



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** January 10, 2021  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Gilbert Perales, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

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*This will be my last City Manager's report to this community and I want to express my sincere gratitude to the City Council and staff for being supportive during my tenure. I would also like to thank the residents of this community for allowing me to serve in this capacity. Please know that I am willing to assist, in any way, during the transition.....*

**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 also advised us they may reach a point where they have to consider extreme measures for these dogs. If current activity continues, they advised us that they may have to re-evaluate our contract. Our contract does provide a clause for either YaYa or the city to discontinue our arrangement, 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 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
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. 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
9/13/21	12/12/21	1/31/22	
Construction begins	Substantial Completion	Final Completion; currently completing punch list	

### (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 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 Tnemec

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 continues their review	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	Received Funding in the amount of \$14,667

### 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.

## Posting of 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.

## Open Records Requests

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	City Attorney Legal Review	City Attorney Review Fee	Attorney General Legal Review	Fees
083021-B	8/30/2021	CLOSED	12/21/2021	Emilie Eaton	San Antonio Express-News	Copy of any and all records pertaining to the Attorney General's investigation into former Leon Valley Police Chief Joe Salvaggio. Please also provide a copy of the report findings.	N	N/A	N	N	Y	\$ -
083121-A	8/31/2021	CLOSED	12/20/2021	Erick Matta	-	Any documents pertaining to closed investigations initiated by Joe Salvaggio(LVPD) against elected officials or citizens. These should include notices or rejection letters from the DA, TX Rangers, or OAG.	Y	DOB; SSN; CREDIT CARD; PERSONAL INFO OFFICIAL AND FORMER OFFICIAL; MOTOR VEHICLE	N	N	Y	\$ -

083121-B	8/31/2021	CLOSED	12/20/2021	Joseph Salvaggio	-	<p>Copies of the report issued by the Attorney General on or around August 9, 2021 concerning the criminal investigation of the Mayor and City Council. Also provide all documents, including, but not limited to reports, emails, text messages, WhatsApp, YouTube, Facebook written by any City Official in response of this criminal investigation over the past two years. City and private/personal correspondence on all types of media.</p> <p>Additionally, any and all documents written by any City Official to the Bexar County District Attorney, Bexar County Sheriff's Department, Federal Bureau of Investigations, Texas DPS, Texas DPS Rangers, and Office of Attorney General concerning Joseph Salvaggio. This includes but is not limited to all reports, emails, text messages, WhatsApp, YouTube, Facebook or any other social media used/written by any City Official in response to any criminal complaint or request for investigation of Joseph Salvaggio over the past five years.</p>	N	DOB; PERSONAL EMAIL ADDRESSES AND PHONE NUMBERS	N	N	N	\$ -
090221-A	9/2/2021	CLOSED	12/20/2021	Mayor Chris Riley	COLV	Copies of what get's released to ORR # 083121-B	N	DOB; PERSONAL EMAIL ADDRESSES AND PHONE NUMBERS	N	0	Y	\$ -

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	City Attorney Legal Review	City Attorney Review Fee	Attorney General Legal Review	Fees
090821-A	9/8/2021	CLOSED	12/20/2021	Evan Bohl	-	Requesting the Investigative Report from the Texas AG's Office regarding Current Councilmembers.	N	N/A	NA	NA	Y	\$ -
100121-B	10/1/2021	-	N	Daniel Mabry	-	Information related to LVPD Case # 202103248	-	-	N	-	Y	\$ -
100621-C	10/6/2021	PENDING	N	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.	-	-	-	-	-	Fees waived by City Council.
101421-A	10/14/2021	CLOSED	12/6/2021	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: 09/23/2021 at 09:40 Location: Barcelona Lofts 6201 Grissom Road, #6203, Leon Valley, TX 78238 Person(s) known to be subject of video: Krystal South and Roberto Hernandez	N	-	N	-	N	\$ 115.00
101421-B	10/14/2021	CLOSED	12/6/2021	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	N	-	N	-	N	\$ 115.00
101821-C	10/18/2021	PENDING	N	Paula A. Wyatt	Wyatt Law Firm	Information related to LVPD Case # 202003375						\$ -
111021-B	11/10/2021	PENDING	N	Lexitas	Automated Records Collection	LVFD records	-	-	N	-	N	\$ -
111721-A	11/17/2021	CLOSED	12/7/2021	Danielle Buhig	Gloval Zoning, LLC	Permits and violations related to 5601 Bandera	N	N/A	N	N/A	N	\$ -
112221-B	11/22/2021	CLOSED	12/16/2021	Alexander Quintanilla	Thomas J Henry	Information related to LVPD Case No. 202103942.	N	N/A	N	N/A	N	\$ 38.00
112321-A	11/23/2021	CLOSED	12/14/2021	Justin Pulliam	-	Paystubs, invoices, etc. related to K. Kuenstler	Y	Items listed in Code Sec. 552.1175 and 552.136	N	N/A	N	\$ -
120321-A	12/3/2021	CLOSED	12/23/2021	Justin Pulliam	-	Incident Reports	N	N/A	N	N/A	N	\$ -
120721-A	12/7/2021	PENDING	N	Josefa English	ISG	LVPD Case # 202102478 items	N	-	N	-	Y	\$ -
120721-B	12/7/2021	CLOSED	12/29/2021	Patty Santos	KSAT News	city manager contract; and separation agreement	N	-	N	-	N	\$ -

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	City Attorney Legal Review	City Attorney Review Fee	Attorney General Legal Review	Fees
121421-B	12/14/2021	CLOSED	12/21/2021	Cody Carter	CBRE Assessment & Consulting Services	Information regarding whether there are any current open zoning, building, or fire code violations, copies of variances/special use permits, certificate(s) of occupancy, and approved site plan for the Villas of Leon Valley Apartments located at 7101 Huebner Road	N	-	N	-	N	\$ -
121521-A	12/15/2021	CLOSED	12/30/2021	Justin Pulliam	-	Copy of ORR # 090921-A city secretary personnel file	Y	Items redacted were allowed by §552.024; 552.130; 552.136; 552.148(a) of the Gov't Code; and §181.006 of the Health & Safety Code.	N	0	N	\$ -
121521-B	12/15/2021	CLOSED	12/30/2021	Justin Pulliam	-	city secretary phone records/email records/text messages	N	-	N	-	N	\$ -
121521-C	12/15/2021	CLOSED	12/17/2021	Monique King	PZR Resource Company	Copies of six (6) special use permits that were previously issued on property addresses 5504-1 through 5504-6 Bandera Road.	N	N/A	N	N/A	N	\$ -
121621-A	12/16/2021	CLOSED	1/6/2022	Manuel Barrera	KFW Engineers + Surveys	As-builts for water, sewer, gas and storm drainage related to 6400-8500 block of Grissom Road.	N	-	N	-	N	\$ -
121721-A	12/17/2021	PENDING	N	Justin Pulliam	-	Any documentation, brief, opinion, or other record that relates to TMRS Current Service Credit for Members who are not actively employed in a position that requires at least 1,000 hours of work in a year; Leon Valley certification of every position that meets the TMRS work requirement (i.e. regularly engaged in the performance of duties of an appointive office or position that normally requires services from the person for not less than 1,000 hours a year) during the time period from January 1, 2020 to December 16, 2021.						\$ -
121721-B	12/17/2021	PENDING	N	Justin Pulliam	-	electronic copy of the pay stubs for Kelly Kuenstler during the time period from 7/1/2020 to 12/31/2020.						\$ -
121721-C	12/17/2021	CLOSED	12/29/2021	Fernando Samano	CBRE Assessment & Consulting Services	Related to 7101 Huebner Road – Villas of Leon Valley I am looking for complaints, inspections, violations, and/or enforcement actions involving the subject site(s). In particular, I am looking for, but not limited to the following: <ul style="list-style-type: none"> <li>• Responses to fires</li> <li>• Responses to hazmat spills and dumping</li> <li>• Issues with subsurface devices such as but are not limited to oil/water separators, grease traps, lint trap, septic systems, water wells, or dry wells.</li> <li>• Building-related health issues involving asbestos, lead-based paint, lead-in-drinking-water, mold, or any other "sick-building syndrome".</li> <li>• Building code violations related to environmental issues such as tanks, chemical storage, or stormwater.</li> </ul>	N	-	N	-	N	\$ -



Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction	Reason For Redaction	City Attorney Legal Review	City Attorney Review Fee	Attorney General Legal Review	Fees
010322-A	1/3/2022	CLOSED	1/3/2022	Carole Bartholomew	Building Permit & Pool Info. Service	December 2021 Permit Report	N	-	N	-	N	\$ -
010322-B	1/3/2022	CLOSED	1/5/2022	Ryan Brill	-	Fire Report from 12/31/2021 incident in Brisa Estates	N	-	N	-	N	\$ -
010322-C	1/3/2022	PENDING		Alice Klauzinski		NIBRS Data						
010422-A	1/4/2022	CLOSED	1/4/2022	Paul Fletcher	Langley & Banack, Incorporated	Ordinances recently adopted for St. John's Baptist Church	N	-	N	-	N	\$ -
010422-B	1/4/2022	CLOSED	1/6/2022	Doug Martella	Zac Team	Compensation Study Information Request	N	-	N	-	N	\$ -
010422-C	1/4/2022	PENDING		Sheldon Mayor	Ontellus	Billing & Ambulance Records Subpoena	N	-	N	-	N	\$ -
010522-A	1/5/2022	CLOSED	1/5/2022	Suma Sureshchandra	Building Permit & Pool Info. Service	December Building and swimming pool permit information.	N	-	N	-	N	\$ -
010622-A	1/6/2022	CLOSED	1/6/2022	Annie Xavier		December Building and swimming pool permit information.	N	-	N	-	N	\$ -
010622-B	1/6/2022	PENDING		Pamela Stevens	RPM Living	Records related to a fire that occurred on December 25, 2021 at 5650 Grissom Rd.	N	-	N	-	N	

### POLICE DEPARTMENT

Data included in City's Website: [http://www.leonvalleytexas.gov/residents/city\\_data.php](http://www.leonvalleytexas.gov/residents/city_data.php)

### ONIT

Data included in City's Website: [http://www.leonvalleytexas.gov/residents/city\\_data.php](http://www.leonvalleytexas.gov/residents/city_data.php)

### MUNICIPAL COURT

Data included in City's Website: [http://www.leonvalleytexas.gov/residents/city\\_data.php](http://www.leonvalleytexas.gov/residents/city_data.php)

### PUBLIC WORKS

- The Director, Melinda Moritz, 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.
- Placing hangtags and disconnecting/reconnecting water services.
- Will read meters this week.

- Meeting with the Edwards Aquifer Authority at both well sites to determine if AMI metering is feasible.
- Repairing VFD panel at Grass Hill wellsite.

### **CITY SECRETARY**

- Working with Municode and JustFOIA and the city manager/city attorney on review of contracts and working with IT to prepare to begin the installation of programs.
- Preparing the 2022 General Election Candidate Packet. Should be posted to the website by January 14, 2022.

### **FIRE DEPARTMENT**

- Fire Engineer Rick Sanchez gave an interview to Telemundo on January 3<sup>rd</sup>. The interview gave citizens helpful winter tips on how to stay safe when trying to keep warm. He also gave additional winter fire safety tips.
- The Department had 3 Fire Marshal's patrolling for fireworks on December 31<sup>st</sup>. More than 25 contacts were made by the fire department with no citations given. During the firework patrol, the department responded to a vehicle fire that was accidentally caused by fireworks.
- The Department responded to an Apartment fire on December 25<sup>th</sup>. There was moderate damage to the building with a complete loss of the unit. The cause is undetermined at this time but electrical cannot be ruled out.
- The Department responded to a structure fire at the Comfort Café on December 27<sup>th</sup>. The fire was caused by a vagrant entering the building through an unsecured wall and started a rubbish fire inside the building. There was minimal fire damage to the building.
- Several food items from the Blessing box were donated to a non-profit organization. This organization gave the food to needy families for the holidays.
- The Department completed an audit of the City's High Water Detection system and Flood Gates infrastructure with High Sierra. Several deficiencies were noted and a summary of the audit will be provided by High Sierra within the next week.
- The Department will be hosting FEMA Incident Command System 300 and 400 classes at the fire station in January. For further details regarding the class please visit the City's website under departments to the Fire and EMS page then under Emergency Management. It will be posted at the bottom of the Emergency Operations page.  
[https://www.leonvalleytexas.gov/departments/fire\\_and\\_ems/emergency\\_management.php](https://www.leonvalleytexas.gov/departments/fire_and_ems/emergency_management.php)
- The E-One Bronto Aerial Apparatus continues to be 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 down time has been extended. No update to the status of this apparatus.

The Fire Department is continuing in the process of renewing our ISO rating with the Insurance Services Office. We have a scheduled site visit January 26, 2021, with an ISO representative.

### **UPCOMING LIBRARY PROGRAMS**

#### **Regular Programs:**

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

#### **Special Programs:**

- Saturday, January 15<sup>th</sup> at 11am: Teens & Adults – Paper Mache
- Sunday, January 16<sup>th</sup> at 2:30pm: Family Movie
- Sunday, January 23<sup>rd</sup> at 3pm: Builder's Group (LEGOs)
- Tuesday, January 18<sup>th</sup> at 4:30pm: Origami Dove Craft
- Tuesday, January 25<sup>th</sup> at 4:30pm: Yin Yang Craft
- Saturday, January 29<sup>th</sup> at 10:30am: Puzzle Day

### **OTHER MEETINGS**

- The Park Commission will meet on January 13th at the Leon Valley Conference Center, at 7:00 pm.
- The Library Board Meeting will meet on January 13th, at the Leon Valley Library, at 5:30 pm.
- The next City Council Meeting will be Tuesday, January 18, 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 24<sup>th</sup>, 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.