



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: August 16, 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 – Interviews took place August 13, 2019
 - One Fire Engineer
- Public Works
 - One construction Crewman
- Currently advertising for Library Director – conditional job offer has been extended

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Library	Outside The City
07/28/2019-08/03/2019	44	16					16
08/04/2019-08/10/2019	0	0					

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
8/1/2019	358	232	113
8/8/2019	304	223	166

Public Works

- Projects:
 - The contractor for the LC-17 is at 70% poured on channel # 2 (behind homes), and they are grading the creek channel, installing topsoil on slopes, they have one more sewer lateral to install, and are starting on their punch list items.
 - Blacksmith Lane & Wagon Spoke Sewer/Water Main Replacement – contractor is underway and moving fast.

- Evers at Seneca Sidewalk Extension Project – starts mid-August. Forest Meadow Drainage Improvements – Raymond Rimkus Park – approved by Council on August 6th and we are waiting on contracts before commencing project.
- Leon Valley Street Maintenance Year 2 – starts mid-August.
- Staff is finalizing the designs for the custom art proposed for the bus shelters at the library and the park.
- Bexar County Flood Control will be performing a mill & overlay of El Verde Road, once the LC-17 construction has been completed. They will also realign the drainage swales on the sides of El Verde Road so that proper drainage of the street is restored. Shortly after that, the City will install a replacement water main.
- Preparing to enhance the crosswalk on Evers in front of the library. Thermoplastic signs will be placed in the street in both directions, rumble strips will be installed, and signage will be placed farther away from the crosswalk. The work will begin on August 23, 2019. Shade structures for the large playground at Raymond Rimkus Park are expected to be installed by the end of August.
- The Texas Water Development Board (TWDB) recently announced new grant opportunities that were passed at this past legislative session. Come November, voters will be asked to vote for or against a constitutional amendment to create a Flood Infrastructure Fund (FIF). This new fund would provide low-cost loans and grants for drainage, flood mitigation, and flood control projects. The money would come from the Economic Stabilization Fund (also known as the Rainy Day Fund). In addition, the TWDB will be creating a state flood plan, to be adopted in 2024, and implementing two new funds – the aforementioned FIF and the Texas Infrastructure Resiliency Fund (TIRF). Staff was proposing to bring our flooding concerns to the City Council and asking that funding to mitigate Leon Valley flooding be placed on the ballot in November for citizen vote, but we are now advocating for waiting to see if the state wide measure is approved. If it is, we could qualify for these grants and low cost loans and maybe not have to solicit bonds or Certificates of Obligation.
- Finishing up the pavilion. Benches will be installed around the pathway and the equipment, then trash/recycling containers will be delivered.
- Repairing the walking path at Old Mill Park – the recycled millings are falling apart. Also installing trash/recycling kiosks.
- Repairing potholes on Blackberry Road.
- Mowing in Mow Zone 3 (Grissom/Sawyer/Diecker Route).
- Repaired fence at Old Mill Park.
- Installing no cell phone signs along Bandera Road.
- Rehabilitating the softball field at Raymond Rimkus Park.
- Installed new signage at The Ridge at Leon Valley Park.
- Assisted Water Crew with repairing two water main breaks.
- Repaired two water main breaks over the weekend – no rain has the soil shifting and old mains breaking.
- Repairing water leaks at Raymond Rimkus Park.
- Preparing for annual backflow inspections.
- Creating water and sewer main replacement plan.
- Waiting on delivery of the new flatbed truck – should be delivered by mid-August.
- The Maintenance Crew Leader is studying to become a Certified Playground Inspector and a Certified Pool Operator and will take the tests in August.
- Crew member will be taking Pest Control classes in order to obtain the license.
- New Crewmember will be studying for an herbicide application class and testing, as a part of the new street sweeping program.

Police Department

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

- Arrest
 - 77-29-19 – 6800 Timberhill – Traffic Stop – One cited/released – Vehicle Impounded
 - 7-29-19 – Bandera Rd. @ Wurzbach Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 7-29-19 – 6200 Grissom Rd. – Crash – One arrested for Assault on a Police Officer
 - 7-30-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 7-30-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 7-30-19 – 6600 Forest Haven – Violation of City Ordinance (Parking Violation) – Vehicle Impounded
 - 7-30-19 – 5300 Wurzbach Rd. – Disturbance – One arrested on active county warrant
 - 8-01-19 – 5300 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-02-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-02-19 – 7100 Linkcrest – Violation of City Ordinance (expired registration) – Vehicle Impounded
 - 8-02-19 – 6800 Forest Haven – Emergency Detention – One arrested/released at hospital
 - 8-02-19 – 6200 Evers Rd. – Traffic Stop – One arrested for Unauthorized Use of a Motor Vehicle – Vehicle Impounded
 - 8-03-19 – 6900 Bandera Rd. – Aggravated Robbery – One arrested for offense
 - 8-04-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-04-19 – 6300 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-04-19 – 6900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-04-19 – 7200 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-05-19 – 6000 Grissom Rd. – One arrested for Emergency Detention/released at hospital
 - 8-05-19 – 6600 Bandera Rd. – Crash – One cited/released – Vehicle Impounded
 - 8-06-19 – 5600 Bandera Rd. – Theft < \$100 – One arrested/cited/released X3
 - 8-06-19 – 7000 Forest Grove – Emergency Detention – One arrested/released at hospital
 - 8-06-19 – 6300 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-08-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-09-19 – 7000 Bandera Rd. – Theft \$0-100 – One cited/released
 - 8-09-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-09-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-09-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-09-19 – 6200 Wurzbach Rd. – One arrested for outstanding warrant
 - 8-09-19 – Wurzbach Rd. @ Evers Rd. – Narcotics Paraphernalia – One cited/released
 - 8-10-19 – 5500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-10-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-10-19 – 5700 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-10-19 – 6400 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-10-19 – 6500 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
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 - 8-10-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-10-19 – 6600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-10-19 – 5600 Bandera Rd. – Theft \$0-100 – One cited/released
 - 8-11-19 – 5300 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 8-11-19 – 6200 Walking Gait – Traffic Stop – One arrested for Driving While Intoxicated – Vehicle Impounded
- Significant Calls
 - 7-29-19 – 6900 Bandera Rd. – Crash

- 7-29-19 – 7200 Bandera Rd. – Crash
- 7-29-19 – 5300 Wurzbach Rd. – Crash
- 7-29-19 – 4900 NW Industrial – Found open gate (business)
- 7-29-19 – 6600 Bandera Rd. – Alarm
- 7-29-19 – 7100 Forest Moss – Violation of City Ordinance (Inoperable vehicle)
- 7-30-19 – 7000 Bandera Rd. – Crash
- 7-30-19 – 5900 Bandera Rd. – Crash
- 7-31-19 – 5600 Grissom Rd. – Crash
- 7-31-19 – 5900 Bandera Rd. – Crash
- 7-31-19 – 6700 Huebner Rd. – Burglary/Vehicle
- 7-31-19 – 6400 Bandera Rd. – Crash
- 7-31-19 – 6600 Bandera Rd. – Alarm
- 7-31-19 – 5600 Evers Rd. – Burglary/Habitation
- 8-01-19 – 6800 Forest Grove – Found open garage door
- 8-01-19 – 6800 Forest Grove – Found open vehicle trunk
- 8-01-19 – 6600 Grass Mill – Alarm
- 8-01-19 – 6400 Bandera Rd. – Assault
- 8-01-19 – 6500 Sally Agee – Found open garage door
- 8-01-19 – 6600 Sally Agee – Found open garage door X2
- 8-01-19 – 6200 Bandera Rd. – Burglary/Vehicle
- 8-01-19 – 7100 Linkcrest – Burglary/Vehicle
- 8-01-19 – 6000 Evers Rd. – Burglary/Vehicle
- 8-01-19 – 7500 Linkwood – Burglary/Vehicle
- 8-01-19 – 7300 Linklea – Burglary/Vehicle
- 8-01-19 – 7300 Linkmeadow – Burglary Vehicle
- 8-01-19 – 7100 Huebner Rd. – Burglary/Vehicle
- 8-02-19 – 6900 Forest Meadow – Burglary/Vehicle
- 8-02-19 – 6700 Bandera Rd. – Crash
- 8-02-19 – 5900 Bandera Rd. – Theft < \$100
- 8-02-19 – 6600 Bandera Rd. – Hit and Run Crash
- 8-02-19 – 6100 Wurzbach Rd. – Theft
- 8-02-19 – 7500 Eckhert Rd. – Alarm
- 8-02-19 – 6900 Forest Park – Found open garage door
- 8-02-19 – 5700 Bandera Rd. – Alarm
- 8-03-19 – 6100 Wurzbach Rd. – Alarm
- 8-03-19 – 6600 Bandera Rd. – Crash
- 8-03-19 – 6800 Bandera Rd. – Crash
- 8-03-19 – 6900 Bandera Rd. – Theft of Service < \$100
- 8-03-19 – 6600 Huebner Rd. – Criminal Mischief \$750-2500
- 8-04-19 – 6000 Grissom Rd. – Criminal Mischief
- 8-04-19 – 6100 Britania Ct. – Found open garage door
- 8-04-19 – 6100 Bandera Rd. – Crash
- 8-04-19 – 7300 Crown Piece – Found open garage door
- 8-04-19 – 6100 Rue Francois – Theft/Vehicle
- 8-04-19 – 7300 Crown Piece – Found open garage door
- 8-04-19 – 6100 Rue Francois – Theft
- 8-05-19 – 6000 Grissom Rd. – Runaway
- 8-05-19 – 6600 Bandera Rd. – Alarm
- 8-05-19 – 5400 Bandera Rd. – Alarm
- 8-05-19 – 7100 Huebner Rd. – Theft \$2,500-30,000
- 8-05-19 – 7100 Huebner Rd. – Theft \$750-2,500

- 8-05-19 – 5600 Bandera Rd. – Credit Card Abuse
- 8-05-19 – 6600 Bandera Rd. – Crash
- 8-06-19 – 5900 Bandera Rd. – Crash
- 8-06-19 – Wurzbach Rd. @ Evers Rd. – Crash
- 8-06-19 – 5900 Bandera Rd. – Hit and Run Crash
- 8-06-18 – 6500 Bandera Rd. – Crash
- 8-07-19 – 5900 Bandera Rd. – Crash
- 8-07-19 – 6700 Bandera Rd. – Crash
- 8-07-19 – 6500 Bandera Rd. – Crash
- 8-07-19 – 6900 Bandera Rd. – Recovered stolen vehicle
- 8-07-19 – 6700 Sawyer Rd. – Suspicious Person
- 8-07-19 – 6600 Bandera Rd. – Crash
- 8-07-19 – 6600 Huebner Rd. – Damage to City Property
- 8-07-19 – 6500 Bandera Rd. – Theft of a Motor Vehicle
- 8-07-19 – 7000 Bandera Rd. – Alarm
- 8-07-19 – 6600 Grist Mill – Alarm
- 8-08-19 – 7500 Eckhert Rd. – Burglary/Building
- 8-08-19 – 6600 Bandera Rd. – Alarm
- 8-08-19 – 6500 Chaparral – Suspicious Vehicle
- 8-08-19 – 6600 Bandera Rd. – Hit and Run Crash
- 8-08-19 – 6500 Bandera Rd. – Crash
- 8-09-19 – 6000 Bandera Rd. – Crash
- 8-09-19 – 5800 Bandera Rd. – Crash
- 8-09-19 – 6900 Forest Way – Animal call/loose dogs
- 8-09-19 – 5400 Bandera Rd. – Alarm
- 8-09-19 – 6600 Grist Mill – Alarm
- 8-10-19 – 6800 Bandera Rd. – Found open door
- 8-10-19 – 5700 Wurzbach Rd. – Crash
- 8-10-19 – 6600 Bandera Rd. – Alarm
- 8-10-19 – 5600 Evers Rd. – Criminal Mischief
- 8-10-19 – 5400 Bandera Rd. - Alarm
- 8-10-19 – 6500 Bandera Rd. – Crash
- 8-10-19 – 5900 Bandera Rd. – Crash
- 8-10-19 – 5900 Wurzbach Rd. – Theft
- 8-10-19 – 5700 Forest Meadow – Theft
- 8-10-19 – 5600 Bandera Rd. – Crash
- 8-11-19 – 7300 Reindeer Trail – Criminal Mischief \$750-2,500
- 8-11-19 – 7000 Bandera Rd. – Alarm X2
- Traffic Citations - 143
- Warnings – 63
- Cases filed by CID, six (6):
 - Two (2) Unauthorized Use Motor Vehicle
 - One (1) Burglary Habitation
 - One (1) Assault- Bodily Injury
 - One (1) Murder (Vehicle)
 - One (1) Aggravated Assault Deadly Weapon (Vehicle)
- CID Activity/Active Investigations
 - Detectives are actively working:
 - A three-year-old sexual assault case
 - Four hit and run crashes
 - Assault-Bodily Injury

- Two Aggravated Robbery cases
- Indecency with a Child (family member suspect)
- Theft of Vehicle
- Ongoing meetings with the District Attorney's Office
- Downloaded six (6) videos for District Attorney's Office
- Sixteen (16) walk in complaints were handled
- CID personnel provided security for several special city council (3.12) meetings
- Code Enforcement
 - (02) Junked/abandoned/illegal vehicles
 - (17) Grass/weed violations were handled
 - (02) Building violations/complaint
 - (15) Trash complaints
 - (26) Bandit signs
 - (02) Graffiti complaints
 - (04) Noise Complaints
 - (10) VCO letters sent out
- Animal Control
 - (1) Stray dog
 - (04) Dead animals
 - (28) At large dog calls
 - (08) Wild animal calls
 - (17) Aggressive dogs
- Traffic Unit Reporting Period Activity:
 - Active traffic assignments include school zones before and after school neighborhood speeding/traffic concerns including Marshall High School on Lobo Ln, Leon Valley Elementary, 6600 Bandera at the Walgreens, Bandera/Seneca, Evers Rd, Poss/Forest and Linkwood.
 - Reporting Period Activity:

▪ Moving Violations	70
▪ Non-Moving Violations	10
▪ Warnings	16
▪ Vehicles Impounded	13
 - STEP Program

▪ Hours worked	07
▪ Citations Issued	08
▪ DWI Arrests	01
- Impound Lot
 - Vehicles Towed: 47
 - Traffic: 40
 - Arrest: 04
 - VOC 03
- Training
 - Chief Salvaggio attended the Police Executive Research Forum Senior Management Institute for Policing in Boston, Massachusetts.
 - All officers attended a two-hour body camera user class.
 - Detective Brooks attended a 40-hour FBI Law Enforcement Executive Development course
 - Officer Breton attended a 24-hour photography class.
 - Officers Breton and Azar attended 8 hour SFT update training.
 - Officers Breton and Azar attended Investigating Financial Crimes training
- Volunteer Activity

- Chief Salvaggio continued with his work on the South Texas Special Olympics Board. During this time period he participated in a commercial for Special Olympics that will be released state-wide.

Fire Department

- **Congratulations and Welcome! Captain Justin Garcia (FD leadership progression)**- Captain Garcia has been sworn in with an Oath of Office by the Leon Valley City Secretary, Saundra Passailaigue and an official swearing in ceremony will be determined at a later date. He previously served as the Deputy Fire Marshal for the Bexar County Fire Marshal office. Captain Garcia has 19+ plus years in the fire service industry and has already been a great addition to our team by way of hitting the ground running completing business inspections. Additional experience consists of Peace Officer, Master Fire Fighter Certification, Arson Investigator, Inspector of Plans Examiner, Instructor II, Bachelor's Degree in Fire and Emergency Service Administration. As Captain, he will be engaged with Deputy Fire Marshal responsibilities such as inspections, prevention and investigative tasks within the City. In addition to promoting fire education programs and conducts fire safety inspections controls and extinguishes fires, performs rescue, protects life and property, administers emergency medical care and transport; and does related work as required. We are excited and we look forward to our Fire Department leadership progressive initiative. Please help us in welcoming Captain Garcia!
- **2nd Annual Soap Box Derby (community service)** – The Fire Department, Chief Naughton and Ms. Martin are assisting Maribel Mendoza with the planning of the 2nd Annual Soap Box Derby event that will be held on October 12th at 8:30 a.m. located on Evers at Poss. Road. We are requesting soap box derby drivers and back-up drivers from the elementary schools. We will have food vendors, music, and an award ceremony. We have posted this information on social media, so please help us get the word out. Please Share. We hope everyone will participate!
- **Fire Recovery USA (cost recovery for car accidents)** – In February 2018, the Fire Department implemented the Fire Recovery USA collection recovery cost program. The purpose of this service is to assist with FD recovery of funds from services provided while responding to vehicle accidents (i.e. Scene Assessment & Stabilization, Apparatus on scene, Personnel on scene, Traffic Control). This comprises of extracting billing information and narratives from our electronic incident reporting system, and then billing the insurance company for the emergency responses. We have achieved a total collection in the amount of **\$40,426.21** to date with a Recovery Collection Rate of 95%! Additional statistics; 104 archived claims, 53 active runs (pending awaiting insurance approval), 4 denials (by insurance companies) and 2 non-billable (due to insufficient information). Our team will continue to monitor our successful collection.
- **Emergicon EMS Billing (EMS)** – The EMS collection for the month of July 2019 was in the amount of **\$36,895.48**.
- **Southwest Texas Regional Advisory Council Meeting (EMS continuing education and leadership)** - Captain Wade Clapper attended the STRAC Meeting held at Uvalde County Fair plex on August 2, 2019 9am to 2pm. The STRAC meeting is an opportunity for EMS leaders and practitioners to converse regarding various topics such as EMS areas of concern, Medicare, billing, data collection updates, implemented of regional response protocols, implementation of providing whole blood available for transfer from unit to unit, discuss resolutions, a meeting of the minds, if you will. For example, the Pediatric Committee has been working diligently on guidelines for Drug exposed children. STRAC Air Medical Providers Advisory Group in collaboration with the Regional Emergency Department Operations Committee and Prehospital Committee has identified the need to provide medical support for ground EMS Providers. As a result, Air Medical support of critical care ground transport is now available.
- **National Protective Services Institute (education)** – Rueben Salas received a Certificate of Appreciation for taking his time to give an Ambulance Tour during NPSI's Security Officer Continuing Education Training from The Premier College for Protection Education and Training.

- **National Protective Services Institute (education)** – Jordan Garcia received a Certificate of Appreciation for taking his time to give an Ambulance Tour during NPSI’s Security Officer Continuing Education Training from The Premier College for Protection Education and Training.
- **Rita Kay Driggers Elementary Teacher Scavenger Hut (community service)** – We participated in Rita Kay Driggers Elementary Teacher Scavenger Hut on August 6, 2019. The Leon Valley Fire Department was one of the business stops for the teachers. We gave a quick tour of the fire station, the teachers took selfies, group pictures and we provided their next clue to their next business adventure. This teacher scavenger hunt provided the teachers with this great team building exercise, a chance to get more familiar with the Leon Valley businesses as well with staff. We look forward to next year’s scavenger hunt. Thank you to Principal Brusewitz and Vice Principal Gomez for including us in your Scavenger Hut!

Community Development Department

- Zoning Commission
 - The Zoning Commission held a regular meeting on Tuesday, July 23, 2019. The following items were considered:
 - An Update and Work-Session, Regarding the Future Development of Approximately 3 Acres Generally Located at 6758 Poss Road.
 - A request for a Specific Use Permit at 6128 Wurzbach Road for Entertainment Indoor.
 - A request for a Specific Use Permit for Outside Storage at 6645 Poss Road – Miracle Paint and Body Automotive.
 - A request for a Specific Use Permit for a Kennel at 6703 Poss Road.
 - The next regular Zoning Commission meeting is tentatively scheduled for Tuesday, August 27, 2019. The following items are tentatively scheduled for consideration:
 - An Ordinance amending Section 15.02.381, Permitted Use Table, of the City of Leon Valley Code of Ordinances, regarding commercial and manufacturing uses including but not limited to cabinet shops, assembly and packaging, and repair shops in the B-3 Zoning District, Sustainability Overlay District, Gateway Overlay District, and Commercial/Industrial Overlay District.
 - An Ordinance amending Article 15.02, Zoning Ordinance, of the City of Leon Valley Code of Ordinances, establishing the “PD” Planned Development Zoning District and associated use and development standards.
 - A request by ARCA FV Properties, LLC for a SUP for Entertainment-Outdoor.
 - A request by Adolfo Garza for a zone change from B-2, Retail District Zoning with Sustainability Overlay District Zoning, to B-2 Retail District, with no Sustainability Overlay District Zoning. A zone change from B-2, Retail District with SO, Sustainability Overlay District Zoning, to “PD” Planned Development District Zoning, with B-2, Retail District base zoning.
 - A request by Adolfo Garza for a Specific Use Permit for a Self-Service Car Wash, Full Service Car Wash, and Auto-Detailing.
 - Board Of Adjustments
 - Staff has received a request for a variance at 6617 Evers Road. This request is currently on hold pending the outcome of the associated zone change and SUP for this property.
 - The Board of Adjustment is tentatively planning to hold a special meeting in August to hold a training session for newly adopted variance criteria.
 - 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.

- City Council
 - The following Planning and Zoning Department Items are scheduled for consideration at the August 20, 2019 City Council meeting:
 - A request for a Specific Use Permit at 6128 Wurzbach Road for Entertainment Indoor.
 - A request for a Specific Use Permit for Outside Storage at 6645 Poss Road – Miracle Paint and Body Automotive.
 - A request for a Specific Use Permit for a Kennel at 6703 Poss Road.
- Permitting and Records
 - 23 Walk-Ins
 - 58 Building Permits Issued/Processed (including trade permits)
 - Received 3 Certificate of Occupancy Applications
 - Issued 3 Certificates of Occupancy

Economic Development

- Attended NW San Antonio Chamber of Commerce Luncheon
- Facilitated 2019 Business Audit team meeting
- Facilitated Sign Code Update Advisory Committee meeting
- Facilitated ONIT meeting
- Attended NW SA Chamber Networking Breakfast
- Certificate of Occupancies
 - 6812 Bandera Rd. Suite 211 – Ismael Robert Diaz Insurance Agency
 - 6838 Bandera Rd - Office Furniture Liquidations
 - 6965 Bandera Rd - Peter Piper Pizza

City Secretary

- Since the last report, the City Secretary's Office has received 16 open record requests. The requests were for: permit information, Red Light Camera items, Staff/City Council emails, bid documents, dash cam videos, body worn cam videos, police reports, accident reports, election records, EMS reports, and witness statements.
- Spent a lot of time gathering and printing documents responsive to open record requests.
- Prepared, posted and drafted City Council agendas.

Library

- For the month of July 2019 compared to July 2018:
 - Items loaned (physical items) increased 41%
 - Overdrive checkouts (electronic items) increased 36%
 - Internet session (using library computers) increased 36%
 - Internet sessions (using library computers increases 28%
 - Value of items increased 101%
- Upcoming big events at the library
 - Saturday, September 7 from 10am – 2pm and Sunday, September 8 from 2pm to 6pm: Texas LEGO Users Group San Antonio Space Display at library with LEGO Building sponsored by LEGO Corporate
 - Saturday, September 7th from 10am – 2 pm and Sunday, September 8th from 2pm to 6pm: Texas LEGO Users Group San Antonio Space Display at the library with LEGO Building sponsored by LEGO Corporate.
 - Friday, November 15th Leon Valley Public Library's 4th Annual Stuffed Animal Sleepover:
 - 3:30-6pm stuffed animal drop-off.
 - Saturday, November 16th Breakfast with stuffed animals/pick-up from sleepover 10-11:30am.

Upcoming Events:

- Next Regular City Council Meeting Tuesday, August 20, 2019, at 6:00 p.m. in Council Chambers.
- Grandparent's Day Concert featuring Beethoven Concert Band - Sunday, September 8th, 2019, Time: TBA
- Soap Box Derby, Saturday, October 12, 2019, from 8:00 a.m. until 5:00 p.m. on Evers Road and the Leon Valley Community and Conference Centers.
- Halloween Party October 26, 2019, at the Leon Valley Community Center and Leon Valley Library from 9:00 a.m. to 2:00 p.m. Events are as followed: 9:00 a.m. -12:00 p.m. Arbor Day Tree Adoption on the Community Center Porch, 9:00 a.m. - 2:00 p.m. Trash to Treasure sale at the Community Center by Northwest Seniors, 10:00 a.m. - 11:00 a.m. Pet Costume Contest on the Grass area in front of the Community Center, 10:00 a.m. - 12:00 p.m. Library Halloween Fall Festival.
- Coffee with the Mayor and City Council, Saturday, October 19, 2019, from 9:00 a.m. until 11:00 a.m. at the Conference Center.
- Annual Christmas Tree Lighting December 2, 2019, at 5:30 p.m. at the Leon Valley Conference Center.
- Annual Breakfast with Santa on December 7, 2019, at the Community Center Sponsored by the Friends of the Leon Valley Public Library and the Leon Valley Public Library from 8:00 a.m. - 10:30 a.m.
- Committee Meetings:
 - 8/21/19 – Police Advisory Committee in City Hall at 6:00 p.m.
 - 9/11/19 – Earthwise Living Day Committee meeting at Public Works at 5:30 pm.
 - 9/12/19 – Park Commission meets at Conference Center at 6:30 pm.