



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: March 16, 2018
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Vacant Positions
 - Maintenance Foreman; start date March 19, 2018.
 - Animal Control/Code Enforcement Officer; currently being advertised.
 - City Manager selected to TML Board Position (only one City Manager named in the State to the TML Board)

Public Works

- Projects:
 - Wrapping up water well project at Huebner well site. A walk through was completed with both contractors and a punch list created. There are a few items to be completed before final pay application. Both wells are in service.
 - Plans are finalized for a new traffic signal system at Wurzbach and Exchange Parkway, and were sent to the Purchasing Agent for advertisement and bids. Will work with CPS to coordinate site work.
 - Cades Cove water and sewer main replacement project is being designed. The CDBG Agreement was presented to City Council and a bid package will be developed and advertised in March.
 - Year 1 street maintenance plans have been prepared and bids are to be advertised this month.
 - The Evers Road bridge project is underway and the old crossing has been removed. Badeco, the utility contractor, will be completed with construction of the new gas mains next week. When they are ready to connect, they will shut off the valves at Wurzbach and Evers and on Poss at Bandera. Rains have delayed the project by about four days.
 - The Huebner at Evers traffic signal project has begun. The work is expected to take approximately one month to complete.
 - Working with Consultant Nelisa Heddin to review water rates and revenues over the past two years
 - Applying for the 2018 Bexar County CDBG Grant for Blacksmith Lane and Wagon Spoke Water and Sewer Main Replacement Project.
 - Working with the TCEQ on Water Quality Parameter Monitoring requirements.
- Continue working on Operations Manual for Public Works. We have assigned one crew member from each crew to attend focus group meetings and we will be meeting every Friday afternoon till completion.

- Revising Water and Sewer Operations Manual. Also working on a Vulnerability Assessment (VA) document.
- Working with contractor for LC-17 to keep residents informed of progress. The contractor is in the process of constructing water mains. Project still expected to be complete by September, 2018.
- Getting quotes for capping the water well at 6530 Samaritan Drive – the first quote was \$16,000. We are working with the EAA and EPA to possibly cap this well and several others in Leon Valley. Funding may be available as part of the Record of Decision with the Superfund site. The home has been found to contain asbestos, so quotes will be collected for abatement. Once the abatement has been performed, the Police Department will perform some tactical training at the home, then the home will be turned over to the Fire Department for fire practice, and finally, Public Works will clean up the lot.

Police Department

- Arrest
 - 2-19-18 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-19-18 – 6400 Handsome Lake – Disturbance – One arrested for Public Intoxication
 - 2-19-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested for offense
 - 2-20-18 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-21-18 – 6800 Timberhill – Suspicious Person – One arrested for possession of Marijuana < 2 oz.
 - 2-23-18 – 6700 Peach Tree – Public Intoxication – One arrested for offense
 - 2-23-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-23-18 – 5700 Bandera Rd. – Public Intoxication – One arrested for offense
 - 2-23-18 – 5600 Bandera Rd. – Theft \$100-750 – One arrested for offense
 - 2-24-18 – 5900 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
 - 2-24-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-24-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-24-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-24-18 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-25-18 – 7000 Bandera Rd. – Sexual Assault – One arrested for offense
 - 2-25-18 – 6900 Forest Meadow – Traffic Stop – One arrested for DWI – Vehicle Impounded
 - 2-25-18 – 6100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-26-18 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-26-18 – 4600 Timco East – City Ordinance Violation – Vehicle Impounded
 - 2-26-18 – 6200 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-26-18 – 7000 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 2-27-18 – 5700 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
 - 2-27-18 – 6400 Bandera Rd. – Assault/Bodily Injury/Family Violence – One arrested for offense and possession of a controlled substance
 - 2-28-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-01-18 – 7400 Huebner Rd. – Assault/ Bodily Injury/Family Violence – One arrested for offense and possession of Marijuana < 2 oz.
 - 3-01-18 – 6600 Bandera rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-01-18 – 5400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-02-18 – 6800 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 3-02-18 – 6300 Evers Rd. – Emergency Detention – One arrested/released at hospital
 - 3-02-18 – 7700 Linkwood – Emergency Detention – One arrested/released at hospital
 - 3-03-18 – 5300 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-03-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-03-18 – 6400 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 3-04-18 – 5900 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital

- 3-04-18 – 6800 Poss Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
- 3-04-18 – 5900 Wurzbach Rd. – Disturbance – One arrested for possession of Marijuana < 2 oz.
- 3-04-18 – 6500 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
- Significant Calls
 - 2-19-18 – 6800 Bandera Rd. – Alarm
 - 2-19-18 – 6300 Evers Rd. – Terroristic Threats
 - 2-19-18 – 6600 Sally Agee – Sexual Assault
 - 2-20-18 – 6500 Hoofs – Theft/Vehicle
 - 2-20-18 – 5600 Evers Rd. – Criminal Mischief \$100-750
 - 2-20-18 – 7100 Bandera Rd. – Criminal Mischief \$100-750
 - 2-20-18 – 5200 Evers Rd. – Alarm
 - 2-20-18 – 7000 Bandera Rd. – Criminal Trespass
 - 2-20-18 – 5400 Bandera Rd. – Alarm
 - 2-20-18 – 5300 Bandera Rd. – Alarm
 - 2-20-18 – 6900 Forest Way – Burglary/Vehicle
 - 2-21-18 – 7153 Bandera Rd. – Theft < \$100
 - 2-21-18 – 5900 Forest Ledge – Alarm
 - 2-21-18 – 7100 Bandera Rd. – Alarm
 - 2-21-18 – 7200 Bandera Rd. – Theft of Service
 - 2-21-18 – 6000 Trone Trail – Alarm
 - 2-22-18 – 6600 Poss Rd. – Alarm
 - 2-22-18 – 5900 Wurzbach Rd. – Found Runaway
 - 2-22-18 – 6600 Bandera Rd. – Burglary/Building
 - 2-22-18 – 6300 Rue Marielyne – Theft
 - 2-22-18 – 5900 Bandera Rd. – Alarm
 - 2-22-18 – 5900 Bandera Rd. – Theft < \$100
 - 2-23-18 – 7300 Reindeer Trail – Recovered Stolen Vehicle
 - 2-23-18 – 5300 Bandera Rd. – Alarm
 - 2-24-18 – 7400 Horse Trail – Alarm
 - 2-24-18 – 5600 Bandera Rd. – Alarm
 - 2-24-18 – 6600 Bandera Rd. – Theft < \$100
 - 2-24-18 – 8000 Lobo Ln. – Suspicious Vehicle
 - 2-24-18 – 5300 Bandera Rd. – Alarm
 - 2-24-18 – 5900 Bandera Rd. – Graffiti
 - 2-25-18 – 6000 Grass Hill – City Ordinance Violation
 - 2-25-18 – 5400 Bandera Rd. – Criminal Mischief
 - 2-25-18 – 5800 Grass Hill - Alarm
 - 2-25-18 – 6700 Cherry Leaf – City Ordinance Violation
 - 2-25-18 – 7200 Sulky – City Ordinance Violation
 - 2-25-18 – 4600 Timco East – City Ordinance Violation
 - 2-26-18 – 7200 Sulky Ln. – Theft
 - 2-26-18 – 7200 Horse Whip – City Ordinance Violation
 - 2-26-18 – 6800 Bandera Rd. – Alarm
 - 2-26-18 – 6300 Parsley Hill – City Ordinance Violation
 - 2-26-18 – 6700 Cherryleaf – City Ordinance Violation
 - 2-26-18 – 6800 Bandera Rd. – Alarm
 - 2-26-18 – 6300 Pickering – City Ordinance Violation
 - 2-26-18 – 6300 Bandera Rd. – Theft/Motor Vehicle
 - 2-26-18 – 7400 Huebner Rd. – Damage to city property
 - 2-27-18 – 6700 Poss Rd. – Damage to property

- 2-27-18 – 4700 Timco West - Alarm
- 2-27-18 – 6200 Rue Francois - Harassment
- 2-27-18 – 6900 Huebner Rd. – Suspicious Vehicle
- 2-28-18 – 7427 High Stepper – City Ordinance Violation
- 2-28-18 – 5900 Forest Ledge – City Ordinance Violation
- 2-28-18 – 6600 Bandera Rd. – Alarm
- 2-28-18 – 6300 Bandera Rd. – Theft \$750-2500
- 2-28-18 – 7200 Bandera Rd. – Missing Person
- 2-28-18 – 6800 Conestoga – Alarm
- 2-28-18 – 5900 Wurzbach Rd. – Burglary/coin operated machine
- 3-01-18 – 6300 Bandera Rd. – Alarm
- 3-01-18 – 6500 Bandera Rd. – Suspicious Vehicle
- 3-01-18 – 6100 Bandera Rd. – Burglary/Vehicle
- 3-01-18 – 5600 Evers Rd. – Suspicious Person
- 3-01-18 – Linkway @ Linklea – Suspicious Vehicle/Persons
- 3-01-18 – 5400 Nutmeg Trail – City Ordinance Violation
- 3-01-18 – 5700 Wurzbach Rd. – Suspicious Circumstances
- 3-02-18 – 6800 Bandera Rd. – Alarm
- 3-02-18 – 6300 Corn Planter – Criminal Mischief
- 3-02-18 – 7500 Eckhert Rd. – Harassment
- 3-03-18 – 5500 Bandera Rd. – Alarm
- 3-03-18 – 7400 Linklea – Burglary/Vehicle
- 3-03-18 – 6700 Poss Rd. – Theft
- 3-03-18 – 6700 Forest Haven – Suspicious Activity
- 3-03-18 – 5600 Bandera Rd. – Suspicious Person
- 3-03-18 – 5200 Savory Glen – Alarm
- 3-04-18 – 7000 Millstream – Suspicious Person
- 3-04-18 – 6300 Evers Rd. – Gunshots reported in the area
- Traffic Citations – 1
- Warnings – 2
- The Criminal Investigation Unit
 - Cases Filed Six (6)
 - 2 Cases Filed Assault Family Violence
 - 1 Case Filed Enhanced Thefts from HEB
 - 1 Case Filed Misdemeanor Arrest-Theft
 - 1 Case Filed Sexual Assault Child
 - 1 Case Filed Felon in Possession Firearm
 - Additional Activity
 - Currently working two assault cases at large
 - Working sexual assault case
 - Contacted three local massage businesses regards new Licensing
 - Det. Munoz assisted in report review and Uniformed Crime Reporting
 - Assisted Lone Star Task Force in apprehending wanted Leon Valley fugitive, Impounded vehicle
 - Downloaded 14 DVDs for D.A Office.
 - Transported narcotics to LaPorte, TX for disposal 02/27/18
 - Been in contact with C on missing Frankie. Following up on all viable leads.
- Training
 - Captain Saucedo graduated the prestigious FBI National Academy on 03-16-18. He completed studies in terrorism, media relations, community relations, gangs, and other relevant topics in the world today.

- Detectives attended an 8-hour class on family violence case preparation with the District Attorney's Office.
- Code Enforcement/Animal Control
 - Over the month of January, Animal Control picked up six (6) stray dogs that were eventually adopted out or transferred to the SA Humane Society. In addition, eight (8) dogs returned to their owners with a warning on violating the City ordinance on restraining their pets. The team picked up five (5) dead cats, eight (8) dead deer, one (1) dead raccoon, and two (2) dead skunks for disposal. They also made calls for two (2) missing dogs, two (2) missing cats, and had five felines trapped and released after being neutered.
 - During the month of January, Code Compliance tagged and followed up on forty-one (41) junked/abandoned vehicles. They removed over two hundred (200) bandit signs, and handled seventeen (17) graffiti cases which have been painted over by the city or property management.
- Community Service
 - 03/06/18 - Ten (10) Leon Valley Police Department personnel raised monies and participated in Special Olympics bowling
 - 02/28/18 - Officer Flores provided a presentation on what to do in an emergency to Boy Scout Troop 409

Fire Department

- **Fire Recovery Update!** – Continuing our work with Fire Recovery, the department has coordinated billing of \$8,000 to date, and \$1,000 has been paid by different insurance companies. We will continue to monitor closely, but all of our narratives and reports have been accepted for processing since the passage of the ordinance.
- **Meals on Wheels partnership** – Firefighters partnered with *Meals on Wheels San Antonio* on Monday, March 12th and delivered meals to senior citizens in need in Leon Valley. The initiative was part of encouraging healthy nutrition, working towards a reduction of falls and other types of injuries. Click the following link to watch the story; <http://spectrumlocalnews.com/tx/san-antonio/news/2018/03/13/firefighters-join-meals-on-wheels-to-reach-out-to-leon-valley-seniors->
- **Walk and Roll Challenge** – Lisa Martin will be serving as the *Challenge Officer* for this year's, ACOG Walk and Roll Challenge! The challenge involves encouraging teammates to find alternate ways to commute through the month of May. This includes cycling, riding the bus, walking, and even carpooling. Participants can log into a website and log their trips, which may result in winning prizes! More details to come on this year's challenge stay tuned!
- **Training** – Firefighters completed Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) courses on March 3rd and 4th. The training was made possible through a grant reward from the South Texas Regional Advisory Council (STRAC).
- **EMS Fees under review** – The department is completing a fee study analysis based on EMS services. The last fee adjustment was in 2008, and the department is due for an update. The department is also preparing a report that indicates results from changes to billing and collection service.
- **New Ambulance set to arrive!** – The department's new ambulance is set to arrive on March 20th from Houston, Texas! The department will be working to place the ambulance in services as soon as possible, and will include a traditional "push-in ceremony" at shift change (0800) in the coming days.

Community Development Department

- Zoning Code Revisions
 - Staff continues making edits to the code, and proposes to start bringing code amendments to the Zoning Commission at the March 27, 2018, meeting. Staff will bring the revised code in sections for their review.
- Zoning Cases
 - A Zoning Commission meeting will be held on March 27, 2018 at 6:30 p.m. No completed zoning case applications have been received as of March 1, 2018.
 - Specific Use Permit No. 2017-281: San Antonio Aquarium Operation of an "Entertainment –

Outdoor” Facility, at 6320 Bandera Road was heard by the Zoning Commission January 23, 2018, then by the City Council on February 6, 2018 and February 20, 2018. The case was approved with conditions.

- ZC 2017-402b and SUP 2017-283: U-Haul, Grissom Rd and Timberhill (CB 4433 BLK 101 Lot 103), proposed to rezone from Sustainability Overlay to Commercial Industrial Overlay to build a self-storage facility, but the cases were withdrawn.
- Board of Adjustment
 - Three cases have been received and heard on March 15, 2018 at 5:00 pm.:
 - No. 2018-218 – Courtyard Café at 7600 Eckhert Rd, requests a variance to allow a pole sign.
 - No. 2018-219 – Valencia Lofts at 6007 Grissom Rd, to allow a pole sign and to reduce the minimum required landscaping for the sign.
 - No. 2018-220- Javier Pompa, at 7303 Linkmeadow, to allow a carport to encroach into the rear yard setback.
- Plats
 - Replat 2018-001, a replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Heubner Road near Hoofs establishing Huebner Road Commercial, Lots 8, 9, and 10, CB 4445. Proposed replat will create 3 lots. The replat undergoing preliminary review. The land is undeveloped and is currently zoned B-1 and B-2. A pre-development site plan review meeting was held and the applicant is considering his options for development on the site. The applicant has postponed his plat application until he moves forward with the necessary zoning. A SUP will be required for new development on the site for commercial projects because it is adjacent to residential zoning.
- City Council
 - The Council will hold a second reading on a request by White-Conlee Builders for a variance to the Tree Preservation requirements for a proposed apartment complex on Grissom Road.
 - A request by Mr. Jonah Obasi for a variance to the sign code to allow a temporary construction sign to remain in place for longer than the code allows, at 7228 Bandera Road, a proposed new development, will be heard by City Council on April 3, 2018.
- ONIT
 - Staff continues to work with the OnIt team to resolve zoning and code enforcement cases. Staff provides support the Code Enforcement Officers conducting research and preparing notices of violation.
 - Council held public hearing Council for 6643 Grist Mill on the February 6, 2018 and declared the site a public nuisance and substandard building, and ordered demolition. On February 6, the property owner contacted staff via email and stated the property has been sold. Staff confirmed that the property has been sold. Staff is attempting to contact the new owner to inform them of the violations.
 - Staff is continuing site visits with the Audit Team at the Northwest Industrial Park.
- Permitting and Records
 - 55 customers were served from March 1 to March 14, 2018 at the Community Development office.
 - 69 projects were processed or are in progress, including 9 Certificate of Occupancy from March 1 to 14, 2018.
 - 14 Code violations letters were mailed to alleged violators.
- Development Meetings/Correspondence
 - Director met with developer concerning a commercial development on Huebner Road. A pre-application meeting was also held concerning proposed development options.
 - Staff met with a developer regarding the city-owned lots along Aids and Samaritan Drive.
 - Staff has issued a court ordered Temporary Certificate of Occupancy to ARCA FV Properties LLC, for the soccer complex at 5504 Shadow Mist, for a period not to exceed 3 months. This is

to allow the owner to operate his business while attempting to procure a floodplain development permit and construct a restroom on their property.

- Hike and Bike Trail Committee
 - The Committee decided to cancel their March meeting and hold the next meeting on April 10, 2018. Committee will be discussing trail amenities.

Economic Development

- Met w/ 2 potential developers concerning a residential development along Aids & Samaritan Drive.
- Attended 4th of July Committee Meetings.
- Met w/ business owner regarding a potential concert in Leon Valley.
- Met w/ a representative from the San Antonio Economic Development Foundation regarding filling Leon Valley office spaces.
- Met w/ owner of 7228 Bandera Road regarding possible city assistance w/ sewage issue so that new business can be constructed.
- Spoke w/ Reata Real Estate Services regarding potential new business.
- Reviewed 2 potential in kind grants for events to be held at the Community Center.

City Secretary

- Since the last report, the City Secretary's Office has processed 12 open record requests. Those requests were for: permit information, Red Light Camera items, election records and traffic study records.
- Worked on City Council meeting minutes and agendas.
- Continued preparing for the April 5, 2018, Volunteer Appreciation Dinner.
- Continued planning for the 2018 July 4th Event.
- Preparing for a purge of records that were set for destruction in December of 2017.
- Conducted TOMA training for staff and committee members that had not completed this training.
- 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

- The Library has been awarded the 2017 Texas Achievement in Library Excellence Award. This year, only 52 libraries out of 548 Texas Public Libraries were awarded this honor. This means the LVPL is in the top 10% of public libraries in the State of Texas. We will be coordinating a formal presentation of the plaque.
- 2nd Annual Spring Break MakerSpace Event was a huge success with over 100 people visiting. Barnes & Noble and NISD partnered with us on this event.
- EBook use is on the rise as people discover and use Overdrive and its newest user friendly app, LIBBY.

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, March 20, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting, April 3, 2018, at 6:00 p.m.
 - Introduction to Yoga FREE taught by Yoga Seva Institute: Sundays starting March 4, 2018 through April 29, 2018 (no class April 1 – Easter) 3: 00 p.m. - 4:30 p.m. at the Library.
 - Trash & Treasure Sale, Community Center, March 31, 2018 from 9:00 a.m. until 2:00 p.m.

- Library Volunteer Appreciation Event at the library Wednesday, April 18, 2018 from 5:00 p.m.- 7:00 p.m.
- Volunteer Appreciation Dinner, Conference Center, April 5th, 2018 at 6:00 p.m.
- Leon Valley Raw, Vegan, Vegetarian Society Meeting, March 17, 2018, from 1:30 p.m. - 4:30 p.m. Fire Department Training Room.
- Deadline to register to vote in the May General Election, April 5, 2018.
- Coffee with the Mayor and City Council, Conference Center, Saturday, April 28, 2018, from 9:00 a.m. until 11:00 a.m.
- May 5, 2018 General Election Early Voting, April 23rd – May 1st.
- City of San Antonio’s Tricentennial from May 1-6, 2018, for more information visit sanantonio300.org
- Committee Meetings:
 - Citizen Police Advisory Committee Meeting, March 21, 2018, at 6:00 p.m. at City Hall.
 - Zoning Commission Meeting, March 27, 2018, at 6:30 p.m. at City Hall.
 - Beautification Committee Meeting, March 21, 2018 at 4:15 p.m. at the Fire Department, EOC Room.
 - Hike and Bike Committee Meeting, April 10, 2018 at 6:00 p.m. at City Hall.
 - Library Board of Trustees Meeting, April 10, 2018, at 5:30 p.m. at the Leon Valley Public Library.