



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, January 17, 2023 at 6:00 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 Benny Martinez  
Council Place 2 Josh Stevens  
Mayor Pro Tem, Council Place 4 Rey Orozco  
Council Place 5 Will Bradshaw

**ABSENT**

Council Place 3 Jed Hefner (Excused)

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

Mayor Riley asked Kirk Cangco, Troop 228 from United Methodist Church to lead the Pledge of Allegiance.

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

Mayor Riley read aloud the agenda caption for Item 2.1 and Item 2.2.

The City Council went into Executive Session at 6:03 PM

1. The City Council Shall Meet in Executive Session Under Texas Government Code §551.074 Personnel Matters to Deliberate Personnel Action Regarding the Finance Director Position
2. Section 551.071: Consultation with the Attorney Regarding Pending or Contemplated Litigation, or Settlement Offer, or on a Matter in which the Duty of the Attorney to the Governmental Body Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with the Texas Open Meetings Act, Re: City of Leon Valley v. 5622 Equity DE LLC, a Delaware Limited Liability Company D/B/A Vista Del Rey Apartments Located at 5622 Evers Road

### **3. Reconvene into Regular Session**

The City Council reconvened into Open Session at 6:44 PM

### **4. Citizens to be Heard**

None

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

No action was taken.

### **6. Presentations**

#### **1. Presentation of a Certificate of Appreciation Given to Police Officer Carlos Carrillo for 25 years of Service - Mayor C. Riley**

Mayor Chris Riley presented Leon Valley Police Officer Carlos Carrillo with a Certificate of Appreciation and a clock in appreciation of his twenty-five (25) years of service to the City.

#### **2. Presentation, Discussion and Possible Action on Concerns Related to 5504 Shadow Mist Leon Valley, TX 78238 - Dr. Caldera, City Manager**

Crystal Caldera, City Manager presented this item in response to comments about a recent event that she received.

Arturo Ferrer, Owner and Joe Shafer, Director of the soccer field were also there to respond.

Those who spoke on this item were: Matthew Hodde (Leon Valley); Shirley Jonas (Leon Valley); and Erick Matta (Leon Valley)

Staff was given direction to move forward and bring this item back to City Council.

#### **3. Presentation, Discussion and Possible Action on an Ordinance regarding short-term rentals - Mayor, C. Riley**

Mayor Chris Riley introduced the item which she placed on the agenda at the request of citizens.

Crystal Caldera, City Manager spoke on the item along with the following citizens:

Philip Campos (Leon Valley); Mary Jo Griffin (Leon Valley); Linda Meffert (Leon Valley); Sylvia Saucedo (Leon Valley); Spencer (Leon Valley); Roger Saucedo (Leon Valley); Pablo Ybarra (Leon Valley); and Erick Matta (Leon Valley)

Mayor Chris Riley read an email that was submitted by: Blanca Jahant

A motion was made by Councilor Benny Martinez to have staff draft an ordinance using the City of San Antonio ordinance as a guide, then send the draft to the city attorney for a legal review, and then bring it back to City Council. The motion was seconded by Councilor Rey Orozco.

Mayor Riley asked City Secretary Sandra Passailaigue to take a roll call vote.

Voting Yea: Council Place 1 Martinez

Voting Nay: Council Place 2 Stevens, Mayor Pro Tem, Council Place 4 Orozco, Council Place 5 Bradshaw

Councilor Jed Hefner - Excused

Mayor Riley announced the motion failed.

#### **4. Presentation, Discussion and Possible Action on the Hiring Process for Department Director Positions - Dr. Caldera, City Manager**

Crystal Caldera, City Manager presented this item.

Mayor Riley requested that the members of City Council that sit in on interviews are rotated; and that she be included in all of them since she does not have a vote.

- 7. Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

Announcements were made by Mayor Chris Riley and Members of City Council.

#### **8. City Manager's Report**

Crystal Caldera, City Manager reminded everyone that the City Manager's Report was printed and available on the table in the foyer, as well as posted on the website. City Manager Caldera added that the Leon Valley Police Department floor is crumbling and that this is being looked into; the City is looking at options for animal rescue; reminded everyone

to sign up for the new Leon Valley app; and announced that during a recent audit, the Leon Valley Police Department had zero deficiencies.

#### **1. Upcoming Important Events:**

**Regular City Council Meeting, Tuesday, February 7, 2023, at 6:30 PM, in Council Chambers.**

**Filing for a Place on the May 06, 2023 City of Leon Valley, General Election for Council Place 1, Council Place 3, and Council Place 5, Wednesday, January 18, 2023 through 5:00 PM on Friday, February 17, 2023.**

**Annual Town Hall Meeting, Saturday, January 28, 2023, at the Leon Valley Conference Center.**

**Miscellaneous other events and announcements.**

#### **9. Consent Agenda**

A motion was made by Councilor Josh Stevens to approve the Consent Agenda as presented. The motion was seconded by Councilor Rey Orozco.

Voting Yea: Council Place 1 Martinez, Council Place 2 Stevens, Mayor Pro Tem, Council Place 4 Orozco, Council Place 5 Bradshaw

- 1. Discussion and Possible Action Approving of the Following City Council Minutes:**
  - a. 12-20-2022 Regular City Council Meeting Minutes**
  - b. 01-11-2023 Special City Council Meeting Minutes**
- 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
  - a. 12-05-2019 Bandera Road Groundwater Plume Superfund Site Community Advisory Group (CAG) Meeting Minutes**
  - b. 11-22-2022 Park Commission Meeting Minutes**
- 3. Discussion and Possible Action of an Ordinance Authorizing the City Manager to Execute a Contract Amendment and Accept an Additional \$400,000 from Bexar County, and Authorize a Budget Adjustment From the Stormwater Fund Reserve in the Amount of \$400,000 to Provide Additional Funding for the Construction of the Seneca West Drainage Project (1st Read was Held on 12/20/22) - M. Moritz, Public Works Director**
- 4. Discussion and Possible Action of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 13 Tree Preservation, Article 13.02 Tree Preservation Ordinance to Remove Some Definitions and Add a Definition, Direct the Park Commission to Assume the Duties of the Tree Advisory Board, Correct the Responsible Department References, and Give Variance Hearing Duties Directly to the City Council (1st Read was Held on 12/20/22) - M. Moritz, Public Works Director**

5. **Discussion and Possible Action on an Ordinance Authorizing a Zoning Change from B-1 Small Business District, with SO, Sustainability Overlay District Zoning to R-3 Multi-Family Dwelling District of a 0.854-Acre Tract of Land Located in the 7500 Block of Huebner Road Between Hoofs and Evers (1st Read was held on 12-20-22) - M. Moritz, Public Works Director**
6. **A Resolution of the City of Leon Valley City Council Appointing Members to the Park Commission, Planning & Zoning Commission, and the Library Board of Trustees - S. Passailague, City Secretary**
7. **Presentation, Discussion and Possible Action of Councilor Hefner's Excused Absences for January 17, 2023, City Council Meetings as Provided in the Charter Section 3.08, Subsection B, Part 3. - Councilor Jed Hefner**

## 10. Regular Agenda

1. **Presentation and Discussion to Consider Approval of an Ordinance Amending Chapter 3 Building Regulations, Article 3.02 Technical and Construction Codes, Division 1 Generally, Section 3.02.001 to Create a New Section 3.02.001 and Revising Appendix A Fee Schedule, Article A8.000 Building and Construction Related Fees, Section A8.015 Renter's Registration to Require Registration of Vacant Structures and Assign Appropriate Fees (1st Read as Required by City Charter) - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director presented this item to present an amendment to Chapter 3 Building Regulations, Article 3.02 Technical and Construction Codes, Division 1 Generally, Section 3.02.001 and Appendix A Fee Schedule, Article A8, Section A8.015 to require registration of and the payment of a fee for vacant structures.

There was a brief discussion followed with the consensus to place this on the Consent Agenda for February 07, 2023.

2. **Presentation, Discussion and Possible Action on a Resolution Continuing the Utility Assistance Program Agreement with Ascension De Paul for Calendar Year 2023 or Until Funds are Depleted - R. Salinas, Economic Development Director**

Roque Salinas, Economic Development Director presented this item seeking City Council's authorization to the City Manager to continue with the agreement with Ascension De Paul for the Utility Assistance Program for the 2023 calendar year or until the funds are depleted from the American Rescue Plan authorized for this program.

The program will provide up to \$500 per household per calendar year. The program is in its second year and funds were set aside from the American Rescue Plan. If funds are depleted before the end of the calendar year, then the program will cease to operate.

A motion was made by Councilor Benny Martinez to authorize this item with a \$500 limit. The motion was seconded by Councilor Rey Orozco.

Motion made by Council Place 1 Martinez, Seconded by Mayor Pro Tem, Council Place 4 Orozco.

Voting Yea: Council Place 1 Martinez, Council Place 2 Stevens, Mayor Pro Tem, Council Place 4 Orozco, Council Place 5 Bradshaw

**3. Discussion and Consider Possible Action on In-Kind Grant Application from Project SMASH**

Crystal Miranda, Community Relations Director presented this item on behalf of the applicant.

A motion was made by Councilor Benny Martinez to approve the request as presented. The motion was seconded by Councilor Josh Stevens.

Motion made by Council Place 1 Martinez, Seconded by Council Place 2 Stevens. Voting Yea: Council Place 1 Martinez, Council Place 2 Stevens, Mayor Pro Tem, Council Place 4 Orozco, Council Place 5 Bradshaw

**11. Citizens to be Heard**

None

**12. Requests from Members of City Council to Add Items to Future Agendas**

- 1. Presentation, Discussion, and Possible Action on City Manager's Future Agenda Items

**13. Adjournment**

Mayor Riley announced that the meeting adjourned at 9:57 PM

**These minutes approved by the Leon Valley City Council on the 7th of February, 2023.**

**APPROVED**

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**CHRIS RILEY**  
**MAYOR**

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