



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: April 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.

Huebner Road School Zone

The contractor, The Levy Company, continues the construction of the school zone appurtenances. All poles are in and we are waiting on signage.

Huebner Creek Flood Control Project Phase 1

The City Engineer received direction from the City Council on a new alignment and will redesign the project. The staff has applied for a grant for project funding.

Public Works Capital Projects

You can find more details on Public works Capital projects on our website here:
<https://storymaps.arcgis.com/stories/4a6ec6547ca54617bd825bcc3b59a87b>

Huebner Creek Hike & Bike Trail Segment II

Due to several delays and personnel changes at TxDOT, the next phase of the Hike & Bike Trail won't begin until the summer of 2025. Please see the tentative schedule:

Oversight Special Approval Meeting	February 2024
Advanced Funding Agreement	August 2024
Environmental Approval	January 2025
Letting Date	May 2025
Construction	June/July 2025

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	6
Food	
Temp food	
Impact Fees	

Utility	2
Driveway	1
Mechanical	5
Electrical	2
Gas	
Make Ready	1
Garage Sale	8
Building	1
Impact Fee	
Remodel	
Bulk Water	
Liquor	
Fire	2
Access/driveway	
Foundation	
Vacant building	
Roof	1

PLANNING AND ZONING

- Overlay Standards section of the code is with the attorney for review.
- 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 Ardurra to help with revising the Master Plan
- Updating Zoning Map – I will be working with IT Director on this project.
- Working with code on business compliance letters
- Scheduling training for Planning and Zoning Department
- 7680 Huebner – PDD- Duplex
- 5420 Grissom– Amending SUP - Uhaul
- 7205 Huebner – PDD -2nd Phase Poss Landing
- 0 Grissom Rd – SUP for carwash & Plat for carwash
- 7125 Bandera – Plat -Insurance Building
- 5307 Wurzbach – Replat & SUP -Church
- 5300 Wurzbach – Replat- bank bldg.
- Floodplain permit – NW Industrial
- Sign Variance – 5902 Bandera
- Possible rezone, SUP, Plat for 7708 Eckhart
- 6758 Poss- Subdivision New Construction PDD
- 5405 Bandera – SUP- Gun Shop
- 6201 Sawyer – Plat- Buddist Temple

CERTIFICATE OF OCCUPANCY

- N & S Hospitality Group, 5336 Wurzbach, Hotel
- Sweet Leaf Dispensary, 6510 Bandera, CBD Retail
- EZ Air Conditioning and Heating, 7217 Bandera, AC Sales/Repair

OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-22	Mary Garcia	1/23/2024	I need to get a copy of police report made for a accident	Closed Due to Lack of Response	49	4/1/2024	\$ -	\$ -
OR-2024-31	Justin Pulliam, Pulliam Media LLC	1/23/2024	Police incident reports and probable cause complaints for all on-view arrests made by Jorge Breton during the time period from September 1, 2023 to January 23, 2024. Please send original versions and not modified/curated incident reports.	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-45	Mandy Mendoza Jr	2/1/2024	Police Report #20234377, June 09, 2023, 7067 Settlers Ridge, Leon Valley, TX 78238	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-52	April M Kennedy	2/4/2024	Requesting report on Evan Haley Kennedy dob ----5 arrested 1/31/2024.	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-57	Robert kennedy	2/6/2024	Police report for case number 2024400324	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-63	Christina jeffreys	2/8/2024	I am attempting to contact my long lost girlfriend this is all of the information I have, please do all that your able please James wilkins	Pending Clarification from Requestor	Paused		\$ -	\$ -
OR-2024-68	Sammy Rodriguez	2/11/2024	Record	Pending Clarification from Requestor	Paused		\$ -	\$ -
OR-2024-91	Flora Moreno	2/22/2024	Case # 202400226. On Sunday, January 21,2024. This report was for a road rage, a car followed my daughter's car and shot her car up on Grissom Rd. She had 2 other people in her car and her dog.	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-97	Andrea Sifutentes, Law Offices of Thomas J. Henry	2/26/2024	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.	Complete	27	4/3/2024	\$ 38.00	\$ 38.00
OR-2024-110	Beth Hull	2/28/2024	Open Records: REQUESTING OPEN RECORDS: Call Sheet, BWC, 911 audio ----- 2017 MERCEDES-BENZ E300	Pending Payment	30		\$ 83.00	\$ -
OR-2024-113	Nyree Williams - Lexis Nexis	2/29/2024	Lexis Nexis Request Number: 24-0100134 - LVPD Case 202400226 from incident that occurred on 01/21/2024 at 12:00 AM on Bandera Rd involving Samantha Moreno	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-121	James Kolb II	3/4/2024	I am requesting a copy of the police report and body cam from the incident that took place on 2/27/24 approximately 1130pm. We need this asap prior to hiring a lawyer.	Pending Payment	27		\$ 179.00	\$ -
OR-2024-136	Leslie Ortega	3/12/2024	I am requesting a copy of case number and body camera footage. Someone broke into my apartment before thanksgiving. I called the Leon Valley Police that day.	Pending Payment	21		\$ 39.00	\$ -
OR-2024-137	LEXIS NEXIS	3/12/2024	LVPD Report 202400226	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-146	Ra Mona Davis	3/15/2024	We are searching for food safety inspections: IHOP, 5920 Bandera Rd Leon Valley, TX 78238, Please send any inspections performed from 01/10/2023 to 03/15/2024, Taco Cabana, 6040 Bandera Leon Valley, TX 78238 - Permit No.: 116, Please send any inspections performed from 01/10/2023 to 03/15/2024	Complete	16	4/9/2024	\$ -	\$ -
OR-2024-148	Devin Vasquez	3/18/2024	Patient Medical Record	Complete	10	4/1/2024	\$ 17.25	\$ -
OR-2024-159	Blanca Carmona	3/21/2024	looking for reports on police reports.	Pending Clarification from Requestor	14		\$ -	\$ -
OR-2024-161	Carlos	3/22/2024	My name is Carlos Rios ,I was told I needed the police report for my insurance company for a crash that happened 03/18/24.The case number is 202400874	Pending Payment	13		\$ 6.64	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-162	Alfred G Martinez - Advanced Fire Investigations, Inc.	3/22/2024	I am requesting a Leon Valley Fire Department Incident Run Report and Investigation Report for a Residential structure fire that occurred at the Mr Juan Garcia rental property at 5927 Rimkus Dr. The incident occurred on Friday, March 15, 2024 at 5927 Rimkus Dr., Leon Valley, Texas 78238. The incident occurred at approximately 07:45. I am also requesting any interview notes, investigation photos and video, recorded statements, video statements, ring camera footage obtained, and any scene notes and/or investigation notes obtained for this investigation. The LVFD Case Number for the incident report and the investigation report is not known as of this time. Thank you for your assistance.	Pending Department(s) Response	13		\$ -	\$ -
OR-2024-163	Isaiah Malonson	3/24/2024	I am writing to formally request access to public records concerning code violations within the city. I believe it is important to have transparency and accountability regarding the enforcement of local codes and regulations. Therefore, I am seeking information on any code violations that have been reported or recorded within the city. Specifically, I am requesting access to the following information: List of properties with code violations issued by the city code enforcement department that have been on the list within the past 6 months. List of any properties that have been on the water shut off list in the past 6 months. I would also like a list of any properties that have been reported with fire damage by the fire department. Lastly, any properties that have been involved in any eviction proceedings. I understand that some information may be redacted to protect privacy or ongoing investigations, but I request that any redactions be clearly noted and justified according to relevant statutes.	Complete	11	4/9/2024	\$ -	\$ -
OR-2024-166	San Antonio Fire Dept.	3/25/2024	The San Antonio Fire Department is conducting a background investigation on the following fire cadet applicant: Name: Sergio Andres Gonzalez Ethnicity/Gender: -His-p'-a-nic-/M-a-l-e DOB: ---- -- DL # ----	Complete	3	3/29/2024	\$ -	\$ -
OR-2024-168	Charlotte-Mecklenburg PD	3/25/2024	Your cooperation will be appreciated in supplying any CRIMINAL, CIVIL, or TRAFFIC RECORDS and/or any POLICE REPORTS appearing in your files regarding the following applicant that has applied to this Department for the position of Police Officer. Please use the fax or email address listed below to return any correspondence. NAME: Robinson, Tanner Austin ALIAS NAME: SEX: Robinson, Tanner Austin Male DOB: --- SS#: --- P.O.B.: Annapolis MD EYES: Hazel HGT: 5'11" HAIR: Brown WGT: 245 RACE: White PRESENT ADDRESS: 456 Agave Flats Dr New Braunfels TX 78130 FORMER ADDRESS: 3205 Helmsdale Ct Melbourne FL 32940 DRIVER LICENSE (STATE): -- DRIVER LICENSE NUMBER: ---- Has this subject ever received a citation, infraction, defendant in a civil filing, or been arrested in your jurisdiction? () YES () NO	Complete	3	3/29/2024	\$ -	\$ -
OR-2024-169	CHANDLER POLICE DEPARTMENT	3/25/2024	Re: Ferrall, Carson Delaney Date of Birth: -----, SSN: ----- Alias(es): The above listed individual has applied for employment with the Chandler Police Department (OR: AZ0070500) in AZ for the position of Dispatcher. As part of our pre-employment background investigation, we are required to make contact with government agencies such as courts and law enforcement agencies within the areas the applicant has previously resided in or spent considerable time. Please search your records using the applicant's above listed information. The Chandler Police Department holds a valid, signed authorization from this applicant to request any and all law enforcement related records. I have attached the authorization for your review.	Complete	3	3/28/2024	\$ -	\$ -
OR-2024-170	Edmee Colorado	3/25/2024	Seeking all Body Cam and Dash Cam Footage from Leon Valley Police Department Report # 16385 (Case ID202400537 / Crash ID 20065200)	Complete	4	4/1/2024	\$ 79.00	\$ 79.00
OR-2024-172	Nahima Odabachian, TDCJ-Parole Division	3/26/2024	I am requesting a copy of incident report #202400949 and call log information associated with this report and with address of 6313 Evers Rd At#1301, San Antonio, Texas 78238. The names associated with this address are Judas Leal and/or Pearl Garcia.	Complete	0	3/26/2024	\$ -	\$ -
OR-2024-173	SARAH PHOSOUVANH	3/26/2024	Request for an accident report if none can you send us the cad report instead 2/21/2024 @ 6451 Bandera Rd Apt 136 #202400660 time 0600 ofc h. Rodriguez Insured Jose Mendez	Complete	0	3/26/2024	\$ -	\$ -
OR-2024-174	Officer Juanita Barron -Bexar County Pretrial Services	3/27/2024	This is Officer Barron, from Bexar County Pretrial Services. I was wondering if I could get the police report for one of my defendants, as part of their requirements we need to make sure weapons were confiscated. The defendant is listed down below. Let me know if you need any other information. Client information: RIVERA, DESTINY NICOLE TDCJ#: 1168809 DOB: ----- Offense information: Date: 09/10/2022 Offense/Incident – MA unlaw carry wpn	Complete	0	3/26/2024	\$ -	\$ -
OR-2024-175	Joseph Piette Lahood Norton Law Group	3/27/2024	Please provide all reports/calls for service involving Jynette Marie Gonzalez (DOB: -----) or Rudy Gonzalez at 7211 Sulky Ln, Leon Valley, Texas 78238 (Time frame: January 1st 2019-July 19th 2021).	Complete	1	3/29/2024	\$ -	\$ -
OR-2024-176	Yvette Coz	3/27/2024	RE: Lou Georges (See attached)	Complete	0	3/28/2024	\$ -	\$ -

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OR-2024-177	GoAuto Insurance	3/28/2024	Report #: 202400415 DOL - 2/6/2024 Christina Medrano was driving a 2019 Nissan Altima Other person was Angelina Sanders driving a Chevy Trailblazer Location - 410 N Leon Valley and Bandera Rd in San Antonio, TX	Complete	0	3/29/2024	\$ -	\$ -
OR-2024-178	Laura Deleon	3/28/2024	RE: Sergio Becerra, Jr.; DOB: ---- (See attached)	Complete	0	3/29/2024	\$ -	\$ -
OR-2024-179	Joseph Piette Lahood Norton Law Group	3/28/2024	Adding Document- Subpoena (Duces Tecum) - OR-2024-175	Complete	0	3/28/2024	\$ -	\$ -
OR-2024-180	Frances Garza-Alvarado	3/28/2024	Police Report - Feb 4, 2024 - At approximately 3 am - at 6203 Desert Sun, Leon Valley TX 78238 - renter Crystle Meza - homeowner Frances Garza-Alvarado, 4803 W Lake Oaks, San Antonio TX 78251. Incident: drunk driver, driving a Chevrolet Silverado, license plate DPR 7236, crashed into front right side of house through dining room through stairway.	Pending Response from Requestor	9		\$ -	\$ -
OR-2024-181	Michael Schag	3/28/2024	I was given a suicide note and another note that hand little more information that my Neighbor James R Scott had given to me before he committed his suicide. After reading the first letter (James had left it on my doorstep in a bucket a.ong with an envelope that I had not read yet) I went to his door talk to him but he did not answer. I went back to my house to get my phone and call 911. While getting my phone that is when we heard the gunshot. When the arrived they I gave them the two notes. The one I reading the other I had not fully read. I would like to get a copy of both notes.	Complete	1	4/1/2024	\$ -	\$ -
OR-2024-182	Carole Scott	3/29/2024	On March 23 2024 you responded to a call at 6738 Timberhill Dr. at 4:17 am. During your interview with the neighbors Mike and Cathy Schag they presented you with notes left to them by James Scott. One of the notes they themselves had not read. I, as the sister of James, am requesting access to these documents as the information contained is unknown by all involved parties outside of your investigation. It is my responsibility as next of kin to be informed of all known circumstances regarding this and any events leading up to it. Also, even though all responding officers reported securing the premises, James's cell phone and computer where no where on site. I am asking that if you have taken these as evidence that you please inform me that you have these items and let me know when I will have access to them as they contain information to successfully contact his friends and colleagues. Also it will be a wealth of information to help settle his affairs. Furthermore, I am requesting to review of ALL notes	Complete	1	4/1/2024	\$ -	\$ -
OR-2024-183	Data Driven Safety, LLC	4/1/2024	On behalf of Data Driven Safety, LLC, we are making a request for the March 2024 Conviction/Val Report - in the same XML format you have sent in the past. It should have the following fields: Select Error Court Location Citation Violation Agency Name Viol Date/Time Filed Date Name Defendant Address Defendant City Defendant Zip Defendant State Sex Race Vehicle Make Vehicle Year PD Case Number Statute Type Offense Code Offense Viol County Viol Location Speed Limit Accident Status Date/Time Status Description Plea Defendant Attorney Conviction Date Amount Paid Total Due	Complete	0	4/1/2024	\$ -	\$ -
OR-2024-184	Erica Hsu	4/1/2024	Please accept this as the request for traffic data from 03/01/2024 – 03/31/2024. 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	3	4/1/2024	\$ -	\$ -
OR-2024-185	TEMPE POLICE DEPT.	4/2/2024	CRIMINAL HISTORY AND POLICE CONTACT CHECK FOR APPLICANT TO: LEON VALLEY APPLICANT: MORGAN, KAMERON JOSEPH DOB: -- -- 55N: --- POSITION: Police Officer I am conducting a pre-employment background investigation on the listed person, who is a candidate for employment. I am requesting a check of your records for documentation of any contact with officers from your jurisdiction. I have attached an Authorization for Release of Information completed by the applicant	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-186	CALIFORNIA HIGHWAY PATROL	4/2/2024	RE: Preciado, Johnathan Joseph Date of Birth: ----, SSN: ---- To Whom It May Concern: The above listed individual has applied for employment with the California Highway Patrol in California for the position of Cadet. As part of our pre-employment background investigation, we are required to make contact with government agencies such as courts and law enforcement agencies within the areas the applicant has previously resided in, or spent considerable time in. Please search your records using the applicant's above listed information. The California Highway Patrol holds a valid,	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-187	Jennifer McCombs	4/2/2024	I'm requesting Building permits issued in the month of March 2024. I need Residential and Commercial building permits as well as new in-ground swimming pools. I need as much of the following data as possible: Permit Number, Date issued, Construction job Value, job site address, Subdivision, square footage (if applicable), Owner name, Owner address if possible, and Contractor name, Contractor address if possible. I would like all new swimming pools, regardless of value, and all others at \$25,000 or more (if possible but not necessary).	Complete	3	4/9/2024	\$ -	\$ -
OR-2024-188	ALAMO CITY LAW FIRM	4/2/2024	Medical billing and medical records for J. Hernandez	Complete	0	4/2/2024	\$ 17.25	\$ 17.25

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OR-2024-189	Breckenridge Police Department	4/3/2024	RE: B. E. Johnson, DOB: ---- The applicant has indicated one of the following circumstances regarding contact with your agency: Applicant states he/she has had no contact with your agency. Applicant states he/she has had contact with your department under the following circumstances: In order to better evaluate the subject's character and the veracity of the applicant's information that has been provided, it is requested that a thorough check be made of your files to ascertain any previous contacts, including but not limited to; calls for service, vehicle collision reports, arrest(s), citation(s) and offense report(s) where subject is listed as, reporting party, witness, suspect, or victim.	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-190	CALIFORNIA HIGHWAY PATROL	4/3/2024	RE: Houska, Cassidy, Date of Birth: ----, SSN: ---- The above listed individual has applied for employment with the California Highway Patrol in California for the position of Public Safety Dispatcher. As part of our pre employment background investigation, we are required to make contact with government agencies such as courts and law enforcement agencies within the areas the applicant has previously resided in, or spent considerable time in. Please search your records using the applicant's above listed information. The California Highway Patrol holds a valid, signed authorization from this applicant to request any and all law enforcement related records. I have attached the authorization for your review.	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-191	Richard H. Silvas Attorney At Law	4/3/2024	Case 202400839 Date of Accident : 03/15/2024 Officer Sgt. C. Mandry Our client Maria Del Rosario Moreno Location Bandera Road Other driver : Eder Bermudez Pullido	Complete	1		\$ -	\$ -
OR-2024-192	Kim Dunn with Howard Zoning Associates LLC	4/3/2024	Please send zoning and if any overlays, any open/active zoning code violations on record, any open/active building code violations on record, any open/active fire code violations on record, Copies of any variances, special use permits, conditional use permits, site plan copy and copies of any Certificates of Occupancy issued after June 2022 for the Exchange Plaza , 5819 NW Loop 410 (the part that is located in the City of Leon Valley).	Pending Department(s) Response	4		\$ -	\$ -
OR-2024-193	Marco Cabello	4/4/2024	Marco Cabello, report # 202400983, by officer Sanchez B-524, March 26, 2024.	Complete	0		\$ -	\$ -
OR-2024-194	Wells Shepherd	4/4/2024	Officer M Sanchez 524 Report number 2024-00919	Complete	1		\$ -	\$ -
OR-2024-195	Breckenridge Police Department	4/4/2024	Law Enforcement Verification: Please see attachments	Pending Department(s) Response	4		\$ -	\$ -
OR-2024-196	SARAH PHOSOUVANH	4/6/2024	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 2/21/2024 @ 6451 BANDERA RD APT 136 #202400660 TIME 6:00 OFC H. RODRIGUEZ INSURED JOSE MENDEZ	Complete	0		\$ -	\$ -
OR-2024-197	City Of San Antonio Fire Dept.	4/8/2024	The San Antonio Fire Department is conducting a background investigation on the following fire cadet applicant: RE: Chase Andrew Davis Ethnicity: White/Male DOB: ---- SS# ---- -DL# ---- Please return by fax any and all information of criminal, traffic, contact or incident reports you may have for this individual The .receipt of this information is time sensitive. Your immediate attention will be greatly appreciated.	Pending Department(s) Response	2		\$ -	\$ -
OR-2024-198	amaris perales	4/8/2024	I am needing the copies of the reports made by Joshua Garcia on myself Amaris Perales. Civil Matter regarding visitation of our children ---- & ----. These reports were made at the Leon Valley Police Station. I need all of 2024. January 2024-	Complete	1		\$ -	\$ -
OR-2024-199	Logan Barkley	4/8/2024	Looking for prices relating to Edwards Aquifer Authority water right transactions. Transactions are: -2015 Sale of 40.000 AF UIG from Weldon Gilleland and wife, Judie M. Gilleland to City of Leon Valley -2017 Sale of 23.000 AF UIG from William E. Bedinghaus 2000 Trust to City of Leon Valley. -2018 Sale of 22.000 AF UIG from Division Laundry & Cleaners, Inc. to City of Leon Valley. -2019 Sale of 23.000 AF UIG from Frank Alderson to City of Leon Valley -2020 Sale of 23.000 AF UIG from Sammy W. Nooner to City of Leon Valley.-2021 Sale 20 UIG Dawn Marie Steubing to City of Leon Valley -2022 Sale of 22.000 AF UIG from The Jenkins Revocable Trust to the City of Leon Valley.	Complete	0		\$ -	\$ -
OR-2024-200	Peraton - Pauline Ray	4/8/2024	JONATHAN EMANUEL CAYEROS ---- - PLEASE NOTE: PERATON IS A CONTRACTOR THAT WORKS WITH THE FEDERAL GOVERNMENT. PER FEDERAL MANDATE CORRESPONDENCE IN REFERENCE TO REQUEST CANNOT BE SENT VIA EMAIL. RESPONSES CAN ONLY BE SENT IN VIA FAX OR PHONE	Complete	1		\$ -	\$ -
OR-2024-201	Brian LeJeune	4/8/2024	I am in the process of further building the IT Department at the City of Fair Oaks Ranch. If you have FTE's handling IT internally full time, please provide the following information: * Titles of IT personnel * Job descriptions of IT personnel * Current pay of IT personnel along with any associated step they may be at * Pay scales for each IT position * Organization chart of IT - if you do not have an updated IT org. chart then the latest one available with a brief description of what may be missing or modified will suffice. * Total number of residents * Total number of named user accounts supported by IT	Complete	0		\$ -	\$ -
OR-2024-202	Breanne Sandoval, San Antonio Water System	4/8/2024	I am requesting a copy of a crash report which occurred on 3/26/2024.The Leon Valley case number is 202400981.	Pending Department(s) Response	2		\$ -	\$ -
OR-2024-203	Deja Dumas	4/9/2024	I need a copy of police report 202400228	Pending Department(s) Response	1		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Processed one (1) Subpoena

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
• Prepare the May 04, 2024 General Election Candidate Packet and post to the website	Thursday, December 21, 2023	Completed 12/14/2023
• Review and Revise Directive A14 - Records Management	Monday, April 1, 2024	Completed 4/1/2024
• Prepare Record Management Plan binders for each department	Friday, May 7, 2024	
• Provide Record Management training to each	Friday, July 15, 2024	

FIRE DEPARTMENT

- On the evening of 04/09/2024, Leon Valley received a heavy rain event over a short time. We received over two” of rain in an hour. During this event all our flood sensors and HALT gates reported and functioned without issue. The water levels at Poss Road at the Heubner Creek rose six” above the road level. The FERP was activated and LVFD crews stayed in the area until the water levels fell below the road level. There were no other issues related to this rain event.
- The LVFD has migrated to a new regional fire and EMS reporting system effective 04/01/2024. This regional reporting system is through STRAC and Bexar County Dispatch and is used by the surrounding seventeen counties. While the system is running and functional, the reporting module is waiting to be installed. At the current time, the City Manager LVFD spreadsheet is not able to be completed for this reporting period.
- 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. An additional supplement has been submitted for additional repairs. We have requested a completion date from Miricle Paint and Body. The picture below is from 03/21/2024.



- The FD received five bids for the replacement chassis for the new ambulance. These bids are well below the current HGAC and Buy Board prices. The LVFD will be moving forward with the ordering of the chassis ASAP. This chassis should be able to be delivered within 6-months. Once received, this chassis would be delivered to Frazer Ambulance for conversion to an ambulance. This last step would take 6-months.
- The FD has begun teaching Stop the Bleed classes for all City employees. So far, we have taught **fifty-eight** employees and all the LVFD employees, **28**. These classes are taught in the FD training room. Following the completion of these classes, Stop the Bleed kits will be installed in all occupied City buildings. We have two classes left in the primary schedule and still have available slots. Any City Council members wishing to attend should contact AFC Willis.

PUBLIC WORKS

- The engineer has started designing the El Verde Water Main Replacement Project.
- Staff will present the Impact Fee Study to the Capital Improvements Advisory Committee in April.
- Staff and the City Engineer continue to prepare the water and sewer rate study.
- The sewer televising and cleaning contractor continues 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.
- Applying for a CDBG grant to replace the sewer main in the alley between Cammie Way and Evers Rd.
- Working on repairs to the Kinman House – the foundation is sinking on the Forest Pine side of the structure.
- City engineers are inspecting the foundation under the Fire Department for vapor barrier issues.
- Working on repairs to the Sally Port at the Police Station – the frame has been water damaged and needs to be replaced.
- Preparing for replacement of storefront area at City Hall near Council Chambers.
- Preparing for remodeling of the Conference Center to install a kitchen area.
- The Park Commission and staff are revising the Park Master Plan.
- Repairs to Huebner Creek at Poss and Cherryleaf will begin in April.
- Constructing base for new Impound lot.
- Completing service requests from water utility repairs.
- Repairing alley behind Sulky.
- Rebuilding water sheds at the Fire Station.
- Repairing kitchen island at Fire Station.
- Mowing Hike & Bike Trail and Huebner Creek.
- Removing Little Free Library from Silo Park – vandalized 4 times.
- Trimming limbs away from traffic signs on Huebner Rd.
- Mowed the Huebner-Onion Homestead in preparation for their event on April 13th.
- Removing dead trees at Raymond Rimkus Park and downed trees in the walking path at Huebner-Onion Natural Area Park.

- The Director will be in class in Austin all week.
- The Crews will attend a safety class all day Wednesday.
- Performing meter and service line inventory per the TCEQ.
- Performing dead-end main flushing.
- Performing monthly water samples of water wells and distribution sites.

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_4-15-24.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be on Tuesday, May 7, 2024, at 6:30 pm, in the Council Chambers.
- Coffee with the Mayor and Council will be held Saturday, April 27, 2024, at 9:00 a.m., in Council Chambers
- The Planning and Zoning Commission will meet on April 23, 2024, at 6:30 pm in the City Council Chambers.