



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: September 20, 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. As part of the street maintenance project, the street in front of the fire station needed to be added. The street was causing damage to the fire department vehicles. With the new fire truck coming in, the repairs needed to be completed so as not to cause damage to the new truck. The project has started and is progressing as expected.

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. City Council had the first reading on September 6, 2022. The second reading is scheduled for September 20, 2022.

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	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

Permit Type	# Issued
Plumbing	2
Bulk Water	
(New) Building	
Food	1
Utility	
Gas	2
Fence	
Mechanical	
Electrical	1
Foundation	
Animal Tag	
Roof	
HVAC	
Fire	
Signs	
Garage Sale	
Building Solar	

Certificates of Occupancy

- 5622 Evers, Shed, Vista Del Rey
- 5622 Evers, Maintenance Shop, Vista Del Rey
- 5622 Evers, Laundry-3, Vista Del Rey
- 5622 Evers, Laundry-2, Vista Del Rey
- 5622 Evers, Laundry-1, Vista Del Rey
- 5622 Evers, Gym, Vista Del Rey
- 6565 Bandera, Professional Office, Timelapse Studio

Open Records Requests/City Secretary

ORR #	Date Received	Requester Name	Organization	Description of Request	Redaction?	Reason For Redaction	City Attorney Legal Review	Attorney General Legal Review	Ruling Number	Fees
061722-C	06/14/22	Jimmy Martinez	-	LVPD report from 04/27/2022 at 9:13 PM at 5622 Evers Rd., # 3709 LVTX	Y	DOB	N	Y	OR2022-27458	\$0.00
062722-A	06/27/22	LexisNexis	-	Incident Report # 202201646	Y	DOB	N	Y	OR2022-27457	\$0.00
OR-2022-4	9/8/2022	Route To Secretary For Review	Anthony L Morton of the Crosley Law Firm, P.C.	<ul style="list-style-type: none"> • Videos – Body Worn Camera (BWC) and Dash Cam (Coban) of the investigating Leon Valley Police Officer, G. McEntire, Badge #1365; • Photos; • 911 recording(s); • Witness interviews and statements; • Complete investigative police file – except CR-3 (already purchased via C.R.I.S.) 	N	N/A	N	N	N/A	\$30.00
OR-2022-1	9/7/2022	Complete	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.	N	N/A	N	N	N/A	\$0.00
OR-2022-12	9/14/2022	Time and Materials Estimation	STC Environment	I'm completing a Phase I ESA of the property located at 6810 Bandera Road and trying to obtain records of any and all building permits that have been issued for this property. An email response with the records will suffice. Thank you in advance for your assistance.	N	N/A	N	N	N/A	\$0.00
OR-2022-10	9/13/2022	Complete	Zandy Luther, PhD, RPA	body Worn Camera Video for 20220327	N	N/A	N	N	N/A	\$0.00

ORR #	Date Received	Requester Name	Organization	Description of Request	Redaction?	Reason For Redaction	City Attorney Legal Review	Attorney General Legal Review	Ruling Number	Fees
OR-2022-13	9/14/2022	Time and Materials Estimation	Cara Hill for ShadowSoft, Inc.	Under the Texas Public Information Act, I'd like to request an electronic listing(s) of all PAID appointed officials and employees/staff/elected/contract labor of the city of Leon Valley, Texas with salary information for the time period 1/1/2020 – 12/31/2020. Specifically, I'm seeking a spreadsheet, database or .TXT, .CSV, Excel, or a .pdf — with the following fields for each employee/staff member/official: Last Name, First Name, Title or position, Race, Gender, City employed by, Full-time/Part-time status, Hire Date, and Gross Annual Salary (without withholding, tax or deduction information). In addition, please include any field/code definitions that may be needed to interpret the data, as well as a layout document. We request the data be provided via email to Cara@Shadowsoft.com or CD mailed to the address above.	N	N/A	N	N	N/A	\$0.00
OR-2022-9	9/13/2022	Awaiting Requestor Response	Abigail Chacon	Any and all denials of Certificates of Occupancy in the last 10 years based on stairways in multifamily buildings built prior to the 2018 International Building Code. Any and all annual inspection reports, notices, or logs for multi-family buildings for code violations in the last 10 years. Any and all code violations issued for stairwell violations in multifamily buildings for failure to comply with the 2018 International Building Code from 2018 to present day. Any and all variances applications for stairwells for multi-family buildings based on noncompliance to the 2018 International Building code in the last 10 years.	N	N/A	N	N	N/A	\$0.00
OR-2022-3	9/7/2022	Complete	Julie Karl	Please accept this as an open record request for the report, supplemental report, amended report, witness statement, photographs, and other materials concerning the August 1, 2021 accident that occurred on SH 16 and Bandera Road involving Anthony Andre Jackson, the charge (Expired Driver's License) against Mr. Jackson, and the resulting action on the citation against Mr. Jackson.	N	N/A	N	N	N/A	\$0.00
OR-2022-11	9/13/2022	Complete	Jonathan Espinosa	I'm Jonathan Espinosa I was in a crash on Aug. 28 2022 case # 202203113 I couldn't find the police report online I'm wondering if you guys had it available? Please if you could email me back or give me a call at 6824081401 thank you.	Y	DOB, TDL, AND VIN #	N	N	N/A	\$6.00
OR-2022-8	9/12/2022	Time and Materials Estimation	Justin Pulliam	All staff termination and disciplinary communications written by Kelly Kuenstler.	N	N/A	N	N	N/A	\$0.00

ORR #	Date Received	Requester Name	Organization	Description of Request	Redaction?	Reason For Redaction	City Attorney Legal Review	Attorney General Legal Review	Ruling Number	Fees
OR-2022-7	9/9/2022	Time and Materials Estimation	Konrad Nunez	On Nov 21st 2021, I was arrested at my home at 5072 Timberhill, Apt 10201, Leon Valley, Texas 78238. The officers on scene explained that I had a warrant for my arrest and I was immediately detained. I was not given permission to lock up my apartment nor make arrangements to have my family come and get my dog. I was told my car was being towed and that I could only take 1 bank card with me. All of my other personal belongings (keys to my home, keys to my Audi A5 and keys to my mailbox) and my watch and jewelry were taken by the officers and they unfortunately gave my things away to people that I am unaware of. I'm requesting the property release waiver that should have been signed buy the individual that they relinquished my property to?? I've called previously and they can't seem to locate it. I was diligent in my telling them, "do not give my things away"! Nevertheless they did give my things away and as a result	N	N/A	N	N	N/A	\$228.00
OR-2022-6	9/9/2022	Time and Materials Estimation	Toby DeLuna	Body Worn Camera Video for 20220327	N	N/A	N	N	N/A	\$0.00
OR-2022-5	9/8/2022	Route To Secretary For Review	Teresa Garcia	Any Offense/Incident Report on Armando Mejia; FBI # 549708DB6; Offense 04/04/2016 DWI	N	N/A	N	N	N/A	\$0.00
OR-2022-14	9/15/2022	Time and Materials Estimation	Wyatt Law Firm	Client:Francisca Shelton Date of Incident: September 7, 2022 Location: Wurzbach Case Number:2022003481 I am making a formal request under the Open Records Act for a copy of your entire file, including but not limited to police reports, photographs, notes, witness statements, 911 calls, police body camera photographs, in-car camera system downloads, in-car camera system photographs, in-car camera system videos, diagrams, videos and any other information relating to the investigation in reference to the above matter.	N	N/A	N	N	N/A	\$0.00
OR-2022-2	9/17/2022	Complete	Karen Cornell	All building department records, including but not limited to permits, inspections, and code enforcement actions, for period 2017 - present for the following address: 6710 Bandera Rd., San Antonio, TX 78238.	N	N/A	N	N	N/A	\$0.00

PUBLIC WORKS

- Staff has submitted a proposed Ordinance revising the water leak adjustment portion to allow for a one-time retroactive rebate.
- Staff has submitted 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 1st.
- Staff and the City Engineer have identified segments of the water line along El Verde Road for replacement. Plans are to be prepared.
- Installing Little Free Library in Raymond Rimkus Park.
- Refacing stop signs city-wide.
- Repairing concrete approach on Pickering due to a water main break.
- Will restart efforts to repair walking trail in Rimkus Park.
- Preparing to crack seal city streets
- Repaired fence in front of Fire Station.
- Finishing pickup of oversized brush piles from the Fall Large Item Pickup event.
- Flushing dead end water mains.
- Mowing well sites.
- Repairing four leaking curb stops.
- Replacing release valve at Grass Hill well site.
- Performing monthly water sampling for TCEQ.
- Repairing street sweeper.
- Assisting PD with vehicle repairs.
- Preparing for impound lot auction.
- Scheduling delivery of new dump truck for December.

UPCOMING PLANNING AND ZONING CASES

- 0 Poss Road – SUP for Construction of an Automotive Facility with Outside Storage of Customer Vehicles
- Vacant tract of land at Evers and Seneca (Triangle Property) – Rezone From B-1 Small Business, B-2 Retail, and R-3 Multiple Family Dwelling with Sustainability Overlay zoning districts to R-6 Garden Home or R-3 Multiple Family, both with Planned Development District zoning.
- 6408 Grissom – Replat
- 7228 Bandera - Replat

FIRE DEPARTMENT

- The Fire Department received its first round of whole blood last week and it will be on the first ambulance. We are happy to have the ability to better serve our community with improved medical services for those in need.
- The Fire Department sent 3 fire officers to Officer II and IV training. All three officers passed their course and they are all certified Fire Officer IV.
- Firefighter/EMT Jonathon Guerrero completed his Paramedic training and successfully passed his National Registry of Emergency Medical Technicians Paramedic test. Great job Jonathan. We are proud of you.
- Firefighter/EMT Joseph Perez completed his Paramedic training and successfully passed his National Registry of Emergency Medical Technicians Paramedic test. Great job Joseph, we are proud of you.
- The Fire Department has a new firefighter/paramedic, Audrey Flores, starting next week. We look forward to having a new member on our team.
- Firefighter/Paramedic Maria Villafranca will be leaving our department soon. She earned a position with the San Antonio Fire Department and will start the academy on October 4, 2022. We wish her the best in her new endeavor.
- The Fire Department will be receiving the new Fire Engine within the next week or two. We are planning to have a Push-In Ceremony for the apparatus tentatively in the middle of October. Once a date is announced, we will look forward to seeing everyone there.
- The Fire Department would like to thank HEB and Mr. Craig Farley for the support and food donated to the Police and Fire Department on September 11. We greatly appreciate your kindness.

UPCOMING LIBRARY PROGRAMS

September Events

- Sept 20th: Teen & Adult Drawing Series Class #3
- Sept 21st: Adventurer's Club
- Sept 22nd: Lil Explorers
- Sept 22nd: Teen & Adult Drawing Series Class #4
- Sept 23rd: Community Coffee
- Sept 24th: Drum Circle
- Sept 25th Yoga
- Sept 27th: Hora del Cuento en Español
- Sept 27th: Teen & Adult Drawing Series Class #5
- Sept 28th: Adventurer's Club
- Sept 29th: Lil Explorers
- Sept 29th: Teen & Adult Drawing Series Class #6

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

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

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Monday, October 3, 2022, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on September 27, 2022, at City Hall Council Chambers, at 6:30 p.m.
- Capital Facilities Oversight Committee – Thursday, September 22, 2022, Conference Center, 6:30 pm
- Tree Advisory Board – Monday, September 26th at 6:00 pm, at Public Works