



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: June 16, 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- currently in background.

Public Works

- Received approval from TCEQ to start using the new well at Grass Hill, yard piping done, waiting on CPS to set the meter. A test hole was drilled at Huebner. They are going to set the casing at 402 feet.
- Wrought iron fence for Huebner gravesite is in the process of being constructed at Cooper's Forge. Expected installation is the first week of July.
- Bids were opened for the Evers Road sidewalk project and are much lower than was expected by approximately \$60,000. Will take to City Council on June 20th.
- Bids for the new traffic signal system at Huebner and Evers came in higher than expected at \$121,000. Will take to Council on the 20th of June.
- Huebner at Timberhill drainage project is in progress as Spectrum Cable has started their work to move utilities. The streets will remain open, but traffic will be down to one lane. Spectrum is finishing up and city will be begin construction within the next two weeks.
- Working on Operations Manual for Public Works – will be meeting with a trainer from the American Public Works Association (APWA) to start the process of accreditation. The Public Work's Staff went to the conference and attended classes on how to begin the accreditation process. The process could take anywhere from 24 to 36 months.
- Revising Water and Sewer Operations Manual.
- Working with engineer on Evers Road bridge project. 100% plans were submitted to TxDOT. The new work schedule has the project starting in October.
- Creating the plan for the ridge park improvements, as per City Council direction.
- The pools are ready for summer, with the exception of Certificate of Occupancy noted repairs being needed at both facilities. The repairs to FO pool have begun, as these require the services of an electrician and a contractor for the major repair of the deck between the pool and tennis court. Public Works Crews will repair the Leon Valley Community Pool.
- Staff is attending American Public Works Association (APWA) conference

Police Department

- Arrest

- 5-22-17 – 6500 Grissom Rd. – Crash/DWI – AP1 was involved in a Crash, was found to have been DWI
- 5-22-17 – 5600 Bandera Rd. – Theft \$100-750 - AP1 was arrested for Theft
- 5-23-17 – 5600 Bandera Rd. – Theft/Wanted Person – AP1 and AP1 were arrested for Theft < \$100 - AP2 was also found to have an outstanding warrant
- 5-23-17 – 6600 Adair- Traffic Stop – AP1 arrested for Driving While License Suspended, AP2 was arrested for Possession of a Controlled Substance
- 5-24-17 – 6400 Evers – Disturbance/Wanted Person – AP1 was found to have an outstanding warrant
- 5-25-17 – 6300 Bandera Rd. – City Ordinance Violation – AP1 was arrested/released after citation was issued
- 5-25-17 – 5100 Evers Rd. – Traffic Stop – AP1 was found to be wanted for an outstanding warrant, was arrested and was found to be in possession of a controlled substance
- 5-25-17 – 7000 Bandera Rd. – Crash/DWI – AP1 was involved in a Crash, was found to have been DWI
- 5-28-17 – 6600 Bandera Rd. – Disturbance/Assault – Bodily injury/dating – AP1 was involved in a disturbance was arrested for assault and possession of Marijuana < 2 oz.
- 5-29-17 – 6900 Bandera Rd. – Traffic Stop – AP1 arrested/released for possession of drug paraphernalia – cited for violation
- 5-29-17 – 6900 Bandera Rd. – Traffic Stop – AP1 was arrested for possession of Marijuana < 2 oz.
- 5-30-17 – 5900 Wurzbach Rd. – Panhandler – AP1 was arrested/released – cited for violation
- 6-01-17 – 6400 Evers Rd. – Traffic Stop – AP1 arrested for possession of Marijuana < 2 oz.
- 6-03-17 – 5600 Bandera Rd. – AP1 arrested for possession of Marijuana < 2oz.
- Significant Calls
 - 5-22-17 – 5300 Wurzbach Rd. – Burglary of a Vehicle
 - 5-22-17 – 5900 Wurzbach – Suspicious Persons
 - 5-22-17 – 6200 Sun Dial – Criminal Mischief
 - 5-23-17 – 7300 Crownpiece – Theft \$100-750
 - 5-23-17 – 6900 Bandera Rd. - Aggravated Assault (Shooting)
 - 5-23-17 – 6400 Stable dr. – Burglary of a Habitation
 - 5-24-17 – 5600 Bandera Rd. – Criminal Trespass – Warning Issued
 - 5-24-17 – 6800 Sawyer – Traffic Violation – Parking in No Parking Zone (Trailer)
 - 5-25-17 – 6900 Bandera Rd. – Missing Person
 - 5-25-17 – 7000 Bandera Rd. – Aggravated Robbery
 - 5-26-17 – 5600 Evers Rd. – Missing Person
 - 5-26-17 – 6300 Rue Marielyne – Suspicious Person
 - 5-26-17 – 6100 Rue Francois – Harassment (telephone)
 - 5-26-17 – 7400 Huebner – Aggravated Robbery
 - 5-27-17 – 5600 Bandera Rd. – Theft < \$100
 - 5-27-17 - 5600 Evers Rd. – Aggravated Robbery
 - 5-28-17 – 6500 Hoofs – Harassment
 - 5-29-17 – 5500 Safron Way – City Ordinance Violation - Parking
 - 5-29-17 – 6300 Bandera Rd. – Theft \$2500-30,000
 - 5-29-17 – 6200 Sun Hollow – Burglary of a Vehicle
 - 5-29-17 – 5600 Sun Creek – Burglary of a Vehicle
 - 5-29-17 – 6500 Seneca – City Ordinance Violation – Parking
 - 5-29-17 – 6800 Forest Meadow – Suspicious Vehicle
 - 5-29-17 – 7400 Huebner – Suspicious Person
 - 5-30-17 – 6400 Evers rd. – Abandoning or Endangering a Child
 - 5-30-17 – 6300 Evers Rd. – Theft \$750-2500

- 5-31-17 – 6900 Timberhill – Theft \$100-750
- 5-31-17 – 6100 Sundial – Burglary of a Vehicle
- 5-31-17 – 6900 Bandera Rd. – Theft - < \$100
- 6-01-17 – 6400 Evers – Suspicious Person
- 6-01-17 – 6000 Cammie Way – Suspicious Person
- 6-01-17 – 6900 Bandera Rd. – Theft - < \$100
- 6-01-17 – 7100 Huebner Rd. – Traffic Offense – Vehicle Impounded
- 6-01-17 – 5700 Bandera Rd. – Suspicious Person
- 6-01-17 – 5500 Safron Way – Parking Violation – Vehicle Impounded
- 6-01-17 – 5600 Bandera Rd. – Traffic Offense – Vehicle Impounded
- 6-01-17 – 6700 Cherryleaf – Suspicious Person
- 6-02-17 – 6600 Bandera Rd. – Reckless Driver
- 6-02-17 – 6800 Bandera Rd. – Suspicious Person
- 6-02-17 – 5500 Bandera Rd. – Theft of Motor Vehicle – SAPD Recovered Vehicle
- 6-02-17 – 6200 Grissom – Criminal Mischief
- 6-03-17 – 5900 Bandera Rd. – Disturbance – Marijuana < 2 oz. and handgun confiscated – no arrest
- 6-03-17 – 6100 Bandera Rd. – Suspicious Person
- 6-03-17 – 6300 Evers – Suspicious Vehicle
- 6-04-17 – 7500 Linkside – Suspicious Vehicle
- 6-04-17 – 5900 Evers Rd. – Theft of a Motor Vehicle
- 6-04-17 – 6300 Evers – Suspicious Vehicle
- Criminal Investigations
 - Seven (7) cases prepared and filed
 - Two for Possession of a Controlled Substance
 - Two for Burglary of Habitations
 - One Prostitution
 - One Felon with Firearm
 - One Motion to Revoke Probation
 - Major Crimes Actively Under Investigation
 - Two Sexual Assaults
 - Three Aggravated Robberies
 - Stalking case with SAPD homicide and Intelligence unit
 - Aggravated assault deadly weapon shooting
 - Threats made to shoot Leon Valley officers. Prepared case sent to D.A. Probation revoked suspects probation.
 - Assisted Fair Oaks Ranch on Forgery case
 - Assisted SAPD with two burglaries of habitations. Information gained from a Leon Valley P.D search warrant which resulted in clearing two Burglary Habitations
 - Assisted SAPD with Aggravated robbery case on info developed from LVPD
- Training Opportunities
 - 05/29/17-Detective King attended Tactical Medic Class
 - 06/04/17- Detective Terry Brooks attended a three day supervisor class training.
- Animal Control and Code Enforcement
 - Enforcement officers handled 36 calls for animal violations. We currently have seven animals in our kennels awaiting pick up or adoption.
 - Enforcement officers responded to 70 calls for code violations over the last few weeks. These violations include high weeds, permit violations, bandit signs, abandoned vehicles.
- Community Service
 - The Leon Valley Police Department hosted the 2017 Junior Law Enforcement Competition on June 3, 2017, in Leon Valley. The competition involved 25 teams of five competitors from 13

different San Antonio area Explorer Posts and High School Law Enforcement Programs. The event consisted of 11 Law Enforcement related events, of which each team competed in four. The first place team was SAPD North Team 2, the second place winner was SAPD Central Team 1, and the third place team was SAPD West Team 1.

- The Leon Valley Police Department held the Picnic in the Park for all of the kids in Leon Valley. We had over 100 kids and families that mingled with the officers and eat the food provided by our department.
- The Department hosted two Neighborhood Watch meetings with the neighbors of Linkwood and Grass Valley.
- Decoy Vehicle – Currently Not Deployed Due to Wrecked Vehicles
- Traffic Citations – 28
- Traffic Warnings - 9
- School Zone Citations – 3

Fire Department

- **CPR Save at Leon Valley HEB** – The fire department responded to a man not breathing with CPR in progress at HEB on June 10th. Upon arrival, the team found an elderly man breathing but unconscious, and with a pulse. The patient was transported and became fully alert by the time the team arrived at the hospital. The patient is a long time resident of Leon Valley, and is expected to make a full recovery. Further investigation revealed that the patient was shopping in the store, clutched his chest and fell to his knees. Two bystanders, who are also citizens of Leon Valley rushed to his aid and began CPR immediately. The store Manager, Mr. Tom Stamps, took over CPR and the team at HEB called 911 and assisted in the patient care. The entire team has been nominated for a life-saving award to the American Heart Association and will be recognized in an upcoming event to be announced soon!
- **Emergency Shelter Drill** – Leon Valley Emergency Management Coordinator, Blake Wade, coordinated an Emergency Shelter Drill at John Marshall High School, and with the American Red Cross. The event, scheduled for June 17th worked to train Red Cross Volunteers and citizens on how an emergency shelter operates. John Marshall High School continues to be vetted as a designated and approved emergency shelter for the American Red Cross, and the primary shelter for Leon Valley.
- **Accepting worn, tattered, and faded flags** – The fire department has called out for flags needing retirement. To date, the fire department has accepted 32 United States flags in varying conditions that are in need of proper retirement. Rather than be improperly discarded, the fire department is planning a ceremony with the Boy Scouts of America and the American Legion. Date to be announced soon! Spread the word and bring us your flags!
- **Deputy Fire Marshal Attends Fire Chiefs Academy** - Deputy Fire Marshal Eric Burnside completed an extensive week of training at the Texas Fire Chiefs Academy. This training is intended to develop leaders in the fire service and provide direction and succession planning for departments across Texas. The training included leadership development, finance operations, legal considerations of Fire Chiefs, and more. Eric will be presenting in the near future and complete his Executive Fire Officer training next year.
- **Project Cool continues** – The fire department has accepted 7 box fans so far and is accepting through the end of July. We have responded to two heat emergencies so far, and hope that providing this service to the community may reduce the risk of heat emergencies in the future. Please let us know if you know anyone in need that would benefit from a FREE box fan.
- **Walk through of deadly fire scene** – Through an invitation from the San Antonio Fire Department, Leon Valley Firefighters were able to walk through the fatality fire at the Ingram Square Shopping Center. The intent was to learn more about the incident and how we can better prepare and protect our team. Firefighters immediately followed the visit with hands-on physical training to simulate the scene.

Library

- Fri 6/9 - Nature Walk at Natural Area 9:30 am

- Sat 6/10 - Summer Reading Kick Off – MakerSpace STEAM event 10:30 a.m. – 12:30 p.m. (3D design and printing, Ozobots, SnapCircuits, Coding, Video Creation)
- Tue 6/16 - DoSeum Coding Carnival 4-6pm
- Fri 6/23 - Trailblazer Science Truck 10:00 a.m. -2:00 p.m.. Taking Volunteers, call Sandy.
- Extremely busy with summer, many STEAM activities (Science, Technology, Engineering, Arts, Mathematics). Lots of technology activity taking place in the library
- The Friends of the LV Library have purchased a 3D printer for us and we are awaiting arrival. For event use as well as special projects for anyone interested in spending some time. We have Chromebooks with Tinkercad for design.
- Currently waiting for first shipment of grant books (\$5000 wholesale of Juvenile Non-Fiction on the way)

Community Development

- Community Development welcomes new intern, David Jordan.
- The Certificate of Occupancy business audits resumed June 14.
- Staff continues creating digital records for permits and zoning files pre-dating City procurement of InCode software.
- Staff continues to work on the completion of the Comprehensive Master Plan and Action Plan.
- Staff is working to revise the Health and Sanitation Code the last update known update was 1993.
- To date the e-LOMA discussed at the May 31 meeting with ARCA has not been submitted.
- A developer and his legal representation is meeting with the Shadow Mist HOA on June 29, to discuss development concepts for an apartment complex at Grissom Road that will enter and exit off of Timberhill Drive.
- Planning and coordination of the 4th of July Event continues. Meetings with all department staff began on Thursday, April 20, and continue to be held every Thursday through June 29th.
- Leon Valley Webpage update continues – the new site has been created and information is being migrated and prepared for launch in the near future.
- Facebook page became nonfunctional May 9, 2017, but set up another account which is linked to the Facebook icon on the City website.
- Postings include:
 - Flag Day
 - Manners & Etiquette at the LV Public Library
 - Volunteers Needed – 4th of July
 - Mayor’s Advisory Council recruitment
 - 4th of July Event Wristband Sales

City Secretary’s Office

- Since the last report, the City Secretary’s Office has processed 20 open record requests. Those requests were for: Background check information, contract information, EMS records, certificate of occupancy records and permit information.
- Worked on City Council meeting minutes and agendas.
- Completed the ICS-400 training and obtained certification.
- Sat with Community Development Manager McLeod and Hike & Bike Trail Advisory Committee Chair to discuss how to draft the meeting agendas, how to run a meeting and necessary training for committee members.
- Conducted an Open Meetings Training with Community Development Manager McLeod and Hike & Bike Trail Advisory Committee Chair.
- Attended the Hike & Bike Trail Advisory Committee Meeting on June 13, 2017
- Attended the Citizens Police Advisory Committee Meeting on June 15, 2017
- Ongoing Projects:
 - Leon Valley Code of Ordinances re-codification project
 - 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

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. Tuesday, June 20, 2017 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting, July 18, 2017
 - Trailblazer Truck at the Leon Valley Library Parking Lot on Friday, June 23, 2017, from 10 a.m. to 2 p.m.
 - City Offices Closed, July 4, 2017, in observance of Independence Day
 - July 4, 2017, Regular City Council Meeting cancelled due to the July 4th festivities.
 - Leon Valley 4th of July Festival & Fireworks Spectacular, Raymond Rimkus Park, Festivities run from 7:30 a.m. (Pioneer Run) and go until dusk (Fireworks).
 - Movies in the Park, “Lego Batman”, Raymond Rimkus Park, July 7, 2017, at 8:30 p.m.
 - Coffee with the Mayor & City Council, July 22, 2017, 9:00 a.m. - 11:00 a.m. (moved from the regularly scheduled July 29th date)
- Committee Meetings:
 - Home Rule Charter Commission Meeting is at 6:00 p.m. on Monday, June 19, 2017, at City Hall
 - Zoning Commission Meeting is at 6:30 p.m. is on Tuesday, June 27, 2017, at City Hall
 - Park Commission Meeting is on 7:00 p.m. is on July 13, 2017, at the Conference Center