



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: September 15, 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- currently waiting to hire @ the new fiscal year
- Community Development Director
 - Waiting on Background on one applicant for Planning & Zoning Director
- Positions being advertised for October 1, 2017, with a close date of October 20, 2017
 - IT Administrator
 - Laborer 1
 - Police Officer
 - 2 Part-Time Library Aides
 - Firefighter/Paramedic

Public Works

- The water well at Grass Hill is complete and has been put into service full time. Hydro Resources has completed drilling the new Huebner Well, at a depth of 600'. The contractor has replaced valves and is installing the remaining yard piping.
- 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.
- The Evers Road sidewalk project is near completion. The remaining portion of work is the guardrail replacement on Huebner Rd.
- 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 LID parking lot at City Hall has removed existing asphalt. Sub-grade work continues with about 60% of project completed. The concrete forms will be stripped, and preparing for the installation of pavers.
- Huebner at Timberhill CDBG project is in progress. 90% of drainage inlet work is complete. Sidewalks and asphalt phase will be next.
- 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
- We received notice from the Bexar County CDBG that the grant application for Cades Cove Water and Sewer Main replacement project has been recommended for funding in the amount of \$270,149.

Fire Department

Dispatch Transition – In preparation for the transfer of Dispatch services, the Director of Bexar County Fire Alarm Dispatch services met and discussed operational procedures with all fire department staff. The department is also transitioning its electronic reporting software system to be compatible with the Computer Aided Dispatch services provided in the transition. These changes work to incorporate more technology and ensure improved accuracy of data collection. Once complete, the apparatus will be GPS enabled, and identify automatically response times.

Deployment of Leon Valley Firefighters – Leon Valley Firefighter/Paramedics Mike Murphy and Daniel Cano were deployed through the Texas Department of State Health Services, to support search; rescue, and recovery efforts in Beaumont, Texas. Their response is supported through reimbursement of federal disaster relief, and they are deployed as a coordinated strike team with Firefighters from Laredo and Grapevine, Texas. These firefighters returned safely and are back on shift. The department has received two letters of commendation on the work that they performed in support of the emergency response.

Floodplain class success! – Chief Valdez discussed with 29 residents floodplain issues, including flood insurance. The class was 2 hours long and included a power point presentation, and discussion about the City of Leon Valley’s floodplain management.

Solar Panels being installed at fire station – Solar Host (company), is the selected vendor installing solar panels on the roof of the fire station. The project is complete and will work to save the general cost of electricity and provide an additional resource to support emergency services.

Accepting worn, tattered, and faded flags – The fire department has called out for flags needing retirement. To date, the fire department has accepted 52 United States flags in varying conditions that are in need of proper retirement. Rather than be improperly discarded, the fire department is planning a ceremony with the Boy Scouts of America and the American Legion. The ceremony is scheduled for Veterans Day, November 11th, 2017, at dusk.

Police Department

- Arrest
 - 8-28-17 – 6800 Forest Meadow – City Ordinance Violation - **2 vehicles Impounded**
 - 8-28-17 – 6500 Bandera Rd. – Traffic Stop – AP1 cited/released – **Vehicle Impounded**
 - 8-29-17 – 5600 Bandera Rd. – Theft/Possession of Marijuana – One arrested
 - 8-29-17 – 5600 Evers Rd. – Public Intoxication – One arrested
 - 8-29-17 – 5600 Bandera Rd. – Theft Possession of a Controlled Substance – One arrested
 - 8-30-17 – 5600 Grissom Rd. – Traffic Stop- One arrested for DWI and possession of a controlled substance
 - 8-31-17 – 6300 Evers Rd. – Emergency Detention – One arrested /released at Hospital
 - 8-31-17 – 6600 Evers Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
 - 8-31-17 – 7100 Huebner Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
 - 9-01-17 – 6800 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 9-01-17 – 6500 Grissom Rd. – Traffic Stop – One arrested for DWI
 - 9-01-17 – 6500 Bandera Rd. – City Ordinance Violation – **2 Vehicles Impounded**
 - 9-01-17 – 6800 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**

- 9-02-17 – 5900 Wurzbach Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 9-02-17 – 6400 Evers Rd. – Suspicious Person – One arrested for Possession of Marijuana < 2 oz.
- 9-03-17 – 6400 Bandera Rd. – Assault/Family Violence – One arrested
- 9-04-17 – 5700 Bandera Rd. – Traffic Stop – Driving While License Invalid – One arrested- **Vehicle Impounded**
- 9-05-17 – 5300 Jackwood – Recovered Stolen Vehicle/Possession of a controlled substance – One arrested
- 9-06-17 – 6500 Bandera Rd. – Suspicious Person/ Failure to identify – Arrestee was found to be wanted on active county warrant and failed to identify to officer – One arrested
- 9-06-17 – 6300 Evers Rd. – Assault Contact – Two were cited and released
- 9-07-17 – 5400 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 9-07-17 – 6500 Grissom Rd. – Traffic Stop – One arrested for DWI
- 9-07-17 – 6900 Bandera Rd. – Emergency Detention – One arrested/Released at Hospital
- 9-07-17 – 7000 Bandera Rd. – Traffic Stop – One arrested for DWI
- 9-07-17 – 7000 Bandera rd. – Traffic Stop – One arrested for active County warrant and Possession of Marijuana < 2 oz.
- 9-09-17 – 7000 Bandera Rd. – Public Intoxication – One arrested
- 9-10-17 – 6200 Bandera Rd. – Traffic Stop – One arrested on active out of county warrant
- 9-10 -17 – 6600 Grist Mill – Possession of Marijuana < 2 oz. – One arrested
- Significant Calls
 - 8-28-17 – 6300 Evers Rd. – Burglary of a Motor Vehicle
 - 8-28-17 – 6100 Bandera Rd. – Theft < \$100
 - 8-28-17 – 6300 Parsley Hill – Suspicious Circumstances
 - 8-28-17 – 6700 Forest Grove – Burglary of a Motor Vehicle
 - 8-28-17 – 7000 Forest Grove – Burglary of a Motor Vehicle
 - 8-28-17 – 6400 El Verde – Suspicious Person
 - 8-28-17 – 6400 Evers Rd. – Theft \$100-750
 - 8-28-17 – 6100 Forest Bend – Burglary of a Habitation
 - 8-28-17 – 6600 Pecan Acres – Burglary of a Vehicle
 - 8-29-17 – 6700 Poss Rd. – Burglar Alarm
 - 8-29-17 – 7000 Forest Grove – Burglary of a Motor Vehicle
 - 8-29-17 – 6900 Forest Grove – Burglary of a Motor Vehicle
 - 8-29-17 – 6100 Forest View – Burglary of a Motor Vehicle
 - 8-29-17 – 6800 Conestoga – City Ordinance Violation – Junked Vehicle Impounded
 - 8-30-17 – 7100 Huebner Rd. – City Ordinance Violation
 - 8-30-17 – 6000 Peachtree – Theft < \$100
 - 8-30-17 – 7000 Bandera Rd. – Theft < \$100
 - 8-30-17 – 6700 Huebner – Suspicious Vehicle
 - 8-31-17 – 7200 Linkcrest – Suspicious Vehicle
 - 8-31-17 – 5700 Bandera Rd. – City Ordinance Violation
 - 9-01-17 – 7700 Linkside – Suspicious Vehicle
 - 9-01-17 – 7100 Bandera Rd. – Burglar Alarm
 - 9-01-17 – 6500 Bandera Rd. – Burglar Alarm
 - 9-01-17 – 7500 Eckhert Rd. – Criminal Mischief < \$100
 - 9-01-17 – 6600 Huebner Rd. – Burglary of a Motor Vehicle
 - 9-01-17 – 5900 Bandera Rd. – Hit and Run Crash
 - 9-02-17 – 5700 NW Loop 410 – Suspicious Circumstances
 - 9-02-17 – 6800 Forest Meadow – Suspicious Circumstances
 - 9-02-17 – Linkcrest @ Linkview – City Ordinance Violation
 - 9-02-17 – 6300 Evers Rd. – Gunshots heard in the area

- 9-02-17 – 5600 Bandera Rd. - Assault
- 9-02-17 – 5900 Grass Hill – Burglary of a Motor Vehicle
- 9-02-17 – 6600 Charles Field – Burglary of a Habitation
- 9-03-17 – 6700 Bandera Rd. – Hit and Run Crash
- 9-03-17 – 5600 Evers Rd. – Suspicious Circumstances
- 9-03-17 – 7100 Bandera Rd. – Assault/Contact
- 9-03-17 – 6600 Bandera Rd. – Theft - < \$100
- 9-04-17 – 6500 Bandera Rd. – Burglar Alarm
- 9-04-17 – 6600 Charles Field – Burglary of a Motor Vehicle
- 9-04-17 – 7100 Bandera Rd. – Suspicious Circumstances
- 9-04-17 – 5500 Bandera Rd. – Burglary of a Motor Vehicle
- 9-05-17 – 6200 Rue Sophie - Harassment
- 9-05-17 – 6600 Huebner Rd. – Burglary of a Motor Vehicle
- 9-05-17 – 5700 Evers Rd. – Suspicious Person
- 9-05-17 – 5900 Bandera Rd. – Criminal Mischief - \$100-750
- 9-05-17 – 6800 Forest Meadow – Suspicious Vehicle
- 9-05-17 – 6600 Bandera Rd. – LVFD Crash – No injury/minor damage
- 9-05-17 – 6200 Grissom Rd. – Burglary of a Motor Vehicle
- 9-05-17 – 6300 Stirrup Ln. – Suspicious Vehicle
- 9-06-17 – 6000 Bandera Rd. – Theft of Service
- 9-06-17 – 4800 NW Industrial – Burglar Alarm
- 9-06-17 – 5900 Bandera Rd. – Suspicious Circumstances
- 9-06-17 – 6400 Bandera rd. – Theft < \$100
- 9-06-17 – 6100 Forest Wood – Unauthorized Use of a Motor Vehicle
- 9-07-17 – 7500 Eckhert Rd. – Graffiti
- 9-07-17 – 6700 Poss Rd. – Hit and Run Crash
- 9-07-17 – 6600 Peachtree – Suspicious Vehicle
- 9-07-17 – 5800 Bandera Rd. Suspicious Person
- 9-08-17 – 6800 Forest Meadow – City Ordinance Violation
- 9-08-17 – 6100 Sun Dial – Suspicious Person
- 9-08-17 – 7100 Larksong – Suspicious Circumstances
- 9-08-17 – 7000 Forest Moss – Hit and Run Crash
- 9-08-17 – 7200 Bandera Rd. – Suspicious Circumstances
- 9-08-17 – 5400 Bandera Rd. – Burglar Alarm
- 9-08-17 – 5500 Bandera Rd. – Burglar Alarm
- 9-08-17 – 7000 Bandera Rd. - Robbery
- 9-08-17 – 5300 Wurzbach Rd. – Burglary of a Building
- 9-08-17 – 6600 Cades Cove – City Ordinance Violation
- 9-08-17 – 6800 Walking Gait – City Ordinance Violation
- 9-09-17 – 5600 Bandera Rd. – Theft \$100-750
- 9-09-17 – 6800 Huebner Rd. – Burglar Alarm
- 9-09-17 – 6800 Forest Meadow – Suspicious Person
- 9-09-17 – 6200 Seneca – Reckless Driver
- 9-09-17 – 6200 Rue Sophie – Phone Harassment
- 9-10-17 – 5200 Savory Glen – Hit and Run Crash
- 9-10-17 – 6300 Bandera Rd. – Burglar Alarm
- 9-10-17 – 6700 Joan Grona – Open Garage Door
- 9-10-17 – 6400 Von Rusk – Open Garage Door
- 9-10-17 – 7000 Wagon Spoke – City Ordinance Violation X 2
- 9-10-17 – 6700 Strawberry Park – City Ordinance Violation
- The Criminal Investigation Unit prepared and filed sixteen (16) cases during this time period:

- Filed Seven (7) Cases With Bexar County District Attorney
 - 1– Assault Family Violence
 - 1– Felon in Possession Firearm
 - 1– Aggravated Robbery
 - 1– Sexual Assault (by Age Difference)
 - 1– DWI 3rd Arrest
 - 2– Possession Controlled Substance
- Other activity for the Investigations Unit:
 - Working four (4) at large cases
 - Submitted finger prints from five (5) cases to SAPD for latent print comparison
 - Submitted five (5) blood DNA evidence for comparison to DPS lab from Burglary Building case
 - Provided (12) DVDs as evidence to the District Attorney office
 - Registered two (2) sex offenders
 - Completed September validations of all stolen/missing items (12-hrs)Animal Control and Code Enforcement
- The Fire Department, Code Compliance, and Police Department sought and received a warrant for an Administrative Inspection of the Seneca Plaza Shopping Center. The warrant allowed us to finalize the inspection and submit a final and comprehensive report on the violations that needed to be rectified.
- Code Enforcement Officers worked 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 allowed the Health Inspector and Officers to inspect the home, finding numerous health violations to include roaches, mosquitos and rats. The owner was given 10 days to remove all junk items or the City will remove them and charge the owner accordingly. The owner removed numerous items that were picked up during heavy trash pickup, but there is a large number of items left to be removed. The owner will have a garage sale this weekend and any other items not removed will be taken away and the illegal structure in front of the house will be removed inside of 10-days. In addition, there were two junk vehicles that were towed from the location, bringing the number removed to four.
- Training
 - Detective Munoz and Brooks attended the 2017 Legislative Updates training.
 - All Officers are receiving on-going training on the new Mobile Data Terminals.
 - Corporal Mandry and Carrillo are attending Crime Scene Evidence Technician School (80 hours) at the San Antonio Police Department.
 - Officer Azar, Code Officer Garcia and Code Officer Rodriguez attended Advanced Animal Cruelty Course with the Texas Academy of Animal Control.
 - Captain Saucedo was selected above numerous applicants for the prestigious FBI National Academy in Quantico, Virginia. The Academy Class starts in January, 2018.
- Community Services
 - Officers joined with Fire Department personnel in raising \$9500 in cash as well as blankets, diapers, water and other items for Hurricane Harvey Relief. The items were delivered to Pearsall to help citizens displaced from the coast – primarily from Rockport.
 - Captain Saucedo, Sgt. Gonzales, Detective Brooks, and Officer Evans completed the 9-11 Memorial Tower Climb with our Fire Department brethren.
 - Chief Salvaggio was the guest speaker for the American Legion 9-11 Remembrance in Leon Valley.

Community Development Department

- Staff continues to create digital records for permits and zoning files pre-dating City procurement of InCode software.
- Staff has completed the proposed Master Plan, with the exception of revising the maps. We are hoping to present the Plan to the City Council at the October 17th Council meeting.

- Staff will be taking a revision to the Tree Preservation Ordinance on September 19th.
- Staff received an application for a Specific Use Permit for a proposed veterinary clinic (corner of Poss & Grissom)
- Staff is working with a developer for a proposed brewpub (Timco East).
- Staff is working on a Specific Use Permit request for a dog kennel to be located near the corner of Grissom and Poss Roads.
- Staff is preparing for a Board of Adjustment meeting (9/28/17) to hear and decide a variance to the sign provisions of the Zoning Code and an application for a variance to the Tree Preservation Ordinance (10/2/17 CC mtg) for a developer of a convenience store.
- Staff is preparing a Specific Use Permit case for Entertainment – Outdoor for 6320 Bandera Road
- Staff is continuing to process several platting cases.
- Welcome to new Assistant Community Development Director Felisha Novan. Ms. Novan is being trained in development cases and the issuance of the various permits.
- Staff continues to work with the OnIt team to resolve zoning and code enforcement cases.
- Staff has received several inquiries for property development of infield properties in Leon Valley.

Library

- Library 40th anniversary party Wednesday, September 20th from 5-7 pm at the library. Theme “1977”. We encourage everyone to dress in 70s style and learn your Hustle moves.
- Saturday October 28th from 10 am – 12 noon is the library Halloween Party.
- The library will be open seven days a week sometime this fall, we anticipate sometime in November. The date is dependent upon hiring and training.

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, City official emails, texts related to dispatch, and municipal court information.
- Worked on City Council meeting minutes and agendas.
- Began distribution of the Leon Valley Code of Ordinance books.
- Sent 10 boxes of records to offsite storage.
- 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 and TOMA Training for all City Council Members, Board, Commissions, Committees and City Staff.
 - Pre-planning for the 2018 July 4th Celebration.
 - Continued preparation for the April 2018 Volunteer Appreciation Dinner
 - Continue working with the Alamo Chapter TMCA, Inc. on preparations for a Fall training session.

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, September 19, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
- Next City Council Meeting October 2, 2017, at 6:00 p.m.
 - Movies in the Park, “Beauty and The Beast”, Raymond Rimkus Park, September 29, 2017, at dusk.
 - 40th Anniversary of the Leon Valley Public Library, September 20, 2017
 - Coffee with the Mayor & Council, Conference Center, October 21, 2017, 9:00 a.m. to 11:00 a.m.
 - Library Halloween Party, October 28, 2017, from 10 a.m. to Noon

- Trash & Treasure, October 28, 2017
- Neighborhood Renewal Project, November 4, 2017, from 8:00 a.m. to Noon (unknown location, possibly continue Old Mill Subdivision)
- Committee Meetings:
 - Beautification Committee Meeting at 4:15 p.m.in the Fire Department Training Room, September 20, 2017.
 - Citizens Police Advisory Committee Meeting at 6:00 p.m. located at City Hall, September 20, 2017.
 - Zoning Commission Meeting at 6:30 p.m. located at City Hall, September 26, 2017.