



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: May 2, 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	04/2022	05/2022
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction

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. We finally received approval from the environmental reviewers and can proceed to the bidding process. However, we are awaiting the authorization to bid letter from TxDOT. We cannot bid until we receive this letter. Therefore, the timeline has changed slightly.

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	6/2022	6/2022	7/2022
TxDOT review committee meeting	Advertise bids for Project	TxDOT concurrence with lowest responsible bidder	Council approval of contract and bidder	Begin Project

(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 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.

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

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

The 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 the bid award in May of 2022.

4/2021	5/2022	3/2022 – 11/2022
Grant Submitted	Grant Award Announced	Contract Period and Construction

Code Amendments

Staff is working with the Planning and Zoning Commission (P & Z) to revise the Table of Permitted Uses to allow specific uses in the B-3 zoning district with or without a Specific Use Permit and the Sustainability Overlay district prohibitions. Other options include rezoning all of Grissom Road and a portion of Poss Road from Sustainability Overlay District to Commercial/Industrial Overlay District or to remove the Overlay Districts all together. This item has been postponed by City Council pending Attorney review.

PZC Mtg	CC Mtg	CC Mtg
3/22/22	4/5/22	4/19/22
CC Mtg	CC Mtg	
Unknown	Unknown	

Subdivision Code

Staff will start working on revisions to the Subdivision Code with the City Engineer and the Public Works Director. In April, we would tentatively take this to the Planning and Zoning Commission for discussion.

PZC Mtg	CC Mtg	CC Mtg
5/22	6/22	7/22

Building and Other Permits Issued – Week of 3/29 and 4/11

<i>Permit Type</i>	<i># Issued</i>
Plumbing	1
Utility	2
Gas	3
Fence	1
Mechanical	
Electrical	
Foundation	
Animal Tag	
Roof	2
HVAC	7

Open Records Requests

ORR #	Date Received	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	City Attorney Legal Review	Attorney General Legal Review	Ruling Number	Fees
020322-F	02/03/22	Pending TX OAG	Stephen B. Rogers	Rogers & Moore PLLC	LVPD Case # 202104408	Y	DOB	N	Y	OR2022-11540	\$0.00
021122-A	02/11/22	Pending TX OAG	Stephen B. Rogers and Sara Elliott via email	Rogers & Moore PLLC	LVPD Case # 202104408	Y	DOB	N	Y	OR2022-11540	\$0.00
040622-B	04/06/22	COMPLETE 04/15/22	David Dekunder	-	I'm making an open records request on the following items: Fire/EMS/Police response calls, including shootings and deaths, for January and February for Vista del Rey Apartments; Records of inspections conducted by fire code officials at Vista del Rey Apartments from June 2021 to present; Names, including email responses, of those who spoke on Agenda 3.1, Fluoride Water Treatment, at the April 5 City Council meeting; and Email responses/letters read on Agenda item 7.7, discussion and possible action on a violation of section 15.02.71 conduct of members of the board, at the April 5 City Council meeting.	Y	ITEMS RELATED TO HEALTH INFORMATION §181.006(1)(2)	N	N	-	\$0.00

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041322-A	04/13/22	COMPLETE 04/19/22	Justin Pulliam	-	I request an electronic copy of all emails sent to or received from YouTube/Google by Josh Stevens. This is to include privacy complaint correspondence. I also request any documentation, such as computer screenshots, of the privacy complaint. Consider the time period from April 11, 2022 to April 13, 2022.	N	-	N	N	-	\$0.00
041322-D	04/13/22	Waiting on Council	Justin Pulliam	-	I request an electronic copy of the following information: Received call log for Josh Stevens' phones; Recordings of voicemails received by Josh Stevens; Audio recordings of calls received by Josh Stevens. Consider the time period from April 11, 2022 to April 13, 2022.	N	-	N	N	-	\$0.00
041322-E	04/13/22	COMPLETE 04/19/22	Andy May	-	I would like copies of the following records on Officers Elizabeth Montoya, Daniel Pue and Tim Garcia. <ul style="list-style-type: none"> - Disciplinary history and Adverse Action Records. - Complaints filed by citizens. - Employment Applications. - Job Evaluations. - Internal Affairs Investigation Records. - Performance reviews. - The officer's termination or resignation. 	N	-	N	N	-	\$0.00
041522-A	04/15/22	Waiting on Staff	Jack Miller	-	1. Audio recordings for phone calls made/received on non emergency and emergency phone lines for the Leon Valley Police Department; 2. Police radio traffic audio; 3. Police reports generated; and 4. Records that show any officers dispatched for service.	N	-	N	N	-	\$0.00
041922-A	04/19/22	COMPLETE 04/22/22	Justin Pulliam	-	I request an electronic copy of the prepared statement Councilman Josh Stevens read at the April 19, 2022 City Council meeting during citizens to be heard. I request to have the file in native file format.	N	-	N	N	-	\$0.00
042122-A	04/21/22	Waiting on Staff	Andy May	-	(1) Employee roster, summary, list, log or spreadsheet of the names and positions of certified peace officers. If it just so happens that the roster, summary, list, log or spreadsheet only exists with staff member and peace officers' names, I will accept that. If that roster, summary or spreadsheet happens to have their pay rate "hourly or yearly," I would prefer that document for the month of March 2022. (2) Internal affairs case assignment logs, records, summaries or spreadsheets for the years 2010 to 2015 and 2018 to 2022. For example, investigation number, name of complainant, person or persons complained against, date of alleged activity, date of complaint, name of complaint, nature of complaint, disposition, disposition date. (3) Complaints logs, summaries, spreadsheets for 2010 to 2017 and 2021 to	N	-	N	N	-	\$0.00

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042122-B	04/21/22	Waiting on Staff	Kim Gonzales	Goldman & Peterson, PLLC	Information from an LVPD case related to an accident that occurred on 02/07/2021	N	-	N	N	-	\$0.00
042122-C	04/21/22	Waiting on Staff	Sharon Schorsch	-	<p>Copies of the following records in preparation for defense of my case for citation # E0059567 issued on 4/14/22:</p> <p>- All records held by the Leon Valley Police Department relevant to this citation including officer notes, video footage or other information used to create the citation;</p> <p>- Date of hire and all training history records for Officer Espinosa (518). Records should specifically reference officer & department training provided regarding the laws and procedures I have been accused of violating;</p> <p>- Information related to the radar device used by Officer Espinosa to detect vehicle speeds as of April 24, 2022. Records should include device name, model/serial number, purchase date and <u>calibration/adjustment/user training</u></p>	N	-	N	N	-	\$0.00
042122-D	04/21/22	COMPLETE 04/26/22	Joy Juderial	Goldman & Peterson, PLLC	I would like to request for a list of all fire damaged residential properties from January to March 2022. I only need the property addresses. I do not want any customer information or reason for the fire.	N	-	N	N	-	\$0.00
042222-A	04/22/22	COMPLETE 04/27/22	Investigator David Grant	Fort Collins PD	Information regarding PD applicant.	N	-	N	N	-	\$0.00
042222-B	04/22/22	COMPLETE 04/26/22	Wael Aljerwani	-	LVFD EMS report	N	-	N	N	-	\$0.00
042322-A	04/23/22	COMPLETE 04/25/22	Justin Pulliam	-	<p>Could you please send me these three attachments (from 100621) as individual files:</p> <ul style="list-style-type: none"> • Stevens Lies, Half Truths, Threats and Nonsense.pdf • Stevens Breaking the Law.pdf • Stevens Change Leon Valley.pdf 	N	-	N	N	-	\$0.00
042422-A	04/24/22	COMPLETE 04/27/22	Justin Pulliam	-	I request an electronic copy of all code enforcement actions (including documentation of the violations) relating to Josh Stevens or 6819 Forest Haven Street. Additionally, I request the cost of such enforcement actions, such as Rampage Law legal fees. Consider the time period from January 1, 2017 to April 24, 2022.	Y	PHONE NUMBER	N	N	-	\$0.00
042622-A	04/26/22	Waiting on Staff	Catherine Rodriguez	-	Request any information on harassment complaints/concerns from any Leon Valley staff, council member, or committee member directed at them by another. Timeframe of December December 13ish to August 2019.	N	-	N	N	-	\$0.00

ORR #	Date Received	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	City Attorney Legal Review	Attorney General Legal Review	Ruling Number	Fees
042522-A	04/25/22	COMPLETE 04/25/22	Gregory Reinhart	-	First, please provide to me a copy of Leon Valley's Automated Red Light Camera contract. This is the most current contract your city in place with the Arizona company (or whomever you have contracted) in its entirety showing the date of approval and effective date by the City Council. Second, on my Notice of Violation it mentions Police Officer Ben Castro as the officer that will be a witness for the city. I would like a copy of the officers work schedule / duty log for the date of March 18, 2022. Since, he is going to function as Leon Valley's witness I have a right to know his whereabouts on the day in question.	N	-	N	N	-	\$0.00
042522-B	04/25/22	COMPLETE 04/26/22	Tina Kulvete	-	CPI adjustments made for 2021 and the price matrix. Please send a copy of the CPI adjusted price matrix.	N	-	N	N	-	\$0.00
042522-C	04/25/22	COMPLETE 04/26/22	David Shea	-	CPI adjustments made for 2021 and the price matrix. Please send a copy of the CPI adjusted price matrix.	N	-	N	N	-	\$0.00
042722-B	04/27/22	Waiting on Staff	Roy Barnes	-	LVPD Report	N	-	N	N	-	\$0.00
042722-B	04/27/22	Waiting on Staff	Evan Bohl	-	I would like to request any and all phone call recordings and text messages between Councilman Josh Stevens and Mayor Chris Riley on or about The dates of Feb 14-18th, 2022.	N	-	N	N	-	\$0.00
042722-C	04/27/22	COMPLETE 04/27/22	Metropolitan Reporting Bureau	Sedgwick CMS	LVFD EMS report	N	-	N	N	-	\$0.00

PUBLIC WORKS

- Staff is bidding several projects including the Year 5 Street Maintenance, Huebner Wellsite Generator, Blacksmith Water and Sewer Main Replacement, and the Huebner Rd Elevated Water Tank projects. We will bid the Huebner Creek Greenway Hike & Bike Trail Segment 1 Project next.
- Making sidewalk repairs from utility main breaks.
- Replacing signage in neighborhoods.
- Installing delineators and reflectors on new traffic calming islands located on Althea and Hodges.
- Starting on Mow Zone 2 including Bandera Rd.
- Permanently removed the damaged merry-go-round from Rimkus Park.
- Mowing and trimming the Silo, Ridge, and Old Mill Parks.
- Replacing stop sign on Timco West.
- Repairing sidewalk along Huebner at the dead end.
- Starting on Mow Zone 3 (Samaritan, Wm Rancher).
- Cleaning the Conference Center for voting week.
- Replacing water valves in the Canterfield, Grass Valley, and Seneca West areas – this may result in some shutdowns. Shutdowns shouldn't last more than 4-6 hours.

- Replacing malfunctioning meters discovered while reading meters.
- Performing locates for CPS in the Forest Oaks area – they are replacing numerous poles.
- Repairing sprinklers in the Community Center area.

FIRE DEPARTMENT

- The Fire Department will be assisting NISD EMS students with their National Registry Skills in April. This will be their final skills test before they take their written certification test.
- The Fire Department would like to welcome the newest employee. Elizabeth Aguliar has begun working as the Fire Department part-time administrative assistant. She began on April 19, 2022, and will be working at the Fire Department front desk Monday through Friday 8:30 am to 12:30 pm.
- The Fire Department is currently working towards obtaining a TIFMAS grant for a new brush truck. Additional details will be provided in the near future.
- The Fire Department will be sending 3 firefighters to the TEEX Annual Municipal Fire School. This will help improve our ISO rating along with providing valuable training for our firefighters.
- The Fire Department A shift delivered a baby boy on Friday, April 22, 2022. Congratulations A shift.

UPCOMING LIBRARY PROGRAMS

- May 1st: Yoga – 3:00pm
- May 10th: Spanish Storytime – 10:30am
- May 11th: Guest Storytime – 10:30am
- May 12th: Family Movie – 10:30am
- May 17th: Family Movie – 10:30am
- May 18th: Guest Storytime – 10:30am
- May 19th: Guest Storytime – 10:30am
- May 25th: Pretend Play: Sandwich Shop – 10:30am
- May 26th: Playtime – 10:30am
- May 27th: Community Coffee – 10:30am
- May 28th: Drum Circle – 10:30am
- **June 3rd: Summer Reading Kickoff – Big Rig Petting Zoo (Vehicles & Machines) – at 10:30am**

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

<https://cms3.revize.com/revize/leonvalleynew/CM%20Report%2005-2-2022.pdf>

OTHER MEETINGS AND EVENTS

- The next City Council Meeting will be Tuesday, May 17, 2022, at 6:00 pm, in Council Chambers.
- The Park Commission will meet on May 12, 2022, at 7:00 pm, at the Conference Center.
- The Planning and Zoning Commission will meet on May 24, 2022, at City Hall Council Chambers, at 6:30 p.m.
- The Capital Facilities Oversight Committee will meet on May 23, 2022, at the Leon Valley Conference Center, at 6:30 pm.