



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: November 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
 - Eight Firefighter Paramedics; currently advertising four in background check phase.
 - Fire Chief Hired; We welcomed Michael Naughton on October 22, 2018.
 - One receptionist; currently filling with a temporary employee and currently interviewing.

Court

Municipal Court Cases	OCT 18 TH 2018	OCT 25 TH 2018
Number of cases scheduled	482	232
Number of defendants scheduled	290	146
# of case processed by clerks during court	112	86
Community Service	OCT 11 – OCT 31	
Number of Hours Scheduled		333
Number of Completed C/S Hours		44
Community Services Hours Completed at		
Public Works		
Fire Department		
Municipal Court		
Community Development		
Outside at Non-Profit Organization		44

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. The contracts are in the process of being signed and then a Notice to Proceed will be issued.
- 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 and we are waiting to get signed contracts from RCO Construction to begin the projects.
- The Evers Road bridge project is being wrapped up, with limestone rock being applied to the exterior sides and minor punch list items being cleared. The contractor expects to have this site fully completed by the end of next week, and the parking areas are to be seal coated by November 9th, in anticipation of the Veteran's Day Bridge Dedication Ceremony, to be held on November 11, 2018, from 1 pm to 3 pm.
- The subcontractor for the LC-17 project is continuing construction on the drainage way behind the residents in the 5900 block of El Verde and is working on the box culverts under El Verde and reshaping the creek bed.
- 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.
- Work on The Ridge at Leon Valley Park walking path has begun. The remaining area in this new park is being cleared in order to make room for the planned improvements. It's starting to look like a park!
- Staff will begin working on bid documents for the rehabilitation of the Grass Hill above ground water storage tank and the Year 2 Street Maintenance Program.
- The new playground equipment for The Ridge at Leon Valley Park and a shade structure for Raymond Rimkus Park playground have been ordered.
- Gearing up for Texas Recycles Day, to be held in November.
- 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.
- The Neighbor Renewal Program will be conducted this coming Saturday, from 8 am to noon, on Bally and Forelock streets. While there will be no house painting, there will be yard cleanup, junk removal, graffiti cleanup, and repairs to any curbs or sidewalks.
- Staff completed the Park Survey and the results will be posted on the City's website. The Park Commission will be discussing the recommendations for the Park Master Plan at their upcoming meeting.

Police Department

Please see below information on police activity over the listed period. In addition, over the past two weeks the Leon Valley Police Department received several requests for expert statements on current media events. Chief Salvaggio gave interviews to Univision, Telemundo, and Channel 12 on Red Light Cameras, Crime Prevention tips, and the Importance of Community Involvement in Policing. KTSA, Fox 29, and WOAI News 4 all requested interviews from Sgt. Eddie Gonzalez on crime prevention tips on opening of packages thought to involve possible explosive or chemical threats. Also, with the recent explosive packages being sent, Sgt. David Trevino was requested to speak about how to deal with situations where explosives may be suspected. We have also been approached to do interviews by Channel WOAI News 4, Kens 5, Fox 29 and Telemundo 60 for crime prevention tips during the Halloween season. The reason we are getting these requests are these officers are considered experts in their field and our officers and our department have a great working relationship with the media. Have a great day!

- Arrest
 - 10-15-18 – 7000 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 10-16-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 10-16-18 – 5600 Bandera Rd. – Theft \$100-750 – One arrested for offense and Possession of a Controlled Substance
 - 10-17-18 – 6400 Bandera Rd. – Traffic Hazard – Citation issued – Vehicle Impounded
 - 10-17-18 – 6800 Bandera Rd. – Disturbance – One arrested for Criminal Trespass
 - 10-17-18 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 10-17-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-18-18 – 5600 Evers Rd. – Suspicious person – One arrested for Possession of Marijuana < 2 oz.
- 10-18-18 – Bandera Rd. @ El Verde – Traffic Stop – One arrested for DWI – Vehicle Impounded
- 10-19-18 – 6400 Bandera Rd – Traffic Stop – One cited/released – Vehicle Impounded
- 10-19-18 – 6300 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-19-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-19-18 – 6100 Desert Sun – Public Intoxication – One arrested/released at Detox Unit
- 10-20-18 – 6000 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-20-18 – 6300 Crystal Run – Traffic Stop – One arrested for Driving While License Invalid – Vehicle Impounded
- 10-20-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-20-18 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-21-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-21-18 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-21-18 – 6000 Exchange Pkwy - Traffic Stop – One cited/released – Vehicle Impounded
- 10-21-18 – 7708 Linkside – Disturbance – One arrested for Assault/Family Violence
- 10-21-18 – 6400 Bandera Rd. – Suspicious Person – Possession of a Controlled Substance
- 10-22-18 – 6300 Forest Leaf – City Ordinance Violation – Vehicle Impounded
- 10-24-18 – 7000 Bandera Rd. – Public Intoxication – One arrested/released at Detox unit
- 10-24-18 – 5600 Evers Rd. – Assault/Bodily Injury/Family Violence – One arrested for offense
- 10-25-18 – 5700 Wurzbach Rd. – Traffic Stop – One arrested on active county warrant
- 10-26-18 – 5700 Bandera Rd. Traffic Stop – One cited/released – Vehicle Impounded
- 10-26-18 – 5700 Bandera Rd. – Traffic Stop – One cited/released Vehicle Impounded
- 10-27-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 10-27-18 – 6500 Bandera Rd. – Crash – One cited/released – Vehicle Impounded
- 10-28-18 – 5900 Forest Dell – Assault/Family Violence – One arrested for offense
- Significant Calls
 - 10-15-18 – Evers RD. @ Huebner Rd. – Crash
 - 10-15-18 – 6400 Bandera Rd. – Alarm
 - 10-15-18 – 7100 Bandera Rd. – Suspicious person
 - 10-15-18 – 6600 Bandera Rd. – Theft \$750-2500
 - 10-15-18 – 6500 Forest Grove – City Ordinance Violation
 - 10-16-18 – 4800 NW Industrial – Found open gate
 - 10-16-18 – 6100 Bandera Rd. – Found open gate
 - 10-16-18 – 7000 Forest Grove – Found open garage
 - 10-16-18 – 6600 Bandera Rd. – Alarm
 - 10-16-18 – 5900 Bandera Rd. – Theft
 - 10-16-18 – 5600 Bandera Rd. – Forgery
 - 10-16-18 – 5600 Evers Rd. – Burglary/Vehicle
 - 10-16-18 – 4900 Hodges – Burglary/Vehicle
 - 10-16-18 – 6200 Parsley Hill – Lost property
 - 10-16-18 – 6500 Bandera Rd. – Crash
 - 10-17-18 – 6700 Poss Rd. – Crash
 - 10-17-18 – 6000 Bandera Rd. – Theft/Vehicle
 - 10-17-18 – Huebner Rd. @ Pavona Ridge – Crash
 - 10-17-18 – 6600 Bandera Rd. – Alarm
 - 10-17-18 – 6300 Bandera Rd. – Alarm
 - 10-17-18 – 6700 Poss Rd. – Suspicious person
 - 10-17-18 – 6800 Forest Crest N. – Suspicious person

- 10-18-18 – 5600 Bandera Rd. – Crash
- 10-18-18 – 5600 Evers Rd. – Suspicious person
- 10-18-18 – 7000 Huebner Rd. – Crash
- 10-18-18 – 6000 Bandera Rd. – Theft/Vehicle
- 10-19-18 – 6900 Bandera Rd. – Theft
- 10-19-18 – 5300 Wurzbach Rd. – Assault
- 10-19-18 – 6800 Bandera Rd. – Alarm
- 10-19-18 – 6400 Evers Rd. – Alarm
- 10-19-18 – 6300 Bandera Rd. – Alarm
- 10-19-18 – 5900 Poppy Seed Run – Found open garage
- 10-19-18 – 6600 Bandera Rd. – Alarm
- 10-19-18 – 7800 Linkhaven – City Ordinance Violation
- 10-19-18 – 6800 Bandera Rd. – Crash
- 10-19-18 – 7000 Bandera RD. – Crash
- 10-19-18 – 6300 Evers Rd. – Burglary/Habitation
- 10-20-18 – 7300 Reindeer Trail – Suspicious person
- 10-20-18 – 6500 Charles Field – Found open garage
- 10-20-18 – 6300 Forest Leaf – City Ordinance Violation X2
- 10-20-18 – 7300 Canterfield – Burglary/Habitation
- 10-20-18 – Poss Rd. @ Evers Rd. – Found Child
- 10-20-18 – 6300 Evers Rd. – City Ordinance Violation
- 10-20-18 – 6800 Huebner Rd. – Suspicious person
- 10-21-18 – 6900 Forest Meadow – Threats
- 10-21-18 – 6100 Bandera Rd. – Burglary/Vehicle
- 10-21-18 – 7400 Linkway – Found open garage
- 10-21-18 – 6000 Forest Ridge – Found open garage
- 10-21-18 – 7300 Crownpiece – Found open garage X2
- 10-21-18 – 6100 Walking Gait – Found open garage
- 10-21-18 – 6200 Walking Gait – Found open garage
- 10-22-18 – 7000 Mill Stream – Suspicious Person
- 10-22-18 – 5600 Bandera Rd. – Alarm
- 10-22-18 – 6600 Sally Agee – Found open garage
- 10-22-18 – 5700 Bandera Rd. – Crash
- 10-22-18 – 6800 Bandera Rd. – City Ordinance Violation
- 10-23-18 – 5600 Bandera Rd. – Crash
- 10-23-18 – 6000 Bandera Rd. – Reckless Driver
- 10-23-18 – 7100 Forest Moss – Found open garage
- 10-23-18 – 7100 Bandera Rd. – Runaway (Found)
- 10-23-18 – 5800 El Verde – Theft/Vehicle
- 10-23-18 – 5400 Bandera Rd. – Alarm
- 10-23-18 – 6300 Bandera Rd. – Alarm
- 10-23-18 – 6800 Huebner Rd. – Crash
- 10-23-18 – Eckhert Rd. @ Bandera Rd. – Crash
- 10-23-18 – 6500 Bandera Rd. – Crash
- 10-23-18 – 5700 El Verde Rd. – Damage to property
- 10-24-18 – Bandera Rd. @ Huebner Rd. – Disturbance/Road Rage Incident
- 10-24-18 – 6400 Bandera Rd. – Crash
- 10-24-18 – 5600 Bandera Rd. – Crash
- 10-24-18 – 5600 Bandera Rd. – Crash
- 10-24-18 – 7000 Bandera Rd. – Crash
- 10-24-18 – 4700 Timco W – Theft/Vehicle

- 10-25-18 – 5600 Evers Rd. – Theft/Vehicle
- 10-25-18 – 6600 Bandera Rd. – Robbery
- 10-25-18 – 6800 Bandera Rd. – Alarm
- 10-25-18 – 6300 Echo Hill – Burglary/Vehicle
- 10-25-18 – 5800 NW Loop 410 – Crash
- 10-25-18 – Forest Dell @ Evers Rd. – Crash
- 10-25-18 – 7000 Bandera Rd. – Found Property
- 10-25-18 – 5600 Bandera Rd. – Crash
- 10-25-18 – 6400 Bandera Rd. – Crash
- 10-26-18 – 5900 Wurzbach Rd. – Theft
- 10-26-18 – Bandera Rd. @ Wurzbach Rd. – Crash
- 10-26-18 – 7400 Linkmeadow – Theft
- 10-26-18 – 7400 Huebner Rd. – Crash
- 10-26-18 – 5700 Watercress – Found open garage
- 10-26-18 – 5500 Saffron Way – Found open garage
- 10-27-18 – 5600 Evers Rd. – Missing Person
- 10-27-18 – 5900 Bandera Rd. – Crash X 2
- 10-27-18 – 6000 Bandera Rd. – Found open door
- 10-27-18 – 6900 Bandera Rd. – Public Intoxication
- 10-27-18 – 7200 Bandera Rd. – Theft
- 10-27-18 – 6700 Huebner Rd. – Criminal Mischief
- 10-27-18 – 5900 Bandera Rd. – Crash
- 10-27-18 – 5600 Bandera Rd. – Forgery
- 10-28-18 – 6000 Grissom Rd. – Attempted Suicide
- 10-28-18 – 6800 Blacksmith – Burglary/Habitation
- 10-28-18 – 5600 Grissom Rd. – Credit Card Abuse
- Traffic Citations - 173
- Warnings – 39
- Other - 34
- Cases filed by CID (8):
 - One (1) Felony arrest case (Aggravated Assault/Family Viol) Impeding Circulation
 - One (1) Misdemeanor Assault (Fam Violence)
 - One (1) Possession of Controlled Substance <1 gram
 - Two (2) Obstruction/Retaliation cases
- CID Activity/Active Investigations and Additional Activity
 - Murder case is still under investigation
 - Six (6) District Court Search Warrants for Google/YouTube
 - Three (3) Grand Jury summons for subscriber information
 - Two (2) Forgery cases are active
 - One (1) Sexual assault child/family member
 - Two (2) Misdemeanor Thefts under investigation
 - Two (2) Aggravated Assault - Family Violence cases
 - Took eight (8) statements past two weeks
 - Downloaded twenty-six (26) video's for DA "s office, Municipal Court and FOIA
- Code Enforcement
 - (13) Junked/abandoned/illegal vehicles tagged and two citations given
 - (12) Grass/weed violations were handled
 - (03) Low branches
 - (04) Trash complaints
 - (50) Five bandit signs were seized
 - (02) building code violations

- Animal Control
 - (02) At large dog calls
 - (04) Cats were trapped and released as part of the TnR Program
- 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, Marshall high School on Lobo Ln, Monte Robles and 6100-6600 Evers.
 - Reporting Period Activity:

• Moving Violations	46
• Non-Moving Violations	09
• Warnings	24
• VCO	05
• Vehicles Impounded	07
- Volunteer Activity
 - Special Olympic Games. The Leon Valley Police Department will play a huge roll in making the games happen, with Detective Terry Brooks on the planning committee, and Chief Salvaggio on the Board of Directors.
 - The Leon Valley Police Department set up and partnered with the Department of Public Safety, San Antonio Police, Leon Valley Fire Department, and the San Antonio Fire Department for the Annual Boots and Badges event at Whataburger. An estimated four hundred people showed up to meet their first responders and to look at the DPS helicopter, police vehicles, and firefighting apparatuses.
 - The Leon Valley Police Department attended the Red Ribbon Week at John Marshall and the School of Science and Technology. Officers interacted with thousands of kids to get the message out about the dangers of drugs prevention and abuse.
 - Officers attended the Oaks Hills Terrace Elementary for Trunk or Treat. Officers handed out candy and interacted with hundreds of kids.

Fire Department

- **New Fire Chief-** Congratulations to Michael Naughton who has accepted the offer to serve as the City of Leon Valley Fire Chief at the Fire Department and started on Monday, October 22, 2018. We are excited for this new beginning and are already making progressive changes.
- **Interim Fire Chief-** Thank you to Robert Ojeda for his assistance and time to the Leon Valley Fire Department - it's appreciated. We provided him a lunch, a strawberry cake with ice cream as well as 2 bags of candy corn one of chief's favorites. He will always have a cup of coffee available at Leon Valley.
- **Fire Prevention-** In the last 3 weeks 3 Elementary schools (Kay Driggers, Leon Valley, and School of Science and Technology), 10 daycares and 5 adult/senior centers were visited by the fire department to give fire prevention education. Over 1200 people received the education.
- **Fire Prevention-** A poster contest was held for each elementary schools 5th grade class. Winners of the contest received prizes that were donated by local business and the firefighter's association. Prizes included; a bicycle, Bowling party at Bandera Bowl, pizza party at Peter Piper Pizza, a Razor scooter and a basketball. All winners were posted on the fire departments Facebook page.
- **Community Service- Bowl it, Trunk it, Treat it!** -The fire department participated in the Bandera Bowl Trunk or treat event on October 30, 2018. Captain Jimmy Garcia won 1st place for best male costume over 14 years old. The fire department handed out candy to trick-or-treaters during the event.
- **Cancer Awareness-** Firefighters visited the **START cancer center** (7940 Floyd Curl) to drop off care packages for breast cancer awareness month, a total of \$2,000 in donations received this year.
- **Fire Recovery USA** – The department has received Fire Recovery USA incident recovery collection in the amount of \$16,720.69 to date with 57 pending claims.

- **Flu shots** - The Fire Department have been scheduled for all city employees. Flu shots are made available on a voluntary basis to employees, and are intended to prevent an outbreak in the workplace. Please note a consent form is required to be signed by city employees with vaccine questions for our records. The City of Leon Valley's Medical Director, Dr. Manifold, is encourages all citizens to seek opportunities to obtain a flu shot.
- **Fire Wise USA /Residents Reducing Wildfire Risks**-NFPA’s Firewise USA program teaches people how to adapt to living with wildfire and encourages neighbors to work together and take action now to prevent losses. There is an annual renewal application required to provide examples of actions, activities and expenses to keep “In good standing”, submission required by November 16th 2018.
- **Fire Prevention Month** – 2018 Fire Prevention Campaign- “Look. Listen. Learn. Leon Valley Fire Department (Firefighters Association #4764) is continuing the LV fire prevention campaign during the month of October. We perform fire prevention educational activities at three local elementary schools (Kay Driggers Elementary, Leon Valley Elementary, School of Science and Technology) along with 10 local child care facilities and 5 senior living or care facilities. We have a new inflatable Fire Prevention education house with an inflatable refrigerator, stove with kitchen safety directions as well as signage etc. Also, we had a “Look. Listen. Learn.” Poster contest prizes consist of (1st bike w/helmet, 2nd Bowling party \$140 package, 3rd Razor scooter, 4th Peter Piper Pizza, 5th basketball for each school).
- **Emergency Medical Services**- Emergicon collections for FY2018 (Oct 2017-Sept 2018) \$ 255,055.30, a net collection rate of 53%, approximately 20% increase from previous years.

	Payments	Charges	Rate
Gross Collection Rate	\$255,022.30	\$706,200.72	36.11%
Net collection Rate	\$255,022.30	\$479,255.63	53.21%

Community Development Department

- Zoning Code/Comprehensive Plan Revisions
 - The Zoning Commission held a Special meeting on October 9, 2018, to discuss updates and revisions to the City’s Comprehensive Master Plan. The Zoning Commission has also held two recent meetings to discuss revisions to the City’s Zoning Code. The meetings regarding revisions to the Zoning code have focused on the importance of facilitating 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 immediately following the new year.
- Zoning Cases
 - The October 23, 2018 Zoning Commission meeting was cancelled due to the need to further refine potential code revisions to the items below that were tabled at the September 25th, 2018 meeting.
 - 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 amendment to Article 15.02, of the Zoning Code regarding Adult Care Facilities and group homes in residential 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 non-chartered financial institutional uses in commercial zoning districts.
 - 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:
 - 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.
 - The department also anticipates the submittal of two additional specific use permit applications for consideration at this meeting.
 - 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.
 - The Board of Adjustment met on October 11 at 6:00pm to consider the following item:
 - A request to allow a Non-Chartered Financial Institutions at 6816 Huebner Road. The request was denied.
- 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 item, on second reading at their November 6, 2018 meeting:
 - A request for a Specific Use Permit to allow for an Indoor Entertainment facility in the B-3 Zoning District.
- Permitting and Records
 - 60 walk-in customers were served.
 - 77 permits were processed or are in progress.
 - 12 Certificates of Occupancy were applied for.
 - 7 Certificate of Occupancy was issued.

Development Meetings/Correspondence

- Staff met with Jonathan King, owner of 6501 Grissom Road. The property is located on the north side of Grissom Road between Poss Road and Bandera Road. It is currently undeveloped and Mr. King plans to construct a new retail facility, with a dog training and boarding facility being the primary tenant.

Community Development Department & Development Process

- Staff continues work overhauling the City's development review process. Staff anticipates presenting the major aspects of this overhaul, as well as current challenges, at an upcoming City Council meeting.

Economic Development

- Businesses that Received Certificates Of Occupancy
 - 6407-6421 Bandera Rd - Ryan Ambrose-Bandera Center
 - 5504 Bandera Rd Ste 103 - Alamo Truck Gear
 - 6100 Bandera Rd Ste 414 - San Antonio Pain and Injury
 - 6502 Bandera Rd Ste 107 - Zalesin Consulting
 - 5504 Bandera Rd Ste 405 – Millspec (Auto Repair)
 - 4700 Timco West Ste 103 - Christopher Contracting LLC
 - 6200 Bandera Rd - King Buffett
- Business that Received Temporary Certificates Of Occupancy
 - None

- Ribbon Cutting Ceremony for Quik Trip held on October 27, 2018.
- Ribbon Cutting at Burgerrim at Ingram Park Mall held on October 26, 2018.
- Meeting held with Alamo Colleges regarding Economic Development Training for existing Leon Valley businesses
- NW Chamber of Commerce fundraiser held on Friday, October 26, 2018.
- Movies in the Park held October 26, 2018 – approximately 40 were in attendance.

Special Events/Community & Conference Center

- Continue to update and reorganize the City’s website and social media pages.
- Ongoing Projects:
 - Contacting vendors for estimates on A/V system in the Conference Center
 - Coordinating with Public Works to thoroughly clean both centers
 - Coordinating with vendors for the next Movies in the Park event for December 21, 2018.
 - Continue to coordinate with Public Works and Police for the Bridge Dedication Event (Veterans Day) Nov. 11th
 - Continue to coordinate with John Marshall High School, Leon Valley Elementary Choir and Santa Claus for Christmas Tree lighting event on December 3, 2018.
- Community and Conference Center Reservations since October 31st, 2018.
 - 4 events at the Community Center
 - 3 events at the Conference Center

City Secretary

- Since the last report, the City Secretary’s Office has received 64 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.
- Received \$500 from TMCA Scholarship which will be used towards the TMCA Election Law Seminar in Frisco, TX in January 2019.
- Worked with Bexar County Elections to provide the public all information necessary to encourage voter registration and casting their votes for the November 6th ballot.
- Building Maintenance:
 - Submitted a request to Public Works to have light fixtures cleaned in City Hall/Police Department
 - Discussed implementing a Maintenance Plan for City Hall HVAC System
 - Meet with Preston Mullen of Perfect Light regarding holiday lighting of City Hall

Library

- Halloween event had 200 attendees.
- Breakfast with Santa anticipating large attendance, great silent auction items donated.
- New events: Book Club, Knit/Crochet Group, Ukulele Enthusiasts.
- Local resident is a NASA Solar System Ambassador and willing to partner with us to offer the following events/classes to the youth of the community: Rockets, Drones, 3D Medical Grade Microscope add-on for your phone, Robotics, Environmental Impact programs, Youth Impacting the Community, and much more.
- **Holiday Hours**
 - **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)

Upcoming Events:

- City Council Special Meeting Regular Council Meeting begins at 6:00 p.m. on Tuesday, November, 6 2018.
- Upcoming Important Events:
 - Next regular City Council Meeting will be held on November 20, 2018, at 6:00 p.m.
 - Last day to register to vote on the November 6, 2018
 - Annual Stuffed Animal Sleep over Drop Off at the Library on November 9, 2018, from 3:00 p.m. – 6:00 p.m. at the Leon Valley Library.
 - Bridge Dedication and Veterans Day Event on November 11, 2018, from 1:00 p.m. – 3:00 p.m. at the Leon Valley Library.
 - Texas Recycle Day November 17, 2018, from 8:00 a.m. – 10:00 a.m. at the Leon Valley Public Works Department.
 - MakerSpace Event with Barnes & Noble will be held on Monday, November 19, 2018 from 2-4:00 pm at the Leon Valley Library
 - SA Symphony Presentation for children will be held on Wednesday, November 28, 2018 at 10:30 am
 - 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 6:00 p.m. at the Leon Valley Conference Center.
 - 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.
- Committee Meetings:
 - Park Commission will meet on November 8th, at 6:30 p.m., at Conference Center.
 - 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.
- Police Advisory Board meeting will be on November 14th, at 6:00 p.m., at City Hall.