



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: July 28, 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 both are in background
- Planning & Zoning Director (formerly Community Development Director)
 - Interviews will be held on July 31, 2017
 - Melinda Moritz is standing in as Interim Community Development Director while David Dimaline is standing in as Interim Public Works Director

Public Works

- Water well at Grass Hill is complete and has been put into service full time. Hydro Resources is drilling the new Huebner Well. They are currently at 500' depth and expect the well to be 600' in total depth. The Water Crew remains on standby to monitor water demand and operations of the new Grass Hill well.
- 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.
- 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 1967 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
 - 7-4-17 – 6400 Bandera Rd. – Attempt Suicide/Emergency Detention – Person was arrested/released at hospital
 - 7-4-17 – 6800 Sunlight – Graffiti – Person was arrested/released cited for graffiti < \$100
 - 7-5-17 – 6800 Poss Rd. – Deadly Conduct – Person was arrested after firing his handgun in the direction bystanders
 - 7-5-17 – 6300 Evers Rd. – Suspicious Persons – Person was arrested for possession of a dangerous drug and possession of Marijuana < 2 oz., 2nd Person was arrested for possession of Marijuana < 2 oz.
 - 7-6-17 – 6400 Evers Rd. – Attempt Suicide/Emergency Detention – Person was arrested/released at hospital
 - 7-7-17 – 5600 Grissom Rd. – Suspicious Person – Person was arrested for possession of Marijuana < 2 oz.
 - 7-7-17 – 6500 Grissom Rd. – Suspicious Person – Person was arrested/released after being cited for possession of drug paraphernalia
 - 7-7-17 – 6500 Bandera Rd. – Theft < \$100 – Person was arrested/released after being cited for theft < \$100
 - 7-8-17 – 6400 Evers Rd. – Suspicious Person – Person was arrested/released cited for possession of drug paraphernalia
 - 7-9-17 – Seneca @ Rue Sophie – Traffic Stop – Two Persons were arrested for possession of Marijuana < 2 oz.
 - 7-10-17 – 5600 Bandera Rd. – Theft < \$100 – Person was arrested/released after being cited for offense
 - 7-10-17 – 5600 NW Loop 410 – Assault – Bodily Injury / Family Violence – Person was arrested for offense
 - 7-11-17 – 8000 Lobo Lane – Curfew Violation – Person was arrested/released to parent
 - 7-11-17 – 6500 Grissom Rd. – Traffic Violation – Person was arrested for DWI 3rd offense
 - 7-12-17 – 6500 Bandera Rd. – Traffic Violation – Person was arrested/released after being cited for violation / **Vehicle was impounded**
 - 7-12-17 – 6100 Bandera Rd. – Suspicious Person – Person was arrested on an active Travis County Warrant
 - 7-12-17 – 5600 Evers Rd. – Disturbance – Person was arrested/released after being cited for possession of drug paraphernalia
 - 7-13-17 – 6400 El Verde – Person was found to be wanted on active County warrants – **vehicle was impounded**
 - 7-13-17 – 6000 Bandera Rd. – Suspicious Person – Person was arrested for Possession of a Controlled Substance
 - 7-13-17 – 6400 El Verde – Code Violations – Person was cited for code violations and released
 - 7-14-17 – 6000 Bandera Rd. – Traffic Violation – Person was arrested/released after being cited for violation / **vehicle was impounded**
 - 7-14-17 – 5600 Bandera Rd. – Suspicious Person – Person was arrested for Possession of a Controlled Substance

- 7-14-17 – 6800 Bandera Rd. – Traffic Stop – Person arrested for Possession of Marijuana < 2 oz. and Possession of a Controlled Substance
- 7-14-17 – 6400 Evers Rd. – Curfew Violations – Five persons were arrested for violation and were released to parents
- 7-15-17 – 6000 Bandera Rd. – Traffic Stop – Person was arrested/released after being cited for violation / **vehicle was impounded**
- 7-15-17 – 6200 Bandera Rd. – Traffic Stop – Person was in possession of false ID
- 7-16-17 – 6600 Bandera Rd. – Public Intoxication – Person was arrested for Public Intoxication
- Significant Calls
 - 7-3-17 – 6100 Forest Court – Burglary/Vehicle
 - 7-3-17 – 6400 Evers Rd. – Suspicious Persons
 - 7-3-17 – 6900 Bandera Rd. – Aggravated Robbery
 - 7-3-17 – 5600 Grissom Rd. – Recovered Stolen Vehicle
 - 7-3-17 – 6100 Forest View – Burglary/Vehicle
 - 7-3-17 – 6500 Forest Grove – Suspicious Vehicle
 - 7-3-17 – 6700 Forest Bend – Burglary/Vehicle
 - 7-4-17 – 6800 Linkway – Parking Violation
 - 7-4-17 – 6400 Bandera Rd. – Assault – Family Violence
 - 7-4-17 – 6800 Huebner – Suspicious Person
 - 7-4-17 – 6400 Evers Rd. – Missing Person
 - 7-4-17 – 6400 Bandera Rd. – Suspicious Person
 - 7-4-17 – 5600 Evers Rd. – Assault – Family Violence
 - 7-4-17 – 6100 Forest Court – Burglary/Vehicle
 - 7-5-17 – 6400 Evers Rd. – Missing Person
 - 7-5-17 – 6400 Bandera Rd. – Suspicious Vehicle
 - 7-5-17 – 6600 Peachtree – Burglary of a Habitation
 - 7-5-17 – 5300 Wurzbach Rd. – Theft \$100-750 (trailer)
 - 7-5-17 – 5600 Evers Rd. – Missing Person
 - 7-6-17 – 6400 El Verde – Info/Cruelty to Animal
 - 7-6-17 – 7700 Linkside – Suspicious Person
 - 7-6-17 – 5800 Grasshill – Theft/Motor Vehicle
 - 7-6-17 – 6400 Evers Rd. – Suspicious Circumstances
 - 7-7-17 – 6200 Locker Lane – Suspicious Person
 - 7-7-17 – 5600 Bandera Rd. – Panhandler
 - 7-7-17 – 5900 Bandera Rd. – Traffic Offense – **Vehicle Impounded**
 - 7-7-17 – 7700 Linkview – Ordinance Violation – Fireworks
 - 7-7-17 – 5300 Brisa Estates – Theft \$100-750
 - 7-7-17 – 6500 Evers Rd. – Suspicious Persons
 - 7-7-17 – 7500 Linkmeadow – Parking Violation
 - 7-8-17 – 5400 Bandera Rd. – Burglary/Vehicle
 - 7-8-17 – 5700 Watercress – Burglary
 - 7-8-17 – 6300 Parsley - Burglary
 - 7-8-17 – 6200 Bandera Rd. – Hit and Run Crash
 - 7-8-17 – 5600 Bandera Rd. – Suspicious Circumstances
 - 7-9-17 – 6200 Pickering – Parking Violation
 - 7-9-17 - 6300 Bandera Rd. – Missing Person/Found
 - 7-9-17 – 5600 Grissom Rd. – Assault – Family Violence
 - 7-9-17 – 5600 Evers Rd. – Abandoned Child
 - 7-10-17 – 6100 Bandera Rd. – Criminal Mischief \$2500-30,000
 - 7-10-17 – 6300 Balky – Suspicious Vehicle
 - 7-10-17 – 7600 Linkview – Suspicious Circumstance

- 7-10-17 – 7000 Forest Crest – Suspicious Circumstance
- 7-11-17 – 5600 Evers Rd. – Theft \$100-750
- 7-11-17 – Evers Rd. @ Seneca – Traffic Offense – Vehicle Impounded
- 7-11-17 – 7100 Linkcrest – Parking Violation
- 7-12-17 – 5500 Bandera Rd. – Theft Trailer \$100-750
- 7-12-17 – 6400 El Verde – Missing Person
- 7-12-17 – 5600 Evers Rd. – Burglary of a Vehicle
- 7-13-17 – 5900 Bandera Rd. – Assault / Bodily Injury
- 7-13-17 – 4900 Hodges – Parking Violation
- 7-13-17 – 6800 Bandera Rd. – Traffic Offense – Vehicle Impounded
- 7-13-17 – 5900 Wurzbach Rd. – Suspicious Person
- 7-13-17 – 6800 Grass Valley – Suspicious Vehicle
- 7-13-17 – 6400 El Verde – Recovered Stolen Vehicle
- 7-13-17 – 5200 Evers Rd. – Theft \$2500-30,000
- 7-13-17 – 6800 Huebner – Suspicious Circumstances
- 7-13-17 – 5600 Bandera Rd. – Theft
- 7-13-17 – 6200 Parsley Hill – Burglary of a Habitation
- 7-14-17 – 5200 Savory Glen – Theft
- 7-14-17 – 6000 Bandera Rd. – Burglary of a Vehicle
- 7-14-17 – 7000 Bandera Rd. – Burglary of a Vehicle
- 7-14-17 – 6000 Bandera Rd. – Burglary of a Vehicle
- 7-14-17 – 6600 Bandera Rd. – Traffic Hazard / Parking Violation
- 7-14-17 – 6600 Bandera Rd. – Traffic Offense – Vehicle Impounded
- 7-14-17 – 6600 Bandera Rd. – Traffic Hazard – 18 - wheeler on Fire
- 7-15-17 – 5600 Evers Rd. – Theft
- 7-15-17 – 6600 Bandera Rd. Theft
- 7-16-17 – 6300 Rue Marielyne – Burglary of a Habitation
- 7-16-17 – 5400 Nutmeg – Assault – Bodily Injury _ Family Violence
- 7-16-17 – 6000 Rue Sophie - Theft
- 7-16-17 – 5600 Bandera Rd. – Theft < \$100
- Criminal Investigations
 - Filed Seven (7) Criminal Cases with the District Attorney’s Office for the Following:
 - 1. Evading arrest
 - 2. Assault Family Violence
 - 3. Deadly conduct
 - 4. Possession Controlled Substance <200 gm
 - 5. Possession Controlled Substance < less than a gram
 - 6. Possession Controlled Substance 1 to 4 gm
 - 7. Theft 750-2500
 - CID Released 10 Vehicles from Impound While Detective Wells was off
 - Downloaded 8 video’s for DA’s office.
 - Burglary habitation on Grass Hill – Recovered most property, including vehicle, ID’d suspects. One set of burglars has been Identified
 - Recovered stolen vehicle from an Ancira Theft
- Animal Control and Code Enforcement
 - Code Enforcement handled 43 calls for service in this time frame. They paid close attention to notifying homeowners of alleyway obstructions, to include debris, trees, and other issues.
 - Animal Control handled 18 calls for animal related issues, picking up 5 dogs and 3 cats during this time frame. The cats were trapped and released once they were fixed. The officers also picked up and disposed of 3 dead animals.
- Training

- Captain Saucedo and Detective Munoz attended the National Incident Based Reporting System (NIBRS) class
- Code Compliance Officers Garcia and Rodriguez went to a class in Austin on Substandard Structure Investigations
- Community Services
 - The Chief of Police and numerous members of his team held the 20th Annual 100 Club Dinner Fundraiser for the children of slain police officers and firefighters from the San Antonio Region. The event was a huge success, serving more than 7000 plates and raising more than \$100,000 in two days.
 - Captain Saucedo, Lieutenant Gonzalez, Sgt Gonzales, Sgt. Urdiales, Detective Munoz and Detective Brooks volunteered to work the phone banks at KSAT, KENS, KABB, and KMOL to help raise monies for the San Antonio police officer killed in the line of duty. There unselfishness helped raise more than \$35,000 for his family in a matter of a few hours.
- Traffic Citations – 28
- Traffic Warnings - 6
- Other – 10

Fire Department

- **Training** – Firefighter Jim Ortiz has completed Tactical Combat Casualty Care course (TCCC) which is a 4 year Certification through NAEMT (National Association of Emergency Medical Technicians). This training will continue to strengthen our entire Team Leon Valley. Firefighter Daniel Cano has completed training and received an Intermediate Firefighter Certification through the Texas Commission on Fire Protection. Firefighter Connor Hughett continues shadowing Deputy Fire Marshal Eric Burnside through the responsibilities of the position.
- **Boy Scouts** – We continue to team with the Boy Scouts as they volunteer to assist the Fire Department and the City of Leon Valley with painting of the fire hydrants throughout areas of our city. Pack 375 has painted the hydrants in Canterfield while Pack 20 is scheduled to paint the hydrants in Pavona Place on Saturday July 29 beginning at 9 a.m. This is a great initiative for these young scouts and gives them the opportunity to provide a community service while earning an honorable badge for their young careers.
- **Hands only CPR Public Education** – Hands Only CPR will begin in August and will be held every Friday throughout the month of August. Be prepared to save a life hands only CPR is Free and is not a certification course it is a knowledge only training. Announcements to include times and locations will be posted on the social media sites.
- **Project Cool continues** - The Fire Department will continue to collect box fans through the end of July. As summer season moves along the temperature is continuing to rise into triple digits. We have responded to 11 heat related injuries to date during this season. The Fire Department has delivered 35 box fans to citizens in need at various locations throughout Leon Valley (Calypso Apartments, Christian Village Senior Living, Forest Oaks Apartments and Villas of Leon Valley). If you have knowledge of anyone in need Please let us know as we still have fans being donated.
- **Accepting worn, tattered and faded Flags** – To ensure the proper retirement of the United States Flag the fire department is continuing to collect flags which need to be retired. To date we have collected over 100 flags. The ceremony planned with the Boy Scouts of America and the American Legion is scheduled for Veterans Day, November 11, 2017.

Community Development Department

- Staff successfully completed Platting Case #2017-003 We Care Shopping Center.
- Zoning consultant presented recommended Zoning Code changes to the Zoning Commission on July 25, 2017. The next steps are to revise Code with recommendations by August, place on September agenda so new Zoning Administrator has time to review and make other suggestions, complete Zoning

Commission review and edits in October, place on Council agenda for final approval in December, and put new Code into effect by January 2018.

- Zoning Commission voted to recommend the proposed 2017 Comprehensive Master Plan for approval by City Council. Staff is working to coordinate a Town Hall meeting for citizens to make final comments on the proposed Master Plan before presenting the draft to City Council for discussion and possible action.
- Zoning Commission voted to recommend an amendment to Zoning Code Sec. 15.02.116 Zoning Commission Report. The recommended amendment will be presented to City Council for consideration on August 15, 2017.
- Staff received an application for Specific Use Permit Case #2017-277 by QuikTrip Corporation for the development, construction, and operation of a 24-hour convenience store with outdoor seating generally located at the 6400 block of Bandera Road. The first public hearing will occur at the Zoning Commission meeting on August 22, 2017.
- Staff received 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. The first public hearing will take place at the Zoning Commission meeting on August 22, 2017.
- Staff received a Sidewalk Variance request for 7477 Linkwood Drive. The request will be presented to City Council on August 1, 2017.
- Staff coordinated with Big Brothers Big Sisters of South Texas to participate in the bi-annual fundraising event, Bowl for Kids' Sake, at Bandera Bowl on July 29, 2017.
- 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.
- Staff continues to create digital records for permits and zoning files pre-dating City procurement of InCode software.
- Staff resumed the 2017 Business Audit on June 14, 2017. Staff is currently working with the property owners of Seneca Plaza Shopping Center, Lebman's Corral Shopping Center, and the 6526 Bandera Strip Center 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 on July 19, 2017.
- 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 mailed to Mr. Ferrer and his representatives on 5/10/17. Staff met with Mr. Ferrer and his representatives on July 25, 2017. Staff continues working with Mr. Ferrer to reach resolution.
- Staff continues to coordinate 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.

Library

- Wednesday, August 2: Adam Caskey Meteorologist from KSAT will do a children's program and then broadcast at the library from 5-5:30 and again from 6-7pm. Library will be open late and we encourage people to come to this event!
- Monday, August 21 is the Solar Eclipse. The library will have an event from 11:30 – 2:30 (usually not open Mondays). We applied for and received a limited number of eclipse glasses from NASA for our event attendees. We encourage everyone to stop by.
- NISD School Supply Drive: The City is helping the underprivileged children at NISD by supporting the School Supply Drive. Barrels are: Outside Council Chamber, In City Hall Lobby, Library, Fire Department. Supplies will be delivered August 18 to the NISD.

City Secretary's Office

- Since the last report, the City Secretary's Office has processed 12 open record requests. Those requests were for: Background check information, contract information, certificate of occupancy records, plans and permits information.
- Worked on City Council meeting minutes and agendas.
- Submitted the signed Ordinance adopting the New City of Leon Valley Code of Ordinances to the publisher for printing of remaining Code books.
- Completed and submitted the 2017 Annual Voting System Filling Report – CSO to the Texas Secretary of State.
- The City of Leon Valley Code of Ordinances found online on the City's website has been updated to reflect the newly adopted code.
- Ongoing Projects:
 - 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
 - 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. and Regular City Council Meeting begins at 6:00 p.m. on Tuesday, August 1, 2017 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting, August 15, 2017, at 6:00 p.m.
 - Weather Program with Adam Caskey, Meteorologist from KSAT 12, Live Broadcast Leon Valley Library, August 02, 2017, 5:00 – 7:00 p.m.
 - Movies in the Park, "A Dog's Purpose", Raymond Rimkus Park, August 04, 2017, at 8:30 p.m.
- Committee Meetings:
 - Home Rule Charter Commission meeting is at 6:00 p.m. on Mondays, July 31, 2017 at City Hall
 - Library Board of Trustees Meeting is at 5:30 p.m. in the Leon Valley Public Library on August 8, 2017.
 - Earthwise Living Committee Meeting is at 5:30 p.m. in the Public Works Service Center on August 9, 2017.
 - Park Commission Meeting is at 7:00 p.m. in the Conference Center on August 10, 2017.
 - Tree Advisory Board Meeting is at 6:00 p.m. in the Public Works Service Center on August 14, 2017.