



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, July 18, 2023 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 Benny Martinez  
Mayor Pro Tem, Council Place 2 Josh Stevens  
Council Place 3 Philip Campos  
Council Place 4 Rey Orozco

**EXCUSED**

Council Place 5 Will Bradshaw

Mayor Chris Riley called the meeting to order at 6:34 PM and announced that a quorum of City Council was present in Council Chambers.

Mayor Riley asked Councilor Philip Campos to lead the Pledge of Allegiance.

**2. Citizens to be Heard**

Those who spoke at this time were: Erick Mata (Leon Valley)

**3. Presentations**

- 1. Presentation and Discussion to Consider Approval of Publicization for Request Formal Proposal (RFP) for the Kinman House - R. Salinas, Director of Economic Development**

Roque Salinas, Economic Development Director, presented this item seeking City Council approval for an RFP (Request for Formal Proposal) for the Kinman House.

**2. Presentation and Discussion of the Monthly Financial Report Ending June 30, 2023 - C. Goering, Finance Director**

Carol Goering, Finance Director presented the Monthly Financial Report ending June 30, 2023.

**3. Presentation, Discussion and Possible Direction on the Adopt a Spot program, R. Salinas, Director of Economic Development**

There was a consensus to move this item to the August 1, 2023 Regular City Council Agenda.

**4. Consent Agenda**

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

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco

Mayor Chris Riley moved Agenda Items 7.3 and 7.4 up on the agenda to this time.

- 1. Discussion and Possible Action Approving of the Following City Council Minutes:  
a. June 20, 2023 Regular City Council Meeting Minutes**
- 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:  
a. May 23, 2023 Planning & Zoning Commission Meeting Minutes**
- 3. Discussion and Possible Action of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 12 Traffic and Vehicles, Article 12.02 Operation of Vehicles, Division 8 School Crossing Zones, Section 12.02.231 Designated, 2., To Move a School Zone from Hoofs Lane on Huebner Road to Redbird Lane on Huebner Road, to Facilitate a Safe Crossing for John Marshall High School Students (1st Read was Held on 06-20-2023) - M. Moritz, Public Works Director**
- 4. Presentation and Discussion on an Ordinance Authorizing the City Manager to Execute the Contract with Banis Towing (1st Read was held on 06-20-2023) - Dr. Caldera, City Manager**
- 5. Presentation, Discussion, and Possible Action on an In-Kind Grant for September 11 Ceremony - C. Miranda, Community Relations Director**

## 5. Regular Agenda

### 1. Presentation Discussion and Possible Action to Award the Request for Proposals for Building Inspector - Dr. Caldera, City Manager

Crystal Caldera, City Manager presented this item seeking City Council authorization to award the RFP for Building Inspector.

Motion made by Mayor Pro Tem, Council Place 2 Stevens, Seconded by Council Place 4 Orozco.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco

### 2. Presentation, Discussion and Possible Action on Awarding the Request for Proposal for Health Inspector - Dr. Caldera, City Manager.

Crystal Caldera, City Manager presented this item seeking City Council authorization to award the RFP for Health Inspector.

A motion was made by Councilor Rey Orozco to approve the city manager's recommendation for Health Inspector. Councilor Benny Martinez seconded the motion.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco

Those who spoke at this time are: Erick Mata (Leon Valley); and Steve Barczewski.

### 6. 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 Riley and Members of City Council.

## 7. 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.

### 1. Upcoming Important Events:

**Regular City Council Meeting, Tuesday, August 01, 2023, at 6:30 PM, in Council Chambers.**

**Coffee with the Mayor & City Council, Saturday, July 22, 2023, 9:00 AM to 11:00 AM, at the Leon Valley Conference Center.**

**Miscellaneous other events and announcements.****8. Regular Agenda**

1. **Presentation and Discussion of an Ordinance Amending Ordinance 2022-51, Which Approved Various Budget Adjustments for FY 2022-23 Carry Over Projects, To Reallocate FY2022 Unused American Rescue Plan Funds Back to the ARP Fund and Budget for Additional Capital Expenditures (1st Read as Required by City Charter) - C. Goering, Finance Director**

Carol Goering, Finance Director presented an ordinance for City Council consideration as a first read. The proposed ordinance would amend Ordinance No. 2022-51 approving various budget adjustments for Fiscal Year 2022-2023 carry-over projects; and reallocation of Fiscal Year 2022 unused American Rescue Plan (ARP) Funds back to the ARP Fund and budget additional Capital expenditures.

This item will come back in the Consent Agenda on the August 1, 2023 Regular City Council Meeting.

2. **Presentation and Discussion of an Ordinance Authorizing a Fiscal Year 2022-23 General Fund Budget Adjustment in the Amount of \$30,000.00 for the Purpose of Cleanup and Removal of Homeless Encampments within the City of Leon Valley (1st Read as Required by City Charter) - M. Moritz, Public Works Director**

This item was withdrawn by staff.

3. **Presentation and Discussion of an Ordinance Authorizing a Fiscal Year 2022-2023 General Fund Budget Adjustment in the amount of \$150,000 to the Economic Development Department to Provide Funding for the 0% Interest Business Loan Program (2nd Read, 1st read 7/18/2023) - R. Salinas, Director Of Economic Development**

Roque Salinas, Economic Development Director presented this item as a first read seeking City Council consideration of an ordinance authorizing a Fiscal Year 2022-2023 budget adjustment in the amount of \$150,000 to the Economic Development Department to provide funding for the 0% Interest Business Loan Program.

This item will come back in the Consent Agenda on the August 1, 2023 Regular City Council Meeting.

4. **Discussion and Possible Action on an Ordinance Amending Chapter 4, Business Regulations, Section 4.03 Alcoholic Beverages, by Adding 4.03.050 - Bring Your Own Beer (BYOB) Establishments (1st Read was Held on 7-18-2023) - R. Salinas, Director of Economic Development**

Roque Salinas, Economic Development Director presented this item as a first read seeking City Council consideration of an ordinance amending Chapter 4, Business

Regulations, Section 4.03 Alcoholic Beverages; and adding Section 4.03.050, Bring Your Own Beer (BYOB) Establishments.

This item will come back in the Regular Agenda on the August 1, 2023 Regular City Council Meeting.

5. **Presentation and Discussion Authorizing the City of Leon Valley, City Council to Amend the Leon Valley Code of Ordinances, Chapter 4 Business Regulations, by Adding Section 4.13 Hours Of Operations (1st Read as Required by City Charter) - R. Salinas, Director Of Economic Development**

Roque Salinas, Economic Development Director presented this item as a first read seeking City Council consideration of an ordinance amending Chapter 4, Business Regulations, by adding Section 4.13 Hours of Operations.

This item will come back in the Consent Agenda on the August 1, 2023 Regular City Council Meeting.

6. **Presentation and Discussion on an Ordinance Amending Article 1.06 Boards, Commissions and Committees Subsection 1.06.009 Economic and Community Development Advisory Committee (First Read as required by City Charter) - Dr. Caldera, City Manager**

Crystal Caldera, City Manager presented this item as a first read seeking City Council consideration of an ordinance amending Article 1.06, Boards, Commissions, and Committees, Subsection 1.06.009 Economic and Community Development Advisory Committee.

This item will come back in the Consent Agenda on the August 1, 2023 Regular City Council Meeting.

7. **Discussion and Possible Action on a Resolution Appointing Members to the Citizens Police Advisory Committee - S. Passailaigue, City Secretary**

Mayor Riley presented City Council with an item for the appointments of the Citizens Police Advisory Committee.

Councilor Benny Martinez stated he would like to reappoint Manuel Rubio and Darby Riley.

Councilor Philip Campos stated he would like to appoint Richard Blackmore and Andrea Roofe.

Mayor Chris Riley stated that since her appointee, Philip Campos is now on City Council, she would like to appoint Olen Yarnell to fill his vacancy.

A motion was made by Councilor Rey Orozco to appoint as presented. The motion was seconded by Councilor Benny Martinez.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco

This item will be placed on the August 1, 2023 Regular City Council Agenda for Council Place 5 appointments to be made.

**8. Discussion and Possible Action of a Resolution Appointing a Council Liaison to the Board of Adjustment for a Term of One-Year - S. Passailaigue, City Secretary**

Mayor Riley presented City Council with an item for the appointment of a Council Liaison to the Board of Adjustment.

A motion was made by Councilor Rey Orozco to reappoint Councilor Will Bradshaw to serve as Board of Adjustments, Council Liaison. The motion was seconded by Councilor Philip Campos.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco

**9. Discussion and Possible Action on a Resolution Appointing Members to the Economic and Community Development Advisory Committee - S. Passailaigue, City Secretary**

Mayor Riley presented City Council with an item for the appointments of the Economic and Community Development Advisory Committee.

Mayor Riley reappointed Roger Christensen and Kishore Kamaraju; and appointed Vera "Ann" Sawyer.

A motion was made by Councilor Benny Martinez to accept the appointments as stated. The motion was seconded by Councilor Rey Orozco.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco

**10. Discussion and Possible Action on a Resolution Appointing Members to the Library Advisory Board - S. Passailaigue, City Secretary**

Mayor Riley presented City Council with an item for the appointments of the Library Advisory Board.

Mayor Riley reappointed Clare Brown, Maryanna Christensen, and Patricia Birkhead.

A motion was made by Councilor Rey Orozco to accept the appointments as stated. The motion was seconded by Councilor Philip Campos.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco

**11. Discussion and Possible Action on a Resolution Appointing Members to the Planning & Zoning Commission - S. Passailaigue, City Secretary**

Mayor Riley presented City Council with an item for the appointments of the Planning & Zoning Commission.

Mayor Riley reappointed Edward Alonzo, Richard Blackmore, and Catherine Rowse; Moved Hilda Gomez into Place 3 position; and appointed Thomas Dillig as 1st Alternate.

This item will be brought back to consider David Perry's application as well as the removal of Kimberly Bohl as she has had poor attendance as requested by Councilor Benny Martinez and seconded by Councilor Rey Orozco.

A motion was made by Councilor Rey Orozco to accept the appointments as stated. The motion was seconded by Councilor Philip Campos.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco

**9. Citizens to be Heard**

None

**10. 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 requested a future item to discuss smoking in the Natural Area.

**11. Adjournment**

Mayor Riley announced that the meeting adjourned at 9:10 PM

**These minutes approved by the Leon Valley City Council on the 1st of August, 2023.**

**APPROVED**

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**CHRIS RILEY**  
MAYOR

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