



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: May 13, 2016
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Bi-Weekly Update

Human Resources

- Two vacant Patrol Officer positions
 - One applicant is in background
 - 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. The second candidate did not pass background. We are in the process of reviewing additional applicants.
- The full-time receptionist position has received 100 applications.
- Public Works has begun their physical agility test, expected to be completed by the end of the month.

Public Works

- Well project Notice to Proceed has been signed and the project will begin – we are still getting signed agreements with SAWS and Shipley’s Donuts to install the interconnect, but the Certificates of Obligation money was deposited May 12th
- Bid documents for Evers Road sidewalks, the Huebner Road mill & overlay project, and the RFQ for engineering of the Evers Road bridge – still need to figure out how to fund the bridge
- Kinman House faux chimney is being constructed, the roof has been “critter proofed”, and the plans are being finalized for the remainder of the renovation. The exterior deck will be constructed next. We are waiting on the structural engineer to draw up plans for installation of a lam beam inside the home, before removing an interior supporting wall.
- Outstanding items at the Municipal Complex include broken curb at Police Department parking area, slanting sidewalk behind Fire Station, and standing water on roof at City Hall. City Mgr and PW Director have met with contractors regarding these issues.
- New sidewalks were constructed along Cades Cove
- Repairing asphalt pothole in front of Fire Station
- Will be installing jog path at the Silo Park, once the asphalt repair is complete at the Fire Station
- Installed handicap signage in the front of City Hall this week
- Installed lights along handicap ramp at City hall, will be installing additional lighting in front parking area next

Code Enforcement/Animal Control

- Sent letters to property owners in the Linkwood Addition to mow overgrown grass
- Sent letters to persons in the Forest Oaks neighborhood to remind them to mow the alleys regularly
- Working on preparations for the Neighborhood Renewal Program, to be held May 21st, from 8 am to 12 noon
- Assisting with the Pet Parade, to be held May 14th, from 9 am to 11 am.

Police Department

- For one shift, the Dogwatch Officers handled 17 calls for service, including a man with a gun, a deceased person, and a felon in possession of a firearm.
- A victim was robbed of \$2,000 at the Stay Motel, 5336 Wurzbach.
- Officers made a DWI Arrest.
- Officers handled a motor vehicle/pedestrian accident that involved an intoxicated female.
- Officers continue to handle numerous accidents, both with and without injuries.
- Officers Regino and Yarbrough both have completed the Field Training Program. We have hired another Officer, Erika Vanessa Rivera, and also have two additional vacancies we are attempting to fill.

April, 2016

Citations	285
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Citations by Selected Categories

License Plates Violations	32
No/Expired/Invalid DL	30
No Insurance	33
Ran Red Light	16
Ran Stop Sign	24
Speeding	17
Theft	6
Public Intoxication	2
Possession of Drug Paraphernalia	13

Hazardous vs. Non-Hazardous

Hazardous	56
Non-Hazardous	229

Fire Department

- The City of Leon Valley is partnering with Bexar County to develop a Hazard Mitigation Action Plan (HMAP) that will address natural and man-made hazards that affect our area. The goal of the HMAP is to minimize or eliminate the long-term risk to human life and property from known hazards through effective mitigation. Leon Valley residents and business owners are invited to complete a short survey that has been posted to the City website to help planners in the hazard identification and risk analysis phase.
- The Honor Guard will be participating in this year's Memorial Day Parade in Live Oak, Texas on May 28th.

- The fire department performed a successful test launch of fireworks on Wednesday at 2pm. The purpose of the test was to verify the site location as well as the ability of the vendor and devices that are proposed for the City of Leon Valley's 4th of July Festival. All of this work is done, in order to ensure a safe event for the entire community. The City did receive several complaints from citizens that were upset about the noise, and every one of the complaints were responded to by the Fire Chief. The fire department is already planning to make changes to improve community notification prior to next year's test launch.
- Congratulations to the first graduates of the City of Leon Valley's Community Emergency Response Team! Four (4) citizens completed the 5-day course. 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. A planning meeting with our new team will soon follow. The City of Leon Valley was surveyed by the Insurance Services Office on May 4th. This survey is administered through FEMA and included a comprehensive evaluation of the City of Leon Valley's overall floodplain management. We are hopeful that 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.

Community Development

- Plans for the expansion of Miracle Body and Paint are under technical review.
- During its May meeting, the TAB hosted Mayor De Leon from Balcones Heights and their Community Development Director, in an effort to educate them about the Leon Valley tree program.
- TAB presented the Tree Planting Action Plan to the Park Commission.
- Community Development Budget is under review by the Finance and Management.
- Developing a comprehensive Oak Wilt Education program for Leon Valley.

Library

- The Room Dedication event was a success. Special thanks to Sherry Watson for her creativity in the programs and bookmarks, and special thanks to the Friends of the Library who sponsored the catering and the large wall letters.
- Summer Reading registration is open. The Assistant Library Director will be visiting the local schools to do morning announcements and pass out registration.
- Summer Reading Kick off is Saturday, June 11, with Children's Recording Artist Joe McDermott performing a concert on the green at 10:30 am.
- As the strategic plan has been approved, the measures and timeline will be implemented for start date of October 1, 2016.

City Secretary

- Continued reviewing the current Code of Ordinance for the Recodification Project.
- Completed 5-3-16 and 5-7-16 Council Minutes
- Prepared and posted the 5-17-16 Council Agenda and Packet
- Processed 10 open record requests
- Organized and executing the 2016 Pet Parade on May 14th.

Communication Department

- Preparations continue for the 4th of July 5K, Parade, Festival and Fireworks. Signs and banners are being ordered and more information has been placed on the City website including the Parade participation form. Staff also met with the Park Commission and reviewed the 4th of July activities and addressed any Commission concerns. There was a successful fireworks testing demonstration with Starlight Fireworks and the Fire Department in the Park on May 10th. Staff also met with KSAT 12 News, the event media sponsor, to review details of the event and define their participation.
- Staff, the Mayor and the City Manager met with YMCA representatives regarding a Siclovia event in Leon Valley. This is a potential event for November 2016 and based on the preliminary discussion can be accomplished easily with City resources and staff. There will be more discussions and presentations to the Council and community in the near future.
- Created an In Kind Grant Committee and prepared the first In Kind Grant for Council consideration on May 17.
- Researching and preparing for potential upcoming grant opportunities such as: *Keep Texas Beautiful, Alamo Area Foundation, Federal Grants and Apache Foundation*. Also researching potential grants for flood mitigation and pedestrian safety.
- Staff reviewed the newsletter and it is ready for release to the publishing and printing company for delivery to the LV community by June.
- Completed updating and editing of the Leon Valley Zoning Map.
- Staff has been assigned as the liaison to the Hike and Bike Committee.
- Investigating the possibility of a local sponsorship for replacement of the swimming pool cover at the Leon Valley Pool.
- Reviewing potential improvements to the City's website as well as participating in a presentation by a vendor to identify error and/or other issues with the City website.

City Attorney Municipal Court

- Met with City Manager reference solar contract
- Review and met with City Manager & Finance Director to discuss Business Office FY17 budget
- Attend City Council drainage workshop
- Continue to work on codification
- Review Appointment of Municipal Court Judges
- Met with City Manager and Mayor re 5/17/2016 City Council agenda
- Working on documents for land donation from The Ridge Homeowners Association for proposed park
- Working on documents for land donation from Dhammabucha for proposed park
- Begin to prepare liability waiver for Oak Wilt Training Session or "tool kit".
- Meet with Finance to discuss ordinance to impose credit card/debit card collection fee
- Reviewed RFP for EMS Billing
- Met with Zelda and Assistant Fire Chief re collections case
- Handled and investigated employee complaint
- Read, provided feedback and discussed amendments on Library Policy Manual
- Research and review LVEDC investment policy to comply with transfer of funds from Frost Bank to TexPool and meet annual review requirements and met with LVEDC Finance Committee re Policy
- Review Resolution 2016-16 to approve expenditures for façade and signage program to Sydney Onuagu for the Precinct Academy & Daycare in the reimbursable amount of up to \$4,000
- Prepare performance agreement for Sydney Onuagu for the Precinct Academy & Daycare
- Review and revise agendas

Window Payment Transaction's											
Date	29-Apr	02-May	03-May	04-May	05-May	06-May	09-May	10-May	11-May	12-May	TOTAL
Number	10	221	166	135	27	155	303	209	117	25	1,368.00
\$ Value	\$ 16,454.53	\$ 20,771.04	\$ 40,579.47	\$ 26,238.36	\$ 2,435.67	\$ 55,892.88	\$ 3,902,656.00	\$ 29,069.71	\$ 1,330.79		\$ 4,095,428.45
Online Payment Transaction's											
Number	7	33	12	12	17	20	59	39	51	17	267
\$ Value	\$ 767.75	\$ 2,213.48	\$ 913.13	\$ 806.22	\$ 1,271.15	\$ 1,380.92	\$ 7,055.14	\$ 2,591.87	\$ 4,083.15	\$ 1,599.76	\$ 22,682.57

Municipal Court Cases		
Number of Cases Scheduled for Court		164
Number of Cases with Defendant's Present in Court		
Number of Non-Scheduled Prosecutor Pleas on Cases		26

Community Service 04/29/2016 - 05/12/2016		
Number of Hours Scheduled		148
Number of Completed C/S Hours		100

Community Service Since We Started Program 04/07/16 - 05/12/2016		
Number of Hours Scheduled		558
Number of Completed C/S Hours		131

Upcoming Events:

- Special City Council Meeting begins at 6:00 p.m. & Regular City Council Meeting begins at 7:00 p.m. Tuesday, May 17, 2016, in the Leon Valley City Council Chambers
- Future Agenda Items:
 - Sign Ordinance LED
 - Hand Gun Policy
- Upcoming Important Events:
 - Joint Primary Election, City Hall, Early Voting is May 16th through May 20th and Election Day is May 24th.
 - 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.
 - City Offices will be closed Monday, May 30, 2016, in observation of Memorial Day.
- Upcoming Committee Meetings
 - Beautification Committee Meeting – May 18, 2016, at 5:00 p.m.in the Leon Valley Fire Department Training Room
 - Community Events Committee Meeting – May 18, 2016, at 6:30 p.m.in the Leon Valley City Hall
 - Zoning Commission Meeting – May 24, 2016, at 6:30 p.m.in the Leon Valley City Hall
 - Economic Development Corporation Meeting- May 25, 2016, at 6:00 p.m.in the Leon Valley City Hall