



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: May 1, 2015
TO: Mayor Chris Riley and City Council Members
FROM: Manuel Longoria Jr., City Manager
SUBJECT: Weekly Update

Local Businesses Working Together: For the next three to four months the Ancira dealerships in Leon Valley will lease space from LOQ Bandera Road Holdings, LLC at the former Fiesta Dodge Property. The recent rain and hail in Leon Valley caused damage to the Ancira inventory. In order to make needed repairs to vehicles, Ancira requires additional space. The currently unoccupied property at the Fiesta Dodge Property meets Ancira's needs. As soon as repairs are made and inventory is restored at Ancira, they will vacate the Fiesta Dodge Property.

City Staff continues to work with LOQ Bandera Road Holdings, LLC and Jones, Lang & LaSalle to find a family style restaurant for the Fiesta Dodge Property.

Evers Road Project: The Evers Road rehabilitation started on April 30th. Only a few complaints have been received. People were appreciative of being forewarned via the message boards and the website. As previously mentioned, the ADA curb ramps will be rehabilitated at each intersection.

Patrol Officer Position: Interviews for currently vacant Patrol Officers position have been scheduled for Wednesday, May 6, 2015.

Police Officer Hiring Process: In recent days we have received questions regarding the hiring process used by City staff to fill vacancies in the Police Department. The questions center on the timeline it takes to hire a Police Officer. Following is the process we use:

- 1) Position becomes vacant.
- 2) The Department Head checks with the Finance Director to make sure there are adequate funds to move forward with the hiring process.
- 3) A criterion for hire is setup. The city uses a point system to hire Patrol Officers. Points are allocated for each section of the hiring process, such as education, experience, certifications, written exam etc.
- 4) We advertise for the position for - two weeks
- 5) The applications are reviewed thoroughly to ensure each applicant meets the minimum requirements that were outlined in the criteria and points are allocated for each applicant. Depending on how many applicants are received – three to five days.
- 6) After determining how many applicants are qualified to take the written exam, the exams are order. The City **must** use a test that has been validated. We use IO solutions this company develops, validates and

implements entry-level exams for municipalities specifically for law enforcement positions. – we use ground shipping - seven to ten days

- 7) Once the exams arrive the qualified applicants are asked to attend the test date, which is set one week from the date they are called. This allows applicants time to schedule the exam.
- 8) After the exam the test are sent back to IO solutions for grading. – we use ground shipping- seven to ten days
- 9) Once the results of the exam are in. The cumulative score of the written exam, experience, education is evaluated and whatever the threshold is, those applicants are scheduled for an interview. In order to give the applicants time to schedule interview, we schedule them for one week out.
- 10) The interview score is then included with the rest of the points (education, written, experience). The top candidate is sent to background. For patrol officer an extensive background is completed we call previous employers, references, criminal history checks, etc. – Waiting on call backs or personnel records can take some time - one to two weeks.
- 11) If the applicant is selected then we extend a conditional job offer (the condition is based on them passing the remainder of the hiring process, which is a physical, drug test, psychological evaluation, and a polygraph exam. Scheduling of this portion can take up to two weeks (depending if the applicant is currently working).
- 12) If the applicant passes step 11 then we schedule a start date. If the applicant is currently working this can take an additional two weeks.

The entire process can take between two- three months. It should be noted that the hiring process that the City has implemented has been reviewed and approved by the Texas Workforce Commission Civil Rights Division and the Federal Equal Employment Opportunity Commission. In every case the City has been found to have complied with the law because we do not give an undue hardship among any of our applicants according to the Chi Square test and the Fisher test that is used by the Texas Workforce Commission Civil rights Division, the City of Leon Valley is absent from any form of bias.

Text to 9-11 Available to Leon Valley Residents: Bexar Metro 9-1-1 Network District (Bexar Metro) announced today Text to 9-1-1 service is now available. The service is available to Leon Valley and to residents in the San Antonio metropolitan area and the counties of Bexar, Comal, and Guadalupe. AT&T, Sprint, T-Mobile, and Verizon customers can now send a short text message to 9-1-1 in an emergency. Text to 9-1-1 should only be used in an emergency situation, when speaking out loud would put the caller in danger or if the caller is deaf, hard-of-hearing, or speech disabled.

Upcoming Events:

- City Council Meeting, Tuesday, May 5, 2015 @ 6400 El Verde Rd.
- City Council Meeting, Tuesday, May 19, 2015 @ 6400 El Verde Rd
- Coffee with the Mayor & City Council: Saturday, May 23, 9:00 a.m. to 11:00 a.m.
- Audie L. Murphy Memorial Way dedication will be held on Memorial Day, May 25, 2015 at 2 p.m. over at the LV Conference Center area. Guest speaker will be Major General Robert Tangui.

Movie in the Park: We will continue the Movies in the Park events again this Spring, Summer and Fall. Here is some information for the first Movies in the Park for 2015:



**FREE MOVIE
NIGHT**

The City of Leon Valley Presents
E.T.
Friday, May 15, 2015
8:30PM at the Raymond Rimkus Park
6440 El Verde Road, Leon Valley, TX 78238



Food Vendors Will Be Available