



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: June 1, 2018
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Vacant Positions
 - Animal Control/Code Enforcement Officer; currently processing.
 - One Patrol Officer Position; currently in background.
 - Assistant Planning & Zoning Director; currently being advertised.

Court

Municipal Court Cases			
Court Dates	05/10/2018	05/24/2018	05/31/2018
# of Cases Scheduled for Court	285	251	351
# of Defendants Scheduled	196	184	255
Community Service			
			May
Number of Hours Scheduled	20		
Number of Completed C/S Hours	196		
Community Services Hours Completed at			
Public Works			52
Fire Department			
Municipal Court			
Community Development			
Outside at Non-Profit Organization			

Public Works

- Projects:
 - The water well project is completed and both wells are in service. The Huebner well was experiencing issues with the 4" air relief valve, and the contractor replaced the parts.
 - Plans are finalized for a new traffic signal system at Wurzbach and Exchange Parkway, and the bid package was advertised. The bid opening was held on 5/1, and the apparent low bid was

submitted by SAECO Electric and Utility. LNV reviewed the bid packages and finalized their recommendation. The item will be presented to Council on June 5, 2018.

- The Cades Cove water and sewer main replacement project was designed. The CDBG Agreement was presented to City Council and the bid package and plans were advertised. The pre-bid conference was 5/22, and the bid opening was 5/29. The apparent low bid was submitted by Gilbert's Utility and Concrete, Inc. The item will be presented to Council on June 5, 2018.
- Year 1 street maintenance plans have been prepared and bids are to be advertised next month.
- The Evers Road bridge project is underway and the old crossing has been removed. Badeco, the utility contractor, returned this week to correct the depth of the gas main at no additional cost to the City. The concrete culverts have been set and poured.
- The Huebner at Evers traffic signal project is 90% complete. The controller box is being tested and is scheduled to be installed this week.
- Meeting with Consultant Nelisa Heddin to finalize options for water rates, in anticipation of bringing to City Council on June 19th.
- Applied for the 2018 Bexar County CDBG Grant for Blacksmith Lane and Wagon Spoke Water and Sewer Main Replacement Project. We were notified by Bexar County CDBG that the City of Leon Valley was awarded the grant.
- Will be taking a request for a budget adjustment and parkland dedication for the vacant lots off of Grass Hill, William Rancher, Samaritan, and Aids Drive to Council on June 5th for the second reading of the ordinance – this will increase the amount of land for The Ridge at Leon Valley Park to 3.8402 acres and will provide a better connection to the Hetherington Trail.
- Received quotes for the repair of the Forest Oaks pool deck and pump room – anticipate construction the first three weeks of the pool being open.
- Received a Project Management Plan agreement from the United States Corp of Engineers for a Continuing Authorities Project (CAP) feasibility study of Huebner Creek to control flooding and repair bank erosion – will take to Council on June 5th to request a budget adjustment in the amount of \$285,000 to pay our 50% portion of the cost. The San Antonio River Authority will pay their 50% upon signing the agreements.
- The playground and other equipment for Old Mill, Silo, and the Ridge parks was delivered last week and is being installed.
- We received the tank inspection report and cost estimate from LNV Engineers for the 750,000 gallon Grass Hill Ground Storage Tank. The estimate for rehab is \$252,013. LNV will work on completing the bid docs and design plans this summer. The rehab will be scheduled for December 2018.
- City of Leon valley is in Stage 1 water restrictions

Police Department

Please see below information on police activity over the listed period.

- Arrest
 - 5-14-18 – 5900 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – **Vehicle Impounded**
 - 5-15-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 5-15-18 – 6500 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
 - 5-16-18 – 5900 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
 - 5-16-18 – 5700 NW Loop 410 – Forgery/Evading Arrest/Detention – One arrested for offenses
 - 5-16-18 – 6300 Bandera Rd. – Suspicious Person – One arrested for warrants and possession of Marijuana < 2 oz. – **Vehicle Impounded**
 - 5-16-18 – 6300 Rue Sophie – City Ordinance Violation – **Vehicle Impounded**
 - 5-16-18 – 6100 Rue Lilian – City Ordinance Violation – **Vehicle Impounded**
 - 5-16-18 – 5300 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 5-17-18 – 6100 Bandera Rd. – Traffic Stop – One arrested for DWI – **Vehicle Impounded**

- 5-17-18 – 6600 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 5-17-18 – Ardisana @ Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-18-18 – 6900 Huebner Rd. – Crash – One cited/released – **Vehicle Impounded**
- 5-18-18 – 5600 Evers Rd. – Assault/Family Violence-Bodily Injury – One arrested for offense
- 5-18-18 – 5600 Bandera Rd. – Traffic Stop – One cited/released - **Vehicle Impounded**
- 5-18-18 – 6900 Forest Meadow – Traffic Stop – One arrested for Driving while License Invalid and One arrested for possession of Marijuana < 2 oz.– **Vehicle Impounded**
- 5-18-18 – 6000 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-19-18 – 5400 Wurzbach Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-20-18 – 6400 Bandera Rd. – Disturbance/Wanted Person – One arrested for active warrant
- 5-20-18 – 7100 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-21-18 – 5900 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-21-18 – 6100 Bandera Rd. – Traffic Stop – One arrested on active warrant – **Vehicle Impounded**
- 5-21-18 – 7100 Bandera Rd. – Wanted Person – One arrested on active county warrant
- 5-21-18 – 6700 Timberhill – Emergency Detention – One arrested/released at hospital
- 5-22-18 – 6100 Wurzbach Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-22-18 – 5600 Bandera Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-22-18 – 6500 Bandera Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-22-18 – 6800 Huebner Rd. – Theft \$750-2500 – One arrested for offense
- 5-23-18 – 5700 NW Loop 410 – Traffic Stop – One arrested on active warrants and possession of a controlled substance – **Vehicle Impounded**
- 5-23-18 – 5400 Hurley – Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-24-18 – 6400 El Verde – Wanted Person – One arrested on active county warrant 3 SA warrants
- 5-24-18 – 5600 Evers Rd. – Traffic Stop – One arrested on active warrants – **Vehicle Impounded**
- 5-25-18 – 6000 Evers Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-25-18 – 6800 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-25-18 – 6700 Bandera Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-25-18 – 6800 Poss Rd. – Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-25-18 – 7200 Huebner Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-25-18 – 7000 Forest Way - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-26-18 – 6500- Bandera Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-26-18 – 5700 Bandera Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-26-18 – 5600 Bandera Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-26-18 – 6700 Bandera Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-26-18 – 5200 Bandera Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-26-18 – 5600 Evers Rd. – Assault/Family Violence – One arrested for offense
- 5-27-18 – 7200 Huebner Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-27-18 – 7400 Huebner Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-27-18 – 6800 Bandera Rd. - Traffic Stop – One cited/released – **Vehicle Impounded**
- 5-27-18 – 5700 Bandera Rd. – Traffic Stop – One arrested for possession of Marijuana < 2 oz. – **Vehicle Impounded**
- Significant Calls
 - 5-14-18 – 6300 Bandera Rd. – Alarm
 - 5-14-18 – 4700 Timco West – City Ordinance Violation
 - 5-14-18 – 6300 Rue Marilyn – Lost property
 - 5-14-18 – Bandera Rd. @ Poss Rd. – Crash
 - 5-14-18 – 6300 Bandera Rd. – Alarm
 - 5-14-18 – 7000 Bandera Rd. – Alarm

- 5-14-18 – 7000 Millstream – City Ordinance Violation
- 5-14-18 – 7000 Evening Sun – City Ordinance Violation
- 5-14-18 – 5900 Forest Ledge – City Ordinance Violation
- 5-14-18 – 6400 Bandera Rd. – Burglary/Building
- 5-14-18 – 6400 Pacer Trail – Found open garage door
- 5-14-18 – 6400 Bally Drive – Found open garage door
- 5-14-18 – 7200 Bridle Path – City Ordinance Violation
- 5-14-18 – 7300 Canterfield – Found open garage door
- 5-14-18 – 6700 Poss Rd. – Alarm
- 5-14-18 – 6800 Bandera Rd. – Alarm
- 5-14-18 – 5700 Wurzbach Rd. – Crash
- 5-14-18 – 6200 Bandera Rd. – Crash
- 5-14-18 – 6300 Bandera Rd. – Alarm
- 5-15-18 – 7000 Bandera Rd. – Alarm
- 5-15-18 – 6800 Bandera Rd. – Crash
- 5-15-18 – 6700 Sawyer – Aggravated Assault
- 5-15-18 – 5600 Grissom Rd. – Hit and Rn Crash
- 5-15-18 – 6300 Rue Sophie – City Ordinance Violation
- 5-15-18 – 6300 Rue Lillian – City Ordinance Violation
- 5-15-18 – 7000 Bandera Rd. – Found open door
- 5-15-18 – 7100 Bandera Rd. – Found open door
- 5-15-18 – 6500 Bandera Rd. – Found open door
- 5-15-18 – 6500 Bandera Rd. – Crash
- 5-16-18 – 6300 Rue Marilyn – Alarm
- 5-16-18 – 7000 Bandera Rd. – Crash
- 5-16-18 – 6500 Hoofs – Burglary/Vehicle
- 5-16-18 – 6900 Bandera Rd. – Alarm
- 5-16-18 – 7000 Bandera Rd. – Crash
- 5-16-18 – 6700 Timberhill – Assault/Bodily Injury
- 5-17-18 – 6100 Bandera Rd. – Forgery
- 5-17-18 – 900 Shadow Mist – City Ordinance Violation
- 5-17-18 – 6100 Bandera Rd. – Crash
- 5-17-18 – NW Loop 410 @ Bandera Rd. – Crash
- 5-17-18 – 7300 Canterfield – Suspicious Person
- 5-17-18 – 6400 Royalty Point – Animal Call
- 5-17-18 – 5800 Wurzbach Rd. – Crash
- 5-17-18 – 5600 Bandera Rd. – Crash
- 5-17-18 – 7000 Bandera Rd. – Crash
- 5-17-18 – 6400 Stable Dr. – Alarm
- 5-17-18 – 6400 Handsome Lake – Alarm
- 5-17-18 – 7500 Eckhert Rd. – Alarm
- 5-17-18 – 6600 Cherryleaf – City Ordinance Violation
- 5-18-18 – 6600 Fontana Point – Alarm
- 5-18-18 – 6300 Rue Marilyn – Assault/Family Violence
- 5-18-18 – 5600 Evers Rd. – Assault/Contact
- 5-18-18 – 7500 Eckhert Rd. – Alarm
- 5-18-18 – 6400 Bandera Rd. – Alarm
- 5-18-18 – 6900 Bandera Rd. – Crash
- 5-18-18 – 7000 Bandera Rd. – Crash
- 5-18-18 – 7400 Linkwood – Animal Call
- 5-18-18 – 6200 Forest Rose – Threats

- 5-18-18 – 6400 El Verde – Hit and Run Crash
- 5-18-18 – 5900 Wurzbach Rd. – Burglary/Vehicle
- 5-18-18 – 6100 Bandera Rd. – Crash
- 5-18-18 – 7000 Bandera Rd. – Found Property/Handgun
- 5-18-18 – 5600 Bandera Rd. – Crash
- 5-18-18 – 6300 Parsley Hill – Alarm
- 5-18-18 – 6400 Stable Drive – Credit Card Abuse
- 5-19-18 – 6500 Sally Agee – City Ordinance Violation
- 5-19-18 – 6800 Conestoga – Harassment
- 5-19-18 – 6600 Grissom Rd. – Crash
- 5-19-18 – 3600 Parsley Hill – Alarm
- 5-19-18 – 5700 Evers Rd. – Alarm
- 5-19-18 – 5900 Wurzbach Rd. – Burglary/Vehicle
- 5-19-18 – 7400 Linklea – Alarm
- 5-19-18 – 7100 Bandera Rd. – Theft
- 5-19-18 – 5600 Bandera Rd. – Forgery
- 5-19-18 – 7000 Autumn Chase – Credit Card Abuse
- 5-19-18 – 6800 Huebner Rd. – Alarm
- 5-19-18 – 6800 Poss Rd. - Alarm
- 5-20-18 – Bandera Rd. @ Seneca – Crash
- 5-20-18 – 5300 Forest Rim – Alarm
- 5-20-18 – 5900 Forest Rim – City Ordinance Violation
- 5-20-18 – 6800 Bandera Rd. – Alarm
- 5-20-18 – 6500 Bandera Rd. – Crash
- 5-20-18 – 6200 Rue Sophie – Burglary/Vehicle
- 5-20-18 – 5300 Bandera Rd. – Alarm
- 5-20-18 – Bandera Rd. @ Seneca – Hit and Run Crash
- 5-20-18 – 7200 Bandera Rd. – Crash
- 5-21-18 – 7100 Bandera Rd. – Theft < \$100
- 5-21-18 – 6800 Bandera Rd. – Theft < \$100
- 5-21-18 – 7000 Bandera Rd. – Theft < \$100
- 5-21-18 – 5900 Forest Cove – City Ordinance Violation
- 5-21-18 – 6600 Forest Dell – City Ordinance Violation
- 5-21-18 – 5600 Bandera Rd. – Theft < \$100
- 5-21-18 – 6200 Evers Rd. – Alarm
- 5-21-18 – 6500 Sally Agee – Found open garage door
- 5-21-18 – 6400 Evers Rd. – Burglary/Buidling
- 5-21-18 – 5700 Bandera Rd. – Crash
- 5-21-18 – 5700 Wurzbach Rd. – Crash
- 5-21-18 – 6600 Bandera Rd. – Crash
- 5-21-18 – 7300 Linkmeadow – Alarm
- 5-22-18 – 7300 Reindeer Trail – Alarm
- 5-22-18 – 7100 Bandera Rd. – Alarm
- 5-22-18 – 6800 Bandera Rd. – Alarm
- 5-22-18 – 6300 Bandera Rd. – Alarm
- 5-22-18 – 5700 Bandera Rd. – Crash
- 5-22-18 – 5700 Bandera Rd. – Crash
- 5-22-18 – 7400 Huebner Rd. - Crash
- 5-22-18 – 5600 NW Loop 410 – Found open door
- 5-22-18 – 5600 Evers Rd. – Crash
- 5-23-18 – 6200 Forest Bend – Damage to City property (sign)

- 5-23-18 – 6900 Huebner Rd. – Hit and Run Crash
- 5-23-18 – 7100 Grass Valley – Damage to City property (sign)
- 5-23-18 – 5500 Bandera Rd. – Crash
- 5-23-18 – 6200 Parsley Hill – City Ordinance Violation (Ice Cream Truck – Driver Cited)
- 5-23-18 – 6800 Bandera Rd. – Graffiti
- 5-23-18 – 6600 Poss Rd. – Alarm
- 5-23-18 – 6400 Bandera Rd. – Suspicious Person
- 5-23-18 – 6700 Bandera Rd. – Hit and Run Crash
- 5-24-18 – 5700 Evers Rd. – Alarm
- 5-24-18 – 6200 Bandera Rd. – Crash
- 5-24-18 – 5700 Bandera Rd. – Crash
- 5-24-18 – 5900 Wurzbach Rd. – Criminal Mischief
- 5-24-18 – 5900 Bandera Rd. – Crash
- 5-24-18 – 7400 Canterfield – Alarm
- 5-24-18 – 7100 Forest Pine – Alarm
- 5-24-18 – 6000 Bandera Rd. – Alarm
- 5-24-18 – 5600 Bandera Rd. – Hit and Run Crash
- 5-24-18 – 7100 Tealeaf – City Ordinance Violation
- 5-24-18 – 5900 Bandera Rd. – Crash
- 5-25-18 – 7400 Linkwood – City Ordinance Violation
- 5-25-18 – 7200 Bandera Rd. – Crash
- 5-25-18 – 5900 Forest Ledge – City Ordinance Violation
- 5-25-18 – 6100 Saddle Bow – City Ordinance Violation
- 5-25-18 – 7200 Timber Leaf – City Ordinance Violation
- 5-25-18 – Bandera Rd. @ El Verde – Crash
- 5-25-18 – 6100 Wurzbach Rd. – Crash
- 5-25-18 – 5900 Wurzbach Rd. – Crash
- 5-25-18 – 5900 Wurzbach Rd. – Theft/Motor Vehicle
- 5-25-18 – 6600 Bandera Rd. – Crash
- 5-26-18 – 6400 Evers Rd. – Alarm
- 5-26-18 – Bandera Rd. @ Seneca – Crash
- 5-26-18 – 5700 Wurzbach Rd. – Suspicious Circumstances
- 5-26-18 – 6000 Bandera Rd. - Crash
- 5-26-18 – 5600 Evers Rd. – Theft \$100-750
- 5-26-18 – 6500 Halter – City Ordinance Violation
- 5-26-18 – 5600 Evers Rd. – Harassment
- 5-26-18 – 5600 Evers Rd. – Theft
- 5-26-18 – 6000 Rue Liliane – City Ordinance Violation
- 5-26-18 – 6800 Bandera Rd. – Alarm
- 5-27-18 – 7600 Linkside – Alarm
- 5-27-18 – 6600 Sally Agee - Alarm
- 5-27-18 – 7100 Huebner Rd. – Alarm
- 5-27-18 – 6800 Bandera Rd. - Crash
- Traffic Citations - 248
- Warnings – 73
- The Criminal Investigation Unit
 - Cases Filed Six (14)
 - 1 Harassment Class B Case
 - 2 Criminal Trespass Cases
 - 3 Possession Controlled Substance <1 Gram
 - 1 Aggravated Assault Family Violence

- 1 Harassing Public Servant
 - 1 Resisting Arrest
 - 1 Forgery
 - 2 Sexual Assault
 - 1 Felony Theft Enhancement
- Active Investigations
 - CID Unit continue to work recovery of gold items from a coin store burglary with arrests
 - CID Unit Prepared two arrest warrants
 - CID Unit Developed and executed one search warrant
 - CID Unit Served one arrest warrant
 - CID Unit Continuing investigations into three sexual assaults with known suspects
- Additions CID Activity
 - 25 DVDs were copied for District Attorney's Office
 - 110 vehicles processed into the impound lot in the month of May
- Code Enforcement/Animal Control
 - (3) Vehicles were tagged junked/abandoned/illegal vehicles
 - (21) Vehicles for expired registration, and another issued a warning for an unregistered vehicle
 - (3) Vehicles were towed for junk/abandoned city ordinance vehicle violations
 - (2) Code inspections were conducted.
 - (55) Bandit signs were removed
 - (5) Graffiti calls were handle
 - (1) Report of a construction business being operated out of a residence is being investigated.
 - (1) Complaint of construction equipment/debris in an alley after pool construction was handled and the equipment was moved.
 - (1) Report of home improvements being conducted without permits is under investigation.
 - (1) Assisted living facility was set for inspection
 - (15) Calls were fielded regarding the trash collection ordinance, warning letters were mailed out
 - (42) Grass and weed violations issued
 - (3) Dead cat pickups
 - (4) At large dog calls were handled and one owner was warned of the ordinance violation.
 - TNR traps were set in the Huebner/Bandera area.
 - (3) TNR cats were trapped and one was released thus far.
 - (4) Missing pet calls.
 - (1) Dead deer call was handled for disposal by Tiger Sanitation.
- Traffic Unit
 - The Traffic Unit officers were assigned to school zones before and after school and worked on several reported neighborhood speeding/traffic concerns. Traffic officers focused on citizen's complaints to include: Evers Road, Walgreens parking lot, Seneca Plaza, Seneca Road, the Linkwood Subdivision, Forest Oaks Neighborhood, and Timberhill Street. Activities resulted in the following:

Moving Violations	147
Non-Moving Violations	41
Warnings	28
Vehicles Impounded	18
Violation of City Ordinances	05

Fire Department

- **Training** – Firefighter Angel Hernandez completed his Associates Degree in Emergency Medical Services from San Antonio College. Firefighter Daniel Cano obtained his Fire Officer certification, and

six (6) Leon Valley Firefighters passed the new Aerial Apparatus Operator exam given by the Texas Commission on Fire Protection.

- **Partnership with John Marshall High School** – John Marshall High School has started an Emergency Medical Technician academic program for students interested in working in emergency services. Students need to have their skills tested by a state certified EMT or Paramedic, and our team was happy to help. We will continue to forge a partnership with this new program and encourage professional development in emergency services.
- **Gas main break response** – Firefighters responded to a gas leak at the Evers bridge construction site on May 29th. The crew attempted to stop the leak from a 2-inch gas line that was severed by construction equipment with a special plug, but were unsuccessful. The crew moved to evacuate nearby residents and contact CPS for an emergency repair. As a precaution, the park and intersection were closed, and the crew requested additional mutual aid resources to assist. The gas main valve was uncovered and closed in approximately one hour from the incident, and the repairs made within 3 hours. 15 homes along Poss rd. were affected by interruption in gas service, but later had services restored.
- **Stay Upright!** – The fall prevention program continues to be a success. Most recently, a fall prevention class at the fire station was held that included attendance by 10 senior citizens that live in Leon Valley.
- **Shelter Training** – Through a partnership with the Red Cross and NISD, a shelter Drill at John Marshall High School was held on June 9th from 0830-3PM. This drill was held on short notice with coordination from the Red Cross, and taught volunteers how to operate an emergency shelter, and local residents what to expect if having to respond to an emergency shelter.
- **Update on Fire Recovery USA** – The department has received payments from Fire Recovery USA, in the amount of \$4,431.42. The fund was created following the adoption of fees associated with response to vehicle accidents. The system is currently reporting over \$30,000 in pending fees 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 continue discussing potential revisions to the City’s zoning code. At their May 22nd meeting, Staff presented the following comprehensive schedule for the revision process:

▪ June 26 th	Procedures
▪ July 24 th	Districts Classifications
▪ August 28 th	Use Regulations
▪ September 25 th	Development Standards
▪ October 23 th	Non-Conformance
- Zoning Cases
 - At the May 22nd meeting, the Zoning Commission recommended approval of a request by Jonathan Keller for a Specific Use Permit at 5405 Bandera Road, Suite 117 to allow for Motorcycle sales and service. The request is scheduled for consideration by the City Council at their June 5th meeting.
 - 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 property is currently zoned B-2 (retail) which does not allow for a church. The property is also located next to a residential area, which triggers the need for an (SUP). The applications are currently on-hold, due to the Zoning code requirement to submit a Level 1 Traffic Impact Analysis.
- Board Of Adjustment
 - At their May 29th meeting, the Board of Adjustment considered a request by Ameriguard Elite located at 5405 Bandera Road, Suite 101, for a variance to the requirements of the Sign Code for maximum allowed Window Signage. The request was denied.

- Staff is currently coordinating with BOA members regarding a potential meeting on either Tuesday, June 12th or Thursday, June 14th.
- 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.
- City Council
 - The City Council is scheduled to consider a request by Jonathan Keller for a Specific Use Permit at 5405 Bandera Road, Suite 117 to allow for Motorcycle sales and service. The request was considered by the Zoning Commission at their May 22 meeting and the Commission recommended approval.
- ONIT
 - Staff continues to work with the On-It team to resolve zoning, code enforcement, and certificate of occupancy issues throughout the City. Staff provides support to Code Enforcement Officers conducting research, preparing notices of violation, and initiating zoning and variance requests.
- Permitting And Records
 - 62 walk-in customers were served from May 9, 2018 to May 30, 2018 at the Community Development office.
 - 80 permits were processed or are in progress.
 - 8 Certificates of Occupancy were issued.
 - 6 building permits (new construction, additions, renovations) were issued.
 - 4 Residential; 2 Commercial
 - The majority of permits issued were Contractor Registration and trade permits (MEP).
 - Staff received a resubmittal of the construction plans for the expansion of the Crystal Lakes Shopping Center project located 5309 Wurzbach Road, and performed a comprehensive review.
- Development Meetings/Correspondence
 - Staff met with the project team for the Crystal Lakes shopping center regarding their most recent project submittal. Issues discussed include permitting procedures (the site was recently subdivided), site plan compliance, landscape compliance, parking compliance, and architectural compliance. Staff provided the project team with comprehensive zoning comments at the meeting and anticipates a resubmittal.
 - Staff corresponded with the project architects for the LA Fitness center proposed in the HEB Market Place Shopping Center. The owners are planning to demolish and reconstruct the western portion of the shopping previously occupied by Old Navy, for the LA Fitness. Staff discussed the architectural requirements of the Commercial/Industrial Overlay District.
 - Staff coordinated with owners of the Wei-Kee restaurant (previously China Bowl) regarding their new business at this location. Existing signage will have to be brought into compliance prior to issuance of any permits.
 - Staff coordinated with Horizon Design (Landscape Architects) regarding the anticipated submittal for development application for a new retail development at Eckhert and Robin Road (at entrance to Joh Marshall High School). They anticipate the submittal of a variance to the City's Tree Preservation requirements.
 - Staff will be meeting with the owners of the San Antonio Aquarium regarding a required landscaping plan for their development
- Development Office
 - Staff continues work streamlining the City's development review process for new requests including building permits, certificates of occupancy, plats, and zoning requests. Enhancements underway include:
 - Updating of all permit applications,

- Creation of permit checklists for the use of both applicants and Staff.
- Creation of a deadline schedule to assist customers in planning for the City's development process.
- Enhanced Site Plan Review process, which enables commercial developers and builders to receive initial review and approval of their proposed site plan prior to proceeding with the building design.

Economic Development

- The Economic/Community Development Advisory Group met May 30, 2018, and recommended approval of funding business breakfasts in coordination with UTSA's Small Business Development Department. This will be presented at the June 19, 2018, City Council Meeting.
- The Economic/Community Development Advisory Group will give their annual report to the Leon Valley City Council on June 19th, 2018.
- Staff is working with Quik Trip with the permitting process in anticipation of this store opening in October of 2018.
- Staff is working with the owner of the Rios Crystal Mall as they continue to construct an area for a new Dollar Store.
- Staff (led by City Secretary) continues to work on 4th of July activities and sponsors.
- Staff is working on developing a marketing sheet to present at the breakfast meetings and other potential opportunities.

City Secretary

- Since the last report, the City Secretary's Office has processed 7 open record requests. Those 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
- Continued planning for the 2018 July 4th Event.
- City Council minutes, publication of recently adopted ordinances and agendas.

Library

- Summer Reading Saturday, June 9, 2018, 10:30 a.m. – 12:00 p.m. KICK OFF. We have between 6 - 10 superheroes attending. Games, competitions, FUN!
 - Saturday, June 16, 2018, at 10:30 a.m. Stories from the Archives presents ALL ROADS LEAD HOME: The stories behind Leon Valley Street Names. Presented by Linda Persyn.
 - Working with San Antonio Public Library to attend back to school nights at local schools and let families know there is a public library near them no matter where they live.
 - Working with San Antonio Public Libraries to give a book to SA Residents that "accidentally" come by the LV Library and don't want to join. This lessens the blow that we are not San Antonio and acknowledges that SA and LV realize this is confusing. Friends Group from the SA Library is providing books for this. SA Marketing Department has developed a special map with libraries for us to use.
 - We are launching "LEON VALLEY READS" storytime for the summer. We will feature citizens, employees and officials reading to our local children.
 - Monday, June 18, 2018, at 10:30am: City Manager, Kelly Kuenstler
 - Monday, June 25, 2018 at 10:30am: Councilor, Dr. Catherine Rodriguez
 - Monday, July 16, 2018 at 10:30am: Mayor, Chris Riley
- **If interested in reading to the children, PLEASE contact Theresa at Library**

Upcoming Events:

- Regular City Council Meeting begins at 6:00 p.m. on Tuesday, June 5, 2018, in the Leon Valley City Council Chambers.

- Upcoming Important Events:
 - Next Regular City Council Meeting, June 19, 2018, at 6:00 p.m.
 - Library Summer Reading Program Kick Off, Saturday, June 9, 2018, at 10:30 a.m.
 - Leon Valley Swimming Pools opened Memorial Day Weekend.
 - Next Impound Lot Auction is scheduled for June 28, 2018 at 9:00 a.m. at the Conference Center.
 - Library Board of Trustees Meeting cancelled for July.
 - Regular City Council meeting scheduled for July 3, 2018, has been cancelled.
- Committee Meetings:
 - Tree Advisory Board Meeting; June 11, 2018 at 6:00 p.m. at the Public Works Department
 - Library Board of Trustees Meeting; June 12, 2018 at 5:30 p.m. at the Leon Valley Public Library.
 - Park Commission Meeting; June 14, 2018 at 7:00 p.m. at Leon Valley Conference Center.
 - Pool Advisory Committee; June 18, 2018 at 7:00 p.m. at Leon Valley Conference Center.
 - Police Advisory Committee; June 20, 2018, at 6:30 p.m. at City Hall.
 - Zoning Commission Meeting; June 26, 2018, at 7:00 p.m. at City Hall.