



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: September 14, 2018
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Vacant Positions
 - Public Works has one maintenance position open; we welcomed Seth Garcia to the team.
 - One Court Position is open; one person in background.
 - One Patrol Officer; one person in background.
 - One Patrol Sgt.; one person in background.
 - Two Firefighter Paramedics; currently advertising.
 - One Fire Chief; currently screening applications.

Court

Municipal Court Cases	06-Sep-16	13-Sep-18
Number of cases scheduled	342	350
Number of defendants scheduled	253	216
# of case processed by clerks during court	168	
Community Service	Sept 1st - 13th, 2018	
Number of Hours Scheduled		168
Number of Completed C/S Hours		0
Community Services Hours Completed at		
Public Works		
Fire Department		
Municipal Court		
Community Development		
Outside at Non-Profit Organization		

Public Works

- Projects:
 - A new traffic signal system at Wurzbach and Exchange Parkway will be constructed by SAECO Electric and Utility. The controller cabinet has been ordered and should be arriving sometime next week. The start date was August 27th.

- Cades Cove is receiving new water and sewer mains, to be constructed by Gilbert's Utility and Concrete, Inc. The contractor has completed the sewer and water mains and will now start on the street repairs.
- Year 1 street maintenance plans have been prepared. Staff is reviewing the bid proposals and will take this to Council for award at the October 1, 2018 meeting.
- Bids for the replacement of a sewer main on Poss Road have been received and are being reviewed by Staff. Staff will take this item to Council at the October 1st meeting.
- Bids for a new water main extension on Bluebird Lane have been received. Staff will take this to Council for award at the October 1st meeting.
- The Evers Road bridge project is coming to a close. The bridge is open and the contractor is now working on installing the pedestrian crossing, bridge railing elements, and rip rap on the park side, then he will hydromulch the channel. The constant rain has caused delays. The contractor had planned to wrap it up by September 28, 2018, but this may not happen now.
- Waiting on the final Project Management Plan agreement from the United States Corp of Engineers for the Continuing Authorities Project (CAP) feasibility study of Huebner Creek to control flooding and repair bank erosion. The Interlocal Agreement with the San Antonio River Authority has been signed. They will be our local sponsors for this project.
- 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 has started on the box culverts under El Verde.
- The private water wells on Samaritan and Grass Hill Drive are in the process of being plugged and capped. The project should be completed by the end of September.
- 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 is expected to be complete by September 30th.
- The water rate consultant has completed her new study and we will be presenting that to the City Council on September 18th.
- A park survey was sent to all the citizens. The survey results will be incorporated into the revised Parks, Recreation and Open Space Master Plan. The Parks Master Plan is scheduled to be presented to City Council in January of next year.
- Work on The Ridge at Leon Valley Park walking path has begun. The remaining area in this new park will be carefully cleared, preserving existing trees, in order to make room for the planned improvements.
- Performing asphalt repairs along Poss and at the Community Center parking lot.
- Constructing picnic shelters at two of the new pocket parks.
- Painting and constructing carport at Police Department parking lot.
- Repairing floor at Kinman House.
- Restoring the site at the Forest Oaks Pool wall repair.
- Repairing sprinklers at park.
- Meeting with NISD on a reduced pressure problem with their fire lines.
- Performing backflow test on recycled water mains.
- Flushing dead end water mains.
- Repairing broken Gator.
- The Director will be attending Stormwater Construction Management training on October 4-5, 2018.
- The Director will be attending CERT training classes on October 12-14, 2018.
- The Assistant Director will be attending Public Works Administrator Session 2 classes on October 17-19, 2018, at the Cedar Hill Community Center.

Police Department

- Please see below information on police activity over the listed period. As you can see by the details, we are continuing to make an impact in the neighborhoods by finding open garage doors. This not only

prevents an inevitable theft, it promotes the main tenet of community policing with a positive contact appreciated by our citizens. Traffic stops resulted in the impoundment of vehicles for either arrest of the driver or persons who have no proof of insurance coverage or are ineligible to legally operate a motor vehicle anywhere in the State of Texas. The proactive work in the neighborhoods keeps the property crimes at bay which allows the officers to devote additional time on traffic enforcement and is important now that a new school year has started. We have two volunteer events on the calendar to be included on the next report.

- Arrest

- 8-20-18 – 6300 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-20-18 – 7100 Bandera Rd. – Traffic Stop – One arrested on active county warrant – Vehicle Impounded
- 8-20-18 – 5900 Wurzbach Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-20-18 – 6800 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 8-21-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
- 8-21-18 – 6300 Stirrup Lane – Suspicious Person – One arrested for possession of Marijuana < 2 oz.
- 8-22-18 – 6900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-22-18 – 5600 Bandera Rd. – Wanted Person – One arrested on active county warrant
- 8-23-18 – 6300 Grissom Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-23-18 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-23-18 – 6200 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
- 8-23-18 – 5900 Bandera Rd. – Traffic Stop – One arrested for Driving while license invalid and possession of Marijuana < 2 oz.- Vehicle Impounded
- 8-23-18 – 6000 Bandera Rd. – City Ordinance Violation – Vehicle Impounded
- 8-23-18 – 6500 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-24-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-24-18 – 5300 Wurzbach Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz.
- 8-24-18 – 6300 Stirrup Lane – City Ordinance Violation – Vehicle Impounded
- 8-24-18 – 6200 Bandera Rd. – Wanted Person – One arrested on active county warrant
- 8-24-18 – 5700 Bandera Rd. – Crash – One cited/released – Vehicle Impounded
- 8-24-18 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-24-18 – 6600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-25-18 – 6600 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 8-25-18 – 6500 Bandera Rd. – Crash – One arrested for DWI – Vehicle Impounded
- 8-25-18 – 6300 Evers Rd. – Burglary/Habitation – One arrested for offense
- 8-25-18 – 5600 Huebner Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-25-18 – 6200 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-26-18 – 6500 Bandera Rd. – Suspicious Person – One arrested for possession of Marijuana 2-4 oz., possession of a controlled substance and unlawfully carrying (handgun)
- 8-26-18 – 5700 NW Loop 410 - Traffic Stop – One cited/released – Vehicle Impounded
- 8-26-18 – 5600 Grissom Rd. – Emergency Detention – One arrested/released at hospital
- 8-27-18 -6200 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-28-18 – 6300 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-28-18 – 7000 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-28-18 – 6300 Stirrup Lane – City Ordinance Violation – Vehicle Impounded
- 8-28-18 – 6500 Evers Rd. – Public Intoxication – Two arrested/released at Detox Unit
- 8-28-18 – 6200 Setting Sun – City Ordinance Violation – Vehicle Impounded
- 8-29-18 – Emergency Detention – One arrested/released at hospital
- 8-29-18 – 6100 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-29-18 – 5600 NW Loop 410 - Traffic Stop – One cited/released – Vehicle Impounded

- 8-30-18 – 6300 Rue Sophie – Wanted Person – One arrested for active county warrant and possession of a controlled substance
- 8-30-18 – 5900 Wurzbach Rd. – Evading arrest – One escaped on foot – Vehicle Impounded
- 8-31-18 – 6400 Evers Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-31-18 – 6200 Evers Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-31-18 – 5500 Wurzbach Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-31-18 – 5800 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 8-31-18 – 6400 Evers Rd. – Traffic Stop – One arrested on active warrant – Vehicle Impounded
- 8-31-18 – 6200 Evers Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
- 9-1-18 – 5700 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
- 9-1-18 – 6900 Bandera Rd. – Wanted Person – One arrested on active county warrant
- 9-1-18 – 6400 Evers Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – Vehicle Impounded
- 9-1-18 – 6800 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 9-1-18 – 6500 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 9-1-18 – 7500 Bandera Rd. – Suspicious Person – One arrested/cited/released for possession of drug paraphernalia
- 9-2-18 – 6800 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 9-2-18 – 5700 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 9-2-18 – 6000 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 9-2-18 – 5600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
 - 8-20-18 – 6000 Forest Bend – Found open garage door
 - 8-20-18 – 6100 Forest View – City Ordinance Violation
 - 8-20-18 – 6700 Sunlight – City Ordinance Violation
 - 8-20-18 – 6600 Bandera Rd. – Alarm
 - 8-20-18 – 6600 Huebner Rd. – Found open garage door
 - 8-20-18 – 6400 Huebner Rd. – Found open garage door
 - 8-20-18 – 7200 Gum Tree – Found open garage door
 - 8-20-17 – 7100 Pepper Wood – City Ordinance Violation
 - 8-20-18 – Bandera Rd. @ Poss Rd. – Crash
 - 8-20-18 – 6000 Bandera Rd. – Crash
 - 8-20-18 – 6100 Bandera Rd. – Theft < \$100
 - 8-20-18 – Forest Way @ Evers Rd. – Crash
 - 8-20-18 – 6300 Bandera Rd. – Crash
 - 8-21-18 – 7000 Bandera Rd. – Crash
 - 8-21-18 – 7800 Crown Piece – Found open garage door
 - 8-21-18 – 6000 Bandera Rd. – City Ordinance Violation
 - 8-22-18 – 6300 Stirrup Lane – Assault/Bodily Injury-Family Violence
 - 8-22-18 – 5600 Evers Rd. – Theft/Vehicle
 - 8-22-18 – Huebner Rd. @ Bandera Rd. – Crash
 - 8-22-18 – 5600 Evers Rd. – Criminal Mischief
 - 8-22-18 – 6400 Huebner Rd. – Suspicious Vehicle
 - 8-22-18 – 5300 Wurzbach Rd. – Assault-Family Violence
 - 8-22-18 – 6400 Bandera Rd. - Crash
 - 8-22-18 – 7200 Bandera Rd. – Crash
 - 8-22-18 – 6600 Bandera Rd. – Crash
 - 8-22-18 – 6400 Bandera Rd. – Crash
 - 8-22-18 – 7000 Bandera Rd. - Crash
 - 8-23-18 – 5600 Bandera Rd. – Found open garage door
 - 8-23-18 – 7000 Forest Meadow – Found open garage door

- 8-23-18 - 5900 Seneca – Found open garage door
- 8-23-18 – 5800 Bandera Rd. – Crash
- 8-23-18 – 6800 Bandera Rd. – Aggravated Robbery
- 8-24-18 – 5900 Bandera Rd. – Crash
- 8-25-18 – 5600 Wurzbach Rd. – Graffiti
- 8-25-18 – 5600 Evers RD. – Theft/Vehicle
- 8-24-18 – Bandera Rd. @ Huebner Rd. – Crash
- 8-24-18 – 6100 Britania Court – Found open garage door
- 8-24-18 – 7000 Huebner RD. – Crash
- 8-25-18 – 6500 Bandera Rd. – Crash
- 8-25-18 – 6400 Bandera Rd. – Crash
- 8-25-18 – 6600 Sally Agee – Found open garage door
- 8-26-18 – 6400 Longhouse Court – Found open garage door
- 8-26-18 – 6000 Rue Sophie – Found open garage door
- 8-26-18 – 7400 High Stepper – Found open garage door
- 8-26-18 – 5200 Evers Rd. – Alarm
- 8-26-18 – 6200 Parsley Hill – Found open garage door
- 8-26-18 – 7400 High Stepper – City Ordinance Violation
- 8-26-18 – 7300 Whithers – City Ordinance Violation
- 8-26-18 – 6600 Cloverbend – Burglary/Vehicle
- 8-27-18 – 5700 NW Loop 410 – Crash
- 8-27-18 – 7100 Bandera Rd. – Crash
- 8-27-18 – 6700 Poss Rd. – Crash
- 8-27-18 – 7600 Linkside – Found open garage door
- 8-27-18 – 6000 Grissom Rd. – Burglary/Habitation
- 8-27-18 – 7000 Weathered Post – City Ordinance Violation
- 8-28-18 – 7000 Forest Moss – Found open garage door
- 8-28-18 – 6100 Forest Wood – City Ordinance Violations
- 8-28-18 – 6100 Britania Court – Found open garage door
- 8-28-18 – 5300 Cilantro Place – Found open garage door
- 8-28-18 – 7000 Bandera Rd. – Alarm
- 8-28-18 – 7100 Forest Pine – Found open garage door
- 8-28-18 – 8000 Lobo Lane – Dog Bite
- 8-28-18 – Bandera Rd. @ NW Loop 410 - Crash
- 8-28-18 – 6300 Rue Marielyne – Burglary/Building
- 8-28-18 – 5700 Bandera Rd. – Crash
- 8-28-18 – 6100 Bandera Rd. – Crash
- 8-28-18 – 6100 Bandera Rd. – Crash
- 8-29-18 – 6600 Bandera Rd. – Crash
- 8-29-18 – 5600 Bandera Rd. – Crash
- 8-29-18 – 5600 Bandera Rd. – Theft \$100-750
- 8-29-18 – 5600 Evers Rd. – Gunshots
- 8-29-18 – 6200 Forest Grove – Crash
- 8-29-18 – 6400 Bluebird – Damage to property
- 8-29-18 – 5400 Bandera Rd. – Crash
- 8-29-18 – 6600 Bandera Rd. – Theft \$100-750
- 8-29-18 – 6800 Forest Crest N. – City Ordinance Violations
- 8-30-18 – 5600 Evers Rd. – Burglary/Building
- 8-30-18 – 7300 Reindeer Trail – Found open garage door
- 8-30-18 – 6500 Bandera Rd. – Found open garage door
- 8-30-18 – 7000 Bandera Rd. – Alarm

- 8-30-18 – 6000 Grissom Rd. – Crash
- 8-30-18 – 6700 Huebner Rd. – Crash
- 8-30-18 – 7100 Bandera Rd. – Crash
- 8-30-18 – 5300 Wurzbach Rd. – Crash
- 8-30-18 – 5600 Evers Rd. – Suspicious Circumstances
- 8-30-18 – 6300 Seneca – Crash
- 8-30-18 – 5700 Bandera Rd. – Criminal Trespass
- 8-30-18 – 5900 Bandera Rd. – Theft < \$100
- 8-30-18 – 7200 Huebner Rd. – Crash
- 8-30-18 – 5900 Bandera Rd. – Crash
- 8-31-18 – 5700 NW Loop 410 – Crash
- 8-31-18 – Bandera Rd. @ Grissom Rd. – Crash
- 8-31-18 – 6800 Bandera Rd. – Crash
- 8-31-18 – 5400 Bandera Rd. – Alarm
- 9-1-18 – 6200 Sun Dial – Found open garage door
- 9-1-18 – 6500 Seneca – Crash
- 9-1-18 – 6300 Sunview – Found open garage door
- 9-1-18 – 5900 Forest Ridge – Found open garage door
- 9-1-18 – 5600 Bandera Rd. – Crash
- 9-1-18 – 7000 Pepperwood – Deceased Person
- 9-1-18 – 6800 Bandera Rd. – Crash
- 9-1-18 – 6700 Poss Rd. – Alarm
- 9-2-18 – 6400 Bandera Rd. – Crash
- 9-2-18 – 7000 Bandera Rd. – Crash
- 9-2-18 – 6100 Bandera Rd. – Crash
- 9-2-18 – 5600 Evers Rd. – Criminal Mischief
- 9-2-18 – Bandera Rd. @ Seneca – Alarm
- 9-2-18 – 6700 Cherry Leaf – City Ordinance Violations
- 9-2-18 – 5600 Bandera Rd. – Theft < \$100
- 9-2-18 – 6700 Bandera Rd. – Theft < \$100
- Decoy Vehicle – Currently Not Deployed
- Traffic Citations - 169
- Warnings – 68
- Other - 37
- Cases filed by CID (7):
 - (2) Possession of controlled substance <1 gm arrest
 - (1) Unauthorized use vehicle arrest
 - (1) Aggravated assault family violence arrest
 - (2) Injury to child cases will be filed with DA's office at large
 - (1) Burglary habitation case filed at large
- CID Activity/Active Investigations
 - CID Unit continues the investigation of Indecency with a child (Siblings)
 - CID recovered stolen property from pawn shop on Maybach Rd. belonging to (Grissom Rd.) storage unit complainant
 - CID continues to work the Aggravated Robbery case @ Texas Coin
 - CID is working a Fraudulent use of I.D case out of Colorado Springs
 - CID is working (3) Possession controlled substance arrest cases
- Additional CID Activity
 - CID Took 7 statements in the past two weeks
 - CID personnel downloaded 20 videos for DA"s office and FOIA
 - CID personnel downloaded 12 videos for municipal court

- CID handled six (6) walk ins with assorted issues past two weeks
- CID personnel are still working on Department policies regarding:
 - Sex Offender Registration
 - Search warrant
 - Property room
 - Officer involved shooting
 - Warrantless arrest service
- Code Enforcement
 - (07) Junked/abandoned/illegal vehicles
 - (20) Grass/weed violations were handled
 - (02) Swimming pool violations
 - (03) Trash complaints
 - (05) Five bandit signs were seized
 - (01) Graffiti call was handled
 - (03) Trash complaints
 - (01) Pet noise violation
 - (18) Low tree branch complaints
 - (15) Blocked ROW were addressed
 - (10) VCO letters were sent out
- Animal Control
 - (04) At large dog calls.
 - (04) Cats were trapped and released as part of the TNR Program
 - (01) Dead cat
 - (01) Dead deer
 - (01) Dead skunk
 - (10) At large dog calls
 - (05) Stray dogs were picked up with one dog being returned to the owner
 - (01) Missing cat was returned
 - (01) Call involving a turtle was handled
- 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 Parsley Hill, the Links, Monte Robles, Canterfield and Forest subdivisions and closely monitored traffic/construction situations at 6500 and 6600 blocks of Bandera.
 - Reporting Period Activity:

▪ Moving Violations	63
▪ Non-Moving Violations	00
▪ Warnings	11
▪ Vehicles Impounded	12
- Training
 - CID attended Gang Intelligence training and Special Olympics meeting/organizing several fundraising events.

Fire Department

- **Emergency Management** – The Texas Operations Center is upgrading their level of preparedness from level 4 to level 3 in anticipation of a Tropical Wave close to the Yucatan Peninsula turning into a Tropical Depression or a Tropical Storm in the Gulf of Mexico. Currently, the storm is projected to make landfall around Corpus Christi and pass south and west of the San Antonio area. As it does so, it will be bringing a high percentage of precipitation to the already saturated ground. **The Leon Valley Fire Department EMS is on stand-by for possible STRAC deployment to the gulf coast in the event that medical assistance is needed due to the Tropical Weather Event.**

- The Leon Valley Fire Department has recorded 15.1” of rain since Labor Day (Sept. 3).
- Poss Road has been closed 3 times and remained closed for 4 to 5 hours each time between the date of Sept. 4 and Sept. 9. Sept. 4 at 5:00 a.m., Evers Road was closed due to an extremely rapid rise in water over a 30 minute time period. This closure lasted only an hour due to debris and mud being washed onto the bridge.
- The State Emergency Management Office called Leon Valley EMC Blake Wade that a large amount of rain was falling upstream and flowing towards Leon Valley. Fire crews were placed in the hazard areas and reported the extremely rapid rise as the water arrived. No evacuations or injuries were reported. This closure lasted 1 ½ hours and the road was open by 6:30 a.m. with the help of Leon Valley Public Works.
- **Flood Sensors** – The bridge project manager has indicated that the water level sensors installation may begin. High Sierra Flood Sensor project manager Charlie Anderson was contacted and the two managers are now working to re-install the sensor and early notification system. (The system was removed in August of 2017 due to the construction of the new bridge).
- **Floodplain Management Association Training Session** - Leon Valley Fire Department hosted a five day training session (Managing Floodplain Development through the National Flood Insurance Program) at the conference center. After completing the four days of 8 hours of training the students will then be able to take their certification test on site to be awarded the title of Floodplain Manager.
- **9/11 Memorial Tower Climb** – Five (5) Leon Valley Firefighters participated in the 911 Tower of Americas Climb on September 11, 2018. Matt Sudell, Ramiro Cano, Daniel Cano, Eric Burnside, Angel Hernandez and Lisa Martin represented the City of Leon Valley as we honored the 343 fallen Firefighters and 70 Police Officers that perished in the attack of the Twin Towers of New York, September 11, 2001.
- **Remembrance Day** – Two representatives from HEB Corporate Office arrived at the Leon Valley Fire Station on Tuesday, September 11, 2018, to cook breakfast for the firefighters on duty. This is an annual event where the HEB employees honor First Responders with what they call “A Day of Service”.
- **School Supply Drive Complete!** – LV firefighters delivered school supplies that were donated by our community to the Leon Valley Elementary School. We appreciate everyone’s assistance and their generous donations. We are so proud to sponsor our future generation with back to school supplies.
- **Community Outreach/Classes -Matter of Balance!-** San Antonio Oasis – For people who have a fear of falling and want to reduce their risk of a future fall. Participants attend a total of eight 2-hour sessions, enjoy snacks with their peers while learning to view falls and the fear of falling as controllable. The program incorporates group discussion, physical activity and a visit from a health care professional. These classes are held every Tuesday afternoon at the Fire Station (10 a.m. – Noon).
- **Keep Cool Fan Drive** – The fan drive continues! Please keep those box fans coming, they are really helping keep citizens safe and cool this summer. To date, we have distributed 31 box fans in the community to help reduce the threat of heat emergencies.
- **Fire Recovery USA** – The department has received Fire Recovery USA incident recovery collection in the amount of \$14,443.77 to date. The Fire Recovery USA is a contracted third party who bills insurance companies who are involved in motor vehicle collisions in Leon Valley. The recovery helps offset the taxpayers budget burden for fire department response to motor vehicle accident. The department is still awaiting 50 pending claims billed to various insurance companies, intended to support the response of Leon Valley Fire Department to vehicle accidents.

Community Development Department

- Zoning Code Revisions
 - Staff and the Zoning Commission held their second of several special meetings to discuss revisions to the City’s zoning code at their September 11th, 2018, Special Meeting. Discussion focused on draft revisions to the City’s existing zoning districts; including revisions which will introduce new types of zoning districts, and potentially eliminate certain existing districts that are not utilized or are no longer effectively implementing long term City goals for infill and

redevelopment. The Zoning Commission will be holding additional special meetings on the second Tuesday of the month for Zoning Code revisions, as follows:

- September 11thZoning Districts
- October 9thUses
- November 13thDevelopment Standards
- December 11thDevelopment Standards
- January 8thProcedures & Non-Conformities

• Zoning Cases

- The next regularly scheduled Zoning Commission meeting will be held on September 25th, 2018, at 6:30 p.m. with the following items scheduled for consideration:
 - A request for a Specific Use Permit to allow for an Indoor Entertainment facility in the B-3 Zoning District.
 - An amendment to Article 15.02 of the Zoning Code regarding institutional uses including churches, museums, and libraries in residential and commercial zoning districts.
 - An amendment to Article 15.02, of the Zoning Code regarding Adult Care Facilities 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.
 - The Department also has an open Zone Change and Specific Use Permit request for 7317 Huebner Road to facilitate the expansion of the St. John’s Baptist Church. The request is for B-3 zoning, which is the only zoning district that allows for a church. The request has been tentatively postponed while the Zoning Commission and City Council consider amending the Code to allow churches in residential and retail zoning districts.

• Board of Adjustment

- A Board of Adjustment meeting was held this evening, September 13th, 2018, with the following items scheduled for consideration:
 - A request by Quick Trip Corporation, for a variance to allow a 302 square foot, 45 foot tall free-standing pole sign at 6461 Bandera Road.
 - A request to allow a 102 square foot, roof sign at 7213 Bandera Road.
 - A request to allow a Non-Chartered Financial Institutions at 6816 Huebner Road (postponed).
 - A request to allow the expansion of an existing pole sign at 6959 Bandera Road.

• 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 anticipating is also anticipating the submittal of 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 first reading at their October 1, 2018 meeting:
 - A request for a Specific Use Permit to allow for an Indoor Entertainment facility in the B-

3 Zoning District.

- 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 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
- Permitting and Records
 - 38 walk-in customers were served from August 29, 2018 to September 12, 2018
 - 54 permits were processed or are in progress
 - 6 Certificates of Occupancy were applied for
 - 6 Certificate of Occupancy was issued
 - 2 Temporary Certificates of Occupancy were issued.
 - The majority of items applied for were Contractor Registration
 - Development Meetings/Correspondence
 - Staff met with potential buyers/developers of 7225, 7229, and 73231 Bandera Road regarding a potential new retail/office development. They property is currently undeveloped. Staff anticipates submittal of a replat of these 3 lots/properties into one consolidated lot, as the next step in the development process for this project.
 - Staff met with the potential buyers/developers of 6758 Poss Road. They inquired about the potential for a high density apartment development or townhouses on this undeveloped tract of land. Staff informed them that the property is located within the B-3 District and Sustainability District, which does not allow for apartments – only townhouses and lofts, and that non-residential uses are required at street level.

Economic Development

- Businesses that Received Certificates Of Occupancy
 - The Paint Shop - 7322 Reindeer Trail
 - Atlas Floor Inc - 6740 Poss
 - The Cure Automotive - 5504 Bandera 707
 - The Center for Health Care Service - 7622 Linkside
 - Circle K #0932 - 6988 Bandera (ownership change)
 - Circle K #1048 - 7153 Bandera (ownership change)
- Business that Received Temporary Certificates Of Occupancy
 - Furniture Liquidations
 - In Focus Eye Care Center
- The City of Leon Valley in conjunction with UTSA's Small Business Development Center Network held its first ever business breakfast at the Leon Valley Conference Center on September 4, 2018. Approximately 40 participants signed in.
- Working with Okey Dokey Restaurant on a grand opening.

City Secretary

- Since the last report, the City Secretary's Office has received 12 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.
- 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.

Library

- Weekly story times resume:
 - Wednesday, September 12, 2018, at 10:30 am for preschool aged children
 - Thursday, September 13, 2018, at 10:30 am for toddlers
- The library has received many donations in memory of both Marcy Meffert and Peggy Proffitt and materials are being purchased with these donations to honor these ladies. All items have a memorial bookplate listing who the memorial is for and who donated. Thank you notes are being sent to each donor and a list sent to each family recognizing each donation received in honor of their loved one.

Upcoming Events:

- City Council Special Meeting Executive Session begins at 5:30 p.m. on Monday, September 17, 2018, at 5:30 p.m.
- City Council Special Meeting begins at 5:30 a.m. and Regular Council Meeting begins at 6:00 p.m. on Tuesday, September 18, 2018.
- Upcoming Important Events:
 - Next Regular City Council Meeting Monday, October 01, 2018, at 6:00 p.m.
 - National Night Out is October 2, 2018.
 - Fall Clean-up Week is September 10-16, 2018.
 - September 23-29, 2018, is Banned Book Week and the library will be celebrating our freedom to read materials each individual chooses.
 - Coffee with the Mayor & City Council, Saturday, October 27, 2018, from 9:00 a.m. to 11:00 a.m. at the Conference Center
 - Last day to register to vote on the November 6, 2018, Special Election is October 9, 2018
 - Citizen Police Academy starts September 19, 2018
 - Boots & Badges sponsored by Whataburger is September 27, 2018
 - Impound lot auction is Thursday, September 27, 2018.
 - Leon Valley Trustees voted to change the meeting day of their monthly meetings. It has been the 2nd Tuesday monthly. Effective October, it will be the second Thursday at 5:30 p.m. in the Library.
 - Halloween Party October 27, 2018, at the Leon Valley Community Center and Leon Valley Library from 9:00 a.m. to 2:00 p.m. Events are as follows: 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 Party, Wear Costumes.
 - 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 9:00 a.m. – 11:00 a.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
 - 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:

- Zoning Commission meeting on September 25th, 2018 at 6:30 pm. at City Hall.
- The Tree Advisory Board meeting on September 24, 2018, at 6:00 p.m. at Public Works Department.