



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** January 8, 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 – Potential candidates are currently in background.

**Court**

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
12/06/20 – 12/12/20	16	-	-	-	-	-	-
12/13/20 – 12/19/20	127	54	-	-	54	-	-
12/20/20 – 12/26/20	-	17	-	6	-	-	11

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
12/10/2020	104	48	56
12/17/2020	100	55	45

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 12/08/2020 – 12/31/2020
UTILITY PAYMENTS	1067
UTILITY NEW SERVICE	8
PERMITS COM DEV	4
COURT	170
RLC FINES	43
RLC LATE FEES	6
IMPOUND LOT FEES	20
TOWING FEES PAYABLE	21
GARAGE SALE	0
MISCELLANEOUS	274
<b>TOTAL</b>	<b>1613</b>

## **Public Works**

- Projects
  - The contractor for the LC-17 Flood 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 two weeks. Colors for the flooring, and the interior and exterior walls have been chosen and the exterior of the building has been painted. The front porch painting is next.
  - 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 and newer construction regulations for utilities and drainage and to update 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 January.
  - The contractor for the Grass Hill Elevated Tank Rehabilitation Project continues their work.
  - Bids for the John Marshall Elevated Storage Tank Rehabilitation Project will be opened Tuesday, January 5. Once verified and tabulated, they will go to City Council for award.
  - Staff continues to work on an ADA transition plan for all city-owned facilities. An article requesting the public's help was posted in the newsletter, on the City's website, and on social media sites. An ADA certified Inspector visited each site and we are expecting his report.
  - Engineering and design continue on the Seneca West Drainage Project. The proposed alignment is being created to send to the San Antonio River Authority 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 getting the Kinman House ready for the next restaurant tenant to occupy.
  - Staff is working on a submittal for an MPO reimbursement grant to hopefully construct the second portion of the Huebner Greenway Trail, from Bandera Road to Evers Road.
  - The crew is continuing to replace the trail at the Silo Park. The old road millings have been removed and base material added. They will be repairing any low areas, then new Type D asphalt will be laid down and rolled.
  - The crew will continue to crack seal El Verde Road, contingent upon weather and temperature.
  - The crew performed trash removal and clean up at the parks.
  - The crew is sprucing up the parking lot across from City Hall for the next LID inspection.
  - The crew is putting up a speed indicator sign on Seneca due to complaints received about speeding.
  - The crew began removing holiday lighting.
  - The crew is remodeling the new building at 6401 El Verde. We are calling this building the City Hall Annex.
  - Street sweeping continues in the Forest Oaks subdivision.
  - The water crew flushed dead-end water mains.
  - The water crew is unplugging sewer backup on Stirrup Lane.
  - The water crew is cleaning up the job site on Linkhaven from the water main break over the holiday.
  - The water crew is preparing a quarterly report for the TCEQ.
  - The water crew is waiting on results from lead/copper testing.
  - The water crew is monitoring progress on the Grass Hill elevated storage tank re-painting.
- Meetings/Events
  - The Pool Advisory Committee will meet on January 5, 2021, at 6:00 p.m. at Public Works.
  - The Park Commission January meeting has been canceled.

- 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 the 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
  - 12-07-20 – 5300 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 12-07-20 – 6300 Rue Marielyne – Warrant Arrest – Class C Misdemeanor
  - 12-08-20 – 5600 Caraway Bend – Emergency Detention/Arrested/Released to Hospital
  - 12-09-20 – 6000 Bandera Rd. – Possession Controlled Substance (CS) Penalty Group (PG) 1 w/Intent to Deliver, Possession of CS PG 2, and Possession of Marijuana
  - 12-10-20 – 5300 Wurzbach Rd. – Traffic stop – One Cited/Warrant Arrest – Vehicle Impounded
  - 12-10-20 – 5300 Wurzbach Rd. – Traffic Stop – One Cited/Warrant Arrest – Vehicle Impounded
  - 12-11-20 – 6800 Bandera Rd. – Crash – One Arrested for Driving While Intoxicated
  - 12-12-20 – 5400 Wurzbach Rd. – Traffic stop – One Cited/Warrant Arrest – Vehicle Impounded
  - 12-12-20 – 5400 Wurzbach Rd. – Traffic stop – One cited/Released – Vehicle Impounded
  - 12-13-20 – 7000 Huebner Rd. – Traffic stop – One Cited/released – Vehicle Impounded
  - 12-13-20 – 7000 Forest Moss – One arrested – Emergency Detention – Released at Hospital
  - 12-18-20 – 5600 Bandera Rd. – Emergency Detention – One arrested/released at hospital
  - 12-19-20 – 6000 Grissom Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 12-19-20 – 5600 NW Loop 410 – Driving While Intoxicated – Vehicle Impounded
  - 12-20-20 – 5600 NW Loop 410 – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 12-23-20 – 5300 Wurzbach Rd. – Traffic Offense – Vehicle Impound – Cited Released
  - 12-26-20 – 6600 Bandera Rd. – Assault Strangulation – Arrested
  - 12-26-20 – 6600 Bandera Rd. – Traffic Offense – Vehicle Impound – Cited Released
  - 12-27-20 – 5900 Bandera Rd. – Emergency Detention – Arrested
  - 01-02-21 – 6500 Bandera – Crash/ No Injuries/ No Insurance/ Citation/ Vehicle Impound
  - 01-03-21 – 5600 Bandera – Suspicious Person/ Arrest/ Possession PG 1 and Marijuana under 4oz
  - 01-03-21 – 6800 Blacksmith – Disturbance/ Emergency Detention
- Significant Calls
  - 12-07-20 – 6400 Pacer Trail. – Civil Matter
  - 12-07-20 – 7500 Eckhert Rd. – 911 Hang-Up
  - 12-07-20 – 6100 Bandera Rd. – Disturbance
  - 12-07-20 – 5400 Wurzbach Rd. – Vehicle Theft
  - 12-07-20 – 6200 Grissom Rd. – Civil Matter
  - 12-07-20 – 6500 Bandera Rd. – Crash
  - 12-07-20 – 6500 Bandera Rd. – Traffic complaint
  - 12-07-20 – 5600 Evers- Disturbance
  - 12-07-20 – 5900 Rimkus- Theft under \$100
  - 12-07-20 – 7000 Mill Stream – Disturbance
  - 12-07-20 – 5700 Bandera Rd. – Crash/No Injuries
  - 12-07-20 – 5600 Grissom Rd. – Suspicious Vehicle
  - 12-07-20 – 6000 Grissom Rd. – Found Open Door
  - 12-07-20 – 5100 Wurzbach Rd. – Alarm
  - 12-07-20 – 5900 Bandera Rd. – Theft under \$100
  - 12-07-20 – 5900 Wurzbach Rd. – Suspicious Vehicle

- 12-07-20 – 6600 Forest Dell – Animal call
- 12-07-20 – 5900 Bandera Rd. – Suspicious Person
- 12-07-20 -- 5700 Bandera – Crash/ No Injuries
- 12-07-20 -- 7100 Forest Meadow – Alarm/ Residence
- 12-07-20 -- 6500 Charles Field – Disturbance/ Family
- 12-07-20 -- 7000 Weathered Post – Alarm/Residence
- 12-07-20 -- 6200 Grissom – Disturbance
- 12-07-20 -- 5300 Wurzbach – Recovered Stolen Vehicle
- 12-07-20 -- 6100 Forest Crest – Burglary of a Residence
- 12-07-20 -- 6400 Evers – Patrol By
- 12-08-20 -- 6800 Bandera – Theft \$100-\$750
- 12-08-20 – Wurzbach at Exchange Pkwy – Suspicious Person
- 12-08-20 -- 5600 Bandera – 911 Hang-Up
- 12-08-20 -- 6400 Bandera – Assist Outside Agency
- 12-08-20 -- Bandera/ Wurzbach – Traffic Hazard
- 12-08-20 -- 5300 Cilantro Place – Reckless Driver
- 12-08-20 -- 5400 Bandera- Assist the Public
- 12-08-20 -- 7000 Mill Wheel – Assist the Public
- 12-08-20 -- 6800 Timberhill – Suspicious Activity
- 12-08-20 – 6700 Poss – Theft under \$100
- 12-08-20 -- 5600 Grissom - Theft \$100-\$750
- 12-08-20 – 5600 Evers Rd. – Disturbance
- 12-08-20 – 6800 Huebner Rd. – Alarm
- 12-08-20 – 6600 Forest Bend – Information Report
- 12-08-20 – 5600 Evers Rd. – Assist Outside Agency
- 12-08-20 – 6500 Bandera Rd. – Disturbance
- 12-08-20 – 5600 Caraway Bend – Assist Outside Agency
- 12-09-20 – 6600 Grist Mill – Welfare Check
- 12-09-20 -- 5700 Wurzbach – 911 Hang-Up
- 12-09-20 -- 5600 Evers – Disturbance
- 12-09-20 -- 7000 Forest Crest N – Burglary Habitation
- 12-09-20 -- 6600 Clover Bend – Suspicious Person
- 12-09-20 -- 5700 Wurzbach – Welfare Check
- 12-09-20 -- 6100 Bandera – Crash/ No injury
- 12-09-20 – Bandera at Seneca – Reckless Driver
- 12-09-20 -- 5800 Wurzbach – 911 Hang-Up
- 12-09-20 -- 6700 Bandera – Crash/ No Injury/ Hit and Run
- 12-09-20 -- 5600 Grissom – Criminal Mischief
- 12-09-20 – 5600 Evers Rd. – Welfare Check
- 12-09-20 – 6600 Bandera Rd. – Welfare Check
- 12-09-20 – 6200 Grissom Rd. – Suspicious Person
- 12-09-20 – 5300 Cilantro Place – Welfare Check
- 12-10-20 – 7000 Bandera Rd. – Traffic Hazard
- 12-10-20 – 6600 Bandera Rd. – Welfare Check
- 12-10-20 – 6500 Charles Field – Disturbance
- 12-10-20 – 5300 Wurzbach Rd. – Crash
- 12-10-20 -- 7200 Forest Meadow – Assist Outside Agency
- 12-10-20 -- 5900 Wurzbach – Criminal Trespass
- 12-10-20 – Grissom at Bandera – Traffic Hazard
- 12-10-20 -- 6400 El Verde – Civil Matter
- 12-10-20 -- 7000 Autumn Chase – Information

- 12-10-20 – 6800 Huebner – 911 Hang-Up
- 12-10-20 – 6200 Huebner – Information
- 12-10-20 – Bandera at Poss – Welfare Check
- 12-10-20 – 6600 Bandera – Reckless Driver
- 12-10-20 – 6400 El Verde – 911 Hang-Up
- 12-10-20 – 5300 Brisa Estate – Alarm/ Resident
- 12-10-20 – 6100 Bandera Rd. – 911 Hang-Up
- 12-10-20 – 6000 Grissom Rd. – Information Report
- 12-10-20 – 7400 Huebner Rd. – 911 Hang-Up
- 12-10-20 – 6400 Bandera Rd. – Alarm
- 12-11-20 – 5900 Bandera Rd. – Crash/No Injuries
- 12-11-20 – 5300 Wurzbach Rd. – Animal Call
- 12-11-20 – 6400 El Verde – Information Report
- 12-11-20 – 5300 Wurzbach Rd. – Assist Outside Agency
- 12-11-20 – 6900 Bandera Rd. – Traffic Complaint
- 12-11-20 – 6200 Bandera Rd. – 911 Hang-Up
- 12-11-20 – 5600 Evers Rd. – Suspicious Person
- 12-11-20 – 6700 Huebner Rd. – Disturbance
- 12-11-20 – 6500 Bandera Rd. – Information Report
- 12-11-20 – 5600 Evers Rd. – Suspicious Person
- 12-11-20 -- 5900 Bandera Rd. – Crash/No Injuries
- 12-11-20 – 6300 Seneca Dr. – Assist Outside Agency
- 12-11-20 – 5400 Daughtry – Suspicious Person
- 12-11-20 – 6300 Seneca Dr. – Suspicious Person
- 12-11-20 – 5600 Evers Rd. – Welfare Check
- 12-11-20 – 5900 Bandera Rd. – Crash
- 12-11-20 – 5600 Evers Rd. – Suspicious Person
- 12-11-20 – 6800 Forest Crest – Disturbance
- 12-11-20 – 6500 Thunder Bird Ln. – Disturbance
- 12-11-20 – 7100 Forest Brook – Harassment
- 12-11-20 – 5900 Bandera Rd. – Welfare Check
- 12-11-20 – 6700 Timberhill – Criminal Mischief \$100-\$750
- 12-11-20 – 6700 Bandera Rd. – Disturbance
- 12-12-20 – 5600 Evers Rd. – Disturbance
- 12-12-20 – 6500 Huebner Rd. – Suspicious Person
- 12-12-20 – 6800 Timberhill Rd. – Found Open Garage Door
- 12-12-20 – 6300 Evers Rd. – Crash/No Injuries
- 12-12-20 – 5300 Wurzbach Rd. – Suspicious Person
- 12-12-20 – 5600 N.W. Loop 410 – Crash/No Injuries
- 12-12-20 – 5400 N.W. Loop 410 – Assist Outside Agency
- 12-12-20 – 6700 Huebner Rd. – Crash
- 12-12-20 – 6600 Bandera Rd. – Welfare check
- 12-12-20 – 7500 Linkside – Theft \$750-\$2500
- 12-12-20 – 5900 Wurzbach Rd. – Disturbance
- 12-12-20 – 5600 Bandera Rd. – 911 Hang-Up
- 12-12-20 – 5900 Wurzbach Rd. – Crash
- 12-12-20 – 7000 Bandera Rd. – 911 Hang-Up
- 12-12-20 – 6200 Grissom Rd. – Alarm
- 12-12-20 – 6600 Bandera Rd. – Traffic Complaint
- 12-12-20 – 5600 Grissom Rd. – Deceased Person
- 12-13-20 – 5600 Evers Rd. – Suspicious Person

- 12-13-20 – 7200 Timberleaf – Alarm
- 12-13-20 – 6700 Sunlight Dr. – Suspicious Person
- 12-13-20 – 5600 Evers Rd. – Suspicious Person
- 12-13-20 – 6600 Bandera Rd. – Welfare Check
- 12-13-20 – 5900 Wurzbach Rd. – Welfare Check
- 12-13-20 – 5600 Evers Rd. – Suspicious Person
- 12-13-20 – 6400 EL Verde Rd. – Assist the Public
- 12-13-20 – 6800 Blacksmith – Disturbance
- 12-13-20 – 5600 Bandera Rd. – Disturbance
- 12-13-20 – 6900 Sun Light Dr. – Found Open Door
- 12-13-20 – 6200 Evers Rd. – Civil Matter
- 12-13-20 -- 7100 Bandera Rd. – Burglary of a Building
- 12-13-20 -- 6400 Bandera Rd. – Robbery
- 12-13-20 – 5900 Bandera Rd. – Traffic Hazard
- 12-13-20 – 6600 Bandera Rd. – Assist the Public
- 12-13-20 – 6800 Blacksmith – Disturbance
- 12-13-20 – 6400 Bandera Rd. – Welfare Check
- 12-14-20 – 6600- Gristmill – Information
- 12-14-20 – 6300 Bandera – 911 Hang-Up
- 12-14-20 – 6300 Parsley Hill – Information
- 12-14-20 – 6700 Bandera Rd. – Alarm
- 12-14-20 – 5900 Wurzbach Rd. – Suspicious Person
- 12-14-20 – 6800 Poss Rd. – Suspicious Person
- 12-14-20 – 5900 Wurzbach Rd. – Disturbance
- 12-15-20 – 7000 Autumn Chase – Information
- 12-15-20 – 5900 Forest Rim – Theft under \$100
- 12-15-20 – 6000 Grissom – Assist Fire Department
- 12-15-20 – 7200 Bandera – Assist the Public
- 12-15-20 – 5400 Timber Meadow – Found Open Door
- 12-15-20 – 7500 Linkview – Found Open Door
- 12-15-20 – 6400 Grissom – Alarm/ Residence
- 12-15-20 – 6600 Bandera – Suspicious Person
- 12-15-20 – 5700 N.W. Loop 410- Assist Outside Agency
- 12-15-20 – Bandera at Timco- Disturbance/ Family
- 12-15-20 – 6400 Pacer Trail – Theft of Mail
- 12-15-20 – 6400 Bandera – Assist the Public
- 12-15-20 – 7100 Bandera – Alarm/ Business
- 12-15-20 – 5900 Wurzbach Rd. – Theft of Mail
- 12-16-20 – 6700 Forest Bend – Suspicious Vehicle
- 12-16-20 – 6800 Bandera Rd. – Alarm
- 12-16-20 – 5600 Evers Rd. – Disturbance
- 12-16-20 – 5600 N.W. Loop 410 – Welfare Check
- 12-16-20 – 6800 Huebner Rd. – Alarm
- 12-16-20 – 6500 Bandera – Information
- 12-16-20 – 6000 Grissom – Suspicious Activity
- 12-16-20 – 5900 Bandera – Information
- 12-16-20 – 4700 Timco W – Alarm/ Business
- 12-16-20 – 7400 Link Meadow – Suspicious Person
- 12-16-20 – 6200 Grissom – Assist the Public
- 12-16-20 – 6900 Bandera – Crash/ No injury
- 12-16-20 – 6400 Bandera – Civil Matter

- 12-16-20 – 5700 N.W. Loop 410 – Crash/Injuries
- 12-16-20 – 6300 Bandera – 911 Hang-Up
- 12-16-20 – 7200 Trace Buckle – Dog Complaint
- 12-16-20 – 6800 Huebner – City Ordinance Violation
- 12-16-20 – 5600 Bandera – Crash/ No Injuries
- 12-16-20 – 7400 Link meadow – Suspicious Person
- 12-17-20 – 6900 Bandera Rd. – Suspicious Person
- 12-17-20 – 6800 Bandera Rd. – Traffic Hazard
- 12-17-20 – 5600 Grissom Rd. – Assist the Public
- 12-17-20 – 6400 Bandera Rd. – Welfare Check
- 12-17-20 – 5200 Caraway Bend – Suspicious Person
- 12-17-20 – 7200 Bandera Rd. – Suspicious Vehicle
- 12-17-20 – 6900 Bandera Rd. – Suspicious Person
- 12-17-20 – 5400 Bandera – Violation of City Ordinance
- 12-17-20 – 6200 Bandera – Burglary of a Motor Vehicle
- 12-17-20 – 5400 Bandera – Violation of City Ordinance
- 12-17-20 – 6000 Bandera – Stalled vehicle
- 12-17-20 – 6600 Bandera – Welfare Check
- 12-17-20 – 6600 Bandera – 911 Hang-Up
- 12-17-20 – 6800 Bandera- Crash with Injuries
- 12-17-20 – 5600 Evers – Disturbance
- 12-18-20 – 5600 Bandera Rd. – Disturbance
- 12-18-20 – 6000 Grissom Rd. – Disturbance
- 12-18-20 – 5300 Blackberry – Disturbance
- 12-18-20 – 6500 Bandera Rd. – Traffic Hazard
- 12-18-20 – 7100 Bandera Rd. – Alarm
- 12-18-20 – 6700 Huebner Rd. – Suspicious Person
- 12-18-20 – 7000 Weathered Post. – Found Open Door
- 12-18-20 – 6000 Sawyer Rd. – Welfare Check
- 12-18-20 – 6200 Grissom Rd. – Disturbance
- 12-18-20 – 6200 Grissom Rd. – Suspicious Person
- 12-18-20 – Bandera at Eckert – Reckless Driver
- 12-18-20 – 7000 Forest Moss – Suspicious Activity
- 12-18-20 – Huebner at Bandera- Traffic Violation
- 12-18-20 – 5400 Nutmeg Trail – Violation of City Ordinance
- 12-18-20 – 5900 Wurzbach – Civil Matter
- 12-19-20 – 5600 Evers- Crash/ Hit and Run
- 12-19-20 – 6400 Bandera – Traffic Hazard
- 12-19-20 – 6200 Stirrup Ln – Crash/ Injuries
- 12-19-20 – 6000 Grissom – Assault/ Contact
- 12-19-20 – 6500 Hoofs Ln – Theft under \$100
- 12-19-20 – 6600 Sally Agee – Welfare Check
- 12-19-20 – 7400 Linkwood – Traffic Hazard
- 12-19-20 – 5600 Bandera – Verbal Disturbance
- 12-19-20 – 6000 Grissom – Assault/ Family
- 12-19-20 – Bandera at Grissom – Reckless Driver
- 12-19-20 – 5600 Bandera – Theft under \$100
- 12-19-20 – 6400 Evers – Found Child
- 12-19-20 – 5600 Grissom Rd. – Suspicious Person
- 12-19-20 – 7000 Bandera Rd. – Theft \$100-\$750
- 12-19-20 – 6700 Huebner Rd. – Traffic Hazard

- 12-19-20 – 5900 Wurzbach Rd. – Suspicious Person
- 12-19-20 – 6500 Trotter Ln. – Welfare Check
- 12-19-20 – 5600 Grissom Rd. – Disturbance
- 12-19-20 – 6700 Huebner Rd. – Alarm
- 12-19-20 – 6600 Cherry Leaf – Disturbance
- 12-19-20 – 7000 Forest Pine – Suspicious Person
- 12-19-20 – 5900 Wurzbach Rd. – Suspicious Person
- 12-19-20 – 5700 Watercress Dr. – Alarm
- 12-20-20 – 7000 Forest Grove – Runaway Juvenile
- 12-20-20 – 7000 Bandera Rd. – Welfare Check
- 12-20-20 – 6400 El Verde Rd. – Assist the Public
- 12-20-20 – 6500 Bandera – 911 Hang-Up
- 12-20-20 – 6400 Bandera – Violation of City Ordinance
- 12-20-20 – Bandera at N.W. Loop 410 – Traffic Hazard
- 12-20-20 – 6300 Glenridge – Crash/ No Injuries
- 12-20-20 – 7000 Forest Crest N – Welfare Check
- 12-20-20 – 5900 Wurzbach – Assist the Public
- 12-20-20 – 6600 Sawyer – Suspicious Vehicle
- 12-20-20 – 5600 Evers – Criminal Mischief
- 12-20-20 – 5600 Bandera – Alarm/ Business
- 12-20-20 – 6000 Grass Hill – Suspicious Activity
- 12-20-20 – 7600 Link View – Found Open Door
- 12-20-20 – 7600 Link View – Found Open Door
- 12-20-20 – 6500 Sally Agee – Found Open Door
- 12-21-20 – 7000 Bandera Rd. – Crash
- 12-21-20 – 6000 Grissom Rd. – Theft
- 12-21-20 – 6500 Bandera Rd. – Crash Hit and Run
- 12-21-20 – 7200 Poss Rd. – Disturbance
- 12-21-20 – 7000 Forest Grove – Runaway Juvenile
- 12-21-20 – 7200 Linkcrest – Suspicious Person
- 12-21-20 – 7000 Bandera Rd. – Welfare Check
- 12-22-20 – 6000 Grissom Rd. – Welfare Check
- 12-22-20 – 6800 Poss Rd. – Civil Matter
- 12-22-20 – 5600 Grissom Rd. – Suspicious Person
- 12-22-20 – 5400 Nutmeg Tr. – Disturbance
- 12-22-20 – 6400 Evers Rd. – Suspicious Vehicle
- 12-22-20 – 5300 Wurzbach Rd. – Suspicious Person
- 12-22-20 – 6100 Bandera Rd. – Open Door
- 12-22-20 – 5900 Bandera Rd. – Crash
- 12-22-20 – 7200 Bandera Rd. – Crash
- 12-23-20 – 7100 Bander Rd. – Assault Family Violence Bodily Injury
- 12-23-20 – 5700 Bandera Rd. – Abandoned Vehicle
- 12-23-20 – 7400 High Stepper – Disturbance
- 12-23-20 – 5600 Grissom Rd. – Disturbance
- 12-23-20 – 5700 Bandera Rd. – Crash
- 12-23-20 – 6400 Bandera Rd. – Assist the Public
- 12-23-20 – 7000 Settlers Ridge – Suspicious Person
- 12-23-20 – 5600 Evers Rd. – Welfare Check
- 12-23-20 – 5400 Daughtry Rd. – Alarm
- 12-23-20 – 6900 Bandera Rd. – Traffic Hazard
- 12-23-20 – 7200 Bridle Path – Alarm



- 12-23-20 – 5600 Evers Rd. – Disturbance
- 12-24-20 – 5900 Wurzbach Rd. – Disturbance
- 12-24-20 – 7000 Bandera Rd. – Welfare Check
- 12-24-20 – 6300 Rue Marilyn – Assault
- 12-24-20 – 5300 Wurzbach Rd. – Crash – Vehicle Impounded
- 12-24-20 – 6500 Evers Rd. – Crash
- 12-24-20 – 6500 Bandera Rd. – Crash
- 12-24-20 – 5900 Bandera Rd. – Crash
- 12-24-20 – 7400 Huebner Rd. – Crash
- 12-24-20 – 7000 Pepperwood – Alarm
- 12-24-20 – 7100 Bandera Rd. – Reckless Driver
- 12-24-20 – 7400 Linklea – Alarm
- 12-25-20 – 6600 Forest Bend North – Violation of City Ordinance – Parking Violation
- 12-25-20 – 7900 Stebbins – Welfare Check
- 12-25-20 – 7200 Bridle Path – Disturbance
- 12-25-20 – 6900 Forest Meadow – Disturbance
- 12-25-20 – 6400 Bandera Rd. – Sudden Death
- 12-25-20 – 7200 Gumtree – Alarm
- 12-25-20 – 6600 Bandera Rd. – Theft <\$100
- 12-25-20 – 6200 Bandera Rd. – Crash
- 12-26-20 – 6000 Forest Shadow – Alarm
- 12-26-20 – 5900 Bandera Rd. – Crash
- 12-26-20 – 6200 Bandera Rd. – Violation of City Ordinance
- 12-26-20 – 6700 Bandera Rd. – Crash
- 12-26-20 – 6400 Evers Rd. – Found Open Door
- 12-26-20 – 5600 Bandera Rd. – Crash
- 12-27-20 – 5600 Grissom Rd. – Crash
- 12-27-20 – 7100 Bandera Rd. – Alarm
- 12-27-20 – 6500 Bandera Rd. – Theft
- 12-27-20 – 5600 Grissom Rd. – Crash
- 12-30-20 – 5900 Wurzbach – Information
- 12-28-20 – 7200 Bandera Rd. – Suspicious Vehicle
- 12-28-20 – 6700 Timberhill – Disturbance
- 12-28-20 – 5700 Bandera Rd. – Crash
- 12-28-20 – 5600 Bandera Rd. – 911 Hang Up
- 12-28-20 – 6400 Locker Ln. – Found Open Door
- 12-28-20 – 5900 Bandera Rd. – Disturbance
- 12-28-20 – 5600 Bandera Rd. – Welfare Check
- 12-28-20 – 6200 Bandera Rd. – Alarm
- 12-28-20 – 5900 Wurzbach Rd. – Disturbance
- 12-28-20 – 6900 Bandera Rd. – Reckless Driver
- 12-28-20 – 5600 Grissom Rd. – 911 Hang Up
- 12-29-20 – 5900 Wurzbach Rd. – Disturbance
- 12-29-20 – 6700 Forest Grove – 911 Hang Up
- 12-29-20 – 5600 Grissom Rd. – Patrol By
- 12-29-20 – 6700 Timberhill – Disturbance
- 12-29-20 – 7200 Timberleaf – Welfare Check
- 12-29-20 – 6900 Bandera Rd. – 911 Hang Up
- 12-29-20 – 5600 Bandera Rd. – Alarm
- 12-29-20 – 6500 Charles Field – Open Door
- 12-29-20 – 5600 Evers Rd. – Welfare Check

- 12-29-20 – 6400 Handsome Lake – Found Open Door
- 12-29-20 – 6000 Forest Crest – Found Open Door
- 12-30-20 – 5600 Grissom – Patrol By
- 12-30-20 – 5600 Evers – Threats
- 12-30-20 – 5400 Bandera – Alarm/ Business
- 12-30-20 – 6300 Bandera – 911 Hang-up
- 12-30-20 – 7200 Gumtree – Alarm/Residence
- 12-30-20 – 6900 Forest Park – 911 Check
- 12-30-20 – 6900 Bandera – Violation of City Ordinance/Abandoned Vehicle
- 12-30-20 – 5600 Evers – Information
- 12-30-20 – 6400 Evers – Information
- 12-30-20 – 5600 Bandera – Credit/ Debit Card Abuse
- 12-30-20 – 6200 Grissom – Crash/ No Injuries
- 12-30-20 – 5900 Wurzbach – Civil Matter
- 12-31-20 – Bandera at Wurzbach – Road Rage
- 12-31-20 – 7100 Bandera – 911 Hang-Up
- 12-31-20 – 5400 Bandera – 911 Hang-Up
- 12-31-20 – 6500 Bandera – Crash/ No Injuries
- 12-31-20 – 6300 Stirrup Lane – Suspicious Person
- 12-31-20 – 5600 Bandera – Disturbance/ Verbal
- 12-31-20 – 7100 Huebner – Welfare Check
- 12-31-20 – 5600 Evers – Welfare Check
- 12-31-20 – 5600 Evers – Suspicious Odor
- 01-01-21 – 5600 Bandera Rd. – Civil Matter
- 01-01-21 – 6400 Bandera Rd. – Alarm
- 01-01-21 – 5300 Wurzbach Rd. – Alarm
- 01-01-21 – 5900 Bandera Rd. – Reckless Driver
- 01-01-21 – 6600 Salley Agee – Suspicious Vehicle
- 01-01-21 – 6500 Trotter Ln. – Civil Matter
- 01-01-21 – 7100 Forest Meadow – Fireworks
- 01-01-21 – 6300 Stirrup Ln. – Suspicious Person
- 01-01-21 – 6500 Redbird Ln. – 911 Hang-Up
- 01-01-21 – 5500 Timco West – Suspicious Person
- 01-01-21 – 5400 Bandera Rd. – Found Open Door
- 01-01-21 – 5300 Blackberry – Found Open Door
- 01-01-21 – 6600 Peachtree – Disturbance
- 01-01-21 – 6500 Trotter Ln. – Patrol By
- 01-01-21 – 6800 Blacksmith – Found Open Door
- 01-01-21 – 7300 Reindeer Tr. – Alarm
- 01-01-21 – 5600 Bandera Rd. – Suspicious Person
- 01-02-21 – 5600 Evers Rd. – Disturbance
- 01-02-21 – 7300 Bandera Rd. – Suspicious Vehicle
- 01-02-21 – 5600 Grissom Rd. – Welfare Check
- 01-02-21 – 6000 Trone Tr. – Assist the Public
- 01-02-21 – 5200 Savory Glen – 911 Hang-Up
- 01-02-21 – 7200 Gumtree – Alarm
- 01-02-21 – 6200 Forest View – Suspicious Vehicle
- 01-02-21 – 4900 N.W. Industrial – Found Open Door
- 01-02-21 – 5000 Timberhill – Disturbance
- 01-02-21 – 6100 Bandera – Lost Property
- 01-02-21 – N.W. Loop 410 at Bandera – Welfare Check

- 01-03-21 – 5600 Evers – 911 Hang-Up
- 01-03-21 – 6200 Bandera – Road Rage
- 01-03-21 – 6500 Bandera – Assault/ Bodily Injury
- 01-03-21 – 5300 Wurzbach – Disturbance/ Verbal
- 01-03-21 – 6100 Wurzbach – 911 Hang-up
- 01-03-21 – 5300 Wurzbach – Disturbance/ Family
- 01-03-21 – 6800 Huebner – Theft Under \$100
- 01-03-21 – 5600 El Verde – Civil Matter
- 01-03-21 – 6300 Evers – Civil Matter
- 01-03-21 – 6400 Bandera – Suspicious Vehicle
- 01-03-21 – 5600 Evers – Burglary of a Vehicle
- 01-03-21 – 5600 Bandera – Welfare Check
- 01-03-21 – 6900 Timbermill – Assist Other Agency
- 01-03-21 – 6600 Bandera – Welfare Check Patrol Unit
- Citations - 43
- Warnings –32
- Criminal Investigation Unit
  - Active CID Investigations
    - One (1) POCS 1-4 grams
  - Additional CID Activity
    - Aggravated Assault Police Officer
    - Violation Protective Order. Victim and witness contacted. Investigation in progress
    - Sudden death investigation
    - Suspected drug dealings in Leon Valley
    - Two (2) hit and run investigations
    - Police applicant background investigations
    - Sixteen (16) walk in and window assists
    - Forty-five (45) videos for DA’s Office
    - Search warrant for telephone preparation
- Code Enforcement
  - Nine (9) Violation of City Ordinance (VCO) door tag warnings issued
  - Eight (8) VCO warning letters were sent
  - Four (4) VCO citations were issued
  - Four (4) vehicles were tagged
  - Twenty-Nine (29) bandit sign complaints
  - Six (6) graffiti complaints
  - Thirteen (13) grass/weed/tree violations
  - Five (5) building violations
  - Five (5) noise violations
  - Five (5) trash/debris complaints
  - One (1) fence violation
  - Six (6) miscellaneous code violations
- Animal Control
  - Four (4) at large dogs
  - Eleven (11) miscellaneous animal related calls
  - One (1) reported dog attack/bite was confirmed
  - Fourteen (14) dead animals, eleven (11) dead deer, three (1) cat, one (1) Raccoon and one (1) dead skunk were collected
- Traffic Unit
  - Moving Violations                    26
  - Non-Moving Violations            00

- Warnings 13
- VCO 00
- Vehicles Impounded 04
- Impound Lot
  - Vehicle Towed 25
    - Traffic 17
    - Arrest 05
    - VCO 00
    - Other 03
- Community Service
  - All officers participated in two Blue Santa Boot Drives and Christmas gift loading and delivery. More than 400 children were given gifts this Christmas Season. Thank you to our community for providing the outstanding support this year!
- Reserve Officers Manpower Supplement to LVPD
  - 12-07-2020 4 Reserve officers provided 16 manpower to Tree lighting/traffic
  - 12-15-2020 1 Reserve officers provided 8 manpower hours for RLC and 3 Reserve officers provided 18 manpower hours for Council Meeting
  - 12-19-2020 4 Reserve officers assisted with the Blue Santa Event.
- Warrant Officer: 2 warrants served.
- Training
  - Officer Rivera completed the Intermediate Use of Force, Intermediate Child Safety Alert Checklist, and Intermediate Arrest Search and Seizure.
  - Captain Andersen, Lt Tacquard and Sergeant Burleson completed Constitutional Law refresher training.
  - Officer Jones completed the Sexual Assault and Family Violence Intermediate License training.
  - Detective Wells completed Ethics for Law Enforcement Training.
  - Officers Regino, Evans, Yarbrough, Griego, Rodriguez, River and Barron attend the TCOLE Certified 40-hour Crime Investigation Course.
  - Officers Vasquez, Guerra, Burnside, Andersen, Saucedo, Naughton, Massiatte, J. Garcia, Gangware, Breton, Campbell, Griego, Parra, Yarbrough and Regino attended Firearms Training and Requalification.

## **Fire Department**

- The Fire Department completed the Santa Run throughout the entire residential district of the City. We appreciate all the Citizens that came out see the run.
- The Leon Valley Fire Marshal's office had 3 officers performing a firework patrol on New Years from 6:00 p.m. to 2:00 a.m. Fourteen contacts were made without incident.
- The Fire Department is currently fully staffed with the hiring of firefighter Shawn Pipkin. We are anticipating losing two of our firefighters to SAFD in the next two months.
- Department Statistics from 12/16/2020 – 01/06/2021
  - Overall Responses
    - Total Fire Department Calls for Service 134
    - Average response time 5:11
  - 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 94
    - COVID EMS Calls for Service 14
    - Motor Vehicle Accident Calls for Service 12
  - Fire Marshal Services

▪ Local Business Fire Inspections	18
▪ Plan Reviews	14
▪ Enforcement Citations	00
○ Mutual Aid	
▪ Mutual Aid Requested by the Fire Department	00
▪ Mutual Aid Requested from the Fire Department	10

### 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. Staff plans on forwarding this recommendation to the City Council for consideration at their January 19, 2020 meeting for final action.
- 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, January 26, 2021
- 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 does not have any items scheduled for January 12, 2021, City Council Meeting
- Permitting and Records
  - Received 85 Building Permit Applications (including trade permits)
  - Issued 44 Building Permits (including trade permits)
  - Issued 0 Certificates of Occupancy

### Business Relations - Economic Development

- Guest Speaker for NW SA Chamber of Commerce videoconference meeting – 12/01/2020
- Onboarding and training for Business Code Compliance Officer
- Updated and standardized auto-fill form(s) for business compliance violations and Zoning inspections
- Meeting with Kwik Kopy concerning new Commercial Code Compliance door hangers – 12/09/2020
- Virtual attendance of city council meeting - 12/03/2020
- Facilitated teleconference call: White House Briefing
- Compiled information and emails for Google Fiber timeline presentation - 11/30/2020

- Meeting with owner of Lim’s Village concerning potential vestibule - 11/30/2020
- Meeting with administration concerning storage and remodel of 6401 El Verde – Annex - 11/30/2020
- Continued Small Business Mask distribution
- Disseminated information, programs, and opportunities to businesses, staff, and EDCD Committee members
- Maintained ON IT workbook
- Audit:
  - Ongoing 2020 Business Audit to ensure Leon Valley Businesses have a valid certificate of occupancy.
    - Pre-permit inspection:
      - 6820 Bandera – Toas Taco Hut
      - 7003 Bandera Church’s Chicken
      - 7050 Bandera – Starbucks Coffee
      - 7088 Bandera – La Tia Bertha Mexican Restaurant
      - 6757 Poss – Chaco’s Mexican Restaurant
      - 7044 Bandera – OmniLife USA
      - 6011 Grissom – A Place for Kids Learning Center
      - 7722 Eckhert – Fruiteria Los Trejo
      - 7724 Eckhert – Kids Galaxy Learning Center
      - 5405 Bandera #131 – Jump in Business Corp
    - Delivery of New CO and Welcome to LV visit
      - 5504 Bandera #614 – PJ’s Automotive Detailing – Delivered CO and face mask
      - 5309 Wurzbach #200-2 – Anchors Aweigh Body Waxing – Delivered CO and face mask
      - 5504 Bandera #201 – Blackout Tinting – Delivered CO and face mask
      - 6504 Bandera #8 – E & J Appliance – Delivered CO and face mash
- Business Code Enforcement:
  - 5630 Wurzbach – (Sonic) – Teamed with PW to remove homeless camp set-up on property
  - 7031 block Bandera – Removed bandit sign
  - 5700 Wurzbach #5717 & 5730 – Sunset Plaza – Follow-up inspection for municipal court
  - 5730 Wurzbach – TJ African Mart – Windwaver and secondary business without CO
  - 6780 Bandera – American Car Wash – Graffiti, trash, open pits, unsecured structure
  - 7007 Bandera – I Love Churros – non-permitted sign in right-of-way
  - 7015 Bandera #12 – Water City – Outside Storage – Citation
  - 7212 Bandera – Lockaway Storage – No CO for secondary business and signage in right-of-way
- Zoning Inspection:
  - 6207 Setting Sun - The Insurance Factory
  - 5072 Timberhill – Timberhill Commons Apartments
  - 6790 Bandera – Rely Signs
  - 5309 Wurzbach #100-1 – Local SweetLife
- Cease and Desist:
  - None

### **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 the May 01, 2021, General Election Candidate Packet
- 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.

### **Open Records Request Coordinator**

- Since the last report, we have received 19 open record requests. As requested by the City Council, we include the names of those who submitted the 19 requests. The requestors were:
  - [e\\*\\*\\*\\*\\*1@yahoo.com](mailto:e*****1@yahoo.com) (Unknown name)
  - [e\\*\\*\\*\\*\\*1@yahoo.com](mailto:e*****1@yahoo.com) (Unknown name)
  - Carolina Arroyo
  - Lady Monica Greeno
  - Justin Pulliam
  - Jordan Ramirez
  - Erick Linenberger
  - Justin Pulliam
  - Justin Pulliam
  - Lady Monica Greeno
  - Craig Sheriff
  - Alexa Hale
  - Samantha Crane
  - Jennifer Pitcaithly
  - Suma Sureshchandra
  - Carole Bartholomew
  - Heidi Choate
  - Karim Vellani
  - Antonia “Tonia” Johnson
  - The Leon Valley Police Department processed 80 open record requests for incident/crash reports.
- On-Going Current Projects:
  - Inspection of Records Policy

### **Library**

- Members
  - New Accounts: 6
  - Renewed Accounts: 24
  - Amount Saved: \$6,042.37
  - Circulation: 628

*Member amounts saved calculates books only and does not take into consideration curbside crafts, or digital databases.*

- Programs (Virtual & Curbside)
  - Adults & Teens: 3 programs, 30 attendees
  - Children: 19 programs, 583 attendees
- Upcoming Programs
  - School Age Crafts, Curbside, Tuesdays at 4:30 p.m.
    - January 5, 2021: 2021 Glasses
    - January 12, 2021: Origami Tree Bookmarks
    - January 19, 2021: Warm Drink Holders
    - January 26, 2021: Friendship Cuffs
  - Adventurer’s Club Storytime, Virtual, Wednesdays at 10:30 a.m.
    - January 6, 2021
    - January 13, 2021

- January 20, 2021
    - January 27, 2021
  - Storytime, Virtual, Thursdays at 10:30 a.m.
    - January 07, 2021
    - January 14, 2021
    - January 21, 2021
    - January 28, 2021
  - Storytime Take & Make Crafts, Curbside, Wednesdays & Thursdays at 11:30 a.m.
    - January 6, 2021
    - January 7, 2021
    - January 13, 2021
    - January 14, 2021
    - January 20, 2021
    - January 21, 2021
    - January 27, 2021
    - January 28, 2021
  - LEGO Challenge Reveal
    - Designer's Choice, Virtual, Saturday, January 9, 202, at 11:30 a.m.
  - Crafternoon, Curbside, Saturday, January 16 at 11:30 a.m.
- 1<sup>st</sup> Quarter Statistics
  - Circulation: 2303
  - New Accounts: 19
  - Renewed Accounts: 108
  - Amount Saved: \$22,572.72
  - Adult & Teen Programs: 9 programs, 78 attendees
  - Children's Programs: 61 programs, 2,012 attendees

**Upcoming Events:**

- Regular City Council Meeting is scheduled for Tuesday, January 12, 2021, at 6:00 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, January 19, 2021, at 6:00 p.m. in Council Chambers
- Annual Town Hall Meeting, Saturday, January 30, 2021, at a venue to be determined later (live or virtual).
- May 01, 2021 General Election Filing Period begins January 13, 2021 and closes at 5:00 PM 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, January 26, 2020.