



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: January 14, 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 Sergeant for Investigations – Eddie Gonzales has been promoted to the Sergeants position
 - Patrol Sergeants for Patrol – With the retirement of Wally Fabela and promotion of Ruben Saucedo, a new Sergeant Joel Urdiales was hired and Kasey Burleson was promoted to Sergeant as well
 - Patrol Corporal – Open position currently advertising
- Fire Department Positions
 - Fire Captain Position testing is scheduled for January 18, 2017
 - Firefighter/Paramedic- One open Position. Ryan Jones has submitted his letter of resignation and is resigning to go to the City San Antonio.
- Security Cameras are installed in City Hall. We now have coverage over the front lobby, court area, hall way and Council Chamber entrance.

Public Works

- Waiting on Hodges speed pads, should be delivered this week.
- Well project - The SAWS Interconnection meter has been installed on Grass Hill and we will begin to start plugging the Grass Hill well on Monday. The Water Crew is on tight standby to assure the Ground Storage Tank is full at all times but we will be running off of the Huebner well ONLY from this point until the new well at Grass Hill is completed. This should take 30-45 days and consists of plugging the old well, drilling the new well, and bringing the new well on line. This will require a little extra from the Crew, as they will have to move water around, but it should be fine, barring a lighting strike or other condition at the Huebner well. If that happens, we will turn on the interconnection to provide water to the City.
- Street ranking project completed, with 100% of streets ranked, cost estimates compiled, presentation being prepared for Town Hall meeting.
- Kimley-Horn Engineers completed mapping of drainage concerns – final report being revised and reviewed.
- Kinman House construction continuing, with ansul system install complete, heat lamp shelving and a few remaining items being installed – trying to get final inspections this week.

- Waiting for estimates on fencing and gravesite restoration for Huebner gravesite. Planning on presenting to Economic Development Corporation on January 25th to attempt to obtain grant for project.
- Evers Road sidewalk project northeast side plans being drafted, expect to go out for bids in January
- Crosswalks will be installed at the corner of Seneca and Evers on January 10th, which will result in partial road closure to allow for drying
- LID parking lot plans sent to SARA for approval – projected to request bids on project this month.
- Bids for Swimming Pool Operations for the 2016-2017 swim season, to include Forest Oaks Pool, were advertised and bid opening was on 12/20/16. Staff has proposed rejecting all bids and re-advertising and the City Manager has agreed.
- Opened bids for Huebner at Timberhill drainage project. Will need budget adjustment to fund project, then be reimbursed by CDBG, as this is partially grant funded. Results to be presented to Council on January 17th.
- Preparing documents for Council for next CDBG project – replacing mains on Conestoga
- Next large item garbage pickup is scheduled for January 30th, to avoid Oak Wilt season trimming.

Police Department

- **Significant Service Calls**
 - **Theft (City Property):** Public Works employees discovered solar lights stolen from inside gated area some time over last three weeks.
 - **Assault-BI Choking:** Officer R. Flores dispatched for male reportedly choking girlfriend. Conducted investigation. Male arrested and transported to jail.
 - **Recovered Stolen Vehicle:** Sgt. Marshall dispatched for report of recovered stolen vehicle. Vehicle that had been involved in hit/run accident and towed by Banis Towing was found to be reported stolen by owner. Owner stated vehicle was stolen from daughter along with daughter's cell phone out of San Antonio (Ice Lounge) just prior to collision.
 - **Accidental Shooting:** Sgt. Burleson dispatched for report of shooting. Resident was preparing to go to shooting range and did not clear weapon. Male accidentally shot himself in hand. Son provided first aid until Police/LV EMS arrival. Male transported to hospital for treatment. Scene secured and Detective Gonzales notified. Investigation completed.
 - **Possession of Marijuana (0-2 oz):** Officer R. Flores was dispatched for report of suspicious male knocking on door and recognized address as that of a recent Aggravated Assault report victim. Officer located males a short distance away. She located marijuana on one subject during pat down. She transported males back to location to see if complainant wished to criminally trespass subjects. When complainant was shown second subject she recognized him as the actor in the aggravated assault case. Detectives were notified. Detective Cuevas responded to PD to interview subject. Male was transported to the Magistrates Office for Possession of marijuana and was found to have an outstanding warrant for Larceny. He was booked for both charges. Detectives will follow up on other outstanding case.
 - **Emergency Detention:** Officer Farias and Officer Hernandez were dispatched for the report of a welfare concern regarding a man that had recently had a friend pass away and there were concerns for his mental health. Officers were advised by neighbors that male had damaged some mailboxes in the area and departed on foot. Officers located male standing in traffic on Huebner Road. Male immediately got into patrol vehicle backseat upon observing officers. He was transported back to residence to identify him. Subject was identified and evidenced suicidal ideation. He requested help in the form of transport to hospital for mental health evaluation. Officer conducted an emergency detention and transported subject to University Hospital for evaluation and treatment.
 - **Emergency Detention:** A female was found to be a danger to herself. She was detained and an emergency detention was completed at the Nix Hospital.
 - **Theft Shoplifting:** Loss prevention worked an undercover operation for the week at HEB. Over the week of 01-02-17 to 01/08/17 they arrested 17 people for theft.

- 12/19/16 **Theft (\$2500-\$30,000):** 7000 block of Forest Way a vehicle was stolen
- 12/20/16 **Forgery:** Checks forged from 7300 block of Crownpiece used at Kohl's and Walmart
- 12/20/16 **Theft (\$750-\$2500):** 6400 block of Evers- solar lights for light poles stolen
- 12/20/16 **Theft (\$2500-\$30,000) Vehicle:** Vehicle stolen from 7100 block of Forest Brook
- 12/20/16 **Assault-BI Family:** Male arrested at 5650 Grissom for choking girlfriend
- 12/23/16 **Burglary-Vehicle:** 5600 block of Grissom had six vehicles broken into
- 12/24/16 **Emergency Detention:** Suicidal female hospitalized from 5600 block of Evers
- 12/26/16 **Burglary Building:** Building at 7015 Bandera was forcibly entered and a -money bag was taken
- 12/27/16 **Theft Vehicle (\$2,500-\$30,000):** A motorcycle was stolen from 5650 Grissom
- 12/29/16 **Theft Vehicle (\$2,500-\$30,000):** a vehicle stolen from 02/01/16 was reported at the police station
- 12/31/16 **Assault Family Violence Bodily Injury:** A female was assaulted in the 7700 block of Linkside
- 12/31/16 **Assault Family Violence Bodily Injury:** A female was assaulted in the 6100 Rue Des Amis. The male was arrested and booked.

- **Investigations Unit Activity**

- **Possession Controlled Substance PG1:** Charges filed with the Bexar County D.A. on arrest case for possession of a controlled substance.
- **Accidental Shooting:** Photographed scene prepared diagram Followed up on victim at University Hospital no life threatening injuries sustained. Prepared report. After interviews and investigation this was deemed an accidental shooting no criminal action.
- **Burglary vehicle:** processed car took prints prepared report.
- **Resisting Arrest/Detention and Wanted Person:** Officer Griego found a female parked in an industrial area where vehicles normally wouldn't be parked this time of night. He spoke to the driver who immediately became aggressive and combative. The officer attempted to identify the person at which he began to actively resist the officer. He was eventually subjected to a TASER strike where he was arrested. He was found to have a warrant out of Austin for Assault Family-Bodily Injury. He was taken to the hospital and released after being booked by proxy.
- **Theft 2500- 30,000 FS:** Complainant reported \$2500 in metal roofing was stolen on 12/16/16. This same night SAPD officer stopped truck hauling sheet metal for traffic violations. Occupant unable account for property. Suspect arrested for warrants by SAPD and property impounded SAPD case 2016-1305887. Sgt Castro was contacted by SAPD . Sgt Castro was unable locate an owner that night, however he notified our investigator the next morning. Our investigator contacted SAPD. SAPD place a hold on the property which was at Growden pound. Our detectives identified the owner who identified the property. On 01/03/17 we returned the property to the owner. A suspect was identified and case prepared for filing.
- **Assist Outside Agency:** Received call from UTSA asking for assistance in writing a search warrant for cell phone tower location pings for cell numbers and text messages. LV detective prepared a search warrant for UTSA and went with the detective to the judge to get it signed. Warrant signed and logged in by.
- **Forgery:** HEB check services agent informed us she had a check determined to be counterfeit that displayed a inked print. Detectives met her and picked up and transported the check to SAPD latent print section where a match was made to a suspect. HEB sustained a \$468.00 loss.

We are preparing a case that will be filed at large on known suspect who is currently out on bond for possession of a controlled substance.

- **ID Theft:** Officers made on scene arrest for two suspects from I.D theft. Detectives prepared case packets and filed charges at D.A office.
- Filed two arrest cases with D.A office that were never filed from July 2016.
- Completed December validations for Helotes dispatch.
- Located and interviewed individuals for Willms Murder case (ex-boyfriend Hartman, Cordova and meeting with FBI Keeney). This is follow-up interviews requested by DA's office
- **Federal Forfeiture Funds:** On 01/10/17, LVPD was notified of checks arriving into our forfeiture account totaling \$570,000. This is the first of many large checks we will be receiving over the next year. We will be preparing a budget adjustment for the next City Council meeting to rectify numerous shortfalls in equipment.

- **Community Service**

- **Blue Santa:** Members from throughout Leon Valley leadership put out donation boxes at 14 locations throughout the City. Hundreds of toys were donated over a short three week period. The leadership and citizen volunteers also collected donations on 12/9 and 12/19 from the corners of Bandera Road and Wurzbach, and Bandera at Grissom. The team raised \$4000 for Blue Santa gifts in just a few short hours. All total we raised approximately \$5000 for needy families of the Leon Valley community. We also worked with Bandera Bowl for a Christmas luncheon with Santa on Christmas Eve. We had approximately 80 kids and their families show up for free pictures with Santa, free gifts, free food and free bowling. We also had numerous Leon valley employees and citizen volunteers show up to make the event extremely successful! Over 250 youth and 2 families were assisted who had items stolen during the holiday season.
- **Build-A-Bike Program:** Officer Chad Mandry helped spearhead a charity event that provides bicycles to needy children. The family members must agree to go to parenting classes and help the child build the bike from the box.
- **Clarity Guidance Center Children's Event:** Officer Chad Mandry gathered more than 500 toys, therapy supplies, art and sporting goods, to include 50 Spalding basketballs for the kids using the Clarity Guidance Center. He truly made a difference in hundreds of kid's lives!
- **Lunch with Seniors:** On 12/23 we provided free lunch to the seniors living at the Leon Valley Senior Center. The seniors graciously helped us wrap presents for the Blue Santa program. It was a great event where our officers and firefighters worked closely together for a great cause. We will be planning additional events in the near future.
- **Caden Dunn Funeral:** The police and fire departments worked closely with the family of Caden Dunn to honor the child's sacrifice to our community. We created a picture book showing all of the kids that received Caden's gifts, honored him at his funeral ceremony, purchased and led a balloon release in his honor, and set up and served the family at his reception. The Blue Santa Program also paid for the Conference Center for the reception.
- **Neighborhood Watch:** We conducted our first neighborhood watch meeting with the residents of Grass Valley Subdivision. Although only eight citizens attended, it was a great start of what we hope to achieve. Information was passed on about things to watch out for, when to call the police, and an exchange of contact information was accomplished.

DECOY VEHICLE DEPLOYMENT	
12-19-16	6500 Bandera
12-20-16	5900 Timberhill
12-21-16	5900 Wurzbach
12-22-16	6200 Seneca
12-23-16	6300 Evers
12-24-16	Forest Grove/Evers
12-25-16	6500 Evers
12-26-16	6900 Bandera
12-28-16	6700 Timberhill
12-30-16	6800 Timberhill
12-31-16	Autumn Chase/Timberhill
01-02-17	6600 Bandera (A-Shift)
01-02-17	6600 Bandera (B-Shift)
01-03-17	6900 Bandera
01-04-17	6700 Timberhill
01-05-17	6800 Timberhill
01-06-17	6400 El Verde
01-07-17	6440 Evers
01-08-17	Evers and Poss

CROSSWALK ENFORCEMENT		
12-28-16	Bandera at Grissom	B-Shift
12/28/16	Seneca/ Bandera	A-shift
12/29/16	Seneca/ Bandera	A-shift
12/31/16	Seneca/ Bandera	A-shift
01/01/17	Seneca/ Bandera	A-shift
01/02/17	Seneca/ Bandera	A-shift
01-05-17	Bandera at El Verde	B-Shift

SOCCER FIELD	
12-29-17	Lights were out
12-30-17	Lights were out
1-1-17	Lights were out
1-2-17	Lights were out
1-3-17	Lights were out
1-4-17	Lights were out
1-5-17	Lights were out
1-6-17	Lights were out
1-7-17	Lights were out
1-8-17	Lights were out
1-9-17	Lights were out
1-10-17	Lights were out

***Please see attached Police, Code and Animal Control Activity Report**

Fire Department

- **Tower Climb !** – Leon Valley Firefighters and Police Officers are preparing to climb the Tower of Americas for the Cystic Fibrosis Foundation on January 28th. Firefighters will be defending their championship title and competing against area Firefighters from other agencies, and racing up 65 flights of stairs of the Tower of Americas, while in full firefighter gear. The team has raised a total of \$1,800 to date and are making improvements to physical fitness along the way. The race begins at 7AM and the fastest Firefighters will finish just short of 10 minutes.
- **Leon Valley Firefighter deployed to Army Ranger School!** – Firefighter and US Army Reservist, Steven Keith, has been deployed/activated to attend Army Ranger school. This leadership school will take place over 10 weeks and is expected to be both physically and a mentally grueling tough experience. The department wishes him luck and is grateful for his service!
- **City of Leon Valley selected for FEMA video production** – A project sponsored by FEMA called, “Resilience Action Partners”, is set to film in Leon Valley beginning on January 17th, and for several days after. The video production will highlight three communities across the United States that are taking progressive steps in mitigation to flood risk. The cities that were selected; a large metropolitan city, Miami Beach Florida, a rural town in Arkansas, and a suburban city.... the City of Leon Valley! Leon Valley was selected as a great example of a community’s dedication to becoming more resilient for the future, and the many efforts taken to educate other members of the community about the importance of flood mitigation. FEMA wants to use storytelling to demonstrate that flood risk is very real, and to connect mitigation and resilience to the community values that so many across the country hold dear, bringing the issue to life. Production will take place over 3-5 days and staff and citizens will be interviewed and filming will take place throughout Leon Valley.
- **Firefighter Ryan Jones leaving for SAFD** – The department is sad to announce the departure of Firefighter Ryan Jones. Ryan has accepted a position with the City of San Antonio. Ryan has served the City of Leon Valley for 3 years, and is a member of our Honor Guard. He has been a pleasure to work with, and we wish Ryan all our best! His last day with us is January 18th.
- **Firefighters testing hydrants and hose** – Leon Valley Firefighters have completed the annual fire hydrant and hose testing. This testing is performed on an annual basis to ensure operations of our water supply support. A few minor repairs were reported, most of which have already been completed.

- **Improvements in Emergency Management** – Assistant Fire Chief Blake Wade has completed the access control improvements to the EOC staff, and is distributing an electronic version of the city’s emergency management plan on a thumb drive for easy access to team members. A separate text group is being setup currently that will allow our dispatch center to activate the team through a mobile application. Additionally, training opportunities have been scheduled and coordinated with members of the team.

Library

- Ancestry.com membership will go live in January at the library. We are currently finalizing all details and training. We anticipate holding classes monthly to teach people how to use Ancestry.com.
- We are applying for the following Grants in January:
 - Tocker Foundation Collection Development grant \$5000: To be used toward Juvenile Non-Fiction Update
 - Baylor University Oral History Grant: \$2500 toward purchase of equipment to conduct Oral Histories. This would go hand in hand with our current TriCentennial of San Antonio project in which we digitize the history of Leon Valley.
 - Larson Mystery Grant \$500: To be used toward new mysteries in our Large Print Collection.
 - Texas Book Festival Grant of \$2500: To be used toward Juvenile Non-Fiction Update.
- January 24 will see a new monthly group forming at the library, the Leon Valley Writers Group. Long requested, we have had a local lady step forward to head this group.
- The Library’s 40th birthday is in 2017 and we will be planning an event to celebrate. Date not yet set.
- See attached Library Calendar

City Secretary

- Completed working with board liaisons to get current minutes posted to the website.
- In 2016, the City Secretary processed 573 Open Record Requests and collected \$1,237.95 in record fees. The City Council met 47 times, passed 33 resolutions and adopted 49 ordinances.
- Went “live” with Accela (agenda/minutes program) on December 20th
- Posted the Leon Valley May 6, 2017, General Election Candidate Packet on the City’s website.
- 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

- Staff revised the Certificate of Occupancy template to include all 12 factors of Section 111 of the Building Code.
- Staff is working on the Master Plan revisions and update. The information regarding the status of the Plan will be presented to the Zoning Commission on Tuesday, January 24.
- The soccer complex at Shadow Mist remains unresolved and staff has not received any new information from the owner or his representation. Deadlines have been placed on the applicant.
- Manuel Rubio was issued his building permit for his car rental business on Poss Road. Additionally, he is addressing the cars that are parked on the lot where his new development is to proceed.
- Staff is assisting the realtor for the B-2 (Retail) property on Huebner Road that is adjacent to the new Silo park regarding an inquiry for a new restaurant.
- Taco Bell is doing a renovation of their location at 6815 Bandera Road.
- Staff completed the Tree City USA and Tree Growth applications.

- Staff continues to work on the RFP documents for Building, Health, and Engineering Contract Services for Community Development.
- The 2nd Phase of the Loft Apartments on Grissom Road – Valencia Lofts – has been found to be in substantial conformance to the Subdivision Code. There are some items that the developer is submitting and then the plat will be placed on an agenda in February 2016.
- The Temporary Certificate of Occupancy for the Department of Public Safety is pending compliance and expires 01/27/2017. The DPS has continued to monitor the status; neither staff nor the DPS have heard from the property owner, Barry Williamson.
- The Community Events Committee meetings are cancelled until further notice.
- Staff is assisting with the transition of Community Center and Conference Center rentals and processes from Community Development to Economic Development.
- Staff is planning the planting of a butterfly garden in the City garden at Raymond Rimkus Park this Spring.
- Team is working on Training Plans and Succession Plans for staff.
- The first newsletter of the year was proofed, edited and sent to print and publication. It should be in homes in the next couple of weeks. The holiday break threw off the timing a bit.
- Staff facilitated the execution of the contract between the City Manager on behalf of the City and City Council with the Northwest Senior Club.
- Communications continues to publicize the Town Hall Meeting on January 28, 2017.
- Information was posted regarding the new and improved pet tags that the City is using to register pets.
- Staff has completed the new rubric for the In Kind grant scoring. It will be presented to City Council on February 7th.
- The grant for Keep Texas Beautiful has been completed. It is being proofed and tweaked and will be submitted as soon as it is reviewed.

Upcoming Events:

- Special City Council Meeting begins at 6:00 p.m. and Regular City Council Meeting begins at 7:00 p.m. Tuesday, January 17, 2017 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Spring Clean-up, January 30, 2017. Items should be placed at the curb between January 23rd and January 27th.
 - Annual Town Hall Meeting, January 28, 2017 from 8:30 a.m. – 1:00 p.m. at the Conference Center.
 - Next Regular City Council Meeting, February 7, 2017 at 7:00 p.m., Council Chambers.
 - Basura Bash, February 18, 2017 from 8:00 a.m. – noon.
 - 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
 - Beautification Committee meeting cancelled for Wednesday, January 18, 2017
 - Community Events Committee meeting cancelled for Wednesday, January 18, 2017
 - Police Department Citizen Advisory Committee Meeting begins at 5:30 p.m. located at City Hall on Wednesday, January 18, 2017
 - Zoning Commission Meeting begins at 6:30 p.m. located at City Hall on Tuesday, January 24, 2017
 - LVEDC Meeting begins at 6:00 p.m. located at City Hall on Wednesday, January 25, 2017