



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: November 15, 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. We will also be replacing water and sewer mains in this area and restriping streets in other areas. The contractor has begun the work.

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.

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	10/2021	12/2021
Direction to update	Discussion for EDCAC	Present a draft to EDCAC	The committee 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.

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. 12/07	Schd. 11/23	On Hold	
6700-6820 Huebner (Remove SO)	Zone Change	On Hold			
6812 Bandera (Remove SO)	Zone Change	On Hold	On Hold	On Hold	
6526 Bandera (Outside Dining)	Specific Use Permit			Approved 10/12/21	
6959 Bandera (Remove SO)	Zone Change	On Hold	On Hold	Tbld. 09/28/21	Schd. 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	Schd. 11/23	Schd. 11/23	Denied 09/28/21	Schd. 09/28/21
6800 Evers Road (St. John Baptist Church)	Specific Use Permit	Schd. 11/23	Schd. 11/23	Tbld. 09/28/21	Schd. 09/28/21

PENDING CODE AMENDMENTS TO P&Z	DESCRIPTION	DATES		
Remove Sign Regulations from SO District	Zoning Code	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	Tbld. 10/26	Schd. 10/26/21
Additional SO Amendments TBD	Zone Change	Schd. 12/14/21	Schd. 11/9/21	Schd. 10/26/21
Carports within the front yard setback	Zone Change	Schd. 12/14/21	Schd. 11/9/21	Schd. 11/9/21
Amendment Pursuant to HB 1475	Zone Change	Schd. 12/14/21	Schd. 11/9/21	Schd. 11/9/21
Remove SUP Requirements for Food Trucks	Zone Change	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	DATE		
Remove Sign Regulations from SO District	Zoning Code	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	Tbld. 10/26	Schd. 10/26/21
Special Exception Processes & EZ Permit for 8' Fences	Code Amendment	Schd. 11/16/21	Schd. 11/9/21	Schd. 11/9/21
6526 Bandera (Outside Dining)	Specific Use Permit	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)
5716 Bandera (Hookah Lounge)	Specific Use Permit	Approved 11/02/21	Schd. 11/2/21 (2nd Read)	Schd. 10/19/21 (1st Read)
6758 Poss Road (Townhouse)	Zone Change	Approved 11/02/21	Schd. 11/2/21 (2nd Read)	Schd. 11/02/21 (3rd Read)
6228 Bandera (Firearms Sales)	Specific Use Permit	Approved 11/02/21	Schd. 11/2/21 (2nd Read)	Schd. 10/19/21 (1st Read)
6800 Evers Road (Church)	Zone Change	TBD (P&Z 11/23)	Tabled 10/19/21	Schd. 10/19/21 (1st Read)
6800 Evers Road (Church)	Specific Use Permit	TBD	TBD	TBD

Certificate of Occupancies

CO's Issued (New Businesses)	Description
7065 Bandera Rd	Avi Flower Shop
5504 Bandera Rd Suite 611	San Antonio Estate Sales
6780 Bandera Rd Ste A	Texas Margarita Company
5415 Bandera Rd. Suite 504	Restoration 1
6939 Bandera Rd	Dollar Deal, Llc

POLICE DEPARTMENT

Data included in City's Website: http://www.leonvalleytexas.gov/residents/city_data.php

ONIT

Data included in City's Website: http://www.leonvalleytexas.gov/residents/city_data.php

MUNICIPAL COURT

Data included in City's Website: http://www.leonvalleytexas.gov/residents/city_data.php

Open Records Request

Request Number	Date Received	Status	Date Released	Requester Name	Description of Request	Released Method/Notes:
082521-C	08/25/2021	CLOSED	N/A	Cody Gregory	Information related to Grissom Road and Poss Road intersection.	Closed ORR due to a lack of response.
091721-B	9/17/2021	CLOSED	N/A	Alexander Quintanilla	PD records for a car accident that occurred on 09/02/2021 involving our client: Jaqueline Moya.	Closed ORR due to a lack of response.
101421-D	10/14/2021	CLOSED	Y	Bev Evans	Information related to 7210 Bandera such as Building Records: permits submitted/approved, certificates of occupancy and building plans for the above property. Environmental Health Records: all environmentally-related information, including, notices of violation, complaints, fuel tank storage facilities, sample wells, grease traps, etc.; Fire/UST Records: information concerning the storage, use handling or dispensing of flammable liquid storage or incidents of environmental concern	Request withdrawn by requestor.
102221-A	10/22/2021	COMPLETE	Y	David Perry	Building permits & related documents pertaining to 6401 Rue Francois St.	Emailed 10/30/2021
102221-B	10/22/2021	COMPLETE	Y	Hector Flores, Sr.	Date septic tank was permitted and installed	Emailed 10/30/2021

Request Number	Date Received	Status	Date Released	Requester Name	Description of Request	Released Method/Notes:
102621-A	10/26/2021	COMPLETE	Y	Alma Carmona	Police Report	10/26/2021 - Referred requestor to LexisNexis site to obtain but was told she was unable to get it to work; so, I processed it myself. 11-10-2021 - Emailed requestor the requested information
110121-A	11/1/2021	COMPLETE	Y	Suma Sureshchandra	Building permits issued in the month of October 2021.	Emailed 11-01-2021
110321-A	11/3/2021	COMPLETE	Y	Sam Pobee	Building permits issued in the month of October 2021.	11-03-2021 - Emailed request to staff 11-10-2021 - Emailed requestor the requested information
110321-B	11/3/2021	Waiting on staff	N	Darius Khosravian	Investigation Items related to Case # 202103596	11-04-2021 - Emailed request to staff
110421-A	11/4/2021	COMPLETE	Y	Dave Taylor	Building permits issued in the month of October 2021.	11-04-2021 - Emailed request to staff 11-10-2021 - Emailed requestor information
110421-B	11/4/2021	COMPLETE	Y	Justin Pulliam	Requestor's written request for information, City's request for attorney general decision (552.301 correspondence), and Released information, including the communications to the requestor with the released information	11-06-2021 - Emailed requested items.
110421-C	11/4/2021	COMPLETE	Y	Justin Pulliam	Items related to ORR # 110421-C	11-04-2021 - Emailed requested information to requestor.
110421-D	11/4/2021	Waiting for AG Ruling	N	Taggon Funez	LVPD Incident Report # 20213645	11-04-2021 - Received the ORR from C. Manclova this afternoon saying that she learned the case was under investigation. This would require an AG Ruling to withhold. Sent an email to CM as directed in 04-2021 email from C. Caldera. 11-05-2021 - Permission to proceed granted by CM Perales. 11-08-2021 - 15-day Letter mailed to TX OAG w/attachments; and emailed to requestor w/o attachments. Requestor was provided a "front sheet" of the report.
110421-E	11/4/2021	COMPLETE	Y	Jazmine Metoyer	Data related to code enforcement violations 10-05-21 to 11-04-21	11-04-2021 - Emailed request to staff

Request Number	Date Received	Status	Date Released	Requester Name	Description of Request	Released Method/Notes:
110421-F	11/4/2021	Waiting on staff	N	Hunter Haas	Construction documents for 6400 Bandera Road	11-04-2021 - Emailed request to staff
110421-G	11/4/2021	Waiting on staff	N	Antonia "Tonia" Johnson	Traffic Data - 10/01/2021 - 10/31/2021	
110521-A	11/5/2021	Waiting on staff	N	Sheneetra Scoggins	Building permits, code violations, CoFo on 7210 Bandera Road	11-05-2021 - Emailed request to staff
110821-A	11/8/2021	Waiting on requestor	N	Mandi Rufener	Water, sewer, drainage plans for CoLV	11-08-2021 - Emailed request to staff 11-10-2021 - Emailed requestor to get clarification as requested by Director
110921-A	11/9/2021	Waiting on staff	N	Justin Pulliam	Staff email, text/app messages, legal communications related to EEOC complaint or open records for Kuenstler EEOC complaint	11-09-2021 - Sent request to staff.
111021-A	11/10/2021	COMPLETE	Y	Justin Pulliam	City Council meeting packets and minutes from 2015-2021	11-10-2021 - Emailed requestor website information

PUBLIC WORKS

- The Crew is continuing their work on the construction of a detention pond in Old Mill Park – this was delayed due to rain, but they will start again, now that the area has dried.
- The Crew is continuing to install holiday decorations. The Crew will be installing a detention pond in Old Mill Park.
- The Crew is mowing Bandera, Grissom, and Huebner.
- The Crew will begin holiday decorations this week. Assisting with the Settler's Ridge utility replacement project.
- The Crew is reading the commercial meter route.
- The Crew is getting quotes for replacing 40 feet of bad water main on Evening Sun.
- The Crew is performing more locates for Google sites.
- The Crew is performing vault inspections for Google Fiber city-wide.
- The Crew is getting quotes for well houses.

Utility connections – Previous week

Hangtags	Disconnects	Reconnects
106	27	21 (as of 11/8/21)

FIRE DEPARTMENT

- All Fire Department staff have completed the department-mandated swift water 3-day training course.
- The Fire Department has a new firefighter/paramedic. Maria Villafranca is our newest employee. We are excited to have her with our organization.
- The Fire Department has renewed the City's application for our NFPA Firewise Accreditation. We should know in the next week or two if our application has been approved.
- The E-One Bronto Aerial Apparatus is currently out of service due to damage sustained during miniature 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 is approximately one month.
- The Fire Department has all ambulances back in service from recent repairs.
- The Fire Department has several EMS students riding out from multiple different organizations.
- The Fire Department had an additional firefighter move to another fire organization. We still are in need of 3 employees to maintain our minimum staffing.
- FEMA has opened the application process for the AFG. The Fire Department is looking forward to applying for this grant for assistance with additional equipment and infrastructure.
- The Fire Department is currently 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.

UPCOMING LIBRARY PROGRAMS

- Adventurer's Club Storytime (Ages 3.5 – 5 years): Wednesdays at 10:30 am
- Lil' Explorers Storytime (Ages 18months – 3 years): Thursdays at 10:30 am
- Yoga: Sundays 3:00 – 4:30pm
- School Age Crafts: 1st and 3rd Tuesdays at 4:30pm
- Teen & Adult Crafts: 2nd Saturday at 11:30am
- Drum Circle: 4th Saturday at 10:30am
- Friends of the Library New Member Introduction Meeting: Thursday, November 18th at 6:00pm
- Turkey Scavenger Hunt: Monday, November 22nd 10:30am – 5:30pm
- Fall Placemat Craft: Tuesday, November 23rd at 4:30pm
- Community Coffee: Wednesday, November 24th at 10:30am
- Block Play: Wednesday, November 24th at 10:30am
- December 4th at 8:00am: Breakfast with Santa at the Leon Valley Community Center. More information coming soon.

OTHER MEETINGS

- Special City Council Meeting is scheduled for Thursday, November 18, 2021 at 7:00 p.m., In City Council Chambers.
- Next City Council Meeting will be Tuesday, December 7, 2021, at 6:00 pm, in Council Chambers.
- Planning and Zoning Commission Meeting will be scheduled for November 23, 2021, 2021, at 6:30 pm at City Hall.
- The Capital Facilities Oversight Committee will meet on November 22, 2021, at 6:30 pm, at the Conference Center.