



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** December 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**

- 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 replacement of the storefront glass and doors at City Hall near Council Chambers is complete.
- The final draft of the Park Master Plan was recommended for approval by the Park Commission on December 12th. The Plan will 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 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 in the process of closing on the purchase of 105-acre feet of water rights.

**Additional Public Works Activities**

- Finished new Police Impound Lot.
- Crack sealing trail at Raymond Rimkus Park.
- Mowing in Mow Zone 1 (Poss/Evers).
- Watering trees along hike & bike trail
- Reading meters.
- Setting new meters.
- Replacing dead meters.
- Die testing sewer service line in Linkwood.
- Decommissioning an old dump truck for auction.

- Will start work on dog kennel foundation.
- Performing reconnects and locking out unpaid account meters.
- Taking water samples.
- Flushing dead end mains.
- Replacing commercial meters.
- Running water line for new kennels.
- Replacing tires on loader and maintainer.
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**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 is being engineered, designed, and will then 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 in January 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.

**OPEN RECORDS REQUEST**

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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.	Complete	14	12/3/2024	\$ 30.00	\$ 30.00
OR-2024-597	Bradley Ford	11/16/2024	My request is for an electronic file that includes a roster or listing of every current city employee as of Friday, November 1, 2024. This request includes employees coded as full-time, part-time, temporary, seasonal, as well as elected officials. I am requesting the roster or listing include information commonly found in an Employee Master File and is most commonly found in the Human Resources Department or Payroll Department. The file would include information such as the following fields for each employee: First Name, Last Name, Hire Date, Gender, Race, Ethnicity, Department, Job Title, Base Salary Amount, Gross Annual Wages, Bonus Amount, Car Allowance (Annual), Cell Phone Allowance (Annual), Certification Pay (Annual)	Complete	9	12/3/2024	\$ -	\$ -
OR-2024-598	Bradley Ford	11/16/2024	Pursuant to Texas Government Code Section 552 (Texas Public Information Act), I am requesting public records from your city. Specifically, I would like a copy of any offer letter on file for full-time employees hired between 8/1/2024 and 11/15/2024. An offer letter is frequently a one page memo that documents the offer of employment between the City and a prospective employee. On the memo, it typically includes a start date, the salary for the position, any additional pay components (car allowance, certification pay, cell phone allowance, etc), as well as a description of the position being offered.	Complete	7	11/27/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-603	Rylee Harwell	11/21/2024	ESE Partners, LLC (ESE) is conducting a Phase I Environmental Site Assessment (24-2234) for property located at 6802 Poss Road Leon Valley, Bexar County, Texas (CAD#: 355804). I am requesting current and historical records for the property located at the above listed address as part of a Phase I ESA. Please let me know if records exist for the property and/or provide any available information pertaining to: building permits, building inspection reports, code violations, complaints, investigations, or enforcements filed against the property, current/historical zoning information, Certificates of Occupancy, stormwater pond compliance, septic system compliance, Tier 2 reporting, underground/aboveground storage tanks, hazmat responses, electric transformer inspections, PCB containing equipment, fire and life safety inspection, fire marshal orders, and notices of violations. We are requesting that this request be forwarded to the applicable departments.	Complete	6	12/3/2024	\$ -	\$ -
OR-2024-605	Denise Orozco	11/25/2024	Any and all recordings and police report any and all video recording and police report Denise Orozco (Report 202403650)	Pending Payment	9		\$ 32.00	\$ -
OR-2024-606	Tacoma PD	11/27/2024	Information related to Justin Taylor Reiter: DOB: --- (See Attached)	Complete	4	12/5/2024	\$ -	\$ -
OR-2024-607	Tobynn Partridge - Data Driven Safety, LLC	12/2/2024	Today we are making the request for the November 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	0	12/2/2024	\$ -	\$ -
OR-2024-608	Erica Hsu	12/2/2024	Please accept this as the request for traffic data from 11/01/2024 – 11/30/2024. 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 Description	Complete	0	12/2/2024	\$ -	\$ -
OR-2024-609	Stephanie King	12/3/2024	Requesting to view footage of the traffic cameras for intersection of Reindeer Trail and Bandera Rd San Antonio Tx.	Complete	0	12/3/2024	\$ -	\$ -
OR-2024-610	Andrea Hernandez - Alto US	12/4/2024	LVPD #202403766. Police report with the name of reporter and suspect. I am Walgreens' court liaison and need the suspect's name for court proceedings.	Complete	4	12/10/2024	\$ -	\$ -
OR-2024-611	Trevino Injury Law	12/5/2024	This is a request under the Freedom of Information Act. I request that a copy of all of the following be proved to me: 1) Reports, 2) Photographs, 3) Coban, 4) Body Worn Camera; 5) Dash-Cam audio & video. I do not wish to inspect the documents first. In order to determine my status for the applicability of fess, you should know that I am the attorney for Eduardo Daniel Garcia, involved in the incident detailed above, and am requesting said documents for litigation purposes. Please provide me with any documents that may pertain in any way to my request within the time limitations set forth by the Freedom of Information Act open records request. In the event there are any costs associated with responding to my request, please advise me immediately so that I may make payment arrangements.	Complete	0	12/5/2024	\$ -	\$ -
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	Pending Departent Response	1		\$ -	\$ -
OR-2024-613	Ashlie wenzel	12/9/2024	EMS Records	Complete	1	12/10/2024	\$ -	\$ -
OR-2024-614	Marissa Cardenas	12/9/2024	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 November of 2024 of those who requested to take defensive driving. (Their due dates should be in February of 2025). If you could email it to us at your convenience that would be great.	Complete	0	12/9/2024	\$ -	\$ -
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	Pending Departent Response	0		\$ -	\$ -

## OFFICE OF THE CITY SECRETARY

- Prepared and Posted the May 03, 2025, General Election, Candidate Application Packet onto the website at the following link:  
<https://www.leonvalleytexas.gov/secretary/page/election-informationinformacion-de-elecciones>
- Received the City of Leon Valley Code of Ordinances, Supplement No. 4; and the Online Code of Ordinances was updated online
- Attended the December 10, 2024, Bexar County Elections Department - Entity Meeting to prepare for the May 2025 Elections.

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
<ul style="list-style-type: none"> <li>• Properly Preparing Very Old City Records to be Sent off to Storage</li> </ul>	Friday, February 28, 2025	In Progress - Completed Ordinances 1974 -1997; Working on Resolutions
<ul style="list-style-type: none"> <li>• Adding Descriptions to Ordinances/Resolutions Listed in the Documents Library/MuniDocs</li> </ul>	Tuesday, December 31, 2024	98% Complete (2014 -2024) <b>Ordinances Complete; 2016-2024 Resolutions Complete</b> - Working on 2015 - 2014

### 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.
- LVFD is currently out testing our fire hydrants throughout the city. We have completed all private fire hydrant and fire line testing at all of our apartment complexes. Remember, fire hydrants and fire lines located on private property is the responsibility of the property owner.
- Blood drive scheduled for December 23, 2024 from 9am to 2pm located at 6400 EL Verde Rd. Leon Valley, 78238- City Hall.
- Fire and Police crews have been given access to two houses that are being demolished in early December. These houses located on Huebner Road are being used to practice all types of firefighting skills short of burning them. In early December, our crews will be practicing roof operations and cutting large holes in the roofs. If you see crews on the roofs and lots of emergency vehicles at these houses, we are just training.



- LVFD Crews attended the annual Christmas Tree Lighting and the Breakfast with Santa. Crews interacted with the kids and showed off some of the fire vehicles to curious children and adults.



## PLANNING AND ZONING

- **Development Cases:**
  - 6758 Poss – Subdivision PDD
  - 4723 Timco West – Floodplain permit – Warehouse
  - 7504 Linkside- Replat
  - 5307 Wurzbach – Replat - Mosque
  - 7408 Linkwood - Tree Variance
  - 6530 Samaritan - Site Work Permit
  - 5426 Grissom - Site Work Permit
- **Permits:**
  - Food 32
  - Electrical 4
  - Fence 15
  - Animal Tag 5
  - Plumbing 7
  - Gas 2
  - Sewer and Trench 2
  - Roof 2
  - Accessory Structure 1
  - Impact Fee 11
  - Fire Alarm 2
  - Mechanical 1
  - Garage Sale 1
  - Bulk Water Meter 1
  - Tree Removal 1

### CO Issued

- Timberhill Commons/5072 Timberhill Dr. Bldg. 9/Apartments
- Timberhill Commons/5072 Timberhill Dr. Bldg. 11/Apartments
- Timberhill Commons/5072 Timberhill Dr. Leasing Office/Apartments
- Timberhill Commons/5072 Timberhill Dr. Swimming Pool Pavilion/Apartments
- Huebner Onion House/6613 Bandera Road/Museum, historic site, educational site, outdoor events.
- Handcrafted Treasures/5504 Bandera Road Ste. 201/Factory Industrial
- Global Gates USA Inc/6100 Bandera Road Ste. 410/Offices
- Thrive Pediatric Care/6100 Bandera Road Ste. 305/Office
- Bandera Cantina/7101 Bandera Road/Restaurant
- Sentric ADAS/5405 Bandera Road Ste. 129 & 130/Automotive
- Painting & More/5409 Bandera Road Ste. 201/Retail
- PRO1 Automotive/7356 Reindeer Trail/Automobile Accessories & Sales

## 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)

### **December Special Programs**

- 18<sup>th</sup> at 12:00pm – Reading with Rudolph
- 19<sup>th</sup> at 6:00pm – Night Before Christmas Storytime with Special Guest
- 20<sup>th</sup> at 12:30pm – Elves' Day In: Christmas Carol movie and craft
- 27<sup>th</sup> at 12:30pm – Elves Day In: Rise of the Guardians movie and craft
- 31<sup>st</sup> at 11:00am – Noon Year's Eve Party

### **December Book Club:**

- 17th at 6:00pm – A Study in Drowning

### **January Programs**

- Tuesdays at 10:30 am: Baby & Toddler Storytime
- Wednesdays at 10:30 am: Preschool Storytime
- Thursdays at 10:30 am: Pretend Play
- Fridays at 9:30 am: Yoga
- 1st Saturday 9:30 am – 12 pm: Friends of the Library Book Sale
- 2nd Saturday 11:30 am: Drum Circle
- Introducing for 2025
- January 7th 3 pm: Stitch it Together – Stitching Circle (1st Tuesday of the month)
- January 16th 6:30 pm: Stitch it Together – Stitching Circle (3rd Thursday of the month)
- January 17th 4:30 pm: Family Storytime (3rd Friday of the month)
- January 18th at 12 pm: Between the Pages Book Club for Adults & YA Readers, Death at Morning House (3rd Saturday of the month)
- Coming Soon: New Adult Book Club Dates & Titles

### **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\\_12-17-24.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/4055/cm_report_12-17-24.pdf)

### **OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be on Tuesday, January 21, 2025, at 6:30 pm, in the Council Chambers.