



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: August 15, 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.

This project has been completed.

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

| 11/16/2021 | 3/30/22 | 05/05/22 | 06/22/22 | 06/29/2022 |
|---|-----------------|---------------------------------------|--|--|
| City Council Approved | Contract signed | Templates being created by Civic Plus | 1 st zoom training -for agenda creators | 2 nd Zoom training for workflow & min |
| 07/07/2022 | 10/1/22 | | | |
| 3 rd training on workflow and review | Completion | | | |

Just FOIA

| 11/16/2021 | 02/26/2022 | 03/14/2022 | 05/17/2022 | 05/24/2022 |
|--------------------------------------|---|---|--|---|
| City Council Approved | Contract signed | Kickoff | 1 st zoom training | 2 nd Zoom training for Admin users |
| 05/24/2022 | 05/26/2022 | 06/20/200 | 07/11/2022 | |
| Payment Portal and pen pad installed | 3 rd Zoom Training power users | 4 th Zoom Training All Users | Completed Went Live https://leonvalleytx.justfoia.com/publicportal/home/newrequest | |

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

| 11/16/2021 | 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

| | | | | |
|-----------------------|-----------------|--|-----------------------------------|------------|
| 11/16/2021 | 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

| | | | | |
|-----------------------|-----------------|-----------------|---|------------|
| 11/16/2021 | 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

| Permit Type | # Issued |
|--------------------|-----------------|
| Plumbing | 1 |
| Bulk Water | 1 |
| (New) Building | 1 |
| Food | |
| Utility | 1 |
| Gas | |
| Fence | |
| Mechanical | 3 |
| Electrical | |
| Foundation | |
| Animal Tag | |
| Roof | |
| HVAC | |
| Fire | |
| Signs | |
| Garage Sale | |
| Building Solar | |

Certificates of Occupancy

7007 Bandera Ste 21, Barber Shop, Barberville Co.
 5504 Bandera Ste 102 & 104, Fitness, GigaShots
 5127 Wurzbach, Sales, AutoZone

Open Records Requests/City Secretary

| Open Record Request Data Table Report 07-11-2022 to 08-10-2022 | | | | | | |
|--|----------------|--------------------|--|----------|---------------------|------------------------|
| Request # | Name | Date of Request | Description | Status | Invoices Total (\$) | Amount Paid Total (\$) |
| ORR-2022-1 | Susana Huerta | 7/12/2022 9:19 AM | Planning Department personnel salaries including professional and administrative positions. | Complete | \$0.00 | \$0.00 |
| ORR-2022-2 | Jim Braun | 7/12/2022 9:30 AM | Need EMS report regarding on 5/9/22 at 5900 Wurzbach. Leon Valley PD CN #202201295 | Complete | \$0.00 | \$0.00 |
| ORR-2022-3 | Nathan Evenhar | 7/12/2022 9:38 AM | To whom it may concern, Pursuant to the Public Information Act, Texas Government Code Ch. 552, I respectfully request that the following information be returned electronically: For each bond proposition put forward in May 2022, please provide the voter information document accompanying each. | Complete | \$0.00 | \$0.00 |
| ORR-2022-4 | Ron Forehand | 7/12/2022 9:40 AM | I am requesting a list of all residential properties in the city that have received code violations between 6/1/22 and 6/30/22. | Complete | \$0.00 | \$0.00 |
| ORR-2022-5 | Mark Harris | 7/12/2022 10:17 AM | Background information on police cadet applicant. | Complete | \$0.00 | \$0.00 |
| ORR-2022-6 | Kaylan Wardlaw | 7/12/2022 1:47 PM | We are requesting the unofficial "as read" low bid results and/or the full unit bid tabulation with a breakdown of each item per bidder for the project listed. Any update you can provide would be greatly appreciated. LEON VALLEY - #2022-07; HUEBNER CREEK HIKE AND BIKE TRAIL PROJECT, CSJ 0915-12-514 | Complete | \$0.00 | \$0.00 |
| ORR-2022-7 | Eric Chung | 7/13/2022 1:40 PM | SmartProcure is submitting a public records request to the City of Leon Valley for any and all purchasing records from 9/24/2021 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address | Complete | \$0.00 | \$0.00 |

Open Record Request Data Table Report 07-11-2022 to 08-10-2022

| Request # | Name | Date of Request | Description | Status | Invoices Total (\$) | Amount Paid Total (\$) |
|-------------|--|--------------------|---|-------------------------------|---------------------|------------------------|
| ORR-2022-9 | Jason Garcia | 7/18/2022 4:45 PM | I would like to request log records for the last 90 days for Officer Guadarrama # 523 vehicle radar calibration. A vehicle inventory log of the specific vehicle he was operating that day also. Specifically on the vehicle he used on 07/06/2022 at 1615 hrs. I would also like a copy or log of officer Guadarrama # 523 radar certification. This is for a citation I have specific questions about. Thank you very much for your time. | Complete | \$0.00 | \$0.00 |
| ORR-2022-10 | Justin Pulliam | 7/19/2022 2:48 PM | Records provided to The Express News in response to ORR # 061422-A. Communications of the city secretary and city manager sent to or received from council members and mayor regarding ORR # 061422-A. | Complete | \$0.00 | \$0.00 |
| PDBC-2022-1 | Daniel Becerra | 7/22/2022 14:33 | Case #202202263 | Pending Final Payment | \$38.00 | \$0.00 |
| ORR-2022-11 | Attorney to Joseph Garza Hernandez | 7/26/2022 12:56 PM | Our Client: Jodie Dixon; DOB: 12/07/1957; DOI: 05/02/2022 Itemized Statement of Account and Patient Care Report. | Pending Final Payment | \$10.25 | \$0.00 |
| ORR-2022-12 | Investigator Daniel Gonzalez | 7/26/2022 1:55 PM | Grand Jury Summons JN# 2072968 EMS Records/Reports Pertaining to the treatment of: Dixon, Darion DOB: 09/11/1972 | Complete | \$0.00 | \$0.00 |
| PMRR-2022-1 | Law Office of Eric Ramos, PLLC | 7/26/2022 3:41 PM | LVFD/EMS Medical & Billing Records and Affidavits | Pending Final Payment | \$16.69 | \$0.00 |
| ORR-2022-13 | Dillon Collier | 7/28/2022 11:49 AM | Please provide a copy of the personnel file, including any disciplinary paperwork, for Leon Valley Police Department Sgt. Eddie Gonzales. | Time and Materials Estimation | \$0.00 | \$0.00 |
| ORR-2022-14 | Kimberly Sarro | 7/28/2022 2:43 PM | Reference: 7010 Forest Meadow St San Antonio, Tx 78240 Will you please conduct a survey to see if there have been any law enforcement calls to the above referenced residence from July 2020 – March 2021. | Complete | \$0.00 | \$0.00 |
| PDBC-2022-2 | Crystal A. Cardwell (Naman Howell Smith & Lee, PLLC) | 7/29/2022 11:35 | Unknown | Complete | \$0.00 | \$0.00 |
| PDBC-2022-3 | Rosalva Ruiz | 8/1/2022 11:37 | 2022-LVPD-001055 | Route To Secretary For Review | \$0.00 | \$0.00 |
| ORR-2022-15 | Justin Pulliam | 8/1/2022 3:16 PM | For Councilors Josh Stevens and Will Bradshaw during the time period from January 1, 2022 to July 31, 2022, the following: Item 1: All social media messages sent or received. Item 2: All social media posts and comments made. | Time and Materials Estimation | \$0.00 | \$0.00 |

Open Record Request Data Table Report 07-11-2022 to 08-10-2022

| Request # | Name | Date of Request | Description | Status | Invoices Total (\$) | Amount Paid Total (\$) |
|-------------|--|-------------------|---|-------------------------------|---------------------|------------------------|
| ORR-2022-8 | Ruben Tarango | 8/3/2022 12:00 AM | I am requesting any information on violations or citations issued to Vista Del Rey Apartments. 5622 Evers road. I don't have any knowledge of case numbers or if such records exist, however, I would like to see what violations, complaints, or citations that have been issued to my Apartment complex. | Complete | \$0.00 | \$0.00 |
| ORR-2022-16 | Jordan Ramirez | 8/4/2022 9:36 AM | Agency record check for active SAPD Applicant. Release Waiver attached. | Complete | \$0.00 | \$0.00 |
| ORR-2022-17 | Daspit Law Firm/Attorney Mckenna White | 8/4/2022 10:57 AM | Video footage of the traffic cameras at SH Hwy 16 Block 5900 Bandera Rd at the intersection IH 410 block 5500 NW Connally Loop | Route To Secretary For Review | \$0.00 | \$0.00 |
| ORR-2022-18 | Waylon Cunningham | 8/4/2022 1:06 PM | 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. This is a duplicate of a request recently completed for Justin Pulliam under ORR# 061622-A. | Complete | \$0.00 | \$0.00 |
| PDBC-2022-4 | Martha Martinez | 8/8/2022 13:29 | Case 2022-01726 | Pending Final Payment | \$234.00 | \$0.00 |

PUBLIC WORKS

- Repairing pothole on Ellerby Point.
- Repairing roadway on Seneca at Bandera.
- Replacing broken park play equipment.
- Cutting/clearing detention pond behind San Antonio Aquarium.
- Installing a new water fountain at Raymond Rimkus Park.
- Installing new fence at Triangle Park.
- Replacing water valve on Grass Hill.
- Repairing main and service line breaks.
- Installing fire hydrant at Fire Department.
- Repairing pothole on Seneca at QuikTrip.
- Refacing stop signs city-wide.
- Notifying residents and businesses of the Stage 4 water restrictions.
- 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.
- JMI Contracting will start the clearing of Zarzamora Creek this week.

FIRE DEPARTMENT

- 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 and the Leon Valley Police Department participated in a walk of all NISD schools in our jurisdiction. This was done in cooperation with NISD PD and allowed both departments to become familiar with the layout of each educational facility during an emergency.
- The Fire Department along with Public Works met with the San Antonio River Authority last week. SARA introduced our team to an exciting software that provides predictive hydrology mapping of the floodways in our area. Both departments have been given access to the software with no associated fee. We are also working with SARA administrative staff to have our sensors and weather station communicate with their system. This will give the areas Emergency Managers, Meteorologists, and other first responder leaders the ability to forecast flood events. Unfortunately, this program is not available to the public at this time.
- Deputy Fire Marshal Justin Garcia attended the Law Enforcement Active Shooter Emergency Response (LASER) Training through the Bexar County Fire Marshal's office.
- The Fire Department completed the fire investigation from 6217 Grissom Rd, Miracle Body and Paint. The incident occurred on July 29, 2022, with no injuries noted during the event and the event is closed.
- The Fire Department Admin staff along with the MIH will attend a Stop the blood train the trainer event. This event is hosted by STRAC and will allow fire department staff to train anyone interested.

UPCOMING LIBRARY PROGRAMS

Wednesday Movies at 10:30 am

- August 10th – Moana
- August 17th – Elephant Kingdom
- August 24th – Dora Saves the Mermaids
- August 31st – The Little Mermaid: Ariel's Beginning

Thursday "Play" Days at 10:30 am

- August 11th – Play Time
- August 18th – Free Art
- August 25th – Play Time

Sunday LEGOs at 2:30 pm

- August 14th

Teen & Adults Saturdays at 11 am

- Crochet Octopus

Fall Yoga: Sundays 3:00 – 4:30 pm

- August 14th
- August 21st

- August 28th
- September 11th
- September 18th
- September 25th
- October 2nd
- October 9th

Special Events

- August 12th at 10:30 am: Glad Hatters Jazz Band (Front Porch)

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

<https://cms3.revize.com/revize/leonvalleynew/CM%20Report%208-15-2022.pdf>

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, September 6, 2022, at 6:00 pm, in Council Chambers.
- The Park Commission has been canceled.
- The Tree Advisory Board will meet on August 22, 2022, at 6:00 pm at Public Works.
- The Planning and Zoning Commission will meet on August 23, 2022, at City Hall Council Chambers, at 6:30 p.m.
- The Capital Facilities Advisory Committee will meet on August 22, 2022, at 6:00 pm at the Conference Center.