



**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

**MINUTES**

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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**

**PRESENT**

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

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

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

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

None

**3. Presentations**

**1. Direction to Staff on Purchase of Items for Veteran's Memorial - M. Moritz, Public Works Director**

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

Richard Blackmore spoke at this time.

A motion was made by Council Place 4, Orozco, to present the option chosen by City Council to the Park Commission for their input. The motion was seconded by Council Place 3, Campos.

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

The motion passed unanimously.

- 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 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**

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:

- Wished Council Place Campos a belated birthday; and a happy birthday to Council Place 4, Orozco on his upcoming birthday; and

- Reminded members of City Council that Leon Valley beanies were provided last year and that last night, the rest of them were given away to the public at the Annual Tree Lighting.

**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 1, Bolton.

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

The motion passed unanimously.

- 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**

Dr. Crystal Caldera, City Manager, presented proposed amendments to the Code based on input received by the City Council.

This item will be brought back at the next meeting to review these amendments, along with any new input from the City Council.

2. **Discussion and Possible Action on a Resolution Waiving Open Record Charges for Open Record Request OR-2025-622 - S. Passailaigue, City Secretary**

Saundra Passailaigue, City Secretary, presented this item.

A motion was made by Council Place 5, Mursch, to deny the waiver request. The motion was seconded by Council Place 3, Campos.

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

The motion passed unanimously.

**3. Presentation, 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**

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

A motion was made by Council Place 4, Orozco, to approve as presented, with the exception that employee recognitions for long-term employees (25 years or more) will be exempt from any fees.

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

The motion passed unanimously.

**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 that a discussion on some sort of celebration of Independence Day 2026 be added to the Annual Town Hall Agenda.

Council Place 4, Orozco requested that, in January or February of 2026, an item be provided to give an update on Leon Valley's development. How many homes were built? How many permits were issued?

Mayor Riley asked for a sales tax update to be provided. Dr. Crystal Caldera, City Manager, replied that she would send that out to the City Council.

**9. Adjournment**

Mayor Riley announced that the meeting adjourned at 8:06 PM.

**These minutes were approved by the Leon Valley City Council on the 16th of December, 2025.**

**APPROVED**

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**CHRIS RILEY**  
MAYOR

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