



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: November 29, 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
 - One Firefighter Paramedic Position
 - Library
 - PT Library Aide, currently in the background process.
 - Maintenance Crewman
 - Interviews scheduled December 3, 2019

Public Works

- Projects:
 - The LC-17 crew will be shaping the creek bed and working on El Verde road. Due to the rains, their new completion date is in February of 2020.
 - Leon Valley Street Maintenance Year 2 – we will be performing a walk through this week and preparing a punchlist for corrections.
 - Staff has received approval from VIA for the library and park bus shelter artwork. The contractor will be installing the artwork shortly.
 - City Crews have started the concrete project on El Verde Road in front of the fire station. Work is expected to take 6 – 8 weeks, depending on weather and concrete curing times.
 - Staff will be forwarding the results of the planning workshop to Directors from CPS Energy and ClearResult to identify ways the City can reduce their energy usage at city facilities.
 - Bexar County is moving forward with the installation of flood gates along Poss and Evers. They expect to install them in either December or January.
 - Staff has contacted construction and landscaping companies for the remodel of the restrooms at the Leon Valley Community Pool and installation of landscaping in the adjacent vacant lot. The information was presented to the City Council on November 19th and will now be presented at the Town Hall meeting in January.
 - The Grass Hill generator project is complete and Staff will perform a final walk through this week.
 - The Forest Meadow drainage improvements project continues. The Forest Meadow entrance to the park is limited, as this area is in the work zone.

- Staff has chosen the streets for the FY 2020 Street Maintenance Project, based on their ranking. The City Engineer is preparing the plans and bid specifications.
- The engineer has begun preparing bid documents for the Grass Hill elevated tank rehabilitation project.
- Plans for ADA sidewalk extensions across the alleys in Linkwood are being developed.
- The City will be receiving \$1,346,000 from Bexar County to complete a flood remediation project in the Seneca West area. The City Engineer will begin the design and engineering of the project at the first of the new year.
- Staff is finalizing water and sewer main replacement plans and will consult with our rate consultant on how to pay for these much needed improvements.
- Continuing to remove asphalt on El Verde Road for concrete in front of the fire station.
- Finalizing holiday lighting and decorations at all facilities in preparation for the Holiday Lighting Ceremony and other December holiday activities.
- Repairing water main at John Marshall High School.
- Removing water source at empty lot on Blackberry Drive. Homeless persons are back to using this for their showers, so the line will be capped and buried.
- Taking M-8 old mid-sized dump truck out of service and placing in auction for sale.

Police Department

- Please see below information on police activity over the listed period.
- Arrest
 - 11-11-19 – 7100 Bandera Rd. – One Male Subject Transported to Haven for Hope
 - 11-11-19 – 5900 Wurzbach Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 11-12-19 – 5600 Evers Rd. – One Arrested for Criminal Trespass
 - 11-12-19 – 7200 Gumtree – One Arrested for Criminal Trespass and Resisting Arrest
 - 11-13-19 – 7000 Bandera Rd. – Traffic Stop – Cited/Released – Vehicle Impounded
 - 11-13-19 – 7100 Huebner Rd. – Theft < \$100 – One Arrested/Cited/Released
 - 11-13-19 – 7000 Forest Grove – Disturbance – One Arrested on Active Felony Warrant
 - 11-14-19 – Bandera at Huebner Rd. – One Male Subject Transported to Haven for Hope
 - 11-14-19 – 5700 Bandera Rd. – Crash – One Cited/Released – Vehicle Impounded
 - 11-15-19 – 6700 Bandera Rd. – Traffic Stop – Cited/Released – Vehicle Impounded
 - 11-15-19 – 5300 Bandera Rd. – Traffic Stop – Cited/Released – Vehicle Impounded
 - 11-16-19 – 5600 Bandera Rd. – One Arrested for Theft/Outstanding Warrant – Criminal Trespass Warning Issued
 - 11-16-19 – 6900 Bandera Rd. – Disturbance – One Arrested on Active Misdemeanor Warrant
 - 11-17-19 – 6300 Evers Rd. – Two Arrested for Assault/Family Violence
 - 11-17-19 – 6100 Wurzbach Rd. – Disturbance – One Arrested on Active Felony Warrant
 - 11-18-19 – 5900 Wurzbach Rd. – Traffic Stop – One cited/released – Vehicle impounded
 - 11-18-19 – 5300 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle impounded
 - 11-18-19 – 6500 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle impounded
 - 11-19-19 – Huebner Rd. at Timberhill – Suspicious Person – One Arrested/Cited/Released for Possession of Drug Paraphernalia
 - 11-19-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 11-19-19 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 11-22-19 – 5600 Bandera Rd. – One Male Subject Transported to Haven for Hope
 - 11-21-19 – 6200 Evers Rd. – Traffic Stop – One Cited/Released – Vehicle impounded
 - 11-22-19 – 6700 Timberhill – Traffic Stop – One Cited/Released – Vehicle impounded
 - 11-22-19 – 7100 Bandera RD. – Crash – One arrested for Driving While Intoxicated – Vehicle Impounded
 - 11-22-19 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released
 - 11-23-19 – 6300 Rue Marielyne – Assault/Family Violence – One Arrested

- 11-24-19 – 6200 Evers Rd. – Traffic Stop – One Arrested for Possession of a Controlled Substance – Vehicle Impounded
- Significant Calls
 - 11-11-19 – 6600 Bandera Rd. – Crash
 - 11-11-19 – 6800 Bandera Rd. – Abandoned Vehicle
 - 11-11-19 – 5600 Bandera Rd. – Hit and Run Crash
 - 11-11-19 – 6800 Bandera Rd. – Alarm
 - 11-11-19 – 7100 Bandera Rd. – Suspicious Person
 - 11-11-19 – 6000 Evers Rd. – Violation of a City Ordinance (Illegal Dumping)
 - 11-11-19 – 4900 NW Industrial – Alarm
 - 11-11-19 – 6800 Bandera Rd. – Alarm
 - 11-11-19 – Rue Francois at Evers Rd. – Assault- Bodily Injury
 - 11-12-19 – 6000 Grissom Rd. – Theft
 - 11-12-19 – Evers Rd. at Huebner Rd. – Crash
 - 11-12-19 – 7400 Huebner Rd. – Crash
 - 11-12-19 – 5600 Bandera Rd. – Hit and Run Crash
 - 11-12-19 – 6700 Bandera Rd. – Crash
 - 11-12-19 – 6800 Bandera Rd. – Alarm
 - 11-12-19 – 5400 Bandera Rd. – Alarm
 - 11-12-19 – 5600 Bandera Rd. – Alarm
 - 11-13-19 – 7600 Linkmeadow – House Fire
 - 11-13-19 – 6100 Wurzbach Rd. – Alarm
 - 11-13-19 – 5500 Bandera Rd. – Theft \$2500-\$30,000
 - 11-13-19 – 6600 Peach Tree – Suspicious Vehicle
 - 11-13-19 – 5600 Bandera Rd. – Crash
 - 11-14-19 – Bandera Rd. at N.W. Loop 410 – Crash
 - 11-14-19 – 6200 Rue Francois – Violation of a City Ordinance (Inoperable Vehicle)
 - 11-14-19 – 6100 Rue Francois – Violation of a City Ordinance (Public Nuisance)
 - 11-14-19 – 5900 Bandera Rd. – Burglary of a Vehicle
 - 11-14-19 – 6100 Wurzbach Rd. – Criminal Trespass
 - 11-14-19 – 6700 Poss Rd. – Hit and Run Crash
 - 11-14-19 – 6400 Bandera Rd. – Crash
 - 11-15-19 – 6400 Bandera Rd. – Crash
 - 11-15-19 – 6800 Bandera Rd. – Alarm
 - 11-15-19 – 6000 Bandera Rd. – Assault
 - 11-15-19 – 7100 Huebner Rd. – Criminal Trespass Warning
 - 11-15-19 – 5700 Bandera Rd. – Crash
 - 11-15-19 – 5900 Bandera Rd. – Crash
 - 11-15-19 – 5700 Bandera Rd. – Crash
 - 11-15-19 – 5900 Bandera Rd. – Hit and Run Crash
 - 11-16-19 – 7000 Bandera Rd. – Threats
 - 11-16-19 – 5600 Evers Rd. – Burglary of a Vehicle
 - 11-16-19 – 6100 Bandera Rd. – Crash
 - 11-16-19 – 6800 Bandera Rd. – Alarm
 - 11-17-19 – 6100 Forest Timber – Burglary of a Vehicle
 - 11-17-19 – 6700 Huebner Rd. – Crash
 - 11-18-19 – 7000 Bandera Rd. – Crash
 - 11-18-19 – 7100 Linkcrest Dr. – Suspicious Persons/Vehicle
 - 11-18-19 – 6400 Bandera Rd. – Information
 - 11-18-19 – 6000 Bandera Rd. – Information
 - 11-18-19 – 6200 Bandera Rd. – Burglary of a Vehicle

- 11-18-19 – 5800 Wurzbach Rd. – Information
- 11-18-19 – 5600 Bandera Rd. – Crash
- 11-18-19 – 6700 Huebner Rd. – Crash
- 11-18-19 – 6500 Hoofs – Violation of a City Ordinance (Parking Violation)
- 11-18-19 – 7200 Bridle Path – Violation of a City Ordinance (Inoperable vehicle)
- 11-18-19 – 5600 Bandera Rd. – Crash
- 11-18-19 – 6800 Bandera Rd. – Alarm
- 11-18-19 – 6100 Forest Timber – Found Open Garage Door
- 11-19-19 – 5600 Bandera Rd. – Theft \$0-100
- 11-19-19 – 7000 Huebner Rd. – Crash
- 11-19-19 – 6100 Bandera Rd. – Theft \$750-\$2,500
- 11-19-19 – 6700 Poss Rd. – Crash
- 11-20-19 – 6600 Charles Field – Burglary of a Habitation
- 11-20-19 – 6500 Grissom Rd. – Crash
- 11-20-19 – 6100 Wurzbach Rd. – Interference with Child Custody
- 11-20-19 – 6200 Forest Bend – Information
- 11-20-19 – 7000 Bandera Rd. – Crash
- 11-20-19 – 5700 Bandera Rd. – Crash
- 11-20-19 – 6800 Bandera Rd. – Crash
- 11-20-19 – 6700 Poss Rd. – Crash
- 11-20-19 – 6400 Bandera Rd. – Burglary of a Vehicle
- 11-21-19 – 6600 Bandera Rd. – Crash
- 11-21-19 – 5900 Bandera Rd. – Crash
- 11-21-19 – 6780 Bandera Rd. – Burglary of a Building
- 11-21-19 – 7000 Bandera Rd. – Theft \$100-750
- 11-21-19 – 5400 Grissom Rd. – Unauthorized Use of Motor Vehicle
- 11-21-19 – 5700 Bandera Rd. – Crash
- 11-21-19 – 5400 Bandera Rd. – Alarm
- 11-22-19 – 5900 Bandera Rd. – Crash
- 11-22-19 – 5900 Bandera Rd. – Crash
- 11-22-19 – 6100 Bandera Rd. – Burglary of a Vehicle
- 11-22-19 – 6200 Bandera Rd. – Burglary of a Vehicle
- 11-22-19 – 6400 Bandera Rd. – Crash
- 11-22-19 – 5300 Cilantro Pl. – Violation of a City Vehicle (Inoperable Vehicle)
- 11-22-19 – 5400 Bandera Rd. – Alarm
- 11-22-19 – 6200 Evers Rd. – Alarm
- 11-23-19 – 5600 Bandera Rd. – Alarm
- 11-23-19 – 6700 Forest Bend – Violation of a City Ordinance (Inoperable Vehicle)
- 11-23-19 – 5600 Bandera Rd. – Crash
- 11-23-19 – 7000 Bandera Rd. – Crash
- 11-24-19 – 5600 Evers Rd. – Burglary of a Building
- 11-24-19 – 6400 Handsome Lake – Criminal Mischief \$100-750
- 11-24-19 – 6500 Bandera Rd. – Crash
- 11-24-19 – 6700 Bandera Rd. – Crash
- 11-24-19 – 6600 Bandera Rd. – Alarm
- Citations - 62
- Warnings – 35
- Cases filed by CID, Twelve (12):
 - Three (3) Misdemeanor Assault
 - Two (2) Unauthorized Use of Motor Vehicle
 - One (1) Family Violence – Assault

- One (1) Unlawful Possession of Firearm
- One (1) Assault Bodily Injury
- One (1) Unlawfully Carrying Weapon
- One (1) Possession of a Controlled Substance 4-200 Grams
- One (1) Indecency with a Child
- One (1) Theft – Felony Enhanced
- CID Activity/Active Investigations
 - Theft, 2500-30,000
 - Theft 100-750
 - Abandon/Endangering child
 - Unauthorized Use Vehicle
 - Possession of Controlled Substance
 - Harassment
 - Multiple Special Crimes Cases
 - Three (3) Hit and Run
 - Burglary of Building Scene was Processed and is Being Investigated
 - Ongoing Meetings with the District Attorney’s Office
 - Thirty-Four (34) Walk in Complaints were Handled
 - Copied Fifteen (15) DVDs for DA’s Office
- Code Enforcement/Animal ControlCode Enforcement
 - (02) Junked/abandoned/illegal vehicles
 - (01) Trash complaints
 - (26) Bandit signs
 - (15) Grass/weed violations
 - (07) Building Violation
 - (03) Graffiti complaints
 - Code enforcement is continuing to monitor multiple “hoarder” houses in the city to ensure that cleanup is progressing.
- Animal Control
 - (01) Dead Deer
 - (06) Stray dogs
 - (01) Lost cat
 - (04) At large dog calls
 - (04) Returned to Owner
- 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 and Seneca, Evers Rd, and in Linkwood.
 - Reporting Period Activity:

▪ Moving Violations	43
▪ Non-Moving Violations	03
▪ Warnings	20
▪ Vehicles Impounded	01
▪ VCO	06
- Impound Lot
 - Vehicles Towed: 16
 - Traffic: 11
 - Arrest: 05
 - VOC 00
 - Towed for Evidence (Stolen) 01
- Training

- All officers attended TCOLE mandated Texas Legislative Updates and Civilian Interaction training.
- Det. Brooks and Detective King attended 40-hour sex offender registration training.
- Officer Rodriguez attended a 24-hour Child Abuse Investigation Class.
- Volunteer Activity
 - Chief Salvaggio , Lt. Anderson, and Detective Brooks continue to work closely with Texas Special Olympics on planning for numerous upcoming fundraising events.
 - Ten (10) officers served as mentors with students at Marshall High School Law Enforcement Magnet School.
 - Continued Blue Santa preparation by holding three boot drives gathering \$3000 to purchase gifts.
 - Twelve (12) officers along with officers from neighboring agencies participated in the Boots and Badges event at Whataburger.

Fire Department

- **Congratulations City of Leon Valley (service progression and community service)** – Chief Naughton completed the City of Leon Valley CRS Recertification. The Community Rating System (CRS) is a national program developed by the Federal Emergency Management Agency (FEMA). CRS Recertification is comprised of credits and credit criteria of the CRS for community activities and programs that go above and beyond the minimum requirements for participation in FEMA’s National Flood Insurance Program. Please visit the City of Leon Valley’s Floodplain Management Program, National Flood Insurance Program, http://www.leonvalleytexas.gov/government/community_development/floodplain_management/index.php as well as our ISO Rating http://www.leonvalleytexas.gov/government/fire_and_ems/iso_rating.php.
- **Marshall High School EMT Scenario Education Exercise (community service and community education)** -The Leon Valley Fire Department conducted an EMT Scenario Education Exercise. This consisted of Marshall High School EMT students utilizing their sims mannequin while their instructor and our paramedics reviewed patient assessment and shock management skills with different scenarios. We emphasized on Scene size up, I-C3 (consent, control, chief complaint), Life threats (ABCDE), Trauma/Medical (head to toe, Vitals, ASAMPLE), problem list and plans, interventions/treatment, monitor/ transport at the fire station. These exercises also function as a refresher for our team, Thank you Marshall for the refresher.
- **Texas Interstate Fire Mutual Aid System (TIFMAS) Certification (service progression and continuous education training)** - Congratulations!! to Chief Naughton and Captain Garcia who participated and obtained credentials in the Texas Interstate Fire Mutual Aid System (TIFMAS), maintained by Texas A&M Forest Service. The program includes grants, training, qualifications and mobilization systems to make statewide use of local resources. The Texas Interstate Fire Mutual Aid System is pertinent regarding interagency coordination and communication for preparedness in the case of a National Disaster. Texas Division of Emergency Management (TDEM) has developed the State of Texas Type Component to wildfire and all-hazard response. These teams are formed by personnel from local jurisdictions who are trained and qualified in Command and General Staff positions and are mobilized by TFS to provide incident management support statewide as needed.
- **Fire Cost Recovery Program (cost recovery)**- Our Accident Cost Recovery collection to date is **\$45,458.25, 37 active runs** with a **98%** recovery rate.
- **Vehicle Extrication and Extrication Equipment Training (service progression and community service)** – The firefighter/paramedics complete extrication training to improve their skills to prepare for extricate victim (s) situation to ensure passengers and vehicle in a safe and effective manner.
- **Progression of Census 2020 Campaign (community service)** – The City of Leon Valley was designated as one of the Hardest to Count (HTC) tracts in the nation in 2010 and designated in 2018 as a Mental Health Professional Shortage [Area](#) (HPSA) in Bexar County. The Census 2020 Complete Count Committee Ambassadors (CCC) is inclusively a representation from our community groups. Our goal consists of community outreach, promotion, understanding and education events will focus on local

publicity and promotional activities to increase community awareness and participation in obtaining the most accurate and complete population count for the 2020 Census. Overall, the success of our campaign has the potential to result in the “community well-being including community health; economic resilience; educational capacity; household stability; and environmental adaptation.” The City of Valley’s goal is to surpass our Census 2010 Complete Count response rate of 76%, as a result being able to eliminate health disparities in our community, achieving health equity by way of Federal Funding.” We will have more information coming soon. Look out for the Census 2020 Campaign Kickoff, January 2020!, “**In Leon Valley You Count!**”. Ask about April 1st 2020 Census 2020 Day! (Leon Valley residents participate by completing the Census questionnaire).

- **Annual San Antonio Food Bank (community service)** – The City of Leon Valley completed our city/department food drive competition which included the Fire Department, Police Department, Public Works, City Hall, the Library with the City. Our competition consists of each departments goal of each collecting the most pounds of food. Leon Valley Assisting to Fight Hunger and Feed Hope!
- **Thanksgiving Gift (community service)** - The Leon Valley Fire Department provided Thanksgiving dinner for a family in need that included a turkey, ham, cranberry sauce, rolls, cornbread, green beans, potatoes, gravy, etc. It was our pleasure to ensure this family had a beautiful Thanksgiving.

Community Development Department

- Zoning Code/Comprehensive Plan Revisions
 - Staff is in the process of developing 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 Staff plans to address 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.
- Zoning Commission
 - The Zoning Commission held a Special Meeting on Monday, November 25, 2019. The following items were considered:
 - SUP-2019-02 (Specific Use Permit) - A Specific Use Permit for Outside Storage, at 6360 Grissom Road. **Approval Recommended**
 - ZC-2019-03 (Zone Change) - A Zone Change to B-2, Retail District, with SO, Sustainability Overlay District Zoning, to R-3, Multi-Family District, with SO, Sustainability District Overlay District Zoning at 6011 Grissom Road. **Approval Recommended**
 - SUP-2019-13 (Specific Use Permit) - A SUP for Childcare at 6011 Grissom. **Approval Recommended**
 - The next Zoning Commission meeting is scheduled for Tuesday, December 10, 2019. The following items are tentatively scheduled for consideration:
 - An Ordinance amending Chapter 15, Zoning Ordinance; Renaming the Zoning Commission and Establishing a Planning and Zoning Commission, as Provided by the Local Government Code; and Establishing Associated Rules, Authority, and Procedures.
 - An Ordinance amending Section 15.02.113, Zoning Code, Regarding Noticing and Scheduling Requirements for Public Hearings.
 - SUP-2019-16 (Specific Use Permit) – A Continuous SUP for Commercial Uses at 5415 Bandera Road.
- Board of Adjustment
 - No new business.
- Plats

- Staff has received an amending plat request for Linkwood Addition Lots 8 & 9. This purpose of this plat is to combine these two lots into one lot in order to facilitate the development of this tract which is generally located just south of Bush's Chicken.
- City Council
 - The Planning and Zoning Department has the following development related Items scheduled for consideration at the December 3, 2019 City Council meeting:
 - SUP-2019-02 (Specific Use Permit) - A Specific Use Permit for Outside Storage, at 6360 Grissom Road. (1st Reading as Required by City Charter)
 - ZC-2019-03 (Zone Change) - A Zone Change to B-2, Retail District, with SO, Sustainability Overlay District Zoning, to R-3, Multi-Family District, with SO, Sustainability District Overlay District Zoning at 6011 Grissom Road. (1st Reading as Required by City Charter)
 - SUP-2019-13 (Specific Use Permit) - A SUP for Childcare at 6011 Grissom. (1st Reading as Required by City Charter)
 - CA-2019-18 (Code Amendment) – An Ordinance Amending the Leon Valley Code of Ordinances Appendix A, Fee Schedule, Article A13.000 Zoning Administrative Fees, Establishing Planned Development District Zoning Request Fees. (2nd Reading as Required by City Charter)
- Permitting And Records
 - 50 Walk-Ins
 - 55 Building Permits Issued/Processed (including trade permits)
 - Received 6 Certificate of Occupancy Applications
 - Issued 2 Certificates of Occupancy

Economic Development

- Facilitated ONIT Team meeting – 11/19/2019
- Attended Northwest San Antonio Chamber of Commerce networking Breakfast 11/5/2019, 11/12/2019, and 11/26/2019
- Assisted with administrative tasks for Economic and Community Development Advisory Committee meeting 11/20/2019
- Meeting with owner at 6883 Bandera concerning expansion
- Cross-referenced business audit data with active Texas Comptroller records
- Prepared report-out for 2019 Business Audit
- Attended NW SA Chamber of Commerce luncheon – 11/12/2019
- Facilitated meeting with City Manager and EDCD Chair 11/12/2019
- Attended 3-day IEDC class – Business Retention and Expansion - 11/13 thru 11/15/2019
- Attended 3-day IEDC class – Workforce Development Strategies - 11/19 thru 11/21/2019
- Facilitated Sign Code Update Advisory Committee meeting – 11/18/2019
- Enforcement:
 - 6300 Rue Marilyn – Port Royal Apartments – ONIT complaint for fence – site visit
 - 5601 Bandera #115b – iBrow Bar – Zoning violation – Site visit
- Zoning Inspections:
 - 6525 Bandera – Postal and KPOP – Reinspection
 - 5504 Bandera #305 – Malcom Automotive – Reinspection
 - 6233 Evers #4 – CPR San Antonio – Reinspection
 - 6709 Bandera – Cell Repair Techs
 - 6915 Bandera #112 – San Antonio Mariachi Academy
 - 6709 Bandera – Cell Repair Techs – Reinspection
 - 6504 Bandera #9 – Pixel Arcade
 - 6162 Wurzbach – Fighting Warrior Karate Dojo

- 6128 Wurzbach – SA Fun Zone
- 5504 Bandera #402 – Texas Elite Automotive
- Stop Work Orders:
 - None issued
- Businesses That Received Certificates Of Occupancy
 - 4700 Timco West Ste 116-Bt Automotive
 - 6504 Bandera Rd Ste 9-Pixel Portal Arcade LLC

City Secretary

- Since the last report, the City Secretary’s Office has received 15 open record requests. The requests were for: permit information, Staff/City Council emails, Staff/City Council Phone Records, Staff/City Council Social Media Posts, bid documents, dash cam videos, body worn cam videos, police reports, accident reports, witness statements, election records, and EMS reports.
- Prepared documents responsive to open record requests or submitted appropriate correspondence to the Texas Attorney General.
- Prepared, posted and drafted City Council agendas. Worked on City Council minutes.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Submitted 23 ordinances to Franklin Publishing for Codification of Supplement No. 3 to the City of Leon Valley’s Code of Ordinances.
- Sent 25 new boxes to Safesite for storage in accordance with the State Retention Schedule. These records came from the Finance Department and the Public Works Department.
- Provided training of *MinuteTraq – Preparation of Minutes* to staff new to drafting minutes to various public meetings.
- Accepted and began the process of certifying two recall petitions.
- Began making preparations for the 2020 Volunteer Appreciation Dinner.
- Building Maintenance:
 - Had City Hall/Police Department treated for pests as part of the regular bi-monthly treatment.
 - Coordinated the decorating of the entrance of City Hall and Council Chambers for the Holidays.
 - Submitted a work order for the “make ready” of the previous city attorneys office which included patching of nail holes, touch-up paint and repair of a window leak.
 - Submitted a work order to Public Works for the repair of the air conditioner in Council Chambers.

Special Events/Community & Conference Center

- Ongoing Projects:
 - Coordinating a Ribbon Cutting Ceremony with “Elevate our Veterans” located at 5407 Bandera Road; Date to be Determined.
 - Began 4th of July Festival options to present to City Council; Date to be Determined
 - Coordinating a “Healthcare Fair Event” with the Northwest Seniors and WellMed for December 18th, 2019 from 10:00 a.m. to 1:00 p.m. at the Community Center
 - Coordinating with AAPR and Northwest Seniors for the “Free Tax Service Event”, beginning February through April, Tuesdays and Thursday’s only.
 - Coordinating ongoing Bandera Road Public Meetings with Linda Vela, Vice President, Public Involvement from Poznecki-Camarillo, Inc.
 - Coordinating with Public Works for the next Movies in the Pool event beginning May 23rd, 2020.
 - Continue to coordinate with the Police Department, Fire Department, HEB, John Marshall High School, Leon Valley Elementary Choir and Santa Claus for Christmas Tree lighting event on December 2, 2019.

- Ordered 2020 Fiesta Medals

Library

- Directed Leon Valley Census Committee Meeting in Lisa Martin's absence.
- Submitted application for Walmart Community Grant (Friend's Group) for Summer Reading.
- Submitted Mays Family Foundation Grant (Friend's Group).
- Booked Summer Reading Performers 2020.
- Attended Oak Hill Terrance Elementary (Nov. 21) for Academic Night.
- Discussed computer/network problem with Barcom.
- Negotiated computer installation plan with Barcom.
- Working with Friends of the Leon Valley Public Library on Breakfast with Santa: receiving donations and prepping for event.
- Tickets for Breakfast for Santa are on sale at the Leon Valley Public Library.

Upcoming Events:

- City Council Meeting Tuesday, December 3, 2019, at 6:00 p.m. in Council Chambers.
- Next Regular City Council Meeting Tuesday, December 17, 2019, at 6:00 p.m. in Council Chambers
- Bandera Road Public Meeting, Wednesday, December 11, 2019, at 5:00 p.m. at the Leon Valley Community and Conference Center.
- City Offices will be closed on Monday, December 23, 2019, through Tuesday, January 1, 2019, in observance of the Christmas and New Year's Day Holiday.
- 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.
- Annual Town Hall Meeting, Saturday, January 25, 2020, from 8:30 a.m. to 12:30 p.m. at the Leon Valley Conference Center.
- Battle of Badges PD vs FD Basketball Game Fundraiser! The admission is bringing an unwrapped gift for a child or a monetary donation on Friday, December 6th at 6:30 pm located at Jubilee-Sendero 5408 Daughtry Rd. All proceeds will go to local children in need who would not have a Christmas without our community's support. If you would like to donate an unwrapped toy for a child and are unable to attend any events, toys or monetary donations will be accepted at the Police Department (6400 El Verde Rd), November 7th - December 14th.
- Earthwise Living Day March 7, 2020, from 9:30 AM – 1:30 PM at the Leon Valley Community Center.
- 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".
- Library Events
 - 8-Week Yoga Series on Sundays Presented by Yoga Seva: October 6th – November 24th
 - Saturday, October 26th from 10 am – 12 noon Library Fall Festival
 - Annual Stuffed Animal Sleepover:
 - Friday, November 15th: 3:30-6pm stuffed animal drop-off. Be sure to watch Facebook in the evening or early morning to see what the stuffed animals are up to.
 - Saturday, November 16th: Breakfast with stuffed animals/pick-up from sleepover 10-11:30am.
 - Blue Santa Events:
 - December 2nd 5:30 pm Tree Lighting Ceremony Blue Santa Toy Collection Station
 - December 6th 6:30 pm Battle of Badges PD vs FD Basketball Game Fundraiser

- December 8th 12-5 pm Toy Drive w/ Blue Santa- HEB Marketplace
- December 14th 9 am Blue Santa Bag Stuffing- Fire Department
- December 20th 8 am Blue Santa School and Day Care Visit
- December 20th 4 pm Blue Santa Caroling for Homebound Residents
- Committee Meetings:
 - 12/03/2019 - 2019 Home Rule Charter Review Committee at 6:30 at City Hall.
 - 12/04/2019 – Beautification Committee at 4:15 p.m. at the Leon Valley Fire Department Training Room
 - 12/10/2019 - Zoning Commission meeting at 6:30 at City Hall.
 - Library Board of Trustees meeting canceled for December.
 - Citizen Police Advisory Committee canceled meeting for December.