



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, November 21, 2023 at 6:00 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 4 Rey Orozco  
Council Place 5 Will Bradshaw

**EXCUSED**

Council Place 3 Philip Campos

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

Mayor Riley asked Councilor Rey Orozco to lead the Pledge of Allegiance.

Mayor Riley reintroduced City Attorney Art Rodriguez.

**2. Citizens to be Heard**

Those who spoke at this time were: Sharon Hendricks (Leon Valley); and Kathy Hill (Leon Valley)

Mayor Chris Riley asked if there were any objections to moving Agenda Item 7.1 up to this point in the meeting. There were no objections.

### 3. Regular Agenda

#### 1. **Presentation, Discussion, and Possible Action to Approve a Plat with Requested Variances on 9.1810 Acre Tract of Land, Being P-4A, ABS 530, CB 4432 and Being Platted as the Trilogy Subdivision, Consisting of 67 Residential Lots, Located at the Intersection of Evers, and Seneca Drive - M. Teague, Planning and Zoning Director**

Mindy Teague, Planning and Zoning Director presented a plat along with requested variances on 9.1810-acre tract of land, being P-4A, ABS 530, CB 4432 and being platted as the Trilogy Subdivision, consisting of 67 residential lots. This property is located at the intersection of Evers and Seneca Drive.

Drake Thompson of Texas Homes was present to answer questions.

Councilor Benny Martinez motioned to approve as presented. Councilor Rey Orozco seconded the motion.

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

The motion unanimously passed.

### 4. Presentations

#### 1. **Presentation, Discussion, and Direction on the Huebner Creek Erosion Control Project - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director gave a presentation on the Huebner Creek Erosion Control Project.

Mayor Chris Riley encouraged all members of City Council to take a "field trip" to see the trees that are tagged for removal.

There was a consensus to go through the Natural Area as a special meeting and to have the area staked out for that walk. A date will be set soon.

#### 2. **Presentation, Discussion, and Possible Direction on Pool Repairs and Possible Closures – Dr. Crystal Caldera, City Manager**

Dr. Crystal Caldera, City Manager, gave a presentation on the current City swimming pools and their needed repairs. Dr. Caldera, City Manager also spoke about possible pool closures seeking direction from City Council.

Councilor Rey Orozco motioned to allow the city manager to research closing the Community Pool, and what improvements can be made to the Forest Oaks Pool for summer. Councilor Josh Stevens seconded the motion.

Councilor Josh Stevens also suggested that moving forward, the non-citizens membership fee be increased.

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

The motion unanimously passed.

- 5. 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 members of City Council.

**6. City Manager's Report**

Dr. 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. Dr. Caldera added that the Blue Santa Project is underway and for everyone to be on the lookout for the blue barrels about town. Please donate by dropping off items in the barrels or make a donation using the posted QR Codes.

**1. Upcoming Important Events:**

**Regular City Council Meeting, Tuesday, December 05, 2023, at 6:30 PM, in City Council Chambers.**

**City Offices and Municipal Court will be closed Thursday, November 23, 2023 and Friday, November 24, 2023 in observance of the Thanksgiving Holiday.**

**Breakfast with Santa, Saturday, December 02, 2023, from 8:00 AM to 10:30 AM, at the Leon Valley Public Library.**

**Lighting of the Christmas Tree and Celebration, Monday, December 04, 2023, at 6:00 PM, in the grassy area outside of the Leon Valley Conference Center.**

**Miscellaneous other events and announcements.**

**7. Consent Agenda**

Councilor Rey Orozco motioned to approve the Consent Agenda as presented. Councilor Josh Stevens seconded the motion.

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

The motion unanimously passed.

- 1. Discussion and Possible Action Approving of the Following City Council Minutes:**  
**a. 11-07-2023 Regular City Council Meeting Minutes**

2. **Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
    - a. **06-29-2022 Board of Adjustment Minutes**
    - b. **04-13-2023 Library Advisory Board Meeting Minutes**
  3. **Presentation and Discussion of the Monthly Financial Report Ending October 30, 2023 - C. Goering, Finance Director**
  4. **Presentation, Discussion, and Possible Direction Authorizing the City Council to Amend the Leon Valley Code of Ordinance, Chapter 11- Taxation, by Adding 11.05 – Short Term Rentals- Occupancy Tax -Article 11.05 – Short Term-Rentals-Occupancy Tax (1st Read was Held 11-07-2023) - R. Salinas, Director Of Economic Development**
  5. **Presentation, Discussion, and Possible Action of an Ordinance Revising Chapter 15 Zoning, Division 3 Administration, Section 15.02.103 Certificate of Occupancy, to Require a Complete and Accurate Application and Owner Affidavit for a Certificate of Occupancy (C of O) - (1st Read was Held 11-07-2023) - R. Salinas, Economic Development Director**
  6. **Discussion and Possible Action on a Resolution of the City of Leon Valley, TX., City Council Appointing Gregory Meffert as Alternate to the Leon Valley Planning & Zoning Commission - Mayor Chris Riley**
  7. **Presentation, Discussion and Possible Action a Resolution Giving the City of Leon Valley's Seven (7) Votes to Dave Gannon (NISD) for the Bexar Appraisal District Board of Directors for the 2024 Term - Chris Riley, Mayor**
8. **Regular Agenda**
1. **Discussion, Presentation, and Possible Action on an In-Kind Grant Application for Tax Aide Services through AARP**

Crystal Miranda, Community Relations Director presented this item seeking approval of an In-Kind Grant to hold Tax Aide Services as requested by AARP.

Councilor Benny Martinez motioned to approve with the exception of the set-up fee. Councilor Will Bradshaw seconded the motion.

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

The motion unanimously passed.
  2. **Presentation and Possible Action on an Ordinance Authorizing Budget Adjustments for the FY 2023-2024 Council Approved Economic Development and General Fund in the amount of \$675,046, Enterprise Fund in the amount of \$1,577,930, Street Maintenance Fund in the amount of \$1,349,498, Traffic Safety**

**Fund in the amount of \$86,830, and Community Center Fund in the amount of \$12,000 for Capital and Rollover Projects (1st Reading was held on 11-21-2023) - C. Goering, Finance Director**

Carol Goering, Finance Director presented an ordinance authorizing budget adjustments for the FY 2023-2024 Council Approved Economic Development and General Fund in the amount of \$675,046, Enterprise Fund in the amount of \$1,577,930, Street Maintenance Fund in the amount of \$1,349,498, Traffic Safety Fund in the amount of \$86,830, and Community Center Fund in the amount of \$12,000 for Capital and Rollover Projects.

This item will be brought back for a second read, on the December 05, 2023 Consent Agenda.

**3. Presentation, Discussion and Possible Action Adding Topics to the January 27, 2024, Annual Town Hall Meeting - Mayor Chris Riley**

Dr. Crystal Caldera, City Manager presented the Draft Annual Town Hall Meeting Agenda in an effort to get input from City Council.

There was a consensus to remove Item E. Water Rates, and Item H. Strategic Goals and to have these as future Work Session topics.

The agenda was finalized and "ready to go".

**4. Discussion and Possible Action on a Resolution Authorizing the City Manager to Enter into a Lease Agreement with Poppy's Café for the Rental of the Kinman House Located at 6417 Evers Road - R. Salinas, Director of Economic Development**

Roque Salinas, Economic Development Director presented a resolution authorizing the City Manager to enter into a lease agreement with Poppy's Café for the rental of the Kinman House located at 6417 Evers Road.

Councilor Rey Orozco motioned to approve as presented. Councilor Benny Martinez seconded the motion.

Voting Yea: Council Place 1 Martinez, Council Place 4 Orozco, Council Place 5 Bradshaw

Voting Nay: Mayor Pro Tem, Council Place 2 Stevens

The motion passed.

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

Saundra Passailaigue, City Secretary presented the proposed 2024 Calendar of Events for the Mayor and City Council members.

After a brief discussion, Councilor Josh Stevens motioned to cancel the January 02, 2024, June 18, 2024, July 02, 2024, and the October 01, 2024 Regular Scheduled City Council Meetings. Councilor Rey Orozco seconded the motion.

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

The motion unanimously passed.

**6. Discussion and Possible Action on a Resolution of the City Council of the City of Leon Valley, Texas, Waiving Open Records Fees for Open Record Request Or-2023-363 - S. Passailaigue, City Secretary**

Saundra Passailaigue, City Secretary presented a resolution on behalf of Red Tree Media Production to waive the \$143 fees for open records request 2023-363.

Councilor Will Bradshaw motioned to waive the \$143.00 fees as requested. Councilor Josh Stevens seconded the motion.

Voting Yea: Mayor Pro Tem, Council Place 2 Stevens, Council Place 4 Orozco, Council Place 5 Bradshaw

Voting Nay: Council Place 1 Martinez

The motion passed.

**9. 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.**

None

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

- 1. Pursuant to Texas Government Code, Chapter 551, Section 551.072, Deliberations on Real Property: 6503 Samaritan Drive, Leon Valley, Texas, 78238, (CB 4430 P-15: 2.137 acres, P-16: 6.391 acres & P-16A: 1.0 acre, ABS432), Various Parcels located William Rancher, Grass Hill, Samaritan, and Aids Drive BCAD Parcel Identification No.’s 217816, 217817, 217818, 217819, 217820, 217281, 217838, 217840,217843 (21 Acres)**

Mayor Riley read aloud the agenda caption for Item 9.1.

The City Council went into Executive Session at 8:03 PM

**11. Reconvene into Regular Session**

The City Council reconvened into Open Session at 8:52 PM



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

Councilor Josh Stevens motioned to have the city manager prepare a presentation from with the two (2) developers and their planned development including getting citizen feedback for the Annual Town Hall Meeting in January of 2024. Councilor Rey Orozco seconded the motion.

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

The motion unanimously passed.

**13. Adjournment**

Mayor Riley announced that the meeting adjourned at 8:53 PM

**These minutes approved by the Leon Valley City Council on the 5th of December, 2023.**

**APPROVED**

*Chris Riley*  
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**CHRIS RILEY**  
MAYOR

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

