



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

**DATE:** July 20, 2021  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Gilbert Perales, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

---

**Community Center Remodel**

The only item outstanding at the Center is a stainless-steel table that was delivered damaged. The item is on back order but is expected this week.

**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.

5/16/2021	6/2/2021	07/20/21
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

**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 Certificate of Occupancies**

Address	7/14/2021
5504 Bandera Rd, St. 607	Artel Furniture
5504 Bandera Rd, St. 302	Powerdise City, LLC

## Open Records Request

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Released Method/Notes:	Fees
063021-A	6/30/2021	COMPLETE	07/12/21	RaMona Davis	Ecolab	New routine, follow up, complaint, COVID-19 compliance food safety inspections conducted.  1.IHOP- 5920 Bandera Road Leon Valley, TX 78238 inspections performed AFTER 06/09/2020.  2.Taco Cabana- 6040 Bandera Leon Valley, TX 78238 Permit No.: 116 Inspections performed AFTER 04/15/2020.	Emailed 7-12-2021	\$ -
070121-A	7/1/2021	COMPLETE	07/06/21	Suma Sureshchandra	Building Hunter Research Team	Building Permits Issued from June 1, 2021 through June 30, 2021	Emailed 7-6-2021	\$ -
070121-B	7/1/2021	COMPLETE	07/06/21	Carole Bartholomew	Building Permit & Pool Information Service	Permits in June 2021 for residential and swimming pools with contractor, job address, value, square footage and issue date.	Emailed 7-6-2021	\$ -
070121-C	7/1/2021	Waiting on staff	-	Antonia "Tonia" Johnson	LexisNexis Risk Solutions	Traffic data from 06/01/2021- 06/30/2021.		
070221-A	7/2/2021	COMPLETE	07/06/21	Dave Taylor/Robin Davis	HBW Inc	June 2021 Permit Report	Emailed 7-6-2021	\$ -
070521-A	7/15/2021	COMPLETE	07/06/21	Sam Pobee	Construction Monitor	Commercial & Residential Building Permits for June 2021.	Emailed 7-6-2021	\$ -
070521-B	7/5/2021	COMPLETE	07/06/21	Annie Judith. J	-	Monthly Issued Permit Report June	Emailed 7-6-2021	\$ -
070621-A	7/6/2021	Waiting on staff	-	Jaide Adams	Jea Mobile Notary Services	Court records for an altercation that happened on July 29, 2016 at Bandera Bowl.		
071221-A	7/12/2021	Waiting on staff	-	John P. Riley	The Riley Law Firm	Certified Records: Forest Oaks Living, LLC, dba Forest Oaks Apartments, 6313 Evers Road. Applications for Certificate of Occupancy; Issued Certificate of Occupancy, if any; If no Certificate of Occupancy has been issued, a letter to that effect; and Inspection Reports from any department with the City of Leon Valley regarding the property.		

## Planning and Zoning Commission Business

		7/14/2021	6/30/2021	6/9/2021	5/26/2021	5/12/2021	4/28/2021	4/14/2021	3/31/2021
<b>P&amp;Z COMMISSION BUSINESS</b>	<b>DESCRIPTION</b>								
5 Acres at Grissom & Poss Road (Self-	Zone Change	Denied 07/13/21	Schd. 07/13/21						
6800 Evers Road (St. John Baptist	Zone Change	On Hold	On Hold	Schd. 07/13/21					
6800 Evers Road (St. John Baptist	Specific Use Permit	On Hold	On Hold	Schd. 07/13/21					
7007 Bandera Road Ste. 14 (Outside	Specific Use Permit	Schd. 07/27/21	Schd. 07/27/21	TBD	Schd. 06/08/21				
7710 Stebbins (Temp RV)	Specific Use Permit				Approved 05/05/21	Schd. 05/25/21			
6758 Poss Road (Townhouse)	Zone Change				Discussed 05/25/21	Schd. 05/25/21	TBD		
4700 Timco W, Ste. 105 (Brewery)	Specific Use Permit				Approved 05/05/21	Tabled 05/11/21	Schd. 05/11/21		
5902 Bandera Road (PC King Food	Specific Use Permit				Approved 05/05/21	Tabled 05/11/21	Schd. 05/11/21		
5420 Grissom (Uhaul)	Specific Use Permit					Approved 05/11/21			
6617 Evers Road (Paradise Car Wash)	Zone Change							Approved 04/13/21	Tabled 03/24/21
7728 Bandera Road (Multi-Family)	Zone Change							Discussed 04/13/21	

## BOA Business

5420 Grissom (Uhaul)	Multiple Variances	Schd. 06/24/21	Schd. 06/17/21
----------------------	--------------------	----------------	----------------

## P & Z Council Items

		7/14/2021	6/30/2021	6/9/2021	5/26/2021
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	
7007 Bandera Road Ste. 14 (Outside	Specific Use Permit	TBD	TBD	TBD	Schd. 06/08/21
Chapter 15, Zoning Code (Short-Term	Code Amendment	Schd. 07/20/21	Schd. 07/20/21	Schd. 07/07/21	
Chapter 15, Zoning Code (Cert. of Occ.	Code Amendment	Schd. 07/20/21	Schd. 07/20/21	Schd. 07/07/21	
Chapter 4, Business Regs. (Mobile Food	Code Amendment	Schd. 07/20/21	Schd. 07/07/21	Schd. 06/15/21	
Chapter 15, Zoning Code (Accessory	Code Amendment	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	Code Amendment	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. 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	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	Schd. 06/15/21
5902 Bandera Road (PC King Food	Specific Use Permit	Approved 07/07/21	Schd. 06/15/21	Schd. 06/15/21	Schd. 06/15/21

## **OTHER**

- Crew is repairing a driveway on Kinman, which was torn out to repair a water main break.
- 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.
- Cleaning up park from flooding.
- Assisted the Northwest Little League with debris removal from the flood.
- The July 6 flood caused significant damage throughout the city. All fire department staff members were held over from their shift change due to limited staff available to respond to all the request for service within the city. During the event, the fire department received water damage to some our equipment.
- The fire department perimeter fencing is being installed. This was not previously installed due to the LC-17 project.
- The Fire Department had 4 Fire Marshal's on firework patrol July 3rd and July 4th until 2 am. Most illegal firework activity took place during the 4th of July event. All Fire Marshals were at the event at this time. Total fire department contacts for both days were approximately 4 parties.
- 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.

## **UPCOMING LIBRARY PROGRAMS**

### **Special Programs**

July 28<sup>th</sup> 10:30am: Magical Pediatric Dentistry Program and Craft

### **STEAM to Go Projects Available on Mondays**

July 26<sup>th</sup> Cold Blooded

### **School Age Crafts Available on Tuesdays**

July 20<sup>th</sup> Arctic Fox

July 27<sup>th</sup> Alligator

### **Adventurer's Club at 10:30 on Wednesdays; followed up craft on 11:30**

July 21<sup>st</sup> Polar Bear

### **Li'l Explorers at 10:30 on Thursdays; follow up craft on 11:30**

July 22<sup>nd</sup> Penguin

July 29<sup>th</sup> Snake

### **LEGOS on Fridays at 11:30am**

July 23<sup>rd</sup> Arctic Animals

July 30<sup>th</sup> Lizards

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

July 24<sup>th</sup> Masquerade Mask

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

### **OTHER MEETINGS**

- Planning and Zoning Commission Meeting will be scheduled for July 27, 2021, at 6:30 p.m. at City Hall
- The Tree Advisory Committee will meet on July 26th, at 6:00 pm, at Public Works.
- The Capital Facilities Oversight Committee will meet on July 27th, at 6:30 pm, at the Leon Valley Conference Center.
- Next City Council Meeting will be Tuesday, August 3, 2021, at 5:30 PM, in Council Chambers.
- Saturday, July 24, 2021, from 9:00 AM to 11:00 AM, Coffee with the Mayor and City Council, at the Leon Valley Conference Center.
- Wednesday, August 04, 2021, at 12:00 PM, Monthly Siren Testing (weather permitting).
- Wednesday, September 01, 2021, at 6:00 PM, Volunteer Appreciation Dinner, at the Leon Valley Conference Center.
- Saturday, October 30, 2021, City-Wide Garage Sale (more details to come).