CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, November 17, 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. Presentation on Code Enforcement Procedures and Review of Cases Between 10/28/2025-10/28/2026 - Dr. Crystal Caldera, City Manager

   2. Presentation, Discussion and Direction to Staff on the Scope of Work for the Probable Cost for the Public Works Building and the Police Property Room - Dr. Caldera, City Manager

   3. Presentation on the Tax Collection Report and Delinquent Municipal Court Fines and Fees Collection Report by Attorney Ronald E. Rocha and Madeline Mendieta, Court Services Manager, with Linebarger Goggan Blair & Sampson, LLP - T. Arizola, Court Administrator

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 21, 2026 – Special City Council and Historical Society Joint Meeting**
          9:00 AM - City Council Chambers
        - **December 01, 2026 – Regular City Council Meeting**
          6:30 PM - City Council Chambers
        - **November 23, 2026 – Blood Drive**
          10:00 AM – 3:00 PM – City Hall Parking Lot
        - **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
        - **December 7, 2026 – Annual Tree Lighting**
          5:30 PM – Community/Conference Center Area
        - **December 24, 2026- January 01, 2027 – City Offices & Municipal Court Closed**
          Winter Break (City Hall reopens January 04, 2027)
        - **Miscellaneous other Events and Announcement**

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. 11-03-2026 Regular City Council Meeting Minutes

    2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
       a. 07-28-2026 Planning & Zoning Commission Meeting Minutes

    3. Presentation and Discussion of the Monthly Financial Report Ending October 31, 2026 - C. Goering, Finance Director

    4. Discussion and Possible Action on an Ordinance on a Specific Use Permit Request to Allow a Hospice Office Facility to Provide Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 1.03 Acre Tract of Land, Located at 6502 Bandera Road Suite 200; and More Specifically Described as CB 4429A, Block 8, Lot 6, Seneca Estates Unit 9 (First Read was Held on 11-03-2026) – M. Gallardo, Planning and Zoning Director

    5. Discussion and Possible Action on a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use "Data Center" as Being Allowed in the I-1 Industrial Zoning Districts by Right (First Read was Held 11-03-2026) - M. Gallardo, Planning and Zoning Director

6. Discussion and Possible Action on a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use "Logistics Center" as Being Allowed in the I-1 Industrial Zoning Districts by Right (First Read was Held 11-3-2026) - M. Gallardo, Planning and Zoning Director

7. Discussion and Possible Action on an Resolution Approving the Tax Roll for the City of Leon Valley, Texas for the 2026 Tax Year - C. Goering, Finance Director

8. Presentation, Discussion and Possible Action on Succession Plan - Dr. Caldera City Manager

9. Discussion and Possible Action to Consider Approval of a Master Interlocal Agreement (ILA) Between the City of Leon Valley and the San Antonio River Authority Relating to the Feasibility and Performance of Governmental Functions and Services - D. Dimaline, Public Works Director

10. Discussion and Possible Action on an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees (1st Read was Held 11-036-2026) – R. Reed, Library Director

11. Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment to the General Fund Budget for Fiscal Year 2026-2027 to fund the Earthwise Committee Event (1st Read was Held on 11-3-2026) - C. Miranda, Community Relations Director

7. **Regular Agenda**

1. Presentation, Discussion, and Possible Action to Consider Approval of a Variance Request to Chapter 3 Building Regulations, Article 3.05 Fences, Section 3.05.005 Dimensions and Appearance, Subsection (b) Retail, Commercial and Industrial or Mixed -Use Development Fences and Section 3.05.006 Storage Areas to be Fenced to Allow a Six-Foot Vison-Proof Fence made of Chain-link with Fence Slats, Located at 6600 Bandera Road - M. Gallardo, Planning and Zoning Director

2. Presentation and Discussion on an Ordinance of the City of Leon Valley Accepting Grant Funds from the Ladd and Katherine Hancher Foundation and Authorizing a Budget Adjustment for Fiscal Year 2026-2027 to the General Fund Budget in the Amount of $8,000 for the Purpose of Updating the Physical Space in the Adult and Young Adult Areas at the Leon Valley Public Library (1st Read as Required by City Charter) - R. Reed, Library Director

3. Presentation and Discussion on an Ordinance of the City of Leon Valley, TX, City Council Authorizing a FY 2027 Budget Adjustment for the Rollover of FY 2026 Capital Improvements and Projects in the General Fund in the Amount of $597,436, Traffic Safety Fund in the Amount of $52,867, Enterprise Fund in the Amount of $250,554, and Street Maintenance Fund in the Amount of $64,024; Providing for Repealer, Severability, and Savings Clauses; and Providing for an Effective Date (1st Reading as Required by City Charter) - C. Goering, Finance Director

4. Presentation, Discussion, and Possible Action to Consider Approval of a Resolution Authorizing the City Manager to Negotiate and Enter Into a Contract with Ardurra Engineering for Professional Consulting Engineering Services - M. Gallardo, Planning and Zoning Director

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
NOVEMBER 10, 2026 3:15 PM

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

SECTION: PLANNING AND ZONING	REFERENCE NUMBER:
SUBJECT: CODE ENFORCEMENT	EFFECTIVE DATE: 09/01/2026
FROM: CRYSTAL CALDERA, CITY MANAGER	LAST REVISION DATE: 09/01/2026

A. PURPOSE

The mission of the Code Enforcement division is to protect and enhance the health, safety, and quality of life in the community by ensuring fair, consistent, and transparent enforcement of local and state laws, codes, and ordinances. The city is committed to fostering a clean, safe, vibrant environment through education, collaboration, and respectful, efficient engagement with residents, businesses, and visitors. This mission is achieved through shared values, including professionalism, responsibility, commitment, integrity, accountability, and community partnerships.

B. GOALS

1. To educate the public in health, safety, and welfare of the community and in the various federal, state, and city codes.
2. To enforce federal, state, and city ordinances pertaining to Code Enforcement.
3. To assist the public in resolving code violations.
4. To protect the health, safety, and welfare of the citizens and visitors to the city.
5. To prevent code violations from occurring, through public education and proactive mediation.

C. CODE OF CONDUCT

1. Code Enforcement Officer is a professional career. It is the duty of each Officer to represent the Department and the city by maintaining a professional appearance and conduct at all times.
2. The Code Enforcement Officer is to provide courteous, efficient, and friendly service to all parties involved, including the public and other city employees.
3. Each officer and staff member is to be in proper attire (as specified) whenever on duty. Personal cleanliness is a necessity for your protection and appearance. All personal grooming habits (hair style, shave, jewelry, etc.) shall project a professional image.
4. Each officer and staff member is to always be security conscious. Be certain that restricted areas are locked and/or properly secured.
5. Attitude has a direct impact on your effectiveness. A positive work attitude and a willingness to work cooperatively with other officers and staff are expected. Open communication is expected and encouraged.

D. RESPONSIBILITIES

1. The City Manager is responsible for carrying out the mission of the Mayor, City Council, and citizens by directing all activities of each Department of the city.

2. The Planning and Zoning Department Director is responsible for carrying out the mission, policies, and procedures set out by the City Council and City Manager for all Code Enforcement activities.

3. Code Enforcement Officers are responsible for carrying out the mission, policies, and procedures of the City by receiving complaints, conducting lawful inspections and investigations, issuing notices of violation and citations when authorized, documenting enforcement activities, coordinating authorized abatement activities, and obtaining final resolution of cases. Code Enforcement Officers shall maintain any registration, certification, license, or code enforcement officer-in-training status required by Texas Occupations Code Chapter 1952 and applicable Texas Department of Licensing and Regulation (TDLR) rules. Employees shall perform code enforcement activities only within the authority permitted by state law, City ordinance, their registration or license, and City policy. Code Enforcement Officers will also act in the capacity of Animal Control Officers as needed and are to read, understand, and follow the Animal Control Standard Operating Procedures and maintain that certification.

4. The Leon Valley Police Department shares code related enforcement authority concurrently with the Code Enforcement division.

5. Leon Valley law officers will assist Code Enforcement Officers in emergencies and vice versa.

6. The Leon Valley Municipal Court administers the citation system and processes all formal complaints delivered to them by the Code Enforcement Division or the police department.

E. CHAIN OF COMMAND

Purpose: To provide clear expectations to Code Enforcement Officers with respect to reporting relationships.

1. Policy and Procedures:

Every member of the Code Enforcement Division shall follow the established administrative chain of command. The operational chain of command is Code Enforcement Officer, Planning and Zoning Director, and City Manager. Employees shall first contact their immediate supervisor regarding operational or enforcement matters. If the immediate supervisor is unavailable and the matter requires immediate supervisory attention, the City Manager or the City Manager's designee may be contacted.

F. TRAINING

Purpose: To comply with federal, state, and local laws and to offer proper techniques for dealing with the public to reach compliance.

1. Policy and Procedures:

The Code Enforcement division is a customer-service oriented team, whose purpose is to fulfill the community's need for code compliance. A professional appearance and demeanor produce both respect and support from the community and co-workers. Part of being a professional Code Enforcement Officer is the ability to handle any situation with understanding, care, and concern. Leon Valley Code Enforcement Officers are required to continue to obtain training and education to improve the process of reaching compliance.

2. Legal Framework

Texas code enforcement is governed primarily by Chapter 1952 of the Texas Occupations Code, which outlines the roles, registration, and authority of code enforcement officers, alongside municipal ordinances adopted but not yet codified, and City policies and procedures regulating property maintenance and public safety.

This Code defines a code enforcement officer as an agent of the state or a political subdivision who engages in code enforcement, including inspecting, improving, and rehabilitating premises to address hazards.

The Texas Commission of Licensing and Regulation (TDLR) oversees registration and certification of code enforcement officers, although municipalities may conduct code enforcement without employing registered officers.

Code Enforcement Officers shall also comply with all applicable constitutional requirements, including protections against unreasonable searches and seizures, and with statutory notice, hearing, abatement, and due-process requirements applicable to the particular type of violation.

3. Powers and Duties

Code enforcement officers are empowered to:

- Inspect properties for compliance with local ordinances and state regulations.
- Enforce building, fire, electrical, and zoning codes.
- Issue notices of violation and coordinate abatement of public nuisances.
- Administer fines or penalties for noncompliance, subject to municipal court review.
- Present evidence to the Municipal Court, City Prosecutor, City Attorney, or other appropriate administrative or judicial authority.

Municipal courts generally handle civil and criminal cases related to code violations, with limited jurisdiction over certain matters such as dangerous dogs.

4. Training and Certification

The TEEX Basic Code Enforcement course (COD300) provides training on constitutional protections, procedural requirements, and best practices for code enforcement, covering housing, construction, property maintenance, occupancy, and safety regulations. Completion of this course meets the educational requirements to sit for the Texas State Code Enforcement Officer examination administered by TDLR.

For experienced CEOs seeking higher-level skills and program management, there is Advanced Code Enforcement Training (CEO II), Provider: TEEX COD305 course (28 hours) TEEX.ORG. Code Enforcement Officers must have completed the Basic Code Enforcement course (COD300) and meet TEEX verification requirements. Experienced Officers are encouraged to seek higher skill levels. CEO’s are responsible for maintaining their licenses and for attendance at continuing education events, with approval from the Planning and Zoning Director.

G. VEHICLES

1. Vehicles are to be washed and cleaned inside and out on a routine basis to ensure a clean appearance. Windows and mirrors are to be cleaned to always ensure safe visual acuity.
2. Vehicle operational items such as tires, lighting, and caution lighting, are to be inspected prior to operation to ensure good working condition.
3. Prior to operation, the vehicle oil should be checked and the vehicle fueled.
4. In instances of vehicle or personal damage and/or injury, the Officer shall follow Personnel Procedural Directives B-5 City Driver Policy and B-7 Reporting Accidents and Property Loss.

H. CASE MANAGEMENT

Purpose: To ensure quality service, standardize information and facilitate the preservation of accurate records for all enforcement activities; and to continue operation of a system of code enforcement that is both effective and fair.

1. Policy and Procedures: Procedures have been established to provide for consistent collection and factual analysis of information relating to investigations. Detailed records will be maintained and organized for use by the department, Leon Valley Prosecutor, the District Attorney, and Courts.

2. The following is a guideline to assist all staff in the complaint handling process. Changes may occur based on individual cases and circumstances, as reasonably determined by the City Manager or Planning and Zoning Director. The reason for any change or expedited process shall be documented and described in the file.

3. Code Enforcement shall be administered fairly, consistently, and impartially. Enforcement decisions shall be based upon applicable law, observed conditions, severity of the violation, public health and safety considerations, enforcement history, available evidence, and available City resources. Similarly situated violations should be treated consistently unless documented facts or circumstances justify different treatment. Enforcement decisions shall not be based upon the identity of the complainant or property owner, personal relationships, political considerations, retaliation, or any unlawful discriminatory consideration. Employees shall disclose any actual or apparent conflict of interest involving an enforcement case to the Planning and Zoning Director. Cases involving an employee's relative, household member, personal financial interest, significant personal relationship, or other circumstance that could reasonably call the employee's impartiality into question should be reassigned when practicable.

I. PROCEDURES – CODE ENFORCEMENT

1. The software application GoGov is the primary software system used to record and monitor all issues, concerns, complaints, and final resolutions. All issues, concerns, and complaints must be entered into the GoGov system to properly monitor and evaluate the overall Code Enforcement program.

2. All Code Enforcement Officers are required to attend the GoGov training session upon employment.

3. All Code Enforcement and Animal Control-related concerns and complaints from the public are entered into the software system via a phone call, or by the public using the city's website or mobile software application. The software system allocates fields in each instance as follows:

    a. Initial concern logged as a "Request" - This section includes fillable fields for caller contact information, address of concern, description of concern, photo upload, and public and internal messaging and notes.
    b. For the Initial Response indicator, cases are prioritized in the following manner:

        i. Priority Urgent – Safety related complaint with a high level of danger, instability, or risk to life, health and safety (such as building without a permit, unsafe structure, and substandard conditions, dangerous dog immediately hazardous electrical conditions, active sewage discharge) with a goal of three (3) Working Days for initial response. Urgent cases shall receive priority response based upon the nature and severity of the condition.

        ii. Priority High – Violations that have a high-impact on the environment where swift action is necessary for public safety and/or would reduce or eliminate the impact, such as a septic tank overflow, grease trap overflow, or blocked drainage way, with a goal of seven (7) Working Days for initial response. though this may vary depending on staff availability.

        iii. Priority Normal – Violations involving inhabited structures, including violations of the Building Code and other regulations, that are not imminent threats to health and safety, such as an addition of a room without a building permit, no fence permit, etc., with a goal of ten (10) Working Days for initial response, though this may vary depending on staff availability.

        iv. Priority Normal – Violations impacting the environment that require long-term resolution, such as rerouting drainage without a permit, an accidental chemical spill, or other environmental

pollutant, with a goal of ten (10) Working Days for initial response, though this may vary depending on staff availability.

v. Priority Low – Violations of the Zoning Code or land use entitlements that do not involve imminent threats to health and safety, or to the environment, such as operation of a prohibited business enterprise in a residential zoning district, with a goal of fifteen (15) Working Days for initial response, though this may vary depending on staff availability.

vi. Priority Low – Violations that do not involve habitation or environmental impacts, such as high weeds and grass, low hanging tree limbs, and/or dead trees, with a goal of five (5) Working Days for initial response, though this may vary depending on staff availability.

c. Once entered in the system, the Code Enforcement Officer will acknowledge receipt of the complaint to the requestor via the GoGov system or by phone call. If by phone call, the Code Enforcement Officer will document the phone call discussion in the case notes section of the GoGov request page.

d. Anonymous complaints may be accepted and investigated. A complaint, whether anonymous or identified, is an allegation and does not by itself establish that a violation exists. Enforcement action shall be based upon the Code Enforcement Officer's independent observations, investigation, and other competent evidence. Employees shall not promise a complainant that the complainant's identity or submitted information will remain confidential. Records and information submitted to the City are subject to applicable records retention requirements, the Texas Public Information Act, and other applicable law.

e. Code Enforcement Officers shall conduct inspections and observations only from locations where the Officer is lawfully authorized to be. Officers may observe conditions from public streets, sidewalks, rights-of-way, public property, areas lawfully open to the public, or other lawful vantage points. Except where otherwise expressly authorized by law, an Officer shall not enter a residence, fenced or enclosed private area, structure, or other location where a person has a reasonable expectation of privacy without valid consent, appropriate administrative or judicial authority, or

another legally recognized exception. If consent is refused and entry is necessary to complete an inspection, the Officer shall not enter the property solely for purposes of conducting the inspection. The Officer shall consult with the Planning and Zoning Director and, when appropriate, the City Attorney regarding an administrative inspection warrant or other lawful process. Photographs and recordings used as evidence shall be obtained from a lawful location. The Officer should document the date, time, location, and circumstances of the inspection and, when material to the case, the location from which photographs or observations were made.

f. The Code Enforcement Officer will perform a site inspection and take pictures of any issues to validate whether the complaint or concern violates a portion or portions of the city's code of ordinances. Most violations received will be for high grass and weeds and those regulations may be found in Chapter 6 Health and Sanitation. The other most common violations can be found in the following codes:

    - Chapter 2 Animals
    - Chapter 3 Building Regulations
    - Chapter 4 Business Regulations
    - Chapter 8 Offenses and Nuisances
    - Chapter 12 Traffic and Vehicles
    - Chapter 15 Zoning

g. The pictures that were taken of the complaint or concern are entered into the GoGov software system and, if a concern is found to be a valid violation, the initial request is converted to a "Code Enforcement" case. Once opened, all relevant information is entered into the case notes sections, to include the start date, due date, etc. A "Courtesy Letter" is then generated and mailed to the property owner. To expedite the resolution, the Code Enforcement Officer should make attempts to contact the property owner or tenant by phone or in person. A Courtesy Letter is an informal compliance tool and shall not substitute for any notice, service, hearing, or other due-process requirement mandated by state law or City ordinance before citation, abatement, towing, demolition, assessment of costs, filing of a lien, or other enforcement action.

h. A re-inspection of the property will be carried out on or before the due date for compliance and new pictures taken and uploaded to the software system. Some code violations, such as weeds, high grass, and debris, have a ten-day grace period for remediation without penalty and some, such as inoperable vehicles, have a grace period of 30 days for remediation before penalty. Code Enforcement Officers should review each chapter of the code to ensure the correct remediation period, such as junked or inoperable vehicle cases, which are to be processed in accordance with applicable provisions of Chapter 683 of the Texas Transportation Code and the Leon Valley Code of Ordinances, including required notice, service, hearing, ownership, lienholder, and removal procedures.

i. If the violation has not been resolved within the allowed grace period, new pictures will be taken/uploaded and an “Administrative Violation” letter will be generated, case notes documented, and the violation/citation notice submitted to the Leon Valley Municipal Court clerks via email at municipalcourt@leonvalleytexas.gov , along with a case worksheet, case notes, and pictures. This notice is an actual citation for violation of a city code. The court will process the citation.

j. The Code Enforcement Officer may also choose to write a citation directly to the property owner or tenant while in the field. After signature of receipt of the citation, a copy is given to the owner or tenant and the original is submitted to Municipal Court for processing, along with the case worksheet and pictures of the violation. If the violator chooses not to sign the citation, a notation of that action will be made in the signature line of the citation.

k. If the violation has not been abated, even if a citation has been issued, the Code Enforcement Officer will take the appropriate steps, such as contacting the Public Works Department to mow or contact the city’s towing company to remove a vehicle, and otherwise assure the property is brought into compliance with the Code. *Before directing City personnel or a City contractor to enter private property, mow or clean property, remove personal property, tow or remove a vehicle, secure or demolish a structure, or perform other involuntary abatement, the Code Enforcement Officer shall verify and document the legal authority for the action and completion of all required procedural steps. Unusual, contested, or legally uncertain abatement actions shall be referred to the*

Planning and Zoning Director and, when appropriate, the City Attorney before the City proceeds.

l. Once the violation has been abated, an invoice for work performed will be created and sent by certified mail to the owner or tenant of the property, giving them 30 days to submit payment.

m. If the invoice is paid, the case will be closed.

n. If the invoice is not paid by the due date, a privileged lien will be filed on the property at the Bexar County Deeds and Records office in the amount of the bill to include a 25% administrative charge and lien filing costs. The city currently uses a software called “Simplifile” to submit documents that need to be filed for record to the County.

o. If a lien is applied to the property, the case will be closed with “closed – lien filed” status. The case file shall contain documentation supporting the amount assessed, including invoices, contractor charges, staff documentation when applicable, notices, proof of service, and a copy of any lien filed.

p. Once the lien has been paid, the Code Enforcement Officer will file a “Release of Lien” with Bexar County Deeds and Records.

4. The city may inform the owner, by regular mail and a posting on the property or by personally delivering the notice, that if the owner commits another violation of the same kind or nature that poses a danger to the public health and safety on or before the first anniversary of the date of the notice, the city without further notice may correct the violation at the owner's expense and assess the expense against the property. If a violation covered by a notice under the code occurs within the one-year period and the city has not been informed in writing by the owner of an ownership change, the city may, without notice, take any action and assess its expenses. This repeat-violation procedure shall be used only when the requirements of the specific statute or ordinance authorizing such procedure have been satisfied. For nuisance abatement conducted pursuant to Texas Health and Safety Code Chapter 342, staff shall comply with Section 342.006 and other applicable provisions of that chapter.

5. Each business day, Code Enforcement Officer will open GoGov and respond to each new request to acknowledge receipt (when possible) and to inform the

requestor that action will be taken if appropriate, then the Officer will review the active code enforcement cases to determine if any are due for further action or for re-inspection.

6. Requests are to be responded to within 48 hours of receipt.

J. COURT PROCEEDINGS

1. Purpose: To describe procedures for referral to City Prosecutor when escalation is needed for more difficult or egregious enforcement/compliance cases.

2. Code Enforcement Officers may refer the following cases to the City Prosecutor:
   - Nuisance abatement;
   - Receiverships;
   - City Code violations;
   - Building and related trade code violations;
   - Health & Safety Code violations;
   - Chronic repeat violators;
   - Properties that have significant health and safety code violations.

3. All cases referred to the City Prosecutor shall be submitted with a statement of violation, along with a complete copy of the case file, including:

   - Property owner information or responsible party. Include their contact information;
   - List each business or corporation separately and include all information from county resources, such as tax assessor records, property ownership information, dba information, fictitious business license information, etc.;
   - Responsible Party Information to include individual and business;
   - Chronological list of actions. Description of the investigation and regulations in detail;
   - Maps, photos, charts;
   - Previous warnings, abatement orders, Citation, Notice of Violations with proof of service, certified return receipt, declaration of service, notes regarding verbal confirmation; and
   - Copies of local ordinances, regulations or specific orders.

K. LITIGATION

Purpose: To provide a guideline of the process by which the Officer shall seek the Planning and Zoning Director and City Manager's direction and authority to initiate litigation.

1. Texas Local Government Code, Chapter 54, Section 54.012 is the statutory basis for a city's civil enforcement action for the abatement, removal, correction and enjoinment of a violation of city codes. Code violations are viewed in two categories as outlined below:

    a. Level 1 Violations: These violations include, but are not limited to, Health and Safety Code violations, public nuisance violations associated with life safety issues, or egregious zoning violations (i.e. significant use permit violation or conservation violations).
    b. Level 2 Violations: These violations include, but are not limited to, Building Code and/or Residential Code violations (County Code Title 15) with no life safety issues, general property nuisance violations, and minor zoning violations.

2. Prior to the filing of litigation, the Code Enforcement Officer shall provide the Planning and Zoning Director with a confidential memorandum, which shall include the following information:

    - Property address and owner name;
    - A description of the city code violation or violation of other state or federal laws or regulations;
    - Any efforts to obtain compliance; and
    - A description of any exigent circumstances that call for initiation of litigation prior to the first feasible date for holding a closed session with City Council.

    The Planning and Zoning Director shall submit the matter to the City Manager. The City Manager, in consultation with the City Attorney, shall determine whether the matter should be presented to the City Council.

L. PENDING LITIGATION

Purpose: To provide guidance in engaging with the public and property owners regarding pending litigation initiated by the City.

Policy and Procedures:

1. Once litigation is pending or a matter has been referred to the District Attorney or City Prosecutor for litigation, Code Enforcement Officers and other staff shall follow the guidelines:

    a. Internal communications – All staff must consider the following when discussing violations:
        i. Always assume paper and electronic writings, including but not limited to emails, are subject to disclosure. Always assume personal/ad hominem comments will be disclosed in a deposition or other testimony.
        ii. Attorney/client privilege generally includes writings to or from the City Prosecutor; it does not include writings to or from the District Attorney.
        iii. Public record requests require timely response. Immediately contact the Planning and Zoning Director, City Prosecutor, and City Secretary when a request from the public is submitted for Code Compliance records for copying or inspection.
    b. Employees shall not independently determine whether a communication or record is protected by attorney-client privilege, confidential by law, or excepted from public disclosure. Questions regarding attorney-client privilege, litigation exceptions, law-enforcement exceptions, confidentiality, or disclosure shall be referred to the City Attorney, City Prosecutor, City Secretary, or other appropriate City official.

2. Records in criminal cases must be disclosed to the defendant, even without a Public Records Request or written discovery demand. These records will be provided to the City Attorney's office.

3. Discussions with the violator, their expert, and/or attorney:

    a. Discussions are not permitted during an investigation or during pending litigation unless previously approved by the City Attorney or the District Attorney.
    b. When a matter has been referred to the Prosecuting Attorney, consult with the Attorney prior to making any statements related to the litigation.
    c. General policy prohibits commenting on an investigation when a matter has been referred to the District Attorney. Consult with the District

Attorney or City Prosecutor prior to making any statements related to the litigation.

d. Direct the media to the City Manager and City Prosecutor.
e. When a matter has been referred to the District Attorney, general policy prohibits comments regarding an investigation. Consult with the District Attorney or City Attorney prior to making any statements related to the litigation.

M. REPORTING

Purpose: Code Enforcement activities are to be reported to the Planning and Zoning Director every two weeks, at the end of the fiscal year, and at the end of each calendar year. These reports are used by the Planning and Zoning Director and others to monitor not only the effectiveness of the program, but also the costs to fund the program. In addition, persons reporting the concerns are send surveys to give their opinion on the quality of service they have been provided.

Policy and Procedures: The surveys are produced by the GoGov system and the other documents being tracked are kept in the SharePoint software application. The documents in SharePoint consist of the animal control reconciliation spreadsheets, the bi-weekly and yearly call logs, and reporting requirements for the various pet adoption agencies.

1. Bi-weekly reports shall be generated through the GoGov site. The GoGov Reports tab can be found at the top left of both the “Requests” and “Code Cases” pages. Reports are created through the “Create” option on the reports tab.
2. Request Report Generation and Scheduling.
    a. A Request Report shall be generated using the “Modify Search” function. The report shall be filtered by “Date Last Updated – Last Week.” The “Topic” field shall be limited to the following categories: “Deceased Animal,” “Misc. Animal Request,” “TNR Cats,” “Wildlife Concern,” “Misc. Code Request,” and “Signs.” The “Department” field shall be set to “Animal Control and Code Compliance.”
    b. The “Modify Output” function shall be configured to display the following fields: “Request,” “Topic,” “Status,” “Date Last Updated,” “Animal Type,” and “Amount.”
    c. Upon completion, the report may be saved and scheduled using the “Save/Schedule Report” function. The report may be scheduled for

weekly delivery to the Code Enforcement Officer's designated email address.

3. Code Case Report Generation and Scheduling.
    a. A Code Report shall be generated using the "Modify Search" function. The report shall be filtered by "Action date – Last Week."
    b. The "Modify Output" function shall be configured to display the following fields: "Case," "Topic," "Status," and "Date Last Updated."
    c. Upon completion, the report may be saved and scheduled using the "Save/Schedule Report" function. The report may be scheduled for weekly delivery to the Code Enforcement Officer's designated email address.
4. Completion and Submission of the Bi-Weekly Report
    a. The "CM Report" spreadsheet shall be accessed through the "Animal Control and Code Enforcement" SharePoint site, located within the "CM Reports" folder.
    b. Each bi-weekly report shall be maintained as a separate worksheet within the "CM Report" spreadsheet. Each worksheet shall contain a table with the following column headings: "Case," "Topic," "Status," "Date Last Updated," "Animal Type," and "Amount."
    c. Information obtained from both the "Request Report" and "Code Case Report" shall be entered into the applicable bi-weekly report table.
    d. Upon completion of data entry, a PivotTable shall be created from the report table. The PivotTable shall include the "Case," "Topic," and "Status" fields and shall be configured as follows:
        i. The "Status" field shall be placed in the "Rows" section.
        ii. The "Topic" field shall be placed beneath the "Status" field in the "Rows" section.
        iii. The "Case" field shall be placed in the "Values" section.
    e. Upon completion and verification of the bi-weekly report and PivotTable, the report shall be submitted via email to the Planning and Zoning Director. In GoGov, the reports are under "Reports" at the top of the front page of the application. The GoGov training personnel will instruct Officers on the use and setup of the reporting.
5. In SharePoint, the documents are in a folder called "Animal Control/Code Enforcement".

N. GENERAL INFORMATION

1. GoGov software assistance is available at support@gogovapps.com or by phone at 925-456-4926.

2. Not all requests are violations of city code. Each Officer is responsible for using good judgement, researching state/local laws, and asking senior employees for assistance when needed. City employees shall not provide private parties with legal advice regarding landlord-tenant disputes, property rights, contractual disputes, or other private legal matters.

4. Controlling Authority

a. This Standard Operating Procedure provides administrative guidance for Code Enforcement operations and does not create or expand any enforcement authority beyond that provided by law.

b. In the event of a conflict between this SOP and federal law, state law, the Leon Valley City Charter, the Leon Valley Code of Ordinances, or another legally controlling authority, the controlling law shall govern.

c. Code Enforcement Officers are responsible for consulting the current Leon Valley Code of Ordinances and any ordinances adopted but not yet codified before taking formal enforcement action.

5. Nothing in this SOP creates a private right, entitlement to a warning or courtesy notice, or right to a particular enforcement sequence when a different procedure is authorized or required by law.

6. Statutory and ordinance requirements concerning notice, service, hearings, warrants, abatement, towing, demolition, assessment of costs, liens, and other due-process protections shall not be waived or shortened by this SOP.

7. Questions concerning legal authority or required procedures shall be referred through the chain of command and, when appropriate, to the City Attorney before enforcement action is taken.

8. Attached are:

a. Sample of a lien
b. Sample of Release of Lien
c. Informal Notice of Violation door hanger

CODE ENFORCEMENT | ANNUAL REVIEW

Code Compliance
Council Meeting
Dr. Crystal Caldera, City Manager
11/17/2026

Executive Summary

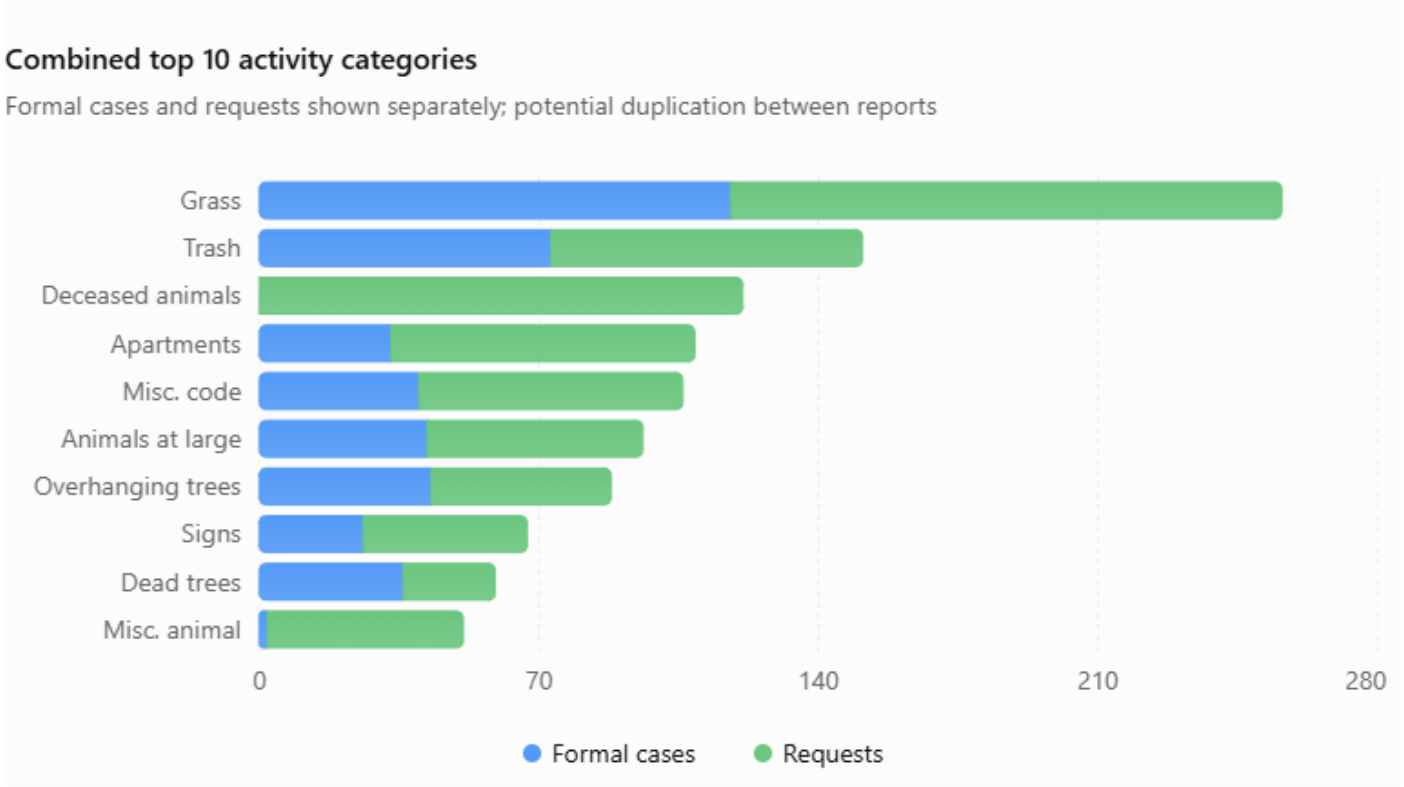
- 547 cases recorded by code
- 967 cases requested for code
- Total cases worked 1514
- 1425 closed
- Mission at Medical is 7.9% of the cases

Repeat Cases generated by Code Enforcement

Rank	Property address	Cases	Primary concerns
1	5622 Evers Rd	43	Apartment violations, maintenance, permits
2	6411 Longhouse Ct	8	Animals at large, trash, miscellaneous
3	6501 Bandera Rd	5	Signs, graffiti, trees, animals
3	6502 Bandera Rd	5	Permits, signs
3	6504 Bandera Rd	5	Permits, trash, signs, animals
6	6519 Adair Dr	4	Trash, permits, dead trees
6	7211 Horse Whip Dr	4	Animals at large
6	6509 Rue Francois St	4	Overgrown/high grass, dead trees
6	6827 Blacksmith Ln	4	Animals, fences, trash

Most Frequently Recorded Violations

Rank	Category	Formal cases	Requests	Combined
1	Overgrown / High Grass	118	138	256
2	Trash / Garbage	73	78	151
3	Deceased Animals	0	121	121
4	Apartment Violations / Issues	33	76	109
5	Miscellaneous Code Violations / Requests	40	66	106
6	Animals at Large	42	54	96
7	Overhanging Trees	43	45	88
8	Signs	26	41	67
9	Dead Trees	36	23	59
10	Miscellaneous Animal Issues / Requests	2	49	51
	Top 10 total	413	632	1,045



Same Repeat Addresses

Property address	Formal cases	Requests	Total	Documented violation / request types
5622 Evers Road	43	57	100	Apartment maintenance, permits, noise, animal issues, miscellaneous code concerns, water and health inspections
6411 Longhouse Court	8	7	15	Animals at large, trash, overgrown grass, animal cruelty, miscellaneous code violations
7018 Forest Pine Street	3	6	9	Overgrown/high grass, dead trees, sidewalk repair
6300 Rue Marielyne Street	3	5	8	Animal cruelty, overhanging trees, signs, apartment complaints
6509 Rue Francois Street	4	3	7	Overgrown/high grass, dead trees
6121 Rue Francois Street	3	4	7	Overgrown/high grass
7430 High Stepper Lane	3	4	7	Dead trees, overgrown grass, miscellaneous code requests
6520 Adair Drive	2	5	7	Miscellaneous code violations, trash, signs
Raymond Rimkus Park	0	7	7	Park safety, facility rentals, water, graffiti
6501 Bandera Road	5	1	6	Graffiti, signs, overhanging trees, animals at large
6504 Bandera Road	5	1	6	Signs, trash, animal cruelty, permits, animals at large
6519 Adair Drive	4	2	6	Trash, permits, dead trees
6201 Grissom Road	2	4	6	Animal bites, animal cruelty, apartment complaints

How the process works — intake to compliance

1. Complaint or proactive observation entered in GoGov as a Request.
2. Acknowledge request; inspect lawfully, photograph, and verify applicable code.
3. If verified, convert to a Code Enforcement case; document and issue courtesy letter.
4. Allow applicable legal correction period; re-inspect and document.
5. If unresolved, issue authorized citation / refer to Municipal Court; evaluate lawful abatement.

Why enforcement cannot always occur in 24 hours

SOP:

- All Requests are to receive a response within 48 hours.
- Initial response goals vary: urgent 3 working days; high 7; normal 10; low zoning 15.
- Low-priority grass/tree complaints have a 5-working-day initial response goal.
    - Grass, weeds, and debris generally have a 10-day remediation period after proper notice.
- Junked/inoperable vehicle cases may require approximately 30 days and specific notice/hearing steps.
- Immediate-danger exceptions exist but must meet statutory conditions.

What happens if a violation remains unresolved?

- Re-inspect and take updated photographs after the applicable compliance period.
- Prepare administrative violation/citation with case file for Municipal Court, where authorized.
- For qualifying cases, coordinate abatement only after legal authority and procedural safeguards are confirmed.
- Invoice lawful abatement costs; if unpaid, a lien may be available under applicable law.
- Chronic or serious cases may be referred to the prosecutor / City Attorney.

Current approach: compliance first

- Education, courteous contact, and voluntary correction are explicit SOP goals.
- A courtesy letter is an informal tool; it does not replace required legal notice.
- Enforcement must be consistent, evidence-based, and proportionate to safety risk.
- Citation and abatement authority exist, but cannot bypass statutory due process.

Proposed 90-day improvement plan

- Assign geographic inspection zones and scheduled proactive patrols.
- Review repeat-case addresses weekly; flag unresolved and recurring same-category cases.
- Track requests, initial response time, inspections, re-inspections, citations, and verified compliance.
- Audit case coding, duplicate addresses, and closure reasons in GoGov.
- Publish resident education on grass, debris, trees, loose animals, and permits.
- Report monthly results and barriers to Council.
- Begin a minimum of 8 new cases daily

Performance measures to report

- New requests vs. verified code cases; proactive vs. complaint-driven.
- Median days to initial inspection and to compliance, by priority.
- Cases closed due to verified correction vs. administrative closure.
- Repeat violations after documented correction; citations and court outcomes.
- Inspection and re-inspection counts per officer; open-case aging.

Questions for Council

- Does Council want a more citation-forward approach where legally permissible?
- Which types of repeat violations should receive priority?
- What level of monthly reporting and proactive patrol coverage does Council expect?
- Would Council support a citywide sweep?

ARDURRA

October 27, 2026

David Dimaline
Public Works Director
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Re: Proposal for Design Services
Public Works Building Expansion – Conceptual & Cost Estimate Services

Dear Mr. Dimaline:

Ardurra Group, Inc. is pleased to submit this fee proposal to the City of Leon Valley for the above-referenced project.

Ardurra, in conjunction with Angel Trevino Architecture, PLLC (ATA) will provide conceptual and cost estimate services for a fee up to $12,000. In addition, the Ardurra time will be billed hourly in accordance with the Professional Services Agreement dated September 5, 2023.

We look forward to working with you on this important project. If you have any questions or comments, please feel free to contact me at 210-822-2232.

Sincerely,
Ardurra Group, Inc
TBPE Firm No. 10053

Byron Sanderfer

Byron Sanderfer, P.E., CFM
Central Region Public Works Practice Director

Approved:

_____
City of Leon Valley

_____
Date

Attachment: ATA Proposal

Angel Treviño Architecture, PLLC
1312 Houston St, Suite #45 | Laredo, Texas 78040
M: (956) 763-4889 | angeltrevino@angeltrevinoarchitecture.com

DESIGN SERVICES PROPOSAL

CITY OF LEON VALLEY PUBLIC WORKS – PHASE 1 CONCEPTUAL DESIGN & OPCC

Date: October 27, 2026

Prepared for: Ardurra Group, Inc. | Attention: Byron G. Sanderfer, PE, CFM

Project: Leon Valley Public Works Building Expansion and Improvements

Location: 6429 Evers Rd, San Antonio, TX 78240

1. PROJECT DESCRIPTION & DESIGN OBJECTIVES

Angel Treviño Architecture, PLLC (ATA) proposes limited existing-building field documentation, three conceptual architectural alternatives and one preliminary Opinion of Probable Construction Cost (OPCC) per alternative. The City seeks additional offices, a flexible training/break room, accessible restroom and shower improvements, and related upgrades at the existing Public Works facility. Options 1 and 2 will evaluate selective renovation of adjoining interior spaces; Option 3 will study a separate modular office solution. All three options will address conceptual roof replacement, HVAC-related improvements and a consolidated storage shed to assist Ardurra and the City in selecting a preferred approach.

2. EXISTING BUILDING MEASUREMENTS & DOCUMENTATION

ATA will conduct one field-measurement visit of accessible portions of the existing Public Works building and existing storage units. Documentation will be limited to the architectural information needed to establish conceptual background plans:

- Overall building and accessible interior room dimensions; general exterior and interior wall locations; doors and windows.
- Ceiling heights, approximate overall exterior elevation heights and visible pre-engineered metal building (PEMB) column locations.
- Existing restroom and shower room layouts, visible plumbing fixture locations, covered parking geometry, and exterior dimensions of existing storage units.

Deliverable: one existing architectural floor plan with principal dimensions, exterior and interior walls, openings, room configurations, heights, visible PEMB columns, and restroom/shower plumbing fixture locations, plus measured storage-unit footprints for planning. This limited documentation supports conceptual design; it is not a complete as-built survey or detailed MEP/structural investigation. No measured existing site plan is included. ATA will use available aerials, City/Ardurra information or an Owner-provided survey for conceptual site diagrams.

3. SCOPE OF BASIC ARCHITECTURAL SERVICES

Option 1 – Front Covered Parking Conversion

- Study enclosure of approximately four front covered parking spaces for additional offices and associated functions. Rework the addition to establish a practical public/staff entrance and connection to the existing facility.
- Evaluate selective reconfiguration of adjoining existing offices and the open waiting area, including possible conversion of the waiting area into an office. Study the existing break room and opportunities for a combined training/break room. Include conceptual upgrades to existing restrooms and showers to address applicable Texas Accessibility Standards (TAS) requirements.

Option 2 – Rear PEMB Expansion

- Study a rear PEMB addition for additional office space, including connections to the existing building and selective reconfiguration of adjoining offices and circulation.
- Evaluate an efficient interior arrangement, including opportunities for a combined training/break room, and conceptual upgrades to existing restrooms and showers for accessibility. Illustrate the expansion relative to visible PEMB columns, with structural and system modifications carried as preliminary OPCC allowances pending engineering.

Option 3 – Manufacturer Modular Office

- Study a manufacturer-based modular office unit at the rear of the existing facility, using available manufacturer layouts to accommodate the additional offices and conference/training functions. This alternative does not include the extensive existing interior office, break room, restroom or shower reconfiguration proposed under Options 1 and 2.
- Diagram the intended accessible ramp, stairs, required landings and connection/covered walkway to the existing facility, with related preliminary site and utility allowances.

Common to all options: conceptual replacement of the existing roof, consideration of documented HVAC-related deficiencies, and a new consolidated storage shed informed by measurements of existing storage units and City requirements. These common improvements will be included in each OPCC; detailed roof engineering and storage-building construction documents are not included.

4. PHASE 1 DELIVERABLES

ATA will deliver one PDF conceptual package for each of the three options consisting of:

- One conceptual site diagram Illustrating approximate building locations, proposed additions, site access, parking configurations, pedestrian connections, and the proposed storage shed. The diagram will be developed using available site information, Owner-provided drawings, and/or publicly available aerial imagery, such as Google Earth. All locations, dimensions, and parking arrangements will be approximate and subject to verification during subsequent design phases

- One Conceptual Architectural Floor Plan: Illustrating proposed office layouts, circulation, and approximate square footages. For Options 1 and 2, the plans will also illustrate proposed modifications to existing offices, the waiting area, a combined training and break room, and improvements to existing restrooms and showers to address accessibility requirements.
- Up to two simplified conceptual exterior elevations indicating building massing, approximate heights and anticipated materials.
- One preliminary OPCC organized by principal construction components and allowances, including roof, storage shed, applicable HVAC, site work, and contingency.

ATA will provide one comparative summary of the three options, attend one coordinated review meeting with Ardurra and the City, and incorporate one consolidated correction cycle per option.

5. PRELIMINARY CODE, ACCESSIBILITY & COORDINATION

ATA will review applicable architectural building code and Texas Accessibility Standards (TAS) requirements pertinent to the conceptual alternatives, including occupancy, egress, accessible entries and routes, and affected existing rooms. For Options 1 and 2, ATA will diagram conceptual restroom and shower accessibility upgrades and associated interior modifications; full field verification and detailed compliance documentation will occur during later design. For Option 3, ATA will diagram conceptual ramp, stair and landing arrangements subject to verified grades and manufacturer requirements. ATA will coordinate preliminary site planning with Ardurra. Detailed engineering, system-capacity verification and permit-level documentation are outside Phase 1.

6. OPCC BASIS & LIMITATIONS

ATA will prepare one preliminary OPCC per option using conceptual areas and quantities, available cost references and allowances for systems not yet engineered. Each estimate will identify option-specific work, including interior office and accessibility improvements for Options 1 and 2, and applicable roof replacement, consolidated storage shed, HVAC, building systems, site work and construction contingency.

OPCCs are professional planning opinions, not contractor bids or guaranteed prices. Actual costs may change with engineering, unforeseen conditions, agency requirements and market pricing. ATA will identify apparent cost drivers and potential scope adjustments; additional estimating or substantial redesign beyond the included review cycle is an Additional Service.

7. ASSUMPTIONS, OWNER RESPONSIBILITIES & EXCLUSIONS

Ardurra will coordinate City direction, available building/site information, facility access, timely decisions and one consolidated set of review comments. The City will confirm office, entrance, combined training/break room, restroom/shower, roof and storage requirements and supply available reports and any survey. ATA will rely on visible conditions and furnished information for conceptual planning; field measurements do not verify concealed systems or certify code compliance.

Because renovation may disturb existing materials, the City shall arrange any required asbestos or other hazardous-material survey and testing through qualified parties before subsequent design or construction activities as appropriate. Testing, abatement and remediation are excluded from ATA's Phase 1 scope; potential findings may affect concepts and costs. Also excluded are boundary/topographic surveys; comprehensive as-builts or MEP surveys; destructive investigation; detailed structural, civil or MEP engineering; detailed roof/foundation/modular engineering; roof/RCP/section/detail plans, specifications and renderings; construction documents, permits, bidding and construction administration. Additional alternatives, material program changes or services beyond the included review cycle require written authorization as Additional Services.

8. SCHEDULE & PROFESSIONAL FEE

ATA anticipates Phase 1 delivery by Thanksgiving 2026, subject to written authorization, site access, timely information and consolidated review comments. Delays outside ATA's control may require schedule adjustment.

Existing building measurements and architectural background plan	$3,000.00
Option 1 – Front covered parking conversion and OPCC	$3,000.00
Option 2 – Rear PEMB expansion and OPCC	$3,000.00
Option 3 – Modular office and OPCC	$3,000.00
TOTAL PHASE 1 LUMP-SUM PROFESSIONAL FEE	$12,000.00

Payment: 100% upon initial delivery of existing-building documentation and all three conceptual packages/OPCCs. Included corrections remain part of Basic Services.

9. SUBSEQUENT SERVICES, STANDARD OF CARE & RISK ALLOCATION

Schematic Design, Design Development, coordinated engineering, Construction Documents, permitting, bidding and Construction Administration are subject to separate authorization and fees. ATA will perform its architectural services consistent with the skill and care ordinarily exercised by Texas architects under similar circumstances. ATA does not guarantee construction costs, schedule, agency approval, accuracy of Owner-furnished information or capacity of existing systems. Construction means, methods, sequencing and site safety remain with the Contractor.

To the fullest extent permitted by applicable law, ATA shall indemnify, but not defend, Ardurra against damages arising from third-party claims for bodily injury or tangible property damage only to the extent caused by ATA's negligent acts, errors or omissions in performing its services. ATA does not indemnify Ardurra for others' negligence. These provisions are subject to applicable Texas law and the executed professional services agreement.

10. AUTHORIZATION

Angel Treviño Architecture, PLLC appreciates the opportunity to assist Ardurra and the City of Leon Valley. Acceptance below authorizes ATA to provide the Phase 1 Basic Services described herein, subject to any separate agreement executed by the parties.

Authorized by: _____ Date: _____

Title / Organization: _____

Sincerely,

Angel Treviño, AIA, NCARB | Principal Architect

ARDURRA

October 27, 2026

David Dimaline
Public Works Director
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Re: Proposal for Design Services
Police Department Expansion – Conceptual & Cost Estimate Services

Dear Mr. Dimaline:

Ardurra Group, Inc. is pleased to submit this fee proposal to the City of Leon Valley for the above-mentioned project.

Ardurra, in conjunction with Angel Trevino Architecture, PLLC (ATA) will provide conceptual and cost estimate services for a fee up to $13,000. In addition, the Ardurra time will be billed hourly in accordance with the Professional Services Agreement dated September 5, 2023.

We look forward to working with you on this important project. If you have any questions or comments, please feel free to contact me at 210-822-2232.

Sincerely,
Ardurra Group, Inc
TBPE Firm No. 10053

Byron Sanderfer

Byron Sanderfer, P.E., CFM
Central Region Public Works Practice Director

Approved:

_____
City of Leon Valley

_____
Date

Attachment: ATA Proposal

Angel Treviño Architecture, PLLC
1312 Houston St, Suite #45 | Laredo, Texas 78040
M: (956) 763-4889 | angeltrevino@angeltrevinoarchitecture.com

DESIGN SERVICES PROPOSAL

CITY OF LEON VALLEY POLICE DEPARTMENT – PHASE 1 CONCEPTUAL DESIGN & OPCC

Date: October 27, 2026

Prepared for: Ardurra Group, Inc. | Attention: Byron G. Sanderfer, PE, CFM

Project: Leon Valley Police Department Evidence Storage Expansion and Office Reconfiguration

Location: 6400 El Verde Road, Leon Valley, Texas

1. PROJECT DESCRIPTION & BUDGET

Angel Treviño Architecture, PLLC (ATA) proposes to prepare two separate architectural conceptual design alternatives and preliminary Opinions of Probable Construction Cost (OPCC) to assist Ardurra and the City of Leon Valley in selecting a preferred approach. The City has identified a preliminary $1,000,000 construction budget. ATA will prioritize evidence storage, necessary site improvements, and limited office reconfiguration, and identify additional improvements that may be deferred or considered as additive alternates. The OPCCs will inform the scope achievable within the budget; construction cost is not guaranteed.

2. SCOPE OF BASIC ARCHITECTURAL SERVICES

Option 1 – Attached Addition, Replacement Parking & Limited Interior Work

- Develop an evidence-storage addition adjacent to Patrol Room A173, extending into the existing parking area, with intake and support functions based on the City's evidence program.
- Study replacement of approximately ten displaced parking spaces near the existing cul-de-sac and a conceptual accessible connection toward the ramp near Fitness Room A168.
- Evaluate reuse and selective reconfiguration of existing areas for offices, including Patrol A173, Sergeant A170, vacated evidence areas, and opportunities involving CID Lab A162, Booking/Holding A183–A186 and Sally Port A188. Prioritize existing partitions and systems with limited alterations.
- Separate essential construction work from possible additive alternates and future improvements in the OPCC.

Option 2 – New Standalone Evidence Facility

- Develop a conceptual freestanding evidence-storage facility on the City-identified vacant property, including site access, parking, secure receiving and anticipated utility connections.
- Use the same preliminary evidence-storage program as Option 1. Identify limited office reassignments or improvements at the existing Police Department, with those costs shown separately in the OPCC.
- Identify apparent operational considerations of a separate facility, including evidence transfer, security and potential staffing needs.

3. PHASE 1 DELIVERABLES

ATA will deliver a separate PDF package for each option consisting of:

- One conceptual site plan depicting the building footprint, parking, circulation, accessible pedestrian connections and site improvements.
- One conceptual architectural floor plan depicting room arrangements, approximate areas, evidence-storage functions and proposed reuse of existing areas.
- Up to two conceptual exterior elevations depicting building massing, approximate height and anticipated exterior materials.
- One preliminary OPCC organized by principal construction components and allowances, including contingency.

ATA will also provide one comparison summary for the two options, participate in one joint review meeting with Ardurra and City representatives, and incorporate one consolidated correction cycle per option.

4. EXISTING DOCUMENTS & EVIDENCE PROGRAM

ATA will use existing architectural, structural, civil and MEP drawings furnished by the City/Ardurra, including the available 2013 Police Department construction documents, as the basis for Phase 1 design and estimating assumptions. These documents have not been independently verified as record/as-built drawings.

The City shall furnish current evidence inventory, anticipated annual growth, retention policies, applicable accreditation criteria, security and environmental requirements, and operational input needed to plan for an anticipated 20–50-year evidence-storage horizon. ATA will review and incorporate this information into the concepts; the Police Department will review and confirm the proposed storage program and capacity assumptions before final delivery.

5. PRELIMINARY CODE, ACCESSIBILITY & CONSULTANT COORDINATION

ATA will review architectural code and Texas Accessibility Standards considerations pertinent to the concepts, including occupancy, egress, fire separations, parking, accessible routes and affected existing areas. For Option 1, ATA will diagram the intended replacement parking and accessible connection near the fitness room. ATA will coordinate preliminary site planning with Ardurra. Detailed civil, structural, MEP, fire-protection, security and specialty engineering design, system-capacity verification and permit-level compliance documentation are outside Phase 1 and will be addressed in later authorized services.

6. OPCC BASIS & LIMITATIONS

ATA will prepare one preliminary OPCC per alternative using conceptual areas and quantities, available cost references and allowances for systems not yet engineered, including applicable structure, site work, MEP, fire protection, security, renovations, temporary protection and construction contingency. Option 1 will distinguish base work from potential alternates; Option 2 will separately identify estimated existing-building improvements. Nonconstruction costs such as future design fees, permits, tests, hazardous-material remediation and Owner equipment are excluded unless specifically shown as allowances.

OPCCs are professional planning opinions rather than contractor bids or guaranteed prices. Actual costs may differ with subsequent engineering, field conditions, agency review, procurement and market pricing. ATA will identify apparent budget pressures and possible scope deferrals; redesign or additional estimates beyond the included correction cycle will be Additional Services.

7. ASSUMPTIONS, OWNER RESPONSIBILITIES & EXCLUSIONS

Ardurra will coordinate City direction, required records, timely decisions and one consolidated set of review comments. The City will provide the evidence program, available site and building information, facility access and required third-party studies. Police operations are assumed to continue during future construction; the City establishes operational and evidence-handling requirements. ATA will consider evident physical interfaces and conceptual temporary-protection allowances in the OPCC.

No asbestos, lead or other hazardous-material reports have been furnished. Investigation, testing and remediation, if required, are by qualified parties retained by the Owner. Excluded from Phase 1 are comprehensive measured as-builts and surveys; engineering and investigative testing; detailed evidence inventories or accreditation audits; developed roof/RCP/section/detail drawings and specifications; permit/construction documents; contractor estimates; bidding, construction administration, and detailed operational-continuity or construction-phasing plans. Substantial programming changes, new alternatives and services beyond the included review cycle require prior written authorization as Additional Services.

8. SCHEDULE & PROFESSIONAL FEE

ATA anticipates Phase 1 delivery by Thanksgiving 2026, subject to written authorization, receipt of required information and timely consolidated reviews. Schedule adjustments may be necessary for delays outside ATA's control.

Option 1 – Attached addition, parking, limited interior work and OPCC	$6,500.00
Option 2 – Standalone evidence facility, associated work and OPCC	$6,500.00
TOTAL PHASE 1 LUMP-SUM PROFESSIONAL FEE	$13,000.00

Payment: 100% upon initial delivery of both conceptual packages and OPCCs. The included correction cycle remains part of Basic Services.

9. SUBSEQUENT SERVICES, STANDARD OF CARE & RISK ALLOCATION

Schematic Design, Design Development, coordinated engineering, Construction Documents, permitting, bidding and Construction Administration are subject to a separate Phase 2 agreement. ATA will perform its architectural services consistent with the skill and care ordinarily exercised by Texas architects under similar circumstances. ATA does not guarantee construction price, schedule, accreditation or agency approval, or the accuracy of Owner-furnished records. Construction means, methods, sequencing and site safety are the Contractor's responsibility; police operations and evidence protocols remain with the City.

To the fullest extent permitted by applicable law, ATA shall indemnify, but not defend, Ardurra against damages from third-party claims for bodily injury or tangible property damage only to the extent caused by ATA's negligent acts, errors or omissions in performing its services. ATA does not indemnify Ardurra for others' negligence. These terms are subject to the executed professional services agreement and applicable law.

10. AUTHORIZATION

Angel Treviño Architecture, PLLC appreciates the opportunity to assist Ardurra and the City of Leon Valley. Acceptance below authorizes ATA to provide the Phase 1 Basic Services described in this proposal, subject to any separate agreement executed by the parties.

Authorized by: _____ Date: _____

Title / Organization: _____

Sincerely,

Angel Treviño, AIA, NCARB | Principal Architect

Angel Treviño Architecture, PLLC | M: 956-763-4889

Authorization for Facility Planning Services

Police Department & Public Works | November 2026

DECISION REQUESTED

Authorize Opinions of Probable Construction Cost (OPCCs) for five facility alternatives.

November 17, 2026
City Council Meeting

City Manager, Crystal Caldera, PhD

This action does not authorize construction or final design.

Why the City is requesting this work

- Establish the scope and estimated construction cost of facility improvements before selecting a project.
- Compare two Police Department approaches and three Public Works approaches on a consistent planning basis.
- Identify budget pressures, construction allowances, site constraints and improvements that can be deferred.
- Return to Council with options and probable costs for a separate capital project decision.
- The cost of receiving probable cost exceeded the initial estimate

Police Department | Project description

- Primary need: additional secure evidence storage and related intake/support functions.
- Evaluate limited office reconfiguration and reuse of existing space.
- Not to exceed $1,000,000 construction planning budget; *this is not an approved construction estimate.*
- Plan evidence storage using City-supplied inventory, retention, security and projected growth requirements over a 20–50-year horizon.
- Two separate design alternatives with probable cost

Police Department | Two concepts to price

OPTION 1 • ATTACHED ADDITION

Evidence-storage addition beside Patrol Room A173; replace approximately 10 displaced parking spaces; study accessible connection and limited interior office changes.

OPTION 2 • STANDALONE FACILITY

Freestanding evidence facility on City-identified vacant property; include access, parking, secure receiving and utilities. Price existing PD office improvements separately.

Both concepts will consider security, operations and construction-cost implications.

Public Works | Project description

- Provide additional offices and flexible training/break room functions.
- Evaluate accessible restroom and shower improvements and circulation.
- Study three ways to expand office capacity while maintaining existing operations.
- Every option also includes conceptual roof replacement, HVAC-related improvements and a consolidated storage shed.

Public Works | Three concepts to price

- OPTION 1 — Enclose approximately four front covered parking spaces; adjust entry, nearby offices, waiting area, break room and accessible facilities.
- OPTION 2 — Add office space at rear of existing pre-engineered metal building (PEMB); assess connections, interior layout and accessible facilities.
- OPTION 3 — Locate manufacturer-based modular offices at rear; include ramp, stairs, covered connection, site and utility allowances. Extensive interior renovations are not included.

What Council receives

- Five concept packages: two for Police and three for Public Works.
- For each option: conceptual site layout, floor plan, up to two simplified exterior elevations and an OPCC with construction components and contingency.
- Comparative option summary, one coordinated City review meeting and one consolidated correction cycle per option.
- Public Works also receives limited field measurements and an architectural background plan.
- OPCCs are planning opinions, not bids or guaranteed construction prices.

Cost to obtain the probable construction costs

POLICE DEPARTMENT

$13,000

Two options at $6,500 each

PUBLIC WORKS

$12,000

$3,000 field measurements + three options at $3,000 each

$25,000 Combined fees

IMPORTANT: Ardurra coordination/time is billed separately at hourly rates under its existing professional services agreement; total City expenditure is not capped at $25,000 by these proposals. Est. is 8 hours.

Fiscal impact and funding considerations

- Immediate commitment: $25,000 in planning fees, plus additional hourly Ardurra charges (est. 8 hours).
- Future construction: not authorized; Police has a $1 million cap on preliminary construction target, while Public Works construction cost remains undetermined.
- Later phases — engineering, detailed design, permitting, bidding and construction administration — require separate authorization and funding.
- Surveys, testing, hazardous-material investigation/remediation, owner equipment and other excluded costs may create additional expenditures.

Schedule, controls and next steps

- Target for initial packages: Thanksgiving 2026, subject to authorization, information, access and timely reviews. –This date will change by 3 weeks because I placed it on this CC agenda for approval.
- Police must supply evidence inventory, storage growth, retention and operational requirements; Public Works must confirm space, roof, HVAC and storage requirements.
- Staff reviews five concepts and OPCCs, compares scope, cost and operating considerations, then returns to Council.
- Council may then select a preferred concept, adjust scope, identify funding and separately consider subsequent design/construction.

Council action requested

Consider authorizing conceptual planning and preliminary OPCC services for:

- Police Department: $13,000 architectural fee for two alternatives.
- Public Works: $12,000 architectural fee for field documentation and three alternatives.
- Combined architectural fee: $25,000, with Ardurra hourly services handled separately under the existing agreement.
- No approval of construction or subsequent design is requested at this time.

LEON VALLEY
DEEP ROOTS. BIG IDEAS.

Delinquent Municipal Court Fees & Fines Collection & Activity Report September 30, 2026

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LINEBARGER
ATTORNEYS AT LAW

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November 17, 2026

Crystal Caldera, PhD
City Manager – City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

RE: Delinquent Municipal Court Fees & Fines Collection & Activity Reports

Dear Dr. Caldera:

On behalf of the law firm of Linebarger Goggan Blair & Sampson we are pleased to present this report for the period of June 2007 – September 2026 summarizing the work and resolvement in delinquent municipal court fees and fines services we have provided the City of Leon Valley. In the past 12 months (October 2025 – September 2026) over $687,000 in delinquent cases have been resolved. During this same period, 11,000 letters have been mailed to defendants and over 2,400 outbound phone calls have been made. Our comprehensive collection program continues to produce positive results for the City, while serving the debtors who owe money to the City.

There is a difference between a collection company and a collection law firm. As a law firm that focuses on collections for governmental entities, Linebarger recognizes there is more to the court system than basic collection services. Linebarger's mailing notices and phone outreach do more than just simply demand payment – the notices seek to achieve case resolution for the Court. Each case has an ultimate disposition, whether it is a monetary or non-monetary resolution.

We appreciate the opportunity to serve the City of Leon Valley. If there is a way to better serve the City's needs, please let us know. As always, we remain available to address any questions about our services or the information continued in this report.

Kindest regards,



Ronald Rocha
Partner

Cc: City of Leon Valley City Council
City of Leon Valley Municipal Court

City of Leon Valley

Delinquent Municipal Court Fees & Fines
Collection & Activity Summary

Collection Disposition Summary	September 1 - 30, 2026
Citations Assigned	30
Amount Assigned	$12,470
Citations Collected	150
Amount Collected	$28,949
Citations Cancelled	36
Amount Cancelled	$13,177
Citations Resolved	186
Amount Resolved	$42,126

Collection Disposition Summary - History	October 2007 - September 2026
Citations Assigned	87,358
Amount Assigned	$27,872,870
Citations Adjusted	15,159
Amount Adjusted	($862,945)
Citations Collected	31,291
Amount Collected	$9,963,312
Citations Cancelled	11,646
Amount Cancelled	$3,423,386
Citations Resolved	42,937
Amount Resolved	$14,249,643
Dollar Resolution Rate	51.1%

Collection Activity	September 1 - 30, 2026	
Letters		249
Address/Phone Updated		405
Phone Activity	Inbound	101
	Outbound	383

Collection Activity - History	October 2007 - September 2026	
Letters		247,410
Address/Phone Updated		106,106
Phone Activity	Inbound	33,354
	Outbound	610,178

City of Leon Valley

Delinquent Municipal Court Fees & Fines
Status of Outstanding Accounts

Status	Count	Amount
ACT - Active Account	37,806	$12,475,576
ATT - Attorney Contact Only	190	$75,315
BSW - Bankruptcy Stop Work	3	$569
CAD - Cease And Desist Demand	6	$2,709
DEC - Deceased. No Estate Or Beyond Claim	306	$98,756
DIS - Dispute	34	$9,976
HDS - Medical Hardship	2	$836
INC - Incarcerated	706	$228,275
PAY - Payment Plan In Effect.	3	$982
PRM - Promise Payment	156	$50,254
REF - Refuse To Pay	218	$69,131
SKP - Skiptracing For Phone	2,015	$597,751
SWC - Stop Work Per Client	55	$13,097
Total	**41,500**	**$13,623,227**

City of Leon Valley

Delinquent Municipal Court Fees & Fines
Monthly Collection Activity

Year	Month	Letters Mailed	Address/Phone Updated	Phone Activity		Dollars Collected
				Inbound	Outbound	
2026	**September**	249	405	101	383	$28,949
	August	4,280	462	98	192	$24,476
	July	363	623	94	415	$24,745
	June	213	489	95	321	$23,528
	May	183	731	160	326	$41,297
	April	149	291	196	251	$50,408
	March	4,059	429	201	67	$47,620
	February	551	2,888	82	53	$21,444
	January	774	600	52	75	$19,390
2025	**December**	204	188	18	124	$27,008
	November	176	1,287	98	87	$24,985
	October	290	413	113	159	$31,442
	September	354	231	76	73	$26,497
	August	5,528	422	104	88	$16,229
	July	527	368	90	244	$24,931
	June	165	269	37	199	$30,397
	May	157	643	18	73	$28,127
	April	283	270	97	318	$40,200
	March	270	420	116	1,305	$42,273
	February	4,256	331	98	1,155	$25,849
	January	630	439	50	1,744	$19,135
2024	**December**	179	246	17	2,229	$21,482
	November	89	250	15	1,311	$26,962
	October	373	1,215	66	1,294	$19,233
	September	273	288	106	1,770	$24,063
Total*		**24,575**	**14,198**	**2,198**	**14,256**	**$710,670**

*Contract to date information available upon request.

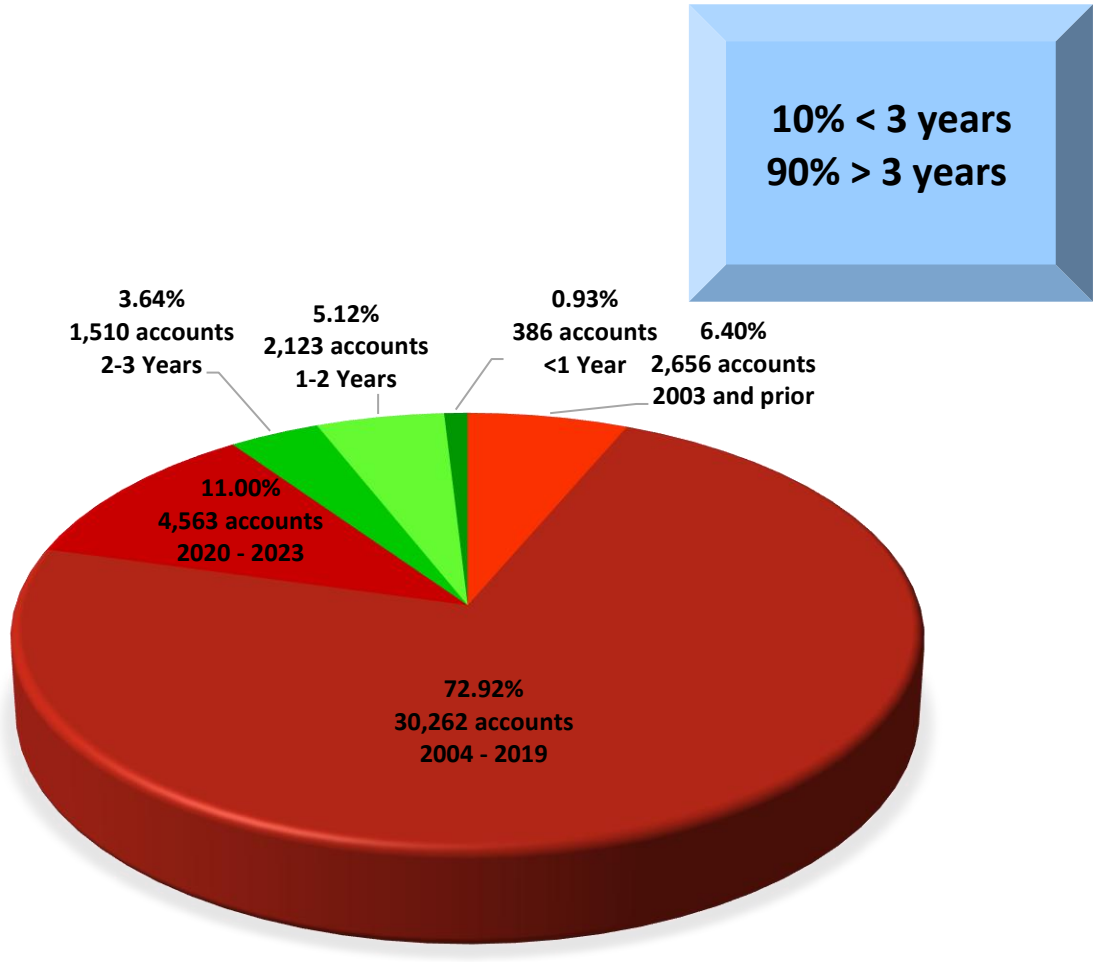
City of Leon Valley

Delinquent Municipal Court Fees & Fines
Portfolio Analysis
Outstanding Placements

	Accounts	Dollars	Acct. Pct.	Dollar Pct.	Average Balance
ALL ACCOUNTS	41,500	$13,623,227.44	100.00%	100.00%	$328.27
ADDRESSES					
No Mailing Address	97	$30,287.10	0.23%	0.22%	$312.24
Returned Mail	4,891	$1,578,955.87	11.79%	11.59%	$322.83
Good Address	36,512	$12,013,984.47	87.98%	88.19%	$329.04
OFFENSE AGE					
One Year or Less	386	$113,734.70	0.93%	0.84%	$294.65
1-2 Years	2,123	$762,628.64	5.12%	5.60%	$359.22
2-3 Years	1,510	$544,366.46	3.64%	4.00%	$360.51
+3 Years	37,481	$12,202,467.64	90.32%	89.57%	$325.56
PLACEMENT AGE					
One Year or Less	1,546	$552,100.85	3.73%	4.05%	$357.12
1-2 Years	1,671	$601,006.02	4.03%	4.41%	$359.67
2-3 Years	1,822	$647,772.54	4.39%	4.75%	$355.53
+3 Years	36,461	$11,822,348.03	87.86%	86.78%	$324.25

City of Leon Valley

Delinquent Municipal Court Fees and Fines
Age of Outstanding Offenses by Outstanding Citations
as of September 30, 2026



City of Leon Valley

Delinquent Municipal Court Fees & Fines
Offense Age of Placements*

	2019 & PRIOR	2020	2021	2022	2023	2024	2025	2026	Total Placements
September 2026	-	-	-	-	-	-	30	-	**30**
							100.00%		
August 2026	-	-	-	-	-	-	106	39	**145**
							73.10%	26.90%	
July 2026	-	-	-	-	-	1	76	31	**108**
						0.93%	70.37%	28.70%	
June 2026	-	-	-	-	-	-	95	44	**139**
							68.35%	31.65%	
May 2026	-	-	-	-	-	4	98	-	**102**
						3.92%	96.08%		
April 2026	-	-	-	-	-	-	61	1	**62**
							98.39%	1.61%	
March 2026	-	-	-	-	-	-	212	-	**212**
							100.00%		
February 2026	-	-	-	-	-	2	135	-	**137**
						1.46%	98.54%		
January 2026	-	-	-	-	-	10	193	-	**203**
						4.93%	95.07%		
December 2025	-	-	-	-	-	9	183	-	**192**
						4.69%	95.31%		
November 2025	-	-	-	-	1	8	257	-	**266**
					0.38%	3.01%	96.62%		
October 2025	-	-	-	-	-	2	89	-	**91**
						2.20%	97.80%		
September 2025	-	-	-	-	4	30	162	-	**196**
					2.04%	15.31%	82.65%		

*Contract to date information available upon request.

City of Leon Valley
Delinquent Municipal Court Fees and Fines
Placement Activity Summary

Year	Month	Count #	Orig Placement $	Cancelled $	Adjustment $	Net Placement $	Collected $
	September	30	$12,470	$0	$0	$12,470	$313
	August	145	$55,484	$0	$0	$55,484	$1,590
	July	108	$36,659	$243	($326)	$36,090	$2,200
	June	139	$46,664	$151	($804)	$45,708	$1,333
	May	102	$35,448	$248	$0	$35,200	$411
	April	62	$21,823	$0	($10)	$21,813	$781
	March	212	$73,665	$412	($2,000)	$71,253	$2,487
	February	137	$49,733	$0	$0	$49,733	$3,986
	January	203	$70,875	$0	$45	$70,920	$7,046
2026 Summary		**1,138**	**$402,821**	**$1,054**	**($3,095)**	**$398,671**	**$20,147**
	December	192	$68,917	$841	($395)	$67,681	$2,556
	November	266	$93,625	$638	($639)	$92,347	$10,446
	October	91	$31,047	$611	$105	$30,541	$3,990
	September	196	$69,509	$1,005	($671)	$67,833	$5,908
	August	223	$76,577	$1,035	($96)	$75,446	$7,455
	July	105	$33,196	$658	$105	$32,643	$6,341
	June	171	$62,304	$353	$366	$62,317	$9,934
	May	127	$44,847	$719	($159)	$43,970	$6,180
	April	228	$78,369	$1,809	($386)	$76,175	$9,889
	March	188	$65,683	$638	($1,439)	$63,605	$6,152
	February	196	$71,504	$2,569	($20)	$68,915	$9,687
	January	546	$199,885	$6,359	($3,848)	$189,678	$27,487
2025 Summary		**2,529**	**$895,463**	**$17,235**	**($7,077)**	**$871,151**	**$106,025**
	December	36	$12,453	$407	$31	$12,077	$2,620
	November	NT	NT	NT	NT	NT	NT
	October	128	$43,069	$781	($815)	$41,474	$5,571
	September	112	$39,065	$403	($36)	$38,626	$5,236
2024 Summary		**1,790**	**$624,803**	**$28,704**	**($4,046)**	**$592,053**	**$98,549**
2023 Summary		**2,307**	**$803,309**	**$54,867**	**($10,770)**	**$737,672**	**$160,986**
2022 Summary		**1,727**	**$621,373**	**$44,703**	**($3,591)**	**$573,079**	**$146,359**
2021 Summary		**903**	**$356,017**	**$43,190**	**($2,748)**	**$310,079**	**$75,354**
Prior Years		**76,964**	**$24,169,084**	**$3,233,633**	**($831,618)**	**$20,103,833**	**$9,355,892**

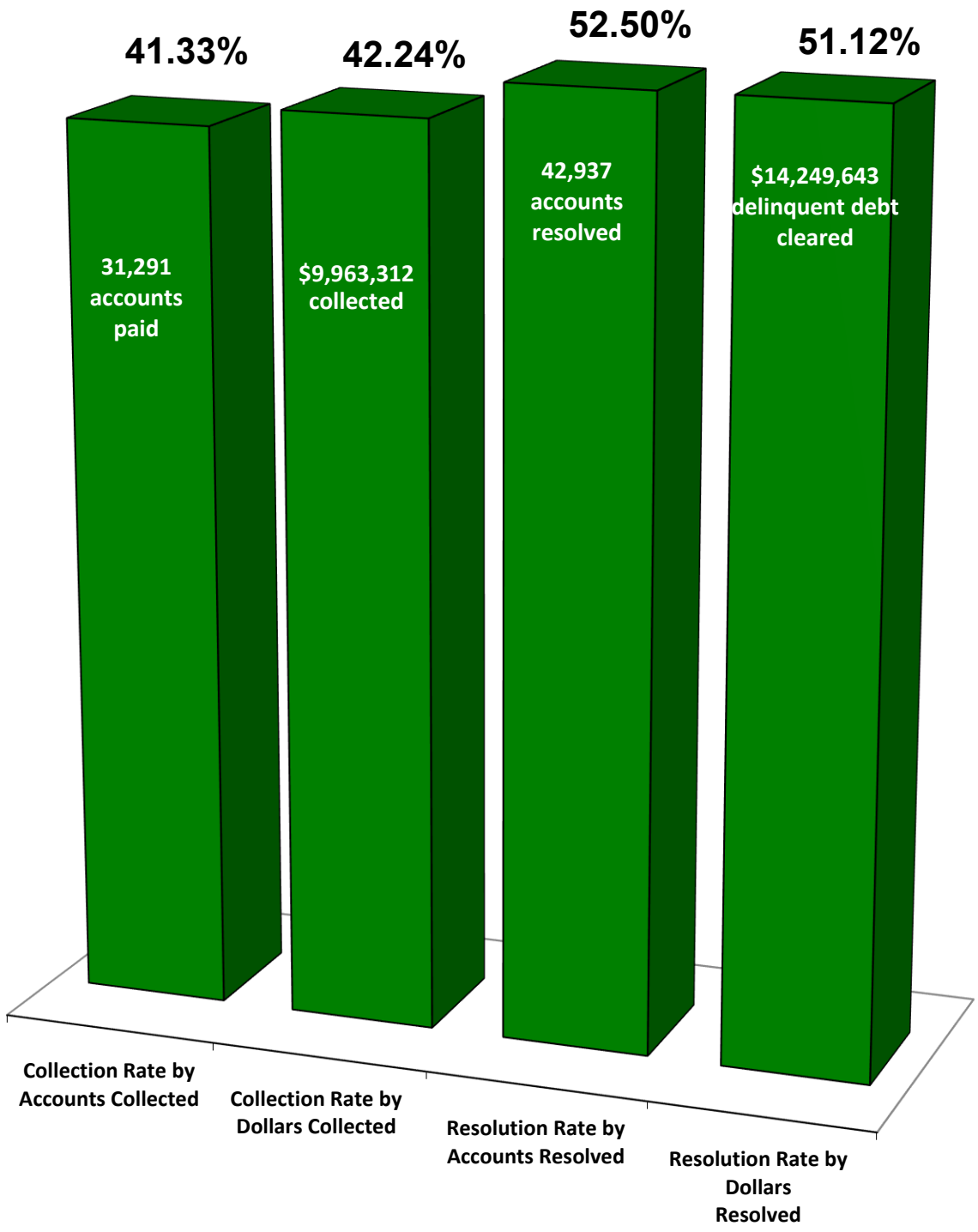
NT = No Transactions Received

City of Leon Valley

Delinquent Municipal Court Fees & Fines
Recovery Rate
as of September 30, 2026

$9,963,312

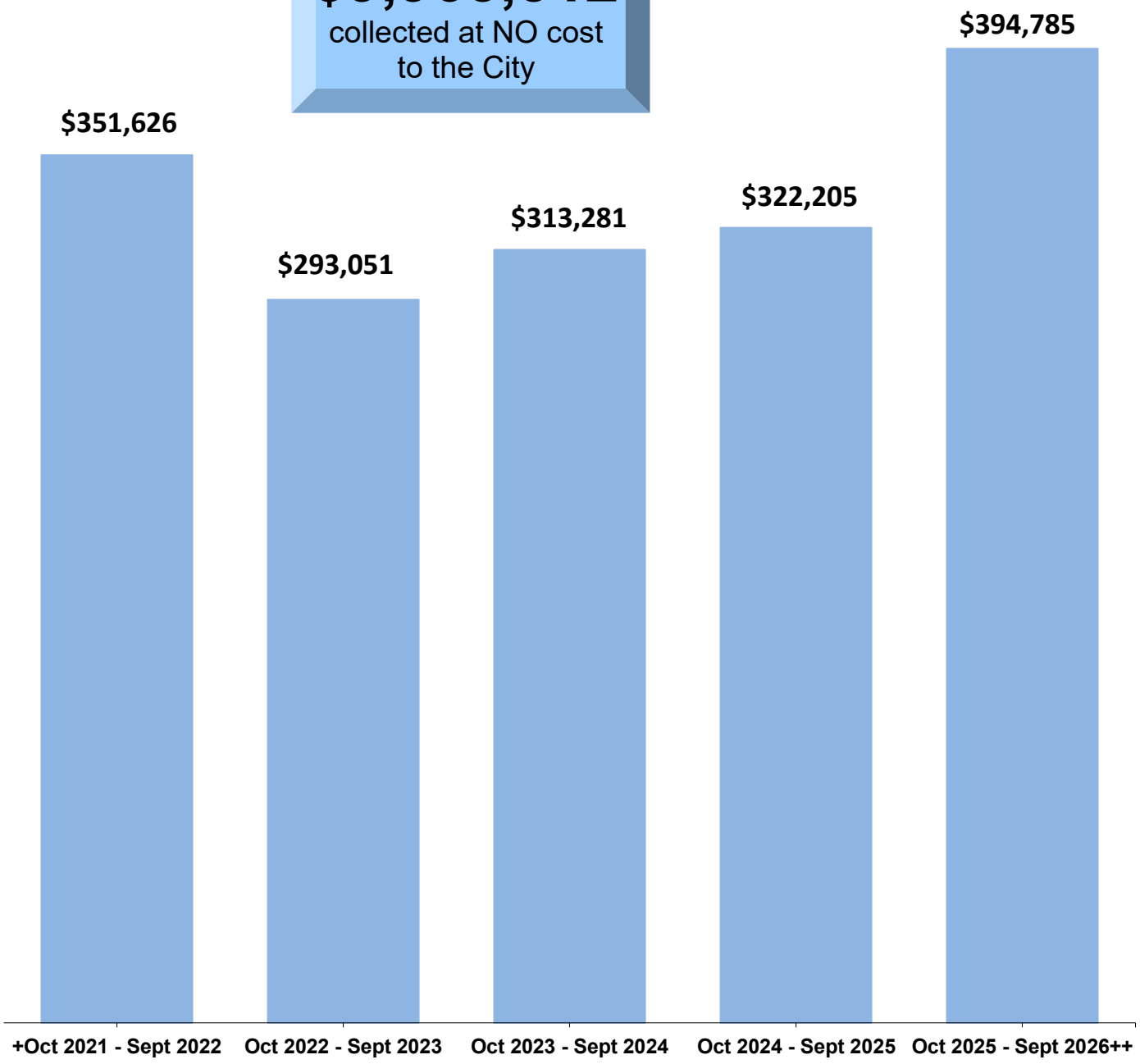
collected at no cost to City



City of Leon Valley

Delinquent Municipal Court Fees & Fines
Annual Collections by City's Fiscal Year
(October - September)
as of September 30, 2026

$9,963,312
collected at NO cost to the City

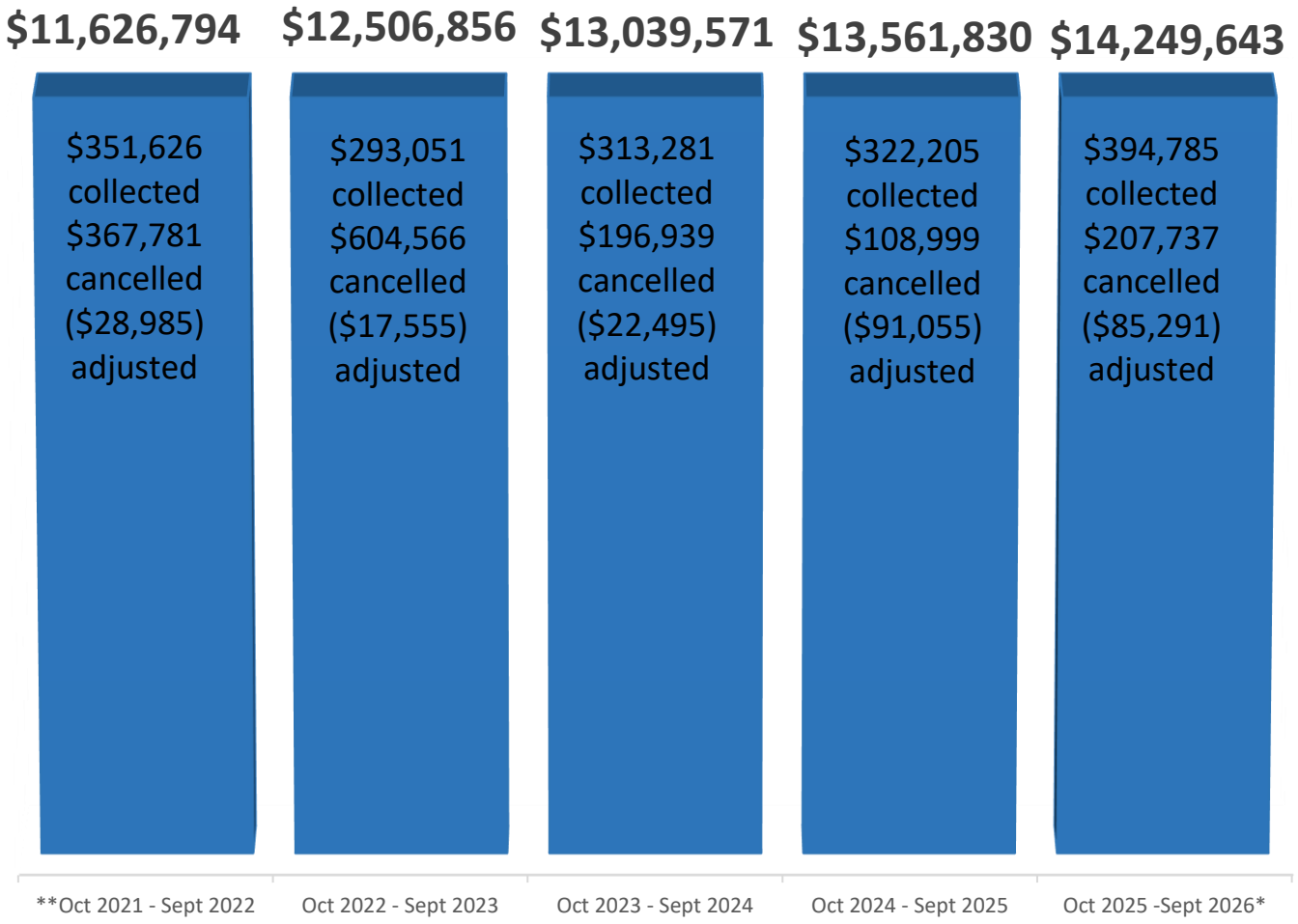


+Initial Placement: October 2007
++Current Year as of September 30, 2026

City of Leon Valley

Delinquent Municipal Court Fees & Fines
Cumulative Resolved Dollars by City's Fiscal Year
(October - September)
as of September 30, 2026

$14,249,643
Total Dollars Resolved

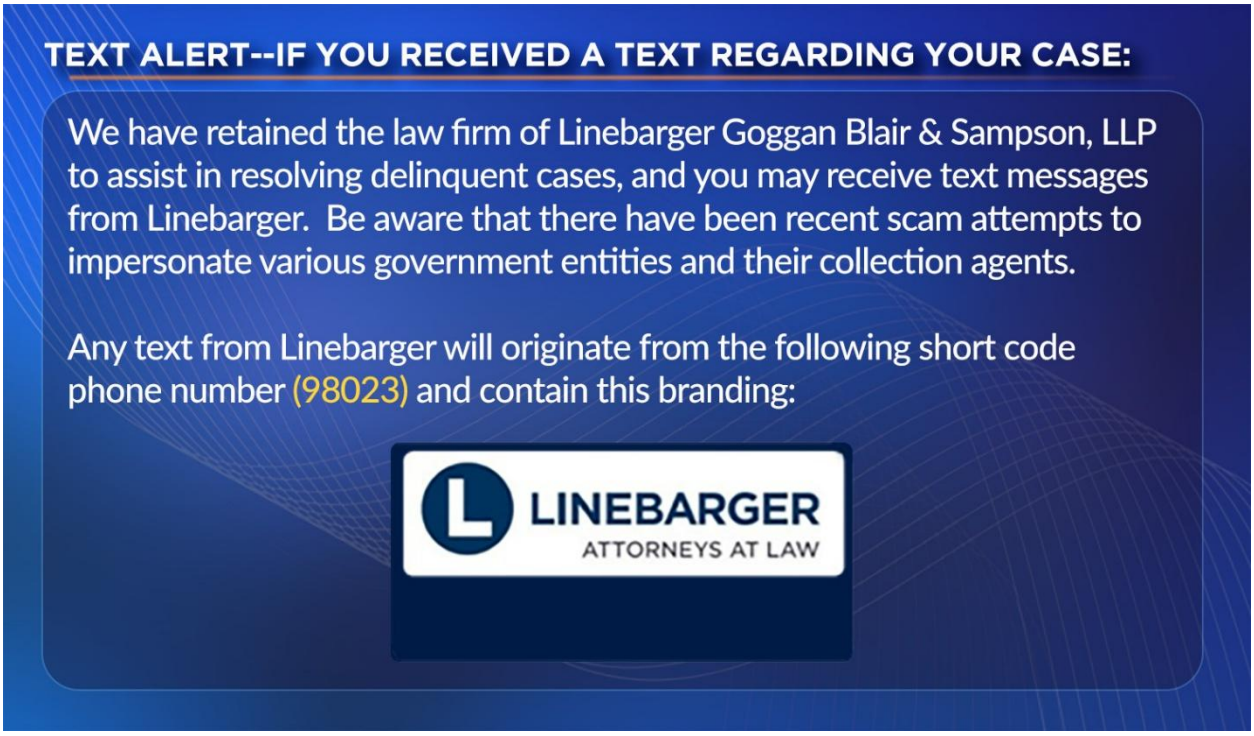


**Initial Placement: October 2007
*Current Year as of September 30, 2026

City of Leon Valley

Delinquent Municipal Court Fees & Fines
Texting – Multimedia Messaging Service
as of September 30, 2026

Text Messaging has become a preferred communication method for many account holders, LGBS, LLP was excited to launch the new Multimedia Messaging Service (MMS) with the City of Leon Valley Municipal Court in September 2025. By integrating MMS messaging into the LGBS processes, this service has improved engagement and facilitated faster case resolution. In the effort to build trust and reduce concerns on fraudulent activity, the graphic below is listed on the City of Leon Valley Municipal Court website to alert account holders that LGBS, LLP is sending messages on behalf of the City of Leon Valley.



Texting Activity	September 2025 – September 2026
Sent	45,608



City of Leon Valley

Summary of Delinquent Tax Collections and Results July 2025 – June 2026

Presented by:
Ronald E. Rocha,
Capital Partner

LINEBARGER
ATTORNEYS AT LAW

Taxpayer Assistance
July 2025 – June 2026

- **4 Mass Mailings:** 352 / $146,107.21
- **Target Mailing Activity:** 54 / $61,188.75
- **Outbound Collection Calls and Letters:** 239 / $345,202.02
- **Taxpayer Walk-Ins:** 3 / $2,105.08
- **Inbound Correspondence and Phone Inquiries:** 100 / $242,343.18
- **Payment Arrangements:** 45 / $83,660.38

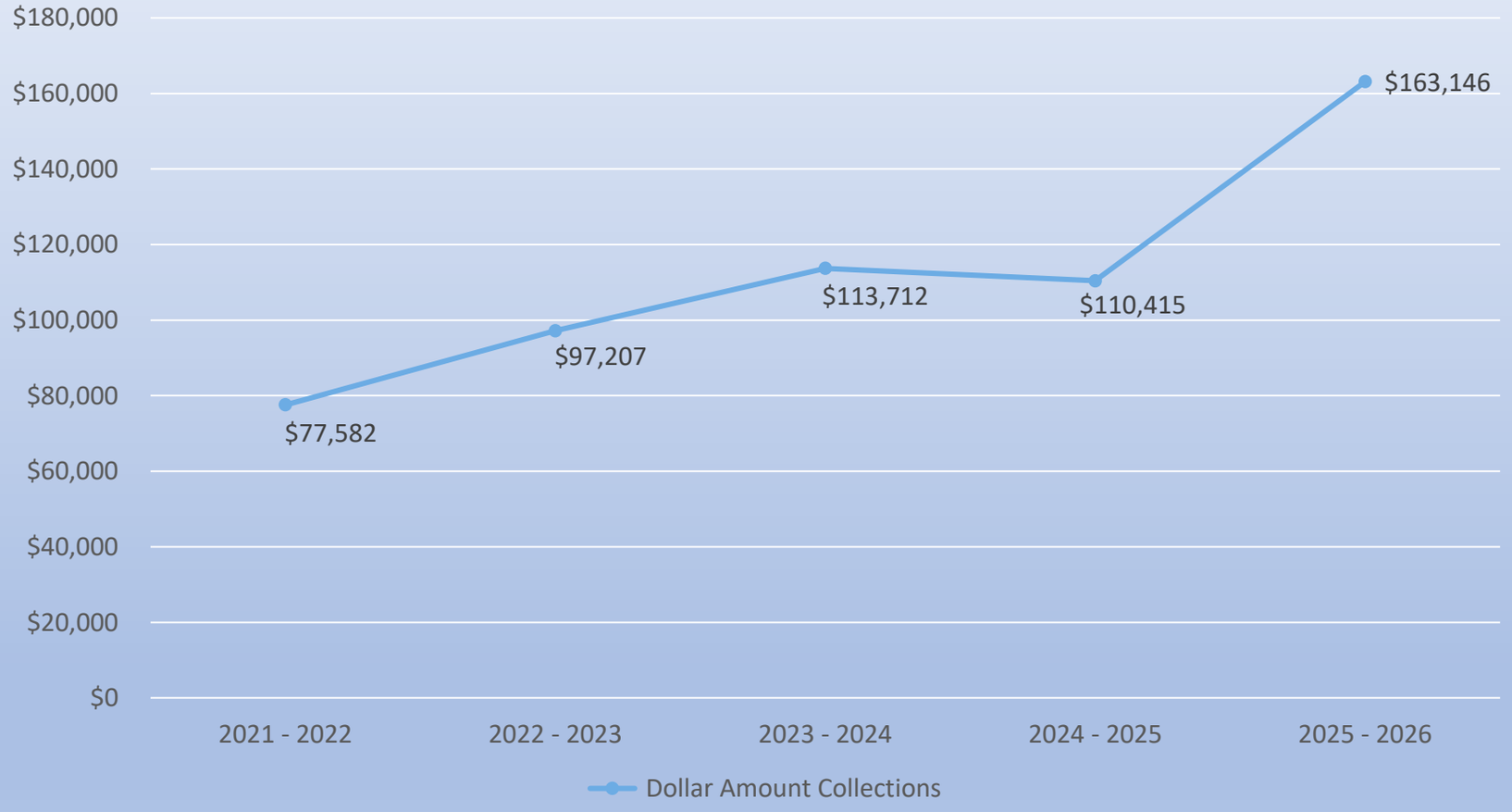
Collection & Litigation Activity
July 2025 – June 2026

- **Title & Ownership Research:** 45 accounts
- **Lawsuits Filed:** 7 lawsuits / $16,238.43
- **Judgments Taken:** 5 judgments / $16,588.71
- **Lawsuits Dispositions:** 27 lawsuits
- **Bankruptcy Claims:** 8 cases / $9,760.71

City of Leon Valley
Delinquent Tax Calendar Year July – June (All Years)
Delinquent Tax Collections
(Base Tax with Penalties & Interest)

Time Period	Year 2025-2026	Year 2024-2025	Year 2023-2024	Year 2022-2023	Year 2021-2022
July	$22,685	$12,850	$7,100	$10,288	$18,066
August	$15,991	$12,573	$6,370	$4,532	$6,941
September	$12,864	$8,056	$23,597	$10,748	$10,089
October	$10,677	$8,821	$13,692	$8,000	$6,488
November	$6,895	$8,496	$9,867	$8,319	$1,625
December	$28,399	$12,770	$11,915	$3,334	$3,844
January	$16,697	$6,182	$4,062	$4,348	$1,199
February	$13,950	$5,471	$7,438	$15,067	$2,724
March	$9,115	$8,502	$541	$12,500	$6,987
April	$9,809	$16,362	$9,014	$4,360	$8,684
May	$9,290	$5,975	$13,150	$10,748	$6,618
June	$6,774	$4,357	$6,966	$4,963	$4,317
Total	**$163,146**	**$110,415**	**$113,712**	**$97,207**	**$77,582**

City of Leon Valley Delinquent Tax Collections
July – June Year
(Base Tax with Penalties & Interest)



- Collections for City of Leon Valley have increased by **110%** from years 2021 to 2026

Collection Performance
(By Tax Year)

City of Leon Valley Analysis of Collection Performance By Tax Year as of September 30, 2026 (Base Tax Only)							
Tax Year	Adjusted Tax Levy as of August 31[1]	Receivable Balance at Turnover[2]	Collection Percentage at Turnover[2]	Receivable Balance 12 Months After Turnover[3]	Collection Percentage 12 Months After Turnover[3]	Receivable Balance as of 09/30/26[4]	Collection Percentage as of 09/30/26[4]
2011	$3,539,358.18	$63,976.00	98.2%	$26,848.35	99.2%	$1,675.02	100.0%
2012	$3,818,010.25	$90,514.00	97.6%	$32,011.22	99.2%	$2,676.03	99.9%
2013	$4,002,725.39	$93,743.00	97.7%	$27,003.25	99.3%	$3,703.22	99.9%
2014	$4,107,413.65	$74,214.00	98.2%	$31,408.88	99.2%	$4,741.13	99.9%
2015	$4,438,949.97	$94,417.00	97.9%	$31,519.57	99.3%	$6,662.44	99.8%
2016	$4,738,810.13	$78,019.00	98.4%	$24,704.61	99.5%	$9,583.08	99.8%
2017	$5,037,206.36	$74,668.00	98.5%	$30,686.84	99.4%	$11,434.51	99.8%
2018	$5,137,880.14	$81,522.00	98.4%	$32,255.78	99.4%	$10,400.68	99.8%
2019	$5,447,697.27	$109,838.00	98.0%	$33,487.20	99.4%	$13,304.16	99.8%
2020	$5,603,892.26	$92,128.00	98.4%	$36,850.13	99.3%	$15,907.62	99.7%
2021	$5,869,769.04	$86,806.00	98.5%	$38,624.92	99.3%	$21,999.60	99.6%
2022	$6,022,514.36	$89,430.00	98.5%	$42,888.46	99.3%	$21,289.67	99.6%
2023	$6,208,506.92	$102,724.00	98.3%	$47,872.72	99.2%	$26,147.01	99.6%
2024	$6,330,893.51	$131,126.00	97.9%	$44,310.22	99.3%	$39,943.10	99.4%
2025	$6,849,108.70	$179,679.00	97.4%	N/A	N/A	$138,571.68	98.0%

Work Plan Moving Forward

- Taxpayer Walk-Ins will continue
- Lawsuit filings will continue
- Sheriff Sales will continue

THANK YOU



Ronald E. Rocha
Capital Partner

LINEBARGER
ATTORNEYS AT LAW

CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, November 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; 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 5:31 PM and announced that a quorum of the City Council was present in Council Chambers.

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

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

None

3. 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.

4. City Manager's Report

1. **Upcoming Important Events**:
   - **November 17, 2026 – Regular City Council Meeting**
     6:30 PM - City Council Chambers
   - **November 21, 2026 – Special City Council and Historical Society Joint Meeting**
     9:00 AM - City Council Chambers
   - **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 23, 2026 – Blood Drive**
     10:00 AM – 3:00 PM – City Hall Parking Lot
   - **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
   - **December 7, 2026 – Annual Tree Lighting**
     5:30 PM – Community/Conference Center Area
   - **Miscellaneous other Events and Announcements**

   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:

   - Code Enforcement Update during the November 17, 2026, City Council Meeting.
   - Congratulations to the Library on their Boo Bash and mentioned the upcoming Big Rig Petting Zoo.
   - Little Caesars is open and there will be a grand opening soon.
   - Congratulations to Isaiah Espino for obtaining his Class A CDL.

5. **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.

DRAFT

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. 10-20-2026 Regular City Council Meeting Minutes**
   - **b. 10-24-2026 Coffee with the Mayor and City Council Minutes**

2. **Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
   - **a. 03-12-2026 Park Commission Meeting Minutes**
   - **b. 05-14-2026 Park Commission Meeting Minutes**
   - **c. 09-16-2026 Earthwise Living Committee Meeting Minutes**
   - **d. 09-21-2026 Economic and Community Development Advisory Committee Meeting Minutes**

6. Regular Agenda

1. **Presentation, Public Hearing, and Discussion on Approving an Ordinance on a Specific Use Permit Request to Allow a Hospice Office Facility to Provide Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 1.03 Acre Tract of Land, Located at 6502 Bandera Road Suite 200; and More Specifically Described as CB 4429A, Block 8, Lot 6, Seneca Estates Unit 9 (1st Read as Required by City Charter) – M. Gallardo, Planning and Zoning Director**

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

   Mayor Chris Riley opened the public hearing at 5:56 PM.

   There being no public comment, Mayor Riley closed the public hearing at 5:56 PM.

   There was a consensus to place this item on the November 17, 2026, Consent Agenda.

2. **Presentation, Public Hearing, and Discussion Approving a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use "Data Center" as Being Allowed in the I-1 Industrial Zoning Districts by Right (1st Read as Required by City Charter) - M. Gallardo, Planning and Zoning Director**

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

   Mayor Chris Riley opened the public hearing at 6:08 PM.

There being no public comment, Mayor Riley closed the public hearing at 6:08 PM.

There was a consensus to place this item on the November 17, 2026, Consent Agenda.

3. **Presentation, Public Hearing and Discussion Approving a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use "Logistics Center" as Being Allowed in the I-1 Industrial Zoning District by Right (1st Read as Required by City Charter)- M. Gallardo, Planning and Zoning Director**

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

   Mayor Chris Riley opened the public hearing at 6:15 PM.

   There being no public comment, Mayor Riley closed the public hearing at 6:15 PM.

   There was a consensus to place this item on the November 17, 2026, Consent Agenda.

4. **Presentation and Discussion on a Request for Variance to the Leon Valley Code of Ordinances, Chapter 3 Building Regulations, Article 3.04 – Signs, Section 3.04.012(a) Off-premises Signs, to Allow a New Off-premises Sign to be located at 7019 Huebner Road, Lot 10, Block 1, CB 4446G, Clear Creek Village Subdivision Unit 2, on Approximately .44 Acres - M. Gallardo, Planning and Zoning Director**

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

   A motion was made by Council Place 3, Campos, to approve the variance request 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.

5. **Presentation and Discussion on an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees (1st Read as Required by City Charter) – R. Reed, Library Director**

   Regina Reed, Library Director, presented the item.

   There was a consensus to place this item on the November 17, 2026, Consent Agenda.

6. **Presentation, Discussion, and Possible Action on an Ordinance Authorizing a Budget Adjustment to the General Fund Budget for Fiscal Year 2026-2027 to fund the Earthwise Committee Event (1st Read as Required by City Charter) - C. Miranda, Community Relations Director**

   Crystal Miranda, Community Relations Director, presented the item.

There was a consensus to place this item on the November 17, 2026, Consent Agenda.

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

None

8. Adjournment

There being no further business, Mayor Riley adjourned the meeting at 6:45 PM.

These minutes were approved by the Leon Valley City Council on the 17th day of November 2026.

APPROVED

_____

CHRIS RILEY
MAYOR

ATTEST:

_____

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT

CITY OF LEON VALLEY
PLANNING & ZONING COMMISSION
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, July 28, 2026, at 6:30 PM

MINUTES

1. **CALL TO ORDER AND ROLL CALL**
PRESENT – Voting Members
Commissioner 1 David Perry
Vice Chair, Commissioner 2 Andrea Roofe
Commissioner 4 Donnie Britt
Commissioner 5 Olen Yarnell
Chair, Commissioner 6 Erick Matta
Commissioner 7 Russell Hernandez
1st Alternate Annette Ramirez

ABSENT
Commissioner 3 Abraham Diaz

Also, in attendance was Planning and Zoning Director, Michael Gallardo and City Manager, Dr. Crystal Caldera.

Chair Matta called the meeting to order at 6:31 PM. Chair Matta asked 1st Alternate Annette Ramirez to sit on the dais to fill in for Commissioner Diaz who was not present. Then Chair Matta Led the Pledge of Allegiance.

2. **APPROVAL OF ZONING COMMISSION MINUTES**

Discussion and Possible Action Approving the March 24,2026, Planning and Zoning Commission Meeting Minutes and the April 28, 2026, Special Planning and Zoning Commission and City Council Joint Meeting Minutes - M. Gallardo, Planning And Zoning Director

Commissioner Perry made a motion to approve the minutes as presented. The motion was seconded by Commissioner Yarnell.

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

3. NEW BUSINESS

1. Discussion and Possible Action Excusing Commissioners from the March 24, 2026, Planning and Zoning Commission Meeting in Accordance with Chapter 15 Article 15.02 Zoning Ordinance Division 13 Organization and Enforcement Section 15.02.721- M. Gallardo, Planning and Zoning Director

Chair Matta asked if Commissioner Roofe notified the Director or Chair of her absence. Director informed the group that Commissioner Roofe provided notification.

Commissioner Hernandez made a motion to excuse Commissioner Roofe's absence. The motion was seconded by Commissioner Perry.

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Chair Matta asked if Commissioner Diaz notified the Director or Chair of his absence. Director informed the group that Commissioner Diaz provided no notification.

Commissioner Yarnell made a motion to excuse Commissioner Diaz's absence. The motion was seconded by Commissioner Perry.

Voting Yea: Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

Voting Nay: Chair, Commissioner 6 Matta

The motion passed 5-1.

2. Discussion and Possible Action on the Nomination and Election of the Positions of Chair, Vice-Chair, and Second Vice-Chair of the Planning and Zoning Commission- M. Gallardo, Planning and Zoning Director

Chair Matta opened the discussion by providing clarity on when the nominations take place. He stated that officers are elected every two years and on even years.

Commissioner Roofe nominated Erick Matta for the position of Chair and the motion was seconded by Commissioner Britt. Chair Matta declined the motion and Commissioner Roofe withdrew her motion and Commissioner Britt withdrew his second motion.

Commissioner Yarnell nominated Commissioner Hernandez for the position of Chair. The motion was seconded by Chair Matta.

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Commissioner Hernandez nominated Commissioner Roofe for the position of Vice-Chair. The motion was seconded by Chair Matta.

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Commissioner Yarnell nominated Commissioner Perry for the position of Second Vice-Chair, and the motion was seconded by Commissioner Roofe.

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Chair Matta expressed his objection to the Special Meeting that City Council held with one of the Commission members. Chair Matta felt City Council went around the Chair and the Commission.

Chair Matta then passed on the position of Chair to the new Chair Hernandez. Chair Hernandez then facilitated the remainder of the meeting.

3. **Presentation, Public Hearing, and Discussion to Consider a Recommendation on a Specific Use Permit Request to Allow a Professional Aesthetic Clinic Offering Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 1.03 Acre Tract of Land, Located at 6502 Bandera Road Suite 201; and More Specifically Described as CB 4429A, Block 8, Lot 6, Seneca Estates Unit 9 – M. Gallardo, Planning and Zoning Director**

Chair Hernandez opened the discussion and Commissioner Yarnell asked if this type of request was the same as the previous meeting. Director Gallardo confirmed that it was the same type of request. The applicant, Amanda Szyman spoke to the Commission and confirmed that she is Registered Nurse and would have a Medical Director on site. Commissioner Matta asked if the group had submitted the required documentation. Director Gallardo affirmed that those documents would be required prior to the issuance of a Certificate of Occupancy. 1st Alternate Ramirez asked if the business would become a dispensary. The applicant confirmed that it would not.

After discussion regarding the process a motion was made by Commissioner Britt to approve the request and seconded by Commissioner Roofe.

Voting Yea: Commissioner 6 Matta, Chair, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

4. **Presentation, Public Hearing, and Discussion to Consider a Recommendation on a Specific Use Permit Request to Allow a Provider-led Wellness and Aesthetic Clinic Offering Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 2.24 Acre Tract of Land, Located at 5309 Wurzbach Road Suite 106; and More Specifically Described as CB 4429A, Block 4, Lot 29, Crystal Lake Commercial– M. Gallardo, Planning and Zoning Director**

Chair Hernandez opened the discussion and the applicant, Veronica Carrera came to the podium to field questions. Commissioner Yarnell asked when the business would open. The applicant stated they would open on August 15, 2026. Commissioner Matta discussed the increase in aesthetic businesses and asked why the business chose Leon Valley. The applicant stated that the cost and proximity to other businesses made the location ideal.

After discussion a motion was made by Commissioner Britt to approve the request and seconded by Commissioner Roofe.

Voting Yea: Commissioner 6 Matta, Chair, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

5. **Discussion and Action to Approve the Vacate of a Portion of Jeff Loop Road and Lots Located Along the Roadway for Public Purposes- M. Gallardo, Planning and Zoning Director**

The Commission discussed what the property was used for in previous years. Commissioner Roofe asked if a sign would be erected notifying the public that the road ends. Director Gallardo stated that signage would be determined after completion recording the plat.

After the discussion a motion was made by Commissioner Matta to approve the item and seconded by Commissioner Perry.
Voting Yea: Commissioner 6 Matta, Chair, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Chair Hernandez suggested that we modify the way the Commission determines an excused or unexcused absence. Dr. Caldera informed the Commission that City Council updated the ordinance so that the Commission voted on whther or not to excuse an absence. Commissioner Matta provided some background on why the ordinance changed. Dr. Caldera confirmed that a vote was required.

4. ADJOURMENT

Chair Hernandez announced the meeting adjourned at 7:28 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 27th of October 2026.

APPROVED

RUSSELL HERNANDEZ
CHAIR

ATTEST:

MICHAEL GALLARDO
PLANNING AND ZONING DIRECTOR

City of Leon Valley
October 2026 Financial Report

Carol Goering

Finance Director

City Council Meeting

November 17, 2026

City of Leon Valley
Monthly Financial
October 2026

General Fund

Target Percentage 0.0833%

REVENUE	FY 2027 BUDGET	FY 2027 Y-T-D ACTUAL		FY 2026 Y-T-D ACTUAL	
Ad Valorem	$ 5,788,328	$ 152,960	2.6%	$ 177,711	2.9%
Sales Taxes	3,883,695	-	0.0%	-	0.0%
Franchise Taxes	979,950	11	0.0%	19	0.0%
Licenses, Permits, Fees & Fines	2,023,620	108,251	5.3%	99,974	6.3%
Interest Income	440,313	39,519	9.0%	39,184	9.1%
Miscellaneous Revenue	492,835	12,885	2.6%	10,787	0.6%
Transfers In	2,071,953	-	0.0%	-	85.8%
Total Revenue	**$ 15,680,694**	**$ 313,626**	**2.0%**	**$ 327,675**	**2.0%**

EXPENDITURES					
Municipal Court	$ 530,152	$ 37,754	7.1%	$ 44,850	9.0%
Finance	492,383	48,074	9.8%	43,701	9.3%
Council & Manager	957,966	75,012	7.8%	67,289	7.3%
Information Technology	275,357	87,720	31.9%	108,182	32.6%
Police	4,171,759	356,848	8.6%	318,151	8.5%
Impound Lot	168,864	15,504	9.2%	15,935	10.2%
Fire	5,040,107	387,626	7.7%	334,696	7.0%
Public Works	2,713,257	227,318	8.4%	269,870	10.9%
Planning and Zoning	1,133,471	32,797	2.9%	24,717	2.4%
Economic Development	837,305	45,622	5.4%	33,717	4.9%
Code & Animal Control	123,092	3,147	2.6%	12,292	6.3%
Special Events	38,452	-	0.0%	-	0.0%
Parks & Recreation	1,957,243	8,236	0.4%	12,358	0.45%
Library	678,148	57,289	8.4%	48,659	7.3%
Transfers Out	-	-	0.0%	-	0.0%
Total Expenditures	**$ 19,117,556**	**$ 1,382,946**	**7.2%**	**$ 1,334,417**	**7.1%**

City of Leon Valley
Monthly Financial
October 2026

General Fund

MISC REVENUE BREAKDOWN:	2027 BUDGET	2027 YTD ACTUALS		2026 YTD ACTUALS	
Miscellaneous	$ 302,835	$ 12,885	4.3%	$ 10,102	1.3%
Sales of Surplus Property	10,000	-	0.0%	-	0.0%
ASPP Grant	20,000	-	0.0%	-	0.0%
Hike and Bike Grant	-	-	0.0%	-	0.0%
DEA Reimbursement	35,000	-	0.0%	-	0.0%
Insurance Proceeds	50,000	-	0.0%	685	1.4%
Library Grant	-	-	0.0%	-	0.0%
Fire Grant	50,000	-	0.0%	-	0.0%
PD Grants	25,000	-	0.0%	-	0.0%
Total Miscellaneous	**$ 492,835**	**$ 12,885**	**2.6%**	**$ 10,787**	**0.6%**

City of Leon Valley
Monthly Financial
October 2026

Water/Sewer/Storm Water Fund

Target Percentage 0.0833%

REVENUE	FY 2027 BUDGET	FY 2027 Y-T-D ACTUAL		FY 2026 Y-T-D ACTUAL	
Water Sales	$ 2,201,463	$ 180,465	8.2%	$ 82,383	4.0%
Sewer Sales	2,706,278	135,304	5.0%	64,958	2.5%
Storm Water	543,971	34,145	6.3%	16,745	3.0%
Connection & Platting	12,450	-	0.0%	300	0.0%
Customer Fees	85,362	9,742	11.4%	5,979	8.2%
Tapping Fees	12,500	-	0.0%	1,200	6.0%
Interest Income	178,601	10,399	5.8%	14,111	8.1%
Miscellaneous Revenue	140,500	-	0%	-	0.0%
Total Revenue	**$ 5,881,125**	**$ 370,055**	**6.3%**	**$ 185,675**	**3.3%**
EXPENDITURES					
Water System	1,576,680	87,879	5.6%	71,155	2.0%
Sewer System	2,011,586	41,620	2.1%	37,841	1.0%
Storm Water	937,808	1,306	0.1%	34,287	5.5%
Other Sources/Uses	1,602,780	-	0.0%	-	0.0%
Total Expenditures	**$ 6,128,854**	**$ 130,804**	**2.1%**	**$ 143,282**	**1.5%**
CAPITAL OUTLAY					
Water System *	290,000	-	0.0%	-	0.0%
Sewer System	150,000	-	0.0%	-	0.0%
Storm Water	700,000	-	0.0%	29,500	7.7%
Total Capital Outlay	**$ 1,140,000**	**$ -**	**0.0%**	**$ 29,500**	**0.7%**

* 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
October 2026

Water/Sewer/Storm Water Fund

MISC REVENUE BREAKDOWN:	2027 BUDGET	YTD ACTUALS	
Miscellaneous	$ 140,500	$ -	0.0%
Grant - Bexar County	-	-	0.0%
Total Miscellaneous	**$ 140,500**	**$ -**	**0.0%**

City of Leon Valley
Monthly Financial
October 2026

Community Center Fund

Target Percentage 0.0833%

REVENUE	FY 2027 BUDGET	FY 2027 Y-T-D ACTUAL		FY 2026 Y-T-D ACTUAL	
Hotel/Motel Taxes	$ 85,000	-	0.0%	-	0.0%
Short Term - Rentals	-	-		-	
RENTAL FEES					
Community Center	-	3,870	0.0%	2,010	4.0%
Conference Center	-	2,118	0.0%	3,504	19.5%
Interest Income	15,547	877	5.6%	890	5.8%
Transfers in	-	-	0.0%	-	0.0%
Total Revenue	**$ 100,547**	**$ 6,865**	**6.8%**	**$ 6,404**	**3.8%**

EXPENDITURES					
Personnel	$ 37,490	$ 5,186	13.8%	$ 8,758	8.7%
Supplies	13,100	135	1.0%	(414)	-3.0%
Contractual	49,803	5,382	10.8%	4,985	9.7%
Capital Outlay	160,000	-	0.0%	-	0.0%
Transfers Out	-	-	0.0%	-	0.0%
Total Expenditures	**$ 260,393**	**$ 10,703**	**4.1%**	**$ 13,329**	**7.1%**

City of Leon Valley
Monthly Financial
October 2026

Economic/Community Development

Target Percentage 0.0833%

REVENUE	FY 2027 Budget	FY 2027 Y-T-D ACTUAL		FY 2026 Y-T-D Actual	
Sales Tax Revenues	$ 427,693	$ -	0.0%	$ -	0.0%
Interest Income	20,313	1,671	8.2%	1,713	8.4%
Total Revenues	**$ 448,006**	**$ 1,671**	**0.4%**	**$ 1,713**	**0.4%**
EXPENDITURES					
Personnel	$ 484,657	$ 39,893	8.2%	$ 14,255	8.4%
Supplies	4,475	-	0.0%	1,135	25.4%
Contractual	48,173	5,729	11.9%	8,826	2.3%
Capital Outlay	300,000	-	0.0%	9,500	7.7%
Total Expenditures	**$ 837,305**	**$ 45,622**	**5.4%**	**$ 33,717**	**4.9%**

City of Leon Valley
Monthly Financial
October 2026

Impound Lot

Target Percentage 0.0833%

REVENUE	FY 2027 Budget	FY 2027 Y-T-D ACTUAL		FY 2026 Y-T-D Actual	
Impound Lot Fees	$ 135,000	$ 4,421	3.3%	$ 11,720	11.6%
Auctions	90,000	-	0.0%	563	0.6%
Total Revenues	**$ 225,000**	**$ 4,421**	**2.0%**	**$ 12,283**	**6.1%**
EXPENDITURES					
Personnel	$ 142,011	$ 12,521	8.8%	$ 11,198	8.2%
Supplies	4,400	-	0.0%	6	0.2%
Contractual	22,453	2,983	13.3%	4,731	29.1%
Capital	-	-	0.0%	-	0.0%
Total Expenditures	**$ 168,864**	**$ 15,504**	**9.2%**	**$ 15,935**	**10.2%**

City of Leon Valley
Monthly Financial
October 2026

Red Light Cameras (RLC)

Target Percentage 0.0833%

REVENUE	FY 2027 Budget	FY 2027 Y-T-D ACTUAL		FY 2026 Y-T-D Actual	
Red Light Camera Fines	$ 2,176,803	$ 146,940	6.8%	$ 197,218	10.5%
Late Fees/Court Costs	200,000	12,276	6.1%	14,847	7.4%
Interest Income	45,000	1,500	3.3%	1,537	3.4%
Miscellaneous Revenue	-	-	0.0%	-	0.0%
Transfers in	-	-	0.0%	-	0.0%
Total Revenues	**$ 2,421,803**	**$ 160,716**	**6.6%**	**$ 213,602**	**10.0%**

EXPENDITURES

Red Light Cameras (Tier 1)

Personnel (6 employees)	$ 729,904	$ 59,896	8.2%	$ 60,076	8.5%
Supplies	23,400	-	0.0%	451	2.4%
Contractual	931,997	124,073	13.3%	93,779	10.3%
Transfers	351,506	-	0.0%	-	0%
Total Tier One	**$ 2,036,807**	**$ 183,969**	**9.0%**	**$ 154,306**	**8.0%**

Traffic Safety (Tier 2)

Personnel (2 employees)	$ -	$ 1,737	#DIV/0!	$ 17,685	8.3%
Supplies	68,150	-	0.0%	-	0.0%
Contractual	159,193	39,235	24.6%	58,387	42.4%
Capital Outlay	68,000	-	0.0%	-	0.0%
Total Tier Two	**$ 295,343**	**$ 40,972**	**13.9%**	**$ 76,073**	**17.9%**

	UNAUDITED	
RLC Fines Revenue	146,940	
RLC Expenditures (Personnel, Supplies, Contractual)	(183,969)	
RLC Share Personnel YTD	(29,292)	
	(66,321)	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	(33,160)	
Late Fees Revenue (City keeps 100%)	12,276	
Interest Income Revenue (City keeps 100%)	1,500	
	(19,385)	City Revenue Portion
Traffic Safety Expenditures	(40,972)	
	(60,357)	Total Net Fund Revenue (Loss)

City of Leon Valley
Monthly Financial
October 2026

RED LIGHT TICKETS ISSUED VS PAID

FY 27	ISSUED	PAID
10/01 - 10/31		
11/01 - 11/30		
12/01 - 12/31		
01/01 - 01/31		
02/01 - 02/28		
03/01 - 03/31		
04/01 - 04/30		
05/01 - 05/31		
06/01 - 06/30		
07/01 - 07/31		
08/01 - 08/31		
09/01 - 09/30		
	-	-

FY 26	ISSUED	PAID
Q4 10/01 - 12/31	18,177	6,911
	18,177	6,911
Variance	(18,177)	(6,911)

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
October 2026 Financial Report

Carol Goering

Finance Director

City Council Meeting

November 17, 2026

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2026

TO: Mayor and City Council

FROM: Michael Gallardo, Planning and Zoning Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion and Possible Action on Approving an Ordinance on a Specific Use Permit Request to Allow a Hospice Office Facility to Provide Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 1.03 Acre Tract of Land, Located at 6502 Bandera Road Suite 200; and More Specifically Described as CB 4429A, Block 8, Lot 6, Seneca Estates Unit 9 – M. Gallardo, Planning and Zoning Director

PURPOSE & BACKGROUND

The purpose of this item is to consider a request to approve a Specific Use Permit (SUP) to allow a Hospice Office Facility offering advanced aesthetic treatments in a B-2 Retail District. The office will utilize the suite to offer hospice administrative and clerical functions and advanced aesthetic treatments. The property is surrounded by similar retail businesses, and the proposed concept is suitable for the furnishing of goods and services to surrounding residential areas. Due to the services provided a Specific Use Permit (SUP) is required under Chapter 15 Zoning, Division 12, Section 15.02.381, as the business will provide intradermal permanent and temporary cosmetics. Additionally, a Specific Use Permit (SUP) is required under Chapter 15 Zoning, Division 12, Section 15.02.662, as the property abuts a residential zoning district.

STAFF COMMENTS

The proposed facility will need to comply with all code requirements as outlined in Chapter 15 Zoning, Division 3 Administration, Section 15.02.103 to obtain a certificate of occupancy.

Surrounding Zoning

- North: R-2 Retail District
- West: R-6 Garden House District
- East: R-2 Retail District
- South: B-2 Retail District & R-1 Single Family District

Notification

- Letters mailed to property owners within 200’ 16

- Letters received in favor 0
- Letters received in opposition 0
- Letters returned undeliverable 0

FISCAL IMPACT

The applicant paid all fees associated with the SUP application and the project will increase ad valorem and sales tax for Leon Valley.

RECOMMENDATION

Staff recommends approval of the request.

APPROVED : _____ DISAPPROVED : _____

APPROVED WITH THE FOLLOWING AMENDMENTS :

_____

_____

ATTEST :

_____

Michael Gallardo

Planning and Zoning Director

ORDINANCE No. 2026-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL GRANTING A SPECIFIC USE PERMIT REQUEST TO ALLOW A HOSPICE OFFICE FACILITY OFFERING ADVANCED AESTHETIC TREATMENTS IN A B-2 RETAIL ZONING DISTRICT LOCATED AT 6502 BANDERA ROAD SUITE 200; AND MORE SPECIFICALLY DESCRIBED AS CB 4429A, BLOCK 8, LOT 6; PROVIDING A REPEALER CLAUSE; SEVERABILITY CLAUSE; NOTICE OF MEETING; SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

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

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

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

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

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

WHEREAS the City Council of the City of Leon Valley now desires to grant the Specific Use Permit Request, as requested at the subject location.

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

SECTION 1. The request for a Specific Use Permit to Allow a Hospice Office Facility Offering Advanced Aesthetic Treatments in a B-2 Retail Zoning District Located at 6502 Bandera Road Suite 200; and More Specifically Described as CB 4429A, Block 8, Lot 6, Leon Valley, Texas, is hereby approved.

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

ordinance.

SECTION 3. SEVERABILITY CLAUSE. If any provision, section, sentence, clause, or phrase of this ordinance or application of the same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this ordinance or its application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the Leon Valley City Council in adopting, and the Mayor in approving this Ordinance, that no portion thereof or provisions or regulation contained herein shall become inoperative or fall by reason of any unconstitutionally or invalidity of any portion, provision, or regulation.

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

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

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

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of November 2026.

APPROVED

_____
CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
ART RODRIGUEZ
City Attorney

Sec. 15.02.381 - Permitted use table

Use	O-1	B-1	B-2	B-3	I-1	SO	CIO	GO
Intradermal permanent cosmetics	X	SUP	SUP	P	P	U	U	U

Sec. 15.02.662 Exceptions

(a) Where the proposed new construction of freestanding buildings, multi-tenant office buildings, shopping centers, trade centers, office/warehouses or industrial parks abuts any residential zoning district, a specific use permit must be obtained prior to the issuance of a building permit.

(b) Land uses listed in the permitted use table as requiring a specific use permit shall be required to obtain a specific use permit prior to issuance of a certificate of occupancy, except as set out below:

(1) A use which does not significantly alter an existing use by:

(A) Adding to the value of an existing building, or group of buildings operated as a unit and for the same general purpose, by more than 50 percent.

(B) Adding to the floor space of an existing building, or group of buildings operated as a unit and for the same general purpose, by more than 30 percent.

(2) The owner(s) of freestanding buildings, multi-tenant office buildings, shopping centers, trade centers, office/warehouses or industrial parks may apply for a continuous specific use permit when it is anticipated that certain tenant uses listed in section 15.02.381 or section 15.02.382, are going to require repeated application for specific use permit.

(3) Granting of the continuous specific use permit shall have the effect of exempting that use from the regular requirements of this article, so that use permits may be allowed throughout the entire freestanding building, multi-tenant office building, shopping center, trade center, office/warehouse or industrial park without individual specific use permits.

(1972 Code, sec. 30.3002; 2008 Code, sec. 14.02.662)

PZ-2026-21
Specific Use Permit Request
Velvet Aesthetics LLC
6502 Bandera Road Suite 200

Michael Gallardo
Planning and Zoning Director
City Council Meeting
November 17, 2026

Summary

- Question
  - City Council is being asked to consider a Specific Use Permit Request to allow a Hospice Office Facility offering Advanced Aesthetic Treatments in a B-2 Retail Zoning District on approximately 1.03-acres of land, located at 6502 Bandera Road Suite 200.
- Options
  - 1. Approval
  - 2. Denial
  - 3. Other
- Declaration
  - The SUP is compatible with surrounding zoning

Purpose

- Property is zoned B-2 Retail District
- Suite will be utilized for both hospice administration and advanced aesthetics
- Applicant specializes in advanced cosmetic injectables and wellness treatments
- The property holds similar businesses that promote goods and services which are appropriate for surrounding districts.

Purpose

Sec. 15.02.381 – Permitted Use Table

Use	O-1	B-1	B-2	B-3	I-1	SO	CIO	GO
Intradermal permanent cosmetics	X	SUP	SUP	P	P	U	U	U

Sec. 15.02.662 - Exceptions

(a) Where the proposed new construction of freestanding buildings, multi-tenant office buildings, shopping centers, trade centers, office/warehouses or industrial parks abuts any residential zoning district, a specific use permit must be obtained prior to the issuance of a building permit.

Location Map

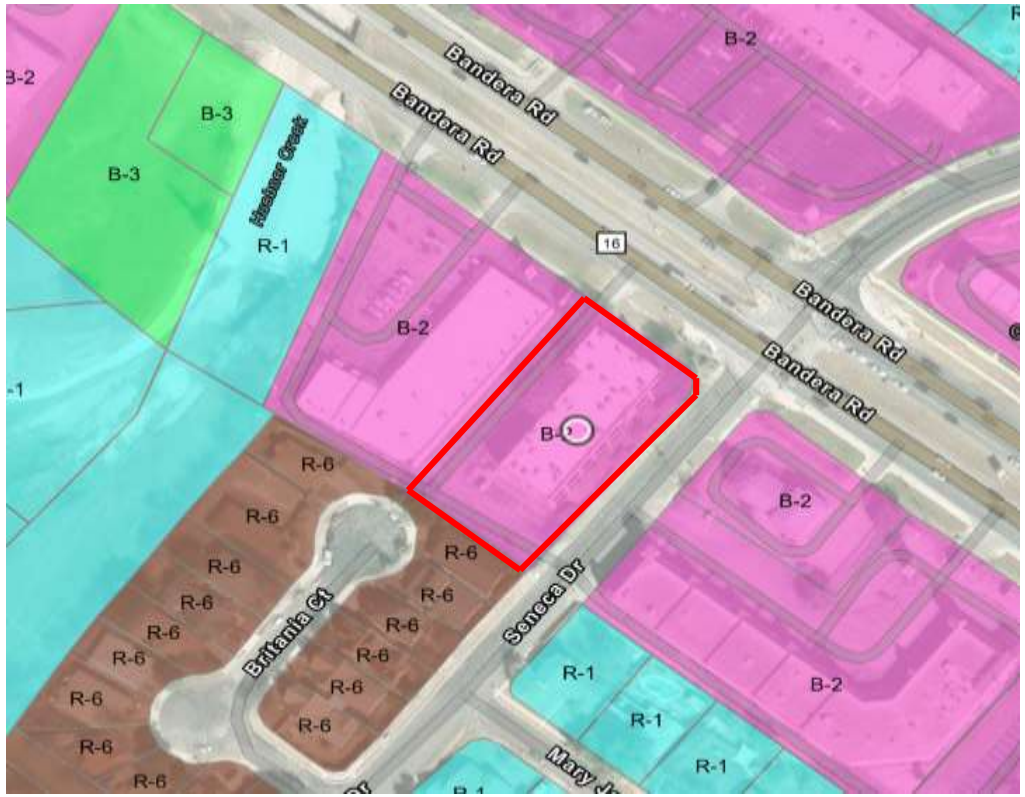


Aerial View



Surrounding Zoning

- North: B-2 Retail District
- West: R-6 Garden House District
- East: B-2 Retail District
- South: B-2 Retail District & R-1 Single Family



Master Plan

- The Master Plan, Bandera Road South Corridor is comprised of Retail and Commercial users on developed lots
- Request is compatible with the City's Master Plan, as long as the applicant maintains the minimum setbacks and separation requirements from adjacent residential uses

Staff Comments

- Existing structure complies with code requirements
- Building permit required prior to construction

Notification

- Letters mailed to property owners within 200’ 16
- Letters received in favor 0
- Letters received in opposition 1
- Letters returned undeliverable 0

Fiscal Impact

- The applicant has paid all fees associated with the processing of this Specific Use Permit request
- The development will increase ad valorem property taxes

Planning and Zoning Commission Recommendation

- The Planning and Zoning Commission recommended approval in a vote of 7-0

Recommendation

- Staff has no objection to the issuance of a Specific Use Permit to allow the operation of a Professional Aesthetic Clinic offering advanced aesthetic treatments at 6502 Bandera Road Suite 200.

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2026

TO: City Council

FROM: Michael Gallardo, Planning and Zoning Director

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

SUBJECT: Presentation, Discussion and Possible Action Approving a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use “Data Center” as Being Allowed in the I-1 Industrial Zoning Districts by Right

PURPOSE

The purpose of this communication is to consider a Non-Specified Use request to define and allow the use “Data Center” in the following zoning category by right:

- I-1 Industrial Zoning District

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

Proposed Definition:

Data Center – a physical room, building, or facility for storing, managing, and disseminating data and information, including computer systems and associated components, housing IT infrastructure, and training artificial intelligence. The Energy Independence and Security Act of 2007 defines a data center as "any facility that primarily contains electronic equipment used to process, store, and transmit digital information. This includes "a free-standing structure" or "a facility within a larger structure, that uses environmental control equipment to maintain the proper conditions for the operation of electronic equipment.

Operational Characteristics:

- Operate 24 hours a day.
- Utilize backup generators and Uniterruptible Power Supply battery units during a grid failure.
- Modern data centers often build specialized acoustic dampening walls, silencers, and sound barriers to reduce noise pollution.

Regulatory Background:

Data Centers are regulated by Local Zoning and Land Use ordinances designating them to Industrial Districts. The local ordinance dictates regulations such as setbacks, landscaping and screening requirements. Local governments enforce strict decibel limits on the giant exterior cooling towers and backup generators to protect surrounding neighborhoods from noise pollution.

Relevant Zoning Ordinance Sections:

Division 11 - Non-Specified Uses

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

Sec. 15.02.602 - Effect of Provision:

- Propose new uses for inclusion in zoning districts.

Sec. 15.02.603 - Hearings:

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

Proposed Permitted Use Table Update:

Use	**O-1**	**B-1**	**B-2**	**B-3**	**I-1**
Data Center	X	X	X	X	P

FISCAL IMPACT

These changes may encourage data center businesses to relocate to Leon Valley, potentially increasing ad valorem tax revenues.

RECOMMENDATION

Staff recommends defining “Data Center” and assigning Data Centers to the I-1 Industrial District. This will provide applicants with clear processes and requirements for approval.

ORDINANCE NO. 2026-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AMENDING THE LEON VALLEY CODE OF ORDINANCES, CHAPTER 15 ZONING, DIVISION 2 – RULES OF CONSTRUCTION AND DEFINITIONS, SEC. 15.02.052 – DEFINITIONS AND CHAPTER 15 ZONING, DIVISION 7 PERMITTED USE TABLE, SECTION 15.02.381 TO ALLOW THE USE "DATA CENTER" IN THE I-1 INDUSTRIAL ZONING DISTRICT BY RIGHT; PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

WHEREAS the City has determined that this use should be allowed in the I-1 Industrial zoning district without certain restrictions or additional regulations, and now desires to revise Section 15.02.381 Table of Permitted Uses to reflect these revisions; and

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

WHEREAS after a public hearing and notice provisions as required by law, the City Council of the City of Leon Valley now desires to amend Section 15.02.381 Table of Permitted Uses of the City of Leon Valley Code of Ordinances to allow "Data Center" uses in the I-1 zoning district allowed by right.

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

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

Data Center: A physical room, building, or facility for storing, managing, and disseminating data and information, including computer systems and associated components, housing IT infrastructure, and training artificial intelligence. The Energy Independence and Security Act of 2007 defines a data center as "any facility that primarily contains electronic equipment used to process, store, and transmit digital information. This includes "a free-standing structure" or "a facility within a larger structure, that uses

environmental control equipment to maintain the proper conditions for the operation of electronic equipment.

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

Use	**O-1**	**B-1**	**B-2**	**B-3**	**I-1**
Data Center	X	X	X	X	P

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

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

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

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of November, 2026.

APPROVED

_____
CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

_____
ART RODRIGUEZ
City Attorney

Consider Non-Specified Use Request
New Use- Data Center

Michael Gallardo
Planning and Zoning Director
City Council Commission Meeting
November 17, 2026

Summary

- Question
  - City Council is being asked to consider a request to amend Chapter 15 Zoning, Article 15.02, Division 2 Definitions and Division 7 Permitted Use Table to include a definition and use “Data Center” in I-1 Industrial District by Right
- Options
  - Approve
  - Deny
  - Other
- Declaration
  - At Council’s Discretion

Purpose

- The use “Data Center” is currently not included in the permitted use table
- Staff is proposing the use be included in the table as being allowed in I-1 Industrial Zoning District by right
- Additionally, amend Chapter 15, Article 15.02, Division 2 Rules of Construction and Definitions to include a definition of the use

Purpose

- Proposed Definition: “Data Center” – a physical room, building, or facility for storing, managing, and disseminating data and information, including computer systems and associated components, housing IT infrastructure, and training artificial intelligence. The Energy Independence and Security Act of 2007 defines a data center as "any facility that primarily contains electronic equipment used to process, store, and transmit digital information. This includes "a free-standing structure" or "a facility within a larger structure, that uses environmental control equipment to maintain the proper conditions for the operation of electronic equipment.

Purpose

- Data Centers are regulated by Local Zoning and Land Use Ordinances. Local Ordinance will determine setbacks, landscaping and screening requirements.
- Regulated by the state
- Data Centers operate 24 hours a day.
- Outside storage and retail display allowed with the appropriate screening.

Purpose

Division 11- Nonspecified Uses

Sec. 15.02.601 – Definition

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

Purpose

Division 11- Nonspecified Uses

Sec. 15.02.602 – Effect of Provision

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

(1) To propose new use(s) to be included in one or more of the various zoning districts;

(2) To propose that certain use(s) be allowed in a zoning district other than the district(s) in which said use or uses is now allowed; and

(3) To propose the addition or deletion of specific use permit requirements for a particular use in a particular zoning district.

Proposed Amendment

Permitted Use Table:

Use	O-1	B-1	B-2	B-3	I-1
Data Center	X	X	X	X	P

P – Allowed by right

X – Not allowed

Sup – Specific use permit

Fiscal Impact

- These changes may encourage these types of business to operate a Data Center in Leon Valley and increase ad valorem taxes.

Planning and Zoning Commission Recommendation

- The Planning and Zoning Commission recommended approval in a vote of 7-0

Recommendation

- Staff recommends that the use “Data Center” be defined and that a zoning category be assigned to provide applicants with the necessary process and requirements for approval
- At the discretion of City Council

Goals and Objectives

- 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.

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: November 17, 2026

TO: City Council

FROM: Michael Gallardo, Planning and Zoning Director

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

SUBJECT: Presentation, Discussion and Possible Action Approving a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use "Logistics Center" as Being Allowed in the I-1 Industrial Zoning Districts by Right

PURPOSE

The purpose of this communication is to consider a Non-Specified Use request to define and allow the use "Logistics Center" in the following zoning category by right:

- I-1 Industrial Zoning District

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

Proposed Definition:

Logistics Center - a facility which is designed and used for the purpose of wholesaling, storing, handling, sorting and distributing materials, goods, products and equipment, excluding live animals. This use explicitly includes traditional freight hubs, e-commerce fulfillment centers, and automated drone infrastructure nodes-whether operated as a primary use or as an accessory deployment for product sorting, automated battery swapping, fleet staging, and aerial vehicle dispatch. Typical uses include mail or package distribution hubs, freight storage, wholesale distribution, and aerial drone fleet dispatch operations.

Operational Characteristics:

- Typically follows regular business hours.
- Located in unenclosed facility regulated by district policies.
- Outside storage and retail display allowed with the appropriate screening.

Regulatory Background:

Logistics Centers are regulated by Local Zoning and Land Use ordinances designating them to Industrial Districts. The local ordinance dictates regulations such as setbacks, landscaping and screening requirements.

Relevant Zoning Ordinance Sections:

Division 11 - Non-Specified Uses

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

Sec. 15.02.602 - Effect of Provision:

- Propose new uses for inclusion in zoning districts.

Sec. 15.02.603 - Hearings:

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

Proposed Permitted Use Table Update:

Use	**O-1**	**B-1**	**B-2**	**B-3**	**I-1**
Logistics Center	X	X	X	X	P

FISCAL IMPACT

These changes may encourage logistic center and distribution businesses to relocate to Leon Valley, potentially increasing ad valorem tax revenues.

RECOMMENDATION

Staff recommends defining “Logistics Center” and assigning Logistic Centers to the I-1 Industrial District. This will provide applicants with clear processes and requirements for approval.

ORDINANCE NO. 2026-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AMENDING THE LEON VALLEY CODE OF ORDINANCES, CHAPTER 15 ZONING, DIVISION 2 – RULES OF CONSTRUCTION AND DEFINITIONS, SEC. 15.02.052 – DEFINITIONS AND CHAPTER 15 ZONING, DIVISION 7 PERMITTED USE TABLE, SECTION 15.02.381 TO ALLOW THE USE "LOGISTICS CENTER" IN THE I-1 INDUSTRIAL ZONING DISTRICT BY RIGHT; PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

WHEREAS the City has determined that this use should be allowed in the I-1 Industrial zoning district without certain restrictions or additional regulations, and now desires to revise Section 15.02.381 Table of Permitted Uses to reflect these revisions; and

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

WHEREAS after a public hearing and notice provisions as required by law, the City Council of the City of Leon Valley now desires to amend Section 15.02.381 Table of Permitted Uses of the City of Leon Valley Code of Ordinances to allow "Logistics Center" uses in the I-1 Industrial zoning district allowed by right.

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

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

Logistics Center - a facility which is designed and used for the purpose of wholesaling, storing, handling, sorting and distributing materials, goods, products and equipment, excluding live animals. This use explicitly includes traditional freight hubs, e-commerce fulfillment centers, and automated drone infrastructure nodes-whether operated as a primary use or as an accessory deployment for product sorting, automated battery swapping, fleet staging, and aerial vehicle dispatch. Typical uses include mail or package

distribution hubs, freight storage, wholesale distribution, and aerial drone fleet dispatch operations.

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

Use	**O-1**	**B-1**	**B-2**	**B-3**	**I-1**
Logistics Center	X	X	X	X	P

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

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

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

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of November, 2026.

APPROVED

_____
CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

_____
ART RODRIGUEZ
City Attorney

Consider Non-Specified Use Request
New Use- Logistics Center

Michael Gallardo
Planning and Zoning Director
City Council Meeting
November 17, 2026

Summary

- Question
  - City Council is being asked to consider a request to amend Chapter 15 Zoning, Article 15.02, Division 2 Definitions and Division 7 Permitted Use Table to include a definition and use “Logistic Center” in I-1 Industrial District by Right
- Options
  - Approve
  - Deny
  - Other
- Declaration
  - At Council’s Discretion

Purpose

- The use “Logistics Center” is currently not included in the permitted use table
- Staff is proposing the use be included in the table as being allowed in I-1 Industrial Zoning District by right
- Additionally, amend Chapter 15, Article 15.02, Division 2 Rules of Construction and Definitions to include a definition of the use

Purpose

- Proposed Definition: “Logistics Center” - A facility which is designed and used for the purpose of wholesaling, storing, handling, sorting and distributing materials, goods, products and equipment, excluding live animals. This use explicitly includes traditional freight hubs, e-commerce fulfillment centers, and automated drone infrastructure nodes-whether operated as a primary use or as an accessory deployment for product sorting, automated battery swapping, fleet staging, and aerial vehicle dispatch. Typical uses include mail or package distribution hubs, freight storage, wholesale distribution, and aerial drone fleet dispatch operations.

Purpose

- Logistics Centers are regulated by Local Zoning and Land Use Ordinances. Local Ordinance will determine setbacks, landscaping and screening requirements.
- Typically follow regular business hours and can be in an enclosed and unenclosed facilities.
- Outside storage and retail display allowed with the appropriate screening.

Purpose

Division 11- Nonspecified Uses

Sec. 15.02.601 – Definition

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

Purpose

Division 11- Nonspecified Uses

Sec. 15.02.602 – Effect of Provision

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

(1) To propose new use(s) to be included in one or more of the various zoning districts;

(2) To propose that certain use(s) be allowed in a zoning district other than the district(s) in which said use or uses is now allowed; and

(3) To propose the addition or deletion of specific use permit requirements for a particular use in a particular zoning district.

Proposed Amendment

Permitted Use Table:

Use	O-1	B-1	B-2	B-3	I-1
Logistics Center	X	X	X	X	P

P – Allowed by right

X – Not allowed

Sup – Specific use permit

Fiscal Impact

- These changes may encourage these types of business to relocate or start up in Leon Valley and increase ad valorem taxes and/or sales tax.

Planning and Zoning Commission Recommendation

- The Planning and Zoning Commission recommended approval in a vote of 7-0

Recommendation

- Staff recommends that the use “Logistics Center” be defined and that a zoning category be assigned to provide applicants with the necessary process and requirements for approval
- At the discretion of the Planning and Zoning Commission

Goals and Objectives

- 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.

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2026

TO: Mayor and Council

FROM: Carol Goering, Finance Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: 2026 Tax Roll Resolution

SPONSOR(S): N/A

PURPOSE

Each year, once Council has adopted a ***Tax Rate***, the Bexar County Tax Assessor furnishes a summary of the ***Tax Roll***. Section 26.09e of the State Property Tax Code requires the ***Tax Roll*** be approved by the taxing unit's governing body. Attached is the Resolution and Tax Roll Statement for such approval.

FISCAL IMPACT

Ad Valorem taxes provide revenue for the General Fund to provide services such as police and fire protection, emergency medical services, construction, operation, maintenance and repair of the City's infrastructure including streets, sidewalks, curbs, drains, right-of-way, traffic control systems and signage, zoning, planning and subdivision administration, building inspections, code compliance, recreational activities, library services and government administration.

STRATEGIC GOALS

N/A

RECOMMENDATION

Adopt the Resolution approving the 2026 Tax Year Certified Tax Roll as furnished by the Bexar County Tax Assessor Collector.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION No. 26-__

A RESOLUTION APPROVING THE TAX ROLL OF THE CITY OF LEON VALLEY, TEXAS, FOR THE 2026 TAX YEAR; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, each year, once Council has adopted a Tax Rate, the Bexar County Tax Assessor furnishes a summary of the Tax Roll; and

WHEREAS, Section 26.09e of the State Property Tax Code requires the Tax Roll be approved by the taxing unit's governing body; and

WHEREAS, it is now the desire of the City Council to approve the Tax Roll of the City of Leon Valley, Texas for the 2026 Tax Year;

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

SECTION 1. The City Council of the City of Leon Valley hereby officially approves the City Tax Roll, attached hereto and incorporated herein for all purposes, as required by Section 26.09e of the State Property Tax Code.

SECTION 2. A signed copy of this resolution shall be submitted to Bexar County Tax Assessor-Collector.

SECTION 3. This Tax Roll statement is effective as of October 1, 2026.

SECTION 4. This resolution shall take effect immediately upon its passage and approval as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of November 2026.

APPROVED

_____
CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE
City Secretary, TRMC

Approved as to Form:

_____
ARTURO D. 'ART' RODRIGUEZ
City Attorney

2026 CERTIFIED TAX ROLL AS OF OCTOBER 1, 2026

TAX ASSESSMENT ROLLS OF LEON VALLEY FOR THE YEAR 2026 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	4,135	1,596,007,343	1,226,300,612	368,554.75	6,314,368.15
PERSONAL PROPERTY	743	101,665,499	73,283,152	.00	401,405.08
MOBILE HOME PROPERTY	0	0	0	.00	.00
MINERAL PROPERTY	0	0	0	.00	.00
OTHER PROPERTY	0	0	0	.00	.00
TOTAL	4,878	1,697,672,842	1,299,583,764	368,554.75	6,715,773.23

RATE OF TAXATION ASSESSMENT RATIO 100%

TOTAL TAX RATE 00.545040

ALBERT URESTI, MPA, PCAC
TAX ASSESSOR-COLLECTOR BEXAR COUNTY
BY :

CITY OF LEON VALLEY

SUCCESSION & CONTINUITY PLAN

A practical municipal framework for leadership continuity, critical-function coverage, knowledge transfer, and employee development

PREPARED FOR	City Council and City Administration
PLAN OWNER	City Manager / Human Resources
EFFECTIVE	Upon administrative adoption or Council direction, as applicable
REVIEW CYCLE	Biannual, or after material organizational changes

This plan is a management and workforce-planning document. It does not create a right to promotion, appointment, continued employment, or acting assignment, and it does not supersede the City Charter, Code of Ordinances, personnel policies, or applicable law.

Executive Summary

Leon Valley is a small, full-service municipality in which several departments and critical functions depend on one or two employees. The City's existing draft identifies 12 departments, notes that directors often carry broader responsibilities than their counterparts in larger organizations, and documents current back-up arrangements for key positions and functions. This plan converts that operational knowledge into a formal, repeatable succession-management system.

Continuity	Bench Strength	Knowledge	Fair Process
Name who can keep essential services operating immediately.	Develop more than one employee where practical; avoid single points of failure.	Document recurring deadlines, systems, contacts, credentials, and institutional knowledge.	Development is not a promise of promotion; appointments remain subject to lawful selection and approval processes.

Plan Objectives

- Maintain uninterrupted public service during planned and unplanned vacancies.
- Identify positions and functions where loss of one employee creates significant operational, compliance, financial, or public-safety risk.
- Build internal capacity through cross-training, stretch assignments, mentoring, education, and professional certifications.
- Preserve institutional knowledge before retirement, promotion, resignation, disability, or other separation.
- Provide the City Manager and City Council with a clear framework for interim leadership and external recruitment when internal capacity is insufficient.
- Integrate succession planning with the annual budget, performance evaluation, training plan, and organizational review.

Municipal model used. This framework reflects local-government practices described by ICMA, including Fredericksburg, Texas's approach of assessing future staffing needs, identifying employees with leadership potential, investing in training and experience, and making clear that development does not entitle an employee to promotion.

1. Purpose and Scope

The Succession & Continuity Plan applies to City departments, leadership positions, specialized operational roles, and other functions designated as critical by the City Manager. It addresses both emergency continuity (who performs the work now) and long-term succession (how the City develops qualified candidates for future vacancies).

2. Governance and Authority

Under the City's existing draft, Charter Section 5.01 provides that the City Manager appoints department heads, including the City Secretary, Police Chief, Fire Chief, Planning and Zoning Director, Library Director, Human Resources Director, Public Works Director, Economic Development Director, Finance Director, and Assistant City Manager(s), with the consent of a majority of the City Council. All succession actions under this plan remain subject to the Charter, ordinances, personnel policies, and applicable law.

3. Guiding Principles

Succession planning is a continuous management responsibility, not a one-time list of replacements. The City will focus on service continuity, merit and qualifications, equal opportunity, workforce development, knowledge transfer, fiscal practicality, and flexibility as staffing and organizational needs change.

City Manager Continuity - Section 5.01(E) of the City Charter & Ordinance Article 1.05 Administrative Code Section 1.05.031

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.

4. Succession Planning Framework

Each critical position is evaluated using two separate questions: (1) how quickly must the function be covered if the incumbent becomes unavailable, and (2) how ready is the organization to provide that coverage? This avoids treating emergency coverage and permanent selection as the same decision.

Risk Level	Definition	Typical Response	Review
Critical	Loss could immediately affect public safety, legal compliance, payroll, finance, utilities, elections, or essential operations.	Named emergency back-up; written procedures; cross-training; annual exercise.	At least annually
High	Loss would materially disrupt a department or specialized service within days/weeks.	Back-up identified; development plan; knowledge-transfer file.	Annually
Moderate	Coverage can be redistributed temporarily with manageable service impact.	Cross-train and document; monitor vacancy risk.	Every 1-2 years

Readiness Categories

Ready Now: Meets essential minimum qualifications and could serve in an acting capacity with normal executive oversight.

Ready in 1-2 Years: Has substantial foundation but needs defined experience, training, certification, or supervisory exposure.

Ready in 3+ Years: Has potential but requires significant development before assuming the role.

External / Interim Resource Needed: No current internal employee is sufficiently prepared; temporary professional support or external recruitment should be planned.

5. Organizational Profile and Critical Leadership Roles

The October 2026 organizational chart identifies the following principal leadership structure. Because personnel change, this plan uses positions - not individual names - as the permanent succession framework. Names may be maintained separately in an annual confidential readiness worksheet.

Leadership Role	Accountability / Appointment	Critical Functions
City Manager	City Council	Chief administrative and personnel leadership
City Secretary	City Manager / Council consent as required	Records, agendas/minutes, elections, public information requests, contracts
Economic Development Director	City Manager / Council consent as required	Business recruitment/retention and special projects
Human Resources Director	City Manager / Council consent as required	Personnel, benefits, risk/safety
Planning & Zoning Director	City Manager / Council consent as required	Planning, zoning, permits, inspections
Public Works Director	City Manager / Council consent as required	Streets, drainage, utilities, parks, facilities, fleet
Finance Director	City Manager / Council consent as required	Accounting, budget, procurement, AP
Fire Chief & EMS Director	City Manager / Council consent as required	Fire, EMS, emergency management, inspections
Police Chief	City Manager / Council consent as required	Law enforcement, investigations, traffic, public safety
Library Director	City Manager / Council consent as required	Library operations and Board support
Community Relations Director	City Manager	Communications, website support, events, facilities/rentals
Court Administrator	City Manager / Municipal Court structure	Court operations
IT Director / contracted technology support	City Manager	Help desk, servers, cybersecurity, IT planning

6. Leadership Continuity Matrix

The following matrix formalizes the City's existing back-up practices. Acting assignments are temporary and subject to legal authority, minimum qualifications, licensing requirements, and City Manager/Council action where required. Permanent vacancies should be filled through the City's normal recruitment and appointment process unless lawfully filled otherwise.

Position	Risk	Immediate Continuity	Development / Knowledge Priority
City Manager	Critical	Charter/Code-compliant acting designation; if extended, Council may consider qualified former municipal executive or interim management professional.	Maintain executive transition binder; cross-brief Finance and HR; biannual

Position	Risk	Immediate Continuity	Development / Knowledge Priority
City Secretary	Critical	Qualified internal municipal-clerk resource; HR Director as current back-up based on prior municipal clerk experience.	Cross-train agendas, minutes, elections, records, TABC and contract files; maintain annual election calendar.
Community Relations Director	High	Library Director for communications/events; trained administrative staff for facility management.	Document event timelines, vendor contacts, emergency communications, website/social credentials and facility procedures.
Court Administrator	Critical	Senior Court Clerk.	Maintain certification ladder; cross-train state reporting, dockets, warrants, cash controls and court software.
Economic Development Director	High	City Manager initially; interim/contract support if vacancy is extended.	Maintain active-project, incentive agreement, prospect and reporting files; keep City Manager abreast of agreements and committee cycle.
Finance Director	Critical	Assistant Finance Director.	Cross-train budget, investments/cash, AP, audit, grants, utility financial controls and debt calendar; maintain year-end and budget calendars.
Fire Chief & EMS Director	Critical	Assistant Fire Chief; next command officer if both positions unavailable, subject to required credentials.	Maintain command succession by rank; leadership development; incident command, budget, regulatory and emergency-management cross-training.
Human Resources Director	Critical	City Manager or qualified HR/interim resource.	Cross-train payroll interface, benefits, claims, personnel actions, leave, investigations and annual compliance calendar; protect confidential access.
Library Director	High	Assistant Library Director.	Cross-train budget, grants, Board support, programming, facilities and personnel administration.
Planning & Zoning Director	Critical	City Manager for immediate executive coverage plus qualified former/interim planning professional as needed.	Cross-train permit workflows; maintain development project log, deadlines, consultant contacts, inspection and commission calendars.
Police Chief	Critical	Assistant Police Chief; command structure provides additional interim depth if needed.	Maintain command development by rank; cross-train budget, accreditation/policy, investigations, emergency operations and external agency relationships.
Public Works Director	Critical	Assistant Public Works Director; next qualified operational leader if needed.	Cross-train utilities, streets, stormwater, capital projects, regulatory reporting, procurement and emergency response; maintain license matrix.

Position	Risk	Immediate Continuity	Development / Knowledge Priority
IT Director / Technology Support	Critical	Contracted technology provider plus designated executive liaison.	Maintain privileged-access inventory, vendor/escalation list, cyber incident procedures, backups, network documentation and credential escrow.

7. Critical Non-Director Functions

Succession risk is not limited to department heads. There are several functions where operational knowledge is concentrated in a small number of employees. These functions should receive the same discipline as executive succession.

Function	Risk	Current Coverage Model	Required Action
Payroll	Critical	Executive Administrative Assistant currently administers payroll; HR Director and Assistant Finance Director as cross-trained.	Quarterly backup processing; written payroll calendar; secure access and approval matrix.
Utility Billing	Critical	Utility Billing staff with Finance/Public Works (superintendent) support. Interim professional	Complete cross-training with Public Works/Finance; document billing cycles, adjustments, shutoff processes, deposits and system procedures.
Permitting	High	Part-time permit technician and P&Z Director.	Cross-train intake, fee calculation, routing, contractor registration and permit software.
Code Enforcement / Animal Control	High	Two-person mutual coverage; qualified former/temporary resource may support training when needed.	Maintain procedure manual, legal notice templates, case-management steps, animal-control contacts and field safety procedures.
Public Information / Emergency Communications	Critical	Community Relations with Library/City Manager backup.	Maintain emergency message templates, platform credentials, media contacts and after-hours approval process.
Water / Wastewater Operations	Critical	Public Works chain of command and licensed operators.	Maintain license/certification matrix, regulatory calendar, emergency vendor list and manual operating procedures.
Cybersecurity / Systems Administration	Critical	IT/contracted technology provider.	Document privileged accounts, backup restoration, vendor support, incident response and system ownership.

8. Employee Development and Bench Strength

The City should develop a pool of qualified employees rather than designate a single “heir apparent.” Employees may express interest in development opportunities through the performance-evaluation process. Supervisors and directors should identify competencies needed for future roles and build individualized development plans without promising appointment.

Cross-Training

At least one back-up should be trained for each critical recurring function. Cross-training should include actual performance of the task under supervision, not observation alone.

Acting and Stretch Assignments

Use temporary project leadership, budget presentations, Council/board presentations, incident command, procurement, grant management, and special projects to build experience.

Mentoring and Coaching

Pair developing employees with directors, senior supervisors, or qualified external municipal mentors. Focus on judgment, ethics, communication, policy implementation, and interdepartmental leadership.

Professional Education and Credentials

Budget strategically for licenses, certifications, supervisory training, public-sector finance/HR/clerk/court/public-safety credentials, and degree completion when aligned with organizational need.

Job Rotation / Shadowing

For single-person or highly specialized functions, schedule structured shadowing across Finance, HR, City Secretary, Public Works, P&Z, Court, Library, and public safety where confidentiality and licensing permit.

9. Knowledge Transfer Standard

Every Critical and High-risk position should maintain a current transition file in a secure City-controlled location. The file should be reviewed at least annually and whenever duties materially change.

- Position purpose and top 10 recurring responsibilities
- Annual calendar of statutory, regulatory, budget, audit, election, grant, contract and reporting deadlines
- Current projects, status, next action, owner and external contacts
- Key vendors, consultants, interlocal partners and agency contacts
- System/application inventory and access-owner information (passwords stored only in approved secure credential management, not in the binder)
- Policies, SOPs, checklists, templates and standard reports
- Required licenses/certifications and renewal dates
- Budget accounts, purchasing authorities and contract obligations
- Emergency/after-hours procedures and escalation contacts
- Known operational risks, pending decisions and institutional history needed to avoid repeating past problems

10. Vacancy and Emergency Transition Protocol

Timeframe	Required Action
0-4 hours	Secure life-safety, financial, IT and facility access; notify City Manager/Mayor as appropriate; activate chain of command.
Same business day	Confirm acting authority in writing; identify essential deadlines, meetings, payroll/finance actions, and public communications.
Within 3 business days	Review transition file; reassign approvals; notify key internal/external partners; determine interim staffing or professional support.
Within 10 business days	Decide whether to recruit, reorganize, promote, contract, or use an interim professional; establish recruitment timeline and minimum qualifications.
Within 30 days	Document knowledge gaps, workload impacts, development needs, and any temporary budget adjustment.
After appointment	Conduct structured handoff; update succession matrix and lessons learned within 60 days.

11. Annual Succession Planning Cycle

Period	Action
October-November	HR and City Manager refresh organizational chart, vacancies, retirement/turnover risk, critical-function list and prior-year actions.
December-January	Directors assess bench strength, cross-training status, licenses/certifications and knowledge-transfer files.
February-March	Incorporate development priorities and anticipated staffing needs into budget preparation.
April-June	Implement training, mentoring, job rotation and stretch assignments; test selected continuity procedures.
July-August	Review proposed budget for succession-related training, staffing, technology and consultant resources.
September	City Manager/HR issue annual succession status report to executive team; brief Council on structural or policy issues as appropriate.

12. Measures of Success

Performance Measure	Target
Critical positions with a named emergency back-up	100%
Critical functions with current written SOP/transition file	100%
Critical functions with at least one cross-trained backup	90%+; 100% where operationally feasible
Annual review of succession matrix completed	100%
Employees in development plans who complete at least one planned development activity	90%+
Required licenses/certifications current	100%
Vacancy after-action reviews completed for Critical/High positions	100%

13. Roles and Responsibilities

City Council: Provide policy direction; approve appointments or acting designations when required by Charter/ordinance; consider organizational structure and resources; avoid creating an expectation that any identified employee is guaranteed appointment.

City Manager: Own the citywide succession process; designate acting leadership consistent with law; approve development priorities; ensure department-head transition files are maintained; recommend structural or legal changes to Council.

Human Resources Director: Administer the annual process; maintain confidential readiness information; coordinate training; track metrics; support recruitment and workforce analysis; ensure equal employment opportunity and personnel-policy compliance.

Department Directors: Identify critical functions; maintain back-up coverage; coach and cross-train staff; keep transition files current; recommend development needs during budget preparation.

Employees: Participate voluntarily in development opportunities; maintain required credentials; share institutional knowledge; understand that participation does not guarantee promotion or appointment.

Appendix A - Annual Position Risk & Readiness Worksheet

Department / Position	
Incumbent (confidential working copy only)	
Vacancy likelihood: Low / Medium / High	
Operational impact: Moderate / High / Critical	
Emergency back-up position	
Readiness: Ready Now / 1-2 Years / 3+ Years / External Needed	
Minimum qualifications / licenses	
Top three knowledge-transfer risks	
Development actions for next 12 months	
Target completion date	
Responsible director	
Last reviewed	

Appendix B - Individual Development Plan

Employee / Current Position: _____

Career interests (employee-identified):

_____

Target competencies: _____

Development assignment(s): _____

Training / certification: _____

Mentor / coach: _____

Cross-training / shadowing: _____

Success measure: _____

Target date: _____

Quarterly progress notes: _____

Appendix C - Transition File Checklist

☐ Position purpose and top 10 recurring responsibilities

☐ Annual calendar of statutory, regulatory, budget, audit, election, grant, contract and reporting deadlines

☐ Current projects, status, next action, owner and external contacts

☐ Key vendors, consultants, interlocal partners and agency contacts

☐ System/application inventory and access-owner information (passwords stored only in approved secure credential management, not in the binder)

☐ Policies, SOPs, checklists, templates and standard reports

☐ Required licenses/certifications and renewal dates

☐ Budget accounts, purchasing authorities and contract obligations

☐ Emergency/after-hours procedures and escalation contacts

☐ Known operational risks, pending decisions and institutional history needed to avoid repeating past problems

Appendix D - Current 2026 Continuity Notes

These notes preserve the operational arrangements. They should be reviewed annually and moved to a confidential working appendix when they contain employee-specific readiness information.

City Secretary: Human Resources Director Lisa Hernandez as the current acting resource based on prior City Secretary experience and municipal-clerk training.

Community Relations: Library Director Regina Reed for communications/special events support and trained administrative staff for facility management.

Court: Senior Court Clerk is identified as immediate acting coverage.

Finance: Assistant Finance Director is identified as immediate acting coverage.

Fire/EMS: Assistant Fire Chief is identified as immediate acting coverage.

Library: Assistant Library Director is identified as immediate acting coverage.

Police: Assistant Police Chief is identified as immediate acting coverage; NOTE: this designation must be updated following the Assistant Chief transition.

Public Works: Assistant Public Works Director is identified as immediate acting coverage.

Payroll: HR Director and Assistant Finance Director are identified as cross-trained backups.

Planning & Zoning / Code: Qualified former or temporary professional support when internal coverage is insufficient.

Appendix E - Municipal Models and Source Materials

This plan was developed from the City's record of employee qualifications, certifications and education, current organizational chart, and FY 2027 proposed budget materials, supplemented by municipal succession-planning models and guidance. External sources are listed for reference; the Leon Valley-specific assignments and organizational details come from the City-provided materials.

Source	Relevance	URL
International City/County Management Association (ICMA)	Preparing for the Silver Tsunami with Succession Planning - City of Fredericksburg, Texas case study	https://icma.org/articles/pm-magazine/preparing-silver-tsunami-succession-planning
ICMA	Succession Planning - examples from Modesto, Dallas, and Fairfax	https://icma.org/documents/succession-planning
ICMA	Succession Planning: An Idea Whose Time Has Come - implementation tips, attrition worksheet, flowchart and employee-development strategies	https://icma.org/documents/succession-planning-idea-whose-time-has-come

Plan Administration

The City Manager and Human Resources Director should review this plan biannually and after any material reorganization, change in key personnel, change in Charter/ordinance authority, or significant change in service delivery. Employee-specific readiness assessments should be treated as confidential personnel-management records to the extent permitted by law and maintained separately from the public-facing plan when appropriate.

Prepared / Updated By	City Manager / Human Resources
Administrative Approval	_____
Date	_____

CITY OF LEON VALLEY
SUCCESSION & CONTINUITY PLAN

City Council Meeting
Dr. Crystal Caldera, City Manager
November 17, 2026

Executive Summary

- A goal was provided by the city council for the City Manager to create a succession plan
- Protects continuity where critical functions depend on one or two employees
- Builds bench strength through cross-training, mentoring, education and stretch assignments
- Preserves institutional knowledge before vacancies occur
- Development does not guarantee promotion or appointment
- City Manager presented the plan on September 1, 2026
- City Manager had to bring back the ordinance change to align with city practices and the city charter.
  - City Council passed the ordinance amendment on 10/20/206

Purpose & Objectives

- Maintain uninterrupted public service during planned and unplanned vacancies
- Identify positions and functions with significant operational, compliance, financial or public-safety risk
- Build internal capacity and preserve institutional knowledge
- Establish a framework for interim leadership and external recruitment when needed
- Integrate succession planning with budget, evaluations, training and organizational review

Governance & Guiding Principles

- All succession actions remain subject to the City Charter, ordinances, personnel policies and applicable law
- Succession planning is a continuous management responsibility—not a one-time replacement list
- Focus: service continuity, merit and qualifications, equal opportunity, workforce development, knowledge transfer and fiscal practicality

Succession Planning Framework

- Two questions guide every critical position:
  - How quickly must the function be covered if the incumbent is unavailable?
  - How ready is the organization to provide that coverage?
- Risk levels: Critical • High • Moderate
- Readiness: Ready Now • Ready in 1–2 Years • Ready in 3+ Years
  - External/Interim Resource Needed

Critical Leadership Roles

- Critical: City Manager, City Secretary, Court, Finance Director, Fire Chief & EMS Director, Human Resources Director, Planning & Zoning Director, Police Chief, Public Works Director, IT/Technology Support
- High: Economic Development Director, Library Director, Community Relations Director
- Permanent framework uses positions—not employee names; individual readiness may be maintained confidentially

Leadership Continuity

- Examples of immediate continuity coverage:
  - City Manager → qualified former municipal executive → Interim management professional (Finance or Human Resources Director)
  - City Secretary → qualified municipal-clerk resource / HR Director based on prior experience
  - Finance → Assistant Finance Director
  - Fire/EMS → Assistant Fire Chief / next qualified command officer
  - Police → Assistant Police Chief /command structure
  - Public Works → Assistant Public Works Director / next qualified operational leader
  - IT → contracted technology provider + designated executive liaison

Critical Non-Director Functions

- Succession risk extends beyond department heads. Priority functions include:

- Payroll — Critical
- Utility Billing — Critical
- Permitting — High
- Code Enforcement / Animal Control — High
- Public Information / Emergency Communications — Critical
- Water / Wastewater Operations — Critical
- Cybersecurity / Systems Administration — Critical

Employee Development & Bench Strength

- Develop a pool of qualified employees rather than a single “heir apparent”
- Cross-train at least one backup for each critical recurring function
- Use acting and stretch assignments to build practical experience
- Pair developing employees with internal or external municipal mentors
- Invest strategically in licenses, certifications and supervisory education
- Use structured job rotation/shadowing where confidentiality and licensing permit

Knowledge Transfer Standard

- Every Critical and High-risk position maintains a secure transition file, reviewed at least annually. Include:
  - Top recurring responsibilities and annual deadlines
  - Current projects, vendors, partners and agency contacts
  - SOPs, templates, reports and required credentials
  - Budget/purchasing authorities and contract obligations
  - Emergency and after-hours procedures
  - System ownership/access information (passwords remain in approved secure credential management)
  - Key operational risks and institutional history

Vacancy & Emergency Protocol

- 0–4 hours: secure life-safety, financial, IT and facility access; activate chain of command
- Same business day: confirm acting authority; identify deadlines and communications
- Within 3 business days: review transition file; reassign approvals; notify key partners
- Within 10 business days: determine recruit/promote/reorganize/contract/interim approach
- Within 30 days: document knowledge gaps, workload and budget impacts
- After appointment: structured handoff and lessons learned within 60 days

Annual Cycle & Measures of Success

- Annual cycle ties succession planning to organizational and budget planning from October through September.
- Key targets:
  - 100% of critical positions have a named emergency backup
  - 100% of critical functions maintain a current SOP/transition file
  - 90%+ have at least one cross-trained backup; 100% where feasible
  - 100% annual succession-matrix review
  - 100% required licenses/certifications current
  - 100% after-action reviews for Critical/High vacancies

Roles, Administration

- City Council: policy direction and approvals when required
- City Manager: owns citywide succession process and acting leadership designations consistent with law
- Human Resources: administers annual process, confidential readiness data, training and metrics
- Directors: identify critical functions, maintain backups, cross-train staff and keep transition files current
- Employees: voluntarily participate in development and maintain credentials
- Review biannually

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 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 Master Interlocal Agreement (ILA) Between the City of Leon Valley and the San Antonio River Authority Relating to the Feasibility and Performance of Governmental Functions and Services

SPONSOR(S): None

PURPOSE & BACKGROUND

The purpose of this item is to consider approval of a Master Interlocal Agreement (ILA) between the City of Leon Valley and the San Antonio River Authority relating to the feasibility and performance of governmental functions and services. The ILA will streamline future collaborative projects by establishing the general terms and conditions under which the parties will work together to promote cooperation and the efficient completion of those projects.

The parties may identify from time-to-time capital improvement projects, studies, master plans, or other items of mutual benefit which would be more efficiently served by collaborating with each other.

This Agreement between the City and River Authority sets forth a master framework for cooperative performance of governmental functions and services contemplated in executed Task orders. It serves as a mechanism to streamline future projects between the Parties and establishes the general terms and conditions upon which the Parties will operate to promote cooperation and collaboration in the completion of projects. It also enables the Parties to leverage current funding, improve the management of public funds and coordinate governmental functions and services more efficiently and effectively.

FISCAL IMPACT

None with this ILA. Any project performed under this Agreement will be mutually agreed upon with a task order signed by both parties.

RECOMMENDATION

Staff recommends approval of the ILA.

APPROVED:_____ DISAPPROVED: _____

APPROVED WITH THE FOLLWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

STATE OF TEXAS §
§
CITY OF LEON VALLEY §

INTERLOCAL AGREEMENT BETWEEN THE CITY OF LEON VALLEY AND THE SAN ANTONIO RIVER AUTHORITY RELATING TO THE FEASIBILITY AND PERFORMANCE OF GOVERNMENTAL FUNCTIONS AND SERVICES

This Master Interlocal Cooperation Agreement ("Agreement") is entered into by and between the **City of Leon Valley**, a Texas Municipal Corporation and political subdivision of the State of Texas**,** acting by and through its duly authorized governing body, pursuant to Resolution No. _____, dated _____, 2026 ("City"), and the **San Antonio River Authority**, a conservation and reclamation district ("River Authority"), acting by and through its duly authorized governing body. City and River Authority may be referred to individually as a "Party" or, collectively, as the "Parties."

WHEREAS, the Parties are local governmental entities as defined in Texas Government Code Chapter 791 and are authorized to contract with one another to study the feasibility and perform governmental functions and services that each Party is authorized to perform individually;

WHEREAS, River Authority has the expertise to provide Governmental Functions and Services including but not limited to administrative functions, engineering, surveying, planning, project management, construction administration, flood control, drainage, soil conservation, maintenance and operations, parks and recreation, wastewater collection and treatment within its jurisdiction;

WHEREAS, the Parties may identify from time-to-time capital improvement projects, studies, master plans, or other items of mutual benefit which would be more efficiently served by collaborating with each other;

WHEREAS, the Parties desire to enter into this Agreement to facilitate cooperative provision of governmental functions and services to promote efficiency and economy by sharing resources and responsibilities for Projects;

WHEREAS, the Parties have sought and received approval from their respective governing bodies to enter this Agreement pursuant to the authority granted by the provisions of the Interlocal Cooperation Act, Texas Government Code Chapter 791 to increase the efficiency and effectiveness of local governments; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree to the terms and conditions outlined below.

I. DEFINITIONS

1.1 Act means the Texas Interlocal Cooperation Act, Texas Government Code Chapter 791, as amended.

1.2 Governmental Functions and Services mean a function or service permitted under the Act that each Party is authorized to perform independently as well as feasibility studies for the performance of such.

1.3 Task Order means a written, signed addendum, statement of work, task order or participation agreement issued under and incorporating this Agreement that identifies specific Governmental Functions and Services, scope of work ("SOW"), roles, responsibilities, and obligations of the Parties, service level expectations, term if applicable, compensation, and other particulars defining the Project.

1.4 Project means the performance of Governmental Functions or Services defined in a specific Task Order signed by the Parties.

1.5 Effective Date of the Agreement shall be the date of the last authorized signatory to the Agreement.

II. PURPOSE

2.1 This Agreement between City and River Authority sets forth a master framework for cooperative performance of Governmental Functions and Services contemplated in executed Task Orders. It serves as a mechanism to streamline future Projects between the Parties and establishes the general terms and conditions upon which the Parties will operate to promote cooperation and collaboration in the completion of Projects. It enables the Parties to leverage current funding, improve the management of public funds and coordinate Governmental Functions and Services more efficiently and effectively.

2.2 This Agreement only may be amended by a written agreement, executed by the Parties.

III. AUTHORITY

3.1 The Parties as local governmental entities under the Act are authorized to make this Agreement, which is intended to increase the efficiency and effectiveness of the Parties in completing Projects pursuant to the authority granted by the Act. No individual Task Order may authorize a Party to perform a function it is not independently authorized to perform and any provision to the contrary is void.

IV. TASK ORDERS

4.1 Each Project performed under this Agreement will be authorized by a mutually agreed-upon Task Order signed by both Parties.

4.2 The Parties shall collaborate with each other to approve Projects and develop Task Orders under this Agreement in advance of commencing any Governmental Functions or Services. No work shall be performed, and no payment obligation shall arise except as specifically authorized by a fully executed Task Order. A Party's approval of a Project shall be evidenced by an executed Task Order. Each Task Orders shall be numbered sequentially, starting with number one (1), and shall state that it is made as an addendum to this Agreement and, that on its effective date, it incorporates the terms of this Agreement. All executed Task Orders shall be deemed to be incorporated herein by reference.

4.3 Each Task Order shall at a minimum:

4.3.1 Describe the Governmental Functions and Services to be performed or studied;

4.3.2 Identity the roles, responsibilities and obligations of the Parties;

4.3.3 Describe the specific Scope of Work ("SOW") to be performed by the Parties;

4.3.4 Specify the term of the Task Order, milestones, if applicable, timelines and schedule for performance;

4.3.5 State compensation including project management fees, funding sources and payment terms if applicable for the Project;

4.3.6 Designate primary points of contact for each Party;

4.3.7 Include, if applicable, map(s) and/or exhibits relating to the SOW;

4.3.8 Establish service levels and/or performance standards if applicable;

4.3.9 Address property, equipment and resource usage and as well ownership of intellectual property if applicable;

4.3.10 Identify insurance requirements for the contractors, subcontractors and consultants of performing Party;

4.3.11 If a Project is funded in whole or part by grants or third-party funds, identify any additional terms and conditions applicable to the provision of Governmental Functions and Services from such funding sources;

4.3.12 Include a detailed description of all required deliverables so that their completion can be objectively determined including the required format, schedule and content of each deliverable to be provided by each of the Parties including but not limited to any reports, studies, plans, specifications, designs, drawings, software, data, and recommendations;

4.3.13 Identify the criteria upon which each deliverable will be evaluated and accepted, and

4.3.14 Include a change-management process establishing the procedures, points of contact, required documentation, review requirements, approval authorities, and timelines applicable to changes in SOW, schedule, deliverables, and funding.

4.4 In the event of a conflict between this Agreement and a Task Order, the Task Order controls as to Project-specific terms; otherwise this Agreement controls.

V. ROLES AND RESPONSIBILITIES FOR THE PROJECT

A. CITY'S RESPONSIBILITIES

5.1 City shall be the Project owner and provide specifications and support necessary to complete Projects.

5.2 City shall promptly provide all data, documents, records, reports, analyses, and other information in its or its consultants or contractors' possession, custody or control that are reasonably necessary or relevant to understanding, evaluating, and resolving any issue, dispute, deficiency, claim, or matter arising under or related to a Task Order. Nothing in this Section shall require disclosure of information that is confidential by law, protected by attorney-client privilege, or otherwise exempt from disclosure under applicable law.

5.3 City shall cooperate in good faith and shall provide such additional information and reasonable assistance to River Authority as may be requested to facilitate the identification, evaluation, and implementation of potential solutions.

5.4 City shall upon becoming aware of any issue that may affect performance under this Agreement, promptly disclose to the River Authority all material facts and provide all data, documents, communications, technical information, and other records reasonably necessary to fully understand the nature, cause, scope and potential impacts of any issue and shall continue to supplement such information as additional relevant information becomes available and shall cooperate with River Authority in evaluating and implementing corrective actions and other reasonable solutions.

5.5 City shall perform or cause to be performed those Governmental Functions and Services as identified in each Task Order.

5.6 City shall provide qualified personnel, equipment and materials as specified in each Task Order.

5.7 City shall manage and oversee its performance and that of its employees, contractors, subcontractors of every tier, and consultants.

5.8 City shall maintain records of performance and costs as required.

5.9 City, as defined by Task Order, may procure, contract, and manage all professional services and construction services, including, but not limited to, geotechnical testing, concrete testing, and special inspections.

5.10 City, as defined by Task Order, shall be responsible for coordination of public relations, stakeholder engagement, and public announcements.

5.11 City, as defined by Task Order, may be responsible for real estate services for the Project including right of entry, lien clearances, eminent domain, etc.

5.12 City shall share information in a timely manner, coordinate and collaborate in good faith with River Authority on approved Projects to ensure efficient delivery of Governmental Functions and Services.

5.13 City shall engage River Authority technical personnel on elements related to Projects as indicated in an approved Task Order.

5.14 City shall provide timely approvals for changes in SOW, budget, funding and/or provide comments as requested by River Authority to maintain the Project schedule.

5.15 City shall provide River Authority and its contractors and consultants with access to, and use of City-owned Property for Project(s) in Task Order(s) without the need for additional approvals or rights of entry.

5.16 City shall for each approved Task Order designate to River Authority the individual authorized to act on behalf of the City for the Project.

5.17 For all completed Governmental Functions and Services, City shall budget and fully compensate River Authority in accordance with this Agreement and applicable Task Order.

5.18 Upon completion of a Project, City will retain operation and maintenance responsibilities of the Project unless agreed otherwise in Task Orders.

B. RIVER AUTHORITY'S RESPONSIBILITIES

5.1 River Authority, as defined by Task Order, may provide Governmental Functions and Services, as specified in the SOW.

5.2 River Authority shall provide qualified personnel, equipment and materials as specified in each Task Order.

5.3 River Authority shall manage and oversee its performance and that of its employees, contractors, subcontractors of every tier, and consultants to ensure the efficient performance of Governmental Functions and Services.

5.4 As defined by Task Order, River Authority may procure, contract, and manage all professional services and construction services, including, but not limited to, geotechnical testing, concrete testing, and special inspections.

5.5 River Authority shall maintain records of performance and costs as required by Task Orders.

5.6 River Authority shall for each approved Task Order designate to City the individual authorized to act as the River Authority's authorized point of contact.

5.7 River Authority shall share information in a timely manner and collaborate with City on approved Projects on elements related to Projects as indicated in an approved Task Order to include but not limited to SOW, budget and schedule.

5.8 In accordance with the SOW, River Authority shall provide reports to City during the Project and shall include City in any claims notices and correspondence related to termination, noncompliance, or suspension of any contractor on the Project.

5.9 Upon completion of the Project, River Authority may if applicable provide reviews of as-built documentation/plans for the completed Project.

VI. FUNDING

6.1 Consideration for this Agreement includes mutual promises, the actual performance of Governmental Functions and Services by the Parties and monetary compensation as defined in each Task Order.

6.2 The Parties understand and agree that neither Party makes minimum guarantees regarding the amount or type of Governmental Functions and Services, if any, may be extended under this Agreement.

6.3 The funding for each Task Order shall be based on the SOW for a particular Project and shall fairly compensate the performing Party for the Governmental Functions and Services.

6.4 Each Task Order shall state the funding method for the Project, whether fixed price, time-and-materials, cost-reimbursement or in-kind contributions, and shall identify cost-sharing ratios, rates, fee schedules, and any not-to-exceed amounts.

6.2 City shall authorize and provide funding to support the activities detailed herein and within the SOW to meet the funding requirements of the Project(s) as outlined in an approved Task Order.

6.3 All payment obligations of the Parties are subject to the availability and appropriation of funds by the governing body of the paying Party for the then-current fiscal year. No provision herein shall be constructed to create a debt in violation of Texas law. All payments shall be made from current revenues available to the Parties. At any time that

funding for an executed Task Order is not appropriated by the governing body of a Party, such Task Order may be terminated by the Parties.

6.4 Pursuant to Section 791.011 of the Texas Government Code, each Party paying for the performance of Governmental Functions and Services must make those payments from current revenue available to the paying Party.

6.5 River Authority shall present any proposed budget, schedule, or SOW modifications, if any, to Project to City for review and approval and the Parties shall follow the change-management process outlined in the applicable Task Order when evaluating and processing proposed changes.

6.6 City and River Authority shall work together to mutually agree, in writing, to any changes in funding, budget, SOW, or schedule of work.

6.7 The preforming Party shall invoice the other Party in accordance with the applicable Task Order.

6.8 Unless otherwise stated in a Task Order, invoices are payable to the performing Party within thirty (30) calendar days of receipt of the invoice.

6.9 The Parties shall agree on compensation for Governmental Functions and Services in a Task Order prior to any Governmental Functions and Services being performed by a Party.

6.10 Upon mutual consent in accordance with an executed Task Order, a Party may request advance funding, as necessary with approval of the other Party.

6.11 Nothing herein limits the ability of the Parties to incorporate additional sources of funding into the Project by amendment signed by both Parties.

VII. APPLICABLE LAWS

7.1 All of the work performed by the Parties and their respective contractors, subcontractors of every tier, and consultants pursuant to this Agreement and its Task Orders shall comply with all applicable laws, rules, regulations and codes of the United States and the State of Texas, as well as with the charters, ordinances, bond ordinances, rules and regulations of City and River Authority.

VIII. TERM & TERMINATION

8.1 The term of this Agreement shall begin upon full execution by the Parties and terminate on the later of the following: a) five (5) years from the Effective Date of the Agreement, or b) the completion of all executed Task Orders under this Agreement, unless terminated earlier by the Parties. This Agreement may be extended by mutual written agreement of the Parties.

8.2 As used in this Article, "default" shall mean the failure of City or River Authority to perform any obligation in the time and manner required by this Agreement or executed Task Order, except where such failure to perform an obligation is the result of Force Majeure, as defined in **Article VIII**. Upon failure of a Party to perform any obligation required hereunder, the Party not in default shall give written notice of such default to the Party in default. Upon receipt of said written notice of default, the Party in default shall have thirty (30) calendar days within which to cure such default. If such default is cured within such thirty (30) calendar days, the default specified in such notice shall cease to exist. Should a Party fail to cure an alleged default within this thirty (30) calendar day period, the Party not in default has the right to terminate this Agreement or grant an extension upon written notice specifying the timeframe for such termination or extension to the defaulting Party. The effective date of termination shall not be sooner than the end of ten (10) calendar days following the day on which such written notice is sent to the defaulting Party.

8.3 Either Party may terminate or withdraw from this Agreement or any executed Task Order, in whole or part, for any or no reason by providing the other Party with ninety (90) calendar days written notice. The Parties shall confer in good faith to wind down Governmental Functions and Services provided hereunder.

8.4 Upon termination or expiration, (a) each Party shall cease performance as directed; (b) the paying Party shall pay the performing Party for authorized Governmental Functions and Services performed in accordance with an executed Task Order and allowable costs incurred through the effective date of the termination and reasonable wind-down costs; and (c) the Parties shall return or dispose of joint property, if any, in accordance with the executed Task Order.

8.4 Neither Party shall be liable to the other Party for the failure to perform its obligations when such failure to perform is attributable primarily to Force Majeure. Force Majeure means any cause beyond the reasonable control of either Party including, without limitation, flood, freeze, earthquake, storm, fire, lightning, other acts of God, epidemic, war, acts of a public enemy, riot, civil disturbance or disobedience, strike, lockout, work stoppages, other industrial disturbances or dispute, labor or material shortage, sabotage, restraint by court order or other public authority and the action or non-action by or the failure or inability to obtain the necessary authorizations or approvals from any governmental agency or authority, which, by the exercise of due diligence, it could not overcome; provided that the failure to perform is not due to:

8.4.1 the act, neglect, omission, breach of contract or of statutory duty, negligence or misconduct of the Party claiming Force Majeure, its representatives, agents, consultants, contractors, or subcontractors of any tier; or

8.4.2. could have been prevented, overcome, or remedied if the Party claiming Force Majeure had exercised reasonable diligence.

8.5 Nothing contained herein shall be construed to require the Parties to settle any strike, lockout, work stoppage or any industrial disturbance or dispute in which it may be involved, or to seek review of or take any appeal from any administrative or judicial action.

8.6 Upon termination or withdrawal of a Party, each Party shall be entitled to receive just and equitable compensation for any work satisfactorily performed prior to said termination or withdrawal.

IX. ADVERSARIAL PROCEEDINGS

9.1 The Parties agree under no circumstances shall the funds received under this Agreement or any executed Task Order be used, either directly or indirectly, to pay costs or attorney's fees incurred in any adversarial proceeding against any Party or any other public entity.

X. ASSIGNMENT

10.1 No Party may assign or transfer its interest – or any portion thereof – in this Agreement or any executed Task Order without the written consent of the governing body of each of the Parties. Any attempt to transfer, pledge or otherwise assign interest shall be void ab initio and shall confer no rights upon any third person or party.

XI. NOTICE

11.1 For purposes of this Agreement, all notices among the Parties shall be deemed sufficient if in writing and mailed United States certified mail, return receipt requested, postage prepaid, to the addresses set forth below or as updated by written notice:

If to City:

Attn: Name
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

If to River Authority:

General Manager
San Antonio River Authority
100 East Guenther St.
San Antonio, Texas 78204

With a copy to:

Attn: _____
City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Attn: Office of General Counsel
San Antonio River Authority
100 East Guenther St.
San Antonio, Texas 78204

11.2 Notices of changes of address shall be made in writing and delivered to the last known address of the other Party within five (5) business days of the change.

XII. DISPUTE RESOLUTION

12.1 The Parties shall first attempt in good faith to resolve disputes arising under this Agreement or an executed Task Order through informal discussions between designated representatives, escalating to executive-level personnel if necessary.

12.2 If unresolved within thirty (30) calendar days after escalation, the Parties agree to non-binding mediation. In the event of mediation, all costs shall be shared equally unless otherwise agreed, and the Parties will choose a mutually agreeable mediator. Non-binding mediation is a condition precedent to pursuing other legal remedies to include but not limited to litigation and specific performance.

12.3 Unless a Task Order is terminated, the Parties shall continue performance during dispute resolution to the extent reasonably possible.

XIII. GOVERNING LAW AND VENUE

13.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Any action or proceeding brought to enforce the terms of this Agreement, mediate or adjudicate any dispute arising out of this Agreement or executed Task Order shall be brought in a court of competent jurisdiction in City of San Antonio, Texas.

XIV. GENDER AND TENSE

14.1 Words of either gender used in this Agreement shall be held and construed to include the other gender and words in the singular number shall be held to include the plural, unless the context otherwise requires.

XV. AUTHORITY

15.1 The signers of this Agreement represent that they have full authority to execute this Agreement on behalf of City and River Authority, respectively, and that the respective governing bodies of City and River Authority have authorized the execution of this Agreement.

15.2 This Agreement is entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code, and reflects a cooperative undertaking between

governmental entities. The Parties acknowledge that this Agreement has been the subject of mutual review, negotiation, and approval by each Party and its respective legal counsel and governing body.

Accordingly, this Agreement shall be construed fairly and neutrally as to all Parties, and no provision of this Agreement shall be interpreted for or against any Party on the basis that such Party or its counsel drafted or participated in the drafting of this Agreement or any portion hereof. In the event of any ambiguity, this Agreement shall be construed as if jointly drafted by the Parties in furtherance of their governmental purposes.

XVI. INDEPENDENT CONTRACTOR

16.1 It is expressly agreed and understood by the Parties:

16.1.1 each Party is deemed to be an independent contractor, responsible for its respective acts or omissions;

16.1.2 the other Party in no way shall be responsible for the actions of the other Party; and

16.1.3 neither Party has authority to bind the other Party nor to hold out to third parties that it has the authority to bind the other Party.

16.2 Nothing contained herein shall be deemed or construed to create the relationship of employer/employee, principal/agent, an association, joint venture, partners, or partnership or to impose a partnership duty, obligation, or liability between the Parties. No third-party beneficiaries are created by this Agreement. This Agreement is not intended to and shall not create any rights in or confer any benefits upon any other person other than the Parties.

XVII. SEVERABILITY

17.1 If any clause or provision of this Agreement is held to be invalid, illegal or unenforceable under present or future federal, state or local laws including, but not limited to, the ordinances, rules, orders, policies, and regulations then such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision never was contained herein. Further, each such clause will be replaced with a clause or provision as similar in terms as legally possible to the invalid, illegal or unenforceable clause or provision reflecting the Parties' intent.

XVIII. AUDIT

18.1 Each Party reserves the right to conduct, or cause to be conducted at its sole expense an audit of all funds received or disbursed under this Agreement or executed Task Order at reasonable times deemed necessary by a Party. Each Party's staff, a Certified Public Accounting firm, or other auditors designated by the Party requesting the audit, may

perform such audit (s). Each Party reserves the right to determine the scope of any audit and agrees to cooperate with the Party requesting the audit to make available books, records, documents and reports reasonably related to matters covered by this Agreement or executed Task Order.

XIX. WARRANTIES

19.1 The Parties warrant that the Governmental Functions and Services to be performed by the Parties under this Agreement shall be performed with the same degree of professional skill and care typically exercised by similar professionals performing similar services in Bexar County, Texas. Each Party's sole remedy for the other Party's breach of this warranty, is termination of this Agreement under the provisions of **Article VIII** herein.

XX. INSURANCE REQUIREMENTS

20.1 While additional insurance requirements for work performed may be included in individual Task Order, the Parties agree to be bound by the following general provisions:

20.1.1 Prior to the commencement of any work hereunder, the preforming Party's contractor, consultants, and subcontractors shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the nonperforming Party, which shall be labeled **"INTERLOCAL AGREEMENT BETWEEN THE CITY OF LEON VALLEY AND THE SAN ANTONIO RIVER AUTHORITY FOR TASK ORDER No. (X) C260114"** in the Description of Operations block of the Certificate. The certificate(s) shall have the agent's signature and phone number and be emailed, with copies of all applicable endorsements, directly to the nonperforming Party. Until such certificates and required endorsements are received and approved, the nonperforming Party shall have no duty to pay or otherwise perform under this Agreement or Task Order.

20.1.2 Each Party reserves the right to request the modification of insurance coverage and limits based upon changes in statutory law, court decisions or circumstances surrounding this Agreement and as detailed in an approved Task Order. In no instance will either Party allow modification of insurance coverages whereby either Party may incur increased risk.

20.1.3 Each Party's contractors, subcontractors and consultants shall obtain and maintain in full force and effect during the performance of work in the applicable Task Order, at the contractor's, subcontractor's and consultant's sole expense, insurance coverage written by companies authorized to do business in the State of Texas with an AM Best's rating of no less than A- (VI), in the types and for the amount specified in each Task Order. Each Party may request, without expense to themselves, to inspect copies of the other Party's contractor's,

subcontractor's and consultant's policies and endorsements as they apply to the limits and forms required herein or in a Task Order.

20.1.4 The Parties agree to require, by written contract, that all consultants, contractors and subcontractors providing services under an executed Task Order shall obtain and maintain the insurance coverage required and provide proof of such to the other Party, prior to the commencement of any work on the Project by any consultant, subcontractor or contractor.

20.1.5 Insurance requirements may be modified by either Party, without subsequent approval by the governing body, when deemed necessary and prudent, based upon changes in statutory law, court decisions or circumstances surrounding this Agreement. Such modification may be enacted by an agreed upon amendment to an executed Task Order signed by both Parties.

20.1.6 All insurance policies required in a Task Order are to contain or be endorsed to contain the following provisions, to the extent permitted by policy provisions, terms, and conditions:

20.1.6.1 Name each Party as additional insureds except for the workers' compensation and professional liability policies, if applicable; and

20.1.6.2 Workers' compensation, employers' liability, commercial general liability, and commercial automobile liability policies shall provide a waiver of subrogation in favor of each Party; and

20.1.6.3 Where allowed by respective policy provisions, terms, and conditions, provide thirty (30) calendar days advance written notice to each Party of any cancellation or non-renewal or material change in coverage, any change in policy limits by endorsement and not less than ten (10) calendar days advance notice for nonpayment of premium; and

20.1.6.4.1 Provide that such insurance is primary and non-contributory by any insurance that may be carried by either Party.

20.1.7 Within ten (10) calendar days of receipt by either Party of a notice of cancellation or the non-renewal of coverage, contractor, subcontractor, and consultant shall provide a replacement certificate of insurance and applicable endorsements to the Parties. Each Party has the option to suspend contractor's, subcontractor's or consultant's performance under this Agreement or approved Task Order should

there be a lapse in insurance coverages at any time. Failure of either Parties' contractors, subcontractors or consultants performing Governmental Functions or Services hereunder to both provide and maintain the required insurance coverages shall constitute a material breach of this Agreement.

20.1.8 In addition to any other remedies the Parties may have, upon a contractor's, subcontractor's or consultant's failure to provide and maintain any insurance or policy endorsements, the nonperforming Party shall have the right to order the preforming Party to immediately stop work until such contractor, subcontractor or consultant demonstrates compliance with the insurance requirements hereof.

20.1.9 It is understood and agreed that the insurance coverages required are in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the Parties shall be limited to insurance coverage provided hereunder or in an executed Task Order.

20.1.10 Contractors, subcontractors and consultants of the Parties are solely and individually responsible for all damage, regardless of the cause, to their equipment and/or property whether owned, borrowed, rented, or leased.

XXI. INDEMNIFICATION

21.1 **EACH PARTY SHALL CONTRACTUALLY REQUIRE ITS CONTRACTORS, SUBCONTRACTORS OF EVERY TIER AND CONSULTANTS PERFORMING WORK HEREUNDER ON A PROJECT TO FULLY INDEMNIFY, DEFEND AND HOLD HARMLESS TO THE EXTENT ALLOWED BY LAW CITY AND RIVER AUTHORITY, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ANY AND ALL COSTS, CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, FINES, PENALTIES, PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE, INCLUDING BUT NOT LIMITED TO PERSONAL OR BODILY INJURY, DEATH AND PROPERTY DAMAGE MADE UPON EITHER OR BOTH PARTIES DIRECTLY OR INDIRECTLY ARISING OUT OF, RESULTING FROM OR RELATED TO CONTRACTORS', SUBCONTRACTORS' OR CONSULTANTS' ACTIVITIES UNDER A TASK ORDER MADE PURSUANT TO THIS AGREEMENT, WITHOUT WAIVING ANY GOVERNMENTAL IMMUNITY OR DEFENSES AVAILABLE TO THE PARTIES.**

21.2 Parties are both political subdivisions of the State of Texas and are subject to, and must comply with the applicable provisions of the Texas Tort Claims Act, as set out in the Texas Civil Practice and Remedies Code, Section 101.001 et. seq. and the remedies authorized therein regarding claims or causes of action that may be asserted by third parties for accident, injury, or death.

21.3 The provisions of this **Article XXI** are solely for the benefit of the Parties and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

21.4 Each Party shall advise the other Party in writing within seventy-two (72) hours of any known claim or demand against a Party or the Parties related to, resulting from or arising out of activities under this Agreement or any approved Task Order.

22.5 No provision of this Agreement shall be construed as a grant of indemnity by the Parties, an assumption of another Party's liability or creation of a debt contrary to the Texas Constitution or statutes.

XXII. PUBLIC INFORMATION

22.1 As governmental entities the Parties are subject to the Texas Public Information Act and acknowledge that records and information may be subject to disclosure under applicable laws. Each Party shall timely forward public information requests to the Party's public information officer or his designee and coordinate responses with the other Party to be consistent with the law and to provide the other Party with an opportunity to claim such information is confidential under the law.

22.2 For purposes of this Agreement, all public information requests received by the Parties involving records or information shall be forwarded to the applicable Party's email address identified below:

22.2.1 River Authority publicinformation@sariverauthority.org.

22.2.2 City insert email address.

XXIII. OWNERSHIP OF PROPERTY

23.1 Unless otherwise provided in a Task Order, inventorship shall be determined in accordance with the United States Patent laws and ownership will follow inventorship.

23.2 As between the Parties, each Party is and shall remain the sole and exclusive owner of all existing rights, title and interest in and to trademarks, data, know-how, and methodologies provided to the other party. The non-owning Party shall have no right to use or reproduce such except solely to the extent necessary to perform its obligations under this Agreement and Task Orders.

23.3 Each Party also certifies to the other Party that it is the sole owner of any data, know-how, methodology, process, software, platform, technology and of each and every component thereof, or the recipient of a valid license thereto, and that is has and will maintain the full power and authority to grant the intellectual property rights herein without the further consent of any third party and without conditions or requirements not set forth in this Agreement or Task Order.

23.4 Unless otherwise stated in a Task Order, each Party shall grant the other Party a non-exclusive, royalty-free, fully paid, world-wide, perpetual, sublicensable and transferable

license to use, distribute, modify, publicly display, publish, make derivative works, and sublicense all deliverables produced hereunder for any non-commercial purpose.

23.5 To the extent allowed by law, each Party agrees to protect confidential or sensitive information identified in writing by the other Party from disclosure to third parties.

XXIV. ENTIRE AGREEMENT

24.1 This Agreement constitutes the entire agreement between the Parties with respect to its subject matter and supersedes all prior or contemporaneous understandings regarding the same, except that executed Task Orders are part of the Parties overall agreement.

24.2 Amendments to this Agreement must be in writing and signed by authorized representatives of both Parties.

Signatures on next page.

THIS INTERLOCAL AGREEMENT IS EXECUTED by the following duly authorized representatives of the Parties, and effective as to the last date signed below

City of Leon Valley	**San Antonio River Authority**
_____	_____
Signatory Name **Title**	**Derek E. Boese, JD, PMP** **General Manager**
Date:_____	**Date:**_____
Approved as to Form:	**Approved as to Form:**
_____	_____
Name **Title**	**Luis A. Garcia** **General Counsel**

Consider Approval Authorizing an Interlocal Agreement Between the City of Leon Valley and SARA Relating to the Feasibility and Performance of Governmental Functions and Services

David Dimaline
Public Works Director
City Council Meeting
November 17, 2026

Summary

- Question
  - City Council is asked to consider approval of a Master Interlocal Agreement (ILA) between the City of Leon Valley and the San Antonio River Authority
- Options
  - Approve
  - Deny
- Declaration
  - At City Council's Discretion

Purpose

- The purpose of the ILA is to streamline future collaborative projects
- To establish the general terms and conditions under which the parties will work together
- Promoting cooperation and the efficient completion of projects

Background

- SARA coordinates with suburban cities to address regional watershed issues
- With the ILA, the parties may identify from time-to-time capital improvement projects, studies, master plans, or other items of mutual benefit
- It also enables the parties to leverage current funding, improve the management of public funds and coordinate governmental functions and services

Fiscal Impact

- None with the ILA
- Any project performed under this Agreement will be mutually agreed upon with a task order signed by both parties

Recommendation

- Staff recommends approval of the ILA

Goals & Objectives

- **C. Infrastructure:** To enhance the quality of life in Leon Valley by investing in sustainable infrastructure and a strategic capital improvement plan that supports growth, safety, and economic vitality.
  - Objective 5. Secure funding & Partnerships – Assess ongoing capital needs through the continuation of a 10-year capital plan, support budget for needed plans on future projects and identify grant opportunities, public-private partnerships, and innovative financing solutions to fund critical infrastructure projects without overburdening taxpayers.

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2026

TO: Mayor and Council

FROM: Regina Reed, Library Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion, and Possible Action on an Ordinance Amending Appendix A Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees (2nd Read)

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The Leon Valley Public Library periodically reviews its fee schedule to ensure that established fees remain appropriate for the services provided and continue to support affordable access to library resources.

Following a review of membership fees at public libraries throughout San Antonio and surrounding communities, the Library Director recommends increasing the annual nonresident household fee from $20.00 to $30.00 and the senior citizen household fee from $10.00 to $15.00.

Effective October 1, 2026, San Antonio Public Library implemented a $30.00 annual fee for Bexar County residents living outside San Antonio city limits who previously received library services through a longstanding agreement between the City of San Antonio and Bexar County. A comparison of regional library membership fees is provided below.

Library	**Annual Nonresident Fee**
Leon Valley Public Library	*$20 Current / $30 Proposed*
San Antonio Public Library	$30
Seguin Public Library	$30
Patrick Heath Public Library (Boerne)	$25
Converse Public Library	$25
Mammen Family Public Library (Bulverde)	$50

During FY2026, the Leon Valley Public Library added 568 new memberships, excluding renewals. Of these, 246 were Leon Valley residents and 322 were nonresidents, including 128 TexShare members. Nonresidents accounted for approximately 57% of all new memberships, demonstrating continued use of Library services by individuals throughout surrounding communities.

The proposed adjustment maintains Leon Valley's nonresident fees within the range of regional library practices while continuing to offer a reduced annual membership fee for senior households. Library cards will remain free for eligible Leon Valley residents, property owners, and business owners.

The Library will continue its longstanding participation in the TexShare Card Program, with borrowing privileges administered in accordance with the Leon Valley Public Library Policy Manual.

At its October 8, 2026 meeting, the Leon Valley Library Advisory Board reviewed the proposed changes to the Library Fee Schedule and voted to recommend the increases in nonresident membership fees to City Council for consideration and approval.

The proposed fee amendments are summarized below:

Fee Category	Current Fee	Proposed Fee
Nonresident Household Library Card	$20.00 annually	$30.00 annually
Senior Nonresident Household Library Card (60+)	$10.00 annually	$15.00 annually

FISCAL IMPACT

The proposed increases in annual nonresident membership fees are anticipated to generate minimal additional Library revenue.

During FY2026, the Library added 322 new nonresident memberships, including 128 TexShare members. Since implementing the Square credit card payment system, the Library has experienced an increase in nonresident members paying their annual membership fees at the time of registration, improving payment accessibility and fee collection.

Actual revenue increases will depend on the number of new and renewing paid nonresident memberships, including those eligible for the reduced senior rate. No additional expenditures are anticipated as a result of the proposed fee changes.

RECOMMENDATION

Staff recommends that City Council approve an ordinance amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees, to increase the annual nonresident household library card fee from $20.00 to $30.00, increase the annual senior nonresident household library card fee from $10.00 to $15.00, and clarify existing TexShare borrowing privileges in accordance with the Leon Valley Public Library Policy Manual.

The proposed fee adjustments were reviewed and recommended for City Council consideration by the Leon Valley Library Advisory Board on October 8, 2026.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

_____

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Sec. A2.006 Library fees

(a) *Copies/prints, maximum of 20 total per day.*

(1) Black and white: $0.10 per sheet.

(2) Color: $0.50 per sheet.

(b) *Fax.*

(1) Local and toll free: $0.50 total (covers confirmation page).

(2) Long distance: $1.00 total (covers confirmation page and LD call).

(3) Receive fax: $0.10 per sheet.

(c) *Scanning*: $0.50 per sheet.

(d) *Notary services*: No cost.

(e) *Test proctoring*: $5.00 booking fee.

(f) *Library card fees.*

(1) *City residents, property owners and business owners.* Library cards are free to all residents, property owners, and business owners who own a business within the city. Proof of residency or ownership is required.

(2) *Out-of-town residents.* Persons living outside the city limits may receive a library card by:

(A) Presenting a valid form of identification & proof of residence.

(B) Paying a fee of $20.00 per year for the household.

(C) Paying a fee of $10.00 per year for a senior citizen household (60 and up).

(g) *Replacement membership card.* Library cardholders are encouraged to keep their library card secure. Should a library card become lost or stolen, it is the responsibility of the cardholder to notify the library immediately. There is a charge for replacement cards of $1.00 for the replacement.

(h) *Fines and fees for materials.* The Leon Valley Public Library is a fine free library.

(i) *Lost or damaged materials.* Library patrons are responsible for all library materials checked out to their account and will be held liable for any losses or damage to library materials while checked out to them. The library will not charge for normal wear of library materials.

(1) If the materials are lost, the patron will be charged the cost to replace the materials.

(2) If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the cost of the item. The damaged item then becomes the property of the individual.

(3) A $2.00 processing fee will be charged for each library material damaged beyond repair or lost by the patron. This $2.00 processing [fee] is not refundable should the item be returned at a later date.

(j) *Loss of borrowing privileges.* Patrons with lost or damaged materials or with fines that exceed $5.00 may not check out materials until records are cleared.

(k) *Makerspace items.*

(1) Button making: $0.25 per button.

(2) 3D printing: $0.05 per estimated.

(Ordinance adopting 2017 Code; Ordinance 2017-76 adopted 12-19-17; Ord. No. 2021-51, § 1, 11-2-2021; Ord. No. 2023-18, § 1, 6-20-2023)

ORDINANCE NO. 2026-____

AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS CITY COUNCIL AMENDING THE LEON VALLEY CODE OF ORDINANCES, APPENDIX A FEE SCHEDULE, ARTICLE A2 ADMINISTRATIVE FEES, SECTION A2.006 LIBRARY FEES

WHEREAS, the City of Leon Valley owns and operates a public library; and

WHEREAS, Appendix A, Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees, subsection (f)(2)(B) establishes an annual nonresident household library card fee of $20.00; and

WHEREAS, Appendix A, Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees, subsection (f)(2)(C) establishes an annual senior citizen household library card fee of $10.00; and

WHEREAS, the City of Leon Valley desires to update these fees to better reflect the costs associated with providing library services while maintaining affordable access for nonresident households; and

WHEREAS, the City of Leon Valley desires to recognize participation in the TexShare program as an alternative means of obtaining library borrowing privileges, subject to the eligibility requirements and borrowing policies established in the Leon Valley Public Library Policy Manual; and

WHEREAS, the Leon Valley City Council now desires to amend the Leon Valley Code of Ordinances, Appendix A, Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees;

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

SECTION 1. Leon Valley Code of Ordinances, Appendix A, Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees is hereby amended as follows:

(f) Library card fees.

(1) City residents, property owners and business owners. Library cards are free to all residents, property owners, and business owners who own a business within the city. Proof of residency or ownership is required.

(2) Out-of-town residents. Persons living outside the city limits may receive a library card by:

(A) Presenting a valid form of identification and proof of residence.

(B) Paying a fee of $30.00 per year for the household.

(C) Paying a fee of $15.00 per year for a senior citizen household (60 and up).

(D) Qualifying for borrowing privileges through the TexShare program, when available, in accordance with the Leon Valley Public Library Policy Manual.

SECTION 2. All provisions of Section A2.006 Library Fees not expressly amended by this Ordinance shall remain unchanged and in full force and effect.

SECTION 3. The financial allocations in this Ordinance are subject to approval by the Finance Director. The Finance Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations as necessary to carry out the purpose of this Ordinance.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley, Texas, this the 17th day of November, 2026.

APPROVED

_____

CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

_____
ARTURO D. 'ART' RODRIGUEZ
City Attorney

Presentation, Discussion, and Possible Action on an Ordinance Amending **Appendix A Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees** (2nd Read)

Regina Reed, MLIS
Library Director
City Council Meeting
November 17, 2026

LEONVALLEY

Summary

Question: City Council is being asked to consider an Ordinance Amending Appendix A Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees

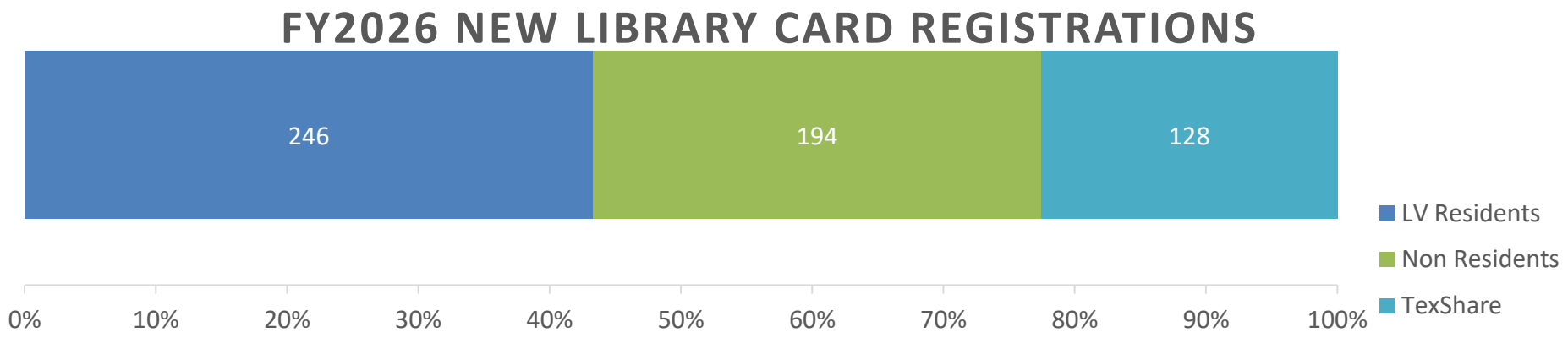
Options:

- Recommended:
  - The Leon Valley Public Library Advisory Board and Staff recommend amending as presented.
- Denial
- Other

Declaration: This amendment establishes a nonresident membership fee comparable to those of surrounding libraries while maintaining the household-based fee structure and a reduced annual rate for senior households

Purpose

To establish a nonresident membership fee comparable to surrounding libraries while maintaining household-based memberships and a reduced rate for seniors.



Comparisons

A comparison of regional library membership fees is provided below.

Library	Annual Nonresident Fee
Leon Valley Public Library	$20 Current / $30 Proposed
San Antonio Public Library	$30
Seguin Public Library	$30
Patrick Heath Public Library (Boerne)	$25
Converse Public Library	$25
Mammen Family Public Library (Bulverde)	$50

Fiscal Impact

Minimal increase in Library revenue anticipated.

- Proposed fees increase from $20 to $30 per nonresident household and from $10 to $15 per senior household annually.
- Since implementing Square credit card payments, more nonresident members are paying their annual fees at registration.
- Actual revenue will depend on new memberships and renewals.
- No additional expenditures are associated with the proposed fee amendment.

MAYOR AND COUNCIL COMMUNICATION

DATE: November 3, 2026

TO: Mayor and Council

FROM: Crystal Miranda, Community Relations Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: Presentation and Discussion on an Ordinance Authorizing the Amendment of the General Fund Budget for Fiscal Year 2026-2027 in the Amount of $5,000 on behalf of the Earthwise Living Day Committee (1st Read was Held on 11-3-2026) - C. Miranda, Community Relations Director

SPONSOR(S): N/A

PURPOSE

Request approval for a budget adjustment in the amount of $5,000, to purchase supplies for the 2027 Earthwise Living Day event to continue their efforts to promote a healthier and sustainable living environment.

At the August 5, 2026 Earthwise Living Day Committee meeting the committee voted to submit this request to City Council.

FISCAL IMPACT

An adjustment in the amount of $5,000.

RECOMMENDATION

City Council approval.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE No. 2026-__

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL AUTHORIZING THE AMENDMENT OF THE GENERAL FUND BUDGET FOR FISCAL YEAR OF 2026-2027 IN THE AMOUNT OF $5,000 TO PROVIDE PROPER FUNDING; PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the 2026 Earthwise Living Day event generated revenue through sponsorships and vendor fees in the amount of $7,810; and

WHEREAS, to continue its efforts to promote a healthier and sustainable environment, the Committee has requested a budget adjustment in the amount of $5,000 to use in planning, conducting, and supporting continued environmental education for the 2027 event**;** and

WHEREAS, it is a City Council goal to promote sustainability and to reduce the City's carbon footprint**;** and

WHEREAS, funds from the General Fund Budget are available for the purchases from revenues generated by the event and from previously budgeted funds; and

WHEREAS, the City of Leon Valley passed their FY2026-2027 Budget on September 01, 2026; and

WHEREAS, in order to fund the purchases, a budget adjustment in the amount of $5,000 from the General Fund is necessary; and

WHEREAS, Texas Local Government Code Section 102.010 provides that a municipality is not prohibited from making changes to a budget for municipal purposes: and

WHEREAS, the Leon Valley City Council hereby finds and determines that the amendments adopted under this ordinance are for a municipal purpose;

WHEREAS, the Leon Valley City Council now desires to amend the General Fund Budget in the amount of $5,000 to provide proper funding for such purchases;

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

SECTION 1. The FY 2026-2027 General Fund of the City of Leon Valley is hereby amended to increase the budget by the amount of $5,000 to fund the purchases of supplies for future Earthwise Living Day events. The funds for the increase will come from the Earthwise Living Day revenues.

SECTION 2. The financial allocations in this Ordinance are subject to approval by the

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

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

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

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

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th. day of November, 2026.

APPROVED

_____

CHRIS RILEY

MAYOR

Attest:

_____

SAUNDRA PASSAILAIGUE, TRMC

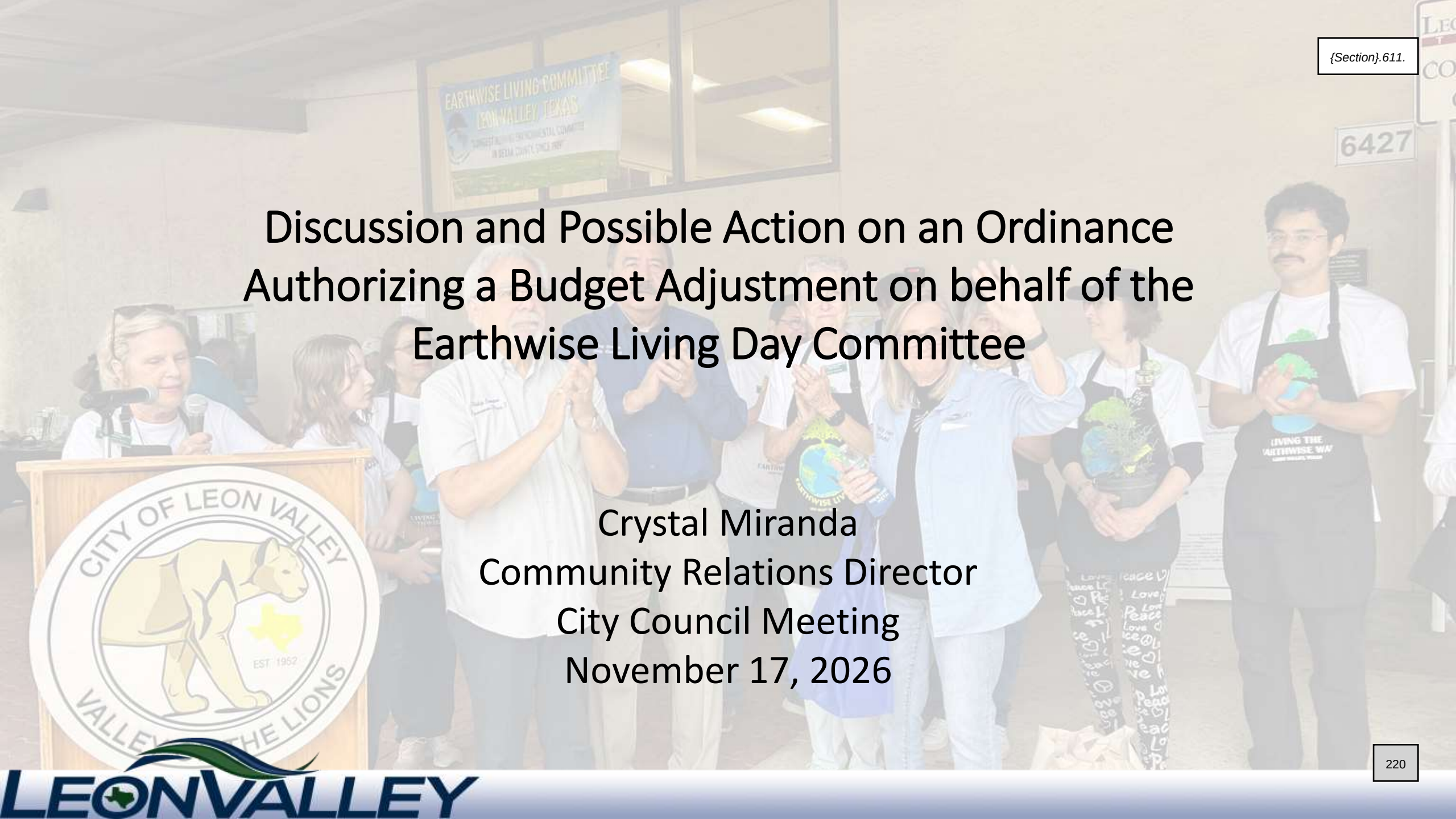
City Secretary

Approved as to Form:

_____

ARTURO D. "ART" RODRIGUEZ

City Attorney



Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment on behalf of the Earthwise Living Day Committee

Crystal Miranda
Community Relations Director
City Council Meeting
November 17, 2026

Summary

- **Question**
  - City Council is being asked to consider a budget adjustment in the amount of $5,000 from the General Fund, to support planning and expenses for the 2027 Earthwise Living Day event.
- Options
  - Approve
  - Deny
  - Other

Purpose

- To consider approval of an Ordinance authorizing a budget adjustment in the amount of $5,000, from the General Fund, that was generated from sponsorships and vendor fees from the 2026 event to use toward the purchase of supplies/merchandise for Earthwise Living Day 2027.

Purpose / Background

- The committee collected $7,810 in sponsorship and vendor fees for the 2026 event.
- A total of $7,481.41 was spent on event supplies and planning efforts.
- The Committee is requesting a $5,000 budget adjustment to carry forward funds to purchase supplies for the 2027 event.

Fiscal Impact

- The City budgets $2,700 in each fiscal year to support this event
- City Council approved a budget adjustment in the amount of $4,788 at the November 18, 2025, meeting bringing the total event budget to $7,488.
- The Committee solicits sponsorships and collects vendor/exhibit booth fees to contribute to the budget to cover promotional items and some of the event expenses.
- Overtime funding was added to the Special Events budget to cover staffing costs associated with Earthwise Living Day, reducing the need to use the event's dedicated budget for overtime expenses.

Fiscal Impact

Revenues	FY 2024	FY 2025	FY 2026	Proposed FY 2027
Rollover from Prior Year	$2,500	$2,500	$4,788	$5,000
City Budget	2,700	2,700	2,700	2,700
SPONSORS				
RBFCU	250	150	250	–
SAWS	250	250	500	–
VIA	730	730	500	–
Tiger Sanitation	2,500	2,500	2,500	2,500
SARA	250	250	250	–
HEB	1,000	1,000	2,000	–
Senator Menendez	–	250	250	–
Linebarger	–	–	1,000	–
Other	100	–	–	–
Vendors	230	720	560	–
Total Revenue	**$10,510**	**$11,050**	**$15,298**	**$10,200**

Fiscal Impact

Operating Expenditures	FY 2024	FY 2025	FY 2026	Proposed FY 2027
Personnel Overtime *	–	–	4,548	4,500
Promotional Items	575	–	–	–
Expenditures	3,333	–	–	–
Rain Barrels, Compost	–	515	621	–
Laminate, Clips, Etc.	–	42	–	–
Flyers	–	50	–	–
Oranges, Hospitality Items	–	58	–	–
Gifts Cards (Baskin Robbins)	–	177	–	–
Gifts Cards (Dairy Queen)	–	200	–	–
Trees	1,500	1,800	–	–
Entertainment (Karla Aguilar)	–	250	–	–
Foldable bags	–	–	652	–
Tumblers	–	1,581	1,058	–
Entertainment (Otis Burnside)	–	300	–	–
Banners, Install & Corrections	–	840	2,524	–
Breakfast Tacos	–	80	–	–
Spurs Tickets	–	250	–	–
Supplies (Amazon)	–	40	220	–
US Bank	–	–	868	–
Misc.	–	–	124	–
Booths	–	–	1,355	–
Sheet Cleaning Services	–	79	59	–
Total Operating Expenditures	**$5,408**	**$6,262**	**$7,481**	**–**

**FY 2026 total does not include Personnel Overtime ($4,548).*

Recommendation

- City Council Discretion



MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2026

TO: Mayor and Council

FROM: Michael Gallardo, Planning and Zoning Director

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

SUBJECT:

Presentation, Discussion, and Possible Action to Consider Approval of a Variance Request to Chapter 3 Building Regulations, Article 3.05 Fences, Section 3.05.005 Dimensions and Appearance, Subsection (b) Retail, Commercial and Industrial or Mixed -Use Development Fences and Section 3.05.006 Storage Areas to be Fenced to Allow a Six-Foot Vison-Proof Fence made of Chain-link with Fence Slats, Located at 6600 Bandera Road.

PURPOSE & BACKGROUND

The applicant, Royal Tile, is requesting a variance to construct a six-foot vision-proof chain-link off El Verde Road. The fence will include a twenty-foot-wide gate entrance. The proposed fence would match the existing fence and would be utilized to conceal storage materials and/or storage units.

Sec. 3.05.005 – Dimensions and appearance

(b) Retail, commercial and industrial or mixed-use development fences. At the time of development or change in use of any O-1 (office), B-1 (small business), B-2 (retail), B-3 (commercial), I-1 (industrial) and MX-1 (mixed use) property which abuts any residential district the developer shall have erected a vision-proof fence or wall eight feet in height on the abutting property line with any other zoning district, unless the properties are separated by a street of local access designation or higher than a six-foot fence may be used. The finished side shall face toward the public viewpoint or public right-of-way.

Sec. 3.05.006 - Storage areas to be fenced

No land shall be used for or as a storage area for any material or storage units until a vision-proof fence is constructed and is sufficient height to conceal the storage materials and/or storage units. The fence shall also meet the setback requirements of the zoning district and the percentage of storage allowed for that zoning district.

FISCAL IMPACT

The applicant has paid all fees asspciated with a variance roposed improvement may increase the City's tax base.

RECOMMENDATION

At City Council discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 26-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, GRANTING A VARIANCE TO THE CITY OF LEON VALLEY CODE OF ORDINANCES, CHAPTER BUILDING REGULATIONS, ARTICLE 3.05 FENCES, SECTION 3.05.005 DIMENSION AND APPEARANCE, SUBSECTION (B) AND SECTION 3.05.006 TO ALLOW A SIX-FOOT VISION-PROOF FENCE MADE OF CHAIN-LINK WITH FENCE SLATS IN THE REQUIRED SIDE AND BACK YARD, LOCATED AT 6600 BANDERA ROAD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Leon Valley, as a Home Rule Municipality, derives its powers from its Home Rule Charter and is limited in authority only by express provisions of the Texas Constitution and the State statutes; and

WHEREAS, in accordance with such powers, the City Council adopted Chapter 3 Building Regulations, Article 3.05 Fences to regulate the construction, maintenance, repair and replacement of fences within the City's cooperate limits; and

WHEREAS, Section 3.05.004 provides that City Council may authorize variances to the requirements of Article 3.05, granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and

WHEREAS, in granting a variance, the Council shall prescribe only conditions that it deems necessary to or desirable in the public interest; and

WHEREAS, the City Council has found that the request meets the criteria established by Section 3.05.004 of the City Code for granting variances; and

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

SECTION 1. The Leon Valley City Council hereby grants a variance from the regulations found in LVCC Chapter 3 Building Regulations, Article 3.05 Fences, Section 3.05.005 Dimension and Appearance, Subsection (b) to allow a chain-link fence height of six-feet in the required side and back yard, specifically for a fence using slats to vision-proof the enclosure, to be located at 6600 Bandera Road.

SECTION 2. Findings. City Council grants the variance according to the request and makes the following findings as prescribed by Section 3.05.004 of the City Code:

(1) The granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area.
   a. Finding - Affirmative

SECTION 3. Expiration. This variance shall not expire.

SECTION 4. Recitals. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Council.

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

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

SECTION 7. Severability. This Resolution is not severable.

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

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

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of November, 2026.

APPROVED

_____
CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE
City Secretary, TRMC

Approved as to Form:

_____
ARTURO D. 'ART' RODRIGUEZ
CITY ATTORNEY

Consider Approval of a Fence Variance

Michael Gallardo
Planning and Zoning Director
City Council Meeting
November 17, 2026

Background

- Question
- Should the City Council grant a variance to allow the property owner at 6600 Bandera to install a (6) foot vision-proof fence made of chain-link with slats in the side and back yard?

- Options
  - Approve
  - Deny
  - Other

- Declaration
  - At City Council discretion

Purpose

- Property owner at 6600 Bandera Road would like to install the following:
  - (6) foot Chain-link fence on the side and back yard
  - Per the applicant fence would be vision-proof by utilizing slats
  - Vision-proof fence would allow for storage area and storage units



Purpose

- The Code Allows the following for fences:
  - Sec. 3.05.005(b) B-3 Commercial…property which abuts any residential district the developer shall have erected a vision-proof fence or wall eight feet in height on the abutting property line with any other zoning district, unless the properties are separated by a street of local access designation or higher than a six-foot fence may be used. The finished side shall face toward the public viewpoint or public right-of-way.

Purpose


B-3
B-3
B-3
B-3
B-2
B-2
R-1
R-1
R-1
R-1
R-1
Leon Valley Police Department
B-2
B-2
B-2
B-3
Bandera Rd

Purpose

- The Code Allows the following for fences:
  - Sec. 3.05.006 No land shall be used for or as a storage area for any material or storage units until a vision-proof fence is constructed and is sufficient height to conceal the storage materials and/or storage units. The fence shall also meet the setback requirements of the zoning district and the percentage of storage allowed for that zoning district.

Purpose

- Sec. 3.05.001 Definitions
  - *Vision-proof fence or wall.* An artificially constructed barrier of masonry or wood erected to obstruct visibility.

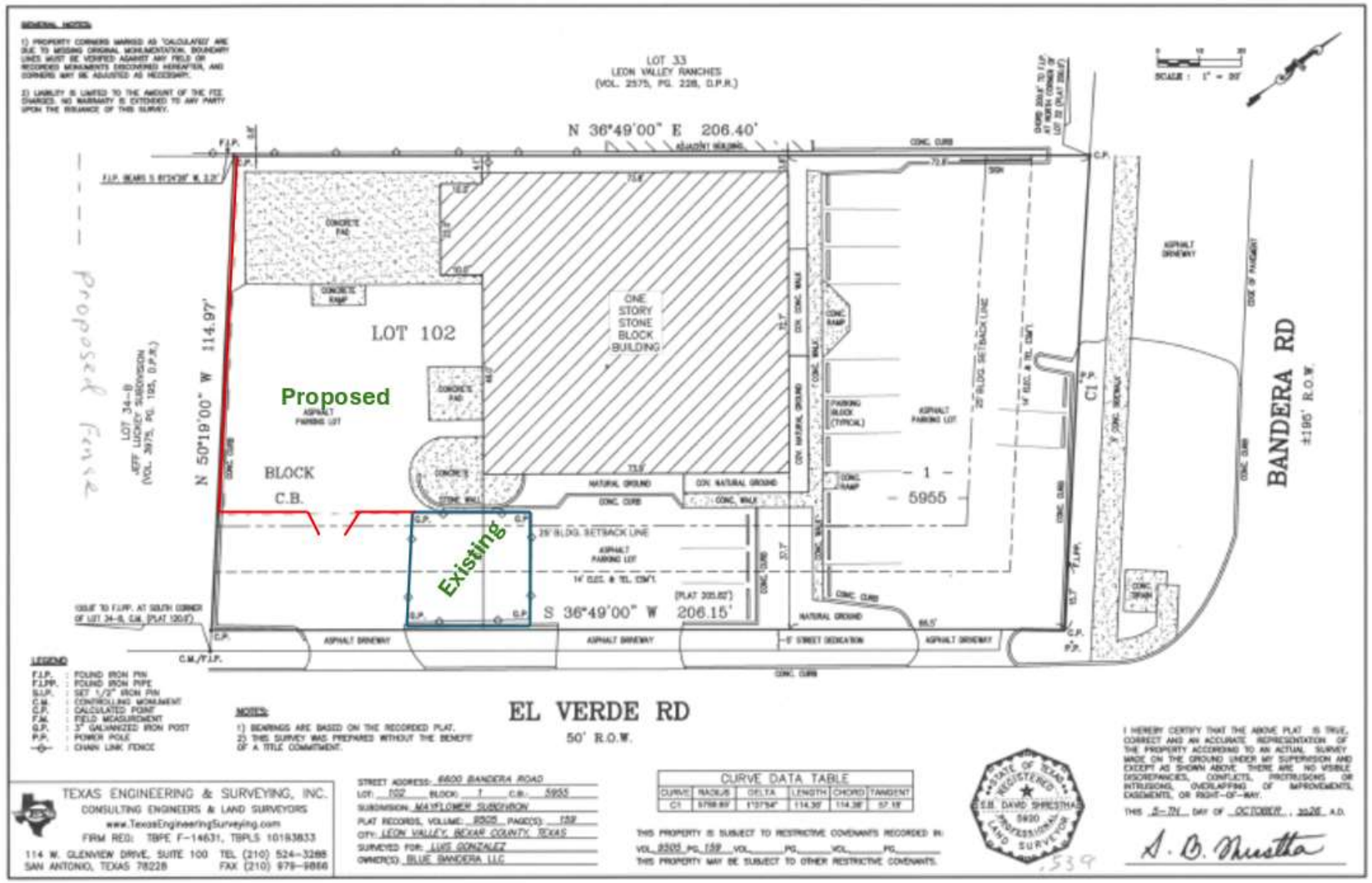




Property



Site Plan


LOT 33
LEON VALLEY RANCHES
(VOL. 2575, PG. 228, D.P.R.)
N 36°49'00" E 206.40'
LOT 102
ONE STORY STONE BLOCK BUILDING
Proposed
ASPHALT PARKING LOT
BLOCK
C.B.
N 50°19'00" W 114.97'
Existing
S 36°49'00" W 206.15'
LOT 34-B
JEFF LUCKEY SUBDIVISION
(VOL. 3975, PG. 125, D.P.R.)
proposed fence
BANDERA RD
±196' R.O.W.
EL VERDE RD
50' R.O.W.
- 1 -
- 5955
25' BLDG. SETBACK LINE
ASPHALT DRIVEWAY
ASPHALT PARKING LOT
CONC. CURB
CONC. WALK
NATURAL GROUND
C1
LEGEND
F.I.P. : FOUND IRON PIN
F.I.PP. : FOUND IRON PIPE
S.I.P. : SET 1/2" IRON PIN
C.M. : CONTROLLING MONUMENT
C.P. : CALCULATED POINT
F.M. : FIELD MEASUREMENT
G.P. : 3" GALVANIZED IRON POST
P.P. : POWER POLE
-o- : CHAIN LINK FENCE
NOTES:
1) BEARINGS ARE BASED ON THE RECORDED PLAT.
2) THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.
TEXAS ENGINEERING & SURVEYING, INC.
CONSULTING ENGINEERS & LAND SURVEYORS
www.TexasEngineeringSurveying.com
FIRM REG: TBPE F-14631, TBPLS 10193833
114 W. GLENVIEW DRIVE, SUITE 100 TEL (210) 524-3288
SAN ANTONIO, TEXAS 78228 FAX (210) 979-9866
STREET ADDRESS: 6600 BANDERA ROAD
LOT: 102 BLOCK: 1 C.B.: 5955
SUBDIVISION: MAYFLOWER SUBDIVISION
PLAT RECORDS, VOLUME: 9505 PAGE(S): 159
CITY: LEON VALLEY, BEXAR COUNTY, TEXAS
SURVEYED FOR: LUIS GONZALEZ
OWNER(S): BLUE BANDERA LLC
CURVE DATA TABLE
CURVE | RADIUS | DELTA | LENGTH | CHORD | TANGENT
C1 | 5759.65' | 1°37'54" | 114.30' | 114.28' | 57.15'
THIS PROPERTY IS SUBJECT TO RESTRICTIVE COVENANTS RECORDED IN:
VOL. 9505 PG. 159 VOL. PG. VOL. PG.
THIS PROPERTY MAY BE SUBJECT TO OTHER RESTRICTIVE COVENANTS.
STATE OF TEXAS
REGISTERED
D.B. DAVID SHRESTHA
5920
PROFESSIONAL
LAND SURVEYOR
I HEREBY CERTIFY THAT THE ABOVE PLAT IS TRUE, CORRECT AND AN ACCURATE REPRESENTATION OF THE PROPERTY ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION AND EXCEPT AS SHOWN ABOVE, THERE ARE NO VISIBLE DISCREPANCIES, CONFLICTS, PROTRUSIONS, OR INTRUSIONS, OVERLAPPING OF IMPROVEMENTS, EASEMENTS, OR RIGHT-OF-WAY.
THIS 5TH DAY OF OCTOBER, 2020 A.D.
D. B. Shrestha

Proposed Site & Gate



Fiscal Impact

- The owner has paid all fees associated with the variance application
- If approved, owner would pay for a fence permit

Recommendation

- At City Council discretion

Goals and Objectives

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

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2026

TO: Mayor and Council

FROM: Regina Reed, Library Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation and Discussion on an Ordinance of the City of Leon Valley Accepting Grant Funds from the Ladd and Katherine Hancher Foundation and Authorizing a Budget Adjustment for Fiscal Year 2026-2027 to the General Fund Budget in the Amount of $8,000 for the Purpose of Updating the Physical Space in the Adult and Young Adult Areas at the Leon Valley Public Library

SPONSOR(S): N/A

PURPOSE & BACKGROUND

City Council is being asked to accept an $8,000 grant from the Ladd and Katherine Hancher Library Foundation and authorize a corresponding adjustment to the Fiscal Year 2026-2027 General Fund Budget.

The Library requested $23,000 from the Ladd and Katherine Hancher Library Foundation to update furniture in the Young Adult and Adult areas of the Library. In its October 22, 2026 award letter, the Foundation awarded $8,000 to fund a portion of the proposed project.

The Foundation requires a written report within one year of funding documenting how the money was used, what was purchased, and how those purchases benefited the Library.

FISCAL IMPACT

The proposed budget adjustment will recognize $8,000 in grant revenue and authorize $8,000 in corresponding Library expenditures for the project.

RECOMMENDATION

- Accept the $8,000 in grant funds from the Ladd and Katherine Hancher Library Foundation.
- Approve an ordinance authorizing a Fiscal Year 2026-2027 General Fund Budget adjustment of $8,000 to update the Adult and Young Adult areas of the Leon Valley Public Library.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Ladd and Katherine Hancher Library Foundation
P.O. BOX 878 . COLUMBUS, TEXAS 78934

October 22, 2026

Regina Reed
Leon Valley Public Library, City of Leon Valley
6425 Evers Road
Leon Valley, TX 78238

Dear Regina:

We were able to fund a portion of your project. Enclosed please find a check from the Ladd and Katherine Hancher Library Foundation payable to Leon Valley Public Library, City of Leon Valley in the amount of $8,000.

Please provide written documentation as to how the funds were used on/or before one year from the day the grant is funded. In your final report, you will want to review what was purchased and the value/success of the purchase(s) in relation to your library.

Very truly yours,

Charlotte Tilotta

ORDINANCE No. 2026 -__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FROM THE LADD AND KATHERINE HANCHER LIBRARY FOUNDATION IN THE AMOUNT OF $8,000; AND AMENDING THE FISCAL YEAR 2026-2027 GENERAL FUND BUDGET IN THE AMOUNT OF $8,000 TO UPDATE FURNITURE IN THE ADULT AND YOUNG ADULT AREAS OF THE LEON VALLEY PUBLIC LIBRARY.

WHEREAS, the Leon Valley Public Library was awarded $8,000 from the Ladd and Katherine Hancher Library Foundation to update furniture in the Adult and Young Adult areas of the Library; and

WHEREAS, it is necessary for the City to accept these grant funds to achieve this purpose; and

WHEREAS, Texas Local Government Code Section 102-0120 provides that a municipality is not prohibited from making changes to a budget for municipal purposes; and

WHEREAS, the Leon Valley City Council now desires to amend the General Fund Budget for FY 2026-2027 in the amount of $8,000 for the Leon Valley Public Library to update furniture in the Adult and Young Adult areas;

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

SECTION 1. The FY 2026-2027 General Fund Budget of the City of Leon Valley is hereby amended to increase the budget by the amount of $8,000 to provide funding for the Leon Valley Public Library.

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

APPROVED

_____

CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

_____
ARTURO D. 'ART' RODRIGUEZ
City Attorney

Presentation and Discussion on an Ordinance of the City of Leon Valley **Accepting Grant Funds from the Ladd and Katherine Hancher Foundation and Authorizing a Budget Adjustment for Fiscal Year 2026-2027 to the General Fund Budget in the Amount of $8,000** for the Purpose of Updating the Physical Space in the Adult and Young Adult Areas at the Leon Valley Public Library (1st Read)

Regina Reed, MLIS
Library Director
City Council Meeting
November 17, 2026

Summary

Question: City Council is being asked to consider an Ordinance Accepting $8,000 in Grant Funds from the Ladd and Katherine Hancher Library Foundation and Authorizing a Budget Adjustment to the Fiscal Year 2026-2027 General Fund Budget to Update Furniture in the Adult and Young Adult Areas of the Leon Valley Public Library.

Options:

- **Recommended:** Accept the grant funds and approve the budget adjustment.
- Deny.
- Other.

Declaration: The $8,000 grant will fund furniture updates in the Adult and Young Adult areas of the Leon Valley Public Library.

Purpose

- The Library requested $23,000 from the Ladd and Katherine Hancher Library Foundation to update furniture in the Young Adult and Adult areas.
- The Foundation awarded $8,000 for the project.
- The Library will use the $8,000 to update furniture and reorganize the Young Adult and Adult spaces.
- A report documenting purchases and their benefit to the Library is due within one year of funding.

Fiscal Impact

Accept $8,000 in grant revenue and increase the Fiscal Year 2026-2027 General Fund Budget by $8,000 for Library expenditures.

Goals

Goal 7 — Provide Excellent Parks, Recreational Green Space, & Cultural Opportunities

Objective F: "Provide cultural opportunities to our citizens and guests."

Updated furniture and reorganized spaces will support comfortable areas for patrons to read, study, and use Library resources.

Goal 8 — Openness, Transparency, and Accountability

Objective C: "To assure responsiveness and excellent customer service to our citizens and businesses."

The project will improve the Adult and Young Adult spaces to better serve Library patrons.

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2026

TO: Mayor and Council

FROM: Carol Goering, Finance Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation and Discussion on an Ordinance of the City of Leon Valley, TX, City Council Authorizing an FY 2027 Budget Adjustment for the Rollover of FY 2026 Capital Improvements and Projects in the General Fund in the Amount of $597,436, Traffic Safety Fund in the Amount of $52,867, Enterprise Fund in the Amount of $250,554, and Street Maintenance Fund in the Amount of $64,024; Providing for Repealer, Severability, and Savings Clauses; and Providing for an Effective Date (1st Reading as Required by City Charter)

SPONSOR(S): N/A

PURPOSE

The purpose of this Ordinance is to consider approval of budget adjustments for the FY 2026-2027 budget for Capital and Council Approved Economic Development Rollover Projects that were not completed during the previous fiscal year (FY 2025-2026)

The projects are as follows:

General Fund Reserve

City Manager & Council – Public Engagement Programs
In FY 2025-2026, City Council approved funding for the printing of the Lions Roar Newsletter. A remaining balance of $5,000 is being carried over to FY 2027 for public engagement programs.

Police Department – Vehicle Replacement
In FY 2025-2026, the Police Department received $21,750 in insurance proceeds to be carried over to FY 2027 for vehicle replacement.

Planning & Zoning Department – Comprehensive Master Plan
In FY 2025-2026, City Council approved funding for the Comprehensive Master Plan. The remaining balance of $174,855 is being carried over to FY 2027 to complete the project.

Economic Development – EDC Projects
In FY 2025-2026, City Council approved funding for the EDC Projects. The remaining balance of $253,218 is being carried over to FY 2027 to fund Economic Development Projects.

PEG – Council Channel
In FY 2025-2026 the Council approved the one-time capital expenditure to set up a PEG Channel. The City's remaining cost of the capital expenditure is $63,743.

Library – Library Grant Expenditures
In FY 2025-2026 the Council approved the Library Grants Expenditures. The City's remaining cost of expenditure is $79,050

Traffic Safety Reserve

Vehicle Replacement
In FY 2025-2026, the Traffic Safety Fund received $52,867 in insurance proceeds to be carried over to FY 2027 for vehicle replacement.

Water & Sewer Fund Reserve

Water Rights
In FY 2025-2026 the Council approved the purchase of water rights. The City's remaining cost of the project is $47,839

Sewer – Locker Lane
In FY 2025-2026 the Council approved the ongoing capital improvements plan to fund project Locker Lane. The City's remaining cost of the project is $202,714.

Street Maintenance Reserve

In FY 2025-2026 the Council approved the continuation of street maintenance. The City's remaining cost of the project is $64,024.

FISCAL IMPACT

CAPITAL/ PROJECTS NAME	DEPARTMENT	ACCOUNT	TOTAL
GENERAL FUND			
HR: Public Engagement Programs	City Manager & Council	100-5300-520.02	5,000
Vehicle Replacement	Police Department	100-5400-540.21	21,570
Comprehensive Master Plan	Planning & Zoning	100-5700-540.51	174,855
Economic Development Projects	Economic Development	100-5701-530.14	253,218
Council Channel - Peg Funds	Economic Development	100-5701-540.10	63,743
Grants	Library	100-5850-530.19	79,050
		TOTAL	**$ 597,436**
RED LIGHT CAMERA			
Vehicle Replacement	Traffic Safety	150-5200-540.11	52,867
		TOTAL	**$ 52,867**
ENTERPRISE FUND			
Purchase Water Rights	Water	200-5310-540.32	47,839
Locker Lane	Sewer	200-5310-540.51	202,714
		TOTAL	**$ 250,554**
STREET MAINTENANCE FUND			
Street Maintenance Projects	Street Repair	720-5100-530.07	64,024
		TOTAL	**$ 64,024**
		GRAND TOTAL	**$ 964,880**

RECOMMENDATION

City Council approve the Ordinance authorizing the budget adjustment

ATTEST :

_____

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO. 2026-___

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING A FY 2027 BUDGET ADJUSTMENT FOR THE ROLLOVER OF FY 2026 CAPITAL IMPROVEMENTS AND PROJECTS IN THE GENERAL FUND IN THE AMOUNT OF $597,436, TRAFFIC SAFETY FUND IN THE AMOUNT OF $52,867, ENTERPRISE FUND IN THE AMOUNT OF $250,554, AND STREET MAINTENANCE FUND IN THE AMOUNT OF $64,024 FOR CAPITAL AND ROLLOVER PROJECTS; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, several planned Capital Improvement projects and Economic Development Rollover projects that were approved by the City Council in FY 2025-2026 but not completed; and

WHEREAS, the funding for these projects ended on September 30, 2026; and

WHEREAS, the City of Leon Valley has already passed their FY 2026-2027 Budget on September 1st, 2026; and

WHEREAS, it has been determined that funding should be added to the FY 2026-2027 Budget; and

WHEREAS, it is necessary to adjust the Budget by a total amount of $964,880 for FY 2026-2027; and

WHEREAS, Texas Local Government Code Section 102-0120 provides that a municipality is not prohibited from making changes to a budget for municipal purposes; and

WHEREAS, the Leon Valley City Council now desires to amend the FY 2025-2026 budget in a total amount $964,880, in order to fund Capital Improvements and Economic Development Rollover Projects that were bid, approved, and/or awarded by the City Council of the City of Leon Valley in FY 2025-2026, but not otherwise funded in FY 2026-2027;

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

SECTION 1. The FY 2025-2026 General Fund Budget of the City of Leon Valley is hereby amended to increase the budget by $597,436; the Traffic Safety Fund Budget of the City of Leon Valley is hereby amended to increase the budget by $52,867;the Enterprise Fund Budget of the City of Leon Valley is hereby amended to increase the budget by $250,554; the Street Maintenance Fund Budget of the City of Leon Valley is hereby amended to increase the budget by $64,024. To provide funding as follows:

CAPITAL/ PROJECTS NAME	DEPARTMENT	ACCOUNT	TOTAL
GENERAL FUND			
HR: Public Engagement Programs	City Manager & Council	100-5300-520.02	5,000
Vehicle Replacement	Police Department	100-5400-540.21	21,570
Comprehensive Master Plan	Planning & Zoning	100-5700-540.51	174,855
Economic Development Projects	Economic Development	100-5701-530.14	253,218
Council Channel - Peg Funds	Economic Development	100-5701-540.10	63,743
Grants	Library	100-5850-530.19	79,050
		TOTAL	**$ 597,436**
RED LIGHT CAMERA			
Vehicle Replacement	Traffic Safety	150-5200-540.11	52,867
		TOTAL	**$ 52,867**
ENTERPRISE FUND			
Purchase Water Rights	Water	200-5310-540.32	47,839
Locker Lane	Sewer	200-5310-540.51	202,714
		TOTAL	**$ 250,554**
STREET MAINTENANCE FUND			
Street Maintenance Projects	Street Repair	720-5100-530.07	64,024
		TOTAL	**$ 64,024**
		GRAND TOTAL	**$ 964,880**

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

SECTION 5. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph, or section of this Ordinance.

SECTION 6. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

SECTION 7. This Ordinance shall become effective immediately upon its passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 17th day of November, 2026.

APPROVED

_____
CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

_____
ARTURO D. "ART" RODRIGUEZ
City Attorney

Approval of an Ordinance Authorizing an FY 2027 Budget Adjustment for FY 2026 Capital Improvements and Projects Carryover.

Carol Goering
Finance Director

City Council Meeting

November 17, 2026

Summary

- Question
  - The City Council is being asked to consider approve an ordinance authorizing budget adjustments for the FY 2026-2027 in the following funds:

GENERAL FUND	597,436
RED LIGHT CAMERA	52,867
ENTERPRISE FUND	250,554
STREET MAINTENANCE FUND	64,024
	964,880

-Options

-Recommendation:

Approve the budget adjustment

-Denial of the request.

- Declaration
  - This adjustment will carryover capital projects.

FUND	DEPARTMENT	CAPITAL PROJECT/PROJECT	CONTRACT/PROJECT COST	FY26 EXPENDITURES	BALANCE REMAINING	FY27 CARRY OVER
GENERAL FUND						
	City Manager & Council	HR: Public Engagement Programs	-	-	-	5,000
	Police Department	Vehicle Replacement	21,570	-	21,570	21,570
	Planning & Zoning	Comprehensive Master Plan	250,000	75,145	174,855	174,855
	Economic Development	Economic Development Projects	324,246	71,028	253,218	253,218
	Economic Development	Council Channel - Peg Funds	114,060	50,317	63,743	63,743
	Library	Grants	85,000	5,950	79,050	79,050
					TOTAL GENERAL FUND	**$ 597,436**
RED LIGHT CAMERA						
	Traffic Safety	Vehicle Replacement	52,867	-	52,867	52,867
					TOTAL ENTERPRISE FUND	**$ 52,867**
ENTERPRISE FUND						
	Water	Purchase Water Rights	188,738	140,899	47,839	47,839
	Sewer	Locker Lane	612,334	409,620	202,714	202,714
					TOTAL ENTERPRISE FUND	**$ 250,554**
STREET MAINTENANCE						
	Street Repair	Street Maintenance Projects	-	-	-	64,024
					TOTAL STREET MAINTENANCE FUND	**$ 64,024**

GRAND TOTAL $ 964,880

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.

Approval of an Ordinance Authorizing an FY 2027 Budget Adjustment for FY 2026 Capital Improvements and Projects Carryover.

Carol Goering
Finance Director

City Council Meeting

November 17, 2026

MAYOR AND COUNCIL COMMUNICATION

DATE: November 17, 2026

TO: Mayor and Council

FROM: Michael Gallardo, Planning and Zoning Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion, and Possible Action to Consider Approval of a Resolution Authorizing the City Manager to Negotiate and Enter Into a Contract with Ardurra Engineering for Professional Consulting Engineering Services.

PURPOSE

The purpose of this item is to consider authorizing the City Manager to enter into a contract with an engineering firm for professional engineering services.

Professional engineering services are used by the Planning and Zoning Department for plan and plat reviews, and floodplain development, and by the Public Works Department for capital improvements, such a street maintenance, stormwater, flooding, rate studies, surveying, architectural, structural concerns, traffic studies, GIS mapping, and other special projects. The Statement of Qualifications package was advertised for thirty-two on the City's webpage. The package advertisement was placed in the Express News and The Echo twice; Friday, September 18, 2026, and Friday, October 2, 2026. Additionally, eleven invitation letters were mailed out.

Evaluation Criteria

- Qualifications, Experience and Expertise – 35 points
- References – 10 points
- Technical – 35 points
- Project approach – 20 points

The City received the following submittals:

Organization	Score
6S Engineering	81
Ardurra	96
Aurora	85
Colliers	88
Garza EMC	81

Halff	93
Mendez Engineering	84
META Engineering	76
Scheibe Consulting	71

Each company was rated on competency, qualifications, capabilities, and experience. The panel also considered references. After review by the Fire Chief, the Police Chief and the Public Works Director, it was recommended that the city select Ardurra Engineering for all services required. Ardurra is the current city engineering consultant.

If an acceptable agreement cannot be made with Ardurra, then it is recommended the City Manager negotiate with Halff Engineering.

FISCAL IMPACT

Texas Government Code, Section 2254.004. Contract for Professional Services of Architect, Engineer, or Surveyor states:

"(a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:

(1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
(2) then attempt to negotiate with that provider a contract at a fair and reasonable price.

(b) If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:

(1) formally end negotiations with that provider;
(2) select the next most highly qualified provider; and
(3) attempt to negotiate a contract with that provider at a fair and reasonable price.

(c) The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into.

The City Manager will attempt to negotiate a contract with Ardurra Engineering on their fees for services but should negotiations with Ardurra fail to produce an acceptable agreement for the City of Leon Valley, she would then be authorized to negotiate with Halff Engineering. Funds for engineering services are budgeted each year by the City Council.

Recommendation

Staff recommends approval.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 26- _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND ENTER INTO A CONTRACT FOR THE PURPOSE OF PROVIDING PROFESSIONAL CONSULTING ENGINEERING SERVICES FOR THE CITY OF LEON VALLEY.

WHEREAS, the city is required to utilize the services of a licensed professional engineer and surveyor for larger public works projects; and

WHEREAS, licensed professional engineering services are essential for the review of building plans and plats, traffic studies, street, drainage, and stormwater plans, and other related services; and

WHEREAS, the city advertised Requests for Qualifications for engineering firms to provide these services, following all applicable local and state laws regarding the review and selection of the highest qualified engineering firm for these services; and

WHEREAS, Ardurra Engineering was selected as the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and

WHEREAS, it is recommended that the City Council authorize the City Manager to negotiate and enter into a contract with such firm for these services.

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

1. The City Manager of the City of Leon Valley, Texas is hereby authorized to negotiate fees for services and possibly enter into a contract with Ardurra Engineering, for the purpose of providing professional consulting engineering services for the City of Leon Valley.

2. The City Manager is authorized to negotiate fees for services and enter into a contract with Halff, should negotiations with Ardurra Engineering fail, and subsequently with Colliers, should negotiations with Halff also fail.

3. The Mayor and City Council, with the adoption of this Resolution, further authorize the City Manager to act on behalf of the City of Leon Valley in all matters related to the Contract.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Leon Valley on this17th day of November, 2026.

APPROVED

CHRIS RILEY
Mayor

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ARTURO D. 'ART' RODRIGUEZ

City Attorney

PROFESSIONAL SERVICES AGREEMENT
ARDURRA GROUP, INC. AND THE CITY OF LEON VALLEY

THE CITY OF LEON VALLEY, Texas, a Texas municipal corporation (OWNER and CLIENT) engages Ardurra Group, Inc. (ENGINEER) to perform professional services under the following terms and conditions:

I. SERVICES: ENGINEER agrees to provide General/Additional Engineering Services and Services for Public Works Construction Projects with engineer(s) duly licensed and practicing under the law in the State of Texas, in conformance with the following descriptions, terms and conditions:
   A. GENERAL/ADDITIONAL SERVICES: See Attachment "A".
   B. PUBLIC WORKS CONSTRUCTION PROJECTS: See Attachment "B".

II. COMPENSATION: Client agrees to pay ENGINEER an amount not to exceed $500,000 per fiscal year for the services described above in accordance with the descriptions, definitions, terms and conditions found in Attachment "C" unless otherwise approved by City Council.

III. DURATION: This Agreement shall be effective for a period of three years beginning from the date that the CLIENT's signature is affixed to this agreement.

IV. PAYMENT: ENGINEER will invoice CLIENT monthly in amounts based on ENGINEER's estimate of the amount of Basic Services completed plus charges for Additional Services performed. CLIENT agrees to review the invoices submitted for approval and to pay ENGINEER the approved amounts within 30 days of the date of the invoice.

V. INSURANCE AND INDEMNITY: ENGINEER agrees to maintain Worker's Compensation Insurance to cover all its own personnel engaged in performing services for CLIENT under this Agreement. ENGINEER also agrees to maintain Commercial General Liability insurance that will protect the ENGINEER and CLIENT from claims for damages because of bodily injury, personal injury, sickness, disease or death and insurance that will protect the ENGINEER and CLIENT from claims for damages to or destruction of tangible property of others, including loss of use thereof. The minimum policy limits of liability for this line of insurance coverage should be:

$1,000,000.00 Occurrence Limit
$2,000,000.00 General Aggregate
$2,000,000.00 Products/Completed Operations Aggregate
$1,000,000.00 Contractual Liability

This line of insurance shall be endorsed naming CLIENT as an Additional Insured for both ongoing and completed operations and shall provide a Wavier of Subrogation in favor of CLIENT.

Commercial/Business Automobile Liability insurance that will protect the ENGINEER and CLIENT from claims for damages arising out of the maintenance, operation, or use of any owned, non-owned or hired vehicles. The minimum policy limits of liability for this line of insurance coverage for bodily injury and property damage combined shall not be less than $1,000,000.00 per each occurrence.

This line of insurance shall be endorsed naming CLIENT as an Additional Insured for both ongoing and completed operations and shall provide a Wavier of Subrogation in favor of CLIENT.

Professional liability (errors and omissions) insurance with minimum coverage limits of $3,000,000.00 per claim, $3,000,000.00 in the aggregate.

The insurance policies shall contain a provision or endorsement that the coverage afforded will not be cancelled, materially changed or renewal refused until at least thirty (30) days prior written notice has been given to OWNER.

TO THE FULLEST EXTENT PERMITTED BY LAW ENGINEER SHALL FULLY INDEMNIFY AND HOLD HARMLESS THE OWNER, AND AGENTS AND EMPLOYEES OF OWNER FROM AND AGAINST CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES, ARISING OUT OF OR RELATING TO THE PERFORMANCE OF THE WORK, PROVIDED THAT SUCH CLAIM, DAMAGE, LOSS OR EXPENSE IS ATTRIBUTED TO BODILY INJURY, SICKNESS, DISEASE OR DEATH, OR TO INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY (OTHER THAN THE WORK ITSELF), BUT ONLY TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS OR OMISSIONS OF ENGINEER, A CONSULTANT, OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY THEM.

IN CLAIMS AGAINST ANY PERSON OR ENTITY INDEMNIFIED UNDER THIS SECTION V, BY AN EMPLOYEE OF ENGINEER, A CONSULTANT, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY THEM OR ANYONE FOR WHOSE ACTS THEY MAY BE LIABLE, THE INDEMNIFICATION OBLIGATION UNDER SECTION V SHALL NOT BE LIMITED BY A LIMITATION ON AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE BY OR FOR ENGINEER OR A CONSULTANT UNDER WORKERS' COMPENSATION ACTS, DISAILITY BENEFIT ACTS OR OTHER EMPLOYEE BENEFIT ACTS.

VI. OPINIONS OF COST: ENGINEER has no control over the following items that impact project construction costs: labor cost, material cost, equipment cost, services furnished by others, Contractors' methods of determining prices, competitive bidding conditions, and market conditions. Therefore, the Engineer's Opinions of Probable Project Cost and of Probable Construction Cost are understood to be made on the basis of his experience and represent his best judgment as a qualified Professional Engineer familiar with the construction industry and the ENGINEER does not guarantee that estimates, proposals, bids or actual Project and Construction Costs will not vary from the Engineer's Opinion of the Probable Project Cost of Opinion of Probable Project Cost or Opinion of Probable Construction Cost.

VII. REUSE OF DOCUMENTS: All documents prepared by ENGINEER pursuant to this Agreement, including drawings, and specifications are instruments of service with respect to projects. They are not intended or represented to be suitable for reuse by OWNER or others for extending the original project or on any other projects. OWNER may reuse Engineer's documents, but any reuse without written verification or adaptation by ENGINEER for the additional purpose will be at the OWNER'S sole risk and without liability or legal exposure to ENGINEER. Any variation or adaptations requested of ENGINEER by OWNER shall entitle ENGINEER to further compensation.

VIII. TERMINATION:

A. Either OWNER OR ENGINEER may terminate this Agreement at any time prior to completion of ENGINEERS's services. Terminations shall be initiated by a letter providing thirty (30) days written notice to the other party at its address of record.

B. COMPENSATION PAYABLE ON TERMINATION: On termination by either CLIENT or ENGINEER, CLIENT shall pay ENGINEER as follows:

1) Public Works Construction Projects (phase complete): CLIENT shall pay to ENGINEER the entire lump sum amount previously agreed upon for the completed phase in accordance with Attachment "C", Paragraph B.

2) Public Works Construction Projects (phase incomplete): CLIENT shall pay ENGINEER the lesser of the following two amounts:
   a) The amount required in VIII.B.1, or

b) The amount determined by applying the hourly and reimbursable rates specified for General/Additional Services in Attachment "C", Paragraph A, to the portions of the phase that have been performed prior to the date of termination.

3) General/Additional Services: CLIENT shall pay ENGINEER the amount determined by applying the hourly and reimbursable rates specified in Attachment "C", Paragraph A, to the extent of services that have been performed prior to the date of termination.

IX. SUCCESSORS AND ASSIGNS: OWNER and ENGINEERS each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement. Neither OWNER nor ENGINEER shall assign, sublet or transfer his interests in this Agreement without the written consent of the other. Nothing herein shall be construed as giving any rights or benefits hereunder to anyone other than OWNER and ENGINEER.

X. SPECIAL PROVISION: This instrument, with Attachments "A", "B", and "C", contains the entire Agreement between OWNER and ENGINEER.

XI. INVALIDATION: This Agreement shall become invalid unless it is executed by OWNER within ninety (90) days of the ENGINEER's signature date or unless the period is extended in writing by the ENGINEER.

XII. MODIFICATIONS: No one has authority to make alternations or additions to the terms of this Agreement on behalf of OWNER or ENGINEER other than a person duly authorized by the party's appropriate authority with the consent of both parties, and then only in writing signed by the party's appropriate authority.

XIII. CHANGE OR SUSPENSION OF WORK; Without invalidating this agreement, OWNER may, at any time or from time to time, order additions, deletions, or revisions in the work by written amendment. Upon receipt of any such document, ENGINEER shall promptly proceed with the work involved. At any time, with or without cause, OWNER may suspend the work or any portion thereof. ENGINEER shall be allowed an adjustment in the contract price or an extension of the contract time, or both, directly attributable to any such suspension.

XIV. ATTORNEY'S FEES: In the event of any controversy, claim, or dispute between the parties that arises out of or relates to this agreement, the prevailing party will be entitled to recover from the other party any attorney's fees, expenses and costs.

XV. GOVERNING LAWS AND VENUE: This contract shall be governed by the laws of the State of Texas and venue, of all legal proceedings hereunder shall be in Bexar County, Texas.

Engineer: Ardurra Group, Inc.

Signature: Byron Sanderfer

Printed Name: Byron Sanderfer, P.E.

Title: Public Works Practice Director - Central Region

Date: 11/02/23

Owner: The City of LEON VALLEY

Signature:

Printed Name: Crystal Caldera

Title: City Manager

Date: 11/2/23

CITY OF LEON VALLEY TEXAS

ATTACHMENT "A"

GENERAL/ ADDITIONAL SERVICES

SCOPE OF WORK

1. Provide Project Representative and other personnel as required for on-site construction observation.
2. Property survey and establishment of boundaries and monuments with related computations and drafting.
3. Preparation of property or easement descriptions.
4. Preparation of special reports required for marketing of bonds.
5. Small design assignments with construction costs less than $150,000.
6. Appearances before regulatory agencies.
7. Assistance as an Expert Witness in litigation with third parties arising from the development or construction of a project or for other reasons. The work may include the preparation of engineering and reports.
8. Special investigations; preparation of rate schedules; earnings and expense statements; feasibility studies; evaluations; and material audits or inventories required for certification of force account construction performed by OWNER.
9. Soil and foundation investigations including field and laboratory tests, borings, related engineering analyses, and recommendation.
10. Detailed inspection of materials or equipment.
11. Travel and subsistence required of the ENGINEER and authorized by OWNER.
12. Preparation of applications and supporting documents for government permits.
13. Preparation of environmental statements.
14. Preparing for and attending public hearings and other meetings.
15. Preparation of operating instructions and manuals for facilities.
16. Training of personnel and assistance in operation of facilities.
17. Surveying related to construction layout.
18. Technical review of subdivision plats and zoning cases.
19. Any other special or miscellaneous assignments specifically authorized.

ATTACHMENT "B"

PUBLIC WORKS CONSTRUCTION PROJECTS
SCOPE OF WORK

A. Preliminary Design Phase

1. Attend preliminary conferences with OWNER and other interested parties, including public meetings when project is presented and discussed.

2. Establish the scope of soil investigation, special surveys and tests. Arrange for such work to be done. OWNER shall contract directly with the party performing the soil investigation, special survey and/or tests.

3. Prepare a preliminary engineering report that indicates the problems and alternate solutions with preliminary layouts, opinion of probable construction costs, and ENGINEER's recommendations.

B. Detailed Design Phase

1. Establish the scope of additional soil investigations, special surveys and tests required for design. Arrange for such work to be done. OWNER shall contract directly with the party performing the soil investigation, special survey and/or tests.

2. Furnish engineering data necessary for application for routine permits required by government agencies. Preparation of applications and other participation in the application process are considered Additional Services.

3. Provide field surveys required in the design of the project.

4. Prepare detailed specifications and contract drawings (contract documents) for construction. Prepare additional documents required for bidding.

5. Prepare detailed opinions of probable cause.

6. Furnish OWNER with all necessary copies of approved contract documents, including notices to bidders and proposal forms.

C. Bidding Phase

1. Assist OWNER with advertisement of the Project for bids.

2. Assist OWNER with opening and tabulation of the bids as follows:
    a. Assist with distribution of contract documents.
    b. Attend and lead the bid opening meeting.
    c. Tabulate received bids and check extensions for correctness.
    d. Check financial references and past project references for the two (2) apparent low bidders.
    e. Make recommendation for the award of the construction contract.

3. Assist in the preparation of formal Contract Documents.

D. Construction Phase

1. Make at a minimum, 1 visit to the construction site every week to observe the progress and quality of the work and to determine if the work is generally proceeding in accordance with the plans and specifications. Submit monthly reports relating to such visits. The OWNER may request additional visits and reports as Additional Services. The ENGINEER shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor or for the Contractor's failure to construct the project in conformance to the contract documents.

2. Consult with and advise OWNER. Issue instructions to Contractor as requested by OWNER. Prepare and issue routine Change Orders approved by OWNER.

3. Review samples, catalog data, schedules, shop drawings, laboratory tests, shop tests, and mill tests of material and equipment and other data that the Contractor submits for general conformance with the Contract Documents. The review by ENGINEER does not relieve Contractor of any of Contractor's responsibilities including, but not limited to, confirmation of dimensions at the project site, implementation of appropriate safety measure& to protect workers and the public, and construction of a complete and workable facility in accordance with the Contract Documents.

4. Obtain and review Contractor's monthly estimates and requests for payment. Furnish recommendations to OWNER. Assemble written guarantees that are required by the contract documents.

5. Perform a final project review with the OWNER for compliance with the Contract Documents and submit recommendations concerning project status to OWNER.

ATTACHMENT "C"

ARDURRA GROUP, INC. RATE SCHEDULE

A. GENERAL/ADDITIONAL SERVICES

Engineering, Planning:

Position	Proposed Hourly Rate
Practice Director	$250
Sr Project Manager	$230
Project Manager	$220
Engineer VI	$165.00
Engineer IV	$155.00
Engineer II	$140.00
GIS Analyst	$132.00
Designer III	$140.00
Designer II	$128.00
CADD Tech	$120.00
Construction Observer	$125
Clerical	$75
RPLS	$200
SIT	$155.00
Field Crew (2-Man)	$190.00

Review of Subdivision Plats and Plans:

1. Residential Plats
   Residential Preliminary Plat (Base).....$315 per plat
   Residential Final Plat (Base).....$315 per plat
   Lot fee in addition to base
   1-20 Lots.....$22 per lot
   21-100 Lots.....$16 per lot
   101 or more.....$11 per lot

2. Residential Plans
   Residential Street and Drainage
   Plan Review
   1-50 Lots.....$500
   51 or more.....$750

3. Commercial and Other Plats
   Commercial Preliminary Plat (Base).....$315 per plat
   Commercial Final Plat (Base).....$315 per plat
   Plus.....$200 per plat

4. Commercial Plans
   Commercial Street, Drainage, TIA, Storm Water
   Management Plan and Site Grading.....Hourly based on Rate Schedule

Charges are due and payable within thirty (30) days after receipt of the invoice. Late payment may be charged an interest rate of 1.5% per month of the unpaid balance.

B. PUBLIC WORKS CONSTRUCTION PROJECTS

Negotiated Lump Sum Fee

Major Task Orders will be compensated on the basis of a negotiated lump sum fee that are calculated at the hourly rates agreed upon. Such tasks shall include but not be limited to:

a. Street and/or Drainage Maintenance Plans, Specifications & Estimates (PS&E)
b. Water and/or Wastewater infrastructure PS&E's
c. Capital Project PS&E's
d. Street Maintenance Master Planning
e. Drainage Master Planning
f. Development of other Master Plans (e.g., Major Thoroughfare Plan)
g. City Code Development or Revision Consulting Services
h. Grant Writing Support
i. MS4 Permit Support

*All above Fees and Rates do not include travel expenses and other direct costs. Auto mileage will be billed at the approved IRS rate (currently $0.565/mile) plus 10%. All other direct billed service (lodging, printing, postage, etc.) will be billed at actual costs plus 10%.

Consider Approval of a Resolution Award RFQ for Professional Consulting Engineering Services

City Council Meeting

Michael Gallardo

Planning and Zoning Director

November 17, 2026

Summary

- A Resolution authorizing the City Manager to negotiate a contract with Ardurra Engineering for Professional Consulting Engineering Services, and
- To allow the City Manager to negotiate a contract with another engineering firm should negotiations with Ardurra Engineering fail
- Options
  - Approve
  - Deny
  - Other
- Declaration
  - Recommend approval of the Resolution

Purpose

- Professional engineering services are used:
- By the Planning and Zoning Department for plan and plat reviews, zoning, impact fees, and floodplain development
- By the Public Works Department for capital improvements, street maintenance, stormwater, flooding, surveying, architectural, structural concerns, traffic studies, rate studies, GIS mapping, and other special projects

Background

- Request for Qualifications (RFQ's)
  - The City requested (RFQ's) on 9/17/2026
    - Request posted on the city website for 32 days
  - Invitation letters mailed out on 9/17/2026
    - 11 letters were mailed out
  - Advertised in the Express News and The Echo twice;
    - Ran on Friday September 18, 2026 and Friday October 2, 2026
  - Deadline for submittals was 10/19/2026
    - Total of 9 submittals

Background

- After careful consideration by (3) Staff Directors, it was recommended that the city select Ardurra Engineering for all services required
- Ardurra is the current city engineering consultant
- If an agreement can’t be made with Ardurra, then the committee recommends Halff as second most qualified choice and Colliers as the third most qualified choice

Background

- The following RFQ's were received:

Organization	Location
6S Engineering	Jourdanton, TX
Ardurra	San Antonio, TX
Aurura	San Antonio, TX
Colliers	San Antonio, TX
Garza EMC	San Antonio, TX
Halff	San Antonio, TX
Mendez Engineering	San Antonio, TX
META Engineering	Helotes, TX
Scheibe Consulting	Austin, TX

Background

- The submittals were evaluated by (3) Directors and scores were based on the following criteria:

Criteria	Points
Qualifications, Experience and Expertise	35 points
References	10 points
Technical	35 points
Project Approach	20 points

Background

- Evaluation Results

Organization	Score
Ardurra	96
Halff	93
Colliers	88
Aurora	85
Mendez Engineering	84
6S Engineering	81
Garza EMC	81
META Engineering	76
Scheibe Consulting	71

Ardurra Scorecard

Criteria & Weight	Panel Member 1	Panel Member 2	Panel Member 3
Qualifications, Experience & Expertise- 35 points	35	34	35
References- 10 points	10	9	10
Technical- 35 points	30	34	35
Project Approach- 20 points	18	19	20
Total	93	96	100

Fiscal Impact

- Texas Government Code, Section 2254.004. Contract for Professional Services of Architect, Engineer, or Surveyor states:
  - (a) In procuring architectural, engineering, or land surveying services, a governmental entity shall:
  - (1) first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
  - (2) then attempt to negotiate with that provider a contract at a fair and reasonable price.

Fiscal Impact

- Gov't Code, Section 2254.004. further states:
  - (b) If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:
  - (1) formally end negotiations with that provider;
  - (2) select the next most highly qualified provider; and
  - (3) attempt to negotiate a contract with that provider at a fair and reasonable price.

Fiscal Impact

- Gov't Code, Section 2254.004. further states:
  - (c) The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into."
- The City Manager will attempt to negotiate a contract with Ardurra Engineering on the fees for services

Fiscal Impact

- Should negotiations with Ardurra fail to produce an acceptable agreement for the City of Leon Valley, City Manager would then be authorized to negotiate with Halff for their services, and so on
- Funds for engineering services are budgeted each year by the City Council

Recommendation

- Staff recommends:
- Approval of the Resolution authorizing the City Manager to enter into contract negotiations with Ardurra Engineering
- Authorize the City Manager to enter into contract negotiations with other engineering firms, if needed

Goals and Objectives

- 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.

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 permitted use table on November 3, 2026 moved to December
  - Assisted Living and Assembly Use being evaluated.
  - Assisted living 10-20-26 second read will be on November 17, 2026
  - Data centers and logistics centers first read November 3, 2026
- **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.
    - Waiting on survey
    - Waiting on closing documents
- **Do not feed the Deer Ordinance** –
  - In October
  - Mayor moved to Nov.
  - Removed by Mayor until further notice
- **Hodges dead end update**- October 20, 2026, the council directed staff to get traffic analysis cost.
- **Code Enforcement Policy Direction – 11/17/2026**

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 the council decided to continue the discussion in December
    - On December 16, 2026, council decided to add the drop wall and do the associated budget adjustment.11/18 council will discuss changing the date. Will wait on the Mayor to coordinate the follow-up meeting
    - Council decided to have the engineer evaluate the drop wall and the purchase of property.
  - October 18, 2026, council reviewed all the options and voted on options 3 and 4
  - October 24, 2026: took a tour of the erosion
  - November 21, 2026: next joint meeting scheduled.

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

- **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
    - Council voted to include plans for PD property room and PW remodel/expansion