



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, September 03, 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  
Council Place 2 Betty Heyl  
Mayor Pro-Tem, 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 the City Council was present in Council Chambers.

Mayor Riley asked Councilor Rey Orozco 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 Drew Power

### 3. Presentations

#### 1. **Presentation of a Certificate of Congratulations to Kim E. Webster, Founder and Director of A Place For Kids Learning Center - Mayor Chris Riley**

Mayor Chris Riley presented a Certificate of Congratulations to Kim E. Webster, Founder and Director of A Place For Kids Learning Center for twenty-nine years of service.

#### 2. **Presentation of an Administrative Conformity of the Statement of the Appointed Officer and the Oath of Office to Presiding Municipal Court Judge Lawrence G. Morales and Municipal Court Judge Leslie C. Kassahn.**

Dr. Crystal Caldera, City Manager, requested that this item be immediately followed by Agenda Item 7.6. Mayor Chris Riley obliged.

Mayor Chris Riley administered the Oath of Office to Presiding Municipal Court Judge Lawrence G. Morales and Municipal Court Judge Leslie C. Kassahn.

#### 3. **Discussion and Possible Action on a Resolution as Required by City Ordinance Section 7.01.003 (c) that Requires Judges Compensation be Established by a Contract as Approved by the City Council - T. Arizola, Municipal Court Administrator**

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

The motion was made by Mayor Pro-Tem, Council Place 3 Campos, seconded by Council Place 4 Orozco.

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

#### 4. **Presentation and Discussion Over the Allocation of Personnel Share Back to the General Fund - Dr. Crystal Caldera, City Manager**

Dr. Crystal Caldera, City Manager, gave a brief presentation on the allocation of \$244,000 of personnel shared services from the Enterprise Fund back to the General Fund. This item was at the direction of the City Council from the August 20, 2024, City Council meeting.

#### 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 that there would be a Special City Council meeting on Saturday, October 19th at 9:00 AM to discuss water and sewer rates; and that Mindy Teague, Planning & Zoning Commission Director, has resigned and that we are advertising for the position, two members of City Council are able to participate in the interviews for this position - please email if interested in doing so.

### 1. Upcoming Important Events:

- **Regular City Council Meeting, Tuesday, September 17, 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.

The motion was made by Council Place 4 Orozco and seconded by Mayor Pro-Tem, Council Place 3 Campos.

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

1. **Discussion and Possible Action Approving of the Following City Council Minutes:**
  - a. **08-20-2024 Regular City Council Meeting Minutes**
2. **Presentation, Discussion and Possible Action a Resolution Giving the City of Leon Valley's Eight (8) Votes to NISD for the Bexar Appraisal District Board of Directors for the 2025 Term - Chris Riley, Mayor**
3. **Discussion and Possible Action of a Resolution of the City of Leon Valley, TX., City Council Appointing Members to the Board of Adjustment - S. Passailaigue, City Secretary**

4. **Discussion and Possible Action on an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 6 Health and Sanitation, Article 6.03 Weeds, High Grass, and Debris, Section 6.03.002 Prohibited Conditions, (a) to Mandate the Removal of Dead Trees (1st Read was Held 08-06-2024) - M. Moritz, Public Works Director**

## 7. Regular Agenda

1. **Presentation, Public Hearing, and Possible Action to Consider Approval of a Plat of Approximately 2.238-Acres of Land, Being P-8, Abstract 317, CB 4431 to Lots 12 & 13, Block 11, CB 4431, Leon Valley Addition Subdivision, Located at 6301 Sawyer Rd, With a Variance Request to Not Build a Sidewalk - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented the item.

Mayor Chris Riley opened the Public Hearing at 7:08 PM.

Those who spoke were Erick Matta and Drew Power.

There being no further public comment, Mayor Riley closed the Public Hearing at 7:10 PM.

The motion was made by Council Place 1 Martinez and seconded by Council Place 5 Bradshaw.

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

2. **Presentation, Discussion, and Possible Action of a Request by Burkett Media for a Variance to Chapter 3 Building Regulations, Article 3.04 Signs, Section 3.04.011 On-Premises Signs, (3) Sign height, (D) 60 feet on Expressway Frontage Roads, to Allow a 75-Foot-High Sign, Located at 5920 Bandera Rd - R. Salinas, Economic Development Director**

Roque Salinas, Economic Development Director, presented the item.

Applicant Beau Burkett was present to answer questions.

The motion was made by Mayor Pro-Tem, Council Place 3 Campos, and seconded by Council Place 1 Martinez.

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

3. **Presentation, Discussion and Possible Action - Preliminary Acceptance of Public Improvements at Poss Landing Subdivision, Located at 7213 Huebner - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented the item.

The motion was made by Council Place 4 Orozco and seconded by Mayor Pro-Tem, Council Place 3 Campos.

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

**4. Presentation and Discussion on an Ordinance Authorizing a Budget Adjustment to the General Fund Budget for Fiscal Year of 2023-2024 on Behalf of the Earthwise Living Committee (1st Read as Required by City Charter) - C. Miranda, Community Relations Director**

Crystal Miranda, Community Relations Director, presented the item.

Those who spoke were Erick Matta.

There was a consensus to change the requested amount to \$2,500.00 instead of the requested amount of \$5,000.00.

There was a consensus among members of the City Council to place this on September 17, 2024, on the Consent Agenda.

**5. Presentation and Discussion to Consider Approval of an Ordinance Authorizing a Budget Adjustment in the Amount of \$696,758.00 from the Enterprise Fund Balance and \$320,000 from the General Fund Balance to Purchase 100 Acre Feet of Water Rights (1st Read as Required by City Charter) - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented the item.

There was a consensus among members of the City Council to place this on September 17, 2024, on the Regular Agenda.

**6. Presentation and Discussion to Consider Approval of an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 7 Permitted Use Table, Section 15.02.381 - Permitted Use Table, To Regulate the Location of CBD Retail Establishments (1st Read as Required by City Charter) - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented the item.

There was a consensus among members of the City Council to place this on September 17, 2024, on the Consent Agenda.

**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 Rey Orozco asked Dr. Crystal Caldera, City Manager, to send an update on the Veteran's Memorial to members of the City Council but added that he did not want it on the agenda just yet.

**9. Adjournment**

Mayor Riley announced that the meeting adjourned at 8:19 PM

**These minutes were approved by the Leon Valley City Council on the 17th of September, 2024.**

**APPROVED**



**CHRIS RILEY  
MAYOR**

**ATTEST:**



**SAUNDRA PASSAILAIGUE, TRMC  
CITY SECRETARY**

