



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: March 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 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 has slowed construction a bit.

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	1
Food	2
Gas	3
Fence	2
Mechanical	2
Electrical	2
Foundation	1
Signs	2

Garage Sale 6
 Building Solar 1
 Liquor 1

PLANNING AND ZONING

- Updating Master Plan
- Updating Zoning Map
- BOA Amendments
- 0 Huebner – Replat
- 6608/6602 Peachtree – Rezone

OPEN RECORDS REQUESTS/CITY SECRETARY

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid (\$)
OR-2023-53	Derek Bell	2/28/2023 8:09 AM	I would like the body camera footage of officer Sanchez (524) in her squad car and the dash camera footage. I would also like copy of officer Sanchez's notes from when the citation was issued.	Time and Materials Estimation	1		\$0.00	\$0.00
OR-2023-52	Erick Matta	2/27/2023 9:01 PM	Request all emails between Councilman Hefner and Mayor Riley that include the word VIA; and/or VIA as the subject.	Complete	1	2/28/2023 2:00 PM	\$0.00	\$0.00
OR-2023-48	Nicole Hall	2/21/2023 3:42 PM	Case number 202203351 regarding any owner information on the 2 dogs turned over to Leon Valley Animal Control.	Complete	4	2/27/2023 10:31 PM	\$0.00	\$0.00
OR-2023-51	Eugene escamilla	2/23/2023 3:58 PM	Body Worn Camera Video	Pending Fee Acceptance	4		\$64.00	\$0.00
OR-2023-46	Alfonso Robles	2/21/2023 11:41 AM	No proof of liability insurance 2003 Alfonso Robles	Pending Response - Clarification Request	6		\$0.00	\$0.00
OR-2023-47	Alfonso Robles	2/21/2023 2:18 PM	NO LIABILITY INSURANCE Cause no. 0030335182, Leon Valley, TX Case closed 03/03/2022 Alfonso Robles	Complete	4	2/27/2023 9:27 PM	\$0.00	\$0.00
OR-2023-55	Casey Dick	2/28/2023 12:21 PM	Open Records Request, Crash ID: 2022513573 To Whom It May Concern, Please find the attached Open Records Request for our client, Carolyn Baker, regarding incident date 09/23/2022. Thank you for your time and attention to this matter.	Time and Materials Estimation	1		\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid (\$)
OR-2023-54	Lexitas	2/28/2023 8:25 AM	ALL RECORDS, REPORTS, PHOTOS, VIDEOS, DASH CAMERAS, RECORDINGS, COBAN AND BWC FOOTAGE AND ANY WITNESS INFORMATION RELATED TO AN ACCIDENT THAT OCCURRED ON 7-20-2021 AT APPROXIMATELY 1019 AT THE 7015 BLOCK OF BANDERA AND THE 7000 BLOCK OF BANDERA, LEON VALLEY, BEXAR COUNTY, TEXAS, INVOLVING ENRIQUE DOMINGUEZ AND THOMAS BOMHACK, CASE ID: 202102471, INVESTIGATING OFFICER: GILBERTO SANTOS, ID: 1333	Time and Materials Estimation	1		\$0.00	\$0.00
OR-2023-56	Christina Castillo	3/1/2023 10:34 AM	Body Worn Camera Video	Time and Materials Estimation	0		\$0.00	\$0.00
OR-2023-50	Lexitas - Automated Records Collection / Thomas J. Henry Law	2/22/2023 8:41 AM	Body Worn Camera Video	Release Form Sent to Requestor; Pending Response	5		\$0.00	\$0.00
OR-2023-49	Victoria Warthen	2/21/2023 4:27 PM	This was a shooting between Daniel Mabry, owner of Laconecta business and employee Ely Gutierrez Jr., at the Laconecta business warehouse on 9/18/2021 (this is not an auto accident). Liberty Mutual insures this business. I received confirmation from Kyle Cadena today, that my letter to Leon Valley PD with an open records/FOIA request was received, dated 2/15/2023. He asked that I complete this online form as well. Information is being sought to complete the claims investigation, as I am the assigned senior commercial claims adjuster. Please see attached letter.	Pending Fee Acceptance	6		\$325.50	\$0.00

CERTIFICATE OF OCCUPANCY

- 7081 Bandera, Auto Repair/Sales, Meineke Car Care
- 6955 Bandera, Barber Shop, Beyond the Cut
- 5622 Evers #15, Apartments, Vista Del Rey
- 5622 Evers Office, Apartments, Vista Del Rey

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.
- The engineer is in the design and engineering phase for the Hike & Bike Trail Segment II.
- Engineering has begun on the Wurzbach Road Sewer Main Replacement Project. The CDBG awarded the City a grant for a portion of the funding.
- 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.
- Painting the park restroom.
- Clearing small trees and brush for the Linkwood-Pavona Place trail fence construction.
- Repairing French drain at Raymond Rimkus Park.
- Repairing water leaks on Canterfield, Hoofs, and Pacer Trail.
- Assisting contractor with Huebner elevated storage tank rehab project.

FIRE DEPARTMENT

- Firefighter Elliott Gangwer was invited to Driggers Elementary to participate in the Read Across America Program. He read to a group of second graders.
- The Fire Department hosted a National Registry of Emergency Medical Technicians refresher course. Several fire department staff participated in the training for National Registry.
- 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

- March 8th at 10:30 am: Adventurers' Club
- March 9th at 10:30 am: Li'l Explorers
- March 11th at 11 am: Adult Book Club – The Secret Society of Salzburg by Renee Ryan
- March 11th at 12pm: Paper Mache for the Family
- March 12th at 2:15 pm: Local Author Patricia “Pat” Birkhead
- March 13th all day: Scavenger Hunt

- March 14th at 10:30 am: Bilingual Storytime in English & Spanish
- March 14th at 2:30 pm: LEGO
- March 14th at 6:00 pm: Teen Crafting
- March 15th at 10:30 am: Spring Break Storytime
- March 16th at 10:30 am: Spring Break Storytime
- March 16th at 6:00 pm: Teen Crafting
- March 17th at 2:30 pm: School Age Shamrock Craft
- March 19th 3:00-4:30 pm: Yoga
- March 21st at 9:30 am: Homeschool Storytime at Chick-fil-A (5803 Babcock)
- March 22nd at 10:30 am: Adventurers' Club
- March 23rd at 10:30 am: Li'l Explorers
- March 24th at 10:30 am: Community Coffee
- March 25th at 10:30 am: Drum Circle
- March 26th 3:00-4: : Yoga
- March 28th at 10:30 am: Bilingual Storytime in English & Spanish
- March 29th at 10:30 am: Adventurers' Club
- March 30th at 10:30 am: Li'l Explorers
- March 30th at 6:00 pm: Teen Movie Night – Spirited Away, Rated PG, 2 hours 5 minutes, Released 2001.

**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_3-7-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, March 21, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on March 28, 2023, at 6:30 pm in the City Council Chambers.
- The Park Commission will meet on March 9, 2023, at 6:30 pm in the Conference Center.