

City Manager's Report

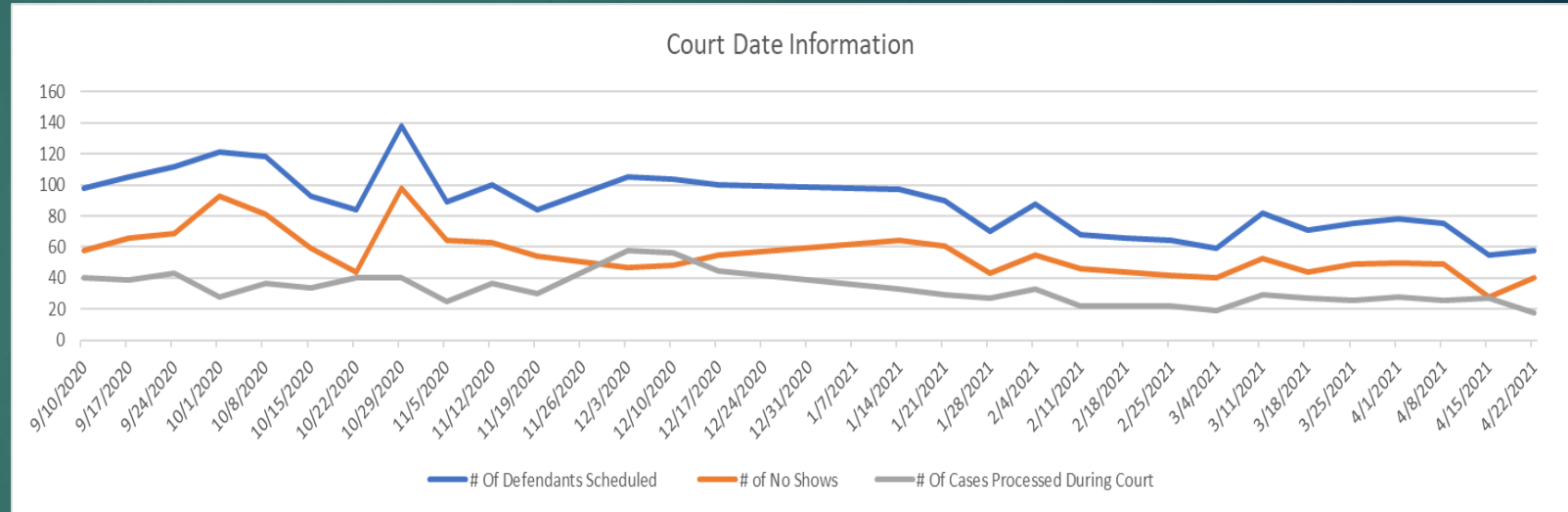
CRYSTAL CALDERA, MPA, PHD

05/04/2021



COURT

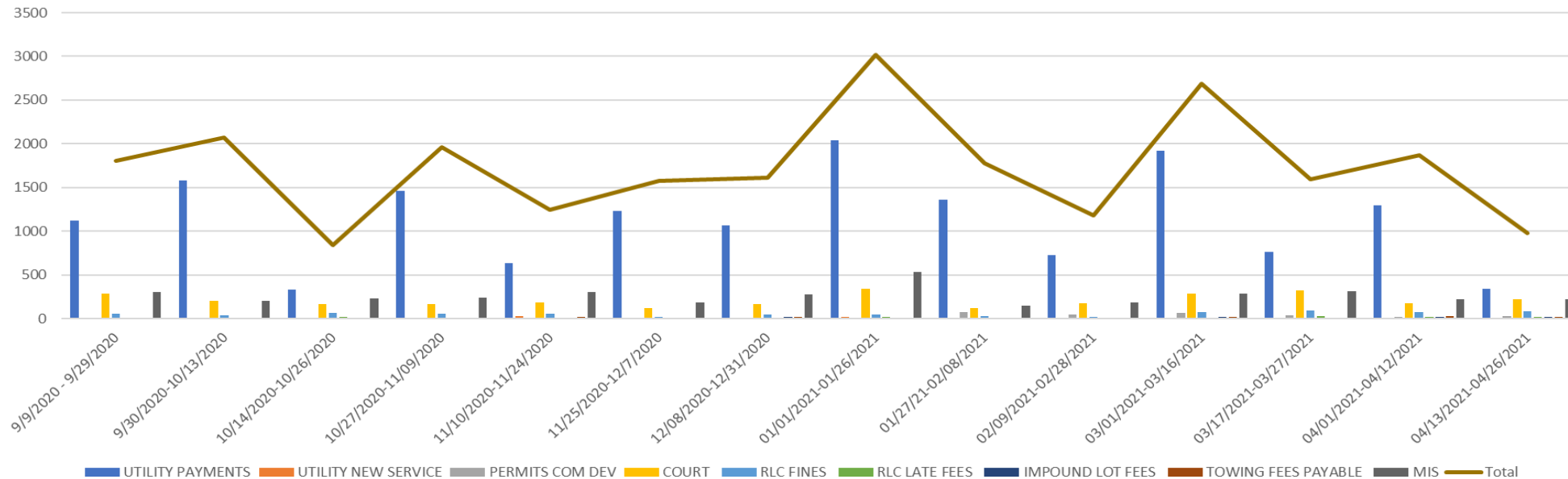
Court Dates	# Of Defendants Scheduled	# of No Shows	# Of Cases Processed During Court
9/10/2020	98	58	40
9/17/2020	105	66	39
9/24/2020	112	69	43
10/1/2020	121	93	28
10/8/2020	118	81	37
10/15/2020	93	59	34
10/22/2020	84	44	40
10/29/2020	138	98	40
11/5/2020	89	64	25
11/12/2020	100	63	37
11/19/2020	84	54	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
4/15/2021	55	28	27
4/22/2021	58	40	18



COURT

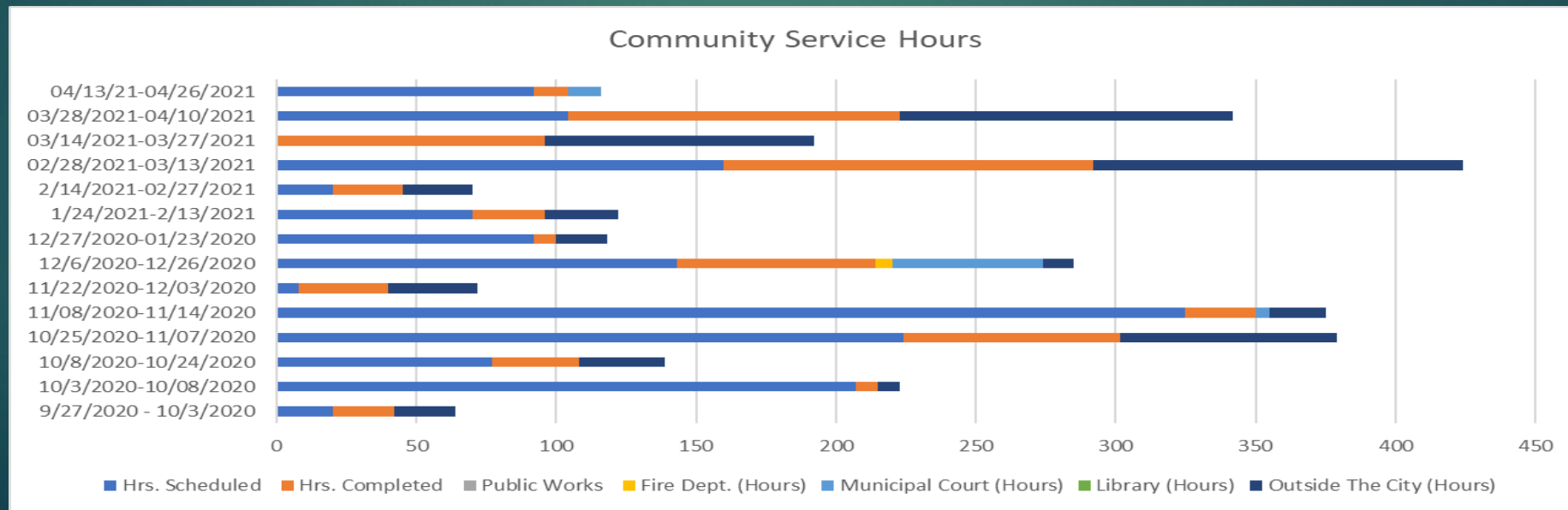
Date	UTILITY PAYMENTS	UTILITY NEW SERVICE	PERMITS COM DEV	COURT	RLC FINES	RLC LATE FEES	IMPOUND LOT FEES	TOWING FEES PAYABLE	MIS	Total
9/9/2020 - 9/29/2020	1125	10	1	285	52	6	13	13	304	1809
9/30/2020-10/13/2020	1581	14	0	200	40	11	8	8	206	2068
10/14/2020-10/26/2020	332	10	3	165	69	21	5	6	227	838
10/27/2020-11/09/2020	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
04/13/2021-04/26/2021	344	8	32	226	85	23	18	18	226	980

COMMON TRANSACTIONS



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		



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	29	X \$50.00	\$1,450.00	\$-	\$9,920.52
DEFERRAL/ PAYMENT PAN BY COURT NO MONEY	17	X \$50.00	\$850.00	\$794.78	\$5,130.88
TOOK IN CONSIDERATION (TIC) OR NON - CASH	3	X \$50.00	\$150.00	\$ -	\$217.10
SOLVED	16	X \$50.00	\$800.00	\$4,876.02	
TOTAL	65		\$3,250.00	\$5,670.80	\$15,268.50

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	6	X \$50.00	\$300.00	\$ -	\$2,393.60
DEFERRAL/ PAYMENT PAN BY COURT NO MONEY	26	X \$50.00	\$1,300.00	\$1,275.00	\$7,648.06
TOOK IN CONSIDERATION (TIC) OR NON - CASH	5	X \$50.00	\$250.00	\$ -	\$ -
SOLVED	2	X \$50.00	\$100.00	\$ 484.80	\$ -
TOTAL	39		\$1,950.00	\$1,759.80	\$10,041.66

COURT

Campbell- 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	10	X \$50.00	\$500.00		\$4,455.62
DEFERRAL/ PAYMENT PAN BY COURT NO MONEY	9	X \$50.00	\$450.00	\$1,020.00	\$584.80
TOOK IN CONSIDERATION (TIC) OR NON - CASH	6	X \$50.00	\$300.00		-
SOLVED	27	X \$50.00	\$1,350.00	\$7,729.09	-
TOTAL	52		\$2,600.00	\$8,749.09	\$5,040.42

Warrants Issued

- Total # Warrants 58
- Total Amount Due \$21,202.93

New Citations

- Filled to the court 83

PUBLIC WORKS



Community Center Remodel

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. Final walk through date changed by 7 days due to the NW Seniors Club asking for minor adjustments.

11/30/2020	12/7/2020	12/14/2020	2/22/2020	3/1/2021	3/15/2021	4/20/2021	4/12/2021	5/14/21
Preconstruction	Remodel has begun	Kitchen equipment ordered	Flooring Installed	Painting complete	New Electrical Panel	Kitchen Install	AV Ordered	Final Walk through

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.

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

The Year 4 Street Maintenance Project

5/10/2021	6/10/2021	07/20/21
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.

City Hall Annex

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

PUBLIC WORKS

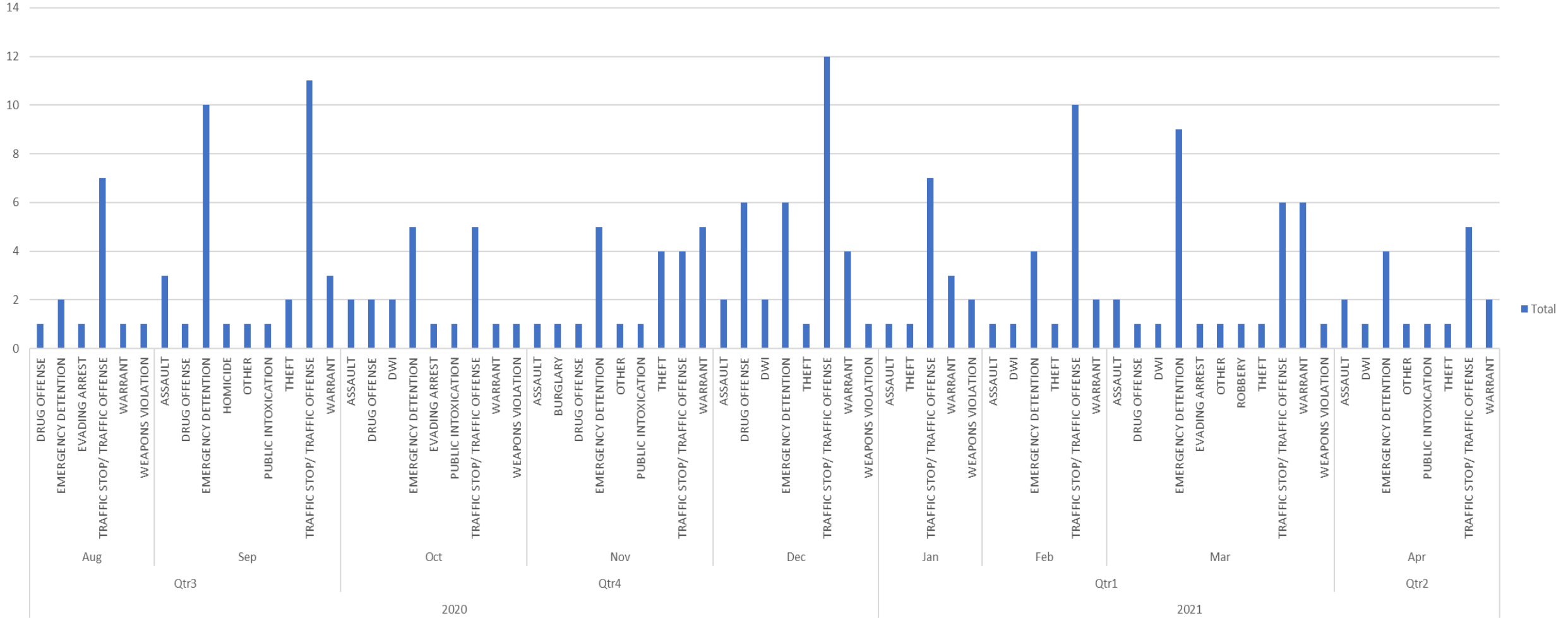
OTHER

- Staff is preparing a Stormwater system workshop presentation for Council consideration.
- The Crew formed and prepared sub-grade for concrete for the construction of a basketball court at The Ridge at Leon Valley Park.
- Mowing and performing ground maintenance at the pools and pocket parks.
- Building cages to protect 100 trees recently planted at the Old Mill and Silo Parks.
- The Huebner Well was placed back into service after recent repairs and testing.
- The Park Commission will meet on Thursday, May 13th at 6:30 pm, location to be determined, but at one of the parks.

POLICE

Count of OFFENSE CODE

ARRESTS BY TYPE



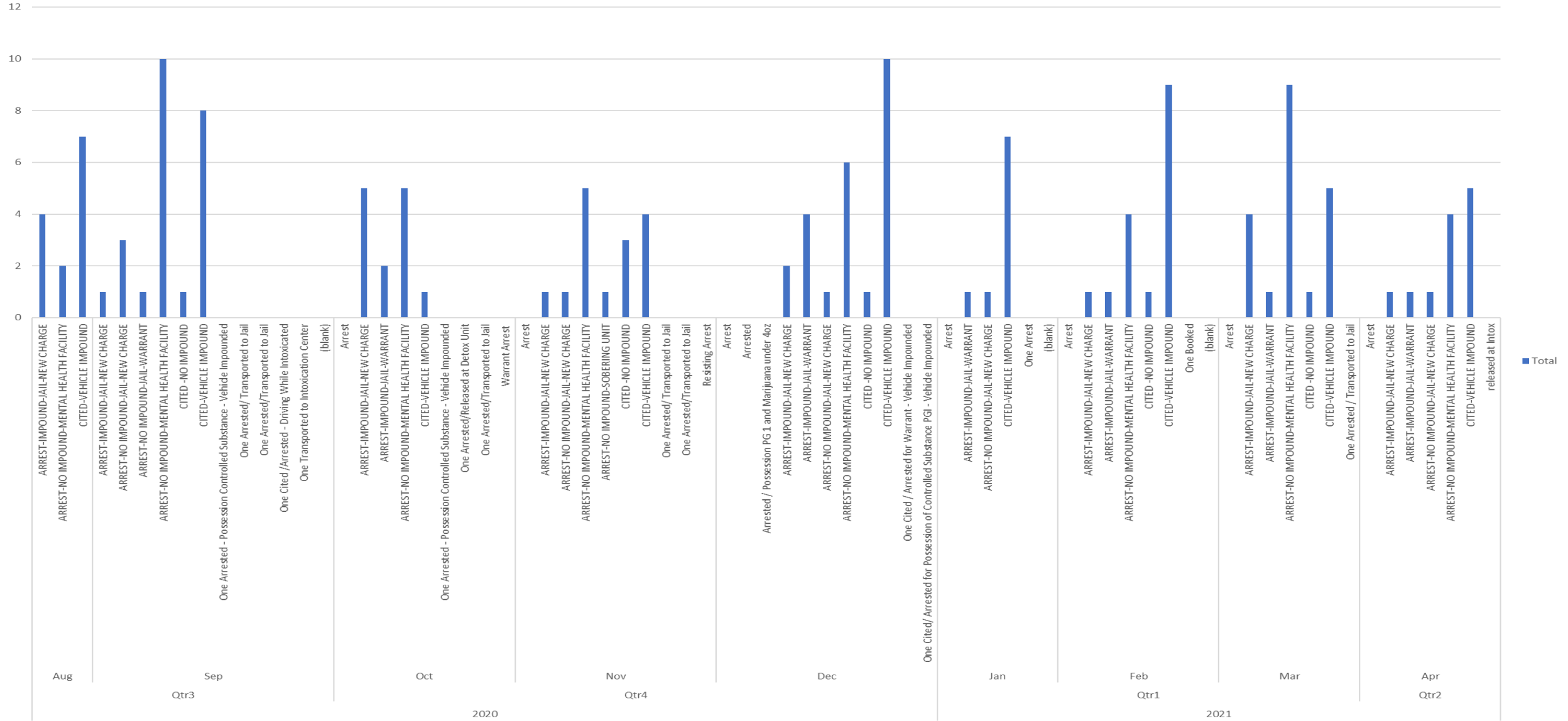
Years ▾ Quarters ▾ DATE ▾ OFFENSE ▾

+ -

POLICE

Count of RESULT CODE

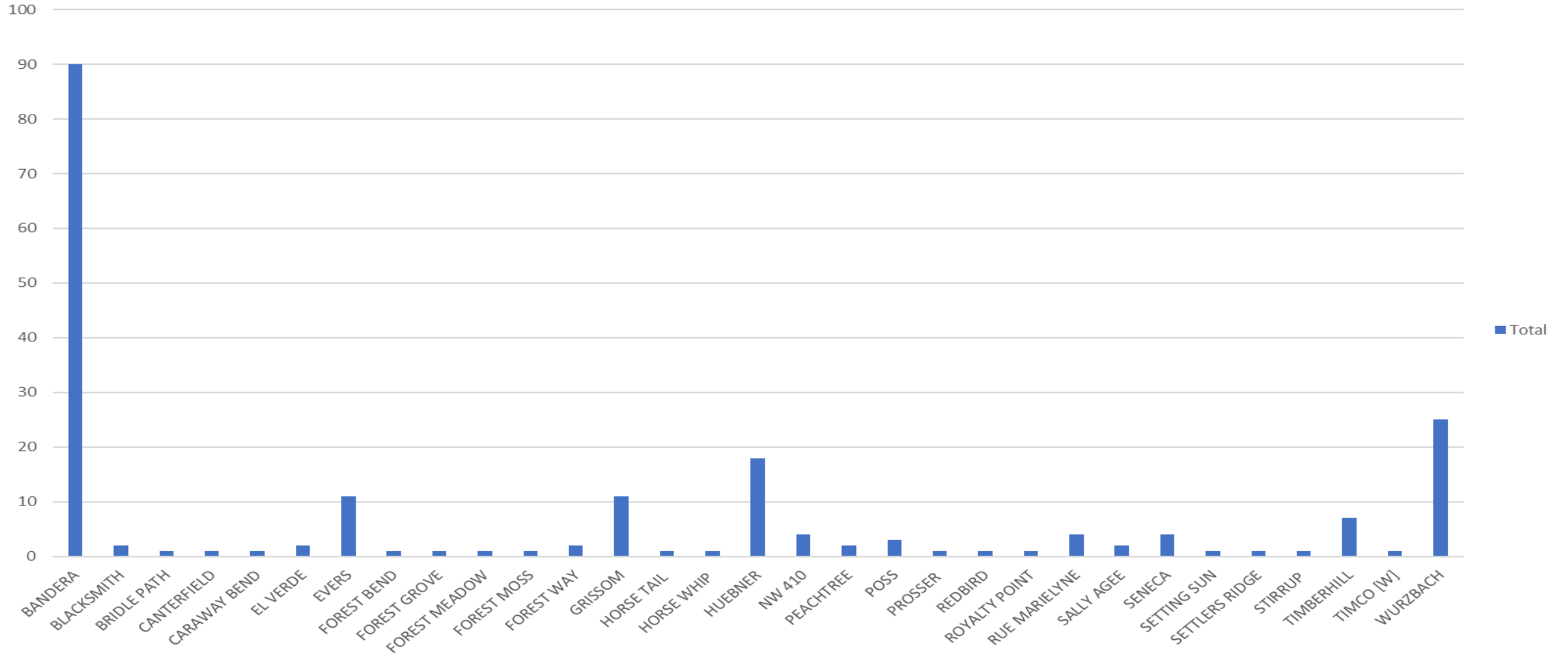
ARREST BY DISPOSITION



POLICE

Count of STREET CODE

ARREST BY STREET

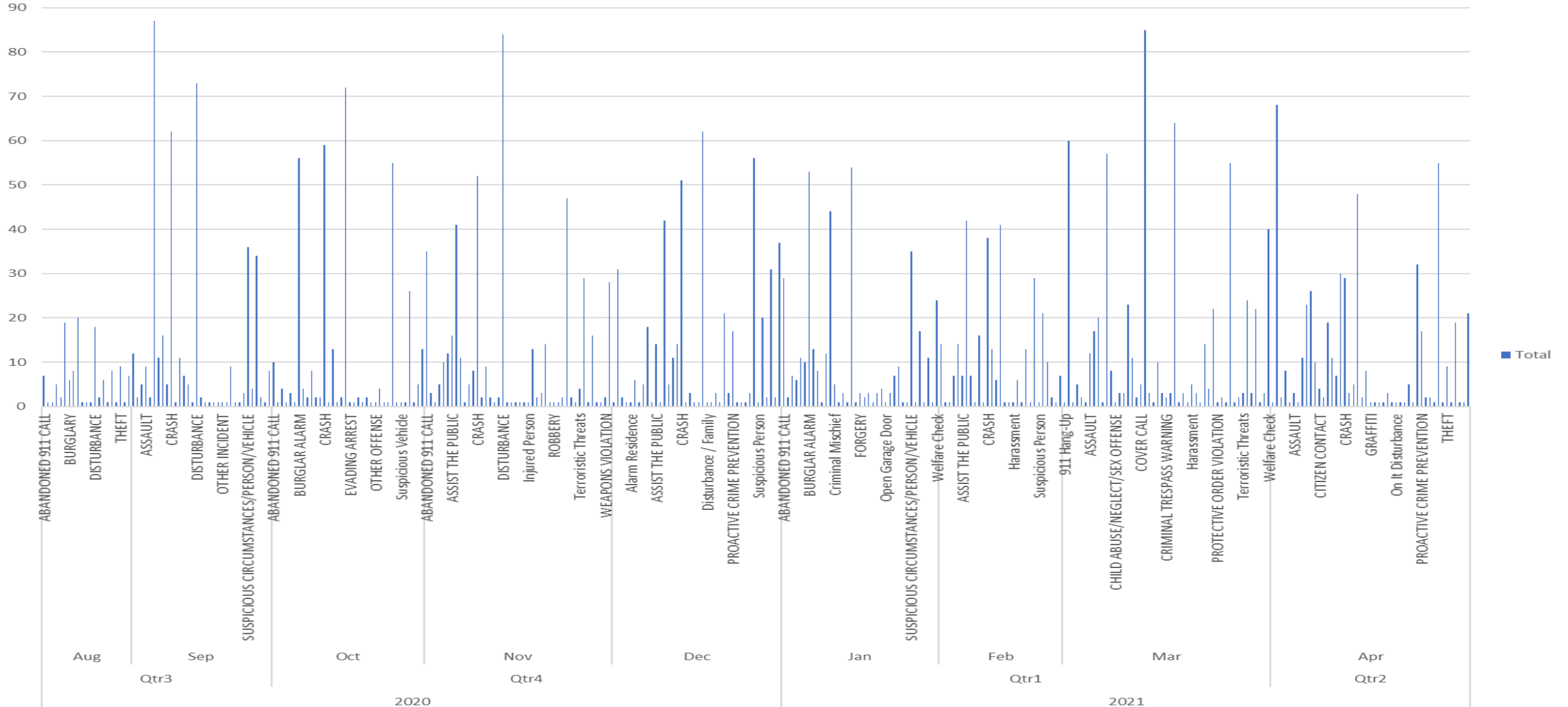


STREET ▾

POLICE

Count of INCIDENT/OFFENSE TYPES

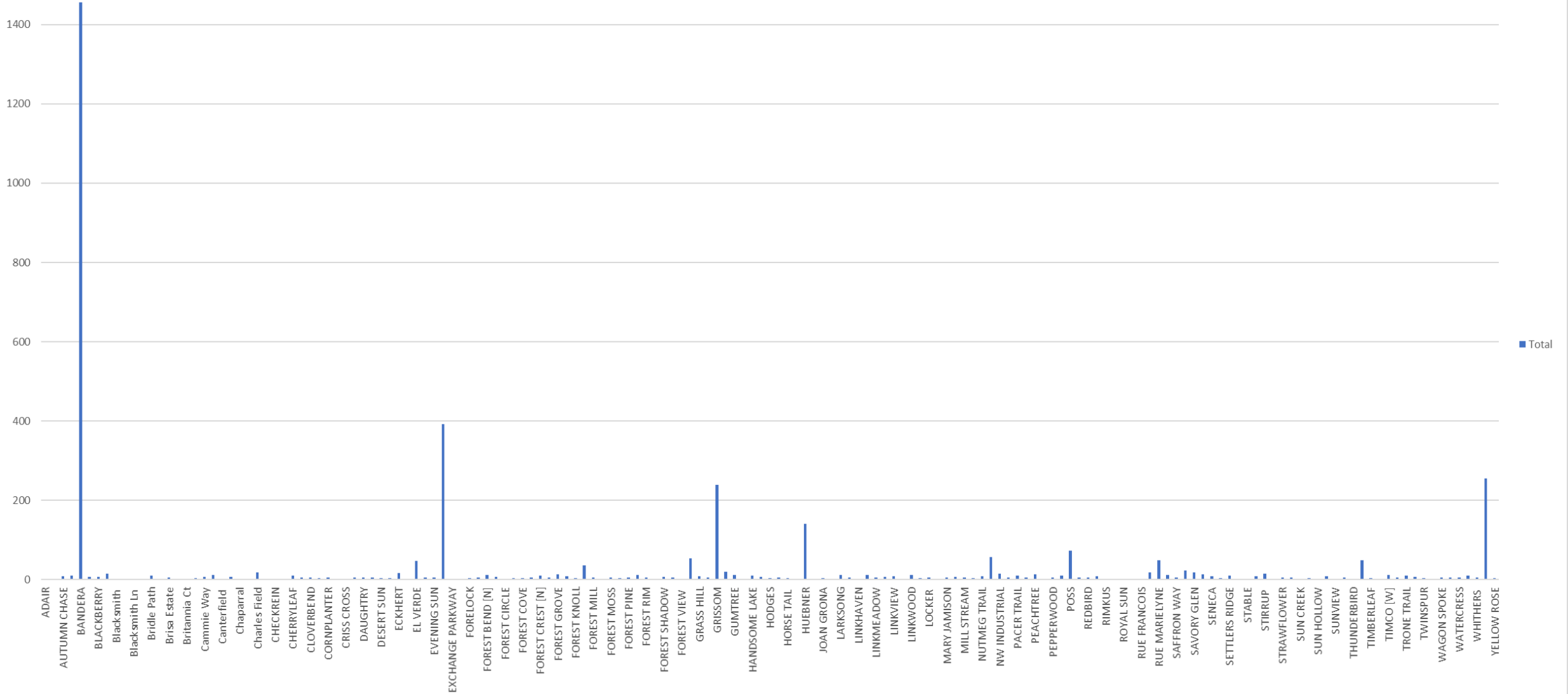
CALL TYPES



POLICE

Count of STREET

CALLS BY STREET



Total

STREET

CRIMINAL INVESTIGATIONS UNIT ACTIVITY

Active/Assigned CID Investigations:

- Murder Investigation is ongoing
- Agg. Assault/P O and OIS on 6700 Peach Tree (#2020-03243). Awaiting results from DA investigation into OSI. Case remains Active. APPROXIMATE HOURS WORKED SO FOR: 180 HRS.
- 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: 15
- Investigating numerous misdemeanor thefts (scams) at 6502 Bandera Rd #111. Suspects developed. Investigation in progress. Contacted by DPS, offering assistance with research. Case remains Active. APPROXIMATE HOURS WORKED: 16
- Burglary/Habitation (2021-00297) case (7041 Weathered Post). Interviewed complainant. Discussed case with Det. Alonzo and Det. Brooks. Possible narcotics involved. Investigation in progress. Case remains Active. APPROXIMATE HOURS WORKED: 4
- Assault: Impede Breath (Fam Viol) case #2021/01056 felony arrest case. Investigation in progress. Case remains Active. APPROXIMATE HOURS WORKED: 1
- Assigned Robbery/Indv (2021-00876). Called back to make scene and interview AP/SP, victims and witnesses. AP identified and evidence (weapon, stolen property) recovered. Investigation in progress. Felony Arrest case filed pending. Case remains Active. APPROXIMATE HOURS WORKED: 10.5
- Investigating Agg. Assault #2021/00988 (w/Det. Alonzo) from 04/01/2021. Appointment set for interview with witness next week (pending recovery). Investigation in progress. Case Active. APPROXIMATE HOURS WORKED: 3.0
- Case # 2021-01059: Mail Theft, follow up and investigation throughout the week. 10 hours
- Case # 202003886: Follow up on Narcotic arrest case. Lab results were returned, entered results into EIS system. 2 hours

CRIMINAL INVESTIGATIONS UNIT ACTIVITY

Cases filed by CID: Two (2)

- One (1) Family Violence, Assault, Strangulation
- One (1) Injury to Child

Additional CID Activity

- Uploaded 7 videos to Bexar EIS site for case 2021-00708. approx. 1 hour
- Uploaded 9 videos to Bexar EIS site for case 2021-00876. also uploaded 40 evidence pics to Bexar EIS. approx. 2 hours
- Sent three DPS lab results to DA's office - 2020-03967, 2020-03921, 2021-00090. approx. 2 hours
- Ran 2 clear reports for fire chief, for background checks. approx. 1 hour
- Registered 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- 29. Approx. 4 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
Vehicles Violations Tagged	9	10	9	22	3	7	6	4	4	5	6	6	10	6	2	2
Bandit Signs	19	27	23	32	47	47	24	29	45	3	1	25	31	34	8	7
Graffiti	11	21	9	15	13	10	13	6	13	13	8	6	11	13	4	3
Building Violations	14		7	8	11	11	5	5	9	6	6	12	11	12	3	0
Grass/Weed /Tree Violations	29	48	45	21	48	35	16	13	29	5	15	22	11	30	12	6
Pool Violations		3	3	1	2	1	2	0				1		3	2	0
Trash Complaints	7	13	7	9	11	5	5	5	10	2	8	23	16	14	6	4
Noise Violations	2	1			4	4	8	5	4	1	4	9	14	14	4	1
Fence Violations			3	1	1	3	3	1	4	1	1	4	2	4	5	7
Misc. Code Violations						9	11	6	13	12	19	18	11	16	9	16
VCO Citations Issued	0	3	3	1	2	0	3	4	0	0	0	0	0	0	0	5
VCO Letters Sent Total	18	19		11	13	19	13	8	14	6	186	12	11	15	4	3
VCO Door Tags	27	61		34	26	21	16	9	40	8	9	14	17	47	11	2
Videos for DA's Office											32		0	0	0	0

ANIMAL CONTROL



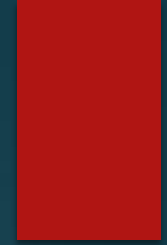
	9/11/2020	10/2/2020	10/16/2020	10/30/2020	11/13/2020	11/25/2020	12/12/2020	1/8/2021	1/29/2021	2/11/2021	3/5/2021	3/19/2021	4/6/2021	4/11/2021	4/18/2021	4/25/2021
At Large Dog Calls	0	5	6	2	5		3	4	10		11	10	9	10	5	4
At Large Dogs Impounded				1							1		1	1	0	0
Dogs Returned to Owner	7			1										1	0	0
Dead Animals Picked Up:	3	9	4	6	7		16	14	11		8	8	17		0	0
Dogs		2	1						1				2	3	0	1
Cats		1			1		1	1	1		2	2	2		0	0
Racoons			1				1	1			2		3		0	0
Deer	1	4	2	5	5		9	11	8		2	3	3	3	0	1
Skunks	2	2		1	1		2	1	1		2	3	5	3	2	0
Other							3						2		1	0
Misc. Animal Control Calls	0	6	7	7	11		13	11	10		26	21	25	10	6	6
TNR Cats Trapped		1			3		1						5	1	1	0
TNR Cats Released					3							5	5	1	1	0
Wild Animal Calls (Alive)	11	13	13	12	12		10				15	17	12	10	2	0
Reported Dog Attacks/Bites			1												0	1
Actual Dog Attack/Bites	2	1		1	1		1	1	6		2	2	2	2	0	0
Rabies/Registration Violations	1	3	3	2	4						2				2	0
Animal Control Citations Issued	3	0	0	1					3		0	2	0	0	0	0
Animal Control VCO Letters Sent	5	10	2	7	12		4		16		5	10	9	10	4	0
Animal Control Door Tags	3	14	10	11	6		8		14		4	10	16	12	4	0

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	Total /Avg
Overall Responses																
Total Fire Dept Call for Service	77	216	86	78	96	79	10	134	138	77	140	100	69	89	94	1483
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	5:04
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	482
FERP (Flood Emergency Response Plan) Activation	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
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	1121
COVID EMS Calls for Service	3	9	4	6	5	3	8	14	20	18	12	9	9	6	5	131
Motor Vehicle Accident Calls for Service	6	12	5	5	1	5	7	12	8	2	4	3	3	9	4	86
Fire Marshal Services																
Local Business Fire Inspections	20	46	24	18	21	16	24	18	24	21	14	28	32	20	15	341
Plan Review	10	19	14	13	10	21	19	14	18	5	7	11	9	4	5	179
Enforcement Citations	1	3	3	1	0	0	0	0	0	0	0	0	1	0	1	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	18
Mutual Aid Requested from the Fire Department	5	5	3	3	6	4	6	10	3	1	9	3	1	4	3	66

- The Fire Department completed fire hose testing this month and will be testing Fire Hydrants next month.
- The Fire Department participated in the tree planting event at Old Mill Park last Saturday.
- Several Fire Department Officers have received their TCFP Incident Commander Certification. We are looking to have all of our officers obtain this certification.
- The Fire Department currently has an active investigation open for the recent house fire located on Cherryleaf St. Multiple resources are being used to perform and complete this investigation.

COMMUNITY DEVELOPMENT



REQUEST/PERMIT (Items below are requests which are ready for consideration)	DESCRIPTION	REPORTING DATES													
		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															
6758 Poss Road (Townhouse)	Zone Change	TBD													
700 Timco W, Ste. 105 (Brewery)	Specific Use Permit	Schd. 05/11/21													
Bandera Road (PC King Food Truck)	Specific Use Permit	Schd. 05/11/21													
5420 Grissom (Uhaul)	Specific Use Permit														
7 Evers Road (Paradise Car Wash)	Zone Change		Approved 04/13/21	Tabled 03/24/21											
728 Bandera Road (Multi-Family)	Zone Change		Discussed 04/13/21												
6301 Sawyer Road (Church)	Zone Change									Approved 12/08/20					
5700 Wurzbach (Outside Dining)	Specific Use Permit									Approved 12/08/20					Tabled 10/13/20
6712 Bandera Road (Car Wash)	Zone Change									Approved 11/24/20					Tabled 10/13/20
26 Bandera Road (Outside Dining)	Specific Use Permit														Approved 10/13/20
WARD OF ADJUSTMENT REQUESTS															
	N/A														
CITY COUNCIL REQUESTS															
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)				
26 Bandera Road (Outside Dining)	Specific Use Permit											Schd. 11/17/20 (2nd)	Schd. 11/2/20 (1st)		

REQUEST/PERMIT (Items below are requests which are ready for consideration)	DESCRIPTION	REPORTING DATES													
		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
PLANNING PERMITTING & OCCUPANCY															
Applications Received		47	89	40	50	42	46	57	85	64	97	73	52	43	76
Permits Issued		21	20	28	23	19	28	26	44	25	21	24	31	18	51

COMMUNITY DEVELOPMENT

REQUEST/PERMIT (Items below are requests which)	DESCRIPTION	REPORTING DATES													
		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
CO's Issued (New Businesses)		1	6	6	6	3	4	11	0	5	4	2	3	3	5
6209 Grissom Rd, Ste 607	Lone Star Deals														
7364 Reindeer Trail	Building Air Services														
7334 Reindeer Trail	SA Mobile Tire														
7022 Bandera Rd	Otaku Café														
6401 Bandera Rd	CJC Life (addition)														
5405 Bandera Rd, Ste 131	THD Partners, LLC														
7074 Bandera Rd	Family Dentistry of SA														
7356 Reindeer Trl	Dusty Square Designs														
6502 Bandera Road, Ste 111	Dream Care, LLC														
5718 Wurzbach Road	Stix & Stone														
5504 Bandera Rd, Ste 514	La Connecta														
5740 Wurzbach Rd	VelvisDoll Beauty														
6502 Bandera Rd, Ste 212	Texas Medicare Solutions														
5504 Bandera Road, Ste 511	Torque Masters Auto Rpr														
5504 Bandera Road, Ste 617	The Hail Advisor LLC														
5407 Bandera Road, Ste 105	Heights Custom Reno.														
6553 Bandera Road	Dependable Auto Ins.														
4700 Timco West, Ste 103	Rush Wheels and Tires														
6904 Bandera Road, Ste 5	Leon Nutrition														
4700 Timco, Ste 110															
6012 Grissom Road, Ste 1	LeonLife														
6422 Bandera Rd	Jacob Motors														
5504 Bandera Rd, Ste 303	Nora's Insurance														
5305 Blackberry															
5405 Bandera Rd, Ste 109	Powerdise City Athletics														
6012 Grissom Rd, Ste 2	Delluxe Villa Bella														
5504 Bandera Rd, Ste 512	Green Light Distribution														
7007 Bandera Rd, Ste 114	Jacob Motors														
5405 Bandera Rd, Ste 115															
6790 Bandera Road	AMG Plumbing														
6213 Grissom Rd, Ste 606	I Love Churros														
5504 Bandera Road Ste 408	Classic Moves														
6128 Bandera Road	Rely Signs														
7228 Bandera Road, Ste 104	Universal Technicians, LLC														
6502 Bandera Rd, Ste 101	Milestone Communications														
6811 Bandera Rd	Law Office of Paula Perez														
5309 Wurzbach Rd, Ste 101	We Care Dentistry														
7600 Eckhart Rd, Ste 2 & 3															
5417 Bandera Road, Ste 603															
6502 Bandera Road, Ste 200A															
6812 Bandera Road, Ste 107															
7038 Bandera Road															
5409 Bandera Rd, Ste 709															
5738 Evers															
5405 Bandera Road, Ste 104															
5309 Wurzbach Road, Ste 202															
5728 Evers Road															
5504 Bandera Road, Ste 614															
6915 Bandera Road, Ste 103															
5504 Bandera Road, Ste 201															
6502 Bandera Rd, Ste 200															
7326 Reindeer Trail															
6519 Bandera Rd															
5504 Bandera Rd, Ste 615															

Telemind, Inc
Nester Enterprises
Fruits for Thoughts
S.C. Airbursh & Desig

ECONOMIC DEVELOPMENT

Business	Address	Request	Notes	
SizeUp LBI		Local business intelligence tools (market research) platform hosted on City of LV website to support small business community	https://vimeo.com/182473302	
			04/28/2021	Placed on 05/03/2021 EDCD Agenda
			TBD	Working with vendor regarding 'live' launch date. Aspirations to be available during Small Business Appreciation Week
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 materials with short lifespan. Additional information requested from property owner, but he has not responded.	
			04/28/2021	Placed on 05/03/2021 EDCD Agenda – Staff waiting on supporting documents
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 EDCD Agenda
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

ECONOMIC DEVELOPMENT

Local Intel		Online economic development tools added to city website to promote LV advantages, assist local businesses, and monitor industry trends.	https://youtu.be/Kok319bIp9I	
			04/28/2021	Placed on 05/03/2021 EDCD Agenda
I Love Churros	7007 Bandera #14	Business expansion to include additional suite.	Business open < 6 months and doing very well in Leon Valley. The business has brought new life to Clear Creek Shopping Center. Staff is working to encourage expansion to the vacant suite on the south side of their business. The new business model will include the sale of tortas. Staff to recommend 2-month rental (with 3+ year lease) and potential cost sharing of remodel or sign assistance.	
			04/28/2021	Placed on 05/03/2021 EDCD Agenda – Staff waiting on supporting documents
Pixel Arcade	Previously located in: Leberman's Corral		This business closed during COVID. The owner has expressed interest in reopening his business and staff is 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.	
			04/08/2021	NW SA Chamber of Commerce requested to place a flyer in the bag. Chamber 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 - discuss distribution of small business appreciation bag

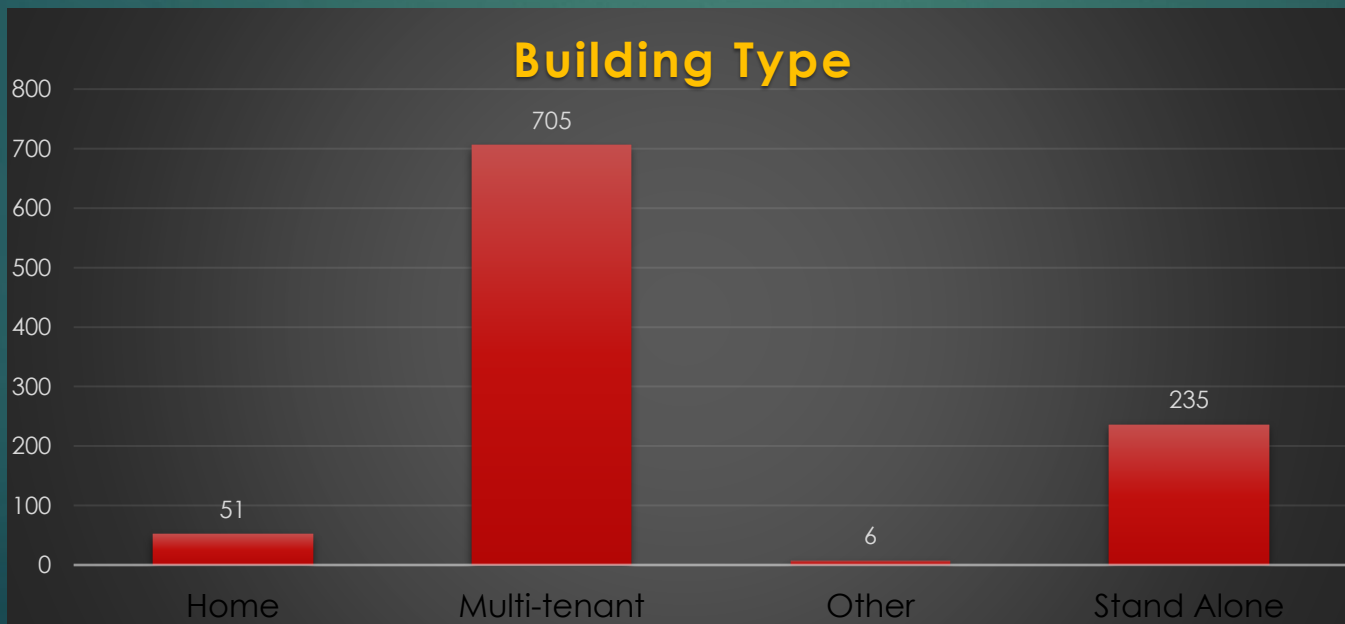
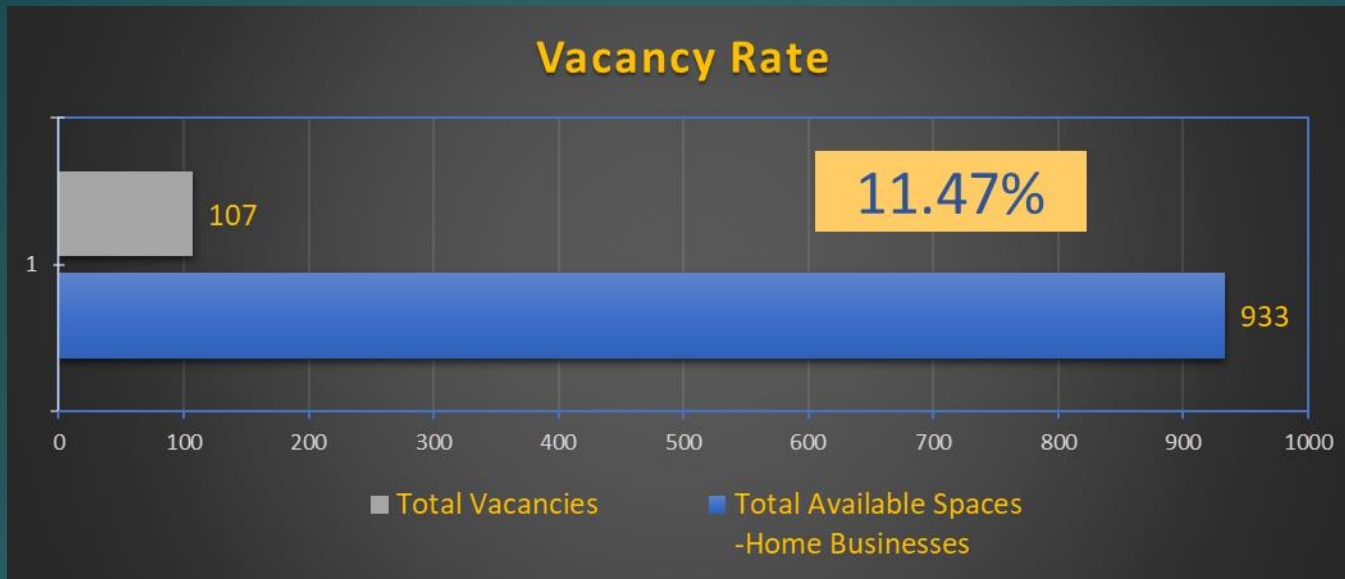
ECONOMIC DEVELOPMENT

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			04/28/2021	Placed on 05/03/2021 EDCD agenda - discuss distribution of small business appreciation bag
CHMRUMA Economic Development reports (3)		Economic development reports, providing a general snapshot of the regional economy	Working with Maribel Mendoza to place formal reports online in pdf format. Reports include: -Economic Overview -Industry Spotlight -Occupation Report	
Requested to remain anonymous	Evers Road		Local HOA representative contacted staff, inquiring about cost sharing to replace and upgrade fence along Evers Road. The project will be in 2022, because it would require the neighborhood to vote, implement,	
NW San Antonio Chamber of Commerce	6232 Evers	Business Marketing & E-Commerce Project	04/08/2021	Staff presentation to NW SA Chamber of Commerce on new small business resources.
			04/20/2021	Chamber presentation to council
			04/28/2021	Placed on 05/03/2021 EDCD Agenda

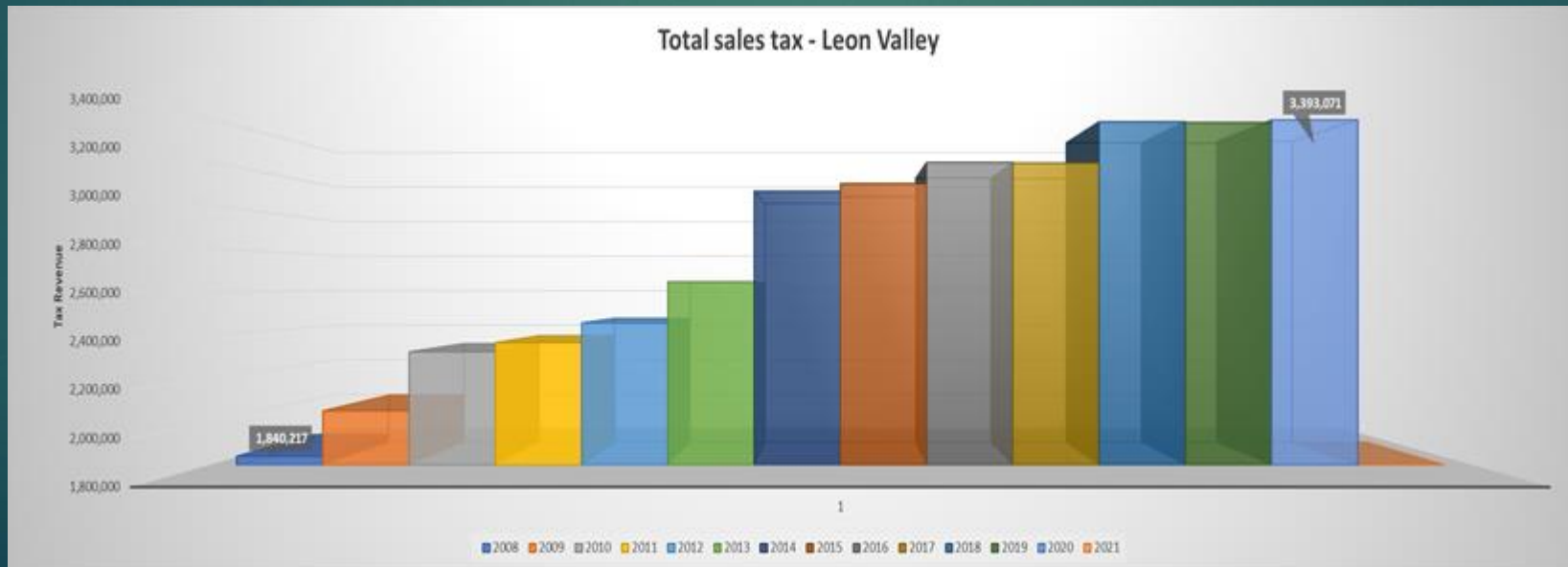
ECONOMIC DEVELOPMENT

Vacancy Rate - 04/28/2021	11.58 %	
Active ON IT cases	29	
Closed ON IT cases - 2021	103	
Business Visit (ED function)	Placed on hold to manage FEMA request	
Training:	Verkada	Smart Sensors: Data-Driven Insights
	SizeUP	10 Great Ideas Your EDO Can Do For National Small Business Week
	AACOG	2021 Planning and Zoning Workshop
	FEMA	DR-4485 COVID FEMA Update
	IEDC	Member Development Advisory Committee (EDAC) Staff serving as committee member
Meetings:	04/23/2021	Attended meeting with St Luke St Vincent De Paul to discuss potential partnership to disperse funds aimed to assist Leon Valley residents adversely affected by COVID
	04/22/2021	Met with Mark Shellard and Maribel Mendoza to remove outdated 2016 Business Directory from online searches. Also exploring options to post current business directory online with user search/filter options. <u>Next Steps:</u> Maribel is working with Revize to remove old files. William to provide brief narrative before ED reports are posted on website. Mark is exploring google sheets as an option to post current rea-time small business directory from the business audit.
	04/14/2021	Facilitated ONIT meeting
	04/27/2021	Attended NW SA Chamber networking breakfast via GoToMeeting
	04/19/2021	Facilitated Economic & Community Development Meeting
	Grand Opening – Ribbon Cutting	04/24/2021
04/24/2021		Attended ribbon cutting ceremony – 6430 Bandera - Just Nails

ECONOMIC DEVELOPMENT

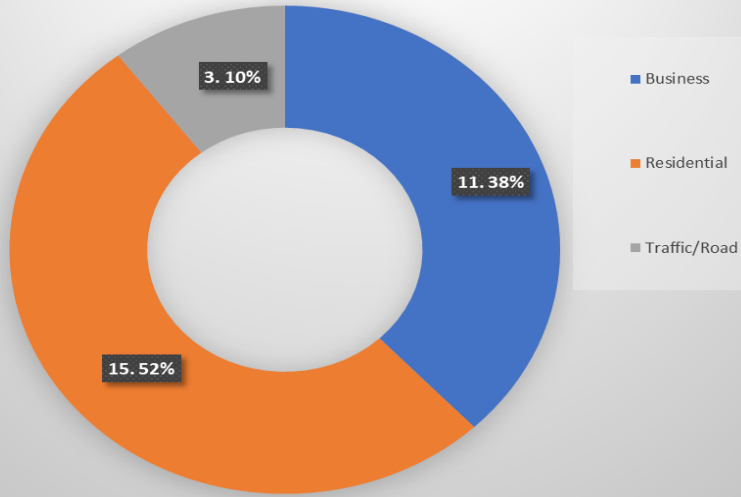


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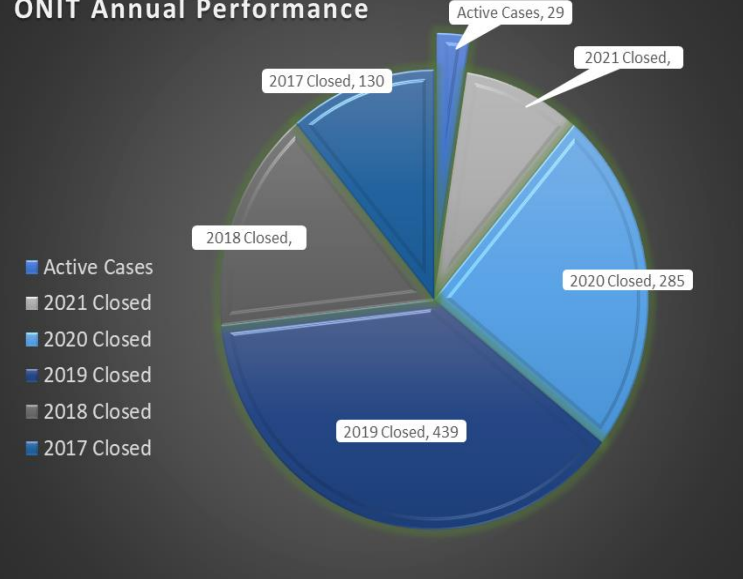


ONIT

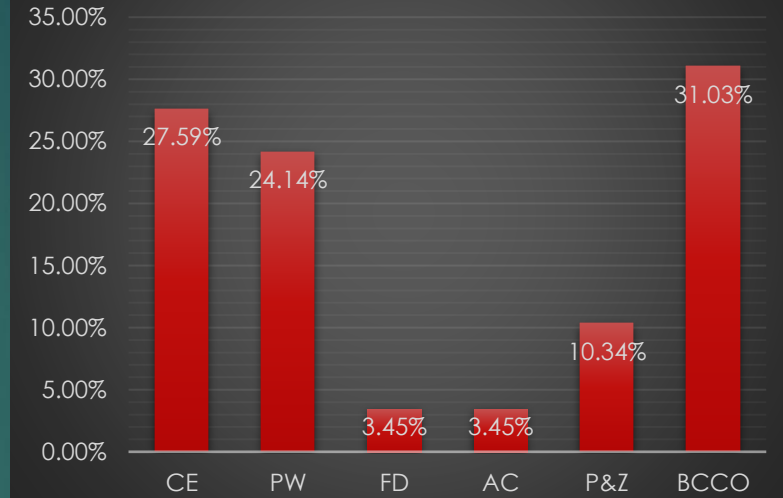
Case Origin - Macro



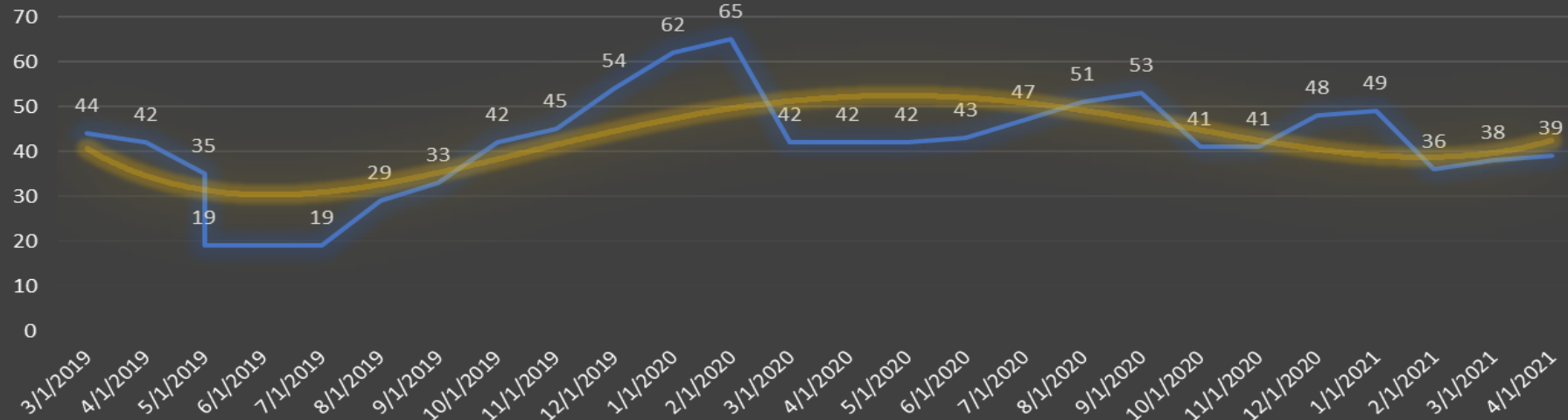
ONIT Annual Performance



Case Leads - by %



Monitor Cases with Trend Line



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
041421-A	4/14/2021	Waiting on Staff	-	Matthew Hodde	-	Information on any threatened or real lawsuits filed against the City of Leon Valley by any current or past member of Leon Valley City Council in the last 7 years. Any other lawsuit settlements considered and/or voted on by the current city council, parties involved, what the lawsuit entailed, the record of the vote, and the cost to defend. (This could include businesses, residents, etc.)	N	N	N	AF	FLOYD, CRYSTAL & SAUNDRA	FINANCE, HR/ICM, CITY SECRETARY	Received information from Floyd-Finance [4-21-2021] Received information from Crystal-HR [4-21-2021] Received information from Saundra-City Sec [4-23-2021] Reviewed info and sent follow up email to Finance for possible missing information [4-26-2021]	
041521-A	4/12/2021	Complete	4/15/2021	Leigh Earl	-	Tiger Sanitation Agreement	N	N	N	AF	SELF PREPARED	SELF PREPARED	Released via email 4-15-2021	\$ -
041521-B	4/15/2021	Waiting on Requestor Exp: 5-03-2021		Jacqeline Lupian	-	Body Cam Footage for Citation # 202100815	N	N	N	AF	JOEL	PD	Emailed Invoice 04-19-2021	\$108.00
041621-A	4/16/2021	Waiting on Requestor Exp: 6-19-2021		Andre Taylor	-	Body Cam Footage for Citation # E0053954	N	N	N	AF	JOEL	PD	Emailed Clarification Notice per TX Transportation Code 04-19-2021	
041621-B	4/16/2021	Waiting on Staff		Martin Gibson	BBG	Environmental Site Assessment: 5819 NW Loop 410 (Exchange Plaza)	N	N	N	AF	CHRISTINA, BRANDON, WILLIAM, RICK, JUSTIN, ERIC & MIKE	P&Z, CODE & FIRE		
041921-A	4/19/2021	Complete	4/20/2021	Hannah McAughan	PARTNER ENGINEERING AND SCIENCE, INC.	Any documents associated with environmental issues 6635 Bandera Rd, San Antonio, TX 78238.	N	N	N	AF	CHRISTINA, BRANDON, WILLIAM, RICK, JUSTIN, ERIC & MIKE	P&Z, CODE & FIRE	Released via email 4-20-2021	\$ -
041921-B	4/19/2021	Waiting on Requestor Exp: 5-06-2021		Steven Rodriguez	-	Dash and Body Camera Videos for Case #110096348 and Case # 110096347	N	N	N	AF	JOEL	PD		\$ 29.00
042321-A	4/23/2021	Complete	4/27/2021	Christina Powell	Thomas J Henry	Body Cam Footage	N	N	N	AF	JOEL	PD	No Records- Notified via email 4-27-2021	\$ -
042321-B	4/23/2021	Complete	4/26/2021	Jorge A. Cantu	C6 Services	Solid Waste and Recycling Agreement with Tiger Sanitation. CPI adjustments made for 2021 and the price matrix.	N	N	N	AF	SAUNDRA	CITY SECRETARY	No Records- Notified via email 4-26-2021	\$ -
042721-A	4/27/2021	Waiting on Staff		Angela Davila	-	Business owner's name, mailing address and email address. 6827 Bandera Rd. Leon Valley, TX	N	N	N	AF	CHRISTINA & BRANDON	P&Z		

POLICE OPEN RECORDS

TOTALS			
	Reports Emailed	Commercial Account	Involved Party Account
LVPD	2	16	0
Total Lexis Nexis	44	37	7
Combined	46	53	7
LEON VALLEY PD			
	Emailed	Commercial Account	Involved Party Account
4/14/2021	1	1	0
4/15/2021	1	3	0
4/16/2021	0	1	0
4/17/2021	0	0	0
4/18/2021	0	0	0
4/19/2021	0	0	0
4/20/2021	0	0	0
4/21/2021	0	0	0
4/22/2021	0	1	0
4/23/2021	0	9	0
4/24/2021	0	0	0
4/25/2021	0	0	0
4/26/2021	0	1	0
4/27/2021	0	0	0
Total	2	16	0

LEXIS NEXIS			
Date	Reports Sold	Commercial Account	Involved Party Account
4/14/2021	20	19	1
4/15/2021	7	6	1
4/16/2021	2	1	1
4/17/2021	0	0	0
4/18/2021	0	0	0
4/19/2021	1	1	0
4/20/2021	2	2	0
4/21/2021	3	0	3
4/22/2021	2	1	1
4/23/2021	1	1	0
4/24/2021	0	0	0
4/25/2021	0	0	0
4/26/2021	2	2	0
4/27/2021	4	4	0
TOTAL	44	37	7

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

- 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.
- 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.
- Oversaw the completion of the 5-Year Sprinkler System Inspection with Fire Star which included the replacement of freon and gaskets in the LVPD. This was completed on 04/23/2021.
- Submitted a workorder to Public Works for lawn maintenance to be done on the backside of City Hall and LVPD. This was completed on 04/27/2021.

LIBRARY

Member Accounts

New	1st Quarter	2nd Quarter	Totals
Employee	1	0	1
LV Adult	12	9	21
LV Youth	0	0	0
NR Adult	4	3	7
NR Senior	1	0	1
NR Youth	1	1	2
Totals	19	13	32

Renewed	1st Quarter	2nd Quarter	Totals
Employee	2	6	8
LV Adult	86	80	166
LV Youth	13	6	19
NR Adult	3	0	3
NR Senior	0	10	10
NR Youth	3	0	3
Senior Center	1	0	1
Totals	108	102	210

Amount Saved*	1st Quarter	2nd Quarter	Totals
Totals	\$22,572.72	\$25,709.76	\$48,282.48

Materials

Materials Added			
Type	1st Quarter	2nd Quarter	Totals
Adult	81	111	192
YA (Young Adult)	21	96	117
Juvenile	32	107	139
Easy	31	87	118
Spanish	1	1	2
Audio	4	27	31
DVD	1	20	21
Totals	171	449	620

Material Value			
Type	1st Quarter	2nd Quarter	Totals
Adult	\$1,243.12	\$253.89	\$1,497.01
YA (Young Adult)	\$222.59	\$1,923.93	\$2,146.52
Juvenile	\$299.86	\$1,975.61	\$2,275.47
Easy	\$340.31	\$1,426.89	\$1,767.20
Spanish	\$8.98	\$19.95	\$28.93
Audio	\$78.28	\$943.68	\$1,021.96
DVD	\$26.98	\$602.74	\$629.72
Totals	\$2,220.12	\$7,146.69	\$9,366.81

Materials

Circulation			
Material Type	1st Quarter	2nd Quarter	Totals
Adult	827	828	1,655
YA (Young Adult)	49	68	117
Juvenile	295	379	674
Easy	651	615	1,266
Spanish	6	29	35
Audio	38	28	66
DVD	208	181	389
Hotspot	26	58	84
On the Fly	208	234	442
Totals	2,308	2,420	4,728

Circulation			
Member Type	1st Quarter	2nd Quarter	Totals
Employee	188	293	481
LV Adult	1,548	1,464	3,012
LV Youth	49	40	89
NR Adult	81	135	216
NR Senior	169	219	388
NR Youth	87	98	185
TexShare	12	10	22
Senior Center	5	5	10
Unknown*	164	161	325
Totals	2,303	2,425	4,728

LIBRARY

Upcoming Programs (Adult Programs Highlighted)

Programing			
Number of	1st Quarter	2nd Quarter	Totals
Children	61	66	127
Adult	9	7	16
Totals	70	73	143

Programing			
Attendance	1st Quarter	2nd Quarter	Totals
Children	2012	1241	3253
Adult	78	59	137
Totals	2090	1300	3390

Reference Questions			
	1st Quarter	2nd Quarter	Totals
Totals	1048	1039	2087

ILLs			
Type	1st Quarter	2nd Quarter	Totals
Loans	59	58	117
Requests	33	37	70
Totals	92	95	187

Computer & WiFi			
Type	1st Quarter	2nd Quarter	Totals
Computer Use	0	44	44
WiFi Access	3877	2226	6103
Totals	3877	2270	6147

Gate Entries*			
	1st Quarter	2nd Quarter	Totals
Totals	1928	1740	3668

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, May 18, 2021, at 6:00 pm in Council Chambers.
- The Park Commission will meet on Thursday, May 13th at 6:30 pm, location to be determined, but at one of the parks.
- Tuesday, May 18, 2021, at 6:00 PM, Administration of the Oath of Office to newly elected City Council Members.
- The Planning and Zoning Commission will meet on Tuesday, May, 11, 2021, at 6:30 pm, In Council Chambers.
- Movies in the Park Friday, May 7, 2021, at 8:00 p.m. in Raymond Rimkus Park.