



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** June 6, 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**

<b>Permit Type</b>	<b># Issued</b>
Plumbing	2
Food	2
Animal	1
Impact Fees	
Foundation	1
Fence	1
Mechanical	5
Electrical	1
Accessory	
Signs	2
Garage Sale	10
Building	1
Impact Fee	
Remodel	
Roof	4
Utilities	
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-2023-113	Vanessa Silva	4/26/2023	I am requesting a copy of this assault/choking incident as it pertains to my child custody case.	Closed Due to Lack of Response	18	5/22/2023	\$ 89.00	\$ -
OR-2023-116	Krista Jagers	4/26/2023	Car accident on April 20, 2023 around 6:30pm off of Grissom Road Case # 202301317	Complete	15	5/17/2023	\$ -	\$ -
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	19		\$ 21.00	
OR-2023-123	The Herrera Law Firm	5/10/2023	All photos, police report, police officer's notes, video recordings, COBAN recordings, BWC recordings of party and/or witness interviews, BWC recordings of the crash as described in the police report, 911 recordings, audio recordings, witness statements, parties' statements, and dash cam video regarding Case ID: 202103496, investigated by Officer Clarence Yarbrough, Badge #1230.	Complete	9		\$ 42.00	\$ 42.00
OR-2023-124	Arrendondo Law - Jennifer Hays	5/8/2023	Our firm has been retained to represent Natasha Shaw with regards to an auto accident that occurred on 3/27/23 at the intersection of Grisson Rd and Poss Rd at approximately 4:49 pm (Case ID No. 202301038). 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.	Complete	9	5/10/2023	\$ 250.00	\$ 250.00
OR-2023-125	The Herrera Law Firm	5/10/2023	Our firm has been retained to represent Natasha Shaw with regards to an auto accident that occurred on 3/27/23 at the intersection of Grisson Rd and Poss Rd at approximately 4:49 pm (Case ID No. 202301038). 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.	Complete	9	5/23/2023	\$ 9.75	\$ 9.75

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-126	Joshua Dean Hinson	5/16/2023	I would like the 911 call records, or whatever number the person or business called to complain about me. I would like the dash cam video to see/hear what they were saying in the car before and after interacting with me. I would like the body camera footage of the interaction...not just the arrest, but also any recordings of Officer Breton and Rodriguez talking to me, about me, and about my case during the time I was in their custody and after they released me. I would like the call placed to the DA who told them they had to let me go. Lastly I would like to request information on any complaints about either of the officers for as far back as possible.	Complete	5	5/23/2023	\$ -	\$ -
OR-2023-127	Elaine Valdez	5/16/2023	Contract with San Antonio Pool Management Company to manage 2 LV City swimming pools for 2023	Complete	0	5/16/2023	\$ -	\$ -
OR-2023-128	Victoria Young	5/17/2023	We have been informed of an arrest by our RBFCU Leon Valley branch. A chalk artist was arrested and is claiming we called the police. I am doing an internal investigation and trying to learn what transpired in the situation and where the call came from, as our company has no record of calling. I appreciate your help.	Complete	2	5/19/2023	\$ 47.00	\$ 47.00
OR-2023-130	Danny Huerta, Blackstone Consulting LLC	5/17/2023	Property Records Search for: 5622 Evers Road, Leon Valley/San Antonio, Texas Rimkus Consulting Group, Inc., DBA Blackstone Consulting LLC (Blackstone) is representing a real estate entity that has an interest in the above-referenced property. We are assisting our client in a site and/or building assessment; therefore, we respectfully request the following information: Building Permit for the original building shell. Original Certificate(s) of Occupancy (C of Os). Any current code violations or complaints at the above-referenced property. What current Building Code is enforced? The zoning classification (not a zoning verification letter). Most recent fire inspection report. When was the last Fire Department Inspection? How often does the Fire Department inspect this property? Any current or outstanding fire code violations. Records of any hazardous materials, spills, environmental clean-up, or investigation incidents. Records of any wells, septic, or above- or under-ground storage tanks. Records for wastewater discharge permits, stormwater discharge permits, air quality permitting.	Complete	1	5/18/2023	\$ -	\$ -
OR-2023-131	Shae Krc, City of Burkburnett	5/18/2023	All Director level salaries	Complete	4	5/24/2023	\$ -	\$ -
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.	Pending Department Response	9		\$ -	\$ -
OR-2023-133	Al Alcalá	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.	Pending Department Response	9		\$ -	\$ -
OR-2023-134	Matthew Vargas	5/18/2023	I need EMAILED to ----- information and names of any citations given from a red light camera as well as video that occurred on 5/5/2023 between 10:30 pm thru 11:30 pm	Complete	3	5/23/2023	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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	7		\$ -	\$ -
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. 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; 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"	Pending Payment	6		\$ 142.00	
OR-2023-138	DFPS Caseworker, David Lopez	5/24/2023	Case Number 202301146 Date of Incident: 04/05/2023 Person: Kayla Miles - DOB is ---- Responding Officer: Alan Gonzalez - Badge #552 Report attached	Complete	0	5/24/2023	\$ -	\$ -
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.	Pending Department Response	4		\$ -	\$ -
OR-2023-140	Josh Peck - Texas Public Radio	5/25/2023	I'm requesting reports from your police department for all instances of officer-involved shootings between October 1, 2022, and May 1, 2023, as per HB 1036. I request that these reports be in .pdf format. I ask for any and all fees associated to be waived in the public interest. If they are not waived, I request that no action is taken to complete the records request until I am notified of the costs and give my approval.	Complete	3	5/30/2023	\$ -	\$ -
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.	Pending Department Response	1		\$ -	\$ -
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.	Pending Department Response	1		\$ -	\$ -
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	Pending Department Response	1			

### **CERTIFICATE OF OCCUPANCY**

- 5622 Evers, Apartments, Vista Del Rey
- 6625 Adair, Assisted Living, Adair Assisted Living
- 5419 Bandera, Flooring Sales, Villalobos Tile
- 6502 Bandera, Prof. Office, Lucia Cobb
- 5072 Timberhill, Apartments, Timberhill Commons, 7 bldgs & 8 carports

### **OFFICE OF THE CITY SECRETARY**

- Continued updating the Contract Inventory.
- Received and Processed one (1) Subpoena of Records and two grand Jury Summons.
- Certified one (1) LVPD Report.
- Organized the city-wide garage sale for 5/20 and 6/3

### **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.
- Replacing the trail surface at the Linkwood-Pavona Place trail.
- Repairing sidewalks on Balky and Forest Brook.
- Mowing on Bandera Road.
- Checking parks for downed/damaged trees.
- Removing more County fencing along El Verde Road for the Hike & Bike Trail project.
- Preparing for Big Rig Petting Zoo event.
- Placing hangtags, disconnecting/reconnecting services.
- Replacing residential water meters.
- Replacing curb stops.
- Repairing a leak in Linkwood.
- Fixing a drainage complaint of Stebbins. The edge of the road has washed away due to stormwater runoff, and the asphalt edging needs to be protected.
- Clearing out storm drains.
- Repairing a long service leak on Poss Rd.
- Received ATV's and preparing to place into service.
- Placing new trucks into service.
- Repairing Code Enforcement truck.
- Working with Vermeer on the vac trailer repairs.

## **FIRE DEPARTMENT**

- The Fire Department received lunch from Santa Rosa Hospital System for EMS week. We greatly appreciate the thought.
- The Fire Department completed fire extinguisher training with Ancira Dealership. We taught over 300 people how to appropriately use a fire extinguisher along with how to assist first responders when calling 911.
- The new Ladder truck for the Fire Department has arrived. We will be completing in-service training on the new truck in the first week of June. 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. Also, all staff will be trained in the use and operation of the apparatus.
- The City has officially become a Storm Ready city through NOAA and NWS. We will be planning a presentation at City Council soon.
- A resident who suffered a loss from the fire at the Forest Oaks Apartments last month took advantage of the Blessing Box Program. That person was informed that they can come as often as they wanted to get assistance.

## **ECONOMIC DEVELOPMENT**

- Held 3 site selections with new businesses wanting to move into the area.
- Had meetings with property managers to push the City as a destination for their new clients.
- Met with a local property owner to fill a large space which he plans to leave soon.
- Held information session for the Lift fund loan program.
- Added leasable properties in Leon Valley to the city website.
- Started drone certification training to have staff be FAA drone certified to bring services in-house.
- Worked with the community relations director to get sponsors and vendors for the 4<sup>th</sup> of July event.
- Did a meet and greet with local business owners on Fridays.

## **UPCOMING LIBRARY PROGRAMS**

- |                         |          |   |
|-------------------------|----------|---|
| • June 6 <sup>th</sup>  | 11:00 am | Binary Code Bracelets (Tweens & Teens)          |
| • June 6 <sup>th</sup>  | 2:00 pm  | Binary Code Bracelets (School Age)              |
| • June 7 <sup>th</sup>  | 10:30 am | Adventurer's Club                               |
| • June 8 <sup>th</sup>  | 10:30 am | Li'l Explorers                                  |
| • June 8 <sup>th</sup>  | 4:00 pm  | Spread the Love (Teens & Adults)                |
| • June 9 <sup>th</sup>  | 10:30 am | Bubble Party                                    |
| • June 11 <sup>th</sup> | 2:30 pm  | Chalk the Walk                                  |
| • June 12 <sup>th</sup> | 10:30 am | Dairy Cow Visit to the Library                  |
| • June 13 <sup>th</sup> | 10:30 am | Bilingual Program                               |
| • June 13 <sup>th</sup> | 2:00 pm  | Bath Bombs (School Age to Teens)                |
| • June 14 <sup>th</sup> | 10:30 am | Adventurer's Club                               |
| • June 14 <sup>th</sup> | 2:00 pm  | Self-Affirmation Jars (Adults)                  |
| • June 15 <sup>th</sup> | 10:30 am | Li'l Explorers                                  |
| • June 15 <sup>th</sup> | 1:00 pm  | Intergenerational Game Day at the Senior Center |

- June 15<sup>th</sup> 4:00 pm Self-Affirmation Jars (Tweens & Teens)
- June 16<sup>th</sup> 2:30 pm Kindness Rocks
- June 17<sup>th</sup> 11:00 am Alexandra Petri's US History: Important American Documents (I Made Up) – Adult Book Club
- June 20<sup>th</sup> 10:30 am In the Gardens
- June 20<sup>th</sup> 2:00 pm Science Heroes: Saving Earth Together
- June 21<sup>st</sup> 10:30 am Dentist Magician
- June 22<sup>nd</sup> 10:30 am Li'l Explorers
- June 22<sup>nd</sup> 6:00 pm Spell Bound by F.T. Lukens (Teen Book Club)
- June 23<sup>rd</sup> 10:30 am Community Coffee
- June 24<sup>th</sup> 10:30 am Drum Circle
- June 25<sup>th</sup> 3:00 pm Family Escape Room: Quest for the Magic Diamond
- June 27<sup>th</sup> 10:30 am Bilingual Program
- June 27<sup>th</sup> 12:00 pm Circuitry (Tweens & Teens)
- June 27<sup>th</sup> 2:00 pm Circuitry (School Age)
- June 28<sup>th</sup> 10:30 am Adventurer's Club
- June 29<sup>th</sup> 10:30 am Li'l Explorers
- June 30<sup>th</sup> 10:30 am Scavenger Hunt (School Age)
- July 5<sup>th</sup> 10:30 am Adventurer's Club
- July 6<sup>th</sup> 10:30 am Li'l Explorers
- July 6<sup>th</sup> 4:00 pm Basquiat Journal Covers (Teens & Adults)
- July 7<sup>th</sup> 3:00 pm Clay Creations
- July 10<sup>th</sup> 2:00 pm A Visit from the DoSeum
- July 11<sup>th</sup> 10:30 am Bilingual Program
- July 11<sup>th</sup> 2:00 pm Exploding Sodas (School Age to Teens)
- July 12<sup>th</sup> 10:30 am Adventurer's Club
- July 13<sup>th</sup> 4:00 pm No-Sew Blankets
- July 15<sup>th</sup> 11:00 am The London Séance Society (Adult Book Club)
- July 16<sup>th</sup> 2:30 pm Chalk the Walk #2
- July 18<sup>th</sup> 2:00 pm Bottle Rockets (School Age to Teens)
- July 19<sup>th</sup> 10:30 am Happy Tails Mobile Zoo
- July 20<sup>th</sup> 10:30 am Li'l Explorers
- July 20<sup>th</sup> 1:00 pm Intergenerational Game Day at the Senior Center
- July 20<sup>th</sup> 6:00 pm We Are Not from Here by Jenny Sanchez (Teen Book Club)
- July 21<sup>st</sup> 10:30 am Scavenger Hunt
- July 22<sup>nd</sup> 10:30 am Drum Circle
- July 25<sup>th</sup> 10:30 am Bilingual Program
- July 25<sup>th</sup> 2:00 pm 3D Printed Rockets (School Age to Teens)
- July 26<sup>th</sup> 10:30 am Adventurer's Club
- July 27<sup>th</sup> 10:30 am Li'l Explorers
- July 27<sup>th</sup> 4:00 pm Let's Make Ice Cream (Must Register for Event by July 24<sup>th</sup>)
- July 28<sup>th</sup> 10:30 am Community Coffee



- July 29<sup>th</sup> 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\\_6-6-2023.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/2719/cm_report_6-6-2023.pdf)

**OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be Tuesday, June 20, 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