



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: August 11, 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 two are in background
- Planning & Zoning Director
 - Re-advertisement began August 11, 2017
 - Melinda Moritz is standing in as Interim Community Development Director while David Dimaline is standing in as Interim Public Works Director

Public Works

- The water well at Grass Hill is complete and has been put into service full time. Hydro Resources has completed drilling the new Huebner Well, at a depth of 600'. The test pump will be installed next week.
- Getting estimates for fencing at Huebner-Onion homestead. Received direction on the type of fencing desired from the Historical Society.
- Wrought iron fence for Huebner gravesite is in the process of being constructed at Cooper's Forge. Once constructed, it will be installed, along with the historical signage.
- The Evers Road sidewalk project continues with work starting on the Huebner Rd. bridge crossing in front of the Silo Park, and the CPS Energy approach.
- Met with contractor for the new traffic signal system at Huebner and Evers. Mast arms and poles are expected to take 13 – 14 weeks for delivery. The contract has been executed. Continuing to work with CPS to coordinate site work.
- Contractor for LID parking lot at City Hall has removed existing asphalt. The parking area will be closed to the public for 60 days.
- Huebner at Timberhill CDBG project is in progress. The contractor started this week on the excavation for the drainage inlets.
- Working with engineer on Evers Road bridge project. 100% plans were submitted to TxDOT. The new work schedule has the project starting in October.
- Still receiving quotes for various repairs at the Forest Oaks pool facility, a majority of the electrical work has been performed – now getting quotes from contractors for the deck and retaining wall between the pool and tennis court.
- Purchased water rights – 23 acre feet – brings total owned by City to 1,630 acre feet
- Working with contractor for LC-17 to keep residents informed of progress
- The Don't Block the Box campaign has been delayed, pending tentative approval from TxDOT.

- Getting quotes for construction of a new pavilion next to the LV Community Pool.
- Exploring ideas for new Veteran's Park at Community/Conference Center grounds – will be constructing a fire pit for flag burning ceremonies.
- We received notice from the Bexar County CDBG that the grant application for Cades Cove Water and Sewer Main replacement project has been recommended for funding in the amount of \$270,149. Final review and approval is scheduled with the Bexar County Commissioner's Court for August 8th.

Police Department

- Arrest
 - 7-17-17 – 5600 Bandera Rd. – AP was arrested for Evading arrest and possession of a controlled substance
 - 7-21-17 – 5600 Evers Rd. – Disturbance – Possession of Marijuana < 2 oz.
 - 7-21-17 – 6700 Evers Rd. – Suspicious Person – AP1 was found to be in possession of Marijuana < 2 oz., AP2 was found to be in possession of drug paraphernalia.
 - 7-22-17 – 7000 Bandera rd. – Suspicious Person – AP found to be in possession of Marijuana < 2 oz. and drug paraphernalia
 - 7-24-17 – 6100 Bandera Rd. – Suspicious Person – AP arrested for evading arrest/detention
 - 7-25-17 – 7100 Bandera Rd. – Intoxicated person – AP arrested for public intoxication and possession of drug paraphernalia
 - 7-25-17 – 7500 Huebner Rd. – Traffic Stop – AP cited and arrested for outstanding county warrant – vehicle was impounded
 - 7-25-17 – 7100 Bandera Rd. – Suspicious Person – AP arrested for Public Intoxication
 - 7-26-17 – 6100 Bandera Rd. – Traffic Stop – AP was cited and released – vehicle was impounded
 - 7-26-17 – 6700 Bandera Rd. – Traffic Stop – AP was cited/released for no driver's license and no insurance – vehicle was impounded
 - 7-26-17 – 6500 Bandera Rd. – Traffic Stop – AP was cited/released for no driver's license and no insurance – vehicle was impounded
 - 7-27-17 – Timco @ Callaghan Rd. – Traffic Stop – AP was arrested for possession of Marijuana < 2 oz.
 - 7-28-17 – 6700 Bandera Rd. – Traffic Stop – AP was arrested on an outstanding County warrant
 - 7-28-17 – 6500 Bandera Rd. – Theft \$100 – 750 – AP1 and AP2 were arrested and cell phone was returned to complainant
 - 7-28-17 – 7200 Forest Mont – Attempt Suicide/Emergency Detention – AP was arrested/released at hospital for treatment
 - 7-29-17 – 6800 Bandera Rd. – Traffic Stop – AP was cited/released for no driver's license – vehicle was impounded
 - 7-29-17 – 6300 Seneca – Disturbance/Crash – AP was arrested for Family Violence/Deadly Conduct, Felon in possession of a firearm, and outstanding county warrant – vehicle was impounded
 - 7-30-17 – 2500 Bandera Rd. – Traffic Stop – AP was found to be in possession of Marijuana < 2 oz. and drug paraphernalia – vehicle was impounded
- Significant Calls
 - 7-17 -17 – 5600 Bandera Rd. - Criminal Mischief
 - 7-17-17 – 6700 Huebner – Burglary of a Motor Vehicle
 - 7-17-17 – 6300 Rue Marielyne – Theft of a Motor Vehicle
 - 7-17-17 – 7200 Bandera Rd. – Theft of a Motor Vehicle
 - 7-17-17 – 5600 Evers Rd. – Missing Person
 - 7-17-17 – 5900 Wurzbach Rd. – Suspicious Person
 - 7-17-17 – 7000 Bandera Rd. – Suspicious Circumstance
 - 7-17-17 – Traffic Offense – Reckless Driver

- 7-17-17 – 6700 Huenber Rd. – Burglary of a Motor Vehicle
- 7-18-17 – 4700 Timco – Burglary of a Motor Vehicle
- 7-18-17 – 5900 Wurzbach Rd. – Criminal Mischief
- 7-19-17 – 5800 Bandera Rd. – Traffic Offense - Reckless Driver
- 7-19-17 – 5600 Grissom Rd. – Burglary of a Vehicle
- 7-19-17 – 5900 Wurzbach Rd. – Assault
- 7-19-17 – 5600 Evers Rd. – Criminal Mischief
- 7-19-17 – 7600 Forelock – Burglary of a Habitation
- 7-20-17 – 6400 Bandera Rd. – Graffiti
- 7-20-17 – 6000 Wurzbach Rd. – Crash – Motor vehicle/Pedestrian
- 7-20-17 – 7000 Bandera Rd. – Credit Card Abuse
- 7-20-17 – 7200 Sulky – Parking Violation (Vehicle was impounded)
- 7-21-17 – 7000 Bandera Rd. – Burglary of a building
- 7-21-17 – 6200 Grissom Rd. – Recovered Stolen Vehicle
- 7-21-17 – 7000 Forest Moss – Suspicious Circumstance
- 7-21-17 – 6600 Cherry Leaf – Theft
- 7-21-17 – 5400 Bandera Rd. – Burglary of a building
- 7-22-17 – 7000 Bandera Rd. – Theft
- 7-22-17 – 6000 Bandera Rd. – Traffic Offense – Reckless driver
- 7-22-17 – 5600 Bandera Rd. – Traffic Offense – Reckless Driver
- 7-22-17 – 7100 Bandera Rd. – Theft < \$100
- 7-23-17 – 5600 Bandera Rd. – Suspicious Vehicle
- 7-23-17 – 7400 Huebner Rd. – Traffic Violation – Vehicle impounded
- 7-23-17 – 7100 Bandera Rd. – Suspicious Person
- 7-24-17 – 5400 Bandera Rd. – Criminal Mischief
- 7-24-17 – 6600 Bandera Rd. – Criminal Michief
- 7-24-17 – 6200 Grissom Rd. – Theft \$100-750
- 7-24-17 – 7100 Huebner Rd. - Theft
- 7-24-17 – 5700 NW Loop 410 – Suspicious Person
- 7-25-17 – 6000 Trone Trail – Theft of Motor Vehicle (Motorcycle)
- 7-25-17 – 5600 Poppy Seed Run – Assault Family Violence
- 7-25-17 – 5400 Bandera Rd. – Alarm
- 7-25-17 – 5200 Savory Glen – Burglary of a Habitation
- 7-25-17 – 7600 Deer Ln. – Burglary of a Habitation
- 7-25-17 – 6800 Forest Crest North – Suspicious Circumstance
- 7-25-17 – 5900 Bandera Rd. – Theft of Service
- 7-26-17 – 5200 Savory Glen – Burglary of a Habitation
- 7-26-17 – 6000 Grissom Rd. – Assault Contact
- 7-26-17 – 7000 Autumn Chase – Traffic Offense – Road Rage incident
- 7-26-17 – 6700 Link Meadow – Theft
- 7-26-17 – 6500 Bandera Rd. – Traffic Offense – Hit and Run Crash
- 7-27-17 – 5900 Wurzbach Rd. – Suspicious Person
- 7-27-17 – 7000 Mill Stream – Burglary of a Motor Vehicle
- 7-27-17 – 5600 Evers Rd. – Traffic Offense – Hit and Run Crash
- 7-27-17 – 6300 Bandera rd. – Burglary of a Building
- 7-27-17 – 6900 Timberhill – Burglary of a Motor Vehicle
- 7-28-17 – 6400 Bandera Rd. – Criminal Mischief
- 7-28-17 – 4900 Hodges – Suspicious Vehicle
- 7-28-17 – 5400 Bandera Rd. – Graffiti
- 7-28-17 – 7000 Forest Park – Graffiti
- 7-28-17 – 6900 Bandera Rd. - Traffic Offense – Road Rage

- 7-28-17 – 5900 Bandera Rd. – Suspicious Person
- 7-28-17 – 5700 Bandera Rd. – Traffic Offense – Vehicle impounded
- 7-28-17 – 7200 Sulky – Parking Violation
- 7-28-17 – 6800 Poss Rd. – Traffic Offense – Vehicle impounded
- 7-28-17 – 6100 Wurzbach Rd. – Traffic Offense – Vehicle impounded
- 7-29-17 – 6400 Von Rosk – Parking Violation
- 7-29-17 – 6000 Cornplanter – Parking Violation
- 7-29-17 – 6000 Echo Hill – Parking Violation (x 3)
- 7-29-17 – 5500 Caraway Bend – Hit and Run Crash
- 7-29-17 – 6900 Bandera Rd. – Theft \$100-750
- 7-29-17 – 5300 Wurzbach Rd. – Criminal Mischief \$100-750
- 7-29-17 – 7400 Bandera Rd. – Traffic Offense – Reckless Driver
- 7-29-17 – 5600 Bandera Rd. Theft of Motor Vehicle
- 7-29-17 – 7000 Forest Grove – Suspicious Vehicle
- 7-30-17 – 5900 Seneca – Parking Violation
- 7-30-17 – 5400 Nutmeg Trail – Parking Violation
- 7-30-17 – 5900 Wurzbach Rd. – Criminal Mischief \$750-2500
- 7-30-17 – 6300 Bandera Rd. – Parking Violation
- 7-30-17 – 6300 Rue Marielyne – Recovered Stolen Vehicle
- 7-30-17 – 5900 Wurzbach Rd. – Assault Bodily Injury
- 7-30-17 – 6400 Seneca - Suspicious Person
- 7-30-17 – 6800 Bandera Rd. - Traffic Offense – Reckless Driver
- 7-30-17 – 6400 Handsome Lake – Criminal MischiefCriminal Investigations
- Criminal Investigation Unit
 - Nine (9) criminal cases prepared and filed With the Bexar County District Attorney
 - Possession Controlled Substance – 3
 - Sexual assault/child (non-stranger case knew suspects) – 2
 - Assault Family Violence – 1
 - 1 Evading Arrest 2nd Offense – 1
 - 1 Deadly Conduct – 1
 - 1 Felon in Possession of a Firearm – 1
 - Eighteen (18) total cases filed for July 2017
 - Impound Lot in processed 30 vehicles, and released 23 vehicles during this time period.
 - Completed validations of all items listed by Leon Valley in the National Crime Information Center (20 hours).
 - All detectives worked on audit of 10% pf the items in the Property Room. All 400 items were properly accounted for.
 - Recovered stolen weapon from Louisiana
 - Registered Three (3) Sex Offenders.
 - Downloaded 12 videos for the Bexar County District Attorney’s Office.
 - CID responded to Deadly Conduct call 07/29/17. Processed crime scene and evidence 6300 Seneca. CID was able talk the suspect into coming out of his house at which time he was arrested for Deadly Conduct and Felon in Possession of a Firearm.
- Animal Control and Code Enforcement
 - Code Enforcement handled 70 calls for service in this time frame. They paid close attention to notifying homeowners of alley way obstructions and abandoned/junk vehicles throughout the neighborhoods.
 - Animal Control handled 20 calls for animal related issues, picking up 3 dogs and 1 cats during this time frame. The cats were trapped and released once they were fixed. The officers also picked up and disposed of two dead dear and one dead canine.
- Training

- 26 Officers were trained on the LEADRS (Law Enforcement Advanced DUI/DWI Reporting System). This system will expedite processing of DWI offenders, getting officers back on the street in a fraction of the time.
- Code Compliance Officers Garcia and Rodriguez attended class in Austin on Substandard Structure
- Community Services
 - Six officers volunteered to help with the Special Olympics Tip A Cop Fundraiser at the Texas Roadhouse Restaurant. Officer raised over \$2400 in four hours for the Olympians.
 - Members of Leon Valley Police Department joined Leon Valley leadership at a charity fundraiser at Bandera Bowl for Big Brothers – Big Sisters of San Antonio. The event raised thousands of dollars for the worthwhile charity.
- Decoy Vehicle – Currently Not Deployed
- Traffic Citations – 52
- Traffic Warnings - 12
- Other – 15

Fire Department

- **Flood Event Summary, August 7th, 2018** – In we received 5.25 inches of rain in just a few hours. While Huebner Creek is normally dry, water quickly filled the creek, spilled out of the banks and onto the roadways, and was rising into the yards of homes along Poss Rd. The Fire, Police, and Public Works staff worked as a team to quickly close roads down, and activation of our Flood Emergency Response Plan (FERP). Simultaneously we were managing calls for structure fires, and emergency medical calls. The department would like to thank our Mutual Aid partners, especially Acadian EMS, Balcones Heights FD, and Castle Hills Fire Department for the big assist yesterday. We were able to stay ahead in our response; closing roads before drivers were affected, opening a temporary shelter before evacuating homes (Thanks to American Red Cross), and evacuating homes before the water reached inside any of the homes (7 homes in total). We gave several interviews to local media, and even National Media over the phone. Big thanks to NISD and John Marshall High School for being our teammates in helping to keep our community safe. Look for opportunities to come and learn more about emergency flood response at the fire station training room. For additional information please click the following link; <http://www.leonvalleytexas.gov/govermen...>
- **Leon Valley to meet with COSA** - Following the flood event that occurred on August 7th, Floodplain Administrators for the City of San Antonio have agreed to meet with Leon Valley Fire Chief to discuss and plan for flood control improvements in Huebner Creek.
- **Training** – Leon Valley Firefighter Matt Sudell became a certified fire service Instructor, Firefighter Jim Ortiz completed a Field Training Officer Course, and Captain Morgan became a Certified Floodplain Manager (FEMA). The department is working towards developing a new mutual aid training program, beginning with building new consistent standard operating policies.
- **Project Cool Complete!** – The fire department has accepted and delivered 44 fans to local residents to help keep them cool this summer. This initiative is intended to reduce heat emergencies, and it seems to be working....EMS is reporting no Heat Emergency responses in the month of July.
- **Accepting worn, tattered, and faded flags** – The fire department has called out for flags needing retirement. To date, the fire department has accepted 52 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. The ceremony is scheduled for Veterans Day, November 11th, 2017, at dusk.
- **CPR Classes in Leon Valley** – Following the successful CPR save last month at HEB, Leon Valley Paramedics are offering free “Hands-only” CPR classes throughout the month of August. The classes will be help on Friday’s at different locations, to be announced on our Facebook page and Nextdoor.

Community Development Department

- In effort to improve operational sustainability, staff continues the development of a comprehensive department manual which outlines step-by-step functions. The manual includes workflow charts, process policies, checklists, and FAQ sheets.
- 114 customers visited the Department in the month of July.
- Staff continues to create digital records for permits and zoning files pre-dating City procurement of InCode software.
- A zoning consultant was hired to assist with updating the Leon Valley Zoning Code and some of his information has been presented to the Zoning Commission for their review. They will continue to work on the revisions with the new Zoning Administrator.
- Staff has completed the proposed Master Plan, with the exception of revising the maps.
- Staff is currently working with the property owners of Seneca Plaza and the retail occupants to achieve compliance.
- Staff is working to revise the Health and Sanitation Code the last update known update was 1993.
- Permit Reports and Certificate of Occupancy reports were prepared for the bi-weekly On It Meeting.
- The soccer complex at Shadow Mist is now under a Rule 11 Agreement agreed upon by both the City and ARCA. A letter regarding the Floodplain Development requirements was emailed to Mr. Ferrer and his representatives on 5/10/17. Staff met with Mr. Ferrer and his representatives on May 31, 2017. An e-LOMA will follow as a result of the meeting.
- The Hike & Bike Committee held a meeting on Tuesday, August 8th at 6:30pm in the Council Chambers at City Hall. The committee discussed trail amenities for recommendation to Council.
- Staff is processing an application for the rezoning of property near the corner of Grissom and Timberhill from R-3A Multiple Family Retirement District to R-3 Multiple Family and B-3 Commercial.
- Staff is processing an application for Specific Use Permit for a convenience store at the corner of Seneca and Bandera.
- Staff received an application for a Specific Use Permit for a boarding kennel to be located along Grissom Road
- Staff coordinated and is coordinating memorial tree plantings with Public Works for the Mouser's and Tintori families.
- Coordination continues for a 'Neighborwoods' pilot program at Driggers Elementary a planting date of August 14th has been selected by the Principal for their Comradery Retreat. Public Works will work with the school on these plantings.
- Staff is continuing to process several platting cases.

Library

- Summer reading is complete, programs had record attendance
- "Actors Guild" being created at library, goal of putting on one act plays.
- Currently digitizing the history of Leon Valley. September we will create the history portal.
- KSAT Thermometer Event with Adam Caskey great success, 60 attendees.
- Monday August 21, 2017 at 11:30 – 2:30 Solar Eclipse. Library not usually open, but we will be having an Eclipse Party on the Porch and giving away Eclipse Glasses courtesy of NASA. Limited Glasses so will be distributed at the event as long as supplies last. Live Streaming from NASA, popsicles, souvenirs.

City Secretary's Office

- Since the last report, the City Secretary's Office has processed 7 open record requests. Those requests were for: certificate of occupancy records, plans and permits information, code violations, and accounts payable information.
- Worked on City Council meeting minutes and agendas.
- Ongoing Projects:
 - Leon Valley Contract Inventory

- Working with staff to inventory records to be sent to Safesite for record storage
- Preparing for the Fall Parliamentary Procedure and TOMA Training for all City Council Members, Board, Commissions, Committees and City Staff.
- Began pre-planning for the 2018 July 4th Celebration.
- Continued preparation for the April 2018 Volunteer Appreciation Dinner
- Continue working with the Alamo Chapter TMCA, Inc. on preparations for a Fall training session.

Upcoming Events:

- Special City Council Meeting begins at 5:00 p.m., Crime Control Prevention District meeting begins at 5:30 p.m. and Regular City Council Meeting begins at 6:00 p.m. on Tuesday, August 15, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting & First Tax Public Hearing on the Proposed 2017 Tax Rate, September 5, 2017, at 6:00 p.m.
 - City Offices Closed, September 4, 2017 in Observance of Labor Day.
 - Movies in the Park, “Moana”, Raymond Rimkus Park, September 01, 2017, at 8:30 p.m.
 - Grandparents Day, Community Center, September 10, 2017 from 2:30 p.m. until 4:00 p.m.
 - Second Tax Public Hearing on the Proposed 2017 Tax Rate, September 12, 2017, at 6:00 p.m.
- Committee Meetings:
 - Citizens Police Advisory Committee Meeting is at 6:00 p.m. located at City Hall on August 16, 2017
 - Zoning Commission Meeting is at 6:30 p.m. located at City Hall on August 22, 2017