



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, May 07, 2024 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  
Council Place 5 Will Bradshaw

Mayor Chris Riley called the meeting to order at 6:30 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: Abraham Diaz (Leon Valley); Jaime Avila (El Monte Barbeque); Jaime Avila, Sr. (El Monte Barbeque); and Mark Byrd (Leon Valley)

**3. Presentations**

**1. Discussion and Direction to Staff on a Proposed Park Survey - M. Moritz, Public Works Director**

Dr. Crystal Caldera, City Manager, began by saying that Roger Christensen, Park Commission Chair, would be giving this presentation on behalf of Melinda Moritz, Public Works Director, who was out on vacation.

Roger Christensen, Park Commission Chair, presented a proposed Park Survey in an effort to get input from City Council.

Councilor Josh Stevens said he would like to see an option in the "Add-ons" section for ranking of importance/priority.

Councilor Will Bradshaw would like a satisfaction option added; and agreed with Councilor Stevens suggestion of ranking items of importance/priority.

Councilor Benny Martinez agreed with Councilor Bradshaw's suggestion; and would like the graph removed; he does not want it mailed out but instead, made available for pick up at City Hall; and to keep it to one (1) page.

Councilor Rey Orozco asked Chair Christensen what the Park Commission wanted to see. Chair Christensen that he believes the main concern of the Park Commission is to be responsible to the park users and the residents of Leon Valley.

There was a consensus to send the survey out electronically. Dr. Crystal Caldera, City Manager stated that all the suggested changes would be made, and that staff would prepare it to go out to the residents.

Chair Christensen thanked the members of City Council for their continued support.

**2. Discussion and Direction to Staff - Amending an Ordinance to Allow On Site Sewage Facilities (Septic Tanks) on Properties Over One-Half Acre in Size - Dr. Crystal Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented an ordinance that would amend the City's Code of Ordinances to allow on-site sewage tanks on properties over one-half acre lots as requested by Councilor Josh Stevens.

Councilor Josh Stevens added that the reason this item is on the agenda is because the residents do not want high density development.

Those who spoke on this item were: John Hoyt (Leon Valley); and Abraham Diaz (Leon Valley)

Dr. Crystal Caldera, City Manager, will look into Texas Law on septic tanks; and have Melinda Moritz, Public Works Director look into SAWS water and sewer alignments.

**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 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, also stated that this week was Economic Development Appreciation Week and Professional Municipal Clerk's Week; and about the success of the recent hazardous waste collection.

### 1. Upcoming Important Events:

- **Regular City Council Meeting, Tuesday, May 21, 2024, at 6:30 PM, in City Council Chambers.**
- **Special City Council Meeting, Wednesday, May 15, 2024, at 7:30 AM, in City Council Chambers.**
- **Annual City-Wide Garage Sale, Saturday, May 25, 2024, from 8:00 AM to 6:00 PM.**
- **Big Rig Petting Zoo, Monday, June 07, 2024, from 10:30 AM to 12:00 PM, at Raymond Rimkus Park.**
- **Miscellaneous other events and announcements.**

### 2. Discussion on a City Council retreat to be held Saturday, June 1, 2024, or another convenient date, beginning at 9:00 a.m. – Dr. Crystal Caldera, City Manager

Dr. Crystal Caldera, City Manager, asked about the City Council Member's availability for a City Council/Manager Retreat to be held Saturday, June 1, 2024, or if any of them would like to suggest another date more convenient.

Councilor Rey Orozco replied that he would be out of town. Dr. Crystal Caldera, City Manager and Mayor Riley will review and bring back other dates and times for City Council consideration.

## 6. Consent Agenda

Councilor Rey Orozco motioned to approve the Consent Agenda as presented. Councilor Philip Campos seconded the motion.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

### 1. Discussion and Possible Action Approving of the Following City Council Minutes:

#### **S. Passailaigue, City Secretary**

- a. **04-16-2024 Regular City Council Meeting Minutes**
- b. **04-27-2024 Coffee with the Mayor and City Council Minutes**

### 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes: S. Passailaigue, City Secretary

- a. **03-14-2024 Park Commission Meeting Minutes**

- b. **10-24-2023 Capital Advisory Improvement Committee Meeting Minutes**
- c. **03-26-2024 Planning & Zoning Commission Meeting Minutes**

- 3. **Discussion and Possible Action on a Resolution of the City of Leon Valley, Texas, City Council for the Reappointment of Dr. Chichi Junda Woo as the Local Health Authority (LHA) for the City of Leon Valley - S. Passailaigue, City Secretary**
- 4. **Presentation, Discussion and Possible Action to Allow the Leon Valley Historical Society to install a five-eighths water meter and waive \$3,629.80 in impact fees - Dr. Crystal Caldera, City Manager**

## 7. Regular Agenda

- 1. **Presentation and Discussion on an Ordinance of the City of Leon Valley Accepting Grant Funds from the 2024 J. Frank Dobie Trust and Amending the General Budget of the City of Leon Valley, Texas Municipal Budget for the Fiscal Year 2023-2024 in the Amount of \$3,610 to Provide Funding for the Leon Valley Public Library to Purchase Additional Nonfiction Books for the Juvenile Collection (1st Reading as Required by City Charter) - R. Reed, Library Director**

Regina Reed, Library Director, presented an ordinance of the City of Leon Valley accepting grant funds from the 2024 J. Frank Dobie Trust and amending the General Budget of the City of Leon Valley, Texas Municipal Budget for the Fiscal Year 2023-2024 in the amount of \$3,610 to provide funding for the Leon Valley Public Library to purchase additional nonfiction books for the juvenile collection. This is the first reading of the ordinance as required by City Charter.

This item will be brought back for second read in the Consent Agenda of the May 21, 2024 Council Agenda.

- 2. **Presentation, Discussion, and Public Hearing to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances Chapter 14 Utilities to Add a Section 14.12 Impact Fees and Amending Appendix A Schedule of Fees Section A16 to Increase Water Impact Fees (1st Read as Required by City Charter) - M. Teague, Planning and Zoning Director**

Mindy Teague, Planning and Zoning Director, presented an ordinance amending the Leon Valley Code of Ordinances Chapter 14 Utilities to add a Section 14.12 Impact Fees and amending Appendix A Schedule of Fees Section A16 to increase Water Impact Fees.

James Hoelscher, PE , Ardurra, was also present and gave a presentation on the City of Leon Valley's Impact Fees.

Mayor Chris Riley opened the Public Hearing at 9:02 PM.

There being no public comment; Mayor Riley closed the Public Hearing at 9:02 PM.

**3. Presentation and Discussion of an Ordinance Authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the Amount of \$6,335.00, from the Public, Educational and Governmental (PEG) Restricted Fund Balance for the Purpose of Increasing the Economic Development Department Budget and Authorizing the City Manager to Execute an Agreement with Spectrum Enterprise for PEG Channel Service (1st Read as Required by City Charter) - R. Salinas, Director of Economic Development**

Mayor Chris Riley asked that this, and the next agenda item, be presented at the same time.

Roque Salinas, Economic Development Director, presented an ordinance authorizing a Fiscal Year 2023-24 General Fund Budget adjustment in the amount of \$6,335.00, from the Public, Educational and Governmental (PEG) Restricted Fund Balance for the purpose of increasing the Economic Development Department Budget and authorizing the City Manager to execute an agreement with Spectrum Enterprise for PEG Channel Service.

This item will be brought back for second read in the Consent Agenda of the May 21, 2024 Regular City Council Agenda.

**4. Presentation and Discussion of an Ordinance Authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the Amount of \$3,080.00 for the Purpose of Increasing the Economic Development Department Budget for PEG Channel Service till the End of the Fiscal Year 2024 (1st Read as Required by City Charter) - R. Salinas, Director of Economic Development**

Roque Salinas, Economic Development Director, presented an ordinance authorizing a Fiscal Year 2023-24 General Fund Budget Adjustment in the amount of \$3,080.00 for the purpose of increasing the Economic Development Department Budget for PEG Channel Service till the end of the Fiscal Year 2024.

This item will be brought back for second read in the Consent Agenda of the May 21, 2024 Regular City Council Agenda.

**5. Presentation, Discussion, and Possible Action on a Resolution to Authorize the City Manager to Enter into an Agreement with Burkett Media Management, LLC to Allow a Double-Sided Digital Billboard Adjacent to Loop 410 at 5902 Bandera in Exchange for a \$100,000 Beautification Impact Cost - Dr. Crystal Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented a Resolution to authorize the City Manager to enter into an agreement with Burkett Media Management, LLC to allow a double-sided digital billboard adjacent to Loop 410 at 5902 Bandera in exchange for a \$100,000 Beautification Impact Cost.

Mr. Bill Burkett of Burkett Media Management, LLC was present and answered questions from City Council Members.

Councilor Rey Orozco made a motion to approve Item 7.7 and to authorize the City Manager to enter into an agreement with Burkett Media Management, LLC to allow a double-sided digital billboard adjacent to Loop 410 at 5902 Bandera in exchange for a \$100,000 Beautification Impact Cost. Councilor Will Bradshaw seconded the motion.

Voting Yea: Council Place 1 Martinez, Mayor Pro Tem, Council Place 2 Stevens, Council Place 3 Campos, Council Place 4 Orozco, Council Place 5 Bradshaw

The motion passed unanimously.

**6. Discussion and Possible Action on an Ordinance to Amend Article 3.04 of the Leon Valley Code of Ordinance - Sign Ordinance (1st Read was Held on 4-16-2024) - R. Salinas, Director of Economic Development**

Roque Salinas, Economic Development Director, presented an ordinance to amend Article 3.04 of the Leon Valley Code of Ordinance - Sign Ordinance.

Mayor Riley expressed her concern with "wind waver signs", saying that there should be limits to which Mr. Salinas replied that there is one (1) per business allowed; and not in the right-of-way.

Councilor Philip Campos made a motion to approve as presented. 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, Council Place 5 Bradshaw

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.**

Councilor Will Bradshaw requested an item to discuss the cost of the Lion's Roar. Dr. Crystal Caldera, City Manager, informed him that he would hear more about it during the proposed Fiscal Year 2025 budget presentations.

Mayor Chris Riley requested an item to discuss a city-wide neighborhood watch or similar type of meeting where people can speak about safety concerns. Dr. Crystal Caldera, City Manager replied that she will put together a Fact Sheet and bring it to the next Coffee.

**9. Citizens to be Heard**

Those who spoke at this time were: Emiliano Saldana (Boy Scout Troop 405) and Sebastian Saldana (Cub Scout)

**10. Adjournment**

Mayor Riley announced that the meeting adjourned at 9:59 PM

**These minutes were approved by the Leon Valley City Council on the 21st of May, 2024.**

**APPROVED**

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**CHRIS RILEY**  
MAYOR

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

DRAFT