



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: February 21, 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

A pre-construction meeting was held on January 9th, and a Notice to Proceed was issued for January 23rd; however, CPS Energy must move an electrical pole and rerun service to a home prior to the project proceeding. The contractor is submitting all of their material selections for approval while we wait.

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 on January 5th and is progressing smoothly. The weather may slow this down.

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 this month.

Huebner Elevated Storage Tank

The contractor met with staff and was given a Notice to Proceed with a start date of 1/26/23. The project has been delayed due to electrical lines located next to the tower, but we expect them to start with the interior of the tank until the situation can be sorted. The tank has been emptied in anticipation of the start of the work. 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.

Huebner Well Generator

The contractor decided to install the concrete pad and perform all underground electrical work; however, the generator will not be delivered until June.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	4
Sidewalk	
(New) Building	
Food	6
Utility	1
Gas	1
Fence	
Mechanical	3

Electrical
 Foundation
 Animal Tag
 Remodel
 HVAC
 Fire 1
 Signs
 Garage Sale
 Building Solar
 Liquor

PLANNING AND ZONING

- Updating Master Plan
- Updating Zoning Map
- BOA Amendments

Open Records Requests/City Secretary

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2023-44	Teri Hughes	2/15/2023 1:11 PM	CERTIFICATE OF OCCUPANCY LIST I am looking for a list of people who have applied and are currently applying for a Certificate of Occupancy for the current year. I would like it to include the following: Business name Type of business Business address Contact name, address of contact and/or email Phone number. Thank you. Teri Hughes	Time and Materials Estimation	4		\$0.00	\$0.00
OR-2023-39	Mario Garcia	2/8/2023 12:53 PM	I would like the raw excel files that were used to create the 2022 City Data Report (all months). I DO NOT want a pdf or screen shot of what is already on there. Ask the person who put it together for the raw data. They will know what that means. . The report covers Police, Criminal Investigation, Code Enforcement, Animal Control, Court, Fire, Economic Development, and Library data.	Complete	1	2/9/2023 9:13 AM	\$0.00	\$0.00
OR-2023-45	Ava DeSantis, Texas Fair Defense Project	2/17/2023 5:10 PM	I am requesting a copy of the complaint, incident report, and judgment for any and all tickets issued to Ray Lawler. If these documents do not exist for a given ticket, please include the relevant order of dismissal. Please also provide a copy of any and all active warrants for Mr. Lawler.	Time and Materials Estimation	2		\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2023-35	Verisk-Data Driven Safety	2/2/2023 9:05 PM	On behalf of Data Driven Safety – Verisk, I am requesting an electronic report for all adult (non-juvenile) traffic, criminal, and ordinance cases disposed during December 2022 and January 2023 from the Municipal Court. The report should contain the following information: case filing date, case number, defendant's full name, date of birth, charge(s), violation date, disposition and date of disposition.	Time and Materials Estimation	13		\$0.00	\$0.00
OR-2023-40	Darin Harwell	2/8/2023 11:47 PM	I'm requesting all records pertaining to the fire that took place on December 22nd and/or December 23rd at 7046 Settlers Ridge, Leon Valley Tx 78238. Records should include any and all phone calls, emails, text messages and any other form of communication including but not limited to 911, dispatch of departments, calls to and from the Fire Marshall and Deputy Fire Marshall. Also requesting any and all photographs(including infrared and heat detection), videos,, as well as written reports, typed reports, tapes or any other documents related to the fire or events surrounding the incident.	Pending Completion of Redactions	9		\$0.00	\$0.00
OR-2023-38	Lexitas Automated Records Collection	2/8/2023 8:50 AM	Medical Records/Billing	Time and Materials Estimation	9		\$0.00	\$0.00
OR-2023-42	Timothy Fanning	2/10/2023 10:13 AM	Good morning, Under the Texas Public Information Act, Tex. Gov't Code §552.001 et seq., I am requesting an opportunity to inspect or obtain copies of the following records. City Council meeting videos or audio recordings for the following days: April 6, 2021, Aug. 17, 2021, March 23, 2022, April 18, 2022. Backup material, including packets and presentations for the following agenda items: - Discussion and Possible Action on a Resolution Declaring Intent to Phase Out Red Light Cameras (M&C # 2021-04-06-12 Councilor Josh Stevens) - Discussion, Presentation, and Direction to Staff to Substantiate Red Light Camera Statements Made in the Public Meeting on July 24th, 2021 with Verifiable Raw Data for All Traffic Crashes Occurring in the Past 10 Years in Leon Valley (M&C # 2021-	Complete	1	2/13/2023 7:39 AM	\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2023-41	Jennifer Tellez, City of San Antonio, City Attorney's Office	2/9/2023 10:20 AM	Any Photos at the scene of vehicles driven by Diver 1 Daniel Ayala and Driver 2 Dakota Scott-Villanuevs, Any Ems report Driver 1, Driver 2 or Driver 2 passenger Dianne Scott, Any Supplemental report, Any COBAN or Body Worn camera video for Case ID 202201019/TxDOT Crash ID 18922279 occurring on 4/13/22 at 1342hrs at the location of 5600 NW Connally and 5700 Bandera,	Time and Materials Estimation	8		\$30.00	\$0.00
OR-2023-43	Eugene Escamilla	2/13/2023 10:13 PM	Body Worn Camera Video	Time and Materials Estimation	6		\$0.00	\$0.00
OR-2023-37	Ivan Garcia	2/7/2023 5:45 PM	I am seeking the January 2023 campaign finance reports available for all members of the currently elected city council and the mayor. Please email these documents to risinglonestars@prevailingtrendsinc.com.	Complete	1	2/8/2023 7:04 AM	\$0.00	\$0.00
OR-2023-36	Eric Ramos Law firm	2/3/2023 10:52 AM	Hello, Attached is an affidavit request for Rebeca Palafox Salinas, for updated medical and billing records Thank you Best Regards Khim	Time and Materials Estimation	12		\$0.00	\$0.00

CERTIFICATE OF OCCUPANCY

- 6300 Rue Marielyne, Apartments, Alto
- 5504 Bandera ste 605, Office-Storage, 1001 Oak Construction

PUBLIC WORKS

- Basura Bash was a great success! We had over 100 volunteers from places such as Intertek, HEB, Holmes High School, First Unitarian Church, and many more. The volunteers picked up over 150 bags of trash from Zarzamora Creek.
- 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 have not yet sent formal approval.
- A preliminary layout and plan for the impound lot behind City Hall has been prepared. It is recommended that this project be advertised for bids.
- Staff submitted a grant application for TxDOT funding of another segment of 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 building repairs will be required.
- Installing fencing along the Linkwood-Pavona Place Trail.
- Replacing sections of trail at Raymond Rimkus Park.
- Repairing sidewalk on Forest Brook.
- Will be replacing old trail surface at the Linkwood-Pavona Place trail.
- Clearing out 6401 El Verde in anticipation of the new tenant.
- Painting park restroom.
- Performing work orders and service requests.
- Clearing small trees and brush for the Linkwood-Pavona Place trail fence construction.
- Repairing French drain at Raymond Rimkus Park.
- Assisting contractor with Huebner elevated storage tank rehab project.

FIRE DEPARTMENT

- The Fire Department hosts two TEEX company officer training classes that were offered to fire professionals. There were approximately 25 firefighters that attended these classes from multiple departments.
- The Fire Department responded to a wildland fire located at the end of Aids Dr. This fire consumed approximately 5 acres and the cause is still under investigation. The department received mutual aid from SAFD, Bexar County ESD 2, ESD 7, Shavano Parks brush trucks were utilized. We greatly appreciate their assistance. No injuries occurred during the event.
- 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. This should be completed by this spring.

UPCOMING LIBRARY PROGRAMS

- February 22nd at 10:30am: Adventurers' Club
- February 23rd at 10:30am: Li'l Explorers
- February 23rd at 6:00pm: Class with CPR San Antonio – Registration Required

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_2-21-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, March 7, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on February 28, 2023, at 6:30 pm in the City Council Chambers.