



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: October 24, 2014
TO: Mayor Chris Riley and City Council Members
FROM: Manuel Longoria Jr., City Manager
SUBJECT: Weekly Update

Reorganization & Staff Assignments: As I announced in Mid-September, I have decided to assign two existing department heads to serve as Assistant City Managers. My intent for this change in management structure is to:

1. Improve responsiveness to the city council and citizens;
2. Address supervisory span of control issues;
3. Focus more attention on economic development initiatives; and
4. Provide organizational focus to improve overall service delivery.

Therefore, Police Chief Randall Wallace, will be serving as our Assistant City Manager over Operational Services, this includes the Police Department, Public Works, and Fire/EMS. Chief Wallace has served as our Police Chief since 2006 and has been with the City of Leon Valley for over 30 years. He brings many years of supervisory experience and community confidence.

Human Resources Director Crystal Caldera, will be serving as our Assistant City Manager over Community Services, this encompasses the City Secretary Office, Communication, Community Development, Human Resources, and Library. Crystal Caldera has served as Human Resources Director since 2007 and has been with the City of Leon Valley for over 9 years. She brings a Master's in Public Administration and unique problem solving skills.

In addition, I have assigned Angela Trejo to the position of Executive Assistant to the City Manager. Ms. Trejo will assist me in coordinating the activities of the Office of the City Manager. She will also continue to serve as the liaison to the Mayor's office.

These individuals will continue to perform both their current functions and the newly assigned functions. As a reminder, I am also making some shifts in other departments.

I have moved Code Compliance and Animal Control under the City Secretary's Office. Ms. Passailaigue has experience in managing Code Enforcement in both Shavano Park and Natalia.

I will be creating a Communications Department which will encompass dispatch, Information Technology (IT) and the Receptionist. We will be reclassifying a vacant Dispatch position and creating a new Communications Director.

I will also be moving Utility Billing over to Public Works.

No new positions will be created with this reorganization. [Click here for Organizational Chart](#). If you have any questions, please do not hesitate to contact me.

Update on the 800 MHz Radio Conversion Plan: We received a batch of sixty (60) 800 MHz loaner radios on Tuesday, from Bexar County. This is a big step in a full integration with our mutual aid partners and to improve technology in emergency services. Leon Valley 1st responders will be taking the next few weeks to ensure communications are on target with this new system. The next steps in the plan involve dispatch integration and training and assessment by staff, in order to determine the final design of the new system for the City. Our goal is to be integrated to 800 MHz before the move to the new fire station in December.

LVEDC SUPPORTS EVERS ROAD ETHNIC FOOD DESTINATION: At the October LVEDC Board meeting, the LVEDC expressed interest in supporting the concept of developing an ethnic food destination for Evers Road. The Board asked staff to provide a progress report at the next meeting on creating a community development corporation, possible infrastructure improvements, and a survey of restaurants in the area.

FINAL OFFERING OF ECONOMIC DEVELOPMENT COURSE FOR 2014: Tuesday, November 18, is the date for the final offering of the economic development course. As you are aware, staff worked with Dr. Thomas Tunstall of the UTSA Institute for Economic Development to produce a course for staff, City Council and volunteers from the Tier 1 boards and commissions. The course will be held in the Leon Valley Conference Center from 8 a.m. to noon.