



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** July 11, 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.

10/1/2020	4/2021	07/2022	08/2022
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
5/22	7/22	8/22

### 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	
Food	
Utility	2
Gas	1
Fence	
Mechanical	5
Electrical	2
Foundation	
Animal Tag	
Roof	
HVAC	
Fire	5
Signs	1
Garage Sale	
Building Solor	2

**Certificates of Occupancy**

5504 Bandera Rd, Auto Repair, Torque Masters  
 7334 Reindeer, Storage, Beyond Leak Detection

## 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	Fees
031022-B	03/10/22	<b>CLOSED - NO RESPONSE</b> 06/28/22	-	RAMOS LAW FIRM	LVFD REPORT FROM DOA 08/29/2021	N	-	N	N	\$0.00
031722-B	03/17/22	<b>CLOSED - NO RESPONSE</b> 06/28/22	Clarissa Najera	Progressive Insurance	For Claim # 22-8662671: Need copies of incident report/cad call/and scene pictures.	N	-	N	N	\$0.00
042122-C	04/21/22	<b>COMPLETE</b> 06/28/22	Sharon Schorsch	-	All records held by the Leon Valley Police Department relevant to this citation including officer notes, video footage or other information used to create the citation; Date of hire and all training history records for Officer Espinosa (518). Records should specifically reference officer & department training provided regarding the laws and procedures I have been accused of violating; Information related to the radar device used by Officer Espinosa to detect vehicle speeds as of April 24, 2022. Records should include device name, model/serial number, purchase date and calibration/adjustment/user training history records; although I was not issued a citation for speeding, the citation indicates radar was used to determine my speed and therefore evidence of such applies to this request; and Traffic citation data for each Leon Valley police officer from January 1, 2021 to April 21, 2022.	N	-	N	N	\$0.00
050422-B	05/04/22	<b>NO RESPONSE - CLOSED</b> 06/28/22	John Gray	-	All emails (including attachments) sent or received by Councilor Joshua Stevens, including emails maintained on personally owned accounts and devices. Consider the time period from April 11, 2022 to May 4, 2022; and All text messages sent or received by Councilor Joshua Stevens, including messages sent/received on personally owned devices. Consider the time period April 1q, 2022 to May 4, 2022.	N	-	N	N	\$0.00
050622-C	05/06/22	<b>COMPLETE</b> 06/22/22	Anthony Wellman	American Surveying & Mapping, Inc.	1. Any special permits, variances, resolutions or planned unit development restrictions that affect the site; 2. Any outstanding zoning code violations affecting the property; 3. Any outstanding building code violations affecting the property; 4. Any outstanding fire code violations affecting the property; 5. Copies of the approved site plan; and 6. Copies of Certificates of Occupancy. If a Certificate of Occupancy is not available or does not exist, is the lack or absence of a Certificate of Occupancy a code violation?	N	-	N	N	\$11.20
052322-A	05/23/22	WAITING ON STAFF	Justin Redding	TX Dept. of Family and Protective Services	LVPD reports	N	-	N	N	\$0.00
060222-A	06/02/22	<b>NO RESPONSE - CLOSED</b> 06/28/22	Robert Edwards	Armor Express	(Request from was submitted blank.)	N	-	N	N	\$0.00
060722-B	06/07/22	<b>COMPLETE</b> 06/28/22	Evan Bohl	-	I would like the totality of the 630+ surveys that were submitted unaltered.	Y	PERSONAL EMAIL ADDRESS	N	N	\$0.00

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060722-C	06/07/22	COMPLETE 06/22/22	Michelle Luera	Calfas Law Group, PLLC	Copy of any and all 911 audio, COBAN and/or Body Cam footage from all reporting officers dispatched to the accident (Case ID: 202201373 May 17, 2022).	N	-	N	N	\$25.00
060722-D	06/07/22	COMPLETE 07/05/22	Lenise Grant	MWD Documents	LVPD Report # 22-00919 from 04/07/2022	N	-	N	N	\$6.00
060822-A	06/08/22	COMPLETE 06/23/22	Andy Banks	Judicial Services Company	LVPD Report # 202102078; DOA: 06/19/2021	N	-	N	N	\$0.00
061322-A	06/13/22	COMPLETE 07/05/22	Randy Jennings	City of Salina PD	Information related to D. Williams	N	-	N	N	\$0.00
061422-A	06/14/22	COMPLETE 06/22/22	David DeKunder	Express-News	All email and text message communications from all council members and the mayor during the May 3, 2022 council meeting.	Y	PERSONAL EMAIL ADDRESSES	N	N	\$0.00
061722-A	06/14/22	COMPLETE 06/29/22	Victor Morales	TriColor Auto	LVPD Report # 202201156	Y	DOB	N	N	\$0.00
061722-B	06/17/22	Waiting on Staff	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.	N	-	N	N	\$0.00
061722-C	06/14/22	PENDING TX OAG RULING	Jimmy Martinez	-	LVPD report from 04/27/2022 at 9:13 PM at 5622 Evers Rd., # 3709 LVTX	Y	DOB	N	Y	\$0.00
062022-A	06/20/22	Waiting on Staff	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).	N	-	N	N	\$0.00
062022-B	06/20/22	COMPLETE 06/21/22	Justin Pulliam	-	Copy of the response accepting the citizen's to be heard letter from Danielle Bolton on 5/3.	N	-	N	N	\$0.00
062722-A	06/27/22	PENDING TX OAG RULING	LexisNexis	-	Incident Report # 202201646	Y	DOB	N	Y	\$0.00
062922-A	06/29/22	COMPLETE 07/05/22	Teresa Garcia	WD/TX-San Antonio Division	LVPD information related to incident that occurred on 05/02/2017	N	-	N	N	\$0.00
063022-A	06/30/22	COMPLETE 07/05/22	Ray Griffis	Bexar County Criminal District Attorney	1019-2102176-LVLY (Leon Valley FD) Incident number: LVPD-2021-0315788 Case Numbers: 2021-LVPD-003645 Incident Date: 10/19/2021 15:28:42	N	-	N	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	Fees
070122-A	07/01/22	<b>COMPLETE</b> 07/06/22	Kayla Sewell	LexisNexis Risk Solutions	Traffic data from 06/01/2022 – 06/30/2022	N	-	N	N	\$0.00
070522-A	07/05/22	<b>COMPLETE</b> 07/06/22	Elodia Ramos	City of Elmendorf	FY (Fiscal Year) 2022 Salary Survey For City Secretary, City Administrator, Utility Billing Clerk, Evidence Police Clerk, Municipal Court Clerk, Parks Maintenance Worker, Utility Technician Class C Licensed Water or Wastewater Operator, Police Chief, Police Officer High, Police Lt. Animal Control, Code Compliance Clerk.	N	-	N	N	\$0.00
070522-B	07/05/22	<b>COMPLETE</b> 07/06/22	Teresa Garcia	WD/TX-San Antonio Division	LVPD information related to incident that occurred on 10/22/2018	N	-	N	N	\$0.00
070622-A	070622-A	Waiting on Staff	Jessica Aelvoet	SAPD	LVPD information related to D. Guzman for speeding and/or red-light camera citations	N	-	N	N	\$0.00

- Still working on the redactions in the order received for voluminous ORRs 042822-B, 042922-B, 052622A, 061622-A, 061722-B, and 062122-A.
- Organized a City-Wide Blood Drive to be held on Tuesday, July 19, 2022, at City Hall from 1 p.m.- 8 p.m.
- Held a Public Information Act Training Event in Council Chambers for new employees. Seven (7) employees were in attendance.

### PUBLIC WORKS

- Replacing old and faded street signage along Evers and in the Sun Valley neighborhood.
- Assisting the water crew with installing a fire hydrant at the Fire Station.
- Creating swing gate for Weathered Post drain.
- Filling in gaps in Huebner-Onion Natural Area Park trail
- Watering trees, removing dead or downed trees in the parks.
- Replacing broken park play equipment.
- Repairing water leak at Forest Oaks pool.
- Repaired broken fire hydrants city-wide.
- Assisting with water & sewer project on Blacksmith.
- Installing fire hydrant at Fire Department.
- Servicing generators at city facilities.
- Raising the tree canopy in the Monte Robles Park neighborhood and replacing old and faded street signage, installing more new signage at the curve on Thunderbird.
- Installing new city limit signs this week with our new census population

### PLANNING AND ZONING DEPARTMENT

- Upcoming Zoning Cases
  - 6526 Bandera – SUP for Entertainment Outdoor and Restaurant – Not Fully Enclosed
  - 5306 Blackberry – rezoning from B-2 with Sustainability Overlay to R-1 with no overlay

- Poss Road – SUP for Construction of an Automotive Facility with Outside Storage of Customer Vehicles
- 6505 Grissom – SUP for Food Truck Courtyard

## **FIRE DEPARTMENT**

- The Fire Department is currently exploring training opportunities for staff members. We plan to send 3 Fire Officers to Officer III/IV training next month.
- The Fire Department and the BCOEM planned and prepared the emergency management response for the Leon Valley 4<sup>th</sup> of July event. Several resources were utilized from the County, including drone footage of the event. An After-Action report of the event will be available before August 1<sup>st</sup>.
- 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 implementing 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 assist us with moving forward with this process.
- MIH has been distributing and collecting fans for Project Cool. Several fans have been delivered to the community by our MIH Staff.
- The MIH collected 900lbs. of donated food from the citizens of Leon Valley last quarter. The food was distributed to families in need in our area.
- The Fire Department's A shift participated in a kid's safety event at Peter Piper Pizza on June 21st. The event was to promote safety for kids in summer camps. All participants were allowed to look inside the fire trucks and ambulances.
- The Fire Department Peace Officer attended a Public Shooter in the Making class. This class helps peace officers identify a potential active shooter during a public event.
- The Fire Department visited 2 local residents and assisted them with the battery replacement or overall replacement of their smoke and carbon monoxide detectors. If anyone needs assistance with replacing their detectors, please call the fire department Monday through Friday, 8 am to 5 pm.
- The Fire Department's A shift visited Driggers Elementary for a career day with preschool children on June 22. While visiting the students, firefighters also trained the teachers on basic first aid and fire extinguisher operations.

## **UPCOMING LIBRARY PROGRAMS**

### **Summer Reading Events:**

- Storytimes
  - July 13<sup>th</sup>, 20<sup>th</sup> at 10:30 am – Adventurers' Club
  - July 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> at 10:30 am – Lil' Explorers
- School Age Crafts (Mondays at 1:30 pm)
  - July 11<sup>th</sup> – Pirate Ship
  - July 18<sup>th</sup> – Light House
  - July 25<sup>th</sup> – Paper Folding Shark

- School Age STEM (Tuesdays at 2:30 pm)
  - July 19<sup>th</sup> – Compasses
  - July 26<sup>th</sup> - Sharknados
- Teen & Adult
  - July 9<sup>th</sup> – Mystery Book Club (*Finlay Donovan is Killing It* by Elle Cosimano) at 11 am
  - July 16<sup>th</sup> – Dungeons & Dragons One-Shot; Pirate Adventures at 11 am
  - July 2<sup>nd</sup> – Community Coffee starting at 10:30 am
  - July 23<sup>rd</sup> – Mystery Book Club (*The Paris Apartment* by Lucy Foley) at 11 am
  - July 23<sup>rd</sup> – Book Binding at 11:30 am
- Special Events:
  - July 10<sup>th</sup> – Pirate Treasure Escape Room groups starting at 2:30 pm
  - July 15<sup>th</sup> – Pirate Scavenger Hunt 10:30 am – 5 pm
  - July 30<sup>th</sup> – End of Summer Party

**Summer Reading Performers Sponsored by the Friends of the Library:**

- Talewise, Storytelling & Science – July 12<sup>th</sup> at 2 pm
- San Antonio Aquarium Animals – July 27<sup>th</sup> at 10:30 am
- End of Summer Party – July 30<sup>th</sup> 10am-Noon

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

<https://cms3.revize.com/revize/leonvalleynew/CM%20Report%2007-11-2022.pdf>

**OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be Tuesday, July 19<sup>th</sup>, 2022, at 6:00 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on July 26, 2022, at City Hall Council Chambers, at 6:30 p.m.
- The Tree Advisory Committee will meet on July 25, 2022, at the Leon Valley Public Works, at 6:30 pm.