



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: April 27, 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; applicant withdrew from consideration. Second Interview on the next candidate will be held next week.
 - One Patrol Officer Position; currently being advertised.

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 is advertised. The bid opening will be next week.
 - 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 May.
 - Year 1 street maintenance plans have been prepared and bids are to be advertised in May.
 - 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 sewer main is completed, and the new water main will be completed this week.
 - The Huebner at Evers traffic signal project is complete. The controller box is being tested this week and installed next week.
 - Working with Consultant Nelisa Heddin to review water rates and revenues over the past two years, she should have a new study to the City next week.
 - 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 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

- Funding was approved by the EPA to cap two wells on City property. The work will begin in approximately two months.
- 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

- Please see below information on police activity over the listed period. Take notice of all of the found open doors listed, as each of these potentially thwarted a burglary of a home
- Arrest
 - 4-02-18 – 6200 El Verde – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-02-18 – 5600 Evers Rd. – Emergency Detention – One arrested/released at hospital
 - 4-03-18 – 6700 Bandera Rd. – Evading/foot – One arrested
 - 4-03-18 – 5600 Bandera Rd. – Wanted Person – One arrested on active county warrant
 - 4-03-18 – 6600 Bandera Rd. – Wanted Persons – Two arrested on active county warrants
 - 4-04-18 – 7500 Bandera Rd. – Traffic Stop – One arrested for possession of a controlled substance – Vehicle Impounded
 - 4-05-18 – 5700 Bandera Rd. – Suspicious Person – One arrested for possession of a Prohibited Weapon/Knuckles
 - 4-05-18 – 5600 Evers Rd. – Emergency Detention – One arrested/released at hospital
 - 4-06-18 – 5500 Saffron Way – Traffic Stop – One arrested for DWI – Vehicle Impounded
 - 4-06-18 – 7000 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-07-18 – 7200 Linkcrest – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-07-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-07-18 – 7200 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-07-18 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-08-18 – 7500 Eckhert Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-09-18 – 5900 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
 - 4-09-18 – 6400 El Verde – Wanted Person – One arrested on active County warrant
 - 4-09-18 – 7000 Forest Grove – Emergency Detention – One arrested/released at hospital
 - 4-09-18 – 7100 Huebner – Wanted Person – One arrested for active County warrant – Vehicle Impounded
 - 4-10-18 – 6500 Parsley Hill – Driving While License Invalid – Vehicle Impounded
 - 4-11-18 – 5600 Evers Rd. – Disturbance – One arrested for Possession of Marijuana < 2 oz.
 - 4-11-18 – 5900 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
 - 4-12-18 – 6100 Bandera Rd. – Traffic Stop – One cited/arrested for active warrants – Vehicle Impounded
 - 4-12-18 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 4-12-18 – 5400 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 4-12-18 – 6400 Evers Rd. – Traffic Stop – One arrested for Possession of Marijuana < 2 oz., Unlawfully Carrying a Handgun – Vehicle Impounded
- Significant Calls
 - 4-02-18 – 6300 Bandera Rd. – Alarm
 - 4-02-18 – 6200 Bandera Rd. – Forgery
 - 4-03-18 – 7000 Bandera Rd. - Alarm
 - 4-03-18 – 5300 Caraway – Found open garage door
 - 4-04-18 – 5600 Bandera Rd. – Alarm
 - 4-04-18 – 6000 Bandera Rd. – Theft
 - 4-04-18 – 6100 Rue Francois – Alarm
 - 4-04-18 – 6100 Bandera Rd. – Alarm
 - 4-04-18 – 7200 Sulky – Harassment
 - 4-04-18 – 6000 Exchange Pkwy – Assault/Contact

- 4-05-18 – 7000 Forest Meadow – Burglary/Vehicle
- 4-05-18 – 5300 Wurzbach Rd. – Alarm
- 4-05-18 – 7200 Grass Valley – Burglary/Habitation
- 4-05-18 – 5600 Bandera Rd. – Alarm
- 4-05-18 – 6800 Bandera Rd. – Alarm
- 4-05-18 – 5600 Bandera Rd. – Alarm
- 4-06-18 – 5400 Nutmeg Trail – Found open garage door
- 4-06-18 – 5400 Cilantro Place – Found open garage door
- 4-06-18 – 6000 Exchange Pkwy – Found Property
- 4-06-18 – 7000 Huebner Rd. – Found Property
- 4-06-18 – 6500 Bandera Rd. – 911 hang up
- 4-06-18 – 6700 Bandera Rd. – Theft \$750-2500
- 4-07-18 – 6600 Bandera Rd. – Alarm
- 4-07-18 – 5300 Bandera Rd. – Alarm
- 4-07-18 – City Ordinance Violation
- 4-07-18 – 6300 Rue Sophie – Burglary/Habitation
- 4-07-18 – 5400 Daughtry – Suspicious Person
- 4-07-18 – 5600 Bandera Rd. – Assault/Family Violence
- 4-07-18 – 5900 Bandera Rd. – Suspicious Person
- 4-07-18 – 5300 Cilantro Place – Found open garage door
- 4-07-18 – 5400 Caraway Bend – Found open garage door
- 4-08-18 – 6800 Poss Rd. – Suspicious Person
- 4-08-18 – 6400 El Verde – Assault/Family Violence
- 4-08-18 – 5500 Bandera rd. – Found open door
- 4-09-18 – 4900 NW Industrial – Burglary/Building
- 4-09-18 – 7500 Eckhert Rd. – Theft < \$100
- 4-09-18 – 7000 Bandera Rd. - Hit and Run Crash
- 4-09-18 – 6800 Poss Rd. – Theft < \$100
- 4-10-18 – 6100 Bandera Rd. – Criminal Mischief
- 4-10-18 – 7100 Bandera Rd. – Alarm
- 4-11-18 – 4800 NW Industrial – Found open door
- 4-11-18 – 5600 Evers RD. – Theft < \$100
- 4-11-18 – 4700 NW Industrial – Theft < \$100
- 4-11-18 – 5700 Bandera Rd. – Hit and Run Crash
- 4-11-18 – 5900 Rimkus – Harassment
- 4-11-18 – 6000 Rue Lilian – Forgery
- 4-11-18 – 6700 Cherry Leaf – Missing/Found Elderly male
- 4-12-18 – 6900 Bandera Rd. – Criminal Trespass
- 4-12-18 – 6300 Bally – City Ordinance Violation
- 4-12-18 – 6400 Pacer Trail – Lost Property
- 4-12-18 – 4902 NW Industrial – Alarm
- 4-12-18 – 6700 Timberhill – Found open door
- 4-13-18 – 6018 Forest Bend – Alarm
- 4-13-18 – 6400 Bandera Rd. – Theft/Vehicle
- 4-13-18 – 5500 Bandera Rd. – Alarm
- 4-13-18 – 5600 Evers Rd. – Burglary/Vehicle
- 4-13-18 – 5600 Poppy Seed Run – Alarm
- 4-13-18 – Bandera Rd. @ NW Loop 410 – Major Crash Closed down WB Flyover
- 4-14-18 – 5600 Bandera Rd. – Theft \$750-2500
- 4-14-18 – 7000 Bandera Rd. – Alarm
- 4-14-18 – 7000 Bandera Rd. – Found Property

- 4-14-18 – 5400 Bandera Rd. – Alarm
- 4-14-18 – 4800 NW Industrial – Alarm
- 4-15-18 – 6800 Huebner Rd. - Alarm
- 4-15-18 – 5200 Savory Glen – Burglary/Habitation
- 4-15-18 – 6600 Bandera Rd. – Alarm
- 4-15-18 – 6900 Bandera Rd. – Theft < \$100
- 4-15-18 – 5600 Bandera RD. – Theft < \$100
- Traffic Citations – 243
- Warnings – 65
- The Criminal Investigation Unit
 - Cases Filed Six (6)
 - 1– Unauthorized Use Motor Vehicle
 - 1– Possession Controlled Substance <200
 - 1– Unlawfully Carrying Handgun
 - 1– Assault-Family Violence
 - 1– Sex Offender Registration Violation
 - 1– Aggravated Assault w/ Deadly Weapon
- Active Investigations
 - One suspect was arrested suspect 6600 Block of Bandera Rd for Parole Violation
 - CID unit recovered one stolen vehicle on 04/03/18 -On sight activity
 - Cleared (3) Three Felony warrants on wanted person- On sight activity
 - Cleared (3) Misdemeanor warrants- on sight activity
 - CID continues to work the Texas Coin store burglary
 - Responded to Aggravated assault deadly weapon. Processed crime scene. 5600 Evers Rd.
 - Prepared and served evidentiary search warrant for 5600 Evers Rd
 - Responded to Aggravated Assault Deadly Weapon and processed crime scene in the 6800 block of Link Way
 - CID downloaded 17 DVDs for D.A Office and open records past two weeks
 - CID released 14 vehicles from pound over the past two weeks
- Code Enforcement/Animal Control
 - Code Enforcement tagged and followed up on (5) junked/abandoned/illegal vehicles complaints, the vehicles were tagged. Two (4) high grass/overgrown tree reports were handled. Three residents were warned of trash piles on property. Two apartment complexes were warned for unkept pool violations. One illegally parked vehicle was abated and (7) other vehicle related calls were handled.
 - Animal Control picked up (1) stray dog that was found by residents. Responded to three (3) at large dog calls. One dead cat and (1) dead dog was picked up for disposal. Two aggressive dog calls were fielded. One report of opossums on rooftop was handled. Five reports of dogs barking late at night was handled through a citation given to the person house sitting the animals. One report of a fox on residential property was referred to the Game Warden.
- Community Service
 - Worked with the community to disseminate two hundred Cardboard “Kids” to Leon Valley businesses and schools. The kids were revealed on April 5,2018, throughout Leon Valley.
 - Attended the “Avalanche of Love” at Temple Beth El Church on Bandera Road. Chief Salvaggio spoke to kick off the celebration and during the church services.
 - The department continued efforts to set up and execute the 2018 Junior Law Enforcement Competition, to be held on May 5, 2018.
- Traffic Unit
 - The newly assigned Traffic Unit officers were assigned to school zones before and after school and worked on neighborhood speeding/traffic concerns at Evers/Adair, 4900 Forest Park, Chaparral, Stemmons/Bluebird, Forest Way/Forest Ridge and 6800 Conestoga. One officer

attended the Alamo Area DWI roll call. Traffic Officers issued 45 citations during the three days of the reporting period.

Fire Department

- **Christian Village Apartments** – The new retrofitted fire sprinkler system has passed its final inspection and is complete! This project represents the first of its kind in the region, and drastically reduces the risk of loss of life in a fire. The apartment complex was constructed prior to the requirement for fire sprinklers and the management company worked with the department for several years to plan this retrofitted installation.
- **Fill the Boot For MDA** – Our annual fundraiser totals for the Muscular Dystrophy Association (MDA) are officially \$10,632.13! This number represents the most we have raised in all the years we have supported this charity event. We would like to thank everyone for their support, including our Police Officers who came out to help us fill the boot!
- **Annual physical fitness testing** – Firefighters are working through the annual physical agility testing this month. This is an annual requirement in the department and is part of the wellness program which includes annual physical exams, and additional resources.
- **Community garden complete at fire station** – The department is working to excel in wellness, and has constructed a community garden on the Western part of the fire station lot. Firefighters have planted fresh vegetables in a small high-fenced area, and plan to maintain the garden, harvest, and enjoy the vegetables...we already have peppers!
- **ISO update** – The department is seeking to improve the Insurance Services Office (ISO) rating. Improvements are being made that not only earn ISO points, and keep the community safe, but help meet Best Practices in fire service management. This includes adoption of the Wildland-Urban Interface Code, scheduled to be presented to City Council on May 1st, and shoring up of policies in inspections; plans review, and fire investigations. The department is planning to request for a re-survey from the ISO in May, 2018.
- **EMS billing services improvements** – After review in our EMS billing processes, the department is streamlining processes and improving service even more, including adding an online Bill Pay link on our website (coming soon).
- **Firefighter Jim Ortiz to attend Police Academy** – Firefighter Jim Ortiz has passed all pre-requisites to attend the Police Academy at San Antonio College, and is currently enrolled in the next Academy, set to begin in May, 2018. Firefighter Ortiz, is a veteran Firefighter, Fire Investigator, and Fire Inspector. A Peace Officer License works to improve his versatility, and adds to the depth of the succession for the department.

Community Development Department

- **Zoning Code Revisions**
 - Staff is continuing ongoing revisions to the City's zoning code. The first round of revisions, which included General Provisions such as Non-conformance and Definitions, were discussed at the March 27th meeting. Division 13, Planning Commission Organization (which will be relocated to Division 6) was discussed at the April 24th meeting. Staff anticipates discussing residential zoning district types and permitted uses, at the May 22nd meeting.
- **Zoning Cases**
 - On April 3rd, Staff received application for a Specific Use Permit at 5409 Bandera Road, Suite 209 to allow the space to be used for special events such as weddings and quinceaneras. The application did not include a completed Traffic Impact Analysis (TIA) or a detailed site plan, as required. A TIA was later submitted and a detailed site plan is forthcoming. The case was anticipated for consideration at the April 24th Zoning Commission meeting, but requires further analysis due to the intensity of use proposed and proposed shared parking.
 - On April 18th, Staff received application for Specific Use Permit at 5405 Bandera Road, Suite 117 to allow for Motorcycle sales and service. The application did not include a TIA as

required, and will need additional site plan revisions prior to being scheduled for Zoning Commission consideration.

- Staff anticipates submittal of a Zone Change and Specific Use Permit for 7317 Huebner Road to facilitate the expansion of the St. John's Baptist Church. The property is currently zoned B-2 (retail) which does not allow for a church. The property is also located next to a residential area, which triggers the need for an (SUP).
- Board of Adjustment
 - There are currently no cases pending for the Board of Adjustment; however, Staff anticipates scheduling a meeting in the near future for board training.
- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
- City Council
 - A request for Sign Code Variance by Mr. Jonah Obasi is scheduled for second reading by City Council on May 1, 2018. The request would allow a temporary construction sign to be placed three months in advance (the code only allows 5 days) of commencement of construction at the new development at 7228 Bandera Road.
 - A request for Sign Code Variance by Alberto Milmo is scheduled for first reading at the May 1, 2018 City Council meeting. The request would allow the installation of a pole sign, instead of a monument sign, at 6007 Grissom Road. The request would also allow a reduction in the amount of landscaping required around the sign.
- ONIT
 - Staff continues to work with the On-It team to resolve zoning, code enforcement, and certificate of occupancy issues throughout the City. Staff provides support to Code Enforcement Officers conducting research, preparing notices of violation, and initiating zoning and variance requests.
 - Staff is assisting the owners of KOSO Entertainment Inc. to obtain a Certificate of Occupancy for their existing use at 5504 Bandera Road, Suite 707. They were ordered to cease this existing use on April 18th due to not having a Certificate of Occupancy consistent with the existing use.
- Permitting and Records
 - 56 walk-in customers were served from April 12 to April 24, 2018 at the Community Development Office.
 - 51 projects were processed or are in progress.
 - 4 Certificates of Occupancy were issued.
 - The majority of permits issued were electrical.
 - Plans were submitted this week for the proposed demolition and rebuild of the easternmost section of the HEB Market Place Shopping Center, to facilitate a new LA Fitness at that location.
 - Staff continues coordination with the developers of the Crystal Lakes Shopping Center regarding a required Cooperative Parking Agreement in order to facilitate the new proposed retail buildings at their existing Shopping Center.
 - Staff continues on-going inspection of the entire Seneca Shopping Center for building code compliance. Once completed, Staff will issue a Certificate of Completion; and subsequent Certificates of Occupancy may be issued for individual tenants.
- Development Meetings/Correspondence
 - Staff met with Black Creek Group, owners of the HEB Market Place Shopping Center, regarding their plans to demolish the portion of the Shopping Center that was previously occupied by Old Navy. They plan to reconstruct this area to secure LA Fitness as a long-term tenant. Staff will be working closely with them to coordinate demolition and site preparation, while building plans and under review.

- Staff will be meeting with representatives from St. John Baptist Church (Evans Road, south of Huebner Road) on Thursday, April 26 to discuss their plans for expansion into the lots directly fronting Huebner Road.

Grants

- Staff is reviewing the recent denied grant request for a pavilion at the Triangle Park area, and determining next steps.

Development Office

- The Department's new Planning and Zoning Director began work on April 16th. The Interim Director will stay on for about one month during the transition.
- Staff continues organization and conversion of archived physical documents to digital format.
- Staff continues work streamlining the City's development review process for new requests including building permits, certificates of occupancy, plats, and zoning requests.

City Secretary

- Since the last report, the City Secretary's Office has processed 20 open record requests. Those requests were for: permit information, Red Light Camera items, election records, traffic study records, City Council and Staff emails, phone records and text messages.
- Completed the April 5, 2018 Volunteer Appreciation Dinner.
- Continued planning for the 2018 July 4th Event.
- Continued working on the May 5, 2018 General Election

Library

- Saturday, May 12 at 12:30 pm – Local author Charles Darnell will be speaking and signing his book.
- Saturday, June 9 at 10:30am is the Summer Reading "LIBRARIES ROCK" kick-off event.
- Saturday, June 16 at 10:30am is the second installment of "STORIES FROM THE ARCHIVES" which will be about the history of LV street names.
- Currently working on the following grants:
 - The TAME Science STEAM Truck to visit our community again
 - Backyard Wilderness Exhibit
 - Hancher Grant for Collection Development (Adult Non-Fiction)

Economic Development:

- Established a foundation for a long-term partnership with the UTSA's Institute of Economic Development Department
- Explored options to host monthly network opportunities
- Continued to audit local businesses to determine available spaces and update statuses of current business roster
- Met with developers regarding the rebuild of the HEB Marketplace (eastside)
- Met developers who are interested in buying a Leon Valley business.

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, May 1, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next Regular City Council Meeting, May 15, 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.
 - Coffee with the Mayor and City Council, Conference Center, Saturday, April 28, 2018, from 9:00 a.m. until 11:00 a.m.
 - National Take Back; Saturday, April 28, 2018; Police Department; 10 a.m. – 2:00 p.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
- Property Tax Appeal Workshop; Conference Center; May 7, 2018; 7:00 p.m. - 8: 00p.m.
- Library Summer Reading Program Kick Off, Saturday, June 9, 2018, at 10:30 a.m.
- Committee Meetings:
 - Leon Valley Library Board Meeting; May 8, 2018, at 5:30 p.m. at the Library. Please, note that the July meeting has been canceled.
 - Hike and Bike Committee; May 8, 2018 at 6:00 p.m. at City Hall.
 - Park Commission Meeting; May 10, 2018 at 7:00 p.m. at the Conference Center.
 - Police Advisory Committee; May 16, 2018, at 6:30 p.m. at City Hall.
 - Zoning Commission Meeting; May 22, 2018, at 7:00 p.m. at City Hall.
 - Leon Valley Economic and Development Advisory Committee Meeting; May, 2, 2018; 6:00 p.m. at City Hall.