



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: January 17, 2023
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.

Seneca West Drainage Project

City Council approved the bid and awarded this project to J3 Construction. They plan on starting after the new year.

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		

Huebner Creek Greenway Hike & Bike Trail Section I

Trail construction started last week.

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 is designing a bid package for Year 6 Street Maintenance in an amount not to exceed \$550,000. We expect to bid this project in February of 2023.

Huebner Elevated Storage Tank

The contractor met with staff last week and was given a Notice to Proceed with a start date of 1/26/23. They will provide a project schedule; however, the project should take about three months to complete. This is the last elevated tank that needs to be rehabilitated and repainted.

Huebner Road School Zone

The engineer conducted a topographical survey and is preparing the plans. All work is being coordinated with the City of San Antonio.

Huebner Creek Flood Control Project Phase 1

The engineer has completed the cross-section survey and is now developing the alignment and proposed layout. Once this is complete, we will come to City Council to get approval of the layout, then we will update the FEMA model and coordinate with SAWS and other utilities in this area.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	1
Sidewalk	0
(New) Building	
Food	2
Utility	
Gas	
Fence	2
Mechanical	1
Electrical	3
Foundation	
Animal Tag	5
Remodel	1
HVAC	
Fire	
Signs	
Garage Sale	

Building Solar

PLANNING AND ZONING

- Staff is waiting on City Attorney's review of building construction regulations from the Zoning Code to revise the Overlay Standards section of the code.
- Cleaning up old open permits
- Customizing Permitting Software
- Scanning in Paper Documents
- Looking at updating the Master Plan through one of the local Universities
- 0 Poss Road – SUP for Construction of an Automotive Facility with Outside Storage of Customer Vehicles – on hold
- 7213 Huebner – On hold
- 5301 Brisa Est. – Replat
- 0 Huebner – Rezone
- 5900 Wurzbach – Rezone
- Grass Hill Estates – Plat and Rezone

Open Records Requests/City Secretary

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2023-1	MARIA SANCHEZ	1/3/2023 9:34 AM	REQUESTING POLICE REPORT# 202204727. ACCIDENT OCCURED ON 12/17/2022 @ APPX 1:00 PM ON BANDERA RD. OUR INSURED IS SANDY MULKEY, ADDITIONAL PARTIES ARE: ANDRES CANO, CHRISTOPHER CANTU. OUR INSURED'S VEHICLE IS 2014 TOYOTA SIENNA, OTHER PARTIES VEHICLES ARE: 2010 NISSAN FRONTIER, 2011 TOYOTA COROLLA.	Complete	6	1/11/2023 2:35 PM	\$0.00	\$0.00
OR-2022-120	Kim Igleheart	12/14/2022 8:46 AM	Request a copy the the Employment Agreement or Contract between the City and the City Manager.	Complete	0	12/14/2022 12:52 PM	\$0.00	\$0.00
OR-2023-7	Mario J. Mejia	1/6/2023 1:03 PM	I am attempting to obtain a vehicle accident report that occurred on or about 01/04/22 in Leon Valley. The Case No. is 202300047. The individual involved in the accident is Gerardo Gomez and is currently under federal supervision.	Complete	3	1/11/2023 2:40 PM	\$0.00	\$0.00

Smart Procure	12/23/2022 12:22 PM	<p>SmartProcure is submitting a public records request to the City of Leon Valley for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.</p> <p>The specific information requested from your record-keeping system is:</p> <ol style="list-style-type: none"> 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by City of Leon Valley) 7. Email Address 8. Office Address (Address, City, 	Time and Materials Estimation	7		\$0.00	\$0.00
Cassie Hoelscher	1/3/2023 10:50 AM	<p>Good Morning,</p> <p>Please accept this as the request for traffic data from 12/01/2022-12/31/2022. 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 need the report in xlsx format due to security settings our company has on xls files. The following column headers are 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, Status Description.</p>	Complete	2	1/5/2023 9:59 AM	\$0.00	\$0.00

Shelbi Johnson	1/6/2023 5:07 PM	Any and all records pertaining to health, safety, code violations, exposed wiring, gas leaks, violence, vandalism, noise complaints, roadside assistance, auto theft, hazardous living conditions, black mold reports, Squatters, Loitering, Soliciting, Flooding, Stalking, Murder, Sex Crimes, Auto Theft, Public Utility Denial of Service, or complaints of Monopoly, Gangstalking, Vicious Animal, Rabies, Lime Disease, Asbestos, Black Mold Poisoning, Fire Code Violations, and Game Violations, Human Research, and Public corruption, Gas leaks, Arson, Breaking and Entering, public assistance calls, either to 0, 211, 311, 411, 611, 811, 911, e911, CPS, ATT, Spectrum, Shippey Properties, EMS Leon Valley, LVPD, LVFD, SAPD, SAFD, SA EMS, University hospital, Lyft, Uber, St. Lukes,	Time and Materials Estimation	3		\$0.00	\$0.00
BREANNA WALKER BEXAR COUNTY DISTRICT ATTORNEY'S OFFICE FAMILY JUSTICE CENTER	1/3/2023 12:40 PM	C: OLGA IBARRA D: CARLOS E GARCIA	Time and Materials Estimation	6		\$0.00	\$0.00
Shamar Bradley	1/9/2023 3:35 PM	Please email me a copy of citation number #E0058407. Date: 18APR2022 Time: 22:29 CST.	Complete	1	1/10/2023 9:59 AM	\$0.00	\$0.00
Irene Sessions: Davis Law Firm	12/14/2022 10:00 AM	I am requesting any and all documents regarding Leticia Jones in a recent motor vehicle accident on 11/30/2022. Location of this accident is at the bandera road and timco w. I am requesting any police reports, records, and cobans you may have on file for this incident. Report number given is 202204510 and leon valley PD reported to the scene. If report becomes available on cris, please notify when it can be purchased online.	Complete	4	12/20/2022 6:49 PM	\$0.00	\$0.00

Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
Donna J. Charles	1/8/2023 10:37 AM	Request documents and correspondence between the City and ARCA FV Properties, LLC, specifically soccer complex located on Shadow Mist Drive, Leon Valley, Texas, from January 2019 through present day, January 8, 2023, pertaining to the soccer complex's completion on their property of a much larger parking lot to reduce parking and congestion on Shadow Mist Drive and in the Shadow Mist neighborhood, constructing permanent storage buildings, and installing bathroom facilities. None of this has been done since it was planned and promised by the owners.	Time and Materials Estimation	2		\$0.00	\$0.00
Partner Engineering & Science Incorporation	1/9/2023 1:37 PM	Good afternoon all, We are preparing a zoning report for the above property. Attached is our zoning verification letter request, copy of the Certificate of Occupancy, information on any open building, zoning, or fire code violations, a copy of the approved site plan on file, if available, and information on any roadwork or construction that may impact the property. If you could, please provide an estimated turnaround time. If we need to contact any other department for any of the information requested or owe any fees, please advise ASAP. Should you need any additional information, or you have any questions, do not hesitate to contact me. We are on a tight schedule for this information, so anything that could help expedite this request would be greatly	Time and Materials Estimation	2		\$0.00	\$0.00
Mehaffy Weber PC	1/5/2023 9:29 AM	I am requesting documents related to a traffic citation involving Mary Helen Valdez on 04/23/2019. I have attached the information I currently have on the citation.	Complete	4	1/11/2023 2:47 PM	\$0.00	\$0.00

Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
Law Office of Cesar Escamilla	1/3/2023 10:05 AM	Crash incident report 202204804 Date of incident: 12/25/2022 Name: Jimmy Medellin	Complete	2	1/5/2023 9:49 AM	\$0.00	\$0.00
Ian Mercado	1/6/2023 11:10 AM	I would like a list of the following: <ul style="list-style-type: none"> •Properties with lawn maintenance or unmowed lawns from 11/28/2022 through 12/28/2022. •Properties with open code enforcement issues from 11/28/2022 through 12/28/2022. •Properties that have been deemed as substandard or condemned structures from 11/28/2022 through 12/28/2022. <p>Could you please provide this info in an electronic format</p> <p>Please redact any personal information, as needed, of the property owners.</p> <p>I just need the addresses of the properties and the infractions.</p>	Time and Materials Estimation	3		\$0.00	\$0.00
Donna J. Charles	1/8/2023 10:54 AM	Request information pertaining to the number of warnings, tickets, and towing of vehicles from Shadow Mist Drive and Shadow Mist Subdivision, all streets, for illegal parking violations, i.e. blocking fire hydrants, parking on marked red fire curbs, parking on curves, blocking driveways, contributing to traffic congestion and hazards, which occurred on January 7 and 8, 2003 at the ARCA facility soccer complex located on Shadow Mist Drive in Leon Valley.	Time and Materials Estimation	2		\$0.00	\$0.00
Alejandro Hernandez	12/29/2022 11:38 AM	Water and Sewer as-built plans near Bandera Rd and Huebner Rd intersection. 2N Linkwood Addition.	Time and Materials Estimation	6		\$0.00	\$0.00

CERTIFICATE OF OCCUPANCY

- 6505 Bandera Rd, Alterations, Mother Needle
- 5504 Bandera Rd #405, Automobile, Vantage Wraps
- 5405 Bandera Rd #121, Warehouse, Wayne Global

- 5504 Bandera Rd #601-603, Automobile, Twisted Axle
- 5900 Wurzbach #1-9, Apartments, Calypso

PUBLIC WORKS

- We are preparing bid documents for the pool replastering/replumbing project.
- Staff is preparing a bid package for the replacement of the El Verde water main.
- Zarzamora Creek cleaning is almost complete.
- Staff has contacted TxDOT to get the status of the grant approval for Segment II of the Hike & Bike Trail. The engineer is in the design and engineering phase.
- Engineering has begun on the Wurzbach Road Sewer Main Replacement Project. The CDBG awarded the City a grant for a portion of the funding, but they won't send formal approval until February.
- A preliminary layout and plan for the impound lot behind City Hall are being prepared. Once this is complete, staff will contact electric companies to get quotes for this work.
- Staff submitted a grant request for funding for 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.
- Working on an application for TxDOT funding of another segment of the trail, from Evers Road, through Huebner Creek, up to the city limits.
- Staff is working on a Capital Improvements Plan to be presented to City Council in the summer.
- Staff is working on an Impact Fee Study.
- Staff is preparing a water and sewer rate study for City Council.
- Working on repairs to the Police Department section of City Hall. The ground shifted and foundation work will be required.
- Preparing a Tree Variance request to amend the approved Resolution for Poss Landing.
- Installing fence along Linkwood-Pavona Place Trail.
- Replacing sections of trail at Raymond Rimkus Park.
- Replacing broken bollards on Sawyer at Bandera.
- Cutting Aids Drive for water service tap.
- Will be replacing old trail surface at the Linkwood-Pavona Place trail.
- Cleaning out lot behind City Hall for new Impound lot.
- Cleaning up homeless camps on Wurzbach and in the Natural Area Park.
- Removing the last of the holiday lights.
- Performing work orders and service requests.
- Finishing repairs to the merry go round.
- Getting quotes for repairing water leak on Bandera Road.
- Tapping new water service on Aids Drive.

FIRE DEPARTMENT

- The Fire Department Administration will be attending a Fire Marshals round table event for the area. The Fire Marshal and Deputy Fire Marshals will be discussing the City of Leon Valley's fire code requirements for local contractors and businesses.

- The Fire Department Fire Marshal and Deputy Fire Marshals will be undertaking the Leon Valley Police Departments Field Training Program this year.
- MIH Chris Willis has started Peace Officer training at San Antonio College Police Academy. He will be enrolled in this program for the next 9 months and will be a licensed peace officer once the program is completed.
- The Fire Department has a new firefighter, Jacob Garcia. We are very excited to have him join our team.
- The Fire Department is applying to become a Storm Ready community through NOAA and NWS. We will be going through the application process to determine if we meet the minimum requirements.

ECONOMIC DEVELOPMENT

- Purchased software ZacTax, which provides sales tax data from local companies. This allows staff to monitor the financial performance of local businesses.
- Staff was able to meet with the manager of hobby lobby to discuss rumors of the store leaving the area. The manager of the store stated that they had a good year of sales and had no plans to go anywhere. They signed a lease extension to remain at the property.
- Staff was able to meet with the owner of Longtab Brewing to discuss rumors of business leaving the area. The owner stated they signed a 1-year lease in December of 2022 with the new owner. The property is 100% occupied.
- Staff has set up a meeting with the EDC for January 30th to discuss new demo policy and budget for FY 23.

UPCOMING LIBRARY PROGRAMS

- January 12th – 10:30 am: Li'l Explorers
- January 14th – 11:00 am: Adult Book Club, *Light to the Hills* by Bonnie Blaylock
- January 14th – 12:00pm: Teen & Adult Program, Upcycled Art
- January 18th – 10:30 am: Adventurers' Club
- January 19th – 10:30 am: Li'l Explorers
- January 24th – 10:30 am: Hora del Cuento en Espanol
- January 25th – 10:30 am: Adventurers' Club
- January 25th – 3:00 pm: Chinese New Year Event
- January 26th – 10:30 am: Li'l Explorers
- January 27th – 10:30 am: Community Coffee
- January 28th – 10:30 am: Drum Circle

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_1-17-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, February 7, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on January 24, 2023, at 6:30 pm in the City Council Chambers.