



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

**DATE:** March 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.
  - Three Patrol Officer positions- Due to the promotions of Officers Mandry and Farias. Applicants are currently in background.
- Fire Department Positions
  - Fire Captain Position retesting is scheduled for March 20, 2017.

**Public Works**

- Ordered speed pads and signage for Althea Drive, received notice that San Antonio has approved the one-way designation – will take to Council for final approval.
- New well at Grass Hill drilled. Performing testing and clearing out debris from casing. Water Crew is on standby to move water around during the next two months.
- Fencing and gravesite restoration for Huebner gravesite is underway – Curtis Hunt will be restoring the gravesite and Cooper Forge will build the cemetery style fencing after the restoration is complete.
- Evers Road sidewalk project northeast side plans completed, expect to go out for bids next week.
- LID parking lot plans completed – expect to go out for bids next week.
- Huebner at Timberhill drainage project on hold for 4-6 weeks until utilities move their infrastructure. The streets will remain open, but traffic will be down to one lane.
- Working on Operations Manual for Public Works.
- Revising Water and Sewer Operations Manual.
- Working with engineer on Evers Road bridge project. Plans are being reviewed by TxDOT. CPS wants to move their gas main, so bridge will probably be closed for four months during the 8 months of construction
- Received trees for repurposing from LC-17 project – waiting on direction for disposal
- Working with Park Commission on The Ridge at Leon Valley park survey

**Police Department**

- Arrests
  - 2/27/17 – 6600 Bandera Rd. – AP1 – Suicidal subject, AP1 was taken into custody and transported to University Hospital – Emergency Detention

- 3/1/17 – 5601 Bandera Rd. – AP1 and AP2 – Both Aps were arrested for theft < \$100, AP1 was also arrested for possession of drug paraphernalia and an outstanding county warrant. AP2 was released at the scene after a citation was issued.
- 3/2/17 – 6201 Grissom– AP1 – Was taken into custody and was transported to Nix Hospital – Emergency Detention
- 3/3/17 – 6800 Bandera Rd. – AP1 arrested for Assault and possession of a controlled substance.
- 3/3/17 – 6600 Evers – AP1 was arrested on county warrant
- 3/4/17 – 7100 Bandera Rd. – AP1 was arrested for possession of a controlled substance, possession of marijuana < 2 oz. and possession of drug paraphernalia.
- 3/4/17 – 6900 Bandera Rd. – Traffic Stop - AP1 arrested for Driving while license is invalid
- 3/4/17 – 5900 Bandera Rd. – Traffic Stop – AP1 arrested for Driving while license invalid and possession of Marijuana < 2 oz.
- 3/6/17 – 5800 Bandera Rd. – Crash – AP1 was arrested on an active County warrant.
- 3/6/17 – 7100 Bandera Rd. – AP1 was taken into custody while at a disturbance and was transported to Nix Hospital – Emergency Detention.
- 3/7/17 – 5800 Bandera Rd. – AP1 was arrested/released - cited for soliciting without a permit.
- 3/7/17 – AP1 was arrested for Assault BI (Family Violence)
- 3/8/17 – 6900 Bandera Rd. – AP1 arrested/released – Curfew violation – child given warning and released to parent.
- 3/8/17 – 6400 Huebner – Traffic Stop – AP1 arrested/released – cited for possession of drug paraphernalia.
- 3/9/17 – AP1 was arrested for Assault BI and Injury to a child – Family Violence
- 3/9/17 – 5600 Evers – AP1 arrested for Interference with Emergency Telephone Call
- 3/9/17 – 6900 Bandera Rd. AP1 was arrested/released – cited for soliciting without a permit.
- 3/9/17 – 6800 Forest Park – AP1-AP3 were arrested/released – cited for soliciting without a permit.
- 3/9/17 – 6900 Bandera Rd. – AP1 – AP2 arrested/released – cited for possession of drug paraphernalia.
- 3/10/17 – 5600 Bandera Rd. – AP1 arrested for Possession of a controlled substance (meth) and possession of Marijuana < 2 oz.
- 3/10/17 – 6900 Bandera Rd. – AP1 – arrested/released – cited for possession of drug paraphernalia.
- 3/10/17 – 6400 Evers Rd. AP1 resisted arrest/detention when contacted at library where he was banging on the building with a hammer.
- 3/11/17 – 6700 Bandera Rd. – AP1 arrested for DWI and possession of Marijuana < 2 oz.
- 3/12/17 – 5601 Bandera Rd. – AP1 – arrested for theft enhanced to State Jail Felony 3rd
- 3/12/17 – 5601 Bandera Rd. AP1 – arrested for theft < \$100, possession of drug paraphernalia and possession of a controlled substance

- **Significant Calls**

- 2/27/17 – 6200 Bandera Rd. – Theft \$100-\$750
- 2/27/17 – 6700 Poss Rd. – Burglary of a vehicle
- 2/28/17 – 5900 Wurzbach Rd. – Theft \$750-\$2500
- 2/28/17 – 7203 Poss Rd. – Code enforcement – Health code violations, cruelty to animals, public health hazard.
- 2/28/17 – 5600 Bandera Rd. – Theft / Bicycle
- 3/1/17 – 5600 Evers – Theft - TV
- 3/2/17 – Aggravated Assault w/deadly weapon – Gunshots were fired at the residence following a disturbance at the location
- 3/4/17 – 6300 Rue Marielyne – Disturbance – Large Party 100 attendees
- 3/5/17 – 6100 Stirrup Ln. – Gunshots fired in area. Nothing was found.
- 3/7/17 – 5601 Bandera Rd. – Theft < \$100

- 3/7/17 – 5300 Bandera Rd. – Graffiti
- 3/7/16 – 5600 Bandera Rd. - Graffiti
- 3/8/17 – 5601 Bandera Rd. – Theft of a Motor Vehicle
- 3/8/17 – 6313 Evers – Dog bite – Animal was confined by Animal Control for 10 - day quarantine
- 3/9/17 – 5500 Bandera Rd. – Alarm call – Building was burglarized
- 3/10/17 – 6700 Timberhill – Theft
- 3/11/17 – 6800 Poss Rd. – Vehicle Fire / No Injuries
- 3/11/17 – 6900 Bandera Rd. – Recovered Stolen Vehicle
- 3/11/17 – 6700 Huebner – Theft from lockers
- 3/11/17 – 6800 Poss Rd. – Police Vehicle Accident (collided with Deer)
- 3/12/17 – 5900 Bandera Rd. – Burglary of a vehicle (\$15,000 in property stolen)
- 3/12/17 – Disturbance/Assault
- Decoy Vehicle – has not been deployed due to patrol vehicle shortage (several vehicles in shop).
- Traffic Citations - 45
- Traffic Warnings - 6
- School Zone Citations – 6
- Other - 1
- MIP – 1
- **Criminal Investigation**
  - 7203 Poss Road: Prepared case for DA’s Office. B shift officers made the arrest. Will be filing more cases this week.
  - Our investigations unit continues to find old cases that were never filed with the District Attorney’s Office. Many of those cases were dismissed due to the paperwork not being filed. We are working closely with the DA Intake Office to reinstitute the charges and file the cases. As such, there were 37 cases for felony drugs filed over the last two weeks, and a total of 44 cases filed with the District Attorney’s Office.
  - CID investigated and closed out six cases: Of those six, four of them included cases where the complainant did not wish to pursue charges, and two cases where there was a lack of evidence/no further leads
- **Training**
  - Both detectives attended Sex Offender Registration training.
  - All three detectives and the Investigation Sergeant attended Criminal Justice Information Validation training.
  - Two officers attended the Texas Commission on Law Enforcement Basic Instructor Course.
- **Community Service**
  - The first Citizens Police Academy continues. The courses taught over the last two weeks included Emergency vehicle Operations, Less Lethal Weapons, Special Weapons and Tactics, Bomb Unit, Explosive Canine Operations, The course ends on March 16<sup>th</sup> and we will have a graduation ceremony at the end of the night.
  - 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 one 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.

## **Fire Department**

- **EMS License Renewal** – The Department received word that the Texas Department of State Health Services approved the renewal of the state license for Leon Valley EMS. Assistant Chief Wade and Executive Assistant Lisa Martin worked as a team through a lengthy and detailed process. Thanks to the

teams efforts, Leon Valley EMS was actually the first EMS system to renew their license through the exclusively paperless system in the entire state of Texas.

- **Credentials earned** – Congratulations to Firefighter Eli Garcia for earning his Advanced Firefighter certification. Firefighters Daniel and Ramiro Cano have started Fire Inspector School, and Firefighter Julian Mendoza has completed his Emergency Driver/Operator Course. Fire Chief Valdez completed his Advanced Incident Command Class (ICS-400) in Corpus Christi.
- **Flood Siren installed** – The City of Leon Valley’s new flood/storm siren was successfully installed on March 9th. This new siren will improve the communication and notification of impending severe weather and flooding to the community that surrounds the Public Works Complex and park. The department is working to communicate and educate the community about the new siren through several sources, including social media, Enews, the Lion’s Roar, and more.
- **Fire Chief, Assistant Fire Chief, and Police Chief travel to Austin** - The Chiefs joined other Chiefs from across the state and provided testimony to the Senate Finance Committee in opposition of Senate Bill 2, which would require a 4% property tax cap on all city budgets. If this bill were to pass, the City of Leon Valley would be limited on their ability to support many needs, including staffing and emergency equipment.
- **Grant funds received!** – The fire department received grant funds from the Southwest Texas Regional Advisory Council for Trauma (STRAC), in the amount of \$6,922.78. This funding is used to provide EMS supplies and equipment and is based on the department’s participation in the regional EMS state trauma system.

### Library

- New TV/Roku purchased and set up for streaming of instructional videos for various projects, including STEM related – Origami instruction, finger knitting, night sky streaming/videos. With our focus on STEM, this will add another element to instructional classes/skills we can offer.
- Speaking with School of Science and Technology thanks to Councilor David Jordan’s help. We are working to partner on future STEM projects.
- Volunteer Appreciation Party for all Library Volunteers will be Wednesday, April 5 from 5-7pm, invitations will be sent in approximately 1 week.
- 40th Birthday of Library this year – planning for a September event most likely.

### City Secretary

- Since the last report, the City Secretary’s Office has received 10 open record requests. Those requests were for: Background check information, personnel information, EMS records and permit information.
- Relocated 128 boxes of records to the new off-site record storage facility thus removing them from the current record storage building behind the Leon Valley Café. This is in effort to vacate the building due to water leaks and structural concerns. We still have hundreds of boxes to go but we are creating an Excel Spreadsheet with an inventory and tracking system for each and every box. The hope is to have this project complete by the end of summer 2017.
- Submitted the final approval of the draft Code of Ordinances. We should present the ordinance for adoption of the new Code to City Council no later than the 2<sup>nd</sup> meeting in April. Once adopted the new Code of Ordinance books will be printed and distributed to Department Heads and City Council.
- Submitted the final draft ballot language to Bexar County Elections Department for print of the May 6, 2017 General Election Ballot.
- Ongoing Projects:
  - Volunteer Appreciation Dinner
  - Re-codification of the City’s Code of Ordinances
  - Leon Valley Contract Inventory
  - Working with Accela/MinuteTraq to improve final product and train staff and Council
  - Working with staff to inventory records to be sent to Safesite for record storage

## **Economic Development**

- Staff secured Vocal Trash to play at the 4th of July Festival and Fireworks Spectacular.
- Staff is working with Community Development in securing sponsorships for the 4th of July Festival and Fireworks Spectacular.
- Staff working with Marvin Hurst to include area restaurants on KENS 5 Neighborhood Eats.
- Working with area business towards incentive package potential.
- From January 01, 2017 –March 15, 2017, 21 customers have reserved an event at the Community Center, while 19 have reserved an event at the Conference Center.
- Staff is working on the Community and Conference website and updating all marketing materials for the Centers.
- Update from Aaron Farmer, Senior Vice President, The Retail Coach
- We are working to get the 2017 data ready for ICSC and other events.
- We have begun reaching out to retailers and developers for meetings at ICSC in Las Vegas.
- Staff is working on a meeting time with Action Properties. Hope to know something soon. They are developers who focus on re-development.
- Staff is continuing conversations with Justin Stark, restaurant developer.

## **Community Development & Communications Department**

- The newsletter is in the staff editing phase and will be released to the publisher for print and mail out the week of March 13th.
- The first meeting of the Hike and Bike Advisory Committee is Thursday, March 16th.
- The Mayor's Youth Advisory Program is being publicized in the newsletter and is in the process of being launched.
- Staff received a rezoning request in the 7400 block of Huebner Road for a rezoning from B-1 (Small Business) to B-2 (Retail). The Zoning Commission will consider the request on Tuesday, March 28. The DRAFT Master Plan will also be presented to the Commission.
- Staff is presenting bench style alternatives to the City Council in April 2017 by Green Wood Milling for repurposing of the trees that were removed from the LC-17 project boundaries.
- Staff met with the Park Commission on March 9, regarding coordinated efforts of planting trees in new city parks. Staff will be meeting with the Park Chairman Roger Christensen for further guidance on park design plans.
- Staff is investigating a proposal by a local group that is planning a Volksmarch in the City on March 25th.
- The soccer complex issues at Shadow Mist remain unresolved. The new trial date is March 28, 2017.
- Staff continues to work on the RFP documents for Building, Health, and Engineering Contract Services for Community Development.
- Staff is updating the Certificate of Occupancy application and preparing some applicable fees for consideration by Council in April 2017.
- Staff continues to work with Economic Development on 4th of July sponsors, entertainment and overall planning efforts for the 2017 event. Staff secured a \$10,000 commitment from Ancira Chevy Dealers, and \$2,500 from Milmo Group Investments.
- Staff visited the Monarch butterfly Habitat with Beautification Committee members for ideas in establishing the Mayor's Butterfly Garden in the city garden in Raymond Rimkus Park.
- Communications postings via website, Facebook, Next Door, Twitter include:
  - Mr. Whiskers at the Library, Earthwise Living event photographs, new flood siren at Public Works, Project Prom Dress, and a message from the City Manager

## **Upcoming Events:**

- Special City Council Meeting begins at 6:00 p.m. and Regular City Council Meeting begins at 7:00 p.m. Tuesday, March 21, 2017 in the Leon Valley City Council Chambers.

- Upcoming Important Events:
  - Next City Council Meeting, April 04, 2017
  - Volunteer Appreciation Dinner, April 11, 2017, at 6:00 p.m. at the Conference Center
  - San Antonio League of Women Voters Candidates Forum, April 20, 2017, at 6:00 p.m. at the Conference Center
  - Coffee with the Mayor & Council, April 22, 2017, 9:00 a.m. - 11:00 a.m. at the Conference Center - Garbage contract will be the primary topic
  - LVHS Homestead Under the Stars, April 22, 2017, 6:30 p.m. - 9:30 p.m. at the Huebner-Onion Homestead, 6613 Bandera Road
  - May 06, 2017 General Election
- Committee Meetings
  - LVEDC Meeting at 6:00 p.m. at City Hall on March 22, 2017
  - Zoning Commission Meeting at 6:30 p.m. at City Hall on March 28, 2017
  - Tree Advisory Board Meeting at 6:00 p.m. at City Hall April 3, 2017