



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: January 3, 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 – One person in background
 - Library
 - PT Library Aide Position - Open

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 in February or March of 2020.
 - Contractor is preparing to install the library and park bus shelter artwork.
 - City Crews have started the concrete project on El Verde Road in front of the fire station. They will pour the first section this week. Work is expected to take 6 – 8 weeks, depending on weather and concrete curing times.
 - Staff has received the draft energy masterplan from CPS Energy and ClearResult, which identifies methods for reducing energy usage at city facilities and will be presenting the plan to City Directors for any final changes before presenting to City Council for approval.
 - Bexar County is moving forward with the installation of flood gates along Poss and Evers. They expect to install them shortly.
 - The Forest Meadow drainage improvements project is substantially complete. Staff will perform a final walk through with the contractor this week.
 - Staff has chosen the streets for the FY 2020 Street Maintenance Project, based on their ranking. The City Engineer is preparing the plans and bid specifications. 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.
 - The engineer is working on bid documents for the Grass Hill elevated tank rehabilitation project. Bids have been prepared 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 is 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 will be submitting 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 will be given to AACOG on January 6th.
- Removing the holiday decorations from all city facilities.
- Meetings/Events
- Staff is attending bi-monthly meetings with the Corp of Engineers to discuss the flood reduction feasibility study of Huebner Creek.
- Staff is attending TxDOT Technical Advisory Group meetings for Bandera Road.

Police Department

- Please see below information on police activity over the listed period.
- Arrest
 - 12-09-19 – 6400 El Verde Rd – Emergency Detention – One Arrested and Released at Hospital
 - 12-09-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-09-19 – 7000 Huebner Rd. - Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-09-19 – 6900 Bandera Rd. - Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-10-19 – 6400 Evers Rd. – Suspicious person – One Arrested for Unlawfully Carrying a Weapon and Possession of Drug Paraphernalia
 - 12-13-19 – 5600 Bandera Rd. – Theft < \$100 – One Arrested, Cited and Released
 - 12-13-19 – 6700 Bandera Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-13-19 – 7200 Linkwood – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-13-19 – 5600 Bandera Rd. – Theft < \$100 – One Arrested, Cited and Released
 - 12-13-19 – 5600 Bandera Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-14-19 – 6800 Bandera Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-14-19 – 6900 Bandera Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-14-19 – 5900 Bandera Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-15-19 – 6200 Bandera Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-15-19 – 5600 Wurzbach Rd. - Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-15-19 – 7100 Huebner Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-15-19 – 6100 Bandera Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-15-19 – 6100 Bandera Rd. – Traffic Stop – One Arrested for Unauthorized Use of a Motor Vehicle – Vehicle Impounded
 - 12-16-19 – 5900 NW Loop 410 – Traffic Stop – One Arrested for Driving While Intoxicated and Evading Arrest – Vehicle Impounded
 - 12-18-19 – 6100 Bandera Rd. – Traffic Stop – One Arrested for Driving While Intoxicated – Vehicle Impounded
 - 12-18-19 – 5900 Bandera Rd. – Traffic Stop – One arrested for Driving While Intoxicated – Vehicle Impounded
 - 12-18-19 – 6400 El Verde – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-19-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
 - 12-20-19 – 6600 Bandera Rd. – Disturbance – One Arrested for Interference with 911 Call
 - 12-21-19 – 5600 Wurzbach Rd. – Graffiti – One Arrested for Graffiti and Evading Arrest – Vehicle Impounded
 - 12-21-19 – 6100 Wurzbach Rd. – Traffic Stop – One Arrested for Driving While License Invalid – Vehicle Impounded
 - 12-21-19 – 5500 Grissom Rd. – Traffic Stop – One Arrested for Driving While Intoxicated – Vehicle Impounded

- 12-22-19 – Huebner/Evers Rd. – Violation of City Ordinance (Illegal Signs) – One Cited and Released
- 12-22-19 – 6700 Bandera Rd. – Traffic Stop – One Cited and Released – Vehicle Impounded
- Significant Calls
 - 12-09-19 – 6500 Grissom Rd. – Crash
 - 12-09-19 – 7700 Linkview – Violation of City Ordinance (Parking violation)
 - 12-09-19 – 7600 Linkview – Violation of City Ordinance (Parking violation)
 - 12-09-19 – 6900 Bandera Rd. – Crash
 - 12-09-19 – 6100 Sundial – Missing Person
 - 12-09-19 – 5700 N.W. Loop 410 – Crash
 - 12-09-19 – 6800 Bandera Rd. – Crash
 - 12-10-19 – 5900 Bandera Rd. – Crash
 - 12-10-19 – 7000 Bandera Rd. – Graffiti
 - 12-10-19 – 6900 Bandera Rd. – Alarm
 - 12-10-19 – 7200 Bandera Rd. – Crash
 - 12-10-19 – 6800 Huebner Rd. – Information
 - 12-10-19 – 6300 Evers Rd. – Suspicious Vehicle
 - 12-10-19 – 6600 Evers Rd. – Assist other Agency
 - 12-10-19 – 6400 El Verde – Information on Criminal Mischief
 - 12-11-19 – 6500 Bandera Rd. – Damage to Property
 - 12-11-19 – Robin Lobo Ln. – Crash
 - 12-11-19 – 6600 Bandera Rd. – Crash
 - 12-11-19 – 7300 Reindeer Trail – Theft \$750-\$2,500
 - 12-11-19 – 6700 Bandera Rd. – Crash
 - 12-11-19 – 5400 Bandera Rd. – Alarm
 - 12-11-19 – 6800 Poss Rd. – Crash
 - 12-11-19 – 7000 Huebner Rd. – Crash
 - 12-12-19 – 7500 Linkside – Crash
 - 12-12-19 – 7200 Grass Valley – Found Open Garage Door
 - 12-12-19 – 6300 Bandera Rd. – Alarm
 - 12-12-19 – 6500 Forest Grove – Information
 - 12-12-19 – 5900 Bandera Rd. – Crash
 - 12-13-19 – 6600 Evers Rd. – Theft \$750-\$2,500
 - 12-13-19 – 6600 Bandera Rd. – Crash
 - 12-13-19 – 5600 Bandera Rd. – Criminal Mischief
 - 12-13-19 – 5800 Wurzbach Rd. – Crash
 - 12-13-19 – 6000 Bandera Rd. – Crash
 - 12-14-19 – 6000 Cammie Way – Runaway
 - 12-14-19 – 5700 Bandera Rd. – Alarm
 - 12-14-19 – 5600 Grissom Rd. – Information on Credit Card Abuse
 - 12-14-19 – 5600 Bandera Rd. – Theft \$100-\$750
 - 12-14-19 – 6200 Rue Sophie – Information on Harassment
 - 12-14-19 – 5700 N.W. Loop 410 – Crash
 - 12-15-19 – 5900 Wurzbach Rd. – Crash
 - 12-15-19 – 6100 Forest Wood – Found Open Door
 - 12-15-19 – 6100 Bandera Rd. – Crash
 - 12-16-19 – 5000 Timberhill – Theft \$100-\$750
 - 12-16-19 – 6000 Cammie Way – Recovered Runaway (Supplement 2019-05373)
 - 12-16-19 – 6800 Bandera Rd. – Crash
 - 12-16-19 – 6300 Bandera Rd. – Alarm
 - 12-17-19 – 5600 Bandera Rd. – Theft \$100-750

- 12-17-19 – 5400 Bandera Rd. – Alarm
- 12-17-19 – 6800 Bandera Rd. – Alarm
- 12-17-19 – 7500 Linkside – Alarm
- 12-18-19 – 6700 Bandera Rd. – Alarm
- 12-18-19 – 6600 Bandera Rd. – Crash
- 12-18-19 – 6400 Huebner Rd. – Burglary of Vehicle
- 12-18-19 – 6100 Bandera Rd. – Crash
- 12-18-19 – 6000 Grissom Rd. – Suicide
- 12-18-19 – 7700 Eckhert Rd. – Alarm
- 12-18-19 – 6800 Bandera Rd. – Alarm
- 12-19-19 – 6300 Evers Rd. – Theft of a Vehicle
- 12-19-19 – 5600 Evers Rd. – Criminal Mischief < \$100
- 12-19-19 – 7000 Evening Sun – Suicide
- 12-19-19 – 6500 Bandera Rd. – Crash
- 12-19-19 – 7100 Bandera Rd. – Crash
- 12-19-19 – 6100 Wurzbach Rd. – Alarm
- 12-19-19 – 7700 Eckhert Rd. – Alarm
- 12-19-19 – 5500 Bandera Rd. – Alarm
- 12-20-19 – 6500 Bandera Rd. – Found Open Door
- 12-20-19 – 6700 Huebner Rd. – Crash
- 12-20-19 – 5600 Bandera Rd. – Crash
- 12-20-19 – 6500 Bandera Rd. – Crash
- 12-20-19 – 6500 Grissom Rd. – Theft of Mail
- 12-20-19 – 7200 Poss Rd. – Criminal Mischief \$0-100
- 12-20-19 – 5600 Bandera Rd. – Duty Upon Striking Unattended Vehicle
- 12-21-19 – 7200 Poss Rd. – Burglary of a Vehicle
- 12-21-19 – 6400 Bandera Rd. – Crash
- 12-21-19 – 6400 Handsome Lake – Violation of City Ordinance (Junk/property)
- 12-21-19 – 7000 Bandera Rd. – Alarm
- 12-21-19 – 6400 Bandera Rd. – Crash
- 12-21-19 – 5500 Grissom Rd. – Crash
- 12-22-19 – 7000 Bandera Rd. – Alarm
- 12-22-19 – 6700 Yellow Rose – Damage to Property
- 12-22-19 – 6900 Forest Grove – Apparent Sudden Death
- 12-22-19 – 6900 Forest Meadow – Violation of City Ordinance (Junk Vehicle)
- 12-22-19 – 5700 Bandera Rd. – Crash
- 12-22-19 – 5600 Bandera Rd. – Violation of City Ordinance (Illegal Banners)
- Citations - 60
- Warnings – 27
- CID Activity/Active Investigations
 - Cases filed by CID (5):
 - Assault Family Violence
 - Possession Controlled Substance P.G. 1 Cocaine <1 gram
 - Evading Arrest Vehicle
 - Unauthorized Use Vehicle
 - DWI Felony Case
 - Active CID Investigations:
 - DWI at Large Case
 - Hit and Run Accident
 - Two Apparent Sudden Deaths Cases
 - Endangering a Child

- Criminal Mischief
 - Two Assault Class A
 - Interference with Child Custody
 - Aggravated Assault Deadly Weapon
 - Thirty-two (32) walk in complaints were handled
- Code Enforcement/Animal ControlCode Enforcement
 - (10) Junked/abandoned/illegal vehicles
 - (09) Trash complaints
 - (42) Bandit signs
 - (33) Grass/weed violations
 - (02) Building violation
 - (07) Graffiti complaints
 - (07) Noise violations
 - (01) Pet noise violation
 - (16) Violation of city ordinance
 - Code enforcement is continuing to monitor multiple “hoarder” houses in the city to ensure that cleanup is progressing.
- Animal Control
 - (06) Dead Deer
 - (02) Stray dogs
 - (01) Lost cat
 - (01) Animal bite
 - (10) At large dog calls
 - (03) At large dogs captured
 - (03) Returned to Owner
 - (02) Rabies vaccination cases
- Impound Lot
 - Vehicles Towed: 37
 - Traffic: 28
 - Arrest: 09
 - VOC 00
- Training
 - All officers completed annual firearms recertification as required by the Texas Commission on Law Enforcement.
- Volunteer Activity
 - Chief Salvaggio , Lt. Anderson, and Detective Brooks continue to work closely with Texas Special Olympics on planning for numerous upcoming fundraising events. Chief Salvaggio was the emcee for the Special Olympics Texas media event to notify San Antonio and the community that the Texas Summer Games will be returning to Morgan’s Wonderland in 2010.
 - There were numerous Blue Santa events throughout this period. We held a toy drive at Walmart and one at HEB raising more than \$2000 in cash and thousands more in toy donations. We received grants totaling \$4000 from Walmart, and raised over \$2000 during two boot drives. Our monies helped more than 600 kids this year, to include more than 150 in Leon Valley, and another 150 at Methodist Children’s Hospital. It was our most successful year, and it could not have happened without the support of the citizens, Leon Valley employees and city council!

Fire Department

- **Congratulations Justin Garcia (service progression and continuous education training)** - Fire Marshal Garcia attended and completed the Central TEXAS Fire Investigators conference. Topics; Advanced Arson Investigations- Serial Arson & Arson Profiling. December 11-13, Schertz Civic Center.

- **Congratulations Elliott Gangwer (service progression and continuous education training)** – Firefighter Gangwer completed 150 hours training course and awarded his Fire Investigation Certification from Texas Commission on Fire Protection.
- **Emergicon Cost Recovery Program (cost recovery)** - (EMS) Our Emergency Medical Billing Cost Recovery for the month of November was **\$41,225.29**.
- **Fire Cost Recovery Program (cost recovery)**- Our Accident Cost Recovery collection to date is **\$47,851.09 active runs** with a **98%** recovery rate.
- **Bryan Peterson (service progression and continuous education training)** – Firefighter Peterson has completed the assigned course topics, Obtaining a Comprehensive Patient History, Hazmat Case Studies, Vehicle Extrication, Pediatric Medical Emergencies, Hazardous Materials Assessment and Respiratory Syncytial Virus (RSV).
- **Congratulations Connor Hughett (service progression and continuous education training)** – Firefighter Hughett has completed and obtained through TCFP his Driver/operator Engine and Driver/operator Aerial.
- **Congratulations Joseph Valadez (service progression and continuous education training)** - Lieutenant Valadez has completed the assigned course topics, Vehicle Extrication, Hazmat Case Studies, Hazardous Materials Assessment and Respiratory Syncytial Virus (RSV).
- **Congratulations Erik Bernal (service progression and continuous education training)**- Firefighter Bernal has completed the assigned course topics, Vehicle Extrication, Patient Assessment - Back to Basics, Alternative Fuel Vehicle Response, Hazard Communications, Hazmat Case Studies, Patient Assessment: Not Just Vital Signs, Hazardous Materials Assessment, Pediatric Medical Emergencies, Respiratory Syncytial Virus (RSV) and Obtaining a Comprehensive Patient History.
- **Congratulations John Suhr (service progression and continuous education training)** - Lieutenant Suhr has completed the assigned course topics, Hazardous Materials Assessment, Pediatric Medical Emergencies, Patient Assessment: Not Just Vital Signs, Respiratory Syncytial Virus (RSV), Vehicle Extrication and Obtaining a Comprehensive Patient History.
- **Congratulations Jimmy Garcia (service progression and continuous education training)** – Captain Garcia has completed the assigned course topics, Hazmat Case Studies, Hazard Communications and Hazardous Materials Assessment.
- **Congratulations Angel Hernandez (service progression and continuous education training)** - Firefighter Hernandez has completed the assigned course topic, Alternative Fuel Vehicle Response.
- **Congratulations Leonardo Perez (service progression and continuous education training)**- Firefighter L. Perez has completed the assigned course topics, Pediatric Medical Emergencies, Hazmat Case Studies and Respiratory Syncytial Virus (RSV).
- **Congratulations Wade Clapper (service progression and continuous education training)** – Captain Clapper has completed the assigned course topic, Alternative Fuel Vehicle Response.
- **Congratulations Joseph Perez (service progression and continuous education training)** - Firefighter J. Perez has completed the assigned course topics, Hazard Communications, Hazardous Materials Assessment, Hazmat Case Studies, Respiratory Syncytial Virus (RSV) and Pediatric Medical Emergencies.
- **Congratulations Jaaron Thomas (service progression and continuous education training)** – Lieutenant Thomas has completed the assigned course topics, Pediatric Medical Emergencies, Hazmat Case Studies, Hazardous Materials Assessment, Alternative Fuel Vehicle Response, Respiratory Syncytial Virus (RSV), Vehicle Extrication, Patient Assessment: Not Just Vital Signs, Patient Assessment - Back to Basics, Automatic External Defibrillators and Obtaining a Comprehensive Patient History.
- **Census 2020 Complete Count, April 1st 2020! (community service and community education)** – What is Census 2020? Every Ten Years, the United States Census Bureau conducts the Census Complete Count on all national and local levels. Census Day is April 1st, 2020!
 - **Why is it important to complete the Census questionnaire?**

#1 It provides an accurate population count in Texas, in Leon Valley.

#2 The Census is used to update the number of seats each state has in the U.S. House of Representatives (Congressional Reapportionment).

#3 The Census count impacts the federal funds that communities receive for Hospitals & Healthcare, Public Safety, Roads & Transportation and Schools & Education (special education, classroom technology, teacher training, after-school programs, school lunch assistance).

Please contribute to the Leon Valley community by completing this questionnaire by “April 1st, 2020” as well as spread the word regarding the importance of this short and quick questionnaire.

April 1st 2020! You will have three convenient ways to respond to the Census questionnaire “Online”, “By phone” and “By mail”. For additional information please visit, <https://2020census.gov/>. We will notify the Leon Valley community once Census 2020 Representatives are canvassing the community. Leon Valley Census website information Coming Soon!. **“In Leon Valley You Count!”**

- **Census 2020 Education Awareness -Community Poster Contest!** The City of Leon Valley, in cooperation with Census 2020 and local businesses, are sponsoring a community poster contest. Students from Kindergarten through High School are eligible to participate. There will be three categories in the contest: Elementary Grades K-5, Middle School Grades 6-8 and High School Grades 9-12. Only one entry per student will be accepted. The poster deadline is Friday, January 17th, 2020 at 3:00 p.m. Submit your poster to your art teacher or at the Leon Valley Fire Department at 6300 El Verde Road, Leon Valley, TX 78238, attn: Ms. Martin. Awards will be given out on Saturday, January 25th at 9am at the Annual Town Hall Meeting (Leon Valley Conference Center, 6421 Evers Road). Please ensure to read the Poster Contest detail requirements that will be posted on social media as well as information available at the Library, Fire Department and City Hall.
- **FD New Year’s Eve Neighborhood Patrolling (community service)** – The Fire Department Chief Naughton, Assistant Chief Burnside as well as Fire Marshal Garcia patrolled the neighborhoods to ensure the safety of residents in The City of Leon Valley from illegal fireworks and gunshots.

Community Development Department

- Zoning Code/Comprehensive Plan Revisions
 - Future updates and revisions to the City’s Comprehensive Master Plan were discussed at the City’s Town Hall meeting on January 26, 2019. Among the concerns that Leon Valley Citizens had regarding future development, was economic and neighborhood stability.
 - Staff is in the process of developing 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 Staff plans to address 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. Staff anticipates issuing the RFP the week of January 5th, 2020.
- Zoning Commission
 - The Zoning Commission held a Special Meeting on Tuesday, December 10, 2019. The following items were considered:
 - An Ordinance amending Chapter 15, Zoning Ordinance; Renaming the Zoning Commission and Establishing a Planning and Zoning Commission, as Provided by the Local Government Code; and Establishing Associated Rules, Authority, and Procedures. **Approval Recommended**
 - An Ordinance amending Section 15.02.113, Zoning Code, Regarding Noticing and Scheduling Requirements for Public Hearings. **Approval Recommended**
 - SUP-2019-16 (Specific Use Permit) – A Continuous SUP for Commercial Uses at 5415 Bandera Road. **Tabled**

- The next Zoning Commission meeting is scheduled for Tuesday, January 14, 2019. The following items are tentatively scheduled for consideration:
 - SUP-2019-12 (Specific Use Permit) – A Continuous SUP for Commercial Uses at 5415 Bandera Road.
 - SUP-2019-15 (Specific Use Permit) – A SUP for Manufacturing at 5405 Bandera Road.
 - Discussion regarding a Zoning Code Amendment applying Minimum Lot Coverage Requirements for new development within the Sustainability Overlay District.
- 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 January 7, 2020 City Council meeting:
 - SUP-2019-02 (Specific Use Permit) - A Specific Use Permit for Outside Storage, at 6360 Grissom Road. (2nd Reading as Required by City Charter)
 - SUP-2019-13 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use, at 6400 Bandera Road. (2nd Reading as Required by City Charter)
- Permitting and Records
 - 18 Walk-Ins
 - 50 Building Permits Issued/Processed (including trade permits)
 - Received 4 Certificate of Occupancy Applications
 - Issued 0 Certificates of Occupancy

Economic Development

- Facilitated ONIT Team meeting
- Attended Northwest San Antonio Chamber of Commerce networking Breakfast
- Assisted with administrative task for Economic and Community Development Advisory Committee meeting
- Cross-referenced business audit data with active Texas Comptroller records
- Prepared report-out for 2019 Business Audit
- Attended NW SA Chamber of Commerce luncheon
- Facilitated Sign Code Update Advisory Committee meeting
- Businesses that Received Certificates of Occupancy
 - None issued

City Secretary

- Since the last report, the City Secretary's Office has received 33 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. Worked on City Council minutes.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Completed the Certification of two Recall Petitions.
- Posted the Notice of the Filing Period for the May 2020 General Election.

- Prepared the May 2020 General Election Candidate Packet and posted it to the Cities website for the convenience of the public. This may be found and downloaded at http://www.leonvalleytexas.gov/government/city_council/government/election_information.php
- Was appointed to serve on the Texas Municipal Clerks Association’s Municipal Clerk of the Year Committee.
- 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.
- Building Maintenance:
 - Had a solar panel that was not working on the roof of City Hall repaired.

Special Events/Community & Conference Center

- Ongoing Projects:
 - Begin to train and assist the City Secretary with Minutes.
 - Coordinating a Ribbon Cutting Ceremony with “Elevate our Veterans” located at 5407 Bandera Road; December 16th
 - Created 4th of July Emails/Letters to send to future local sponsors
 - Visited other venues to compare cost and remodel ideas
 - Began 4th of July Festival options to present to City Council; Date to be Determined
 - Coordinating a “Healthcare Fair Event” with the Northwest Seniors and WellMed for December 18th, 2019 from 10:00 a.m. to 1:00 p.m. at the Community Center
 - Coordinating with AAPR and Northwest Seniors for the “Free Tax Service Event”, beginning February through April, Tuesdays and Thursday’s only.
 - Coordinating with Public Works for the next Movies in the Pool event beginning May 23rd, 2020.
 - Ordered 2020 Fiesta Medals

Library

- Submitted Census Logo contract for signature through Minutetraq/Accela
- Completed Census info for City website. Working on Spanish Version info for site
- Noon Year Eve’s Program was a success! 200 kids and parents showed up for our celebration.
- Incorporating new programming slowly: intro to computers and coding.
- Received Notary Commission: Need Oath of Office/Supplies
- New employee James Hunter resigned from position during the Holiday.
- Census Complete Count Committee Meeting Monday, January 13, 2020.
- Monthly comparison of December 2019 and December 2018:
 - Gate entry increased 5%
 - Overdrive increased 3%
 - Library volunteer hours increased 58%
 - Attendance for Children’s Programs increased 12.6%
 - Attendance for Adult Programs increased 34.15%
 - Internal internet use increased 14.36%

Upcoming Events:

- City Council Meeting Tuesday, January 7, 2019, at 6:00 p.m. in Council Chambers.
- Next Regular City Council Meeting Tuesday, January 21, 2019, at 6:00 p.m. in Council Chambers
- Proposed Home Rule Charter Amendment workshop Saturday, January 11, 2019 at 9:00 a.m. in the Council Chambers.

- Annual Town Hall Meeting, Saturday, January 25, 2020, from 8:30 a.m. to 12:30 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
 - Introduction to Computers—Tuesday, January 7, 2020, at 11:00 a.m.
 - Garden Club—Wednesday, January 8, 2020, at 1:00 p.m.
 - Resume Writing—Monday, January 13, 2020, at 2:00 p.m.
 - Healthy Eating—Wednesday, January 15, 2020, at 12:00 noon
 - Dabblers Art Club—Thursday, January 16, 2020, at 6:00 p.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:
 - 01/06/20- Sign Code Advisory Committee will meet at 6:30 p.m. at City Hall.
 - 01/08/20 – Earthwise Living Day Committee will meet at 6:00 p.m. at Public Works.
 - 01/09/20 – Park Commission will meet at 6:30 p.m. at the Conference Center.
 - 01/09/20 – Library Board of Trustees will meet at 5:30 p.m. at the Libaray.
 - 01/27/20 – The Tree Advisory Board will meet at 6:00 p.m. at Public Works.
 - 01/14/20 - Zoning Commission meeting at 6:30 p.m. at City Hall.