



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

**DATE:** March 3, 2017  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre City Council Meeting Report

---

**Human Resources**

- Police Department Open Positions.
  - Three Patrol Officer Positions- Due to the promotions of Officers Mandry and Farias. Two positions have become vacant; applicants are currently in background.
- Fire Department Positions
  - Fire Captain Position retesting is scheduled for March 13, 2017.
- Public Works Department
  - Field Supervisor Position: The City welcomes Frank Ramirez to the Leon Valley Team. His First Day is March 6, 2017.

**Public Works**

- Installed Hodges speed pads last week – now installing new mailboxes
- Well project –Well plugging of Grass Hill complete. New well being drilled. Water Crew is on standby to move water around during the next two months.
- Fencing and gravesite restoration quotes for Huebner gravesite being reviewed.
- Getting estimates for fencing at Huebner-Onion homestead.
- Evers Road sidewalk project northeast side plans being drafted, expect to go out for bids in February
- LID parking lot plans sent to SARA for approval – projected to request bids on project in early March.
- Bids for Swimming Pool Operations for the 2016-17 swim season, to include Forest Oaks Pool, have been opened and will be scheduled for City Council meeting of March 21st
- Huebner at Timberhill drainage project on hold until utilities move their infrastructure. The streets will remain open, but traffic will be down to one lane.
- Neighborhood Renewal Program was February 25<sup>th</sup> and focused on the homes at 7115 Pepperwood and 6703 Cloverbend as well as the city pool and park area. About 70 volunteers showed up, from the LDS Church, Marshall High School football team, employees from Home Depot, and staff from the Police, Manager's Office and Public Works. Great team work!
- Gearing up for Earthwise Living Day event, Saturday March 4<sup>th</sup>, from 9am to 1 pm.
- Working on Operations Manual for Public Works.
- Revising Water and Sewer Operations Manual.
- Working with engineer on submittal of Evers Road Bridge plans to TxDOT. 60% plans are to be submitted to TxDOT on February 23<sup>rd</sup>. Plans will be sent to the Austin office for review.

- Received trees for repurposing from LC-17 project – waiting on direction for disposal
- Assisted Code Enforcement with mitigating at 7302 Poss Road

### Police Department

- The City continues to be a magnet for persons to commit Property Crimes with significance to all classifications of theft and vehicle burglaries. Please see attached police Activity Report.
- In an effort to achieve the next TCOLE certification level, officers are continuing to receive training in different fields and the Department has added two more offices with Basic Instructor certifications.
- We have increased our patrols of 7203 Poss following the abatement operation

### Fire Department

- **Medicaid Audit** – Leon Valley EMS was audited by a Federal Medicaid Inspector this week and passed without any deficiencies. Executive Assistant, Lisa Martin, was prepared for the inspection and had no issues.
- **Credentials earned** – Congratulations to Engineer Rick Sanchez for becoming an Advanced level Firefighter. Also, Assistant Fire Chief Blake Wade completed his Advanced Incident Command Training certification course through the Federal Emergency Management Agency. Firefighter Julian Mendoza is attending an emergency vehicle driver training course.
- **Annual Physical Assessment Test** – All Leon Valley Firefighters have completed and passed their annual physical agility exam. This comes after completing the annual *medical* physical exams, and includes a very physically demanding obstacle course of firefighter skills. This course includes a ladder climb, fire hose pull, forcible entry, tool hoist, and rescue mannequin drag. This marks the first time the department has had 100% passing within the first attempt.
- **Flood Siren scheduled for installation** – The City of Leon Valley’s new flood/storm siren is scheduled for installation on March 9<sup>th</sup>. This new siren will improve the communication and notification of impending severe weather and flooding to the community that surrounds the Public Works Complex and park. The scheduled test will be announced soon.
- **Deputy State Fire Marshal visits Leon Valley** - Texas State Deputy Fire Marshal Cassandra Guerrero toured Leon Valley this week through several commercial kitchens with Leon Valley Deputy Fire Marshal Burnside. The visit concluded with improvements made in the safety of several restaurants in Leon Valley, including The Syrian Café on Evers Rd. The visit included several hours of training and sharing of resource materials to the fire department.

### Library

- Purchased “Code-a-pillar” which is a coding for preschool through third grade toy/program we can run.
- Purchase of new 55” tv and roku stick for use hooking up to internet/streaming videos for classes and events – will allow us to increase our STEM activities with all the videos now available on YouTube as well as participate in NightSky events and webinars for the community and so much more.
- Partnering with Barnes Noble for STEM programs – they have a rep coming to our MakerSpace event on March 15/16 and doing STEM for preschoolers and more. We will also partner with them for summer reading events as our theme is Build a Better World and STEM activities will be featured.

### City Secretary

- Since the last report, the City Secretary's Office has received 15 open record requests. Those requests were for: Police Investigation Files x 8; EMS Reports x 1; Building Plans/Permits x5; and Personnel x1.
- Conducted the Drawing for Place on the Ballot for the May 06, 2017 General Election.
- Ongoing Projects:
  - Volunteer Appreciation Dinner
  - Re-codification of the City's Code of Ordinances
  - Leon Valley Contract Inventory
  - Working with staff to inventory records to be sent to Safesite for record storage

### **Economic Development**

- Leon Valley Economic Development Corporation (LVEDC) approved funds to assist in the purchase of a FunFlicks outdoor movie package to further enhance community sponsored events such as Movies in the Park.
- Staff has meet with area business and land developer, Joe Mendoza, Ricardo Ruiz, Eric Rios, and Michael Varvara regarding the LVEDC signage and façade grant program.
- Staff facilitated in the planning and purchase of new Leon Valley Pride t-shirts to be worn by city staff during City sponsored activities.
- Staff contacting area businesses to recommend beautification to frontage of their property.
- Staff assisted with the cocktail and ribbon cutting ceremony hosted by the Leon Valley Café on the evening of February 23, 2017.
- Staff contacted Kens5 Chelsey Hernandez about promoting the upcoming City of Leon Valley Library Spring Break activities. They have partnered with NISD and Barnes & Noble and are putting on a Science, Technology, Engineering and Mathematics (STEM) event on Wed Mar 15 and Thurs March 16 from 1-4 each day. This will be a HUGE event with activities such as 3D design and printing, app creation, video game creation, stop motion video making, mechanical lego competition, coding and so much more. They have asked if BN can bring their drone among other things. There will be activities and projects for toddlers and up. This is just the start of our STEM projects and activities and we hope to partner much more with the NISD.

### **Community Development**

- There were 1,639 phone calls received at City Hall for the month of February.
- The Valencia Loft Plat and the Linkwood Addition plat will go before Council in March 2017.
- Staff is taking a discussion and possible action item to Council regarding the future of the Silos and other property development in this area of Huebner Road.
- The deadline for newsletter submittals is Monday, March 6, 2017.
- There are four (4) In Kind grant requests scheduled to be presented to Council in March 2017.
- The building department issued 151 various permits for a revenue of \$52,880 in February 2017.
- Staff presented the Action Plan to the Zoning Commission on February 28, 2017. The Commission is in support of the document and looks forward to its use. Staff continues to work on the Master Plan.
- Staff is in communication with Green Wood Milling for repurposing of the trees that were removed from the LC-17 project boundaries. Benches are proposed to be created from the repurposed trees for the various new parks.
- Nicole Irwin with the San Antonio Theater was able to find a location for their proposed theater behind HEB Marketplace in a B-3 (Commercial) zoning district.
- Preparations are being made for the Tree Advisory Board's (TAB) participation in the upcoming Earthwise Living Day. The TAB is partnering with CPS Energy for the adoption of 500 trees at the event.

- The Tree Advisory Board (TAB) is proposing areas for mini-forest tree plantings of 200+ seedlings in various new parks in the City. TAB members meet with the Park Commission on March 9, 2017 to review areas and plans.
- Arredondo Group is in the process of cleaning their property and meeting Code requirements. Their tenant Advent Commercial Construction has ceased operations and moved out of Leon Valley effective March 2, 2017.
- A pothole issue came up on Next Door for the Midas property. Midas was informed by letter on February 21st and filled the potholes on February 27th. A “thank you” letter was sent to Midas.
- Staff went on a site visit to 7228 Bandera Road to assess the health of a very large, old Oak tree on Joanna Steubing’s old property. Unfortunately, the tree was severely damaged by the recent winds and storm and will need to be removed as it is fallen, severely rotten and potentially a hazard. It is presently being held together with rope and other riggings.
- Staff met with a real estate company looking to assist a developer as reported on February 16, 2017, with a project on the B-2 (Retail) property on Huebner Road where the Silos and Silo Park are located. The developer of the restaurant met with staff February 28, 2017, regarding the proposed layout and possibilities for the Silos, existing easement and sewer line extension.
- Staff participated in the MPO monthly Public Information Officers meeting on Wednesday, March 1, 2017. Information was passed on regarding Fresh Air Friday and Earthwise Living Day.
- Communications postings via website, Facebook, Next Door, Twitter include:
  - Reminders for Basura Bash, Neighborhood Renewal, Fresh Air Friday, and Earthwise Living
  - Other Miscellaneous Postings
  - The Northwest Seniors Trash and Treasure Day set for March 11, 2017 was placed on the website.
  -

**Upcoming Events:**

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, March 7, 2017 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - March 11, 2017, at 10:30 am, a gardener and author, Judy Barrett will be speaking at the Library. This is an event co-sponsored by the library and the Earthwise Living Committee.
  - Next City Council Meeting, March 21, 2017.
  - Volunteer Appreciation Dinner, April 12, 2017 at 6:00 p.m. at the Conference Center.
  - Coffee with the Mayor and Council, April 22, 2017, 9:00 a.m. to 11:00 a.m.
  - League of Women Voters and City of Leon Valley candidate forum, April 20, 2017, at 6:00 p.m. at the Conference Center.
  - May 06, 2017 General Election - Candidate filing period is Wednesday, January 18, 2017 - Friday, February 17, 2017. Volunteer Appreciation Dinner, April 12, 2017 at 6:00 p.m. at the Conference Center.
  - May 06, 2017 General Election - Candidate filing period is Wednesday, January 18, 2017 - Friday, February 17, 2017.
- Committee Meetings
  - Earthwise Living Committee Meeting is at 5:30 p.m. on Wednesday March 8, 2017 at the Public Works Service Center
  - Park Commission Meeting is at 7:00 p.m. on March 9, 2017 at the Conference Center
  - Library Board of Trustees Meeting is at 5:30 p.m. on March 14, 2017 at Leon Valley Public Library