



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: October 18, 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. Once the San Antonio River Authority (SARA) approves a Conditional Letter of Map Revision (CLOMR), bids for the project may be advertised. The bid opening was held on Tuesday, October 11, 2022, and this will go to City Council for award on November 1st.

| | | | |
|-------------------|--------------------------|-------------|--------------------|
| 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 | Approval of Contract and bidder |
| 1/23 – 4/3/23 | 05/3/2023 | | | |
| Trail Construction | Final completion | | | |

(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 6 Street Maintenance

The City Engineer will start designing a bid package for Year 6 Street Maintenance. Staff is reviewing the street ranking list to decide which streets are to be included in this round. We expect to bid this project in January of 2023.

Huebner Wellsite Generator Project

The bid opening for the Huebner Elevated Storage Tank was held on, October 11th, and we will take this item to City Council for award on November 1st. This is the last elevated tank that needs to be rehabilitated and repainted. After award, a project schedule will be developed.

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.

Municode - Website Redesign

| | | | | |
|-----------------------|-----------------|-----------------|------------------------------|--|
| 11/16/2021 | 04/27/2022 | 05/24/2022 | 05/25/2022 | 10/2022 |
| City Council Approved | Contract signed | Kickoff meeting | Working with Account Manager | Pending some design issues still, scheduled for completion by the end of the month |

Building and Other Permits Issued

| Permit Type | # Issued |
|--------------------|-----------------|
| Plumbing | 3 |
| Bulk Water | |
| (New) Building | |
| Food | |
| Utility | 2 |

Gas
 Fence 1
 Mechanical 2
 Electrical 1
 Foundation
 Animal Tag
 Roof
 HVAC
 Fire
 Signs
 Garage Sale
 Building Solar 1

Open Records Requests/City Secretary

| Request # | Request Type | Date Of Request | Name | Description | Status | Days In Queue | Date Complete | Fees Chared | Fees Paid |
|------------|---------------------|--------------------|------------------------|--|----------|---------------|--------------------|-------------|-----------|
| OR-2022-33 | Open Record Request | 10/3/2022 1:09 PM | McCormick Law Firm | We represent Arturo Rodriguez on his personal injury case. His accident happened and/or about 7/29/2022. He was involved in a Motor Vehicle Accident with Jose Hernandez Murillo. The case number provided to our client was 202202542. We need a copy of that police report to be sent over to our law office. | Complete | 1 | 10/4/2022 10:40 AM | \$0.00 | \$0.00 |
| OR-2022-30 | Open Record Request | 9/27/2022 8:19 AM | Cassie Hoelscher | Please accept this as the request for traffic data from 08/01/2022-08/31/2022. 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 cases with an action date (filed date, violation date, conviction date) within the range of request. We received our last report as a .xls file, but .xlsx is fine as well. The following column headers are in this order: FIELD NAME Citation Violation Name Defendant Address Defendant City Defendant State Defendant Zip Offense Viol Date/Time Filed Date Status Date/Time Statute Status Status Description Please send the data to LNR-OKCLNContent@lexisnexis.com. I appreciate your time and consideration of our request. Please feel free to contact me with any questions. | Complete | 10 | 10/7/2022 1:02 PM | \$0.00 | \$0.00 |
| OR-2022-44 | Open Record Request | 10/7/2022 10:06 AM | Gulfstream Legal Group | INCIDENT NO. 0689 - a copy of an EMS report is provided to show the letterhead has of "Leon Valley Fire Department." ANY AND ALL RECORDS (WHETHER TYPED, HANDWRITTEN OR COMPUTER-GENERATED), PHOTOGRAPHS, VIDEOTAPES AND/OR AUDIOTAPES (INCLUDING RELATED TRANSCRIPTS) PERTAINING TO AN INCIDENT INVOLVING GEORGE PHILLIPS (DOB: 01/28/1960) THAT OCCURRED ON MAY 1, 2020 AT EILAN HOTEL AND SPA (18603 LA CANTERA TERRACE, SAN ANTONIO, TEXAS) | Complete | 0 | 10/7/2022 1:01 PM | \$30.00 | \$30.00 |

| Request # | Request Type | Date Of Request | Name | Description | Status | Days In Queue | Date Complete | Fees Chared | Fees Paid |
|-------------|---------------------------|--------------------|-------------------------------------|--|--------------------------------|---------------|--------------------|-------------|-----------|
| OR-2022-28 | Open Record Request | 9/23/2022 1:59 PM | Carlos Reyna, The Carlson Law Firm, | We request that the following documents and/or photographs be forwarded to us pertaining to the Texas Peace Officer's Crash Report# 202203342: 1. All crash reports with exhibits, all post crash investigative reports with exhibits, all supplemental investigation reports, preliminary reports, amended reports and officer's notes and drawings. 2. All law enforcement evaluations for drug and/or alcohol by any party involved. 3. All documentation of vehicle violations or driver violations by any party involved. 4. All Texas Department of Transportation inspection reports pertaining to any vehicle involved. 5. All first responder dispatch call sheets/disposition logs; Fire, EMS, Law Enforcement. 6. All written or recorded statements provided by any party involved, to include witnesses. 7. All law enforcement vehicle video, body camera video or video obtained from private parties. 8. All photographic scene documentation and their respective logs/ledgers. 9. Under the Texas Public Information Act. all 911 emergency | Complete | 10 | 10/3/2022 6:29 PM | \$39.00 | \$39.00 |
| PDBC-2022-4 | Body Camera Video Request | 8/8/2022 1:29 PM | Martha Martinez | Body Worn Camera Video from Case 2022-01726 | Closed Due to Lack of Response | 33 | 10/7/2022 9:12 AM | \$234.00 | \$0.00 |
| OR-2022-37 | Open Record Request | 10/4/2022 12:54 PM | Detective Hector Perez | Please provide me with an agency check on the above listed applicant (see attachment) (traffic citations, criminal incidents, and motor vehicle accidents). | Complete | 2 | 10/6/2022 9:11 AM | \$0.00 | \$0.00 |
| OR-2022-35 | Open Record Request | 10/4/2022 10:34 AM | Terri Favuzzo | Incident Report LVPD # 202203794; Sgt. C. Mandry 540; Resident in Unit #115 called to have woman removed from his apt. Assistant Property Manager gave woman a Criminal Trespass Warning. | Complete | 2 | 10/6/2022 9:19 AM | \$0.00 | \$0.00 |
| OR-2022-41 | Open Record Request | 10/6/2022 1:13 PM | The Cantu Law Firm | Needing copy of police report 2022-03640 DOI: 9/19/2022 | Complete | 1 | 10/7/2022 9:08 AM | \$0.00 | \$0.00 |
| OR-2022-38 | Open Record Request | 10/5/2022 11:08 AM | Gulfstream Legal Group | Incident Reports Request on George Phillips. (OCCURRED ON MAY 1, 2020 AT EILAN HOTEL AND SPA (18603 LA CANTERA TERRACE, SAN ANTONIO, TEXAS) | Complete | 1 | 10/6/2022 8:32 AM | \$0.00 | \$0.00 |
| OR-2022-40 | Open Record Request | 10/6/2022 10:00 AM | Cassie Hoelscher | Please accept this as the request for traffic data from 09/01/2022-09/30/2022. 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. We received our last report as a .xls file, but .xlsx is fine as well. The following column headers are in this order: FIELD NAME Citation Violation Name Defendant Address Defendant City Defendant State Defendant Zip Offense Viol Date/Time Filed Date Status Date/Time Statute Status Status Description Please send the data to LNR-OKCLNContent@lexisnexis.com. I appreciate your time and consideration of our request. Please feel free to contact me with any questions. | Complete | 5 | 10/11/2022 3:41 PM | \$0.00 | \$0.00 |
| OR-2022-23 | Open Record Request | 9/20/2022 4:45 PM | WJE | Copies of the Leon Valley Municipal Code Chapter 6 in effect for the following dates and copies of referenced ordinances within. Dates as follows: 05/20/1975, 10/21/1975, 01/18,1977, 06/21/1977, 02/20/1979, 10/02/1979, 06/16/1980, 11/18/1980, 07/29/1981, 11/02/82, 12/06/1983. Ordinances: #877, 453, 465, 568, 700, 721, 798, 816, 824, 877. | Complete | 12 | 10/2/2022 10:20 PM | \$72.00 | \$72.00 |
| OR-2022-36 | Open Record Request | 10/4/2022 12:50 PM | Volk & McElroy, LLP | The Crash Report related to the following accident: Police Report No.: 202203640 Date: 09/19/2022 Time: 9:20 am Location: Bandera rd near Seneca Persons Involved in the Accident: Jaylene Perez | Complete | 2 | 10/6/2022 8:24 AM | \$0.00 | \$0.00 |

PUBLIC WORKS

- Staff submitted a grant request for funding of the creation of a transportation plan to support the Safe Streets for All initiative.
- The Park Commission is working on a design process for a skate park to be located at the Shadow Mist Park site.
- Staff and the City Engineer are working on the Huebner Creek Hike & Bike Trail Segment II and Year 6 Street Maintenance plans.
- Staff and the City Engineer have identified segments of the water line along El Verde Road for replacement. The second segment has begun.
- Refacing stop signs city-wide, replacing other traffic control signs as needed.
- Repairing a 40' length of the sidewalk on Wagon Spoke, once the rain has ended.
- Cleaning City Hall.
- Performing graffiti cleanup city-wide.
- Clearing limbs along Huebner Creek.
- Clearing out homeless camps in Huebner and Zarzamora Creek.
- Installing gate for Triangle Park fence.
- Repairing potholes at the parking lot at Raymond Rimkus Park and on Cherryleaf this week.

UPCOMING PLANNING AND ZONING CASES

- 0 Poss Road – SUP for Construction of an Automotive Facility with Outside Storage of Customer Vehicles
- 6408 Grissom – Replat

FIRE DEPARTMENT

- The Fire Department will be completing the Fire Truck Push-In ceremony on October 22 at 12 pm. We hope to see everyone there for this occasion.
- The Fire Department will be participating in the Northwest Little Leagues' 2nd Annual Trunk or Treat on October 22nd at 6 pm. We look forward to seeing all the great costumes.
- The Fire Department will be participating in a live fire training drill at San Antonio College on November 12 and 13. We are very excited to participate in this training with other departments in our area.
- The Fire Department will be training on the operation of the new fire truck this week. We look forward to using this new apparatus on Fire and EMS calls.
- The Fire Department is hosting students from the US Army, Air Force, and San Antonio EMS Academy as student riders for their EMS programs.
- The Fire Department will be hosting John Marshall high school fire academy students over the next 4 months. The students will visit the fire station and learn fire skills from our firefighters.

- October 9-15, 2022, is fire prevention week. NFPA announces “Fire Won't Wait. Plan Your Escape™” as the theme for Fire Prevention Week. The fire department will be visiting all the schools and daycares in Leon Valley to teach fire prevention. The fire department visited 8 daycares and 2 elementary schools that week.

UPCOMING LIBRARY PROGRAMS

October Events

- Oct. 19th: Adventurers’ Club Storytime at 10:30 am
- Oct. 19th: Scavenger Hunt (Elementary Age) 12:30pm – 5:30pm
- Oct. 20th: Li’l Explorers Storytime at 10:30 am
- Oct. 22nd: Drum Circle at 10:30 am
- Oct. 25th: Hora del Cuento en Español (Spanish Storytime) at 10:30am
- Oct 26th: Adventurers’ Club Storytime at 10:30 am
- Oct. 27th: Li’l Explorers Storytime at 10:30 am
- Oct. 28th: Community Coffee
- Oct. 29th: Annual Halloween Party 10:30 am-Noon
- Oct. 30th: Halloween Themed Escape Room 3 pm

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

https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/2719/cm_data_report_10-18-2022.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, November 1, 2022, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on October 25, 2022, at City Hall Council Chambers, at 6:30 p.m.