



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** February 17, 2017  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre City Council Meeting Report

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**Human Resources**

- Police Department Open Positions.
  - Patrol Officer – We welcomed Officer Joseph Bernal. His first day was February 14 ,2017.
  - Patrol Corporal – We would like to congratulate Chad Mandry and Louis Farias for their promotion to the corporal positions
  - Two Patrol Officer positions- Due to the promotions of Officers Mandry and Farias. Two positions have become vacant. Applicants are currently in background phase of hiring process..
- Fire Department Positions
  - Fire Captain Position retesting is scheduled for March 3, 2017.

**Public Works**

- Installing Hodges speed pads this week.
- Well project –Well plugging of Grass Hill complete. New well being drilled. Water Crew is on standby to move water around during the next month.
- Kinman House construction is complete, with the exception of the 8’ fence along the side by the deck. Leon Valley Café was open for business this past weekend.
- Fencing and gravesite restoration quotes for Huebner gravesite being reviewed.
- Evers Road sidewalk project northeast side plans being drafted, expect to go out for bids in February.
- LID parking lot plans sent to SARA for approval – projected to request bids on project in February.
- Bids for Swimming Pool Operations for the 2016-17 swim season, to include Forest Oaks Pool, have been re-advertised. Bid opening scheduled for Feb. 22<sup>nd</sup>.
- Huebner at Timberhill drainage project should commence within the next two weeks. The streets will remain open, but traffic will be down to one lane.
- Preparing documents for Council for next CDBG project – replacing mains on Conestoga.
- Large item garbage pickup almost complete – Code Enforcement has been following the route to assure pickup of oversized piles.
- Basura Bash is this Saturday, February 18<sup>th</sup> – over 75 volunteers signed up to clean Zarzamora Creek
- Neighborhood Renewal Program is February 25<sup>th</sup> and will focus on the home at 7115 Pepperwood and 6703 Cloverbend. So far, we have over 100 volunteers between the kids from Marshall High School and the employees from Home Depot. Leon Valley Staff volunteers will also participate.
- Finishing up installation of signs at Silo Park.

## **Police Department**

### **• Arrests**

- 1/30/17 – 5601 Bandera Rd. – AP1 – Theft, Evading arrest/detention and active warrant
- 1/31/17 – 6500 Bandera Rd. – AP1 – arrested for DWLI – Driving while license invalid
- 1/31/17 - 5751 NW Loop 410 – Investigating a suspicious vehicle - AP1 and AP2 arrested for possession of Marijuana AP1 also cited for possession of drug paraphernalia.
- 2/1/17 – 6400 Evers – AP1 – was arrested for a warrant
- 2/4/17 – 6300 Bandera Rd. – AP1 – was arrested for theft and evading arrest
- 2/5/17 – 6500 Grissom – AP1 – was arrested for narcotics
- 2/7/17 – 6988 Bandera Rd. – AP1 – was arrested/released with summons – possession of drug paraphernalia
- 2/7/17 – 6904 Bandera Rd. – AP1 – was taken into custody as an emergency detention and was transported to Methodist Transplant Hospital
- 2/7/17 – 5900 Bandera Rd. – AP1 – was arrested for theft over \$200
- 2/7/17 – 5900 Bandera Rd. – AP1 – was arrested for Evading detention/arrest
- 2/8/17 – 5900 Bandera Rd. – AP1 – was arrested for Theft \$100-750
- 2/8/17 – 7000 Sunlight – AP1 – was arrested for a warrant (possession of Marijuana)
- 2/9/17 – 7083 Settlers Ridge – AP1 – Investigating a family disturbance - AP1 was experiencing a mental health issue. He was taken into custody and transported to University Hospital for an Emergency Detention
- 2/11/17 – 6625 Bandera Rd. – Investigating a disturbance - AP1, the complainant was arrested on an active Felony warrant
- 2/12/17 – 6600 Bandera Rd. – AP1 – Investigating a noise disturbance - AP1 was arrested for an active felony warrant
- 2/12/17 – 6600 Bandera Rd. AP1 – Arrested on active BCSO warrant
- 2/12/17 – 6900 Bandera Rd. – AP1 was arrested/released with summons - a minor in possession of an alcoholic beverage

### **• Significant Service Calls**

- 1/30/17- 6918 Fernmoss – Theft Motor Vehicle
- 1/30/17- 7122 Bandera Rd. – Theft – Firearm
- 2/1/17- 6326 Sunview – Burglary of a vehicle
- 2/1/17- 6222 Setting Sun – Burglary of a vehicle
- 2/1/17- 6702 Forest Haven – Burglary of a vehicle
- 2/1/17- 6015 Forest Ledge – Burglary of a vehicle
- 2/1/17- 5919 Forest Ledge – Burglary of a vehicle
- 2/2/17 – 4929 Hodges – Burglary of a Habitation
- 2/1/17- 5900 Forest Ledge – Burglary of a vehicle
- 2/1/17- 5900 Wurzbach – Burglary of a vehicle
- 2/2/17- 7027 Sun Creek – Burglary of a vehicle
- 2/2/17- 6325 Bandera Rd. – Burglary Building
- 2/4/17- 5622 Evers – Burglary of a vehicle
- 2/6/17- 7027 Evening Sun – Deceased Person
- 2/6/17- 6527 Sun Creek – Burglary of a vehicle
- 2/7/17- 5900 Bandera Rd. - Theft
- 2/8/17- 5900 Bandera Rd. – Theft
- 2/10/17- 5600 Bandera Rd. - Theft
- 2/9/17- 6213 El Verde – Theft
- 2/9/17- 5800 Wurzbach #129 – Deceased Person
- 2/11/17- 5622 Evers - Criminal Mischief

- 2/11/17- 5622 Evers – Burglary of a vehicle
- 2/11/17- 7011 Weathered Post – Burglary of a Habitation
- 2/12/17- 5622 Evers – Criminal Mischief
- 2/12/17- 5601 Bandera Rd. – Theft

*\*Most significant call for service have been Burglary of Vehicle*

- **Criminal investigation Unit**

- Filed 30 cases with D.A.'s Office for month of Feb 2017
  - Twenty-seven cases for Possession of Controlled Substance >1 <4g
  - Burglary Building
  - Felony Theft 250-30k
  - Possession Firearm by Felon
- 02/06/17- Responded to apparent sudden death call
- 02/10/17- Attended meeting for property room
- 02/10/17- Attended meeting with DPS on sex offenders
- 2/8/17- flexed hours worked crime suppression 7pm to 3 am looking for on sight.
- 02/14/17- Met with Prue rd SAPD Det. Sanders to discuss burglars in area of Evers and Loop 410. Part Leon Valley Part San Antonio.
- 2/16/17- met with Helotes cid unit to discuss suspects and persons of interest on car burglars. Appears be same group. 11am to 1pm. Developed info on a suspect
- Burned 7 dvds for D.A office and MC
- Packaged DWI evidence and sent the evidence to DPS

- **Active CID Cases**

- Fraud (Ebay scam) – Still working the case. Victim paid for, but never received a product he paid \$8000 for. Team was able to locate the bank account where the victim wired the money to, but all money has been taken out and the account has been closed
- Sex Assault – Still working the case. Spoke with all parties involved and division about to interview the victim again. It appears as though there will not be enough evidence to support a criminal case
- Hit and Run – Still working case. The victim was provided a hit and run packet and division is waiting on it to be sent back.
- BMV – Still working case. Waiting on recovered latent prints to be examined by crime lab
- Prostitution – Case is active
- Criminal Mischief (call out) - Processed crime scene. Contacted USPS
- Burglary Habitation (call out) - Processed crime scene. Waiting for comp to submit list of property taken
- Deceased Person call at Christian Village. Scene was processed and next of kin notified
- Deceased Person call at Evening Sun. Scene was processed and wallet was put in property due to large amount of cash amount in wallet. Contacted wife who was in Minnesota notified her of death.

- **Closed CID Cases**

- Assault – Case closed, suspect did not want to pursue charges and signed a non-prosecution form. No evidence to support an assault.
- Burglary of Building – Inactive, pending further investigation – no suspects or other evidence to follow up on.
- Burglary of a Habitation – Inactive, victim did not wish to pursue the matter and requested no detectives follow up on the case.
- Criminal Mischief – Inactive, victim did not wish to pursue the matter and requested detective to not follow up on the case.

- **Community Service**

- 2/9/2017 - Began the first Citizens Police Academy. We have eight students who were trained on traffic stops, traffic tactics, arson investigation, and community policing. The class will continue for the next five weeks on Thursdays from 6-9 pm.
- Throughout the month Officer Regina Regino, Officer Alex King, and Officer Johnny Vasquez have worked with the Marshall Law Enforcement and Police Explorer teams on police techniques. This month, they demonstrated and ran drills on traffic stops, felony traffic stops, foot pursuits, and fingerprinting. We also met with the Marshall Law Enforcement Coordinator and finalized the data and logistics for the June 3, 2017, Police Explorer Competition.
- **Training Opportunities**
  - Sex Offender Registration Training
  - NIMS 300 – Burlison, Guerra
  - Con10gency – Yarbrough, Farias
- **Soccer Complex**
  - No violations reported for this period

<b><u>DECOY VEHICLE DEPLOYMENT</u></b>	
2-Jan	6600 Bandera Road
03-Jan	Linkcrest/Linkwood
04-Jan	6700 Timberhill
05-Jan	Autumn Chase/Timberhill
06-Jan	6400 El Verde Road
09-Jan	Seneca/Evers Road
10-Jan	6504 Bandera Road
11-Jan	5901 Wurzbach Road
12-Jan	5900 Wurzbach Road
13-Jan	5900 Wurzbach Road
14-Jan	5900 Wurzbach Road
15-Jan	5900 Wurzbach Road
18-Jan	Hodges Drive
19-Jan	5900 Wurzbach Road
20-Jan	5900 Wurzbach Road
21-Jan	6237 Evers Road
22-Jan	6504 Bandera Road
23-Jan	6504 Bandera Road
24-Jan	Hodges Drive
25-Jan	Hodges Drive
27-Jan	Hodges Drive
28-Jan	Poss/Evers Road
31-Jan	Poss/Evers Road

<b><u>DECOY VEHICLE</u></b>			
1/30/17 – Hodges			
1/31/17 – Poss & Evers			
2/1/17 – 6500 Bandera			
2/2/17 – 6500 Bandera			
2/3/17 – Seneca & Bandera			
2/4/17 – 5700 Wurzbach			
2/5/17 – 5700 Wurzbach			
2/6/17 – Onion House - Ancira / Wurzbach			
2/7/17 – Ancira / Wurzbach			
2/8/17 – Ancira / Wurzbach			
2/9/17 - Ancira / Wurzbach			
2/10/17 – Patrol			
2/11/17 – Patrol			
2/12/17 - Patrol			

## **Fire Department**

- **Electronic Patient Care Reporting** – Leon Valley EMS has completed the transition to a new electronic patient care reporting system. This includes portable computers that are used to document emergency medical services in the field, using a regional reporting software system. This system is a big update and improvement to our previous reporting system and includes data sharing with state partners and improvements for EMS billing services.
- **Credentials earned** – Congratulations to Firefighter Eli Garcia for passing his Fire Officer 1 exam. Also, Firefighters Andy Patterson, Joseph Valadez, Matt Sudell, and Eric Burnside acquired their Intermediate Firefighter certifications through the Texas Commission on Fire Protection.
- **Annual Physical Assessment Test** – As part of the department’s comprehensive physical wellness policy, each Firefighter is now working to complete their annual physical agility exam. This comes after completing the annual *medical* physical exams, and includes a very physically demanding obstacle

course of firefighter skills. This course includes a ladder climb, fire hose pull, forcible entry, tool hoist, and rescue mannequin drag.

- **Fire Sprinklers at Christian Village Apartment** – After working with the property Owners of the Christian Village Apartments for over two years on a plan to retrofit a fire sprinkler system in this complex, the department met with a candidate Contractor for preliminary review of a set of plans that will result in installation. The meeting was productive and is a promising indicator that this system will be installed in the near future.
- **New Aprons Coming!** - Mrs. Nora Perez with Insurance Plus, a Leon Valley business Owner, dropped off a large bulk of cooking aprons to be printed and distributed to target areas as part of our cooking safe program. The new design will be unveiled soon, and we are looking forward to continuing with this award-winning fire prevention program.

### **Library**

- Sandy Underwood attending Baylor University classes online (6 hours) regarding creating oral histories – deals with equipment needed, creating a plan, legal aspects and documents and launching a project. This ties in with the Tri-Centennial celebration for San Antonio and our goal to have our small suburban city history digitized and presented in 2018.
- Working on NASA initiative – “NASA@yourlibrary” We are applying to be one of 75 libraries chosen to receive STEM (Science Technology Engineering Mathematics) kits and training for a partnership to run through December 2020. Sherry Watson will be our representative to head the programming which requires 3 major projects per year if chosen, partnering with local STEM entities or NASA partners.
- Currently working on a community event for the Solar Eclipse happening in August 2017. We’ve applied to receive 200 pair of “eclipse glasses” courtesy of NASA. We are also talking to the Astronomy Association to see if we can partner on an event for this.
- Board of Trustees has come up with proposed By-Law changes they’re interested in presenting, as all is finalized, these will come before attorney for review and to the council for approval.
- Currently four outstanding grants we’ve applied for: Tocker Collection Development, Texas Book Festival Collection Development, Larson Mystery Grant, Christina B Woll Memorial Grant. All will announce awards in April, prior to or at State Convention.

### **City Secretary**

- Since the last report, the City Secretary’s Office has received 10 open record requests. Those requests were for: Police Investigation Files x 2; EMS Reports x 1; Building Plans/Permits x7. Along with the new requests received, I also continued to locate and send out the requests that were pending from the Police Department.
- Received applications for the May 06, 2017 General Election.
- Conducted a one-on-one training on the MinuteTraQ System with directors.
- Submitted final legal review and non-codified ordinances for the new Code of Ordinances. We will receive on more final draft; conduct a final review; seek City Council approval; and then finalize the project.
- Ongoing Projects:
  - Re-codification of the City’s Code of Ordinances
  - Leon Valley Contract Inventory
  - Working with staff to inventory records to be sent to Safesite for record storage

## **Economic Development**

- Economic Development recently took over responsibilities for the Conference and Community Center from Community Development. The transition is going smoothly. Look for positive changes to occur on the website and with ongoing internal procedures.
- Leon Valley Economic Development Corporation (LVEDC) held its monthly meeting January 25, 2017. Mr. Aaron Farmer from The Retail Coach presented current data on the community to assist in drawing businesses to our city.
- LVEDC approved funds to assist in the preservation and further enhancement of the Huebner Cemetery.
- Staff attended the TEDC 2017 Winter Break Development Course in Sugarland, Texas
- Economic Development and Community Development have commenced joint collaboration planning process for the Leon Valley 4<sup>th</sup> of July celebration.
- Amber Anthony will be attending TEDC Legislative Conference February 23-24, 2017 in Austin, Texas.
- Amber Anthony attended the #SA300 announcement celebration with the Leon Valley Historical Society on January 24, 2017. The Leon Valley Historical Society will be hosting an ice cream social May 2018 in conjunction with #SA300.

## **Community Development**

- Still processing Plats/Replats: Valencia Loft Apartments (169 units), Autumn Leaves (senior assisted living), and Linkwood Addition Subdivision.
- The Floodplain Development Permit is being issued to Bexar County Flood Management for the initiation of the LC-17 Creek Project.
- Staff assisted Nicole Irwin with the San Antonio Theater regarding use of the space at 6565 Bandera Road for a “theater.” Unfortunately, the zoning is B-2 (Retail) and does not allow assembly type uses. Thus, Ms. Irwin was advised to review B-3 (Commercial) properties within the City for her proposed use. She was also advised that she could request rezoning but that B-3 was not recommended adjacent to existing residential.
- Staff sent a letter to 6314 Rue Sophie regarding work done without a permit on a re-roof. The contractor obtained a permit from the City of San Antonio. The situation has been remedied with a permit pulled by the Contractor through Leon Valley at a double-fee of \$130. An inspection will be scheduled.
- Staff is working on the Action Plan for presentation to the Zoning Commission on February 28, 2017. The Master Plan draft is also in progress.
- The soccer complex at Shadow Mist remains unresolved. An insufficient site plan was submitted 1/30/17. The soccer complex is closed until further notice. It does not appear that they will be able to proceed to the Zoning Commission on February 28, 2017.
- Staff held a Board of Adjustment Workshop on February 16, 2017.
- Staff sent 48 hour notice to Arredondo Group on February 15, 2017, to address storage of vehicles and materials, construction receptacle, and application for Certificate of Occupancy for their neighboring tenant. The tenant came in on February 16 and will be moving the vehicles and ending his lease with Arredondo Group. Vehicle storage is not allowed in the B-3 (Commercial) district within the Sustainability Overlay. Chief Salvaggio gave him 2 weeks to comply (due date is March 2, 2017).
- Staff has one (1) In Kind Grant request going to Council on February 21, 2017.
- There are four (4) In Kind grant requests schedule to be presented to Council in March 2017.
- Staff met with a real estate company looking to assist a developer with a project on the B-2 (Retail) property on Huebner Road where the Silos and Silo Park are located. There is the possibility of a restaurant on the undeveloped property and the realtor and his firm support preservation of the Silos and are in discussions with staff on alternatives for the site. Any action required for the project, particularly

in relation to the Silos, property/land transactions, and zoning would go before Council for consideration.

- Staff sent the new website design to Department Directors for input, so that the update can continue with Revize.
- Staff applied for the Keep Texas Beautiful Grant and will know of grant awards in mid-March 2017. We hope to hear about the awards for the Texas Parks & Wildlife Grant for the pavilion on the property owned by the city in the Huebner Onion area in March as well.
- Staff is applying for the Scenic City designation – this grant assists with Economic Development efforts as well as application for grants.
- Staff continues to work with Economic Development on 4th of July sponsors, entertainment and overall planning efforts for the 2017 event. Food vendor applications will be release March 1, 2017. Staff met with KSAT 12 on February 15, 2017 and KSAT stated they were Leon Valley’s exclusive media sponsor for as long as the City continued the 4th of July Festivities.
- Staff has two (2) new committees: The Mayor’s Youth Advisory Council and the Hike & Bike Committee, both are scheduled to meet on various dates in March 2017. Megan McLeod will be the staff liaison for these committees.
- Communications sent rerecorded and sent notice to Altaworx of updated information for the phone messaging system February 15. It will take 5 business days for the message to change – staff will monitor.
- Communications postings via website, Facebook, Next Door, Twitter include:
  - City Hall Closure – Presidents’ Day - February 20, 2017
  - LC-17 Huebner Creek Letter and Update
  - Basura Bash - February 18, 2017 (clean up Leon Creek)
  - Neighborhood Renewal - February 25, 2017
  - Fresh Air Friday - March 3, 2017 (Mayor speaking)
  - Earthwise Living - March 4, 2017
  - Promotion of Chad Mandry to Corporal
  - Municipal Water Well Project Update
  - Public Works & Library Food Bank Drive winners from December 2016
  - LV Tree Challenge and adoptions update
  - The It’s time Texas Fitness Challenge
  - Other Miscellaneous Postings

### **Upcoming Events:**

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, February 21, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - Neighborhood Renewal Program, February 25, 2017, from 8:00 a.m. - noon.
  - March 4, 2017, 9 am - 1 pm, Community Conference Center, Earthwise Living.
  - Next City Council Meeting, March 7, 2016
  - March 11, 2017, at 10:30 am, a gardener and author, Judy Barrett will be speaking at the Library. This is an event co-sponsored by the library and the Earthwise Living Committee.
  - Volunteer Appreciation Dinner, April 12, 2017 at 6:00 p.m. at the Conference Center.
  - May 06, 2017 General Election - Candidate filing period is Wednesday, January 18, 2017 - Friday, February 17, 2017.
- Committee Meetings
  - Earthwise Living Committee Meeting is at 5:30 p.m. on Wednesday February 22, 2017 at the Public Works Service Center
  - LVEDC Meeting is at 6:00 p.m. on Wednesday, February 22, 2017 at City Hall
  - Zoning Commission Meeting is at 6:30 p.m. on Tuesday February 28, 2017 at City Hall
  - Tree Advisory Board Meeting is at 6:00 p.m. on Monday, March 6, 2017 at City Hall