



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: August 17, 2018
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuentler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Vacant Positions
 - Public Works has one maintenance position open; interview is scheduled August 20, 2018
 - One Part-time Library Aid; we welcome Melinda Tokmehdash on August 20, 2018
 - One Part-Time Impound Lot Assistant, we welcome Adolf Zapata on August 16, 2018

Court

Municipal Court Cases		August 9th
Number of cases scheduled		363
Number of defendants scheduled		247
# of case processed by clerks during court		187
Community Service August 2nd - 16th		
Number of Hours Scheduled		152
Number of Completed C/S Hours		151.4
Community Services Hours Completed at		
Public Works		48
Fire Department		48
Municipal Court		
Community Development		
Outside at Non-Profit Organization		55.4

Public Works

- Projects:
 - A new traffic signal system at Wurzbach and Exchange Parkway will be constructed by SAECO Electric and Utility. We expect to issue a Notice to Proceed this week. Start date will be communicated to the Police and the public.
 - Cades Cove is receiving new water and sewer mains, to be constructed by Gilbert's Utility and Concrete, Inc. The contractor has almost completed replacing the sewer main and will start on the water main next.
 - Year 1 street maintenance plans have been prepared. Once the advertising is complete, staff will review the proposals and take this to Council for award.

- The Evers Road bridge project is back underway with vigor. The contractor has laid the first course of asphalt and will construct the remaining curbs next. Then the final courses of asphalt will go down. Once complete, the bridge will be opened to traffic. We do have another delay due to the rain. They hope to have the bridge opened to through traffic by mid-August. As usual, the end date is weather dependent.
- 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 will start on the box culverts under El Verde at the Fire Station.
- 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 September.
- Will be taking a request for a lease agreement with VIA to use a portion of City property to install NextGen bus shelters at the library and park to the City Council on 8/21/18.
- Once the Developer's Agreement is signed, staff and a contractor will install a new sewer main at 7520 Huebner Road to service the vacant lots fronting Huebner Road.
- The water rate consultant has completed her new study and we will be presenting that to the City Council once all the details have been completed.
- A park survey has been developed and will be 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.
- Making good progress on an Operations Manual for Public Works. The new Strategic Plan is almost complete. We welcome City Manager Intern Craig Roberts who is assisting the department with the compilation of the documents.
- Revising Water and Sewer Operations Manual. Also working on a Vulnerability Assessment (VA) document.

Police Department

- Please see below information on police activity over the listed period. Please make note of the open doors found, as well as the field contacts. The field contacts were made attempting to identify the persons responsible for the graffiti around Bandera and Huebner. The C shift (night shift) officers made contact with scores of people walking around the area, and were eventually able to identify the suspects involved. One individual was placed under emergency detention, and will be looked at for criminal charges in the future. In addition, the amount of open doors and traffic citations by the patrol officers are a great indication that they have more time to work proactive things like traffic and anti-burglary initiatives in the neighborhood, something that wasn't possible prior to our addition of the photographic traffic control systems. We have received many positive citizen compliments about the visibility of the officers in the neighborhoods, and this will undoubtedly reduce the crime rate in our community. Great work by the men and women of our department!
- Arrest
 - 7-23-18 – 5600 Wurzbach Rd. – Overdose – One transported for medical reasons – Vehicle Impounded
 - 7-23-18 – 6900 Bandera Rd. – Traffic Stop - One cited/released – Vehicle Impounded
 - 7-23-18 – 6700 Bandera Rd. – Traffic Stop - One arrested for Driving while License Invalid – Vehicle Impounded
 - 7-23-18 – 5600 Evers Rd. – Assault/Bodily Injury – One arrested for offense
 - 7-23-18 – 5700 Bandera Rd. – Traffic Stop - One cited/released – Vehicle Impounded
 - 7-23-18 – 6600 Cherry Leaf – City Ordinance Violation – Vehicle Impounded
 - 7-23-18 – 7200 Grass Valley – City Ordinance Violation – Vehicle Impounded
 - 7-24-18 – 6900 Bandera Rd. – Traffic Stop – One arrested for Driving while License Invalid – Vehicle Impounded
 - 7-24-18 – 5700 Bandera Rd. – Traffic Stop - One cited/released – Vehicle Impounded
 - 7-24-18 – 6100 Evers Rd. – Traffic Stop - One arrested for Driving while License Invalid – Vehicle Impounded
 - 7-24-18 – 6400 El Verde – Criminal Trespass – One arrested for offense
 - 7-25-18 – 6600 Bandera Rd. – Traffic Stop - One cited/released – Vehicle Impounded
 - 7-26-18 – 6200 Bandera Rd. – Traffic Stop - One cited/released – Vehicle Impounded

- 7-26-18 – 5500 Watercress – Traffic Stop – One cited/released – Vehicle Impounded
- 7-26-18 – 6700 Huebner Rd. – Traffic Stop - One cited/released – Vehicle Impounded
- 7-26-18 – 5600 Evers Rd. – Disturbance – One arrested for Assault/Bodily Injury, interference with 911
- 7-26-18 – 5600 Evers Rd. – Violation of Protective Order – One arrest for offense
- 7-28-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested for Offense and Failure to Identify
- 7-28-18 – 6800 Poss Rd. – Emergency Detention – One arrested/released at hospital
- 7-28-18 – 5300 Wurzbach Rd. – Public Intoxication – One arrested for offense
- 7-28-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 7-28-18 – 6800 Poss Rd. – Emergency Detention – One arrested/released at hospital
- 7-28-18 – 5300 Wurzbach Rd. – Public Intoxication – One arrested/released at Detox Unit
- 7-28-18 – 6700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 7-28-18 – 6900 Bandera Rd. – Traffic Stop – One cited/release – Vehicle Impounded
- 7-28-18 – 5700 Stemmons Dr. – Traffic Stop – One cited/released – Vehicle Impounded
- 7-28-18 – 6500 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 7-29-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 7-29-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 7-29-18 – 7300 Crownpiece – Emergency Detention – One arrested/released at hospital
- 7-30-18 – 6500 Bandera Rd. – Drug Offense – One arrested for Possession of Marijuana < 2 oz.
- 7-30-18 – 5600 Bandera Rd. – Theft \$100-750 – One arrested for offense
- 7-30-18 – 5600 Bandera Rd. – Traffic Stop – One arrested for Driving while License Invalid – Vehicle Impounded
- 7-30-18 – 5900 Forest Ledge – Emergency Detention – One arrested/released at hospital
- 7-31-18 – 5600 Bandera Rd. – Theft < \$100 – One arrested for offense
- 7-31-18 – 7200 Bandera Rd. – Traffic Stop – One arrested for possession of a controlled substance – Vehicle Impounded
- 7-31-18 – 6700 Sawyer Rd. – Parking Violation – Vehicle Impounded
- 8-01-18 – 5900 Wurzbach Rd. – Wanted Person – One arrested on active felony warrant
- 8-02-18 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-03-18 – 6500 Bandera Rd. – One arrested on active warrant
- 8-03-18 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-04-18 – 5900 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
- 8-04-18 – 6700 Poss Rd. – Public Intoxication – One arrested/released at Detox Unit
- 8-04-18 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-04-18 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-05-18 – 6100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 8-05-18 – 5400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
 - 7-23-18 – 6200 Forest Grove – Lewd Conduct
 - 7-23-18 – 6000 Trone Trail – Burglary/Habitation
 - 7-23-18 – 7500 Link View – Found open garage door
 - 7-24-18 – 5600 Grissom Rd. – Suspicious circumstances
 - 7-24-18 – Wurzbach Rd. @ Bandera Rd. – Crash
 - 7-24-18 – 5800 Bandera Rd. – Crash
 - 7-24-18 – 7000 Bandera Rd. – Harassment
 - 7-24-18 – 6700 Peachtree – City Ordinance Violation
 - 7-24-18 – 5600 Evers Rd. – Criminal Mischief
 - 7-24-18 – 6300 Bandera Rd. – Found open window at business
 - 7-24-18 – 6900 Forest Meadow – Found open garage door
 - 7-24-18 – 7100 Forest Moss – Found open garage door
 - 7-24-18 – 6800 Bandera Rd. – Crash
 - 7-25-18 – 5600 Evers Rd. – Crash
 - 7-25-18 – 6700 Poss Rd. – Alarm
 - 7-25-18 – 6800 Bandera Rd. – Missing Person/Found
 - 7-25-18 – 6400 Lonh House Ct. – Alarm
 - 7-25-18 – 7200 Forest Pine – Burglary/Habitation
 - 7-25-18 – 6800 Bandera Rd. – Alarm

- 7-25-18 – 6400 Bandera Rd. – Assault
- 7-25-18 – 6200 Grissom Rd. – Lost Property
- 7-26-18 – 7100 Bandera Rd. – Threats
- 7-26-18 – 6200 Walking Gait – Criminal Mischief
- 7-26-18 – 7100 Bandera Rd. – Assault
- 7-26-18 – 6800 Huebner Rd. – Alarm
- 7-26-18 – 7300 Crown Piece – Alarm
- 7-26-18 – 6200 Rue Sophie – Found open garage door
- 7-26-18 – 6100 Sun Dial – Found open garage door
- 7-26-18 – 6200 Setting Sun – Found open garage door
- 7-26-18 – 6600 Grist Mill – City Ordinance Violation
- 7-26-18 – 6700 Yellow Rose – Graffiti
- 7-26-18 – 6900 Sunlight Dr. – Damage to property
- 7-27-18 – 6900 Bandera Rd. – Crash
- 7-27-18 – 6300 Parsley Hill – Found open garage door
- 7-27-18 – 5200 Evers Rd. – Alarm
- 7-27-18 – 5500 Bandera Rd. – Found open garage door
- 7-27-18 – 5600 Evers Rd. – Assault/Family Violence
- 7-27-18 – 6600 Bandera Rd. – Crash
- 7-27-18 – 5900 Bandera Rd. – Crash
- 7-28-18 – 5400 Wurzbach Rd. – Crash
- 7-28-18 – 5600 Bandera Rd. – Crash
- 7-28-18 – 6300 Bandera Rd. – Theft \$750-2500
- 7-28-18 – 7200 Trace Buckle – Found open garage door
- 7-28-18 – 6700 Blacksmith – Found open garage door
- 7-28-18 – 5400 Bandera Rd. – Alarm
- 7-28-18 – 6600 Bandera Rd. – Crash
- 7-28-18 – 7400 Linkwood Dr. – Suspicious Person
- 7-28-18 – 6700 Timberhill – Criminal Mischief
- 7-28-18 – 6700 Huebner Rd. – Criminal Mischief
- 7-28-18 – 5300 Bandera Rd. – Suspicious Person
- 7-28-18 – 7200 Poss Rd. - City Ordinance Violation
- 7-29-18 – 6400 El Verde – Damage to City Property
- 7-29-18 – 5500 Saffron Way – Found open garage door
- 7-29-18 – 7000 Forest Moss – Found open garage door
- 7-29-18 – 6100 Stirrup Lane – Found open garage door
- 7-29-18 – 6400 Bandera Rd. – Crash
- 7-29-18 – 6800 Bandera Rd. – Crash
- 7-30-18 – 6700 Poss Rd. – Criminal Mischief
- 7-30-18 – 5600 Evers Rd. – Loose dogs
- 7-30-18 – 6700 Blacksmith – Suspicious circumstances
- 7-30-18 – 6500 Bandera Rd. – Suspicious Vehicle
- 7-30-18 – 6600 Grist Mill – Suspicious circumstances
- 7-30-18 – 5400 Grissom Rd. – Theft \$2500-30,000
- 7-30-18 – 6600 Bandera Rd. – Deceased person
- 7-30-18 – 5900 Wurzbach Rd. – Crash
- 7-30-18 – 6700 Poss Rd. – Criminal Trespass
- 7-30-18 – 6900 Bandera Rd. – Crash
- 7-30-18 – 7200 Bandera Rd. – Crash
- 7-31-18 – Autumn Chase @ Timberhill – Graffiti
- 7-31-18 – 6600 Huebner Suspicious Person
- 7-31-18 – 5700 Bandera Rd. – Crash
- 7-31-18 – 6600 Bandera Rd. – Crash
- 8-01-18 – 5600 Evers Rd. – Assault
- 8-01-18 – 5600 Bandera Rd. – Crash
- 8-01-18 – 7100 Bandera Rd. – Field contact

- 8-01-18 – 7100 Huebner Rd. – Field contact
- 8-01-18 – 6200 El Verde – Crash
- 8-02-18 – 5700 Bandera Rd. – Crash
- 8-03-18 – 6800 Bandera Rd. – Crash
- 8-04-18 – 6500 Bandera Rd. - Crash
- 8-02-18 – 6800 Timberhill – Suspicious Vehicle
- 8-02-18 – 7000 Autumn Chase – City Ordinance Violation
- 8-02-18 – 6700 Blacksmith – Field contact
- 8-02-18 – 7000 Mill Stream – Field contact
- 8-02-18 – 6600 Huebner Rd. – Field contact
- 8-02-18 – 7000 Weathered Post – Field contact
- 8-02-18 – 6600 Mill Wheel – Field contact
- 8-02-18 – Timberhill @ Huebner Rd. – Field contact
- 8-02-18 – 7000 Bandera Rd. – Field contact
- 8-02-18 – 6600 General Store – City Ordinance Violation
- 8-02-18 – 6200 Grissom Rd. – Crash
- 8-02-18 – 6100 Forest Court – City Ordinance Violation
- 8-03-18 – 5700 Bandera Rd. – Crash
- 8-03-18 – Bandera Rd. @ Wurzbach Rd. – Crash
- 8-03-18 – 7500 Linkside – Suspicious Vehicle
- 8-03-18 – 6600 Bandera Rd. – Crash
- 8-03-18 – 6700 Timberhill – Field contact
- 8-03-18 – Timberhill @ Blacksmith – Field contact
- 8-03-18 – 6600 Grist Mill – Field contact
- 8-03-18 – 6800 Bandera Rd. – Field contact
- 8-04-18 – Bandera Rd. @ Huebner Rd. – Suspicious Vehicle
- 8-04-18 – 6700 Timberhill – Field contact
- 8-04-18 – 7000 Autumn Chase – Field contact
- 8-04-18 – 7000 Weathered Post – City Ordinance Violation
- 8-04-18 – 7400 Forest Mont – Crash
- 8-05-18 – 7000 Bandera Rd. – Suspicious Person
- 8-05-18 – 6600 Grist Mill – Found open garage door
- 8-05-18 – 6400 Huebner Rd. – Burglary/vehicle
- 8-05-18 – 7300 Belmont Place – Criminal Trespass
- 8-05-18 – 6600 Fontana Point – Criminal Trespass
- Traffic Citations - 261
- Warnings – 53
- Other - 24
- Cases filed by CID (5):
 - Six (6) Felony cases filed
 - One (1) Felon in Possession of Firearm
 - One (1) Theft 2500-30000
 - One (1) Possession of Controlled Substance
 - One (1) Indecency with a Child
 - Two (2) Felony Theft at large
- CID Activity/Active Investigations
 - CID Unit investigated and recovered the shark stolen from the Aquarium
 - CID prepared search warrants for Google/YouTube content
 - CID working on three Assault Family Violence cases and two Indecency with a Child cases involving siblings
- Additional CID Activity
 - CID prepared video evidence for civil litigation
 - 26 DVDs were copied for District Attorney’s Office
 - CID handled 17 walk-in police reports
- Code Enforcement
 - (10) junked/abandoned/illegal vehicles tagged

- (15) grass/weed violations resolved
- (02) Swimming pool violations investigated during this time period.
- (58) Bandit signs were seized
- (40) Graffiti calls were handled
- (10) trash complaints handled
- (1) Noise violation
- (2) Pet Noise violations
- (35) Violation of city ordinance letters were sent out
- Animal Control handled 5 at large dog calls. Eight cats were trapped and released as part of the TnR Program. One dead deer was picked up and there were two wild animal
- Animal Control
 - (5) At large dog calls.
 - (8) Cats were trapped and released as part of the TnR Program.
 - (1) One dead deer was picked up
 - (2) wild animal
- 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. Traffic officers also assisted with court security, and open records requests.

Moving Violations	25
Non-Moving Violations	2
Warnings	1
VCO	0
Vehicles Impounded	7
- Training
 - Officer Azar completed 40-hour Basic Criminal Investigation training at Texas Engineering Extension (TEEX).

Fire Department

- **Fire Chief Valdez retires** – Congratulations to Chief Valdez on his retirement from the City of Leon Valley! Fire Chief Valdez has been selected as the new Fire Chief for the City of Converse. The City of Converse is growing with a new annexation plan and will soon swell to over 22 square miles, serving a population of 70,000 to 100,000 people. Chief Valdez is extremely grateful to have been selected to serve as the City of Leon Valley Fire Chief for the last 5 years, and looks forward to seeing the department succeed in the future.
- **Keep Cool Fan Drive** – The fan drive continues! Please keep dropping 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.
- **Emergency Vehicle Driver Training** – Assistant Fire Chief Blake Wade, Captain Garcia, Fire Marshal Burnside, and Firefighter Ramiro Cano attended an in depth emergency driver training class and all-terrain vehicle and utility vehicle driver training course. The course was taught by the Texas A&M Extension Service and was free to the department.
- **Fire Recovery USA** – The department has a Fire Recovery USA incident recovery collection of \$14,000 to date. The intention of the recovery service is to support the needs in fire department responses to vehicle accidents.
- **Community outreach/classes** – The departments fall prevention program continues with great success. The department has hosted 7 classes to date to local residents and continue to work to reduce falls in Leon Valley.
- **Bowl For Badges-Bowl For Kids’ Sake Big Brothers Big Sisters’**- Fire Marshal Burnside led a bowling team to raise money to support Big Brothers Big Sisters to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. The team won a gold bowling pin and 3rd place.
- **2018-2019 Back to School Supply Drive!** - We are accepting school supplies to donate to local schools. School supplies will be accepted at the Fire station until Tuesday, August 21st at the Leon Valley Fire Department, 6300 El Verde Rd, Leon Valley, Texas 78238. We appreciate your assistance.

Community Development Department

- Zoning Code Revisions
 - Staff and the Zoning Commission held their first of several special meetings to discuss revisions to the City's zoning code at their August 14th, 2018 Special Meeting. Discussion focused on our current zoning districts and zoning map, new innovative approaches to zoning, and mixed-use. The Zoning Commission will be holding special meetings on the second Tuesday of the month for Zoning Code revisions.
 - September 11thZoning Districts
 - October 9thUses
 - November 13thDevelopment Standards
 - December 1thProcedures & NonConformities
- Zoning Cases
 - The next Zoning Commission meeting is scheduled for August 28th, 2018 at 6:30 pm.
 - The Department 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 scheduled for consideration at the August 28th Zoning Commission meeting. The applications were previously on-hold due to an associated request for a variance from the code requirement to submit a traffic impact analysis with these requests. That variance request was granted, so the zoning requested may now be scheduled for Zoning Commission and City Council consideration.
 - The Zoning Commission will also discuss and consider an intermediary revision to the Zoning Code addressing Martial Arts and Yoga Studios at their August 28th, 2018. The City has received an influx in requests for Certificates of Occupancy for these uses and the City's Zoning Code does not have Martial Arts defined as an allowed use anywhere in the City. The City has historically considered Martial Arts as a Fine Art, but Fine Arts is too general.
- Board of Adjustment
 - There are no Board of Adjustment meetings tentatively scheduled for the remainder of August.
- 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 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 items, on second reading at their August 21st meeting:
 - Master Sign Plan request submitted by Keller Sign Company for HEB Marketplace.
 - Amendment to Small Cell Node Installation permitting requirements.
 - Creation of a limited duration Sign Code Update Advisory Committee.
 - Specific Use Permit for a Guest House within the Monte Robles Subdivision.
- Hike and Bike Trail Committee
 - There are no Hike and Bike committee meetings scheduled for the remainder of the month of August. Meetings are tentatively scheduled to resume in September.
- Permitting and Records
 - 36 walk-in customers were served from August 1, 2018 to August 15, 2018.
 - 75 permits were processed or are in progress
 - 3 Certificates of Occupancy were issued
 - The majority of items issued were contractor registrations

- Development Meetings/Correspondence
 - Staff met with the owners of the 18 acre tract located west of the Old Mill Subdivision, generally located at the western termination of Huebner Road at the western edge of the City’s boundary. The development tract is located within the City of San Antonio City Limits and it’s only point of access is from an easement in the Old Mill Subdivision. The developers wish to plat this easement into public ROW to provide access to the subdivision.
 - Staff will be meeting with the development team for the new office development proposed at the NW corner of Wurzbach Road and Watercress. The project is in it’s 5th submittal and has a few remaining issues regarding compliance with City Codes.
 - Staff will be meeting on Friday with potential developers of the undeveloped Triangle property located on the south side of Evers Road just west of Seneca Road. The discussion will involve the potential for a residential or mixed-use development on the tract.
- Community Development Department & Development Process
 - The Department anticipates completing the overall development review process by the end of the year, which will include:
 - The implementation of digital permitting software, such as My Permit Now.
 - The introduction of “Package Permits” which will consolidate all permits associated with a single project, into one consolidated “global” review process.
 - The assignment of a permit liaison for all building permits, to help guide the City’s customers through the permitting process.
 - The updating of all permit applications to include checklists for applicants and Staff.
 - Creation of procedures for requesting inspections for all projects, with specific procedures for larger scale projects such as mixed-use and multi-family projects.
 - Creation of a deadline schedule to assist customers in project planning.

Economic Development

- New Businesses
 - MJ Body & Paint – 5504 Bandera Suite 506
 - San Antonio Mariachi Academy – 6525 Bandera
 - Boxdrop Mattresses & More – 5415 Bandera Suite 503
 - Amiga’s Café located at 5309 Wurzbach Suite 115 is now open!
- Business closures
 - Pilgrim located at 6600 Bandera has closed
- Met with (2) new Potential Businesses
- Met with business relocating
- Continue to work with UTSA on September breakfast

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, various historical ordinances, training manuals, oath of office information, and court records.
- 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.
- Attended the TMCA Records Management Seminar in Grapevine, August 9-10, 2018.
- Attended the TML Newly Elected Official Seminar in San Antonio, August 16-17, 2018.

Library

- Tech Upgrade to Cat6 complete. Internet speeds are 239MBps and we are receiving many compliments.
- The library added one new public computer for increased access.

- Weekly story times resume:
 - Wed Sept 12 at 10:30 am for Preschool aged children
 - Thu Sept 13 at 10:30 am for Toddlers
- Coming events to note:
 - Friday, August 18, 2018, at 12:30 p.m. - Author Carolyn Chatham will be talking about and signing her book of poetry, THESE BONES THAT FLOAT ABOUT.
 - Saturday, October 27, 2018, from 10:00 a.m. – 12:00p.m. - Halloween Party at Library
 - Saturday, December 1, 2018, from 8:00 a.m. – 10:30 a.m. - 30th Annual Breakfast with Santa

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, August 21, 2018, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - The City of Leon Valley Crime Control & Prevention Board of Directors will conduct a public hearing on the proposed budget for fiscal year 2018-2019, Tuesday, August 21, 2018 – 5:30 p.m., City Council Chambers
 - The City of Leon Valley City Council will conduct a public hearing on the proposed budgets for fiscal year 2018-2019, Tuesday, August 21, 2019 – 6:00 p.m., City Council Chambers
 - City Offices will be Closed, Monday, September 03, 2018 in observance of Labor Day
 - Next Regular City Council Meeting September 04, 2018, at 6:00 p.m.
 - Fall Clean-up Week is September 10-16, 2018
 - October 2, 2018 Regular City Council Meeting has been rescheduled to October 1, 2018 to accommodate National Night Out which is October 2, 2018.
- Committee Meetings:
 - Zoning Commission Meeting; August 28, 2018, at 6:30 p.m. at City Hall.