



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** July 30, 2021  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Gilbert Perales, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

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**Community Center Remodel**

Project has been completed.

**Seneca West Drainage Project**

Engineering and design work continues on the Seneca West Drainage Project. The proposed alignment will be sent to the San Antonio River Authority (SARA) and the Corp of Engineers for their approval. The Texas Historical Commission has mandated that we obtain a Texas Antiquities Permit and perform archeological work in this area.

The 95% plans have been submitted to Bexar County for their review. Once completed, they will be sent to the San Antonio River Authority (SARA) for review and to request a Conditional Letter of Map Revision (CLOMR). The dates for the project bid may change, depending on how long it takes SARA to review the plans.

10/1/2020	7/16/2021	9/2021	10/2021
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction

**The Year 4 Street Maintenance Project**

This project includes portions of Forest Mill, Stirrup, High Stepper, Withers, Crownpiece, Trace Buckle, and Horsewhip. We will also be replacing water and sewer mains in this area. Bids were opened on June 2nd and the City Engineer is reviewing, then will make a recommendation. The Council postpone the first read on July 7, 2021. The item will go before City Council on July 20th. Once approved, we will meet with the contractor to determine the Notice to Proceed and get a project schedule. Due to Council tabling this item on July 6, 2021 the council BID award was moved from July 20, 2021 to August 3, 2021.

5/16/2021	6/2/2021	08/03/2021
Advertise	Close Advertisement	Present to Council for BID Award

**(MPO) Reimbursement Grant**

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. Persons are encouraged to go on the MPO’s website at [www.alamoareampo.org/YourMove/en/](http://www.alamoareampo.org/YourMove/en/) and vote for the trail.

4/1/2021	8/2021
Grant Due	Results Announced

**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**

The 30% plans for the portion of trail that will run adjacent to El Verde Road have been submitted for review by TxDOT. The Committee will meet this week to finalize plans for amenities along trail route.

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	90% plan submittal to TxDOT for review	TxDOT review committee meeting	100% plan submittal to TxDOT for review

**Community Development Block Grant (CDBG)**

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 City Council awarded the bid on July 7th and we will meet with the contractor to determine when to issue the Notice to Proceed.

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

08/16/2021
Construction Start Date

**Community Development Block Grant (CDBG)**

Staff has applied for another CDBG reimbursement grant from the County to replace water and sewer mains on the remaining portion of Blacksmith Drive in the Old Mill subdivision. Staff has learned that the request has been approved, but this still need to go before the County Commissioners for final approval. The award will be formally announced in August of this year. The project will start next January.

4/2021	8/2021	1/2022 – 9/2022
Grant Submitted	Results Announced	Contract Period and Construction

**City Hall Annex**

The Crew is waiting on delivery of the countertops. Once installed the building will be turned over to City Administration.

**Revise EDCAC Resolution /By Laws**

06/7/2021	06/14/2021	07/19/2021	09/2021
Direction to update	Discussion for EDCAC	Present a draft to EDCAC	Present to Council

**FEMA Grant for Storm Uri**

05/19/2021	06/15/2021	08/2021
Capture Losses and apply for grant	Submit detail and backup information and present update to council	Receive proposed funding

**Contract Management Program**

2018	04/29/2020	05/02/2020	02/23/2021	08/31/2021
Tasked to Inventory Contracts	Completed and Provided to CM	CM Emailed Staff of their Roles	CS Emailed Staff of Upcoming Expirations	Present Final Draft Contract Management Program to CM

Contract Management – This project began some time ago with an inventory of all of the contracts and agreements that could be located within the City. The end goal would be to have an active list of contracts that would be monitored as far as expiration dates go. Directors would be notified when expiration dates were approaching. I am using the State of Texas Procurement and Contract Management Guide as well as input from other city secretaries to see what best practice would suit Leon Valley.

**Record Inventory**

04/16/2021	05/01/2021	10/01/2021	11/01/2021
Start Review of Inventoried items	Add City Council Items to the Inventory & Prepare for Storage	Present Updated Inventory to the Records Management Committee	Final Completion

We are going through some of the boxes that were sent to Safesite from the old record storage building to add detail description to the inventory v just a department name. Also, double checking retention periods that were initially placed on the inventory list against what Council adopted in 2020. At the same time, we are adding records from the city secretary’s office to storage while also updating the current ordinance inventory sheet, creating a resolution inventory sheet and placing them on the website, and scanning all of these into the minutes and ordinance books.

**Resolutions Posted to City Website**

November 2020	April 2021	05/28/2021	Completion 09/01/2021
Posting adopted resolutions on the City’s website.	Began preparing records for storage. Resolutions will be inventoried and consolidated by year and then placed online.	All 2021 resolutions were submitted for posting to the website on the city secretary tab.	Will have all resolutions posted for the last eight years by this date.  Each resolution will be posted here as it is adopted moving forward.

Resolutions Posted to Website – This project began when Councilor Stevens asked why the resolutions were not on the website. The City of Leon Valley had never posted them to the website before but it seemed like a good idea. Instead of just placing them online though, it seemed like a great opportunity to inventory them and track some board/commission appointments while doing so.

## New Certificates of Occupancy

Address	Business name
5409 Bandera Rd, St. 210	AVP Marketing
5309 Wurzbach Rd	Greater SA House Calls
5504 Bandera Rd, St. 307	Gas Junkie Garage
5309 Wurzbach Rd, St. 106	Local Sweetlife, LLC
5405 Bandera Rd, St.129	South Texas Siding, INC
5417 Bandera Rd, St. 607	Restoration Church
5504 Bandera Rd, St. 706	Sunstorm Vans

## Planning and Zoning Commission Business

		7/28/2021	7/14/2021	6/30/2021	6/9/2021	5/26/2021
<b>P&amp;Z COMMISSION BUSINESS</b>	<b>DESCRIPTION</b>					
Grissom & Poss Road (Self-Storage - Hank Daughtry)	Zone Change		Denied 07/13/21	Schd. 07/13/21		
6800 Evers Road (St. John Baptist Church)	Zone Change		On Hold	On Hold	Schd. 07/13/21	
6800 Evers Road (St. John Baptist Church)	Specific Use Permit		On Hold	On Hold	Schd. 07/13/21	
7007 Bandera Road Ste. 14-I Love Churros (Outside Dining)	Specific Use Permit	Approved 07/27/21		Schd. 07/27/21	TBD	Schd. 06/08/21
7710 Stebbins (Temp RV)	Specific Use Permit					Approved 05/05/21
6758 Poss Road (Townhouse)	Zone Change					Discussed 05/25/21

## BOA Business

5420 Grissom (Uhaul)	Multiple Variances	Schd. 06/24/21	Schd. 06/17/21
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## P & Z Council Items

		7/28/2021	7/14/2021	6/30/2021	6/9/2021
<b>CITY COUNCIL BUSINESS</b>					
7007 Bandera Road Ste. 14 (Outside Dining)	Specific Use Permit	Schd. 08/17/21 1st Read			
5 Acres at Grissom & Poss Road (Self-Storage - Hank Daughtry)	Zone Change		Schd. 07/20/21 1st Read		
6800 Evers Road (Church)	Zone Change		TBD	TBD	TBD
6800 Evers Road (Church)	Specific Use Permit		TBD	TBD	TBD
Chapter 15, Zoning Code (Short-Term Rentals)	Code Amendment	Schd. 08/03/21	Schd. 07/20/21	Schd. 07/20/21	Schd. 07/07/21
Chapter 15, Zoning Code (Cert. of Occ. Req's.)	Code Amendment	Schd. 08/03/21	Schd. 07/20/21	Schd. 07/20/21	Schd. 07/07/21
Chapter 4, Business Regs. (Mobile Food Vendors)	Code Amendment		Schd. 07/20/21	Schd. 07/07/21	Schd. 06/15/21
Chapter 15, Zoning Code (Accessory Buildings in R-1)	Code Amendment	Schd. 08/03/21	Schd. 07/20/21	Schd. 06/15/21	Schd. 06/15/21
Chapter 15, Zoning Code (Churches)	Code Amendment		Schd. 07/20/21	Schd. 06/15/21	Schd. 06/15/21
Chapter 3, Building Code (Fence Heights/Special Exc.)	Code Amendment	Schd. 08/03/21	Schd. 08/03/21	Schd. 06/15/21	Schd. 06/15/21
Chapter 3, Building Code (Sign Code)	Code Amendment		TBD	Schd. 06/15/21	Schd. 06/15/21
6703 Forest Haven (Fence Variance)	Resolution			Approved 06/15/21	Schd. 06/15/21
NWLL Sign Agreement	Resolution	Schd. 08/03/21	Schd. 08/03/21	Schd. 06/15/21	Schd. 06/15/21
7710 Stebbins (Temp RV)	Specific Use Permit		Approved 07/07/21	Schd. 06/15/21	Schd. 06/15/21
4700 Timco W, Ste. 105 (Brewery)	Specific Use Permit		Approved 07/07/21	Schd. 06/15/21	Schd. 06/15/21
5902 Bandera Road (PC King Food Truck)	Specific Use Permit		Approved 07/07/21	Schd. 06/15/21	Schd. 06/15/21

## Open Records Request

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Released Method/Notes:	Fees
071421-A	07/14/21	COMPLETE	07/22/21	John E. Cook	Nova Group, GBC	Records to conduct a Environmental Site Assessment: Sierra Royale Apartments located at 6300 Marielyne Street	Emailed 7-22-2021	\$ -
071521-A	07/15/21	COMPLETE	07/26/21	Lorri Lynch	Zoning-Info	Certificate of occupancy, violations, site plans, variances, ordinances, special permits, conditional/special use for 6300 Rue Marielyne Street	Emailed Christina to follow up on request 7-22-2021 Received USB with informaiton from Christina G. 7-26-2021 Emailed 7-26-2021	
071821-A	07/18/21	COMPLETE	07/19/21	Michele Mandell	District Investments LLC	PID-Public Improvement District	Emailed 7-19-2021, No records	\$ -
071921-A	07/19/21	Waiting on staff	-	Shannon Noling	Melendez Law Firm, PLLC	PD Records for Case No. 202102427	Advised the requestor that per Fire Chief, a medical release form is needed prior to any medical records release 7-20-2021 Waiting on Kasey or Christina M. for PD Report and until then I will generate the invoice to include BWC Video fee, certified reports fee, and PD Report fee. 7-20-2021	
071921-B	07/19/21	COMPLETE	07/19/21	Tina Kulvete	Waste Management	Tiger Sanitation Contract	Emailed 7-19-2021	\$ -
072021-A	07/20/21	COMPLETE	07/21/21	Devin "Buck" Benson	Barton Benson Jones PLLC	Copy of agreement for provision of wastewater service b, saws for city of Leon Valley	Emailed 7-21-2021	\$ -
072021-B	07/20/21	COMPLETE	07/20/21	Det. Dennis Coburn #2249	San Antonio Police Department- Applicant Processing Unit	San Antonio Police Applicant Virginia Gonzalez-DL History page for traffic ticket	Emailed 7-20-2021	\$ -
072121-A	07/21/21	COMPLETE	07/27/21	Sara Dunlap	Pape-Dawson Engineers, Inc	Shp, gdb, dwg and dgn files for stormwaterm wastewater and water utilitites with all attributes (diameter, length, status, install date, type, etc) and also including appurtenance date (manholes, fittings, valves, hydrants, drains) and their attributes.	Emailed a clarification notice 7-21-2021 Sent ORR to staff 7-21-2021 Emailed 7-27-2021	\$ -
072221-A	07/22/21	Waiting on requestor for clarification 61-exp day: 9-21-2021	-	Ellen V. Jimenez	-	List of water shut off within the last 2 years and still have their water shut off at this time.	Sent a clarification email advising that per the AG Ruling the city may withhold residential addresses for water shut offs. Asked if she would like the names only? 7-22-2021	
072221-B	07/22/21	COMPLETE	07/26/21	Detective Jessica Aelvoet #2016	San Antonio Police Department- Applicant Processing Detail	Records for background investigation on SAPD Police Applicant Ryan Rivera	Emailed 7-26-2021	\$ -
072221-C	07/22/21	Waiting on staff	-	Robbin Thorpe	McLane Advisors	All COLV Public employee name, department and date of hire		

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Released Method/Notes:	Fees
072321-A	07/23/21	COMPLETE	07/26/21	Stephanie Schreiner	American Transparency	Electronic copy of all payment transactions for fiscal year 2020	Emailed 7-26-2021	\$ -
072321-B	07/23/21	Waiting on staff	-	Christopher Harris	Davis Law Firm	Body worn camera video 202102421	Requestor accepted charges, asked Joel to proceed with the video 7-27-2021	\$30.00
072321-C	07/23/21	Waiting on staff	-	CeTericca LeJeune	-	Accident Report		
072721-A	07/27/21	Waiting on staff	-	Vianney Caraveo	The Carlson Law Firm	Records from Fire & PD: Jesus Fabriel Perez Duenas		
072721-B	07/27/21	Waiting on staff	-	Lauren Harless	Lauren Harless Consulting LLC	Documents for 6300 Rue Marielyne St San Antonio, TX 78238 for a property assessment.		

### OTHER

- Constructing a basketball court at The Ridge at Leon Valley Park. The first section has been poured. Forming on the second half has been delayed due to rain and flood cleanup. This project will resume on Monday, August 9, 2021.
- Crew began repairing a cul de sac on Wagon Spoke, with an asphalt repair.
- Crew completed a repair on a section near the Huebner Rd. bridge, and poured with concrete. The damage was caused by scouring due to the recent flooding.
- Crew completed and trimming Bandera Rd. Mowing ROW on Samaritan/Aids, Timberhill drainage, Evers Rd., and both swimming pools this week.
- Crew completed the sewer main replacement behind Stirrup Lane.
- Finalizing Lead and Copper sampling with the TCEQ, and preparing to deliver sample bottles, and instructions to residents on the sampling plan. We plan to begin handing out bottles next week. The samples are due September 1, 2021.
- City Secretary's Office certified a "petition" that was submitted by Cindy Henley on July 19, 2021 in regards to the Hike & Bike Trail. The "petition" was declared "DEFECTIVE". Ms. Henley was notified the same day.
- The fire department perimeter fencing is being installed. This was not previously installed due to the LC-17 project.
- The Fire Department hosted an Advanced Cardiac Life Support training class for a small group of University Health System nurses.
- MIH is currently developing a fall prevention program with the cooperation of STRAC to meet the needs of our residents.
- Barring any unforeseen delays Cha Cha's Café New Gen is scheduled for a soft-opening Monday, August 2<sup>nd</sup>, 2021.
- TML Risk Adjusters are scheduled to be here on the week of August 9<sup>th</sup> to assess damages to City facilities associated with the July 6 flood.

### UPCOMING LIBRARY PROGRAMS

**LEGOS on Fridays at 11:30am**  
July 30<sup>th</sup> Lizards

**Teen & Adult Crafts on Saturdays at 11:30**

July 31<sup>st</sup> DIY Clay Charm

**OTHER MEETINGS**

- Park Commission meeting will be scheduled for August 12, 2021, at 7: 00 p.m. at the Leon Valley Conference Center
- Next City Council Meeting will be Tuesday, August 17, 2021, at 5:30 PM, in Council Chambers.
- Planning and Zoning Commission Meeting will be scheduled for August 24, 2021, at 6:30 p.m. at City Hall
- The Capital Facilities Oversight Committee will meet on August 23, 2021 at 6:30 pm, at the Leon Valley Conference Center.
- Wednesday, August 04, 2021, at 12:00 PM, Monthly Siren Testing (weather permitting).
- Saturday, October 30, 2021, City-Wide Garage Sale (more details to come).