



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: February 15, 2019
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Six Firefighter Paramedic positions are open. We have two applicants currently in the end stages of the background review process
- Conference Center Update on Upgrade
 - Total Requested Budget Adjustment \$45,000
 - Total Actual Cost
 - Installation of new projector, sound system and TVs was \$24,904.63
 - Networking Upgrade \$7,768
 - New Screen \$505.93
 - Total cost for upgrade \$33,178.56
 - Total savings \$11,822
- Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Outside The City
01/06/2019-01/12/2019	90	6				6
01/13/2019-01/19/2019	0	0				
01/20/2019-01/26/2019	249	0				
01/27/2019-02/02/2019	333	8	8			
02/03/2019-02/09/2019	0	0				

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
1/17/2019	385	253	183
1/24/2019	201	122	105
1/31/2019	191	112	94
2/7/2019	403	285	237
2/14/2019	250	153	

Public Works

- Projects:
 - Trenching along Forest View began last week, in an attempt, to stop the spread of Oak Wilt in the Forest Oaks neighborhood. The contractor is digging down four feet in the street, and then backfilling with soil and concrete flowable fill. The project is expected to take one more week to complete.
 - Clark Construction is working on seal coating numerous neighborhood streets and replacing non-ADA curb ramps.

- RCO Construction working on the Poss Rd. sewer main replacement.
- The subcontractor for the LC-17 project is still working on the box culverts under El Verde and removing the soils from behind the Fire Station. They expect substantial completion of the project by the end of March.
- Construction on the new sewer main extension at 7520 Huebner Road has begun. We expect the job to take one more week to complete.
- Work on The Ridge at Leon Valley Park walking path is in progress. The remaining area in this new park was cleared, the new playground equipment was installed, and new benches will go in, once the path is complete.
- The bid documents for the rehabilitation of the Grass Hill above ground water storage tank were presented to Council for award on February 5th and NG Painting will be the contractor for this project. They expect to begin at the end of February.
- The City Engineer is working on plans for the bio-swale to be installed at Raymond Rimkus Park Forest Meadow entrance. The project will be let for bidding.
- Staff is working on obtaining a generator for the Grass Hill well plant.
- Staff is working on obtaining pavers for the parking lot at Shadow Mist.
- Staff is working on the application for the CMAQ reimbursement program through the AAMPO to construct a Hike & Bike Trail through the fire break in the Huebner-Onion Natural Area Park. The application must be submitted by April 1, 2019.
- Staff is working on a proposal to install electric vehicle “refueling” stations at some city facilities. These stations would be “pay as you plug” outlets.
- Staff is working on a proposal for “Gateway” LED signage for Bandera Road to advertise Council and other meetings. This item will be presented to Council at the February 19th meeting.
- Staff is working on a grant for two new electric light duty vehicles.
- Staff is working on a grant from the CDBG to remodel the Community Center.
- Staff is working on proposals to install street lights in the overflow parking lot at City Hall.
- Constructing walking path at The Ridge at Leon Valley Park and clearing land for park.
- Repairing pothole on Forest View.
- Constructing gazebo at Silo Park.
- Applying herbicide to areas along Bandera Road
- Assisting contractor with installation of new sewer main at Silo Park.
- Training
 - Backhoe training class for the Crews will be held on March 18th and on the 21st.
 - The Director will be attending a TCMA class on March 28th – March 29th.
 - The Director will be attending a National Stormwater class on April 14th and 15th.

Police Department

Please see below information on police activity over the listed period.

- Arrest
 - 1-21-19 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-21-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-21-19 – 6700 Blacksmith – Emergency Detention – One arrested/released at hospital
 - 1-22-19 – 6800 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 1-22-19 – 7000 Forest Grove – Emergency Detention – One arrested/released at hospital
 - 1-22-19 – 5200 Savory Glen – Emergency Detention – One arrested/released at hospital
 - 1-23-19 – 6800 Bandera Rd. – Traffic Stop – One arrested (Displayed Fictitious License Plate) – Vehicle Impounded
 - 1-23-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-24-19 – 7500 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-24-19 – 5400 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 1-24-19 – 7400 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 1-24-19 – 6600 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-24-19 – 6000 Exchange Parkway – Traffic Stop – One cited/released – Vehicle Impounded
- 1-24-19 – 6700 Bandera Rd. – Traffic Stop – One arrested for evading arrest, two arrested for possession of marijuana < 2 oz. – Vehicle Impounded
- 1-25-19 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-26-19 – 6800 Poss Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-26-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-27-19 – 6800 Bandera Rd. – Disturbance – One arrested for Assault/Family Violence
- 1-27-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-27-19 – 6400 Evers Rd. – Emergency Detention – One arrested/released at hospital
- 1-28-19 – 6500 Halter – Violation of City Ordinance (inoperable vehicle) – Vehicle Impounded
- 1-28-19 – 5600 Bandera Rd. – Theft < \$100 – One arrested for offense
- 1-29-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-31-19 – 7000 Forest Grove – Emergency Detention – One arrested/released at hospital
- 1-31-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-31-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 1-31-19 – 6700 Stemmons – Traffic Stop – One arrested for Possession of a Controlled Substance – Vehicle Impounded
- 2-01-19 – 6000 Bandera Rd. – Traffic Stop – One arrested for Driving While Intoxicated – Vehicle Impounded
- 2-01-19 – 7200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-02-19 – 5500 NW Loop 410 – Traffic Stop – One cited/released – Vehicle Impounded
- 2-02-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-02-19 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-02-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-02-19 – 6000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-02-19 – 5900 Wurzbach Rd. – Traffic Stop – One arrested on active warrants, Possession of Marijuana < 2 oz. – Vehicle Impounded
- 2-02-19 – 7100 Larksong – Emergency Detention – One arrested/released at hospital
- 2-02-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-02-19 – 6400 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
- 2-03-19 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-03-19 – 5700 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
- 2-03-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-03-19 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-03-19 – 6200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 2-03-19 – 7200 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
 - 1-21-19 - 7000 Settlers Ridge – Found open vehicle door
 - 1-21-19 – 6700 Yellow Rose – Found open garage door
 - 1-21-19 – 3700 Yellow Rose – Violation of City Ordinance (inoperable vehicle)
 - 1-21-19 – 5500 Caraway – Found open garage door
 - 1-21-19 – 6600 Evers Rd. – Burglary/building
 - 1-21-19 – Bandera Rd. @ NW Loop 410 – Crash
 - 1-21-19 – 5600 Evers Rd.- Apparent Sudden Death
 - 1-21-19 – 6400 Bandera Rd. – Crash
 - 1-21-19 – Bandera Rd. @ Wurzbach Rd. – Crash
 - 1-21-19 – 5600 Bandera Rd. – Crash
 - 1-21-19 – 7100 Bandera Rd. – Hit and Run Crash
 - 1-21-19 – 5800 Wurzbach – Crash
 - 1-21-19 – 5700 Evers Rd. – Criminal Trespass

- 1-22-19 – 6300 Bandera Rd. – Crash
- 1-22-19 – 5900 Wurzbach Rd. – Missing person
- 1-22-19 – 6000 Forest Ledge – Theft \$2500-\$30,000
- 1-22-19 – 6400 Stable Dr. - Theft
- 1-22-19 – 6800 Bandera Rd. – Alarm
- 1-22-19 – 5600 Evers Rd. – Criminal Mischief
- 1-23-19 – 5900 Wurzbach Rd. – Located runaway
- 1-23-19 – 7000 Bandera Rd. – Crash
- 1-23-19 – 6800 Poss Rd. – Found property
- 1-23-19 – 5700 Wurzbach Rd. – Crash
- 1-23-19 – 7300 Crownpiece – Dog bite
- 1-23-19 – 7000 Forest Meadow – Theft
- 1-23-19 – 5600 Bandera Rd. – Theft
- 1-23-19 – 5900 Bandera Rd. – Crash
- 1-24-19 – 5600 Bandera Rd. – Theft
- 1-24-19 – 6300 Evers Rd. – Missing person
- 1-24-19 – 7300 Reindeer Trail – Hit and Run Crash
- 1-24-19 – 6100 Stirrup – Theft
- 1-24-19 – Bandera Rd. @ NW Loop 410 – Crash
- 1-24-19 – 6800 Poss Rd. – Alarm
- 1-24-19 – 6000 Forest Shadow – Alarm
- 1-24-19 – 7300 Crown Piece – Alarm
- 1-25-19 – 5600 Evers Rd. – Criminal Trespass
- 1-25-19 – 5700 NW Loop 410 – Hit and Run Crash
- 1-25-19 – 5600 Bandera Rd. – Crash
- 1-26-19 – 6200 Grissom Rd. – Animal bite
- 1-26-19 – 7300 Bridle Path – Theft
- 1-26-19 – 5600 NW Loop 410 – Crash
- 1-26-19 – Timco @ Callaghan Rd. – Crash
- 1-26-19 – 6600 Sally Agee – Found open garage door
- 1-26-19 6500 Sally Agee – Found open garage door
- 1-26-19 – 5600 Evers Rd. – Attempted Suicide
- 1-26-19 – 6300 Stirrup Ln. – Suspicious person
- 1-26-19 – 7700 Linkside – Violation of City Ordinance (inoperable vehicle)
- 1-26-19 – 6100 Stirrup Ln. – Violation of City Ordinance (Trash/front yard)
- 1-26-19 – 5500 Bandera Rd. – Alarm
- 1-26-19 – 6800 Huebner Rd. – Alarm
- 1-26-19 – 5900 Grass Hill – Alarm
- 1-27-19 – 7200 Bridle Path – Violation of City Ordinance (inoperable vehicle)
- 1-27-19 – 6500 Halter Lane – Violation of City Ordinance (inoperable vehicle)
- 1-27-19 – 7600 Linkwood – Violation of City Ordinance (inoperable vehicle)
- 1-27-19 – 7400 Linkwood – Violation of City Ordinance (parking violation)
- 1-27-19 – 7500 Linkwood – Violation of City Ordinance (parking violation)
- 1-27-19 – 6700 Sunlight – Violation of City Ordinance (inoperable vehicle)
- 1-27-19 – 6400 Red Jacket – Violation of City Ordinance (parking violation)
- 1-27-19 – 6400 Red Jacket – Violation of City Ordinance (inoperable vehicle)
- 1-27-19 – 6800 Poss Rd. – Theft of a Vehicle
- 1-27-19 – 5500 Bandera Rd. – Crash
- 1-27-19 – 6400 Seneca – Crash
- 1-28-19 – 6600 Bandera Rd. – Alarm
- 1-28-19 – 7300 Crown Piece – Alarm

- 1-28-19 – 6500 Deer Ln. – Found open garage door
- 1-28-19 – 6500 Charles Field – Found open garage door
- 1-28-19 – 4700 Timco West – Alarm
- 1-28-19 – 6600 Poss Rd. – Crash
- 1-28-19 – 6100 Walking Gait – Violation of City Ordinance (parking)
- 1-28-19 – 6100 Forest Wood – Violation of City Ordinance (Inoperable vehicle)
- 1-28-19 – 7300 Crown Piece – Alarm
- 1-28-19 – 6600 Bandera Rd. – Alarm
- 1-28-19 – Bandera Rd. @ Huebner Rd. – Crash
- 1-28-19 – 5600 Bandera Rd. – Crash
- 1-28-19 – 6600 Charles Field – Criminal Mischief
- 1-29-19 – 7400 Huebner Rd. – Crash
- 1-29-19 – 5900 Bandera Rd. – Apparent sudden death
- 1-29-19 – 6100 Bandera Rd. – Crash
- 1-29-19 – 7200 Bridle Path – Suspicious person
- 1-29-19 – 6100 Bandera Rd. – Theft
- 1-29-19 – 5600 Grissom Rd. – Burglary/Vehicle
- 1-29-19 – 6900 Forest Park – Violation of City Ordinance (Inoperable vehicle)
- 1-29-19 – 5300 Bandera Rd. – Alarm
- 1-29-19 – 5900 Forest Ledge – Found open vehicle door
- 1-29-19 – 6600 Bandera Rd. – Alarm
- 1-29-19 – 6900 Bandera Rd. – Crash
- 1-30-19 – 6000 Trone Trail – Violation of City Ordinance (parking)
- 1-30-19 – 6000 Cammie Way – Violation of City Ordinance (parking)
- 1-30-19 – 6400 Red Jacket – Violation of City Ordinance (Inoperable vehicle)
- 1-30-19 – 6400 Handsome Lake – Violation of City Ordinance (Inoperable vehicle)
- 1-30-19 – 6700 Sunlight – Violation of City Ordinance (Inoperable vehicle)
- 1-30-19 – 6800 Sunlight – Violation of City Ordinance (Parking)
- 1-30-19 – 7500 Eckhert Rd. – Alarm
- 1-30-19 – 6500 Grissom Rd. – Welfare check
- 1-30-19 – 6900 Bandera Rd. – Crash
- 1-30-19 – 6900 Bandera Rd. – Crash
- 1-30-19 – 6600 Bandera Rd. – Crash
- 1-30-19 – 5500 Bandera Rd. – Found open door
- 1-31-19 – 6400 Bandera Rd. – Burglary/vehicle
- 1-31-19 – 6700 Huebner Rd. – Crash
- 1-31-19 – 6200 Grissom Rd. – Theft
- 1-31-19 – 6500 Bandera Rd. – Crash
- 1-31-19 – 6800 Poss Rd. – Theft
- 1-31-19 – 6600 Sally Agee – Violation of City Ordinance (Inoperable vehicle)
- 1-31-19 – Bandera Rd. @ Grissom Rd. – Crash
- 1-31-19 – 6500 Bandera Rd. – Crash
- 1-31-19 – 7400 Linkwood Dr. – Criminal Mischief
- 1-31-19 – Huebner Rd. @ Evers Rd. – Traffic hazard
- 1-31-19 – 6700 Bandera Rd. – Crash
- 1-31-19 – 6600 Bandera Rd. – Alarm
- 1-31-19 – 7200 Bridle Path – Found open garage door
- 2-01-19 – 7000 Bandera Rd. – Criminal Trespass
- 2-01-19 – 6500 Adair – Violation of City Ordinance (Parking) X 2
- 2-01-19 – 6200 Grissom Rd. – Crash
- 2-01-19 – 6400 Grissom Rd. – Crash

- 2-01-19 – 5900 Bandera Rd. – Crash
- 2-01-19 – 6400 Bandera Rd. – Crash
- 2-01-19 – 6700 Sawyer – Crash
- 2-02-19 – 6300 Rue Marilynne – Assault
- 2-02-19 – 5600 Evers Rd. – Missing person
- 2-03-19 – 7300 Reindeer Trail – Violation of City Ordinance (Inoperable vehicles X 7)
- 2-03-19 – 6900 Bandera Rd. - Theft
- 2-02-19 – Bandera Rd. @ NW Loop 410 – Crash
- 2-02-19 – 6400 Evers Rd. – Suspicious circumstances
- 2-02-19 – 6600 Forest Haven – Violation of City Ordinance (Inoperable Vehicle) X 3
- 2-02-19 – 6600 Bandera Rd. – Alarm
- 2-03-19 – Timco West @ Bandera Rd. – Crash
- 2-03-19 – 6900 Bandera Rd. – Theft < \$100
- Traffic Citations - 177
- Warnings – 46
- Assigned Neighborhood Activity
 - Officers were asked to go into their assigned neighborhoods and annotate any code violations they find. The information is being compiled and will be worked on over the next month. Some of the reports by the officers included:
 - Officer Espinoza identified nine (9) violations in the Forest Oaks neighborhood
 - Officer Amadin identified seven (7) violations in the Shadow Mist neighborhood
 - Cpl. Carrillo identified two (2) violations in the Castle Estates neighborhood
 - Officer Flores identified two (2) violations in The Seneca neighborhood
 - Officer Parra identified five (5) violations in the Linkwood neighborhood
- **Cases Filed by CID, Five (5):**
 - One (1) Evading Arrest with Vehicle
 - One (1) Evading Arrest on Foot
 - One (1) Possession Controlled Substance < 1 G
 - One (1) Unauthorized Use Motor Vehicle (Juvenile)
 - One (1) Evading Arrest/Vehicle Causing Death of Passenger
- **CID Activity/Active Investigations**
 - Detectives continue to prepare search warrants for Google/YouTube.
 - Detectives served additional preservation orders to Google/YouTube.
 - An ongoing Forgery/ Fraudulent Use of Identity case continues.
 - Two (2) Theft from Elderly cases are under investigation.
 - Assisting SAPD Homicide with an open investigation.
 - An Injury to a Child case is under investigation.
 - An Indecency with Child (Family) is under investigation.
 - A Burglary of Vehicle investigation is ongoing.
 - A sudden death is under investigation.
 - Downloaded six (6) videos for District Attorney's Office
- **Code Enforcement**
 - (30) Junked/abandoned/illegal vehicles tagged, and two citations given
 - (22) Grass/weed violations were handled
 - (65) Five bandit signs were seized
 - (23) Trash complaints
 - (09) Building violations/complaints
 - (02) Graffiti complaints
 - (11) Parking complaints
 - (5) Vehicle blocking sidewalks
 - (2) Fence Complaints

- (12) Storage Complaints
- VCO Citations Were Issued at the Following Locations:
 - 6600 Sawyer - inoperable vehicle 1st letter
 - 6100 Forest Timber - trash debris 1st letter
 - 6000 Trone Trail - inoperable vehicle Letter
 - 600 Barneywood - inoperable vehicle Letter
 - 7000 Evening Sun - inoperable vehicle Letter
 - 7700 Forelock – trash Final letter
 - 7000 Settler Ridge – trash 1st letter
 - 7000 Mill Stream – trash Letter
 - 7000 Forest Way - no rabies vaccination Citation
- Animal Control
 - (01) At large dog calls
 - (02) feral cats Trapped for T&R program
 - (01) Missing Animals
 - (03) Dead Deer
 - (04) Stray dog
 - (01) Dead Cat
 - (02) Dead Racoons
 - (01) Dog Bite
 - (01) Raccoon Bite
- Traffic Unit
 - Active assignments include school zones before and after school neighborhood speeding/traffic concerns including 6600 Bandera at the Walgreens, Evers/Poss/Forest, Bandera/Seneca, Leon Valley ES, MHS on Lobo Ln, Monte Robles, Linkwood, Timber Hill and 6100-6600 Evers.
 - Reporting Period Activity:
 - Moving Violations 138
 - Non-Moving Violations 40
 - Warnings 10
 - VCO 32
 - Vehicles Impounded 21
- Training
 - Officers Breton completed DWI training at Balcones Heights PD (8-hours) on 1/31/19
- Volunteer Activity
 - Chief Salvaggio, Lt. Anderson, and Detective Brooks continue working with the Texas Special Olympics to support the Spring and Summer Olympic games.
 - Chief Salvaggio and Asst. Chief Saucedo are working with Marshall High School to help develop the new Law and Medical Magnet School.
 - Chief Salvaggio continued working with the Masters Leadership Program as a board member.
 - Chief gave a presentation and tour to 50 citizens from throughout the Bexar County region.

Fire Department

- **World Read Aloud Day** – February 1, 2019, Leon Valley Firefighters read to the students at Oak Hills Elementary School.
- **Heroes for Health** – Leon Valley Firefighters will be presenting Healthy life style and eating habit ideas to the students at Driggers Elementary school during the month of February.
- **Fire Recovery USA** – The Fire department has received an incident recovery collection in the amount of **\$22,726.75** to date with 56 pending claims, and 3 denials by insurance companies.
- **Father Daughter Dance** – Leon Valley Firefighters will be present at Driggers Elementary Father Daughter Dance on February 15 ,2019. The Firefighters have volunteered to escort the young ladies who will not have a father present for the dance.

- **Captain Jimmy Garcia** – Captain Garcia has completed training and earned his Fire Officer III and IV through the Texas Commission on Fire Protection.
- **EMS Quality Assurance** – The department is engaged in updating our Quality Assurance, specifically with EMS services. The Medical Director, Dr. Manifold and Moya actively continue to review our Paramedic patient care reports, and providing feedback, along with supporting any training needs, or changes to equipment or policies.
- **Emergency Calls for Service** – The Fire Department responded to a total of 199 calls during this period.
- **Census 2020** – Wednesday, February 6, 2019, Mayor Riley, Sandy and Lisa met to discuss contacting community organizations to be attendees on the committee who represent “Business, Religious, Education, Community Organizations, Senior Citizen Population, Minorities”. Each city representative has been assigned specific people to contact to confirm their interest as an attendee of the 2020 Census Committee.

Community Development Department

- Zoning code/comprehensive plan revisions
 - The Zoning Commission held meetings in September and October to discuss revisions to the City’s zoning code. These meetings included discussion on mixed-use and redevelopment, particularly along the Bandera Road Corridor. However, the current comprehensive plan and future land use plan (which is a component of the Comprehensive Plan) do not go into detail on these topics; particularly on Bandera Road.
 - The Comprehensive Plan is a policy document, created by the community that guides among many things, the formulation/implementation of zoning. It is therefore important that discussion regarding mixed-use, redevelopment, and infill also occur at a comprehensive planning and community level first, before the zoning code revision process continues.
 - Future updates and revisions to the City’s Comprehensive Master Plan were discussed at the City’s Upcoming Town Hall meeting on January 26, 2019. Staff is in the process of developing a schedule of future public meetings to discuss these revisions, which are anticipated to take place over the next six months
- Zoning commission
 - Staff has received a request for an SUP for a self-service carwash and auto detailing at 6617 Evers Road. This request is anticipated for consideration at the March Zoning Commission meeting.
 - The next Zoning Commission meeting is scheduled for Tuesday, February 26, 2019. The following items are scheduled for consideration:
 - Recommendation on the appointment of an alternate position to a regular position.
 - The Zoning Commission met on Tuesday, January 22, 2019. The following items were considered:
 - A request to be removed the Sustainability Overlay District Zoning from the property located at 6737 Poss Road. **Denied**
 - A zone change from R-1, Single Family Zoning District to RE-1, Residential Estate District on approximately 23 Acres located on the south side of William Rancher Road and east side of Aids Drive. **Approved**
- Board of Adjustment
 - Staff has received a request for a variance at 6617 Evers Road. This request is anticipated for consideration at the March Board of Adjustment meeting.
 - The Board of Adjustment met on Wednesday, February 13, 2019, to consider the following request:
 - An appeal to the requirements of Chapter 15.02, Appendix C, I Sustainability Overlay District requirements at 6703 Poss Road (NE Corner of Poss and Grissom Roads). **Approved**

- A variance to the requirements of Chapter 15.02, Appendix C, I Sustainability Overlay District requirements at 6703 Poss Road (NE Corner of Poss and Grissom Roads), **Partially Approved**
- 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 a request for an amending plat for the Northside ISD property at 5900 Evers Road.
- City Council
 - The City Council is scheduled to consider the following Community Development Department related items at their February 19, 2019 meeting:
 - An amendment to Article 15.02 of the Zoning Code regarding procedures of the Board of Adjustment and criteria for evaluating requests for appeals, special exceptions, and variances. (1st Reading held on February 5, 2019)
 - An amendment to Article 15.02 of the Zoning Code regarding non-chartered financial institutions in the B-2, B-3, and I-1 Zoning Districts. (1st Reading held on February 5, 2019)
- Permitting and Records
 - 65 walk-in customers were served.
 - 59 permits were processed or are in progress.
 - 5 Certificates of Occupancy were applied for.
 - 2 Certificates of Occupancy were issued.

Economic Development

- Second Sign Reimbursement Presentation to Council for Office Furniture Liquidations – 6838 Bandera Road
- Assisting with grand opening of Office Furniture Liquidations
- Assisting with Allstar Healthcare grand opening
- Assisting with a veterinary hospital to build in Leon Valley
- Working with Big O Tires on opening
- 4 pending Certificates of Occupancy
- Business Relations Director attended and successfully completed Basic Economic Development Course, presented by Texas A&M Engineering Extension Service
- Attended and facilitated Sign Code Update Advisory Committee meeting 02/11/2019
- Attended meeting concerning organization of Soap Box Derby 2/13/2019
- Certificates of Occupancy – ISSUED
 - Art Reyna Campaign- 6501 Bandera Road.
 - Eva Rose Realty LLC- 6501 Bandera Road.
- Sign Enforcement:
 - Minor signage infractions are on hold while the Sign Code Update Advisory Committee reviews current ordinances for recommendations to Council
 - Non-permitted and serious signage violation enforcement will continue
- Fire and Zoning Inspections:
 - 7724 Eckert – Kids Galaxy
 - 5745 NW Loop 410 – Big O Tires
 - 6501 Bandera – Eva Rose Realty
 - 5401 Bandera #2 – A’s Unique Design

- 5724 Wurzbach – Adam Maldonado Agency
- 7330 Reindeer – Star Mobility
- 7340 Reindeer Trail – Second Chance Products
- 7132 Bandera – Mobile Home Park
- 5405 Bandera - #121 – Mackenzie Restoration
- 5415 Bandera #504 – Express Care Ambulance
- 5405 Bandera #114 – Deer Oak Furniture
- 5800 Wurzbach – Christian Village
- 7109 Bandera – Pet Town
- Stop Work Orders Issued:
 - 5415 Bandera #504 – Express Care Ambulance
 - Operating without a Certificate of Occupancy – CORRECTED
- Special Events
 - Special Events Coordinator continues to update and reorganize the City’s website and social media pages, as well as lease and promote the Leon Valley Community and Conference Center
 - Ongoing Projects:
 - Movies in the Park will be held on 02/15/2019
 - Continue to coordinate with providers and sponsors for the 4th of July Event
 - Preparing the schedule for the Soap Box Derby Event; Date: TBD
 - The UTSA Breakfast for 02/19/2019 is cancelled, due to a department shift at UTSA. Will reschedule meeting for April.
 - Continue to coordinate with John Marshall High School, to host the unveiling of their 18-wheeler in conjunction with Movies in the Park Event, 04/12/2019.
 - Working on a possible CDBG Grant for the Community Center
 - Working on updated brochures for the Leon Valley Community and Conference Centers

City Secretary

- Since the last report, the City Secretary’s Office has received 25 open record requests. The requests were for: permit information, red light camera items, planning/platting site plans, staff emails, staff text messages, staff phone records, body cam videos, police reports and accident reports.
- Prepared, posted and drafted City Council agendas and minutes.
- Prepared and submitted for publication recently qualifying adopted City ordinances.
- Continued working on preparations for the April 4, 2019 for the 2019 Volunteer Appreciation Dinner.
- Entered new record boxes into the inventory to go to storage.

Library

- Wednesdays from 10am – 12noon Carol Poss is in the Archives Room at the library to share the history of Leon Valley and help any visitors with inquiries.
- The Library will be CLOSED on Sunday, March 3 due to carpet cleaning.
- Statistics are UP at the library. We attribute these increases to increased marketing on programs, innovative programming, heightened awareness of what the library offers due to the increased marketing:
 - Program attendance for January 2019 was triple attendance for January 2018.
 - Circulation for January 2019 was 1,200 higher than January 2018.
 - Traffic into the library for January 2019 was up by 800 people over 2018.
- Spring Break is March 11-15 and the library will have special events daily.
 - Monday, March 11, 11:00 a.m. – 2:00 p.m.: Kinetic Sand
 - Tuesday, March 12, 2019, 3:00 p.m. - 4:30 p.m.: Elephant Toothpaste STEM event
 - Wednesday, March 13, 2019, 10:30 a.m.: Symphony Presentation
 - Thursday, March 14, 2019 All Day: Pi Day Activities
 - Friday, March 15, 2019, 12:00 p.m. – 3:00 p.m.: STEAM Carnival

Upcoming Events:

- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, February 19, 2019 at 6:00 p.m.
 - Next Regular City Council Meeting Tuesday, March 5, 2019, at 6:00 p.m.
 - Eight-week Yoga Seva session started at the Library on Sunday, February 3, 2019, at 3:00 p.m.
 - UTSA Economic Development Breakfast, Tuesday, February 19, 2019, from 8:00 a.m. until 10:30 a.m. at the Conference Center **HAS BEEN CANCELED.**
 - Leon Valley Public Library will be CLOSED Sunday, March 3, 2019 for carpet cleaning purposes. The Library hours will resume as normal on Monday, March 4, 2019.
 - 2019 Volunteer Appreciation Dinner, Thursday, April 4, 2019, at 6:00 p.m. at the Leon Valley Conference Center.
 - May 4, 2019, General Election Filing Period, January 16, 2019, through February 15, 2019.
 - Movies in the Park is scheduled for February 15, 2019, at dusk. Representatives from the Bandera Working Group will be onsite to get citizen input on Bandera Road prior to the beginning of the movie.
 - February 16, 2019, is Basura Bash in Zarzamora Creek. Contact David Dimaline at (210) 681-1232 to volunteer. Volunteers to meet in parking lot at HEB, 5601 Bandera Rd.
 - March 2, 2019, is Earthwise Living Day event at Leon Valley Community and Conference Centers, 6425 Evers Rd.
 - The next impound lot auction is scheduled for March 14th, 2019, behind the Community Center, 6427 Evers Road, Leon Valley, Texas 78238. The viewing starts at 8:00 am and the auction starts at 9:00 am.
 - Trash and Treasure Sale March 9, 2019, at the Leon Valley Community Center from 9: 00 a.m. – 2:00 p.m.
 - Spring Break is March 11-15 and the library will have special events daily.
 - Monday, March 11, 11:00 a.m. – 2:00 p.m.: Kinetic Sand
 - Tuesday, March 12, 2019, 3:00 p.m. - 4:30 p.m.: Elephant Toothpaste STEM event
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 - Thursday, March 14, 2019 All Day: Pi Day Activities
 - Friday, March 15,2019, 12:00 p.m. – 3:00 p.m.: STEAM Carnival
- Committee Meetings:
 - Citizens Police Advisory Committee will hold a meeting on February 20, 2019, at 6:00 p.m. at City Hall.
 - Sign Code Advisory Committee will hold a meeting on February 25, 2019, at 6: 30 p.m. at City Hall.
 - Zoning Commission Meeting will hold a meeting on February 26, 2019 at 6:00 p.m. at City Hall