



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: April 18, 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 installation of the box culverts along Aids Drive.

10/1/2020	4/2021	07/2022	2/2023
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction
12/2023	1/2024		
Substantial completion	Final completion		

Huebner Creek Greenway Hike & Bike Trail Section I

The contractor continues to progress on the section close to the Bandera Road bridge. The contractor is installing the fencing.

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	06/30/2023			
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 is working steadily. 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 is surveying, will update the FEMA model, and then 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	
Animal	1
Impact Fees	1
Foundation	1
Fence	
Mechanical	3
Electrical	
Accessory	
Signs	3
Garage Sale	3
Building	1
Impact Fee	
Roof	1
Utilities	1

PLANNING AND ZONING

- Updating Master Plan
- Updating the Zoning Map
- RFP'S – Health & Building
- Creating a Welcome Packet
- 0 Huebner – Replat
- 6608/6602 Peachtree – Rezone
- Triangle Property – PDD Amendment
- Brisa Plat

OPEN RECORDS REQUESTS

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2023-50	Lexitas/Thomas J. Henry	2/22/2023 8:41 AM	Patient Medical Records	Complete	32	4/7/2023 11:50 AM	\$0.00	\$0.00
OR-2023-81	Progressive Commercial Claims	3/24/2023 12:07 PM	Any photos that the officer took at the scene at the incident on 9-19-2022 for the police report 20220347	Complete	10	4/7/2023 11:53 AM	\$37.00	\$37.00
OR-2023-82	Sauceda Johnson Law Firm, PLLC	3/25/2023 9:52 PM	1) Request 911/KGA calls; 2) Request Body Worn Camera footage; 3) Request Surveillance Camera footage; and 4) Request Dash cam	Complete	10	4/10/2023 10:13 AM	\$33.00	\$33.00
OR-2023-85	Texas Parks and Wildlife	3/28/2023 2:34 PM	Performing a background investigation on an individual that applied to our law enforcement agency. He has received multiple citations in your area. I am requesting the disposition of each of these cases and any other history he has within your jurisdiction.	Complete	7	4/6/2023 5:19 PM	\$0.00	\$0.00
OR-2023-86	jacquelene marie lopez	3/29/2023 12:11 PM	So sometime in 2016-2017, I requested a police officer to conduct a walk through of the house to ensure that if anything illegal was found, it would be documented. In preparation for moving into my grandpa's house with my children, I wanted to ensure that a report was made in case anything was discovered. They searched the house and found what they believed to be stolen property in my uncle's bedroom. Furthermore, they discovered what they believed to be used needles. A visit was also made to the house to confirm the condition of the home and to obtain documentation on my behalf. If possible, I would like a copy of that police report.	Complete	4	4/4/2023 4:36 PM	\$0.00	\$0.00
OR-2023-87	SteepSteel, LLC	3/31/2023 5:50 AM	Please send us copies of all active leases/licenses for cell towers, rooftop antennas, or other wireless installations on property owned or managed by the City of Leon Valley, Texas along with 24 months of associated payment histories. ☐	Complete	4	4/6/2023 5:22 PM	\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2023-88	Ian Mercado	4/3/2023 9:50 AM	I would like a list of the following: <ul style="list-style-type: none"> •Properties with lawn maintenance or unmowed lawns from 03/01/2023 through 3/31/2023. •Properties with open code enforcement issues from 03/01/2023 through 3/31/2023. •Properties that have been deemed as substandard or condemned structures from 03/01/2023 through 3/31/2023. Could you please provide this info in an electronic format (preferably Excel or .CSV) to ian@ntxps.com. Please redact any personal information, as needed, of the property owners. I just need the addresses of the properties and the infractions.	Complete	3	4/6/2023 4:53 PM	\$0.00	\$0.00
OR-2023-89	Data Driven Safety/ Verisk	4/3/2023 10:47 AM	I would like to request the Conviction/Val report for the month of March 2023 from the municipal court in XML format. I'm requesting the disposition date, address, name, and conviction. Thank you!	Complete	3	4/6/2023 5:23 PM	\$0.00	\$0.00
OR-2023-90	Erica Hsu	4/3/2023 11:28 AM	Good morning, Please accept this as the request for traffic data from 03/01/2023 – 03/31/2023. 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. We would like the report to be in the same format as the last report we received that was a .xlsx file with the following column headers 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	Complete	3	4/6/2023 5:27 PM	\$0.00	\$0.00
OR-2023-91	Code compliance	4/3/2023 12:41 PM	Copy of report claiming home inhabitable	Complete	2	4/5/2023 3:27 PM	\$0.00	\$0.00
OR-2023-92	Code compliance	4/3/2023 12:43 PM	Case # 202300323 I need a copy asap	Complete	1	4/4/2023 3:42 PM	\$0.00	\$0.00
OR-2023-93	Philip Campos	4/3/2023 9:36 PM	Tiger Sanitation current contract and RFP used to solicit the current contract.	Complete	1	4/4/2023 3:13 PM	\$0.00	\$0.00
OR-2023-94	Jerry goss case # 202300223	4/4/2023 9:31 AM	I need my a copy of report for legal proceedings as soon as possible case # 202300223	Complete	6	4/12/2023 12:54 PM	\$0.00	\$0.00
OR-2023-95	BREANNA WALKER	4/4/2023 3:42 PM	C: ANGELICA MARTINEZ D: ZACHARY GARCIA ALL POLICE REPORTS AND PHOTOS	Complete	4	4/10/2023 10:54 AM	\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2023-96	Anthony L Morton of the Crosley Law Firm, P.C.	4/6/2023 2:19 PM	The Crosley Law Firm is requesting the following records: <ul style="list-style-type: none"> • Videos – Body Worn Camera (BWC) and Dash Cam (Coban) of the investigating Leon Valley Police Department Officer M. Sanchez, Badge #1354; • Photos; • 911 recording(s); • Witness interviews and statements; • Complete investigative police file – except CR-3 (already purchased via C.R.I.S.) 	Complete	4	4/12/2023 2:30 PM	\$19.00	\$19.00
OR-2023-97	Jessica White	4/7/2023 9:32 AM	Please provide copies of any open/unresolved Zoning, Building and Fire code violations on file, copies of Certificates of Occupancy, Variance,s Special/ Conditional use permits and a final approved site plan issued 2013-present for property located at Exchange Retail; 5819 Northwest Loop 410, Property ID: 653617/ Geographic ID: 17375-005-0210. Please do not exceed \$50.00 in fees without prior approval. Thank you! (PZR Ref#165393-1)	Time and Materials Estimation	3		\$0.00	\$0.00
OR-2023-98	Data Driven Safety/ Verisk	4/7/2023 11:01 AM	I recieved the file for March 2023 Request #OR-2023-89. Would you be able to provide this file in XML format?	Time and Materials Estimation	3		\$0.00	\$0.00
OR-2023-99	SPARKLING CITY RECORDS, LLC	4/7/2023 11:04 AM	Please see attached request for records. A full description of the requested records are on the attached subpoena and notice.	Complete	1	4/10/2023 11:00 AM	\$0.00	\$0.00
OR-2023-100	Beth Hull	4/10/2023 10:34 AM	10/31/2022 6:31:50 AM Open Records Requesting open records to include; 911 calls, witness statements, any supplemental reports, photos, body camera video, surveillance video, fatality report, vehicle download data, autopsy report, toxicology report. Robert Torres 2013 Lexus GS350 202204176	Time and Materials Estimation	2		\$0.00	\$0.00
OR-2023-101	The Herrera Law Firm	4/11/2023 9:23 AM	Patient Medical and Billing Records	Awaiting Requestor Response	1		\$0.00	\$0.00

CERTIFICATE OF OCCUPANCY

- 5622 Evers bldg. 14, 53 & 54 Apartments, Vista Del Rey
- 6313 Evers, Apartments, Bldgs. 2,12,14, 16 carports, 2 garages, 1 laundry, Forest Oaks
- 6915 Bandera, Food/Drinks, Flower in Flour
- 6158 Wurzbach, Grocery, Mama B International
- 5504 Bandera, Automobile, Style Over Feelings
- 4700 Timco W, Automobile, WOT Detailing

OFFICE OF THE CITY SECRETARY

- We are proud to announce that the City Secretary's Office has been awarded for the Texas Municipal Clerks Association's Municipal Clerk's Office Achievement of Excellence Award.
- Again, we are ecstatic to announce that our City Secretary, Sandra Passialaigue, has been Nominated by her Alamo Chapter TMCA, Inc. for Clerk of the Year. Announcement of the recipient will be made in October at the Texas Municipal Clerks Association (TMCA) Advanced Institute.
- Received and Processed two (2) Subpoenas of Records.
- Continued updating the Contract Inventory.
- Reviewed RFP for Insurance Agent of Record as part of the Review Committee.
- Certified TABC Licenses for:
 - 1) 7247 Bandera Road - The New Rodeo Bandera; Permit pending.
 - 2) 6780 Bandera Road, Suite A - Frio To Go III, LLC; 2nd one; Permit pending.

PUBLIC WORKS

- Staff is preparing a bid package for the replacement of the El Verde water main.
- 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.
- Staff is applying for CDBG funding to replace the remaining portion of sewer main on Wurzbach at the Vista Del Rey apartment complex.
- Repairing Fire Station restroom flooring.
- Getting quote for asbestos abatement and demolition of the building at 5616 Bandera Road.
- Removing chain link fence on El Verde for new trail fence.
- Replacing the trail surface at the Linkwood-Pavona Place trail – found the old trail that was installed in the 1990's.
- Repairing sidewalk on Forest Meadow.
- Mowing Zone 2 (Bandera).
- Cleaning Raymond Rimkus Park and removing some dead trees.
- Placed the merry-go-round back into service.
- Investigating sewer repair needs along Forest Brook.
- Repairing potholes on Caraway bend and Forest Brook.
- Replacing the trail surface at the Linkwood-Pavona Place trail.
- Repairing sidewalks on Forest Meadow and on Forest Brook.
- Cleaning Raymond Rimkus Park and removing some dead trees.
- Removing old swing set frame, filling holes, and replacing chat with sand at soccer field.
- Taking water samples.

- Installing new meters in Linkwood and Monte Robles Park
- The Assistant Director will attend a meeting at Bexar County on 4/18/23 at 9 am for the CDBG grant application for the sewer main replacement at Hidden Meadow.

FIRE DEPARTMENT

- The Fire Department will be conducting testing for the open Fire Captain position. We have several internal candidates applying for the position and we wish them the best of luck.
- Paramedic Ian Shaw will be attending a two-week testing out period for his firefighter certification in Sulphur Springs, Texas. He should be the City’s newest firefighter by June 1st.
- Chief Naughton went to Appleton Wisconsin to inspect the new ladder truck for the department.

ECONOMIC DEVELOPMENT

- Working with local retail property managers to fill vacancies.
- Continue to modernize the economic development website.
- Had council-approved grant language updated.
- Attended Texas economic development course in Austin, Texas for certification.

UPCOMING LIBRARY PROGRAMS

- | | | |
|--------------------------|----------|--|
| • April 18 th | 6:00 pm | Teen & Adult Upcycling Materials |
| • April 19 th | 10:30 am | Adventurers’ Club |
| • April 20 th | 10:30 am | Block Play |
| • April 21 st | 10:30 am | Community Coffee |
| • April 22 nd | 10:30 am | Drum Circle |
| • April 23 rd | 3:00 pm | Spring Yoga |
| • April 25 th | 10:30 am | Bilingual Storytime |
| • April 26 th | 10:30 am | Adventurers’ Club |
| • April 27 th | 10:30 am | Li'l Explorers |
| • April 27 th | 6:00 pm | Tween/Teen Anime Movie Night |
| • April 30 th | 3:00 pm | Spring Yoga |
| Special Events | | |
| • April 26 th | 5:00 pm | Library Volunteer Appreciation Party |
| • June 5 th | 10:30 am | Summer Reading Kick Off: Big Rig Petting Zoo |

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_4-18-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, May 2, 2023, at 6:30 pm, in Council Chambers.

- The Planning and Zoning Commission will meet on April 25, 2023, at 6:30 pm in the City Council Chambers