

# CITY OF LEON VALLEY INTEROFFICE MEMORANDUM

**DATE:** May 29, 2020

**TO:** Mayor Chris Riley and City Council Members

**FROM:** Kelly Kuenstler, City Manager

**SUBJECT:** Pre-City Council Meeting Report

## **Human Resources**

Vacant Positions

o Firefighter/Paramedic – Currently advertising for the position

## **Court**

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
05/14/2020	120	75	37
05/21/2020	122	73	45

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM MAY 10 <sup>th</sup> 2020 – MAY 25 <sup>TH</sup> 2020
UTILITY PAYMENTS	488
UTILITY NEW SERVICE	8
PERMITS COM DEV	29
COURT	132
RLC FINES	14
RLC LATE FEES	4
IMPOUND LOT FEES	9
TOWING FEES PAYABLE	30
GARAGE SALE	-
MESCELLANEOUS	60
TOTAL	774

## **Public Works**

- Projects:
  - The contractor for the LC-17 Flood Project has been removing trash and debris from the creek and is preparing to install the gabion mattresses at the Bandera Road bridge. They are also continuing to remove dirt from the creek bottom and install topsoil. They had hoped to

- hydroseed several areas before the rains. 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 advertised this weekend.
- The new crosswalk project along Huebner and Poss Roads will start at the end of May. The
  contractor has already changed out the signal head in the left turn lane on Huebner at Evers, to
  allow signal controlled left turns.
- 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 poles and gates have been installed on the concrete pads. These new gates will flash, open, and close on their own as they sense floodwaters 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.
- We are excavating the roadbase for the last remaining segment of work along El Verde Road in front of the fire station. Work on this portion is expected to take two weeks (weather permitting), then the concrete will have to cure before the roadway is completely opened.
- o We are installing road chevrons on Thunderbird Lane at the curve.
- We removed downed trees and branches at the park and other places around city.
- o Spraying weeds in right-of-ways.
- We completed the park restroom renovation.
- We moved records from the old records storage building to City Hall for further storage or destruction. Once the building is completely empty, Public Works Crews will raze the old building.
- We mowed Silo, Old Mill, and The Ridge at Leon Valley parks.
- We moved and trimming in Mow Zone 3 (Grissom and Sawyer).
- We took all auction items to dealer for disposal.
- o We repaired a leak on Deer Lane.
- We repaired a leak on Kinman.
- We repaired the water valve on Poss at Bandera.
- We repaired the curbstop on Stirrup Lane.
- o We flushed dead-end water mains.
- We moved well sites.

#### Training

- Maintenance Crew Leader Rudy Martinez has completed Certified Pool Operator training and passed the test. We now have a Certified Pool Operator on staff!
- Maintenance Crew Foreman Michael Tristan will be taking the class to become a Licensed Irrigation Technician on the 28th and 29th of this month.
- o Utility Crew are rescheduling classes for continuing education credits.

# **Police Department**

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

- Arrest
  - o 5-11-20 6600 Gristmill Evading Arrest One Arrested
  - o 5-11-20 6600 Gristmill Obstruction Terroristic Threat One Arrested
  - o 5-11-20 6600 Gristmill Felon in Possession of a Firearm One Arrested
  - o 5-12-20 6400 Bandera Rd. Traffic Stop One Cited/Released Vehicle Impounded
  - o 5-12-20 5900 Bandera Rd. Emergency detention One Arrested/Released at Hospital

- o 5-14-20 5600 Wurzbach Rd. Traffic Stop One Arrested/Released at Hospital
- o 5-22-20 7100 Bandera Rd. Wanted Person One Arrested
- 5-22-20 6300 Evers Rd. False ID as a Peace Officer/Felon Possession Firearm/Felon Body Armor-One Arrested

# Significant Calls

- o 5-11-20 6000 Cammie Way Suspicious Noise
- o 5-11-20 5600 Evers Rd. Welfare Check
- 5-11-20 7200 Forest Meadow Theft < \$100
- o 5-11-20 6800 Huebner Rd. Suspicious Person
- o 5-12-20 6200 Rue Marielyne Disturbance
- o 5-12-20 6300 Rue Marielyne Suspicious Person
- o 5-12-20 5900 Wurzbach Rd. Disturbance
- o 5-12-20 7100 Bandera Rd. Alarm
- o 5-12-20 7100 Bandera Rd. Disturbance
- o 5-12-20 6800 Huebner Rd. Criminal Mischief
- 5-12-20 5600 Evers Rd. Welfare Check
- o 5-12-20 5900 Bandera Rd. Suspicious Person
- o 5-12-20 7000 Bandera Rd. Disturbance
- 5-12-20 5600 Hodges Disturbance
- 5-13-20 6000 Mike Nesmith Alarm
- o 5-13-20 5600 Evers Rd. Theft \$2,500 \$30,000
- 5-13-20 7100 Huebner Rd. Disturbance
- 5-13-20 7400 Ellerby Point Disturbance
- o 5-13-20 Bandera at Grissom Suspicious Vehicle
- o 5-13-20 5600 Evers Rd. Suspicious Person
- 5-13-20 5300 Bandera Rd. Suspicious Person
- 5-13-20 5300 Bandera Rd. Alarm
- o 5-13-20 7000 Bandera Rd. Alarm
- o 5-14-20 5900 Forest Ledge Disturbance
- o 5-14-20 6100 Bandera Rd. Disturbance
- o 5-14-20 5900 Bandera Rd. Assault
- o 5-14-20 − 5900 Forest Ledge − Disturbance
- o 5-14-20 6100 Bandera Rd. Disturbance
- o 5-14-20 N.W. Loop 410 at Bandera Rd. Disturbance
- o 5-14-20 Bandera Rd. at Reindeer Trail Evading Vehicle
- o 5-14-20 5400 Bandera Rd. Alarm
- o 5-14-20 6800 Bandera Rd. Disturbance
- o 5-14-20 6700 Bandera Rd. Alarm
- o 5-14-20 6800 Bandera Rd. Suspicious Person
- o 5-14-20 − 5600 Evers Rd. − Crash
- o 5-14-20 6600 Bandera Rd. Forgery
- 5-14-20 6000 Rue Liliane Alarm
- o 5-15-20 − 5400 Bandera − Alarm
- o 5-15-20 5200 Evers Rd. Criminal Trespass
- o 5-15-20 7000 Bandera Rd. Suspicious Person
- 5-15-20 − 5300 Bandera Rd − Alarm
- 5-15-20 6100 Bandera Rd Alarm
- o 5-15-20 6200 Rue Sophie Disturbance
- o 5-15-20 6800 Forest Crest North Disturbance
- o 5-15-20 7000 Bandera Rd Disturbance
- o 5-15-20 7100 Bandera Rd Suspicious Person

- o 5-15-20 7000 Bandera Rd Suspicious Person
- o 5-16-20 7100 Bandera Rd Disturbance
- o 5-16-20 6600 Bandera Rd Crash
- o 5-16-20 6600 Bandera Rd. Open Door
- o 5-16-20 4800 N.W. Industrial Open Door
- 5-16-20 5900 Trone Trail Theft \$750 \$2500
- o 5-16-20 7000 Bandera Rd. Alarm
- o 5-16-20 6600 Cherryleaf Burglary of a Vehicle
- o 5-17-20 6000 Grissom Rd. Suspicious Circumstance
- o 5-17-20 4900 NW Industrial Alarm
- o 5-17-20 5400 Bandera Rd. Alarm
- o 5-17-20 6400 Bandera Rd Disturbance
- o 5-17-20 6100 Royal Sun Suspicious Person
- o 5-18-20 6500 N.W. Loop 410 Crash
- o 5-18-20 − 5600 Evers Rd. − Theft
- o 5-18-20 − 6700 Bandera Rd. − Alarm
- o 5-18-20 5600 Poppy Seed Run Alarm
- o 5-18-20 6000 Grissom Rd. Disturbance
- o 5-18-20 6800 Bandera Rd. Alarm
- o 5-18-20 5400 Bandera Rd. Alarm
- o 5-18-20 6600 Grist Mill Welfare Check
- o 5-18-20 6400 Evers Rd. Suspicious Person
- o 5-18-20 6400 Shadow Mist Burglary of a Business
- o 5-18-20 6400 Evers Rd. Suspicious Person
- o 5-18-20 5400 Bandera Rd. Alarm
- 5-18-20 5800 Bandera Rd. Alarm
- o 5-19-20 5900 Bandera Rd. Disturbance
- o 5-19-20 7200 Bridle Path Disturbance
- o 5-19-20 6500 Bandera Rd. Welfare Check
- o 5-19-20 5900 Bandera Rd. Welfare Check
- o 5-19-20 6300 Evers Rd. Disturbance
- o 5-19-20 6400 Evers Rd. Crash
- o 5-19-20 5700 N.W. Loop 410 Burglary of Vehicle
- o 5-19-20 6400 Pacer Trail Disturbance
- o 5-19-20 6400 Bandera Rd. Crash
- o 5-19-20 6600 Bandera Rd. Burglary of Vehicle
- 5-19-20 5600 Bandera Rd. Crash
- o 5-19-20 7200 Bridle Path Disturbance
- o 5-19-20 6500 Bandera Rd. Welfare Check
- o 5-19-20 5900 Bandera Rd. Welfare Check
- o 5-19-20 6300 Evers Rd. Disturbance
- o 5-20-20 6400 Bandera Rd Suspicious Person
- o 5-20-20 6700 Bandera Rd. Graffiti
- o 5-20-20 6500 Grissom Rd. Crash
- o 5-20-20 6300 Rue Marielyne Harassment
- o 5-20-20 6900 Bandera Rd. Crash
- o 5-20-20 5900 Bandera Rd. Crash
- o 5-20-20 4900 Hodges Dr. Recovered Stolen Vehicle
- o 5-20-20 6900 Bandera Rd. Crash Hit and Run
- o 5-20-20 5600 Bandera Rd. Crash
- o 5-20-20 6400 Bandera Rd. Crash Hit and Run

- o 5-20-20 7400 Ellerby Point Disturbance
- 5-20-20 − 6400 Bandera Rd − Suspicious Person
- 5-21-20 6200 Bandera Rd. Alarm
- 5-21-20 7000 Forest Way Disturbance
- o 5-21-20 5900 Bandera Rd. Open Door
- o 5-21-20 6200 Bandera Rd. Alarm
- o 5-21-20 7000 Forest Way Disturbance
- 5-21-20 5900 Bandera Rd. Open Door
- o 5-21-20 4900 N.W. Loop 410 Vehicle Fire
- o 5-21-20 5700 Bandera Rd. Burglary of a Vehicle
- o 5-21-20 5600 Evers Rd. Burglary of a Vehicle
- o 5-21-20 5600 Evers Rd. Alarm
- 5-21-20 7100 Forest Pine Alarm
- o 5-21-20 6300 Evers Rd. Disturbance
- o 5-21-20 6300 Evers Rd. Crash
- o 5-22-20 − 6800 Poss Rd. − Disturbance
- 5-22-20 5600 Evers Rd. Disturbance
- o 5-22-20 6300 Evers Rd. Suspicious Person
- o 5-22-20 5600 Evers Rd. Disturbance
- 5-22-20 6600 Huebner Rd. Suspicious Person
- o 5-22-20 6900 Bandera Rd. Alarm
- o 5-22-20 7400 Linkview Theft
- o 5-22-20 6000 Grissom Rd. Suspicious Person
- o 5-22-20 7200 Poss Rd. Suspicious Person
- o 5-22-20 5600 Bandera Rd. Theft \$2,500 \$30,000
- 5-22-20 5300 Bandera Rd. Theft of Mail
- o 5-22-20 5600 Evers Rd. Disturbance
- o 5-22-20 6300 Evers Rd. Suspicious Person
- 5-22-20 5600 Evers Rd. Disturbance
- o 5-22-20 6600 Huebner Rd. Suspicious Person
- o 5-22-20 6900 Bandera Rd. Alarm
- 5-22-20 7400 Linkview Theft
- 5-22-20 6000 Grissom Rd. Suspicious Person
- 5-22-20 7200 Poss Rd. Suspicious Person
- o 5-23-20 6900 Bandera Rd. Suspicious Person
- o 5-23-20 7300 Canterfield Disturbance
- 5-23-20 6600 Bandera Rd. Alarm
- o 5-23-20 5300 Cilantro Place Disturbance
- o 5-23-20 6900 Bandera Rd. Suspicious Person
- o 5-23-20 7300 Canterfield Disturbance
- o 5-23-20 6600 Bandera Rd. Alarm
- o 5-23-20 6300 Bandera Rd. Violation of City Ordinance
- 5-23-20 7300 Reindeer Trail Alarm
- 5-23-20 6900 Bandera Rd. Alarm
- 5-23-20 − 6700 Poss Rd. − Alarm
- 5-23-20 5900 Bandera Rd. Crash
- o 5-23-20 5900 Bandera Rd. Burglary of a Vehicle
- o 5-23-20 6700 Poss Rd. Alarm
- o 5-23-20 6900 Bandera Rd. Suspicious Person
- 5-23-20 7300 Canterfield Disturbance
- o 5-23-20 6600 Bandera Rd. Alarm

- o 5-23-20 5300 Cilantro Pl. Disturbance
- o 5-24-20 6900 Bandera Rd. Disturbance
- 5-24-20 − 6700 Poss Rd. − Alarm
- 5-24-20 6700 Cherryleaf Suspicious Person
- o 5-24-20 6800 Poss Rd. Disturbance
- o 5-24-20 5700 N.W. 410 Crash
- 5-24-20 5600 NW Loop 410 Alarm
- 5-24-20 7000 Bandera Rd. Alarm
- o 5-24-20 6700 Poss Rd. Alarm
- 5-24-20 6900 Bandera Rd. Alarm
- o 5-24-20 6200 Bandera Rd. Alarm
- o 5-24-20 5300 Bandera Rd. Alarm
- o 5-24-20 5300 Bandera Rd. Alarm
- 5-24-20 5300 Bandera Rd. Alarm
- o 5-24-20 5500 Bandera Rd. Alarm
- o 5-24-20 5500 NW Loop 410 Crash
- o 5-24-20 6600 Bandera Rd. Alarm
- o 5-24-20 5300 Wurzbach Rd. Suspicious Vehicle
- o 5-24-20 5700 Evers Rd. Welfare Check
- o 5-24-20 7000 Settlers Ridge Alarm
- Citations 13
- Warnings 18
- CID Investigations:
  - o Cases Filed by CID, Sixteen (16):
    - Theft \$100-750 (6 cases)
    - Theft <100 Felony Enhanced (1 case)
    - Theft <100 (1 case)
    - Assault Family Violence Strangulation (1 case)
    - Possession Controlled Substance <4 (1 case)</li>
    - Forgery (2 cases)
    - Possession, Fraud/Use of Identification Info <5 (1 case)</li>
    - Evading Arrest Vehicle (1 case)
    - Felon in Possession of a Firearm (1 case)
    - Retaliation (1 case)
  - Active CID Investigations:
    - Recovered approximately \$2500 in stolen property from a burglary
    - Hit and run accident investigation continues
    - Criminal Mischief <2500</li>
    - Burglary Habitation
    - Forgery
    - Theft Enhanced
    - Aggravated Assault-Shooting
    - Mail Theft (Property recovered)
  - Additional CID Activity:
    - One sex offender was registered
    - Provided 12 video's for DA's office
    - Actively working two hit and run accidents
    - CID working chronic theft issues at Walgreens Bandera Rd.
- Code Enforcement
  - o Forty-five (45) Violation of City Ordinance door tag warnings issued
  - o Forty-seven (47) Violation of City Ordinance warning letters were sent

- o No (0) Violation of City Ordinance citations were issued
- o Code Enforcement tagged two (2) junked/abandoned/illegal vehicles.
- Nineteen (19) bandit sign complaints were resolved
- o There were eighteen (18) graffiti complaints
- o Three (3) building code violations
- o Thirty-five (35) grass/weed violation notifications were issued
- o Four (4) noise violations were responded too
- o Three (3) trash/debris complaints were handled
- o Eight (8) fence violations were responded too
- o Thirteen (13) miscellaneous code related calls were resolved

## Animal Control

- o Forty-five (45) Violation of City Ordinance door tag warnings issued
- o Forty-seven (47) Violation of City Ordinance warning letters were sent
- o No (0) Violation of City Ordinance citations were issued
- o Code Enforcement tagged two (2) junked/abandoned/illegal vehicles.
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- o Thirty-five (35) grass/weed violation notifications were issued
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# • Traffic Unit

0	Moving Violations	32
0	Non-Moving Violations	08
0	Warnings	27
0	VCO	01
0	Vehicles Impounded	03
	1 T 4	

#### Impound Lot

0	Vehicles Towed	05
0	Traffic	03
0	Arrest	01
0	VCO	00
0	Other	01

#### Training

o All formal training has been canceled 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 three children and two 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.
- o 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.

# **Fire Department**

- The Fire Department, along with the help of the Finance Department, completed the ASSPP (Ambulance Service Supplemental Payment Program) last week. We find out shortly if we have been approved to receive additional funding from the state.
- The Fire Department has been collecting items for the Blessing Box. Here is a list of a few of the items collected for and from our community, such as canned food, cereal, diapers, toilet paper, paper towels, pasta, box fans and multiple other items.



- We would like to thank the community for all support during this program. We hope to help multiple citizens in our community.
- Receiving daily updates from the Bexar County Emergency Operations Center about COVID-19 statistics, conditions, changing factors. No new information to report at this time.
- The Leon Valley Fire Department has begun fostering a relationship with the Metropolitan Health District and the State Health and Human Services to assist with preventing the spread of COVID 19 in Leon Valley.
- The Fire Department, along with the Police Department, participated in several drive by birthday events for citizens within the community within the last two weeks.
- Fire Department Administration met with James Lee with the Helotes Echo and gave interviews on how important the 2020 Census ids to the Fire Department.

## **Community Development Department**

- 2018 Comprehensive Plan Update:
  - At their March 10, 2020 meeting, the Planning and Zoning Commission voted to create a subcommittee 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, May 26, 2020. The following items were discussed:
  - An update regarding the future development of approximately 3 Acres, generally located at 6758 Poss Road.
  - Direction to staff regarding the policy for addressing recent inquiries and requests for mobile food vendors (food trucks).
  - The pending RFP for planning services to update the city's current comprehensive master plan.
- The next Zoning Commission meeting is tentatively scheduled for Tuesday, June 9, 2020. The following items are tentatively scheduled for consideration:
  - SUP-2019-08 (Specific Use Permit) A request for Specific Use Permit approval for a new development at 7125 Bandera Road.
  - SUP-2019-07 (Specific Use Permit) A request for Specific Use Permit approval for an Entertainment Indoor Use at 999 Shadow Mist.

# • 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

• The staff has not received any new final plat or replat requests.

## City Council

- o The Planning and Zoning Department has the following development-related items scheduled for consideration at the June 4, 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 Bander 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)

## Permitting and Records

- o 0 Walk-Ins
- o Received 47 Building Permit Applications (including trade permits)
- Issued 19 Building Permits (including trade permits)
- Issued 0 Certificates of Occupancy

## **Business Relations - Economic Development**

- Facilitated teleconference call White House Briefing 5/13/2020
- Participated in videoconference call with Chumura Consulting regarding economic development analytics for city website - 5/6/2020
- Attended IEDC webinar Prepare for Virtual Site Visits and the Coming Economic Recovery -5/6/2020
- Facilitated ONIT Team meeting 05/20/2020
- Accepted and processed multiple Small Business Encouragement Grant applications
- Built application and outlined the process for Small Business Health & Safety Program
- Attended Team meeting concerning 'Group/Community Homes' in Leon Valley 05/20/2020
- Participated in videoconference call with Local Intel regarding economic development analytics for city website - 5/6/2020

- Participated in TML webinar COVID-19 05/21/2020
- Attended Team meeting concerning 'Outside Storage' in B2 districts 05/21/2020
- Facilitated distribution of Bexar County Essential Items Bag at the conference center
- Attended team meeting concerning 'Short-term Rentals' in Leon Valley 5/27/2020
- Facilitated teleconference call White House Briefing 5/27/2020
- Distributed Small Business Encouragement Grant checks to businesses facilitated interviews between businesses and local media -05/27/2020
- Registered for Oklahoma University Economic Development Institute training Austin TX, July 2020
- Assisted with Social Media Blitz project
- 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 information, programs, and opportunities to businesses, staff, and EDCD Committee members
- Assisted multiple businesses with temporary sign requests
- Maintained ON IT workbook
- Audit:
  - Continue to work extensively to capture phone numbers, email, and website of Leon Valley businesses
- Business Code Enforcement:
  - o None
- Stop Work Orders:
  - o 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.
- Finalized the proposed Records Management Ordinance for Presentation and a 1<sup>st</sup> Reading at the June 4<sup>th</sup> City Council meeting .
- Submitted one letter to the Texas Attorney General for an opinion to withhold records.
- Submitted 112 boxes of records to be stored at the City's offsite records storage facility.
- Worked on clearing out remaining items from the old Records Storage Building off of Evers Road.
- Worked on pending Open Record Request.
- Conducted destruction of 100 boxes of records that had met the retention period.
- On-Going Current Projects:
  - o Working on an amendment to the Code of Ordinances to allow for city-wide garage sales.
  - o Working on a Contract Management Program.
- Building Maintenance:
  - o Submitted work orders to Public Works for the following:
    - Ice machine repair at City Hall;
    - Exhaust fan(s) to be looked into near City Council Chambers at City Hall; and
    - Clear out bird nest mess and patch hole where birds are entering foyer/entrance at City Hall.
- On-Going Current Projects:
  - Working on November 2019 City Council Minutes
  - Working on Open Records Request training

## **Open Records Request Coordinator**

- Since the last report, we received 8 open record requests. As requested by City Council, we are including the names of those who submitted the 8 requests. The requestors were:
  - Homer Haider
  - o Johnny De La Zerda
  - Kris Garcia
  - Jennifer Ghiselli
  - Salijah Johnson
  - o Dillon Collier
  - o Justin Pulliam
  - o Rusty Hruby
- The Leon Valley Police Department processed 9 open record requests for incident/crash reports.
- Assisted with clearing/destruction of records from storage.
- Worked on new content for the Open Records Request website.
- Designed the "Request for Body Camera Video Form" and made it available in English and Spanish.
- Translated the "Authorization to Release Medical Records Form" to Spanish.
- Developed a "Frequently Asked Questions" form for the ORR webpage.
- Worked with Special Events Coordinator Maribel Mendoza on updating the ORR website.
- Assisted with the "Small Business Essential Items Grab Bag" project.

# **Library**

- The Leon Valley Public Library is CLOSED until further notice, but we are working on a plan to slowly reopen safely.
- 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)
   <a href="https://lonestardigitalibrary.overdrive.com/lonestardigitalibrary-leonvalley/content">https://lonestardigitalibrary.overdrive.com/lonestardigitalibrary-leonvalley/content</a> 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 <a href="https://my2020census.gov/">https://my2020census.gov/</a> 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 for Tuesday, June 2, 2020, at 6:00 p.m. in Council Chambers has been canceled and rescheduled for June 4, 2020.
- Special City Council Executive Session Meeting is scheduled for Tuesday, June 4, 2020, at 5:15 p.m. in Council Chambers.
- Special City Council Meeting is scheduled for Tuesday, June 4, 2020, at 6:00 p.m. in Council Chambers

- Both City Council Meetings scheduled for Tuesday, June 4, 2020, will be conducted in-person and by teleconference. The meeting will also be live-streamed.
- Next Regular City Council Meeting Tuesday, June 16, 2020, at 6:00 p.m. in Council Chambers.
- All city hosted events have been postponed until further notice.
  - o All committee, board, and commission meetings are being conducted on an as-needed basis.