



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: February 11, 2021
TO: Mayor Chris Riley and City Council Members
FROM: Hank Brummett, Interim City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Public Works Crewman – We are currently advertising.
 - Firefighter/Paramedic – We are currently advertising.
 - Finance Director – Interviews are being scheduled.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
01-24-21 - 01-30-21	48	16	-	-	-	-	16
01-31-21 - 02-06-21	22	-	-	-	-	-	-
02-07-21 - 02-27-21		10	-	-	-	-	10

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
01/28/21	70	43	27
02/04/21	88	55	33

CITATION	NAME	OFFENSE	TYPE OF HEARING	OUTCOME
E0048855-01	PHILLIPS, RICHARD	SPEEDING 32/20	PRE TRIAL	DEFERRED
E0052680-01	ARGUIJO, GEORGE	FOLLOWING TOO CLOSELY	PRE TRIAL	JURY TRIAL
E0052382-01	JACKSON, MATTIE	SPEEDING 47/30	BENCH TRIAL	PAID CITATION
E0053205R-01	VEGA APARICIO RAUL	DISREGARD STOP SIGN	BENCH TRIAL	JURY TRIAL

E00456461-01	SOSA, SHAYLEEN	FAILED TO DRIVE IN SINGLE LANE , VPTA	BENCH TRIAL	DISMISSED
E0054533-01	SANCHEZ, JESSE	SPEEDING SCHOOL ZONE 40/20	PRE TRAIL	SET FOR BENCH TRIAL

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 01/27/21 – 02/08/21
UTILITY PAYMENTS	1365
UTILITY NEW SERVICE	10
PERMITS COM DEV	76
COURT	125
RLC FINES	27
RLC LATE FEES	7
IMPOUND LOT FEES	10
TOWING FEES PAYABLE	11
GARAGE SALE	1
MESCELLANEOUS	148
TOTAL	1,780

WARRANT OFFICER NUMBERS

DESCRIPTION	NUMBER OF CASES	\$ PER WARRANT	AMOUNT PAID TO WARRANT OFFICER	INITIAL AMOUNT COLLECTED	BALANCE STILL DUE ON CASES
SET FOR A COURT HEARING - NO MONEY	14	X \$50.00	\$700.00		
DEFERRAL BY COURT NO MONEY	0	X \$50.00	-		
TOOK IN CONSIDERATION (TIC) OR NON - CASH	4	X \$50.00	\$200.00		
SOLVED	29	X \$50.00	\$1,450.00		
TOTAL	47		\$2,350.00	\$3,144.30	\$ 10,718.06

Public Works

- Projects
 - The City now owns all of the land in the LC-17 project. Bexar County will continue to maintain the area for the next year and provide support for the remaining four years of FEMA mitigation efforts. JMI Contracting will be taking over what's left to construct and maintain. Staff will be meeting with them this week to note any deficiencies at the sites.

- Garren Construction continues with the remodel of the Community Center. The contractor is installing the grease interceptor, flooring, and kitchen equipment.
- The contractor for the Grass Hill Elevated Tank Rehabilitation Project continues their work. This project should be completed this week.
- Staff continues to work on an Americans with Disabilities (ADA) transition plan for all City-owned facilities. An ADA certified Inspector visited each site and we are in receipt of his report.
- Engineering and design work continues on the Seneca West Drainage Project. The proposed alignment was sent to the San Antonio River Authority (SARA) for their approval.
- The Year 4 Street Maintenance Project will be advertised for bids shortly. Once they have been received, verified, and tabulated, the item will go to City Council for bid award.
- Staff is working on a submittal for an Alamo Area Metropolitan Planning Organization (MPO) reimbursement grant to hopefully construct the second portion of the Huebner Greenway Trail, from Bandera Road to Evers Road.
- The City was awarded a Community Development Block Grant (CDBG) in the amount of \$318,960 for the Settlers Ridge and Blacksmith Water and Sewer Main Replacement Project. Staff will prepare a City Council item for acceptance and a budget adjustment.
- Staff is working on plans and design for a proposed new Public Works facility, new library annex, and remodeled pool facilities.
- Staff is working on the capital plans and budget for FY 2021-22.
- The Crew is continuing to replace the trail at the Silo Park. The old road millings have been removed and base material added. They have repaired all low areas and new asphalt is being installed.
- The Crew is repairing a sidewalk on Autumn Chase.
- The Crew is remodeling the new building at 6401 El Verde. We are calling this building the City Hall Annex.
- The Crew removed graffiti from the Silos again.
- Street sweeping continues in the major rights-of-way. Completed the Linkwood subdivision this week and will move to the Old Mill subdivision.
- The Crew cleaned out meter boxes in the Linkwood subdivision.
- The Crew Performed training for the new vehicle washing equipment.
- All training, with the exception of state-required training, will be held in-house this year due to budget reductions.
- Assistant Director is attending monthly Technical Advisory Committee meetings for the Alamo Area Metropolitan Planning Organization and attended Regional Water Resource Development Group (RWRDG) meeting.
- Staff is attending workshops on the Bandera Road redevelopment concepts.

Police Department

Please see below the information on police activity over the listed period.

- Arrest
 - 01-29-21 – 5600 Evers Rd. – Warrant Arrest – Family Violence
 - 01-31-21 – 5500 Grissom Rd. – Warrant Arrest for Active BCSO Warrant – Vehicle Impounded
 - 01-31-21 – 5600 Grissom Rd. – Traffic Stop – Vehicle Impounded
 - 02-01-21 – 6100 Bandera Rd. – Traffic Stop – Arrested for Warrant
 - 02-02-21 – 5600 Bandera Rd. – Theft – One Cited Released
 - 02-05-21 – 6400 Bandera Rd. – Traffic Stop – Vehicle Impounded
 - 02-05-21 – 6300 Poss Rd. – Traffic Stop – Vehicle Impounded
 - 02-05-21 – 6300 Bandera Rd. – Traffic Stop – Vehicle Impounded
 - 02-05-21 – 6200 Grissom Rd. – Driving While Intoxicated – Vehicle Impounded
 - 02-06-21 – 5900 Wurzbach Rd. – Warrant Arrest
 - 02-06-21 – 6800 Poss Rd. – Emergency Detention – Transported to Hospital

- Significant Calls
 - 01-25-21 – 5600 Evers Rd. – Criminal Mischief
 - 01-25-21 – 7000 Huebner Rd. – Crash
 - 01-25-21 – 5500 Bandera Rd. – Alarm
 - 01-25-21 – 7000 Bandera Rd. – Crash
 - 01-25-21 – 5900 Bandera Rd. – Crash
 - 01-25-21 – 5700 Evers Rd. – Crash
 - 01-25-21 – 5900 Bandera Rd. – Assist the Public
 - 01-25-21 – 5900 Forest Ridge – Theft of a Vehicle
 - 01-25-21 – 6700 Bandera Rd. – Alarm
 - 01-25-21 – 6600 Sawyer Rd. – Suspicious Person
 - 01-25-21 – 7100 Bandera Rd. – Suspicious Person
 - 01-25-21 – 5700 Evers Rd. – Criminal Mischief
 - 01-25-21 – 5800 Grass Hill – Alarm
 - 01-25-21 – 5900 Forest Ridge – Theft of a Vehicle
 - 01-25-21 – 7600 Canterfield – Civil Matter
 - 01-25-21 – 5600 Bandera Rd. – Suspicious Vehicle
 - 01-25-21 – 6800 Conestoga – Information
 - 01-25-21 – 7200 Bandera Rd. – Suspicious Person
 - 01-25-21 – 6500 Seneca Dr. – 911 Hang-Up
 - 01-26-21 – 5600 Evers Rd. – Theft of a Vehicle
 - 01-26-21 – 5900 Bandera Rd. – Assist the public
 - 01-26-21 – 7000 Bandera Rd. – Alarm
 - 01-26-21 – 7100 Bandera Rd. – Animal call
 - 01-26-21 – 6300 Bandera Rd. – Found property
 - 01-26-21 – 5600 Evers Rd. – Animal Call
 - 01-26-21 – 7100 Forest Meadow – Burglary of a Vehicle
 - 01-26-21 – 7100 Forest Meadow – Theft of a Vehicle
 - 01-26-21 – 7200 Bridle Path – Alarm
 - 01-26-21 – 6000 Bandera Rd. – Crash
 - 01-26-21 – 5900 Wurzbach Rd. – Damage to Property
 - 01-26-21 – 5600 Poppy Seed Run – Disturbance
 - 01-26-21 – 5600 Evers Rd. – Welfare Check
 - 01-26-21 – 5300 Blackberry Dr. – Suspicious Vehicle
 - 01-26-21 – 5600 Evers Rd. – Welfare Check
 - 01-26-21 – 6800 Poss Rd. – Disturbance
 - 01-26-21 – 6000 Grissom Rd. – Disturbance
 - 01-26-21 – 7000 Wagon Spoke – Animal Call
 - 01-26-21 – 5600 Bandera Rd. – Theft of a Vehicle
 - 01-26-21 – 7000 Huebner Rd. – Crash
 - 01-26-21 – 5600 Bandera Rd. – Theft
 - 01-26-21 – 5600 Bandera Rd. – Crash
 - 01-26-21 – 5600 Bandera Rd. – Crash
 - 01-26-21 – 8000 Lobo Lane – Crash
 - 01-27-21 – 7200 Gumtree – Alarm
 - 01-27-21 – 5600 Evers Rd. – Dog Bite
 - 01-27-21 – 6500 Bandera Rd. – Crash
 - 01-27-21 – 6400 Bandera Rd. – Theft
 - 01-27-21 – 5400 Bandera Rd. – Alarm
 - 01-27-21 – 7200 Gumtree – Alarm
 - 01-27-21 – 7000 Settlers Ridge – Patrol By

- 01-27-21 – 7500 Reindeer Trail – Patrol By
- 01-27-21 – 5200 Savory Gln. – Disturbance
- 01-27-21 – 6000 Grissom Rd. – Suspicious Circumstances
- 01-27-21 – 6600 Poss Rd. – Alarm
- 01-27-21 – 7800 Stebbins Dr. – Assist Other Agency
- 01-27-21 – 5900 Bandera Rd. – Crash
- 01-27-21 – 5900 Wurzbach Rd. – Theft of a Vehicle
- 01-28-21 – 5900 Forest Cove – Suspicious person
- 01-28-21 – 5900 Bandera Rd. – Crash
- 01-28-21 – 5600 Bandera Rd. – Forgery
- 01-28-21 – 5600 Bandera Rd. – Crash
- 01-28-21 – 6700 Huebner Rd. – Alarm
- 01-28-21 – 7100 Forest Meadow – Welfare Check
- 01-28-21 – 5600 Evers Rd. – Suspicious Person
- 01-28-21 – 6400 Bandera Rd. – Disturbance
- 01-28-21 – 6800 Poss Rd. – Disturbance
- 01-28-21 – 5500 Bandera Rd. – Crash
- 01-28-21 – 5600 Bandera Rd. – Alarm
- 01-28-21 – 7200 Bridle Path – Alarm
- 01-28-21 – 6800 Huebner Rd. – Theft
- 01-28-21 – 6700 Poss Rd. – Burglary Vehicle
- 01-28-21 – 7000 Weathered Post – Burglary of a Residence
- 01-28-21 – 7000 Bandera Rd. – Theft
- 01-29-21 – 6200 Sun Hollow – Alarm
- 01-29-21 – 6400 Bandera Rd. – Alarm
- 01-29-21 – 6300 Rue Marielyne – Theft
- 01-29-21 – 5800 Bandera Rd. – Crash
- 01-29-21 – 5500 Saffron Way – Crime Prevention/Found Open Garage Door
- 01-29-21 – 5600 Poppy Seed Run – Crime Prevention/Found Open Garage Door
- 01-29-21 – 5700 Water Cress – Crime Prevention/Found Open Garage Door
- 01-29-21 – 6500 Bandera Rd. – Crash
- 01-29-21 – 5400 Bandera Rd. – Alarm
- 01-29-21 – 6600 Sawyer Rd. – Welfare Check
- 01-29-21 – 5600 Grissom Rd. – Disturbance
- 01-29-21 – 7000 Settlers Ridge – Crime Prevention/Found Open Garage Door
- 01-29-21 – 6900 Bandera Rd. – Traffic Hazard
- 01-29-21 – 6600 Bandera Rd. – Assist the Public
- 01-29-21 – 7100 Huebner Rd. – Welfare Check
- 01-29-21 – 5400 Wurzbach Rd. – Welfare Check
- 01-29-21 – 7500 Linklea – Found Property
- 01-29-21 – 7600 Canterfield – Harassment
- 01-29-21 – 6600 Poss Rd. – Alarm
- 01-29-21 – 6500 Bandera Rd. – Burglary of a Business
- 01-29-21 – 6700 Poss Rd. – 911 Hang-Up
- 01-30-21 – 6700 Bandera Rd. – Suspicious Circumstances
- 01-30-21 – 7400 High Stepper – Disturbance
- 01-30-21 – 7000 Bandera Rd. – Disturbance
- 01-30-21 – 6000 Grass Hill – 911 Hang-Up
- 01-30-21 – 5700 Wurzbach Rd. – Alarm
- 01-30-21 – 4700 Timco West – Traffic Hazard
- 01-30-21 – 6400 Balky – Disturbance

- 01-30-21 – 5800 Wurzbach Rd. – Suspicious Person
- 01-30-21 – 6100 Bandera Rd. – 911 Hang-Up
- 01-30-21 – 5900 Bandera Rd. – Information
- 01-30-21 – 7000 Bandera Rd. – Crash
- 01-30-21 – 6300 Sunview Dr. – 911 Hang-Up
- 01-30-21 – 5600 Evers Rd. – Disturbance
- 01-30-21 – 6400 Bandera Rd. – Traffic Hazard
- 01-30-21 – 7000 Settlers Ridge – Patrol By
- 01-30-21 – 6600 Bandera Rd. – Suspicious Vehicle
- 01-30-21 – 5300 Wurzbach Rd. – Patrol By
- 01-30-21 – 6900 Bandera Rd. – Welfare Check
- 01-30-21 – 6000 Grissom Rd. – Disturbance
- 01-30-21 – 7000 Settlers Ridge – Welfare Check
- 01-30-21 – 6700 Bandera Rd. – Alarm
- 01-31-21 – 7300 Bandera Rd – Patrol By
- 01-31-21 – 6600 Bandera Rd. – Assist the Public
- 01-31-21 – 5400 Wurzbach Rd. – 911 Hang-Up
- 01-31-21 – 6000 Bandera Rd. – Burglary of a Vehicle
- 01-31-21 – 7000 Bandera Rd. – Crash
- 01-31-21 – 6700 Timberhill – Alarm
- 01-31-21 – 5600 Bandera Rd. – Crash
- 01-31-21 – 5600 Bandera Rd. – Alarm
- 02-01-21 – 6800 Bandera Rd. – Crash
- 02-01-21 – 5500 Bandera Rd. – Theft
- 02-01-21 – 5400 Bandera Rd. – Alarm
- 02-01-21 – 6600 Bandera Rd. – Criminal Mischief
- 02-01-21 – 5600 Evers Rd – Disturbance
- 02-01-21 – 6200 Grissom Rd. – Suspicious Vehicle
- 02-01-21 – 5200 Savory Glen – 911 Hang-Up
- 02-01-21 – 6200 Grissom Rd. – Reckless Driver
- 02-01-21 – 7000 Forest Way – Disturbance
- 02-01-21 – 7000 Bandera Rd. – Crash
- 02-01-21 – 6800 Timberhill Dr. – Information
- 02-01-21 – 6800 Poss Rd. – Suspicious Person
- 02-01-21 – 6800 Bandera Rd. – Assist Other Agency
- 02-01-21 – 6000 Bandera Rd. – Traffic Complaint
- 02-01-21 – 5400 Bandera Rd. – Alarm
- 02-01-21 – 5900 Wurzbach Rd. – Disturbance
- 02-01-21 – 5600 Evers Rd. – Disturbance
- 02-01-21 – 6300 Grissom Rd. – Civil Matter
- 02-01-21 – 6500 Grissom Rd. – Crash
- 02-01-21 – 6800 Poss Rd. – Suspicious Vehicle
- 02-01-21 – 6700 Poss Rd. – 911 Hang-Up
- 02-01-21 – 7100 Bandera Rd. – Traffic Complaint
- 02-01-21 – 7200 Timberleaf – Suspicious Circumstance
- 02-01-21 – 6100 Stirrup Ln. – Disturbance
- 02-01-21 – 5800 Wurzbach Rd. – Disturbance
- 02-02-21 – 6300 El Verde Rd. – Crash
- 02-02-21 – 5600 Bandera Rd. – Assist Other Agency
- 02-02-21 – 6800 Forest Haven – Abandoned Vehicle
- 02-02-21 – 5700 Bandera Rd. – Assist Other agency

- 02-02-21 – 6700 Poss Rd. – Theft
- 02-02-21 – 7000 Bandera Rd. – Theft
- 02-02-21 – 7000 Bandera Rd. – Suspicious Person
- 02-02-21 – 6200 Grissom Rd. – Patrol By
- 02-02-21 – 6600 Charles Field – Suspicious Person
- 02-02-21 – 6800 Poss Rd. – Disturbance
- 02-02-21 – 5600 Evers Rd. – 911 Hang-Up
- 02-02-21 – 5600 Evers Rd. – Disturbance
- 02-02-21 – 5900 Bandera Rd. – Crash
- 02-02-21 – 6600 Huebner Rd. – Alarm
- 02-02-21 – 5300 Wurzbach Rd. – Alarm
- 02-02-21 – 6300 Rue Marielyne – Burglary of a Building
- 02-02-21 – 5300 Wurzbach Rd. – Alarm
- 02-03-21 – 4900 N.W. Industrial – Theft
- 02-03-21 – 7100 Huebner Rd. – Child Abuse
- 02-03-21 – 5600 Bandera Rd. – Theft
- 02-03-21 – 6000 Grissom Rd. – Disturbance
- 02-03-21 – 6800 Bandera Rd. – Assist the Public
- 02-03-21 – 5600 Evers Rd. – Suspicious Person
- 02-03-21 – 6600 Grist Mill – Disturbance
- 02-03-21 – 6500 Timberhill Dr. – Criminal Mischief \$100-\$750
- 02-03-21 – 7000 Bandera Rd. – Reckless Driver
- 02-03-21 – 6400 Handsome Lake – Theft 0-100
- 02-03-21 – 6600 Peachtree Dr. – Criminal Mischief 0-\$100
- 02-03-21 – 6500 Bandera Rd. – Alarm
- 02-03-21 – 6100 Walking Gait – Assist the Public
- 02-03-21 – 5900 Wurzbach Rd. – Suspicious Person
- 02-03-21 – 7200 Forest Meadow – Disturbance
- 02-03-21 – 4900 NW Industrial – Assist Other Agency
- 02-03-21 – 5600 Evers Rd. – Suspicious Vehicle
- 02-03-21 – 5600 Bandera Rd. – Disturbance
- 02-03-21 – 5900 Bandera Rd. – Crash
- 02-03-21 – 5600 Evers Rd. – Assault
- 02-03-21 – 6800 Huebner Rd. – 911 Hang-Up
- 02-03-21 – 6500 Bandera Rd. – Crash
- 02-03-21 – 6600 Bandera Rd. – Crash
- 02-03-21 – 5600 Evers Rd. – Disturbance
- 02-03-21 – 5600 Evers Rd. – Criminal Mischief
- 02-03-21 – 6400 El Verde – Crash
- 02-04-21 – 5700 Bandera Rd. – Violation of a City Ordinance
- 02-04-21 – 7400 Belmont Pl. – Assist Other Agency
- 02-04-21 – 7200 Sulky Ln – 911 Hang-Up
- 02-04-21 – 6800 Huebner Rd. – Suspicious Person
- 02-04-21 – 6400 Bandera Rd. – Welfare Check
- 02-04-21 – 6600 Evers Rd. – Alarm
- 02-04-21 – 6200 Grissom Rd. – Suspicious Vehicle
- 02-04-21 – 6300 Seneca Dr. – Criminal Trespass Warning Issued
- 02-04-21 – 5300 Wurzbach Rd. – Disturbance
- 02-04-21 – 5500 Timberhill Dr. – Assist other Agency
- 02-04-21 – 6400 Bandera Rd. – Assist other Agency
- 02-05-21 – 6700 Poss Rd. – Burglary of a Vehicle

- 02-05-21 – 6900 Bandera Rd. – Forgery
- 02-05-21 – 5600 Evers Rd. – Crime Prevention/Found Open Garage Door
- 02-05-21 – 6400 Handsome Lake – Crime Prevention/Found Open Garage Door
- 02-05-21 – 6200 Sawyer Rd. – Crime Prevention/Found Open Garage Door
- 02-05-21 – 4700 NW Industrial – 911 Hang-Up
- 02-05-21 – 5900 Bandera Rd. – Violation of a City Ordinance
- 02-05-21 – 6100 Bandera Rd. – Fraudulent Possession of Identity
- 02-05-21 – 5600 Evers Rd. – Burglary of a Vehicle
- 02-05-21 – 6400 Bandera Rd. – Alarm
- 02-05-21 – 6600 Gristmill – Assist other Agency
- 02-05-21 – 7100 Huebner Rd. – Welfare Check
- 02-05-21 – 6800 Bandera Rd. – Alarm
- 02-05-21 – 6300 Evers Rd. – Welfare Check
- 02-06-21 – 6300 Evers Rd. – Disturbance
- 02-06-21 – 6300 Rue Marielyne – Disturbance
- 02-06-21 – 7100 Bandera Rd. – Theft
- 02-06-21 – 6400 Evers Rd. – Open Door
- 02-06-21 – 6700 Bandera Rd. – Theft
- 02-06-21 – 6700 Bandera Rd. – Alarm
- 02-06-21 – 6400 Von Rosk – Alarm
- 02-06-21 – 6300 Bandera Rd. – Violation of City Ordinance
- 02-06-21 – 7200 Bandera Rd. – Crash
- 02-07-21 – 5600 Evers Rd. – Suspicious Person
- 02-07-21 – 6100 Bandera Rd. – 911 Hang Up
- 02-07-21 – 6000 Bandera Rd. – Reckless Driver
- 02-07-21 – 6000 Mike Nesmith – Suspicious Person
- 02-07-21 – 6200 Setting Sun – Animal/Dog
- 02-07-21 – 5800 Grasshill Dr. – 911 Hang Up
- 02-07-21 – 5900 Wurzbach Rd. – 911 Hang Up
- 02-07-21 – 6300 Rue Marielyne – Disturbance
- 02-07-21 – 5600 Grissom Rd. – Assist the Public
- 02-07-21 – 5600 Bandera Rd. – Traffic Hazard
- 02-07-21 – 5500 Bandera Rd. – Suspicious Person
- 02-07-21 – 5600 Grissom Rd. – Suspicious Person
- 02-07-21 – 6000 Forest Shadow – Suspicious Person
- 02-07-21 – 6300 Evers Rd. – Assist the public
- 02-07-21 – 6300 Evers Rd. – Assist other agency
- Citations - 22
- Warnings –29
- Criminal Investigation Unit
 - Active CID Investigations
 - One (1) Possession of a Controlled Substance, PG 2 < 1 gram
 - One (1) Possession of a Controlled Substance, PG 1 4-200
 - One (1) Delivery of Marijuana >.25<5 lbs.
 - One (1) Possession of a Controlled Substance, PG 1 4-200 grams
 - One (1) Possession of a Controlled Substance, PG 1 1-4 grams
 - Additional CID Activity
 - Aggravated Assault Peace Officer
 - Unauthorized Use Motor Vehicle
 - Violation Protective Order (x2)
 - Sudden death investigation

- Sexual Assault
 - Assault Family Violence
 - Burglary Habitation
 - Theft
 - Fatality accident
 - Gambling investigation
 - Impound lot vehicle releases
 - Twelve (12) videos for DA's Office
- Code Enforcement
 - Eight (8) Violation of City Ordinance door tag warnings issued
 - Six (6) Violation of City Ordinance warning letters were sent
 - No Violation of City Ordinance citations were issued
 - Five (5) vehicles were tagged
 - Three (3) bandit sign complaints
 - Thirteen (13) graffiti complaints
 - Five (5) grass/weed/tree violations
 - Six (6) building violations
 - One (1) noise violation
 - Two (2) trash/debris complaints
 - One (1) fence violation
 - Twelve (12) miscellaneous code violations
- Animal Control
 - Eight (8) Violation of City Ordinance door tag warnings issued
 - Six (6) Violation of City Ordinance warning letters were sent
 - No Violation of City Ordinance citations were issued
 - Five (5) vehicles were tagged
 - Three (3) bandit sign complaints
 - Thirteen (13) graffiti complaints
 - Five (5) grass/weed/tree violations
 - Six (6) building violations
 - One (1) noise violation
 - Two (2) trash/debris complaints
 - One (1) fence violation
 - Twelve (12) miscellaneous code violations
- Traffic Unit
 - Moving Violations 25
 - Non-Moving Violations 00
 - Warnings 19
 - VCO 00
 - Vehicles Impounded 00
- Impound Lot
 - Vehicle Towed 09
 - Traffic 06
 - Arrest 03
 - VCO 00
 - Other 00
- Community Service
 - Chief Salvaggio, Lt. Anderson and Detective Brooks continue to work closely with the board of Texas Special Olympics for upcoming events.
 - Eleven officers continue to mentor their mentees at John Marshall Law and Medical Magnet High School.

- Reserve Officers Manpower Supplement to LVPD
 - Reserve Officers provided 64 hours of court and city council security and 40 hours of Field Training during this time.
- Warrant Officer: 45 warrants served.
- Training
 - Officer Azar attended Mechanics of Arrest & Search, Traffic Direction, General First Aid Training, and Abuse of the Elderly.
 - Officer Campbell attended ADA Laws and Regulations class.
 - Officer Evans attended Spanish for Law Enforcement, Child Safety Check Alert, and Missing and Exploited Children.
 - Officer Ezzat completed 86th Legislative Session Legal Update training.

Fire Department

- The Fire Department is currently completing an audit of the low hanging trees throughout the City. City streets should have a minimum height clearance of 14 feet per City Ordinance Chapter 5 section 503.2.1. This is a proactive measure being taken to prevent streets from becoming impassable for fire apparatus and to limit the damage to fire department vehicles. This is also being done at this time to take advantage of the bi-annual brush and rubbish pick up.
- The Fire Department has two employees leaving for the San Antonio Fire Department this week as new fire cadets. Angel Hernandez has been with our department for four years and Leonardo Perez has been with our department for three years. We wish them the best and thank them for their service in our community. We are currently posting for two new firefighter/paramedics and hope to have these positions filled by the end of March.
- Department Statistics from 01/27/2021 – 02/10/2021
 - Overall Responses
 - Total Fire Department Calls for Service 77
 - Average response time 4:33
 - Fire Services
 - Fire and Non-EMS Calls for Service to the community 16
 - FERP (Flood Emergency Response Plan) Activation 00
 - EMS
 - Emergency Medical Service Calls for Service to the community 61
 - COVID EMS Calls for Service 18
 - Motor Vehicle Accident Calls for Service 02
 - Fire Marshal Services
 - Local Business Fire Inspections 21
 - Plan Reviews 05
 - Enforcement Citations 00
 - Mutual Aid
 - Mutual Aid Requested by the Fire Department 02
 - Mutual Aid Requested from the Fire Department 01

Community Development Department

- 2018 Comprehensive Plan Update:
 - Staff and the Zoning Commission developed a Request for Proposals (RFP) for qualified firms to provide assistance to the City in developing necessary updates to the Plan. The City released the RFP for solicitation on January 10, 2020. The deadline for submittals was February 14, 2020. Staff received submittals from three respondents.
 - The Planning and Zoning Commission conducted interviews for two of the Planning firms that responded to the RFP at a Special Meeting held on September 3, 2020. At their November 24, 2020 meeting, the Commission formally made a recommendation to the Council on the selection.

Due to budgetary concerns, the City Council will be discussing the Comprehensive Plan Update and the contracting of a consultant in early to mid-April.

- Planning & Zoning Commission
 - The Planning and Zoning Commission held a Regular Meeting on Tuesday, December 8, 2020. The following items were discussed:
 - ZC-2020-01 – A Zone Change from R-1, Single-Family District, to PD, Planned Development District at 6301 Sawyer Road, to facilitate the expansion of the Wat Dhammabucha Buddhist Church. **Approved**
 - SUP-2020-06 – A Specific Use Permit for Outside Dining at 5700 Wurzbach Road. **Approved**
 - The next regular Planning and Zoning Commission meeting is tentatively scheduled for Thursday, February 25, 2021. The following items are tentatively scheduled to be discussed:
 - ZC-2019-01 - A Zone Change from B-2, Retail District with Sustainability Overlay District to B-2, with No Overlay District at 6617 Evers Road.
 - SUP-2021-01 – A Specific Use Permit for Outside Storage at 5420 Grissom Road.
- Board of Adjustment
 - The Board of Adjustment does not have any tentative meetings scheduled.
- Plats
 - The staff has not received any new final plat or replat requests.
- City Council
 - The Planning and Zoning Department has the following items scheduled for the February 16, 2021, City Council Meeting:
 - VR-2021-01 – A Request for a Variance for Fence Height at 6320 Sun Dial Street. (1st Reading)
- Permitting and Records
 - Received 46 Building Permit Applications (including trade permits)
 - Issued 28 Building Permits (including trade permits)
 - Issued 4 New Certificates of Occupancy
 - Powerdise City Athletics, LLC – 5504 Bandera Road #303
 - Delluxe Villa Bella (Assisted Living) – 5305 Blackberry
 - Green Light Distribution – 5405 Bandera Road #109
 - Jacob Motors – 6012 Grissom Road, Bld. 2

Business Relations - Economic Development

- IEDC Webinar – Using PPP Loans for 501(c)(6) Organizations
- Meeting – Timberhill Commons Apartment requested a meeting to discuss signage parameters for multiple roadway entrances
- Meeting – Attended staff meeting to discuss expired temporary certificate of occupancy for the San Antonio Aquarium with the City Attorney
- Meeting – Attorney requested meeting with Officer Guerra and Planning & Zoning Director to discuss drainage concerns at 6320 Bandera
- Continued Small Business Mask distribution
- Disseminated information, programs, and opportunities to businesses, staff, and EDCD Committee members
- Maintained ON IT workbook
- Ongoing 2021 Business Audit to ensure Leon Valley Businesses have a valid certificate of occupancy.
- Zoning Inspection
 - 5504 Bandera #303 – Powerdise City Athletics, LLC
 - 5305 Blackberry – Deluxe Villa Bella
 - 6012 Grissom #2 – Jacob Motors

Vacancy Rate - 02/10/2021	9.07%
Active ON IT cases	37
Closed ON IT cases - 2021	47

- **Business Code Compliance:**

Pre-permit Inspections:	17
Bandit Signs removed from right-of-way:	4
Citation issued for Code Compliance Violation(s):	2
ON IT Investigations:	4
Notice of Violations:	26
Cease & Desist:	0

City Secretary

- Prepared, posted and drafted City Council agendas.
- Worked on City Council Minutes.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted ENews Articles.
- Continued working on Proposed FY 2022 Manager/City Council Budget.
- Worked on the Amendment to the Garage Sale Ordinance with Councilor Hefner.
- Accepted one (1) Affidavit of Regarding Intention to Form Petitioners Committee and Circulate Initiative Petition.
- Verified two (2) applications for Place on the Ballot for the May 01, 2021 General Election.
- On-Going Current Projects:
 - Working on a Contract Management Program.
 - Working on revisions to other policies to present to the City Manager.
- Building Maintenance:
 - Had City Hall, LVPD and LVFD treated for pests as part of the bi-monthly treatment plan.

Open Records Request Coordinator

- Since the last report, we have received 14 open record requests. As requested by City Council, we include the names of those who submitted the 14 requests. The requestors were:
 - Michele Mandell
 - Tonia Johnson
 - Carole Bartholomew
 - Mariah Berry
 - Heidi Choate
 - Sonia Samora
 - Alex Guzman
 - Dave Taylor
 - Alis Mullady-Tierney
 - Elaine Valdez
 - Joy Juderial
 - Dillon Collier
 - Catherine Carmany
 - Yesica Antu-Sanchez
- The Leon Valley Police Department processed 59 open record requests for incident/crash reports.
- On-Going Current Projects:
 - Records Management Program

Library

- January Statistics
 - Members
 - New Accounts: 6
 - (7 in December)
 - Renewed Accounts: 41
 - (24 in December)
 - Amount Saved: \$7,666
 - (\$6,042 in December)
 - Circulation: 747
 - (628 in December)
- Programs
 - Adult/Teen: 1 program, 4 attendees
 - (3 programs, 30 attendees in December)
 - Children: 22 programs, 424 attendees
 - (19 programs, 583 attendees in December)
- **Upcoming Programs**
 - School Age Crafts, Curbside, Tuesdays at 4:30 p.m.
 - February 16, 2021 – Firework Craft
 - February 23, 2021 – Structure of Hearts
 - Adventurer’s Club Storytime, Virtual, Wednesdays at 10:30 a.m.
 - February 17, 2021
 - February 24, 2021
 - Storytime, Virtual, Thursdays at 10:30 a.m.
 - February 18, 2021
 - February 25, 2021
 - Storytime Take & Make Crafts, Curbside, Wednesdays & Thursdays at 11:30 a.m.
 - February 17, 2021
 - February 18, 2021
 - February 24, 2021
 - February 25, 2021
- LEGO Challenge Reveal: Designer’s Choice, Virtual, Saturday, February 13, 2021 at 11:30 am
- Teen & Adult Craft: Curbside, Saturday, February 13, 2021, at 11:30 a.m.
- Community Coffee, Virtual, February 26, 2021 at 10:30 a.m.

Upcoming Events:

- The Regular City Council Meeting is scheduled for Tuesday, February 16, 2021, 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 City Council Meeting, Tuesday, March 2, 2021, at 6:00 p.m. in Council Chambers
- Annual Town Hall Meeting, Saturday, March 6, 2021, outside the conference center (live and virtual).
- May 01, 2021, General Election Filing Period ends at 5:00 p.m. on February 12, 2021.
- Spring Large Item Waste Pick-up, beginning the week of March 01, 2021. Citizens may begin placing items by the curb the week of February 22, 2021.
- All Committee, board, and Commission meetings are being conducted on an as-needed basis.
 - The next regular Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, February 25, 2021.