



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** May 16, 2022  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Crystal Caldera, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

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**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	07/2022
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. Today, we finally received approval to bid the Hike and Bike Trail.

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 the 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 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

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

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

### Building and Other Permits Issued – Week of 5/2/2022

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

### 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
030222-C	03/02/22	COMPLETE 05/09/22	David Dekunder	Express-News	Citizens to be heard submitted by J. Pulliam that was read at the March 1 City Council Meeting; the letter sent by the TX OAG to the city in reference to withholding an open record request requested by J. Pulliam; and EOC complaint filed against the city by former city manager K. Kuenstler.	Y	ADDRESS , PHONE NUMBER, PERSONAL EMAIL	N	N	-	\$0.00
031422-B	03/14/22	Waiting for payment	Sara Lines	Thomas J. Henry	RE: Case Number: 202200649 - Any and all incident investigation records including but not limited to, all supplements, interoffice memorandum, chemical analysis test requests and results, investigation records and reports, Leon Valley Police Department reports and supplements, field notes, Police reports, color prints of photographs, copies of audio and/or video tapes, Leon Valley Police Department car cam video(s), COBAN or body cam video and or drone video, witness statements, drawings, diagrams, accident reconstruction team records and reports any and all information and/or documents relating to causation of the accident, event information detail, event chronology logs, case detail sheets, case response logs, all data in connection with requests for support and services rendered by EMS and/or police department, and other data compilation in any form pertaining to the incident referenced above.	N	-	N	N	-	\$76.00
031722-B	03/17/22	Waiting for payment	Clarissa Najera	Progressive Insurance	For Claim # 22-8662671: Need copies of incident report/cad call/and scene pictures.	Y	TDL; VIN #	N	N	-	\$ 30.30
040222-A	04/02/22	COMPLETE 05/03/22	Ryan Wilkinson	The Core	LVPD Report # 2022LVPD-000722	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
040522-A	04/05/22	COMPLETE 04/05/22	Jonathan Henderson	Eagle Life Safety	Any fire sprinkler system documentation that is on file for 6320 Bandera Road. More specifically, any base fire sprinkler system drawings from when the building was built out into the existing aquarium.	N	-	N	N	-	\$0.00
040522-B	04/05/22	COMPLETE 05/03/22	Rudy Ruiz	-	Some time between May-September of 2018, Michelle Blair, Manager of Bandera Bowl called police re: her employees Jesse Vasquez, Jr. vehicle had been vandalized. Alleged perpetrator: Charlotte Kristy Donnellan.	N	-	N	N	-	\$0.00
040722-A	04/07/22	COMPLETE 05/10/22	Richard Wright	-	City of Leon Valley Crime/Offense Incidents data for the year 2021 for one of our data projects. The data fields that we would be interested in would be as follows: Crime/Offense Description Crime Occurrence Date Crime Occurrence Hour Beat number Premise (where the crime occurred) StreetNo StreetName StreetType Suffix City ZIPCode	N	-	N	N	-	\$0.00
040722-B	04/07/22	COMPLETE 04/08/22	Herrman & Herrman Injury Attorneys	-	Itemized statement of Account & Patient Care Report with affidavits x2 from LVFD	N	-	N	N	-	\$0.00
041222-A	04/12/22	COMPLETE 04/22/22	Justin Pulliam	-	1. All contacts stored in City Manager Crystal Caldera's phone(s) that are used for city business; 2. All text messages of City Manager Crystal Caldera sent to or received from city council (including mayor), either individual or as a group. Consider the time period December 1, 2021 to April 12, 2022; and 3. All text messages sent or received by Josh Stevens relating to city business, including thread text messages and messages received from Caldera. Consider the time period November 1, 2020 to April 12, 2022.	Y	Items were redacted when received by staff.	N	N	-	\$0.00
041422-A	04/14/22	COMPLETE 04/29/22	Brittney Fersner	-	LVPD Report	Y	DOB, DL #	N	N	-	\$0.00
041522-A	04/15/22	COMPLETE 05/09/22	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.	Y	DOB	N	N	-	\$0.00
042122-A	04/21/22	COMPLETE 05/03/22	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 2022.  (4) Leon Valley policy and procedures for hiring a peace officer. For example: Fill out application, Written Test, Physical Assessment, Background Investigation, Polygraph, Psychological Exam, didn't quit at another agency while under investigation, Drug screen, Psychological Exam, ect.	N	-	N	N	-	\$0.00
042122-B	04/21/22	COMPLETE 04/29/22	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

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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> <ul style="list-style-type: none"> <li>- 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;</li> <li>- Date of hire and all training history records for Officer Espinosa (518). Records should specifically reference officer &amp; department training provided regarding the laws and procedures I have been accused of violating;</li> <li>- 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 calibration/adjustment/user training history records; although I was not issued a citation for speeding, the citation indicates radar was used to determine my speed and therefore evidence of such applies to this request;</li> <li>- Traffic citation data for each Leon Valley police officer from January 1, 2021 to April 21, 2022. Records should include number and type of traffic stops by officer, records of any complaints and resolution data for the stops (e.g. - dismissed, went to trial, etc.).</li> </ul>	N	-	N	N	-	\$0.00
04/28/22-A	04/28/22	Waiting on Staff and Council	Justin Pulliam	-	<p>Item 1 All emails (including attachments) received by City Manager Crystal Caldera from city council members (including mayor). Consider the time period from April 19, 2022 to April 28, 2022.</p> <p>Item 2 All text messages of City Manager Crystal Caldera sent to or received from Josh Stevens or Chris Riley. Consider the time period April 19, 2022 to April 28, 2022.</p>	N	-	N	N	-	\$0.00
042822-B	04/28/22	Pending Acceptance of Fees	Joseph Salvaggio	-	<ol style="list-style-type: none"> <li>1. All emails, correspondence, audio or video recordings concerning the EEOC reports as filed by Kelly Kuenstler, Denise Fredrick, and I (Joseph Salvaggio) between the period of May 2019 to present.</li> <li>2. All emails, correspondence, audio or video recordings between the Mayor and Council members concerning me (Joseph Salvaggio) between May 2019 and present.</li> <li>3. All video recordings, text messages, social media posts, or any other written correspondence between the Mayor and City Council, and between all Council members and Justin Pulliam between May 2019 and present. I have watched Justin Pulliam's videos and it is apparent there are many that have to do with governmental business that still have not been turned over.</li> <li>4. All emails between the City Council members or by Council members sent to the City Manager as a recipient or courtesy copied, between the period of November 1, 2020 and present.</li> <li>5. Copies of all audio recordings of City Council meetings, to include during recess and while the council was in executive session between the period of May 2019 to present. <u>This request includes the audio</u></li> </ol>	N	-	N	N	-	\$ 2,502.00
042922-A	04/29/22	COMPLETE 05/06/22	John Hoyt	-	I wish to inspect the most recent professional survey map for City of Leon Valley owned parcel at address 6908 Poss Road, Bexar County Appraisal District Parcel # 217812	N	-	N	N	-	\$0.00

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042922-B	04/29/22	Waiting on Staff	Matthew Hodde	-	All correspondence between Mr. Gilbert Perales, former city manager, and any Leon Valley City Council member that dealt with the San Antonio Aquarium as well as correspondence between Council members that dealt with the San Antonio Aquarium. (Council members include the mayor); and All correspondence between members of the council that dealt with concerns of Mr. Gilbert Perales' continued employment	N	-	N	N	-	\$0.00
042922-C	04/29/22	COMPLETE 04/27/22	Justin Pulliam	-	I respectfully request an electronic copy of the communications relating to ORR 42722-B filed by Mr. Evan Bohl. This is to include communications with Riley and Stevens.	N	-	N	N	-	\$0.00
050222-A	05/02/22	COMPLETE 04/29/22	Phuong Nguyen	-	Monthly Issued Building Permit Report (April 2022)	N	-	N	N	-	\$0.00
050222-B	05/02/22	COMPLETE 05/03/22	Nicole Estrada	Herrman and Herrman, PLLC	Request for service sheet on David Gomez, I have the police report however, attorney is needing the call for service sheet. Crash ID 18794904 Case ID 202200638. Location was 5400 Bandera & 4700 E Timco.	N	-	N	N	-	\$0.00
050222-C	05/02/22	Waiting on Staff	Kayla Sewell	Lexis Nexis Risk	Traffic data from 04/01/2022 – 04/30/2022. 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.	N	-	N	N	-	\$0.00
050222-D	05/02/22	COMPLETE 05/03/22	Justin Thomas	-	List of all residential properties in Leon Valley, TX that have had the water shut off any time between 01/01/2022 & 05/01/2022.	N	-	N	N	-	\$0.00
050322-A	05/03/22	COMPLETE 04/26/22	Patrick Danner	San Antonio Express-News	The settlement agreement and any related records in Bexar County District Court Case No. 2017CH15078, San Antonio Aquarium LLC v. City of Leon Valley.	N	-	N	N	-	\$0.00
050322-B	05/03/22	COMPLETE 05/03/22	Justin Pulliam	-	Item 1 All photographs and videos taken by Councilor Josh Stevens, including pictures taken on his personally owned device. Consider the time period from April 19, 2022 to May 3, 2022. Item 2 All "political propaganda," handouts, attachments, and other materials submitted to council by individuals in attendance at city council meetings. Consider the May 3, 2022 and April 19, 2022 council meetings.	N	-	N	N	-	\$0.00
050422-A	05/04/22	Ready for review	Justin Pulliam	-	An electronic copy of all emails (including attachments) sent to Mayor Chris Riley by City Manager Caldera relating to block walking, neighborhood concerns, or other political campaign related matters. Consider the time period from March 15, 2022 to May 4, 2022.	N	-	N	N	-	\$0.00
050422-C	05/04/22	Waiting for Staff	John Gray	-	All emails (including attachments) sent or received by Councilor Joshua Stevens, including emails maintained on personally owned accounts and devices. Consider the time period from April 11, 2022 to May 4, 2022; and All text messages sent or received by Councilor Joshua Stevens, including messages sent/received on personally owned devices. Consider the time period April 1q, 2022 to May 4, 2022.	N	-	N	N	-	\$0.00
050522-A	05/05/22	COMPLETE 05/05/22	Charles Valdez	-	Copy of the current solid waste contract with amendments.	N	-	N	N	-	\$0.00
050622-A	05/06/22	COMPLETE 05/06/22	David DeKunder	San Antonio Express-News	The names of the Vista Del Rey apartment residents who spoke at the May 3 City Council meeting.	Y	PERSONAL EMAIL AND PHONE NUMBERS	N	N	-	\$0.00

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050622-B	05/06/22	Waiting for Staff	Anthony Wellman	American Surveying & Mapping, Inc.	RE: Property Address: 6625 Bandera Road 1. Any special permits, variances, resolutions or planned unit development restrictions that affect the site; 2. Any outstanding zoning code violations affecting the property; 3. Any outstanding building code violations affecting the property; 4. Any outstanding fire code violations affecting the property; 5. Copies of the approved site plan; and 6. Copies of Certificates of Occupancy. If a Certificate of Occupancy is not available or does not exist, is the lack or absence of a Certificate of Occupancy a code violation?	N	-	N	N	-	\$0.00
050622-C	05/06/22	Waiting for Staff	Anthony Wellman	American Surveying & Mapping, Inc.	RE: Property Address: 6451 Bandera Road 1. Any special permits, variances, resolutions or planned unit development restrictions that affect the site; 2. Any outstanding zoning code violations affecting the property; 3. Any outstanding building code violations affecting the property; 4. Any outstanding fire code violations affecting the property; 5. Copies of the approved site plan; and 6. Copies of Certificates of Occupancy. If a Certificate of Occupancy is not available or does not exist, is the lack or absence of a Certificate of Occupancy a code violation?	N	-	N	N	-	\$0.00
050922-A	05/09/22	COMPLETE 05/11/22	Beau Burns	-	Price per paid AF of an Edwards Aquifer water right from Dawn Marie Steubing to the City of Leon Valley on 08/10/2021 (20 AF). It would also be helpful to have a description of why the transaction was executed.	N	-	N	N	-	\$0.00
050922-B	05/09/22	Waiting for Staff	Eduardo Balleza	Rio Bank	I am needing to verify the parcel number and address for the following property: Name: Yessica Marleen Vitela, Alfred Vitela, III, Jesus Arnulfo Garza Address: Lot 1 Deer Lane San Antonio, TX 78240 Legal: Lot 1 Deer LN Property ID: 358450 Geographic ID: 05907-003-0010	N	-	N	N	-	\$0.00
051022-A	05/10/22	Waiting on Staff/Council	Danielle Bolton	-	I would like to request all email and text message communications from all council members during the May 3, 2022 council meeting.	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.
- The Huebner Elevated Water Tank project will be placed on hold until September, as we are expecting a long, hot summer and water demand may be higher than normal.
- Installing speed limit signs in Linkwood and street name signs in various locations.
- Will start repairing the trail in Raymond Rimkus Park.
- Mowing in Mow Zone 1 and in Huebner Creek.
- Working on pools to make ready for opening weekend.
- Replacing the soccer goals at Raymond Rimkus Park.
- Having the basketball court at The Ridge at Leon Valley Park painted.
- Repairing leak at the Community Garden.
- Taking water samples
- Flushing dead-end water mains.
- Meter reading the residential routes.

- Reconfiguring the entrance to Raymond Rimkus Park, so visitors don't hit the concrete entrance blocks.
- Assisting with the replacement of water valves and fire hydrants in the Mary Jamison area

### **PLANNING AND ZONING DEPARTMENT**

- Upcoming Zoning Cases
  - PZ-2022-19 - 5306 Blackberry – B-3 Commercial with Sustainability Overlay to R-1 Single Family Dwelling
  - PZ-2022-21 - 6526 Bandera Road - Specific Use Permit for On-Premise Consumption of Alcohol and Restaurant and/or food establishment (not completely enclosed)
  - PZ-2022- 0 Poss Road, Lot 67, Glass Service Subdivision - Specific Use Permit for construction of a new automotive repair facility
  - PZ-2022- 7100 Bandera Road, Specific Use Permit for Seasonal Christmas Tree Sales

### **FIRE DEPARTMENT**

- The Fire Department continues to assist the NISD Fire Explorer program with training for their mass casualty exercise scheduled for May 21, 2022. The Fire Explorers will be learning about first aid this week.
- The Fire Department is currently exploring training opportunities for staff members. We plan to send 3 Fire Officers to Officer III/IV training next month.
- The Fire Department will be sending all of our Fire Officers to the TEEX Leadership Symposium next Tuesday, Wednesday, and Thursday. This will be a great training experience for all of our officers.
- The Fire Department would like to remind everyone to be cautious when working outdoors. The excessive heat we have been experiencing recently can be hazardous if you are unprepared.

### **UPCOMING LIBRARY PROGRAMS**

- May 18<sup>th</sup>: Guest Storytime – 10:30 am
- May 19<sup>th</sup>: Guest Storytime – 10:30 am
- May 25<sup>th</sup>: Pretend Play: Sandwich Shop – 10:30 am
- May 26<sup>th</sup>: Playtime – 10:30 am
- May 27<sup>th</sup>: Community Coffee – 10:30 am
- May 28<sup>th</sup>: Drum Circle – 10:30 am
- **Upcoming Summer Reading Visiting Entertainers:**
  - Big Rig Petting Zoo (Trucks, Tractors, Fire Trucks, etc.) – June 3rd at 10:30 am
  - Balloon Twisting – June 10th at 10:30 am
  - Lucas Miller, “The Singing Zoologist” – July 7th at 11 am
  - Talewise, Storytelling & Science – July 12th at 2 pm
  - San Antonio Aquarium Animals – July 27th at 10:30 am
  - End of Summer Party – July 30<sup>th</sup>, 10am-Noon



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

<https://cms3.revize.com/revize/leonvalleynew/CM%20Report%2005-16-2022.pdf>

**OTHER MEETINGS AND EVENTS**

- Special City Council Meeting will be Saturday, June 4, 2022, at 9:00 am, in Council Chambers.
- The next City Council Meeting will be Tuesday, June 6, 2022, at 6:00 pm, in Council Chambers.
- The Park Commission will meet at the Conference Center on May 12, 2022, at 7:00 pm.
- 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.