



CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM

**DATE:** May 7, 2024  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Crystal Caldera, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

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**Projects**

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

**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
Sign	1
Mechanical	3
Plumbing	2
Fire Alarm	1
Electrical	1
Roof	4
Utility	1
Fire	1

Garage Sale	2
Foundation	1
Food	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
- 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
- 6201 Sawyer – Plat- Buddist Temple
- PDD Ordinance Revisions
- Impact Fees Revisions
- 6550 Huebner – Pre-development meeting for future development
- 5616 Bandera – Floodplain Permit – Carwash
- 4723 Timco West – Floodplain permit – Warehouse
- 5716 Wurzbach – Non-specific use – Hookah Lounge

### **CERTIFICATE OF OCCUPANCY**

- Finley Apartments, 5650 Grissom, Apartments, 5 bldgs
- A’s Unique Designs, 5401 Bandera, Showroom
- Texas Liquidation Outlet, 5504 Bandera, Warehouse/office
- Poppy’s Café, 6417 Evers, Coffee House

## OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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	Closed Due to Lack of Response	75	4/23/2024	\$ -	\$ -
OR-2024-68	Sammy Rodriguez	2/11/2024	Record	Closed Due to Lack of Response	72	4/23/2024	\$ -	\$ -
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.	Complete OAG Ruling OR2024-012552	54	4/16/2024	\$ -	\$ -
OR-2024-110	Beth Hull	2/28/2024	Open Records: REQUESTING OPEN RECORDS: Call Sheet, BWC, 911 audio ----- 2017 MERCEDES-BENZ E300	Closed Due to Lack of Response	55	4/23/2024	\$ 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.	Closed Due to Lack of Response	50	4/23/2024	\$ 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.	Closed Due to Lack of Response	42	4/23/2024	\$ 39.00	\$ -
OR-2024-137	LEXIS NEXIS	3/12/2024	LVPD Report 202400226	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-159	Blanca Carmona	3/21/2024	looking for reports on police reports.	Pending Clarification from Requestor	Paused for 61-days		\$ -	\$ -
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	28		\$ 6.64	\$ -
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.	Complete	18	4/18/2024	\$ -	\$ -
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	24		\$ -	\$ -
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: --- N: --- 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	Complete	8	4/12/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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,	Complete	10	4/16/2024	\$ -	\$ -
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.	Complete	9	4/16/2024	\$ -	\$ -
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.	Complete	9	4/16/2024	\$ -	\$ -
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).	Complete	11	4/19/2024	\$ -	\$ -
OR-2024-195	Breckenridge Police Department	4/4/2024	Law Enforcement Verification: Please see attachments	Complete	8	4/17/2024	\$ -	\$ -
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.	Complete	6	4/17/2024	\$ -	\$ -
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.	Complete	5	4/16/2024	\$ -	\$ -
OR-2024-203	Deja Dumas	4/9/2024	I need a copy of police report 202400228	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-204	G&rk Consulting Associates	4/10/2024	I am Conducting a Phase I Environmental Site Assessment for a Commercial Real Estate Transaction for the Rios Crystal Mall Located at the Intersection of Evers Road and Wurzbach Road. I have attached a tax map for the property which is outline in blue. I am interested in any emergency response, on the property or adjoining properties, due to fires, spills, and any event with potential for negative environmental impact to the mall property. Thanks	Complete	0	4/10/2024	\$ -	\$ -
OR-2024-205	Mary Ruth Fernandez	4/10/2024	Am requesting the addresses for the citizens of the Ridge at Leon Valley that live 200 feet from the proposed development submitted by One Group LP organization and Mr. Samir Chehade.	Complete	5	4/18/2024	\$ -	\$ -
OR-2024-206	Sandy Dani zavala Fuentes	4/11/2024	Family issues	Pending Clarification from Requestor	Paused for 61-days		\$ -	\$ -
OR-2024-207	Joshua Brown	4/12/2024	1. The names of all employees by rank/title in your Administration Division, Fire and EMS Operations Division, Maintenance Division, and Human Resources Division with their associated annual salaries. 2. The names of all Fire Chief, Assistant Fire Chief, Division Chief, Deputy Chief, Battalion Chief, Captain, Lieutenant, Engineer/Driver, Firefighter, Paramedic, EMT, Human Resource Director / Supervisor / Specialist, General Manager, City Manager, Assistant City Manager, District Administrator, District Manager, Finance Director or Accounting Manager, Accounting Clerks / Associates, Maintenance Tech, Maintenance Manager, Accounts Payable Clerk / Manager / Supervisor with their associated annual salaries 3. Current pay scales to include incentive pay, longevity pay, certification pay, step pay, previous service credit pay, bonus pay, bilingual pay, and education pay. 4. Health and wellness benefits provided to employees with associated costs paid by your District and the employee for all levels of individual and family coverage provided. The information I seek includes health insurance, vision insurance, life insurance, dental insurance, short-term disability, long-term disability, cancer insurance, accident insurance, and supplemental insurance. 5. The annual budget for FY2023-2024. 6. The pay policy and vacation policy. 7. The credentialing or education assistance policy. 8. The retirement plan provider and plan details. 9.The call volume for the previous 12 months. 10. The square miles covered by the fire and EMS departments. 11. The number of fire and EMS stations. 12. The total number of employed Fire and EMS staff. 13. The services provided by Fire and EMS, including community outreach services, if any.	Complete	1	4/16/2024	\$ -	\$ -
OR-2024-208	Sarah Phosouvanh	4/13/2024	REQUEST FOR AN VANDALISM REPORT 3/25/2024 @ 6313 EVERS RD #2024-00977 PARTY INVOLVES TAYLOR AYALA/ARLEY RAY LAWHORN	Complete	1	4/16/2024	\$ -	\$ -

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OR-2024-209	Olivia Charvat	4/15/2024	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 -202400981 Date -03/26/2024 Time -12:01am Location -6461 Bandera Rd Leon Valley, TX 78238-0000 Insured Driver -Abdel Al Hilli Other Driver -Cedric Martinez	Complete	1	4/16/2024	\$ -	\$ -
OR-2024-211	U.S Probation	4/15/2024	Offense Report on Rodolfo DeLuna, Jr.; Birth date: ----; SSN: -----; FBI #: 694583XA8 01-05-2018 Driving while Lic Invalid W/ Prev Conv or Susp (LEON VALLEY PD - San Antonio) Court Case No. 562863	Complete	1	4/16/2024	\$ -	\$ -
OR-2024-212	ROCKWALL POLICE DEPARTMENT	4/16/2024	Re: Luevano, Daniel Alias(es): To Whom It May Concern: Date of Birth: --	Complete	1	4/16/2024	\$ -	\$ -
OR-2024-213	Jeremiah drum	4/16/2024	I need a copy of report 202304677	Complete	1	4/17/2024	\$ -	\$ -
OR-2024-214	JJ Redmon	4/16/2024	Please provide a copy of the current job description and salary for the Building Official or individual over construction regulation, code enforcement, or similar job descriptions. If the job is currently filled, please provide the approximate number of years the individual has held the position. If the job is filled via City contract, please provide the name of the third-party company.	Complete	0	4/17/2024	\$ -	\$ -
OR-2024-215	Wayne Eichel	4/17/2024	RE: B. Johnson; DOB: ----	Complete	0	4/17/2024	\$ -	\$ -
OR-2024-216	CITY OF SAN ANTONIO-FIRE DEPARTMENT	4/17/2024	NAME: KOSMATKA Zachary J. ETHNICITY/GENDER: White/Male DOB -- -- DL#: ---- Please fax or email us any criminal, traffic, contact or incident reports you may have on this individual. Your immediate attention will be greatly appreciated. Thank you. MY OFFICE NUMBER IS 210-207-8439; MY FAX NUMBER IS 210-207-6358.	Complete	3	4/23/2024	\$ -	\$ -
OR-2024-217	Mara Cardenas	4/17/2024	I 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 month of March of 2024 of those who requested to take defensive driving. (Their due dates should be in June of 2024). If you could email it t	Complete	3	4/23/2024	\$ -	\$ -
OR-2024-218	Madeline Thomas	4/18/2024	At the request of our client, the City of Richmond, Texas, we are requesting the following information: 1. Census data that includes the following for every employee (no individual identification, such as employee name, is requested): a. Job Title b. Actual Salary c. Salary Range Minimum and Maximum (pay schedule containing job title, grades, and range information may be attached) 2. Benefits summary information that includes employer and employee contributions. 3. Supplemental pay information. 4. Paid leave schedule.	Complete	2	4/23/2024	\$ -	\$ -
OR-2024-219	Shelann White, CPS Energy Corp. SA TX	4/22/2024	DOL 12/27/2023; Case # 202304651; Location: 6111 Bandera Rd, SA TX; CPS Energy Driver: Rafael Farias; Other driver fled the scene	Complete	2	4/23/2024	\$ -	\$ -
OR-2024-220	CPS Energy	4/22/2024	Requesting police report for 4/16/24 at Bandera & Huebner case # 202401176 Officer J. Ross/ 1410. CPSE vehicle and POV involved in accident.	Complete	3	4/23/2024	\$ -	\$ -
OR-2024-221	Laura Bruns	4/22/2024	Body Worn Camera Video - Case # 202302389	Complete	3	4/25/2024	\$ 60.00	\$ 60.00
OR-2024-222	Vanessa Ann Gonzales	4/22/2024	April 18th 2024, case # 202401190	Complete	1	4/24/2024	\$ -	\$ -
OR-2024-223	BRETT DYER	4/22/2024	I would like to request blueprints for the plumbing & sewer lines for 6325 Bandera Rd, Leon Valley, TX 78238	Pending Department(s) Response	7		\$ -	\$ -
OR-2024-224	CITY AND COUNTY OF HONOLULU POLICE DEPARTMENT	4/22/2024	The below-named individual is applying for a position with the Honolulu Police Department and it is currently in the Background Investigation phase. This individual has either resided in and/or frequented your jurisdiction, and we ask that you investigate their criminal and/or traffic record, including any juvenile records. Gabriel James Neaverth SSN: ----- DOB: ---- If this individual has any records, please include a copy of each report and disposition of the incident	Pending Department(s) Response	7		\$ -	\$ -
OR-2024-225	Teresita Lopez	4/22/2024	Body Worn Camera Video and Report - LVPD 2023-003947	Complete	3	4/25/2024	\$ -	\$ -
OR-2024-226	Kennedy Torres	4/2/2024	I need a copy of report 202100761	Complete	0	4/23/2024	\$ -	\$ -
OR-2024-227	Tuttle Law Firm	4/23/2024	Texas Peace Officer's Crash Report ID No.: 202401133 for our client SANDRA MEYER, regarding date of accident APRIL 11, 2024 by Leon Valley Police Officer J. Ross #1410	Complete	0	4/24/2024	\$ -	\$ -
OR-2024-228	Sandra L Meyer	4/23/2024	Case # 20240433 Officer J. Ross- Badge 1410; Accident on Grissom & Bandera on 04-11-2024; Request copy of Report. Thank you	Complete	0	4/24/2024	\$ -	\$ -
OR-2024-229	Ilesha white	4/23/2024	Case number 202401230	Complete	0	4/24/2024	\$ -	\$ -
OR-2024-230	FBI NICS	4/24/2024	Alias AKA(s): FUENTES, JOHN; Alias DOB(s): ---; ---; ----; ----; Alias SSN(s): -----; Please submit any documentation you may have pertaining to the alias information for the criminal record.	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-231	The Legal Connection	4/25/2024	Any and all records, relating to the incident that occurred on December 30, 2023, in Leon Valley, Bexar County, Texas involving Wyatt Russell Sr. (DOB: -----) including but not limited to police reports, photographs, notes, witness statements, 911 calls, police body camera photographs, police body camera video, in-car camera system downloads, in-car camera system photographs, in-car camera system videos, diagrams, videos and any other information, or any other type of work relating to the investigation (in digital format; whether in electronic form or reduced to writing, including, but not limited to, any other records contained in your files from other sources).	Pending Fee Acceptance	4		\$ 65.00	\$ -

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OR-2024-232	Detective Eric Sterman	4/25/2024	I am requesting all documentation for a military member assigned to Joint Base San Antonio who was arrested by Leon Valley Police Department on 19 April 2024. Member's info is David Paul Flores, date of birth: ----, SSN: ----. Since member is active duty military, the report will be needed to provide to the military legal office for review. Please call if you have any questions.	Complete	0	4/25/2024	\$ -	\$ -
OR-2024-233	PHOENIX POLICE DEPARTMENT	4/25/2024	Re: Hobson, Bobby joe Date of Birth: ----, SSN: --- Alias(es): ---To Whom It May Concern: The above listed individual has applied for employment with the Phoenix Police Department (OR: AZ0072300) in AZ for the position of Police Recruit. 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.	Pending Department(s) Response	4		\$ -	\$ -
OR-2024-234	Mara Cardenas	4/25/2024	Hello, this is in regard to my previous request: Request #OR-2024-217. The records you provided in the PDF document are cut off so you cannot see the complete street address and city. Could this please be redone to reflect the complete info. and resent to me to statewidedd@aol.com once ready? Thank you so much for your assistance.	Complete	0	4/25/2024	\$ -	\$ -
OR-2024-235	ROXANNE DE LEON	4/25/2024	I am writing to request information on current salaries for the following positions: * City Secretary * City Administrator * Utility Billing Coordinator/Clerk * Evidence/Police Clerk * Code Compliance Clerk * Municipal Court Clerk * Animal Care Services * Police Officer Low * Police Officer High * Police Corporal * Police Detective * Police Sergeant * Police Lt. * Police Chief * Maintenance Low * Maintenance High * Utility Tech Class C Low * Utility Tech Class C High * Utility Supervisor * Public Works Director	Complete	1	4/29/2024	\$ -	\$ -
OR-2024-236	Erika Marin	4/26/2024	ANY AND ALL ACCIDENT INVESTIGATION RECORDS INCLUDING BUT NOT LIMITED TO: 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.	Pending Department(s) Response	3		\$ 78.00	\$ -
OR-2024-237	CALIFORNIA STATE PARK RANGERS	4/29/2024	Re: Conforti, Nicholas, Date of Birth: ----, SSN: ---- Alias(es): Nick. To Whom It May Concern: The above listed individual has applied for employment with the California State Park Rangers (OR:CA0341200) in CA for the position of Lateral Transfer SPPO. 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 California State Park Rangers 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	2		\$ -	\$ -
OR-2024-238	Ricochet Construction	4/29/2024	Plat request for Forest Oaks Apartments 6313 Evers rd. San Antonio , Tx 78238	Pending Department(s) Response	2		\$ -	\$ -
OR-2024-239	Sam Heinz	4/30/2024	My name is Sam Heinz and I am with Public Sector Personnel Consultants. We are working on a salary survey for the City of Live Oak, TX and they requested that we include the City of Leon Valley, TX in our analysis. We would like to request the following information: 1) A copy of your current pay plan document, to include all job titles and their associated min-max ranges. If there are any positions that do not have a formal range (i.e., City Manager, Directors, etc.), please indicate the actual salary. 2) A listing of current benefits offerings to include a. Certification Pays b. Education Pays c. Vacation and Sick Leave Accrual Schedules d. Number of Annual Holidays e. Flex-Time policy f. Sick Leave Buy-Back policy.	Complete	0	4/30/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-240	Thomas J Henry Law PLLC	4/30/2024	RE: Alyssa Sanchez & Joseph Luna. 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 refed family coverage provided. The information I seek includes health Insurance, vision Insurance, life Insurance, dental insurance, short-term disability, long-term disab	Pending Department(s) Response	1		\$ -	\$ -
OR-2024-241	Joel Arredondo	4/30/2024	I am requesting the police report including the arresting officer's statement. I am the party involved. Joel Gregory Arredondo DOB: ---- the case number I have is: 201606081 the charge was: assault bodily injury-fam	Complete	0	5/1/2024	\$ -	\$ -
OR-2024-242	Data Driven Safety, LLC	5/1/2024	On behalf of Data Driven Safety, LLC, we are making a request for the April 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	Pending Department(s) Response	0		\$ -	\$ -
OR-2024-243	RANDALL STONE	5/1/2024	DETECTIVE STONE, SAPD VEHICLE CRIMES UNIT, REQUESTING THE BELOW...2024-LVPD-000333 RECOVERED STOLEN VEHICLE. OFC A GONZALES BDG 552 OUT WITH VEHICLE AT 5622 EVERS. 31JAN2024 14:10:59	Complete	0	5/1/2024	\$ -	\$ -
OR-2024-244	Erica Hsu	5/1/2024	Please accept this as the request for traffic data from 04/01/2024 – 04/30/2024. 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	Pending Department(s) Response	0		\$ -	\$ -
OR-2024-245	Tiffany Powers	5/1/2024	Tiffany Powers Date of incident was April 30, 2024 Case number is 2024LVPD001325 I would like a copy of the report for insurance purposes, thank you	Complete	0	5/1/2024	\$ -	\$ -

### OFFICE OF THE CITY SECRETARY

- Provided TX OAG TOMA and PIA training to one (1) newly hired director.
- Notarized one (1) Affidavit of Certificate of Occupancy for CoLV Business.
- Provided Civic Plus/Municode training to one (1) director.
- Certified a TABC License Application for 7096 Bandera Road - Blue Star Liquor, LLC
- Training: Stop the Bleed -1 Hour, Defensive Drivining, 6 Hours, Municipal Court Confidentiality 1 Hour

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

- All flood sensors and the HALT gates are operational, as of April 16, 2024, flood sensors are active on bexarflood.org. The next step in this project is to integrate the flood warning sirens into the Conrail system. This would automate the operation of the flood sirens in the event of flooding. The current is dependent upon a fire fighter going to LVPD and activating the flood siren. The ongoing issue with this process is that when flooding occurs all LVFD personnel are out in the field. We are in the process of working with an engineering team on the technical aspects of the integration.
- 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. The reporting module is currently up and running.
- The ambulance damaged in an accident on 07/27/2023 is still at Miracle Paint and Body waiting additional door frame parts from the ambulance manufacture. We receive weekly updates on the progress and anticipate completion of all repairs in the next 60 days 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 04/29/2024.



- The FD has completed Stop the Bleed classes for all City employees. If anyone missed this training, please get with Assistant Fire Chief Willis to schedule. All Leon Valley fire



personnel along with Balcones Heights FD attended Live Fire Training at San Antonio College Regional Fire Academy on April 20th and 21st. We have started the Defensive Driving Class that is being taught by the Police Department, FD last class will be on May 7th, in our training room.

## **PUBLIC WORKS**

- The engineer has started designing the El Verde Water Main Replacement Project.
- Staff and the City Engineer continue to prepare the water and sewer rate study.
- The sewer televising and cleaning contractor continues their work.
- Year 7 Street Maintenance – plans are almost ready. Bid in June and awarded in July. Work will start in August. Targeting the Grass Valley neighborhood as they had the lowest scores.
- We are applying for a CDBG grant to replace the sewer main in the alley between Cammie Way and Evers Rd.
- We are working on repairs to the Kinman House. The foundation on the Forest Pine side of the structure is sinking.
- 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 the replacement of the storefront area at City Hall near the Council Chambers.
- The remodeling of the Conference Center to install a kitchen area has begun.
- The Park Commission and staff are revising the Park Master Plan.
- Huebner Road school zone is complete and operational. Lights will flash from 7 am to 9:30 am and from 4 pm to 5:30 pm for the high school schedule.
- Wurzbach Sewer CDBG – plans are almost ready. Bid in June and award in July. Work will start in August and will take about a month.
- Seneca at Royal Sun concrete overlay – work will start on May 13<sup>th</sup> and will take several days as we are trying to keep the street open to traffic. Work consists of overlaying the broken concrete pad near the intersection of Evers and Seneca.
- Poss at Cherryleaf Huebner Creek erosion control – Work starts May 13<sup>th</sup> and may take about a month.
- Constructing base for new Impound lot.
- Repaired multiple potholes on Blackberry.
- Beginning work back on Mow Zone 1.
- Installing engineered mulch at Rimkus Park playgrounds.
- Performing graffiti abatement.
- Removing some debris and branches leftover from weekend thunderstorm.
- Performing meter and service line inventory per the TCEQ.
- Performing annual backflow inspections in Rimkus Park and Conference and Community Centers.
- Repairing a curb stop on Mike Nesmith.
- Water utility billing hanging tags and cut-off notices.
- Performing repairs on lawnmowers.
- Repairing fuel pump on backhoe.

- Coordinating training on new Broce Broom to put into service.

### **UPCOMING LIBRARY PROGRAMS**

- **Upcoming Events**
  - Thursday, May 2<sup>nd</sup> at 10:30 am: Toddler Scavenger Hunt
  - Thursday, May 16<sup>th</sup> at 10:30 am: Toddler Scavenger Hunt
  - Thursday, May 23<sup>rd</sup> at 10:30 am: Toddler Playtime
  - Thursday May 30<sup>th</sup> at 10:30 am: Toddler Scavenger Hunt
- **Book Clubs**
  - Thursday May 9<sup>th</sup> at 6:00 pm: Percy Jackson Book Club: Roman Gods Review
  - Saturday May 11<sup>th</sup> at 11:00 am: *The Mysterious Case of the Alperton Angels*
  - Thursday May 23<sup>rd</sup> at 6:00 pm: *Nura and the Immortal Palace*
  - Saturday May 25<sup>th</sup> at 11:00 am: *Why We Read: On Bookworms, Libraries, and Just One More Page Before Lights Out*
- **Upcoming Regular Programming**
  - Tuesdays at 11:00 am Baby & Me Lapsit Storytime
  - Wednesdays at 10:30 am: Guest Storytimes
  - Fridays at 9:30 am Yoga (Sponsored by WellMed)
  - 4<sup>th</sup> Friday of the Month Community Coffee
  - 2<sup>nd</sup> Saturday of the Month Drum Circle
  - Saturday, May 18<sup>th</sup> at 12:00 pm D&D Club with Guest DM

### **INFORMATION TECHNOLOGY**

- April 2-5: I attended the annual TAGITM meeting in San Antonio. The meeting was very centered on information security. I also made some positive connections with other city IT directors.
- April 9: Demo of Adlumin: This product acts as a network watchdog. It would be very helpful for security.
- April 18: Meeting with Bluebonnet Technologies - Local MSP making a sales pitch.
- April 24: Meeting with Elizabeth Downing of Samsara. Melinda and I met with her regarding a trial of equipment for monitoring vehicles and sites with cameras and environmental monitors.
- The police department server was placed in the rack in the server room. It will be configured remotely.
- I began the configuration of 10 desktops for the police department patrol room and code compliance.
- I removed three switches from the rack that were no longer being used in the server room.
- For the month, there were 20 tickets. 12 were completed and 8 are still in progress.

### **HUMAN RESOURCES**

#### **STAFFING:**

Active: 110

Vacancies: 10

- Police Dept. – 8 (ex: Resignation of Officer J. Becerra effective 5/09/2024)

- Fire Dept. – 2
- Public Works – 0 (One position held by Temp)

**POLICIES APPROVED, DRAFTED, REVIEW:**

- APPROVED: Revisions to B-5 City Driver Policy; effective 4.01.2024.
- DRAFT: Revisions to Accident Reporting & Accident Review Committee Policies. Pending CM Review.
- RE-DRAFT: Revisions to Combine A11-Non-Mandatory Training and A23-Travel Policy. Need to sit with Finance Director & City Manager to determine training/travel scenarios to include.

**ACTIVITIES (STATUS):**

Staffing Utilization Study – 4/18/2024 Reviewed/Discussed Draft Reports: Public Works and Police. Fire Department Review of Draft Report is scheduled for 5/01/2024.

**Recruiting Efforts:**

- 4/23/2024, Attended Leon Valley/TWC Job Fair Event (228 Visitors).
- 4/25/2024, Attended Uvalde South Texas Junior College Police Academy (30 Cadets).
- Attend Testing/Graduation Ceremony at SAC Police Academy: May - June 10, 2024.
- CDL Training Proposals: Obtained 2 proposals for EDLT Training Program from DLTS and EDLT Trainer Certification Program from JJ Keller. Need to consider Certifying Employee(s) to become CDL Trainers, or possible Intergovernmental Agreement with a Municipality to train our staff.

**TRAINING**

- TMHRA Annual Human Resource Boot Camp and Conference, May 7-10, 2024.

**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\\_5-7-24.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/3728/cm_report_5-7-24.pdf)

**OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be on Tuesday, May 21, 2024, at 6:30 pm, in the Council Chambers.
- The Planning and Zoning Commission will meet on May 28, 2024, at 6:30 pm in the City Council Chambers.