



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: November 7, 2023
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.

Seneca West Drainage Project

The contractor is finishing up all construction on this project. They are installing the gate along Sawyer and have seeded the area. This project is complete.

(MPO) Reimbursement Grant-Huebner Creek Greenway Hike & Bike Trail Section II

We are in the process of engineering and design.

Year 6 Street Maintenance

The contractor has completed all work except for the striping, some concrete a few manholes, and is working on the Linkwood Addition sidewalks.

Huebner Road School Zone

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 won't start until December or January.

Huebner Creek Flood Control Project Phase 1

The engineer continues preparing the plans.

Project Task	Approx. Deadline	Status
Hydrologic Analysis	May-23	Complete
Preliminary Channel Alignment	Jun-23	Complete
Survey and Utility	Jun-23	Complete
Existing Hydraulic Analysis	Jul-23	Complete
Proposed Hydraulic Analysis	Aug-23	Ongoing
Finalize drainage design	Sep-23	
Environmental Assessment	Sep-23	Ongoing
Final Plans and Report	Oct-23	

CLOMR Submittal To FEMA	Oct-23	
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Wurzbach Road Sewer Main Replacement Project

The contractor is waiting on receipt of the sewer manhole parts, then he'll begin. We expect the project to be completed in January 2024.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	6
Food	
Animal	2
Impact Fees	1
Foundation	
Fence	
Mechanical	1
Electrical	1
Accessory	
Gas	2
Garage Sale	3
Building	1
Impact Fee	
Remodel	
Roof	
Utilities	2
Sign	2
Fire	
Access/driveway	
Liquor license	1

PLANNING AND ZONING

- Staff are currently holding monthly workshops with the P & Z commission to revise the Overlay Standards section of the code.
- Staff scheduled the zoning commissioners to serve as Capital Improvements Advisory Committee
- Staff will hold a BOA training workshop in Oct.
- Staff will be cleaning up old open permits that should be closed for accurate reporting – will be completed by Nov.
- 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.
- Creating a Welcome Packet – Will be completed by Nov
- Train New Hires/Contractors
- Creating Annual Report for Nov
- Triangle Property – Plat

- 5420 Grissom– Amending SUP
- 7016 Bandera – Replat
- 6406 Royalty Pt - Fence Variance
- 7213 Poss – Fire Code Appeal and Plat

OPEN RECORDS REQUESTS

Processed Requests Report 10-11-2023 through 11-01-2023								
Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-232	Kenneth A-G Lukasik	7/18/2023	Cause number 202300636, i am requesting any and all information concerning the following persons, Cheryl Hall Range, Darin Harwell, and Kenneth A-G Lukasik, any and all recordings, paper, audio, audio and visual documents, complaint forms, written or typed forms, evidence that was collected by Leon Valley Police Department and or Detective Raul Alanzo this year.	Complete OAG RULING OR2023-134501 Received 10/16/2023	90	10/16/2023	\$ -	\$ -
OR-2023-265	Leslie Bacon Knopf	8/9/2023	Please provide me with the Incident Report dated 8/3/23, # 2023-02790. Please also provide me with any and all communications between or separately with or about Olivia Espinoza, Lieutenant Munoz, Animal Control Officer J Garcia, Animal Control Officer G. Santos to include but not limited to Leslie Bacon Knopf. Please provide me with any and all video or recorded conversations submitted either in person, via email or by phone about or by Olivia Espinoza.	Pending TX OAG Ruling	Paused		\$ -	\$ -
OR-2023-280	Olivia Espinoza	8/17/2023	1. Assault/Contact # 202308312 Date: 6/30/23 OFC. Gonzalez #552; 2. Incident # 20230272879 Date: 07/28/23 OFC. M. Becerra #570; 3. Animal Control OFC. Santos # 202302790 Date: 08/03/23	Pending TX OAG Ruling	Paused		\$ -	\$ -
OR-2023-286	Debra L Wysong	8/29/2023	I am inquiring about open records that were recorded with my address or previous marital name, Debra De Los Santos.	Paused for up to 61 days - Pending Clarification	43		\$ -	\$ -
OR-2023-302	Leslie Bacon Knopf	9/13/2023	All Body Cam footage for Officer R. Guerra responding to my 911 emergency calls on the dates 4/8/23 and 4/17/23.	Closed due to Lack of Response	33	11/1/2023	\$ 97.00	\$ -
OR-2023-317	Tuttle Law Firm	9/21/2023	RE: Officer J. Epinoza (ID No.: 1281), Deeana N. Espinoza, Anna Mendoza, Mia Palacio, Ava Carswell, and Franco Summers. (i) 911 Dispatch Phone Call Log that relates to: a. Date of Accident: August 10, 2023 b. Case ID No. 202302895; Crash ID No.: 2023386213 c. Location of Accident: at or near 7100 block of Bandera and Reindeer Trl of Leon Valley, Bexar County, Texas. (ii)	Complete	17	10/16/2023	\$ 89.00	\$ 89.00
OR-2023-320	Lorie Ramirez	9/22/2023	We are looking to find out if we have ever had any code violations or any pending request from the city and fire department for building 12 <i>*Clarification Received on 11/21/2023 - from 2018 to current .</i>	Clarification Received 11/1/23 - Pending Response from Department(s)	10		\$ -	\$ -
OR-2023-330	Lyra Wolves	10/2/2023	Any files (including call recordings and video) relating to case number: LVPD-2023-03106; Any files (including call recordings and video) relating to license plate: -----; Any files (including call recordings and video) relating to vin number: -----; Any files (including call recordings) with the following persons: Lyra Wolves, Jason Jarvis (detective), Marta Ortega (sergeant); Date range: 18 August 2023 to 18 September 2023	Complete	9	10/16/2023	\$ 44.00	\$ 44.00
OR-2023-334	Nyree Williams/Lexis Nexis	10/4/2023	Body Worn Camera Video from LVPD Case # 2023-03421 from 09/18/2023; Bandera & Grissom; Elizabeth Contreras	Pending Payment	20		\$ 35.00	
OR-2023-335	Justin Pulliam, Pulliam Media LLC	10/9/2023	This is a written request for access to public information. I request an electronic copy of all open records cost estimates and invoices provided to Sandra Caldwell Martinez during the time period from January 1, 2018 to October 8, 2023.	Complete	5	10/16/2023	\$ -	\$ -
OR-2023-336	Jasmine Lesane	10/9/2023	Body Worn Camera Video for LVPD 202303462	Pending Payment	17	11/1/2023	\$ 13.00	\$ 13.00
OR-2023-337	Justin Pulliam, Pulliam Media LLC	10/9/2023	Police incident report portion of request ORR # 122119-A. (not requesting body cam)	Complete	7	10/18/2023	\$ -	\$ -
OR-2023-339	Loren Green - Davis Law Firm	10/12/2023	Police or incident report for DOI 09/22/2023 parties involved are John & Mary Schenk and Joshua Garza Case ID is 202303463	Complete	2	10/16/2023	\$ -	\$ -
OR-2023-340	Law Office of Richard Silvas	10/12/2023	Case no. 2023-03704; Officer: Sanchez; Badge: 524; Police report for the motor vehicle accident that occurred on October 8, 2023; My client is Reagan Elizondo.	Complete	3	10/18/2023	\$ -	\$ -

Processed Requests Report 10-11-2023 through 11-01-2023

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	Pending Fee Acceptance	8		\$ 47.00	\$ -
OR-2023-342	GMG Construction of South Texas LLC	10/22/2023	I'd like to requests copies of all permit documentation in regards to the address of 6512 Adair St, San Antonio, TX 78238	Pending Response from Department(s)	7		\$ -	\$ -
OR-2023-343	Rachel Sandoval	10/23/2024	We are the lien holder for the 2018 Nissan Rogue VIN ----- /Owners Ana and Oscar Ruiz. This vehicle was reported stolen on 7/29/2023. We are requesting a copy of the police report so we can help our customer's file a gap insurance claim. Case # is # 2023-02640	Complete	1	10/24/2023	\$ -	\$ -
OR-2023-344	Mara Cardenas	10/24/2023	I work for Statewide Defensive Driving and would like to request the DSC records list of those people who have had traffic citations and have been approved to take a defensive driving course. We would like their names, address, city, state, zip and citation date or approval date, and also the email addresses if you have it. At this time, I would like to request the lists for the months of September of 2023 of those who requested to take defensive driving. (Their due dates should be in December of 2023). If you could email it to us at your convenience that would be great.	Complete	1	10/25/2023	\$ -	\$ -
OR-2023-345	SAPD Internal Affairs, Sergeant Alicia O'Brien #3008	10/26/2023	Body Worn Camera Video - 2023-LVPD-003770	Complete	4	11/1/2023	\$ -	\$ -
OR-2023-346	Data Driven Safety - Verisk / Nicole Ramirez Flores	10/27/2023	Please note I am requesting these records early since I will be OOO on Nov 1st. I would like to request the Conviction/Val report for the month of October 2023 from the municipal court in XML format. I'm requesting the disposition date, address, name, and conviction. Thank you!	Complete	2	11/1/2023	\$ -	\$ -
OR-2023-347	Antonio Contreras	10/27/2023	I am needing a clear copy of court documents for: Any arrest - Charging Documents - Court Disposition - Probation Termination - Receipt (s) of payment of all fines - Any other documents received by the court ** If the court has purged their records or they do not have a case file, I am requesting to obtain a signed statement from the court stating they do not have the documentation requested and if it has been purged or not.	Paused Pending Clarification from Requestor	3		\$ -	\$ -
OR-2023-348	Kimberly Sarro - Divinity Family Services	10/26/2023	LVPD Records related to 6605 Cherry Leaf. See attachment.	Complete	3	10/31/2023	\$ -	\$ -
OR-2023-349	Metropolitan Reporting Bureau	10/31/2023	Fire Report - 6200 Grissom Road, San Antonio, TX - 06/21/2023	Complete	0	10/31/2023	\$ -	\$ -
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.	Pending Fee Acceptance	0		\$ 71.00	\$ -
OR-2023-351	Shannon Graham	11/1/2023	I am requesting information pertaining to the number of dogs or cats adopted from Petland Leon Valley at 7030 Bandera Rd San Antonio TX between 4/1/2023 to 10/31/2023 that were taken in by the city of Leon Valley to be housed and adopted out from the dates listed. How many dogs/cats were taken to Petland by the City of Leon Valley and how many were adopted out through the agreement between the city and Petland?	Pending Response from Department(s)	0		\$ -	\$ -
OR-2023-352	Lorie Ramirez	11/1/2023	I need the actual Fire Report for building 12 that happened on 05/04/2023.	Complete	0	11/1/2023	\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Continued updating the Contract Inventory. (90% complete).
- Certified TABC License Application for Smokehouse Liquors, LLC located at 6325 Bandera Road
- Attended the TMCA Advanced Institute - "People, Pressure, and Personalities" in Frisco, TX

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 continues next week.
- Performing repairs to a sidewalk on Hoofs.
- Grinding trip hazards in various locations.
- Installing decorations for the Holiday Lighting Ceremony.
- Cleaning out grease traps at Community Center and Kinman House.
- Preparing for demolition of the records storage building.
- Placing hang tags, disconnecting/reconnecting services.
- Performing lead service line detection per state law.
- Placed a load of compost at the Community Garden.
- Prepared for the weekend events – Trash and Treasure, Arbor Day, City Council meeting.
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ECONOMIC DEVELOPMENT

- Held a predevelopment meeting for a shopping center to open within Leon Valley.
- Attended 10-year anniversary and 1st anniversary for two separate businesses as a representative of the City.
- Presented building façade improvement program, which City Council Approved at the last meeting.
- Met with John Marshall High School to discuss scholarship opportunities.
- Held an EDC meeting.

INFORMATION TECHNOLOGY

- Procured 13 new Dell micro desktops. Five (5) for the Library, three (3) for the Fire department, and three (3) for Public Works. These machines will be configured and installed over the coming weeks.
- Procured and configured the new web-based Faronics Deep Freeze portal for use with the Library patron machines. This will allow those machines to reset themselves to a standard configuration after a patron uses the machine. This new portal will also allow for maintenance windows to be configured and allow the Ninja RMM to run updates and quality assurance tests on the machines automatically during overnight hours.
- Consulted with NinjaOne on the Ninja RMM product to add features to the service that will allow me to remotely monitor, run updates, install and uninstall software, and keep an inventory of all machines.
- Procured and installed five (5) new patron machines for the Library. These machines have been installed and will need minor configuration to complete the installation. With the addition of these machines the total number of patron machines is now 12. The seven machines that remain have been updated and will be augmented with memory from the machines that were removed.
- Procured and installed a countdown timer in the council chambers to alert citizens of their three-minute time limit for commenting on items before the council.
- Attended the ESRI ArcGIS Gulf Coast Region users group meeting. During this meeting I attended trainings on various topics including Creating and editing data in ArcGIS Pro, Using GIS for Public Safety, Using and configuring ArcHub for website creation, and ArcGIS Field Maps. I have also connected with a representative from ESRI that will help us “Right Size” our ESRI products for the city.

- I continue to work on gathering information that will help Leon Valley move forward with becoming a smart city.

FIRE DEPARTMENT

- The Fire Department continues to dispense Narcan to our endangered residents and visitors. This medication will be dispensed through the Office of the Medical Director at UT Health. This program is on-going and to date has dispensed over 24 doses.
- The Fire Department completed the federally mandated Medicare Ground Ambulance Data Collection Instrument. This report will be used nationally to calculate ground ambulance reimbursement levels for Medicare payments.
- Reserve EMT Zach Conover completed the fire academy and state testing and is waiting for his basic fire certification. Zack graduated from John Marshall HS last year and received scholarships to cover all his fire and EMS training. Zach is scheduled to start paramedic school in January.
- Live Fire training scheduled for October 28th and 29th was canceled by San Antonio College due to instructor shortages for that weekend. This training will be rescheduled for the upcoming months.
- 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. As repairs are being made, more damage has been discovered and additional parts and repairs are needed. This was expected based on the type of damage.
- The fire department participated in the Leon Valley Elementary School “Trunk or Treat” on October 27th and gave truck tours and handed out treats to all the kids, both young and old.
- The fire department completed Fire Safety week activities at Leon Valley Elementary School, Driggers Elementary School, the School of Science and Technology, and John Marshall High School. The fire department had contact with over 1,000 children and adults over the two-week period. Fire safety demonstrations and home fire safety drills were conducted.
- The fire department deployed our “Caden House” for the fourth year at Northwest Vista College Campus for fire safety week. This house is an inflatable house that is just to teach small children how to safely exit their homes if there is a fire. This training prop was purchased through a grant and a donation from a grandparent following the death of their grandson.
- Chief Naughton completed 30 hours of continuing education at the Texas Fire Marshal’s Association seminar in San Marcos.
- The fire department will have a temporary Fire Chief for a day coming later in the month. The LVFD and Driggers Elementary PTA auctioned “Fire Chief for a Day”. This student will be given an in-depth tour of all fire department facilities and equipment. This student will be given a ride in a fire truck and will be given a chance to flow some water and take some photos in bunker gear. This is a reoccurring program and the LVFD is pleased to participate annually.
- The Fire Department completed 439.8 hours of continuing education training in fire and EMS.

UPCOMING LIBRARY PROGRAMS

Special Events

- Thursday, November 9th at 2:30 pm: Extended Run Players performance of “Full Moon Fables”
- Friday, November 17th at 3:30 pm – Saturday, November 18th at 11:00 am: Stuffed Animal Sleepover

- Tuesday, November 21st at 12:00 pm Scavenger Hunt – “Pumpkin Season”
- Wednesday, November 22nd at 10:30 am Playtime

Book Clubs

- Saturday, November 18th at 11:00 am – Adult Book Club - *A Most Agreeable Murder* by Julia Seales
- Tuesday, November 21st at 6:00 pm – Teen Book Club – *Bittersweet in the Hollow* by Kate Pearsall
- Thursday, November 30th at 6:00 pm – Percy Jackson Book Club – *Sea of Monsters* by Rick Riordan

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
- 1st & 3rd Tuesdays at 9:00 am: Homeschool storytime at Chick-fil-A

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_11-7-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, November 21, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on November 28, 2023, at 6:30 pm, in the City Council Chambers