



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: March 2, 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; backgrounds being completed.
 - Maintenance Crewman; positions have been filled.
 - Planning & Zoning Director; position being advertised.

Public Works

- Projects:
 - Wrapping up water well project at Huebner well site. The well has been flushed and tested for safety this week, and is now in operation. Several minor punch list items are being completed.
 - Plans are finalized for a new traffic signal system at Wurzbach and Exchange Parkway, and will now be 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. Bids will be advertised and the results taken to Council in February for a March construction start date.
 - Year 1 street maintenance plans have been prepared and bids are to be advertised this month for a March start date (weather permitting).
 - The Evers Road bridge project is underway and the old crossing has been removed. Badeco, the utility contractor, has started construction of the new gas mains. When they are ready to connect, they will shut off the valves at Wurzbach and Evers and on Poss at Bandera. There may be a strong odor of gas when that happens, but we will let everyone know closer to the date.
 - 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 and we will be meeting every Friday afternoon until completion.
- Working with contractor for LC-17 to keep residents informed of progress. The contractor is in the process of constructing sewer mains. Once that is complete, they will install the new water main.
- Getting quotes for capping the water well at 6530 Samaritan Drive – the first quote was \$16,000. Staff contacted the Edwards Aquifer Authority to see if a grant was available to perform this work; however, they are only able to help with videotaping the column. We will now ask the EPA if they can help, as

the well is close to the plume area. 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.

- 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
 - 2-05-18 – 6700 Linkway Dr. – One arrested for Possession of Marijuana < 2 oz.
 - 2-05-18 – 7000 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 2-05-18 – 5600 Bandera Rd. – Traffic Stop – One arrested for Possession of Marijuana < 2 oz. – **Vehicle Impounded**
 - 2-06-18 – 6800 Bandera Rd. – Traffic Stop – One arrested for an active warrant and Possession of a Controlled Substance – **Vehicle Impounded**
 - 2-06-18 – 7400 High Stepper – City Ordinance Violation – **Vehicle Impounded**
 - 2-07-18 – 5700 NW Loop 410 – Traffic Stop – One arrested for DWI – **Vehicle Impounded**
 - 2-07-18 – 7400 Huebner Rd. – Crash – One arrested for DWI and Possession of Marijuana < 2 oz.
 - 2-07-18 – 7000 Forest Grove – Disturbance/Emergency Detention – One arrested/released at hospital
 - 2-08-18 – 7000 Huebner Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 2-08-18 – 7300 Huebner Rd. – Traffic Stop – One cited/released **Vehicle Impounded**
 - 2-08-18 – 5600 Bandera Rd. – Theft \$100-750 – One arrested for offense
 - 2-09-18 – 6500 Bandera Rd. – Traffic Stop – One arrested for Driving While License Invalid/Enhanced and Possession of Marijuana < 2 oz. – **Vehicle Impounded**
 - 2-09-18 – 6900 Bandera Rd. – Suspicious Person – One arrested for Unlawfully Carrying a Firearm on a Licensed Premise
 - 2-09-18 – 5300 Kenwick – Wanted Person – One arrested on active warrant/Possession of a Controlled Substance – (one of our taggers)
 - 2-10-18 – 5600 Bandera Rd. – Traffic Stop – One arrested on traffic offenses – **Vehicle Impounded**
 - 2-10-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released
 - 2-10-18 – 7100 Bandera Rd. – Traffic Stop – One arrested for Driving While Intoxicated – **Vehicle Impounded**
 - 2-10-18 – 5400 Bandera Rd. – Traffic Stop – One arrested on active county warrant – **Vehicle Impounded**
 - 2-10-18 – 6100 Wurzbach Rd. – Traffic Stop – One arrested on traffic offenses – **Vehicle Impounded**
 - 2-10-18 – 7900 Eckhert Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 2-11-18 – 5600 NW Loop 410 – Traffic Stop – Three arrested – One for Possession of Marijuana 4 oz. – 5 lbs, another arrested for Possession of a Controlled Substance 1 < 4g and last one arrested for Possession of a Controlled Substance 200 > 400g – **Vehicle Impounded**
 - 2-11-18 – 7500 Bandera Rd. – Traffic Stop – Two arrested – One for 5 active county warrants and another for Possession of Drug Paraphernalia – **Vehicle Impounded**
 - 2-12-18 – 6400 El Verde – Traffic Stop – One arrested for Driving While License Invalid – **Vehicle Impounded**
 - 2-12-18 – 6300 Evers Rd. – Emergency Detention – One arrested/released at hospital
 - 2-13-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited and released
 - 2-13-18 – 6900 Forest Meadow – Emergency Detention – One arrested/released at hospital
 - 2-14-18 – 6700 Poss Rd. – Traffic Stop – One arrested on active warrant – **Vehicle Impounded**

- 2-14-18 – 6000 Bandera Rd. – Traffic Stop – One arrested for Driving While License Invalid (enhanced) – **Vehicle Impounded**
- 2-14-18 – 7200 Linkhaven – Traffic Stop – One arrested for Driving While License Invalid (enhanced) and Possession of Marijuana < 2 Oz., another arrested for Possession of Marijuana < 2 oz. – **Vehicle Impounded**
- 2-15-18 – 5400 Bandera Rd. – Suspicious Person – One arrested for Possession of Marijuana < 2 oz. – **Vehicle Impounded**
- 2-15-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested for offense
- 2-16-18 – 5600 NW Loop 410 – Public Intoxication – One arrested for offense
- 2-17-18 – 6300 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 2-17-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 2-18-18 – 5900 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 2-18-18 – 5600 Evers Rd. – Emergency Detention – One arrested/released at Hospital
- Significant Calls
 - 2-05-18 – 6600 Pavona Ridge – Burglary of a Habitation
 - 2-05-18 – 5600 Evers Rd. – Burglary of a Vehicle
 - 2-05-18 – 6200 Rue Sophie – Theft \$100-750
 - 2-05-18 – 5800 Bandera Rd. – Panhandler
 - 2-05-18 – 7000 Autumn Chase – City Ordinance Violation
 - 2-05-18 – 7200 Forest Meadow – Suspicious Person
 - 2-06-18 – 7300 Bandera Rd. – Hit and Run Crash
 - 2-06-18 – 5700 Bandera Rd. – Hit and Run Crash
 - 2-06-18 – 6400 Huebner Rd. – City Ordinance Violation
 - 2-06-18 – 6400 El Verde – Theft \$100-750
 - 2-07-18 – 6600 Bandera Rd. – Theft \$100-750
 - 2-07-18 – 6300 Evers Rd. – Theft < \$100
 - 2-07-18 – 7700 Linkview – Suspicious Circumstances
 - 2-07-18 – 5600 Bandera Rd. – Alarm
 - 2-07-18 – 5600 Bandera Rd. – Burglary
 - 2-08-18 – 6100 Bandera Rd. – Alarm
 - 2-08-18 – 6600 Forest Grove – Criminal Mischief \$100-750
 - 2-08-18 – 5500 Bandera Rd. – Terroristic Threat
 - 2-08-18 – 6100 Bandera Rd. – Assault/Bodily Injury
 - 2-09-18 – 6300 Evers Rd. – Assault/Bodily Injury - Family Violence
 - 2-09-18 – 5900 Wurzbach Rd. – Suspicious Circumstances
 - 2-09-18 – 7100 Tealeaf – Animal Call
 - 2-09-18 – 5600 Bandera Rd. – Suspicious Vehicle
 - 2-09-18 – 5900 Wurzbach Rd. – Criminal Mischief
 - 2-09-18 – 7100 Larksong – City Ordinance Violation
 - 2-10-18 – 6800 Bandera Rd. – Graffiti
 - 2-10-18 – 5600 Bandera Rd. – Theft < \$100
 - 2-10-18 – 6300 El Verde – Found Dog
 - 2-11-18 – 6800 Huebner Rd. – Alarm
 - 2-11-18 – 6800 Bandera Rd. - Alarm
 - 2-11-18 – 7400 Horse Tail – Alarm
 - 2-11-18 – 6200 Sun Hollow – Suspicious Circumstances
 - 2-11-18 – 5600 Bandera Rd. – Alarm
 - 2-11-18 – 5400 Nutmeg Trail – Theft \$750-2500
 - 2-12-18 – 5900 Bandera Rd. – Suspicious Vehicle
 - 2-12-18 – 5600 Bandera Rd. – Alarm
 - 2-13-18 – 5400 Bandera Rd. – Suspicious Vehicle

- 2-13-18 – 5700 Bandera Rd. – Graffiti
- 2-13-18 – Bandera Rd. @ Grissom Rd. – Suspicious Vehicle
- 2-13-18 – 5400 Bandera Rd. – Theft of service
- 2-13-18 – Bandera Rd. @ Wurzbach Rd. – Motor Vehicle/Bicyclist Crash
- 2-14-18 – 7700 Eckhert Rd. – Alarm
- 2-14-18 – 5400 Nutmeg Trail – Alarm
- 2-14-18 – 6900 Bandera Rd. – Theft < \$100
- 2-14-18 – 5600 Grissom Rd. – Suspicious Person
- 2-15-18 – 6700 Poss Rd. – Alarm
- 2-15-18 – 7100 Bandera Rd. – Alarm
- 2-15-18 – 7100 Linkcrest – 911 Hang up
- 2-15-18 – 7000 Bandera Rd. – Alarm
- 2-15-18 – 6100 Bandera Rd. – Burglary of a Vehicle
- 2-15-18 – 5600 Grissom Rd. – Theft
- 2-16-18 – 6500 Adair – Alarm
- 2-16-18 – 6900 Bandera Rd. – Suspicious Circumstances
- 2-16-18 – 6700 Peachtree – Deceased Person
- 2-16-18 – 6600 Bandera Rd. – 911 Hang up
- 2-16-18 – 6300 Rue Sophie – Unauthorized Use of a Motor Vehicle
- 2-17-18 – 5800 El Verde – City Ordinance Violation
- 2-17-18 – 6400 Bandera Rd. – Identity Theft
- 2-17-18 – 7200 Bandera Rd. – Damage to Property
- 2-18-18 – 7100 Bandera Rd. – Burglary of a Habitation
- 2-18-18 – 7300 Crownpiece – City Ordinance Violation
- 2-18-18 – 5800 Grass Hill – City Ordinance Violation
- 2-18-18 – 7200 Bandera Rd. – City Ordinance Violation
- 2-18-18 – 6100 Locker Lane – City Ordinance Violation
- Traffic Citations – 130
- Warnings – 75
- Other – 2
- The Criminal Investigation Unit
 - Cases Filed five (5)
 - 4 cases filed for Possession of a Controlled Substance
 - 1 case filed Felony (Enhanced) Thefts from HEB
 - Additional Activity
 - Continued ongoing investigation into Burglary Vehicle on Blacksmith
 - Currently working two sexual assault cases (By age)
 - Downloaded 15 DVDs for D.A Office.
 - Assisted to prepare 300 pounds of Narcotics in the Property Room for disposal.
 - Suspended two theft cases . No further leads.
 - Been in contact with complainant on missing Frankie. Following up on all viable leads.
 - Assisted DEA with Surveillance
 - Closed five (5) cases out
- Training
 - Cpl. Farias attended Less than Lethal ICP Instructor Course at Georgetown PD – 2/6/18 - 2/9/18
 - Sgt. Gonzales and Officer Rivera attended Street Survival Course at UTHSCSA – 2/12/18 – 2/13/18
- Code Enforcement/Animal Control
 - During this time period, Code Compliance tagged and followed up on thirty-nine (39) junked/abandoned vehicles. We removed over a hundred and fifty hundred (150) bandit signs,

fifteen (15) calls for trash and high weeds, and handled one (1) graffiti cases which have been painted over by the city or property management.

- Animal Control responded to a total of 41 calls for service. (1) feral cat was quarantined after a bite. In addition, (5) dogs returned to their owners with a warning on violating the City ordinance on restraining their pets. (1) resident was warned for insufficient food and water supply for a pet dog. The team picked up (2) dead cats, (1) dead deer, and (2) dead skunks for disposal. They also made calls for (6) missing dogs, and had (15) felines trapped and released after being neutered. (3) traps were dropped off as part of the TNR program.
- Community Service
 - Cpl. Mandry and Officer Espinoza attended Coffee for Cops 2/14/18 and conducted a Bike Rodeo at Carlos Coon Elementary School on 2/16/18
 - Detective Brooks continued to work with the Texas Special Olympics for several upcoming events.
 - Sergeant Urdiales and Detective Brooks gave five safety and crime prevention presentations to area churches.

Fire Department

- **Fire Recovery Activated!** - Following the approval by City Council regarding Fire Recovery, the department has coordinated with the service provider, and has officially activated the process. The department has already processed 15 vehicle accidents since the ordinance was approved, and we are looking forward to reporting on the process.
- **ASPP Time!** - The department is engaged in applying (again) for funding through the federal Ambulance Supplemental Payment Program (ASPP). This funding opportunity provides reimbursement for applicable emergency medical services to qualified agencies. The City of Leon Valley has recovered over \$250,000 since participating in this program, and are one of a very few EMS agencies that have worked to meet approval in the state of Texas. We are working hard to meet all the requirements, and hoping for a positive report.
- **AACOG grant application** - The department has applied for an emergency management grant to replace the generator at the fire station through AACOG. Leon Valley was one of 2 suburban cities to apply for this local grant. There were 2.6 million in project applications, and only 1.5 million in funding. This grant is a 0% match, and the department will know in the coming weeks if this project will be funded.
- **EMS Quality Assurance** - The department is engaged in updating a Quality Assurance/Insurance program, specifically with EMS services. As the Medical Director, Dr. Manifold is actively working to review our Paramedic patient care reports, and providing feedback, along with supporting any training needs, or changes to equipment or policies. EMS services continue to provide excellent services, the department is simply working to meet best practices.
- **Fire Code** - The department led a local workshop initiative with area Fire Chiefs and Fire Marshals to review and develop consistent new amendments to the 2018 International Fire Code. The following cities participated and will be moving forward with a proposal to their respective jurisdictions; Live Oak, Balcones Heights, Castle Hills, Shavano Park, Kerrville, Guadalupe County, Universal City, and Leon Valley. This work will improve interoperability between jurisdictions, including firefighter safety. The new fire code is also needed to support our upcoming ISO survey.
- **Training** - Fire Chief Valdez attended the Texas Fire Chiefs Association Executive Conference in Austin from February 26th, through 28th. Topics included; firefighter safety, leadership, dealing with line-of-duty death, active shooter training, cancer prevention, and how to engage in Texas legislation.

Community Development Department

- Zoning Cases and Code

- Staff continues making edits to the code, and proposes to bring code amendments to Zoning Commission in Spring 2018.
- A Zoning Commission meeting was held on February 27, 2018 at 6:30 p.m. No zoning case applications have been received, but the Zoning Commission held a discussion on the general rules for Commission members.
- 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. A public hearing will be held before City Council on March 6, 2018.
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- Board of Adjustment
 - Three cases have been received: No. 2018-218 – Applicant Courtyard Café requests a variance to allow a Pole Sign at 7600 Eckhert Rd, 2018-220-Applicant Javier Pompa requests a variance to allow for a carport in the back yard at 7303 Linkmeadow, and 2018-221 a request for a variance to the signs regulations at Valencia Lofts on Grissom Road, to install an artistic pole sign instead of a monument sign. The BOA will meet on March 15th.
- OnIt
 - Staff continues to work with the OnIt team to resolve zoning and code enforcement cases. Staff provides support to the Code Enforcement Officers conducting research and preparing notices of violation.
 - Council held public hearing for 6643 Grist Mill on February 6, 2018, and declared the site a public nuisance and substandard building, and ordered demolition. On February 6, 2018, the property owner contacted staff via email and stated the property has been sold. Staff confirmed that the property has been sold.
 - Staff is continuing site visits with the Audit Team at the Northwest Industrial Park.
- Permitting & Records Management
 - 120 customers were served from February 1 -26, 2018 at the Community Development Office.
 - 14 Commercial Code Letters and 21 Residential letters were processed
 - 6 C of O’s issued
 - 136 Permits issued for the month
- Development Meetings
 - Director met with Kevin White of White-Conlee Builders, who submitted a tree preservation variance request. The proposed project is to construct apartments on a site located on Grissom Road. There was no quorum at the Tree Advisory Board meeting on February 12, and the meeting was rescheduled to February 26; however, the applicant had added another request, which was not posted, therefore another meeting will be held on Friday, March 2nd, to hear his case and make any recommendation. The variance requests are tentatively scheduled for the March 6 City Council meeting.

Economic Development

- New business applications for month of February: 6
- Closed business: 3
- Sonic, Jack in the box, and Dickie’s all closed by corporate management due to under performance. Each chain closed multiple stores in the region. Dickie’s is up for sale to a possible new franchisee. Sonic building is up for sale. Carl’s Jr in limbo as the ownership is unsure of their next step. ED will assist with any opportunity to fill locations with a quality business.
- Working with UTSA Institute for Economic Development and Small Business Administration to prospect new businesses

- Building inventory of vacant commercial spaces to facilitate economic growth opportunities
- Assisting in the development of 7200 block of Bandera
- Continued assistance to the Silo Property
- Continued assistance to tenants at the properties located at Bandera & Seneca
- Assisting property owner at Bandera & Eckert
- Partial signage reimbursement 7007 Bandera Road
- Assisted with possible new business at Bandera Heights
- Worked on a Rule 11 Agreement with the San Antonio Aquarium
- Attended several meetings w/ White Conlee Builders regarding apartment construction on Grissom Road
- Attended several meetings regarding solutions to issues with soccer field on Shadow Mist Road
- Worked with NW Little League to attempt to clear parking lot for a multi -regional tournament from late June through the 4th of July weekend.

City Secretary

- Since the last report, the City Secretary's Office has processed 9 open record requests. Those requests were for: permit information, solid waste contracts, and traffic study records.
- Worked on City Council meeting minutes and agendas.
- Completed the review of the City's board/commission/committee appointments and membership roster.
- Conducted the Drawing for Place on the Ballot.
- Submitted 19 Ordinances to Franklin Legal Publishing for the City of Leon Valley Code of Ordinances Supplement No. 1.
- Continued preparing for the April 5, 2018 Volunteer Appreciation Dinner.
- Continued planning for the 2018 July 4th Event.
- 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.
- Conducted TOMA training for committee members and staff who had not had it.
- Ongoing Projects:
 - o Leon Valley Contract Inventory
 - o Working with staff to inventory records to be sent to Safesite for record storage
 - o Working to set a date for the TOMA, Ethics and PIA training
 - o Serving as Alamo Chapter TMCA, Inc. President (since 2014), preparing agendas and events.

Library

- 2nd Annual Spring Break MakerSpace Event featuring STEAM activities (Science, Technology, Engineering, Art, Mathematics). NISD and Barnes & Noble have partnered with us for this event. Monday March 12 and Tuesday March 13, 2-5pm daily.
- Library Director Underwood will be at Texas Library Association Annual Conference in Dallas Tuesday, April 3 through Friday, April 6. She will still be reachable via email, text and phone. On-site issues will be handled by Asst. Library Director Theresa Brader.
- Spanish Language collection is growing due to children that are in Spanish immersion schools/classes. We have been adding Spanish language materials for all ages (picture books through young adult books in addition to the adult collection) and receiving requests. We are also now purchasing books and DVDs on how to speak English.
- The library is definitely seeing an impact from the closed road. Our numbers over all are down a bit and some of our regulars have commented that they have "put up with it for a couple months and it's just inconvenient," stating they will be going to Maverick until Evers Road opens again. The library is planning and marketing programming to hopefully combat this and minimize the impact.

Upcoming Events:

- The Next Regular City Council Meeting begins at 6:00 p.m. on Tuesday, March 6, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - City Council Meeting March 20th, 2018, at 6:00 p.m.
 - 29th Annual Earthwise Living Day, Conference & Community Center, March 3, 2018, from 9:30 a.m. to 1:30 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.
 - Second annual MakerSpace Event at the library during Spring Break: Monday, March 12, 2018 and Tuesday, March 13, 2018 from 2:00 p.m.-5:00 p.m. daily.
 - Hiding in the Spotlight Play presentation at the library, Saturday, March 10, 2018, at 12:30 p.m.
 - 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.
 - May 5, 2018, General Election Filling Period, January 17th – February 16th, 2018.
 - Volunteer Appreciation Dinner, Conference Center, April 5th, 2018, at 6:00 p.m.
 - Basura Bash 2018 Saturday, February 17, 2018, registration and breakfast is from 8:00 p.m. – 9:00 a.m. and waterways cleanup is 9:00 a.m. – 12:00 p.m. Volunteers are meeting in the HEB parking lot (5601 Bandera Rd.).
- Committee Meetings:
 - Library Board of Trustees Meeting March 13, 2018, at 5:30 p.m. at the Leon Valley Public Library.
 - Zoning Commission Meeting March 27, 2018, at 6:30 p.m. at City Hall.