



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: September 29, 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 in the new fiscal year.
- Planning & Zoning Director
 - Welcoming Nina Mendez - her first day of employment is October 2, 2017.
- Positions being advertised for October 1, 2017.
 - IT Administrator : Re-advertised and extended deadline to October 3, 2017
 - Laborer 1: Applications being processed
 - Police Officer: Applicant in background
 - 2 Part-Time Library Aides: Interviews scheduled for October 2, 2017
 - Firefighter/Paramedic: Applicant expected to start October 10, 2017

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 installed yard piping. The Huebner Well pump is being installed this week.
- 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. A final walk through is scheduled for this week.
- 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. Asphalt is scheduled for this week, weather permitting.
- 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.
- Prepared a draft presentation for the Water Rate meeting scheduled for October 16, 2017.
- 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.

- 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. The pre bid meeting was held and the bid opening was held on 9/26.
- 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.
- 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
 - 9-11-17 – 5600 Bandera Rd. – Drug Offense – One arrested for possession of marijuana < 2 oz.
 - 9-11-17 – 6600 Grist Mill – Drug Offense – One arrested for possession of marijuana < 2 oz.
 - 9-12-17 – 7000 Forest Mont – Emergency Detention – One arrested/ released at hospital
 - 9-13-17 – 5700 Wurzbach Rd. – Drug Offense – One arrested for possession of marijuana < 2 oz.
 - 9-13-17 – 6600 Bandera Rd. – City Ordinance Violation/Junked Vehicles – 2 Vehicles Impounded
 - 9-14-17 – 7200 Huebner Rd. – Traffic Offense – One cited/released – Vehicle impounded
 - 9-14-17 – 6600 Bandera Rd. – Traffic Offense – One cited/released – Vehicle Impounded
 - 9-14-17 – 6100 Bandera Rd. Drug Offense – One arrested for possession of drug paraphernalia
 - 9-14-17 – 6300 Stirrup – Assault/family violence – One arrested for Assault
 - 9-15-17 – 6300 Rue Marilyn – Assault/Family Violence – One arrested for Assault
 - 9-15-17 – 7100 Bandera Rd. – Assault/Family Violence – One arrested for Assault
 - 9-15-17 – Timberleaf and Evers Rd. – One Car Crash – One arrested for DWI
 - 9-15-17 – 5700 NW Loop 410 – Traffic Stop – One arrested for active County warrant and 5 SA warrants
 - 9-15-17 – 6500 Bandera Rd. – Traffic Stop – One arrested for active County warrant and failure to identify/false information
 - 9-16-17 – Grissom Rd. at Shadow Mist – Traffic Offense – One cited/released – Vehicle Impounded
 - 9-16-17 – 5900 Wurzbach Rd. – Traffic Offense – One cited/released – Vehicle Impounded
 - 9-17-17 – 7400 Huebner Rd. – Traffic Offense – One cited/released – Vehicle Impounded
 - 9-17-17 – 5800 Bandera rd. – Traffic Offense - Panhandler
 - 9-17-17 – 6300 Balky – Traffic Stop – One arrested for driving while license is suspended
 - 9-19-17 – 6100 Forest Wood – Drug Offense – One arrested for possession of marijuana < 2 oz.
 - 9-20-17 – 6100 Bandera Rd. – Traffic Offense – One cited/released – Vehicle Impounded
 - 9-20-17 – 5800 Wurzbach Rd. – Traffic Offense – One cited/released – Vehicle Impounded
 - 9-21-17 – 7000 Wagon Spoke – City Ordinance Violation/Junked Vehicle – Vehicle Impounded
 - 9-21-17 – 6900 Bandera Rd. – Traffic Offense – One cited/released – Vehicle Impounded
 - 9-21-17 – 6700 Blacksmith – City Ordinance Violation/Junked Vehicle – Vehicle Impounded
 - 9-21-17 – 7200 Bandera Rd. – Traffic Offense – One arrested for DWI
 - 9-21-17 – 7100 Bandera Rd. Disturbance – One arrested on active County warrant
 - 9-21-17 – 6800 Bandera Rd. – Suspicious Persons – One arrested on active County warrant
 - 9-21-17 – 5900 Bandera Rd. – Traffic Offense – One arrested on multiple County and SA warrants – Vehicle Impounded
 - 9-22-17 – 7100 Bandera Rd. – Traffic Offense – One arrested for DWI

- 9-23-17 – 6300 Evers Rd. Traffic Offense – One cited/released – Vehicle Impounded
- Significant Calls
 - 9-12-17 – 6800 Bandera Rd. – Suspicious Person
 - 9-12-17 – 7500 Linlea Dr. – City Ordinance Violation – Junked Vehicle
 - 9-12-17 – 7200 Poss Rd. – Suspicious Person
 - 9-12-17 – 4700 Timco West – Burglar Alarm
 - 9-12-17 – Forest Way and Evers Rd. – Suspicious Circumstances
 - 9-12-17 – 6500 Bandera Rd. Reckless Driver
 - 9-12-17 – 6800 Huebner Rd. – Theft of a Motor Vehicle
 - 9-12-17 – 6600 Poss Rd. – Burglar Alarm
 - 9-13-17 – 6900 Timberhill – Burglar Alarm
 - 9-13-17 – 6400 Evers Rd. – Suspicious Person
 - 9-13-17 – 6100 Rue Sophie – Reckless Driver
 - 9-13-17 – 6500 Sawyer – Suspicious Vehicle
 - 9-13-17 – 5900 Evers Rd. – Hit and Run Crash
 - 9-13-17 – 6900 Bandera Rd. – Suspicious Person
 - 9-14-17 – 5400 Bandera rd. – Burglary of a Vehicle
 - 9-14-17 – 6900 Bandera Rd. - Suspicious Circumstances
 - 9-15-17 – 6900 Forest Way – Suspicious Person
 - 9-15-17 – 7200 Poss Rd. – Suspicious Person
 - 9-15-17 – 4700 Timco West City Ordinance Violation (Vehicle)
 - 9-15-17 – 6800 Evening Sun – City Ordinance Violation (Vehicle)
 - 9-15-17 – 6200 Setting Sun – City Ordinance Violation (Vehicle)
 - 9-15-17 – 5800 Grass Hill – City Ordinance Violation (Vehicle)
 - 9-16-17 – 5900 Bandera Rd. – Hit and Run Crash
 - 9-17-17 – 7200 Sulky – Suspicious Circumstances
 - 9-17-17 – 7200 Sulky – Suspicious Vehicle
 - 9-17-17 – 5900 Wurzbach Rd. – Assault/Family Violence
 - 9-17-17 – 7300 Reindeer Trail – City Ordinance Violation x 2
 - 9-18-17 – 6500 Bandera Rd.- Damage to Property
 - 9-18-17 – 6300 Evers Rd. - Burglary of a Vehicle
 - 9-19-17 – 6300 Bandera Rd. - Burglar Alarm
 - 9-19-17 6400 Bandera Rd. – Burglar Alarm x 2
 - 9-19-17 – 5300 Wurzbach Rd. – Suspicious Person
 - 9-19-17 – 6800 Bandera Rd. – Theft \$100-750
 - 9-19-17 – 6300 Balky – Recovered Stolen Vehicle
 - 9-20-17 – 6400 Evers Rd. – Suspicious Person
 - 9-21-17 – 6900 Bandera Rd. – Reckless Driver
 - 9-21-17 – 7000 Weathered Post – City Ordinance Violation/Junked Vehicle
 - 9-21-17 – 5600 Grissom Rd. – Burglary of a Vehicle
 - 9-21-17 – 7000 Mill Wheel – City Ordinance Violation/Junked Vehicle
 - 9-22-17 – 6800 Sunlight – Burglary of a Habitation
 - 9-22-17 – 6500 Charles Field – Suspicious Circumstances
 - 9-22-17 – 5700 NW Loop 410 – Criminal Mischief - \$100-750
 - 9-22-17 – 7100 Bandera Rd. -7100 Graffiti
 - 9-22-17 – 6300 Bandera Rd. – Burglar Alarm
 - 9-23-17 – 5600 Evers Rd. – Suspicious Circumstances
 - 9-23-17 – 6800 Poss Rd. – Theft \$2500-30,000
 - 9-23-17 – 6900 Forest Leaf – City Ordinance Violation
 - 9-24-17 – 5900 Wurzbach Rd. – Hit and Run Crash
 - 9-24-17 – 6400 Bandera Rd. - Suspicious Person

- 9-24-17 – 7000 Forest Meadow – City Ordinance Violation
- 9-24-17 – 5600 Grissom Rd. – Suspicious Circumstances
- 9-24-17 – 5600 Evers Rd. Suspicious Circumstances
- The Criminal Investigation Unit prepared and filed sixteen (16) cases during this time period:
 - **CID Filed Six (6) Cases With the Bexar County District Attorney’s Office**
 - Two (2) for Assault Family Violence
 - Two (2) for Possession of a Controlled Substance
 - One (1) for Aggravated Robbery
 - One (1) for Felon in Possession of a Firearm
 - **CID Activity**
 - Investigating three (3) at large cases
 - Processed shooting scene in the 7400 High Stepper. After investigation the incident was determined to be an accidental shooting
 - Processed burglary residence scene on Grass Valley
 - Created Five (5) Evidence DVDs for the Bexar County District Attorney’s Office
 - Registered one new sex offender
 - Working active missing person case (runaway)
- 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 34 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 4 dead animals, to include 2 dogs, one raccoon, and one 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
 - All officers requalified on the pistol and patrol rifle carried by Leon Valley officers.
 - All officers received training on the medical kits that will be utilized in the field, as well as personal protection equipment issued to every officer.
 - All officers received training on the new Mobile Data Terminals (laptops), NCIC/TCIC, Badge, and NetMotion systems for use in the patrol vehicles.
 - Corporal Carrillo and Corporal Mandry attended the 100-hour Crime Scene Investigators course at the San Antonio Police Department.
 - Sergeant Gonzales, Detective Brooks, and Detective Munoz attended the Texas Legislative Updates course.
- Community Services
 - 09/18/17 – Members of the department participated in the annual Special Olympics Golf Tournament.
 - 09/23/17 – Eight (8) officers worked the Special Olympics Tip-A-Cop fundraiser at Dunkin Donuts on Bandera at Eckert. The officers raised \$1,150.00 in four hours, the most of any of the seven (7) locations in the area.

Fire Department

- **Fire Prevention Month** – The department is preparing for fire prevention activities throughout the month of October. Fire prevention demonstrations are planned at all local schools and daycares

throughout the month. Activities will include a poster contest and bicycle giveaway with 5th grade students in Leon Valley.

- **Fire Break trimmed up** – Leon Valley Firefighters worked to trim up the fire break in the Leon Valley Natural Area. This work helps to create a buffer of vegetation between the natural vegetation and the residential homes, and helps to maintain our Firewise status with the National Fire Protection Association.
- **More fire hydrant painting scheduled** – Boy Scout Troop 228 is scheduled for 9/30 to paint fire hydrants in Forest Oaks, near High Stepper, Horse Tail, Withers, Crownpiece, and Walking Gate.
- **Solar Panels installed at fire station** – The solar panels on the roof of the fire station have been installed and this project is complete. The project will work to save the general cost of electricity and provide an additional resource to support city services.
- **Regional Policy Development** – The fire department is participating in regional policy development designed to keep firefighters safe. These policies include; MayDay, Accountability, Rapid Intervention Team, and Emergency Evacuation. The policies being developed are currently under final review from all our mutual aid partners through the “2nd Alarm” groups.

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 received an application for a Specific Use Permit for a proposed veterinary clinic (corner of Poss & Grissom)
- Staff is preparing a Specific Use Permit case 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 for a developer of a convenience store.
- Staff is preparing a Specific Use Permit case for Entertainment – Outdoor for 6320 Bandera Road
- 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.
- Staff is working on revisions to the Zoning Code.
- Staff is working on a grant from Texas Parks and Wildlife for a pavilion at the Triangle Park area.
- Staff is working on the Adopt a Spot program and finalizing “spots” in Raymond Rimkus Park for a potential applicant
- Staff has issued 101 permits this month

Library

- Saturday October 28 from 10am – 12 noon is the library Halloween Party. Working to coordinate Pet Parade and Vaccination Clinic on same day, along with Tree Adoption and the Seniors Trash to Treasure.
- 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.
- Currently working on Breakfast with Santa which will be Saturday, December 2nd.
- Held 40th Birthday Celebration for the Library as it was first opened in 1977.

City Secretary's Office

- Since the last report, the City Secretary’s Office has processed 10 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.
- Completed the distribution of the Leon Valley Code of Ordinance books.
- 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 5, 2018 Volunteer Appreciation Dinner
 - Continue working with the Alamo Chapter TMCA, Inc. on preparations for a Fall training session

Upcoming Events:

- City Council and Historical Society Joint Workshop on Saturday, September 30, 2017, from 8:30 a.m. – 11:00 p.m., in the Leon Valley City Council Chambers.
- Regular City Council Meeting begins at 6:00 p.m. on Monday, October 2, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting October 17, 2017, at 6:00 p.m.
 - National Night Out, October 1st and October 3rd
 - Leon Valley Water Rates Discussion, Conference Center, October 16, 2017, 6:00 p.m. to 8:00 p.m.
 - 2nd Annual Employment & Career Opportunities, Job Fair, Community Center, October 17, 2017, from 9:00 a.m. to 12:00 p.m.
 - 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
 - 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, October 28, 2017
 - Neighborhood Renewal Project, November 4, 2017, from 8:00 a.m. to Noon (Old Mill Subdivision)
- Committee Meetings:
 - Tree Advisory Board Meeting at 6:00 p.m. on October 9, 2017, located at the Public Works Service Center.
 - Library Board of Trustees Meeting at 5:30 p.m. on October 10, 2017, located at the Leon Valley Public Library.
 - Earthwise Living Committee Meeting at 5:30 p.m. on October 11, 2017, located at the Public Works Service Center