



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, December 19, 2023 at 6:00 PM

AGENDA

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. All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

1. **Call to Order; Determine a Quorum is Present, Pledge of Allegiance**

ADDENDUM TO AGENDA

The following Item is hereby added to the previously posted agenda for the City Council Meeting on Tuesday, December 19, 2023

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

1. Pursuant to Texas Government Code, Chapter 551, Section 551.071: Consultation with the Attorney Regarding Pending or Contemplated Litigation, or Settlement Offer, or on a Matter in which the Duty of the Attorney to the Governmental Body Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with the Texas Open Meetings Act, Re: City of Leon Valley v. Civil Action No. 5:21-cv-00381-OLG, Vitra D. Frederick v. City of Leon Valley. In the United States District Court or the Western District of Texas San Antonio Division

3. **Reconvene into Regular Session**

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

5. **Regular Agenda**

1. Presentation, **Public Hearing**, and Discussion to Consider Approval of an Ordinance Granting a Zone Change From B-2 Retail with Sustainability Overlay (SO) Zoning District to B-2 Retail on an Approximately 2.32-acre Tract of Land Located off Grissom

Rd, Being Lots 4 and 5, Block 102, CB 4433, Timberhill Apartments Subdivision (1st Read as Required by City Charter) - M. Teague, Planning and Zoning Director

6. **Citizens to be Heard**

7. **Presentations**

1. Discussion and Direction to Staff on Scheduling a Strategic Plan Workshop - Dr. Caldera, City Manager
2. Presentation, Discussion, and Direction to Staff on Reprioritize Pipeline for Calendar Year 2024- Dr. Caldera, City Manager
3. Presentation and Possible Action on the Trash/Neighborhood Survey - Dr. Crystal Caldera, City Manager

8. **Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

9. **City Manager's Report**

1. **Upcoming Important Events:**

Regular City Council Meeting, Tuesday, January 16, 2024, 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.

10. **Consent Agenda**

1. Discussion and Possible Action Approving of the Following City Council Minutes:
 - a. 12-05-2023 Regular City Council Meeting Minutes
2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
 - a. 11-28-2023 Planning & Zoning Commission Meeting Minutes

3. Discussion and Possible Action on 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 (1st Read was Held on 12-05-2023) M. Moritz, Public Works Director
 4. Discussion and Possible Action on a Resolution Appointing Members to the Earthwise Living Committee – Mayor Chris Riley
 5. Presentation and Discussion of the Monthly Financial Report Ending November 30, 2023 - C. Goering, Finance Director
11. **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.**

12. 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>. 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

December 14, 2023 10:50 AM

Added to the Agenda posted

December 14, 2023 2:10 PM



MAYOR AND COUNCIL COMMUNICATION

DATE: December 19, 2023

TO: Mayor and Council

FROM: Mindy Teague, Planning and Zoning Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Public Hearing, and Discussion to Consider Approval of an Ordinance Approving a Zone Change From B-2 Retail with the Sustainability Overlay District to B-2 Retail District, on an approximately 2.32-acre Tract of Vacant Land, Located in the 5400 Block of Grissom Road, Being Lots 4 and 5, Block 102, CB 4433 Block 102, Timberhill Apartments Subdivision.

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The property owner would like to construct an automatic carwash on the two vacant lots along Grissom Road adjacent to the U-Haul facility located at 5420 Grissom Road. According to Leon Valley City Code, Chapter 15, Division 7, Section 15.02.381 Permitted Use Table, automatic carwashes are allowed in a B-2 Retail zoning district, but not with the Sustainability Overlay. To facilitate this development, a zone change will be required to remove the Sustainability Overlay zoning district.

The owner will be required to obtain a Specific Use Permit for the new construction, and they will also be replatting the lots, as the planned structures will be crossing the lot lines.

FISCAL IMPACT

The addition of this facility will increase sales and ad valorem taxes.

RECOMMENDATION

At their December 12, 2023 meeting, the Planning and Zoning Commission recommended approval of this requested zoning change.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO. 24-__

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL GRANTING A ZONE CHANGE FROM B-2 RETAIL DISTRICT WITH THE SUSTAINABILITY OVERLAY DISTRICT TO B-2 RETAIL ZONING DISTRICT ON AN APPROXIMATELY 2.32-ACRE TRACT OF VACANT LAND, LOCATED IN THE 5400 BLOCK OF GRISSOM ROAD, BEING LOTS 4 AND 5, BLOCK 102, CB 4433, TIMBERHILL APARTMENTS SUBDIVISION; PROVIDING FOR REPEALER, SEVERABILITY, AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS Chapter 211 of the Vernon's Local Government Code empowers cities to enact zoning regulations and provide for their administration, enforcement, and amendment; and

WHEREAS the City has previously deemed it necessary and desirable to adopt zoning regulations to provide for the orderly development of property within the City, to promote the public health, safety, and welfare of the residents of the City; and

WHEREAS the Leon Valley Code of Ordinances Chapter 15 Zoning constitutes the City's Zoning regulations and requires the property to be zoned in accordance with proper designations as defined by the City; and

WHEREAS the Planning and Zoning Commission of the City of Leon Valley provided adequate notice and held a public hearing in accordance with Chapter 15 of the Leon Valley Code of Ordinances; and

WHEREAS, the Planning and Zoning Commission of the City of Leon Valley has recommended granting a zone change from B-2 Retail with the Sustainability Overlay District to B-2 Retail Zoning District, and

WHEREAS, the City Council, after proper notice and public hearing determined that the request is consistent and compatible with the surrounding zoning and with the City's Future Land Use Plan, and

WHEREAS, twenty percent (20%) or more of the area of the lots or land immediately adjoining the area covered by the proposed change and extending two hundred [feet] (200') from such area did protest this change and the City Council, by affirmative vote of three-fourths (3/4) of all the members of the City Council, did vote to approve the change; and

WHEREAS the City Council of the City of Leon Valley now desires to grant the zone change, as requested at the subject location.

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

SECTION 1. Being lots 4 and 5, BLK 102, CB 4433, being 2.32 acres of land, in the Timberhill Apartments Subdivision

SECTION 2. That this Ordinance shall be cumulative of all provisions of the City of Leon Valley, Texas, except where provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event, conflicting provisions of such Ordinance are hereby repealed.

SECTION 3. That it is hereby declared to be the intention of the City Council of the City of Leon Valley that this Ordinance is not severable.

SECTION 4. The Ordinance shall be effective upon passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 16th day of January 2024.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
City Attorney

Rezoning Request
PZ-2023-29
5400 Block of Grissom Rd

Mindy Teague
Planning & Zoning Director
City Council Meeting
December 19, 2023

Purpose/Background

- Request to rezone from B-2 Retail with Sustainability Overlay to B-2 Retail
- Use is “Carwash (automatic)”
- 5400 block of Grissom Rd
- Per LVCC Chapter 15 Zoning, Div 7, Sec 15.02.381 Permitted Use Table, the use is not allowed in the B-2 Retail with Sustainability Overlay zoning district
- A zone change is required to remove the Sustainability Overlay District

Aerial View



Purpose/Background

- The owner will be required to replat the property and obtain a Specific Use Permit for the new construction

Fiscal Impact

- The revenue would increase ad valorem and sales tax for Leon Valley
- The applicant has paid all fees associated with this request

Recommendation

- Property owners within 200' were notified via mail
 - No letters were received in favor or in opposition
- Options
 - Approval
 - Denial
- At their 12/12/23 meeting, Planning and Zoning Commission recommended approval of the requested zoning

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.
 - 12/5/2023 city council reviewed the presentation from Waterworth the next workshop is scheduled for 1/16/2023
- **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.
 - The Council decided to conduct a field trip in the Natural Area
 - 12/6/2023 the Council walked the steaked-out creek realignment
 - 1/16/2023 – The Council will revisit the project.
- **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.
- **Interlocal Agreement with the County regarding an Outreach Coordinator.**

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 it.
- Taking to Council on 10/3/2022.
- 2/7/2023 council will review speed pads and school zones.
 - 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 the 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.
- ~~Presentation and discussion on the status of implementation of TPGA 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~~
 - ~~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.

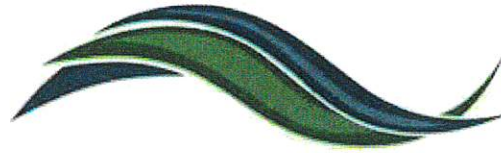
- ~~▪ 2/21/2023 The Council looked at a 5% exemption for everyone. This will come back before July.~~
 - ~~▪ 05/2/2023 brought back by Councilor Stevens and Hefner as a first read.~~
 - ~~▪ 5/16/2023 on for the second read.~~
 - ~~• Item passed.~~
- ~~• **RFP for Staff Utilization Study**~~
 - ~~○ Reviewed 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 30th.
 - 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.~~



City of Leon Valley
2023 Solid Waste Survey

In order to improve customer service and better serve your needs, the City of Leon Valley asks for your input on solid waste management services.

The City of Leon Valley’s agreement with Tiger Sanitation will end January of 2025, and city leadership will soon decide whether to negotiate a new multi-year contract with Tiger Sanitation or request proposals from competing solid waste companies working in our area.

Whether you're a resident or a business, please select the appropriate survey option below to share your satisfaction level with current service offerings and preferences on garbage and recycling, and more.

DEMOGRAPHIC INFORMATION

1. Age of Respondent: _____ Gender: M F No Response

2. Check one: Resident Business Owner

CURRENT SERVICE QUALITY

1. Garbage Collection (reliable, picked up on scheduled day, neat, complete)

- Excellent
- Good
- Acceptable
- Poor

2. Recycling Collection (reliable, picked up on scheduled day, neat, complete)

- Excellent
- Good
- Acceptable
- Poor

3. Customer Service (complaints handled courteously, bills received and processed appropriately)

- Excellent
- Good
- Acceptable
- Poor

4. In the past year, have you made a complaint about your solid waste service?

- Yes No

5. If yes, please indicate what the complaint was about (choose all that apply).

- Garbage Collection
 - Recycling Collection
 - Billing Problem
 - Other (please specify)
-

6. If yes, were you satisfied with the way your complaint was handled?

- Yes No

7. If you were not satisfied, please describe the problem, specify who you contacted to complain and indicate what was lacking in its resolution. Feel free to use this space for positive comments as well.

8. Currently, the City has once a week trash collection service. Would you be willing to pay more for twice a week service?

- Yes No

If you are willing to pay more how much more? (Mayor's addition)

- \$5 to \$10 more month
- \$11 to \$15 more month
- \$16 to \$20 more month
- No limit. I want twice a week pickup

9. Twice yearly the city has large item disposal (furniture, non-freon appliances, brush, etc.), of up to 8 cubic yards. ~~Would you be willing to pay more for unlimited large item pickup?~~ Would you be willing to pay more for one additional pickup a year (Councilman Martinez Change)

- Yes No

If you are willing to pay more how much more? (Mayor's addition)

- \$5 to \$10 more month
- \$11 to \$15 more month
- \$16 to \$20 more month
- No limit. I want unlimited bulk/brush pickup

10. Currently, the City does not have Household Hazardous waste disposal. Would you be willing to pay more for Household Hazardous waste disposal?

- Yes No
- If you are willing to pay more how much more? (Mayor's addition)
 - \$5 to \$10 more month
 - \$11 to \$15 more month
 - \$16 to \$20 more month
 - No limit. I want household hazardous waste

~~11. Currently, the city contracts with Tiger Sanitation for your trash and recycling services. Would you prefer to choose your own trash and recycling service and the city no longer contracts out for these services? (Councilman Martinez and the Mayor Change)~~

- I prefer to select my own trash/recycling services
- I prefer the city to contract for services

Leon Valley has a once a week email called "ENEWS"
Please provide your email address to be added to the weekly email

Optional: Name _____ Address _____
emergency phone number _____
(Councilman Martinez's Addition)

Mayor's Additions

Think about where you live, do you think that people in that area have serious problems with ANY of the following? **[READ LIST ONE AT A TIME-CHECK (✓) EACH AREA MENTIONED AS A PROBLEM]**

Streets Are in Poor Condition	Lack of Sidewalks	Vandalism	Lack of Adequate Health Services	Stray Dogs/ Cats
Overgrown Vacant Lots	Drainage problems when it rains	Gangs	Lack of Curbs	Traffic Congestion
Traffic Noise	Litter/ Trash	Drug Dealing	Crime (E.G. Violence, Theft)	Graffiti

Thinking about the problems you just mentioned, which **ONE** is of greatest concern in your neighborhood or If not listed above, please write in your concern. **[Please write In]**

- How long have you lived in Leon Valley? (Please check one)
- Less than 9 years

- 10-19 years
- 20-29 years
- 30-39 years
- More than 40 years

Do you own or rent your home? (Please check one)

- Own (paying a mortgage)
- Rent

What is your preferred method of receiving information about the City of Leon Valley?

- Email
- Newsletter
- Facebook or other social media
- Other _____

Thank you for providing us with your input!

The City Council is considering assembling a team of citizens and business owners to form a committee to gather more information on the wants and needs of its citizens and business owners as they pertain to solid waste removal. If you would be interested in serving on such a committee or if you would like a City staff person to call you about a solid waste problem or other matter, please include your name, daytime telephone number and/or email address below.

Name: _____

Phone: _____ Email: _____



**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

MINUTES

The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some Members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.

Citizens May E-Mail Public Comments To citizenstobeheard@leonvalleytexas.gov. All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance

PRESENT

- Mayor Chris Riley
- Council Place 1 Benny Martinez
- Mayor Pro Tem, Council Place 2 Josh Stevens
- Council Place 3 Philip Campos
- Council Place 4 Rey Orozco
- Council Place 5 Will Bradshaw

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

Mayor Riley introduced Troop 515 from St. Thomas Episcopal Church which included the following members: Advait Buchaiahgari, Deepak Pachari, Nishant Kommineni, Sunil Chillara, Aryan Aware, Sohan Bhandary, Aarush Badireddy, and Kavin Tripathi.

Mayor Riley asked Troop 515 to lead the Pledge of Allegiance

2. Citizens to be Heard

Those who spoke at this time were: Elaine Valdez (Leon Valley)

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

Calvin Coles, Customer Success Manager of Waterworth/Muniworth presented this item.

No action was taken but Dr. Crystal Caldera, City Manager will be setting up a future workshop to discuss water rates.

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.

Dr. Crystal Caldera, City Manager asked that City Council postpone this item indefinitely to allow staff to make modifications based on latest information they have received.

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**

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

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

The motion was passed unanimously.

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.**

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.

This item will be brought back for second read on the December 19, 2023 City Council Consent Agenda.

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**

Councilor Philip Campos motioned to deny the request for waiver of the \$47.00 fee for OR-2023-341 as requested. Councilor Benny Martinez seconded the motion.

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

The motion to deny was passed unanimously.

There was a consensus to bring back an item authorizing the city manager to waive fees for open record requests.

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

Mindy Teague, Planning and Zoning Director presented an application for a BYOB Permit for Lev Hookah Lounge at 5716 Wurzbach Road.

Dr. Crystal Caldera informed the City Council that there have been other issues with this business and asked that City Council go into Executive Session to consult with the attorney prior to voting on this item.

Councilor Rey Orozco motioned to go into Executive Session to discuss this item further with legal counsel. Councilor Philip Campos seconded the motion.

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

The motion passed unanimously.

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

Mayor Riley announced that the Leon Valley City Council would enter into Executive Session pursuant to Texas Government Code, Chapter 551, Section 551.071 Consultation with counsel on legal matters pertaining to the Lev Hookah Lounge, located at 5716 Wurzbach Road.

The City Council went into Executive Session at 6:41 PM

9. Reconvene into Regular Session

The City Council reconvened into Open Session at 7:01 PM

10. Possible Action on Issues Discussed in Executive Session If Necessary

Councilor Rey Orozco motioned to deny applicant Lev Hookah Lounge's "Bring Your Own Bottle" (BYOB) permit application filed pursuant to Article 4.03 of the City of Leon Valley's Code of Ordinances on the grounds that since March of 2023, the location in question has had the following: Over fifty (50) police calls for service; three (3) shootings; one (1) or more instances of blocking the second property entrance with cars in violation of the City's Code; one (1) or more instances of blocking fire lanes in violation of the City's Code; one (1) or more instances of violating the establishment's Certificate of Occupancy maximum occupancy limit of eighty-five (85) persons in attendance; and one (1) or more instances of serving food in the parking lot of the establishment off of tables without required permitting under the City's Code. Therefore, based on the forgoing documented conduct, the City of

Leon Valley should deny applicant's BYOB permit application. Councilor Philip Campos seconded the motion.

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

The motion to deny was passed unanimously.

11. Citizens to be Heard

Those who spoke at this time were: Emmanuel Kenah and Mr. Batta of Lev Hookah Lounge

12. Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley’s Code of Ordinances, at a meeting of City Council, a member of City Council may place an item on an agenda by making a motion to place the item on a future agenda and receiving a second. No discussion shall occur at the meeting regarding the placement of the item on a future agenda.

Councilor Rey Orozco stated that he did not need this issue on an agenda at this time but wanted everyone to know that he is researching and will be bring an item to a future agenda regarding the USPS requiring HOA's to fund replacement of damaged community mailboxes.

13. Adjournment

Mayor Riley announced that the meeting adjourned at 7:14 PM

These minutes approved by the Leon Valley City Council on the 19th 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 – NOVEMBER 28, 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 6:34 PM.

PRESENT

Commissioner	Andrea Roofe	Place 2	Tardy 6:36PM
Chair	Cassie Rowse	Place 5	
2nd Vice Chair	Erick Matta	Place 6	
Commissioner	Richard Blackmore	Place 7	
Commissioner	Hilda Gomez	Place 3	
Commissioner	David Perry	Place 1	
2 nd Alternate	Mary Ruth Fernandez	Seated to Vote	
3 rd Alternate	Gregory Meffert		

ABSENT

Commissioner	Pat Martinez	Place 4	Excused
1 st Alternate	Thomas Dillig	Excused	
Council Liaison	Benny Martinez	Excused	

Also in attendance were Planning & Zoning Director Mindy Teague and Permit Technician Elizabeth Aguilar.

2. APPROVAL OF ZONING COMMISSION MINUTES

- 1. Planning & Zoning Commission - Regular Meeting - October 24, 2023

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

3. NEW BUSINESS

- 1. Presentation, Public Hearing, Discussion, and Possible Action to Approve a Re-plat for Whataburger located 7016 Bandera Rd, CB N.C.B. 4446, Lot 3, Block 1, Being Bandera Heights Subdivision - M. Teague, Planning and Zoning Director

Planning and Zoning Director Teague presented the case information, and a brief discussion was held regarding the reason for the replat, site ingress/egress, traffic and construction impact, opening date, location of easements, factors for selecting this

location for the new building style, a possible tour of the new facility, and the design of the building.

Chair Catherine Rowse opened the public hearing at 6:51PM. Seeing that nobody wished to speak, she closed the public hearing at 6:52PM.

Commissioner Roofe made a motion to accept the replat as presented, which was seconded by Commissioner Perry. The motion carried unanimously.

Voting Yea: Chair Rowse, 1st Vice Chair Matta and Commissioners Roofe, Perry, Blackmore, Gomez, and 3rd Alternate Fernandez

Voting Nay: None

4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

Planning and Zoning Director Mindy Teague introduced Deputy Fire Marshal Jeremie Ross. Mrs. Teague also reminded the Commissioners that the next meeting would be held on December 12, 2023.

Chair Catherine Rowse announced that the 2nd Vice-chair vacancy needed to be filled.

Commissioner Roofe nominated herself for the position. A vote was conducted, with all Commissioners in favor and none opposed. Commissioner Roofe was selected for the 2nd Vice-Chair position.

5. ADJOURNMENT

Chair Rowse announced the meeting adjourned at 6:56 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 12th of December 2023.

APPROVED



CATHERINE ROWSE
CHAIR

ATTEST: 

ELIZABETH AGUILAR
PERMIT TECHNICIAN



MAYOR AND COUNCIL COMMUNICATION

DATE: December 19, 2023

TO: Mayor and Council

FROM: Melinda Moritz, Public Works Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on 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	\$20,214
Budget Adjustment Needed	\$20,214

Crack Seal Trailer Budgeted	\$40,000
Cost for Equipment	<u>\$55,586</u>
Deficit	\$15,586
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. 23-__

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 19th 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 19, 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 crack seal 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 19, 2023

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on a Resolution Appointing Members to the Earthwise Living Committee

SPONSOR(S): (N/A)

PURPOSE

The purpose of this item is to present to City Council all City of Leon Valley applications to serve on the Earthwise Living Committee.

THE FOLLOWING APPLICATIONS WERE SUBMITTED:

Joan Marcotte - Received on 11/27/2023.
 Beth Mursch - Received on 11/30/2023.
 Anna Campos – Received on 12/13/2023.

FISCAL IMPACT

None

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
 City Secretary

A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING MEMBERS TO THE EARTHWISE LIVING COMMITTEE

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

The following individuals are hereby appointed as members to the **Earthwise Living Committee**:

Joan Marcotte Beth Mursch Anna Campos

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

That the appointment of the aforementioned individual(s) to their perspective committee is effective immediately.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 19th day of December 2023.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

NICOLE WARREN
City Attorney

City of Leon Valley November 2023 Financial Report

Carol Goering

Finance Director

City Council Meeting

December 19, 2023

Monthly Financial November 2023

{Section}.75.

General Fund

Target Percentage 16.67

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Ad Valorem	\$ 5,470,447	\$ 631,742	11.5%	\$ 752,218	13.7%
Sales Taxes	3,789,946	-	0.0%	2,499	0.1%
Franchise Taxes	1,001,820	92,086	9.2%	5,200	0.1%
Licenses, Permits, Fees & Fines	1,237,800	193,079	15.6%	162,125	10.3%
Miscellaneous Revenue	2,084,894	81,213	3.9%	76,880	11.8%
Transfers In	2,133,856	-	0.0%	377,974	18.2%
Total Revenue	\$ 15,718,763	\$ 998,121	6.3%	\$ 1,376,896	9.6%
EXPENDITURES					
Municipal Court	\$ 426,289	\$ 58,895	13.8%	\$ 55,621	13.3%
Finance	465,686	88,113	18.9%	60,480	14.0%
Council & Manager	1,110,434	179,327	16.1%	170,157	12.8%
Information Technology	315,718	89,343	28.3%	74,614	23.67
Police	3,542,439	625,323	17.7%	458,580	13.9%
Impound Lot	134,402	29,865	22.2%	689	0.6%
Fire	3,900,408	587,974	15.1%	491,002	13.6%
Public Works	2,522,719	418,158	16.6%	274,145	12.3%
Planning and Zoning	649,790	62,375	9.6%	52,174	10.1%
Economic Development	393,099	68,893	17.5%	517	0.1%
Special Events	144,606	364	0.3%	1,265	0.9%
Parks & Recreation	2,767,490	78,202	2.8%	13,780	4.9%
Library	557,862	80,582	14.4%	69,440	12.1%
Transfers Out	-	-	0.0%	-	-
Total Expenditures	\$ 16,930,942	\$ 2,367,414	14.0%	\$ 1,722,463	11.5%

Monthly Financial November 2023

Water/Sewer/Storm Water Fund

Target Percentage 16.67

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Water Sales	\$ 2,084,115	\$ 245,415	11.8%	\$ -	-
Sewer Sales	2,516,542	286,712	11.4%	-	-
Storm Water	580,444	49,440	8.5%	-	-
Connection & Platting	350	-	0.0%	-	-
Customer Fees	68,921	11,612	16.8%	-	-
Tapping Fees	10,000	-	0.0%	-	-
Interest Income	50,000	35,073	27.9%	-	-
Miscellaneous Revenue	10,500	-	0.0%	94,945	0.0%
Total Revenue	\$ 5,320,872	\$ 628,251	3.1%	\$ 94,945	87.6%
EXPENDITURES					
Water System	1,704,795	215,264	12.6%	6,128	0.6%
Sewer System	2,738,254	307,758	11.2%	3,166	0.1%
Storm Water	175,600	49,678	28.3%	-	0.0%
Other Sources/Uses	1,261,628	-	0.0%	-	-
Total Expenditures	\$ 5,880,277	\$ 572,700	9.7%	\$ 9,294	0.2%

Monthly Financial November 2023

Community Center Fund

Target Percentage 16.67

REVENUE	FY 2024 BUDGET	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 84,000	\$ -	0.0%	\$ -	0.0%
RENTAL FEES					
Community Center	47,900	3,163	6.6%	6,520	13.0%
Conference Center	16,534	8,063	48.8%	2,784	-
Interest Income	7,200	2,083	28.9%	1,211	211.2%
Transfers in	-	-	-	-	-
Total Revenue	\$ 155,634	\$ 13,309	8.6%	\$ 10,515	7.3%
EXPENDITURES					
Personnel	\$ 89,338	\$ 13,651	15.3%	\$ 10,940	14.9%
Supplies	8,000	130	1.6%	-	0.0%
Contractual	59,350	11,272	19.0%	4,322	8.4%
Capital Outlay	60,000	-	-	-	0.0%
Total Expenditures	\$ 216,688	\$ 25,052	11.6%	\$ 15,262	10.6%

Monthly Financial November 2023

Economic/Community Development

Target Percentage 16.67

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Sales Tax Revenues	\$ 409,000	\$ -	0.0%	\$ -	0.0%
Interest Income	11,000	3,970	36.1%	1,256	22.84
Total Revenues	\$ 420,000	\$ 3,970	0.9%	\$ 1,256	22.8%
EXPENDITURES					
Personnel	\$ 172,139	\$ 20,583	12.0%	\$ 1,665	0.3%
Supplies	11,475	375	3.3%	143	0.0%
Contractual	209,485	47,935	22.9%	1,578	0.0%
Total Expenditures	\$ 393,099	\$ 68,893	17.5%	\$ 3,386	0.1%

Monthly Financial November 2023

Impound Lot

Target Percentage 16.67

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Impound Lot Fees	\$ 100,000	\$ 22,550	22.6%	\$ 12,480	0.0%
Auctions	65,000	-	0.0%	2,237	0.0%
Total Revenues	\$ 165,000	\$ 22,550	13.7%	\$ 14,717	0.0%
EXPENDITURES					
Personnel	\$ 122,502	\$ 25,757	21.0%	\$ 21,813	0.7%
Supplies	1,900	-	0.0%	151	0.0%
Contractual	10,000	4,108	41.1%	-	0.0%
Capital	-	-	-	-	-
Total Expenditures	\$ 134,402	\$ 29,865	22.2%	\$ 21,963	0.6%

Monthly Financial November 2023

{Section}.75.

Red Light Cameras (RLC)

Target Percentage 16.67

REVENUE	FY 2024 Budget	FY 2024 Y-T-D ACTUAL		FY 2023 Y-T-D Actual	
Red Light Camera Fines	\$ 1,895,872	\$ 339,710	17.9%	\$ 401,110	18.0%
Late Fees/Court Costs	200,000	22,595	11.3%	-	0.0%
Interest Income	25,000	4,851	19.4%	-	-
Transfers in	-	-	-	-	-
Total Revenues	\$ 2,120,872	\$ 367,156	17.3%	\$ 401,110	16.4%
EXPENDITURES					
<i>Red Light Cameras (Tier 1)</i>					
Personnel (6 employees)	\$ 642,258	\$ 109,784	17.1%	\$ 94,888	15.5%
Supplies	3,150	-	0.0%	-	-
Contractual	887,000	69,795	7.9%	67,940	7.5%
Transfers	362,612.00	-	0.0%	-	-
Total Tier One	\$ 1,895,020	\$ 179,579	9.5%	\$ 162,828	8.8%
<i>Traffic Safety (Tier 2)</i>					
Personnel (2 out of 3 employees)	\$ 298,227	\$ 33,162	11.1%	\$ 2,112	0.7%
Supplies	9,800	-	-	-	-
Contractual	53,997	1,464	-	-	-
Capital Outlay	505,738	134,239	-	-	-
Total Tier Two	\$ 867,762	\$ 168,866	19.5%	\$ 2,112	155.6%

UNAUDITED

RLC Fines Revenue	339,710
RLC Expenditures	(179,579)
RLC Personnel Transfers	(30,218)
	129,913
City 50% Revenue (Loss)	64,957
Late Fees Revenue	22,595
Interest Income Revenue	4,851
Traffic Safety Expenditures	(168,866.00)
Total Net Fund Revenue (Loss)	(76,463)

City of Leon Valley November 2023 Financial Report

Carol Goering
Finance Director
City Council Meeting
December 19, 2023