



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** September 17, 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.

**Public Works**

- The Capital Improvements Plan is expected to be completed in September. This plan will determine what type of water and sewer rate increase is needed. A workshop is planned for October 19<sup>th</sup> with the City Council.
- The sewer televising and cleaning contractor has let us know that they have about one more month to complete their work. We are meeting with them every Tuesday until the job is complete.
- The FY 2024 Street Maintenance Project was awarded. The pre-construction meeting was held, and the contractor anticipates starting on the flatwork the third week of September.
- City engineers are inspecting the foundation under the Fire Department for vapor barrier issue.
- Replacing the storefront area at City Hall near Council Chambers.
- The Park Commission and staff are revising the Park Master Plan. A survey has been posted on the City's website and paper copies have been placed at the library, City Hall, and the Forest Oaks pool.
- Repairs to Huebner Creek at Poss and Cherryleaf are complete. Staff will have a walk-through with the contractor before final payment is issued.
- Staff met with the Channing's Joy Foundation to determine the location of the autism communication boards at each of the playgrounds in our parks. They will now design the boards.

**Additional Public Works Activities**

- Repairing sidewalks along Pacer Trail and Pecan Acres.
- Repairing damaged asphalt at Finley Apartments due to a water main break.
- Completed mowing Bandera Rd., and completing the Huebner Creek.
- Beginning Mow Zone 3.

- Finishing fence at PD impound lot.
- Working on irrigation in Rimkus Park, and watering trees.
- Performing meter and service line inventory per the TCEQ.
- Investigating SCADA error messaging.
- Repairing water main break at 6838 Bandera Road.
- Replacing residential and commercial malfunctioning meters.
- Repairing water truck.
- Repairing trailer.
- Assisting with upcoming vehicle auction.

## **PW GRANTS**

- The engineer continues designing the El Verde Water Main Replacement Project. This project will be funded by a \$1,300,000 Bexar County ARPA grant.
- Awarded a Bexar County CDBG grant for replacing the sewer main in the alley between Cammie Way and Evers Rd – project will now be advertised for bids.
- The City Engineer received direction from the City Council to follow a new alignment for the Huebner Creek Erosion Control Project and is in the process of redesigning it to follow the existing creek. Staff applied for a Texas Water Development Board (TWDB) Flood Infrastructure Fund (FIF) grant and a FEMA Flood Mitigation (FMA) grant for project funding.
- The CDBG funded grant for the Wurzbach Vista Del Rey sewer main replacement project was awarded and staff advertised bids for the project. The Bexar County CDBG will not accept only one bid, so we are readvertising the project and including the other sewer main near the Ancira Body Shop in the package. The bid came in very low, as the project was designed to be cast in place concrete, so we are able to include more sewer main replacement.
- Bexar Branches Alliance has successfully secured grant funding to acquire 225 trees to be planted along the Hike & Bike Trail. The funding will come from the Arbor Day Foundation and Cox Enterprises. The city's portion of funding is approximately \$4,230. The tree will range in size from 5 to 15-gallon sizes.
- Bexar Branches Alliance is assisting the city with the submittal of a \$110,000 grant to plant 600 trees in the Huebner-Onion Natural Area Park. This will go to the City Council for approval once the details have been finalized.

## OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-370	Angel	6/28/2024	Report number requested # 202401896	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-414	Mohamed Samir Mohamed	7/23/2024	Hello, I am asking about a list of City Properties with residential Fire Damage, in the period between 6/1/2024 to 6/30/2024	Pending Clarification from Requestor	Paused until 61st day after letter of clarification. (09/22/2024)		\$ -	\$ -
OR-2024-456	Princess Campos	8/12/2024	Body Worn Camera Video for 202402239	Closed Due to Lack of Response	17	9/5/2024	\$ 195.00	\$ -
OR-2024-466	Mara Cardenas	8/19/2024	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 list for the month of July of 2024 of those who requested to take defensive driving. (Their due dates should be in October of 2024).	Complete	10	9/3/2024	\$ -	\$ -
OR-2024-472	Sarah Phosouvanh	8/23/2024	REQUEST FOR PHOTO ONLY 8/21/2024 @ DEER LN #202402575 INSURED BILLY SMITH	Complete	2	8/28/2024	\$ -	\$ -
OR-2024-473	Sarah Phosouvanh	8/23/2024	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 8/21/2024 @ DEER LN #202402575 INSURED BILLY SMITH	Complete	7	9/4/2024	\$ -	\$ -
OR-2024-474	Sarah Phosouvanh	8/23/2024	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 8/5/2024 @ VANDERA #202402377 TIME 4PM PARTY INVOLVES JUAN MOLINA GARCIA/ELIZABETH RODRIGUEZ	Complete	8	9/5/2024	\$ -	\$ -
OR-2024-481	United States Probation - San Antonio Division	8/27/2024	Juan Medina DOB ----: arrest date: 08/17/1998, Theft Prop >=\$50 <\$500	Complete	9	9/9/2024	\$ -	\$ -
OR-2024-482	Christopher Campbell Corporate Intown Suites	8/27/2024	We are in need of the most recent fire and life safety inspection report for our property located at 6625 Bandera Rd.	Complete	0	8/28/2024	\$ -	\$ -
OR-2024-483	Cruz & Payne Injury Lawyers, PC	8/28/2024	EMS Report	Complete	4	9/3/2024	\$ 10.25	\$ 10.25
OR-2024-484	Steve Morgan	8/28/2024	To Whom It May Concern, I am requesting names and addresses of individuals who have requested to withdraw property they own from the city's extraterritorial jurisdiction pursuant to Texas Senate Bill 2038. Between the dates between 01/01/ 2024 and 8/28/24. I am happy to cover reasonable costs incurred for compiling this information if necessary. Please notify me if this request is unclear, or if you need me to provide further information to help expedite the request. Thank you, Steve Morgan	Complete	0	8/28/2024	\$ -	\$ -
OR-2024-485	Rubén Olaez	8/28/2024	Record de todos los hijos y de salud	Complete	5	9/5/2024	\$ -	\$ -
OR-2024-486	Cody Miller	8/30/2024	I need certificates of occupancy for all buildings on our campus with an address of either 6632 Bandera Rd or 5828 Grissom Rd.	Complete	7	9/10/2024	\$ -	\$ -
OR-2024-487	Bexar County Medical Examiner's Office	8/30/2024	Requesting the Leon Valley EMS PCR for a run that happened on 08/29/2024 at 6011 Walking Gait Dr, San Antonio, TX, 78240. The name of the decedent was Akal Bahaduri and he was transported to University Hospital.	Complete	1	9/3/2024	\$ -	\$ -
OR-2024-488	Priscilla Villanueva	8/30/2024	Police Report or Crash Report (see attached)	Complete	4	9/6/2024	\$ -	\$ -
OR-2024-489	Sarah Phosouvanh	9/2/2024	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 8/11/2024 @ BANDERA RD AND SENECA DR #202402453 TIME 04:30 PARTY INVOLVES ANDRE EAMES/JOHN BALDERAS	Complete	4	9/6/2024	\$ -	\$ -
OR-2024-490	Tobynn Partridge - Data Driven Safety, LLC	9/3/2024	Today we are making the request for the August 2024 Disposition Report in the same XLS format you have sent in the past. I am attaching a file for your reference. Please include the following fields in the report: 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	5		\$ -	\$ -
OR-2024-491	LexisNexis	9/3/2024	Fire Report - 6019 Forest Bend (See attached)	Complete	0	9/3/2024	\$ 2.00	\$ 2.00

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-492	Det. Diane Tritley	8/31/2024	RE: Flores, Devon Conrad; DOB: ---- --DL#: ---- - Please check your records for citations, accidents, or police contact with this applicant. See attached release.	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-493	Det Tritley #2573	9/3/2024	Hello Im doing an background investigation for the following applicant who is applying with our department and may have had tickets, accidents or police contact with Leon Valley. Respectfully request any records on Devon C. Flores and I've attached his Waiver of Liability.	Complete	0	9/3/2024	\$ -	\$ -
OR-2024-494	Erica Hsu	9/3/2024	Good morning, Please accept this as the request for traffic data from 08/01/2024 – 08/31/2024. 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	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-495	Austin Evans	9/3/2024	Hello! My name is Austin Evans, I received a citation earlier in the week and I lost the physical paper copy. I am requesting a replacement copy of the front and back of the citation for my records. Attached is my photo I.D if any more information is needed please let me know. Thank you for your time.	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-496	Carolina Gomez	09/03/2024	Body Worn Camera Video Incident # 202401376	Pending Department(s) Response	5		\$ 77.00	\$ 77.00
OR-2024-497	Jasmine Mercado - Hinojosa Law	9/4/2024	Reports and Body Worn Camera video - Re clients Angel Rangel, Miguel Rangel; FOI: 08/10/2024; Location: Bandera Road/Reindeer Trail, Leon Valley, TX Please see attached.	Pending Department(s) Response	4		\$ -	\$ -
OR-2024-498	Rocky Garza - KSAT 12	9/5/2024	Incident Report # 202402666	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-499	Jacob Beltran - Express News	9/5/2024	Incident 202402725	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-500	Joe Collins	9/8/2024	I'm requesting Building permits issued in the month of August 2024. I normally go here: <a href="https://www.leonvalleytexas.gov/planning/page/permits-issued">https://www.leonvalleytexas.gov/planning/page/permits-issued</a> but August 2024 is not available. 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.	Complete	0	9/9/2024	\$ -	\$ -
OR-2024-501	Chas Edmondson	9/9/2024	I am completing a zoning report on Legacy at Sierra Royale Apartments, located at 6300 Rue Marielyne and need to request the following information: Copies of any approval documents (site/development plan, conditional/special use permit, variance, etc.), Copies of certificates of occupancy, Copy of any open zoning code violations, Copy of any open building code violations, Copy of any open fire code violations	Pending Department(s) Response	1		\$ -	\$ -
OR-2024-502	Lexis Nexis	9/10/2024	Please provide fire report for building fire at 7022 Wagon Spoke St. that occurred on September 04, 2024.	Complete	0	9/10/2024	\$ 2.00	\$ 2.00
OR-2024-503	Daniela Campuzano	9/10/2024	LVPD Report # 202402561	Pending Department(s) Response	0		\$ -	\$ -
OR-2024-504	Pollyanna Ashford - Dallas PD	9/10/2024	RE: Patrick Killian Paez - DOB: --- - Any traffic history (arrests, accidents, or citations issued); and Criminal Record, Offense Reports, or Protective Orders. See attached authorization.	Pending Department(s) Response	0		\$ -	\$ -

### OFFICE OF THE CITY SECRETARY

- Processed one (1) Request from the Attorney General's Crime Victim Services Division.

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 December 14, 2023
• Review and Revise Directive A14 - Records Management	Monday, April 1, 2024	Completed April 1, 2024
• Prepare Record Management Plan binders for each department	Friday, May 7, 2024	Completed June 18, 2024
• Provide Record Management training to each department	Friday, July 31, 2024	Completed July 18, 2024
• Properly Preparing Very Old City Records to be Sent off to Storage	Tuesday, December 31, 2024	In Progress
• Adding Descriptions to Ordinances/Resolutions Listed in the Documents Library/MuniDocs	Tuesday, December 31, 2024	In Progress (2020-2024 Ordinances Complete; 2022-2024 Resolutions Complete)
• Update Ordinance Index	TBD	Not Started

### **FIRE DEPARTMENT**

- LVFD completed the migration of the flood warning system to the fire department. This will allow faster responses to flood warning activations. Our next step is to get the flood warning server repaired and reactivated and placed back into service.
- The Flood Emergency Response Plan was activated twice in the last two weeks. Both times, the floodgates and warning system operated without issue. We are currently working to get the flood sensors along Zarzamora Creek back on-line and monitored. Once this is completed, Bexar County OEM will monitor it.
- On Saturday, September 14, 2024, the LVFD will be delivering 300 pounds of canned goods to St. Johns Baptist for their food distribution to needy families.
- The LVFD continues to work with BCSO and STRAC to ensure response times are being separated and reported correctly in our reporting system. We are currently working on customs reports to ensure we can separate our times as suggested in best practices policies.
- The LVFD responded to the Kendall County bleacher collapse on August 31, 2024. This was a regional response for ambulances and strike teams for 20+ patients. LVFD sent a single ambulance to the staging area and provided patient care. This was a large-scale response initiated through STRAC.



## **PLANNING AND ZONING**

- **Development Cases:**
  - 5420 Grissom– Amending SUP – U-Haul
  - 0 Grissom Rd – Plat for carwash
  - 5307 Wurzbach – Replat - Mosque
  - 6758 Poss – Subdivision PDD
  - Huebner – Plat – Senna 2
  - 4723 Timco West – Floodplain permit – Warehouse
  - Seneca West – PDD
- **Permits:**
  - Mechanical 10
  - Plumbing 4
  - Animal Tag 3
  - Garage Sales 4
  - Electrical 5
  - Food 1
  - Cat Colony 1

## **INFORMATION TECHNOLOGY**

- Council Chambers RFP: Deadline of 9/9/2024 yielded only two proposals. Deadline to submit extended to 10/7/2024. Two vendors known to be preparing proposals. One more to do site walk this week.
- 48 Port switch at the library failed to pass traffic and had to be replaced with a new switch. Frank with TechHLP helped install the switch. I will be enlisting TechHLP's assistance to move the server rack from its current location to the new location in the loft of the library. This will require moving many cables to the new location.
- Worked with Cardinal Support to clear a long-standing issue with Lexis Nexis service stopping and preventing crash reports from being sent to the state. We are looking into monitoring this service as well as the preventative maintenance schedule for the PD servers.

## UPCOMING LIBRARY PROGRAMS

EC: Ages 0-5\* | SA: Ages 6-12 | YA: Ages 12-18 | A: Ages 18+ | G: All Ages

\*Recommended Ages for Storytimes: Baby & Me (0-18 months), Adventurers' Club (3-5 years), Li'l Explorers (18 months – 3 years)

Summer Reading Programs (Remaining)

### Weekly Storytimes:

- Tuesdays at 11 am: Baby Lapsit & Storytime
- Wednesdays at 10:30 am: Preschool Storytime
- Thursdays at 10:30 am: Toddler Storytime
- Fridays at 9:30 am: Yoga (held at the Leon Valley Conference Center)

### Monthly Programs:

- 4th Thursday at 6 pm: YA Book Club
- 4th Friday at 9:30 am: Community Coffee

### Special Programs:

- Friday, September 20th: Smokey Bear Craft, 10 am to 2 pm
- Saturday, September 28th: Nonfiction Book Club, 11 am

Funded by:	Grant Name	Status	Date Open	Date Closed	Max Award	Competitive	About	Application Status	City Costs?	Notes (*)
<a href="#">TSLAC</a>	ILL Reimbursement	Open	JUNE 2024	AUG 2024	Varies	No	<a href="#">Program Details</a>	Applied, Waiting	Upfront*	Reimbursement on ILL Cost Shipping
<a href="#">Kronkosky</a>	Kronkosky Charitable Foundation	Open	Not Listed	Not Listed	\$100,000.00	Yes	<a href="#">KCF Information</a>	Gathering Information for Grant Consideration	N/A	
<a href="#">Hancher</a>	Ladd & Katherine Hancher Library Foundation	Open	Not Listed	AUG 2024	\$40,000.00	Yes	<a href="#">Hancher About</a>	Applied, Waiting	N/A	Previously received, must wait between years
<a href="#">Tocker</a>	Library Transformation Grant	Open	Not Listed	JAN 2025	\$100,000.00	Yes	<a href="#">Tocker About</a>	Gathering Information for Grant Application	Varies	Evaluated by Focus is ,Board Rural under 20k ,population <b>Expects other funding to complete projects</b>

**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\\_9-17-24.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/3728/cm_report_9-17-24.pdf)

### **OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be on Tuesday, October 15, 2024, at 6:30 pm, in the Council Chambers.
- The Planning and Zoning Commission will meet on September 24, 2024, at 6:30 pm in the City Council Chambers.