



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: May 16, 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. The weather has greatly hindered his progress.

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. The Rain has delayed the project.

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 project is substantially complete, and the tank is to be placed back into service by the end of the week.

Huebner Road School Zone

An Interlocal Agreement has been sent to our attorney for review and approval. Once signed, we can request quotes for the work.

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	4
Animal	
Impact Fees	
Foundation	2
Fence	1
Mechanical	2
Electrical	2
Accessory	
Signs	2
Garage Sale	1
Building	
Impact Fee	
Remodel	1
Roof	1
Utilities	1
Fire	1

PLANNING AND ZONING

- Updating Master Plan

- Updating the Zoning Map
- RFP'S – Health & Building have closed as of 5/15/2023, in the process of review.
- Creating a Welcome Packet
- 7213 Huebner – Final Plat
- Brisa Plat
- Training New Hire

OPEN RECORDS REQUESTS

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
PMRR-2023-1	The Herrera Law Firm	5/9/2023	LVFD Medical and Billing Records	Withdrawn by Requestor	1	5/10/2023 2:26 PM	\$ -	\$ -
OR-2023-69	Yellow Dog Reports Beth Hull	3/8/2023	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. 2013 Lexus GS350	Closed Due to Lack of Response	13	5/6/2023 5:02 PM	\$ 105.00	\$ -
OR-2023-100	Yellow Dog Reports Beth Hull	4/10/2023	10/31/2022@31:50 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	Complete	19	5/6/2023 12:32 PM	\$ 65.00	\$ 65.00
OR-2023-103	Charlene Rosaes	4/13/2023	CODE VIOLATION I am requesting a list of all residential properties in your city VACANT PROPERTIES with more than 1 code violation, I also need any CONDEMNED properties and ANY Other properties With Multiple Code Violation I only need property addresses. between 01/1/2023 And 03/31/2023. I do not want any customer information or reason for the citation.	Complete	10	4/27/2023 11:53 AM	\$ -	\$ -
OR-2023-104	Mr. Zach	4/17/2023	Records pertaining to Joshua T. Rathbun traffic ticket during Jan 2015 or Jan 2016; ticket front and back; summons; any court doc related to case.	Complete	8	4/27/2023 1:12 PM	\$ -	\$ -
OR-2023-110	OT Investment Group, LLC	4/25/2023	I would like to request an open records request for properties that have been on the code violation list for over 6 months consecutively. I don't need any personal information on the property owners, I simply need the addresses that have been on this list for over 6 months.	Complete	2	4/27/2023 10:17 AM	\$ -	\$ -
OR-2023-112	Megan Mauer, Partner Engineering and Science, Inc.	4/26/2023	My company, Partner Engineering and Science, Inc., is performing a Phase I Environmental Site Assessment on the property located at 7212 Bandera Road (currently occupied by Lockaway Storage). We are looking for any current or historic documents related to this property, specifically information regarding hazardous substance use/storage; aboveground or underground storage tanks; permits (including for a septic system); violations; records of any transformers on the property (whether PCB is utilized and maintenance information); zoning of the property and any zoning violations; any environmental concerns such as releases/spills, cleanup activities, institutional or engineering controls/activity use limitations, or any sort of sampling/testing done at the site.	Complete	10	5/10/2023 10:42 AM	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-113	Vanessa Silva	4/26/2023	I am requesting a copy of this assault/choking incident as it pertains to my child custody case.	Pending Fee Acceptance	10		\$ 89.00	\$ -
OR-2023-115	Vanessa Silva	4/26/2023	I am requesting any and all police records for home address 6631 Cades cove cr 78238 from dates Jan 1, 2021 to April 1,2023....pertaining to Mark Arron Pacheco and Erica Valadez. I am requesting this information because it is crucial knowledge for my custody case.	Complete	7	5/6/2023 5:18 PM	\$ -	\$ -
OR-2023-116	Krista Jagggers	4/26/2023	Car accident on April 20, 2023 around 6:30pm off of Grissom Road Case # 202301317	Pending Response from LVPD	10			
OR-2023-117	Mara Cardenas, Statewide Defensive Driving	5/1/2023	Below is my formal request, My name is Mara Cardenas and I work for Statewide Defensive Driving and would like to request the DSC records list of those people who have had traffic citations and have been approved to take a defensive driving course. We would like their names, address, city, state, zip and citation date or approval date. We would like for this information to be sent via email on a monthly basis to statewidedd@aol.com. At this time, I would like to request the lists for the month of March and April of 2023 of those who requested to take defensive driving. (Their due dates should be in June and July of 2023). If you could email it to us at your convenience that would be great.	Complete	0	5/1/2023 4:25 PM	\$ -	\$ -
OR-2023-118	Erica Hsu, LNR-OKCLN Content	5/1/2023	Please accept this as the request for traffic data from 04/01/2023 – 04/30/2023. 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	0	5/1/2023 4:27 PM	\$ -	\$ -

CERTIFICATE OF OCCUPANCY

- 7500 Eckhert, Salon, Shear Identity
- 5405 Bandera, Warehouse, Fetch Package

OFFICE OF THE CITY SECRETARY

- Continued updating the Contract Inventory.
- Received and Processed two (1) Subpoenas of Records.
- Certified one (1) LVPD Report.
- Completed TCIC/NCIC Certification

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.
- Cleaning up roads and fallen trees after the flood event.
- Removed the old swing set frame, filled holes, backfilled fall zone materials at the Rimkus playgrounds, and replaced chat with soil at soccer field nets.
- Ordered additional fall zone material for Silo, Old Mill and the Ridge pocket parks.
- Received ATV's and prepared to place into service.
- Replaced clutch on C-14.
- Replacing brakes on Fire Department truck.
- Working on the Vermeer vac trailer this week to service and look into possibly sending out for repairs.
- Replacing the trail surface at the Linkwood-Pavona Place trail.
- Repairing sidewalks and curbs on Bally.
- Inspected stormwater drains and structures city-wide. Clearing debris if necessary.
- Mowing Zone 3 (Grissom).
- Cleaning Raymond Rimkus Park and removing some dead trees
- Adding soil around the pool decking, where necessary at the Community Pool.

FIRE DEPARTMENT

- The Fire Department would like to congratulate John Suhr as a new Fire Captain with the Fire Department. Captain Suhr has been with the Leon Valley Fire Department for the past 22 years.
- The Fire Department will be holding a promotional process for the Fire Lieutenant position vacated by Lieutenant John Suhr. We encourage all internal candidates that qualify for this position to apply.

- Paramedic Ian Shaw has completed his Texas Commission on Fire Protection training and has passed all the required tests to become a firefighter. We would like to congratulate him on this accomplishment.
- The new Ladder truck for the Fire Department should arrive within 30 days. A public event at the Fire Department will commemorate the acquisition of our new apparatus. More details will be given on the date and time of the proposed event.
- The Fire Department has met the requirements and completed the renewal application for the State of Texas Department of Health and Human Service EMS licensing. The licensing period will be valid until May 2025.
- The Fire Department responded to an apartment fire on Thursday, May 4, 2023, at 10:30 am. The fire affected a total of 12 apartments with significant damage to 4 units. There were no injuries during the event and 2 pets were saved. The initially arriving fire crew stopped the fire from spreading by performing a well-coordinated offensive attack on the fire before mutual aid arrived. Mutual aid departments that assisted with the fire included Balcones Heights, Castle Hills, Shavano Park, Bexar County ESD 2, Bexar County ESD 7, Acadian EMS, and the Bexar County Fire Marshals office. The fire investigation found that the fire was arson and a warrant for the suspect's arrest was issued by the City of Leon Valley Fire Marshals Office.

ECONOMIC DEVELOPMENT

- Added the City of Leon Valley to the Office of the Governor Economic Development and Tourism Prospect Leads Request
- Attended the San Antonio Manufactures association Trade show and conference.
- Held a grand opening of DC Molina Cleaners
- Did a site selection tour for a prospect new business.
- Working to update and modernize Economic Development website.
- Working with a financial institution to move their corporate offices into Tower building along with other smaller businesses.
- Putting together a proposal to a retail store to come into the city.

UPCOMING LIBRARY PROGRAMS

- May 17th: Block Play – 10:30 am
- May 18th: Toddler Scavenger Hunt – 10:30 am
- May 21st: Spring Yoga – 3 pm -4:30 pm
- May 21st: Earthwise Living Speaker Event (Series) – 3 pm
- May 24th: Design Your Own Craft – 10:30 am
- May 25th: Kinetic Sand – 10:30 am
- May 26th: Community Coffee – 10:30 am
- May 27th: Drum Circle – 10:30 am
- May 31st: Playtime – 10:30 am

Summer Reading Big Events

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|-------------------------|----------|--|
| • June 5 th | 10:30 am | Summer Reading Kick Off: Big Rig Petting Zoo |
| • June 9 th | 10:30 am | Bubble Party |
| • June 11 th | 2:30 pm | Chalk the Walk |
| • June 12 th | 10:30 am | Dairy Cow Visit to the Library |

- June 15th 1:00 pm Intergenerational Game Day at the Senior Center
- June 16th 2:30 pm Kindness Rocks
- June 20th 2:00 pm Science Heroes: Saving Earth Together
- June 21st 10:30 am Dentist Magician
- June 25th 3:00 pm Family Escape Room: Quest for the Magic Diamond

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_5-16-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, June 6, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on May 23, 2023, at 6:30 pm in the City Council Chambers