



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** May 15, 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 for the position
  - Assistant Police Chief – Congratulations to Lieutenant David Gonzales
  - Lieutenant Position – Congratulations to Mike Tacquard

**Court**

<b>Court Dates</b>	<b># Of Cases Scheduled</b>	<b># Of Defendants Scheduled</b>	<b># Of Cases Processed During Court</b>
04/30/2020	NO COURT	NO COURT	NO COURT
05/07/2020	141	70	47

<b>MOST COMMON TYPE OF TRANSACTION</b>	<b># OF TRANSACTION FROM Apr 26<sup>TH</sup> 2020 – MAY 9<sup>th</sup> 2020</b>
UTILITY PAYMENTS	504
UTILITY NEW SERVICE	8
PERMITS COM DEV	41
COURT	66
RLC FINES	15
RLC LATE FEES	6
IMPOUND LOT FEES	7
TOWING FEES PAYABLE	6
GARAGE SALE	-
MESCELLANEOUS	8
<b>TOTAL</b>	<b>TOTAL 661</b>

**Public Works**

- Projects:
  - The LC-17 Flood Project has been scaled down due to the Corona Virus. They have been steadily moving dirt out of their worksite and are preparing to install the cul-de-sac at the end of El Verde Road. Once this is accomplished, they will start work on the Jeff Loop cul-de-sac.

Once our crew has completed the concrete in front of the fire station, the LC-17 crew will perform the overlay of El Verde Road. The contractor is hoping to reach substantial completion of their project in July.

- The streets for the FY 2020 Street Maintenance Project have been chosen, and bid documents are expected to be bid mid-May.
- The new crosswalk project along Huebner and Poss Roads will start at the end of May. The contractor is ordering the materials and will start work by changing out the signal head in the left turn lane on Huebner at Evers, allowing signal controlled left turns. This should ease traffic flow at that intersection.
- 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, and plans are being developed.
- The City Engineer has prepared an irrigation and planting plan for the vacant lot at Peachtree and Poss. We will be requesting quotes for this work.
- Bexar County has resumed the installation of the HALT flood gates along Evers and Poss Roads. The yellow control boxes have been installed on the concrete pads. These new gates will flash, open, and close on their own as they sense flood waters rising.
- The City Engineer/Architect is preparing plans and specifications for the Community Center remodel. We expect to advertise bids for this work in July.
- City pools are to remain closed until further notice from the City Council.
- The tennis courts are open to the public; however, City Council has not opened the basketball courts, playgrounds, exercise stations, or city pools. The city pools will undergo repairs and maintenance during this time.
- Removing the concrete forms from the freshly poured concrete in Segment 4. The segment will be opened for traffic on Wednesday and then the Crew will start on the last segment. Work on the remaining segment is expected to take two weeks; then the concrete will have to cure before the roadway is completely opened.
- Performing trash removal and clean up at the parks.
- Moving records from the old records storage building to City Hall for further storage or destruction. Once complete, Public Works Crews will raze the old building.
- Finishing the mowing in Mow Zone 1 (Evers and Huebner).
- Another street sweeping cycle has been completed city-wide.
- Repaired water main breaks in the Park and in several neighborhoods this past weekend.
- 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
  - 4-27-20 – 5600 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
  - 4-28-20 – 6400 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
  - 5-01-20 – 6400 Evers Rd – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 5-01-20 – 5900 Bandera Rd – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 5-02-20 – 6200 Bandera Rd – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 5-03-20 – 6600 Cades Cove – Emergency Detention – One Arrested/Released at Hospital
  - 5-04-20 – 6000 Grissom Rd. – Emergency Detention – One Arrested/Released at Hospital
  - 5-04-20 – 6300 Rue Marielyne – Emergency Detention – One Arrested/Released at Hospital
  - 5-09-20 – 5600 Bandera Rd. – Forgery – One Arrested for Offense
- Significant Calls

- 4-27-20 – 5700 Evers Rd. – Theft
- 4-27-20 – 6400 Bandera Rd. – Criminal Mischief
- 4-27-20 – 6800 Poss Rd. – Violation City Ordinance (Non-Essential Business Open)
- 4-27-20 – 5800 Bandera Rd. – Crash
- 4-27-20 – 6300 Bandera Rd. – Alarm
- 4-27-20 – 5600 Bandera Rd. – Disturbance
- 4-27-20 – 6300 Bandera Rd. – Disturbance
- 4-27-20 – 7000 Bandera Rd. – Disturbance
- 4-27-20 – 6300 Bandera Rd. – Alarm
- 4-27-20 – 7000 Autumn Chase St. – Alarm
- 4-27-20 – 6800 Poss Rd. – Crash
- 4-27-20 – 6500 Bandera Rd. – Crash
- 4-27-20 – 6300 Evers Rd. – Welfare Check
- 4-28-20 – 6400 Bandera Rd. – Crash
- 4-28-20 – 7000 Bandera Rd. – Disturbance
- 4-28-20 – 6700 Sunlight Dr. – Disturbance
- 4-28-20 – 6100 Bandera Rd. – Disturbance
- 4-28-20 – 6100 Wurzbach Rd. – Alarm
- 4-28-20 – 5700 Wurzbach Rd. – Alarm
- 4-28-20 – 5600 Evers Rd. – Disturbance
- 4-28-20 – 5600 Evers Rd. – Recovered Stolen Vehicle
- 4-28-20 – 7000 Bandera Rd. – Crash
- 4-28-20 – 6000 Cammie Way – Dog Bite
- 4-29-20 – 6700 Bandera Rd. – Crash
- 4-29-20 – 5400 Bandera Rd. – Alarm
- 4-29-20 – 6800 Blacksmith – House Fire
- 4-29-20 – 5300 Bandera Rd. – Suspicious vehicle
- 4-29-20 – 6800 Bandera Rd. – Alarm
- 4-29-20 – 6100 Bandera Rd. – Crash
- 4-29-20 – 7000 Mill Stream – Disturbance
- 4-29-20 – 6800 Poss Rd. – Alarm
- 4-29-20 – 6100 Bandera Rd. – Crash
- 4-30-20 – 5900 Wurzbach Rd. – Assault Bodily Injury
- 4-30-20 – 6200 Grissom Rd. – Welfare Check
- 4-30-20 – 5900 Wurzbach Rd. – Harassment
- 4-30-20 – 7000 Bandera Rd. – Crash
- 4-30-20 – 6500 Fruitwood – Disturbance
- 4-30-20 – 6300 Rue Marielyne St. – Disturbance
- 4-30-20 – 5600 Bandera Rd. – Disturbance
- 4-30-20 – 6000 Bandera Rd. – Alarm
- 4-30-20 – 6100 Wurzbach Rd. – Alarm
- 4-30-20 – 5600 Bandera Rd. – Alarm
- 4-30-20 – 6000 Trone Trail – Harassment
- 4-30-20 – 5800 Wurzbach Rd. – Burglary of a Vehicle
- 5-01-20 – 6200 Locker Lane – Violation City Ordinance (Loose Dog)
- 5-01-20 – 7500 Eckert Rd. – Alarm
- 5-01-20 – 7000 Bandera Rd. – Alarm
- 5-01-20 – 7600 Linkwood – Theft
- 5-01-20 – 7600 Linkwood – Threats
- 5-01-20 – 6600 Bandera Rd. – Theft
- 5-01-20 – 5600 Bandera Rd – Alarm

- 5-01-20 – 5700 N.W. Loop 410 – Alarm
- 5-01-20 – 6600 Bandera Rd. – Crash
- 5-01-20 – 6000 Bandera Rd. – Crash
- 5-01-20 – 6800 Bandera Rd. – Suspicious Person
- 5-02-20 – 5600 N.W. 410 – Crash
- 5-02-20 – 6900 Bandera Rd. – VCO
- 5-02-20 – 7000 Settlers Ridge – Disturbance
- 5-02-20 – 7300 Reindeer Trail. – Alarm
- 5-02-20 – 7000 Bandera Rd. – Crash
- 5-02-20 – 6900 Bandera Rd. – Alarm
- 5-02-20 – 7300 Chenal Point – Alarm
- 5-02-20 – 6800 Bandera Rd. – Criminal Mischief
- 5-02-20 – 6300 Bandera Rd. – Alarm
- 5-03-20 – 5900 Bandera Rd. – Alarm
- 5-03-20 – 6600 Bandera Rd. – Crash
- 5-03-20 – 6800 Bandera Rd. – Alarm
- 5-03-20 – 6800 Linkwood – Terroristic Threats
- 5-03-20 – 6100 Forest Timber – Found Open Garage Door
- 5-03-20 – 7200 Forest Meadow – Found Open Garage Door
- 5-03-20 – 6300 Rue Marielyne – Suspicious Person
- 5-03-20 – 6200 Grissom Rd. – Disturbance
- 5-03-20 – 5400 Bandera Rd. – Alarm
- 5-04-20 – Bandera Rd. at Seneca Rd. – Crash
- 5-04-20 – 6635 Evers Rd. – Theft
- 5-04-20 – 6400 Evers Rd. – Alarm
- 5-04-20 - 6400 Bandera Rd. – Disturbance
- 5-04-20 – 6600 Bandera Rd. – Theft \$100-750
- 5-04-20 – 6400 Bandera Rd. – Alarm
- 5-04-20 – 6400 Longhouse Court – Welfare Check
- 5-05-20 – 5300 Cilantro Pl. – Alarm
- 5-05-20 – 5600 Evers Rd. – Welfare check
- 5-05-20 – 5600 Evers Rd. – Disturbance
- 5-05-20 – 5600 Evers Rd. – Burglary of a Vehicle
- 5-05-20 – 5800 Wurzbach Rd. – Burglary of Vehicle
- 5-05-20 – 5600 Evers Rd. – Burglary of a Habitation
- 5-05-20 – 5600 Bandera Rd. – Crash
- 5-05-20 – 5600 Evers Rd. – Threats
- 5-05-20 – 5600 Bandera Rd. – Crash
- 5-05-20 – Grissom Rd. at Bandera Rd. – Crash
- 5-06-20 – 5600 Grissom Rd. – Burglary of a Vehicle
- 5-06-20 – 6300 Evers Rd. – Illegal Dumping
- 5-06-20 – 5600 Evers Rd. – Found Open Door
- 5-06-20 – 7000 Forest Moss – Suspicious Activity
- 5-06-20 – 5600 Bandera Rd. – Information on a Theft
- 5-06-20 – 5600 Poppy Seed Run – Apparent Sudden Death
- 5-06-20 – 7000 Forest Grove – Missing person
- 5-06-20 – 5700 Wurzbach Rd. – Disturbance
- 5-07-20 – 7000 Forest Park – Welfare Check
- 5-07-20 – 6600 Bandera Rd. – Theft < \$100
- 5-07-20 – 7400 Ellerby Point – Disturbance
- 5-07-20 – 5900 Seneca Dr. – Suspicious Vehicle

- 5-07-20 – 6200 Grissom Rd. – Disturbance
- 5-07-20 – N.W. Loop 410 at Bandera Rd. – Disturbance
- 5-07-20 – 6200 Grissom Rd. – Theft
- 5-07-20 – 5900 Bandera Rd. – Crash
- 5-07-20 – 6400 Bandera Rd. – Theft of Service
- 5-07-20 – 6200 Bandera Rd. – Crash
- 5-07-20 – 6000 Rue Lililiane – Found Missing Child
- 5-08-20 – 5900 Forest Rim – Criminal Mischief
- 5-08-20 – 6100 Saddlebow – Theft
- 5-08-20 – 5400 Bandera Rd. – Criminal Mischief
- 5-08-20 – 5600 Evers Rd – Disturbance
- 5-08-20 – 5900 Wurzbach Rd – Disturbance
- 5-08-20 – 6100 Bandera Rd – Disturbance
- 5-08-20 – 6500 Wurzbach Rd – Crash
- 5-08-20 – 6100 Forest Wood – Welfare Check
- 5-08-20 – 6800 Bandera Rd. – Disturbance
- 5-08-20 – 5900 Poss Rd. – Alarm
- 5-08-20 – 6800 Bandera Rd. – Criminal Trespass
- 5-09-20 – 6400 Bandera Rd. – Alarm
- 5-09-20 – 7100 Bandera Rd. – Disturbance
- 5-09-20 – 6000 Bandera Rd. – Burglary of a Vehicle
- 5-09-20 – 5900 Bandera Rd. – Crash
- 5-09-20 – 7300 Whithers – Disturbance
- 5-09-20 – 6800 Huebner Rd. – Theft
- 5-10-20 – 6700 Huebner Rd. – Criminal mischief
- 5-10-20 – 7000 Bandera Rd. – Criminal mischief
- 5-10-20 – 7000 Bandera Rd. – Criminal mischief
- 5-10-20 – 7100 Bandera Rd. – Criminal mischief
- 5-10-20 – 6701 Bandera Rd. – Criminal mischief
- 5-10-20 – 6700 Forest Grove – Alarm
- 5-10-20 – 6400 El Verde – Disturbance
- 5-10-20 – 6400 Bandera Rd – Criminal Trespass
- 5-10-20 – 6000 Grissom Rd – Disturbance
- 5-10-20 – 6100 Wurzbach Rd. – Alarm
- 5-10-20 – 6500 Bandera Rd. – Criminal Mischief
- Citations - 23
- Warnings – 11
- CID Investigations:
  - Cases Filed by CID, seven (7):
    - One (1) Theft 100 <750
    - One (1) Criminal Mischief <750
    - One (1) Hit and Run Accident
    - One (1) Evading Arrest
    - One (1) Unauthorized Use Vehicle
    - One (1) Theft <100,000
    - One (1) Burglary of a Vehicle
  - Active CID Investigations:
    - Hit and Run Accident
    - Criminal Mischief <2500
    - Burglary Habitation
    - Forgery

- Theft Enhanced
  - Additional CID Activity:
    - CID recovered approximately \$2500 in stolen property from a Leon Valley burglary of a salon
    - CID actively working two hit and run accidents
    - CID working chronic theft issues at Walgreens Bandera Rd.
  - All detectives are reviewing Google/YouTube video downloads
- Code Enforcement
  - Thirty-five (35) Violation City Ordinance door tags issued.
  - Ten (10) Violation City Ordinance warning letters were sent.
  - No (0) Violation City Ordinance citations were issued.
  - Code Enforcement tagged one (1) junked/abandoned/illegal vehicle.
  - Fifteen (15) bandit signs were abated.
  - There were eight (8) graffiti complaints worked.
  - Three (3) building code violations were issued.
  - Twenty-six (26) grass/weed violations were delivered.
  - One (1) pool violation was resolved.
  - Seven (7) trash/debris complaints were dealt with.
  - Eight (8) miscellaneous code related calls were handled.
  - Five (5) trash violations were given to homeowners.
- Animal Control
  - No Animal Control related citations were issued.
  - No Animal Control related VCO door tag warnings were issued.
  - Two (2) Animal Control related letters were sent to animal owners.
  - Four (4) at large dogs reported and none were impounded.
  - Two (2) dead animal pick up calls included one (1) deer one (1) skunk.
  - Six (6) miscellaneous animal calls were resolved.
  - Four (4) wild animal related calls were handled.
- Impound lot
  - Total Vehicles Towed During Reporting Period 10
    - Traffic 05
    - Arrest 02
    - VCO 00
    - Other 03
- Training
  - All formal training has been cancelled due to the COVID-19 Virus.
- 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 and the Leon Valley Fire Department teamed together to provide "birthday parades" for four children and three adults stuck inside their homes due to the COVID Pandemic. The departments purchased birthday presents for each kid and delivered them in the name of the City of Leon Valley.
  - 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, delivers 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 40 residents were ecstatic about our involvement, and we have already been delivering items too many of them.

- 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 of the changes due to the new/updated Corona Virus executive orders at the local, county and state levels.

### **Fire Department**

- Recent Fire Department call statistics are located in the attachment on this email.
- The Fire Department is in the process of completing the ASSPP (Ambulance Service Supplemental Payment Program) this week. We will hopefully get reimbursement for underpaid EMS claims.
- Receiving daily updates from the Bexar County Emergency Operations Center about COVID-19 statistics, conditions, changing factors. No new news to report at this time.
- Recent house fire located at 6807 Blacksmith Dr on April 30, 2020. No residents or pets were injured during the event.
- The Fire Department along with the Police department participated in several drive by birthday events for citizens within the community.
- The Fire Department is currently in the process of producing videos of our daily activities, firefighter training and a station tour. These will be placed on our YouTube channel also on the city website.
- LVFD received \$6070 from CARES Act already. We will be asking for additional funds as they become available

### **Community Development Department**

- 2018 Comprehensive Plan Update:
  - At their March 10, 2020, meeting, the Planning and Zoning Commission voted to create a sub-committee of the Commission to evaluate 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, May 26, 2020.
- 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 May 19, 2020, City Council meeting:
    - SUP-2020-03 (Specific Use Permit) – A request by Richard Giron for a Specific Use Permit for Entertainment Indoor at 7022 Bandera Road. (1<sup>st</sup> Reading)

- Permitting and Records
  - 0 Walk-Ins
  - 20 Building Permits Issued/Processed (including trade permits)
  - Received 3 Certificate of Occupancy Applications
  - Issued 2 Certificates of Occupancy:
    - Revive Co 6504 Bandera
    - Trinity Roofing & Restoration 7324 Reindeer Trail

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

- Attended IEDC webinar – COVID-19: The Bottom Line – How to Fund your Organization through the Pandemic and Beyond 4/29/2020
- Participated in AACOG videoconference – Comprehensive Economic Development Strategy Committee meeting 4/29/2020
- Facilitated videoconference meeting – Economic and Community Development Advisory Committee 5/4/2020
- Presented Project Proposal to EDCD - Leon Valley Mural Contest Winner Sponsorship 5/4/2020
- Attended IEDC webinar – Reinforcing Small Business and Commercial Districts 5/5/2020
- Attended Texas Comptroller Office webinar – Talking Taxes 5/6/2020
- Facilitated teleconference call – White House Briefing 5/6/2020
- Facilitated videoconference meeting with City Manager and EDCD Advisory Committee Chair 5/6/2020
- Attended IEDC webinar – Rethinking BR&E in the COVID-19 Era 5/6/2020
- Presented Business Relations Department Preliminary Budget Plan 5/7/2020
- Attended IEDC webinar – Reopening the Post-COVID Economy 5/8/2020
- Assisted ACM Salvaggio with Social Media Blitz project
- Facilitated videoconference meeting – Economic and Community Development Advisory Committee 5/11/2020
- Presented Project Proposal to EDCD – Small Business Encouragement Grant 5/11/2020
- Presented Project Proposal to EDCD – Small Business Health and Safety Program 5/11/2020
- Presented Business Relations Department update to EDCD Advisory Committee 5/11/2020
- Prepared City Council Presentation for Small Business Encouragement Grant
- Prepared City Council Presentation for Small Business Health & Safety Program
- Prepared City Council Presentation for Leon Valley Mural Contest Winner Sponsorship
- Disseminated important information, programs, and opportunities to businesses, staff, and EDCD Committee members
- Answered and replied to calls and emails concerning applicability of the Governors Order
- Disseminated COSA, Bexar County, and AACOG literature to the business community
- Assisted exempt businesses with temporary signage
- Working on a project to connect Leon Valley business that are hiring with the workforce, though digital platforms
- Working on project to assist small business with the use of advanced technology to broaden and diversify their business – Collaboration with UTSA Small Business Institute
- Participated in videoconference meeting with Chmura Consultants 5/13/2020
- Distributing Certificates of Occupancies that have been issued by the Planning & Zoning Department, but businesses unable to pick-up due to City Hall being closed
- Audit:
  - Continue to work extensively to capture phone numbers, email, and website of Leon Valley businesses
- Business Code Enforcement:
  - None



- Stop Work Orders:
  - None

Temporary signage provided to business by the City at no cost to the business:

5601 Bandera - HEB	7050 Bandera- Starbucks
5601 Bandera- Subway	7080 Bandera- Kim Wah Chinese Restaurant
5934 Bandera- Schlotzsky's	7094 Bandera- Taquaria Jalisco
6009 Bandera- Bill Miller	7126 Bandera- 210 Ice Cream
6030 Bandera- Henry's Puffy Taco	7137 Bandera - Bush's Chicken
6040 Bandera- Taco Cabana	7247 Bandera- Fajitas Express
6346 Bandera- Shipley Donuts	5718 Evers- Moroccan Bites
6406 Bandera- Rita's Mexican Cocina	5748 Evers- Dominos
6430 Bandera- Wing Daddy's	5750 Evers- Sinbad Café
6461 Bandera- Quick Trip	5754 Evers- San Luis Café
6504 Bandera- Baby Shark	5764 Evers- Chin Chinese Kitchen
6526 Bandera- El Monte BBQ	6417 Evers- Leon Valley Café
6799 Bandera- Arby's	7500 Eckhert- Que Torta
6733 Bandera – Kung Fu Noodle	7500 Eckhert- Rositas
6727 Bandera- Baskin Robbins	7722- Eckhert- Fruitaria Los Trejos #2
6802 Bandera- Weikee Chinese	6757 Poss- Chacho's
6803 Bandera - Dairy Queen	4700 W. Timco- Long Tab Brewing
6812 Bandera- Deco Cafe	5309 Wurzbach- Amiga Café
6815 Bandera- Taco Bell	5700 Wurzbach- Suri Suri Market and Bakery
6965 Bandera- Peter Piper Pizza	6180 Wurzbach- Pho Hung Restaurant
7015 Bandera Rd- Tim's Oriental and Seafood	7600 Eckhert - The Courtyard
7015 Bandera- Exclusive Cake Shop	6613 Evers – Texas Crab Boil
7015 Bandera- Subway	7348 Reindeer Trail – Becker Furniture Repair
7016 Bandera- Whataburger	5772 Evers – The Sunnah The Better
7020 Bandera- Raising Caines	7101 Bandera - La Tia Berthas
661- Bandera – Bring Your Own Parts	4727 Timco West – Autoworks
7213 Bandera - In-Focus Eyecare Center	6553 Bandera - Rely Signs
5305 Bandera - Pena Bros Upholstery	5708 Wurzbach – Bottle Cap Liquor

### City Secretary

- Together, the City Secretary and the Open Records Request Coordinator both completed the required Cyber Security Awareness Training Assessment of Knowledge, attended the Lexis Nexis training with staff from LVPD, worked together on City Council minutes in an attempt to get them caught up, and continued training on the Texas Public Information Act and releasing records via an open record request.
- Prepared, posted and drafted City Council agendas.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Finalized the proposed Records Management Ordinance for presentation at the June 2<sup>nd</sup> City Council meeting.
- Submitted two letters to the Texas Attorney General for an opinion to withhold records.
- Received one letter from Texas Attorney General in response to a complaint from Justin Pulliam in which the City had to refund fees charged for records.
- 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.
- Building Maintenance:
  - Had Police Department floor cleaned and old wax striped, loose floor tiles have been removed (waiting on replacement).
  - Coordinated with Public Works staff to do touch up of paint in City Hall and Police Department.
- Open Records Request Coordinator:
  - Since the last report, the we received 14 open record requests. As requested by City Council, we are including the names of those who submitted the 14 requests.
  - The requestors were:
    - Cynthia Salas
    - Casey Bove
    - Rose Zachary
    - Carole Bartholomew
    - Dave Taylor
    - Suma Sureschchandra
    - Sayee Mineer
    - Paige Grass
    - Sandra Caldwell Martinez
    - Adrian Ramirez #125
    - Kris Garcia
    - Otto
    - Matthew Hodde
    - Angelinda Medina
  - The Leon Valley Police Department processed 21 open record request for incident/crash reports.
  - Reviewed and updated the Open Record Request Form in English and Spanish
- On-Going Current Projects:
  - Adopt-A-Spot Program.
  - Current Volunteers:
    - Enterprise Rent-A-Car, the Hefner Family, Kids of Leon Valley the Mandry Family, Nellie Reddix Center (NISD), and Pavona Place Residents

## **Library**

- The Leon Valley Public Library is CLOSED until further notice.
- Please keep all library materials! All due dates have been extended and fines/fees will not accrue. The book drop is CLOSED.
- 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 virtual Storytime, crafts, book reviews, resources, etc. that you and your family can enjoy at home.
- Find us on social media platforms: Facebook, Twitter, Instagram, and Blogger.
- Additional resources can be found through the Bexar County BiblioTech Public Library System. As a resident of Bexar County, you qualify for a FREE library card. Sign-Up!
- 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 63.2%. Please Complete your Census Questionnaire online at <https://my2020census.gov/> and/or by Phone at 844-330-2020. Your Count Matters!
- We are not accepting donations at this time! Please do not leave donations outside the library. They will be discarded!

- Check your local Little Free Library for books, craft activities, magazines and census information.
- If you have any questions or concerns, please contact the library at 210-684-0720.

**Upcoming Events:**

- Regular City Council Meeting Tuesday, May 19, 2020, at 6:00 p.m. in Council Chambers. Both meetings will be conducted in-person and by teleconference. The meeting will also be live-streamed.
- Next Regular City Council Meeting Tuesday, June 2, 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.