



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: November 1, 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 bid opening was held on Tuesday, October 11, 2022, and this will go to City Council for award on November 15th.

10/1/2020	4/2021	07/2022	12/2022
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	05/3/2023			
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 6 Street Maintenance

The City Engineer will start designing a bid package for Year 6 Street Maintenance. Staff is reviewing the street ranking list to decide which streets are to be included in this round. We expect to bid this project in January of 2023.

Huebner Wellsite Generator Project

The bid opening for the Huebner Elevated Storage Tank was held on, October 11th, and we will take this item to City Council for award on November 1st. This is the last elevated tank that needs to be rehabilitated and repainted. After award, a project schedule will be developed.

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.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	
Bulk Water	
(New) Building	
Food	
Utility	3
Gas	
Fence	
Mechanical	
Electrical	3
Foundation	
Animal Tag	
Roof	1
HVAC	

Fire 1
 Signs
 Garage Sale
 Building Solar 1

Certificate of Occupancy

7325 Reindeer Trail, Office & Storage, Paint & More Inc.
 5504 Bandera Ste. 403-404, Storage, One Way Anime LLC

Open Records Requests/City Secretary

Request #	Request Type	Date Of Request	Name	Description	Status	Date Complete	Fees Chared	Fees Paid
OR-2022-33	Open Record Request	10/3/2022 1:09 PM	McCormick Law Firm	We represent Arturo Rodriguez on his personal injury case. His accident happened and/or about 7/29/2022. He was involved in a Motor Vehicle Accident with Jose Hernandez Murillo. The case number provided to our client was 202202542. We need a copy of that police report to be sent over to our law office.	Complete	10/4/2022 10:40 AM	\$0.00	\$0.00
OR-2022-30	Open Record Request	9/27/2022 8:19 AM	Cassie Hoelscher	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.	Complete	10/7/2022 1:02 PM	\$0.00	\$0.00
OR-2022-44	Open Record Request	10/7/2022 10:06 AM	Gulfstream Legal Group	INCIDENT NO. 0689 - a copy of an EMS report is provided to show the letterhead has of "Leon Valley Fire Department." ANY AND ALL RECORDS (WHETHER TYPED, HANDWRITTEN OR COMPUTER-GENERATED), PHOTOGRAPHS, VIDEOTAPES AND/OR AUDIOTAPES (INCLUDING RELATED TRANSCRIPTS) PERTAINING TO AN INCIDENT INVOLVING GEORGE PHILLIPS (DOB: 01/28/1960) THAT OCCURRED ON MAY 1, 2020 AT EILAN HOTEL AND SPA (18603 LA CANTERA TERRACE, SAN ANTONIO, TEXAS)	Complete	10/7/2022 1:01 PM	\$30.00	\$30.00
OR-2022-28	Open Record Request	9/23/2022 1:59 PM	Carlos Reyna, The Carlson Law Firm,	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. 3. All documentation of vehicle violations or driver violations by any party involved. 4. All Texas Department of Transportation inspection reports pertaining to any vehicle involved. 5. All first responder dispatch call sheets/disposition logs; Fire, EMS, Law Enforcement. 6. All written or recorded statements provided by any party involved, to include witnesses. 7. All law enforcement vehicle video, body camera video or video obtained from private parties. 8. All photographic scene documentation and their respective logs/ledgers.	Complete	10/3/2022 6:29 PM	\$39.00	\$39.00

Request #	Request Type	Date Of Request	Name	Description	Status	Date Complete	Fees Chared	Fees Paid
PDBC-2022-4	Body Camera Video Request	8/8/2022 1:29 PM	Martha Martinez	Body Worn Camera Video from Case 2022-01726	Closed Due to Lack of Response	10/7/2022 9:12 AM	\$234.00	\$0.00
OR-2022-37	Open Record Request	10/4/2022 12:54 PM	Detective Hector Perez	Please provide me with an agency check on the above listed applicant (see attachment) (traffic citations, criminal incidents, and motor vehicle accidents).	Complete	10/6/2022 9:11 AM	\$0.00	\$0.00
OR-2022-35	Open Record Request	10/4/2022 10:34 AM	Terri Favuzzo	Incident Report LVPD # 202203794; Sgt. C. Mandry 540; Resident in Unit #115 called to have woman removed from his apt. Assistant Property Manager gave woman a Criminal Trespass Warning.	Complete	10/6/2022 9:19 AM	\$0.00	\$0.00
OR-2022-41	Open Record Request	10/6/2022 1:13 PM	he Cantu Law Firm	Needing copy of police report 2022-03640 DOI: 9/19/2022	Complete	10/7/2022 9:08 AM	\$0.00	\$0.00
OR-2022-38	Open Record Request	10/5/2022 11:08 AM	Gulfstream Legal Group	Incident Reports Request on George Phillips. (OCCURRED ON MAY 1, 2020 AT EILAN HOTEL AND SPA (18603 LA CANTERA TERRACE, SAN ANTONIO, TEXAS)	Complete	10/6/2022 8:32 AM	\$0.00	\$0.00
OR-2022-40	Open Record Request	10/6/2022 10:00 AM	Cassie Hoelscher	Please accept this as the request for traffic data from 09/01/2022-09/30/2022. 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.	Complete	10/11/2022 3:41 PM	\$0.00	\$0.00
OR-2022-23	Open Record Request	9/20/2022 4:45 PM	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 10:20 PM	\$72.00	\$72.00
OR-2022-36	Open Record Request	10/4/2022 12:50 PM	olk & McElroy, LLP	The Crash Report related to the following accident: Police Report No.: 202203640 Date: 09/19/2022 Time: 9:20 am Location: Bandera rd near Seneca Persons Involved in the Accident: Jaylene Perez	Complete	10/6/2022 8:24 AM	\$0.00	\$0.00

PUBLIC WORKS

- Staff is working on creating a school crossing zone on Huebner Road, from just north of Redbird to just before Chapparal. The zone would encroach into the City of San Antonio, so we would need their permission to install signage and slow the traffic to 20 mph. Staff expects to take this to City Council on November 15th.
- Staff has contacted Bexar County Public Works about piggybacking off of their contracts for street maintenance and other work projects. Staff will be bringing an Interlocal Agreement to City Council for their consideration.

- Staff submitted a grant request for funding of the creation of a transportation plan to support the Safe Streets for All initiative.
- The Park Commission is working on a design process for a skate park to be located at the Shadow Mist Park site.
- Staff and the City Engineer are working on the Huebner Creek Hike & Bike Trail Segment II.
- Staff and the City Engineer have identified segments of the water line along El Verde Road for replacement. The second segment has begun.
- Staff is getting quotes for pool plastering, a rock-climbing wall, and pickleball accessories.
- Refacing stop signs city-wide, replacing other traffic control signs as needed.
- Repairing several dips in the roadway on Charles Field.
- Repairing pothole on Huebner at Evers.
- Install holiday decorations at Community and Conference Centers, and at City Hall.
- Performing work orders and service requests, weather permitting.
- Covering up Graffiti on Evers and on the Evers Road bridge.
- Replacing malfunctioning meters.
- Winterizing all water lines and equipment.
- Placing hangtags, disconnecting/reconnecting services.
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CITY SECRETARY'S OFFICE

- Attended the Texas Municipal Clerks Association Advanced Institute in Georgetown.
- Was elected Secretary of the Alamo Chapter TMCA, Inc. Board.
- Continue to train staff on new software/programs (JustFOIA, and CivicPlus Minutes and Agendas)
- Continue working with staff in Planning & Zoning on procedures and proposed amendments for the permitting of alcoholic beverage sales.

UPCOMING PLANNING AND ZONING CASES

- 0 Poss Road – SUP for Construction of an Automotive Facility with Outside Storage of Customer Vehicles
- 7228 Huebner – Replat rescinded
- 7213 Huebner – On hold
- 5301 Brisa Est. – Replat
- 0 Huebner – Rezone from B-1 to R-3

FIRE DEPARTMENT

- The Fire Department participated in the Leon Valley Elementary trunk or treat event on October 28th at 5 pm.
- The Fire Department has two Deputy Fire Marshals attending the Fire Marshal conference in San Marcos this month.
- The Fire Department will be participating in a live fire training drill at San Antonio College on November 12 and 13. We are very excited to participate in this training with other departments in our area.

- The Fire Department will be renewing the City’s NFPA FireWise community accreditation at the beginning of November.
- 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.
- The Fire Department has placed the new Pierce Fire Engine in service after the push-in ceremony.

UPCOMING LIBRARY PROGRAMS

- November 2nd at 10:30 am: Adventurers’ Club Storytime
- November 3rd at 10:30 am: Li’l Explorers Storytime
- November 8th at 10:30am: Hora del Cuento en Español
- November 9th at 10:30 am: Adventurers’ Club Storytime
- November 10th at 10:30 am: Li’l Explorers Storytime
- November 12th at 11:00 am: Book Club – *Girl, Forgotten* by Karin Slaughter
- November 12th at 12:00pm: Beginner Crochet: Granny Square
- November 15th at 4:30 pm: National Recycling Day Program & Scavenger Hunt
- November 20th at 2:00 pm: Author Reading from Charles Darnell (local author) and Larry Crawford (Houston-based author and artist)

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_11-1-2022.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, November 15, 2022, at 6:30 pm, in Council Chambers.