



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: June 21, 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.

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 approved by TxDOT and we are proceeding to advertise the bid for this project.

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	8/2022
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 City was awarded a grant in the amount of \$143,639 from the CDBG Bexar County Community Development to replace water and sewer mains on the remaining portion of Blacksmith Drive in the Old Mill subdivision. The bid award went to R. L. Jones Construction and a pre-construction meeting was held last week. A project schedule is being developed; however, they will start construction this week. The neighbors have been notified and the schedule will be posted on the City’s website.

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

Year 5 Street Maintenance

A bid award was granted to Clark Construction to perform the Year 5 Street Maintenance Project. A pre-construction conference will be held this week to determine the project schedule. Once the contract is signed and the program developed, it will be posted on the City’s website. 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.

Huebner Wellsite Generator Project

A bid was awarded to Central Electric Ent. & Co. to construct the generator at the Huebner well site. A pre-construction conference will be held this week to determine the project schedule. Once the contract is signed and the schedule developed, it will be posted on the City’s website. The scope of work consists of constructing a concrete pad and then installing and connecting a generator to the well equipment. This will allow the well to continue to pump during electrical outages.

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 August.

PZC Mtg	CC Mtg	CC Mtg
5/22	7/22	8/22

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	2
Food	
Utility	3
Gas	
Fence	
Mechanical	2
Electrical	2
Foundation	
Animal Tag	
Roof	
HVAC	
Fire	1
Signs	1
Garage Sale	2

Certificates of Occupancy

- 5930 Bandera Rd, Vehicle Sales, HJ Motors
- 5405 Bandera Rd, Cleaning Supplies & Services, Enviro-Masters

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
050622-C	05/06/22	WAITING FOR PAYMENT	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	-	\$11.20

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
051122-B	05/11/22	COMPLETE 06/15/22	Justin Pulliam	-	I request an electronic copy of the details on separated employees, to include name, separation date, and reason. Additionally, I request all exit interviews, resignation correspondence, and termination documentation. Consider the time period from January 1, 2021 to May 11, 2022.	Y	PERSONAL INFO OF EMPLOYEES	N	N	-	\$0.00
051222-C	05/12/22	COMPLETE 06/15/22	Justin Pulliam	-	All communications relating to ORR 042822-B sent or received by the city secretary.	Y	PERSONAL EMAIL ADDRESSES	N	N	-	\$0.00
051222-D	05/12/22	COMPLETE 06/10/22	Kim Dunn	HowardZoning Associates, LLC	Records related to the Exchange Plaza Shopping Center located at 5819 NW Loop 410.	N	-	N	N	-	\$0.00
051922-B	05/19/22	COMPLETE 06/10/22	Andy Banks	Judicial Services Company	Subpoena for Any and All accident record from LVPD and LVFD for J. Johnson	N	-	N	N	-	\$60.00
052022-A	05/20/22	COMPLETE 06/10/22	Karla Ruiz	-	Certified police report: No. 9024204216	Y	DOB, DL #, SS#, VIN #	N	N	-	\$8.00
052322-A	05/23/22	COMPLETE 06/03/22	Justin Redding	TX Dept. of Family and Protective Services	LVPD reports	N	-	N	N	-	\$0.00
052722-A	05/27/22	COMPLETE 06/02/22	Investigator David Gonzales	Bexar County Criminal District Attorney	Information on case # 0221-2200335-LVLY	N	-	N	N	-	\$0.00
053022-A	05/30/22	COMPLETE 06/01/22	Fred Dugoni	-	Any active violations or citations from the fire or building department for 6451 Bandera Road	N	-	N	N	-	\$0.00
060122-A	06/01/22	COMPLETE 06/10/22	Kayla Sewell	Lexis Nexis Risk	Traffic data from 05/01/2022 – 05/31/2022. 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 ca	N	-	N	N	-	\$0.00
060122-B	06/01/22	COMPLETE 06/15/22	Nyree Williams	Lexis Nexis Claims Solutions Inc.	LVPD 2021-03602 Photo Request	N	-	N	N	-	\$0.00
060222-A	06/02/22	COMPLETE 06/17/22	Robert Edwards	Armor Express	(Request from was submitted blank.)	N	-	N	N	-	\$0.00
060522-A	06/05/22	Waiting on Staff	Angel Tormis	SteepSteel, LLC	Copies of all active leases/licenses for cell towers, rooftop antennas, or other wireless installations on property owned or managed by the City of Leon Valley, TX along with 24 months of associated payment histories.	N	-	N	N	-	\$0.00
060722-A	06/07/22	COMPLETE 06/15/22	Kellie Ibarria	Garza & Associates, PLLC	All employee records as it relates to the June 22, 2021 discharge of R. Parra and any allegations of misconduct.	N	-	N	N	-	\$0.00
060722-C	06/07/22	WAITING ON PAYMENT	Michelle Luera	Calfas Law Group, PLLC	Copy of any and all 911 audio, COBAN and/or Body Cam footage from all reporting officers dispatched to the accident (Case ID: 202201373 May 17, 2022).	N	-	N	N	-	\$25.00
060722-C	06/07/22	Waiting on Staff	Evan Bohl	-	I would like the totality of the 630+ surveys that were submitted unaltered.	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
060722-D	06/07/22	Waiting on Staff	Lenise Grant	MWD Documents	LVPD Report # 22-00919 From 04/07/2022	N	-	N	N	-	\$0.00
060822-A	06/08/22	Waiting on Staff	Andy Banks	Judicial Services Company	LVPD Report # 202102078; DOA: 06/19/2021	N	-	N	N	-	\$0.00
060822-B	06/08/22	Waiting on Staff	Erica Garza	Thomas J. Henry	RE: D. Mitchell; DOI 06/02/22 at 5601 Bandera Road Case ID # 202201544 - Any and all accident investigation records including but not limited to all supplements, interoffice memorandum, chemical analysis test requests and results, investigation records and reports, LVPD reports and supplements, field notes, Police Reports, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio and/or video tapes, dash cam, statements, drawings, diagrams, accident reconstruction team records and reports, any/all 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	-	\$0.00
060922-A	06/09/22	COMPLETE 06/13/22	Surendran Anandakumar	-	June 2022 Building permit report	N	-	N	N	-	\$0.00
061322-A	06/13/22	Waiting on Staff	Randy Jennings	City of Salina PD	Information related to D. Williams	N	-	N	N	-	\$0.00
061422-A	06/14/22	Waiting on Staff/Council	David DeKunder	Express-News	All email and text message communications from all council members and the mayor during the May 3, 2022 council meeting.	N	-	N	N	-	\$0.00
061622-A	06/16/22	Waiting on Council	Justin Pulliam	-	Copy of all text messages (sent/received) and emails (sent, including from personally owned accounts) by Councilor Josh Stevens relating to the Vista Del Rey apartments during the time period from April 1, 2022 to June 15, 2022.	N	-	N	N	-	\$0.00

PUBLIC WORKS

- Completing the sidewalk repairs on Forest Meadow.
- Repairing pothole on Grass Hill.
- Starting mowing in Mow Zone 1 (Evers/Poss).
- Preparing for the 4th of July events.
- Assisting with water & sewer project on Blacksmith.
- Repairing water main leak on Poss Road.
- Repairing last sprinkler leaks in Raymond Rimkus Park.
- Installing service tap on Blackberry.
- Installing fire hydrant at Fire Department.
- Repairing PD gators.
- Repairing John Deere tractor.
- Performing preventative maintenance on ATV's
- Completing the sidewalk repairs and handicap ramp at Balky and Canterfield
- The Huebner Elevated Water Tank project has been placed on hold until September, as we are expecting a long, sizzling summer and water demand may be higher than normal

PLANNING AND ZONING DEPARTMENT

- Upcoming Zoning Cases
 - 7100 Bandera Road – Continuous Specific Use Temporary Permit for retail sales of Christmas trees and related products. in the existing structure. This case was presented to the P & Z on 5/24/22, then to the City Council on June 7th and June 18th.
 - Preliminary Plat for Poss Landing, 7213 Huebner Road, Fryer Tract
 - 6526 Bandera – SUP for Entertainment Outdoor and Restaurant – Not Fully Enclosed
 - 5306 Blackberry – rezoning from B-2 with Sustainability Overlay to R-1 with no overlay
 - Poss Road – SUP for Construction of an Automotive Facility with Outside Storage of Customer Vehicles

FIRE DEPARTMENT

- The Fire Department is currently exploring training opportunities for staff members. We are planning to send 3 Fire Officers to Officer III/IV training next month.
- The Fire Department sent all our Fire Officers to the TEEX Leadership Symposium. All officers enjoyed the symposium and stated they gained valuable information.
- 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.
- The Fire Department is moving toward implementing Whole Blood on significant EMS calls. The San Antonio area is one of the few areas in the nation that is currently implementing whole blood on EMS calls. STRAC, South Texas Blood and tissue Center, and the University of Texas Health Science center will be assisting us with moving forward with this process.
- Fire Department staff attended the Texas Department of Emergency Management Conference at the Henry B Gonzalez Convention Center. Significant information was obtained during this conference, and valuable networking with like-minded resources to help the community during a disaster.
- Fire Department staff went to Wisconsin to make final arrangements for the City's new engine and Ladder Truck. The visit was used to finalize the build details of the ladder truck before it was built. We look forward to seeing the finished product in October.
- MIH has been distributing and collecting fans for Project Cool. Several fans have been delivered to the community by our MIH Staff.
- A shift and the Fire Department MIH gave a station tour to all the children and staff of kinder care. There were over 30 people in attendance.
- The Fire Department A shift participated in the Library's Big Rig Petting Zoo. We were told that there we over 1600 people in attendance.
- The Fire Department is still seeking and receiving grant funds through TIFMAS for firefighter training. We are scheduled to receive three thousand dollars in training funds reimbursement TIFMAS Training grant

UPCOMING LIBRARY PROGRAMS

Summer Reading Events:

- Storytimes
 - June, 29th, July 6th, 13th, 20th at 10:30am – Adventurers’ Club
 - June, 23rd, 30th July 14th, 21st, 28th at 10:30am – Lil’ Explorers
- School Age Crafts (Mondays at 1:30pm)
 - June 27th – Weaving Fish
 - July 11th – Pirate Ship
 - July 18th – Light House
 - July 25th – Paper Folding Shark
- School Age STEM (Tuesdays at 2:30pm)
 - June 21st – Yellow Submarine
 - June 28th – Light Up Angler Fish
 - July 5th – Hnefetafl
 - July 19th – Compasses
 - July 26th - Sharknados
- Teen & Adult
 - June 24th – Community Coffee starting at 10:30am
 - July 9th – Mystery Book Club (*Finlay Donovan is Killing It* by Elle Cosimano) at 11am
 - July 16th – Dungeons & Dragons One-Shot; Pirate Adventures at 11am
 - July 2nd – Community Coffee starting at 10:30am
 - July 23rd – Mystery Book Club (*The Paris Apartment* by Lucy Foley) at 11am
 - July 23rd – Book Binding at 11:30am
- Special Events:
 - June 25th – Drum Circle at 11am
 - All of June – Art Show Supplies Pick-Up
 - July 1st – Rock Painting at 2pm
 - July 10th – Pirate Treasure Escape Room groups starting at 2:30pm
 - July 15th – Pirate Scavenger Hunt 10:30am – 5pm
 - July 30th – End of Summer Party

Summer Reading Performers Sponsored by the Friends of the Library:

- Lucas Miller, “The Singing Zoologist” – July 7th at 11am
- Talewise, Storytelling & Science – July 12th at 2pm
- San Antonio Aquarium Animals – July 27th at 10:30am
- End of Summer Party – July 30th 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%2006-21-2022.pdf>

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, July 12th and 19th, 2022, at 6:00 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on June 28, 2022, at City Hall Council Chambers, at 6:30 p.m.
- The Capital Facilities Oversight Committee will meet on June 27, 2022, at the Leon Valley Conference Center, at 6:30 pm.