



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: January 21, 2025
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.

Public Works

- Staff presented the Capital Improvements Plan to the City Council on October 19th. A short presentation was held in November on potential funding from the Texas Water Development Board and the EPA. This item will be presented to the Town Hall meeting participants on January 25th.
- The final draft of the Park Master Plan was recommended for approval by the Park Commission on December 12th. The Plan has been placed on the city website for 30 days to gather any last-minute input from the citizens, then it will go to the City Council for final approval.
- The new dog kennel facility is scheduled to be delivered the first week of February.
- The City Engineer is working on plans for the FY 25 Street Maintenance Project. This year we will tackle a portion of Wurzbach Road.
- Staff is evaluating the water and sewer main priority list to determine which mains to replace as a project for this spring.
- Staff is in the process of closing on the purchase of 105-acre feet of water rights.

Additional Public Works Activities

- Starting on the slab for the new dog kennel.
- Repairing sidewalk on Forest Meadow.
- Removing holiday decorations.
- Meeting with electricians to set meter for new kennel.
- Disconnecting & reconnecting water services.
- Reading meters.
- Taking water samples.
- Running water service line for new dog kennel.
- Replacing dead meters.
- Assisting with online vehicle auction.

- Fulfilling service requests.
- Repairing riding lawnmowers.
- Clearing out vehicles and trash from existing impound lot.
- Repairing sidewalks city-wide, weather permitting.
- Gearing up for potential ice event this week.

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.
- A Bexar County CDBG grant for replacing the sewer main in the alley between Cammie Way and Evers Rd was awarded January 7th. The project is being engineered, designed, and will 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 has redesigned 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 East of Wurzbach Sewer Main Replacement Project bids were opened last week and the City Engineer has reviewed them and made a recommendation. This item will go to City Council on January 21st for award.
- 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.
- Staff and the City Engineer continue to develop the plans for the Hike & Bike Trail Segment II and have met with TxDOT for a review of the 30% engineering and design. We will now be submitting for environmental and bridge review. The trail is a part of a reimbursement grant from the AAMPO and TxDOT. Letting the project for bids is expected in October of 2025.

OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-605	Denise Orozco	11/25/2024	Any and all recordings and police report any and all video recording and police reportDenise Orozco (Report 202403650)	Complete	16	12/17/2024	\$ 32.00	\$ 32.00
OR-2024-612	Yellow Dog Reports	12/6/2024	BOYAPATI, MOHINI ----- 2020 HONDA ACCORD ----- HUEBNER RD, 78230 SAN ANTONIO, TX USA DATE:11-22-2024 TIME:17:00:45 REPORT#202403638	Complete	6	12/16/2024	\$ -	\$ -
OR-2024-615	Tacoma PD	12/10/2024	We are respectfully requesting a thorough check of your files to ascertain any previous law enforcement contacts. If records are available to you containing information concerning this individual, our department would appreciate copies of those records. Applicant Name: Connor Jacob Filleau Applicant Other Name: N/A Applicant Maiden Name: Jacob Date of Birth: ---- SSN: ----- (Contact LE for full SSN) Race: White Sex: Male	Complete	2	12/12/2024	\$ -	\$ -
OR-2024-616	Helen Mireles , Ryan Orsatti Law	12/10/2024	Medical Records and Billing Records - Vargas	Complete	3	12/13/2024	\$ 17.25	\$ 17.25
OR-2024-617	Helen Mireles , Ryan Orsatti Law	12/10/2024	Medical Records and Billing Records - Sanchez	Complete	2	12/12/2024	\$ 17.25	\$ 17.25

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-618	Andrea Hernandez - Alto US	12/11/2024	Case #202403738. Police report with the name of reporter and suspect. I am Walgreens' court liaison and need the suspect's name for court proceedings.	Complete	5	12/18/2024	\$ -	\$ -
OR-2024-619	Helen Mireles , Ryan Orsatti Law	12/11/2024	EMS Records - Vargas RE: Req No. OR-2024-616.	Complete	0	12/11/2024	\$ -	\$ -
OR-2024-620	Sunja Smith	12/12/2024	VIDEO - We want to request a complete copy of Officer Urbina, ID # 539 investigative file, including but not limited to his complete accident report, including any supplemental or amended reports, his notes, photos, drone footage, body and dash camera footage, and DVR data on all vehicles involved in the MVA that occurred on 09/25/24 at 05:57 on SH 16/7000 block of Bandera Road at the intersection of 7000 Huebner Road in Leon Valley, Texas. The parties involved in the accident are Michael B. Henderson and Matthew J. Gibson. The accident report is attached.	Complete	5	12/19/2024	\$ 111.00	\$ 111.00
OR-2024-621	Sunja Smith	12/12/2024	REPORT - We want to request a complete copy of Officer Urbina, ID # 539 investigative file, including but not limited to his complete accident report, including any supplemental or amended reports, his notes, photos, drone footage, body and dash camera footage, and DVR data on all vehicles involved in the MVA that occurred on 09/25/24 at 05:57 on SH 16/7000 block of Bandera Road at the intersection of 7000 Huebner Road in Leon Valley, Texas. The parties involved in the accident are Michael B. Henderson and Matthew J. Gibson. The accident report is attached.	Complete	3	12/17/2024	\$ -	\$ -
OR-2024-622	Chris Nelbach	12/2/2024	Report # 202403711 - Location: 6201 Grissom Road, San Antonio, TX 78238. Date: 11/27/2024 @ 11:53 PM. Involving Araceli Godinez Nelbach DOB: 01-25-1996; Officer J. Breton	Pending Clarification from Requestor	Paused		\$ -	\$ -
OR-2024-623	Det. C. Salazar #2472 (San Antonio PD)	12/13/2024	RESIDENT, POLICE CONTACT, AND APPLICANT RECORDS REQUEST: If it is consistent with your department policy, will you please check your files to see if your department has had any contact with the applicant including, but not limited to: involvement in criminal activity, arrests, traffic violations, traffic accidents or applications for employment with your agency. If a record is found, please fax or email those documents.	Complete	2	12/17/2024	\$ -	\$ -
OR-2024-624	Richard Kaihara	12/13/2024	Request a certified copy of police report #202403717	Complete	2	12/17/2024	\$ -	\$ -
OR-2024-625	Megan Patterson	12/13/2024	I would like to request the dash cam footage from a traffic stop on 12/13/2024. The time on the the Citation states 8:16am however, the stop took place at 9:15am. Citation#E0073561.This stop was from Officer AngerMiller 538. I would request the footage from before the stop where she claimed I did not stop at the stop sign.	Complete	2	12/17/2024	\$ 16.00	\$ 16.00
OR-2024-626	Yusuf Khan	12/13/2024	Would like to see if there are any architectural, structural and framing design plans on record for the described property. Looking for plans for both buildings on the property. Reference address: 5720 Evers rd. San Antonio, TX 78238. This is an address to one of the units in the shopping center. Legal Description: Cb 4432 F Blk 1 Lot 3 Exc Ne Tri 9.91 ft of 3	Complete	1	12/16/2024	\$ -	\$ -
OR-2024-627	Ronnie Tyree	12/13/2024	Please see attached photo copy, any reports with terrorist threats.	Complete	0	12/16/2024	\$ -	\$ -
OR-2024-628	William C Williams	12/15/2024	Report and Body Worn Camera Video Information Related to PATROL OFFICER M. SANCHEZ #524 ; OFFICER.GUADARRAMA #523 ; George R Brooks Jr. ; William C Williams (Self) ; Nancy Garcia	Complete	3	12/13/2024	\$ 45.00	\$ 45.00
OR-2024-629	Miguel	12/16/2024	I need a case report	Complete	0	12/19/2024	\$ -	\$ -
OR-2024-630	Miguel	12/16/2024	I need a case report the case # is 202403899	Complete	10	1/6/2025	\$ -	\$ -
OR-2024-631	Herrman & Herrman PLLC	12/16/2024	MVA for Royab Ebadirad case # 2024C02 000141 DOI: 04/30/2024, other driver Joe Carrasco.	Complete	1	12/17/2024	\$ -	\$ -
OR-2024-632	Jeremy Jesus Cavazos	12/16/2024	Speeding Ticket	Pending Clarification from Requestor	Paused		\$ -	\$ -
OR-2024-633	Cristela Villarreal	12/16/2024	Vehicle Accident	Complete	3	12/19/2024	\$ -	\$ -
OR-2024-634	Sandra P Salazar	12/16/2024	Please provide police file with regard to accident of 4/19/24 in Leon Valley. Lucy Abajiam ID# 0955 was the investigating officer. Crash ID 202401200. Attached is a copy of the police report for your referenced. We represent driver, Joseph J. Luna, Date of Birth: -----.	Complete	1	12/17/2024	\$ -	\$ -
OR-2024-635	Cristela Villarreal	12/16/2024	Car Accident Report December 4, 2024 @ 7:30 am Wurzbach Road @ Ancira Chevrolet Case # 202403774 Giselle L Borrego	Complete	1	12/17/2024	\$ -	\$ -
OR-2024-636	Renako harper	12/17/2024	Police report from home break in report number 202403879	Complete	2	12/19/2024	\$ -	\$ -
OR-2024-637	Yusuf Khan	12/18/2024	Would like to request any architectural or engineering design plans associated with the address and if possible with the rest of the Rios Crystal Mall shopping center as well. Address: 5704 Evers rd. San Antonio, TX 78238	Complete	2	12/20/2024	\$ -	\$ -
OR-2024-638	JAIME T	12/18/2024	REQUEST FOR AN ACCIDENT REPORT, IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 11/29/24 6:05 PM 6125 BANDERA RD INSURED- NYDIA ROSALES ALEJANDRO OLGUIN ANDREW POWER 2024 FORD F-150 SUPE ----- REPORT# 2024-LVPD-003726	Complete	1		\$ -	\$ -
OR-2024-639	Pollyanna Ashford - Dallas PD	12/18/2024	RE: Isaiah Cody Magana, DOB: ----- Any Traffic History (arrests, accidents, or citations issued) Criminal Record, offense reports, protective orders (See Attached)	Complete	2	12/20/2024	\$ -	\$ -

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OR-2024-640	WHITE ELEPHANT REMODELING LLC	12/18/2024	Hello I'm looking to acquire the Valero's gas station's new digital sign's engineer plan layout. The second item were looking to get is the GIS interactive map for our engineer. Thank You	Pending Clarification from Requestor	Paused		\$ -	\$ -
OR-2024-641	Bexar County Criminal District Attorney's Office	12/18/2024	Our office is in the process of preparing for indictment and is respectfully requesting a certified copy of judgment/conviction for DWLI on the below listed defendant. Any assistance would greatly be appreciated. Thanks in advance. Defendant: Escobar, Anissa Marie DOB: --- DL#: --- JN#7014291 For the following citation: DOCKET/CITATION: S2015448 OFFENSE DATE: 08/26/2022 CONVICTION DATE: 03/03/2024	Complete	2	12/20/2024	\$ -	\$ -
OR-2024-642	Carlos Valera	12/19/2024	RE: 202403921 - Please forward to us any footage, audio , 911 call sheet, bodily worn camera, CAD report files, and any other document in connection with the accident.	Complete	6	1/3/2025	\$ 62.00	\$ 62.00
OR-2024-643	Realty Tax Consultants	12/19/2024	We are requesting the Building Permit for 6360 GRISSOM RD LEON VALLEY, TX 78238. If you are unable to provide a copy of the Building Permit please provide the date that it was issue.	Complete	7	1/6/2025	\$ -	\$ -
OR-2024-644	Realty Tax Consultants	12/19/2024	We are requesting, the Building Permit for 6360 GRISSOM RD LEON VALLEY, TX 78238, for Years 2023 - 2024. If you are unable to provide a copy of the Building Permit please provide the dates that it was issue.	Complete	1	12/20/2024	\$ -	\$ -
OR-2024-645	Lisa Andrade	12/19/2024	Body Worn Camera Video for Report # 202402149	Complete	1	12/20/2024	\$ -	\$ -
OR-2024-646	Elsa Felan-Molina	12/20/2024	Police Report and EMS Report for Accident case number: 202403719, Officer: G. IBARRA BAGE: 573; ACCIDENT: 11-29-2024	Complete	6	1/6/2025	\$ -	\$ -
OR-2024-647	Vanessa Gonzalez	12/20/2024	ETS Environmental & Associates, LLC (ETS) is conducting a Phase I Environmental Site Assessment for the property located at 5902 Bandera Road in San Antonio, Texas. The parcel ID is 217777. The purpose of this letter is to serve as an official request for public records relating to any underground storage tank (UST), above ground storage tank (AST), emergency spill responses, or other pertinent Department information. Please note this request for information is for commercial purposes only.	Complete	6	1/6/2025	\$ -	\$ -
OR-2024-648	Vanessa Gonzalez	12/20/2024	ETS Environmental & Associates, LLC (ETS) is conducting a Phase I Environmental Site Assessment for the property located at 5902 Bandera Road in San Antonio, Texas. The parcel ID is 217777. The purpose of this letter is to serve as an official request for public records relating to any underground storage tank (UST), above ground storage tank (AST), emergency spill responses, or other pertinent Department information. Please note this request for information is for commercial purposes only.	Complete (Duplicate of OR-2024-647)	4	1/2/2025	\$ -	\$ -
OR-2024-649	Lauren Reynolds	12/23/2024	- Extension amendment for waste contract with Tiger Sanitation for city of Leon Valley. Current contract expires 1/1/2025.	Complete	2	12/26/2024	\$ -	\$ -
OR-2024-650	Leon Valley Police Department	12/23/2024	202403911	Complete	2	12/29/2024	\$ -	\$ -
OR-2024-651	Sarah Phosouvanh	12/24/2024	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD, 11/18/2024 @ 5420 GRISSOM RD 215, #202403581 TIME 02:30, INSURED U-HAUL	Complete	1	12/29/2024	\$ -	\$ -
OR-2024-652	Yellow Dog Reports	12/26/2024	S.H. ----, WURZBACH ROAD & BANDERA ROAD, 78238 LEON VALLEY, TX USA, DATE:11-21-2024, REPORT # 202403632	Complete	2	1/6/2025	\$ -	\$ -
OR-2024-653	Yellow Dog Reports	12/26/2024	Marlon Ruiz, ----, 6201 GRISSOM RD, APARTMENT #7108 78238 SAN ANTONIO, TX USA, DATE:11-21-2024, REPORT # 202403626	Complete	2	1/6/2025	\$ -	\$ -
OR-2024-654	The Voss Law Firm, P.C.	12/30/2024	All listed records requests pertains to The Finley at 5650 Grissom Rd, San Antonio, TX 78238, Calls for service August 30 - September 27, 2024, Construction, Electrical, and Structural Permits for the past 7 years for the property referenced above. Fire Marshall Reports for the past 7 years for the property referenced above. 911 Recordings for the property referenced above on September 12-14, 2024.	Complete	8	1/14/2025	\$ -	\$ -
OR-2024-655	Lindsay Walker	12/30/2024	Report and Body Worn Camera Video Information Related to Incident report, calls for service, dash cam or bodycam footage of a MVA on 10/25/2022. Insured passenger is Jerry James or JerryDean James.	Complete	2	1/6/2025	\$ -	\$ -
OR-2025-1	Tobynn Partridge - Data Driven Safety, LLC	1/2/2025	Today we are making the request for the December 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	Complete	4	1/8/2025	\$ -	\$ -
OR-2025-2	Amador Sanchez	1/2/2025	Amador Sanchez, ---, Case # 2024LVPD-004047	Complete	3	1/7/2025	\$ -	\$ -
OR-2025-3	Erica Hsu	1/2/2025	Please accept this as the request for traffic data from 12/01/2024 – 12/31/2024. 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 Please send the data to LNR-OKCLNContent@lexisnexis.com I appreciate your time and consideration of our request. Please feel free to contact me with any questions.	Complete	4	1/8/2025	\$ -	\$ -
OR-2025-4	Kevin Cole	1/2/2025	I am requesting information on my conviction of driving with license invalid. Please and thank you	Complete	4	1/8/2025	\$ -	\$ -
OR-2025-5	Alice K. Klauzinski	1/2/2025	I am writing to request the following Police records: Record Type: NIBRS data (or a List of all OFFENSES) including dates, times, and case/report numbers (only if a list of offenses is not available, Calls for Service may be substituted). Record Format: Excel spreadsheet (If an Excel spreadsheet is not available, please substitute a different format, preferably electronic). Date Range: January 1, 2024 to December 31, 2024 Address: 5601 Bandera Road	Complete	2	1/6/2025	\$ -	\$ -

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OR-2025-6	Mara Cardenas	1/2/2025	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 December of 2024 of those who requested to take defensive driving. (Their due dates should be in March of 2025).	Complete	6	1/8/2025	\$ -	\$ -
OR-2025-7	Child Protective Services	1/2/2025	I am seeking an address survey on the following: 5336 CILANTRO PL, SAN ANTONIO, TX, 78238-2346, BEXAR, For the past 2 years: 1-2-23 to 1-2-25.	Complete	1	1/3/2025	\$ -	\$ -
OR-2025-8	Stephen Forbes	1/8/2025	For the Alto Apartments located at 6300 Rue Marielyne, Leon Valley, Texas. Of particular interest are the following items, if any: Building Department - Permit summary (date, type of permit, applicant/tenant) or available permits from construction to present. Upon review of a permit summary, we may request review of individual permits; Construction date (current building, previous buildings if applicable); List of tenants which have occupied the subject property; Permits of environmental concern (petroleum storage tanks, septic systems, oil/water separators); Oldest and most recent site layout plan from the subject property if available; Erosion control plans on record for the subject property; Record violations or complaints registered against the subject property Planning Department - Relevant information regarding historical development and former use/occupancy at the subject property; Environmental property use limitations/restrictions related to contamination and/or other environmental conditions at the subject property (e.g., environmental deed restrictions, groundwater use restrictions, methane zones) Fire Department - Records regarding hazardous materials usage/storage/incidents or known environmental concerns/contamination which may have affected the property; Records regarding aboveground or underground storage tank (UST) systems, which are currently or historically located at the property; Records of fire inspections at the subject property. Health Department - Records regarding hazardous materials usage/storage/incidents or known environmental concerns/contamination which may have affected the property; Records regarding aboveground or underground storage tank (UST) systems, which are currently or historically located at the property; Record of septic systems installation and repairs at the subject property, and/or; Records of wells in connection with the subject property.	Complete	2	1/7/2025	\$ -	\$ -
OR-2025-9	Oscar	1/3/2025	202404011	Complete	1	1/6/2025	\$ -	\$ -
OR-2025-10	Amy Watson	1/5/2025	I would like to get digital copies of all permits applied for/granted for 7359 Canterfield, for as far back as Leon Valley still has any records (for building, utilities, plumbing, inspections, etc.). I think the house was built in 1972. I'm not interested in garage sales, pet licenses, etc., only permits related to the building, utilities, or land.	Complete	0	1/6/2025	\$ -	\$ -
OR-2025-11	Xavier nunez	1/6/2025	I wanted to get a crash report to send to my insurance ,the crash happened 09/11/2024 and the case number is #202402815	Complete	1	1/7/2025	\$ -	\$ -
OR-2025-12	BONILLA & CHAPA LAW	1/7/2025	CAN YOU PLEASE SEND ME A POLICE REPORT FOR CASE NUMBER 202404019	Complete	1	1/8/2025	\$ -	\$ -
OR-2025-13	Honolulu Police Department	1/7/2025	Information related to Elijah Daniel Delatorrebravo	Complete	1	1/8/2025		
OR-2025-14	Eudelia Favella	1/8/2025	Body Worn Camer Video for Report 202404019	Pending Fee Acceptance	4		\$ 46.00	\$ -
OR-2025-15	Robert J Ledesma	1/9/2025	Body Worn Camera Video for Report # 202500070	Pending Fee Acceptance	3		\$ 74.00	\$ -
OR-2025-16	Robert J Ledesma	1/9/2025	Case# 202500070	Complete	1	1/10/2025	\$ -	\$ -
OR-2025-17	Andrea Ballesteros	1/9/2025	Our office is requesting the Specific files of the arrest records report, to support the immigration case of our client. The following information could help you better: Original name: Jessica Mejia Herrada DOB: ---- Information found: Name used by client : MEJIA,JESSICA KATHUMY SID # if any : ---- Date of arrest : may/31/2022 Place of arrest : SAN ANTONIO (TX) Charge(s) : THEFT PROP >=\$100-<\$750	Complete	3	1/10/2025	\$ -	\$ -
OR-2025-18	Joseph Martinez	1/9/2025	Incident Report # 202403902	Complete	0	1/9/2025	\$ -	\$ -
OR-2025-19	Hope Arguijo	1/10/2024	Assault bi case # 202400064 Copy of report	Complete	2	1/14/2025	\$ -	\$ -
OR-2025-20	Andrea Hernandez - Alto US	1/10/2025	Police Report # 202403888 with the name of the reporter and suspect. I am Walgreens' court liaison and need the suspect's name for court proceedings.	Complete	2	1/14/2025	\$ -	\$ -
OR-2025-21	Andrea Mares	12/30/2024	Request for Police Reports (2019 - Present). I am requesting copies of police reports from January 1, 2019 - 2024) under Texas Public Records Law, [if applicable]. I am specifically seeking reports regarding: Incident(s): Involving any call of incident specifically in 2020 and 2021; Location(s): 7219 Forest Mont, San Antonio, TX 78249; Individuals Involved: Andrea Mares, Erick Omar Mares Borjas, Erick Mares, and children (Johnathany Marin, Chloe Mares, Erick Eli Mares, Oliver Mares). If any portion of the records is exempt from disclosure, please provide the reason for denial and release the non-exempt portions.	Complete	8	1/14/2025	\$ -	\$ -

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OR-2025-22	Bobby Smith IV	1/10/2025	Under the Open Records Act, I, Bobby Smith of Upstage Defensive Driving, am formally requesting a list of individuals who received tickets and requested to take a defensive driving course for the months of October, November, and December 2024. If there are any questions or concerns regarding this request, please feel free to contact me using the information provided below. Thank you in advance for your timely assistance and cooperation.	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-23	Paul Bos	1/6/2025	Case number: 202403914 Involved employee's name: Justin Hill Date of accident: 12/16/2024 Location: 5800 Wurzbach Rd (See Attached)	Complete	6	1/14/2025	\$ -	\$ -
OR-2025-24	Hector Nunez	12/26/2025	JOE MARTINEZ; DOB: ---; CANA MARTINEZ; DOB: ---; 2024LVPD003988 (See attached)	Pending Department(s) Response	8		\$ -	\$ -
OR-2025-25	Patricia Compere Simpson	1/14/2025	I would like a copy of Leon Valley police report concerning the death of my sister Elizabeth Lyn Compere whose death was recorded on April 8, 2005. Her residence at that time was 6310 Stirrup Lane. Her body was found in a ravine near her residence. Police case number is possibly 05-2715. The chief of police at that time was Randall L Wallace. Lead investigator at time was Jim Wells.	Complete	0	1/14/2025	\$ -	\$ -
OR-2025-26	Krystal M. Perez	1/14/2025	Can you please help me search to see if any reports were received by your office with the following party information? Please let me know if you find anything. I am looking for a incident report number, crash report, if officers made the scene, any BWC or COBANs, Incident detail reports, if any, 911 audio, etc.: Plaintiff: Delia Arredondo Defendants: Service Management Systems, Inc., MSCl 2011-C2 Ingram Park, LLC., and City of San Antonio Date of Incident: 12/21/22, at approximately 8:00 pm. The description to the incident is as follows: On or about December 21, 2022, Delia Arredondo was a business invitee at Ingram Park Mall, located at 6301 NW Loop 410, San Antonio, TX 78238 (the "Premises"). At approximately 8:00 p.m., Plaintiff parked her car in a handicap parking space on the Premises near the entrances to Macy's and Dillard's department stores. At the time Plaintiff parked, the sun had already gone down, the area was dark and poorly lit. When she stepped in the direction of her back seat, Plaintiff fell down into an open manhole cover which had been negligently left open by one or more employees of Defendants. On information and belief, the manhole exists to provide Defendants with electrical and maintenance access in the parking lot. The fall resulted in severe and permanent injuries to Plaintiff, including to her knee and leg, as well as her lower back from which she continues to suffer to this day.	Pending Department(s) Response	0		\$ -	\$ -
OR-2025-27	Dacorius Crockett	1/14/2025	Report # 202500085	Complete	0	1/14/2025	\$ -	\$ -
OR-2025-28	Jason McIntyre	1/14/2025	Police reports for Anabel Garcia DOB ---. Address of incidents at 6300 Rue Marielyne, San Antonio, Texas. Domestic calls and emergency detention from 2019 through 2022	Pending Department(s) Response	0		\$ -	\$ -
OR-2025-29	Jason McIntyre	1/14/2025	Reference # 202104295; Anabel Garcia DOB ---; Emergency Detention	Pending Department(s) Response	0		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Received the Linebarger Goggan Blair & Sampson Law Firm Scholarship.
- Provided training of the Public Information Act, CivicPlus (Minutes & Agendas) and JustFOIA to two new hires in the Police Dept.
- Submitted Ordinances 2024-41, 45 and 47 for Codification (Supplement #5). Next supplement is scheduled to be sent off on March 19, 2025.
- Processed four (4) Crime Victim Division Requests from the Texas Attorney General's Office.
- Processed four (4) Subpoenas

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
<ul style="list-style-type: none"> Properly Preparing Very Old City Records to be Sent off to Storage 	Friday, February 28, 2025	In Progress - Completed Ordinances 1974 -1997; Working on Resolutions
<ul style="list-style-type: none"> Adding Descriptions to Ordinances/Resolutions Listed in the Documents Library/MuniDocs 	Tuesday, December 31, 2024	Complete

FIRE DEPARTMENT

- With colder weather coming, we would remind all residents that rain and ice cause tree limbs over the street to sag. This sagging obstructs the right of way, delaying emergency vehicles responding to calls. In some cases, completely block emergency vehicles. *403.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, exclusive of shoulders, except where a fire hydrant is located on a fire department access road, in which case the minimum road width shall be 26 feet. An unobstructed vertical clearance of not less than 14 feet and shall be required and maintained at all times. Security gates shall be sized to match the required clear width.*
- Please remember that the LVFD is always willing to help change smoke detector batteries for residents who need assistance, please contact us and we will schedule an appointment.
- LVFD is close to finishing the fire hydrant testing. Our Crews are still out testing our fire hydrants throughout the city.
- The Fire Department had another wonderful year doing the Santa Runs. We have received a lot of feedback from the community and are working to improve the Santa Runs for next year.
- We would like to welcome 3 new hires that have joined the Fire Department. Sofia Rivera FF/Paramedic is on A Shift, Crystal Gutierrez Paramedic is on B Shift and will have her Firefighter certification soon and Christopher Price FF/Paramedic is on C Shift.

PLANNING AND ZONING

- Development Cases:**
 - 6758 Poss – Subdivision PDD
 - 4723 Timco West – Floodplain permit – Warehouse
 - 7504 Linkside- Replat
 - 5307 Wurzbach – Replat - Mosque
 - 6530 Samaritan - Seneca Trails
- Permits:**
 - Fire 1
 - Sign 1
 - Electrical 3
 - Mechanical 2
 - Demolition 2
 - Food 23
 - New Construction 5

- Remodel 1
- Utility 2

CO Issued

- Nonni's Pizza - 6709 Bandera Road, San Antonio, TX 78238
- Jorge Duque Insurance Agency - Farmers - 6233 Evers Rd Ste 2, Leon Valley, TX 78238

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 Programs:
 - Tuesdays at 11 am: Baby & Toddler Storytime
 - Wednesdays at 10:30 am: Preschool Storytime
 - Thursdays at 10:30 am: Pretend Play
 - Fridays at 9:30 am: Yoga
 - Monthly Programs:
 - 3rd Saturday at 12pm: Between the Pages Book Club – Death at Morning House
 - 4th Saturday at 1pm: First in Series Book Club – The Librarian of Crooked Lane
 - Special Programs:
 - Introducing Family Storytime: 4th Friday at 4:30 pm
 - January 29th at 5 pm: Making Smart Financial Decisions

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

**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/4055/cm_report_1-21-25.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be on Tuesday, February 4, 2025, at 6:30 pm, in the Council Chambers.