



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: May 13, 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.
 - One Patrol Officer positions- Re-advertised for the position, which closes May 19, 2017
- Paperless system for Human Resources is downloaded and functional
- The Incode update was completed this week

Public Works

- Waiting on TCEQ approval to start using the new well at Grass Hill. Working on yard piping and installation of a motor. As soon as the well receives the all clear, the driller will begin at the Huebner well site. Water Crew is on standby to move water around during the next two months.
- Huebner well had a glitch in the electrical system Sunday night and the crew had to come in and manually operate. The issue has been repaired.
- Received estimates for fencing at Huebner-Onion homestead.
- LID parking lot plans completed – Pre Bid meeting completed Bids due May 16, 2017
- Huebner at Timberhill drainage project is underway again this week as CPS moves their utilities out of the way – next is Spectrum Cable. The streets will remain open, but traffic will be down to one lane.
- Working on Operations Manual for Public Works – will be meeting with a trainer from the American Public Works Association (APWA) to start the process of accreditation. Once this is approved, we will be the only Public Works department in the Metro area to be accredited.
- Revising Water and Sewer Operations Manual.
- Working with engineer on Evers Road bridge project. 90% plans were submitted to TxDOT. CPS wants to move their gas main, so bridge will probably be closed for four months during the 8 months of construction.
- Pronto Sandblasting is desilted and final grading and seeding will take place next week at the Ridge detention pond.
- Street striping on Watercress and in the Monte Robles Park subdivision was completed.
- Getting estimates for a/c duct repair at the Community Center.
- Getting the pools ready for summer – cleaning the pool water, ordering the materials and repairs to the Forest Oaks pool, putting up the link on our website and the pool contractor's website, polishing up our signage, checking the outdoor furniture, etc. Pools will open for Memorial Day weekend!

Police Department

- Monday, April 24th thru Sunday, May 7th:
 - 24 – Persons taken into custody on various arrest charges or Emergency Detention
 - 55 – Traffic citations issued
 - 5 – School zone violations
 - 4 – Written warnings
- The Warrant Round Up conducted Monday yielded 6 persons arrested at their home and 140 cases were handled by the Court. Including online payments for warrants, a single day total of \$9750.14 was received by the Court.
- Code Compliance had 25 face-to-face contacts with citizens, notified 15 occupants / homeowners of violations, and mailed 5 letters of official notification.
- Training:
 - Distracted Driving – Sgt. Kasey Bureson, Officer Andy Griego
 - Emerging Legal Trends in Law Enforcement- Chief Joseph Salvaggio, Captain Ruben Saucedo, Lieutenant David Gonzalez
 - CJIS Less Than Full Access Officer Regina Regino, Officer Clarence Yarbrough, Officer Louis Farias, Officer Joe Baiza, Officer Andy Griego
 - CJIS Security Awareness Heather Rodriguez, Andy Garcia

Fire Department

- **Shelter Drill scheduled in Leon Valley** – The fire department has coordinated and scheduled an emergency shelter evacuation drill with the American Red Cross and the Northside Independent School District. The drill will be open to the public and allow residents to see first-hand how they would be checked in, and setup bedding, see the facilities, etc. The date is set for June 24th beginning at 8AM. More details coming soon!
- **Siren Test Complete!** – The City of Leon Valley’s new flood/storm siren was tested with great success. The new remote activation feature worked and both sirens sounded simultaneously. The fire department received no complaints and in fact, many citizens voiced their approval with the new system on social media and through phone calls. The new updated information FERP magnets continue to be distributed.
- **Improvements made to EMS quality assurance** - The department worked this week to finalize details with electronic patient care report maintenance and review. The improvement was the result of work by Executive Assistant Lisa Martin, as she identified a method for Quality Assurance review (By Physician) through complete electronic means. This reduces paper, and works to make the whole patient care reporting process more efficient.
- **Leon Valley Honor Guard presents for Former Fire Commissioner** – The Honor Guard presented a final salute and presented the family of Mr. Murray Hacker, former Councilman and Fire Commissioner with a station flag at his memorial service on May 11th at Sunset Funeral Home. Mr. Hacker served as a Councilman for several years in the 1970’s and was selected as the City’s first Fire Commissioner charged with the development and oversight of the professional fire department and hiring of the first Fire Chief. Fire Chief Valdez expressed condolences on behalf of the City and honored his service with the ringing of the station bell.
- **Walk and Roll Challenge 2017** – In support of reduced traffic congestion, cleaner air, and improved employee health and well-being, the City of Leon Valley is participating in the Alamo Area Council of Government’s (AACOG) Walk & Roll Challenge from May 1-31. Employees may chose alternate forms of commuting to work, school, or anywhere by taking the bus, carpooling, riding a bike, or even telecommuting. Employees then log their trips on Nuride.com and earn points towards big rewards, to include discounts at local retailers, restaurants, and entertainment venues across the region. Good luck to all and please help us by encouraging everyone to promote alternate forms of commuting throughout the month of May.

- **Advanced Incident Command Training set!** – Assistant Fire Chief Wade has coordinated Advanced Incident Command Training for the Emergency Management Team. This training was acquired at no cost to the City, taught by Texas A&M Extension Service Instructors, and hosted at the fire department. This training is the most advanced incident management training available, and is being offered to the entire team. The classes are scheduled for May 30 – 31, and June 5 – 6.

Library

- Summer Reading will kick off on Saturday June 10 at 10:30 am with a huge MAKERSPACE event. All ages are welcome as we explore STEAM (science, technology, engineering, arts, mathematics) activities throughout the library. Featuring Snap Circuits and Ozobots, video creating, coding, building and LEGO challenges and so much more.
- Tuesday June 13 we are having a big event with the DoSeum and Americorps presenting CODING CARNIVAL. They are doing all the programming and planning and graphic creation while we are the venue and our community benefits from this incredible interactive program for kids. Geared for up to 11 years old. There will be a build your own superhero challenge, Minecraft Challenge and a Moana Challenge.
- Our theme this summer is BUILD A BETTER WORLD and focus will be on STEAM events and programs. However, we will also be building a better world through compassion and caring. We will be doing some community projects to create blankets for terminally ill, having all items out for visitors to work with and help in our creation. Letters will be written to our overseas military. We will also be having a manners and etiquette class.

Community Development

- Staff continues to work on the completion of the Comprehensive Master Plan and Action Plan.
- The Development Office issued 111 permits in April 2017 with a revenue total of \$24,897.
- 1,524 phone calls were received at the main desk in the month of April 2017.
- A letter was sent to all property owners and physical addresses for businesses located in the city limits (approximately 383 notices). The purpose of the letter was to inform business and property owners of the Certificate of Occupancy audit that the City is conducting, in an effort to ensure compliance from business owners prior to inspection of each business which will resume in June 2017.
- Staff has updated the Certificate of Occupancy application and created a Certificate of Occupancy Packet for persons interested in starting a business in Leon Valley. City Council approved the duplicate certificate fee for Certificates of Occupancy of \$125 per copy.
- Staff is working on a Contractor Penalty Fee for work conducted by contractors without a permit. This item will be discussed at the June 6, 2017 meeting.
- Staff is working to revise the Health and Sanitation Code the last update known update was 1993.
- The soccer complex at Shadow Mist is now under a Rule 11 Agreement agreed upon by both the City and ARCA. A letter regarding the Floodplain Development requirements was emailed to Mr. Ferrer and his representatives on 5/10/17. Staff tried to set a meeting with ARCA's representatives and engineer but the meeting was not responded to or declined. We are awaiting a date from Mr. Ferrer to complete this part of the Rule 11 Agreement.
- The Hike & Bike Committee met on Tuesday, May 9 for a trail field trip, presentation and meeting. The Committee hold a Special Meeting on Thursday, May 25th at 6:30pm in the Large Conference Room at City Hall.
- The Tree Advisory Board met on Monday, May 8, 2017. The date for the Oak Wilt Education Meeting is Monday, May 22, 2017, at City Hall in Council Chambers at 6:30pm. A notice was sent to affected Oak Wilt properties (approximately 172 notices).
- Staff coordinated and is coordinating memorial tree plantings with Public Works for the Mouser's and the Tintori families.
- Coordination continues for a 'Neighborhoods' pilot program at Driggers Elementary a planting date of

August 14th has been selected by the Principal for their Comradery Retreat.

- Coordination of the 4th of July Event continues. Bi-weekly meetings with all Department staff began on Thursday, April 20. The next meeting is scheduled for Thursday, May 18.
- Staff is planning a BOA Workshop on Thursday, May 25th where the BOA will review mock BOA cases to keep informed on BOA processes.
- Leon Valley Webpage update continues – the new site has been created and information is being migrated and prepared for launch at the beginning of summer.
- Communications postings via website, Facebook, Next Door, Twitter include:
 - General Election Date & Results
 - Summer Swimming Pool Information
 - LVPD Warrant Roundup
 - SELA Lifeguard Recruitment
 - LVPD and Special Olympics participation
 - Oak Wilt Education Meeting
 - 4th of July Parade Entries and LV 4th Webpage created

Upcoming Events:

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, May 16, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting, June 06, 2017
 - Leon Valley Annual Pet Parade & Vaccination Clinic, May 27th, 9:00 a.m. at the Conference Center
 - Leon Valley Pool Opening, Memorial Day Weekend
 - City Offices and Municipal Court Closed, May 29th in observance of Memorial Day
 - 14th Annual Hog Wild Event, May 22, 2017 at Texas State University in San Marcos
- Committee Meetings:
 - Citizen Police Advisory Committee Meeting at 6:00 p.m. on May 11, 2017, located at City Hall
 - Zoning Commission Meeting at 6:30 p.m. on May 23, 2017, located at City Hall
 - Pet Parade at 9:00 a.m.-11:00 a.m. on May 27, 2017, located at the Community Conference Center Complex