



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, August 20, 2024 at 6:00 PM

**MINUTES**

---

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

Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](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 Benny Martinez  
Council Place 2 Betty Heyl  
Mayor Pro-Tem, Council Place 3 Philip Campos  
Council Place 5 Will Bradshaw

**EXCUSED**

Council Place 4 Rey Orozco

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

Mayor Riley asked Councilor Betty Heyl 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.

Those who spoke at this time were Charles Matthews.

### 3. Presentations

#### 1. **Presentation of a Proclamation Declaring Payroll Week - Ms. Denise Kelly with Holt CAT - Mayor Chris Riley**

Mayor Chris Riley announced that Ms. Kelly was not present this evening and therefore, the proclamation would be mailed to her.

Mayor Riley gave a special shout-out to Angela Trejo, the City's payroll administrator.

At 8:12 PM, Mayor Chris Riley presented the proclamation to Stacie Rothe, Alamo Chapter of Payroll Professionals.

#### 2. **Presentation, Discussion and Possible Action to Consider Accepting a Grant, From the Channing's Joy Foundation, for the Construction and Installation of Communication Boards in All City Parks - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented the item, adding that if approved, the communication boards would be installed at all Leon Valley parks.

Ms. Jessica Manley was present to answer questions.

Councilor Will Bradshaw made a motion to approve this item. Councilor Philip Campos seconded the motion.

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

The motion passed unanimously.

#### 3. **Presentation, Discussion and Possible Action to Award the Fiscal Year 2025 Group Insurance Bid for Employee Medical, Dental, and Life Insurances provided by Gallagher Benefit Services - L. Hernandez, HR Director**

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

Councilor Philip Campos made a motion to accept the Fiscal Year 2025 Group Insurance Bid for Employee Medical, Dental, and Life Insurances provided by Gallagher Benefit Services. Councilor Will Bradshaw seconded the motion.

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

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 made announcements.

## 5. City Manager's Report

Dr. Crystal Caldera, City Manager, announced that the City Manager's Report was printed and available on the table in the foyer, as well as posted on the website. Dr. Caldera, City Manager, added a congratulations to David Dimaline, Assistant Public Works Director, for securing the CDBG Grant in the amount of \$239,735.00 for Cammie Way Project; encouraged everyone to sign up for Leon Valley Night Out; thanked everyone who donated towards the Back-to-School Drive; and thanked Lisa Hernandez for doing all the hard work on the employee health plan package.

### 1. Upcoming Important Events:

- **Regular City Council Meeting, Tuesday, September 03, 2024, at 6:30 PM, in City Council Chambers.**
- **November 05, 2024 Joint General, Special and Charter Election for Early Voting and Election Day - Early voting begins Monday, October 21, 2024.**
- **Coffee with the Mayor & City Council, Saturday, October 26, 2024, 9:00 AM to 11:00 AM, at the Leon Valley Conference Center.**
- **Trash & Treasure Event, Saturday, October 26, 2024, from 9:00 AM to 12:00 PM, at the Leon Valley Community Center.**
- **Arbor Day Event, Saturday, October 26, 2024, from 9:00 AM to 12:00 PM, at the Leon Valley Community Center.**
- **Leon Valley Night Out, Tuesday, October 01, 2024.**
- **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.

Councilor Benny Martinez motioned to accept the Consent Agenda as presented. Councilor Betty Heyl seconded the motion.

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

The motion passed unanimously.

Dr. Crystal Caldera, City Manager, stated for the record that Councilor Philip Campos selected Ann Sawyer to sit on the Citizens Police Advisory Committee and that this has been noted in the resolution.

1. **Discussion and Possible Action Approving of the Following City Council Minutes:**
  - a. **08-06-2024 Regular City Council Meeting Minutes**
2. **Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
  - a. **05-09-2024 Library Advisory Board Meeting Minutes**
  - b. **05-08-2024 Earthwise Living Committee Meeting Minutes**
3. **Presentation and Discussion of the Monthly Financial Report Ending July 31, 2024 - C. Goering, Finance Director**
4. **Discussion and Possible Action of an Ordinance Granting a Specific Use Permit (SUP) on an approximately 0.3444 Acre Tract of Vacant Land, Located at 7125 and 7129 Bandera Road, Being Lots 8 and 9, Block A, Linkwood Addition Subdivision, for the Construction of an Office Building (1st Read was Held on 08-06-2024) - M. Teague, Director of Planning and Zoning**
5. **Discussion and Possible Action of an Ordinance Authorizing a Budget Adjustment in the Amount of \$168,723 from the Stormwater Fund Reserve to Provide Additional Funding for the Huebner Creek Erosion Control Project Segment 1 (1st Read was Held on 08-06-2024) - M. Moritz, Public Works Director**
6. **Discussion and Possible Action of an Ordinance Granting a Variance to the Leon Valley Code of Ordinances, Chapter 8 Offenses and Nuisances, Article 8.09.022, Placing a Fence or Other Obstacle in Drain or Easement, at Northwest Industrial Drive and Bandera Road, Being Lot 1, Block 1, CB 4428F, Northwest Industrial Park Unit 1 (1st Read was Held on 08-06-2024) - M. Teague - Director of Planning and Zoning**
7. **Discussion and Possible Action of an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A16 Water and Wastewater Impact Fees, Section A16.002 Sewer Impact Fees, 4. San Antonio Water System, to Allow Direct Payment to the San Antonio Water System (SAWS) by Developers for SAWS Sewer Impact Fees (1st Read was Held on 08-06-2024) - M. Moritz, Public Works Director**
8. **Discussion and Possible Action of an Ordinance Amending Chapter 10 Subdivision Regulations, Division 4. Additional Regulations, Section 10.02.151 Additional Regulations, Subsection (c) to Allow Deferral of Water Meter and Sidewalk Installation to the Building Phase of a Subdivision Project (1st Read was Held on 08-06-2024) - M. Moritz, Public Works Director**
9. **Discussion and Possible Action on a Resolution Appointing a Member to the Citizens Police Advisory Committee - S. Passailaigue, City Secretary**
10. **Discussion and Possible Action on an Ordinance Authorizing the Amendment of the General Fund Budget for Fiscal Year 2023-2024 in the Amount of \$38,760.46**

**for the Household Hazardous Waste Event (1st Read was Held on 08-06-2024) - C. Miranda, Community Relations Director**

- 11. Discussion and Possible Action on a Resolution of the City of Leon Valley, TX., City Council Appointing an Alternate Member to the Leon Valley Planning & Zoning Commission - Mayor Chris Riley**

**7. Regular Agenda**

- 1. Discussion and Possible Action of an Ordinance Rezoning Approximately 30-Acres of Land From R-1 (Single Family Dwelling) and RE-1 (Residential Estate) Zoning Districts to a Planned Development District (PDD) with R-6 (Garden Home) District Base Zoning, on a 19.614 Acre Tract, Being Lots 1 and 2, Block 1, CB 4430 Grass Hill Estates Subdivision and an Unplatted 11.37 Acre Tract, Being Parcel 13, Abstract 432, CB 4430, Located in the 6500 Block of Samaritan Drive and a Portion Surrounded by Aids, Samaritan, Grass Hill, and William Rancher Streets, Leon Valley, Texas - Councilor Rey Orozco and Councilor Will Bradshaw (1st Read was Held on 08-06-2024) - M. Teague, Planning and Zoning Director**

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

Councilor Philip Campos asked for clarification on the number of trees that would be planted per lot.

Mayor Chris Riley stated that she believes there are 144, 30' wide lots that will have only one (1) tree instead of two (2). Dr. Crystal Caldera, City Manager, replied that this was correct.

Councilor Benny Martinez asked for further clarification, to which Mayor Riley replied that there are 44, 30' wide lots that will have only 1 tree instead of 2; and 44, 40' lots that will have 2 trees; and 60' will also have 2 trees.

Those who spoke at this time were Grant Riley, Charles Matthews, Olen Yarnell, Linda Barker, Abraham Diaz, Beth Mursch, Mary Ruth Fernandez, Mark Ferris, Sharon Hendricks, Veronica Felix, Drew Power, Richard Reyes, Theresa Moser

Councilor Philip Campos motioned to postpone it until Councilor Rey Orozco returns. The motion died for lack of a second.

Councilor Philip Campos motioned to remove the variance request for the tree variance cap to be brought back at a later date. Councilor Will Bradshaw seconded the motion.

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

The motion passed unanimously.

Councilor Philip Campos motioned to reduce the 10% allowable minor deviations from an approved PD project plan to 2%. The motion died for a lack of a second.

Councilor Philip Campos motioned to change the 10% with the exception of the 60' and 40' lots. Councilor Will Bradshaw seconded the motion for discussion.

Councilor Campos amended his motion by saying to accept the 10% as long as it does not increase the number of lots. Councilor Will Bradshaw seconded the amendment.

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

Councilor Will Bradshaw motioned to accept the PDD as presented with the exceptions of the two previous motions. Councilor Benny Martinez seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Council Place 5 Bradshaw  
Voting Nay: Mayor Pro-Tem, Council Place 3 Campos

The motion passed three (3) to one (1).

**2. Conduct a Public Hearing for the City of Leon Valley on the Proposed Budget Fiscal Year 2024-2025 - Dr. Caldera, City Manager**

Mayor Chris Riley went back to agenda item 3.1 to present the proclamation.

Those who spoke on item 3.1 were Olen Yarnell.

Dr. Crystal Caldera, City Manager, presented the Proposed Budget for Fiscal Year 2024-2025.

Councilor Philip Campos motioned to pull back \$245,000.00, which is allocated for salaries, from the Enterprise Fund back into the General Fund. Councilor Benny Martinez seconded the motion.

Dr. Crystal Caldera, City Manager, reminded Council that \$95,000.00 of that \$245,000.00 is from ARPA Funds and will not be there next year as a revenue source.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos

Voting Nay: Council Place 5 Bradshaw

Motion passes three (3) to one (1)

Mayor Riley opened the Public Hearing at 8:45 PM

Those who spoke were Olen Yarnell, and Josh Stevens

Mayor Riley closed the Public Hearing at 9:00 PM

A motion made by Mayor Pro-Tem, Council Place 3 Campos, Seconded by Council Place 1 Martinez.

Voting Yea: Council Place 1 Martinez, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos

Voting Nay: Council Place 5 Bradshaw

The motion passed three (3) to one (1)

**3. Discussion and Possible Action on an Ordinance Approving and Adopting Fiscal Year 2024-2025 Budget and Associated Capital Acquisition Plan (1st Read Was Held on 06-04-2024) - Dr. Caldera, City Manager**

Councilor Philip Campos motioned to adopt the ordinance approving the budgets and associated capital acquisition plans for the City of Leon Valley, Texas for Fiscal Year 2025, with the exception of the previous motions. Councilor Will Bradshaw seconded the motion.

Voting Yea: Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos, Council Place 5 Bradshaw

Voting Nay: Council Place 1 Martinez

The motion passed three (3) to one (1)

**4. Discussion and Possible Action of a Resolution Ratifying the Fiscal Year 2025 Budget - C. Goering, Finance Director**

Councilor Will Bradshaw motioned to adopt the Resolution ratifying the fiscal year 2025 budget that will raise more revenue from property taxes than last year's budget by an amount of \$291,133, which is a .0537101 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$10,663.78. Councilor Philip Campos seconded the motion.

Mayor Chris Riley conducted a roll-call vote.

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

The motion passed unanimously.

**5. Conduct a Public Hearing for the City of Leon Valley on the Proposed 2024 Tax Rate - Dr. Caldera, City Manager**

Mayor Chris Riley opened the Public Hearing at 9:05 PM.

Those who spoke were Olen Yarnell, Charles Mathews, and Josh Stevens

Mayor Riley closed the Public Hearing at 9:13 PM

**6. Discussion and Possible Action on an Ordinance Approving and Adopting the Tax Year 2024; Tax Rate for the Maintenance and Operations at \$0.44021 and the**

**Interest and Sinking Fund at \$0.044718, for a Total Tax Rate of \$0.484739 (1st Read Was Held on 08-06-2024) - Dr. Caldera, City Manager**

Councilor Will Bradshaw motioned that the property tax rate be increased by the adoption of a tax rate of \$0.484739, which is effectively a 0.4188% (percentage by which the proposed tax rate exceeds the no new revenue tax rate) percent increase tax rate. Maintenance and Operations and Interest Sinking is allocated as follows: \$0.440021 for Maintenance and Operations; \$0.044718 for Interest and Sinking; \$0.484739 Total Tax Rate. Councilor Philip Campos seconded the motion.

Mayor Chris Riley conducted a roll-call vote.

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

The motion passes unanimously.

7. **Discussion and Possible Action of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 14 Utilities, Article 14.11 Water Conservation and Drought Management, Division 3 Drought Management, Section 14.11.073 Definitions and Section 14.11.074 Demand Reduction Measures to Revise the Definition of "Stage", Revise Allowed Watering Hours, Add a Surcharge to (C), and Add (1) (E) Stage V, (3) (E) Stage V, and (8) Drought Surcharge Appeal; and Amend Appendix A Fee Schedule, Article A11.000 Water and Sewer Fees, Section A11.001 Generally to Add a Subsection (s) Critical Period Drought Management Surcharges, to Create Fees for Certain Water Usage Thresholds During Stages III, IV, and V Critical Period Drought Management (1st Read was Held on 08-06-2024) - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented this item.

Those who spoke were Josh Stevens.

Councilor Philip Campos motioned to approve as presented. Councilor Benny Martinez seconded the motion.

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

The motion passed unanimously.

8. **Presentation, Discussion, and Possible Action on the 2024 City Calendar of Events - S. Passailaigue, City Secretary**

This item was prematurely added to the packet, but Dr. Crystal Caldera, City Manager, asked that City Council look it over and submit any comments before the item comes back at a future meeting.



**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 Chris Riley asked about adopting water rates, to which Dr. Caldera, City Manager responded would be coming back at a future meeting; asked for an item to discuss the salary allocation that was moved this evening, to which Dr. Caldera, City Manager, responded would be discussed in January.

Councilor Philip Campos asked for "a picture" to the citizens of what are the needs in terms of health, welfare, and safety that need to be addressed as well as the Enterprise Fund; and the other item is the revision to the Impact Fees.

Councilor Will Bradshaw wants to look at the appointment process for the Planning & Zoning Commission.

**9. Adjournment**

Mayor Riley announced that the meeting adjourned at 9:49 PM

**These minutes approved by the Leon Valley City Council on the 3rd of September, 2024.**

**APPROVED**

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

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