



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: February 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
 - Associate Planner Position – Leon Valley welcomes Erick Del Angel March 2, 2020.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept. (Hours)	Municipal Court (Hours)	Library (Hours)	Outside The City (Hours)
1/26/2020 02/01/2020		131					131

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
1/30/2020	179	121	97
2/6/2022	347	191	166

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM JAN 29 TH - FEB 6 TH 2020
UTILITY PAYMENTS	429
UTILITY NEW SERVICE	5
PERMITS COM DEV	30
COURT	111
RLC FINES	89
RLC LATE FEES	22
IMPOUND LOT FEES	15
TOWING FEES PAYABLE	18
GARAGE SALE	3
MESCELLANEOUS	140
TOTAL	TOTAL 862

Public Works

- Projects:
 - The LC-17 Flood Project is still pretty saturated, and the contractor has not been able to make great progress. Because they are at final grade in the creek bed, they cannot track machines down into the creek without damaging the integrity of the grade. They have been working on tertiary items, such as cleaning up the yards, moving materials off site, and seeding where they can. Due to the rains, their new completion date is March of 2020.
 - City Crews are continuing to construct the concrete roadway on El Verde Road in front of the fire station. They are preparing the roadway to pour the second section this week. Work is expected to take 2-4 weeks, depending on weather and concrete curing times.
 - Staff is preparing policies and procedures to reduce energy usage at city facilities.
 - The streets for the FY 2020 Street Maintenance Project have been chosen, based on their ranking. The City Engineer is preparing the plans and bid specifications and they are about 80% complete. The new street ranking list is being prepared and reviewed by the City Engineer, so that we can begin plans for the next round of street maintenance.
 - We have advertising for bids for the rehabilitation of the Grass Hill elevated tank rehabilitation project and will meet with prospective bidders this week in a pre-bid meeting.
 - We are also advertising for bids for the new crosswalks along Huebner and Poss Roads and will meet with prospective bidders this week.
 - 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.
 - Staff has finalizing water and sewer main replacement plans and will consult with our rate consultant on how to pay for these needed improvements. We expect to take these findings to a City Council meeting in April.
 - We are preparing a Bexar County CDBG grant request to replace water and sewer mains on Settler's Ridge.
 - Staff submitted all documentation required to for a grant from the Alamo Area Council of Governments (AACOG) to fund the purchase of solar powered compacting trash cans.
 - The City Engineer is preparing an irrigation plan for the plantings at Peachtree and Poss.
 - The sidewalk contractor is working on constructing the sidewalk from Canterfield to the Silo Park. They will then construct the sidewalk on Evers near Seneca.
 - Continuing to construct a concrete roadway on El Verde Road in front of the fire station.
 - Installing new ADA accessible picnic tables for Raymond Rimkus Park.
 - Building butterfly gazebo for new rain garden at Raymond Rimkus Park.
 - Preparing for the Basura Bash event in Zarzamora Creek, 5601 Bandera, to be held this coming Saturday.
 - Videotaping sewer laterals on El Verde for the LC-17 project.
 - The Huebner well pump has been repaired and the well stem has been placed back in the well. Water samples must be taken, but the well should be back in service by the end of the week.
- Training
 - Maintenance Crew Leader Rudy Martinez is now working on becoming a Certified Pool Operator.
 - Maintenance Crew Foreman Michael Tristan will be studying to become a Licensed Irrigator.
 - Water Crew will be attending continuing education classes on chlorine safety in March and April.
 - Construction Crew will be taking their CDL tests to operate the new water truck.

Police Department

- Please see below information on police activity over the listed period.
- Arrest
 - 1-27-20 – 7000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded

- 1-30-20 – 7400 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-31-20 – 7000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-31-20 – 7000 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
- 1-31-20 – 6700 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 1-31-20 – 5800 Bandera Rd. – Traffic Stop – One Arrested for Driving While Intoxicated– Vehicle Impounded
- 2-02-20 – 6000 Bandera Rd. – Suspicious Person – One Arrested for Possession of a Controlled Substance
- 2-02-20 – 7200 Bandera Rd. – Wanted Person – One Arrested on Active Warrant
- 2-03-20 – 6000 Bandera Rd. – Suspicious Person – One Arrested for Possession of a Controlled Substance
- 2-03-20 – 7000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 2-03-20 – 6900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 2-05-20 – 6100 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 2-07-20 – 6500 Thunderbird – Traffic Stop – One Cited/Released – Vehicle Impounded
- 2-07-20 – 5500 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 2-07-20 – 6700 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 2-07-20 – 5700 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- 2-07-20 – 5700 Bandera Rd. – Traffic Stop – One Arrested for Driving While Intoxicated– Vehicle Impounded
- 2-07-20 – 7100 Huebner Rd. – Suspicious Person – One Arrested, Cited /Released for Possession of Narcotics Paraphernalia
- 2-07-20 – 7100 Bandera Rd. – Suspicious Person – Recovered Stolen Vehicle
- 2-08-20 – 6600 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
- Significant Calls
 - 1-27-20 – 5900 Wurzbach Rd. – Disturbance
 - 1-27-20 – 6900 Bandera Rd. – Crash
 - 1-27-20 – 6500 Grissom Rd. – Crash
 - 1-27-20 – 5300 Wurzbach Rd. – Theft \$100-750
 - 1-27-20 – 5300 Wurzbach Rd. – Recovered Stolen Vehicle
 - 1-27-20 – 6500 Bandera Rd. – Criminal Trespass
 - 1-27-20 – 6800 Forest Crest N – Found Open Garage Door
 - 1-27-20 – 7000 Forest Grove – Found Open Garage Door
 - 1-27-20 – 6000 Forest Ridge – Found Open garage door
 - 1-27-20 – 6000 Walking Gait – Found Open Garage Door
 - 1-27-20 – 7700 Deer Ln. – Found Open Garage Door
 - 1-27-20 – 6500 Chaparral – Found Open Garage Door
 - 1-27-20 – 7300 Ellerby Pt. – Found Open Garage Door
 - 1-27-20 – 7500 Linklea – Found Open Garage Door
 - 1-28-20 – 6200 Echo Hill – Crash
 - 1-28-20 – 6900 Forest Meadow – Found Open Garage Door
 - 1-28-20 – 6600 Evers Rd. – Crash
 - 1-28-20 – 6000 Mike Nesmith – Found Open Garage Door x2
 - 1-28-20 – 7400 High Stepper – Found Open Garage Door
 - 1-28-20 – 5600 Grissom Rd. – Crash
 - 1-28-20 – 5500 Grissom Rd. – Crash
 - 1-28-20 – 6900 Forest Meadow – Recovered Stolen Vehicle
 - 1-28-20 – 7400 Huebner Rd. – Criminal Mischief \$100-750
 - 1-29-20 – 6100 Bandera Rd. – Crash
 - 1-29-20 – 5700 N.W. Loop 410 – Crash
 - 1-29-20 – 5800 Bandera Rd. – Crash

- 1-29-20 – 6700 Yellow Rose – Violation City Ordinance (Parking Violation)
- 1-29-20 – 6300 Parsley Hill – Found Open Garage Door
- 1-29-20 – 5600 Evers RD. – Recovered Stolen Vehicle
- 1-29-20 – 5700 Bandera Rd. – Alarm
- 1-29-20 – 5700 Water Crest – Alarm
- 1-30-20 – 6300 Mary Jamison – Violation City Ordinance (Parking Violation)
- 1-30-20 – 5600 Grissom Rd. – Theft of a Vehicle
- 1-30-20 – 5600 Evers Rd. – Theft of a Vehicle
- 1-30-20 – 7100 Huebner Rd. – Burglary of a Habitation
- 1-30-20 – 7700 Forelock – Disturbance
- 1-30-20 – 5900 Bandera Rd. – Crash
- 1-30-20 – 7100 Bandera Rd. – Crash
- 1-30-20 – 6200 Grissom Rd. – Crash
- 1-31-20 – 6100 Grissom Rd. – Crash
- 1-31-20 – 6200 Bandera Rd. – Crash
- 1-31-20 – 6100 Bandera Rd. – Crash
- 1-31-20 – 7600 Linkview – Found Open Garage Door
- 1-31-20 – 6400 Pacer Trail – Found Open Garage Door
- 1-31-20 – 6400 Balky – Found Open Garage Door
- 1-31-20 – 7300 Canterfield – Violation of City Ordinance (Inoperable Vehicle) x2
- 1-31-20 – 5200 Evers Rd. – Missing person
- 1-31-20 – 6700 Poss Rd. – Crash
- 1-31-20 – 7000 Bandera Rd. – Theft \$100-750
- 1-31-20 – 5600 Evers Rd. – Found Open Door
- 1-31-20 – 6000 Bandera Rd. – Burglary of a Vehicle
- 1-31-20 – 6900 Bandera Rd. – Crash
- 1-31-20 – 6300 Echo Hill – Burglary of a Habitation
- 1-31-20 – 5600 Wurzbach Rd. – Crash
- 2-01-20 – 5600 Bandera Rd. – Crash
- 2-01-20 – 5600 Evers Rd. – Criminal Trespass
- 2-01-20 – 5700 N.W. Loop 410 – Crash
- 2-02-20 – 7000 Huebner Rd. – Crash
- 2-02-20 – 7400 Linklea – Found Open Garage Door
- 2-02-20 – 7400 Linkwood – Found Open Garage Door
- 2-02-20 – 7600 Linkside – Found Open Garage Door
- 2-02-20 – 6400 Pacer Trail – Found Open Garage Door
- 2-02-20 – 6000 Walking Gait – Found Open Garage Door
- 2-02-20 – 7200 Forest Meadow – Found Open Garage Door
- 2-02-20 – 6800 Evening Sun – Found Open Garage Door
- 2-02-20 – 7200 Bandera Rd. – Crash
- 2-02-20 – 6900 Bandera Rd. – Crash
- 2-02-20 – 7100 Larksong – Disturbance
- 2-03-20 – 6300 Marielyne – Burglary of a Vehicle
- 2-03-20 – 6700 Blacksmith – Runaway
- 2-03-20 – 5700 N.W. Loop 410 – Crash
- 2-03-20 – 5300 Wurzbach Rd. – Theft of Vehicle
- 2-03-20 – 5900 Bandera – Disturbance
- 2-03-20 – 6400 Bandera Rd. – Disturbance
- 2-03-20 – 7000 Settlers Ridge – Disturbance
- 2-03-20 – 5700 Bandera Rd. – Crash
- 2-03-20 – 7500 Eckhert Rd. – Alarm

- 2-03-20 – 5600 Bandera Rd. – Crash
- 2-03-20 – 5700 Bandera Rd. – Crash x2
- 2-04-20 – 6400 Bandera Rd. – Crash
- 2-04-20 – 6600 Bandera Rd. – Crash
- 2-04-20 – 6000 Bandera Rd. – Crash
- 2-04-20 – 5600 N.W. Loop 410 – Crash
- 2-04-20 – 6900 Bandera Rd. – Crash
- 2-04-20 – 5700 Bandera Rd. – Alarm
- 2-04-20 – 6800 Poss Rd. – Violation City Ordinance (Parking Violation)
- 2-04-20 – 6200 Bandera Rd. – Theft \$750-\$2500
- 2-04-20 – 5800 N.W. Loop 410 – Crash
- 2-04-20 – 5300 Wurzbach Rd. – Disturbance
- 2-04-20 – 5900 Wurzbach Rd. – Disturbance
- 2-05-20 – 6000 Forest Crest – Violation City Ordinance (Inoperable Vehicle)
- 2-05-20 – 5500 Saffron Way – Violation City Ordinance (Inoperable Vehicle)
- 2-05-20 – 6800 Forest Meadow – Found Open Vehicle Trunk
- 2-05-20 – 6200 Grissom Rd. – Disturbance
- 2-05-20 – 6700 Strawberry Park – Alarm
- 2-05-20 – 5700 Bandera Rd. – Crash
- 2-06-20 – 6700 Bandera Rd. – Crash
- 2-06-20 – 6000 Cammie Way – Found Missing Person
- 2-06-20 – 5700 Wurzbach Rd. – Alarm
- 2-06-20 – 6300 Rue Marielyne – Disturbance
- 2-06-20 – 7200 Bandera Rd. – Crash
- 2-06-20 – 5300 Wurzbach Rd. – Disturbance
- 2-06-20 – 5400 Wurzbach Rd. – Disturbance
- 2-06-20 – 5600 Bandera Rd. – Disturbance
- 2-06-20 – 5600 Evers Rd. – Disturbance
- 2-07-20 – 5600 Grissom Rd. – Disturbance
- 2-07-20 – 6000 Grissom Rd. – Disturbance
- 2-07-20 – 5600 Grissom Rd. – Disturbance
- 2-07-20 – 6300 Rue Marielyne – Disturbance
- 2-07-20 – 7200 Tracebuckle – Disturbance
- 2-07-20 – 6900 Forest Way – Hit and Run Crash
- 2-07-20 – 5500 Bandera Rd. – Crash
- 2-07-20 – 5600 Grissom Rd. – Crash
- 2-07-20 – 6000 Bandera Rd. – Crash
- 2-07-20 – 7400 Linkwood – Found Open Door
- 2-07-20 – 7500 Linkside – Found Open Door
- 2-07-20 – 6700 Thunderbird – Found Open Door
- 2-07-20 – 7700 Deer Ln. – Found Open Door
- 2-07-20 – 6400 Stable – Found Open Door
- 2-07-20 – 5600 Bandera Rd. – Crash
- 2-07-20 – 6800 Huebner Rd. – Crash
- 2-07-20 – 6300 Evers Rd. – Crash
- 2-07-20 – 6000 Grissom Rd. – Assault
- 2-08-20 – 7600 Eckhert Rd. – Graffiti
- 2-08-20 – 5300 Wurzbach Rd. – Theft of a Vehicle
- 2-08-20 – 7300 Crownpiece – Found Open Door
- 2-08-20 – 6700 Grissom Rd. – Apparent Sudden Death
- 2-08-20 – 5600 Evers Rd. – Disturbance

- 2-08-20 – Royal Sun at Seneca – Disturbance
- 2-09-20 – 5900 Trone Trail – Burglary of a Vehicle
- 2-09-20 – 6900 Bandera Rd. – Criminal Trespass
- 2-09-20 – 7400 High Stepper – Theft of Mail
- 2-09-20 – 5600 Bandera Rd. – Crash
- 2-09-20 – 5900 Bandera Rd. – Crash
- 2-09-20 – 6400 Stable – Found Open Door
- Citations - 82
- Warnings – 37
- CID Activity/Active Investigations
 - Cases filed by CID, Three (3):
 - One (1) Possession Controlled Substance < 1 gram
 - One (1) Assault - Body Contact
 - One (1) Assault Bodily Injury
- Active CID Investigations:
 - Sexual Assault-Children (Family)
 - Criminal Mischief 100-750
 - Possession Controlled Substance (Meth) < 1 gram
 - Possession Marijuana
 - Theft \$100-\$750
 - Sudden Death-Infant
 - Failure to Stop and Exchange Information
- Additional CID Activity
 - Ongoing Meetings with the District Attorney’s Office
 - Fifteen (15) Walk in Complaints Handled
 - Review of Google Documents being Downloaded
 - Search Warrant Preparation
 - Grand Jury Subpoenas Prepared
- Code Enforcement/Animal Control
 - (10) Junked/abandoned/illegal vehicles
 - (13) Trash complaints
 - (33) Bandit signs
 - (14) Grass/weed violations
 - (03) Building violation
 - (16) Graffiti complaints
 - () Graffiti violations
 - (03) Noise violations
 - (04) Fence Violations
 - () Pet noise violation
 - (08) Miscellaneous
 - (25) Violation of city ordinance door tags issued
 - (08) Violation of city ordinance letters sent out
 - Code Enforcement is continuing to monitor multiple “hoarder” houses in the city to ensure that cleanup is progressing, and one has been completely completed and sold.
- Animal Control
 - (02) Dead cat
 - (01) Dead Dog
 - (02) Dead Racoons
 - (03) Dead skunks
 - (06) At large dog calls
 - (03) Wild Animal

- (02) Miscellaneous animal calls
- (07) Pet Registration/rabies vaccination cases
- (02) Cat were trapped for TNR program
- (10) Animal Control related VCO door tags were issued
- Impound Lot
 - Vehicles Towed: 50
 - Traffic: 44
 - Arrest: 03
 - VOC 03
- Volunteer Activity
 - Chief Salvaggio, Lieutenant Anderson, and Detective Brooks continue to work closely with Texas Special Olympics for numerous upcoming events.
 - Fourteen (14) officers from the Leon Valley Police Department and the City Manager worked closely with Marshall High School Law and Medical Magnet School. The City Manager and ten officers continued their mentor program, meeting with their assigned students and having lunch time discussions. Officers also continued to train the Marshall Explorer Post in preparation for an upcoming event.

Fire Department

- **Congratulations to Julian Mendoza! (service progression)** – Firefighter Mendoza will be starting a new chapter with the San Antonio Fire Department academy in two weeks. We wish him continued success towards all of his future endeavors. Thank you for your service to the City of Leon Valley!
- **Congratulations Alex Lyons (service progression and continuous education training)** – Firefighter/Paramedic/Police officer Lyons is attending the Texas Commission on Fire Protection Hazmat Technician training in Dallas, TX. A Hazardous Materials Technician performs emergency response to an occurrence which results in, or is likely to result in, an uncontrolled release of a hazardous substance where there is a potential safety or health hazard (i.e., fire, explosion, or chemical exposure). The Hazardous Materials Technician assumes a more aggressive role than a first responder at the operations level, in that the Hazardous Materials Technician will approach the point of release. The Hazardous Materials Technician is expected to use specialized Chemical Protective Clothing (CPC) and specialized control equipment.
- **Marshall Magnet School EMS skills competition (Skill USA) (community service)** – The fire department will be assisting the Marshall Magnet School with an EMS skills competition (Skill USA). Skills USA is a nationwide skills event for high school students learning technical trades. The local competition will take place February 15th with the hopes that one or multiple teams will be able to attend the state competition in Corpus Christi. Our firefighters have been and will be assisting in helping the students practice along with testing them out during the competition.
- **Fire Cost Recovery Program (cost recovery)**- Our Accident Cost Recovery collection to date is \$50,514.36 with a 98% recovery rate.
- **Platform 159 Operations facilitated by Thomas, Jaaron (service progression and continuous education training)**- This classroom training consists of going through operation procedures in the case of an actual fire. The team trained on pumper operations, line deployment, water stream operations as well as new driver training. The purpose of this training is to ensure procedures are second nature; communication with your team, apparatus placement and water supply. Firefighters greatest enemy is time so they have to ensure every action is completed and every step delivered with precision. In addition, being proactive and thinking outside the box for unusual situations.
- **The Census 2020 Complete Count Committee (community service)** – We would appreciate it if everyone would complete the questionnaire mid-March, by way of online, by phone or mail. Computer stations are available at the Library at 6425 Evers Rd, Leon Valley, TX 78238. If we receive a great

Census 2020 questionnaire response, this would possibly provide federal funding towards improving our Leon Valley community. The Census count impacts the federal funds that communities receive for Hospitals & Healthcare, Public Safety, Roads & Transportation and Schools & Education (special education, classroom technology, teacher training, after-school programs, school lunch assistance). “In Leon Valley You Count!”. For additional information please visit,

http://www.leonvalleytexas.gov/quick_links/census_2020.php or <https://2020census.gov/>.

- **Congratulations Andrew Patterson (service progression and continuous education training)** – Firefighter Patterson has completed the assigned topic Neonatal Emergencies – Advanced and Hazard Communications.
- **Congratulations Joseph Valadez (service progression and continuous education training)** – Lieutenant Valadez has completed the assigned topic Pediatric Assessment and Pediatric Environmental Emergencies.
- **Congratulations Bryan Peterson (service progression and continuous education training)** – Firefighter Peterson has completed the assigned topic Hazard Communications, Neonatal Emergencies – Advanced, Pediatric Assessment and Pediatric Environmental Emergencies.
- **Congratulations Jim Ortiz (service progression and continuous education training)** – Lieutenant Ortiz has completed the assigned topic Sleep Deprivation and Obtaining a Comprehensive Patient History.
- **Congratulations Erik Bernal (service progression and continuous education training)** – Firefighter Bernal has completed the assigned Pediatric Environmental Emergencies.
- **Congratulations Jordan Garcia (service progression and continuous education training)** – Firefighter Garcia has completed the assigned topic Pediatric Environmental Emergencies, Neonatal Emergencies – Advanced and Pediatric Assessment.
- **Congratulations Wade Clapper (service progression and continuous education training)** – Captain Clapper has completed the assigned topic Pediatric Environmental Emergencies, Pediatric Assessment, Respiratory Syncytial Virus (RSV), Pediatric Medical Emergencies and Patient Assessment - Back to Basics.
- **Congratulations Connor Hughett (service progression and continuous education training)** – Firefighter Hughett has completed the assigned topic Hazard Communications

Community Development Department

- Zoning Code/Comprehensive Plan Revisions
 - Staff and the Zoning Commission developed a Request for Proposals for qualified firms to provide assistance to the City in developing necessary updates to the Plan. Among the Comprehensive Planning elements that will be addressed in the RFP are, Fiscal Impact Analysis, Future Land Use Planning, and Transportation Planning. At their October 22, 2019 meeting, the Zoning Commission recommended that the Council authorize Staff to issue the RFP. The City Council authorized Staff to issue the RFP at their November 19, 2019 meeting. Due to the Holidays, Staff released the RFP for solicitation on January 10, 2020. The deadline for submittals is February 14, 2020. The full RFP can be found at:
<http://www.leonvalleytexas.gov/government/finance/docs/RFP%20-%20Comp%20Plan%20Services%20FINAL.pdf>.
- Zoning Commission
 - The Zoning Commission held a Regular Meeting on Tuesday, February 11, 2020. The following items were considered:
 - SUP-2020-01 (Specific Use Permit) – A Specific Use Permit for a Funeral Home at 6401 El Verde. **Approved**
 - The next Zoning Commission meeting is scheduled for Tuesday, February 25, 2020. The following items are tentatively scheduled for consideration:

- SUP-2020-02 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use at 6565 Bandera Road.
 - SUP-2020-03 (Specific Use Permit) – A Specific Use Permit for Entertainment Indoor Use at 7022 Bandera Road.
- Board of Adjustment
 - No new business.
- Plats
 - Staff has not received any new plats.
- City Council
 - The Planning and Zoning Department has the following development related Items scheduled for consideration at the February 18, 2020 City Council meeting:
 - SUP-2019-15 (Specific Use Permit) – An SUP for Outside Storage at 5415 Bandera Road. (2nd Reading – Tabled from February 4, 2020 meeting)
 - CA-2019-14 (Code Amendment) – An Amendment to Chapter 15, Zoning Ordinance; Renaming the Zoning Commission and Establishing a Planning and Zoning Commission. (1st Reading)
 - CA-2019-21 (Code Amendment) – An Amendment to Section 15.02.113, of the Zoning Code, Regarding Noticing and Scheduling Requirements for Public Hearings. (1st Reading)
 - SUP-2019-14 (Specific Use Permit) – An SUP for Manufacturing at 5405 Bandera Road. (1st Reading)
 - SUP-2020-01 (Specific Use Permit) – A Specific Use Permit for a Funeral Home at 6401 El Verde. (1st Reading)
- Permitting and Records
 - 24 Walk-Ins
 - 7 Building Permits Issued/Processed (including trade permits)
 - Received 12 Certificate of Occupancy Applications
 - Issued 3 Certificates of Occupancy

Economic Development

- Meetings with property owner Ron Ray
- ED site visit with businesses
- Meeting with new potential developers on El Verde Road and Poss Road
- Facilitated ON IT team meetings
- Stop Work Orders:
 - None issued
- Businesses that Received Certificates of Occupancy
 - 5405 Hurley - Premier Home Health Agency
 - 6543 Bandera Rd - The Emery Group
 - 5504 Bandera Rd - 506 Nocturnal Audio Visual
- Working on continuing education for IEDC.

City Secretary

- Since the last report, the City Secretary's Office has received 25 open record requests. As requested by City Council, I have included the names of those who submitted the 25 requests.
 - The requestors were:
 - Jaime Reyes
 - William Gavit of Thomas J. Henry Law Firm
 - Jen Graves of 1 Hope for Kids, Inc.
 - Ashlee Watters of Global Zoning
 - Eric Sneathen
 - Alexis Vera of Davis Law Firm
 - Aleisha Harwood of Construction Monitor
 - David Taylor of HBW, Inc.
 - Suma Sureschchandra of Building Hunter Research Team
 - Paige Grass of Comedy Driving, Inc.
 - Patty Santos, KSAT 12
 - David Hutsell
 - Josh Stevens
 - Crystal Ovalle, Uvalle Law Firm
 - Yesica Antu-Sanchez of Bexar Appraisal District
 - August Endsley
 - Justin Pulliam
 - Daniel Carter of the School of Journalism and Mass Communication
 - Aaron Cabrera of The Osiris A. Gonzalez Law Firm
 - Andrea Trevino of Goldman & Peterson, PLLC
 - William Johnson
 - Mayor Chris Riley
 - Rose Zachary of LexisNexis
 - (2) Kevin Wiley
- Drafted one (1) letter to the Texas Attorney General seeking an opinion.
- Responded to two Complaints filed with the Texas Attorney General. One complaint was filed by Josh Stevens; and the other was filed by Justin Pulliam.
- Prepared, posted and drafted City Council agendas.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Received Applications for a Place on the Ballot for the May 2, 2020 General Election.
- On-Going Current Projects:
 - Submitted 23 ordinances to Franklin Publishing for Codification of Supplement No. 3 to the City of Leon Valley's Code of Ordinances – *Still awaiting the arrival of the supplement*
 - Preparing for the 2020 Volunteer Appreciation Dinner
 - Contract Inventory
- Building Maintenance:
 - Had A/C preventative maintenance performed at City Hall and Police Department.

Special Events/Community & Conference Center

- Ongoing Projects:
 - 4th of July applications for sponsors and parade participants now available on our website;
 - Coordinating a contest with our local schools for potential Soap Box Derby drivers;
 - Met with Engineer last month about remodel details for the Community Center; plans to be presented to City Council soon;

- Coordinating a “Healthy Community Challenge Event” with Elevate Our Veterans, LV Police and LV Fire for February 22nd, 2020 at 9 AM at Raymond Rimkus Park for the It’s Time Texas Community Challenge;
- Coordinating with Public Works for the next Movies in the Pool event beginning May 23rd, 2020;
- Coordinating the 4th of July Festival;
- Coordinating the Soap Box Derby Event for October 31st, 2020;
- Ordered 2020 Fiesta Medals; Arriving mid-February.

Library

- Worked with Vickie Wallace on drafting a grant contract resolution for February City Council Meeting
- Submitted Dollar General Summer Reading Grant
- Completed 1st phrase of Library Capital Acquisition plan. Will get with Michael Tristan for air condition renovation estimate.
- Created and submitted flyer for water bill distribution
- All Census Poster submissions are hanging in the library
- Redesigning library website for modern appeal—in process
- February is Love Your Library Month!
- Preparing for Spring Break!
- Community Outreach Program to School of Science and Technology—Friday, February 28, 2020
- January Statistics:
 - Adult programming attendance: 35.6% increase
 - Adult programs: 16.67% increase
 - Computer use: 17.38% increase
 - WIFI: 18.02% increase
 - Kid’s computers: 5.31% increase
 - Volunteer Hours: 68.18% increase
- **Closures: LIBRARY CLOSED FOR PRESIDENT’S DAY—Monday, February 17, 2020**

Upcoming Events:

- Special City Council Meeting Tuesday, February 18, 2020, at 5:30 p.m. in Council Chambers.
- Regular City Council Meeting Tuesday, February 18, 2020, at 6:00 p.m. in Council Chambers.
- Next Regular City Council Meeting Tuesday, March 3, 2020, at 6:00 p.m. in Council Chambers.
- 26th Annual Basura Bash Waterways Cleanup on February 15, 2020 (8:00 a.m. - 12:00 p.m.). The Cleanup will be Zarzamora Creek (Loop 410 to Bandera Rd.) meet up will be at 6501 Bandera Rd. (HEB parking lot near Zarzamora Creek).
- AARP Foundation is offering free tax preparation to anyone of any age. These services will be held at the Leon Valley Community Center beginning February 5 through April 9, 2020 (except for March 5th) on Tuesdays and Thursdays ONLY!
- Northwest Senior Citizens – Trash & Treasure Sale, Saturday, March 14, 2020, from 9:00 a.m. to 2:00 p.m.
- Its Time Texas Community Challenge is an 8-week competition that unites and mobilizes schools, businesses, organizations, community members, and mayors toward the common goal of transforming your community's health. This year's Community Challenge starts- January 6th -March 1st.
- Volunteer Appreciation Dinner, Thursday, April 2, 2020, at 6:00 p.m., at the Leon Valley Conference Center.
- Earthwise Living Day March 7, 2020, from 9:30 AM – 1:30 PM at the Leon Valley Community Center.
- Library Events
 - Resume Writing—Monday, February 10, 2020 at 3:00PM
 - Mo Willems Birthday Event—Tuesday, February 11, 2020 at 10:30AM

- Dance Party—Friday, February 14, 2020 at 4:30PM
- Clifford Crafts—Saturday, February 15, 2020 at 10:30AM
- Hour of Code—Tuesday, February 18, 2020 at 4:30PM
- Dabblers Art Club—Thursday, February 20, 2020 at 5:30PM
- Historical Society Meeting—Thursday, February 20, 2020 at 6:30PM
- AARP Tech Workshop—Friday, February 21, 2020 at 11:30AM
- Crafternoon--Saturday, February 22, 2020 at 11:30AM
- Light Switch Craft—Tuesday, February 25, 2020 at 5:30PM
- Yoga--Every Sunday at 3:00PM (January 19-March 8, 2020)
- Adventure Club—Every Wednesday at 10:30AM
- Storytime—Every Thursday at 10:30AM
- Movies at the Pool:
 - May 23, 2020, located at the Community Pool at 6600 Strawflower featuring, “Finding Dory”.
 - June 12, 2020, located at the Forest Oaks Pool at 6221 Forest Grove featuring, “Avengers, End Game”.
 - July 17, 2020, located at the Community Pool at 6600 Strawflower featuring, “Toy Story 4”.
 - August 4, 2020, located at the Forest Oaks Pool at 6221 Forest Grove featuring, “Aladdin”.
- Committee Meetings:
 - 02/25/20 - Zoning Commission meeting at 6:30 p.m. at City Hall.
 - 02/24/2020 - Census Complete Count Meeting at 6:00 p.m. at the Fire Department.
 - 2/24/20 – The Tree Advisory Board will meet at Public Works at 6:00 pm.
 - 02/13/20 -Library Board of Trustees meeting at 5:30 p.m. at the Library.
 - 02/19/20 - Ethics Review Board Meeting 5:00 p.m. at City Hall.