



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

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

**FROM:** Kelly Kuenstler, City Manager

**DATE:** October 28, 2016

**SUBJECT:** Pre City Council Meeting Report

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**Human Resources**

- The Assistant Community Development Director is starting with us as the Community Development Manager on November 16, 2016. Her Name is Megan McLeod. After, Megan is fully trained she will be promoted to Assistant Community Development Director.
- Planning Technician Christina Garcia will begin employment with the City on November 14, 2016.
- After an extensive hiring process, the City is happy to announce the promotion of Fire Captain Blake Wade to Assistant Fire Chief. Assistant Fire Chief Lawson has made the personal choice to step down to Fire Lieutenant.
- We are also happy to announce the promotion of Firefighter/Paramedic Eric Burnside to Deputy Fire Marshall.
- We are currently advertising internally for a Fire Captain position.
- We would also like to welcome Lisa Martin the Fire Department Administrative Assistant - her first day of employment is October 31, 2016.

**Public Works**

*Director/Assistant Director*

- Preparing for 11/1 City Council meeting – Budget Adjustment for Kinman House, ordinance revision for Hodges Street one-way traffic.
- Well project – SAWS interconnect removal and new install – contractor has begun construction of the new VFD building at the Huebner well site and remodel of existing building at Grass Hill.
- San Antonio Constructors started construction September 6<sup>th</sup> for the Huebner Road mill & overlay project, contract is for 90 days. They have experienced several delays due to equipment failure, but are due to complete the project by November 11<sup>th</sup>, 2016.
- Street ranking project continuing, with 95% of streets ranked, anticipate compiling cost estimates by end of October.
- Kimley-Horn Engineers has completed their mapping of the drainage concerns that were brought to our attention during the workshop – should have final report to City Manager by November.

- Kinman House construction continuing this week, with plumbing & gas almost complete, built cashier's counter and small bar, installing remaining kitchen equipment, custom building venthood and ansul system, and finishing paint and flooring.
- Park Commission will meet and review final results of Old Mill proposed park survey with residents on November 8<sup>th</sup> at Conference Center, 7 pm.
- Waiting for estimates on fencing and gravesite restoration for Huebner gravesite. Will forward both to Historical Society for their review.
- Evers Road sidewalk project northeast side plans being drafted, expect to go out for bids in January – still waiting on estimates for crosswalk at Seneca and Evers.
- LID parking lot plans sent to SARA for approval – projected to request bids on project in November.
- Prepared Bids for Swimming Pool Operations for the 2016-2017 swim season, to include Forest Oaks Pool.
- Prepared bid documents for Huebner at Timberhill drainage project. Will need budget adjustment to fund project, then be reimbursed by CDBG, as this is a grant funded project.

#### *Construction Crew*

- Restoring surface of ground across from library at park with gabion mattresses, to assure event participants from Ciclovía don't fall off sidewalk and sustain injuries.
- Building retaining wall and relocating sidewalk on Rue Liliane to save Heritage Oak Tree
- Repairing various curbs and sidewalks city-wide.

#### *Maintenance Crew*

- Working on Kinman House project.
- Mowing Huebner, Bandera, and Grissom Roads.
- Installing LED stop signs along Timberhill, along with crosswalk and curb ramps. This is in response to several concerns received from residents over the last year about the traffic increase and speeding along Timberhill. One of the residents happened to mention this problem at the last Council meeting, so it is quite the coincidence that the signs were delivered two days after the meeting!

#### *Utility Crew*

- Will be placing hangtags at the end of the week.
- Testing meter changeover from 1000 gallon read to 100 gallon read to more accurately reflect water usage.
- In response to increase in water rates, will be performing free home water audits on Fridays for the next two months – so far four residents have signed up. Forms available on City website.

#### *Fleet Crew*

- Performing preventative maintenance on equipment.
- Truck engine blown, with no hope for repair – cost to replace is \$7000.
- Dump truck transmission non-repairable – cost to replace is \$6000.

#### *Animal Control*

- Working on various animal complaints and responding as Code Enforcement Officer in Training.
- Completed Code Enforcement Officer training.
- Impounded grey & black Pot-bellied pig from Shadow Mist area – anyone want a friendly pig and lives outside of city limits?

### *Code Enforcement*

- Following up on sign code violations.
- Investigating each neighborhood for code violations, making personal contact upon discovery when able to, writing notices when no one is home.

### **Police Department**

The highlighted classifications are new categories created for this report which were in part based on the number of reports submitted and the severity of the offense. The category of “Proactive Crime Enforcement” is an initiative started by Sgt. Ben Castro in an effort to curb criminal activity throughout the City of Leon Valley. He has directed his subordinates to focus attention to open garage doors, unsecured vehicles, and front doors of residences standing open during nighttime patrols. The officers will make contact with occupants of the homes and locate owners / operators of the vehicles and advise them of the situation without regard to the hour and every person is appreciative of the efforts displayed. Each contact is supported by a case number generated as an on-site activity and reflected in the second set of numbers under “Summons / Other Service”. Sgt. Castro is to be commended for his progressive thought and the efforts of the Dogwatch shift in our mission of service to the citizens of Leon Valley. In addition, Chief Salvaggio is very proud of all of the team who have stepped up to the challenges that he has presented. All are doing so with a smile on their face and all have been receptive to the changes.

### **NOTABLE INCIDENTS**

- **Vista del Rey Apartments** – Aggravated Assault with a Deadly Weapon, Family Violence – On October 18, a domestic disturbance turned violent when a male subject physically assaulted his wife and threatened to kill her while displaying a meat cleaver. Male was arrested and charged.
- **7007 Bandera** – Aggravated Robbery w/a Deadly Weapon – On October 18, a non-resident victim was picked up by three males on the east side of San Antonio. They drove him to the Speedy Cash in Leon Valley in a stolen vehicle, then forced him at gunpoint to get a cash advance to pay of a debt for past drug purchases. All were arrested and charged.

### **DEPARTMENT INFORMATION**

- **Auction of Illegal Proceeds:** A Leon Valley officer assigned to the DEA Task Force was responsible for seizing the illegally obtained proceeds from a money laundering ring out of Mexico. The seizures of homes and commercial properties were auctioned off on 10/24 and 10/27. The ill-gotten gains resulted in over \$31 million dollars, of which our department will receive 5% in the near future.
- **Weapons Re-Qualification:** Senior trainers from the Bexar County Sheriff’s Department and Leon Valley Police Department held a requalification on the pistol, rifle, and shotguns assigned to each officer. All officers except one were able to pass the qualification standards assigned by the Texas Commission on Law Enforcement.
- **Property Room Audit & Clean-Up:** The audit and clean-up of the property room began on 10/26/16. The audit and clean up could take as long as 6-months to complete. We are temporarily housing the property room in the jail cells until the property room audit is

completed. New protocols and tracking measures have been implemented for the temporary property room as well.

- **Radio Testing:** The police department began a testing of a new radio. The testing will last a couple of weeks as we move the radio around to all shifts, supervisors, and the fire department.

## **COMMUNITY SERVICE**

- **Drug Take Back:** The police department joined with the Drug Enforcement Agency (DEA) for the annual Drug Take Back Program. Our department took in 222 pounds of various prescription drugs on Saturday, October 22.
- **Halloween Costume Give-One-Take-One:** The police department joined with the fire department and community leaders for a Halloween Costume Give-One-Take-One event. We supplied glow sticks and candy for the kids, and the community brought Halloween costumes to trade.
- **Red Ribbon Week:** Marshall High School leadership contacted our department and asked for us to attend the Red Ribbon Week events on 10/24/16. Officer Luis Farias volunteered to work the event, giving a presentation on illicit drugs, and showing our police equipment to the attendees. The event drew hundreds of kids and was very well received by all.
- **Bike Rodeo:** Officer Chad Mandry assisted the Driggers Elementary with their annual Bike Rodeo. Officer Mandry provided safety tips and judged 75 elementary school kids at the event.
- **Sex Offender Inspections:** The police department checked all sex offenders living in the Leon Valley City limits prior to Halloween. These visits were to ensure the offenders were in compliance with the law (no decorations, not giving out candy, not participating in any events) and to remind them of their responsibility on Halloween.
- **Ciclovía:** On 10/29/16 the police department provided security for the Ciclovía event. We set up three traffic control points (Evers/Huebner, Evers/Sunlight, and Poss/Sunlight) and three foot patrols in each Ciclovía for a total of six assigned posts. We also had two walking patrols and one officer in the command post. In addition, we had 10 Marshall High School Police Explorers volunteer for the event. They were placed with each officer, and another four were placed in the parking lot of the Senior Center to assist with parking.

## **Library**

- Calendar attached for November. Highlights:  
Thursday November 3 at 6pm Carol Poss has written "A TEXAS FAMILY HERITAGE" play. Learn about Texas History based on family documents, books and stories. It is being presented by the local teens inside the library meeting room.
- We will have Eddy from the Daughters of Charity at the library every Tuesday from 10 – 2 starting November 1 through end of January. He is helping people with health insurance and signing up for the affordable healthcare act. He will also help with WIC and food stamps.
- Thanksgiving Hours: Closed Thursday Nov 24 and Friday Nov 25 Open on Saturday November 26.
- Breakfast with Santa, annual event put on by the Friends of the Library and the LV Public Library is coming on Saturday December 3 from 8-10:30 am.

## **Fire Department**

- **New Assistant Fire Chief selected** – After an extensive application process that included a review of credentials, two separate interview panels, and physical skills and agility testing, Fire Captain Blake Wade has been promoted to the position of Assistant Fire Chief. Assistant Fire Chief Wade has 35 years of experience in the fire service (14 with the City of Leon Valley), most recently serving as Captain of A-shift. His credentials include; Licensed Peace Officer, Paramedic, Advanced Firefighter, Fire Inspector, Arson Investigator, Fire Service Instructor, and is a recent graduate of the Texas Fire Chiefs Academy, obtaining an Executive Fire Officer certification. Assistant Chief Wade has been married to his wife Pam for 30 years and they have three children. He is slated to begin officially on November 1<sup>st</sup>, and has already set goals in both obtaining additional credentials and training, as well as setting professional objectives. Billy Lawson will be working closely with Assistant Chief Blake Wade over the next several weeks to assist in a smooth transition. Billy will be transitioning to a Lieutenant on shift. Make sure to congratulate Assistant Chief Blake Wade and thank Billy!
- **New Deputy Fire Marshal selected** – After an extensive application process, Firefighter Eric Burnside has been promoted to the position of Deputy Fire Marshal. Fire Marshal lives just outside Leon Valley with his wife, Wanda, of 3 years. Fire Marshal Burnside has served as the Chair of the Apparatus Committee that successfully produced the new fire engine, and newest ambulance (2014). He also served as the Chair of the Medical review committee and successfully worked to manage the transfer and update of the EMS system protocols. Fire Marshal Burnside has three Associate’s degrees and is pursuing his Bachelor’s degree. He also holds state certifications as a Fire Investigator, Fire Service Instructor, Fire Officer Intermediate, Fire Apparatus Driver/Operator, Swift Water Rescue Technician, and more. He has also set additional professional credentialing goals and professional objectives. He will be working to manage fire inspections, investigations, and leading our prevention program. His first objectives will be to construct a fire break that will better protect the Shadow Mist subdivision, and complete an evaluation and make recommendations that will work towards improving the ISO score for the City of Leon Valley.
- **Join Team Leon Valley for the 2016 Heart and Stroke Walk** – City of Leon Valley staff are teaming up to participate in the 2016 Heart and Stroke Walk to be held on November 12<sup>th</sup> at Nelson Woolf stadium. The event is hosted by the American Heart Association and is intended to raise money to support the many needs that work to treat and prevent heart disease and strokes. The Leon Valley FD Honor Guard is scheduled to post for the event. Attendance for this event is expected to top 10,000 people. You can join our team and help us reach our goal by clicking the following link;  
<http://heartwalk.kintera.org/faf/home/default.asp?ievent=1152809>  
Click on “join team” and then type in, “Leon Valley”, then register and show up to help the American Heart Association!
- **Canned Food Drive** – Be on the lookout! We are teaming up with all departments in the City for our annual canned food drive through the holidays. Several large red tubs have been reserved and will be placed throughout the City for six weeks beginning on November 1<sup>st</sup> (through December 16<sup>th</sup>). Our goal is to donate 1,000 pounds of food to the San Antonio Food Bank on behalf of Leon Valley.

### **Communication Information**

- We’re ready for our first ever LV Ciclovía! We have 19 activity and food vendor participants’ total. It is sure to be a busy day with all the activities occurring. All leaders and volunteers have been given their assignments and supplies. Staff attended the Senior luncheon and their

concerns are somewhat alleviated. Staff assured them there would be police monitoring. The website was updated with Ciclovía maps and FAQs for the event. Staff had an informational mailer sent to the 3,200 receipts of the LV newsletter in preparation of Ciclovía.

- Revize submitted the first review of the new website concept. Communications staff will meet with a staff committee on the initial design after Ciclovía.
- Maintaining Facebook posts: Voting, Halloween Safety, Large Parking Lot closure for Ciclovía, Ciclovía activities, Huebner Mill & Overlay updates, volunteer appreciation, lost pot belly pig, and more. Ciclovía has reached 1,531 people on FB. We have engaged 1,688 FB users and we have 844 likes on FB this week alone. Numbers are good.
- The Committee reviewed the In Kind Grant request for the Cystic Fibrosis Foundation for their May 2017. The request is tentatively set for the second Council meeting in November.
- Staff received an In Kind Grant request from the Historical Society for their Pioneer Gala Fundraiser at the Community Center on November 18. This request will go before Council on November 15.
- Staff will begin continue planning out, scheduling and coordinating November and December City events.
- Staff continues to assist with the Mayor's FB and the Monarch Butterfly Mayor Initiative.

### Community Development

- 7228 Bandera Road has had inquiries for potential new development. This property is B-2 (Retail) and is located in the Gateway Overlay.
- Staff met with Greg Van Cleave. He and his brother are the new owners of the 50 cent carwash at 7160 Bandera Road. They are interested in updating the site but have challenges as the property is zoning B-2 (Retail) and is within the Sustainability Overlay. Staff will continue to work with them to improve the look of the business. They removed wind-waver signs and a framed sign that were prohibited by ordinance.
- Staff worked with Code Enforcement regarding a business at 7205 Bandera Road, that noted that they were an "office" but were storing moving trucks on site. Thus, the use was a "moving company" and a zoning violation. Staff and Code Enforcement informed the business owner of the violation and they are going to correct the matter accordingly as of 10/27/16.
- 24 posters were received from Leon Valley Elementary for the Arbor Day poster contest. The City is receiving 250 trees from CPS Energy and is purchasing 250 more for the Arbor Day Celebration, for a total of 500. Ribbons will be awarded at Arbor Day, Saturday, October 29, 2016.
- The Zoning Commission held a Zoning Workshop on Monday, October 24, 2016. Additionally, staff, the Chair and Vice-Chair, is going to the Texas APA Conference next week in Downtown San Antonio, November 2-4.
- Judgment was favorable from the Court regarding Seneca Ballroom at 6565 Bandera Road. Code Enforcement of this site was reinstated the week of October 17.
- Plat was received for Autumn Leaves Retirement Living Subdivision – plat is in processing.
- Starbucks is open for business.
- Working to resolve permitting and sign violation issues at Amco Insurance – 6712 Bandera Road. **A new sign company was contracted and prior permitting submitted. This matter should be resolved by 10/29/16.**
- Staff sent the Floodplain Development review comments to the Soccer Complex owners from Shadow Mist. Staff has not received any further information on the SUP or Floodplain Development permit request.

- The Community Development Manager Megan McLeod begins November 16 and the Planning Technician Christina Garcia begins on November 14. Staff is looking into accommodations for the new staffers.
- Staff continues to assist with requests by auditors and completion of successful account reconciliations.

### City Secretary

- Continue working with board liaisons to get current minutes posted to the website. This project is about 75% complete.
- Attended the Texas Municipal League (TML) Annual Conference in Austin, TX.
- In the last two weeks, the City Secretary's Office has received 5 open record requests. Those requests were for: Police/Accident Reports x 14; Contract Records x 1; Employee Related Material x2; and Information related to DPS Facility x 1.
- The Shred Event has been scheduled for Monday, October 31<sup>st</sup>.
- Attended Ethics Training Seminar (Texas Municipal Clerks Association (TMCA)) in Galveston 10/26<sup>th</sup> -10/27<sup>th</sup>
- Ongoing Projects:
  - Re-codification of the City's Code of Ordinances
  - Leon Valley Contract Inventory
  - Training with Accela (agenda/minutes program) "**GO LIVE DATE**" is December 20<sup>th</sup>
  - Working with staff to inventory records to be sent to Safesite for record storage

### Finance

- Nothing to report.

### Upcoming Events:

- Ciclovía, October 29, 2016, from 9:00 a.m. to 2:00 p.m. at Raymond Rimkus Park.
- Trash & Treasure Sale/Halloween Party/Arbor Day Tree Give-Away, October 29, 2016, 6427 Evers Road from 9:00 a.m. to 2:00 p.m.
- Texas Recycles Day, November 05, 2016, from 9:00 a.m. until 1:00 p.m. at Leon Valley Public Works.
- Special Election – Early Voting October 24<sup>th</sup> – November 4<sup>th</sup>. Election Day November 8<sup>th</sup> .
- Beethoven Christmas Concert, December 11<sup>th</sup> at 2:30 p.m. at the Community Center.