



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: November 21, 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.

Garbage Collection Rate Increase

Although the annual Consumer Price Index (CPI) calculation specified in the City’s contract with Tiger Sanitation is in excess of 2.5%, the contract caps the rate increase to a maximum of 2.5% unless the Contractor petitions the City for an additional increase. Tiger Sanitation is not petitioning the City for any additional rate increase above 2.5% at this time. The new rates for garbage collection (2.5% increase) will take effect January 1, 2024.

Seneca West Drainage Project Has Been Completed. Below is a Breakdown of the Cost:

Seneca West Drainage Project	Cost	Notes
Engineering/Project Mgt	\$ 313,482.00	Original Cost \$313,482, rolled over \$122,550 to FY 23
Contract Price + contingency	\$ 2,178,498.50	Contract \$1,815,415.50 Contingency \$363,083.00
Total	\$ 2,491,980.50	
Reimburse from Bexar County	\$ 1,746,000.00	
Net cost to City	\$ 745,980.50	
Total to Ardurra FY 23 & FY 24	\$ 120,623.64	Expended \$190,932 in FY 22
Total to J3 to date	\$ 1,645,230.00	
Change Order 1	\$ 56,630.00	Change driveway from flexible base to asphalt
Change Order 2	\$ 3,700.00	Add water spigots to replace removed spigots
Change Order 3	\$ 14,543.50	Add solar to gate, add mulch along fenceline, add asphalt to driveway
Tree Mitigation	\$ 6,775.00	
Total additional charges to date	\$ 81,648.50	
J3 Initial contract sum	\$ 1,815,415.50	
Increase in contract to date	\$ 1,897,064.00	

(MPO) Reimbursement Grant-Huebner Creek Greenway Hike & Bike Trail Section II

We are in the process of engineering and design.

Huebner Road School Zone

We met with the contractor, The Levy Company, and they informed us that the mast arms will take 16-24 weeks for delivery, so work won't start until December or January.

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	

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	5
Food	5
Animal	
Impact Fees	
Foundation	2
Fence	
Mechanical	3
Electrical	4
Accessory	
Gas	
Garage Sale	5
Building	
Impact Fee	
Remodel	
Roof	
Utilities	
Demo	1
Fire	
Access/driveway	1
Liquor license	3

PLANNING AND ZONING

- Staff are currently holding monthly workshops with the P & Z commission to revise the Overlay Standards section of the code.
- Staff scheduled the zoning commissioners to serve as Capital Improvements Advisory Committee
- Staff will held a BOA training workshop.
- Customizing Permitting Software – Ongoing as changes to the code are made.
- Scanning in Paper Documents - Long term project as time allows
- Staff will continue to reach out to colleges to help with revising the Master Plan
- Updating Zoning Map – Will be working with IT Director on this project.
- Working with code on business compliance letters
- Train New Hires/Contractors
- 5420 Grissom– Amending SUP
- 7016 Bandera – Replat
- 7213 Poss – Fire Code Appeal and Plat

CERTIFICATE OF OCCUPANCY

- Hello Pizza, 6709 Bandera, Restaurant
- Falcon Insurance, 6812 Bandera, Office
- Almighty PHC, 5309 Wurzbach, Office
- Mom & Son Bakery, 6430 Bandera, Restaurant
- Wogwu Law, 5309 Wurzbach, Office
- Scholtzskys, 5934 Bandera, Restaurant
- Puppyland puppies, 6430 Bandera, Pet Store

OPEN RECORDS REQUESTS

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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.	Complete OAG RULING OR2023-37823 Received 11/07/2023	90	11/7/2023	\$ -	\$ -
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	Complete OAG RULING OR2023-37533 Received 11/07/2023	83		\$ -	\$ -
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.	Closed Due to Lack of Response	43	10/30/2023	\$ -	\$ -
OR-2023-320	Lorie Ramirez	9/22/2023	We are looking to find out if we have ever had any code violations or any pending request from the city and fire department for building 12 <i>*Clarification Received on 11/21/2023 - from 2018 to current .</i>	Complete	10	11/13/2023	\$ -	\$ -
OR-2023-334	Nyree Williams/Lexis Nexis	10/4/2023	Body Worn Camera Video from LVPD Case # 2023-03421 from 09/18/2023; Bandera & Grissom; Elizabeth Contreras	Pending Payment	28		\$ 35.00	
OR-2023-341	Diane Martinez	10/20/2023	07/27/2023 Car Accident Video	Closed Due to Lack of Response	16	11/14/2023	\$ 47.00	\$ -
OR-2023-342	GMG Construction of South Texas LLC	10/22/2023	I'd like to requests copies of all permit documentation in regards to the address of 6512 Adair St, San Antonio, TX 78238	Complete	14	11/13/2023	\$ -	\$ -
OR-2023-347	Antonio Contreras	10/27/2023	I am needing a clear copy of court documents for: Any arrest - Charging Documents - Court Disposition - Probation Termination - Receipt (s) of payment of all fines - Any other documents received by the court ** If the court has purged their records or they do not have a case file, I am requesting to obtain a signed statement from the court stating they do not have the documentation requested and if it has been purged or not.	Complete	3	11/2/2023	\$ -	\$ -
OR-2023-350	Araceli Reynolds as paralegal for Marcella Della Casa, of Counsel with Davis Law Firm	11/1/2023	We are requesting any and all body cam footage and/or dash cam footage that responding officer Alan Gonzalez recorded pertaining to the collision reported. We are also requesting any 911 recordings, incident detail call report, dispatcher notes, and any other supplemental reports to the officers original Texas crash report. The incident happened on 03/08/23 @ 17:14pm on the 5700 block of Wurzbach in Leon Valley. Our firm represents the individuals in unit 3 (G. Austin Jalon and family). Thank you.	Pending Fee Acceptance	8		\$ 71.00	\$ -
OR-2023-351	Shannon Graham	11/1/2023	I am requesting information pertaining to the number of dogs or cats adopted from Petland Leon Valley at 7030 Bandera Rd San Antonio TX between 4/1/2023 to 10/31/2023 that were taken in by the city of Leon Valley to be housed and adopted out from the dates listed. How many dogs/cats were taken to Petland by the City of Leon Valley and how many were adopted out through the agreement between the city and Petland?	Complete	7	11/14/2023	\$ -	\$ -
OR-2023-353	Maria Borsero, Begum Law Group	11/2/2023	Date of Incident: May 1 st , 2023; Location of Incident: Bandera RD 5900 and Connally Loop in Leon Valley, Bexar, Texas; Approximate time of Incident: 09:55 AM; Officer/Badge No.: Griego Andy #01232 of the Leon Valley Police Dept.; Parties Involved: Garza Martha R, Castillo Marth, Garza Mateo and Casiano Kayla. I am seeking the release of 1. Copy of report and any related documents under SN# -----; 2. Copy of report and any related documents under SN# -----; 3. Any and all investigative reports, measurements, witness statements and notes taken during the investigation of the above referenced incident; 4. Names, addresses, and phone numbers of any witnesses to the above referenced incident; 5. Dispatch reports and/or transcripts phoned into "911" emergency operators in relation to the above referenced incident; 6. Any videotapes, photographs, body camera and dash camera videos during the investigation of the above referenced incident; 7. Blood alcohol and/or drug testing, and criminal files regarding any individuals involved in the above referenced incident; 8. Any data from the Laser Scan that was conducted on the accident scene.	Pending Response from Department(s)	7		\$ -	\$ -
OR-2023-354	Erica Hsu - LexisNexis	11/2/2023	Please accept this as the request for traffic data from 10/01/2023 – 10/31/2023. 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	11/6/2023	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-355	Henry B. Berrocal, Corporate Federal Officer Civil Rights and Criminal Research President	11/2/2023	Documents and body worn camera video related to Citation # E0066578	Pending Payment	7		\$ 11.00	\$ -
OR-2023-356	chester polendo	11/3/2023	Body Worn Camera Video from LVPD Case # 202303021	Complete	5	11/13/2023	\$ 131.00	\$ 131.00
OR-2023-357	Chris Roel, Poznecki-Camarillo	11/6/2023	I am requesting city ordinance #1032 Property acquisition for the R.O.W. of Bandera Road SH-16	Complete	0	11/6/2023	\$ -	\$ -
OR-2023-358	Khanh Lamanna	11/7/2023	I am requesting a police incident and offense report for an intoxication assault that happened on August 27, 2023, Case ID 202303117. At 2:30 am, a driver crashed into Eliza Guerra's vehicle on Bandera and Wurzbach, injuring Guerra's passenger. You may redact information not releasable to the public.	Complete	2	11/13/2023	\$ -	\$ -
OR-2023-359	Tristen Vasquez	11/7/2023	Looking for information on foundation permit pulled for our property on 6301 El Verde. Permit number 2022-112. Would like to see the scope of work provided for this job if available as well as finding out which engineer signed off to complete this project.	Complete	2	11/13/2023	\$ -	\$ -
OR-2023-360	Andrew Power	11/8/2023	I am requesting a copy of compliance for eligibility with regards to the SPEED-HUMPS located on Forrest Pine Street between Evers Road and Forest Wood Street. Specifically the traffic study proving 400+ vehicles daily volume as defined below: C. ELIGIBILITY REQUIREMENTS All of the following criteria must be satisfied for a street to be considered eligible for speed hump installation. 3. Operational Characteristics of the Street. c. Traffic volumes must be more than 400 vehicles per day.	Complete	1	11/10/2023	\$ -	\$ -
OR-2023-361	Mara Cardenas	11/8/2023	Good Afternoon. I work for Statewide Defensive Driving and would like to request the DSC records list of those people who have had traffic citations and have been approved to take a defensive driving course. We would like their names, address, city, state, zip and citation date or approval date, and also the email addresses if you have it. At this time, I would like to request the lists for the months of October of 2023 of those who requested to take defensive driving. (Their due dates should be in January of 2024). If you could email it to us at your convenience that would be great.	Complete	1	11/13/2023	\$ -	\$ -
OR-2023-362	Griffith and Hughes, PLLC	11/10/2023	This is an open records request for any documents evidencing the results of any and all local option election/elections for alcohol held within the city of Leon Valley from the date the city was incorporated until present day.	Complete	0	11/13/2023	\$ -	\$ -
OR-2023-363	Red Tree Media Production	11/11/2023	Recording of R. DeLeon interrogation from LVPD	Pending Response from Department(s)	1		\$ -	\$ -
OR-2023-364	Courtney Villasana	11/13/2023	Fire Assessment Report for Forest Oaks Apartments 6313 Evers Rd. Leon Valley, TX 78238	Complete	0	11/13/2023	\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Completed the Contract Inventory Update and sent out to staff to review.
- Submitted 32 new boxes to record storage.
- Sent out an updated Record Storage Inventory to staff.
- Preparing for office swap.

PUBLIC WORKS

- Staff submitted a grant application for ARPA funds from Bexar County 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 and water and sewer rate study.
- The sewer televising and cleaning contractor continues with their work.
- Plans for the FY 2024 Street Maintenance Project are underway. The targeted neighborhood is Grass Valley.
- Engineering and design are underway for the second portion of the Wurzbach Sewer Main Replacement Project.
- Replaced a sidewalk along Stable.
- Repaired potholes in Monte Robles.

- Taking care of service requests from water utility repairs.
- Installing decorations for the Holiday Lighting Ceremony, and outdoor lights at City Hall.
- Planted trees for the Seneca West drainage project.
- Repaired a water main break on Rimkus.
- Completed monthly water samples.
- Replacing a curb stop on Grissom Rd.
- Changing out 27 residential meters.
- Performing meter and service line inventory per the TCEQ.
- Replaced the bollards at the end of Huebner Road.
- Grinding trip hazards in various locations.
- Mowed Poss Road and Silo Park.
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ECONOMIC DEVELOPMENT

- Had a Zoom meeting for a new cooperate business to relocate to the Leon Valley area with the help of Greater SATX.
- Friday meet and greet with local business owners.
- Held grand opening for Hello Pizza.
- Recruited businesses to participate in Blue Santa program.
- Complete the sales tax report and posted on the City website.

FIRE DEPARTMENT

- The Fire Department continues to dispense Narcan to our endangered residents and visitors. This medication will be dispensed through the Office of the Medical Director at UT Health. This program is ongoing and, to date, has dispensed over 24 doses. The Fire department has already distributed four boxes to endangered residents.
- The Fire Department will begin our annual testing and maintaining of fire hydrants throughout the city. This testing is vital to ensure that in the event of emergencies, the fire department will have a reliable water supply. Part of the testing includes flushing the hydrants which will cause water in the streets.
- The ambulance damaged in an accident on 07/27/2023 is still at Miracle Paint and Body, waiting for body parts from the ambulance manufacturer. We receive weekly updates on the progress and anticipate completion of all repairs in the next 3-6 months. The vehicle portion of this repair is ready for paint while work continues to the box portion of the vehicle.
- The fire department is working on securing an appropriate cab and chassis for our new ambulance budgeted for this Fiscal Year. There is currently a nationwide shortage of ambulance conversion chassis.
- The fire department participated in the Total Quality Logistics Fall Fun Bash on Exchange Parkway. The fire department provided truck tours and handed out fire prevention materials to both young and old.
- The Fire Department completed 439.8 hours of continuing education training in fire and EMS.

UPCOMING LIBRARY PROGRAMS

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/3728/cm_report_11-21-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, December 5, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on November 28, 2023, at 6:30 pm, in the City Council Chambers