



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: August 15, 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 15th Council agenda.

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	3
Food	
Animal	
Impact Fees	
Foundation	
Fence	
Mechanical	1
Electrical	
Accessory	

Gas
Garage Sale 1
Building
Impact Fee
Remodel
Roof
Utilities
Fire 2

PLANNING AND ZONING

- Updating Master Plan
- Updating the Zoning Map
- 0 Huebner – Replat & PDD
- Triangle Property – Plat
- 7201 & 7205 Huebner – Rezone
- Vista Del Rey – Demo permit issued. Fire & building approved permit. Fees paid.
- Forest Oaks – Applied for a remodel permit. Fire & building denied permit. Fees paid.
- Old Comfort Café – Demo permit issued. Fire & building approved permit. Fees paid.
- Old Comfort Café – New construction permit under review. Fees paid.

OPEN RECORDS REQUESTS

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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-2023-181	Ruiz and Associates	6/22/2023	Body Worn Camera Video - Incident # 202301938	Pending Acceptance of Fees	34		\$ 143.00	\$ -
OR-2023-183	Leslie Bacon Knopf	6/24/2023	Body Worn Camera Video - 7307 Crownpiece, 7311 Crownpiece - Olivia Espinoza, Leslie Bacon Knopf	Pending Requestor Response	32		\$ -	\$ -
OR-2023-184	Leslie Bacon Knopf	6/24/2023	Body Worn Camera Video - 7307 Crownpiece, 7311 Crownpiece - Detective Massiattie, Olivia Espinoza, Leslie Bacon Knopf	Complete	25	7/31/2023	\$ 51.00	\$ 51.00
OR-2023-191	Beverly Marcou - Law Offices of Troy A. Brookover	6/27/2023	EMS Billing Information for E. Esqueda	Complete	29	8/7/2023	\$ 40.00	\$ 40.00
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.	Complete	16	7/31/2023	\$ 11.00	\$ 11.00

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.urquina badge#539, case number:202302272	Pending Payment	18		\$ 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-2023-232	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 TX OAG Ruling	Paused		\$ -	\$ -
OR-2023-238	Zapata & Kale, LLP	7/20/2023	Body Worn Camera Video from 8/23/2022 Crash	Complete	9	8/2/2023	\$ 40.00	\$ 40.00
OR-2023-239	Irma Daniels, The Law Office of Chris Arce	7/21/2023	Body Worn Camera Video from Case 2022144181	Complete	11	8/7/2023	\$ 67.00	\$ 67.00
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.	Complete	1	7/26/2023	\$ -	\$ -
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 date compilation in any form pertaining to the above reference accident.	Complete	9	8/7/2023	\$ -	\$ -
OR-2023-244	James Richter	7/26/2023	Please provide the court documents for the arrest date of 06-14-2014 of James Richter, date of birth 07-06-1981, showing the arrest and outcome of the court case. Thank you!	Complete	0	7/26/2023	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-245	Jennifer Rodriguez	8/2/2023	6206 SUN HOLW LEON VALLEY, TX 78238 - 1. Any active building or maintenance code enforcement violations fees or fines due against the property; 2. Any misc fees owed on the property for high grass, weeds, debris, or special assessments; 3. Any open or expired permits.	Complete	4	8/2/2023	\$ -	\$ -
OR-2023-246	Elodia Ramos	7/28/2023	GOOD AFTERNOON, MY NAME IS ELODIA RAMOS FROM THE CITY OF ELMENDORF, TEXAS. I AM WORKING ON SALARY SURVEY FOR FISCAL YEAR 2023. I AM REQUESTING THE FOLLOWING. FY (FISCAL YEAR) 2023 SALARY SURVEY FOR CITY SECRETARY, CITY ADMINISTRATOR, UTILITY BILLING CLERK, EVIDENCE POLICE CLERK, MUNICIPAL COURT CLERK, PARKS MAINTENANCE WORKER, UTILITY TECHNICIAN CLASS C LICENSED WATER OR WASTEWATER OPERATOR, POLICE CHIEF, POLICE OFFICER HIGH, POLICE LT., ANIMAL CONTROL, CODE COMPLIANCE CLERK. THANK YOU,	Complete	3	8/2/2023	\$ -	\$ -
OR-2023-249	Tanya Burke, Thomas J. Henry	8/1/2023	RE: Robert Weinerman; DOI: 05/24/2023 @ 8:26 AM; Location: NW Loop 410 & NW Loop 410 Access Road; Case #: 202301778. Any and all incident investigation records including but not limited to, all supplements, interoffice memorandum, chemical analysis test requests and results, investigation records and reports Leon Valley Police Department reports and supplements, field notes, police reports, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio and/or video tapes, Leon Valley Police Department car cam video(s), COBAN or body cam video and or drone video, witness statements, drawings, diagrams, accident reconstruction team records and reports, any/all information and/or documents relating to causation of the accident, event information detail, event chronology log, case detail sheets, case response logs, all data n connection with requests for support and services rendered by EMS and/or polio, but they stated that they would need a sepena? I stated I would try to contact on my end and se	Pending Payment	7		\$ 28.00	\$ 28.00
OR-2023-250	Leslie Bacon Knopf	8/1/2023	Please provide me with any and all written statements/documents and emails about or between Olivia Espinoza, Detective Massiattie, Lieutenant King and Officer Guerra. Please provide me any and all written statements/documents and emails between all listed parties or between two or more of the listed parties during the exchanges. Please provide me with any and all written statements/documents and emails from Olivia Espinoza, Lieutenant King, Detective Massiattie, Officer Guerra about Leslie Bacon Knopf included in the exchanges.	Complete	5	8/8/2023	\$ -	\$ -
OR-2023-251	Leslie Bacon Knopf	8/1/2023	Please Provide any and all communications between Olivia Espinoza and the City Prosecutor to include but not limited to written statements/documents and emails. Please provide any and all audio files of phone calls between Olivia Espinoza and Lieutenant King, Olivia Espinoza and the City Prosecutor, Lieutenant King and the City Prosecutor.	Pending Department Response	6		\$ -	\$ -
OR-2023-252	Erica Hsu	8/1/2023	Please accept this as the request for traffic data from 07/01/2023 – 07/31/2023. 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	2	8/3/2023	\$ -	\$ -
OR- 2023-253	Data Driven Safety/Verisk	8/1/2023	I would like to request the Conviction/Val report for the month of July 2023 from the municipal court in XML format. I'm requesting the disposition date, address, name, and conviction. Thank you!	Complete	2	8/3/2023	\$ -	\$ -
OR-2023-254	Leslie Bacon Knopf	8/2/2023	Please provide any and all communications to include written statements, emails or in person notes and voice/phone conversations between Olivia Espinoza and Animal Control Officer J. Garcia for a Notice of Code Violation that was initiated by Olivia Espinoza for Animal Nuisances dated 1/18/23. Please provide any and all communications to include written statements, emails or in person notes and voice/phone conversations between Olivia Espinoza and Animal Control Officer G. Santos for a Notice of Code Violation that was initiated by Olivia Espinoza for Dogs or Cats Running at Large dated 2/06/23.	Pending Department Response	5		\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-255	Leslie Bacon Knopf	8/2/2023	Please provide me with any and all notes, comments or other communications from, between or about, Olivia Espinoza or Leslie Bacon Knopf by the City Manager Dr. Crystal Caldera, Police Chief Gonzalez or Mayor Riley about the two separate meetings held on June 14, 2023 with the city manager, police chief and Mayor Riley with Olivia Espinoza and Leslie Bacon Knopf separately. Specifically any notes made before, during or after the meetings held on June 14 by the City Manager, Police Chief or Mayor Riley.	Complete	5	8/9/2023	\$ 45.00	\$ 45.00
OR-2023-256	Yellow Dog Reports	8/2/2023	6-30-2023, owner Mary Spoonmore, -----, -----, 2019 KIA SOUL, RECOVERY REPORT, Incident # LVPD-2023-0237182, Case #s 2023-CO2-000810, 2023-LVPD-002297	Complete	1	8/3/2023	\$ -	\$ -
OR-2023-257	Law Office of Israel Garcia	8/3/2023	Lengthy request for a vehicle crash	Complete	4	8/9/2023	\$ 32.00	\$ 32.00
OR-2023-258	Data Driven Safety/Verisk	8/3/2023	I hope you are well. I would like to request the Disposition report for the month of January 2023- July 2023 from the municipal court similar to the report we received January 2022. If your court has changed to a different court management system or if the report you are sending is in a different format than we have received in the past, please let us know.	Complete	3	8/8/2023	\$ -	\$ -
OR-2023-259	Metropolitan Reporting Bureau	8/3/2023	Request for auto fire report. Insured: Milo's Tea Company Inc., Date of Loss: 06/21/2023; Location: 6200 Grissom Road, SATX; 2012 Ford Econoline; VIN -----	Complete	2	8/7/2023	\$ -	\$ -
OR-2023-260	Orlando Velasquez, Esq.	8/4/2023	Date of Service: 11/30/2022, Run Number: 2202162, Incident Number: 2202162, Leon Valley Fire, Department, 6300 EL VERDE RD., LEON VALLEY, TX 78238 (210) 684-3219 Ext. TX DSHS #: 015034, Time: 14:32 14:32 14:32 14:32 14:32, 14:34 14:35, 14:50 15:04 15:08 15:38, 11-30-22 11-30-22 11-30-22, 11-30-22 11-30-22, 11-30-22 11-30-22, 11-30-22 11-30-22, 11-30-22 11-30-22, Destination: Methodist Children's Hospital Dept: ED, 7700 FLOYD CURL, San Antonio, Bexar, TX 78229	Pending Response from Requestor: Need LVFD Release Form	3		\$ -	\$ -
OR-2023-261	Brittany Fryer, Goldman & Peterson, PLLC	8/7/2023	Records and Body cam video - Involved persons: Jose Berríos and David Larry, Date of accident: 08/15/2022 @ approximately 12:30, Location: Intersection of 5600 N W Loop 410 and 5700 Bandera Rd, Officer: David Trevino #504 arrived: 20:30, Our File: 2700.2003	Complete	1	8/8/2023	\$ -	\$ -
OR-2023-262	Terri Allen-Hall	8/7/2023	Body cam video - LARRY HALL, TX DSHS #: 015034 NPI: 1891870168, RUN NUMBER 0411, INCIDENT NUMBER 0411	Complete	2	8/9/2023	\$ -	\$ -
OR-2023-263	Cassandra Shootes	8/8/2023	Records and Body cam video - Ethos Risk Services has been contracted by Allstate Insurance to obtain a copy of the video of the accident involving the following: Marco Cabello, Date of accident: 04/14/2023, Location: Leon Valley, TX, Case ID number: 202301250, TX DOT Crash ID: 19500367, ORI number: TX0151000	Pending Payment	1		\$ 28.00	\$ -
OR-2023-264	Leslie Bacon Knopf	8/9/2023	Please provide me with any and all communications in any form between Olivia Espinoza and Police Officer R.Guerra. Please include all personal or official emails, texts, phone conversations or written statements beginning in January 2023 until the present.	Pending Response from Department	0		\$ -	\$ -
OR-2023-265	Leslie Bacon Knopf	8/9/2023	Please provide me with the Incident Report dated 8/3/23, # 2023-02790. Please also provide me with any and all communications between or separately with or about Olivia Espinoza, Lieutenant Munoz, Animal Control Officer J Garcia, Animal Control Officer G. Santos to include but not limited to Leslie Bacon Knopf. Please provide me with any and all video or recorded conversations submitted either in person, via email or by phone about or by Olivia Espinoza.	Pending Response from Department	0		\$ -	\$ -
OR-2023-266	Alfredo Lopez	8/9/2023	I am requesting all final reports of the Forest Oaks Fire in building 12 on 5.4.2023. The fire started in unit 1205 by the resident. We need to provide our insurance carrier with the known cause of the fire, so that we can continue our efforts.	Pending Response from Department	0		\$ -	\$ -
OR-2023-267	Rachel Prengaman	8/9/2023	I am writing to request a copy of the TIRZ GIS Shapefiles (SHP) for the City of Leon Valley. I request the documents in an electronic format. Please let me know if there is a fee associated with this request. Your help is greatly appreciated.	Pending Response from Department	0		\$ -	\$ -

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 an Impact Fee Study.
- Staff met with TCEQ to review the 2023 MS4 Stormwater report. They will send in the results of their review next month.
- Staff has reviewed the RFQ's for City Engineer and has made a recommendation. The item will go to City Council on September 5th.
- Repairing sidewalk on Pacer Trail.
- Installing trail surface at the Linkwood Trail.
- Watering trees at city parks (The city is using a water truck as the recycled water line is being repaired).
- Cleaning City Hall and Library.
- Performing a make-ready on the Kinman House
- Reading meters.
- Taking water samples.
- Repairing the main break on Balky in Creek.
- Repairing leak behind Peter Piper Pizza.
- Repairing asphalt on Forest Ridge and Chaparral.
- Returning to Linkwood Trail to install more trail surface.
- Performing static test on the Huebner well.
- Repairing the main break on Balky in Creek.
- Repairing leak on Trotter.
- Extending the water line at the library.

FIRE DEPARTMENT

- The Fire Department is pleased to announce the hiring of Robert Jeremie Ross as our new Deputy Fire Marshal. Jeremie previously worked for 15 years at the City of Balcones Heights and the Guadalupe County Fire Marshals Office. He is currently completing the Regional Law Enforcement Academy.
- Just a reminder, the LVFD is still in the running for a new brush truck through a grant from the Texas Forest Service. This grant would provide 100% funding for the vehicle. This is an on-going grant that was applied for last year. Awards are posted every quarter and we will remain in the running until we receive the grant.
- The LVFD is working with Bexar County to re-start the CERT program. The County now has a person back in the CERT Coordinator position working on the program and training. More to come on this.
- 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 or contact MIH for assistance.
- The LVFD recently received a large "fire blanket" to use on vehicle fires in home garages. This blanket would sniff out fire before they can spread to the building, if caught in time. This

piece of equipment is one of the recommended means of containing Lithium-Ion battery fires in vehicle or equipment. If interested, please stop by and look at it.

- The Blessing Box continues to be a great success with donations multiple times a week. This food and other household items are distributed by MIH with most going to the senior citizens in our community and families in need.

UPCOMING LIBRARY PROGRAMS

- 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_8-15-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, September 5, 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