



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, August 15, 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  
Mayor Pro Tem, Council Place 2 Josh Stevens  
Council Place 3 Philip Campos  
Council Place 4 Rey Orozco  
Council Place 5 Will Bradshaw

**EXCUSED**

Council Place 1 Benny Martinez

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 with the exception of Councilor Benny Martinez who is excused.

Mayor Riley asked Councilor Will Bradshaw to lead the Pledge of Allegiance.

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

Mayor Riley read aloud the agenda caption for Item 2.1 and 2.2.

The City Council went into Executive Session at 6:01 PM

- 1. Section 551.087 Deliberation Regarding Economic Development Negotiations; Closed Meeting. RE: City of Leon Valley, Texas and Mom and Son, LLC located at 6430 Bandera Road Suite 89**
- 2. City Council shall meet in executive session pursuant to Texas Government Code, Chapter 551, Section 551.072, Deliberations on Real Property: 6602 Peachtree sale offer.**

**3. Reconvene into Regular Session**

The City Council reconvened into Open Session at 6:32 PM

**4. Citizens to be Heard**

Those who spoke at this time were: Rita Kelmer (Realtor)

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

None taken at this time.

There was a consensus among members of City Council to move Agenda Item 10.2 up on the agenda at this time.

**6. Regular Agenda**

- 1. Presentation, Discussion, and Possible Action to Expend Economic and Community Development Funds in the Amount Not to Exceed \$7,500 to Purchase a Variety of Commercial Kitchen Equipment to Start a New Bakery in Leon Valley - R. Salinas, Director of Economic Development**

A motion was made by Councilor Will Bradshaw to approve the grant for up to \$10,000 to be used for kitchen equipment. The motion was seconded by Councilor Rey Orozco.

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

- 2. Presentation, Public Hearing, and Possible Action to Approve a Replat with Requested Variances, on an Approximately 0.854-acre Tract of Land, Being the North 133.20 Feet of Lot 7, CB 4445L, Dirt V-Murchison-Huebner Subdivision - M. Teague, Planning and Zoning Director**

Mayor Chris Riley opened the Public Hearing at 6:58 PM

There being no public comment; Mayor Riley closed the Public Hearing at 6:59 PM

A motion was made by Councilor Philip Campos to approve as presented. The motion was seconded by Councilor Rey Orozco.

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

## 7. Presentations

### 1. Presentation and Discussion of the Proposed Budget for FY 2024 - Dr. Caldera, City Manager

Crystal Caldera, City Manager presented the Proposed Fiscal Year 2024 Budget pointing out the following changes from the first budget workshop:

Items added or deleted from the General Fund:

**Manager and Council budget** - \$75,000 added for a staffing utilization study; reduced the TML retainer fee to \$10,000; and reduced the printing fees to \$6,750.

**Library budget** - \$3,000 was added for patio fans; \$50,000 was removed for a circulation desk; and \$5,000 was removed for Hot Spots; removed \$51,297 for a part-time aid but does include funds for a full-time aid.

**Police budget** - \$65,000 was removed for a detective vehicle; and \$65,000 was removed for a patrol vehicle but added to Traffic Safety; reduced animal boarding to \$6,000; and reduced repairs and maintenance external to \$6,000.

**Fire budget** - \$32,000 was removed for a UTV; \$15,000 was removed for covered parking; and \$131,362 was removed from the MIH position; removed \$10,375 from Lexipol Policies & Procedures; removed \$22,000 from Lexipol initial setup; and reduced repairs and maintenance external to \$20,000.

**Public Works budget** - \$80,000 removed for a Boom Truck; and \$20,000 was removed for an ATV; reduced other contractual to \$10,000; reduced PPE to \$8,000; and reduced repairs and maintenance external to \$30,000.

**Special Events budget** - \$28,000 was removed for the Jazz Festival.

**Parks budget** - \$20,000 was removed for a Merry-go-Round; \$100,000 was removed for a dog park; and \$107,000 was added for a Hike & Bike Trail sprinkler system; and reduced other undefined materials and supplies to \$10,000.

**Municipal Court budget** - \$10,600 credit card processing fee was reduced.

**IT budget** - \$400 was removed for DotGov.; and \$72,000 was removed for Microsoft Office 365 G5 License.

**Planning & Zoning budget** - Reduced inspections to \$84,956; and reduced engineering fees to \$15,000.

**Water budget** - removed \$150,000 for a backhoe.

Also discussed were revenue highlights which included: Operating Revenue of \$13,584,907 which is an increase over FY 2023 of \$1,250,882. City Manager Caldera stated that in order to fund the FY 2024 General Fund Budget, she is proposing a tax rate of \$0.484739 cents per \$100 valuation, which is the same as last year. Next was

the expenditure highlights: Operating expenditures of \$14,241,551 for personnel, supplies, contractual, and Hike & Bike Trail for an increase of \$954,765; Capital expenditures of \$2,689,390 which is an increase of \$2,602,465.

City Manager Caldera also discussed the following:

**Enterprise Fund** which is a balanced budget with revenues of \$5,260,372; operating expenses of \$3,704,267; transfer out for debt service of \$105,363; transfer out for personnel services of \$1,380,646; Capital of \$914,382.

**Traffic Safety Capital**, \$80,000 for a command vehicle; \$61,000 for a Jaws of Life; \$149,738 for an in-car camera system; \$195,000 for 3 patrol vehicles; \$20,000 for a school zone motherboard.

**American Rescue Plan Capital**, \$330,000 for an ambulance; and \$224,382 for Wurzbach sewer mains.

**Crime Control & Prevention budget** is balanced with \$408,800 in operating revenue, and \$352,711 in operating expenditures. This budget funds the salary and benefits for 50% of the Assistant Police Chief, one (1) patrol car; and one (1) Investigations sergeant.

**Community Center Fund** is a balanced budget with \$1,234 use of the fund balance; operating revenues of \$155,454; operating expenditures of \$156,688; and capital of \$60,000. Community Center Capital is \$60,000 for the kitchen.

**Special Revenue Funds:** Grant, Building Security, Child Safety, Municipal Court Technology, Debt Service, Police Forfeiture, Capital were also briefly discussed.

**Personnel:** a 2% merit increase to qualifying employees on their anniversary date; longevity pay for qualifying, full-time employees; No cost of living increase; funds City's medical, dental, vision and life insurance coverage; employee medical insurance at no cost to employee not their dependent; funds retirement at 19.86% effective January 1, 2024; Christmas Holidays will be December 22, 2023 to January 1, 2024.

City Manager Caldera concluded the presentation saying that there will be a public hearing and formal adoption of the budget on September 5, 2023 along with a first reading of the Tax Rate ordinance; followed by a public hearing and formal adoption of the Tax Rate on September 19, 2023

**2. Presentation and Discussion Overview of the 2023 Tax Rate - Dr. Caldera, City Manager**

Crystal Caldera, City Manager presented an overview of the 2023 Tax Rate.

**3. Discussion and Possible Action to Award the Fiscal Year 2024 Group Insurance Bid for Employee Medical, Dental, and Life Insurances provided by Gallagher Benefit Services - L. Hernandez, HR Director**

Lisa Hernandez, HR Director presented an item seeking City Council approval to award the Fiscal Year 2024 Group Insurance Bid for employees medical, dental, and life insurance provided by Gallagher Benefit Services.

A motion was made by Councilor Will Bradshaw to adopt as presented. The motion was seconded by Councilor Rey Orozco.

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

**4. Presentation, Discussion, and Possible Action to Create a New Economic Development Program to Demolish and Clear Vacant Lot(s) for Redevelopment - R. Salinas, Director of Economic Development**

Roque Salinas, Economic Development Director presented an item seeking City Council approval to create a new Economic Development Program to demolish and clear vacant lots for redevelopment.

A motion was made by Councilor Philip Campos to accept as presented. The motion was seconded by Councilor Josh Stevens.

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

**8. 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 City Council Members.

**9. 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, September 05, 2023, at 6:30 PM, in City Council Chambers.**

**City Offices and Municipal Court will be closed on Monday, September 04, 2023 in observance of Labor Day.**

**National Night Out, Tuesday, October 04, 2023. Deadline to register your event is Thursday, September 28, 2023. More information is located at <https://www.leonvalleytexas.gov/police/page/national-night-out>**

**Miscellaneous other events and announcements.****10. Consent Agenda**

A motion was made by Councilor Rey Orozco to approve Consent Agenda Items 9.1 through 9.10 as presented. The motion was seconded by Councilor Philip Campos.

Voting Yea: Mayor Pro Tem, Council Place 2 Stevens, 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. 08-01-2023 Regular City Council Meeting Minutes**
- 2. Presentation and Discussion of the Monthly Financial Report Ending July 31, 2023  
- C. Goering, Finance Director**
- 3. Discussion and Possible Action of the Quarterly Investment Report for the Quarter Ended June 30, 2023 - C. Goering, Finance Director**
- 4. Discussion and Possible Action on an Ordinance Authorizing the City Manager to enter into an agreement with Stephen Barscewski for Health Inspection Services (1st Read was Held on 08-01-2023) - C. Caldera, City Manager**
- 5. Discussion and Possible Action on an Ordinance Authorizing the City Manager to enter into an Agreement with BB Inspections for Building Inspections and plan review services (1st Read was Held 08-01-2023) - C. Caldera, City Manager**
- 6. Discussion and Possible Action to Consider Accepting a Bid and Authorizing the City Manager to Enter into a Contract with Ram Utilities, in the Amount of \$249,250.60, With \$37,387.59 for Contingency (15%), and to Approve an Ordinance Authorizing a Budget Adjustment in the Amount of \$150,159.00, for the CDBG Wurzbach Rd Sewer Main Replacement Project Segment 1 (1st Read was Held on 08-01-2023) - D. Dimaline, Assistant Public Works Director**
- 7. Presentation and Discussion to Consider Accepting a Bid and Authorizing the City Manager to Enter into a Contract with H.L. Zumwalt Construction, in the Amount of \$1,173,476.52, With \$176,021.48 for Contingency (15%), and to Approve an Ordinance Authorizing a Budget Adjustment in the Amount of \$551,100.00, for the Year 6 Street Maintenance Project (1st Read was Held on 8/1/23) - D. Dimaline, Assistant Public Works Director**
- 8. Discussion and Possible Action to Consider Awarding a Bid and Authorizing the City Manager to Enter into a Contract with The Levy Company, in the Amount of \$75,504.00, With \$11,326 for Contingency (15%), and Approving an Ordinance Authorizing a Budget in the Amount of \$86,830, for the Huebner Road School Zone Project (1st Read was Held on 08-01-2023) - D. Dimaline, Assistant Public Works**

9. **Presentation, Discussion, and Possible Action to Consider Approval of a Request by Spirit Halloween for a Variance to Chapter 3 Building Regulations, Article 3.04 Signs, Section 3.04.013 Temporary signs, (b), to Display a Temporary Sign for Longer Than Allowed by the Code, Located at 6808 Huebner Rd - M. Teague, Planning and Zoning Director**

10. **Presentation, Discussion, and Possible Action on a Resolution Appointing an Alternate to the Planning & Zoning Commission - Mayor Chris Riley**

11. **Citizens to be Heard**

None

12. **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.**

13. **Adjournment**

Mayor Riley announced that the meeting adjourned at 8:15 PM

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

**APPROVED**

  
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**CHRIS RILEY**  
MAYOR

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

