



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: October 4, 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 is complete on the Seneca West Drainage Project. The proposed project plans and specifications have been sent to the San Antonio River Authority (SARA) for their approval. Once the San Antonio River Authority (SARA) approves a Conditional Letter of Map Revision (CLOMR), bids for the project may be advertised. We met with the FEMA reviewer to discuss the delays, received an apology, and expect approval shortly.

10/1/2020	4/2021	07/2022	10/2022
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction

Huebner Creek Greenway Hike & Bike Trail Section I

The bids for this project have been opened, and it appears that TCL Construction Enterprises, LLC is the lowest responsible bidder, with a total bid price of \$986,220. The bid tabulation has been sent to TxDOT for their concurrence. Once we receive their concurrence, the item will be placed on the City Council agenda for the award. Trail construction can begin once we receive the signed contracts. The trail will run adjacent to El Verde Road.

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	10/15/2022			
Trail Construction	Final completion			

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

The staff has submitted an application for an Alamo Area Metropolitan Planning Organization (MPO) reimbursement grant for constructing 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.

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

Year 5 Street Maintenance

A bid was awarded to Clark Construction to perform the Year 5 Street Maintenance Project in the amount of \$526,688.17. The scope of work consists of the milling and asphalt overlay of Forest Moss St. (Evers Rd. to Forest Wood St.), Forest Circle, Forest Rose St., Forest Wood St., Forest Mont St., Forest Rim St., Forest Ridge, and Forest Brook. As part of the street maintenance project, the street in front of the fire station needed to be added. The street was causing damage to the fire department vehicles. With the new fire truck coming in, the repairs needed to be completed so as not to cause damage to the new truck. The project has started and is progressing as expected.

08/08/22	08/29/22	10/15/22
Start Date	Substantial Completion	Full completion

Huebner Wellsite Generator Project

A bid was awarded to Central Electric Ent. & Co., in the amount of \$173,230, to construct the generator at the Huebner well site. The scope of work consists of constructing a concrete pad and then installing and connecting a generator to the well equipment. The addition of this generator will allow the well to continue to pump during electrical outages. The start date for this project may be delayed for almost one year, as the generator itself will take 46 weeks for delivery. They do not expect the completion of the project until 07/31/23.

Code Amendments

Staff is working with the City Attorney to revise the Sustainability Overlay District regulations pertaining to building construction materials, color, and style to ensure we comply with state law. Once this is complete, we will take this back to the City Council for an amendment to the Code and consider uses allowed in the B-3 zoning district with Sustainability Overlay zoning, with or without a Specific Use Permit. Once this is reviewed and revised, we will construct a timetable for completion.

Subdivision Code

City Council had the first reading on September 6, 2022. The second reading was scheduled for September 20, 2022, and approved.

PZC Mtg	CC Mtg	CC Mtg -Item COMPETED
7/22	8/22	9/22

Municode - CivicPlus - Agendas/Minutes

11/16/2021	3/30/22	05/05/22	06/22/22	06/29/2022
City Council Approved	Contract signed	Templates being created by Civic Plus	1 st zoom training -for agenda creators	2 nd Zoom training for workflow & min
07/07/2022	10/1/22			
3 rd training on workflow and review	COMPLETED			

Municode - Republication/Supplements of the City's Code of Ordinances

11/16/2021	9/31/22	04/27/22	06/27/22	10/1/2022
City Council Approved	Terminated services with the current provider	Contract signed	A non-codified ord submitted to municode	COMPLETED

Municode - MuniDOCS

11/16/2021	04/27/2022	06/13/2022	08/22	10/1/2022
City Council Approved	Contract signed	City Secretary will begin loading docs	The link will be added to the website	COMPLETED

Municode - Website Redesign

11/16/2021	04/27/2022	05/24/2022	05/25/2022	10/2022
City Council Approved	Contract signed	Kickoff meeting	Working with Account Manager	Pending some design issues still, scheduled for completion by the end of the month

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	2
Bulk Water	
(New) Building	
Food	
Utility	
Gas	
Fence	
Mechanical	4
Electrical	3
Foundation	
Animal Tag	
Roof	3
HVAC	
Fire	
Signs	
Garage Sale	
Building Solar	

Open Records Requests/City Secretary

Request #	Date of Request	Request Type	Name	Description	Status	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2022-20	9/19/2022 4:19 PM	Open Record Request	Justin Pulliam	All emails (including attachments) sent or received by Kelly Kuenstler, Joe Salvaggio, or Crystal Caldera relating to Megan McLeod. Consider the time period from July 1, 2017 to August 10, 2017.	Complete	9/29/2022 6:12 PM	\$0.00	\$0.00
OR-2022-15	9/16/2022 3:04 PM	Open Record Request	Wiss, Janney, Elstner Associates Inc	Historical Records of Building, Fire, and Administrative Codes and their respective adopting ordinances for the years 1970 through 1990.	Complete	9/19/2022 4:21 PM	\$0.00	\$0.00
OR-2022-27	9/23/2022 1:56 PM	Open Record Request	Dan Adkins	Contract for the enforcement of red light camera	Complete	9/23/2022 2:03 PM	\$0.00	\$0.00
OR-2022-29	9/23/2022 5:12 PM	Open Record Request	Janessa Hernandez		Awaiting Requestor Response		\$143.00	\$0.00
OR-2022-26	9/22/2022 5:28 PM	Open Record Request	Navia Gonzales Sedeno	Complete certified copies of disposition of docket number: 080002891 include all information pertaining to docket number	Complete	9/23/2022 5:48 PM	\$0.00	\$0.00
OR-2022-16	9/19/2022 12:20 PM	Open Record Request	Abigail E. Chacon	Any and all Code Violations Issued from 1970 to present regarding 5622 EVERS ROAD, SAN ANTONIO, TEXAS 78238 (more fully described as Lot I, Block I, L.V.C.B. 0440, Lookout View Subdivision, subdivision in Bexar County, Texas, according to the map or plat thereof, recorded in Volume 7000, Page 193, of the Deed and Plat Records of Bexar County, Texas, a/k/a Vista del Rey Apartments)	Complete	9/29/2022 7:29 PM	\$0.00	\$0.00

Request #	Date of Request	Request Type	Name	Description	Status	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2022-19	9/19/2022 3:15 PM	Open Record Request	Eric Leos	My name is Eric Leos and I am needing a request of court records for my Physical Therapy license to not be suspended. If no records are found a certified letter will need to be made stating no records were found.	Complete	9/30/2022 8:58 AM	\$0.00	\$0.00
OR-2022-31	9/27/2022 11:03 AM	Open Record Request	Law Offices of Gerald D. "Chip" Havemann		Pending Department Response		\$0.00	\$0.00
OR-2022-22	9/20/2022 4:33 PM	Open Record Request	Raveen Saenz	All police report from May 31st to Aug 16th, 2022 where calls were made for residence of 6313 Evers Rd Apt 601 involving myself, Raveen Saenz and my ex boyfriend, Diego Ramos. May 31st 2022-01528 June 16th 2022-01-675 August 16th 2022-02-955	Complete	9/30/2022 9:34 AM	\$0.00	\$0.00
OR-2022-24	9/21/2022 11:06 AM	Open Record Request	FVPS Family Violence Prevention Services-Non-Profit	May 31-2022-01528 June 16- 2022-01675 August 16- 2022-02955 Involving: Raveen Janaea Saenz Diego Ramos	Complete	9/30/2022 9:02 AM	\$0.00	\$0.00
OR-2022-30	9/27/2022 8:19 AM	Open Record Request	Cassie Hoelscher	Good Morning, Please accept this as the request for traffic data from 08/01/2022-08/31/2022. 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 received our last report as a .xls file, but .xlsx is fine as well. The following column headers are 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 Please send the data to LNR-OKCLNContent@lexisnexis.com. I appreciate your time and consideration of our request. Please feel free to contact me with any questions.	Time and Materials Estimation		\$0.00	\$0.00
OR-2022-28	9/23/2022 1:59 PM	Open Record Request	Carlos Reyna, The Carlson Law Firm,	Re: Client: Maria del Carmen Rios Lopez Defendant: Jaime Sumaya Location of Accident: 6800 Block of Bandera Rd. Report Number: 202203342 DOL: 08/31/2022 Time: 1:39 PM To Whom it May Concern: Pursuant to the Texas Open Records Act, chapter 552 of the Government Code (formerly V.T.C.S. article 6252); we request that the following documents and/or photographs be forwarded to us pertaining to the Texas Peace Officer's Crash Report# 202203342: 1. All crash reports with exhibits, all post crash investigative reports with exhibits, all supplemental investigation reports, preliminary reports, amended reports and officer's notes and drawings. 2. All law enforcement evaluations for drug and/or alcohol by any party involved.	Paused		\$39.00	\$0.00

Request #	Date of Request	Request Type	Name	Description	Status	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2022-9	9/16/2022 12:00 AM	Open Record Request	Abigail Chacon	Any and all denials of Certificates of Occupancy in the last 10 years based on stairways in multifamily buildings built prior to the 2018 International Building Code. Any and all annual inspection reports, notices, or logs for multi-family buildings for code violations in the last 10 years. Any and all code violations issued for stairwell violations in multifamily buildings for failure to comply with the 2018 International Building Code from 2018 to present day. Any and all variances applications for stairwells for multi-family buildings based on noncompliance to the 2018 International Building code in the last 10 years. Any and all denials of above mentioned variance applications for stairwells. Any and all approvals for above mentioned variance applications for stairwells.	Complete	9/26/2022 2:46 PM	\$0.00	\$0.00
OR-2022-18	9/19/2022 3:01 PM	Open Record Request	District Attorney's Office, Protective Order division	Hello, I'm one of the protective order advocates at the DA's Office. Our office is trying to assist Rebecca Stahl with a protective order request against Raymond Ramirez. Ms. Stahl said she recently made a report with your agency – 2022-03603. When you can, can I get a copy of the report? If you are able, can I get a certified copy? Thank you for your help, Brooke Rosenauer brosenauer@bexar.org, fax: 210-631-0199, phone: 210-965-4596	Complete	9/20/2022 4:06 PM	\$0.00	\$0.00
OR-2022-17	9/19/2022 2:52 PM	Open Record Request	Edward Pena	I am requesting a search of archives for blue prints for 7010 Sunlight Dr. Block 1, Lot 2. I am the new owner.	Complete	9/20/2022 10:21 AM	\$0.00	\$0.00
OR-2022-23	9/20/2022 4:45 PM	Open Record Request	WJE	Copies of the Leon Valley Municipal Code Chapter 6 in effect for the following dates and copies of referenced ordinances within. Dates as follows: 05/20/1975, 10/21/1975, 01/18/1977, 06/21/1977, 02/20/1979, 10/02/1979, 06/16/1980, 11/18/1980, 07/29/1981, 11/02/82, 12/06/1983. Ordinances: #877, 453, 465, 568, 700, 721, 798, 816, 824, 877.	Complete	10/2/2022 10:19 PM	\$72.00	\$72.00
PDBC-2022-2		Body Camera Video Request I	Crystal A. Cardwell (Naman Howell Smith & Lee, PLLC)		Complete	9/29/2022 6:20 PM	\$45.00	\$45.00
PMRR-2022-1		Patient Medical Record Request			Complete	9/30/2022 8:44 AM	\$16.69	\$16.69
ORR-2022-25		OLD Open Records Request	Annalisa R Escobar		Cancelled Due to Lack of Response	9/26/2022 2:11 PM	\$0.00	\$0.00

PUBLIC WORKS

- The estimate for engineering for the Huebner Creek Erosion and Flood Control project Segment 1 has been received and approved by the City Council. A budget adjustment request was placed on the Council agenda for the October 3rd meeting, the second read will be on the October 18, 2022, Council meeting.

- Staff submitted a grant request for funding for the creation of a transportation plan to support the Safe Streets for ALL initiative.
- The Park Commission will be working on a design process for a skate park to be located at the Shadow Mist Park site.
- Staff and the City Engineer will be working on the Huebner Creek Hike & Bike Trail Segment II and Year 6 Street Maintenance plans for October 1st.
- Staff and the City Engineer have identified segments of the water line along El Verde Road for replacement. The section at the cul-de-sac at the end of the road has begun.
- Refacing stop signs city-wide, replacing other traffic control signs as needed.
- Crack sealing El Verde Road this week.
- Cleaning City Hall.
- Mowing all parks.
- Building time capsule base.
- Installing fence at Triangle Park.
- Flushing dead-end water mains.
- Repairing leaks on Trace Buckle and Cherryleaf.
- Taking water samples.
- Spraying for mosquitoes.
- Completing items for state inspection at well sites

UPCOMING PLANNING AND ZONING CASES

- 0 Poss Road – SUP for Construction of an Automotive Facility with Outside Storage of Customer Vehicles
- Vacant tract of land at Evers and Seneca (Triangle Property) – Rezone From B-1 Small Business, B-2 Retail, and R-3 Multiple Family Dwelling with Sustainability Overlay zoning districts to R-6 Garden Home or R-3 Multiple Family, both with Planned Development District zoning.
- 6408 Grissom – Replat
- 7228 Bandera - Replat

FIRE DEPARTMENT

- The Fire Department visited the school of science and technology for Career Day. We talked to and visited with more than 100 students.
- The Fire Department will be going to John Marshall High school for their Career Day on October 4th, 5th, and 6th.
- The Fire Department will visit Northwest Vista College on October 4th for a National Night Out event.
- The Fire Department will be hosting John Marshall high school fire academy students over the next 4 months. The students will visit the fire station and learn fire skills from our firefighters.
- October 9-15, 2022, is fire prevention week. NFPA announces “Fire Won't Wait. Plan Your Escape™” as the theme for Fire Prevention Week. The fire department will be visiting all the schools and daycares in Leon Valley to teach fire prevention.

UPCOMING LIBRARY PROGRAMS

October Events

- Oct. 2nd: Yoga at 3 pm
- Oct. 5th: Adventurers' Club Storytime at 10:30 am
- Oct. 6th: Li'l Explorers Storytime at 10:30 am
- Oct. 8th: Book Club (*All Good People Here*) at 11 am
- Oct. 8th: Steampunk Accessories at Noon
- Oct. 9th: Yoa at 3 pm
- Oct. 11th: Hora del Cuento en Español (Spanish Storytime) at 10:30am
- Oct. 12th: Adventurers' Club Storytime at 10:30 am
- Oct. 13th: Li'l Explorers Storytime at 10:30 am
- Oct. 19th: Adventurers' Club Storytime at 10:30 am
- Oct. 19th: Scavenger Hunt (Elementary Age) 12:30pm – 5:30pm
- Oct. 20th: Li'l Explorers Storytime at 10:30 am
- Oct. 22nd: Drum Circle at 10:30 am
- Oct. 25th: Hora del Cuento en Español (Spanish Storytime) at 10:30am
- Oct 26th: Adventurers' Club Storytime at 10:30 am
- Oct. 27th: Li'l Explorers Storytime at 10:30 am
- Oct. 28th: Community Coffee
- Oct. 29th: Annual Halloween Party 10:30 am-Noon
- Oct. 30th: Halloween Themed Escape Room 3 pm

OTHER CITY STATISTICS FOR POLICE, FIRE, ECONOMIC DEVELOPMENT, COURT, CODE, AND ANIMAL CONTROL CAN BE FOUND:

<https://cms3.revize.com/revize/leonvalleynew/CM%20Report%2010-4-2022.pdf>

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, October 18, 2022, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on October 25, 2022, at City Hall Council Chambers, at 6:30 p.m.
- Park Commission – Thursday, October 13th at 7:00 pm, at the Conference Center.