



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: January 31, 2020
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Fire Department
 - One Firefighter Paramedic Position – Leon Valley welcomew Jason Fouts
 - Library
 - PT Library Aide – Lets Welcome Angelina Corona

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept. (Hours)	Municipal Court (Hours)	Library (Hours)	Outside The City (Hours)
01/12/2020 - 01/18/2020	124						
01/19/2020 - 01/25/2020	44	140	64				76

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
1/16/2020	333	197	176
1/17/2020	166	103	82

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM Jan 11 th – Jan 28 th 2020
UTILITY PAYMENTS	355
UTILITY NEW SERVICE	8
PERMITS COM DEV	73
COURT	183
RLC FINES	136
RLC LATE FEES	34
IMPOUND LOT FEES	21
TOWING FEES PAYABLE	33
GARAGE SALE	5
MESCELLANEOUS	302

Public Works

- Projects:
 - The LC-17 crew will be shaping the creek bed and working on El Verde road. Due to the rains, their new completion date is March of 2020.
 - Contractor is preparing to install the library and park bus shelter artwork.
 - City Crews are continuing to construct the concrete roadway on El Verde Road in front of the fire station. They are preparing the roadway to pour the second section this week. Work is expected to take 4-6 weeks, depending on weather and concrete curing times.
 - Staff is preparing policies and procedures to reduce energy usage at city facilities.
 - The streets for the FY 2020 Street Maintenance Project have been chosen, based on their ranking. The City Engineer is preparing the plans and bid specifications and they are about 80% complete. The new street ranking list is being prepared and reviewed by the City Engineer, so that we can begin plans for the next round of street maintenance.
 - We will be advertising bids for the rehabilitation of the Grass Hill elevated tank rehabilitation project this coming weekend and next.
 - We will be advertising bids for the new crosswalks along Huebner and Poss Roads. They will be advertised for the next 30 days.
 - The City will be receiving \$1,346,000 from Bexar County to complete a flood remediation project in the Seneca West area. Surveying and engineering have begun.
 - Staff has finalizing water and sewer main replacement plans and will consult with our rate consultant on how to pay for these much-needed improvements.
 - After review by Bexar County, we have discovered that Settler's Ridge street is eligible for CDBG funds. We are preparing a grant request to replace water and sewer mains on this street.
 - Staff submitted all documentation required to for a grant from the Alamo Area Council of Governments (AACOG) to fund the purchase of solar powered compacting trash cans. A presentation was given to AACOG on January 6th.
 - Staff will be planting trees at the pocket parks, Raymond Rimkus Park, and the Peachtree vacant lot this spring. The City Engineer is preparing an irrigation plan for the plantings at Peachtree and Poss.
 - Continuing to construct a concrete roadway on El Verde Road in front of the fire station.
 - Installing new ADA accessible picnic tables for Raymond Rimkus Park.
 - Building butterfly gazebo for new rain garden at Raymond Rimkus Park.
 - Placing hangtags and disconnecting water services.
 - Repositioning the water line in front of the Fire Station in preparing for the concrete roadway.
 - Preparing Capital Acquisition requests for upcoming budget meetings.
- Training
 - Maintenance Crew Leader Rudy Martinez is now working on becoming a Certified Pool Operator.
 - Maintenance Crew Foreman Michael Tristan will be studying to become a Licensed Irrigator.
 - Water Crew will be attending continuing education classes on chlorine safety.

Police Department

- Please see below information on police activity over the listed period.
- Arrest
 - 1-13-20 – 6500 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 1-13-20 – 6000 Bandera Rd. – Wanted person – One Arrested on Active Warrant
 - 1-14-20 – 5900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 1-14-20 – 6400 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 1-16-20 – 6700 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded

- 1-16-20 – 7400 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-16-20 – 6700 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-16-20 – 5600 Evers Rd. – Disturbance – One Arrested for Assault/Family with Bodily Injury and Active Warrant
- 1-17-20 – 6400 Evers Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-18-20 – 6200 Bandera Rd. – Emergency Detention – One arrested/released at hospital
- 1-18-20 – 5700 NW Loop 410 – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-18-20 – 6200 Grissom Rd. – Emergency Detention – One Arrested/Released at Hospital
- 1-18-20 – 5600 Evers Rd. – Wanted Person – One Arrested on Active Warrant
- 1-19-20 – 6300 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-19-20 – 6000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-19-20 – 6600 Bandera Rd. – Public Intoxication – One Arrested/Released at Detox Unit
- 1-20-20 – 5900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-22-20 – 5400 Grissom Rd. – Wanted Person – One Arrested on Active County Warrant
- 1-22-20 – 5600 Bandera Rd. – Theft \$100-750 – One Arrested for Offense
- 1-22-20 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released
- 1-23-20 – 7700 Deer Ln. – Traffic Stop – One Arrested for Possession of a Controlled Substance
- 1-23-20 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released
- 1-23-20 – 6900 Bandera Rd. – Wanted Person – One Arrested on Active Warrant
- 1-23-20 – 6800 Bandera Rd. – Traffic Stop – One Arrested for Driving While Intoxicated – Vehicle Impounded
- 1-24-20 – 6200 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-24-20 – 6600 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-24-20 – 6900 Bandera Rd. – Suspicious Person – One Arrested for Possession of a Controlled Substance
- 1-24-20 – 5600 Bandera Rd. – Theft \$100-750 – One Arrested for Offense
- 1-25-20 – 6300 Evers Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-26-20 – 6800 Conestoga – Wanted Person – One Arrested on Active County Warrant
- 1-26-20 – 7000 Mill Stream – Emergency Detention – One Arrested/Released at Hospital
- 1-26-20 – 7000 Bandera Rd. – Wanted Person – One Arrested on Active Felony Warrant
- 1-26-20 – 6700 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- Significant Calls
 - 1-13-20 – 6600 Bandera Rd. – Burglary/vehicle
 - 1-13-20 – 5600 Bandera Rd. – Crash
 - 1-13-20 – 7600 Linklea – Theft Mail
 - 1-13-20 – 7100 Bandera Rd. – Crash
 - 1-13-20 – 5900 Bandera Rd. – Crash
 - 1-13-20 – 5500 NW Loop 410 – Crash
 - 1-14-20 – 5900 Wurzbach Rd. – Missing Person
 - 1-14-20 – 5900 Wurzbach Rd. – Crash
 - 1-14-20 – 4700 Timco W. – Crash
 - 1-14-20 – 6000 Grissom Rd. – Disturbance
 - 1-14-20 – 6600 Charles Field – Disturbance
 - 1-14-20 – 6300 Bandera Rd. – Alarm
 - 1-14-20 – 6900 Bandera Rd. – Crash
 - 1-14-20 – 5400 Bandera Rd. – Terroristic Threats
 - 1-14-20 – 6400 Bandera Rd. – Violation of City Ordinance (Parking Violation)
 - 1-14-20 – 5600 Bandera Rd. – Alarm
 - 1-15-20 – 5600 Evers Rd. – Criminal Mischief
 - 1-15-20 – 6500 Bandera Rd. – Alarm
 - 1-15-20 – 5400 Bandera Rd. – Alarm

- 1-15-20 – 6300 Evers Rd. – Theft \$750-2500
- 1-15-20 – 6300 Evers Rd. – Aggravated Assault with a Deadly Weapon
- 1-15-20 – 5600 Grissom Rd. – Theft \$100-750
- 1-15-20 – 6400 Bandera Rd. – Disturbance
- 1-15-20 – 7800 Deer Ln. – Suspicious Vehicle
- 1-16-20 – 5700 N.W. Loop 410 – Crash
- 1-16-20 – 5900 Wurzbach Rd. – Theft \$750-2500
- 1-16-20 – 5400 Grissom Rd. – Burglary of a Building
- 1-16-20 – 8000 Lobo Ln. – Crash
- 1-16-20 – 6700 Huebner Rd. – Crash
- 1-16-20 – 5600 N.W. Loop 410 Access Rd. – Crash
- 1-17-20 – 6500 Bandera Rd. – Crash
- 1-17-20 – 7000 Bandera Rd. – Crash
 - 1-17-20 – 5900 Saffron Way – Found Open Garage Door
 - 1-18-20 – 6000 Forest Shadow – Apparent Sudden Death
 - 1-18-20 – 6800 Bandera Rd. – Crash
 - 1-18-20 – 6800 Bandera Rd. – Crash
 - 1-18-20 – 7300 Reindeer Trail – Alarm
 - 1-18-20 – 5900 Bandera Rd. – Crash
 - 1-18-20 – 7000 Bandera Rd. – Disturbance
 - 1-18-20 – 7200 Bandera Rd. – Suspicious Person
 - 1-19-20 – 6600 Peachtree – Barking Dog
 - 1-19-20 – 5900 Grass Valley – Burglary of a Vehicle
 - 1-19-20 – 6600 Pecan Acres – Found Open Garage Door
 - 1-19-20 – 5600 Bandera Rd. – Crash
 - 1-19-20 – 5300 Wurzbach Rd. – Alarm
 - 1-19-20 – 5600 Bandera Rd. – Disturbance
 - 1-19-20 – 5700 Grass Valley – Burglary of a Vehicle
 - 1-20-20 – 6000 Cammie Way – Theft (Mail)
 - 1-20-20 – 5500 NW Loop 410 – Crash
 - 1-20-20 – 5900 Wurzbach Rd. – Assault by Contact
 - 1-20-20 – 5600 Grissom Rd. – Found Open Door
 - 1-20-20 – 5600 Evers Rd. – Assault
 - 1-21-20 – 5600 Grissom Rd. – Crash
 - 1-21-20 – 5600 Bandera Rd. – Criminal Mischief
 - 1-21-20 – 5600 Evers Rd. – Assault
 - 1-21-20 – 7000 Settlers Ridge – Found Open Door
 - 1-21-20 – 6800 Bandera Rd. – Crash
 - 1-21-20 – 5900 Wurzbach Rd. – Burglary of a Vehicle
 - 1-21-20 – 5400 Grissom Rd. – Suspicious Activity
 - 1-21-20 – 6400 Bandera Rd. – Suspicious Activity
 - 1-22-20 – 5600 Grissom Rd. – Gunshots Heard in the Area
 - 1-22-20 – 6800 Poss Rd. – Suspicious Vehicle
 - 1-22-20 – 5600 Grissom Rd. – Disturbance
 - 1-22-20 – 6100 Bandera Rd. – Crash
 - 1-22-20 – 7000 Mill Stream – Burglary of a Vehicle
 - 1-22-20 – 7500 Eckhert Rd. – Disturbance
 - 1-22-20 – 5700 Bandera Rd. – Crash
 - 1-23-20 – 5900 Wurzbach Rd. – Criminal Mischief
 - 1-23-20 – 6600 Bandera Rd. – Crash
 - 1-23-20 – 7700 Linkside – Violation of City Ordinance (Parking)

- 1-23-20 – 6700 Evening Sun – Suspicious Person
- 1-24-20 – 6100 Bandera Rd. – Crash
- 1-24-20 – 7000 Mill Stream – Burglary of a Vehicle
- 1-24-20 – 7300 Linkwood – Crash
- 1-24-20 – 6100 Bandera Rd. – Crash
- 1-24-20 – 4900 Hodges – Disturbance
- 1-24-20 – 7300 Canterfield – Violation of City Ordinance (Parking)
- 1-25-20 – 6500 Bandera Rd. – Crash
- 1-25-20 – 6700 Bandera Rd. – Crash
- 1-25-20 – 6200 Seneca – Crash
- 1-25-20 – 5600 Evers Rd. – Disturbance
- 1-25-20 – 5600 Caraway Bend – Burglary of a Vehicle
- 1-25-20 – 6200 Grissom Rd. – Disturbance
- 1-25-20 – 5600 Evers Rd. – Disturbance
- 1-25-20 – 7200 Poss Rd. – Theft \$100-750
- 1-25-20 – 6200 Sun Dial – Found Open Door
- 1-26-20 – 6400 Bandera Rd. – Criminal Trespass
- 1-26-20 – 6400 Bandera Rd. – Suspicious Activity
- 1-26-20 – 5400 Nutmeg – Disturbance
- 1-26-20 – 7000 Bandera Rd. – Crash
- 1-26-20 – 5900 Bandera Rd. – Crash
- 1-26-20 – 6300 Rue Marielyne – Disturbance
- 1-26-20 – 6000 Bandera Rd. – Crash
- 1-26-20 – 5700 Grissom Rd. – Crash
- 1-26-20 – 6000 Bandera Rd. – Crash
- 1-26-20 – 6200 Echo Hill – Burglary of a Habitation
- Citations - 142
- Warnings – 37
- CID Activity/Active Investigations
 - Cases filed by CID (6):
 - One (1) Injury to a Child, neglect
 - One (1) Criminal Mischief \$100-\$750
 - One (1) Assault Family Violence
 - One (1) DWI at large filed
 - Two (2) DWI with Child, Abandoning/Endangering a Child
- Active CID Investigations:
 - Theft 750-2500
 - Burglary of Building
 - Theft \$2500-\$30k
 - Credit Card Abuse
 - Theft Class C
 - Ongoing Meetings with the District Attorney’s Office
 - Six (6) walk in Complaints Were Handled
 - Review of Google documents still being downloaded
- Code Enforcement/Animal Control
 - (06) Junked/abandoned/illegal vehicles
 - (18) Trash complaints
 - (28) Bandit signs
 - (21) Grass/weed violations
 - (02) Building violation
 - (10) Graffiti complaints

- (7) Graffiti violations
- (03) Noise violations
- (0) Pet noise violation
- (8) Miscellaneous
- (25) Violation of city ordinance door tags issued
- (15) Violation of city ordinance letters sent out
- Code Enforcement is continuing to monitor multiple “hoarder” houses in the city to ensure that cleanup is progressing and one has been completely completed and sold.
- Animal Control
 - (02) Dead Deer
 - (01) Dead cat
 - (02) Dead Racoons
 - (03) Dead skunks
 - (13) At large dog calls
 - (05) Wild Animal
 - (06) Pet Registration/rabies vaccination cases
 - (07) Cat were trapped for TNR program
 - (12) Animal Control related VCO door tags were issued
- Impound Lot
 - Vehicles Towed: 22
 - Traffic: 21
 - Arrest: 01
 - VOC 00
- Volunteer Activity

Chief Salvaggio, Lt. Anderson, and Detective Brooks continue to work closely with Texas Special Olympics on planning for numerous upcoming fundraising events.

Fire Department

- **TEEX- Leadership Development Symposium (service progression and continuous education training)**- Congratulations Alex Lyons, Wade Clapper, Jaaron Thomas, Joseph Valadez, Joseph Perez, Erik Bernal, Bryan Peterson, Leo Perez, Connor Hughett, Todd Morgan, Rene Flores and Reuben Salas who completed the symposium regarding leadership topics consisting of management, safety, budgeting and more held in San Marcos on January 20 – 22, 2020.
- **Fire Cost Recovery Program (cost recovery)**- Our Accident Cost Recovery collection to date is **\$50,514.36** with a **98%** recovery rate.
- **Cystic Fibrosis Foundation Tower Climb (community service and service progression)** – The Fire Department volunteers and participates in the CFF Tower Climb and Run to bring awareness and raise donations for the CFF disease. The event is held annually at the Tower of the Americas and participants run up 952 steps (75 floors) and firefighters complete this climb in full bunker gear. In celebration, of the participants we celebrate with an after party with food, music, medals given to top place finishers who conquered the Tower for all those living with cystic fibrosis. **Congratulations!** Julian Mendoza, Elliot Gangwer, Angel Hernandez, Joseph Valadez, Erik Bernal, Jimmy Garcia, Eric Burnside as well as PD Officer Ruben Saucedo. Thank you to all who donated and who show their support for this important cause. Please see times and rankings <https://www.athleteguild.com/tower-climb/san-antonio-tx/2020-35th-annual-lonestar-tower-climb-run-2020/results>.
- **Excellent News! Three New Cardiac Monitors (community service)** – Leon Valley Fire Department purchased three new Cardiac Monitors. “A cardiac event monitor is a device that you control to record the electrical activity of your heart (ECG). It records your heart rate and rhythm. The new monitors are stored on each ambulance, have a first-aid monitor bag, wireless, lighter, portable, solid, reliable, stable, waterproof, fireproof and anti-falling. In addition, provides “paperless” (ECG/EKG) approach to transferring information directly to the hospital before the EMS Ambulance ever arrives with the patient.

We are dedicated to ensure that we have exceptional Emergency Management Services equipment to assist us to provide elite care for our community.

- **Census 2020, Education Community Poster Contest (community service)** – The Census 2020 Committee reached out to our local schools as well as our community students and future leaders. The Census 2020 poster topics consisted of “Count Your Blessings” The **2020 Census** count **impacts** the federal funds that communities receive each year for programs and services that are critical for Leon Valley Police Dept., Leon Valley Fire Dept. and EMS, Park services, Community Library, Public Education etc. We received some great creative posters and judges selected three posters with the best representation of the theme. The three selected posters were announced at the Annual Town Hall Meeting, Saturday, January 25th at 9am and each student was awarded a \$50 Visa gift card. The selected posters will be displayed on Leon Valley’s social media pages and all posters will be displayed at the Library. We would like to Thank all of our “Future Leaders” who participated and shared your talent and creative minds with us.
- **Congratulations Wade Clapper (service progression and continuous education training)** – Captain Clapper has completed the assigned topic Patient Assessment: Not Just Vital Signs and Neonatal Emergencies – Advanced.
- **Congratulations Andrew Patterson (service progression and continuous education training)** – Firefighter Patterson has completed the assigned topic Pediatric Assessment and Pediatric Environmental Emergencies.
- **Congratulations Erik Bernal (service progression and continuous education training)** – Firefighter Bernal has completed the assigned topic Pediatric Assessment.
- **Congratulations Jim Ortiz (service progression and continuous education training)** – Lieutenant Ortiz has completed the assigned topics Pediatric Environmental Emergencies, Pediatric Medical Emergencies and Pediatric Assessment.
- **Congratulations Leonardo Perez (service progression and continuous education training)** – Firefighter Perez has completed the assigned topics Pediatric Assessment, Pediatric Environmental Emergencies and Neonatal Emergencies – Advanced.
- **Congratulations Jimmy Garcia (service progression and continuous education training)** – Firefighter Garcia has completed the assigned topics Neonatal Emergencies - Advanced.
- **Congratulations Branden Mulholland (service progression and continuous education training)** – Firefighter Mulholland has completed the assigned topic Pediatric Environmental Emergencies, Pediatric Cardiac Arrest – Advanced, Pediatric Assessment and Neonatal Emergencies - Advanced.
- **Congratulations John Suhr (service progression and continuous education training)** – Lieutenant Suhr has completed the assigned topic Hazmat Case Studies and Neonatal Emergencies – Advanced, Pediatric Environmental Emergencies.
- **Congratulations Joseph Valadez (service progression and continuous education training)** – Lieutenant Valadez has completed the assigned topic Neonatal Emergencies – Advanced, Hazard Communications.
- **Congratulations Joseph Perez (service progression and continuous education training)** – Firefighter Perez has completed the assigned topic Neonatal Emergencies – Basic, Pediatric Assessment and Pediatric Environmental Emergencies.
- **Congratulations Jimmy Garcia (service progression and continuous education training)** – Captain Garcia passed his Plans Examiner I test. “This course is designed to provide you with the skills and knowledge described in Chapter 7, “Plan Examiner I” of the National Fire Protection Association (NFPA) 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner. The course covers the basics of plans administration and plans review.
- **Congratulations Lisa Martin (community service, service progression and continuous education training)** – Executive Assistant on behalf of the Fire Chief, Ms. Martin completed her Notary Public Oath of Office and has been appointed by the Secretary of State of Texas a Notary Public in the State of Texas. “A Notary's duty is to screen the signers of important documents for their true identity, their

willingness to sign without duress or intimidation, and their awareness of the contents of the document or transaction. Some notarizations also require the Notary to put the signer under an oath, declaring under penalty of perjury that the information contained in a document is true and correct. Property deeds, wills and powers of attorney are examples of documents that commonly require a Notary.”
<https://www.nationalnotary.org/knowledge-center/about-notaries>

Community Development Department

- Zoning Code/Comprehensive Plan Revisions
 - Staff and the Zoning Commission developed a Request for Proposals for qualified firms to provide assistance to the City in developing necessary updates to the Plan. Among the Comprehensive Planning elements that will be addressed in the RFP are, Fiscal Impact Analysis, Future Land Use Planning, and Transportation Planning. At their October 22, 2019 meeting, the Zoning Commission recommended that the Council authorize Staff to issue the RFP. The City Council authorized Staff to issue the RFP at their November 19, 2019 meeting. Due to the Holidays, Staff released the RFP for solicitation on January 10, 2020. The deadline for submittals is February 14, 2020. The full RFP can be found at:
<http://www.leonvalleytexas.gov/government/finance/docs/RFP%20-%20Comp%20Plan%20Services%20FINAL.pdf>.
- Zoning Commission
 - The Zoning Commission held a Regular Meeting on Tuesday, January 28, 2020. The following items were considered:
 - SUP-2019-14 (Specific Use Permit) – An SUP for Manufacturing at 5405 Bandera Road.
Approved
 - The next Zoning Commission meeting is scheduled for Tuesday, February 11, 2020. The following items are tentatively scheduled for consideration:
 - SUP-2020-01 (Specific Use Permit) – A Specific Use Permit for a Funeral Home at 6401 El Verde.
 - ZC-2020-01 (Zone Change) - A zone change from R-1, Single-Family Dwelling District to R-4, Townhouse District on approximately 11.1 Acres generally located at 6301 Sawyer Road.
- Board of Adjustment
 - No new business.
- Plats
 - Staff has not received any new plats
- City Council
 - The Planning and Zoning Department has the following development related Items scheduled for consideration at the February 4, 2020 City Council meeting:
 - SUP-2019-12 (Specific Use Permit) – A Continuous SUP for Commercial Uses at 5415 Bandera Road. (2nd Reading)
 - SUP-2019-15 (Specific Use Permit) – An SUP for Outside Storage at 5415 Bandera Road. (2nd Reading)
 - CA-2019-14 (Code Amendment) – An Amendment to Chapter 15, Zoning Ordinance; Renaming the Zoning Commission and Establishing a Planning and Zoning Commission. (1st Reading)
 - CA-2019-21 (Code Amendment) – An Amendment to Section 15.02.113, of the Zoning Code, Regarding Noticing and Scheduling Requirements for Public Hearings. (1st Reading)

- CA-2019-22 (Code Amendment) – An Amendment to Chapter 10 Subdivision Ordinance; Renaming the Zoning Commission and Establishing a Planning and Zoning Commission. (1st Reading)
 - SUP-2019-14 (Specific Use Permit) – An SUP for Manufacturing at 5405 Bandera Road. (1st Reading)
- Permitting and Records
 - 15 Walk-Ins
 - 3 Building Permits Issued/Processed (including trade permits)
 - Received 1 Certificate of Occupancy Applications
 - Issued 3 Certificates of Occupancy

Economic Development

- Attended Northwest San Antonio Chamber of Commerce networking Breakfast - 01/21/2020, 01/28/2020
- Business Audit presentation to Zoning Commission - 01/28/20
- Meeting with property owner Ron Ray - 01/16/2020
- ED site visit with business at 6553 Bandera - 01/28/2020
- ED site visit with business at 5405 Bandera #101 - 01/28/2020
- ED site visit with business at 5718 Evers - 01/29/2020
- Meeting with NW Little League president concerning future signage and possible TxDOT signs on Bandera -01/21/2020
- Attended AACOG Governor’s Office of Economic Development update meeting - 01/27/2020
- Facilitated ON IT team meeting – 01/15/2020
- Audit:
 - Site Visit – 5238 Evers – Investigate no CO – Resolved
 - Site Visit – 5258 Evers– Investigate no CO
 - Site Visit – 5411 Bandera #307 – Investigate no CO
 - Site Visit – 5601 Bandera #101 – Investigate no CO – Resolved
 - Site Visit – 5772 Evers – Investigate no CO – (multiple visits)
 - Site Visit – 6411 Bandera #2 – Investigate no CO – Resolved (vacant)
- Enforcement:
 - 7500 Eckhert – Eckhert Center Shopping Center - Outside Storage of pallets & Debris – Letter
 - 5850 Bandera – Renegade Classics – Outside storage – Letter
 - 6904 Bandera #8 – Liberty Tax - No CO – 10-day Notice – Site visit and letter
 - 5930 Bandera – Armory Offroad - No CO – 10-day notice – Site visit and letter
 - 6416 Bandera - Bandera North Shopping Center - Damaged/Missing fence – Letter
 - 4700 Timco West #111 – Sho-link – No CO – 10-day notice – Letter
 - 4700 Timco West #114 – Sanchez Metal Roofing – No CO – 10-day notice – Letter
 - 4700 Timco West #118 – Rogy Pro Solutions Innovative Film & Video – No CO – 10-day notice – Letter
 - 4700 Timco West #119 – Front Door Automotive Repair – No CO – 10-day notice – Letter
- Zoning Inspections:
 - 5413 Bandera #405 – Erwazad Cabinet
 - 6430 Bandera #74 – WellMed Medical Management
 - 5405 Bandera #128 – Haifa Wholesale, LLC
 - 6503 Bandera – Value Solar Power
 - 6543 Bandera – The Emery Group
- Stop Work Orders:
 - None issued

Businesses that Received Certificates of Occupancy

- 5413 Bandera Rd Ste. 405 - Erwazad Cabinet
- 6324 Bandera Rd Bldg. B - Knapheide Truck Equipment
- 6645 Poss Rd. - Enterprise Rent-a-Car

City Secretary

- Since the last report, the City Secretary's Office has received 24 open record requests. The requests were for: permit information, Staff/City Council emails, Staff/City Council Phone Records, Staff/City Council Social Media Posts, bid documents, dash cam videos, body worn cam videos, police reports, accident reports, witness statements, election records, and EMS reports.
- Prepared documents responsive to open record requests or submitted appropriate correspondence to the Texas Attorney General.
- Prepared, posted and drafted City Council agendas.
- Posted Boards, Committees and Commission Agendas. Worked on City Council minutes.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Attended the Texas Municipal Clerks Certification Program's Election Law Seminar in Frisco, TX.
- Received 2nd Re-Certification from the Texas Municipal Clerks Certification Program and began working on the 3rd Re-Certification. Certification is good for five (5) years and once it is lost, the entire three (3) year certification program must be retaken through the University of North Texas. I have maintained this certification for fifteen (15) years.
- Attended the Texas Municipal Clerks Association's Annual Election Law Seminar in Frisco, TX.
- Received Second Texas Registered Municipal Clerk (TMRC) Re-Certification.
- On-Going Current Projects:
 - Submitted 23 ordinances to Franklin Publishing for Codification of Supplement No. 3 to the City of Leon Valley's Code of Ordinances – *Still awaiting the arrival of the supplement.*
 - Preparing for the 2020 Volunteer Appreciation Dinner.
 - Contract Inventory.
- Building Maintenance:
 - Had City Hall/Police Department treated for pests as part of the regular bi-monthly treatment.

Special Events/Community & Conference Center

- Ongoing Projects:
 - Met with Engineer to discuss remodel details for the Community Center; plans to be present soon;
 - Coordinating a "Healthy Community Challenge Event" with Elevate Our Veterans, LV Police and LV Fire for February 22nd, 2020 at 9 AM at Raymond Rimkus Park for the It's Time Texas Community Challenge
 - Began 4th of July Festival coordination
 - Begin to coordinate Soap Box Derby Event for October 31st, 2020
 - Soap Box Derby Volunteer Team Meeting January 29, 2020 at 6:30 p.m.
 - Coordinating with AAPR and Northwest Seniors for the "Free Tax Service Event", beginning February through April, Tuesdays and Thursday's only. 10AM
 - Coordinating with Public Works for the next Movies in the Pool event beginning May 23rd, 2020.
 - Ordered 2020 Fiesta Medals; Arriving mid-February

Library

- Library received Texas Municipal Library Director's Award for 2019
- Census Complete Count Committee received a \$15,000 grant
- New employee Angelina (Angie) Corona started Tuesday, January 28, 2020
- All Census Poster submissions are hanging in the library.

- Redesigning library website for modern appeal—in process
- February is Love Your Library Month!
- Library Board Meeting—Thursday, February 13, 2020

Closures:

- LIBRARY CLOSED FOR PRESIDENT’S DAY—Monday, February 17, 2020

Upcoming Events:

- Regular City Council Meeting Tuesday, February 4, 2020, at 5:30 p.m. in Council Chambers.
- Next Regular City Council Meeting Tuesday, February 18, 2020, at 6:00 p.m. in Council Chambers.
- 26th Annual Basura Bash Waterways Cleanup on February 15, 2020 (8:00 a.m. - 12:00 p.m.). The Cleanup will be Zarzamora Creek (Loop 410 to Bandera Rd.). Meet up location will be at 6501 Bandera Road (HEB parking lot near Zarzamora Creek).
- AARP Foundation is offering free tax preparation to anyone of any age. These services will be held at the Leon Valley Community Center beginning February 5 through April 9, 2020, (except for March 5th) on Tuesdays and Thursdays ONLY!
- Northwest Senior Citizens – Trash & Treasure Sale, Saturday, March 14, 2020, from 9:00 a.m. to 2:00 p.m.
- Volunteer Appreciation Dinner, Thursday, April 2, 2020, at 6:00 p.m., at the Leon Valley Conference Center
- Earthwise Living Day March 7, 2020, from 9:30 a.m. – 1:30 p.m. at the Leon Valley Community Center.
- Library Events
 - Yoga—Every Sunday at 3:00- 4:30 p.m. (January 19-March 8, 2020)
 - Computer Basics--Tuesday, February 4, 2020 at 3:00 p.m.
 - Snack Demo & Craft—Wednesday, February 5, 2020 at 10:30 a.m.
 - eBooks/Overdrive—Thursday, February 6, 2020 at 3:00 p.m.
 - Cork Love Bugs—Friday, February 7, 2020 at 4:30 p.m.
 - 3D Printed Heart Book Marks—Saturday, February 8, 2020 at 10:30 a.m.
 - Resume Writing—Monday, February 10, 2020 at 3:00 p.m.
 - Mo Willems Birthday Event—Tuesday, February 11, 2020 at 10:30 a.m.
 - Dance Party—Friday, February 14, 2020, at 4:30 p.m.
 - Clifford Crafts—Saturday, February 15, 2020, at 10:30 a.m.
 - Adventure Club—Every Wednesday at 10:30 a.m.
 - Storytime—Every Thursday at 10:30 a.m.
- Movies at the Pool
 - May 23, 2020, located at the Community Pool at 6600 Strawflower featuring, “Finding Dory”.
 - June 12, 2020, located at the Forest Oaks Pool at 6221 Forest Grove featuring, “Avengers, End Game”.
 - July 17, 2020, located at the Community Pool at 6600 Strawflower featuring, “Toy Story 4”.
 - August 4, 2020, located at the Forest Oaks Pool at 6221 Forest Grove featuring, “Aladdin”.
- Committee Meetings:
 - 02/11/20 - Zoning Commission meeting at 6:30 p.m. at City Hall.
 - 02/12/20- Citizens Police Advisory Committee at 6:00 p.m. at City Hall.
 - 02/13/20 -Library Board of Trustees meeting at 5:30 p.m. at the Library.
 - 02/19/20 - Ethics Review Board Meeting 5:00 p.m. at City Hall.

