



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: May 31, 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, we will continue to advertise.
- The applicant that initially accepted the Animal Control and Code enforcement officer position withdrew his application. The third candidate withdrew his application. We are in the process of reviewing additional applicants.
- A deputy court clerk position was removed from court and transferred to the receptionist position.
- Held a nutrition and fitness class for 30 Leon Valley Employees, the event was sponsored by TML

Public Works

- Bids for the Huebner Road mill & overlay project, and the RFQ for engineering of the Evers Road bridge are in process – still need to figure out how to fund the bridge
- Kinman House construction continuing this week, weather permitting.
- The Waste Management contract has almost expired and we will be preparing bid documents for advertisement
- Neighborhood Renewal Project was rained out – the new date is set for June 11th
- Working on Hodges petition and Council directives – may request engineering study be funded for one way street and 20 mph study
- Grass Hill well tested positive for E.coli and is in the process of being flushed and retested. Well has been taken off-line.
- ADA compliance letter being worked
- Outstanding items include slanting sidewalk behind Fire Station, and standing water on roof at City Hall
- Waiting for final invoices from construction project
- Working on property owners in the Linkwood Addition to mow overgrown grass in alleys
- Catching up on complaints received from retired Code Enforcement Officer notebook
- Working with Fire Marshall Todd Morgan on enhanced code enforcement

Police Department

- A driver was arrested for the fleeing (felony) and possession of marijuana (misdemeanor) near Evers and Loop 410
- Several Officers attended TML training put on by our HR Department
- Two females were arrested for using fraudulent identification while attempting to purchase a motor vehicle and while searching them, our Officers found some stolen credit cards and narcotics.
- Enhanced enforcement at the intersection of Bandera and Seneca - stopping vehicles that are blocking the crosswalk.
- Emergency detention of male subject.
- Officers dispatched to our City Park in reference to a deer caught in the soccer net. With the help of several people, the deer was eventually freed.
- An intoxicated female crashed her vehicle into a support column on Bandera Road.
- Arrest for assault bodily injury on a household member.
- Officers responded to a suicide call. The victim was okay and an emergency detention was completed.
- Assisted the Fire Department with a major accident. An unconscious female had to be extricated from the vehicle using the Jaws of Life.
- Dealt with a road rage case on Bandera Road.
- Sergeant Fabela was dispatched on an unconscious person. Upon his arrival, no pulse was detected and Sergeant Fabela was able to revive the patient prior to the arrival of EMS

Fire Department

- **Fire Code Enforcement** - In response to several complaints regarding overcrowding at a business complex, the fire department responded to 6504 Bandera Road and upon inspection discovered two businesses operating without a permit. Further inspection revealed many code violations and both Suites were determined to be unsafe for occupancy as well as a danger to the public. Both business operators were given citations; the business suites evacuated, and the doors locked by the fire department. The Owner of the building was provided a written notice of the violations. No occupancy in these business suites will be allowed until the corrections are made.
- **Training** - Four Leon Valley Firefighters attended Swift Water Rescue Technician training in New Braunfels over the last two weeks. These firefighters learned techniques to perform rescues in fast moving flood waters. The intense training included several hours of working in teams from the shoreline, in the water, and even at night. Five (5) more Leon Valley Firefighters are scheduled to attend training over the next several weeks.
- **Prevention** - Firefighters received a generous donation of smoke detectors from students at the School of Science and Technology located at Loop 410 and Bandera Rd. These smoke detectors are special in that they are the “hard-wired” type and are intended to replace the detectors in some of our newer residential homes, such as those at Pavona Place and Shadow Mist subdivisions.
- **Outreach** – The fire department would like to announce that on Monday, June 13th from 6PM-7PM we will be teaching the *Heimlich maneuver*, a tool that can help relieve a person choking. This very important life-saving maneuver is based on the newest guidelines provided by the American Heart Association. This one-hour class will be interactive and “hands on”, so bring family or a friend! Learning what to do when a person is choking can save lives.

Community Development

- Working with Deer M. Vidrio Soccer club to ensure that the final Electrical permits are completed.
- Drainage Plans have been submitted for Driggers Elementary school and are under technical review.
- Developing a comprehensive Oak Wilt Education program for Leon Valley.

Library

- Summer reading: Visited LV Elementary to do morning announcements, Registration forms available at City Hall and the Library. BIG KICKOFF is outdoor concert by children’s recording artist Joe McDermott: Saturday June 11 at 10:30 am on the green.

- Worked with Friends of the Library for funding for June presenters.
- Saturday June 4 10:30 am HEBuddy Cooking Class for Kids.
- Library Trustee Meeting Tuesday June 14 at 5:30 pm in the library.

City Secretary

- City Secretary is working continues to work on the re-codification of the City's Code of Ordinances and the inventory of City contracts.
- In the last two weeks, ten open record requests were processed. Of those ten were: 2 – Employee records related; 1 - certified police reports; 1 – contract request; 1 – bid document request; 2 – permits/inspections request; 2 – EMS related requests; and 1 – Code complaint request.

Communication Department

- 4th of July prep continues:
 - Performances were confirmed for feature band *Mingo Fishtrap* and the *323rd Fort Sam Houston's Own Army Marching Band*
 - Staff updated the Community Events Committee on May 18th
 - Per meeting with KSAT 12 News Jeff Roper & Fiona Gorostiza would like to be Grand Marshals for the Parade. The CEC had no objection to the request
 - All new 4th information including, Pioneer 5K, frequently asked questions, event schedule and entertainment, maps and other relevant information has been posted to the Leon Valley website
 - All food and craft vendor booths are now CLOSED
 - Entertainment has been confirmed and additional acts are now CLOSED
 - Carnival wristbands were ordered
 - Sign proofs approved and banners and signs are being created
 - Electricity upgrade in the Park is in progress and on schedule
- Hard copy of June/July 2016 Newsletter arrived at City Hall Wednesday, May 25, 2016.
- Staff is working in collaboration with the YMCA to investigate the possibility of Siclovía in Leon Valley.
- Staff will be assisting Councilmember Jordan with an In Kind Grant request for a Summer Job Fair.
- Staff is still investigating the possibility of a local sponsorship for replacement of the swimming pool cover at the Leon Valley Pool.
- Staff is reviewing potential improvements to the City's website and participated in a presentation by a vendor to identify error and/or other issues with the City website. The site appears to be doing very well – very few errors and the proposed software may be helpful to the City. Staff will spent more time after the 4th of July reviewing potential improvement opportunities for the website.
- Staff met with Public Works to explore locations and the potential for a milkweed garden as part of the Community Garden, to further promote a Monarch butterfly habitat.

Upcoming Events:

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, June 7, 2016 in the Leon Valley City Council Chambers
- Future Agenda Items:
 - Sign Ordinance LED
 - Hand Gun Policy
- Upcoming Important Events:
 - Neighborhood Renewal Program (NRP), Saturday, June 11, 2016, 7:30 a.m. to Noon.
 - July 4th Celebration, Raymond Rimkus Park