



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

**DATE:** December 16, 2016  
**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.
  - Patrol Officer - Testing Date Set
  - Patrol Sergeant for Investigations – Interviews were held on December 15, 2016
  - Patrol Sergeants for Patrol - Interviews were held on December 15, 2016
  - Patrol Lieutenant - Interviews of five candidates were held on December 15, 2016, and selection was made we are excited to announce a new addition to the Police Department David Gonzales.
  - Patrol Captain - Interviews of six candidates were held on December 15, 2016, and selection was made. Congratulations to Ruben Saucedo.
- Fire Department Positions
  - Fire Captain Position closed on 11/30/2016 testing will be scheduled in two weeks to give individuals time to study.
  - To replace Firefighter/Paramedic Kory Paulini, a job offer has been extended to Julien Mendoza.

**Public Works**

- Hodges street changeover from two-way to one-way is complete. Received petition from Althea residents today and will forward to the City Secretary and City of San Antonio for verification and action. Ordered materials for Hodges speed pads, but they are 2 weeks from delivery.
- Well project – SAWS interconnect removal and new install – contractor has completed construction of the new VFD building at the Huebner well site and beginning the remodel of existing building at Grass Hill. The yard piping contractor has started construction of the tie in to SAWS 30” main. Grass Hill from Bandera Hwy. to Mary Jamison will be closed for the next 30 days.
- Huebner Road mill & overlay is complete, with the exception of the striping. Striping may be put in this week, when the rain dries up.
- Kimley-Horn Engineers has completed their mapping of the drainage concerns that were brought to our attention during the workshop – final report being revised and reviewed.
- Kinman House construction continuing, with vent hood, dishwasher and remaining items being ordered then installed.
- Park Commission will forward results of Old Mill proposed park to City Council on December 20th.

- Waiting for estimates on fencing and gravesite restoration for Huebner gravesite. LV Historical Society met to discuss recommendations for type of fencing and restoration to headstone. Planning on presenting to Economic Development Corporation to obtain grant for project.
- Evers Road sidewalk project northeast side plans being drafted, expect to go out for bids in January – still waiting on estimates for crosswalk at Seneca and Evers.
- LID parking lot plans sent to SARA for approval – projected to request bids on project in January.
- Sent bid documents for Swimming Pool Operations for the 2016-17 swim season, to include Forest Oaks Pool to Purchasing to be advertised within the next two weeks.
- Advertised bid documents for Huebner at Timberhill drainage project. Will need budget adjustment to fund project, then be reimbursed by CDBG, as this is partially grant funded. Pre bid meeting was held on 11/29, bid opening will be 12/13, and presented to Council on January 17th.
- Preparing documents for Council for next CDBG project – replacing mains on Conestoga

### Police Department

- **Significant Service Calls:** Please see below information on police activity over the past two weeks.
  - **Stay Inn Express:** Our officers combined with the LVFD in a joint operation to inspect the Stay Inn Express on Wurzbach Road. There were numerous fire safety and health violations throughout the building. As such, the location was shut down and the owners were cited accordingly. We met with the owner the following day to discuss what needed to be accomplished to reopen the location. The FD re-inspected the location and he was allowed to reopen five days later.
  - **Aggravated Robbery:** Case 201608815- additional charges to include Unauthorized Use of Motor Vehicle, Fail to Identify with Texas Warrants, recovery of stolen firearm and vehicle. Firearm was also submitted to the Bexar County Medical Examiner’s Lab for testing.
  - **Capital Murder:** Detective Cuevas filed the case in the 2005 death of Heather Willms. A search warrant was obtained for his location and he was arrested and charged with Capital Murder. We conducted a press conference on November 30<sup>th</sup> with her family present.
  - **Intoxication Assault:** Officer Guerra was struck while sitting at the light at El Verde and Bandera Road. The individual was arrested for Intoxication Assault. Blood evidence submitted to the Bexar County Medical Examiner’s Lab for testing.
  - **Exploitation of Child, Elderly, or Disabled Individual** – Case 201610526 Elderly victim from 7131 Forest Brook realized her caregiver from 7135 Forest Brook fraudulently opened two accounts to finance a new Dodge pickup, a used Ford Mustang, and also opened an account in her name at Midas for new tires. Victim’s daughter came to the PD to speak for her mother who has a mental disorder and cannot communicate well and is concerned there are other victims in the area – case forwarded to CID.
  - **Forgery:** Case 1610628. HEB Manager called about a forged check. Detective Gonzales took custody of check and wrote an offense report for forgery. Due to officers being on call. The check had a thumb print, which was submitted to SAPD I.D section. The print returned a hit on suspect. Suspect was filed on at large for Forgery with D.A
  - **Fraudulent use/possession of I.D.:** Case 1610614. Officers arrested 42 yr. female at HEB for using counterfeit I.D and counterfeit money. Suspect charged with Fraudulent use/possession of I.D. Detective Gonzales prepared arrest case and filed it with D.A.
  - **Apparent Sudden Death:** Case 1610900- Officers responded to call for person in cardiac arrest. Upon arrival Officer King began CPR on the subject. The LVFD EMS arrived and took over the attempts to revive the individual, but he was pronounced dead upon arrival at the hospital. The deceased was 50 yrs.
  - **Aggravated Robbery:** Officers and detectives responded to call for an aggravated robbery and cutting, 6500 Adair. Upon arrival, investigation revealed case started in San Antonio. Victim

transported to University Hospital by LVFD. After discussing case with SAPD Sgt Bill Rohn and SAPD Capt Mike Starnes, both agreed SAPD should handle case. There were two crime scenes. We maintained control of the Adair scene and secured it till SAPD could take over. During the hour time lapses the suspects committed two more aggravated robberies in San Antonio.

- **Thefts:** We received information regards Thefts on Red Jacket street. The complainant provided a video of alleged suspects. We will follow up on the thefts as soon as we can get the suspect identified. We are seeing a spike in thefts is attributed to petty thefts typical during this time of year for cigarettes, beer, and grocery items. We are also having a problem with thefts of the Christmas light projectors from front yards. We have a good video (see above entry) and leads on the suspects.

- **Community Service Efforts:**

- **Marshall High School Police Explorers:** We met with the Marshall Law Enforcement and Police Explorer program coordinator on December 16, 2016. We are working towards establishing a Police Explorer Competition in the Spring of 2017. A finalized date will be forthcoming in the near future.
- **Blue Santa:** Members from throughout Leon Valley leadership put out donation boxes at 14 locations throughout the City. Hundreds of toys have been donated thus far. We also worked with Bandera Bowl for a Christmas luncheon with Santa and Blue Santa on Christmas Eve. The leadership also collected donations on 12/9 from the corners of Bandera Road and Wurzbach, and Bandera at Grissom. We raised \$2500 for Blue Santa gifts for the 200 kids we have signed up. We plan on one more event on Monday 12/16/2016 to raise additional monies.
- **Bike Rodeo:** Officer Chad Mandry set up and executed a bike rodeo at two different elementary schools. He provided bike safety information to hundreds of kids and was the scorer for the competition.
- **Wrapping With Jack:** Detective Gonzales was invited to represent the Leon Valley Police Department with a media event to wrap donated Christmas presents with Jack Ricarde from WOAI. He lead over a hundred volunteers in wrapping hundreds of gifts.
- **Build A Bike Program:** Officer Mandry participated in the 2017 Build A Bike Event. This event gives new bicycles to kids who learn first how to work on them to take care of them. About a hundred bikes were built by the kids and their parents. The parents were required to go through parenting and coping skills classes at the same time the kids were learning about the bikes.
- **Blue Santa Parade:** Several members of our department participated in the 2017 Blue Santa Parade on the Southside of San Antonio. The officers helped with traffic and our cars were showcased in the parade as well.
- **Candy Cane Anti-Bullying Campaign:** The Leon Valley officers went to all elementary schools and day cares in Leon Valley and handed out candy canes and pencils. We took along Blue Santa who read all of the kids a story about bullying.
- **Clarity Child Guidance Center Fundraiser:** Officer Chad Mandry is leading a donation drive for the Clarity Child Guidance Center. This center is the only nonprofit mental health treatment center specializing in children ages 3-17 in San Antonio and South Texas. The inpatient and outpatient programs include a range of services including crisis stabilization, psychiatric evaluations, and ongoing therapy.
- **Cannonball Run:** Our department hosted the Cannonball Run across the United States to raise awareness of recent police deaths. We invited all officers from the San Antonio area and invited the media to a press conference to welcome the San Bernadino Sergeants to our area. Numerous agencies showed up to provide patches and other mementos to the team to take to D.C. to present to Senator Sessions at the police memorial.

\*All of the above have been placed on the LVPD Facebook page and the NextDoor website.

## Fire Department

- **Welcome aboard new Firefighter Julian Mendoza!** – To replace the vacancy left from the retirement of Kory Paulini, Firefighter/Paramedic Julian Mendoza, a 2-year veteran from the Olmos Park Fire Department was selected as our new Firefighter/Paramedic. Julian Mendoza earned his Paramedic certification last month, he is an active young man who has a passion for serving as a Firefighter. Julian Mendoza will start on January 6th and will be assigned to “A” shift with Lieutenants Jim Garcia and Billy Lawson.
- **Congratulations to Deputy Fire Marshal Burnside!** – Eric Burnside completed all requirements to earn his Bachelor’s degree in Emergency Health Science from the University of Texas San Antonio. Eric has also completed the Incident Command classes ICS 300 and ICS 400 in the last two weeks, and is currently enrolled in the Police Academy. Eric continues to work to improve his ability to serve on our team.
- **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 for several days in January. 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 Florida, a rural example of a 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.
- **Fire Break complete for Shadow Mist** – Thanks to the support from the Public Works department, USAA Volunteers, the Texas Forest Service and the Shadow Mist HOA, the shaded fuel break that was identified on the Leon Valley Community Wildfire Protection Plan was constructed in just 8 hours! The team was also successful in contacting all residents with safety information, and changes smoke detector batteries in several homes.

## Library

- **Bexar County Tricentennial** – Sandy Underwood is representing LV on committee of 26 suburban cities digitizing their cities history. Through Bexar Bibliotech, the resources will be made available to BiblioBoard which is a portal it will be kept in. Sandy will also gain administrative access to a program called Creator which will be used to put our portal together. We have no limit to number or types of resources we upload. We have one year to complete our history from inception, but we can continue building this site to house our history online.
- \*Library Hours for the Holidays:

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|----------------|------------|
| Tues. Dec 20:  | 10am – 8pm |
| Wed. Dec 21:   | 10am – 6pm |
| Thurs. Dec 22: | 10am – 8pm |
| Fri. Dec 23:   | CLOSED     |
| Sat. Dec 24:   | CLOSED     |
| Tues. Dec 27:  | 10am – 8pm |
| Wed. Dec 28:   | 10am – 6pm |
| Thurs. Dec 29: | 10am – 8pm |
| Fri. Dec 30:   | 10am – 6pm |
| Sat. Dec 31:   | CLOSED     |

\*The days we are open are our regular hours, we will simply be closed three days for holidays as noted above.

### **City Secretary**

- Continues working with board liaisons to get current minutes posted to the website. This project is about 75% complete. Only one committee is pending and that is the CEC.
- Since the last report, the City Secretary's Office has received 200 open record requests. Those requests were for primarily for police/accident reports.
- Staff received their 2<sup>nd</sup> training with ACCELA Minutes and Agendas Program. We will **"GO LIVE DATE"** is December 20<sup>th</sup>
- Meet with the City Attorney and discussed next steps in the re-codification process. The legal review between CoLV and Franklin Legal will be held on January 27<sup>th</sup>. Then a final draft will be reviewed and if all goes well, Council will be presented an adopting ordinance.
- Ongoing Projects:
  - Leon Valley Contract Inventory
  - Working with staff to inventory records to be sent to Safesite for record storage

### **Economic Development**

- Christmas Luncheon for City of Leon Valley Employees
  - Networking with area business to secure donations for door prizes
  - Using area businesses to purchase supplies for event
  - Overall organizing and executing the project from securing site to budget matrix as well as event set-up and break down
- Networking with Leon Valley Chamber of Commerce
- Meetings with property owners in City of Leon Valley to establish retention and redevelopment initiatives
- LVEDC performance agreement with Leon Valley Chamber of Commerce
  - Economic Development Director is working along with City Attorney on agreement proposals for a successful economic outcome.

### **Upcoming Events:**

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, December 20, 2016, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - City Offices are closed from December 23, 2016, through January 2, 2017 in observance of the City's Winter Holiday Schedule. Offices will reopen January 3, 2017, at 7:30 a.m.
  - January 03, 2017, Regular City Council Meeting Cancelled.
  - Next Regular City Council Meeting, January 17, 2017 at 7:00 p.m.
  - Annual Town Hall Meeting, January 28, 2017, from 8:30 a.m. – 1:00 p.m. at the Conference Center.