



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** September 6, 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 expect 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 constructing 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

### **Year 5 Street Maintenance**

A bid was awarded 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., Forest Mont St., Forest Rim St., Forest Ridge, and Forest Brook. The start date for this project has been moved to September 7, 2022, weather permitting.

08/08/22	08/29/22	10/15/22
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 <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**

11/16/2021	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**

11/16/2021	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	The 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**

<b>Permit Type</b>	<b># Issued</b>
Plumbing	3
Bulk Water	
(New) Building	
Food	
Utility	1
Gas	7
Fence	
Mechanical	1
Electrical	
Foundation	
Animal Tag	
Roof	
HVAC	
Fire	1
Signs	1
Garage Sale	
Building Solar	

**Certificates of Occupancy**

6617 Evers, Carwash/Detail, Paradise Detail Co.  
 6707 Bandera, Tobacco Shop, Skycity Vape & Tabacco

### Open Records Requests/City Secretary

Request #	Date of Request	Name	Request Type	Status	Date Complete	# Invoices	Invoices Total	Amount Paid Total
ORR-2022-24	8/29/2022 2:38 PM	Metropolitan Reporting Bureau	Open Records Request	Complete	9/1/2022 4:22 PM	0	\$0.00	\$0.00
ORR-2022-19	8/16/2022 12:13 PM	Crystal Cardwell	Open Records Request	Time and Materials Estimation		0	\$0.00	\$0.00
PDBC-2022-6	8/31/2022 9:04 AM	Taylor Angel	Body Camera Video Request	Complete	9/1/2022 4:03 PM	0	\$0.00	\$0.00
PDBC-2022-5	8/18/2022 4:45 PM	Chris Kidd	Body Camera Video Request	Complete	8/31/2022 2:01 PM	1	\$33.00	\$33.00
ORR-2022-20	8/18/2022 4:28 PM	Chris Kidd	Open Records Request	Time and Materials Estimation		0	\$0.00	\$0.00
PMRR-2022-2	8/29/2022 2:33 PM	Christin Prado, Paralegal to John A. Daspit	Patient Medical Record Request	Route To Secretary For Review		1	\$17.25	\$0.00
ORR-2022-21	8/19/2022 10:22 AM	Jessica Mabs Johnson	Open Records Request	Complete	8/23/2022 5:58 PM	0	\$0.00	\$0.00
ORR-2022-22	8/22/2022 9:38 AM	Kayla Sewell	Open Records Request	Complete	8/25/2022 8:50 AM	0	\$0.00	\$0.00
ORR-2022-25	8/30/2022 5:22 PM	Annalisa R Escobar	Open Records Request	Awaiting Requestor Response		0	\$0.00	\$0.00

### PUBLIC WORKS

- Director is helping out in the Planning and Zoning Department.
- Staff has contacted Bexar County Public Works about piggybacking off their contracts for street maintenance and other work projects. Staff will be bringing an Interlocal Agreement to City Council for their consideration.
- JMI Contracting has started the clearing of Zarzamora Creek this week.
- Replacing fence behind Conference Center.
- The estimate for engineering for the Huebner Creek Erosion and Flood Control project Segment 1 has been received and will be submitted to City Council at the September 20<sup>th</sup> meeting date.
- Staff is revising the water leak adjustment Ordinance to allow a one-time retroactive adjustment.
- Staff is working on a revision to the rain barrel and xeriscape Ordinance to allow a one-time retroactive rebate.
- Staff is working on a grant application to produce a transportation plan to support the Safe Streets initiative.
- The Park Commission will be working on a design process for a skate park to be located at the Shadow Mist Park site.
- Staff and the City Engineer will be working on the Huebner Creek Hike & Bike Trail Segment II and Year 6 Street Maintenance plans for October 1<sup>st</sup>.
- Staff and the City Engineer have identified segments of the water line along El Verde Road for replacement. Plans are to be prepared.
- Refacing stop signs city-wide.
- Repairing driveway approach on Evening Sun.
- Replacing dead meters.
- Repairing sprinkler leaks at Community Center and Fire Station.
- Replacing water valves in the Pickering area.
- Repairing driveway approach on Sunlight.

- Repairing concrete on Stirrup Lane bridge.
- Preparing to crack seal in various areas.
- Installing fence at Triangle Park.
- Repairing fire hydrant on Evening Sun at Sunlight.
- Repairing well pump at Grass Hill.

### **FIRE DEPARTMENT**

- The Fire Department attended the Northwest Seniors Luncheon last week. We were present with two fans that were donated by the members of the organization
- The Fire Department sent 3 fire officers to Officer II and IV training. This is a two-week-long training session that emphasizes executive-level fire officer training.
- The Fire Department has a new firefighter. Jonathon Guerrero came from another department in south Texas. We are happy to have him on our team.
- The Fire Department has a new part-time executive assistant Mellissa Nott. We are very pleased to have her on our team.
- The Fire Department received several donated school supplies. These were delivered to classes that were identified as in need.
- The fire department will be focusing on swift water training over the next 2 months. We are looking for grants for this and will keep everyone up to date with the training progression.
- The Fire Department sent one firefighter to Pierce to complete the final inspection on our new Fire Engine. The new apparatus should be here by the beginning of October 2022.
- The Fire Department and Public Works attended a CPS first responder training class at the COLV Conference center. We discussed the safety aspects of natural, gas, utility lines, and alternative energy.

### **UPCOMING LIBRARY PROGRAMS**

#### **September Events**

- Hora del Cuento en Español (Spanish Storytime): 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of the month at 10:30 am
- Adventurer's Club Storytime: Wednesdays at 10:30 am
- Li'l Explorers Storytime: Thursdays at 10:30am
- Community Coffee: 4<sup>th</sup> Friday of the month at 10:30 am
- Book Club: 2<sup>nd</sup> Saturday of the month (September – November)
  - *Alias Emma* by Ava Class (9/10)
  - *All Good People Here* by Ashley Flowers (10/8)
  - *Girl, Forgotten* by Karin Slaughter (11/12)
- Yoga: Sundays from 3:00 pm – 4:30 pm (August 14<sup>th</sup> – October 9<sup>th</sup> except for September 4<sup>th</sup>)
- Drum Circle: 4<sup>th</sup> Saturday of the month

#### **Special Events**

- Teen & Adult Drawing Series: Tuesdays & Thursdays September 13<sup>th</sup> – 29<sup>th</sup> at 6:30 pm.
- Button Making for Teens: September 17<sup>th</sup> at 12:00 pm.

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

<https://cms3.revize.com/revize/leonvalleynew/CM%20Report%209-6-2022.pdf>

**OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be Tuesday, September 20, 2022, at 6:00 pm, in Council Chambers.
- The Park Commission will meet on September 8, 2022, at 6:00 pm at the Conference Center.
- The Planning and Zoning Commission will meet on September 27, 2022, at City Hall Council Chambers, at 6:30 p.m.