



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** July 17, 2020  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

**Human Resources**

- Vacant Positions
  - All positions are currently filled.

**Court**

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
06/21/2020 – 06/27/2020	-	-	-	-	-	-	-
06/28/2020 – 07/04/2020	24	-	-	-	-	-	-

Court Dates	# Of Defendants		# Of Defendants that Appeared
	Scheduled	# Of No Shows	
06/25/2020	104	66	38
07/02/2020	124	102	22
07/09/2020	128	79	49

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 06/24/2020 – 07/13/2020
UTILITY PAYMENTS	1785
UTILITY NEW SERVICE	16
PERMITS COM DEV	34
COURT	199
RLC FINES	88
RLC LATE FEES	5
IMPOUND LOT FEES	21
TOWING FEES PAYABLE	22
GARAGE SALE	2
MESCELLANEOUS	97
<b>TOTAL</b>	<b>2289</b>

## Public Works

- Projects:
  - The contractor for the LC-17 Flood Project is currently working on the gabion erosion control devices at the Huebner Onion Natural Area Park near the Bandera Road bridge. El Verde Road received an asphalt overlay and it looks and drives much better. The contractor will be performing a walk through with City Staff later this week on the El Verde Road portion of the project. They continue to haul off the soils stockpile and continue the creek grading, seeding & planting. Substantial completion is expected in mid-August, weather permitting.
  - Staff will be meeting with the contractor for the FY 2020 Street Maintenance Project for pre-construction instruction. Once the contracts are signed, we will proceed with a start date. The scope of work for this project consists of the milling and overlay of Larksong, Wagon Spoke, and Blacksmith; applying a single bituminous slurry seal to Sunlight, Desert Sun, Sun Hollow, Sun Creek, Sun Dial, Setting Sun, Sunview, Evening Sun, Bluebird, Lobo Ln., Thunderbird, Stebbins, Redbird, Britannia Ct., Edinborough; and providing sidewalk ramp improvements to 33 ADA ramps. In addition, they will perform the milling and overlay of Balky St., Hoofs, Poss Rd. (from Evers to Trotter), Trotter, and providing sidewalk ramp improvements to 18 ADA ramps in that area.
  - The new crosswalk project is almost complete. The new crosswalks are located at Poss and Peachtree, and on Huebner at the elementary school and at Balky. The contractor has started on the punch list and should be complete by the end of this week.
  - 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 been completed, and plans are being developed.
  - The City Engineer has prepared an irrigation and planting plan for the vacant lot at Peachtree and Poss. We have received the quotes for this work and have asked the contractors to resubmit quotes, as they left out some work items.
  - The HALT flood gates along Evers and Poss Roads are completed. The County will now perform testing to make sure it's fully operational. Once completed, the County will do a final test with our Fire Department personnel to simulate flooding, to make sure the lights come on, the gates are activated, and proper status is displayed on the Website. The contractor will show us how to look at the data through the software. These new gates will flash, open, and close on their own as they sense floodwaters rising.
  - The City Engineer/Architect prepared plans and specifications for the Community Center remodel. The bids have been advertised and opened on July 14th.
  - Staff and the City Engineer are working on rewrites to the subdivision code.
  - We repaired the sidewalk along Charles Field Rd.
  - The Crew started work on the concrete foundation for the butterfly pavilion at Raymond Rimkus Park.
  - The Crew will begin crack sealing next week in Sun Valley and Monte Robles Park in preparation for the street maintenance project sealcoat.
  - We disinfected all playgrounds, restrooms, outdoor fitness equipment at all parks.
  - We Performed sign inventory city-wide to replace faded or damaged signage.
  - Mowed and trimmed in Mow Zone 3 (Sawyer Road, Old Mill drainage area).
  - We trimmed up the trees along the Evers Road pool frontage.
  - A Subcontractor will be installing a new fence in Raymond Rimkus Park this week. A tree fell on the fence behind Sunlight Drive.
  - We Took and submitted residential water samples.
  - We are working with John Marshall High School to install new meters for their new construction projects.
- Meetings/Events

- Park Commission has canceled their July meeting.
- Pool Advisory Committee will meet on July 20th at 6 pm at the Forest Oaks pool.
- Staff is attending bi-monthly webcast meetings with the United States Corp of Engineers to discuss the flood reduction feasibility study of Huebner Creek.
- Assistant Director David Dimaline is attending monthly Technical Advisory Committee meetings for the Alamo Area Metropolitan Planning Organization.

## **Police Department**

Please see below the information on police activity over the listed period.

- Arrest
  - 6-29-20 – 6600 Grist Mill – Traffic Offense – One Cited/Released – Vehicle Impounded
  - 7-01-20 – 6200 Grissom Rd. – Violation of Protective Order – One Arrested
  - 7-02-20 – 6400 Bandera Rd. – Traffic Offense – One Cited/Released – Vehicle Impounded
  - 7-02-20 – 7000 Bandera Rd. – Traffic Offense – One Cited/Released – Vehicle Impounded
  - 7-03-20 – 6900 Shadow Mist – Unlawful Carry of Weapon – Two Arrested
  - 7-04-20 – 5900 Wurzbach Rd. – Emergency Detention – One Arrested/Released at Hospital
  - 7-05-20 – 6800 Timberhill – Traffic Offense – One Arrested for Poss Controlled Substance PG1 < 1gr – Vehicle Impounded
  - 7-05-20 – 6500 Adair Dr. – Emergency Detention – One Arrested/Released at Hospital
  - 7-05-20 – 6300 Evers Rd. – Emergency Detention – One Arrested/Released at Hospital
  - 7-06-20 – 6700 Peachtree – Traffic Offense – One Cited/Released – Vehicle Impounded
  - 7-06-20 – 6500 Charles Field – Family violence – One Arrested
  - 7-07-20 – 6600 Huebner – Traffic Offense – One Cited/Released – Vehicle Impounded
  - 7-08-20 – 5400 Wurzbach – Crash – One Cited/Released – Vehicle Impounded
  - 7-10-20 – 6100 Bandera – Traffic Offense – One Cited/Released – Vehicle Impounded
  - 7-11-20 – 6500 Bandera – Traffic Offense – One Cited/Released – Vehicle Impounded
  - 7-11-20 – 6500 Wurzbach – Traffic Offense – One Cited/Released – Vehicle Impounded
  - 7-11-20 – 6600 Cades Cove – 1 Misdemeanor Arrest – Assault Family Violence
  - 7-11-20 – 6900 Forest Crest North – Theft – Citation Issued/Released
- Significant Calls
  - 6-29-20 – 7000 Forest Crest – Open Door
  - 6-29-20 – 5600 Evers Rd. – Disturbance
  - 6-29-20 – 5300 Wurzbach Rd. – Theft
  - 6-29-20 – 6100 Forest Crest – Disturbance
  - 6-29-20 – 5900 Wurzbach Rd. – Disturbance
  - 6-29-20 – 5600 Evers Rd. – Theft
  - 6-29-20 – 6800 Bandera Rd. – Theft
  - 6-29-20 – N.W. Loop 410 at Bandera Rd. – Crash
  - 6-29-20 – 6800 Bandera Rd. – Crash
  - 6-29-20 – 7200 Bandera Rd. – Crash
  - 6-29-20 – 5300 Bandera Rd. – Alarm
  - 6-30-20 – 5600 Bandera Rd. – Crash
  - 6-30-20 – 5600 Evers Rd. – Disturbance
  - 6-30-20 – 7200 Bandera Rd. – Alarm
  - 6-30-20 – 7700 Bandera Rd. – Theft
  - 6-30-20 – 6600 Grissom Rd. – Crash
  - 6-30-20 – 6200 Bandera RD. – Crash
  - 6-30-20 – 5600 Bandera RD. – Alarm
  - 6-30-20 – 5700 N.W. Loop 410 – Alarm
  - 6-30-20 – 5700 N.W. Loop 410 – Alarm
  - 6-30-20 – 5300 Caraway – Open Garage Door

- 6-30-20 – 5500 Caraway – Open Garage Door
- 7-01-20 – 6100 Rue Sophie – Theft
- 7-01-20 – 6700 Huebner Rd. – Violation of a City Ordinance
- 7-01-20 – 7300 Huebner Rd. – Hit and Run
- 7-01-20 – 5400 Bandera Rd. – Violation of a City Ordinance
- 7-01-20 – 6700 Bandera Rd. – Alarm
- 7-01-20 – 5900 Bandera Rd. – Crash
- 7-01-20 – 7000 Settlers Ridge – Disturbance
- 7-01-20 – 7000 Bandera Rd. – Alarm
- 7-01-20 – 6400 Bandera Rd. – Suspicious Person
- 7-01-20 – 6900 Forest Meadow – Disturbance
- 7-01-20 – 6800 Huebner Rd. – Suspicious Vehicle
- 7-02-20 – 5600 Evers Rd. – Disturbance
- 7-02-20 – 7000 Settlers Ridge – Disturbance
- 7-02-20 – 6700 Poss Rd. – Disturbance
- 7-02-20 – 6700 Bandera Rd. – Evading Arrest/Vehicle
- 7-02-20 – 5600 Evers Rd. – Welfare Check
- 7-02-20 – 5600 Grissom Rd. – Crash
- 7-02-20 – 5700 N.W. Loop 410 – Crash
- 7-02-20 – 5800 Bandera Rd. – Abandoned Vehicle
- 7-02-20 – 6100 Britania Court – Violation of a City Ordinance
- 7-02-20 – 6100 Britania Court – Violation of a City Ordinance
- 7-02-20 – 6400 Edinborough – Violation of a City Ordinance
- 7-02-20 – 6400 Edinborough – Violation of a City Ordinance
- 7-02-20 – 6800 Huebner Rd. – Criminal Trespass Warning
- 7-02-20 – 6500 Sally Agee – Alarm
- 7-02-20 – 7300 Linkwood – Crash
- 7-03-20 – 6700 Bandera Rd. – Crash
- 7-03-20 – 7200 Grass Valley – Alarm
- 7-03-20 – 6900 Bandera Rd. – Alarm
- 7-03-20 – 5600 Evers Rd. – Alarm
- 7-03-20 – 6800 Forest Meadow – Suspicious Vehicle
- 7-03-20 – 6300 Stirrup Ln. – Disturbance
- 7-03-20 – 6600 Peachtree – Disturbance
- 7-03-20 – 6200 Grissom Rd. – Alarm
- 7-03-20 – 6600 Cades Cove – Open Car Door
- 7-03-20 – 5600 Evers Rd. – Disturbance
- 7-03-20 – 6700 Huebner Rd. – Alarm
- 7-03-20 – 6600 Bandera Rd. – Alarm
- 7-03-20 – 7000 Bandera Rd. – Alarm
- 7-03-20 – 5600 Grissom Rd. – Violation of a City Ordinance
- 7-03-20 – 6300 Evers Rd. – Violation of a City Ordinance
- 7-03-20 – 5300 Brisa Estates – Burglary of a Vehicle
- 7-04-20 – 5400 Wurzbach Rd. – Crash
- 7-04-20 – 6300 Bandera Rd. – Crash
- 7-04-20 – 6100 Rue Liliane – Disturbance
- 7-04-20 – 6800 Huebner Rd. – Alarm
- 7-04-20 – 6100 Bandera Rd. – Suspicious Vehicle
- 7-04-20 – 6400 Pacer Trail – Disturbance
- 7-04-20 – 7000 Weathered Post – Suspicious Vehicle
- 7-04-20 – 6000 Grissom Rd. – Disturbance

- 7-04-20 – 6600 Sally Agee – Suspicious Person
- 7-04-20 – 6100 Evers Rd. – Disturbance
- 7-04-20 – 4900 Hodges Dr. – Disturbance
- 7-04-20 – 5400 Bandera RD – Open Vehicle Door
- 7-04-20 – 6000 Grissom Rd. – Animal Cruelty
- 7-04-20 – 5600 N.W. Loop 410 – Theft
- 7-04-20 – 5600 Bandera Rd. – Criminal Mischief
- 7-04-20 – 6900 Bandera Rd. – Criminal Trespass Warning
- 7-04-20 – 6600 Sally Agee – Alarm
- 7-04-20 – 5600 Bandera Rd. – Crash
- 7-05-20 – 7200 Gumtree – Crash
- 7-05-20 – 7200 Bandera Rd. – Crash
- 7-05-20 – 6200 Grissom Rd. – Disturbance
- 7-05-20 – 5200 Evers Rd. – Alarm
- 7-05-20 – 7000 Settlers Ridge – Disturbance
- 7-05-20 – 6300 Evers Rd. – Disturbance
- 7-05-20 – 6100 Bandera Rd. – Disturbance
- 7-05-20 – 5600 Evers Rd. – Burglary of a Residence
- 7-06-20 – 6200 Evers Rd. – Violation of City Ordinance
- 7-06-20 – 6900 Bandera Rd. – Alarm
- 7-06-20 – 6200 Grissom Rd. – Theft
- 7-06-20 – 7200 Bandera Rd. – Crash
- 7-06-20 – 6300 Bandera Rd. – Violation of City Ordinance
- 7-06-20 – 6900 Shadow Mist – Theft
- 7-06-20 – Huebner at Millstream – Suspicious Vehicle
- 7-06-20 – 6100 Stirrup Ln. – Disturbance
- 7-06-20 – 6900 Bandera – Alarm
- 7-06-20 – 6900 Bandera – Alarm
- 7-06-20 – 6400 Evers – Suspicious Vehicle
- 7-06-20 – 6600 Bandera – Alarm
- 7-06-20 – 5700 Bandera – Suspicious Vehicle
- 7-06-20 – 6600 Countess Adria – Patrol By
- 7-06-20 – 6300 Forest Bend – Assault
- 7-06-20 – 6800 Bandera Rd. – Crash
- 7-06-20 – 5900 Wurzbach Rd. – Alarm
- 7-06-20 – 5600 Bandera Rd. – Crash
- 7-07-20 – 5300 Wurzbach – Disturbance
- 7-07-20 – 5000 Timberhill – Disturbance
- 7-07-20 – 5300 Wurzbach – Disturbance
- 7-07-20 – 6100 Wurzbach – Alarm
- 7-07-20 – 6400 Evers – Suspicious Vehicle
- 7-07-20 – 6100 Rue Francois – Violation of City Ordinance
- 7-07-20 – 6500 Thunderbird – Criminal Trespass Warning
- 7-07-20 – 7200 Grass Valley – Criminal Mischief
- 7-08-20 – 5900 Bandera Rd. – Crash
- 7-08-20 – 5600 Grissom – Disturbance
- 7-08-20 – 6400 Evers – Suspicious Vehicle
- 7-08-20 – 7200 Bandera – Alarm
- 7-08-20 – 6100 Wurzbach – Alarm
- 7-08-20 – 5300 Wurzbach – Disturbance
- 7-08-20 – 6600 Bandera Rd. – Crash

- 7-08-20 – 7000 Bandera Rd. – Crash
- 7-08-20 – 6100 Bandera Rd. – Crash
- 7-09-20 – 6600 Bandera Rd. – Crash
- 7-09-20 – 5600 Bandera Rd. – Theft \$0 - \$100
- 7-09-20 – 7000 Forest Grove – Alarm
- 7-09-20 – 5600 Evers Rd. – Burglary
- 7-09-20 – 7000 Settlers Ridge- Disturbance
- 7-09-20 – 5300 Wurzbach – Disturbance
- 7-09-20 – 5900 Saffron Way – Alarm
- 7-09-20 – 7000 Forest Pine – Criminal Trespass Warning
- 7-09-20 – 5600 Bandera Rd. – Crash
- 7-10-20 – 6000 Grissom – Disturbance
- 7-10-20 – 5600 Evers – Disturbance
- 7-10-20 – 6500 Bandera – Alarm
- 7-10-20 – 5600 Evers – Disturbance
- 7-10-20 – 5900 Bandera – Disturbance
- 7-10-20 – 6200 Evers – Suspicious Vehicle
- 7-10-20 – 5600 Evers – Disturbance
- 7-10-20 – 6400 Evers – Suspicious Vehicle
- 7-10-20 – 6500 Huebner – Disturbance
- 7-11-20 – Bandera at Grissom - Disturbance
- 7-11-20 – 7100 Bandera – Disturbance
- 7-11-20 – 7200 Bandera – Alarm
- 7-11-20 – 6600 Cades Cove – Assault
- 7-11-20 – 6100 Wurzbach Rd. – Criminal Mischief
- 7-11-20 – 7100 Bandera Rd. – Theft
- 7-11-20 – 6100 Wurzbach Rd.– Alarm
- 7-11-20 – 5900 Wurzbach Rd. – Welfare Check
- 7-11-20 – 5900 Wurzbach Rd. – Disturbance
- 7-11-20 – 6200 Grissom Rd. – Violation City Ordinance
- 7-11-20 – 5900 Wurzbach Rd. – Theft of a Vehicle
- 7-12-20 – 7200 Grass Valley – Alarm
- 7-12-20 – 6800 Huebner Rd. – Alarm
- 7-12-20 – 6200 Grissom Rd. – Alarm
- 7-12-20 – 6800 Bandera Rd. – Alarm
- 7-12-20 – 6900 Bandera Rd. – Alarm
- 7-12-20 – 6600 Cloverbend – Disturbance
- 7-12-20 – 6700 Huebner Rd. – Suspicious Person
- 7-12-20 – 5400 Bandera Rd. – Violation City Ordinance
- Citations - 46
- Warnings – 23
- Cases Filed by CID, One (1):
  - Burglary of a Building
- Additional CID Activity:
  - Stolen property estimated \$8000.00 dollars was recovered including power tools, music equipment (guitars and keys boards), 4 LCD TVS from 7 different burglaries. Returned recovered stolen property to owners
  - Downloaded 6 videos for DA's office
  - Three hit and run accidents cases were closed
  - One search warrant prepared
  - Conducted five days of surveillance

- Placed stolen property on hold at five pawn shops
- Handled seventeen (17) walk-ins
- **CODE ENFORCEMENT**
  - The following complaints were investigated by Code Enforcement over the reported time period:
    - Seven (7) neighborhoods were inspected
    - Ten (10) Violation of City Ordinance warning letters were sent
    - Thirty-three (33) Violation of City Ordinance door tag warnings were issued
    - Six (6) Violation of City Ordinance citations were issued
    - Three (3) junked/abandoned/illegal vehicles tagged
    - Twelve (12) bandit sign complaints were addressed
    - Two (2) graffiti complaints were abated
    - Thirty-three (33) grass/weed violations
    - Six (6) miscellaneous code violations were handled
- **ANIMAL CONTROL**
  - The following complaints were investigated by Animal Control over the reported time period:
    - No Animal Control related citations were issued
    - Eleven (11) Animal Control related Violation of City Ordinance door tag warnings were issued
    - Nine (9) Animal Control related letters were sent
    - There were six (6) at large dogs reported
    - One dead deer was collected
    - There were six (6) miscellaneous animal calls
- **Traffic Unit**
  - Moving Violations                    72
  - Non-Moving Violations            28
  - Warnings                                01
  - VCO                                        07
  - Vehicles Impounded                03
- **Impound Lot**
  - Moving Violations                    10
  - Non-Moving Violations            06
  - Warnings                                04
  - VCO                                        00
  - Vehicles Impounded                00
- **Community Service**
  - The Leon Valley Police Department continues to work with the Leon Valley Senior Center leadership to provide assistance to local seniors. Over the last few weeks our officers have picked up medicine and food, changed light bulbs, removed hazardous waste, and attended to several other needs of our citizens. This free service will continue as long as needed.
  - The Leon Valley Police Department has teamed up with Meals on Wheels to identify those in need from the Leon Valley area. The program administers aide to 40 people within Leon Valley, delivering food and groceries on a regular basis. The police department has taken over that responsibility for Meals and Wheels, and we have reached out to all of the residents to let them know to call us directly if we can be of assistance.
  - The Leon Valley Police Department has been actively reaching out to business owners that are open to see what we can do to help. We continue to maintain an open dialogue with them on their needs, as well as keeping them updated on the changes due to the new/updated Corona Virus executive orders at the local, county and state levels.
- **Training**
  - All officers continue to update their CJIS training as required by State law.
  - Four officers attended a 2-day Less-Lethal training class.

## Fire Department

- The Fire Department has received several donations to the blessing box over the last two weeks. We are currently working with Maribel to find an additional resource that may need the extra items we have collected.
- Project Cool is in full swing. Four more fans were donated to the department and they will be dispersed to citizens in need.
- Captain Wade Clapper, Captain Jimmy Garcia, Lieutenant John Suhr, and Firefighter Jason Prado have successfully completed their Driver Operator certification course and are now eligible to test for their Texas Commission on Fire Protection state certification.
- Fire Marshals patrolled for fireworks on the 4th of July from 8pm to 2am. They responded to 5 calls for service for fireworks and made contact at 14 separate locations for firework violations. No citations were written due to compliance and only a single visit was required at each residence.
- Serve Pro Braun Station donated their time and equipment to the City to decontaminate all Fire Department, Police Department, and Public Works vehicles.
- Statistics from 7/02/2020 – 7/15/2020
  - Overall Responses
    - Total Fire Department Calls for Service 73
    - Average response time 4:47
  - Fire Services
    - Fire and Non-EMS Calls for Service to the community 16
  - EMS
    - Emergency Medical Service Calls for Service to the community 57
    - COVID EMS Calls for Service 12
    - Motor Vehicle Accident Calls for Service 04
  - Fire Marshal Services
    - Local Business Fire Inspections 38
    - Plan Reviews 18
    - Enforcement Citations 03

## Community Development Department

- 2018 Comprehensive Plan Update:
  - Due to the COVID 19 pandemic, the process of making a final selection and awarding a contract was put on hold. However, as of June 1, 2020, the Planning and Zoning Commission Sub-Committee has resumed the evaluation process and anticipates making a recommendation to the City Council in early July.
- Planning and Zoning Commission
  - The Planning and Zoning Commission held a Regular Meeting on Tuesday, June 23, 2020. The following items were discussed:
    - SUP-2019-08 (Specific Use Permit) - A request for Specific Use Permit approval for a new development at 7125 & 7129 Bandera Road. **Approved**
    - CA-2020-02 (Code Amendment) - An amendment to the Zoning Code removing all provisions regulating signage in the Sustainability, Commercial-Industrial, and Gateway Overlay Districts. **Approved**
    - The next Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, July 28, 2020. The following items are tentatively scheduled for consideration:
      - PC-2018-05 (Replat) - A request for a Replat of Lots at 8 & 9, Block A, Linkwood Addition Subdivision, generally located at 7125 & 7129 Bandera Road.
- Board of Adjustment
  - The Board of Adjustment held a meeting on Thursday, April 16, 2020. The following item was considered.



- VR-2020-01 (Variance) - A request by White-Conlee Builders for a Variance to the Zoning Code regarding minimum lighting standards at 5072 Timber Hill Drive.  
**Approved**
- Plats
  - Staff has not received any new final plat or replat requests.
- City Council
  - The Planning and Zoning Department has the following development-related Items scheduled for consideration at the July 21, 2020, City Council meeting:
    - A Request by ARCA FV Properties, LLC, for a Specific Use Permit for Entertainment-Outdoor Use at 999 Shadow Mist. (2<sup>nd</sup> Reading)
    - An Amendment to Section 15.02.381, Permitted Use Table of the City of Leon Valley Code of Ordinances, Regarding Automobile Lubrication Facilities and Small Arms Firing Ranges (Indoor Only) in the Sustainability Overlay District; and a Public Hearing on Said Amendment. (2<sup>nd</sup> Reading)
    - CA-2020-02 (Code Amendment) - An amendment to the Zoning Code removing all provisions regulating signage in the Sustainability, Commercial-Industrial, and Gateway Overlay Districts. (1<sup>st</sup> Reading)
    - CA-2020-02 (Code Amendment) – An amendment to Article 3.04, Sign Code of the City of Leon Valley Code of Ordinances. (1st Reading)
    - A Request by Jay Castaneda, for a Specific Use Permit for a New Commercial Development at 7125 and 7129 Bandera Road. (1<sup>st</sup> Reading)
    - A Variance to Section 13.02.074(3) of the City of Leon Valley Code of Ordinances, Regarding Heritage Tree Removal; to Allow for the Removal of Two (2) Heritage Ash Trees at 7125 and 7129 Bandera Road. (1<sup>st</sup> Reading)
- Permitting and Records
  - Received 49 Building Permit Applications (including trade permits)
  - Issued 28 Building Permits (including trade permits)
  - Issued 5 Certificates of Occupancy
    - Top Coat Epoxy and Staining - 5504 Bandera Rd, Unit 514
    - Melly's Mobile Beauty - 7205 Bandera Rd, #103
    - DCI San Antonio (Dialysis) - 6146 Wurzbach
    - Becker Home Furniture & More - 7346 Reindeer Trail
    - P&L Enterprises (Auto Repair) 5504 Bandera Rd. Ste. 702

### **Business Relations - Economic Development**

- Attended team meeting regarding short-term rentals- 07/02/2020
- Attended City Council meeting – Multiple items on agenda – 07/07/2020
- Participated in AACOG Comprehensive Economic Development Strategy Committee meeting – 07/08/2020
- Facilitated teleconference call – White House Briefing – 07/08/2020
- Attended Webinar meeting – OU-EDI Strategic Planning – 07/08/2020
- Prepared EDCD Advisory Committee meeting agenda, and update presentation for July 20, 2020
- Attended team inspection of Lebman’s Corral – Possible electrical safety issues - 07/08/2020
- Attended Webinar meeting: “IS this the Second Wave?” Tracking COVID Evolving Economic Impact – 07/14/2020
- Facilitated ONIT Team meeting – 07/15/2020
- Took delivery of 10,000 disposable mask coverings from Bexar County and building a program to distribute to local businesses.
- Coordinated with Planning & Zoning to resolve approximately 90 businesses that have no certificate of occupancy or expired certificate of occupancy applications.

- Accepted and processed Small Business Health & Safety Program
- Disseminated information, programs, and opportunities to businesses, staff, and EDCD Committee members
- Maintained ON IT workbook
- Delivery of CO's issued by Planning & Zoning
- Audit:
  - Continue to capture phone numbers, email, and Website of Leon Valley businesses
- Business Code Enforcement:
  - 5700 Wurzbach – Sunset Plaza (all businesses) – Site visit and letter of notification of violation that commercial trash collection service required.
  - 6461 Bandera – Quiktrip – Notice of violation for non-complaint fence
  - 5700 Wurzbach – Sunset Plaza – Three suites used as storage and no CO – LETTER
- Cease and Desist:
  - None

### **City Secretary**

- Prepared, posted and drafted City Council agendas.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Worked on outstanding Open Record Request.
- Submitted three letters to the Texas Attorney General seeking an opinion to withhold records.
- Continued working on record requests for Councilor Will Bradshaw in his capacity as Council.
- Worked with the Temporary Ethics Compliance Officer on the next meeting Agenda as well as completion of the last minutes for approval.
- On-Going Current Projects:
  - Working on an amendment to the Code of Ordinances to allow for city-wide garage sales.
  - Working on a Contract Management Program.
  - Working on revisions to other policies to present to the City Manager.
- Building Maintenance:
  - Scheduled shelving to be placed in the custodial closet to re-organize and simplify cleaning supplies.

### **Open Records Request Coordinator**

- Since the last report, we received 24 open record requests. As requested by City Council, we are including the names of those who submitted the 24 requests. The requestors were:
  - Carlos Olivia
  - Guillermo R. Garcia
  - Justin Ramirez
  - Suma Sureshchandra
  - Carole Bartholomew
  - Zack Rose
  - Yolanda Surdi
  - Daniel Gonzales
  - Kinsey Barrios
  - Garret Saylor
  - Nina Uchenna
  - Raymond Torres
  - Sean Fuller
  - Dave Taylor/Robin Davis
  - Lexis Nexis
  - Metropolitan Reporting Bureau

- Erin Anderson Spencer
- Justin Pulliam
- Rosetta Taylor
- Anita R. Martinez
- Oscar Tamez
- Rachel Zamora
- Michael McHugh
- Sandra Campos Caldwell Martinez
- The Leon Valley Police Department processed 19 open record requests for incident/crash reports.
  - Assisted City Secretary with 2019 December minutes
  - Completed the Criminal Justice Practitioner Test
  - Translated COVID-19 signs into Spanish for Impound Lot
- On-Going Current Projects:
  - Working on Open Records Request training

## **Library**

- Total check-outs 7/7 - 7/11 – 396
  - Overdue books (checked out starting January 2 - current) 231
- To use curbside service call the library at 210-684-0720 to reserve items or to place items on hold online, visit the LVPL catalog at <https://leonvalley.biblionix.com/catalog/>
- The Library WIFI is still available outside the library during normal business hours. The WIFI password can be found posted in the outside display case.
- At this time, we have transitioned to virtual services! We encourage all patrons to utilize our eBooks/audiobook collection on Overdrive (Lone Star Digital Library) <https://lonestardigitallibrary.overdrive.com/lonestardigitallibrary-leonvalley/content> and/or to visit our Facebook Page for online Storytime, crafts, book reviews, resources, etc. that you and your family can enjoy at home.
- Please complete your US Census form! The 2020 Census impacts the federal funds that communities receive each year for programs and services such as schools, healthcare, and more. The Leon Valley Complete Count Committee's goal is 100% participation! Leon Valley Response Rate is currently at 65.3%. Please Complete your Census Questionnaire online at <https://my2020census.gov/> and/or by Phone at 844-330-2020. Your Count Matters!
- Library Events
  - Summer Reading Kick-Off –June 16, 2020, at 10:30-11:30 a.m. Drive by the library to pick up your Summer Reading goodie bag, which includes your summer reading log, craft, and fun snack. Stay in your car and we will safely hand you a goody bag. Simply hold up your fingers to tell us how many you need. This includes children, teens, & adults! (Take and Make)
  - Logs for weeks 1-3 can be turned in starting July 7th. ALL AGES CAN PARTICIPATE. Paper logs can be placed in a basket on the library porch; please be sure to include the reader's name, age, and contact (phone # or email). Electronic logs can be emailed to LVPLprograms@leonvalleytexas.gov subject: We will contact you for pick-up time for prizes. Children 12 and under receive 1 prize for every 7 days of reading. Adults and teens will be entered into a drawing for prizes for every 7 days of reading.
  - New logs for weeks 4-6 became available on July 7th. Call the library for a pick-up time if you would like a paper log or access an electronic log from Leon Valley Public Library's Facebook page or Website.
  - Join Ms. Theresa every Wednesday at 10:30 a.m. for Online Storytime! Listen to great stories, songs, and fingerplays. (Zoom)
  - Library Trustee Meeting for July is canceled.

## **Upcoming Events:**

- Regular City Council Meeting is scheduled for Tuesday, July 21, 2020, at 6:00 p.m. in Council Chambers the meeting will be conducted in-person and by teleconference. The meeting will also be live-streamed.
- Next Regular City Council Meeting Tuesday, August 4, 2020, at 6:00 p.m. in Council Chambers.
- All City hosted events have been postponed until further notice.
  - All committee, board, and commission meetings are being conducted on an as-needed basis.
    - The next Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, July 28, 2020, if necessary.