



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: January 29, 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
 - Police Officer – We will welcome Brandon Marotta on February 1, 2020.
 - Public Works Crewman – We are currently advertising.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
12/27/20 – 01/02/21	-	-	-	-	-	-	-
01/03/21 – 01/09/21	40		-	-	-	-	-
01/10/21 – 01/16/21	12		-	-	-	-	11
01/17/21 – 01/23/21	40	8	-	-	-	-	8

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
01/14/2021	97	64	33
01/21/2021	90	61	29

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 01/01/2021 – 01/26/2021
UTILITY PAYMENTS	2040
UTILITY NEW SERVICE	20
PERMITS COM DEV	4
COURT	341
RLC FINES	43
RLC LATE FEES	16

IMPOUND LOT FEES	11
TOWING FEES PAYABLE	11
GARAGE SALE	1
MISCELLANEOUS	534
TOTAL	3021

WARRANT OFFICER NUMBERS # of Cases Amount Paid to Officer

AGREEMENT NO MONEY	15	X \$50.00	\$ 750.00
DEFERRAL BY COURT NO MONEY	0	X \$50.00	\$ -
CONTACT NO RESOLUTION ON THEM	0	X \$50.00	\$ -
SOLVED	41	X \$50.00	\$ 2,050.00
TOTAL	56		\$ 2,800.00

Public Works

- Projects
 - The contractor for the Bexar County LC-17 Huebner Creek Conveyance Flood Control Project has reached substantial completion of the project. They will finish up the remaining punch list items and then JMI Contracting will be in charge of tree planting and mitigation maintenance.
 - Garren Construction continues with the remodel of the Community Center. The staff has ordered the new kitchen equipment, which should be delivered in about one week. Colors for the flooring, and the interior and exterior walls have been chosen. The exterior of the building and front porch has been painted.
 - Staff and the City Engineer are working on rewrites to the sub-division code. The code needs to be updated to reflect the new rainfall intensities, newer construction regulations for utilities and drainage and the construction exhibits. Also changed will be the cost threshold for the requirement to install sidewalks on older properties. This should be presented to City Council in February.
 - The contractor for the Grass Hill Elevated Tank Rehabilitation Project continues their work. This project should be completed in about two weeks.
 - Bids for the John Marshall Elevated Storage Tank Rehabilitation Project were opened Tuesday, January 5. They will go to City Council for award on February 2, 2021.
 - Staff continues to work on an Americans with Disabilities (ADA) transition plan for all City-owned facilities. An article requesting the public's help was posted in the newsletter, on the city website, and on social media sites. An ADA certified Inspector visited each site and we are expecting 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 a bid award.
 - Staff is getting the Kinman House ready for the next restaurant tenant to occupy. They hope to open the last week in February.
 - 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. We will prepare a City Council item for acceptance and a budget adjustment.

- 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 in the process of demolition and removal of the old house at the city-owned Samaritan Drive property.
- The Crew is remodeling the new building at 6401 El Verde. We are calling this building the City Hall Annex.
- The Crew repaired the fence at City Hall.
- The Crew completed scheduled maintenance work at the City Hall Low Impact Design (LID) Parking Lot. We will later be planting sod around the perimeter.
- Street sweeping continues in the major rights-of-way. I completed the Grass Valley subdivision last week and will be completing the Linkwood subdivision this week.
- The Crew is replacing dead water meters in the Linkwood subdivision.
- The Water Crew is waiting on lab supplies for scheduled lead/copper testing.
- The Water Crew is monitoring the Grass Hill elevated storage tank re-painting. Progress has been slow the past week due to the weather; however, progress is still moving forward. The interior has been holiday tested and touched up, and the finish coat was sprayed from the balcony down. The containment was removed to allow the Crew to prep the roof for the finish coat.
- Repaired a main break on El Verde Rd., and returning this week to replace a section of the old water main with new C-900 PVC.
- The Crew is waiting on delivery of new vehicle washing equipment – should be installed on January 27.
- Meetings/Events
 - Staff is attending bi-monthly webcast meetings with the US Corp of Engineers to discuss the flood reduction feasibility study of Huebner Creek. This project is nearing the finish line and we hope to have a report to City Council by the end of February 2021.
 - 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
 - 01-11-21 – 5900 Bandera Rd. – Theft of Vehicle – One Arrest
 - 01-15-21 – 6000 Bandera Rd. – Unlawful Carry Weapon – One Arrest
 - 01-15-21 – 6400 Bandera Rd. – Traffic Stop – Driver Cited/Released – Vehicle Impounded
 - 01-17-21 – 6800 Bandera Rd. – Traffic Stop – Driver Cited/Released – Vehicle Impounded
 - 01-17-21 – 5900 Bandera Rd. – Assault Family Violence – Strangulation
 - 01-18-21 – 560 Evers Rd. – Warrant – Arrest
 - 01-18-21 – 7000 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-21-21 – 6200 Seneca – Unlawful Carry of Weapon
 - 01-21-21 – 6000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-22-21 – 6400 Prosser Ln. – Traffic Stop – One Cited/Released – Vehicle Impounded
- Significant Calls
 - 01-11-21 – 6500 Bandera Rd. – Crash
 - 01-11-21 – 5600 Evers Rd. – Disturbance
 - 01-11-21 – 5600 Evers Rd. – Assist the Public
 - 01-11-21 – 6200 Grissom Rd. – Animal in Roadway
 - 01-11-21 – 6100 Bandera Rd. – Suspicious Vehicle
 - 01-11-21 – 5600 Grissom Rd. – Disturbance

- 01-11-21 – 6800 Poss Rd. – 911 Hang Up
- 01-11-21 – 6100 Bandera Rd. – 911 Hang Up
- 01-11-21 – 6300 Evers Rd. – Civil Matter
- 01-11-21 – 6600 Sally Agee – Disturbance
- 01-11-21 – 6100 Bandera Rd. – Welfare Check
- 01-11-21 – 5600 Evers Rd. – Disturbance
- 01-11-21 – 6900 Huebner Rd. – Violation of City Ordinance
- 01-12-21 – 5600 Grissom Rd. – Suspicious Person
- 01-12-21 – 6300 Evers Rd. – Disturbance
- 01-12-21 – 6500 Hoofs Lane – Theft
- 01-12-21 – 6800 Bandera Rd. – Civil matter
- 01-12-21 – 5300 Wurzbach Rd. – Disturbance
- 01-12-21 – 7300 Bandera Rd. – Assist Other Agency
- 01-12-21 – 5900 Bandera Rd. – Stalled Vehicle
- 01-12-21 – 6400 Bandera Rd. – 911 Hang Up
- 01-12-21 – 7200 Gum Tree – Alarm
- 01-12-21 – 5600 Bandera Rd. – Forgery
- 01-12-21 – 5900 Bandera Rd. – Crash
- 01-12-21 – 5600 Grissom Rd. – Burglary Residence
- 01-12-21 – 6800 Bandera Rd. – City Ordinance Violation
- 01-12-21 – 5900 Forest Mill – Alarm
- 01-13-21 – 6700 Huebner Rd. – Suspicious Vehicle
- 01-13-21 – 6000 Grissom Rd. – Identity Theft
- 01-13-21 – 7000 Forest Way – Alarm
- 01-13-21 – 5500 Bandera Rd. – Alarm
- 01-13-21 – 7200 Forest Meadow – 911 Hang Up
- 01-13-21 – 5600 Evers Rd. – Disturbance
- 01-13-21 – 5500 Bandera Rd. – Alarm
- 01-13-21 – 7000 Bandera Rd. – Alarm
- 01-13-21 – 5600 Bandera Rd. – Theft
- 01-13-21 – 6300 Rue Marielyne – Disturbance
- 01-13-21 – 5900 Wurzbach Rd. – Assault
- 01-13-21 – 5600 Evers Rd. – Suspicious Vehicle
- 01-13-21 – 6400 Bandera Rd. – Found Property
- 01-14-21 – 5600 Evers Rd. – 911 Hang Up
- 01-14-21 – 5600 Evers Rd. – Assault
- 01-14-21 – 7000 Bandera Rd. – Alarm
- 01-14-21 – 7100 Bandera Rd. – Alarm
- 01-14-21 – 6200 Desert Sun – 911 Hang Up
- 01-14-21 – 7200 Gumtree – Alarm
- 01-15-21 – 5000 Timberhill – Welfare check
- 01-15-21 – 6000 Bandera Rd. – Information
- 01-15-21 – 7000 Evening Sun – 911 Hang Up
- 01-15-21 – 5700 Forest Mill – Alarm
- 01-15-21 – 6500 Bandera Rd. – Information
- 01-15-21 – 7000 Evening Sun – 911 Hang Up
- 01-15-21 – 5900 Bandera Rd. – Crash
- 01-15-21 – 6300 Evers Rd. – Disturbance
- 01-15-21 – 5300 Wurzbach Rd. – Traffic Hazard
- 01-15-21 – 5600 Grissom Rd. – Disturbance
- 01-15-21 – 6500 Sally Agee – Disturbance

- 01-15-21 – 7000 Bandera Rd. – Suspicious Vehicle
- 01-15-21 – 6000 Bandera Rd. – Assault Family
- 01-15-21 – 6500 Bandera Rd. – Theft
- 01-15-21 – 5600 Evers Rd. – Criminal Mischief
- 01-15-21 – 6100 Rue Sophie – Alarm
- 01-15-21 – 5800 Bandera Rd. – Crash
- 01-15-21 – 6400 Evers Rd. – Crash
- 01-15-21 – 7200 Bandera Rd. – Crash
- 01-15-21 – 6100 Desert Sun – Burglary of a Vehicle
- 01-15-21 – 6100 Desert Sun – Burglary of a Vehicle
- 01-16-21 – 7000 Bandera Rd. – Violation City Ordinance
- 01-16-21 – 7600 Link Lea – Open Door
- 01-16-21 – 6100 Bandera Rd. – Violation City Ordinance
- 01-16-21 – 5900 Bandera Rd. – Reckless Driver
- 01-16-21 – 7100 Bandera Rd. – Injured/Sick Adult
- 01-16-21 – 6900 Bandera Rd. – Assist Other Agency
- 01-16-21 – 6600 Huebner Rd. – Alarm
- 01-16-21 – 6400 Bandera Rd. – 911 Hang Up
- 01-16-21 – 5600 Evers Rd. – 911 Hang Up
- 01-16-21 – 5600 Evers Rd. – 911 Hang Up
- 01-16-21 – 6900 Forest Meadow – Disturbance
- 01-16-21 – 5800 Evers Rd. – Crash
- 01-16-21 – 6400 Bandera Rd. – Assist the Public
- 01-16-21 – 7400 Huebner Rd. – Assist EMS
- 01-16-21 – 6700 Timberhill – Welfare Check
- 01-16-21 – 5600 Evers Rd. – Welfare Check
- 01-16-21 – 6400 El Verde – Assist the Public
- 01-16-21 – 6800 Bandera Rd. – Civil Matter
- 01-16-21 – 6300 Rue Marielyne – Civil Matter
- 01-17-21 – 5600 Evers Rd. – Disturbance
- 01-17-21 – 7100 Forest Brook – Welfare Check
- 01-17-21 – 5000 Timberhill – Civil Matter
- 01-17-21 – 6700 Bandera Rd. – Alarm
- 01-17-21 – 5600 Evers Rd. – Disturbance
- 01-17-21 – 6000 Bandera Rd. – Fail to Stop and Give Information
- 01-17-21 – 6500 Huebner Rd. – Suspicious Vehicle
- 01-17-21 – 5600 Evers Rd. – Disturbance
- 01-17-21 – 6800 Huebner Rd. – Suspicious Person
- 01-17-21 – 6100 Bandera Rd. – 911 Hang Up
- 01-17-21 – 5700 NW Loop 410 – Criminal Mischief
- 01-17-21 – 7200 Bandera Rd. – Crash
- 01-17-21 – 7400 Link Wood – Crash
- 01-17-21 – 6100 Wurzbach Rd. – Crash
- 01-18-21 – 6800 Bandera Rd. – Crash
- 01-18-21 – 6200 Bandera Rd. – Burglary of a Vehicle
- 01-18-21 – 5300 Brisa Estates – Open Garage Door
- 01-18-21 – 5400 Bandera Rd. – Crash
- 01-18-21 – 6400 Evers Rd. – Open Garage Door
- 01-18-21 – 5600 Bandera Rd. – Theft
- 01-18-21 – 6700 Poss Rd. – 911 Hang Up
- 01-18-21 – 6800 Bandera Rd. – Suspicious Vehicle

- 01-18-21 – 5900 Bandera Rd. – Crash
- 01-18-21 – 5400 Bandera Rd. – Alarm
- 01-18-21 – 7100 Larksong – 911 Hang Up
- 01-18-21 – 7500 Linkside Dr. – Disturbance
- 01-18-21 – 6000 Forest Ridge – Civil Matter
- 01-18-21 – 6800 Huebner Rd. – Suspicious Vehicle
- 01-18-21 – 6600 Bandera Rd. – Crash
- 01-18-21 – 6500 Chaparral Ln. – Damage to Property
- 01-19-21 – 5600 Evers Rd. – Traffic Hazard
- 01-19-21 – 6700 Bandera Rd. – Traffic Hazard
- 01-19-21 – 6400 El Verde Rd. – Assist Other Agency
- 01-19-21 – 6100 Bandera Rd. – 911 Hang Up
- 01-19-21 – 5600 N.W. Loop 410 – Crash
- 01-19-21 – 6600 Bandera Rd. – Crash
- 01-19-21 – 6700 Bandera Rd. – Alarm
- 01-19-21 – 6900 Bandera Rd. – Violation City Ordinance
- 01-19-21 – 7400 Linkwood – Alarm
- 01-19-21 – 6700 Bandera Rd. – Alarm
- 01-19-21 – 6300 Evers Rd. – Sexual Assault
- 01-19-21 – 5400 Bandera Rd. – Alarm
- 01-20-21 – 5300 Wurzbach Rd. – Threats
- 01-20-21 – 6600 Huebner Rd. – Alarm
- 01-20-21 – 5900 Forest Mill – Harassment by Phone
- 01-20-21 – 6700 Bandera Rd. – Alarm
- 01-20-21 – 6800 Poss Rd. – Disturbance
- 01-20-21 – 6300 Evers Rd. – Disturbance
- 01-20-21 – 6800 Poss Rd. – Disturbance
- 01-20-21 – 6300 Evers Rd. – Disturbance
- 01-20-21 – 6200 Grissom Rd. – Suspicious Person
- 01-20-21 – 6900 Forest Meadow – Suspicious Person
- 01-20-21 – 7400 Linkwood – Welfare Check
- 01-20-21 – 5900 Wurzbach Rd. – Disturbance
- 01-20-20 – 5900 Wurzbach Rd. – Welfare Check
- 01-20-20 – 7100 Tealeaf – Assist EMS
- 01-20-20 – 5600 Bandera Rd. – Assist EMS
- 01-20-20 – 5900 Wurzbach Rd. – Deceased Person
- 01-21-21 – 5600 Bandera Rd. – Crash
- 01-21-21 – 6700 Peachtree – Welfare Check
- 01-21-21 – 100 Criss Cross – 911 Hang Up
- 01-21-21 – 6500 Charles Field – Welfare Check
- 01-21-21 – 6100 Bandera Rd. – Suspicious Vehicle
- 01-21-21 – 5600 Evers Rd. – Civil Matter
- 01-21-20 – 6100 Britania Ct. – Disturbance
- 01-21-21 – 6800 Poss Rd. – Disturbance
- 01-21-21 – 5600 Bandera Rd. – Alarm
- 01-22-21 – 5900 Bandera Rd. – Crash
- 01-22-21 – 5700 Wurzbach Rd. – Violation City Ordinance
- 01-22-21 – 6800 Bandera Rd. – Forgery
- 01-22-21 – 5900 Bandera Rd. – Assault Contact
- 01-22-21 – 6900 Forest Way – Alarm
- 01-22-21 – 5500 Bandera Rd. – Alarm

- 01-22-21 – 6600 Bandera Rd. – Suspicious Person
- 01-22-21 – 6700 Gumtree – Alarm
- 01-22-21 – 6700 Huebner Rd. – Damage to Property
- 01-22-21 – 6600 Bandera Rd. – Injured Sick Adult
- 01-22-21 – 6500 Sally Agee – Open Door
- 01-22-21 – 6400 Von Rusk – Suspicious Vehicle
- 01-22-21 – 6400 Bandera Rd. – Welfare Check
- 01-22-21 – 7600 Linkside Dr. – 911 Hang Up
- 01-22-21 – 6000 Grissom Rd. – Disturbance
- 01-22-21 – 6000 Grissom Rd. – Animal Cruelty
- 01-22-21 – 7200 Gumtree – Residential Alarm
- 01-22-21 – 5600 Grissom Rd. – Reckless Driver
- 01-22-21 – 5600 Bandera Rd. – 911 Hang Up
- 01-22-21 – 5500 Wurzbach Rd. – 911 Hang Up
- 01-22-21 – 5500 Bandera Rd. – Burglary of a Vehicle
- 01-23-21 – 5300 Wurzbach Rd. – Disturbance
- 01-23-21 – 5900 Bandera Rd. – Animal call
- 01-23-21 – 5600 Evers Rd. – Damage to Property
- 01-23-21 – 5900 Bandera Rd. – Traffic Hazard
- 01-23-21 – 6800 Bandera Rd. – Alarm
- 01-23-21 – 5300 Wurzbach Rd. –Disturbance
- 01-23-21 – 6800 Huebner Rd. – Assist the Public
- 01-23-21 – 6900 Forest Meadow – Disturbance
- 01-23-21 – 6300 Evers Rd. – Disturbance
- 01-23-21 – 6900 Forest Meadow – Disturbance
- 01-23-21 – 6600 Cades Cove – Disturbance
- 01-23-21 – 6400 Bandera Rd. – Patrol By
- 01-23-21 – 6600 Gristmill – Alarm
- 01-23-21 – 5900 Wurzbach Rd. – Disturbance
- 01-23-21 – 6800 Poss Rd. – Disturbance
- 01-23-21 – 6600 Charles Field – Disturbance
- 01-23-21 – 5700 Wurzbach Rd. – Alarm
- 01-23-21 – 5600 Evers Rd. – Disturbance
- 01-23-21 – 5900 Bandera Rd. – Crash
- 01-23-21 – 5600 Evers Rd. – Harassment
- 01-23-21 – 6100 Wurzbach Rd. – Alarm
- 01-23-21 – 6400 Bandera Rd. – Crash
- 01-23-21 – 6300 Bandera Rd. – Violation City Ordinance
- 01-23-21 – 6300 Bandera Rd. – Violation City Ordinance
- 01-23-21 – 6600 Bandera Rd. – Crash
- 01-24-21 – 5900 Wurzbach Rd. – AOA ems
- 01-24-21 – 6800 Huebner Rd. – Theft
- 01-24-21 – 6900 Bandera Rd. – Crash
- 01-24-21 – 7100 Bandera Rd. – Burglary/vehicle
- 01-24-21 – 7200 Bandera Rd. – Assist the public
- 01-24-21 – 5600 NW Loop 410 – Criminal Mischief
- 01-24-21 – 7000 Bandera Rd. – Crash
- 01-24-21 – 7200 Bandera Rd. – Violation City Ordinance
- 01-24-21 – 6700 Huebner Rd. – Burglary Vehicle
- 01-24-21 – 5600 Evers Rd. – Assault
- 01-24-21 – 4800 NW Industrial – Alarm

- 01-24-21 – 6400 Corn Planter – Assist EMS
- 01-24-21 – 7000 Bandera Rd. – Crash
- 01-24-21 – 5600 Evers Rd. – Suspicious Vehicle
- 01-24-21 – 5700 Evers Rd. – Disturbance
- 01-24-21 – 7000 Forest Way – Assist EMS
- 01-24-21 – 6300 Corn Planter – Injured Sick Adult
- 01-24-21 – 6400 Bandera Rd. – Alarm
- 01-24-21 – 6800 Bandera Rd. – Alarm
- 01-24-21 – 7000 Mill Wheel – Suspicious Person
- 01-24-21 – 6200 El Verde Rd. – Suspicious Person
- Citations - 18
- Warnings –15
- Criminal Investigation Unit
 - Active CID Investigations
 - One (1) Possession of a Controlled Substance PG2 < 1 gram
 - One (1) Possession of a Controlled Substance with Intent to Deliver, PG1 4-200
 - One (1) Unauthorized Use of a Motor Vehicle
 - One (1) Assault Family Violence
 - Additional CID Activity
 - Unauthorized Use Motor Vehicle
 - Violation Protective Order (2)
 - Sudden death investigation
 - Crash Hit and Run
 - Sexual Assault
 - Family violence
 - Fatality accident
 - Two (2) drug cases
 - Unlawful Carrying Weapon-Licensed Premises
 - Police applicant background investigations
 - Impound lot, vehicle release
 - Thirty-four (34) videos for DA’s Office
- Code Enforcement
 - Forty (40) Violation of a City Ordinance (VCO) door tag warnings issued
 - Fourteen (14) VCO warning letters were sent
 - No VCO citations were issued
 - Four (4) vehicles were tagged
 - Fourty-five (45) bandit sign complaints
 - Thirteen (13) graffiti complaints
 - Twenty-nine (29) grass/weed/tree violations
 - Nine (9) building violations
 - Four (4) noise violations
 - Ten (10) trash/debris complaints
 - Four (4) fence violations
 - Thirteen (13) miscellaneous code violations
- Animal Control
 - Sixteen (16) VCO Animal Control related warning letters were sent
 - Fourteen (14) VCO Animal Control related door tags
 - Three (3) Animal Control related citations were issued
 - Ten (10) at large dogs
 - Ten (10) miscellaneous animal related calls
 - Six (6) reported dog attack/bites was confirmed

- Eleven (11) dead animals, eight (8) dead deer, one (1) dead dog, one (1) dead cat and one (1) dead skunk were collected and disposed of properly
- Eight (8) wild animal calls
- Two (2) rabies/registration violations
- Ten (10) miscellaneous animal calls
- Traffic Unit
 - Moving Violations 38
 - Non-Moving Violations 00
 - Warnings 19
 - VCO 00
 - Vehicles Impounded 02
- Impound Lot
 - Vehicle Towed 12
 - Traffic 09
 - Arrest 01
 - VCO 01
 - Other 01
- 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
 - January 12 24 man-hours providing City Council security
 - January 19 27.5 man-hours providing City Hall and City Council security
 - January 20 21 man-hours providing City Hall security
- Warrant Officer: 56 warrants served.
- Training
 - Officer Azar completed courses in Traffic Direction and Mechanics of Arrest Search and Seizure
 - Officer Barron and Officer Griego completed Crisis Intervention Training.
 - Officer Brewton completed Interacting with Drivers Deaf or Hard of Hearing training.
 - Detective Brooks completed Legislative Session Legal Updates.
 - Officer Haggarty completed Officer Safety training.
 - Officer Lopez completed Sexual Assault training.
 - Sergeant Burluson completed Introduction to Intelligence for Law Enforcement, Intermediate Level Intelligence- Connecting the Dots, and COVID-19 Conversation with Dr. Anthony Fauci training.

Fire Department

- The Mobile Integrated Health Community Paramedic Chris Willis started on January 17, 2021. More information about the program can be found in the Lion's Roar.
- Three-quarters of Fire Department staff have been fully vaccinated with the COVID 19 vaccine
- The Fire Department will have a few firefighters completing the CFF (Cystic Fibrosis Foundation) Virtual Tower climb on January 30, 2021. We will be climbing 952 steps (on a stair stepper or at Tower West 6100 Bandera rd) to support and bring awareness for Cystic Fibrosis. We would greatly appreciate your support for the event and if you would like to donate to the non-profit organization, you can donate at <http://fightcf.cff.org/tower21>
- Department Statistics from 01/06/2021 – 01/26/2021
 - Overall Responses
 - Total Fire Department Calls for Service 138
 - Average response time 5:02

○ Fire Services	
▪ Fire and Non-EMS Calls for Service to the community	40
▪ FERP (Flood Emergency Response Plan) Activation	00
○ EMS	
▪ Emergency Medical Service Calls for Service to the community	119
▪ COVID EMS Calls for Service	20
▪ Motor Vehicle Accident Calls for Service	08
○ Fire Marshal Services	
▪ Local Business Fire Inspections	24
▪ Plan Reviews	18
▪ Enforcement Citations	00
○ Mutual Aid	
▪ Mutual Aid Requested by the Fire Department	03
▪ Mutual Aid Requested from the Fire Department	03

Community Development Department

- 2018 Comprehensive Plan Update:
 - 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. 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. The City Council will be discussing the Comprehensive Plan Update and the contracting of a consultant at their February 2, 2021 meeting Planning and 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 Tuesday, February 9, 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.
- 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 2, 2021, City Council Meeting:
 - SUP-2020-06 – A Specific Use Permit for Outside Dining at 5700 Wurzbach Road. (2nd Reading)
 - Discussion Regarding Code Amendments to Facilitate Short-Term Rentals within Single-Family Zoning Districts.
- Permitting and Records

- Received 57 Building Permit Applications (including trade permits)
- Issued 26 Building Permits (including trade permits)
- Issued 11 New Certificates of Occupancy
 - AMG Plumbing – 5504 Bandera Road #512
 - I Love Churros – 7007 Bandera Road #114
 - Classic Moves (Moving Company) – 5405 Bandera Road #115
 - Rely Signs – 6790 Bandera Road
 - Universal Technicians, Llc – 6213 Grissom Road #606
 - Milestone Communications, Llc – 5504 Bandera Road #408
 - Law Office of Paula D. Perez – 6128 Bandera Road
 - WeCare Family Dentistry – 7228 Bandera Road #104

Business Relations - Economic Development

- IEDC Webinar – A Viable Tool for an Inclusive Economy
- IEDC Webinar - Building Infrastructure
- Meeting – NW SA Chamber of Commerce presentation concerning new online marketing tools for local businesses
- Meeting – Office Manager requested meeting concerning fence requirements 7702 Eckhert - Serendipity Daycare
- Meeting – Attended staff meeting to discuss expired temporary certificate of occupancy for the San Antonio Aquarium
- Facilitated ON IT Team meeting - 01/21/2021
- Meeting – Attended staff meeting concerning temporary certificate of occupancy for Southwest Farmers Market
- 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
- Audit:
 - Delivery of newly issued certificate of occupancy, economic development function, and/or business visit:
 - 6324 Bandera - Knapheide – Business visit
 - 6883 Bandera - SMASH Dance - Inspected wall sign, prior to issuing ED funds
- Zoning Inspection (new businesses):
 - 6827 Bandera – Doc’s Leatherworks
 - 5504 Bandera #408 - Milestone Communications
 - 6300 Rue Marielyne - Sierra Royale Apartments
 - 6430 Bandera #134 - Salon Twenty-Four
 - 6430 Bandera #134 - Just Skin
 - 6904 Bandera #8 - Texas Puppy Store
 - 5405 Bandera #115 - Classic Moves
 - 6213 Grissom #606 - Universal Technicians, LLC – Zoning
 - 5504 Bandera #512 - AMG Plumbing & More
 - 5959 Wurzbach - Hidden Meadow Apartments Building B
 - 5959 Wurzbach - Hidden Meadow Apartments Building C
 - 5959 Wurzbach - Hidden Meadow Apartments Building D
 - 5959 Wurzbach - Hidden Meadow Apartments Building E
 - 5959 Wurzbach - Hidden Meadow Apartments Building F
 - 7228 Bandera - WeCare Family Dentistry

- 7031 Evening Sun - Evening Sun Care Home
- 5900 NW Industrial - Thrifty Insurance
- 5900 NW Industrial - Darryl's Cars
- 5900 NW Industrial - Thrifty Insurance
- 5405 - Bandera #109 - Green Light Distribution
- 6313 Evers - Forest Oak Apartments Building 4
- 6300 Rue Marilyne - Sierra Royale Apartments building 500
- 6128 Bandera - Law Office of Paula D. Perez
- 7031 Evening Sun - Evening Sun Care Home – reinspect
- 5405 Bandera #109 - Green Light Distribution - Zoning reinspect
- **Business Code Compliance:**

Pre-permit Inspections:	29
Bandit Signs removed from right-of-way:	18
Citation issued for Code Compliance Violation(s):	5
ONI IT Investigations:	2
Notice of Violations:	36
Face Mask Distributed to Businesses:	84 boxes of 50
Cease & Desist:	5504 Bandera #512 - AMG Plumbing & More, LLC (released within 48-hours)

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.
- Prepared and submitted Lion’s Roar Articles.
- Submitted six (6) ordinances for codification for Supplement 5 of the City of Leon Valley Code of Ordinances.
- Sent twenty-six (26) boxes of records to be stored at Safesite.
- Began working on the proposed FY 2022 Manager/City Council Budget.
- Verified five (5) 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 ten open record requests. As requested by City Council, we include the names of those who submitted the ten requests. The requestors were:
 - Jaaron Thomas
 - Mike Davis
 - Mario Resma x 3
 - Benita Trevino
 - Shane Owens x 2
 - Peter McGraw
 - Homer H
 - The Leon Valley Police Department processed 128 open record requests for incident/crash reports.

- On-Going Current Projects
 - Record Management Program

Library

• Upcoming Programs

- School Age Crafts, Curbside, Tuesdays at 4:30 p.m.
 - February 2, 2021 – Groundhog Day Craft
 - February 9, 2021 – Flipping Heart Card
 - February 16, 2021 – Firework Craft
 - February 23, 2021 – Structure of Hearts
- Adventurer’s Club Storytime, Virtual, Wednesdays at 10:30 a.m.
 - February 3, 2021
 - February 10, 2021
 - February 17, 2021
 - February 24, 2021
- Storytime, Virtual, Thursdays at 10:30 a.m.
 - February 4, 2021
 - February 11, 2021
 - February 18, 2021
 - February 25, 2021
- Storytime Take & Make Crafts, Curbside, Wednesdays & Thursdays at 11:30 a.m.
 - February 3, 2021
 - February 4, 2021
 - February 10, 2021
 - February 11, 2021
 - 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
- Crafternoon: Curbside, Saturday, February 6, 2021 at 11:30 a.m.
- Teen & Adult Craft: Curbside, Saturday, February 13, 202, at 11:30 a.m.

Upcoming Events:

- The Regular City Council Meeting is scheduled for Tuesday, February 2, 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, February 16, 2021, at 5:15 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 begins January 13, 2021, and closes at 5:00 p.m. on February 12, 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 9, 2021.