



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** August 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 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. We met with the FEMA reviewer to discuss the delays, received an apology, and are expecting approval shortly.

10/1/2020	4/2021	07/2022	10/2022
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	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. Currently, they have installed all water utilities, and loaded and hydrostatic tested the main. They are awaiting the Bactiss sample test, and once it is clear, they will schedule appropriate tie-ins, transfer the water services, and discontinue the old main. While waiting, they have started on the sewer main and expect to be complete by the end of this week.

Once completed, they will compact all trenches and conduct the asphalt restoration and overall site cleanup; then, the mill and overlay will be scheduled with Lonestar for three to four weeks.

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, in the amount of \$526,688.17. 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., and Forest Mont St., Forest Rim St., Forest Ridge, and Forest Brook. The start date for this project is August 8, 2022.

08/08/22	08/29/22	09/29/22
Start Date	Substantial Completion	Full completion

**Huebner Wellsite Generator Project**

A bid was awarded to Central Electric Ent. & Co. in the amount of \$173,230, to construct the generator at the Huebner well site. The scope of work consists of constructing a concrete pad and then installing and connecting a generator to the well equipment. The addition of this generator will allow the well to continue to pump during electrical outages. The start date for this project may be delayed for almost one year, as the generator itself will take 46 weeks for delivery. They do not expect the completion of the project until 07/31/23.

### 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
7/22	8/22	9/22

#### Municode - CivicPlus - Agendas/Minutes

11/16/2022	3/30/22	05/05/22	06/22/22	06/29/2022
City Council Approved	Contract signed	Templates being created by Civic Plus	1 <sup>st</sup> zoom training -for agenda creators	2 <sup>nd</sup> Zoom training for workflow & min
07/07/2022	10/1/22			
3 <sup>rd</sup> training on workflow and review	Completion			

#### Just FOIA

11/16/2022	02/26/2022	03/14/2022	05/17/2022	05/24/2022
City Council Approved	Contract signed	Kickoff	1 <sup>st</sup> zoom training	2 <sup>nd</sup> Zoom training for Admin users
05/24/2022	05/26/2022	06/20/200	07/11/2022	
Payment Portal and pen pad installed	3 <sup>rd</sup> Zoom Training power users	4 <sup>th</sup> Zoom Training All Users	Completed Went Live <a href="https://leonvalleytx.justfoia.com/publicportal/home/newrequest">https://leonvalleytx.justfoia.com/publicportal/home/newrequest</a>	

**Municode - Republication/Supplements of the City's Code of Ordinances**

11/16/2022	9/31/22	04/27/22	06/27/22	10/1/2022
City Council Approved	Terminated services with the current provider	Contract signed	A non-codified ord submitted to municode	Completion

**Municode - MuniDOCS**

11/16/2022	04/27/2022	06/13/2022	08/22	10/1/2022
City Council Approved	Contract signed	City Secretary will begin loading docs	Link will be added to the website	Completion

**Municode - Website Redesign**

11/16/2022	04/27/2022	05/24/2022	05/25/2022	10/1/2022
City Council Approved	Contract signed	Kickoff meeting	IT Staff and Community relations working with Account Manager	Completion

**Building and Other Permits Issued**

<b>Permit Type</b>	<b># Issued</b>
Plumbing	1
Food Utility	
Gas	
Fence	
Mechanical	1
Electrical	
Foundation	1
Animal Tag	
Roof	2
HVAC	
Fire	
Signs	
Garage Sale	
Building Solar	

**Certificates of Occupancy**

5504 Bandera, Automobile Repair, JV Collision

## Open Records Requests/City Secretary

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
042922-B	04/29/22	WITHDRAWN 07/18/22	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	-	-	\$0.00
052622-A	05/26/22	COMPLETE 07/17/22	Justin Pulliam	-	I respectfully request an electronic copy of all communications of the city administrators sent to or received from Councilor Josh Stevens relating to ORR 050422-B. Consider the time period from May 4, 2022 to May 26, 2022.	N	-	N	-	-	\$0.00
060822-B	06/08/22	COMPLETE 07/18/22	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	-	-	\$33.00
061622-A	06/16/22	<del>COMPLETE</del> 07/18/22	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.	Y	PERSONAL EMAIL ADDRESSES FROM THE PUBLIC; EMPLOYEE PERSONAL INFORMATION	N	-	-	\$0.00
061722-B	06/17/22	COMPLETE 07/28/22	Justin Pulliam	-	I request an electronic copy of all email communications (including attachments) sent/received by Kuenstler, Salvaggio, or Frederick to/from Verra Mobility (American Traffic Solutions) during the time period from November 1, 2018 to April 30, 2019.	Y	PERSONAL EMAIL ADDRESSES FROM THE PUBLIC; EMPLOYEE PERSONAL INFORMATION	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
062022-A	06/20/22	COMPLETE 06/22/22	Justin Pulliam	-	I request an electronic copy of emails received from Drew Power or Danielle Bolton on May 3, 2022 and any responses to such email(s). Additionally, for council, I request any pictures or text messages relating to a citizens to be heard signed by Danielle Bolton (consider the date May 3, 2022).	Y	PERSONAL EMAIL ADDRESSES	N	-	-	\$0.00
062122-A	06/21/22	COMPLETE 07/28/22	Justin Pulliam	-	I am requesting the messages sent or received by the councilors on their NextDoor accounts (under their names), which are subject to the Texas Public Information Act.	N	-	N	-	-	\$0.00

### PUBLIC WORKS

- Staff has contacted Bexar County Public Works about piggybacking off of their contracts for street maintenance and other work projects. This would save the City time and money in engineering and by not having to bid each project. Staff will be bringing an Interlocal Agreement to City Council for their consideration.
- A fence contractor will be installing a new fence behind the Conference Center this week.
- Street sweeping will continue city-wide.
- We will be conducting traffic counts on Forest Ridge this week.
- Replacing sidewalk on Stirrup Lane from main break work.
- Completed the asphalt work on El Verde Road
- Finishing swing gate for Weathered Post drain.
- Replacing broken park play equipment
- Cleaning out valves on El Verde
- Performing move-in and move-out connections.
- Replacing water valve on Grass Hill.
- Installing fire hydrant at Fire Department.

### FIRE DEPARTMENT

- The Fire Department had 3 firefighters attending the TEEX Annual Municipal Fire School. Our firefighters will receive training on vehicle extrication techniques. This is a week-long course that is reimbursed through a TIFMAS grant.
- 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 would like to remind everyone to be cautious when working outdoors. The excessive heat we have been experiencing can be very dangerous if you are unprepared.
- The Fire Department is moving toward the implementation of using Whole Blood on our 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.

- Assistant Chief Burnside completed the Fire Service Chief Executive Officer Program through TEEEX at Texas A&M.
- MIH has been distributing and collecting fans for Project Cool. Several fans have been delivered to the community by our MIH Staff.
- The Fire Department is currently applying for the Texas Department of Agriculture FAST Grant. We will be asking for an ambulance and a Brush truck. We will let you know the status of this grant.

### **UPCOMING LIBRARY PROGRAMS**

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

<https://cms3.revize.com/revize/leonvalleynew/CM%20Report%2008-1-2022.pdf>

### **OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be Tuesday, August 16, 2022, at 6:00 pm, in Council Chambers.
- The Park Commission will meet on August 11, 2022, at the Conference Center at 6:30 pm.
- The Tree Advisory Board will meet on August 22, 2022, at 6:00 pm at Public Works.
- The Assistant Director will be attending the MPO meeting on Friday, August 5, 2022, at 1:30 pm.
- The Planning and Zoning Commission will meet on August 23, 2022, at City Hall Council Chambers, at 6:30 p.m.