



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** March 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**

Construction was begun and the contractor is moving forward with the removal of trees from the project area.

10/1/2020	4/2021	07/2022	2/2023
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction
12/2023	11/2023		
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**

We are in the process of engineering and design. We are trying to have plans ready by September.

**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 the Notice to Proceed with a start date of 1/26/23; however, the project was delayed due to electrical lines located next to the tower. The contractor has mobilized, and the work begun. This is the last elevated tank that needs to be rehabilitated and repainted.

Start Date	Final Completion
3/6/23	4/30/23

**Huebner Road School Zone**

The plans have been sent to the City of San Antonio for their approval. Once that is received, we will request quotes from reputable installers.

**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	2
Food	4
Gas	
Fence	
Mechanical	4
Electrical	1
Accessory	1
Signs	1
Garage Sale	5
Building	1
New Construction	8
Roof	1
Utilities	1

## PLANNING AND ZONING

- Updating Master Plan
- Updating the Zoning Map
- 0 Huebner – Replat
- 6608/6602 Peachtree – Rezone
- Triangle Property – PDD Amendment

## OPEN RECORDS REQUESTS

Request #	Name	Date of Request	Description	Status	Days Opened	Invoices Total	Amount Paid Total
OR-2023-30	Raymond Ramirez	1/11/2023 12:00 AM	Incident Report # 202300092	Paused - Pending TX OAG Ruling	11		\$0.00
OR-2023-31	Maragita Aguilera	1/11/2023 12:00 AM	Incident Report # 202204391	Paused - Pending TX OAG Ruling	11		\$0.00
OR-2023-43	Eugene Escamilla	2/13/2023 12:00 AM	Body Worn Camera Video #202300481	Pending Payment	22	\$64.00	\$0.00
OR-2023-46	Alfonso Robles	2/21/2023 11:41 AM	No proof of liability insurance 2003 Alfonso Robles	Closed Due to Lack of Response 3/15/2023 5:05 PM			\$0.00
OR-2023-49	Victoria Warthen	2/21/2023 12:00 AM	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	Pending Payment Acceptance	16	\$325.00	\$0.00
OR-2023-50	Lexitas	2/22/2023 12:00 AM	Patient Medical Records	Pending Return of LVFD Release Form	15	\$0.00	\$0.00
OR-2023-51	Eugene Escamilla	2/23/2023 12:00 AM	Body Worn Camera Video #202300481	Pending Payment	14	\$64.00	\$0.00
OR-2023-54	Lexitas	2/28/2023 12:00 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,	Pending Payment Acceptance	11	\$51.00	\$0.00
OR-2023-55	Casey Dick	2/28/2023 12:00 AM	Open Records Request, Crash ID: 2022513573	Pending Payment	11	\$24.00	\$0.00
OR-2023-56	Christina Castillo		Body Worn Camera Video #202300481	Pending Payment Acceptance	10	\$67.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Invoices Total	Amount Paid Total
OE-2023-62	Kristi Mayne, Whitehurst & White	3/2/2023 12:00 AM	I am writing pursuant to the Texas Public Information Act, request that you send me a copy of the following information maintained by the Police Department regarding the incidents that occurred from 1/23/2017 - 4/23/2021 with Jameson G. Martinez; DOB 5/4/1981 TXDL #07290175. 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.	Complete	9	\$109.00	\$109.00
OR-2023-63	Gonzalez, Chiscano, Angulo & Kassaon, PC	3/3/2023 12:00 AM	Your entire police investigation file concerning the subject accident, including but not limited to investigative notes, reports, supplemental reports, witness statements, citations issued, audio recordings of 911 calls, photographs and video recordings (including but not limited to dash cam and body cam videos).	Pending Payment Acceptance	8	\$102.00	\$0.00
OR-2023-69	Mary Rodarte- Espinosa	3/3/2023 12:00 AM	Brian Berthold; DOB: 02/20/1980; SS#: 452-73-4221; FBI#: 866101LB2  07/21/2005 Possession of Control Substance	Pending Time and Material Estimation from department; and Pending Payment Acceptance	8	\$105.00	\$0.00
OR-2023-70	Jennifer Hays	3/8/2023 12:00 AM	Our firm has been retained to represent Raul G. Villar with regards to an auto accident that occurred on 2/17/23 at the intersection of Bandera Rd and NW Loop 410 Access Road at approximately 11:30 pm (Case ID No. 202300562). At this time, we would like to make a Public Information Request directed to the Leon Valley Police Department. Currently, we are requesting any/all records on file including reports, notes, 911 calls, video recordings, COBAN, BWC, Dash Camera video, witness statements, witness identification and disclosure of any investigations conducted.	Pending Time and Material Estimation from department	5	\$105.00	\$0.00
OR-2023-71	Beth Hull	3/14/2023 11:38 AM	3/10/2023 Auto Theft 300 RUE MARIELYNE, SAN ANTONIO, TX 78238 Taniya Borden 08-11-2001 C3CDXGJXGH276575 VK0140 2016 Dodge Charger		1	\$0.00	\$0.00
OR-2023-73	Hollie Campbell	3/14/2023 2:56 PM	Please accept this as the request for traffic data from 02/01/2023 – 02/28/2023. 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.	Time & Materials Estimation	1	\$0.00	\$0.00

## **CERTIFICATE OF OCCUPANCY**

- 5622 Evers, Apartments, Vista Del Rey, Bldgs. 45, 30, 31, 35, 29, 19, 18, 20, 26
- 7128 Bandera, Auto Repair & Paint, H Ram Enterprises
- 6146 Wurzbach, Health Clinic, University Health
- 7080 Bandera, Restaurant, Madras Indian Cuisine

## **OFFICE OF THE CITY SECRETARY**

- Attended the Texas Municipal Clerks Association's On-Demand Webinar - Texas Alcoholic Beverage Commission Training.
- Attended the Bexar County Clerk and Texas Alcoholic Beverage Commission's 2023 Update for Texas Municipal Clerks.
- Began updating the Contract Inventory.
- Mandatory Office Hours begin March 17, 2023, and run through June 15, 2023 - Sec. 31.122 Texas Election Code.

## **PUBLIC WORKS**

- We have advertised bids 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 phase for the Hike & Bike Trail Segment II.
- Engineering has begun on the engineering for the Wurzbach Road Sewer Main Replacement Project.
- 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.
- Installing fencing along the Linkwood-Pavona Place Trail.
- Repairing sidewalk on Forest Brook.
- Replacing damaged signs.
- Will be replacing old trail surface at the Linkwood-Pavona Place trail.
- Mowing Zone 3 (Grissom/Sawyer).
- Finishing up large item bulk pickup removal.
- Getting ready for the Jazz Festival this coming weekend.
- Repairing water leak on Forest Meadow.
- Flushing dead end water mains.
- Taking water samples.
- Pressure testing new water main section on Aids Drive.
- Repairing SCADA system.
- Assisting contractor with Huebner elevated storage tank rehab project.
- Replacing delineators on Huebner Road in front of Pavona Place.
- Painting the park restroom
- Repairing French drain at Raymond Rimkus Park.

## **FIRE DEPARTMENT**

- The Fire Department will be hosting an NWS SkyWarn Spotter Training class sponsored by the National Weather Service. This class is free to the public. It will be held at the Leon Valley Fire Department on April 6 from 6 pm to 8 pm. If anyone is interested, please contact Assistant Fire Chief Burnside to register for the class.
- On March 13, the Fire Department responded to a second wildland fire located on the vacant property located near the 6100 block of Samaritan Dr. The fire consumed approximately 25 acres of undeveloped land which included 4 homeless camps in the area. The fire took over 5 hours for all responding units to get under control. During this event, the city requested the assistance of 4 additional fire departments (SAFD, Grey Forest, Shavano Park, and Bexar County ESD 7) to respond with brush trucks and personnel to assist. The COLV Public works department greatly assisted us by providing a front-end loader and operator for several hours. The cause of the fire is currently under investigation.
- The Fire Department would like to thank police officers for responding quickly to a choking call on March 12 and providing first aid by providing life-saving maneuvers to remove a blockage from a victim's airway before EMS arrived. Great Job.
- 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 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.
- Summer Reading Starts June 5th!

## **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\\_3-21-2023.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/2719/cm_report_3-21-2023.pdf)

## **OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be Tuesday, April 4, 2023, at 6:30 pm, in Council Chambers.