



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: December 3, 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 replacement of 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 were installed at the parks.
- Submitted a requisition for the new dog kennel facility; however, the lead time in obtaining the kennels is August of 2025 – sooner if they have a cancellation.
- 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

- Constructing driveway approach at Police Impound Lot.
- Repairing asphalt around manhole on Desert Sun.
- Watering trees along hike & bike trail.
- Completing the holiday lighting at the Community and Conference Center grounds, and at City Hall.
- Cleaning out storeroom.

- Preparing for winter freezes.
- Videotaping sewer line at Community Center in preparation for connection to new dog kennel.
- Setting new meters.
- Placing hangtags, performing disconnects and reconnects.
- Replacing pump & motor on chlorine injector.
- Videotaping sewer line at Community Center in preparation for connection to new dog kennel.
- Checking status on John Deere tractor repairs.
- Putting side view mirrors on ATV's.
- Working on water truck.

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 will be opened on December 5th.
- 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-2024-575	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...	Complete	15	11/21/2024	\$ -	\$ -
OR-2024-580	Sherri Kissell	11/2/2024	John Michael Pope	Closed Due to Lack of Response	10	11/19/2024	\$ -	\$ -
OR-2024-583	Baley Price	11/4/2024	Body Worn Camera Video for Report 202403426	Closed Due to Lack of Response	12	11/21/2024	\$ 249.00	\$ -
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	Complete	4	11/14/2024	\$ -	\$ -

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.	Pending Payment and County Response	11		\$ 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	Complete	4	11/14/2024	\$ -	\$ -
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).	Complete	2	11/14/2024	\$ -	\$ -
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.	Complete	9	11/25/2024	\$ -	\$ -
OR-2024-596	Sgt. Joseph Barcena	11/14/2024	The Bexar County District Attorney's Office is respectfully requesting assistance in obtaining any certified judgment(s) for the below listed person for DRIVING WHILE LICENSE INVALID. Our office is reviewing a DWLI Enhanced case, and the prosecutor assigned to the case is requesting the judgment(s)..Defendant: Escobar, Anissa Marie DOB: ---- DL: ----	Complete	3	11/14/2024	\$ -	\$ -
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)	Pending Department(s) Response	6		\$ -	\$ -
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 City 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.	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-599	Bradley Ford	11/16/2024	Pursuant to Texas Government Code Section 552 (Texas Public Information Act), I am requesting public records from your city. Please provide a copy of the current employment contract(s) for each city official, appointed official, and/or department heads. Typically, employment contracts are offered to appointed officials such as the City Manager/Administrator. In some cities, other positions have employment contracts as well. I am seeking any current employment contract for city officials, appointed officials, and/or department heads.	Complete	1	11/19/2024	\$ -	\$ -
OR-2024-600	Darel Jaramillo	11/16/2024	I'm requesting a copy of my roof permit. The year of the permit was 2015, for address, 6119 Desert Sun St., San Antonio, Texas 78238. Contractor was "Outdoor Living Designs."	Complete	6	11/26/2024	\$ -	\$ -
OR-2024-601	Mari Varela/ Goldman & Peterson, PLLC	11/19/2024	Body Worn Camera Video for Report 202400117 - [27.2387] Please see attached for a detailed list of documents we are requesting. Thank you	Complete	4	11/25/2024	\$ 73.00	\$ 73.00

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-602	City of Clarksville	11/19/2024	The below named individual is an applicant for a Police Officer with the CLARKSVILLE POLICE DEPARTMENT (ORI TN0630100). The applicant has indicated they have resided or worked in your community. 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: Malena Lyris Anselmetti Nickname or Alias: -none- Maiden Name: Anselmetti Date of Birth: ----- SSN: ---- (Contact LE for full SSN) Race: Hispanic or Latino Sex: Female See attached.	Complete	4	11/25/2024	\$ -	\$ -
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.	Pending Department(s) Response	3		\$ -	\$ -
OR-2024-604	Yellow Dog Reports	11/21/2024	PAUL JASON ADAMS ----- State: 2004 UNKNOWN VAN 07794769 TX BANDERA ST SAN ANTONIO, TX CV1 AT A STOP LIGHT, IV AND CV2 WERE TRYING TO MERGED INTO CV1'S LANES, CV2 HIT IV AND DUE TO THIS IV WAS PUSHED INTO CV1 DATE:10/21/2024 TIME:7:50:00 REPORT#202403281	Complete	1	11/22/2024	\$ -	\$ -
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)	Pending Department(s) Response	1		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

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
<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 Complete - Working on 2021

FIRE DEPARTMENT

- The LVFD ladder truck and engines continue to receive damage from low-hanging trees over the public roadways and fire lanes. Our Fire Marshal does notify businesses of obstructions in the fire lanes during annual fire inspections of complaints from fire crews.
- Please remember that the LVFD is always willing to help change smoke detector batteries for residents who need assistance.
- LVFD finished our required annual fire testing and will now start 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.
- 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.

- The LVFD firefighters 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.

PLANNING AND ZONING

• **Development Cases:**

- 6758 Poss – Subdivision PDD
- 4723 Timco West – Floodplain permit – Warehouse
- 7504 Linkside- Replat
- 5307 Wurzbach – Replat – Mosque

Permits:

Manager's Report (11/18-11/29)

- Fire 1
- Sign 1
- Electrical 7
- Garage 5
- Plumbing 14
- Gas 7
- Sewer and Trench 6
- Access/Driveway 5
- Animal Tag 1
- Mechanical 2
- Roof 1

CO Issued

- Boss Beauties Hairstudio/7007 Bandera Road #23/Salon
- Holiday Hills Christmas Trees/7100 #2 Bandera Road/Retail

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

- 3rd at 6:00pm - Holiday Charcuterie Board (Leon Valley Conference Center)
- 4th at 2:00pm – Gingerbread Man Storytime & Craft
- 5th at 1:30pm – Home for the Holidays Performance by Extended Run Players
- 7th at 9:00am – Breakfast with Santa (Leon Valley Community Center)
- 10th at 12:30pm – Elves' Day In: Rudolph the Red-Nose Reindeer movie and craft
- 12th at 12:30pm – Elves' Day In: Barbie in the Nutcracker movie and craft
- 17th at 1:00pm – Frosty the Snowman Storytime
- 18th at 12:00pm – Reading with Rudolph

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

December Book Club:

- 14th at 11:00am – The House in the Pines
- 17th at 6:00pm – A Study in Drowning

**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_12-3-24.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be on Tuesday, December 17, 2024, at 6:30 pm, in the Council Chambers.