCIEWSKI	1,460.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110236	BB INSPECTION SERVICES, LLC	29,445.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110237	BEXAR CENTRAL APPRAISAL DISTRI	10,641.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110238	CORE & MAIN LP	38.50CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110239	CORONET CYBER SECURITY, VOIDED	25,704.00CR	VOIDED	A	9/09/2026
112010	9/09/2026	CHECK	110240	DAUPLER, INC.	4,900.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110241	FELIPE ESPARZA	400.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110242	FERGUSON US HOLDINGS, INC	179.95CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110243	GALLS, LLC	412.12CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110244	GRAINGER	331.48CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110245	IMPERIAL BAG & PAPER CO. LLC	3.40CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110246	JAMES C. SPARKS	4,446.48CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110247	JOSE ESPINOZA	48.99CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110248	LONESTAR PROTECTIVE SECURITY A	625.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110249	MESSER FORT MCDONALD	2,989.50CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110250	METRO FIRE	1,294.15CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110251	NITRO SOFTWARE, INC.	5,466.50CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110252	NOHEMI MARQUEZ VOIDED	1,180.00CR	VOIDED	A	9/09/2026
112010	9/09/2026	CHECK	110253	SAN ANTONIO POOL MANAGEMENT, I	5,469.80CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110254	SIDDONS MARTIN EMERGENCY GROUP	614.10CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110255	SOUTH CENTRAL PLANNING AND DEV	550.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110256	SOUTH TEXAS FIRE TRAINING, LLC	1,100.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110257	WASHED AND SHINE, LLC	180.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110258	TAYLOR MADE HOSE	101.34CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110259	TECHLEAD PROFESSIONAL SERVICES	8,240.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110260	THE PEACEMAKER'S ARMORY, LLC	28,290.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110261	TIREHUB LLC	520.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110262	TRANSUNION RISK & ALTERNATIVE	203.00CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110263	UNITED RENTALS	300.70CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110264	VESTIS GROUP, INC.	179.70CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110265	VULCAN CONSTRUCTION MATERIALS,	1,560.42CR	OUTSTND	A	0/00/0000
112010	9/09/2026	CHECK	110266	WELDERS SUPPLY CO INC	78.00CR	OUTSTND	A	0/00/0000
112010	9/18/2026	CHECK	110267	LEON VALLEY FD HOUSE FUND	200.00CR	OUTSTND	A	0/00/0000
*** 112010	9/17/2026	CHECK	110272	A & M AUTO CENTER, LLC	89.99CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110273	ADVANCE AUTO PARTS INC	32.58CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 9/01/2026 THRU 9/30/2026
CLEAR DATE: 0/00/0000 THRU
STATEMENT: 0/00/0000 THRU
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.35.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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112010	9/17/2026	CHECK	110274	ALBERT URESTI, MPA, PCC	7.50CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110275	ALTAWORX, LLC	2,105.30CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110276	AMAZON.COM LLC	10.91CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110277	ARACELI ARREAGA	400.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110278	AT&T	645.28CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110279	BANIS TOWING SERVICE	3,195.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110280	BOUND TREE MEDICAL, LLC	4,040.47CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110281	BUCKHORN SOIL AND STONE	214.20CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110282	C&M LOCKSMITH & RIMFIRE SECURI	170.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110283	CALLAGHAN ROAD ANIMAL HOSPITAL	149.60CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110284	CANON FINANCIAL SERVICES	2,755.04CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110285	CHARTER COMMUNICATIONS	774.07CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110286	CHARTER COMMUNICATIONS	120.62CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110287	CITY OF SAN ANTONIO	2,354.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110288	CORE & MAIN LP	531.98CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110289	CORONET CYBER SECURITY, INC.	25,704.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110290	COURTNEY ASHBY JONES	25.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110291	DAVID K YOUNG CONSULTING, LLC	159.50CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110292	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110293	DAZLYN DELEON	400.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110294	FOLLETT CONTENT SOLUTIONS, LLC	554.62CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110295	GALLS, LLC	423.40CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110296	GFOAT	100.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110297	GRAINGER	52.80CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110298	GUADALUPE READYMIX, LLC	1,050.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110299	JACQUELINE DUFFNER	25.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110300	JAMES C. SPARKS	1,274.84CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110301	JESSICA SALAZAR	25.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110302	JIFFY LUBE INTERNATIONAL, INC.	108.73CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110303	JOSEPHINE MARTINEZ	400.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110304	KIESLER POLICE SUPPLY, INC	6,750.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110305	LINEBARGER GOGGAN BLAIR & SAMP	5,838.18CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110306	LONESTAR PROTECTIVE SECURITY A	250.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110307	MAC HAIK DODGE CHRYSLER JEEP	200,000.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110308	MARION BELL	2.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110309	MARK A GARZA	2,600.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110310	MARLEEN MORALES	50.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110311	MINNIE GARIBAY	75.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110312	MR.COOL AC & HEATING	200.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110313	ODP BUSINESS SOLUTIONS, LLC	1,081.41CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110314	OPERATION SAFE SHIELD	25,572.84CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110315	OVERDRIVE, INC.	3,000.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110316	PITNEY BOWES	1,372.98CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110317	POLLUTION CONTROL SERVICES	360.00CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 9/01/2026 THRU 9/30/2026
CLEAR DATE: 0/00/0000 THRU
STATEMENT: 0/00/0000 THRU
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.35.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
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112010	9/17/2026	CHECK	110318	PVS DX INC.	110.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110319	SAN ANTONIO WATER SYSTEM	385.18CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110320	SAN ANTONIO WATER SYSTEM	825.22CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110321	SAN ANTONIO WATER SYSTEM	965.15CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110322	SAN ANTONIO SOUND & LIGHT	32,653.60CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110323	SAUNDRA PASSAILAIGUE	107.98CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110324	SAWS	554.31CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110325	SITEONE LANDSCAPE SUPPLY, LLC	361.60CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110326	SOUTH TEXAS FIRE TRAINING, LLC	775.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110327	SURE-LOCK AND SAFE	760.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110328	TMC PROVIDER GROUP, PLLC	455.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110329	TIFFANY ARIZOLA	210.52CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110330	TOTAL MAINTENANCE SOLUTIONS SO	72.15CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110331	TOYOTA OF LAREDO	75.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110332	US BANK NATIONAL ASSOCIATION	23,913.38CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110333	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110334	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110335	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110336	VESTIS GROUP, INC.	186.06CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110337	WELDERS SUPPLY CO INC	26.00CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110338	WRIGHT EXPRESS FSC	9,196.07CR	OUTSTND	A	0/00/0000
112010	9/17/2026	CHECK	110339	WEX HEALTH	75.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110340	A-RAM PLUMBING, INC.	1,374.69CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110341	ADIOS PEST CONTROL, LLC	149.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110342	ADVANCE AUTO PARTS INC	5.02CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110343	ALAMO SMART HOME	2,908.83CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110344	ANDY GRIEGO	36.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110345	ARDURRA GROUP, INC	1,501.50CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110346	ARDURRA GROUP, INC	4,376.20CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110347	ARDURRA GROUP, INC	36,359.76CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110348	AT&T UVERSE	151.11CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110349	BISHOW PAUDEL	25.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110350	CALLAGHAN ROAD ANIMAL HOSPITAL	5.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110351	CANON FINANCIAL SERVICES	360.21CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110352	CENTRAL ELECTRIC ENT. & CO.	2,219.92CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110353	CHARTER COMMUNICATIONS	1,356.12CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110354	CHARTER COMMUNICATIONS	120.97CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110355	CLOSNER EQUIPMENT CO. INC.	3,610.80CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110356	CITY OF LEON VALLEY-PETTY	405.53CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110357	CODE BLUE POLICE SUPPLY	24.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110358	CORE & MAIN LP	482.40CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110359	CITY PUBLIC SERVICE BOARD	27,926.49CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110360	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110361	DAVID TREVINO	199.99CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 9/01/2026 THRU 9/30/2026
CLEAR DATE: 0/00/0000 THRU
STATEMENT: 0/00/0000 THRU
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.35.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	9/22/2026	CHECK	110362	DEWINNE EQUIPMENT CO, INC	138.50CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110363	GABRIELLA VASQUEZ	400.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110364	GABRILLE L. GUTIERREZ	5.21CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110365	GALLS, LLC	2,686.31CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110366	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110367	GLOBAL EQUIPMENT COMPANY INC	418.36CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110368	GRAINGER	81.52CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110369	GREATAMERICA FINANCIAL SERVICE	382.97CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110370	HELOTES ECHO	892.50CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110371	HOME DEPOT CREDIT SERVICES	3,219.42CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110372	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110373	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110374	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110375	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110376	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110377	IMAGE 360 SAN ANTONIO WEST	708.26CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110378	IMPERIAL BAG & PAPER CO. LLC	748.44CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110379	ISAIAH ESPINO	120.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110380	JAMES C. SPARKS	483.15CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110381	LEON VALLEY WATER SYSTEM	147.63CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110382	LEXIPOL, LLC	5,496.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110383	LIGHT BULB DEPOT 14 LLC	35.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110384	LONESTAR PROTECTIVE SECURITY A	550.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110385	MARTIN MARIETTA MATERIALS	481.49CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110386	METRO FIRE	15,769.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110387	MOODY'S ANALYTICS INC	2,772.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110388	NAPA SAN ANTONIO AUTO & TRUCK	83.97CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110389	NOHEMI MARQUEZ	1,180.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110390	ODP BUSINESS SOLUTIONS, LLC	589.51CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110391	QUADIENT INC	2,203.73CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110392	SAMANTHA GARCIA	75.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110393	SAN ANTONIO POOL MANAGEMENT, I	12.22CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110394	SANTOSH THAPA	165.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110395	SIDDONS MARTIN EMERGENCY GROUP	575.59CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110396	SIRCHIE LLC	22.10CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110397	SOUTHWEST PUBLIC SAFETY	5,637.15CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110398	TELEFLEX	1,100.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110399	TEXAS MUNICIPAL LEAGUE	330.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110400	TEXAS PUBLIC WORKS ASSOC	625.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110401	TJ'S PROFESSIONAL PAINTING AND	4,582.00CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110402	VESTIS GROUP, INC.	178.96CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110403	VORTEX COLORADO, LLC	2,395.46CR	OUTSTND	A	0/00/0000
112010	9/22/2026	CHECK	110404	VULCAN CONSTRUCTION MATERIALS,	246.42CR	OUTSTND	A	0/00/0000
112010	9/23/2026	CHECK	110405	REFUND: SOLANO, CYNTHIA	18.87CR	OUTSTND	U	0/00/0000

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

CHECK DATE: 9/01/2026 THRU 9/30/2026
CLEAR DATE: 0/00/0000 THRU
STATEMENT: 0/00/0000 THRU
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.35.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	9/23/2026	CHECK	110406	REFUND: RODRIGUEZ, RYAN G.	43.97CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110407	REFUND: PEDEN, JONATHAN	37.34CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110408	REFUND: RIVERA, ABRAHAM	16.38CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110409	REFUND: UNITED TEXAS HOMES LLC	14.71CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110410	REFUND: BLIZZARD, HANNAH	56.55CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110411	REFUND: MAYCA LLC	29.35CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110412	REFUND: MURPHY HOME BUYERS	12.10CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110413	REFUND: AKBARI, SAYED	21.76CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110414	REFUND: CENTURY COMMUNITIES	48.82CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110415	REFUND: CONTINENTAL HOMES OF T	34.19CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110416	REFUND: CONTINENTAL HOMES OF T	43.07CR	OUTSTND	U	0/00/0000
112010	9/23/2026	CHECK	110417	CHICAGO TITLE OF TEXAS, VOIDED	5,000.00CR	VOIDED	A	9/23/2026
112010	9/28/2026	CHECK	110418	A & M AUTO CENTER, LLC	59.99CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110419	ARDURRA GROUP, INC	4,117.50CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110420	STEPHEN J BARSCIEWSKI	975.00CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110421	BOUND TREE MEDICAL, LLC	755.72CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110422	CHARTER COMMUNICATIONS	329.70CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110423	CITY OF CONVERSE	155.00CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110424	D & D CONTRACTORS, INC	1,077.48CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110425	GALLS, LLC	3,250.51CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110426	IMPERIAL BAG & PAPER CO. LLC	161.92CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110427	LEON VALLEY WATER SYSTEM	200.01CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110428	LEON VALLEY WATER SYSTEM	466.92CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110429	LINEBARGER GOGGAN BLAIR & SAMP	6,144.02CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110430	MANSFIELD OIL COMPANY	3,114.20CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110431	MEDINA VALLEY SECURITY, INC.	169.85CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110432	MESSER FORT MCDONALD	4,795.50CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110433	PRISCILLA ZAMARRIPA	400.00CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110434	T-MOBILE USA	641.17CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110435	TAYLOR N. COLEY	1,345.00CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110436	TOP BRASS	300.00CR	OUTSTND	A	0/00/0000
112010	9/28/2026	CHECK	110437	VALLANCE SECURITY SYSTEMS, INC	95.00CR	OUTSTND	A	0/00/0000
*** 112010	9/30/2026	CHECK	110462	A/C TECHNICAL SERVICES, LLC	1,055.10CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110463	AGENCY 405	5.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110464	ALAZIA MCCUMBA	25.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110465	ALIYAH GARZA	50.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110466	ARDURRA GROUP, INC	1,750.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110467	ARDURRA GROUP, INC	2,483.40CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110468	AT&T	630.52CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110469	AT&T LONG DISTANCE	0.33CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110470	AT&T UVERSE	343.48CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110471	AUSTIN ARMATURE WORKS, LP	16,719.25CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110472	AZTEC UNDER GROUND UTILITY	16,600.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110473	BATTERIES PLUS	52.95CR	OUTSTND	A	0/00/0000

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

CHECK DATE: 9/01/2026 THRU 9/30/2026
CLEAR DATE: 0/00/0000 THRU
STATEMENT: 0/00/0000 THRU
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.35.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	9/30/2026	CHECK	110474	BIANCA SEPULVEDA	95.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110475	BOUND TREE MEDICAL, LLC	670.79CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110476	CALLAGHAN ROAD ANIMAL HOSPITAL	57.80CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110477	CANDIDO PEREZ	229.99CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110478	CHARTER COMMUNICATIONS	120.62CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110479	CLIFFORD POWER SYSTEMS, INC	425.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110480	CORE & MAIN LP	19,473.49CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110481	DAVID COSS	75.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110482	FOLLETT CONTENT SOLUTIONS, LLC	477.03CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110483	GALLS, LLC	685.91CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110484	GRAINGER	540.28CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110485	HANJAK INDUSTRIES, LLC	2,456.23CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110486	HERITAGE-CRYSTAL CLEAN, INC	196.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110487	ISAIAH ESPINO	73.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110488	JOE NOYOLA	25.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110489	JOSHUA TELATNYK	100.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110490	KAREN REYNOLDS	25.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110491	LEEZA L. CRUZ	2.26CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110492	LEON VALLEY WATER SYSTEM	1,200.99CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110493	LESLIE ANN KASSAHN	1,100.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110494	MANSFIELD OIL COMPANY	4,604.13CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110495	MARSHALL DISTRIBUTING	2,948.41CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110496	MARTIN ACEVEDO	25.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110497	MESSER FORT MCDONALD	5,797.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110498	METRO FIRE	2,093.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110499	NFPA	225.00CR	VOIDED	A	9/30/2026
112010	9/30/2026	CHECK	110500	NORMAJEAN BARTLETT	25.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110501	PAWS RANCH RESCUE	1,250.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110502	SHARP ELECTRONICS CORP	74.50CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110503	SIDDONS MARTIN EMERGENCY GROUP	20,653.97CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110504	SITEONE LANDSCAPE SUPPLY, LLC	771.60CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110505	SOUTH TEXAS FIRE TRAINING, LLC	250.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110506	SOVREX, LLC	124,930.80CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110507	TAYLOR MADE HOSE	2,475.57CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110508	TEXAS MUNICIPAL CLERK'S ASSOCI	400.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110509	TOWN & COUNTRY VETERINARY HOSP	46.50CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110510	TREVIPAY	1,336.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110511	UNIVERSITY OF TEXAS HEALTH SCI	4,431.50CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110512	VESTIS GROUP, INC.	359.61CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110513	VULCAN CONSTRUCTION MATERIALS,	498.02CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110514	WELDERS SUPPLY CO INC	104.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110515	A & M AUTO CENTER, LLC	59.99CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110516	AMAZON.COM LLC	23,473.25CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110517	VOID CHECK	0.00	OUTSTND	A	0/00/0000

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

CHECK DATE: 9/01/2026 THRU 9/30/2026
CLEAR DATE: 0/00/0000 THRU 0/00/0000
STATEMENT: 0/00/0000 THRU 0/00/0000
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

{Section}.35.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	9/30/2026	CHECK	110518	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110519	APEX OVERHEAD DOOR SERVICE	2,434.40CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110520	AQUA-METRIC	6,350.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110521	AT&T MOBILITY	1,465.90CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110522	BB INSPECTION SERVICES, LLC	34,945.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110523	CLEANVIEW	2,525.12CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110524	CORE & MAIN LP	3,822.19CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110525	DAVID K YOUNG CONSULTING, LLC	159.50CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110526	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110527	END 2 END PUBLIC SAFETY, LLC	7,436.50CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110528	GALLS, LLC	613.23CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110529	GIL CISNEROS	400.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110530	HEARST MEDIA-SAN ANTONIO	109.50CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110531	HELOTES ECHO	126.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110532	HENRY LOPEZ	14,300.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110533	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110534	VOID CHECK	0.00	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110535	IMAGE 360 SAN ANTONIO WEST	146.50CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110536	IMPERIAL BAG & PAPER CO. LLC	382.42CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110537	LEA PARK & PLAY	16,745.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110538	MESSER FORT MCDONALD	20,221.19CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110539	RIVER CITY BOLT & SCREW	19.27CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110540	SARMA INC	27.50CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110541	SAWS	136,075.97CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110542	WASHED AND SHINE, LLC	155.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110543	T-MOBILE USA	60.08CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110544	TRANSUNION RISK & ALTERNATIVE	207.00CR	OUTSTND	A	0/00/0000
112010	9/30/2026	CHECK	110545	TYLER TECHNOLOGIES, INC	1,356.25CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 112010				CHECK	TOTAL:	1,596,122.92CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR Pooled Cash				CHECK	TOTAL:	1,596,122.92CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

City of Leon Valley September 2026 Financial Report

Carol Goering

Finance Director
City Council Meeting
October 20, 2026

City of Leon Valley Monthly Financial September 2026

{Section}.35.

General Fund

Target Percentage 100.00%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Ad Valorem	\$ 6,181,698	\$ 6,249,353	101.1%	\$ 5,624,828	97.6%
Sales Taxes	3,827,643	3,161,118	82.6%	3,777,494	100.7%
Franchise Taxes	940,450	799,569	85.0%	978,235	97.9%
Licenses, Permits, Fees & Fines	1,599,340	1,901,763	118.9%	2,062,834	129.7%
Interest Income	430,313	385,484	89.6%	437,594	101.7%
Miscellaneous Revenue	1,802,272	390,081	21.6%	1,499,186	83.8%
Transfers In	1,956,942	1,687,817	86.2%	1,989,827	85.8%
Total Revenue	\$ 16,738,658	\$ 14,575,185	87.1%	\$ 16,369,998	98.4%

EXPENDITURES					
Municipal Court	\$ 498,548	\$ 479,880	88.2%	\$ 430,519	100.7%
Finance	469,456	448,872	95.6%	427,470	85.8%
Council & Manager	916,377	834,218	91.0%	932,877	88.7%
Information Technology	332,038	305,605	92.0%	422,384	94.1%
Police	3,764,476	3,429,604	91.1%	3,311,133	86.4%
Impound Lot	156,480	155,356	99.3%	159,967	100.7%
Fire	4,810,724	4,415,862	91.8%	3,952,285	92.1%
Public Works	2,466,884	2,239,839	90.8%	2,339,258	86.8%
Planning and Zoning	1,017,179	753,861	74.1%	565,615	53.3%
Economic Development	685,116	325,884	47.6%	371,666	55.2%
Code & Animal Control	194,373	147,772	76.0%	-	0.0%
Special Events	37,933	26,944	71.0%	164,868	94.2%
Parks & Recreation	2,747,038	504,184	18.4%	675,948	25.13%
Library	662,805	532,163	80.3%	512,694	92.4%
Transfers Out	-	-	0.0%	-	0.0%
Total Expenditures	\$ 18,759,427	\$ 14,600,043	77.8%	\$ 14,266,684	76.9%

Projected FY26 Ending Fund Balance \$ 6,304,440

City of Leon Valley

Monthly Financial

September 2026

General Fund

Target Percentage 100.00%

MISC REVENUE BREAKDOWN:	2026 BUDGET	2026 YTD ACTUALS		2025 YTD ACTUALS	
Miscellaneous	\$ 349,960	\$ 219,758	62.8%	\$ 280,025	1.3%
Sales of Surplus Property	10,000	42,917	429.2%	1,187,761	841.2%
ASPP Grant	20,000	-	0.0%	-	0.0%
Hike and Bike Grant	1,260,312	-	0.0%	-	0.0%
DEA Reimbursement	35,000	27,715	79.2%	-	0.0%
Insurance Proceeds	50,000	31,109	62.2%	25,570	51.1%
Library Grant	2,000	13,486	674.3%	668	9.9%
Fire Grant	50,000	5,146	10.3%	5,161	10.3%
PD Grants	25,000	49,950	199.8%	-	0.0%
Total Miscellaneous	\$ 1,802,272	\$ 390,081	21.6%	\$ 1,499,186	83.8%

City of Leon Valley

Monthly Financial

September 2026

{Section}.35.

Water/Sewer/Storm Water Fund

Target Percentage 100.00%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Water Sales	\$ 2,063,850	\$ 2,074,972	100.5%	\$ 2,105,232	99.6%
Sewer Sales	2,649,085	2,298,312	86.8%	2,686,232	107.1%
Storm Water	565,000	511,012	90.4%	538,716	96.2%
Connection & Platting	-	7,950	0.0%	4,350	193.3%
Customer Fees	73,350	77,660	105.9%	72,540	104.2%
Tapping Fees	20,000	11,800	59.0%	19,442	104.2%
Interest Income	175,099	133,923	76.5%	189,763	110.5%
Miscellaneous Revenue	9,500	1,416,972	14915%	510,498	39.3%
Total Revenue	\$ 5,555,884	\$ 6,532,601	117.6%	\$ 6,126,774	91.0%

MISC REVENUE BREAKDOWN:

	2026 BUDGET	YTD ACTUALS	
Miscellaneous	\$ 9,500	\$ 34,001	357.9%
Grant - Bexar County	-	1,382,971	0.0%
Total Miscellaneous	\$ 9,500	\$ 1,416,972	14915.5%

City of Leon Valley Monthly Financial September 2026

{Section}.35.

Water/Sewer/Storm Water Fund

Target Percentage 100.00%

	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
EXPENDITURES					
Water System	1,235,650	1,012,204	81.9%	1,130,922	33.6%
Sewer System	1,890,442	1,646,140	87.1%	1,832,224	57.0%
Storm Water	239,352	102,442	42.8%	166,796	19.7%
Other Sources/Uses	1,407,430	1,301,355	92.5%	1,253,538	92.1%
Total Expenditures	\$ 4,772,874	\$ 4,062,141	85.1%	\$ 4,383,480	49.9%

CAPITAL OUTLAY					
Water System *	2,326,312	2,058,173	88.5%	1,491,278	68.6%
Sewer System	1,791,778	1,544,182	86.2%	410,905	43.8%
Storm Water	382,413	299,656	78.4%	160,367	24.3%
Total Capital Outlay	\$ 4,500,503	\$ 3,902,011	86.7%	\$ 2,062,550	23.5%

* 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

September 2026

Community Center Fund

Target Percentage 100.00%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 85,000	36,505	91.6%	59,508	134.8%
Short Term - Rentals	-	41,329		48,354	
RENTAL FEES					
Community Center	50,000	44,285	88.6%	52,155	107.2%
Conference Center	18,000	21,544	119.7%	23,496	132.3%
Interest Income	15,242	9,749	64.0%	11,041	73.9%
Transfers in	-	-	0.0%	-	0.0%
Total Revenue	\$ 168,242	\$ 153,412	91.2%	\$ 194,555	120.6%

EXPENDITURES

Personnel	\$ 100,500	\$ 98,532	98.0%	\$ 93,290	100.0%
Supplies	13,650	6,975	51.1%	1,405	12.0%
Contractual	51,538	45,936	89.1%	37,664	75.2%
Capital Outlay	-	-	0.0%	10,116	84.3%
Transfers Out	22,131	22,131	100.0%	21,777	100.0%

City of Leon Valley

Monthly Financial

September 2026

Economic/Community Development

Target Percentage 100.00%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Sales Tax Revenues	\$ 419,307	\$ 347,434	82.9%	\$ 416,174	101.2%
Interest Income	20,313	18,594	91.5%	21,041	103.6%
Total Revenues	\$ 439,620	\$ 366,028	83.3%	\$ 437,215	101.3%

EXPENDITURES					
Personnel	\$ 170,168	\$ 123,930	72.8%	\$ 160,742	87.9%
Supplies	4,475	2,842	63.5%	14,364	106.6%
Contractual	386,627	115,370	29.8%	93,954	39.7%
Capital Outlay	123,846	83,743	67.6%	102,606	42.8%
Total Expenditures	\$ 685,116	\$ 325,884	47.6%	\$ 371,666	55.2%

City of Leon Valley

Monthly Financial

September 2026

Impound Lot

Target Percentage 100.00%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Impound Lot Fees	\$ 101,000	\$ 132,193	130.9%	\$ 139,781	117.8%
Auctions	102,000	89,991	88.2%	90,678	85.6%
Total Revenues	\$ 203,000	\$ 222,184	109.5%	\$ 230,459	102.6%

EXPENDITURES

Personnel	\$ 136,901	\$ 135,493	99.0%	\$ 129,257	101.3%
Supplies	3,300	2,677	81.1%	1,077	32.6%
Contractual	16,279	17,187	105.6%	11,735	116.5%
Capital	-	-	0.0%	17,898	100.0%
Total Expenditures	\$ 156,480	\$ 155,356	99.3%	\$ 159,967	100.7%

**City of Leon Valley
Monthly Financial
September 2026**

{Section}.35.

Red Light Cameras (RLC)

Target Percentage 100.00%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Red Light Camera Fines	\$ 1,884,258	\$ 2,085,611	110.7%	\$ 1,813,701	87.2%
Late Fees/Court Costs	200,000	163,640	81.8%	147,734	73.9%
Interest Income	45,000	16,682	37.1%	30,072	79.7%
Miscellaneous Revenue	-	52,867	0.0%	6,240	0.0%
Transfers in	-	-	0.0%	-	0.0%
Total Revenues	\$ 2,129,258	\$ 2,318,800	108.9%	\$ 1,997,746	86.2%

EXPENDITURES

Red Light Cameras (Tier 1)

Personnel (6 employees)	\$ 705,561	\$ 690,742	97.9%	\$ 641,287	96.6%
Supplies	18,650	19,545	104.8%	3,089	36.1%
Contractual	911,318	878,562	96.4%	788,160	86.8%
Transfers	286,838	286,838	100.0%	370,264	100%
Total Tier One	\$ 1,922,367	\$ 1,875,687	97.6%	\$ 1,802,799	92.4%

Traffic Safety (Tier 2)

Personnel (2 employees)	\$ 213,902	\$ 190,062	88.9%	\$ 170,607	78.3%
Supplies	63,750	49,858	78.2%	36,361	96.4%
Contractual	137,568	79,460	57.8%	49,094	62.2%
Capital Outlay	10,423	9,797	94.0%	235,099	96.2%
Total Tier Two	\$ 425,643	\$ 329,177	77.3%	\$ 491,162	84.8%

UNAUDITED

RLC Fines Revenue	2,085,611	
RLC Expenditures (Personnel, Supplies, Contractual)	(1,588,849)	
RLC Share Personnel YTD	(286,838)	
	<u>209,924</u>	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	104,962	
Late Fees Revenue (City keeps 100%)	163,640	
Interest Income Revenue (City keeps 100%)	<u>69,549</u>	
	338,150	City Revenue Portion
Traffic Safety Expenditures	<u>(329,177)</u>	
	8,973	Total Net Fund Revenue (Loss)

City of Leon Valley

Monthly Financial

September 2026

{Section}.35.

RED LIGHT TICKETS ISSUED VS PAID

FY 26	ISSUED	PAID
10/01 - 10/31	7,314	2,779
11/01 - 11/30	5,095	1,964
12/01 - 12/31	5,768	2,168
01/01 - 01/31	6,747	2,514
02/01 - 02/28	5,560	1,816
03/01 - 03/31	6,645	1,293
04/01 - 04/30	5,294	800
05/01 - 05/31	5,518	1,642
06/01 - 06/30	5,972	951
07/01 - 07/31	7,013	2,094
08/01 - 08/31	6,018	934
09/01 - 09/30	5,826	852
	72,770	19,807

FY 25	ISSUED	PAID
Q4 10/01 - 12/31	10,480	4,310
Q1 01/01 - 03/31	14,747	6,090
Q2 04/01 - 06/30	16,106	6,097
Q3 07/01 - 09/30	12,626	2,409
	53,959	18,906
Variance	18,811	901

City of Leon Valley Fund Balances

Fund Balances as of 09/30/2025:

	General Fund	Red Light Camera	Debt Service Fund	Street Maintenance Tax Fund	Other Nonmajor Governmental Funds
Unassigned	8,325,209	-	-	-	-
Committed for Disaster Emergencies	1,250,000	-	-	-	-
Assigned:					
Economic Development	1,085,925	-	-	-	-
Tree Mitigation	668,975	-	-	-	-
Restricted:					
Public, Educational and Governmental	254,318	-	-	-	-
Other	7,918	-	-	-	-
Red Light Camera Traffic Safety	-	648,607	-	-	-
Debt Service	-	-	581,247	-	-
Street Maintenance	-	-	-	1,524,563	-
Crime Control and Prevention District	-	-	-	-	886,123
Federal Police Forfeitures	-	-	-	-	996,031
Community Center	-	-	-	-	362,544
Grants	-	-	-	-	9,887
Child Safety	-	-	-	-	93,167
State Police Forfeiture	-	-	-	-	12,288
Building Security	-	-	-	-	102,007
Court Technology	-	-	-	-	83,424

GOALS

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

City of Leon Valley September 2026 Financial Report

Carol Goering
Finance Director
City Council Meeting
October 20, 2026

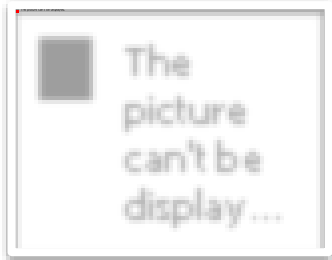
Residential Rental Registration and Inspection Program

Sarah Woepfel, MA
Economic Development & Special Projects Director
City Council Meeting
October 20, 2026

Summary

- Question
 - The City Council is being asked to consider an Ordinance Amending the Code, as it relates to Chapter 8, to adopt a Residential Rental Registration and Inspection Program
- Options
 - Approval
 - Denial
 - Other
- Declaration
 - N/A

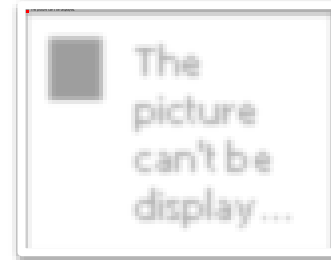
Background



2009

Article 8.10 was established with the following stated purpose:

- *The city recognizes the need for an organized inspection program for new and aging rental units in order to upgrade rental units to meet city and state safety, health, fire and zoning codes and to provide a more efficient system for compelling both absentee and local landlords to correct violations and to maintain, in proper condition, rental property within the city.*



2021

In April 2021, the City repealed its Residential Rental Registration Program established under Article 8.10

- The City Council determined that the program was *“unnecessarily burdensome to the City’s rental community and is duplicative of more efficient processes that already exist within the City’s Code.”*

Background

- Lessons learned from prior program:
 - 1. The City cannot legally require any single family, two family or multifamily property to update their building(s), unless they are not meeting the codes which were in effect at the time of construction.
 - 2. The program can be burdensome to single-family and two-family renters with routine inspections.
 - 3. Program must be enforceable and routine for City staff to ensure compliance with all rental properties.

Background

Comparison of Residential Rental Commercial Property Inspections		
Rental Property Type	Certificate of Occupancy Required	Bi-Annual Fire Inspections
Single-Family (SF) and Two-family (2F)	No	No
Multi-family	Yes	Yes
Short-term Rental (STR)	No	No
Hotels	Yes	Yes

Purpose

- Amend Section 8.10 by establishing an updated Residential Rental Registration and Inspection Program to:
 - Ensure safety and habitability of rental units
 - Maintain property standards for community health and welfare
 - Provide proactive inspection and enforcement mechanisms

Registration Requirements

- Owners must register all Long-Term Rental properties
 - Registration required within 90 days of becoming a rental or change of ownership
 - Detailed owner, contact, and property information required
 - Registration fee required at submission
 - Registration valid for 2 years

Registration Requirements

Definition

Long-term Rental / Rental Property: Long-term Rental / Rental Property: Any residential dwelling unit, building, or portion thereof located within the City of Leon Valley that is leased, rented, or otherwise made available for residential occupancy to another person in exchange for monetary compensation or other consideration for a period of thirty (30) consecutive days or longer. Rental Property includes, but is not limited to, single-family residences, duplexes, multifamily residential units, apartments, manufactured homes, and hotels or motels providing residential accommodations for thirty (30) consecutive days or longer.

For purposes of this Article, Rental Property shall not include:

- (a) A dwelling occupied by its owner as the owner's primary residence, unless a separate dwelling unit or portion of the property is rented to another person;
- (b) A dwelling occupied by family members or other individuals without payment of rent or other consideration;
- (c) A short-term rental regulated under Section 4.14 of the Leon Valley Code of Ordinances; or
- (d) A facility expressly exempted under Section 8.10.015 of this Article.

Inspection Procedures

- Initial inspection required at First Registration
- Biennial inspections for all unoccupied Rentals
- Complaint and for-cause inspections permitted
- Change-of-ownership inspections required
- Unoccupied Rental Property or Rental Units permitted
- Reinspection as required for Life-Safety Violations and Critical Violations

Violations

Life-Safety Violations

- No hot or cold running water
- Missing or non-functioning smoke detectors
- Illegal discharge of wastewater
- Hazardous electrical wiring
- Improperly maintained roofs creating hazards
- Sagging/splitting/buckling structural members
- Leaning or unsound walls/supports
- Severe infestations posing direct hazard
- Unsafe open-flame device use
- Non-operational toilets creating health hazard
- Inadequate ventilation or malfunctioning heating equipment affecting habitability.

Critical Violations

- Hazardous or unsanitary premises, such as accumulated garbage or conditions likely to lead to infestation.
- Plumbing leaks or drainage issues not rising to the level of illegal discharge.
- Deteriorating structural components that are compromised but not yet at immediate risk of collapse.
- Minor infestations (early-stage insects or rodents not yet affecting health or structural integrity).

Non-Critical Violations

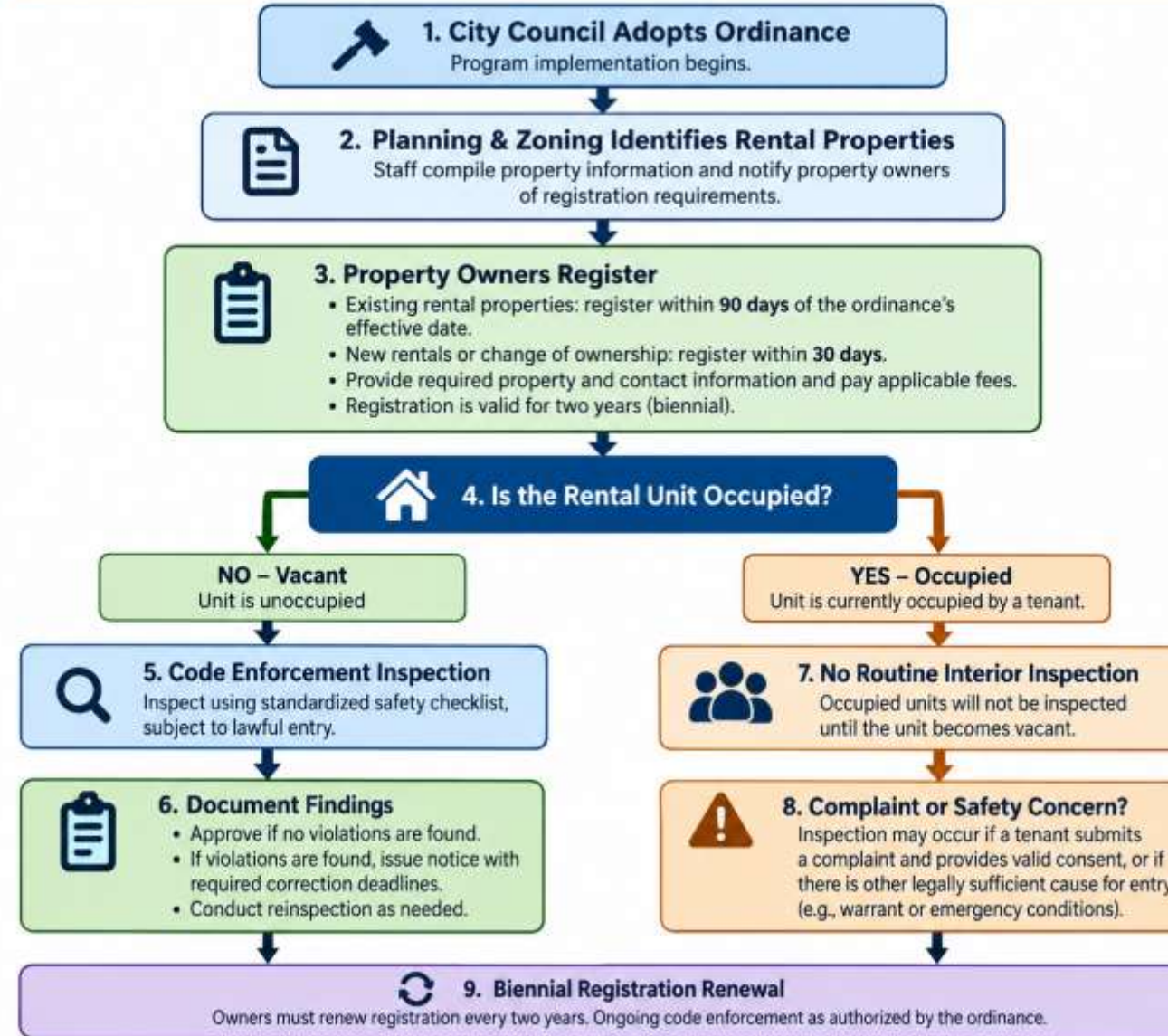
- Cosmetic deterioration
- Minor electrical or plumbing issues
- Failure to maintain exterior appearance or landscaping
- Non-hazardous upkeep issues
- Missing or faded address numbers

Violations & Enforcement

- Failure to register or maintain compliance is an offense
- Violations may result in suspension or revocation of inspection report
- City may pursue injunctions, penalties, and liens

Residential Rental Registration & Inspection Process

{Section}.36.



Fiscal Impact

Proposed Amendments to Appendix A – Fee Schedule

Sec A.17.13 Residential Rental Registration and Inspection Fees

Biennial Registration Fees	
Single Family Residence	\$75
Duplex Residence	\$100
Hotels	\$350 + \$10/unit
Multi-family	\$300 + \$10/unit
Inspection Fees	
Inspection Fee	\$40 per rental (unit)
First re-inspection	\$100 per rental (unit)
Second re-inspection	\$150 per rental (unit)
Third and subsequent re-inspections	\$250 Per rental (unit)

- Applicable inspection fees are established in Appendix A

Summary of Options

- City Council may consider amendments to the draft Ordinance including but not limited to:
 - Exclude single-family properties – Waiting for Attorney Opinion
 - Include short-term rentals to comply with this Ordinance
 - Ordinance to apply to exclusively multi-family properties
 - Additional considerations:
 - » Legal challenges excluding other rental properties (i.e. single family)
 - » Apartments currently require bi-annual fire inspections and must meet Certificate of Occupancy requirements with change of ownership which do not apply to other residential properties
 - Interval of Inspections:
 - Inspections required on annual, biennial, complaint or for-cause inspections basis, and/or change of ownership

Recommendation

- City Council discretion.

Strategic Goals & Objectives

- 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:

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.

5. 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.

Residential Rental Registration and Inspection Program

Sarah Woepfel, MA
Economic Development & Special Projects Director
City Council Meeting
October 20, 2026

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, AMENDING THE LEON VALLEY CODE OF ORDINANCES, CHAPTER 8 OFFENSES AND NUISANCES, ARTICLE 8.10 TO ESTABLISH STANDARDS FOR A RESIDENTIAL RENTAL PROPERTY REGISTRATION AND INSPECTION PROGRAM FOR ALL RENTAL UNITS; AND AMENDING APPENDIX A FEE SCHEDULE PROVIDING FOR REGISTRATION, INSPECTIONS, FEES; PROVIDING FOR A PENALTY SECTION; SETTING EFFECTIVE DATE AND PROVIDING AN INITIAL COMPLIANCE PERIOD

WHEREAS, the City Council of the City of Leon Valley is committed to ensuring that residential rental properties in the community are safe, livable, and routinely maintained in accordance with public health, safety, and property maintenance standards as adopted in the City.

WHEREAS, The City of Leon Valley City Council finds that it is in the interest of the citizens to promote and ensure compliance of the health, safety and welfare of the citizens by establishing minimum housing standards of residential rental properties for single, dual, multi-family housing and hotels who lease to tenants for 30 consecutive days or longer.

WHEREAS, the City Council recognizes that the need for a proactive program is an effective method for addressing aging house stock, identify problem conditions on properties through annual inspections, owner requested inspections, tenant complaints, and change of owner or tenant.

WHEREAS, inspections will be performed using minimum standards outlined in the International Codes as adopted by the City on October 18, 2022 by Amendment Ordinance 2022-52; and the Leon Valley Code of Ordinances as amended.

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

Section 1. Amendment. The City of Leon Valley Code of Ordinances Chapter 8 Offenses and Nuisances is Section 8.10 is hereby amended as revised by attachment hereto designated as **Exhibit “A”** and incorporated by reference herein for all purposes; and Appendix A Fee Schedule is amended by adding Section A17.013 - Residential Rental Registration as follows:

Sec A.17.13 Residential Rental Registration

Biennial Registration Fees	
Single Family Residence	\$75
Duplex Residence	\$100
Hotels	\$350 + \$10/unit
Multi-family	\$300 + \$10/unit
Inspection Fees	
Inspection Fee	\$ 40 per rental (unit)
First re-inspection	\$100 per rental (unit)
Second re-inspection	\$150 per rental (unit)
Third and subsequent re-inspections	\$250 per rental (unit)

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

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

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

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

Section 6. TOMA compliance. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. Penalty. Any person and/or owner found guilty of violating any provisions of this chapter, that person and/or owner shall be punished as set forth in Chapter 3.12.

Section 8. Effective date. This Ordinance 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 20th day of October 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary Approved as to

Form:

ARTURO D. 'ART' RODRIGUEZ
City Attorney

Exhibit “A”

Article 8.10 Residential Long-term Rental Registration and Inspection Sec.

8.10.001 Definitions.

In this section the terms set out in italics (*italics*) shall have the meanings prescribed below:

City - shall mean the City of Leon Valley, Texas.

Director—means the director of the department designated by the city manager to enforce and administer this chapter and includes any representatives, agents, or department employees designated by the director.

Lease shall mean a legally binding contract between a property owner and a person wanting temporary and exclusive use of the property, in exchange for rent paid to the property owner for a specified period of time.

Local Contact - Any person, agent, operator, firm or corporation designated by an absent Owner/Landlord (one that lives outside of Leon Valley), who is able to respond promptly (less than two hours) to an emergency at a Rental Property, subject to this ordinance, on the Owner/Landlord's behalf and authorized to make decisions and act to remedy the emergency situation.

Owner/Landlord - Any person or corporation/company that owns, leases or subleases residential Rental Property.

Long-term Rental / Rental Property: Any residential dwelling unit, building, or portion thereof located within the City of Leon Valley that is leased, rented, or otherwise made available for residential occupancy to another person in exchange for monetary compensation or other consideration for a period of thirty (30) consecutive days or longer. Rental Property includes, but is not limited to, single-family residences, duplexes, multifamily residential units, apartments, manufactured homes, and hotels or motels providing residential accommodations for thirty (30) consecutive days or longer.

For purposes of this Article, Rental Property shall not include:

- (a) A dwelling occupied by its owner as the owner's primary residence, unless a separate dwelling unit or portion of the property is rented to another person;
- (b) A dwelling occupied by family members or other individuals without payment of rent or other consideration;
- (c) A short-term rental regulated under Section 4.14 of the Leon Valley Code of Ordinances; or
- (d) A facility expressly exempted under Section 8.10.015 of this Article.

Substandard Building - Any building or structure that is dilapidated, substandard, or unfit for human habitation or a hazard to public health, safety, or welfare in accordance with Chapter 3 Building Regulations.

Tenant - shall mean a person to whom a landlord grants temporary and exclusive use of land or a part of a building, usually in exchange for rent.

Sec. 8.10.02 Residential Rental Property Registration.

- (a) Every Owner/Landlord of a Rental Property located within the City shall register the property with the Planning and Zoning Department in accordance with the registration requirements and deadlines established under this Section. No Owner/Landlord shall rent, lease, or permit the occupancy of an unregistered Rental Property except as otherwise provided under the initial compliance provisions of this Article.

- (b) Owners/Landlords of Rental Properties existing on the effective date of this Ordinance shall register such properties with the City within ninety (90) calendar days following the effective date. Any property that becomes a Rental Property after the effective date of this Ordinance shall be registered within thirty (30) calendar days after becoming a Rental Property. Upon a change in ownership, the new Owner/Landlord shall submit a new registration application within thirty (30) calendar days following the transfer of ownership.
- (c) Registration shall be completed on a form prescribed by the City and shall include the information required by this Section. For purposes of this Section, only one registration is required per property location, whether the property location consists of a one-family, two-family unit (duplex), multi-family unit (triplex, quadplex, apartment building, hotel, etc.). Owners of multi-family rental buildings or hotels can file based on the complex and indicate the number of buildings and must provide the total number of units per building. Registration must be completed in order to receive a permit and must be kept updated with current information. The information required to register the Rental Property is as follows:
- (1) Owner's name, address, work and home telephone number, email address, driver's license, or identification card and state of issuance for the owner and/or Local Contact assigned to the property for which the registration is being submitted;
 - (2) If the owner is other than an individual, the legal name, all trade names, and the registered agent, managing partner, or other person authorized to accept service of process on behalf of the owner. If owner is a partnership, the name of all partners, the principal business address, email and telephone number of each partner. If owner is a corporation, the person registering must state whether it is organized under the laws of this state or is a foreign corporation, and must show the mailing address, business location, telephone number, email and name of a person in charge of the local office of such corporation, if any, and the names of the registered agent, all officers and directors or trustees of such corporation, and, if a foreign corporation, the place of incorporation; and a signed agreement to comply with the stated maintenance and safety conditions of the rental dwelling unit/property;
 - (3) If the Owner/Landlord is a corporation or association, the name and address of the registered agent on file with the Texas Secretary of State;
 - (4) Full contact information of the Owner/Landlord (home phone, cell phone, business phone, fax number, email address, and mailing and physical address);
 - (5) Type of Rental Property (single-family, two-family, multi-family, hotel, etc.);
 - (6) The number and types of units within the rental property
 - (7) The maximum number of occupants permitted for each property
 - (8) Physical address of the Rental Property;
 - (9) If a two-family or multi-family or hotel property, the number of individual rental units and buildings at the property;
 - (10) Telephone number that will be answered 24-hours a day (i.e. emergency phone number) by a responsible party (Owner/Landlord/Local Contact, etc.);
- (d) A registration fee as set forth in the City's Fee Schedule shall be paid to the City by the owner at same time the registration application is submitted to the City.
- (e) An Owner/Landlord/Local Contact of Rental Property may not permit or allow another person to occupy or lease Rental Property without a registration required by this section.

- (f) It shall be a violation of this Ordinance if the Owner/Landlord of a Rental Property to submit a complete and accurate registration within the time permitted by this Section to the City.
- (g) It shall be a violation of this Ordinance for any Rental Property rented or leased, or that is offered to rent or lease, that is not registered with the City. It shall be an offense to submit a false or fraudulent rental registration or registration renewal permit.
- (h) Accessibility of permit; replacement. A rental permit issued pursuant to this section shall be maintained by the City, with a copy provided to the permittee.
- (i) Permit non-assignable; surrender. A permit issued under this section is valid for two (2) calendar years after it was issued and is not assignable or transferable. A permit is valid only for the premises for which it is issued. It shall be unlawful for any person to counterfeit, forge, change, deface or alter a permit. A permit may be canceled upon written request of the owner(s) and surrender of the permit itself to the director of community development. The surrender of a permit shall be effective immediately upon its filing in the office of the director.
- (j) Temporary tenancies. It shall be an affirmative defense to prosecution that the single-family or duplex residential dwelling was rented or leased for a period of less than 90 days to a person who was the immediate past owner of the dwelling or who shall be the immediate next owner of the dwelling.

Sec 8.10.003 Renewal of Registration.

- (a) The Director shall send each registered owner of a rental unit within the City a renewal notices for registration accompanied by registration application to be completed and returned by the owner.
- (b) An Owner/Landlord of a rental property or the Local Contact shall, upon receipt of the renewal notice, complete and return a completed registration application for each rental property within the specified time documented on the renewal notice. If an Owner/Landlord does not receive a renewal notice, it is the owner's responsibility to nonetheless renew the registration for each rental unit within the city. It is an offense for an Owner/Landlord to fail to file a completed biennial registration application for each rental property on or before the dates specified in the renewal notice.

Sec. 8.10.004 Registration and Inspection Fees.

- (a) Each Rental Property issued under this section shall be valid for two years from the time the registration is filed, unless there is a change in ownership of the property, or it is suspended or revoked.
- (b) Biennial rental permits shall be per the City's Fee Schedule, as amended. Uncollected fees shall apply retroactively, unless otherwise authorized by the Director. Late fees shall be per the City's Fee Schedule.
- (c) Inspections and re-inspections, when required, shall be per the City's Fee Schedule, as amended.

Sec. 8.10.005 Inspection Required.

(a) Any unoccupied rental dwelling subject to this article shall be inspected systematically for compliance with this article and all other applicable laws.

- a. The provisions of this section shall not apply to: Dwellings, buildings, structures and uses owned and operated by any governmental agency;
- b. Dwellings, buildings, structures and uses licensed and inspected by the state;
- c. Hotels that do not rent to long-term residents;
- d. Where a nonresidential business or activity, or a state-licensed and inspected use, occupies a portion of the building and premises which would be otherwise subject to this article, the provisions of this article shall be applicable to the residential and common or public areas of such buildings and premises.

Sec 8.10.006 Frequency of Inspections.

- (a) Generally. All unoccupied rental dwellings subject to this article shall be inspected at least once every two years or upon change of occupancy, except as provided herein.
- (b) New buildings. Neither the common areas nor the dwelling or rooming units in structures newly constructed shall be further inspected after the completion of a single-family structure for a period of 10 years from the date of said certificate or final inspection, respectively, unless a complaint is made thereof. Thereafter said areas and units shall be inspected in accordance with the requirements of this section.

Sec 8.10.007 Inspection Report Required.

(a) Inspection Requirement. No Owner/Landlord shall rent, lease, or permit the initial occupancy of a Rental Property subject to this Article without a valid, approved inspection report, except as otherwise provided in this Section.

(b) Existing Tenant Occupancy. A Rental Property lawfully occupied by a tenant prior to the effective date of this Article may continue to be occupied while the Owner/Landlord completes the registration and inspection requirements, provided that:

The Owner/Landlord submits a complete registration application within ninety (90) days of the effective date of this Article;

The Owner/Landlord schedules and cooperates with all inspections required by this Article, subject to lawful entry requirements; and

No condition exists that has been determined by the City to present an imminent threat to the health or safety of the occupants.

(c) Temporary Inspection Approval. The Director or designee may issue a temporary inspection approval for a period not to exceed ninety (90) days when an inspection is pending or when identified violations do not present an imminent threat to health or safety. The Director may extend the temporary approval for good cause, provided the Owner/Landlord is making reasonable progress toward compliance.

(d) Life-Safety Violations. Nothing in this Section shall prohibit the City from taking immediate action, as authorized by applicable law, when a Rental Property presents an imminent threat to the health or safety of its occupants. Any order requiring a property to be vacated shall comply with applicable notice, procedural, and legal requirements.

(e) Failure to Comply. An Owner/Landlord who fails to register, schedule an inspection, provide lawful access within the Owner/Landlord's control, or correct identified violations within the established compliance period shall be subject to enforcement under this Article. However, the expiration of a temporary inspection approval shall not, by itself, require the displacement of an existing tenant unless the City determines that continued occupancy is unsafe and follows applicable legal procedures.

Sec 8.10.008 Inspection Procedure.

(1) Circumstances Authorizing Inspection.

The Director or Code Official may order an inspection of a Rental Property under the following circumstances, subject to the lawful-entry requirements of Section 8.10.009:

- (a) Biennial Inspection. Every unoccupied Rental Property shall undergo an inspection at least once every two (2) years, except as otherwise provided in this Article.
- (b) Initial Registration. The City may conduct an inspection upon the initial registration of a Rental Property. Owners/Landlords of existing Rental Properties shall register within ninety (90) days following the effective date of this Ordinance. Owners/Landlords shall have one (1) year following the effective date to comply with newly established administrative requirements of this Article. This period shall not delay compliance with existing building, fire, health, safety, or property maintenance codes.
- (c) Complaint or For-Cause Inspection. The City may conduct an inspection upon receiving a documented complaint indicating a possible violation of applicable City codes or ordinances, or when other legally sufficient grounds exist to believe that the premises are unsafe, dangerous, or hazardous to public health or safety.
- (d) Change of Ownership. Upon a change of ownership, the new Owner/Landlord shall register the Rental Property as required by this Article. The City may conduct an inspection before issuing a new Rental Registration Permit, subject to the provisions governing existing tenant occupancy.
- (e) Vacant Property Inspection. When a Rental Property or rental unit is unoccupied, the City may conduct an inspection to verify compliance with applicable codes, subject to lawful-entry requirements.
- (f) Reinspection. The City may conduct reinspections to determine whether previously identified violations have been corrected.

(2) Inspection Report and Notice.

Following an inspection, the Code Official shall prepare a written inspection report identifying any violations of applicable City codes or ordinances. The report shall identify each violation, the applicable code provision, the violation classification, required corrective action, and compliance deadline. Written notice shall be provided to the Owner/Landlord or designated Local Contact within three (3) business days following the inspection, except when immediate action is authorized due to an imminent threat.

(3) Classification of Violations and Correction Deadlines.

- (a) Life-Safety Violations. A Life-Safety Violation is a condition presenting an imminent threat of death, serious bodily injury, or immediate danger to the health or safety of occupants. Upon identification of a Life-Safety Violation, the City may require immediate protective action and establish a correction deadline appropriate to the nature and severity of the hazard. When continued occupancy presents an imminent danger that cannot be adequately mitigated, the City may require vacation of the affected unit or structure in accordance with applicable law and the procedures established under Chapter 3.12 of the Leon Valley Code of Ordinances.
- (b) Critical Violations. A Critical Violation is a condition presenting a significant health, sanitation, structural, or safety concern that does not constitute an imminent threat requiring immediate protective action. Critical Violations shall be corrected within ten (10) calendar days.

following service of the written notice, unless a different deadline is established in writing by the Director or Code Official based on the nature and severity of the condition.

(c) Noncritical Violations. A Noncritical Violation is a condition violating an applicable City code or ordinance that does not present an imminent or significant threat to health or safety.

Noncritical Violations shall be corrected within thirty (30) calendar days following service of the written notice, unless a different deadline is established in writing by the Director or Code Official.

(4) Extensions.

The Director or Code Official may grant a written extension for Critical or Noncritical Violations when the Owner/Landlord demonstrates a good-faith effort to achieve compliance and additional time is reasonably necessary. Extensions shall not be granted when continued occupancy presents an imminent threat to life, health, or safety.

(5) Reinspection and Verification.

Following expiration of the correction deadline, the City may conduct a reinspection or accept other satisfactory documentation demonstrating that the violations have been corrected.

Proof of compliance may include photographs, contractor invoices, permits, inspection records, or other documentation acceptable to the Director or Code Official.

Any physical reinspection shall comply with Section 8.10.009.

(6) Temporary Occupancy.

Rental Properties with Critical or Noncritical Violations may remain occupied during the established correction period, provided the City has not determined that continued occupancy presents an imminent threat to health or safety. Temporary inspection approval may be issued in accordance with Section 8.10.007.

(7) Failure to Comply.

Failure to correct violations within the established compliance period, including any approved extension, may result in enforcement under this Article and applicable law.

Failure to correct a violation shall not automatically require displacement of an existing tenant unless continued occupancy is determined to be unsafe and the City follows applicable legal procedures.

(8) Emergency Authority.

Nothing in this Section shall limit the City's authority to take immediate action to address imminent threats to life, health, or safety as authorized by applicable law

Sec. 8.10.009 Request for Inspection.

The Owner/Landlord or Local Contact of the Rental Property shall permit the Code Officer working at the direction of the City, to enter the Rental Property (exterior and interior) when necessary to review compliance with this article for the purposes of performing an inspection and/or to follow-up on a previous inspection. If the Rental Property to be inspected is occupied by a tenant or tenants, consent must be achieved of at least one occupant of legal age and authority to provide consent. If no consent of the occupants can be achieved, the City shall be responsible for seeking and obtaining a valid administrative search warrant issued by a court of competent jurisdiction to allow the Director access to perform the inspection. The time period for inspection completion shall toll during any days where a warrant is being sought to allow entry and shall not be held against the Owner/Landlord for purposes of this Ordinance. All inspections conducted pursuant to this Article, whether involving occupied or unoccupied Rental Properties, shall comply with applicable constitutional requirements governing entry onto private property, including obtaining valid consent, an administrative search warrant, or other lawful authorization

for entry.

Sec 8.10.010 Inspection Report to be Furnished to Tenant Upon Request.

Upon the request of an existing or prospective tenant, the owner or the owner's agent shall produce the inspection approval report.

Sec. 8.10.011 Suspension or Revocation of Rental Registration Permit; Appeal to City Council.

(a) Grounds for Suspension or Revocation.

The City Manager or designee may suspend or revoke a Rental Registration Permit upon determining that the Owner/Landlord has:

1. Failed to correct violations of applicable City codes or ordinances within the established compliance period, including any approved extension;
2. Knowingly provided false or misleading information in a rental registration application;
3. Failed to comply with a lawful order issued under this Article; or
4. Repeatedly or substantially violated the requirements of this Article.

(b) Notice of Proposed Suspension or Revocation.

Prior to suspending or revoking a Rental Registration Permit, the City shall provide the Owner/Landlord written notice stating:

1. The specific grounds for the proposed suspension or revocation;
2. The applicable code provisions violated;
3. The corrective actions required, if applicable;
4. The effective date of the proposed suspension or revocation; and
5. The Owner/Landlord's right to request an administrative review and appeal the decision to the City Council.

(c) Administrative Review.

The Owner/Landlord may request an administrative review by submitting a written request to the City Manager within ten (10) calendar days after receipt of the notice. The City Manager or designee shall review the evidence, provide the Owner/Landlord an opportunity to respond, and issue a written determination affirming, modifying, or withdrawing the proposed suspension or revocation. The written determination shall explain the reasons for the decision and provide instructions for appealing to the City Council.

(d) Appeal to City Council.

An Owner/Landlord aggrieved by a decision to suspend or revoke a Rental Registration Permit may appeal the decision to the City Council by filing a written notice of appeal with the City Secretary within ten (10) calendar days after receipt of the written administrative determination.

The Planning and Zoning Director shall schedule the appeal for consideration by the City Council at a properly posted public meeting, within thirty (30) calendar days after receipt of the appeal, unless an extension is agreed upon by the appellant or otherwise required by law.

At the appeal hearing:

1. The City shall present the evidence supporting the suspension or revocation.
2. The Owner/Landlord shall have the opportunity to present testimony, documents, and other relevant evidence.
3. The City Council may ask questions of the parties and consider evidence relevant to the alleged violations.

4. The City Council shall determine whether the suspension or revocation is supported by evidence and authorized under this Article.
5. Following the hearing, the City Council may affirm, modify, or reverse the administrative determination.
6. The City Council's decision shall be documented in writing and shall constitute the City's final administrative decision, subject to any judicial review available under applicable law.

(e) Effect of Appeal.

The timely filing of an appeal shall stay the suspension or revocation of the Rental Registration Permit until the City Council issues its decision, except when immediate action is necessary to address an imminent threat to public health or safety and is otherwise authorized by law.

(f) Emergency Conditions.

Nothing in this Section shall prevent the City from taking immediate action to address an imminent threat to life, health, or safety in accordance with applicable law and the City's adopted building, fire, and substandard-building regulations.

Any emergency order requiring a property to be vacated shall comply with applicable legal requirements.

(g) Reinstatement.

A suspended Rental Registration Permit may be reinstated upon verification that the violations resulting in suspension have been corrected and all applicable requirements have been satisfied.

Reinstatement shall be subject to Section 8.10.012 of this Article.

Sec 8.10.12 Reinstatement of Suspended Permit.

An Owner/Landlord whose rental permit has been suspended may, at any time, make written application for a reinspection for the purpose of reinstating the permit. Within ten (10) days following the receipt of a request, which shall include a statement signed by the applicant that in the applicant's opinion, all of the violations that caused suspension of the permit have been corrected, the City shall make a reinspection. Upon reinspection, if all life safety, critical and noncritical violations have been corrected, the permit shall be reinstated.

Sec 8.10.013 Appeals.

(a) An Owner/Landlord aggrieved by a decision to suspend or revoke a Rental Registration Permit under this Article may appeal such decision to the City Council in accordance with the procedures established under Section 8.10.011.

(b) The City Council shall serve as the appellate authority for decisions involving the suspension or revocation of Rental Registration Permits issued pursuant to this Article.

(c) Appeals involving substandard-building determinations, orders to repair, vacate, secure, remove, or demolish structures, or other enforcement actions governed by Chapter 3.12 of the Leon Valley Code of Ordinances shall follow the applicable procedures established under Chapter 3.12 and Texas Local Government Code Chapter 214.

(d) Nothing in this Section shall limit any right to judicial review otherwise available under applicable

Sec 8.10.014 Maintenance of Records.

All records, files and documents pertaining to this article shall be maintained by the Planning & Zoning department and made available to the public as allowed or required by state law or city ordinance.

Sec 8.10.015 Exemptions.

The provisions of this article shall not apply to short-term rentals, hospital units, nursing units, or retirement home units licensed by the state located within the city, all of which shall be specifically exempt from registration under this article.

Sec 8.10.016 Fees.

A fee schedule as set forth in the fee schedule in appendix A of this code as amended or revised by ordinance from time to time shall be charged for compliance with this article.

Sec 8.10.17 Violations.

- (a) It shall be unlawful for an owner, operator, property manager or occupant of any premises to be in violation of any provisions of this Ordinance.
- (b) Any violation of this article is hereby declared to be a nuisance. In addition to any other relief provided by this article, the city attorney may apply to a court of competent jurisdiction for an injunction to prohibit the continuation of a violation of this article. Such applications for relief may include seeking a temporary restraining order, temporary injunction or permanent injunction.
- (c) It shall be unlawful for an Owner/Landlord, Local Contact, or occupant of a single- family or multi-family dwelling to occupy or allow occupation of any structure or building that has been declared a nuisance by the city as outlined in Article 3.12 – Substandard Buildings.
- (d) Life-Safety Violations. Upon identifying a condition presenting an imminent threat to life, health, or safety, the Director or Code Official shall provide notice of the violation as required by applicable law and may require immediate protective action in accordance with Section 8.10.008 and other applicable provisions of the Leon Valley Code of Ordinances. Life-Safety Violations may include, but are not limited to, the following conditions when their severity presents an imminent threat:
 - 1. No hot or cold running water.
 - 2. Missing or non-functioning smoke detectors.
 - 3. Illegal discharge of wastewater.
 - 4. Hazardous electrical wiring presenting risk of fire or electrocution.
 - 5. Improperly maintained roofs that create a structural or safety hazard.
 - 6. Ceilings, roofs, or horizontal structural members that are sagging, splitting, or buckling.
 - 7. Walls, partitions, or vertical supports that are leaning, listing, buckling, or structurally unsound.
 - 8. Infestation of insects, vermin, or rodents (when severe enough to pose a direct hazard to health or safety).
 - 9. Use of an open-flame cooking device or portable outdoor fireplace in unsafe or prohibited conditions.

10. Non-operational toilets, when the failure results in lack of sanitary facilities creates an immediate health hazard.
 11. Inadequate ventilation or malfunctioning heating equipment affecting habitability.
- (e) Critical Violations. The Director or Code Officer shall serve a notice of violation for the following conditions which create significant health, sanitation, or safety risks. Critical Violations include but are not limited to:
1. Hazardous or unsanitary premises, such as accumulated garbage or conditions likely to lead to infestation.
 2. Plumbing leaks or drainage issues not rising to the level of illegal discharge.
 3. Deteriorating structural components that are compromised but not yet at immediate risk of collapse.
 4. Minor infestations (early-stage insects or rodents not yet affecting health or structural integrity).
- (f) Non-Critical Violations. Noncritical Violations are conditions that violate applicable City codes or ordinances but do not pose an immediate or significant threat to the health or safety of occupants. The Director or Code Official shall provide written notice of such violations in accordance with Section 8.10.008.
1. Cosmetic deterioration of surfaces or exteriors.
 2. Minor electrical or plumbing issues not posing threat.
 3. Failure to maintain exterior appearance or landscaping.
 4. Non-hazardous property upkeep issues.
 5. Missing or faded address numbers.
- (g) Notice of violations. Notice of violations shall be in accordance with the following:
1. Be in writing;
 2. Include a legal description of the real estate sufficient for identification;
 3. Include a statement of the violation or violations; and
 4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit, structure or property into compliance with the provisions of this chapter;
 5. Shall be considered served when:
 - i. Delivered in person; or
 - ii. Deposited at the United States Postal Service or other express delivery service.
- (h) The City may initiate appropriate legal proceedings to enforce the provisions of this Article, including actions to restrain, correct, or abate violations, as authorized by applicable law. The City may recover enforcement costs, expenses, or other amounts from a property owner only to the extent expressly authorized by applicable state law and the Leon Valley Code of Ordinances. No lien shall arise against any Rental Property solely by operation of this Article. Any lien for authorized costs or expenses shall be established, perfected, and enforced only in accordance with the specific statutory authority and procedures applicable to such lien. Nothing in this subsection shall limit the City's authority to pursue remedies otherwise available under Texas Local Government Code Chapters 54 or 214, or other applicable law.
- (i) In addition to imposing a criminal penalty, the city shall have the power to enforce any provision of this chapter and any applicable provisions of the Code of Ordinances under the provisions of subchapters B and C of Chapter 54 of the Texas Local Government Code. No enforcement remedy shall be exclusive of any the city may have under state

law or city ordinances.

- (j) Any person, who shall violate a provision of this Code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state and local laws. Each day that a violation continues shall be deemed a separate offense.
- (k) The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal occupancy of a building, structure or premises, or to stop an illegal act, conduct business or utilization of the building, structure or premises.
- (l) A change in ownership of a Rental Property shall not, by itself, constitute correction of any outstanding code violation or terminate an otherwise valid enforcement proceeding. Upon a change in ownership, the new Owner/Landlord shall comply with the registration requirements of this Article and all applicable building, fire, health, safety, and property maintenance codes. The City may provide the new Owner/Landlord with notice of any outstanding violations affecting the Rental Property and may pursue enforcement against the legally responsible party as authorized by applicable law. Nothing in this subsection shall prohibit or restrict the lawful sale, transfer, mortgage, or conveyance of real property, except as otherwise expressly authorized by state law.

Sec. 8.10.018 Other Enforcement Actions.

Nothing in this article shall prevent the city from taking action under any of its city fire, housing, zoning, or other health and safety codes for violations thereof to seek injunctive relief or criminal prosecution of such violations in accordance with the terms and conditions of the particular ordinance or code under which the city would proceed against the property owner, designated property manager or occupant of any residential rental dwelling unit covered by this article.

Sec. 8.10.19 Responsibilities of Owners/Landlords and Local Contacts.

An owner of a rental property remains liable for violations of this chapter even though a local contact or an occupant of those premises is responsible for the premises and regardless of any agreement between the owner/landlord and another that imposes or attempts to delegate responsibility for the premises to the other.

(a) Offenses:

- i. An Owner/Landlord or Local Contact may be subject to enforcement for violations of this Article to the extent that such person is legally responsible for the condition or violation. An occupant shall not be subject to penalties solely because the Rental Property is determined to be substandard. An occupant may be subject to enforcement for violations directly caused by the occupant's conduct, to the extent authorized by applicable law.
- ii. The occupant of a substandard premises commits an offense if the occupant causes or has caused the premises to be substandard.
- iii. All corrections of housing code violations and health hazards shall be completed using approved repairs and City permits obtained.

Sec. 8.10.020 Repair, Vacation, and Demolition.

(a) Applicability. Any Rental Property determined to be substandard, unsafe, unfit for human habitation, or otherwise dangerous to the health, safety, or welfare of its occupants or the public shall be subject to the applicable provisions of Chapter 3.12 – Substandard Buildings of the Leon Valley Code of Ordinances and Chapter 214 of the Texas Local Government Code.

(b) Enforcement Procedures. All proceedings involving the repair, vacation, securing, removal, or demolition of a substandard building or structure shall be conducted in accordance with the notice, hearing, determination, and enforcement procedures established under Chapter 3.12 of the Leon Valley Code of Ordinances and applicable state law.

(c) Corrective Action. When a Rental Property is determined to be substandard or unsafe, the City may require the property owner to repair, vacate, secure, remove, or demolish the building or structure, as authorized by applicable law. Any order requiring corrective action shall identify the violations, required corrective measures, and applicable compliance deadlines.

(d) Emergency Conditions. Nothing in this Section shall prevent the City from taking immediate action to address conditions presenting an imminent threat to life, health, or safety, including requiring the vacation of an unsafe structure, when such action is authorized by applicable law and conducted in accordance with required procedures.

(e) Notice, Hearings, and Appeals. Property owners shall be afforded all applicable notice, hearing, and appeal rights required by Chapter 3.12 of the Leon Valley Code of Ordinances and Chapter 214 of the Texas Local Government Code. Appeals involving substandard-building determinations shall follow the procedures applicable to those determinations rather than the rental registration permit appeal procedures established under Section 8.10.011.

(f) Continued Enforcement Authority. Nothing in this Article shall limit the City's authority to enforce applicable building, fire, property maintenance, health, or safety codes or pursue any enforcement remedy otherwise authorized by state law or the Leon Valley Code of Ordinances.

(g) Conflicts. In the event of a conflict between this Section and Chapter 3.12 of the Leon Valley Code of Ordinances or applicable state law governing substandard buildings, the applicable provisions of Chapter 3.12 and state law shall control, with state law controlling in the event of any inconsistency.

Sec. 8.10.021 Interpretation.

In the interpretation and application of this chapter, all provisions shall be:

- (a) Considered as minimum requirement.
- (b) Fire Code Applies. This article does not include, nor exempt commercial, residential properties from any inspection required or allowed by the most current adopted fire code.
- (c) Municipal immunity. The City is not liable for the condition of an inspected/uninspected rental dwelling unit. Successful rental permit registration and/or safety inspection in no manner makes the City responsible for anything that may occur on private property.

CITY OF LEON VALLEY

Residential Rental Registration Program | Initial Safety Inspection Checklist

Field worksheet • Proposed Article 8.10 • One checklist per rental unit inspected (common areas may be recorded separately).

Property address: _____ Unit / building: _____

Owner / landlord: _____ Local contact / phone: _____

Inspector: _____ Inspection date / time: _____

Inspection type: ☐ Initial registration ☐ Vacant/turnover ☐ Complaint/for cause ☐ Ownership change ☐ Other

Occupancy: ☐ Vacant ☐ Occupied ☐ Unknown Rental type: ☐ Single-family ☐ Duplex ☐ Multifamily ☐ Hotel/motel ☐ Other

A. Registration and lawful access

- ☐ Rental registration application received / pending / not received
- ☐ Owner and 24-hour emergency contact information documented
- ☐ Applicable inspection exemption reviewed (including new construction and state-licensed uses)
- ☐ Legal authority for entry established: ☐ consent ☐ valid warrant ☐ other lawful basis
- ☐ Access limited to authorized areas; if denied or unavailable, record areas not inspected
- ☐ Prior complaints, violations, and inspection records reviewed (if available)

B. Property condition inspection

Mark each item P = Pass, V = Violation, NI = Not inspected, NA = Not applicable. Classification is based on actual severity, not the item label alone.

Inspection item	Observation / concern	P / V / NI / NA
Water supply	Hot and cold running water available; note loss of service	_____
Sanitation / toilets	Toilets operable; sanitary facilities usable	_____
Wastewater	No illegal wastewater discharge	_____
Plumbing / drainage	Leaks, drainage failures, or other observable problems	_____
Smoke detectors	Present and functioning where required by applicable code	_____
Electrical safety	Visible hazardous wiring, exposed conductors, fire/electrocution risks	_____
Roof condition	Visible roof damage or deterioration creating a safety hazard	_____
Ceilings / horizontal structure	Sagging, splitting, buckling, or other structural concerns	_____
Walls / vertical supports	Leaning, buckling, or otherwise unsound supports	_____
Infestation	Signs of insects, vermin, or rodents; extent and impact	_____
Open-flame devices	Unsafe or prohibited open-flame cooking/heating devices	_____
Ventilation / heating	Inadequate ventilation or malfunctioning heat affecting habitability	_____

Garbage / premises sanitation	Accumulation of refuse, unsanitary conditions	_____
Interior / exterior surfaces	Deterioration; distinguish cosmetic from safety concerns	_____
Minor plumbing / electrical	Observable nonhazardous deficiencies	_____
Exterior upkeep / landscaping	Applicable property maintenance conditions	_____
Address identification	Missing or faded address numbers	_____
Other observed code condition	Record specific adopted code provision and facts	_____

C. Violation classification and response

☐ No violation observed ☐ Life-safety (imminent threat) ☐ Critical ☐ Noncritical ☐ Further specialist evaluation needed

Life-safety: immediate protective action as authorized by law; deadline tailored to hazard. Critical: generally 10 calendar days. Noncritical: generally 30 calendar days. Written adjusted deadlines/extensions may apply. Do not automatically order tenant displacement.

Item / location	Observed facts and photo #	Applicable code section	Severity	Correction required	Due date

D. Officer disposition and follow-up

☐ Inspection completed ☐ Partially completed ☐ Not completed — reason: _____

☐ No observed violation ☐ Written notice required ☐ Immediate safety referral / action considered

☐ Building / Fire / Health / Public Works specialist referral: _____

☐ Photos / evidence logged: _____ ☐ Reinspection required Date: _____

☐ Inspection report and written notice prepared (ordinance: generally within 3 business days, except imminent threat)

☐ Temporary inspection approval recommended for Director review, if applicable (not officer-issued by this checklist)

☐ Permit review / enforcement referral recommended, if applicable

Officer observations / areas not inspected / access limitations:

Inspector signature: _____ Date: _____

Supervisor / Director review (if required): _____ Date: _____

Use and authority notes

This is an operational aid based on proposed §§8.10.002, .005–.009, .011, .017, and .020. A checked item is not automatically a code violation. Document the exact adopted building, fire, health, or property-maintenance code provision and observed facts. Do not enter without valid consent, a lawful warrant, or another lawful basis. An administrative inspection warrant may be available under Texas Code of Criminal Procedure art. 18.05, subject to its requirements. Substandard-building vacation, repair, and demolition follow the separate legally required procedures. Review with the City Attorney and Building/Fire officials before deployment.



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, September 15, 2026 at 6:00 PM

MINUTES

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

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

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

PRESENT

Mayor Chris Riley
Council Place 1 Danielle Bolton
Council Place 2 Betty Heyl
Council Place 3 Philip Campos
Council Place 4 Rey Orozco
Mayor Pro-Tem, 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 asked Council Place 3, Philip Campos, to lead the Pledge of Allegiance.

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

Mayor Riley read the caption for Agenda Item 2.1 aloud.

The City Council entered Executive Session at 6:01 PM.

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.

3. Reconvene into Regular Session

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

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

A motion was made by Mayor Pro-Tem, Council Place 5, Mursch, to allow the City Manager to enter into contract negotiations to purchase the property at 6908 Poss Road for an amount not to exceed \$250,000. The motion was seconded by Council Place 3, Campos.

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

Voting Nay: Council Place 4 Orozco

The motion passed 4 to 1.

5. 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 Ricardo "Rick" Martinez and Rita Burnside.

6. Presentations

1. Presentation, Discussion and Possible Direction on Amendments to Appendix A Fee Schedule - M. Gallardo, Planning and Zoning Director

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

2. Update on the Bexar County Precinct 2 Community Development Block Grant (CDBG) Project for the Installation of Solar Powered Streetlights - D. Dimaline, Public Works Director

David Dimaline, Public Works Director, presented the item.

Mike Erickson, Account Manager, Dalkia EDF Group, was present to answer questions.

Dr. Crystal Caldera, City Manager, stressed to the City Council that the responsibility for funding the maintenance of these lights will need to be considered in future budgets of the City of Leon Valley.

There was a consensus among members of City Council to move forward with the Interlocal Agreement (ILA), which will be brought back at a future meeting for consideration.

7. Announcements by the Mayor and Council Members. At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations

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

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

8. City Manager's Report

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

City Manager Caldera also provided the following updates:

- Sandra Passailaigue, City Secretary, was at the Library today for National Voter Registration, where 12 people were registered, three mail-in ballot applications were provided, and 73 people were assisted with voter registration questions, early voting dates, and voter registration status verification.
- Sarah Woepple, Economic Development and Special Projects Director, has ordered the election signs in hopes of placing them before the last day to vote.
- Brush pickup has begun with most residents staying within the size limits, but there are some that have exceeded the limit. Those that have exceeded the amount have been marked with orange spray paint. These will need special arrangements with Tiger and those that do not comply will receive notices from Code Compliance.

1. Upcoming Important Events:

- **October 06, 2026 – Regular City Council Meeting – Cancelled**
- **October 20, 2026 – Regular City Council Meeting**
6:30 PM - City Council Chambers
- **September 14, 2026 – Brush and Bulky Item Pickup**
- **October 06, 2026 – National Night Out**
- **October 23, 2026 – Last day to apply for a Mail Ballot**
- **October 19-30, 2026 – Early Voting Period**
- **October 24, 2026 – Coffee with the Mayor & City Council**
9:00 AM – 11:00 AM – Leon Valley Community Center
- **November 03, 2026 – Election Day**
- **November 14, 2026 – Citywide Garage Sale**
8:00 AM – 6:00 PM – Citywide
- **Miscellaneous other Events and Announcements**

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

A motion was made by Council Place 3, Campos, to approve the Consent Agenda as presented. The motion was seconded by Mayor Pro-Tem, Council Place 5, Mursch.

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

The motion passed unanimously.

1. **Discussion and Possible Action Approving of the Following City Council Minutes:**
 - a. **09-01-2026 Regular City Council Meeting Minutes**
2. **Presentation and Discussion of the Monthly Financial Report Ending August 31, 2026 - C. Goering, Finance Director**
3. **Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment to the Fiscal Year 2025-2026 General Fund Budget in the amount of \$109,704 for the Purpose of Increasing the Fire Department by \$11,239, the Park Department by \$74,372, the Library Department by \$11,700 and the Special Events Budget by \$12,393 to Provide Funding for the end of the year budget adjustments. (1st Read was Held on 09-01-2026) - C. Goering, Finance Director**
4. **Discussion and Possible Action to Consider Approval of a Resolution Authorizing the City Manager to Apply to the Texas Parks & Wildlife Department (TPWD) for a Local Park Grant Program to Provide Funding for the Renovation of the Forest Oaks Community Pool Facility - D. Dimaline, Public Works Director**
5. **Discussion and Possible Action on an Ordinance of the City Council of the City of Leon Valley, Texas, Amending the City of Leon Valley Code Of Ordinances, Chapter 1, Article 1.04, City Council, Section 1.04.001, Rules of Meeting Decorum and Conduct, Adding Mayor's Discretion Meeting Start Time of 5:30 PM; Providing for Repealer, Severability and Savings Clauses; and Providing for an Effective Date - Mayor, Chris Riley (First Read was Held 09-01-2026)**

10. Regular Agenda

1. **Discussion and Possible Action on an Ordinance Approving and Adopting the Tax Year 2026; 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 09-01-2026) - Dr. C. Caldera, City Manager**

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

A motion was made by Council Place 3, Campos, that the property tax rate be increased by the adoption of a tax rate of \$0.545040, which is effectively a 1.0651%, which is the proposed tax rate exceeding the no new revenue rate percent increase tax rate. Maintenance and Operating and the Sinking Fund is allocated as follows: Maintenance and Operations at \$0.497818 and the Interest and Sinking Fund at \$0.047222, for a Total Tax Rate of \$0.545040. The motion was seconded by Council Place 4, Orozco.

Mayor Riley called for a roll call vote.

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

The motion passed unanimously.

2. **Presentation, Discussion on an Ordinance of the City Of Leon Valley, Texas, Amending Chapter 1, "General Provisions," Article 1.05, "Administrative Code," Division 2, "City Manager," Section 1.05.031, "Appointment; Functions; Absence or Disability," of the City of Leon Valley Code of Ordinances; Removing the Provision Automatically Designating the City Secretary to Perform the Duties of City Manager During the City Manager's Absence or Disability; Providing for the Designation and Appointment of an Acting City Manager Consistent with Section 5.01(E) of the City Charter - (First Read as Required by the Charter) - Dr. Crystal Caldera, City Manager**

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

There was a consensus among members of City Council to place this item on the October 20, 2026, Consent Agenda for a second read.

3. **Presentation, Discussion on an Ordinance of the City of Leon Valley, Texas, City Council Authorizing the City Manager to Execute a Purchase Contract - Between the City of Leon Valley, as Buyer, and Randolph Brooks Federal Credit Union, as Seller, for the Sale and Conveyance of Approximately 3.578 acres of Real Property Located at 6908 Poss Rd Leon Valley, Texas, Tax Parcel Number 217809, for a Purchase Price not to exceed of \$250,000 including Closing Cost (First Read as required by the City Charter) - Dr. C. Caldera, City Manager**

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

Dr. Caldera, City Manager, said that the next step will be for her to get with the broker to make the offer and then this item will come back for a second read at a Special City Council meeting.

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.**

No future agenda items were requested.

12. Adjournment

There being no further business, Mayor Riley adjourned the meeting at 8:01 PM.

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

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
ECONOMIC AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

City Hall – Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Monday, August 03, 2026 at 5:30 PM

MINUTES

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

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

1. CALL TO ORDER

1. Call to Order and Announcement of a Quorum, Pledge of Allegiance
In attendance:

- a. Yvonne Orozco, Chair - Present
- b. Tiffany Bradfield – Present
- c. Teresa Moser – Present
- d. Rachel E. Buck-Dodson – Absent
- e. Monica Ramirez-Escamilla – Absent
- f. Mayor Pro Tem, Beth Mursch – Council Liaison – Present
- g. Sarah Woepfel – Staff Liaison – Present
- h. Dr. Crystal Caldera – City Manager – Present
- i. Chair called meeting to order at 5:37 PM. Quorum is present.

2. APPROVAL OF MINUTES

- 1. Discussion and Possible Action on the Approval of Meeting Minutes:
 - a. 6/15/2026, Economic & Community Development Advisory Committee Meeting Minutes

Motion to approve the minutes by Tiffany Bradfield, Seconded by Teresa Moser.
Approved unanimously.

b. 6/22/2026, Economic & Community Development Advisory Committee Meeting Minutes

Motion to approve the minutes by Tiffany Bradfield, Seconded by Teresa Moser.
Approved unanimously.

Mayor Pro Tem Mursch requested to receive meeting minutes for review. Sarah Woeppel shared she would include her on future correspondence.

3. PUBLIC COMMENTS

No public comments.

4. REGULAR AGENDA

1. Discussion and Possible Action on the following items:

a. Presentation and Discussion on Business Inventory Data Collection Tools & Best Practices – S. Woeppel, Economic Development & Special Projects Director

Presented by Sarah Woeppel.

b. Discussion and Possible Action on Future Meeting Cadence - ECDAC Members

Members discussed meeting on September 21 st at 6:00 PM tentative the availability of absent members.

5. COMMITTEE MEMBERS AND STAFF COMMENTS

Linda Meffert was recognized to speak by Chair Yvonne Orozco. She shared with the Committee members that she is interested in sharing her passport idea for supporting local Leon Valley businesses when the Committee begins to discuss shop local programs.

Mayor Pro Tem Mursch asked the Committee about procedure for informing absent members on Business Inventory instructions and assignments. Sarah Woeppel shared that she would reach out to all absent Committee members on next steps.

6. ADJOURNMENT

5:54 PM

These minutes were approved by the Leon Valley Economic & Community Development Advisory Committee on the 21st of September 2026.

APPROVED


YVONNE OROZCO, CHAIR

ATTEST


SARAH WOEPPEL, STAFF LIASON

**EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
August 5, 2026**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 5th day of August at 5:44 pm in the Large Conference Room at City Hall, located at 6400 El Verde Rd., Leon Valley, Texas for the purpose of the following business, to-wit:

**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 Campos, Vice Chair Carreon, Marcotte, Key, Castillo, and Vazquez. Also present were Council Liaison Mursch, Mayor Riley, and Staff Liaison Miranda. Absent were members Secretary Meffert, Perez, Burnside, and Zannaras.

2. Review and Consider Approval of May 6, 2026 Earthwise Living Committee Meeting Minutes

The meeting minutes from May 6, 2026 were reviewed. A motion to approve was made by Vazquez and second by Castillo.

3. Report of Earthwise Living Day 2026

Staff Liaison Miranda provided an update on the purchase and costs of two rain barrels and two composters, along with the committee's updated available balance. Discussion followed regarding the amount to request for rollover from sponsorship funds. Chair Campos made a motion to request that Staff submit a \$5,000 rollover request to City Council for consideration. Key seconded the motion.

4. Discussion and Possible Action on the Purchase of Additional Items

Additional discussion took place on making an additional purchase of a silver metal free standing flower bed. The committee reached a consensus for Staff Liaison Miranda to proceed with the purchase.

5. Discussion and Possible Action of Vendor/Exhibitor Assignments

Discussion took place and all agreed to maintain as close as possible assignment of Vendor/exhibitors due to rapport with current vendors. Assignments were made. Some assignments went out to members not present at this meeting. Additional discussion will

take place regarding our forms to our sponsors/vendors/exhibitors/food vendors at our September 2026 meeting.

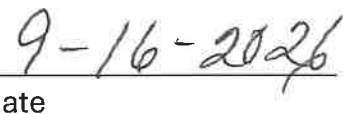
6. Announcements, Updates, and Other Business.

General discussion was held regarding assigning absent members to contact vendors and complete assigned tasks. Chair Campos requested moving the next meeting to Wednesday, September 16, 2026. Consensus was reached to reschedule.

7. Adjournment.

The meeting was adjourned without objection at 7:05 pm. The Committee will reconvene on Wednesday, September 16, 2026 at 5:45 pm at City Hall.


Chair


Date



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

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, August 13, 2026 at 5:30 PM

MINUTES

1. CALL TO ORDER at 5:34 pm by Maryanna Christensen, Chair

In Attendance:

- Maryanna Christensen, Chair – Present
- Clare Brown – Member – Excused Absence
- Margaret Tovar, – Member – Present
- Linda Crews – Member – Present
- Heather Riddle – Member – Present
- Travis Leech – Member – Present
- Hillary Huber, 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

06-11-2026 Library Advisory Board Meeting. Motion to accept the minutes by Hillary Huber, Seconded by Heather Riddle. Approved unanimously.

4. PRESENTATION AND DISCUSSION AND POSSIBLE ACTION ON LIBRARY

POLICIES motion to revise Library Policies Section 3 and to approve Section 4 &5 by Hillary Huber and Seconded by Heather Riddle. Approved unanimously.

5. PRESENTATION AND DISCUSSION ON ADULT EDUCATION AND WORKFORCE DEVELOPMENT led by Regina Reed on plans and workforce certification.

August 13, 2026

6. PRESENTATION AND DISCUSSION ON SUMMER READING led by Regina Reed to discuss this at next month's board meeting.
7. PRESENTATION AND DISCUSSION ON LIBRARY DIRECTOR'S REPORT led by Regina Reed to discuss the formatting and information provided in the Library Director's Report.
8. LIBRARY DIRECTOR'S REPORT
 - a. Statistics led by Regina Reed
 - b. Grants led by Regina Reed
 - c. Outreach by Cindy Alvarez
 - d. Programs by Cindy Alvarez
9. FRIENDS OF THE LIBRARY REPORT presented by Maryanna Christensen on Book Sale in October, Breakfast with Santa donations, and Yoga.
10. MEMBER ANNOUNCEMENTS

No Member Announcements.
11. ADJOURNMENT

Margaret Tovar made a motion to adjourn and a second was made by Linda Crews.
Meeting adjourned at 6:38 pm.

These minutes were approved by the Leon Valley Public Library Advisory Board on the 10th of September 2026.

APPROVED



MARYANNA CHRISTENSEN, CHAIR

ATTEST



REGINA REED, SECRETARY & STAFF LIAISON



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

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, September 10, 2026 at 5:30 PM

MINUTES

1. CALL TO ORDER at 5:34 pm by Maryanna Christensen, Chair

In Attendance:

- Maryanna Christensen, Chair – Present
- Clare Brown – Member – Present
- Margaret Tovar, – Member – Present
- Linda Crews – Member – Present
- Heather Riddle – Member – Present
- Travis Leech – Member – Excused Absence
- Hillary Huber, 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

08-13-2026 Library Advisory Board Meeting. Motion to accept the minutes by Hillary Huber, Seconded by Heather Riddle. Approved unanimously.

4. PRESENTATION AND DISCUSSION ON SUMMER READING led by Regina on Summer Reading statistics and Social Media Registration.

5. LIBRARY DIRECTOR'S REPORT

- a) Statistics led by Regina Reed
- b) Grants led by Regina Reed
- c) Outreach by Cindy Alvarez

d) Programs by Cindy Alvarez

6. FRIENDS OF THE LIBRARY REPORT presented by Maryanna Christensen on Book Sale in October, Friends Merchandise, and Breakfast with Santa.

7. MEMBER ANNOUNCEMENTS

No Member Announcements.

8. ADJOURNMENT

Margaret Tovar made a motion to adjourn, and a second was made by Linda Crews.

Meeting adjourned at 6:32 pm.

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

APPROVED



MARYANNA CHRISTENSEN, CHAIR

ATTEST



REGINA REED, SECRETARY & STAFF LIAISON

MAYOR AND COUNCIL COMMUNICATION

DATE: October 20, 2026

TO: Mayor and Council

FROM: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion on an Ordinance of the City Of Leon Valley, Texas, Amending Chapter 1, “General Provisions,” Article 1.05, “Administrative Code,” Division 2, “City Manager,” Section 1.05.031, “Appointment; Functions; Absence or Disability,” of the City of Leon Valley Code of Ordinances; Removing the Provision Automatically Designating the City Secretary to Perform the Duties of City Manager During the City Manager’s Absence or Disability; Providing for the Designation and Appointment of an Acting City Manager Consistent with Section 5.01(E) of the City Charter

PURPOSE & BACKGROUND

The purpose of this item is to consider an amendment to Section 1.05.031 of the Leon Valley Code of Ordinances regarding who performs the duties of the City Manager during the City Manager’s absence or disability.

Current Code:

Section 1.05.031 currently provides that during the absence or disability of the City Manager, the City Secretary shall perform the duties of the City Manager.

The proposed amendment removes the automatic designation of the City Secretary and aligns the Code of Ordinances with the succession process established in Section 5.01(E) of the City Charter.

Section 5.01(E) of the City Charter provides a process for continuity of City Manager responsibilities during a temporary absence or disability. Under the Charter, the City Manager may designate a qualified City employee to exercise the powers and perform the duties of the City Manager during such absence or disability, subject to approval by the City Council.

The Charter also provides the City Council with authority to revoke the City Manager’s designation and appoint another individual to serve until the City Manager returns or the disability ceases.

The current language in Section 1.05.031 of the Code of Ordinances automatically assigns these responsibilities to the City Secretary. The proposed amendment removes this automatic assignment and provides a process that is more consistent with the City Charter.

Proposed Amendment:

Under the proposed amendment:

1. During a temporary absence or disability, the City Manager would designate a qualified City employee to serve as Acting City Manager in accordance with Section 5.01(E) of the City Charter.
2. The designation would be filed with the City Secretary and would be subject to approval by the City Council, as provided by the Charter.
3. If the City Manager is unable to make a designation due to the nature or circumstances of the City Manager's absence or disability, the City Council would convene in accordance with applicable law to appoint an Acting City Manager.
4. The City Council would retain the authority provided by the Charter to revoke a designation made by the City Manager and appoint another individual to serve as Acting City Manager until the City Manager returns or the disability ceases.
5. Administrative change from City Administrator to City Manager in Section 1.05.061.

This amendment is intended to provide continuity of leadership while avoiding an automatic assignment of City Manager responsibilities to a particular position regardless of the circumstances existing at the time.

FISCAL IMPACT

There is no immediate fiscal impact associated with adoption of the ordinance. Any compensation adjustment associated with an employee serving as Acting City Manager would be addressed in accordance with applicable City policies and Council authorization, if required.

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO. 2026

AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, AMENDING CHAPTER 1, “GENERAL PROVISIONS,” ARTICLE 1.05, “ADMINISTRATIVE CODE,” DIVISION 2, “CITY MANAGER,” SECTION 1.05.031, “APPOINTMENT; FUNCTIONS; ABSENCE OR DISABILITY,” OF THE CITY OF LEON VALLEY CODE OF ORDINANCES; REMOVING THE PROVISION AUTOMATICALLY DESIGNATING THE CITY SECRETARY TO PERFORM THE DUTIES OF CITY MANAGER DURING THE CITY MANAGER’S ABSENCE OR DISABILITY; PROVIDING FOR THE DESIGNATION AND APPOINTMENT OF AN ACTING CITY MANAGER CONSISTENT WITH SECTION 5.01(E) OF THE CITY CHARTER; AND AMENDING SEC. 1.05.061 (e) FROM CITY ADMINISTRATOR TO CITY MANAGER PROVIDING FOR REPEALER, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, Section 5.01 of the City of Leon Valley Home Rule Charter establishes the office, powers, duties, and responsibilities of the City Manager; and

WHEREAS, Section 5.01(E) of the City Charter provides that the City Manager shall, by letter filed with the City Secretary and subject to approval of the City Council, designate a qualified City employee to exercise the powers and perform the duties of the City Manager during the City Manager’s temporary absence or disability; and

WHEREAS, Section 5.01(E) further authorizes the City Council to revoke such designation and appoint another individual to serve until the City Manager returns or the disability ceases; and

WHEREAS, Section 1.05.031 of the City of Leon Valley Code of Ordinances currently provides that the City Secretary shall perform the duties of the City Manager during the City Manager’s absence or disability; and

WHEREAS, the City Council finds that Section 1.05.031 should be amended to remove the automatic designation of the City Secretary and to establish a procedure consistent with the authority and procedures established by Section 5.01(E) of the City Charter;

WHEREAS, making the administrative change in Section 1.05.061 (e) will provide consistency

WHEREAS, the City Council finds that this amendment will provide greater clarity regarding continuity of administrative authority and ensure that the Code of Ordinances is consistent with the City Charter.

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

SECTION 1. AMENDMENT- EXHIBIT A & B

Chapter 1, “General Provisions,” Article 1.05, “Administrative Code,” Division 2, “City Manager,” Section 1.05.031, “Appointment; functions; absence or disability,” of the City of Leon Valley Code of Ordinances is hereby amended to read as follows:

“Sec. 1.05.031. Appointment; functions; absence or disability.

The City Council shall appoint a City Manager, who shall be the chief administrative and personnel officer of the municipal government under the direction and supervision of the Mayor and City Council.

During the temporary absence or disability of the City Manager, the City Manager shall, by letter filed with the City Secretary and subject to approval of the City Council, designate a qualified City employee to exercise the powers and perform the duties of the City Manager, as provided by Section 5.01(E) of the City Charter.

If the City Manager is unable to make such designation due to the nature or circumstances of the City Manager’s absence or disability, the City Council shall convene in accordance with applicable law and may appoint a qualified individual to serve as Acting City Manager and exercise the powers and perform the duties of the City Manager during such absence or disability.

Consistent with Section 5.01(E) of the City Charter, the City Council may revoke a designation made by the City Manager and appoint another individual to serve as Acting City Manager until the City Manager returns or the disability ceases.”

Administrative Change from City Administrator to City Manager in Section 1.05.061 (e)

SECTION 2. REPEALER

All ordinances, resolutions, or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict. All other provisions of the City of Leon Valley Code of Ordinances not amended by this Ordinance shall remain in full force and effect.

SECTION 3. SEVERABILITY

Should any section, subsection, sentence, clause, phrase, or provision of this Ordinance be declared unconstitutional, illegal, invalid, or unenforceable by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, and provision thereof irrespective of the fact that any one or more portions may be declared invalid or unconstitutional.

SECTION 4. CODIFICATION

The City Secretary is authorized to cause the provisions of this Ordinance to be incorporated into the City of Leon Valley Code of Ordinances and to make such non-substantive changes in numbering, formatting, capitalization, punctuation, and style as may be necessary to accomplish such codification.

SECTION 5. EFFECTIVE DATE

This Ordinance shall become effective upon passage, approval, and publication as required by applicable law and the City Charter.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Leon Valley this the XXX day of October 2026.

APPROVED

**CHRIS RILEY
MAYOR**

Attest:

**SAUNDRA PASSAILAIGUE, TRMC
City Secretary**

Approved as to Form:

**Art Rodriguez
City Attorney**

Sec. 1.05.031 Appointment; functions; absence or disability

The city council shall appoint a city manager, who shall be the chief administrative and personnel officer of the municipal government under the direction and supervision of the mayor and city council. ~~During the absence or disability of the city manager, the city secretary shall perform the duties of such office.~~ During the temporary absence or disability of the City Manager, the City Manager shall, by letter filed with the City Secretary and subject to approval of the City Council, designate a qualified City employee to exercise the powers and perform the duties of the City Manager, as provided by Section 5.01(E) of the City Charter.

If the City Manager is unable to make such designation due to the nature or circumstances of the City Manager's absence or disability, the City Council shall convene in accordance with applicable law and may appoint a qualified individual to serve as Acting City Manager and exercise the powers and perform the duties of the City Manager during such absence or disability.

Consistent with Section 5.01(E) of the City Charter, the City Council may revoke a designation made by the City Manager and appoint another individual to serve as Acting City Manager until the City Manager returns or the disability ceases."

(1972 Code, § 2.201; 2008 Code, § 1.05.031)

Sec. 1.05.061 Powers and duties

- (a) The city secretary shall perform the duties as set forth in the job description in the city personnel manual, as amended, and such other duties as may be prescribed from time to time by the city manager or city council.
 - (b) The city secretary shall attend and keep minutes of all council meetings.
 - (c) The city secretary shall prepare all public notices required under any regulation or ordinance of the city.
 - (d) The city secretary shall:
 - (1) Keep all contracts made by the city.
 - (2) Engross and enroll all laws, resolutions, and ordinances of the city council.
 - (3) Keep the corporate seal.
 - (4) Take charge of, arrange, and maintain the records of the city council.
 - (5) Countersign all commissions issued to municipal officers and all licenses issued by the mayor, and keep a record of those commissions and licenses.
 - (e) The city secretary shall perform all other duties required by law, ordinance, resolution, or other assigned task or duties assigned by the mayor or the city council or the city ~~administrator~~ **Manager**.
- (1972 Code, § 2.204; 2008 Code, § 1.05.061; Ordinance adopting 2017 Code)

Amendment to Section 1.05.031

Appointment; Functions; Absence or Disability

City Council Meeting
Dr. Crystal Caldera, City Manager
October 20, 2026

Summary

- Question – Should City Council approve an amendment to Section 1.05.031 regarding the designation of an Acting City Manager during the City Manager’s absence or disability?
- Options
 - Approve
 - Deny
 - Other
- Decision
 - At the discretion of City Council

Background

- Section 1.05.031 currently provides that during the absence or disability of the City Manager, the City Secretary shall perform the duties of the City Manager.
- The proposed amendment removes the automatic designation of the City Secretary.
- The amendment is intended to align the Code of Ordinances with the succession process established in Section 5.01(E) of the City Charter.

Purpose

- Provide a clear process for continuity of City Manager responsibilities during a temporary absence or disability.
- Under Section 5.01(E) of the City Charter, the City Manager may designate a qualified City employee to exercise the powers and perform the duties of the City Manager, subject to City Council approval.
- The Charter also allows City Council to revoke the designation and appoint another individual until the City Manager returns or the disability ceases.

Proposed Amendment

- During a temporary absence or disability:
 - The City Manager designates a qualified City employee to serve as Acting City Manager in accordance with Section 5.01(E).
 - The designation is filed with the City Secretary and is subject to City Council approval.
 - If the City Manager is unable to make a designation, City Council would convene in accordance with applicable law to appoint an Acting City Manager.
 - City Council retains its Charter authority to revoke a designation and appoint another individual.
 - Administrative Change from City Administrator to City Manager for consistency.

Fiscal Impact

- There is no immediate fiscal impact associated with adoption of the ordinance.
- Any compensation adjustment associated with an employee serving as Acting City Manager would be addressed in accordance with applicable City policies and City Council authorization, if required.

Recommendation

- City Council Discretion

MAYOR AND COUNCIL COMMUNICATION

DATE: October 20, 2026

TO: Mayor and Council

FROM: David Dimaline, Public Works Director

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

SUBJECT: Discussion and Possible Action to Consider Approval of a Resolution Authorizing the Submission of an Application to the United States Department of Transportation, Federal Highway Administration, in the Amount up to \$8,584,802 through the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program for the Huebner Creek Flood Resilience, Erosion Mitigation, and Mobility Improvement Project

SPONSOR(S): None

PURPOSE & BACKGROUND

The attached Resolution authorizes the filing of a grant application with the United States Department of Transportation, Federal Highway Administration through the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) discretionary grant program for the Huebner Creek flood resilience, erosion mitigation, and mobility improvement project. Eligible activities under the grant program include stabilizing slopes or drainage areas and installing riprap, installing scour, stream-stability, and other hydraulic countermeasures, and installing other protective features that improve transportation resilience.

The Huebner Creek Flood/Erosion Mitigation Project will reduce recurring flood, erosion, and channel-instability risks along Huebner Creek. The project combines planned Huebner Creek drainage/channel improvements with stabilization of the south bank between Poss Road and Bandera Road. Proposed work includes channel excavation and grading; channel and side-slope stabilization; concrete riprap and/or other context-appropriate erosion-protection treatments; hydraulic countermeasures; temporary erosion, sedimentation, environmental controls and associated site work addressing erosion near the Bandera Rd. bridge.

FISCAL IMPACT

The grant application is for funding in the amount up to a total of \$8,584,802. The Discretionary Grant Program requires a 20 percent non-federal match for the proposed project. The City intends to provide the required local match through eligible City funds and/or other eligible non-federal funding sources.

RECOMMENDATION

Staff recommends approval of the Resolution. The Resolution will be included with the City's grant application to the United States Department of Transportation.

APPROVED:_____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. _____ R

A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY ADMINISTRATION, UP TO \$8,584,802 THROUGH THE PROMOTING RESILIENT OPERATIONS FOR TRANSFORMATIVE, EFFICIENT, AND COST-SAVING TRANSPORTATION (PROTECT) DISCRETIONARY GRANT PROGRAM FOR THE HUEBNER CREEK FLOOD RESILIENCE, EROSION MITIGATION, AND MOBILITY IMPROVEMENT PROJECT; AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE DOCUMENTS RELATED TO THE APPLICATION AND GRANT; PROVIDING FOR THE CITY'S REQUIRED TWENTY PERCENT LOCAL MATCH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the United States Department of Transportation, Federal Highway Administration (FHWA), administers the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Discretionary Grant Program to support investments that improve the resilience, reliability, and safety of surface transportation infrastructure; and

WHEREAS, the City of Leon Valley is committed to strengthening the resilience, reliability, and safety of its transportation infrastructure and protecting critical community connections from severe weather, flooding, erosion, and other natural hazards; and

WHEREAS, Huebner Creek is a significant drainage corridor through Leon Valley, where recurring flooding, erosion, and channel instability have created ongoing risks to nearby roadways, bridges, and other infrastructure; and

WHEREAS, the City proposes the **Huebner Creek Flood Resilience, Erosion Mitigation, and Mobility Improvement Project**, generally located along Huebner Creek between Poss Road and Bandera Road, to address documented vulnerabilities and strengthen the long-term resilience of transportation infrastructure serving the community; and

WHEREAS, the proposed improvements include drainage and channel improvements, channel excavation and grading, channel and side-slope stabilization, concrete riprap and other appropriate erosion-protection treatments, hydraulic countermeasures, erosion, sedimentation, and environmental controls, and associated site work; and

WHEREAS, the Bexar County Hazard Mitigation Plan identifies bank stabilization along Huebner Creek between Evers Road and Bandera Road as a high-priority flood mitigation action; and

WHEREAS, Leon Valley has experienced repeated flood events along Huebner Creek, including major events in 1998, 2013, 2015, and 2017, resulting in roadway flooding, rapid creek rise, impacts to homes, evacuations, erosion, road-closure risks, emergency-access disruption, and public-safety risks; and

WHEREAS, erosion and channel instability have also been observed near transportation infrastructure in the vicinity of the Bandera Road bridge, creating additional risks to roadway and bridge infrastructure; and

WHEREAS, stabilizing the Huebner Creek channel and streambank, reducing erosion, and improving hydraulic performance will help protect roadway and bridge infrastructure, reduce flood-related transportation disruptions, and support reliable access for residents, businesses, emergency responders, and the traveling public; and

WHEREAS, proposed improvements along SH 16 (Bandera Road), together with the City's ongoing Comprehensive Plan Update and capital planning efforts, further reinforce the need to protect transportation infrastructure adjacent to Huebner Creek and improve the resilience of this critical corridor; and

WHEREAS, the City Council finds that the Huebner Creek Flood Resilience, Erosion Mitigation, and Mobility Improvement Project will help reduce transportation infrastructure vulnerability to flooding, erosion, and channel instability; protect roadway and bridge infrastructure; improve the corridor's ability to withstand extreme rainfall and high-flow events; reduce transportation disruptions; support dependable emergency access; and improve the long-term resilience of Leon Valley's transportation system; and

WHEREAS, the PROTECT Discretionary Grant Program requires a 20 percent non-federal match for the proposed project, and the City intends to provide the required local match through eligible City funds and/or other eligible non-federal funding sources; and

WHEREAS, the City Council finds that submission of an application for PROTECT Discretionary Grant Program funding for the Huebner Creek Flood Resilience, Erosion Mitigation, and Mobility Improvement Project is in the best interest of the City of Leon Valley and its residents.

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

SECTION 1. The City Council of the City of Leon Valley, Texas hereby authorizes and supports the submission of an application to the United States Department of Transportation, Federal Highway Administration, under the FYs 2024 through 2026 PROTECT Discretionary Grant Program for the **Huebner Creek Flood Resilience, Erosion Mitigation, and Mobility Improvement Project**.

SECTION 2. The City Council authorizes the City Manager, or the City Manager's designee, to prepare, submit, execute, and file the grant application and all related documents, assurances, certifications, agreements, amendments, and other instruments necessary or appropriate in connection with the application and, if awarded, administration of the grant.

SECTION 3. The City Council acknowledges that the PROTECT Discretionary Grant Program requires a 20 percent non-federal match for the proposed project and hereby commits to providing the required 20 percent local match through eligible City funds and/or other eligible non-federal funding sources, subject to the final grant award and applicable City budget requirements.

SECTION 4. The City Council affirms its support for the Huebner Creek Flood Resilience, Erosion Mitigation, and Mobility Improvement Project as an investment intended to reduce transportation vulnerability to flooding, erosion, and channel instability; protect roadway and bridge

infrastructure; reduce flood-related transportation disruptions; maintain dependable emergency access; and strengthen the long-term resilience of Leon Valley's transportation system.

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 a 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 this 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 provisions 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 violations 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 20th day of October, 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE
City Secretary, TRMC

Approved as to Form:

Arturo D. 'ART' Rodriguez
City Attorney

MAYOR AND COUNCIL COMMUNICATION

DATE: October 20, 2026

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on a Resolution Designating the Echo as the City of Leon Valley's Official Newspaper for the Publication of Ordinances, Public Hearings, and Other Required Notices

SPONSOR(S): (N/A)

PURPOSE

The purpose of this item is to formally designate the Echo as the official newspaper of the City of Leon Valley for Fiscal Year 2026-2027. The City uses its official newspaper to publish ordinances, public hearing notices, and other notices required by law.

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 currently uses the Echo for the publication of ordinances, public hearings, and other required notices.

FISCAL IMPACT

Costs for publications are included in the Fiscal Year 2026-2027 Adopted Budget. Staff will continue to strive to keep the City's advertising and publication costs within approved budgetary constraints.

RECOMMENDATION

Staff recommends approval of the attached resolution continuing the designation of the Echo as the official newspaper of the City of Leon Valley for Fiscal Year 2026-2027, retroactive to October 1, 2026, through September 30, 2027.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION No. 26-__R

A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL DESIGNATING THE ECHO AS THE CITY OF LEON VALLEY'S OFFICIAL NEWSPAPER FOR THE PUBLICATION OF ORDINANCES, PUBLIC HEARINGS, AND OTHER REQUIRED NOTICES.

WHEREAS, the City Council of the City of Leon Valley, Texas, previously designated the Echo for the publication of ordinances, public hearings, and other required notices; and

WHEREAS, the Echo covers all of Leon Valley, including ZIP Codes 78238, 78240, and 78241; and

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

The Echo is hereby designated as the official newspaper of the City of Leon Valley for the publication of ordinances, public hearings, and other City notices as may be required by law for Fiscal Year 2026-2027, retroactive to October 1, 2026, through September 30, 2027.

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

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

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

PUBLISHING CONTRACT “Official Newspaper”

WHEREAS, this Contract is made and entered into this 20th day of October 2026, by and between the 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 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 1, 2026, through September 30, 2027, both dates inclusive (Retroactive to October 1, 2026). 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 the CONTRACTOR, and the CONTRACTOR shall charge the CITY for such 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 column width to be either 2 inches or 4.167 inches, 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
1420 S. ALAMO STREET, SUITE 141
SAN ANTONIO, TEXAS 78210

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

- a. 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.
- b. The breaching party shall have twenty (20) days from the date of receiving notice of the breach to remedy the breach.
- c. 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.
- d. This Contract may be modified or amended if the amendment is made in writing and is signed by both parties.
- e. If any provision, or any portion thereof, contained in this Contract is held to be unconstitutional, invalid, or unenforceable, such provision or portion thereof shall be deemed severed, and the remainder of this Contract shall not be affected and shall remain in full force and effect.
- f. 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.
- g. 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 Bexar County Court of Jurisdiction.

- h. This Contract shall be binding upon and shall inure to the benefit of the parties hereto, their successors, and assigns.
- i. This Contract shall be governed by the laws of the State of Texas.

IN 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: _____

Designation of the Official Newspaper

Fiscal Year 2026–2027

Sandra Passailaigue, TRMC

City Secretary

City Council Meeting — October 20, 2026

Summary

Question

Consider continuing The Echo as the City's official newspaper for publication of ordinances, public hearing notices and other required notices under Texas Local Government Code § 52.004.

Options

- Approve the resolution as presented.
- Deny the resolution.
- Provide alternative direction.

Declaration

Staff recommends continuation for FY 2026–2027, retroactive to October 1, 2026.

Purpose

Formally designate The Echo as the official newspaper of the City of Leon Valley for Fiscal Year 2026–2027.

The City uses its official newspaper to publish:

- Ordinances
- Public hearing notices
- Other notices required by law

Texas Local Government Code, Chapter 52, § 52.004 governs designation and publication.

Statutory Requirements

Texas Local Government Code § 52.004

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

Background & Strategic Goals

Background

The City currently uses The Echo to publish ordinances, public hearing notices and other legally required notices. Staff requests continuation for FY 2026–2027.

Strategic Goals & Objectives

F. Transparency — 1. Enhance Public Communication

- Provide clear, timely and accessible information through City meetings, websites, social media and newsletters. The designation supports this objective.

Fiscal Impact & Recommendation

Fiscal Impact

Publication costs are included in the FY 2026–2027 Adopted Budget. Staff will strive to keep advertising and publication costs within approved budgetary constraints.

Recommendation

Consider the resolution designating The Echo as the City’s official newspaper for FY 2026–2027 (October 1, 2026–September 30, 2027).

MAYOR AND COUNCIL COMMUNICATION

DATE: October 20, 2026

TO: Mayor and Council

FROM: Michael Gallardo, Planning and Zoning Director

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

SUBJECT:

Presentation and Discussion to Consider Amending Chapter 15 Zoning, Division 2 Rules of Construction and Definitions, Section 15.02.052 Definitions to Amend the Definition of Assisted Living Facility, Amending Chapter 4 Business Regulations by Adding Article 4.15 Assisted Living Facilities, and Amending Appendix A Fee Schedule Article A8.000 Building and Construction Related Fees Section A8.004 Certificate of Occupancy by Adding a Section A8.004(D) Sanitation Fee \$200.00, Section A8.004(E) ALF Fire Marshal Annual Inspection \$300.00, Section A8.004(F) ALF Notice Fee \$200.00 - M. Gallardo, Planning and Zoning Director

PURPOSE:

The purpose of this item is to consider a request to amend Chapter 15 Zoning, Chapter 4 Business Regulations and Appendix A Fee Schedule to better regulate the City of Leon Valley Assisted Living Facilities. The following changes are required:

1. Amend Chapter 15 Zoning Section 15.02.052 Definitions by amending the definition to assisted living (reference Exhibit A).
2. Amend Chapter 4 Business Regulations by adding Article 4.15 Assisted Living Facilities (reference Exhibit B).
3. Amend Appendix A Fee Schedule by adding a \$200.00 Sanitation Fee, \$300.00 ALF Fire Marshal Annual Inspection Fee, and a \$200.00 ALF Notice Fee to Section A8.004 Certificate of Occupancy

STAFF COMMENTS:

The amendments to Chapter 15 Zoning, Chapter 4 Business Regulations and Appendix Fee Schedule will provide clear legal standards for facility safety, land use, and resident protections.

FISCAL IMPACT:

The facility will be responsible for applicable registration, inspection and reinspection fees.

RECOMMENDATION

Staff recommends that Council approve the proposed amendment to Chapter 15 Zoning, Chapter 4 Business Regulations and Appendix A Fee Schedule.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL AMENDING CHAPTER 15 “ZONING,” DIVISION 2 RULES OF CONSTRUCTION AND DEFINITIONS, SECTION 15.02.052 DEFINITIONS TO AMEND THE DEFINITION OF ASSISTED LIVING FACILITY, AMENDING CHAPTER 4 BUSINESS REGULATIONS BY ADDING ARTICLE 4.15 ASSISTED LIVING FACILITIES, AND AMENDING APPENDIX A FEE SCHEDULE ARTICLE A8.000 BUILDING AND CONSTRUCTION RELATED FEES SECTION A8.004 CERTIFICATE OF OCCUPANCY BY ADDING SECTION A8.004(D) SANITATION INSPECTION FEE \$200.00, SECTION A8.004(E) ALF FIRE MARSHAL ANNUAL INSPECTION \$300.00, SECTION A8.004(F) ALF NOTICE FEE \$200.00, PROVIDING FOR A REPEALER CLAUSE; SEVERABILITY CLAUSE; SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS Chapter 211 of Texas Local Government Code empowers the City Council of the City of Leon Valley to enact zoning regulations and provides for their administration, enforcement and amendment; and

WHEREAS the City has determined that a revision to amend the definition of Assisted Living Facilities in Chapter 15 Zoning, Division 2 Rules of Construction and Definitions, Section 15.02.052 Definitions Assisted Living Facilities is appropriate; and

WHEREAS the City has determined that a revision to add Article 4.15 Assisted Living Facilities to Chapter 4 Business Regulations is appropriate; and

WHEREAS the City has determined that a revision to amend Appendix A Fee Schedule Section A8.004 Certificate of Occupancy to better regulate Assisted Living Facilities is appropriate; and

WHEREAS Chapter 123 of the Texas Human Resources Code, known as the Community Homes for Disabled Persons Location Act, provides for the location of Community Homes for Disabled Persons in any residential district so long as the home meets the criteria set forth in the statute; and

WHEREAS the facility licensed or subject to being licensed is in accordance with Texas Health and Safety Code, Chapter 247. Assisted living services are driven by a philosophy that emphasizes personal dignity and autonomy to age in place in a residential setting while receiving increasing or decreasing levels of services as the person's needs change; and

WHEREAS, the City of Leon Valley desires to protect the health, safety, and welfare of its elderly and disabled citizens and of its neighborhoods by providing an appropriate licensing scheme for assisted living facilities to include a sanitation inspection; and

WHEREAS the City Council has determined that amending Chapter 15 “Zoning” Section 15.02.052 Definitions and adding Article 4.15 to Chapter 4 Business Regulations and amending Appendix A Fee Schedule Section A8.004 Certificate of Occupancy is in the

best interest of the general welfare of the City of Leon Valley.

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

Section 1. Chapter 15 Zoning is hereby amended as stated in Exhibit A attached hereto and incorporated herein. Chapter 4 is hereby amended as stated in Exhibit B attached hereto and incorporated herein. Appendix A Fee Schedule is hereby amended as stated in Exhibit C attached hereto and incorporated herein.

Section 2. Penalty. Any person who violates any provision of this ordinance shall be guilty of a misdemeanor, and upon conviction shall be fined as provided in Chapter 1. General Provisions, Article 1.01 Code of Ordinances, Section 1.01.009 General penalty for violations of code: continuing violations of the City of Leon Valley Code, and/or applicable state law.

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 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 unconstitutionality 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. Repeal. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict. All provisions, sections and sub-sections not revised or amended herein shall remain in effect.

Section 6. Effective Date. This ordinance shall become effective on and after its passage and approval, and publication requirements as provided by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the XXX day of XXX, 2026.

APPROVED

CHRIS RILEY

MAYOR

Attest:

CRYSTAL CALDERA, PhD
CITY MANAGER

Approved as to Form:

ARTURO D. 'ART' RODRIGUEZ
CITY ATTORNEY

ARTICLE 15.02 ZONING ORDINANCE¹***DIVISION 1. GENERALLY*****Sec. 15.02.001 Title**

These regulations shall be known as article 15.02 of the city Code of Leon Valley, Texas and will be referred to herein as "this article."

(1972 Code, sec. 30.101; 2008 Code, sec. 14.02.001)

Sec. 15.02.002 Purpose and effect

- (a) The zoning regulations and districts as herein established have been made in accordance with a comprehensive master plan for the purpose of promoting health, safety, morals and the general welfare of the community by controlling the design, location, use or occupancy of all buildings through regulated and orderly development of land and land uses within this jurisdiction.
- (b) The zoning regulations are intended to be in compliance with the Americans with Disabilities Act and the Fair Housing Act. Any portion of this article in conflict with either of the referenced acts is unintentional and shall be overridden by that act or acts, to the extent of such conflict.
- (c) In fulfilling these purposes, this article is intended to benefit the public as a whole and not any specific person or class of persons.
- (d) This article shall be reviewed and amended periodically, as directed by the city council.

(1972 Code, sec. 30.102; 2008 Code, sec. 14.02.002)

Sec. 15.02.003 Scope

- (a) The provisions of this article shall apply to the construction, alteration, moving, repair and use of any building or parcel of land within this jurisdiction.

¹Editor's note(s)—This article consists of the zoning ordinance, Ordinance 07-013, adopted March 6, 2007, as amended, previously published as chapter 30 in the 1972 Code of Ordinances and as article 14.02 in the 2008 Code of Ordinances. Section numbers, style, capitalization and formatting have been changed to be consistent with the remainder of the Code of Ordinances, and this will be maintained in future amendments to this article. Changes in the names of state agencies have been incorporated without notation. The term "City of Leon Valley" has been changed to "city." References to "planning and zoning commission" and "zoning and land use commission" have been changed to "zoning commission" without notation. Obviously misspelled words have been corrected without notation. Except for these changes, such ordinance is printed herein as set out in the 2008 Code of Ordinances. Any other material added for purposes of clarification is enclosed in brackets.

State law reference(s)—Municipal zoning authority, V.T.C.A., Local Government Code, ch. 211.

- (b) Where, in any specific case, different sections of this article specify different requirements, the more restrictive shall govern. Where there is conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.
- (c) The provisions of this article shall not apply to property belonging to the city; or to property used to provide public utilities; or work located primarily in or on a public way, public utility towers and poles, or public utility easements, unless specifically mentioned in this article; provided that in the erection of buildings or other structures, the city and utility companies shall attempt to conform in architectural design or otherwise as nearly as possible to the buildings permitted in the district in which they are being erected.
- (d) If any portion of this article is held invalid for any reason, the remaining portions herein shall not be thereby affected.

(1972 Code, sec. 30.103; 2008 Code, sec. 14.02.003)

Sec. 15.02.004 Compliance

Except as provided in this article, no building shall be erected, reconstructed or structurally altered, nor shall any building or land be used for any purpose other than is permitted in the district in which such building or land is located; no building shall be erected, reconstructed or structurally altered to exceed the height or bulk limit herein established for the district in which such building is located; no lot area shall be so reduced or diminished that the yards or other open spaces shall be smaller than prescribed by this article, nor shall the yard or open spaces provided about any building for the purpose of complying with the provisions of this article be considered as providing a yard or open spaces for any other building.

(1972 Code, sec. 30.104; 2008 Code, sec. 14.02.004)

Sec. 15.02.005 Penalties for violations

Each violation of this article shall be punishable by a fine of not less than \$5.00, nor more than \$2,000.00, unless some other fine is specifically prescribed for a particular violation. Each day any violation occurs or continues to occur shall be considered a separate offense.

(1972 Code, sec. 30.105; 2008 Code, sec. 14.02.005)

Sec. 15.02.006 Adoption of legislative grant of power

Texas Local Government Code, chapter 211, is hereby adopted, and the provisions of this article are adopted in the exercise of power granted to municipalities by such statutes and pursuant to any and all other applicable laws.

(1972 Code, sec. 30.106; 2008 Code, sec. 14.02.006)

Secs. 15.02.007—15.02.050 Reserved

DIVISION 2. RULES OF CONSTRUCTION AND DEFINITIONS²

Sec. 15.02.051 Words and phrases, rules of construction

- (a) Words, phrases and terms defined in this article shall be given the defined meaning.
- (b) Words, phrases and terms not defined in this article but defined in the building code found in chapter three of the Leon Valley City Code ("this Code"), shall be construed as defined in the building code.
- (c) Words, phrases and terms defined neither in this article nor in the building code adopted in chapter 3, shall be given their usual and customary meanings except where the context clearly indicates a different meaning.
- (d) The text of this article shall control captions, titles and maps.
- (e) The word "shall" is mandatory and not permissive; the word "may" is permissive and not mandatory.
- (f) Words used in the singular include the plural, and words used in the plural include the singular.
- (g) Words used in the present tense include the future tense, and words used in the future tense include the present tense.

(1972 Code, sec. 30.201; 2008 Code, sec. 14.02.051)

Sec. 15.02.052 Definitions

Access drive, major. Any privately owned on-site drive or lane intended to access the primary entrance to land parcels and parking areas, and which accommodates autos or pedestrians. Such major access drive will likely intersect a major roadway at a median break, subject to the director's approval. This is not a public street, but often serves as a shared access drive.

Accessory. An object or device not essential in itself, but adding to the beauty, convenience or effectiveness of another item.

Accessory building. A subordinate structure attached to or detached from the main building.

Accessory dwelling unit (ADU). A residential dwelling unit (but not a manufactured home, located on the same lot as a primary single-family dwelling unit - either within the same building as the single-family dwelling unit or in a detached building - complete with living facilities and designed in a manner in which it is capable of functioning without the use of the primary dwelling unit.

Accessory use. A use conducted on the same lot as the primary use of the structure to which it is related; a use which is clearly incidental to, and found in connection with, such primary use. See also, "incidental use."

Adult entertainment establishment. An establishment consisting of, including, or having the characteristics listed in article 4.08 of the Leon Valley Code.

²Editor's note(s)—The title of division 2 has been changed from "Rules of Construction, Definitions and Administration" to "Rules of Construction and Definitions," at the discretion of the editor, in order to more accurately reflect the subject matter.

Agriculture. The production, storage, keeping, harvesting, grading, packaging, processing, boarding, or maintenance, for sale, lease, or personal use, of plants and animals useful to humans, including but not limited to: the tilling of the soil, raising of crops, animals, fowl, horticulture, gardening, beekeeping and aquaculture.

Agronomy. The science and management of field crop production and soil management and soil conservation.

Alley. Minor public right-of-way, not intended to provide the primary means of access to abutting lots, which is used primarily for vehicular service access to the back of properties otherwise abutting on a street. An alley affords only a secondary means of access to property abutting thereon.

Alteration. Any change, addition or modification in construction, occupancy or use.

Alteration, apparel Any change, addition or modification to material, fabric, or style used for clothing, garments, attire, or accessories.

Alternative tower structure. Either a primary or an accessory use on any developed parcel including clock towers, bell steeples, light poles, and similar alternative antenna mounting structures, except for residential structures.

Amusement center. A facility used by the general public containing four or more games or game devices used for indoor and/or outdoor entertainment but not to include gambling or gambling devices prohibited by law. Also see "Entertainment - indoor/outdoor" [sic].

Animal clinic. A place where animals are given medical care, and the boarding of the animals is limited to short-term care incidental to the hospital use.

Animal shelter. Any profit or nonprofit business, the primary use of which is the provision of lodging or shelter to animals. Also see "Veterinary clinic."

Antenna. Any exterior apparatus designed for wireless radio, television, microwave or telephone communication through the sending and/or receiving of electromagnetic waves.

Antenna height. The distance measured from ground level to the highest point on the structure, even if the highest point is an antenna.

Antenna, receive-only antenna/amateur radio. Any tower or antenna that is under 70 feet in height and is owned or operated by a federally licensed amateur radio station operator or is used exclusively for reception only, including local television broadcast reception antennas, direct broadcast satellite antennas or multichannel multipoint distribution services. Receive-only/amateur antennas are not subject to regulation under this article.

Antenna, telecommunications. An antenna used to provide a telecommunications service. This excludes lightning rods, private mobile radio systems, amateur radio antennae less than 50 feet (150 meters) in height and whip antennae less than four inches (ten cm) in diameter and less than ten feet (three meters) in height.

Apartment. A single unit within an apartment house designed for independent housekeeping.

Apartment complex. Any structure, or portion thereof, which is designed, built, rented, leased, let or hired out to be occupied as three or more apartments or which is occupied as the home or residence of three or more families living independently of each other and maintaining separate kitchen facilities.

Appeal. A procedure whereby a decision is questioned to a higher authority than the administrator or body which made the original decision. For example, a decision of a zoning administrator to the board of adjustment or a decision of the board of adjustment to a court of law.

Appliance, major. A large device which is designed for household or office purposes, such as a refrigerator or air conditioner, the repair or maintenance of which involves the disposal, storage or use of a federally or state regulated chemical such as freon [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

or large quantities of oil.

Appliance, minor. A device which is designed for household or office purposes, the repair or maintenance of which does not involve the disposal, storage, or use of any federally or state regulated chemical such as freon or large quantities of oil.

Arborist, certified. An individual who has a current and valid designation of "ISA Certified Arborist" by the International Society of Arboriculture.

Assembly/packaging. The fitting together and/or uniform wrapping or sealing of component parts to make a whole. This is commonly an intermediary step in the process to make a finished product and the products from which it is put together are generally not raw materials.

Assisted living facility (ALF). A licensed establishment under Tex. Health and Safety Code Ch. 247 that furnishes food and shelter and provides personal care services to four or more unrelated persons and not related to the owner which consist of assistance with one or more of the following on a 24-hour basis: meals, dressing, movement, bathing, or other personal needs or maintenance. This may also include assistance, supervision, or administration of medication by a licensed individual. Types of assisted living facilities as established by the State of Texas are as follows:

(1) *Type A.* In a Type A facility, a resident:

- a. Must be physically and mentally capable of evacuating the facility unassisted. This may include mobile or ambulatory persons such as those who are in wheelchairs or electric carts and have the capacity to transfer and evacuate themselves in an emergency;
- b. Does not require routine attendance during nighttime sleeping hours; and
- c. Must be capable of following directions under emergency conditions.

(2) *Type B.* In a Type B facility, a resident may:

- a. Require staff assistance to evacuate;
- b. Be incapable of following directions under emergency conditions;
- c. Require attendance during nighttime sleeping hours; or
- d. Not be permanently bedfast, but may require assistance in transferring to and from a wheelchair.

Attended donation station. A manufactured building operated by an organization with nonprofit status, for the purpose of collecting goods, with an attendant present on-site during collection hours.

Automobile. A self-propelled free-moving vehicle licensed by the appropriate state agency as a passenger vehicle, not to include commercial vehicles.

Automobile and boat storage. Any location or structure used for long-term storage of automobiles, trucks, boats and/or recreational vehicles. Long-term shall mean for duration of one week or more.

Automobile sales. The use of any building, land area, or other premise for the display and sale of new or used automobiles generally but may include light trucks or vans, trailers, motorcycles or recreation vehicles and including any vehicle preparation or repair work conducted as an accessory use.

Automotive repair or heavy installation. The repair of motor vehicles, trailers and similar large mechanical equipment, including paint, body and fender, and major engine and engine part overhaul.

Awning. A roof-like cover extending over or before a place (as before a window) as a shelter, normally supported entirely from the exterior wall of a building.

Bail bond facility. A business that provides bail services, essentially acting as a surety. Bail bonds businesses post bonds with courts, guaranteeing that a defendant will appear for all scheduled court dates. In exchange for

the guarantee, the company charges a fee. Bail bonding companies are required to provide proof of current licensing with the state of Texas.

Bar. Premises used primarily for the sale and/or dispensing of liquor by the drink for on-site consumption as regulated by the state and where food may be available for consumption on the premises as accessory to the principal use.

Bar/tavern completely enclosed. An establishment with less than 5,000 square feet and under license from the Texas Alcohol and Beverage commission (TABC), which is principally engaged in the retail sale of alcoholic beverages, with food only incidental to the sale of alcohol. A bar/tavern use may include live entertainment for indoor use only.

Bar/tavern with outdoor entertainment area. An establishment with less than 5,000 square feet and under license from the Texas Alcohol and Beverage commission (TABC), which is principally engaged in the retail sale of alcoholic beverages, with food only incidental to the sale of alcohol. This use may include live entertainment both indoor and outdoor in designated areas.

Basement. That part of a building that is wholly or partly below ground level.

Bed and breakfast facility. A limited commercial activity, conducted within a structure, which may include dining and bathroom facilities with sleeping rooms for guest lodging for a short-term period of less than 30 consecutive days. A bed and breakfast must be a secondary use to a single-family residence. Also see "lodging" in the permitted use table.

Big box. A building with a single-tenant that comprises more than 50,000 square feet.

Block. Land or a group of lots, whether developed or undeveloped, surrounded by streets or other rights-of-way, other than an alley; or land which is designated as a block on any recorded subdivision tract.

Boarding home for sheltered care. A group home for the sheltered care of persons with special needs, which in addition to providing food and shelter, may also provide some combination of personal care, social or counseling services, and transportation.

Boarding house. A dwelling containing a single dwelling unit and not more than ten guest rooms or suites of rooms, where lodging is provided with or without meals, for compensation for more than one week.

Board of adjustment. The Leon Valley board of adjustment. A public and quasi-judicial agency charged with the duty to hear and determine zoning appeals and other specific duties as laid out in this article and state law.

Boundary street. A public street which is adjacent to and abutting one or more sides of the proposed site.

Buffer zone. An area zoned so as to separate conflicting uses by zoning such property with a use which is compatible with both. For example, an office district might reasonably separate a single-family residential district from a commercial district. Dedicated park lands may shield a planned office development from nearby residential areas.

Buildable area. The area of a lot remaining after the minimum yard and open space requirements of this Code and article 10.02 (subdivision ordinance) have been met. For recreational property or uses such as golf courses and baseball, soccer, football or similar athletic facilities, and public works projects such as water or wastewater treatment plants, pump stations, storage tanks, and public streets and drainage improvements, the buildable area of the property shall include that portion of the property necessary for the construction of such recreational and public works improvements, including sufficient adjacent area to allow the normal operation of construction equipment.

Building. Any structure used or intended for supporting or sheltering any use or occupancy. The word "building" includes the word "structure."

Building code.

- (1) Article 3.02, division 2 of the Leon Valley City Code, which incorporates the International Building Code.
- (2) The International Building Code, promulgated by the International Code Council and adopted by the city.

Building, construction. A building used temporarily for the storage of construction materials and equipment incidental and necessary to on-site permitted construction of utilities, or other community facilities, or used temporarily in conjunction with the sale of property within a subdivision under construction.

Building, front of. That part of a building nearest the front property line.

Building height. The vertical distance above the average existing grade measured to the highest point of the building. The height of a stepped or terraced building is the maximum height of any segment of the building.

Building line, front. A line established under this article or article 3.02, division 2 of the Leon Valley City Code measured from the perimeter of that portion of a building nearest the front property line to the curbline or edge of the sidewalk and parallel thereto, or in the case of a corner lot, the side of such building if also parallel to a curbline or edge of a sidewalk, but in any case such measurement shall exclude open steps, terraces, cornices and other ornamental features projecting from the wall of the building.

Building line, rear. A line established under this article or article 3.02, division 2 of the Leon Valley City Code measured from the perimeter of that portion of a building nearest the rear property line of such property. Such measurement shall exclude open steps, terraces, cornices and other ornamental features projecting from the wall of the building.

Building line, side. A line established under this article or article 3.02, division 2 of the Leon Valley City Code measured from the perimeter of that portion of a building nearest the side property line of such property. Such measurement shall exclude open steps, terraces, cornices and other ornamental features projecting from the wall of the building.

Building, main. A building in which the principal use of the site is conducted.

Building permit. Authorization required for erection, construction, enlargement, alteration, repair, movement, improvement, removal, conversion, or demolition of any building.

Building restrictions. Regulations or restrictions under this article or article 3.02, division 2 of the Leon Valley City Code upon the materials allowed in the construction of buildings and any provisions of federal or state law, or other city ordinances implanting [implementing] the federal emergency management act or the duties of the city for floodplain regulation, applicable to the property.

Building specialty store. Any retail facility, the primary use of which is the sale or lease of specialized building materials; such as roofing, tile, or doors.

Building, temporary. A structure which is designed or intended to be used on a nonpermanent basis, authorized for a specific period of time through a specific use permit. Includes prefabricated structures and manufactured/mobile housing which are not used for living space.

Caliper. The diameter of a tree four feet above the natural grade measured with a tree caliper instrument or a flexible tape. If a tape is used, the circumference of the tree is measured and the result divided by 3.14 to determine diameter.

Caliper of multi-trunk trees. The caliper of the largest trunk at a point four feet above the natural grade added to half of the sum of the calipers of the remaining trunks measured at the same height. If branching occurs less than four feet above the natural grade, the diameter of the trunk may be measured below the branching for a single measurement.

Canopy. A roofed structure constructed of fabric or other material supported by the building or by support extending to the ground directly under the canopy placed so as to extend outward from the building providing a protective shield for doors, windows and other openings.

Canopy tree. A self-supporting woody plant with one well-defined trunk and a distinct and definite formed crown, which attains a height of at least 25 feet.

Car title loan business. An establishment that makes small short-term consumer loans secured by a title to a motor vehicle.

Carport. An open-sided automobile shelter sometimes formed by extension of a roof from the side of a building.

Carwash, automatic. A facility which utilizes automatic and semiautomatic machinery to wash, clean, and dry automobiles.

Carwash, self-service. A facility for self-service washing, cleaning, and drying of automobiles that does not include automatic application of cleaner, brushes, rinse water, and heat or air for drying.

Check cashing business. A business that provides check cashing, payday cash advance, payroll advance, short-term cash loan, short term cash advance, instant payday cash advance, short-term money loan services, or similar services to individuals for a specified fee.

Child care facility. An establishment for the care and/or instruction, whether or not for compensation, of six or more children at any one time. Child nurseries and preschool facilities are included in this definition.

Church. A facility for religious worship and related activities.

City. The City of Leon Valley, Bexar County, Texas.

Clinic. A facility for the examination, assessment, or treatment of outpatients including any location where more than one doctor shares a facility, regardless of whether there are laboratory facilities on-site.

Commercial relates to or is connected with trade and traffic or commerce in general; occupied with business and commerce.

Commercial, vehicle. Any motor vehicle including but not limited to delivery vans or trucks, trailers, or semitrailers designed to carry freight, passengers for compensation, or merchandise for retail or commercial purposes and is appropriately licensed by a state agency.

Commission means "planning and zoning commission."

Communications distribution hub. An unmanned facility, without transmitter or dish, or antenna, containing optical and electronic signal processing equipment for delivery, switching, and storage of video, audio, and data to homes served by the utility company.

Comprehensive (zoning) plan. The adopted official statement of a legislative body of local government that sets forth in words, maps, illustrations, and/or tables the goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction. Also see "Master plan."

Condominium. A single dwelling unit in a multi-unit dwelling or structure, which is separately owned and which may be combined with an undivided interest in the common areas and facilities of the property.

Congregate residence. Any building or portion thereof which contains facilities for living, sleeping and sanitation as required by this Code, and may include facilities for eating and cooking, for occupancy by other than a family. A congregate residence may be a shelter, convent, monastery, dormitory, fraternity or sorority house but does not include jails, hospitals, convalescent homes, assisted living, special care, nursing homes, or hotels.

Contractor. A builder, plumber, electrician, air conditioning/heating installer, concrete installer, or tradesman or one who contracts to supply materials or do work.

Contractor facility. A facility which is used primarily for the office and/or vehicles, equipment and/or supplies of a contractor.

Convalescent home. A licensed facility which is intended for long-term patient care due to human illness, infirmity, or disability and employing the services of skilled and licensed practitioners under the direction of a physician, licensed by the Texas Medical Board.

Convenience store. Any retail establishment which offers the sale of a limited line of convenience goods, to include groceries, packaged and/or processed food and drink, tobacco, limited beer and wine, medicines and cosmetics, and may also sell gasoline, intended for the convenience of the neighborhood.

Cottage. An individual single-family dwelling unit, being less than 1,500 heated square feet, situated with other similar dwelling units on one platted lot, for the purpose of rental or leasing, as part of a multiple-family retirement community.

Curb. A stone or concrete or alternative edge asphalt boundary usually marking the edge of a roadway or paved area. Refer to article 10.02 (subdivision ordinance) for further details.

Curbline. A line differentiating between the street and the edge of real property, marking the edge of the roadway, and contiguous to the roadway, not intended for normal vehicular traffic. Such property may include a berm, but may or may not be built up or raised.

Dance hall. An establishment intended primarily for dancing and entertainment within an enclosed building, using either live or electronically produced music, either open to the public or operated as a private club open to members only.

Density. The number of dwelling units which are allowed on an area of land or the number of persons allowed in a specific unit.

Depth of the lot. The linear measurement from the front property line to the rear property line of a lot.

Director. Director of planning and zoning or designee.

Doctor. Any person under currently licensed [sic] by the state to practice any form of medicine or dentistry, including but not limited to, medical, dental science, dental surgery, osteopathy, chiropractic, public health and veterinary medicine.

Dripline. The area of ground surrounding the trunk of the tree considered essential to protecting the root structure of a tree. For the purposes of this article, the dripline shall be calculated at one foot for every one inch of caliper width measured at four feet above natural grade level, i.e., a 12-inch tree would require a dripline with a 12-foot radius (producing an area 24 feet in diameter).

Driveway. A private road giving access from a public way to a building on abutting grounds.

Dwelling. A house or other structure in which a person or persons live; a residence; abode; habitation; an apartment or building, or group of buildings, occupied as a place of residence.

Dwelling, garden house. A detached dwelling unit with kitchen and sleeping facilities, designed for occupancy as a residence.

Dwelling, manufactured home. A vehicle, other than a motor vehicle, greater than 320 square feet in gross floor area designed with attached axles and wheels, which may be used for permanent or semipermanent living space for humans, and which is designed to be drawn by a motor vehicle. The term shall not include any vehicle meeting the above description which is used for an office, a classroom, a laboratory, processing, manufacturing, retail sales or other use; see "Building, temporary" for these definitions. Also see "Manufactured housing."

Dwelling, multiple-family. A building or portion thereof designed for occupancy by three or more families living independently, in structures containing three or more single-dwelling units in which they may or may not share common entrances and/or other spaces. Individual dwelling units may be owned as condominiums, or offered for rent.

Dwelling, single-family. A detached dwelling unit with kitchen and sleeping facilities, designed for occupancy as a residence.

Dwelling, single-family medium density. A detached dwelling unit with kitchen and sleeping facilities, designed for occupancy as a residence, with a minimum lot area of 6,000 square feet.

Dwelling, townhouse. A building that has single-family dwelling units erected in a row as a single building, on adjoining lots, each being separated from the adjoining unit or units by a firewall, along the dividing lot line and each such building being separated from any other building by space on all sides.

Dwelling, two-family or duplex. A building designed or arranged to be occupied as two separate residences, the structure having only two dwelling units.

Dwelling unit. Any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and sanitation, as required by this article, for not more than one family, or a congregate residence for six or less persons.

Easement. That portion of a lot or lots reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement may be for use under, on, or above said lot or lots.

EIA-222. Electronics Industries Association Standard 222, "Structural Standards for Steel Antenna Towers and Antennae Support Structures."

Encroachment, landscape. Any protrusion of a vehicle into a landscaped area from a parking space, display area or accessway.

Entertainment. To provide for diversion, engagement, or sporting activities, specifically excluding music which is not live, and is provided for the purpose of background and not for diversion from the primary purpose of the establishment.

Entertainment—Indoor. A use which includes, billiard parlor, bowling center, playground, skating center, video/game room, playroom/birthday party room, aquarium, museum, and other similar entertainment. On-premises sale and consumption of alcoholic beverages is allowed so long as it does not make up 51 percent or more of gross revenue.

Entertainment—Outdoor. A use which includes Baseball/softball/volleyball park, equestrian center, fairground, football field, go-karts, golf - miniature or other, sports complex, live entertainment, and other similar entertainment. On-premises sale and consumption of alcoholic beverages is allowed so long as it does not make up 51 percent or more of gross revenue.

Extended dripline. An imaginary line on the ground equal to 1.3 times the distance from the tree trunk to the dripline. In no case shall the dripline be less than 15 feet from the trunk of the tree.

Facade, primary. Exterior walls of buildings and parking structures which are clearly visible from a public street, open space or active storefront.

Facade, secondary. Exterior walls of buildings and parking structures which are not clearly visible from a public street, open space or active storefront.

Family. An individual or two or more persons related by blood, marriage or adoption, or a group not to exceed six unrelated persons living together as a single housekeeping unit.

Farm. A tract of land, not less than five acres, devoted to agriculture, pasturage, stock raising, or some allied industry. Includes dairy, stock, and poultry farms.

Federal Aviation Administration. Also known as FAA.

Federal Communications Commission. Also known as FCC.

Fence. A hedge, structure, or partition, erected for the purpose of enclosing a piece of land, or to divide a piece of land into distinct portions, or to separate two contiguous properties. An enclosure around a field or other space, or around any object; especially an enclosing structure of wood, iron or other materials, intended to prevent intrusion from without or straying from within. See article 3.05 of the Leon Valley City Code for other specific regulations.

Flea market. An occasional or periodic market held in an open area or structure where groups of individual sellers offer goods for sale to the public.

Floor area, net. The gross floor area exclusive of vents, shafts, courts, elevators, stairways, exterior walls and similar facilities.

Food processing facility. An establishment in which food is processed or otherwise prepared for eventual human consumption but not consumed on the premises.

Frontage. The width of a lot or parcel abutting a public right-of-way measured at the front property line.

Garage. A shelter for automotive vehicles.

Gateway overlay (GO). An overlay of existing zoning which modifies the base zoning as defined in this ordinance.

Grade. The average elevation of the land around a building, or the percent rise or descent of a sloping surface.

Grade, finished. The final elevation of the average ground level adjoining a building at all exterior walls after development.

Grade, level. Roads, buildings, or structures built on the ground.

Grade, natural. The elevation of the ground level in its natural state, before construction, filling or excavation.

Gross floor area (GFA). The gross floor area of a building or lease space. The sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls or, if appropriate, from the centerline of dividing walls; this includes courts and decks or porches when covered by a roof.

Gross leasable area (GLA). The gross leasable area is the total floor area designed for both tenant occupancy and exclusive use, including both owned and leased areas.

Ground cover. Plants, other than turf grass, normally reaching an average maximum height of not more than 24 inches at maturity.

Group home. A dwelling for no more than six legally unrelated, developmentally disabled persons and no more than two supervisory personnel. Said persons and personnel must live as a single housekeeping unit, for the primary purpose of providing shelter in a family-like atmosphere as part of the residential community, with on-site medical treatment or therapy a secondary purpose. A group home must qualify as a family home under chapter 123 of the Texas Human Resources Code, Community Homes for Disabled Persons Locations Act.

Guest room. Any room or rooms used or intended to be used by a guest for sleeping purposes. Every 100 square feet of superficial floor area in a dormitory shall be considered to be a guest room.

Home occupation. The partial use of a dwelling unit for commercial or nonresidential uses by a resident thereof which is clearly and obviously subordinate and incidental to the main use of the dwelling for residential purposes. Home occupations shall be conducted wholly within the primary structure or existing accessory building on the premises.

Horticulture. The science of growing fruits, vegetables, flowers or ornamental plants.

Hospital. An institution designed for the diagnosis, treatment and care of human illness or infirmity and providing health services, primarily for inpatients, and including as related facilities, laboratories, outpatient departments, training facilities and staff offices. May be either public or private and may be limited in their functions or services.

Hotel. Any building containing six or more guest rooms offering transient lodging accommodations to the general public and providing additional services, such as restaurants, meeting rooms, entertainment, and recreational facilities rented or leased on a daily, weekly, or semipermanent basis.

Improvement. Any interior or exterior improvement or renovation to an existing structure that requires a permit from the city.

Incidental use. A use conducted on the same lot as the primary use of the structure to which it is related; a use which is clearly incidental to, and found in connection with, such primary use. Also referred to as "accessory use."

Inn. Any building containing five or less guest rooms, the primary use of which is a commercial activity which is intended or designed to be used, or which are used, rented or hired out to be occupied, or which are occupied for sleeping purposes by guests.

Kennel. Any lot or premises, other than a veterinary clinic, on which a combined total of three or more unneutered adult dogs or cats, or a combined total of five or more neutered adult dogs or cats are housed, groomed, bred, boarded, trained or sold; either for compensation boarded on a daily or weekly basis [sic].

Laboratory, dental or medical. Any facility for the biological, microbiological, serological, chemical, immuno-hematological, hematological, biophysical, cytological, pathological, or other examination of materials derived from the human body for the purpose of providing information for the diagnosis, assessment, prevention, or treatment of any disease, condition or impairment of human beings.

Laboratory, research. An establishment or other facility for carrying on investigation in the natural, physical, or social sciences, which may include engineering and product development.

Laboratory, testing. An establishment or other facility whose primary purpose is to examine, observe or evaluate items, samples and/or substances which may include engineering and product evaluation(s).

Landmark buildings. Buildings which are located on axis with a terminating street or at the intersection of streets. Such buildings shall incorporate architectural features which address height and articulation that emphasize the importance of such a location.

Landscaped area. Areas of a lot, land parcel or building site devoted to and consisting of plant material, including but not limited to turf grasses, grasses-bunch, trees, shrub forms, flowers, vines and other ground cover, native plant materials, planters, brick pavers, stone, natural forms, water forms, public art forms, stone aggregate and other landscape features, but excluding smooth concrete, asphalt or paving for vehicular traffic; provided that the use of brick, stone aggregate or other inorganic materials shall not be greater in total area than that of organic plant material.

Landscaping. The modification or ornamentation of a natural landscape by altering the plant cover. Landscaping shall consist of any of the following, or combination thereof: material such as, but not limited to, grass, ground covers, shrubs, vines, hedges, trees, or palms; and nonliving durable material commonly used in landscaping, such as, but not limited to, rocks, pebbles, sand, walls or fences - but excluding paving.

Live-work. A fee-simple dwelling unit that contains, to a limited extent, a separate retail or office component on the ground floor. It is in a form similar to a townhouse or store with residential quarters above or behind the nonresidential use.

Loft. A flexible residential space which may be partially used for an artist or design studio, and which is characterized by higher than normal ceilings, open floor plans and often, exposed duct work.

Lot. Any portion, piece, division or parcel of land, fractional part or subdivision of block, according to plat or survey. A single parcel of land. A measured parcel of land having fixed boundaries. The word "lot" includes the word "plot."

Lot, corner. A lot abutting on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees.

Lot frontage. The length of the front lot line, measured at the street right-of-way line, from one corner of the property to the other.

Lot, interior. A lot other than a corner lot.

Lot, irregular. A lot whose opposing property lines are generally not parallel, such as a pie-shaped lot on a cul-de-sac, or where the side property lines are not parallel to each other.

Lot of record. A lot which is part of a subdivision, the plat of which has been recorded in the office of the county clerk of Bexar County, or a parcel of land, the deed for which was recorded in the office of the county clerk of Bexar County prior to the original adoption of this article on September 21, 1965.

Lot width. The distance between the side lot lines, measured at right angles to the lot depth at the minimum front building (setback) line.

Maintenance. To preserve from failure or decline.

Manufactured building. A transportable structure in one or more sections, which is built on a permanent frame or base and is designed for use with or without a permanent foundation when connected to the required utilities.

Manufactured home. See "Manufactured housing."

Manufactured home park. A tract of land developed and operated as a unit with individual sites and facilities to accommodate two or more manufactured homes.

Manufactured housing. Factory-built, single-family structures that meet the National Manufactured Home Construction and Safety Standards Act (42 U.S.C. section 5401), commonly known as the HUD (U.S. Department of Housing and Urban Development) code.

Manufacturing. Establishments engaged in the mechanical or chemical transformation of materials or substances into new products, including the assembling of component parts, the creation of products, and the blending of materials, such as lubricating oils, plastics, resins, or liquors.

Masonry. See "Building Code, Uniform" [sic].

Master plan. The city's overall guide for a rationally derived, future oriented, land use plan that divides the city into districts, imposes appropriate zoning regulations, and takes into account the public interest in growth and preservation of essential community values. The plan includes land use, capital improvements, traffic, parks and recreation, and transportation.

Mixed use building. A vertical mixed-use building that includes a mix of retail and office and/or residential uses such as lofts, live-work units, apartments and condominiums, but contains nonresidential use on the ground floor.

Mobile food unit. A temporary food service establishment operated out of a motor vehicle that is designed to be readily movable.

Money transfer business. An establishment that transmits funds for a fee.

Motel. Any building containing six or more guest rooms providing sleeping accommodations with a majority of all rooms having direct access to the outside without the necessity of passing through the main lobby of the building.

Motorcycle. Every motor vehicle excluding a tractor having a saddle for the use of a rider and designed to travel on not more than three wheels in contact with the ground.

Multiple-family retirement community. A planned development consisting of a single platted lot, of at least five acres, completely screened from other development, containing one or more residential clusters of cottages or apartment houses or a combination thereof, and appurtenant common areas, intended for rental or leasing to seniors and including other features which are designed to increase safety and amenities to the elderly and/or disabled, such as increased security, on-site management, food services, health services, handicapped accessible units, recreation facilities, or transportation services.

Multiple-family retirement community residential cluster. More than one cottage or apartment located within reasonably close proximity to another and designed for residency by seniors.

Native plant. A plant species with a geographic distribution indigenous to the Bexar County region which is capable of sustaining growth and reproduction under local climatic conditions.

Naturalized plant. A plant species introduced to the region which is capable of sustaining growth and reproduction under local climatic conditions.

Nightclub/Large tavern. A bar/tavern with more than 5,001 square feet of floor area excluding kitchens, restrooms, and storage areas. This use may include a live entertainment, performance by musicians, dancers, stand-up comedians, other performance artists, live bands, musical actions; or the amplification of recorded music/entertainment by live disk jockeys for use both indoors and outdoors, in designated areas.

Non-chartered financial institution. A non-chartered financial institution is defined as a use, other than a state or federally chartered bank, credit union, mortgage lender, savings and loan association or industrial loan company, that offers deferred deposit transaction services or check cashing services and loans for payment of a percentage fee or an establishment that provides financial services that are accessory to another main use. The term "non-chartered financial institution" shall include, but is not limited to deferred deposit transaction (payday loan) businesses that make loans upon assignment of wages received, check cashing businesses that charge a percentage fee for cashing a check or negotiable instrument, motor vehicle title lenders who offer a short-term loan secured by the title to a motor vehicle, and sub-prime or nonprime home-equity lenders. Nonprofit financial institutions are not encompassed by the term non-chartered financial institution.

Nonconforming building. A building the area, dimension or location of which was lawful prior to the adoption, revision or amendment of a zoning ordinance, but now fails to conform to the requirements of the zoning district in which it is located by reason of such adoption, revision or amendment.

Nonconforming lot. A lot the area, dimension or location of which was lawful prior to the adoption, revision or amendment of a zoning ordinance, but now fails to conform to the requirements of the zoning district in which it is located by reason of such adoption, revision or amendment.

Nonconforming use. A use which lawfully occupied a building or land at the time this article became effective, which has been lawfully continued and which does not now conform to the use regulations.

Nonemergency medical transport service. Transportation service that provides transport of medical patients on a nonemergency basis.

Nursing home. A licensed facility which provides nursing care and related medical services on a 24-hour-per-day basis to individuals due to illness, disease, or physical or mental infirmity but not for persons in need of hospital care.

Occupancy, certificate of. A document issued by the city allowing the occupancy or use of a building and certifying that the structure or use has been constructed or will be used in compliance with all applicable codes and ordinances of the city.

Office, professional. A location used primarily for conducting the affairs of a commonly recognized business, profession, service, industry, government, or like activity.

Open space. A land area that is not occupied by a building, structure, parking area, street, alley or required yard.

Park. A public or private area of land, with or without buildings, intended for outdoor active or passive recreational uses.

Park and ride facilities. Parking lots or structures located along public transit routes designed to encourage transfer from private automobile to mass transit or to encourage carpooling for purposes of commuting, or for access to recreation areas.

Parking lot. An open area, other than a street, used for the parking of automobiles.

Parking space. A space within a building or private or public parking lot, exclusive of driveways, ramps, columns, office and work areas, for the parking of a vehicle or motorcycle.

Parking, stacked. On-site space designed to provide vehicle queuing.

Peak hour trips (PHT). Average number of trips generated by a development at its most intense hours of operation.

Permanent makeup salon. An establishment that provides tattooing, micropigmentation, microblading, nano-needle technology, or similar permanent cosmetic techniques with the purpose of mimicking temporary makeup such as eyeliner, lipstick, or to give the appearance of darker or thicker eyebrows; but not including the tattooing of designs, letters, figures, or symbols.

Person. A natural person, heirs, executors, administrators or assigns, and also includes a firm, partnership or corporation, its or their successors or assigns, or the agent of any of the aforesaid.

Pet store. A retail sales establishment primarily involved in the sale of domestic animals, such as dogs, cats, fish, birds, reptiles, excluding exotic animals and farm animals such as horses, goats, sheep, pigs and poultry.

Planning and zoning commission. An appointed group of citizens with delegated authority to recommend boundaries of original zoning districts and appropriate regulations to be enforced therein; to hold public hearings and prepare a final report for the city council on recommendations for changes in zoning district boundaries or regulations in zoning districts; to hold public hearings and prepare a final report for the city council on recommendations for the enforcement of regulations in zoning districts including specific use permits and nonspecified uses; and to prepare and maintain a city's master plan, zoning code, master sign plan, and other tasks as outlined/requested by the city council. Members of the planning and zoning commission serve in a dual capacity per §§ 211.007 and 212.006 of the Texas Local Government Code.

Planter. A raised area containing plant material defined by a hard edge such as walls, large pots and other similar physical containment design.

Plant nursery I. Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, with no outside storage of equipment or supplies other than live plant material, subject to screening requirements as stated in article 3.05

Plant nursery II. Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, for temporary sales, subject to screening requirements as stated in article 3.05

Plant nursery III. Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, to include greenhouse, with outside storage subject to screening requirements as stated in article 3.05

Plant nursery IV. Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, to include nursery sales, greenhouse, and wholesale, subject to screening requirements as stated in article 3.05

Plat/plot. A plat of a lot, drawn to scale, showing the actual measurements, the size and location of any existing buildings or buildings to be erected, the location of the lot in relation to abutting streets, and other such information.

Primary use. The primary or predominant use of any lot or parcel.

Projected traffic. The traffic which is projected to be at an existing or proposed street during the proposed development's peak hour of use. Also refer to "Peak hour trips."

Public improvement. Work within dedicated rights-of-way or easements.

Public trees. Any trees, shrubs, bushes and all woody vegetation on city-owned property and rights-of-way, city parks, and in all areas owned by the city to which the public has access.

Public way. Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

Quorum. The number of member(s) or alternate(s) of a body that when duly assembled, is legally competent to transact business.

Recreation. See "Entertainment."

Recreational vehicle. A vehicular unit, other than a manufactured home, whose gross floor area is less than 320 square feet, which is designed as a temporary dwelling for travel, recreational and vacation use, and which is either self-propelled, mounted on or pulled by another vehicle. Examples include, but are not limited to, a travel trailer, camping trailer, truck camper, motor home, fifth-wheel trailer or van.

Regulating plan. A plan that is required as part of a multi-phased development which ensures that access and amenities are provided in a consistent and comprehensive manner.

Renovation. To restore to a former or better state through interior and/or exterior remodeling of a structure, other than ordinary repair.

Repair shop. An establishment which restores by replacing or putting together that which is broken.

Restaurant. An establishment, the primary use of which is the provision of food and beverages for on-premise consumption, and where any sale of alcohol is accessory to the primary use.

Restaurant, drive-in/take-out. An establishment where food and/or beverages are sold in a form ready for consumption, where all or a significant portion of the consumption takes place or is designed to take place outside the confines of the restaurant, and where ordering and pickup of food may take place from a vehicle.

Retail sales. Establishments engaged in selling goods or merchandise to the general public of personal or household consumption and rendering services incidental to the sale of such goods.

School, public. Any institution, the primary function of which is to provide primary or secondary education or a scholastic institution accredited by the State of Texas.

School, vocational and/or technical. A school establishment to provide for the teaching of industrial, clerical, managerial or artistic skills. This definition applies to schools that are owned and operated privately for profit and that do not offer a complete educational curriculum.

Screening. A method of visually shielding or obscuring one abutting or nearby structure or use from another by a barrier or device constructed of metal, wood, brick, stone, block, or other suitable materials, singly or in combination. See also article 3.05 of the Leon Valley City Code.

Self-service storage facility. A facility or area with limited access, which is divided into separate compartments no larger than 500 square feet in size and is accessible from an interior or exterior door for use by individuals or businesses for the storage of property.

Service. Provision of something which is helpful to others whether for profit or nonprofit, not including repair or maintenance of goods, but specifically including establishments where the primary use is the provision of food or alcohol.

Setback. See "Building line."

Short-term rental (STR). A residential dwelling unit, apartment, condominium or accessory dwelling, that may or may not be owner or lessee occupied; where sleeping areas are rented to overnight guests for a period less than 30 consecutive days (but not less than 12 hours).

Site plan. A detailed set of plans including such things as building footprints, parking, landscaping, building elevations and exterior building materials.

Special exception. A procedure for approving the specific location of designated uses that are allowed in certain districts, but that require specific screening and supervision to minimize adverse neighborhood impacts. The enabling act anticipates that the board of adjustment will decide special exceptions, with authority to approve, deny or condition permits for such use(s).

Specific use permit (SUP). A permit required through public hearing determining whether or not the use will adversely affect the character and appropriate use of the area or neighborhood in which the use is proposed to be located; that it will not substantially depreciate the value of adjacent and nearby properties for the use in accordance with the regulations of the zoning district in which the use will be located; that it will be in keeping with the spirit and intent of this Code; that it will not adversely affect the implementation of the approved master plan; that it will comply with applicable standards of the district in which it is proposed to be located; and that it will not adversely affect traffic, public health, public utilities, public safety and the general welfare of the city.

Specific use permit, continuous. A specific use permit, which is continuous in nature, and runs with the property as opposed to being occupant specific.

Stoop. A structure that is located approximately at the level of the first floor of the structure and intended to provide access to a residential unit.

Storage. Safekeeping of goods and/or materials in a warehouse or other depository; where the safekeeping is the principal object of deposit, and not for consumption or sale.

Story. That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable or unused under-floor space is more than six feet above grade as defined herein for more than 50 percent of the total perimeter or is more than 12 feet above grade as defined herein at any point, such usable or unused under-floor space shall be considered as a story.

Street. Any street, avenue, boulevard, road, parkway, viaduct, drive, or other roadway in a city, town, or village, generally paved, and lined or intended to be lined by structures on each side. It includes all urban ways which can be and are generally used for travel, but does not normally include service entrances or driveways leading off from the street onto adjoining premises.

Street presumption. The condition of a street (classification and carrying capacity) as it will exist after final improvement as proposed by the city's major thoroughfare plan or the capacity indicated by the right-of-way acquired by city on any boundary street.

Street, private. A right-of-way or easement in private ownership not dedicated or maintained as a public street, which affords the principal means of access to two or more sites.

Street yard area. The area of a lot which lies between the property line at a dedicated street right-of-way and the actual front wall line of the building, or, if no building, to the rear property line. Such building wall lines extend from the outward corners of the buildings as illustrated in appendix B of this article.

Streetscape. The urban element that establishes the major part of the public realm. The streetscape is composed of thoroughfares (travel lanes for vehicles and bicycles, parking lanes for cars, and sidewalks or paths for pedestrians) as well as the visible private frontages (building facades and elevations, porches, yards, fences, awnings, etc.), and the amenities of the public frontages (street trees and plantings, benches, streetlights, etc.).

Structure. Any construction, or any production or piece of work artificially built up or composed of parts joined together in some definite manner. That which is built or constructed; an edifice or building of any kind.

Study area boundary. The limits of the area in which analysis is conducted or for which information is provided. This area is determined by the property owner or its representative based on the size of the development and the peak hour trips projected to be generated by the proposed development. In the case of a level 1 or 2 traffic impact analysis, this area may include the site, and the area within a distance no greater than 1/4 mile along the boundary streets from the boundary of the site. In the case of a level three traffic impact analysis, this area will be determined by the property owner based on sound engineering judgment and agreed to by the city, but in all cases shall be less than the area contained in a one-mile radius from the site. In those instances where the property owner has neither submitted preliminary plans nor applied for an initial development permit prior to the effective date of this article; the determination of the area to be studied by the property owner must be approved by the city engineer for all levels of traffic impact analyses; and before granting approval of a level 2 traffic impact analysis, the city engineer may require the area of the study to exceed the maximum area prescribed above by 1/4 mile.

Subdivision. The division of a tract, lot or parcel of land into two or more lots, plats, sites or other divisions of land.

Sub-prime or nonprime loans. A type of loan that is offered at a rate above prime to individuals who do not qualify for prime rate loans.

Suite hotel. A suite of rooms in a structure arranged, designed, or occupied for temporary housing and rented or leased on a daily, weekly, or semipermanent basis, and which includes kitchen facilities for cooking and complete housekeeping.

Tattooing. Any method of placing permanent designs, letters, scrolls, figures, symbols, permanent makeup, or any other marks upon or under the skin with ink or another substance, by the aid of needles or any other instruments designed to touch or puncture the skin, resulting in either the coloration of the skin, or the production of scarring.

Telecommunication. The transmission, between or among points specified by the user, of audio and/or visual information of the user's choosing, without change in the form or content of the information as sent and received.

Telecommunications service. The offering of telecommunications for a fee directly to the public, or to such classes of users as to be effectively available directly to the public, regardless of the facilities used.

Temporary use. A use that is authorized by this article to be conducted for a fixed period of time. Temporary uses are characterized by but not limited to such activities as the sale of agricultural products, clothing and/or accessories, construction buildings and equipment sheds, fireworks, carnivals, flea markets, seasonal and/or holiday products and garage sales.

Tower. Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers.

Tower, electric transmissions. A self-supporting structure in excess of 50 feet (15 meters) in height designed to support high voltage electric lines. This does not include local utility or distribution poles (with or without transformers) designed to provide electric service to individual customers.

Tower, guyed. Any telecommunications tower supported in whole or in part by cables anchored to the ground.

Tower, ham radio. An accessory use of property involving a self-supporting or guyed tower, less than 50 feet (15 meters) in height, used for private, noncommercial radio communications.

Tower, monopole. A self-supporting telecommunications tower which consists of a single vertical pole fixed into the ground and/or attached to a foundation.

Tower, self-supporting lattice. A telecommunications tower which consists of an open network of metal braces forming a tower which is usually triangular or square in cross-section.

Tower, telecommunications. A self-supporting or guyed structure more than 20 feet (six meters) in height, built primarily to support one or more telecommunications antennae.

Townhouse. An attached dwelling unit located on a platted lot which shares at least one common or abutting wall with another such unit. Townhouses are grouped together in clusters of three to six units and shall have rear entry garages.

Tractor. A farm device used for drawing, towing, pulling or powering other farm machinery which cannot propel itself.

Traffic impact analysis (TIA). A report analyzing anticipated roadway conditions with and without an applicant's development.

Tree, heritage Any tree that has been designated by the city council, after public hearing and due notice to the owner of the tree, as a tree of notable interest and value to the city because of its location, size, age, or historical association with the community or having a diameter of 24 inches or greater.

Tree, large. Trees of any species that are 12 inches or larger in diameter.

Tree, living. Trees having at least 50 percent of the total normal canopy intact and in a healthy condition.

Tree, medium. Trees that are eight inches in diameter or larger, up to 12 inches.

Tree, multi-trunk. A tree having two or more trunks arising from the root collar or main trunk.

Tree, small. Trees that are four to seven inches in diameter, sometimes providing an underlying layer of tree canopy for medium to large and heritage trees.

Trees, shrub forms, vines, ground covers, turf grasses and grasses-bunch shall be defined as any of the above, such as those listed within this article. Tree is additionally defined. In order to qualify under the provisions of this Code as a tree, said tree, when planted, must be at least two inches in diameter at a height no less than 12 inches above the ground. The tree diameter must be determined from a single trunk.

Tree, urban. A tree species specifically selected for its ability to withstand harsh urban conditions, its upright branching habit, and its non-invasive root system. All required urban trees shall be:

- (1) At least three-inch caliper.
- (2) Single trunk.
- (3) "Limbed up" to six feet.

Urban trees shall utilize plants from the city's approved plant list. Tree wells for urban trees shall be a minimum of 20 square feet in size with a minimum four feet in width.

Trip distribution. The measure of the number of vehicles or passenger movements that are or will be made between geographic areas.

Trip generation. The total number of vehicle trip ends produced by a specific land use or activity.

Trip generation summary. A table summarizing the trip generation characteristics of the development (on-site only) for the entire day and the a.m. and p.m. peak periods including the rates and units used to calculate the number of trips. Information on appropriate trip generation rates and procedures may be obtained by contacting the development department. Institute of Transportation Engineers trip rates will be used whenever possible.

Truck. A vehicle designed primarily for hauling cargo and material.

Truck, heavy. Trucks with a weight over 33,000 pounds which are primarily used to pull heavy trailers. Such trucks are referred to as semi-trucks/trailers, or tractor-trailer trucks.

Truck, light. Trucks with a weight of up to 14,000 pounds used for light hauling or towing, as well as everyday transportation. Light trucks include but are not limited to pickups, minivans, full-sized vans, and sport utility vehicles.

Truck, medium. Trucks with a weight of up to 33,000 pounds which are typically used as dump trucks, garbage trucks, local freight delivery trucks, and utility vehicles.

Turf. Continuous plant coverage consisting of grass species such as bermuda, buffalo, zoysia or any other native species of grass, designed to be drought tolerant to the South Texas area.

Understory tree. A self-supporting wood plant with one or more trunks which attains a height of no taller than 15 feet.

Unnecessary hardship. Special circumstances applicable to a piece of property, whereby a property owner may be deprived of privileges commonly enjoyed by other properties in the same vicinity and zone, and which may result in a disparity of privileges. Also known as "undue hardship."

Use. The activity occurring on a lot or parcel for which land or a building is arranged, designed or intended, or for which land or a building is or may be occupied, including all accessory uses.

Use, change of. The change within the classified use of a structure or premise.

Variance. An authorization to a property owner to depart from literal requirements of zoning regulations in utilization of his property in cases in which strict enforcement of the zoning regulations would cause undue hardship because of special circumstances applicable to it, where the property owner is deprived of privileges commonly enjoyed by other properties in the same vicinity and zone, and which adjustment remedies disparity in privileges.

Vehicle, motor. A self-propelled device licensed by the state as a motor vehicle and used for the transportation of people or goods over roads.

Veterinary clinic or hospital. A facility for the medical and clinical treatment of animals by an individual licensed to practice veterinary medicine in the State of Texas, including short-term boarding of animals.

Warehouse. Structure used for the reception and storage of goods and merchandise. The term may include any structure used to hold goods, stores or wares for long- or short-term storage.

Wholesale. Establishments or places of business primarily engaged in selling merchandise to retailers; to industrial, commercial, institutional, or professional business users; to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies.

Xeriscape. A landscaping method that employs drought-resistant plants and landscaping arrangements in an effort to conserve resources, especially water.

Yard. An open, unoccupied space on a lot, other than a court, which is unobstructed from the ground upward by buildings or structures except as otherwise provided in this article.

Yard, front. A yard extending across the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and a line parallel thereto.

Yard, rear. A yard extending across the full width of the lot, the depth of which is the minimum horizontal distance between the rear lot line and a line parallel thereto.

Yard, side. An open, unoccupied space on the same lot with the building and between the building line and the side lot line.

Zoning. The division of a city by legislative regulation into districts and the prescription and application in each district of regulations having to do with structural and architectural designs of buildings and of regulations prescribing use to which buildings within designated districts may be put.

Zoning amendment. A legislative change of an existing comprehensive zoning ordinance. Amendments must be adopted with all formalities required by the enabling act, including planning and zoning commission recommendations, notice to landowners in a designated area, when required, published notice of legislative consideration, public hearings, and final passage of an amending ordinance.

Zoning map. The official map as approved by the city council, as amended from time to time, which displays the various zoning districts.

(1972 Code, sec. 30.202; Ordinance 07-034, sec. 1, adopted 8-8-07; Ordinance 07-054, sec. 1, adopted 11-5-07; Ordinance 10-048, sec. 1, adopted 11-16-10; 2008 Code, sec. 14.02.052; Ordinance 14-02, sec. II(A), adopted 4-14-14; Ordinance 2020-10, sec. 1, adopted 3-3-20; Ord. No. 2021-20, § 1, 4-20-2021; Ord. No. 2021-61, § 1, 12-7-2021; Ord. No. 2023-16, § 1, 5-16-2023; Ord. No. 2025-12, § 1, 5-20-2025; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

CHAPTER 4

ARTICLE 4.15 ASSISTED LIVING FACILITIES

Sec. 4.15.001 Purpose and applicability

This article aims to establish local rules that protect resident safety, maintain neighborhood compatibility, and ensure high standards of care. The requirements of this article apply only to assisted living facilities and community homes, as defined herein, located in residential zoning districts established under Chapter 15, Zoning of the City of Leon Valley Code of Ordinances.

Sec. 4.15.002 Definitions

Assisted living facility (ALF). A licensed establishment under Tex. Health and Safety Code Ch. 247 that furnishes food and shelter and provides personal care services to four or more unrelated persons and not related to the owner which consist of assistance with one or more of the following on a 24-hour basis: meals, dressing, movement, bathing, or other personal needs or maintenance. This may also include assistance, supervision, or administration of medication by a licensed individual. Types of assisted living facilities as established by the State of Texas are as follows:

(1) *Type A.* In a Type A facility, a resident:

- a. Must be physically and mentally capable of evacuating the facility unassisted. This may include mobile or ambulatory persons such as those who are in wheelchairs or electric carts and have the capacity to transfer and evacuate themselves in an emergency;
- b. Does not require routine attendance during nighttime sleeping hours; and
- c. Must be capable of following directions under emergency conditions.

(2) *Type B.* In a Type B facility, a resident may:

- a. Require staff assistance to evacuate;
- b. Be incapable of following directions under emergency conditions;
- c. Require attendance during nighttime sleeping hours; or
- d. Not be permanently bedfast, but may require assistance in transferring to and from a wheelchair.

Community Homes for Disabled Persons or Community Homes as used in this Chapter shall mean a shared residential living arrangement and qualifies as a Community Home under Tex. Human Resources Code § 123.004, as amended.

(1) As used in this section "person with a disability" means a person whose ability to care for themselves, perform manual tasks, learn, work, walk, see, hear, speak, or breathe is substantially limited because the person has:

- a. An orthopedic, visual, speech, or hearing impairment;
- b. Alzheimer's disease;
- c. Pre-senile dementia;
- d. Cerebral palsy;
- e. Epilepsy;
- f. Muscular dystrophy;
- g. Multiple sclerosis;

- h. Cancer;
- i. Heart disease;
- j. Diabetes;
- k. Mental retardation;
- l. Autism; or
- m. Emotional illness.

Sec. 4.15.003. Applications.

(a) License Applications.

- (1) General.** All applications for Community Homes shall be submitted to the Planning Zoning Department with site plans drawn to scale and showing the general arrangement of the use, together with the essential requirements, such as off-street parking facilities, locations of buildings and uses to be licensed, means of ingress and egress to public streets, the type of visual screening such as walls, planting and fences, the location and existing ownership of adjacent residences and buildings, and the location and area of coverage of all outside lighting, especially any which might shine into an adjacent residential area.
- (2) Licensing Fee.** An applicant shall pay the applicable licensing fee for a Certificate of Occupancy fee.
- (3) Requirements.** An application subject to this Article shall include the following:
 - a. Property Location.** The address or physical location of the property and phone number(s) at the property location, and if the application applies to a new property, the application shall be supplemented within 30 days following receipt of a certificate of occupancy.
 - b. Individual Applicant Information.** If the applicant is an individual, the names, street address, mailing address, e-mail address, telephone number, emergency contact phone number, cell phone number (if applicable), and a legible copy of the driver's license or other official state or federal identification card of the applicant. The street address may not be the address of the residence used or proposed to be used for the Community Home unless the owner, operator, or employee actually resides full-time at such residence.
 - c. Entity Applicant Information.** If the applicant is not an individual, the name, street address, mailing address, e-mail address, telephone number, emergency contact phone number, cell phone number (if applicable), and a legible copy of the driver's license or other official state or federal identification card, and position of the authorized officer or agent filing the form on behalf of the applicant. The street address may not be the address of the residence used or proposed to be used for the Community Home unless the owner, operator, or employee actually resides full-time at such residence.
 - d. Information on Community Home Owners, Operators, or Employees.** The names, street address, mailing address, e-mail address, telephone number, emergency contact phone number, cell phone number (if applicable), and a legible copy of the driver's license or other official state or federal identification card of any owners, operators, or employees of the Community Home, other than the applicant. The street address may not be the address of the residence used or proposed to be used for Community Home unless the owner, operator, or employee actually resides full-time at such residence.
 - e. Additional Entity Applicant Information.** The form of business of the applicant; name, street address, mailing address, e-mail address, telephone number, emergency contact phone number, cell phone number (if applicable), and a legible copy of the driver's license or other official state

or federal identification card of a managerial agent of the business; and if the business is a legal entity, such as a corporation or association, a copy of the documents establishing the business.

- f. *Additional Information on Non-owner Operated Community Homes.* If the operator of the real property is renting or leasing the real property, the operator must submit a letter from the owner of the real property authorizing the use of the rental property as a Community Home. In the case of using a residence as a Community Home, the operator must submit a letter from the owner of the real property authorizing the use of the rental property as a Community Home and acknowledging the requirement for the property to be used as a Community Home.
 - g. *Insurance Documentation.* In the case of an application to use a residence as a Community Home, a copy of the insurance documents for the group housing for disabled person's residence showing the levels of insurance coverage. If the documents are not provided, a letter from a properly licensed insurance agent, authorized to operate within the State of Texas, shall be submitted indicating the facility is provided insurance coverage appropriate for the type of facility being operated.
 - h. *Jurat.* A statement that, by filing the application, the applicant swears or affirms under penalty of perjury that, to the best of the applicant's knowledge, all information contained in the application is true and correct and that the application is complete and includes all information required to be disclosed under this section.
- (b) *Notice.* The City shall provide written notice to owners of real property lying within 200 feet of the property on which the use is requested that an application has been filed with the City. Notice fees will apply.

Sec. 4.15.004. Regulation and licensing of community homes for disabled persons.

- (a) No Community Homes shall operate until the City Fire Marshall of the City of Leon Valley or his designee has passed inspection that the facility complies with the provisions of this Chapter and has received their Certificate of Occupancy.
- (b) No Community Home shall operate until the applicant has provided proof of any licensing required by the State of Texas.
- (c) No Community Home which is operated within a residential zoning district shall have more than six persons with disabilities and two primary caregivers residing in the Community Home at the same time.
- (d) General Regulatory Requirements. A Community Home covered by this Section shall have the minimum housing requirements in this Subsection.
 - (1) Internal Configuration Requirements:
 - a. Bathroom Facilities. Water closets, lavatories, and bathtubs or showers must be available on each floor when not provided in each individual room:
 - 1. Provided in the ratio of one toilet and one lavatory, and one bathtub or shower for every six residents, or fraction thereof; and
 - 2. Accessible to the residents without going outside of the building or without going through a sleeping room of another resident; and
 - 3. Disabled accessible.
 - b. *Bedroom Limitations and Requirements for Residents.* Any single-family dwelling unit that is proposed to be utilized for group housing for the disabled shall provide at a minimum, the following square footage in each bedroom:
 - 1. To house one disabled person per bedroom, the dwelling unit must provide at least 100 square feet of space per bedroom utilized for this purpose.

2. To house two or more disabled persons per bedroom, the dwelling unit must provide at least 80 square feet of space per disabled person housed in the bedroom utilized for this purpose. For example, two disabled persons would require a 160 square foot bedroom.
3. In bedrooms, beds shall be spaced at least three feet apart when placed side-by-side or end-to-end.
4. In bedrooms, beds shall be at least six feet long and three feet wide equipped with supportive springs in good condition and a clean supportive mattress in good condition, and a mattress cover that prevents bodily fluids from soiling the mattress.
5. Each bed shall have at least one pillow with a clean pillowcase, two clean sheets, and a cover such as a blanket or quilt, in good condition, per bed, cleaned weekly, or if soiled when soiled.
6. Each bed shall have extra bed linens, including sheets, pillowcase and blankets, which must be made available to each resident.
7. Each bedroom shall have at least one chest of drawers or equivalent per resident, in good condition having a sufficient number of drawers or other areas to contain all necessary items of clothing and personal belongings of each resident that can be locked/secured.
8. Each bedroom shall have at least one end table per resident in good condition located adjacent to each bed in each sleeping room.
9. Each bedroom shall have sufficient hanging space to allow clothes not stored in drawers to be hung. Clothing must not be stored on the floor.
10. Each bedroom shall have bath towels, washcloths, soap, individual comb and toothbrush available at all times and in quantity sufficient to meet the needs of the residents, which may be kept in bathing areas.
11. Each bedroom shall have access to one or more emergency exits without passing through another sleeping room and emergency exits shall be appropriately identified.

c. *Doors.*

1. Interior doors to living spaces, bedrooms, bathrooms and toilet rooms must fit the openings in which they are hung, be properly equipped with hardware and be maintained in good working condition. Doors with locking devices must be provided where necessary to provide privacy and protection of the resident.
 - (i) Every closet door latch will be such that it can be readily opened from the inside in case of an emergency.
 - (ii) Every bathroom door or door lock must permit the opening of the locked door in case of an emergency.
 - (iii) Each door shall have a minimum clear width of 32 inches measured from the face of the door (open 90 degrees) to the face of the door stop.
2. Exterior doors serving as emergency exits shall be appropriately identified.

d. *Electrical Service.* Each facility must be supplied with electric service and fixtures that are properly installed and maintained in safe working condition and connected to a source of electrical power.

e. *Environmental Control.* Each facility must have heating and cooling equipment that are properly installed, vented, and maintained in a safe good working condition. The temperature of rooms

intended for human occupancy will remain at a temperature between 68 and 82 degrees Fahrenheit.

- f. *First Aid Kit.* Each facility shall be equipped with a first aid kit as recommended by the American Red Cross.
- g. *Furnishings.* All equipment, fixtures, furniture, and furnishings, including windows, draperies, curtains, and carpets, must be kept clean and free of dust, dirt, vermin, and other contaminants, and must be maintained in good order and repair.
- h. *Kitchen Requirements.* A single family dwelling unit that is proposed to be utilized for shared Community Homes shall be required to have a kitchen meeting the following requirements:
 - 1. The facility must have a kitchen or dietary area to meet the general food service needs of the residents. It must include provisions for the storage, refrigeration, preparation, and serving of food; for dish and utensil cleaning; and for refuse storage and removal.
 - 2. The kitchen facilities must comply with 25 TAC §§ 229.161—229.171 and §§ 229.173—229.175 (Texas Food Establishment Rules) and local health ordinances or requirements must be observed in the storage, preparation, and distribution of food; in the cleaning of dishes, equipment, and work area; and in the storage and disposal of waste.
 - 3. The residential stove shall be protected by a residential vent/hood fire protection system. Residential vent/hood systems may be battery operated provided that an appropriately engineered battery charging system is incorporated into the system design.
 - 4. The kitchen shall be accessible to the residents sharing the use without going through a sleeping room of another resident.
 - 5. The kitchen shall have a food preparation area with a total of not less than six square feet and total kitchen area of not less than 60 square feet.
 - 6. The kitchen shall have as a minimum a two compartment sink for manual dishwashing.
 - 7. The kitchen shall have a cooking stove fueled by gas or electricity.
 - 8. The kitchen shall contain at least one cabinet of adequate size, suitable for storage of food and utensils.
 - 9. The kitchen shall be properly equipped to allow for the preparation of meals.
- i. *Pathways and Stairs.* Public pathways and stairways in buildings must maintain a minimum unobstructed width concurrent with local fire and building codes and must be provided with convenient light switches controlling an adequate lighting system.
- j. *Plumbing Fixtures.* Every plumbing fixture, water pipe and waste pipe must be properly installed and maintained in good sanitary working condition, free from defects, leaks and obstructions and properly connected to an approved sewage disposal system.
- k. *Storage.* Poisonous, toxic, and flammable materials shall:
 - 1. Be stored and maintained away from bed linens, towels, or kitchen equipment;
 - 2. Be prominently and distinctly labeled for easy identification of contents; and
 - 3. Not be used in a way that contaminates food equipment or utensils, or in a way that constitutes a hazard to employees or residents.
- l. *Telephone.* A telephone must be available, 24 hours per day, must be easily accessible, and must afford privacy for use by residents. In addition, the following information must be maintained within close proximity to the telephone:

1. A listing of emergency telephone numbers, including the numbers of the local police, fire department, ambulance, the office of the City of Leon Valley;
 2. The telephone number for the Texas Department of Family and Protective Services (DFPS);
 3. The telephone number for the Local Mental Health Authority; and
 4. The Texas Information and Referral Network must be placed in plain view on or next to the telephone and accessible to persons who are visually or hearing impaired, as needed.
- m. *Water Temperature Control.* Each facility must have water heating facilities that are properly installed, vented, in good working condition, and properly connected with hot and cold water lines. The temperature of water drawn at every required sink, lavatory basin, bathtub or shower will remain at a temperature between 110 and 120 degrees Fahrenheit.
- n. *Windows and Doors.* Every habitable room must have at least one window that can be easily opened, or such other device as will ventilate the room. Locks that can be easily opened manually from the inside must be provided on all exterior doors and windows. All windows must be openable without tools. The window opening must meet local codes for emergency egress. Every window, exterior door and basement hatchway must be weather tight, watertight, insect and rodent-proof and must be kept in good working condition. Where applicable each window must qualify as a "Rescue Window" as provided in this Section.
- o. *Other Accommodations.* Each facility must provide:
1. A properly operating washer and dryer that is properly vented to the outside. Washer or dryer must be in a utility or other room/areas that are not in kitchen area.
 2. A sitting/communal/recreational room for the common use of all residents. Furniture must include comfortable chairs and tables, and lamps in good repair and appearance.
 3. A dining room located on the same floor as the kitchen and must:
 - (i) Be as nearly adjacent to the kitchen as practicable; and
 - (ii) Be accessible to the residents, without going through a sleeping room of another resident; contain not less than 120 square feet of floor area; and be supplied with one dining chair and two linear feet of dining table space for each resident of a facility.
- (2) *Caretaker Sleeping Requirements.* Any single-family dwelling unit that is proposed to be utilized for Community Homes shall provide for a separate bedroom for the care provider or providers.
- (3) *Exterior Structure.* A single-family dwelling unit that is proposed to be utilized for Community Homes shall possess an exterior structure that maintains or retains compatibility with the surrounding residential dwellings.
- (4) *Facility Construction.* A single-family dwelling unit that is proposed to be utilized for Community Homes shall comply with the following requirements regarding facility construction:
- a. The facility must meet the provisions and requirements concerning accessibility for individuals with disabilities in the following laws and regulations: the Americans with Disabilities Act of 1990 (Title 42, United States Code, Chapter 126, as amended); Title 28 Code of Regulations, Part 35; Texas Civil Statutes, Article 9102; and Title 16, Texas Administrative Code, Chapter 68;
 - b. The Illumination Engineering Society of North America recommendations must be followed to achieve proper illumination characteristics and lighting levels throughout the facility. Minimum illumination must be ten foot-candles in resident rooms during the day and 20 foot-candles in corridors, dining rooms, lobbies, toilets, bathing facilities, laundries, stairways, and elevators

during the day. Minimum illumination for medication preparation or storage areas, kitchens, and staff desks must be 50 foot-candles during the day. Illumination requirements for these areas apply to the task performed and should be measured on the tasks;

- c. Heating, ventilating and air-conditioning systems must be designed and installed in accordance with the International Mechanical Code, NFPA 90A Standard for the Installation of Air Conditioning and Ventilating Systems, and NFPA 90B Standard for the Installation of Warm Air Heating and Air Conditioning Systems, as applicable, and the American Society of Heating, Ventilating, and Air-Conditioning Engineers (ASHRAE);
 - d. Floors must be free of irregularities and substantially level; they must have a resilient, nonabrasive and slip-resistant surface; exposed floor surfaces and floor coverings should promote mobility in areas used by residents and promote maintenance of sanitary conditions. If carpeted, the area used by residents should have nonabrasive carpeting;
 - e. All electrical circuits to occupant sleeping areas shall be provided with Arch Fault Circuit Interrupter (AFCI) type breaker switches in the circuit breaker panel; and
 - f. All electrical receptacles within six feet of a sink, toilet, bathtub, or shower shall be provided with Ground Fault Circuit Interrupter Receptacles (GFCI), or the circuit shall be provided with a Ground Fault Circuit Interrupter (GFCI) type breaker switch in the circuit breaker panel.
- (5) *Density Limitation.* Except for group living arrangements in existence prior to the date of adoption of Section 8-101 that register with the City Fire Marshall prior to April 1, 2015, no other group living arrangements shall be located within a radius of 300 feet of the facility for which the license is requested. The City Fire Marshall, or his designee, shall make such measurements from property line to property line. Other group living arrangements shall include, but not be limited to, community homes for disabled persons, personal care facilities, adult foster care homes and Community Homes. In making the determination that no home exists within one mile, the City Fire Marshall shall consider information provided by the applicant, information contained in the records of the City of Leon Valley, and information obtained by physical inspection of the premises, if any.
- (6) *Facility Food Handler Permit.* For facilities licensed for more than two residents, each facility shall hold a valid food handling permit issued by the applicable local or state regulatory authority in the name of the owner/operator and for the specific facility.
- (7) *Fire Code.* In addition to those specific requirements in above, the facility shall comply with all applicable Fire and Building Codes of the City of Leon Valley and applicable portions of the following codes:
- a. The International Building Code, 2021 edition by the International Code Council Inc.; and
 - b. The International Plumbing, Mechanical and Fuel Gas Codes, 2021 editions, as published by the International Code Council Inc.; and
 - c. The National Electrical Code as specified under NFPA 101. If later adopted codes or ordinances of the City of Leon Valley are more stringent than these standards for assisted living, the more stringent requirements will govern.
- (8) *Fire Safety.* A single-family dwelling unit that is proposed to be utilized for Community Homes shall be required to have the following provisions for fire safety:
- a. *Portable Fire Extinguishers.* In all new and existing Community Homes, at least one portable fire extinguisher (type 2-A:10-B:C) shall be provided for each 3,000 square feet, or portion thereof of total covered building area, and at least one additional portable fire extinguisher for each level (each placed in accordance with the recommendation of the City Fire Marshall or the placement recommendation of N.F.P.A. Standard #10); and

- b. *Smoke Alarms.* In new and existing Community Homes classified by the State of Texas as a Type A or Type B assisted living facility, multiple station smoke alarms shall be installed and maintained. Where more than one smoke alarm is required to be installed within an individual dwelling unit or sleeping unit, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms including the spaces provided by the garage but not including the parking on public right-of-way adjacent to the home. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed. Required smoke alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection. When the installation of the alarm devices is complete, each detector and interconnecting wiring for multiple-station alarm devices shall be tested in accordance with the household fire warning equipment provisions of National Fire Protection Association 72. Smoke alarms shall be installed and maintained at all of the following locations:
1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms; and
 2. In each room used for sleeping purposes; and
 3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwelling units with split-levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level; and
 4. May be required to be installed in living areas at the discretion of the City Fire Marshall.
- c. *Rescue Windows.* In new Community Homes classified by the State of Texas as a Type A or Type B assisted living facility, each sleeping room shall have at least one openable emergency escape and rescue window with a minimum net clear opening of 5.7 square feet or an exterior door. The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. The net clear opening dimension shall be the result of normal operation of the opening. Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 44 inches measured from the floor. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the above and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening; and
- d. *Automatic Sprinkler Systems.* In new proposed Community Homes classified as a Type B facility, an automatic sprinkler system shall be provided in accordance with the adopted fire code; and
- e. *Fire Alarm Systems (existing group homes).* In existing Community Homes facilities, a fire alarm system shall be installed unless:
1. There are interconnected smoke alarms meeting the provisions of 36-106(c)(6)(ii)[subsection (8)b.] above; or
 2. Other manually activated, continuously sounding alarm is approved by the City Fire Marshall; and
- f. *Fire Alarm Systems (new group homes).* In new proposed Community Homes facilities, a fire alarm shall be installed in which:

1. Notification appliances activate upon sprinkler flow; and
 2. At least one manual fire alarm box per floor is installed at an approved location and arranged to sound continuously interconnected smoke alarms meeting the provisions of 36-106(c)(6)(ii)[subsection (8)b.] above.
- g. *Oxygen Deficiency Alarm Systems (existing group homes).* The facility must meet the provisions and requirements concerning oxygen deficiency alarm systems on the same basis that Tex. Human Resources Code § 42.060 would apply had the facility been classified as a "family home" under Tex. Human Resources Code § 42.002.
- h. *Evacuation Charts.* A facility shall prominently display occupancy evacuation charts, showing at least two routes of evacuation from the facility for each resident occupied area. These charts shall also indicate the location for portable fire extinguisher locations.
- (9) *Parking.* A single-family dwelling unit that is proposed to be utilized for Community Homes, shall provide on the premises, at a minimum, one parking space for each bedroom in the home, including the spaces provided by the garage but not including the parking on public right-of-way adjacent to the home.
- (10) *Screening and Grounds Accessibility.* A single-family dwelling unit that is proposed to be utilized for Community Homes shall have installed and permanently maintained a six-foot or eight-foot solid screening fence around the rear and side yards, except that when, in the opinion of the Board of Adjustment, all or portions of such fence do not serve the public interest, this provision shall not apply. Landscaped outdoor areas shall be provided for the enjoyment of residents. Ramps, walks and steps must be of slip-resistive texture and uniform, without irregularities. Ramps must not exceed 1:12 slope, and shall meet handicap standards for width. All outside areas, grounds, adjacent buildings etc. on site must be maintained in good condition and kept free of rubbish, garbage, untended growth, etc., that may constitute a fire or health hazard violation in the City.
- (11) *Sanitation Services.*
- a. *Solid Waste Services.* Each shared Community Homes facility shall have the number of separate trash receptacles ordinarily furnished to single-family dwelling units based on the schedule provided:
1. Facility rated for three or fewer residents - one separate trash receptacle.
 2. Facility rated for more than three residents - two separate trash receptacles.
 3. On a finding by the City Fire Marshal that the number of separate trash receptacles is insufficient, a shared Community Homes facility shall be required to increase the number of separate trash receptacles as the City Fire Marshal shall determine.
- For each separate trash receptacle, the solid waste disposal company servicing the City of Leon Valley may charge such charge as is prescribed in the waste services agreement between the City of Leon Valley and the solid waste disposal company servicing the City of Leon Valley. Services for solid waste disposal may only be provided by entities with which the City of Leon Valley has a waste services agreement.
- b. *Liquid Waste Services, Including Effluent.* Each shared Community Homes facility shall use one of the following services for the management of liquid waste, including effluent, as follows:
- c. *Sanitary Sewer.* If available, the shared Community Homes facility shall use the City of Leon Valley sanitary sewer facilities.
1. *On-site Sewage Facility.* If liquid waste services are not available through the City of Leon Valley, the following rules shall apply.

- (i) A property owner of a residence occupied by a Community Homes facility utilizing an on-site sewage facility (OSSF) located on a tract of land, regardless of acreage, shall secure and possess a permit from the City of Leon Valley to construct, or alter, or repair, or extend an on-site sewage facility in accordance with Chapter 14 of the City of Leon Valley Code.
 - (ii) Prior to opening a Community Homes facility, the City Fire Marshal shall have the Community Homes facility's OSSF rated for efficiency and capacity. If the OSSF capacity does not support the number of residents and persons attending residents proposed for the Community Homes facility, the facility's maximum number of residents shall be reduced.
 - (iii) At least every 24 months, the Community Homes facility's holding tank(s) shall be pumped. Each time the tanks are pumped, a notice shall be provided to City Manager, who shall maintain a schedule of reported pumping.
 - (iv) Any group housing facility rated for more than three persons shall be serviced by an aerobic OSSF system.
- (e) *License Holder Obligation.* The holder of the license shall be in charge of and responsible for the operation of the dwelling unit for shared Community Homes.
 - (1) *Annual Review.* License shall be renewed annually so long as the facility continues to comply with the standards described in this Subsection 36-106(c)[(e)(1)]. Licenses are nontransferable. The City Fire Marshal shall establish a process or procedure for renewing licenses issued under this Section. In order to renew a license, the facility shall be free of any outstanding violations of the fire or building codes or violation of these regulations. If during the course of conducting the annual review the Fire Marshal identifies a health and safety hazard, sanitation hazard, a maintenance hazard, or other hazardous condition that jeopardizes the welfare of the occupants, the identified hazard shall be corrected within the timeline identified by the Fire Marshal. These hazards may include, but are not limited to the following:
 - a. Construction, remodeling, or repairs;
 - b. Plumbing;
 - c. Heating;
 - d. Lighting; and
 - e. Ventilation.
 - (2) *Periodic Inspection.* City of Leon Valley inspection personnel shall have the right to conduct inspections if there is reason to believe via complaint or response call that the facility is not in compliance to ensure continued compliance with standards at any time and in the event a home is found to be in violation of the standards of the Code, including items listed in [subsection] (d)(1) above, the inspector shall forward to the City Fire Marshal a report describing the violations and that the City Fire Marshal or his designee may withdraw the license. Following withdrawal of the license and issuance of a vacate order, the license holder shall have the right to appeal the decision of the City Fire Marshal or his designee to the City Council within ten days.
 - (3) *License Display.* The license shall be prominently displayed in the facility at all time. License shall include the following statement:

"The City does not license facilities as to quality of care. This structure has been inspected and has met the minimum requirements for Community Homes specified in Section 36-106 of the Code of Ordinances for the City of Leon Valley."

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- (4) *Contact Information Display.* A facility covered by this Section shall prominently and conspicuously post for display in an area of the facility that is readily available to residents, operators, employees, and visitors:
- a. The name, address, and phone number of the closest medical treatment and care facility in proximity to the location of the facility; and
 - b. The name, address, and phone number of a local organization or entity that represents, advocates, or serves elderly or disabled persons, including any toll-free contact information for reporting emergencies.
- (5) *Lapse of License.* Any license issued under this Section shall become void and of no further affect if (1) the use of the premises is discontinued for a period of one year or (2) the property is restored to use as a single-family residence.
- (6) *Notification of Changes.* The license holder shall notify the City Fire Marshal's office within ten days after any material changes in the information contained in the original license to operate a facility covered under this Section, including any change in ownership or operation of the property.
- (f) *Denial of License.*
- (1) *License Denial.* If the City Fire Marshal determines that the requirements of this Section cannot be met, the City Fire Marshal shall deny the license in writing explaining the nature of the reason or reasons for the denial (the "Formal Denial").
 - (2) *Denial Notification.* If the application for a license under this Section is denied, the applicant shall be provided in writing the reason the license is denied and the right of the applicant to appeal and the appeal process.
 - (3) *Filing an Appeal.* Within ten days of receipt of a written license denial or code enforcement action by the City Fire Marshal, an applicant may appeal the decision by filing written notice of appeal with the City Manager. Upon notification, the City Manager or designee shall, within ten working days, schedule an Appeal Hearing where the applicant may appeal the license denial or code enforcement action. Absent a timely written notice of appeal, the decision of the City Fire Marshal is final. A new application under this Section may not be filed earlier than 90 days after the application of this Paragraph (3) is final.
 - (4) *Hearing.* Within ten days of receipt of the Fire Marshal's Formal Denial, the applicant may appeal the Fire Marshal's opinion by filing written notice of appeal with the City Manager. Within 40 days of receipt of a notice of appeal, the City Council shall conduct a hearing at which the applicant will be given an opportunity to present his case and the City Council will determine whether to uphold or overturn the decision of the City Fire Marshal.
- (g) *Health and Safety Based Operating Requirements.*
- (1) *Animals.* With the exception of service animals for persons with disabilities, birds, cats, dogs or other animals are not permitted in areas in which food is prepared, stored or where utensils are washed or stored.
 - (2) *Bathrooms.* Water closets, lavatories, and bathtubs or showers must be:
 - a. Kept clean and in good repair and must be well-lighted and ventilated;
 - b. Adequately supplied with toilet paper, soap, and hand towels for each bathroom; and
 - c. Supplied with non-slip surfaces in bathtub or shower, and curtains or other safe enclosures for privacy.
 - (3) *Compliance with Local Laws.* Each facility shall meet all applicable state and local sanitary codes.
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- (4) *Facility Repair.* Every facility must be kept in good repair, and so maintained as to promote the health, comfort, safety and well-being of residents.
- (5) *Food Handling.* Employees or residents engaged in food handling shall:
- a. Observe sanitary methods, including hand washing as appropriate;
 - b. Not be assigned to preparing foods for others at the facility if carrying a disease that can be transmitted to others; and
 - c. If preparing meals for residents for facilities licensed for more than two residents, staff must have a food-handler's permit.
- (6) *Food Handler Permits.* For a facility licensed for more than two residents, the owner or operator of a facility administered under this Section shall ensure that each person who handles or prepares food for the residents has obtained, and maintains, a valid food handler permit.
- (7) *Food and Water Supplies.* Each facility shall maintain a minimum food and water supply sufficient for all residents as recommended by the American Red Cross.
- (8) *Food Storage.* All food and drink shall be:
- a. Clean, free from spoilage, pathogenic organisms, toxic chemicals, and other harmful substances;
 - b. Prepared, stored, handled, and served so as to be safe for human consumption;
 - c. Maintained at a temperature of 41 degrees Fahrenheit or below for foods subject to spoilage;
 - d. Maintained at 140 degrees Fahrenheit or above at all times for hot foods ready to serve;
 - e. Maintained in the freezer at a temperature of zero degrees Fahrenheit or below for foods stored as frozen; and
 - f. Stored in food containers that are appropriately labeled, dated, and protected from flies, insects, rodents, dust, and moisture.
- (9) *Kitchen.* Each kitchen must:
- a. Be kept in a clean and sanitary condition;
 - b. Have a food preparation area with a surface area that is smooth, impermeable, free of cracks and easily cleanable, that shall not be used for eating; and
 - c. Have a refrigerator that is equipped with a thermometer and is maintained in an operational, clean and sanitary condition that is adequate to maintain foods at the required temperature.
- (10) *Kitchen Inspections.* The owner or operator of a facility administered under this Section shall obtain, maintain, and produce upon request, documentation that the facility kitchen has been inspected for compliance with the Texas Health Code requirements.
- (11) *Laundry.* All linens and laundry shall be:
- a. Bagged or placed in a hamper before being transported to the laundry area;
 - b. Properly identified to prevent loss; and
 - c. Not be transported through, sorted, processed, or stored in kitchens, food preparation areas, or food storage areas, if soiled.
- (12) *Meal Preparation.* Meals provided by the facility shall be nutritionally balanced and shall provide the USDA recommended daily allowances of vitamins, minerals and calories.
- (13) *Meal Service.* Meals shall be served:
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- a. At least three times per day;
 - b. In sufficient quantity and quality to meet the nutritional needs of the residents;
 - c. Daily at regular hours, with at least one hot meal per day;
 - d. With no more than 14 hours between the beginning of the evening meal and the beginning of the morning meal; and
 - e. With alternative selections for residents on medically prescribed diets.
- (14) *Meal Schedule.* A time schedule of meals shall be posted daily.
- (15) *Pest Control.* Each owner/operator shall be responsible for the extermination of any insects, rodents or other pests in the rooms occupied by residents, storage areas, and attics or on the premises and yard.
- (16) *Sanitation.* After each usage, all eating and drinking utensils shall be thoroughly washed and sanitized in hot water containing a suitable soap or synthetic detergent and rinsed in clean hot water. In the event a mechanical dishwasher is used, dishwasher detergent is required.
- (17) *Solid Sanitation.* All garbage and refuse must be kept in watertight, covered containers. The garbage and refuse area must be kept in a clean and sanitary condition. A sufficient number of garbage receptacles must be provided as provided above. All garbage, trash and refuse must be removed from the premises frequently to prevent nuisance and unsightly conditions.
- (h) *Reporting and Investigation of Injuries, Incidents and Unusual Accidents and the Establishment of Other Policies and Procedures to Ensure Resident Health and Safety.*
- (1) *Policies.* Each owner/operator of a facility must develop and implement policies and procedures for investigating and documenting injuries, incidents and unusual accidents that involve residents. Owners/operators must also establish policies and procedures necessary to ensure resident health and safety.
- a. Minimum requirements for the documentation of injuries, incidents or unusual accidents should include, but are not limited to:
 - 1. Date and time of the injury, incident or unusual accident occurred;
 - 2. Description of the injury, incident or unusual accident;
 - 3. Description of any medical or mental health treatment the resident received;
 - 4. Steps taken by the owner/operator to prevent future injuries, incidents or unusual accidents if a problem at the facility resulted in the injury, incident or unusual accident; and
 - 5. When the resident's legal guardian or legally authorized representative was notified about the injury, incident or unusual accident.
 - b. Residents, the resident's guardian, or legally authorized representatives should be given access to the inspection records as described in [subsection] (g)(1)a. within 48 hours of requesting the records from the owner/operator.
- (2) *Investigation and Documentation.* In addition to investigating and documenting injuries, incidents or unusual accidents, an owner/operator must report any allegations of abuse, neglect or exploitation of an adult age 65 or older or an adult with a disability to the Texas Department of Family and Protective Services. Failure to report suspected abuse, neglect or exploitation of an elderly adult or adult with a disability is a Class A misdemeanor.
- a. Each owner/operator should ensure that each resident has access to a telephone 24 hours per day that is easily accessible and affords privacy for use by each resident;

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- b. The owner/operator shall ensure that no resident is harassed, retaliated against, threatened or intimidated at any time for making a report of abuse, neglect or exploitation;
 - c. Owner/operators will provide each resident with a copy of the definitions of abuse, neglect or exploitation as outlined in the Tex. Human Resources Code Ch. 48; and
 - d. Owner/operators will allow law enforcement personnel, emergency medical and fire personnel access to the facility when these professionals are responding to a call at the owner/operator's facility.
 - (3) *Financial Conflicts.* No operator or other employee of a facility shall provide services or engage in behavior that constitutes a financial conflict of interest including:
 - a. Borrowing from or loaning money to residents;
 - b. Witnessing wills in which the operator or employee is a beneficiary;
 - c. Co-mingling the resident's funds with the operator's or other residents' funds; and
 - d. Becoming the guardian, conservator or power of attorney for a resident.
 - (4) *Payee Relationships.* If an owner/operator becomes the representative payee for a resident or assists a resident with general money management, the owner/operator shall:
 - a. Maintain separate financial records for each resident for which the owner/operator is the representative payee for the entire period of time the owner/operator is the resident's representative payee and continue to maintain the resident's records for one year past the last calendar day the owner/operator is the resident's representative payee;
 - b. Include in the records an itemized list of expenditures that the owner/operator has made on behalf of the resident, including the charges that are assessed by the owner/operator;
 - c. Maintain receipts for all expenditures in addition to the itemized documentation;
 - d. Develop a budget with the resident outlining routine expenditures and ensure that expenditures that are not routine are discussed with the resident before the resident's funds are expended; and
 - e. The owner/operator will allow the resident, the resident's guardian, or legally authorized representative access to the resident's financial records that are maintained by the owner/operator within 48 hours of receiving a request.
 - (5) *Service Agreement.* An owner/operator of a facility shall develop a service agreement with each resident and maintain a copy of the agreement signed by the resident.
- (i) *Assistance with Self-Administration of Medication.*
- (1) *Assistance with Medications.* Assistance with self-administration of medication may be provided to adult residents who can identify their medication and know when their medication should be taken but require assistance with self-administration. Assistance with self-administration of medication may not be provided to minors.
 - (2) *Limitations.* Assistance with self-administration of medication is limited to:
 - a. Reminding the resident to take medication;
 - b. Opening a container, removing medication from a container, and placing medication in a resident's hand or in/on a clean surface, such as a pill cup or medication reminder box, for the resident's self-administration; and
 - c. Reminding the resident when a prescription needs to be refilled.
-

This Paragraph shall not limit a person duly delegated by a physician under the authority of the Tex. Occupation Code § 157.001(a)(1) to act for such physician.

(3) *Medication Storage.* All medications must be stored in a locked area. The facility must provide a central locked storage or individual locked storage areas for each resident's medication.

- a. If the facility uses a central medication storage area, an employee must be available to provide access at all times and each resident's medication must be stored separately from other residents' medications within the storage area.
- b. If a resident's medication requires refrigeration, the facility must provide a refrigerator with a designated and locked storage area or a refrigerator inside a locked medication room.
- c. Medications labeled for "external use only" must be stored separately within the locked area.
- d. Poisonous substances must be labeled, stored safely, and stored separately from medications within a locked area.
- e. If a facility stores controlled drugs, the facility must adopt and enforce a written policy for preventing the diversion of the controlled drugs.

(4) *Medication Disposal.* Medication that remains in the facility after a resident is no longer lodging in the facility must be properly disposed of by the owner or operator in accordance with applicable County or municipality requirements, if any.

(j) *In-service Education of Facility's Staff.*

(1) *Initial Training.* Except as to a facility licensed for two or less residents, each owner/operator and employee is subject to the following initial training requirements prior to contact with residents:

- a. Establishing employer rules and policies;
- b. Recognizing and reporting abuse, neglect and exploitation;
- c. Establishing resident's rights, including all applicable rights from the following:
 1. Texas Human Resource Code, Ch. 102, Rights of the Elderly;
 2. Texas Human Resource Code, Ch. 112, Developmental Disabilities;
 3. Texas Property Code, Ch. 301, Fair Housing Practices; and
 4. Texas Property Code, Ch. 92, Residential Tenancies.
- d. Establishing policies and procedures for contacting emergency personnel when a resident's health or safety is at risk;
- e. Establishing a complaint process specific to the City and facility;
- f. Establishing assistance procedures for the self-administration of medication;
- g. Establishing policies for the prevention of injuries, incidents and unusual accidents;
- h. Establishing an emergency, evacuation and disaster plan; and
- i. Establishing service specific orientation that includes, but is not limited to:
 1. Nutrition, including meal preparation and dietary needs;
 2. Sanitation;
 3. Laundry; and
 4. Housework.

- (2) *On-Going Training.* Each owner/operator and employee is subject to the following ongoing training requirements:
- a. Updates and changes in any policies and procedures within ten days of the owner, operator or employee becoming aware of the change;
 - b. Orientation specific to the needs of each new resident within one day of the resident moving into the facility; and
 - c. Orientation specific to the needs of a resident whose needs have changed due to injury, illness, hospitalization or other circumstances which affect the resident's needs within one day of the owner, operator, or employee becoming aware of the change.
- (3) *Initial Training for Existing Facilities.* For any existing facility licensed for more than two residents, its owner/operator shall complete the requirements of this Subsection not later than 90 days following the date that the City Fire Chief provides notice that this Section has been adopted by the City Council. If initial training has not been completed within such period, the City Fire Marshall shall issue a Formal Denial of such permit.

(k) *Criminal Background History Checks.*

- (1) *Criminal Offenses.* A facility owner/operator's license to operate a facility administered under this Section may be denied, revoked, suspended, or denied for renewal if the owner/operator has been convicted of a criminal offense listed in Paragraphs (3) or (4) of this Subsection, or if the owner/operator has in its employ any person convicted of a criminal offense listed in Paragraphs (3) or (4) of this Subsection.
- (2) *Criminal Background Release.* The owner/operator must complete any state or federal request and release forms that are required to obtain a criminal history report for the owner/operator. In addition to the license fee, the owner/operator will provide funding to the City in a manner specified by the City to cover any fees imposed by state or federal agencies for the report.
- (3) *Disqualifying Offenses.* The following histories will disqualify an owner/operator from obtaining a license to operate a facility administered under this Section or will serve as a bar to being employed by such a facility:
- a. An offense under Tex. Penal Code Ch. 19, (criminal homicide);
 - b. An offense under Tex. Penal Code Chapter 20, (kidnapping and unlawful restraint);
 - c. An offense under Tex. Penal Code § 21.02 (continuous sexual abuse of young child or children), or Tex. Penal Code § 21.11 (indecent with a child);
 - d. An offense under Tex. Penal Code § 22.011 (sexual assault);
 - e. An offense under Tex. Penal Code § 22.02 (aggravated assault);
 - f. An offense under Tex. Penal Code § 22.04 (injury to a child, elderly individual, or disabled individual);
 - g. An offense under Tex. Penal Code § 22.041 (abandoning or endangering child);
 - h. An offense under Tex. Penal Code § 22.08 (aiding suicide);
 - i. An offense under Tex. Penal Code § 25.031 (agreement to abduct from custody);
 - j. An offense under Tex. Penal Code § 25.08 (sale or purchase of a child);
 - k. An offense under Tex. Penal Code § 28.02 (arson);
 - l. An offense under Tex. Penal Code § 29.02 (robbery);

- m. An offense under Tex. Penal Code § 29.03 (aggravated robbery);
 - n. An offense under Tex. Penal Code § 21.08 (indecent exposure);
 - o. An offense under Tex. Penal Code § 21.12 (improper relationship between educator and student);
 - p. An offense under Tex. Penal Code § 21.15 (improper photography or visual recording);
 - q. An offense under Tex. Penal Code § 22.05 (deadly conduct);
 - r. An offense under Tex. Penal Code § 22.021 (aggravated sexual assault);
 - s. An offense under Tex. Penal Code § 22.07 (terroristic threat);
 - t. An offense under Tex. Penal Code § 33.021 (online solicitation of a minor);
 - u. An offense under Tex. Penal Code § 34.02 (money laundering);
 - v. An offense under Tex. Penal Code § 35A.02 (Medicaid fraud);
 - w. An offense under Tex. Penal Code § 42.09 (cruelty to animals);
 - x. An offense under Tex. Penal Code § 30.02 (burglary);
 - y. An offense under Tex. Penal Code Ch. 31 (theft), that is punishable as a felony;
 - z. An offense under Tex. Health and Safety Code Ch. 481 (controlled substance act); or
 - aa. A conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed in this subsection.
- (4) *Direct Resident Contact.* A person may not own a facility administered under this Section or be employed in a position the duties of which involve direct contact with a resident in such a facility before the fifth anniversary of the date the person is convicted of any felony offense not listed in [Tex. Penal Code §] 20.03 or any of the following non-felony offenses:
- a. An offense under Tex. Penal Code § 22.01 (assault), that is punishable as a Class A misdemeanor;
 - b. An offense under Tex. Penal Code § 32.45 (misapplication of fiduciary property or property of a financial institution), that is punishable as a Class A misdemeanor;
 - c. An offense under Tex. Penal Code § 32.46 (securing execution of a document by deception), that is punishable as a Class A misdemeanor;
 - d. An offense under Tex. Penal Code § 37.12 (false identification as peace officer);
 - e. An offense under Tex. Penal Code § 42.01(a)(7), (8), or (9) (disorderly conduct); or
 - f. A conviction under the laws of another state, federal law, or the Uniform Code of Military Justice for an offense containing elements that are substantially similar to the elements of an offense listed in this subsection.
- (5) *Owner Responsibility.* The owner/operator must ensure that all employees, including volunteers who are not residents, have had a background check of conviction records, pending charges and disciplinary board decisions completed within the past two years, and is repeated every year thereafter, and that the individual is not disqualified under the provisions of Paragraphs (3) or (4) of this Subsection. The owner/operator will immediately discharge any employee or volunteer whose criminal history check reveals conviction of a crime that bars employment or volunteer service.

- (l) *Limitation on City Regulation.* Nothing in this Section shall be construed as attempting to regulate or affect the right of disabled individuals to purchase their own housing for single-family residences or to affect the right of individuals to care for disabled family members.

Sec. 4.15.005 Penalties for violations.

Any person, landowner, building owner or occupant and any architect, building contractor, agent, attorney, person, firm, or corporation employed in connection therewith and who have/has assisted in the commission of such violation or who shall build, alter, or occupy any building, structure or land in violation of any portion of this Chapter or who shall violate any statement of or plan submitted and approved under this Article shall be a class C misdemeanor and shall be punishable by a fine not exceeding \$2,000.00.

ARTICLE A8.000 BUILDING AND CONSTRUCTION RELATED FEES

Sec. A8.001 Contractor registration fee

- (a) All contractors, both general and subcontracted, which are providing professional services to addresses located within the city limits, both residential or and/or commercial must register their current state issued trade license with the city annually. There is no fee associated with this registration. This includes but is not limited to general building contractors, heating, and air conditioning (mechanical), electrical, bulk water, irrigation, gas, sewer trench, swimming pools, sidewalks/driveway/curb cuts, fences, foundation, roof, water well, sign and any nonfranchise utility construction contractors.
- (b) See section A8.021 for tree trimming contractor registration fees.

(Ordinance 12-028 adopted 9-8-12; 2008 Code, sec. A8.023; Ordinance 16-016 adopted 4-5-16; Ordinance 2017-69, sec. 3, adopted 11-21-17; Ord. No. 2022-52, § 2(Exh. A), 10-18-2022)

Sec. A8.002 Building permit

- (a) *Site plan.*
- (1) Site plan application fee: \$250.00.
 - (2) Site plan appeal fee: \$250.00.
- (b) *Building permit fee.*
- (1) *Commercial building permit fees.*

Total Valuation	Fee
\$1.00—\$500.00	\$60.00
\$501.00—\$2,000.00	\$60.00 for the first \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00—\$25,000.00	\$90.00 for the first \$2,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00—\$50,000.00	\$400.00 for the first \$25,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00—\$100,000.00	\$600.00 for the first \$50,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00—\$500,000.00	\$800.00 for the first \$100,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 - \$1,000,000.00	\$3,000.00 for the first \$500,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and above	\$4,500.00 for the first \$1,000,000.00 plus \$2.00 for each additional \$1,000.00 or fraction thereof

- (2) *Residential building permit fees.*
 - (A) New construction: \$800.00 minimum permit fee + \$0.50 per square foot.
 - (B) Additions/remodels: \$400.00 minimum permit fee + \$0.50 per square foot.

(Ordinance 05-022 adopted 8-29-05; 2008 Code, sec. A8.001; Ordinance 16-025 adopted 7-19-16; Ordinance 2019-34 adopted 8-6-19)

Sec. A8.003 Plan review fee assessment

- (a) 35 percent of the commercial building permit fee, with a \$100.00 minimum.
- (b) 25 percent of all residential building permit fees, with a \$75.00 minimum.
- (c) Re-review fees: \$150.00.

(Ordinance 11-020, sec. 2, adopted 8-16-11; 2008 Code, sec. A8.022; Ordinance 16-025 adopted 7-19-16; Ord. No. 2024-24, § 1, 7-16-2024)

Sec. A8.004 Certificate of occupancy

- (a) Permit fee: \$125.00.
- (b) Reinspection: \$75.00.
- (c) Duplicate copy fee: \$25.00.
- (d) Sanitation fee: \$200.00.
- (e) ALF Fire Marshal Annual Inspection fee: \$300.00.
- (f) ALF Notice Fee: \$200.00

(Ordinance 05-022 adopted 8-29-05; 2008 Code, sec. A8.004(a); Ordinance 16-025 adopted 7-19-16; Ordinance 2020-55 adopted 11-2-20; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.005 Bulk water permit

- (a) Permit fee: \$65.00.
- (b) Deposit: \$2,500.00.
- (c) Water fee: \$3.70 per 1,000 gallons.
- (d) Edwards Aquifer Authority fee of \$0.62 per 1,000 gallons of water used.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.004(b); Ordinance 16-025 adopted 7-19-16; Ordinance 2018-74, sec. 1, adopted 9-18-18; Ord. No. 2025-1, § 1, 1-21-2025)

Sec. A8.006 Curb cut permit

- (a) Commercial: \$275.00 (includes initial and final inspection only.)
- (b) Residential: \$175.00 (includes initial and final inspection only.)
- (c) Resubmittal of plans for review: \$150.00 flat fee.
- (d) Commercial reinspection: \$150.00.
- (e) Residential reinspection: \$100.00.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.005; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023; Ord. No. 2024-23, § 1, 7-16-2024)

Sec. A8.007 Reserved

Editor's note(s)—Former section A8.007 pertaining to electrical contractor license fees and deriving from the 1972 Code, sec. 32.501 and the 2008 Code, sec. A8.006, was deleted in its entirety by Ordinance 2017-69, § 4, adopted November 21, 2017.

Sec. A8.008 Building permit (electrical)

Building permit (electrical) fees:

- (1) Base fee (includes inspection): \$100.00.
 - (A) Residential: \$100.00.
 - (B) Commercial: \$200.00.
- (2) Reinspection fee: \$75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.007; Ordinance 16-025 adopted 7-19-16; Ordinance adopting 2017 Code; Ordinance 2017-69, sec. 5, adopted 11-21-17; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.009 Fence permit

- (a) Fence permit fee: \$75.00
- (b) Reinspection: \$75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.008; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.010 Fence variance application

Fence variance application fee: \$200.00.

(1972 Code, sec. 32.601; 2008 Code, sec. A8.009; Ordinance 16-025 adopted 7-19-16)

Sec. A8.011 Floodplain development permit

- (a) Floodplain development permit fee homestead exemption: \$200.00.
- (b) Floodplain development permit fee non-homestead case: \$1,500.00.

(1972 Code, sec. 32.302A; 2008 Code, sec. A8.003; Ordinance 16-025 adopted 7-19-16)

Sec. A8.012 Heating, ventilation and air conditioning permit

Heating, ventilation, and air conditioning permits:

- (1) Base fee and reinspection fees:

(A) Base fee (includes inspection):

(i) Residential: \$100.00.

(ii) Commercial: \$200.00.

(B) Reinspection fee: \$75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.010; Ordinance 16-025 adopted 7-19-16; Ordinance adopting 2017 Code; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.013 Manufactured home park fees

(a) Manufactured home park permit fee based on valuation of on-site infrastructure at the rate of the current building code fee table, and not less than \$1,000.00.

(b) Manufactured home park annual license and transfer of license fee: \$50.00 plus \$2.00 per space.

(c) Manufactured home park space application fee: \$75.00.

(Ordinance 99-021, sec. 1, adopted 4-20-99; 2008 Code, sec. A8.011; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.014 Plumbing, gas, and sewer and trench fees

(a) Plumbing fees:

(1) Base fee (includes inspection):

Residential: \$100.00.

Commercial: \$200.00.

(2) Reinspection fee: \$75.00.

(b) Gas permit fees:

(1) Base fee (includes inspection):

Residential: \$100.00.

Commercial: \$200.00.

(2) Reinspection fee: \$75.00.

(c) Sewer and trench permit fees:

(1) Base fee (includes inspection):

Residential: \$100.00.

Commercial: \$200.00.

(2) Reinspection fee: \$65.00.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.012; Ordinance 16-025 adopted 7-19-16; Ordinance 2017-25 adopted 6-20-17; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.015 Vacant Building Registration and Inspection Fees

(a) *Annual Registration fee:* \$125.00.

(b) *Reinspection fee:* \$95.00.

(Ord. No. 2023-4, § 3, 2-7-2023)

Ord. No. 2023-4, § 3, adopted February 7, 2023, repealed the former § A8.015, and enacted a new § A8.015 as set out herein. The former § A8.015 pertained to residential rental registration and inspection fees and derived from Ordinance 09-032 adopted July 7, 2009; 2008 Code, sec. A8.019; Ordinance 16-025 adopted July 19, 2016; Ord. No. 2023-39, § 1(Exh. A), October 17, 2023.

Sec. A8.016 Residential temporary portable storage unit permit

Permit fee: \$75.00.

(Ordinance 09-051, sec. 2, adopted 10-5-09; 2008 Code, sec. A8.020; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.017 Roofing permit

(a) Roofing permit fee: \$75.00

(b) Reinspection: \$75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.002; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.018 Sidewalk permit

(a) Commercial: \$275.00 (includes initial and final inspection only.)

(b) Residential: \$175.00 (includes initial and final inspection only.)

(c) Resubmittal of plans for review: \$150.00 flat fee

(d) Commercial reinspection: \$150.00.

(e) Residential reinspection: \$100.00.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.013; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023; Ord. No. 2024-23, § 1, 7-16-2024)

Sec. A8.019 Signs

(a) Temporary sign permit: \$25.00 per sign.

(b) Temporary sign deposit: \$50.00 per sign.

(c) Permanent sign permit without electric hook-up: \$100.00 per sign.

(d) Permanent sign permit with electric hook-up: \$150.00 per sign.

(e) Sign variance request: \$200.00 per request.

- (f) Annual billboard sign permit: \$150.00 per year.
- (g) Temporary weekend signs: \$30.00 per permit and \$1.00 per sign, per calendar year.
- (h) Charge for removal and impoundment of signs in the right-of-way: \$25.00 per sign.
- (i) Master sign plan: \$100.00.
- (j) Sign reinspection fees, not including temporary signs: \$75.00.

(Ordinance 03-008, sec. 1, adopted 4-1-03; Ordinance 06-034 adopted 9-5-06; Ordinance 06-041 adopted 10-3-06; 2008 Code, sec. A8.014; Ordinance 16-025 adopted 7-19-16; Ordinance 2017-25 adopted 6-20-17; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.020 Swimming pool permit

- (a) Base fee: As per section A8.002 building permit fees
- (b) Reinspection: \$75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.015; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.021 Tree cutting/pruning contractor fees

Annual registration fee: \$0.00.

(Ordinance 10-013, sec. 2, adopted 4-20-10; 2008 Code, sec. A8.021; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.022 Tree removal permit for new construction

- (a) Residential: \$60.00.
- (b) Commercial: \$120.00.

(Ordinance 08-028 adopted 6-17-08; 2008 Code, sec. A8.018)

Sec. A8.023 Water well permit and reinspection fee

- (a) Permit fee: \$75.00.
- (b) Reinspection: \$75.00.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.004(c); Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.024 Reserved

Ord. No. 2023-39, § 1(Exh. A), adopted October 17, 2023, repealed § A8.024, which pertained to engineer and derived from Ordinance 11-020, sec. 1, adopted August 16, 2011; 2008 Code, sec. A8.016; Ordinance 16-025 adopted July 19, 2016; Ordinance adopting 2017 Code.

Sec. A8.025 Wired unmanned telecommunication box installation fees

- (a) Wired unmanned telecommunication box application fee: \$75.00.
- (b) Wired unmanned telecommunication box reinspection fee: \$75.00.

(Ordinance 01-019 adopted 6-5-01; 2008 Code, sec. A8.017; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.026 Contractor penalty fee

Penalty fee (working without a permit):

- (1) First offense: \$300.00.
- (2) Second offense: \$500.00.
- (3) Third offense: \$1,000.00.

(Ordinance 2017-32 adopted 6-20-17)

Approval of an Ordinance to Regulate Assisted Living Establishments

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

Summary

- Question
 - Should City Council consider amending Chapter 15 Zoning definition, Chapter 4 Business Regulations by adding assisted living provisions and amending the Appendix A Fee Schedule to better regulate Assisted Living Establishments
- Options
 - Approve
 - Deny
 - Other
- Declaration
 - At Council's Discretion

Purpose

- Establish local rules that protect resident safety, maintain neighborhood compatibility, and ensure high standards of care.
- Need to incorporate a State standard under Tex. Health and Safety Code Ch. 247
 - Resident Independence
 - Access to care
 - Coordination of Services
 - Safe surroundings
 - Professionalism of Service providers

Purpose

- To review and consider amending Chapter 15 “Zoning” Sect. 15.02.052 Definitions by amending the definition to “Assisted Living Facility”
- Making the Definition the same in Chapter 4- Sec. 4.15.002 Tex. Health and Safety Code Chapter 247

Definition

- *Assisted living facility (ALF)*. A licensed establishment under Tex. Health and Safety Code Ch. 247 that furnishes food and shelter and provides personal care services to four or more unrelated persons and not related to the owner, which consists of assistance with one or more of the following on a 24-hour basis: meals, dressing, movement, bathing, or other personal needs or maintenance. This may also include assistance, supervision, or administration of medication by a licensed individual. Types of assisted living facilities as established by the State of Texas are as follows:

Definition (Cont.)

(1) *Type A*. In a Type A facility, a resident:

- a. Must be physically and mentally capable of evacuating the facility unassisted. This may include mobile or ambulatory persons such as those who are in wheelchairs or electric carts and have the capacity to transfer and evacuate themselves in an emergency;
- b. Does not require routine attendance during nighttime sleeping hours; and
- c. Must be capable of following directions under emergency conditions.

(2) *Type B*. In a Type B facility, a resident may:

- a. Require staff assistance to evacuate;
- b. Be incapable of following directions under emergency conditions;
- c. Require attendance during nighttime sleeping hours; or
- d. Not be permanently bedfast, but may require assistance in transferring to and from a wheelchair.

Purpose

- To review and consider amending Chapter 4 Business Regulations by adding Article 4.15 Assisted Living Facilities
- Sec. 4.15.001 Purpose and Applicability
 - Establish local rules that protect resident safety , maintain neighborhood compatibility, and ensure high standards of care.

Definition

Sec. 4.15.002 *Community Homes for Disabled Persons* or *Community Homes* as used in this Chapter shall mean a shared residential living arrangement and qualifies as a Community Home under Tex. Human Resources Code § 123.004, as amended.

(1) As used in this section, "person with a disability" means a person whose ability to care for himself, perform manual tasks, learn, work, walk, see, hear, speak, or breathe is substantially limited because the person has:

Definition (Cont)

- a. An orthopedic, visual, speech, or hearing impairment;
- b. Alzheimer's disease;
- c. Pre-senile dementia;
- d. Cerebral palsy;
- e. Epilepsy;
- f. Muscular dystrophy;
- g. Multiple sclerosis;
- h. Cancer;
- i. Heart disease;
- j. Diabetes;
- k. Mental retardation;
- l. Autism; or
- m. Emotional illness.

Sec. 4.12.003 Applications

- a) License Application: submit for a license/permit
- **General**- submit application to the Planning and Zoning Department
 - **Licensing fee**- applicable fee for Certificate of Occupancy
 - **Requirements** – Property location, Individual Applicant Information, Entity Applicant Information, Information on Community Homeowners or Operators, Checks, Insurance documents and Jurat
- b) Notice- City will notify owners of real property within 300 feet of the property. Notice fees will apply.

Section 4.12.004 Regulation and Licensing of Community

{Section}.71.

Homes for Disabled Persons

- (a) Certificate of Occupancy required
- (b) Proof of State License required
- (c) No more than (6) persons with disabilities and minimum of (2) primary caregivers
- (d) General Regulatory Requirements
 - Internal Configuration Requirements
 - » Bathroom facilities, Bedroom Limitations, Doors, Kitchen Requirements, etc.
 - Caretaker Sleeping Requirements
 - Exterior Structure
 - Facility Construction

Section 4.12.004 Regulation and Licensing of Community

{Section}.71.

- General Regulatory Requirements (Cont.)
 - Density Limitation
 - Facility Food Handler Permit
 - Fire Code
 - Fire Safety
 - Rescue Windows
 - Automatic Sprinkler Systems
 - Fire Alarm Systems
 - Oxygen Deficiency Alarm Systems
 - Evacuation Charts

Section 4.12.004 Regulation and Licensing of Community

- Parking
 - Minimum of (1) space per bedroom
- Screening and Grounds Accessibility
 - 6' or 8' solid screening fence around side and back yards
 - Slip-resistant ramps
- Sanitation Services
 - Fire Marshal will determine if (OSSF) On-site sewage facility is adequate
 - Holding tanks are pumped every 24 months
 - Housing facility rated for more than (3) persons will be serviced by an aerobic OSSF system

Section 4.12.004 Regulation and Licensing of Community

{Section}.71.

(e) License Holder Obligation

- Subject to Annual Review (Fire Marshal)
 - » Non-transferable Status
 - » Clean Record Prerequisite
 - » Mandatory Hazard Abatement
- Periodic Inspection, License Display, Contact Information Display, Lapse of License, and Notification of Changes

(f) Denial of License

- Fire Marshal determines if requirements cannot be met
- Applicant notified in writing by Fire Marshal
- Filing an Appeal
- Hearing within 10 days of receipt

Section 4.12.004 Regulation and Licensing of Community

{Section}.71.

(g) Health and Safety-Based Operating Requirements

- Animals
- Bathrooms
- Compliance with local laws
- Facility Repair
- Food Handling
- Food Handling Permits
- Food and Water Supplies
- Food Storage

Section 4.12.004 Regulation and Licensing of Community

{Section}.71.

(g) Health and Safety Based Operating Requirements (Cont.)

- Kitchen
- Kitchen Inspections
- Laundry
- Meal Preparation
- Meal Service
- Meal Schedule
- Pest Control
- Sanitation
- Solid Sanitation

Section 4.12.004 Regulation and Licensing of Community

{Section}.71.

(h) Reporting and Investigation of Injuries, Incidents and Unusual Accidents and the Establishment of other Policies and Procedures to Ensure Resident Health and Safety

- Policies
- Investigation and Documentation
- Financial Conflicts
- Payee Relationships
- Service Agreement

Section 4.12.004 Regulation and Licensing of Community

{Section}.71.

(i) Assistance with Self-Administration of Medication

- Assistance with Medications
- Limitations
- Medication Storage
- Medication Disposal

(j) In-service Education of Facility's Staff

- Initial Training
- Ongoing Training
- Initial Training for Existing Facilities

Section 4.12.004 Regulation and Licensing of Community

{Section}.71.

(k) Criminal Background History Checks

- Criminal Offenses
- Criminal Background Release
- Disqualifying Offenses
- Direct Resident Contact
- Owner Responsibility

(l) Limitation on City Regulation

- Not an attempt to affect disabled person from home ownership or to be cared for by a family member

Section 4.15.005 Penalties for Violations

A violation of any portion of this Chapter or violation of any statement or approved plan submittal under this Article shall be a Class C misdemeanor and punishable by a fine not to exceed \$2000.00.

Fiscal Impact

- To review and consider amending Appendix A Fee Schedule Section A8.004 Certificate of Occupancy by adding the following:
 - (d) Sanitation Inspection Fee: \$200.00
 - (e) ALF Fire Marshal Annual Inspection: \$300.00
 - (f) ALF Notice Fee: \$200.00

Recommendation

- City Council's Discretion

Goals and Objectives

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

MAYOR AND COUNCIL COMMUNICATION

DATE: October 20, 2026

TO: Mayor and Council

FROM: Saundra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion, and Possible Action on the 2027 City Calendar of Events

SPONSOR(S): N/A

PURPOSE & BACKGROUND

This item is presented to City Council to consider the Proposed 2027 City Council Meeting Calendar.

FISCAL IMPACT

There is no fiscal impact associated with this item.

RECOMMENDATION

City Council Discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

PROPOSED 2027 CITY COUNCIL MEETING CALENDAR

Meeting Date	Staff Deadline	Council Item Deadline	City Manager & Mayor Review	Applicable Holiday	Business Day 1	Business Day 2	Business Day 3	POST AGENDA BY	Possible Conflicts / Notes
Tuesday, January 5, 2027	Wednesday, December 23, 2026	Mon, Dec 14, 2026	Tuesday, December 15, 2026	December 24, 2026 - January 4, 2027 - Winter Break	Friday, December 18, 2026	Monday, December 21, 2026	Tuesday, December 22, 2026	Mon, Dec 21, 2026	Winter Break 2026 - City Offices will be closed December 24, 2026 - January 4, 2027
Tue, Jan 19, 2027	Wed, Jan 6, 2027	Mon, Jan 11, 2027	Tue, Jan 12, 2027	January 18, 2027 - MLK Day	Thu, Jan 7, 2027	Fri, Jan 8, 2027	Mon, Jan 11, 2027	Tue, Jan 12, 2027	
Saturday, January 23, 2027 - Annual Town Hall Meeting	Fri, Jan 8, 2027	Mon, Jan 11, 2027	Tue, Jan 12, 2027	N/A	Wed, Jan 13, 2027	Thu, Jan 14, 2027	Fri, Jan 15, 2027	Tue, Jan 19, 2027	
Tuesday, February 2, 2027	Wed, Jan 20, 2027	Mon, Jan 25, 2027	Tue, Jan 26, 2027	N/A	Thu, Jan 28, 2027	Fri, Jan 29, 2027	Mon, Feb 1, 2027	Wed, Jan 27, 2027	
Tuesday, February 16, 2027	Wed, Feb 3, 2027	Mon, Feb 8, 2027	Tue, Feb 9, 2027	February 15, 2027 - Presidents Day	Fri, Feb 5, 2027	Mon, Feb 8, 2027	Tue, Feb 9, 2027	Tue, Feb 9, 2027	
Tuesday, March 2, 2027	Wed, Feb 17, 2027	Mon, Feb 22, 2027	Tue, Feb 23, 2027	N/A	Thu, Feb 25, 2027	Fri, Feb 26, 2027	Mon, Mar 1, 2027	Wed, Feb 24, 2027	
Tuesday, March 16, 2027	Wed, Mar 3, 2027	Mon, Mar 8, 2027	Tue, Mar 9, 2027	N/A	Thu, Mar 11, 2027	Fri, Mar 12, 2027	Mon, Mar 15, 2027	Wed, Mar 10, 2027	
Tuesday, April 6, 2027	Wed, Mar 17, 2027	Mon, Mar 29, 2027	Tue, Mar 30, 2027	N/A	Thu, Apr 1, 2027	Fri, Apr 2, 2027	Mon, Apr 5, 2027	Wed, Mar 31, 2027	
Tuesday, April 20, 2027	Wed, Apr 7, 2027	Mon, Apr 12, 2027	Tue, Apr 13, 2027	N/A	Thu, Apr 15, 2027	Fri, Apr 16, 2027	Mon, Apr 19, 2027	Wed, Apr 14, 2027	
Saturday, April 24, 2027 - Coffee with the Mayor & City Council	Fri, Apr 9, 2027	Mon, Apr 19, 2027	Tue, Apr 20, 2027	April 23, 2027 - Battle of the Flowers	Tue, Apr 20, 2027	Wed, Apr 21, 2027	Thu, Apr 22, 2027	Mon, Apr 19, 2027	
Tuesday, May 4, 2027	Wed, Apr 21, 2027	Mon, Apr 26, 2027	Tue, Apr 27, 2027	N/A	Thu, Apr 29, 2027	Fri, Apr 30, 2027	Mon, May 3, 2027	Wed, Apr 28, 2027	
Tuesday, May 18, 2027	Wed, May 5, 2027	Mon, May 10, 2027	Tue, May 11, 2027	N/A	Thu, May 13, 2027	Fri, May 14, 2027	Mon, May 17, 2027	Wed, May 12, 2027	
Tuesday, June 1, 2027	Wed, May 19, 2027	Mon, May 24, 2027	Tue, May 25, 2027	May 31, 2027 - Memorial Day	Wed, May 26, 2027	Thu, May 27, 2027	Fri, May 28, 2027	Tue, May 25, 2027	
Tuesday, June 15, 2027	Wed, Jun 2, 2027	Mon, Jun 7, 2027	Tue, Jun 8, 2027	N/A	Thu, Jun 10, 2027	Fri, Jun 11, 2027	Mon, Jun 14, 2027	Wed, Jun 9, 2027	
Tuesday, July 6, 2027	Wed, Jun 16, 2027	Mon, Jun 28, 2027	Tue, Jun 29, 2027	July 4, 2027 - Independence Day	Wed, Jun 30, 2027	Thu, Jul 1, 2027	Fri, Jul 2, 2027	Tue, Jun 29, 2027	
Tuesday, July 20, 2027	Wed, Jul 7, 2027	Mon, Jul 12, 2027	Tue, Jul 13, 2027	N/A	Thu, Jul 15, 2027	Fri, Jul 16, 2027	Mon, Jul 19, 2027	Wed, Jul 14, 2027	
Saturday, July 24, 2027 - Coffee with the Mayor & City Council	Fri, Jul 9, 2027	Mon, Jul 12, 2027	Tue, Jul 13, 2027	N/A	Wed, Jul 21, 2027	Thu, Jul 22, 2027	Fri, Jul 23, 2027	Tue, Jul 20, 2027	
Tuesday, August 3, 2027	Mon, Jul 19, 2027	Mon, Jul 26, 2027	Tue, Jul 27, 2027	N/A	Thu, Jul 29, 2027	Fri, Jul 30, 2027	Mon, Aug 2, 2027	Wed, Jul 28, 2027	
Tuesday, August 17, 2027	Wed, Aug 4, 2027	Mon, Aug 9, 2027	Tue, Aug 10, 2027	N/A	Thu, Aug 12, 2027	Fri, Aug 13, 2027	Mon, Aug 16, 2027	Wed, Aug 11, 2027	
Tue, Sep 7, 2027	Wed, Aug 18, 2027	Mon, Aug 30, 2027	Tue, Aug 31, 2027	September 6, 2027 - Labor Day	Sun, Aug 1, 2027	Mon, Aug 2, 2027	Tue, Aug 3, 2027	Tue, Aug 31, 2027	
Tue, Sep 21, 2027	Wed, Sep 8, 2027	Mon, Sep 13, 2027	Tue, Sep 14, 2027	N/A	Thu, Sep 16, 2027	Fri, Sep 17, 2027	Mon, Sep 20, 2027	Wed, Sep 15, 2027	
Tue, Oct 5, 2027	Wed, Sep 22, 2027	Mon, Sep 27, 2027	Tue, Sep 28, 2027	N/A	Wed, Sep 29, 2027	Thu, Sep 30, 2027	Mon, Oct 4, 2027	Wed, Sep 29, 2027	National Night Out (NNO) - October 5, 2027
Tue, Oct 19, 2027	Wed, Oct 6, 2027	Mon, Oct 11, 2027	Tue, Oct 12, 2027	N/A	Thu, Oct 14, 2027	Fri, Oct 15, 2027	Mon, Oct 18, 2027	Wed, Oct 13, 2027	
Saturday, October 23, 2027 - Coffee with the Mayor & City Council	Fri, Oct 8, 2027	Mon, Oct 18, 2027	Tue, Oct 19, 2027	N/A	Wed, Oct 20, 2027	Thu, Oct 21, 2027	Fri, Oct 22, 2027	Tue, Oct 19, 2027	
Tue, Nov 2, 2027	Wed, Oct 20, 2027	Mon, Oct 25, 2027	Tue, Oct 26, 2027	N/A	Thu, Oct 28, 2027	Fri, Oct 29, 2027	Mon, Nov 1, 2027	Wed, Oct 27, 2027	
Tue, Nov 16, 2027	Wed, Nov 3, 2027	Mon, Nov 8, 2027	Tue, Nov 9, 2027	November 11, 2027 - Veterans Day	Wed, Nov 10, 2027	Fri, Nov 12, 2027	Mon, Nov 15, 2027	Tue, Nov 9, 2027	
Tue, Dec 7, 2027	Wed, Nov 17, 2027	Mon, Nov 29, 2027	Tue, Nov 30, 2027	N/A	Thu, Dec 2, 2027	Fri, Dec 3, 2027	Mon, Dec 6, 2027	Wed, Dec 1, 2027	
Tue, Dec 21, 2027	Wed, Dec 8, 2027	Mon, Dec 13, 2027	Tue, Dec 14, 2027	N/A	Thu, Dec 16, 2027	Fri, Dec 17, 2027	Mon, Dec 20, 2027	Wed, Dec 15, 2027	

Other Important Dates/Events:

- Leon Valley's General/Special Election - May 1, 2027

- San Antonio Fiesta - April 15-25, 2027

- TML Annual Conference - October 13-15, 2027 in Houston, TX

Council Item Deadline = 8th calendar day before the meeting (Sec. 3.10(A), Leon Valley Code of Ordinances).

Proposed 2027 City Council Meeting Calendar

Sandra Passailaigue, TRMC
City Secretary
City Council Meeting
October 20, 2026

Summary

Question

City Council is being asked to consider the proposed 2027 City Council Meeting Calendar.

Options

- Approve the calendar as presented.
- Reschedule one or more proposed meeting dates.
- Cancel one or more proposed meeting dates.

Declaration

The calendar assists Council, staff and the public in planning for 2027.

Proposed Meeting Dates: January–June

- January 5 — Regular City Council Meeting
- January 19 — Regular City Council Meeting
- January 23 — Annual Town Hall
- February 2 — Regular City Council Meeting
- February 16 — Regular City Council Meeting
- March 2 — Regular City Council Meeting
- March 16 — Regular City Council Meeting
- April 6 — Regular City Council Meeting
- April 24 — Coffee with the Mayor & City Council
- May 4 — Regular City Council Meeting
- May 18 — Regular City Council Meeting
- June 1 — Regular City Council Meeting
- June 15 — Regular City Council Meeting

Proposed Meeting Dates: July–December

- July 6 — Regular City Council Meeting
- July 20 — Regular City Council Meeting
- July 24 — Coffee with the Mayor & City Council
- August 3 — Regular City Council Meeting
- August 17 — Regular City Council Meeting
- September 7 — Regular City Council Meeting
- September 21 — Regular City Council Meeting
- October 5 — Regular City Council Meeting
- October 19 — Regular City Council Meeting
- October 23 — Coffee with the Mayor & City Council
- November 2 — Regular City Council Meeting
- November 16 — Regular City Council Meeting
- December 7 — Regular City Council Meeting
- December 21 — Regular City Council Meeting

Possible Conflicts to Consider

- January 5, 2027 — Regular City Council Meeting

City Hall will be closed December 24, 2026, through January 1, 2027. The agenda would need to be posted by December 21, 2026.

- October 5, 2027 — Regular City Council Meeting

National Night Out is scheduled for the same evening.

Fiscal Impact

Fiscal Impact

None. There is no fiscal impact associated with this item.

Recommendation

- Council Discretion

OUTSTANDING CITY COUNCIL ITEMS

- **Four-way stop at Forest Meadow and Evers.**
 - To be evaluated upon the development of the Evers property.
 - Will be discussed at the 7/13/2024 council retreat
 - Waiting until after the development or until it is added by the city council.
- **Joint Mtg with P & Z on Permitted Use table** – April 28, 2026 at 7p.m. Meeting with Russel Hernandez on June 11, 2026. Council will have first read on July 21, 2026. Legal Opinion was not back on time; scheduled for 8/4. Legal Opinion not scheduled on time; moved to 8/21 as first read. Second read 9/1/26- done
 - Second half of the of the permitted use table on November 3, 2026
 - Assisted Living and Assembly Use being evaluated.
- **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.
 - February 17, 2026, Silo request to purchase
 - Discuss development Agreement – April 7, 2026
 - Continue Discussion on -April 21, 2026
 - Will bring back once we have a survey of the Silo area
 - Coming back to Council 6-2-26, Development agreement approved by City Council. Council approved the purchase agreement 8/18/26.
- **Do not feed the Deer Ordinance** – In October
- **Hodges dead end update-** October

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **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 staked-out creek realignment
 - 1/16/2023 – The Council will revisit the project.
 - 2/24/2023- the Council will have a workshop to discuss with the engineer.
 - The council directed the engineer to look at a plan that leaves the creek alignment alone, a new tree survey, and build a retaining wall for erosion.
 - 8/6/2024 – budget adjustment will be presented to the council in the amount of \$168,000
 - Second Read on the Budget Adjustment is scheduled for 8/20/2024.
 - After council approval, the following is the timeline:
 - Preliminary Design – 1.5 months (45 days) from NTP
 - Final Design – 3-4 months (90-120 days)
 - Environmental – TBD – 3-6 months and will be concurrent with design
 - Bidding and Construction – TBD based on funding – Not authorized at this time
 - Approved
 - Channel Bank options 11/19
 - Council decided to proceed with Rip Rap option and have staff proceed with SAWS addressing the exposed recycled water line.
 - The Mayor requested that an item be added to have the engineers mark the trees that would be removed with the projects; this item is on the 1/17/2024 council meeting to be added for approval
 - City Council did not approve the expending of these funds and also had no objection to continuing the project
 - Mayor, City Manager, Mayor Pro Tem and Engineer met with SAWS on 1/30/2025. To see what they would be willing to assist with. The City Manager asked if they would be willing to participate in an alternative that they engineered.

- On 3/18/25, the City Council was asked to choose between the original option, rip-rap option, retaining wall option, or erosion. The City Council voted to pause the project.
- Joint meeting with LVHS on 10/18/25
 - A workshop will be given in November by the engineer
 - 11/18 council will discuss changing the date.
 - Council decided to have the engineer evaluate the drop wall and the purchase of property.
- Meeting scheduled for November 2026
- Will discuss on 10/20 and 11/21
- **Discussion on large capital projects – Possible Bond**
 - Public Works Building
 - ADA requirements
 - Crystal Hills Park
 - Pool
 - Dog Park
 - Library Annex
 - Will be discussed at the council retreat on 7/13/2024
 - This item was briefly discussed and will be brought back to the city council. September 17, 2024, council meeting.
 - Add to the town hall meeting for 2024 discussion
 - It was discussed, but did not go anywhere
 - Will be bringing this back for the 2025 discussion
 - Added to the 2026 THM
 - Recap to City Council 3/17/2026
 - Reviewed CIP on 4/5/2026
 - Council will review the Budget Survey on 4/21/2026
 - CIP is also scheduled for the Coffee Agenda on 4/25/2026
 - Will Discuss Budget Survey 5-5-26
 - Budget survey release 5-7-2026 due 6-1-26
 - City Council discussing items next mtg 7/14/26
 - Discussion continued on 7/21 and 8/4
 - Item have been included in the 10 year capital plan.
 - Capital plan has been adopted 9-2026

Completed

- **Update on LV development – February**
- **Planning and Zoning General Rules 11/18**
 - The council decided to add an Ord. at the 12/16 meeting to have the excused or unexcused be approved by the body.
 - Second read is 1/20/25 for approval final approval 2/3/26
- **Extending El Verde by 2025 to 2030 – February 17, 2026 – Completed**

- **Park Veteran Monument- February 17, 2026 -Completed**
- **Ordinance on Amending the PDD**
 - Scheduled to go to the zoning commission meeting on 4/23/2024
 - The zoning commission tabled the item. Will revisit 5/28/2024
 - Zoning Commission revisited on 6/5/2024
 - The Zoning Commission will revisit in September
 - New Planning Zoning Director is working with the City Attorney.
 - Will bring back for discussion on 8/19/25- moved by Mayor
 - Scheduled Discussion 9/2/2025
 - City Manager's draft presented on 10/21/25
 - City Council will provide recommendations and give to the City Manager. Expected to come back on 11/18/25, the item was moved to the 12/2/25 meeting by the Mayor
 - 12/2/2025 City Council decided on the criteria
 - 12/16/2025 more discussion on the ord.
 - Delete this section 2/3/2026 – First read
 - Delete this section 2/17/2026-Second read
- **STR Tax Ord. Amendment**
 - February 17, 2026, First read
 - March 3, 2026, Second Read
 - Postponed due to language change, March 17, 2026 – this was done and passed unanimously
- **Crime Stats for calendar year – March 17, 2026 - Done**
- **Police staffing Executive Session – March 17, 2026 – Done**
- **THM Meeting Update March 17, 2026- Done**
- **Comprehensive Master Plan**
 - Was addressed at the following Council meetings:
 - 2/2/2021
 - 3/23/2021
 - 06/1/2021
 - This item was discussed during the budget process, and ultimately, the Council has decided not to spend the funds on this project at this time.
 - This will be discussed during the town hall meeting update with the council on 4/19/2022.
 - The council would like us to use our future land use map.
 - Establish neighborhood boundaries
 - The council has opted not to update the Master Plan.
 - P & Z Director investigating a university conducting the plan.
 - Boundaries of the neighborhood
 - This has been placed in the FY 2025 budget.
 - The Council has decided to move the \$250,000 to the city's emergency fund.
 - Item was moved back in after there were savings in other areas.

- Rollover to FY 2026
- Reviewing RFPs
- March 17, 2026 – Council Selected Ardurra
- Kickoff Meeting on May 5th at 5:30 with the council
- **Water item added to Coffee Agenda to Discuss Water Capacity and Conservation: Current Status and Future Outlook**
Scheduled for the Coffee Agenda 4/25/26
Update on ED incentives – Moved from April to May- New ED Director starts on April 20, 2026. Scheduled for 7/21/26. Mayor Moved to 8/4. -Completed
- **City Council Timeline on Short-Term Rentals**
 - Short-term rentals have appeared on City Council agendas multiple times:
- January 12, 2021 – Tabled
- January 19, 2021 – Discussed
- April 6, 2021 – Discussed
- April 20, 2021 – Discussed
- August 3, 2021 – Tabled
- August 17, 2021 – Discussed
- August 16, 2022 – Tabled
- September 6, 2022 – Discussed
- January 17, 2023 – Discussed
- March 7, 2023 – Item added by Councilmembers Stevens and Orozco
 - Council directed the City Attorney to draft an ordinance based on the information provided.

Additional actions:

- July 22, 2023 – Draft ordinance discussed at Council retreat
- September 5, 2023 – First reading of ordinance amending regulations
- September 29, 2023 – Council feedback provided to the City Manager
- October 17, 2023 – City Manager presented Council feedback
 - Council directed staff to simplify the ordinance and bring it back for consideration
- November 7, 2023 – Second reading; ordinance passed unanimously establishing a registration process
- November 21, 2023 – Council adopted the Short-Term Rental Occupancy Tax remittance requirement
- July 15, 2025- Discussion and Possible Action on Revisions to the Short-Term Rentals
- August 5, 2025 -Council Executive session to discuss STR regulations
- August 19, 2025 – Council clarified the definition of “block face” and increased the registration fee
- February 17, 2026 – Discussion on the Occupancy Tax regulations
- March 3, 2026 -Discussion on the Occupancy Tax regulations -Tabled
- March 17, 2026 - Discussion on the Occupancy Tax regulations
- April 7, 2026 – Council will discuss regulations. City Council wants to discuss changes to the trash ordinance and increasing the regulations for STRs. Will be discussed at the Retreat on June 6, 2026
- New ordinance will be brought back to the City Council July 21, 2026

- Second Read 8/4 – Passed Unanimously
- **Updating the City Manager Evaluation Form**, March 17, 2026 – Mayor moved to Retreat moved to July 14, 2026. Item moved to July 29, 2026. Council will approve final form 8/18/26 – Done passed by unanimously.
- **Recycled Waterline** to the LC 17 Section of H & B – March 17, 2026
- City Council wants more information
- Dimaline will bring it back in May. The council wanted a cost for the potable water.
- It has been put into the budget FY 27- budget approved 9-1-2026

Update from the Chief regarding the Flock cameras – Done 9-1-26