



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: August 1, 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

The contractor is about to move to Phase 2 of the project, which is the section between Aids Drive and Grass Hill. Grass Hill Drive will be closed from William Rancher to Samaritan 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 has finished the concrete work and will now complete the fencing. The trailhead and amenities are to be installed last.

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	07/30/2023			
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 were advertised on June 18th. The bids were opened on July 11th and the award will be placed on the August 1st Council agenda.

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 were opened on July 11th and will be placed on the August 1st and 15th City Council agendas for bid award and budget adjustment.

Huebner Creek Flood Control Project Phase 1

The engineer continues preparing the plans.

Project Task	Approx. Deadline	Status
Hydrologic Analysis	May-23	Complete
Preliminary Channel Alignment	Jun-23	Complete
Survey and Utility	Jun-23	Complete
Existing Hydraulic Analysis	Jul-23	Complete
Proposed Hydraulic Analysis	Aug-23	Ongoing
Finalize drainage design	Sep-23	
Environmental Assessment	Sep-23	Ongoing
Final Plans and Report	Oct-23	
CLOMR Submittal To FEMA	Oct-23	

Wurzbach Road Sewer Main Replacement Project

Engineering has been completed and we are now advertising for bids. Bids were opened on July 11th and this item will be brought to City Council on August 1st and 15th for a budget adjustment and approval.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	8
Food	
Animal	
Impact Fees	
Foundation	

Fence	
Mechanical	5
Electrical	2
Accessory	
Gas	1
Garage Sale	5
Building	
Impact Fee	1
Remodel	1
Roof	2
Utilities	1
Fire	

PLANNING AND ZONING

- Updating Master Plan
- Updating the Zoning Map
- 0 Huebner – Replat & PDD
- Triangle Property – Plat
- 7201 & 7205 Huebner – Rezone
- 6808 Huebner – Sign Variance (Seasonal)

OPEN RECORDS REQUESTS

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-17	Law Offices of Gerald D. "Chip" Havemann	1/17/2023	Medical Billing and Records Requested for M. Villarreal (Reopened)	Complete	130	7/18/2023	\$ 9.75	\$ 9.75
OR-2023-18	Law Offices of Gerald D. "Chip" Havemann	1/17/2023	Medical Billing and Records Requested for E. Villarreal (Reopened)	Complete	130	7/18/2023	\$ 9.75	\$ 9.75
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	Paused (61 days)	7/25/2023	\$ -	\$ -
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	Closed - Due to lack of response.	Paused (14 days)	7/24/2023	\$ 79.00	\$ -
OR-2023-163	Carolina Garcia - Maltos Law Firm	6/14/2023	If there are any fees for searching or copying these records, please inform me if the cost will exceed \$10. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of the incident. I am a reporter with the San Antonio Express-News and my request is related to news gathering purposes. This information is not being sought for commercial purposes.	Complete	24	7/18/2023	\$ 22.00	\$ 22.00
OR-2023-174	Bev Evans- Phase Engineering, LLC	6/20/2023	Phase Engineering LLC. is currently working on a Phase I Environmental Assessment of the property located at: Address: 5616 Bandera Road, San Antonio, Texas 78238	Complete	25	7/25/2023	\$ -	\$ -
OR-2023-178	Ruiz and Associates	6/21/2023	Body Worn Camera Video - Case # 202301938; 6/4/2023 @22:50; 5425 Nutmeg Trl; and Robert Tovar and Mary Tovar	Complete	23	7/24/2023	\$ 143.00	\$ 143.00

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-180	Leslie Sachanowicz	6/22/2023	Please provide all bodycams, Leon Valley EMT reports and incident reports relating to the events involving Larry Hall on February 25, 2021, at 7207 Gumtree Street, Leon Valley, TX, 78238	Complete	23	7/25/2023	\$ -	\$ -
OR-2023-181	Ruiz and Associates	6/22/2023	Body Worn Camera Video - Incident # 202301938	Pending Acceptance of Fees	24		\$ 143.00	\$ -
OR-2023-182	Rodriguez Trial Law	6/23/2023	"9-1-1 communications, 9-1-1 audio files, Front/rear COBAN video/audio, dash cam video/audio, body camera video/audio, key card report, witness information from key card report, incident detail report, call for service sheet, witness notes, and other reports/notes/drafts with witness information".	Complete	22	7/25/2023	\$ 179.00	\$ 179.00
OR-2023-183	Leslie Bacon Knopf	6/24/2023	Body Worn Camera Video - 7307 Crownpiece, 7311 Crownpiece - Olivia Espinoza, Leslie Bacon Knopf	Pending Department Response	22		\$ -	\$ -
OR-2023-184	Leslie Bacon Knopf	6/24/2023	Body Worn Camera Video - 7307 Crownpiece, 7311 Crownpiece - Detective Massiattie, Olivia Espinoza, Leslie Bacon Knopf	Pending Acceptance of Fees	21		\$ 51.00	\$ -
OR-2023-191	Beverly Marcou - Law Offices of Troy A. Brookover	6/27/2023	EMS Billing Information for E. Esqueda	Pending Payment	21		\$ 9.75	\$ -
OR-2023-198	Sahana Datta	6/29/2023	I would like to request individual case-level data. Specifically, I am requesting case-level data to include the following information: Violation date, offense, violation location, defendant name, defendant address, defendant race, defendant sex, defendant date of birth or age, plea, warrant issuance, case disposition, status, disposition date, total amount paid, fine amount, cost/fee amount, outstanding balance amount.	Complete	12	7/17/2023	\$ -	\$ -
OR-2023-210	Ruben Tarango	7/3/2023	This is an open records request to include NEW DATES From September 2022 until the present date. I need this to include records from the recent fire last week.	Complete	10	7/17/2023	\$ -	\$ -
OR-2023-219	Leslie M Bacon Knopf	7/7/2023	Copy of Police Report #202302312 made by Patrol Officer A. Gonzalez on 7/1/23. 911 call originating from 7307 Crownpiece.	Pending Department Response	13		\$ -	\$ -
OR-2023-228	Kenneth A-G Lukasik	7/12/2023	Re: Cheryl Range, Cheryl Range Hall, and Darin Harwell, Darin R. Harwell - I am making this request under the Freedom of Information Act, for information in connection with the above-named person's, for the following information: 1. Any and all written statements concerning any report or theft report that was filed with the Leon Valley Police Department in the month of June 2023 and or July 2023 by the aforementioned persons. 2. Audio, or video statements, complaints, testimony in connection with the theft report case against Kenneth A-G Lukasik, or Ken Lukasik, Kenneth Lukasik theft report that was filed with the Leon Valley Police Department in the month of June 2023 and or July 2023 by the aforementioned persons. 3. Affidavits, notes, documents, papers, letters, contracts, pictures, drawings, in connection with the theft report case against Kenneth A-G Lukasik or, Ken Lukasik, Kenneth Lukasik theft report that was filed with the Leon Valley Police Department in the month of June 2023 and or July 2023 by tho, but they stated that they would need a sepena? I stated I would try to contact on my end and see what I can do. If there's an	Complete	4	7/18/2023	\$ -	\$ -

Processed Requests Report 07-14-2023 through 07-26-2023

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-229	Serenity Ozuna	7/14/2023	hello this is serenity ozuna , I am asking if there's a way I can get hold of video footage that happened at an intersection on the axis road right at the light on bandera road by 410 highway . I was involved in a car accidents at that location. It was June 28th 2023 around 6:30 pm that day . I was in a silver ford 2019 EcoSport license plate : ----- the straight away lane . The other driver who was the cause of the accident was on my left side on my driver side in the Turing only lane to turn left , he was in a dodge 2011 silver van License plate:----- . He hit me trying to merge into my lane attempting to cut me off or just merge in but instead he failed and hit my vehicle. I have already filed a claim with the insurance and I'm just waiting for them to get a hold of the other driver but it's been almost 2 weeks and they keep calling him but they aren't able to get to talk to him . I did ask the insurance if there was a way they can request the Leon Valley Police Department for the traffic footage video, but they stated that they would need a sepena? I stated I would try to contact on my end and see what I can do. If there's anyway you can help me try to get video footage to prove that the other driver was in the wrong. I already filed a police report that day it happened. Around June 28th 2023 around 6:30 -7 I filed a police report with officer j.urdina badge#539 ,case number:202302272	Pending Payment	8		\$ 29.00	\$ -
OR-2023-230	Samantha Thrasher	7/18/2023	EMS run report case number 2301106 on 06/21/23	Pending Signed Release Form (HIPAA)	Paused		\$ -	\$ -
OR-2023-231	Rosa Sanchez	7/18/2023	Requesting documents regarding any fire hydrant testing or maintenance on Fire Hydrant #1149650 address 21500 Cielo Vista.	Complete	1	7/19/2023	\$ -	\$ -
OR-2023-232	Kenneth A-G Lukasik	7/18/2023	Cause number 202300636, i am requesting any and all information concerning the following persons, Cheryl Hall Range, Darin Harwell, and Kenneth A-G Lukasik, any and all recordings, paper, audio, audio and visual documents, complaint forms, written or typed forms, evidence that was collected by Leon Valley Police Department and or Detective Raul Alanzo this year.	Pending Department Response	6		\$ -	\$ -
OR-2023-233	Frederick Charles Harris II	7/18/2023	I need and am requesting the Bonds, Bonding Companies and Oath of Office for every current employee at the Leon Valley Municipal Court at the address of: 6400 El Verde Rd. Leon Valley, Texas 78238.	Complete	1	7/19/2023	\$ -	\$ -
OR-2023-234	Gabriel Lara	7/19/2023	Disposition of case in 1996.	Complete	0	7/19/2023	\$ -	\$ -
OR-2023-235	Gabriel Lara	7/19/2025	TDL ----- DOB. ----- Please send the disposition from a case that went to trial in 1996. Thank you.	Complete	4	7/25/2023	\$ -	\$ -
OR-2023-236	Eric Chung - SmartProcure	7/25/2023	SmartProcure is submitting a public records request to the City of Leon Valley for any and all purchasing records from 7/15/2022 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. The specific information requested from your record-keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address	Complete	4	7/25/2023	\$ -	\$ -
OR-2023-237	Janie Martinez - Shippy Properties	7/19/2023	2023-2301143 -000 incident report I was told there was an update report from a fire at Vista Del Rey from 6-27 I need the updated report please	Complete	4	7/25/2023	\$ -	\$ -
OR-2023-238	Zapata & Kale, LLP	7/20/2023	Body Worn Camera Video from 8/23/2022 Crash	Pending Department Response	36		\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-239	Irma Daniels, The Law Office of Chris Arce	7/21/2023	Body Worn Camera Video from Case 2022144181	Pending Department Response	3			
OR-2023-240	James Richter	7/24/2023	Yes, I am requesting court documents from an arrest for James Richter in the City of Leon Valley. This is from 2013 or 2014. It is for public intoxication case. James Richter date of birth is 07-06-1981 Drivers license number is 07248068	Complete	1	7/25/2023	\$ -	\$ -
OR-2023-241	Frederick Charles Harris II	7/24/2023	I need and am requesting the Bonds, Bonding Companies and Oath of Office for the Bexar County Clerk: Lucy Adame-Clark	Complete	1	7/25/2023	\$ -	\$ -
OR-2023-242	James Richter	7/25/2023	We are requesting court documents for James E Richter. Date of birth ----- Driver's license number ----- Arrest date 03-12-2015. Citation E0023826. The previous report includes a docket 110063278. Stating attempting to buy alcohol for a minor. This is not correct. There was no minor involved in this situation at all. Can you please double check and verify this information is correct because there is nothing in the police report involving a minor whatsoever.	Pending Department Response	1		\$ -	\$ -
OR-2023-243	Cantu Law Firm	7/25/2023	Incident reports and all supplements, which may include: interoffice memorandum, chemical analysis test requests and results, accident investigation records, and reports, LPD reports, LFD reports, field notes, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio tapes, copies of video tapes, car cam video, body camera video, witness statements, drawings, diagrams, accident reconstruction team records and reports; Any and all information and/or documents relating to the causation of the accident, event information details, event chronology logs, case detail sheets, case response logs, all data in connection with requests for support and services rendered by EMS and/or police department, and other data compilation in any form pertaining to the above reference accident.	Pending Department Response	1		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Continue updating contract inventory
- Processed 1 grand jury summons

CERTIFICATE OF OCCUPANCY

- 5405 Bandera, Alauplast, Retail
- 6313 Evers, Forest Oaks Apts, Fitness Center
- 6565 Bandera, Thrift Store-Church, Praise Chapel
- 7702 Eckhert, Childcare, Bilingual Child Academy
- 5309 Wurzbach, School, Stepping Stones

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 advertising bids for sewer televising and cleaning. Bids were opened on July 11th and the project will go to City Council for award on August 1st.
- Staff met with TCEQ to review the 2023 MS4 Stormwater report. They will send in the results of their review next month.
- Repairing asphalt on Forest Ridge and Chaparral.
- Returning to Linkwood Trail to install more trail surface.
- Watering trees at all parks.
- Lifting tree canopy along Hike & Bike Trail.
- Placing hangtags, disconnecting and reconnecting water services.
- Repairing fire hydrant on Samaritan.
- Extending the water line at the library.
- Repairing a sidewalk on Poss at Bandera from a main break.
- Cleaning debris from a homeless camp on Samaritan.
- Installing new service on Deer Lane

FIRE DEPARTMENT

- The Fire Department responded to a large wildland fire located at the end of Aids Drive last week. Five mutual aid departments (including SAFD) were called to assist with the incident. The fire damaged approximately 20 acres. No structures were involved, and no injuries occurred from the event.
- Firefighter Branden Mulholland is the newest firefighter to join our department. Firefighter Mulholland left the organization approximately 2 years ago to pursue a career in the private sector. We would like to welcome him back.
- The fire department recently held interviews for the vacant Deputy Fire Marshal's position. We look forward to filling this position.
- 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 Fire Department is still participating in project cool. All donated fans can be dropped off at the Fire 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

- Had a site selection for a new business to open a location within Leon Valley.
- Had meetings with property managers to push the City as a destination for their new clients.
- Preparing for the retail live conference at the end of August with marketing materials to showcase Leon Valley
- Friday meet and greet with local business owners.
- Held 2 educational seminars with Bexar County small business administration department and UTSA small business development

UPCOMING LIBRARY PROGRAMS

- August 2nd: Create your Own Coloring Book – 3:00 pm
- August 5th: Family Day at the Library – 10:30 am – 1:30 pm
- August 9th: Guest Storytime with Community Relations Director Crystal Miranda – 10:30 am
- August 9th: Book Lovers’ Day Scavenger Hunt
- August 10th: Guest Storytime with City Secretary Sandra Passailaigue – 10:30 am
- August 11th: Playtime (Ages 0-5) – 10:30 am
- August 14th: Block Play (Ages 0-5) – 10:30 am
- August 15th: Teens Speak (Ages 12-18) – 12:00 pm
- August 16th: Guest Storytime with the Police - 10:30 am
- August 17th: Guest Storytime with City Manager Dr. Crystal Caldera – 10:30 am
- August 18th: School Age Scavenger Hunt – 10:30 am – 5:00 pm
- August 19th: Adult Book Club: Vera Wong’s Unsolicited Advice for Murderers by Jessa Q. Sutanto – 11:00 am
- August 21st: Builders’ Group (School Age) – 1:00 pm
- August 23rd: Guest Storytime with a Firefighter – 10:30 am
- August 24th: Guest Storytime with IT Director Daniel Blystone – 10:30 am
- August 25th: Community Coffee – 10:30 am
- August 26th: Drum Circle – 10:30 am
- August 30th: Adventurers Club – 10:30 am
- August 31st: Lil’ Explorers – 10:30 am

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_8-1-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, August 15, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on August 22, 2023 at 6:30 pm in the City Council Chambers