



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: October 14, 2016
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Bi-Weekly Update

Human Resources

- The Detective position has been filled by Edward Gonzales, if you would like to know more about him please see link below:
 - <http://www.ksat.com/news/ksat-introduces-crime-specialist-eddie-gonzales>
- Fire Department positions now open. All positions close on September 28, 2016.
 - Administrative Assistant – An applicant by the name of Lisa Martin is currently in background process.
 - Assistant Fire Chief - Interviews scheduled for Monday, October 17, 2016.
 - Deputy Fire Marshal - Interviews scheduled for Monday, October 17, 2016.
- Community Development positions now open. All positions close September 30, 2016.
 - Assistant Community Development Director – Applicant currently in Background.
 - Planning Technician – Interviews Scheduled for today.

Public Works

- Well project – SAWS interconnect removal and new install – Contractor has begun construction of the SAWS Tie In. Once the tie in is complete, we will cap the old well at Grass Hill and start drilling the new one at that location.
- San Antonio Constructors started construction September 6th for the Huebner Road mill & overlay project, contract is for 90 days. They have experienced several delays due to equipment failure, but are back on track with the construction of the bus pads and concrete islands.
- Kinman House construction continuing this week, plumbing is almost complete, building cashier's counter and finishing minor punch list items.
- Working on conversion plan for Hodges Street to become one-way. Also, working on plan for City of San Antonio to convert Althea.
- Receiving one more estimate on fencing for Huebner gravesite. Also received estimate on repairing Huebner gravesite monument.
- Evers Road sidewalk project complete – waiting on estimates for crosswalk at Seneca and Evers.
- LID parking lot plans sent to SARA for approval – will go out for bids on project in October.
- Performing sewer repair at 6923 Forest Way.

- Working with Code Enforcement Officer to have the last of the oversized piles removed from Fall Large Item Pickup

Police Department

- **Patrol Activity Summary (see attached):**
 - All categories of assault have been reclassified as Crimes Against Persons, which include Family Violence, Bodily Injury, Contact, or Sexual Assault.
 - Property crimes and Crimes Against Persons have increased, while the total number of arrests have dropped from the previous period.
 - Traffic Offenses and Drug offenses have also increased with our emphasis on traffic enforcement.
 - Included in this report is our presence in the school zones and location placement of the decoy vehicle as a visual deterrent.
- **Significant Service Calls:**
 - 10-05-2016 – Aggravated Sexual Assault of a Child – Complainant arrived at City Hall to report her 3-year old son was assaulted by an older family member living in the same household. The victim was transported to Christus Santa Rosa Children’s Hospital for a medical evaluation and Child Protective Services was subsequently notified. Investigation forwarded to Detective Cuevas – case pending.
 - 10-06-2016 – Aggravated Assault w/a Deadly Weapon – Adult male victim feared for his life because his wife held a firearm in her hand during an accusation he was unfaithful, suspect was taken into custody without incident and placed under arrest.
 - 10-09-2016 – Failure to Identify – BCSO Warrant Arrest – Patrol officer contacted a male and female subject on foot behind a business late at night; 48-year old male subject was in the company of a 16 year old female, both initially provided fictitious identifying information and the male was found to be a registered sex offender and wanted for Theft. Both were arrested for Failure to Identify; male transported to the Magistrate Detention Center and the female was taken to the Bexar County Juvenile Justice Center.
 - Proactive patrol – In an effort to curb the rise in property crime, officers on “C” shift have taken the initiative to contact residents with open garage doors, unsecured vehicles, and similar conditions of potential crimes. Officers inform residents when possible and hope to prevent a possible home invasion as part of a crime prevention effort.
- **Community Service Efforts:**
 - **Cystic Fibrosis Fire Truck Pull:** On October 1, 2016, the Fire Department and Police Department joined together in the 2016 Fire Truck Pull at the San Antonio Fire Department Training Academy (300 South Callaghan at Highway 151). We raised over \$500 in monies to support Special Olympics here in San Antonio. While we did not win, we represented our City and departments very well!
 - **National Night Out:** The 2016 National night Out was held on two separate days this year, Oct 2 and Oct 4. On Oct 2 the Mayor and Council. We were also joined by a retired SAPD Detective with his vintage LAPD police vehicle, an SAPD Community Services Officer, 10 police explorers, and McGruff the Crime Fighting Dog! On Sunday, we visited 7022 Autumn Chase (Aleman), 6731 Blacksmith (Sanchez), Parsley Hill (Lowery), and 7412 Linkwood (Hillje). 6419 Red Jacket (McMaster), 5407 Bandera Rd #117 (Tail Waggerz), 7307 Crownpiece (Carpio), and 7023 Evening Sun (Hoover). On Sunday, we visited we visited the Vista Del Ray, Leon Trace, Hidden Meadow, and Villas of Leon Valley Apartments, as well as the Shadow Mist neighborhood (Mrs. Donna Charles). The award winners were as follows: Best Participation went to Parsley Hill (very large event with bouncy house), Best Food to 6419 Red Jacket (brisket!) in the Seneca Estates neighborhood. Best theme was for the “Hats off to Police” at 7022 Autumn Chase (they all wore funny hats and tipped them to us), Best Spirit Award to Shadow Mist (Mrs. Charles), and best apartment award to Villas of Leon Valley.

- **Marshall High School Police Explorers:** We met with the Marshall Law Enforcement program on October 7, 2016. This program also has a Police Explorer Post, which trains 14-21 year olds for a career in law enforcement. We agreed to partner with them in training their kids, while they will partner with us on special events and neighborhood restoration projects. They have agreed to have 15 kids at the Ciclovía Event at the end of the month. The kids will be put to work doing various jobs as required. On this day, Chief Salvaggio also spoke at their Police Explorer promotion for 10 kids. The event was attended by 50+ kids and parents, he was honored to help promote each kid to their new rank.

Fire Department

- **New Fire Engine Arrives** – The new fire engine arrived and was received well by staff. Several in-service training classes are scheduled by the manufacturer over the coming weeks, and the new fire engine will respond to emergencies soon!
- **Fire Captain Blake Wade attends Leadership training** – Fire Captain Blake Wade and Assistant Police Chief (Interim) Saucedo attended an *Effective Supervisory Practices* class hosted by TML. The three-day course was held in Kerrville, and covered various topics to assist Supervisors in the workplace be more effective.
- **Halloween Costume swap and safety project** – The Police and Fire Department are planning special initiatives to encourage a safe Halloween holiday. The team will be encouraging citizens to drop off their old costumes and pick up a free costume (costume swap) during identified times at the fire station. Parents will be provided Halloween safety information, glow sticks, and perhaps a free costume if it fits!
- **Fire Prevention Activities** - Firefighters have completed fire prevention tours to both Driggers and Leon Valley Elementary Schools. Firefighters have awarded two brand new bicycles to a 5th grader from each school for winning our annual poster contest. Firefighters have also installed smoke detectors on El Verde Rd. and have more fire prevention activities planned throughout the month.
- **Regional Infection Control Officer Program** – Leon Valley EMS finalized an agreement with the Southwest Regional Advisory Council that will provide a formalized, consistent, and rapid assessment program in handling of biohazard exposures to our Paramedics. This agreement is a partnership with 20 regional EMS systems and helps provide protective services to First Responders.

Communications and Community Development

- A letter was sent to the property owner, Mr. Ronald Baker, in San Antonio whose trees are overhanging onto Ms. Carol Crutchfield property at Grist Mill. Staff is awaiting a response from Mr. Baker as to whether he can assist Ms. Crutchfield with the matter. Still pending.
- Poster board was delivered to Leon Valley Elementary so that art students can participate in the poster contest for Arbor Day. The City is receiving 250 trees from CPS Energy and is purchasing 100 more for the Arbor Day Celebration. The Tree Advisory Board will meet on Monday, October 17, 2016, to judge posters and review the Arbor Day schedule and responsibilities.
- The Zoning Commission will meet on Monday, October 24, 2016 for a Zoning Workshop.
- SUP # 2016-277 is for Stripes Convenience Store because the Code requires additional regulation for businesses that propose 24-hour operation. This item was pulled from consideration at Council by the applicant. Stripes feasibility study revealed at there would only be an 11% return on investment and they require a minimum of 14%.
- The Board of Adjustment met on Tuesday, October 11, 2016, to consider a variance request by Chacho's Restaurant for a variance from the Zoning Overlay standards for the use of earth tone colors for the building. Their corporate color is aqua blue/teal. Their building construction improvements are triggering compliance with the overlay. The Board approved the variance request.

- Replat is in processing for Pollo Tropical at Leon Valley Shopping Center in the 6900 block of Bandera Road. The replat is approved and ready to go but the applicant has asked us to hold off on presenting the request at Council until further negotiations are completed between the property owner and Firestone.
- Plat was received for Autumn Leaves Retirement Living Subdivision – processing will begin the week of October 3rd.
- Working to resolve permitting and sign violation issues at Amco Insurance – 6712 Bandera Road. Still pending.
- Staff and the City Manager met with the Soccer Complex owners from Shadow Mist regarding the next steps that must be taken to secure a Specific Use Permit and Certificate of Occupancy for their development. Their attorney and engineer were also present. All parties left the table with a full understanding of the processes to be completed. Additionally, staff will meet with their engineer and the City's engineer regarding the requirements for the Floodplain Development Permit.
- Kristie Flores' office was moved to Community Development.
- Preparations are in full swing for the 1st Annual LV Ciclovía. Participants continue to sign-up for the event. Staff ran a full page advertisement in the Sunday Express News regarding Ciclovía and the other events being held on October 29th (Trash N Treasure, Library Halloween Party and Arbor Day). Staff has been receiving numerous phone calls from persons interested in participating in the NWSS Trash N Treasure. Inquiries are being forwarded to Nancy Eichmann. The map of the event is in preparation and mail-outs will go out this Friday or early on Monday with the event FAQ's.
- Staff had a phone conference with Revize regarding the next steps for the City website update. Revize staff is working on a design that they will forward for review within approximately 2 weeks.
- Staff completed the Texas Parks and Wildlife Grant for a Small Communities. The result of the grant awards will be in March 2017.
- Staff presented at UIW for a Career Festival for Middle School students regarding college endorsements for Arts and Humanities; specifically, Communications and Public Administration.
- Staff will be preparing an In Kind Grant for the Cystic Fibrosis Foundation for an event they would like to hold in the Park in May 2017. They submitted the request early to ensure early review in the event that their request is disapproved. The request will go before Council in November.

Library

- Every Wed/Thurs at 10:30 a.m. is Storytime
- Every Tues at 6pm is Meditation
- Back by popular demand on Friday, October 21 2016, is Stuffed Animal Slumber Party Drop Off ; this event is between 3-6 pm
- Saturday, October 22, 2016, Stuffed Animal Pick up and Breakfast with the Animals from 10-11:30am
- Saturday, October 22, 2016, is Drum Circle from 10:30 – 11:30 am
- Thursday, October 27, 2016, is Adult Coloring from 6-8pm

City Secretary

- Continue working with board liaisons to get current minutes posted to the website. This project is about 75% complete.
- Completed the required FEMA-ICS tests.
- Attended the Texas Municipal League (TML) Annual Conference in Austin, TX.

- In the last two weeks, the City Secretary’s Office has received 5 open record requests
 - Police Reports – 13
 - Accident Reports - 5
 - Contracts/RFP Records - 1
- Ongoing Projects:
 - Re-codification of the City’s Code of Ordinances
 - Leon Valley Contract Inventory
 - Scheduling the shred event of “expired” records throughout every department
 - Training with Accela (agenda/minutes program)
 - Working with staff to inventory records to be sent to Safesite for record storage

Upcoming Events:

- Special City Council Meeting begins at 5:15 p.m. on Tuesday, October 18, 2016, and the Regular City Council Meeting begins at 7:00 p.m. Tuesday October 18, 2016, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Coffee with the Mayor and City Council, Saturday, October 22, 2016, from 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center.
 - Ciclovía, October 29, 2016, from 9:00 a.m. to 2:00 p.m. at Raymond Rimkus Park.
 - Trash & Treasure Sale/Halloween Party/Arbor Day Tree Give-Away, October 29, 2016, 6427 Evers Road from 9:00 a.m. to 2:00 p.m.
 - Texas Recycles Day, November 05, 2016, from 9:00 a.m. until 1:00 p.m. at Leon Valley Public Works.
 - Special Election – Early Voting October 24th – November 4th. Election Day November 8th
 - Beethoven Christmas Concert, December 11th at 2:30 p.m. at the Community Center.
 - In an effort to reduce water and air pollution, and as part of the City's Stormwater Management Program, street sweeping will be scheduled October 11th - October 14th. See City website Home page for street listings.
 - Historical Society Pioneer Gala on November 18, 2016, 6:30 p.m. – 10:30 p.m. visit www.lvhistoricalsociety.org for more information.
 - San Antonio Heart and Stroke Walk November 12, 2016, visit www.sanantonioheartwalk.org for more information.
- Committee Meetings:
 - Beautification Committee Meeting at 4:15 p.m. in the Fire Department Training Room on October 19, 2016.
 - Community Events Committee Meeting at 6:30 p.m. in the City Hall Conference Room on October 19, 2016.
 - LVEDC Special Meeting at 6:30 p.m. in City Hall on October 19, 2016.
 - Zoning Commission Meeting at 6:30 p.m. in City Hall on October 25, 2016.
 - Regular LVEDC Meeting at 6:00 p.m. in City Hall on October 26, 2016.