



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: February 3, 2017
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Police Department Open Positions.
 - Patrol Officer – Awaiting Test Results
 - Patrol Corporal – Two open positions interviews scheduled for next week.
- Fire Department Positions
 - Fire Captain Position testing is scheduled for February 3, 2017.
 - Firefighter/Paramedic- We welcome Connor Hughett, who is replacing Ryan Jones.

Public Works

- Waiting on Hodges speed pads, should be delivered this week.
- Well project –Well plugging of Grass Hill will commence this week. Existing interconnection on Huebner Road is capped off and new interconnection is ready for use if needed. 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. Chef is having tables built and is moving into the office portion this week. Was scheduled to be open by end of January but will be open for business in February because of a few construction delays.
- Funding for the fencing and gravesite restoration for Huebner gravesite will be from donations from the Historical Society and the LV EDC.
- Evers Road sidewalk project northeast side plans being drafted, expect to go out for bids in February
- Crosswalks were installed at the corner of Seneca and Evers
- 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, are being re-advertised the next two weeks.
- 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
- Next large item garbage pickup starts today! They plan on taking two weeks to complete the project.

Police Department

- **Significant Service Calls**

- 1/15/17 - **Driving While Intoxicated** on Grissom at Bandera Road. One arrested driving the wrong way on Bandera
- 1-21-17– **Burglary Building**- Discount Tire Burglary – Officer responded to an alarm and found one actor loading up tires from the outdoor shed. Officers apprehended the suspect and booked him for burglary of a business.
- 1/22/17 -**Disturbance with a gun** - Intown Suites- Officers responded to a call for shots fired at the location. Upon arrival they traced the shooter back to a room in the complex. The officers coaxed the occupants into opening the door where they recovered the gun, ammunition, and drugs. Three arrests were made at the location: 1 person for Possession of a Controlled substance (Meth), 1 person for Possession Marijuana, and one person for Unlawfully Carrying Handgun
- 1/25/17–**Suspicious Persons** – Possible recovered stolen property from a 6607 Huebner where we have had numerous reports of drugs and thefts. A check of the open house revealed the house is inhabitable and is a health and safety concern. The residence was boarded up for the safety of all residents. Future options are being discussed on the location.
- 1/25/17- **Burglary of Building** at 7030 Bandera at the Pet Land. The building was burglarized and three dogs with a combined value of \$15000 were stolen. The alarm was not dispatched by the alarm company at the request of the owner due to numerous false alarms. The burglary is being investigated with San Antonio, who have had similar thefts in their area over the past few weeks.
- 1-30-17- **Possession of a Dangerous Drug** - One female was arrested for methamphetamines. The arrestee exposed three officers, one jail cell, and two vehicles to scabies. All equipment has been de-contaminated by Bio-Tech.
- 1/31/17 - **Zoning Complaint** at 6100 Stirrup Ln. –Several residents had been complaining over the last few years of the home being utilized as a business. Upon my arrival I found 12 cars belonging to the workers, and numerous items that confirmed the location was indeed being utilized as a business location. We met with the owner who agreed to move the business operation to another location. We have confirmed with the neighbors who had been complaining and there has not been any additional business activity.
- 1/31/17 -**Code Compliance Complaint** - Met with a resident who lives along Evers Road at Poss Road. Neighbors and citizens have complained about the shrubs blocking the view of the traffic at the intersection. Upon arrival I confirmed that the oleanders indeed blocked the view of the stop sign and the intersection, and was a traffic hazard. The oleanders are on the City of Leon Valley’s property. The resident was advised that the shrubs will be removed.

- **Other Service Calls**

- 1/8/17 – 5900 Wurzbach 1 AP Possession Marijuana + out of County Warrant
- 1/10/17 – 1 AP Possession Marijuana
- 1/12/17 – 2 AP – 1 BCSO Warrant, 2 Possession Drug Paraphernalia
- 1/13/17 – 2 AP assisting SAPD with 2 AP Evading Arrest LVPD
- 1/13/17 – 5707 Bandera 1 AP DWI
- 1/13/17 – 1 AP Possession Marijuana
- 1-22-17 - Emergency Detention
- 1-22-17 – Burglary of a Vehicle
- 1-23-17 – Run Away
- 1-23-17 – 6451 Bandera- 1 AP Possession of a controlled substance (Meth)
- 1-23-17 – 6451 Bandera 1 AP Assisted Other Agency/ Warrant
- 1-23-17 – 4902 NW Industrial for Burg Building
- 1-23-17 – 5601 Bandera 1 AP Possession of a controlled substance (Meth)
- 1-23-17 – 5601 Bandera 1 AP Unlawfully Carrying Weapon/Knife
- 1-23-17 – Runaway

- 1-24-17 – Graffiti
- 1-25-17 – Theft by Check over 10,000.00
- 1-25-17 – Graffiti
- 1-26-17 – Forgery
- 1-28-17 – Burglary Vehicle
- 1-28-17 – 6300 Rue Marielyne – Burglary Building
- 1/29/17 – 6451 Bandera – Theft \$750-2500
- 1/30/17 – 6918 Fern Moss – Theft Motor Vehicle
- 1/30/17 – 7122 Bandera – Theft Firearm
- 1/30/17 – 5601 Bandera – 1 AP Theft <100
- 1/30/17 – 5601 Bandera – 1 AP Evading Arrest/Detention
- 1/30/17 – 6500 Bandera – 1 AP DWLI
- 1/31/17 – Robbery
- **Investigations unit activity**
 - 01/18/17 - Filed arrest case for Possession Controlled Substance Methamphetamines, Filed at large case for Forgery on one suspect, Filed counterfeit money case on two suspects
 - 01/30/17 - Filed Burglary Building Discount Tires 6200 Bandera. B shift made apprehension
 - 01/25/17 - All detectives worked 7pm to 3am on Operation Night Crawler. Stayed in the neighborhoods looking for on sight activity. Encountered only three Leon Valley citizens walking in neighborhood. It was a very cold night which may have had effect on foot traffic.
 - 01/26/17 - (Theft) 5500 Bandera Rd- Suspect was arrested at the scene and taken to the magistrate's office for booking. After release from jail, the suspect paid the total amount owed in full to the complainant. The complainant voluntarily filled out a form stating he did not wish to prosecute. The entire Charge and Disposition packet, along with the form stating he did not wish to prosecute, was forwarded to the DA's office. Case Closed
- **Community Service**
 - 1/27/17 Officer Mandry spent three hours at Murnin Elementary where he visited with 3 classes, approximately 70 children to share the experiences of his career and what it takes to become a police officer.
 - 1/27/17 Officer Louis Farias spent approximately three hours at Oak Hills Terrace Elementary for their annual Career Day. He spoke to several classes about his experience as a police officer in Leon Valley.
 - 1/28/17: Three officers from the police department joined our Leon Valley Firefighters at the Cystic Fibrosis Tower Climb. Team Leon Valley took first overall, and one of the officers (Saucedo) took fifth out of 900 competitors. We also assisted in raising \$4800 towards the charity.
 - 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 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.

DECOY VEHICLE DEPLOYMENT

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

OFFICER TRAINING

R. Saucedo	Active Shooter Threat Instructor Training								
R. Regino	TASER Electronic Control Device								
C. Yarbrough	TASER Electronic Control Device								
E. Rivera	TASER Electronic Control Device								
A. Griego	TASER Electronic Control Device								
J. Medina	TASER Electronic Control Device								
U. Hernandez	TASER Electronic Control Device								
J. Breton	Tactical First Aide Training								
C. Yarbrough	Tactical First Aide Training								
L. Farias	Tactical First Aide Training								
A. King	Court Testimony for Officers								
K. Burleson	Incident Command System 300 - Intermediate ICS for Expanding Incidents (Supervisor Course)								
R. Guerra	Incident Command System 300 - Intermediate ICS for Expanding Incidents (Supervisor Course)								
A. Garcia	Bite Stick and OC Pepper Spray								

Fire Department

- **Tower Climb!** – Team Leon Valley completed the Tower Climb Challenge on January 28th. Fourteen Leon Valley 1st Responders participated in the event, and competed against other Agencies from surrounding cities, climbing 65 flights of stairs in full tactical or firefighter gear. A little more than \$4,800 was raised for the Cystic Fibrosis Foundation, and Leon Valley placed 1st overall and also took 3rd, 4th and 5th places.
- **Credentials earned** – Deputy Fire Marshal Burnside passed his Texas Commission on Fire Protection Fire Inspector certification, and Firefighter Mike Murphy became an Intermediate Firefighter. Engineer O’Rourke passed his TCFP Hazardous Materials Technician certification exam, and Assistant Fire Chief Wade completed the Incident Command 300 level certification course. Chief Valdez and City Manager Kuenstler also completed the Incident Command 300 level certification course.
- **Annual Hazmat physicals complete** – All fire department staff has completed their annual physical exams through the Mobile Physicians group that operates out of the fire station over a 3 day period. The physical exams measure and monitor the health conditions of the firefighters, and provide guidance for necessary treatments. The exams are very thorough and compared to findings from previous years.

- **Welcome aboard Firefighter Connor Hughett** – The department is happy to report that Firefighter/Paramedic Connor Hughett has been hired and assigned to C shift. Connor is an experienced Firefighter/Paramedic from Lincoln, Alabama, and comes highly recommended. Connor’s wife is a Physician in the Medical Center, and Connor visited our fire station last year “scouting” the location in anticipation of their move to San Antonio.
- **EMS Licensing Renewal** – Assistant Fire Chief Wade and Executive Assistant Lisa Martin worked through the successful (and lengthy) process to renew the Texas Department of State Health Services EMS Licensing process. The team was also successful in re-validating the Medicare application required for billing.

Library

- HEB Community Investment Program - We applied for this support program and have received a \$250 gift card to support our Summer Reading this year. It will be used for food/munchies/supplies for our program which is themed “Build a Better World.”
- 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.
- March 15 and 16 from 1-4 pm daily (spring break for the NISD). We will be having a MakerSpace event at the library. This is the huge trend in libraries and schools – hands on activities, heavy focus on technology. We will have motorized Lego Competition, Video Game Making, App Creation, 3D Design and printing, Creating synthesizers, Stop motion video creation, Learning to code and loads more. We have partnered with the NISD Library Technology Manager for this event.
- Researching possibility of iPad Mini’s in the library for Youth use. Preload with folders for: Music, News, Video Creation. Schools use iPads daily with great success, looking into funding/grants to cover.
- Spanish for beginners class starting Feb 8: Every Wednesday 5-6pm.
- Leon Valley Writers Group has formed meets 4th Tuesday of each month from 6-8pm.
- Working on Annual Report required by Texas State Library and Archives Commission.

City Secretary

- Since the last report, the City Secretary’s Office has received 62 open record requests. Those requests were for: Police/Accident Reports x 45; EMS Reports x 2; Municipal Court x 2; Building Plans/Permits x6; and miscellaneous x 9.
- Conducted the second shred event on January 17, 2017. We shredded 30 additional boxes of expired records.
- Received four (4) applications for the May 06, 2017 General Election.
- Conducted a Public Information Act Training event for newly hired staff.
- Conducted the final legal review 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

Community Development

- Plats/Replats in progress: Valencia Loft Apartments (169 units), Autumn Leaves (senior assisted living), and Linkwood Addition Subdivision.

- New Commercial Building Permits – January 2017: one (1) issued to MGR Incorporated, Manuel Rubio for new auto rental at 6730 Poss Road, valued at \$546,000.
- New Residential Building Permits – January 2017: one (1) issued for a Linkview Drive, valued at \$120,000.
- General Permits issued: 173 permits with revenue of \$43,608.
- There were eight (8) certificates of occupancy issued for: two (2) law firms, a barber shop, two (2) contractor facilities, two (2) relocated businesses, and a record studio.
- The soccer complex at Shadow Mist remains unresolved and staff is working with the attorney for the applicant and the owner to move forward the Specific Use Permit request. New information was received 1/30/17. The soccer complex is closed until further notice.
- Staff is scheduling Board of Adjustment training for the coming weeks in February.
- Staff assisted PD with a complaint at 6103 Stirrup Lane, noting a commercial encroachment in a residential area and potential violation of Home Occupation regulations. The property owner contacted staff on 1/31/17 and the matter of vehicles being parked for work, employees gathering and materials being stored on site should be resolved now.
- Staff is investigating and working with Code Enforcement on 6004 Grissom Road, Arredondo Group to address storage of vehicles and materials, and change in the status of the Certificate of Occupancy.
- Inquiries are being made by potential tenants for 6565 Bandera Road for use of the shopping center space as a ballroom. Staff is advising requesters that the property is zoned B-2 (Retail) and ballrooms are allowed in B-3 (Commercial) districts with other assembly uses.
- Staff is working on the new website design with Revize and will be forwarding the new format to Department Heads to review and comment on.
- Staff is applying for the Keep Texas Beautiful Grant this week (\$160,000).
- Staff is applying for the Scenic City designation – this grant assists with Economic Development efforts as well as application for grants.
- Communications postings include:
 - Town Hall Meeting January 28, 2017
 - Fresh Air Friday March 3, 2017 (Mayor speaking)
 - Earthwise Living March 4, 2017
 - New exercise equipment installed at Silo Park
 - Fire Department successes in the Tower Climb for Cystic Fibrosis
 - The It's time Texas Fitness Challenge

Upcoming Events:

- Special City Council Meeting begins at 5:30 p.m. and Regular City Council Meeting begins at 7:00 p.m. Tuesday, February 7, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Basura Bash, February 18, 2017, from 8:00 a.m. - noon.
 - City Hall and Municipal Court Closure, February 20, 2017, in observance of Presidents' Day.
 - Next Regular City Council Meeting, February 21, 2017, at 7:00 p.m., Council Chambers.
 - Neighborhood Renewal Program, February 25, 2017, from 8:00 a.m. - noon.
 - 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
 - Tree Advisory Board Meeting at 6:00 p.m. Monday, February 6, 2017, located at City Hall.
 - Earthwise Living Committee Meeting at 5:30 p.m. Wednesday February 8, 2017, located at Public Works Service Center
 - Park Commission Meeting at 7:00 p.m. Thursday, February 9, 2017, located at the Conference Center

- Library Board of Trustees Meeting at 5:30 p.m. Tuesday, February 14, 2017 located at the Leon Valley Public Library
- Beautification Committee Meeting Wednesday, February 15, 2017 at 4:15 p.m. located at the Fire Department Training Room