



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

**DATE:** October 13, 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:
  - IT Administrator : Re-advertised and extended deadline to October 19, 2017
  - Laborer 1: Interview held October 11, 2017
  - Police Officer: Applicants in background
  - 2 Part-Time Library Aides: Completing backgrounds
  - Firefighter/Paramedic: Welcome New Firefighter Angel Christmas Hernandez, his first day was October 9, 2017.

**Public Works**

- 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 is completed. The final walk through was conducted and final payment will be issued.
- 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 the LID parking lot at City Hall has installed the pavers. The asphalt parking lot was completed this week.
- A new section was added under the Public Works web site page entitled, Understanding Your Water Bill. Each part of the water bill identified and a description is provided, in an effort to help our customers.
- Huebner at Timberhill CDBG project is in progress. The drainage inlet work is complete, and the sidewalks and asphalt phase is underway.
- The Solid Waste Management RFP is currently being advertised.
- Submitted an AACOG Solid Waste grant this week.
- Met with Bexar County CDBG and the contractor for a pre-construction meeting for the Conestoga Water/Sewer Main Replacement Project. Construction will begin in two weeks.
- Working with engineer on Evers Road bridge project. 100% plans were submitted to TxDOT, and we received TXDOT approval. The bid will be prepared and advertised with construction scheduled to start in November.

- Still receiving quotes for various repairs at the Forest Oaks pool facility, a majority of the electrical work has been performed. The City Engineer is working on plans to repair the retaining wall and pool deck.
- 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.
- Exploring ideas for new Veteran's Park at Community/Conference Center grounds – will be constructing a fire pit for flag burning ceremonies.
- The Cades Cove Water and Sewer Main replacement project has been recommended for funding in the amount of \$270,149. The project is being engineered.

## **Police Department**

- Arrest
  - 9-25-17 – 5600 Bandera Rd. – Major Crash/Racing – One arrested for racing and causing crash with injuries – one will be charged at a later date – Vehicle Impounded
  - 9-26-17 – 6000 Bandera Rd. – Minor Crash – One arrested for outstanding County warrant
  - 9-26-17 – NW Loop 410 and Bandera Rd. – City Ordinance Violation – One arrested/cited/released
  - 9-27-17 – 5600 Bandera Rd. – Theft/ \$100-750 – One arrested for the offense
  - 9-28-17 – 7000 Forest Mont – Suspicious Vehicle – One arrested for possession of marijuana < 2 oz. – Vehicle Impounded
  - 9-29-17 – 5600 Bandera Rd. – Traffic Stop – Driver was cited/released – Vehicle was picked up by licensed owner
  - 9-30-17 – 6900 Forest Meadow – Parking Violation – Citation was issued/Vehicle Impounded
  - 9-30-17 – 6800 Bandera Rd. – Criminal Trespass – One arrested for the offense
  - 10-1-17 – 6200 Grissom Rd. – Traffic Stop – One arrested for active County warrants and possession of a dangerous drug
  - 10-2-17 – 6000 Evers Rd. – Assist Bexar County Constable Pct. 2 – One arrested for Assault/Resisting arrest
  - 10-3-17 – 5600 Evers Rd. – Assault/Family Violence- One arrest for assault
  - 10-3-17 – 7100 Bandera Rd. – Traffic Stop – One arrested on active County warrant
  - 10-4-17 – 7700 Red Bird – Emergency Detention – One arrested/released at hospital
  - 10-4-17 – 6100 Evers Rd. – Traffic Stop – Two Juvenile wanted by CPS on active court order were taken into custody then later released to CPS
  - 10-5-17 – 6400 Grissom Rd. – Traffic Stop – One arrested for Driving while license is invalid – Vehicle Impounded
  - 10-5-17 – 5900 Bandera Rd. – Emergency Detention – One arrested/released at hospital
  - 10-6-17 – 6200 Evers Rd. – Traffic Stop – One arrested/cited and released – Vehicle Impounded
  - 10-6-17 – 5100 Bandera Rd. – Traffic Stop – One arrested/cited and released – Vehicle Impounded
  - 10-7-17 – 5600 Bandera Rd. – Theft – One arrest for Theft \$100-750
  - 10-7-17 – 6400 Evers Rd. – Traffic Stop – One arrested/cited and released – Vehicle Impounded
- Significant Calls
  - 9-25-17 – 6700 Bandera Rd. – Burglar Alarm
  - 9-25-17 – 6500 Bandera Rd. – Theft \$750-2500
  - 9-25-17 – 7100 Poss Rd. – Crash – Motor Vehicle/Pedestrian
  - 9-25-17 – 7100 Bandera Rd. – Criminal Mischief
  - 9-25-17 – 7000 Bandera Rd. – Burglary of a Vehicle
  - 9-26-17 – 5900 Wurzbach Rd. – Assault/Family Violence
  - 9-26-17 – 5400 Bandera Rd. – Theft \$2500-30,000
  - 9-26-17 – 5900 Wurzbach Rd. – Theft
  - 9-26-17 – 6700 Poss Rd. – Found open garage door

- 9-26-17 – 6500 Fontana Place – Suspicious Circumstances
- 9-26-17 – 6800 Poss Rd. – Burglar Alarm
- 9-27-17 – 6300 Bandera Rd. – Burglar Alarm
- 9-27-17 – 5900 Seneca Dr. – Theft of a Motor Vehicle
- 9-27-17 – 5600 Grissom Rd. – Theft of a Motor Vehicle
- 9-27-17 – 5300 Cilantro Pl. – Theft \$100-750
- 9-27-17 – 6800 Bandera rd. – Burglar Alarm
- 9-28-17 – 6500 Grissom Rd. – Suspicious Circumstances
- 9-28-17 – 5700 Wurzbach Rd. – Theft \$750-2500
- 9-28-17 – 5600 Bandera Rd. – Theft of Motor Vehicle
- 9-28-17 – NW Loop 410 Fly over – Suspicious Person
- 9-28-17 – Forest Knoll – Suspicious Circumstances
- 9-28-17 – 6400 Forest Meadow – Suspicious Circumstances
- 9-28-17 – 6400 Evers Rd. – Suspicious Vehicle
- 9-28-17 – 6300 Evers Rd. – Suspicious Person
- 9-28-17 – 7000 Bandera Rd. – Theft/ \$100-750
- 9-29-17 – 5900 Wurzbach Rd. – Criminal Mischief
- 9-29-17 – 6800 Bandera Rd. – Suspicious Circumstances
- 9-29-17 – 6600 Bandera Rd. – Hit and Run Crash
- 9-29-17 – 5600 Grissom Rd. – Assault/Bodily Injury - Family
- 9-29-17 – 6400 Bally – Terroristic Threats
- 9-30-17 – 6400 Evers Rd. – Suspicious Person
- 9-30-17 – NW Loop 410 at Bandera Rd – Reckless Driver
- 9-30-17 – NW Loop 410 at Exchange Parkway – Reckless Driver
- 9-30-17 – 5900 Wurzbach Rd. – Assault
- 10-1-17 – 6600 Blacksmith – Suspicious Vehicle
- 10-1-17 – 5900 Wurzbach Rd. – Theft of a Motor Vehicle
- 10-1-17 – 5900 Wurzbach Rd. – Hit and Run Crash
- 10-1-17 – 5900 Wurzbach Rd. – Burglary of a Vehicle
- 10-1-17 – 6500 Bandera Rd. – Deceased Person
- 10-1-17 – 5900 Wurzbach Rd. – Burglary of a Vehicle
- 10-1-17 – 7000 Bandera rd. – Suspicious Person
- 10-2-17 – 6700 Bandera Rd. – Theft of a Motor Vehicle
- 10-2-17 – 6900 Sunlight Dr. – Damage to Property
- 10-2-17 – 5800 Brisa Estates – Theft \$750-2500
- 10-3-17 – 5400 Bandera Rd. – Grafitti
- 10-3-17 – 7100 Bandera Rd. – Suspicious Person
- 10-3-17 – 5300 Bandera Rd. – Alarm
- 10-3-17 – 5500 Bandera Rd. Alarm
- 10-4-17 – 5500 Bandera Rd. – Alarm
- 10-4-17 – 6300 Bandera Rd. – Traffic Stop/Evading Arrest/Pursuit – Pursuit Cancelled
- 10-4-17 – 6100 Evers Rd. – Indecent Exposure
- 10-4-17 – 6400 El Verde – Assault/Family Violence
- 10-4-17 – 5600 Bandera Rd. – Forgery
- 10-4-17 – 5600 Bandera Rd. – Suspicious Person
- 10-5-17 – 5600 Evers Rd. – Assault Bodily Injury
- 10-5-17 – 6500 Samaritan – Suspicious Circumstances
- 10-5-17 – 5200 Savory Glen – City Ordinance Violation (Solicitor)
- 10-5-17 – 6800 Bandera Rd. – Forgery
- 10-6-17 – 7000 Reindeer – Suspicious Activity
- 10-6-17 – 7300 Reindeer – Found Open Garage Door

- 10-6-17 – 6400 El Verde – Forgery
- 10-6-17 – 6600 Sally Agee – Suspicious Circumstances
- 10-7-17 – 6800 Sawyer – Suspicious Person
- 10-7-17 – 5600 Evers Rd. – Suspicious Noise
- 10-7-17 – 7000 Evers Rd. Assault/Contact
- 10-7-17 – 6300 Evers Rd. – Suspicious Noise
- 10-7-17 – 6400 Evers Rd. – Alarm
- 10-7-17 – 7400 Eckhert Rd. – Reckless Driver
- 10-7-17 – 7400 Linklea – Alarm
- 10-7-17 – 5700 Wurzbach Rd. – Found Property (handgun)
- 10-7-17 – 6300 Balky – Suspicious Person
- 10-7-17 – 5600 Evers Rd. – Gunshots in the area
- 10-8-17 – 6900 Bandera Rd. – Hit and Run Crash
- 10-8-17 - 7100 Bandera Rd. – Suspicious Person
- 10-8-17 – 6400 Bandera Rd. – Harassment
- 10-8-17 – 5600 Bandera Rd. – Suspicious Person
- 10-8-17 – 7100 Bandera Rd. – Criminal Mischief \$100-750
- 10-8-17 – 7000 Bandera Rd. – City Ordinance Violation (Signs)
- The Criminal Investigation Unit
  - Cases Filed Seven (7)
    - 3 for Burglary Habitations
    - 1 for Tampering with Evidence
    - 1 for Theft Enhancement
    - 1 for Evading Arrest
  - Additional CID activity
    - CID Working Three (3) at Large Criminal Cases
    - CID Transported TCIC Files from Helotes PD to BCSO
    - Processed Crime with Injuries (Racing) Filing Cases
    - Recovered a stolen \$5000.00 Diagnostic Car Computer
    - Created Ten (10) Evidence DVDs for Bexar County District Attorney
    - Registered new sex offender
    - Conducted Roll Call Training for the Officers on Forgeries
    - Processing Nine (9) Police Applicants for Patrol Officer Positions
- Code Compliance and Animal Control
  - Code Enforcement Officers continue to work with a resident in the 6800 block of Forest Meadow on a long standing problem of junk vehicles and hoarding of trash. The home owner had two garage sales this weekend and any other items not removed will be taken away and the illegal structure in front of the house will be removed this week.
  - Animal Control Officers made 28 animal related calls for service over this time period. The officers picked up 16 dogs, 3 cats and one bird. All of the animals were released to their owners or adopted out through adoption agencies. In addition, the officers picked up 10 dead animals, to include one dog, one cat, two raccoons, one skunk, and five deer.
  - Code Compliance officers responded to 77 code related calls over this time period. The focus during this period was on high weeds and junk vehicles. During this time period 26 residents were notified about clearing their yards of high weeds, and 38 residents were notified about junk vehicles in their yards. Four vehicles were towed from non-compliance. There were also six calls for trash and debris pickup.
- Training
  - Sgt. Burlson attended Women in Law Enforcement Conference – Fort Worth, Texas
  - All officers received training on, and qualified with all issued weapons.

- All officers received training on, and qualified with the newly issued personal protection bags and training on the medical bags that were recently purchased.
- Conducted Roll Call Training for all Officers on Proper Means of Documenting and Processing Forgeries.
- **Community Services**
  - Ten LVPD officers participated at Boots and Badges event at Whataburger on Bandera Road. The Officers were joined by officers that the department invited from San Antonio Police Department, Bexar County Sheriff's Office, and the Texas Department of Public Safety.
  - The Leon Valley Police Department had two days of successful National Night Out events in Leon Valley. The Mayor, Council Members, City Manager Kuenstler, and Asst. City Manager Caldera joined with numerous LVPD officers and LVFD firemen in visiting sixteen (16) neighborhood events throughout the City.
  - The Leon Valley Police and Fire Departments joined together to raise money for Special Olympics at the Annual Fire Truck Pull . The team completed the 75 foot fire truck pull in 16 seconds, finishing in the top of the group and represented Leon Valley very well.
  - Officers from the Department participated in Hero's Night at Toyota Stadium.
- Traffic Citations – 70
- Warnings - 36

### **Fire Department**

- **Fire Prevention Month** - The Fire Department is actively engaged in fire prevention activities throughout the community the entire month of October. Activities this week included two full days at Leon Valley Elementary school teaching fundamentals of fire safety including: Stop, Drop and Roll when clothes catch fire, building a plan with your family, checking smoke detectors, and more...The event closed with a presentation of awards to the annual poster contest winners, including a new bike! Prizes were donated by local businesses; Pena Brothers upholstery, Woolf Sheds, Leon Valley Skate Center, Leon Valley Bowl, Dairy Queen, and more!
- **Even more Fire hydrants painted!** - Scouts from Troop 911 and Pack 484 spent a day painting all the fire hydrants at the Shadow Mist and The Ridge subdivisions. The Scouts earned merit awards with their work while learning citizenship and beautifying their community.
- **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 are 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.
- **Fitness** - Leon Valley Firefighters competed in a regional fitness challenge on October 7th and took 2nd place out of 10 teams of regional First Responders. Leon Valley Firefighters will be competing in Pearsall, Texas in another fitness challenge on October 13th, and defending their title! Leon Valley firefighters continue to seek opportunities to improve fitness and teamwork.
- **Breast Cancer Awareness month** - Leon Valley Firefighters are selling Breast Cancer Awareness tshirts through the month of October. The shirts are grey and pink this year and are \$15 each. Contact Deputy Fire Marshal, Eric Burnside if interested; [e.burnside@leonvalleytexas.gov](mailto:e.burnside@leonvalleytexas.gov) , or 210-684-3219. A percentage of proceeds go to support local charities that support treatments and research to treat Breast Cancer.

### **Community Development Department**

- Staff has completed the proposed Master Plan, with the exception of revising the maps. The maps are being edited and the document formatted to place on the web site for public viewing.
- Staff met with Emil Moncivais on Oct. 10, 2017 to review consultant's recommendations related to zoning code revisions. Staff presented a power point presentation on the consultant's recommendation

to the Zoning Commission on September 28, 2017. Staff will 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) is scheduled for the October 24, 2017, Zoning Commission meeting and November 7, 2017 City Council meeting.
  - SUP 2017-280: Specific Use Permit request for a dog kennel to be located near the corner of Grissom and Poss Roads was recommended for approved by the Zoning Commission on September 28, 2017 and was approved by City Council on October 2, 2017.
  - SUP 2017-281: Specific Use Permit request for Entertainment – Outdoor for 6320 Bandera Road was postponed at the September 28, 2017 Zoning Commission meeting 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.
- Case 2017-215 Board approved a variance to the sign provisions of the Zoning Code for a developer of a convenience store (Quick Trip) located at 6461 Bandera Road on (9/28/17)
- Potential case to request a variance for a side yard encroachment at 6003 Forest Bend for November, 2017. Not application received to date.
- Replat 2017-002 Crystal Lake: Proposed plat will consolidate parcels for a business park on 5309 Wurzbach Road.
- 5 Certificates of Occupancy and 49 construction permits were issued from October 2-12, 2017.
- Staff submitted a proposal to Texas Parks and Wildlife for a Small Cities grant to fund a pavilion at the Triangle Park area for \$92,000 (50% match) on October 1, 2017.
- Staff is finalizing “Adopt a Spots” in Raymond Rimkus Park and will begin outreach to businesses and community organizations.

### **Library**

- Saturday October 28 from 10am – 12 noon is the library Halloween Party.
- The library now offers Homework Help every Thursday from 4:30 – 5:30 pm with Dr. Catherine Rodriguez helping the students.
- Two new part time staff to soon be hired and trained. Attempting to open library seven days a week in mid- November. We will keep everyone informed of date when this happens.
- We will have free help for the public to sign up for Affordable Care Act – Healthcare. The Daughters of Charity will provide free help as they did last year. They will be at the library on the following Saturdays from 10am – 2pm. Nov. 4, 11, 18, 25, Dec. 2 and 9.
- Breakfast with Santa Saturday December 2, 8am – 10:30 am.

### **City Secretary’s Office**

- Since the last report, the City Secretary’s Office has processed 13 open record requests. Those requests were for: construction plans and permit information, code violations, dispatch records, municipal court information and one subpoena.
- Worked on City Council meeting minutes and agendas.
- Held a TMCA Alamo Chapter training event with speakers Secretary of State Pablos and keynote speaker Kelly Kuentler.
- Had the new City Hall door decals installed.
- Worked with Finance Director to get a refrigerator installed at the Conference Center for City events.
- Ongoing Projects:
  - Leon Valley Contract Inventory
  - Working with staff to inventory records to be sent to Safesite for record storage

- Preparing for the Fall Parliamentary Procedure, TOMA and Ethics Training for all City Council Members, Board, Commissions, Committees and City Staff.
- Pre-planning for the 2018 July 4<sup>th</sup> Celebration.
- Continued preparation for the April 5, 2018 Volunteer Appreciation Dinner

**Upcoming Events:**

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, October 17, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - Water rates discussion from 6:00 p.m. - 8:00 p.m. at the Conference Center on Monday, October 16, 2017
  - Coffee with the Mayor & Council, Conference Center, October 21, 2017, 9:00 a.m. to 11:00 a.m.
  - Early Voting begins Monday, October 23, 2017 through Friday, November 3, 2017. (Calendar of poll sites, dates and times posted on the City's website, ENews, Library and City Hall bulletin board)
  - Library Halloween Party, October 28, 2017, from 10 a.m. to Noon
  - Pet Parade and Pet Costume Contest, Conference Center, October 28, 2017, from 10:00 a.m. to 11:00 a.m.
  - Low Cost Pet Vaccinations, Conference Center, October 28, 2017, from 9:00 a.m. to 11:00 a.m.
  - Trash & Treasure, Community Center, October 28, 2017, from 9:00 a.m. to 2:00 p.m.
  - Arbor Day Tree Adoption, Conference Center, October 28, 2017, from 9:00 a.m. to 11:00 a.m.
  - Neighborhood Renewal Project, November 4, 2017, from 8:00 a.m. to Noon (Old Mill Subdivision)
  - Election Day, November 7, 2017 Polls open from 7:00 a.m. to 7:00 p.m.
- Committee Meetings:
  - Zoning Commission Meeting on Tuesday, October 24, 2017 at 6:30 p.m. located at City Hall