



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: December 5, 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.

Wurzbach Sewer Main Replacement Project

The project will start on December 5th and will take approximately one month to complete.

(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	7
Food	8
Animal	
Impact Fees	
Foundation	
Fence	
Mechanical	
Electrical	6
Accessory	
Gas	2
Garage Sale	6
Building	
Impact Fee	
Remodel	
Roof	
Utilities	
Demo	
Access/driveway	
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.
- 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
- 0 Grissom Rd – SUP for carwash
- 0 Grissom Rd – Zone Change

CERTIFICATE OF OCCUPANCY

- Holiday Hills Xmas Trees, 7100 Bandera, Seasonal
- Educare Comm Living, 6647 Cades Cove, Group Home

OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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	Complete	33	11/21/2023	\$ 35.00	\$ 35.00
OR-2023-341	Diane Martinez	10/20/2023	07/27/2023 Car Accident Video - Body Worn Camera Video	Open Back Up - Requestor submitted written request for Waiver of Fees. To be heard by Council on 11/21/2023	25		\$ 47.00	
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	17		\$ 71.00	\$ -
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 in short, I am requesting all documents or information, which were created or reviewed in reference to the investigation of the	Complete	9	11/16/2023	\$ 50.00	\$ 50.00
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	Complete	8	11/15/2023	\$ 11.00	\$ 11.00
OR-2023-363	Red Tree Media Production	11/11/2023	Recording of R. DeLeon interrogation from LVPD	Complete	7	11/22/2023	\$ 143.00	Fees Waived by City Council/CM on 11/21/2023
OR-2023-365	Paul Fletcher, Langley & Banack	11/14/2023	Please provide a copy of the latest plat, site plan and other representations regarding the development occurring adjacent to St. John's Baptist Church, which is described as a 10 acre parcel located at 7213 Huebner Road and known as Poss Landing.	Complete	1	11/14/2023	\$ -	\$ -
OR-2023-366	Phoebe Richards, Judicial Services Record Company	11/15/2023	Crash Report # 1719698.	Complete	1	11/16/2023	\$ 16.26	\$ 16.26
OR-2023-367	Thomas J Henry PLLC	11/15/2023	LVPD Case 202304082 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 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 incident referenced above. In short, I am requesting all documents or information, which were created or reviewed in reference to the investigation of the above referenced accident.	Pending Payment	7		\$ 31.00	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-368	Robert Lantrip, Solid Waste Specialists	11/17/2023	I am seeking the expiration date of the City's current solid waste contract. I don't need a copy of the agreement, just the date. I appreciate your help!	Complete	0	11/17/2023	\$ -	\$ -
OR-2023-369	Raymond Steelman	11/20/2023	I am requesting all evidence the court has against myself regarding a red light ticket I was sent	Complete	0	11/20/2023	\$ -	\$ -
OR-2023-370	Davis Law Firm	11/20/2023	Patient Medical Records	Complete	0	11/21/2023	\$ -	\$ -
OR-2023-371	Davis Law Firm	11/20/2023	Patient Medical Records	Complete	0	11/21/2023	\$ -	\$ -
OR-2023-372	Joy Anderson, Realtor (Berkshire Hathaway HomeServices)	11/20/2023	My clients are under active option to purchase 6627 Cades Cove, Leon Valley, 78238. There were extensive plumbing repairs done in November 2019, but we have incomplete information on what was done and why it was done. We would like to see the permitting to make those determinations during their active option period. Thank you!	Complete	0	11/21/2023	\$ -	\$ -
OR-2023-373	AUSTIN ENVIROSOLUTIONS	11/21/2023	I am requesting information regarding any hazardous materials spill incidents, fires, or other events that may have impacted the soils or underlying groundwater on the subject property located at 7350 Eckhart Rd in Leon Valley, Texas. The property is currently occupied by Rated R Performance. This request is part of an Environmental Site Assessment conducted by Austin EnviroSolutions on the subject property.	Pending Department Response	3		\$ -	\$ -
OR-2023-374	CENTER FOR PUBLIC SAFETY MANAGEMENT	11/27/2023	RFP STANDARDS OF COVER AND UTILIZATION STUDY. COPY OF WINNING PROPOSAL WITH PROPOSED FEE. COPY OF SELECTION SCORING SHEET SHOWING RATERS BY TITLE, NOT NAME	Complete	2	11/29/2023	\$ -	\$ -
OR-2023-375	Bruno Montes de Oca, Goldman & Peterson, PLLC	11/27/2023	RE: Date of Accident: 09/23/2022 at approximately 12:03 PM; Location of Accident: Bandera Rd. and NW Loop 410; Drivers involved: Meharena Zerezgi and Anna H. Deleon; Officer: Officer J. Espinoza #1281; Case ID: 20202-82095; Our File No.: 27000.2090 (See attached for detailed requested items).	Complete	2	11/29/2023	\$ -	\$ -
OR-2023-376	Kendall Bradley	11/28/2023	Any and all records written, electronic, images, videos, and recordings regarding any fact finding investigations, disciplinary action, or formal complaints (including both internal employees and external citizens) regarding William Cox in his employment with the City of Leon Valley from the start of his employment in 2018 through 2023. Any and all written and electronic records or interactions relating to William Cox's employment being terminated.	Pending Department Response	1		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- City Secretary office has officially moved to the Finance Director's Office.
- Certified nine (9) LVPD Reports.
- Processed one (1) Grand Jury Summons.
- Submitted twenty-four (24) ordinances to be codified for Supplement No. 2.
- Posted the Notice of Deadline to File an Application for a Place on the Ballot for the May 04, 2024 General Election.
- TMCCP - ADVANCED INSTITUTE* "PEOPLE. PRESSURE. PERSONALITY" completed 12 hours OCTOBER 26-27, 2023.

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:
• Prepare the May 04, 2024 General Election Candidate Packet and post to the website	Thursday, December 21, 2023
• Review and Revise Directive A14 - Records Management	Monday, January 1, 2024
• Prepare Record Management Plan binders for each department	Friday, March 29, 2024
• Provide Record Management training to each department	Friday, June 28, 2024

PUBLIC WORKS

- For Seneca West project. The contractor is waiting for the installation of a gate, but the project is otherwise completed. The engineer will now submit the plan of record to obtain a Letter of Map Revision (LOMR) to revise the floodplain maps.
- 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.
- Renovating the kennel behind Public Works.
- Laying asphalt along Aids Drive.
- Mowing rights-of-way city-wide.
- Changing the a/c filters at all buildings.
- Repairing fence at Forest Oaks Pool.
- Addressing service requests.
- Painted over graffiti on trees in Huebner-Onion Natural Area Park.
- Installing final decorations for the Holiday Lighting Ceremony and decorations at City Hall.
- Repaired a sewer main back up on Forest Mont.
- Televising sewer main on Forest Mont to determine why there was a sewer backup.
- Two crew members will be attending water class.
- Performing meter and service line inventory per the TCEQ.
- Repairing two curb stops.
- Meeting with leak detection team.
- Installing new water service in Linkwood.

FIRE DEPARTMENT

- The Fire Department delivered a full food donation barrel of food to be distributed by the Holmes High School ROTC program. This food donation was used to fill baskets for Thanksgiving meals to the needy.
- The Fire Department hosted a tour from a home-schooling coalition group. This included adults and elementary school-aged children. All the children that attended brought can good and unwrapped toys for the upcoming Christmas season.
- The Fire Department continues our annual testing and maintenance 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 FY. There is currently a nation-wide shortage of ambulance

conversion chassis. We have found pricing pending with three dealers currently and are exploring more distant Dodge dealers.

- The Fire Department completed our interview and documentation request for Fitch and Associates for the staff study. The Fitch consultants toured our department and were provided with a tour of some of our high-hazard areas.
- The Fire Department completed 145 hours of continuing education training in fire and EMS.

UPCOMING LIBRARY PROGRAMS

Special Events

- Wednesday, December 20th at 10:30am – Polar Express Movie
- Thursday, December 21st at 9:30am – Winter Solstice Coffee & Cocoa
- Thursday, December 21st at 10:30am – Reading with Rudolph
- Thursday, December 21st at 6:30pm – Polar Express Reading with Special Guest!
- Wednesday, December 27th at 10:30am - Winter Craft
- Thursday, December 28th at 10:30am – Winter Craft
- Friday, December 29th at 10:30am – School Age Scavenger Hunt

Book Clubs

- Saturday, December 9th at 11:00am – Adult Book Club - *Blood Sisters* by Vanessa Lillie
- Thursday, December 14th at 6:00 pm – Percy Jackson Book Club – Intro to Greek Mythology (a discussion and activities)
- Tuesday, December 19th at 6:00pm – Teen Book Club – *The Rosewood Hunt* by Mackenzie Reed

Upcoming Regular Programming

- Tuesdays at 11:00 am Baby & Me Lapsit Storytime
- *Li'l Explorers and Adventurers' Club on break in December*
- Fridays at 9:30am – Yoga (December 1st, 8th, 15th)
- 2nd Saturday of the Month, Drum Circle at 11:30am

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_12-05-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, December 19, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on December 12, 2023, at 6:30 pm in the City Council Chambers.