



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, December 02, 2025 at 6:30 PM

**AGENDA**

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

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

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- 1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance**
- 2. Citizens to be Heard** - Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.
- 3. Presentations**
  1. Direction to Staff on Purchase of Items for Veteran's Memorial - M. Moritz, Public Works Director
- 4. Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.
- 5. City Manager's Report**
  - 1. Upcoming Important Events:**
    - **Tuesday, December 16, 2025 – Regular City Council Meeting**  
6:30 PM · City Council Chambers
    - **Saturday, December 6, 2025 – Breakfast with Santa**  
9:00 AM –11:30 AM · Leon Valley Public Library

- **Wednesday, December 24, 2025 – Thursday, January 1, 2026 – City Offices & Municipal Court Closed**  
Christmas, Winter Break & New Year's Day (City Hall reopens Friday, January 2, 2026)
- **Monday, December 15, 2025 through Friday, December 19, 2025 - Leon Valley Fire Department - Santa Run, 6:00 PM - 8:00 PM**
- **Public Library Holiday Hours:** Closed December 24th - 26th in observance of Christmas; will reopen on Saturday, December 27, 2025
- **Miscellaneous other Events and Announcements**

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

1. Discussion and Possible Action Approving of the Following City Council Minutes:
  - a. 11-18-2025 Regular City Council Meeting Minutes
2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
  - a. 10-09-2025 Library Advisory Board Meeting Minutes
3. Discussion and Possible Action on an Ordinance of the City of Leon Valley, TX, City Council Authorizing Budget Adjustments for FY 2026 that were FY 25 Capital Improvements/Projects Rollovers for General Fund in the Amount of \$535,167, Traffic Safety Fund in the amount of \$10,423, Enterprise Fund in the Amount of \$1,103,645, and Street Maintenance Fund in the Amount of \$2,721,410 for Capital and Rollover Projects; Providing for Repealer, Severability and Saving Clauses; and Providing for an Effective Date (1st Read was Held on 11/18/25) - C. Goering, Finance Director
4. Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment for the Fiscal Year 2025-2026 to the General Fund Budget in the amount of \$28,000 for the Purpose of Increasing the Information Technology Department Budget to Provide Funding for the Migration to Microsoft 365 (1st Read was Held on 11/18/2025) - C. Goering, Finance Director
5. Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment for Fiscal Year 2026 from the Enterprise Fund Reserve, in the Amount of \$454,630 for the 2025 Forest Oaks Sewer Main Improvements Project, and Awarding the Lowest Qualified Bid in the Amount of \$844,878 with \$126,732 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with R.L. Jones, LP for the 2025 Forest Oaks Sewer Main Improvements Project (1st Read was Held on 11-18-2025) - D. Dimaline, Assistant Public Works Director
6. Discussion and Possible Action on Ordinance Authorizing a Budget Adjustment for Fiscal Year 2026 General Fund Budget in the Amount of \$121,650 for the Purpose of Increasing Funding for the Economic Development Department to Fund Council Approved Economic Development Projects from the Previous Fiscal Year (1st Read was Held 11-18-2025) – R. Salinas, Executive Director.

- [7.](#) Discussion and Possible Action on an Ordinance to Amend the Leon Valley Code of Ordinances Article 2.04 Registration of Dogs and Cats (1st Read was Held on 11-18-2025) - R. Salinas, Executive Director
- [8.](#) Discussion and Possible Action on an Ordinance to Amend the Leon Valley Code of Ordinances Appendix A – Fee Schedule, Article A4.00 - Animal Control Fees, to Article A4.006 - Dog Microchipping and A4.006 City Pet License (1st Read was Held 11-18-2025) - R. Salinas, Executive Director
9. Presentation, Discussion and Possible Action of Council Place 5, Beth Mursch's Excused Absence from the November 18, 2025, City Council Meeting as Provided in the Charter Section 3.08, Subsection B, Part 3
- [10.](#) Discussion and Possible Action on a Resolution Appointing Karen Lockhart as 3rd Alternate and Correcting the Term Expiration of Commissioner 5 of the Planning & Zoning Commission - Mayor Chris Riley
- [11.](#) Presentation, Discussion and Possible Action on the Second Amendment to the Grant Agreement for the Street Outreach Program Between the City of Leon Valley and Haven for Hope Requiring No Additional Funds from the City of Leon Valley - Dr. C. Caldera, City Manager

## 7. Regular Agenda

- [1.](#) Presentation, Discussion to Consider an Ordinance Amending Chapter 15, "Zoning," Section 15.02.327, "PD", Planned Development District (1st Read was held on 10-21-2025) - Dr. C. Caldera, City Manager
- [2.](#) Discussion and Possible Action on a Resolution Waiving Open Record Charges for Open Record Request OR-2025-622 - S. Passailaigue, City Secretary
- [3.](#) Presentation, Discussion and Possible Action to Provide a Fee Waiver for the use of the Irene Baldrige Community Center or Conference Center for City Personnel that has Been Employed with the City of Leon Valley for 25 Plus Years - Dr. C. Caldera, City Manager
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 [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov).

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

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

*Saundra Passailaigue*

**SAUNDRA PASSAILAIGUE, TRMC**

City Secretary

NOVEMBER 24, 2025 11:52 AM





# Veteran's Memorial Park Enhancement Options

City Council Meeting

December 2, 2025

# Purpose

- To give staff direction on possible enhancements to the Veterans Memorial Park area

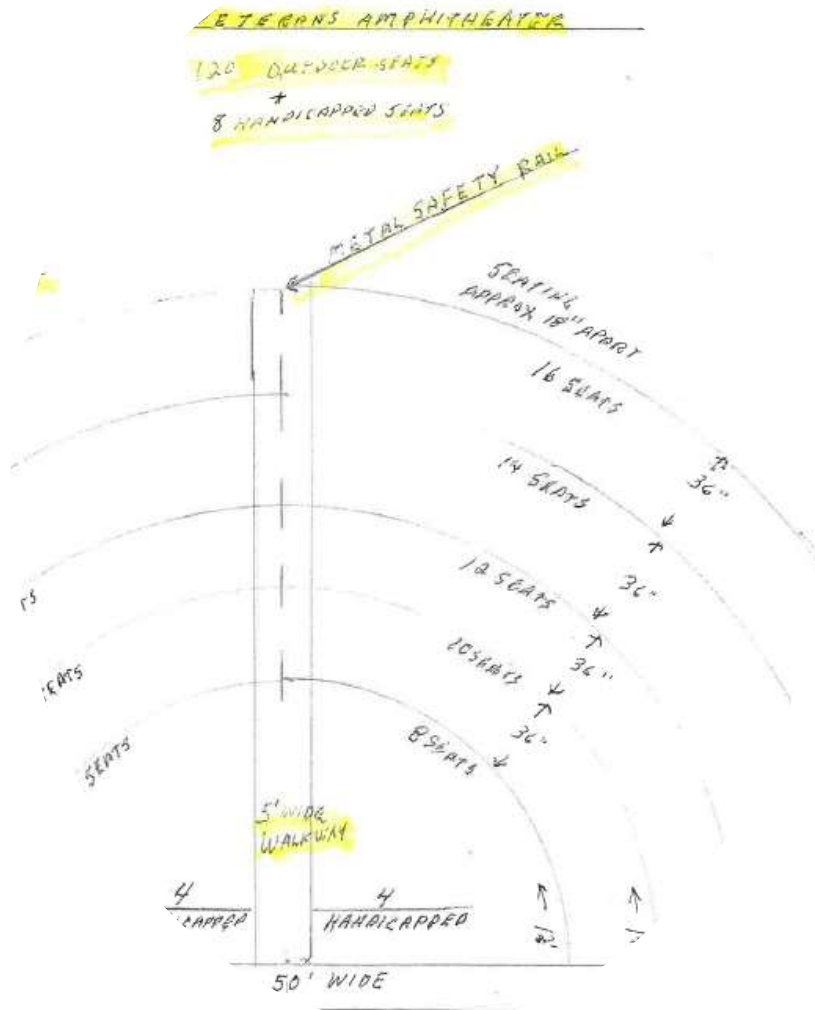


Current Space



# Background

- The Park Commission/City Council received requests from Veterans for enhancements to the Veteran's Memorial Park area in front of Community and Conference Centers
  - One was to construct an amphitheater type structure
  - One was to construct monuments with emblems for each branch of the service
- Both were brought before the Park Commission for a recommendation
  - Neither were recommended



# Concept 1 - Amphitheater

# Park Commission Recommendation

- Geraghty Concept
  - Thought the amphitheater was too large & too high for the space & only had 8 handicap seats, which would not be adequate for older, handicapped veterans
  - Concerned that this huge structure would only be used 2-3 times per year
  - Recommended leaving entire area as open green space for use by library, etc. & let the American Legion use the City's portable bleachers for any events
  - Recommended denial of the request, but asked to have all green space in this area dedicated as a park for use by government, military, special events – denied by Council



# Concept 2 - Monuments



# Park Commission Recommendation

- Rodriguez Concept - Monuments
  - Thought the idea was commendable, but proposed monuments were too tall and bulky for the space
  - Noted the City already has a lighted memorial bridge, has designated Evers Rd. as Audie L. Murphy Memorial Parkway, & named the entrance to the Conference Center as Veterans Way
  - Suggested alternative ideas for just plaques in-ground or on benches – no pillars
  - Also suggested public art piece
  - Motion was to recommended denial, but to have staff consult with Veterans on other ideas

# Recommendation

- City Council has provided funding (\$20,000) in this fiscal year budget for construction or installation of some kind as a Veteran's Memorial:
  - Benches
  - Design by vendor
  - Other
- Park Commission 11/13 meeting was no quorum & won't meet till January

\$800.00

SKU: 544be260-1

Kelley from Barrington, Debra from Tomball & 12 others bought this item recently.

CLEAR

Concrete Color

W-23 - Gray (Weatherstone)



- 1 +

ADD TO CART

QTY	PRICE
1-3	\$800.00
4-8	\$790.80
9-14	\$780.40
15+	\$776.40



Estimate Freight

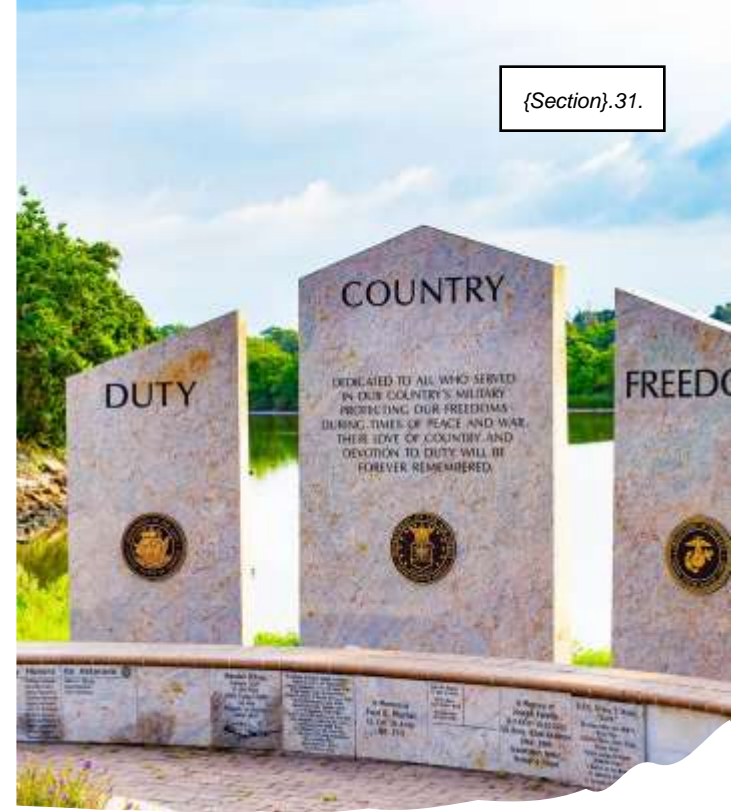
## Benches



# Vendor Design

Estimate \$16,887





Examples of other  
memorials





{Section}.31.



Examples of other  
memorials



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, November 18, 2025 at 6:30 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](mailto:citizenstobeheard@leonvalleytexas.gov). All Other Citizen Participation May Be Provided In-Person at City Council Chambers.**

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

**PRESENT**

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

Mayor Chris Riley called the meeting to order at 6:30 PM and announced that a quorum of the City Council was present in Council Chambers.

Mayor Riley asked Council Place 4, Rey Orozco, 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.

Abraham Diaz spoke at this time.

**3. Presentations**

**1. Presentation Providing an Update on the Leon Valley Street Outreach Project - Alberto Rodriguez, Vice President of Operation, Haven for Hope**

Alberto Rodriguez, Vice President of Operations for Haven for Hope, presented an update on the Leon Valley Street Outreach Project.

2. **Proclamation Honoring Leon Valley Officer Virginia Angermiller for her Exemplary Service of Professionalism, Compassion and Teamwork on October 8, 2025, in a Missing Person Case - Mayor, Chris Riley**

Mayor Chris Riley presented Leon Valley Police Officer Virginia Angermiller, Officer Lucy Salon-Abajian, Sergeant David Trevino, and San Antonio Police Officer Jesus Aguirre with proclamations recognizing their exemplary service.

3. **Proclamation Honoring Leon Valley Officer Lucy Salon- Abajian for her Exemplary Service of Professionalism, Compassion and Teamwork on October 8, 2025, in a Missing Person Case - Mayor, Chris Riley**

4. **Proclamation Honoring Leon Valley Sergeant David Trevino for his Exemplary Service of Professionalism, Compassion and Teamwork on October 8, 2025, in a Missing Person Case - Mayor, Chris Riley**

5. **Proclamation Honoring San Antonio Police Officer Jesus Aguirre for his Exemplary Service of Professionalism, Compassion and Teamwork on October 8, 2025, in a Missing Person Case - Mayor, Chris Riley**

6. **Discussion and Direction to Staff on Library Annex Roof Repair - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, and Regina Reed, Library Director, presented this item. Members of the Library Advisory Board were also present.

Those who spoke were Kathy Hill, President of the Historical Society, and Maryanna Christensen, Library Advisory Board Member.

Dr. Crystal Caldera, City Manager, stated that this item would be listed as part of the City's infrastructure needs and that citizens would be invited in January to provide input on where it falls on the priority list. This information will be presented at the January 24, 2026, Annual Town Hall Meeting.

A motion was made by Council Place 4, Orozco, to table this item until January 24, 2026, and to temporarily close the Library Annex to the public and to any business being conducted there until the January 24, 2026, meeting, when this item will be discussed further. The motion was seconded by Mayor Pro Tem, Council Place 2, Heyl.

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

The motion passed unanimously.

**7. Presentation and Update on Oak Wilt - D. Dimaline, Assistant Public Works Director**

David Dimaline, Assistant Public Works Director, presented an update on Oak Wilt.

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

Melinda Moritz, Public Works Director, presented this item.

Kathy Hill spoke on this item.

A motion was made by Council Place 3, Campos, to postpone this item to the December 16, 2025, City Council Agenda for further discussion. The motion was seconded by Council Place 1, Bolton.

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

The motion passed unanimously.

**9. Presentation, Discussion and Possible Direction to Staff to Amend Sec. 15.02.721 General Statutes, Ordinances and Rules applying to the Zoning Commission - Councilor Campos and Councilor Orozco**

Council Place 3, Philip Campos, presented this item.

Erick Matta, Planning & Zoning Commission Chair, Will Bradshaw, and Andrea Roofe spoke at this time.

A motion was made by Council Place 3, Campos, to add that the chair and/or the staff be notified prior to a meeting for an excused absence. The motion was seconded by Council Place 1, Bolton.

Council Place 3, Campos withdrew the previous motion; and Council Place 1, Bolton withdrew her second.

Council Place 3, Campos motioned that the chair and/or staff be notified for an excused absence; and that the Commissioners would vote on whether or not an absence is excused or not. The motion was seconded by Council Place

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

The motion was approved 3-1.

This amendment will be brought back on December 16, 2025, for a first read.

- 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.

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

**5. City Manager's Report**

**1. Upcoming Important Events**

- **Tuesday, December 02, 2025 – Regular City Council Meeting**  
6:30 PM · City Council Chambers
- **Tuesday, November 25, 2025 – Big Rig Petting Zoo**  
9:00–11:30 AM · Raymond Rimkus Park
- **Thursday–Friday, November 27–28, 2025 – City Offices & Municipal Court Closed**  
Thanksgiving Holiday (City Hall reopens Monday, December 01, 2025)
- **Monday, December 01, 2025 – Annual Holiday Tree Lighting**  
At dusk in the grassy area outside of the Leon Valley Conference Center
- **Saturday, December 6, 2025 – Breakfast with Santa**  
9:00–11:30 AM · Leon Valley Public Library
- **Wednesday, December 24, 2025 – Thursday, January 1, 2026 – City Offices & Municipal Court Closed**  
Christmas, Winter Break & New Year's Day (City Hall reopens Friday, January 2, 2026)
- **Miscellaneous other events and announcements**

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

She also provided the following updates:

- Congratulations to Public Works for receiving \$230,000.00 from TxDOT for the AMPO – Phase III Plan.
- A Tiger Sanitation postcard will be included in the next *Lion's Roar* regarding the recent revisions to bulk pickup.
- The Planning & Zoning Commission will meet tomorrow, with an item on the agenda regarding a hookah lounge SUP, which is no longer needed as it is allowed in the proposed area.
- Public Works has received complaints about citizens feeding cats at the Public Works Building, the Community and Conference Center, and the Library. This practice is attracting more rodents to these areas. Any food left out for cats in these locations will be removed by staff.
- Residents are asked not to pick up stray dogs; please call the City to handle these situations.

- 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.

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

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

The motion passed unanimously.

1. **Discussion and Possible Action Approving of the Following City Council Minutes:**
  - a. **11-04-2025 Regular City Council Meeting Minutes**
2. **Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
  - a. **08-26-2025 Planning Zoning Commission Meeting Minutes**
  - b. **09-23-2025 Planning Zoning Commission Meeting Minutes**
3. **Presentation and Discussion of the Monthly Financial Report Ending October 31, 2025 - C. Goering, Finance Director**
4. **Presentation, Discussion and Possible Action on a Resolution Approving the Tax Roll for the City of Leon Valley, Texas for the 2025 Tax Year - C. Goering, Finance Director**
5. **Discussion and Possible Action of an Amendment to Ordinance No. 2024-13 - a Request for a One Year Extension to the Planned Development District (PDD) with R-2 Two-Family Dwelling District Based Zoning, Located at 7680 Huebner Road, Being a 0.853 Acre Tract of Land, Lot 8, CB4445L, Huebner Silos Subdivision (1st Read was Held on 11-4-2025) – M. Gallardo, Planning and Zoning Director**
6. **Discussion and Possible Action of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 6 Health and Sanitation, Article 6.02 Food and Food Establishments, to Update Code References, Remove Redundant Sections, and Renumber Sections (1st Read Held on 11/4/25) - Melinda Moritz, Public Works Director**
7. **Discussion and Possible Action of an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A, Article A14.000 to Delete Pro Rata Fees and Reserve the Section for Future Use (1st Read was Held on 11-04-2025) - M. Moritz, Public Works Director**
8. **Presentation on the City Manager's Training Report as per the Employment Agreement - Dr. Crystal Caldera, City Manager**



9. **Discussion and Possible Action on a Resolution Appointing Olen Yarnell as Commissioner, Place 5 on the Planning & Zoning Commission - S. Passailaigue, City Secretary**
10. **Presentation, Discussion, and Possible Action of a Resolution Authorizing Staff to Apply for State and Federal Police Equipment Grants - D. Gonzalez. Police Chief**
11. **Presentation, Discussion and Possible Action in Amending the Lion's Roar Newsletter Contribution and Content Policy - Mayor Chris Riley**

## **7. Regular Agenda**

1. **Presentation, Discussion, and Possible Action on an In-Kind Grant Application for AARP Tax Services - C. Miranda, Community Relations Director**

Crystal Miranda, Community Relations Director, presented this item.

Ida Kujwski, AARP Tax Aid spoke at this time.

A motion was made by Council Place 4, Orozco, to approve the two grant applications from AARP for training and tax aid services and waive total fees of \$11,565.00 and the other fee of \$17,850.00; and to allow them to use the Conference Center for training; and to utilize the Community Center and co-exist with the senior citizens group. The motion was seconded by Council Place 1, Bolton.

Council Place 3, Campos, requested an amendment that this would be the last year that the City would host the training.

The amendment was accepted by Council Place 4, Orozco and seconded by Council Place 1, Bolton.

A motion was made by Council Place 4, Orozco to approve the two grant applications from AARP for training and tax aid services, and waiving total fees of \$11,565.00 and the other fee of \$17,850.00; and to allow them use the Conference Center for training; and to utilize the Community Center and co-exist with the senior citizens group for tax aid services from January through April of 2026; with the amendment that the training will not be available for the tax year 2027. The motion was seconded by Council Place 1, Bolton.

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

The motion passed unanimously.

2. **Discussion and Possible Action of an Ordinance Authorizing a Budget Adjustment For the Fiscal Year 2026 General Fund Budget in the Amount of \$4,788 for the Purpose of Increasing the Special Events Department to fund the Earthwise Committee Event (1st Read was Held on 11-4-2025) - C. Miranda, Community Relations Director**

A motion was made by Council Place 3, Campos, to approve this item as presented. The motion was seconded by Council Place 4, Orozco.

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

The motion passed unanimously.

3. **Presentation and Discussion on an Ordinance of the City of Leon Valley, TX, City Council Authorizing Budget Adjustments for FY 2026 that were FY 25 Capital Improvements/Projects Rollovers for General Fund in the Amount of \$535,167, Traffic Safety Fund in the amount of \$10,423, Enterprise Fund in the Amount of \$1,103,645, and Street Maintenance Fund in the Amount of \$2,721,410 for Capital and Rollover Projects; Providing for Repealer, Severability and Saving Clauses; and Providing for an Effective Date (1st Reading as Required by City Charter) - C. Goering, Finance Director**

Carol Goering, Finance Director, presented this item.

There was a consensus to place this item on the December 02, 2025, Consent Agenda for second read.

4. **Presentation and Discussion on an Ordinance Authorizing a Budget Adjustment for the Fiscal Year 2025-2026 to the General Fund Budget in the amount of \$28,000 for the Purpose of Increasing the Information Technology Department Budget to Provide Funding for the Migration to Microsoft 365 (1st Read as Required by City Charter) - C. Goering, Finance Director**

Carol Goering, Finance Director, presented this item.

There was a consensus to place this item on the December 02, 2025, Consent Agenda for second read.

5. **Presentation and Discussion of an Ordinance Authorizing a Budget Adjustment for Fiscal Year 2026 from the Enterprise Fund Reserve, in the Amount of \$454,630 for the 2025 Forest Oaks Sewer Main Improvements Project, and Awarding the Lowest Qualified Bid in the Amount of \$844,878 with \$126,732 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with R.L. Jones, LP for the 2025 Forest Oaks Sewer Main Improvements Project (1st Reading as Required by City Charter) - D. Dimaline, Assistant Public Works Director**

David Dimaline, Assistant Public Works Director, presented this item.

There was a consensus to place this item on the December 02, 2025, Consent Agenda for second read.

6. **Presentation and Discussion on an Ordinance Authorizing a Budget Adjustment for Fiscal Year 2026 General Fund Budget in the Amount of \$121,650 for the Purpose of Increasing Funding for the Economic Development Department to**

**Fund Council Approved Economic Development Projects from the Previous Fiscal Year (1st Read as Required by City Charter) – R. Salinas, Executive Director.**

Roque Salinas, Executive Director, presented this item.

There was a consensus to place this item on the December 02, 2025, Consent Agenda for second read.

**7. Presentation and Discussion to Amend the Leon Valley Code of Ordinances Article 2.04 Registration of Dogs and Cats (1st Read as Required by City Charter) - R. Salinas, Executive Director**

Roque Salinas, Executive Director, presented this item.

There was a consensus to place this item on the December 02, 2025, Consent Agenda for second read.

**8. Presentation and Discussion to Amend the Leon Valley Code of Ordinances Appendix A – Fee Schedule, Article A4.00 - Animal Control Fees, to Article A4.006 - Dog Microchipping and A4.006 City Pet License (1st Read as Required by City Charter) - R. Salinas, Executive Director**

Roque Salinas, Executive Director, presented this item.

There was a consensus to place this item on the December 02, 2025, Consent Agenda for second read.

**9. Presentation, Discussion and Possible Action a Resolution Giving the City of Leon Valley's Eight (8) Votes to NISD for the Bexar Appraisal District Board of Directors for the 2026 Term - Chris Riley, Mayor**

A motion was made by Council Place 3, Campos, to give the four (4) votes to Gerald Lopez. The motion was seconded by Council Place 1, Bolton.

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

The motion passed unanimously.

**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.**

Mayor Riley asked Dr. Crystal Caldera, City Manager, to provide a spreadsheet of adopted tax rates of other cities in the area and to e-mail it out.

## 9. Adjournment

Mayor Riley announced that the meeting adjourned at 10:11 PM.

**These minutes were approved by the Leon Valley City Council on the 2nd of December, 2025.**

**APPROVED**

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

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



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

Leon Valley Public Library  
6425 Evers Road, Leon Valley, TX 78238  
Thursday, October 9th, 2025 at 5:30 PM

**MINUTES**

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

In Attendance:

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

2. CITIZENS TO BE HEARD

No citizens to be heard.

3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES

a. 09-11-2025 Library Advisory Board Meeting. Motion to accept the minutes by Hillary Huber, Seconded by Ashleigh Johnson. Approved unanimously.

4. PRESENTATION & DISCUSSION ON 2025 Breakfast with Santa led by Maryanna Christensen on fundraising craft and activity book.

5. LIBRARY DIRECTOR'S REPORT led by Regina Reed

- a. Statistics led by Regina Reed
- b. Grants led by Regina Reed
- c. Outreach led by Cindy Alvarez
- d. Programs led by Cindy Alvarez
6. FRIENDS OF THE LIBRARY REPORT presented by Maryanna Christensen on Book Sales.
7. MEMBER ANNOUNCEMENTS  
No member announcements.
8. ADJOURNMENT  
Maryanna Christensen made a motion to adjourn and a second was made by Ashleigh Johnson. Meeting adjourned at 5:50 pm. Training to follow.

**These minutes were approved by the Leon Valley Public Library Advisory Board on the 13th of November, 2025**

**ATTEST**

  
**REGINA REED, SECRETARY & STAFF LIAISON**

**APPROVED**  
  
**MARYANNA CHRISTENSEN, CHAIR**



## MAYOR AND COUNCIL COMMUNICATION

**DATE:** December 02, 2025

**TO:** Mayor and Council

**FROM:** Carol Goering, Finance Director

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

**SUBJECT:** Presentation and Discussion of an Ordinance Authorizing Budget Adjustments for the FY 2025-2026 Council Approved Economic Development and General Fund in the amount of \$535,167, Traffic Safety Fund in the amount of \$10,423, Enterprise Fund in the amount of \$1,103,645, Street Maintenance Fund in the amount of \$2,721,410 for Capital and Rollover Projects. (1st Read was Held on 11/18/25)

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

### **PURPOSE**

The purpose of this Ordinance is to consider approval of budget adjustments for the FY 2025-2026 budget for Capital and Council Approved Economic Development Rollover Projects that were not completed during the previous fiscal year (FY 2024-2025)

The projects are as follows:

#### **General Fund Reserve**

##### *Fire Department – Fire Station Technology*

In FY 2024-2025 the Council approved the replacement of the Fire Station Technology; remaining cost of the capital expenditure is \$41,850.

##### *Fire Department – Vent Hood*

In FY 2024-2025 the Council approved the replacement of the Fire Station Vent Hood; remaining cost of the capital expenditure is \$12,471.

##### *PEG – Council Channel*

In FY 2024-2025 the Council approved the one-time capital expenditure to set up a PEG Channel. The City's remaining cost of the capital expenditure is \$114,060.

##### *PEG – Broadcasting Equipment*

In FY 2024-2025 the Council approved the one-time capital expenditure to set up a PEG Channel. The City's remaining cost of capital expenditure is \$9,786.

#### *Planning & Zoning – Comprehensive Master Plan*

In FY 2024-2025 the Council approved the Comprehensive Plan expenditure. The City's remaining cost of the expenditure is \$250,000.

#### *Parks - Hike & Bike (El Verde) Sprinkler System*

In FY 2024-2025 the Council approved an irrigation system to assist in watering the trees and other vegetation along the first segment of the trail. The City's remaining cost of the capital expenditure is \$107,000.

### **Traffic Safety Reserve**

#### *Intersection Conflict Warning (ICWS)*

In FY 2024-2025 the Council approved the purchase of the intersection conflict warning system. The City's remaining cost of capital expenditure is \$10,423.

### **Water & Sewer Fund Reserve**

#### *Water Rights*

In FY 2024-2025 the Council approved the purchase of water rights. The City's remaining cost of the project is \$45,738.

#### *Water Mains*

In FY 2024-2025 the Council approved the ongoing capital improvements plan to replace 40–50-year-old water mains. The City's remaining cost of the project is \$726,680.

#### *Sewer – Cammie Way*

In FY 2024-2025 the Council approved the ongoing capital improvements plan to fund project Cammie Way. The City's remaining cost of the project is \$187,797

#### *Sewer Mains*

In FY 2024-2025 the Council approved the ongoing capital improvements plan to replace 40–50-year-old sewer mains. The City's remaining cost of the project is \$37,017.

#### *Stormwater – Seneca West Drainage*

In FY 2024-2025 the Council approved the ongoing capital improvements plan to fund project Seneca West Drainage. The City's remaining cost of the project is \$106,413

### **Street Maintenance Reserve**

In FY 2024-2025 the Council approved the continuation of street maintenance. The City's remaining cost of the project is \$2,721,410.

### **FISCAL IMPACT**

CAPITAL/ PROJECTS NAME	DEPARTMENT	ACCOUNT	TOTAL
<b>GENERAL FUND</b>			
Fire Station Technology	Fire Department	100-5520-540.21	41,850
Vent Hood with suppression system	Fire Department	100-5520-540.21	12,471
Council Channel - Peg Funds	Economic Development	100-5701-540.10	114,060
Broadcasting Equipment - Peg Funds	Economic Development	100-5701-540.10	9,786
Comprehensive Master Plan	Planning and Zoning	100-5700-540.21	250,000
Hike & Bike (El Verde) Sprinkler System	Parks	100-5800-540.51	107,000
<b>TOTAL \$</b>			<b>535,167</b>
<b>RED LIGHT CAMERA</b>			
Intersection Conflict Warning (ICWS)	Traffic System	150-5200-540.11	10,423
<b>TOTAL \$</b>			<b>10,423</b>
<b>ENTERPRISE FUND</b>			
Purchase Water Rights	Water	200-5310-540.32	45,738
Replace Water Mains	Water	200-5310-540.51	726,680
Cammie Way	Sewer	200-5320-540.51	187,797
Replace Sewer Mains	Sewer	200-5320-540.51	37,017
Seneca West Drainage	Stormwater	200-5336-540.51	106,413
<b>TOTAL \$</b>			<b>1,103,645</b>
<b>STREET MAINTENANCE FUND</b>			
Street Maintenance Projects	Street Maintenance	720-5100-530.07	2,721,410
<b>TOTAL \$</b>			<b>2,721,410</b>
<b>GRAND TOTAL \$</b>			<b>4,370,645</b>

## **RECOMMENDATION**

City Council approve the Ordinance authorizing the budget adjustment

ATTEST :

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

ORDINANCE NO. 2025-\_\_

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING BUDGET ADJUSTMENTS FOR FY 2026 THAT WERE FY 25 CAPITAL IMPROVEMENTS/PROJECTS ROLLOVERS FOR GENERAL FUND IN THE AMOUNT OF \$535,167, TRAFFIC SAFETY FUND IN THE AMOUNT OF \$10,423, ENTERPRISE FUND IN THE AMOUNT OF \$1,103,645, AND STREET MAINTENANCE FUND IN THE AMOUNT OF \$2,721,410 FOR CAPITAL AND ROLLOVER PROJECTS; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, several planned Capital Improvement projects and Economic Development Rollover projects that were approved by the City Council in FY 2024-2025 but not completed; and

**WHEREAS**, the funding for these projects ended on September 30, 2025; and

**WHEREAS**, the City of Leon Valley has already passed their FY 2025-2026 Budget on September 16<sup>th</sup>, 2025; and

**WHEREAS**, it has been determined that funding should be added to the FY 2025-2026 Budget; and

**WHEREAS**, it is necessary to adjust the Budget by a total amount of \$4,370,645 for FY 2025-2026; 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 \$4,370,645, 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 2024-2025, but not otherwise funded in FY 2025-2026;

**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 \$535,167; the Traffic Safety Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$10,423; the Enterprise Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$1,103,645; the Street Maintenance Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$2,721,410. To provide funding as follows:

CAPITAL/ PROJECTS NAME	DEPARTMENT	ACCOUNT	TOTAL
<b>GENERAL FUND</b>			
Fire Station Technology	Fire Department	100-5520-540.21	41,850
Vent Hood with suppression system	Fire Department	100-5520-540.21	12,471
Council Channel - Peg Funds	Economic Development	100-5701-540.10	114,060
Broadcasting Equipment - Peg Funds	Economic Development	100-5701-540.10	9,786
Comprehensive Master Plan	Planning and Zoning	100-5700-540.21	250,000
Hike & Bike (El Verde) Sprinkler System	Parks	100-5800-540.51	107,000
<b>TOTAL \$</b>			<b>535,167</b>
<b>RED LIGHT CAMERA</b>			
Intersection Conflict Warning (ICWS)	Traffic System	150-5200-540.11	10,423
<b>TOTAL \$</b>			<b>10,423</b>
<b>ENTERPRISE FUND</b>			
Purchase Water Rights	Water	200-5310-540.32	45,738
Replace Water Mains	Water	200-5310-540.51	726,680
Cammie Way	Sewer	200-5320-540.51	187,797
Replace Sewer Mains	Sewer	200-5320-540.51	37,017
Seneca West Drainage	Stormwater	200-5336-540.51	106,413
<b>TOTAL \$</b>			<b>1,103,645</b>
<b>STREET MAINTENANCE FUND</b>			
Street Maintenance Projects	Street Maintenance	720-5100-530.07	2,721,410
<b>TOTAL \$</b>			<b>2,721,410</b>
<b>GRAND TOTAL \$</b>			<b>4,370,645</b>

**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 2nd day of December, 2025.

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

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



# Approval of an Ordinance Authorizing a Budget Adjustments for the FY 2025-2026 Carryover for Capital and Council Approved Economic Development Rollover Projects.

Carol Goering  
Finance Director

City Council Meeting  
December 02, 2025

# Summary

- Question

- The City Council is being asked to consider approve an ordinance authorizing budget adjustments for the FY 2025-2026 in the following funds:

GENERAL FUND	535,167
RED LIGHT CAMERA	10,423
ENTERPRISE FUND	1,103,645
STREET MAINTENANCE FUND	2,721,410
	4,370,645

- 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	FY25 EXPENDITURES	BALANCE REMAINING	FY25 CARRY OVER
GENERAL FUND						
	Fire Department	Fire Station Technology	95,000	53,150	41,850	41,850
	Fire Department	Vent Hood with suppression system	35,000	22,529	12,471	12,471
	Economic Development	Council Channel - Peg Funds	150,000	35,940	114,060	114,060
	Economic Development	Broadcasting Equipment - Peg Funds	20,000	10,214	9,786	9,786
	Planning and Zoning	Comprehensive Master Plan	250,000	-	250,000	250,000
	Parks	Hike & Bike (El Verde) Sprinkler System	107,000	-	107,000	107,000
TOTAL GENERAL FUND						\$ 535,167
RED LIGHT CAMERA						
	Traffic System	Intersection Conflict Warning (ICWS)	27,847	17,424	10,423	10,423
TOTAL ENTERPRISE FUND						\$ 10,423
ENTERPRISE FUND						
	Water	Purchase Water Rights	1,350,000	1,304,262	45,738	45,738
	Water	Replace Water Mains	825,000	98,320	726,680	726,680
	Sewer	Cammie Way	253,100	65,303	187,797	187,797
	Sewer	Replace Sewer Mains	187,633	150,616	37,017	37,017
	Stormwater	Seneca West Drainage	122,963	16,550	106,413	106,413
TOTAL ENTERPRISE FUND						\$ 1,103,645
STREET MAINTENANCE						
	Street Repair	Street Maintenance Projects	2,721,410	-	2,721,410	2,721,410
TOTAL STREET MAINTENANCE FUND						\$ 2,721,410

GRAND TOTAL \$ 4,370,645

# Approval of an Ordinance Authorizing a Budget Adjustments for the FY 2025-2026 Carryover for Capital and Council Approved Economic Development Rollover Projects.

Carol Goering  
Finance Director

City Council Meeting  
December 02, 2025

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** December 02, 2025

**TO:** Mayor and Council

**FROM:** Carol Goering, Finance Director

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

**SUBJECT:** Presentation and Discussion of an Ordinance Authorizing Budget Adjustments for the FY 2025-2026 Council Approved Economic Development and General Fund in the amount of \$535,167, Traffic Safety Fund in the amount of \$10,423, Enterprise Fund in the amount of \$1,103,645, Street Maintenance Fund in the amount of \$2,721,410 for Capital and Rollover Projects. (1st Read was Held on 11/18/25)

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

### **PURPOSE**

The purpose of this Ordinance is to consider approval of budget adjustments for the FY 2025-2026 budget for Capital and Council Approved Economic Development Rollover Projects that were not completed during the previous fiscal year (FY 2024-2025)

The projects are as follows:

#### **General Fund Reserve**

##### *Fire Department – Fire Station Technology*

In FY 2024-2025 the Council approved the replacement of the Fire Station Technology; remaining cost of the capital expenditure is \$41,850.

##### *Fire Department – Vent Hood*

In FY 2024-2025 the Council approved the replacement of the Fire Station Vent Hood; remaining cost of the capital expenditure is \$12,471.

##### *PEG – Council Channel*

In FY 2024-2025 the Council approved the one-time capital expenditure to set up a PEG Channel. The City's remaining cost of the capital expenditure is \$114,060.

##### *PEG – Broadcasting Equipment*

In FY 2024-2025 the Council approved the one-time capital expenditure to set up a PEG Channel. The City's remaining cost of capital expenditure is \$9,786.

#### *Planning & Zoning – Comprehensive Master Plan*

In FY 2024-2025 the Council approved the Comprehensive Plan expenditure. The City's remaining cost of the expenditure is \$250,000.

#### *Parks - Hike & Bike (El Verde) Sprinkler System*

In FY 2024-2025 the Council approved an irrigation system to assist in watering the trees and other vegetation along the first segment of the trail. The City's remaining cost of the capital expenditure is \$107,000.

### **Traffic Safety Reserve**

#### *Intersection Conflict Warning (ICWS)*

In FY 2024-2025 the Council approved the purchase of the intersection conflict warning system. The City's remaining cost of capital expenditure is \$10,423.

### **Water & Sewer Fund Reserve**

#### *Water Rights*

In FY 2024-2025 the Council approved the purchase of water rights. The City's remaining cost of the project is \$45,738.

#### *Water Mains*

In FY 2024-2025 the Council approved the ongoing capital improvements plan to replace 40–50-year-old water mains. The City's remaining cost of the project is \$726,680.

#### *Sewer – Cammie Way*

In FY 2024-2025 the Council approved the ongoing capital improvements plan to fund project Cammie Way. The City's remaining cost of the project is \$187,797

#### *Sewer Mains*

In FY 2024-2025 the Council approved the ongoing capital improvements plan to replace 40–50-year-old sewer mains. The City's remaining cost of the project is \$37,017.

#### *Stormwater – Seneca West Drainage*

In FY 2024-2025 the Council approved the ongoing capital improvements plan to fund project Seneca West Drainage. The City's remaining cost of the project is \$106,413

### **Street Maintenance Reserve**

In FY 2024-2025 the Council approved the continuation of street maintenance. The City's remaining cost of the project is \$2,721,410.

### **FISCAL IMPACT**



CAPITAL/ PROJECTS NAME	DEPARTMENT	ACCOUNT	TOTAL
<b>GENERAL FUND</b>			
Fire Station Technology	Fire Department	100-5520-540.21	41,850
Vent Hood with suppression system	Fire Department	100-5520-540.21	12,471
Council Channel - Peg Funds	Economic Development	100-5701-540.10	114,060
Broadcasting Equipment - Peg Funds	Economic Development	100-5701-540.10	9,786
Comprehensive Master Plan	Planning and Zoning	100-5700-540.21	250,000
Hike & Bike (El Verde) Sprinkler System	Parks	100-5800-540.51	107,000
<b>TOTAL \$</b>			<b>535,167</b>
<b>RED LIGHT CAMERA</b>			
Intersection Conflict Warning (ICWS)	Traffic System	150-5200-540.11	10,423
<b>TOTAL \$</b>			<b>10,423</b>
<b>ENTERPRISE FUND</b>			
Purchase Water Rights	Water	200-5310-540.32	45,738
Replace Water Mains	Water	200-5310-540.51	726,680
Cammie Way	Sewer	200-5320-540.51	187,797
Replace Sewer Mains	Sewer	200-5320-540.51	37,017
Seneca West Drainage	Stormwater	200-5336-540.51	106,413
<b>TOTAL \$</b>			<b>1,103,645</b>
<b>STREET MAINTENANCE FUND</b>			
Street Maintenance Projects	Street Maintenance	720-5100-530.07	2,721,410
<b>TOTAL \$</b>			<b>2,721,410</b>
<b>GRAND TOTAL \$</b>			<b>4,370,645</b>

## **RECOMMENDATION**

City Council approve the Ordinance authorizing the budget adjustment

ATTEST :

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**ORDINANCE NO. 2025-\_\_\_\_**

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING BUDGET ADJUSTMENTS FOR THE FISCAL YEAR 2025-2026 TO THE GENERAL FUND BUDGET IN THE AMOUNT OF \$28,000 FOR THE PURPOSE OF INCREASING THE INFORMATION TECHNOLOGY DEPARTMENT BUDGET TO PROVIDE FUNDING FOR THE MIGRATION TO MICROSOFT 365; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Leon Valley has already passed their FY 2025-2026 Budget on September 16<sup>th</sup>, 2025; and

**WHEREAS**, it has been determined that funding should be added to the FY 2025-2026 Budget; and

**WHEREAS**, it is necessary to adjust the Information Technology Department Budget by a total amount of \$28,000.

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

**SECTION 1.** The City's General Fund budget is hereby adjusted to the amount of \$28,000 to increase the Information Technology Department Budget to provide funding for the migration to Microsoft 365.

**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 02nd day of December, 2025.

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

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

Approval of an Ordinance Authorizing a Budget  
Adjustments for the FY 2025-2026 in the Amount of  
\$28,000 for the Purpose of Increasing the  
Information Technology Department Budget.

Carol Goering  
Finance Director

City Council Meeting  
December 02, 2025

# Summary

- Question

- The City Council is being asked to consider approve an ordinance authorizing budget adjustments for the FY 2025-2026 in the amount of \$28,000 for the purpose of increasing the Information Technology Department Budget to provide funding for the migration to Microsoft 365.

- Options

- Recommendation:

- Approve the budget adjustment

- Denial of the request.

Approval of an Ordinance Authorizing a Budget  
Adjustments for the FY 2025-2026 in the Amount of  
\$28,000 for the Purpose of Increasing the  
Information Technology Department Budget.

Carol Goering  
Finance Director

City Council Meeting  
December 02, 2025



**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** December 2, 2025

**TO:** Mayor and Council

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

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

**SUBJECT:** Presentation and Discussion on an Ordinance Authorizing a Budget Adjustment from the Enterprise Fund Reserve, in the Amount of \$454,630 for the 2025 Forest Oaks Sewer Main Improvements Project, and Awarding the Lowest Qualified Bid in the Amount of \$844,878 with \$126,732 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with R.L. Jones, LP for the 2025 Forest Oaks Sewer Main Improvements Project

**SPONSOR(S):** None

**PURPOSE & BACKGROUND**

The purpose of this item is to consider approval of an Ordinance authorizing a budget adjustment in the amount of \$454,630 from the Enterprise Reserve Fund, awarding a bid in the amount of \$844,878 with 15% for contingency and authorizing the City Manager to enter into a contract with R.L. Jones, LP for the 2025 Forest Oaks Sewer Main Improvements Project.

The scope of work will include the rehabilitation of sewer improvements along Forest Ridge, Forest Mill, Forest Brook and Forest Knoll (2,700 linear feet). Approximately 2,700 feet of 8" sewer main will be replaced using both the open cut method and CIPP (cured in place pipe), where possible. New sewer laterals, manholes, by-pass pumping and asphalt and concrete repairs will be provided.

The lowest qualified bid for the project was submitted by R.L. Jones, LP in the amount of \$844,878. A bid package was developed and advertised for 30 days. The bid advertisement was placed in the Express News for two consecutive weeks, and the bid documents and construction plans were placed on the City's web site, CivCast, and Public Purchase.

The bid opening was held on October 21, 2025, and the following bids were received:

Company	Bid Amount
R.L Jones, LP	\$844,878.00
D&D Contractors, Inc.	\$865,687.70
Tejano Utilities	\$868,480.00
Sovrex, LLC	\$956,736.00

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

**FISCAL IMPACT**

Construction	\$844,878
FY 2026 Budget	(\$500,000)
FY 2026 Rollover	(\$37,017)
Engineering	\$111,550
Contingency (15%)	\$126,732
Engineering Paid to Date	<u>(\$91,513)</u>
Budget Adjustment Needed	\$454,630

The requested budget adjustment is \$454,630. The Enterprise Fund Reserve balance is \$3,187,874 (As of 9/30/24).

**RECOMMENDATION**

Staff recommends approval.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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SAUNDRA PASSAILAIGUE, TRMC  
City Secretary

**ORDINANCE No. 2025 -**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS AMENDING THE ENTERPRISE FUND BUDGET OF THE CITY OF LEON VALLEY, TEXAS MUNICIPAL BUDGET FOR THE FISCAL YEAR 2025-26 IN A TOTAL AMOUNT OF \$454,630 TO PROVIDE FUNDING FOR THE LEON VALLEY ENTERPRISE FUND FOR THE 2025 FOREST OAKS SEWER IMPROVEMENTS PROJECT, AND AWARDING THE LOWEST QUALIFIED BID IN THE AMOUNT OF \$844,878 WITH \$126,732 FOR CONTINGENCY (15%), AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH R.L. JONES, LP FOR THE FOREST OAKS SEWER IMPROVEMENTS PROJECT.**

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**WHEREAS**, constructing meaningful capital improvement projects improves everyone's quality of life and protects taxpayer funded valuable assets; and

**WHEREAS**, Capital improvement projects such as replacing dilapidated sewer mains improve our environment; and

**WHEREAS**, the City has identified and prioritized sewer mains for replacement in its Capital Improvement Program; and

**WHEREAS**, the City of Leon Valley has already passed their FY 2025-26 Budget on September 2, 2025; and

**WHEREAS**, City Council approved the budget for the Enterprise Fund for FY 2025-26; and

**WHEREAS**, it is necessary to adjust the Enterprise Fund Budget by a total amount of \$454,630 for FY 2025-26 in order to construct the 2025 Forest Oaks Sewer Improvements Project; and

**WHEREAS**, the Leon Valley City Council desires to authorize the acceptance of the lowest responsive bid from R.L. Jones, LP in the amount of \$844,878 with \$126,732 (15%) for contingency to construct the 2025 Forest Oaks Sewer Improvements Project and authorize a FY 2025-26 Enterprise Fund Budget adjustment in the amount of \$454,630.

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

**SECTION 1.** The lowest responsive bid of \$844,878 from R.L. Jones, LP, for the 2025 Forest Oaks Sewer Improvements Project is hereby accepted. All other bids will be considered rejected upon the execution of a contract by the successful bidder and the deposit of all required bonds and insurance certificates or the expiration of ninety (90) days from the effective date hereof, whichever occurs first.

**SECTION 2.** The City Manager is hereby authorized to enter into a contract with R.L. Jones, LP, for the construction of the 2025 Forest Oaks Sewer Improvements Project.

**SECTION 3.** The Enterprise Fund budget for FY 2025-26 is hereby adjusted in the amount of \$454,630 for the construction of the 2025 Forest Oaks Sewer Main Improvements Project.

**SECTION 4.** The financial allocations in the Ordinance are subject to approval by the Director of Finance. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 5.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court or competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

**SECTION 6.** The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

**SECTION 7.** This Ordinance shall become effective immediately upon its passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley on this 2<sup>nd</sup> day of December, 2025.

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

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

# Consider Ordinance Authorize Budget Adjustment & Bid Award 2025 Forest Oaks Sewer Improvements Project

David Dimaline  
Assistant Public Works Director  
City Council Meeting  
December 2, 2025



# Summary

- Question – Should City Council approve an Ordinance authorizing a budget adjustment, awarding a bid, and authorizing the City Manager to Enter into a contract for the 2025 Forest Oaks Sewer Improvements Project?
- Options
  - Approve - recommended
  - Deny
  - Other
- Declaration
  - The project will replace older sewer mains and greatly improve sewer service for customers in Forest Oaks

# Purpose

- To consider approving an Ordinance authorizing a budget adjustment in the amount of \$454,630
- Award a bid in the amount of \$844,878 with 15% for contingency
- Authorizing the City Manager to enter into a contract with R.L. Jones, LP
- 2025 Forest Oaks Sewer Improvements Project

# Background

- The project scope of work includes:
  - Replacing approximately 2,700 feet of existing 8” sewer main
    - 1495’ 8” sanitary sewer pipe
    - 1200’ 8” CIPP
  - New Manholes
  - New 6” sanitary sewer laterals
  - Bypass pumping
  - Asphalt and concrete repairs

# Background

- Sewer mains identified in Forest Oaks for repairs through cleaning and televising
- Area along Forest Brook has experienced sewer backups
- Many of the mains constructed in the neighborhood are the original sanitary sewer mains
- The project will greatly improve the sanitary sewer infrastructure in this neighborhood

# Background

- A bid package was developed and advertised for over 30 days
- The bid advertisement was placed in the Express News for two consecutive weeks, and the bid document and plans were placed on the City's web site, as well as public plan rooms
- The bid opening was October 21, 2025 and four companies submitted bids

# Background

- The following bids were received:

Company	Bid Amount
R.L. Jones, LP	\$844,878.00
D&D Contractors Inc.	\$865,687.70
Tejano Utilities	\$868,480.00
Sovrex, LLC	\$956,736.00

# Background

- City Engineer reviewed each of the bid submittal & documents, & completed reference checks
- Recommend awarding the construction contract for the project to R.L. Jones, LP



# Fiscal Impact

## **Project Costs**

Construction	\$844,878
FY 2026 Budget	(\$500,000)
FY 2026 Rollover	(\$37,017)
Engineering	\$111,550
Contingency (25%)	\$126,732
Engineering Paid to Date	<u>(\$91,513)</u>
Budget Adjustment Needed	\$454,630

- The requested budget adjustment is \$454,630
- The Enterprise Fund balance is \$3,187,874 (As of 9/30/24)

# Recommendation

- Recommended City Council approve an Ordinance:
  - Authorizing a budget adjustment in the amount of \$454,630
  - Awarding a bid in the amount of \$844,878 with 15% for contingency
  - Authorizing the City Manager to enter into a contract with R.L. Jones, LP
  - For the 2025 Forest Oaks Sewer Main Improvements Project

## MAYOR AND COUNCIL COMMUNICATION

{Section}.66.

**DATE:** December 2, 2025

**TO:** Mayor and Council

**FROM:** Roque Salinas, Executive Director

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

**SUBJECT:** Presentation and Discussion on an Ordinance Authorizing a Budget Adjustment for Fiscal Year 2026 General Fund Budget in the Amount of \$121,650 for the Purpose of Increasing Funding for the Economic Development Department to Fund Council-Approved Economic Development Projects from the Previous Fiscal Year (1st Read as Required by City Charter) – R. Salinas, Executive Director.

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

### **PURPOSE**

Request approval for a budget adjustment in the amount of \$121,650 to fund pervious approved economic development projects. The projects included are the redevelopment of 6400 Bandera Road, 6600 Bandera Road, and 6802 Poss Road.

### **FISCAL IMPACT**

An adjustment in the amount of \$121,650.

Fiscal year	Project	Amount	Budget account
2026	6600 Bandera	\$ 35,000	5701-530.14 ED Project Funding
2026	6400 Bandera Road	\$ 75,000	5701-530.12 Sales Tax Rebate
2026	6400 Bandera Road	\$ 10,000	5701-530.13 Ad Valorem Tax Rebate
2026	6802 Poss Road	\$ 1,650	5701-530.14 ED Project Funding
<b>Total</b>		<b>\$ 121,650</b>	

### **RECOMMENDATION**

City Council approval.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

{Section}.66.

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**ORDINANCE NO. 2026-\_\_**

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX., AUTHORIZING A BUDGET ADJUSTMENT FOR FISCAL 2026 GENERAL FUND BUDGET IN THE AMOUNT OF \$121,650 FOR THE PURPOSE OF INCREASING FUNDING FOR THE ECONOMIC DEVELOPMENT DEPARTMENT; PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Leon Valley's mission is to provide a diverse and versatile business environment that supports a healthy economy; and

**WHEREAS**, the City of Leon Valley intends, and in connection with such intention, has approved the proposed Small Business Encouragement Grant; and

**WHEREAS**, the City of Leon Valley has already passed its FY 2025-2026 Budget on September 16<sup>th</sup>, 2025; 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; and

**WHEREAS**, it is necessary to adjust the Economic Development Department Budget by a total amount of \$121,650.

**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 of the City of Leon Valley is hereby amended to increase the Economic Development Department Budget by the amount of \$121,650 to fund previously approved economic development incentives. The funds for the increase will come from the unused FY 2025 budget allocation for economic development project funding.

**SECTION 2.** The financial allocations in this Ordinance are subject to approval by the Director of Finance. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations 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 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 2<sup>nd</sup> day of December, 2025.

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest:

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**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

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City Attorney

# Budget Adjustment ED projects

Roque Salinas  
City Council Meeting  
Executive Director  
12/2/2025



# Summary

- Question
  - City Council is being asked to consider approving a budget adjustment to the General Fund Budget for Fiscal Year 2025-2026 to Fund Council-approved economic development projects from the previous fiscal year in the Amount of \$121,650.00.
- Options
  - Approval
  - Denial
  - Provide a different option

# Purpose

- Request approval for a budget adjustment in the amount of \$121,650.00, to fund previous approved economic development projects. The projects included are the redevelopment of 6400 Bandera Road, 6600 Bandera Road, and 6802 Poss Road.

# Fiscal Impact

- The amount being requested was previously approved for project funding in FY 2025. This request serves to carry the approved funds forward into FY 2026. All projects have already received approval from the City Council.

Fiscal year	Project	Amount	Budget account
2026	6600 Bandera	\$ 35,000.00	5701-530.14 ED Project Funding
2026	6400 Bandera Road	\$ 75,000.00	5701-530.12 Sales Tax Rebate
2026	6400 Bandera Road	\$ 10,000.00	5701-530.13 Ad Valorem Tax Rebate
2026	6802 Poss Road	\$ 1,650.00	5701-530.14 ED Project Funding
<b>Total</b>		<b>\$ 121,650.00</b>	

# Budget Adjustment ED projects

Roque Salinas  
City Council Meeting  
Executive Director  
12/2/2025

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** DECEMBER 2, 2025

**TO:** Mayor and Council

**FROM:** Roque Salinas, Executive Director

**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Presentation and Discussion to Amend the Leon Valley Code of Ordinances Article 2.04 Registration of Dogs and Cats (1st Read as Required by City Charter) - R. Salinas, Executive Director

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

### **PURPOSE & BACKGROUND**

A review of City services found that the number of pet licenses issued remains very low. In 2024, only 38 pets were registered with the City, and in 2025, only 25 were registered. Surrounding cities have transitioned to microchip-based pet licensing and now require pets to be microchipped.

Staff is recommending that the traditional pet license tag be replaced with a microchip. This change would make microchipping mandatory for all dogs and cats within the City of Leon Valley, aligning with neighboring cities and encouraging greater pet registration compliance.

### **FISCAL IMPACT**

None

### **RECOMMENDATION**

Staff recommends the item be approved.

At Council Discretion.

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

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

APPROVED WITH THE FOLLOWING AMENDMENTS :

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ATTEST :

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

ORDINANCE NO. 2025-\_\_

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL, AMENDING THE LEON VALLEY CODE OF ORDINANCES 2.04 REGISTRATION OF DOGS AND CATS REGISTRATION; PROVIDING AN EFFECTIVE DATE OF THE REVISION WITH PUBLICATION, AS REQUIRED BY LAW, PROVIDING A SAVINGS CLAUSE; AND PROVIDING A CONFLICTS PROVISION.**

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**WHEREAS**, A review of the city ordinance was performed, and it was determined that the ordinance should be updated;

**WHEREAS**, this update will allow the City to use microchips as a registration license and therefore, make microchipping a requirement for all dogs and cats;

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

**SECTION 1.** The Leon Valley Code of Ordinances was amended as shown in Exhibit A.

**SECTION 2.** 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 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 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 4.** 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 2nd day of December 2025.

**APPROVED**

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**CHRIS RILEY**  
MAYOR

Attest:

**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY

Approved as to Form:

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**ARTURO D. ART' RODRIGUEZ**  
CITY ATTORNEY



# EXHIBIT A

## Chapter 2 - ANIMAL CONTROL ARTICLE 2.04 REGISTRATION OF DOGS AND CATS

### ARTICLE 2.04 REGISTRATION OF DOGS AND CATS<sup>1</sup>

#### Sec. 2.04.001 Required; expiration

- a) No person may own, keep, harbor, or have custody or control of any dog or cat over four months of age within the city limits without having each dog and/or cat properly registered with the City.
  - i. No person may own, keep, harbor, or have custody or control of any dog or cat over four months of age within the city limits without having said dog or cat implanted with a microchip that is to be registered with both the City and the issuing microchip company.
  - ii. No person may own, keep, harbor or have custody or control of a dog or cat over four months of age within the city, unless the dog or cat has been immunized against rabies in accordance with this chapter and state law.
    - i. A veterinarian who vaccinates a dog or cat as required by this chapter must furnish the owner or keeper of the dog or cat with a metal tag bearing a number corresponding to the number placed on the vaccination certificate, and with lettering showing immunization and the year thereof. This tag must be attached to the collar or harness of the dog or cat for which it was issued and must be worn at all times in a conspicuous place on the collar or harness.
    - ii. If the agency does not provide a metal tag, the owner must, upon request, be able to provide rabies certification with appropriate information and vet signature as to verify the animal is currently vaccinated against rabies.
  - iii. A dog and/or cat must be registered with the City within 30 days after obtaining a dog /cat over four months of age.
  - iv. Registration is only valid for 1 year and must be renewed every year.

(1972 Code, sec. 4.312; Ordinance 03-004 adopted 4-1-03; 2008 Code, § 2.04.001; Ordinance 2019-59, § 1, adopted 11-19-19)

#### Sec. 2.04.002 Revocation

- (a) The animal control officer or designate may revoke any dog or cat registration after a hearing for any one or more of the following reasons:
  - (1) Impoundment of a dog by the city more than three times during a 12-month period;

<sup>1</sup>State law reference(s)—Registration of dogs and cats, V.T.C.A., Health and Safety Code, § 826.031 et seq.; confidentiality of certain information in dog or cat registry, V.T.C.A., Health and Safety Code, § 826.0311.

- (2) More than three final convictions of a person for violating this chapter when such conviction relates to the dog/cat which is being considered for revocation of its registration;
- (3) Upon a determination that the dog or cat is a vicious animal, as defined by this chapter;
- (4) Refusal to admit the animal control officer or police officer onto the owner's premises for inspections or investigation of a complaint on premises wherein a violation is suspected;
- (5) Failure to restrain a female dog or cat in heat sufficiently to prevent contact with a male of the species, except where planned breeding is carried out;
- (6) Failure to exercise proper care and control of an animal in repeated instances of barking, chasing vehicles, attacking other animals or other nuisances;
- (7) Failure to keep premises sanitary and reasonably clean and free of excrement and free of any offensive odors due to animal keeping;
- (8) Cruelty to an animal, failure to provide proper veterinary care, failure to feed, water or properly shelter an animal, beating, tormenting, or otherwise abusing an animal; and/or
- (9) Intentionally abandoning an animal.

In addition to or in lieu of registration revocation, the above offenses shall constitute violations of this chapter.

- (b) Upon revoking the registration of any animal, the animal control officer shall notify the owner of the animal of said action in writing. Written notification shall be deemed made when a certified letter, return receipt requested, addressed to the last known mailing address of the owner, is deposited in the United States mail.
- (c) Upon the expiration of ten days after written notification of revocation is deposited in the United States mail as provided above, no person shall keep, maintain or harbor within the city limits any dog which has had its registration revoked.

(1972 Code, sec. 4.313; 2008 Code, sec. 2.04.002; Ordinance 2019-59, sec. 1, adopted 11-19-19)

### **Sec. 2.04.003 Fees**

**The fee to register each animal shall be \$0.00.**

(1972 Code, sec. 4.314; 2008 Code, sec. 2.04.003; Ordinance adopting 2017 Code; Ordinance 2019-59, sec. 1, adopted 11-19-19)

### **Sec. 2.04.004 Microchip requirement**

- a. A microchip will serve as the City's pet license, indefinitely.
- b. The owner of a dog or cat shall maintain current registration with both the microchip registration company and the City.
- c. If there is a change in contact information for the owner of a dog or cat with a registered microchip, the owner shall update contact information, including new address or telephone number, with both the City as well as the microchip registration company, if applicable, within 30 days of the date of the change in contact information.
- d. No person may use a microchip registration for any other animal than the one it has been issued to.

- e. A dog or cat is exempt from this requirement if the dog or cat is deemed ineligible or determined to be medically unsuitable for a microchip by a licensed veterinarian, in writing. Proof of medical unsuitability for the microchip must be provided to the City within 30 days

#### **Sec. 2.04.005 Registration Records**

- a) The City shall maintain a current record of the microchip numbers of dog and cat registrations, and the names and addresses of persons to whom the microchip is issued/updated.

# Dog and Cat Registration

Roque Salinas, MPA

Executive Director

12/2/2025

# Summary

- City Council is being asked to consider amending the Leon Valley Code of Ordinances Article 2.04 Registration of Dogs and Cats. The change would replace the traditional pet license tag with a microchip. This change would make microchipping mandatory for all dogs and cats within the City of Leon Valley
- Options
  - Approve
  - Deny

# Current

- **Annual Requirements**-Proof of current rabies vaccination is required at the time of registration. Upon registration, the City shall issue a metallic tag to the owner as proof of compliance.

# New updated

- **Microchip Requirement**-All dogs and cats are required to be microchipped. The microchip will serve as the official registration with the City of Leon Valley.

# City of Leon Valley Comparison

{Section}.67.

City	Chip Required	Pet registration cost	Annual renewal	Comment
San Antonio	Yes	No city license	No	Chip is the pet license
Converse	Yes	Free	No	Can be waived by staff- Chip is the pet license and no annual registration
Kirby	Yes	No city license	N/A	No city license
Schertz	Yes	\$ 10.00	No	Chip is the pet license
Live Oak	Only when picked up city	Free	Yes	
Alamo heights	No	Free	No	Free with microchip
Cibolo	Yes	Free	Yes	Can be waived by staff- Chip is the pet license and no annual registration
Leon Valley	Yes	Free	Yes	Chip is the pet license



# Dog and Cat Registration

Roque Salinas, MPA

Executive Director

12/2/2025

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** DECEMBER 2, 2025

**TO:** Mayor and Council

**FROM:** Roque Salinas, Executive Director

**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Presentation and Discussion to Amend the Leon Valley Code of Ordinances Appendix A – Fee Schedule, Article A4.00 - Animal Control Fees, to Article A4.006 - Dog Microchipping and A4.002 City Pet License (1st Read as Required by City Charter) - R. Salinas, Executive Director

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

### **PURPOSE**

A review of city services was performed, and it was determined that dog microchipping should be offered to the public. The microchipping program was started in July of 2025 and the City has seen some success, but staff would like to remove any financial barrier to any pet owner for microchipping. This will increase the number of microchipped dogs in the community and assist both the City and dog owners with lost pets if picked up by animal control. The service will require the current fee under Article A4.000- Animal Control, as Section A.4.006- Dog Microchipping, to be updated.

The staff would also like to remove the pet license fee. The registration fee will be reduced from five dollars (\$5.00) for sterilized animals and fifteen dollars (\$15.00) for unsterilized animals to no charge (free). The service will require the current fee under Article A4.000- Animal Control, as Section A.4.002- Pet License, to be updated.

### **FISCAL IMPACT**

This will have a very small reduction in revenue as the City is currently issuing free microchipping with all Leon Valley Pet Licenses. However, having more dogs chipped will reduce staff time to find the owner. It will also reduce the cost for boarding the dog, feeding the dog, vaccines for the dog, altering the dog, and travel needed to transport the dogs to rescues.

The current registration fees are five dollars (\$5.00) for altered (spayed/neutered) dogs and cats and fifteen dollars (\$15.00) for unaltered animals. Eliminating these fees will result in a loss of revenue previously collected through registrations.

However, the current permit system charges a fee per permit, ranging from five dollars (\$5.00) to ten dollars (\$10.00). Removing the permit requirement will also reduce associated costs for the Planning and Zoning Department.

Under the proposed update, the new microchip-based registration system will be free to use for the Animal Control Department.

#### **Article A4.006 - Dog Microchipping**

##### **Current:**

*Leon Valley resident:*

- (1) Free with an active City of Leon Valley Pet License.
  - a. Limit of 4 per address.*
- (2) \$15.00 without an active City of Leon Valley Pet License.
  - a. Limit of 4 per address.*

*Non-Leon Valley Resident:*

- (1) \$20.00 per dog- Limit of 5 dogs per person.*

##### **New Fees**

*Leon Valley resident*

- 1. Free microchipping
  - a. Limit of 4 per address*

*Non-Leon Valley Resident*

- 1. \$20.00.*

*The City Manager, or designee, is authorized to reduce or waive fees for adoption events or where necessary to advance the goals of the department to reduce animals in city kennels.*

#### **A4.002 City Pet License**

##### **Current**

*City pet license:*

- (1) Spayed/neutered animals: \$5.00.*
- (2) Unaltered animals: \$15.00.*

##### **New Fees**

*City pet license:*

- (1) Spayed/neutered animals: \$0.00.*
- (2) Unaltered animals: \$0.00.*

#### **RECOMMENDATION**

Staff recommends the approval of the fee changes.

At Council Discretion.

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

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

APPROVED WITH THE FOLLOWING AMENDMENTS :

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ATTEST :

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

ORDINANCE NO. 2025-\_\_

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL, AMENDING THE LEON VALLEY CODE OF ORDINANCES APPENDIX A – FEE SCHEDULE, ARTICLE A4.00- ANIMAL CONTROL FEES, ARTICLE A4.006- DOG MICROCHIPPING AND A4.002 CITY PET LICENSE; PROVIDING AN EFFECTIVE DATE OF THE REVISION WITH PUBLICATION, AS REQUIRED BY LAW, PROVIDING A SAVINGS CLAUSE; AND PROVIDING A CONFLICTS PROVISION.**

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**WHEREAS**, A review of city services was performed, and it was determined that microchipping should be offered to the public for free to encourage more participation;

**WHEREAS**, A review of city services was performed, and it was determined that a pet license should be offered to the public for free to encourage more participation;

**WHEREAS**, The increase in the number of microchipped and dogs in the community and assist both the City and dog owners with lost pets if picked up by animal control;

**WHEREAS**, An update to the current fees listed in Appendix A – Fee Schedule, Article A4.000- Animal Control, as Section A.4.006- Dog microchipping and A4.006 City Pet License is needed;

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

**SECTION 1.** The Leon Valley Code of Ordinances, Appendix A - Fee Schedule, Article A4.000 - Animal Control Fees, A4.006- Dog Microchipping, as follows:

***Article A4.006 - Dog Microchipping***

**Current:**

*Leon Valley resident:*

- (1) Free with an active City of Leon Valley Pet License.
  - a. Limit of 4 per address.*
- (2) \$15.00 without an active City of Leon Valley Pet License.
  - a. Limit of 4 per address.*

*Non-Leon Valley Resident:*

- (1) \$20.00 per dog- Limit of 5 dogs per person.*

**New Fees**

*Leon Valley resident*

- 1. Free microchipping
  - a. Limit of 4 per address*

*Non-Leon Valley Resident*

- 1. \$20.00.*

*The City Manager, or designee, is authorized to reduce or waive fees for adoption events*

or where necessary to advance the goals of the department to reduce animals in city kennels.

#### **A4.002 City Pet License**

##### **Current**

*City pet license:*

- (1) *Spayed/neutered animals: \$5.00.*
- (2) *Unaltered animals: \$15.00.*

##### **New Fees**

*City pet license:*

- (1) *Spayed/neutered animals: \$0.00.*
- (2) *Unaltered animals: \$0.00.*

**SECTION 2.** 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 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 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 4.** 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 2nd day of December 2025.

**APPROVED**

---

**CHRIS RILEY**  
MAYOR

Attest:

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**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY

Approved as to Form:

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**ARTURO D. ART' RODRIGUEZ**  
CITY ATTORNEY

**Current:**

Sec. A.4.002 Dog microchipping

*Leon Valley resident:*

~~(1) Free with active City of Leon Valley Pet License.~~

~~a. Limit of 4 per address.~~

~~(2) \$15.00 without an active City of Leon Valley Pet License.~~

~~a. Limit of 4 per address.~~

*Non-Leon Valley Resident:*

~~(1) \$20.00 per dog Limit of 5 dogs per person.~~

**New Fees**

Sec. A.4.002 Dog microchipping

*Leon Valley resident*

1. Free microchipping

a. Limit of 4 per address

*Non-Leon Valley Resident*

1. \$20.00.

*The City Manager, or designee, is authorized to reduce or waive fees for adoption events or where necessary to advance the goals of the department to reduce animals in city kennels.*



## Sec. A4.002 Pet license

City pet license:

- (1) Spayed/neutered animals: \$0.00.
- (2) Unaltered animals: \$0.00.

# Dog Fees Update

Roque Salinas, MPA

Executive Director

12/2/2025

# Summary

- A review of city services was performed, and it was determined that dog microchipping and pet registration should be offered to the public for free.
- Options
  - Approve
  - Deny

# Current Data

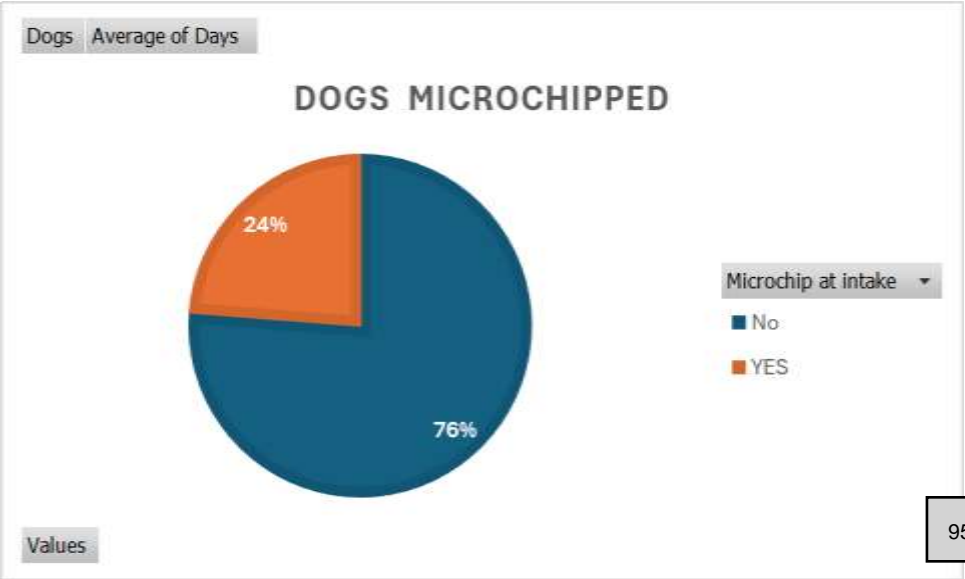
- In 2024, a total of thirty-eight (38) dogs were registered with the City. As of 2025, twenty-five (25) additional dogs have been registered, for a combined total of sixty-three (63) dogs since 2024.
- However, many owners have failed to renew their annual registration. The City currently has thirty-two (32) active registrations.

Row Labels	Count of Address
+ 2024	38
+ 2025	25
Grand Total	63

# Dogs microchipping at intake

- From January 1, 2024, through June 30, 2025, the City impounded 72 dogs; only 21 or 29% were chipped. -Microchipping started.
- From January 1, 2024, through October 15, 2025, the City has impounded 101 dogs; only 24, or 24% were chipped.

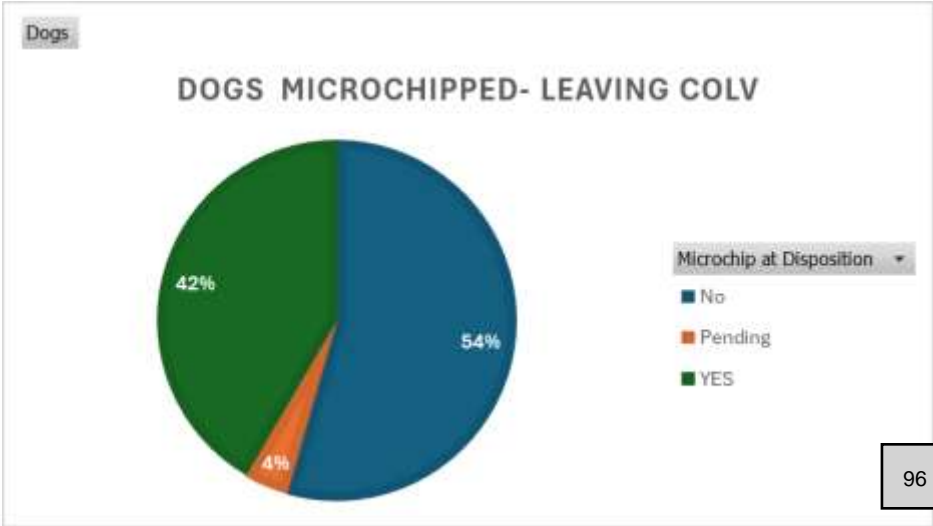
Microchipped	Dogs	Average of Days
No	77	18.23
YES	24	1.75
Grand Total	101	14.31683168



# Dogs Microchipping at Disposition

- It is considered a best practice for animal shelters to microchip dogs and other pets. Most shelters microchip pets upon intake or before adoption to ensure permanent identification.
- Leon Valley microchips every dog leaving our custody and every dog registered with the City. The City has microchipped 18 dogs that have left our facility and has 7 dogs pending chipping.
- The City also held a vaccine drive in August, where 9 more dogs were chipped.
- The City is making progress with dogs in our care. however, we are not making major improvements with the pubic.

Microchipped	Dogs
No	55
Pending	4
YES	42
Grand Total	101



# Chipping Change in Price

## Current:

*Leon Valley resident:*

- (1) Free with an active City of Leon Valley Pet License.
  - a. Limit of 4 per address.**
- (2) \$15.00 without an active City of Leon Valley Pet License.
  - a. Limit of 4 per address.**

*Non-Leon Valley Resident:*

- (1) \$20.00 per dog- Limit of 5 dogs per person.*

## New Fees

*Leon Valley resident*

- 1. Free microchipping
  - a. Limit of 4 active microchips per address**

*Non-Leon Valley Resident*

- 1. \$20.00.*

*The City manager, or designee, is authorized to reduce or waive fees for adoption events or where necessary to advance the goals of the department to reduce animals in city kennels.*

# Registration Change in Price

## ***A4.002 City Pet License***

### **Current**

*City pet license:*

*(1) Spayed/neutered animals: \$5.00.*

*(2) Unaltered animals: \$15.00.*

### **New Fees**

*City pet license:*

*(1) Spayed/neutered animals: \$0.00.*

*(2) Unaltered animals: \$0.00.*



# Price Comparison

City	Cost- Resident	Cost- non resident	Chip Required	Pet registration cost	Annual renewal	Comment
San Antonio	\$ -	\$ 15.00	Yes	No city license	No	Chip is the pet license
Converse	\$ 10.00	\$ 10.00	Yes	Free	No	Can be waived by staff- Chip is the pet license and no annual registration
Kirby	\$ 10.00	\$ 10.00	Yes	No city license	N/A	No city license
Schertz	\$ 15.00	\$ 15.00	Yes	\$ 10.00	No	Chip is the pet license
Live Oak	\$ 10.00	\$ 10.00	Only when picked up city	Free	Yes	
Alamo heights	\$ 15.00	\$ 20.00	No	Free	No	Free with microchip
Cibolo	\$ 20.00	\$ 20.00	Yes	Free	Yes	Can be waived by staff- Chip is the pet license and no annual registration
Leon Valley	FREE	\$ 20.00	Yes	Free	Yes	Chip is the pet license

\* Yellow section for Leon Valley is pending City Council Approval

# WHY IS IT FREE???

- The cost to feed and maintain a dog is significantly higher than the cost to microchip it. Additionally, staff time is required to attend to the dogs, which takes time away from responding to other at-large animals and code enforcement activities.

# Fiscal Impact

- The current registration fees are five dollars (\$5.00) for altered (spayed/neutered) dogs and cats and fifteen dollars (\$15.00) for unaltered animals. Eliminating these fees will result in a loss of revenue previously collected through registrations.
- However, the current permit system charges a fee per permit, ranging from five dollars (\$5.00) to ten dollars (\$10.00). Removing the permit requirement will also reduce associated costs for the Planning and Zoning Department.
- Under the proposed update, the new microchip-based registration system will be free to use for the Animal Control Department.

# Microchipped vs Non-Microchipped

Dogmicrochipped	Item	Cost	Staff time	Average stay	frequency	\$ cost	Staff cost	Total cost
No	Feeding, Cleaning, and Exercise	\$ 2.50	1	18	18	\$ 45.00	\$ 360.00	\$ 405.00
No	Vacancies/Testing (Heartworm parvo testing rabies vaccination DHLPP)	\$ 80.00	2	18	1	\$ 80.00	\$ 40.00	\$ 120.00
No	Spav/neuter	\$ 120.00	4	18	1	\$ 120.00	\$ 80.00	\$ 200.00
No	Rescue coordination	\$ -	0.5	18	6	\$ -	\$ 60.00	\$ 60.00
<b>Total</b>		<b>\$ 202.50</b>	<b>7.5</b>	<b>18</b>	<b>26</b>	<b>\$ 245.00</b>	<b>\$ 540.00</b>	<b>\$ 785.00</b>

Dogmicrochipped	Item	Cost	Staff time	Average stay	frequency	\$ cost	Staff cost	Total cost
Yes	Feeding, Cleaning, and Exercise	\$ 2.50	1	2	2	\$ 5.00	\$ 40.00	\$ 45.00
Yes	Vacancies/Testing (Heartworm parvo testing rabies vaccination DHLPP)	\$ -	0	2	0	\$ -	\$ -	\$ -
Yes	Spav/neuter	\$ -	0	2	0	\$ -	\$ -	\$ -
Yes	Rescue coordination	\$ -	0.5	2	1	\$ -	\$ 10.00	\$ 10.00
<b>Total</b>		<b>\$ 2.50</b>	<b>1.5</b>	<b>2</b>	<b>3</b>	<b>\$ 5.00</b>	<b>\$ 50.00</b>	<b>\$ 55.00</b>

# Registered Animals

- The current registration fees are five dollars (\$5.00) for altered (spayed/neutered) dogs and cats and fifteen dollars (\$15.00) for unaltered animals. Eliminating these fees will result in a loss of revenue previously collected through registrations.
- However, the current permit system charges a fee per permit, ranging from five dollars (\$5.00) to ten dollars (\$10.00). Removing the permit requirement will also reduce associated costs for the Planning and Zoning Department.

Row Labels	Count of Project Type	Average of Total Fees
2024	38	\$7.68
2025	25	\$8.48
Grand Total	63	\$8.00

Row Labels	Sum of Total Fees
2024	\$291.70
2025	\$212.00
Grand Total	\$503.70

# Dog Fees Update

Roque Salinas, MPA

Executive Director

12/2/2025

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** December 02, 2025

**TO:** Mayor and Council

**FROM:** Saundra Passailaigue, City Secretary

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

**SUBJECT:** Discussion and Possible Action on a Resolution Appointing Karen Lockhart as 3<sup>rd</sup> Alternate and Correcting the Term Expiration of Commissioner 5 of the Planning & Zoning Commission

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

### **PURPOSE**

The purpose of this item is to present to City Council all City of Leon Valley an application to serve on the Planning & Zoning Commission.

This resolution also corrects the term expiration of Commissioner 5 as the terms of this Commission are staggered and the appointment made on November 18, 2025 was a year short of the position's actual term date.

### **FISCAL IMPACT**

None

### **RECOMMENDATION**

City Council Discretion

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

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

RESOLUTION NO. 25-0\_\_R

**A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING AN ALTERNATE MEMBER AND CORRECTING THE TERM EXPIRATION OF COMMISSIONER 5 OF THE LEON VALLEY PLANNING & ZONING COMMISSION.**

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

The following individual is hereby appointed to the **Planning & Zoning Commission as 3<sup>rd</sup> Alternate and Commissioner 5** with a term expiring June 30, 2027:

Karen Lockhart – 3<sup>rd</sup> Alternate  
Olen Yarnell – Commissioner 5

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

That the appointment of the aforementioned individuals to the Leon Valley Planning & Zoning Commission and that the term become effective immediately.

**PASSED, ADOPTED, AND APPROVED** by the City Council of the City of Leon Valley on this the 2nd day of December, 2025.

**APPROVED**

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

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

Approved as to Form:

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



STATE OF TEXAS                   §           GRANT AGREEMENT FOR THE  
   §           DISTRIBUTION OF GENERAL FUNDS FOR  
 CITY OF LEON VALLEY       §           STREET OUTREACH

**THIS GRANT AGREEMENT FOR THE DISTRIBUTION OF GENERAL FUNDS FOR STREET OUTREACH** (hereinafter referred to as the "Agreement") is made and entered by and between **CITY OF LEON VALLEY** a political subdivision of the State of Texas ("CITY"), and **HAVEN FOR HOPE OF BEXAR COUNTY**, a Texas 501 (c)(3) non-profit corporation ("Haven for Hope" or "Subrecipient") (also, individually, a "Party" or, collectively, the "Parties"). The Parties agree as follows:

### INTRODUCTION

**WHEREAS**, the issue of homelessness within Bexar County requires critical attention, **HAVEN FOR HOPE** has identified that smaller municipalities, like the **CITY OF LEON VALLEY**, have had a significant gap in homeless outreach efforts leading to an unmet list of unidentified needs of local homeless individuals and an even larger gap to provide relevant, accessible resources and services to help address their issues;

**WHEREAS**, the **CITY OF LEON VALLEY** lacks the financial capacity to solely address the growing public concern of homelessness, as well as, lacking the ability to acquire the necessary resources and services required by the local homeless population, the existing challenge of responding to homelessness may intensify if it is left ineffectively addressed;

**WHEREAS**, **HAVEN FOR HOPE** has identified the **CITY OF LEON VALLEY** as a willing participant, the Subrecipient has proposed the initiation of a street outreach pilot program to establish a vital link between homeless individuals and the accessible services and resources they urgently need;

**WHEREAS**, the **CITY OF LEON VALLEY** is partnering with **HAVEN FOR HOPE** to invest \$40,000 in funding for the implementation of a pilot program for street outreach which includes the independent municipality of Leon Valley within Bexar County, where the geographic reach of the outreach efforts will provide homeless services and resources to assist individuals and families by bridging the gap in coordination with its partnering agencies or local nonprofit providers;

**WHEREAS**, this Agreement will further the objectives of **HAVEN FOR HOPE** and benefit the **CITY OF LEON VALLEY** and its residents and serve the broader purpose of refining data collection and analysis methods, foster stronger collaboration with stakeholders and create a comprehensive effort to maximize impact of aiding homelessness and

**NOW THEREFORE**, for and in consideration of the mutual promises contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

### ARTICLE 1 PURPOSE

- 1.01 The purpose of this Agreement is to set out the terms and conditions under which the **CITY OF LEON VALLEY** will distribute funds to **HAVEN FOR HOPE**, as more specifically detailed in Exhibit "A" ("Outreach Pilot Project"), and reimbursement of administrative costs for Services.

**ARTICLE 2****TERM**

- 2.01 This Agreement is effective May 1, 2024 (“Effective Date”) and shall expire one year after the effective date (the “Term”). **HAVEN FOR HOPE**’s commencement of the Outreach Pilot Project (“Project Commencement Date”) is contingent upon the Bexar County Commissioner’s Court approval of the American Rescue Plan Act Agreement between Bexar County and **HAVEN FOR HOPE** (“ARPA Grant Agreement”), which contributes funding to the Outreach Pilot Project. Each Party reserves the right to terminate this Agreement with or without cause with thirty (30) days written notice to the other Party. The notice of termination will be in writing and will state the termination date. **HAVEN FOR HOPE** will be paid for any work performed prior to the termination date.

**ARTICLE 3****REIMBURSEMENT OF EXPENSES**

- 3.01 For actual and eligible Outreach Pilot Project and Administrative Costs (as defined in **Exhibit A**), **CITY OF LEON VALLEY** will reimburse **HAVEN FOR HOPE** in an amount not to exceed **FORTY THOUSAND DOLLARS (\$40,000)**.
- 3.02 **CITY OF LEON VALLEY** will reimburse administrative costs allowed under this Agreement (“Administrative Costs”). Pursuant to this Agreement, Administrative Costs can include salaries and related costs, supplies, transportation, and mileage incurred by **HAVEN FOR HOPE** for work performed pursuant to this Agreement. Funds provided by the **CITY OF LEON VALLEY** shall reimburse **HAVEN FOR HOPE** only for those costs and expenses directly related to the CITY’s provision of the services described in **Exhibit “A”**. Funds may not be used by **HAVEN FOR HOPE** for the payment of staff bonuses or performance payments, entertainment, gifts, or legal expenses.

**ARTICLE 4****INVOICING**

- 4.01 **HAVEN FOR HOPE** shall submit to the **CITY OF LEON VALLEY** by the 20<sup>th</sup> of each month a monthly invoice package of incurred costs. For purposes of this Agreement, a cost is “incurred” when **HAVEN FOR HOPE** has expended funds to cover the cost. The invoice package must be submitted, month after month, until funding has been exhausted. The invoice package should include:
- in the form incorporated into this Agreement as **Exhibit “B”**: (1) an expenditure report itemizing Outreach Pilot Project efforts and Administrative Costs; (2) performance report;
  - documentation deemed necessary for adequate fiscal control including, but not limited to original invoices, receipts, receiving documentation, contracts, proof of payment, timesheets, etc.;
  - documentation of the Program’s eligible and necessary expenses for Outreach Pilot Project efforts, including Outreach Staff (salary, taxes and benefits), Outreach supplies (fuel, uniforms, bug spray, office supplies, etc.); and
  - the report referenced in Section 6.01 below.

The invoice package should be submitted to:

By mail: CITY OF LEON VALLEY  
 ATTN: FINANCE DEPARTMENT  
 6400 El Verde Road  
 Leon Valley, TX 78238

- 4.02 Delinquent or unacceptable invoice packages and/or performance reports shall excuse delay of reimbursement by **CITY OF LEON VALLEY**. **HAVEN FOR HOPE** will receive written Notice of delinquent or unacceptable invoicing/performance reporting within seven (7) business days of receipt of the invoice package. **HAVEN FOR HOPE** will have five (5) business days to resubmit corrected invoices/reporting. Invoice packages that are not re-submitted within five (5) business days will not be considered for reimbursement.
- 4.03 After receipt of and approval by **CITY OF LEON VALLEY** of **HAVEN FOR HOPE**'s billing package, **CITY OF LEON VALLEY** will reimburse **HAVEN FOR HOPE** an amount equal to the total amount of the billing package, subject to deduction for any costs questioned or not allowable, pursuant to the Texas Prompt Payment Act. **CITY OF LEON VALLEY** may withhold all or part of any payments to **HAVEN FOR HOPE** to offset reimbursement for any ineligible expenditures, disallowed costs, or overpayments that **HAVEN FOR HOPE** has not refunded to **CITY OF LEON VALLEY**. **CITY OF LEON VALLEY** may take repayment from funds available under this Agreement in amounts necessary to fulfill **HAVEN FOR HOPE**'s repayment obligations.
- 4.04 Within ten (10) business days of **CITY OF LEON VALLEY**'s written request, **HAVEN FOR HOPE** shall refund to **CITY OF LEON VALLEY** any sum of money paid by **CITY OF LEON VALLEY** to **HAVEN FOR HOPE** that **CITY OF LEON VALLEY** has determined:
- a) Resulted in overpayment to **HAVEN FOR HOPE**;
  - b) Has not been spent by **HAVEN FOR HOPE** strictly in accordance with the terms of this Agreement; or
  - c) Is not supported by adequate documentation to fully justify the expenditure.
- 4.05 Funds provided to **HAVEN FOR HOPE** pursuant to this Agreement will be paid solely from lawfully available funds that have been duly appropriated by the **CITY OF LEON VALLEY**. Under no circumstances will the **CITY OF LEON VALLEY**'s obligations hereunder be deemed to create any debt within the meaning of any constitutional or statutory provision. Further, none of the **CITY OF LEON VALLEY**'S obligations under this Agreement shall be pledged or otherwise encumbered in favor of any commercial lender and/or similar financial institution. Further, the **CITY OF LEON VALLEY** shall not be obligated to pay any commercial bank, lender or similar institution for any loan or credit agreement made by **HAVEN FOR HOPE**.

## ARTICLE 5

### COOPERATION WITH MONITORING, AUDITS, AND RECORDS REQUIREMENTS

- 5.01 **HAVEN FOR HOPE** shall comply with all federal, state, and local laws and ordinances applicable to **CITY OF LEON VALLEY** for the work or services provided pursuant to this Agreement.
- 5.02 **HAVEN FOR HOPE** shall maintain all financial records in accordance with Cost Principles for Non-Profit Organizations, OMB Circular A-122; Audits of States, Local governments, and Non-

Profit Organizations, OMB Circular A-133; and Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, OMB Circular A-110. These circulars shall be made part of all agreements pertaining to the Project.

- 5.03 **CITY OF LEON VALLEY** may conduct, at a minimum, two (2) monitoring visits to **HAVEN FOR HOPE's** Project site to determine performance and compliance with the terms of this Agreement.
- 5.04 **HAVEN FOR HOPE** shall maintain books, records and other documents relating directly to the receipt and disbursement of funds under this Agreement. **HAVEN FOR HOPE** must maintain a receipts-and-disbursements ledger and a general ledger with an income-and-expense account for each line item. Paid invoices revealing check number, date paid and evidence of goods or services received must be filed according to the vendor paid.
- 5.05 **HAVEN FOR HOPE** shall allow any duly-authorized representative of the **CITY OF LEON VALLEY**, at all reasonable times, to have access to and the right to inspect, copy, audit, and examine all books, records and other documents of closeout procedures concerning this Agreement, until final settlement and conclusion of all issues arising out of this activity are completed.
- 5.06 An independent auditor hired and paid by **HAVEN FOR HOPE** shall audit the expenditure of funds pursuant to this Agreement as part of the annual audit performed on **HAVEN FOR HOPE**. The audit, with respect to the funds under this Agreement, shall include **HAVEN FOR HOPE's** expenditures and revenues for the same time period as **HAVEN FOR HOPE's** fiscal year.
- 5.07 Additional information requested by the **CITY OF LEON VALLEY** shall be provided by **HAVEN FOR HOPE** within 15 days of receipt of the request for information from the **CITY OF LEON VALLEY**.

## **ARTICLE 6**

### **REPORTING REQUIREMENTS**

- 6.01 **HAVEN FOR HOPE** agrees to provide the **CITY OF LEON VALLEY** with monthly de-identified aggregate reports in the format provided under Exhibit "B" Monthly Performance Reporting. [REDACTED]

## **ARTICLE 7**

### **REPRESENTATIONS, WARRANTIES AND COVENANTS**

- 7.01 **HAVEN FOR HOPE** represents and warrants that:
  - a) All information ever provided or to be provided to the **CITY OF LEON VALLEY** is complete and accurate as of the date shown on the document, and that since that date, **HAVEN FOR HOPE** has not undergone any significant change related to the information provided or to be provided without written Notice to the **CITY OF LEON VALLEY**.
  - b) Any supporting financial statements ever provided or to be provided to the **CITY OF LEON VALLEY** are complete, accurate and fairly reflect the financial condition of **HAVEN FOR**

**HOPE** on the date shown on those statements and during the period covered, and that since that date, except as provided by written Notice to the **CITY OF LEON VALLEY**, there has been no material change, adverse or otherwise, in the financial condition of **HAVEN FOR HOPE**.

- c) No litigation or proceedings are presently pending or threatened against **HAVEN FOR HOPE** relating to the Agreement or Project.
- d) None of the provisions in this Agreement contravene or in any way conflict with the authority under which **HAVEN FOR HOPE** is doing business or with the provisions of any existing obligation or agreement of **HAVEN FOR HOPE**.
- e) **HAVEN FOR HOPE** has the legal authority to enter into this Agreement and accept payments, and has taken all necessary measures to authorize the execution of and the acceptance of payments under this Agreement.

## ARTICLE 8

### POLITICAL ACTIVITY AND ADDITIONAL PROVISIONS

- 8.01 None of the performance under this Agreement may involve, and no portion of the funds received may be used, either directly or indirectly, for any political activity including, but not limited to, an activity to further the election or defeat of any candidate for public office or for any activity undertaken to influence the passage, defeat or final content of local, state or federal legislation.
- 8.02 Boycott of Israel. To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Section 2271.002, Texas Government Code, **HAVEN FOR HOPE** hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not boycott Israel and will not boycott Israel during the term of this Agreement. The foregoing verification is made solely to enable compliance with such Section and to the extent such Section does not contravene applicable Federal or Texas law. As used in the foregoing verification, 'boycott Israel,' a term defined in Section 2271.001, Texas Government Code, by reference to Section 808.001(1), Texas Government Code, means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
- 8.03 Iran, Sudan, and Foreign Terrorist Organizations. **HAVEN FOR HOPE** represents that neither it nor any of its parent company, wholly- or majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, and posted on any of the following pages of such officer's internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>

<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or

<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>

The foregoing representation is made solely to enable **THE CITY OF LEON VALLEY** to comply with Section 2252.152, Texas Government Code, and to the extent such section does not contravene applicable Federal law or Texas law and excludes **HAVEN FOR HOPE** and each of its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization.

- 8.04 Verification Regarding Discrimination Against Fossil Fuel Companies. To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Section 2274.002 (as added by Senate Bill 13 in the 87th Texas Legislature, Regular Session), Texas Government Code, as amended, **HAVEN FOR HOPE** hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not boycott energy companies and will not boycott energy companies during the term of this Agreement. The foregoing verification is made solely to enable the **CITY OF LEON VALLEY** to comply with such Section and to the extent such Section does not contravene applicable Federal or Texas law. As used in the foregoing verification, "boycott energy companies," a term defined in Section 2274.001(1), Texas Government Code (as enacted by such Senate Bill) by reference to Section 809.001, Texas Government Code (also as enacted by such Senate Bill), shall mean, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by (A) above.
- 8.05 Verification Regarding No Discrimination Against Firearm Entities and Firearm Trade Associations. To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Section 2274.002 (as added by Senate Bill 19 in the 87th Texas Legislature, Regular Session), Texas Government Code, as amended, **HAVEN FOR HOPE** hereby verifies that it and its parent company, wholly- or majority-owned subsidiaries, and other affiliates, if any, do not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate against a firearm entity or firearm trade association during the term of this Agreement. The foregoing verification is made solely to enable the **CITY OF LEON VALLEY** to comply with such Section and to the extent such Section does not contravene applicable Federal or Texas law. As used in the foregoing verification and the following definitions, 'discriminate against a firearm entity or firearm trade association,' a term defined in Section 2274.001(3), Texas Government Code (as enacted by such Senate Bill), (A) means, with respect to the firearm entity or firearm trade association, to (i) refuse to engage in the trade of any goods or services with the firearm entity or firearm trade association based solely on its status as a firearm entity or firearm trade association, (ii) refrain from continuing an existing business relationship with the firearm entity or firearm trade association based solely on its status as a firearm entity or firearm trade association, or (iii) terminate an existing business relationship with the firearm entity or firearm trade association based solely on its status as a firearm entity or firearm trade association and (B) does not include (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories and (ii) a company's refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to

terminate an existing business relationship (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity's or association's status as a firearm entity or firearm trade association, 'firearm entity,' a term defined in Section 2274.001(6), Texas Government Code (as enacted by such Senate Bill), means a manufacturer, distributor, wholesaler, supplier, or retailer of firearms (defined in Section 2274.001(4), Texas Government Code, as enacted by such Senate Bill, as weapons that expel projectiles by the action of explosive or expanding gases), firearm accessories (defined in Section 2274.001(5), Texas Government Code, as enacted by such Senate Bill, as devices specifically designed or adapted to enable an individual to wear, carry, store, or mount a firearm on the individual or on a conveyance and items used in conjunction with or mounted on a firearm that are not essential to the basic function of the firearm, including detachable firearm magazines), or ammunition (defined in Section 2274.001(1), Texas Government Code, as enacted by such Senate Bill, as a loaded cartridge case, primer, bullet, or propellant powder with or without a projectile) or a sport shooting range (defined in Section 250.001, Texas Local Government Code, as a business establishment, private club, or association that operates an area for the discharge or other use of firearms for silhouette, skeet, trap, black powder, target, self-defense, or similar recreational shooting), and 'firearm trade association,' a term defined in Section 2274.001(7), Texas Government Code (as enacted by such Senate Bill), means any person, corporation, unincorporated association, federation, business league, or business organization that (i) is not organized or operated for profit (and none of the net earnings of which inures to the benefit of any private shareholder or individual), (ii) has two or more firearm entities as members, and (iii) is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c) of that code.

- 8.06 Affiliate. As used in this Agreement, the CITY understands 'affiliate' to mean an entity that controls, is controlled by, or is under common control with **HAVEN FOR HOPE** within the meaning of SEC Rule 405, 17 C.F.R. § 230.405, and exists to make a profit.
- 8.07 Form 1295. The Parties acknowledge and agree that **HAVEN FOR HOPE** submitted to the CITY a completed Form 1295 generated by the Texas Ethics Commission's (the "TEC") electronic filing application in accordance with the provisions of Section 2252.908 of the Texas Government Code and the rules promulgated by the TEC (the "Form 1295") at the time **HAVEN FOR HOPE** submitted its signature page to this Agreement. The CITY hereby confirms timely receipt of the Form 1295 from **HAVEN FOR HOPE** pursuant to Section 2252.908, and the CITY agrees to acknowledge such form with the TEC through its electronic filing application system not later than the 30th day after the receipt of such form. The CITY waives all claims related to the validity and enforceability of this Agreement to the extent such claims are based on noncompliance with Section 2252.908, Texas Government Code.
- 8.08 Public Information. Notwithstanding any other provision to the contrary in this Agreement, all information, documents, and communications relating to this Agreement may be subject to the Texas Public Information Act and any opinion of the Texas Attorney General or a court of competent jurisdiction relating to the Texas Public Information Act. The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this Agreement and, to the extent such requirements apply to this Agreement, **HAVEN FOR HOPE** agrees that this Agreement may be terminated if **HAVEN FOR HOPE** knowingly or intentionally fails to comply with a requirement of that subchapter, if applicable, and **HAVEN FOR HOPE** fails to cure the violation on or before the 10th business day after the date the CITY provides notice to **HAVEN**

**FOR HOPE** of noncompliance with Subchapter J, Chapter 552. To the extent Section 552.372, Texas Government Code applies to this Agreement, **HAVEN FOR HOPE** is required to preserve all contracting information related to this Agreement as provided by the records retention requirements applicable to the CITY for the duration of this Agreement; promptly provide to the CITY any contracting information related to this Agreement that is in the custody or possession of **HAVEN FOR HOPE** on request of the CITY; and on completion of the Agreement, either provide at no cost to the CITY all contracting information related to the contract that is in the custody or possession of the entity or preserve the contracting information related to the contract as provided by the records retention requirements applicable to the CITY.

## **ARTICLE 9**

### **AMENDMENTS AND CHANGES IN THE LAW**

- 9.01 Any alterations, additions, or deletions to the terms of this Agreement must be documented in writing and signed by both Parties to be binding. Notwithstanding this requirement, it is understood and agreed by Parties hereto, that changes in local, state and federal rules, regulations or laws applicable hereto, may occur during the term of this Agreement and that any such changes shall be automatically incorporated into this Agreement without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law.

## **ARTICLE 10**

### **DELEGATION AND ASSIGNMENT**

- 10.01 Neither Party may delegate the performance of any contractual obligation to a third party, unless mutually agreed in writing. A Party to this Grant Agreement may not assign its rights, privileges and obligations under this Grant Agreement in whole, or in part, without the prior written consent of the other Party. Any attempt to assign without such approval shall be void.

## **ARTICLE 11**

### **SURVIVABILITY**

- 11.01 Notwithstanding any expiration or termination of this Grant Agreement, the rights and obligations pertaining to the close-out, cooperation and provision of additional information, return of grant funds, audit rights, records retention, and any other provision implying survivability shall remain in effect after the expiration or termination of this Grant Agreement.

## **ARTICLE 12**

### **ENTIRE AGREEMENT**

- 12.01 This Agreement constitutes the final and entire agreement between the Parties and contains all of the terms and conditions agreed upon. No other agreement, oral or otherwise, regarding the subject matter of this Agreement will be deemed to exist or to bind the Parties unless it is in writing, dated subsequent to the date of this Agreement, and is duly executed by the Parties.

## **ARTICLE 13**

### **INTERPRETATION**

- 13.01 To the extent the terms and conditions of this Agreement do not address a particular circumstance



or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this Agreement and in all cases, according to its fair meaning. The parties acknowledge that each Party and its counsel have reviewed this Agreement and that any rule of construction to the effect that any ambiguities are to be resolved against the drafting Party shall not be employed in the interpretation of this Agreement. Any vague, ambiguous or conflicting terms shall be interpreted and construed in such a manner as to accomplish the purpose of the Agreement.

**ARTICLE 14**  
**LEGAL CONSTRUCTION**

- 14.01 If any provision of this Agreement is for any reason held to be invalid, illegal or unenforceable in any respect, then that invalidity, illegality or unenforceability shall not affect any other provision and this Agreement shall be construed as if the invalid, illegal or unenforceable provision had never been a part of the Agreement.

**ARTICLE 15**  
**SOVEREIGN IMMUNITY**

- 15.01 It is expressly understood and agreed that in the execution of this Grant Agreement, neither of the Parties waives or shall be deemed hereby to waive any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers or functions.

**ARTICLE 16**  
**TEXAS LAW TO APPLY**

- 16.01 This Agreement shall be construed under and in accordance with the laws of the United States and the State of Texas, and all obligations of the Parties are performable in Bexar County, Texas. The Parties agree that venue for any litigation arising from this Agreement shall lie in Bexar County, Texas.

**ARTICLE 17**  
**NOTICE**

- 17.01 For purposes of this Agreement, all official communications and notices ("Notice") among the Parties will be sufficient if in writing and mailed, by registered or certified mail with postage prepaid, to the addresses set forth below:

If to CITY OF LEON VALLEY:

City of Leon Valley  
ATTN: Crystal Caldera, City Manager  
6400 El Verde Road  
Leon Valley, Texas 78238

With copy to:

Carol Goering, Finance Director

If to HAVEN FOR HOPE:

Haven for Hope of Bexar County  
ATTN: Kim Jefferies, President & CEO  
1 Haven for Hope Way, TC Bldg #3-Admin  
San Antonio, Texas 78207

With copy to:

[legal@havenforhope.org](mailto:legal@havenforhope.org)

**ARTICLE 18**  
**MULTIPLE COUNTERPARTS**

18.01 This Agreement may be executed in separate identical counterparts by the Parties hereto and each counterpart, when so executed and delivered, will constitute an original instrument, and all such separate identical counterparts will constitute but one and the same instrument.

IN WITNESS WHEREOF, this Agreement is executed in duplicate originals on this 22 day of May, 2024.

**CITY OF LEON VALLEY:**

By: Crystal Caldera  
Crystal Caldera (May 22, 2024 11:24 CDT)  
Crystal Caldera  
City Manager

**HAVEN FOR HOPE OF BEXAR COUNTY:**

By: Kim Jefferies  
Kim Jefferies (Apr 25, 2024 08:34 CDT)  
Kim Jefferies  
President and CEO  
JB  
JB

**APPROVED AS TO LEGAL FORM:**

By: Arturo Rodriguez  
Arturo Rodriguez (May 8, 2024 23:16 CDT)  
Arturo Rodriguez  
City Attorney

**APPROVED AS TO FINANCIAL CONTENT:**

By: Carol Goering  
Carol Goering (May 6, 2024 17:16 CDT)  
Carol Goering  
Finance Director

## **EXHIBIT "A"**

### **WORK STATEMENT**

**AGENCY NAME:** Haven for Hope of Bexar County

**PROJECT NAME:** The Haven for Hope Street Outreach Pilot Project

**PROJECT DESCRIPTION:**

Haven for Hope's mission is to offer a place of hope and new beginnings by providing, coordinating and delivering an efficient system of care for people experiencing homelessness in San Antonio.

The project entails the recruitment of two outreach workers at Haven for Hope dedicated to connecting individuals experiencing homelessness with shelter and supportive services. The one-year pilot program will initially launch in Leon Valley. The primary goals of this pilot program are to enhance access to shelter and supportive services, refine data collection and analysis methods, and foster stronger collaboration with stakeholders.

**FUNDING:** **HAVEN FOR HOPE** will use reasonable efforts to utilize \$40,000 of the funding provided under this agreement to maximize the impact of Outreach Street Pilot project goals in conjunction with other initiative contributions.

**SERVICE AVAILABILITY:**

**Service Location:** Street Outreach: Leon Valley; Intake/After-hours emergency shelter:

1 Haven for Hope Way, San Antonio, TX 78207

**Service Hours:** Street Outreach Team: Monday-Friday, 8:00am-5:00pm; Intake: Monday-Friday, 7:00am – 3:00pm; After-hours emergency shelter pre-intake available (enter at South Gate)

**TARGET POPULATION:** Unsheltered individuals experiencing homelessness

**BENCHMARKS:** The mutual agreement between the **CITY OF LEON VALLEY** and **HAVEN FOR HOPE** aims to enhance clarity and establish a structured framework for all stakeholders involved by identifying the following tentative markers for the initiation of the Street Outreach Pilot Project:

<b><u>Benchmark</u></b>	<b><u>Date</u></b>
Hire and onboard 2 Full-time Street Outreach Employees	Within 45 days of Project Commencement Date
Launch program in Leon Valley	Within 60 days of Project Commencement Date
<u>Pilot Expansion:</u> Expand outreach to 3 agreed upon areas, 1 in each of Bexar County Precincts 1, 3, and 4	Beginning no later than 6 months from Project Commencement Date and continuing through remainder of contract period

**ELIGIBILITY CRITERIA:** No eligibility is required for Street Outreach services specifically. Those wishing to move forward with shelter and additional services are subject to the following:

- a. Be homeless (Lacking a fixed, regular, and adequate nighttime residence), and have proof of homelessness (eviction notice, statement from family member/friend, motel/hotel receipts, or verification by Street Outreach)
- b. Be a resident of Bexar County with proof of residency for at least 9 months (Transformational Campus only).  
Proof of residency is a document that proves your status as a Bexar County resident; for example, tax documents, copy of lease, library cards, pay stubs, hospital records, etc.
- c. United States Government or state-issued photo ID (such as a driver's license, passport, military ID, Bexar County Mug Shot, or any state or federally-issued photo ID) or be willing to obtain photo ID within 30 days

**PROJECT BUDGET**

<b><u>SOURCES OF FUNDS:</u></b>	<b>Bexar County SLFRF Grant Funds</b>	<b>City of Leon Valley</b>	<b>Totals</b>
Bexar County SLFRF (ARPA) Funds	\$110,000	-	\$110,000
City of Leon Valley	-	\$40,000	\$40,000
<b>TOTAL SOURCES OF FUNDS</b>	<b>\$110,000</b>	<b>\$40,000</b>	<b>\$150,000</b>
<b><u>USES OF FUNDS (EXPENSES):</u></b>			
Salaries	\$70,000	\$14,000	\$84,000
Taxes and Benefits	\$12,600	\$2,520	\$15,120
Software	\$7,500		\$7,500
Supplies	\$19,900	\$23,480	\$43,380
<b>TOTAL USES OF FUNDS:</b>	<b>\$110,000</b>	<b>\$40,000</b>	<b>\$150,000</b>

Additional Budget Details (*applicable to City of Leon Valley expenses only*):

Salaries, Taxes, and Benefits: Partial salary for 1 FTE Street Outreach employee; 18% taxes and benefits as is organizational standard

Software: HMIS expansion and implementation to include mobile portal for Street Outreach

Supplies:

- Supplies Issued to Unsheltered Clients:
  - Winter Items:
    - Socks, Beanies, Gloves
    - Rain Coats
    - Hand Warmers
    - Coats
  - Summer Items:
    - Bug Spray
    - Sun Block
    - Hats
    - Cooling Towels
    - Rain Coats
  - Year Round:
    - Snacks (Chips, granola bars, fruit cups)
    - Meals (Tuna Kits, Chicken Salad Kits)
    - Waters

- Electrolyte Drinks
  - Hygiene Items
  - Bus Tickets
  - Clothes
- Office Supplies:
  - General office supplies (they office out of their vehicle most of the time, this includes paper, notebooks, pens, etc)
  - Sanitizing and disinfecting supplies
- Uniforms:
  - Boots for both staff members quarterly
  - Shirts as needed
- Family Reunification / Diversion:
  - In instances where we can reunify family members to get clients off of the streets and into housing directly, we provide assistance with; furniture (mattress, cots), utility assistance/deposits, grey hound transportation, etc.

**EXHIBIT “B”**  
**INVOICE PACKAGE**

1. Invoice
2. Monthly Expenditure Report
3. Monthly Performance Report

**INVOICE**

AGENCY NAME: Haven for Hope of Bexar County

PROJECT NAME: The Haven for Hope Street Outreach Pilot Program

PROJECT SITE:

PERIOD COVERED:

INVOICE NO:

Line-Item	Budget	TOTAL Cost to Date	Less Payment Received	Amount Due
<b>Total Budget:</b>	<b>\$40,000</b>			
Total Due:				\$

By signing this request for payment, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY USE ONLY**

Reviewed by City \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by City \_\_\_\_\_ Date: \_\_\_\_\_



## EXPENDITURE REPORT

**Agency Name:** Haven for Hope of Bexar County

**Program:** The Haven for Hope Street Outreach Pilot Program

**Invoice #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

[illegible]

**MONTHLY PERFORMANCE REPORT**SUBRECIPIENT NAME: Haven for Hope of Bexar CountyPROJECT NAME: Haven for Hope Street Outreach Pilot

Date:

Contract: City of Leon Valley

RBA	PM Number	Performance Measure Description	Instructions to Agency	Month	FYTD
How Much	1	Aggregate Data Only: Number/Percentage of unduplicated clients enrolled into the Haven for Hope Street Outreach Pilot Project (completed HUD Data Elements and have a date of engagement)	Required Entry (Enter the number of unduplicated clients completing HUD Data Elements and have a date of engagement)		
Better Off	2	Aggregate Data Only: Number/Percentage of clients enrolled into the Haven for Hope Street Outreach Pilot Project that successfully transitioned to shelter or other appropriate housing intervention	Required Entry (Enter the number of unduplicated clients connected to a housing intervention)		
Better Off	3	Aggregate Data Only: Number/Percentage of unduplicated clients enrolled into the Haven for Hope Street Outreach Pilot Project and engaged in services (e.g. MH/SUD treatment, medical care, ID Recovery, etc.)	Required Entry (Enter the number of unduplicated clients transitioning to or engaging in a higher level of care)		
How Much	DEM	Monthly Demographic Report to include the below metrics on unduplicated clients served. Demographic data will be captured in the HUD Homeless Management Information System (HMIS) which is a real-time client management system. Aggregate Demographic data will be based on client information at the time of data extraction and subject to change based on client updates.			
How Much	DEM	A. Number of Clients by Gender Identification			
How Much	DEM	B. Number of Clients by Household size			
How Much	DEM	C. Number of Clients by Family Income			
How Much	DEM	D. Number of Clients by Age			
How Much	DEM	E. Number of Clients by Race			
How Much	DEM	F. Number of Clients by Project Service Area			
How Much	DEM	G1. Number of Clients by Cause of Homelessness: Domestic Violence			
How Much	DEM	G2. Number of Clients by Cause of Homelessness: Mental Health Concerns			
How Much	DEM	G3. Number of Clients by Cause of Homelessness: Substance Use Concerns			
How Much	DEM	G4. Number of Clients by Cause of Homelessness: Unemployment / Loss of Job			
How Much	DEM	G5. Number of Clients by Cause of Homelessness: Lack of affordable childcare			
How Much	DEM	G6. Number of Clients by Cause of Homelessness: Lack of affordable healthcare			
How Much	DEM	G7. Number of Clients by Cause of Homelessness: Health concerns			
How Much	DEM	G8. Number of Clients by Cause of Homelessness: Evicted / Could not afford rent			
How Much	DEM	G9. Number of Clients by Cause of Homelessness: Relational Brokenness			

**AUTHORIZED SIGNATURE:** I certify that, to the best of my knowledge and belief that the report is true, complete, and accurate.

Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

**EXHIBIT “C”**  
Insurance Requirements

See Attached.



# Certificate of Coverage

{Section}.611.

<b>TMLIRP Contract Number:</b> 8259	<b>Member:</b> Leon Valley Ms. Lisa Hernandez Human Resources Director 6400 El Verde Rd Leon Valley, Texas 78238-2399	<b>Company Affording Coverage:</b> Texas Municipal League Intergovernmental Risk Pool (TMLIRP) PO Box 149194 Austin, TX 78714-9194 (512) 491-2300 or (800) 537-6655 Fax: (512) 491-2404
-------------------------------------	--	--

<b>Certificate Holder:</b> Haven for Hope 1 Haven for Hope Way San Antonio, Texas 78207
--

This is to certify that the coverages listed below have been provided to the member and are in effect at this time. Notwithstanding any requirements, terms, or conditions of any other contract or agreement with respect to which this certificate may be issued or may pertain, the coverage afforded by TMLIRP described herein is subject only to the terms, exclusions and additions of TMLIRP's coverage contracts between TMLIRP and its member(s).

Coverage is continuous until canceled.

<b>General Liability</b> Effective Date: 10/1/2023 Anniversary Date: 10/1/2024 Limits of Liability (Each Occurrence): \$2,000,000 Sudden Events Involving Pollution (Each Occurrence): \$2,000,000 Annual Aggregate: \$4,000,000 Deductible per Occurrence: \$0	<b>Real &amp; Personal Property</b> Effective Date: _____ Anniversary Date: _____ Limits of Coverage: _____ Deductible per Occurrence: _____																														
<b>Law Enforcement Liability</b> Effective Date: _____ Anniversary Date: _____ Limits of Liability (Each Occurrence): _____ Annual Aggregate: _____ Deductible per Occurrence: _____	<b>Mobile Equipment</b> Effective Date: _____ Anniversary Date: _____ Limits of Coverage: _____ Deductible per Occurrence: _____																														
<b>Errors and Omissions Liability</b> Effective Date: 10/1/2023 Anniversary Date: 10/1/2024 Limits of Liability(Each Wrongful Act): \$2,000,000 Annual Aggregate: \$4,000,000 Deductible per Occurrence: \$5,000	<b>Boiler &amp; Machinery - Broad Form</b> Effective Date: _____ Anniversary Date: _____ Per Accident Limit: _____ Deductible per Occurrence: _____																														
<b>Auto Liability</b> Effective Date: 10/1/2023 Anniversary Date: 10/1/2024 Limits of Liability (Each Occurrence): \$1,000,000 Deductible per Occurrence: \$0	<table border="1"><thead><tr><th></th><th>Yes</th><th>No</th></tr></thead><tbody><tr><td>Mortgagee</td><td></td><td></td></tr><tr><td>Loss Payee</td><td></td><td></td></tr><tr><td>Loan Number:</td><td></td><td></td></tr></tbody></table>		Yes	No	Mortgagee			Loss Payee			Loan Number:																				
	Yes	No																													
Mortgagee																															
Loss Payee																															
Loan Number:																															
<b>Auto Physical Damage</b> Effective Date: _____ Anniversary Date: _____ Limits of Liability: _____ Collision Deductible: _____ Comprehensive Deductible: _____	<table border="1"><thead><tr><th>Year/Make/Model</th><th>VIN</th><th>Value</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Year/Make/Model	VIN	Value																											
Year/Make/Model	VIN	Value																													
Loss Payee: Yes No	Loan Number:																														

**DESCRIPTION:**  
Confirmation of coverage. General Liability/Errors & Omissions Liability/Automobile Liability coverages are primary and non-contributory.

**Cancellation:** Should any of the above described coverages be canceled before the anniversary date thereof, TMLIRP will endeavor to mail 30 days written notice to the above named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon TMLIRP.

**Authorized Representative:** Louis Canales  
  
**Date Issued:** 2/27/2024

STATE OF TEXAS	§	SECOND AMENDMENT TO THE GRANT
	§	AGREEMENT FOR THE DISTRIBUTION OF
CITY OF LEON VALLEY	§	GENERAL FUNDS FOR STREET OUTREACH

**THIS SECOND AMENDMENT TO THE GRANT AGREEMENT FOR STREET OUTREACH** (hereinafter referred to as the “Second Amendment”) is made and entered by and between **CITY OF LEON VALLEY** a political subdivision of the State of Texas (“CITY”), and **HAVEN FOR HOPE OF BEXAR COUNTY**, a Texas 501 (c)(3) non-profit corporation (“Haven for Hope” or “Subrecipient” or “Reporting Party”) (also, individually, a “Party” or, collectively, the “Parties”). The Parties agree as follows:

### **RECITALS**

**WHEREAS**, the Parties executed a Grant Agreement effective May 1, 2024 (“Agreement”) in support of the Street Outreach Pilot Project, as described in Exhibit “A” to the Agreement;

**WHEREAS**, on April 9, 2025, the Parties executed a Letter Amendment (“First Amendment”) extending the term of the Agreement from May 1, 2025, through September 30, 2025, and requiring Haven for Hope to continue reporting on performance metrics through the extended term;

**WHEREAS**, the Parties now desire to further extend the term and update Exhibit “A” titled ‘Work Statement,’ including eligibility criteria, without providing additional funding, and to update the reporting and performance measurement requirements contained in Exhibit “B”;

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

### **ARTICLE 1** **AMENDMENTS TO THE AGREEMENT**

- 1.01 **Term Extension.** Section 2.01 of the Agreement, as previously amended by the First Amendment, is hereby further amended to extend the term of the Agreement through September 30, 2026. All other provisions of Section 2.01 remain in full force and effect.
- 1.02 **Amendment and Replacement of Work Statement.** Exhibit “A” of the original Agreement, titled ‘Work Statement,’ is hereby deleted in its entirety and replaced with the document attached hereto as Exhibit A to this Second Amendment.
- 1.03 **Amendment and Replacement of Invoice and Reporting Package.** Exhibit B of the original Agreement, titled ‘Invoice Package,’ is hereby deleted in its entirety and replaced with the document attached hereto as Exhibit B to this Second Amendment.

**ARTICLE 2**  
**OTHER TERMS AND CONDITIONS**

- 2.01 All other provisions of the Agreement and its Exhibits not specifically amended by this Second Amendment remain in full force and effect and are incorporated herein by reference.
- 2.02 Defined terms used in this Second Amendment and not otherwise defined shall have the definitions ascribed to such terms in the Agreement.
- 2.03 In the event of any conflict between the provisions of the Agreement, First Amendment, and this Second Amendment, the provisions of this Second Amendment shall prevail.
- 2.04 Except as modified by this Second Amendment, all other terms and conditions of the Agreement and First Amendment shall remain unchanged and in full force and effect.

*[The remainder of this page is intentionally left blank. Authorization and signatures follow.]*

**ARTICLE 3**  
**MULTIPLE COUNTERPARTS**

3.01 This Second Amendment may be executed in separate identical counterparts by the Parties hereto and each counterpart, when so executed and delivered, will constitute an original instrument, and all such separate identical counterparts will constitute but one and the same instrument.

IN WITNESS WHEREOF, this Second Amendment is executed in duplicate originals and is effective October 1, 2025.

**CITY OF LEON VALLEY:**

**HAVEN FOR HOPE OF BEXAR COUNTY:**

By: \_\_\_\_\_  
Dr. Crystal Caldera  
City Manager

By: \_\_\_\_\_  
Rhonda Mundhenk  
President and CEO

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

APPROVED AS TO LEGAL FORM:

By: \_\_\_\_\_  
Arturo Rodriguez  
City Attorney

APPROVED AS TO FINANCIAL CONTENT:

By: \_\_\_\_\_  
Carol Goering  
Finance Director

## **EXHIBIT “A”**

### **WORK STATEMENT**

**AGENCY NAME:** Haven for Hope of Bexar County

**PROJECT NAME:** The Haven for Hope Street Outreach Pilot Project

**PROJECT DESCRIPTION:** Haven for Hope's mission is to offer a place of hope and new beginnings by providing, coordinating and delivering an efficient system of care for people experiencing homelessness in San Antonio. The Street Outreach Pilot Project, originally launched in Leon Valley, continues to operate to connect individuals experiencing homelessness with shelter and supportive services. The ongoing program aims to enhance access to shelter and supportive services, refine data collection and analysis methods, and foster stronger collaboration with stakeholders across Bexar County.

**SERVICE AVAILABILITY:**

**Service Location:** Street Outreach: Leon Valley; Intake/After-hours emergency shelter: 1 Haven for Hope Way, San Antonio, TX 78207

**Service Hours:** Street Outreach Team: Monday-Friday, 8:00am–5:00pm; Intake: Monday-Friday, 7:00am–3:00pm; After-hours emergency shelter pre-intake available (enter at South Gate)

**TARGET POPULATION:** Unsheltered individuals experiencing homelessness

**ELIGIBILITY CRITERIA:** No specific eligibility criteria are required for Street Outreach services. Those wishing to move forward with shelter and additional services are subject to the following:

- a. **Homelessness.** Be homeless (Lacking a fixed, regular, and adequate nighttime residence), and have proof of homelessness (eviction notice, statement from family member/friend, motel/hotel receipts, or verification by Street Outreach).
- b. **Residency:** Be a resident of Bexar County. For Transformational Campus services, proof of residency for at least 12 months within the last 24 months is required. Acceptable documents include, but are not limited to: tax documents, lease or rental agreements, utility bills, library cards, pay stubs, hospital or medical records, school records, or other documentation that reasonably verifies residency.
- c. **Identification:** Have eligible identification documents. Some programs may require a U.S. or government-issued photo ID (such as a driver’s license, passport, military ID, state-issued ID, or other federally recognized ID). IDs are not required for all programs, and alternative verification methods may be accepted as determined by the program.



**EXHIBIT “B”**  
**MONTHLY PERFORMANCE REPORT**

**MONTHLY PERFORMANCE REPORT**

REPORTING PARTY NAME: Haven for Hope of Bexar County

PROJECT NAME: Haven for Hope Street Outreach Pilot

DATE:

CONTRACT: City of Leon Valley

Number	Performance Measure	Month	Denominator	Percentage
1	Number of unduplicated clients enrolled into the Haven for Hope Street Outreach Pilot in Project Service Area of Leon Valley (completed HUD Data Elements and have a date of engagement).			
2	Number of clients enrolled into the Haven for Hope Street Outreach Pilot in Project Service Area of Leon Valley that successfully transitioned to shelter or other appropriate housing intervention.			
3A	Number of Clients in Project Service Area of Leon Valley by Gender Identification*			
	Man (Boy, if child)			
	Woman (Girl, if child)			
	Culturally Specific Identity (e.g., TwoSpirit)			
	Transgender			
	Non-Binary			
	Questioning			
	Different Identity			
	Client doesn't know			
	Client prefers not to answer			
3B	Number of Clients in Project Service Area of Leon Valley by Household size			
	1			
	2			
	3			
	4			
	5			
	6			
	7+			
3C	Number of Clients in Project Service Area of Leon Valley by Family Income			
	Under \$15,000			
	\$15,000 - \$24,999			
	\$25,000 - \$34,999			
	\$35,000 - \$49,999			
	\$50,000 - \$74,999			
	\$75,000 - \$99,999			
	\$100,000 - \$149,999			
	\$150,000 - \$199,999			
	\$200,000 and over			
3D	Number of Clients in Project Service Area of Leon Valley by Age			
	Under 18			
	18-24			
	25-34			
	35-44			
	45-54			
	55-64			
	65+			
3E	Number of Clients in Project Service Area of Leon Valley by Race			
	American Indian, Alaska Native, or Indigenous			
	Asian or Asian American			

3F	Black, African American, or African
	Hispanic/Latina/e/o
	Middle Eastern or North African
	Native Hawaiian or Pacific Islander
	White
	More than one of the above selected
	Client doesn't know
	Client prefers not to answer
	Number of Clients in Project Service Area of Leon Valley by Cause of Homelessness
	Domestic Violence
	Mental Health Concerns
	Substance Use Concerns
	Unemployment/Loss of Job
	Lack of affordable childcare
	Lack of affordable healthcare
	Health concerns
	Evicted/Could not afford rent
	Relational brokenness

\*Pending FY26 HUD Data Standards availability of gender data elements.

**AUTHORIZED SIGNATURE:** I certify that, to the best of my knowledge and belief, the report is true, complete, and accurate.

Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

## MAYOR AND CITY COUNCIL COMMUNICATION

**DATE:** December 02, 2025

**TO:** City Council

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

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

### **PURPOSE**

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

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

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

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

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

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

#### **2. Community Benefit (Max 50 pts)**

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

#### **3. Mobility & Connectivity (Max 25 pts)**

- Sidewalks on 100% of frontage and internal streets – 5 pts

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

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

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

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

#### 4. Urban Design and Quality (20 pts)

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

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

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

#### 5. Sustainability (20 pts)

Green building certification (LEED Silver or equivalent) – 10pts

Stormwater features beyond minimum (rain gardens, bio swales) – 5 pts

Screening of Service/ Loading area with enhanced landscaping or Façade articulation:

No blank wall longer than 30 feet – 5 pts

On October 21, 2025, the council decided to review the suggested changes and submit them to the City Manager.

Once the criteria points are finalized, the City Manager will bring back additional changes to the ordinance based on the points.

Category	Criteria	Staff	Mursch	Campos	Mayor
Open Space & Environment	15% of gross site area as usable green space	10	10	10	10
	20% of gross site area as usable green space	15	15	15	10
	Trail system connecting to citywide network	10	10	5	5
	Preserve all heritage trees	5	15	10	15
Community Benefit	No variance request for underlying zoning district	20	20 (-5)	25	25
	Public improvement of a public street, drainage, or utility	20	20	20	15
	5% of residential units at ≤80% Median Income	5	5	3	5
	5% of gross area as public space (museum, garden, public art, plaza, etc.)	5	5	2	5
Mobility & Connectivity	Sidewalks on 100% of frontage & internal streets	5	5	10	5
	Bicycle parking: ≥1 rack per 10 vehicle spaces	5	5	4	5
	≥3 ADA enhancements beyond federal minimum	5	5	5	5
	5% of parking spaces with EV charging	5	5	2	5
	One additional access point OR no public block >400 ft	5	5	5	5
Urban Design & Quality	Mixed-use integration (≥2 uses; neither <25%)	10	10	10	10
	Vertical mixed-use (residential above retail/office)	5	5	5	5
	Material variety: ≥3 high-quality exterior materials per building	5	5	5	5
Sustainability	Green building certification (LEED Silver or equivalent)	10	10	5	5
	Stormwater features beyond minimum (rain gardens, bioswales)	5	5	10	10
	Screening/loading area or façade articulation (no blank wall >30 ft)	5	5	5	5

### FISCAL IMPACT:

NA

### RECOMMENDATION

City Council's Discretion.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

\_\_\_\_\_  
**Saundra Passailaigue**  
City Secretary

**ORDINANCE No. 2025-**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**APPROVED**

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

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

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



**Sec. 15.02.327 "PD" planned development district**

- (a) *Purpose.* The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD districts are intended to generally implement the following:
- (1) Flexible and creative planning;
  - (2) The goals, objectives, and maps of the city's comprehensive plan, including but not limited to, the city's future land use plan;
  - (3) Economic development;
  - (4) Compatibility of land uses;
  - (5) Innovative planning concepts;
  - (6) Higher quality development for the community than would result from the use of the city's standard zoning districts; and
  - (7) ~~Expansion of uses with buildings constructed prior to the adoption of the sustainability overlay district on December 1, 2009, that may be difficult to re-purpose.~~
- (b) *Applicability.* A PD district shall only be established in one or more of the following circumstances:
- (1) The land is proposed for development as a mixed-use development or a traditional neighborhood development requiring more flexible and innovative design standards;
  - (2) The land is located in close proximity to established residential neighborhoods where standard zoning classifications may not adequately address neighborhood concerns regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer, or the city to develop and implement mutually-agreed, enforceable development standards;
  - (3) The land serves as transition between different and seemingly incompatible land uses;
  - (4) The land, or adjacent property that would be impacted by the development of the land, has sensitive or unique environmental features requiring a more flexible approach to zoning and clustering of uses, or special design standards, in order to afford the best possible protection of the unique qualities of the site or the adjacent property;
  - ~~(5) To provide for the expansion of a lawfully operating nonconforming uses under the conditions that follow:~~
    - ~~(A) Prior to December 1, 2009, the lawfully operating nonconforming use was both:~~
      - ~~(i) Fully conforming with the then applicable zoning regulations;~~
      - ~~(ii) Located within an existing development or building(s), which were specifically designed, both functionally and aesthetically, for its presently legally nonconforming use; and~~
      - ~~(iii) Rezoning the land on which the lawfully operating nonconforming use operates to a standard zoning district or classification, which would allow the expansion of the nonconforming use as a matter of right, may cause the zoning district designation of the land to be determined to be incompatible with the surrounding uses and zoning districts.~~
- (c) *Nature of the district.* Each PD district shall be unique and tailored to the specific site and proposed development project. Each PD district shall be governed by "base zoning" comprised of a zoning district

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

- (d) *Items specific to the ordinance.* The adopting ordinance establishing a PD district shall set forth the following:
- (1) *Base zoning district.* The adopting ordinance shall specify a base zoning district by which use and development standards shall be applied to subsequent development permits for land within the PD district; unless specifically excepted according to the provisions of this section. The base zoning district specified shall conform to the provisions of the city's comprehensive master plan, including the city's future land use plan.
  - (2) *Permitted or prohibited uses.*
    - (A) The adopting ordinance shall specify any uses not allowed in the base zoning district and applicable overlay districts that shall be permitted in the PD district, provided that such uses do not conflict with any provisions of the city's comprehensive plan.
    - (B) The adopting ordinance shall specify any uses permitted in the base district and any uses permitted in the applicable overlay districts that shall be prohibited in the PD district.
  - (3) *Development standards.*
    - (A) The adopting ordinance shall specify any supplemental design or development standards not required by the base zoning district that shall be applied to subsequent development permits for land within the PD district.
    - (B) The adopting ordinance shall specify any development standards required by the base zoning district and applicable overlay districts that shall be varied for subsequent development permits for land within the PD district.
    - (C) Standards that may be varied include, but are not limited to, the following:
      - (i) Residential density.
      - (ii) Building setbacks.
      - (iii) Building height.
      - (iv) Lot coverage.
      - (v) Parking and access.
      - (vi) Landscaping and buffering.
      - (vii) Streetscape design.
      - (viii) Architecture.
    - (D) Varied standards may increase or decrease the requirements otherwise applicable to particular uses.
    - (E) Any graphic depictions used to illustrate such standards, unless otherwise provided in the PD district regulations, shall be considered standards that apply to subsequent development applications.
  - (4) *PD project plan.* No PD district may be established without approval of a project plan, containing the documents and minimum information specified in section 15.02.327(e) below.
  - (5) *Additional items.* The adopting ordinance may also specify the following if necessary:
    - (A) Required dedications of land or public improvements;

- (B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;
  - (C) Any variations from the city's subdivision or utilities standards pertaining to provision of roadway and drainage facilities provided such variance is justified by a city approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;
  - (D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and
  - (E) Such additional conditions as are established by the council to assure that the PD district is consistent with the city's comprehensive plan.
- (e) *PD project plan requirements.* No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.
- (1) *Required documents.* The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.
    - (A) Land use plan.
    - (B) Site plan.
    - (C) Landscape plan.
    - (D) Traffic impact analysis (TIA).
    - (E) Drainage analysis.
  - (2) *Additional documents.* Additional documents may be required to be submitted as part of a PD project plan, including but not limited to the following.
    - (A) Building elevations.
    - (B) Parking plan.
    - (C) Signage plan.
    - (D) Phasing plan.
    - (E) Site or building material specifications.
  - (3) *Form of documents.* All required and additional documents shall be fully dimensioned and drawn to scale.
  - (4) *Content of documents.* Required PD project plan documents shall include but not be limited to the existing and proposed site features such as the following:
    - (A) Topography.
    - (B) Floodplain information.
    - (C) Adjacent properties.
    - (D) Ingress/egress.

- (E) Existing buildings.
  - (F) Parking and loading bays.
  - (G) Landscaping.
  - (H) Large tree groupings.
  - (I) Fire lanes and hydrants.
  - (J) Trash receptacle locations.
  - (K) Lots.
  - (L) Building materials.
  - (M) Facade features.
  - (N) Street rights-of-way, curblines, widths, and street names.
  - (O) Screening fences or walls.
- (5) *Consistency required.* All development applications within the PD district shall be consistent with the incorporated PD project plan. Failure of a subsequent development application to conform to the approved PD project plan for the PD district shall result in denial of the application, unless the PD district regulations are first amended through incorporation of a PD project plan with which the development application is consistent. The degree of conformity required between the project plan and subsequent development applications shall be set forth in the adopting ordinance.
- (6) *Location and arrangement of uses.* The location and arrangement of all authorized uses in the PD district shall be consistent with the PD project plan approved with the PD district.
- (7) *Deviations from approved PD project plan.*
- (A) *Minor deviations.* In determining whether development applications are consistent with the PD project plan, minor deviations from the PD project plan may be approved by the planning and zoning director. Unless otherwise specified in the adopting ordinance, minor deviations are limited to the following:
    - (i) Corrections in spelling, distances, and other labeling that does not affect the overall development concept.
    - (ii) Change in building layout, when shown, that is less than a ten percent increase in size.
    - (iii) Changes in the proposed property lines internal to the PD district, as long as the originally approved district boundaries are not altered.
    - (iv) Changes in parking layouts as long as the number of required spaces ~~is not decreased~~ and the general original design is maintained.
  - (B) *Major deviations from the approved PD project plan.* All major deviations from the approved PD project plan shall be submitted to the planning and zoning commission for recommendation and city council for approval as an amendment to the PD district.
- (f) *Procedures for establishment.*
- (1) *Steps for approval.* The review process for a PD district application shall include but not be limited to the following steps:
- (A) Pre-application conference;
  - (B) Application submittal **and outlining criteria for approval;**

- (C) Project plan review by the planning and zoning director or designees to ;
- (D) Project Plan approval based on criteria outlined in Section 3 *Criteria for Approval* by the planning and zoning director;
- (E) Public Hearing and presentation to the Planning and Zoning Commission over the project plan, receiving preliminary feedback from the Planning and Zoning Commission;
- (F) Additional Public Hearing and recommendation from the planning and zoning commission to the city council;
- Any major deviation from the project plan that was presented to the planning and zoning commission (adding or deleting units, adding or deleting green or public space, adding or deleting public improvement) shall be resubmitted to ~~would need to go back to the Planning and Zoning Commission.~~*
- (G) Public hearing and final approval from the city council.
- (2) *Application requirements.* No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.
- (A) A completed city zone change application, including all requirements as stated on the application form;
- (B) A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;
- (C) A legal description of the property under consideration;
- (D) A PD project plan;
- (E) A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary);
- (F) A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document;
- (G) A development schedule outlining a timetable for completion of the entire project;
- (H) A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;
- (I) The required application fee.
- (3) *Criteria for Approval.* Applicant must receive a minimum of 70 points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below 70. The application will be withdrawn until the applicant's project is amended to ~~meet the have a~~ minimum of 70 points.
1. Open Space & Environment (Max 30 pts)
- 15% of gross site area as usable green space – 10pts
  - 20% of gross site area as usable green space – 15 pts
  - Trail system connecting to citywide network – 10 pts
  - Preserve all heritage trees – 5 pts
2. Community Benefit (Max 50 pts)

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

### 3. Mobility & Connectivity (Max 25 pts)

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

### 4. Urban Design and Quality (20 pts)

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

### 5. Sustainability (20 pts)

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

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

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

- (7) The proposed PD district (if a mixed-use or traditional neighborhood project) demonstrates the provision of open space and recreational amenities within the development that provides for a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.
- (h) *Conditions for approval.* The city council may impose such conditions to the PD district regulations and project plan as are necessary to assure that the purpose of the PD district is implemented.
- (i) *Subsequent development applications.* The development standards for a PD district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.
- (j) *Documentation of PD districts.* All PD districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., [Project Number PZ-2025-20](#), [PZ-2025-21](#), [PZ-2025-22](#) ~~PD-1~~, ~~PD-2~~, ~~PD-3~~, and so on), and shall also be shown on the zoning map.
- (k) *Expiration of a planned development district.*
- (1) Except for the base zoning, including any applicable overlay districts established by a PD district ordinance, all provisions of PD district, including the project plan, shall initially be valid for a period of 24 months.
  - (2) If a building permit has not been issued or construction begun on the detail plan within the 24 months, the PD district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.
  - (3) The city council may, prior to the 24-month expiration, for good cause shown, extend for up to 24 additional months; during which time all provisions of the original PD district ordinance may remain valid. Only one extension may be granted.
  - (4) Following both the issuance and commencement of progress pursuant to the adopted PD project plan, all provisions of the PD district shall remain effective without expiration.

## EXHIBIT A

Cancelar  
Beth Mursch

## Sec. 15.02.327 "PD" planned development district

- Can not meet the*
- (a) *Purpose.* The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD districts are intended to generally implement the following: *or requested exemptions from current zoning available*
- (1) Flexible and creative planning;
  - (2) The goals, objectives, and maps of the city's comprehensive plan, including but not limited to, the city's future land use plan;
  - (3) Economic development;
  - (4) Compatibility of land uses;
  - (5) Innovative planning concepts; *land utilization*
  - (6) Higher quality development for the community than would result from the use of the city's standard zoning districts; and
  - (7) ~~Expansion of uses with buildings constructed prior to the adoption of the sustainability overlay district on December 1, 2009, that may be difficult to re-purpose.~~
- (b) *Applicability.* A PD district shall only be established in one or more of the following circumstances: *application document requiring specification of specifics how each requirement met*
- (1) The land is proposed for development as a mixed-use development or a traditional neighborhood development requiring more flexible and innovative design standards;
  - (2) The land is located in close proximity to established residential neighborhoods where standard zoning classifications may not adequately address neighborhood concerns regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer, or the city to develop and implement mutually-agreed, enforceable development standards;
  - (3) The land serves as transition between different and seemingly incompatible land uses; ✓
  - (4) The land, or adjacent property that would be impacted by the development of the land, has sensitive or unique environmental features requiring a more flexible approach to zoning and clustering of uses, or special design standards, in order to afford the best possible protection of the unique qualities of the site or the adjacent property; ✓
  - (5) ~~To provide for the expansion of a lawfully operating nonconforming uses under the conditions that follow:~~
    - (A) ~~Prior to December 1, 2009, the lawfully operating nonconforming use was both:~~
      - (i) ~~Fully conforming with the then applicable zoning regulations;~~
      - (ii) ~~Located within an existing development or building(s), which were specifically designed, both functionally and aesthetically, for its presently legally nonconforming use; and~~
      - (iii) ~~Rezoning the land on which the lawfully operating nonconforming use operates to a standard zoning district or classification, which would allow the expansion of the nonconforming use as a matter of right, may cause the zoning district designation of the land to be determined to be incompatible with the surrounding uses and zoning districts.~~
- (c) *Nature of the district.* Each PD district shall be unique and tailored to the specific site and proposed development project. Each PD district shall be governed by "base zoning" comprised of a zoning district



EXHIBIT A

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

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

PD vs  
land owned  
+ developed?

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

(2) *Permitted or prohibited uses.*

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

(B) The adopting ordinance shall specify any uses permitted in the base district and any uses permitted in the applicable overlay districts that shall be prohibited in the PD district.

(3) *Development standards.*

(A) The adopting ordinance shall specify any supplemental design or development standards not required by the base zoning district that shall be applied to subsequent development permits for land within the PD district.

(B) The adopting ordinance shall specify any development standards required by the base zoning district and applicable overlay districts that shall be varied for subsequent development permits for land within the PD district.

(C) Standards that may be varied include, but are not limited to, the following:

(i) Residential density. X

(ii) Building setbacks. X

(iii) Building height.

(iv) Lot coverage. X

(v) Parking and access. X

(vi) Landscaping and buffering.

(vii) Streetscape design.

(viii) Architecture.

(D) Varied standards may increase or decrease the requirements otherwise applicable to particular uses.

(E) Any graphic depictions used to illustrate such standards, unless otherwise provided in the PD district regulations, shall be considered standards that apply to subsequent development applications.

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

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

(A) Required dedications of land or public improvements;

EXHIBIT A

- (B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;
  - (C) Any variations from the city's subdivision or utilities standards pertaining to provision of roadway and drainage facilities provided such variance is justified by a city approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;
  - (D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and *not a requirement of deviation*
  - (E) Such additional conditions as are established by the council to assure that the PD district is consistent with the city's comprehensive plan.
- (e) *PD project plan requirements.* No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.
- (1) *Required documents.* The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.
    - (A) Land use plan.
    - (B) Site plan.
    - (C) Landscape plan.
    - (D) Traffic impact analysis (TIA).
    - (E) Drainage analysis.
  - (2) *Additional documents.* Additional documents ~~may~~ *shall* be required to be submitted as part of a PD project plan, including but not limited to the following.
    - (A) Building elevations.
    - (B) Parking plan.
    - (C) Signage plan.
    - (D) Phasing plan.
    - (E) Site or building material specifications.
  - (3) *Form of documents.* All required and additional documents shall be fully dimensioned and drawn to scale.
  - (4) *Content of documents.* Required PD project plan documents shall include but not be limited to the existing and proposed site features such as the following: *as applicable*
    - (A) Topography.
    - (B) Floodplain information.
    - (C) Adjacent properties.
    - (D) Ingress/egress.

## EXHIBIT A

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

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

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

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

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

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

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

(f) *Procedures for establishment.*

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

(A) Pre-application conference;

(B) Application submittal and ~~outlining~~ *specific justification for PDD by addressing criteria listed in Sec 15.07.327(a).*

## EXHIBIT A

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

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

- (G) Public hearing and final approval from the city council.
- (2) *Application requirements.* No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.
- (A) A completed city zone change application, including all requirements as stated on the application form;
- (B) A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;
- (C) A legal description of the property under consideration;
- (D) A PD project plan;
- (E) A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary); ✓
- (F) A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document; ✓
- (G) A development schedule outlining a timetable for completion of the entire project;
- (H) A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;
- (I) The required application fee.

- (3) *Criteria for Approval.* Applicant must receive a minimum of <sup>100</sup>~~70~~ points from the planning and zoning Administrator or designee prior to Planning and City Council consideration. No partial points will be given. If at any point in the process the plan changes, lowering the points below ~~70~~ <sup>100</sup>. The application will be withdrawn until the applicant's project is amended to meet the ~~have a minimum of 70~~ <sup>qualify with a 7</sup> points.

1. Open Space & Environment (Max <sup>50</sup>~~30~~ pts) <sup>100</sup>

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

2. Community Benefit (Max 50 pts)

## EXHIBIT A

*Lose points (-5) for each variance requested*

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

## 3. Mobility &amp; Connectivity (Max 25 pts)

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

## 4. Urban Design and Quality (20 pts)

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

## 5. Sustainability (20 pts)

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

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

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

Councilor Campos  
Add points?  
Add

{Section}.72.

# Criteria

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

1. Open Space & Environment (Max 30 pts)
  - 15% of gross site area as usable green space - 10pts
  - 20% of gross site area as usable green space - 15 pts
  - Trail system connecting to citywide network - 10pts 5 pts
  - Preserve all heritage trees - 5pts 10 pts
2. Community Benefit (Max 50 pts)
  - No Variance request for the underlying zoning district - 20pts 25pts (+ 5pts)
  - Public Improvement of a public street, drainage, or utility - 20 pts
  - 5% of residential units at ≤80% Median Income - 5pts 3pts (-2pts)
  - 5% of gross area has a public space, museum, garden, Public Art, public plaza etc. - 5pts 2pts (-3pts)
3. Mobility & Connectivity (Max 25 pts)
  - Sidewalks on 100% of frontage and internal streets - 5 pts (- add pts)
  - Bicycle Parking: ≥ 1 rack per 10 vehicle spaces - 5pts 4pts (-1pt)
  - Provide a minimum of 3 additional ADA enhancements over the federal minimum - 5 pts
  - 5% of Parking spaces be EV charging stations - 5pts 2pts (-3pts)
  - One additional access point outside of the minimum code requirements or no public block longer than 400 ft, encouraging walkability) - 5 pts - not sure what this means
4. Urban Design and Quality (20 pts)
  - Mixed-use integration (at least 2 distinct uses, neither < 25%) - 10 pts
  - Vertical Mixed-use (residential above retail/office space) 5 pts
  - Material variety: At least 3 high-quality exterior materials (brick, stone, glass, stucco, fiber cement, etc.) on each building - 5 pts CAN THIS be done?
5. Sustainability (20 pts)
  - Green building certification (LEED Silver or equivalent) - 10pts 5pts (-5pts)
  - Stormwater features beyond minimum (rain gardens, bio swales) - 5pts 10pts (+ 5pts)
  - Screening of Service/ Loading area with enhanced landscaping or façade articulation: No blank wall longer than 30 feet - 5 pts

Other amended changes to the ordinance are attached as Exhibit A

{Section}.71.

# Criteria

Mayor Chris Eby  
11/23/2025

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

1. Open Space & Environment (Max 30 pts)

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

2. Community Benefit (Max 50 pts)

- No Variance request for the underlying zoning district - ~~20~~ <sup>7.5</sup> pts
- Public Improvement of a public street, drainage, or utility - ~~20~~ <sup>15</sup> pts
- 5% of residential units at ≤80% Median Income - 5 pts
- 5 % of gross area has a public space, museum, garden, Public Art, public plaza etc. - 5 pts

3. Mobility & Connectivity (Max 25 pts)

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

4. Urban Design and Quality (20 pts)

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

5. Sustainability (20 pts)

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

Other amended changes to the ordinance are attached as Exhibit A

11/27/2025

## EXHIBIT A

- (7) The proposed PD district (if a mixed-use or traditional neighborhood project) demonstrates the provision of open space and recreational amenities within the development that provides for a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.
- (h) *Conditions for approval.* The city council may impose such conditions to the PD district regulations and project plan as are necessary to assure that the purpose of the PD district is implemented. *W/Ample*
- (i) *Subsequent development applications.* The development standards for a PD district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.
- (j) *Documentation of PD districts.* All PD districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., Project Number PZ-2025-20, PZ-2025-21, PZ-2025-22 PD-1, PD-2, PD-3, and so on), and shall also be shown on the zoning map.
- (k) *Expiration of a planned development district.*
- (1) Except for the base zoning, including any applicable overlay districts established by a PD district ordinance, all provisions of PD district, including the project plan, shall initially be valid for a period of 24 months.
  - (2) If a building permit has not been issued or construction begun on the detail plan within the 24 months, the PD district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.
  - (3) The city council may, prior to the 24-month expiration, for good cause shown, extend for up to 24 additional months; during which time all provisions of the original PD district ordinance may remain valid. Only one extension may be granted. *12*
  - (4) Following both the issuance and commencement of progress pursuant to the adopted PD project plan, all provisions of the PD district shall remain effective without expiration.





# Planned Development District

Crystal Caldera, PhD  
City Manager  
City Council Meeting  
December 02, 2025

# Summary

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

# Background

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

# What is the Difference between Mixed Use and PD

{Section}.71.

## Planned Development District

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

## Mixed-Use (MU) Zoning

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

# What is the Difference between Mixed Use and PD

{Section}.71.

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

# Background

## Similar to LV

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

## Has checklist

- Denison
- Prosper
- Red Oak
- Fate

# Background

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

# Criteria

{Section}.71.

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

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

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

## 2. Community Benefit (Max 50 pts)

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

## 3. Mobility & Connectivity (Max 25 pts)

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

## 4. Urban Design and Quality (20 pts)

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

## 5. Sustainability (20 pts)

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

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



# Criteria

{Section}.71.

Category	Criteria	Staff	Mursch	Campos	Mayor
Open Space & Environment	15% of gross site area as usable green space	10	10	10	10
	20% of gross site area as usable green space	15	15	15	10
	Trail system connecting to citywide network	10	10	5	5
	Preserve all heritage trees	5	15	10	15
Community Benefit	No variance request for underlying zoning district	20	20 (-5)	25	25
	Public improvement of a public street, drainage, or utility	20	20	20	15
	5% of residential units at ≤80% Median Income	5	5	3	5
	5% of gross area as public space (museum, garden, public art, plaza, etc.)	5	5	2	5
Mobility & Connectivity	Sidewalks on 100% of frontage & internal streets	5	5	10	5
	Bicycle parking: ≥1 rack per 10 vehicle spaces	5	5	4	5
	≥3 ADA enhancements beyond federal minimum	5	5	5	5
	5% of parking spaces with EV charging	5	5	2	5
	One additional access point OR no public block >400 ft	5	5	5	5
Urban Design & Quality	Mixed-use integration (≥2 uses; neither <25%)	10	10	10	10
	Vertical mixed-use (residential above retail/office)	5	5	5	5
	Material variety: ≥3 high-quality exterior materials per building	5	5	5	5
Sustainability	Green building certification (LEED Silver or equivalent)	10	10	5	5
	Stormwater features beyond minimum (rain gardens, bioswales)	5	5	10	10
	Screening/loading area or façade articulation (no blank wall >30 ft)	5	5	5	5

# Fiscal Impact

- N/A

# Recommendation

- City Council's Discretion

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** December 02, 2025

**TO:** Mayor and Council

**FROM:** Saundra Passailaigue, TRMC, City Secretary

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

**SUBJECT:** Discussion and Possible Action on a Resolution Waiving Open Record Charges for Open Record Request OR-2025-622

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

### **PURPOSE & BACKGROUND**

The Texas Public Information Act authorizes governmental bodies to charge reasonable fees for the production of public records and also permits them to waive such fees.

On November 2, 2021, the Leon Valley City Council considered two requests for fee waivers related to Open Records Requests. The waivers were granted.

At that time, Council acknowledged that, on occasion, the release of specific public records serves the general public interest.

Mr. Hill has submitted a written request asking that the \$41.00 fee for 21-minute body-worn camera video he requested be waived. See attachment.

### **FISCAL IMPACT**

\$41.00

### **RECOMMENDATION**

City Council discretion.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

ATTEST:

---

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Print Requested By:

Date Printed:

s.pass@leonvalleytexas.gov

11/17/2025

Request Number:

Date of Request:

Request Type:

Request Status:

Public Request:

OR-2025-622

10/20/2025 12:52 PM

Open Record Request - SOLICITUD DE REGISTROS PÚBLICOS

Route To Secretary For Review

No

Request Details

Request Fields

Name of Requestor, Firm or Organization:  
(Nombre del Solicitante, Firma u Organización)

Email:  
(Correo Electrónico)

Phone:  
(Número de Teléfono)

Address:  
(Dirección Postal)

City:  
(Ciudad)

State:  
(Estado)

Zip Code:  
(Código Postal)

Open Records Request - Solicitud de registros públicos

Body Camera Video Request - Solicitud de video de cámara corporal

Patient Medical Record Request - Solicitud de registro médico del paciente

I request (select one):  
(Solicitud)

Report/Sequence # (If available):

ANTHONY D. HILL

6782556549

6625 bandera rd, intown #230

leon valley

texas

78238

Yes

Yes

No

electronic

1 of 50

168

**Número del Reporte o Número de Secuencia  
(Si lo es disponible)**

CFS 2025-0410419

**Date AND approximate time of the  
recording:**

SAME DAY REPORT

**Fecha Y aproximadamente la hora de la  
grabación**

**Specific location where the recording was  
made:**

SAME 6625 BANDERA

**Lugar específico en donde la grabación se  
llevó acabo**

**Name of one or more persons known to be  
a subject of the recording:**

CORPORAL AND MYSELF

**El nombre de una o más de una persona del  
cual es el sujeto de la grabación**

**Description of Request (Be as specific as  
possible, including name, dates, case  
numbers, etc, if known.):**

telephone 911 calls , report reference police  
office Coporal J. MASSIATTE CONVERSATION,  
VIDEO REPORT, 6625 SAME  
PERSON/ADDRESS/SITUATION,, WEED  
LICENSE, PER VETERANS ADMINISTRATION,  
AND INTOWN UN AWARE TEXAS WEED LAW  
PASSED RECENTLY, ALTHOUGH  
HILL/REQUESTER CLAIMS A FEDERAL WEED  
LICENSE FROM THE VA .

**Descripción de la Solicitud (Proporcione  
toda la información posible para poder  
proveerle con exactitud la información y/o  
documento(s) que está solicitando):**

Records Request

Invoice #OR-2025-622-INV-1

Created: 10/21/2025  
Due: 10/20/2025



To	From
<i>ANTHONY D. HILL</i> <i>6625 bandera rd, intown #230</i> <i>leon valley, texas 78238</i>	<i>Saundra Passailaigue, TRM</i> <i>City Secretar</i> <i>6400 El Verde Roa</i> <i>Leon Valley, TX 7823</i>
	<i>Phone: 210.684.1391 -21</i>

OR-2025-622  
Invoice added

Item Description	Quantity	Price	Amount
Body Worn Camera Video - \$1.00 per full minute of video or audio footage responsive to the request.	17	\$1	\$17.00
Body Worn Camera Video - \$10.00 per recording responsive to the request.	1	\$10	\$10.00
Total Due:			\$27.00



**Sent:** 10/20/2025 12:53 PM  
**To:** s.pass@leonvalleytexas.gov  
**From:** "JustFOIA Notification" <LeonValleyTX@request.justfoia.com>  
**Subject:** New JustFOIA Records Request OR-2025-622

Saundra Passailaigue,

A new records request has been submitted.

The request was entered on Monday, October 20, 2025 and has 10 days left until it is due.  
The request is due on 11/03/2025.

Request Number: OR-2025-622

Field Name	Response
Name	ANTHONY D. HILL
Email	[REDACTED]
Phone	6782556549
Address	6625 bandera rd, intown #230
City	leon valley
State	texas
Zip	78238
PRCB	true
BodyCamCB	true
PatientRecCB	false
RequesType	electronic
PDRReportNum	CFS 2025-0410419
PDINCDate	SAME DAY REPORT
PDINCLoc	SAME 6625 BANDERA
PDINCPerson	CORPORAL AND MYSELF
Description	telephone 911 calls , report reference police office Coporal J. MASSIATTE CONVERSATION, VIDEO REPORT, 6625 SAME PERSON/ADDRESS/SITUATION,, WEED LICENSE, PER VETERANS ADMINISTRATION, AND INTOWN UN AWARE TEXAS WEED LAW PASSED RECENTLY, ALTHOUGH HILL/REQUESTER CLAIMS A FEDERAL WEED LICENSE FROM THE VA .

Thank you,

JustFOIA

**Received:** 11/12/2025 03:08 PM

**To:** 478ef281-764c-44df-83b8-05a72a4b0256.LeonValleyTX@request.justfoia.com

**From:** "Anthony Hill" <[REDACTED]>

**Subject:** Re: City of Leon Valley, TX - Fee issued notification for Open Record Request - SOLICITUD DE REGISTROS PÚBLICOS OR-2025-622

Federal discovery And failure to provide allegations on the city records failure to provide I'm 100% total and permanent unemployable

On Tue, Oct 21, 2025, 5:51?PM JustFOIA Notification <[LeonValleyTX@request.justfoia.com](mailto:LeonValleyTX@request.justfoia.com)> wrote:  
A fee has been issued for your request for records. *If your fees exceed \$40, you will receive an additional email with further instructions.*

The requested records for **OR-2025-622** have been processed and will be released pending payment of the issued fee.

Click this link to view and pay the invoice online with a credit or debit card: [Request Number: OR-2025-622](#)

**To pay by mail or in person:** To avoid any delay in the release of responsive information, please make your payment payable to the City of Leon Valley and send it to the attention of the Office of the City Secretary. (Include the request number with your payment to avoid delays in processing.)

City of Leon Valley

**Attn: City Secretary**

[6400 El Verde Road](#)

[Leon Valley, Texas 78238](#)

If payment is not received within 30 days of the invoice issue date, your request will be considered abandoned and closed.

Thank you,

Saundra Passailaigue, TRMC

City Secretary

[6400 El Verde Road](#)

[Leon Valley, TX 78238](#)

210.684.1391 x216

**Sent:** 11/13/2025 07:59 AM

**To:** anthony[REDACTED]

**From:** "Saundra Passailaigue (Leon Valley, TX)" <[LeonValleyTX@request.justfoia.com](mailto:LeonValleyTX@request.justfoia.com)>

**Subject:** Re: Re: City of Leon Valley, TX - Fee issued notification for Open Record Request - SOLICITUD DE

Good morning Mr. Hill,

You have the ability to view and download the report and there is no charge for that. Just go to responsive documents and you should see it.

As for the body worn camera video and the \$27 charge, you do have the ability to ask the City Council for a waiver of that fee. City Council approval is the only way that we can waive the fees.

If you would like to proceed with a request to City Council for fee waiver, just let me know and I will place it on the December 02, 2025 Regular City Council Agenda for consideration.

You will need to respond to this email that this is what you would like to do in order for me to proceed.

I hope this information is helpful.

Regards,

Saundra Passailaigue, TRMC, City Secretary

On Wed, Nov 12, 2025 at 3:08 pm, Anthony Hill wrote:

Federal discovery And failure to provide allegations on the city records failure to provide I'm 100% total and permanent unemployable

On Tue, Oct 21, 2025, 5:51?PM JustFOIA Notification <[LeonValleyTX@request.justfoia.com](mailto:LeonValleyTX@request.justfoia.com)> wrote:

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[Leon Valley, TX 78238](#)

210.684.1391 x216

**Received:** 11/13/2025 04:48 PM

**To:** 478ef281-764c-44df-83b8-05a72a4b0256.LeonValleyTX@request.justfoia.com

**From:** "Anthony Hill" <[REDACTED]>

**Subject:** Re: Re: City of Leon Valley, TX - Fee issued notification for Open Record Request - SOLICITUD DE REGISTROS PÚBLICOS OR-2025-622

You need to send email to city council to provide under federal law, as stated I'm totally disabled, and failure to provide ,aid and assist is a federal charge all copies free and you need to send to authorization as requested by disabled person, Anthony D. Hill

On Thu, Nov 13, 2025, 8:59?AM Sandra Passailaigue (Leon Valley, TX) <[LeonValleyTX@request.justfoia.com](mailto:LeonValleyTX@request.justfoia.com)> wrote:

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210.684.1391 x216

**Sent:** 11/14/2025 08:27 AM

**To:** anthony [REDACTED]

**From:** "Saundra Passailaigue (Leon Valley, TX)" <LeonValleyTX@request.justfoia.com>

**Subject:** Re: Re: Re: City of Leon Valley, TX - Fee issued notification for Open Record Request - SOLICITUD DE REGISTROS PÚBLICOS OR-2025-622

Good morning Mr. Hill.

I will place your request for fee waiver on the December 02, 2025 Regular City Council for consideration.

I will be back in contact with you on December 03, 2025 to inform you of their decision.

Regards,

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City Secretary

6400 El Verde Road  
Leon Valley, TX 78238

210.684.1391 x216



**RESOLUTION No. 25-0\_\_R**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS,  
WAIVING OPEN RECORDS CHARGES FOR OPEN RECORDS REQUEST OR-2025-622**

---

**WHEREAS**, The City Council of Leon Valley (“Council”) believes a priority of Leon Valley City Government is to ensure transparency and accountability with the public; and

**WHEREAS**, The Texas Public Information Act gives the right to people to request access to public records from the Government; and

**WHEREAS**, The Texas Public Information Act authorizes a governmental body to charge reasonable fees for the production of public records; and

**WHEREAS**, The Texas Public Information Act authorizes governmental bodies to waive fees related to release of public records; and

**WHEREAS**, The Council acknowledges that occasionally the release of specific public records is in the interest of the general public; and

**WHEREAS**, The Council has considered public input regarding Leon Valley’s processing of records requests, including the perception that only certain Requestors are charged for the release of certain records; and

**WHEREAS**, The Council acknowledges that imposing charges for public records, even if reasonably assessed, can dissuade members of the public from requesting and obtaining records which are of public importance; and

**WHEREAS**, The Council received a written request for a waiver of fees for a certain records requests; and

**WHEREAS**, The Council believes the release of records requests “OR-2025-622” might be in the interest of the general public; and

**WHEREAS**, The Council waives the fees for the fulfillment of records requests “OR-2025-622”.

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

**SECTION 1.** The City of Leon Valley expresses intent to increase transparency with the public.

**SECTION 2.** The City of Leon Valley requests the City Manager waive the fees for the processing of open records request “OR-2025-622”.

**SECTION 3.** This Resolution shall become effective immediately upon its passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 2nd day of December, 2025.

**APPROVED**

---

**CHRIS RILEY**  
MAYOR

Attest:

---

**SAUNDRA PASSAILAIGUE**  
City Secretary, TRMC

Approved as to Form:

---

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

# Waiving Open Record Charges for Open Record Request OR-2025-622

Sandra Passailaigue, TRMC  
City Secretary  
City Council Meeting  
December 02, 2025

# Summary

- Question
  - **City Council is being asked to consider Waiving Open Record Charges for Open Record Request OR-2025-622**
- Options
  - Recommended:
    - 1. City Council Discretion
  - Denial
    - 1. Deny waiver request
  - Other
    - 1. Approve waiver request
- Declaration
  - Waiver of record request fees has been granted once since 2021.

# Purpose

- Mr. Hill, requestor of OR-2025-622, has submitted in writing that he would like the \$41.00 fee for, 21-minutes of body worn camera video be waived by City Council.

# Fiscal Impact

\$41.00

MAYOR AND COUNCIL COMMUNICATION

**DATE:** December 2, 2025

**TO:** Mayor and Council

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

**SUBJECT:** Presentation, Discussion and Possible Action to Provide a Fee Waiver for the Use of the Irene Baldrige Community Center or Conference Center for City Personnel that has Been Employed with the City of Leon Valley for 25 Plus Years

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

**PURPOSE**

The purpose of this item is to add a benefit for long-standing employees for the use of either the Community Center or the Conference Center for an event.

**FISCAL IMPACT**

Conference Center

Building	\$696	
Cleaning	\$145	Staff Paid
Security	\$388	Staff Paid
Deposit	\$400	Staff Paid (refundable)
Total Fees Waived	\$696	

Community Center

Building	\$850	
Cleaning	\$200	Staff Paid
Security	\$388	Staff Paid
Deposit	\$400	Staff Paid (refundable)
Total Fees Waived	\$850	

**RECOMMENDATION**

At the council's discretion.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

\_\_\_\_\_

---

ATTEST :

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



## City of Leon Valley Irene Baldrige Community Center Use or the Conference Center Fee Waiver for City Staff Members with 25+ Years of Service

### 1. Purpose

The purpose of this policy is to recognize the long-term dedication and service of City of Leon Valley employees who have served the community for twenty (25) or more years by offering a one-time waiver of rental fees for the use of the Irene Baldrige Community Center or Conference Center. This policy demonstrates the City's appreciation for the commitment and contributions of its long-serving employees.

### 2. Eligibility

- a) The employee must have completed **twenty-five (25) or more consecutive years** of service with the City of Leon Valley.
- b) The employee must be **currently employed** by the City or have **retired in good standing**.
- c) The waiver applies **only to the eligible employee** and **may not be transferred** to another individual.

### 3. Benefit Description

- a) Eligible employees are entitled to a **one-time waiver** of the rental fee for the Irene Baldrige Community Center or Conference Center.
- b) The waiver covers **only the facility rental fee**.
- c) **Additional fees** such as the cleaning/damage deposit, insurance, and any optional equipment or setup fees are not included in the waiver and remain the responsibility of the employee. Security fees may be waived if a staff person volunteers to open and close the facility.
- d) The waiver is valid for one personal event (such as a family gathering, celebration, or retirement event) and is subject to facility availability.

### 4. Reservation Process

- a) The employee must submit a **Facility Use Application** to the Community Relations Department at least **30 days prior to the event date**.
- b) The application must include a **completed Fee Waiver Request Form** indicating the intended date and purpose of use.

- c) The **Community Relations Department** shall coordinate with **Human Resources** to verify and confirm the employees' years of service and eligibility.
- d) Upon approval, the employee will receive written confirmation of the reservation and waiver.
- e) All standard facility reservation policies apply, and reservations are approved **on a first-come, first-served** basis.

## 5. Conditions of Use

- a) All City facility rules, regulations, and policies apply to events held under this waiver.
- b) The employee is responsible for any damages, additional cleaning fees, or violations of facility use policies.
- c) The City reserves the right to deny, reschedule, or revoke reservations if policies are not followed or in the event of City priority use.
- d) The waiver **does not guarantee** reservation availability; dates are reserved on a **first-come, first-served** basis.
- e) The waiver does not hold monetary value and cannot be exchanged or transferred.



# Fee Waiver

Crystal Caldera, PhD  
City Manager  
City Council Meeting  
December 2, 2025

# Summary

- Question
  - Whether or not to allow City Staff who have been employed with the City for 25+ years to receive a fee waiver for the rental of the Community and Conference Center
- Options
  - Approve the request
  - Approve a variation of the request
  - Deny
- Declaration
  - The City Council's Discretion

# Purpose

- Add a benefit for long-standing employees for the use of either the Community Center or the Conference Center for an event.

# Fiscal Impact

- Conference Center-

• Building	\$696	
• Cleaning	\$145	Staff Paid
• Security	\$388	Staff Paid
• <u>Deposit</u>	<u>\$400</u>	<u>Staff Paid (refundable)</u>
Total Fees Waived	\$696	

- Community Center

• Building	\$850	
• Cleaning	\$200	Staff Paid
• Security	\$388	Staff Paid
• <u>Deposit</u>	<u>\$400</u>	<u>Staff Paid (refundable)</u>
Total Fees Waived	\$850	

# Recommendation

- City Council's Discretion

## **OUTSTANDING CITY COUNCIL ITEMS**

- **Four-way stop at Forest Meadow and Evers.**
  - To be evaluated upon the development of the Evers property.
  - Will be discussed on 7/13/2024 council retreat
  - Waiting until after the development or until it is added by the city council.
- **Discussion on large capital projects – Possible Bond**
  - Public Works Building
  - ADA requirements
  - Crystal Hills Park
  - Pool
  - Dog Park
  - Library Annex
  - Will be discussed at the council retreat on 7/13/2024
  - This item was briefly discussed and will be brought back to city council. September 17, 2024, council meeting.
  - Add to the town hall meeting for 2024 discussion
    - It was discussed, but did not go anywhere
  - Will be bringing this back for the 2025 discussion
- **Ordinance on Amending the PDD**
  - Scheduled to go to the zoning commission meeting on 4/23/2024
  - The zoning commission tabled the item. Will revisit 5/28/2024
  - Zoning commission revisited on 6/5/2024
  - The Zoning Commission will revisit in September
  - New Planning Zoning Director is working with the City Attorney.
  - Will bring back for discussion on 8/19/25- moved by Mayor
  - Scheduled Discussion 9/2/2025
  - City Manager'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
- **Oak Wilt Presentation**
  - City Council Meeting.-11/18/25
- **Planning and Zoning General Rules 11/18**
- **Neighborhood/Citizen Survey**
  - **Will be tied to the solid waste survey. The council decided to keep these two separate items.**

## **ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED**

- **Red-light Cameras' first available contract end term is May 2037**
  - City Council adopted a Resolution declaring the intent to phase out redlight cameras 4/6/2021 – Resolution # 21-009R.
  - The RLC Contract would be difficult to terminate without financial obligation from the City.



- City Council supports HB 1209 and physically delivers letters in support to Cortez, Biederman, Canales, and Menendez
- Funds – Eligible projects – CR
  - Will be discussed at the Town Hall Meeting on January 22, 2022.
- Discussed at the retreat, the Council has decided not to spend funds until we know what the legislature is doing.
- Resolution supporting SB 446-2/21/2023.
- The item was not approved during the legislation process; the Council will try again in 2025.
- The Council decided at the retreat not to address this issue.
- **Comprehensive Master Plan**
  - Was addressed at the following Council meetings:
    - 2/2/2021
    - 3/23/2021
    - 06/1/2021
  - This item was discussed during the budget process, and ultimately, the Council has decided not to spend the funds on this project at this time.
  - This will be discussed during the town hall meeting update with the council on 4/19/2022.
    - The council would like us to use our future land use map.
  - Establish neighborhood boundaries
  - The council has opted not to update the Master Plan.
  - P & Z Director investigating a university conducting the plan.
  - Boundaries of the neighborhood
  - This has been placed in the FY 2025 budget.
    - The Council has decided to move the \$250,000 to the city's emergency fund.
    - Item was moved back in after there were savings in other areas.
- **AV equipment for the Conference Center - Budget Adjustment from ARP Funds**
  - Council meeting 2/1/22 first read.
  - Item amended to get the direction of the scope of work.
  - Will bring the item back after the BID process.
  - Discuss alternatives 5/3/2022.
  - This item could not be purchased out of ARP funds.
- **Flooding**
  - Was addressed at the following Council Meetings.
    - 08/03/2021 – Flood damage prevention Ord. # 21-034.
    - 11/2/2021 – To discuss flood mitigation strategies.
    - 12/07/2021 – Short-Term options to address flooding.
  - Budget Adjustment – For funding floodway monitoring and software upgrades.
    - Upcoming Council presentation 1/18/2022.

- Budget Adjustment – for creek cleanup.
  - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD.
- Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
  - Council decided to look at the 50' wide, protected little league, the study will be brought back to the Council before we agree to do it.
- Budget adjustment for creek cleanup.
  - 6/7/2022
- Budget adjustment for flood gates and notification system.
  - 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
  - Council direction to bring back budget adjustment on \$633,000.
    - First Read 10/3/2022.
    - Second Read 10/18/2022.
  - 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
  - The Council decided to conduct a field trip in the Natural Area
  - 12/6/2023, the Council walked the steaked-out creek realignment
  - 1/16/2023 – The Council will revisit the project.
  - 2/24/2023- the Council will have a workshop to discuss with the engineer.
    - The council directed the engineer to look at a plan that leaves the creek alignment alone, a new tree survey, and build a retaining wall for erosion.
  - 8/6/2024 – budget adjustment will be presented to the council in the amount of \$168,000
  - Second Read on the Budget Adjustment is scheduled for 8/20/2024.
  - After council approval, the following is the timeline:
    - Preliminary Design – 1.5 months (45 days) from NTP
    - Final Design – 3-4 months (90-120 days)
    - Environmental – TBD – 3-6 months and will be concurrent with design
    - Bidding and Construction – TBD based on funding – Not Authorized at this time
    - Approved
  - Chanel bank options 11/19
    - Council decided to proceed with Rip Rap option and have staff proceed with SAWS addressing the exposed recycled water line.
  - The Mayor requested that an item be added to have the engineers mark the trees that would be removed with the projects this item is on 1/17/2024 council meeting to be added for approval
    - City Council did not approve the expending of these funds and also had no objection to continuing the project

- Mayor, City Manager, Mayor Pro Tem and Engineer met with SAWS on 1/30/2025. To see what they would be willing to assist with. The City Manager asked if they would be willing to participate in an alternative that they engineered.
  - On 3/18/25, the city council was asked to choose between the original option, rip rap option, retaining wall option, or erosion. The City council voted to pause the project.
  - Joint meeting with LVHS on 10/18/25
    - A workshop will be given in November by the engineer
    - 11/18 council will discuss changing the date.
- **Silo design per request of the adjacent property owner**
  - 5/2/2023 – Moved by CM due to the number of items on the agenda.
  - 5/16/2023 – Scheduled
    - Council Requested outreach to local universities.
    - Melinda is working on quotes.
    - Council removed from FY 26 budget.
- **Stray Animal Ordinance**
  - Currently being reviewed by the City Attorney – we cannot require private industry to take in and adopt our stray animals.
  - Looking at a possible interlocal agreement.
  - Staff has met with the county for a long-term solution.
  - On discussion for the retreat- the council had no revisions to the current policy. 7/1/25

### **Completed**

- Vaping: Making it illegal in Public Areas
  - 2/18/2024 Council meeting
  - 3/4/2024 Second read – passed unanimously
- **Review of the Water and Sewer Rates**
  - 6/20/2023 Postpone council requested this be a retreat item for 7/22/23.
  - Council will be looking at a 1% increase at a future meeting.
  - This will be discussed at the Town Hall meeting- on 11/21/2023, the Council decided on a workshop.
  - 12/5/2023 City Council reviewed the presentation from Waterworth. The next workshop is scheduled for 2/20/2023 (the date has been moved). We were waiting on the audited numbers. We just received them. We will be setting a new date for review.
  - 7/16/2024, the council will hear a new presentation
    - Some Councilmembers expressed concern that the water rate does not match SAWS. Some Councilmembers expressed concern that that by not increasing water rates the water infrastructure will not get addressed.

- Everyone agreed on the surcharge and looking at the affordability rate
- Staff will bring back the Surcharge on 8/6/2024.
- New rates will be brought back to the council in September 2024.
- Second Read on the Surcharge 8/20/2024.
- Council passed unanimously
- Water workshop on Saturday in October 19, 2024.
  - Look at the rates with the TX Water Board Low interest Loans
  - Look at the rates with the EPA Low interest Loan
  - Look at rates to exactly match SAWS structure
  - Will have another workshop in est. 30 days
  - 11/12/2024 next workshop
  - The Council decided to present at the town hall meeting
- Melinda will be presenting on 3/4/2025 for an increase
  - City council decided to use SAWS tiers but adjusted the rates so that the fund would not lose money in years one and two. This will come back TBD.
- Presentation is scheduled for 4/1/25
  - Council approved a rate increase
- The ordinance read is scheduled for 4/15/2025 – first read 5/6/25 Second read. City Council Approved.
- **Review of the Personnel Manual**
  - Administrative changes will be coming in April.
  - Scheduled for 5/6
  - Completed and voted unanimously by council
- **Sustainability Overlay**
  - 6/6/2023 Staff is not ready and has been postponed until September.
  - 725/2023 – Zoning Commission started to review. The item is with the Attorney.
  - New Planning and zoning Director and the City Manager met with the attorney on 1/8/2024.
  - Went to the zoning commission on June 24, 2025
  - Scheduled for first read on 7/15/25
  - August 5, 2025, second read passed unanimously
  - Will bring back the PDD at a later date to discuss.
- **Veterans Monument**
  - Waiting for two council members to add this item.
  - Price quote was \$24,000
  - Added in FY 26 capital budget
  - Budget scheduled for approval 9/16/2025- approved
- **Speed indicator relocation**
  - City Council meeting 10/21/25

- The council wants to wait to see the outcome of the warning sign.  
We will wait for council to add back on
- **Discussion of updating the Strategic Plan, Mission, & Vision Statement**
  - Will be placed on the Town Hall meeting for discussion, decided at the 11/21/23 Council meeting to hold a workshop.
  - February 3, 2024, workshop scheduled. At the council chambers. The Council changed the date to 2/24/24 to coincide with another workshop.
  - The Council decided to amend the mission and vision statements. Holding another workshop for the goals and objectives and core values.
  - Core values will be discussed at 3/19/2024. Goals will return after the council retreat.
  - This item is still pending. The council did not get this item at the retreat.
  - This item was going to be added to the town hall meeting.
  - The City Manager is looking for the next goals and Objectives Meeting
    - Council decided to do this at the April 26, 2025, coffee.
    - The PowerPoint is online and accepting feedback.
  - July 15, 2025, Moved by the Mayor
  - August 5, 2025, for council discussion, moved by the Mayor
  - August 19, 2025, for council discussion- moved by Mayor
  - September 2, 2025, received council input
  - October 21, 2025 – resolution will be presented. Passed on consent
- **Crime Data comparison**
  - City Council Meeting 11/4/25 – this was completed
    - No additional direction was provided to staff