



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: April 12, 2018
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Vacant Positions
 - Animal Control/Code Enforcement Officer; second interviews are being scheduled for next week.
 - Brandon Melland the new Planning and Zoning Director will start Monday, April 16, 2018.

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 the bid package was finalized by the Purchasing Agent. Will work with CPS to coordinate site work.
 - Cades Cove water and sewer main replacement project was designed. The CDBG Agreement was presented to City Council and a bid package will be developed and advertised in April.
 - Year 1 street maintenance plans have been prepared and bids are to be advertised in April.
 - The Evers Road bridge project is underway and the old crossing has been removed. Badeco, the utility contractor, has completed the construction of the new gas mains. The water and sewer main replacement began this week. Rains have delayed the project five 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.
 - Applied for the 2018 Bexar County CDBG Grant for Blacksmith Lane and Wagon Spoke Water and Sewer Main Replacement Project.
 - Completed TCEQ sampling for Water Quality Parameter Monitoring.
- Working with contractor for LC-17 to keep residents informed of progress. The contractor is in the process of constructing water mains
- Funding was approved by the EPA to cap two wells on City property. The work will begin in approximately two months.

- Park Commission finalized increase in park user fees and the first reading before City Council has been held. The second reading will occur on March 6th, then the fees will go into effect.
- The Old Mill Park fence is completed. The trails and parking lot are constructed. Waiting on Purchasing to requisition play scape and pavilion.

Police Department

- 34 administrative hearings scheduled in April and May for red light camera violators
- Arrest
 - 3-19-18 – 6500 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-22-18 – 5200 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-23-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-24-18 – 5700 Wurzbach Rd. – Traffic Stop – one arrested for Evading arrest/possession of a controlled substance – Vehicle Impounded
 - 3-25-18 – 6600 Bandera Rd. – Traffic Stop – One arrested unauthorized use of a motor vehicle – Vehicle Impounded
 - 3-25-18 – 5900 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-26-18 – 7700 Linkwood – Disturbance – One was arrested on active warrants
 - 3-27-18 – 7700 Linkwood – Criminal Trespass – One arrested for offense
 - 3-26-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-26-18 – 5700 Bandera Rd. – Wanted Person – One arrested on active County warrant
 - 3-26-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-27-18 – 7200 Linkcrest – Wanted Person – One arrested on active County warrant
 - 3-27-18 – 5800 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
 - 3-28-18 – 6400 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 3-29-18 – 7200 Linkcrest – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-29-18 – 5700 Grass Hill – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-30-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-30-18 – 7100 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-30-18 – 5600 Evers Rd. – Assault/Family Violence – One arrested for offense
 - 3-30-18 – 5600 Watercress – Traffic Stop – One arrested for Driving while License is Invalid – Vehicle Impounded
 - 3-30-18 – 5400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-30-18 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-31-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-31-18 – 5300 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-31-18 – 6400 Bandera Rd. – Wanted Person – One arrested on active County warrant
 - 3-31-18 – 5600 Bandera Rd. – Wanted Person – One arrested on active County warrant
 - 3-31-18 – 6300 Evers Rd. – Emergency Detention – One arrested/released at hospital
 - 3-31-18 – 7000 Bandera Rd. – Crash – One cited/released – Vehicle Impounded
 - 4-1-18 – 5900 Forest Ridge – Emergency Detention – One arrested/released at hospital
 - 4-1-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-1-18 – 5400 Nutmeg Trail – City Ordinance Violation – Vehicle Impounded
- Significant Calls
 - 3-19-18 – 6900 Bandera Rd. – Alarm
 - 3-19-18 – 6200 Rue Sophie – Traffic at structure fire
 - 3-19-18 – 6400 El Verde – Found Property
 - 3-20-18 – 5600 Bandera Rd. – Criminal Trespass (Warning)
 - 3-20-18 – 6900 Bandera Rd. – Theft \$100-750
 - 3-20-18 – 5600 Bandera Rd. – Graffiti
 - 3-20-18 – 6500 Bandera Rd. – Alarm
 - 3-20-18 – 5400 Bandera Rd. – Aggravated Assault

- 3-20-18 – 5500 Bandera Rd. – Alarm
- 3-21-18 – 7000 Pepper Wood – City Ordinance Violation
- 3-21-18 – 6900 Bandera Rd. – Burglary/Building
- 3-21-18 – 6600 Bandera Rd. - Robbery
- 3-21-18 – 7700 Eckhert Rd. – Alarm
- 3-21-18 – 8000 Lobo Ln. – Theft
- 3-21-18 – 6300 Sun View – Alarm
- 3-21-18 – 6200 Grissom Rd. – Suspicious Person
- 3-22-18 – 6500 Bandera Rd. – Alarm
- 3-22-18 – 6200 Grissom Rd. – Terroristic Threats
- 3-22-18 – 5600 Grissom Rd. – Theft/Vehicle
- 3-22-18 – 6800 Conestoga – City Ordinance Violation
- 3-22-18 – 6500 Grissom Rd. – Hit and Run Crash
- 3-22-18 – 4900 NW Industrial – Alarm
- 3-22-18 – 6800 Sunlight – Suspicious Circumstances
- 3-22-18 – 7000 Evening Sun – Aggravated Sexual Assault
- 3-22-18 – 5600 Evers Rd. – Assault/Bodily Injury/Family Violence
- 3-23-18 – 6400 El Verde – Theft \$750-2500
- 3-23-18 – 6600 Bandera Rd. – Burglary/Vehicle
- 3-24-18 – 6800 Forest Grove - Runaway
- 3-24-18 – 8000 Lobo Ln. – Fire
- 3-24-18 – 5600 Evers Rd. – Assault/Family Violence
- 3-24-18 – 5700 Evers Rd. – Alarm
- 3-24-18 – 6300 Forest Wood – City Ordinance Violation
- 3-24-18 – 5500 Bandera Rd. – Alarm
- 3-25-18 – 5200 Evers Rd. – Alarm
- 3-26-18 – 6400 Bandera Rd. – Theft/Vehicle
- 3-26-18 – 6100 Bandera Rd. – Burglary/Motor Vehicle
- 3-26-18 – 5600 Evers Rd. – Theft \$750-2500
- 3-26-18 – 6800 Bandera Rd. – Suspicious Person
- 3-26-18 – 6400 El Verde – Damage to City Property
- 3-26-18 – 7100 Bandera Rd. – Suspicious Person
- 3-27-18 – 6300 Rue Marielyne – Alarm
- 3-27-18 – 5900 Bandera Rd. – Alarm
- 3-27-18 – 5900 Wurzbach Rd. – Suspicious Person
- 3-27-18 – 5600 Bandera Rd. – Hit and run Crash
- 3-28-18 – 5300 Wurzbach Rd. – Suspicious Vehicle
- 3-28-18 – 6800 Evers Rd. – Alarm
- 3-28-18 – 6800 Forest Meadow – Alarm
- 3-28-18 – 7100 Bandera Rd. – Theft < \$100
- 3-29-18 – 7100 Huebner Rd. – Burglary/Habitation
- 3-29-18 – 6300 Evers Rd. - Assault
- 3-29-18 – 7000 Forest Meadow – Suspicious Circumstances
- 3-29-18 – 6600 Bandera Rd. – Theft < \$100
- 3-29-18 – 6300 Evers Rd. – Suspicious Person
- 3-30-18 – 6800 Blacksmith – Harassment
- 3-30-18 – 6500 Sally Agee – Alarm
- 3-30-18 – 4600 Timco – City Ordinance Violation
- 3-30-18 – 6400 Bandera Rd. – Alarm
- 3-30-18 – 6900 Forest Way – Damage to Property
- 3-30-18 – 6638 Cherry leaf – Suspicious Person

- 3-31-18 – 6400 El Verde – Damage to City Property
- 3-31-18 – 6300 Rue Marielyn – Damage to Property
- 3-31-18 – 6400 Bandera Rd. – Theft < \$100
- 3-31-18 – 7100 Bandera Rd. – Suspicious Person
- 3-31-18 – 5700 Evers Rd. – Criminal Trespass
- 4-1-18 – 6700 Forest Dell – Deceased Person (Hospice)
- 4-1-18 – 5700 Evers Rd. – Alarm
- 4-1-18 – 6600 Bandera Rd. – Alarm
- 4-1-18 – 7700 Linkside – Damage to Property
- Traffic Citations – 187
- Warnings – 84
- The Criminal Investigation Unit
 - Cases Filed Six (5)
 - 1 Unauthorized Use Motor Vehicle
 - 1 Possession Controlled Substance <200
 - 1 Possession Controlled Substance- Marijuana
 - 1 Evading Arrest Motor Vehicle
 - 1 Sex Offender Violation
- Active Investigations
 - All registered sex offenders in Leon Valley were brought to LVPD and were served with the new city ordinance
 - Ongoing, two assault/family violence cases
 - Ongoing, one terroristic threat case
 - Cleared, one stolen vehicle (recovered by SAPD in robbery arrest)
 - Cleared, one stolen vehicle from Ancira dealership (recovered by NBPD with arrest)
 - Cleared, two stolen vehicles (recovered by SAPD as abandoned, stolen property recovered)
 - Ongoing, Criminal Mischief, \$2500-30000
 - Assisted Officer Vasquez with Assault/Family Violation arrest on Friday (30th), #201801947
 - Assisted SAPD with Terroristic Threats case. 03/31/18, accompanied SAPD to Barcelona Apts
 - Downloaded 29 DVDs for D. A's Office and open records past two weeks
- Training
 - Detective Brooks attended a 40-hour Executive Protection Detail school.
- Code Enforcement/Animal Control
 - Code Enforcement tagged and followed up on (4) junked/abandoned vehicles. Officers removed seventy-five (75) bandit signs and handled three (3) graffiti cases. Two (2) high grass reports were also resolved.
 - Animal Control picked up (1) stray dog that was returned to the owner with a warning on violating the City ordinance on restraining their pets. Five (5) at large dog calls were handled. The team picked up one (1) dead dog for disposal. Seven (7) felines were trapped and released after being neutered
- Community Service
 - Officers delivered over two hundred Cardboard “Kids” to Leon Valley businesses and schools. The kids were revealed on April 5 throughout Leon Valley.

Fire Department

- **Fire Marshal Burnside in Maryland** – Fire Marshal Eric Burnside was selected by FEMA to participate in a grant panel, on an all-expense paid trip to Baltimore, Maryland on April 9th – 13th. He is part of a panel that reviews over 5,000 grant applications for selection of funding nationwide. While the City of Leon Valley has applied for a grant through the federal *Assistance to Firefighters* grant program, he is unable to review any applications from Texas. This is a valuable learning experience that the department is taking advantage of for future grant applications.

- **Leon Valley recognized by Texas Forest Service** – Leon Valley has successfully completed 5 years as a Firewise Community! Leon Valley has worked to reduce wildfire through land management, emergency planning and preparedness, public education, and code enforcement. This work has earned the City of Leon Valley this special designation by the National Fire Protection Association. In fact, the City of Leon Valley is the only known City, whose entire borders are included in the designation in Texas. Some citizens earn as much as 5% discount on the homeowners insurance through companies like USAA, because of this designation. The Texas Forest Service is planning to present the City with new metal signs to be posted in the City, acknowledging this designation. A preliminary presentation is scheduled for the City Council meeting on May 1st. To further the goal of meeting the highest standards in fire prevention the department is working through a review of the *International Wildland Urban Interface* code for proposed adoption.
- **Honor Guard** – The Leon Valley Fire Department Honor Guard posted colors for the Opening Day at the San Antonio Missions baseball game on April 12th at 7:00 p.m. The Guard represented the team well as always, and the team continues to look for opportunities to serve in the area.
- **Fill the Boot For MDA** – Our Annual fundraiser for the Muscular Dystrophy Association (MDA) is complete and our totals are not yet in. Firefighters were well received by commuters, and are confident that the total amount collected, once tallied, will be among the best they have collected in years. Firefighters would like to thank everyone for the support, including our Police Officers who came out to help us fill the boot!
- **Grant from STRAC** – The department was successful in obtaining a yet another grant from the Southwest Texas Regional Advisory Committee (STRAC) in the amount of \$3,759.86. This funding can be used to purchase much needed EMS supplies. The department will be presenting a proposed budget adjustment in the coming weeks.
- **New Hydrant Marking system** – Firefighter Daniel Cano led an initiative to create a new mapping, marking system, and maintenance system for our fire hydrants over the last several weeks. This work resulted in the development of shared policies between Public Works and the Fire Department, and is intended to improve communication and performance during fire incidents. This work also results in the installation of new tags on the hydrants. A quick presentation is being prepared to communicate to City Council and our citizens what kind of work they can expect to see near their fire hydrants.

Community Development Department

- Zoning Code Revisions
 - Staff continues making edits to the code, and will present the final revisions to Division 1-5 under Old Business and Division 14 under New Business at the April 24, 2018, Zoning Commission Meeting. Staff will bring the rest of the revised code in sections for their review.
- Zoning Cases
 - We are expecting to receive a rezoning request from St. John’s Baptist Church to rezone their property from R-1 Single Family, B-1 Small Business, and B-2 Retail, to B-3 Commercial, at 6800 Evers Road. We are also expecting a request for an SUP at this same address.
 - We have received a request for a Specific Use Permit at 5409 Bandera Road, Suite 209 for the use “Entertainment – Indoor”. The gentleman wishes to open an event hall for weddings and quinceaneras at that site. The case will be heard at the April 24, 2018 Zoning Commission meeting.
- Board Of Adjustment
 - There are currently no cases pending for the Board of Adjustment; however, they may be called to District court over a previous decision in a case in the near future.
- 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
 - 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 17, 2018.
 - A request by Alberto Milmo, for a variance to allow the installation of a pole sign, instead of a monument sign, and to reduce the amount of landscaping required under the sign, at 6007 Grissom Road, will be heard at the April 17, 2018 City Council meeting.
- 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.
 - The new owner of 6643 Gristmill continues to work to repair the home and bring it into compliance with the code.
- Permitting And Records
 - 30 customers were served from April 1 to April 11, 2018 at the Community Development office.
 - 34 projects were processed or are in progress, including 8 Certificate of Occupancy.
 - 4-10-18 Held a Pre-Submittal meeting for the Crystal Lake development with reviewers for all outstanding comments
 - Assisted the T-Mobile business in their decision making process on whether or not to apply for a sign variance or just bring their signage into compliance, regarding their pink vinyl window signs
 - Processing Courtyard Café Pole sign as approved by BOA – it is still under review
- 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 the owners of the HEB Marketplace shopping center at 5601 Bandera Rd to discuss remodeling the facility. Building plans were received to remodel the Office Depot suite and we are expecting plans for a fitness center.
- Hike And Bike Trail Committee
 - The Committee met on April 10, 2018 and discussed trail amenities.
- Grants
 - Texas Parks and Wildlife denied the grant request for a pavilion at the Triangle Park area.
- Development Office
 - Staff continues to clean out old building plans and permits, and to organize and scan permanent files.
 - A new procedural directive has been created and will be implemented to streamline plan reviews and office procedures.
 - A new Planning and Zoning Administrator will be on board as of April 16th of this month. The Interim Director will stay on for about one month to assure the new employee is fully trained in the position.

City Secretary

- Since the last report, the City Secretary's Office has processed 14 open record requests. Those requests were for: permit information, Red Light Camera items, traffic study records, City Council and Staff Emails and Texts, and Bodycam Videos.
- Organized the April 5, 2018 Volunteer Appreciation Dinner.
- Visited local business for sponsorship, presented to the Economic & Community Development Advisory Committee regarding the 2018 July 4th Event.

Library

- The library has been invited to the School of Science and Technology "Eddy" Awards on May 16th as a recipient. The awards are for individuals and organizations who "who have supported SST and provided opportunities that our students otherwise would not have enjoyed"
- Reminder of Library Volunteer Appreciation event on Wednesday, April 18 from 5-7pm at the library.
- Summer Reading Kick Off Saturday, June 9th "LIBRARIES ROCK"
- Immigration and Naturalization materials for new or naturalized citizens are available at the library. Information on testing, flash cards, factual brochures and booklets.
- The library has four Dremel Engravers that are available for checkout by residents to engrave their items (mowers, bikes, etc) to help deter theft.

Economic Development:

- Two staff members meeting with UTSA's Small Business Dept.
- City Manager met w/ developers for 2 properties located along Bandera Road.
- Continue working on business sponsorships for 4th of July Parade and obtained business sponsorships for Leon Valley Soap Box Derby.
- Coordinating with Architects/Engineer for HEB Marketplace remodel.
- Continue to work with Barcelona Lofts on new development.
- Coordinating the beginning of work for a new strip mall center along Bandera Road.

Upcoming Events:

- Special City Council Meeting begins at 5:30 p.m. and Regular City Council Meeting begins at 6:00 p.m. on Tuesday, April 17, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next Regular City Council Meeting, May 1, 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.
 - Library Volunteer Appreciation Event at the library Wednesday, April 18, 2018, from 5:00 p.m.- 7:00 p.m.
 - 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
 - Candidate Forum hosted by the League of Women Voters, Conference Center, April 18, 2018, from 6:00-8:00 p.m.
 - Library Summer Reading Program Kick Off, Saturday, June 9, 2018, at 10:30 a.m.
- Committee Meetings:
 - Police Advisory Committee; April 18, 2018, at 6:30 p.m. at City Hall.
 - Zoning Commission Meeting; April 24, 2018, at 7:00 p.m. at City Hall.
 - Hike and Bike Committee; May 8, 2018 at 6:00 p.m. at City Hall.