



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: November 4, 2017
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre - City Council Meeting Report

Human Resources

- Positions being advertised for October 1, 2017.
 - IT Administrator: Interviews held on October 31, 2017
 - Laborer 1: Re-Advertise
 - Police Officer: Applicants in background
 - 2 Part-Time Library Aides: Welcome Cathy Zanatta her first day is November 2, 2017. Waiting on second candidate to return from vacation.
 - Special Events Coordinator – Interviews Scheduled for November 7, 2017

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.
 - AACOG presentations are to be given this week – Public Works applied for recycling bins for all of our parks.
 - Wrought iron fence for Huebner gravesite is almost complete. Once constructed, it will be installed. Historical signage has been installed.
 - Met with engineer to discuss a new traffic signal system at Wurzbach and Exchange Parkway. He will begin the design and plans. Will work with CPS to coordinate site work.
 - Contractor for LID parking lot at City Hall is almost complete. Sodding and signage needed for completion – that parking area is open to the public
 - Timberhill drainage project is almost complete
 - Conestoga Street sewer main is almost complete – contractor will begin working on replacing water main next
 - 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. Bidding information sent to TxDOT for their concurrence on selected low bidder. The new work schedule has the project starting in late November.

- Waiting for contractor to start working on Huebner at Evers traffic signal project
- 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. Also need to produce a Vulnerability Assessment (VA) document.
- 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
- Working with Fire Department and Public Works Crew on construction of pathway and moving of flag pole at new Veteran’s Park at Community/Conference Center grounds – will be installing a fire pit for flag burning ceremonies.
- Starting on Holiday tree and lighting installation at Conference Center grounds in preparation for holiday events.
- Held Arbor Day event on Saturday and gave away 100 trees.
- Neighborhood Renewal Program held today in the Old Mill neighborhood. Worked on 2 homes – Maintenance Crew repaired soffit at 7030 Settler’s Ridge in preparation for project.

Police Department

- Arrest

- 10-9-17 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-10-17 – 7000 Mill Stream – Emergency Detention – One arrested/released at Hospital
- 10-10-17 – 6600 Forest Haven – Assault/Family Violence – One arrested
- 10-11-17 – 7400 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-11-17 – 6900 Bandera Rd. – Emergency Detention – One arrested/released at Hospital
- 10-12-17 – 5100 NW Loop 410 – Traffic Stop – One cited/released – Vehicle Impounded
- 10-11-17 – 6900 Bandera Rd. – Traffic Stop – Possession of Drug Paraphernalia – One arrested – Vehicle Impounded
- 10-11-17 – 6300 Bandera Rd. – Traffic Stop/DWI 3rd Offense – One arrested – Vehicle Impounded
- 10-12-17 – 6300 Evers Rd. – Traffic Stop/DWI – One arrested – Vehicle Impounded
- 10-13-17 – 6300 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-13-17 – 6500 Bandera Rd. – Crash – One cited/released – Vehicle Impounded
- 10-13-17 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-14-17 – 5500 Evers Rd. – Aggravated Assault – One arrested – Vehicle Impounded
- 10-15-17 – 5500 Saffron Way – Traffic Stop/Possession of Marijuana < 2 oz. – One arrested – Vehicle Impounded
- 10-16-17 – 5600 Evers Rd. – Deadly Conduct – One arrested
- 10-16-17 – 5700 NW Loop 410 – Graffiti – One arrested for Graffiti, Evading Arrest and outstanding SA warrants – Vehicle Impounded
- 10-17-17 – 5600 Bandera Rd. – Theft < \$100 – One cited/released
- 10-18-17 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-20-17 – 8000 Lobo Ln. – Emergency Detention – One arrested/released at Hospital
- 10-20-17 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-20-17 – 7300 Canterfield – Emergency Detention – One arrested/released at hospital
- 10-21-17 – 5600 Evers – Traffic Stop – One arrested on active Bexar County warrant
- 10-21-17 – 6700 Huebner Rd. – Suspicious Person – One arrested for Public Intoxication
- 10-21-17 – 7000 Bandera Rd. – Suspicious Person – One arrested on active Bexar County warrant
- 10-21-17 – 6600 Grist Mill – Traffic Stop – One arrested for DWI

- 10-21-17 – 5900 Bandera Rd. – Traffic Stop – One arrested for Possession of a Controlled Substance, Possession of Marijuana < 2 oz. and one arrested for Public Intoxication – Vehicle Impounded
- 10-22-17 – 5600 Bandera Rd. – Criminal Trespass – One arrested for offense
- 10-22-17 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
 - 10-9-17 – 6900 Bandera Rd. – Alarm
 - 10-9-17 – 7000 Bandera Rd. – Suspicious Person
 - 10-9-17 – 7500 Linkside – Suspicious Vehicle
 - 10-9-17 – 5900 Wurzbach Rd. – Suspicious Vehicle
 - 10-9-17 – 5700 Wurzbach Rd. – Suspicious Person
 - 10-9-17 – 5600 Evers Rd. – Burglary Habitation
 - 10-9-17 – 6500 Bandera Rd. – Suspicious Person
 - 10-9-17 – 5600 Grissom Rd. – Suspicious Person/Vehicle
 - 10-10-17 – 5400 Grissom Rd. – Alarm
 - 10-10-17 – 7200 Bandera Rd. – Theft \$2500-30,000
 - 10-10-17 – 6700 Huebner Rd. - \$750-2500
 - 10-11-17 – 7000 Bandera Rd. – Hit and Run Crash
 - 10-11-17 – 5600 Bandera Rd. – Alarm
 - 10-12-17 – 6600 Poss Rd. – Alarm
 - 10-12-17 – 6400 Huebner Rd. – Burglary of a Vehicle
 - 10-12-17 – 6400 El Verde – Suspicious Person
 - 10-12-17 – 7000 Wagon Spoke – Found Open Garage Door
 - 10-12-17 – 6000 Bandera Rd. – Criminal Mischief
 - 10-12-17 – 5300 Wurzbach Rd. – Theft \$100-750
 - 10-13-17 – 6400 Longhouse Ct. – Burglary of a Vehicle
 - 10-13-17 – 5900 Forest Rim – City Ordinance Violation – Junk Vehicle
 - 10-13-17 – 5900 Bandera Rd. – Reckless Driver
 - 10-13-17 – 4800 NW Industrial – Alarm
 - 10-13-17 – 6700 Bandera Rd. – Suspicious Circumstances
 - 10-13-17 – 7500 Linkview – Found Open Garage Door
 - 10-14-17 – 5900 Bandera Rd. – Theft < \$100
 - 10-14-17 – Grass Valley – Suspicious Vehicle
 - 10-14-17 – 6300 Evers Rd. – Suspicious Vehicle
 - 10-14-17 – Pacer Trail – Suspicious Person
 - 10-14-17 – 6600 Bandera Rd. – Suspicious Circumstances
 - 10-14-17 – 6300 Balky – Suspicious Persons
 - 10-15-17 – 6700 Sunlight – Alarm
 - 10-15-17 – 6600 Bandera Rd. – Criminal Mischief
 - 10-15-17 – 6100 Bandera Rd. – Burglary of a Vehicle
 - 10-15-17 – 6900 Forest Grove - Assault
 - 10-15-17 – 6800 Bandera Rd. – Alarm
 - 10-15-17 – 5600 Bandera Rd. – Theft < \$100
 - 10-15-17 – Bandera Rd. at NW Loop 410 – Road Rage
 - 10-15-17 – 7000 Bandera Rd. – Suspicious Circumstances
 - 10-16-17 – 6700 Huebner Rd. – Found Property (8 oz. of Marijuana)
 - 10-16-17 – 5700 Wurzbach Rd. – Burglary of a Building
 - 10-16-17 – 6200 Grissom Rd. – Theft of a Motor Vehicle
 - 10-16-17 – 5600 Grissom Rd. – Theft of a Motor Vehicle (Motorcycle)
 - 10-16-17 – 6100 Wurzbach Rd. – Suspicious Vehicle
 - 10-16-17 – 5500 Bandera Rd. – Alarm

- 10-17-17 – 5300 Wurzbach Rd. – Alarm
- 10-17-17 – 6200 Sun Dial – Suspicious Person
- 10-17-17 – 5500 Bandera Rd. – Alarm
- 10-17-17 - 5900 Forest Knoll – Alarm
- 10-17-17 – 5900 Forest Knoll – City Ordinance Violation – Junk Vehicle
- 10-18-17 – 6000 Bandera Rd. – Reckless Driver
- 10-18-17 – 5500 Bandera Rd. – Alarm
- 10-18-17 – 7300 Reindeer – Burglary of a Building
- 10-18-17 – 6800 Evers Rd. – Alarm
- 10-18-17 – 6700 Poss Rd. – Burglary
- 10-18-17 – 7000 Weathered Post – Alarm
- 10-18-17 – 6300 Parsley Hill – Suspicious Person
- 10-18-17 – 7300 Linklea – Alarm
- 10-18-17 – Bandera Rd. at NW Loop 410 – Suspicious Person
- 10-19-17 – 5600 Bandera Rd. – Theft \$100-750
- 10-19-17 – 6200 Rue Sophie – Assault - Contact
- 10-19-17 – 6300 Evers Rd. – Welfare Concern –Family contacted
- 10-19-17 – 6800 Huebner Rd. - Suspicious Person
- 10-19-17 – 6500 Bandera Rd. – Alarm
- 10-19-17 – 6600 Huebner Rd. – Alarm
- 10-20-17 – 6500 Grissom Rd. – Alarm
- 10-20-17 – 6300 Evers Rd. – Alarm
- 10-20-17 – 5600 Bandera Rd. – Alarm
- 10-20-17 – 7000 Forest Pine – Suspicious Circumstances
- 10-20-17 – 6900 Forest Crest N. – Alarm
- 10-20-17 – 7400 Canterfield Dr. – City Ordinance Violation
- 10-21-17 – 6800 Huebner Rd. – Alarm
- 10-21-17 – 6700 Linkway – Suspicious Circumstances
- 10-21-17 – 7000 Huebner Rd. – Reckless Driver
- 10-21-17 – 5600 NW Loop 410 – Burglary of a Building
- 10-21-17 – 5600 NW Loop 410 – Burglary of a Vehicle
- 10-21-17 – 7200 Gumtree – Suspicious Person
- 10-22-17 – 6000 Evers Rd. – Burglary of a Vehicle
- 10-22-17 – 5600 Bandera Rd. – Suspicious Person
- 10-22-17 – 5700 Bandera Rd. – Suspicious Vehicle
- 10-22-17 – 6400 Bandera Rd. – Alarm
- 10-22-17 – 5500 Bandera Rd. – Alarm
- 10-22-17 – 7800 Stebbins – Suspicious Vehicle
- The Criminal Investigation Unit
 - **Cases Filed with Bexar County District Attorney’s Office**
 - One (1) for Deadly Conduct- Weapon
 - One (1) for Aggravated Assault Family Violence
 - One (1) for DWI 3rd offense
 - One (1) for Assault Bodily Injury
 - Two (2) for Racing with Injuries
 - **Other CID Activity**
 - Working five (5) at large cases
 - Processed and worked crime scene of Deadly Conduct Firearm
 - Processed three burglaries of businesses
 - Took three written statements
 - Provided nine (9) DVDs as evidence for the District Attorney

- In processed 30 vehicles and released 19 vehicles from the Impound Lot
 - Registered one sex offender
- Code Compliance and Animal Control
 - Responded to 16 animal calls. Two dead raccoons and one dead dog were picked up, one stray dog was taken to PAWS Ranch, one deer was freed from a fence and four cats were picked up and taken in for surgery (sterilization). Several loose dogs (10) were reported but none were found.
 - Received 2 complaints of trash dumping – one of which was unfounded and the property was contacted for the other. Of the 3 bandit signs located, all were removed.
 - Responded to 13 junk vehicle violations, all were tagged and 2 were voluntarily removed by the owner. Officers also received 2 complaints for low tree branches and the owners complied without incident.
- Training
 - 10-12-17 – Use of Force – Off. B. Evans -UTSA, Downtown Campus
 - 10-12-17 – Report Writing – Off. E. Bell – UTSA, Downtown Campus
 - 10-13-17 – Use of Force Training– Sgt. K. Burlson, Cpl. C. Carrillo – UTSA, Downtown Campus
 - 10-16-17 – Sgt. J. Urdiales and Cpl. L. Farias attended National School Shield – Building Security and Assessment Instructor Course
 - 10-19-17 – Detective King & Sergeant Gonzales Warrantless Searches Training
 - 10-22-17 – Detective King, Officer Flores, and Officer Vasquez attended Texas Legislative Update class
 - 10-19-17 – Detectives conducted roll call training for all officers on Warrantless Search and Seizure
 - 10-22-17 – CID Detectives conducted NIBRS/UCR training with all supervisors
- Community Services
 - Chief Valdez and Chief Salvaggio hosted the first meeting of the Leon Valley Pastoral Council. The meeting is intended to bring dialogue to the community members, and between the community and City officials. There were seven eight pastors from seven churches in attendance. We will hold this meeting monthly, and will work collectively to make the community better and stronger for all Leon Valley residents.
 - The Police Department started its second annual Citizens Police Academy on October 23, 2017. The Academy has 13 citizens enrolled, and will learn about all aspects of police work from the experts in our field. Graduation of the class is scheduled to take place on December 4, 2017 at 8 pm.
- Traffic Citations – 62
- Warnings - 61
- Parking – 13

Fire Department

- **Fire Prevention Month** – Another successful fire prevention month filled with activities is in the books! Leon Valley Firefighters successfully visited with all schools and daycares spreading the message of fire safety throughout the month. Two lucky 5th graders at Driggers and Leon Valley Elementary schools won new bicycles sponsored by Woolf Sheds, and several other students won prizes donated by local businesses, including; Bandera Bowl, Dairy Queen, Pena Bros. Upholstery, and Leon Valley Skate Center.
- **Gift bags donated to START center** – As an initiative to support breast cancer awareness, Firefighters used the money from t-shirt sales to deliver gift bags to the START center for cancer treatment in the San Antonio medical center. 50 gift bags that included slippers; a journal book, headbands, footsies, charms, t-shirts, and other items. The START center is a primary initial center for breast cancer

treatment in the San Antonio area. This initiative was led by our own Survivor, Mrs. Martin, and surviving spouse, Firefighter Jim Ortiz.

- **Flu shots** - The Fire Department is administering free flu shots to all city employees. Flu shots are made available on a voluntary basis to employees, and is intended to prevent an outbreak in the workplace. The City of Leon Valley's Medical Director, Dr. Manifold, is encouraging all citizens to seek opportunities to obtain a flu shot.
- **Permit Issued for fire sprinkler system** – The property owners of the Christian Village Apartment complex have signed a contract with a fire sprinkler Contractor to install a retro-fitted system! Christian Village is a senior living apartment complex that poses the most significant life/fire risk in the City of Leon Valley. It is the single most responded to building for fire alarms, and includes a population with varying disabilities which poses additional challenges for rescue. The success of this project is due to the dedicated work by our entire FD Administrative team; Deputy Fire Marshal Burnside, Assistant Fire Chief Wade, and Executive Assistant Lisa Martin....what a great team! The construction of this project is set to begin next month.
- **Regional Policy Development** – The fire department is participating in regional policy development designed to keep fire fighters safe. New policies include; MayDay, Accountability, Rapid Intervention Team, and Emergency Evacuation have been finalized. For the first time, we now have regional response policies that will work to improve the safety of our Firefighters when working mutual aid responses. The team has identified additional policies and training to further this mission of the team.
- **Halloween success!** – The fire department responded to one medical emergency during Halloween evening (unrelated to holiday). Firefighters were called to assist with two structure fires in neighboring jurisdictions, but otherwise they spent the evening passing out candy and visiting with families enjoying the Holiday.

Community Development Department

- Comprehensive Master Plan
 - The zoning commission reviewed proposed edits to maps and land use chapter and recommended approval on October 21 at their regulator meeting. The maps are being edited and the document formatted to place on the web site for public viewing prior to moving forward for City Council consideration.
- Zoning Code Revisions
 - Staff met with representatives from the Police and Fire Department to discuss recommended changes on October 24, 2017. Staff proposes to bring code amendments to Zoning Commission in January, 2018.
- Zoning Cases
 - SUP 2017-282: Specific Use Permit request for a proposed microbrewery and pub (Timco West) was recommended for approval at the October 24, 2017, Zoning Commission meeting. The case is scheduled for the November 7, 2017 City Council meeting.
 - SUP 2017-281: Specific Use Permit request for Entertainment – Outdoor for 6320 Bandera Road was postponed at the September 28 and October 24, 2017 Zoning Commission meetings due to an incomplete application submittal.
 - Staff received an inquiry for a Specific Use Permit for a proposed veterinary clinic at the corner of Poss and Grissom. Staff researched and compiled development history for this property. No application for this project has been received.
- Board of Adjustment
 - On October 13, 2017, staff assisted a property owner in filling out an application to request a variance for a side yard encroachment at 6003 Forest Bend. This was in response to a code violation. However, since no application has been received to date, a citation was issued by the code enforcement officer.
- Plats

- Replat 2017-002 Crystal Lake: Proposed plat will consolidate parcels for a business park on 5309 Wurzbach Road.
- Permitting and Records Management
 - 8 Certificates of Occupancy and 46 permits were issued from October 13-31, 2017.
 - Staff continues to create digital records for permits and zoning files pre-dating City procurement of InCode software.
 - Staff is developing a uniform paper filing system for each project type that includes a cover/sheet index for each file.
 - Staff is inventorying/filing documents in the storage area to transfer for formal archiving/destruction.
- Other Items
 - On October 25, 2017, staff met with a developer interested in residential infill development.
 - Staff is finalizing “Adopt a Spots” in Raymond Rimkus Park and will begin outreach to businesses and community organizations.
 - On October 25, 2017, staff met with William Hueber representing Joint Base Lackland related to an on-going Air Installation Compatible Land Use Zone Study that is updating noise contours and air hazard areas.
 - Staff attended the Energy Summit sponsored by CPS Energy at the Jaime Rochelle Energy Management and Training Center on October 20, 2017.
 - Standard Operating Procedures for Notification of Violation and Abatement Procedures for General Nuisances was drafted and distributed to partnering departments for review/comment.

Library

- Saturday October 28 library Halloween Party attendance was down, approximately 87 people.
- Little Free Libraries: Public Works has built and installed two little free libraries for the community. One is in the 6400 block of Huebner in the Old Mill area. The second is in Silo Park. The library will be supplying used books to stock the LFL’s. Resident Evon Kardos will be the steward for the Silo Park location, and the Friends of the Library along with the LV Library will steward the Old Mill location. Stewards make sure the boxes are filled and maintained. A third location will be coming as Public Works develops one more park on Green Valley.
- Sat Nov 11th at 11 am: Library Theater Group “Page to Stage” presents FOUR LETTERS FOR ALGERNON in the community center.
- Fri Nov 17th - 3rd annual Stuffed Animal Slumber Party – kids drop off stuffies 3-6pm. Sat Nov 18th, kids pick up stuffies and have breakfast with them 10am – 12noon.
- Sat Dec 2nd, 8am – 10:30 am Breakfast with Santa and Silent Auction in Community Center.
- December programming, currently working on following, dates not confirmed:
 - Rudolph the Red Nosed Reindeer reading and reindeer food making event.
 - Polar Express Reading/Santa Visit event.
- 2 part time employees starting at library at beginning of November. We anticipate opening seven days a week mid -November, but date will be announced soon.

City Secretary’s Office

- 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, dispatch records, and municipal court information.
- Worked on City Council meeting minutes and agendas.
- Attended the TMCA Graduate Institute and Annual Awards Banquet in Austin, Texas.

- Was awarded the McCreary, Veselka Bragg & Allen Scholarship which was established for the purpose of advancing the education and professional development of Texas Municipal Clerks.
- Began organizing a Workshop on Motion Making
- Continued with final preparations for the Annual Parliamentary Procedure, TOMA and Ethics Training for all City Council Members, Board, Commissions, Committees and City Staff.
- Ongoing Projects:
 - Continued preparation for the April 5, 2018, Volunteer Appreciation Dinner
 - Leon Valley Contract Inventory
 - Working with staff to inventory records to be sent to Safesite for record storage
 - Pre-planning for the 2018 July 4th Celebration

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, November 7, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting November 17, 2017, at 6:00 p.m.
 - November 13, 2017, City Offices are closed in observance of Veterans' Day
 - November 23-24, 2017, City Offices are closed in observance of Thanksgiving
 - December 2, 2017, 8:30 a.m. – 11:00 a.m., Library, Breakfast with Santa
 - December 4, 2017, 6:00 p.m. - 8:30 p.m., Conference Center Greenspace, Holiday Tree Lighting, NISD Concert and visit from Santa
 - Election Day, November 7, 2017 Polls open from 7:00 a.m. to 7:00 p.m.
- Committee Meetings:
 - Earthwise Living Committee Meeting at 5:30 p.m. November 8, 2017, at the Public Works Service Center
 - Park Commission Meeting on November 9, 2017, at the Conference Center at 7:00 p.m.
 - Library Board of Trustees Meeting at 5:30 p.m. on November 14, 2017 at the Leon Valley Public Library.