



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

**DATE:** December 2, 2016  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre City Council Meeting Report

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**Human Resources**

- Police Department Open Positions, all jobs posted on November 22, 2016, postings close on December 7, 2016.
  - Patrol Officer
  - Patrol Sergeant for Investigations
  - Patrol Sergeants for Patrol
  - Patrol Lieutenant
  - Patrol Captain
- Fire Department Positions
  - Fire Captain position closed on 11/30/2016 testing will be scheduled in two weeks to give individuals time to study.
  - Firefighter/Paramedic job offer has been extended to Jim Ortiz.
  - Firefight/Paramedic Kory Paulini has submitted his letter of resignation; we thank Kory for his ten years of service.
- Security cameras are scheduled for install for this week.

**Public Works**

- Preparing to change Hodges Street to a one way street – sent letter to each resident to give them the definitive date of December 5th. Ordered materials for the speed pads and signage.
- Well project – SAWS interconnect removal and new install – contractor has completed construction of the new VFD building at the Huebner well site and beginning the remodel of existing building at Grass Hill. The contractor has started construction of the tie in to SAWS 30” main. Grass Hill from Bandera Hwy. to Mary Jamison will be closed for the next 30 days.
- Huebner Road mill & overlay scheduled to be completed this week, with the exception of the striping. Recent rain days added one week and striping can’t be installed until asphalt has cured. Will need to work with contractor on several close out items before final payment.
- Street ranking project continuing, with 95% of streets ranked, anticipate compiling cost estimates by mid-December.
- Kimley-Horn engineers has completed their mapping of the drainage concerns that were brought to our attention during the workshop – final report being reviewed

- Kinman House construction continuing, with vent hood, dishwasher and remaining items being ordered then installed.
- Park Commission will forward results of Old Mill proposed park to City Council on December 22nd.
- Waiting for estimates on fencing and gravesite restoration for Huebner gravesite. LV Historical Society met to discuss recommendations for type of fencing and restoration to headstone. The plan is to present to the Economic Development Corporation as a possible grant project.
- 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 January.
- Sent bid documents for Swimming Pool Operations for the 2016-17 swim season, to include Forest Oaks Pool to Purchasing to be advertised within the next two weeks.
- Advertised bid documents for Huebner at Timberhill drainage project. Will need budget adjustment to fund project, then be reimbursed by CDBG, as this is partially grant funded. Pre bid meeting was held on 11/29 and bid opening will be 12/13.

### Police Department

- **Patrol Activity Summary (see attached):**
  - Out of County Warrant Arrest has been removed.
  - Assist Other Agency has been added to include requests for services from any agency outside LVPD.
  - Recovered Stolen Property has been added.
  - Fraud includes Identity Theft and Credit/Debit card abuse.
- **Significant Service Calls:**
  - **Burglary Habitation:** Detective Gonzales was assigned a burglary habitation from July 2016. Det. Gonzales was able to garner enough information to get an arrest warrant for the burglar. The burglar was arrested and is in Comal County Jail awaiting extradition.
  - **Aggravated Assault & Burglary of Business:** Witness from 6407 Bandera hears alarm at the business next door and gives chase to a suspect who just burglarized Planet Bike. The suspect pulls a metal tire iron from his person and strikes the witness in the face which caused a deep laceration. Suspect avoided capture and is still at large.
  - **Burglary of a Habitation:** Two suspects were seen on video camera burglarizing a house on Forest Ridge. Det. Gonzales tracked the two individuals down and obtained arrest warrants on both suspects. One suspect has been arrested, and we are looking for the other suspect at this time.
  - **Forgery:** Two individuals were found to be in possession of fraudulent identifications and credit cards. They were stopped by Sergeant Castro as they were about to commit a burglary of a building on C shift. Information was gathered and two individuals were charged.
  - **Felon in Possession of Firearm-** Officers received call to the Vista Del Ray Apartments for a man with a gun. Patrol officers located him and discovered he was a convicted felon.
  - **Forgery Counterfeit Money:** Officers received information for a woman passing counterfeit money at the HEB at 5601 Bandera Road. Female was found and arrested with several counterfeit bills.
  - **Fraud Possession Controlled Substance Prescription Forms:** Detective Wells discovered an individual attempting to pass a forged prescription at 6428 Bandera Road. After a foot chase the suspect was arrested and charged.
  - **Aggravated Robbery and Burglary Business:** Suspect broke into the Planet Bike location and was attempting to steal two high price bicycles. An employee of an adjacent business tried to stop the suspect from leaving with the bikes. The suspect struck the employee in the face with a

tire iron and fled the location.

- **Community Service Efforts**

- **Veterans Day at Leon Valley Elementary:** Chief Salvaggio and two officers represented the Leon Valley Police Department as former members of the military at the Leon Valley Veterans Day Celebration. Councilman Jordan, City Manager Kuentler and Chief Valdez were also in attendance.
- **Assist the Public:** Officer Mandry met a family on one of his calls that was living out of their car. Officer Mandry sprung to action, obtaining temporary housing, clothing, and monies for the 8 year old's birthday party. Through his efforts the birthday party was a success, and their housing has been paid for the next month.
- **American Legion:** Chief Salvaggio was a guest speaker at the American Legion assembly. He spoke to the group about service, the police department, and Leon Valley.
- **Blue Santa Program:** The police department and fire department will be joining the San Antonio Police Department for the Blue Santa Program. The Blue Santa Program helps needy children in the community with Christmas presents, which are delivered by the police officers. Mrs. Marianna Sanchez has worked with local businesses and 14 of them have agreed to put Blue Santa donation boxes at their business. We will be having a Blue Santa fund drive on Bandera Road on Friday 12/9/16 from 1600-1840. We have also been in talks with Bandera Bowl who have offered to host a Blue Santa event for the children on Dec. 24 from 1400-1600 hours. They will provide free food and bowling for the kids and their families. We will supply Santa, a photographer, and miscellaneous assistance to help with the event.

- **Miscellaneous**

- The department completed a physical fitness test of all officers. The test was proctored by Mrs. Kuentler, Mrs. Caldera and Chief Salvaggio. All but three officers passed the test as detailed in the policy. Chief Salvaggio will be meeting individually with the three officers and devising a plan to get them up to par for the official exam in April 2017. The plan will include monthly retesting and mandatory physical fitness training for each of them.
- The audit and clean-up of the LVPD Property Room is ongoing. All items are being counted and properly stored as they are accounted for in the evidence log and in a police report. Numerous items have no evidence tag or identifiers to show why they are in the property room, as well as several items that should be there are missing. Regular updates will be sent out as to the status of the audit.

## Fire Department

- **Welcome aboard new Firefighter Jim Ortiz!** – To replace the vacancy left from the promotion of Eric Burnside to Deputy Fire Marshal, Jim Ortiz, an 18-year veteran from the Alamo Height Fire Department was selected as our new Firefighter/Paramedic. He is a Firefighter Advanced, Fire Investigator, certified Fire Officer, and Fire Service Instructor. Jim Ortiz will start in the coming weeks and will be assigned to “B” shift with Captain Oscar Valdez.
- **Farewell to Firefighter Paulini** – The department is sad to announce that Firefighter Kory Paulini has accepted a position as Director of EMS for the University of Texas San Antonio. Firefighter Paulini has served the citizens of Leon Valley for 10 years and has been a wonderful addition to our team. The department is planning a special dinner in the coming weeks to thank and recognize him for his service. Kory is excited about the opportunity in his new career, and we are certain that he will do great things!
- **Training** – The fire department focused training on the new Electronic Patient Care Report (ePCR) system that is set to roll out on December 1<sup>st</sup>, 2016. The new system includes new portable tablet computers for documenting emergency medical service calls, and is automatically transferrable to the

new EMS billing agency, Emergicon Consultants. The department has been successful with implementing a transfer of EMS billing and debt collection services also effective on December 1<sup>st</sup>, 2016. The department continues to train the new Assistant Fire Chief, Deputy Fire Marshal, and Administrative Assistant, Lisa Martin. All are doing quite well and already finding ways to make our team even better.

- **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.
- **Fire Break scheduled for Shadow Mist** – The fire department was able to assist and guide the Shadow Mist HOA through a mitigation grant process with the Texas A&M Forest service which was approved! This grant will include the removal and thinning of natural vegetation along the property line on the West side of the subdivision. The project is a partnership between the Texas Wildland Firefighters, the Texas Forest Service, the Shadow Mist HOA, and Leon Valley Public Works and Fire Department. The project is expected to take one full day, scheduled for **December 9<sup>th</sup>**, and will result in improving the safety of the community and completing a project that is identified in the city's Wildfire Protection Plan.

### **Communications and Community Development**

- Kristie Flores (Director of Community Development) will be out of office November 28– December 9; returning December 12. (Flood planning certification class November 28–December 2; Vacation December 5–9)
- New Community Development staff, Megan McLeod (Community Development Manager) and Christina Garcia (Planning Technician) have received computers, office supplies, and have settled into new roles. Still waiting for Community Development Manager to receive phones, both mobile and landline.
- Community Development is currently preparing for the Tree Lighting Ceremony next Monday. Amber Anthony, Economic Development Director, helped secure Starbucks coffee and Dunkin' Donut hot chocolate. Marshall Jazz band will perform. Promotion via social media and website was posted last week. Sylvia Irwin, Leasing & Special Events Coordinator, is working on freebies for kiddos at the concert following the Tree Lighting and the visit by Santa.
- Tree planting in Raymond Rimkus Park by Public Works and the Tree Advisory Board is planned for 2nd week of December.
- Community Development has four (4) items on the City Council agenda for December 6th: 2 sign variances, 1 fence variance, and the Northwest Senior Lease Agreement renewal.
- A plat for Phase 2 of the Barcelona Lofts was received last week and is in review.
- Temporary Certificate of Occupancy was sent to the Department of Public Safety last week with remaining development agreement items for compliance required before issuance of the final Certificate of Occupancy.
- The 1st notice was sent to Stirrup Lane regarding home occupation regulations and consequences of violations of the zoning ordinance.
- Zoning Commission meeting has been cancelled this month - no cases. Staff is using the opportunity to work on the Master Plan.
- The Community Events Committee met on November 16, but lacked a quorum. They have expressed a 2nd time that they would like to retire the committee and will remain available as needed for volunteer opportunities. This is a subcommittee and therefore will not require action by City Council. Staff will draft a letter for the Chair to sign for the Mayor with the request to sunset the committee.

- Quarterly Newsletter, Lion’s Roar, was completed November 18 and should be arriving in homes any day now.
- The Communication Department continues to schedule time for website redesign. Preliminary look is ready.
- City Holiday calendar and closures have been posted on the City website.

### **Library**

- Breakfast with Santa – Sat Dec 3.
- Ancestry.com – per our Strategic Plan, we are looking into an institutional membership in Ancestry.com. The Friends of the Library has agreed to pay the approximate \$1200 annual fee that will allow our members access to the full ancestry.com site. We are currently working on the agreement and by the end of January should officially roll this out to the city residents.
- The Assistant Library Director is on leave.
- Library CLOSED: Friday Dec 23 through Mon Dec 26 and Closed Sat Dec 3. Otherwise hours as normal with a skeleton staff.
- Calendar attached for December events.

### **City Secretary**

- Continues working with board liaisons to get current minutes posted to the website. This project is about 75% complete.
- Since the last report, the City Secretary’s Office has received 27 open record requests. Those requests were for: Police/Accident Reports x 20; Municipal Court x 2; Permit Report x 1; and miscellaneous x 4.
- City Secretary Passailaigue completed the required CJIS training.
- City Secretary Passailaigue was awarded a 2017 Norma S. Rodriguez Scholarship and will be sworn in as President of the Alamo Chapter TMCA, Inc. on Sunday, December 4<sup>th</sup>. This will be Ms. Passailaigue’s second term as Chapter President.
- 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

### **Upcoming Events:**

- Special City Council Meeting at 6:30 a.m. Regular City Council Meeting begins at 7:00 p.m. Tuesday, December 6, 2016 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - Holiday Tree Lighting Ceremony, December 5, 2016 at 6:00 p.m., on the Community Center Grounds.
  - Justin Rodriguez, District 125 Holiday Party 2016, on December 8<sup>th</sup> at 5:30 p.m., at the Community Center.
  - City Offices are closed from December 23, 2015 through January 2, 2016 in observance with the City's Winter Holiday Schedule. Offices will reopen January 3, 2016 at 7:30 a.m.
  - January 03, 2017, Regular City Council Meeting Cancelled.
- Committee Meetings:
  - Beautification, Earth Wise Living, and Library Board Committee meetings have been cancelled for December.
  - Park Commission Meeting December 13, 2016 at 7:00 p.m. in the Conference Center