



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: February 1, 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; applications are currently being reviewed.

Public Works

- Projects:
 - Wrapping up water well project at Huebner well site. The well is being flushed and tested for safety this week. The contractor has capped the old well and noted during his inspection that the bottom was full of casing debris and it probably had about three weeks before it would have completely collapsed! The SCADA system is being updated this week, so that the new well can be automatically controlled. Water Crew is on standby to move water around during this time.
 - Plans are being developed for a new traffic signal system at Wurzbach and Exchange Parkway. Will work with CPS to coordinate site work.
 - Conestoga Street water and sewer main project is complete – the Construction Crew has almost completed repairs to the sidewalks and street. The street will be seal coated this week.
 - Cades Cove water and sewer main replacement project is being designed. Bids will be advertised and the results taken to Council in February for a March construction start.
 - Year 1 street maintenance plans have been prepared and bids are to be advertised in February for a March start (weather permitting).
 - The Evers Road bridge project has begun and the old crossing has been removed. Badeco, the utility contractor, will start moving the gas mains on February 8th.
 - The Huebner at Evers traffic signal project has begun. The work is expected to take approximately one month to complete.
 - Working with Consultant Nelissa Heddin to review water rates and revenues over the past two years.
- Working on Operations Manual for Public Works. We have assigned one crew member from each crew to attend focus group meetings. Once the manual is approved, we will be the only Public Works department in the Metro area to be accredited.
- 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 in the sewer mains. Once that is complete, he will install the new water main.

- The Hike & Bike Trail Committee will present the proposed alignment plan to City Council on February 6th. The plan can then be sent to the County for their review.
- Getting quotes for capping the water well at 6530 Samaritan Drive – the first quote was \$16,000. Staff will be contacting the Edwards Aquifer Authority to see if a grant is available to perform this work. 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, then Public Works will clean up the lot.
- Meeting with Park Commission this week to finalize park user fee increase. Expected to take before City Council in February.
- Fence contractor for Old Mill Park will start work this week to replace all the backyard fences around the perimeter of the park.

Police Department

- Arrest
 - 1-08-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-08-18 – 7000 Pepperwood – City Ordinance Violation – Vehicle Impounded
 - 1-09-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-10-18 – 6400 Evers Rd. – Traffic Stop – One arrested for possession of Marijuana < 2oz. – Vehicle Impounded
 - 1-10-18 – 6500 Bandera Rd. – Traffic Stop – One arrested on active warrant – Vehicle Impounded
 - 1-11-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-11-18 – 6300 Evers Rd. – Emergency Detention – One arrested/released at hospital
 - 1-12-18 – 5700 Bandera Rd. – City Ordinance Violation – One cited/released
 - 1-12-18 – 7400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-12-18 – NW Loop 410 @ Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-12-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-13-18 – 5600 Evers Rd. – Emergency Detention – One arrested/released at hospital
 - 1-13-18 – 7500 Eckhert Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-13-18 – 5900 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
 - 1-13-18 – 6900 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
 - 1-14-18 – 5900 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. and Unlawfully Carrying (handgun) – Vehicle Impounded
 - 1-14-18 – 6900 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
 - 1-14-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-15-18 – 5600 Bandera Rd. – Theft \$100-750 – One arrested for offense
 - 1-15-18 – 5900 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
 - 1-15-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released (x 3 incidents)
 - 1-15-18 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-16-18 – 6600 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
 - 1-16-18 – 8500 Huebner Rd. – Emergency Detention – One arrested/released at hospital
 - 1-18-18 – 6900 Fern Moss – City Ordinance Violation – 2 Vehicles Impounded
 - 1-18-18 – 5600 Bandera Rd. – Theft < \$100 – Two Arrested/cited/released and One arrested on warrants
 - 1-20-18 – 6000 Kinman – City Ordinance Violation – Vehicle Impounded
 - 1-20-18 – 5700 Wurzbach Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
 - 1-20-18 – Bandera Rd. @ Huebner Rd. – Suspicious Person – One arrested for possession of Marijuana < 2oz.

- 1-21-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
 - 1-08-18 – 6600 Huebner Rd. – City Ordinance Violation
 - 1-08-18 – 5600 Bandera Rd. – Terroristic Threats
 - 1-08-18 – 5500 Bandera Rd. – Theft
 - 1-08-18 – 6300 Bandera Rd. – Alarm
 - 1-08-18 – 5600 Evers Rd. – Theft \$750-2500
 - 1-08-18 – 7700 Linkside – Assault/Bodily Injury/Family Violence
 - 1-08-18 – 6100 Bandera Rd. – Burglary/Vehicle
 - 1-08-18 – 7100 Bandera Rd. Identity Theft
 - 1-09-18 – 6100 Bandera Rd. – Damage to Property
 - 1-09-18 – 5600 Bandera Rd. – Damage to Property
 - 1-09-18 – 7000 Bandera Rd. – Forgery
 - 1-09-18 – 5300 Bandera Rd. – Suspicious Person
 - 1-09-18 – 5400 Bandera Rd. – Suspicious Person
 - 1-09-18 – 5800 Bandera Rd. – Alarm
 - 1-09-18 – 5600 Bandera Rd. – Graffiti
 - 1-09-18 – 7400 Linklea – Criminal Mischief
 - 1-10-18 – Bandera Rd. @ Reindeer Trail – Hit and Run Crash
 - 1-10-18 – 5700 Wurzbach Rd. – Alarm
 - 1-10-18 – 7400 Ellerby Point – City Ordinance Violation
 - 1-10-18 – 5600 Bandera Rd. – Theft
 - 1-10-18 – 7400 Huebner Rd. – 911 Hang up
 - 1-10-18 – 5300 Bandera Rd. – Alarm
 - 1-10-18 – 7000 Bandera Rd. – Alarm
 - 1-11-18 – 6800 Bandera Rd. – Suspicious Vehicle
 - 1-11-18 – 6100 Bandera Rd. – Theft \$100-750
 - 1-11-18 – 7100 Bandera Rd. – 911 Hang up
 - 1-11-18 – 6400 Bandera Rd. – 911 Hang up
 - 1-11-18 – 5600 Bandera Rd. - Theft
 - 1-11-18 – 6200 Setting Sun – Reckless Driver
 - 1-11-18 – 5600 Evers Rd. – Burglary/Habitation
 - 1-12-18 – 6800 Huebner Rd. – Alarm
 - 1-12-18 – 5200 Savory Glen – Credit Card Abuse
 - 1-12-18 – 6300 Bandera Rd. – Burglary/Building
 - 1-12-18 – 6100 Bandera Rd. – 911 Hang up
 - 1-12-18 – 7000 Forest Meadow - Runaway
 - 1-12-18 – 7200 Linkcrest – Suspicious Person
 - 1-12-18 – 5900 Wurzbach Rd. – 911 Hang up
 - 1-12-18 – 5900 Bandera Rd. – Forgery
 - 1-12-18 – 6000 Bandera Rd. – Suspicious Circumstances
 - 1-12-18 – 5600 Bandera Rd. – Alarm
 - 1-12-18 – 5400 Nutmeg Trail – Alarm
 - 1-13-18 – 7600 Linkview – Suspicious Circumstances
 - 1-13-18 – 6900 Bandera Rd. – Theft \$750-2500
 - 1-13-18 – 6900 Bandera Rd. – Hit and Run Crash
 - 1-13-18 – 6300 Evers Rd. – Suspicious Circumstances
 - 1-13-18 – 5600 Grissom Rd. – Suspicious Circumstances
 - 1-13-18 – 5900 Bandera Rd. – Assault
 - 1-13-18 – Bandera Rd. @ Seneca – Reckless Driver
 - 1-14-18 – 7700 Linkwood – City Ordinance Violation

- 1-14-18 – 5900 Bandera Rd. – Suspicious Circumstances
- 1-14-18 – 6300 Rue Marielyne – Suspicious Person
- 1-14-18 – 5400 Nutmeg Trail – Burglary/Vehicle
- 1-14-18 – 6700 Bandera Rd. – Alarm
- 1-14-18 – 7000 Bandera Rd. – Alarm
- 1-14-18 – 5600 Bandera Rd. Theft \$100-750
- 1-15-18 – 5000 Wurzbach Rd. – Assault/Family Violence
- 1-15-18 – 6300 Mary Jamison – City Ordinance Violation
- 1-15-18 – 5600 Bandera Rd. – Abandoned Vehicle – **Vehicle Impounded**
- 1-16-18 – 5600 Evers Rd. – Abandoned 911
- 1-15-18 – 5400 Wurzbach Rd. – Alarm
- 1-16-18 – 6700 Blacksmith – Burglary/Vehicle
- 1-16-18 – 6400 Evers Rd. - Alarm
- 1-16-18 – 4800 NW Industrial – Alarm
- 1-17-18 – 7500 Eckhert Rd. – Traffic for Structure Fire
- 1-17-18 – 7000 Forest Way – Deceased Person
- 1-17-18 – 5600 Evers Rd. – Theft/Motor Vehicle
- 1-17-18 – 5400 Bandera Rd. – Abandoned 911
- 1-17-18 – 6000 Cammie Way – Abandoned 911
- 1-17-18 – 5300 Blackberry – Alarm
- 1-17-18 – 6300 Evers Rd. – Missing Person
- 1-17-18 – 7000 Bandera Rd. – Forgery
- 1-18-18 – 6200 Rue Sophie – Burglary/Habitation
- 1-18-18 – 7200 Bandera Rd. – Suspicious Circumstances
- 1-18-18 – 6100 Royal Sun – Alarm
- 1-18-18 – 6800 Bandera Rd. – Sexual Assault
- 1-18-18 – 5600 Bandera Rd. – Hit and Run Crash
- 1-19-18 – 7000 Bandera Rd. – Harassment/Telephone
- 1-19-18 – 7300 Ellerby Point – Alarm
- 1-19-18 – 5400 Bandera Rd. – Reckless Driver
- 1-19-18 – 5300 Cilantro Way – Abandoned 911
- 1-19-18 – 5600 Caraway Bend – City Ordinance Violation x 2
- 1-19-18 – 5700 Bandera Rd. – Alarm
- 1-19-18 – 6400 Poss Rd. – Suspicious Person
- 1-19-18 – 7000 Bandera Rd. – Alarm
- 1-19-18 – 7700 Eckhert Rd. – Alarm
- 1-19-18 – 5700 Bandera Rd. – Alarm
- 1-19-18 – 6400 Bandera Rd. – Abandoned 911
- 1-20-18 – 6300 Bandera Rd. – Alarm
- 1-20-18 – 6600 Grist Mill – Criminal Mischief
- 1-20-18 – Bandera Rd. @ Grissom Rd. – Reckless Driver
- 1-20-18 – 7000 Bandera Rd. – Suspicious Vehicle
- 1-20-18 – 6700 Bandera Rd. – Suspicious Vehicle
- 1-20-18 – Bandera Rd. @ Wurzbach Rd. – Reckless Driver
- 1-20-18 – 5600 Wurzbach Rd. – Suspicious Persons
- 1-20-18 – 6800 Poss Rd. – Alarm
- 1-20-18 – 6300 Parsley Hill – City Ordinance Violation
- 1-21-18 – 6800 Bandera Rd. – Suspicious Person
- 1-21-18 – 6100 Bandera Rd. – Burglary/Vehicle x 2
- 1-21-18 – 6100 Bandera Rd. – Theft
- 1-21-18 – 7100 Bandera Rd. – Harassment

- 1-21-18 – 5300 Cilantro Place – City Ordinance Violation
- 1-21-18 – 5700 Evers Rd. – Harassment
- 1-21-18 – 7600 Linkside – City Ordinance Violation
- The Criminal Investigation Unit
 - Cases Filed Four (4)
 - 1 for Assault family Violence
 - 2 for Possession of a Controlled Substance <1g
 - 1 for Fraudulent Use I.D
 - CID Activity
 - Responded to Burglary of a building Metro PCS
 - Working Fraudulent use I.D Case
 - Prepared one (1) arrest warrant
 - Prepared one (1) search warrant
 - Conducted eight (8) lineups
 - Handled seven (7) assorted walk in call from Lobby from citizens
 - Prepared Case for Evading Arrest and Failure to Stop and Render Aid
 - Investigating Sexual Assault Case
 - Processed Burglary of a Building and Burglary of a Vehicle Case
 - Assisted Universal City PD with two-truck recovery at HQ Performance (Bandera Rd)
 - Conducted eight (8) written statements past two weeks
 - Created twenty five (25) dads for District Attorney’s Office
- Traffic Citations – 131
- Warnings – 64
- Other – 3

Fire Department

- **Tower Climb** – Team Leon Valley completed this years race with a 3rd place overall finish, 16 climbers, and raised \$4,000 for the Cystic Fibrosis Foundation! This is the departments 10th year participating in the climb, and we are already looking forward next year. Big thanks to all the local support.
- **Fire Officer Training** – Captain Todd Morgan and Deputy Fire Marshal Eric Burnside attended Advanced Fire Officer Certification training in San Marcos. This training is intended to prepare the Firefighters as Fire Chiefs.
- **CERT Training** – Leon Valley Emergency Management is hosting a free Community Emergency Response Team (CERT) training course at the fire station. The course is full of participation of local residents who are learning how to respond and help a community during emergencies. The course is free and provided by FEMA through the Bexar County office of Emergency Management. This team will be tasked with supporting the department in managing an emergency shelter, and other important functions.
- **Fire Code** – The department continues to work with neighboring jurisdictions on the final review of the amendments to the 2018 International Fire Code. The amendments are being reviewed in order to improve interoperability in application in design of buildings and complexes. The new adoption will improve service delivery and support our upcoming ISO survey. The complete final draft is scheduled to be completed at the end of February.
- **SAFD becomes 2nd alarm** – In continuing to work through management issues related to response to structure fires, the San Antonio Fire Department has now become part of the Leon Valley Fire Departments standard response package in 2nd and 3rd alarm fires. This is a first, and sets up to improve our service delivery and support even more.
- **NISD Bond includes Leon Valley** – The upcoming NISD Bond package includes a fire sprinkler system for Leon Valley elementary school, along with several security upgrades. The need for this project began in discussions with the fire department in 2015, and if successful would improve the safety of the school and bring the only school in our area without a fire sprinkler system into full compliance with the newest standards.

- **Live Burn scheduled in Leon Valley** – In preparation for the upcoming ISO survey, Firefighters will be training at the abandoned home on Samaritan drive in the coming months. The home is owned by the City and being scheduled for demolition. Live fire training can be very costly and difficult to obtain so this opportunity will be invaluable to the firefighters and will be of no charge. The department plans to communicate to the community prior to the scheduled training activity.
- **Assistance to Firefighters Grant** – Leon Valley fire department submitted a grant application to FEMA for firefighting equipment totaling \$230,000. This includes several items listed in our 10-year projected capital budget plan; self-contained breathing apparatus, breathing air compressor, and rapid intervention technical kits for rescue of firefighters in distress.

Community Development Department

- Comprehensive Master Plan
 - The Master Plan was adopted by City Council on January 23, 2018.
- Zoning Cases
 - No completed applications have been received as of January 30, 2018.
 - Specific Use Permit No. 2017-281: a request from San Antonio Aquarium for the Construction and Operation of an “Entertainment – Outdoor” Facility, in a B-3 (Commercial) Commercial/Industrial Overlay Zoning District, generally located at 6320 Bandera Road. The Zoning Commission heard the case on January 23, 2018 and recommended denial. The public hearing before City Council is scheduled for February 6, 2018.
 - ZC 2017-402b and SUP 2017-283: U-Haul, Grissom Rd and Timberhill (CB 4433 BLK 101 Lot 103), proposes to rezone from Sustainability Overlay to Commercial Industrial Overlay so they can build a self-storage facility. They want this facility to include Auto (RV) and Boat storage which requires a Specific Use Permit in a B-3 district. The Zoning Commission heard the cases on January 23, 2018 and recommended denial. The public hearing before City Council is scheduled for February 6, 2018.
- Board Of Adjustment
 - No completed applications have been received as of January 30, 2018.
 - Board of Adjustment Case No. 2017-216, a request by Gail Tribble, applicant and property owner, for a variance to the Leon Valley Code of Ordinances, Chapter 15, “Zoning,” Sec.15.02.304 Description and purpose of districts (f) Side and rear yard. (2) Noncombustible accessory buildings ... and Section 15.02.306 “R-1” single- family dwelling, (d) Other (1) Accessory Buildings,” located at 6003 Forest Bend was heard by the Board of Adjustment on January 9, 2018. This is in response to a code citation. The board did not grant the variance.
 - Board of Adjustment Case No. 2018-287, a request by Diana and James Silva for a variance to the Leon Valley Code of Ordinances, Chapter 15, “Zoning,” Sec.15 Appendix C.1 Overlay Districts – General, G. – Signs, 2 (d) Wall signs, and (j) Prohibited signs. Located at 7180 Bandera Rd being LOT 10 CB 4446EE (VALLEY VIEW SUBD UT 2), to allow for an LED sign was heard by the Board of Adjustment on January 9, 2018. The board denied the request for a variance.
- 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.
- OnIt
 - Staff has scheduled a public hearing before City Council for 6643 Grist Mill on the February 6, 2018 to seek determination as a public nuisance and substandard building, and to consider ordering demolition.
 - Staff is continuing site visits with the Audit Team at the Northwest Industrial Park.
- Permitting And Records Management

- 130 customers were served in the month of January at the Community Development office.
- 130 projects were processed or are in progress including 9 Certificates of Occupancy from January 1-30, 2018.
- Development Meetings
 - Director met with Kevin White of White-Conlee Builders, who was interested in submitting a tree preservation variance request. The proposed project is to construct apartments on the site located on Grissom Road.
 - Director met with HEB Shopping Center representative related to the center's remodel and renovation on Bandera Road and IH Loop 410.
 - Staff met with the manager of the Bandera Business Park located on Bandera Road to discuss a screening fence for the auto storage in the complex; this will abate unscreened auto storage on the site.
- Sa Tomorrow Regional Center
 - Director attended a briefing by the San Antonio Planning Department on the Regional Plan for the Medical Center area and provided comments. Director attended the Regional Plan open house sponsored by the San Antonio Planning Department and provided additional comments on the proposed plan.
- Hike And Bike Trail Committee
 - Committee met on January 11th to discuss park amenities.
 - Committee also agreed to recommend that Grading Plan & Trail Alignment to City Council

City Secretary

- Since the last report, the City Secretary's Office has processed 32 open record requests. Those requests were for: construction plans, permit information, municipal court information, personnel information, solid waste contracts, bid documents, staff and Council emails and staff cell phone records.
- Continued planning for the April 5, 2018, Volunteer Appreciation Dinner.
- Continued planning for the 2018 July 4th Event.
- Attended the TMCA Election Law Seminar in Frisco, TX.
- Preparing an Annual Report to present at Council or in upcoming City Manager Report.
- Preparing for a purge of records that were set for destruction in December of 2017.
- 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

- Getting bids on rewiring and updating library and getting internet into the children's wing.
- Speaker series "Stories from the Archives" kicks off Saturday, Feb 17 at 10:30am with Carol Poss presenting "Two Leon Valley Heroes".
- Leon Valley History Portal open and being added to continually. LOTS to add, so don't despair if you don't see information yet!
- Traffic at library remained high first two weeks of road closure, no decline until last week. Not sure of reason but monitoring.
- Planning big MakerSpace Event for Spring Break featuring STEAM activities (Science, Technology, Engineering, Art, Mathematics).

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, February 6, 2018, in the Leon Valley City Council Chambers.

- Upcoming Important Events:
 - February 19, 2018, City Offices are closed in observance of President's Day.
 - Next City Council Meeting February 20th, 2018, at 6:00 p.m. at City Hall.
 - Earthwise Living Day March 3rd 2018, from 9:30 a.m. to 1:30 p.m.
 - May 7, 2018, General Election Filling Period January 17th – February 16th, 2018.
 - Volunteer Appreciation Dinner, Conference Center April 5th, 2018, at 6:00 p.m.
 - NW Seniors Trash and Treasure Sale March 31, 2018, from 9:00 a.m. – 2:00 p.m. at the Community Center.
 - Alamo Area MPO Public Meeting for Bexar County Area February 21, 2018, at 6:00 p.m. at VIA Metropolitan Transit 1021 San Pedro 78212.
- Committee Meetings:
 - Earthwise Living Committee Meeting February 7, 2018, at 5:30 p.m. at the Public Works Service Center.
 - Library Board of Trustees Meeting February 13, 2018, at 5:30 p.m. at the Leon Valley Public Library.
 - Zoning Commission Meeting February 27, 2018, at 6:30 p.m. at City Hall.