



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: August 29, 2019
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Fire Department
 - Two Lieutenant – Congratulations to Jaaron Thomas and Jim Ortiz for promoting to the Lieutenant position.
 - Two Fire Engineer – Currently advertising.
 - Public Works
 - One Maintenance Crewman.
 - Library Director – Rosie Amaya was selected as the new Library Director and will start October 1, 2019. Ms. Amaya is the current Library Director at the Joe Barnhart Bee County Library in Beeville Texas. Ms. Amaya has a Master’s Degree in English and a Master’s Degree in Library Science. We are excited for Ms. Amaya to join our team.
 - Assistant Finance Director – Currently advertising for this position.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Library	Outside The City
08/11/2019-08/17/2019	0	27					27
08/18/2019-08/24/2019	0	21	16		3	2	

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
8/8/2019	264	166	181
8/15/2019	376	227	246

Public Works

- Projects:

- The contractor for the LC-17 is at 75% complete on the creek slopes, 65% on the creek bottom all utilities have been installed, the street work is to start in September, the punch list is to start September 1, and they should be completed by October.
- Blacksmith Lane & Wagon Spoke Sewer/Water Main Replacement – contractor is underway and moving fast.
- Evers at Seneca Sidewalk Extension Project – this project has been delayed to October, due to contractor conflicts with the end of the city’s fiscal year.
- Forest Meadow Drainage Improvements – Raymond Rimkus Park – approved by Council on August 6th and will not start until October 1, 2019, due to conflicts with the city’s end of fiscal year.
- Generator at Grass Hill Well Plant – will not start until October 1, 2019, due to conflicts with the city’s end of fiscal year and delivery of actual generator.
- Leon Valley Street Maintenance Year 2 – started last week – Conestoga and Cades Cove have been completed and the construction company will start on Poss Road and Forest Knoll today. Staff is finalizing the designs for the custom art proposed for the bus shelters at the library and the park.
- Bexar County Flood Control will be performing a mill & overlay of El Verde Road, once the LC-17 construction has been completed. They will also realign the drainage swales on the sides of El Verde Road so that proper drainage of the street is restored. Shortly after that, the City will install a replacement water main.
- Preparing to enhance the crosswalk on Evers in front of the library. Thermoplastic signs will be placed in the street in both directions, rumble strips will be installed, and signage will be placed farther away from the crosswalk. The work will begin this week.
- Shade structures for the large playground at Raymond Rimkus Park are expected to be installed by the end of this week.
- Staff is working with CPS Energy and ClearResult to identify ways the City can reduce their energy usage at city facilities.
- This is the last week the pool will be in operation. The pools will be closed all week, but open for Labor Day weekend.
- Finishing up the pavilion next week. Benches will be installed around the pathway and the equipment, then trash/recycling containers will be delivered.
- Repairing the walking path at Old Mill Park – the recycled millings are falling apart. Also installing trash/recycling kiosks.
- Repairing sidewalk and curb on Stirrup Lane from last week’s main break.
- Starting on Mow Zone 1 again.
- Trimming low hanging branches along Evers and Forest Dell.
- Repairing floor in Fire Department shower room.
- Checking all restrooms at all facilities to assure they are in good working order.
- Repairing sprinklers at Community and Conference Centers.
- Blowing out dead end water mains.
- Preparing for annual backflow inspections.
- Creating water and sewer main replacement plan.
- Performing Preventative Maintenance on all Public Works vehicles.
- Accepted delivery of new flatbed truck – placing it into service.
- Repairing backhoe glass from tree hit.
- The Assistant Director will be attending the Texas Floodplain Management Association fall conference in San Antonio on August 27-30th.
- The Maintenance Crew Leader is studying to become a Certified Playground Inspector and a Certified Pool Operator and will take the tests next week.
- Crew member will be taking Pest Control classes in order to obtain the license.

- New Crewmember will be studying for an herbicide application class and testing, as a part of the new street sweeping program.
- Staff will be attending bi-monthly meetings with the Corp of Engineers to discuss the flood reduction feasibility study of Huebner Creek starting today.

Police Department

Please see below information on police activity over the listed period. Have a great day!

- Arrest
 - 8-12-19 – 6300 Evers Rd. – One arrested for active warrant
 - 8-13-19 – 5600 Evers Rd. – Abandon/Endanger Child – One arrested for offense
 - 8-14-19 – 6100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-14-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-15-19 – 5300 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 8-15-19 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
 - 8-15-19 – 5600 N.W. Loop 410 – Traffic Stop - One cited/released – Vehicle Impounded
 - 8-15-19 – 6900 Bandera Rd. – Traffic Stop – On Cited/released – Vehicle Impounded
 - 8-16-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-16-19 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-16-19 – Wurzbach Rd. at Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 8-17-19 – 7100 Bandera Rd. – Public Intoxication – One arrested/released at Bexar County Detox Unit
 - 8-17-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-17-19 – 6600 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-17-19 – 6600 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-17-19 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
 - 8-17-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-18-19 – 6000 Forest Ridge – One arrested for Emergency Detention/released at hospital
 - 8-18-19 – 6200 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-19-19 – 6300 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-21-19 – 6600 Forest Bend N. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-21-19 – 5600 Bandera Rd. – Theft < \$100 – One cited/released
 - 8-22-19 – 6400 Bandera Rd. – One Citation and released at Haven for Hope
 - 8-24-19 – 6000 Grissom Rd. – Emergency Detention – One arrested/released at hospital
 - 8-24-19 – 5600 Evers Rd. – Disturbance – One arrested for Assault/Bodily Injury/Family Violence
 - 8-24-19 – 5600 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 8-24-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
 - 8-12-19 – Evers at Forest Way – Hit and run crash
 - 8-12-19 – 6500 Bandera Rd. – Crash
 - 8-12-19 – 6200 Grissom Rd. – Damage to property
 - 8-12-19 – 5500 Bandera Rd. – Theft of a Motor Vehicle
 - 8-12-19 – 5600 N.W. Loop 410 – Suspicious Person
 - 8-12-19 – 5300 Bandera Rd. – Alarm
 - 8-12-19 – 7000 Bandera Rd. – Alarm
 - 8-12-19 – 6100 Wurzbach Rd. – Alarm
 - 8-12-19 – 5400 Bandera Rd. – Alarm
 - 8-12-19 – 7800 Eckhert Rd. – Burglary of a Building
 - 8-12-19 – 6600 Grist Mill – Alarm

- 8-12-19 – 7000 Bandera Rd. – Theft of a Vehicle
- 8-12-19 – 6600 Cherryleaf – Theft \$100-750
- 8-12-19 – 5600 Evers Rd. – Theft \$750-2500
- 8-13-19 – 7000 Bandera Rd. – Theft
- 8-13-19 – 6700 Bandera Rd. – Crash
- 8-13-19 – 5900 Wurzbach Rd. – Crash
- 8-13-19 – 6300 Rue Marielyne – Assault/Bodily Injury/Family
- 8-13-19 – 7000 Bandera Rd. – Alarm
- 8-13-19 – 5600 Bandera Rd. – Crash
- 8-14-19 – 7000 Bandera Rd. – Crash
- 8-14-19 – 6600 Blue Bird Lane– Found open door
- 8-14-19 – 5400 Bandera Rd. – Alarm
- 8-14-19 – 4900 N.W. Industrial – Alarm
- 8-14-19 – 6200 Forest Ridge – Violation of a City Ordinance (Abandoned Vehicle/Expired registration)
- 8-14-19 – 6100 Britania Ct. – Burglary of a Vehicle
- 8-14-19 – 6300 Parsley Hill – Burglary of a Vehicle
- 8-14-19 – 7300 Bandera Rd. – Crash
- 8-14-19 – 6000 Kinman – Theft < \$100
- 8-14-19 – 6900 Bandera Rd. – Theft \$100-750
- 8-15-19 – 5900 Bandera Rd. – Crash
- 8-15-19 – 5700 Bandera Rd. – Crash
- 8-15-19 – 7200 Bandera Rd. – Crash
- 8-15-19 – 6200 Grissom Rd. – Criminal Mischief
- 8-15-19 – 7100 Forest Pine – Crash
- 8-15-19 – 6600 Bandera Rd. – Alarm
- 8-15-19 – 5700 Bandera Rd. – Alarm
- 8-15-19 – 6600 Bandera Rd. – Alarm
- 8-16-19 – 4900 N.W. Industrial – Alarm
- 8-16-19 – 5400 Bandera Rd. – Alarm
- 8-16-19 – 5900 Bandera Rd. – Crash
- 8-16-19 – 5700 Bandera Rd. – Crash
- 8-16-19 – 6200 Grissom Rd. – Criminal Mischief
- 8-17-19 – 6700 Bandera Rd. – Hit and Run Crash
- 8-17-19 – 6800 Bandera Rd. – Alarm
- 8-17-19 – 7000 Bandera Rd. – Alarm
- 8-18-19 – 5700 Wurzbach Rd. – Alarm
- 8-18-19 – 5600 Evers Rd. – Alarm
- 8-18-19 – 5600 N.W. Loop 410 – Burglary of a Building
- 8-18-19 – 6400 Bandera Rd. – Crash
- 8-18-19 – 6000 Grissom Rd. – Crash
- 8-19-19 – 6900 Bandera Rd. – Theft < \$100
- 8-19-19 – 5600 Evers Rd. – Assault
- 8-19-19 – 7100 Bandera Rd. – Burglary of a Vehicle
- 8-19-19 – 7000 Bandera Rd. – Alarm
- 8-19-19 – 7700 Eckhert Rd. – Alarm
- 8-19-19 – 5400 Bandera Rd. – Alarm
- 8-20-19 – 6600 Bandera Rd. – Alarm
- 8-20-19 – 6000 Bandera Rd. – Crash
- 8-20-19 – 6600 Bandera Rd. – Crash
- 8-20-19 – 5600 Bandera Rd. – Crash

- 8-20-19 – 5600 Bandera Rd.– Crash
- 8-21-19 – 7000 Huebner Rd. – Crash
- 8-21-19 – 6300 Grissom Rd. – Theft of a Vehicle
- 8-21-19 – 7400 Huebner Rd. – Crash
- 8-21-19 – 5600 Bandera Rd. – Burglary of a Building
- 8-21-19 – 5900 Bandera Rd. – Crash
- 8-21-19 – 6500 Bandera Rd. – Violation of a City Ordinance (Trash in parking lot)
- 8-21-19 – 7000 Bandera Rd. - Alarm
- 8-22-19 – 6800 Poss Rd. – Crash
- 8-22-19 – 7000 Bandera Rd. – Crash
- 8-22-19 – 5700 N.W. Loop 410 – Crash
- 8-22-19 – 6500 Grissom Rd. – Crash
- 8-22-19 – 7100 Bandera Rd. – Terroristic Threat
- 8-22-19 – 5600 N.W. Loop 410 – Found Property
- 8-22-19 – 5800 Bandera Rd. – Crash
- 8-22-19 – 5600 Bandera Rd. – Criminal Trespass
- 8-23-19 – 6800 Bandera Rd. – Crash
- 8-23-19 – 5700 Wurzbach Rd. – Criminal Mischief \$750-2,500
- 8-24-19 – 7000 Autumn Chase – Animal Bite
- 8-24-19 – 5700 Bandera Rd. – Crash
- 8-24-19 – 7000 Bandera Rd. – Alarm
- 8-24-19 – 6600 Bandera Rd. – Crash
- 8-24-19 – 6400 Evers Rd. – Alarm
- 8-24-19 – 7000 Bandera Rd. – Alarm
- 8-24-19 – 6000 Bandera Rd. – Crash
- 8-24-19 – 6100 Wurzbach Rd. – Alarm
- 8-25-19 – 5700 N.W. Loop 410 – Crash
- 8-25-19 – 5600 Grissom Rd. – Burglary of a Vehicle
- 8-25-19 – 5700 N.W. Loop 410 – Crash
- 8-25-19 – 7000 Forest Grove – Runaway
- Traffic Citations - 172
- Warnings – 69
- Cases filed by CID, two (2):
 - One (1) Escape
 - One (1) Harassment
- CID Activity/Active Investigations
- Detectives are actively working:
 - Seven (7) Sexual Assault cases (all family members or known to complainant)
 - Three (3) Indecency with Child cases (all family members or known to complainant)
 - One (1) Felony Theft case
 - Two (2) Burglary cases
 - One (1) Hit and Run accident
 - One (1) Abandoned Child case
 - One Theft of Vehicle case
 - Three (3) Organized Crime cases
- Additional CID Activity
 - Downloaded twelve (12) videos for District Attorney’s Office
 - Fifty-six (56) walk-in complaints were handled
 - One burglary scene was processed
 - Twelve (12) statements were taken by detectives
- Code Enforcement

- (02) Junked/abandoned/illegal vehicles
- (02) Building violations/complaint
- (06) Trash complaints
- (28) Bandit signs
- (01) Graffiti complaints
- (01) Pool violation
- (04) Noise Complaints
- (24) Violation of City Ordinance Notice Letters
- In addition, Code Enforcement lead the way on resolving a long standing complaint on a hoarder house on Huebner Road. The City team met with the homeowner who has agreed to clean up the property voluntarily. The work has already begun on the structural and unsanitary conditions.
- Animal Control
 - (04) Stray dog (03) were returned home
 - (03) Dead animals
 - (07) At large dog calls
 - (04) Wild animal calls
 - (02) Dog bites
 - (03) Rabies registrations
 - (05) TNR
- Traffic Unit Reporting Period Activity:
 - Active traffic assignments include school zones before and after school neighborhood speeding/traffic concerns including Marshall High School on Lobo Ln, Leon Valley Elementary, 6600 Bandera at the Walgreens, Bandera and Seneca, Evers Rd, and Linkwood.
 - Reporting Period Activity:
 - Moving Violations 126
 - Non-Moving Violations 07
 - Warnings 31
 - Vehicles Impounded 04
 - STEP Program
 - Hours worked 09
 - Citations Issued 02
 - DWI Arrests 02
- Impound Lot
 - Vehicles Towed: 26
 - Traffic: 24
 - Arrest: 02
 - VOC 00
- Training
 - Sgt. Burleson attended the Intelligence Commanders Course and Systems Access, Courtroom Testimony, and Surviving Dangerous Situations in Law Enforcement
 - Detectives took the Body Worn Camera training and attended a financial crimes course.
 - Officer Breton attended a 16-hour gang recognition class
- Volunteer Activity
 - Chief Salvaggio continued with his work on the South Texas Special Olympics Board. During this time period he participated in a commercial for Special Olympics that will be released state-wide.

Fire Department

- **Congratulations to Jaaron Thomas and Jim Ortiz on their Lieutenant Promotions! (leadership progression)** - We are pleased to announce that Jaaron Thomas and Jim Ortiz have been promoted to officers in the rank of "Lieutenant". Jaaron Thomas (known as JT) has been in the fire service industry

for 19-plus years and with the City of Leon Valley for 15 years. He previously worked at Shavano Park this is also where he started his career. JT represented the Fire Department at the FDIC this year which is the largest fire service conference in the world.

Jim Ortiz has been in the fire service industry for 21 years and with the City of Leon Valley for 3 years. He previously worked at Alamo Heights and started his fire industry career in Del Rio Texas. Jim has been with Leon Springs for 10 years and holds the rank of Lieutenant there as well. He has two beautiful daughters Mia and Madelyn. In addition, Jim is one our project managers over our Cancer Awareness Program, we annually prepare and deliver pamper gift bags to cancer warriors to assist in their journey at the START Center for Cancer Care, in the memory of his courageous wife Lisa. Please help us congratulate them both. We believe their individual assets and leadership experience will make us a stronger team!

- **Emergicon (Emergency Medical Services Cost Recovery Program)** – The EMS Cost Recovery Program is the process of obtaining financial reimbursement for the cost of providing medically necessary ambulance transportation. For example, there are 3,000 EMS incidents in the City of Leon Valley; this includes residents as well as non-City residents. Emergency medical calls account for a large percentage of the total number of emergency services calls in the City. This program is utilized to support our Fire Department and may provide a funding stream towards firefighter vehicles, uniforms and equipment. The Emergicon collection for the month of July 2019 was in the amount of \$36,895.48 with a 40% EMS Collection Rate and an overall EMS Collection Rate of 32% to date. Please note no one is ever denied emergency service because of the EMS Cost Recovery Program.
- **Annual Bowling for Badges (community service)** -The Leon Valley Fire Department participated in the Annual Special Olympics Texas! Bowling for Badges held Tuesday, August 13th. This tournament raises money to support Big Brothers Big Sisters to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. In addition, it supports year-round sports training and competition for more than 10,300 children and adults with intellectual disabilities in the San Antonio area. The Fire and Police Department had the great opportunity to bowl with a Special Olympics athletics. Together we promote dignity, equality and opportunity for all people, visit www.sotx.org/bowlingforbadges-sa for additional information. We hope to see everyone there next year to participate!
- **Miss Sweetheart Special Needs Pageant, San Antonio (community service)** – “The Miss Sweetheart Special Needs Pageant is a non-profit organization that provides young ladies with intellectual disabilities of any age and their families with a full pageant opportunity and experience. This pageant will last a day, but the memories will last a lifetime.” On August 14th, at Morgan’s Wonderland the Leon Valley Fire Department escorted the pageant participants across the stage in their Class A uniform as well as presented them with flowers. The event consists of a formal dress, pretty in pink outfit, talent, western, costume or casual wear and an interview with 25 sweetheart contestants. The sweetheart contestants each receive a crown, a sash and a medal at the end of the pageant. This event is to showcase the participants Talents and Abilities! For additional information please access, <https://www.facebook.com/pages/category/Nonprofit-Organization/Miss-Sweetheart-Special-Needs-Pageant-176242832456302/>.
- **Fire Recovery USA (cost recovery for car accidents)** – In February 2018, the Fire Department implemented the Fire Recovery USA collection recovery cost program. The purpose of this service is to assist with FD recovery of funds from services provided while responding to vehicle accidents (i.e. Scene Assessment & Stabilization, Apparatus on scene, Personnel on scene, Traffic Control). This comprises of extracting billing information and narratives from our electronic incident reporting system, and then billing the insurance companies for the emergency responses. Current to date, we have a total collection in the amount of **\$40,913.21** with a Recovery Collection Rate of 95%! Additional statistics; 85 archived claims, 53 active runs (pending awaiting insurance approval), 4 denials (by insurance companies) and 9 non-billable (due to insufficient information).
- **Successful Back to School Supply Drive! (community service)** – We delivered “Back to School Supplies” to Leon Valley Elementary School, Driggers as well as a Back to School packages to School

of Science and Technology Discovery on Thursday, August 22nd to ensure students had their supplies prior to their first day of school. Thank you to all of the exceptional Teachers, Principals, Office Assistance, Custodians for their dedication to our future. We appreciate everyone's assistance with your generous donations. Children represent the Future, Encourage, Support and Guide them!

- **Next Fire Department Goal (leadership progression)** - We have begun the promotional process for firefighter engineers. The Fire Engineer is responsible to drive and operate apparatus in response to emergency incidents, insure all associated equipment is in working order; perform fire suppression, emergency medical services and perform related duties as required.
- **2019 San Antonio 110 9/11 Memorial Climb (service)** – The Leon Valley Firefighters and Leon Valley Police Officers will join area Firefighters and Police Officers at the annual San Antonio 110 9/11 Memorial Climb at the Tower of Americas. We will be carrying the ID tags of the fallen Firefighters from that day and paying our respect to their sacrifices. All City flags will be lowered to half-staff in recognition of Patriot Day. Our continued prayers for the 343, their families, friends, and all those we have lost on that day and since the tragic events that took place on September 11th, 2001. We welcome support from our community by way of your presence. No registration required, only guest check-in with photo ID to gain access to the grounds. Honoring Our Fallen..... Respect. Remember. Tribute.
- **Honor & Color Guard presenting at 2019 San Antonio 110 9/11 Memorial Climb (service)** - The Leon Valley Fire Department Honor Guard will present the colors for the “2019 San Antonio 110 9/11 Memorial Climb”. We look forward to honoring our brothers and sisters.

Community Development Department

- Zoning Commission
 - The Zoning Commission held a regular meeting on Tuesday, August 27, 2019. The following items were considered:
 - A request by Adolfo Garza for a zone change from B-2, Retail District Zoning with Sustainability Overlay District Zoning, to B-2 Retail District, with no Sustainability Overlay District Zoning.
 - A request by Adolfo Garza for a Specific Use Permit for a Self-Service Car Wash, Full Service Car Wash, and Auto-Detailing.
 - An Ordinance amending Article 15.02, Zoning Ordinance, of the City of Leon Valley Code of Ordinances, establishing the “PD” Planned Development Zoning District and associated use and development standards.
 - An Ordinance amending Section 15.02.381, Permitted Use Table, of the City of Leon Valley Code of Ordinances, regarding commercial and manufacturing uses including but not limited to cabinet shops, assembly and packaging, and repair shops in the B-3 Zoning District, Sustainability Overlay District, Gateway Overlay District, and Commercial/Industrial Overlay District.
 - The next Zoning Commission meeting will be a Special Meeting and is tentatively scheduled for Tuesday, September 10, 2019. The following items are tentatively scheduled for consideration:
 - An amendment to Article 15.02, Zoning Code and Appendix C, Sustainability, Gateway, and Commercial/Industrial Overlay District Standards, Regarding Structural Non-Conformity.
 - An amendment to Article 15.02, and Chapter 15, Zoning Code, Appendix C, Sustainability, Gateway, and Commercial/Industrial Overlay District Standards, regarding requirements for building materials and aesthetic methods for construction.
 - An amendment to Chapter 15, Zoning Code, Appendix C, regarding minimum rear yard setback requirements in the Sustainability Overlay District.
 - An amendment to Article 15.02, Zoning Code, establishing the “PD” Planned Development Zoning District and associated use and development standards.

- An amendment to Section 15.02.381, Zoning Code, regarding commercial and manufacturing uses including but not limited to cabinet shops, assembly and packaging, and repair shops in the B-3 Zoning District, Sustainability Overlay District, Gateway Overlay District, and Commercial/Industrial Overlay District.
 - The regular Zoning Commission meeting is tentatively scheduled for Tuesday, September 24, 2019. The following items are tentatively scheduled for consideration:
 - A request by Adolfo Garza for a zone change from B-2, Retail District Zoning with Sustainability Overlay District Zoning, to B-2 Retail District, with no Sustainability Overlay District Zoning.
 - A request by Adolfo Garza for a Specific Use Permit for a Self-Service Car Wash, Full Service Car Wash, and Auto-Detailing.
 - A zone change from B-2, Retail District with SO, Sustainability Overlay District Zoning, to “PD” Planned Development District Zoning, with B-2, Retail District base zoning.
 - A request by ARCA FV Properties, LLC for a SUP for Entertainment-Outdoor.
 - A request by Henry Daughtry for a Specific Use Permit for Outside Storage at 6360 Grissom Road.
 - A request by Jaime Castaneda for a Specific Use Permit for a Retail Development (adjacent to Residential Lots) at 7125 Bandera Road.
- Board of Adjustment
 - Staff has received a request for a variance at 6617 Evers Road. This request is currently on hold pending the outcome of the associated zone change and SUP for this property.
 - The Board of Adjustment is tentatively planning to hold a special meeting in September to hold a training session for newly adopted variance criteria.
- 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.
 - Staff has received an amending plat request for Linkwood Addition Lots 8 & 9. This purpose of this plat is to combine these two lots into one lot in order to facilitate the development of this tract which is generally located just south of Bush’s Chicken.
- City Council
 - The Planning and Zoning Department does not have any items scheduled for consideration at the September 3, 2019, City Council meeting.
- Permitting And Records
 - 36 Walk-Ins
 - 51 Building Permits Issued/Processed (including trade permits)
 - Received 6 Certificate of Occupancy Applications
 - Issued 3 Certificates of Occupancy

Economic Development

- **Employee on medical leave for most of report time period.** Monitored emails for urgent issues and logged ONIT submissions to master workbook
 - Visited with Walgreens manager concerning potential needs or issues for Leon Valley location – 8/28/2019
 - Composed and submitted training request for IEDC certification classes
 - Advised local home business owner on procedures for opening a business in Leon Valley
 - Worked with developers on property in the Bandera/Poss Road area
 - 3 Certificates of Occupancy Issued
 - Grand Opening for Tacos – Ribbon Cutting Ceremony

- Enforcement:
 - 7247 Bandera – Fajita Express – Worked with owner and sign company to address outside storage of old sign
 - 6535 Bandera – Funeral Caring USA – Worked with business owner about debris in parking lot. Owner consulted property manager. Debris was abated
- Fire and Zoning Inspections:
 - 5405 Bandera #110 – National Educational Systems, INC (XA)
 - 6409 Bandera – Castle Hills Family Practice (XA)
 - 6645 Poss - Enterprise Rent A Car (XA)
 - 6963 Bandera – AJ Shoes (XA)
 - 6233 Evers #5 & 6 – Jorge Durque Insurance Agency (XA)
 - 6521 Bandera – Social Cutz Barber Salon (XA)
- 2019 Business Audit:
 - None new actions
- Stop Work Orders:
 - None issued
- Certificate of Occupancies
 - 5504 Bandera Road Ste. 204 - Torque Automotive Inc.
 - 7724 Eckhert Road- Kids Galaxy
 - 7308 Reindeer Trail - Home Improvement Warehouse

City Secretary

- Since the last report, the City Secretary’s Office has received 9 open record requests. The requests were for: permit information, Red Light Camera items, Staff/City Council emails, bid documents, dash cam videos, body worn cam videos, police reports, accident reports, election records, EMS reports, and witness statements.
- Spent a lot of time gathering and printing documents responsive to open record requests.
- Prepared, posted and drafted City Council agendas.

Library

- Upcoming big events at the library
 - Saturday, September 7 from 10am – 2pm and Sunday, September 8 from 2pm to 6pm: Texas LEGO Users Group San Antonio Space Display at library with LEGO Building sponsored by LEGO Corporate
 - Saturday, September 7th from 10am – 2 pm and Sunday, September 8th from 2pm to 6pm: Texas LEGO Users Group San Antonio Space Display at the library with LEGO Building sponsored by LEGO Corporate.
 - Friday, November 15th Leon Valley Public Library’s 4th Annual Stuffed Animal Sleepover:
 - 3:30-6pm stuffed animal drop-off.
 - Saturday, November 16th Breakfast with stuffed animals/pick-up from sleepover 10-11:30am.

Upcoming Events:

- Next Regular City Council Meeting Tuesday, September 3, 2019, at 6:00 p.m. in Council Chambers.
- Grandparent's Day Concert featuring Beethoven Concert Band - Sunday, September 8th, 2019, Time: 2:00 p.m.
- Soap Box Derby, Saturday, October 12, 2019, from 8:00 a.m. until 5:00 p.m. on Evers Road and the Leon Valley Community and Conference Centers.
- Halloween Party October 26, 2019, at the Leon Valley Community Center and Leon Valley Library from 9:00 a.m. to 2:00 p.m. Events are as followed: 9:00 a.m. -12:00 p.m. Arbor Day Tree Adoption on the Community Center Porch, 9:00 a.m. - 2:00 p.m. Trash to Treasure sale at the Community Center by

Northwest Seniors, 10:00 a.m. - 11:00 a.m. Pet Costume Contest on the Grass area in front of the Community Center, 10:00 a.m. - 12:00 p.m. Library Halloween Fall Festival.

- Coffee with the Mayor and City Council, Saturday, October 19, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Annual Christmas Tree Lighting December 2, 2019, at 5:30 p.m. at the Leon Valley Conference Center.
- Annual Breakfast with Santa on December 7, 2019, at the Community Center Sponsored by the Friends of the Leon Valley Public Library and the Leon Valley Public Library from 8:00 a.m. - 10:30 a.m.
- Committee Meetings:
 - 8/21/19 – Police Advisory Committee in City Hall at 6:00 p.m.
 - 9/9/2019- Ethics Review Board in City Hall at 6:00 p.m.
 - 9/16/2019 – Charter Review Committee in City Hall at 6:00 p.m. (tentative)
 - 9/11/19 – Earthwise Living Day Committee meeting at Public Works at 5:30 pm.
 - 9/12/19 – Park Commission meets at Conference Center at 6:30 pm.
 - Meetings/Events
 - 09/12/2019 – Library Board of Trustees in the Library at 5:30 p.m
 - 09/18/2019 – Citizens Police Advisory Committee meeting in City Hall at 6:00 p.m.m