



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: July 7, 2021

TO: Mayor Chris Riley and City Council Members

FROM: Crystal Caldera, Assistant 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.

11/30/2020	12/7/2020	12/14/2020	2/22/2020	3/1/2021
Preconstruction	Remodel begun	Kitchen equipment ordered	Flooring Installed	Painting complete

3/15/2021	4/20/2021	4/12/2021	5/7/21	6/1/21	Week of 6/14/21
New Electrical Panels	Kitchen Install	AV Ordered/Installed	Final Walk through	Fire Alarm system connection	Punchlist completed.

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, design, and engineering are expected at the end of May and we will submit the plans to Bexar County and the Conditional Letter of Map Revision (CLOMR) to the San Antonio River Authority (SARA) at that time.

10/1/2020	5/28/2021	8/2021	9/2021
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 item will go before City Council on July 6th.

5/16/2021	6/2/2021	07/6/21
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/ 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 is advertising the bids for this project and expects to go before City Council in June to award the project.

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 countertop for the kitchen and installation of 3 lights and some floor trim, then the building will be turned over to City Administration.

10/12/2021	4/1/2021	4/20/2021	4/26/2021
Remodel Begins	Roof Installed	Painting & light Install	Install cabinets and kitchen Equip, Order Flooring

5/10/2021	Week of 7/12/2021
Flooring installed	Interior finished

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

Date	6/30/2021
CO's Issued (New Businesses)	
7070 Bandera Rd	Ibrow + Beauty
5404 Bandera Rd	NALCAB
8000 Lobo Ln	John Marshal HS
7108 Bandera Rd	Hopscotch Child Health
6541 Bandera Rd	PC Portal
5415 Bandera Rd, St. 504	Blue Frog Plumbing
7055 Forest Meadow	Home Occupation
6162 Wurzbach Rd	Fighting Warrior Karate Dojo
6502 Bandera Rd, Ste 202	Northside AFT

Open Records Request

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Released Method/Notes:	Fees
060821-A	6/8/2021	COMPLETE	6/9/2021	Christopher M. Cox	SATX & RGV District Areas	1) A copy of the most current, newly negotiated collection, transportation, and disposal solid waste contract(s) between the City and service provider and all amendments;	Emailed 6-9-2021	\$ -
060821-B	6/8/2021	COMPLETE	6/28/2021	Austin M. Reyna	Grable Grimshaw Mora PLLC	All email non-confidential communication from Joseph Salvaggio between June 1, 2018 through June 30, 2018.	Emailed cost estimate 6-14-2021 10 business day expiration date: 6-28-2021 Requestor did not respond to the cost estimate. ORR Closed	\$252.00
060921-A	6/9/2021	COMPLETE	6/9/2021	Linzye Rusnak	Law Office of Jesus Lopez, PLLC	Business affidavit for police report records 2021-01754.	Emailed 6-9-2021	\$ -
060921-B	6/9/2021	Waiting on AG Ruling 6-17-2021	-	Jay Chaudhuri MD Tuhin Chaudhuri MD		All complaints filed regarding 6703 Forest Haven Street from Jan 1, 2019 to the current date.	Emailed 6-16-2021 On 6-17-2021, Councilor Josh Stevens emailed a complaint against the release of records with redactions. Acting City Manager asked Ana to send a brief to the AG requesting a ruling.	\$ -

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Released Method/Notes:	Fees
061021-A	6/10/2021	COMPLETE	6/10/2021	Gabriella Ybarra	San Antonio Express-News	VIA bus stop fatality	Emailed; No records LV not involved 6-10-2021	\$ -
061521-A	6/15/2021	Waiting on requestor-clarification email sent 6-16-2021 [61-	-	Antonio Hernandez	-	Police report from 1986 or 1987 which took place at 6702 Thunderbird Drive		
061621-A	6/16/2021	COMPLETE	6/16/2021	Kristina McClain	Plano Police Department	Police Reports on Nadine Garcia: [REDACTED]	Emailed 6-16-2021	\$ -
061721-A	6/17/2021	Waiting on requestor to accept fees 6-22-2021	-	Carmen Machado	Brylak Law	BWC Video: CASE ID # 202101404	Emailed invoice to requestor 6-22-2021 [10-day expiration date: 7-6-2021]	\$105.00
061821-A	6/18/2021	Waiting on requestor-Clarification email sent 6-22-2021 [61-	-	Ellen V. Jimenez	-	A list of all of your open code enforcement cases at this time pertaining to real property	Sent clarification email-looking for residential or business code enforcement? 6-22-2021	
062121-A	6/21/2021	COMPLETE	6/29/2021	Leslie Perez	Grail Management Group	Copy of pool permit for Sierra Royale	No Records; Emailed 6-29-2021	\$ -
062221-A	6/22/2021	COMPLETE	6/24/2021	-	-	COPY OF POLICE REPORT DOB: [REDACTED] DL: [REDACTED] ADDRESS: 5622 EVERS	Emailed 6-24-2021	\$ -
062221-B	6/22/2021	COMPLETE	6/22/2021	Benita Trevino		Who's the builder for the property at 7746 Deer Ln	Emailed 6-22-2021	\$ -
062221-C	6/22/2021	COMPLETE	6/24/2021	Brian King, Criminal Investigator	District Attorney	Runsheets involving Montemayor, Wilfredo	Faxed 6-24-2021	\$ -
062321-A	6/23/2021	Waiting on staff	-	Rigoberto Parra	-	1) Any and all written complaints filed by Lizette Trevino-Parra whether via email or in person,	Received information from PD and Crystal, theres no emails per IT. PD notified case is under investigation.	
062321-B	6/23/2021	COMPLETE	6/30/2021	Joe Stinson	Bexar County Criminal District Attorney	EMS Records for Jose Espinoza	FAXED 6-30-2021	\$ -
062421-A	6/24/2021	Waiting on staff	-	Rigoberto Parra	-	I ask for all emails from 05/29/2021 to present concerning myself (Rigoberto Parra), to include emails from outside the city email system, received or sent by: Crystal Caldera, Saundra Passailaigue, Anna Federico, Chief	Received information from IT. PD notified case is under investigation. Preparing AG letter for ruling. Same ruling will be assigned for ORR 062421-A and ORR	
062521-A	6/25/2021	Waiting on staff	-	Cyndi Gomez	Garcia & Block Attorneys at Law	Certified Records: E0026910 and		
062521-B	6/25/2021	Waiting on requestor 6-29-2021	-	The Law Offices of George Salinas	The Law Offices of George Salinas	EMS Records for [REDACTED]	Chief Michael Naughton advised that this request needs a complete notarized form before releasing records. I notified the requestor via a phone	
062821-A	6/28/2021	Waiting on AG Ruling 6-30-2021	-	Lexis Nexis	-	PD Report # 202101420	Christina M. brought the report to our office and notified that the case is still under investigation 6-29-	
062821-B	6/28/2021	COMPLETE	6/30/2021	Adrian Ramirez	Bexar County Criminal District Attorney	EMS Records for Fink, Tyler	FAXED 6-30-2021	\$ -
062921-A	6/29/2021	Waiting on staff	-	Gordon Crawford		Information on business for Winans Motorsport at 7354 Reindeer Trail		

Planning and Zoning Commission Business

Date		6/30/2021	6/9/2021	5/26/2021	5/12/2021	4/28/2021	4/14/2021	3/31/2021
Description								
8 Poss Road (Self-Storage - Hank Daughtry)	Zone Change	Schd. 07/13/21						
6800 Evers Road (St. John Baptist Church)	Zone Change	On Hold	Schd. 07/13/21					
6800 Evers Road (St. John Baptist Church)	Specific Use Permit	On Hold	Schd. 07/13/21					
007 Bandera Road Ste. 14 (Outside Dining)	Specific Use Permit	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 Truck)	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	
6301 Sawyer Road (Church)	Zone Change							
5700 Wurzbach (Outside Dining)	Specific Use Permit							
6712 Bandera Road (Car Wash)	Zone Change							
6526 Bandera Road (Outside Dining)	Specific Use Permit							

BOA Business

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

Date		6/30/2021	6/9/2021	5/26/2021	5/12/2021
Description					
6800 Evers Road (Church)	Zone Change	TBD	TBD		
6800 Evers Road (Church)	Specific Use Permit	TBD	TBD		
7007 Bandera Road Ste. 14 (Outside Dining)	Specific Use Permit	TBD	TBD	Schd. 06/08/21	
Chapter 15, Zoning Code (Short-Term Rentals)	Code Amendment	Schd. 07/20/21	Schd. 07/07/21		
Chapter 15, Zoning Code (Cert. of Occ. Req's.)	Code Amendment	Schd. 07/20/21	Schd. 07/07/21		
Chapter 4, Business Regs. (Mobile Food Vendors)	Code Amendment	Schd. 07/07/21	Schd. 06/15/21		
Chapter 15, Zoning Code (Accessory Buildings in R-1)	Code Amendment	Schd. 06/15/21	Schd. 06/15/21		
Chapter 15, Zoning Code (Churches)	Code Amendment	Schd. 06/15/21	Schd. 06/15/21		
Chapter 3, Building Code (Fence Heights/Special Exc.)	Code Amendment	Schd. 06/15/21	Schd. 06/15/21		
Chapter 3, Building Code (Sign Code)	Code Amendment	Schd. 06/15/21	Schd. 06/15/21		
6703 Forest Haven (Fence Variance)	Resolution	Schd. 06/15/21	Schd. 06/15/21		
NWLL Sign Agreement	Resolution	Schd. 06/15/21	Schd. 06/15/21		
7710 Stebbins (Temp RV)	Specific Use Permit	Schd. 06/15/21	Schd. 06/15/21	Schd. 06/15/21	
4700 Timco W, Ste. 105 (Brewery)	Specific Use Permit	Schd. 06/15/21	Schd. 06/15/21	Schd. 06/15/21	
5902 Bandera Road (PC King Food Truck)	Specific Use Permit	Schd. 06/15/21	Schd. 06/15/21	Schd. 06/15/21	
6320 Sun Dial (Fence)	Variance				
5700 Wurzbach (Outside Dining)	Specific Use Permit				
6301 Sawyer Road (Church)	Zone Change				
6712 Bandera Road (Car Wash)	Zone Change				
6526 Bandera Road (Outside Dining)	Specific Use Permit				
999 Shadow Mist (Soccer Field)	Specific Use Permit				

OTHER

- Staff has prepared the draft ADA Transition Plan and has distributed it to other departments for their input, then it will be posted on the website for public comment before being presented to City Council for final approval.
- Constructing a basketball court at The Ridge at Leon Valley Park. The first section has been poured. Forming on the second half will start the week of July 5th.
- De-silting and cleaning out the Bally Rd. drainage area.
- Repairing sidewalk on Bridlepath.
- Installing curb on Caraway Bend to deter stormwater runoff from entering a driveway.
- The Fire Department and LVPD responded to a gas main rupture/fire located at 6780 Bandera Rd. The incident had Bandera Rd closed for approximately 1.5 hours. No injuries were noted during the incident and minimal damage to the building.
- The Fire Department along with LVPD purchased an evidence/pharmaceutical incinerator. This will be used to legally dispose of expired narcotics used by the fire department and certain types of evidence items. It will be located at the fire department.
- MIH Chris Willis and Maribel Mendoza dropped off 200 pounds of food to Christian Village apartments and The Villas of Leon Valley Apartments to seniors in need. All donations came from the Fire Departments Blessing Box
- The Fire Department participated in a career day will Leon Valley Elementary this week. The on-duty shift reached out to approximately 100 students.

UPCOMING LIBRARY PROGRAMS

Special Programs

July 11th Crafternoon

July 17th 11:00am: Balloon Twisting Program

July 18th 2:30 – 5:30 Scavenger Hunt

July 28th 10:30am: Magical Pediatric Dentistry Program and Craft

STEAM to Go Projects Available on Mondays

July 12th Animal Shelters

July 19th Camouflage

July 26th Cold Blooded

School Age Crafts Available on Tuesdays

July 6th Dino Feet & Hat

July 13th Raccoon

July 20th Arctic Fox

July 27th Alligator

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

July 7th Dinosaur Tail

July 14th Armadillo

July 21st Polar Bear

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

July 8th Dino Egg

July 15th Dog

July 22nd Penguin

July 29th Snake

LEGOS on Fridays at 11:30am

July 9th Dinosaurs

July 16th Pets

July 23rd Arctic Animals

July 30th Lizards

Teen & Adult Crafts on Saturdays at 11:30

July 10th Dinosaur Squishies

July 17th Texas Star

July 24th Masquerade Mask

July 31st DIY Clay Charm

OTHER MEETINGS

- Planning and Zoning Commission Meeting will be scheduled for July 13, 2021, at 6:30 p.m. at City Hall
- Park Commission Meeting July 8, 2021, 7:00 p.m. at the Leon Valley Conference Center
- Next City Council Meeting will be Tuesday, July 20, 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).