

# City Manager's Report

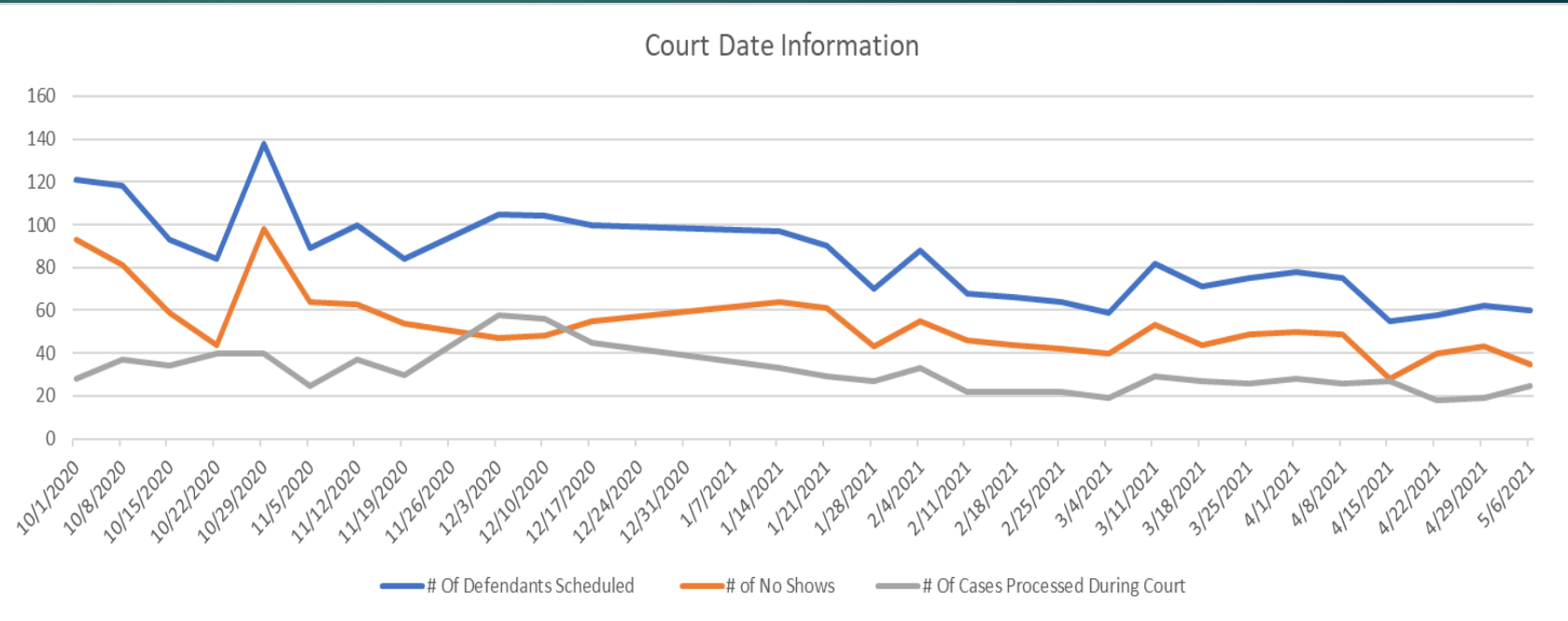
CRYSTAL CALDERA, MPA, PHD

05/18/2021



# COURT

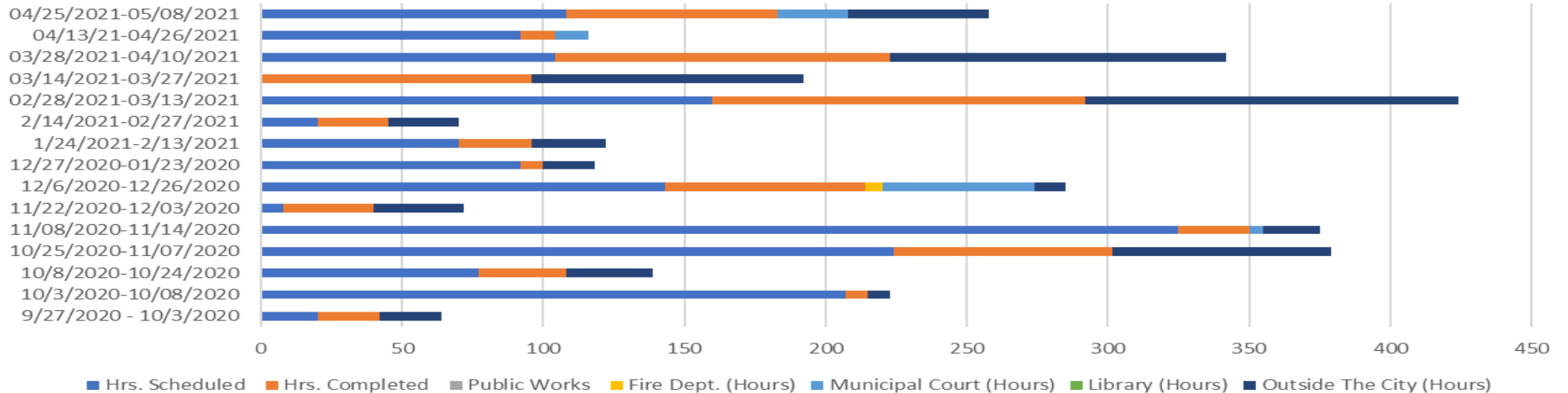
Court Dates	# Of Defendants Scheduled	# of No Shows	# Of Cases Procesed During Court
10/1/2020	121	93	28
10/8/2020	118	81	37
10/15/2020	93	59	34
10/22/2020	84	44	40
10/29/2020	138	98	40
11/5/2020	89	64	25
11/12/2020	100	63	37
11/19/2020	84	54	30
12/3/2020	105	47	58
12/10/2020	104	48	56
12/17/2020	100	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
4/15/2021	55	28	27
4/22/2021	58	40	18
4/29/2021	62	43	19
5/6/2021	60	35	25



# COURT

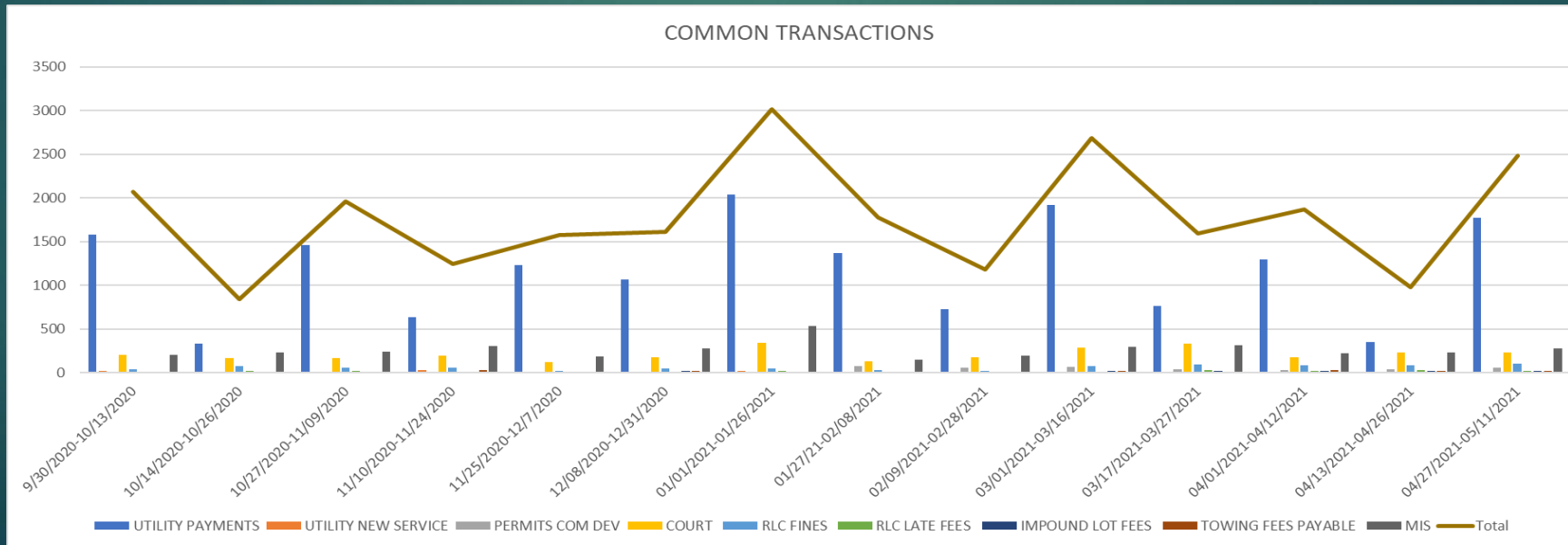
Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept. (Hours)	Municipal Court (Hours)	Library (Hours)	Outside The City (Hours)
9/27/2020 - 10/3/2020	20	22					22
10/3/2020-10/08/2020	207	8					8
10/8/2020-10/24/2020	77	31					31
10/25/2020-11/07/2020	224	77.5					77.5
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
12/27/2020-01/23/2020	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
04/13/21-04/26/2021	92	12			12		
04/25/2021-05/08/2021	108	75			25		50

Community Service Hours



# COURT

Date	UTILITY PAYMENTS	UTILITY NEW SERVICE	PERMITS COM DEV	COURT	RLC FINES	RLC LATE FEES	IMPOUND LOT FEES	TOWING FEES PAYABLE	MIS	Total
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
04/13/2021-04/26/2021	344	8	32	226	85	23	18	18	226	980
04/27/2021-05/11/2021	1771	13	51	230	97	19	15	16	272	2484



# COURT

## Zambrano – Warrant Report

DESCRIPTION	NUMBER OF CASES	\$ PER WARRANT	AMOUNT PAID TO OFFICER	INITIAL AMOUNT COLLECTED	BALANCE STILL DUE CASES
SET FOR A COURT HEARING - NO MONEY	7	X \$50.00	\$350.00	\$-	\$3,359.63
DEFERRAL/ PAYMENT PAN BY COURT NO MONEY	15	X \$50.00	\$750.00	\$812.60	\$4,113.23
TOOK IN CONSIDERATION (TIC) OR NON - CASH	1	X \$50.00	\$50.00	\$ -	
SOLVED	2	X \$50.00	\$100.00	\$677.40	
<b>TOTAL</b>	<b>25</b>		<b>\$1,250.00</b>	<b>\$1,490.00</b>	<b>\$7,472.86</b>

# COURT

## Castro – Warrant Report

DESCRIPTION	NUMBER OF CASES	\$ PER WARRANT	AMOUNT PAID TO OFFICER	INITIAL AMOUNT COLLECTED	BALANCE STILL DUE CASES
SET FOR A COURT HEARING - NO MONEY	25	X \$50.00	\$1,250.00	\$ -	\$9,990.14
DEFERRAL/ PAYMENT PAN BY COURT NO MONEY	18	X \$50.00	\$900	\$1,022.07	\$5,239.74
TOOK IN CONSIDERATION (TIC) OR NON - CASH	9	X \$50.00	\$450.00	\$	\$ -
SOLVED	17	X \$50.00	\$850.00	\$4,839.45	\$ -
<b>TOTAL</b>	<b>69</b>		<b>3,450.00</b>	<b>5,861.52</b>	<b>15,229.88</b>

### Warrants Issued

- Total # Warrants 105
- Total Amount Due \$38,432.09

### New Citations

- Filled to the court 120

# PUBLIC WORKS



## Community Center Remodel

Garren Construction has substantially completed the renovation of the Community Center. The remaining items include restoring the grounds and sidewalk where the grease interceptor was installed, which will be delayed due to rain. The City will have Medina Valley Fire & Security connect the kitchen ansul system to the fire alarm system, then test the system and perform annual maintenance. The City will also have ADA push buttons installed on the restroom doors and grab bars in some of the stalls, as per a request from the Northwest Senior Club President.

11/30/2020	12/7/2020	12/14/2020	2/22/2020	3/1/2021
Preconstruction	Remodel begun	Kitchen equipment ordered	Flooring Installed	Painting complete
3/15/2021	4/20/2021	4/12/2021	5/7/21	5/17/21
New Electrical Panels	Kitchen Install	AV Ordered/Installed	Final Walk through	Fire alarm system connected, system maintenance, push buttons installed

## The Year 4 Street Maintenance Project

This project includes portions of Forest Mill, Stirrup, High Stepper, Whithers, Crownpiece, Trace Buckle, and Horsewhip. We will also be replacing water and sewer mains in this area.

5/16/2021	6/2/2021	06/15/21
Advertise	Close Advertisement	Present to Council for BID Award



# PUBLIC WORKS

## (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

## Huebner Creek Greenway Hike & Bike Trail

The 30% plans for the portion of trail that will run adjacent to El Verde Road have been submitted for review by TxDOT

4/23/21	5/13/21	7/27/21	8/12/21	9/14/21
30% plans submitted to TxDOT for review	TxDOT review committee meeting	90% plan submittal to TxDOT for review	TxDOT review committee meeting	100% plan submittal to TxDOT for review

## 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.

4/20/21	5/10/21	6/10/21	7/2021
Complete design construction plans	BID Advertisement	BID Closes	Present to Council



# PUBLIC WORKS



## 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 – 9/2022
Grant Submitted	Results Announced	Contract Period and Construction

## 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.

10/1/2020	5/28/2021	8/2021	9/2021
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction

# PUBLIC WORKS



## City Hall Annex

We are installing the remaining flooring this week, then turning the building over to City Administration for budget requests for internet and furnishing.

10/12/2021	4/1/2021	4/20/2021	4/26/2021	5/2021	6/2021	7/2021
Remodel Begins	Roof Installed	Painting & light Install	Install cabinets and kitchen Equip, Order Flooring	Remodel Complete	Budget adjustment for AV and furniture	Move In

## Marshall Elevated Tank Rehabilitation Project – Viking Painting

The project start date was pushed back due to a Red Hawk nest found near the upper railing by the Sprint Antennae. The game warden advised that the City must protect them until they hatch and leave the area. Viking Painting has been contacted and they are fine with the new project start date.

10/4/21	12/15/2021	12/22/2021
Start Work	Substantial Completion	Final Completion

# PUBLIC WORKS

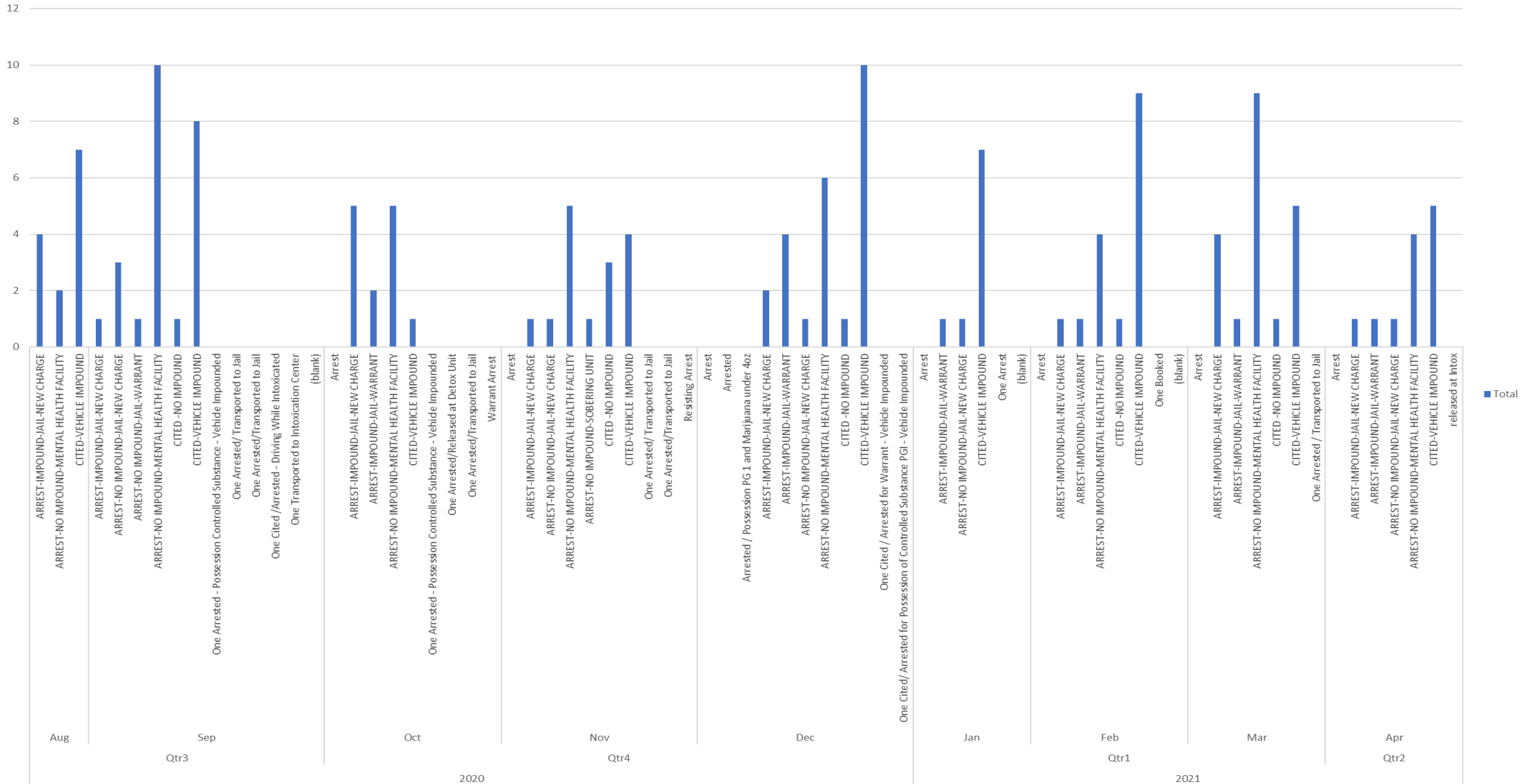
## OTHER

- Staff is preparing a Stormwater system workshop presentation for Council consideration.
- Staff is preparing the draft revised ADA Plan and will distribute to other departments for their input, then it will be posted on the website for public comment.
- Constructing a basketball court at The Ridge at Leon Valley Park. Setting the basketball goal, and preparing to pour ½ the court at a time. Pouring won't start until May 26<sup>th</sup>, due to the predicted rainfall amounts this week.
- Repairing roadway on Wagon Spoke
- Having concession stand roof at Forest Oaks pool repaired.
- Repainting baby pools

# POLICE

Count of RESULT CODE

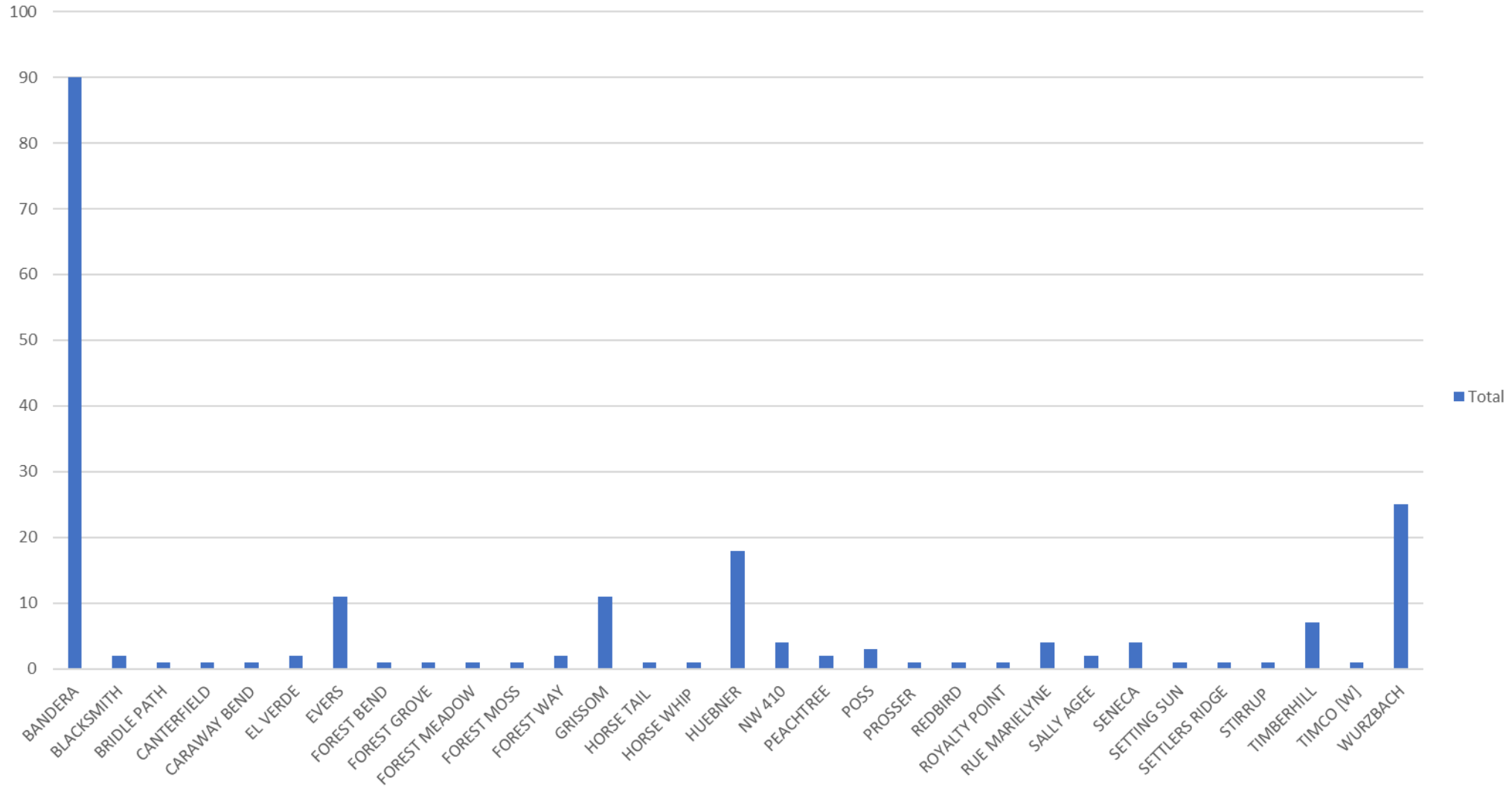
Arrests By Type



# POLICE

Count of STREET CODE

## Arrest By Street

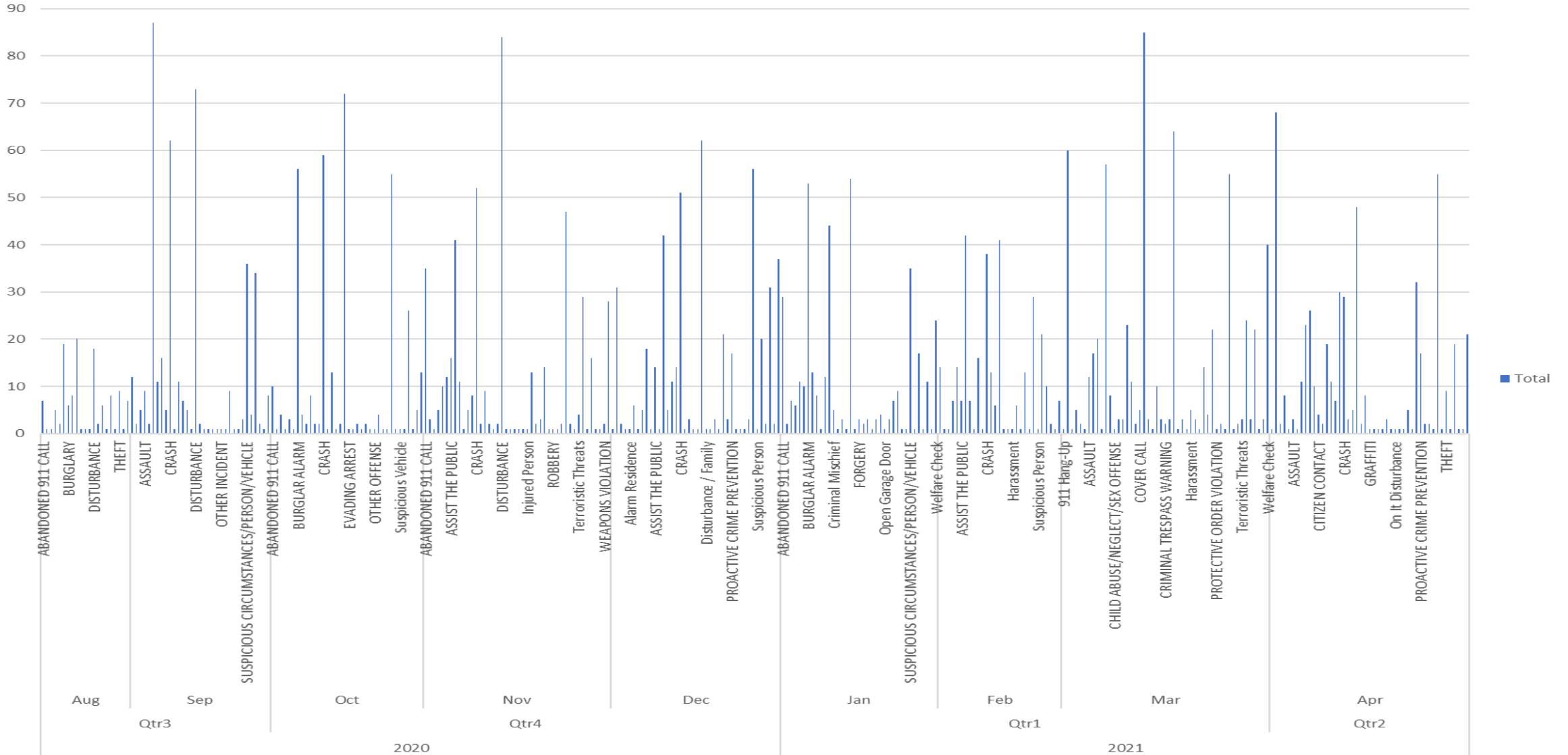


STREET ▾

# POLICE

Count of INCIDENT/ OFFENSE TYPES

Calls By Type

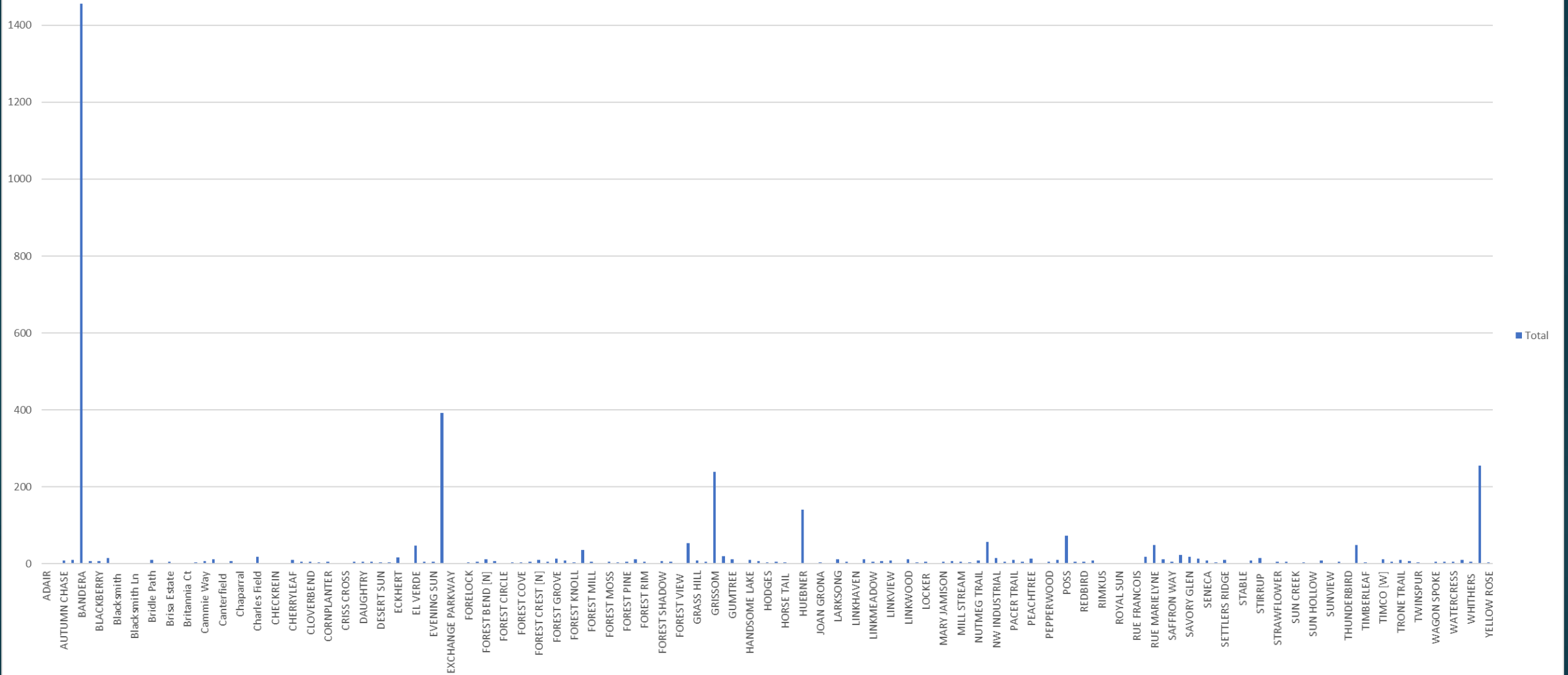




# POLICE

Count of STREET

Calls By Street



STREET ▾

# POLICE

DATE	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	4/12/2021	4/18/2021	4/25/2021	5/9/2021
<b>TRAFFIC UNIT</b>																	
Moving Violations	9	175		61	54	64	48	26	38	25	31	27	24	8	10	5	36
Non-Moving Violations	19	1		0	0	0	0	0	0	0	0	0	2	0	1	0	0
Warning	11	52		1	25	41	51	11	19	19	14	12	5	3	0	1	7
VCO	14	0		0	0	0	0	0	0	0	0	0	0	0	0	0	1
Vehicles Impounded	29	1		5	3	5	4	4	2	0	0	0	1	0	0	0	5
<b>PATROL UNIT</b>																	
Moving Violations	20	15													17	16	47
Non-Moving Violations	16	9													0	6	12
Warning	1	5													25	39	61
VCO	1	1													0	0	0
Vehicles Impounded	1	0													7	0	4
<b>IMPOUND LOT</b>																	
Vehicles Impounded			12	11	7	16	13	25	12	9	10	10	13	14	13	18	33
<b>REASON</b>																	
Traffic			4	5	6	11	6	17	9	6	9	7	8	8	9	6	17
Arrest			6	5	0	2	5	5	1	3	0	1	4	2	1	2	2
VCO			0	0	0	2	1	0	1	0	0	1	0	0	1	1	2
Other			2	1	1	1	1	3	1	0	1	1	0	4	0	1	1
Towed for Evidence												0	0	0	0	1	1
Banis															2	7	10

# CRIMINAL INVESTIGATIONS UNIT ACTIVITY

## Active/Assigned CID Investigations:

- Violation Protective Order (#202003504) case. Victim and witness contacted. Investigation in progress. Case to be filed as a felony AT LARGE case. Pending. Case remains ACTIVE APPROXIMATE HOURS WORKED: 16.5
- Assault: Impede Breath (Fam Viol) case #2021/01056 felony arrest case. Investigation in progress. Case remains ACTIVE. APPROXIMATE HOURS WORKED: 11.5
- Investigating Agg. Assault #2021/00988 from 04/01/2021. Investigation in progress. APPROXIMATE HOURS WORKED: 4.00
- All CID is assisting in investigation of Murder (2021-01260) with contacting and interviewing witness. Also, canvassing possible crime scenes and search for evidence (casings, etc.) at scene. Investigation in progress. APPROXIMATE HOURS WORKED: 60 HRS. -Murder (#2021-01420). All CID involved in investigation. Conducted photo array with witness. Investigation in progress. *Suspect was apprehended by U.S Marshals fugitive task force and LVPD ON 05/07/2021.*

# CRIMINAL INVESTIGATIONS UNIT ACTIVITY

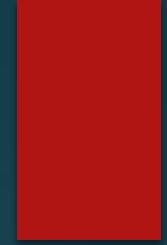
## Cases filed by CID: One (1)

- Robbery/Indv (2021-00876).ARREST CASE FILED 05/06/2021. APPROXIMATE HOURS WORKED: 22

## Additional CID Activity

- Uploaded 80 pics and 6 videos to Bexar EIS. ref case 2020-03223. approx. 3 hrs.
- New sex offender registered. 2 hrs.
- Two (2) CCH reports ran for LVFD
- Sent videos to DA's office per request 2021-00916. 2 hours
- Ran 2 clear reports for fire chief, for background checks. approx. 1 hour
- Registration update for 1 sex offender. approx. 1 hour
- Uploaded 18 videos to Bexar EIS for case 2021-00784 per request of DA's office. Approx. 3 hours
- Lobby complaints at window- 12. Approx. 1.5 hours

# CODE ENFORCEMENT



	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	4/11/2021	4/18/2021	4/25/2021	5/9/2021
Vehicles Violations Tagged	9	10	9	22	3	7	6	4	4	5	6	6	10	6	2	2	5
Bandit Signs	19	27	23	32	47	47	24	29	45	3	1	25	31	34	8	7	49
Graffiti	11	21	9	15	13	10	13	6	13	13	8	6	11	13	4	3	11
Building Violations	14		7	8	11	11	5	5	9	6	6	12	11	12	3	0	1
Grass/Weed /Tree Violations	29	48	45	21	48	35	16	13	29	5	15	22	11	30	12	6	23
Pool Violations		3	3	1	2	1	2	0				1		3	2	0	1
Trash Complaints	7	13	7	9	11	5	5	5	10	2	8	23	16	14	6	4	8
Noise Violations	2	1			4	4	8	5	4	1	4	9	14	14	4	1	0
Fence Violations			3	1	1	3	3	1	4	1	1	4	2	4	5	7	0
Misc. Code Violations						9	11	6	13	12	19	18	11	16	9	16	34
VCO Citations Issued	0	3	3	1	2	0	3	4	0	0	0	0	0	0	0	5	10
VCO Letters Sent Total	18	19		11	13	19	13	8	14	6	186	12	11	15	4	3	15
VCO Door Tags	27	61		34	26	21	16	9	40	8	9	14	17	47	11	2	31
Videos for DA's Office											32		0	0	0	0	80

# ANIMAL CONTROL



	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	4/11/2021	4/18/2021	4/25/2021	5/9/2021
At Large Dog Calls	0	5	6	2	5		3	4	10		11	10	9	10	5	4	7
At Large Dogs Impounded				1							1		1	1	0	0	0
Dogs Returned to Owner	7			1										1	0	0	5
Dead Animals Picked Up:	3	9	4	6	7		16	14	11		8	8	17		0	0	0
Dogs		2	1						1				2	3	0	1	0
Cats		1			1		1	1	1		2	2	2		0	0	1
Racoons			1				1	1			2		3		0	0	1
Deer	1	4	2	5	5		9	11	8		2	3	3	3	0	1	3
Skunks	2	2		1	1		2	1	1		2	3	5	3	2	0	2
Other							3						2		1	0	3
Misc. Animal Control Calls	0	6	7	7	11		13	11	10		26	21	25	10	6	6	9
TNR Cats Trapped		1			3		1						5	1	1	0	0
TNR Cats Released					3							5	5	1	1	0	0
Wild Animal Calls (Alive)	11	13	13	12	12		10				15	17	12	10	2	0	6
Reported Dog Attacks/Bites			1												0	1	0
Actual Dog Attack/Bites	2	1		1	1		1	1	6		2	2	2	2	0	0	0
Rabies/Registration Violations	1	3	3	2	4						2				2	0	0
Animal Control Citations Issued	3	0	0	1					3		0	2	0	0	0	0	0
Animal Control VCO Letters Sent	5	10	2	7	12		4		16		5	10	9	10	4	0	2
Animal Control Door Tags	3	14	10	11	6		8		14		4	10	16	12	4	0	0
<b>TOTAL</b>	38	71	50	57	71	0	72	44	81	0	82	93	118	67	28	13	39



# FIRE

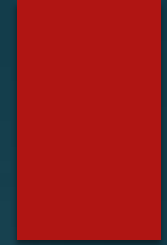
	9/11/2020	10/2/2020	10/16/2020	10/30/2020	11/13/2020	11/25/2020	12/12/2020	1/8/2021	1/29/2021	2/11/2021	3/5/2021	3/19/2021	4/6/2021	4/14/2021	4/28/2021	5/12/2021	Total /Avg
<b>Overall Responses</b>																	
Total Fire Dept Call for Service	77	216	86	78	96	79	10	134	138	77	140	100	69	89	94	129	<b>1612</b>
Average Response Time	4:52	4:19	4:57	5:12	5:01	4:39	5:09	5:11	5:02	4:33	5:25	5:19	5:37	5:25	5:19	5:20	<b>5:05</b>
<b>Fire Services</b>																	
Fire and Non EMS Calls For Service to the Community	18	41	26	26	26	24	31	40	40	16	83	30	30	23	28	26	<b>508</b>
FERP (Flood Emergency Response Plan) Activation	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	<b>4</b>
<b>EMS</b>																	
Emergency Medical Service Call for Service to the Communit	61	175	60	52	70	55	69	94	119	61	57	70	53	59	66	103	<b>1224</b>
COVID EMS Calls for Service	3	9	4	6	5	3	8	14	20	18	12	9	9	6	5	4	<b>135</b>
Motor Vehicle Accident Calls for Service	6	12	5	5	1	5	7	12	8	2	4	3	3	9	4	7	<b>93</b>
<b>Fire Marshal Services</b>																	
Local Business Fire Inspections	20	46	24	18	21	16	24	18	24	21	14	28	32	20	15	25	<b>366</b>
Plan Review	10	19	14	13	10	21	19	14	18	5	7	11	9	4	5	8	<b>187</b>
Enforcement Citations	1	3	3	1	0	0	0	0	0	0	0	0	1	0	1	0	<b>10</b>
<b>Mutual Aid</b>																	
Mutual Aid Requested by the Fire Department	0	4	0	1	3	1	2	0	3	2	0	0	1	0	1	1	<b>19</b>
Mutual Aid Requested from the Fire Department	5	5	3	3	6	4	6	10	3	1	9	3	1	4	3	6	<b>72</b>

# FIRE

## Activity Report:

- The City has 2 new firefighter/paramedics. Jesse Ruiz and Benjamin Velez are experienced firefighters from La Salle County Fire Rescue. We are excited to have them to join our department.
- A Shift, led by Captain Jimmy Garcia, had a successful swift water rescue save on 4/28/2021 @ 9:15 pm for a young man stuck in Raymond Rimkus park near the large pavilion. Two of our firefighter/paramedics used their swift water training and made a clean rescue of the stranded person. San Antonio Fire Departments swift water rescue boat was also called and arrived on scene to assist us if need.
- The Fire Department currently has 5 firefighter/paramedics in Live Fire Instructor training this week. They are being trained on how to set up live fire trainings for our firefighters. Live Fire training is an annual requirement per state and national guidelines.
- The Fire Department will be hosting a NREMT skills testing event for NISD students (John Marshall and Brandies students) that have completed their coursework to become Basic Emergency Medical technicians. A few of our firefighter/paramedics have volunteered their time to assist the organization with the testing process.

# COMMUNITY DEVELOPMENT



REQUEST/PERMIT (Items below are requests which are ready for consideration)	DESCRIPTION	REPORTING DATES														
		5/12/2021	4/28/2021	4/14/2021	3/31/2021	3/17/2021	3/3/2021	2/10/2021	1/27/2021	1/6/2021	12/9/2020	11/24/2020	11/11/2020	10/28/2020	10/14/2020	9/30/2020
<b>LONG-RANGE PLANNING</b>																
P&Z Action City Council	Comprehensive Plan Update	Recommendation Made to City Council on November 24, 2020 To Approve Contracty with Able City, LLC Action To Be Taken by City Council to Authorize City Manager to Approve Contract												Consultants Interviewed N/A		
<b>P&amp;Z COMMISSION REQUESTS</b>																
6758 Poss Road (Townhouse)	Zone Change	Schd. 05/25/21	TBD													
4700 Timco W, Ste. 105 (Brewery)	Specific Use Permit	Tabled 05/11/21	Schd. 05/11/21													
2 Bandera Road (PC King Food Truck)	Specific Use Permit	Tabled 05/11/21	Schd. 05/11/21													
5420 Grissom (Uhaul)	Specific Use Permit															
5617 Evers Road (Paradise Car Wash)	Zone Change			Approved 04/13/21	Tabled 03/24/21											
7728 Bandera Road (Multi-Family)	Zone Change			Discussed 04/13/21												
6301 Sawyer Road (Church)	Zone Change															
5700 Wurzbach (Outside Dining)	Specific Use Permit										Approved 12/08/20	Approved 12/08/20			Tabled 10/13/20	
6712 Bandera Road (Car Wash)	Zone Change										Approved 11/24/20				Tabled 10/13/20	
6526 Bandera Road (Outside Dining)	Specific Use Permit														Approved 10/13/20	
<b>BOARD OF ADJUSTMENT REQUESTS</b>																
	N/A															
<b>CITY COUNCIL REQUESTS</b>																
6320 Sun Dial (Fence)	Variance							Schd. 02/16/21								
5700 Wurzbach (Outside Dining)	Specific Use Permit															
6301 Sawyer Road (Church)	Zone Change										Schd. 12/15/20 (1st)					
6712 Bandera Road (Car Wash)	Zone Change										Schd. 12/15/20 (2nd)	Schd. 12/1/20 (1st)				
6526 Bandera Road (Outside Dining)	Specific Use Permit												Schd. 11/17/20 (2nd)	Schd. 11/2/20 (1st)		
999 Shadow Mist (Soccer Field)	Specific Use Permit															Schd. 10/6/20 (1st)

REQUEST/PERMIT (Items below are requests which are ready for consideration)	DESCRIPTION	REPORTING DATES														
		5/12/2021	4/28/2021	4/14/2021	3/31/2021	3/17/2021	3/3/2021	2/10/2021	1/27/2021	1/6/2021	12/9/2020	11/24/2020	11/11/2020	10/28/2020	10/14/2020	9/30/2020
<b>BUILDING PERMITTING &amp; OCCUPANCY</b>																
Applications Received		38	47	89	40	50	42	46	57	85	64	97	73	52	43	76
Permits Issued		23	21	20	28	23	19	28	26	44	25	21	24	31	18	51
CO's Issued (New Businesses)			1	6	6	6	3	4	11	0	5	4	2	3	3	5

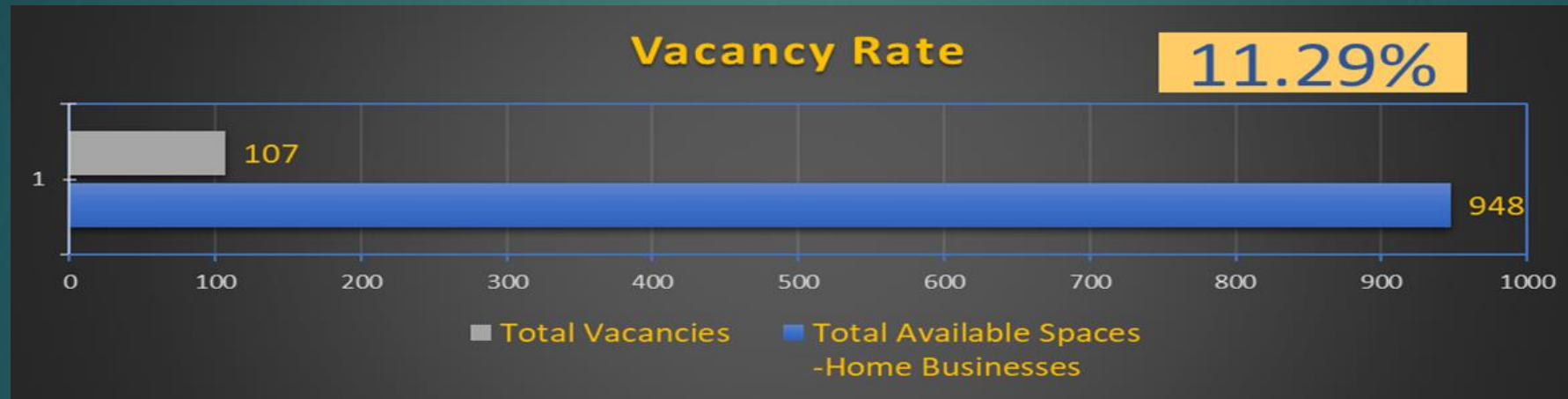


# ECONOMIC DEVELOPMENT

Business	Address	Request	Notes	
Sari-Sari	5700 Wurzbach	Outdoor seating area	Business owner is opening an outdoor seating area. Business is requesting assistance for all items. Staff recommends cost sharing on the items with a lifespan longer than 5-years. This would remove grass, mulch, etc.	
			04/28/2021	Placed on 05/03/2021 ECDAC Agenda
			05/03/2021	Presented to ECDAC
			05/10/2021	Prepared PPT for Council presentation on 05/18/2021
Fajita Express	7247 Bandra	Monument Sign	Business is doing well and consistently easy to work with. Business opened months prior to COVID and has struggled to afford a new sign. Owner claims he was defrauded by the original sign company. This is a second attempt to install a monument sign. Owner has repaired /updated other signs on the property and is not seeking assistance with those signs.	
			04/28/2021	Placed on 05/03/2021 EDCD Agenda – Staff waiting on supporting documents
			05/03/2021	Presented to ECDAC
			05/10/2021	Prepared PPT for Council presentation on 05/18/2021
Small Business Appreciation Week			Token of appreciation bag to include: Information magnet, pen, box of disposable mask, and can cooler.	
			04/08/2021	NW SA Chamber of Commerce requested to place a flyer in the bag. Chamber also volunteered to help stuff the bags when the items are available
			04/26/2021	Vendor waiting on two items. Available to pick-up 04/29/2021
			04/28/2021	Placed on 05/03/2021 EDCD Agenda to discuss distribution of small business appreciation bag
			05/05/2021	Distributed bags to Rios Crystal Mall Businesses
			05/10/2021	Distributed bags to Lims Shopping Center Businesses
			05/12/2021	Distributed bag to Bandera Heights Businesses
Club Wolfpack Fighting and Fitness Academy	7075 Bandera	Requesting signage assistance	5/11/2021	Teleconference with Bobbi Medina to discuss parameters for project proposal.
Exclusive Adult Daycare	6810 Bandera	Requesting signage assistance	04/28/2021	Discussed parameters of project parameter with Crystal Garcia
			04/29/2021	Mrs. Garcia sent supporting documents

# ECONOMIC DEVELOPMENT

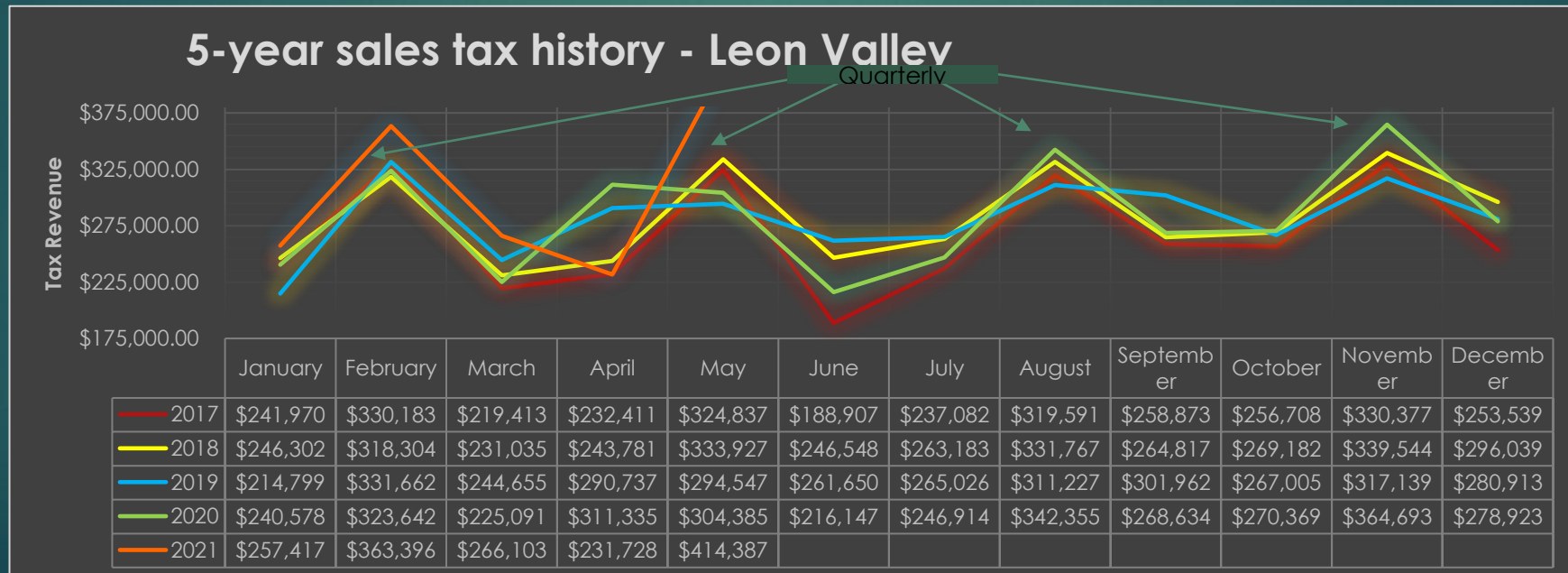
Vacancy Rate - 04/28/2021	11.29 %	
Active ON IT cases	36	
Closed ON IT cases - 2021	105	
Business Visit (ED function)	Placed on hold to manage FEMA request	
Training	IEDC	How to create online virtual tours for your community with ZoomTour
Meetings:	05/04/2021	Attended NW SA Chamber of Commerce Network Breakfast
	05/11/2021	Attended NW SA Chamber of Commerce Network Breakfast
	05/10/2021	Maribel Mendoza reported that 2016 LV Business Directory pulled from website
Ceremonial Events	05/11/2021	Attended ribbon cutting ceremony – 6146 Wurzbach - Dialysis Center, Inc





# ECONOMIC DEVELOPMENT

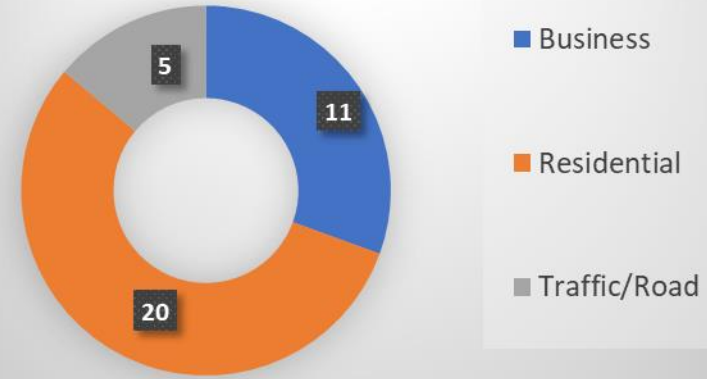
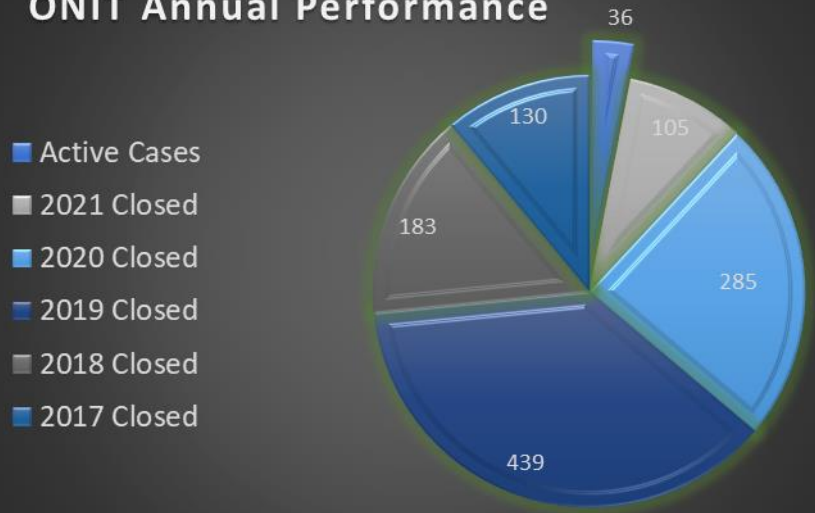
	2016	2017	2018	2019	2020	2021	Average	Sales tax percentage over prior year
January	\$ 235,680.62	\$ 241,970.36	\$ 246,302.77	\$ 214,799.66	\$ 240,578.33	\$ 257,417.26	\$ 239,458.17	📈 6.99935%
February	\$ 286,870.37	\$ 330,183.42	\$ 318,304.72	\$ 331,662.89	\$ 323,642.59	\$ 363,396.67	\$ 325,676.78	📈 12.28333%
March	\$ 236,207.69	\$ 219,413.95	\$ 231,035.50	\$ 244,655.16	\$ 225,091.95	\$ 266,103.75	\$ 237,084.67	📈 18.22002%
April	\$ 232,456.34	\$ 232,411.32	\$ 243,781.75	\$ 290,737.10	\$ 311,335.84	\$ 231,728.04	\$ 257,075.07	📉 -25.56975%
May	\$ 332,377.06	\$ 324,837.94	\$ 333,927.19	\$ 294,547.40	\$ 304,385.25	\$ 414,387.77	\$ 334,077.10	📈 36.13924%
June	\$ 239,166.85	\$ 188,907.06	\$ 246,548.71	\$ 261,650.29	\$ 216,147.58		\$ 230,484.10	📉 -17.39066%
July	\$ 246,512.81	\$ 237,082.91	\$ 263,183.86	\$ 265,026.28	\$ 246,914.11		\$ 251,743.99	📉 -6.83410%
August	\$ 324,597.22	\$ 319,591.46	\$ 331,767.88	\$ 311,227.82	\$ 342,355.11		\$ 325,907.90	📈 10.00145%
September	\$ 242,982.79	\$ 258,873.58	\$ 264,817.00	\$ 301,962.08	\$ 268,634.32		\$ 267,453.95	📉 -11.03707%
October	\$ 256,224.43	\$ 256,708.90	\$ 269,182.81	\$ 267,005.40	\$ 270,369.96		\$ 263,898.30	📈 1.26011%
November	\$ 327,197.02	\$ 330,377.00	\$ 339,544.33	\$ 317,139.01	\$ 364,693.66		\$ 335,790.20	📈 14.99489%
December	\$ 236,722.83	\$ 253,539.46	\$ 296,039.19	\$ 280,913.40	\$ 278,923.04		\$ 269,227.58	📉 -0.70853%
<b>TOTAL</b>	<b>\$ 3,196,996.03</b>	<b>\$ 3,193,897.36</b>	<b>\$ 3,384,435.71</b>	<b>\$ 3,381,326.49</b>	<b>\$ 3,393,071.74</b>	<b>\$ 1,533,033.49</b>	<b>\$ 3,337,877.81</b>	<b>0.3473563%</b>





# ONIT

## ONIT Annual Performance

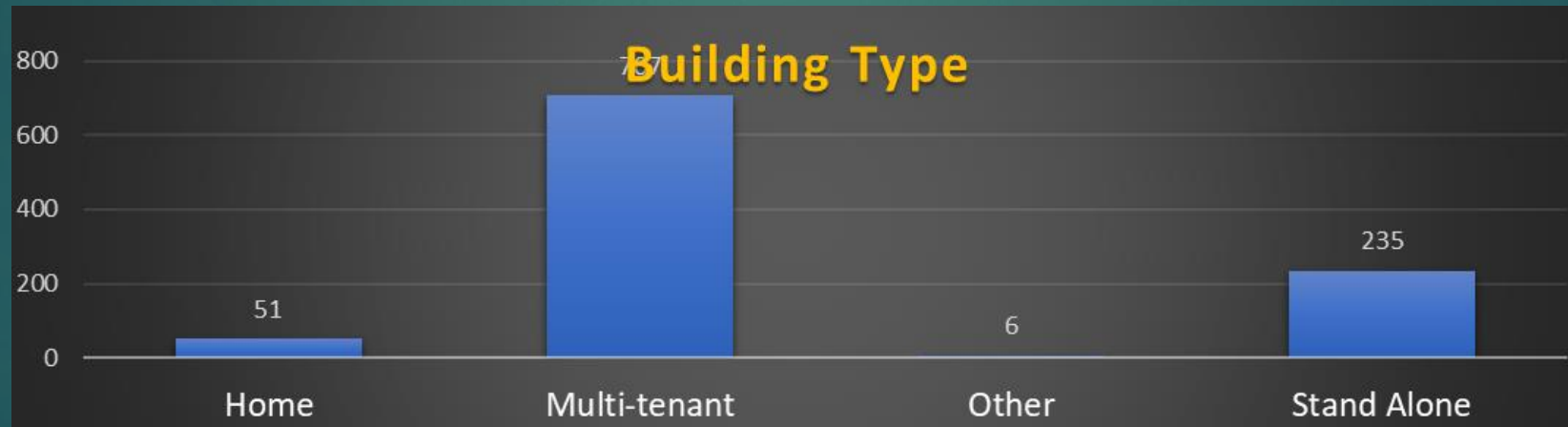
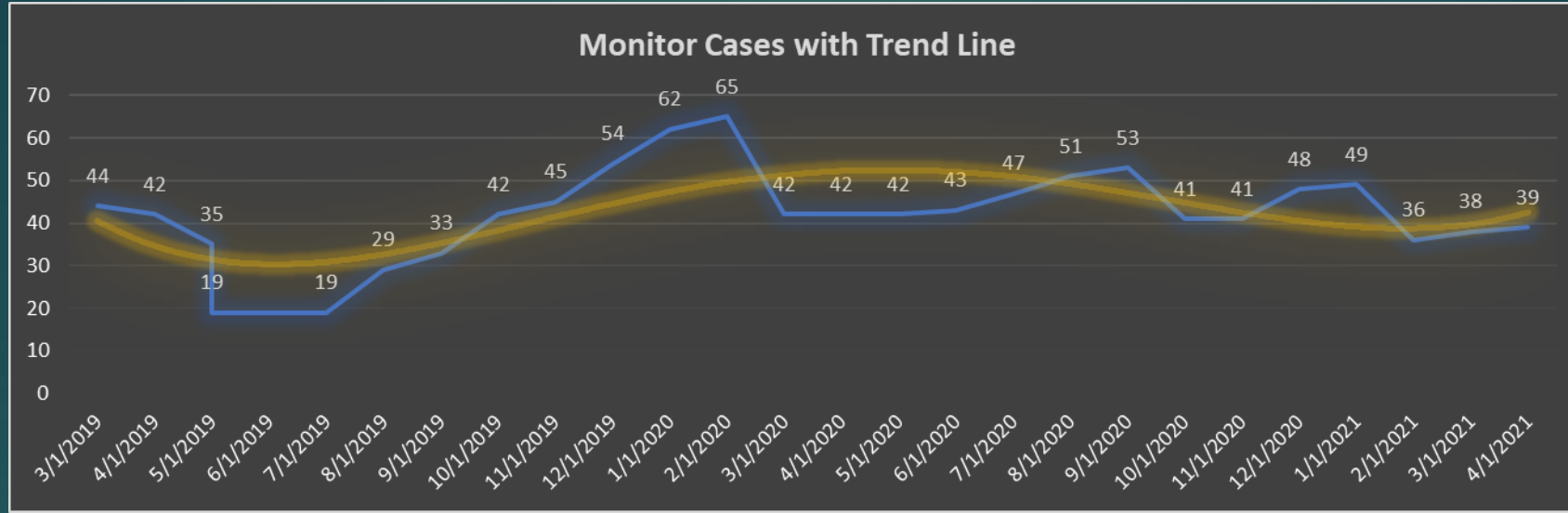


ONIT Case Origin - Macro

## ONIT Case Leads- By Percentage



# ONIT



# OPEN RECORDS

Request Number	Date Received	Status	Date Released	Requester Name	Organization	Description of Request	Redaction?	City Attorney Legal Review?	Attorney General Legal Review?	Staff Initials	Sent to	Department	Released Method/Notes:	Fees
042921-A	4/29/2021	COMPLETE	4/29/2021	Inv. Rigoberto Trujillo #3125	Bexar County Sheriff's	A copy of the security video from 0845 hrs. to 0915 hrs for an internal investigation on a subpoena to Officer John Vasquez and Officer Jimmy Wells	N	N	N	AF	CRYSTAL AND JOEL	HR AND PD	No Records; Notified via email 4-29-2021	\$ -
042921-B	4/29/2021	COMPLETE	5/3/2021	James Lee	The Echo	The number of people living in 78238 received red light tickets for 2020, 2019, 2018.	N	N	N	AF	FAVIOLA	MUNICIPAL COURT/VERRA MOBILITY	Emailed 5-3-2021	\$ -
042921-C	4/29/2021	COMPLETE	5/1/2021	Leigh Earl	-	Monthly rate with Tiger Sanitation, when they can cancel, do they need to provide a 30-day notice.	N	N	N	SP	SAUNDRA PREPARED AND RELEASED	CITY SECRETARY	Emailed 5-1-2021	\$ -
050321-A	5/3/2021	COMPLETE	5/3/2021	Dr. Catherine Rodriguez	-	Funds distributed for the Leon Valley from the CARES Act Funds: individuals and businesses	N	N	N	AF	WILLIAM	ECONOMIC DEVELOPMENT	Emailed 5-3-2021	\$ -
050321-B	5/3/2021	COMPLETE	5/3/2021	Suma Sureshchandra	Building Hunter	Building Permits from April 01, 2021 to April 30, 2021; Valued over \$30,000	N	N	N	AF	CHRISTINA AND BRANDON	P&Z	Emailed; No Records 5-3-2021	\$ -
050321-C	5/3/2021	COMPLETE	5/3/2021	Jennifer Wilcher	Construction Monitor	Commercial & Residential Building Permits for April 2021	N	N	N	AF	CHRISTINA AND BRANDON	P&Z	Emailed 5-3-2021	\$ -
050421-A	5/4/2021	Waiting on Staff		Josh Stevens		Records pertaining to Case # 2020-00080	Y	N	N	AF	VARIOUS STAFF	PD, HR/ACM, SOCIAL MEDIA COORD, IT, CITY SEC	Emailed records via dropbox link [5-11-2021]  Pending video from PD [5-11-2021]	\$ 235.00
050421-B	5/4/2021	Waiting on Requestor; Expiration 7-5-2021		Daniel Porras	Texas Property Deals, LLC	Residential Code Enforcement violations for last 4 months				AF	HEATHER & JOSE	RESIDENTIAL CODE ENFORCEMENT	Emailed clarification notice; 61 expiration date 7-5-2021	
050621-A	5/6/2021	5/6/2021		Ana Prado	Texas Fair Defense Project	Documents for Nikkee Rector	Y	N	N	AF	FAVIOLA, CHRISTINA M., KASEY, DAVID G.	MUNICIPAL COURT & PD	Emailed 5-6-2021	\$ -
050621-B	5/6/2021	Waiting on Staff		Matthew Garza	Axiom Requisition-LEXTAS	Amended request for Order No: 80993-14				AF	CHRISTINA M, KASEY, JOE, DAVID A, DAVID G	PD		
050621-C	5/6/2021	Waiting on Staff		Dave Taylor/Robin Davis	HBW Inc	Building permits issued in the month of April 2021				AF	CHRISTINA AND BRANDON	P&Z		
050721-A	5/7/2021	COMPLETE	5/11/2021	Antonia "Tonia" Johnson	LexisNexis Risk Solutions	Traffic data from 04/01/2021 – 04/30/2021	N	N	N	AF	FAVIOLA	MUNICIPAL COURT	Emailed 5-11-2021	\$ -
050721-B	5/7/2021	COMPLETE	5/11/2021	David Hemmasi	726 LLC	Documentation supporting the costs of the payoff including where notice was sent and tracking numbers. I have received letters from the City of Leon Valley but never any information on this particular action. [6123 Forest Wood St City Lien]	N	N	N	AF	HEATHER & JOSE	RESIDENTIAL CODE ENFORCEMENT	Emailed 5-11-2021	\$ -
051021-A	5/10/2021	Waiting on Staff		Kylie Peña	The Planning and Zoning Resource Company	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 5405 Bandera Road.				AF	CHRISTINA, BRANDON, WILLIAM, RICK, JUSTIN, ERIC & MIKE	P&Z, CODE, ED, FIRE		
051021-B	5/10/2021	Waiting on Staff		Sherri West	Port Aransas Police Department	Base hourly compensation for patrol officers.				AF	CRYSTAL	HR/ACM		
051121-A	5/11/2021	Waiting on Staff		Brenda Quirino	U.S. Probation	Offense report request for Delton Tease Davis.				AF	CHRISTINA M.; KASEY & FAVIOLA	PD & MUNICIPAL COURT		

# POLICE OPEN RECORDS

TOTALS			
	Reports Emailed	Commercial Account	Involved Party Account
LVPD	3	9	1
Total Lexis Nexis	13	12	6
Combined	16	21	7
LEON VALLEY PD			
	Emailed	Commercial Account	Involved Party Account
4/28/2021	0	0	0
4/29/2021	0	1	0
4/30/2021	0	1	0
5/1/2021	0	0	0
5/2/2021	0	0	0
5/3/2021	0	2	0
5/4/2021	1	0	1
5/5/2021	0	0	0
5/6/2021	2	4	0
5/7/2021	0	0	0
5/8/2021	0	0	0
5/9/2021	0	0	0
5/10/2021	0	1	0
5/11/2021	0	0	0
Total	3	9	1

LEXIS NEXIS			
Date	Reports Sold	Commercial Account	Involved Party Account
4/28/2021	0	1	1
4/29/2021	0	0	0
4/30/2021	0	0	0
5/1/2021	0	0	0
5/2/2021	0	0	0
5/3/2021	0	0	0
5/4/2021	1	1	1
5/5/2021	2	0	2
5/6/2021	6	6	1
5/7/2021	1	1	0
5/8/2021	0	0	0
5/9/2021	0	0	0
5/10/2021	0	1	0
5/11/2021	3	2	1
TOTAL	13	12	6



# CITY SECRETARY

## Contract Management Program

Contract Management – This project began some time ago with an inventory of all of the contracts and agreements that could be located within the City. The end goal would be to have an active list of contracts that would be monitored as far as expiration dates go. Directors would be notified when expiration dates were approaching. I am using the State of Texas Procurement and Contract Management Guide as well as input from other city secretaries to see what best practice would suit Leon Valley.

2018	04/29/2020	05/02/2020	02/23/2021	08/31/2021
Tasked to Inventory Contracts	Completed and Provided to CM	CM Emailed Staff of their Roles	CS Emailed Staff of Upcoming Expirations	Present Final Draft Contract Management Program to CM

## 2021 Volunteer Appreciation Dinner

Checked with the Mayor in February to see what ideas she had or what she wanted to do for the event; Followed up with the Mayor April 20<sup>th</sup> at which time she said she wants to wait until the new city manager arrives and then possibly hold the event at the end of August.

02/2021	04/20/2021	08/31/2021
Start Work	Followed up with the Mayor	Final Completion

## Record Inventory

We are going through some of the boxes that were sent to Safesite from the old record storage building to add detail description to the inventory v just a department name. Also, double checking retention periods that were initially placed on the inventory list against what Council adopted in 2020. At the same time, we are adding records from the city secretary's office to storage while also updating the current ordinance inventory sheet, creating a resolution inventory sheet and placing them on the website, and scanning all of these into the minutes and ordinance books.

04/16/2021	05/01/2021	10/01/2021	11/01/2021
Start Review of Inventoried items	Add City Council Items to the Inventory & Prepare for Storage	Present Updated Inventory to the Records Management Committee	Final Completion

# CITY SECRETARY

## OTHER

- Drafted and Submitted an article for the June-July 2021 Lion's Roar.
- Continued 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.
- Scheduled our first of quarterly TOMA/PIA Training event for Wednesday, May 26, 2021 at 9:00 AM in Council Chambers. 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.
- Worked on reductions to the proposed FY21-22 City Manager – Council Budget/
- Continued visiting with companies to improve minutes/agenda/documents and will be discussing options with Acting City Manager Caldera next week.
- Made preparations for the Swearing in Ceremony on May 18<sup>th</sup> after direction was given from Mayor Riley.
- Attended the Alamo Chapter TMCA, Inc. meeting in Windcrest.
- Submitted a workorder to Public Works to have openings in the foyer of City Hall sealed to keep birds out of the building and to keep their droppings off of City equipment.
- Scheduled the bi-monthly pest control treatment for City Hall and the Police Department for Friday, May 28<sup>th</sup>

# LIBRARY

## Member Accounts

New	February	March	April
Employee	0	0	0
LV Adult	2	2	3
LV Youth	0	0	1
NR Adult	2	1	2
NR Senior	0	0	2
NR Youth	1	0	1
<b>Totals</b>	<b>5</b>	<b>3</b>	<b>9</b>

Renewed	February	March	April
Employee	3	1	0
LV Adult	27	21	32
LV Youth	0	2	0
NR Adult	0	0	1
NR Senior	1	7	2
NR Youth	0	0	0
Senior Center	0	0	0
<b>Totals</b>	<b>31</b>	<b>31</b>	<b>35</b>

Amount Saved*	February	March	April
<b>Totals</b>	<b>\$8,306.89</b>	<b>\$9,737.28</b>	<b>\$10,137.67</b>

## Materials

Materials Added			
Type	February	March	April
Adult	41	23	16
YA (Young Adult)	24	27	7
Juvenile	25	19	25
Easy	34	19	24
Spanish	0	0	3
Audio	6	2	8
DVD	3	1	13
<b>Totals</b>	<b>133</b>	<b>91</b>	<b>96</b>

Material Value			
Type	February	March	April
Adult	\$1,103.70	\$628.62	\$345.80
YA (Young Adult)	\$473.76	\$497.69	\$155.92
Juvenile	\$305.83	\$148.96	\$445.67
Easy	\$589.54	\$328.77	\$423.76
Spanish	0	0	\$53.85
Audio	\$221.95	\$77.94	\$293.95
DVD	\$56.97	\$18.98	\$322.69
<b>Totals</b>	<b>\$2,751.75</b>	<b>\$1700.96</b>	<b>\$2041.64</b>

## Circulation

Circulation			
Material Type	February	March	April
Adult	268	270	327
YA (Young Adult)	13	31	23
Juvenile	138	111	84
Easy	192	251	287
Spanish	7	19	0
Audio	11	12	12
DVD	74	64	76
Hotspot	22	20	14
On the Fly	91	84	37
<b>Totals</b>	<b>816</b>	<b>862</b>	<b>860</b>

Circulation			
Member Type	February	March	April
Employee	95	124	156
LV Adult	464	527	487
LV Youth	10	13	7
NR Adult	68	30	22
NR Senior	93	76	90
NR Youth	27	49	27
TexShare	4	2	2
Senior Center	1	3	6
Unknown*	54	38	63
<b>Totals</b>	<b>816</b>	<b>862</b>	<b>860</b>

# LIBRARY

## Upcoming Programs

Programing			
Number of	February	March	April
Children	17	27	24
Adult	3	3	3
<b>Totals</b>	<b>20</b>	<b>30</b>	<b>27</b>

Programing			
Attendance	February	March	April
Children	244	556	518
Adult	29	26	27
<b>Totals</b>	<b>273</b>	<b>582</b>	<b>545</b>

Reference Questions			
	February	March	April
<b>Totals</b>	<b>455</b>	<b>282</b>	<b>240</b>

ILLs			
Type	February	March	April
Loans	15	24	13
Requests	9	17	14
<b>Totals</b>	<b>24</b>	<b>41</b>	<b>27</b>

Computer & WiFi			
Type	February	March	April
Computer Use	0	44	117
WiFi Access	343	1124*	1124*
<b>Totals</b>	<b>343</b>	<b>156</b>	<b>1241</b>

Gate Entries*			
	February	March	April
<b>Totals</b>	<b>385</b>	<b>824</b>	<b>776</b>

5/1	11:30 AM	Crafternoon
5/4	4:30 PM	May the 4th Be With You Crafternoon
5/5	10:30 AM	Guest Storytime
5/5	11:30 AM	Astronaut Day Craft
5/6	10:30 AM	Guest Storytime
5/6	11:30 AM	Take & Make Craft
5/8	11:00 AM	Mother's Day Card Crafts
5/8	11:30 AM	LEGO Challenge: Maker's Choice
5/11	4:30 PM	Flower Basket School Age Craft
5/12	10:30 AM	Guest Storytime
5/12	11:30 AM	Take & Make Craft
5/13	10:30 AM	Guest Storytime with Mayor Riley
5/13	11:30 AM	Take & Make Craft
5/15	11:30 AM	Teen & Adult Craft: Basket Weaving
5/18	4:30 PM	Cactus Pot School Age Craft
5/19	10:30 AM	Guest Storytime
5/19	11:30 AM	Take & Make Craft
5/20	10:30 AM	Guest Storytime
5/20	11:30 AM	Take & Make Craft
5/21	3:00 PM	Afternoon Tea
5/22	11:30 AM	Book Club
5/25	4:30 PM	Hyacinth & Lilies School Age Craft
5/26	10:30 AM	Guest Storytime
5/26	11:30 AM	Take & Make Craft
5/27	10:30 AM	Guest Storytime
5/27	11:30 AM	Take & Make Craft

# UPCOMING EVENTS

- The next City Council Meeting is scheduled for Tuesday, June 1, 2021, at 6:00 pm in Council Chambers.
- The Tree Advisory Board will meet on Monday, May 24<sup>th</sup> at 6:00 pm, at Public Works.
- The Planning and Zoning Commission will meet on Tuesday, May, 25, 2021, at 6:30 pm, In Council Chambers.
- Community Fan Giveaway on Thursday, May 20, 2021, 9:30 a.m. - 11:00 a.m. at the Leon Valley Community Center, 6427 Evers Road. WellMed will be distributing fans while supplies last. (One fan per attendee; event details here).
- Friday, May 28, 2021, at 8:00 PM, Movies at the Park Featuring – The Croods-A New Age, at Raymond Rimkus Park.
- A Day at the Park with Texas Foster Care Community Event, Saturday, June 12, 2021, from 11:00 AM – 2:00 PM at Raymond Rimkus Park.
- American Legion and the Leon Valley Fire Department – “Flag Retirement Ceremony”, Monday, June 14, 2021, at 7:00 PM, at Veterans Park.
- Pools Open Memorial Day Weekend.