



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: April 4, 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

A change order has been issued to correct an elevation problem closer to the Bandera Road bridge, which will add about 45 days to the contract. The contractor is installing the fencing. 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	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 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	4
Food	10
Gas	1
Fence	1
Mechanical	
Electrical	6
Accessory	
Signs	1
Garage Sale	11
Building	19
Impact Fee	1
Roof	
Utilities	5

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-2023-31	Margarita Aguilera	1/11/2023 12:00 AM	Incident Report # 202204391	Complete	11	3/28/2023 5:15 PM	\$0.00	\$0.00
OR-2023-43	Eugene Escamilla	2/13/2023 10:13 PM	Body Worn Camera Video	Closed Due to Lack of Response	31	3/28/2023 5:34 PM	\$64.00	\$0.00
OR-2023-49	Victoria Warthen	2/21/2023 4:27 PM	Body Worn Camera Video. 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.	Complete	24	3/27/2023 3:20 PM	\$325.50	\$325.50
OR-2023-51	Eugene escamilla	2/23/2023 3:58 PM	Body Worn Camera Video	Closed Due to Lack of Response	23	3/28/2023 5:37 PM	\$64.00	\$0.00
OR-2023-54	Lexitas	2/28/2023 8:25 AM	Body Worn Camera Video. 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	Complete	20	3/28/2023 5:42 PM	\$51.00	\$51.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2023-55	Casey Dick	2/28/2023 12:21 PM	Body Worn Camera Video. incident date 09/23/2022. Thank you for your time and attention to this matter.	Complete	20	3/28/2023 3:46 PM	\$24.00	\$24.00
OR-2023-56	Christina Castillo	3/1/2023 10:34 AM	Body Worn Camera Video	Withdrawn by Requestor/No longer needed	11	3/16/2023 10:19 AM	\$67.00	\$0.00
OR-2023-63	Gonzalez, Chiscano, Angulo & Kasson, PC	3/3/2023 11:09 AM	Body Worn Camera Video. 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).	Complete	17	3/28/2023 10:08 AM	\$0.00	\$0.00
OR-2023-64	Mary Rodarte-Espinosa	3/3/2023 3:36 PM	Brian Berthold; FBI#: 866101LB2	Complete	9	3/16/2023 10:39 AM	\$0.00	\$0.00
OR-2023-71	Beth Hull	3/14/2023 11:38 AM	Police Report from 03/10/2023 - Auto Theft	Complete	10	3/28/2023 6:03 PM	\$0.00	\$0.00
OR-2023-72	Hollie Campbell	3/14/2023 2:33 PM	07/21/2005 Possession of Control Substance	Complete	8	3/24/2023 1:17 PM	\$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.	Complete	8	3/24/2023 1:13 PM	\$0.00	\$0.00
OR-2023-74	BREANNA	3/17/2023 10:57 AM	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:	Complete	7	3/28/2023 6:30 PM	\$0.00	\$0.00
OR-2023-75	Geary Barnes	3/23/2023 2:07 PM		Complete	2	3/27/2023 10:28 AM	\$0.00	\$0.00
OR-2023-76	Geary Barnes	3/23/2023 2:12 PM	FIELD NAME	Complete	2	3/27/2023 10:36 AM	\$0.00	\$0.00
OR-2023-77	Geary Barnes	3/23/2023 4:19 PM	Citation	Complete	2	3/27/2023 10:38 AM	\$0.00	\$0.00
OR-2023-78	Geary Eugene Barnes	3/23/2023 4:36 PM	Violation	Complete	2	3/27/2023 10:39 AM	\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2023-79	Jaclyn C. Davidson-Adult Protective Services	3/24/2023 9:23 AM	Adult Protect Services Investigator is requesting body camera footage for the investigation of Adult Protective Services case# 49529551. The incident occurred at HEB store on 5601 Bandera Road. The call for service number is LVPD-2023-0057221. The responding officer was R. Mcentire #538. The call for service concerned an elderly male, Stylianos Vackimes, who was found lost and confused in the HEB store. Other persons involved in the footage may be David Adams-Store Manager, Pam Quirk-bystander, Belma Atayde-Caregiver.	Pending Department Response	3		\$0.00	\$0.00
OR-2023-80	Data Driven Safety/Verisk	3/24/2023 10:49 AM	I would like to request the Conviction/Val report for March-December 2022 from the municipal court. I'm requesting the disposition date, address, name, and conviction. Thank you!	Complete	1	3/27/2023 4:09 PM	\$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	Time and Materials Estimation	3		\$37.00	\$0.00
OR-2023-82	Sauceda Johnson Law Firm, PLLC	3/25/2023 9:52 PM	202300800	Time and Materials Estimation	2		\$33.00	\$0.00
OR-2023-83	Bridget Samaniego	3/26/2023 2:06 AM	Case # 2022036za or Case # 2022036zo	Complete	1	3/28/2023 6:35 PM	\$0.00	\$0.00
OR-2023-84	Thomas J. Henry Injury Attorney's	3/27/2023 8:22 AM	We need a copy of the 911 dispatch call and any body cam footage if available.	Time and Materials Estimation	2		\$39.00	\$0.00
OR-2023-85	Texas Parks & 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	Time and Materials Estimation	1		\$0.00	\$0.00

CERTIFICATE OF OCCUPANCY

- 5622 Evers, Apartments, Vista Del Rey, Bldgs. 36,8,34,32,52,11, 3, 4
- 5504 Bandera Rd, Storage, Tap Truck San Antonio
- 6401 El Verde Rd, Office, HdoroGeologic Inc
- 5716 Wurzbach Rd, Venue/Hookah Lounge, LEV Hookah Lounge
- 6737 Poss Rd. #103, Professional Office, Ultrasat LLC
- 5504 Bandera Rd. #613, Gym/Podcast, The Stablemate Boxing Podcast LLC
- 6422 Bandera Rd, Professional Office, V&B Cleaning Service, LLC

OFFICE OF THE CITY SECRETARY

- In an effort to strive for excellence, the City Secretary's Office has applied for the Texas Municipal Clerks Association's Municipal Clerk's Office Achievement of Excellence Award. Results are to be announced in May of 2023.
- Submitted 249 boxes of records that have met their retention date for destruction. There are still 356 boxes archived in storage.
- Reviewed RFP for Towing and Impound Services as part of the Review Committee.
- Continued preparation of the City Manager/City Council 2024 Budget for submission to the Finance Department
- Certified TABC Licenses for:
 - 1) 5504 Bandera Road, Suite 409 - Tap Truck San Antonio, LLC. ; Permit pending.
 - 2) 6780 Bandera Road, Suite A - Frio To Go III, LLC; Permit pending.

PUBLIC WORKS

- Staff received only one bid for the pool replastering/replumbing project, and the bid was flawed, so we will be rebidding the project after the pool season ends.
- 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.
- Staff is applying for CDBG funding to replace the remaining portion of sewer main on Wurzbach at the Vista Del Rey apartment complex.
- Repairing sidewalk on Forest Rose.
- Removing chain link fence on El Verde for new trail fence install.
- Will be replacing old trail surface at the Linkwood-Pavona Place trail
- Mowing Zone 1 (Evers/Huebner).
- Mowing the parks and removing some dead trees.
- Placing the merry-go-round back into service.
- Cleaning up well sites.
- Investigating leak on Sun Dial.
- Tapping for new services in Monte Robles Park, Linkwood Addition, and at Leon Valley Elementary.
- Removing chain link fence on El Verde for new trail fence install.
- Finishing up large item bulk pickup removal.

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.

- Oak Hills Terrace Elementary will be hosting a career day on April 6 from 8:30 am to 10:30 am. They have invited us to participate in the event by showing our Fire Truck and giving a career presentation to students.
- Fire Department staff will be performing our semi-annual fire hydrant functional test and visual inspections beginning in April. This is important to ensure that our fire hydrants are working properly if needed. This is a best practice performed by many departments throughout the area.

ECONOMIC DEVELOPMENT

- Completed agreement with Lift fund to start 0% business loan program.
- Will bring grant application to council for Long Tab.
- Will bring 2nd reading to update grant policies to council.
- Working to update and modernize the Economic Development website.
- Working with a financial institution to move their corporate offices into the Tower building along with other smaller businesses.
- Reaching out to businesses to take over large spaces 6,000-25,000sq in local retail centers.
- Working with local property managers to promote shopping centers to bring businesses in.

UPCOMING LIBRARY PROGRAMS

- | | | |
|--------------------------|----------|--|
| • April 1 st | 9:30 am | Friends of the Library Book Sale |
| • April 2 nd | 3:00 pm | Spring Yoga |
| • April 5 th | 10:30 am | Adventurers' Club |
| • April 6 th | 10:30 am | Li'l Explorers |
| • April 8 th | 11:00 am | Adult Book Club, <i>Murder Your Employer</i> |
| • April 11 th | 10:30 am | Bilingual Storytime |
| • April 11 th | 6:00 pm | Teen & Adult Blackout Poetry |
| • April 12 th | 10:30 am | Adventurers' Club |
| • April 13 th | 10:30 am | Li'l Explorers |
| • April 16 th | 3:00 pm | Spring Yoga |
| • 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 26th 5:00 pm Library Volunteer Appreciation Party

- June 5th 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_4-4-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, April 18, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet April 25, at 6:30 pm in the City Council Chambers
- The Assistant Director will attend the Alamo Area Metropolitan Organization's meeting on Friday at 1 pm at the TxDOT office on NW Loop 410.