



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** March 30, 2018  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre City Council Meeting Report

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**Human Resources**

- Vacant Positions
  - Animal Control/Code Enforcement Officer; interviews are being scheduled for next week.
  - Hired Planning & Zoning Director – position is contingent on final background check, if background check acceptable, candidate will begin employment on 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 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, has completed the construction of the new gas mains. The sewer main replacement is scheduled to begin this week. 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.
  - 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.
- 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.
- 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**

- Arrest
  - 03-06-18 – 6000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 03-06-18 – 4600 Timco East – City Ordinance Violation – Vehicle Impounded
  - 03-07-18 – 5600 Evers Rd. – Disturbance – One arrested for possession of Marijuana < 2 oz.
  - 03-07-18 – 5600 Evers Rd. – Criminal Trespass – Two arrested for Trespassing
  - 03-08-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 03-09-18 – 6700 Bandera Rd. – Emergency Detention – One arrested/released at hospital
  - 03-09-18 – 5600 Bandera Rd. – Suspicious Person – One arrested for active County warrant (felony)
  - 03-09-18 – 6600 Bandera Rd. – Crash – One cited/released – Vehicle Impounded
  - 03-10-18 – 7100 Poss Rd. – Graffiti – One arrested for Graffiti and Evading Arrest (foot)
  - 03-10-18 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 03-11-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 03-12-18 – 6400 Evers Rd. – Disorderly Conduct (exposure) – One cited/released
  - 03-12-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released Vehicle Impounded
  - 03-12-18 – 7500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
  - 03-12-18 – 5600 Bandera Rd. – Theft \$100-750/Failure to ID – One arrested for offenses and active county warrant
  - 03-13-18 – 5800 Bandera Rd. – Panhandlers – Two cited/released
  - 03-16-18 – 5400 Wurzbach Rd. – Traffic Stop – One arrested on active warrant – Vehicle Impounded
  - 03-16-18 – 5600 Grissom Rd. – Emergency Detention – One arrested/released at hospital
  - 03-17-18 – 5600 Evers Rd. – Assault/Family Violence – One arrested for offense
  - 03-18-18 – 6700 Bandera Rd. – Crash – One cited/released – Vehicle Impounded
- Significant Calls
  - 03-05-18 – 5600 Grissom Rd. – Burglary/Habitation
  - 03-05-18 – 6500 Seneca – Criminal Mischief \$2500-30,000
  - 03-05-18 – 6100 Rue Sophie – Criminal Mischief \$100-750
  - 03-05-18 – 5900 Grass Hill – Criminal Mischief \$100-750
  - 03-05-18 – 5600 Evers Rd. – Criminal Mischief \$100-750
  - 03-05-18 – 6200 Stirrup Ln. – City Ordinance Violation
  - 03-05-18 – 6800 Blacksmith – City Ordinance Violation
  - 03-05-18 – 6000 Exchange Parkway – Alarm
  - 03-05-18 – 4600 Timco East – City Ordinance Violation X 2
  - 03-06-18 – 6000 Bandera Rd. – Missing Person
  - 03-06-18 – 7000 Bandera Rd. – Suspicious Persons
  - 03-06-18 – 6800 Linkway – Forgery

- 03-06-18 – 6600 Sally Agee – Suspicious Person/vehicle
- 03-06-18 – 6900 Forest Way – Alarm
- 03-06-18 – 4900 NW Industrial – Criminal Mischief \$100-750
- 03-06-18 – 6100 Bandera Rd. – Hit and Run Crash
- 03-07-18 – 6100 Bandera Rd. – Suspicious Person
- 03-07-18 – 5900 Forest Ridge – Runaway
- 03-07-18 – Seneca @ Rue Sophie – Hit and Run Crash
- 03-07-18 – 6600 Seneca – Criminal Mischief
- 03-07-18 – 6100 Forest Wood – Suspicious Vehicle
- 03-07-18 – 5600 Evers Rd. – Credit Card Abuse
- 03-07-18 – 5600 Bandera Rd. – Alarm
- 03-07-18 – 6800 Huebner Rd. – Alarm
- 03-08-18 – 6900 Forest Grove – Suspicious Circumstances
- 03-08-18 – 5900 Wurzbach Rd. - Alarm
- 03-08-17 – 6200 Forest Bend – Alarm
- 03-08-18 – 6600 Fontana Point – Theft \$2500 -30,000
- 03-08-18 – 5600 Bandera Rd. – Theft \$100-750
- 03-08-18 – 5600 Bandera Rd. – Burglary/Vehicle
- 03-09-18 – 5400 Bandera Rd. – Alarm
- 03-09-18 – 5600 Bandera Rd. – Lost Property
- 03-09-18 – 7400 Horse Trail – Alarm
- 03-09-18 – 5600 Bandera Rd. – Theft
- 03-09-18 – 6900 Bandera Rd. – Damage to Property
- 03-10-18 – 6600 Countess Adair – Alarm
- 03-10-18 – 6100 Bandera Rd. – Alarm
- 03-11-18 – 5600 Poppy Seed Run – Suspicious Vehicle
- 03-11-18 – 5700 Bandera Rd. – Suspicious Person
- 03-11-18 – 6700 Bandera Rd. – Suspicious Person
- 03-11-18 – 5900 Forest Ridge – Theft/Vehicle
- 03-11-18 – 6900 Bandera Rd. – Theft < \$100
- 03-11-18 – 6600 Bandera Rd. - Alarm
- 03-11-18 – 6800 Evers Rd. – Graffiti
- 03-12-18 – 5600 Bandera Rd. – Suspicious Person
- 03-12-18 – 6800 Bandera Rd. – Burglary/Building
- 03-12-18 – 6300 Rue Marielyn – Forgery
- 03-12-18 – 5600 Bandera Rd. – Theft < \$100
- 03-12-18 – 6600 Forest Grove – Found Open Garage Door
- 03-12-18 – 7400 High Stepper – Found Open Garage Door
- 03-13-18 – 7700 Eckhert Rd. – Alarm
- 03-13-18 – 7000 Bandera Rd. – Alarm
- 03-14-18 – 5300 Bandera Rd. – Alarm
- 03-14-18 – 5900 Forest Ridge – Runaway
- 03-14-18 – 6600 Bandera Rd. – Attempted Suicide
- 03-15-18 – 6300 Handsome Lake – Alarm
- 03-15-18 – 6600 Bandera Rd. – Alarm
- 03-15-18 – 5600 Evers Rd. - Theft
- 03-15-18 – 6300 Evers Rd. – Assault/Bodily Injury – Family Violence
- 03-15-18 – 6000 Bandera Rd. – Missing Person
- 03-15-18 – 6300 Rue Marielyne – Burglary/Habitation
- 03-15-18 – 6400 Evers Rd. – Alarm
- 03-15-18 – 6400 El Verde – Missing Person

- 03-15-18 – 6800 Linkway – Criminal Mischief
- 03-16-18 – 6100 Bandera Rd. – Harassment
- 03-16-18 – 5600 Evers Rd. – Suspicious Person
- 03-16-18 – 5900 Forest Ridge – Runaway
- 03-16-18 – 5600 Poppy Seed Run – Found Open Garage Door
- 03-16-18 – 6700 Bandera Rd. – Alarm
- 03-17-18 – 6100 Bandera Rd. – Assault/Bodily Injury
- 03-17-18 – 7200 Bandera Rd. – Alarm
- 03-17-18 – 5300 Wurzbach Rd. – Alarm
- 03-17-18 – 6300 Stirrup – City Ordinance Violation
- 03-17-18 – 5600 Bandera Rd. – Theft
- 03-17-18 – 6100 Bandera Rd. – Burglary/Vehicle
- 03-18-18 – 7500 Eckhert Rd. – Assault/Threats
- 03-18-18 – 6300 Evers Rd. – Alarm
- 03-18-18 – 6800 Bandera Rd. – Suspicious Person
- 03-18-18 – 7100 Bandera Rd. – Theft/Vehicle
- Traffic Citations – 73
- Warnings – 38
- The Criminal Investigation Unit
  - Cases Filed Six (2)
    - 1 Assault Bodily Injury Class(A) (Filed At large)
    - 1 Misdemeanor Theft (Filed At Large)Additional Activity
  - Active Investigations
    - Investigating Burglary of a Building 6800 Bandera Rd on 03/12/18 (Roof Top)
    - Investigating missing person 14-year-old girl (runaway) on 03/12/18
    - Processed recovered stolen vehicle on 03/10/17
    - Downloaded 10 DVDs for D.A’s Office
    - Investigated Accidental Shooting (Vista Del Rey Apts.) reported in San Antonio
- Training
  - Sgt. Burlison, Cpl. Carrillo and Cpl. Farias, as well as Officers Flores, Griego, Baiza, Evans and Brewton attended Domestic Violence /Investigation-Prosecution training.
  - Lt. Anderson, Sgt. Gonzales, Detective Munoz, Detective King, and Detective Brooks attended the entire ICS 300 and 400 Supervisor classes the week of 19 thru 22 March.
  - Sgt. Gonzales and Detective Brooks attended Officer Involved Shooting class in Kendall County.
- Code Enforcement/Animal Control
  - Code Enforcement tagged and followed up on 15 junked/abandoned vehicles. They removed over two hundred (200) bandit signs and handled seventeen (17) graffiti cases. Two (5) high grass reports (1) pool violation were also given to the home owners.
  - 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. They also handled five (5) at large dog calls where the animals were not located. The team picked up five (5) dead deer and one (one) dead dog for disposal. Calls were also made for one (1) missing dog and one (1) missing cat, and six (6) felines were trapped and released after being neutered. One dog was released to the Humane Society. One dog that was killed in a structure fire was also disposed of.
- Community Service
  - Officers participated in Heroes for Health program, Talking to hundreds of elementary students on the importance of exercise and healthy food choices.
  - Sgt. Gonzales and Detective Brooks participated on an on-air radio forum on KTSA about school violence.
  - Officers delivered hundreds of Cardboard “Kids” to Leon Valley businesses and schools. The kids will be revealed on April 4-5 throughout Leon Valley.

## Fire Department

- **New Ambulance in Service!** – The Fire Department took delivery of their new ambulance on Friday, March 23<sup>rd</sup>. The new ambulance replaces our 2004 Ambulance, and was quickly placed into service. The ambulance features a state-of-the-art smooth driving suspension and self-loading stretcher system. These features work to improve patient care and reduce injury risk to our Paramedics. The ambulance also comes with matching paint and graphics, and a virtual tour is available online by clicking the following link; <https://www.frazerbilt.com/customer-delivery-leon-valley/>
- **Activation of FERP!** – The department responded to emergencies related to storms on Tuesday and Wednesday, March 28<sup>th</sup>. Rainfall totaled 4 inches of rain over 12 hours, and resulted in the closure of Poss Road, and one vehicle accident. Pea-sized hail was reported in Leon Valley, and Firefighters responded to Bexar County to assist with a water rescue.
- **Preparation for ISO** – With the passing of the new Fire Code, addition of a Service Truck, and strengthening of policies, the department continues to work towards improvements that will result in a favorable outcome of our upcoming ISO survey. The City of Leon Valley is designated as a Class 3 Public Protection Classification ISO rating, and the department is working hard to improve upon that designation. Current work includes a complete review (and proposal) of the Wildland-Urban Interface Code. This code has been applied through reference in the past, but our recommendation will be to adopt it formally as an ordinance. Additional work continues on policies and inventory of equipment.
- **Honor Guard** – The Leon Valley Fire Department Honor Guard formally posted the colors for the *City Public Service Employee Safety Kickoff* event. The event included 250 employees from CPS-Energy, and the team represented well. The team has tentatively accepted an invitation from the San Antonio Missions to post colors for Opening Day on April 12<sup>th</sup> at 7:05PM.
- **Fill the Boot For MDA** – Our Annual fundraiser for the Muscular Dystrophy Association (MDA) is scheduled for April 5<sup>th</sup> at 10AM. Firefighters will be at intersections for several hours collecting donations with the bunker boots. 100% of proceeds support the MDA.
- **Rue Sophie family** – The department received and transported over 4 pickup beds of donations to the family that lost their home to a fire on Rue Sophie. Donations included several gift cards, bedding, clothing, and toys. The family is working with their insurance company to recover their losses, but plan to be displaced for several months ahead while their home is rebuilt. We will continue to support the family, and welcome additional donations of; gift cards, clothing, and toys. The children affected include twin 7-year old boys, and a 10 year old boy.
- **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 presented the first five proposed Division Amendments to the Zoning Commission at the March 27, 2018, meeting. Staff will bring the rest of the revised code in sections for their review.
- Zoning Cases
  - A Zoning Commission meeting was held on March 27, 2018, at 6:30 p.m. No completed zoning case applications have been received as of March 1, 2018.
  - 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.

- Board of Adjustment
  - A Board of Adjustment meeting will be held on March 29, 2018, at 4:00 pm to discuss a previous case with the Board's attorney.
  - Three cases were heard by the Board on March 15, 2018:
    - No. 2018-218 – Courtyard Café at 7600 Eckhart Rd, requests a variance to allow a pole sign and case was approved
    - 2018-219 – Valencia Lofts at 6007 Grissom Rd, to allow a pole sign and to reduce the minimum required landscaping for the sign and the case was approved
    - 2018-220-Javier Pompa, at 7303 Linkmeadow, to allow a carport to encroach into the rear yard setback and the case was denied.
- 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.
- 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 applied for a permit to repair the home and bring it into compliance with the code.
  - Staff is continuing site visits with the Audit Team and has completed all properties south of Loop 410.
- Permitting and Records
  - 74 customers were served from March 15 to March 28, 2018 at the Community Development office.
  - 48 projects were processed or are in progress, including 18 Certificate of Occupancy
  - 20 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.
- Hike and Bike Trail Committee
  - The Committee will hold the next meeting on April 10, 2018. Committee will be discussing trail amenities.

### **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 4<sup>th</sup> 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**

- National Library Week is April 8 – 14, 2018.
- Trustee Meeting Tuesday, April 10 at 5:30 p.m. in the library.
- House Calls, where the library provides pick up and drop off book service to home bound members, is continuing to be used and appreciated.
- A number of our members had been using Maverick library in San Antonio due to the construction and inconvenience it causes, have returned. Comments have been the same, repeatedly “San Antonio just cannot compare to our Leon Valley Library and it’s warmth. Many thanks to our loyal and amazing members!
- Recent addition of books and DVDs on how to speak English for Spanish Language Speakers
- Library Volunteer Appreciation Event Wednesday, April 18 from 5-7pm. Calendar invite will be sent to Council and Admin as well as physical invite.
- Summer Reading plans are well under way with our theme being LIBRARIES ROCK.

## **Economic Development**

- Inventoried available commercial spaces to be filled.
- Working with property management companies to find potential tenants that are suitable for Leon Valley.
- Assisting several businesses with sign and façade improvements.
- Economic & Community Development Advisory Group met on March 27<sup>th</sup> and approved \$32,500 towards the 4<sup>th</sup> of July Celebration and \$1,000 for a City of Leon Valley Soap Box Derby Car – their recommendation will now be heard by the Council.
- Worked with owners of the DPS Building and Bandera Heights Shopping Center in attempting to obtain a grant for electric charging stations.
- Began audits on northwest side of 410.
- Working with several Leon Valley businesses who will be a part of the Soap Box Derby Car Race.
- Several employees attended LV Chamber Luncheon.

## **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 3, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
  - Next Special City Council Meeting begins at 5:30 p.m. and Regular City Council Meeting, April 17, 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.

- Deadline to register to vote in the May General Election, April 5, 2018.
- Impound Lot Auction, April 12, 2018, behind Community Center.
- 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 1<sup>st</sup>.
- City of San Antonio’s Tricentennial from May 1-6, 2018, for more information visit [sanantonio300.org](http://sanantonio300.org)
- Candidate Forum hosted by the League of Women Voters, Conference Center, April 18, 2018, from 6:00 p.m.-8:00 p.m.
- Committee Meetings:
  - Earthwise Living Committee April 4, 2018, at 5:30 p.m. at Public Works.
  - Hike and Bike Committee 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.
  - Police Advisory Committee April 18, 2018, at 6:30 p.m. at City Hall.
  - Park Commission Meeting April 12, 2018, at 7:00 p.m. at Leon Valley Conference Center
  - Zoning Commission Meeting April 24, 2018, at 7:00 p.m. at City Hall.