

CITY OF LEON VALLEY INTEROFFICE MEMORANDUM

DATE: September 19, 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 has moved to Phase 2 of the project, which is the section between Aids Drive and Grass Hill. Grass Hill Drive is closed to through traffic from William Rancher to Samaritan Drive. The contractor is installing wingwalls, base, and rip rap, and then paving certain sections.

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	Final completion				
completion	F				

(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 contractor will start the work this week. Hangtags are being placed on doors 72 hours prior to any streets being worked.

Forest Ledge, Stable, and Pacer Trail

Poss, between Bandera & Grissom

El Verde

September 19th – 22nd

September 25th – Sept. 28th

September 20th – Oct. 2nd

Seneca, between Evers and Bandera Oct. 6th – Oct. 9th
Timco West Oct. 11th – Oct. 12th

Huebner Road School Zone

The delivery of the mast arms for the signal is expected in 18-24 weeks. This pushes the installation of the equipment to the December/January time frame. They will let us know if the delivery date changes, but I don't expect that to happen. The good news is that the lights are solar

powered, so we won't have to wait on CPS Energy to supply power, which would take about as long or longer

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

Staff met with Ram Utilities last week and their start date will be in October, as they have to order some manholes for the project.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	6
Food	2
Animal	
Impact Fees	
Foundation	
Fence	
Mechanical	3
Electrical	6
Accessory	
Gas	1
Garage Sale	6
Building	
Impact Fee	
Remodel	
Roof	
Utilities	
Sign	1

PLANNING AND ZONING

• Updating Master Plan

- Staff are currently holding monthly workshops with the P & Z commission to revise the Overlay Standards section of the code.
- Staff will be cleaning up old open permits that should be closed for accurate reporting.
- Customizing Permitting Software Ongoing as changes to the code are made.
- Scanning in Paper Documents Long term project as time allows
- Updating the Zoning Map- Working with IT Director on this Project
- 0 Huebner Replat & PDD
- Triangle Property Plat
- 5420 Grissom– Amending SUP
- 7016 Bandera Replat
- 6758 Poss Extension

			OPEN RECORDS REQUES	TS						
Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoic	e Total	Amou	unt Paid
OR-2023-183	Leslie Bacon Knopf	6/24/2023	Body Worn Camera Video - 7307 Crownpiece, 7311 Crownpiece - Olivia Espinoza, Leslie Bacon Knopf	Closed Due to Lack of Response	55	9/11/2023	\$	124.00	\$	_
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:	Closed Due to Lack of Response	41	9/11/2023	s	29.00	\$	
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-2023-249	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/and 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	31		s	28.00		28.0

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice 1	otal	Amo	unt Paid
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 14:32, 14:34 14:35, 14:50 15:04 15:08 15:38, 11-30-22 11-30-22 11-30-22, 1	Pending Signed Release Form	27		\$		\$	-
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 TX OAG Ruling	Paused		\$	-	\$	-
OR-2023-269	Leslie Bacon Knopf	8/9/2023	Patient Medical Records	Pending Signed Release Form	24		\$		\$	_
OR-2023-272	Leslie Bacon Knopf	8/11/2023	Please provide me with any and all employment records of Patrol Officer R. Guerra #550 beginning at employment start date to the present. Including but not limited to evaluations, letters of reprimand or any other documentation relating to his police service in Leon Valley.	Complete	17	9/5/2023	\$ 1	9.50	\$	19.50
OR-2023-274	BRITTANY GUERRERO - Creswell Wrecker	8/15/2023	The current Police Tow contract and two most recent tow reports	Pending Payment	20		\$ 3	5.00	¢	_
OR-2023-278	Diane Martinez	8/18/2023	responsible for causing the accident they don't want to pay me 100% for my bodily injuries she totally my car and she hit me from behind the guilty party admitted that she was distracted because she eating and she didn't see me.	Pending Fee Acceptance or Payment from Requestor	17			7.00		
OR-2023-280	Olivia Espinoza	8/17/2023	1. Assault/Contact # 202308312 Date: 6/30/23 OFC. Gonzalez #552; 2. Incident # 20230272879 Date: 07/28/23 OFC. M. Becerra #570; 3. Animal Control OFC. Santos # 202302790 Date: 08/03/23	Pending TX OAG Ruling	Paused		\$,	\$	-
OR-2023-282	Velma's Investigation Services	8/24/2023	Body Worn Camera Video for LVPD Case # 202302961	Pending Fee Acceptance or Payment from Requestor	13		\$ 9	3.00	\$	_
OR-2023-283	Eric Chung - SmartProCure	8/25/2023	Purchase Order Status Report (Detailed) for purchase order records created from 7/15/2022 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Please see the attachment for an example of the report we are requesting as well as the filter settings. Thank you.	Complete	8	9/6/2023	\$,	\$	_
OR-2023-284	Sandra Guerrero	8/28/2023	Witness information if available, video of the accident if available. Date of loss: 04/13/2023 at approximately 5:55 am at the intersection of Wurzbach and Bandera Rd. Vehicle vs pedestrian, Tx/Dot crash ID 19519361, Case ID 202301227.	Complete	7	9/6/2023	\$		\$	-
OR-2023-285	Victoria Heindel, Naman Howell Smith & Lee, PLLC	8/28/2023	1. Each police report, incident report, officer's narrative, supplemental report, "field notes", accident information sheet, and/or Texas Peace Officer's Accident Report; 2. Complete copies of each witness statements, including complete statistical data (dates of birth, Texas driver's licenses, etc.) for each witness; 3. A complete copy of each photograph and/or any copies of videotapes, to include photographs and/or videotapes, and/or cruiser COBAN dash cam, and/or Body Worn Camera (BSC) videos recorded by the Leon Valley Police Department or that that were provided to the Leon Valley Police Department by another party; 4. A complete copy of any detailed or scale diagrams, measurements and/or calculations in the possession of the Leon Valley Police Department depicting this accident scene; 5. Each 911 call sheet, 911 dispatch log, 911 call transcript, 911 audio recording(s), and all other call sheets or notes; Complete list of names of all the Leon Valley Police Departments officers at the scene of the aco, 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.	Complete	7	9/6/2023	\$	ı	\$	-

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amoun	ıt Paid
OR-2023-286	Debra L Wysong	8/29/2023	I am inquiring about open records that were recorded with my address or previous marital name, Debra De Los Santos.	Pending Clarification from Requestor	10		\$ -	\$	-
OR-2023-287	Bobby Smith	8/21/2023	I Bobby Smith of upstage Defensive Driving under the open records act, am formally requesting the list of people requesting to take a defensive driving course for the months of July 1st of 2023. If there are any questions or concerns please contact me at any of the contact information listed below. Thank you in advance for your punctual cooperation.	Complete	7	8/30/2023	\$ -	\$	-
OR-2023-288	Leslie Bacon Knopf	8/31/2023	Please provide me with all the audio, video and picture evidence listed below that was submitted to Sgt. King and Officer Guerra from Olivia Espinoza in her Formal Assault Complaint. I have attached below Olivia Espinoza's Narrative describing her evidence for more context to locate the material she was submitting as evidence against me. Olivia Espinoza Formal Assault Complaint. Evidence References. Submitted to Leon Valley Police Department 04/14/2023. Submitted to Sgt. King, Officer R. Guerra. Copied/forwarded to Detective Massiatte, Lt. Burleson. Reference: Case #202301180: Knopf, M. Leslie, 7311 Crownpiece, Leon Valley, Texas 78240, (210) 326-6995. The audio, video and picture files that Olivia Espinoza submitted to "show Leslie trespassing into my property, harassing me and assaulting me". Titled: "Leslie 1-1 tell Leslie leave pin". Titled: "Leslie 3-threat", Titled: "Leslie 3-actual 3", Titled: "Leslie 4-police arrive", Titled: "4/823 Leslie assaults me", "first by trespassing repeatedly into my propercident, and a complete list of all involved agencies (EMS, fire department, Sheriff's office) assisting the Leon Valley Police Department at the scene of the accident; and 7. Each citation issued for this accident, if any.I already filed a police report that day it happened. Around June 28th 2023 around 6:30-7 I filed a police report with offic	Complete	4	9/5/2023	\$ -	\$,
OR-2023-289	Data Driven Safety - Verisk	9/1/2023	I would like to request the Conviction/Val report for the month of August 2023 from the municipal court in XML format. I'm requesting the disposition date, address, name, and conviction. Thank you!		3	9/6/2023	\$ -	\$	-
OR-2023-290	Erica Hsu - Lexis Nexis	9/1/2023	Please accept this as the request for traffic data from 08/01/2023 — 08/31/2023. 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	3	9/6/2023	\$ -	\$,
OR-2023-291	Carolyn Stritzke with Grable Grimshaw PLLC	9/1/2023	Call logs, citations, and/or police reports of the incident. Body Worn Camera Video. Anthony Puente (of which we are counsel) & Officers Fernandez and Azar. 6610 Bandera Rd, San Antonio, TX 78238. 04/20/2023 at approximately 02:11. E0065658	Pending Fee Acceptance or Payment from Requestor	7		\$ 158.00	\$,
OR-2023-292	David Brown	9/4/2023	Franchise, license, or right-of-way use agreements between the City and Google Fiber Texas, LLC or other entities providing or seeking to provide "Google Fiber" services within the City.	Complete	1	9/5/2023	\$ -	\$,
OR-2023-293	Krystal besabe muna	9/5/2023	Police report copy for Krystal besabe Muna case # 2023-02507	Pending Response from Department(s)			\$ -	\$	
OR-2023-294	Sandra Pompa	9/4/2023	Am requesting police report, EMS, contact or any other information that will help me with my sister's funeral arrangements. She passed away in Leon Valley on August 31, 2023 and EMS was called. She was homeless and I have not seen her for over 20 years and just trying to make sure I am not overlooking anything for her arrangements. Her name is Denise Haase and the case number is 2023-LVPD-003180	Pending Fee Acceptance or Payment from Requestor	5		\$ 83.00	\$	-
OR-2023-295	Peter Catalani	9/6/2023	Report # 202302945	Pending Response from Department(s)	4		\$ -	\$	-

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-296	Joshua Griffin	9/6/2023	Joshua Jermaine Griffin, DOB:, Agency Case# 910240422, SID- TX07213968, Date of Arrest 6/6/2006, Charge -Theft Prop>=\$20 <\$500 By Check, Dismissed 9/6/2006, I would like all information pertaining to my arrest and dismissal of charges.	Pending Response from			\$ -	\$ -
OR-2023-297	Imelda Valenzuela	9/5/2023	Any and all incident reports from July 2023 to current for Sunset Plaza at 5700 Wurzbach.	Pending Response from Department(s)			\$ -	\$ -
OR-2023-298	David C Patino	9/9/2023	Regarding the month of August 2023 code violations for tall grass and dangerous premises. Or all of them if possible. Thank you				\$ -	\$ -
OR-2023-299	Steven Bruno	9/11/2023	I am reaching out as I have a few questions about the Leon Valley Senior Village apartments being planned at Thistle Dr & Bandera Rd: 1) Is there an address for this project? 2) Will this be affordable or market rate? 3) Where is this project currently at in the approval process? 4) Will this project have any assisted living, memory care assisted living or skilled nursing? Also, are you aware of any senior living projects currently being planned or under construction within Leon Valley (outside of the above)? If so, I'm hoping to obtain the name of the project, location (including zip code), how many senior living units, what type (independent living, assisted living, memory care and/or nursing units), and the anticipated opening of the project units.	Complete	0	9/11/2023	\$ -	\$ -
OR-2023-300	Tim Neeley	9/11/2023	I was hoping you could help me with an open records request. I am trying to get electronic copies of City Council agendas from January 1, 2013 through September 10, 2023. Can these files be mad available via electronic shared folder or send via CD? Thank you very much for your help!	Complete	0	9/11/2023	\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Processed: 2 Grand Jury Summons; 1 Subpoena; and Certified 1 LVPD reports.
- Continued updating the Contract Inventory.

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.
- The sewer televising and cleaning contractor started last week.
- Reconstructing sidewalks along Trotter and Bandera at Poss.
- Performing crack sealing on various streets.
- Installing new windscreens on Forest Oaks tennis courts.
- Removing dead trees at the park.
- Mowing pocket parks & pools, watering trees
- Repairing water main leak on Cades Cove Circle.
- Rereads for meters.
- Assist with sewer main replacement on Stirrup Lane.
- Repairing old lawn mowers.
- Assisting with the last of vehicle auction for this fiscal year.
- Repairing mosquito sprayer.
- Replacing tires on woodchipper.
- Performing oil changes on new ATV's.
- Asphalt lay-down machine needs repairs on the sensors. This is covered under warranty.

- Cylinder on backhoe will take 3 weeks for delivery.
- Repairing asphalt on Forest Mill and Forest Brook, from SAWS water leaks.
- Picking up brush from Fall Large Item Pickup week.

CERTIFICATE OF OCCUPANCY

- 5959 Wurzbach, Apartments, Hidden Meadows-5 bldgs & 1 pool
- 6901 Shadow Mist, School, Driggers Elementary -2 portable bldgs.
- 5601 Bandera, Cabinet Shop, Cabinet Bazaar
- 5930 Bandera, Automobile, Diako Auto Sales
- 6915 Bandera, Laundromat, HS Family Enterprises

FIRE DEPARTMENT

- The Fire Department has seen a sharp rise in narcotic overdoses in our area. This current streak involves heroin mixed with fentanyl. Our Medical Director, Dr. Sparkman, is working with our department to be able to hand out Narcan nasal spray to endangered residents who pose an overdose risk. This medication will be dispensed through the Office of the Medical Director at UT Health.
- The Fire Department continues to battle with smaller fires in homeless camps and in areas inhabited by the homeless. While the last few have been smaller fires, the potential for larger fires is always there. The creeks and drainage ditches are where we see the most.
- The Fire Department has seen a large increase in COVID-related calls and requests for service. This increase is affecting ambulance availability as it takes almost an hour to get crews and equipment back into service following these encounters.
- Firefighter/Paramedic Steven Keith participated in the 911 Memorial Tower climb representing LVFD along with former LVFD firefighters.
- Leon Valley crews attended the John Marshall 911 Memorial service help on 09/11/2023.
- MIH delivered 4 box fans to residents during the current heat wave along with a single 39-gallon container of non-perishable foods (the second one this month).
- 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.

HUMAN RESOURCES

STAFFING:

Active: 110

Vacancies:

- Police Dept. Property Control Technician
- Police Dept. Patrol Officer / RLC/Traffic Control
- Fire Dept. Firefighter/Paramedic
- Fire Dep. Assistant Fire Chief (2 Applications Received)
- Public Works 4 Maintenance

New Hires:

None this period.

Out-Processing:

- 1) Faviola Garcia, Sr. Court Clerk 9/2023. (3 Interviews Scheduled for 9/18/2023)
- 2) Yvonne Acuna, Asst. Finance Director 9/2023. Application (7 Applications

Received.)

POLICIES/MEMOS APPROVED/ISSUED:

- Effective 9/01/2023 Memo issued to Emergency Personnel ending Paid Quarantine Leave for COVID.
- Effective 10/01/2023 Budgetary Memos issued 9/06/2023: PW Boot Allowance, Fire and Police Department Uniform Allowance, PW Certification Pay Increases, Police FTO Certification Pay to Assigned; Market Rate Increase to specific Director positions.

POLICIES DRAFTED/UNDER REVIEW:

- Drafted Revisions of the City of Leon Valley Personnel Policy Manual. Under review by Police Chief to verify if department policies conflict.
- Drafted Revisions to the Dress Code Policy. Pending review.
- Drafted Revisions to Accident Reporting & Accident Review Committee Policies, combining procedures.
- Drafted Revisions to Driver Safety Program Policy, providing point-system infractions for cost of damages and disciplinary measures.
- Under Review Implementing an Outside Employment Conflict of Interest Policy/Request Form.
- Under Review Travel Policy; providing limitations for use of personal vehicle.

ACTIVITIES (STATUS):

- Open Enrollment Completed 9/13/2023, 102 Employees Enrolled. Verifying Employee Benefits.
- Staffing Utilization Study -1^{st} Installment of \$18,500 due October 2023. TBD Scope of Kickoff Meeting.

ECONOMIC DEVELOPMENT

- Had a site selection for new business to open a location within Leon Valley.
- Friday meet and greet with local business owners.
- Received and reviewed bids for Kinman house
- Completed Sales Tax report and posted on Website.

UPCOMING LIBRARY PROGRAMS

Special Events

- Friday, October 6th :at 4pm Eclipse program #3
- Saturday, October 7th at 11am: Brigid Cooley Author Poetry Reading followed by Open Mic
- Wednesday, October 18th at 12pm: DocTalk Optimizing Your Health as You Age
- Tuesday, October 24th at 5:30pm: D&D oneshot
- Saturday, October 28th at 11am: Halloween Party
- Tuesday, October 31st at 5:30pm Haunted Maze

Fall Yoga Series

• Fridays at 9:15 am starting October 6th, 13th, 20th, and 27th

Introduction to Ballet Folklorico

2nd & 4th Tuesdays at 6:00 pm October 10th & October 24th

Book Clubs

- Saturday, October 14th at 11:00 am *Mother Daughter Murder Night* by Nina Simon
- Thursday, October 26th at 6:00 pm Percy Jackson and the Lightning Thief

Upcoming Regular Programming

- Wednesdays at 10:30 am: Adventures' Club Storytime
- Thursdays at 10:30 am: Li'l Explorers Storytime
- Tuesdays at 11:00 am Baby & Me Lapsit Storytime
- 1st & 3rd Tuesdays at 9:00 am: Homeschool storytime at Chick-fil-A

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_9-19-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, October 17, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on September 26, 2023, at 6:30 pm, in the City Council Chambers