



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: December 17, 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)- 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	02/2022
Direction to update	Discussion for EDCAC	Presented draft to EDCAC	The committee wishes not rush the item and continues to review; absences of committee members have delayed final approval	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
<p>Councilor Stevens and some residents requested that staff place adopted resolutions on the City website just as the ordinances are.</p>	<p>Set a goal to: prepare for storage while creating an inventory of resolutions and proclamations by year; then place them on the City website.</p>	<p>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.</p>	<p>Completed the inventory of and submitted all 2013, 2014, and 2015 resolutions and proclamations for posting on the City website.</p>	<p>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.</p>

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

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

	DESCRIPTION	DATES			
PENDING CODE AMENDMENTS TO P&Z					
Remove Sign Regulations from SO District	Zoning Code	Approved 11/09/21	Approved 11/09/21	Approved 11/09/21	Tbld. 10/26
Remove Requirements for Extng Dev. From SO District	Zone Change	Approved 11/09/21	Approved 11/09/21	Approved 11/09/21	Tbld. 10/26
Additional SO Amendments TBD	Zone Change	Schd. 01/11/22	Schd. 01/11/22	Schd. 12/14/21	Schd. 11/9/21
B-3 District Amendments	Zone Change	Schd. 01/11/22	Schd. 01/11/22	Schd. 12/14/21	Schd. 11/9/21
Carports within the front yard setback	Zone Change	Schd. 01/11/22	Schd. 01/11/22	Schd. 12/14/21	Schd. 11/9/21
Amendment Pursuant to HB 1475	Zone Change	Schd. 01/11/22	Schd. 01/11/22	Schd. 12/14/21	Schd. 11/9/21
Remove SUP Requirements for Food Trucks	Zone Change	Schd. 01/11/22	Schd. 01/11/22	Schd. 12/14/21	Schd. 11/9/21
Accessory Dwelling Units in R-1	Zone Change				Approved 10/26

	DESCRIPTION	DATES			
CITY COUNCIL BUSINESS					
7213 Huebner Road (R-1 to PD w/ R-6)	Zone Change	Schd. 12/21/21			
Remove Sign Regulations from SO District	Zoning Code	Schd. 12/21/21	Schd. 12/07/21	Schd. 12/07/21	Tbld. 10/26
Remove Requirements for Extng Dev. From SO District	Zone Change	Schd. 12/21/21	Schd. 12/07/21	Schd. 12/07/21	Tbld. 10/26
8 Foot Residential Fences	Code Amendment	Schd. 12/21/21	Schd. 12/07/21	Schd. 11/16/21	Schd. 11/9/21
6526 Bandera (Outside Dining)	Specific Use Permit	TBD	TBD	Postponed	Schd. 11/02/21 (1st Read)
6800 Evers Road (Church)	Zone Change	Schd. 12/21/21	Schd. 12/07/21	TBD	Tabled 10/19/21
6800 Evers Road (Church)	Specific Use Permit	Schd. 12/21/21	Schd. 12/07/21	TBD	TBD

Certificate of Occupancies

CO's Issued (New Businesses)	DESCRIPTION
6780 Bandera Rd	Super Sudz Car Wash

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	Organization	Description of Request	Redaction	Attorney Legal Review	AG Legal Review	Fees
092321-B	9/23/2021	COMPLETE	12/9/2021	Lane Diamond	Herrman & Herrman, P.L.L.C.	PD Investigation records for 202101880	N	N	N/A	\$156.00
101821-C	10/18/2021	PENDING	N/A	Paula A. Wyatt	Wyatt Law Firm	Information related to Case Number:				\$0.00
102521-A	10/25/2021	COMPLETE	12/7/2021	Phillip Smith	-	Body worn camera video 202103102	N	N	N/A	\$0.00
111021-B	11/10/2021	PENDING	N/A	Lexitas	Automated Records Collection	LVFD records				\$0.00
111621-A	11/16/2021	COMPLETE	12/14/2021	Phuong Nguyen	-	November permit report	N	N	N/A	\$0.00
111721-A	11/17/2021	COMPLETE	12/7/2021	Danielle Buhlig	Gloval Zoning, LLC	Permits and violations related to 5601 Bandera	N	N	N/A	\$0.00
111721-B	11/17/2021	COMPLETE	12/7/2021	Det. Jessica Aloveret	SAPD	Informaton on an SAPD applicant	N	N	N/A	\$0.00
111821-A	11/18/2021	COMPLETE	11/22/2021	Matthew Hodde	-	List of current officers	N	N	N/A	\$0.00
112221-A	11/22/2021	COMPLETE	12/8/2021	Charles Haughan	-	Staff Credentials, certifications, etc.	N	N	N/A	\$0.00

112221-B	11/22/2021	PENDING	N/A	Alexander Quintanilla	Thomas J Henry	Information related to LVPD Case No. 202103942.	N	N	N/A	\$38.00
112221-C	11/22/2021	COMPLETE	12/15/2021	Jacob Wessels	-	Information related to a complaint.	N	N	N/A	\$0.00
113021-C	11/30/2021	COMPLETE	12/7/2021	Suma Sureshchandra	Building Hunter	November permit report	N	N	N/A	\$0.00
120121-A	12/1/2021	COMPLETE	12/7/2021	Annie Xavier/Phuong Nguy	Construction	November permit report	N	N	N/A	\$0.00
120321-A	12/3/2021	COMPLETE	12/15/2021	Justin Pulliam	-	Incident Reports	N	N	N/A	\$0.00
120321-B	12/3/2021	COMPLETE	12/7/2021	Sam Pobee	Data Collection Coordinator	November permit report	N	N	N/A	\$0.00
120321-C	12/3/2021	COMPLETE	12/7/2021	Dave Taylor	HBW Inc.	November permit report	N	N	N/A	\$0.00
120321-D	12/3/2021	COMPLETE	12/7/2021	Rebecca Carey	Lewis Steel Racial Justice Project Fellow	American Traffic Solutions Contracts and Amending Contracts	N	N	N/A	\$0.00
120321-E	12/3/2021	PENDING	N/A	Isabella Brice	Davis Law Firm	LVPD Case # 2021003836 items				\$0.00
120621-A	12/6/2021	COMPLETE	12/8/2021	Tonia Johnson	Lexis Nexis Risk Solutions	November traffic data	N	N	N/A	\$0.00
120721-A	12/7/2021	PENDING	N/A	Josefa English	ISG	LVPD Case # 202102478 items				\$0.00
120721-B	12/7/2021	PENDING	N/A	Patty Santos	KSAT News	city manager contract; and separation agreement				\$0.00
120721-C	12/7/2021	COMPLETE	12/7/2021	Yesica Antu-Sanchez	Bexar Appraisal District	November permit report	N	N	N/A	\$0.00
120721-D	12/7/2021	COMPLETE	12/7/2021	Lt. Patrick Skillman	-	LVPD records from incident which occurred on 09/18/2021	N	N	N/A	\$0.00
120821-A	12/8/2021	COMPLETE	12/8/2021	Thomas J. Henry	Law Firm	Crash/Incident Report # 202103892	N	N	N/A	\$0.00
120921-A	12/9/2021	COMPLETE	12/14/2021	Justin Pulliam	-	Information from the since 2010 related to fire hydrants and bid process	N	N	N/A	\$0.00
121421-A	12/14/2021	COMPLETE	12/8/2021	Justin Pulliam	-	04/07/2020 GoToMeeting Video	N	N	N/A	\$0.00

PUBLIC WORKS

- The Crew is repairing a sidewalk and curb on Forest Dell.
- The Crew continues 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.
- Mowing and cleaning the parks.
- Mowing Bandera and Evers.
- Cleaning out Public Works shop.
- Replacing a portion of the water main on Evening Sun, due to numerous main breaks over the past two months.
- Getting quotes for well houses.
- Getting ready for winter – purchasing transducers, master meter, heat tape, etc.
- Assisting with the vehicle auction.
- Performing preventative maintenance on gas pumps.
- Repairing lawnmowers

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 visit the City's website under departments to the Fire and EMS page then under Emergency Management. It will be posted at the bottom of the Emergency Operations page. https://www.leonvalleytexas.gov/departments/fire_and_ems/emergency_management.php
- 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 is approximately has been extended with an unknown downtime. No update on the status of this apparatus.
- The Fire Department is continuing in the process of renewing our ISO rating the Insurance Services Office. We have a scheduled site visit on January 26, 2021, with an ISO representative.
- The Fire Department is currently investigating several fires near the Wurzbach and Bandera Rd area. We have been coordinating our efforts with the San Antonio Fire Departments Arson Division, the Bexar County Fire Marshal's Office and Leon Valley Police Department during this investigation. Once more information is available, it will be released.

UPCOMING LIBRARY PROGRAMS

- Library Board of Trustees Meeting January 13th at 5:30pm
- Guest Storytimes: Wednesdays at 10:30am
- Guest Storytimes: Thursdays at 10:30am
- Drum Circle: January 22nd at 10:30am
- School Age Crafts on Tuesdays at 4:30pm
- Teen & Adult Craft 2nd Saturday of the month at 11am
- Polar Express with Special Guest: Thursday, December 16th at 6:30pm
- Polar Express Movie: Monday, December 20th at 11am
- Reading with Rudolph: Wednesday, December 22nd at 10:30am
- Open Block Play: Thursday, December 23rd at 10:30am
- All Day Craft – Thank You Cards: December 28th & 29th
- Winter Scavenger Hunt: Thursday, December 30th 10:30am – 5:00pm
- Noon Year's Eve Party: Friday, December 31st at 11am

OTHER MEETINGS

- The next City Council Meeting will be Tuesday, January 11, 2021, at 6:00 pm, in Council Chambers.
- The Tree Advisory Board, Park Commission, and the Capital Facilities Oversight Committee have both canceled their December meetings due to holiday conflicts.
- 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).