



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: September 20, 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 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 |

Year 4 Street Maintenance Project

This project includes portions of Forest Mill, Stirrup, High Stepper, Withers, Crownpiece, Trace Buckle, Poss, and Horsewhip. We will also be replacing water and sewer mains in this area and restriping streets in other areas. The contractor will start the project this week.

| | | | |
|------------------|---------------------|---|--|
| 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 |
| 8/17/21 | 9/13/25/21 | 12/12/21 | 1/11/22 |
| Council Approval | 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 |
| 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 Section I

The 60% plans for the portion of the trail that will run adjacent to El Verde Road have been submitted for review by TxDOT.

| | | | | |
|---|--------------------------------|--|--------------------------------|---|
| 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 contractor is making good progress.

| | | | |
|----------------|-------------------|------------|---------------------------------------|
| 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 |

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 |

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 detailed 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 |
|--|---|--|---|---|
| <p>Posting adopted resolutions on the City’s website – Requested by Councilor Stevens and a couple citizens.</p> | <p>Began preparing records for storage.</p> <p>Resolutions will be inventoried and consolidated by year and then placed online.</p> | <p>All 2021 resolutions were submitted for posting to the website on the city secretary tab.</p> | <p>Posted all 2013, 2014, and 2015 Resolutions on the website</p> | <p>Will have all resolutions posted for the last eight years by this date.</p> <p>Each resolution will be posted here as it is adopted moving forward.</p> <p>http://www.leonvalleytexas.gov/departments/city_council/government/resolutions.php</p> |

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

| P&Z COMMISSION BUSINESS | DESCRIPTION | DATE |
|---|---------------------|--------------------------|
| 6959 Bandera (Remove SO) | Zone Change | Schd. 09/28/21 |
| 6320 Bandera (San Antonio Aquarium) | Specific Use Permit | On Hold |
| 6503 Bandera (Food Truck) | Specific Use Permit | |
| 5314 Blackberry (B-2 to R-1) | Zone Change | Tbld. 09/14 Rschd. 09/28 |
| 5716 Bandera (Hookah Lounge) | Specific Use Permit | Tbld. 09/14 Rschd. 09/28 |
| 6228 Bandera (Firearms Sales) | Specific Use Permit | Approved 09/14/21 |
| 6800 Evers Road (St. John Baptist Church) | Zone Change | Schd. 09/28/21 |
| 6800 Evers Road (St. John Baptist Church) | Specific Use Permit | Schd. 09/28/21 |
| 6758 Poss Road (Townhouse) | Zone Change | Denied 09/14/21 |
| 7728 Bandera Road (Multi-Family) | Zone Change | Schd. 09/28/21 |

P & Z Council Items

| CITY COUNCIL BUSINESS | DESCRIPTION | DATE |
|--|---------------------|---------------------------|
| 6758 Poss Road (Townhouse) | Zone Change | Schd. 09/21/21 (1st Read) |
| 6228 Bandera (Firearms Sales) | Specific Use Permit | Schd. 10/06/21 (1st Read) |
| 6503 Bandera (Food Truck) | Specific Use Permit | Schd. 09/21/21 (1st Read) |
| 7007 Bandera Road Ste. 14 (Outside Dining) | Specific Use Permit | Schd. 09/07/21 (2nd Read) |
| 6800 Evers Road (Church) | Zone Change | TBD |
| 6800 Evers Road (Church) | Specific Use Permit | TBD |
| NWLL Sign Agreement | Resolution | 9/21/2021 |

Certificate of Occupancies

| CO's Issued (New Businesses) | DESCRIPTION |
|-------------------------------------|-----------------------------|
| 6417 Evers Rd | New Gen Café |
| 7007 Bandera Rd, Ste 14 | I Love Churros (expansion) |
| 5712 Wurzbach Road | 1st Choice Int. Supermarket |
| 5504 Bandera Rd. Ste. 616 | S.C. Custom Airbrush |

POLICE DEPARTMENT

Data included in City's Website: <http://leonvalleytexas.gov/CM%20Report%208-16-2021.pdf>

Open Records Request

| Request Number | Date Received | Status | Date Released | Requester Name | Organization | Description of Request | Redaction ? | Reason For Redaction | City Attorney Legal | City Attorney Review | Attorney General Legal | Fees |
|----------------|---------------|---------------------------------------|---------------|----------------------------|--|--|-------------|----------------------|---------------------|----------------------|------------------------|---------|
| 090121-A | 9/1/2021 | COMPLETE | 09/14/21 | Annie Judith. J | Construction | Building permits August 2021 | N | - | N | \$ - | N | \$ - |
| 090221-A | 9/2/2021 | Waiting on AG Ruling as of 09-08-2021 | - | Mayor Chris Riley | COLV | Copies of what get's released to ORR # 083121-B | | | | | Y | |
| 090321-A | 9/3/2021 | COMPLETE | 09/14/21 | Michael C Mccoy | - | Last health inspection for Subway (Triple M Industries Inc) at 7015 Bandera Rd Ste 15 | N | - | N | \$ - | N | \$ - |
| 090321-B | 9/3/2021 | COMPLETE | 09/14/21 | Dave Taylor/Robin Davis | HBW Inc | Building permits issued in the month of August 2021 | N | - | N | \$ - | N | \$ - |
| 090321-C | 9/3/2021 | COMPLETE | 09/09/21 | Sam Pobece | Construction Monitor | Commercial & Residential Building Permits for August 2021 | N | - | N | \$ - | N | \$ - |
| 090321-D | 9/3/2021 | Waiting on staff | - | Antonia "Tonia" Johnson | LexisNexis Risk Solutions | Traffic data from 08/01/2021 – 08/31/2021. | | | | | | |
| 090321-E | 9/3/2021 | COMPLETE | 09/09/21 | Carole Bartholomew | Building Permit & Pool Information Service | Issued residential and swimming pool permits in August 2021 | N | - | N | \$ - | N | \$ - |
| 090621-A | 9/6/2021 | COMPLETE | 09/14/21 | Suma Sureshchandra | Building Hunter Research Team | Building Permits Issued from August 1 , 2021 through August 31, 2021 | N | - | N | \$ - | N | \$ - |
| 090721-A | 9/7/2021 | Waiting on requestor | - | Richard B. Ruiz | - | Medical Records | | | | | | \$ 0.50 |
| 090721-B | 9/7/2021 | Waiting on AG Ruling as of 09-13-2021 | - | LexisNexis | LexisNexis | Report Case 202102876 | Y | DOB | N | \$ - | Y | |
| 090821-A | 9/8/2021 | Waiting on AG Ruling as of 09-08-2021 | - | Evan Bohl | - | Requesting the Investigative Report from the Texas AG's Office regarding Current Councilmembers. | | | | | Y | |
| 090821-B | 9/8/2021 | Waiting on AG Ruling as of 07-29-2021 | - | Josefa English | ISG | PD investigation -investigative/recon report, body cam/ dash cam footage relating to police report #202102478 | Y | DOB | N | \$ - | Y | |
| 090821-C | 9/8/2021 | Waiting on requestor | - | Melia Peters | Thomas J Henry | PD Reports and Videos Thomas Bomhack Case Number 202102471 | | | | | | \$61.10 |
| 090921-A | 9/9/2021 | Waiting on staff | - | Saundra Passailaigue | - | Saundra Passailaigue's personnel file from front and back to include any and all documents to include PAR's. notes, disciplinary actions, performance evaluations, etc. Request a copy of everything HR has on Saundra from hire date to present. | | | | | | |
| 091421-A | 9/14/2021 | Waiting on staff | - | Dr. Catherine R. Rodriguez | - | A request of the official report from the Badge System showing all of Part 1 and Part 2 crimes in Leon Valley for the Fiscal Years 2018, 2019, 2020, and 2021. A request of a roster documentation showing the name of each officer employed in Leon Valley to include all FULL TIME OFFICERS, RESERVE OFFICERS, WARRANT OFFICERS, CODE ENFORCEMENT OFFICERS AND ANIMAL CONTROL OFFICERS on March 1, 2021 and subsequently on September 13, 2021. | | | | | | |
| 091421-B | 9/14/2021 | Waiting on staff | - | Reyna Jasso | Law Office of Domingo Garcia, P.C. | Incident Report for Client Lisa Munster | | | | | | |

PUBLIC WORKS

- The Crew repaired one side of the roadway on El Verde Road and will start on the other side this week.
- The Crew installed a new diving board at the Forest Oaks pool.
- The Crew will be installing a detention pond in Old Mill Park.
- The Crew will be mowing in Mow Zone 1 (Evers and Huebner Roads).
- We are obtaining quotes for repairing the Conference Center exterior wall.
- The Crew is planting ground cover and xeriscape plants at the Peachtree Park and at the Raymond Rimkus Park monument.
- The Water Crew is assisting with the Settler's Ridge utility replacement project.
- We received lead and copper testing – levels found to be within an acceptable range. We will be delivering notices to the residents.
- The Crew is performing locates for Google Fiber city-wide – this will take some time

FIRE DEPARTMENT

- The Fire Department participated in September 11th remembrance ceremony sponsored by John Marshal High School.
- The Fire Department attended the September 11th ceremony held by the American Legion and Veterans Park.
- HEB, Mr. Farell, and multiple other families donated food and goodies to the Fire Department on September 11th . We appreciate all the kind gestures from the public.
- The Fire Department still has plenty of fans from project cool. If there are any families in need, please contact the Fire Department.
- The Fire Departments Engine apparatus has been out of service due to Deisel Exhaust Fluid issues. This apparatus will be out of service indefinitely.
- The Fire Departments Medic 159 C will be in the shop for approximately three weeks due to the onboard generator failing. This repair will be covered under warranty.
- The Fire Department will be performing fire hydrant inspections during the month of September.
- The Fire Department is currently having extensive plumbing inspections completed on the fire department building due to foundation issues.
- The Fire Department is starting to schedule CPR/stop the bleed classes for all city staff. We will be offering these classes to the public in 2022.

CITY SECRETARY

- Researched new TABC laws and how other cities are processing
- Preparing to take the Public Information Request portion of my duties back as Ms. Federico goes back to the Planning & Zoning Department.

UPCOMING LIBRARY PROGRAMS

- Storytimes & Activities every Wednesday & Thursday at 10:30 am
- 21 September at 4:30 pm: Corner Bookmark | School Age Craft
- 24 September at 10:00 am: Community Coffee
- 25 September at 11:00 am: *The Last Kingdom* by Bernard Cornwell | Book to Netflix Book Club
- 02 October at 9:30 am: Friends of the Library Book Sale
- 30 October 10 am – 2 pm: Halloween Party
- 31 October at 2:30 pm: Escape Room

OTHER MEETINGS

- Next City Council Meeting will be Tuesday, October 19, 2021, at 6:00 pm, in Council Chambers.
- Planning and Zoning Commission Meeting will be scheduled for September 14, 2021, at 6:30 pm at City Hall.
- The Capital Facilities Oversight Committee will meet on September 27th, at 6:30 pm, at the Conference Center.
- Tuesday, October 05, 2021, Texas National Night Out. (The Regular City Council Meeting has been cancelled)
- Saturday, October 30, 2021, at 9:00 am, Arbor Day-Tree Adoption Event, outside at the Leon Valley Community Center.
- Saturday, October 30, 2021, Northwest Seniors Trash & Treasure Event, from 9:00 am until 2:00 pm, at the Leon Valley Community Center.
- Saturday, October 30, 2021, City-Wide Garage Sale (more details to come).
- Saturday, October 30, 2021, from 10:00 am to 12:00 pm, The Library's Annual Halloween Party, at the Leon Valley Public Library.