



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: January 28, 2022
TO: Mayor Chris Riley and City Council Members
FROM: Crystal Caldera, City Manager
SUBJECT: Pre-City Council Meeting Report

Seneca West Drainage Project

Engineering and design work continues on the Seneca West Drainage Project. The proposed alignment has been sent to the San Antonio River Authority (SARA) for their approval. The 95% plans have also been submitted to Bexar County for their review. Once the San Antonio River Authority (SARA) approves a Conditional Letter of Map Revision (CLOMR), bids for the project may be advertised. The dates for the project bid have changed, as we are waiting on approval from SARA. We did receive comments from SARA and prepared our answers/corrections. We submitted revisions to SARA and are now waiting for final approval and permit issuance.

| | | | |
|-------------------|--------------------------|-------------|--------------------|
| 10/1/2020 | 7/30/2021 | 12/2021 | 03/2022 |
| Start Engineering | Submit to SARA for CLOMR | Bid project | Start construction |

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

Staff has submitted an application for an Alamo Area Metropolitan Planning Organization (MPO) reimbursement grant for the construction of the second portion of the Huebner Greenway Trail, from Bandera Road to Evers Road. It has been approved by the lower committees and will now advance to the full Board for (hopefully) approval.

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| 4/1/2021 | 9/2021 | 2023-24 |
| Grant Due | Results Announced | Trail engineering, design, and construction |

Marshall Elevated Tank Rehabilitation Project – Viking Painting

The project start date was pushed back due to a Red Hawk nest found near the upper railing by the Sprint Antennae. The game warden advised that the City must protect them until they hatch and leave the area.

This project is to rehabilitate the Marshall Elevated Water Storage Tank, located behind Marshall High School. The contractor experienced some difficulties in getting the Tnemec paint required for the repainting of the tank, but that has been resolved. The project will now start in earnest.

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|----------------------|----------------------------|----------------------------|------------------|
| 1/15/22 | 1/31/22 | 2/7/22 | 2/28/22 |
| Project Mobilization | Exterior Paint Application | Interior Paint Application | Final Completion |

Huebner Creek Greenway Hike & Bike Trail Section I

The 100% plans for the portion of the trail that will run adjacent to El Verde Road have been submitted for review by TxDOT, because of their environmental division, the project is being delayed by about 3 months.

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|---|--------------------------------|--|---|---|
| 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 | 4/2022 | 5/2022 | 5/2022 | 6/2022 |
| TxDOT review committee meeting | Advertise bids for Project | TxDOT concurrence with lowest responsible bidder | Council approval of contract and bidder | Begin Project |

Community Development Block Grant (CDBG)- Blacksmith Water & Sewer

Staff has applied for another CDBG reimbursement grant from Bexar County Community Development to replace water and sewer mains on the remaining portion of Blacksmith Drive in the Old Mill subdivision. The City was awarded the grant in the amount of \$143,639. We anticipate receiving the Agreement from Bexar County in early 2022, with bid award in Spring of 2022.

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|-----------------|-------------------|----------------------------------|
| 4/2021 | 7/2021 | 1/2022 – 9/2022 |
| Grant Submitted | Results Announced | Contract Period and Construction |

Revise EDCAC Resolution /By Laws

The date has been revised due to meeting cancelation.

| | | | | |
|---------------------|----------------------|--------------------------|--|--------------------|
| 06/7/2021 | 06/14/2021 | 07/19/2021 | 10/2021 | 2/1/2022 |
| Direction to update | Discussion for EDCAC | Present a draft to EDCAC | The committee wishes not rush the item and | Present to Council |

Open Records Requests

| ORR # | Date Received | Date Released | Requester Name | Organization | Description of Request | Redaction | Reason For Redaction | City Attorney Legal Review | City Attorney Review Fee | AG Legal Review | Fees |
|----------|---------------|----------------------|-----------------|------------------------------|--|-----------|----------------------|----------------------------|--------------------------|-----------------|------------------------------------|
| 100621-C | 10/6/2021 | - | Justin Pulliam | - | Electronic copies of all emails (including attachments) sent to or received from the personal email address of K. Kuenstler from January 1, 2015 to October 5, 2021. | | | | | | \$189.00 Waived by City Council |
| 111021-B | 11/10/2021 | COMPLETE 01/13/22 | Lexitas | Automated Records Collection | LVFD records | N | - | N | - | N | \$0.00 |
| 122021-A | 12/20/2021 | COMPLETE 01/19/22 | Rena Elliott | Lexitas Legal | Information related to LVPD Case No. 202001135 | N | - | N | - | N | \$6.93 |
| 010622-B | 1/6/2022 | COMPLETE 01/25/22 | Pamela Stevens | RPM Living | Records related to a fire that occurred on December 25, 2021 at 5650 Grissom Rd. | N | - | N | - | N | - |
| 010722-A | 1/7/2022 | COMPLETE 01/25/22 | Ramona Davis | Ecolab | inspection information for IHOP at 5920 Bandera Road and Taco Cabana at 6040 Bandera Road | N | - | N | - | N | - |
| 011222-C | 1/12/2022 | COMPLETE 01/21/22 | Andy May | "Watcher" | (1) Leon Valley Police Department "employee roster." Names, positions, pay rate, etc. Effective as of the receipt of this request; (2) The "Internal affairs case assignment logs/spreadsheets" for the years 2018 to 2021; (3) Internal affairs complaints "summaries," for the years 2018 to 2021. For example: "In 2019 there were 12 complaints made. Of these 5 were found to be sustained and officers received some type of corrective action. Seven were found not to be supported by the evidence or unfounded."; (4) The "use of force" summaries for the years 2018 to 2021. Here's an example of what I'm requesting: Year 2019 - Guns drawn 12 times, Taser drawn 19 times, Taser deployed 5 times, mace used 2 times, etc.; (5) Standard Operating Procedures for the selection of qualified applicants for sworn positions; and (6) Standard Operating Procedures for the selection of qualified applications for the position of a "police officer." | N | - | N | - | N | - |
| 011422-A | 1/14/2022 | COMPLETE 01/25/22 | Christy Tupas | Premier Roofing Company | I request a list of street addresses of all properties for which a roofing replacement (re-roofing) permit was pulled with the Leon Valley building department from last year until present. If possible, please list the | N | - | N | - | N | - |
| 012022-B | 1/20/2022 | COMPLETE 01/25/22 | Tanner Lankford | Zoning-Info, Inc. | Shapefile with ALL address | N | - | N | - | N | - |
| 012422-A | 1/24/2022 | Waiting for Staff | Andy May | "Watcher" | I hereby request the following records from the Leon Valley Police Department: (1) Leon Valley Police Department "employee roster." Names, positions and | N | - | N | - | N | - |
| 012522-A | 1/25/2022 | COMPLETE 01/25/22 | Evan Bohl | - | I would like the investigate Report by the Attorney General's Office forwarded to the city in September of 2021 Incident Number CX2983982602. | N | - | N | - | N | - |
| 012522-B | 1/25/2022 | Waiting for Staff | Andy Banks | Judicial Services Company | Subpoena for LVPD records related to Case No. 202102078 | N | - | N | - | N | - |

PUBLIC WORKS

- Staff is undergoing an Accreditation review from the American Public Works Association. The review started on January 24th and will finish on January 31st. If we receive the accreditation certificate, Leon Valley will be the first city in Bexar County to achieve this status.
- The Director is acting as the Interim Director of Planning and Zoning until such time as the position can be filled.
- Performing street sign inventory in preparation for replacing traffic signage.
- Crew is repairing the asphalt on El Verde Road.
- Crew is repairing the sidewalk on Yellow Rose.
- Staff continues repairing the walking trail in Raymond Rimkus Park.
- Crew is replacing several curbstops and some commercial meters.
- Crew is assisting with the Marshall Elevated Water Tank rehab project

UPCOMING LIBRARY PROGRAMS

Special Programs:

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|---------|---------|---|
| Feb. 1 | All Day | Chinese New Year's Celebration Stations |
| Feb. 2 | 10:30am | Guest Storytime |
| Feb. 3 | 10:30am | Lil Explorers Storytime |
| Feb. 8 | 10:30am | Bilingual Storytime |
| Feb. 9 | 10:30am | Adventurers' Club Storytime |
| Feb. 10 | 10:30am | Lil Explorers Storytime |
| Feb. 12 | 11:00am | Teen & Adult Craft - Anti-Valentine's Day Cards |
| Feb. 13 | 2:30pm | Family Movie |
| Feb. 14 | 11:00am | Playtime |
| Feb. 15 | 4:30pm | School Age Craft: Lion |
| Feb. 16 | 10:30am | Adventurers' Club Storytime |
| Feb. 17 | 10:30am | Lil Explorers Storytime |
| Feb. 20 | 3:00pm | Builder's Group (LEGO) |
| Feb. 22 | All Day | Twosday Activities |
| Feb. 23 | 10:30am | Adventurers' Club Storytime |
| Feb. 24 | 10:30am | Lil Explorers Storytime |
| Feb. 25 | 10:30am | Community Coffee |
| Feb. 26 | 10:30am | Drum Circle |

Other City Statistics for Police, Fire, Court, Code, and Animal Control can be found:

<https://cms3files.revize.com/leonvalleynew/CM%20Report%201-28-2022.pdf>

OTHER MEETINGS

- The next City Council Meeting will be Tuesday, February 15, 2021, at 6:00 pm, in Council Chambers.
- The Capital Facilities Oversight Committee will meet on February 28th, at the Leon Valley Conference Center, at 6:30 pm.