



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: July 31, 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
07/05/2020 – 07/11/2020	58	-	-	-	-	-	-
07/12/2020 – 07/18/2020	-	-	-	-	-	-	-
07/19/2020 – 07/25/2020	56	16					

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
07/16/2020	74	53	21
07/23/2020	102	64	38

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 07/14/2020 – 07/27/2020
UTILITY PAYMENTS	406
UTILITY NEW SERVICE	7
PERMITS COM DEV	55
COURT	137
RLC FINES	41
RLC LATE FEES	2
IMPOUND LOT FEES	14
TOWING FEES PAYABLE	15
GARAGE SALE	6

MESCELLANEOUS	112
TOTATL	795

Public Works

- Projects:

- The contractor for the LC-17 Flood Project is currently working on the gabion erosion control devices at the Huebner Onion Natural Area Park near the Bandera Road bridge. El Verde Road received an asphalt overlay and it looks and drives much better. The contractor will be performing work noted in the walkthrough performed two weeks ago on the El Verde Road portion of the project. They continue to haul off the soils stockpile and continue the creek grading, seeding & planting. Substantial completion is expected in mid-August, weather permitting.
- Staff will be meeting with the contractor for the FY 2020 Street Maintenance Project for a pre-construction meeting on Tuesday, July 28th. Once the contracts are signed, we will proceed with a start date.
- The new crosswalk project is almost complete. The new crosswalks are located at Poss and Peachtree, and on Huebner at the elementary school and at Balky. The contractor has started on the punch list and should be complete by the end of 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 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 contractors to resubmit quotes, as they left out some work items. 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 completed. The County will now perform testing to make sure it's fully operational. Once completed, the County will do a final test with our Fire Department personnel to simulate flooding, to make sure the lights come on, the gates are activated, and proper status is displayed on the website. The contractor will show us how to look at the data through the software. These new gates will flash, open, and close on their own as they sense floodwaters rising.
- The City Engineer/Architect prepared plans and specifications for the Community Center remodel. The bids have been opened, but the project may have to be rebid due to some errors in the bid document and an error on the part of one bidder.
- Staff and the City Engineer are working on rewrites to the sub-division code.
- The Crew finished the concrete foundation for the butterfly pavilion at Raymond Rimkus Park and the Maintenance Crew completed the building of the pavilion.
- The Crew will begin crack sealing next week in Sun Valley and Monte Robles Park in preparation for the street maintenance project seal coat.
- The Crew is making repairs to the asphalt walking path at the Old Mill Park and will prepare the trail for an asphalt overlay.
- Disinfected all playgrounds, restrooms, outdoor fitness equipment at all parks.
- Completed mowing and trimming in Mow Zone 3 (Sawyer Road, Old Mill drainage area). Moving to Zone 1 this week.
- The Crew trimmed up the trees along the Evers Road pool frontage.
- We took care of OnIt reports regarding Graffiti in Rimkus Park.
- We assisted the apartments at Shadow Mist with isolating a main valve.
- We repaired a main break over the weekend at 6821 Bandera Rd.
- We continued clearing a blocked sewer main located in the Seneca Creek easement and preparing for a video to determine if the main needs replacing.

- We issued hangtags and performing disconnects of water service due to nonpayment.
- We worked with John Marshall High School to install new meters for their new construction projects.
- Training
 - Maintenance Crew Foreman Michael Tristan took the class to become a Licensed Irrigation Technician and is now waiting to receive the approval to take the test.
- Meetings/Events
 - 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
 - 7-15-20 – 6500 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 7-15-20 – 6800 Huebner Rd. – Traffic stop – One Cited/Released – Vehicle Impounded
 - 7-15-20 – 6300 Seneca Dr. – Crash – One Cited/Released
 - 7-17-20 – 6800 Timberhill – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 7-17-20 – 6700 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 7-17-20 – 6100 Bandera Rd. – Traffic Stop – Warrant Arrest- Vehicle Impounded
 - 7-18-20 – 5600 Caraway Bend – Violation of City Ordinance/Vehicle Impounded
 - 7-19-20 – 6700 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 7-19-20 – 6800 Timberhill – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 7-20-20 – 6600 Timberhill – Traffic Stop – One Cited/Released – One Arrested/Felon Poss of Firearm
 - 7-22-20 – 7200 Bridle Path – Emergency Detention – One Arrest
 - 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
- Significant Calls
 - 7-13-20 – 6600 Charles Field – Alarm
 - 7-13-20 – 6900 Shadow Mist – Suspicious Vehicle
 - 7-13-20 – 6800 Huebner Rd. – Suspicious Person
 - 7-13-20 – 5600 Grissom Rd. – Crash
 - 7-13-20 – 7700 Forelock Dr. – Disturbance
 - 7-13-20 – 7100 Bandera Rd. – Theft
 - 7-13-20 – 7000 Bandera Rd. – Crash
 - 7-13-20 – 6100 Evers Rd. – Burglary Habitation
 - 7-13-20 – 6800 Blacksmith – Apparent Sudden Death
 - 7-13-20 – 6500 Grissom Rd.
 - 7-13-20 – 4700 Wurzbach Rd. – Theft of a Motor Vehicle
 - 7-13-20 – 5400 Grissom Rd. – Recovered Stolen Property
 - 7-14-20 – 6100 Bandera Rd. – Crash
 - 7-14-20 – 5900 Bandera Rd. – Crash

- 7-14-20 – 6600 Countess Adria – Simple assault
- 7-14-20 – 7000 Bandera Rd. – Crash
- 7-14-20 – 6400 Evers Rd. – Found Open Door
- 7-14-20 – 6600 Gristmill – Found Open door
- 7-14-20 – 5600 Grissom Rd. – Crash
- 7-14-20 – 5900 Bandera Rd. – Crash
- 7-14-20 – 5900 Bandera Rd. – Crash
- 7-14-20 – 5600 Grissom Rd. – Disturbance
- 7-14-20 – 6400 El Verde Rd. – Suspicious Vehicle
- 7-15-20 – 6100 Forest Ct. – Disturbance
- 7-15-20 – 5600 Evers Rd. – Disturbance
- 7-15-20 – 6800 Forest Heaven – Disturbance
- 7-15-20 – 6800 Bandera Rd. – Violation City Ordinance
- 7-15-20 – 5600 Evers Rd. – Crash
- 7-15-20 – 6300 Seneca Dr. – Crash
- 7-16-20 – 6100 Wurzbach Rd. – Information on a Forgery
- 7-16-20 – 7400 Huebner Rd. – Crash
- 7-16-20 – 7100 Bandera Rd. – Crash
- 7-16-20 – 5600 Loop 410 – Violation City Ordinance
- 7-16-20 – 7100 Bandera Rd. – Violation City Ordinance
- 7-16-20 – 6800 Huebner Rd. – Criminal Trespass Warning
- 7-16-20 – 6900 Bandera Rd. – Crash
- 7-16-20 – 6500 Stable Dr. – Theft
- 7-16-20 – 6000 Grissom Rd. – Disturbance
- 7-17-20 – 6100 Wurzbach Rd. – Alarm
- 7-17-20 – 6700 Bandera Rd. – Disturbance
- 7-17-20 – 5600 Evers Rd. – Disturbance
- 7-17-20 – 5600 Grissom Rd. – Disturbance
- 7-17-20 – 6100 Wurzbach Rd. – Alarm
- 7-17-20 – 6900 Sunlight – Suspicious Vehicle
- 7-17-20 – 5400 Bandera Rd. – Criminal Mischief
- 7-17-20 – 6600 Bandera Rd. – Crash
- 7-17-20 – 6500 Charles Field – Violation City Ordinance
- 7-17-20 – 5900 Wurzbach Rd. – Vehicle Fire
- 7-17-20 – 6500 Caraway Bend – Violation City Ordinance
- 7-17-20 – 5600 Bandera Rd. – Criminal Mischief \$2,500-\$30,000
- 7-18-20 – 7000 Bandera Rd. – Lost Property
- 7-18-20 – 7000 Bandera Rd. – Crash
- 7-18-20 – 5600 Bandera Rd. – Crash
- 7-18-20 – 6100 Wurzbach Rd. – Alarm
- 7-18-20 – 5400 Bandera Rd. – Theft
- 7-18-20 – 6900 Forest Grove – Suspicious Person
- 7-18-20 – 5600 Evers Rd. – Disturbance
- 7-18-20 – 6500 Bandera Rd. – Crash
- 7-18-20 – 6100 Edinborough – Disturbance
- 7-18-20 – 5600 Evers Rd. – Disturbance
- 7-19-20 – 6440 Evers Rd. – Graffiti
- 7-19-20 – 6400 Bandera Rd. – Crash
- 7-19-20 – 5300 Bandera Rd. Crash
- 7-19-20 – 5600 Evers Rd. - Disturbance
- 7-19-20 – 6100 Royal Sun – Suspicious Person

- 7-19-20 – 5600 Poppy Seed Run – Disturbance
- 7-19-20 – 5600 Grissom Rd. – Harassment / Phone
- 7-19-20 – 6900 Forest Grove – Theft \$750-\$2,500
- 7-19-20 – 5800 Grasshill Dr. – Apparent Sudden Death
- 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 – 5900 Bandera Rd. – Crash
- 7-20-20 – 6700 Wurzbach Rd. – Crash
- 7-20-20 – 7300 Reindeer Trail– Alarm
- 7-20-20 – 6800 Bandera Rd. – Alarm
- 7-20-20 – 5500 Wurzbach Rd. – Disturbance
- 7-20-20 – 5900 Forest Mill – Disturbance
- 7-20-20 – 7200 Bandera Rd. – Alarm
- 7-21-20 – 6100 Wurzbach Rd. Crash
- 7-21-20 – 6800 Huebner Rd. – Violation of City Ordinance
- 7-21-20 – 6400 Bandera Rd. – Crash
- 7-21-20 – 7500 Linkside – Threats
- 7-21-20 – 5400 Bandera Rd. – Alarm
- 7-21-20 – 5400 Grissom Rd. – Information
- 7-21-20 – 5800 Wurzbach Rd. – Disturbance
- 7-22-20 – 5600 Evers Rd. – Phone Harassment
- 7-22-20 – 6300 Bandera Rd. – Burglary of a Vehicle
- 7-22-20 – 5900 Wurzbach Rd. – Theft
- 7-22-20 – 5600 Evers Rd.
- 7-22-20 – 6000 Grissom Rd. – Criminal Mischief
- 7-22-20 – 5900 Wurzbach Rd. – Crash – MV/Ped
- 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
- 7-23-20 – 7000 Bandera Rd. – Crash
- 7-24-20 – 6000 Bandera RD. – Crash
- 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
- 7-25-20 – 4900 N.W. Industrial – Graffiti
- 7-25-20 – 5600 Bandera RD. – Graffiti
- 7-25-20 – 6500 Bandera Rd. – Alarm
- 7-25-20 – 6000 El Verde Rd. – Alarm
- 7-25-20 – 6500 Bandera Rd. – Alarm
- 7-25-20 – 7200 Grass Valley – Alarm
- 7-26-20 – 6700 Timber Leaf – Found Open Door
- 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
- Citations - 48
- Warnings – 39
- Cases Filed by CID, One (1):
- One (1) Evading Arrest, at large
- Additional CID Activity:
 - Theft of Motor Vehicle
 - Aggravated Assault
 - Aggravated Assault-Strangulation
 - Unlawful Possession of Firearm by Felon
 - Hit and Run
 - Evading Arrest
 - Theft of Service
 - Created 18 video's for District Attorney's Office
 - CID Actively Working two Hit and Run Accidents
 - Registered One New Sex Offender
 - CID Handled Twenty-Eight (28) Walk-In Complaints
- Code Enforcement
 - Forty-eight (48) Violation of City Ordinance Door Tag Warnings were Issued
 - Fifty-two (52) Violation of City Ordinance Warning Letters were Sent
 - Seven (7) Violation of City Ordinance Citations were Issued
 - Fifteen (15) Junk/Abandoned Vehicles were Tagged
 - Twenty-three (23) Bandit Sign Complaints
 - Four (4) Noise Violations
 - Fourteen (14) Graffiti Complaints
 - Ten (10) Building Code Violations
 - Fifty-four (54) High Grass/Weed Violations
 - Six (6) noise violations
 - Seventeen (17) Trash/Debris Complaints
 - Two (2) Pool Violations
 - Five (5) Fence Violations
- Animal Control
 - Nine (9) VCO warning letters were sent
 - Eleven (11) Animal Control related door tag warnings were issued
 - Six (6) Animal Control related letters were sent

- Five (5) Animal Control related citations were issued
- Fifteen (15) at large dog calls and two were impounded
- Twelve (12) dead animal pick up calls included
- Eleven (11) miscellaneous animal calls
- Seven (7) wild animal related calls
- Two (2) confirmed dog bite/attacks
- Traffic Unit
 - Moving Violations 62
 - Non-Moving Violations 00
 - Warnings 09
 - VCO 00
 - Vehicles Impounded 06
- Impound Lot
 - Moving Violations 21
 - Non-Moving Violations 12
 - Warnings 06
 - VCO 00
 - Vehicles Impounded 03
- 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.
 - The Leon Valley Police Department joined together with the Fire Department to conduct three (3) drive-by birthday parties for children in the Leon Valley area.

Fire Department

- The Fire Department has received several donations to the Blessing box over the last two weeks. We are currently working with Maribelle to find an additional resource that may need the extra items we have collected. The fire department will be delivering all the contents to several senior citizens this week to make room for additional items.
- Project Cool is in full swing. Four more fans were donated to the department and they will be dispersed to citizens in need.
- The fire department has assisted the Bexar County Fire Marshal's Office with documentation following investigators tested positive.
- The fire department participated in the funeral of Bexar County Emergency Manager Kyle Coleman by providing our Honor Guard for all movements of Mr. Coleman.
- Firefighter were assigned to the Callahan Road bridge overpass for the funeral procession. Statistics from 7/16/2020 – 7/30/2020
 - Overall Responses
 - Total Fire Department Calls for Service 89
 - Average response time 4:32

○ Fire Services	
▪ Fire and Non-EMS Calls for Service to the community	20
○ EMS	
▪ Emergency Medical Service Calls for Service to the community	57
▪ COVID EMS Calls for Service	19
▪ Motor Vehicle Accident Calls for Service	10
○ Fire Marshal Services	
▪ Local Business Fire Inspections	34
▪ Plan Reviews	11
▪ Enforcement Citations	00

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 and anticipates making a recommendation to the City Council in August.

- Planning and Zoning Commission
 - The Planning and Zoning Commission held a Regular Meeting on Tuesday, July 28, 2020. The following items were discussed:
 - Discussion regarding the pending RFP for Comprehensive Planning Services
 - Training Session Regarding Platting requirements.
 - The next Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, August 11, 2020. The following items are tentatively scheduled for consideration:
 - 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.

- Board of Adjustment
 - The Board of Adjustment held a meeting on Thursday, April 16, 2020. The following item was considered.
 - VR-2020-01 (Variance) - A request by White-Conlee Builders for a Variance to the Zoning Code regarding minimum lighting standards at 5072 Timber Hill Drive.
Approved

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

- City Council
 - The Planning and Zoning Department has the following development-related items scheduled for consideration at the August 4, 2020, City Council Meeting:
 - A Request by Jay Castaneda, for a Specific Use Permit for a New Commercial Development at 7125 and 7129 Bandera Road. (2nd Reading)

- Permitting and Records
 - Received 57 Building Permit Applications (including trade permits)
 - Issued 25 Building Permits (including trade permits)

- Issued 5 Certificates of Occupancy
 - The Gathering Place Church - 6854 Bandera Rd, Leon Valley, TX 78238
 - Total-Care DME Llc, (Medical Equipment) - 5405 Bandera Rd Suite #117, Leon Valley, TX
 - Planet Bike - 6504 Bandera Rd Suite 2, Leon Valley, TX 78238
 - Rely Signs - 6553 Bandera Rd., San Antonio, TX 78238
 - Elevate Pharmacy - 6825 Bandera Rd, Leon Valley, TX 78238

Business Relations - Economic Development

- Facilitated ONIT Team meeting – 07/15/2020
- Small Business Mask Distribution at City Hall – 07/16/2020
- Ribbon Cutting Ceremony – Melissa Digs Hair – 07/20/2020
- Facilitated Economic and Community Development Advisory Committee Meeting – 07/20/2020
- Facilitated teleconference call – White House Briefing – 07/22/2020
- Facilitated presentation of Economic Development Business Tools from Local Intel – 07/22/2020
- Attended OU EDI Webinar meeting: “Who is an Entrepreneur” – 07/23/2020
- Working of 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:
 - Composed and mailed 48 certified letters - Notice of Violation for business operating without a Certificate of Occupancy. The list included: 1) Businesses without a valid certificate of occupancy, 2) Businesses who began the certificate of occupancy application and did not complete the process, and 3) Businesses with incorrect information on the certificate of occupancy.
 - Staff has been working with many of these businesses for more than 6-12 months.
- Business Code Enforcement:
 - 5700 Wurzbach – Sunset Plaza – Trash and Debris – Citation
 - 5752 Wurzbach – Sari-Sari Filipino Restaurant and Market – Trash – site visit and discussion
 - 6504 Bandera #2 – Bike Planet – Outside Storage – Notice of Violation
 - 7500 Eckhert – Eckhert Shopping Center – Fallen Fence – Citation
- Sales Tax Certificates:
 - Located 2 businesses whose sales tax certificate was distributing to the wrong city. Both were corrected so that Leon Valley now receives the sales tax.
- Citations Issued:
 - 6 citations were physically issued to businesses who have been out of compliance between 6 months to 2 years.
 - 12 citations will be mailed to businesses who have been out of compliance between 6 months to 2 years.
- 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:
Bob Werner – City Manager benefits and salary
Sandra Martinez Campos Caldwell – Police report
- Submitted one letter to the Texas Attorney General seeking an opinion to withhold records.
- Submitted records related to one ORR to the City Attorney to submit a letter to the Texas Attorney General, seeking an opinion to withhold records.
- Worked with the Temporary Ethics Compliance Officer and ERB Liaison on current matters.
- Submitted three resolutions to the Bexar County Elections Administrator along with a signed contract calling for a November 03, 2020, General and Special Election for the City of Leon Valley.

- Submitted ordinances to Franklin Legal Publishing for Supplement No. 4 of the City of Leon Valley’s Code of Ordinances.
- Received a TMCA Registration Seminar Scholarship that will be used for training through the Texas Municipal Clerks Certification Program (TMCCP) towards the City Secretary’s third recertification.
- 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 shelving to be placed in a custodial closet to re-organize and simplify cleaning supplies.

Open Records Request Coordinator

- Since the last report, we received 12 open record requests. As requested by City Council, we include the names of those who submitted the 12 requests.
 - The requestors were:
 - Bob Werner
 - Oriana J. Serna
 - Will Bradshaw
 - Will Bradshaw
 - Mariah Medina
 - Mary Ann Frisbie
 - John Orr
 - Christopher M. Karl
 - Victoria Lozano
 - Department of Veterans Affairs
 - Heather Kay
 - Jesus Salazar III
 - The Leon Valley Police Department processed 30 open record requests for incident/crash reports.
 - Assisted City Secretary with 2019 December minutes
- On-Going Current Projects:
 - Working on Open Records Request training

Library

- Circulation Statistics
 - Curbside & Circulation Report for 7/14 – 7/28 Totals: 395
 - Curbside & Circulation Report for 7/1 – 7/29 Totals: 874
- 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 5th, 12th, 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 6th, 13th, & 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 7th from 3:30 pm – 4:00 pm, 11th from 1:30pm – 2:00pm, & 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:

- Special City Council Meeting is scheduled for Tuesday, August 4, 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.
- Next Special City Council Meeting Tuesday, August 18, 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 11, 2020, if necessary.