

City Manager's Report

CRYSTAL CALDERA, MPA, PHD

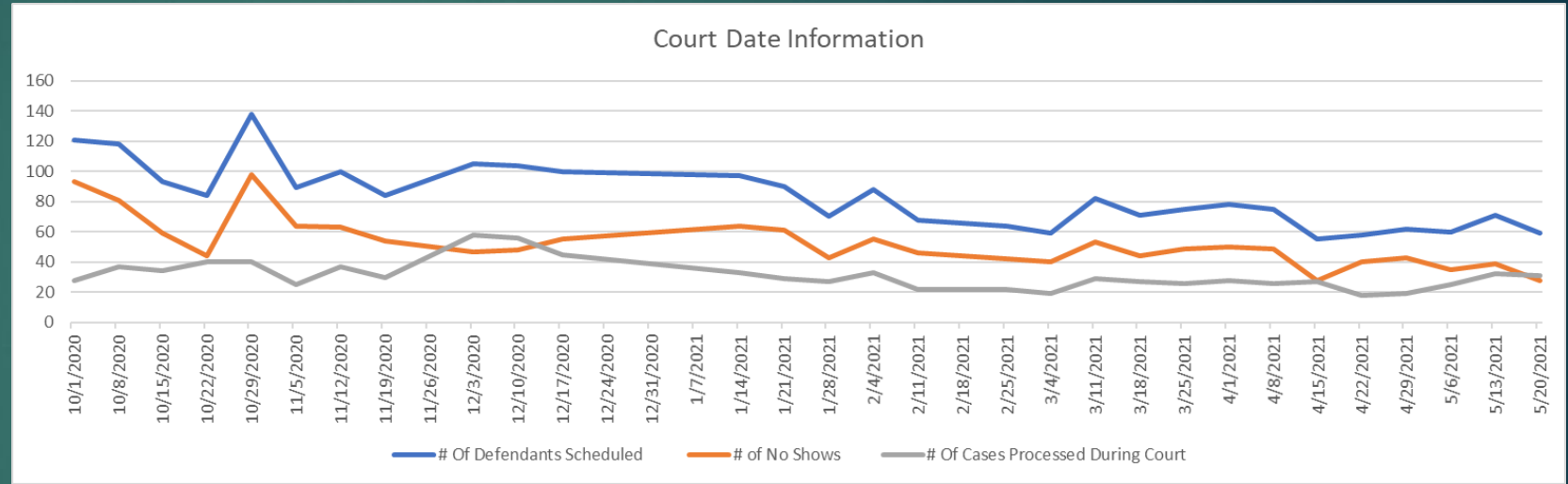
05/27/2021



COURT

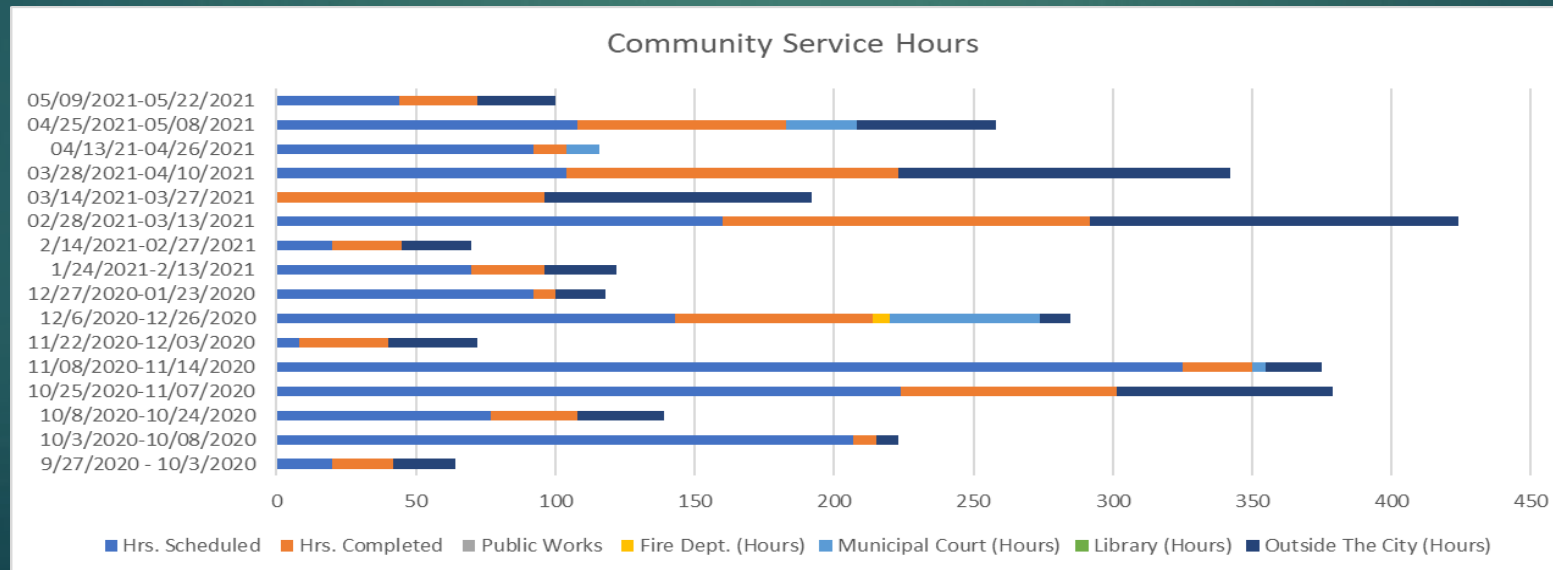


Court Dates	# Of Defendants Scheduled	# of No Shows	# Of Cases Processed During Court
10/1/2020	121	93	28
10/8/2020	118	81	37
10/15/2020	93	59	34
10/22/2020	84	44	40
10/29/2020	138	98	40
11/5/2020	89	64	25
11/12/2020	100	63	37
11/19/2020	84	54	30
12/3/2020	105	47	58
12/10/2020	104	48	56
12/17/2020	100	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
5/13/2021	71	39	32
5/20/2021	59	28	31



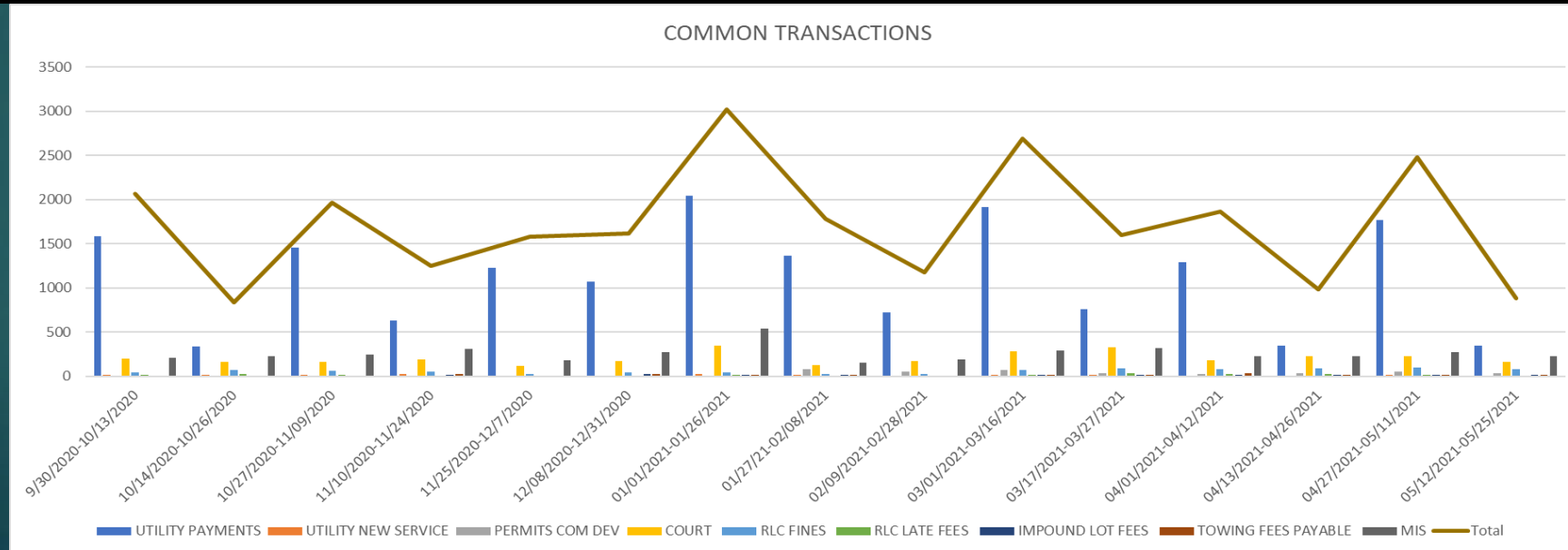
COURT

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
05/09/2021-05/22/2021	44	28					28



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
05/12/2021-05/25/2021	346	4	31	158	83	9	14	16	224	885



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	19	\$50.00	\$950.00		\$6,772.10
DEFERRAL/ PAYMENT PLAN BY COURT NO MONEY	44	\$50.00	\$2200.00	\$1,055.30	\$12,795.57
TOOK IN CONSIDERATION (TIC) OR NON - CASH	2	\$50.00	\$100.00		
SOLVED	19	\$50.00	\$950.00	\$5,146.08	
TOTAL	84		\$4200	\$6,201.38	\$19,567.67

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	12	X \$50.00	\$600.00	-	\$4,422.86
DEFERRAL/ PAYMENT PAN BY COURT NO MONEY	22	X \$50.00	\$1,100.00	\$600.00	\$6,527.09
TOOK IN CONSIDERATION (TIC) OR NON - CASH	7	X \$50.00	\$350.00	-	-
SOLVED	4	X \$50.00	\$200.00	\$1,241.73	
TOTAL	45		\$2,250.00	\$1,841.73	\$10,949.95

Warrants Issued

- Total # Warrants 82
- Total Amount Due \$27,982.82

New Citations

- Filled to the court 137

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 fire system date changed from 5/17 to 6/1 due to scheduling issue with the Medina Valley Fire. 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	6/1/21
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. The City is advertising the bids for this project and expects to go before City Council in June to award the project.

4/20/21	5/10/21	6/10/21	06/15/2021
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

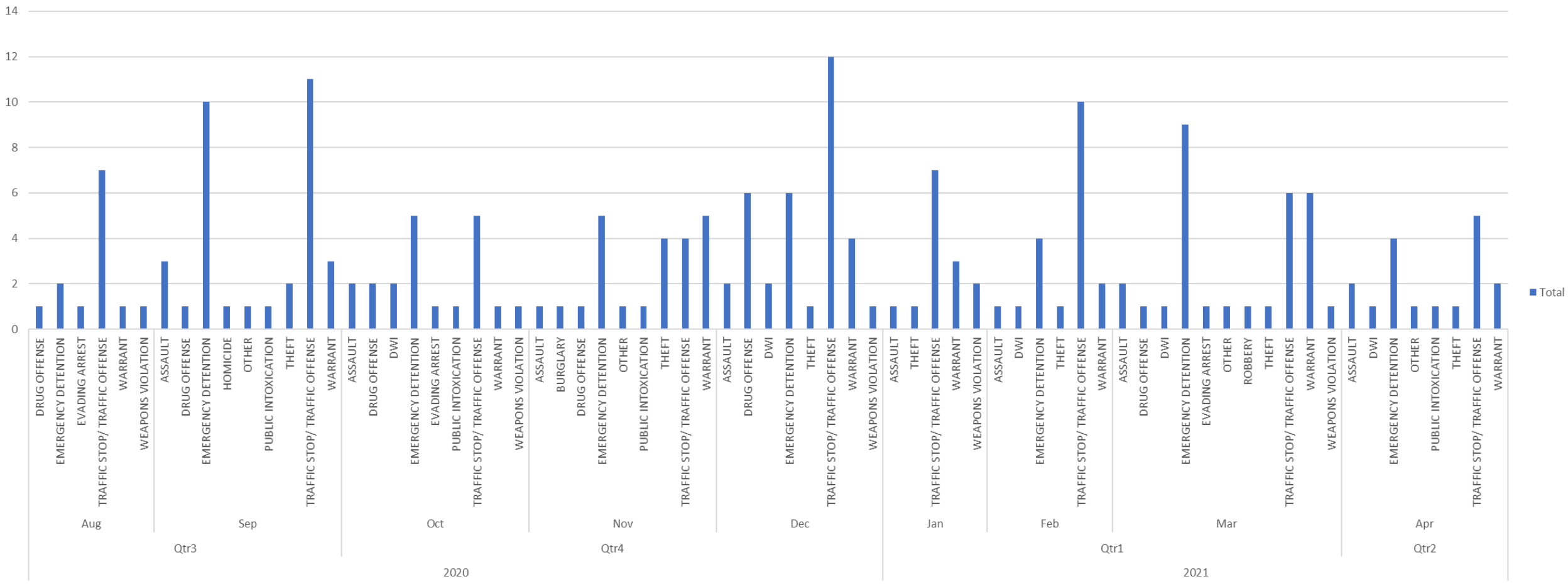
OTHER

- 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 June 1, 2021, due to the predicted rainfall amounts this week (date change due to excessive rain).
- Having concession stand roof at Forest Oaks pool repaired.
- Repainting baby pools
- Preparing to mail the Consumer Confidence Report and Fluoride survey

POLICE

Count of OFFENSE CODE

Arrest by Typel



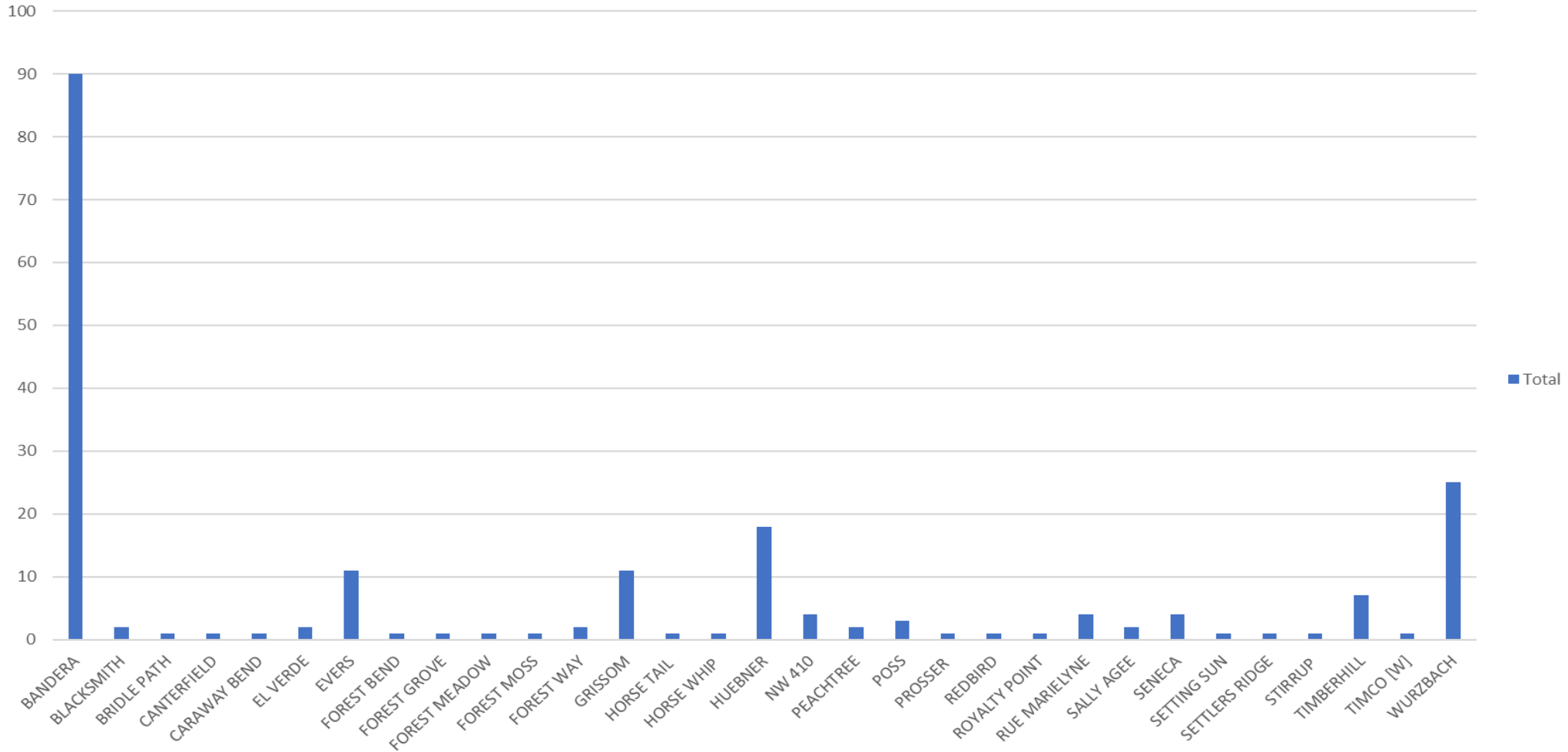
Years ▾ Quarters ▾ DATE ▾ OFFENSE ▾

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POLICE

Count of STREET CODE

Arrest By Street

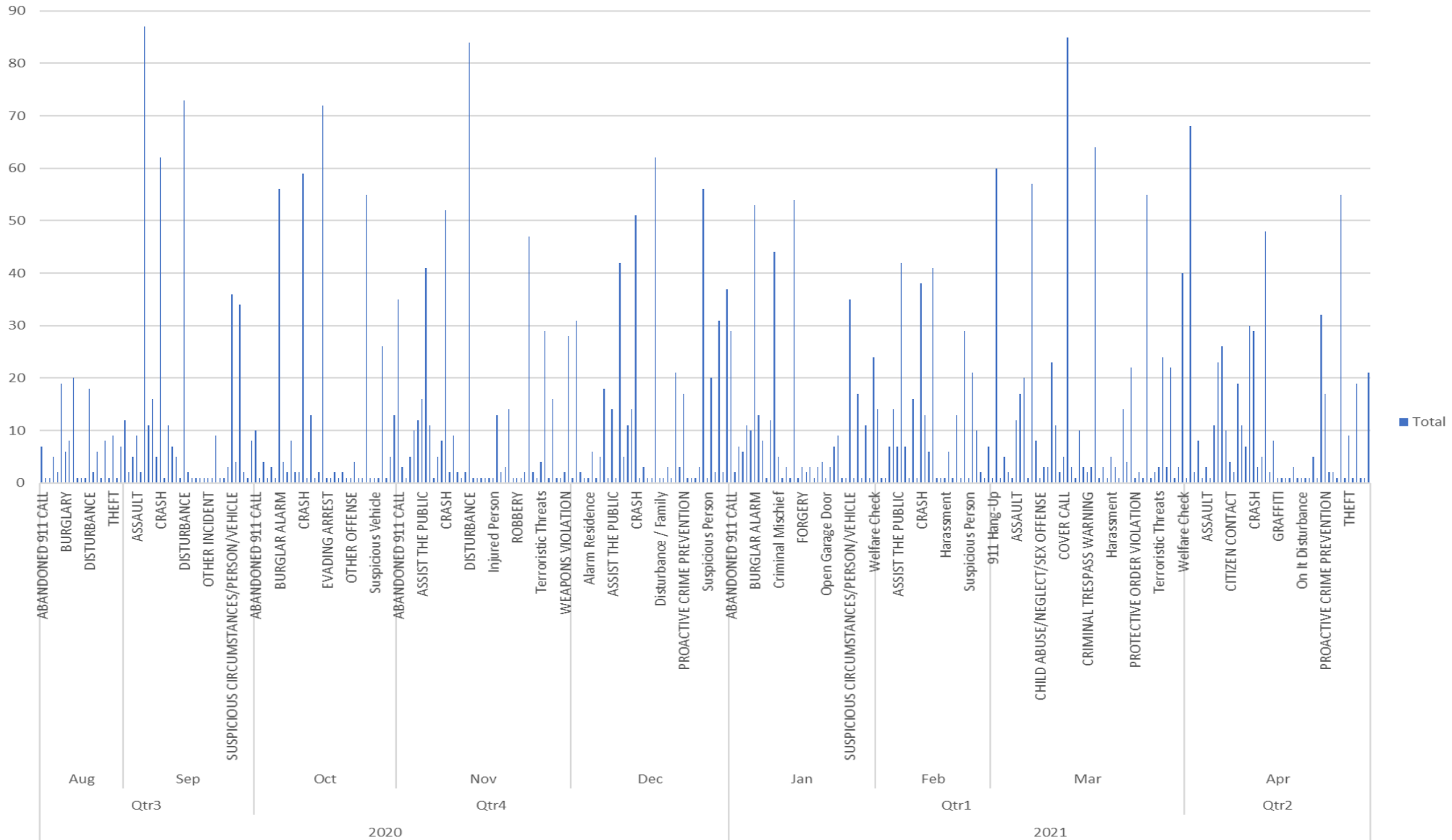


STREET ▾

POLICE

Count of INCIDENT/OFFENSE TYPES

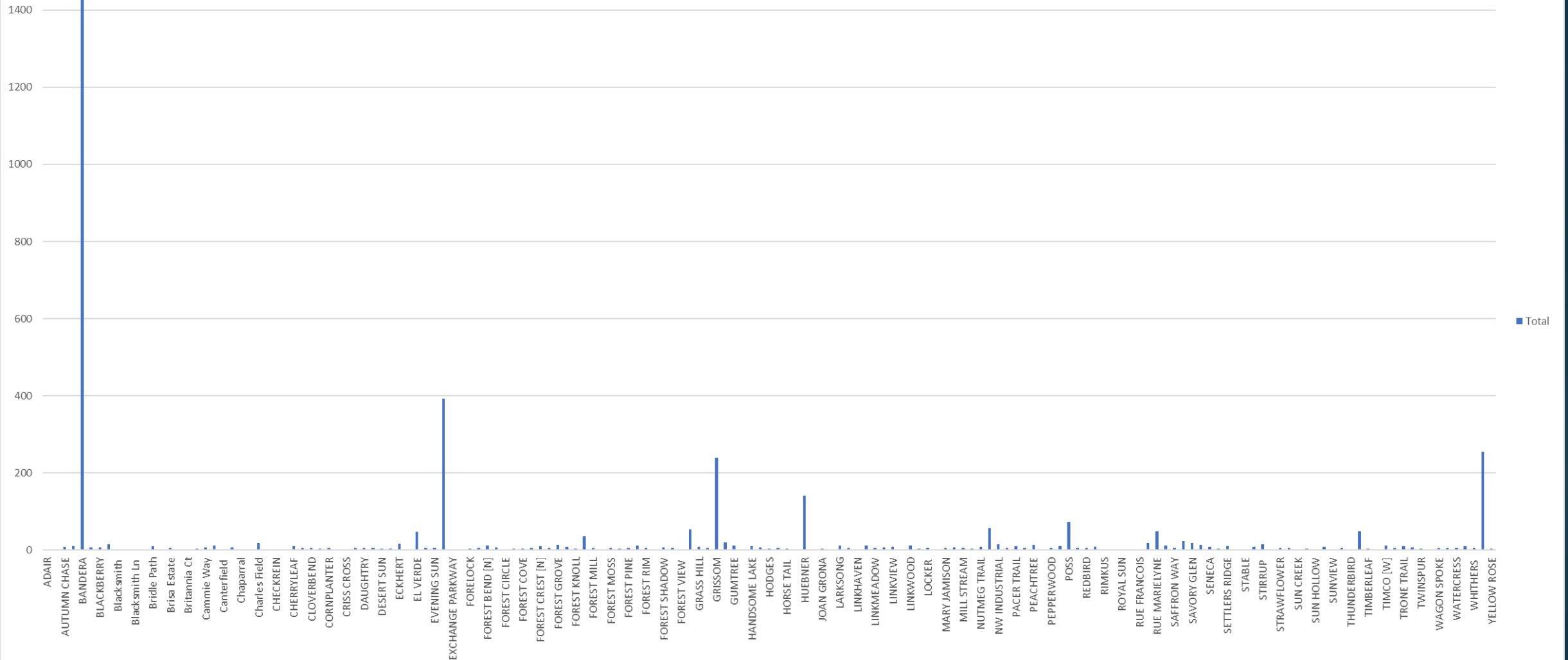
Calls By Type



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	5/23/2021
TRAFFIC UNIT																		
Moving Violations	9	175		61	54	64	48	26	38	25	31	27	24	8	10	5	36	0
Non-Moving Violations	19	1		0	0	0	0	0	0	0	0	0	2	0	1	0	0	0
Warning	11	52		1	25	41	51	11	19	19	14	12	5	3	0	1	7	0
VCO	14	0		0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
PATROL UNIT																		
Moving Violations	20	15													17	16	47	51
Non-Moving Violations	16	9													0	6	12	6
Warning	1	5													25	39	61	46
VCO	1	1													0	0	0	2
IMPOUND LOT																		
Vehicles Impounded			12	11	7	16	13	25	12	9	10	10	13	14	13	18	33	25
REASON																		
Traffic			4	5	6	11	6	17	9	6	9	7	8	8	9	6	17	10
Arrest			6	5	0	2	5	5	1	3	0	1	4	2	1	2	2	2
VCO			0	0	0	2	1	0	1	0	0	1	0	0	1	1	2	0
Other			2	1	1	1	1	3	1	0	1	1	0	4	0	1	1	3
Towed for Evidence												0	0	0	0	1	1	0
Banis															2	7	10	10

CRIMINAL INVESTIGATIONS UNIT ACTIVITY

Active/Assigned CID Investigations:

- Murder case 2021-01260 -10 hours
- Sexual Assault case outcry 2021-00439, after talking with parties involved and CPS, case was determined to be unfounded 10 hours
- Murder case, made attempts to contact Witnesses, assisted with release of Victim's Property to next of kin, consulted with D.A.'s prosecuting attorney assigned to case. I also wrote a warrant for Victim's cell phone and took phone for forensic searching. Total hours: 25
- Hit and Run case. Reviewed case, suspended it pending further leads or information -1 hour
- Hit and Run case, suspended pending further information or leads. Total hours: 1
- Hit and Run, investigation continues., lineup pending. Total time: 1 hour
- Violation Protection Order, preparing Prosecution Guide to file "At Large". Total time: 1 hour
- DWLI case, preparing to file "At Large". Total time: 1.5 hours
- DWLS case, preparing to file "At Large" Total time: 1.5 hours
- Assault case, re-opened and awaiting Victim's medical records to file "At Large" Total time 1 hour

CRIMINAL INVESTIGATIONS UNIT ACTIVITY

Cases filed by CID: One (3)

- One. Poss of CS PG1 4-200G
- Two family violence assault cases

Additional CID Activity

- Change of status on registered two sex offenders -2 hours
- Uploaded 16 videos to Bexar EIS. ref case 2020-00137 -3 hours
- There were 17 walk ins calls handled by CID personnel. -1.5 hours
- There were 6 lobby window assists. -1 hour
- Search Warrants:
 - Cell phone warrant-6 hours
 - Search warrants for evidence, 7 hours
 - Arrest Warrant for murder, 4 hours
 - Consent to search 2 hours
 - CID assisted with report search for SAPD Detectives, providing reports and information. Total Time: 2 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	5/23/2021
Vehicles Violations Tagged	9	10	9	22	3	7	6	4	4	5	6	6	10	6	2	2	5	4
Bandit Signs	19	27	23	32	47	47	24	29	45	3	1	25	31	34	8	7	49	15
Graffiti	11	21	9	15	13	10	13	6	13	13	8	6	11	13	4	3	11	8
Building Violations	14	0	7	8	11	11	5	5	9	6	6	12	11	12	3	0	1	3
Grass/Weed /Tree Violations	29	48	45	21	48	35	16	13	29	5	15	22	11	30	12	6	23	21
Pool Violations	0	3	3	1	2	1	2	0	0			1	0	3	2	0	1	1
Trash Complaints	7	13	7	9	11	5	5	5	10	2	8	23	16	14	6	4	8	1
Noise Violations	2	1	0	0	4	4	8	5	4	1	4	9	14	14	4	1	0	2
Fence Violations	0	0	3	1	1	3	3	1	4	1	1	4	2	4	5	7	0	2
Misc. Code Violations	0	0	0	0	0	9	11	6	13	12	19	18	11	16	9	16	34	21
VCO Citations Issued	0	3	3	1	2	0	3	4	0	0	0	0	0	0	0	5	10	1
VCO Letters Sent Total	18	19	0	11	13	19	13	8	14	6	186	12	11	15	4	3	15	4
VCO Door Tags	27	61	0	34	26	21	16	9	40	8	9	14	17	47	11	2	31	40
Videos for DA's Office											32	0	0	0	0	0	0	3
TOTALS	136	206	109	155	181	172	125	95	185	62	295	152	145	208	70	56	188	126

ANIMAL CONTROL



At Large Dog Calls	0	5	6	2	5		3	4	10		11	10	9	10	5	4	7	7
At Large Dogs Impounded				1							1		1	1	0	0	0	2
Dogs Returned to Owner	7			1										1	0	0	5	2
Dead Animals Picked Up:	3	9	4	6	7		16	14	11		8	8	17		0	0	0	0
Dogs		2	1						1				2	3	0	1	0	0
Cats		1			1		1	1	1		2	2	2		0	0	1	0
Racoons			1				1	1			2		3		0	0	1	1
Deer	1	4	2	5	5		9	11	8		2	3	3	3	0	1	3	1
Skunks	2	2		1	1		2	1	1		2	3	5	3	2	0	2	1
Other							3						2		1	0	3	3
Misc. Animal Control Calls	0	6	7	7	11		13	11	10		26	21	25	10	6	6	9	4
TNR Cats Trapped		1			3		1						5	1	1	0	0	0
TNR Cats Released					3							5	5	1	1	0	0	0
Wild Animal Calls (Alive)	11	13	13	12	12		10				15	17	12	10	2	0	6	3
Reported Dog Attacks/Bites			1												0	1	0	0
Actual Dog Attack/Bites	2	1		1	1		1	1	6		2	2	2	2	0	0	0	0
Rabies/Registration Violations	1	3	3	2	4						2				2	0	0	1
Animal Control Citations Issued	3	0	0	1					3		0	2	0	0	0	0	0	0
Animal Control VCO Letters Sent	5	10	2	7	12		4		16		5	10	9	10	4	0	2	0
Animal Control Door Tags	3	14	10	11	6		8		14		4	10	16	12	4	0	0	23
<u>TOTAL</u>	38	71	50	57	71	0	72	44	81	0	82	93	118	67	28	13	39	48

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	5/26/2021	Total /Avg
Overall Responses																		
Total Fire Dept Call for Service	79	216	86	78	96	79	100	134	159	77	140	100	83	82	94	129	88	1820
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	4:56	5:04
Fire Services																		
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	30	538
FERP (Flood Emergency Response Plan) Activation	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	4	8
EMS																		
Emergency Medical Service Call for Service to the Commur	61	175	60	52	70	55	69	94	119	61	57	70	53	59	66	103	58	1282
COVID EMS Calls for Service	3	9	4	6	5	3	8	14	20	18	12	9	9	6	5	4	4	139
Motor Vehicle Accident Calls for Service	6	12	5	5	1	5	7	12	8	2	4	3	3	9	4	7	4	97
Fire Marshal Services																		
Local Business Fire Inspections	20	46	24	18	21	16	24	18	24	21	14	28	32	20	15	25	16	382
Plan Review	10	19	14	13	10	21	19	14	18	5	7	11	9	4	5	8	14	201
Enforcement Citations	1	3	3	1	0	0	0	0	0	0	0	0	1	0	1	0	0	10
Mutual Aid																		
Mutual Aid Requested by the Fire Department	0	4	0	1	3	1	2	0	3	2	0	0	1	0	1	1	4	23
Mutual Aid Requested from the Fire Department	5	5	3	3	6	4	6	10	3	1	9	3	1	4	3	6	2	74

FIRE

Activity Report:

- The city has a new paramedic. Reuben Salas has been a firefighter/EMT with the department for 2 years. Firefighter Salas recently completed his paramedic certification with UTHSCSA while being employed full time. Congratulations firefighter Salas on your accomplishment.
- During the last 2 weeks, the fire department has closed Poss Rd 4 times for high water events. Everyone please be mindful that this area is prone to flash flooding.
- The Fire Department will be participating in a Flag Day Ceremony (flag retirement) with the American Legion Post 336 on June 14, 2021 at 7 pm located at Veterans Memorial Park.
- MIH Chris Willis completed his Community Paramedic training through Columbia Southern University. He received his community paramedic certificate of completion and is now eligible to test for his certificate.

COMMUNITY DEVELOPMENT



REQUEST/PERMIT (Items below are requests which are ready for consideration)	DESCRIPTION	REPORTING DATES															
		5/26/2021	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
LONG-RANGE PLANNING																	
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			
P&Z COMMISSION REQUESTS																	
Bandera Road Ste. 14 (Outside Dining)	Specific Use Permit	Schd. 06/08/21															
7710 Stebbins (Temp RV)	Specific Use Permit	Approved 05/05/21	Schd. 05/25/21														
6758 Poss Road (Townhouse)	Zone Change	Discussed 05/25/21	Schd. 05/25/21	TBD													
4700 Timco W, Ste. 105 (Brewery)	Specific Use Permit	Approved 05/05/21	Tabled 05/11/21	Schd. 05/11/21													
Bandera Road (PC King Food Truck)	Specific Use Permit	Approved 05/05/21	Tabled 05/11/21	Schd. 05/11/21													
5420 Grissom (Uhaul)	Specific Use Permit		Approved 05/11/21														
517 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					
6712 Bandera Road (Car Wash)	Zone Change											Approved 12/08/20				Tabled 10/13/20	
526 Bandera Road (Outside Dining)	Specific Use Permit											Approved 11/24/20				Tabled 10/13/20	Approved 10/13/20
BOARD OF ADJUSTMENT REQUESTS																	
5420 Grissom (Uhaul)	Multiple Variances	Schd. 06/17/21															
CITY COUNCIL REQUESTS																	
7710 Stebbins (Temp RV)	Specific Use Permit	Schd. 06/15/21															
4700 Timco W, Ste. 105 (Brewery)	Specific Use Permit	Schd. 06/15/21															
Bandera Road (PC King Food Truck)	Specific Use Permit	Schd. 06/15/21															
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)				
526 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)

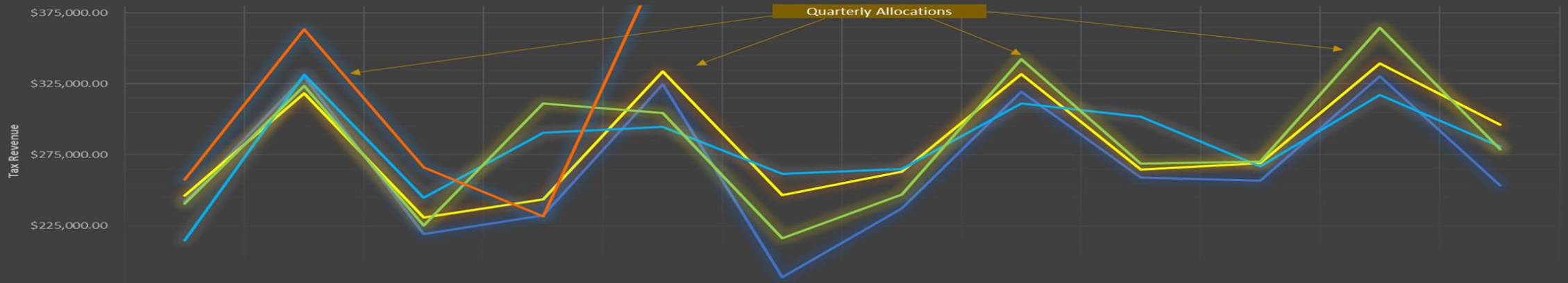
REQUEST/PERMIT (Items below are requests which are ready for consideration)	DESCRIPTION	REPORTING DATES															
		5/26/2021	5/12/2021	4/28/2021	4/14/2021	3/31/2021	3/17/2021	3/3/2021	2/10/2021	1/27/2021	1/6/2021	12/9/2020	11/24/2020	11/11/2020	10/28/2020	10/14/2020	9/30/2020
BUILDING PERMITTING & OCCUPANCY																	
Applications Received	90	38	38	47	89	40	50	42	46	57	85	64	97	73	52	43	76
Permits Issued	24	23	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

Vacancy Rate



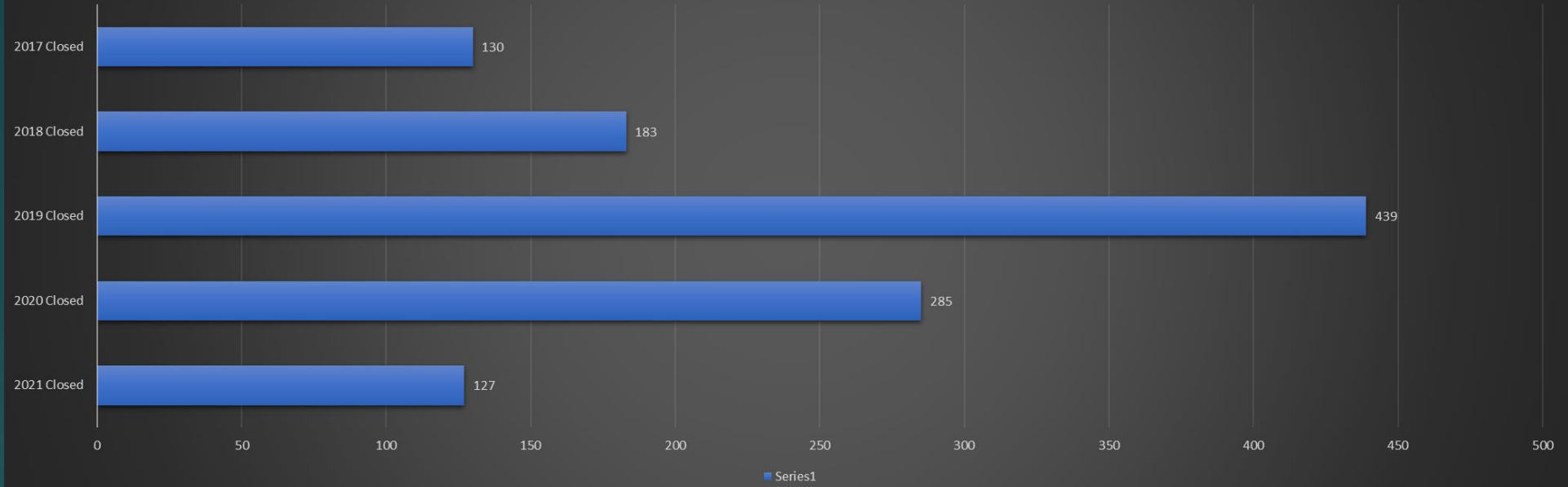
5-year sales tax history - Leon Valley



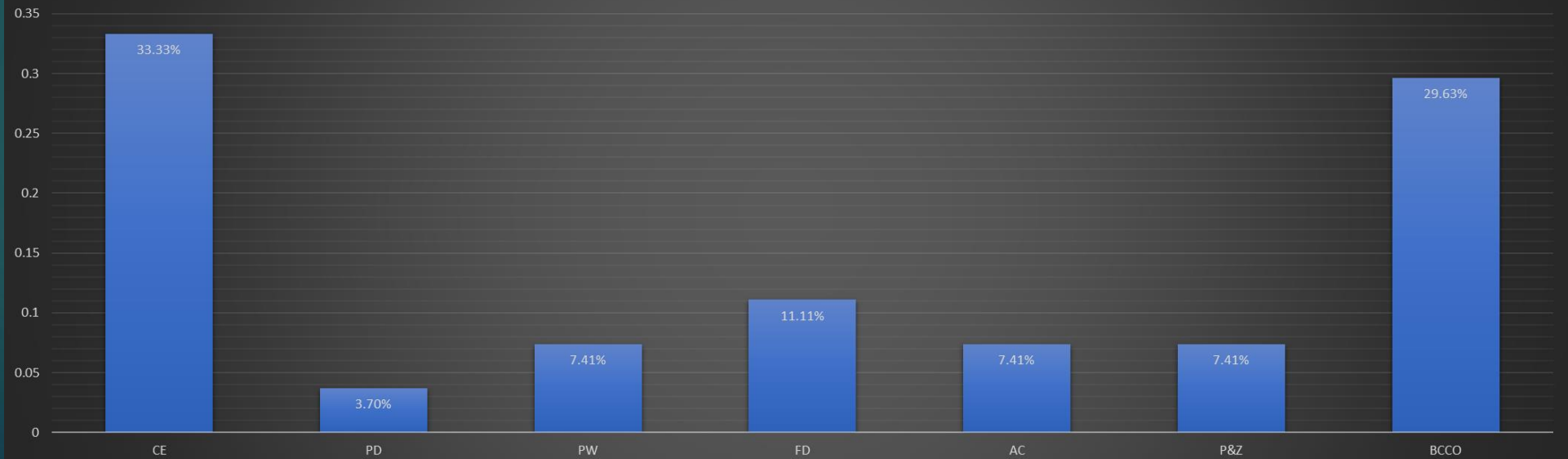
	January	February	March	April	May	June	July	August	September	October	November	December
2017	\$241,970.36	\$330,183.42	\$219,413.95	\$232,411.32	\$324,837.94	\$188,907.06	\$237,082.91	\$319,591.46	\$258,873.58	\$256,708.90	\$330,377.00	\$253,539.46
2018	\$246,302.77	\$318,304.72	\$231,035.50	\$243,781.75	\$333,927.19	\$246,548.71	\$263,183.86	\$331,767.88	\$264,817.00	\$269,182.81	\$339,544.33	\$296,039.19
2019	\$214,799.66	\$331,662.89	\$244,655.16	\$290,737.10	\$294,547.40	\$261,650.29	\$265,026.28	\$311,227.82	\$301,962.08	\$267,005.40	\$317,139.01	\$280,913.40
2020	\$240,578.33	\$323,642.59	\$225,091.95	\$311,335.84	\$304,385.25	\$216,147.58	\$246,914.11	\$342,355.11	\$268,634.32	\$270,369.96	\$364,693.66	\$278,923.04
2021	\$257,417.26	\$363,396.67	\$266,103.75	\$231,728.04	\$414,387.77							

ONIT

ONIT: Annual Closed Trend

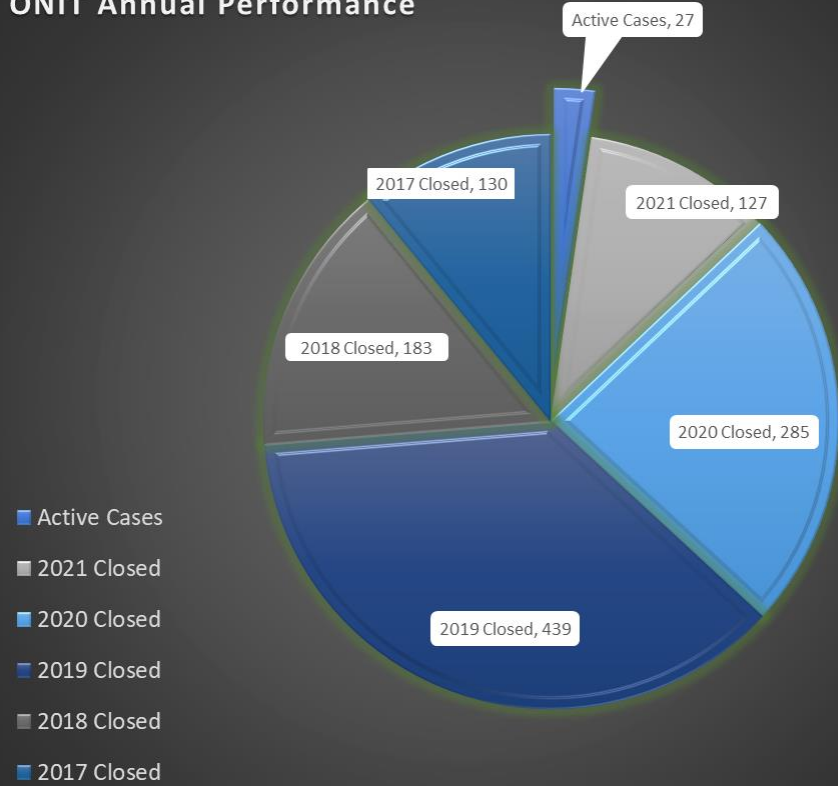


ONIT: Case Leads - By Percentage

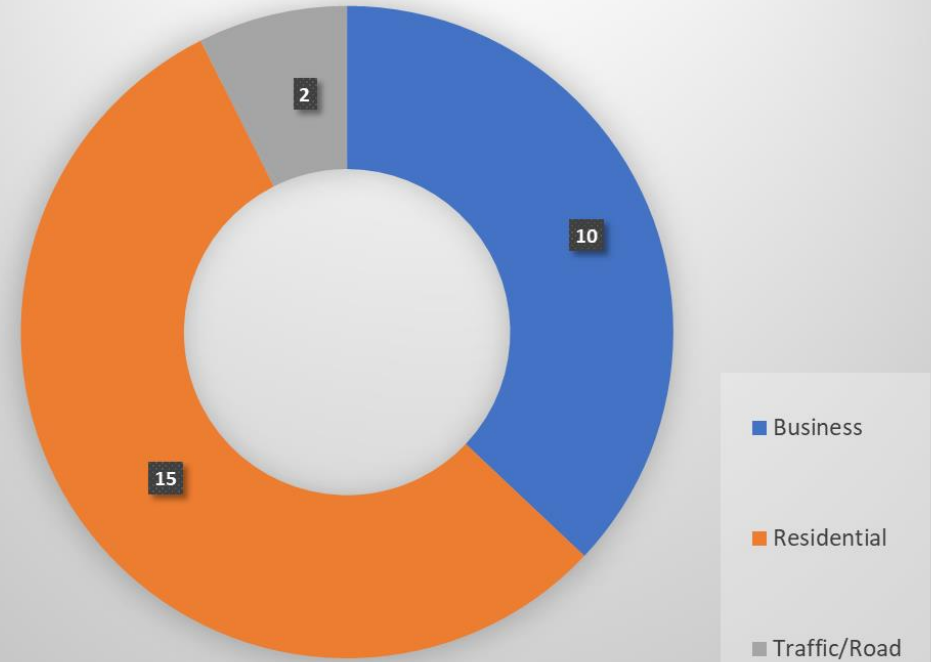


ONIT

ONIT Annual Performance



Case Origin - Macro



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
051321-A	5/13/2021	COMPLETE	5/20/2021	Rebecca Sobezak	-	EMS Records: Grace M. Walker	N	N	N	AF	MICHAEL N & ERIC B.	FIRE	Emailed 5-20-2021	\$ -
051321-B	5/13/2021	COMPLETE	5/13/2021	Paola Villarreal	The Lodge Apartments	COFO for 5544 Timberhill	N	N	N	AF	CHRISTINA AND BRANDON	P&Z	Emailed; Not in LV 5-13-2021	\$ -
051721-A	5/17/2021	Waiting on Staff	-	Kurtis Briere	Proplogix	Information+open violations for 5900 Wurzbach				AF	CHRISTINA G, BRANDON, RICK, ERIC B, JUSTIN G, MICHAEL, MELINDA AND DAVID D	P&Z; FIRE; COMMERCIAL CODE ENFORCEMENT AND PW		
051721-B	5/17/2021	COMPLETE	5/20/2021	Shirell Davis	Attorney General Office Central Records Section Crime Victim Services Division	Request for Offense Report Case No. 202101420	N	N	N	CM & AF	CHRISTINA M. PROVIDED THE REQUEST TO ANA F.	PD	Emailed 5-20-2021	\$ -
051821-A	5/18/2021	COMPLETE	5/21/2021	Jorge A. Cantu	C6 Services	Count of residential waste accounts or households, and a count of all commercial waste accounts or commercial businesses in the city of Leon Valley serviced by Tiger Sanitation.	N	N	N	AF	YVONNE; FLOYD AND VICKIE; MARILEE MARSHALL	PW, FINANCE & TIGER SANITATION	Melinda reached out to Tiger Sanitation to obtain this information. Contact: MariLee Marshall MariLeeM@Tiger-TX.com Emailed information to requestor 5-21-2021	\$ -
051921-A	5/19/2021	COMPLETE	5/25/2021	S. Vela	Chicago Title	City lien for 6608 Peachtree	N	N	N	AF	HEATHER & JOSE	RESIDENTIAL CODE ENFORCEMENT	No records responsive to request; notified requestor via email 5-25-2021	\$ -
052021-A	5/20/2021	COMPLETE	5/20/2021	Renita Smith	-	Basic report for case number 21-0100043	Y	N	N	AF	CHRISTINA M	PD	Emailed 5-20-2021	\$ -
052021-B	5/20/2021	COMPLETE	5/21/2021	Yesica Antu-Sanchez	Bexar Appraisal District	Building permits from April 1, 2021 – April 30, 2021.	N	N	N	AF	CHRISTINA G. AND BRANDON	P&Z	Emailed 5-21-2021	\$ -
052421-A	5/24/2021	Waiting on Staff	-	Tammy Santillan	-	Police Report/ Fire Marshall Report 202101227				AF	CHRISTINA M., KASEY, JUSTIN G, ERIC, MICHAEL N.	PD & FIRE		
052421-B	5/24/2021	Waiting on Staff	-	Matthew Hodde	-	Flood plain development records and associated elevation certificate for 5905 El Verde Rd.				AF	CHRISTINA G AND BRANDON	P&Z		
052521-B	5/25/2021	Waiting on Staff	-	Sr. Deputy B. Jobson #5216	Travis County Sheriff's Office	Tommi Garrison - TCSO background investigation				AF	CRYSTAL	HR/ACM		

POLICE OPEN RECORDS

TOTALS			
	Reports Emailed	Commercial Account	Involved Party Account
LVPD	4	9	0
Total Lexis Nexis	18	17	15
Combined	22	26	15
LEON VALLEY PD			
	Emailed	Commercial Account	Involved Party Account
5/12/2021	0	0	0
5/13/2021	1	1	0
5/14/2021	0	1	0
5/15/2021	0	0	0
5/16/2021	0	0	0
5/17/2021	0	4	0
5/18/2021	0	0	0
5/19/2021	0	0	0
5/20/2021	0	0	0
5/21/2021	0	0	0
5/22/2021	0	0	0
5/23/2021	0	0	0
5/24/2021	3	3	0
5/25/2021	0	0	0
Total	4	9	0

LEXIS NEXIS			
Date	Reports Sold	Commercial Account	Involved Party Account
5/12/2021	0	0	0
5/13/2021	1	2	2
5/14/2021	1	1	0
5/15/2021	0	0	0
5/16/2021	0	0	0
5/17/2021	1	1	2
5/18/2021	2	2	2
5/19/2021	1	0	4
5/20/2021	3	2	1
5/21/2021	2	2	2
5/22/2021	0	0	0
5/23/2021	0	0	0
5/24/2021	1	0	2
5/25/2021	6	7	0
TOTAL	18	17	15

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 20th 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

- Reviewing information obtained and looking at cities that are using the companies that I visited with on improving minutes/agenda/documents. I plan to send a summary of comparisons to Acting City Manager Caldera as soon as possible.
- Updated the Contract Log and followed up with directors on missing items.
- Updated Council Member and Staff Directory on the City website and with TML and our city attorney.
- Updated and redistributed the Code of Ordinance Books with Supplement 5. Four (4) books are outstanding and have not been turned in to be updated as of today.
- Attended an Alamo Chapter TMCA, Inc. Scholarship/Fundraiser Committee Meeting.
- Submitted a workorder to Public Works to have floor tiles in the Police Department glued back down.

LIBRARY

Member Accounts

Member Accounts			
New	March	April	May
Employee	0	0	0
LV Adult	2	3	10
LV Youth	0	1	5
NR Adult	1	2	3
NR Senior	0	2	4
NR Youth	0	1	0
Totals	3	9	22
Renewed			
Employee	March	April	May
Employee	1	0	2
LV Adult	21	32	18
LV Youth	2	0	7
NR Adult	0	1	0
NR Senior	7	2	3
NR Youth	0	0	0
Senior Center	0	0	0
Totals	31	35	30
Amount Saved*			
Totals	March	April	May
Totals	\$9,737.28	\$10,137.67	\$10,182.89

Materials

Materials Added			
Type	March	April	May
Adult	23	16	88
YA (Young Adult)	27	7	36
Juvenile	19	25	48
Easy	19	24	85
Spanish	0	3	32
Audio	2	8	10
DVD	1	13	2
Totals	91	96	301
Material Value			
Type	March	April	May
Adult	\$628.62	\$345.80	\$2,333.14
YA (Young Adult)	\$497.69	\$155.92	\$585.57
Juvenile	\$148.96	\$445.67	\$844.33
Easy	\$328.77	\$423.76	\$1,274.96
Spanish	0	\$53.85	\$522.96
Audio	\$77.94	\$293.95	\$2,225.95
DVD	\$18.98	\$322.69	\$66.15
Totals	\$1,700.96	\$2,041.64	\$7,853.06

Circulation

Circulation			
Material Type	March	April	May
Adult	270	327	331
YA (Young Adult)	31	23	41
Juvenile	111	84	131
Easy	251	287	185
Spanish	19	0	10
Audio	12	12	17
DVD	64	76	83
Hotspot	20	14	11
On the Fly	84	37	6
Totals	862	860	815
Circulation			
Member Type	March	April	May
Employee	124	156	76
LV Adult	527	487	454
LV Youth	13	7	28
NR Adult	30	22	40
NR Senior	76	90	108
NR Youth	49	27	27
TexShare	2	2	0
Senior Center	3	6	0
Unknown*	38	63	82
Totals	862	860	815

UPCOMING EVENTS

- The next City Council Meeting is scheduled for Tuesday, June 15, 2021, at 6:00 pm in Council Chambers.
- City Council Budget Workshop is scheduled for Saturday June 5, 2021 at 9:00 a.m. at City Hall.
- Monday, May 31, 2021, City Hall and Municipal Court will be closed in observance of Memorial Day.
- Pools Open Memorial Day Weekend; Water Aerobics.
- Saturday, June 12, 2021, from 11:00 AM – 2:00 PM, A Day at the Park with Texas Foster Care Community Event, at Raymond Rimkus Park.
- Monday, June 14, 2021, at 7:00 PM, American Legion and the Leon Valley Fire Department – “Flag Retirement Ceremony”, at Veterans Park.
- Sunday, July 4, 2021, at 7:30 AM, Pioneer Firecracker 5K Run/Walk, Check-In at 6:30 AM at the Northwest Little League located at 6828 Poss Road.
- Sunday, July 4, 2021, at 7:30 PM, the 27th Annual July 4th Parade, “Celebrate America; the Red, White and Blue”.
- Sunday, July 4, 2021, at 9:15 PM, July 4, 2021 Fireworks Spectacular, at Raymond Rimkus Park.
- Saturday, July 24, 2021, from 9:00 AM to 11:00 AM, Coffee with the Mayor and City Council, at the Leon Valley Conference Center.

UPCOMING EVENTS

- Pre-bid conferences will be held on Wednesday, May 26th, at City Hall, at 10:00 am, for the Settler's Ridge Water and Sewer Main Replacement Project and for the Year 4 Street Maintenance Project.
- The Tree Advisory Board will meet at Public Works at 6:00 pm, on May 24th.
- The Hike & Bike Trail Committee will meet at City Hall, at 6:30 pm, on June 7th.
- The Capital Facilities Oversight Committee will meet at City Hall, at 6:30 pm, on June 8th.
- The Park Commission will meet at The Ridge at Leon Valley Park, at 7:00 pm, on June 10th.