



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: April 11, 2019
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Fire Department
 - Two Lieutenant
 - One Fire Engineer
 - One Fire/Paramedic
 - One Assistant Chief
 - One Public Works Laborer position currently advertising.
 - One Detective/Investigator Position, applications are currently being reviewed.
- Request for Proposals for city council chambers technology upgrade; we received two proposals.
- Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Outside The City
03/24/2019-03/30/2019	219					
04/01/2019-04/06/2019	173					92
04/07/2019-04/13/2019						

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
3/28/2019	362	231	177
4/4/2019	355	237	171
04/11/2019	398		

Public Works

- Projects:
 - The contractor for the LC-17 project is working on removing dirt, to the tune of 45-50 trucks per day, from their site. The project's projected end date is now May 16th, with 30 days allotted for punch-list completion.
 - NG Painting continues the welding work for the rehabilitation of the Grass Hill above ground water storage tank.

- The City Engineer is finalizing plans for the bio-swale to be installed at Raymond Rimkus Park Forest Meadow entrance. The project will be bid in May and work is to start right after the 4th of July event. Provisions will be made to keep the entrance open to the Community Gardeners.
- Staff is working on obtaining a generator for the Grass Hill well plant.
- Staff has advertised for bids for concrete pavers for the parking lot at Shadow Mist. Bids are to be opened today.
- The City Engineer is submitted all required documents for the CMAQ reimbursement program through the AAMPO to construct a Hike & Bike Trail through the fire break in the Huebner-Onion Natural Area Park. The application was submitted last week, ahead of the April 1, 2019 deadline.
- The City Engineer is finalizing the Huebner at Bally crosswalk bid documents.
- Staff met with CPS Energy to install street lights in the overflow parking lot at City Hall. They should have the lights installed in the next month.
- The Pool Committee met to recommend pool fees for the 2019 pool season. These fees were presented to City Council on April 2nd and were approved. Applications for season passes will be accepted at City Hall, starting on May 1, 2019.
- The new library LED monument sign was installed last week and is in operation. Please bear with us while we experiment with size, font, and designs.
- Staff is working on the purchase of a property next to Huebner Creek, in anticipation of the bank erosion project. The property owner and the City are preparing the deed.
- Staff and the City Engineer are working on a submittal for the MS4 Stormwater Permit.
- The City Engineer is preparing an ADA Assessment report, so that we have a plan going forward for the replacement of all non-ADA sidewalks in the city.
- The Department joined ICLEI – Local Governments For Sustainability USA, to further the Council’s goals for sustainability practices and to get a baseline carbon footprint. The agency will provide technical support and has assigned a liaison to our city going forward.
- Staff met with Waterworth software technicians last week to set up an ongoing water and sewer rate study program. We will prepare an Infrastructure Capital Plan for the water and sewer system to be used for the next 20 years.
- The City has been certified as a “Tree City USA” for another year.
- The City’s water and sewer system has been marked as a “Superior” by the TCEQ for another year.
- Constructing walking path at The Ridge at Leon Valley Park.
- Cleaning out tributary between William Rancher and Samaritan roads.
- Installed “No Thru Trucks” signs city-wide.
- Mowing Sawyer Road, Old Mill and Silo parks.
- Continuing construction on pavilion at The Ridge at Leon Valley Park.
- Repaired sprinkler system leaks at the park and at the Community and Conference Centers.
- Cleaned out the sewer main along Blacksmith and videotaped the main to determine the necessary replacement and repairs.
- Installing new check valves at the Grass Hill plant.
- Performing maintenance and inspections on all Public Works vehicles.
- New dump truck was delivered today.
- Forest Oaks Pool repairs are underway as of today.
- Putting 2 “new to us” vehicles into service. These vehicles were donated to the City by SARA.
- Plan of action for the library crosswalk:
 - Install “Pedestrian Crossing Ahead” thermoplastic words in the pavement 200 feet before the crosswalk, both north and south bound.
 - Install “Pedestrian Crossing Ahead” blinking signage in the same areas.
 - Install rumble strips in the north bound lane 150 feet before the crosswalk.

- Training
 - The Maintenance Crew Foreman and one of the Crew members are attending Supervisor training this week.
 - The Director will be attending a National Stormwater class on April 15th and 16th.

Police Department

Please see below information on police activity over the listed period. Have a great day!

- Arrest
 - 3-18-19 – 6300 Evers Rd. – Disturbance – One arrested for Assault/Family Violence and Interference With 911
 - 3-18-19 – 6600 Peachtree – Disturbance – One arrested for Possession of Marijuana < 2 oz.
 - 3-20-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-21-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-21-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-21-19 – 7000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-21-19 – 7100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-21-19 – 6200 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-21-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-21-19 – 5600 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-21-19 – 6600 Bandera Rd. – Traffic Stop – One arrested for Possession of Marijuana < 2 oz. – Vehicle Impounded
 - 3-22-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-22-19 – 6600 Bandera Rd. – Violation City Ordinance (Inoperable vehicles X3) – Vehicles Impounded
 - 3-22-19 – 6600 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-22-19 – 7500 Huebner Rd. – Wanted person – One arrested on active county warrant
 - 3-23-19 – 6200 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-23-19 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-24-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-24-19 – 6500 Grissom Rd. – Traffic Stop - One cited/released – Vehicle Impounded
 - 3-25-19 – 5700 NW Loop 410 – Traffic Stop – One arrested for Driving While Intoxicated – Vehicle Impounded
 - 3-25-19 – 6200 Setting Sun – Violation City Ordinance (Expired Vehicle Registration) – Vehicle Impounded
 - 3-27-19 – 6300 Evers Rd. – Suspicious person – One arrested for Possession of a Controlled Substance
 - 3-28-19 – 5800 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-28-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-28-19 – 6100 Bandera Rd. – Traffic Stop – One arrested for Driving While Intoxicated – Vehicle Impounded
 - 3-28-19 – 7300 Huebner Rd – Traffic Stop – One arrested for Driving While Intoxicated – Vehicle Impounded
 - 3-28-19 – 5600 Bandera Rd. – Theft < \$100 – Two cited/released
 - 3-28-19 – 5900 Bandera Rd. – Assault/Bodily Injury/Family violence – One arrested
 - 3-28-19 – 6000 Trone Trail – Violation City Ordinance (Expired Vehicle Registration) – Vehicle Impounded
 - 3-28-19 – 6400 Bandera Rd. – Traffic Violation – One cited/released – Vehicle Impounded
 - 3-29-19 – 6800 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 3-29-19 – 6000 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 3-29-19 – 6200 Grissom Rd. – Traffic Stop – One cited/released – Vehicle Impounded

- 3-30-19 – 5600 Bandera Rd. – Theft < \$100 – One cited/released
- 3-30-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 3-30-19 – 6000 Grissom Rd. – Traffic Stop – One arrested for Displaying Fictitious Registration and Resisting Arrest
- 3-31-19 – 5700 NW Loop 410 – Traffic Stop – One cited/released – Vehicle Impounded
- Significant Calls
 - 3-18-19 – 5400 Bandera Rd. – Crash
 - 3-18-19 – 5500 Bandera Rd. – Forgery
 - 3-18-19 – 6800 Forest Grove – Alarm
 - 3-18-19 – 7000 Weathered Post – Criminal Trespass
 - 3-18-19 – 7400 Huebner Rd. – Crash
 - 3-18-19 – 6300 Corn Planter – Forgery
 - 3-18-19 – 6900 Bandera Rd. – Crash
 - 3-18-19 – 6700 Huebner Rd. – Deadly conduct
 - 3-18-19 – 5600 Bandera Rd. – Theft
 - 3-18-19 – 6800 Bandera Rd. – Crash
 - 3-19-19 – 5600 Bandera Rd. – Crash
 - 3-19-19 – 6900 Bandera Rd. – Crash
 - 3-19-19 – 7000 Weathered Post – Harassment
 - 3-19-19 – 6100 Rue Francois – Apparent sudden death
 - 3-19-19 – 6800 Bandera Rd. – Theft
 - 3-19-19 – 6400 Nutmeg Trail – Burglary/Vehicle
 - 3-19-19 – 6400 Grissom Rd. – Crash
 - 3-19-19 – 5600 Bandera Rd. – Theft
 - 3-20-19 – 5400 Bandera Rd. – Crash
 - 3-20-19 – Bandera and Wurzbach – Crash
 - 3-20-19 – 6900 Bandera Rd. – Disorderly Conduct
 - 3-20-19 – 5600 Bandera Rd. – Damage to property
 - 3-20-19 – 6500 Bandera Rd. – Crash
 - 3-20-19 – 7000 Forest Moss – Cruelty to Animal
 - 3-21-19 – 6800 Bandera Rd. – Crash
 - 3-21-19 – 7000 Forest Crest – Violation City Ordinance (inoperable vehicle)
 - 3-21-19 – 6200 Sun Dial – Violation City Ordinance (Inoperable Vehicle)
 - 3-21-19 – 5600 Loop 410 – Hit and Run Crash
 - 3-21-19 – 6400 Bandera Rd. – Alarm
 - 3-21-19 – 5600 Bandera Rd. – Theft
 - 3-22-19 – 6800 Bandera Rd. – Crash
 - 3-22-19 – 5200 Savory Glen – Crash
 - 3-22-19 – 6800 Forest Crest N. – Assist Outside Agency (A.P.S.)
 - 3-22-19 – 6800 Forest Crest – Found open front door
 - 3-22-19 – 6000 Forest Shadow – Found open garage door
 - 3-22-19 – 6400 Stable – Violation City Ordinance (Parking violation)
 - 3-22-19 – 5500 Wurzbach Rd. – Crash
 - 3-22-19 – 6600 Bandera Rd. – Crash
 - 3-22-19 – 7100 Huebner Rd. – Crash
 - 3-22-19 – 5700 NW Loop 410 – Crash
 - 3-22-19 – 5500 Bandera Rd. – Crash
 - 3-22-19 – 6000 Grissom Rd. – Theft of Vehicle
 - 3-23-19 – 6400 Bandera Rd. – Crash
 - 3-23-19 – 6800 Bandera Rd. – Crash
 - 3-23-19 – 5600 Evers Rd. – Found open door

- 3-23-19 – 6700 Timberhill – Burglary/habitation
- 3-23-19 – 5500 Bandera Rd. – Crash
- 3-23-19 – 6400 Evers Rd. – Alarm
- 3-23-19 – 7000 Sunlight – Violation City Ordinance (Inoperable Vehicle)
- 3-23-19 – 6200 Setting Sun – Violation City Ordinance (Inoperable Vehicle)
- 3-24-19 – 7500 Linklea – Missing person
- 3-24-19 – 7400 Ellerby Point – Theft of a Vehicle
- 3-25-19 – 5500 Bandera Rd. – Theft
- 3-25-19 – 5800 Bandera Rd. – Crash
- 3-25-19 – 5600 Bandera Rd. – Alarm
- 3-25-19 – 5600 Evers Rd. – Violation City Ordinance X8 (Expired Registrations)
- 3-25-19 – 6300 - 6300 Rue Francois – Violation City Ordinance (Expired Registration)
- 3-26-19 – 5600 Grissom Rd. – Crash
- 3-26-19 – 7900 Bandera Rd. – Crash
- 3-26-19 – 5900 Wurzbach Rd. – Theft of Vehicle
- 3-26-19 – 5600 Bandera Rd. – Crash
- 3-26-19 – 7100 Linkcrest – Theft
- 3-26-19 – 6700 Poss Rd. – Alarm
- 3-26-19 – 5400 Bandera Rd. – Crash
- 3-26-19 – 5700 Bandera Rd. – Crash
- 3-26-19 – 6500 Bandera Rd. – Crash
- 3-26-19 – 5600 Evers Rd. – Burglary of a Vehicle
- 3-26-19 – Huebner and Bandera Rd. – Crash
- 3-26-19 – 6700 Timberhill – Burglary of a Habitation
- 3-27-19 – 4900 Hodges Dr. – Burglary of a Vehicle
- 3-27-19 – 7700 Deer Ln. – Burglary of a Habitation
- 3-27-19 – 6200 Forest Rose – Burglary of a Vehicle
- 3-27-19 – 6100 Bandera Rd. – Unauthorized Use of a Motor Vehicle
- 3-28-19 – 5400 Bandera Rd. – Violation of a City Ordinance X2 (Expired Registration)
- 3-28-19 – 7000 Pepperwood – Assisted SAPD/abducted child
- 3-28-19 – 6600 Bandera Rd. – Crash
- 3-28-19 – 5700 Bandera Rd. – Crash
- 3-28-19 – 5600 Bandera Rd. – Found Property
- 3-28-19 – 6400 El Verde Rd. – Found Property
- 3-28-19 – 7300 Huebner Rd. – Crash
- 3-29-19 – 5900 Wurzbach Rd. – Recovered Stolen Vehicle
- 3-29-19 – 6600 Forest Haven – VCO/Junk Vehicle
- 3-29-19 – 7000 Forest Meadow – Violation of City Ordinance (Junk Vehicle)
- 3-29-19 – 5900 Bandera Rd. – Crash
- 3-29-19 – Bandera Rd. @ Huebner Rd. – Crash
- 3-29-19 – 6000 Evers Rd. – Crash
- 3-30-19 – 6600 Bandera Rd. – Crash
- 3-30-19 – 5400 Nutmeg Trail – Found open garage door
- 3-30-19 – 7300 Belmont – Alarm
- 3-30-19 – 5400 Bandera Rd. – Alarm
- 3-30-19 – 6600 Bandera Rd. – Crash
- 3-31-19 – 5800 Wurzbach Rd. – Alarm
- 3-31-19 – 6000 Cammie Way - Runaway
- 3-31-19 – 6600 Adair – Violation of City Ordinance (Illegal Signs)
- 3-31-19 – 5300 Cilantro – Burglary/Habitation
- 3-31-19 – 6200 Bandera Rd. – Crash

- 3-31-19 – 6900 Bandera Rd. – Crash
- Traffic Citations - 200
- Warnings – 83
- **Cases Filed by CID: Four (4):**
 - One (1) felony Criminal Mischief
 - One (1) Misdemeanor Theft
 - Two (2) Burglary of Building
- **CID Activity/Active Investigations**
 - Detectives are actively investigating three deadly conduct-firearm case
 - Detectives continue to work with the SAPD on two recent robberies.
 - CID registered three sex offenders
 - Detectives prepared four search warrants
 - Ongoing meetings with the District Attorney’s Office
 - Downloaded five (5) videos for District Attorney’s Office
 - Three witness statements taken
 - Eight (8) walk in complaints were handled.
- Code Enforcement
 - (06) Junked/abandoned/illegal vehicles tagged, and two citations given
 - (45) Grass/weed violations were handled
 - (45) Bandit signs were seized
 - (02) Trash complaints
 - (02) Building violations/complaints
 - (04) Graffiti complaints
 - (01) Pool Complaints
 - (04) Parking Complaints
 - (01) Fence Complaints
 - (02) Storage Complaints
 - (01) Noise Complaints
- VCO Citations Were Issued at the Following Locations:

○ 5900 Forest knoll, inoperable vehicle	Letter
○ 5900 Forest Rim, dog at large	Letter
○ 7000 Settler Ridge, fence prohibited condition	FINAL
○ 5600 Poppy Seed Run, inoperable vehicle	Letter
○ 6000 Kinman, inoperable vehicle, in court	Extension
○ 6700 Yellow Rose, inoperable vehicle	Final
○ 7000 Pepperwood, inoperable vehicle	Final
○ 7100 Pepperwood, inoperable vehicle	Letter
○ 6400 Handsome Lake, inoperable vehicle	Extension
○ 6800 Sunlight Dr, inoperable vehicle	Letter
○ 6100 Forest Wood, inoperable vehicle	Letter
○ 6700 Sunlight, inoperable vehicle	Letter
○ 7000 Wild Fern, inoperable vehicle	Letter
○ 7100 Pepperwood, inoperable vehicle	Final
○ 7000 Pepperwood, inoperable vehicle	Final
○ 7600 Linkwood, Vehcile side yard	Letter
○ 6700 Timberhill, Fence	Letter
○ 7400 Linkmeadow, Trash	Final
○ 6200 Desert Sun, inoperable vehicle	Letter
○ 7200 Timberleaf, high weeds	Letter
○ 5800 Grass Valley, animal violation	Letter
○ 6900 Forest Grove animal violation	Letter

- 7000 Sunlight, animal violation Letter
- 6400 Pacer Trail, zoning Metal cover Letter
- 6600 Countess Adria, inoperable vehicle Letter
- 7300 Crownpiece yard parking prohibited Letter
- 6100 Forestwood, graffiti, trash Letter
- 7000 N Forest Crest, outside storage Letter
- 7000 N Forest Crest, high grass Letter
- 6400 Handsome Lake, high grass Letter
- 5900 Forest Ledge, prohibit conditions Letter
- 7200 Forest Mont, trash Letter
- Animal Control
 - (01) At large dog calls
 - (03) Feral cats Trapped for T&R program
 - (02) Missing Animals
 - (02) Wild Animal (Racoons)
 - (01) Dead Racoons
 - (01) Dead Deer
 - (01) Dead Skunk
- Traffic Unit
 - Active assignments include school zones before and after school, neighborhood speeding/traffic concerns including Marshall High School on Lobo Ln (1 citation), Leon Valley Elementary (16 citations issued), 6600 Bandera at the Walgreens (6 citations), Bandera/Seneca (5 citations), Evers Rd (12 citations issued)/Poss/Forest and Timber Hill (7 citations).
 - Moving Violations 133
 - Non-Moving Violations 41
 - Warnings 32
 - VCO 01
 - Vehicles Impounded 09
- Training
 - Officer Griego attended Social Media Training.
 - All CID personnel attended training on search warrants for cellular phones.
- Volunteer Activity
 - Chief Salvaggio, Lt. David Anderson, and Detective Terry Brooks all continue to work with Texas Special Olympics for the Spring and Summer Games. Numerous meetings, discussions, and fundraising events have been accomplished during this period.
 - Six (6) personnel participated in Special Olympics Bowling for Badges event.

Fire Department

- **Fire Captain Promotion!** - Congratulations to Eric Burnside who was promoted to “Captain” and has been with the City of Leon Valley since 2013 and in the fire service industry for 6 years. Captain Burnside has made significant improvements as the Deputy Fire Marshal with innovative ideas and works closely with Community Development to ensure the City of Leon Valley progresses.
- **Exciting News to Announce New Firefighters!** - Elliott Gangwer and Reuben Rey Salas who started Tuesday, 4/9/2019 and are going through inner-office orientation (uniforms, badges, bunker gear, lockers, etc.) They are great additions to our team and are already getting acclimated this week to their new home/FD family. Elliott will be on A shift and Reuben will be on C shift.
- **New Firefighter Street Training** – Street training consists of learning and driving the City of Leon Valley to gain knowledge of businesses, schools, residents, fire breaks, parks, natural areas as well as comprehension of street addresses.

- **Fire Department Continuing Education-** On March 25th & 26th, Executive Assistant Lisa Martin, Captain Eric Burnside and Fire Chief Michael Naughton attended an Excel seminar Basics and Beyond the Basics for a refresher, attain updates and improve our proficiency skills with Excel resulting in “Working Smart”.
- **ASSPP Submission!** - The Fire Department submitted our Ambulance Supplemental Payment Program (ASPP) report prior to the required deadline. This funding opportunity provides reimbursement for applicable emergency medical services to qualified agencies. The management team is required to complete ASSPP Training prior to submission of the cost report consisting of watching a Video, reviewing a 76-page Power-point as well as answering survey questions to confirm the comprehension of the required cost report training information. We will provide an update once a response is received from Texas Health and Human Services Commission Rate Analysis Department (HHSC).
- **Flood Emergency Plan Magnets (associated FERP-Flood Emergency Response Plan)-** FD and PD distributed “Flood Magnets” and “File of Life Magnets” door to door the end of March in the Floodplain areas to ensure this emergency information is communicated to the Leon Valley Community. In addition, we updated our Leon Valley’s Floodplain Emergency Alert Contact List during magnet deliveries within the floodplain areas. We will continue to request resident information towards a comprehensive Emergency Alert Contact List. The Flood magnets are available at the Fire Department, Police Department, City Hall literature rack, City Council, as well as the Library. Flood magnet information has been posted on Facebook and NextDoor to communicate to the community the usage and availability.
- **Fire Recovery USA** – The Fire department has received an incident recovery total collection in the amount of \$33,812.22 to date with 50 pending claims, and 3 denials by insurance companies.
- **Emergicon (EMS)** – The Emergicon collection for the month of March 2019 is in the amount of \$37,220.22 with an ending accounts receivable total of \$260,372.03.
- **Emergency Management Service Calls** – FD serviced approximately 76 calls for the month of February 2019 and our annual service calls for the year is 399 to date.
- **Census 2020 Update** – We have our “Completed Count Committee” for the Census 2020 that includes a diverse community representation from the City of Leon Valley (Business, Religious Groups, Education, 2 residents, Seniors, Chamber of Commerce Member, and Leon Valley employees). “The appointment of a citizen based Complete Count Committee by the Mayor will assist in the promotion, outreach, understanding and education regarding the 2020 Census, prior to it beginning. Our next step is to schedule Census 2020 training with the Complete Count Committee with Richard Castanon, Partnership Specialist, U.S. Census Bureau consisting of once a month 2-3-hour sessions.
- **FD City of Leon Valley Dispatch, on April 4, 2019-** LVFD dispatched for an overturned 18wheeler at 410 and Bandera. We stabilized the scene and dammed up oil spill. LVPD closed lanes of traffic. LVPW emptied trailer of weight to allow Banis to upright vehicle. Hazmat cleanup company TAZ arrived on scene and completed clean actions. All 159 units complete and scene turned over to LVPD Sgt Castro. This is a great example of how well the City of Leon Valley team works collectively.
- **Firefighters Testing Hydrants and Hose** – Leon Valley Firefighters are completing the annual fire hydrant and hose testing. This testing is performed on an annual basis to ensure operations of our water supply support. A few minor repairs were reported, most of which have already been completed to Public Works.
- **Firewise USA Meeting** – LVFD completed our Firewise USA renewal application in November 2018. We met with the Megan Radke with the U.S. Forest Service Monday, April 8, 2019 to complete and evaluation of the Wildland-Urban Interface (WUI) in the Leon Valley community with the goal of reducing community’s fire risk. Ms. Radke will provide an assessment of Leon Valley’s Wildland-Urban Interface areas.
- **Annual Fill the Boot drive for the MDA!-** Leon Valley Firefighters will be out at the Bandera and Wurzbach road intersections this week on Thursday, April 11th, Friday, April 12th and Saturday, April 13th at 11am and 4pm each day. “Helping people living with muscular dystrophy, ALS and related Neuromuscular diseases”. Firefighters will be collecting donations, which 100% go straight to

support the mission of the Muscular Dystrophy Association. This supports thousands of people. We will also have a “Boot” at the fire station for donations as well.

- **Texas Department of State Health Services Recertification-** LVFD renewed our EMS Regulatory License consisting of a four to six weeks process requiring EMS jurisprudence examination approval by the Department before submitting a renewal application. An EMS jurisprudence examination is a CE course covering information about Texas EMS Laws and Rules. The EMS Regulatory License will be effective for two years.
- **UT Health San Antonio Medical Director Meeting-** Fire Chief Naughton and Medical Director, Dr. Manifold reviewed new procedures to ensure EMS compliance, training as well as excellent documentation.
- **Leon Valley Police and Fire have partnered with The School of Science and Technology to host a Basketball game to benefit the School-** Join us for The First Annual Police vs Fire Basketball Game on May 3rd 2019 at 04:30 PM, 5707 Bandera Rd (School of Science Technology) Adults \$3 Child \$2.
- **Volunteer Appreciation Dinner** – Thursday, April 4 2019, Fire Chief Naughton attended the Volunteer Appreciation Dinner. This event is Leon Valley’s appreciation to the abundance of talented volunteers who donate their skills and time to committees serving the City of Leon Valley to make our city a better place to live.
- **Community Emergency Response Team (CERTS)-** We have scheduled the final CERTS exercise Until Help Arrives & Stop the Bleed tentatively on May 1, 2019 6pm-10pm that will be held in the FD training room. The intention of the CERT training course is to build and enable a team of citizens in Leon Valley that can work to support emergency services in the event of a disaster.

Community Development Department

- Zoning Commission
 - The Zoning Commission held a meeting on Tuesday, March 26, 2019. The following items were considered:
 - A zone change to remove the sustainability Overlay District classification at 6617 Evers Road. **TABLED**
 - A specific use permit for a self-service car wash and auto detailing at 6617 Evers Road. **TABLED**
 - Zoning Code Amendment Regarding requirements and procedures for Certificates of Occupancy. **RECOMMENDED APPROVAL**
 - The next Zoning Commission meeting is scheduled for Tuesday, April 23, 2019. The following items are scheduled for consideration:
 - A zone change to remove the Sustainability Overlay District classification at 6617 Evers Road. Reconsideration from March 26th meeting.
 - A specific use permit for a self-service car wash and auto detailing at 6617 Evers Road. Reconsideration from March 26th meeting.
 - A specific Use Permit for outside storage at 6200 Grissom Road.
 - Zoning Code Amendment Regarding requirements for Community Homes.
- Board of Adjustment
 - Staff has received a request for a variance at 6617 Evers Road. This request is anticipated for consideration at the April Board of Adjustment meeting.
 - The Board of Adjustment will be holding a meeting on Thursday, April 18, 2019. The purpose of this meeting will be primarily for continuing education and training focusing on the recently revised procedures and criteria for evaluating variance requests. This training was previously scheduled for March, but it was cancelled.
- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has

postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.

- Staff is processing a request for an amending plat for the Northside ISD property at 5900 Evers Road.
- City Council
 - The City Council will be considering the following Planning and Zoning Department related items at the April 16, 2019 meeting:
 - An amendment to Chapter 3.05 of the building code regarding residential front yard fences. (2nd Reading – tabled from April 2, 2019)
 - Zoning Code Amendment regarding requirements and procedures for Certificates of Occupancy. (2nd Reading)
- Permitting and Records
 - 72 Walk-in Customers
 - 52 Building Permits Issued/Processed (including trade permits)
 - Received 7 Certificate of Occupancy Applications
 - Issued 5 Certificates of Occupancy

Economic Development

- Facilitated ONIT meeting 3/27/2019 & 4/9/2019
- Meeting with property owner of 7122 & 7128 Bandera to discuss multiple violations and vacancy
- Facilitated meeting between Arrendondo Group and Public Works Director to assist with abatement of limestone, gravel, and soil 4/4/2019
- Facilitated update meeting with City Manager and Community Development to initiate 2019 Business Audit 4/4/2019
- Attended 2019 Volunteer Appreciation Dinner 04/04/2019
- Proposed Economic & Community Development Budget with City Manager and Finance Director 4/8/2019
- Facilitated Sign Code Update Advisory Committee meeting 04/8/2019
- Assisted with and attended the UTSA Small Business Breakfast 4/10/2019
- Followed-up on three leads from UTSA Breakfast and set-up meetings with two prospective businesses
- Attended ‘Ethics in Action’ Training
- Assisted team with updating business vacancy rate in Leon Valley
- Assisted Community Development with Open Records Request
- Enforcement:
 - 6780 Bandera – America Car Wash – Permitted Use Violation
 - 6461 Bandera – Quick Trip – Sign Violation
 - 6168 Evers – Wireless Exchange – Sign Violation
- Fire and Zoning Inspections:
 - 6647 Cades Cove – Complete Life Care
 - 6523 Bandera – Femina Hair, Make-up, and Spa
 - 6523 Bandera - Femina Hair, Make-up, and Spa – Second inspections
 - 6737 Poss – Classy Raptor
 - 5742 Evers – A’ Spa – Second inspections
 - 5764 Evers – Chin’s Chinese Kitchen
 - 5601 Bandera #112 - HEB Curbside
- Stop Work Orders:
 - None
- Businesses That Received Certificates of Occupancy
 - 6810 Bandera Rd Ste. 1 - Exclusive Adult Day Care
 - 5742 Evers Road - A’Spa

- 6523 Bandera Road- Femina Hair Makeup & Spa
- 6506 Bandera Road- YHO Store
- 6300 Verde – Leon Valley Fire Station
- Special Events
 - Special Events Coordinator continues to update and reorganize the City’s website and social media pages, as well as lease and promote the Leon Valley Community and Conference Center
 - Ongoing Projects:
 - Coordinating the UTSA’s Networking Breakfast for 04/10/2019
 - Amiga Café (local restaurant catered breakfast)
 - Continue to coordinate with John Marshall High School, to host the unveiling of their 18-wheeler in conjunction with Movies in the Park Event, 04/12/2019.
 - Meet with sponsors for the 4th of July Event
 - Ancira
 - Just Smashem
 - Randolph Brooks Federal Credit Union
 - Preparing the schedule/sponsor list for the Soap Box Derby Event: 10/26/2019
 - Will have a meeting on Saturday, 03/30/2019 with Beth Federico (previous coordinator)
 - Submitted the CDBG Grant Application for the Community Center
 - Working on updated brochures for the Leon Valley Conference Centers

City Secretary

- Since the last report, the City Secretary’s Office has received 37 open record requests. The requests were for: permit information, Red Light Camera items, planning/platting site plans, Staff emails, staff text messages, staff phone records, body cam videos, police reports and accident reports.
- Prepared, posted and drafted City Council agendas and minutes.
- Prepared and submitted for publication recently qualifying adopted City ordinances.
- Successfully completed the April 4, 2019 for the 2019 Volunteer Appreciation Dinner.
- Completed the Fiscal Year 2020 City Manager and Council Proposed Budget.

Library

- Assistant Library Director Brader has completed “Technology for the Small Public Library Training provided by the Texas State Library and Archives Commission and has earned 12 Continuing Education Units.
- Front Desk Staff Melinda Tokmehdash and Rosemary Tijerina recently completed Know & Go: Customer Service Basics training put on by the Amigos Library Service.
- The Library was just awarded a Tocker Grant in the amount of \$11,715 to purchase new Library Computer Security and Library Computer Time Management Systems, two new public computers, and all labor to remove old systems, install and set up new and deploy systems to the 11 public computers.
- The Library is a finalist for the Larson Collection Development Mystery Grant which would purchase large type mystery books up to \$500. Announcement of winner will be April 18, 2019, at the Texas State Library Convention.
- We received a \$500 Community Support Award from HEB to use toward our summer reading program to provide healthy snacks for participants at events.
- We are participating in READ ACROSS TEXAS, a program that encourages communities to engage in challenging, insightful and transformative conversations. We are using books to open dialogue and explore what “knowing your neighbor” could mean within their communities. The book we chose is A MAN CALLED OVE and our first community discussion is on Tuesday, May 7, 2019, at 6:30pm in the library.
- The Library applied for and won 10 copies of the book A MAN CALLED OVE to use in the Read Across Texas program mentioned above.

- The Annual Texas State Library Convention is April 15 – 18 in Austin. Library Director Sandy Underwood is attending during the above dates. Assistant Library Director Theresa Brader will be attending April 17 – 18 and is a presenter at the annual Evening of Storytelling event.
- Saturday, April 20, 2019, at 9:00 a.m. the library is holding a Nature Discovery Walk through the Natural Area. Meet in the Large Parking Lot at Rimkus Park at the back (look for balloons). Mike MacDonald and Forester Mark Kroeze will be leading the walk.

Upcoming Events:

- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, April 16, 2019 at 6:00 p.m.
- The following Regular City Council Meeting Tuesday, May 2, 2019, at 6:00 p.m.
- May 4, 2019, General Election
- Movies in the Park and the unveiling of John Marshall High School's 18-wheeler on April 12, 2019, at dusk.
- Meet the Candidates Forum will be held at the Conference Center on April 17, 2019, from 6:30 p.m. – 8:00 p.m.
- Nationwide DEA Drug Takeback April 27, 2019, from 10:00 a.m. – 2:00 p.m.
- Coffee with the Mayor and City Council, Saturday, April 27, 2019, from 9:00 a.m. to 11:00 a.m. at the Conference Center.
- District 7 Property Tax Workshop, Monday, April 29, 2019, at 7:00 p.m., at the Conference Center.
- Bandera Road Corridor Community Meeting, Monday, April 29, 2019, at 6:00 p.m., at the City Church located at 9431 Bandera Road, San Antonio, TX
- City of Leon Valley Ethics Training: Fostering Integrity at the City of Leon Valley
 - Codes of Conduct & Ethics, State Law, and Leon Valley's Code
 - 1st Session: Monday, May 20, 2:00 – 5:00 pm.
 - 2nd Session: Tuesday, May 21, 9:00 – 12:00 pm (noon)
- Saturday, May 18, 2019, at 9:00 a.m.: Public Awareness Class – Get Familiar with the AED at the Library (Leon Valley Fire Department leading class)
- Leon Valley Swimming Pools open Saturday, May 25, 2019.
- Library Summer Reading Special Events:
 - Monday, June 10, 2019, from 10:30 a.m. – 12 noon. Summer Reading Kick Off/Big Rig “Petting Zoo” (Large machines and trucks to view and sit in)
 - Tuesday, June 18, 2019, at 10:30 a.m. - Joe McDermott Concert in the Conference Center. Joe is a children's recording artist and is an excellent concert – very engaging for children and adults!
 - Tuesday, June 25, 2019, at 10:30 a.m. - SW Dairy Farmers bring their mobile classroom and a COW to the library!
 - Tuesday, July 9, 2019, at 10:30 a.m. – Happy Tails Exotic Animal Show in the Conference Center.
- Committee Meetings:
 - Economic Development Advisory Committee will meet on April 15, 2019, at 6:00 p.m. at City Hall.
 - Citizens Police Advisory Committee scheduled for April 17, 2019, at 6:00 p.m. at City Hall has been **CANCELLED**. Next meeting will be May 15, 2019 at 6:00 p.m. at City Hall.
 - Zoning Commission meeting will hold a meeting on April 23, 2019 at 6:00 p.m. at City Hall.