



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: January 16, 2024
TO: Mayor Chris Riley and City Council Members
FROM: Crystal Caldera, City Manager
SUBJECT: Pre-City Council Meeting Report

Projects

In addition to outside agency review constraints, these projects may also be delayed by weather and supply chain slowdowns.

Wurzbach Sewer Main Replacement Project

The project started on December 5th and they are almost complete.

Huebner Road School Zone

The contractor, The Levy Company, has started drilling the foundations for the mast arms.

Huebner Creek Flood Control Project Phase 1

This item is on the January 16th City Council meeting agenda for discussion and direction.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	
Food	5
Foundation	
Impact Fees	
Animal	5
Fence	
Mechanical	2
Electrical	
Accessory	
Tree Removal	1
Garage Sale	1
Building	
Impact Fee	
Remodel	
Roof	3
Utilities	
Demo	

Access/driveway
 Liquor license 1
 Vacant building 1

PLANNING AND ZONING

- Staff are currently holding monthly workshops with the P & Z commission to revise the Overlay Standards section of the code.
- Customizing Permitting Software – Ongoing as changes to the code are made.
- Scanning in Paper Documents - Long term project as time allows
- Staff will continue to reach out to colleges to help with revising the Master Plan
- Updating Zoning Map – Will be working with IT Director on this project.
- Working with code on business compliance letters
- Train New Hires/Contractors
- 5420 Grissom– Amending SUP
- 0 Grissom Rd – SUP for carwash
- 0 Grissom Rd – Zone Change
- 7125-7129 Bandera – Plat

CERTIFICATE OF OCCUPANCY

- A&M Auto Center 2, 6608 Bandera Road, Repair and/or Service Brake Repair
- Two and A Half Men Auto Sales and Service, 5900 NW Industrial, Used Auto Sales

OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-341	Diane Martinez	10/20/2023	07/27/2023 Car Accident Video - Body Worn Camera Video	Closed due to lack of response	41	12/20/2023	\$ 47.00	\$ -
OR-2023-350	Araceli Reynolds as paralegal for Marcella Della Casa, of Counsel with Davis Law Firm	11/1/2023	We are requesting any and all body cam footage and/or dash cam footage that responding officer Alan Gonzalez recorded pertaining to the collision reported. We are also requesting any 911 recordings, incident detail call report, dispatcher notes, and any other supplemental reports to the officers original Texas crash report. The incident happened on 03/08/23 @ 17:14pm on the 5700 block of Wurzbach in Leon Valley. Our firm represents the individuals in unit 3 (G. Austin Jalon and family). Thank you.	Closed due to lack of response	33	1/3/2024	\$ 71.00	\$ -
OR-2023-367	Thomas J Henry PLLC	11/15/2023	LVPD Case 202304082 Any and all incident investigation records including but not limited to, all supplements, interoffice memorandum, chemical analysis test requests and results, investigation records and reports, Leon Valley Police Department reports and supplements, field notes, Police reports, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio and/or video tapes, Leon Valley Police Department car cam video(s), COBAN or body cam video and or drone video, witness statements, drawings, diagrams, accident reconstruction team records and reports, any/all information and/or documents relating to causation of the accident, event information detail, event chronology logs, case detail sheets, case response logs, all data in connection with requests for support and services rendered by EMS and/or police department, and other data compilation in any form pertaining to the incident referenced above. In short, I am requesting all documents or information, which were created or reviewed in reference to the investigation of the above referenced accident.	Complete	24	12/20/2023	\$ 31.00	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-386	Ade Mohamed	12/4/2023	Body Worn Camera Video for 2023LVPD-004276	Closed due to lack of response	16	1/3/2024	\$ 71.00	\$ -
OR-2023-387	Christian Berlanga	12/4/2023	Body Worn Camera Video related to 202304188	Closed due to lack of response	16	1/3/2024	\$ 48.00	\$ -
OR-2023-388	The Cantu Law Firm	12/4/2023	EMS and Body Worn Camera Video related to Teresa Silva from 02/23/2023	Closed due to lack of response	17	1/4/2024	\$ 183.00	\$ -
OR-2023-394	Joshua Raines	12/7/2023	I'm requesting dash cam footage of the police Chase on bandera road, vehicle was a white infinity with a black hood. Car was driving recklessly up and down bandera road.	Complete	5	12/15/2023	\$ -	\$ -
OR-2023-395	Courtney Villasana	12/8/2023	Original As Built Plans for Forest Oaks Apartments 6313 Evers Rd. San Antonio, TX 78238 (2 full size copies)	Complete	6	12/18/2023	\$ -	\$ -
OR-2023-396	Sarah Wood, Cude Engineering	12/11/2023	The development option presentations submitted for the Grass Hill/William Ranch property describing property concepts for the 21 acres.	Complete	7	12/21/2023	\$ -	\$ -
OR-2023-398	Erik Urias	12/13/2023	Body Cam Video for 202303800	Closed due to lack of response	10	1/4/2024	\$ 73.00	\$ -
OR-2023-399	Mary Fernandez	12/15/2023	1. How many acres is the triangle property on Evers and Seneca? 2. Are there 69 houses planned for development on the Triangle property? 3. Is the Triangle property zoned R-6? 4. Are there 124 homes in Seneca West? If not how many? 5. Of the 124 or other number homes in Seneca West how many are vacant? 6. Of the 124 or other number homes in Seneca West how many are rentals? 7. Of the 124 homes or other number homes in Seneca West how have the owners residing there? 8. Where and at what times are the peak traffic congestion points on Bandera Rd?	Complete	0	12/15/2023	\$ -	\$ -
OR-2023-400	Joshua Raines	12/15/2023	On 12/7/23 a Leon Valley police officer in squad car #902 @ 9-9:20 AM was pursuing a police chase on bandera road in front of the Cash America. The suspects vehicle was a white infinity with a black hood. Car was swerving up and down bandera road. I'm politely requesting police dash cam video of this incident.	Complete	7	1/3/2024	\$ 3.00	\$ 3.00
OR-2023-401	Richard Castle	12/18/2023	Please provide a copy of any permits on record for the above mentioned property from January 1st 2023 to December 18th 2023. Thank you.	Complete	0	12/18/2023	\$ -	\$ -
OR-2023-402	Mauricio Mar	12/18/2023	Requesting copy of traffic camera footage of a vehicle accident involving a white GMC Terrain SUV (lic. plates-----) and a white BMW sedan (Lic. plates ----) that occurred in the intersection of Bandera Road and OP Schnabel Park from Friday December 15th, 2023 at approximately 6:00pm Central time. I am the driver of the GMC Terrain and I would like video for purposes of assisting with my vehicle insurance provider. I can provide a drobox link to upload the video or I can drop off a memory drive to get copy of video. I hope you can help me with this request and I look forward to hear back. Thank you.	Complete	0	12/18/2023	\$ -	\$ -
OR-2023-403	Mina Hany	12/28/2023	asking about list of the addresses of the properties with residential "Code Violations" in the city, in the period between 1st of Jan 2023 to 30th of Dec 2023. Thanks	Pending Department(s) Response	6		\$ -	\$ -
OR-2023-404	Mina Hany	12/28/2023	Asking About list of the addresses of the properties with residential "Fire Records" in the city, in the period between 1st of Jan 2023 to 30th of Dec 2023. Thanks	Pending Clarification from Requestor	6		\$ -	\$ -
OR-2023-405	Gavit Law, PLLC	12/29/2023	We are seeking to obtain all relevant information regarding this crash and the ensuing investigation including the body camera footage and dash camera footage of officer Robert Wigton and his patrol vehicle, body camera footage of the investigating officer, Jorge Breton #1164, all investigatory notes and other paperwork, photos, and information regarding this incident.	Pending Department(s) Response	6		\$ 175.00	\$ 175.00
OR-2023-406	Cantu Law Firm	12/29/2023	Case Number: 202300626; Client: Teresa Silva; Date of accident: 02/23/2023 • Incident reports and all supplements, which may include: interoffice memorandum, chemical analysis test requests and results, accident investigation records, and reports, PD reports, FD reports, field notes, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio tapes, copies of video tapes, car cam video, body camera video, witness statements, drawings, diagrams, accident reconstruction team records and reports; • Any and all information and/or documents relating to the causation of the accident, event information details, event chronology logs, case detail sheets, case response logs, all data in connection with requests for support and services rendered by EMS and/or police department, and other date compilation in any form pertaining to the above reference accident.	Complete	0	1/2/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-1	Erica Hsu	1/2/2024	Please accept this as the request for traffic data from 12/01/2023 – 12/31/2023. We would like the report to contain open and disposed cases as well as be inclusive of all case types that pertain to traffic related cases (Infractions, Misdemeanors, Violations, etc.). We are looking for all cases with an action date (filed date, violation date, conviction date) within the range of request. We would like the report to be in the same format as the last report we received that was a .xlsx file with the following column headers in this order: FIELD NAME; Citation; Violation; Name; Defendant Address; Defendant City; Defendant State; Defendant Zip; Offense; Viol Date/Time; Filed Date; Status Date/Time; Statute; Status; Status Description	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-2	Data Driven Safety - Verisk / Nicole Ramirez Flores	1/2/2024	I would like to request the Conviction/Val report for the month of December 2023 from the municipal court in XML format. I'm requesting the court_name; report_form; start_date; end_date; run_datetime; citation_number; officer_agency; violation_date; filing_date; first_name; middle_name; last_name; suffix; address1; address2; address_city; address_state; address_zip; phone_number; day_of_birth; month_of_birth; year_of_birth; DL_number; DL_number4; DL_state; Gender; Race; vehicle_tag_number; vehicle_tag_state; vehicle_make; vehicle_model; vehicle_year; cmv_flag; case_number; statute_violated; violation_type_code; violation_type_description; charge_description; violation_county; violation_location; posted_speed; reported_speed; crash_flag; status_date; status_description; defendant_plea; attorney_name; disposition_code; disposition_description; disposition_date; sentence_text; fine_paid; fine_outstanding; reported_dps_date	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-3	Data Driven Safety - Verisk / Nicole Ramirez Flores	1/2/2024	I would like to request the disposition report for the following months in XML format; 2022: March – December; 2023: January, February, March, April, May, June, July, Aug, Sept, Oct, Nov; The files should only include the following fields: court_name; report_form; start_date; end_date; run_datetime; citation_number; officer_agency; violation_date; filing_date; first_name; middle_name; last_name; suffix; address1; address2; address_city; address_state; address_zip; phone_number; day_of_birth; month_of_birth; year_of_birth; DL_number; DL_number4; DL_state; Gender; Race; vehicle_tag_number; vehicle_tag_state; vehicle_make; vehicle_model; vehicle_year; cmv_flag; case_number; statute_violated; violation_type_code; violation_type_description; charge_description; violation_county; violation_location; posted_speed; reported_speed; crash_flag; status_date; status_description; defendant_plea; attorney_name; disposition_code; disposition_description; disposition_date; sentence_text; fine_paid; fine_outstanding; reported_dps_date	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-4	Davis Law Firm	1/3/2024	Please be advised that the Davis Law Firm represents Peggy Barrera as a result of an accident which occurred on December 22, 2022. Pursuant to the Open Records Act/Texas Public Information Act, I am requesting that you provide our office with copies of the following regarding the accident which occurred on December 22, 2022 in Leon Valley, Bexar County, Texas involving Ms. Barrera: 1. All accident reports, including Incident Detail Reports and Calls for Service Data Sheets; 2. Any and all diagrams, schematics, memorandums, notes, or any other documents and/or tangible things pertaining to any inspections and/or tests of the scene of the collision, evidence at the scene of the collision, or relating to the collision; 3. Any and all statements taken of the parties involved in the vehicle collision as well as any witness statements; 4. Any and all records of charges filed, citations given, etc.; 5. Any audio and/or video recordings; and 6. Any and all 911 Call Recordings/CAD reports and any and all Coban, BWC and Dash Cam Recordings that were made as a result of the accident. (a) Date and approximate time of the recording: Date: 12/22/22; Time: Approximately 05:44 a.m. to approximately 5:00 p.m. (b) Specific location where the recording occurred: 5800 block of Bandera and 6600 Connally in Leon Valley, Texas	Pending Clarification from Requestor	5		\$ 74.00	\$ -
OR-2024-5	Kathleen Manes	1/4/2024	Atlas is in the process of preparing a Phase I Environmental Site Assessment for the following property: 6737 Poss Road, Leon Valley, Texas 78238. As a part of our investigation we require the following records, if available: Environmental and Fire Department: Are there files of an environmental nature for the Property; to include the below listings? • Any records of AST/UST's on file for the Property? (this could also include grease traps or grease collection devices/services) • Any records of hazardous materials spills or fires on file for the Property? (this could be from vehicle accidents or spills) • Any records of septic systems, wells, or petroleum activities on file for the Property • Any building department records included permits, certificate of occupancy, violations • Any observations noted during routine building, health, property, environmental or fire inspections Zoning Department • What is the current zoning designation for the Property? • Is there a historic zoning designation for the Property? • What are the records that were made as a result of the acc	Complete	1	1/8/2024	\$ -	\$ -
OR-2024-6	Olivia Charvat	1/4/2024	I am requesting the accident report pertaining to the below listed report number. I am with Falcon Insurance Group and we insure the vehicle (VIN ----) that was involved in this loss. We need the unredacted report as we cannot determine coverage or investigate the loss properly if we cannot verify if a covered party was involved. Report Number – 202304583; Date – 12/20/2023; Time –5PM; Location – Poss Rd & Bandera Rd Leon Valley, TX; Insured Driver – ELIZABETH SOSA MONTES; Other Driver –Shauni Martin	Complete	1	1/8/2024	\$ -	\$ -
OR-2024-7	Rachel Nunez	1/8/2024	Police report request for Case #. 202400054	Complete	0	1/9/2024	\$ -	\$ -
OR-2024-8	Kristen Caffey	1/8/2024	Fire report case number. House Fire. 7503 Forelock San Antonio, Texas 78240. Happened on December 15, 2023; Around 7pm	Complete	0	1/8/2024	\$ -	\$ -
OR-2024-9	Data Driven Safety - Verisk / Nicole Ramirez Flores	1/9/2024	I would like to request the Conviction/Val report for the months of: 2022: March – December 2023: January, February, March, April, May, June, July, Aug, Sept, Oct, Nov, December	Pending Department(s) Response	1		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Processed two (2) Grand Jury Summons
- Certified a TABC License for 5405 Bandera Road - All the Essentials
- Attended the Bexar County Elections Department - Entity Planning Meeting for the upcoming 2024 elections.
- Certified one (1) LVPD Report.
- Awarded a scholarship from TML for training on February 14, 2024: Ethics and Legal Requirements.

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
<ul style="list-style-type: none"> • Prepare the May 04, 2024 General Election Candidate Packet and post to the website 	Thursday, December 21, 2023	Completed 12/14/2023
<ul style="list-style-type: none"> • Review and Revise Directive A14 - Records Management 	Monday, January 1, 2024	Submitted to City Manager & IT for review. 12/21/2023
<ul style="list-style-type: none"> • Prepare Record Management Plan binders for each department 	Friday, March 29, 2024	
<ul style="list-style-type: none"> • Provide Record Management training to each department 	Friday, June 28, 2024	

PUBLIC WORKS

- Staff submitted a grant application for ARPA funds from Bexar County for the replacement of the El Verde water main.
- The engineer is in the design phase for the Hike & Bike Trail Segment II.
- Staff is working on an Impact Fee Study and water and sewer rate study.
- The sewer televising and cleaning contractor continue their work.
- Plans for the FY 2024 Street Maintenance Project are underway. The targeted neighborhood is Grass Valley.
- Engineering and design are underway for the second portion of the Wurzbach Sewer Main Replacement Project.
- Repairing sidewalks at 6642 Huebner Road.
- Filling potholes on Huebner Road.
- Taking care of service requests from water utility repairs
- Removing holiday lighting decorations.
- Repairing leaks identified in leak detection project.
- Performing meter and service line inventory per the TCEQ.
- Park Commission meeting held January 11, 2024.
- Installing bollards at the end of Huebner Road.

FIRE DEPARTMENT

- The Fire Department assisted a Leon Valley Family with Christmas presents for their children following a house fire that destroyed all their presents. The family visited the Fire Department

for a tour and to pick up gifts. Firefighters donated gift cards to the family to help cover additional needs.

- The Fire Department is scheduled to attend the official kick-off of the FY24 on January 12, 2024, Supplemental Payment Program. This program will collect data on unpaid ambulance fees and submit them to the Federal Government for additional payments to LV EMS. The data used is from FY23 and would be paid in September of FY24. All data required for this program is already collected and ready for submittal. The submittal documents were collected and submitted in March 2024. LV has an addendum to the current Emergicon billing contract for the submittal of this documentation.
- The Fire Department and Public Works are scheduled to meet with High Seirra to review and make necessary repairs to the high-water warning systems. This will include moving to cloud-based servers and automation of current processes. This evaluation will start the week of January 29, 2024.
- The Fire Department semi-annual fire hydrant test throughout the city. Any fire hydrants found deficient have been reported to LVPW and SAWS for repairs.
- The ambulance damaged in an accident on 07/27/2023 is still at Miracle Paint and Body, waiting for body parts from the ambulance manufacturer. We receive weekly updates on the progress and anticipate completion of all repairs in the next 3-6 months. The vehicle portion of this repair is ready for paint while work continues to the box portion of the vehicle.
- The Fire Department is working on securing an appropriate cab and chassis for our new ambulance budgeted for this FY. There is currently a nationwide shortage of ambulance conversion chassis. We have found pricing pending with three dealers currently and are exploring more distant Dodge dealers.
- The Fire Department will begin installing Stop-The-Bleed kits throughout City building along with training of all employees on Stop-The-Bleed. This training will take several months due to the small class sizes required for this hands on training.
- The Fire Department completed 261 hours of continuing education training in fire and EMS.

UPCOMING LIBRARY PROGRAMS

Special Events

- Family Place Parent-Child Workshops: Tuesdays at 6:00 pm January 23rd to February 20th.
- Teens Speak Meeting: Saturday, January 20th 11:00 am – 1:00 pm.
- Winter School Age Scavenger Hunt, Wednesday, January 24th 12:00 pm – 5:30 pm.

Book Clubs

- Saturday, January 13th at 11:00 am: *Weyward* by Emilia Hart
- Thursday, January 18th at 6:00 pm: Percy Jackson Book Club – *The Titan's Curse* by Rick Riordan
- Thursday, January 25th at 6:00 pm: *If I Have to be Haunted* by Miranda Sun
- Saturday, January 27th at 11:00 am: *The Treeline* by Ben Rawlence

Upcoming Regular Programming

- Wednesdays at 10:30 am: Adventures' Club Storytime
- Thursdays at 10:30 am: Li'l Explorers Storytime
- Tuesdays at 11:00 am Baby & Me Lapsit Storytime

**OTHER CITY STATISTICS FOR POLICE, FIRE, ECONOMIC DEVELOPMENT,
COURT, CODE, AND ANIMAL CONTROL CAN BE FOUND:**

https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/3728/cm_report_1-16-2024.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, February 6, 2024, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on January 23, 2024, at 6:30 pm in the City Council Chambers.