



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: June 20, 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 has designed a package for Year 6 Street Maintenance and bids will be advertised on June 18th. The bids received will be opened on July 11th.

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 with COSA was signed, and we are putting this project out for bid. Bids will be opened on July 11th.

Huebner Creek Flood Control Project Phase 1

The engineer continues preparing the plans in accordance with FEMA regulations

Wurzbach Road Sewer Main Replacement Project

Engineering has been completed and we are now advertising for bids. Bids will be opened on July 11th.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	1
Food	2
Animal	
Impact Fees	
Foundation	1
Fence	
Mechanical	2
Electrical	1
Accessory	
Signs	
Garage Sale	5
Building	1
Impact Fee	
Remodel	
Roof	
Utilities	4
Fire	

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
- Triangle property Plat
- Training New Hire

OPEN RECORDS REQUESTS

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-121	Iris Ramos	5/4/2023	Case number E0064761. Violation DISREGARD STOP SIGN Issued: 4/21/2023 In Leon valley on Seneca dr around 840am to 900am just looking to get the video	Pending Payment	24		\$ 21.00	
OR-2023-129	Kenneth Stein	5/17/2023	I need all available bodycam and/or dashcam footage from all officers present during the above referenced DWI arrest. Please include any related police reports or other documents	Pending Fee Acceptance	15		\$ 92.00	
OR-2023-132	Ty Castaneda, Kimley Horn and Associates	5/18/2023	I am currently looking for any records associated with the property southeast of UHaul on Grissom Rd and Timberhill Dr. for Tract 1 and 2. See attachment for the property in question. More specifically looking for any Plat or Storm Water Management Plan linked to the property.	Complete	10	6/1/2023	\$ -	\$ -
OR-2023-133	Al Alcala	5/18/2023	I would like to respectfully request the fire department investigation report regarding a multi-family residential apartment building fire located at 6313 Evers Road which originated in unit 1205 on May 4th, 2023. Thank you for your assistance. Truly appreciate it very much.	Complete	11	6/2/2023	\$ -	\$ -
OR-2023-135	Lucy Wood, Prof/Esq., UT Law School Disability Rights Clinic	5/19/2023	Hello, My name is Lucy Wood, and I represent Leslie Hidalgo. I am writing you at the instruction of Kyle, who explained to me that I must use this portal to obtain the camera footage and all other material (I'm interested in notes, anything related to trespass, any report, etc.) related to Leslie's experience at the Car-Vel location (address above) on or about Sept 12 2022. I am a lawyer that works at UT Law in the Disability Rights Clinic, and we are trying to get a more complete picture of what happened that evening. Thank you very much for your time.	Pending Department Response	4		\$ -	\$ -
OR-2023-136	Ruben Avalos	5/21/2023	Any or all I can do to handle my responsibilities in my obligations	Pending Response from Request for Clarification	12		\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-137	Davidson Troilo Ream & Garza	5/23/2023	"ANY AND ALL PHOTOGRAPHS, VIDEOTAPES (INCLUDING DASH-CAM AND BODY-CAM VIDEO) AND/OR AUDIOTAPES (INCLUDING RELATED TRANSCRIPTS) PERTAINING TO AN INCIDENT INVOLVING THEODORE AMAYA AND OR MR. MS. DIXON AND/OR MR./MS. PENAFLORE THAT OCCURRED ON 5/2/22 AT 12:22 PM AT 6100 BANDERA RD/ 5500 WURZBACH RD, IN LEON VALLEY, BEXAR COUNTY, TEXAS (CRASH ID: 18885307 Cased ID: 202201207) including but not limited to any type of; supplemental reports; dispatch calls and logs; witness statements; any and all photographs (please provide in native format if possible); office notes and/or field notes; telephone memos; videotapes and/or audiotapes and related transcripts; measurements, diagrams, drawings, sketches, graphs and/or charts; and printouts of any type of data stored in electronic format, including email transmissions""	Withdrawn from Requestor	10	6/13/2023	\$ 142.00	\$ -
OR-2023-139	Lexitas Legal	5/25/2023	Date of Accident: 08/06/2021 Case ID: 202102689 Any and all records, including but not limited to, any files, actual photographs/negatives, inventory sheets, notes, dispatch logs/records, diagrams, officer's narratives, insurance records, invoices, accident or incident reports with supplements; correspondence; witness accounts/statements; sketches, charts or graphs; handwritten and/or typewritten notes, measurements, lab work results, video or audio recordings, dash cameras, recordings, COBAN and BWC footage, any witness information on day of accident and anything else reduced to writing or any other records retention medium in the possession, custody or control of the said facility.	Complete	6	6/2/2023	\$ 48.00	\$ 48.00
OR-2023-141	Jose Daniel Mendez	5/30/2023	Jose Daniel Mendez, ----- . I have had two traffic tickets in Leon Valley in the past and I don't have much records of them. I applied for reciprocity of my barber license and they requested a disclosure statement if I have ever been convicted of any law in the United States. My application has been delayed because I did not include the penal codes. I'm requesting a form of record that includes a description of the offense with dates, docket number, and penal codes.	Complete	3	6/2/2023	\$ -	\$ -
OR-2023-142	Sarah Duran - KENS 5	5/30/2023	Information regarding a traffic accident on Friday, May 26, around 8:30pm on Grissom and Old Grissom Road.	Complete	2	6/1/2023	\$ -	\$ -
OR-2023-143	Leslie Bacon Knopf	5/30/2023	Body Worn Camera Video - 7311 Crownpiece - 7307 Crownpiece; #202301180, #202301270; 4/8/2023 15:30, 4/17/2023 10:09 am; Name of one or more persons in the video: Olivia Espinosa	Requestor Scheduled to Review Videos in Office	11		\$ 298.00	
OR-2023-144	Lexitas	6/1/2023	Any and all records on 7/07/2021, including but not limited to, any files, actual photographs/negatives, inventory sheets, notes, dispatch logs/records, diagrams, officer's narratives, insurance records, invoices, accident or incident reports with supplements; correspondence; witness accounts/statements; sketches, charts or graphs; handwritten and/or typewritten notes, measurements, lab work results, video or audio recordings and anything else reduced to writing or any other records retention medium in the possession, custody or control of the said facility, pertaining to : 6400 EL Verde Rd, Leon, Valley, Texas 78238, Case ID 202102319	Complete	3	6/6/2023	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-145	Maria Cardenas	6/1/2023	Could you please email the DSC list for the month of May 2023 for those who have requested to take a defensive driving course to dismiss their ticket? I would like a list of their names, address, city, state, zip and due date. Email would be great as well if you have it. Thank you so much. Mara Cardenas	Complete	1	6/2/2023	\$ -	\$ -
OR-2023-146	Sherrita Drayton	6/1/2023	I would like to request the Conviction/Val report for the month of May 2023 from the municipal court in XML format. I'm requesting the disposition date, address, name, and conviction. Thank you!	Complete	1	6/2/2023	\$ -	\$ -
OR-2023-147	Carmen Martinez	6/2/2023	Need police report case number 202301840, date of accident 5/29/2023 at 2:37am.	Complete	7	6/13/2023	\$ -	\$ -
OR-2023-148	Law Offices of Israel Garcia	6/2/2023	1. Any and all investigation files and documents for Christy L. Martinelli, Melissa Gutierrez, Aiden Gutierrez, Saniah Gutierrez, and/or any witnesses for the motor vehicle accident that occurred on May 5, 2023. 2. Any and all photos, recordings, and videos for Christy L. Martinelli, Melissa Gutierrez, Aiden Gutierrez, Saniah Gutierrez, and/or any witnesses for the motor vehicle accident that occurred on May 5, 2023. 3. Any and all police and/or accident records, reports, and/or information specifically including, but not limited to, investigation file, police report, incident report, offense report, witness statements, witness information (name(s), address(es), and/or phone number(s)), Coban video, body cam video, dash cam video; 911 calls/dispatch logs, photographs, negatives, video/digital CD's or recordings, tapes, diagrams, measurements, notes and/or any other documents, materials, and information maintained in your files from May 5, 2023 to the present and relating to the following: a. City of Leon Valley Police Department Case ID LVPD202301523, TxDot Crash ID: 19529459.1/2023209525, and/or the Texas Peace Officer's Crash Report enclosed as Exhibit 1; b. An incident, accident, and/or injury, which occurred on May 5, 2023, at or near the intersection of the 6400 Block of Bandera/SH 16 and the 6200 Block of Seneca, Leon Valley, Texas involving Christy L. Martinelli, Melissa Gutierrez, Aiden Gutierrez, Saniah Gutierrez, investigating officer E. Guadarrama (Badge #523);	Complete	7	6/13/2023	\$ 69.00	\$ 69.00
OR-2023-149	Leslie Bacon Knopf	6/5/2023	Requesting an audio copy of the phone call I had (Leslie Bacon Knopf) with Lieutenant K. Burtleson in the afternoon on Thursday June 1, 2023.	Complete	1	6/6/2023	\$ -	\$ -
OR-2023-150	Erica Hsu	6/5/2023	Please accept this as the request for traffic data from 05/01/2023 – 05/31/2023. 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, Status Status Description	Complete	1	6/6/2023	\$ -	\$ -
OR-2023-151	Cindy A. Izquierdo	6/5/2023	A lawsuit arising out of this incident (case # 2022CI22599) involving the plaintiff Rocio Diaz-Cervantes against Arturo Salazar III, who was the driver of a vehicle owned by my client. I represent the defendant company involved in the lawsuit. I am trying to obtain any and all body cam footage of the incident. As well as any all 911/CAD available. Thank you, Cindy A Izquierdo	Pending Fee Acceptance	7		\$ 147.00	\$ -
OR-2023-152	Pulliam Media LLC	6/6/2023	City of Leon Valley "time and money extinguishing fires created by homeless camps" during the time period from January 1, 2020 to present.	Complete	2	6/8/2023	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-153	Ty Castaneda, Kimley Horn and Associates	6/7/2023	I am looking for any plans that relate to the on-site drainage, construction civil plans, and/or drainage study for Timberhill Commons Apartment Complex off of Timberhill Dr.	Pending Department Response	5		\$ -	\$ -
OR-2023-154	Alexis Torres	6/8/2023	I am requesting a record of all swimming pool permits issued by all builders and owners from the year 2022 to the present. Please include all issued dates, addresses, and builder names. Thank you for your help and I look forward to hearing back from you. You can reach me through my email or call my direct line. My availability is Monday- Friday, 9am to 5pm apart from 11:30-12pm.	Pending Department Response	5		\$ -	\$ -
OR-2023-155	Hector Rivera	6/8/2023	I am conducting a security clearance background investigation on Michael Musquez and would like any and all court records related to him. I can provided identifiable information for him as needed, please contact me to obtain further details.	Complete	4		\$ -	\$ -
OR-2023-156	Frontier Waste Solutions	6/9/2023	Frontier Waste Solutions would like to get a PDF copy of the City's current solid waste contract and all applicable amendments for review. Additionally, we'd like a copy of the current rate sheet that includes pricing/charges paid to your solid waste contractor for residential homes (\$/Home/Month), commercial dumpsters (\$ by dumpster size and service frequency), and roll off dumpsters (by size)?	Complete	2	6/12/2023	\$ -	\$ -
OR-2023-157	TEST ITEM	6/13/2023	TEST ITEM	n/a			\$ -	\$ -
OR-2023-158	Edgar Esquivel	6/13/2023	ANY AND ALL RECORDS (WHETHER TYPED, HANDWRITTEN OR COMPUTER-GENERATED), PHOTOGRAPHS, PERTAINING TO AN INCIDENT INVOLVING THEODORE AMAYA AND OR MR./MS. DIXON AND/OR MR./MS. PENAFLOR THAT OCCURRED ON, 5/2/22, AT 12:22 PM, AT 6100 BANDERA RD/ 5500 WURZBACH RD, IN LEON VALLEY, BEXAR COUNTY, TEXAS (CRASH ID: 18885307 Cased ID: 202201207), including but not limited to any type of incident reports; accident reports; crash reports; investigative reports; supplemental reports; witness statements; office notes and/or field notes; telephone memos; measurements, diagrams, drawings, sketches, graphs and/or charts; and printouts of any type of data stored in electronic format, including email transmissions.	Pending Department Response	1		\$ -	\$ -
OR-2023-159	Siron Chambers	6/13/2023	I called 911 on December 31st to January 1st I'm not sure what time it was My phone number is ----- The address is 5622 evers road apartment 4708 my son's mother (Mamie Deputy) jumped off my 2nd floor balcony	Pending Response from Request for Clarification	1		\$ -	\$ -
OR-2023-160	TEST ITEM	6/13/2023	TEST ITEM	n/a			\$ -	\$ -
OR-2023-161	Timothy Fanning-Express-News	6/14/2023	Under the Texas Public Information Act, Tex. Gov't Code §552.001 et seq., I am requesting an opportunity to inspect or obtain copies of the police report related to the arrest of Lakey Hinson, a chalk artist, earlier this month.	Complete	0	6/14/2023	\$ -	\$ -
OR-2023-162	James Ward	6/14/2023	I would like to kindly request, per the Freedom of Information Act, the following information, 1. in an Excel Spreadsheet, 2. all your sworn officers regardless of their role (that is every single sworn staff member in the department), and 3. all the civilian staff who service your department with intelligence, research, and/or analysis for investigative or crime analysis support. For the officers and civilian staff described above, the following items are requested: First name, last name, work email address Regarding confidential employees, such as undercover officers, you can withhold their information if you would like. If you are not the person/department that handles open records requests, my apologies. Please forward this request to the appropriate open record request official. Again, I would like to kindly request the data in an excel spreadsheet. Thank you guys for your public service! Be safe, Respectfully, James Ward -----	Pending Department Response	0		\$ -	\$ -
OR-2023-163	Carolina Garcia - Maltos Law Firm	6/14/2023	We respectfully request the Police Body Cam footage of incident in subject, from Deputies Responding as well as the other on-scene officers that are not listed in the police report. We further request the officer dashboard camera footage from when the officers arrived up until the incident was concluded. Also, we are requesting photographs, officer note, diagram, witness statement and contact informatin, incident detail sheet narrative of crash or investogator, 911 call recordings and 911 call radio-log.	Pending Department Response	0		\$ -	\$ -

CERTIFICATE OF OCCUPANCY

- 5072 Timberhill, Apartments, Timberhill Commons, 2bldgs
- 5504 Bandera, Automotive, Charras PDR
- 6543 Bandera, Indoor Entertainment, Faith's Creation
- 5504 Bandera, Storage, Mosquito Joe, 2 bldgs

OFFICE OF THE CITY SECRETARY

- Continued updating the Contract Inventory.
- Completed three (3) training videos for the public and staff for the city manager.

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.
- 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.
- Staff is advertising bids for sewer televising and cleaning.
- Repairing sidewalks on Bally.
- Repairing ROW edge on Stebbins.
- Installing speed pads on Thunderbird at Stebbins.
- Repairing water leak on Pickering at Grass Hill.
- Repairing dump trucks.
- Having generators and car wash serviced.
- Repairing street sweeper.
- Replacing the trail surface at the Linkwood-Pavona Place trail.
- Replacing the sod at the sidewalk on Forest Brook.
- Cleaning out the debris from under the Evers Road bridge.
- Replacing a curb stop on El Verde Road.
- Repairing SCADA system.
- Repairing sprinklers at Raymond Rimkus Park.
- The Director will be attending the American Public Works Association conference in Waco next week.

FIRE DEPARTMENT

- Deputy Fire Marshal Justin Gacia has accepted the Fire Marshall/Assistant Fire Chief position with the Universal City Fire Department. We appreciate all the hard work and dedication he has committed to the City of Leon Valley over the last 4 years. We wish him the best of luck in his new endeavor.
- The Fire Department is still participating in project cool. All donated fans can be dropped off at the Fir station. If you know a local resident that may need a fan, please have them come by the fire station.
- The Blessing Box is still accepting donations. If you know anyone in need of food, please have them come to the fire station for assistance.

- The City has officially become a Storm Ready city through NOAA and NWS. We will be planning a proclamation on August 1st, 2023.

ECONOMIC DEVELOPMENT

- Submitted 2 properties for possible development for new employment to come into City.
- Had meetings with property managers to push the City as a destination for their new clients.
- Added leasable properties in Leon Valley to the city website.
- Completed drone certification and passed FAA exam. This will allow for more photos and videos to be taken in-house.
- Worked with the community relations director to get sponsors and vendors for the 4th of July event.
- Friday meet and greet with local business owners.

INFORMATION TECHNOLOGY

- Week 2 of the Cybersecurity Training stats are as follows: 25 users have completed training, 1 user is still in progress, and 127 still have not started training. A reminder to all 128 users that have not completed their training will be sent via email this week.
- Monday 6/12/2023 Google Fiber was installed at the Leon Valley Public Library. This is a more stable and faster connection to the internet for the library. The speed before install through Spectrum Cable was 360 megabits per second download and 10 megabit per second upload. New speed with Google Fiber is 1 gigabit per second for download and upload speeds. This change will also result in cost savings from the cancellation of Spectrum Cable. The cost for Google Fiber is \$0 for the 1 gigabit service.

UPCOMING LIBRARY PROGRAMS

- | | | |
|-------------------------|----------|---|
| • June 21 st | 10:30 am | Dentist Magician |
| • June 22 nd | 10:30 am | Li'l Explorers |
| • June 22 nd | 6:00 pm | Spell Bound by F.T. Lukens (Teen Book Club) |
| • June 23 rd | 10:30 am | Community Coffee |
| • June 24 th | 10:30 am | Drum Circle |
| • June 25 th | 3:00 pm | Family Escape Room: Quest for the Magic Diamond |
| • June 27 th | 10:30 am | Bilingual Program |
| • June 27 th | 12:00 pm | Circuitry (Tweens & Teens) |
| • June 27 th | 2:00 pm | Circuitry (School Age) |
| • June 28 th | 10:30 am | Adventurer's Club |
| • June 29 th | 10:30 am | Li'l Explorers |
| • June 30 th | 10:30 am | Scavenger Hunt (School Age) |
| • July 5 th | 10:30 am | Adventurer's Club |
| • July 6 th | 10:30 am | Li'l Explorers |
| • July 6 th | 4:00 pm | Basquiat Journal Covers (Teens & Adults) |
| • July 7 th | 3:00 pm | Clay Creations |
| • July 10 th | 2:00 pm | A Visit from the DoSeum |

- July 11th 10:30 am Bilingual Program
- July 11th 2:00 pm Exploding Sodas (School Age to Teens)
- July 12th 10:30 am Adventurer's Club
- July 13th 4:00 pm No-Sew Blankets
- July 15th 11:00 am The London Séance Society (Adult Book Club)
- July 16th 2:30 pm Chalk the Walk #2
- July 18th 2:00 pm Bottle Rockets (School Age to Teens)
- July 19th 10:30 am Happy Tails Mobile Zoo
- July 20th 10:30 am Li'l Explorers
- July 20th 1:00 pm Intergenerational Game Day at the Senior Center
- July 20th 6:00 pm We Are Not from Here by Jenny Sanchez (Teen Book Club)
- July 21st 10:30 am Scavenger Hunt
- July 22nd 10:30 am Drum Circle
- July 25th 10:30 am Bilingual Program
- July 25th 2:00 pm 3D Printed Rockets (School Age to Teens)
- July 26th 10:30 am Adventurer's Club
- July 27th 10:30 am Li'l Explorers
- July 27th 4:00 pm Let's Make Ice Cream (Must Register for Event by July 24th)
- July 28th 10:30 am Community Coffee
- July 29th 10:30 am End of Summer Reading Party

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_6-20-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, July 18, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on June 27, at 6:30 pm in the City Council Chambers