



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: November 19, 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.

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 in January of 2025.
- The FY 2024 Street Maintenance Project contractor has finished the mill & overlay of the Grass Valley neighborhood streets.
- The storefront glass and doors at City Hall near Council Chambers is almost complete.
- The final draft of the Park Master Plan is being prepared and it will go to the Park Commission on December 12th for final recommendation. The Plan will then be presented to the City Council and the public in January. We expect it to be 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 Channing's Joy Foundation autism communication boards are being installed at the parks.
- Submitted a requisition for the new dog kennel facility; however, the lead time in obtaining the kennels is 30 weeks, so this will most likely be carried over to FY 26.
- Finalizing documentation for the purchase of 105-acre feet of water rights.
- The City Engineer is working on plans for the FY 25 Street Maintenance Project. This year we will tackle a portion of Wurzbach Road.

Additional Public Works Activities

- Constructing driveway approach at Police Impound Lot. The asphalt portion of the project has been completed.
- Repairing driveway approach on Cloverbend.
- Repairing asphalt around manhole on Desert Sun.
- Installing the remaining two communication boards at parks.

- Addressing service requests.
- Watering trees along hike & bike trail.
- Installing the holiday lighting at the Community and Conference Center grounds, and at City Hall.
- Reading meters.
- Setting new meter in Linkwood Addition.
- Reconciling end of month inventory.
- Taking the old dump truck to auction.
- Sent out rear stabilizing cylinder on M-2 backhoe for repairs.
- Moving vehicles for upcoming auction.
- Placing new tractor in service.
- Fleet Foreman will be on vacation Thanksgiving 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.
- 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 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-2024-499	Jacob Beltran - Express News	9/5/2024	Incident 202402725	Complete OAG Ruling OR2024-037349	58	11/12/2024	\$ -	\$ -
OR-2024-560	Desmond Silguero	10/21/2024	I would like to request an incident report from the fire department as well as the investigative report and photos from the fire marshal on an apartment fire that occurred on 9/13/2024. This fire occurred at the Finley Apts. Building 12, 5650 Grissom Road. Thank You!	Complete	8	10/31/2024	\$ -	\$ -
OR-2024-564	Jecika Hafley PRG on behalf of Charter	10/23/2024	Requesting a copy of the Certificate of Insurance for Bravo Excavation and Construction, LLC (7414 Omega Vale San Antonio , TX, 78252) from their job installing a new water/sewer line for the city near Forest Meadow St & Stirrup Ln in Leon Valley, TX. Thank you.	Complete	10	11/06/82024	\$ -	\$ -
OR-2024-573	William Botson	10/29/2024	Police reports or incident reports involving the mother of my child, October 1 2002 to Present. Reports can be redacted. Celeste Camille Causey (maiden) or Celeste Camille Frausto DOB: --- -- DL: ---	Complete	9	11/12/2024	\$ -	\$ -
OR-2024-574	Brittanie Marie Upthegrove	10/30/2024	I am requesting the Fire Marshal's report for the Finley Apartments fire that was in the evening on 9/13/24. I was not given a case number.	Complete	1	10/31/2024	\$ -	\$ -
OR-2024-575	Sheila Walters @ The Law Offices of Tyler & Peery	10/30/2024	I am requesting the 911 audio tapes for the accident that occurred on October 11, 2024. The police report number ID number is 202403169. I am attaching a copy of the Texas Peace Officer's Crash Report for your reference...thank you...	Pending County Response	8		\$ -	\$ -
OR-2024-576	Jack Anthony	11/1/2024	"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. I am requesting access to the following information: List of properties with code violations issued by the city code enforcement department that have been in the list for the past 6 months open or closed. 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. Please inform me of any fees associated with fulfilling this request, and I am prepared to cover reasonable expenses for copying or processing the requested documents. I appreciate your attention to this matter and look forward to receiving the requested information in a timely manner. If you require any further information or clarification to process this request, please do not hesitate to contact me, Thank you for your cooperation and commitment to open government practices. Sincerely,"	Complete	6	11/12/2024	\$ -	\$ -
OR-2024-577	Tobynn Partridge - Data Driven Safety, LLC	11/1/2024	Today we are making the request for the October 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	2	11/5/2024	\$ -	\$ -
OR-2024-578	Erica Hsu	11/1/2024	Please accept this as the request for traffic data from 10/01/2024 – 10/31/2024. 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 Description	Complete	2	11/5/2024	\$ -	\$ -
OR-2024-579	Lauren Reynolds	11/1/2024	- Current waste contract with Tiger Sanitation for city of Leon Valley - Current Portable Toilet rental contract (portable restroom rentals for city of Leon Valley)	Complete	1	11/4/2024	\$ -	\$ -
OR-2024-580	Sherri Kissell	11/2/2024	John Michael Pope	Pending Clarification from Requestor	5		\$ -	\$ -
OR-2024-581	Sarah Phosouvanh	11/2/2024	REQUEST FOR AN BURGLARY REPORT 10/9/2024 @ 7212 BANDERA RD #202403175 INSURED ZAYNAH ALMARGHANY	Complete	2	11/6/2024	\$ -	\$ -
OR-2024-582	Travis Lowell Shackelford	11/4/2024	Requesting information for: Self Storage Facility 7212 Bandera Leon Valley, Texas 78238 Building - Date of construction, copy of certificate of occupancy, last inspected, zoning designation, outstanding code violations Fire - Last inspected, outstanding code violations, records of fires last two years	Complete	5	11/12/2024	\$ -	\$ -
OR-2024-583	Baley Price	11/4/2024	Body Worn Camera Video for Report 202403426	Pending Fee Acceptance	5	11/12/2024	\$ 249.00	\$ -
OR-2024-584	Robert gil	11/4/2024	Burglary of my storage unit case number 202403205 October 14 2024	Complete	5	11/12/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-585	Marie Pirisino	11/5/2024	Any and All records you have from January 1, 2023 to now for the following: Jose Guerrero DOB:---- SSN: ---- Rayleigh Sichelski DOB: ---- SSN: ---	Complete	1	11/6/2024	\$ -	\$ -
OR-2024-586	Tacoma PD	11/5/2024	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: Tyler Vance Gustafson Applicant Other Name: -none- Applicant Maiden Name: -none- Date of Birth: --- SSN: ---- (Contact LE for full SSN) Race:White Sex: Male	Complete	4	11/12/2024	\$ -	\$ -
OR-2024-587	Joe Collins	11/6/2024	I'm requesting Building permits issued in the month of October 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.	Complete	0	11/6/2024	\$ -	\$ -
OR-2024-588	WHITE ELEPHANT REMODELING LLC	11/6/2024	Hello we are requesting for Plumbing and Electrical layout for 5902 Bandera Road please.	Complete	6	11/12/2024	\$ -	\$ -
OR-2024-589	Shannon Glenn	11/6/2024	Please provide copies of any open/active zoning, building & fire code violations, certificates of occupancy, final approved site plan (showing the height, density, use, parking, and setbacks), variances, special/conditional use permits on file at this time for the property located 7212 Bandera Road, Parcel #1117299. Please do not exceed \$25 in fees without prior approval. (Our Ref#176386-4)	Complete	3	11/12/2024	\$ -	\$ -
OR-2024-590	Caitlin Calhoun	11/7/2024	Details of arrest in Leon Valley due to Mail Theft 10-30 Addresses for Andrew Moises Garcia on 11/6/2024. Bexar County Case Number: 2024PF22576 State of Texas vs Andrew Moises Garcia Case No. 2024PF22576	Pending Department(s) Response	2		\$ -	\$ -
OR-2024-591	Hellen Ibarra	11/8/2024	Our Office is requesting a copy of any video footage, including Dash Cam, Body Cam, Drive Cam and/or Nearby Surveillance Video footage, 911 call sheet and any evidence uploaded to evidence.com. and Incident report and any/all information related to accident with accident occurred in Bandera Rd & Linkwood Dr, Leon Valle, Bexar, TX, 78238 on September 8, 2024 around 11:30 pm, our client is Carl Brooks and the other driver involved is Sandra Martinez.	Pending County Response; and Payment	1		\$ 30.00	\$ -
OR-2024-592	Sarah Phosouvanh	11/11/2024	REQUEST FOR AN AUTO THEFT REPORT 11/4/2024 @ 6461 BANDERA RD #202403443 INSURED PRO LANDSCAPE SOLUTIONS LLC	Pending Department(s) Response	0		\$ -	\$ -
OR-2024-593	Sarah Phosouvanh	11/11/2024	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 10/20/2024 @ 311 SOUTH OLD BRYAN RD #242798 TIME 1730 PARTY INVOLVES CARLOS TORRES/PATT AUSTIN	Complete	0	11/12/2024	\$ -	\$ -
OR-2024-594	Mara Cardenas	11/11/2024	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 October of 2024 of those who requested to take defensive driving. (Their due dates should be in January of 2025).	Pending Department(s) Response	0		\$ -	\$ -
OR-2024-595	Herrman and herrman	11/11/2024	Any and all accident investigation records related to Report # 202304419 including but not limited to, accident report and all supplements, interoffice memorandum, blood analysis test requests and results, fatality package investigation records and reports, CAD reports, field notes, 911 records, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio and/or video tapes, car cam video, witness statements, drawings, diagrams, accident reconstruction team records and reports, any/all information and/or documents relating to vehicle data recording devices or crash data recording devices from the vehicles involved in this incident, all 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, fire department and/or wrecker transport, and other data compilation in any form pertaining to the motor vehicle accident referenced above. In short, I am requesting all documents or information, which were created or reviewed in reference to the investigation of the above referenced motor vehicle accident.	Pending County Response			\$ -	\$ -

OFFICE OF THE CITY SECRETARY

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

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
<ul style="list-style-type: none"> Properly Preparing Very Old City Records to be Sent off to Storage 	Tuesday, December 31, 2024	In Progress - Completed Ordinances 1974 -1997
<ul style="list-style-type: none"> Adding Descriptions to Ordinances/Resolutions Listed in the Documents Library/MuniDocs 	Tuesday, December 31, 2024	70% Complete (2014 -2024) Ordinances Complete; 2022-2024 Resolutions In Progress

FIRE DEPARTMENT

- The LVFD firefighters provided public information and attended a career day at John Marshall High School. Two graduates of the school, Maria Villafranca and Zach Conover, will staff this event. This career day will concentrate on the military and public safety.
- LVFD, Fire Marshal’s attended annual firearms qualification. The 3-fire marshals are fully qualified Texas peace officers and attend the same training and continuing education as any other Texas peace officer with the additional training and certification as arson investigation through the Texas Commission on Fire Protection.
- Please remember that the LVFD is always willing to help change smoke detector batteries for residents who need assistance.
- LVFD and our apartment complexes have completed testing and repaired all complex hydrants, valves, and mains. These hydrants are privately owned by the complexes and all maintenance is the responsibility of the complex. LV has several properties that are serviced by private fire hydrants. These include schools, shopping centers, apartments, and other businesses.
- Eight Leon Valley Fire Fighters have completed an additional Texas Commission on Fire Protection certification as Incident Safety Officer. This 32-hour class consist of both, didactic and written skills and State testing.

PLANNING AND ZONING

- Development Cases:**
 - 6758 Poss – Subdivision PDD
 - Huebner – Plat – Senna 2
 - 4723 Timco West – Floodplain permit – Warehouse
 - Seneca West – PDD
 - Tree Variance 5600 Grissom Road
 - 7504 Linkside- Replat
 - 5307 Wurzbach – Replat - Mosque

Permits:

- Electrical 4
- Food 7
- Sign 1
- Driveway 1
- Garage 11
- Make Ready 1
- Plumbing 1

Impact Fee 11
Utility 5
Roof 2
New Construction 2

CO Issued

Kingsway Physical Therapy LLC/5309 Wurzbach Road Ste. 101/Medical Office

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)

Upcoming Regular Programs

- 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: Abled Body Yoga
- 2nd Saturday at 11:30 am: Drum Circle

November Bookclubs

- Adult Fiction: *The Lost Bookshop* by Evie Woods
- Camp Half Blood: *Magnus Chase and the Gods of Asgard: The sword of summer* By Rick Riordan
- YA Book Club: *Legendborn* by Tracy Deonn
- Nonfiction Book Club: *Shakespeare's Sisters* by Ramie Targoff

Special Programs

- November 27th at 10:30 am: Block Play (in lieu of Preschool Storytime)
- November 27th at 1 pm: Thanksgiving Storytime
- November 30th at 12 pm: Fall Scavenger Hunt

**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_11-19-24.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be on Tuesday, December 3, 2024, at 6:30 pm, in the Council Chambers.