



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

**DATE:** December 15, 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**

- Positions being advertised for October 1, 2017.
  - Laborer 1: Temporary staff has been hired to fill two positions.
- Positions being advertised for January 1, 2017.
  - One Sergeant for the Red light cameras
  - One Administrative Hearing Officer for the Red Light Cameras
  - Two Patrol Officers

**Public Works**

- Projects:
  - Water well at Huebner well site is expected to be operational within the next few weeks, as the tests were approved by TCEQ. Waiting on contractor to finish up, then he will cap the old well. Water Crew is on standby to move water around during this time.
  - Wrought iron fence for Huebner gravesite is almost complete. The installation of the fence was started last week and the contractor should finish by Christmas. He is donating an elaborate gate for the site.
  - Plans are being developed for a new traffic signal system at Wurzbach and Exchange Parkway. Will work with CPS to coordinate site work.
  - Timberhill drainage project is almost complete.
  - Conestoga Street sewer main is almost complete – contractor will begin working on replacing water main next. Water will be turned off to some of the homes this Friday from 9 am to 3 pm. Public Works Crews will be repairing the concrete in that area.
  - Cades Cove water and sewer main replacement project is being designed. Bids will be advertised and taken to Council in February for a March construction start.
  - Year 1 street maintenance plans have been prepared and bids are to be advertised in January for a March start (weather permitting).
  - Working with engineer on Evers Road bridge project. This item went before City Council on December 5, 2017 and the J3 Company has been awarded the contract for construction. The new work schedule has the project starting in mid-January.
  - Contractor started work on Huebner at Evers traffic signal project this week.
- Working on purchasing 20 acre feet of water rights, will bring total owned by City to 1987 acre feet.
- Working with contractor for LC-17 to keep residents informed of progress.
- Getting quotes for capping well at 6534 Aids Drive – will be demolishing house after the holidays.

- Met with Park Commission this week to finalize park user fee increase. Expected to take before City Council in January.
- Placed personnel on call at Public Works for the snow event, but did not receive any calls – was a beautiful night!
- Fence contractor for Old Mill Park will start work in the next few weeks to replace all the backyard fences around the perimeter of the park.

## **Police Department**

- Arrest
  - 11-20-17 – 6900 Bandera Rd. – Theft < \$100 – One cited/released
  - 11-20-17 – 5600 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
  - 11-21-17 – 7100 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 11-21-17 – 7100 Bandera Rd. – Assault/Family Violence – One arrested for offense
  - 11-22-17 – 6200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 11-23-17 – 7200 Bandera Rd. – Traffic Stop – One arrested on active County warrant
  - 11-24-17 – 6800 Bandera Rd. – Possession of Marijuana < 2 oz. – One arrested – Vehicle Impounded
  - 11-25-17 – 6800 Forest Meadow – Assault/Contact – One arrested
  - 11-27-17 – 6000 Forest Ridge – City Ordinance Violations - Junked Vehicles – Two Vehicles Impounded
  - 11-27-17 – 6100 Saddle Bow – Suspicious Person – One arrested for possession of Marijuana < 2 oz.
  - 11-27-17 – 5400 Nutmeg Trail – City Ordinance Violation – Junk Vehicle – Vehicle Impounded
  - 11-27-17 – 7300 Trace Buckle – City Ordinance Violation – Junked Vehicles – Two Vehicles Impounded
  - 11-28-17 – 6300 Evers Rd. – Assault/Family Violence – One arrested for offense
  - 11-28-17 – Lobo Ln. – Unauthorized Use of a Motor Vehicle – One arrested in possession of stolen motorcycle – Vehicle Impounded
  - 11-28-17 – 5900 Wurzbach Rd. – Disturbance – One arrested for possession of Marijuana < 2 oz.
  - 11-29-17 – 5600 Bandera Rd. – Suspicious Person – One arrested on active County warrant
  - 11-30-17 – 6400 Bandera Rd. – Suspicious Person – One arrested on active County warrant
  - 11-30-17 – 6800 Bandera Rd. – Suspicious Person – One arrested in possession of drug paraphernalia
  - 11-30-17 – 6200 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 12-01-17 – 6400 Evers Rd. – Traffic Stop – One arrested drug paraphernalia
  - 12-02-17 – 5600 Grissom Rd. – Emergency Detention – One arrested/released at hospital
  - 12-02-17 – 7400 Huebner Rd. – Crash – One arrested for DWI
  - 12-02-17 – 6500 Pavona Ridge – Traffic Stop – One cited/released – Vehicle Impounded
  - 12-02-17 – 6300 Sawyer – Suspicious Persons – Two arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
  - 12-02-17 – 6800 Huebner Rd. – Suspicious Persons – Two arrested for Possession of drug paraphernalia
  - 12-03-17 – Link Haven @ Eckhert Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 12-03-17 – 7100 Link Crest – Suspicious Person – One arrested for possession of drug paraphernalia
- Significant Calls
  - 11-20-17 – 7200 Sulky Ln. – Alarm
  - 11-20-17 – 6600 Peachtree – Loose dog
  - 11-20-17 – 6600 Sally Agee – Suspicious Circumstances
  - 11-20-17 – 6600 Bandera Rd. – 911 Hang up
  - 11-20-17 – 6400 Balky – Burglary/Habitation

- 11-21-17 – 5405 Bandera Rd. - Alarm
- 11-21-17 – 7100 Bandera Rd. – Apparent Sudden Death - Deceased Person
- 11-21-17 – 5600 Evers Rd. – Assault/Family Violence
- 11-21-17 – 6800 Bandera Rd. – Burglary/Building
- 11-21-17 – 6400 El Verde – Criminal Mischief
- 11-21-17 – 6400 Evers Rd. – Burglary/Vehicle
- 11-21-17 – 6100 Britania Court – Alarm
- 11-21-17 – 6800 Poss Rd. – Suspicious Person/Vehicle
- 11-22-17 – 6300 Evers Rd. – Theft
- 11-22-17 – 5600 Grissom Rd. – Reckless Driver
- 11-22-17 – 6800 Bandera Rd. – Alarm
- 11-22-17 – 6300 Bandera Rd. – Suspicious Activity
- 11-22-17 – 6700 Bandera Rd. – City Ordinance Violation – Junk Vehicle
- 11-22-17 – 5600 Evers Rd. – Burglary/Habitation
- 11-22-17 – 6700 Evening Sun – Suspicious Vehicle
- 11-22-17 – 5700 Wurzbach Rd. – Burglary/Building
- 11-22-17 – 6900 Bandera Rd. – Suspicious Person
- 11-22-17 – 6300 Bandera Rd. – Burglary/Vehicle
- 11-22-17 – 6300 Bandera Rd. – Burglary/Vehicle
- 11-22-17 – 7100 Bandera Rd. – Burglary/Vehicle
- 11-23-17 – NW Loop 410 @ Bandera Rd. – City Ordinance Violation
- 11-23-17 – 6800 Bandera Rd. – Alarm
- 11-23-17 – 6400 Evers Rd. – City Ordinance Violation – Curfew
- 11-23-17 – 5300 Bandera Rd. – Alarm
- 11-24-17 – 6300 Rue Marielyne – Animal Bite
- 11-24-17 – 6300 Bandera Rd. – Suspicious Circumstances
- 11-24-17 – 5500 Bandera Rd. – Alarm
- 11-24-17 – 5700 Evers Rd. – Theft < \$100
- 11-24-17 – 5600 Evers Rd. – 911 Hang up
- 11-25-17 – Evers Rd. @ Forest Way – Reckless Driver
- 11-25-17 – Evening Sun @ Sunlight – Reckless Driver
- 11-25-17 – 6800 Forest Crest N. – Assault/Family Violence
- 11-25-17 – 5900 Wurzbach Rd. – Criminal Mischief
- 11-25-17 – 6900 Bandera Rd. – 911 Hang up
- 11-25-17 – 6600 Pecan Acres – City Ordinance Violation x2 – Junked Vehicles
- 11-25-17 – 6300 Evers Rd. – Suspicious Person
- 11-25-17 – 7400 Linkmeadow – 911 Hang up
- 11-26-17 – 6500 Bandera Rd. – Suspicious Person
- 11-26-17 – 6800 Black Smith – Assault
- 11-26-17 – 6800 Bandera Rd. – Suspicious Vehicle
- 11-26-17 – 6700 Yellow Rose – Sexual Assault
- 11-26-17 – 5200 Savory Glen – Runaway Juvenile
- 11-26-17 – 6800 Bandera Rd. – Alarm
- 11-26-17 – 7100 Alley Kinman – Found Property
- 11-27-17 – 5600 Bandera Rd. – Suspicious Person
- 11-27-17 – Bandera Rd. @ Seneca – Suspicious Vehicle
- 11-27-17 – 6200 Setting Sun – Suspicious Vehicle
- 11-27-17 – 6700 Black Smith – City Ordinance Violation
- 11-27-17 – 6100 Bandera Rd. – Suspicious Circumstances
- 11-27-17 – 5600 Bandera Rd. – Suspicious Person
- 11-27-17 – 6500 Bandera Rd. – Suspicious Vehicle

- 11-27-17 – 5700 NW Loop 410 – Alarm
- 11-28-17 – 5800 Grasshill – Burglary/Vehicle
- 11-28-17 – Bandera Rd. @ NW Loop 410 – Reckless Driver
- 11-28-17 – 6000 Rue Sophie – Apparent Sudden Death – Deceased Person - Suicide
- 11-28-17 – 5900 Rimkus – Suspicious Vehicle
- 11-28-17 – 5900 Wurzbach Rd. – Burglary/Vehicle
- 11-28-17 – 6800 Evers Rd. – Alarm
- 11-28-17 – 7000 Bandera Rd. – Theft \$100-750
- 11-29-17 – 7000 Weathered Post – Gunshots in the area
- 11-29-17 – 6400 Evers Rd. – Suspicious Circumstances
- 11-29-17 – 6400 El Verde – Damage to City Property
- 11-29-17 – 7000 Forest Way – Burglary/Vehicle
- 11-29-17 – 7000 Bandera Rd. – Theft \$100-750
- 11-30-17 – 6200 Rue Sophie – City Ordinance Violation
- 11-30-17 – 5400 Bandera Rd. - Alarm
- 12-01-17 – 7100 Bandera Rd. – Suspicious Circumstances
- 12-01-17 – 6400 El Verde – Found Property/Returned to owner
- 12-01-17 – 4600 Longhouse Ct. – Apparent Sudden Death – Deceased Person – Suicide
- 12-01-17 – 6000 Bandera Rd. – Criminal Mischief
- 12-01-17 – 6400 Bandera Rd. – Harassment
- 12-01-17 – 5600 Evers Rd. – Suspicious Person
- 12-02-17 – Bandera Rd. @ Grissom Rd. – Reckless Driver
- 12-02-17 – 5200 Savory Glen - Runaway
- 12-02-17 – 6400 Bandera Rd. – Loose dog
- 12-02-17 – 6600 Evers Rd. – Suspicious Circumstances
- 12-02-17 – 5600 Evers Rd. – Theft/Motor Vehicle
- 12-03-17 – 7000 Bandera Rd. – Alarm
- 12-03-17 – 7000 Bandera Rd. – Theft \$100-750
- 12-03-17 – 5200 Savory Glen – Runaway Found
- 12-03-17 – 6200 Forest Bend – Criminal Mischief < \$100
- 12-03-17 – 5900 Bandera Rd. – Theft of Service
- 12-03-17 – Seneca @ Bandera Rd. – Sexual Assault
- 12-03-17 – 5600 Bandera Rd. – Theft < \$100
- 12-03-17 – 7500 Canterfield – Animal call
- The Criminal Investigation Unit
  - Cases Filed Three (3)
    - 1 Unauthorized use motor vehicle
    - 1 Aggravated robbery
    - 1 Assault family violence
  - Additional CID Activity
    - Responded to two apparent suicides and processed the scene.
    - Responded to sexual assault case.
    - Processed two burglaries building scenes for evidence.
    - Actively working Evading Arrest and Failure to Stop and Render Aid case (known suspect) - preparing arrest warrants.
    - Took five (5) written statements.
    - Processed five (5) police applicants for patrol officer positions and three for reserve officer positions.
    - Created twenty-five ( 25 ) DVDs as evidence for the District Attorney’s Office.
- Code Compliance and Animal Control

- Animal Control Officers made 23 animal related calls for service over this time period. The officers picked up 1 dogs and 11 cats. All of the animals were released to their owners, adopted out through adoption agencies, or they were cats that were trap and release (TNR) after being fixed. In addition, the officers picked up 1 dead dog, two dead cats, and three dead deer.
- Code Compliance officers responded to 32 code related calls over this time period. During this time period 11 residents were notified about clearing their yards of high weeds, and 12 residents were notified about junk vehicles in their yards. Six vehicles were towed from the streets or yards as junk vehicles for non-compliance. Officers and code officers also picked up more than 120 bandit signs, with 2 citations or notices being issued.
- Training
  - Animal Control Officer Garcia attended Chemical Capture & Restraint Course.
  - Animal Control Officer attended Advanced ACO Certification Course Level 2 and Level
  - Officer Bell and Baiza attended Crisis Intervention Training.
  - All Sergeants, Corporals and Officers assigned to the Patrol Division attended TASER re-certification.
  - The Detectives from the CID Unit conducted roll call training for all officers on Fundamentals of Report Writing Phase 3.
  - Chief Salvaggio, Captain Saucedo, and Officers Rodriguez, Parra, and Espinoza re-qualified on their assigned service weapons.
- Community Services
  - The Department continues hosting its bi-annual Citizens Police Academy. The class has fourteen students that are participating. The last two weeks the students have been given instruction in Special Weapons and Tactics, Explosive Detection Canines, and Crime Prevention. The class graduates on December 11<sup>th</sup> after eight weeks of instruction.
  - The Department continues to raise monies and toys for the Blue Santa program. We are working closely with local schools and day cares to identify the children from our community that need Christmas cheer. We have also scheduled a boot drive at Bandera and Wurzbach on December 15 from 4-6 pm. On December 20<sup>th</sup> we will go to Driggers and Leon Valley Elementary and hold a pep rally with Blue Santa and talk to the kids about bullying and respecting each other. In addition, we will deliver the Blue Santa presents to the kids on December 20<sup>th</sup> and sing Christmas Carols to some community members.
  - Police personnel met with civilian volunteers at the Fire Department and wrapped boxes to be used for Blue Santa toy collection. The boxes were put out at 29 locations throughout the City.
- Traffic Citations – 61
- Warnings – 36

### **Fire Department**

- **Eric Burnside graduates!** – Deputy Fire Marshal Eric Burnside has completed the Police Academy and passed his state exam to become a Licensed Peace Officer. Eric attended the San Antonio College Police Academy for one year, and now also earns his Arson Investigation certification with the Texas Commission on Fire Protection.
- **Regional Policy Development** – The department continues to lead a team of area Fire Chiefs implementing policies to improve interoperability between departments. This team has now created 4 operational policies that have been adopted in our region. Currently, the department is focusing on a standard response plan and “Box Alarms”, to improve mutual aid resource response.
- **Training** – Firefighter Angel Hernandez passed the state Fire Apparatus Driver/Operator exam. Firefighter Jim Ortiz is attending an Active Shooter training with Bexar County, and Lt. Schwarz has passed his Fire Officer 1 course. Firefighters Daniel Cano, Ramiro Cano are preparing to take the state Fire Inspector exam, and Firefighter Connor Hughett is attending Fire Inspector school.

- **Snowfall response** – During the snowfall that was experienced on December 7th, the department responded to three small tree/telephone pole fires, one motor vehicle collision, and 2 medical emergencies.
- **Leon Valley recognized by State Fire Marshal** – The Texas State Fire Marshal’s monthly newsletter included a mention of our recent fire sprinkler retrofit project at the Christian Village apartments. The project is being installed currently and is expected to take several months. The system is the first of its kind in the region, and being used as a great example of prevention efforts across the State of Texas; <http://www.tdi.texas.gov/fire/fmfmm.html>.
- **NISD Bond project communication** – The Leon Valley Elementary School is partially sprinklered (approximately 20%) and in need of an update. The department has been communicating with NISD about the importance of this project and petitioned for this work to be prioritized on the next available District bond project. We are happy to report that this work has been included in the final draft for the upcoming bond proposal. If approved, the work would offer the same level of protection to all students regardless of their location within the school, and bring the entire system up to the most current standards (2018).

### **Community Development Department**

- Comprehensive Master Plan
  - A second Public hearing is scheduled for the December 19, 2017 City Council meeting. Consideration of Master Plan will be scheduled at a January or February, 2018, City Council meeting.
- Zoning Code Revisions
  - Staff has begun making edits to the code, and proposes to bring code amendments to Zoning Commission in January, 2018.
- Zoning Cases
  - ZC 2017-402: U-Haul, Grissom Rd and Timberhill (CB 4433 BLK 101 Lot 103), proposes to rezone from Sustainability Overlay to Commercial Industrial Overlay so they can build a self-storage facility. They want this facility to include Auto (RV) and Boat storage which requires a Specific Use Permit in a B-3 district. This will be scheduled for the January 23, 2018 Zoning Commission meeting and the February 6, 2018, City Council meeting.
- Board Of Adjustment
  - Board of Adjustment Case No. 2017-216, a request by Gail Tribble, applicant and property owner, for a variance to the Leon Valley Code of Ordinances, Chapter 15, “Zoning,” Sec.15.02.304 Description and purpose of districts (f) Side and rear yard. (2) Noncombustible accessory buildings ... and Section 15.02.306 “R-1” single- family dwelling, (d) Other (1) Accessory Buildings,” located at 6003 Forest Bend is scheduled to be heard by the Board of Adjustment on December 18, 2017. This is in response to a code citation.
- Plats
  - Replat 2017-002 Crystal Lake: Proposed plat will create parcels for a business park on 5309 Wurzbach Road. The replat is scheduled for public hearing and consideration at the December 19, 2017 City Council meeting.
- Audit
  - Staff continues to work with the audit team to resolve C of O and Code issues. A site visit/inspection was conducted at Northwest Industrial Park.
- Permitting And Records Management
  - 46 projects were processed including 6 Certificates of Occupancy from December 1- 12, 2017.
  - Staff has updated several application forms to reflect current policies and statutes.
  - Staff researched/processed 4 open records requests.
- Development Meetings
  - Director met with an owner of a property on Thunderbird to discuss construction of a single family residential dwelling.

## **Office of the City Secretary**

- Since the last report, the City Secretary's Office has processed 12 open record requests. Those requests were for: construction plans and permit information, code violations and municipal court information
- Worked on City Council meeting minutes and agendas
- Made some final planning decisions for the April 5, 2018 Volunteer Appreciation Dinner
- Set the 1<sup>st</sup> Pre-Planning Meeting with key staff for the 2018 July 4<sup>th</sup> Celebration in an attempt to bring an item to City Council in January to update on where we are and where we're going.
- Preparing and Annual Report to present at Council or in upcoming City Manager Report
- Began working on the 2018 Leon Valley City Council Candidate Packet in preparation of the upcoming filing period which begins January 17, 2018 and closes on February 16, 2018.
- Ongoing Projects:
  - Leon Valley Contract Inventory
  - Working with staff to inventory records to be sent to Safesite for record storage
  - Working to set a date for the TOMA, Ethics and PIA training
  - Serving as Alamo Chapter TMCA, Inc. President (since 2014), preparing agendas and events.

## **Library**

- Working with new IT Company. We've found many areas we can make improvements due to current technology being "patched" or cables being run through ports causing many bottleneck areas. Our internet service can be upgraded considerably for what we currently pay, simply knowing what to ask for and Barcom will do that for us. We are evaluating how everything is set up, the hardware and capability and if the software we use is sufficient and working together for the best for our customer's privacy and security. One of the top priorities is making Wi-Fi accessible in all parts of the building. Currently the meeting space, children's wing and the archives area have very spotty reception.
- The Leon Valley Library will open seven days a week starting Friday, December 8, 2017:
  - Mon/Wed/Fri 10: 00 a.m. - 6:00 p.m.
  - Tues/Thurs 10:00 a.m. - 8:00 p.m.
  - Saturday 10:00 a.m. – 2:00 p.m.
  - Sunday 2:00 p.m. - 6:00 p.m.
- Holiday Hours:

○ Sun, Dec.24	CLOSED
○ Mon, Dec. 25	CLOSED
○ Tues, Dec 26	CLOSED
○ Wed, Dec 27	10 am – 6 pm
○ Thurs, Dec 28	10 am – 8 pm
○ Fri , Dec 29	10 am – 6 pm
○ Sat, Dec 30	10 am – 2 pm
○ Sun, Dec 31	CLOSED
○ Mon, Jan 1	CLOSED

## **Upcoming Events:**

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, January 16, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - December 22, 2017 - January 1, 2018, City Offices are closed in observance of Winter Holiday. Schedule, Emergency services, Animal/Code Enforcement and impound will remain available.
  - January 02, 2018, Regular City Council Meeting - Cancelled due to New Year's Holiday.

- January 04, 2018, at 5:30 p.m., Special City Council Joint Workshop with the Leon Valley Historical Society Board of Directors at City Hall to discuss the possible City acquisition of the Huebner Onion Homestead; possible cooperative agreement with the Leon Valley Historical Society; Tricentennial celebration at the Homestead in May, 2018, and other related matters.
- January 27, 2018, Town Hall Meeting, Conference Center.
- Committee Meetings:
  - Board of Adjustment Meeting on December 18, 2017, at 5:00 p.m.