



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: March 31, 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
 - Two Patrol Officer positions-. Applicants are currently in background
- Fire Department Positions
 - Fire Captain Position Second Interview scheduled for April 2, 2016

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. The well has been completed and we are waiting on TCEQ for final approval. Working on yard piping and installation of a motor. 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
- Getting estimates for fencing at Huebner-Onion Homestead.
- Evers Road sidewalk project northeast side plans completed, expect to go out for bids this weekend
- LID parking lot plans completed – expect to go out for bids this weekend.
- Huebner at Timberhill drainage project on hold 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
- Obtaining estimates for detention pond clearing for the Ridge at Leon Valley proposed park – proposals are due April 4th.

Police Department

- Arrests

- 3/13/17 – 6440 Evers – AP1- Arrested/Released – cited – fireworks
- 3/14/17 – 6401 Bandera Rd. – AP1 – Disturbance – Assault Family Violence
- 3/15/17 – 6700 Huebner – AP1 – Traffic Stop – Evading arrest / vehicle
- 3/15/17 – 6500 Bandera Rd. – AP1 – Traffic Stop – Possession of Marijuana
- 3/16/17 – 5800 Bandera Rd. – AP1 – Arrested/Released – cited – Panhandler
- 3/17/17 – 5601 Bandera Rd. – AP1 – Arrested/Released – Cited – Theft < \$100
- 3/17/17 – 6000 Bandera Rd. – AP1 – Arrested/Released – Cited – Panhandler
- 3/18/17 – 6301 NW Loop 410 – AP1 – Arrested for possession of a controlled substance (Meth)
- 3/19/17 – 7000 Huebner – AP1 – Arrested/Released – Cited – possession of drug paraphernalia
- 3/20/17 – 6610 Bandera Rd. – AP1 – Traffic Stop – Driving while license invalid, possession of controlled substance and active county warrant
- 3/23/17 – 5700 Evers – AP1 – Arrested – Male was found to have active county warrant.
- 3/23/17 – 6838 Bandera Rd. – AP1 – Traffic Stop/Arrested – Driving while license suspended, possession of drug paraphernalia.
- 3/24/17 – 6000 Bandera Rd. – AP1 – Traffic Stop/Arrested – Possession of drug paraphernalia.
- 3/24/17 – 5500 Saffron Way – AP1 – Traffic Stop/Arrested – Possession of a controlled substance
- 3/25/17 – 7100 Huebner – AP1 – Arrested for Criminal Mischief \$750 – 2500
- 3/26/17 – 5900 Wurzbach – AP1 – Traffic Stop/Arrested – Driving while license is invalid

- **Significant Calls**

- 3/13/17 – Disturbance male/female
- 3/15/17 – 6800 Huebner – Burglary Building
- 3/15/17 – 6800 Huebner – Criminal trespass warning
- 3/15/17 – 6800 Huebner – Suspicious person
- 3/15/17 – 5300 Bandera Rd. – Animal Control Call – 3 cats caged by owner
- 3/16/17 – 5900 Bandera Rd. – Burglary of a vehicle
- 3/16/17 – 5600 Huebner – Crash - Duty to stop and give information
- 3/17/17 – 7100 Bandera Rd. – Violation of a Protective Order
- 3/17/17 – 6200 Bandera Rd. Burglary Building
- 3/19/17 – 6400 Bandera Rd. – Burglary of a vehicle
- 3/19/17 – Terroristic threats
- 3/20/17 – 6400 Bandera Rd. – Disturbance – Road Rage
- 3/20/17 – 6800 Bandera Rd. – Burglary of a Building
- 3/20/17 – 5600 NW Loop 410 – Crash - Failure to Stop and render aid
- 3/21/17 – 5900 Industrial – Criminal Mischief - \$100 – 750
- 3/21/17 – Theft of mail
- 3/21/17 – 6400 Bandera Rd. – Deceased Person
- 3/21/17 – 7000 Bandera Rd. – Theft - \$100 – 750
- 3/22/17 – 6500 Bandera Rd. – Graffiti
- 3/22/17 – 5600 Bandera Rd. – Theft < \$100
- 3/22/17 – 6900 Bandera Rd. – Criminal Attempt Burglary of a Building
- 3/22/17 – Vehicle on Fire - Arson
- 3/22/17 – Information on Identity Theft
- 3/24/17 – 5600 Bandera Rd. – Recovered Stolen Vehicle
- 3/25/17 – Grass Hill @ Bandera Rd. – Gunshots heard in the area
- 3/25/17 – 5900 Bandera Rd. – Crash – Duty to stop and give information
- 3/25/17 – Missing Person/Found Person
- 3/25/17 – 5900 Bandera Rd. – Gunshots heard in the area – determined gunshots originated from 5700 Evers (San Antonio)
- 3/25/17 – 5700 Bandera Rd. – Crash – Police Vehicle #603 was rear ended at a stop light
- 3/25/17 – 5400 Bandera Rd. – Graffiti

- 3/25/17 – 700 Bandera Rd. – Crash - Failure to stop and render aid
- 3/25/17 – Missing person
- 3/26/17 – 7400 Canterfield – Injury to Elderly – C fell into bathtub remained there for 6 days
- 3/26/17 – 6800 Bandera Rd. – Graffiti
- 3/26/17 – 5700 Wurzbach Rd. – Criminal Trespass warning
- 3/26/17 – 6600 Bandera Rd. – Burglary of a vehicle
- **Criminal Investigation**
 - Completed three arrest warrant affidavits for Cruelty Animal case
 - One Search warrant affidavit prepared to recover a Stewart Stevens Generator and 18 ft Magnum Trailer. Value \$90,000
 - Twenty cases filed with Bexar County District Attorney
 - Thirteen cases for Possession of a Controlled Substance
 - Three cases for Cruelty Animal
 - One case for Theft 2500- 30,000
 - One case for Assault- Family Violence
 - One case for Burglary of a Building
 - One case for Driving While License Suspended
 - Closed 7 cases: burglary, assault, theft and credit card abuse
 - Processed crime scene for arson case Sulky Drive, Leon Valley. Took photos, collected evidence, printed evidence, and submitted prints to SAPD I.D.
 - 03/24/17 Conducted auto salvage inspection with Det Brooks. Recovered one stolen vehicle; worked with Fire Marshall to close business due to multiple infractions.
 - 03/27/2017- Worked with Code Enforcement team to serve citations and provide notice to cease operations at Richards Towing. This location has been operating for over a year without a Certificate of Occupancy and is located in the wrong zoned area.
- **Training**
 - C. Yarbrough – Recognizing and Response to I/DD Community 4 hrs TCOLE
 - J. Salvaggio, D. Gonzalez – TCOLE Simplified – Georgetown Police Dept.
 - R. Saucedo, D. Gonzalez – Lessons Learned from the Boston Bomber Investigation
 - J. Salvaggio – Completed TCOLE FACT Clearinghouse, Account Management, Handling Information, and Named Based Searches courses.
- **Community Service**
 - Met with a family in need on El Verde Road. Detectives purchased a bicycle for the 12 year old child whose bike was damaged beyond repair. They also provided pet food for his dog Nala.
 - Met with the Special Olympic committee about two upcoming events. Leon Valley will partner with them on two events in April.
 - Continued to work closely with the Marshall Police Explorer Program. Conducted training and provided guidance to their Explorer program. We also continued to meet and prepare for the Police Explorer Competition in June.
- **Decoy Vehicle**
 - 3/22/17 – Forest Way and Forest Crest
- Traffic Citations - 96
- Traffic Warnings -8
- School Zone Citations – 2
- Other – 3

Fire Department

- **ASPP Completed** – The Department successfully completed and submitted the 2017 Ambulance Supplemental Payment Program (ASPP) application. Leon Valley EMS is one of two Agencies that have been awarded in the region, and among a handful across the state. Last year, our participation in

this program netted \$108,000 in recovery to support EMS services. We will need to successfully pass two extensive reviews over the next 5 months, and are hopeful to collect even more this year!

- **Active Fire Investigation** – Leon Valley Fire Investigators and Police Officers are actively Investigating the cause of the car fire that occurred on Sulky Lane.
- **New FERP Magnets coming** – The City of Leon Valley’s new flood/storm siren is resulting in a need to redesign our Flood Emergency Response magnets. This new design will include instructions for sheltering (in place, or otherwise), including flood safe routes for evacuation. Volunteers are being organized for a plan to distribute these important new refrigerator magnets.
- **New babies added to LVFD family** - The department welcomed Wyatt Peterson, new Son of Firefighter Bryan Peterson this week. Firefighter Andy Patterson is expecting his new bundle of joy on April 15th. The department is gifting bags filled with items to help care for these new babies... including items especially for the new Moms. We will be sure to share the name of Firefighter Andy’s baby with everyone.
- **Stop Work Order issued to local business** – The fire department issued a Stop Work Order due to *Unsafe Conditions* at Leon Valley Collision Center. This was due to spraying flammable liquids outside of an approved paint booth, an inoperable fire suppression system, lack of working ventilation system, and more violations. The condition was deemed unsafe and the Owner notified to discontinue all work until corrections were made. We have been contacted by several Contractors that have been hired to make the necessary corrections.
- **Fire Captain’s promotional process** – The fire department is working through the promotional process to fill the vacant Captain position. The competitive field has gone through a written exam, a review of credentialing, and an interview process that included the scoring by three Fire Chiefs from surrounding communities. The field has now been narrowed and two finalists have been selected for a final interview scheduled for next week.

Library

- Partnership with the School of Science and Technology thanks to Councilor David Jordan’s assistance as he is on their advisory board. I have met with their director of community outreach and two of their instructors. We are working together to put on programs in the library. Looking at May 2017 for first program with students teaching their peers.
- Our Spring Break MakerSpace event featuring Science, Technology, Engineering and Mathematics (STEM) programs was a huge success with approx. 60 attendees the first day and over 70 attendees the second, many were repeat attendees. We had a gentleman very impressed with the 3D design and printing that we were doing, who offered to fund a 3D printer as a gift from his foundation. We will be discussing this more in April.
- The library has purchased three iPad minis and three Google Chromebooks for use in STEM activities – programs will start appearing in May and be featured all summer. Staff is currently working with the new technology and training, trying out apps, and planning classes.
- Volunteer Appreciation Party for all Library Volunteers will be Wednesday, April 5 from 5-7pm in the library.
- The Library won a \$5,000 grant from the Tocker Foundation for collection development. We will be working within the Juvenile Non-Fiction section to update as only 30% of that collection has a publication date within 27 years. This will start our revamping project and we have a couple more grants out to aid in this mission.
- The Texas State Library Association annual convention (the largest Library convention in the US) will be Wednesday, April 19 through Saturday, April 22 in San Antonio. Both Sandy and Theresa will be at the convention for the duration. The library has adequate coverage due to the incredible volunteers that are stepping up during this time period.

City Secretary

- Since the last report, the City Secretary's Office has received 8 open record requests. Those requests were for: EMS records and permit information.
- Relocated 43 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.
- Received and reviewing the ordinance for adoption of the new Code of Ordinances. This should be ready for City Council consideration April 18th. Once adopted the new Code of Ordinance books will be printed and distributed to Department Heads and City Council.
- Working on the final preparations for the April 11th Volunteer Appreciation Dinner.
- Working on an event for the Alamo Chapter TMCA, Inc. Development Session which will be held June 22nd from 9am-1pm at the Leon Valley Conference Center. City Manager Kelly Kuenstler will be speaking on Inter & Intra-Organizational Interactions. We are planning a guest appearance from Secretary of State, Rolando Pablos. City Council and Department Heads will be invited to attend.
- Ongoing Projects:
 - 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 continues to work with Community Development on the 4th of July sponsors, entertainment and overall planning efforts for the 2017 event. Staff secured a \$1000.00 sponsorship commitment from Sea Island Shrimp House, a \$1000.00 sponsorship from Randolph Brooks Federal Credit Union and entertainment from vocal artist Allan Hendrickson, Fire on the Mountain Cloggers and DBC Group will be our beverage vendor.
- Leon Valley Economic Development (LVEDC) has approved sponsorship of \$20,000 to the Leon Valley 4th of July Festival and Firework Spectacular.
- Leon Valley Economic Development (LVEDC) recommendation to research campus signage at the Library, Community and Conference center location to better assist in finding one's way around the complex.
- Staff created the new Fiesta Medal 2017
- The Retail Coach is continuing to reach out to retailers and developers for meetings in Las Vegas. They are working on a strategy for us to follow in Vegas.
- Staff created a new brochure for the Conference and Community Center to assist potential renters in choosing Leon Valley to host their next event.
- 9 customers signed a lease agreement to host events at the Community Center for the month of March. Revenues generated from Community Center for March total \$5,557.00.
- 7 customers signed a lease agreement to host events at the Conference Center for the month of March.

Community Development

- Staff attended the 1st Inaugural State of Transit luncheon, featuring VIA Metropolitan Transit.
- On March 28, 2017, the Zoning Commission held a public hearing regarding a zoning change request in the 7400 block on Huebner Road from B-1 (Small Business) to B-2 (Retail). Representation from the property investment group failed to attend. Commission tabled the discussion of the zoning case to April 25 at 6:30pm.
- The preliminary draft of the Comprehensive Master Plan was provided to the Zoning Commission on March 28th for review.
- Area high schools received outreach materials for the Mayor's Youth Advisory Council on May 30, 2017.

- The In-Kind grant request for Cystic Fibrosis Foundation is pending Council review and approval, scheduled for April 4, 2017.
- The first meeting of the Hike and Bike Advisory Committee occurred Thursday, March 16th. Mr. Matthew Hodde was elected as Chairman and Mr. Henry Diecker was elected as Vice-Chair. Meetings will occur at 6:30 PM on the second Tuesday of each month, beginning May 16th.
- 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 at planting trees in new city parks. Staff will be meeting with the Park Chairman Roger Christensen for further guidance on park design plans.
- Staff and PD advised a local group to adjust routing for a Volksmarch that occurred in the City on March 25th. No code violations resulted from the event.
- The soccer complex at Shadow Mist remains unresolved but the Judge has ordered Plaintiff to file a briefing of issues by April 4th and Leon Valley's briefing of issues is due on April 7th.
- 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.
- Communications postings via website, Facebook, Next Door, Twitter include:
 - Call for Applications to serve on the Home Rule Charter Commission, Inaugural Leon Valley Citizens' Academy graduates, and Call for Applications to serve on Mayor's Youth Advisory Council
 - Other Miscellaneous Postings

Upcoming Events:

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, April 4, 2017 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
- Next City Council Meeting, April 18, 2017
 - Library Volunteer Appreciation Party, 5:00 p.m. – 7:00 p.m. at the Library Conference Room
 - 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
 - San Antonio Earth Day Celebration, Leon Valley to receive 2017 Air Quality Stewardship Trailblazer Award. Ceremony is on April 22, 2017, at 1:00 p.m. at the Woodlawn Lake Park
 - May 06, 2017, General Election
- Committee Meetings
 - Earthwise Living Committee Meeting is at 5:30 p.m. at the Public Works Service Center on April 12, 2017.
 - Park Commission Meeting is at 7:00 p.m. at the Conference Center April 13, 2017.