



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: January 18, 2022
TO: Mayor Chris Riley and City Council Members
FROM: Crystal Caldera, City Manager
SUBJECT: Pre-City Council Meeting Report

REMINDER - IMPORTANT NOTICE ON ANIMAL CONTROL

Our contract with YaYa's provides us up to a maximum of four kennels (two guaranteed plus two additional). **Our kennels and their facility are currently full.** The staff at YaYa's advised our officers they have been receiving calls from Leon Valley residents on a regular basis now (beginning in December, 2021) about accepting stray dogs. Between December 23, 2021 and January 3, 2022, they received 49 calls on the same subject and since December 1, 2021 – January 3, 2022, they have arrived at their facility and have found five dogs abandoned and tied at their front door. They have reported they are unable to accept any more dogs at this time due to their inability to transport the dogs they have now, to the northern parts of the United States (their out-of-state partners) due to COVID and climate conditions. They have advised us they may reach a point where they have to consider euthanizing the dogs. They also advised they may have to re-evaluate our contract. Our contract does provide for either YaYa or the city to discontinue without cause after 30 days notice. The city will be evaluating a foster program for stray dogs, but we are asking residents to please call the non-emergency police number at 210-684-8897, if they see a stray animal. Please do not contact YaYa's Rescue or leave an animal outside their facility.

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 prepared our answers/corrections. We submitted revisions to SARA and are now waiting for final approval and permit issuance.

10/1/2020	7/30/2021	12/2021	03/2022
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Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction
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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 punch list 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.

This project is to rehabilitate the Marshall Elevated Water Storage Tank, located behind Marshall High School. The contractor experienced some difficulties in getting the Tnemic paint required for the repainting of the tank, but that has been resolved. The project will now start in earnest.

1/15/22	1/31/22	2/7/22	2/28/22
Project Mobilization	Exterior Paint Application	Interior Paint Application	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

The date has been revised due to meeting cancelation.

06/7/2021	06/14/2021	07/19/2021	10/2021	2/2022
Direction to update	Discussion for EDCAC	Present a draft to EDCAC	The committee wishes not rush the item and continues to review	Present to Council

Open Records Requests

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	Attorney Legal Review	Attorney Review Fee	AG Legal Review	Fees
100621-C	10/06/21	Staff reviewing items retrieved.	-	Justin Pulliam	-	Electronic copies of all emails (including attachments) sent to or received from the personal email address of K. Kuenstler from January 1, 2015 to October 5, 2021.						\$189.00 Waived by City Council
100621-D	10/06/21	Staff reviewing items retrieved.	-	Justin Pulliam	-	Electronic copies of all emails (including attachments) sent to or received from the personal email address of J. Salvaggio from January 1, 2015 to October 5, 2021.						\$272.00 Waived by City Council
101821-C	10/18/21	Ready for pickup	-	Paula A. Wyatt	Wyatt Law Firm	Information related to Case Number: 202003375	N	-	N	-	N	\$106.00
110421-F	11/04/21	COMPLETE	01/12/22	Hunter Haas	SteinReal Corporation	Construction documents for 6400 Bandera Road	N	-	N	-	N	\$176.96
113021-B	11/30/21	Waiting on staff	-	Public Defender	Bexar County	Police Reports	N	-	N	-	N	\$ -
121721-B	12/17/21	COMPLETE	01/06/22	Justin Pulliam	-	electronic copy of the pay stubs for Kelly Kuenstler during the time period from 7/1/2020 to 12/31/2020.	Y	Items listed in Code Sec. 552.1175 and 552.136	N	-	N	\$ -
122121-A	12/21/21	Waiting on Requestor	-	Kendra Calvin	LaHood Norton Law Group, PLLC	Body Worn Camera Video Incident No. 202104175	N	-	N	-	N	\$ -
123021-A	12/30/21	COMPLETE	01/11/22	Tonia Johnson	Lexis Nexis Risk Solutions	Police Report data for the month of December 2021	-	-	-	-	-	\$ -
010322-C	01/03/22	COMPLETE	01/13/22	Alice Klauzinski	-	NIBRS Data	N	-	N	-	N	\$ -
010422-C	01/04/22	COMPLETE	01/12/22	Sheldon Mayor	Ontellus	Billing & Ambulance Records Subpoena	N	-	N	-	N	\$ -
010622-B	01/06/22	Waiting for Staff	-	Pamela Stevens	RPM Living	Records related to a fire that occurred on December 25, 2021 at 5650 Grissom Rd.	N	-	N	-	N	\$ -
010622-D	01/06/22	COMPLETE	01/06/22	Justin Pulliam	-	Electronic copy of the current personnel manual.	N	-	N	-	N	\$ -
011022-A	01/10/22	Waiting for clarification reply	-	Thomas Rockeymoore	-	Requesting a list of Nuisance Abatement properties (vacant houses) that have been cant and causes a nuisance to neighbors.	N	-	N	-	N	\$ -
011022-B	01/10/22	Waiting for EMS Release Form	-	Amanda Salvador	Law Office of Eric Ramos	Medical and Billing records for incident that occurred on 08/29/2021.	N	-	N	-	N	\$ -
011022-C	01/10/22	Waiting for EMS Release Form from requestor	-	Lexitas Automated Records Collection	-	Medical and Billing records for incident that occurred on 11/27/2021.	N	-	N	-	N	\$ -

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	Attorney Legal Review	Attorney Review Fee	AG Legal Review	Fees
011222-A	01/12/22	COMPLETE	01/12/22	Stephanie Schreiner	American Transparency	All employees including part-time, temporary, seasonal employees and elected officials for year of 2021-name, date of hire, base salary amount, bonus amount, overtime amount, gross annual wages and position title.	N	-	N	-	N	\$ -
011222-B	01/12/22	COMPLETE	01/13/22	Stephanie Schreiner	American Transparency	FY 2021 Vendor payment checkbook report, checkbook register, expenditure data, Transactional Detail Payments, Online Checkbook, or Disbursements.	N	-	N	-	N	\$ -
011222-C	01/12/22	Waiting for Staff	-	Andy May	"Watcher"	(1) Leon Valley Police Department "employee roster." Names, positions, pay rate, etc. Effective as of the receipt of this request; (2) The "Internal affairs case assignment logs/spreadsheets" for the years 2018 to 2021; (3) Internal affairs complaints "summaries," for the years 2018 to 2021. For example: "In 2019 there were 12 complaints made. Of these 5 were found to be sustained and officers received some type of corrective action. Seven were found not to be supported by the evidence or unfounded."; (4) The "use of force" summaries for the years 2018 to 2021. Here's an example of what I'm requesting: Year 2019 - Guns drawn 12 times, Taser drawn 19 times, Taser deployed 5 times, mace used 2 times, etc.; (5) Standard Operating	N	-	N	-	N	\$ -
011222-D	01/12/22	Waiting for Staff	-	Andy May	"Watcher"	(1) Logs/spreadsheets of all FOIA (public records request) submitted to the Leon Valley Police Department for the months of November and December from the year 2021. If the agency maintains this log in a way that reflects whether a request was rejected and/or whether any exemptions were invoked, I request that the log produced to me include that information; and (2) All correspondences discipline memos/records that their actions were substantiated resulting in a suspension, loss of pay, or termination for the years 2018 to 2021 on a Leon Valley Police Officer.	N	-	N	-	N	\$ -
011322-A	01/13/22	Waiting on Staff	-	Justin Pulliam	-	An electronic copy of all evidence of "covid related staffing issues" for the City Secretary, City Manager, or Rampage Law during the time period from November 1, 2021 to December 31, 2021.	N	-	N	-	N	\$ -

PUBLIC WORKS

- Staff will be performing a practice run on Thursday morning at 1:00 am with the new de-icing product. The Crew will treat all bridges and hills in Leon Valley. The product is made from beet juice and is non-toxic and non-staining.
- The Director is acting as the Interim Director of Planning and Zoning until such time as the position can be filled.
- Staff is preparing for a review for Accreditation from the American Public Works Association. The review will start on January 24th and finish on January 31st.
- Finishing curb replacement on Evening Sun.
- Crew is repairing the asphalt on El Verde Road.
- Staff continues repairing the walking trail in Raymond Rimkus Park.
- Repairing curb and sidewalk along Crownpiece.
- Taking down the holiday lighting.
- Meeting with the Edwards Aquifer Authority at both well sites to determine if AMI metering is feasible.
- Repairing VFD panel at Grass Hill wellsite.
- Draining the Marshall Elevated Water Tank

CITY SECRETARY

- Submitted all of the Municode and JustFOIA agreements to the city attorney for review as directed by City Manager Perales.
- Preparing the 2022 General Election Candidate Packet. Should be posted to website by January 14, 2022.

UPCOMING LIBRARY PROGRAMS

Regular Programs:

- Adventurers' Club: Wednesdays at 10:30am
- Lil Explorers: Thursdays at 10:30am
- Drum Circle: January 22nd at 10:30am
- Community Coffee: January 28th at 10:30am

Special Programs:

- Sunday, January 23rd at 3pm: Builder's Group (LEGOs)
- Tuesday, January 18th at 4:30pm: Origami Dove Craft
- Tuesday, January 25th at 4:30pm: Yin Yang Craft
- Saturday, January 29th at 10:30am: Puzzle Day

OTHER MEETINGS

- The next City Council Meeting will be Tuesday, February 1, 2021, at 6:00 pm, in Council Chambers.
- The Capital Facilities Oversight Committee will meet on January 24th, at the Leon Valley Conference Center, at 6:30 pm.

- The Tree Advisory Board will meet on January 24th, at 6 pm, at Public Works. They will hear a request for a variance to remove 26 medium to large trees, and one heritage tree, at 7228 Bandera Road. The request will then be forwarded to the City Council.