



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: June 6, 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
 - One Patrol Officer Position- Re-advertised for the position, which closes May 19, 2017. Applicants currently in background

Public Works

- Received approval from TCEQ to start using the new well at Grass Hill, so yard piping will be completed during the next week. We are expecting to place the new well into service by June 5th. We are expecting to begin work at the Huebner wellsite directly thereafter. Water Crew is on standby to move water around during this time.
- 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.
- Bids were opened for the Evers Road sidewalk project and are much lower than was expected by approximately \$60,000. Will take to City Council on June 20th.
- Bids for the LID parking lot will go to City Council on the 6th of June. They came in higher than estimated by \$21,000.
- Bids for the new traffic signal system at Huebner and Evers came in higher than expected at \$121,000. Will take to Council on the 20th of June.
- Huebner at Timberhill drainage project is in progress as Spectrum Cable has started their work to move utilities. 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. 100% plans were submitted to TxDOT. The new work schedule has the project starting in October.
- Park Commission final recommendations on The Ridge at Leon Valley proposed park will go to City Council on June 6th for final approval.

- Pronto Sandblasting completed the clearing and seeding of the detention pond at the Ridge. Public Works Crews mowed and trimmed just before the flooding.
- The pools are ready for summer, with the exception of the Certificate of Occupancy noted repairs being needed at both facilities. We will begin getting quotes for the various building repairs at Forest Oaks, as these require the services of an electrician and a contractor for the major repair of the deck between the pool and tennis court. Public Works Crews will repair the Leon Valley Community Pool.

Police Department

- Arrest
 - 5-8-17 – 6000 Bandera Rd. – Panhandler – Person was arrested/released at Haven for Hope
 - 5-10-17 – 7100 Bandera Rd. – Emergency Detention – Person was arrested/released at hospital
 - 5-10-17 – 5300 Bandera Rd. – Traffic Stop – Person was arrested for Driving While License Invalid, Possession of a Controlled Substance, Possession of Marijuana, and for being a Felon in Possession of a Firearm
 - 5-11-17 – 6500 Seneca – Traffic Stop – Person was arrested for warrants; vehicle was impounded
 - 5-11-17 – 6100 Stirrup – Traffic Stop – Person was arrested for driving while intoxicated
 - 5-12-17 – 6100 Forest Crest N – Curfew Violation – Teen was arrested for arrested/released to parent
 - 5-12-17 – 5800 Bandera Rd. – Panhandler – Person was arrested for panhandling and released
 - 5-14-17 – 5200 Shadow Mist – Traffic Stop – Person was arrested for Possession of Marijuana < 2oz.
 - 5-16-17 – 6800 Poss Rd. – Emergency Detention – Person was detained and released at hospital
 - 5-16-17 – 6700 Poss Rd. – Emergency Detention – Person was detained and released at hospital
 - 5-16-17 – 7200 Bandera Rd. – Traffic Stop – Person was arrested for Driving While License is Suspended
 - 5-16-17 – 6000 Ardisana – Traffic Stop – Person was arrested for Reckless Driving
 - 5-17-17 – 7000 Wagon Spoke – Suspicious Vehicle – Person was arrested for Possession of Marijuana < 2 oz.
 - 5-18-17 – 7200 Poss Rd. – Traffic Stop – Person was arrested for Possession of Marijuana < 2 oz.
 - 5-18-17 – 7000 Bandera Rd. – Disturbance – Person was arrested for an active County Warrant and Possession of a Controlled Substance and Marijuana
 - 5-18-17 – 5600 Bandera Rd. – Theft < \$100 – Person was arrested for Theft and Resisting Arrest
 - 5-19-17 – 5100 Evers – Disturbance/assault contact - Person was arrested for Assault Contact and released
 - 5-19-17 – 6600 Bandera Rd. – Suspicious Persons – Person was arrested for Possession of a Controlled Substance and Possession of a Firearm by a Felon
 - 5-20-17 – 5600 Bandera Rd. – Theft < \$100 – Person was arrested for Theft—was cited and released
 - 5-20-17 – 6800 Bandera Rd. – Disturbance – Person was arrested for Possession of Marijuana < 2oz.
 - 5-20-17 – 7000 Bandera Rd. – Public Intoxication – Person was arrested/released at 601 N. Frio (detox unit)
 - 5-21-17 – 5700 NW Loop 410 – Traffic Stop – Two persons were arrested for Possession of a Controlled Substance
 - 5-21-17 – 5600 Bandera Rd. – Disturbance – Person was arrested for Possession of Marijuana < 2 oz.
 - 5-21-17 – 5300 Bandera Rd. – Possession of drug paraphernalia – Person was arrested for Possession of Drug Paraphernalia/cited and released
- Significant Calls

- 5-9-17 – 7000 Linkview – Assist the Public – Snake found at location
- 5-8-17 – 7200 Linkcrest – Suspicious Person
- 5-9-17 – 7400 Reindeer Trail – Suspicious Person
- 5-9-17 – 6100 Forest Wood – Identity Theft
- 5-10-17 – 6400 Bandera Rd. – Traffic Complaint – Reckless Driving
- 5-10-17 – 7100 Bandera Rd. – Suspicious Person
- 5-11-17 – 6000 Bandera Rd. – Suspicious Persons
- 5-12-17 – 6700 Blacksmith – Runaway
- 5-12-17 – 5900 Wurzbach – Criminal Mischief \$750-2500
- 5-12-17 – 6500 Bandera Rd. – Aggravated Assault – Deadly Weapon
- 5-12-17 – 5600 Evers – Criminal Mischief
- 5-13-17 – 6700 Joan Grona – Disturbance – Gunshots heard in the area/source was not found
- 5-13-17 – 7100 Bandera Rd. – Found Property – Marijuana
- 5-13-17 – 6300 Rue Marielyne – Aggravated Assault – Deadly Weapon
- 5-13-17 – 6700 Huebner – Burglary of a Vehicle
- 5-14-17 – 6600 Bandera Rd. – Suspicious Person
- 5-14-17 – 7100 Linkcrest – Suspicious Vehicle
- 5-15-17 – Crash – Resulted in road closures and evacuations due to significant gas leak
- 5-15-17 – 6700 Poss Rd. – Aggravated Robbery – Deadly Weapon
- 5-15-17 – 7300 Chenal Point – Burglary of a Vehicle
- 5-16-17 – 7100 Bandera Rd. – Suspicious Vehicle
- 5-16-17 – 7100 Bandera Rd. – Suspicious Vehicle
- 5-16-17 – 7100 Bandera Rd. – Suspicious Person
- 5-16-17 – 7500 Linkside – Theft \$100-750
- 5-17-17 – 6700 Poss Rd. – Hit and Run Crash
- 5-17-17 – 5700 El Verde – Traffic Hazard/Traffic Violation
- 5-17-17 – 6200 Grissom Rd. – Aggravated Assault
- 5-17-17 – 6400 Bandera Rd. – Hit and Run Crash
- 5-17-17 – 5600 Evers – Suspicious Person
- 5-18-17 – 6200 Bandera Rd. – Burglary of a Vehicle
- 5-19-17 – 6700 Peachtree – Theft \$100-750
- 5-19-17 – 6100 Bandera Rd. - Suspicious Person
- 5-19-17 – 7700 Forelock – Suspicious Vehicle
- 5-19-17 – 6300 Evers – Assault Family Violence
- 5-19-17 – 6400 Seneca – Criminal Mischief
- 5-19-17 – 7000 Forest Pine – Suspicious Vehicle
- 5-19-17 – 6800 Huebner – Theft of a Motor Vehicle
- 5-20-17 – 5300 Bandera Rd. – Burglary of a Building
- 5-20-17 – 6500 Hoofs Ln. – Suspicious Person
- 5-20-17 – 6500 Redbird – Suspicious Vehicle
- 5-20-17 – 7200 Linkcrest – Suspicious Vehicle
- 5-21-17 – 7100 Bandera Rd. – Suspicious Vehicle
- 5-21-17 – 6400 El Verde – Information on Sexual Assault
- 5-21-17 – 6900 Bandera Rd. – Suspicious Person
- Criminal Investigations
 - CID Unit filed nineteen cases with the District Attorney's Office
 - Eleven for Possession Controlled Substance
 - Two for Felony Thefts 750-30,000
 - Two for Credit Card Abuse
 - One for Assault Family Violence
 - One for Felon in Possession of a Firearm

- One for Indecency with a Child
- One for Fraudulent use of an I.D
- Photo lineups conducted in active cases: 3
- Statements taken by detectives: 7
- Investigated two cases of deceased victims. Both were transported to M.E Office. Natural causes of death determined in both of the cases.
- Prepared and executed a search and arrest warrant at 7200 Snowden. SAPD assisted. Two arrests were made on a Leon Valley Robbery case and property recovered from a burglary
- Decoy Vehicle – Currently Not Deployed Due to Fleet Accidents
- Traffic Citations – 62
- Traffic Warnings - 9
- School Zone Citations – 4
- Crosswalk - 1
- Other – 9
- Community Service
 - The Leon Valley Police Department was an intricate part of making the Special Olympics Games a success. Nine members and four family members of the department helped kick off the San Antonio Games and helped work the entire event.
 - Detective Terry Brooks helped organize the San Antonio Special Olympics Law Enforcement Torch Run. Ten officers and five family members attended and help run the torch through our area of the State.
 - Captain Saucedo was invited to attend the Texas Special Olympics Games at Arlington, Texas. Captain Saucedo was one of only ten people from this region selected to attend and assist with the games.
 - Throughout the month all department members continued to work on the Junior Law Enforcement Competition to be held on June 3, 2017 in Leon Valley. The competition will have 25 teams from 13 different San Antonio area Explorer Posts and High School Law Enforcement Programs competing in 11 events.
- Training Opportunities
 - 05/19/17 Participated in a mock Active Shooter Training Response Scenario at Marshal High School
 - 5/12/17 Detective Alex King attended Sexual Assault Scene Processing Trainings
 - 5/21/17 Detective Alex King attended Tactical Medical Training Class
- Animal Control and Code Enforcement
 - Responded and handled 100 calls in the first two weeks of the month of May
 - Officers made 63 calls for Code Enforcement Violations
 - Officers made 37 calls for Animal Control Violations
 - See attached report

Fire Department

- **Project Cool scheduled for the summer** – The Fire Department has kicked off its annual community outreach project for the summer months, “Project Cool”. In an effort to bring awareness to and reduce heat related emergencies such as heat stroke and heat exhaustion, the Fire Department is accepting new (unopened) box fans from the community. These fans will be distributed to target areas in need within Leon Valley. “Project Cool” runs through the end of July and additional information is being shared through social media and E-News.
- **Firefighter’s home catches fire** – While working at an emergency scene on May 30th, Deputy Fire Marshal Burnside was notified that his own home was on fire. Thankfully there were no injuries; however, his home will need extensive repairs. Leon Valley Firefighters are planning several fundraisers

through the month of June to assist his family financially during this difficult time. Stay tuned to our Facebook page for additional information and to learn how you may be able to help.

- **Leon Valley to be featured in TML Magazine** – The Fire Department was contacted by TML Town And Country Magazine and notified that we will be featured in an upcoming article in reference to floodplain management excellence, to include the Community Rating System classification.
- **Public Outreach for Stroke Prevention month (May)** - The department visited with over 400 people during the month of May, taking blood pressures and encouraging citizens to “know your numbers” (blood pressure). These visits included handing out additional stroke prevention material provided through the American Heart Association (AHA) during May. AHA’s Stroke Prevention Month. Paramedics visited all City staff, and target apartment complexes and businesses in Leon Valley during the entire month.
- **Leon Valley Honor Guard in Live Oak Memorial Day Parade** – The Honor Guard presented the colors for the City of Live Oak in their annual Memorial Day Parade.
- **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 participated in the Alamo Area Council of Government’s (AACOG) Walk & Roll Challenge from May 1-31. Several citizens and employees chose alternate forms of commuting to work, school, or elsewhere by taking the bus, carpooling, riding a bike, or even telecommuting. They then log their trips on Nuride.com and earned points towards big rewards, to include discounts at local retailers, restaurants, and entertainment venues across the region. The total smart trips are being tallied now and will be made available soon!
- **Advanced Incident Command Training complete!** – Through the coordination with Assistant Fire Chief Wade, two Advanced Incident Command courses were hosted at the Leon Valley Fire Station for the City of Leon Valley’s Emergency Management Team. This training was acquired at no cost to the City, and taught by Texas A&M Extension Service. This training is the most advanced incident management training available and was attended by 25 City of Leon Valley employees.

Library

- Calendar is attached, specific note:
 - Fri 6/9: Nature Walk at Natural Area 9:30 am
 - Sat 6/10: Summer Reading Kick Off – MakerSpace STEAM event 10:30 – 12:30 (3D design and printing, Ozobots, SnapCircuits, Coding, Video Creation
 - Tue 6/16 DoSeum Coding Carnival 4-6pm
 - Fri 6/23 Trailblazer Science Truck 10-2. Taking Volunteers, call Sandy.
- Summer STEAM activities (Science, Technology, Engineering, Arts, Mathematics) taking place all summer long. Lots of technology activity taking place in the library currently.
- The Friends of the LV Library have purchased a 3D printer for us and we are awaiting arrival. The printer is for event use as well as special projects for anyone interested in spending some time using the new tool. We have Chromebooks with Tinkercad for design.
- Currently waiting for first shipment of grant books (\$5000 wholesale of Juvenile NonFiction on the way).

Community Development

- Staff received 1,876 phone calls at the permit desk in the month of May.
- Staff received training for FEMA’s Incident Command System, which emphasizes Incident Action Plan development.
- In effort to improve operational sustainability, staff began developing a comprehensive department manual which outlines step-by-step functions. The manual includes workflow charts, process policies, checklists, and FAQ sheets.
- Staff is coordinating with the Building Inspector to create a general guide to help new C of O applicants better prepare for inspections. This guide will be added to C of O application packets.

- Staff has begun creating digital records for permits and zoning files pre-dating City procurement of InCode software.
- Staff continues to work on the completion of the Comprehensive Master Plan and Action Plan.
- Staff is scheduled to resume Leon Valley business audit activities on June 1, 2017.
- Staff is working on a Contractor Penalty Fee for work conducted by contractors without a permit. This item will be discussed at the June 20, 2017 meeting.
- Staff is working to revise the Health and Sanitation Code. The last update known update was in 1993.
- 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 5/31/17. An e-LOMA will follow as a result of the meeting.
- The Hike & Bike Committee held a meeting on Thursday, May 25th at 6:30 pm in the Large Conference Room at City Hall. The committee approved a trail route and trail end for recommendation to Council.
- The Oak Wilt Education Meeting was held on Monday, May 22, 2017, at City Hall in Council Chambers at 6:30 pm. 172 oak wilt affected households were invited to attend. Attendees discussed mitigation alternatives, such as trenching, fungicide kits, cost share programs, and grant research. David Dimaline was introduced as the new staff liaison to Leon Valley's Tree Advisory Board.
- Staff will conduct outreach for the Mayor's Youth Advisory Committee at the Leon Valley Pet Parade on May 27th and the Police Explorers Competition on June 3rd.
- Staff coordinated and is coordinating memorial tree plantings with Public Works for the Mouser's and Tintori families.
- Coordination continues for a 'Neighborhoods' pilot program at Driggers Elementary a planting date of August 14th has been selected by the Principal for their Comradery Retreat.
- Coordination of the 4th of July Event continues. Meetings with all Department staff began on Thursday, April 20, 2017, and continue to be held every Thursday through June 29th.
- Staff conducted a Board of Adjustment (BOA) Workshop at 4:30 p.m., Thursday, May 25th. The BOA reviewed mock BOA cases to keep informed on Board of Adjustment processes.
- Leon Valley Webpage update continues – the new site has been created and information is being migrated and prepared for launch at the beginning of summer.
- Facebook page became nonfunctional May 9, 2017, but set up another account which is linked to the Facebook icon on the City website.

City Secretary's Office

- Since the last report, the City Secretary's Office has processed 22 open record requests. Those requests were for: Background check information, municipal court records, contract information, EMS records, certificate of occupancy records and permit information.
- Relocated 18 more boxes of records to the off-site record storage facility thus removing them from the current record storage building behind the Leon Valley Café. This is in effort to vacate the building due to water leaks and structural concerns. We still have hundreds of boxes to go but we are creating an Excel Spreadsheet with an inventory and tracking system for each and every box. The hope is to have this project complete by the end of summer 2017.
- Worked on City Council meeting minutes and agendas.
- Completed the ICS-300 training and obtained certification.
- Visited a Zoning Commission and Board of Adjustment meeting.
- Attended the Annual Pet Parade.
- Attended the Annual Hog Wild Training event in San Marcos.
- Attended the Movies in the Park Training.
- Ongoing Projects:
 - Leon Valley Code of Ordinances re-codification project
 - 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.

Community Conference Center Office

- The conference and community center have a total of 16 events scheduled for the month of June.
- Our first Movie in the Park featuring Beauty and the Beast was sadly rained out. The next show Lego Batman is set for July 7, 2017.
- We are now holding weekly 4th of July meetings to provide the best safety, parade, musical entertainment, fireworks, and carnival for the citizens of Leon Valley and surrounding area.

Upcoming Events:

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, June 6, 2017 in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting, June 20, 2017
 - Leon Valley Public Library Summer Reading Program Kickoff, June 10, 2017 at 10:30 a.m.
 - Deer Presentation by Wildlife Biologist Jessica Alderson, with the Texas Parks and Wildlife Department, June 20, 2017 Regular City Council Meeting and the July Coffee with the Council and Mayor Meeting on July 22, 2017
 - Mayor's Youth Advisory Council interviews will be conducted June 12-13, 2017
 - Trailblazer Truck at the Leon Valley Library Parking Lot on Friday, June 23, 2017, from 10 a.m. to 2 p.m.
 - City Offices Closed, July 4, 2017 in observance of Independence Day
 - 4th of July with the Leon Valley Festival & Fireworks Spectacular, Raymond Rimkus Park. Festivities run from 7:30 a.m. (Pioneer Run) and go until dusk (Fireworks).
 - Coffee with the Mayor & City Council, July 22, 2017 9:00 a.m. - 11:00 a.m.
- Committee Meetings:
 - Tree Advisory Board Meeting will be held at 6:00 p.m. on June 5, 2017, at City Hall
 - Park Commission Meeting will be held at 7:00 p.m. on June 8, 2017, at the Conference Center
 - Library Board of Trustees Meeting at 5:30 p.m. on June 13, 2017, at the Leon Valley Public Library