



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: June 17, 2016
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Bi-Weekly Update

Human Resources

- Two police vacancy advertisements closed on Wednesday, June 15, 2016. Testing is scheduled for next week.
- One Firefighter Vacancy. Two applicants have passed background. Testing is scheduled for June 22, 2016.
- One code enforcement officer vacancy, temporarily being filled by firefighter Todd Morgan.

Finance

- See attached reports

Public Works

- Preparing for 6/21/16 City Council meeting – budget adjustment for Watershed Wise LID grant for parking lot at City Hall, Hodges drive traffic study, Huebner Rd Mill & Overlay.
- Well project underway – expect to start construction of SAWS interconnect the week of June 20th
- Bids for the Huebner Road mill & overlay project were opened on June 8th at 2 pm. The low bidder will be brought to City Council at the June 21st meeting
- The RFQ committee for engineering of the Evers Road bridge is meeting this week to select an engineering firm – still need to figure out how to fund the bridge
- Street ranking project continuing, with training of Assistant Director and Field Manager
- Working on the stormwater projects that were brought to our attention during the city-wide drainage workshop
- Kinman House construction continuing this week, weather permitting. Will be at the July 19th meeting to request budget adjustment for kitchen equipment.
- Neighborhood Renewal Project was a success, although we need more volunteers – the next event will be held in September, to coincide with the large item pickup
- The County has placed our Conestoga Street water and sewer main replacement funding request in their CDBG grant proposals for next year. This project will replace 40 year old lines that have broken on numerous occasions.
- Bexar County Flood Control has published their 100% plans for the LC-17 Phase III project in Huebner Creek – The project was advertised Sunday, May 29th and bids will be expected on June 30. If the

bidding process goes as anticipated, this project could be ready to start construction in September/October 2016.

Municipal Facilities Project

- ADA compliance letter being worked
- Construction on slanting sidewalk behind Fire Station to begin next week
- Waiting for final invoices

Construction Crew

- Repairing various sidewalks
- Working on jog path at Silo Park and will continue (weather permitting)

Maintenance Crew

- Working on Kinman House project
- Catching up on all the overgrowth on City properties and the Bandera Road ROW

Utility Crew

- Will read meters this week
- Flushing dead end water mains
- Installing replacement meters

Fleet Crew

- Performing preventative maintenance on equipment
- Repairs to Fire Department generator have stopped – need budget adjustment to replace alternator

Animal Control

- Working on various animal complaints and responding as Code Enforcement Officer in Training

Code Enforcement

- Hired Todd Morgan from FD as part time until new person is trained
- Working on various complaints regarding trailers and RV's in driveways
- Catching up on complaints received from retired Code Enforcement Officer notebook
- Restoring filing system and cleaning up paperwork from previous CEO

Police Department

- On June 13th, had 4 separate accidents on Bandera Road within a 30 minute period.
- One breaking & entering case
- One emergency detention
- One shoplifting case
- Rollover accident on Bandera at Timco with no injuries
- Arrested a male at the Stay Inn Express for several warrants
- Two individuals were issued citations for possession of narcotics paraphernalia
- Officer JoAnn Flores, who was working off-duty, assisted a young child having seizures
- Male was arrested for indecency with a child.
- Officer attempted a traffic stop on Bandera Road, the female driver was arrested for evading arrest and detention and while the Officer was attempting to handcuff the female, the female kicked our Officer.
- Officers working off duty at HEB had a female attempt to steal over \$400 of merchandise. Upon contacting the subject, she fled and the Officers apprehended her near the gas pumps.
- Responded to an accident on Linkwood where the driver had fallen asleep on his way home from work. The driver hit a parked car.
- One vehicle burglary arrest at the Calypso Apartments.

- One arrest in Forest Meadow for assault bodily injury, possession of marijuana, possession of drug paraphernalia, and unlawful restraint.

Library

- Summer Reading Kickoff Concert attended by 65 was a success. Performer Joe McDermott
- Daily activities for children to keep them active and reading all summer.
- Implementing “check out a librarian” and “check a tech” programs. Customers can schedule dedicated time with a librarian or computer tech for help learning new skills, how to research, learn to use ebooks, etc.
- Writing procedure for the recent Policy Manual.
- Collection review – finding needs where we should add more or current information on. Expanding Spanish Adult collection courtesy of funding by the Friends of the Library.
- Two summer interns are on board through the end of July to aid with programming and working the desk during our busy season.

Fire Department

- **Training** – Firefighters Andy Patterson, Matt Sudell, and Ryan Jones earned their *Swift Water Rescue Technician* certifications. This works towards the department’s 2016 goal of improving the Swift Water Rescue response capabilities.
- **Succession Planning** – The department invited the *Program Coordinator* for the Protective Services Department at San Antonio College to meet with each firefighter over a 3-day period and presented information about enrolling in college course degree plans. FIVE Leon Valley Firefighters enrolled in emergency services degree programs. Currently, the fire department has seven (7) employees with a college degree, and thirteen (13) that are currently enrolled and seeking a degree. The intent of the initiative was to improve succession planning and professional development of our team.
- **EMS Administration** – The final draft RFP’s for both EMS Billing and EMS Debt Collection services have been completed and are scheduled to be published over the next two weekends. The RFP’s are posted to the City Website and can be viewed by clicking the following link;
<http://www.leonvalleytexas.gov/government/finance/purchasing.php>
- **Fire Station** – The fire station generator is broken and is in need of an alternator. The cost of the repair is estimated at \$14,200. The generator is necessary for operations and repairs have been scheduled.

Communication Information

- The final preparations for 4th of July event continue. Staff is meeting on a weekly basis regarding planning, logistics and emergency management.
- A reminder went out this week about newsletter submittals. Please get your articles in as soon as possible.
- Staff will present the Siclovía in Leon Valley for Fall 2016 to the Community Events Committee on Wednesday, June 22, 2016.
- Staff will be facilitating a Job Fair at the Community Center through the official/co-sponsored city event application rather than by means of an In Kind Grant. This was an idea brought forward by Councilor Jordan.

Community Development

- Working with Deer M. Vidrio Soccer club to ensure that the final Electrical permits are completed.
- Drainage Plans have been approved for Driggers Elementary school.
- Updated Certificate of Occupancy Form for distribution to citizens.

City Secretary

Nothing to report.

City Attorney

Review City Council Agenda
Worked on Codification Project
Met with Investigator Todd Morgan to discuss Search Warrants for Fire, Health & Code Inspections
Review Event Management Agreement between City and Mike De La Garza re use of LV website
Liability form re Oak Wilt
Met with Director to discuss 6555 and 6565 Bandera and CO issues
2 Reviews of RFP for EMS Billing & Collection
Met with Fire Chief ref. Code Enforcement Policy
Met with Finance Director to discuss City's Chapter 380 agreement with Aquarium
HR Meetings to discuss employee investigations, complaints & reprimands
Municipal Court Prosecution 6/9/2016 cases
Phone conference with Edwards Aquifer re Lease Agreement for 500 acre feet of water per annum

Leon Valley Economic Development Corporation

- Review and meet with President re LVEDC regarding June 8, 2016, Special Meeting & Agenda
- Wrote letter to Chamber of Commerce per LVEDC orders
- Review LVEDC Finance Committee June 15, 2016, Agenda
- Attend and advise in LVEDC June 8, 2016, Special Meeting
- Attended LVEDC June 15, 2016, Finance Committee Meeting
- Reviewed LVEDC June 22, 2016 Agenda

Upcoming Events:

- Special City Council Meeting Tuesday, June 21, 2016, 5:30 p.m. and Regular City Council Meeting at 7:00 p.m. at City Hall.
- 2016 Leon Valley 4th of July Festival and Fire Work Spectacular at Raymond Rimkus Park, 10:00 a.m. – dusk
- City Offices Closed, Monday, July 4th in observance of Independence Day.
- July 5th Regular City Council Meeting has been cancelled. The next meeting will be July 19th unless a special meeting is needed.
- Coffee with the Mayor and City Council, Saturday, July 23, 2016, 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center