



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: December 20, 2022
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.

Seneca West Drainage Project

City Council approved the bid and awarded this project to J3 Construction. They plan on starting after the new year.

10/1/2020	4/2021	07/2022	12/2022
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction
11/2023	12/2023		
Substantial completion	Final completion		

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 is designing a bid package for Year 6 Street Maintenance. We expect to bid this project in January/February of 2023.

Huebner Elevated Storage Tank

The bid opening for the Huebner Elevated Storage Tank was approved by City Council on November 15th. This is the last elevated tank that needs to be rehabilitated and repainted. The project will start in January.

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	1
Sidewalk	1
(New) Building	
Food	4
Utility	
Gas	1
Fence	
Mechanical	
Electrical	1
Foundation	
Animal Tag	1
Roof	1
HVAC	

Fire 1
 Signs
 Garage Sale 4
 Building Solar 1

Open Records Requests/City Secretary

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2022-115	Kaylan Wardlaw	12/6/2022 7:45 PM	Please send us the full "UNIT BID TABULATION" with a breakdown of the unit bid items per bidder for the project(s) listed. LEON VALLEY - Seneca West Drainage Improvements If this information will not be available for release, please let us know so we can close the file.	Complete	3	12/9/2022 10:32 AM	\$0.00	\$0.00
OR-2022-114	HBW	12/4/2022 1:10 PM	I'm requesting Building permits issued in the month of November 2022. I need Residential and Commercial building permits as well as new in-ground swimming pools. I need as much of the following data as possible: Permit Number, Date issued, Construction job Value, jobsite address, Subdivision, square footage (if applicable), Owner name, Owner address if possible, and Contractor name, Contractor address if possible. I would like all new swimming pools, regardless of value, and all others at \$25,000 or more (if possible but not necessary).	Complete	1	12/6/2022 8:18 PM	\$0.00	\$0.00
OR-2022-116	Alejandro Hernandez / KFW Engineers	12/7/2022 11:57 AM	We would like a copy of the Storm Water Management Plan (SWMP) for 7003 Bandera Rd, San Antonio, TX 78238 (Lot 8, Block 1, CB 4446). A copy of the SWMP for Clear Creek Village Subdivision Unit - 2. A copy of the Traffic Impact Analysis (TIA) for Clear Creek Village Subdivision Unit - 2. A copy of the construction plans for 7003 Bandera Rd, San Antonio, TX 78238 (Lot 8, Block 1, CB 4446).	Pending Fee Acceptance	5		\$270.00	\$0.00
OR-2022-120	Kim Igleheart	12/14/2022 8:46 AM	Request a copy the the Employment Agreement or Contract between the City and the City Manager.	Complete	0	12/14/2022 12:52 PM	\$0.00	\$0.00
OR-2022-119	Ridgeway Towing	12/13/2022 5:09 PM	City of Leon Valley Towing Contract and RFP for towing	Complete	1	12/14/2022 2:47 PM	\$0.00	\$0.00
OR-2022-117	Lynd Living	12/8/2022 11:13 AM	building plans for property @ 6313 Evers Rd Leon Valley TX 78238 Legal: CB 444SF BLK 23 LOT 1 Zoning OCL Property ID: 224785 (BCAD)	Pending Fee Acceptance	4		\$630.00	\$0.00
OR-2022-112	Esteban M Garza	12/1/2022 1:39 PM	Any and all City of Leon Valley real estate liens securing cost for securing unoccupied buildings recorded between June 2022 and November 2022.	Complete	9	12/14/2022 3:26 PM	\$0.00	\$0.00

Request #	Name	Date of Request	Description	Status	Days Opened	Date Complete	Invoices Total (\$)	Amount Paid Total (\$)
OR-2022-121	Irene Sessions: Davis Law Firm	12/14/2022 10:00 AM	I am requesting any and all documents regarding Leticia Jones in a recent motor vehicle accident on 11/30/2022. Location of this accident is at the bandera road and timco w. I am requesting any police reports, records, and cobans you may have on file for this incident. Report number given is 202204510 and leon valley PD reported to the scene. If report becomes available on crs, please notify when it can be purchased online.	Time and Materials Estimation	0		\$0.00	\$0.00
OR-2022-118	City of Terrell Hills Michelle Partain Pack	12/12/2022 10:12 AM	Please provide me with the City of Leon Valley's agreement with Google Fiber.	Complete	1	12/13/2022 10:23 AM	\$0.00	\$0.00
OR-2022-113	James Ward Research & Analysis Training LLC	12/3/2022 10:26 PM	I'd like to make my request again because the previous one didn't supply what I request in OR-2022-101. I was given individual PDFs of each officers swearing in. Instead, I asked for each sworn officers first name, last name, and EMAIL ADDRESS. The e-mail addresses were omitted. Furthermore, I requested the information in an excel spreadsheet vs. individual PDFs of each one of them. These records ought to already easily be in the format I'm requesting and available from your IT department or whomever maintains your global address list. (Below is my former request) Hello, I'm a police training instructor and help teach officers, investigators, and analysts advanced research and analysis techniques for them to do their job. I would like to kindly request, per the Freedom of Information Act, the following information, in an Excel Spreadsheet, about all your sworn officers and civilian staff who service your department with intelligence, research, and/or analysis. Below are the specific items I would like to obtain: <ul style="list-style-type: none"> •First name •Last name •Work email address Regarding confidential employees, such as undercover officers, you can withhold their information if you would like. Again, I would like to kindly request the data in an excel spreadsheet. Thank you guys for your public service! Be safe, Sincerely, James H. Ward Sr. Analyst and Police Instructor	Complete	1	12/6/2022 9:28 PM	\$0.00	\$0.00
OR-2022-111	Cassie Hoelscher	12/1/2022 10:23 AM	Please accept this as the request for traffic data from 11/01/2022-11/30/2022. 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 need the report in xlsx format due to security settings our company has on xls files. 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	0	12/1/2022 1:47 PM	\$0.00	\$0.00

OFFICE OF THE CITY SECRETARY

- Recodification of the City of Leon valley's Code of Ordinances, which began in April of 2022. All uncodified ordinances were sent to Municode in June of 2022. The City has received the newly recodified Code of Ordinances which may also be found here at <https://www.leonvalleytexas.gov/secretary/page/code-ordinances> . We are preparing to send off the first supplement, which will include the recently adopted Charter Amendments.
- City Secretary Sandra Passailaigue, received the 2023 Texas Municipal Clerks Association Alamo Chapter Scholarship, which is awarded in support of continued education and certification through the Texas Municipal Clerks Association.
- Ms. Passailaigue was also appointed to the Alamo Chapter, TMCA Communication Committee and to the Scholarship/Fundraising Committee. She was also appointed as Liaison to the Holiday Banquet Committee and Liaison/Member to the Compassion Committee.

CERTIFICATE OF OCCUPANCY

- 6313 Evers(20 bldgs), Apartments Forest Oaks,
- 7216 Forest Mont, Church House, Crossroads Christian Fellowship
- 6503 Bandera, Office, Quick Money Tax
-

PLANNING AND ZONING

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

PUBLIC WORKS

- Staff is working on creating a school crossing zone on Huebner Road, from just north of Redbird to just before Chapparral. 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 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 initiatives.
- Staff and the City Engineer are working on the Huebner Creek Hike & Bike Trail Segment II.
- Working on an application for TxDOT funding of another segment of trail, from Evers Road, through Huebner Creek, up to the city limits.
- Replacing sections of sidewalk on Forest Brook and Stable.
- Replacing signage city-wide.
- Making repairs to the merry-go-round.

- Cleaning and videotaping the sewer lines on Forest Ridge, Forest Way and Forest Brook.

FIRE DEPARTMENT

- The Fire Department will be out and about on our Santa Runs. The Santa runs go through the neighborhoods and will go from Sunday, December 18th through Thursday, December 22nd. Please check the website for when your area will receive a visit from Santa on the fire truck.
- Dr. Sparkman came by and reviewed all November run forms and critiqued them with the on-duty crews.
- The fire department completed a total of 359 hours of fire and EMS training in November.
- The Fire Department is working with the permitting office and the LV Historical Society to review plans and requirements to gain a certificate of occupancy for the Huebner-Onion House. An on-site inspection is scheduled for early January.

UPCOMING LIBRARY PROGRAMS

- December 20th at 6:30 pm: Polar Express Reading with Special Guest
- December 21st at 10:30 am: Reading with Rudolph
- December 27th all day (10:30 am – 5:30 pm): December Scavenger Hunt
- December 28th all day (10:30 am – 5:30 pm): Thank You Notes
- December 29th at 10:30 am: Play Time
- December 30th at 2:00 pm: LEGOs
- December 31st 11:00 am – 12:30 pm: Noon Year's Eve

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_12-20-2022.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, January 17, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on January 24, 2023, at 6:30 pm in the City Council Chambers.