



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: December 19, 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.

Wurzbach Sewer Main Replacement Project

The project will start on December 5th and will take approximately one month to complete.

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

We are in the process of engineering and design.

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

This item is on hold until the City Council makes a decision on how the project will be designed.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	1
Food	13
Foundation	1
Impact Fees	
Water	1
Fence	
Mechanical	3
Electrical	2
Accessory	
Gas	1
Garage Sale	5
Building	

Impact Fee
 Remodel
 Roof
 Utilities
 Demo
 Access/driveway
 Liquor license 3

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

- All in One Food Truck Courtyard, 6505 Grissom, Food Truck
- Proton PRC, 6100 Bandera, Office
- Finley Apts – Bldg 14 & 22, 5650 Grissom, Apartments

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	Received written request for Waiver of Fees. To be heard by Council on 12/05/2023. Request Denied by Council.	37		\$ 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.	Pending Fee Acceptance	29		\$ 71.00	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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. crash. 4. A complete and legible copy of all "field notes" recorded by the investigating officer, including a listing of calculations used in the reconstruc	Pending Payment	20		\$ 31.00	\$ -
OR-2023-373	AUSTIN ENVROSOLUTIONS	11/21/2023	I am requesting information regarding any hazardous materials spill incidents, fires, or other events that may have impacted the soils or underlying groundwater on the subject property located at 7350 Eckhart Rd in Leon Valley, Texas. The property is currently occupied by Rated R Performance. This request is part of an Environmental Site Assessment conducted by Austin EnviroSolutions on the subject property.	Complete	11	12/11/2023	\$ -	\$ -
OR-2023-376	Kendall Bradley	11/28/2023	Any and all records written, electronic, images, videos, and recordings regarding any fact finding investigations, disciplinary action, or formal complaints (including both internal employees and external citizens) regarding William Cox in his employment with the City of Leon Valley from the start of his employment in 2018 through 2023. Any and all written and electronic records or interactions relating to William Cox's employment being terminated.	Complete	7	12/7/2023	\$ -	\$ -
OR-2023-377	Jackson Chapman, K Love Engineering	11/29/2023	I would like to request existing storm water management records and plat records for the properties located at 4723 W TIMCO EAST, LEON VALLEY, TX 78238; 4685 W TIMCO EAST, LEON VALLEY, TX 78238; 4727 W TIMCO EAST, LEON VALLEY, TX 78238; and at 5608 BANDERA RD, LEON VALLEY, TX 78238. The BCAD property ID numbers are 217427; 217439; 217426; & 217435. Please see the aerial and BCAD map attached for the property locations.	Complete	7	12/11/2023	\$ -	\$ -
OR-2023-378	Progressive County Mutual Insurance	11/29/2023	Body Worn Camera Video for 202303462	Complete	0	11/30/2023	\$ -	\$ -
OR-2023-379	Erin Meshew	11/29/2023	Needing certified copies for nursing license transfer for: Name - Erin Ivens Date: 11/04/2010 Citation number E0010794 / docket number 100034516 Citation number E0010795 / docket number 100034528	Complete	0	11/30/2023	\$ -	\$ -
OR-2023-380	Data Driven Safety - Verisk/Nicole Ramirez Flores	11/30/2023	I would like to request the Conviction/Val report for the months of 2022: March - December AND 2023: January, February, March, April, May, June, July 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. Thank you!	Complete	3	12/5/2023	\$ -	\$ -
OR-2023-381	Data Driven Safety - Verisk/Nicole Ramirez Flores	11/30/2023	I would like to request the Conviction/Val report for the month of November 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. Thank you!	Complete	3	12/5/2023	\$ -	\$ -
OR-2023-382	Nicole Veilleux	11/30/2023	RE: OPEN RECORDS REQUEST Date of Crash: 11/16/2023 Location of Incident: At or near People Involved: Chase Daniels & Christian Berlanga Incident No.: 202306188 To Whom It May Concern: Pursuant to the terms of the Texas Public Information Act. Tex. Gov't. Code §552.221, we hereby make request for the following documents, including all attachments thereto, concerning the motor vehicle accident referenced above: 1. A complete copy of any supplemental reports which have been filed by the investigating officer. 2. Complete copies of all witness statements in the possession of the [Police Department] regarding this accident, including complete statistical data (dates of births, Texas driver's licenses, etc.) on each witness. 3. Complete copies of all photographs and/or videotapes in the possession of the [Police Department] regarding this crash. This is to include a complete copy of all photographs and/or videotapes that were provided to the [Police Department] by any other parties in regard to this motor vehicle crash. 4. A complete and legible copy of all "field notes" recorded by the investigating officer, including a listing of calculations used in the reconstruction of the crash, if that technique was employed. 5. A complete copy of all calculations used by the investigating officer or by any other party that was employed to make the determination that the individual was speeding over the limit. 6. A complete copy of any detailed or scale diagrams in the possession of the [Police Department] depicting the crash scene. 7. Complete copies of any [Police Department] inter-departmental memoranda sent or received by the investigating officer regarding this accident. 8. Complete copies of any [Police Department] tele-type messages sent or received by the investigating officer concerning this crash. 9. A complete copy of any 24-hour background investigation conducted on any person involved in this crash, if such investigation was undertaken. 10. Complete copies of any and all [Police	Complete	5	12/8/2023	\$ 49.00	\$ 49.00

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-383	Patty and Ben Taylor	12/1/2023	On Wednesday, November 22 our office building had a fire in the bathroom which the Leon Valley responded to and extinguished. The location was 6756 Poss Rd. Upon filing an insurance claim I am requested to send a report from the fire department. Mr. Jeremy Ross directed me to you for this report. Would you be so kind as to forward a fire report to Mr. Dereck Brown and send a copy of the email to me as well. The claim number to be reference in the subject is: KY23K3060981. 1007 - Ace Fire Underwriters Insurance Co. Please send emailed report to ----- and forward copy to myself at -----.. We greatly appreciate your trouble, as well as that of the Leon Valley Fire Department.	Complete	1	12/5/2023	\$ -	\$ -
OR-2023-384	Erica Hsu	12/1/2023	Please accept this as the request for traffic data from 11/01/2023 – 11/30/2023. 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	Complete	1	12/5/2023	\$ -	\$ -
OR-2023-385	Esmeralda Garcia	12/3/2023	I would like to request a police report (incident/stolen car) that occurred on or around 11/22 @ 5622 Everest Rd. #402 Leon Valley, TX 78238.	Complete	1	12/5/2023	\$ -	\$ -
OR-2023-386	Ade Mohamed	12/4/2023	Body Worn Camera Video for 2023LVPD-004276	Pending Fee Acceptance	7		\$ 71.00	\$ -
OR-2023-387	Christian Berlanga	12/4/2023	Body Worn Camera Video related to 202304188	Pending Fee Acceptance	7		\$ 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	Pending Fee Acceptance	7		\$ 183.00	\$ -
OR-2023-389	Lorraine Hernandez, U.S. Probation Operations	12/5/2023	Please send offense/incident reports for the citations listed in the attachment.	Complete	1	12/5/2023	\$ -	\$ -
OR-2023-390	Betty Galvan	12/6/2023	Records related to Adrian Dehoyos DOB ----- or ----- attachment included	Complete	0	12/6/2023	\$ -	\$ -
OR-2023-391	Griffin Arms	12/6/2023	Investigation report on the LVFD done from June 2017 to June 2018	Complete	0	12/6/2023	\$ -	\$ -
OR-2023-392	Ismail Dag	12/7/2023	Records and Body Worn Camera Video for: Case id 202304356 / Crash ID 19895910	Complete	0	12/7/2023	\$ 37.00	\$ 37.00
OR-2023-393	Grace Solis	12/7/2023	Fire investigation report for my address of 6037 Cammie Way, San Antonio Tx 78238 that happened on 11/25/2023	Complete	0	12/7/2023	\$ -	\$ -
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.	Pending Department Response	3		\$ -	\$ -
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)	Pending Department Response	3		\$ -	\$ -
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.	Pending Department Response	2		\$ -	\$ -
OR-2023-397	Mara Cardenas	12/13/2023	My name is Mara Cardenas and 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 email if available. We would like for this information to be sent via email on a monthly basis to statewidedd@aol.com. At this time, I would like to request the lists for the month of November of 2023 of those who requested to take defensive driving. If you could email it to us at your convenience that would be great. Their due dates would be in February of 2024.	Complete	0	12/13/2023	\$ -	\$ -
OR-2023-398	Erik Urias	12/13/2023	Body Cam Video for 202303800	Pending Department Response	0		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Submitted 32 new boxes to record storage.Certified nine (9) LVPD Reports.
- Distributed an updated Record Storage Inventory to staff.

- Certified one (1) LVPD Report.

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:
• Prepare the May 04, 2024 General Election Candidate Packet and post to the website	Thursday, December 21, 2023
• Review and Revise Directive A14 - Records Management	Monday, January 1, 2024
• Prepare Record Management Plan binders for each department	Friday, March 29, 2024
• 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.
- Finishing laying asphalt along Aids Drive.
- Installing bollards at the end of Huebner Road.
- Mowing and cleaning the pocket parks.
- Performing a make-ready on the Kinman House for the new tenant.
- Repairing sewer main on Forest Mont.
- Repairing water main break on Stable Drive.
- Performing rereads.
- Repairing curbstop on Thunderbird.
- Performing meter and service line inventory per the TCEQ.
- Renovated the dog kennel behind Public Works.
- Laying asphalt along Aids Drive.
- No smoking signs were installed in Huebner-Onion Natural Area Park.
- Performing a make-ready on the Kinman House for the new tenant.
- Grease traps at Community Center and Kinman House were cleaned.
- Mowing rights-of-way city-wide.

Information Technology

- Procured Police Department Server. Setup to begin ASAP
- Procured 10 Refurbished replacement Desktops for Police Department. Setup will begin ASAP.
- All Library Patron Machines have been added to the new Deep Freeze Control Panel. Regina and Theresa have administrative access to this portal.

- Attended the Government Technology: Technology Leadership conference and attended sessions regarding the use of AI and ChatGPT in government.
- Began running Cybersecurity assessments on all servers and critical machines with CIS-Assessor. This is provided free of charge from the Federal Government for all levels of government, including municipalities. The tool compares the settings of the machine against a benchmark and provides assistance to "harden" the machine to outside attackers. This is another item that checks a box for the Cyberstar Certification.

FIRE DEPARTMENT

- The Fire Department assisted the LV Historical Society lending them our donation inflatable fire boot during their Christmas event.
- The Fire Department will be delivering three thirty-nine gallon barrels of donated food to our local needy and the SA Food Bank for the Christmas season.
- The fire department will begin our annual Santa Runs throughout the City. Santa will be visiting our neighborhoods and apartments spreading the Christmas spirits and playing beautiful Christmas music. Santa will be riding the back of our new ladder truck.
- The Fire Department attended a video conference call to kick off the filing of the Texas Ambulance 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 use 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 are 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 continues our annual testing and maintaining of fire hydrants throughout the city. This testing is vital to ensure that in the event of emergencies, the fire department will have a reliable water supply. Part of the testing includes flushing the hydrants which will cause water in the streets. This project should be completed by January 1, 2024.
- The ambulance damaged in an accident on 07/27/2023 is still at Miracle Paint and Body waiting for body parts from the ambulance manufacture. 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 nation-wide shortage for ambulance conversion chassis. We have found pricing pending with three dealers currently and are exploring more distant Dodge dealers.
- The Fire Department completed **577** hours of continuing education training in fire and EMS.

UPCOMING LIBRARY PROGRAMS

Special Events

- Wednesday, December 20th at 10:30am – Polar Express Movie
- Thursday, December 21st at 9:30am – Winter Solstice Coffee & Cocoa
- Thursday, December 21st at 10:30am – Reading with Rudolph
- Thursday, December 21st at 6:30pm – Polar Express Reading with Special Guest!
- Wednesday, December 27th at 10:30am - Winter Craft
- Thursday, December 28th at 10:30am – Winter Craft
- Friday, December 29th at 10:30am – School Age Scavenger Hunt

Book Clubs

- Tuesday, December 19th at 6:00pm – Teen Book Club – *The Rosewood Hunt* by Mackenzie Reed

Upcoming Regular Programming

- 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_12-19-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, January 16, 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.