

2023

Annual REPORT



MESSAGE FROM THE CITY MANAGER



Dear Esteemed Mayor, Council Members,
and Respected Residents of Leon Valley,

In my capacity as the City Manager of Leon Valley, I take great pride in the exemplary services rendered by our dedicated city staff. This report is an initiative by the City Manager's Office to showcase the noteworthy achievements of the past fiscal year.

The city's budget for FY 2022-2023, as sanctioned by the City Council, facilitated the provision of a wide array of services to our community. These included the resurfacing of over 9,092 linear feet through mill and overlay, the execution of 272 programs at the library, handling 328 open records requests, responding to more than 2,066 calls for EMS services, addressing over 10,867 calls for Police services, processing in excess of 1,000 permits, and managing over 52,000 diverse transactions.

This report serves as a compilation of numerous accomplishments across various departments, made possible through the unwavering commitment, collaboration, and leadership exhibited by our exceptional teams. Our City government remains steadfast in its commitment to enhance the delivery of effective and efficient services. We aim to build upon our successes, fostering greater responsiveness, innovation, and proactive approaches to meet the evolving needs of our entire community.

We are indeed fortunate to have a cadre of dedicated public servants who tirelessly strive to elevate the quality of service delivery each day. My heartfelt gratitude goes out to all members of the Leon Valley team for their collective efforts and achievements over the past year, benefitting our city, residents, and business community alike.

Sincerely,

A handwritten signature in cursive script that reads "Crystal Caldera".

Crystal Caldera, PhD.
City Manager



MAYOR AND CITY COUNCIL

From top left:

Mayor Chris Riley; Mayor Pro-Tem Josh Stevens, Council Place 2; Benny Martinez, Council Place 1; Philip Campos, Council Place 3; Rey Orozco, Council Place 4; Will Bradshaw, Council Place 5



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PUBLIC WORKS



PROJECTS

1 Wurzbach Sewer Main Replacement

2 Seneca West Drainage Project

3 Huebner Elevated Tank Rehabilitation Project

4 Year 6 Street Maintenance Project



GRANTS

3 SUBMITTED

1 PENDING

RECEIVED

\$250,311



OPERATIONS

1 Took Management of Huebner Creek after the Bexar Co Flood Control LC 17 Project

2 Completed Linkwood Addition - Pavona Place Trail

3 Completed Leon Valley Huebner Creek Greenway Hike & Bike Trail Segment 1

4 Cleared debris and maintained over 180 acres of park, creeks, drainage, and right of ways.

PUBLIC WORKS



WATER SYSTEM

- 1** Completed and passed the TCEQ Public Water System Investigation
- 2** Replaced Fire Hydrants with new “quick-connect” type
- 3** Upgraded and Installed new Touch Read Meters
- 4** Replaced fire hydrants in Sun Valley & Grass Valley



SEWER

- 1** Updated Water & Sewer GIS maps
- 2** Completed Stable Drive Sewer Main Replacement Project
- 3** Televised Commercial & Residential Sewer Mains



STORMWATER

- 1** Participated in 2023 Basura Bash & Earthwise Living Day Events
- 2** Completed Canterfield Drainage Way Improvement Project
- 3** Initiated Engineering for Huebner Creek Erosion Control Project
- 4** Completed the TCEQ for MS4 permit

PUBLIC WORKS



STREET MAINTENANCE ACTIVITY FY 2023

The City collects approximately \$600,000 in Street Maintenance Tax funds each year. The tax is a part of the sales tax collected from purchases made at businesses within the city. Per State law, the money in the fund may only be used for maintenance (not reconstruction) of streets, which includes seal coating, mill and overlay, sidewalk and curb repairs, signage replacement (if a part of the street project), and striping.

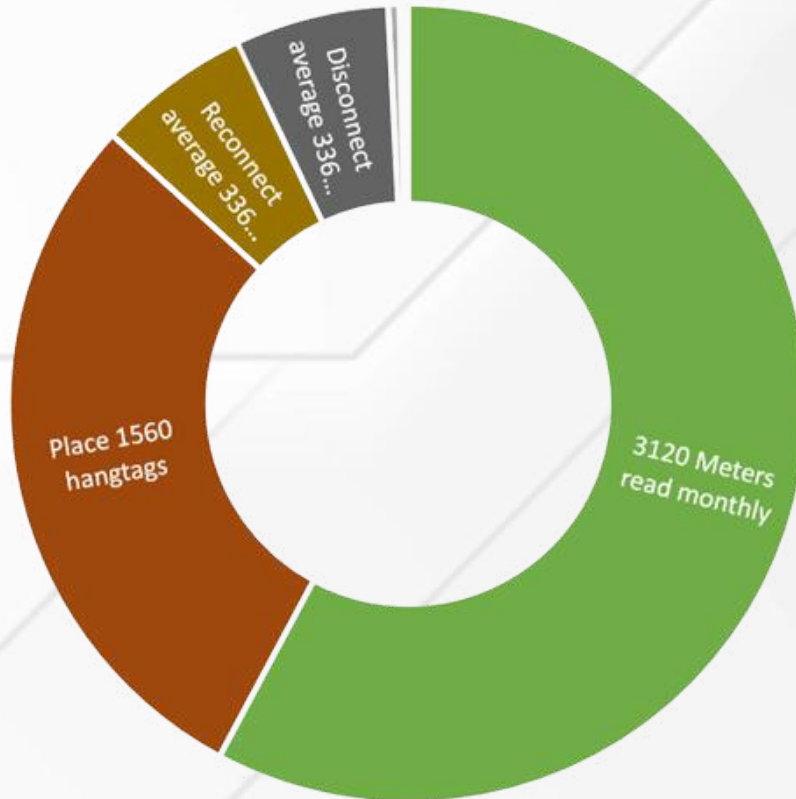
Street ranking occurs every four years, which is a process by which the condition of each street is ranked from 100 (good) to 0 (reconstruct). Most of the streets in Leon Valley rank between 60 and 90, which is fair to good. In the past several years, numerous sidewalk ramps were replaced for ADA compliance, and we will keep this project going in the coming years. All sewer manholes and water valves located within the street maintenance package are improved with concrete collars. The tax was reauthorized by the citizens on the May 2023 ballot.

Street Name	Type of Maintenance	Linear Feet
Seneca Drive (Evers to Bandera)	Mill and Overlay	2,427 LF
Forest Ledge	Mill and Overlay	920 LF
Timco West	Mill and Overlay	529 LF
Poss Road (Bandera to Grissom)	Mill and Overlay	2,300 LF
Pacer Trail	Mill and Overlay	940 LF
Stable Drive	Mill and Overlay	946 LF
El Verde Road (Jeff Loop to Bandera)	Mill and Overlay	433 LF
Linkwood Addition Subdivision	Sidewalks	430 LF
Forest Pine	Sidewalk	167 LF
Total		9,092

PUBLIC WORKS

Utility Crew Tasks

- Read & inspect 2 water wells daily
- Well disinfection performed daily
- Flush 25 dead end water mains monthly
- Water sampling 12 locations monthly
- VOC Testing on 2 wells quarterly
- 3120 Meters read monthly
- DLQOR Reporting quarterly
- Place 1560 hangtags
- Disconnect average 336 services monthly
- Reconnect average 336 services monthly

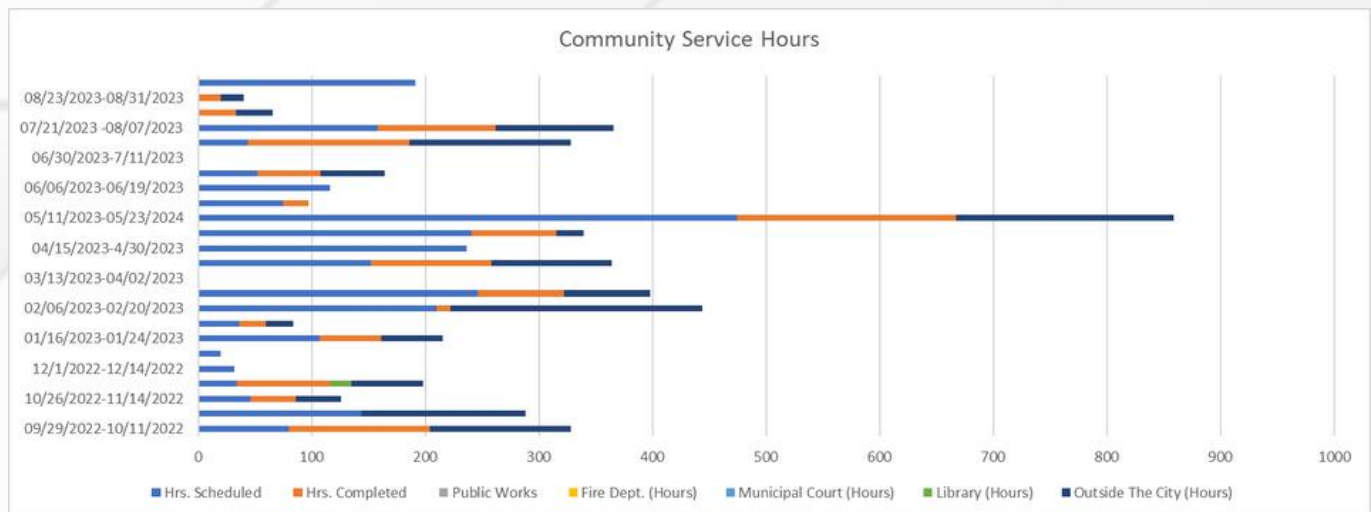
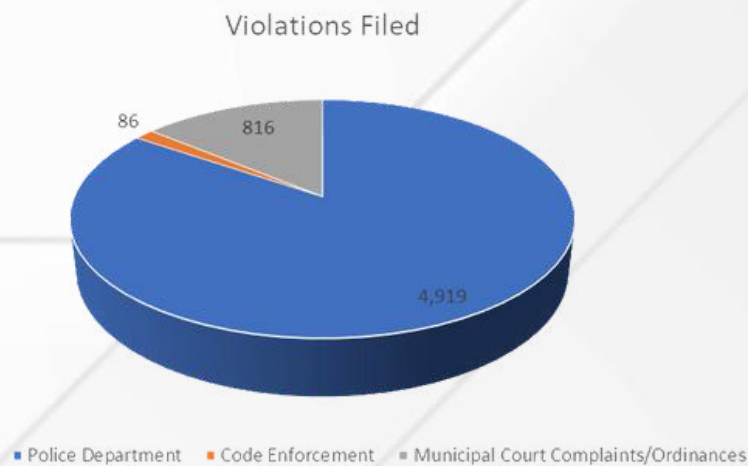


MUNICIPAL COURT

The Municipal Court consists of two Judges, a Prosecutor, Court Administrator, two Deputy Court Clerks, and one Senior Deputy Court Clerk. They adhere to the Judicial Code of Conduct and Criminal Code of Procedures and maintain the highest standards of professionalism and ethics.

Top priority is providing efficient customer service, which is conducted in person, by email, online, and by phone.

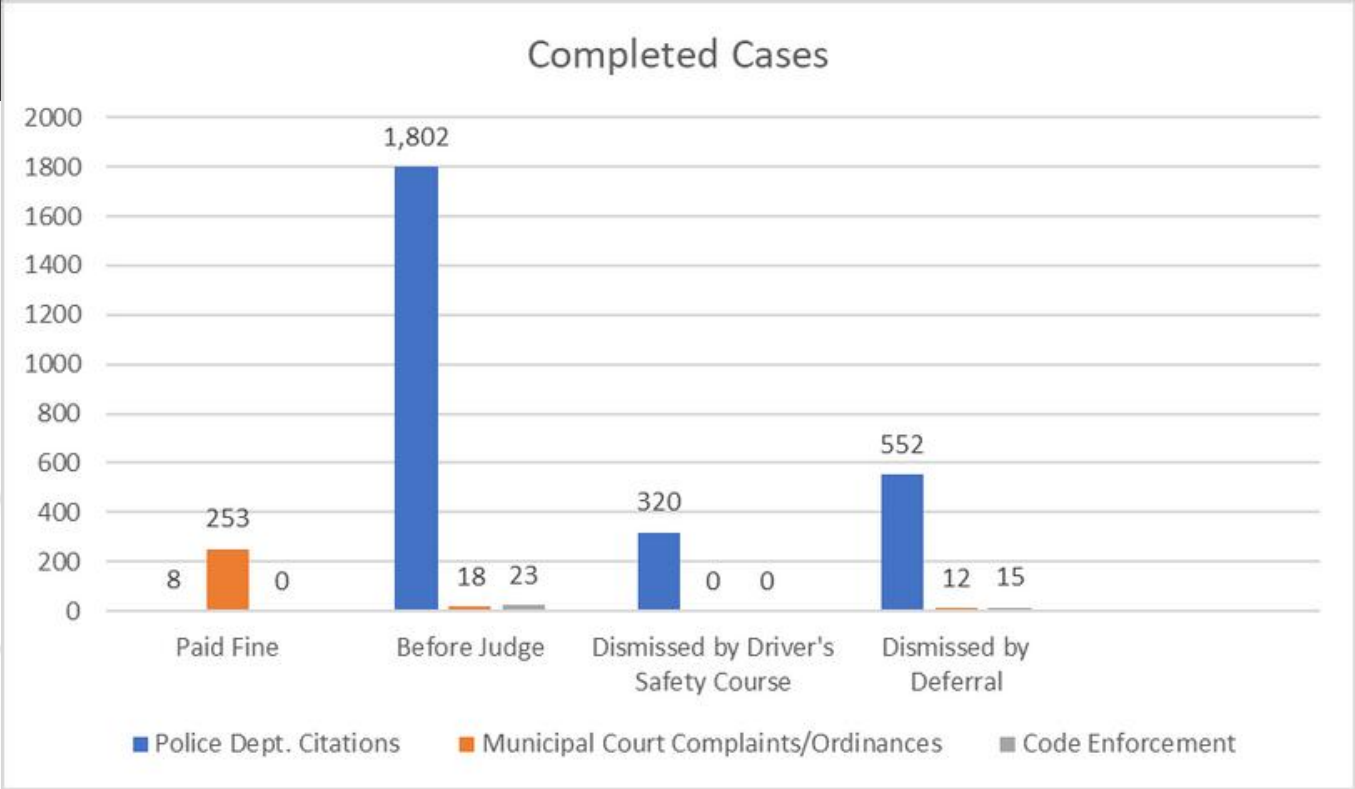
In addition to collecting court fines and costs in relation to court cases, payments are collected for all other City revenue on a day-to-day basis. This revenue consists of water utilities payments and deposits, towing and impound lot fees, permit fees and more.



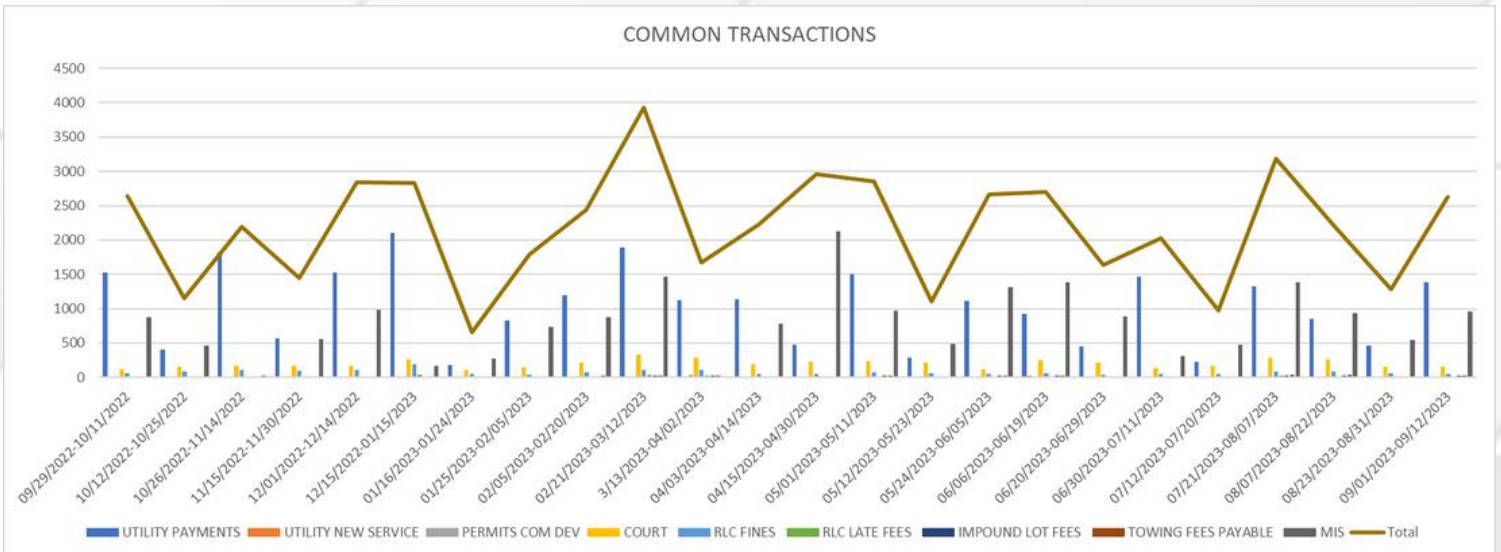
Court scheduled a total of 2,695 community service hours with 1,161 community service hours completed.



MUNICIPAL COURT



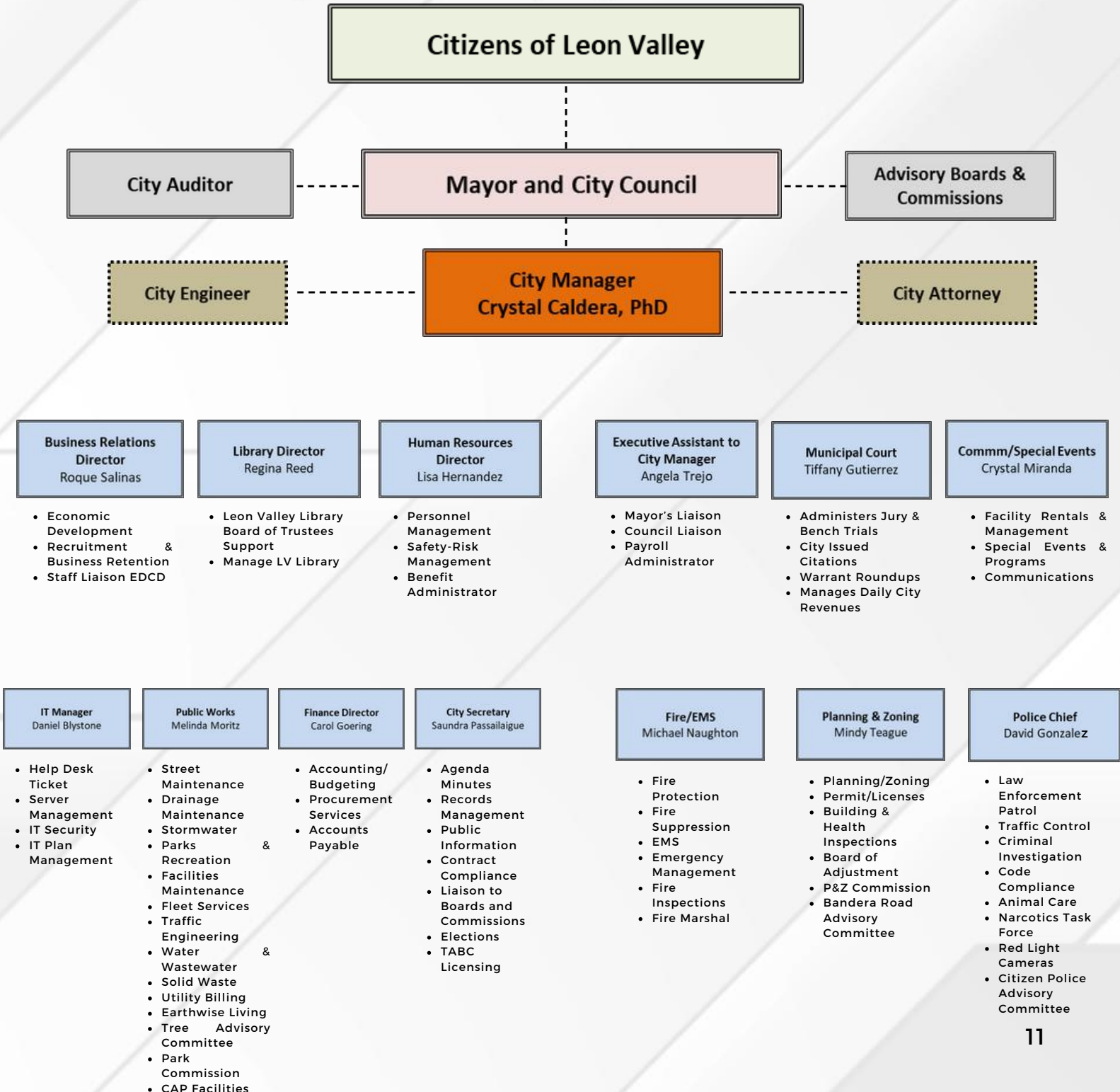
3,012 total warrants were issued this fiscal year and 4,686 total warrants cleared.



A total of 52,084 transactions were completed with the majority of them being in Utility Payments. 10

HUMAN RESOURCES

City of Leon Valley Organizational Chart



HUMAN RESOURCES



PROJECTS

- 1** Solicited Proposals for an Insurance Broker. Acquired a 3-year Contract
- 2** Managed a 17.5 % Turnover Rate
- 3** Solicited Quotes for a Staff Utilization Study
- 4** Implemented New Online Benefits Portal, Employee Navigator, for Open Enrollment



SERVICES

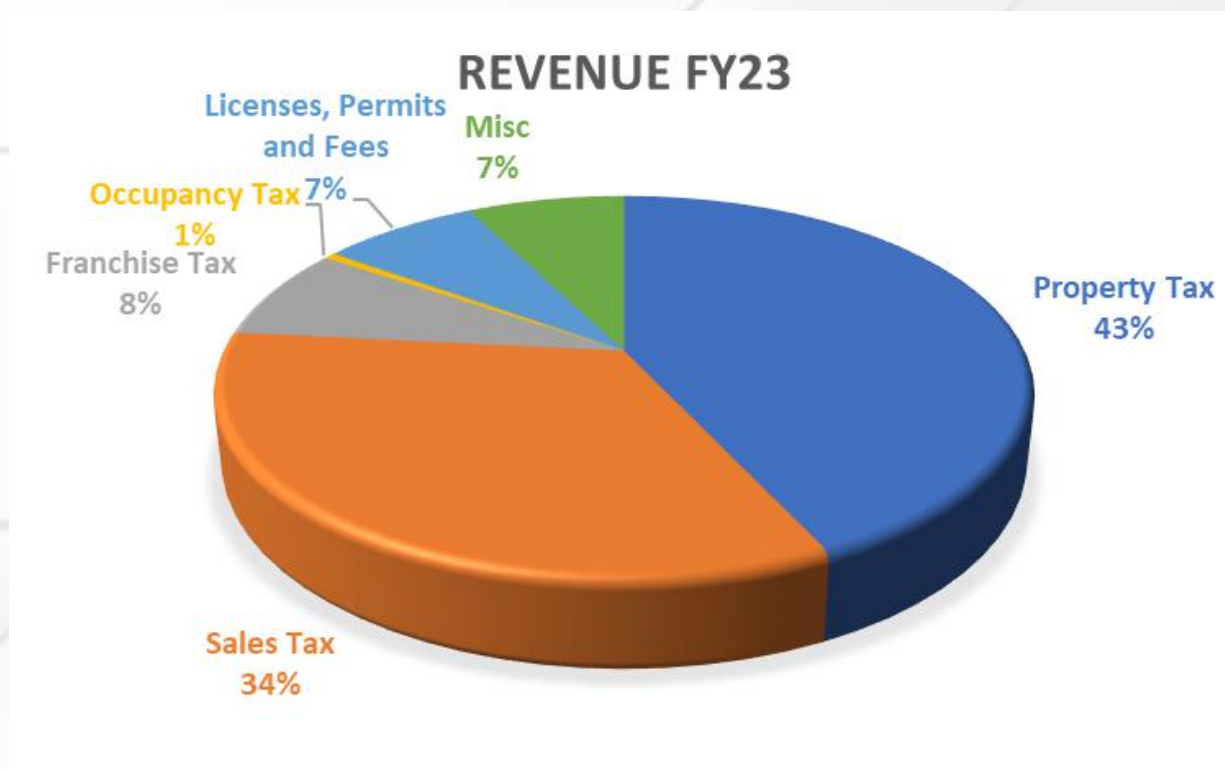
- 1** City Personnel Manual Compliance & Periodic Review
- 2** Benefits Management & Retirement Plan Administration
- 3** Procedural Directive Compliance & Periodic Review
- 4** Recruitment and Retention Planning & Administration of Risk/Safety Management



FINANCE

The purpose of the finance department is to optimally manage the City's finances through its accounting, purchasing and billing functions in order to ensure the proper safeguarding and preservation of City assets.

The Finance Department accomplishes this mission by ensuring all the financial operations and transactions of the City which include accounts payable, cash management, grant administration, internal audit and purchasing, are adequately managed and accounted for in accordance with Generally Accepted Accounting Principles, Governmental Accounting Standards Board Pronouncements and other legally mandated standards as required by Federal, State and City laws.



The City's revenue is mainly composed of property and sales tax.

FINANCE



PROJECTS

- 1** American Rescue Grant funded 2 Fire Trucks and Well Generator
- 2** City received GFOA Certificate of Achievement for Excellence in Financial Reporting FY22
- 3** Completed Independent Audit

HIGHLIGHTS

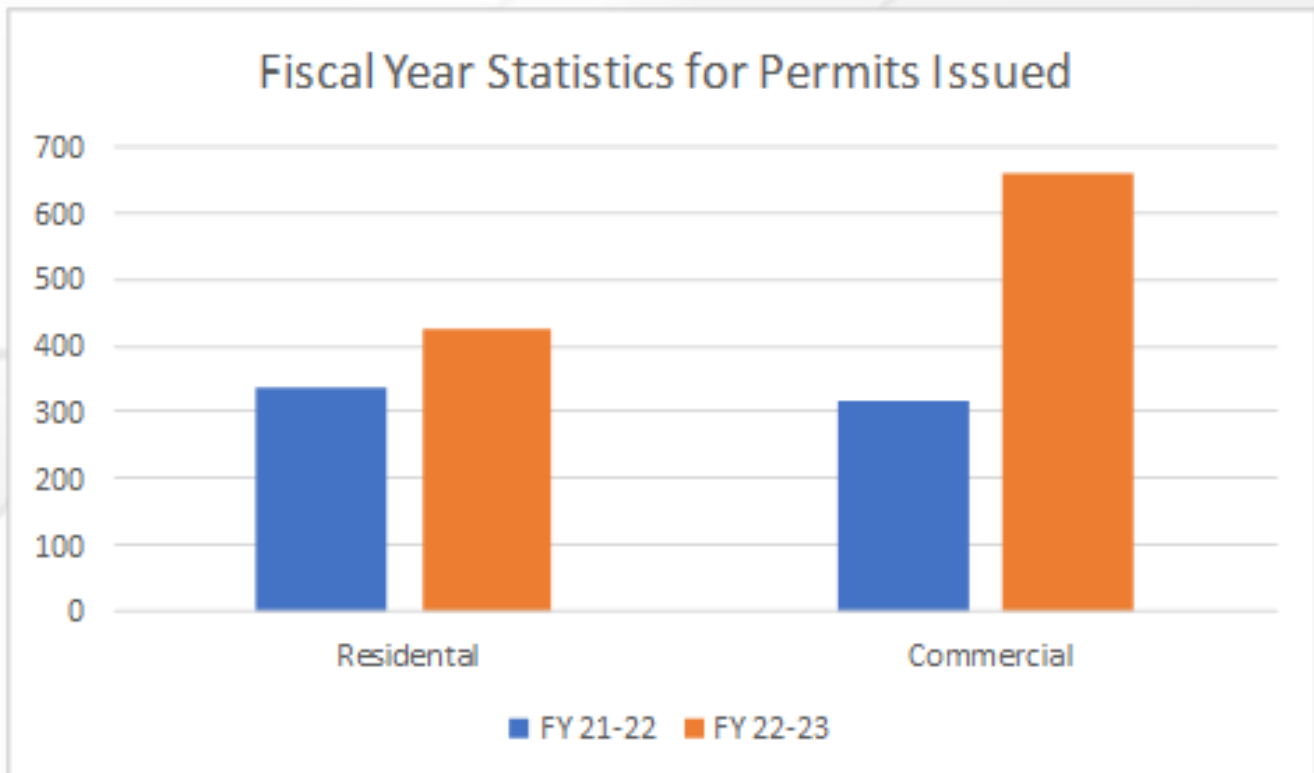
- 1** Council Incorporated Property Tax Exemptions to \$50,000 For Disable & 64 +older
- 2** Council Incorporated Property Tax Exemptions from 1 to 20% for 64 & Younger
- 3** Adopted the FY 24 Budget
- 4** Re-Authorized the Street Maintenance, Sales Tax, and Crime Control District Tax



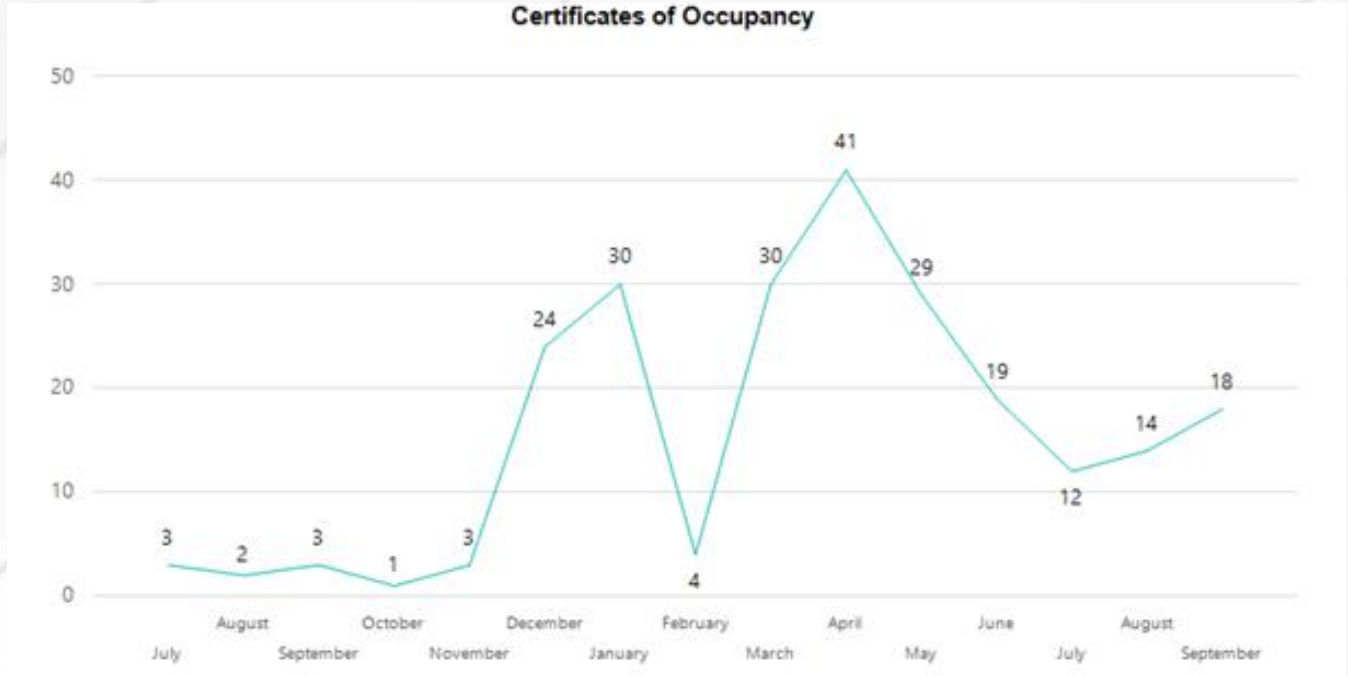
PLANNING & ZONING

The Planning & Zoning Department is primarily responsible for assisting customers through the development process. These processes include reviewing, permitting, inspecting and either approving or denying permission to develop land and occupy buildings within the City. More specifically, the department is responsible for subdivision mapping/parcel addressing, zoning, subdivision, floodplain management and building code administration, including landscaping, and sign regulation among others. The department continually updates all codes and regulations for the related processes and investigates new trends and conditions, creating codes for these conditions.

The Department also provides administrative and technical support to the Board of Adjustment, Capital Improvement Advisory Committee, and Planning & Zoning Commission, which direct and review issues on land development and construction standards.



PLANNING & ZONING



PROJECTS

1 Amended Chapter 15 of Zoning Rules Applying to the Board of Adjustments

2 Completed 11 Zoning Verifications

3 Completed 6 Zoning Changes

4 Completed 4 Platting Cases

INFORMATION TECHNOLOGY

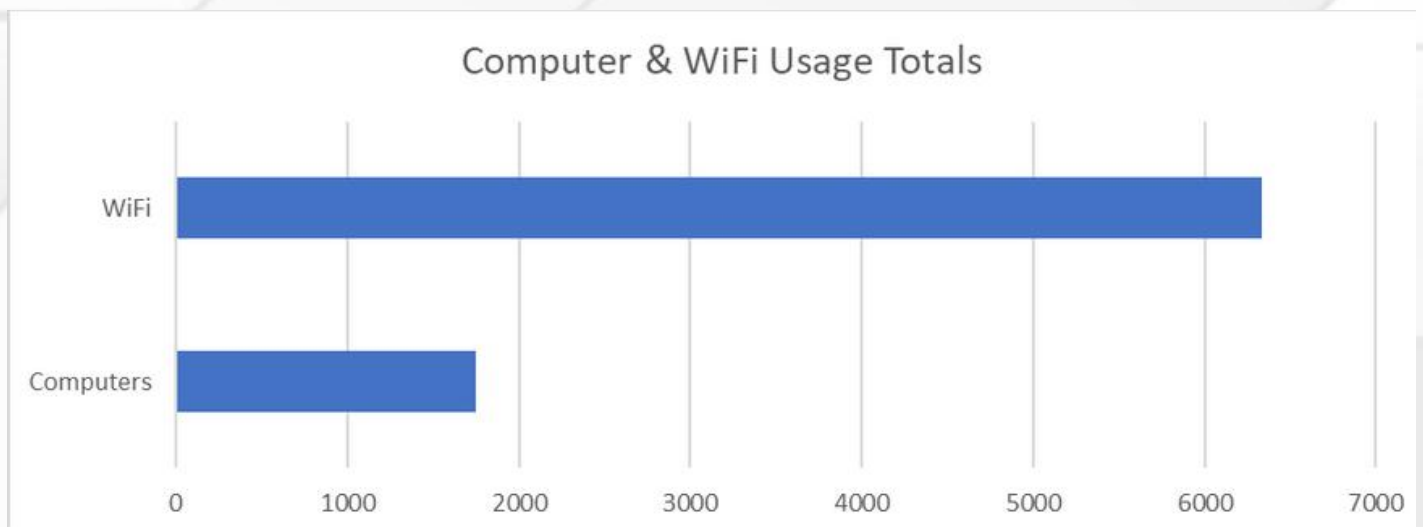
Technology is integrated into all the City's departments to facilitate solving everyday issues. The department is tasked with installing new equipment, upgrading existing equipment, and planning for the future of Leon Valley as a Smart City.

PROJECTS

- 1** New Server Replaced at Library.
- 2** Google Fiber Added for Connection at Library.
- 3** New Plotter Installed in Planning & Zoning Department
- 4** New Machines Added to Fire Conference Room to Improve Training.
- 5** Expanded Security Cameras at Municipal Court & City Hall

Computers & WiFi Usage

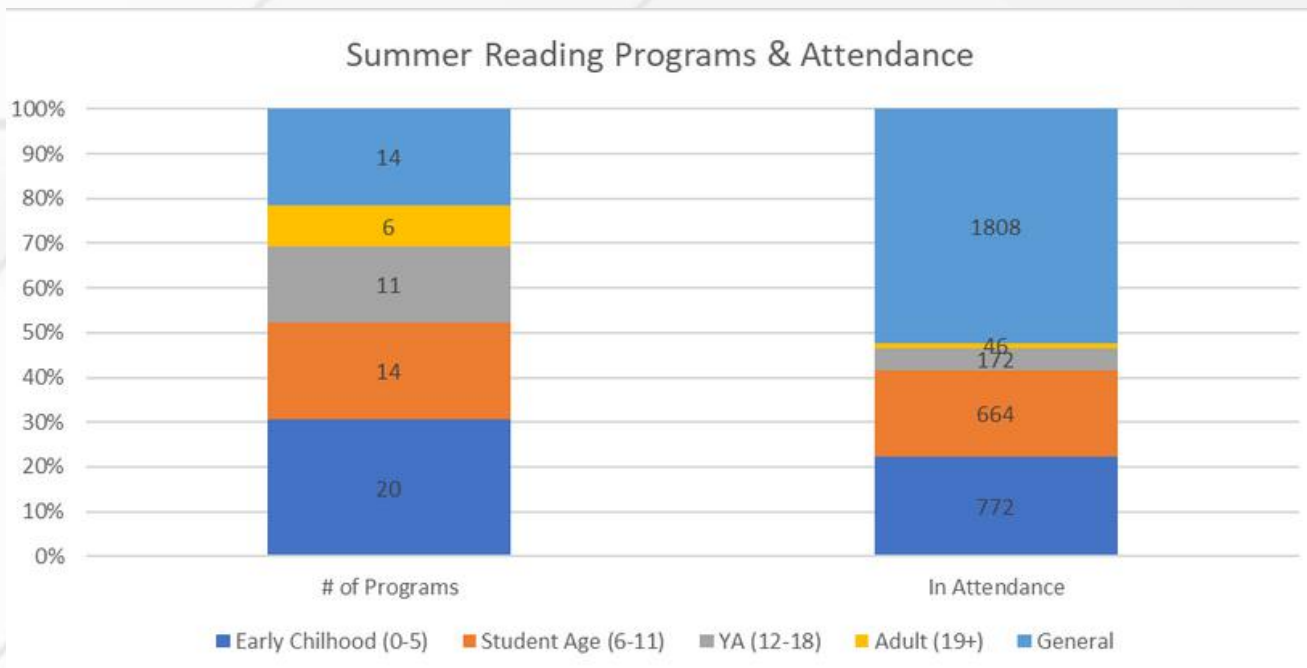
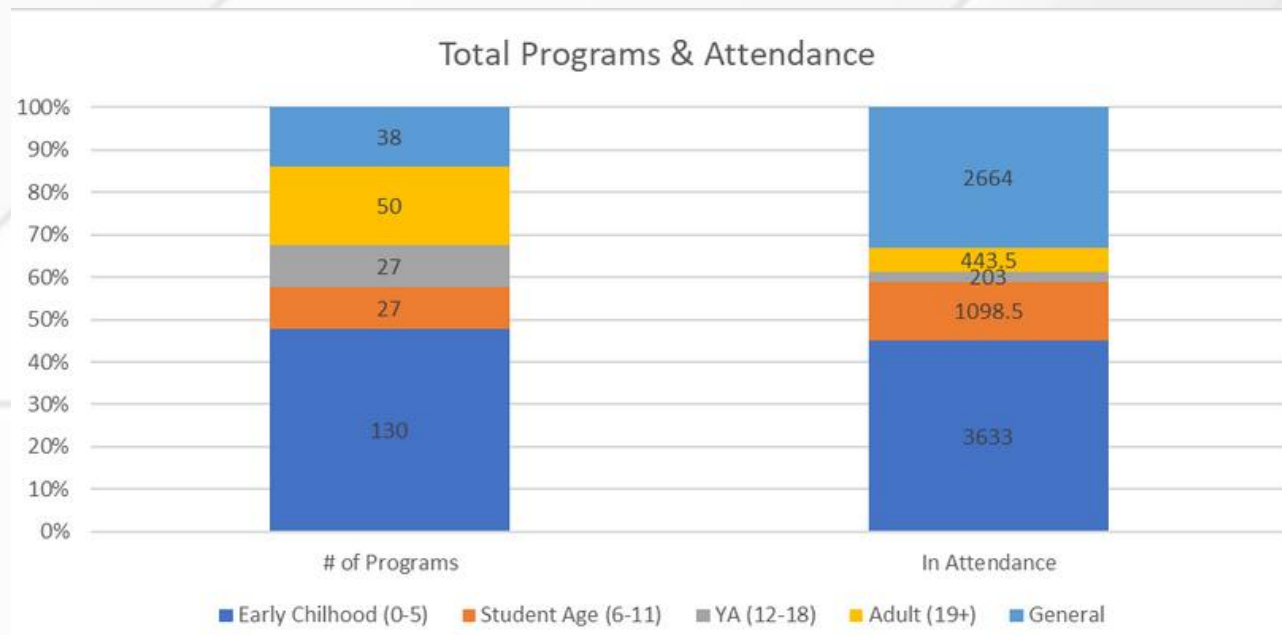
On average, the library had 146 computer users and 528 WiFi users at the library. Our average computer usage increased by 15%, but our average WiFi usage increased by 178% from 2022.



LIBRARY

Programming at the Leon Valley Public Library

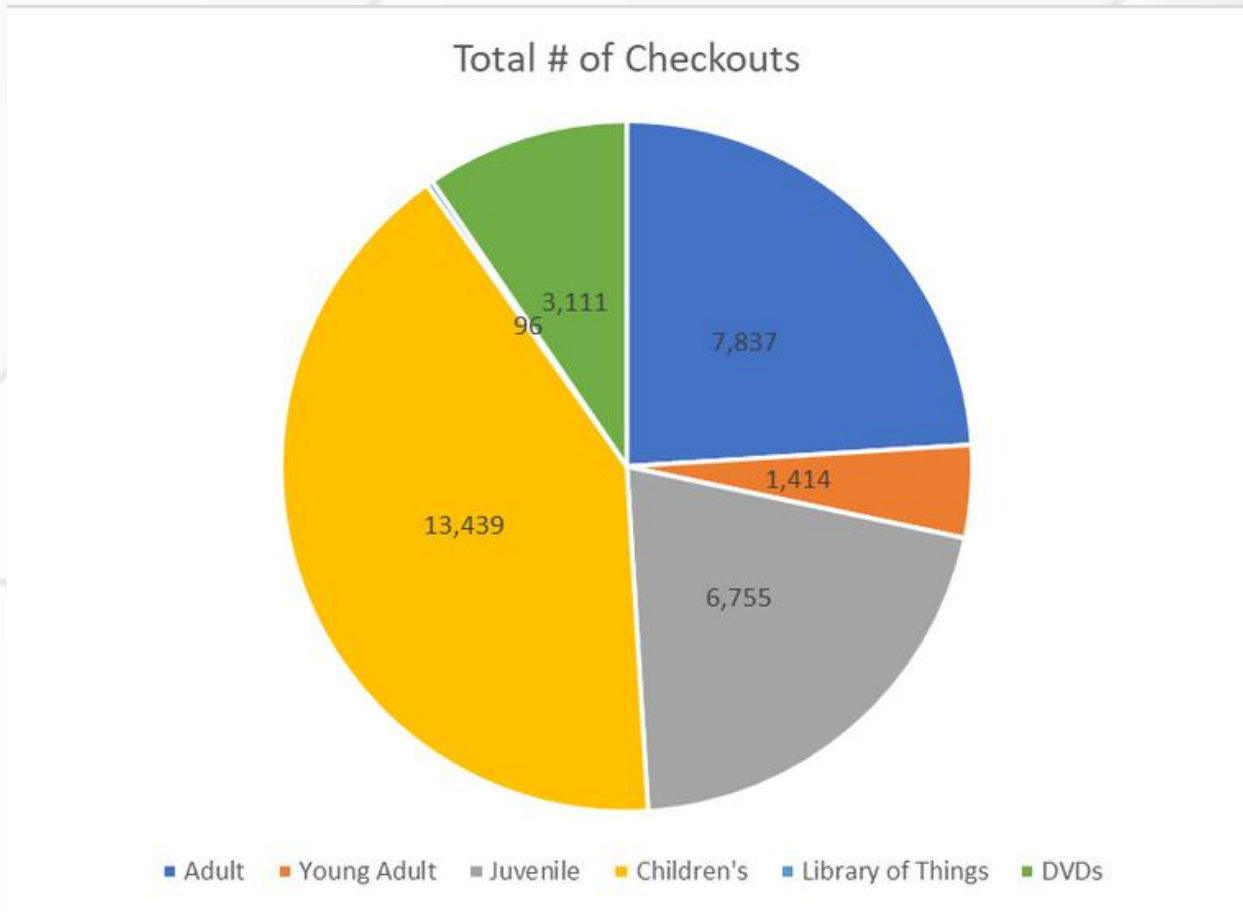
The Leon Valley Public Library held a total of 272 programs during the fiscal year with a program participation of over 8,000 people! During the months of June and July, we hosted our annual Summer Reading programming, which consisted of 65 programs and almost 3,500 program attendees. We also had about 90 kids completely fill out and finish their summer reading logs, which means they read at least 20 minutes per day over the summer.



LIBRARY

Library Circulation

The library circulated about 35,000 materials and members saved almost \$300,000 by using the library to check out materials.



MORE STATS

1 Answered 13,000 Reference Questions

2 Welcomed 41,000 Visitors

3 Over 1,000 Volunteer Hours (THANK YOU)



LIBRARY

PROGRAMS



ENGAGEMENT



CITY SECRETARY



OPERATIONS

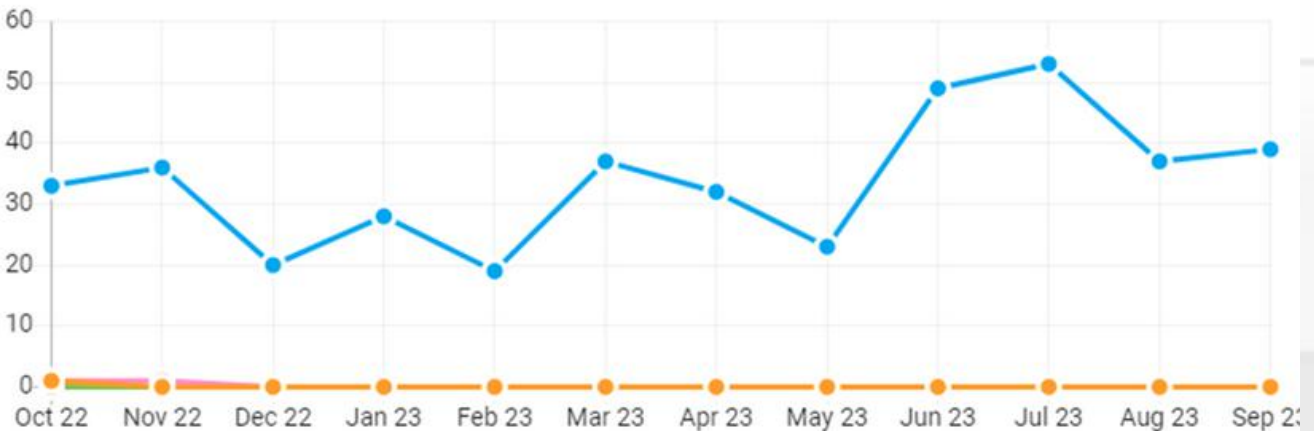
- 1** Prepared 33 Agendas & Minutes.
- 2** Engrossed 49 Ordinances, 47 Resolutions, and Prepared Contracts/Deeds
- 3** Certified six TABC License Applications
- 4** Submitted twelve Legal Notices
- 5** Submitted 249 Boxes of Records for Destruction



OPEN RECORDS REQUESTS

The City Secretary received 328 open record requests during the period of 10/01/2022 through 09/30/2023.

Processed Requests

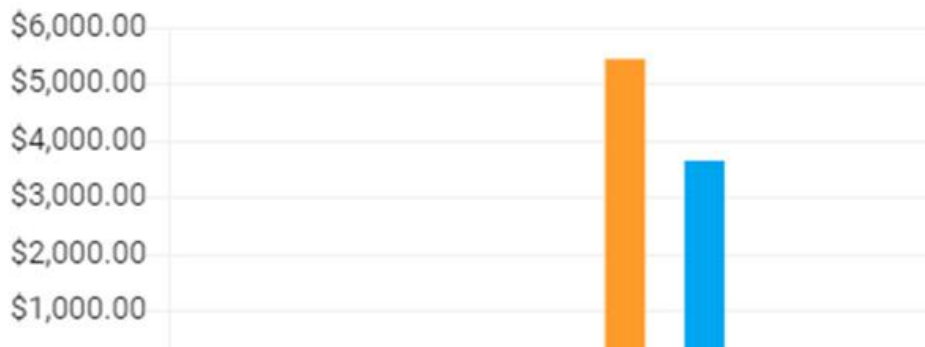


CITY SECRETARY

 Fees Outstanding = \$5,450

 Payments Made = \$3,666.25

Fees Paid and Due



1 Processed 20 subpoenas and grand jury summons

2 Certified 24 police reports; and processed 10 affidavits for medical billing and record requests.

ACOMPLISHMENTS

1 Nominated as Texas Municipal Clerk of the Year

2 Received TMCA Office Achievement of Excellence Award



ECONOMIC DEVELOPMENT

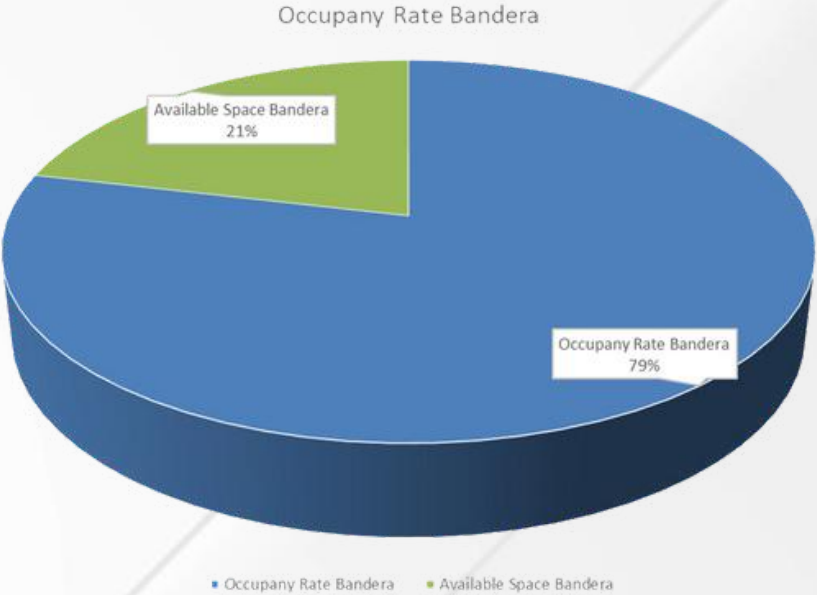
HIGHLIGHTS

- 1** Facilitated 274 Meetings Focused on Retention and Expansion
- 2** Provide Business Appreciation Bags to Largest Employers, Property Owners, and Contributors of Salses Tax in Leon Valley
- 3** Obtained certification to operate a drone to improve business showcase
- 4** Developed New Business Incentives For Major Re-Development
- 5** Recruit and Encourage Small Businesses to Participate in First Small Business Fun Zone

Currently, the occupancy rate stands at an impressive 79%, indicating a healthy and vibrant business environment.



ECONOMIC DEVELOPMENT



Financial Assistance

\$94,480.44



Sales Tax

\$4,628,697



Taxable Property Value

\$1,173,831.267



FIRE & EMS

THE MISSION OF THE FIRE DEPARTMENT IS, "TO PROVIDE SERVICE WITH COURAGE, HONOR, AND INTEGRITY". THE FIRE DEPARTMENT SERVES THE COMMUNITY BY MITIGATING AND MANAGING EMERGENCY EVENTS IN THE COMMUNITY BY DISPLAYING COMPASSION, RESPECT, AND PROFESSIONALISM DURING THE COMMUNITY'S TIME OF NEED.



ABOUT

The Fire Department staff has fielded and managed approximately 2500 calls for service this year. The response fleet for the department consists of 3 front-line Frazer ambulances with an additional ambulance as a reserve. 1 front-line engine (2022 Pierce Enforcer), 1 reserve fire engine (2015 Sutphen Guardian), 1 ladder truck (2023 Pierce Ascendant), and 2 command units. These units are used in conjunction with our mutual aid units to respond to all emergencies within the City of Leon Valley.



The Fire Department once again received exemplary scores through the Texas Commission on Fire Protection and the Texas Department of State Health Services during its most recent inspections.

ENGAGEMENT

1

Fire Preventions Educations at All Elementary and DayCares

2

Host Area EMS Students to Complete Ride Along Hours

3

Mentors for John Marshall EMS and Fire School

4

Attended National Night Out

5

Continue Santa Run in December





FIRE & EMS



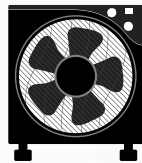
PROJECTS



New 107' Ladder Truck
(2023 Pierce
Ascendant)



Collected 1400 lbs of
Food for Blessing Box



Handed out 40 Fans
for Project Cool

RUN TOTALS



471 Service Calls



4:46 AVG. Response
Time



950 Fire Marshall
Services



635 Fire Services/
4FERP



2066 EMS Services



2761 MIH PE Contacts



4976.68 Total Training
Hours



241 Motor Vehicle
Accident Respse



POLICE



MESSAGE FROM CHIEF

Dear Citizens of Leon Valley,

I am pleased to share with you an overview of the remarkable progress our police force has made over the past year. Here are some key highlights:

Our officers have worked to build trust and foster a positive relationship with the residents of Leon Valley through increased participation in the community. These various outreach opportunities include mentorships, community meetings, and community events. We believe that this is an integral part of our service to the community.

The diligent efforts of our officers have resulted in successfully apprehending many individuals involved in criminal activities. This has helped our officers provide a safer environment for all members of our community through the collective efforts of our dedicated officers and the support of the Leon Valley community. This accomplishment reflects our commitment to maintaining a safe and secure environment for all.

We conducted a complete and comprehensive audit of our property room to ensure the proper handling and management of evidence. This meticulous process ensures the integrity of all evidence in investigations and personal property. Our officers have undergone extensive training in various areas, including de-escalation techniques, cultural sensitivity, and crisis intervention. This training equips officers with the necessary tools to handle diverse situations with professionalism and empathy.

We are grateful for the continued support and cooperation of our Leon Valley community members. Together, we have achieved significant milestones, and we remain committed to further enhancing public safety through continued collaborations.

Thank you for your trust in our team. We look forward to another year of serving and protecting this wonderful community.

Sincerely,

David Gonzalez

Leon Valley Chief of Police

POLICE

DEA-HIDTA



280 Arrests



42 Firearms



Seized Drugs:

- Heroin - 75 kg.
- Cocaine - 150.42 kg.
- Methamphetamine - 780.69 kg.
- Marijuana - 14.01 kg.
- Fentanyl - 78.98 kg.



Seized Currency - \$844,201.55
Seized Assets - \$402,179
Seized Vehicles - 10
Seized Phones - 108

DEA TASK FORCE



54 Arrests



Seized Drugs:

- Heroin - 4 kg.
- Cocaine - 87 kg.
- Methamphetamine - 163 kg.
- Marijuana - 11 kg.
- Fentanyl - 11 kg.
 - 11,219 Pill Doses



Seized Currency - \$1,278,088.00
Seized Assets - \$260,000.00

CRIMINAL INVESTIGATIONS



Cases Reviewed - 2,229
Cases Assigned to Detective - 211
Cases Filed to DA Office - 173



59 DWI's



0 Homicides



22 Aggravated Assaults -
Deadly Weapon



15 Sexual Assaults

POLICE

IMPOUND



534 Vehicles Towed



3 Auctions



Disposition of Vehicles

- Auctioned Vehicles - 71
- Salvage Sales - 2
- Commissioned for City Use - 2



Revenues

- Auctioned Vehicles - \$108,122
- Salvaged Vehicles - \$1,000

ADDITIONAL



10,867 Calls for Service

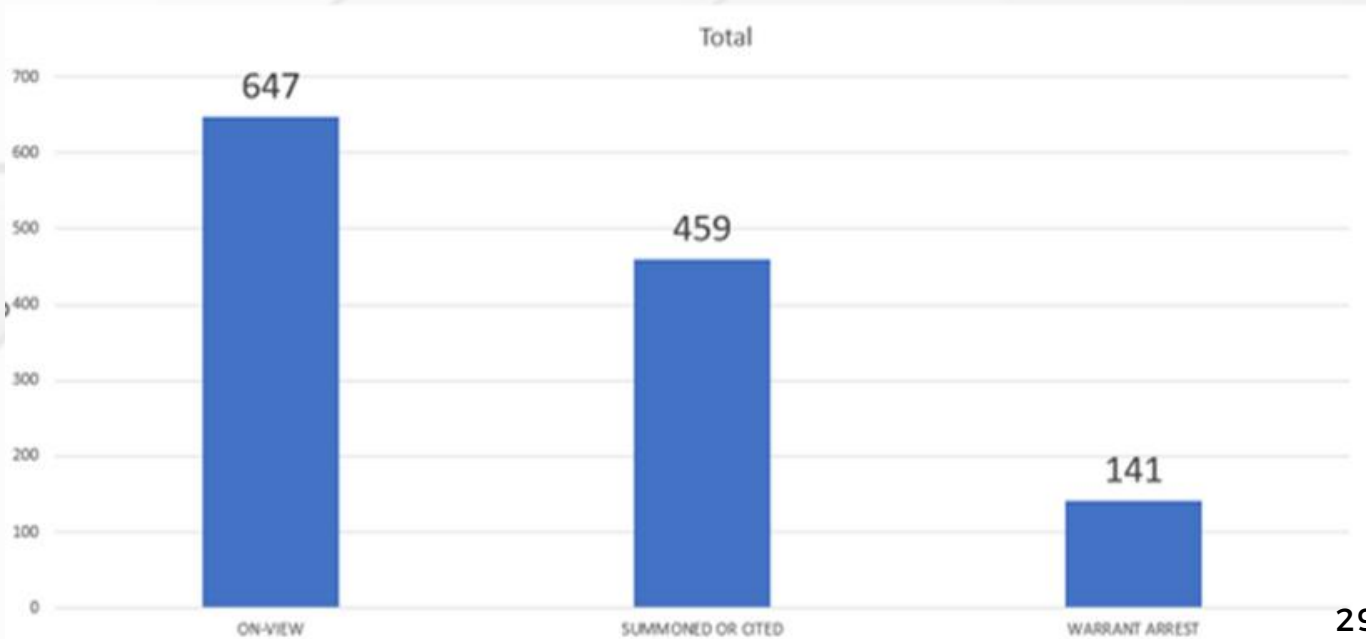


Traffic Enforcement

- Citations - 6,229
- Warnings - 3,030

Arrests by Disposition

- On-sight - 647
- Summoned/Cited - 459
- Warrants - 141



POLICE

ANIMAL CONTROL/CODE ENFORCEMENT



3,327 Code
Compliance Incidents



4,361 Animal Control
Incidents



33 Dogs Impounded

TRAINING



5,480 Hours



Traffic Enforcement

- Citations - 6,229
- Warnings - 3,030

Evidence Collection and
Preservation (SAPD) Crime
Scene Investigation
320 Hours

Arrest, Search and Seizure
108 Hours

Ballistic Shield Training
168 Hours

Field Training
800 Hours

Child Abuse Prevention and
Investigation
120 Hours

Less Lethal Impact Training
152 Hours

Supervisor Training
1,050 Hours

Instructor Training
134 Hours



POLICE



ENGAGEMENT

- Leon Valley Elementary Trunk or Treat
- Leon Valley Halloween Party & Arbor Day Tree Adoption
- Leon Valley Historical Society Trunk or Treat
- Leon Valley Library Active Shooter Safety Training
- National Night Out
- Blue Santa Project
- Leon Valley Elementary Fiesta Parade
- Big Rig Petting Zoo
- Jazz Fest
- Fourth of July Celebration



COMMUNITY RELATIONS



It has been a wonderful year with growth and support in the community at all levels. We have seen an increase in public engagement at events, interactions on social media, and support from businesses. The Community Relations Department strives to build positive partnerships and transparent communication to the public for the city.

SOCIAL MEDIA



Facebook

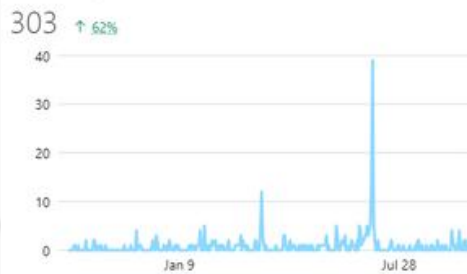
- 62% Increase New Likes
- 63.8% Increase in Reach
- 84.5% Increase in Visits



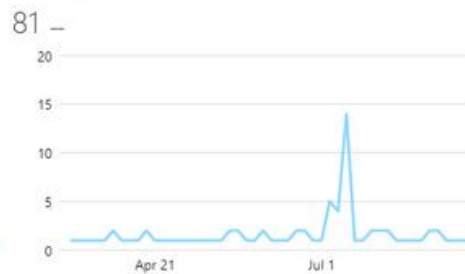
Instagram

- 165.8% Increase in Visits
- 81 Increase in Followers


New likes and follows
Facebook Page new likes



New Instagram followers



 Community Center
74 Events

 Conference Center
53 Events



COMMUNITY RELATIONS

HIGHLIGHTS

1

Created and Launched the New MyLeonValley mobile app

3

Organized the Jazz Festival

5

Worked with Economic Development to Showcase/Support Businesses

2

Coordinated Largest 4th of July Celebration

4

Partnered with John Marshall High School Athletes with Decals and Community Events



20,000+
Attendance!!



JMHS Engagement





City of Leon Valley

📍 6400 El Verde Rd

☎️ (210) 684-1391

