



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: May 1, 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 positions-. Applicants are currently in background.

Public Works

- 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.
- Huebner well had a glitch in the electrical system Sunday night and the crew had to come in and manually operate. The issue has been repaired.
- Getting estimates for fencing at Huebner-Onion homestead.
- Bid the Evers Road sidewalk project this past Sunday.
- LID parking lot plans completed – bids were postponed until 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 were 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 this week.
- Street striping on Watercress and in the Monte Robles Park subdivision will begin this week.
- Will be amending the Traffic ordinance to provide for an all-way stop at Stebbins and Bluebird Lane.
- Getting estimates for a/c duct repair at the Community Center.

- Getting the pools ready for summer – cleaning the pool water, ordering the materials and repairs to the Forest Oaks pool, putting up the link on our website and the pool contractor’s website, polishing up our signage, checking the outdoor furniture, etc. Pools will open for Memorial Day weekend!
- Will be amending the Traffic ordinance to provide for an all-way stop at Stebbins and Bluebird Lane.

Police Department

• Arrests

- 4-10-17 – Emergency Detention - AP1 was arrested/released at hospital for evaluation
- 4-12-17 – 5600 Evers Rd. – Disturbance/Assault – AP1 was arrested for Assault (Family Violence) and 2 County warrants
- 4-12-17 – 5600 Bandera Rd. – Theft > \$100 – AP1 was arrested for the theft, AP2 was arrested for theft, and Assault on Public Servant and resisting arrest
- 4-12-17 – 6500 Bandera Rd. – Traffic Stop – AP1 was arrested for possession of a controlled substance
- 4-13-17 – Bandera at Loop 410 – Public Intoxication – AP1 was arrested.
- 4-13-17 – 5600 Bandera Rd. – Theft < \$100 – AP1 was arrested/released after citation was issued.
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- 4-14-17 – 6800 Bandera Rd. – Traffic Stop – AP1 was arrested on active County warrant.
- 4-15-16 – 5900 Bandera Rd. – Traffic Stop – AP1 was arrested for possession of drug paraphernalia and tampering with identification numbers (handgun)
- 4-15-17 – 5700 Wurzbach Rd. – Suspicious Person – AP1 was found to be in possession of a controlled substance and Possession of Marijuana < 2oz.
- 4-15-17 – 6400 Evers rd. – Suspicious Person – AP1 was found to be in Possession of Marijuana < 2oz.
- 4-16-17 – Emergency Detention – AP1 was threatening suicide he was detained and released at hospital
- 4-17-17 – 5700 Bandera Rd. – Emergency Detention – AP1 was a danger to himself and/or others he detained and released at hospital
- 4-17-17 – 6200 Evers Rd. – Disturbance – Emergency Detention – AP1, a juvenile was waving a knife around other children and was seen as a danger to himself and others. He was detained and released at hospital
- 4-19-17 – Disturbance/Barricaded Subject – AP claimed to want to commit “suicide by cops.” After a brief stand-off officers made entry to the house to rescue his elderly mother. Subject was eventually talked out of his room where he was arrested on outstanding parole violation warrant
- 4/19/17 – 5600 Bandera Rd. – Emergency Detention – AP1 was a danger to himself and/or others he was detained and released at the hospital
- 4-19-17 – 6800 Bandera Rd. – Suspicious Person – AP1, AP2 and AP3 were in possession of a controlled substance and in possession of dangerous drugs
- 4-20-17 – AP1 was arrested for possession of Marijuana < 2 oz.
- 4-20-17 – 6300 Seneca – AP1 was arrested for possession of a controlled substance, active County warrant and fraudulent use of identifying information
- 4-20-17 – 5600 Bandera Rd. – AP1 was arrested for Forgery, Resisting Arrest and Possession of Marijuana
- 4-21-17 – 6600 Bandera Rd. – AP1 was arrested for possession of a controlled substance
- 4-21-17 – 6700 Joan Groan – Hit and Run Crash – AP1 was found and arrested for Failure to Stop and Render Aid
- 4-22-17 – 7000 Huebner – Traffic Stop – AP1 Driving while license is invalid and Active SA city warrant
- 4-23-17 – 5800 Bandera Rd. – Panhandler – AP1 Arrested/released after citation issued

- **Significant Calls**

- 4-10-17 – 7400 High Stepper – Violation of City Ordinance
- 4-10-17 – 6600 Desert Sun – Burglary of a Motor Vehicle
- 4-10-17 – 7100 Bandera Rd. - Suspicious Person – Possibly selling stolen property
- 4-11-17 – 5600 Bandera Rd. – Violation of City Ordinance
- 4-12-17 – 6400 Bandera Rd. – Criminal Mischief
- 4-12-17 – 6800 Bandera Rd. – Suspicious Vehicle
- 4-13-17 – 6400 Bandera Rd. – Theft < \$100
- 4-13-17 – 6800 Linkway – Suspicious Person
- 4-13-17 – 5600 Bandera Rd. – Suspicious Person
- 4-13-17 – 6400 Evers Rd. – Burglary of a Motor Vehicle
- 4-14-17 – 5900 Bandera Rd. – Suspicious Person
- 4-14-17 – 5600 Grissom Rd. #415 – Disturbance – Gun
- 4-15-17 – 6400 El Verde – Burglary of a Building
- 4-15-17 – 6800 Bandera Rd. – Theft \$750-2500
- 4-16-17 – 6200 Grissom Rd. – Found Missing Person
- 4-16-17 – 6000 Rue Sophie – Suspicious Person
- 4-16-17 – 7100 Huebner – Hit and Run Crash
- 4-16-17 – 6800 Bandera Rd. – Suspicious Person
- 4-16-17 – 4900 NW Industrial – Violation of City Ordinance – Junk Vehicle
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- 4-16-17 – 7600 Eckhert Rd. – Violation of City Ordinance – Parking on Grass
- 4-17-17 – 6400 Evers Rd. – Burglary of a Vehicle
- 4-17-17 – 5700 NW Loop 410 – Burglary of a Vehicle
- 4-17-17 – 5500 Saffron Way – Theft of a Motor Vehicle
- 4-17-17 – 5600 Evers Rd. – Suspicious Vehicle
- 4-18-17 – 7200 Bandera Rd. – Damage to City Property PD Unit # 002
- 4-19-17 – Forest Crest @ Forest Ridge – Disturbance/Shots Fired – Fireworks in San Antonio
- 4-19-17 – 5500 Bandera Rd. – Suspicious Persons
- 4-19-17 – 7100 Forest Pine – Graffiti
- 4-19-17 – 6200 Bandera Rd. – Theft of a Motor Vehicle
- 4-19-17 – 11000 Bandera Rd. – Damage to City Property FD Grass/Brush Fire Truck
- 4-20-17 – 6700 Bandera Rd. – Recovered Stolen Vehicle
- 4-21-17 – 5400 Bandera Rd. – Criminal Mischief
- 4-21-17 – 5900 Wurzbach Rd. – Theft
- 4-21-17 – 5700 NW Loop 410 – Burglary of a Motor Vehicle
- 4-21-17 – 6300 Handsome Lake – Burglary of a Vehicle
- 4-21-17 – Aids @ Samaritan – Illegal Dumping
- 4-23-17 – 5600 Wurzbach Rd.– Suspicious Vehicle
- 4-23-17 – 5600 Wurzbach Rd. – Graffiti

- **Criminal Investigation**

- Filed 10 criminal cases with the Bexar County District Attorney’s Office
 - Seven cases for Possession of a Controlled Substance c/s
 - One. Indecency with a Child
 - Felon in Possession of a Firearm
 - Assault Family Violence
- 04/20/17 – Served search warrant in the 100 block of Dean St to recover stolen property from a LVPD burglary case and SAPD burglary vehicle cases
- 04/21/17 – Conducted a consent to search in the 100 block of Sullivan St. in San Antonio. Recovered additional stolen property
- Processed five videos for Bexar County District Attorney as evidence

- Registered two new sex offenders
- **Training**
 - 4-12-17 – Uniformed Crime Reporting Training – Florencia Shoquist, Joseph Salvaggio, Ruben Saucedo, and David Gonzalez
 - 4-21-17 – Provided training on collecting evidence to LVPD Patrol Officers and the scope of Protective Sweeps.
 - 4-22-17 – Fingerprinting and GSR Training – Gonzales, King, Wells, and Brooks
 - 4-24-17 – Distracted Driving Training - Kasey Burleson and Andy Griego
 - 4-25-17 – Emerging Legal Trends in Law Enforcement – Joseph Salvaggio, Ruben Saucedo, and David Gonzalez
 - 4-27-17 – Legal Aspects of Arrest and Search Warrants – King and Brooks
- **Community Service**
 - Partnered with Child Safe San Antonio for their Cardboard Kids Campaign. Raised awareness of child abuse in Leon Valley and San Antonio.
 - Conducted a Neighborhood Renewal Project in the 7400 block of Canterfield. Helped gather volunteers to clean the house of an elderly resident whom had just lost his wife of 50+ years. Home was cleaned both inside and out, and animals were removed.
 - Working with the Texas Special Olympics for two events scheduled in May.
 - Throughout the month Officer Regina Regino, Officer Alex King, and Officer Johnny Vasquez have worked with the Marshall Law Enforcement and Police Explorer teams on police techniques. We also met with the Marshall Law Enforcement Coordinator and finalized the data and logistics for the June 3, 2017, Police Explorer Competition.
- **Decoy Vehicle**
 - Being used on patrol vehicle due to vehicle shortage – 2 vehicle damaged in crash – 1 vehicle at dealer, other vehicles being rotated on maintenance schedule
- Traffic Citations – 43
- Traffic Warnings – 11
- School Zone Citations – 3
- Other – 4

Fire Department

- **FERP magnet delivery** - The Fire Department and Police Department have been delivering the Flood Emergency Response Plan a quick guide refrigerator magnets door to door. We are delivering by priority starting with the homes that are in or near the floodplain. USAA Volunteers assisted in distribution on Saturday, April 29th in delivery of 400 magnets in the Forest Oak community between 9am-3pm.
- **Flood/Storm Siren Test** - The new system is scheduled to be tested on May 3rd at noon. The fire department has been notifying the public through social media, and with several public meetings. This information is also being shared in our FERP magnet distribution. We have also added siren sound clips to the LV website (flood warning page) this provides example of each siren.

Siren Sound Clips:

- [Tornado Severe Weather](#)
- [Flood Watch Imminent Danger](#)
- [Flood Watch 90 sec/Fall Signal](#)
- **Leon Valley Firefighter Graduates Army Ranger School** - Firefighter Keith serves as a United States Army Reservist and has been attending Army Ranger School. He graduated on April 28th and will be returning to serve our community! Make sure to congratulate Steven and welcome him back.

- **Training** - Fire Chief Valdez and Assistant Chief Wade completed Crime Scene Investigation training last week. Fire Chief Valdez obtained/received his Master Level Peace Officer License. Firefighter Mike Murphy obtained his Fire Service Instructor certification.
- Fire Chief Valdez attended the **Floodplain Managers Conference** in Dallas last week. The conference includes vital training and education support for floodplain management activities.
- Deputy Fire Marshal Burnside met with Margaret Adams, **Muscular Dystrophy Association** to discuss our participation regarding the 2017.
- Fill the Boot campaign scheduled for May 5th, 12th & 19th.
- Chief Valdez, attended the 2017 Conference this week and the City of Leon Valley received the “City Floodplain Management Excellence Award” from the **Texas Floodplain Management Association** on April 27, 2017.

Library

- Partnership with the School of Science and Technology: Tuesday May 16 event from 4-6 pm at the library. STEAM (science, technology, engineering, arts, mathematics) evening with SST. The children will be presenting/teaching to their peers.
- The Leon Valley Public Library has received another grant, this one from the Texas Book Festival in the amount of \$2500 to go toward the purchase of juvenile non-fiction titles to bring this collection up to date.
- We have applied for a Science Rocks grant which would bring a Science Classroom housed in a semi to the library for a day during the summer. We will find out if we get this award in May.
- Summer reading program theme is BUILD A BETTER WORLD. We will kick off on June 10 and be doing many STEAM events, MakerSpace hands on events, programs on kindness, creating blankets for terminally ill patients, writing letters to our military overseas, etiquette classes and many more events for the youth in Leon Valley. Our major focus this summer will be STEAM (science, technology, engineering, arts, and mathematics).

City Secretary

- Since the last report, the City Secretary’s Office has received 8 open record requests. Those requests were for: Background check information, municipal court records, contract information, EMS records, and permit information.
- Relocated 20 boxes of records to the new 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.
- Prepared the Manager and Council Proposed FY 18 Budget for presentation and review by the City Manager and Finance Director.
- 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

Community Development

- The preliminary draft of the Comprehensive Master Plan continues was reviewed by the Zoning Commission on April 25th.
- The Final Draft of the Action Plan was reviewed by the Zoning Commission on April 25th. A subcommittee will work with Staff to perfect the document for submittal to Council in the near future.
- The Zoning Commission reviewed four (4) zoning cases this month: The SUP for the amendment to the permeable paver removal from the conditions of SUP 201-265 by Ord. 10-019 at the Shadow Mist

Soccer Complex was recommended for denial, the SUP for operation of Motorcycle Sales, Service and Repair in Westloop Business Park II was recommended for approval, the rezoning application for 5301 Bandera Road From R-2 (Two-Family Dwelling) to B-2 (Retail) was recommended for approval, and the rezoning for Huebner Dirt Investments in the 7400 Block of Huebner was recommended for denial from B-1 (Small Business) to B-2 (Retail).

- Leon Valley's application for consideration of "Scenic City" Certification was submitted the week of April 17, 2017.
- Staff has updated the Certificate of Occupancy application and created a Certificate of Occupancy Packet for persons interested in starting a business in Leon Valley. City Council approved the duplicate certificate fee for Certificates of Occupancy of \$125 per copy.
- The soccer complex at Shadow Mist is now under a Rule 11 Agreement agreed upon by both the City and ARCA. Staff met with City Engineer to draft a current and comprehensive list of Floodplain Development requirements and to coordinate a meeting with ARCA engineer. An email was also sent to Public Works Director Melinda Mortiz to assist with development of diagonal parking along Shadow Mist per the Rule 11 Agreement.
- The Tree Advisory Board will meet on Monday, May 8, 2017. Staff is looking at coordinating an Oak Wilt Education session for this date as well.
- Coordination continues for a 'Neighborhoods' pilot program at Driggers Elementary.
- Coordination of the 4th of July Event continues. Bi-weekly meetings with all Department staff began on Thursday, April 20. The next meeting is scheduled for Thursday, May 4.
- Communications postings via website, Facebook, Next Door, Twitter include:
 - Prohibitions of the Sign Ordinance pertaining to Political Signs
 - City's Air Quality Award
 - Retirement/Promotions of City Employees
 - Honoring Former City Servants
 - Mayor's Youth Advisory Council
 - Leon Valley Pool Information
 - Lance Corporal Stephen J. Perez Memorial Bridge
 - Other Miscellaneous Postings

Upcoming Events:

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, May 2, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting, May 16, 2017
 - Canvassing of the 2017 General Election and swearing in of City Council elect May 16, 2017
 - Flood/Storm Siren, May 3, 2017 at noon
 - Great Stride Walk, May 6, 2017 at Raymond Rimkus Park
 - 14th Annual Hog Wild Event, May 22, 2017 at Texas State University in San Marcos
 - City Offices Closed, May 29, 2017 in observance of Memorial Day
- Committee Meetings:
 - Tree Advisory Board Meeting at 6:00 p.m. here at City Hall on May 8, 2017
 - Library Board of Trustees Meeting at 5:30 p.m. at Leon Valley Public Library on May 9, 2017
 - Earthwise Living Committee Meeting at 5:30 p.m. at Public Works Service Center on May 10, 2017
 - Park Commission Meeting at 7:00 p.m. located at the Conference Center May 11, 2017