



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: November 16, 2018
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Vacant Positions
 - Four Firefighter Paramedic Openings; currently advertising
 - Four Firefighter Paramedic Positions currently in background check
 - One receptionist; currently filling with a temporary employee and currently interviewing
 - Business Relations Director, City of LV welcomed William Cox on November 13, 2018

Court

Municipal Court Cases	Nov 1st 2018	Nov 8th 2018
Number of cases scheduled	311	466
Number of defendants scheduled	195	307
# of case processed by clerks during court	95	166
Community Service	NOV 1 – NOV 15TH	
Number of Hours Scheduled		209
Number of Completed C/S Hours		41
Community Services Hours Completed at		
Public Works		
Fire Department		
Municipal Court		
Community Development		
Outside at Non-Profit Organization		41

Public Works

- Projects:
 - Cades Cove new water and sewer mains have been completed and the contractor is working on the mill and overlay of asphalt.

- Year 1 street maintenance bid was awarded to Clark Construction. This project will include the mill and overlay of Stirrup Lane, Stirrup Circle, and Forest Pine, as well as a seal coat on numerous other streets. They intend to start construction on November 26th.
- The bid for a new water main extension on Bluebird Lane and the replacement of a sewer main on Poss Road were approved by Council. The preconstruction meeting was held last week and a Notice to Proceed was issued. They intend to start on November 26th at Bluebird, and then work on Poss.
- The Evers Road Bridge project is just about complete. Hydro-mulch was applied to the banks of the creek outside the concrete areas, the rock filter dam was removed and replaced with a smaller dam, and minor punch list items are being performed. The parking areas at the library and Conference Center are being seal coated.
- The subcontractor for the LC-17 project is working on the box culverts under El Verde.
- Land clearing for the new sewer main extension at 7520 Huebner Road has begun. The contractor on Cades Cove will be the contractor installing the main, with help from the Public Works Crew; however, the site is still too wet to work.
- Work on The Ridge at Leon Valley Park walking path is in progress. The remaining area in this new park is being cleared in order to make room for the planned improvements.
- Staff has begun working on bid documents for the rehabilitation of the Grass Hill above ground water storage tank and the Year 2 Street Maintenance Program.
- 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.
- Working on creation of bid documents for Shadow Mist Park parking lot materials. Once received, the LC-17 contractor will install – expected date is end of January.
- The Assistant Director received a grant from AACOG in the amount of \$20,000 for new recycling kiosks for the parks and we in the process of ordering the kiosks.
- Constructing walking path at The Ridge at Leon Valley Park and clearing land for park.
- Will be installing concrete pads and new benches at all of the parks.
- Repairing potholes city-wide.

Police Department

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

- Arrest
 - 10-29-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested for Theft, active warrants, and evading arrested
 - 10-29-18 – 6300 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 10-30-18 – 5600 Grissom Rd. – Crash – One cited/released – Vehicle Impounded
 - 10-30-18 – 6300 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 10-30-18 – 5600 NW Loop 410 – Traffic Stop – One arrested for DWI – Vehicle Impounded
 - 10-31-18 – 6500 Bandera Rd. – Crash – One cited/released - Vehicle Impounded
 - 11-01-18 – 6700 Bandera Rd. – Wanted Person – One arrested on active warrants
 - 11-01-18 – 6700 Timberhill – Traffic Stop – One cited/released – Vehicle Impounded
 - 11-01-18 – 6100 Bandera Rd. – Traffic Hazard – Vehicle Impounded
 - 11-02-18 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 11-02-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 11-02-18 – Seneca @ Rue Sophie – Traffic Stop – One cited/released – Vehicle Impounded
 - 11-03-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 11-03-18 – 5400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 11-03-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 11-03-18 – 5400 Wurzbach Rd. – Wanted Person – One arrested on active warrants
 - 11-03-18 – 6400 El Verde – Emergency Detention – One arrested/released at hospital
 - 11-03-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 11-03-18 – 5400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-04-18 – 5400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-04-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-04-18 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-04-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-04-18 – 5600 Grissom Rd. – Suspicious activity – One arrested for Child Endangerment
- 11-05-18 – 5400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-05-18 – 6000 Exchange Pkwy – Traffic Stop – One cited/released – Vehicle Impounded
- 11-05-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-05-18 – 7400 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-06-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-06-18 – 5900 Wurzbach Rd. – Disturbance – One arrested for Assault/bodily injury
- 11-07-18 – Bandera Rd. @ Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-08-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-08-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-09-18 – 7411 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-09-18 – 6300 Evers Rd. – Disturbance – One arrested for Assault/Bodily Injury
- 11-09-18 – 6600 Evers RD. – Traffic Stop – One arrested for Possession of Marijuana < 2 oz. – Vehicle Impounded
- 11-09-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-10-18 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-10-18 – 5900 Bandera Rd. – Traffic Stop – One arrested for Driving While License is Invalid – Vehicle Impounded
- 11-10-18 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 11-11-18 – 6500 Samaritan – Traffic Stop – One arrested for Possession of Marijuana < 2 oz.
- Significant Calls
 - 10-29-18 – 6100 Bandera Rd. – Found open side gate
 - 10-29-18 – 7100 Bandera Rd. – Runaway
 - 10-29-18 – 5600 Grissom Rd. – Credit card abuse
 - 10-29-18 – 6400 Stable – Theft
 - 10-29-18 – 6700 Bandera Rd. – Harassment
 - 10-29-18 – 5300 Wurzbach Rd. – Suspicious Person
 - 10-29-18 – 5800 Wurzbach Rd. – Suspicious Person
 - 10-30-18 – 7000 Wurzbach Rd. – Theft < \$100
 - 10-30-18 – 6900 Forest Grove – Suspicious Person
 - 10-30-18 – 6300 Forest Bend – Apparent Suicide
 - 10-30-18 – 6400 Bandera Rd. – Damage to property
 - 10-30-18 – 6400 Bandera Rd. – Crash
 - 10-30-18 – 5600 Evers Rd. – Burglary/Vehicle
 - 10-30-18 – 5800 Wurzbach Rd. – Alarm
 - 10-30-18 – 6200 Bandera Rd. – Crash
 - 10-31-18 – 6400 Huebner Rd. – Missing Person
 - 10-31-18 – 6800 Bandera Rd. – Crash
 - 11-01-18 – 6400 El Verde – Hit and Run Crash
 - 11-01-18 – 6500 Bandera Rd. – Crash
 - 11-01-18 – 6000 Bandera Rd. – Recovered Stolen Vehicle
 - 11-01-18 – 6100 Britannia Court – Found open garage
 - 11-01-18 – 5300 Cilantro Place – Found open garage X 2
 - 11-01-18 – 5600 Poppy Seed Run – Found open garage
 - 11-01-18 – 6300 Crown Piece – Suspicious Vehicle

- 11-01-18 – 6300 Handsome Lake – Suspicious Circumstances
- 11-01-18 – 6800 Evers Rd. – Alarm
- 11-01-18 – 7100 Bandera Rd. – Crash
- 11-01-18 – 7000 Forest Meadow – Criminal Mischief
- 11-01-18 – 6100 Walking Gait – Criminal Mischief
- 11-02-18 – 7000 Bandera Rd. – Theft
- 11-02-18 – 6300 Evers Rd. – Burglary/Bldg
- 11-02-18 – 6700 Strawflower – Alarm
- 11-02-18 – 7100 Bandera Rd. – City Ordinance Violation
- 11-02-18 – Poss Rd. @ Evers Rd. – Crash
- 11-02-18 – 5300 Bandera Rd. – Crash
- 11-02-18 – 5900 Wurzbach Rd. – Threats
- 11-02-18 – 6200 Evers Rd. – Crash
- 11-02-18 – 6400 Evers Rd. – Crash
- 11-02-18 – 5900 Bandera Rd. – Crash X 2
- 11-03-18 – 7000 Autumn Chase – City Ordinance Violation
- 11-03-18 – 6500 Bandera Rd. – Crash
- 11-03-18 – 5900 Bandera Rd. – Crash
- 11-03-18 – 6200 Bandera Rd. – Burglary/Vehicle
- 11-03-18 – 6900 Bandera Rd. – Theft \$100-750
- 11-03-18 – 5700 Wurzbach Rd. – Found Property (gun)
- 11-03-18 – Bandera Rd. @ Wurzbach Rd. – Hit and Run Crash
- 11-03-18 – 5600 Bandera Rd. – Unattended Child
- 11-03-18 – 7000 Weathered Post – Burglary/Vehicle
- 11-03-18 – 6100 Bandera Rd. – Crash
- 11-03-18 – NW Loop 410 @ Bandera Rd. – Crash
- 11-03-18 – 7000 Autumn Chase – City Ordinance Violation
- 11-03-18 – 5900 Bandera Rd. – Crash
- 11-03-18 – 7000 Bandera Rd. – Theft
- 11-03-18 – 6500 Bandera Rd. – Crash
- 11-03-18 – 6200 Bandera Rd. – Burglary/Vehicle
- 11-03-18 – 6900 Bandera Rd. – Theft
- 11-04-18 – 6400 Bandera Rd. – Reckless driver
- 11-04-18 – 5600 Bandera Rd. – Crash
- 11-05-18 – 6700 Huebner Rd. – Theft
- 11-05-18 – 6100 Forest Crest – Reckless driver
- 11-05-18 – 6800 Bandera Rd. – Alarm
- 11-05-18 – 6100 Rue Marielyne – City Ordinance Violation X 2
- 11-05-18 – 6200 Sun Dial – City Ordinance Violation
- 11-05-18 – 6400 El Verde – Found property
- 11-05-18 – 6400 Bandera Rd. – Criminal Mischief
- 11-05-18 – 6300 Bandera Rd. – Theft \$100-750
- 11-05-18 – 7100 Forest Brook – Lost Property
- 11-05-18 – 5600 Evers Rd. – Hit and Run Crash
- 11-05-18 – 7400 Linkwood – Criminal Mischief
- 11-06-18 – 7600 Huebner Rd. – Crash
- 11-06-18 – 7000 Bandera Rd. – Reckless driver
- 11-06-18 – 999 Shadow Mist – Burglary/Vehicle
- 11-06-18 – 6400 Bandera Rd. - Theft
- 11-06-18 – 6700 Yellow Rose – Alarm
- 11-06-18 – 6800 Bandera Rd. – Crash

- 11-06-18 – 7300 Linklea - Harassment
- 11-07-18 – 5600 Grissom Rd. – Crash
- 11-07-18 – 5400 Wurzbach Rd. – Crash
- 11-07-18 – 6600 Bandera Rd. – Crash
- 11-07-18 – 5800 El Verde Rd. – City Ordinance Violation
- 11-08-18 – 5800 El Verde Rd. – City Ordinance Violation
- 11-08-18 – Bandera Rd. @ Poss Rd. – Crash
- 11-08-18 – 6600 Bandera Rd. – Assault
- 11-08-18 – 6300 Echo Hill – City Ordinance Violation
- 11-08-18 – 6400 Bandera Rd. – Crash
- 11-09-18 – 6600 Gristmill – Burglary/Habitation
- 11-09-18 – 6400 Bandera Rd. – Reckless driver
- 11-09-18 – 6600 Bandera Rd. – Alarm
- 11-09-18 – 6800 Huebner Rd. – Alarm
- 11-09-18 – 6300 Grissom Rd. – Theft
- 11-09-18 – 6800 Blacksmith – City Ordinance Violation
- 11-09-18 – 5600 Bandera Rd. – Crash
- 11-09-18 – 6400 Bandera Rd. – Crash
- 11-09-18 – 5600 Bandera Rd. – Crash
- 11-10-18 – 5900 Bandera Rd. – City Ordinance Violation
- 11-10-18 – 7000 Forest Way – City Ordinance Violation
- 11-11-18 – 6800 Bandera Rd. – Alarm
- 11-11-18 – 6300 Stirrup Lane – Burglary/Vehicle
- 11-11-18 – 5600 Poppy Seed Run – City Ordinance Violation
- 11-11-18 – 5500 Saffron Way – City Ordinance Violation
- 11-11-18 – 5600 Evers Rd. – Alarm
- 11-11-18 – 7100 Forest Brook – Lost Property
- Traffic Citations - 225
- Warnings – 76
- Cases filed by CID (6):
 - Two (2) Abandon Child Felony cases
 - One (1) Possession of Controlled Substance < 1 gram
 - One (1) Unauthorized Use of Motor Vehicle
 - One (1) Criminal Mischief under \$750.00
 - One (1) Misdemeanor Theft under \$750.00
- CID Activity/Active Investigations and Additional Activity
 - Murder case is still under investigation
 - A sexual assault case is still ongoing
 - An apparent suicide is still under investigation
 - Case preparation of auditor/agitator cases
 - Completed Google/YouTube search warrants
 - Handled Six (6) walk in's with assorted issues past two weeks
 - Six (6) videos downloaded for Municipal Court
 - Downloaded Four (4) videos for District Attorney's Office
 - CID contacted registered sex offenders leading up to the Halloween holiday.
 - Numerous media interviews were conducted regarding Halloween safety tips
- Code Enforcement
 - (05) Junked/abandoned/illegal vehicles tagged and two citations given
 - (13) Grass/weed violations were handled
 - (10) VCO letters sent
 - (15) Graffiti Incidents

- (49) Five bandit signs were seized
- (04) Trash complaints
- Animal Control
 - (01) At large dog calls
 - (06) Cats were trapped and released as part of the TNR Program
 - (04) Missing Dogs
 - (02) Missing Dogs
 - (03) Dead Deer
 - (02) Other Dead Wild Animals
- Traffic Unit
 - The Traffic Unit officers were assigned to school zones before and after school and worked on several reported neighborhood speeding/traffic concerns including 6600 Bandera at the Walgreens, Evers/Poss Bandera/Seneca, Leon Valley ES, MHS on Lobo Ln, Monte Robles and 6100-6600 Evers.
 - Reporting Period Activity:

● Moving Violations	65
● Non-Moving Violations	17
● Warnings	28
● VCO	02
● Vehicles Impounded	10
- Training
 - Detective Brooks attended Mobile Phone Data Mapping training.
 - Officer R. Flores attended a 40-hour Field Training Officer (FTO) class
 - Lt. Gonzalez, Sgts. Burleson and Trevino, Officers Espinoza, Evans, Vasquez and Yarbrough all attended Civilian Interaction Training
 - Officers Evans and Vasquez attended DWI Refresher Training course.
- Volunteer Activity

Chief Salvaggio, Officer Chapman, and Officer Tacquard attended the Veterans Day Celebration at Leon Valley Elementary.

Fire Department

- **Gas Leak** – 11/5/18, Units responded for a gas leak at 5896 El Verde. T-159 was first on scene and took command and blocked the roadway to stop the flow of traffic. E-159 made location and block the roadway on El Verde at Bandera Rd. R-159 made location on the South end of El Verde and deployed a hose line for exposure protection. Construction crews working in the area had punctured the main gas line on El Verde Rd. CPS crews arrived and fixed the leak. All 159 units returned to service. (*fyi, narrative in RMS*)
- **Flood Magnet & Emergency and Non-Emergency Phone Numbers** – We revised the Flood Magnet confirming all phone numbers to ensure accuracy. FD submitted a mock-up and invoices to Ms. Kuentler, Chief Salvaggio as well as Chief Naughton for their approval to place order for 2019.
- **Honor Guard** – The Marine Honor guard presented colors to celebrate the Bridge dedication ceremony in honor of “Lance Cpl. Stephen J. Perez”. The Leon Valley Fire Department Honor Guard presented arms and salute to “Lance Cpl. Stephen J. Perez.
- **Holiday Event** - Sandy and Lisa are planning the holiday event for all Leon Valley employees and City Council being held on Thursday, December 13 from 11:30am – 1:30pm. This consists of preparing food, events, prizes, etc.
- **Census 2020** - Lisa and Sandy met with Richard Castanon, U.S. Census Bureau to plan and implement locally-based outreach campaign for the City of Leon Valley to prepare our city for a complete and accurate count by generating participation. This consists of creating a resolution, press release as well as a Community Census Committee to ensure a great representation (Business, Religious Groups, Education, 2 residents, Seniors, Chamber of Commerce Member, and Leon Valley Staff). The campaign

will be completed by way of digital access, social media, events, local resources, business/corporations/foundations.

- **Flu shots** - The Fire Department is administered free flu shots to all city employees with the intention to prevent an outbreak in the workplace.
- **San Antonio Food Bank** - East VS West comprising of PD, FD & Admin and PW & Library the competition will begin on November 1st and will run through November 19th. The City of Leon Valley's goal is to donate collectively 1,000 pounds of food to the San Antonio Food Bank.
- **FireWise USA Renewal** – Deputy Burnside and Lisa are engaged on completing the renewal application required to provide examples of actions, activities and expenses to keep “In good standing”, submission required by November 16th 2018.
- **Fire Recovery USA** – The Fire department has received an incident recovery collection in the amount of \$17,617.13 with 56 pending claims.
- **Emergency Management** -
 - **CERT Class** has been scheduled for the upcoming year 3/25/2019 to 3/29/2019
 - **Stop the Bleed and Until Help Arrives Class** has been scheduled for the upcoming year 1/10/19 and again 1/28/19 6:30 -9:30 This is a one-day three-hour class e are offering this twice
 - **Red Cross Disaster Shelter Training** schedule is being developed for the upcoming year, which will be 4 hours classroom and 3-4-hour exercise. The proposed dates are classroom March 2, 2019 held at Red Cross Headquarters on East Houston Street San Antonio. Exercise March 9, 2019 at John Marshall High School. Red Cross is ensuring that there are no scheduling conflicts before the dates are confirmed and set. This is a more in-depth class than what we have offered in the past. This will focus on the complete set up and management of a shelter.

Community Development Department

- **Zoning Code/Comprehensive Plan Revisions**
 - The Zoning Commission has also held meetings in September and October to discuss revisions to the City's zoning code. Those meetings focused on discussing 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 a lot of 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. So it's important that discussion regarding mixed-use, redevelopment, and infill occur at a comprehensive planning and community level first, before the zoning code revision process continues. Meetings to discuss potential updates/revisions to the Comprehensive Plan will begin following the New Year.
- **Zoning Cases**
 - The next Zoning Commission meeting is scheduled for Monday, November 19, 2018. This is a special meeting where the following items are scheduled for consideration:
 - An amendment to Article 15.02 of the Zoning Code regarding institutional uses including churches, museums, and library's in residential and commercial zoning districts.
 - An Ordinance amending Article 15.02, Zoning Ordinance, of the City of Leon Valley Code of Ordinances, establishing the “R-1L” Large-Lot Single Family Zoning District and associated use and development standards.
 - 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.
 - The next regularly scheduled zoning commission meeting will be held on November 27, 2018. The following items will be considered at that meeting:
 - A request for an amendment to the future land use plan of the City's Comprehensive plan regarding the property generally located at 7317 Huebner Road.
 - Zone Change request from R-1 & B-2, to B-3 for approximately 9 acres at 7317 Huebner

Road (St. John's Baptist Church). The request is intended to facilitate the expansion of the church.

- Request for a Specific Use Permit at 7317 Huebner Road (St. John's Baptist Church). The request is intended to facilitate the expansion of the church.
 - Request for a Specific Use Permit for Assembly/Packaging at 5413 Bandera Road.
 - Request for a Specific Use Permit for Entertainment Indoor at 7228 Bandera Road.
 - Request for a Specific Use Permit for a Kennel at 6746 Poss Road.
 - Final Plat for the Grass Hill Estates Subdivision Lots 1 & 2, being approximately 20.5 acres located adjacent to the intersection of Aids Drive and Samaritan drive.
- Board of Adjustment
 - There are currently no future Board of Adjustment meetings scheduled.
 - 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 is anticipating the submittal of a replat or a vacating plat request for the easement located just west of the termination of Huebner Road, in the Old Mill Subdivision. The owner of the easement is hoping to replat the easement as public right of way to provide access to the 18 acre tract to the west, so it can be developed for single-family residential lots.
 - Staff is reviewing an Amending Plat for the property currently developed as the Leon Valley Storage. An amending plat is necessary to reconfigure existing lots to allow for new buildings on the property.
 - City Council
 - The City Council is scheduled to consider the following Community Development Department related items on first reading at their November 20, 2018 meeting:
 - An amendment to Article 15.02 of the Zoning Code regarding institutional uses including churches, museums, and library's in residential and commercial zoning districts.
 - An Ordinance amending Article 15.02, Zoning Ordinance, of the City of Leon Valley Code of Ordinances, establishing the "R-1L" Large-Lot Single Family Zoning District and associated use and development standards.
 - 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.
 - Permitting and Records
 - 47 walk-in customers were served.
 - 62 permits were processed or are in progress.
 - 4 Certificates of Occupancy were applied for.
 - 10 Certificate of Occupancy was issued.

Economic Development

- Businesses that Received Certificates of Occupancy
 - 5504 Bandera Rd. Ste. 305 – Two & A Half Men Auto Sales (Automobile Personal Repair)
 - 7346 Reindeer Trail – Champion Total Restoration (Contractor Facility)
 - 4700 Timco East Ste. 108 – Auto Concierge & Technology (Windshield Repair)
 - 5300 Wurzbach Rd. Ste. 800 – School of Science & Technology (Admin Offices)
 - 6504 Bandera Rd. Ste. 6 – Cutting Culture Barber Shop (Barber Shop)
 - 5413 Bandera Rd. Ste. 406 – Cool Planet Air (Contractor Facility)
 - 5504 Bandera Rd. Ste. 406 – I M Customization (Office Professional)

- 7153 Bandera Rd. – Circle K #1048 (Automotive Services Station)
- 6206 Setting Sun – Texas Comfort Care Home (Group Home)
- 5504 Bandera Rd. Ste. 103 – Alamo Truck Gear (Warehouse Storage Facility)
- Contracting LLC
- 6200 Bandera Rd - King Buffett
- Business that Received Temporary Certificates Of Occupancy
 - None
 - Worked with 2 strip center owners on new occupants.
 - Worked with 2 new potential developments.
 - Advertised for and coordinated with Oky Doky Restaurant for ribbon cutting ceremony.
 - Working with San Antonio Colleges on training for existing Leon Valley (and surrounding area) businesses.

City Secretary

- Since the last report, the City Secretary’s Office has received 30 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.
- Responded to correspondence from the Texas Attorney General’s office regarding open record request previously submitted for opinions.
- City Council agendas and minutes; publication of recently adopted ordinances and agendas.
- Began preparing for the May 04, 2019 General Election.
- **Worked with Community Development to get the Zoning Commission into Granicus. Zoning Commission will go LIVE with streaming their meetings as City Council does on November 19, 2018. Board of Adjustment is planned to go live in December.**
- **Building Maintenance:**
 - Preparing to decorate City Hall for the Holidays!
 - Place 7 rodent boxes around the perimeter of City Hall/Police Department as a preventative measure. This was done at no extra charge but as part of our agreement with Orkin Pest Control.

Library

- Ancestry.com will not be carried by the library. It is not being used by members. We had four months when it was not accessed at all; other months average 1-2 users.
- Breakfast with Santa – you are welcome to come without a child, ticket purchase not necessary. Incredible Silent Auction items. Many gift cards for restaurants in higher dollar amounts.
- **Upcoming events:**
 - Monday, November 19 from 2-4pm: MakerSpace Event with Barnes & Noble.
 - Wednesday, November 28 at 10:30am: SA Symphony Presentation for children.
 - Saturday, December 1 from 8am – 10:30am is the 30th Annual Breakfast with Santa and Silent Auction in the Community Center.
 - Wednesday, December 19 at 10:30am is Reading with Rudolph/Magic Reindeer Food Event
 - Thursday, December 20 at 6:30pm is The Polar Express Reading and Special Guest Visit
- **Thanksgiving Holiday Hours:**

Thursday, November 22 (Thanksgiving)	CLOSED
Friday, November 23	CLOSED
Saturday, November 24	10am – 2pm (normal hours)
Sunday, November 25	2pm – 6pm (normal hours)
- **Christmas Holiday Hours:**

Saturday, December 22	10am – 2pm (normal hours)
Sunday, December 23	2pm – 6pm (normal hours)
Monday, December 24(Christmas Eve)	CLOSED

Tuesday, December 25 (Day)

CLOSED

Wednesday, Dec 26

10am – 6pm (normal hours)

- New Years Hours:

Monday, December 31

10am – 4pm (closing 2 hours early)

Tuesday, January 1

CLOSED

Upcoming Events:

- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, November, 20 2018.
- Upcoming Important Events:
 - Next Regular City Council Meeting Tuesday, December 04, 2018, at 6:00 p.m.
 - Texas Recycle Day November 17, 2018, from 8:00 a.m. – 11:00 a.m. at the Leon Valley Public Works Department.
 - Annual Breakfast with Santa on December 1, 2018, 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.
 - Annual Christmas Tree Lighting December 3, 2018, at 5:30 p.m. at the Leon Valley Conference Center.
 - Movies in the Parking Lot, December 3, 2018, at 6:45 p.m. featuring Charlie and the Chocolate Factory.
 - Annual Reading with Rudolph/Magic Reindeer Food Event on December 19, 2018, at 10:30 a.m. at the Leon Valley Library.
 - Annual Polar Express Reading, Hot Chocolate and Nougat and Visit from Special Guest on December 20, 2018, at 6:30 p.m. at the Leon Valley Library.
 - Annual Town Hall Meeting, Saturday, January 26, 2019, from 8:30 a.m. until 12:30 p.m. at the Conference Center.
- Committee Meetings:
 - Special Zoning Commission meeting will meet on November 19th, at 6:30 p.m., at City Hall.
 - Regular Zoning Commission Meeting will meet on November 27th at 6:30 p.m., at City Hall.
 - Special Zoning Commission meeting will meet on December 11th, at 6:30 p.m., at City Hall.
 - Due to the Thanksgiving Holiday, the Citizens Police Advisory Committee meeting was rescheduled from Wednesday, November 21st at 6:00 p.m. to Wednesday, November 14, 2018, at 6:00 p.m.
 - Police Advisory Board meeting will be cancelled for the month of December.
 - The Park Commission will not meet in December. The next meeting will take place on January 10, 2019, at the Leon Valley Conference Center, 6421 Evers Road, at 6:30 pm.
 - Earthwise Living Day Committee meeting December 12, 2018 has been cancelled.