



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** February 6, 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 9<sup>th</sup>, and a Notice to Proceed was issued for January 23<sup>rd</sup>; 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 5<sup>th</sup> 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 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**

| <b>Permit Type</b> | <b># Issued</b> |
|--------------------|-----------------|
| Plumbing           | 5               |
| Sidewalk           |                 |
| (New) Building     |                 |
| Food               | 9               |
| Utility            | 2               |
| Gas                |                 |
| Fence              |                 |
| Mechanical         | 1               |
| Electrical         | 2               |
| Foundation         |                 |
| Animal Tag         |                 |
| Remodel            |                 |
| HVAC               |                 |

Fire  
 Signs  
 Garage Sale 1  
 Building Solar  
 Liquor 1

### 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
- 5301 Brisa Est. – Replat
- 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-2022-76  | Ashley Gonzalez                                | 10/27/2022 12:00 AM | I need a copy of the following police report.  | Pending TX OAG Ruling               | 97          |                             | \$0.00              | \$0.00                 |
| OR-2022-110 | Laura Ponce-Advocate District Attorneys Office | 11/30/2022 12:00 AM | To whom it may concern, Im requesting following reports case number unknown. Parties involved are Audry Carrion and Deborah Ponce 2/5/1967. Applicant, Audry Carrion, is attempting to file for a Protective Order with our office.  | Pending TX OAG Ruling               | 63          |                             | \$0.00              | \$0.00                 |
| OR-2023-8   | Shelbi Johnson                                 | 1/6/2023 12:00 AM   | 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 Vioalitions, 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, On Site Leasing office, Any leasing records pertaining to November 2022, and (3) years retro in specific building 6, and within the 10 mile square radius of 5622 evers rd 601, San Antonio Texas, (leon Valley) 78238. All Judgements and Eviction cause numbers relating to Vista del ReY Apartments. Any and all records pertaining to myself by name, Shelbi M Johnson, and any Jane or Jon Doe reports. Thank you for your time and service. | Pending Acceptance of Cost Estimate | 26          |                             | \$932.00            | \$0.00                 |
| OR-2023-16  | Wyatt Law Firm                                 | 1/14/2023 12:23 PM  | I am making a formal request under the Open Records Act for a copy of your entire file, including but not limited to police reports, photographs, notes, witness statements, 911 calls, police body camera photographs, in-car camera system downloads, in-car camera system photographs, in-car camera system videos, diagrams, videos and any other information relating to the investigation in reference to the above matter.  | Time and Materials Estimation       | 12          | Pending Department Response | \$0.00              | \$0.00                 |
| OR-2023-25  | Rosa Gomez                                     | 1/23/2023 4:50 PM   | Incident report pertaining to Jose Leonardo Magana outside HEB on 9255 GRISSOM RD SAN ANTONIO, TX 78251-2805   | Complete Not in LV                  | 1           | 1/24/2023 9:24 AM           | \$0.00              | \$0.00                 |
| OR-2023-21  | Brooke Rosenauer                               | 1/19/2023 10:08 AM  | Case Number: 2022-3861   | Complete                            | 1           | 1/20/2023 12:02 PM          | \$0.00              | \$0.00                 |

| Request #  | Name                                      | Date of Request    | Description   | Status                        | Days Opened | Date Complete                      | Invoices Total (\$) | Amount Paid Total (\$) |
|------------|---|--------------------|---|-------------------------------|-------------|------------------------------------|---------------------|------------------------|
| OR-2023-27 | Stephanie Schreiner                       | 1/24/2023 11:24 AM | Pursuant to the Open Records Act, this is a request for an electronic copy of all payment transactions for fiscal year 2021-2022. This could be considered one of the following reports: Vendor Payment Checkbook Report, Checkbook Register, Expenditure Data, Transactional Detail Payments, Online Checkbook, or Disbursements. Here is an online example from the City of San Antonio, Texas ( <a href="https://www.sanantonio.gov/Finance/bfi/register#50043241-fy2019">https://www.sanantonio.gov/Finance/bfi/register#50043241-fy2019</a> ). We would accept any existing report which contains a minimum of the Payee Name, Amount and Date of each transaction.  | Complete                      | 4           | 1/30/2023 8:23 AM                  | \$0.00              | \$0.00                 |
| OR-2023-15 | Eric Ramos Law, PLLC                      | 1/13/2023 4:27 PM  | Body Worn Camera Videos   | Complete                      | 5           | 1/20/2023 1:30 PM                  | \$145.00            | \$145.00               |
| OR-2023-32 | Luis Rios Robles                          | 1/27/2023 5:46 AM  | Nesecito una copia de registro criminal notarisada. (I need a notarized copy of criminal record.)   | Time and Materials Estimation | 3           |                                    | \$0.00              | \$0.00                 |
| OR-2023-17 | Law Offices of Gerald D. "Chip" Havemann  | 1/17/2023 2:18 PM  | EMS Report and Billing  | Complete                      | 1           | 1/18/2023 12:25 PM                 | \$0.00              | \$0.00                 |
| OR-2023-24 | Patricia Saenz, REMAX Alamo Realty        | 1/23/2023 3:25 PM  | I need any requests and septic permits requests for 4901 Hodges, Leon Valley, Texas (San Antonio, Texas. We are going to court and need any documentation especially between Bexar county and Leon Valley regarding septic permits any and all regarding that property.   | Time and Materials Estimation | 7           | <b>Pending Department Response</b> | \$0.00              | \$0.00                 |
| OR-2023-13 | Goldman & Peterson, PLLC                  | 1/12/2023 12:01 PM | Please be advised that we have been retained to represent Progressive County Mutual Insurance Company, the insurance carrier for Unit 2, the vehicle driven by Charles Rakosky in the above-referenced accident, in an underinsured motorist personal injury lawsuit filed regarding the accident. Pursuant to the terms of the Texas Open Records Act, Tex. Rev. Civ. Stat. Ann., §552.221 (Vernon's Supp., 2003), we hereby make request for the following documents, including all attachments thereto, concerning the motor vehicle accident referenced above:<br><br>1. A complete copy of any supplement reports which have been filed by the investigating officer, in addition to the original Texas Peace Officer's Accident Report.<br><br>2. Complete copies of all witness statements in the possession of the Leon Valley Police Department regarding this accident, including complete statistical data (dates of birth, Texas driver's license, etc.) on each witness.<br><br>3. One (1) complete copy of all photographs and/or any copies of videotapes in the possession of the Leon Valley Police Department regarding this accident. This to include one (1) complete copy of all photographs and/or videotapes that were provided to the Leon Valley Police Department by any other parties in regards to this motor vehicle accident. | Complete                      | 7           | 1/23/2023 10:53 AM                 | \$0.00              | \$0.00                 |
| OR-2023-34 | Ivan Martinovic (Law & Crime Productions) | 2/1/2023 2:11 PM   | An incident occurred on or around July 28th, 2018 at the San Antonio Aquarium. Anthony Sinclair Shannon, 38, was arrested on July 30th, 2018 and charged with felony theft of property valued at \$2,500 to less than \$30,000 for the heist of "Miss Helen," a horn shark who lived at the aquarium. Link to story: <a href="https://www.nbcnews.com/news/us-news/suspected-shark-thief-san-antonio-aquarium-heist-charged-felony-robbery-n896221">https://www.nbcnews.com/news/us-news/suspected-shark-thief-san-antonio-aquarium-heist-charged-felony-robbery-n896221</a><br><br>We would like to request copies of the incident report and/or arrest report related to this event as well as any relevant bodycam, dash cam, 9-11 call or additional CCTV footage (Drone, Helicopter, Etc.) of either the incident itself or Anthony Shannon's arrest that may be available. We would like to request the footage without any identifying watermarks that may have been added to any videos. We would also like to request any booking photos that may be available of Anthony Shannon.<br><br>If you have any questions or require any additional information, please let me know.<br><br>Thank you very much for your consideration.  | Time and Materials Estimation | 0           | <b>Pending Department Response</b> | \$0.00              | \$0.00                 |

| Request #  | Name   | Date of Request    | Description   | Status                        | Days Opened | Date Complete               | Invoices Total (\$) | Amount Paid Total (\$) |
|------------|--|--------------------|---|-------------------------------|-------------|-----------------------------|---------------------|------------------------|
| OR-2023-29 | Ana Maria Garcia   | 1/26/2023 11:14 AM | Case # 202204832  | Pending TX OAG Ruling         | 4           |                             | \$0.00              | \$0.00                 |
| OR-2023-26 | Stephanie Schreiner  | 1/24/2023 11:23 AM | Pursuant to the Open Records Act, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2022 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.  | Time and Materials Estimation | 6           | Pending Department Response | \$0.00              | \$0.00                 |
| OR-2023-14 | LaKisha Ellis: Global Zoning, LLC                                | 1/13/2023 11:47 AM | Regarding Walgreens @ 6635 Bandera Road/Parcel#217859<br><br>Please provide a copy of:<br><br>Open/Unresolved Zoning Code Violations<br>Open/Unresolved Building Code Violations<br>Certificate(s) of Occupancy<br>Open/Unresolved Fire Code Violations<br>Current/upcoming road projects that will directly impact the right of way of the property or require any right of way acquisition from the subject property (road widening, sidewalk improvements)<br>Approved Variances, Conditional use Permits Special Exceptions, Zoning Cases, Resolution, Ordinances (Not including signage), PUD approvals<br>Approved Site Plan and/or conditions of approval  | Complete                      | 6           | 1/23/2023 11:53 AM          | \$0.00              | \$0.00                 |
| OR-2023-28 | Dennis Moody   | 1/25/2023 4:54 PM  | Information related to drive by shooting at 6723 Blacksmith Lane, Leon Valley, TX 78238 on 12/28/2022   | Pending TX OAG Ruling         | 5           |                             | \$0.00              | \$0.00                 |
| OR-2023-20 | Christopher Kidd   | 1/18/2023 10:55 PM | I, Chris Kidd, was given authorization from the judge and prosecutor to be given the dash cam footage for this incident, from 10am to 10:45 am. Citation #E0061115-01 on 08/18/2022   | Complete                      | 3           | 1/23/2023 9:55 AM           | \$0.00              | \$0.00                 |
| OR-2023-33 | Taylor Romano  | 2/1/2023 12:33 PM  | Please accept this as the request for traffic data from. We would like the 01/01/2023-01/31/2023 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.<br><br>We received our last report as a .xls file, but .xlsx is fine as well. The following column headers are in this order:<br><br>FIELD NAME<br>Citation<br>Violation<br>Name<br>Defendant Address<br>Defendant City<br>Defendant State<br>Defendant Zip<br>Offense<br>Viol Date/Time<br>Filed Date<br>Status Date/Time<br>Statute<br>Status<br>Status Description | Time and Materials Estimation | 0           | Pending Department Response | \$0.00              | \$0.00                 |
| OR-2023-22 | Kelly Saucedo/Texas Department of Family and Protective Services | 1/20/2023 3:17 PM  | I am requesting a police report for my case records, #23-0100021. I am investigating an incident that occurred at a local child care center, Luv N Care No. 2, on 1/18/2023, where a child sustained an injury to her fingers. She was transported by ambulance to the Methodist Children's Hospital. The officer who responded to the call was Officer McEntire.   | Complete                      | 6           | 1/30/2023 8:03 AM           | \$0.00              | \$0.00                 |
| OR-2023-23 | Kelly Hudgins-Sauceda  | 1/23/2023 11:23 AM | EMS Report  | Complete                      | 0           | 1/23/2023 11:24 AM          | \$0.00              | \$0.00                 |
| OR-2023-18 | Law Offices of Gerald D. "Chip" Havemann                         | 1/17/2023 2:20 PM  | EMS Records and Itemized Billing Statement  | Complete                      | 1           | 1/18/2023 12:14 PM          | \$0.00              | \$0.00                 |
| OR-2023-19 | FVPS Family Violence Prevention Services-Non-Profit              | 1/18/2023 2:03 PM  | police report # 22-4537<br>Date of incident: 12/03/2022   | Complete                      | 3           | 1/23/2023 7:56 AM           | \$0.00              | \$0.00                 |

### **CITY SECRETARY'S OFFICE**

- Submission of twenty-one (21) ordinances for codification and the creation of Supplement No. 1 of the newly recodified Code of Ordinances.
- Meet with Bexar County Elections Department to plan for the May 06, 2023, Elections.

### **CERTIFICATE OF OCCUPANCY**

- 5072 Timberhill Dr., Apartments Timberhill Commons
- 6555 Bandera, Grocery Store, SW Farmers Market
- 6100 Bandera, Professional Office, D Carlos & Associates
- 6827 Bandera, Retail, BrandMyStuff

### **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 has been prepared. Staff has contacted several electrical companies to get quotes for this work.
- 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.
- 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 foundation work will be required.
- Installing fencing along the Linkwood-Pavona Place Trail.
- Replacing sections of trail at Raymond Rimkus Park.
- Replacing 20' of sidewalk along Forest Pine.
- Will be replacing old trail surface at the Linkwood-Pavona Place trail.
- Crack sealing streets for Year 6 street maintenance.
- Painting merry-go-round to get it ready for reinstallation at the park.
- Clearing small trees and brush for the Linkwood-Pavona Place trail fence construction.
- Installing Fire Station shelving.
- Repairing French drain at Raymond Rimkus Park.
- Preparing Huebner elevated storage tank for rehab project.
- Replacing curb stop on Canterfield.

### **FIRE DEPARTMENT**

- Fire Department staff have completed their annual physical and fit-for-duty test without incident.
- The Fire Department completed vehicle extrication training with assistance from Banis Towing. Banis provided the vehicles used for the training. Training included the use of a new Para-tech strut system the fire department acquired last year.
- The Fire Department participated in the STAA Fire Marshal's roundtable discussion series. Our Fire Marshals represented the city in a forum that included the Cibolo Fire Department, the Bexar County Fire Marshal Office, the Seguin Fire Marshal's Office, the Atascosa County Fire Marshal Officer, and the City of San Antonio Planning and Zoning Department.
- 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.

### **ECONOMIC DEVELOPMENT**

- City Staff is working on partnering with Lift Fund to start a 0% loan program for qualifying local businesses.
- City Staff is conducting business introductions.
- City Staff is working with the UTSA Small Business Development Partnership to have a local business workshop.
- City Staff will bring a presentation to the City Council on February 21st for the Petland partnership.
- City Staff is working on other business expansion projects.

### **UPCOMING LIBRARY PROGRAMS**

- February 8th at 10:30am: Adventurers' Club
- February 9th at 10:30am: Li'l Explorers
- February 11th at 11:00am: Adult Book Club (The Light Pirate by Lily Brooks-Dalton)
- February 11th at 12:00pm: Teen & Adult Craft (Paper Umbrellas)
- February 15th at 10:30am: Adventurers' Club
- February 16th at 10:30am: Li'l Explorers
- 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\\_2-6-2023.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/2719/cm_report_2-6-2023.pdf)

### **OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be Tuesday, February 21, 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.