



CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM

**DATE:** December 6, 2022  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Crystal Caldera, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

This past week we had a water outage on the SAWS utility system. Many residents of the Forest Oaks Subdivision went without water for approximately 22 hours. The City of Leon Valley received a lot of criticism on how this event was handled. The City of Leon Valley does not have control over the San Antonio Water System. We can only provide you with the information that is provided to the city by this agency, so whatever information we had was provided to the public through our social media sites. As always, if you're experiencing an unscheduled outage and you are on a SAWS utility, call 210-704-SAWS (7297) any time of day or night.

On December 2, 2022, Rackspace, our email provider, experienced suspicious activity and shut down their hosted exchange accounts. This not only affected the city but was a worldwide outage. The City of Leon Valley was already in the process of migrating over to Microsoft Office 365 on December 11, 2022. This issue required us to move up our timeline and the city began receiving e-mails again on Monday, December 5, 2022. This has be done manually and so it is a slow process. There is still some Leon Valley personnel waiting to be moved over, including the elected officials. We are asking for your continued patience on this matter. Furthermore, if you sent an e-mail to the city on December 2- 4, 2022 and have not heard back, please resend your e-mail. Any email sent during this time frame is no longer recoverable.

**Projects**

*In addition to outside agency review constraints, these projects may also be delayed by weather and supply chain slowdowns.*

**Seneca West Drainage Project**

Engineering and design work is complete on the Seneca West Drainage Project. The bid opening was held on Tuesday, October 11, 2022, and this will go to City Council for the final award on December 6th.

10/1/2020	4/2021	07/2022	12/2022
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction
11/2023	12/2023		

Substantial completion	Final completion
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### Huebner Creek Greenway Hike & Bike Trail Section I

The bids for this project have been opened, and it appears that TCL Construction Enterprises, LLC is the lowest responsible bidder, with a total bid price of \$986,220. The bid tabulation has been sent to TxDOT for their concurrence. Once we receive their concurrence, the item will be placed on the City Council agenda for the award. Trail construction can begin once we receive the signed contracts. The trail will run adjacent to El Verde Road.

4/23/21	5/13/21	7/27/21	8/12/21	9/14/21
30% plans submitted to TxDOT for review	TxDOT review committee meeting	60% plan submittal to TxDOT for review	TxDOT review committee meeting	100% plan submittal to TxDOT for review
12/2021	5/2022	7/2022	8/2022	9/2022
TxDOT review committee meeting	Advertise bids for Project	TxDOT concurrence with the lowest responsible bidder	Council approval of contract and bidder	Approval of Contract and bidder
1/23 – 4/3/23	05/3/2023			
Trail Construction	Final completion			

### (MPO) Reimbursement Grant-Huebner Creek Greenway Hike & Bike Trail Section II

The staff has submitted an application for an Alamo Area Metropolitan Planning Organization (MPO) reimbursement grant for constructing the second portion of the Huebner Greenway Trail from Bandera Road to Evers Road. It has been approved by the lower committees and will now advance to the full Board for (hopefully) approval.

4/1/2021	9/2021	2023-24
Grant Due	Results Announced	Trail engineering, design, and construction

### Year 6 Street Maintenance

The City Engineer will start designing a bid package for Year 6 Street Maintenance. Staff is reviewing the street ranking list to decide which streets are to be included in this round. We expect to bid this project in January of 2023.

### Huebner Wellsite Generator Project

The bid opening for the Huebner Elevated Storage Tank was held on, October 11th, and we will take this item to City Council for award on November 15th. This is the last elevated tank that needs to be rehabilitated and repainted. After award, a project schedule will be developed.

### Code Amendments

Staff is working with the City Attorney to revise the Sustainability Overlay District regulations pertaining to building construction materials, color, and style to ensure we comply with state

law. Once this is complete, we will take this back to the City Council for an amendment to the Code and consider uses allowed in the B-3 zoning district with Sustainability Overlay zoning, with or without a Specific Use Permit. Once this is reviewed and revised, we will construct a timetable for completion.

### Building and Other Permits Issued

Permit Type	# Issued
Plumbing	1
Bulk Water	
(New) Building	
Food	2
Utility	
Gas	1
Fence	
Mechanical	1
Electrical	
Foundation	1
Animal Tag	
Roof	
HVAC	
Fire	
Signs	
Garage Sale	
Building Solar	

### Open Records Requests/City Secretary

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2022-105	Yvonne Acuna	11/23/2022 10:36 AM	test orr	Time and Materials Estimation	3	Still Open	\$0.00	\$0.00
OR-2022-102	Martin Plascencia	11/21/2022 9:29 AM	case number 202203908 For accident that happened on 10/8/2022	Complete	2	11/23/2022 10:44 AM	\$0.00	\$0.00
OR-2022-107	Adryanna Celeste Salas	11/28/2022 12:13 PM	I am requesting all records concerning an arrest/detainment of Adryanna Celeste Salas approximately between February - December 2015. It was a traffic incident that I believe later became a Public Intoxication charge that occurred on Bandera Rd, where I was then detained, and my vehicle impounded. I had a court date, in which I appeared before a judge at a courthouse near the Leon Valley Library. I was just requesting any and all documentation of this incident with details relating to any sentencing/punishments/fines that were required of me.	Time and Materials Estimation	2	Still Open	\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2022-91	Joyce Knight at Patterson Law Group	11/11/2022 8:24 AM	Requesting the 911 audio, call sheet, photos, witness information, dash and body cam videos by business affidavit regarding a motor vehicle collision that occurred on 10/7/22. Time: 1245; Location: 5700 Wurzbach Rd. and 6000 Bandera Rd.; Drivers: Neftali Cortz-Chacon and Delma Gonzales. We represent Delma Gonzalez.	Pending Payment	10	Still Open	\$51.00	\$51.00
OR-2022-95	Whitehurst & Cawley	11/15/2022 1:39 PM	Request that you send me a copy of the following information maintained by the Police Department regarding the motor vehicle accident that occurred on 04/23/2021 at approximately 2108 with Mark Driggers and Jameson G. Martinez. I am requesting the complete police file including but not limited to any 911 call sheets, 911 calls/audio, witness statements, measurements, dash cam video, body cam video/audio, traffic cameras and calls for service, photographs, notes, and/or reports. Note that I do not need the crash report I already have a copy of that from the TXDPS. Please note that body worn camera is being properly requested pursuant to section 1701.661 of the Occupations Code as the following: 1. The date and approximate time of the recording; 2. The specific location where the recording occurred; and 3. The name of one or more persons known to be a subject of the recording.	Pending Payment	9	Still Open	\$109.00	\$0.00
OR-2022-94	HBW	11/14/2022 3:13 PM	I'm requesting Building permits issued in the month of October 2022. 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, jobsite 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 (if possible but not necessary). Thank you so much!!! Have a great week!!! Dave Taylor/Jen McCombs HBW Inc	Complete	3	11/17/2022 5:15 PM	\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2022-98	Marivel Morales DA's Office San Antonio Protective Order Unit	11/16/2022 9:07 AM	I'm one of the Protective Order advocates at the DA's Office in San Antonio. Our office is investigating a P.O. request made by Veronica Lizeth Alvarado Garcia, against Oscar Ivan Salinas Mendoza. Ms. Garcia said she made a police report with your agency in 2022 report # 202204340. Her address at the time was 7132 Bandera Rd # 16 San Antonio, TX 78238. If you can find any reports, please send them to me when you can by email. Please let me know if you need any other information. Thank you.	Time and Materials Estimation	8	Still Open	\$0.00	\$0.00
OR-2022-101	James Ward	11/20/2022 2:02 AM	I would like to kindly request, per the Freedom of Information Act, the following information, in an Excel Spreadsheet, about all your sworn officers. Additionally, I'd like the same info on all the civilian staff who service your department with intelligence, research, and/or analysis. Below are the specific items I would like to obtain: <ul style="list-style-type: none"> <li>•First name</li> <li>•Last name</li> <li>•Work email address</li> </ul> Regarding confidential employees, such as undercover officers, you can withhold their information if you would like. Again, I would like to kindly request the data in an excel spreadsheet. Thank you guys for your public service! Be safe, Respectfully, James Ward Instructor   Analysis Consultant (253) 232-6378 researchtechtraining.com	Complete	4	11/29/2022 1:38 PM	\$0.00	\$0.00
OR-2022-92	Joyce Knight at Patterson Law Group	11/11/2022 8:41 AM	Requesting the 911 audio, call sheet, photos, witness information, dash and body cam videos by business affidavit regarding a motor vehicle collision that occurred on 10/29/22. Time: 0800; Location: 6600 Bandera Rd. and 6500 Grissom Rd.; Drivers: Danielle L. Henderson and Maria N. Esquivel. We represent Ms. Esquivel.	Complete	8	11/28/2022 12:29 PM	\$117.00	\$117.00
OR-2022-96	Evan Bohl	11/15/2022 5:29 PM	I would like information on Leon Valley's Red Light Camera Program including: <ul style="list-style-type: none"> <li>-the last 3 years (2019-2022) revenues and amount after expenditures for each year.</li> <li>-the last 3 years (2019-2022) expenditure break down of funds generated.</li> <li>-current funds amount not spent</li> <li>-projected revenue and saved amounts for 2022 and 2023.</li> <li>-what the funds generated by the program currently pay for and what all the funds generated from this program may be used for.</li> </ul>	Time and Materials Estimation	9	Still Open	\$0.00	\$0.00
OR-2022-103	Yellow Dog	11/21/2022 11:06 PM	11-5-2022 Auto Theft 5072 Timberhill Dr, Leon Valley, TX Mason Danel Harley Davidson	Complete	4	11/29/2022 11:20 AM	\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2022-99	marilu menouche	11/19/2022 2:27 PM	I need a copy of my police report case number 2022-04299 Officer Sanchez did for me. I just want to print a copy of that police report made it by me	Complete	3	11/28/2022 1:27 PM	\$0.00	\$0.00
OR-2022-106	Esteban M Garza	11/28/2022 10:37 AM	Any City of Leon Valley real estate liens securing cost for securing unoccupied buildings recorded in November 2022.	Complete	0	11/28/2022 2:58 PM	\$0.00	\$0.00
OR-2022-93	Yellow Dog	11/14/2022 11:27 AM	10-31-2022@3:21 Requesting open records to include 911 calls, witness statements, any supplemental reports, fatality report, photos, videos, vehicle download data, autopsy/toxicology reports.	Complete	8	11/28/2022 12:35 PM	\$0.00	\$0.00
OR-2022-108	Tanner Kimball, Real Estate Advisory LLC	11/29/2022 10:40 AM	Can you please provide information pertaining to:  1. Any open or pending building code violations associated with this Property. 2. Any open or pending fire code violations associated with this Property.	Time and Materials Estimation	1	Still Open	\$0.00	\$0.00
OR-2022-97	Evan Bohl	11/16/2022 3:28 AM	I would like the Billed invoices for the City Attorney and ANY Law Firm or their representatives that are currently contracted with the City of Leon Valley.	Time and Materials Estimation	8		\$0.00	\$0.00
OR-2022-104	Josie London	11/22/2022 9:11 AM	The Grapevine Police Department is conducting a background investigation for the purposes of employment. I am requesting a record check (Accident / Arrest / Offense / Incident Reports, Citations, Calls for Service, etc.) related to this background investigation. Please see attached waiver - Tanisha Lashelle Williams	Complete	2	11/28/2022 9:33 AM	\$0.00	\$0.00
OR-2022-100	Bob Zurita	11/19/2022 11:04 PM	Bob Zurita Docket# 050364030 Date10/26/05 Docket#050364030V Date11/10/05	Pending Response - Clarification Request	5	Still Open	\$0.00	\$0.00
OR-2022-109	Leslie Hidalgo	11/29/2022 11:36 AM	Body Worn Camera Video for Case # 202204160; 10/28/2022 at 8:30; Carvel Skate Center involving Leslie Hidalgo	Time and Materials Estimation	1	Still Open	\$44.00	\$0.00

### Certificate of Occupancy

- 7100 Bandera Rd, Seasonal Sales, Holiday Hills Christmas Trees
- 6613 Evers Rd, Restaurant, Pupuseria Romero
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### Planning And Zoning

- 0 Poss Road – SUP for Construction of an Automotive Facility with Outside Storage of Customer Vehicles – on hold
- 7213 Huebner – Received Construction Plans and are Reviewing
- 5301 Brisa Est. – Replat and Reviewing

- 0 Huebner – Rezone from B-1 to R-3 – Postponed to December 14, 2022, Planning and Zoning Meeting
- 7612 & 7614 Linkwood – Replat and Reviewing

### **PUBLIC WORKS**

- Staff is working on creating a school crossing zone on Huebner Road, from just north of Redbird to just before Chapparral. The zone would encroach into the City of San Antonio, so we would need their permission to install signage and slow the traffic to 20 mph.
- Staff has contacted Bexar County Public Works about piggybacking off of their contracts for street maintenance and other work projects. Staff will be bringing an Interlocal Agreement to City Council for their consideration.
- Staff submitted a grant request for funding of the creation of a transportation plan to support the Safe Streets for All initiative.
- Staff and the City Engineer are working on the Huebner Creek Hike & Bike Trail Segment II.
- Refacing stop signs city-wide, replacing other traffic control signs as needed.
- Installing landscape timbers around a tree on Stirrup next to a sidewalk.
- Install holiday decorations at Community and Conference Centers, and at City Hall.
- Placing hangtags, disconnecting/reconnecting services.
- Running the sewer camera on all Blacksmith Lane sewer service lines to ensure none were broken.
- Tapping the water main on Huebner to bring water to Old Mill Park for the trees.

### **FIRE DEPARTMENT**

- The Fire Department has applied for grant funding for the previously mentioned live fire training through TIFMAS and should receive reimbursement for the total cost of this training.
- The Fire Department has added a new medication to our EMS units. We will now be administering an antibiotic, Rocephin. This medication will be administered when whole blood is administered, major penetration trauma, septic shock and for respiratory infections
- The Fire Department has a new Firefighter/EMT-B, Jacob Garcia, starting on November 28th. He comes to us from Lytle FD with 3 years of firefighting experience. Jacob Will starts Paramedic school at the beginning after the first of the year.
- The Fire Department will be completing preparations for this years Santa Runs through the neighborhood. Santa will be out on the Ladder truck spreading Christmas joy for five days. The schedule will be out very soon.

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### **UPCOMING LIBRARY PROGRAMS**

- December 8<sup>th</sup> at 10:30 am: Guest Storytime with City Councilmember Josh Stevens
- December 10<sup>th</sup> at 11:00 am: Teen & Adult Craft – Recycled Book Ornaments
- December 14<sup>th</sup> at 10:30 am: Kinetic Sand Party
- December 15<sup>th</sup> at 10:30 am: Block Play
- December 19<sup>th</sup> at 2:00 pm: Polar Express Movie

- December 20<sup>th</sup> at 12:00 pm: Teen Gaming Afternoon
- December 20<sup>th</sup> at 6:30 pm: Polar Express Reading with Special Guest
- December 21<sup>st</sup> at 10:30 am: Reading with Rudolph
- December 27<sup>th</sup> all day (10:30 am – 5:30 pm): December Scavenger Hunt
- December 28<sup>th</sup> all day (10:30 am – 5:30 pm): Thank You Notes
- December 29<sup>th</sup> at 10:30 am: Play Time
- December 30<sup>th</sup> at 2:00 pm: LEGOs
- December 31<sup>st</sup> 11:00 am – 12:30 pm: Noon Year's Eve

**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/2719/  
cm\\_report\\_12-6-2022.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/2719/cm_report_12-6-2022.pdf)

**OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be Tuesday, December 20, 2022, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on December 14, 2022, at 6:30 pm in the City Council Chambers.