



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: March 5, 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
 - Public Works Crewman – We are currently advertising.
 - Firefighter/Paramedic – We are currently advertising.
 - Finance Director – Readvertiseing.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
02-14-21 – 02-20-21	20	25	-	-	-	-	25
02-21-21 – 02-27-21	-	-	-	-	-	-	-

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
02/11/21	68	46	22
02/18/21	66	44	22

02/11/21 City Ordinance Violations - Court Outcome

CITATION	OFFENSE	OUTCOME
E0053266-01	ILLEGAL PARKING RESIDENTIAL STREET	SET FOR BENCH TRIAL 03/22/2021
E0056008-01,02 E0056011-01, E0056012	MAINT HAZARDOUS CONDITIONS, NO CERTIFICATE OF OCCUPANCY	RESET TILL 04/08/21 SO THAT PROPER CITATIONS CAN BE ISSUED TO THE PROPER OWNER OF THE AQUARIUM

CITATION	OFFENSE	OUTCOME
E0056009-01 E0056010-01	NO CERTIFICATE OF OCC	RESET 45 DAYS TO GET INTO COMPLIANCE
E0054604-01	DOG/CAT RUNNING AT LARGE	DEFERRED – PROVIDE PROOF OF REINFORCEMENT ON THE FENCE
162526-01	ACCUMULATION OF WASTE PROH	DISMISSAL - STATE WILL DISMISS BASED UPON THE COMPLAINING WITNESS'S REQUEST
E0049004-01,02,03,04,05,06, E0049008-01,02 8- TOTAL	NO SIGN PERMIT, BLOCKED FIRE EXIT PATHWAY, FAILED TO SECURE ELECTRICAL PERMIT, NON-COMPLIANCE WITH FIRE MARSHALL, UNSAFE TEMPORARY ELECTRICAL SUPPLY	RESET - ATTY REQUESTED A RESET FOR 03/04 TO SEE IF CLIENT WANTS A BENCH OR JURY TRIAL
E0056013-01	NO CERTIFICATE OF OCCUPANCY	RESET- SO THE PROS CAN DETERMINE IF THERE IS ANY INVOLVEMENT WITH MR. COVINO IN THIS CASE
E0051873-01	UNNECESSARY NOISE – DIST	NO SHOW

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 02-09-2021 – 02-28-2021
UTILITY PAYMENTS	723
UTILITY NEW SERVICE	7
PERMITS COM DEV	51
COURT	172
RLC FINES	21
RLC LATE FEES	8
IMPOUND LOT FEES	4
TOWING FEES PAYABLE	4
GARAGE SALE	-

MISCELLANEOUS	189
TOTAL	1179

Warrant Numbers (**ZAMBRANO**)

DESCRIPTION	NUMBER OF CASES	WARRANT FEE	AMOUNT PAID TO WARRANT OFFICER	INITIAL PAYMENT COLLECTED
SET FOR A COURT HEARING - NO MONEY	2	X \$50.00	\$100.00	
PAYMENT PLAN/DEFERRAL	5	X \$50.00	\$250.00	\$ 120.00
TOOK IN CONSIDERATION (TIC) OR NON - CASH	1	X \$50.00	\$50.00	
PAID IN FULL	2	X \$50.00	\$ 100.00	\$ 850.00
TOTAL	10		\$ 500	\$970.00

Warrant Numbers (**CAMPBELL**) * Reflects from May 2020 to February 2021

DESCRIPTION	NUMBER OF CASES	\$ PER WARRANT	AMOUNT PAID TO WARRANT OFFICER	INITIAL AMOUNT COLLECTED
BACK WARRANT	3	X \$50.00	\$150.00	
PAYMENT PLAN/DEFERRAL	9	X \$50.00	\$450.00	
TOOK IN CONSIDERATION (TIC) OR NON - CASH	6	X \$50.00	\$300.00	
PAID IN FULL	27	X \$50.00	\$1,350.00	
TOTAL		45	\$ 2,250.00	\$6,611.18

Public Works

- Projects
 - The City now owns all of the land in the LC-17 project. Bexar County will continue to maintain the area for the next year and will provide support for the remaining four years of FEMA mitigation efforts. Bexar County contracted with JMI Contracting and they are now in charge of the entire site and will be planting trees and maintaining the land.
 - Garren Construction continues this week with the remodel of the Community Center. The contractor will be installing the grease interceptor, flooring, and kitchen equipment this week.
 - The contractor for the Grass Hill Elevated Tank Rehabilitation Project continues their work 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) 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 City Council review for the March 9th City Council meeting.
- Staff is working on plans and design for a proposed new Public Works facility, new library annex, and remodeled pool facilities.
- Staff is working on the budget for FY 2021-22.
- The Crew is continuing to replace the trail at the Silo Park. The old road millings have been removed and base material added. They have repaired all low areas and new asphalt is being installed.
- The Crew repaired sidewalks along Autumn Chase.
- The Crew repaired potholes on Grass Valley and Seneca.
- The Crew is building ADA ramp in the City Hall annex.
- The Crew will be building a concrete pad for the storage unit at the Fire Department.
- The Crew is performing trash removal and clean up at the parks, repairing broken water lines at Park restrooms.
- The Crew is remodeling new building at 6401 El Verde. We are calling this building the City Hall Annex. The roofers will be there this week to replace the roof.
- The Crew assisted with water giveaway at Community Center.
- The Crew removed graffiti from the Silos.
- The Crew is continuing to sweep up sand on all city streets that were sanded due to the ice storm.
- The Crew is cleaning out meter boxes in the Linkwood subdivision.
- The Crew is replacing curb stops in various places due to the ice storm.
- The Crew is repairing damages to Huebner well site from the ice storm.
- The Staff is Recalculating water bills due to ice storm.
- The Crew is repairing a vacuum truck.
- The Crew is re-tapping the lateral line on Stirrup from the weekend main break.
- Meetings
 - 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, from 9:00 am to noon at the Community/Conference Center grounds.
 - The Director will be receiving training as the Local Government Projects Manager from TxDOT.

Police Department

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

- Arrest
 - 02-09-21 – 6000 Bandera Rd. – Emergency Detention – Arrest
 - 02-11-21 – 7200 Bandera Rd. – Traffic Offense – Cited Released – Impound
 - 02-13-21 – 7200 Salley Agee – Emergency Detention – Arrest
 - 02-14-21 – 5600 Evers Rd. – Assault Family – Arrest
 - 02-15-21 – 6400 Bandera Rd. – Emergency Detention – Arrest
 - 02-25-21 – 6700 Peachtree – Wanted Person 1 Booked.
 - 02-26-21 – 6600 Bandera – Traffic Stop – 1 Cited and Released – Vehicle Impound
 - 02-26-21 – 7000 Bandera – Traffic Stop – 1 Cited and Released – Vehicle Impound

- 02-26-21 – 5900 Bandera – Traffic Stop – 1 Cited and Released – Vehicle Impound
- 02-26-21 – 6900 Bandera – Traffic Stop – 1 Cited and Released – Vehicle Impound
- 02-27-21 – 6600 Bandera – Traffic Stop – 1 Cited and Released – Vehicle Impound
- 02-28-21 – 5900 Wurzbach – Emergency Detention/2 Detained/Transported to Hospital
- Significant Calls
 - 02-08-21 – 6500 Sally Agee – Assault by Contact
 - 02-08-21 – 6300 Stirrup Lane – Burglary of a Vehicle
 - 02-08-21 – 5000 Timberhill – Deadly Conduct
 - 02-09-21 – 5900 Bandera Rd. – Crash
 - 02-09-21 – 5900 Bandera Rd. – Crash
 - 02-09-21 – 7000 Huebner Rd. – Crash
 - 02-10-21 – 6900 Bandera Rd. – Crash
 - 02-10-21 – 6700 Huebner Rd. – Criminal Trespass Warning
 - 02-10-21 – 5600 Bandera Rd. – Burglary Vehicle
 - 02-10-21 – 5600 Bandera Rd. – Theft
 - 02-11-21 – 6400 Bandera Rd. – Assault by Contact
 - 02-12-21 – 5900 Wurzbach Rd. – Theft
 - 02-12-21 – 6600 Bandera Rd. – Crash
 - 02-12-21 – 6600 Gristmill – Alarm
 - 02-12-21 – 7100 Bandera Rd. – Crash
 - 02-12-21 – 5500 Bandera Rd. – Crash
 - 02-12-21 – 6400 Bandera Rd. – Assault by Contact
 - 02-12-21 – 6500 Bandera Rd. – Crash
 - 02-12-21 – 6900 Bandera Rd. – Crash
 - 02-12-21 – 6300 Evers Rd. – Criminal Trespass Warning
 - 02-12-21 – 6600 Gristmill – Alarm
 - 02-12-21 – 7100 Bandera Rd. – Crash
 - 02-13-21 – 6300 Evers Rd. – Criminal Mischief
 - 02-13-21 – 6800 Evers Rd. – Alarm
 - 02-13-21 – 6500 Red Bird – Theft
 - 02-14-21 – 7300 Belmont Place – Alarm
 - 02-14-21 – 7300 Belmont Place – Alarm
 - 02-14-21 – 6200 Bandera Rd. - Alarm
 - 02-15-21 – 6500 Bandera Rd. – Theft
 - 02-15-21 – 5600 Evers Rd. – Alarm
 - 02-15-21 – 5900 Wurzbach Rd. – Theft
 - 02-15-21 – 6400 Grissom Rd. – Alarm
 - 02-15-21 – 6000 Grissom Rd. – Alarm
 - 02-15-21 – 6100 Bandera Rd. – Crash
 - 02-15-21 – 6100 Wurzbach Rd. – Crash
 - 02-15-21 – 6700 Bandera Rd. – Suspicious Person
 - 02-15-21 – 6400 El Verde Rd. – Suspicious Vehicle
 - 02-15-21 – 5900 Forest Meadow – Assist the Public
 - 02-15-21 – 5700 Bandera Rd. – Traffic Hazard
 - 02-15-21 – 6800 Bandera Rd. – Traffic Hazard
 - 02-15-21 – 5600 Evers Rd. – Disturbance
 - 02-15-21 – 5300 Bandera Rd. – Alarm
 - 02-15-21 – 7000 Bandera Rd. – Alarm
 - 02-16-21 – 5300 Bandera Rd. – Alarm
 - 02-16-21 – 6500 Bandera Rd. – Traffic Offense
 - 02-16-21 – 6800 Bandera Rd. – Alarm

- 02-16-21 – 6400 Bandera Rd. – Alarm
- 02-16-21 – 6400 Bandera Rd. – Welfare Check
- 02-16-21 – 6000 Rue Liliane – Welfare Check
- 02-16-21 – 6800 Bandera Rd. – Alarm
- 02-17-21 – 6700 Bandera Rd. – Alarm
- 02-17-21 – 5700 Evers Rd. – Alarm
- 02-17-21 – 5700 Evers Rd. – Alarm
- 02-17-21 – 6800 Huebner Rd. – Violation of a City Ordinance
- 02-18-21 – 6600 Bandera Rd. – Crash
- 02-18-21 – 6600 Bandera Rd. – Theft
- 02-18-21 – 6800 Poss. Rd. – Alarm
- 02-18-21 – 6600 Grist Mill – Alarm
- 02-19-21 – 5700 Evers Rd. – Alarm
- 02-19-21 – 6000 Bandera Rd. – Alarm
- 02-19-21 – 5900 Wurzbach Rd. – Harassment
- 02-19-21 – 6700 Yellow Rose – Alarm
- 02-20-21 – 6700 Peach Tree – Criminal Mischief
- 02-20-21 – 5600 Evers Rd. – Assault Family
- 02-20-21 – 5000 Timberhill Rd. – Disturbance
- 02-20-21 – 5600 Evers Rd. – Suspicious Circumstances
- 02-20-21 – 5900 Bandera Rd. – Crash
- 02-20-21 – 6300 Charles Field – Disturbance
- 02-21-21 – 7200 Bandera Rd. – Suspicious Person
- 02-21-21 – Eckert Rd. at Linkcrest – Suspicious Person
- 02-21-21 – 7100 Huebner Rd. – Suspicious Person
- 02-21-21 – 5600 Evers Rd. – Disturbance
- 02-21-21 – 5000 Timberhill – Disturbance
- 02-21-21 – 5900 Bandera Rd. – Crash
- 02-21-21 – 5800 Bandera Rd. – Crash
- 02-22-21 – 5700 N.W. Loop 410 – Violation of a City Ordinance
- 02-22-21 – 6100 Wurzbach Rd. – Crash
- 02-22-21 – 7200 Bandera Rd. – Assault
- 02-22-21 – 6000 Bandera Rd. – Alarm
- 02-22-21 – 5600 Bandera Rd. – Theft
- 02-22-21 – 6200 Grissom – Disturbance
- 02-22-21 – 5600 Evers Rd. – Disturbance
- 02-22-21 – 6500 Forest Grove – Disturbance
- 02-22-21 – 6500 Grissom Rd. – Crash
- 02-22-21 – 4700 Timco West – Information
- 02-22-21 – 6700 Bandera Rd. – Information
- 02-22-21 – 5600 Bandera Rd. – Theft
- 02-22-21 – 5900 Wurzbach Rd. – Information
- 02-22-21 – 7000 Bandera Rd. – Alarm
- 02-23-21 – 6600 Poss Rd. – Alarm
- 02-23-21 – 6200 Grissom Rd. – Disturbance
- 02-23-21 – 6400 El Verde – Information
- 02-23-21 – 6400 Bandera Rd. – Welfare Check
- 02-23-21 – 6400 Evers Rd. – Assist the public
- 02-23-21 – 5200 Savory Glen – Crime Prevention/Open Garage
- 02-23-21 – 6600 Pecan Acres – Crime Prevention/Open Garage
- 02-23-21 – 7300 Ellerby Point – Crime Prevention/Open Garage

- 02-23-21 – 7100 Linkcrest – Crime Prevention/Open Garage
- 02-23-21 – 6400 Bandera Rd. – Assist the Public
- 02-23-21 – 7000 Forest Pine – Assist EMS
- 02-23-21 – 5600 Grissom – Burglary of a Vehicle
- 02-23-21 – 5600 Evers Rd. – Disturbance
- 02-23-21 – 6600 Bandera Rd. – Crash
- 02-23-21 – 6500 Bandera Rd. – Theft
- 02-24-21 – 7100 Bandera Rd. – Crash
- 02-24-21 – 5900 Forest Mill – Theft
- 02-24-21 – 5900 Wurzbach Rd. – Criminal Mischief
- 02-24-21 – Timberhill at Blacksmith – Disturbance Shots
- 02-24-21 – Linkcrest at Linkside – Disturbance
- 02-24-21 – 6700 Bandera Rd. – Suspicious person
- 02-24-21 – 5700 Bandera Rd. – Theft
- 02-24-21 – 7200 Bandera Rd. – Criminal mischief
- 02-25-21 – 5900 Bandera Rd. – Traffic complaint
- 02-25-21 – 7000 Bandera Rd. – Disturbance
- 02-25-21 – 5600 Evers Rd. – Assault
- 02-25-21 – 6100 Bandera Rd. – 911 hang-up
- 02-25-21 – 6400 Bandera Rd. – Suspicious Circumstances
- 02-25-21 – 6000 Rue Sophie – Crime Prevention/Open Garage
- 02-25-21 – 6900 Forest Grove – Welfare Check
- 02-25-21 – 6900 Forest Park – Crime Prevention/Open Garage
- 02-25-21 – 4900 Hodges Rd. – Crime Prevention/Open Garage
- 02-25-21 – 6800 Linkway Dr. – Suspicious Vehicle
- 02-25-21 – 6800 Bandera Rd. – Alarm
- 02-25-21 – 6300 Rue Marilynne – Suspicious Noise
- 02-25-21 – 5600 Evers Rd. – Disturbance
- 02-25-21 – 5600 N.W. Loop 410 – Violation of City Ordinance
- 02-25-21 – 6400 Evers Rd. – Criminal Mischief
- 02-25-21 – 6800 Bandera Rd. – Violation of City Ordinance
- 02-25-21 – 6400 Evers Rd. – Criminal Mischief
- 02-25-21 – 5600 Evers Rd. – Criminal Trespass Warning
- 02-25-21 – 6800 Evers Rd. – Alarm
- 02-25-21 – 5900 Bandera Rd. – Crash
- 02-25-21 – 6400 Pacer Trail – Alarm
- 02-25-21 – 6100 Bandera Rd. – Lewd Conduct
- 02-25-21 – 6400 Pacer Trail – Alarm
- 02-26-21 – 5600 Bandera Rd. – Theft
- 02-26-21 – 7200 Sulky – Criminal Trespass Warning
- 02-26-21 – 6800 Poss Rd. – Criminal Mischief
- 02-26-21 – 7300 Linklea – Crash
- 02-26-21 – 7007 Bandera – Criminal Mischief
- 02-26-21 – 6900 Forest Meadow – Suspicious Vehicle
- 02-26-21 – 5200 Savory Glen – Disturbance
- 02-26-21 – 7700 Eckhert Rd. – Violation of a City Ordinance
- 02-26-21 – 6700 Forest Haven – 911 Hang-Up
- 02-26-21 – 6400 Evers Rd. – Assist Other Agency
- 02-26-21 – 7700 Eckhert Rd. – Violation of a City Ordinance
- 02-26-21 – 6700 Forest Haven – 911 Hang-Up
- 02-26-21 – 5600 Evers Rd. – Assist Other Agency

- 02-26-21 – 5900 Bandera Rd. – Traffic Complaint
- 02-26-21 – 6000 Mike Nesmith – Crime Prevention/Open Garage
- 02-26-21 – 6100 Walking Gait - Crime Prevention/Open Garage
- 02-26-21 – 5600 N.W. Loop 410 – Violation of a City Ordinance
- 02-27-21 – 5300 Wurzbach Rd. – 911 Hang-Up
- 02-27-21 – 5600 Evers Rd. – 911 Hang-Up
- 02-27-21 – 5700 Bandera Rd. – Crash
- 02-27-21 – 6500 Grissom Rd. – Crash
- 02-27-21 – 7200 Trace Buckle – Assist Other Agency
- 02-27-21 – 5600 Evers Rd. – Disturbance
- 02-27-21 – 6800 Bandera Rd. – Violation of a City Ordinance
- 02-27-21 – 6400 El Verde – Assist other agency
- 02-27-21 – 5900 Wurzbach Rd. – Disturbance
- 02-27-21 – 5000 Timberhill Dr. - Disturbance
- 02-27-21 – 5000 Grissom Rd. – Disturbance
- 02-27-21 – 7300 Canterfield - Disturbance
- 02-27-21 – 6600 Peachtree – Suspicious Vehicle
- 02-27-21 – 5900 Bandera - Disturbance
- 02-27-21 – 6600 Peachtree – Suspicious Vehicle
- 02-27-21 – 5400 Bandera Rd. – Alarm
- 02-27-21 – 6000 Bandera Rd. – Violation of City Ordinance
- 02-27-21 – 6800 Bandera Rd. – Hit and Run
- 02-27-21 – 6000 Bandera Rd. – Crash
- 02-27-21 – 5600 Bandera Rd. – Theft
- 02-28-21 – 5800 Bandera Rd. – Crash
- 02-28-21 – 6600 General Store – Assault
- 02-28-21 – 6800 Poss Rd. – Criminal Trespass Warning
- 02-28-21 – 6600 Bandera Rd. – Crash
- 02-28-21 – 5800 Bandera Rd. – Crash
- 02-28-21 – 5700 Bandera – Disturbance
- 02-28-21 – 6300 Evers – Burglary of a Vehicle
- 02-28-21 – 5000 Timberhill – Disturbance
- 02-28-21 – 7100 Huebner – Suspicious Person
- 02-28-21 – 6200 Grissom Rd. Information
- 02-28-21 – 6300 Rue Marielyne – Criminal Mischief
- 02-28-21 – 6100 Stirrup Ln. – Disturbance
- 02-28-21 – 7200 Huebner Rd. – Violation of a City Ordinance
- 02-28-21 – 7400 Huebner Rd. – Violation of a City Ordinance
- 02-28-21 – 6700 Huebner Rd. – Violation of a City Ordinance
- 02-28-21 – 6800 Evers Rd. – Violation of a City Ordinance
- Citations - 24
- Warnings –17
- Criminal Investigation Unit
 - Active CID Investigations
 - Cases Filed by CID, Four (4):
 - One (1) Unlawfully Carrying Weapon
 - One (1) Family Violence, Strangulation
 - One (1) Assault, Family Violence
 - One (1) Possession of a Controlled Substance Penalty Group 1 <4
 - Active CID Activity
 - Aggravated Assault Police Officer

- Unauthorized Use Motor Vehicle
 - Violation of a Protective Order (x2)
 - Sexual Assault
 - Assault Family Violence
 - Burglary of a Habitation
 - Theft
 - Fatality Accident
 - Indecent Assault
 - Burglary of a Business
 - Sex Offender Registration
- Code Enforcement
 - Nine (9) Violation of a City Ordinance (VCO) door tag warnings issued
 - One hundred eighty-six (186) VCO warning letters were sent
 - No VCO citations were issued
 - Six (6) junk/abandoned vehicles were tagged
 - Two (2) bandit sign complaints
 - Eight (8) graffiti complaints
 - Fifteen (15) grass/weed/tree violations
 - Six (6) building violations
 - Four (4) noise violations
 - Eight (8) trash/debris complaints
 - One (1) fence violation
 - Nineteen (19) miscellaneous code violations
 - Thirty-two (32) videos for DA's Office
- Animal Control
 - Five (5) VCO Animal Control related warning letters were sent
 - Four (4) Animal Control related door tag warnings were issued
 - No animal control citations were issued
 - Eleven (11) at large dogs, one was returned to owner, one was impounded
 - Sixteen (16) miscellaneous animal related calls
 - Two (2) reported dog attack/bites were confirmed
 - Eight (8) dead animals, two (2) dead deer, two (2) dead skunks, two (2) dead racoon and two (2) dead cats were collected
 - Fifteen (15) wild animal calls
 - Ten (10) miscellaneous animal calls
 - Two (2) rabies/registration violations
- Traffic Unit
 - Moving Violations 31
 - Non-Moving Violations 00
 - Warnings 14
 - VCO 00
 - Vehicles Impounded 00
- Impound Lot
 - Vehicle Towed 10
 - Traffic 09
 - Arrest 00
 - VCO 00
 - 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.
- Officers spent numerous hours helping stranded people during the snow and ice storm. Reserve Officers Manpower Supplement to LVPD
- Reserve Officers provided 80 hours of court and city council security and 40 hours of Field Training during this time.
- Warrant Officer: 39 warrants served.
- Training
 - Assistant Chief Gonzalez, Lieutenant Tacquard, Sgt. Trevino, Sgt. Urdiales, Detective Munoz, Officer Flores and Officer Breton completed a course on Leadership Styles.
 - Officer Azar completed General First Aid Training, Abuse of the Elderly, and First Responder Aircraft Accident Investigation courses.
 - Officer Campbell completed Open Carry Law Update and Advanced Human Trafficking training.
 - Officer Espinoza completed Field Training Officer certification.
 - Officer Brandon Evans completed Arrest, Search, and Seizure (Intermediate) training.
 - Officer Ezzat completed Family Violence training.
 - Officer Marotta completed Crime Scene Investigation (Intermediate) training.

Fire Department

- The Fire Department responded to several calls during our recent winter storms. We responded to 25 commercial businesses for assistance with broken water pipes along with several residential homes. The Fire Department also assisted residents that lost power and needed medical oxygen during that time.
- The Fire Department also assisted with several apartment complex residents with collapsed ceilings associated with water leaks. The Red Cross was called for those families that did not have another place to go.
- Fire Department staffing was increased by 33% during this time to assist with the increased call volume.
- Department Statistics from 02/11/2021 – 02/23/2021
 - Overall Responses
 - Total Fire Department Calls for Service 140
 - Average response time 5:25
 - Fire Services
 - Fire and Non-EMS Calls for Service to the community 83
 - FERP (Flood Emergency Response Plan) Activation 00
 - EMS
 - Emergency Medical Service Calls for Service to the community 57
 - COVID EMS Calls for Service 12
 - Motor Vehicle Accident Calls for Service 04
 - Fire Marshal Services
 - Local Business Fire Inspections 14
 - Plan Reviews 07
 - Enforcement Citations 00
 - Mutual Aid
 - Mutual Aid Requested by the Fire Department 00
 - Mutual Aid Requested from the Fire Department 09

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 16, 2021, meeting.
- Planning & Zoning Commission
 - The Planning and Zoning Commission held a Regular Meeting on Tuesday, December 8, 2020. The following items were discussed:
 - ZC-2020-01 – A Zone Change from R-1, Single Family District, to PD, Planned Development District at 6301 Sawyer Road, to facilitate the expansion of the Wat Dhammabucha Buddhist Church. **Approved**
 - SUP-2020-06 – A Specific Use Permit for Outside Dining at 5700 Wurzbach Road. **Approved**
 - The next *Special* Planning and Zoning Commission meeting is tentatively scheduled for Monday, March 15, 2021. The following items are tentatively scheduled to be discussed:
 - Potential Code Amendments regarding the regulation of Mobile Food Vendors, Short-Term Rentals, and Accessory Dwelling Units.
 - The next *Regular* Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, March 23, 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 16, 2021, City Council meeting.
- Permitting and Records
 - Received 42 Building Permit Applications (including trade permits)
 - Issued 19 Building Permits (including trade permits)
 - Issued 3 New Certificates of Occupancy
 - LionLife (Basketball Training/Fitness) – 4700 Timco, Unit 110
 - Jacob Motors – 6012 Grissom Road, Bld. 1
 - Nora's Agency Insurance and Business Services – 6422 Bandera Rd

Business Relations - Economic Development

- Physical site visits of all shopping centers to assess damage, closures, and needs of businesses affected by the winter storm event
- Meeting with the administration to discuss an agreement with SizeUp Local Business Intelligence API
- Participated (committee member) in IEDC Member Development Advisory Committee meeting
- Meeting with administration concerning City Hall Annex, 6401 El Verde
- Hosted Training – Code Enforcement from A to Z presented by City Hall Essentials
- Launched 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
 - 6422 Bandera - Nora's Agency (expanding)
 - 6904 Bandera #5 - Leon Valley Nutrition
 - 7356 Reindeer Trail - Dusty Square Design
 - 6737 Poss #101 - PH11, LLC
 - 4700 Timco West #103 - Rush Wheels & Tires

Vacancy Rate - 02/10/2021	10.77%
Active ON IT cases	54
Business Visit (ED function)	7
Closed ON IT cases - 2021	49

- Business Code Compliance:

Pre/ post permit Inspections:	31
Bandit Signs removed from right-of-way:	03
Citation issued for Code Compliance Violation(s):	0
Business Audit Actions:	6
ON IT Investigations:	4
Notice of Violations:	21
Cease & Desist:	0

City Secretary

- Prepared, posted and drafted City Council agendas.
- Worked on City Council Minutes.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted ENews Articles.
- Continued working on Proposed FY 2022 Manager/City Council Budget.
- Worked on the Amendment to the Garage Sale Ordinance with Councilor Hefner.
- Received a Scholarship Award from the Alamo Chapter TMCA, Inc.
- Held the Drawing for Places on the Ballot for the May 01, 2021, General Election.
- Submitted the Final May 01, 2021, General Election Ballot wording to Bexar County Elections Department for printing.
- Prepared and submitted articles for the April-May 2021, Edition of the Lion's Roar.
- Attended the February 24, 2021, Alamo Chapter TMCA, Inc. Meeting in Schertz.
- Notified directors and City Manager of contracts that had upcoming expirations.
- Processed two (2) Open Record Requests. The requestors were:
 - Patty Santos
 - Erick Matta

Open Records Request Coordinator

- Since the last report, we have received 26 open record requests. As requested by City Council, we are including the names of those who submitted the 26 requests. The requestors were:
 - Scott Huddleston
 - James Lee
 - Evan Bohl x3
 - Emily O' Toole
 - Justin Pulliam

- Emily Schelnick
- Stephanie Schreiner
- James Lee
- Justin Joe x2
- Kim Gonzales
- Joanna Benavidez
- Jason Garza
- Erick Matta
- Antonia “Tonia” Johnson
- Carole Bartholomew
- Brenda Quirino
- Suma Sureshchandra
- Dan Brandon
- Giovana Silva
- Laurie Hollinger
- Brandon Silvers
- Gracie L. Smith
- Alex Guzman
- The Leon Valley Police Department processed 40 open record requests for incident/crash reports.
- Attended the February 24, 2021 Alamo Chapter TMCA, Inc. Meeting in Schertz.
- On-Going Current Projects:
 - Records Management Program

Library

- January Statistics
 - Members
 - New Accounts: 6
 - (6 in January)
 - Renewed Accounts: 31
 - (41 in January)
 - Amount Saved: \$8,306.90
 - (\$6,042 in December)
 - Circulation: 816
 - (747 in January)
 - Programs
 - Adult/Teen: 3 program, 29 attendees
 - (1 program, 4 attendees in January)
 - Children: 17 programs, 244 attendees
 - (22 programs, 421 attendees in January)
- **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 9, 2021: Origami Butterfly
 - March 16, 2021: Shamrock Craft
 - March 23, 2021: Origami Bees
 - March 30, 2021: Rainbow Craft
 - Adventurer’s Club Storytime, Virtual, Wednesdays at 10:30 am
 - March 3, 2021
 - March 10, 2021

- March 17, 2021
- March 24, 2021
- March 31, 2021
- Storytime, Virtual, Thursdays at 10:30 am
 - March 4, 2021
 - March 11, 2021
 - March 18, 2021
 - March 25, 2021
 - April 1, 2021
- Storytime Take & Make Crafts, Curbside, Wednesdays & Thursdays at 11:30 am
 - March 3, 2021
 - March 4, 2021
 - March 10, 2021
 - March 11, 2021
 - March 18, 2021
 - March 24, 2021
 - March 25, 2021
 - March 3, 2021
 - April 1, 2021
- LEGO Challenge Reveal: LEGO Rainbows, Virtual, Saturday, March.13, 2021, at 11:30 am
- Crafternoon: Curbside
 - March 1, 2021, at 11:30 am
 - St. Patrick's Crafternoon: March 17, 2021, at 11:30 am
- Teen & Adult Craft Curbside: Paper Beads, Saturday, March 20, 2021, at 11:30 am.
- Community Coffee, Virtual, March 26, 2021, at 10:30 am: Wear your crazy hats!
- Virtual Dance Party, March 12, 2021, at 4:30 pm: Fairytales – Dress up as your favorite fairy tale character.

Upcoming Events:

- The Regular City Council Meeting is scheduled for Tuesday, March 9, 2021, at 6:00 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, March 16, 2021, at 6:00 pm in Council Chambers; however, City Council will decide whether or not to move this meeting to March 23, 2021.
- Annual Town Hall Meeting, Saturday, March 6, 2021 (tomorrow), outside the conference center (live and virtual).
- May 01, 2021, General Election Filing Period ends at 5:00 pm on February 12, 2021.
- Spring Large Item Waste Pick-up, beginning the week of March 15, 2021. Citizens may begin placing items by the curb the week of March 1, 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 15, 2021.