



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** June 15, 2021

**TO:** Mayor Chris Riley and City Council Members

**FROM:** Crystal Caldera, Acting City Manager

**SUBJECT:** Pre-City Council Meeting Report

*The City Manger’s Report has transformed over the last several months. At the request of the Council the report contained more data related information. The charts that were in the report will be moved to our website under the residence tab, labeled City Data, for easier reading. The intent of the City Manager’s report was to provide residents with the status of upcoming projects and/or future projects, it was never intended to have minutia type information. We will be moving back to this practice. If there is any information that you would like to see. Please contact me at [c.caldera@leonvalleytexas.gov](mailto:c.caldera@leonvalleytexas.gov)*

**Community Center Remodel**

Garren Construction has substantially completed the renovation of the Community Center. The remaining items include final hook up of the Ansul fire system. The contractor was having trouble locating the specific part for this system. The city will also have grab bars in some of the stalls, as per a request from the Northwest Senior Club President.

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 2<sup>nd</sup> and the City Engineer is reviewing, then will make a recommendation. The item will go before City Council on July 6<sup>th</sup>.

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/](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 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	6/15/21
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 will install kitchen cabinets this week. Once complete, we will hand the building 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 6/14/21
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.

## Open Records Request

Request Number	Date Received	Status	Date Released	Requester Name	Description of Request	Released Method/Notes:	Fees
052621-A	5/26/2021	COMPLETE	6/7/2021	Steven Lozano	Accident Report 20210144 [CORRECT Report #	Emailed 6-7-2021	\$ -
052721-A	5/27/2021	Waiting on requestor-cost estimate 6-2-2021	-	Brendan Fitzpatrick	Number of cases handled each month involving violation of 552.457	Cost estimate email notification was sent 6-2-2021  Requestor asked to call to discuss how the request can be modified. Faviola and Ana called and explained the process Municipal Court goes through to obtain the requested info. Other ways were offered. Requestor understood and will email a response to the cost estimate 6-2-2021	
060121-A	6/1/2021	COMPLETE	6/1/2021	Suma Sureshchandra	Building Permits Issued from May 1, 2021 through May 31,	Emailed; No Records 6-1-2021	\$ -
060121-B	6/1/2021	-	-	-	Court Order: Will Bradshaw		
060321-A	6/3/2021	COMPLETE	6/4/2021	Sam Pobee	Commercial & Residential Building Permits for May	Emailed 6-4-2021	\$ -
060321-B	6/3/2021	COMPLETE	6/4/2021	Dave Taylor/Robin Davis	Building permits issued in the month of May 2021	Emailed 6-4-2021	\$ -
060721-A	6/7/2021	Waiting on st-	-	Antonia "Tonia" Johnson	Traffic data from 05/01/2021 – 05/31/2021		

### Arrest by Street 9/11/2020 – 6/6/2021

Row Labels	Count of STREET CODE
BANDERA	90
BLACKSMITH	2
BRIDLE PATH	1
CANTERFIELD	1
CARAWAY BEND	1
EL VERDE	2
EVERS	11
FOREST BEND	1
FOREST GROVE	1
FOREST MEADOW	1
FOREST MOSS	1
FOREST WAY	2
GRISSOM	11
HORSE TAIL	1
HORSE WHIP	1
HUEBNER	18
NW 410	4
PEACHTREE	2
POSS	3
PROSSER	1
REDBIRD	1
ROYALTY POINT	1
RUE MARIELYNE	4
SALLY AGEE	2
SENECA	4
SETTING SUN	1
SETTLERS RIDGE	1
STIRRUP	1
TIMBERHILL	7
TIMCO [W]	1
WURZBACH	25
<b>Grand Total</b>	<b>203</b>

## Planning and Zoning Commission Business

P & Z Business	Description						
Dates		6/9/2021	5/26/2021	5/12/2021	4/28/2021	4/14/2021	3/31/2021
6800 Evers Road (St. John Baptist Church)	Zone Change	Schd. 07/13/21					
6800 Evers Road (St. John Baptist Church)	Specific Use Permit	Schd. 07/13/21					
7007 Bandera Road Ste. 14 (Outside Dining)	Specific Use Permit	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	

## BOA Business

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

6800 Evers Road (Church)	Zone Change	TBD	
6800 Evers Road (Church)	Specific Use Permit	TBD	
7007 Bandera Road Ste. 14 (Outside Dining)	Specific Use Permit	TBD	Schd. 06/08/21
Chapter 15, Zoning Code (Short-Term Rentals)	Code Amendment	Schd. 07/07/21	
Chapter 15, Zoning Code (Cert. of Occ. Req's.)	Code Amendment	Schd. 07/07/21	
Chapter 4, Business Regs. (Ice Cream Trucks)	Code Amendment	Schd. 06/15/21	
Chapter 15, Zoning Code (Accessory Buildings in R-1)	Code Amendment	Schd. 06/15/21	
Chapter 15, Zoning Code (Insitutional Uses)	Code Amendment	Schd. 06/15/21	
Chapter 3, Building Code (Fence Heights/Special Exc.)	Code Amendment	Schd. 06/15/21	
Chapter 3, Building Code (Sign Code)	Code Amendment	Schd. 06/15/21	
6703 Forest Haven (Fence Variance)	Resolution	Schd. 06/15/21	
NWLL Sign Agreement	Resolution	Schd. 06/15/21	
7710 Stebbins (Temp RV)	Specific Use Permit	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
5902 Bandera Road (PC King Food Truck)	Specific Use Permit	Schd. 06/15/21	Schd. 06/15/21

## New Certificate of Occupancies

5504 Bandera Rd, Ste. 201k	A Sign of Freedom
5504 Bandera Rd, Ste. 604	J&A Auto Elec. & Prog.
4811 NW Industrial	Voltron

## 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. Preparing to pour ½ the court at a time. Pouring started, today June 15th.
- Repaired alleyway on Forest Bend.
- Repaired driveway approach on Canterfield and repairing pothole in street.
- Installed curb and retaining wall on Caraway Bend to prevent stormwater runoff from entering a garage.
- Mailed the Consumer Confidence Report and Fluoride survey.
- The 100 Club visited the Fire Station last week to inform the department of the services offered by the organization.
- During the last 2 weeks, the fire department has closed Poss Rd 4 times for high water events. Everyone please be mindful that this area is prone to flash flooding.
- The Fire Department took a large donation of non-perishable food items for the Blessing Box. These items will be distributed in the next couple of weeks.
- The Fire Department will be participating in a Flag Day Ceremony (flag retirement) with the American Legion Post 336 on June 14, 2021 at 7 pm located at Veterans Memorial Park.

## UPCOMING LIBRARY PROGRAMS

Tails & Tales Summer Reading started June 5<sup>th</sup>:

Week 2: Through the Vines

- June 14<sup>th</sup> at 2:00pm: STEAM – Poison Dart Frogs (Take & Make)
- June 15<sup>th</sup> at 11:00am: School Age Craft – Lemur (Take & Make)
- June 15<sup>th</sup> at 2:00pm: Special Program with Storyteller Sue Kuentz (Virtual)
- June 16<sup>th</sup> at 10:30am: Adventurer’s Club Storytime (Virtual)
- June 16<sup>th</sup> at 11:30am: Adventurer’s Club Craft – Parrot (Take & Make)
- June 17<sup>th</sup> at 10:30am: Li’l Explorers Storytime (Virtual)
- June 17<sup>th</sup> at 11:30am: Li’l Explorers Storytime Craft – Sloth (Take & Make)
- June 18<sup>th</sup> at 11:30am: LEGO Club - Animals on a Vine (Virtual)
- June 19<sup>th</sup> at 11:30am: Teen & Adult Craft – Aztec Silhouette

Week 3: Under the Sea

- June 21<sup>st</sup> at 2pm: STEAM – Crystal Coral Reef (Take & Make)
- June 22<sup>nd</sup> at 2pm: School Age Crafts – Jelly Fish (Take & Make)
- June 23<sup>rd</sup> at 10:30am: Adventurer’s Club (Virtual)
- June 23<sup>rd</sup> at 11:30am: Adventurer’s Club Craft – Seahorse
- June 24<sup>th</sup> at 10:30am: Li’l Explorers Storytime (Virtual)
- June 24<sup>th</sup> at 11:30am: Li’l Explorers Craft – Whale (Take & Make)
- June 25<sup>th</sup> at 11:30am: LEGO Club – Clown Fish (Virtual)
- June 25<sup>th</sup> at 3pm: Afternoon Tea (In person & Virtual)
- June 26<sup>th</sup> at 11am: Book to Netflix Bookclub: Shadow & Bone by Leigh Bardugo (Inperson & Virtual)
- June 26<sup>th</sup> at 11:30am: Teen & Adult Craft – Sea Glass Coaster



## **OTHER MEETINGS**

- The Pool Advisory Committee will meet on Thursday, June 17<sup>th</sup>, at 6:30 pm at Public Works.
- Planning and Zoning Commission Meeting will be scheduled for July 13, 2021, at 6:30 p.m. at City Hall
- Next City Council Meeting with a Budget Workshop Wednesday, July 7, 2021, at 5:30 PM, in Council Chambers.
- Sunday, July 4, 2021, at 7:30 AM, Pioneer Firecracker 5K Run/Walk, Check-In at 6:30 AM at the Northwest Little League located at 6828 Poss Road.
- Sunday, July 4, 2021, at 7:30 PM, the 27<sup>th</sup> Annual July 4<sup>th</sup> Parade, “Celebrate America; the Red, White and Blue”.
- Sunday, July 4, 2021, at 9:15 PM, July 4, 2021, Fireworks Spectacular, at Raymond Rimkus Park.
- 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.