

## EMPLOYMENT AGREEMENT

This Agreement will become effective upon City Council approval and execution of the Agreement between the **City of Leon Valley**, a municipal corporation organized under the laws of the State of Texas, hereinafter called "**Employer**", and **Crystal Caldera**, hereinafter called "**Employee**", both of whom understand and agree as follows:

### **WITNESSETH:**

**WHEREAS**, Employer desires to employ the services of said **Employee** as City Manager of the City of Leon Valley; and

**WHEREAS**, Employee agrees to the attached Job Description illustrated as Exhibit A;

**WHEREAS**, it is the desire of the City of Leon Valley City Council, hereinafter called "City Council", to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

**WHEREAS**, it is the desire of the City Council to (1) secure and retain the services of Employee and to provide an inducement for her to remain in such employment; (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; and (3) to provide a just means for terminating Employee's services at such time as they may be unable fully to discharge their duties due to disability or when Employer may otherwise desire to terminate their employment; and

**WHEREAS**, Employee desires to accept employment as City Manager of the City of Leon Valley, Texas;

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. This Agreement is for the term of four (4) years from the Effective Date, **January 16, 2026**. The Effective Date is the date when both parties have executed this Agreement. The Terms of the agreement were ratified on **February 3, 2026**, by the majority of the City Council to extend this agreement to January 16, 2030.
2. Employer agrees to employ and appoint said Employee as City Manager of said Employer to perform the functions and duties specified in said Code of the City of Leon Valley and to perform other legal, permissible and proper duties and functions as contained in the job description (Exhibit A), and which may, after consultation with Employee, be amended by the City Council from time to time.
3. Employee serves at the pleasure of the City Council, and nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the services of Employee at any time, subject only to the provisions set forth in paragraphs 15, 16 and 17 of this Agreement.

4. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions set forth in Paragraphs 3, 15, 16 and 17 of this Agreement.
5. Employee agrees to remain in the exclusive employee of Employer until terminated; except Employee may accept, with prior approval from the Mayor, professional teaching, counseling, consulting, or other engagements provided such employment shall not interfere with Employee's duties to Employer. Except for the foregoing, no other employment may be accepted, nor shall Employee become employed by any other employer, other than as approved by the Mayor.
6. Employer agrees to pay Employee an annual base salary of **\$202,500.00** for the first year of the contract term, payable in installments at the same time that other City employees of the Employer are paid. The annual base salary for the second, third and fourth year are to be determined by the annual performance review of Employee under Paragraph 7 below, payable in installments at the same time that other City employees of the Employer are paid.
7. Employer and Employee agree that Employer will make an annual salary review based on the performance of said Employee within a period of sixty (60) days prior to or thirty (30) days after the date of January 16<sup>th</sup> of each year. The annual salary review will allow City Council to review the Employee's performance and provide a salary increase between 0% and 10% to include annual base salary and/or benefits. Any salary increase will be effective on a date on or after the City Council's approval, not to exceed October 1<sup>st</sup> of each year, of any salary increase as determined by the City Council. If City Council fails to conduct said annual performance review within the aforementioned period, the City Council shall conduct the annual performance review as soon as possible and any pay increase (if applicable) will be effective upon approval by the City Council. This provision is not intended to limit the City Council from having the ability to make any across the board salary and/or financial benefit reductions as required by the City budget.
8. Employer agrees to provide certain base medical coverage and dental benefits for Employee and Employee's dependent and to pay the premiums. However, if Employee chooses not to take these benefits, a benefits package shall be paid to Employee in biweekly installments equal to the amount Employer would have paid in employee benefits.
9. The accrual rate for personal leave shall be at 8.30 hours per pay period. Maximum leave accrual shall be 800 hours. Employee will be allowed to carryover and accrue Major Medical Leave as per other City Employees.
10. Employer agrees to allow Employee to participate in the Texas Municipal Retirement (TMRS) System, and Employer agrees to contribute to the Employee's TMRS account an amount equal to that which is provided to all other employees of Employer. In addition, Employer agrees to allow Employee to participate fully in the International City Management Association ICMA-RC Deferred Compensation Plans. Employer agrees to contribute a total of \$23,000.00 annually, to Employee's ICMA-RC account. Disbursements will be made biweekly over a period of 26 pay periods for each year of employment under this Agreement.

11. Employer will pay a monthly vehicle allowance to Employee at the rate of \$500.00 per month. Employer will also provide Employee with a City-issued cell phone. Employee may choose to use her personal cellular telephone for City business with the understanding that information stored thereon is subject to the state and federal laws regarding public information.
12. Employer agrees to provide annual travel, training and professional organizational dues as budgeted by the City Council. Employee agrees to provide and turn in all receipts for such expenses and to provide the City Council with a report of what information was learned or obtained at the next reasonable Council Meeting after attending a conference or training session. Employee also agrees to apply for scholarships or grants if they are made available for said training or when provided by the organizations. Failure to turn in the receipts will result in Employee not receiving these funds.
13. Employer agrees to provide Employee with a City-issued Credit Card for city-related expenses incurred by Employee with the exception of vehicle-related expenses covered in Section 11 above. Employee agrees to turn in all receipts of credit card usage. Failure to turn in the receipts will result in Employee paying back any funds that were expended without receipts.
14. Employer recognizes the desirability of representation in and before local civic and other organizations, and Employee is authorized to become a member of one such civic club or organization.
15. In the event Employee is terminated by the City Council while Employee is willing and able to perform her duties under this Agreement, then in that event Employer agrees to pay Employee a lump sum cash payment equal to **20 weeks** base salary and all accrued Personal and Major Medical Leave days.

Provided, however, that in the event Employee is terminated for inability to work, intentional gross misconduct in office or indictment of a felony, then Employer shall have no obligation to pay the severance sum as stated in this Section. The determinations of Employee's inability to work and intentional gross misconduct shall each be made upon hearing of evidence and an affirmative vote of not less than 75% of the elected members of the City Council.

16. In the event that, at any time during the term of this Agreement:
  - a. Employer reduces the salary or other financial benefits of Employee in greater percentage than an applicable across-the-board reduction for all employees of Employer, or
  - b. Employer refuses, to comply with any other provision benefitting Employee herein, or
  - c. Employee resigns following a suggestion based upon a majority vote approval of the City Council for such suggestion to be made, whether verbal or written, whether formal or informal, by Council that she resigns.

Then, in any such event, Employee may, at her option, be deemed to be "terminated" at the date of such reduction or City Council approved suggestion and claim remuneration under Paragraph 15 of the severance pay provision.

17. In the event Employee voluntarily resigns her position with Employer without inducement as set out in Paragraph 16 above, then the Employee shall not be entitled to severance pay and benefits such

as car allowance, cellular phone allowance, health, dental and life insurances. In the event of such voluntary resignation, the Employee shall give the Employer sixty (60) days' notice in advance. Failure to give sixty (60) days' notice will result in a forfeit of monetary compensation of Employee's accrued personal leave Major Medical Leave.

18. It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end Employee shall be allowed to establish an appropriate work schedule.
19. The Employer shall maintain liability insurance coverages to defend, save harmless and indemnify Employee against any tort, professional liability claims or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as City Manager. The Employer, in coordination with such insurance coverage provider, and after giving due consideration to the preference of the Employee, may compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.
20. This Agreement constitutes the sole and complete Agreement between Employer and Employee. No modification thereof shall be binding on the parties unless in writing and approved by the Majority of the City Council and signed by Employer and Employee.
21. This Agreement shall be binding on Employer and Employee as well as their heirs, assigns, executors, officers, personal representatives and successors in interest.
22. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.
23. This Agreement shall be interpreted and enforced in accordance with the laws of the State of Texas, and venue shall lie exclusively in Bexar County, Texas.
24. As the City Manager is the chief administrator of the City of Leon Valley, Employee agrees not to violate any applicable state or local conflict of interest and anti-nepotism laws, ordinances or policies, including but not limited to Chapters 171 and 176 of the Texas Local Government Code.
25. The Council has appropriated, and does hereby appropriate, available, and unappropriated funds of the City in an amount sufficient to fund and pay all financial obligations of the City pursuant to this Agreement, including, but not limited to, the severance pay, salary and benefits set forth and described herein.
26. This Agreement incorporates all the agreements, covenants and understandings between the Employer and Employee concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No other prior agreements or understandings, verbal or otherwise, of the parties or their agents, shall be valid or enforceable unless embodied in this Agreement

27. Notices pursuant to this agreement shall be given by certified mail in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) EMPLOYER: Mayor  
City of Leon Valley  
6400 El Verde Rd.  
Leon Valley, Texas 78238

(2) EMPLOYEE: Crystal Caldera  
Home address  
(Employee will notify the Mayor in writing of official address)

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of certified mail of such written notice in the course of transmission in the United States Postal Service or a commercial carrier.

**IN WITNESS WHEREOF**, the date this Agreement is made between the two parties (also referred to herein as the Effective Date), the Employer and the Employee, is as of the date of the last signature of a party hereto.

**EMPLOYER**  
**CITY OF LEON VALLEY, TEXAS**

**EMPLOYEE**  
**CRYSTAL CALDERA**

  
Chris Riley, Mayor

  
Crystal Caldera

2/3/2026  
Date

2/3/20  
Date

**Exhibit A**



**CITY OF LEON VALLEY**

**JOB DESCRIPTION**

<b><u>JOB TITLE</u></b>	City Manager
<b><u>DEPARTMENT</u></b>	City Manager's Office
<b><u>FLSA STATUS</u></b>	Exempt
<b><u>CLASSIFICATION GRADE</u></b>	Contract
<b><u>EFFECTIVE DATE</u></b>	January 11, 2022

**JOB SUMMARY**

Serve as the Chief Administrative and Executive Officer of the City; responsible to the City Council for the proper administration of all the City affairs assigned to the Manager by City code, charter, ordinance or directive; coordinating programs, services and activities among City departments and with outside agencies; ensuring financial integrity of the City; representing the City's interests to the general public and other agencies, and providing highly responsible and complex policy advice and administrative support to the Mayor and City Council.

  
Initial

**ESSENTIAL JOB FUNCTIONS**

Prepare and approve all City Council meeting agendas, in coordination with the Mayor, and attend all said meetings taking part in discussions and providing professional recommendations as appropriate;

  
Initial

Manage and supervise all departments, agencies and offices of the City to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed;

  
Initial

Responsible for the appointment and removal of all employees, except as otherwise provided for by City Code;


  
Initial


Must be able to execute the policies set forth by the City Council;


  
Initial


Whenever possible, the Employee agrees to mitigate any potential lawsuits to include using mediation and other forms of negotiations to evaluate any potential liability and must be able to communicate these findings immediately to the Council;


  
Initial


  
Initial \_\_\_\_\_ Supervise the performance evaluations of all Department Heads;


  
Initial \_\_\_\_\_ Keep the Council fully advised as to the financial condition and needs of the City and making recommendations as needed;


  
Initial \_\_\_\_\_ Respond to all media inquiries in a reasonable amount of time, prioritizing the interest of the city, citizens, elected officials, businesses, employees, and all other stakeholders;


  
Initial \_\_\_\_\_ Receive referrals or reports from City Council, both collectively and individual members, regarding any substantive criticisms, complaints, and suggestions called to the Council's attention; and refer the referred matter(s) to the appropriate city employee or investigate such matter(s) and inform the Council or its' members of the results of such efforts;


  
Initial \_\_\_\_\_ Respond in a timely manner to emails from employees, elected and appointed officials, citizens, Leon Valley business and organizational stakeholders, as well as persons from other local, state, and federal organizations


  
Initial \_\_\_\_\_ Provide recommendations to City Council regarding disposition and management of all city facilities and properties, including sale, lease, and/or other property management options;


  
Initial \_\_\_\_\_ Prepare an annual budget based on data submitted by all departments, including capital expenditure items, and consistent with Council goals, submitting said budget to the City Council and ensuring that the City operates within its approved budget;


  
Initial \_\_\_\_\_ Provide leadership and direction in the development of short and long-range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed;


  
Initial \_\_\_\_\_ Review operations franchised by the City to ensure that obligations are met, taking appropriate action to correct any violations as needed;


  
Initial \_\_\_\_\_ On behalf of the City, execute deeds and contracts and ensure their faithful execution when authorized by ordinance, resolution or motion of the City Council;


  
Initial \_\_\_\_\_ Promote cooperative behavior and successful team efforts with peoples of diverse cultural and educational backgrounds, including appointed and elected officials, employees, and the public;


  
Initial \_\_\_\_\_ Develop and foster cooperative working relationships among businesses, the City and residents;

 Present clear and concise written and oral reports in English;  
Initial


 Should have a minimum of three years of experience in using Microsoft office software;  
Initial


 Maintain effective communication with the Mayor, City Council, department heads, other employees and the public;  
Initial


 Addresses inquiries from the public and City Council members regarding ordinances and other City programs/policies; and  
Initial

 Ensure city compliance with state, federal, and local statutes and regulations, as well as with grant and contractual provisions.  
Initial

**OTHER JOB FUNCTIONS**


 Represent the City before a variety of groups in making formal and informal presentations about the City and specific city activities;  
Initial


 Operate personal computer, word processing and spreadsheet programs to access various types of information; and  
Initial

 Perform such other related duties as required.  
Initial

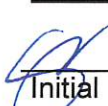
**EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:**


 A minimum of a Bachelor's Degree in Public Administration, Business Administration or closely related field is required;  
Initial

 A Master's degree in Government, Public Administration, Business or other closely-related field is preferred;  
Initial

 Must be bondable and hold a valid Texas Driver's License.  
Initial

**EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:**

 Minimum of five years of experience in management in the role of chief executive officer or city manager/assistant city manager or other equivalent experience;  
Initial

 Requires broad-based knowledge of City, State and Federal laws, policies, and practices pertaining to municipal court, planning and zoning, elections, personnel, finance and accounting, open records and open meetings;  
Initial

Must be skilled in preparing and administering municipal budgets; skilled planning, directing and administering municipal programs; and skilled in operating personal computer and office equipment;

  
Initial

Ability to gather, compile, analyze and evaluate a variety of data and reports, making sound decisions regarding that data;

  
Initial

Ability to carry out assigned projects to their completion;

  
Initial

Ability to communicate effectively verbally and in writing;

  
Initial

Ability to establish and maintain effective working relationships with employees, city officials and the public; and

  
Initial

Ability to efficiently and effectively administer a municipal government

  
Initial