



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: December 12, 2020
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Police Officer – Potential candidates are currently in background.
 - Firefighter/Paramedic – We welcome Shawn Pipkin on January 4, 2020.
 - Maintenance Crewman – Currently advertising for this position.

Public Works

- Projects
 - The contractor for the LC-17 Flood Project continues to work on the remaining items in the creek bed. They report they are on the home stretch. While SAWS is slowing them down with pending responses on the gabion area, the rest of the creek is close to completion. They have to finish spreading topsoil on the access road in the creek bottom, then finish spreading topsoil from station 130 to 135, and then they will be ready for demobilization. They have completed all aquatic depressions, all work on El Verde Road, all planting and seeding, and all utility work. Pending any weather/EQ issues, they should be off-site by month-end. Once they have completed the work, JMI Contracting will be in charge of mitigation maintenance.
 - The staff has completed the list of streets for the Year 4 Street Maintenance Project and the City Engineer is now working on the design of the utility work to be performed in conjunction with this project. Attention will be focused in the Walking Gait – Forest Oaks areas, as funding allows.
 - Garren Construction has begun the remodel of the Community Center. Restrooms and kitchen have been demolished and they are working on the roof repairs. Staff will be ordering the new kitchen equipment in about two weeks.
 - 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 the City Council in January.
 - The contractor for the Grass Hill Elevated Tank Rehabilitation Project continues their work. This past week the containment rigging was completed, the Interior blasting and priming was completed, the new interior and exterior ladders were completed, and the riser manway has been fit-up and tacked in place. There were a few minor holes that opened up in the roof from

previous repairs, once these holes were patched, the burn marks were re-blasted, as well as the new interior ladder, and the zinc was applied. This coming week the Crew plans to raise the balcony railing and start on the exterior blasting.

- Staff is creating an ADA transition plan for all city-owned facilities and is requesting the public's assistance in identifying areas for improvement. 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.
- Staff is investigating costs for GPS tracking for Public Works vehicles and equipment.
- The Crew is continuing to replace the trail at 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 crack sealed Evers Road.
- The Crew repaired the water fountain at the Library.
- The Crew is continuing to remodel the new building at 6401 El Verde. We are calling this building the City Hall Annex.
- The Crew mowed in Mow Zone 2 (Bandera Road).
- The Crew took water samples.
- The Crew repaired the fire hydrant on Poppyseed Run.
- The Crew repaired the leak on Forest Meadow.
- The Crew is installing new meters in Linkwood.
- Meetings/Events
 - Assisted with the Facilitation of the Holiday Lighting Ceremony on December 7 at the Community and Conference Centers.
 - Staff met with Councilmember Stevens, the Mayor, other City staff members, and representatives from Google to discuss the installation of fiber optic cabling throughout Leon Valley.
 - 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 December.
 - Assistant Director David Dimaline is attending monthly Technical Advisory Committee meetings for the Alamo Area Metropolitan Planning Organization.
 - 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
 - 11-23-20 – 6400 Bandera Rd. – Warrant Arrest
 - 11-25-20 – 5600 Bandera – Theft under \$100/ Citation
 - 11-25-20 – 5600 Bandera – Theft under \$100/ Citation (2x)
 - 11-27-20 – 6400 Bandera Rd. – Emergency Detention
 - 11-29-20 – 6600 Sally Agee – Disturbance/ Emergency Detention
 - 11-29-20 – N.W. Loop 410 at Banders Rd. – Warrant Arrest
 - 11-30-20 – 6400 Bandera – Disturbance/Emergency Detention
 - 12-02-20 – 5900 Wurzbach – Disturbance/Emergency Detention
 - 12-03-20 – 6800 Timberhill Dr. – Possession of Controlled Substance PG1 w/Intent to Deliver, Possession of Marijuana w/Intent to Deliver, and Felon in Possession of Firearm
 - 12-04-20 – 5600 Bandera Rd. – Theft \$0-\$100/ – Cited/Released
 - 12-04-20 – 6400 Bandera – Assault Bodily Injury Prior (Felony)
 - 12-05-20 – 7100 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 12-06-20 – 5500 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 12-06-20 – 5700 N.W. Loop 410 – Traffic Stop – One Cited/Released – Vehicle Impounded

- 12-06-20 – 5400 Wurzbach Rd. – Traffic stop – One Cited/Arrested for Possession of Controlled Substance PG1 – Vehicle Impounded
- 12-06-20 – 5300 Wurzbach Rd. – Traffic Stop – One Cited/Arrested for Warrant – Vehicle Impounded
- Significant Calls
 - 11-23-20 – 7200 Timberleaf – Disturbance
 - 11-23-20 – 6200 Grissom Rd.– Disturbance
 - 11-23-20 – 6200 Grissom Rd. – Disturbance
 - 11-23-20 – 6400 Bandera – Found Open Door
 - 11-23-20 – 5700 Bandera – Crash/ No Injuries
 - 11-23-20 – 6300 Evers – Welfare Check
 - 11-23-20 – 5600 Bandera – Crash/ No Injuries/ Hit and Run
 - 11-23-20 – 5700 Bandera – Traffic Hazzard
 - 11-23-20 – 7400 Belmont Place – Disturbance Noise
 - 11-23-20 – 6700 Peach Tree – Found Open Door
 - 11-23-20 – 7500 Eckert – 911 Hang-Up
 - 11-23-20 – 5600 Bandera – Crash Private Property
 - 11-23-20 – 5600 Bandera – Abandoned Vehicle
 - 11-23-20 – 6600 Huebner – Alarm/Residence
 - 11-23-20 – 5300 Wurzbach – Identification Theft
 - 11-23-20 – 5300 Wurzbach – Welfare Check
 - 11-23-20 – 5300 Wurzbach – Theft 100-750
 - 11-24-20 – 5600 Evers Rd. – Disturbance
 - 11-24-20 – 6040 Bandera Rd. – Alarm
 - 11-24-20 – 6500 Trotter Lane – Suspicious Vehicle
 - 11-24-20 – 6300 Evers – Runaway
 - 11-24-20 – 6400 Longhouse Court – Welfare Check
 - 11-24-20 – 5600 Evers – Assist Outside Agency
 - 11-24-20 – 6100 Forest Court – Disturbance/ Dog
 - 11-24-20 – 6900 Huebner – Civil Matter
 - 11-24-20 – 6800 Sunlight – 911 Hang-Up
 - 11-24-20 – 5600 Bandera – Assist Medical
 - 11-24-20 – 6400 Bandera – Traffic Violation
 - 11-24-20 – 6200 Bandera – Welfare Check
 - 11-24-20 – 5400 Bandera – Alarm/Business
 - 11-25-20 – 6400 Evers – Information
 - 11-25-20 – 5600 Bandera – Assist Outside Agency
 - 11-25-20 – 5600 Evers – Disturbance
 - 11-25-20 – 5600 Bandera –Credit Card Abuse
 - 11-25-20 – 5600 Caraway Bend – Disturbance
 - 11-25-20 – 5900 Wurzbach – Welfare Check
 - 11-25-20 – 8500 Huebner – Assist Outside Agency
 - 11-25-20 – 5900 Bandera – Suspicious Vehicle
 - 11-25-20 – 7000 Forest Pine – Disturbance/Unknown Shots Fired
 - 11-25-20 – 6700 Poss – Civil Matter
 - 11-25-20 – 5600 Evers – Criminal Trespass Warning
 - 11-25-20 – 6200 Forest Circle – Threats
 - 11-25-20 – 7200 Bandera – Suspicious Activity
 - 11-25-20 – 5700 Watercress – Alarm Residence
 - 11-25-20 – 7400 Huebner – Crash/ No Injuries
 - 11-25-20 – 6000 Bandera – Theft of Vehicle

- 11-25-20 – 6400 Bandera Rd. – Disturbance
- 11-25-20 – 5650 Grissom Rd. – Disturbance
- 11-25-20 – 5650 Grissom Rd. – Disturbance
- 11-25-20 – 6600 Bandera Rd. – Alarm
- 11-25-20 – 5072 Timberhill – Disturbance
- 11-25-20 – 5800 Wurzbach Rd. – Disturbance
- 11-26-20 – 6700 Bandera Rd. – Welfare Check
- 11-26-20 – 6600 Bandera – 911 Hang-Up
- 11-26-20 – 5400 Bandera – Alarm/ Business
- 11-26-20 – 6700 Bandera – 911 Hang-up
- 11-26-20 – 6700 Bandera – Found Open Door
- 11-26-20 – 5400 Nutmeg Trail – Alarm/Residence
- 11-26-20 – 6300 Rue Marielyne – 911 Hang-up
- 11-26-20 – 5700 Bandera – Traffic Hazard
- 11-26-20 – 6200 Grissom – Disturbance/Family
- 11-26-20 – 6700 Bandera – Deceased Animal/Deer
- 11-26-20 – 7100 Bandera – Disturbance
- 11-26-20 – Bandera at Grissom – 911 Hang-Up
- 11-26-20 – Bandera at N.W. Loop 410 – Traffic Hazard
- 11-26-20 – 7200 Grass Valley – Assist Outside Agency
- 11-26-20 – 7100 Bandera – Information
- 11-26-20 – 5622 Evers Rd. – Disturbance
- 11-26-20 – 6007 Grissom Rd. – Disturbance
- 11-26-20 – 7132 Bandera Pass –Disturbance
- 11-26-20 – 5072 Timberhill – Disturbance
- 11-26-20 – 6515 Trotter Ln. – Disturbance
- 11-26-20 – 7000 Millstream – Suspicious Vehicle
- 11-26-20 – 7040 Bandera Rd. – Alarm
- 11-27-20 – 6100 Bandera Rd. – Disturbance
- 11-27-20 – 6300 Evers – Welfare Check
- 11-27-20 – 7500 Eckhert – 911 Hang-Up
- 11-27-20 – 6600 Pecan Acres – 911 Hang-Up
- 11-27-20 – 7000 Autumn Chase – Alarm/Residence
- 11-27-20 – 5200 Bandera – Information
- 11-27-20 – 7600 Linkside – Found Open Door
- 11-27-20 – N.W. Loop 410 at Bandera- Violation of City Ordinance
- 11-27-20 – 5300 Wurzbach – Civil Matter
- 11-27-20 – 6500 Bandera – Suspicious Person
- 11-27-20 – 5900 Wurzbach – Welfare Check
- 11-27-20 – 5900 Wurzbach – Suspicious Person
- 11-27-20 – 7100 Bandera – Assist the Public
- 11-27-20 – 6400 Bandera Rd. – Disturbance
- 11-28-20 – 6400 Red Jacket – Information
- 11-28-20 – 6600 Gristmill – Alarm/Residence
- 11-28-20 – 7000 Millstream – Found Open Door
- 11-28-20 – 6600 Gristmill – Alarm/Residence
- 11-28-20 – 5900 Trone Trail – 911 Hang-Up
- 11-28-20 – 6600 Bandera – Alarm/Business
- 11-28-20 – 6700 Joan Grona – Found Open Door
- 11-28-20 – 5600 Grissom – Patrol By
- 11-28-20 – 6800 Bandera – 911 Hang-Up

- 11-28-20 – 5900 Wurzbach – Assist Outside Agency
- 11-28-20 – 5400 Bandera – Alarm/Business
- 11-28-20 – 6600 Evers Rd. – Alarm
- 11-28-20 – 6300 Evers – Criminal Mischief
- 11-28-20 – 6600 Evers Rd. – Alarm
- 11-28-20 – 6300 Bally – Disturbance
- 11-28-20 – 6300 Bandera – Patrol By
- 11-28-20 – 6400 Evers – Assist the Public
- 11-28-20 – 6000 Bandera – Crash/No Injuries
- 11-28-20 – 5300 Wurzbach – Suspicious Person
- 11-28-20 – 6400 Evers – Suspicious Person
- 11-29-20 – 5600 Bandera – Theft 100-750
- 11-29-20 – 6600 Bandera – Theft 100-750
- 11-29-20 – 6900 Bandera – Crash/No injuries
- 11-29-20 – 7300 Whithers Lane – Civil Matter
- 11-29-20 – 5600 Bandera – 911 Hang-Up
- 11-29-20 – Bandera/Rue Francois – Assist the Public
- 11-29-20 – 6300 Mary Jamison – Civil Matter
- 11-29-20 – 6100 Wurzbach – Suspicious Person
- 11-29-20 – Forest Meadow at Forest Ridge – Suspicious Vehicle
- 11-29-20 – 6000 Wurzbach Rd. – Suspicious Person
- 11-29-20 – 6100 Bandera Rd. – Disturbance
- 11-29-20 – 5800 Gristmill – Suspicious Person
- 11-29-20 – 6300 Rue Marilyne – Disturbance
- 11-29-20 – 6500 Bandera Rd. – Disturbance
- 11-29-20 – 6200 Bandera Rd. – Disturbance
- 11-29-20 – 5600 Bandera Rd. – Suspicious Vehicle
- 11-29-20 – 6400 Bally – Disturbance
- 11-29-20 – 5300 Wurzbach Rd. – Alarm
- 11-30-20 – 5900 Wurzbach Rd. – Welfare Check
- 11-30-20 – 5900 Bandera Rd. – Crash
- 11-30-20 – 7200 Bandera Rd. – Assist the Public
- 11-30-20 – 6700 Forest Bend – Found Open Door
- 11-30-20 – 6700 Yellow Rose – Suspicious Person
- 11-30-20 – 6200 Grissom Rd. – Assist the Public
- 11-30-20 – 6400 Bally – Disturbance
- 11-30-20 – 5300 Wurzbach Rd. – Alarm
- 11-30-20 – 6500 Bandera – Crash/No Injury
- 11-30-20 – 5600 Bandera – Crash/No injury
- 11-30-20 – 6300 Corn Planter – Information
- 11-30-20 – 6000 Bandera – Disturbance
- 11-30-20 – 5600 Bandera – 911 Hang-Up
- 11-30-20 – 7000 Bandera – Suspicious Vehicle
- 11-30-20 – 5600 Bandera – Suspicious Vehicle
- 11-30-20 – 6700 Forest Bend – Found Open Door
- 11-30-20 – 7000 Bandera – 911 Hang-Up
- 11-30-20 – 6500 Sally Agee – Burglary of a Vehicle
- 11-30-20 – 6500 Sally Agee – Information
- 11-30-20 – 6100 Wurzbach – Disturbance
- 11-30-20 – 6000 Bandera – Information
- 11-30-20 – 6400 Bandera Rd. – Crash

- 11-30-20 – 5300 Wurzbach Rd. – Assault
- 11-30-20 – 6200 Bandera Rd. – 911 Hang-Up
- 11-30-20 – 5600 Evers Rd. – Alarm
- 11-30-20 – 7300 Reindeer Trail – Alarm
- 11-30-20 – 5900 Wurzbach Rd. – Civil Matter
- 11-30-20 – 6400 Bandera Rd. – Information
- 12-01-20 – 7500 Eckhert Rd. – 911 Hang-Up
- 12-01-20 – 5900 Wurzbach Rd. – Information
- 12-01-20 – 5900 Wurzbach Rd. – Theft \$2,500 - \$30,000
- 12-01-20 – 5600 Bandera Rd. – Burglary of a Vehicle
- 12-01-20 – 7400 Huebner Rd. – Assist Outside Agency
- 12-01-20 – 7100 Forest Brook – Threats
- 12-01-20 – 6200 Grissom Rd. – Assist Outside Agency
- 12-01-20 – 6200 Rue Liliane – Suspicious Circumstances
- 12-01-20 – 6700 Forest Bend – Assist Outside Agency
- 12-01-20 – 5300 Wurzbach Rd. – Crash
- 12-01-20 – 6500 Charles Field – ATL
- 12-01-20 – 6500 Hoofs Ln. – Disturbance
- 12-01-20 – 5600 Grissom Rd. – Assist Outside Agency
- 12-01-20 – 6300 Evers Rd. – Disturbance
- 12-01-20 – 6800 Forest Haven – Violation of City Ordinance – Parking
- 12-01-20 – 6500 Sally Agee – Assist the Public
- 12-01-20 – 5600 Poppy Seed – Found Open Door
- 12-01-20 – 5600 Evers Rd. – Disturbance
- 12-01-20 – 5600 Evers Rd. – Disturbance
- 12-01-20 – 5900 Wurzbach Rd. – Suspicious Person
- 12-01-20 – 5600 Evers – Alarm/Business
- 12-01-20 – 6300 Corn Planter – Civil Matter
- 12-01-20 – 6700 Forest Bend N – Welfare Check
- 12-01-20 – 5200 Savory Glen – 911 Hang-Up
- 12-01-20 – 6100 Bandera – 911 Hang-Up
- 12-01-20 – 5700 Watercress Drive – 911 Hang-Up
- 12-02-20 – 5900 Wurzbach – 911 Hang-Up
- 12-02-20 – Bandera/Poss – Traffic Hazard
- 12-02-20 – 6900 Bandera – Suspicious Person
- 12-02-20 – 6700 Joan Grona – Crash/ No Injuries
- 12-02-20 – 7000 Bandera – Traffic Hazard
- 12-02-20 – 5600 Grissom – Suspicious Person
- 12-02-20 – 5900 Wurzbach – Welfare Check
- 12-02-20 – 5900 Wurzbach – Information
- 12-02-20 – 5400 Bandera – Civil Matter
- 12-02-20 – 6300 Rue Marielyne – Verbal Disturbance
- 12-02-20 – 5700 Evers- Alarm/Business
- 12-02-20 – 6100 Bandera Rd. – Disturbance
- 12-02-20 – 5600 Evers Rd. – Disturbance
- 12-02-20 – 7000 Bandera Rd. – Traffic Violation
- 12-02-20 – 7100 Forest Brook – Harassment
- 12-02-20 – 6600 Poss Rd. – Alarm
- 12-02-20 – 6600 Cherryleaf – Dead Deer
- 12-02-20 – 6800 Bandera Rd. – Disturbance
- 12-02-20 – 6800 Huebner Rd. – Reckless Driver

- 12-02-20 – 5500 Bandera Rd. – Assist Outside Agency
- 12-03-20 – 7000 Forest Way – Dead Deer
- 12-03-20 – 5400 Bandera Rd. – Violation of City Ordinance
- 12-03-20 – 7400 Huebner Rd. – Crash/No Injuries
- 12-03-20 – 7700 Stebbins – Assist Outside Agency
- 12-03-20 – 5900 Wurzbach – Welfare Check
- 12-03-20 – 6400 El Verde – Information
- 12-03-20 – 6400 Bandera – Crash/No Injuries
- 12-03-20 – 7000 Evening Sun – Civil Matter
- 12-03-20 – 6400 Bandera – Assist EMS
- 12-03-20 – 6000 Caraway Bend – 911 Hang-up
- 12-03-20 – 6700 Bandera – Traffic Hazard
- 12-03-20 – Trotter at Bridle Path – Traffic Hazard
- 12-03-20 – 7000 Bandera – Assist the Public
- 12-03-20 – 6400 Bandera – Assist EMS
- 12-03-20 – 6600 Bandera – Alarm/Business
- 12-03-20 – 6700 Forest Bend – 911 Hang-Up
- 12-03-20 – 6600 Bandera Rd. – 911 Hang-Up
- 12-03-20 – 6700 Bandera Rd. – Information
- 12-03-20 – 7400 Huebner Rd. – Crash
- 12-03-20 – 6200 Grissom Rd. – Disturbance
- 12-03-20 – 6300 Mary Jamison – Disturbance
- 12-03-20 – 6200 Bandera Rd. – Alarm
- 12-03-20 – 6600 Grist Mill – Suspicious Person
- 12-04-20 – 6800 Bandera Rd. – Welfare Check
- 12-04-20 – 7600 Grissom Rd. – Evading Arrest/Vehicle
- 12-04-20 – 5600 Evers Rd. – Welfare Check
- 12-04-20 – 5600 Evers Rd. – Disturbance
- 12-04-20 – 5300 Wurzbach Rd. – Assist the Public
- 12-04-20 – 6300 Rue Marielyne – Suspicious Person
- 12-04-20 – 6600 Bandera Rd. – Alarm
- 12-04-20 – 6200 Grissom Rd. – Disturbance/Shots Fired
- 12-04-20 – 6800 Bandera Rd. – Alarm
- 12-04-20 – 6400 Bandera – Suspicious Activity
- 12-04-20 – 6300 Evers – Information
- 12-04-20 – 6700 Bandera – Crash/Injuries
- 12-04-20 – 5600 Grissom – Disturbance/Assault Contact
- 12-04-20 – 5600 Bandera – Suspicious Person
- 12-04-20 – 6700 Poss – 911 Hang-Up
- 12-04-20 – 6400 Bandera – Disturbance/Verbal
- 12-04-20 – 6400 El Verde – Civil Matter
- 12-04-20 – 6900 Shadow Mist – Suspicious Vehicle
- 12-04-20 – 5300 Wurzbach Rd. – Information
- 12-04-20 – 6300 Evers Rd. – Theft
- 12-04-20 – 6600 Evers Rd. – Alarm
- 12-04-20 – 6000 Rue Sophie – Alarm
- 12-04-20 – 6100 Bandera Rd. – Crash
- 12-04-20 – 7200 Gumtree – Assist Outside Agency
- 12-04-20 – 5600 Bandera Rd. – Crash
- 12-05-20 – 6000 Bandera Rd. – Alarm
- 12-05-20 – 6700 Huebner Rd. – Civil Matter

- 12-05-20 – 6100 Bandera Rd. – Reckless Driver
- 12-05-20 – 6000 Grissom Rd. – Disturbance
- 12-05-20 – 6000 Grissom Rd. – Civil Matter
- 12-05-20 – 6600 Sally Agee – Traffic Hazard
- 12-05-20 – 6700 Poss Rd. – Theft \$100-\$750
- 12-05-20 – 6500 Bandera Rd. – Suspicious Vehicle
- 12-05-20 – 6600 Cherry Leaf – Harassment
- 12-05-20 – 5600 Evers Rd. – Assault Family Violence
- 12-05-20 – 5900 Bandera Rd. – Crash
- 12-05-20 – 5900 Bandera Rd. – Theft \$0-\$100
- 12-05-20 – 7400 Huebner Rd. – Disturbance
- 12-05-20 – 6700 Strawberry Park – Open Door
- 12-05-20 – 6800 Forest Heaven – Abandoned Vehicle
- 12-06-20 – 6400 Evers Rd. – Juvenile Runaway
- 12-06-20 – 6400 Bally Rd. – Disturbance
- 12-06-20 – 6400 Pacer Tr. – Found Open Door
- 12-06-20 – 6400 Evers Rd. – Welfare Check
- 12-06-20 – 5600 Bandera Rd. – Crash
- 12-06-20 – 6500 Charles Field – Disturbance
- 12-06-20 – 7000 Weathered Post – Alarm
- 12-06-20 – 9500 Wurzbach Rd. – Assist Outside Agency
- 12-06-20 – 7200 Bandera Rd. – Alarm
- 12-06-20 – 5400 Bandera Rd. – Alarm
- 12-06-20 – 6100 Forest Court – Disturbance
- 12-06-20 – 6400 Bandera Rd. – Stalled Vehicle
- 12-06-20 – 6600 Sally Agee – Attempt to Locate
- 12-06-20 – 6100 Bandera Rd. – Crash/Fail to Stop and Give Information
- 12-06-20 – 5900 Bandera Rd. – Welfare Check
- 12-06-20 – 5900 Bandera Rd. – Reckless Driver
- 12-06-20 – 6000 Grissom Rd. – Disturbance
- 12-06-20 – 6600 Bandera Rd. – Alarm
- 12-06-20 – 5300 Cilantro Place – Suspicious Person
- 12-06-20 – 6700 Sunlight Dr. – Suspicious Vehicle
- 12-06-20 – 6300 Evers Rd. – Animal Call
- 12-06-20 – 5700 Bandera Rd. – Alarm
- 12-06-20 – 5900 Bandera Rd. – Welfare Check
- 12-06-20 – 6800 Huebner Rd. – Violation of City Ordinance
- 12-06-20 – 7000 Forest Way – Disturbance
- 12-06-20 – 6700 Poss Rd. – 911 Hang-Up
- 12-06-20 – 6400 Evers Rd. – Crash
- Patrol Unit
 - Citations - 47
 - Warnings – 45
- Criminal Investigation Unit
 - Active CID Investigations
 - One (1) Possession of a Controlled Substance Penalty Group 1, 1-4 grams
 - Additional CID Activity
 - Two sudden deaths
 - Violation Protective Order
 - Hit and run investigation
 - Suspected drug dealing

- Twenty-five (25) walk in and window assists
 - Eighteen (18) videos for DA's Office
 - Sex offender registration
 - Six (6) FOIA requests
- Code Enforcement
 - Sixteen (16) Violation of City Ordinance (VCO) door tag warnings issued
 - Thirteen (13) VCO warning letters were sent
 - Three (3) VCO citations were issued
 - Six (6) junk vehicles were tagged
 - Twenty four (24) bandit sign complaints
 - Thirteen (13) graffiti complaints
 - Sixteen (16) grass/weed/tree violations
 - Five (5) building violations
 - Two (2) pool violations
 - Eight (8) noise violations
 - Five (5) trash/debris complaints
 - Three (3) fence violations
 - Eleven (11) miscellaneous code violations
- Animal Control
 - Four (4) VCO Animal Control related warning letters were sent
 - Eight (8) Animal Control related door tag warnings were issued
 - Three (3) at large dogs
 - Thirteen (13) miscellaneous animal related calls
 - One (1) reported dog attack/bite was confirmed
 - Ten (10) wild animal calls
 - Sixteen (16) dead animals, nine (9) dead deer, three (1) cat, one (1) racoon, two (2) dead skunks and three (3) other animals were collected
 - One (1) cat was trapped as part of the TNR Program
- Traffic Unit
 - Moving Violations 48
 - Non-Moving Violations 00
 - Warnings 51
 - VCO 00
 - Vehicles Impounded 04
- Impound Lot
 - Vehicle Towed 13
 - Traffic 06
 - Arrest 05
 - VCO 01
 - Other 01
- Community Service
 - Officers continue to assist with elderly citizens in need during this COVID pandemic. Officers have responded to delivery medicine, move furniture, and remove debris for our elderly community.
 - Eight (8) officers continued their mentoring of students at the Marshall Law Magnet School in Leon Valley.
 - Officers participated in two Blue Santa Boot Drives, raising more than \$5000 for children in need.
 - Officers continue to work closely with the Texas Special Olympics to raise money and awareness for special needs individuals.

- Officers conducted two birthday celebration drive-by parade for children stuck inside during COVID.
- Reserve Officers Manpower Supplement to LVPD
 - 11-24-2020 4 Reserve officers provided 16 manpower hours security Council Meeting
 - 12-03-2020 4 Reserve officers provided 22 manpower hours security Council Meeting
 - 12-05-2020 3 Reserve officers provided 12 manpower hours special Council Meeting

Fire Department

- The Foodbank has collected all the donated food. The total counts have not come back yet but should be here before the next council meeting.
- The Fire Department will be performing a Santa Run event. We will have a Santa Clause on a fire truck and we will be driving around each neighborhood sharing holiday cheer. Updates on this event will be posted on Facebook and other City social media websites.
- Department Statistics from 11/25/2020 – 12/09/2020
 - Overall Responses
 - Total Fire Department Calls for Service 10
 - Average response time 5:09
 - Fire Services
 - Fire and Non-EMS Calls for Service to the community 31
 - FERP (Flood Emergency Response Plan) Activation 00
 - EMS
 - Emergency Medical Service Calls for Service to the community 69
 - COVID EMS Calls for Service 08
 - Motor Vehicle Accident Calls for Service 07
 - Fire Marshal Services
 - Local Business Fire Inspections 24
 - Plan Reviews 19
 - Enforcement Citations 00
 - Mutual Aid
 - Mutual Aid Requested by the Fire Department 02
 - Mutual Aid Requested from the Fire Department 06

Community Development Department

- 2018 Comprehensive Plan Update:
 - 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 recommendations to the Council on the selection. Staff plans on forwarding this recommendation to the City Council for consideration at their January 12, 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 has the following items scheduled for the December 15, 2020, City Council Meeting:
 - 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. (1st Reading)
 - ZC-2020-04 – A Zone Change from B-2, with SO District to PDD, Planned Development District at 6712 Bandera Road, to facilitate a carwash and retail facility. (2nd Reading)
- Permitting and Records
 - Received 64 Building Permit Applications (including trade permits)
 - Issued 25 Building Permits (including trade permits)
 - Issued 5 Certificates of Occupancy
 - Cabats Services, LLC (Offices) – 6502 Bandera Road #101
 - Aranda’s Taqueria – 6811 Bandera Rd
 - A Sign of Freedom (Sign Shop) – 5504 Bandera Rd, #302
 - The Insurance Factory – 5309 Wurzbach Rd, #101
 - Trices Café & Lounge – 7600 Eckhert Rd, #2 & 3

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 the right-of-way
 - 7015 Bandera #12 – Water City – Outside Storage – Citation
 - 7212 Bandera – Lockaway Storage – No CO for secondary business and signage in the 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.
- Attended (virtually) the 32nd Annual Secretary of State’s Election Law Seminar, December 2nd and 3rd
- Attended the Alamo Chapter TMCA, Inc. Meeting on December 9 in Schertz
- 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.
- Building Maintenance:
 - Had City Hall, LVPD and LVFD treated for pests as part of the bi-monthly treatment plan.

Open Records Request Coordinator

- Since the last report, we have received 7 open record requests. As requested by the City Council, we are including the names of those who submitted the 7 requests. The requestors were:
 - Laurie Hollinger
 - Yesica Antu-Sanchez
 - Tonia Johnson
 - Suma Sureshchandra
 - Carole Bartholomew
 - Sarah E. Smart
 - Heidi Choate
- The Leon Valley Police Department processed 68 open record requests for incident/crash reports.
- On-Going Current Projects:
 - Working on Open Records Request training

Library

- **November 2020 Library Accounts**
 - Active Accounts: 3749
 - New Accounts: 6
 - Renewed Accounts: 45
- Circulation Statistics (Curbside)
 - September Total: 794
- Members Saved (by using the library | materials only)
 - November Total: \$6,781.41
 - FY21 Total: \$16,507.61
- November Programs
 - Adult/Teen: 2 programs, 17 attendees
 - Children: 17 programs, 383 attendees
- Upcoming Programming (December 2020)
- The Library is regularly closed on Sunday and Monday. The Library will have regular hours and only be closed for Christmas Eve, Christmas Day, the day after Christmas, New Year's Eve and New Year's Day.
 - School Age Crafts Tuesdays at 4:30 p.m.
 - December 15, 2020: Beaded Candy Cane
 - Boredom Busters
 - December 22, 2020, at 4:30 p.m.: Bell Craft (Prepares for Polar Express Event)
 - December 23, 2020, at 10:30 a.m.: Tree Bookmarks
 - December 29, 2020, at 4:30 p.m.: Warm Drink Holder
 - December 30, 2020, at 10:30 a.m.: 2021 Glasses
 - Online Storytimes (all ages)
 - December 9, 2020 at 10:30 a.m.
 - December 10, 2020 at 10:30 a.m.
 - December 16, 2020 at 10:30 a.m.
 - LEGO Challenge Reveal
 - December 12, 2020, at 11:30: LEGO Reveal – Tree
 - Teen & Adult Crafts
 - December 19, 2020, at 11:30 String Ornament
 - Community Coffee
 - December 18, 2020, at 10:30 a.m.
 - Virtual Book Club
 - October 13, 2020, at 6:00 p.m. – Choose Your Own Book
 - Special Programs
 - December 17, 2020, at 10:30 a.m.: Reading with Rudolf
 - December 17, 2020, at 11:30 a.m.: Reindeer Food Craft
 - December 22, 2020, at 6:00 p.m.: Virtual Polar Express

Upcoming Events:

- Regular City Council Meeting is scheduled for Tuesday, December 15, 2020, 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 12, 2021, at 6:00 p.m. in Council Chambers
- City Hall & Municipal Offices will be closed Thursday, December 24, 2020, through Friday, January 1, 2021 in observance of the Christmas and New Year's Day Holidays.
- Annual Town Hall Meeting, Saturday, January 30, 2021, at a venue to be determined later (live or virtual).
- 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.