



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

**DATE:** August 16, 2021  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Gilbert Perales, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

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**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, Whithers, Crownpiece, Trace Buckle, and Horsewhip. We will also be replacing water and sewer mains in this area. Bids were opened on June 2 and the City Engineer is reviewing, they will make a recommendation. The Council postpone the first read on July 7, 2021. The item will go before City Council on July 20. 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. Council once again tabled this item and the date changed from August 3, 2021, to August 17, 2021

5/16/2021	6/2/2021	08/17/2021
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.

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 60% plans for the portion of the 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 the 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)- 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 City Council awarded the bid on July 7 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

8/16/21	8/26/21	10/3/21	11/1/21	11/8/21
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

**City Hall Annex**

This week the crew is cleaning up the outside areas and will turn it 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	6/21/2021	07/01/2021	10/01/2021	11/01/2021
Start Review of Inventoried items	Add City Council Items to the Inventory & Prepare for Storage	Staff continues to review and update the inventory list	Ana Federico is reviewing boxes for accuracy in logged items and retention periods	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, Proclamations, Certificates Posted to City Website**

November 2020	April 2021	05/28/2021	07/26/2021	Completion 09/01/2021
Posting adopted resolutions on the City’s website – Requested by Councilor Stevens and a couple citizens.	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.	Posted all 2013, 2014, and 2015 Resolutions on the website	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.  <a href="http://www.leonvalleytexas.gov/departments/city_council/government/resolutions.php">http://www.leonvalleytexas.gov/departments/city_council/government/resolutions.php</a>

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.

**Planning and Zoning Commission Business**

<b>P&amp;Z COMMISSION BUSINESS</b>	<b>DESCRIPTION</b>	<b>DATE</b>
6320 Bandera (San Antonio Aquarium)	Specific Use Permit	Schd. 09/14/21
6503 Bandera (Food Truck)	Specific Use Permit	Schd. 08/24/21
5314 Blackberry (B-2 to R-1)	Zone Change	Schd. 08/24/21
5716 Bandera (Hookah Lounge)	Specific Use Permit	Schd. 08/24/21
6228 Bandera (Firearms Sales)	Specific Use Permit	Schd. 09/14/21

**BOA Business**

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

<b>CITY COUNCIL BUSINESS</b>	<b>DESCRIPTION</b>	<b>DATE</b>	<b>7/28/2021</b>	<b>7/14/2021</b>	<b>6/30/2021</b>	<b>6/9/2021</b>
7007 Bandera Road Ste. 14 (Outside Dining)	Specific Use Permit	Schd. 08/17/21 (2nd Read)	Schd. 08/17/21 1st Read			
5 Acres at Grissom & Poss Road (Self-Storage - Hank Daughtry)	Zone Change	Approved 08/03/21		Schd. 07/20/21 1st Read		
6800 Evers Road (Church)	Zone Change	TBD		TBD	TBD	TBD
6800 Evers Road (Church)	Specific Use Permit	TBD		TBD	TBD	TBD
Chapter 15, Zoning Code (Short-Term Rentals)	Code Amendment	Schd. 08/17/21 (2nd Read)	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. 08/17/21 (2nd Read)	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	Approved 08/03/21	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. 09/03/21	Schd. 08/03/21	Schd. 08/03/21	Schd. 06/15/21	Schd. 06/15/21

## OPEN RECORDS REQUESTS

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Released Method/Notes:
072821-A	07/28/21	COMPLETE	07/29/21	Betty Joyce Clemons	-	Fire Report demonstrating that the Fire Department went to her house 5622 Evers Rd.	The Fire Chief needs the date of service to look for records. Called and emailed requestor and left voicemail 7-28 and 7-
072821-B	07/28/21	COMPLETE	07/29/21	Joy Juderial	ATS Capital	A list of all fire damaged residential properties from January to June 2021	Emailed 7-29-2021
073021-A	07/30/21	Waiting on staff	-	Aira Jackson	The Blue Book Building and Construction Network	7007 Bandera Road Restaurant: Contact Information/Application Form or Site Plans regarding project. Architect's contact information and Engineer's Company name and contact information (email and phone number).	
080221-A	08/02/21	COMPLETE	08/03/21	Suma Sureshchandra	Building Hunter Research Team	Building Permits Issued from July 1, 2021 through July 31, 2021	Emailed 8-3-2021
080221-B	08/02/21	COMPLETE	08/02/21	Annie Judith. J	-	Monthly Issued Building Permit Report (July 2021)	Emailed 8-2-2021
080221-C	08/02/21	COMPLETE	08/03/21	-	-	All correspondence from acting City Manager Crystal Caldera to ex Police Chief Salvaggio concerning his continuing employment or firing from the time Crystal was appointed Acting City Manager to the time Salvaggio was either fired or resigned and any original correspondence or responses from Salvaggio regarding same matter.	Emailed 8-3-2021
080221-D	08/02/21	Waiting on staff	-	Morgan Guthier	PARTNER ENGINEERING AND SCIENCE, INC.	RE: 5612 Bandera Road Copies of any Certificate(s) of Occupancy on file (and if not on file, does this present a code compliance issue?), copies of any Approved Site Plans on file, and information on any open building code or zoning violations.	
080221-E	08/02/21	COMPLETE	08/03/21	Christopher Tureaud	Information Discovery Services	Record of contacts between applicant and your department regarding Flowers, RaShon Terries B/M DOB [REDACTED] OR responses to this residence involving him: 5320 Cilantro Place, Leon Valley, TX	Emailed 8-5-2021
080221-F	08/02/21	COMPLETE	08/03/21	Morgan Guthier	PARTNER ENGINEERING AND SCIENCE, INC.	RE: 5612 Bandera Road Open Fire Code Violations/Notices of violation Current notices to comply (NTCs)	Emailed 8-3-2021
080321-A	08/03/21	Waiting on staff	-	-	-	All correspondence, emails, memos to and from Acting City Manager Caldera and Mr. Gonzalez concerning his future and actual hiring/ promotion / offer of job to Police Chief and acceptance of hiring / promotion / appointment to Police Chief.	
080321-B	08/03/21	Waiting on staff	-	Carole Bartholomew	Building Permit & Pool Information Service	Issued permit report for July 2021 for residential and swimming pools with contractor, job address, value, sq ft and issue date.	
080521-A	08/05/21	Waiting on staff	-	Sam Pobee	Construction Monitor	All types of Commercial & Residential Building Permits for July 2021.	
081021-A	08/10/21	Waiting on staff	-	Don Ridenour		Copy of all of the documents and communications referenced below, for the time period November 1, 2017 to the present: 1. All communications (including letters, emails and texts) to/from/between any employee, agent or representative of the City of Leon Valley and Ted Kamel (Senior Vice President, Azavar Government Solutions). 2. All communications (including letters, emails and texts) to/from/between any employee, agent or representative of the City of Leon Valley and Jason Perry (President, Azavar Government Solutions). 3. All communications (including letters, emails and texts) to/from/between any employee, agent or representative of the City of Leon Valley and Kandi Brem (Brem Bookkeeping Services; Azavar contractor). 4. All communications (including letters, emails and texts) to/from/between any employee, agent or representative of the City of Leon Valley and Scott Shamburg (Vice President, Azavar Government Solutions). 5. All contracts (drafts, as well as executed copies) entered in to between the City of Leon Valley and (i) Azavar Government Solutions, Inc., (ii) Azavar Technologies Corporation, (iii)	

## 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 should be completed on August 20, 2021.
- The Crew is repairing walking trail in Raymond Rimkus Park.
- The Crew repaired potholes on Poss Road.
- The Crew will be removing old flood damaged fall zone materials and replacing with new materials at both playgrounds in Raymond Rimkus Park.
- The Crew will be mowing the Huebner-Onion Homestead, Wurzbach Road easements, The Ridge at Leon Valley Park, and Samaritan Road property this week.
- The water Crew will be running a sewer camera at 6811 Bandera Road to see if the sewer lateral is broken.
- The City Secretary's Office completed the cost comparison of various providers for services such as agenda and minutes, website design, permit software, and codification. Held a Zoom meeting for directors and city managers to hear presentations from Municode, JustFOIA, and MyGov. A spreadsheet with cost comparisons was provided to city managers for review.
- The Fire Department along with the Special Events Coordinator are conducting a back-to-school supply drive. Donations will be accepted from August 2 through August 20. School items can be dropped off at City Hall or the Library. Look for the large yellow trash cans located in front of the facility.
- The Fire Department has ordered additional Single Use Disposal System (pill mail in disposal bags) for additional locations in the city. There is currently one location at the Fire Department and it can be accessed 24 hours a day 7 days a week. City, Community Center, and the Library will have this system installed.
- The Fire Department received a spot inspection from the Department of Health and Human Services concern our EMS services and medical supplies. After the inspection was completed, we received a 100% passing score with no deficiencies noted.
- The Fire Department is currently enforcing a hazardous condition located at 5650 Grissom Rd, the Finley Apartments. The emergency escape access for multiple buildings has been deemed unsafe by a third part engineer. The Fire Department is working with the property owner to mitigate the current condition.
- The Fire Department is currently attempting to enforce fire code violations at 2 apartment complexes 6300 Rue Marilyne and 5622 Evers Rd. These complexes have created potentially unsafe environments due to the lack of maintenance to their properties.
- The Fire Department is now using a digital reporting application (Pulsara) to contact local Hospitals prior to EMS arrival. This application will give hospitals advanced notice of what type of patient is being brought to the hospital.
- MIH recently attended a STRAC Fall Workshop. This class will allow the MIH to identify fall hazards. It is his intention to put on classes for retirement centers.

- MIH attended a monthly meeting with other local jurisdiction's MIH's to get an update on all participating agency's progress with their MIH programs.

### **UPCOMING LIBRARY PROGRAMS**

#### Ongoing Programs

- Storytime & Activities: Wednesday & Thursdays at 10:30 am
- School Age Crafts: Tuesdays at 4:30 pm
  - August 21st: Snails
  - August 31st: Spinner
- Special & Monthly Events
  - Brick Play August 20th at 11 am
  - Perler Beads August 20th at 2 pm
  - Family Craft: Finger Puppet Origami August 21st at 11:30 am
  - Community Coffee August 27th at 10 am
  - Book to Netflix Book Club August 28th at 11 am
  - Block Party August 30th at 10:30 am
- Upcoming Library Community Events
  - Halloween Event October 30<sup>th</sup>
  - Breakfast with Santa December 4th

### **OTHER MEETINGS**

- The Capital Facilities Oversight Committee will meet on August 23, 2021 at the Conference Center, at 6:30 pm.
- Next City Council Meeting will be Tuesday, September 7, 2021, at 6:00 PM, in Council Chambers.
- Planning and Zoning Commission Meeting will be scheduled for August 24, 2021, at 6:30 p.m. at City Hall
- Tuesday, October 5, 2021 – National Night Out
- Saturday, October 30, 2021, is the Arbor Day - Tree Adoption Event – Outside Community Center 9:00 a.m
- Saturday, October 30, 2021, Northwest Seniors Trash & Treasure Event, at the Leon Valley Community Center.
- Saturday, October 30, 2021, City-Wide Garage Sale (more details to come).