



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: April 29, 2016
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Bi-Weekly Update

Human Resources

- Three vacant Patrol Officer positions
 - New hire will start on May 9, 2016.
 - One applicant is in background check phase.
 - The third vacancy is currently being advertised.
- One vacant Firefighter position
- The applicant that initially accepted the Animal Control and Code enforcement officer position withdrew his application. Second interviews are being conducted today, April 29, 2016.
- The City has received 91 applications for the full-time receptionist position. Interviews will begin the second week in May.

Public Works

- Submitted documents for grant application at CDBG for new water line on Conestoga
- Preparing for city-wide drainage plan for the May 7th workshop
- Removed broken sidewalks along Cades Cove in anticipation of tree removal. Once removed, new sidewalks will be constructed
- Installed 8 new stop signs in Canterfield. This area was vandalized last week and the signs were stolen.
- Installed pedestrian crosswalk bollards and lit signs at Evers and Canterfield
- Working on preparations for the Pet Parade to be held May 14th, from 9 am to 11 am.
- Working on Linkwood Addition overgrown grass complaints – the rains have accelerated grass and weed growth
- Working on preparations for the Neighborhood Renewal Program, to be held May 21st, from 8 am to 12 noon

Police Department

- Arrests in Linkwood area. Two individuals were cited for possession of alcohol and narcotics paraphernalia. Four individuals located down the street were found with marijuana and a .22 cal revolver. The driver of a vehicle in this area was arrested for unlawful carrying and possession of marijuana.
- Emergency Detention at an apartment complex.
- Officer Regina Regino has completed the FTO program and will be assigned a shift.

- Detained individuals who had stolen mail in San Antonio. SAPD notified and took custody of the subjects.

Fire Department

- The City of Leon Valley will be surveyed by the Insurance Services Office on May 4th. This survey is administered through FEMA and will include a comprehensive evaluation of the City of Leon Valley’s overall floodplain management. Recent improvements will result in a score that may work to lower the cost of flood insurance to property owners. We expect to know the score within 30 days.
- New EMS Medical Director and Partnership begins with Dr. Manifold and the University of Texas Health Science Center – San Antonio on May 1st. Several updates and training classes have been scheduled with LVFD Paramedics. The transition is going smoothly and without any issues.
- Chief Valdez has returned from Columbus Ohio and completed the pre-build workshop of the City’s new fire engine. The Sutphen Corporation reviewed every detail and component on the new fire engine and the fire engine is set to be delivered in late August.
- The Fire Department will be performing a live test fire and inspection of the new 4th of July fireworks display test site on May 11th at 1PM. The department will work closely with the chosen vendor to ensure for a safe event.
- Community Emergency Response Team Training Class 6:00 p.m. - 10:00 p.m. Leon Valley Fire Department (6300 El Verde) The Leon Valley Fire Department, Bexar County office of Emergency Management and Castle Hills Fire Department are partnering to conduct a CERT training class and we are searching for eager **volunteers!** CERT stands for Community Emergency Response Team. Using training learned in the classroom and during hands on exercises, CERT volunteers can assist others in their community following a disaster when professional responders are not immediately available to help. CERT volunteers are also encouraged to support emergency response agencies by taking an active role in emergency preparedness projects. Detailed information can be found on the web at: <http://www.fema.gov/community-emergency-response-teams>.
 - Class Dates: 5 consecutive Wednesday Evenings Beginning Apr 13 and concluding May 11th. Classes will alternate between Castle Hills City Hall (209 Lemonwood) and the Leon Valley Fire Department (6300 El Verde).
 1. Wed. 4/13/16 – At Castle Hills
 2. Wed. 4/20/16 – At Leon Valley
 3. Wed. 4/27/16 – At Castle Hills
 4. Wed. 5/04/16 – At Leon Valley
 5. Wed. 5/11/16 – At Castle Hills
- Class times on Wednesdays are 6 -10 pm. If you are interested or have any questions please contact Assistant Chief Billy Lawson at: E-mail: b.lawson@leonvalleytexas.gov Station: (210) 684-3219 X-282 Provide your name, phone number & email address. Hope to see you there!

Community Development

- A new warehouse project on East and West Timco has been permitted.
- Community Development Director Ms. Carol presented at the “Growing Texas” tree workshop that was held in Wimberley, Texas this week.

- During its May meeting, the TAB will host Mayor de Leon from Balcones Heights and their Community Development Director, in an effort to educate them about the Leon Valley tree program.

Library

- Summer Reading Update: Registration forms will be available May 1. They will be available at the library and city hall.
- There will be six concentrated weeks of programming, one large event per week. At this time we have HEB Buddy Cooking Class, Joe McDermott Children’s Musician Concert, The San Antonio Aquarium bringing Critters, Jumping Dragons Jump Rope Team, Karate Team Demo and interaction, and a Jedi Training Academy with the “Star Garrison 501st Legion” sending out a Tusken Raider (think Star Wars) and possibly Storm Troopers and Darth Vader for our Jedi Trainees to practice fighting the “dark side”.
- We are also working with our Fire and Police Departments to each do a program for the youth this summer.
- Reminder that the Room Dedication is on Saturday, May 7 at 2:30 pm at the library.

Communication Department

- **PRIORITY!** 4th of July Preparations: securing sponsorships, entertainment, rentals, meeting with Committees and Commissions, completing event flyer, verifying stage, lighting and sound, coordinating between departments and outside agencies, arranging for a fireworks test, preparing to launch the Parade Participation form, investigating advertisement/signage alternatives, securing deposits and creating reports for Council. Just over 60 days to finish finalizing event details.
- Completing the Communications Budget and meeting with Finance and Management for preliminary budget review and finalization/completion.
- Preparing for the next Newsletter Deadline (Monday, May 2, 2016) and subsequent review and release.
- Reviewing eligible grants for the City – verifying whether the City is eligible for a TERP (Texas Emissions Reduction Plan) Grant for 2017.
- Becoming knowledgeable of the In-Kind Grant Program for processing of eligible requests.
- Coordinating with the YMCA/COSA on “Sicloviva Comes to Leon Valley.” Meeting set for the first week of May.
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Upcoming Events:

- Special City Council Meeting begins at 5:30 p.m. & Regular City Council Meeting begins at 7:00 p.m. Tuesday, May 3, 2016, in the Leon Valley City Council Chambers
- Future Agenda Items:
 - Sign Ordinance LED
 - Hand Gun Policy
- Upcoming Important Events:
 - Room Dedication Ceremony, Leon Valley Public Library, Saturday, May 7, 2016, 2:30 p.m. to 4:00 p.m.
 - Special City Council Workshop on Drainage Study, Council Chambers, Saturday, May 7, 2016, 11:30 a.m. to 1:30 p.m.(tentative time)
 - Annual Pet Parade, Saturday, May 14, 2016, 9:00 a.m. to 11:00 a.m.
 - City Council Orientation, Council Chambers, Friday, May 20, 2016, 8:30 a.m. to 11:30 a.m.
 - Neighborhood Renewal Program (NRP), Saturday, May 21, 2016, 7:30 a.m. to Noon.
- Upcoming Committee Meetings
 - Tree Advisory Board - Monday, May 6, 2016, at 6:00 p.m. at City Hall Conference Room
 - Library Board - Tuesday, May 10, 2016, at 5:30 p.m. at the Leon Valley Public Library

- Park Commission - Tuesday, May 10, 2016, at 7:00 p.m. at Conference Center