



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

**DATE:** April 14, 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.
  - One Patrol Officer positions-. Applicants are currently in background.
  - The City welcomes Edwin Bell and Joe Biaza. Both hires came from our Reserve Officer program.
- Fire Department Positions
  - Fire Captain Position has been filled by Firefighter/Paramedic, Todd Morgan.

**Public Works**

- Preparing comparison report on waste removal services in anticipation of Requests for Proposals from garbage service companies – Waste Management’s contract ends December of 2017
- Preparing for Neighborhood Renewal Program on Canterfield with an emphasis on 7414 Canterfield
- Received speed pads for Althea Drive, waiting on signage delivery - received notice that San Antonio has approved the one-way designation – will transition street to one-way as soon as we receive the signage
- Waiting on TCEQ approval to start using the new well at Grass Hill. Working on yard piping and installation of a motor. As soon as the well receives the all clear, the driller will begin at the Huebner well site. Water Crew is on standby to move water around during the next two months.
- Gravesite restoration for Huebner gravesite is complete – Hunt Restoration has done a wonderful job! Cooper Forge will build the cemetery style fencing on or around May 8th
- LID parking lot plans completed – expect to go out for bids this weekend.
- Preparing bid documents for new traffic signal system at Huebner and Evers Roads
- Huebner at Timberhill drainage project is underway again this week as CPS moves their utilities out of the way – next is Spectrum Cable. The streets will remain open, but traffic will be down to one lane.
- 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. Once this is approved, we will be the only Public Works department in the Metro area to be accredited.
- Revising Water and Sewer Operations Manual.
- Working with engineer on Evers Road bridge project. 90% plans are being submitted to TxDOT. CPS wants to move their gas main, so bridge will probably be closed for four months during the 8 months of construction

- Working with Park Commission on The Ridge at Leon Valley park survey – expect to hold final public meeting in May before taking to City Council for final approval
- Pronto Sandblasting will start clearing out the detention pond at the Ridge as soon as it stops raining.
- Will be getting estimates for new street striping in the Monte Robles Park subdivision
- Will be amending the Traffic ordinance to provide for an all-way stop at Stebbins and Bluebird Lane

## **Police Department**

### **• Arrests**

- 3-28-17 – 5600 Bandera Rd. – Traffic Stop – Evading arrest in a MV – AP1 possession of drug paraphernalia
- 3-29-17 – 5500 Wurzbach – Traffic Stop – AP1 - Possession of Marijuana and possession of drug paraphernalia
- 3-29-17 – 5650 Grissom – Juveniles smoking Marijuana at pool – AP1 and AP2 were arrested for possession of Marijuana and possession of drug paraphernalia
- 3-30-17 – 7400 Reindeer Trail – Suspicious male – AP1 was found in possession of a dangerous drug, marijuana and drug paraphernalia
- 3-30-17 – 5600 Evers – Disturbance – AP1, AP2 and AP3 all involved – AP1 charged with possession of a controlled substance and firearm was confiscated, AP2 and AP3 were charged with Assault BI Family Violence
- 3-31-17 – 7100 Bandera Rd. – Suspicious male – AP1 and AP2 found to be in possession of Marijuana
- 4-1-17 – 6500 Bandera Rd. – Traffic Stop – AP1 possession of a controlled substance, possession of marijuana
- 4-1-17 – 5800 Bandera Rd. – Traffic Stop – AP1 arrested for DWI and possession of a controlled substance
- 4-1-17 – 5600 Bandera Rd. – Theft \$100-750 – AP1 stole cosmetics, she was arrested and booked for the offense
- 4-1-17 – 6200 Grissom Rd. – Disturbance – AP1 and AP2 were found to be in possession of controlled substance, Marijuana and drug paraphernalia.
- 4-1-17 – Emergency Detention – AP1
- 4-2-17 – 7100 Bandera Rd. – Suspicious Person – AP1 was found to be active on a county warrant and was found in possession of Marijuana
- 4-2-17 – 7200 Huebner – Traffic Stop – AP1 and AP2 were arrested for possession of Marijuana, possession of drug paraphernalia and AP3, a minor in possession of tobacco
- 4-3-17 6600 Bandera Rd. AP1 was found to be wanted on a County warrant.
- 4-6-17 – 6700 Bandera Rd. – Road rage/Weapon Offense – AP1 was arrested on weapon offense and possession of marijuana
- 4-6-17 – Arrested/released – Emergency Detention – transported by EMS
- 4-7-17 – 5700 Bandera Rd. – Traffic stop – AP1 arrested/released issued citation for Driving while license is invalid
- 4-7-17 - 5500 Wurzbach – Traffic Stop – Driver was arrested for DWI
- 4-7-17 – 5600 Evers – AP1 was found to be wanted on County warrant.
- 4-7-17 – Attempt Suicide/Emergency Detention – AP1 was in crisis and was arrested/released at hospital
- 4-8-17 – 7100 Poss Rd. – Traffic stop – Arrested/released – Driving while license invalid
- 4-8-17 – 6000 Bandera Rd. – Traffic stop – AP1 arrested on 2 County warrants
- 4-8-17 - 6200 Grissom Rd. – Disturbance – AP1 was arrested for Criminal Mischief
- 4-9-17 – 5600 Bandera Rd. – Disturbance/Emergency detention – AP1 arrested/released at hospital

### **• Significant Calls**

- 3-27-17 – 6900 Bandera Rd. - Graffiti

- 3-27-17 – 5500 Bandera Rd. – Criminal Mischief
- 3-27-17 – 5700 EB Loop 410 access rd. – Hit and Run Crash
- 3-27-17 5400 Bandera Rd. – Graffiti
- 3-27-17 – 5600 NW Loop 410 – Criminal Mischief
- 3-28-17 – 6100 Bandera Rd. – Criminal Mischief
- 3-28-17 – 6300 Grissom – Hit and Run Crash
- 3-28-17 - 6500 Bandera Rd. – Hit and Run Crash
- 3-29-17 – 6800 Huebner – Burglary of a Motor Vehicle
- 3-30-17 – 5300 Wurzbach – Burglary of a Motor Vehicle
- 3-30-17 – 5900 Wurzbach – Aggravated Robbery
- 3-31-17 – 6700 Bandera Rd. – Suspicious Person
- 3-31-17 – 6600 Bandera Rd. #125 – Suspicious Person
- 3-31-17 – 4700 Timco West - Graffiti
- 3-31-17 – 6100 Bandera Rd. – Hit and Run Crash
- 4-1-17 – Disturbance – 3 calls
- 4-1-17 – 5900 Wurzbach – Theft of a Motor Vehicle
- 4-1-17 – 6900 Bandera Rd. – Theft of a Motor Vehicle
- 4-2-17 – 6100 Bandera Rd. – Graffiti
- 4-2-17 – 5900 Wurzbach – Burglary of a Motor Vehicle
- 4-3-17 – Theft of mail < \$50
- 4-4-17 – 5200 Evers – Criminal Mischief
- 4-4-17 – 5650 Grissom Rd. – Burglary of a Motor Vehicle
- 4-4-17 – 6800 Bandera Rd. – Hit and Run Crash
- 4-4-17 – Burglary of a Habitation – Garage door was left open
- 4-5-17 – Burglary of a Motor Vehicle
- 4-5-17 – Burglary of a Motor Vehicle
- 4-5-17 – 6400 Evers – Hit and Run Crash
- 4-6-17 – 6000 Bandera Rd. – Burglary of a Motor Vehicle
- 4-6-17 – 5900 Bandera Rd. – Burglary of a Building
- 4-7-17 – 5300 Wurzbach – Theft
- 4-7-17 – 6700 Poss Rd. – Hit and Run Crash
- 4-7-17 – 6200 Grissom Rd. – Hit and Run Crash
- 4-8-17 – 6800 Bandera Rd. – Theft of a Motor Vehicle
- 4-8-17 – 6400 Bandera Rd. – Disturbance - Road Rage
- 4-9-17 – 6500 Bandera Rd. – Suspicious vehicle
- 4-9-17 – 7700 Deer Ln. – Graffiti found at location
- 4-9-17 – 7600 Deer Ln. – Graffiti found at location
- 4-9-17 – Assist public/SAPD – Recovered stolen property – phone
- 4-9-17 – Suspicious vehicle
- **Criminal Investigation**
  - Total cases filed 18 Files past two weeks for April 2017
  - Possession of a controlled substance: 12
  - Burg Build:2
  - Robbery:1
  - Assault family violence: 2
  - Felon in possession of a firearm: 1
  - CID Continues to work with Fire Dept. Chief Wade on Arson case
  - Consent to search conducted: 1
  - CID packaged prepared narcotic evidence for .M.E office and DPS Lab on the 12 possession of a controlled substance cases.
  - CID prepared 4 videos for D.A's office and Municipal Court. 04/05/17

- CID spent two days working on validations for Helotes Disp. April 2017
- King conducted DPS Polygraph on Sex Assault case 04/07/17
- CID Developed lead on suspect who sold firearm to convicted felon during debriefing 04/10/17 on call out. Working with ATF agent Allen Darrilk on case..
- **Training**
  - 4-11-17 – Uniform Crime Reporting Training – Florencia Shoquist, Joseph Salvaggio, Ruben Saucedo, David Gonzalez
  - Det King Attended Crimes Against the Elderly Investigations class.
  - 4-13/17 All detectives attend a fingerprint refresher course
- **Community Service**
  - Det Brooks continues to work with Special Olympics for the Law Enforcement Torch Run in May
  - Community service CID provided additional pet food for family on El Verde. 04/08/17.
  - Several officers continued to work with the Marshall High School Police Explorer group, teaching them law enforcement skills and preparing them for the competition in June.
  - The Police Department is working closely with the Fire Department for a Neighborhood Renewal Project scheduled for April 15, 2017. The elderly resident is in dire need of cleaning the home and yard. We have already had workers cut the grass and a company replace the fascia on the house. The majority of the work will be completed this weekend.
- Traffic Citations – 56
- Traffic Warnings – 31
- School Zone Citations – 3
- Other – 32

## Fire Department

- **Preliminary letter received for CRS** – The Fire Department received notice from the Insurance Services Offices (ISO) that the City of Leon Valley is the newest community to join the Community Rating System (CRS). The Community Rating System (CRS) recognizes and encourages community floodplain management activities that exceed the minimum NFIP standards. Depending upon the level of participation, flood insurance premium rates for policyholders can be reduced. Besides the benefit of reduced insurance rates, CRS floodplain management activities enhance public safety, reduce damages to property and public infrastructure, avoid economic disruption and losses, reduce human suffering, and protect the environment. Implementing some CRS activities can help projects qualify for certain other Federal assistance programs. On a scale of 1-10, with 1 being the highest rating, the City of Leon Valley is rated at Class 7. The best rating in Texas is Class 5, and only 59 cities are recognized across the state. The City of Live Oak is the only other CRS Community in Bexar County, and they also hold a rating of Class 7. Additional information will be provided at the next City Council meeting.
- **New FERP Magnets complete!** – 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. These new magnets are in production and the new graphic is being added to *Enews* and has been shared to social media.
- **New baby added to LVFD family** - The department welcomed Hailey Patteson, new Daughter of Firefighter Andy Paterson. The department is providing the family a gift bag filled with items to help care for their new baby girl. Firefighter Andy, his wife and baby are all doing well at home.
- **Leon Valley Honor Guard presents for San Antonio Missions** – The Honor Guard was selected to post for Opening Night at the San Antonio Missions on April 13<sup>th</sup>. The team represented well at Nelson Wolff Stadium.
- **Walk and Roll Challenge 2017** – In support of reduced traffic congestion, cleaner air, and improved employee health and well-being, the City of Leon Valley is participating in the Alamo Area Council of Government’s (AACOG) Walk & Roll Challenge from May 1-31. Employees may chose alternate forms of commuting to work, school, or anywhere by taking the bus, carpooling, riding a bike, or even

telecommuting. Employees then log their trips on Nuride.com and earn points towards big rewards, to include discounts at local retailers, restaurants, and entertainment venues across the region. Good luck to all, and please help us by encouraging everyone to promote alternate forms of commuting throughout the month of May.

- **Fire Captain's promotional process** – The fire department wants to congratulate Firefighter Todd Morgan on his promotion to Fire Captain. Captain Morgan is highly qualified and versatile, with stacked credentials including; Master Firefighter, Master Fire Inspector, Master Fire Investigator, Master Arson Investigator, Licensed Paramedic, Master Fire Instructor, Fire Officer II, Intermediate Licensed Peace Officer, and holds 4 Associates college degrees in emergency services.

### **Library**

- Partnership with the School of Science and Technology: We are looking at the week of May 15-19 to have an event where the Students at SST teach/present to their peers. Working on details of event now, to be held after school hours in the LV library.
- The Friends of the LVPL has purchased the following for Library use:
  - Rolling TV carts
  - Scanner, recorder and accessories to digitize the history of LV and record oral histories. These will be uploaded to a portal in Biblioboard in time for the San Antonio Tricentennial in 2018.
  - STEM (Science, Technology, Engineering and Mathematics) products to continue conducting our MakerSpace Events that have been so successful will children through teenagers.
- We are currently in the process of finalizing the books to be purchased with \$5000 in grant monies from the Tocker Foundation. These funds will be used to update and enhance our Juvenile NonFiction print collection which is severely outdated.
- Just a reminder that Sandy and Theresa will be at state convention Wednesday April 19 through Saturday April 22. It is in San Antonio this year and Sandy is available by phone at all times.

### **City Secretary**

- Since the last report, the City Secretary's Office has received 16 open record requests. Those requests were for: Background check information, contract information, EMS records, permit information and pet licensing records.
- Organized the 2017 Annual Volunteer Appreciation Dinner.
- Ongoing Projects:
  - 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**

- Partnering with Community Development in securing performers, carnival, fencing, lighting, and more for the Leon Valley July 4<sup>th</sup> Festival and Fireworks Spectacular.
- Submitted CAP plan for the Community Center.
- Working with The Retail Coach to build a successful RECon trip.
- Working with Milmo Group on tax abatement presentation.
- Meeting with area business owners.
- Tracking area business movements.
- Contacting area brokers to build a stronger network.
- Working on FY 2018 budget

### **Community Development**

- The preliminary draft of the Comprehensive Master Plan continues review by Zoning Commission

- Staff is in the process of completing an application for Leon Valley’s official certification as a “Scenic City”
- Staff has updated the Certificate of Occupancy application and has developed a comprehensive procedural checklist for issuing permits to business owners
- The soccer complex at Shadow Mist remains unresolved. The City’s Attorney in the matter will provide information regarding the case the week of April 17th.
- Began coordination of ‘Neighborwoods’ pilot program at Driggers Elementary
- Staff presented Youth Advisory Council information to Marshall High School students
- The Zoning Commission will consider the following cases on April 25, 2017: SUP 2016-276 5504 Shadow Mist; SUP 2017-278 5419 Bandera; ZC 2017-400 5301 Bandera; and ZC 2017-399 5308 Bandera.
- Communications postings via website, Facebook, Next Door, Twitter include:
  - Reminder to vote in General Elections on May 6th
  - City participation in Cardboard Kids Campaign
  - Promotion of Huebner Gravesite Restoration Project
  - Spring landscaping at Kinman House
  - City construction of “Little Free Libraries”
  - Other Miscellaneous Postings

**Upcoming Events:**

- Special City Council Meeting begins at 5:30p.m. and Regular City Council Meeting begins at 7:00 p.m. Tuesday, April 18, 2017 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - Next City Council Meeting, May 02, 2017
  - 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
  - Beautification Committee Meeting is scheduled for 4:15 p.m. on April 19, 2017 at the Fire Department Training Room
  - Zoning Commission Meeting is scheduled for 6:30 p.m. on April 25, 2017 at City Hall
  - LVEDC Meeting is scheduled for 6:00 p.m. on April 26, 2017 at City Hall
  - Tree Advisory Board Meeting is scheduled for 6:00 p.m. on May1, 2017 at City Hall