



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** March 13, 2020  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

**Human Resources**

- Vacant Positions
  - Firefighter /Paramedic – Currently Advertising
  - Open Records Request Coordinator -Interviews scheduled for next week

**Court**

| Weekly Date for Community Service | Hrs. Scheduled | Hrs. Completed | Public Works | Fire Dept. (Hours) | Municipal Court (Hours) | Library (Hours) | Outside The City (Hours) |
|-----------------------------------|----------------|----------------|--------------|--------------------|-------------------------|-----------------|--------------------------|
| 02/23/2020 - 02/29/2020           | 52             |                |              |                    |                         |                 |                          |
| 03/01/2020 - 03/07/2020           |                | 70             |              |                    |                         |                 | 70                       |

| Court Dates | # Of Cases Scheduled | # Of Defendants Scheduled | # Of Cases Processed During Court |
|-------------|----------------------|---------------------------|-----------------------------------|
| 2/27/2020   | 165                  | 101                       | 112                               |
| 3/5/2020    | 266                  | 132                       | 157                               |

| MOST COMMON TYPE OF TRANSACTION | # OF TRANSACTION FROM FEB 26 <sup>TH</sup> – MAR 10 <sup>TH</sup> 2020 |
|---------------------------------|--|
| UTILITY PAYMENTS                | 833  |
| UTILITY NEW SERVICE             | 7  |
| PERMITS COM DEV                 | 55   |
| COURT                           | 215  |
| RLC FINES                       | 24   |
| RLC LATE FEES                   | 14   |
| IMPOUND LOT FEES                | 15   |
| TOWING FEES PAYABLE             | 15   |
| GARAGE SALE                     | 9  |
| MESCELLANEOUS                   | 337  |
| <b>TOTATL</b>                   | <b>TOTAL 1,524</b>   |

## **Public Works**

- Projects:
  - The LC-17 Flood Project is still pretty saturated, and the contractor has not been able to make great progress. Because they are at final grade in the creek bed, they cannot track machines down into the creek without damaging the integrity of the grade. They plan on repairing El Verde Road and removing the dirt pile from Shadow Mist Park during the next two weeks, weather permitting. Due to the rains, their new completion date is April of 2020.
  - 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 third section this week. Two long sections have been completed. The remaining work is expected to take 2-4 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, and bid documents are being prepared.
  - The bids for the rehabilitation of the Grass Hill elevated tank rehabilitation project were opened and Staff will be recommending the rejection of bids received at the City Council meeting of March 17, 2020.
  - Bids for the new crosswalks along Huebner and Poss Roads were opened and will be presented to the City Council for approval on March 17, 2020.
  - 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 finalized water and sewer main replacement plans and is consulting with our rate consultant on how to pay for these needed improvements. We expect to take these findings to a City Council meeting in July.
  - We are preparing a Bexar County CDBG grant request to replace water and sewer mains on Settler's Ridge. The application is due on April 9, 2020.
  - The City Engineer is preparing an irrigation plan for the plantings at Peachtree and Poss.
  - The sidewalk contractor is working on constructing the sidewalk from Canterfield to the Silo Park. They will then construct the sidewalk on Evers near Seneca.
  - Bexar County is installing HALT flood gates along Evers and Poss Roads this week. These new gates will flash, open, and close on their own as they sense floodwaters rising.
  - Staff is preparing draft budgets for the FY 20-21 fiscal year.
  - Clearing out the Linkwood Trail and trimming up the trees.
  - Placing the Huebner well back in service this week and cleaning up well site from construction debris.
- 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 Irrigation Technician.
  - Construction Crew took their CDL tests to operate the new water truck and passed!
  - Director will be taking a Texas Municipal League Leadership class at the end of March.
- Meetings/Events
  - 3/7/20 – The Earthwise Living Day event was held from 9:30 am to 1:00 pm with what we think was a record turnout. All 300 trees were given away, and the participants were pleased with the event.
  - 3/12/20 – Park Commission will meet at the Conference Center at 6:30 pm.
  - 3/18/20 – The Pool Advisory Committee will meet at Public Works at 6:00 pm.

- Staff is attending bi-monthly meetings with the United States Corp of Engineers to discuss the flood reduction feasibility study of Huebner Creek.
- Staff is attending TxDOT Technical Advisory Group meetings for Bandera Road.
- 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
  - 2-27-20 – 7300 Canterfield – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 2-28-20 – 5934 Bandera Rd. – Emergency Detention – One Released at Hospital
  - 2-28-20 – 6838 Bandera Rd. – Wanted Person – One Arrested on Active Warrant
  - 2-28-20 – 6800 Bandera Rd – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 2-29-20 – 6800 Bandera Rd – Emergency Detention – One Arrested and Released at Hospital
  - 2-29-20 – 6500 Grissom Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 3-01-20 – 6900 Bandera Rd – Emergency Detention – One Arrested and Released at Hospital
  - 3-01-20 – 6100 Wurzbach – Theft < \$100 – One Arrested/Cited/Released
  - 3-01-20 – 6100 Wurzbach – Wanted Person - One Arrested on Active Warrant
  - 3-01-20 – 6100 Wurzbach – Theft < \$100 – One Arrested/Cited/Released
  - 3-01-20 – 6100 Wurzbach – Wanted Person- One Arrested on Active Warrant
  - 3-02-20 – 5600 Grissom – Emergency Detention - One Arrested on Active Warrant
  - 3-03-20 – 6800 Bandera – Crim Mischief (Graffiti) - One Arrested for Offense
  - 3-03-20 – 5600 Bandera – Theft < \$100 - One Arrested/Cited/Released
  - 3-05-20 – 6900 Bandera – Emergency Detention – One Arrested and Released at Hospital
  - 3-06-20 – 6400 Bandera – Wanted Person – One Arrested on Active Warrant
  - 3-07-20 – 6600 Sawyer – Wanted Person – One arrested on Active Warrant
  - 3-07-20 – 7200 Bandera – Suspicious Person- One Arrested for Public Intoxication
  - 3-08-20- 6500 Grissom – Traffic Stop – One cited/Released – Vehicle Impounded
- Significant Calls
  - 2-24-20 – 7100 Tealeaf – Found Open Car Window
  - 2-24-20 – 5700 Bandera – Theft \$750-2500
  - 2-24-20 – 6400 Bandera Rd. – Crash
  - 2-24-20 – 6100 Bandera – Alarm
  - 2-24-20 – 6400 Evers Rd. – Alarm
  - 2-24-20 – 6700 Poss Rd. – Crash
  - 2-24-20 – 7600 Linkside – Alarm
  - 2-25-20 – 7200 Trace Buckle – Found Open Garage Door
  - 2-25-20 – 7153 Bandera Rd. – Theft
  - 2-25-20 – 6000 Grissom Rd. – Disturbance
  - 2-25-20 – 5700 Bandera Rd. – Crash
  - 2-25-20 – 6100 Bandera Rd. – Crash
  - 2-25-20 – 7600 Linklea – Theft
  - 2-25-20 – 7400 Huebner Rd. – Crash
  - 2-26-20 – 6500 Grissom Rd. – Crash
  - 2-26-20 – 7000 Bandera Rd. – Crash
  - 2-26-20 – 5600 Evers Rd. – Recovered Stolen Vehicle
  - 2-26-20 – 5700 Bandera Rd. – Crash
  - 2-26-20 – 6300 Bandera Rd. – Crash
  - 2-26-20 – 5600 Evers Rd. – Burglary of a Building
  - 2-26-20 – 6800 Evers Rd. – Robbery of an Individual
  - 2-26-20 – 5500 Bandera Rd. – Alarm

- 2-26-20 – 6600 Bandera Rd. – Alarm
- 2-26-20 – 5400 Bandera Rd. – Crash
- 2-26-20 – 7100 Forest Brook – Violation of a City Ordinance (Inoperable Vehicle/Warning-Tagged)
- 2-26-20 – 4900 N.W. Industrial – Alarm
- 2-27-20 – 5600 Bandera Rd. – Crash
- 2-27-20 – 5600 Bandera Rd. – Theft
- 2-27-20 – 7500 Crownpiece – Found Open Garage Door
- 2-27-20 – 7400 High stepper – Violation of a City Ordinance (Inoperable Vehicle/Warning-Tagged)
- 2-27-20 – 7300 Grissom Rd. – Violation of a City Ordinance (Inoperable Vehicle/Warning-Tagged)
- 2-27-20 – 6300 Evers Rd. – Violation of a City Ordinance (Inoperable Vehicle/Warning-Tagged)
- 2-27-20 – 6500 Bandera Rd. – Crash
- 2-27-20 – 5600 Bandera Rd.– Crash
- 2-27-20 – 7000 Forest Mont – Alarm
- 2-28-20 – 6900 Huebner Rd. – Crash
- 2-28-20 – 6000 Bandera – Crash
- 2-28-20 – 6300 Evers Rd. – Disturbance
- 2-28-20 – 6200 Locker Ln. – Suspicious vehicle
- 2-28-20 – 6300 Sunview – Alarm
- 2-28-20 – 6300 Evers Rd – Disturbance
- 2-28-20 – 7200 Horse Whip – Suspicious Vehicle
- 2-28-20 – 7300 Canterfield Rd. – Alarm
- 2-28-20 – 6000 Mike Nesmith – Alarm
- 2-28-20 – 6800 Poss Rd. – Found Open Door
- 2-28-20 – 6900 Bandera Rd. – Crash
- 2-28-20 – 6300 Rue Marielyne – Found Open Door
- 2-28-20 – 6400 Bandera Rd. – Crash
- 2-28-20 – 5500 Bandera Rd. – Alarm
- 2-29-20 – 5600 Bandera Rd. – Theft and Evading Arrest
- 2-29-20 – 7000 Forest Way – Found Open Garage Door
- 2-29-20 – 6800 Bandera Rd. – Alarm
- 2-29-20 – 7000 Autumn Chase – Alarm
- 2-29-20 – 6000 Bandera Rd. – Crash
- 2-29-20 – 6000 Grissom Rd. – Disturbance
- 2-29-20 – 6200 Checkrein Rd. – Alarm
- 2-29-20 – 5600 Evers Rd. – Suspicious Vehicle
- 2-29-20 – 6600 Grist Mill – Found Open Car Door
- 2-29-20 – 5700 Bandera Rd.– Crash
- 2-29-20 – 5900 Bandera Rd.– Burglary of Vehicle
- 2-29-20 – 5700 Bandera Rd. – Crash
- 2-29-20 – 7200 Bandera Rd. – Disturbance
- 3-01-20 – 7000 Bandera Rd. – Criminal Mischief
- 3-01-20 – 5700 Crystal Moon – Lewd Conduct
- 3-01-20 – 6500 Thunderbird Ln. – Suspicious Person
- 3-01-20 – 5500 Bandera Rd. – Alarm
- 3-01-20 – 6800 Twin Spur Ln. – Violation of City Ordinance (Parking Violation/Vehicle Tagged)
- 3-01-20 – 7600 Linkside – Suspicious Person

- 3-01-20 – 5500 Bandera Rd. – Alarm
- 3-01-20 – 5500 Bandera Rd. – Alarm
- 3-01-20 – 6100 Wurzbach Rd. – Theft and Wanted person
- 3-01-20 – 5900 Wurzbach Rd. – Criminal Mischief
- 3-01-20 – 6400 Evers Rd. – Burglary of a Vehicle
- 3-01-20 – 5000 Timberhill Rd. – Criminal Trespass
- 3-02-20 – 5600 Evers Rd. – Disturbance
- 3-02-20 – 6500 Fontana Pt. – Suspicious Person
- 3-02-20 – 6100 Forest Timber – Found Open Door
- 3-02-20 – 6400 Bandera Rd. – Disturbance
- 3-02-20 – 6000 Bandera Rd. – Recovered Stolen Vehicle
- 3-02-20 – 5900 Wurzbach Rd. – Disturbance
- 3-02-20 – 5600 Evers Rd. – Disturbance
- 3-02-20 – 6400 Evers Rd. – Alarm
- 3-02-20 – 6600 Poss Rd. – Alarm
- 3-02-20 – 6400 Bandera Rd. – Alarm
- 3-02-20 – 6300 Bandera Rd. – Theft of a Vehicle
- 3-02-20 – 5600 Bandera Rd. – Alarm
- 3-02-20 – 6400 Edinborough – Violation of a City Ordinance (Abandoned Vehicle/Warning-Tagged)
- 3-02-20 – 6100 Wurzbach Rd. – Theft
- 3-03-20 – 6400 El Verde Rd. – Crash
- 3-03-20 – 6300 Rue Sophie – Theft \$100-750
- 3-03-20 – 5500 Bandera Rd. – Theft < \$100
- 3-03-20 – 6300 Forest Bend – Theft of a Vehicle
  - 3-03-20 – 5500 Bandera Rd. – Theft \$100-750
  - 3-03-20 – 7400 Huebner Rd. – Crash
  - 3-03-20 – 5600 Bandera Rd. – Crash
  - 3-03-20 – 5700 Stemmons – Accident
  - 3-03-20 – 6000 Wurzbach Rd. – Suspicious Person
  - 3-04-20 – 6300 Evers Rd. – Suspicious Person
  - 3-04-20 – 6600 Fontana Pt. – Disturbance
  - 3-04-20 – 5400 Bandera Rd. – Alarm
  - 3-04-20 – 6000 Grissom Rd. – Theft of Mail
  - 3-04-20 – 6100 Rue Francois – Alarm
  - 3-04-20 – 5600 Bandera Rd. – Crash
  - 3-04-20 – 5700 Bandera Rd. – Crash
  - 3-05-20 – 7000 Huebner Rd. – Crash
  - 3-05-20 – 5900 Wurzbach Rd. – Apparent Sudden Death
  - 3-05-20 – 6800 Bandera Rd. – Alarm
  - 3-05-20 – 6400 Bandera Rd. – Alarm
  - 3-05-20 – 7400 Huebner Rd. – Crash
  - 3-05-20 – 6800 Bandera Rd. – Alarm
  - 3-05-20 – 6400 Evers Rd. – Suspicious Vehicle
  - 3-05-20 – 6100 Forest Bend – Suspicious Noise
  - 3-05-20 – 5500 Bandera Rd. – Disturbance
  - 3-05-20 – 6100 Forest Bend – Suspicious Noise
  - 3-05-20 – 6000 Walking Gait – Alarm
  - 3-05-20 – 6900 Forest Meadow – Theft < \$100
  - 3-06-20 – 6600 Cloverbend – Found Open Door
  - 3-06-20 – 6200 Bandera Rd. – Disturbance

- 3-06-20 – 6900 Sunlight – Apparent Sudden Death
- 3-06-20 – 5600 Evers Rd. – Disturbance
- 3-06-20 – 7000 Bandera Rd. – Suspicious Person
- 3-06-20 – 5600 Bandera Rd. – Counterfeit U.S. Currency
- 3-06-20 – 6900 Bandera Rd. – Crash
- 3-06-20 – 6800 Bandera Rd. – Alarm
- 3-06-20 – Bandera Rd. at Huebner Rd. – Crash
- 3-07-20 – 7200 Bandera Rd. – Crash
- 3-07-20 – Pavona Ridge – Violation of City Ordinance (Bandit Signs)
- 3-07-20 – 7200 Sulky – Violation of City Ordinance (Inoperable Vehicle / Warning-Tagged)
- 3-07-20 – 7100 Poss Rd. – Violation of City Ordinance (Parking Violation/ Warning- Tagged)
- 3-07-20 – 3600 Evers Rd. – Criminal Mischief
- 3-07-20 – 6600 Cades Cove – Found Open Door
- 3-07-20 – 6600 Sawyer – Criminal Trespass Warning Issued
- 3-07-20 – 6600 Bandera Rd. – Alarm
- 3-07-20 – 5400 Grissom Rd. – Theft >2500
- 3-07-20 – 6800 Bandera – Alarm
- 3-07-20 – 6600 Bandera Rd. – Alarm
- 3-07-20 – 7300 Ellerby Pt. – Disturbance
- 3-07-20 – 6600 Bandera Rd. – Suspicious Activity
- 3-07-20 – 6300 Bandera Rd. – Suspicious Person
- 3-08-20 – 6400 Bally – Recovered Stolen Vehicle
- 3-08-20 – 6600 Bandera Rd. – Alarm
- 3-08-20 – 5600 Evers Rd. – Suspicious Person
- 3-08-20 – 6000 Sally Agee – Disturbance
- 3-08-20 – 7100 Bandera Rd. – Disturbance
- 3-08-20 – 5900 Trone Trail – Disturbance
- 3-08-20 – 7000 Settlers Ridge – Violation of City Ordinance (Inoperable Vehicle/ Warning-Tagged)
- Citations - 91
- Warnings – 56
- Active CID Investigations:
  - Indecency with Child
  - (2) Theft < 750
  - (2) Assaults
  - (2) Terroristic Threat
  - (3) Sexual Assault of Child (Known Suspects)
  - (3) Assault Bodily Injury
- Additional Activity
  - Multiple open records requests
  - Twenty-seven (27) walk-in complaints were handled
  - Review of Google documents
  - Grand Jury subpoenas prepared
  - Ten (10) DVDs downloaded for court
  - A photo lineup was prepared
- Code Enforcement/Animal Control
  - (10) Junked/abandoned/illegal vehicles
  - (16) Trash complaints
  - (65) Bandit signs
  - (01) Pool violations
  - (16) Grass/weed violations



maintained for personal safety daily. This testing meets guidelines established by the National Fire Protection Association, NFPA Standard 1981.

- **Emergicon (EMS cost recovery services)** – The Emergicon collection for February 2020 is in the amount of **\$25,682.47**, with a **33%** collection rate.
- **Fire Recovery USA Program (Accident cost recovery services)** – Our Accident Cost Recovery collection for the month of February 2020 is in the amount of **\$2,121.10**.
- **Heroes for Health! (community service)** – The Fire Department, Captain Garcia, presented a Health, Exercise, and Healthy Foods on Thursday, February 27<sup>th</sup> for the students at Oak Hills Terrace Elementary. This program provides education regarding the importance of drinking 5-7 cups per day, consuming two servings of fruit, three servings of vegetables, eating breakfast as well as exercise with examples of physical activities to do every day. Overall, the goal is to prevent the risk of health problems and heart disease. Please see our pictures on our Facebook page.
- **31<sup>st</sup> Annual Earthwise Living Day (community service)** – The Leon Valley Fire Department participates annually, providing Flood Prevention Emergency Plan Magnets (associated FERP-Flood Emergency Response Plan), File of Life's, Firewise safety, Daylight Savings! Change your clock, change your smoke and carbon monoxide alarms, Fall Prevention (elderly), Flood, FEMA Prepare. Emergency list Plan. Stay Informed, car seat information, Fire prevention Look, Listen & Learn information as well as for the children firefighter hats, stickers, rulers, cold packs, and key chains.
- **Flood Emergency Plan Magnets (associated FERP-Flood Emergency Response Plan)** – We distributed Flood Magnets at the City Council Meeting on February 19<sup>th</sup>, 2019 to City Council and LV residents. The Fire Dept will be distributing Flood Magnets (w/Red Cross shelter emergency map/information and contact numbers), delivering door to door in the flood plain housing areas in March. We have posted on our social media pages (Facebook & Next door), we will be distributed at community events such as Earthwise Day, Arbor Day, and the 4<sup>th</sup> of July Celebration. The Flood Magnets are available at the Fire Dept, Police Dept, City Hall (City Council table, literature rack) as well as the Library. We have notified Tracy Beach, American Red Cross, Disaster Program Manager regarding Leon Valley's proactive FERP-Flood Emergency Response Plan initiatives, as well as the Flood Magnet for their records. We thanked the American Red Cross for partnering with us. Per Ms. Beach, "Appreciate all you all do to prepare your community!"
- **File of Life** – We reordered the "File of Life" Emergency Information Refrigerator Magnet Cards for citizens for their home at No Cost. The card is filled out by the citizens and contains important medical and contact information that the EMS staff needs to know during an emergency, such as medical history, allergies, and medications. A File of Life is part of our "**Prevention Program**" the information is kept on the home refrigerator for easy access for EMS crews. Please pick up your "File of Life" at the Fire Department, Library, or City Hall.
- **Census 2020 is almost Here! March 12-20, (community service)** – Every 10 years! The Census is a count of people who live in America; this includes children and babies in your household. It **allocates 1.5 Trillion dollars** every year based solely on the numbers collected this year. These dollars go towards our community for Education, Hospitals & Healthcare, Public Safety, Roads, and Transportation. The solution is to answer the Census. Be Counted! **Mid-March**, – Online, – Phone – Mail and Computer Stations are available at the Library at 6425 Evers Rd, Leon Valley, TX 78238. Census Bureau Customer Service Center at 1-800-923-8282 or 301-763-INFO (4636.) (Monday – Friday 8 am – 5 pm, Eastern Time). If we receive a great Census 2020 questionnaire response, this would possibly provide federal funding towards improving our Leon Valley community. "**In Leon Valley You Count!**". **For additional information, please visit, [http://www.leonvalleytexas.gov/quick\\_links/census\\_2020.php](http://www.leonvalleytexas.gov/quick_links/census_2020.php) or <https://2020census.gov/>.** –Thank you in advance, The Leon Valley Census 2020 Complete Count Committee.

### Community Development Department

- 2018 Comprehensive Plan Update



- The deadline for submittals was February 14, 2020. Staff received submittals from three respondents. The full RFP can be found at:  
<http://www.leonvalleytexas.gov/government/finance/docs/RFP%20-%20Comp%20Plan%20Services%20FINAL.pdf>.
- At their March 10, 2020 meeting, the Planning and Zoning Commission voted to create a sub-committee of the Commission to evaluate the three submittals received for further recommendation to the Commission as a body and subsequent recommendation to the City Council.
- Planning and Zoning Commission
  - The Zoning Commission held a Regular Meeting on Tuesday, March 10, 2020. The following items were considered:
    - ZC-2020-01 (Zone Change)-A request by Manuel Rubio for a Zone Change from B-3, Commercial District with Sustainability Overlay (SO), to B-3, Commercial District with Commercial Industrial Overlay (CIO) on approximately 5 acres. **Approved**
    - SUP-2020-04 (Specific Use Permit) – A request by David Holland for a Specific Use Permit for a Bar at 4700 Timco West Road Suite 105. **Approved**
  - The next Zoning Commission meeting is tentatively scheduled for Tuesday, March 24, 2020. The following items are tentatively scheduled for consideration:
    - Discuss and provide direction to Staff for potential amendments to the Zoning Code addressing Special Events Centers in the B-2, Retail District.
    - Discuss and provide direction to Staff for potential amendments to the Zoning Code addressing automobile lubrication service facilities in 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 March 17, 2020, City Council meeting:
    - SUP-2020-02 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use at 6565 Bandera Road. (2<sup>nd</sup> Reading)
    - ZC-2020-01 (Zone Change)-A request by Manuel Rubio for a Zone Change from B-3, Commercial District with Sustainability Overlay (SO), to B-3, Commercial District with Commercial Industrial Overlay (CIO) on approximately 5 acres. (1<sup>st</sup> Reading)
    - SUP-2020-04 (Specific Use Permit) – A request by David Holland for a Specific Use Permit for a Bar at 4700 Timco West Road Suite 105. (1<sup>st</sup> Reading)
- Permitting and Records
  - 33 Walk-Ins
  - 98 Building Permits Issued/Processed (including trade permits)
  - Received 16 Certificate of Occupancy Applications
  - Issued 4 Certificates of Occupancy

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

- Facilitated Sign Code Update Advisory Committee meeting – 02/27/2020
- Attended team meeting regarding Community/Group homes in Linkwood – 03/09/2020
- Attended meeting with P&Z Director and property owner concerning notice of violation for large shipping container located at rear of property 03/09/2020
- Attended meeting with developer concerning the purchase of a Leon Valley Shopping Center - 03/05/2020
- Meeting with owner of 5700 Eckhert concerning multiple code violations – 03/04/2020

- Attended webinar: The Coronavirus in the Workplace – 03/11/2020
- Attended Bandera Road Working Group meeting – 02/25/2020
- Attended Bandera Road Business Forum – 03/04/2020
- Audit:
  - Worked extensively on master business audit list to add shopping center(s) and business use.
    - 4600 Timco West #119 – Front Door Auto Repair – Verify CO
    - 5704 Evers – Therapeutic Body Concepts – Verify CO
    - 5766 Evers – Rios Golden Cut – Verify CO
    - 5772 Evers – The Sunnah the Better Islamic Gift Shop – Verify CO
    - 5783 Ancira Fleet – Verify CO, found without CO
    - 5742 Wurzbach – Marvelous Salon and Spa – Verify CO
- Enforcement:
  - 5700 Wurzbach – Sunset Plaza – Multiple Violations – (5) LETTER
    - Abandoned Signage, Debris, Graffiti, Outside Storage
  - 4700 Timco West #180 – Windwaver – Site visit
  - 5742 Wurzbach – Sari Sari Filipino Restaurant – Debris and signage – LETTER and site visit
  - 5724 Wurzbach #B – Advocate Health Care – No CO – LETTER and Site Visit
  - 6712 Bandera – Amco Auto Insurance – Debris – LETTER and Site Visit
  - 6904 Bandera #1 – Soccer Guru – Multiple Signage violations – LETTER and site visit
  - 6400 Bandera – Fence violation – LETTER
  - 6807 Bandera – Car-vel Skate Center – Debris – LETTER
  - 6875 Bandera – Fiesta Bandera – Window Signage and Debris – Letter
  - 7500 Eckhert – Eckhert Center – Fence and Debris – LETTER
  - 7500 Eckhert #152 – Que Tortas! – Debris and Signage – LETTER
  - 6963 Bandera – New leasing sign constructed in Right of Way – Call
  - 7015 Bandera #12 – TGI Pure Water to Go – Outside Storage, located in setback – LETTER
  - 7015 Bandera #14 – 365 Pool and Spa – Outside Storage, located in setback – LETTER
- Zoning Inspections:
  - 7071 Bandera – Asset Insurance Group, LLC
  - 5700 Wurzbach #5716 – Sunset Plaza LLC – Fail
  - 5700 Wurzbach #5636 – Sunset Plaza LLC – Fail
  - 5309 Wurzbach #200-8 – Local Sweet Life
  - 5930 Bandera – Armory, LLC
  - 5309 Wurzbach #200-9 – Local Sweet Life – Re-inspection
  - 7071 Bandera – Asset Insurance Group, LLC – Re-inspection
  - 5309 Wurzbach #200-3 – Wings Specialized Services, LLC
  - 5601 Bandera #120 – LA Fitness – Fail
  - 5601 Bandera #120 – LA Fitness – Re-inspection – Fail
  - 5072 Timberhill – Timberhill Apartment – Building 14
  - 7071 Bandera – Asset Insurance Agency
  - 4700 Timco West #111 – Sho-link
  - 6737 Bandera #301 – Automation – X Corp
  - 6737 Bandera #300 – Automation – X Corp
  - 4700 Timco West #118 – Rogy Video Productions
- Stop Work Orders:
  - 4700 Timco West #111 – Sho-link – Stop Work Order Issued – Released 3/10/2020
- Businesses that Received Certificates of Occupancy
  - 5309 Wurzbach Road Suite 200-8; Local Sweet Life LLC
  - 5309 Wurzbach Road Suite 200-3; Wings Specialized Services LLC
  - 5072 Timberhill Building 14- Clubhouse; Timberhill Commons LTD
  - 5601 Bandera Road Suite 120l LA Fitness

## **City Secretary**

- Since the last report, the City Secretary's Office has received 20 open record requests. As requested by City Council, I have included the names of those who submitted the 20 requests.
  - The requestors were:
    - Ramiro Cano
    - "Anonymous"
    - Gabe Gruszynski
    - Suma Sureschchandra
    - Kevin Wiley
    - Carole Bartholomew
    - Rose Zachary
    - Jason Solsona
    - Brenda Quirino
    - Aleisha Harwood
    - Gulf Stream Legal Group
    - Miguel Tena-Mora
    - Dave Taylor
    - James Segner
    - Aamil Sarfani
    - Garrett Saylor
    - Jennifer Tellez
    - Dawn Risdell
    - Taryn Johnson
    - Great West Casualty Company
- Drafted four (4) letters to the Texas Attorney General seeking an opinion, and sent one (1) to the City Attorney to review and send the letter to the Texas Attorney General.
- Prepared, posted and drafted City Council agendas.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Received Supplement No. 3 of the City of Leon Valley Code of Ordinances and recalled all Code books to update.
- Prepared Agendas/Minutes for the Ethics Review Board as well as handled other business related to these issues.
- Prepared Election documents to submit to the Bexar County Election Administrator. Drafted and sent final ballot wording to the translation company for final editing.
- Began preparation of the City Manager & City Council Proposed Fiscal Year 2021 Budget.
- On-Going Current Projects:
  - Preparing for the 2020 Volunteer Appreciation Dinner.
  - Contract Inventory. (Intern)
- Building Maintenance:
  - Continued getting quotes from various cleaning companies for cleaning services of City Hall, the Police Department, and the Library in preparation of the Fiscal Year 2021 Budget.

## **Library**

- The Leon Valley Public Library participated in the School of Science and Technology's Black History Month Parade Friday, February 28, 2020.
- The Leon Valley Public Library also participated in another great Earthwise Living Event! The Library used recycled materials to create Dr. Seuss themed crafts and a fun 1-fish-2-fish 3-fish fishing booth.

- Magician Oscar Munoz was a hit! 176 people attended this fantastic Spring Break event, full comedy and magic! This is the first time the Leon Valley Public Library had a performer during Spring Break Week. We look forward to the rest of the week.
- Library wins HulaFrog 2020 Most Loved Library Award! HulaFrog is a parent/family website that promotes local family activities and events. It is the second year the Library received this award.

#### Meetings:

- Library Board Meeting—Thursday, March 12, 2020 at 5:30 p.m. (Library)
- Census Complete Count Meeting—Monday, March 23, 2020 at 6:00 p.m. (Fire Department)

#### Friends of the Library:

- Spring Book Sale—Wednesday-Thursday, March 26-27, 2020 at 10:00-6:00 p.m.

#### February Statistics:

- Gate Count: 4.7% increase
- Overdrive Checkouts: 21% increase
- Children programming attendance: 55% increase
- Adult programming attendance: 21% increase
- Computer use: 5.5% increase
- WIFI: 2.8% increase
- Kid's computers: 21% increase

#### Upcoming Events:

- Regular City Council Meeting Tuesday, March 17, 2020, at 6:00 p.m. in Council Chambers.
- Next Regular City Council Meeting Tuesday, April 7, 2020, at 6:00 p.m. in Council Chambers.
- 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 Scheduled for Thursday, April 2, 2020, at 6:00 p.m., at the Leon Valley Conference Center has been **POSTPONED** to a date uncertain.
- Library Events
  - Basic Animation—Friday, March 13, 2020, at 2:00 p.m.
  - Tai Chi Chih—Saturday, March 14, 2020, at 8:00 a.m.
  - Alamo City Reptile Rescue—Saturday, March 14, 2020, at 11:00 a.m.—CONFERENCE CENTER
  - Lego Builders' Club—Sunday, March 15, 2020, at 2:30 p.m.
  - Computer Basics—Monday, March 16, 2020, at 2:00 p.m.
  - St. Patrick's Day Crafts—Tuesday, March 17, 2020, at 10:30 a.m.
  - Social Media for Seniors—Wednesday, March 18, 2020, at 2:00 p.m.
  - Macramé—Friday, March 20, 2020, at 2:00 p.m.
  - Book Signing: Clyta Coder—Saturday, March 21, 2020, at 11:00 a.m.
  - Family Coloring—Sunday, March 22, 2020, at 3:00 p.m.
  - Playtime—Monday, March 21, 2020, at 10:30 a.m.
  - Community Coffee—Friday, March 27, 2020 at 10:00 a.m.
  - Writer's League of Texas—Saturday, March 28, 2020, at 10:00 a.m.
  - Scavenger Hunt—Sunday, March 29, 2020, at 2:30 p.m.
  - Block Play—Tuesday, March 31, 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:
  - 03/16/20 - Sign Code Update Advisory Committee at 6:30 p.m. at City Hall.
  - 03/24/20 - Zoning Commission meeting at 6:30 p.m. at City Hall.
  - 03/23/2020 - Census Complete Count Meeting at 6:00 p.m. at the Fire Department.
  - 03/23/20 - Economic and Community Development Advisory Committee Meeting at 6:00 p.m. at City Hall.