



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: January 11, 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 welcomed back Conner Hughett former Leon Valley firefighter and new to the team Jordan Garcia on January 16, 2019. We are currently re-advertising.
 - One receptionist; we welcome Christina Monclova on January 22, 2019.

Court

| Municipal Court Cases | DEC 20TH | JAN 10TH |
|--|----------------------------|----------------------------|
| Number of cases scheduled | 280 | 511 |
| Number of defendants scheduled | 170 | 312 |
| # of case processed by clerks during court | 98 | 179 |
| Community Service | | |
| | DEC 13 – JAN 8 | |
| Number of Hours Scheduled | | 196 |
| Number of Completed C/S Hours | | 32 |
| Community Services Hours Completed at | | |
| Public Works | | |
| Fire Department | | |
| Municipal Court | | |
| Community Development | | |
| Outside at Non-Profit Organization | | 32 |

Public Works

- Projects:

- The Cades Cove project is complete. The contractor has completed the punchlist and a final walk through will be conducted today.
- Clark Construction completed the mill and overlay project on Stirrup Lane, Stirrup Circle, and Forest Pine, and is working on seal coating numerous other streets. They will first replace non-ADA curb ramps.
- RCO Construction has started construction on the Bluebird water main extension. Once the water main is complete, they will start on the Poss Rd sewer main replacement.
- The Evers Road bridge project is complete and we will be performing a final walk through with contractor and TxDOT today.
- The subcontractor for the LC-17 project is still working on the box culverts under El Verde.
- Land clearing for the new sewer main extension at 7520 Huebner Road has begun. The contractor that did the work 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 is in progress. The remaining area in this new park is being cleared in order to make room for the planned improvements. The new playground equipment is expected to be delivered and set up the week of the 21st.
- The bid documents for the rehabilitation of the Grass Hill above ground water storage tank have been advertised and a pre-bid meeting was held on Monday - bids will be opened on the 15th.
- 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 with the Hike & Bike Trail Advisory Committee on hike & bike trail extension alternatives for a new grant opportunity.

Police Department

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

- Arrest

- 12-10-18 – 7500 Linkmeadow – Emergency Detention – One arrested/released at hospital
- 12-10-18 – 6000 Bandera Rd. – Public Intoxication – One arrested/released at Detox unit
- 12-10-18 – 6200 Seneca - Traffic Stop – One cited/released – Vehicle Impounded
- 12-10-18 – 6800 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 12-10-18 – 6700 Poss Rd. – Theft/Vehicle – One arrested for unauthorized use of a motor vehicle – Vehicle Impounded
- 12-11-18 – 6400 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
- 12-11-18 – 5600 Bandera Rd. – Theft \$100-750 – One arrested for offense, another arrested for criminal trespass
- 12-12-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 12-12-18 – 6100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 12-14-18 – 5600 Bandera Rd. – Wanted person – One arrested on active felony warrant
- 12-15-18 – 5600 Bandera Rd. – Theft \$100750 – One arrested for offense
- 12-15-18 – 6600 Evers Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 12-15-18 – 6800 Bandera Rd. – Traffic Stop – One arrested for resisting arrest – Vehicle Impounded
- 12-16-18 – 5600 Grissom Rd. – Emergency Detention – One arrested/released at hospital
- 12-16-18 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 12-17-18 – 5900 Bandera Rd. – Wanted Person – One arrested for active warrants and evading arrest
- 12-17-18 – 6000 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 12-17-18 – 5600 Bandera Rd. – Theft \$100-750 – One arrested for offense
- 12-18-18 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 12-18-18 – 7000 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded

- 12-19-18 – 5600 Evers Rd. – Emergency Detention – One arrested/released at hospital
- 12-20-18 – 6400 Evers RD. – Traffic Hazard – Vehicle Impounded
- 12-21-18 – 7400 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 12-21-18 – 6600 Bandera Rd. – Traffic Stop – One arrested for DWI – Vehicle Impounded
- 12-22-18 – 6800 Huebner Rd. – Emergency Detention – One arrested/released at hospital
- 12-22-18 – 6500 Bandera Rd. – Traffic Stop – One arrested on active warrant – Vehicle Impounded
- 12-22-18 – 6800 Bandera Rd. – Public Intoxication – One arrested/released at Detox unit
- 12-23-18 – 6300 Evers Rd. – Violation of City Ordinance – Vehicle Impounded (Inoperable Vehicle)
- 12-26-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released
- 12-27-18 – 5600 NW Loop 410 – Possession of Drug Paraphernalia – One cited/released
- 12-27-18 – 7000 Autumn Chase – Wanted Person – One arrested on active SA warrants
- 12-27-18 – 6600 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 12-27-18 – 7000 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 12-28-18 – 6600 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 12-28-18 – 5600 Evers Rd. – Assault/Family Violence – One arrested for offense
- 12-28-18 – 5600 Grissom Rd. – Public Intoxication – One arrested/released at Detox unit
- 12-29-18 – 6800 Bandera Rd. – Graffiti – One arrested for offense and Possession of Marijuana < 2 oz.
- 12-29-18 – 6300 Evers Rd. – Public Intoxication – One arrested/released at Detox unit
- 12-30-18 – 5700 Bandera Rd. – Traffic Stop – One arrested for Driving While License Invalid – Vehicle Impounded
- 12-30-18 – 5600 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 12-30-18 – 5900 Bandera Rd. – Wanted Person – One arrested on active warrant and Possession of a Controlled Substance
- Significant Calls
 - 12-10-18 – 5600 Bandera Rd. – Crash
 - 12-10-18 – 5500 Bandera Rd. – Crash
 - 12-10-18 – 5600 Bandera Rd. – Crash
 - 12-10-18 – 6800 Huebner Rd. – Theft
 - 12-10-18 – 5600 NW Loop 410 – Burglary/Building
 - 12-10-18 – 5600 Bandera Rd. – Crash
 - 12-10-18 – 7000 Weathered Post – Crash
 - 12-10-18 – Eckhert Rd. @ Bandera Rd. – Crash
 - 12-10-18 – Wurzbach Rd. @ Evers Rd. – Crash
 - 12-10-18 – 7000 Bandera Rd. – Found open business door
 - 12-10-18 – 5500 Saffron Way – Found open garage door
 - 12-10-18 – 7000 Bandera Rd. – Alarm
 - 12-10-18 – 6600 Huebner Rd. – Found open garage door
 - 12-10-18 – 6100 Bandera Rd. – Alarm
 - 12-11-18 – 7400 Linkmeadow – Found open garage door
 - 12-11-18 – 7000 Bandera Rd. – Damage to property
 - 12-11-18 – 6700 Bandera Rd. – Suspicious Circumstances
 - 12-11-18 – 6300 Rue Marilyn – Theft/Vehicle
 - 12-12-18 – 7000 Bandera RD. – Crash X2
 - 12-12-18 – 6100 Bandera Rd. – Hit and Run Crash
 - 12-12-18 – 6900 Bandera Rd. - Abandoned Vehicle
 - 12-12-18 – 6900 Bandera Rd. – Alarm
 - 12-13-18 – 6200 Rue Sophie – VCO – Inoperable Vehicle
 - 12-13-18 – 6500 Sun Creek – Found open garage door

- 12-13-18 – 6100 Grissom Rd. – Crash
- 12-13-18 – 5200 Savory Glen – Crash
- 12-13-18 – 7400 Huebner Rd. – Crash
- 12-13-18 – 7000 Bandera Rd. – Lost property
- 12-13-18 – 6700 Huebner Rd. – Crash
- 12-13-18 – 6600 Bandera Rd. – Crash
- 12-13-18 – 6400 Evers Rd. – Theft/Vehicle
- 12-14-18 – 5600 Bandera Rd. – Theft < \$100
- 12-14-18 – Bandera Rd. @ Wurzbach Rd. – Crash
- 12-14-18 – Evers Rd. @ Huebner Rd. - Crash
- 12-14-18 – 5600 Grissom Rd. – Threats
- 12-14-18 – 5600 NW Loop 410 – Crash
- 12-14-18 – Bandera Rd. @ Grass Hill – Crash
- 12-14-18 – 6000 Mike Nesmith – Found open garage door
- 12-14-18 – 6800 Bandera Rd. – Alarm X2
- 12-14-18 – 6000 Bandera Rd. – Crash
- 12-15-18 – 7500 Linkview – Burglary/Vehicle
- 12-15-18 – 6800 Huebner Rd. – Theft
- 12-15-18 – 7100 Forest Pine – Traffic Hazard
- 12-15-18 – 7400 Huebner Rd. - Threats
- 12-15-18 – 7000 Bandera Rd. – Crash
- 12-15-18 – 6000 Forest Crest – Forgery
- 12-15-18 – 7600 Linkview – Burglary/Vehicle
- 12-16-18 – 6800 Bandera Rd. – Hit and Run Crash
- 12-16-18 – 5600 Evers Rd. – Burglary/Vehicle
- 12-16-18 – 5300 Caraway - VCO – Inoperable Vehicle
- 12-17-18 – 5500 Saffron Way – Found open garage door
- 12-17-18 – 6900 Bandera Rd. – Alarm
- 12-17-18 – Evers Rd. @ Locker Ln – Crash
- 12-17-18 – 5900 Wurzbach Rd. – Theft/Vehicle
- 12-17-18 – 6000 Cammie Way – Runaway (Found)
- 12-17-18 – 5600 Bandera Rd. – Crash
- 12-18-18 – 6800 Bandera RD. – Theft
- 12-18-18 – 6300 Cornplanter – Theft
- 12-18-18 – 6000 Forest Meadow – Suspicious person
- 12-18-18 – 7200 Crownpiece – Violation of a City Ordinance – Inoperable Vehicle
- 12-18-18 – 7100 Bandera Rd. – Crash
- 12-18-18 – 6700 Huebner RD. – Criminal Mischief
- 12-18-18 – 6800 Sunlight – Criminal Mischief
- 12-18-18 – Bandera Rd. @ Wurzbach Rd. – Crash
- 12-19-18 – 6600 Clover Bend – Traffic – House Fire
- 12-19-18 – 7000 Huebner Rd. – Crash
- 12-19-18 – 6300 Bandera Rd. – Assault/Contact
- 12-19-18 – 5700 Wurzbach Rd. – Crash
- 12-20-18 – 5600 Evers Rd. – Runaway
- 12-20-18 – 5600 Bandera Rd. – Damage to property
- 12-20-18 – 5900 Bandera Rd. – Crash
- 12-20-18 – 6400 Bandera Rd. – Crash X2
- 12-20-18 – 7400 Linkwood – Animal Bite (dog)
- 12-21-18 – 6100 Bandera Rd. – Burglary/Vehicle
- 12-21-18 – 6800 Bandera Rd. – Crash

- 12-21-18 – 6600 Evers RD. – Crash
- 12-21-18 – 7700 Deer Ln. – Hit and Run Crash
- 12-21-18 – 6100 Bandera Rd. – Theft/Vehicle
- 12-21-18 – 7000 Bandera RD. – Crash X2
- 12-21-18 – 5900 Bandera Rd. – Crash
- 12-21-18 – 7000 Bandera Rd. – Crash
- 12-21-18 – 5500 Wurzbach Rd. – Crash
- 12-21-18 – 6600 Bandera Rd. – Crash
- 12-21-18 – 7000 Bandera Rd. – Crash
- 12-21-18 – 6700 Poss Rd. – Alarm
- 12-22-18 – 6600 Bandera Rd. – Crash
- 12-22-18 – 6300 Evers Rd. – Theft < \$100
- 12-22-18 – Bandera Rd. @ Seneca – Crash
- 12-22-18 – 7300 Canterfield - Animal call (Deer)
- 12-22-18 – 6400 Bandera Rd. – Crash
- 12-22-18 – Timber Hill @ Grissom Rd. – Gunfire heard in the area
- 12-22-18 – 7200 Gumtree – Apparent sudden death
- 12-22-18 – 7400 Linkwood – Criminal Trespass
- 12-22-18 – 7000 Bandera Rd. – Found open door
- 12-23-18 – 7200 Bandera Rd. – Crash
- 12-23-18 – 6400 Evers Rd. - Animal call (Dog)
- 12-23-18 – 6100 Bandera Rd. – Alarm
- 12-24-18 – 6100 Wurzbach Rd. – Crash
- 12-24-18 – 6200 Grissom Rd. – Recovered stolen vehicle
- 12-24-18 – 7300 Chenal Point – Burglary/Vehicle
- 12-24-18 – 6900 Bandera Rd. – Crash
- 12-25-18 – 5600 Evers Rd. – Suspicious person
- 12-25-18 – Bandera Rd. @ Seneca – Crash
- 12-25-18 – 5300 Wurzbach Rd. – Recovered stolen vehicle
- 12-26-18 – Bandera Rd. @ Grissom Rd. – Recovered stolen vehicle
- 12-26-18 – Bandera Rd. @ Grissom Rd. – Crash
- 12-26-18 – 6400 Evers Rd. – Assault
- 12-26-18 – 5600 NW Loop 410 – Burglary/Building
- 12-26-18 – 5600 Evers Rd. – Theft/Vehicle
- 12-26-18 – 6200 Forest Bend – Theft
- 12-27-18 – 5600 Grissom Rd. – Animal call
- 12-27-18 – 6000 Cammie Way – Runaway
- 12-27-18 – 5600 Bandera Rd. – Forgery
- 12-27-18 – 6300 Bandera Rd. – Crash
- 12-27-18 – 6100 Bandera Rd. – Recovered Stolen Vehicle
- 12-27-18 – 6200 Evers Rd. – Hit and Run Crash
- 12-28-18 – 6200 Grissom Rd. – Assault
- 12-28-18 – 6300 Evers Rd. – VCO – parking violation
- 12-28-18 – 6800 Forest Meadow – VCO – parking violation X 2
- 12-28-18 – 7400 Larksong – Burglary/Vehicle
- 12-29-18 – 5600 Evers Rd. – Burglary/vehicle
- 12-29-18 – 5600 Evers Rd. – Theft/vehicle
- 12-29-18 – 6400 Longhouse Ct. – Alarm
- 12-29-18 – 7000 Millstream – Theft/Vehicle
- 12-29-18 – 5600 NW Loop 410 – Crash
- 12-30-18 – 6800 Bandera Rd. – Crash

- 12-30-18 – 6800 Bandera Rd. – Alarm X 2
- 12-30-18 – 6100 Wurzbach Rd. – Crash
- 12-30-18 – 6800 Bandera Rd. – Burglary/vehicle
- 12-30-18 – 6800 Poss Rd. – Suspicious Circumstances
- Traffic Citations - 189
- Warnings – 78
- Cases filed by CID (3):
 - Two (2) Possession of Controlled Substance < 1 gram
 - One (1) Theft 100-750
- CID Activity/Active Investigations
 - Evading arrest/causing death investigation is ongoing.
 - Controlled substance possession and family violence case is still active.
 - Continuous sexual assault of child investigation is ongoing.
 - Unauthorized use of Motor Vehicle investigation is active.
 - Two misdemeanor theft cases were closed.
 - Downloaded Eleven (11) videos for District Attorney’s Office and seven (7) videos for Municipal Court.
 - Detectives assisted SAPD Mental Health officers with welfare check of an elderly Leon Valley resident (and transport to hospital for evaluation), after displaying violent tendencies and at request of family.
- Code Enforcement
 - (06) Junked/abandoned/illegal vehicles tagged and two citations given
 - (11) Grass/weed violations were handled
 - (02) Graffiti Incidents
 - (65) Five bandit signs were seized
 - (01) Trash complaints
 - (02) Noise
 - VCO citations were issued at the following locations:
 - 6300 block of Mary Jamison - Junk Boat- To be towed
 - 7100 block of Bandera Rd - Junk Vehicle- removed
 - 6100 block of Evers Rd- Junk Vehicle-Towed
 - 6800 block of Linkway Drive- Junk Vehicle- Removed
 - 6000 block of Mike Nesmith-Junk Vehicle-To be towed
 - 7000 block of Forest Crest N - Animal Violation-At large, no rabies vaccination, and no city registration
 - **VCO Violation Notice Letters Sent:**
 - 7000 block of Forest Pine- Fence-final letter
 - 7600 block of Deer Lane-Fence- letter
 - 6300 block of Mary Jamison- Junk Vehicle Boat- Final letter
 - 7000 block of Forest Pine- Fence- Final letter
 - 6900 block of Bandera Rd-Graffiti- Final letter
- Animal Control
 - (05) At large dog calls
 - (04) Missing Animals
 - (05) Dead Deer
 - (01) Stray dog
- Traffic Unit
 - Active Assignments include school zones before and after school neighborhood speeding/traffic concerns including 6600 Bandera at the Walgreens, Evers/Poss Bandera/Seneca, Leon Valley ES, MHS on Lobo Ln and 6100-6600 Evers. Reporting Period Activity:
 - Reporting Period Activity:

- Moving Violations 15
 - Non-Moving Violations 02
 - Warnings 10
 - VCO 04
 - Vehicles Impounded 03
- Traffic Officer 2018 yearly totals:
 - Azar-316 citations issued
 - Breton-789 citations issued
- Training
 - Lieutenants Anderson, Gonzalez, Sergeants Castro, Gonzales, Urdiales, Corporal Carrillo, Farias, Detectives Munoz, Wells, Officer, Flores, Griego, Parra, Massiatte, Amadin, Azar, Evans, and Baiza qualified at range and transitioned to new weapon.
 - Officer Azar and Breton attended a three-day crash report training class.
- Volunteer Activity
 - Blue Santa was very successful this year! Officers worked various fundraisers, to include at Walmart and HEB, raising over \$6000 in cash and hundreds of toys for needy children in the community. We worked closely with both elementary schools and all day cares in Leon Valley to identify 500 children in need of Christmas toys, to include 150 from Leon Valley as well. The officers worked with city staff and volunteers to fill the Blue Santa bags and wrap presents. All children on our lists were given a complete bag of several toys. The City staff and volunteers also visited five locations to sing Christmas carols to senior citizens and members of our community who needed extra Christmas cheer. On Christmas Eve we held the Bowling with Santa event, where more toys were handed out to the 15 families who attended. The families were also treated to free food and bowling from Bandera Bowl.
 - The department continues to meet with Texas Special Olympics to set up and execute funding projects in preparation of the 2019 Special Olympics Summer games at Morgan's Wonderland.
 - Corporal Carrillo participated at Wreaths across America event at Ft. Sam Houston Cemetery, and Officer Baiza volunteered at Ladies of Valor Empowerment
 - Officer Chad Mandry held a Christmas with Santa at Clarity. Officer Mandry raised thousands of dollars and brought gifts to the kids currently inside the facility.

Fire Department

- 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.
- A NREMT Refresher course has been scheduled for the end of January in the training room. This recertification provides a refresher in EMS knowledge and maintains proficiency to renew their certification. Recertification requirements increase confidence in the public, employers, and other stakeholders and gives you recognized credibility across the nation
- Tower Climb – Team Leon Valley is preparing for the annual Tower Climb to support the Cystic Fibrosis Foundation. The climb will be January 26, 2019 at the Tower of Americas. If you would like to climb or just come cheer on the team, please contact the Leon Valley Fire Department
- Fire Recovery USA – The Fire department has received an incident recovery collection in the amount of \$19,170.35 to date with 61 pending claims, and 3 denials by insurance companies.
- Emergicon (EMS) – The Emergicon collection for the month of December is in the amount of \$33,036.89 with a total annual Emergicon collection of approximately \$277,306.04 for 2018. Exceeding 2017 annual collection by \$8,252.51.
- Emergency Calls for Service – The Fire Department responded to 205 calls for service during the month of December 2018.

- December 20, 2018 at 3:30 AM Leon Valley Fire Department responded to a residential structure fire. The occupants of the home were out prior to the fire department arrival. Fire Department crews were faced with heavy smoke and fire conditions. The home was a total loss, Red Cross was contacted to assist the 4 members who were displaced.
- January 3, 2019 at 5:11 PM Fire Department responded to Vista Del Rey Apartments for a trash fire. The Fire Department crew was faced with heavy smoke and fire coming from an area enclosed with a 6' wooden privacy fence. Within the fenced area was discarded mattresses, sofas, chairs and other combustible household materials. All contents were a total loss, including the fence and extensive damage to the overhead utility lines. Witnesses stated that kids were seen leaving the area, Arson Investigators are continuing to work on this open case.
- The total call volume for 2018 was 2,385 calls for service.
- Census 2020 – Lisa Martin and Sandy Underwood created a representation suggestion list for each of the community groups that will assist in the promotion, outreach, understanding and education regarding the 2020 Census. The community groups consist of Business, Religious, Education, Community Organizations, Senior Citizen Population, Minorities, and Any other representation Mayor sees fit to assign. This list will enable us to get a great start for discussion to implement a Census 2020 committee.

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. Additionally, future updates and revisions to the City's Comprehensive Master Plan will be discussed at the City's Upcoming Town Hall meeting on January 26, 2019.
- Zoning Cases
 - The next Zoning Commission meeting is scheduled for Tuesday, January 22, 2019. The following items are scheduled for consideration:
 - A request to be removed the Sustainability Overlay District Zoning from the property located at 6737 Poss Road.
 - 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.
 - An amendment to Article 15.02, Appendix C, of the Zoning Code regarding procedures for improvements and expansions of non-conforming structures in the City's Zoning Overlay Districts.
 - The Zoning Commission met on Tuesday, January 8, 2019. The following items were considered:
 - 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. **Approval Recommended**
 - 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. **Approval Recommended**
- Board of Adjustment

- The Board of Adjustment is tentatively scheduled to meet on Thursday, February 7, 2019 to consider the following request:
 - Multiple variances to the requirements of the Chapter 15.02, Appendix C, I Sustainability Overlay District requirements.
- 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 reviewing a Plat for the Timber Hill Subdivision for approximately 21 acres located south of Grissom Road and east of Timber Hill Road. The plat is anticipated to facilitate the development of the Timber Hill Apartments and is tentatively scheduled for consideration at either the January 15th or February 5th City Council Meetings.
 - Staff is reviewing an Amending Plat for the property currently developed as the Leon Valley Storage. However, through review, it was determined that a replat is the proper form for the platting request.
- City Council
 - The City Council is scheduled to consider the following Community Development Department related items at their January 15, 2019 meeting:
 - An amendment to Article 15.02, Zoning Ordinance of the City of Leon Valley Code of Ordinances, to allow institutional uses including churches, museums, Library's, schools, clubs, and lodges, in the B-2, Zoning District. (2nd Reading)
 - A request for an amendment to the future land use plan of the City's Comprehensive plan regarding the property generally located at 6800 Evers Road. (1st Reading)
 - Zone Change request from R-1 & B-2, to B-3 for approximately 9 acres at 6800 Evers Road. (1st Reading)
 - 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)
 - 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)
- Permitting and Records
 - 56 walk-in customers were served.
 - 123 permits were processed or are in progress.
 - 4 Certificates of Occupancy were applied for.
 - 11 Certificates of Occupancy were issued.

Economic Development

- Businesses that Received Certificates of Occupancy
 - Atlas Floor Inc – 6740 Poss
 - CJC Received a Cofo Duplicate- 6401 Bandera Road
 - Longtab Brewing Company – 4700 Timco W Ste 105
 - Bottle Caps Liquor, LLC- 5708 Wurzbach
 - Oky Doky- 5616 Bandera Road
 - Ya Ya Bow Wow House - 6746 Poss Road.
 - Green Skapes- 5504 Bandera Ste 603
 - The Little Penguins Snacks LLC- 7007 Bandera Rd Ste 14
 - J's Automotive Repair- 4700 Timco W Ste 100
 - Morehouse Industries LLC - 5413 Bandera Rd Ste 405
 - In Focus Eye Care Center – 7213 Bandera

- Working with Fajita Express in getting it ready to open where Dickey's was located
- Working with LA Fitness on site work & permitting
- HEB Curbside in progress at LV Location – doing renovations to get it customer ready.
- HEB Shopping Center Suites are undergoing renovations for new occupants.
- Business Relations Director successfully completed 40-hour Basic Code Enforcement training in Corpus Christi. The class satisfies one of the two minimum requirements to take the TDLR state exam.
- Attended BOA meeting 12/17/2018
- Attended Economic and Community Development Advisory Committee meeting 12/19/2018 & 01/11/2019
- Assembled initial meeting of the *Sign Code Update Advisory Committee* 01/14/2019
- Zoning Inspections:
 - 6746 Poss Road – Yaya Bow Wow House
 - 6740 Poss Road – Atlas Floor Co
- Fire Inspections:
 - 6746 Poss Road – Yaya Bow Wow House
 - 6740 Poss Road – Atlas Floor Co
- Complaint Investigation:
 - 6617 Evers Road – Paradise Car Wash
 - Issued Stop Work Order for non-permitted building, fence, and signage
 - 5309 Wurzbach #106 – Flip Top Beauty & Barber
 - Issued Stop Work Order for no Certificate of Occupancy
- 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:
 - Coordinating the 4th of July Event
 - Organizing the IT'S TIME TEXAS Community Challenge (Community wide)
 - Coordinating with vendors for the next Movies in the Park event for 01/15/2019.
 - Begin to coordinate the next UTSA Breakfast for 02/19/2019
 - Coordinating 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

City Secretary

- Since the last report, the City Secretary's Office has received 32 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.
- City Council agendas and minutes; publication of recently adopted ordinances and agendas.
- Preparing for the May 04, 2019 General Election.
- Continued training Community Development on live streaming and agendas and minutes of the Zoning Commission.

Library

- The library hosted a "STEM Circus" over the dates NISD was out in January for winter break. The three day event was extremely successful with over 80 participants daily.
- Partnership established with NASA Solar System Ambassador Oscar Garza. Oscar will be helping us at EarthWise Living and throughout Summer Reading.
- Submitting two smaller grants this month for collection development, both to update our Large Type collection.
- Working to set dates for whole library carpet cleaning.

- Working on first step of Technology Plan to replace five computers each year, getting bids for adequate computers and programs.

Upcoming Events:

- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, January 15, 2019 at 6:00 p.m.
 - Next Regular City Council Meeting Tuesday, February 5, 2019, at 6:00 p.m.
 - Annual Town Hall Meeting, Saturday, January 26, 2019, from 8:30 a.m. until 12:30 p.m. at the Conference Center.
 - Eight week Yoga Seva session starting at the Library beginning Sunday, February 3, 2019, at 3:00 p.m.
 - May 4, 2019, General Election Filing Period, January 16, 2019, through February 15, 2019.
- Committee Meetings:
 - The Hike & Bike Trail Advisory Committee will hold a meeting on Monday, January 14, 2019, at 6:30 pm, at City Hall, to discuss trail alignment options.
 - Sign Code Advisory Committee will hold a meeting on January 14, 2019, at 6:30 p.m. at City Hall.
 - Citizens Police Advisory Committee will hold a meeting on January 16, 2019, at 6:00 p.m. at City Hall.
 - Zoning Commission meeting is scheduled for Tuesday, January 22, 2019, at 6:30 p.m. at City Hall.
 - Eathwise Living committee will hold a meeting on January 28, 2019, at 5:30 p.m. at Public Works.
 - The Tree Advisory Board will meet on January 28, 2019, at 6:00 pm, at Public Works.