



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** December 7, 2021  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Gilbert Perales, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

**Seneca West Drainage Project**

Engineering and design work continues on the Seneca West Drainage Project. The proposed alignment has been sent to the San Antonio River Authority (SARA) for their approval. The 95% plans have also been submitted to Bexar County for their review. Once the San Antonio River Authority (SARA) approves a Conditional Letter of Map Revision (CLOMR), bids for the project may be advertised. The dates for the project bid have changed, as we are waiting on approval from SARA. We did receive comments from SARA and are now preparing our answers/corrections.

10/1/2020	7/30/2021	12/2021	02/2022
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction

**Year 4 Street Maintenance Project**

This project includes portions of Forest Mill, Stirrup, High Stepper, Withers, Crownpiece, Trace Buckle, Poss, and Horsewhip. The contractor has replaced the water mains in this area, has completed all mill and overlay, and has constructed all of the sidewalk ramps as per the contract. A walk through was performed on Friday, December 3rd, and a punchlist was created.

5/16/2021	6/2/2021	08/17/2021	8/25/21
Advertise	Close Advertisement	Present to Council for BID Award. Council Approved.	Pre-construction Meeting Notice to Proceed Submit Project Schedule
9/13/25/21	12/12/21	1/11/22	
Construction begins	Substantial Completion	Final Completion	

**(MPO) Reimbursement Grant-Huebner Creek Greenway Hike & Bike Trail Section II**

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

**Marshall Elevated Tank Rehabilitation Project – Viking Painting**

The project start date was pushed back due to a Red Hawk nest found near the upper railing by the Sprint Antennae. The game warden advised that the City must protect them until they hatch and leave the area. Viking Painting has been contacted and they are fine with the new project start date.

10/4/21	12/15/2021	12/22/2021
Start Work	Substantial Completion	Final Completion

**Huebner Creek Greenway Hike & Bike Trail Section I**

The 100% plans for the portion of the trail that will run adjacent to El Verde Road have been submitted for review by TxDOT, because of their environmental division, the project is being delayed by about 3 months.

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	4/2022	5/2022	5/2022	6/2022
TxDOT review committee meeting	Advertise bids for Project	TxDOT concurrence with lowest responsible bidder	Council approval of contract and bidder	Begin Project

**Community Development Block Grant (CDBG)- Settler’s Ridge Water & Sewer**

The City was awarded a Community Development Block Grant (CDBG) in the amount of \$318,960 for the Settlers Ridge Water and Sewer Main Replacement Project. The contractor is making good progress. There is still a few remaining items, but this project is 98% complete.

4/20/21	5/16/21	6/2/21	7/7/2021
Complete plans	BID Advertisement	BID Closes	Present to Council – Council approved

8/16/21	8/26/21	10/3/21	11/1/21	12/13/21
Notice to Proceed	Sewer Main Replacement	Water Main Replacement	Substantial Completion	Final Completion

**Community Development Block Grant (CDBG)- Blacksmith Water & Sewer**

Staff has applied for another CDBG reimbursement grant from Bexar County Community Development to replace water and sewer mains on the remaining portion of Blacksmith Drive in the Old Mill subdivision. The City was awarded the grant in the amount of \$143,639. We anticipate receiving the Agreement from Bexar County in early 2022, with bid award in Spring of 2022.

4/2021	7/2021	1/2022 – 9/2022
Grant Submitted	Results Announced	Contract Period and Construction

**Revise EDCAC Resolution /By Laws**

06/7/2021	06/14/2021	07/19/2021	10/2021	12/2021
Direction to update	Discussion for EDCAC	Present a draft to EDCAC	The committee wishes not rush the item and continues to review	Present to Council

**FEMA Grant for Storm Uri**

05/19/2021	06/15/2021	12/2021
Capture Losses and apply for the grant	Submit detail and backup information and present updates to Council	Receive proposed funding

### Municipal Record Inventory

4/16/2021	5/1/2021	6/21/2021	7/1/2021	10/1/2021
Start a review of previously inventoried and stored records.	Add City Council items to the inventory prepare for storage.	Staff continues to review and update the inventory list.	Staff continues to review boxes for accuracy in logged items and retention periods.	The Open Records Request Coordinator position was not funded this budget year, placing this item on temporary hold.

Staff is going through the previously stored records that were sent to Safesite offsite records storage. These records were taken from the old records building, so staff is just going through each box to make certain that what is stored is properly logged with the appropriate retention period noted and, on the inventory, log itself. The reason for this is for quick retrieval when needed as well as a tool when it comes time for record destruction. Some boxes have old retention periods on them, this allows staff to correct that information to what was adopted by City Council in 2020 in accordance with the State Library's Retention Schedule.

### Posting of Resolutions, Proclamations, Certificates Posted to City Website

11/1/2020	4/1/2020	5/28/2021	7/26/2021	10/1/2021
Councilor Stevens and some residents requested that staff place adopted resolutions on the City website just as the ordinances are.	Set a goal to: prepare for storage while creating an inventory of resolutions and proclamations by year; then place them on the City website.	All 2021 resolutions were submitted for posting to the website where they would be found under the city secretary tab. The plan is to have a Document Center to have all City documents located.	Completed the inventory of and submitted all 2013, 2014, and 2015 resolutions and proclamations for posting on the City website.	Staff continues to inventory and prepare the 2018, 2019 and 2020 resolutions in preparation for posting. However, the Open Records Request Coordinator position was not funded this budget year; so this project will be delayed.

This project began when Councilor Stevens asked why resolutions were not on the City website. The City of Leon Valley had not posted them to the website before, but it seemed like a good idea. Instead of just placing them online. We took this opportunity to properly inventory and log them at the same time.

### Planning and Zoning Commission Business

P&Z COMMISSION REQUESTS	DESCRIPTION	DATES			
7213 Huebner Road (R-1 to PD w/ R-6)	Zone Change	Schd. 12/14	Schd. 12/014	Schd. 11/23	On Hold
6700-6820 Huebner (Remove SO)	Zone Change	On Hold	On Hold		
6812 Bandera (Remove SO)	Zone Change	On Hold	On Hold	On Hold	On Hold
6959 Bandera (Remove SO)	Zone Change	On Hold	On Hold	On Hold	Tbld. 09/28/21
6320 Bandera (San Antonio Aquarium)	Specific Use Permit	On Hold	On Hold	On Hold	On Hold
6800 Evers Road (St. John Baptist Church)	Zone Change	Denied 11/23	Schd. 11/23	Schd. 11/23	Denied 09/28/21
6800 Evers Road (St. John Baptist Church)	Specific Use Permit	Approved 11/23	Schd. 11/23	Schd. 11/23	Tbld. 09/28/21

PENDING CODE AMENDMENTS TO P&Z	DESCRIPTION	DATES			
Remove Sign Regulations from SO District	Zoning Code	Approved 11/09/21	Approved 11/09/21	Tbld. 10/26	Schd. 10/26/21
Remove Requirements for Exting Dev. From SO District	Zone Change	Approved 11/09/21	Approved 11/09/21	Tbld. 10/26	Schd. 10/26/21
Additional SO Amendments TBD	Zone Change	Schd. 01/11/22	Schd. 12/14/21	Schd. 11/9/21	Schd. 10/26/21
Carports within the front yard setback	Zone Change	Schd. 01/11/22	Schd. 12/14/21	Schd. 11/9/21	Schd. 11/9/21
Amendment Pursuant to HB 1475	Zone Change	Schd. 01/11/22	Schd. 12/14/21	Schd. 11/9/21	Schd. 11/9/21
Remove SUP Requirements for Food Trucks	Zone Change	Schd. 01/11/22	Schd. 12/14/21	Schd. 11/9/21	Schd. 11/9/21
Accessory Dwelling Units in R-1	Zone Change			Approved 10/26	Schd. 11/9/21

CITY COUNCIL BUSINESS	DESCRIPTION	DATES			
Remove Sign Regulations from SO District	Zoning Code	Schd. 12/07/21	Schd. 12/07/21	Tbld. 10/26	Schd. 10/26/21
Remove Requirements for Exting Dev. From SO District	Zone Change	Schd. 12/07/21	Schd. 12/07/21	Tbld. 10/26	Schd. 10/26/21
Special Exception Processes & EZ Permit for 8' Fences	Code Amendment	Schd. 12/07/21	Schd. 11/16/21	Schd. 11/9/21	Schd. 11/9/21
6526 Bandera (Outside Dining)	Specific Use Permit	TBD	Postponed	Schd. 11/02/21 (1st Read)	Schd. 11/02/21 (1st Read)
7728 Bandera Road (Multi-Family)	Zone Change		Approved 11/02/21	Schd. 11/2/21 (2nd Read)	Schd. 10/19/21 (1st Read)
5314 Blackberry (B-2 to R-1)	Zone Change			Withdrawn	Schd. 10/19/21 (1st Read)
6800 Evers Road (Church)	Zone Change	Schd. 12/07/21	TBD	Tabled 10/19/21	Schd. 10/19/21 (1st Read)
6800 Evers Road (Church)	Specific Use Permit	Schd. 12/07/21	TBD	TBD	TBD

### Certificate of Occupancies

CO's Issued (New Businesses)	DESCRIPTION
6504 Bandera Rd, Ste 9	Iglesia Despertando Conciencia
5504 Bandera #308	VG Garzas Carpet LLC
7356 Reindeer Trl	Pro 1
7205 Bandera Rd	Select Roofing & Restoration

### POLICE DEPARTMENT

Data included in City's Website: [http://www.leonvalleytexas.gov/residents/city\\_data.php](http://www.leonvalleytexas.gov/residents/city_data.php)

### ONIT

Data included in City's Website: [http://www.leonvalleytexas.gov/residents/city\\_data.php](http://www.leonvalleytexas.gov/residents/city_data.php)

### MUNICIPAL COURT

Data included in City's Website: [http://www.leonvalleytexas.gov/residents/city\\_data.php](http://www.leonvalleytexas.gov/residents/city_data.php)

### Open Records Request

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction ?	Attorney Review	Attorney Review	Fees
092321-B	9/23/2021	Waiting on staff	N	Lane Diamond	Herrman & Herrman, P.L.L.C.	PD Investigation records for 202101880	N	N/A	N	\$0.00
092421-A	9/24/2021	11/18/2021	Y	Zena Esquivel	Thomas J Henry	Police investigation records for Rocio Diaz-Cervantes; Case number: 2021-03102	Y	Items listed in Transportaton Code, Sec. 550.065.(f)	N	\$0.00
102521-C	10/25/2021	11/15/2021	Y	Sarah Zaiontz	Tinsman & Sciano Attorn	Police report, BWC Video and EMS records	N	N/A	N	\$272.00
110321-B	11/3/2021	11/18/2021	Y	Darius Khosravian	DK Law	Investigation Items related to Case # 202103596	N	N/A	N	\$0.00
110521-A	11/5/2021	11/16/2021	Y	Sheneetra Scoggins	PZR	Building permits, code violations, CofO on 7210 Bandera Road	N	N/A	N	\$0.00
111521-B	11/15/2021	11/16/2021	Y	Phuong Nguyen	-	October Permit Report	N	N/A	N	\$0.00
111521-C	11/15/2021	Waiting on staff	N	Enrique Rojas	Thomas J Henry	Certified LVPD and LVFD records related to an incident that occurred on 4/21/2021	N/A	N/A	N/A	\$0.00
111721-A	11/17/2021	Waiting on staff	N	Danielle Buhlig	Gloval Zoning, LLC	Permits and violations related to 5601 Bandera	N/A	N/A	N/A	\$0.00
111721-B	11/17/2021	Waiting on staff	N	Det. Jessica Alovot	SAPD	Informaton on an SAPD applicant	N/A	N/A	N/A	
111821-A	11/18/2021	Waiting on staff	N	Matthew Hodde	-	List of current officers	N/A	N/A	N/A	\$0.00
112221-A	11/22/2021	Waiting on staff	N	Charles Haughan	-	Staff Credentials, certifications, etc.	N/A	N/A	N/A	\$0.00

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction ?	Attorney Review	Attorney Review	Fees
112221-B	11/22/2021	Waiting on staff	N	Alexander Quintanilla	Thomas J Henry	Information related to LVPD Case No. 202103942.	N/A	N/A	N/A	\$0.00
112221-C	11/22/2021	Waiting on staff	N	Jacob Wessels	-	Information related to a complaint.	N/A	N/A	N/A	\$0.00
112321-A	11/23/2021	Waiting on staff	N	Justin Pulliam	-	Paystubs, invoices, etc. related to K. Kuenstler	N/A	N/A	N/A	\$0.00
113021-A	11/30/2021	Waiting on staff	N	Justin Pulliam	-	EEOC information - J. Salvaggio	N/A	Y	N/A	\$0.00
113021-B	11/30/2021	Waiting on staff	N	Public Defender	Bexar County	Police Reports	N/A	N/A	N/A	\$0.00
113020-C	11/30/2021	Waiting on staff	N	Suma Sureshchandra	Building Hunter	November permit report	N/A	N/A	N/A	\$0.00

## PUBLIC WORKS

- The Crew repaired a curb on Sunlight and a sidewalk on Forest Dell.
- The Crew has started repairing the walking trail in Raymond Rimkus Park. They are also reconstructing the entrance to the park, at the entrance from the small parking lot, for ADA compliance.
- The water Crew is taking water samples.
- The Water Crew is getting quotes for well houses.
- The crew is getting ready for winter – purchasing transducers, master meter, heat tape, etc.
- The Crew is completing the construction of a detention pond in Old Mill Park. Once complete, hydromulch will be applied to seed the topsoil with grass.

## FIRE DEPARTMENT

- The Fire Department will be hosting FEMA Incident Command System 300 and 400 classes at the fire station in January. For further details regarding the class, please contact fire department administration.
- The E-One Bronto Aerial Apparatus is currently out of service due to damage sustained during repairs. Siddons Martin is currently investigating the cause of the incident and accepts responsibility for the damage. We will be working closely with them to get this unit back in service. The estimated downtime has been extended with an unknown downtime.
- The Fire Department is currently lacking 3 employees to maintain our minimum staffing.
- FEMA has opened the application process for the Assistance to Firefighters Grant Program (AFG). The Fire Department is looking forward to applying for this grant by asking for assistance with additional equipment and infrastructure to include Lexipol software, additional personnel and additional firefighting equipment.

- The Fire Department is continuing in the process of renewing our ISO rating the Insurance Services Office. We look forward to notifying the residents if our ISO rating will be improved.

### **City Secretary's Office**

- Worked with Public Works staff to get City Hall decorated for the Christmas Holiday outside and then decorated the Christmas tree and Council Chambers.
- Began preparing required postings and candidate packet for the May 07, 2022 General Election.
- Oversaw the testing of the smoke detection system at City Hall and LVPD - All systems passed.
- Ordered a new 76 x 36 outdoor bulletin board for required posting at City Hall - This is a budgeted expenditure

### **UPCOMING LIBRARY PROGRAMS**

- Crafting Party (All Ages Welcome) Sunday, December 3<sup>rd</sup> at 3:00 pm
- Polar Express with Special Guest: Thursday, December 16<sup>th</sup> at 6:30 pm
- Polar Express Movie: Monday, December 20<sup>th</sup> at 11:00 am
- Reading with Rudolph: Wednesday, December 22<sup>nd</sup> at 10:30 am
- Open Block Play: Thursday, December 23<sup>rd</sup> at 10:30 am
- Guest Storytimes: Wednesdays at 10:30 am
- Guest Storytimes: Thursdays at 10:30 am
- Yoga: Sundays at 3:00 pm
- Drum Circle: Cancelled for December
- School Age Crafts on Tuesdays at 4:30 pm
- Teen & Adult Craft 2nd Saturday of the month at 11:00 am

### **OTHER MEETINGS**

- Special City Council Meeting is scheduled for Wednesday December 8, 2021 at 6:00 p.m, in City Council Chambers.
- Next City Council Meeting will be Tuesday, December 21, 2021, at 6:00 pm, in Council Chambers.
- Planning and Zoning Commission Meeting will be scheduled for December 14, 2021, 2021, at 6:30 pm at City Hall.
- The Capital Facilities Oversight Committee will meet on January 6, 2021, at 6:30 pm, at the Conference Center.
- Friday, December 24, 2021 through Friday, December 31, 2021, City Offices and Municipal Court will be closed in observance of the Winter holidays (Christmas and New Year's).