



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: April 20, 2021
TO: Mayor Chris Riley and City Council Members
FROM: Crystal Caldera, Acting City Manager
SUBJECT: Pre-City Council Meeting Report

HUMAN RESOURCES

- Vacant Positions
 - (2) Public Works Crewman – We welcome John Bustamante. The other applicant is currently under background process.
 - (2) Firefighter/Paramedic – Currently, applicants are getting their physicals.
 - (2) Police Sgt. and detective – Leaving open.
 - (1) Finance Director – Leaving open.

COURT

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept. (Hours)	Municipal Court (Hours)	Library (Hours)	Outside The City (Hours)
9/27/2020 - 10/3/2020	20	22					22
10/3/2020-10/08/2020	207	8					8
10/8/2020-10/24/2020	77	31					31
10/25/2020-11/07/2020	224	77.5					77.5
11/08/2020-11/14/2020	325	25			5		20
11/22/2020-12/03/2020	8	32					32
12/6/2020-12/26/2020	143	71		6	54		11
12/27/2020-01/23/2021	92	8					18
1/24/2021-2/13/2021	70	26					26
2/14/2021-02/27/2021	20	25					25
02/28/2021-03/13/2021	160	132					132
03/14/2021-03/27/2021		96					96
03/28/2021-04/10/2021	104	119					119

Court Dates	# Of Defendants Scheduled	# of No Shows	# Of Cases Processed During Court
9/10/2020	98	58	40
9/17/2020	105	66	39
9/24/2020	112	69	43
10/1/2020	121	93	28
10/8/2020	118	81	37
10/15/2020	93	59	34
10/22/2020	84	44	40
10/29/2020	138	98	40
11/5/2020	89	64	25
11/12/2020	100	63	37
11/19/2020	84	54	30
12/3/2020	105	47	58
12/10/2020	104	48	56
12/17/2020	100	55	45
1/14/2021	97	64	33
1/21/2021	90	61	29
1/28/2021	70	43	27
2/4/2021	88	55	33
2/11/2021	68	46	22
2/18/2021	66	44	22
2/25/2021	64	42	22
3/4/2021	59	40	19
3/11/2021	82	53	29
3/18/2021	71	44	27
3/25/2021	75	49	26
4/1/2021	78	50	28
4/8/2021	75	49	26

Most Common Transaction

Date	UTILITY PAYMENTS	UTILITY NEW SERVICE	PERMITS COM DEV	COURT	RLC FINES	RLC LATE FEES	IMPOUND LOT FEES	TOWING FEES PAYABLE	MIS	Total
9/9/2020 - 9/29/2020	1125	10	1	285	52	6	13	13	304	1809
9/30/2020-10/13/2020	1581	14	0	200	40	11	8	8	206	2068
10/14/2020-10/26/2020	332	10	3	165	69	21	5	6	227	838
10/27/2020-11/09/2020	1460	10	1	163	59	14	7	7	241	1962
11/10/2020-11/24/2020	633	26	0	189	53	6	11	23	305	1246
11/25/2020-12/7/2020	1229	9	0	119	20	7	5	5	184	1578
12/08/2020-12/31/2020	1067	8	4	170	43	6	20	21	274	1613
01/01/2021-01/26/2021	2040	20	4	341	43	16	11	11	534	3020
01/27/21-02/08/2021	1365	10	76	125	27	7	10	11	148	1779
02/09/2021-02/28/2021	723	7	51	172	21	8	4	4	189	1179
03/01/2021-03/16/2021	1918	12	68	283	73	11	16	16	290	2687
03/17/2021-03/27/2021	760	11	37	326	91	30	14	12	316	1597
04/01/2021-04/12/2021	1292	6	23	178	78	22	19	29	222	1869

04/08/2021 City Ordinance Violations - Court Outcome

OFFENSE	LOCATION	OUTCOME
NO CERTIFICATE OF OCCUPANCY	SA AQUARIUM	PROS DISMISSED IN THE INTEREST OF JUSTICE
MAINTAINING HAZARDOUS CONDITIONS, NO CERTIFICATE OF OCCUPANCY	SA AQUARIUM	PROS DISMISSED IN THE INTEREST OF JUSTICE, COMPLIANCE NOT ACHIEVABLE.
VICIOUS DOG/CAT, DOG/CAT RUNNING AT LARGE	5622 EVERS RD	DEF DID NOT SHOW FOR COURT SETTING

Warrant Numbers (ZAMBRANO)

DESCRIPTION	NUMBER OF CASES	\$ PER WARRANT	AMOUNT PAID TO OFFICER	INITIAL AMOUNT COLLECTED	BALANCE STILL DUE CASES
SET FOR A COURT HEARING - NO MONEY	6	X \$50.00	\$300	\$0.0	\$1,722.50
DEFERRAL/ PAYMENT PAN	38	X \$50.00	\$1,900.00	\$989.80	\$13,281.15
TOOK IN CONSIDERATION (TIC) OR NON - CASH	5	X \$50.00	\$250.00	\$8,440.36	\$0.00
SOLVED	34	X \$50.00	\$1,700.00	\$0.0	\$0.00
TOTAL	83		\$4,150.00	\$9,430.16	\$15,003.65

Warrant Numbers (CASTRO)

DESCRIPTION	NUMBER OF CASES	\$ PER WARRANT	AMOUNT PAID TO OFFICER	INITIAL AMOUNT COLLECTED	BALANCE STILL DUE CASES
SET FOR A COURT HEARING - NO MONEY	18	X \$50.00	\$900	\$0.0	\$6,651.36
DEFERRAL/ PAYMENT PAN BY COURT NO MONEY	23	X \$50.00	\$1,150.00	\$800.00	\$7,604.97
TOOK IN CONSIDERATION (TIC) OR NON - CASH	3	X \$50.00	\$150.00	\$0.0	\$-
SOLVED	1	X \$50.00	\$50.00	\$339.90	
TOTAL	45		\$2250.0	\$1,139.90	14,256.33

Warrants Issued 03-17-21 – 03-30-21

Total # Warrants 48
 Total Amount Due \$ 16,876.53

New Citations 03-17-21 03-30-21

43 Filled to the court

PUBLIC WORKS

PROJECTS

Garren Construction continues this week with the remodel of the Community Center. The contractor will finish installing the new grease interceptor and kitchen equipment this week. The new projector and screen have been ordered.

Community Center Remodel

11/30/2020	12/7/2020	12/14/2020	2/22/2020	3/1/2021
Preconstruction	Remodel has begun	Kitchen equipment ordered	Flooring Installed	Painting complete

3/15/2021	4/20/2021	4/12/2021	4/26/2021
New Electrical Panel	Kitchen Install	AV Ordered	Final Walk through

The contractor for the Marshall Elevated Tank Rehabilitation Project

4/19/2021	7/18/2021	8/17/2021
Start Work	Substantial Completion	Final Completion

Seneca West Drainage Project

Engineering and design work continues on the Seneca West Drainage Project. The proposed alignment will be sent to the San Antonio River Authority (SARA) and the Corp of Engineers for their approval. The Texas Historical Commission has mandated that we obtain a Texas Antiquities Permit and perform archeological work in this area. The 95% plans, design, and engineering are expected at the end of May and we will submit the Conditional Letter of Map Revision (CLOMR) to the San Antonio River Authority (SARA) at that time.

The Year 4 Street Maintenance Project

5/10/2021	6/10/2021	07/2021
Advertise	Cose Advertisement	Present to Council for BID Award

(MPO) Reimbursement Grant

Staff has submitted an application for an Alamo Area Metropolitan Planning Organization (MPO) reimbursement grant for the construction of the second portion of the Huebner Greenway Trail, from Bandera Road to Evers Road.

4/1/2021	8/2021
Grant Due	Results Announced

Community Development Block Grant (CDBG)

The City was awarded a Community Development Block Grant (CDBG) in the amount of \$318,960 for the Settlers Ridge and Blacksmith Water and Sewer Main Replacement Project.

4/2021	5/10/2021	6/10/2021	7/2021
Complete design construction plans	BID Advertisement	BID Closes	Present to Council

Community Development Block Grant (CDBG)

Staff has applied for another CDBG reimbursement grant from the County to replace water and sewer mains on the remaining portion of Blacksmith Drive in the Old Mill subdivision. The award of the grant will be announced in August of this year. If selected, the project will start next January.

4/2021	8/2021	1/2022
Grant Due	Results Announced	If awarded projected start

City Hall Annex

10/12/2021	4/1/2021	4/20/2021	4/26/2021
Remodel Begins	Roof Installed	Painting & light Install	Install cabinets and kitchen Equip

5/2021	6/2021	7/2021
Remodel Complete	Budget adjustment for AV and furniture	Move In

OTHER

- Staff is preparing a Stormwater system workshop presentation for Council consideration.
- Crew has crack sealed Evers Road at the bus pads.
- The Crew will be constructing a basketball court at The Ridge at Leon Valley Park.
- Mowed Bandera Highway this week, then starting Mow Zone 1 (Evers, Poss, and Huebner).
- Painted the chair rails and portions of the interior of the Community Center.

MEETINGS

- The Church of Jesus Christ of Latter Day Saints men’s club will meet on Saturday, April 17th and Saturday, April 24th at the Silo Park and at the Old Mill Park to plant 100 trees. We sincerely appreciate their help!
- Assistant Director is attending monthly Technical Advisory Committee meetings for the Alamo Area Metropolitan Planning Organization, and attended Regional Water Resource Development Group (RWRDG) meeting.
- Staff is attending workshops on the Bandera Road redevelopment concepts.
- The Earthwise Living Day Committee received a Proclamation to declare the month of March as Earthwise Living Month. Various activities were posted on our website and social media, and a tree give away was held on Saturday, March 27th, from 9 am to noon at the Community/Conference Center grounds, with 200 trees having been “rehomed”. Ms. Elaine Valdez was the winner of the free fruit tree giveaway. The NISD recycled art contest is now over and the Earthwise Living Committee will meet on Wednesday April 21st to judge and awarded prizes.

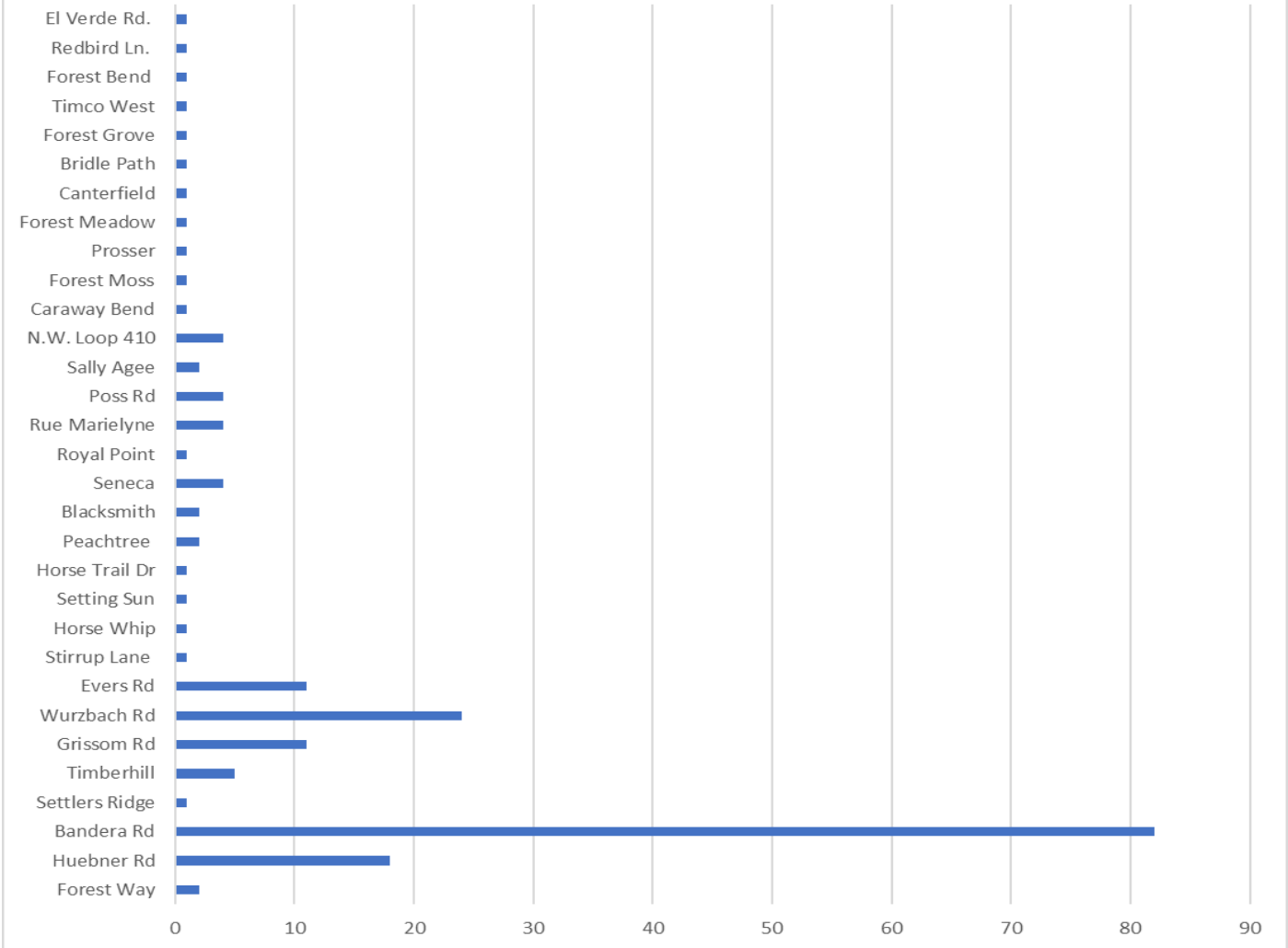
POLICE DEPARTMENT

The following data represents from 9/11/2020 – 4/11/2021

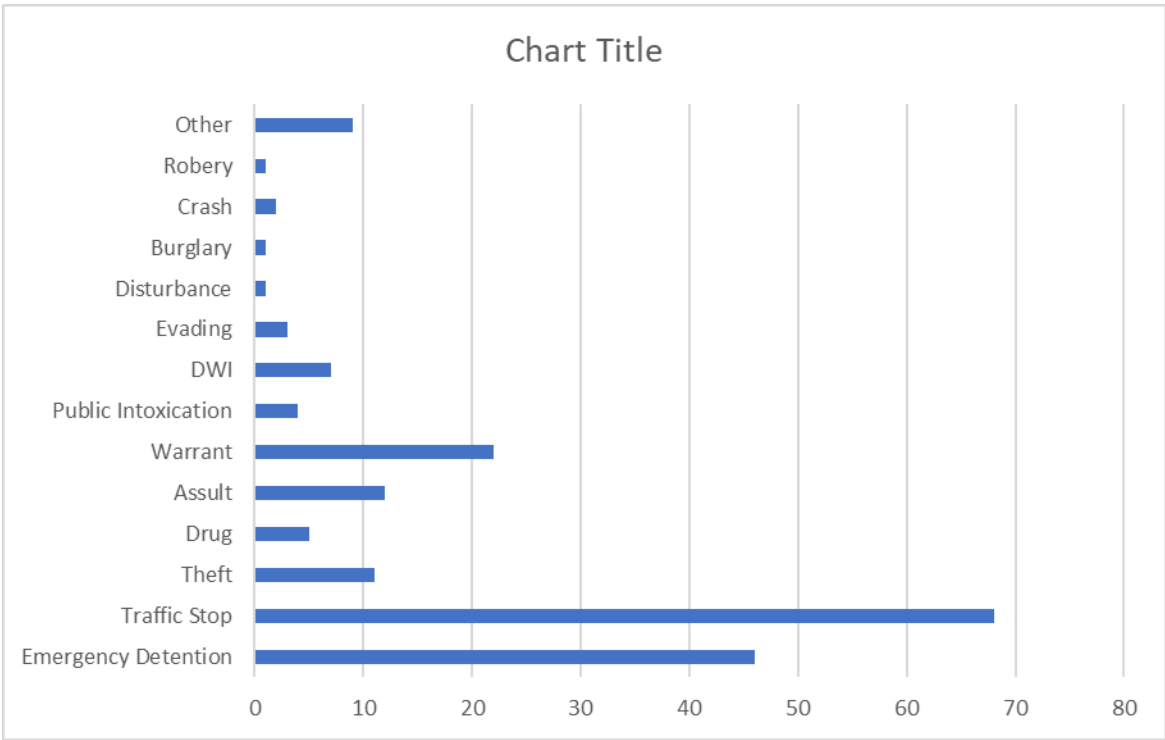
ARREST

Street Names	Frequency Arrest		Street Names	Frequency Arrest
Forest Way	2		Royal Point	1
Huebner Rd	18		Rue Marielyne	4
Bandera Rd	82		Poss Rd	4
Settlers Ridge	1		Sally Agee	2
Timberhill	5		N.W. Loop 410	4
Grissom Rd	11		Caraway Bend	1
Wurzbach Rd	24		Forest Moss	1
Evers Rd	11		Prosser	1
Stirrup Lane	1		Forest Meadow	1
Horse Whip	1		Canterfield	1
Setting Sun	1		Bridle Path	1
Horse Trail Dr	1		Forest Grove	1
Peachtree	2		Timco West	1
Blacksmith	2		Forest Bend	1
Seneca	4		Redbird Ln.	1
			El Verde Rd.	1

Frequency of Arrest by Street

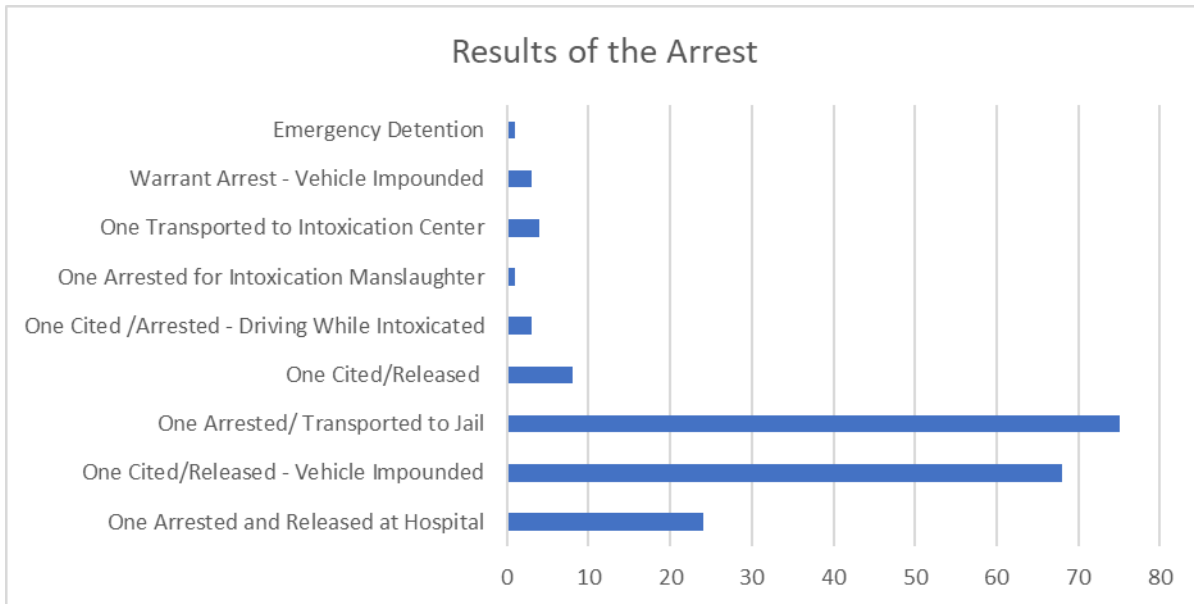


Type of Offense	Frequency Offenses
Emergency Detention	46
Traffic Stop	68
Theft	11
Drug	5
Assult	12
Warrant	22
Public Intoxication	4
DWI	7
Evading	3
Disturbance	1
Burglary	1
Crash	2
Robbery	1
Other	9



Results of the Arrest

Offense	Frequency Offense
One Arrested and Released at Hospital	24
One Cited/Released - Vehicle Impounded	68
One Arrested/ Transported to Jail	75
One Cited/Released	8
One Cited /Arrested - Driving While Intoxicated	3
One Arrested for Intoxication Manslaughter	1
One Transported to Intoxication Center	4
Warrant Arrest - Vehicle Impounded	3
Emergency Detention	1



SIGNIFICANT CALLS

Street Names	Frequency Sig Calls	Street Names	Frequency Sig Calls	Street Names	Frequency Sig Calls
Bandera Rd	1456	Sunlight	8	Forest Cove	3
Evers Rd	392	Caraway Bend	7	Forest Knoll	3
Wurzbach Rd	255	Cammie Way	7	Hodges	3
Grissom	238	Forest Shadow	7	Joan Groana	3
Huebner Rd	140	Linkside	7	Lobo Lane	3
Poss Rd	73	Mike Nesmith	7	Mill Wheel	3
N.W. Loop 410	56	Trotter Lane	7	Sun Dial	3
Forest Way	53	Belmont Pl	6	Timberleaf	3
Timberhill	49	Forest Brook	6	Twin Spur	3
Rue Marielyne	48	High Stepper	6	Yellow Rose	3
El Verde Rd.	47	Link Meadow	5	Horse Whip	2
Forest Meadow	35	Brisa Estate	5	Redbird Ln.	2
Sally Agee	22	Cilantro Pl	5	Link Haven	2
Blacksmith	19	Deer lane	5	Bluebird Ln	2
Charles Field	19	Ellerby Point	5	Britannia Ct	2
Grist Mill	19	Evening Sun	5	Criss Cross	2
Rue Liliane	17	Forest Mill	5	Forest Circle	2
Savory Glen	17	Forest Pine	5	Forest Mont	2
Forest Bend	16	Hoofs Lane	5	Forest Park	2
Eckhert Rd	16	Mary Jamison	5	Link Wood	2
Stirrup Lane	15	Saffron Way	5	Linkway	2
Canterfield	14	Strawflower	5	Pecan Acres	2
Forest Crest	14	Walking Gait	5	Redbird	2

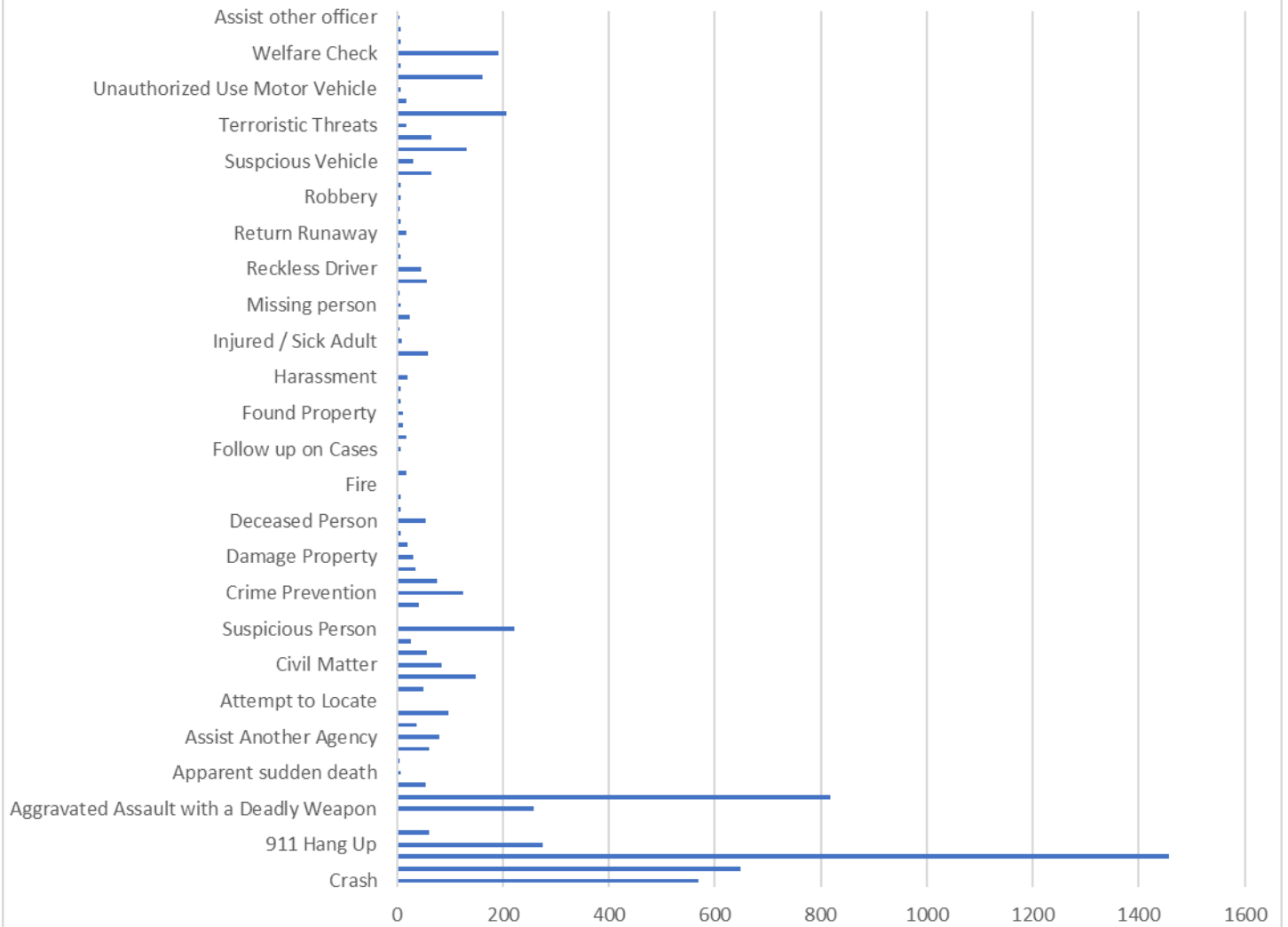
N.W. Industrial	14	Whithers Lane	5	Rue Francois	2
Peachtree	13	Forest Moss	4	Shadow Mist	2
Forest Grove	13	Clover Bend	4	Strawberry Park	2
Timco West	13	Blackberry	4	Sun Hollow	2
Sawyer Rd	13	Corn Planter	4	Sunview	2
Forest Ridge	12	Crown Piece	4	Von Rusk	2
Link Lea	12	Daughtry	4	Royal Point	1
Bridle Path	11	Forest Deli	4	Adair	1
Gumtree	11	Forest Rim	4	Althea	1
Largsong	11	Forest Timber	4	Checkrein	1
Rue Sophie	11	Grass Valley	4	Chenal Pt	1
Settlers Ridge	10	Linkcrest	4	Cinnamon Creek	1
Balky	10	Locker Lane	4	Contess Adair	1
Handsome Lake	10	Millstream	4	Edinborough	1
Linkwood	10	Parsley Hill	4	Ernie Covack	1
Pacer Tr	10	Pepper Wood	4	Exchange Pkwy	1
Trone Trail	10	Red Jacket	4	Fontana Point	1
Weathered Post	10	Sulky	4	Forest Rose	1
Cherryleaf	9	Tea Leaf	4	Forest View	1
Poppy Seed Run	9	Trace Buckle	4	Glenridge	1
Seneca	8	Wagon Spoke	4	Halter Ln	1
Autumn Chase	8	Water Cress	4	Hurley Dr	1
Forest Haven	8	Setting Sun	3	Kinman Dr	1
Grass Hill	8	Horse Trail Dr	3	Longhouse Court	1
Linkview	8	Cades Cove	3	Mill Stream	1
Nut Meg Trail	8	Conestoga	3	Rimkus	1
Reindeer Trail	8	Chaparral	3	Robin Dr	1
Stebbins	8	Desert Sun	3	Royal Sun	1
Sunlight	8	Echo Hill	3	Stable Dr	1
Caraway Bend	7	Forest Court	3	Sun Creek	1
Cammie Way	7	Forelock	3		

Significant Call Type

Call Type	Frequency Call Types	Call Type	Frequency Call Types
Crash	568	Follow up on Cases	8
Disturbance	648	Forgery	17
911 Check	1457	Found Child	11
911 Hang Up	275	Found Property	12
Abandoned Vehicle	60	Fraud	7
Aggravated Assault	1	Graffiti	6
Aggravated Assault with a	257	Harassment	19

Deadly Weapon			
Alarm	817		Hit and Run
Animal call	55		Information
Apparent sudden death	7		Injured / Sick Adult
Apparent Suicide	4		Lewd Conduct
Assault	61		Lost Property
Assist Another Agency	79		Missing person
Assist EMS	36		Parking Violation
Assist Public	98		Patrol By
Attempt to Locate	3		Reckless Driver
Birthday Parade	49		Recovered Stolen Vehicle
Burglary	148		Repossessed Vehicle
Civil Matter	84		Return Runaway
Child Abuse	57		Road Hazard
Community Policing	27		Road Rage
Suspicious Person	222		Robbery
Emergency Detention	1		Runaway
Credit Card Abuse	41		Sexual Assault
Crime Prevention	126		Suspicious Vehicle
Criminal Mischief	75		Suspicious Vehicle
Criminal Trespass	35		Taffic Hazard
Damage Property	30		Terroristic Threats
Dead Deer	19		Theft
Deadly Conduct	7		Traffic Complaint
Deceased Person	54		Unauthorized Use Motor Vehicle
Evading Arrest /Vehicle	8		VCO
False Report to Police	6		Violation of Protective Order
Fire	1		Welfare Check
Fireworks	18		Special assignment
Fleet Service	3		Assist Suicide Threats
Follow up on Cases	8		Assist other officer

Frequency of the Types of Calls



Traffic Unit															
Total	9/11/2020	10/2/2020	10/16/2020	10/30/2020	11/13/2020	11/25/2020	12/12/2020	1/8/2021	1/29/2021	2/11/2021	3/5/2021	3/19/2021	4/6/2021	4/14/2021	
Moving Violations	9	175		61	54	64	48	26	38	25	31	27	24	8	
Non-Moving Violation	19	1		0	0	0	0	0	0	0	0	0	2	0	
Warning	11	52		1	25	41	51	11	19	19	14	12	5	3	
VCO	14	0		0	0	0	0	0	0	0	0	0	0	0	
Vehicles Impounded	29	1		5	3	5	4	4	2	0	0	0	1	0	
			na												
Impound Lot	Total	9/11/2020	10/2/2020	10/16/2020	10/30/2020	11/13/2020	11/25/2020	12/12/2020	1/8/2021	1/29/2021	2/11/2021	3/5/2021	3/19/2021	4/6/2021	4/14/2021
Moving Violations	20	15													
Non-Moving Violation	16	9													
Warning	1	5													
VCO	1	1													
Vehicles Impounded	1	0													
Vehicle Towed			12	11	7	16	13	25	12	9	10	10	13	14	
Traffic			4	5	6	11	6	17	9	6	9	7	8	8	
Arrest			6	5	0	2	5	5	1	3	0	1	4	2	
VCO			0	0	0	2	1	0	1	0	0	1	0	0	
Other			2	1	1	1	1	3	1	0	1	1	0	4	
Towed for Evidence												0	0	0	

- Hit and Run accident
- Mail Theft

Additional CID Activity

- Seventeen (17) lobby window service calls
- Seventeen (17) videos for DA’s Office
- Impound lot auction
- Background investigations
- Unfounded Sexual Assault, SAPD assumed jurisdiction

Police Reports

TOTALS				
	Reports Emailed	Commercial Account	Involved Party Account	Revenue
LVPD	0	19	0	\$ 102.00
Total Lexis Nexis	49	41	15	\$ 291.40
Combined	41	58	8	\$ 393.40
LEON VALLEY PD				
	Emailed	Commercial Account	Involved Party Account	Revenue
3/31/2021	0	1	0	\$ 6.00
4/1/2021	0	2	0	\$ 6.00
4/2/2021	0	0	0	\$ -
4/3/2021	0	0	0	\$ -
4/4/2021	0	0	0	\$ -
4/5/2021	0	5	0	\$ 30.00
4/6/2021	0	0	0	\$ -
4/7/2021	0	0	0	\$ -
4/8/2021	0	0	0	\$ -
4/9/2021	0	1	0	\$ -
4/10/2021	0	0	0	\$ -
4/11/2021	0	0	0	\$ -
4/12/2021	0	10	0	\$ 60.00
4/13/2021	0	0	0	\$ -
Total	0	19	0	\$ 102.00
LEXIS NEXIS				
Date	Reports Sold	Commercial Account	Involved Party Account	Revenue
3/31/2021	5	4	2	\$ 24.00
4/1/2021	7	7	3	\$ 45.40
4/2/2021	1	1	0	\$ 6.00
4/3/2021	1	0	2	\$ 6.00
4/4/2021	0	0	0	\$ -

4/5/2021	2	1	1	\$	12.00
4/6/2021	2	0	2	\$	12.00
4/7/2021	3	2	1	\$	18.00
4/8/2021	0	0	1	\$	-
4/9/2021	0	0	0	\$	-
4/10/2021	0	0	0	\$	-
4/11/2021	10	8	2	\$	60.00
4/12/2021	9	8	1	\$	54.00
4/13/2021	9	10	0	\$	54.00
TOTAL	49	41	15	\$	291.40

FIRE DEPARTMENT

- The Fire Department will be sent 4 personnel to Blue Card communication training this week. This training is crucial to improve communication and management of emergency scenes for fire personnel.
- The Fire Department participated in an Aerial Rescue Operations class with the San Antonio Arborist Association. We gave a demonstration of our apparatus during an aerial rescue demonstration along with first aid awareness for arborist.
- All fire apparatus will have their pump, aerial, and ladder testing completed this week by a third-party company to meet NFPA and TCFP standards.

Fire Department							
	9/11/2020	10/2/2020	10/16/2020	10/30/2020	11/13/2020	11/25/2020	12/12/2020
Overall Responses							
Total Fire Dept Call for Service	77	216	86	78	96	79	10
Average Response Time	4:52	4:19	4:57	5:12	5:01	4:39	5:09
Fire Services							
Fire and Non EMS Calls For Service to the Community	18	41	26	26	26	24	31
FERP (Flood Emergency Response Plan) Activation	2	0	0	0	0	0	0
EMS							
Emergency Medical Service Call for Service to the Communit	61	175	60	52	70	55	69
COVID EMS Calls for Service	3	9	4	6	5	3	8
Motor Vehicle Accident Calls for Service	6	12	5	5	1	5	7
Fire Marshal Services							
Local Business Fire Inspections	20	46	24	18	21	16	24
Plan Review	10	19	14	13	10	21	19
Enforcement Citations	1	3	3	1	0	0	0
Mutual Aid							
Mutual Aid Requested by the Fire Department	0	4	0	1	3	1	2
Mutual Aid Requested from the Fire Department	5	5	3	3	6	4	6

Fire Department								
	1/8/2021	1/29/2021	2/11/2021	3/5/2021	3/19/2021	4/6/2021	4/14/2021	Total /Avg
Overall Responses								
Total Fire Dept Call for Service	134	138	77	140	100	69	89	1389
Average Response Time	5:11	5:02	4:33	5:25	5:19	5:37	5:25	5:02
Fire Services								
Fire and Non EMS Calls For Service to the Community	40	40	16	83	30	30	23	454
FERP (Flood Emergency Response Plan) Activation	0	0	0	0	0	0	0	2
EMS								
Emergency Medical Service Call for Service to the Commur	94	119	61	57	70	53	59	1055
COVID EMS Calls for Service	14	20	18	12	9	9	6	126
Motor Vehicle Accident Calls for Service	12	8	2	4	3	3	9	82
Fire Marshal Services								
Local Business Fire Inspections	18	24	21	14	28	32	20	326
Plan Review	14	18	5	7	11	9	4	174
Enforcement Citations	0	0	0	0	0	1	0	9
Mutual Aid								
Mutual Aid Requested by the Fire Department	0	3	2	0	0	1	0	17
Mutual Aid Requested from the Fire Department	10	3	1	9	3	1	4	63

COMMUNITY DEVELOPMENT DEPARTMENT

- 2018 Comprehensive Plan Update:
 - Staff and the Zoning Commission developed a Request for Proposals (RFP) for qualified firms to provide assistance to the City in developing necessary updates to the Plan. The City released the RFP for solicitation on January 10, 2020. The deadline for submittals was February 14, 2020. Staff received submittals from three respondents.
 - The Planning and Zoning Commission conducted interviews for two of the Planning firms that responded to the RFP at a Special Meeting held on September 3, 2020. At their November 24, 2020 meeting, the Commission formally made a recommendation to the Council on the selection. Due to budgetary concerns, the City Council will be discussing the Comprehensive Plan Update at the April 20, 2021 meeting.
- Planning & Zoning Commission
 - The Planning and Zoning Commission held a Regular Meeting on Tuesday, April 13, 2021. The following requests were discussed:
 - ZC-2019-01 - A Zone Change from B-2, Retail District with Sustainability Overlay District to B-2, with No Overlay District at 6617 Evers Road. **Approved**
 - ZC-2021-05 – (Discussion only) A Zone Change from B-2, with SO Overlay to PD, Planned Development District Zoning for a multi-family development at 7228 Bandera Road. **No action**
 - The next *Regular* Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, April 27, 2021. The following requests are tentatively scheduled to be discussed:
 - SUP-2021-02 – A Specific Use Permit for a Mobile Food Unit (Food Truck) at 5902 Bandera Road.
- Board of Adjustment
 - The Board of Adjustment does not have any tentative meetings scheduled.
- Plats
 - The staff has not received any new final plat or replat requests.
- City Council
 - The Planning and Zoning Department has the following zoning related matters scheduled for the April 20, 2021 City Council Meeting:

- Potential Code Amendments regarding the regulation of Mobile Food Vendors, Short-Term Rentals, Permanent Makeup, Restaurants in the B-1 District, and Gyms/Physical Fitness Facilities in the B-2 District. (2nd Reading)
- Permitting and Records
 - Received 89 Building Permit Applications (including trade permits)
 - Issued 20 Building Permits (including trade permits)
 - Issued 6 New Certificates of Occupancy
 - Building Air Services HVAC, LLC – 7364 Reindeer Trail
 - San Antonio Mobile Tire/Shark Recovery – 7334 Reindeer Trail
 - Otaku Café – 7022 Bandera Rd
 - CJC Life Church (Additional Building) – 6401 Bandera Rd
 - THD Partners, LLC – 5405 Bandera Rd. Suite 131
 - Family Dentistry of San Antonio – 7074 Bandera Road

BUSINESS RELATIONS - ECONOMIC DEVELOPMENT

- Continued working on grant proposal for FEMA/TDEM funds available for winter weather storm 4586DR-TX – Ongoing project
- Presented an Economic Development presentation to the NW San Antonio Chamber of Commerce
- Composing list of schedules; A, C, D, and E FEMA expenses/loses resulting from winter weather event 4586DR-TX
- Participated in AACOG Webinar – Planning and Zoning Workshop
- Participated in weekly TDEM webinar update
- Attended Webinar – Smart Sensors for data-driven insights into small businesses
- Attended NW SA Chamber networking breakfast via videoconference
- Attended AACOG Comprehensive Economic Development Strategy
- Assisted with transition of Business Code Compliance Officer to Police Department.
- Continued Small Business Mask distribution
- Disseminated information, programs, and opportunities to businesses, staff, and EDCD Committee members

Vacancy Rate - 03/17/2021	11.58 %
Active ON IT cases	36
Closed ON IT cases - 2021	85
Business Visit (ED function)	Placed on hold to manage FEMA request

Business	Address	Request	Notes
SizeUp LBI		Local business intelligence tools (market research) platform hosted on City of LV website to support small business community	Link to briefly explain: https://vimeo.com/182473302
Sunset Plaza	5700 Wurzbach	Asphalt resurfacing and large planters near roadway	Property owner resurfaced parking lot 3/2021, which repaired a parking lot that was in disrepair. EDCD funds are not typically used for routine maintenance/repair. Planters are a great project. Staff suggested large concrete planters versus wood. Planters shall be constructed of materials that exceeds 5-years. Additional information requested from property

			owner, but he has not responded.
Sari-Sari	5700 Wurzbach	Outdoor seating area	Business owner is opening an outdoor seating area. Business is requesting assistance with <u>all</u> items. Staff recommends cost sharing on the items with a life longer than 5-years. This would remove grass, mulch, etc.
Fajita Express	7247 Bandra	Monument Sign	Business is doing well and consistently easy to work with. Business has been open one-year and struggled to afford a new sign amidst COVID. Owner paid for a sign company to install a monument sign and the non-local sign company “ran off” with his money. This is his second attempt and the sign looks great. Owner has also repaired and updated other signs on the property and not seeking assistance with those signs.
Rely Signs	6790 Bandera	Channel Letter – Wall Sign	Business moved from Seneca Plaza. Staff proposed assistance to update the current pole sign to monument style signs, which is aligned with the sign ordinance. Business owner adamantly refused to change pole sign, even with assistance. Business owner installed wall sign and requested reimbursement, after the project was complete. Usually, project proposals are the first action. Since the business owner operates a sign company, additional quotes would be necessary. Business has had issues with code compliance, but currently has no violations
Local Intel		Online economic development tools added to city website to promote LV advantages, assist local businesses, and monitor trends.	Link to briefly tell you more... https://youtu.be/Kok319blp9l
I Love Churros	7007 Bandera #14	Business expansion to include additional suite. 2-month rent (with 3–5 year lease) and potential cost sharing of remodel or sign assistance	Business open < 6 months and doing well. Business has brought new life to Clear Creek Shopping Center. Working to expand business to the vacant suite on the south side of their business, which will be one large suite. The new business model will include the sale of tortas.
Pixel Arcade	Previously: Lebmans Corral		This business closed during COVID. The owner has expressed interest in reopening his business and staff is currently assisting the owner with locating available properties in Leon Valley.
Small Business Appreciation Week			Token of appreciation bag to include: Information magnet, pen, box of disposable mask, and can cooler.
CHMRUMA Economic Development reports (3)			Reports are attached. -Economic Overview -Industry Spotlight -Occupation Report
Requested to remain	Evers Road		Local HOA representative reached out to staff, inquiring about cost sharing to replace and

anonymous			upgrade fence along Evers Road. The project is will be more than a year out because it would require the neighborhood to vote, implement, and collect a special assessment fee to cover their portion of the fence.
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CITY SECRETARY

- Prepared, posted and drafted City Council agendas.
- Completed the backlog of City Council Minutes which were all approved by City Council on April 6, 2020 and posted to the website.
- Posted Boards, Committees and Commission Notices.
- Prepared and submitted ENews Articles related to the May 01, 2021 General Election; an article announcing the New Citizenstobeheard@leonvalleytexas.gov address for citizens to submit comments to City Council; and an article regarding board/committee/commission vacancies left to be filled on the Citizens Police Advisory Committee.
- Worked with Granicus to get the approved Written Citizen Comments added to the adopted City Council minutes as directed by City Council. This took a few calls to Granicus and what we found was that the system does not allow this but through some manipulation, we were able to accomplish the task. Some Written Citizens Comments are still pending the Mayor's approval but will be added once received.
- Participated in two Zoom meetings with Municode to preview their services for codification, minutes and agendas, Munidocs, MuniPro, Ordinance Bank, and Self-Publishing. More information to come to City Council on this in the very near future.
- Began a thorough review of the offsite records inventory list. This includes pulling boxes from Safesite Records Storage to confirm contents and compare documented retention period with adopted retention period; adding department names to the list for boxes stored without that information; and for adding content detail to those listed without.
- Working with board/committee/commission liaisons as the "Liaison to the Liaisons" to improve minutes as well as getting their minutes and agendas together for archival purposes. Will begin a rotation of sitting in on meetings to see how they are being conducted to see if they need further training or any guidance.
- Updated the Board/Committee/Commission Roster
- Notified all newly appointed to boards/committee/commission as well as their peers, Council, and staff. These newly appointed volunteers were also notified of their required training as well as opportunities to obtain that training.
- Made final preparations for the May 1, 2021 General Election which included notifying necessary staff of what is needed at the Conference Center, notifying in ENews and Social Media as well as bulletin boards of the Early Voting dates and times.
- In the process of setting a date for our first of many quarterly training events. This quarterly training will be open to any staff, City Council member, board/committee/commission or citizen that wishes to attend. We will offer the Attorney General's Texas Open Meetings Training, The Attorney General's Public Information Act Training, Records Management, etc.
- Now that City Council minutes are caught up, the City Secretary is also able to focus more on the proposed Contract Management Plan. The Contract Inventory itself was completed in April of 2020. An update on this plan will be provided in two weeks.
- Fire Star which is the company that conducted the recent five-year inspection of the sprinkler system at City Hall, did not have the freon to recharge the system at the time. Apparently this is on backorder due to the snow storm we recently had. I followed up on this and the freon is still not available but they will complete this as soon as possible

OPEN RECORDS REQUEST COORDINATOR

Date Received	Date Released	Requester Name	Organization	Description of Request	Redaction	City Attorney Legal Review	Attorney General Legal Review	Staff Initials	Sent to	Division	Released Method/Notes	Fees
3/31/2021	4/1/2021	Kira Messenger	Texas Army National Guard	Police Record Check for Cesar Jose De los Santos	Y	N	N	AF	FAVI, CHRISTINA M & KASEY	PD & MUNICIPAL COURT	Emailed 4-1-2021	0
3/31/2021	3/31/2021	Mahayla Segura	-	EMS Records: [REDACTED]	N	N	N	MM	MARIBEL M. PREPARED RECORDS FOR RELEASE	FD	ORR Completed	0
4/1/2021	4/5/2021	Suma Sureshchandra	Building Hunter Research Team	Building Permits Issued from March 1, 2021 through March 31, 2021	N	N	N	AF	CHRISTINA AND BRANDON	P&Z	Emailed 4-5-2021	0
4/1/2021	4/1/2021	Veronica Tyler	Roscoe Property Management	Tiger Sanitation Contract	N	N	N	AF	SELF PREPARED	SELF PREPARED	Emailed 4-1-2021	0
4/1/2021	4/8/2021	Kaylee McAllister	-	Zoning Information on Timberhill Commons Apartments	N	N	N	AF	CHRISTINA, BRANDON, WILLIAM, RICK, JUSTIN, ERIC & MIKE	P&Z, CODE AND FIRE	Emailed 4-8-2021	0
4/2/2021	4/5/2021	Heidi Choate	Construction Monitor	Commercial & Residential Building Permits for March 2021	N	N	N	AF	CHRISTINA AND BRANDON	P&Z	Emailed 4-5-2021	0
4/2/2021	4/5/2021	Dave Taylor/Robin Davis	HBW Inc	Building permits issued in the month of March 2021	N	N	N	AF	CHRISTINA AND BRANDON	P&Z	Emailed 4-5-2021	0
4/5/2021	4/8/2021	Antonia "Tonia" Johnson	LexisNexis Risk Solutions	Traffic data 03-01-2021 to 03-31-2021	N	N	N	AF	FAVI	MUNICIPAL COURT	Emailed 4-8-2021	0
4/5/2021	4/12/2021	Shannon Armel	Key Zoning Assessments, LLC	Open building, zoning, and fire code violations and copies of Certificates of Occupancy, site plans, and any variances/special use permits on file for the Walgreens located at 6635 Bandera Road.	N	N	N	AF	CHRISTINA, BRANDON, WILLIAM, RICK, JUSTIN, ERIC & MIKE	P&Z, CODE AND FIRE	Emailed 4-12-2021	0
4/6/2021	4/13/2021	Brendan Fitzpatrick	New York Law School	Information on the number of cases of driving with a suspended license that the Court system has adjudicated every year since 2016.	N	N	N	AF	FAVI	MUNICIPAL COURT	Emailed 4-13-2021	0
4/7/2021	4/7/2021	Margaret Ulrich	Chester's Hamburger Co., Ltd.	City Owned and Leased Billboards	N	N	N	AF	CRYSTAL	HR/ICM	No Records; Em	0
4/8/2021	4/12/2021	Yesica Antu-Sanchez	Bexar Appraisal District	Building permits from February 1, 2021 – March 31, 2021	N	N	N	AF	CHRISTINA & BRANDON	P&Z	Emailed 4-12-2021	0

LIBRARY

March Statistics

Members

- New Accounts: 3
- Renewed Accounts: 31
- Amount Saved: \$9,737.28

Circulation: 862

Computer Appointments (starting 3.16.21): 54

New Service:

- The library now offers mobile printing. You can print from your own device (laptop, phone, tablet, etc.) and even send us the items to be printed before you leave home!

Upcoming Programs:

- **Adventurer's Club** preschool storytime: Wednesdays at 10:30 am. Virtual. Upcoming Dates: April 14th, 21st, & 28th.
- **Online Storytime** toddler storytime: Thursdays at 10:30 am. Virtual. Upcoming Dates: April 15th, 22nd, & 29th.
- Storytime **Take & Make Crafts**: Wednesdays & Thursdays after storytime at 11:30 am. Usually follows the storytime theme. Curbside. Upcoming Dates: April 14th, 15th, 21st, 22nd, 28th, & 29th.
- **School Age Craft** (designed for 1st – 5th graders) Tuesdays at 4:30 pm. Curbside. Upcoming Dates: April 20th, & 27th.
- **Crafternoon**: 1st Saturday of the month at 11:30 am. Curbside. Upcoming Dates: May 1st.
- **LEGO Club**: 2nd Saturday of the month at 11:30 am. Virtual. Upcoming Dates: May 8th. Theme: Maker's Choice.
- **Teen & Adult Craft**: 3rd Saturday of the month at 11:30 am. Curbside. Upcoming Dates: April 17th.
- **Community Tea**: 4th Friday of the month at 3:00 pm. Virtual. Upcoming Dates: April 23rd.
- **Book Club**: 4th Saturday of the month at 11:30 am. Virtual. Upcoming Dates: April 24th. We will be choosing our first book!
- **Guest Storytimes**: Every Wednesday & Thursday in May at 10:30 am.

UPCOMING EVENTS:

- The next City Council Meeting is scheduled for Tuesday, May 4, 2021, at 6:00 pm in Council Chambers.
- Saturday, April 24, 2021, at 8:00 AM, Audie L. Murphy Memorial Parkway Clean-up on Evers road – Sponsored by American Legion Post 336 Leon Valley, meeting place is the Leon Valley Public Library.
- We will hold a tree planting event next Saturday, April 24th at Old Mill Park, 9 am to Noon, 6501 Huebner Road, with the Church of Jesus Christ of Latter Day Saints Men's Club. They hope to plant 50 trees!
- Monday, April 19 – Tuesday, April 27, 2021, Early Voting for the General Election, (Leon Valley site – Conference Center).
- Friday, April 30, 2021, beginning at dusk, Movies in the Park featuring Disney's Onward, at Raymond Rimkus Park.
- Saturday, May 01, 2021, from 7:00 AM – 7:00 PM, General Election, (Leon Valley site – Conference Center).