



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: October 28, 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 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 approval.

4/1/2021	9/2021	2023-24
Grant Due	Grant Approved by Policy Board	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 is proceeding with project.

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	12/2021
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	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 Poss Road (R-1 to PD w/ R-6)	Zone Change	Schd. 11/23	On Hold		
6812 Bandera (Remove SO)	Zone Change	On Hold	On Hold		
6959 Bandera (Remove SO)	Zone Change	On Hold	Tbld. 09/28/21	Schd. 09/28/21	Schd. 09/28/21
6320 Bandera (San Antonio Aquarium)	Specific Use Permit	On Hold	On Hold	On Hold	Schd. 09/28/21
6800 Evers Road (St. John Baptist Church)	Zone Change	Schd. 11/23	Denied 09/28/21	Schd. 09/28/21	Schd. 09/28/21
6800 Evers Road (St. John Baptist Church)	Specific Use Permit	Schd. 11/23	Tbld. 09/28/21	Schd. 09/28/21	Schd. 09/28/21
6758 Poss Road (Townhouse)	Zone Change		Denied 09/14/21	Denied 09/14/21	Schd. 09/14/21

PENDING CODE AMENDMENTS TO P&Z	DESCRIPTION	DATES	
Remove Sign Regulations from SO District	Zoning Code	Tbld. 10/26	Schd. 10/26/21
Remove Requirements for Exting Dev. From SO District	Zone Change	Tbld. 10/26	Schd. 10/26/21
Additional SO Amendments TBD	Zone Change	Schd. 11/9/21	Schd. 10/26/21
Carports within the front yard setback	Zone Change	Schd. 11/9/21	Schd. 11/9/21
Amendment Pursuant to HB 1475	Zone Change	Schd. 11/9/21	Schd. 11/9/21
Remove SUP Requirements for Food Trucks	Zone Change	Schd. 11/9/21	Schd. 11/9/21
Special Exception Processes & EZ Permit for 8' Fences	Building Code	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	DATES		
6526 Bandera (Outside Dining)	Specific Use Permit	Schd. 11/02/21 (1st Read)	Schd. 11/02/21 (1st Read)	
7728 Bandera Road (Multi-Family)	Zone Change	Schd. 11/2/21 (2nd Read)	Schd. 10/19/21 (1st Read)	
5314 Blackberry (B-2 to R-1)	Zone Change	Withdrawn	Schd. 10/19/21 (1st Read)	
5716 Bandera (Hookah Lounge)	Specific Use Permit	Schd. 11/2/21 (2nd Read)	Schd. 10/19/21 (1st Read)	
6758 Poss Road (Townhouse)	Zone Change	Schd. 11/2/21 (2nd Read)	Schd. 11/02/21 (3rd Read)	Schd. 09/21/21 (1st Read)
6228 Bandera (Firearms Sales)	Specific Use Permit	Schd. 11/2/21 (2nd Read)	Schd. 10/19/21 (1st Read)	Schd. 10/06/21 (1st Read)
6503 Bandera (Food Truck)	Specific Use Permit	Approved 10/19/21	Schd. 10/19/21 (2nd Read)	Schd. 09/21/21 (1st Read)
7007 Bandera Road Ste. 14 (Outside Dining)	Specific Use Permit	Approved 09/07/21	Schd. 09/07/21 (2nd Read)	Schd. 09/07/21 (2nd Read)
6800 Evers Road (Church)	Zone Change	Tabled 10/19/21	Schd. 10/19/21 (1st Read)	TBD
6800 Evers Road (Church)	Specific Use Permit	TBD	TBD	TBD

Certificate of Occupancies

CO's Issued (New Businesses)	DESCRIPTION
6749 Bandera Road	Jenkzee Glams
6505 Grissom Road	Tenacious Jiu-Jitsu, 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	Organization	Description of Request	Redaction	Reason For Redaction	Attorney Review	Attorney Review Fee	Attorney General Review	Fees
082621-B	08/26/2021	COMPLETE	10/23/2021	Justin Pulliam	-	All contracts and agreements for legal services (excluding "ethics" matters agreements already provided). This should include all attorney services, including Rampage, litigation, judges, municipal court prosecution, consulting, and whoever defended Kelly at the ethics hearing, etc. Consider the time period between January 1, 2015 to August 13, 2021.	N	N/A	N	N/A	N	\$0.00
092321-C	09/23/2021	COMPLETE	10/07/2021	Ramon Ybarra	Law Offices of Troy A. Brookover	Video for investigation 202102112	Y	DOB & Motor vehicle	N	0	N	\$12.00
092321-B	09/23/2021	COMPLETE	10/21/2021	Lane Diamond	Herrman & Herrman, P.L.L.C.	PD Investigation records for 202101880	N	N/A	N	0	N	\$0.00

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	Attorney Review	Attorney Review Fee	Attorney General Review	Fees
092421-A	09/24/2021	Waiting for response from requestor	N	Zena Esquivel	Thomas J Henry	Police investigation records; Case number: 2021-03102	Y	Items listed in Transportation Code, Sec. 550.065.(f)	N	N/A	N	\$0.00
100521-C	10/05/2021	COMPLETE	10/23/2021	Brenda Quirino	United States Federal Probation System	Court records include charging instruments, judgments, revocation orders, presentence reports, and bench warrants. Police records include arrest records.	Y	DOB; DL#; SS#	N	N/A	N	\$0.00
100621-C	10/06/2021	Staff reviewing items retrieved.	N	Justin Pulliam	-	Electronic copies of all emails (including attachments) sent to or received from the email address of [REDACTED] Consider the time period from January 1, 2015 to October 5, 2021.						\$189.00
100621-D	10/06/2021	Staff reviewing items retrieved.	N	Justin Pulliam	-	Electronic copies of all emails (including attachments) sent to or received from the email address of [REDACTED] Consider the time period from January 1, 2015 to						\$234.00
100621-D	10/06/2021	Staff reviewing items retrieved.	N	Justin Pulliam	-	Electronic copies of all emails (including attachments) sent to or received from the email address of [REDACTED] Consider the time period from January 1, 2015 to October 5, 2021.						\$234.00
101021-A	10/10/2021	COMPLETE	10/23/2021	Joe Salvaggio	-	All recordings made by Councilman Bradshaw and Councilman Stevens made utilizing a body camera or any other type of recording device before, during and after all council meetings or any other city event/meeting where it was utilized. Consider the time from the time they became a City Council member, or during the time they were running for public office. All recording and interviews by Councilman Bradshaw and Councilman Stevens made by them, or interviews given by them and/or released on social media, or any other media	N	N/A	N	N/A	N	\$0.00

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	Attorney Review	Attorney Review Fee	Attorney General Review	Fees
101221-A	10/12/2021	COMPLETE	10/21/2021	Yesica Antu-Sanchez	Bexar Appraisal District	Permit for renovation, repair, building/new construction, ac & heating, electrical, plumbing, septic & sewer from August 1, 2021 – September 30, 2021.	N	N/A	N	N/A	N	\$0.00
101421-A	10/14/2021	Waiting for response from requestor	N	Araia Gutierrez	C Jackson Law Firm, PLLC	Body worn camera video for the following: Report/Sequence: 202103321 Date and time: 09/23/2021						\$115.00
101421-B	10/14/2021	Waiting for response from requestor	N	Araia Gutierrez	C Jackson Law Firm, PLLC	I request a copy of body worn camera video for the following: Report/Sequence: 202103321 Date and time: 09/22/2021 at 19:37 Location: Barcelona Lofts 6201 Grissom Road,#6203, Leon Valley, TX 78238 Person(s) known to be subject of video: Jason South						\$115.00
101421-C	10/14/2021	COMPLETE	Y	Sofia Pedraza	Davis Law Firm	Copy of Case Number: 202103446	Y	Items listed in Transportat on Code,Sec. 550.065.(f)	N	N/A	N	\$0.00
101421-D	10/14/2021	Pending receipt of payment	N	Bev Evans	Phase Engineering, Inc.	Re: 7210 Bandera, Leon Valley, TX 78238; Parcel ID: 111730; Mapsco: 579F1 Building Records: Please provide copies of all permits submitted/approved, certificates of occupancy and building plans for the above property. Environmental Health Records: We would like to request any and all environmentally-related information, including, but not limited to notices of violation, complaints, fuel tank storage facilities, sample wells, grease traps, etc. Fire/UST Records: We are	N	N/A	N	N/A	N	\$0.00

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	Attorney Review	Attorney Review Fee	Attorney General Review	Fees
101521-A	10/15/2021	COMPLETE	Y	Sam Heinz	Public Sector Personnel	Current pay plan, to include ALL job titles and	N	N/A	N	N/A	N	\$0.00
101821-A	10/18/2021	COMPLETE	Y	Catherine Rodriguez	-	Any and all documents, lawsuits, legal actions, dispositions, and payouts from Leon Valley/TML related to William Bradshaw, Josh Stevens, and Benny Martinez	N	N/A	N	N/A	N	\$0.00
101821-B	10/18/2021	COMPLETE	Y	Lauren Cardona	Pape-Dawson Engineers, Inc	Please send digital copies via email of the utility information for Prop ID 447684/Situs 5328 Blackberry Dr. We would like 1) to confirm that the water and sewer utilities for this address are provided by Leon Valley; 2) to request a map of nearby water and sewer utilities for this address, and 3) to request information pertaining to the manhole located at the intersection of Watercress Dr. and Blackberry Dr., particularly the elevation/depth of the manhole.	N	N/A	N	N/A	N	\$0.00
101821-C	10/18/2021	Waiting on staff	N	Paula A. Wyatt	Wyatt Law Firm	A copy of your entire file, including but not limited to police reports, photographs, notes, witness statements, 911 calls, police body camera photographs, in-car camera system downloads, in-car camera system photographs, in-car camera system videos, diagrams, videos and any other information. If you took any photographs, we would appreciate it if you would send us a CD and/or DVD of all photographs and video footage taken with respect to this incident.						\$0.00
101921-A	10/19/2021	COMPLETE	Y	Justin Pulliam	-	Electronic copy of the contract (including attachments and	N	N/A	N	N/A	N	\$0.00
101921-B	10/19/2021	Pending OAG Ruling	N	Justin Pulliam	-	Electronic copy of the charge, notice, complaint, and communications from the EEOC regarding the following: "Pursuant to Texas Government Code 551.071 Consultation with Attorney, Regarding Possible Pending Litigation, Concerning an EEOC Complaint Charge Number 451-2021-02356"			Y		Y	\$0.00

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	Attorney Review	Attorney Review Fee	Attorney General Review	Fees
102021-A	10/20/2021	Waiting on staff	N	Rachel Walke-Mackey	-	List of the request for service calls from 09/20/2021 to 10/20/2021. I am specifically looking for commercial theft,						\$0.00
102121-A	10/21/2021	COMPLETE	Y	Justin Pulliam	-	Electronic copy of the following information: Item 1 – All emails (including attachments) sent by Fire Chief Michael Naughton during the time period from October 4, 2021 to October 20, 2021. Item 2 – All emails (including attachments) sent to Joe Salvaggio or Kelly Kuenstler by Fire Chief Michael Naughton during the time period from January 1, 2020 to October 3, 2021.	N	N/A	N	N/A	N	\$0.00
102221-A	10/22/2021	Waiting on staff	N	David Perry	-	Building permits and other related documents pertaining to 6401 Rue Francois St., Leon Valley, TX 78238						\$0.00
102221-B	10/22/2021	Waiting on staff	N	Hector Flores, Sr.	-	Septic tank was permitted to be install date						\$0.00
102521-A	10/25/2021	Waiting for response from requestor	N	Phillip Smith	-	Body worn camera video 202103102						\$0.00
102521-B	10/25/2021	Ready for pickup	N	Mark Feichtinger	-	Red Light Camera Contracts and Amendments	N	N/A	N	N/A	N	\$0.00
102521-C	10/25/2021	Waiting for response from requestor	N	Sarah Zaiontz	Tinsman & Sciano Attorneys at Law	Police report, BWC Video and EMS records						\$244.00
102621-A	10/26/2021	Waiting on staff	N	Alma Carmona	Family Violence Prevention Services, Inc.	Police Report						\$4.90
102621-B	10/26/2021	Waiting on staff	N	Evan Bohl	-	Information related to 6320 Bandera Road (email, text, inspections, etc.) from current staff and council						\$0.00

PUBLIC WORKS

- The Staff is working on acquiring capital items for this year to include a riding lawn mower, a crew truck, well houses, a generator, and an excavator.
- The Staff finalized the draft ADA Transition Plan and sent it to an ADA specialist for review. Once returned, the Plan will be posted on the website for public comment before being presented to City Council for final approval.
- The Crew is working on repairing broken sidewalks and curbs city-wide.

- 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.
- The Crew is assisting with the Settler's Ridge utility replacement project.
- The Crew is locating valves on Bandera at Grissom.
- The Crew is repairing curb stops on Timberhill and on Bandera.
- The Crew is performing a dry run on meter reading with new handhelds.
- The Crew is performing vault inspections for Google Fiber city-wide.

FIRE DEPARTMENT

- The Fire Departments C Shift attended and completed a 3-day Swiftwater rescue class last week in New Braunfels. This course was funded through a TIFMAS grant and A shift will be attending the course within the next week.
- The business located at 5336 Wurzbach Rd has recently opened after passing fire and building inspections.
- The Sutphen Engine apparatus returned on 10/26/2021. This unit has been out of service due to Deisel Exhaust Fluid issues and transmission problems. This apparatus has been out of service for several months. We are currently renting a Fire Engine from Siddons Martin Emergency Group for the next 40 days to have necessary repairs completed to our 2 aerial apparatus.
- 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 one month.
- The Fire Departments 2018 Medic unit remains at Miracle Body and Paint for repairs.
- The Fire Departments 2019 Medic unit will be at the Dodge dealer for transmission issues and recall updates
- The Fire Departments plumbing problems have been repaired. More work will be needed to mitigate the clean-up around the area.
- Air Force Para jumper students have begun their EMS ride-outs with our organization.
- The Fire Department recently had 2 firefighters move to other organizations. The fire department is currently short-staffed by 3 firefighter-paramedics.

CITY SECRETARY

- Submitted the advertisement for the City-Wide Garage Sale to the ExpressNews Paper to run two weeks in print and online from October 17th - October 30th
- Prepared the Address Map/List for the October 30th City-Wide Garage Sale to be placed on the City website, printed for handing out at City Hall & Library
- Certified (13) records for the Police Department
- Had the Annual Fire Inspection Test at City Hall and LVPD on the 25th. (Smoke detectors passed but the Alarm system batteries (all original) need to be replaced and then re-inspected.) - This is a budgeted item.

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
- LEGO play: Friday, November 5th at 11:00am
- First Saturday Book Sale: Saturday, November 6th 9:30am-Noon (Library Annex)
- Stuffed Animal Sleepover Party: Drop-off Stuffed Animals Friday, November 12th between 3:30pm – 6:00pm; Pick-up Stuffed Animals Saturday, November 13th between 10:00am – 11:30am.
- 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

OTHER MEETINGS

- Next City Council Meeting will be Tuesday, November 16, 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.
- Saturday, October 30, 2021, at 9:00 AM, Arbor Day-Tree Adoption Event, outside at the Leon Valley Community Center.
- Saturday, October 30, 2021, Northwest Seniors Trash & Treasure Event, from 9:00 AM until 2:00 PM, at the Leon Valley Community Center.
- Saturday, October 30, 2021, City-Wide Garage Sale (participating properties on city website and social media sites).
- Saturday, October 30, 2021, from 10:00 AM to 12:00 PM, The Library's Annual Halloween Party, at the Leon Valley Public Library.
- Saturday, October 30, 2021, from 9:00 AM to 2:00 PM, Free COVID-19 Flu Vaccine Pop-up Clinic, at the Leon Valley Conference Center
- Saturday, October 30, 2021, from 11:00 AM to 3:00 PM, Bark-Tober Fest Pet Costume Contest hosted by Meals on Wheels, at Veterans Park – 6427 Evers Road
- Tuesday, November 02, 2021, Election Day.
- Sunday, November 07, 2022 at 2:00 PM, at the Leon Valley Public Library – Mural Unveiling and Dedication

- Thursday, November 11, 2021, City Offices will be closed in observance of Veterans' Day.