



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: March 19, 2021
TO: Mayor Chris Riley and City Council Members
FROM: Crystal Caldera, Acting City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - (2) Public Works Crewman – Currently, applicants are in the background process.
 - (2) Firefighter/Paramedic – Currently, applicants are in the background process.
 - (2) Police Sgt. and detective – Leaving open.
 - (1) Finance Director – Leaving open.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
02-28-21 – 03-06-21	160	132	-	-	-	-	132
03-07-21- 03-13-21	-	-	-	-	-	-	-

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
02/25/2021	64	42	22
03/04/2021	59	40	19

03/04/21 City Ordinance Violations - Court Outcome

CITATION	NAME	OFFENSE	LOCATION	OUTCOME
165900-01, E0049015- 01,E0049030-01, E0049041-01, 02, E0052551- 01,02,03	ERIC MEDINA	PROHIBITED CONDITIONS, PUBLIC HEALTH NUISANCE, FAIL TO REMOVE GARBAGE/TRASH	6763 TIMBERHILL RESIDENTIAL	CASES WENT INTO WARRANTS ON 03/16/2021

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 03-01-2021 03-16-2021
UTILITY PAYMENTS	1918
UTILITY NEW SERVICE	12
PERMITS COM DEV	68

COURT	283
RLC FINES	73
RLC LATE FEES	11
IMPOUND LOT FEES	16
TOWING FEES PAYABLE	16
GARAGE SALE	7
MISCELLANEOUS	290
TOTAL	2694

Warrant Numbers (ZAMBRANO)

DESCRIPTION	NUMBER OF CASES	\$ PER WARRANT	AMOUNT PAID TO OFFICER	INITIAL AMOUNT COLLECTED	BALANCE STILL DUE CASES
SET FOR A COURT HEARING - NO MONEY	20	X \$50.00	\$1,000.00		
DEFERRAL/ PAYMENT PAN BY COURT NO MONEY	18	X \$50.00	\$900.00	\$226.09	
TOOK IN CONSIDERATION (TIC) OR NON - CASH	3	X \$50.00	\$150.00		
SOLVED	12	X \$50.00	\$600.00	\$2,390.40	
TOTAL	53		\$2,650.00	\$2,616.49	\$12,052.16

Warrants Issued 03-01-21 thru 03-16-21

Total # Warrants 142

Total Amount Due \$ 51,716.46

Public Works

- Projects
 - Garren Construction continues this week with the remodel of the Community Center. The contractor will finish installing the new electrical panel and kitchen equipment this week.
 - The contractor for the Grass Hill Elevated Tank Rehabilitation Project has completed the work on the tank and will now install the city logo and lighting.
 - Engineering and design work continues on the Seneca West Drainage Project. The proposed alignment was sent to the San Antonio River Authority (SARA) and the Corp of Engineers 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.

The staff has prepared the item for a second read before the City Council for the March 23rd meeting.

- Staff is working on plans and design for a proposed new Public Works facility, new library annex, and remodeled pool facilities.
- Staff is preparing cost estimates for consideration of fluoride in our water supply.
- Staff is working on the budget for FY 2021-22.
- The staff is assisting with the preparation of the Council budget request for furnishings and internet services at the City Hall annex.
- 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 preparing to build a concrete pad for a storage unit at Fire Department.
- The Crew is pulling weeds at Linkwood Trail fitness equipment station, checking Bandera Road monument plantings and removing dead plantings at City Hall.
- Meetings
 - The Tree Advisory Board will hold a meeting on March 15, 2021, at 6 pm at Public Works to hear a request for a variance to the tree ordinance. Their recommendation will be forwarded to the City Council for the March 23rd meeting.
 - 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.
 - The Earthwise Living Day Committee has received a Proclamation to declare the month of March as Earthwise Living Month. Various activities will be posted on our website and social media, and a tree giveaway will be held on Saturday, March 27, 2021, from 9:00 a.m. to noon at the Community/Conference Center grounds.

Police Department

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

- Arrest
 - 03-03-21 – 6800 Forest Meadow – Emergency Detention – Arrest
 - 03-03-21 – 6400 Bandera Rd. – Warrant – Arrest
 - 03-07-21 – 5600 Bandera Rd. – Emergency Detention – Arrest
 - 03-08-21 – 5600 Bandera Rd. – Emergency Detention – Arrest
 - 03-08-21 – 5800 Wurzbach Rd. – Emergency detention/1 detained/released to hospital
 - 03-10-21 – 7200 Bandera Rd. – Traffic stop – One cited/released – Vehicle Impounded
 - 03-11-21 – 6600 Seneca Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 03-11-21 – 6600 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 03-12-21 – 7300 Canterfield – Emergency Detention – Arrest
 - 03-12-21 – 6400 Bandera Rd. – Emergency Detention – Arrest
 - 03-13-21 – 6100 Bandera Rd. – Evading Arrest/Vehicle – Poss PG1 4-200 g – Unlawful Carry
 - 03-14-21 – 5600 Evers Rd. – Warrant – Arrest
- Significant Calls
 - 03-01-21 – 5300 Wurzbach Rd. – Disturbance
 - 03-01-21 – 5800 Bandera Rd. – Welfare Check
 - 03-01-21 – 6800 Huebner Rd. – Suspicious Vehicle
 - 03-01-21 – 5300 Bandera Rd. – Welfare Check
 - 03-01-21 – 6100 Bandera Rd. – Traffic Hazard
 - 03-01-21 – 5900 Bandera Rd. – Disturbance
 - 03-01-21 – 4700 Timco West. – Alarm
 - 03-01-21 – 6600 Cloverbend – 911 Hang Up

- 03-01-21 – 5600 Evers Rd. – Disturbance
- 03-01-21 – 4900 Hodges – Harassment
- 03-01-21 – 6000 Bandera Rd. – Crash
- 03-01-21 – 6600 Ghrist mill – Sudden Death
- 03-01-21 – 6300 Parsley Hill – 911 hang-up
- 03-01-21 – 7100 Bandera Rd. – Crash
- 03-01-21 – 5500 Bandera Rd. – Crash
- 03-01-21 – 6000 Grissom Rd. – Theft
- 03-01-21 – 6400 Bally Dr. – 911 hang-up
- 03-01-21 – 5600 Bandera Rd. – Traffic complaint
- 03-01-21 – 5200 Evers Rd. - Crash
- 03-01-21 – 6400 Pacer Trl. – Civil matter
- 03-01-21 – 7100 Huebner Rd. – Apparent Suicide
- 03-01-21 – 5700 Bandera Rd. – Theft
- 03-02-21 – 4900 NW Industrial – Traffic complaint
- 03-02-21 – 5600 Bandera Rd. – Welfare check
- 03-02-21 – 7000 Weathered Post - Crash
- 03-02-21 – 5900 Wurzbach Rd. – Welfare check
- 03-02-21 – 6800 Bandera Rd. – Criminal mischief
- 03-02-21 – 5600 Bandera Rd. – Crash
- 03-02-21 – 7000 Bandera Rd. – Theft of Service
- 03-02-21 – 6500 Bandera Rd. – Crash
- 03-02-21 – 6600 Bandera Rd. – Crash hit/run
- 03-02-21 – 5600 Evers Rd. – 911 Hang Up
- 03-02-21 – 6800 Poss Rd. – Suspicious Person
- 03-02-21 – 6000 Rue Sophie – Suspicious Person
- 03-02-21 – 6400 Bandera Rd. – Suspicious Person
- 03-02-21 – 6600 Bandera Rd. – Phone Harassment
- 03-02-21 – 5600 Evers Rd. – Crash
- 03-03-21 – 6400 El Verde Rd. – Assist the Public
- 03-03-21 – 5600 Evers Rd. – Civil Matter
- 03-03-21 – 7000 Millstream – Welfare Check
- 03-03-21 – 7100 Larksong – Disturbance
- 03-03-21 – 5600 Grissom Rd. – Disturbance
- 03-03-21 – 5300 Wurzbach Rd. – 911 Hang Up
- 03-03-21 – 5500 Bandera Rd. – Open Door
- 03-03-21 – 6800 Timberhill – Suspicious Vehicle
- 03-03-21 – 5400 Wurzbach – 911 Hang Up
- 03-03-21 – 7000 Wagon Spoke – Threats
- 03-03-21 – 6600 Bandera Rd. – Crash hit/run
- 03-03-21 – 3700 Bandera Rd. – Alarm
- 03-03-21 – 6700 Bandera Rd. - Alarm
- 03-03-21 – 5700 Bandera Rd. – Crash
- 03-03-21 – 6400 Bandera Rd. – Crash
- 03-03-21 – 6600 Sawyer Rd. – Suspicious circumstance
- 03-03-21 – 6400 Bandera Rd. – 911 hang-up
- 03-03-21 – 5600 Evers Rd. – Missing person
- 03-03-21 – 5300 Wurzbach Rd. – Disturbance
- 03-03-21 – 6800 Huebner Rd. – Crash
- 03-03-21 – 6400 Bandera Rd. - Disturbance
- 03-04-21 – 5600 El Verde Rd. – Suspicious person

- 03-04-21 – 7100 Bandera Rd. – Alarm
- 03-04-21 – 6700 Bandera Rd. – Alarm
- 03-04-21 – 6500 Sally Agee - Crime prevention/open garage
- 03-04-21 – 6500 Bandera Rd. – 911 hang-up
- 03-04-21 – 6600 Bandera Rd. – Crash
- 03-04-21 – 6800 Poss Rd. – Suspicious person
- 03-04-21 – 6500 Bandera Rd. – Alarm
- 03-04-21 – 5700 Bandera Rd. – Crash
- 03-04-21 – 6700 Bandera Rd. – Alarm
- 03-04-21 – 7100 Bandera Rd. – Criminal Mischief 0-100
- 03-04-21 – 5600 Bandera Rd. – Assist other Agency
- 03-04-21 – 6000 Kinman Dr. – Suspicious Vehicle
- 03-04-21 – 6800 Bandera Rd. – Alarm
- 03-05-21 – 7100 Bandera Rd. – Disturbance
- 03-05-21 – 7200 Poss Rd. – Civil Matter
- 03-05-21 – 5900 Wurzbach Rd. – Assist other Agency
- 03-05-21 – 6900 Forest Meadow – Welfare Check
- 03-05-21 – 5600 Evers Rd. – Suspicious Person
- 03-05-21 – 6000 Evers Rd. – Open Door
- 03-05-21 – 6700 Bandera Rd. – Traffic Hazard
- 03-05-21 – 5300 Wurzbach Rd. – Suspicious Person
- 03-05-21 – 7000 Whithers Rd. – Suspicious Person
- 03-05-21 – 5300 Wurzbach Rd. – Civil Matter
- 03-05-21 – 5600 Grissom Rd. – Assist the Public
- 03-05-21 – 5000 Timberhill – Disturbance
- 03-05-21 – 6400 Stable Dr. – Crash
- 03-05-21 – 5900 Bandera Rd. – Burglary Building
- 03-05-21 – 6700 Bandera Rd. – Threats
- 03-05-21 – 6600 Cades Cove – Assault
- 03-05-21 – 5700 Bandera Rd. – Burglary/building
- 03-05-21 – 6600 Bandera Rd. – 911 hang-up
- 03-05-21 – 6800 Huebner Rd. – Disturbance
- 03-05-21 – 6900 Bandera Rd. – Assist the public
- 03-05-21 – 6500 Sally Agee – Crime prevention/open garage
- 03-05-21 – 5600 Evers Rd. – Burglary/vehicle
- 03-05-21 – 5300 Brisa Estates - Crime prevention/open garage
- 03-06-21 – 5800 Wurzbach Rd. – Assist other agency
- 03-06-21 – 6000 Forest Shadow – 911 hang-up
- 03-06-21 – 7400 Linklea Dr. – Information
- 03-06-21 – 6800 Conestoga – Alarm
- 03-06-21 – 5900 Bandera Rd. – Crash
- 03-06-21 – 6900 Bandera Rd. – Criminal Mischief
- 03-06-21 – 6700 Bandera Rd. – Crash
- 03-06-21 – 6000 Grissom Rd. – Criminal Mischief
- 03-06-21 – 5600 Bandera Rd. – Theft
- 03-06-21 – 6800 Poss RD. – Open Door
- 03-06-21 – 6600 Bandera Rd. – Alarm
- 03-06-21 – 5600 Bandera Rd. – Suspicious Vehicle
- 03-06-21 – 5700 Bandera Rd. – Welfare Check
- 03-06-21 – 7000 Forest Way – 911 Hang Up
- 03-06-21 – 7400 Chenal Pt. – Alarm

- 03-06-21 – 5600 Grissom Rd. – Suspicious Person
- 03-07-21 – 6300 Evers Rd. – Assist other Agency
- 03-07-21 – 6800 Bandera Rd. – Suspicious Vehicle
- 03-07-21 – 6300 Evers Rd. – Assist other Agency
- 03-07-21 – 7700 Red Bird Ln – Disturbance
- 03-07-21 – 5300 Wurzbach Rd. – Theft
- 03-07-21 – 6600 Bandera Rd. – Crash
- 03-07-21 – 6700 Bandera Rd. – Alarm
- 03-07-21 – 6200 Grissom Rd. – Welfare check
- 03-07-21 – 6400 El Verde – Suspicious person
- 03-07-21 – 6200 Grissom Rd. – Welfare check
- 03-08-21 – 7000 Bandera Rd. – Alarm
- 03-08-21 – 6500 Charles Field – Crime prevention/open garage
- 03-08-21 – 6500 Charles Field – Crime prevention/open garage
- 03-08-21 – 6600 Bandera Rd. - 911 hang-up
- 03-08-21 – 7200 Huebner Rd. – Animal call
- 03-08-21 – 6400 Pacer Trl. – Welfare check
- 03-08-21 – 6200 El Verde – Crime prevention/open garage
- 03-08-21 – 5600 Bandera Rd. - Theft
- 03-08-21 – 6600 Bandera Rd. – 911 hang-up
- 03-08-21 – 6400 Pacer Trl. – Welfare check
- 03-08-21 – 5000 Timberhill Rd. – Disturbance
- 03-08-21 – 6200 Forest Rose – Welfare Check
- 03-08-21 – 6400 Evers Rd. – Suspicious Vehicle
- 03-08-21 – 6100 Bandera Rd. – Alarm
- 03-08-21 – 7000 Forest Way – 911 Hang Up
- 03-08-21 – 6100 Blacksmith – Disturbance
- 03-08-21 – 6800 Bandera Rd. – Alarm
- 03-08-21 – 6700 Bandera Rd. – Crash Hit/Run
- 03-08-21 – 7100 Bandera Rd. Assist Public stalled vehicle
- 03-08-21 – 6900 Bandera Rd. – Crash Hit/Run
- 03-08-21 – 6400 Bandera Rd. – Crash
- 03-08-21 – 7300 Reindeer – Alarm
- 03-08-21 – 6800 Bandera Rd. – Fire
- 03-09-21 – 6400 Bandera Rd. – Assault
- 03-09-21 – 6300 Stirrup Ln. – 911 Hang Up
- 03-09-21 – 7000 Forest Way – Welfare Check
- 03-09-21 – 6800 Bandera Rd. – Alarm
- 03-09-21 – 6600 Bandera Rd. – Traffic Hazard
- 03-09-21 – 6400 Bandera Rd. – Disturbance
- 03-09-21 – 5600 Grissom Rd. – Disturbance
- 03-09-21 – 5600 Grissom Rd. – Civil Matter
- 03-09-21 – 7100 Stirrup Ln. – Open Door
- 03-09-21 – 7300 Ellerby Point – 911 hang-up
- 03-09-21 – 6300 Mary Jamison – Apparent sudden death
- 03-09-21 – 6300 Mary Jamison – Assist the public
- 03-10-21 – 6500 Bandera Rd. – 911 hang-up
- 03-10-21 – 6300 Rue Marielyne – Criminal mischief
- 03-10-21 – 5600 Bandera Rd. – Crash
- 03-10-21 – 5700 Bandera Rd. – Crash
- 03-10-21 – 6400 El Verde – Special assignment

- 03-10-21 – 6900 Shadow Mist – Traffic hazard
- 03-10-21 – 5700 Bandera Rd. – Crash
- 03-10-21 – 5600 Bandera Rd. – Crash
- 03-10-21 – 5900 Wurzbach Rd. – Welfare Check
- 03-10-21 – 6200 Sawyer Rd. - Forgery
- 03-10-21 – 6600 Strawflower – Suspicious Person
- 03-10-21 – 7000 Forest Way – 911 Hang Up
- 03-10-21 – 5900 Wurzbach Rd. – Disturbance
- 03-10-21 – 6400 El Verde Rd. – Assault
- 03-10-21 – 7100 Bandera Rd. – Crash
- 03-11-21 – 7400 Link Wood – Alarm
- 03-11-21 – 6300 Bandera Rd – Crash Hit/Run
- 03-11-21 – 5700 Wurzbach Rd. – Alarm
- 03-11-21 – 6300 Bandera Rd. – Crash Hit/Run
- 03-11-21 – 6800 Forest Crest North – Theft
- 03-11-21 - 6300 Evers Rd. – Crash
- 03-11-21 – 6600 Bandera Rd – Crash
- 03-11-21 – 6200 Grissom Rd. – 911 Hang Up
- 03-11-21 – 5600 Grissom Rd. – Disturbance
- 03-11-21 – 7200 Bandera Rd. – Alarm
- 03-11-21 – 5600 Bandera Rd. – Suspicious Person
- 03-11-21 – 5200 Savory Glen – Crime prevention/open garage
- 03-11-21 – 6500 Bandera Rd. – Assist the public
- 03-11-21 – 6000 Bandera Rd. – Crash
- 03-11-21 – 6900 Bandera Rd. – Disturbance
- 03-11-21 – 7000 Forest Pine – Criminal mischief
- 03-11-21 – 7400 Canterfield – Suspicious vehicle
- 03-11-21 – 6400 El Verde – Special assignment
- 03-11-21 – 5600 Evers Rd. – Theft
- 03-11-21 – 5700 NW 410 – Traffic complaint
- 03-12-21 – 6400 Bandera Rd. – Disturbance
- 03-12-21 – 6200 Echo Hill – Welfare check
- 03-12-21 - 5700 NW 410 – 911 hang-up
- 03-12-21 – 6100 Wurzbach Rd. – 911 hang-up
- 03-12-21 – 6500 Rue Marielyne – Assault
- 03-12-21 – 6200 Grissom Rd. – Theft
- 03-12-21 – 6100 Sun Dial – Suspicious vehicle
- 03-12-21 – 6800 Poss Rd. – Assault
- 03-12-21 – 6300 Rue Marielyne – Disturbance
- 03-12-21 – 5500 Caraway Bend – VCO
- 03-12-21 – 7100 Huebner Rd. – VCO
- 03-12-21 – 5700 NW 410 – Crash
- 03-12-21 – 6400 El Verde – Special assignment
- 03-12-21 – 5300 Wurzbach Rd. – Damaged Property
- 03-12-12 – 6400 Bandera Rd. – Assist other agency
- 03-12-21 – 5600 Bandera Rd – Alarm
- 03-12-21 – 6100 Britania Ct. – Assist other agency
- 03-12-21 – 5900 NW Industrial – Theft
- 03-12-21 – 7100 Bandera Rd. – Alarm
- 03-12-21 – 7500 Eckert Rd. – Alarm
- 03-12-21 – 6800 Blacksmith – Assault

- 03-12-21 – 5400 Bandera Rd. – Alarm
- 03-13-21 – 5700 NW Loop 410 – Theft
- 03-13-21 – 7200 Poss Rd. – Crash
- 03-13-21 – 6700 Bandera Rd. – Assault
- 03-13-21 – 5500 Bandera Rd. – Burglary Vehicle
- 03-13-21 – 7300 Huebner Rd. – Crash
- 03-13-21 – 5600 Wurzbach Rd. – Graffiti
- 03-13-21 – 7000 Forest Way – Welfare Check
- 03-13-21 – 6300 Seneca – 911 Hang Up
- 03-13-21 – 6200 Grissom Rd. – Disturbance
- 03-13-21 – 5700 Evers Rd. – Lost Property
- 03-13-21 – 6100 Bandera Rd. – 911 Hang Up
- 03-13-21 – 6800 Poss Rd. – Attempt to Locate
- 03-13-21 – 5600 Evers Rd. – Assist the Public
- 03-13-21 – 7200 Gumtree – Alarm
- 03-13-21 – 6400 Bandera Rd. – 911 Hang Up
- 03-13-21 – 6300 Bandera Rd. – Assist the Public
- 03-13-21 – 6600 Sally Agee – 911 hang-up
- 03-13-21 – 7300 Reindeer Trl. – Alarm
- 03-13-21 – 6500 Bandera Rd. – Traffic complaint
- 03-13-21 – 6000 Grissom Rd. – Disturbance
- 03-13-21 – 6600 Bandera Rd. – Alarm
- 03-13-21 – 5300 Wurzbach Rd. – Disturbance
- 03-13-21 – 7600 Eckhert Rd. – VCO
- 03-13-21 – 7700 Stebbins - VCO
- 03-14-21 – 6100 Bandera Rd. – 911 hang-up
- 03-14-21 – 5600 Evers Rd. – Criminal mischief
- 03-14-21 – 6400 Balky – VCO
- 03-14-21 – 6800 Poss Rd. – Assist the public
- 03-14-21 – 6500 Grissom Rd. – Traffic complaint
- 03-14-21 – 6200 Grissom Rd. – Disturbance
- 03-14-21 – 6700 Blacksmith – VCO
- 03-14-21 – 6400 Evers Rd. – Welfare check
- 03-14-21 – 6300 Evers Rd. – Animal call
- 03-14-21 – 6900 Bandera Rd. – Disturbance
- 03-14-21 – 5700 Wurzbach Rd. – Alarm
- 03-14-21 – 5600 Evers Rd. – 911 Hang Up
- 03-14-21 – 5500 Bandera Rd. – Suspicious Person
- 03-14-21 – 6400 Bandera Rd. – Assist the Public
- 03-14-21 – 6200 Parsley Hill - 911 Hang Up
- 03-14-21 – 6300 Evers Rd. – Crash
- 03-14-21 – 5400 Nutmeg Tr. – Open Door
- 03-14-21 – 6400 Evers Rd. – Suspicious Person
- 03-14-21 – 6800 Conestoga – Welfare Check
- 03-14-21 – 6800 Poss Rd. – Disturbance
- 03-14-21 – 6000 Mike Nesmith – Alarm
- 03-14-21 – 6900 Bandera Rd. – Criminal Trespass Warning
- Citations - 9
- Warnings –9
- Criminal Investigation Unit
 - Active CID Investigations

- Cases Filed by CID, two (2):
 - One (1) Family Violence, Assault
 - One (1) POCS PG1 u/4
 - Active CID Activity
 - Aggravated Assault
 - Violation Protective Order. Victim and witness contacted. Investigation in progress
 - Indecent Assault
 - Violation of Protective Order
 - Apparent Sudden Death
 - Burglary Habitation
 - Theft
 - Robbery/Individual
 - Jewelry store burglary
 - Sex offender registration
- Additional CID Activity
 - LVPD investigators continue to assist area jurisdictions in multiple burglary investigations that have resulted in several arrests and the recovery of stolen property, including firearms and suppressors. This investigation is ongoing. They are assisting agencies to include SAPD, Schertz PD, US Attorney, US Postal Inspectors, ATF, BCSO, Guadalupe County SO, FBI-Dallas and NYPD Organized Crime Unit.
- Code Enforcement
 - Fourteen (14) VCO door tag warnings issued
 - Twelve (12) VCO warning letters were sent
 - No VCO citations were issued
 - Six (6) vehicles were tagged
 - Twenty-five (25) bandit sign complaints
 - Six (6) graffiti complaints
 - Twenty-two (22) grass/weed/tree violations
 - Twelve (12) building violations
 - One (1) pool violation
 - Nine (9) noise violations
 - Twenty-three (23) trash/debris complaints
 - Four (4) fence violations
 - Eighteen (18) miscellaneous code violations
- Animal Control
 - Ten (10) VCO Animal Control related warning letters were sent
 - Ten (10) Animal Control related door tag warnings were issued
 - Two (2) Animal Control citations were issued
 - Ten (10) at large dog calls
 - Eleven (11) miscellaneous animal related calls
 - Two (2) reported dog attack/bites were confirmed
 - Eight (8) dead animals, three (3) dead deer, three (3) dead skunks, two (2) dead two (2) dead cats were collected
 - Seventeen (17) wild animal calls
 - Ten (10) miscellaneous animal calls
 - Five (5) cats were trapped and released
- Traffic Unit
 - Moving Violations 27
 - Non-Moving Violations 00
 - Warnings 12
 - VCO 00

- Vehicles Impounded 00
- Impound Lot
 - Vehicle Towed 10
 - Traffic 07
 - Arrest 01
 - VCO 01
 - Other 01
 - Towed for Evidence 00
- Reserve Hours 3 RO completed 120 hours Initial Orientation (TCOLE Requirement). The reserves represent 30 hours for Council security/Town Hall.
- Training
 - 1 officer completed 40 hours of Initial orientation (TCOLE Requirement).
 - 12 officers completed 24 hours BWC training (TCOLE Requirement).

Fire Department

- The Fire Department Community Paramedic (MIH) and the City’s event coordinator delivered nonperishable food items to the residents of the Villas of Leon Valley and Christian Village Apartments on March 9, 2021. We are still asking for donations for the Blessing box program to assist families in need.
- Fire Department in conjunction with the event coordinator, will be working with WELLMED on a drive-through COVID preparedness event for seniors. The date and details will be announced at a future council meeting.
- The Fire Department received a \$500 grant from Thomas J Henry Law Firm. This grant will be used to purchase a new Sparky the Fire Dog Mascot. Our current mascot is approximately 12 years old and is needing to be retired.
- The Fire Department is currently going through the Ambulance Service Supplemental Payment Program with Texas Health and Human Service. We will hopefully have this completed within the next month and we look forward to receiving state funding to supplement uninsured /underinsured EMS calls that were completed last fiscal year.
- Department Statistics from 03/03/2021 – 03/17/2021
 - Overall Responses
 - Total Fire Department Calls for Service 100
 - Average response time 5:19
 - Fire Services
 - Fire and Non-EMS Calls for Service to the community 30
 - FERP (Flood Emergency Response Plan) Activation 00
 - EMS
 - Emergency Medical Service Calls for Service to the community 70
 - COVID EMS Calls for Service 09
 - Motor Vehicle Accident Calls for Service 03
 - Fire Marshal Services
 - Local Business Fire Inspections 28
 - Plan Reviews 11
 - Enforcement Citations 00
 - Mutual Aid
 - Mutual Aid Requested by the Fire Department 00
 - 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 (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 at the March 23, 2021 meeting.
- Planning & Zoning Commission
 - The Planning and Zoning Commission held a Regular Meeting on Tuesday, March 16, 2021. The following items were discussed:
 - Potential Code Amendments regarding the regulation of Mobile Food Vendors, Short-Term Rentals, Accessory Dwelling Units, Permanent Makeup, Restaurants in the B-1 District, and Gyms/Physical Fitness Facilities in the B-2 District.
 - The next *Regular* Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, March 24, 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 does not have any cases scheduled for the March 23, 2021, City Council meeting.
- Permitting and Records
 - Received 50 Building Permit Applications (including trade permits)
 - Issued 23 Building Permits (including trade permits)
 - Issued 6 New Certificates of Occupancy
 - Torque Masters Auto Repair - 5504 Bandera Road, Ste 511
 - The Hail Advisor LLC - 5504 Bandera Road, Unit 617
 - Heights Custom Renovations - 5407 Bandera Road, Ste 105
 - Dependable Auto Insurance - 6553 Bandera Road
 - Rush Wheels and Tires - 4700 Timco West, Ste 103
 - Leon Nutrition - 6904 Bandera Road, Ste 5

Business Relations - Economic Development

- Initiated 2021 Business Audit of census tracts E & N
- Facilitated ONIT Team Meeting
- Attended Grand Opening of 6915 Bandera #103 – Chica’s Boutique
- Final meetings with SizeUp Local Business Intelligence API
- Hosted Training – Code Enforcement from A to Z presented by City Hall Essentials
- Participated in IEDC webinar - Showcasing Excellence in Your Community
- Continued 2021 Business Audit (tentative completion date: April 1, 2021)
- Continued Small Business Mask distribution

- Disseminated information, programs, and opportunities to businesses, staff, and EDCD Committee members
- Maintained ON IT workbook
- Zoning Inspection
 - 6553 Bandera - Dependable Auto Insurance
 - 6904 Bandera #5 - Leon Nutrition
 - 5504 Bandera #617 - The Hail Advisor
 - 5504 Bandera #511 - Torque Masters Auto Repair
 - 5407 Bandera #105 - Heights Custom Renovations
 - 6401 Bandera - CJC Church Next Generation
 - 6502 Bandera #212 - Texas Medicare Solutions
 - 6502 Bandera #111 - DreamCare, LLC

Vacancy Rate - 02/10/2021	11.89%
Active ON IT cases	23
Business Visit (ED function)	Numerous Due to Audit
Closed ON IT cases - 2021	80

- **Business Code Compliance:**

Pre/ post permit Inspections:	07
Bandit Signs removed from right-of-way:	00
Citation issued for Code Compliance Violation(s):	5 Outstanding code violations since November 2020
Business Audit Actions:	13
ON IT Investigations:	09
Notice of Violations:	10
Cease & Desist:	02

City Secretary

- Prepared, posted and drafted City Council agendas.
- Worked on City Council Minutes.
- Posted Boards, Committees and Commission Notices.
- Prepared and submitted ENews Articles.
- Continued working on Proposed FY 2022 Manager/City Council Budget
- Ongoing Current Project
 - Working on a Contract Management Program
- Building Maintenance
 - Oversaw the five-year internal inspection on the fire sprinkler system that included the replacement of gauges that no longer worked properly. Due to the recent winter weather and damage caused to many businesses, there is a backorder on anti-freeze so the company will need to return to recharge the anti-freeze system at City Hall and the Police Department – this was/is a budgeted expenditure.
 - Oversaw the bi-monthly pest control treatment for City Hall, the Police Department and the Fire Department – this was a budgeted/contracted expenditure.
 - Submitted an order to Public Works staff to seal off openings where birds/rodents could access entry into the City Hall and the Police Department.

Open Records Request Coordinator

- Since the last report, we have received 22 open record requests. As requested by City Council, we are including the names of those who submitted the 22 requests. The requestors were:
 - Juan & Geneva Camacho
 - Dave Taylor/Robin Davis
 - Sam Pabee
 - Unknown Requestor
 - John D Ferrara
 - Fares Sabawi (X2)
 - Jessica Morgan
 - Patty Santos (X2)
 - Justin Pulliam (X4)
 - Mariah Medina (X3)
 - Sharon Latz
 - Mandy Dorman
 - AXIOM Requisition
 - Diana Sundar
 - Matthew Hodde
- The Leon Valley Police Department processed 107 open record requests for incident/crash reports.
- On-Going Current Projects:
 - Records Management Program

Library

- March Statistics 3/1/2021 – 3/16/2021
 - Members
 - New Accounts: 2
 - Renewed Accounts: 14
 - Amount Saved: \$5,663.25
 - Circulation: 468
- Computer Appointments Starting on 3/16/21 – 6
- Upcoming Programs
 - March 2, 2021: Dr. Seuss’s Birthday Crafts
 - 12:00 pm Preschool: Sam I Am puppet from *Green Eggs & Ham*
 - 4:30 pm School Age: Hot Air Balloon from *Oh, the Places You’ll Go*
 - School Age Crafts, Curbside, Tuesdays at 4:30 pm
 - March 23, 2021: Origami Bees
 - March 30, 2021: Rainbow Craft
 - Adventurer’s Club Storytime, Virtual, Wednesdays at 10:30 am
 - March 24, 2021
 - March 31, 2021
 - Storytime, Virtual, Thursdays at 10:30 am
 - March 18, 2021
 - March 25, 2021
 - April 1, 2021
 - Storytime Take & Make Crafts, Curbside, Wednesdays & Thursdays at 11:30 am
 - March 18, 2021
 - March 24, 2021
 - March 25, 2021
 - March 3, 2021
 - April 1, 2021
- Community Coffee, Virtual, March 26, 2021, at 10:30 am: Wear your crazy hats!

Upcoming Events:

- The Regular City Council Meeting is scheduled for Tuesday, March 23, 2021, at 5:30 pm in Council Chambers, the meeting will be conducted in-person and by teleconference. The meeting will also be live-streamed.
- The next City Council Meeting is scheduled for Tuesday, April 6, 2021, at 6:00 pm in Council Chambers.
- May 01, 2021, General Election Filing Period ends at 5:00 pm on February 12, 2021.
- March is Earthwise Living Month. Please check our website and social media for related events.
- 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, March 24, 2021.