



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** February 4, 2025  
**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 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.

**Additional Public Works Activities**

- Repairing sidewalk at Fire Department.
- Crack sealing asphalt at Fire Department.
- Repairing potholes on Huebner in front of the Post Office.
- Repairing potholes on Blackberry.
- Trimming trees at City Hall overflow parking lot.
- Placing hangtags, disconnecting, and reconnecting water services.
- Placing meter at Huebner-Onion Homestead.
- Repairing/replacing fire hydrants.
- Assisting with removal of auctioned vehicles
- Repairing backhoe cylinder.

## PW GRANTS

- The engineer continues designing the El Verde Water Main Replacement Project. This project is being funded with a \$1,300,000 Bexar County ARPA grant. The project will be advertised for bids in April.
- 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 item was approved by City Council on January 21st for award. We will be signing the contracts shortly and provide a Notice to Proceed.
- 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

### Processed Requests Report 01-15-2025 Through 01-28-2025

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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-2024-632	Jeremy Jesus Cavazos	12/16/2024	Speeding Ticket	Pending Clarification from Requestor	Paused		\$ -	\$ -
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-2025-14	Eudelia Favella	1/8/2025	Body Worn Camer Video for Report 202404019	Pending Fee Acceptance	15		\$ 46.00	\$ -
OR-2025-15	Robert J Ledesma	1/9/2025	Body Worn Camera Video for Report # 202500070	Pending Fee Acceptance	14		\$ 74.00	\$ -

**Processed Requests Report 01-15-2025 Through 01-28-2025**

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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.	Complete	8	1/22/2025	\$ -	\$ -
OR-2025-24	Hector Nunez	12/26/2025	JOE MARTINEZ; DOB: ---; CANA MARTINEZ; DOB: ---; 2024LVPD003988 (See attached)	Complete	9	1/15/2025	\$ -	\$ -
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., MSC1 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.	Complete	1	1/15/2025	\$ -	\$ -
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	Complete	1	1/15/2025	\$ -	\$ -
OR-2025-29	Jason McIntyre	1/14/2025	Reference # 202104295; Anabel Garcia DOB ---; Emergency Detention	Complete	1	1/15/2025	\$ -	\$ -
OR-2025-30	Anna L. Lichtenberger	1/15/2025	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	1	1/15/2025	\$ -	\$ -
OR-2025-31	Floyd Messick	1/15/2025	Please provide the Starting and Maximum salary ranges for the positions shown on the attached spreadsheet as of 1 January 2025. Any alternative response such as an attached salary schedule or direction to a website address that already has the information requested is sufficient as well. As some of you may recall, we request this every other year or so to gauge the need for possible salary adjustments to police & staff. We always share the results of the survey – for free – to all that participate. This year, we are contacting numerous cities in the Bexar County region in the hope that we may share with you the results of a twenty-city salary survey of the most common City job classifications/positions for General & Public Safety employees. And as always, feel free to add any other classification that you are curious about that isn't listed on the spreadsheet. Once the results are tallied, I will share them with you	Complete	9	1/27/2025	\$ -	\$ -
OR-2025-32	Pollyanna Ashford	1/6/2025	Rd: Trevian Danard Odhams, DOB: ---; SS # --- Any Traffic History (Arrests, Accidents, or Citations Issued); and any Criminal Record, Offense Reports, Protective Orders. (See attached authorization).	Complete	12	1/22/2025	\$ -	\$ -
OR-2025-33	Sarah Phosouvanh	1/15/2025	REQUEST FOR AN BURGLARY REPORT 10/23/2024 @ 7212 BANDERA RD #2024-LVPD-004066 INSURED MARIO CORTINAS	Complete	9	1/27/2025	\$ -	\$ -
OR-2025-34	Patricia Compere Simpson	1/16/2025	I received incident report #200502715. I know there was an investigation after body was found which may have a different #. Many years ago, after the closing of my sister's case with the police, I was able to pay and receive copies of the complete investigation of her death. Over the years and the handling of the file by many people, I can no longer locate the copies from the police dept. I would like to complete my sister's file while I can if this is still possible. I would like copies of any interviews or statements from people interviewed, theories the officers had as to how things happened, what they found at the scene, and conclusions after investigation was complete. I do not need copies of pictures or video, but any written documents would be appreciated. Her name was Elizabeth Lyn Compere and body was found 4-8-05.	Being Reviewed by City Secretary	9		\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-35	Antonio Gomez	1/16/2025	202500055 copy of report	Complete	8	1/27/2025	\$ -	\$ -
OR-2025-36	Sarah Phosouvanh	1/18/2025	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 12/16/2024 @ WURZBACH RD & BANDERA RD #202403907 PARTY INVOLVE LAURA LOVE	Complete	9	1/27/2025	\$ -	\$ -
OR-2025-37	Sarah Phosouvanh	1/18/2025	REQUEST FOR FULL POLICE REPORT 1/2/2025 @ 5072 TIMBERHILL DR APT 7112 #25-00005 INSURED JOE MARTINEZ	Complete	3	1/23/2025	\$ -	\$ -
OR-2025-38	Joey Sepulveda, Field Presentive, Texas Municiple Police Association	1/20/2025	Reginal Police Salary Survey See Attached for details	Complete	6	1/28/2025	\$ -	\$ -
OR-2025-39	Sarah Phosouvanh	1/20/2025	REQUEST FOR AN INCIDENT REPORT 11/25/2024 @ 5072 TIMBERHILL DR APT 7305 NO RPT # INSURED ESTRELLA CARDENAS	Complete	3	1/23/2025	\$ -	\$ -
OR-2025-40	Sarah Phosouvanh	1/20/2025	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 12/31/2024 UNKNOWN #2024-LVPD-004064 TIME 0930 OFC HERNANDEZ #564 INSURED IONEL RAGMAN	Complete	6	1/28/2025	\$ -	\$ -
OR-2025-41	Violet Espinoza	1/21/2025	My name is Violet Espinoza. I am the new legal advocate for Family Violence Prevention Services. Our office would like to request a copy of a police report between the following parties: VICTIM: Ayesha Harhara DOB: ---- and OPPONENT: Khaseim Devaughn Perez DOB: --- INCIDENT INFORMATION: Date - October 5, 2024 Location - Police called out to a Peter Piper Pizza regarding the parties. Please advise if you require any additional information	Complete	2	1/23/2025	\$ -	\$ -
OR-2025-42	Yanaeth Camacho	1/22/2025	Auto accident	Pending Clarification from Requestor	Paused		\$ -	\$ -
OR-2025-43	Yellow Dog Reports	1/22/2025	MELISSA FARIS 2013 LINCOLN MKX ----- BANDERA RD & WURZBACH ROAD, 78238 LEON VALLEY, TX USA DATE:12-16-2024 TIME:6:48:23 REPORT# 202403905.	Pending Department(s) Response	5		\$ -	\$ -
OR-2025-44	Robert Brand	1/23/2025	Requesting crash report 24-3096.About Oct 4th 2024	Pending Department(s) Response	4		\$ -	\$ -
OR-2025-45	Cantu Law Firm	1/23/2025	ANY AND ALL ACCIDENT INVESTIGATION RECORDS INCLUDING BUT NOT LIMITED TO: •Incident reports and all supplements, which may include: interoffice memorandum, chemical analysis test requests and results, accident investigation records, and reports, PD reports, FD reports, field notes, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio tapes, copies of video tapes, car cam video, body camera video, witness statements, drawings, diagrams, accident reconstruction team records and reports; • Any and all information and/or documents relating to the causation of the accident, event information details, event chronology logs, case detail sheets, case response logs, all data in connection with requests for support and services rendered by EMS and/or police department, and other date compilation in any form pertaining to the above reference accident.	Pending Fee Acceptance	4		\$ 45.00	\$ -
OR-2025-46	Sharon McLendon	1/23/2025	Body Cam citation request Citation# E0072622 12/25/2024	Pending Payment	4		\$ 20.00	\$ -
OR-2025-47	JIM ADLER (SAN ANTONIO)	1/23/2025	I am requesting a copy of case number 2024-LVPD-003841. This accident occurred on 12/09/2024.	Pending Department(s) Response	4		\$ -	\$ -
OR-2025-48	Yellow Dog Reports	1/24/2025	DIANE LISERA ---- 2024 VW ATLAS ---- 6321 BANDERA ROAD, 78238 SAN ANTONIO, TX USA-OTHER VEH INFO KNAFE121465312578LP SGG0690DRIVER JARIO CHINCILLA DATE:12-22-2024 TIME:17:30:31 REPORT# 202403977	Pending Department(s) Response	3		\$ -	\$ -
OR-2025-49	Mario Cortinas	1/24/2025	I'm requesting a copy of my Case Report, 2024-LVPD-004066, Mario Cortinas, 10.23.2024 and or 12.31.2025.	Complete	2	1/28/2025	\$ -	\$ -
OR-2025-50	Jesus m ponce	1/27/2025	Report number cse 202403287	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-51	Jenifer McLean	1/27/2025	Needing to request copy on behalf of Forest Oaks Apartments located at 6313 Evers Rd, San Antonio, TX 78238 for domestic situation for apartment 906. Case Number 202500226 by Leon Valley PD.	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-52	Melissa Turner	1/27/2025	I am conducting a background investigation on the listed applicant. I am kindly requesting an agency check on resident, police contact. 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 with your agency. I have attached the applicant's signed release waiver, and our agency letterhead. If you would please send documentation of these contacts. Thank you, be safe.	Pending Department(s) Response	2		\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-53	David Poston	1/27/2025	Incident and arrest records for Michael Anthony Poston , DOB 12-17-1969 specifically looking to see if personal property that was surrendered can possibly be recovered by another family member	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-54	The Lezcano Law Firm, PLLC	1/28/2025	Case Number: Offense Date: Defendant: To Whom It May Concern: 000078529 & 0110088803 05/07/2019 & 06/27/2016 Serdar I. Berdyev Pursuant to the Freedom of Information Act, I am hereby requesting all records pertaining to the above-noted citations. For your convenience, I am attaching a copy of the driving record for reference. Subject to the Freedom of Information Act, please produce the originals, or in lieu thereof, true and correct copies of each of the following documents related to the, 1. The entire investigation file concerning subject case numbers; 2. Any reports or citations concerning the subject case numbers, including any and all drafts as well as the final version; 3. Any and all dispositions or court documents regarding the case numbers. 4. Any and all other documentation concerning or relating to the subject incident not specifically requested herein.	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-55	Yellow Dog Reports	1/28/2025	michael dertien 2001 dodge ram 2500 ---- 25 BANDERA RD, 78228 SAN ANTONIO, TX USA DATE:1-23-2025 TIME:2:58:41 REPORT# 202500209	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-56	Jose Caraballo	1/28/2025	Requesting report for case number 202500032	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-57	Hilda Hernandez	1/28/2025	Nonreportable crash Case #25-00114	Pending Department(s) Response	1		\$ -	\$ -

## OFFICE OF THE CITY SECRETARY

- Training TMCCP – Election Law Seminar 12 hours of training.

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	Complete

## FIRE DEPARTMENT

- The Fire Department would like to remind all of our residents that it is their responsibility to maintain their trees that are over the road. Obstructions in and over the road can cause delayed emergency responses to emergencies.  
*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 shall be required and maintained at all times. Security gates shall be sized to match the required clear width.*
- The Fire Department would also like to remind residents that if they have a fire hydrant in front of their home, all obstructions within 3’ of all sides needs to be cleared. Obstructions around the fire hydrants makes it hard to find during emergencies and could slow establishing a water supply during a fire.
- 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.

- The Fire Department needs non-perishable food, dry goods, diapers and formula to replenish our Community Care Box. Please donate what you can and if you are in need, we are here to help.

## **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:**
    - Gas 2
    - Fire 2
    - Short Term Rental 1
    - Garage Sale 4
    - Food 2
    - Mechanical 8
  - **CO Issued**
    - Orkin Pest Control - 5411 Bandera Road Ste. 307A - Office 6758 Poss – Subdivision PDD

## **HUMAN RESOURCES**

### **HIRING**

- At the end of December 2024, the City received a total of 201 Applications, filling 27 positions. Most significantly, 8 – Police Officers, 4 - FF/Paramedics, 6 – Public Works.
- Testing Applicants for Promotional Opportunity: Police Corporal, February 5, 2025.
- Interviewing Applicants for Promotional Opportunity: Fire Lieutenant, February 19, 2025.

### **POLICIES APPROVED, DRAFTED, REVIEW:**

- APPROVED: A3 – Dress Code & Grooming Policy, effective 1/01/2025.
- APPROVED: A31 – Clothing & Uniform Allowance, effective 1/01/2025.
- DRAFT: Personnel Policy Manual, 2020 – Revisions.
- REVIEW: Accident Review Committee Policy & Procedures.

### **ACTIVITIES (STATUS):**

- Recruiting Efforts: AACOG, SWTJC, and SAC Academies:  
2/24/2025 AACOG Graduation
- Anti-Harassment Training: Under Review – TBD.

### **TRAINING**

- Attended Public Funds Investment Act Training (Recertified), December 5, 2024.
- Attended TMCCP Election Law Seminar, January 22 – 24, 2025.
- Graduated with my 3rd TMCCP Recertification, January 23, 2025.

## **INFORMATION TECHNOLOGY**

- Migration to GCC from Business standard in progress (75% complete).
- Library Equipment rack moved to loft and additional wiring run for new circulation desk.
- Purchased and received Meraki Switches for deployment at Library and Public Works. Library switches have been installed.
- Implementation of new training platform for Microsoft related products.
- Installed new desktop for Detective Wells. This is the first of the 8 machines purchased for this year.
- Began the setup of the Mayor and Council Laptops. Scheduled to be complete by the end of the month.

## **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:

- February 7, 2025: community Coffee 9:30 a.m.
- February 11, 2025: Valentines Headbands 11:00am and Stich it together 3:00pm
- February 8, 2025: Drum Circle at 11:30 a.m.
- February 15, 2025: Between Pages Book Club 12:00 p.m. Dystopia Theme
- February 20, 2025: Stich it Together 6:30 p.m.
- February 22, 2025: First in Series Book Club: Red Rising 1:00 p.m.
- February 26, Dragonfly Craft: 12:00 p.m.
  - 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

Funded by:	Grant Name	Status	Date Open	Date Closed	Max Award	Competitive	About	Application Status	City Costs?	Notes (*)
<a href="#">ISLAC</a>	ILL Reimbursement	Open	JUNE 2024	AUG 2024	Varies	No	Program Details	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/4055/cm\\_report\\_2-4-24.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/4055/cm_report_2-4-24.pdf)

**OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be on Tuesday, February 18, 2025, at 6:30 pm, in the Council Chambers.