



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, January 16, 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  
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 6:04 PM and announced that a quorum of City Council was present in Council Chambers.

Mayor Riley asked Councilor Benny Martinez to lead the Pledge of Allegiance.

**2. Citizens to be Heard**

None

**3. Presentations**

**1. Presentation of a Proclamation Recognizing January 13-28, 2024 as "Health For Humanity = Yogathon Days" - Mayor Chris Riley**

Mayor Chris Riley spoke briefly about the proclamation and stated she would give the Yoga person the proclamation if and when they showed up tonight; or mail it to them.

**2. Presentation and Discussion of the Monthly Financial Report Ending December 31, 2023 - C. Goering, Finance Director**

Carol Goering, Finance Director presented the Monthly Financial Report which end December 31, 2023.

**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 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 added.

**1. Upcoming Important Events:**

**Regular City Council Meeting, Tuesday, February 06, 2024, at 6:30 PM, in City Council Chambers.**

**City Offices and Municipal Court will be closed Monday, January 15, 2024 in observance of Martin Luther King Day. All will re-open on Tuesday, January 16, 2024.**

**Filing for a Place on the May 04, 2024 City of Leon Valley, General Election for Council Place 2, Council Place 4, and Mayor begins Wednesday, January 17, 2024 through 5:00 PM on Friday, February 16, 2024.**

**Annual Town Hall Meeting, Saturday, January 27, 2024, at the Leon Valley Conference Center.**

**Miscellaneous other events and announcements.**

**6. Consent Agenda**

Councilor Benny Martinez requested that Item 6.4 be pulled from the agenda.

Councilor Rey Orozco motioned to approve the remaining Consent Agenda items 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.

- 1. Discussion and Possible Action Approving of the Following City Council Minutes:**
  - a. 12-19-2023 Regular City Council Meeting Minutes**
  
- 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
  - a. 02-28-2023 Bandera Road Groundwater Plume Superfund Site Community Advisory Group (CAG) Meeting Minutes**
  - b. 11-08-2023 Earthwise Living Committee Meeting Minutes**
  
- 3. Discussion and Possible Action on an Ordinance Granting a Zone Change From B-2 Retail with Sustainability Overlay (SO) Zoning District to B-2 Retail on an Approximately 2.32-acre Tract of Land Located off Grissom Rd, Being Lots 4 and 5, Block 102, CB 4433, Timberhill Apartments Subdivision (1st Read was Held 12-19-2023) - M. Teague, Planning and Zoning Director**
  
- 4. Discussion and Possible Action of the Quarterly Investment Report for the Quarter Ended December 31, 2023 - C. Goering, Finance Director**

Councilor Benny Martinez motioned to approve Agenda Item 6.4 as presented. 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.

- 5. Presentation, Discussion, and Possible Action on a Resolution of the City Council of the City of Leon Valley, Texas, Granting the City Manager the Authority to Waive Open Record Charges for Requests for Waivers \$200 or Less - S. Passailaigue, City Secretary**

Saundra Passailaigue, City Secretary presented the proposed resolution authorizing the City Manager to waive open record request for fee waivers of up to \$200.

Those who spoke on this item were: Erick Matta (Leon Valley)

Councilor Benny Martinez motioned to approve as presented. 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

## **7. Regular Agenda**

- 1. Discussion and Possible Action to Authorize the City Manager to Approve a Proposal for Design Services to Renovate the Forest Oaks Community Swimming Pool Facility - Melinda Moritz, Public Works Director**

David Dimaline, Assistant Public Works Director presented the item that if approved, would authorize the City Manager to approve a proposal for Design Services to renovate the Forest Oaks Community Swimming Pool Facility.

Councilor Rey Orozco motioned to approve as presented. Councilor Josh Stevens 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.

**2. Presentation, Discussion, and Possible Action to Give Staff Direction on the Scope of Work for the Huebner Creek Channel Improvement Project - M. Moritz, Public Works Director**

David Dimaline, Assistant Public Works Director presented this item seeking direction for staff, on the scope of work for the Huebner Creek Channel Improvement Project.

Those who spoke on this item were: Erick Matta (Leon Valley)

Councilor Will Bradshaw motioned to have the City Manager schedule a hydrologist at a future date. 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.

**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 Benny Martinez requested an item be added to a future agenda to have UPS, FedEx, and Amazon to give a presentation on their procedures. There was not a second so the item will not be added per City policy.

**1. 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.**

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

Mayor Riley read aloud the agenda caption for Item 9.1 and 9.2.

The City Council went into Executive Session at 7:30 PM

- 1. Pursuant to Texas Government Code, Chapter 551, 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. Civil Action No. 5:21-cv-00381-OLG, Vitra D. Frederick v. City of Leon Valley. In the United States District Court or the Western District of Texas San Antonio Division
- 2. Pursuant to Texas Government Code, Chapter 551, Section 551.074 Personnel Matters: Regarding the Annual Review of the City Manager as Outlined in the Employment Agreement

**10. Reconvene into Regular Session**

The City Council reconvened into Open Session at 9:27 PM

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

Councilor Will Bradshaw motioned to increase Dr. Caldera's salary by 8% and to increase her retirement to \$23,000. Councilor Rey Orozco 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.

There was no action taken on agenda Item 9.1


**12. Adjournment**

Mayor Riley announced that the meeting adjourned at 9:28 PM

**These minutes approved by the Leon Valley City Council on the 6th of February, 2024.**

**APPROVED**

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

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

