



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, December 05, 2023 at 6:00 PM

**AGENDA**

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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**
- 2. Citizens to be Heard**
- 3. Presentations**
  1. Workshop – Presentation, Discussion and Possible Direction on Water Rates Presentation Provided by Waterworth, Water Rate Consultant - Calvin Coles, Customer Success Manager, Waterworth/Muniworth
  2. Presentation, Discussion, and Possible Action Seeking Input from Council for an Application to Provide Scholarships to John Marshall Students.- R. Salinas, Director of Economic Development.
- 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.
- 5. City Manager's Report**
  - 1. Upcoming Important Events:**

**Regular City Council Meeting, Tuesday, December 21, 2023, at 6:30 PM, in City Council Chambers.**

**City Offices and Municipal Court will be closed Friday, December 22, 2023 through Monday, January 01, 2024 in observance of Christmas, Winter Closure, and New Year's Day. All will re-open on Tuesday, January 02, 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**

1. Discussion and Possible Action Approving of the Following City Council Minutes:
  - a. 11-21-2023 Regular City Council Meeting Minutes
  
2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
  - a. 10-24-2023 Planning & Zoning Commission Meeting Minutes
  
3. Discussion and Possible Action Excusing Councilor Philip Campos from the November 21, 2023 Regular City Council Meeting in Accordance with the City of Leon Valley Charter, Article III. - The City Council and Mayor
  
4. 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

**7. Regular Agenda**

1. Presentation and Discussion to Consider Approval of an Ordinance Authorizing a Budget Adjustment from the General Fund Reserve in the Amount of \$35,800 for the Capital Acquisitions of the City Hall Front Entrance Renovation and a Crack Seal Trailer (First Read as Required by City Charter) M. Moritz, Public Works Director.
  
2. 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-2023-341 - S. Passailaigue, City Secretary
  
3. Discussion, and Possible Action to Consider Approving an Application for a BYOB Permit for Lev Hookah Lounge at 5716 Wurzbach Road - M. Teague, Planning and Zoning Director

**8. Citizens to be Heard**

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.**

## 10. Adjournment

**Executive Session.** The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

**Sec. 551.0411. MEETING NOTICE REQUIREMENTS IN CERTAIN CIRCUMSTANCES:** (a) Section does not require a governmental body that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent this chapter. If an open meeting is continued to the following regular business day and, on that following day, the governmental body continues the meeting to another day, the governmental body must give written notice as required by this subchapter of the meeting continued to that other day.

**Attendance by Other Elected or Appointed Officials:** It is anticipated that members of other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at <https://www.leonvalleytexas.gov/meetings> . This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To plan, call (210) 684-1391, Extension 216.



SAUNDRA PASSAILAIGUE, TRMC  
City Secretary  
November 30, 2023 3:28 PM



## MAYOR AND COUNCIL COMMUNICATION

**DATE:** December 5, 2023

**TO:** Mayor and Council

**FROM:** Roque Salinas, Director of Economic Development

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Presentation, Discussion, and Possible Action Seeking Input for Guidelines for an Application to Provide Scholarships to John Marshall Students.- R. Salinas, Director of Economic Development.

### **PURPOSE**

The Economic Development Department is seeking feedback on scholarships requirements to provide scholarships for John Marshall seniors. The program objective is providing scholarships to seniors is paramount for fostering education, empowering the youth, and ensuring a vibrant future. By investing in the academic pursuits of seniors, a city not only equips them with the tools for personal success but also cultivates a skilled and knowledgeable workforce.

The current criteria are as follows: be a Leon Valley resident and from John Marshall High School 2024, have a personal statement of 1000 word maximum, have High School transcript, funding for non-Alamo Promise students will take priority, internships, externships, police and fire academy will be considered. Payment will be made directly to the institution.

AlamoPROMISE covers tuition and required fees for current academic year graduates from all Bexar County high schools seeking an academic certificate or associate degree at one of the five Alamo Colleges: Northeast Lakeview College, Northwest Vista College, Palo Alto College, San Antonio College, and St. Philip's College.

As AlamoPROMISE Scholars, students meeting eligibility criteria receive a "last-dollar" scholarship for up to three years or the completion of an associate degree or academic certificate, whichever comes first. The "last-dollar" scholarship funds the cost of tuition and required fees after financial aid awards are applied.

Other criteria for similar scholarship programs includes: The Martin Luther Link Jr. Scholarship program which requires completion and submission of the online application, graduating from Bexar County, be a graduating Senior for the current upcoming year, include two letters of recommendation, and submit an official high school transcript through the midterm of the school year. The Helotes Chamber Scholarships are awarded to students who plan to enroll full-time in an accredited college or university. There is a minimum of four \$1,000 scholarships awarded with a max of \$8,000 available to students

graduating in 2023. Selection is based on essays, grade point average, letters of recommendation, and school and/or community activities. Scholarships will be paid to the college or university – in the student’s name

**FISCAL IMPACT**

Funding will come out of the Economic Development projects line item, which was approved by the council in the FY 24 budget in the amount of \$121,000. The estimated amount for the program is \$7,500.

**RECOMMENDATION**

Council discretion.

APPROVED : \_\_\_\_\_ DISAPPROVED : \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST :

\_\_\_\_\_  
SAUNDRA PASSAILAIGUE, TRMC  
City Secretary

# Scholarship for John Marshall Seniors

Roque Salinas, MPA

Director of Economic Development

12/5/2023

# Summary

- Feedback on scholarships requirements for John Marshall seniors.
- Funding will come out of the Economic Development projects
- Options
  - To provide guidance to staff

# Background

- In 2016 the voters rededicate the Section 4B Sales and Use Tax
  - To general revenue
  - At the rate of 1/8 percent
  - For economic and community development
- This scholarship program is the community initiative piece of this legislation.



# Program Objectives

- Providing scholarships to seniors
  - Fosters education
  - Empower the youth
  - Ensures a vibrant future
- By investing in academic pursuits the city equips them
  - with the tools for personal success, and
  - cultivates a skilled and knowledgeable workforce

# Current Criteria

- Be a Leon Valley resident and from John Marshall High School 2024.
- Personal statement 1000 words maximum.
- High School Transcript.
- Payment will be made directly to the institution.
- Funding for non-Alamo Promise students will take priority.
- Internships, Externships, Police and Fire academy will be considered.

# AlamoPROMISE

- AlamoPROMISE covers tuition and required fees after financial aid
  - For Bexar County high schools seeking an academic certificate or associate degree
  - At one of the five Alamo Colleges

# Martin Luther King, Jr. Scholarship Program- City of San Antonio



- Complete and submit the online application
- Be graduating from Bexar County
- Be a graduating Senior for the current upcoming year
- Include two letters of recommendation.
- Submit an official high school transcript



# Helotes Chamber of Commerce

- A minimum of four \$1,000 scholarships awarded with a max of \$8,000
- Available to students graduating in 2023
- Accredited college or university.
- Selection is based on
  - Essays,
  - Grade point average,
  - Letters of recommendation, and
  - School and/or community activities.
- Scholarships are paid to the institution

# Fiscal impact

- Funding will come out of the Economic Development projects
- Estimated budgeted amount is \$7,500



**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.

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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**

Sandra 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**  
MAYOR

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



**City of Leon Valley  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
6:30 PM – OCTOBER 24, 2023  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238**

**1. CALL TO ORDER AND ROLL CALL**

Chair Catherine Rowse called the Planning and Zoning Commission meeting to order at 6:30 PM.

**PRESENT**

Commissioner	Andrea Roofe	Place 2
Commissioner	Pat Martinez	Place 4
Chair	Cassie Rowse	Place 5
2nd Vice Chair	Erick Matta	Place 6 – Tardy 6:37PM
Commissioner	Richard Blackmore	Place 7
1st Alternate	David Perry	Seated to Vote
2nd Alternate	Thomas Dillig	Seated to Vote
3rd Alternate	Mary Ruth Fernandez	Seated to Vote
Council Liaison	Benny Martinez	

**ABSENT**

Commissioner	Hilda Gomez	Place 3 - Excused
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**2. APPROVAL OF ZONING COMMISSION MINUTES**

1. Planning & Zoning Commission - Regular Meeting - September 26, 2023

Commissioner Roofe made a motion to approve the minutes as presented, which was seconded by Commissioner Dillig. The motion carried unanimously.

**3. NEW BUSINESS**

1. Presentation, **Public Hearing**, and Discussion to Consider an Ordinance Revising Chapter 15 Zoning, Division 3 Administration, Section 15.02.103 Certificate of Occupancy, to Require Proof of a Current Sales and Use Tax Permit Designating the City of Leon Valley as the Recipient of Those Taxes Upon Application for a Certificate of Occupancy (C of O) - R. Salinas, Economic Development Director

Economic Development Director Roque Salinas presented the information and a brief discussion was held between the Commissioners and Mr. Salinas regarding how often the companies would be inspected for compliance, what would happen if companies were found to be noncompliant, and why some businesses wouldn't voluntarily correct any oversight.

Chair Catherine Rowse opened the public hearing at 6:45 PM. Seeing that no one wished to speak on the amendment, she closed the public hearing at 6:45 PM.

Commissioner Roofe made a motion to recommend approval as presented, which was seconded by Commissioner Dillig. The motion carried unanimously.

Voting Yea: Chair Rowse, Commissioners Martinez, Blackmore, Roofe, Matta, and Alternates Dillig and Fernandez.

Voting Nay: None

- 2. Presentation, Discussion, and Possible Action to Consider Approval of a Final Plat of an Approximately 9.1810 Acre Tract of Land, Being P-4A, ABS 530, CB 4432, and Being Platted as the Trilogy Subdivision, and Consisting of 67 Residential Lots, Located at Evers and Seneca Drive – M. Teague, Planning and Zoning Director

Director Teague presented the case information, and a brief discussion was held between the Commissioners and Ms. Teague regarding the variances, floodplain, and storm runoff.

Mr. Drake Thompson with Texas Homes spoke about the floodplain, elevating the property, installing detention pond, storm runoff and foundation.

2<sup>nd</sup> Vice Chair Matta made a motion to recommend conditional approval of the plat, which was seconded by Commissioner Dillig. The motion carried unanimously.

Voting Yea: Chair Rowse, Commissioners Martinez, Blackmore, Roofe, Matta and Alternates Dillig and Fernandez.

Voting Nay: None

- 3. Workshop to Discuss Eliminating the Commercial/Industrial Overlay Standards and Districts - M. Teague, Planning and Zoning Director

Ms. Teague presented the information and a brief discussion was held between the Commissioners and Ms. Teague about removing the Commercial/Industrial Overlay Standards and District. The Commissioners recommended the removal of the Commercial/Industrial Overlay Standards and District.

**4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF**

Chair Rowse reminded Commissioners that the November meeting day has not changed, but the December meeting would be held on December 12th.

Director Teague informed the Commissioners that she will let them know when the next CIAC meeting is to be held, as the Capital Improvement Plan was not yet completed.

Chair Rowse reminded the Commissioners that they would need to elect a new 2nd Vice Chair at the next meeting.

Chair Rowse wished everyone Happy Halloween and to be safe and watch for children.

Commissioner Blackmore reminded everyone to send prayers for the people of Israel and the hostages.

**5. ADJOURNMENT**

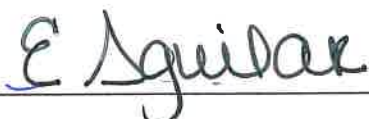
Chair Rowse announced the meeting adjourned at 7:03 PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 28<sup>th</sup> of November 2023.*

APPROVED



**CATHERINE ROWSE**  
CHAIR

ATTEST: 

**ELIZABETH AGUILAR**  
PERMIT TECHNICIAN





**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** November 21, 2023  
**TO:** Mayor and Council  
**FROM:** Carol Goering, Finance Director  
**THROUGH:** Dr. Crystal Caldera, City Manager  
**SUBJECT:** Presentation and Discussion of 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 as Required by City Charter)

**SPONSOR(S):** N/A

**PURPOSE**

The purpose of this Ordinance is to consider approval of budget adjustments for the FY 2023-2024 budget for Capital and Council Approved Economic Development Rollover Projects that were not completed during the previous fiscal year (FY 2022-2023)

The projects are as follows:

**General Fund Reserve**

*Huebner Creek Hike & Bike Trail - Segment 1 and Hike and Bike Seg II Engineering*

The Huebner Creek Greenway Hike & Bike Trail Project is to construct a trail from Shadow Mist Drive to Bandera Road, adjacent to Huebner Creek and El Verde Road. The trail will connect with the City of San Antonio's Crystal Hills trailhead at Shadow Mist Drive. The City's remaining cost of the Seg 1 project is \$51,853 and for Seg II is \$335,000

*Dump Truck*

In FY 2022-2023 a dump truck for Public Works was approved by Council to replace a 1999 model that is past its economic life. The City's remaining cost of the capital expenditure is \$100,000.

*City Hall Entrance Doors*

In FY 2022-2023 the Council approved the replacement of the front entryway doors and glass. The City's remaining cost of the capital expenditure is \$30,000.

*Library A/C Units*

In FY 2022-2023 the replacement of older a/c units at Library was approved. The City's remaining cost of the capital expenditure is \$29,000.

*Fence/Cover/Stalls*

In FY 2022-2023 the Council approved the addition of fence/cover/stalls. The City's remaining cost of the capital expenditure is \$17,103.

*ED Project Funding*

In FY 2022-2023 the Council approved the lift fund program for \$150,000. The City's remaining cost of the project is \$88,553. The Council also approved \$23,538 for ED Grants. The City's remaining cost of the project is \$23,538.

**Water & Sewer Fund Reserve**

*CCVT Sewer Mains*

In FY 2022-2023 the Council approved videotape all sewer mains in City. The City's remaining cost of the project is \$250,000

*Wurzbach Sewer Main*

In FY 2022-2023 the Council approved to replace sewer main that services the Hidden Meadows apartments and businesses along Wurzbach. The City's remaining cost of the project is \$286,638.

*Water Rights*

To increase water rights by \$140,000.

**Stormwater Fund Reserve**

*Seneca West Drainage Project*

This project, construction of a large drainage channel on city-owned property, will assist in floodwater and erosion reduction on Samaritan, Aids and Grass Hill streets and will also reclaim land from the floodway. The County granted the City \$1,815,416 for the construction portion. The City's remaining cost of the project is \$429,624.

*Huebner Creek Erosion Control*

This project aims to reduce flooding and erosion in the section of Huebner Creek from the Bandera Road Bridge to Poss at Cherryleaf. The City's remaining cost of the project is \$471,668.

**FISCAL IMPACT**

<b>Fund</b>	<b>Capital Project / Project</b>	<b>Bal Remaining</b>
General	Hike & Bike Trail Seg 1 Construction	51,853
General	Hike & Bike Seg II Engineering	335,000
General	Dump Truck	100,000
General	City Hall Entrance Doors	30,000
General	Library A/C Units	29,000
General	Fence/Cover/Stalls	17,103
General	ED Project Funding	112,091
		<b>\$ 675,046</b>

Enterprise	CCTV Sewer Mains	250,000
Enterprise	Seneca West Drainage Project	429,624
Enterprise	Huebner Creek Erosion Control	471,668
Enterprise	Water Rights	140,000
Enterprise	Wurzbach Sewer Main	286,638
		<b>\$ 1,577,930</b>

Street Maintenance	Year 6 Project	1,349,498
		<b>\$ 1,349,498</b>

Traffic Safety	Huebner Road School Zone	86,830
		<b>\$ 86,830</b>

Community Center	Office Equipment	12,000
		<b>\$ 12,000</b>

**RECOMMENDATION**

City Council approve the Ordinance authoring the budget adjustment

ATTEST :

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL 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 FUND IN THE AMOUNT OF \$86,860, AND COMMUNITY CENTER FUND IN THE AMOUNT OF \$12,000 FOR CAPITAL AND ROLLOVER PROJECTS; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, several planned Capital Improvement projects and Economic Development Rollover projects that were approved by the City Council in FY 2022-2023 but not completed; and

**WHEREAS**, the funding for these projects ended on September 30, 2023; and

**WHEREAS**, the City of Leon Valley has already passed their FY 2023-2024 Budget on September 5th, 2023; and

**WHEREAS**, it has been determined that funding should be added to the FY 2023-2024 Budget; and

**WHEREAS**, it is necessary to adjust the Budget by a total amount of \$3,701,304 for FY 2023-2024; and

**WHEREAS**, Texas Local Government Code Section 102-0120 provides that a municipality is not prohibited from making changes to a budget for municipal purposes; and

**WHEREAS**, the Leon Valley City Council now desires to amend the FY 2023-2024 budget in a total amount \$3,701,304, in order to fund Capital Improvements and Economic Development Rollover Projects that were bid, approved, and/or awarded by the City Council of the City of Leon Valley in FY 2022-2023, but not otherwise funded in FY 2023-2024;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:**

**SECTION 1.** The FY 2023-2024 General Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$675,046; the Enterprise Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$1,577,930; the Street Maintenance Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$1,349,489; the Traffic Safety Fund Budget of the City of Leon Valley is hereby amended to increase the budget by \$86,830; and the Community Center Fund Budget of the City of Leon Valley is hereby amended to increase the budget \$12,000. To provide funding as follows:

<b>CAPITAL/ PROJECTS NAME</b>	<b>Department</b>	<b>Adjustment</b>
<b>General Fund</b>		
Hike & Bike Trail Seg 1 Construction and Hike & Bike Seg II Engineering	100.5800-540.51	386,853
Dump Truck	100.5600.540.11	100,000
City Hall Entrance Doors	100-5600-540.51	30,000
Library A/C Units	100-5850.540.21	29,000
Fence/Cover/Stalls	100-5470.540.51	17,103
ED Project Funding	100-5701.530.14	112,091
<b>TOTAL \$</b>		<b>675,046</b>
<b>Enterprise Fund</b>		
Seneca West Drainage Project and Huebner Creek Erosion Control	200-5336-540.51	901,292
Water Rights	200-5310-540.32	140,000
CCTV Sewer Mains and Wurzbach Sewer Main	200-5320-540-51	536,638
<b>TOTAL \$</b>		<b>1,577,930</b>
<b>Street Maintenance Fund</b>		
Year 6 Project	720-5100-540.51	1,349,498
<b>TOTAL \$</b>		<b>1,349,498</b>
<b>Red Light Camera Fund- Traffic Safety</b>		
Huebner Road School Zone	150-5200-540.51	86,830
<b>TOTAL \$</b>		<b>86,830</b>
<b>Community Center Fund</b>		
Office Equipment	710-5100-540.01	12,000
<b>TOTAL \$</b>		<b>12,000</b>
<b>GRAND TOTAL \$</b>		<b>3,701,304</b>

**SECTION 2.** The financial allocations in this Ordinance are subject to approval by the Finance Director. The Finance Director may, subject to concurrence by the City Manager or the City Manager’s designee, correct allocations as necessary to carry out the purpose of this Ordinance.

**SECTION 5.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional

or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph, or section of this Ordinance.

**SECTION 6.** The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

**SECTION 7.** This Ordinance shall become effective immediately upon its passage and publication as required by law.

# Approval of an Ordinance Authorizing a Budget Adjustments for the FY 2023-2024 Carryover for Capital and Council Approved Economic Development Rollover Projects.

Carol Goering  
Finance Director

City Council Meeting

November 21, 2023

# Summary

- Question
  - The City Council is being asked to consider approve an ordinance authorizing budget adjustments for the FY 2023-2024 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 Council Approved Projects.
- Options
  - Recommendation:
    - Approve the budget adjustment
  - Denial of the request.
- Declaration
  - This adjustment will carryover capital projects.



# FISCAL IMPACT

Fund	Department	Capital Project / Project	Contract/Project Cost	Contingency	Total	Bal Remaining	Cost to City
General	Parks	Hike & Bike Trail Seg 1 Construction	986,220	197,224	1,183,444	51,853	
General	Parks	Hike & Bike Seg II Engineering	335,000	-	335,000	335,000	
General	Public Works	Dump Truck	100,000	-	100,000	100,000	
General	Public Works	City Hall Entrance Doors	30,000	-	30,000	30,000	
General	Library	Library A/C Units	29,000	-	29,000	29,000	
General	Impound lot	Fence/Cover/Stalls	17,103	-	17,103	17,103	
General	Economic Develepment	ED Project Funding	112,091	-	112,091	112,091	
<b>TOTAL \$</b>						<b>675,046</b>	

Enterprise	Sewer	CCTV Sewer Mains	250,000	-	250,000	250,000	
Enterprise	Stormwater	Seneca West Drainage Project	1,815,416	363,083	2,178,499	429,624	100,770
Enterprise	Stormwater	Huebner Creek Erosion Control	633,137	-	633,137	471,668	
Enterprise	Water	Water Rights	140,000	-	140,000	140,000	
Enterprise	Sewer	Wurzbach Sewer Main	249,251	37,388	286,638	286,638	(36,327)
<b>TOTAL \$</b>						<b>1,577,930</b>	

Street Maintenance		Year 6 Project	1,173,477	176,021	1,349,498	1,349,498	
<b>TOTAL \$</b>						<b>1,349,498</b>	

Traffic Safety		Huebner Road School Zone	75,504	11,326	86,830	86,830	
<b>TOTAL \$</b>						<b>86,830</b>	

Community Center		Office Equipment	12,000	-	12,000	12,000	
<b>TOTAL \$</b>						<b>12,000</b>	

# Approval of an Ordinance Authorizing a Budget Adjustments for the FY 2023-2024 Carryover for Capital and Council Approved Economic Development Rollover Projects.

Carol Goering  
Finance Director

City Council Meeting

November 21, 2023

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** December 5, 2023

**TO:** Mayor and Council

**FROM:** Melinda Moritz, Public Works Director

**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** Presentation and Discussion to Consider Approval of an Ordinance Authorizing a Budget Adjustment from the General Fund Reserve in the Amount of \$35,800 for the Capital Acquisitions of the City Hall Front Entrance Renovation and a Crack Seal Trailer.

**SPONSOR(S):** None

**PURPOSE & BACKGROUND**

The purpose of this item is to approve an Ordinance authorizing a budget adjustment in the amount of \$35,800 from the General Fund Reserve for two capital acquisitions that are more expensive than what was originally budgeted.

**City Hall Storefront Replacement**

The City Hall front entrance near the Council Chambers needs to be replaced and staff budgeted \$30,000 for the project. The lowest bid for this project is \$43,663.56, which is a shortfall of \$13,663.56 and does not include funds for contingencies. Staff is requesting a budget adjustment of \$20,214, which includes \$6,550 (15%) for any contingencies.

**Crack Seal Trailer**

The City Council budgeted \$40,000 for a crack seal trailer, but the lowest quote received was \$55,586.10. This leaves a shortfall of \$15,586. Staff is requesting a budget adjustment in the amount of \$15,586 to purchase this item.

**Fiscal Impact**

Store Front Budgeted	\$30,000
Cost for Project	\$43,664
Contingency (15%)	<u>\$ 6,550</u>
Deficit	<b>\$20,214</b>
Budget Adjustment Needed	\$20,214

Crack Seal Trailer Budgeted	\$40,000
Cost for Equipment	<u>\$55,586</u>
Deficit	<b>\$15,586</b>
Budget Adjustment Needed	\$15,586

Total Budget Adjustments: \$35,800

**Recommendation**

Staff recommends approval.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**ORDINANCE NO. ----**

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS CITY COUNCIL AUTHORIZING A FISCAL YEAR 2023-2024 GENERAL FUND BUDGET ADJUSTMENT IN THE AMOUNT OF \$35,800 TO THE PUBLIC WORKS BUDGET FOR THE PURPOSE OF FULLY FUNDING THE CITY HALL FRONT ENTRANCE RENOVATION AND A CRACK SEAL TRAILER; PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, the City is responsible for the maintenance of its streets and budgets annually for street equipment and projects and had budgeted an estimated amount for the purchase of a crack seal trailer in its FY 2023-2024 General Fund budget; and

**WHEREAS**, the City Council has requested improvements to the City Hall front entrance and had budgeted an estimated amount for this improvement in the FY 2023-2024 budget; and

**WHEREAS**, the City of Leon Valley has now obtained estimates from qualified contractors that specialize in building renovations and obtained at least three quotes from equipment dealers for a crack seal trailer; and

**WHEREAS**, it is necessary to adjust the Public Works Fund Budget in the amount of \$35,800 in order to fully fund these items;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:**

**SECTION 1.** The City’s General Fund budget is hereby adjusted in the amount of \$35,800 to fully fund the renovation of the front entrance of City Hall and for the purchase of a crack seal trailer.

**SECTION 2.** The financial allocations in this Ordinance are subject to approval by the Director of Finance. The Director of Finance may, subject to concurrence by the City Manager or the City Manager’s designee, correct allocations to specific accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 3.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph, or section of this Ordinance.

**SECTION 4.** The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying, or

altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

**SECTION 5.** This Ordinance shall become effective immediately upon its passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 21<sup>st</sup> day of December 2023.

**APPROVED**

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

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
City Attorney

# Consider Approval of an Ordinance Budget Adjustment City Hall Front Entrance & Crack Seal Trailer

Melinda Moritz  
Public Works Director  
City Council Meeting  
December 5, 2023

# Summary

- Question
  - City Council is being asked to consider approval of an Ordinance authorizing a budget adjustment in the amount of \$35,800 from the General Fund Reserve to fully fund the City Hall front entrance renovation and a crackseal trailer
- Options
  - Approve the adjustment
  - Deny the adjustment
- Declaration
  - Staff recommends approval of the budget adjustment



# Purpose

- Consider approval of an Ordinance
- Authorizing a budget adjustment (\$35,800) from the General Fund Reserve
- For City Hall front entrance renovation & crack seal trailer

# Fiscal Impact

- City Hall Front Entrance
  - Budgeted \$30,000
  - Cost for Project \$43,664
  - Contingency (15%) \$ 6,550
  - Deficit **\$20,214**
  - *Budget Adjustment Needed* \$20,214
- Crack Seal Trailer
  - Budgeted \$40,000
  - Cost for Equipment \$55,586
  - Deficit **\$15,586**
  - *Budget Adjustment Needed* \$15,586
- Total Budget Adjustment \$35,800

# Recommendation

- Staff recommends:
  - Approval of an Ordinance authorizing a budget adjustment in the amount of \$35,800
  - To fully fund both projects

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** December 05, 2023  
**TO:** Mayor and Council  
**FROM:** Sandra Passailaigue, City Secretary  
**THROUGH:** Dr. Crystal Caldera, City Manager  
**SUBJECT:** Waiver of Open Records Fees for Open Record Request OR-2023-341  
**SPONSOR(S):** N/A

**PURPOSE & BACKGROUND**

On November 2, 2021, the Council approved a resolution and a means for requestors of public information to submit a request to the Leon Valley City Council to have fees for records waived.

As directed, I present the attached request from Diane Martinez to waive the fee of \$47.00 for two (2) body-worn camera videos from a 07/27/2023 car accident.

**FISCAL IMPACT**

A reduction in revenue of \$47.00.

**RECOMMENDATION**

City Council Discretion.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

# Request Information

{Section}.72.

**Print Requested By:** s.pass@leonvalleytexas.gov  
**Date Printed:** 11/28/2023

**Request Number:** OR-2023-341  
**Date of Request:** 10/20/2023 11:05 AM  
**Request Type:** Open Record Request - SOLICITUD DE REGISTROS PÚBLICOS  
**Request Status:**  
**Public Request:** Yes

## Request Details

### Request Fields

**Name of Requestor, Firm or Organization:**  
*(Nombre del Solicitante, Firma u Organización)* 07/27/2023 Car Accident Video

**Email:**  
*(Correo Electrónico)* [REDACTED]

**Phone:**  
*(Número de Teléfono)* 2107947945912

**Address:**  
*(Dirección Postal)* 3703 Wurzbach Rd. #633

**City:**  
*(Ciudad)* San Antonio

**State:**  
*(Estado)* Texas

**Zip Code:**  
*(Código Postal)* 78238

**Open Records Request - Solicitud de registros públicos** No

**Body Camera Video Request - Solicitud de video de cámara corporal** Yes

**Patient Medical Record Request - Solicitud de registro médico del paciente** No

**I request (select one):** electronic

***(Solicitud)***

**Report/Sequence # (If available):**

***Número del Reporte o Número de Secuencia (Si lo es disponible)***

Diane Martinez

**Date AND approximate time of the recording:**

***Fecha Y aproximadamente la hora de la grabación***

07/27/2023/ 9:45 am

**Specific location where the recording was made:**

***Lugar específico en donde la grabación se llevó acabo***

5500 Bandera Rd.

**Name of one or more persons known to be a subject of the recording:**

***El nombre de una o más de una persona del cual es el sujeto de la grabación***

Officer Becera Badge #570

**Description of Request (Be as specific as possible, including name, dates, case numbers, etc, if known.):**

***Descripción de la Solicitud (Proporcione toda la información posible para poder proveerle con exactitud la información y/o documento(s) que está solicitando):***

**Patient Name**

***Nombre del paciente***

# Records Request

Invoice #OR-2023-341-INV-1

Created: 10/20/2023

Due: 10/20/2023



**To**

**From**

07/27/2023 Car Accident Video  
3703 Wurzbach Rd. #633  
San Antonio, Texas 78238

Sandra Passailaigue, TRMC  
City Secretary  
6400 El Verde Road  
Leon Valley, TX 78238

Phone: 210.684.1391 -216

Crash 202302679

Officer Becerra BWC 37 min. Fleet 37 min.

Item Description	Quantity	Price	Amount
Body Worn Camera Video - \$1.00 per full minute of video or audio footage responsive to the request.	37	\$1.00	\$37.00
Body Worn Camera Video - \$10.00 per recording responsive to the request.	1	\$10.00	\$10.00

**Total Due: \$47.00**

**Received:** 11/28/2023 12:50 PM

**To:** 34a3b4f2-0157-492a-8970-4f2a6bf8ce9d.LeonValleyTX@request.justfoia.com

**From:** "Diane Martinez"

**Subject:** Re: City of Leon Valley, TX - Fee issued notification for Open Record Request - SOLICITUD DE REGISTROS PÚBLICOS OR-2023-341

Sandra this is Diane Martinez I live on \$991.00 a month I pay rent electricity groceries I can't afford the \$47.00 for the video cam please ask council if they could waive the fee. I really do need the video to proof my case. Thank you :  
2107945912 is my phone number  
DMtz

On Fri, Oct 20, 2023, 12:43 PM Sandra Passailaigue (Leon Valley, TX) <[LeonValleyTX@request.justfoia.com](mailto:LeonValleyTX@request.justfoia.com)> wrote:

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Sincerely,

Sandra  
Passailaigue,  
TRMC

Leon  
Valley

City  
Secretary  
6400  
El  
Verde  
Road  
Leon  
Valley,  
Texas  
78238

210.684.1391  
x216

**Sent:** 10/20/2023 12:43 PM

**To:** [REDACTED]

**From:** "Saundra Passailaigue (Leon Valley, TX)"

**Subject:** City of Leon Valley, TX - Fee issued notification for Open Record Request - SOLICITUD DE REGISTROS PÚBLICOS OR-2023-341

**Attachments:** Invoice OR-2023-341-INV-1.pdf (50.65 KB)

We have determined that complying with your request will result in the imposition of a charge that exceeds \$40. Therefore, we are providing you with this cost estimate as required by section 552.2615 of the Texas Government Code.

**Your itemized invoice will be emailed to you separately in an email following this one.**

Click this link to view and pay the invoice online with a credit or debit card:

[Request Number: OR-2023-341](#)

To pay by mail or in person: *(Include the request number OR-2023-341 with your payment to avoid delays in processing your request.)*

There is a less expensive way for you to obtain this information. You may view the information in person at our offices. If you choose to view the information in person, please provide me with three dates and times when it will be convenient for you to come.

Your request will be considered automatically withdrawn if you do not notify us in writing within ten (10) business days from the date of this letter that you either:

1. accept the charges;
2. wish to modify your request; OR
3. have sent to the [Open Records Division of the Office of the Attorney General](#) a complaint alleging that you are being overcharged for the information you have requested.

Sincerely,

Saundra Passailaigue, TRMC

Leon Valley

City Secretary  
6400 El Verde Road  
Leon Valley, Texas 78238

210.684.1391 x216

**Sent:** 10/30/2023 03:16 PM

**To:** [REDACTED]

**From:** "Saundra Passailaigue (Leon Valley, TX)"

**Subject:** OR-2023-341 Fees

Good afternoon Ms. Martinez,

I just left you a voice message but wanted to follow up with an email.

You called and left a message seeking an explanation of the \$47.00 dollar invoice for the body worn camera video you requested.

The City of Leon Valley has a fee schedule that is adopted by City Council. You are able to view our fees here [https://library.municode.com/tx/leon\\_valley/codes/code\\_of\\_ordinances?nodeId=APXAFESC](https://library.municode.com/tx/leon_valley/codes/code_of_ordinances?nodeId=APXAFESC)

The fees for body worn camera videos was set by the Office of the Texas Attorney General and then adopted by the Leon Valley City Council. You can either pay the fee and then the video will be released to you to view or download; or you may submit a request to come to a future City Council meeting to ask that the fee be waived. You may ask to come before City Council for this waiver by emailing [s.pass@leonvalleytexas.gov](mailto:s.pass@leonvalleytexas.gov).

As stated in the email you received on October 20, 2023, you have ten (10) business days to respond to the cost estimate. This would mean that unless I hear back from you, this request will be closed on Friday, November 03, 2023.

I hope this answers your question. I look forward to hearing back from you soon.

Saundra Passailaigue, TRMC, City Secretary

City of Leon Valley

**Sent:** 10/20/2023 11:06 AM  
**To:** s.pass@leonvalleytexas.gov  
**From:** "JustFOIA Notification"  
**Subject:** New JustFOIA Records Request OR-2023-341

Saundra Passailaigue,

A new records request has been submitted.

The request was entered on Friday, October 20, 2023 at 11:05 AM (Central Standard Time) and has 10 days left until it is due.

The request is due on Friday, November 3, 2023.

[Request Number: OR-2023-341](#)

Field Name	Response
PatientRecCB	False
Zip	78238
PDINCDate	07/27/2023/ 9:45 am
Email	[REDACTED]
PRCB	False
State	Texas
PMName	
Phone	2107947945912
PDINCLoc	5500 Bandera Rd.
BodyCamCB	True
City	San Antonio
RequestType	electronic
PDReportNum	Diane Martinez
Address	3703 Wurzbach Rd. #633
Description	
PDINCPerson	Officer Becera Badge #570
Name	07/27/2023 Car Accident Video

Thank you,

JustFOIA

**Sent:** 10/20/2023 11:06 AM  
**To:** c.caldera@leonvalleytexas.gov  
**From:** "JustFOIA Notification"  
**Subject:** New JustFOIA Records Request OR-2023-341

Crystal Caldera,

A new records request has been submitted.

The request was entered on Friday, October 20, 2023 at 11:05 AM (Central Standard Time) and has 10 days left until it is due.

The request is due on Friday, November 3, 2023.

[Request Number: OR-2023-341](#)

Field Name	Response
PatientRecCB	False
Zip	78238
PDINCDate	07/27/2023/ 9:45 am
Email	[REDACTED]
PRCB	False
State	Texas
PMName	
Phone	2107947945912
PDINCLoc	5500 Bandera Rd.
BodyCamCB	True
City	San Antonio
RequestType	electronic
PDReportNum	Diane Martinez
Address	3703 Wurzbach Rd. #633
Description	
PDINCPerson	Officer Becera Badge #570
Name	07/27/2023 Car Accident Video

Thank you,

JustFOIA



**Sent:** 10/20/2023 11:06 AM

**To:** [REDACTED]

**From:** "JustFOIA Notification"

**Subject:** Leon Valley, TX - Records Request Confirmation OR-2023-341

**Attachments:** LVFD-Patient Medical Record Request Form English.pdf (76.91 KB); LVFD-Solicitud de Registros Médicos Spanish.pdf (83.35 KB)

Dear Requestor,

Thank you for submitting a request for records on Friday, October 20, 2023 at 11:05 AM (Central Standard Time).

Your request reference number is [Request Number: OR-2023-341](#) and your Security Key is [REDACTED]

Please have both reference numbers available when communicating with our staff regarding your request.

**For EMS Medical/Billing Records, please complete the attached forms and return them to us to process your request. This must be returned before we can process your request.**

Thank you,

Sandra Passailaigue, TRMC  
City Secretary  
6400 El Verde Road  
Leon Valley, TX 78238  
210.684.1391 x216

Note: This is an automated email notification. Please do not respond to this email.

**Sent:** 10/20/2023 11:39 AM

**To:** j.urdiales@leonvalleytexas.gov

**From:** "JustFOIA Notification"

**Subject:** Workflow Start Notification for Request OR-2023-341

Dear j.urdiales,

A workflow process for [Request Number: OR-2023-341](#) has started and is assigned to you.

Thank you,

JustFOIA

*\*Note: This is an automated email notification. Please do not respond to this email.*

**Sent:** 10/20/2023 12:08 PM  
**To:** appadmin@justfoia.com  
**From:** "JustFOIA Notification"  
**Subject:** Ready for Routing notification for OR-2023-341

Hello Admin Admin,

All tasks assigned to j.urdiales for [Request Number: OR-2023-341](#) have been completed. The request can now be routed to a new request status.

Thank you,  
JustFOIA

*\*Note: This is an automated email notification. Please do not respond to this email.*

**Sent:** 10/20/2023 12:08 PM  
**To:** j.urdiales@leonvalleytexas.gov  
**From:** "JustFOIA Notification"  
**Subject:** Ready for Routing notification for OR-2023-341

Hello Joel Urdiales,

All tasks assigned to j.urdiales for [Request Number: OR-2023-341](#) have been completed. The request can now be routed to a new request status.

Thank you,  
JustFOIA

*\*Note: This is an automated email notification. Please do not respond to this email.*

**Sent:** 10/20/2023 12:43 PM

**To:** [REDACTED]

**From:** "JustFOIA Notification"

**Subject:** City of Leon Valley, TX - Fee issued notification for Open Record Request - SOLICITUD DE REGISTROS PÚBLICOS OR-2023-341

A fee has been issued for your request for records. *If your fees exceed \$40, you will receive an additional email with further instructions.*

The requested records for **OR-2023-341** have been processed and will be released pending payment of the issued fee.

Click this link to view and pay the invoice online with a credit or debit card: [Request Number: OR-2023-341](#)

To pay by mail or in person: ***(Include the request number with your payment to avoid delays in processing your request.)***

**City of Leon Valley**

Attn: City Secretary

6400 El Verde Road

Leon Valley, Texas 78238

If payment is not received within 30 days of the invoice issue date, your request will be considered abandoned and closed.

Thank you,

Sandra Passailaigue, TRMC

City Secretary

6400 El Verde Road

Leon Valley, TX 78238

210.684.1391 x216

**Sent:** 10/20/2023 12:44 PM  
**To:** j.urdiales@leonvalleytexas.gov  
**From:** "JustFOIA Notification"  
**Subject:** Workflow Completion Notification for Request OR-2023-341

All tasks assigned to j.urdiales for [Request Number: OR-2023-341](#) have been completed.

Thank you,

JustFOIA

*\*Note: This is an automated email notification. Please do not respond to this email.*

**Sent:** 11/14/2023 12:26 PM  
**To:** appadmin@justfoia.com  
**From:** "JustFOIA Notification"  
**Subject:** Ready for Routing notification for OR-2023-341

Hello Admin Admin,

All tasks assigned to City Secretary Department for [Request Number: OR-2023-341](#) have been completed. The request can now be routed to a new request status.

Thank you,  
JustFOIA

*\*Note: This is an automated email notification. Please do not respond to this email.*

**Sent:** 11/14/2023 12:26 PM

**To:** [REDACTED]

**From:** "JustFOIA Notification"

**Subject:** Leon Valley, TX. Records Request OR-2023-341 Cancelled

Dear Requestor,

The request [Request Number: OR-2023-341](#) has been closed due to lack of response.

Please contact our offices with any questions.

Thank you,

Sandra Passailaigue, TRMC

City Secretary

6400 El Verde Road

Leon Valley, TX 78238

210.684.1391 x216

*\*Note: This is an automated email notification. Please do not respond to this email.*

# History

{Section}.72.

Date	Action	User	Dept/Users
10/20/2023 11:05 AM	Request submitted	Citizen	
10/20/2023 11:38 AM	Request updated	s.pass@leonvalleytexas.gov	
10/20/2023 11:38 AM	Workflow Started	s.pass@leonvalleytexas.gov	j.urdiales
10/20/2023 11:38 AM	Task "Complete the assigned task" Created	s.pass@leonvalleytexas.gov	j.urdiales
10/20/2023 12:05 PM	Added fee ("Records Request") for \$47.00 due 10/20/2023	j.urdiales	
10/20/2023 12:05 PM	Attachment uploaded as a Response Doc (Release on Complete): (Extraction_1.1)_Axon_Body_3_Video_2023-07-27_0956_X6039C7MT.mp4	j.urdiales	
10/20/2023 12:06 PM	Attachment uploaded as a Response Doc (Release on Complete): (Extraction_1.1)_AXON_Fleet_2_Video_2023-07-27_0956.mp4	j.urdiales	
10/20/2023 12:07 PM	Discussion created with ID: 515	j.urdiales	
10/20/2023 12:07 PM	Email queued with ID: <a href="#">7480</a>	j.urdiales	
10/20/2023 12:08 PM	All Tasks Closed	j.urdiales	j.urdiales
10/20/2023 12:08 PM	Request updated	j.urdiales	
10/20/2023 12:08 PM	Workflow Route Pending	j.urdiales	j.urdiales
10/20/2023 12:42 PM	Issued invoice OR-2023-341-INV-1 (for fee "Records Request")	s.pass@leonvalleytexas.gov	
10/20/2023 12:42 PM	Email draft saved with ID: <a href="#">7484</a>	s.pass@leonvalleytexas.gov	
10/20/2023 12:42 PM	Email draft saved with ID: <a href="#">7484</a>	s.pass@leonvalleytexas.gov	

10/20/2023 12:42 PM	Attachment (ID: eb4f0c61-d11f-4e8f-907f-87645d21526c) relationship added to message (ID: 7484)	s.pass@leonvalleytexas.gov	
10/20/2023 12:42 PM	Email draft saved with ID: <a href="#">7484</a>	s.pass@leonvalleytexas.gov	
10/20/2023 12:42 PM	Email draft saved with ID: <a href="#">7484</a>	s.pass@leonvalleytexas.gov	
10/20/2023 12:42 PM	Email queued with ID: <a href="#">7484</a>	s.pass@leonvalleytexas.gov	
10/20/2023 12:43 PM	Workflow Completed	s.pass@leonvalleytexas.gov	j.urdiales
10/20/2023 12:43 PM	Request updated	System	
10/20/2023 12:43 PM	Workflow Started Via Routing	System	City Secretary
10/20/2023 12:43 PM	Task "s.pass@leonvalleytexas.gov" Created	System	City Secretary
10/30/2023 03:07 PM	Email draft saved with ID: <a href="#">7615</a>	s.pass@leonvalleytexas.gov	
10/30/2023 03:09 PM	Email draft saved with ID: <a href="#">7615</a>	s.pass@leonvalleytexas.gov	
10/30/2023 03:09 PM	Email draft saved with ID: <a href="#">7615</a>	s.pass@leonvalleytexas.gov	
10/30/2023 03:13 PM	Email draft saved with ID: <a href="#">7615</a>	s.pass@leonvalleytexas.gov	
10/30/2023 03:15 PM	Email draft saved with ID: <a href="#">7615</a>	s.pass@leonvalleytexas.gov	
10/30/2023 03:15 PM	Email draft saved with ID: <a href="#">7615</a>	s.pass@leonvalleytexas.gov	
10/30/2023 03:16 PM	Email draft saved with ID: <a href="#">7615</a>	s.pass@leonvalleytexas.gov	
10/30/2023 03:16 PM	Email queued with ID: <a href="#">7615</a>	s.pass@leonvalleytexas.gov	
11/14/2023	Email draft saved with ID: <a href="#">8003</a>	s.pass@leonvalleytexas.gov	

12:25 PM

11/14/2023 12:25 PM	All Tasks Closed	s.pass@leonvalleytexas.gov	City Secretary
11/14/2023 12:25 PM	Request updated	s.pass@leonvalleytexas.gov	
11/14/2023 12:25 PM	Workflow Route Pending	s.pass@leonvalleytexas.gov	City Secretary
11/14/2023 12:25 PM	Request updated	s.pass@leonvalleytexas.gov	
11/14/2023 12:25 PM	Workflow Completed	s.pass@leonvalleytexas.gov	City Secretary
11/14/2023 12:26 PM	Request updated	s.pass@leonvalleytexas.gov	
11/28/2023 04:15 PM	Request updated	s.pass@leonvalleytexas.gov	
11/28/2023 04:15 PM	Workflow Started	s.pass@leonvalleytexas.gov	City Secretary
11/28/2023 04:15 PM	Task "s.pass@leonvalleytexas.gov" Created	s.pass@leonvalleytexas.gov	City Secretary



**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS,  
WAIVING OPEN RECORDS CHARGES FOR OPEN RECORDS OR-2023-341**

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**WHEREAS,** The City Council of Leon Valley (“Council”) believes a priority of Leon Valley City Government is to ensure transparency and accountability with the public; and

**WHEREAS,** The Texas Public Information Act gives the right to people to request access to public records from the Government; and

**WHEREAS,** The Texas Public Information Act authorizes a governmental body to charge reasonable fees for the production of public records; and

**WHEREAS,** The Texas Public Information Act authorizes governmental bodies to waive fees related to release of public records; and

**WHEREAS,** The Council acknowledges that occasionally the release of specific public records is in the interest of the general public; and

**WHEREAS,** The Council has considered public input regarding Leon Valley’s processing of records requests, including the perception that only certain Requestors are charged for the release of certain records; and

**WHEREAS,** The Council acknowledges that imposing charges for public records, even if reasonably assessed, can dissuade members of the public from requesting and obtaining records which are of public importance; and

**WHEREAS,** The Council received a written request for a waiver of fees for certain records requests; and

**WHEREAS,** The Council believes the release of records requests “OR-2023-341” might be in the interest of the general public; and

**WHEREAS,** The Council waives the fees for the fulfillment of records requests “OR-2023-341”.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:**

**SECTION 1.** The City of Leon Valley expresses intent to increase transparency with the public.

**SECTION 2.** The City of Leon Valley requests the City Manager waive the fees for the processing of open records requests “OR-2023-341”.

**SECTION 3.** This Resolution shall become effective immediately upon its passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 5<sup>th</sup> day of December 2023.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
Mayor

Attest :

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form:

\_\_\_\_\_  
City Attorney

# 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-2023-341

Sandra Passailaigue  
City Secretary  
City Council Meeting  
December 05, 2023

# Summary

- Question
  - **City Council is being asked to consider a waiver of fees for OR-2023-341 as requested by requestor.**
- Options
  - Recommended: Allow waiver
  - Denial
  - Other
- Declaration
  - I present the request for waiver of fees on behalf of the requestor.

# Purpose

- To waive the fee *or* not to waive the fee.
- Fees are charged pursuant to § 1701.661 of the Government Code.
- Fees were adopted and are codified in the City of Leon Valley Code of Ordinances, Article A2.000, Sec. A2.001 (10)

## Records Request

Invoice #OR-2023-341-INV-1

Created: 10/20/2023

Due: 10/20/2023



**To**

07/27/2023 Car Accident Video  
3703 Wurzbach Rd. #633  
San Antonio, Texas 78238

**From**

Sandra Passailaigue, TRMC  
City Secretary  
6400 El Verde Road  
Leon Valley, TX 78238

Phone: 210.684.1391 -216

Crash 202302679

Officer Becerra BWC 37 min. Fleet 37 min.

Item Description	Quantity	Price	Amount
Body Worn Camera Video - \$1.00 per full minute of video or audio footage responsive to the request.	37	\$1.00	\$37.00
Body Worn Camera Video - \$10.00 per recording responsive to the request.	1	\$10.00	\$10.00

**Total Due: \$47.00**

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** December 5, 2023  
**TO:** Mayor and Council  
**FROM:** Mindy Teague, Planning and Zoning Director  
**THROUGH:** Crystal Caldera, City Manager  
**SPONSORS(S):** N/A

**SUBJECT:** Consider Approval of an Application for a BYOB Permit for Lev Hookah Lounge at 5716 Wurzbach Road.

### **PURPOSE**

This item is to consider approving an application for a BYOB permit for Lev Hookah Lounge at 5716 Wurzbach Road. Ordinance 2023-24 requires the City Council to approve the application before a permit can be issued. Chapter 4 Business Regulations, Article 4.03 Alcoholic Beverages, Division 3. Bring Your Own Bottle (BYOB) Establishments, Sections 4.03.041-4.03.045 states:

“(a) A person shall obtain a permit issued by the Department before the person may operate a BYOB venue. A BYOB establishment may operate for a period no longer than 90 days, and under special circumstances.

(b) The Director must take all approved BYOB permit applications directly to the City Council for approval

(c) If approved by the City Council, the business must apply for an alcoholic permit, and it must be fully displayed at the approved establishment.”

The Code further states that the Planning and Zoning Director must approve the application prior to its submittal to the City Council. The Director will deny the application if the applicant is under the age of 21, if a previous TABC permit had been cancelled or suspended within the preceding 12 months, if the applicant provided incomplete or incorrect information on the application, and if the owner or operator has been convicted of a criminal offense.

The background investigations have been completed, the application is complete, and there are no other outstanding issues with the application.

### **FISCAL IMPACT**

The fee for the permit is \$50.00 and the applicant may apply for no more than four (4) consecutive permits.

### **STRATEGIC GOALS**

Objective #3 – Create, review, enforce, and adopt codes that impact the City of Leon Valley.

**RECOMMENDATION**

At City Council discretion.

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary



Application #1959116  
BYOB Permit Application  
5716 Wurzbach

Mindy Teague  
Planning & Zoning Director  
City Council Meeting  
December 5, 2023

# Background

- BYOB Permit Application
- Lev Hookah Lounge
- 5716 Wurzbach
- Ordinance 2023-24 requires City Council to approve the application before a permit is issued
- The Director must take all approved applications directly to City Council

# Purpose

- Consider approval BYOB permit application
- Options
  1. Approval
  2. Denial

# Purpose

- The code further states the following:
  - The applicant must be over 21 years of age
  - Must not have any violations or suspensions with TABC
  - Must pass a criminal background check

# Fiscal Impact

- The fee for the permit is \$50.00
- The applicant may apply for no more than four (4) consecutive permits

# Recommendation

- At Council's discretion

## **OUTSTANDING CITY COUNCIL ITEMS**

- **Review of the Water Rates**
  - 6/20/2023 Postpone council requested this be a retreat item for 7/22/23.
  - Council will be looking at a 1% increase at a future meeting.
  - This will be discussed at the Town Hall meeting- on 11/21/2023 the Council decided on a workshop.
- **Legal review of the Sign Code**
  - Councilor Orozco and Bradshaw will work on this item.
- **Seneca West R6 Zone change**
  - 3/7/2023
    - Council requested some prices to replat as larger lots, not in favor of R6.
    - Staff will be getting prices to plat larger lots and bring them back to the Council.
    - Staff has received the plans and probable cost and will review them with the Council at the retreat.
  - 08/10/2023 Discuss at the retreat. The Council would just like to plat and sale as is.
  - 11/7/2023 executive session on four options.
  - 11/21/2023 executive session on two options.
  - Will be discussed at the town hall meeting.
- **Regulations regarding front yard fences**
  - Date to be determined.
- **Tiger brush and bulk issues- Contract ends January 1, 2025 (Item Remaining from Retreat)**
  - Discussed at the following City Council Meetings
    - 02/22/2021
      - Council addressed complaints and Tiger Sanitation responded.
    - 09/7/2021
      - Considered a resolution on how to manage bulk pick-up. Resolution # 21-031-R, the direction was given to CM to come back with a plan.
      - Considered and Ordinance Amending the Ord 14.02 Solid Waste First reading.
    - 11/2/2021
    - Considered and Ordinance Amending the Ord 14.02 Solid Waste Second Reading Passes Ord. # 21-053.
    - 1/11/2022
    - The Council considered two options to manage the overflow of Brush. The Council decided to have PW pick up the overage after Tiger Sanitation picked up their 8 CY.

- There were 11 homes with oversized brush the City had the item picked on 3/4/22-3/8/22.
- 05/17/2022 Council meeting discussing rate increase.
  - Council allowed the 2.5% increase for July and another in January but did not approve the 7.5 % increase.
  - Council was willing to renegotiate terms.
    - On 8/23/2022, Council decided to leave terms as is.
- On 9/19/2023 the staff took a draft survey to the Council. Staff will amend it and bring it back to the Council at a later time.
- Will ask for input at the Town Hall meeting.
- Speed hump policy changes- **(Item Remaining from Retreat)**
- Discussion of updating the Strategic Plan –
  - Will be placed on the Town Hall meeting for discussion-Council decided at the 11/21/23 Council meeting to hold a workshop.
- Presentation on legislative changes that may impact our city - **(Item Remaining from Retreat)**
- **Silo design per request of the adjacent property owner**
  - 5/2/2023 – Moved by CM due to the number of items on the agenda.
  - 5/16/2023 – Scheduled
    - Council Requested outreach to local universities.
- **Sustainability Overlay**
  - 6/6/2023 Staff is not ready and has been postponed until September.
  - 7/25/2023 – Zoning Commission started to review.
- **Stray Animal Ordinance**
  - Currently being reviewed by the City Attorney – we cannot require private industry to take in and adopt our stray animals.
  - Looking at a possible interlocal agreement.
  - Staff has met with the county for a long-term solution.
- **Neighborhood/Citizen Survey**
  - Will be tied to the solid waste survey.
- **Review of the Personnel Manual**
- **Establish neighborhood boundaries**
  - Council has opted not to Update Master Plan.
  - P & Z Director investigating a university conducting the plan.
- **Looking at an amendment to Section 15.02 Appendix C (I), D Structural Nonconformity to add a matching percentage from Economic Community Development funds.**
  - **After the sustainability review.**
- **Four-way stop at Forest Meadow and Evers.**
  - **To be evaluated upon the development of the Evers property.**

**ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED**



- **John Marshall Traffic Plan – CR, JH**
  - Discussed at the following Council meeting.
  - 12/14/2022 Next steps
  - NISD engineers are still working on the plan, collecting traffic counts, and coordinating with CoSA Traffic Department.
  - Once complete, additional meetings will be held with the City to determine the feasibility and appropriateness.
  - Once plans are final, the proposal will be presented to City Council for approval.
  - John Marshal Update on 3/15 based on 2/14 meeting.
  - The City received feedback on possible neighborhood suggestions on 5/09/2022. Joint meeting to be determined.
  - Heard by City Council to possible street closures on 8/23/20 engineers will develop a report and PD and Fire will review.
  - Taking to Council on 10/3/2022.
  - 2/7/2023 council will review speed pads and school zone.
    - Council decided to move forward with the speed pads and wait on the school zone. The delineators will also be left alone.
  - Speed pads have been installed and school zone on Huebner is being addressed.
  - Interlocal agreement with San Antonio is complete. A budget adjustment of \$74,000 was approved by Council for the mast traffic arms.
  - We met with the contractor, The Levy Company, and they informed us that the mast arms will take 16-24 weeks for delivery, so work will not start until December or January.
- **Flooding**
  - Was addressed at the following Council Meetings.
    - 08/03/2021 – Flood damage prevention Ord. # 21-034.
    - 11/2/2021 – To discuss flood mitigation strategies.
    - 12/07/2021 – Short-Term options to address flooding.
  - Budget Adjustment – For funding floodway monitoring and software upgrades.
    - Upcoming Council presentation 1/18/2022.
  - Budget Adjustment – for creek cleanup.
    - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD.
  - Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
    - Council decided to look at the 50' wide, protected little league, the study will be brought back to the Council before we agree to do it.
  - Budget adjustment for creek cleanup.
    - 6/7/2022
  - Budget adjustment for flood gates and notification system.

- 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
  - Council direction to bring back budget adjustment on \$633,000.
    - First Read 10/3/2022.
    - Second Read 10/18/2022.
  - 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
- **Presentation and discussion on the status of implementation of TPCA best practices for law enforcement policies, including the mandatory provision of mental health PTO in accordance with Texas legislative changes - JS, RO**
  - Discussed at the following Council meeting.
    - 6/1/2021
  - Update in the CM report 10/26/2021:
    - We released the initial 6 policies (6.1 - Use of Force, 6.3 - Non-lethal, Less than lethal weapons, 6.4 - Officer Involved Shooting, 7.15 - Vehicle Pursuits, 7.40 Investigations, 8.6 Active Shooter) in July and August. With the distribution, we included a record of receipt and pertinent training.
    - Since the initial release, we have now distributed 4 more policies (3.2 - Field Training Program, 3.2.1 - Field Training Program Operations Manual, 4.6 - Off-duty Employment, 5.4 - Body Worn Camera) and again, with the distribution, we have included a record of receipt and pertinent training.
    - Currently in the process of the last review before we release 8 other policies.
  - Mental Health Quarantine Policies, Section 614.015 of the Tx Gov't Code have been updated and can be found here:  
[https://cms3.revize.com/revize/leonvalleynew/departments/human\\_resources/procedural\\_directives.php#revize\\_document\\_center\\_rz4176](https://cms3.revize.com/revize/leonvalleynew/departments/human_resources/procedural_directives.php#revize_document_center_rz4176)
  - Distributed a Property and Evidence Packaging Manual that is used along with 12.1 Property and Evidence Management. 10.1 Prisoner Processing and 11.1 Municipal Court are in the final draft and edit stage and will be distributed both in the near future.
  - Citizens or Media Recording of Police Incidents 2/1/2022
  - Evidence and Property 2/1/2022.
  - Body Worn Cameras 9/3/2022.
  - Differential Police Response (CFS Report Program) 9/6/2022.
  - Rules of Conduct 9/15/2022.
  - Mission, Values, Written Directives 12/27/2022.
  - Law Enforcement Role and Authority 12/27/2022.
  - Field Interviews, Stop and Frisk 12/27/2022.
  - Arrests With and Without Warrants 12/27/2022.

- Eyewitness Identifications 12/27/2022.
- **Red-light Cameras first available contract end term is May 2037**
  - City Council adopted a Resolution declaring the intent to phase out redlight cameras 4/6/2021 – Resolution # 21-009R.
  - The RLC Contract would be difficult to terminate without financial obligation from the City.
  - City Council supports HB 1209 and physically delivers letters in support to Cortez, Biederman, Canales, Menendez
  - Funds – Eligible projects – CR
    - Will be discussed at the Town Hall Meeting on January 22, 2022.
  - Discussed at the retreat Council has decided not to spend funds until we know what the legislature is doing.
  - Resolution supporting SB 446-2/21/2023.
  - The item was not approved during the legislation process the Council will try again in 2025.
- **Comprehensive Master Plan**
  - Was addressed at the following Council meetings:
    - 2/2/2021
    - 3/23/2021
    - 06/1/2021
  - This item was discussed during the budget process and ultimately, the Council decided not to expend the funds on this project at this time.
  - Will be discussed under the Town Hall meeting update to the Council on 4/19/2022.
    - Council would like us to use our future land use map.
- **Sewer Service Charge Adjustments**
  - Council meeting 2/15/22.
  - Impact Fees Removed.
  - Sewer Charges will be brought back at a later time.
- **Apartments Finley And Sierra Royale, Forest Oaks, Vista Del Rey- BM**
  - Update on one of the Apartment Complexes at the CC mtg 3/15.
    - Presentation was given on Vista Del Rey.
    - Next apartment review is on 5/3/2022.
      - Staff received legal advice in the executive session.
    - Executive session 8/2/2022
      - Council decided to file a Chapter 54 lawsuit against Vista Del Rey, filed on 8/5/2022.
      - TRO was granted on 8/8/2022.
      - Administrative warrant executed on 8/17/2022.
      - Temporary Injunction was granted on 8/22/2022.
        - They have 6 months to comply.
      - 8/31/2022 Vista got new attorneys.

- 9/9/2022 Vista filed a motion to dissolve the temporary injunction.
  - C of Os issued Shed, Maintenance Shop, Laundry 1-3, Vista, Gym.
  - 9/19/2022 hearing set and canceled.
    - Executive Session 9/20/2022
    - Vistal Del Rey is 50% compliant Council agreed to settled on 4/18/2023.
    - Vista has completed all inspections and received their C of Os.
- **Presentation, discussion, and possible action on fluoride survey results – JS**
  - CC Mtg. 3/1/2022 Postponed.
  - Moved to 4/5/22.
  - Presentation given to the Council and the community on the benefits, no direction was provided to staff.
- **AV equipment for the Conference Center - Budget Adjustment from ARP Funds**
  - Council meeting 2/1/22 first read.
  - Item amended to get the direction of the scope of work.
  - Will bring the item back after the BID process.
  - Discuss alternatives 5/3/2022.
  - This item could not be purchased out of ARP funds.

## **COMPLETED**

- **Presentation and discussion on the hiring process for Directors**
  - 1/17/2022 presented and passed unanimously.
- **Substandard Building Regulations**
  - 1/17/2023 First read.
  - 2/7/2023 second read passed unanimously.
- **City Manager Evaluation**
  - 2/7/2023
- **Scope of duties for the Earthwise Living Committee**
  - 1/17/2023 -The committee had additional comments moved to the next meeting.
  - 2/7/2023 – The next Earthwise meeting is on 2/1. It was too close to the agenda preparation process being postponed until 2/21/2023.
  - 2/23/2023- Placed on the Agenda – Passed on consent unanimously.
- **Blood Drive and PTO Policy**
  - 3/7/2023 – Passed unanimously.
- **Lyft Program**
  - 2/21/2023 – City Council wished to proceed with the partnership.
  - 3/7/2023 – Will be on the agenda with an ordinance for a first read.

- 3/21/2023 - Will be on the agenda with an ordinance for a second read.
    - Approved unanimously.
- **Discussion and possible action on amending BOA variance criterion by Texas Legislative changes**
  - 2/28/2023 – Went to the Planning & Zoning Commission, which recommended approval.
  - 3/7/2023 – Will be on for the first read.
  - 3/21/2023 – Will be on for the second read.
    - Passed unanimously.
- **A policy on open meetings act in regard to how it applies to advisory committees.**
  - 1/17/2023 – Moved by Mayor.
  - 2/7/2023 – Moved by Mayor.
  - 2/21/2023 – Moved by Mayor.
  - 3/7/2023- The meeting agenda too full moved by City Manager.
  - 3/21/2023- The meeting agenda too full moved by City Manager.
  - 4/4/2023 – Placed on the agenda.
  - 4/18/2023 – Will be placed on consent – passed unanimously.
- **Presentation on VIA Ridership and MTA .005 of sales tax**
  - 2/7/2023 – Mayor would like VIA present moved to 2/21/2023.
  - 2/21/2023 – Placed on the agenda – The Council requested more information to return to the Council by April.
  - 4/18/2023 – Item placed on the agenda - no action taken.
- **Public Private Partnership with local pet shops for pet adoption options**
  - 2/21/2023 City Council wished to proceed with the Partnership.
  - 3/21/2023 will return with an official MOU – postponed due to being held up with Petland legal.
  - 4/18/2023 – Placed on the agenda as a resolution - passed unanimously.
- **Health Insurance Broker**
  - Gallagher Benefits Services the contract was awarded for three years passed by Council on 4/18/2023.
- **Over 65 and Tax Exemption**
  - Council Mtg. 3/1/22
    - Councilor Orozco will get with the Finance Director to see if this item will come back on a later date.
    - 2/21/2023 The Council looked at a 5% exemption for everyone. This will come back before July.
    - 05/2/2023 brought back by Councilor Stevens and Hefner as a first read.
    - 5/16/2023 on for the second read.
      - Item passed.
- **RFP for Staff Utilization Study**
  - Reviewed by Council 6/20/23 passed unanimously for October start date.

- **Towing Contract**
  - 04/04/2023 – Council would like additional information.
  - 5/2/2023 – will be back with additional information.
    - Council selected Banis Towing. Contract will come back for final approval.
  - 6/20/2023 -Scheduled.
  - 7/18/2023 Second read approved unanimously.
- **New Guidelines for Economic & Community Development Advisory Committee**
  - 5/2/2023 – Moved by CM due to the number of items on the agenda.
  - 5/16/2023 – Scheduled-moved by CM due to the number of items on the agenda.
  - 6/6/2023 – Scheduled postponed until 6/20/2023.
  - 06/20/2023 – Postponed until 7/18/2023.
  - 7/18/2023 – Council review.
  - 8/1/2023 – Second read- approved unanimously.
- **Health Inspector contract**
  - Reviewed by Council 6/20/23 staff will bring back on 7/18/2023.
  - 7/18/2023- contract on the agenda for review.
  - 08/1/2023 – first read.
  - 08/15/2023 – second read.
- **Building Official contract**
  - Reviewed by Council 6/20/23 staff will bring back on 7/18/2023.
  - 7/18/23 contract on the agenda for review.
  - 08/01/2023 – first read.
  - 08/15/2023 – second read.
- **American Rescue Plan Funds**
  - 8/17/2021 City Council meeting. Council agreed to budget in FY 2022 for the following.
    - 911 Mass text - \$5,900
    - PPE and decontamination supplies -\$10,000
    - Disposal supplies and medication - \$45,000
    - 2 power stretchers – \$60,000
    - 12 LEAD cardiac monitor - \$70,000
    - Library hot spots – \$5,220
    - Huebner Well generator - \$230,000
  - 11/16/2021 Budget Adjustment Ord. # 21-060
    - AV equipment – Council Chambers -\$41,000
    - PD AC repair - \$10,000
    - Website upgrades - \$40,000
    - Premium pay for essential workers -\$150,000
    - Citizen utility asst. - \$50,000
    - Library AC repair -\$25,000

- For FY 23 Budget
  - Fire Truck - \$400,000
  - Shadow Mist Skate Park - \$70,000
- This item was heard at the Town Hall Meeting on 3/26/2022.
  - Citizen input will be presented at the 4/19/22 CC Mtg.
- At the 4/19/2022 Council Meeting, Council decided to use \$400,000 to purchase a fire truck.
- Finance Director gave a presentation on 10/18/2022 Council meeting.
- City Manager updated eligible items and gave a presentation on 4/18/2023. Council directed staff to buy a new fire truck, ambulance and well generator.
- 8/15/2023 - Remaining funds will be allocated to water.
- LVHS request for ARP Funds
  - Reviewing MOU on 11/1/2022, 12/6/2022
    - No funds remaining.
- **Demolition Policy**
  - 5/2/2023 – Moved by CM due to the number of items on the agenda.
  - 5/16/2023 – Scheduled moved by CM due to the number of items on the agenda.
  - 6/6/2023 – scheduled received input will return on July 18, 2023.
    - Overfilled Agenda Moved by City Manager.
  - 7/18/2023
    - Overfilled Agenda Moved by City Manager.
  - 08/01/2023
    - Overfilled agenda moved by City Manager.
  - 08/15/2023
    - On the agenda for discussion. Council unanimously approved the policy.
- **Capital Plans/FY24 Budget**
  - 5/16/2023 -Scheduled presented to Council.
    - Request to change out LV Ranches Park to dog park.
  - 06/6/2023 – postponed by Mayor.
  - 6/20/2023 – Scheduled.
    - Council asked for this item to be looked at on 7/22/2023.
    - Council asked this item to be reviewed again on 8/1/2023.
    - Council reviewed and made some deletions on 8/10/2023.
    - Council agreed on the deletions and tax rate will be on the 9/5/2023 agenda for approval.
    - Item approved.
- **5616 Bandera road, also known as Comfort Café**
  - 3/21/2023 Public Hearing to remedy.
    - Council decided to demo the property. Scheduled for May 1, 2023 demo.

- 4/24/2023 Owner paid the liens. Demo is scheduled for June 30<sup>th</sup>.
- Owner is waiting on CPS energy to pull the gas.
- Gas pulled and demo permit paid waiting on building review.
- All permits have been approved and paid awaiting new timeline.
- Demo expected by 8/22/23-Demo completed.
- **Fourth of July Presentation**
  - City Council 3/15.
  - Council provided direction.
  - The next update will be on 6/7/2022.
  - Recap August 2, 2022, and August 16, 2022.
  - Recap and direction October 4, 2022.
  - Review 11/15/2022.
    - Time will remain the same and have a headliner that is well known.
  - 6/20/23 a review of the upcoming event.
  - 8/15/23 we have wrap up – moved to 9/5/2023- completed with no feedback.
- **Renaming the Community Center after Ms. Baldrige**
  - Item discussed at the 9/5/2023 Council meeting.
  - Item placed on 9/19 for approval.
- **Short Term Rental**
  - 3/7/2023
  - Short-Term rentals have appeared on the following agendas:
    - 1/12/2021- Tabled
    - 1/19/2021-Discussed
    - 4/6/2021-Discussed
    - 4/20/2021- Discussed
    - 8/3/2021-Tabled
    - 8/17/2021-Discussed
    - 8/16/2022-Tabled
    - 9/6/2022- Discussed
    - 1/17/2023- Discussed
    - 3/7/2023 – Item added by Councilor Stevens and Orozco
      - Council decided to have the city attorney draft an ordinance based on the information provided by Councilor Stevens
    - Attorney has developed an ordinance and will be discussed at the 7/22 retreat.
    - Will place on the 9/5/2023 agenda for discussion.
    - Council will review the draft ord. given by the City Attorney and provide feedback to the City Manager by September 29, 2023.
    - On 10/17/2023 the City Manager will present everyone's findings
      - The Council directed the City Manager to simplify the ordinance and bring it back to the next meeting.
    - 11/7/2023 Second Read



- This passed unanimously.
- **Code regulations dealing with blighted multi-family complexes**
  - This is on the 9/19/2023 for a first read.
  - Second read 10/17/2023.
    - After 60 emergency calls in a three-month period apartment complexes will be required to have a licensed peace officer.
    - Postponed due to agenda posting language.
  - Second Read 11/7/2023.
    - passed unanimously.
- **6417 Evers Road**
  - 11/2/20 – Lease approved.
  - 8/3/21 – Amending lease to remove a lessee.
  - 8/17/21- Executive session
  - 4/2/22 – first read SUP to allow alcohol.
  - 4/19/22 – second read SUP allow alcohol.
  - 12/6/22- Executive Session and EDC Funds
  - 12/20/22 -Executive Session
  - 3/21/23 – Executive Session
  - 5/2/2023- review of the agreement
    - Will go out for RFP once RFP is complete Council will select. If Ms. Bania is not selected, then she will have 30 days to vacate.
  - 06/20/2023 – RFP Review by Council.
    - Moved by Mayor to overfilled Agenda.
  - 7/18/2023 RFP Review by Council.
  - RFP is posted and awaiting responses.
  - 10/17/2023- on for executive session for discussion.
    - Council reconvened and selected Poppy’s Café.
    - The lease agreement is being reviewed by the Attorney.
  - 11/21/2023, the council will discuss the final lease - Council approved.
- **Opioid Litigation**
  - Item was addressed in executive session on:
    - 6/15/2021
    - 09/7/2021
    - 9/21/2021
  - Council addressed this item at the following Council meeting.
    - 11/16/2021
      - Council passed Resolution # 21-04R, agreeing to participate in a settlement agreement with opioid manufacturer Johnson & Johnson. The other are three major pharmaceutical distributors: AmerisourceBergen, Cardinal Health, and McKesson and is estimated to receive \$28,389.
  - The City still has an agreement with Phipps, Ortiz, and Talafuse for any remaining ongoing litigation.

- Received our first payment of \$7,000 on 4/20/2023. This item is closed.