



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: August 14, 2020
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - All positions are currently filled.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
07/26/2020 – 08/01/2020	54	16	-	-	16	-	-
08/02/2020 – 08/08/2020	-	-	-	-	-	-	-
08/09/2020 – 08/15/2020	32	25					25

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
07/30/2020	106	70	36
08/06/2020	111	54	48

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 07/28/2020 – 08/10/2020
UTILITY PAYMENTS	1685
UTILITY NEW SERVICE	9
PERMITS COM DEV	61
COURT	145
RLC FINES	30
RLC LATE FEES	6
IMPOUND LOT FEES	14
TOWING FEES PAYABLE	15
GARAGE SALE	4
MESCELLANEOUS	113
TOTAL	2082

Public Works

- Working with a skeleton crew this week, due to previously scheduled vacations and COVID-19 quarantines – so far, none of our Crew members have contracted the virus, but a few have been exposed and are on lockdown.
- Projects
 - The contractor for the LC-17 Flood Project repaired washout (from rain) at gabion area, removed ramp leading to Bandera bridge (temporary ramp), finished spreading select fill in creek bottom to final grade, repaired any washout at aquatic plant areas, installed last SET at channel 6 headwall, continued mowing behind channel 2 and continued to haul off. They are getting close to the end of the project. They expect to be complete by the end of September (they lost 2 weeks in the creek due to the rain the past couple weeks).
 - Staff received the signed contracts for the FY 2020 Street Maintenance Project and the project will start this week, with the ADA ramps being constructed first. The contractor will also be sealcoating the streets in the Monte Robles Park neighborhood, as this area has no sidewalk ramps.
 - The new crosswalk project is complete; however, a vehicle crash took out one of the pedestrian crossing warning signs on Poss Road, so the contractor will be installing a new sign.
 - 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 been completed, and plans are being developed.
 - The City Engineer has prepared an irrigation and planting plan for the vacant lot at Peachtree and Poss. We have received the quotes for this work and have asked the contractor to delay the construction until September 1st, due to the heat. City Crews will be setting the water meter now in anticipation of the project. Tiger has graciously agreed to provide all the plantings at no cost to the City.
 - The HALT flood gates along Evers and Poss Roads are now fully operational, but have not been uploaded to the Bexar County flood gate map as yet. The flood map can be reached at <https://www.bexarflood.org/#!/main/map>. These new gates will flash, open, and close on their own as they sense floodwaters rising. City Staff will be notified when the waters are 6” below the bridge on Evers, then at the bridge, over the bridge, and finally, as the water starts to recede.
 - The City Engineer/Architect prepared plans and specifications for the Community Center remodel. The project will be scaled back and rebid, as the costs for the entire remodel were too high.
 - Staff and the City Engineer are working on rewrites to the subdivision code. This should be presented to City Council at the September 1, 2020, Council meeting.
 - Repairing concrete behind Jack in the Box associated with a water main break.
 - The Crew began crack sealing the streets in Sun Valley and Monte Robles Park in preparation for the street maintenance project sealcoat.
 - The Crew is performing an asphalt overlay of the trail at the Old Mill Park.
 - Performing trash removal and clean up at the parks.
 - The Crew disinfected all playgrounds, restrooms, outdoor fitness equipment at all parks.
 - The Crew continued the mowing in Mow Zone 1 (Huebner Road).
 - The trees at the Forest Oaks pool will be treated to prevent Oak Wilt.
 - The Crew performed exterior maintenance at the Conference Center.
 - The Crew repaired “No U-Turn” sign on Pavona Ridge.
 - The Crew televised a broken sewer main located in the Seneca Creek easement and obtaining quotes to replace it.
 - The Crew replaced old meters in the Linkwood neighborhood.
 - The Crew repaired a water main break on Cherryleaf St. over the weekend.

- The Crew conducted the repairs on the bobcat.
- Training
 - Maintenance Crew Foreman Michael Tristan took the class to become a Licensed Irrigation Technician and is now waiting to find an open testing facility. There may be one available in Austin.
 - The Water Crew will be taking CEU training class to be held on-line on August 4th and 5th.
- Meetings/Events
 - The August 13th Park Commission meeting has been canceled.
 - 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
 - 7-20-20 – 6600 Timberhill – Traffic Stop – One Cited/Released – Passenger Arrested/Felon in Possession of Firearm
 - 7-24-20 – 6700 Timberhill Dr. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 7-24-20 – 6800 Timberhill Dr. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 7-24-20 – 6600 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 7-25-20 – 6800 Huebner Rd. – Traffic Stop – One Cited/Arrested for Warrant – Vehicle Impounded
 - 7-25-20 – 6600 Evers Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 7-26-20 – 6700 Timberhill Dr. – Traffic stop – One Cited/Arrested for Warrant – Vehicle Impounded
 - 7-26-20 – 6900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 7-31-20 – 6500 Hoofs- Disturbance/ Family Violence – Bodily Injury – Arrest
 - 8-02-20 – 6800 Bandera Rd. – BCSO Warrant – One Arrested/Transported to Jail
 - 8-03-20 – 6700 Timberhill Rd. – Traffic Stop – One Cited/Warrant Arrest – Vehicle Impounded
 - 8-03-20 – 6700 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 8-05-20 – 5600 Evers Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 8-07-20 – 6800 Bandera Rd. – Traffic Offense – Cited/Released – Vehicle Impound
 - 8-07-20 – 6400 Bandera Rd. – Traffic Offense – Cited/Released – Vehicle Impound
 - 8-09-20 – 6700 Bandera Rd. – Driving While Intoxicated – One Arrest – Vehicle Impound
- Significant Calls
 - 7-20-20 – 6200 Grissom Rd. – Civil Matter
 - 7-20-20 – 6900 forest Park – Information
 - 7-20-20 – 6500 Bandera Rd. – Crash
 - 7-20-20 – 6400 Bandera Rd. – Disturbance
 - 7-20-20 – 5500 Wurzbach Rd. – Disturbance
 - 7-20-20 – 5900 Forest Mill – Disturbance
 - 7-20-20 – 7200 Bandera Rd. – Alarm
 - 7-21-20 – 5400 Grissom Rd. – Information
 - 7-21-20 – 5800 Wurzbach Rd. – Disturbance
 - 7-22-20 – 5900 Wurzbach Rd. – Crash – Motor Vehicle/Pedestrian
 - 7-22-20 – 7000 Settlers Ridge – Disturbance
 - 7-22-20 – 5300 Wurzbach Rd. – Disturbance
 - 7-22-20 – 7200 Poss Rd. – Suspicious Person
 - 7-22-20 – 6800 Huebner Rd. – Disturbance
 - 7-22-20 – 6800 Bandera Rd. – Alarm

- 7-22-20 – 6700 Timberhill Dr. – Crash
- 7-22-20 – 5600 Bandera Rd. – Suspicious Person
- 7-23-20 – 5900 Wurzbach Rd. – Theft of a Motor Vehicle
- 7-23-20 – 5700 Evers Rd. – Crash
- 7-23-20 – Bandera at N.W. Loop 410 – Crash
- 7-23-20 – 7000 Bandera Rd. – Disturbance
- 7-23-20 – 6300 Bandera Rd. – Alarm
- 7-24-20 – 5600 Poppy Seed Run – Theft 0-100
- 7-24-20 – 6800 Poss Rd. – Suspicious Vehicle
- 7-24-20 – 7200 Bandera Rd. – Information
- 7-24-20 – 5900 Bandera Rd. – Burglary of a Vehicle
- 7-25-20 – 6400 Handsome Lake – Graffiti
- 7-25-20 – 6400 Handsome Lake – Graffiti
- 7-25-20 – 7200 Timberleaf – Information
- 7-25-20 – 6600 Grist Mill – Apparent Sudden Death
- 7-25-20 – 6400 Handsome Lake – Graffiti
- 7-25-20 – 6000 Grissom Rd. – Disturbance
- 7-25-20 – 5600 Evers Rd. – Disturbance
- 7-25-20 – 6800 Huebner Rd. – Alarm
- 7-25-20 – 5600 Evers Rd. – Attempted Aggravated Robbery
- 7-26-20 – 6900 Poss Rd. – Disturbance
- 7-26-20 – 6600 Poss Rd. – Theft 100-750
- 7-26-20 – 6800 Poss Rd. – Suspicious Person
- 7-26-20 – 5600 Evers Rd. – Disturbance
- 7-26-20 – 5900 Wurzbach Rd. – Disturbance
- 7-26-20 – 5900 Bandera Rd. – Criminal Mischief \$100-750
- 7-28-20 – 5300 Cilantro Place – Crash/ Minor
- 7-28-20 – 6400 Evers – Violation of City Ordinance – No Facemask
- 7-29-20 – 6500 Bandera – Criminal Mischief
- 7-29-20 – 5500 Bandera – Theft \$100-\$750
- 7-29-20 – 7200 Bandera – Crash/ Hit and Run
- 7-29-20 – 6600 Bandera – Crash/ Minor
- 7-29-20 – 6100 Wurzbach – Crash/Minor
- 7-29-20 – 6400 Bandera – Crash/Minor
- 7-30-20 – 7100 Bandera – Violation of City Ordinance
- 7-30-20 – 5600 Bandera – Crash/ Minor
- 7-30-20 – 7100 Huebner – Crash/ Minor
- 7-31-20 – 6900 Bandera – Crash/ Minor
- 7-31-20 – 6400 Bandera – Missing Person
- 7-31-20 – 6100 Bandera – Crash/ Minor
- 8-01-20 – 7000 Bandera – Crash/ Minor
- 8-01-20 – 6600 Bandera – Crash/ Minor
- 8-02-20 – 5900 Bandera – Criminal Mischief
- 8-03-20 – 6600 Bandera Rd. – 911 Hang-up
- 8-03-20 – 5600 Bandera Rd. – 911 Hang-up
- 8-03-20 – 5900 Bandera Rd. – Crash
- 8-03-20 – 6800 Bandera Rd. – Alarm
- 8-03-20 – 6200 Forest Circle – 911 Hang-up
- 8-03-20 – 6600 Bandera Rd. – Theft \$100 - \$750
- 8-03-20 – 5600 Evers Rd. – Threats
- 8-03-20 – 6700 Poss Rd. – Disturbance

- 8-03-20 – 6000 Bandera Rd. – Suspicious Person
- 8-03-20 – 5300 Nutmeg Trail – Disturbance
- 8-03-20 – 5600 Evers Rd. – Disturbance
- 8-03-20 – 6000 Grissom Rd. – Disturbance
- 8-03-20 – 6200 Grissom Rd. – Theft
- 8-03-20 – 5900 Wurzbach Rd. – Burglary of a Motor Vehicle
- 8-03-20 – 6800 Bandera Rd. – Crash
- 8-03-20 – 5600 Bandera Rd. – Forgery
- 8-03-20 – 5600 Evers Rd. – Criminal Trespass Warning
- 8-03-20 – 6400 El Verde Rd. – Crash
- 8-04-20 – 5600 Grissom RD. – Theft
- 8-04-20 – 5400 Bandera Rd. – Hit and Run Crash
- 8-04-20 – 6200 Bandera Rd. – Hit and Run Crash
- 8-04-20 – 6900 Bandera Rd. – Theft
- 8-04-20 – 6100 Bandera Rd. – Crash
- 8-04-20 – 6100 Bandera Rd. – Crash
- 8-04-20 – 6300 Bandera Rd. – Suspicious Person
- 8-04-20 – 6100 Bandera Rd. – Disturbance
- 8-04-20 – 6200 Grissom Rd. – Disturbance
- 8-04-20 – 5900 Forest Cove – Alarm
- 8-04-20 – 5600 Evers Rd. – Disturbance
- 8-04-20 – 6700 Huebner Rd. – Violation of City Ordinance
- 8-04-20 – 5200 Evers Rd. – Suspicious Person
- 8-04-20 – 6300 Rue Marielyne – Theft \$750 - \$2500
- 8-04-20 – 5800 Bandera Rd. – Crash
- 8-05-20 – 5600 Grissom Rd. – Disturbance
- 8-05-20 – 5900 Wurzbach Rd. – Disturbance
- 8-05-20 – 6300 Grissom Rd. – Alarm
- 8-05-20 – 7000 Settlers Ridge – Disturbance
- 8-05-20 – 6300 Evers Rd. – Suspicious Person
- 8-05-20 – 7700 Deer Lane – Suspicious Person
- 8-05-20 – 5600 Evers Rd. – Disturbance
- 8-05-20 – 6800 Bandera Rd. – Crash
- 8-05-20 – 7400 Huebner Rd. – Crash
- 8-05-20 – 6000 Mike Nesmith – Alarm
- 8-05-20 – 6600 Grist Mill – Alarm
- 8-05-20 – 7300 Belmont Place – Harassment
- 8-05-20 – 7200 Horsewhip – Alarm
- 8-05-20 – 6800 Huebner Rd. – Violation of City Ordinance
- 8-05-20 – 6300 Rue Marielyne – Welfare check
- 8-05-20 – 5600 Wurzbach Rd. – Violation of City Ordinance
- 8-05-20 – 7200 Timberleaf – Assault Family Violence
- 8-05-20 – 5500 Bandera Rd. – Alarm
- 8-05-20 – 7200 Grass Valley – Alarm
- 8-06-20 – 6700 Timberhill – Theft
- 8-06-20 – 5400 Bandera Rd. – Alarm
- 8-06-20 – 6800 Bandera Rd. – Alarm
- 8-06-20 – 5600 Bandera Rd. – Crash
- 8-06-20 – 5900 Wurzbach Rd. – Suspicious Person
- 8-06-20 – 7300 Wurzbach Rd. – Welfare check
- 8-06-20 – 6200 Grissom Rd. – Assault

- 8-06-20 – 5300 Bandera Rd. – Crash
- 8-06-20 – 6000 Bandera Rd. – Crash
- 8-06-20 – 7300 Whithers Lane – Welfare Check
- 8-06-20 – 5200 Savory Glen – Disturbance
- 8-06-20 – 6900 Bandera Rd. – Suspicious Person
- 8-06-20 – 6100 Wurzbach Rd. – Alarm
- 8-06-20 – 6500 Bandera Rd. – Burglary of Building
- 8-06-20 – 7000 Bandera Rd. – Suspicious Vehicle
- 8-06-20 – 5400 Bandera Rd. – Alarm
- 8-07-20 – 5600 Evers Rd. – Disturbance
- 8-07-20 – 5600 Bandera Rd. – Alarm
- 8-07-20 – 6400 Evers Rd. – Suspicious Vehicle
- 8-07-20 – 6400 Huebner Rd. – Disturbance
- 8-07-20 – 5600 Evers Rd. – Criminal Mischief \$100-\$750
- 8-07-20 – 6700 Evening Sun – Alarm
- 8-07-20 – 6700 Evening Sun – Alarm
- 8-07-20 – 5900 Wurzbach Rd. – Welfare Check
- 8-07-20 – 5600 Bandera Rd. – Burglary of a Vehicle
- 8-07-20 – 5600 Bandera Rd. – Credit Card Abuse
- 8-07-20 – 6200 Setting Sun – Found Open Garage Door
- 8-08-20 – 6100 Wurzbach Rd. – Theft
- 8-08-20 – 5900 Bandera Rd. – Crash
- 8-08-20 – 6700 Timberhill Rd. – Lewd Conduct
- 8-08-20 – 5700 N.W. Loop 410 – Crash
- 8-08-20 – 5400 Bandera Rd. – Alarm
- 8-08-20 – 7500 Linkview – Found Open Door
- 8-08-20 – 6100 Saddlebow – Crash
- 8-08-20 – 5400 Bandera Rd. – Alarm
- 8-08-20 – 5300 Cilantro Pl. – Theft \$0 - \$100
- 8-08-20 – 6600 Bandera Rd. – Theft \$100 - \$750
- 8-08-20 – 7500 Eckhert Rd. – Disturbance
- 8-08-20 – 6400 Longhouse Ct. – Suspicious Person
- 8-08-20 – 7200 Bandera Rd. – Crash
- 8-08-20 – 6200 Grissom Rd. – Disturbance
- 8-08-20 – 5600 Evers Rd. – Disturbance
- 8-08-20 – 7000 Bandera Rd. – Found Open Door
- 8-09-20 – 6800 Forest Haven – Disturbance
- 8-09-20 – 7000 Settlers Ridge – Suspicious Person
- 8-09-20 – 6400 Evers Rd. – Suspicious Vehicle
- 8-09-20 – 6700 Timberhill – Suspicious Person
- 8-09-20 – 6300 Rue Marielyne – Disturbance
- 8-09-20 – 6800 Bandera Rd. – Alarm
- 8-09-20 – 5500 Bandera Rd. – Theft of Vehicle \$1500 - \$20000
- 8-09-20 – 6400 Bandera Rd. – Crash
- 8-09-20 – 7400 Linkview – Violation City Ordinance
- 8-09-20 – 6700 Bandera Rd. – Crash
- 8-09-20 – 7000 Forest Meadow – Violation City Ordinance
- Citations - 52
- Warnings – 47
- Cases Filed by CID, Four (4):
 - One (1) Misdemeanor Hit and Run

- One (1) Poss. Of Marijuana (4 oz- 5 lbs.)
- One (1) Family Violence-Strangulation
- One (1) Possession of a Controlled Substance 4-200 grams
- Additional CID Activity:
 - Sexual Assault with a known actor
 - Two (2) Deadly Conduct
 - Criminal Mischief- Graffiti
 - Hit and Run Crash
 - Assault
 - Burglary of a Building
 - Unlawful Possession of Firearm by Felon
 - Burned 27 video's for DA's office
 - CID handled fifteen (15) walk-in complaints
 - One (1) sex offender was registered
 - Stolen vehicle was recovered
- Code Enforcement
 - Forty-eight (48) Violation of City Ordinance (VCO) door tag warnings issued
 - Twenty-three (23) VCO warning letters were sent
 - Seven (7) VCO citations were issued
 - Two (2) junk vehicles were tagged
 - Twenty-nine (29) bandit sign complaints were resolved
 - Three (3) noise violations were responded to and resolved
 - Three (3) graffiti complaints were handled
 - Twelve (12) building code violations were investigated
 - Twenty-three (23) grass/weed violations were resolved
 - Four (4) fence violation notices were given
 - Three (3) trash/debris complaints were handled
 - Two (2) pool violations were responded to and resolved
- Animal Control
 - Five (5) VCO Animal Control related warning letters were sent
 - Two (2) Animal Control related door tag warnings were issued
 - Nine (9) Animal Control related citations were issued
 - Eleven (11) at large dog calls and two were impounded and returned to the owners
 - Five (5) dead animal pick up calls included two deer and three skunks
 - Seven (7) miscellaneous wild animal-related calls
 - Two (2) reported dog attacks/bites with one being confirmed
 - One (1) rabies/vaccination violation
- Traffic Unit
 - Moving Violations 70
 - Non-Moving Violations 00
 - Warnings 10
 - VCO 00
 - Vehicles Impounded 00
- Impound Lot
 - Moving Violations 15
 - Non-Moving Violations 12
 - Warnings 03
 - VCO 00
 - Vehicles Impounded 00
- 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 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, delivering 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 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 has received several donations to the Blessing box over the last two weeks. Part of the donations were given to residents in need at the Villas of Leon Valley located at 7101 Huebner Rd.
- Project Cool is in full swing. Several fans are available to those residents in need. Donations still needed at this time.
- The fire department is currently working on an “Adopt a Hydrant” program for the community. More details to come.
- The Flood Warning system is nearly completed with the initial setup of the new software. The HALT gates on Poss and Evers Rd are now operational. More information will be published to the public once the system has been completed.
- The Fire Department Fire Prevention program is planning for Fire Prevention Week in the first week in October. With the uncertainty of schools and the attendance of students, the fire department is planning to make a fire prevention video and have a poster contest for students that participate in the education program.
- Statistics from 7/29/2020 – 8/12/2020
 - Overall Responses
 - Total Fire Department Calls for Service 69
 - Average response time 5:14
 - Fire Services
 - Fire and Non-EMS Calls for Service to the community 19
 - EMS
 - Emergency Medical Service Calls for Service to the community 50
 - COVID EMS Calls for Service 06
 - Motor Vehicle Accident Calls for Service 05
 - Fire Marshal Services
 - Local Business Fire Inspections 26
 - Plan Reviews 12
 - Enforcement Citations 00
 - Mutual Aid
 - Mutual Aid Requested by the Fire Department 03
 - Mutual Aid Requested from the Fire Department 03

Community Development Department

- 2018 Comprehensive Plan Update
 - Due to the COVID 19 pandemic, the process of making a final selection and awarding a contract was put on hold. However, as of June 1, 2020, the Planning and Zoning Commission Sub-Committee has resumed the evaluation process. The Planning and Zoning Commission will be

conducting interviews for two of the Planning firms that responded to the RFP at a Special Meeting to be held on August 27, 2020.

- Planning and Zoning Commission
 - The Planning and Zoning Commission held a Regular Meeting on Tuesday, August 11, 2020. The following items were discussed:
 - SUP-2020-06 (Specific Use Permit) – A request for a SUP for temporary land use (outdoor fitness) at 6321 Bandera Road.
 - The next Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, August 25, 2020. The following items are tentatively scheduled for consideration:
 - SUP-2019-11(Specific Use Permit) – A request for a SUP for Automobile Lubrication facility at 6712 Bandera Road.
 - PC-2018-05 (Replat) - A request for a Replat of Lots at 8 & 9, Block A, Linkwood Addition Subdivision, generally located at 7125 & 7129 Bandera Road.
 - PV-2020-01(Plat Variance) – A request for a variance to Section 10.02.151 of the city code, allowing the installation of a septic system at 7746 Deer Lane.
 - Discussion regarding potential amendments to the City’s Zoning Code regarding Assisted Living Facilities.
 - Board of Adjustment
 - The Board of Adjustment does not have any tentative meetings scheduled.
 - 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 August 18, 2020, City Council meeting:
 - SUP-2020-06 (Specific Use Permit) – A request for a SUP for a temporary land use (outdoor fitness) at 6321 Bandera Road. (1st Reading)
- Permitting and Records
 - Received 50 Building Permit Applications (including trade permits)
 - Issued 27 Building Permits (including trade permits)
 - Issued 1 Certificate of Occupancy
 - Affordable Pet Care – 6315 Grissom Rd, Leon Valley, TX 78238

Business Relations - Economic Development

- Collaborated with Local Intel on final revisions to website analytics. The potential launch date of August 17, 2020.
- Attended OU EDI Webinar meeting: “Entrepreneurs Rising: A Case Study of Cedar Falls, Iowa” – 07/30/2020.
- Attended TML webinar: “Update regarding COVID-19 and the CARES Act – 7/30/2020.
- Facilitated team meeting with Ascension DePaul Services to administer Household Stabilization Program – 08/02/2020.
- Attended Chmura webinar: “Developing Workforce Funding Models during COVID-19” 07/31/2020.
- Attended Zoom Meeting to discuss outstanding code violations with the property owner of Seneca Plaza - 08/10/2020.
- Presented Leon Valley Household Stabilization Program Resolution to City Council - 08/10/2020.
- Facilitated teleconference call – White House Briefing – 08/05/2020.
- Attended OU EDI Webinar meeting: “Incubators, Accelerators and Co-Work” – 08/06/2020.
- Facilitated meeting with Tuxedo Jones concerning small business relocation – 08/06/2020.
- Attended Council workshop to discuss Proposed Sign Code Amendments – 08/10/2020.
- Continued Small Business Mask in-person distributions.
- Completed COVID resource guide mailer.

- Disseminated information, programs, and opportunities to businesses, staff, and EDCD Committee members.
- Maintained ON IT workbook.
- Delivery of CO's issued by Planning & Zoning.
- Audit:
 - Ongoing 2020 Business Audit to ensure ALL Leon Valley Businesses have a valid certificate of occupancy.
 - Staff has been working with many of these businesses between 6-24 months without compliance.
 - The following businesses received citations for operating without a certificate of occupancy.
 - 4700 Timco West – Valden Automotive
 - 5332 Blackberry – Small Office Services
 - 5712 Wurzbach – Adbia Grocery
 - 5728 Evers – Eagle International African Market
 - 5900 NW Industrial – Darryl's Cars
 - 5900 NW Industrial – Two and a Half Men Auto Sales
 - 5900 NW Industrial – Thrifty Insurance
 - 6012 Grissom – Jacob Motors
 - 7326 Reindeer Trail – Nester Professional Tile Installers
 - Letters have been prepared for twelve (12) additional businesses that will receive citations by mail.
 - Next steps for continued non-compliance are the issuance of a Cease & Desist. Staff is working diligently to ensure this is the last option for compliance.
- Cease and Desist:
 - 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.
- Processed Open Record Requests for the following:
 - Six (6) open record requests for Justin Pulliam
 - Two (2) for Councilor Catherine Rodriguez
 - One (1) for Councilor Will Bradshaw
- Prepared, posted and drafted agenda, minutes and delivered meeting packets for the Ethics Review Board for current ethics cases.
- Began a thorough review of all Council/Manager budget accounts in preparation of closing of fiscal year.
- 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.
 - Working on revisions to other policies to present to the City Manager.
- Building Maintenance:
 - Scheduled routine maintenance for the main copy machine in the workroom at City Hall.

Open Records Request Coordinator

- Since the last report, we received 20 open record requests. As requested by City Council, we include the names of those who submitted the 20 requests. The requestors were:
 - Kate Parnin
 - Rebecca Travis
 - Heather Kay
 - Jesus Salazar III
 - Ray Wilkinson

- Darryl Lockard
- Suma Sureshchandra
- Carole Bartholomew
- Heidi Choate
- Zack Rose
- Michele Mandell
- Beverly Y. Garza
- Carole Bartholomew
- Brenda Quirino
- Sgt. Kyle Scott
- Suma Sureshchandra
- David Taylor
- Nicholas Pierce
- Hannah Cramer
- Summer Davis
- The Leon Valley Police Department processed 32 open record requests for incident/crash reports.
- Assisted the City Secretary with January 2020 City Council minutes.
- On-Going Current Projects:
 - Working on Open Records Request training

Library

- Circulation Statistics
 - Curbside & Circulation Report for 8/1 – 8/7 Totals: 158
 - Curbside & Circulation Report for 8/8 – 8/13 Totals: 86
 - July Totals: 938
 - July statistics:
- Blog view: 20
- YouTube views: 5
- Facebook Stats:
 - Action: 6
 - Page Views: 375
 - Page Likes: 18
 - Post Reach: 3136
 - Post Engagement: 1270
 - Video Views: 323
- Programming:
 - Storytime: 92
 - Crafts: 204
 - Legos: 70
 - STEAM: 63
 - Dinosaur George: 81
- Calendar of Events for August
 - Children’s & Juvenile Programming
 - **Crafternoon** – August 4th from 12:30 pm – 3:30 pm. Leftover crafts from the summer that families may have missed the first time around.
 - **Guest Online Storytime** – August 19th, & 26th at 10:30 am. Storytime will be performed by special guests each Wednesday in August! Enjoy great stories, songs, and fingerplays. Regina, the Library Director, will be doing a ukulele & musical storytime on August 12th.
 - **LEGO Challenge Reveal** – August 20th from 2:30 pm – 3:00 pm. Geared for elementary age and up. The challenge will be posted on Facebook. Make your creation and then show it off virtually at our Zoom Program.
 - **Take & Make Crafts** – August 18th from 1:30 pm – 2:00 pm.

- **Fairytale Mad Lib** – August 15th from 11:30 am – 12:30 pm. Pick up on the porch and complete at home. Play with friends or family members. Ne person ass for a word that is a specific part of speech and writes it on the corresponding blank. Read the story only after you have finished filling in all the blanks and see what kind of funny story your made.
- **Fairytale Storyteller** – August 21st Porch Pickup from 3:30 pm – 4:00 pm. Patterned after paper folding fortune tellers. Follow the directions to create your teller and have fun retelling or creating your own using the pictures!
- YA & Adult Programming
 - **Yarn Doll Take & Make** – August 14th from 3:30 pm – 4:00 pm. How to Video at 4:30 pm.
 - **Zoom Coffee with Ms. Rosemary** - The August 28th at 10:30 am. Join us online via Zoom.

Upcoming Events:

- Regular City Council Meeting is scheduled for Tuesday, August 18, 2020, at 5:15 p.m. in Council Chambers the meeting will be conducted in-person and by teleconference. The meeting will also be live-streamed.
- Crime Control & Prevention Budget & Board Meeting, Tuesday, September 1, 2020, at 5:00 p.m. in Council Chambers
- Next Regular City Council Meeting Tuesday, September 1, 2020, at 5:15 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.
 - The next Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, August 25, 2020, if necessary.