



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: November 25, 2020
TO: Mayor Chris Riley and City Council Members
THROUGH: Joe Salvaggio, Interim City Manager
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Police Officer – Current open position. We are currently reviewing applications.
 - IT Specialist – We welcome Mark Shellard, from South Padre Island. His start date is November 30, 2020.
 - Mobile Integrated Health Paramedic – Congratulations to Leon Valley Firefighter/Paramedic Chris Willis. He will be transferring into this position in the upcoming weeks.
 - Firefighter/Paramedic – Current open position. Presently, conducting background.

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 the 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.
 - Staff is compiling a list of streets for the Year 4 Street Maintenance Project. Data from recent street ranking will be used, along with water and sewer main reports, in the street selection process. Attention will be focused in the Walking Gait – Forest Oaks areas, as funding allows. Staff is requesting a budget adjustment for the water and sewer main replacement engineering work that needs to be performed in conjunction with the Year 4 Street Maintenance Project, which should be approved by December 1, 2020.
 - Staff held a pre-construction meeting with Garren Construction for the remodel of the Community Center. Public Works Crews will be performing interior painting and other minor items. The contractor expects to start the week after Thanksgiving.
 - Staff and the City Engineer are working on rewrites to the subdivision code. This should be presented to City Council in January.

- The contractor for the Grass Hill Elevated Tank Rehabilitation Project started their work last week. The tank was taken out of service and we are relying on the Grass Hill Ground Storage, Marshall Elevated, and Taylor Elevated water storage tanks for our water supply.
- The staff has developed a texting notification service that would have residents give us their cell phone numbers and we would then text them when we are street sweeping, performing road work, or mosquito spraying in their areas. It has been posted on the City's website and social media.
- 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 on the City website and on social media sites. An ADA certified Inspector will be visiting each site to note any deficiencies.
- Staff is investigating a GPS system for tracking Public Works vehicles and equipment.
- The Crew is working on repairing the trail at the Silo Park.
- The Crew will be crack sealing Evers Road.
- The Crew performed trash removal and clean up at the parks.
- The Crew is remodeling the new building at 6401 El Verde. We are calling this building the City Hall Annex.
- The Crew installed the holiday lights at City Hall and at the Community and Conference Centers.
- The Crew replaced signage in the Grass Valley neighborhood.
- The Crew drained the Grass Hill elevated tank in preparation for the rehabilitation project.
- The Crew repaired a main break on Stirrup Lane.
- Meetings/Events
 - The Earthwise Living Day Committee has decided to cancel their in-person event in March and instead hold an art contest for children attending NISD schools. The teachers will judge the posters and submit the best artwork to the Committee for a final decision and award.
 - The December Park Commission meeting has been cancelled.
 - 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 early 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
 - 11-09-20 – 6900 Bandera Rd. – Burglary of Vehicle/Resisting Arrest
 - 11-15-20 – 6600 Bandera Rd. – Racing on Highway
 - 11-16-20- 5300 Bandera- Traffic Stop/Traffic Violation/ Possession of Marijuana/Citation
 - 11-20-20 – 6600 Timberhill – Possession of Drug paraphernalia
 - 11-21-20 – 6600 Huebner Rd. – Warrant Arrest – Felon in possession of Firearm
 - 11-21-20- 7200 Poss- Disturbance/ Emergency Detention
 - 11-21-20- 6400 Grissom- Traffic Stop/ No Insurance/ Impounded
 - 11-22-20- 6400 Grissom- Traffic Stop/ No Insurance/ Impounded
 - 11-22-20 – 5600 Bandera Rd. – Theft \$100-\$750/Poss. CS PG3/one arrested/transported to jail
- Significant Calls
 - 11-07-20 – 6800 Forest Crest N- Open Garage Door
 - 11-08-20- 6800 Sally Agee- Assault/ Family Violence BI
 - 11-08-20- 3000 Timber Hill- Criminal Mischief 750-2500
 - 11-08-20- 5700 NW Loop 410- Crash/ Injuries
 - 11-09-20- 6600 Contess Adira- Crash/ No injuries

- 11-09-20- 5600 Bandera- Theft under 100
- 11-09-20- 6700 Timber Hill- Theft Motor Vehicle
- 11-09-20- 5600 Bandera- Theft under 100
- 11-09-20- 6100 Britannia Ct- Harassment
- 11-09-20 – 6400 Handsome Lake – Disturbance
- 11-09-20 – 6700 Bandera Rd. – Alarm
- 11-09-20 – 5300 Bandera Rd. – Suspicious person
- 11-09-20 – 6600 Bandera Rd. – Traffic complaint
- 11-09-20 – 6800 Bandera Rd. – Disturbance
- 11-09-20 – 7000 Forest Crest – Welfare check
- 11-09-20 – 7000 Mill Wheel – Theft
- 11-10-20 – 5300 Wurzbach Rd. – Suspicious person
- 11-10-20 – 6500 Bandera Rd. – Traffic hazard
- 11-10-20 – 6500 Bandera Rd. – 911 hang-up
- 11-10-20 – 6500 Bandera Rd. – Criminal mischief
- 11-10-20 – 6700 Huebner Rd. – VCO
- 11-10-20 – 6700 Poss Rd. – Theft
- 11-10-20- 5600 Bandera- VCO- Panhandler
- 11-10-20- 6400 Bandera- Sexual Assault
- 11-11-20- 5600 Evers- Terroristic Threats
- 11-11-20- 6300 Rue Marelyne- Terroristic Threats
- 11-11-20- 5300 Wurzbach- Crash/ Injuries
- 11-11-20- 5600 Wurzbach- Crash/ no injuries
- 11-11-20 – 6100 Bandera Rd. – 911 hang-up
- 11-11-20 – 6400 Bandera Rd. – 911 hang-up
- 11-11-20 – 6400 Bandera Rd. – Welfare check
- 11-11-20 – 6600 Bandera Rd. – Alarm
- 11-11-20 – 6200 Setting Sun – Disturbance
- 11-11-20 – 6700 Bandera Rd. – Open Door
- 11-11-20 – 4600 Timco West – Suspicious Vehicle
- 11-11-20 – 5600 NW Loop 410 – Suspicious Vehicle
- 11-12-20 – 6700 Huebner Rd. – Welfare Check
- 11-12-20 – 7700 Linkview – Criminal mischief
- 11-12-20 – 7300 Belmont Pl. – 911 hang-up
- 11-12-20 - 6000 Forest Shadow- Burglary of a Vehicle
- 11-13-20- 5600 Bandera- Theft under 100
- 11-13-20 – 5900 Bandera Rd. – Suspicious Person
- 11-13-20 – 7200 Bridle Path – Information
- 11-13-20 – 6400 Bandera Rd. – Traffic Hazard
- 11-13-20 – 6400 Bandera Rd. – Suspicious Person
- 11-13-20 – 4700 NW Industrial – Crash
- 11-13-20 – 6000 Grissom Rd. – Alarm
- 11-13-20 – 5600 Evers Rd. – Sexual Assault
- 11-14-20 – 5600 Evers Rd. – Robbery
- 11-14-20 – 7200 Bridle Path – Disturbance
- 11-14-20 – 5600 Evers Rd. – Disturbance
- 11-14-20 – 6200 Parsley Hill – Disturbance
- 11-14-20 – 7600 Bandera Rd. – Welfare Check
- 11-14-20 – 5500 Bandera Rd. – Welfare Check
- 11-14-20 – 5600 Bandera Rd. – Disturbance
- 11-14-20 – 5600 Grissom Rd. – Suspicious Person

- 11-14-20 – 6100 Bandera Rd. – Alarm
- 11-14-20 – 5600 Bandera Rd. – Disturbance
- 11-14-20 – 6900 Bandera Rd. – Traffic hazard
- 11-14-20 – 5700 NW 410 – 911 hang-up
- 11-14-20 – 7200 Forest Mont - Assault
- 11-14-20 - 6700 Bandera- Crash/ No Injuries
- 11-14-20 - 5600 Evers- Assault Bodily Injury
- 11-15-20 – 6800 Bandera Rd. – Alarm
- 11-15-20 – 6400 Bandera Rd. – Traffic hazard
- 11-15-20 – 6800 Huebner Rd. – VCO
- 11-15-20 – 5600 Grissom Rd. – Disturbance
- 11-15-20 – 7000 Bandera Rd. – Disturbance
- 11-15-20 – 4700 Timco West – Crash
- 11-15-20 – 5700 Bandera Rd. – Crash
- 11-15-20 – 6100 Royal Sun – Open Door
- 11-16-20 – 5400 Nutmeg Trail – Disturbance
- 11-16-20 – 6700 Bandera Rd. – Stalled Vehicle
- 11-16-20 – 5600 Evers Rd. – Terroristic Threats
- 11-16-20 – 6400 Bandera Rd. – Disturbance
- 11-16-20 – 7100 Forest Moss – Welfare Check
- 11-16-20 – 6300 Echo Hill – Disturbance
- 11-16-20 - 6700 Timberhill- Information Report
- 11-16-20 – 5600 Evers Rd. – Welfare check
- 11-16-20 – 7200 Bridle Path – Suspicious person
- 11-16-20 – 7200 Bandera Rd. – Reckless driver
- 11-16-20 – 5600 NW 410 – Abandoned vehicle
- 11-16-20 – 6600 Bandera Rd. – Crash
- 11-16-20 – 5000 Timberhill – Damage to property
- 11-16-20 – 6300 Evers Rd. – Burglary/vehicle
- 11-16-20 – 6600 Cherryleaf – Welfare check
- 11-16-20- 6700 Forest Shadow- Deadly Conduct
- 11-16-20- 6400 Evers- Welfare Check
- 11-16-20- 5400 Bandera- Disturbance
- 11-16-20- 6100 Bandera- Disturbance
- 11-16-20- 6600 Bandera- Civil Matter
- 11-16-20- 5700 Bandera- Crash/Injuries/ Hit and Run
- 11-16-20- 6200 Forest Bend- Suspicious Person
- 11-16-20- 7500 Link Lea- Suspicious Person
- 11-16-20- 6600 Bandera- Assist the Public
- 11-17-20 – 6100 Stirrup Ln. – Suspicious Person
- 11-17-20 – 6700 Huebner Rd. – Burglary of Vehicle
- 11-17-20- 5600 Bandera- Suspicious Person
- 11-17-20- 5900 Wurzbach- Abandoned Vehicle
- 11-17-20- 7000 Bandera- Disturbance/ Noise
- 11-17-20- 6200 Sun Hollow- Suspicious Person
- 11-17-20- 5600 Evers- Disturbance/ Verbal
- 11-17-20- 7400 Huebner- Crash/ No Injures
- 11-17-20- 7200 Forest Meadow- 911 Hang-up
- 11-17-20- 5600 Bandera- Suspicious Person
- 11-17-20- 6600 Bandera- Theft under 100
- 11-17-20- 6500 Bandera- Crash/ No Injury

- 11-17-20- 5300 Blackberry- 911 Hang-up
- 11-17-20- 6400 Evers- Assist the Public
- 11-17-20- 6700 Poss- Assist other Agency
- 11-17-20- 5600 Evers- Disturbance/ Verbal
- 11-17-20- 6800 Grass Valley- 911 Hang-up
- 11-17-20- 6800 Evers- Check the welfare
- 11-17-20- 6300 Rue Marielyne- Alarm Residence
- 11-17-20- 5600 Evers- Disturbance/ Family
- 11-17-20 - 6300 Evers/ Information
- 11-17-20 – 5900 Wurzbach Rd. – Unauthorized use motor vehicle
- 11-17-20 – 6800 Bandera Rd. – Traffic complaint
- 11-18-20 – 7500 Eckhert Rd. – 911 hang-up
- 11-18-20 – 7200 Bandera Rd. – Traffic complaint
- 11-18-20 – 6700 Timberhill – Civil matter
- 11-18-20 – 6100 Bandera Rd. – 911 hang-up
- 11-18-20 – 7500 Linkview – Suspicious person
- 11-18-20 – 6600 Bandera Rd. – Alarm
- 11-18-20 – 5600 Evers Rd. – Disturbance
- 11-18-20 – 6900 Bandera Rd. – Welfare Check
- 11-18-20 – 6900 Bandera Rd. – Disturbance
- 11-18-20 – 6400 Evers Rd. – Suspicious Vehicle
- 11-18-20 – 6700 Peachtree – Suspicious Vehicle
- 11-18-20- 7100 Pepperwood- Animal Deer
- 11-18-20- 5600 Evers- Disturbance/ Verbal
- 11-18-20- 6100 Wurzbach- Credit Debit Card Abuse
- 11-18-20- 6300 Rue Maryline- Alarm Residence
- 11-18-20- 5600 Evers- Disturbance/ Verbal
- 11-18-20- 6300 Evers- Terroristic Threats
- 11-19-20- 7000 Bandera- Disturbance/ Neighbors
- 11-19-20- 6100 Bandera- 911 Hang-up
- 11-19-20- 6200 Bandera- Alarm/ Business
- 11-19-20- 6300 Bandera- Assist the Public
- 11-19-20- 6100 Wurzbach- Follow up
- 11-19-20- 5500 Saffron Way- Theft of vehicle 1500-20K
- 11-19-20- 5600 Bandera- Suspicious Person
- 11-19-20 – 6700 Blacksmith – Suspicious Vehicle
- 11-19-20 – 6800 Bandera Rd. – Theft of Vehicle
- 11-19-20 – 6600 Huebner Rd. – Suspicious Vehicle
- 11-19-20 – 7000 Bandera Rd. – Welfare Check
- 11-19-20 – 6300 Balky Rd. – Disturbance
- 11-19-20- 6200 Bandera- Alarm Business
- 11-19-20- 7000 Bandera- Crash/ Injuries
- 11-19-20- 5700 Wurzbach- Suspicious vehicle
- 11-19-20- 6400 Bandera- Assist the Public
- 11-19-20- 6400 Bandera- Animal Deer
- 11-19-20- 5900 Bandera- Assist the Public
- 11-19-20- 8000 Lobo- Assist other Agency
- 11-19-20- 5900 Bandera- Suspicious Person
- 11-19-20- 6300 Rue Maryline- Disturbance/ Noise
- 11-19-20 – 6600 Bandera Rd. – Reckless driver
- 11-19-20 – 6200 Rue Sophie – 911 hang-up

- 11-19-20 – 7400 Belmont Pl. – Alarm
- 11-19-20 – 6500 Charles Field – VCO
- 11-19-20 – 5900 Bandera Rd. – AOA EMS
- 11-19-20 – 5200 Savory Glen – Crime prevention
- 11-19-20 – 6400 Bandera Rd. – 911 hang-up
- 11-20-20 – 6000 Forest Ridge – Criminal mischief
- 11-20-20 – 5900 Bandera Rd. – Reckless driver
- 11-20-20 – 5900 Wurzbach Rd. – Theft
- 11-20-20 – 5600 Evers Rd. – Disturbance
- 11-20-20 – 7200 Bandera Rd. – Crash
- 11-20-20 – 7500 Link Meadow – Animal
- 11-20-20 – 6500 Bandera Rd. – Reckless driver
- 11-20-20 – 5600 Evers Rd. – Disturbance
- 11-20-20 – 6400 Bandera Rd. – Suspicious Person
- 11-20-20 – 7100 Bandera Rd. – Disturbance
- 11-20-20 – 6900 Huebner Rd. – Crash
- 11-20-20 – 5600 Evers Rd. – Deceased Person
- 11-20-20- 5600 Evers- Theft of License Plate
- 11-20-20- 6100 Stirrup Ln- Suspicious Person
- 11-20-20- 5600 Evers- Verbal Disturbance
- 11-20-20- 5600 Evers- Assist the Public
- 11-20-20- 6700 Bandera- Suspicious Person
- 11-20-20- 7000 Autumn Chase- Burglar Alarm
- 11-20-20- 4700 Timco W- Burglar Alarm
- 11-20-20- 5600 Evers- Animal Bite
- 11-21-20 – 5600 Forest Circle – Disturbance
- 11-21-20 – 6200 Grissom Rd. – Disturbance
- 11-21-20 – 6000 Bandera Rd. – Alarm
- 11-21-20 – 5500 NW Loop 410 – Assist other Agency
- 11-21-20 – 5900 Wurzbach Rd. – Disturbance
- 11-21-20 – 6700 Linkway – Alarm
- 11-21-20 – 6300 Rue Marielyne – Disturbance
- 11-21-20 – 6200 Grissom Rd. - Disturbance
- 11-21-20- 6100 Bandera- Crash/ No Injuries
- 11-21-20- 5300 Cilantro Pl- Disturbance/ Verbal
- 11-21-20- 6200 Bandera- Crash/ no injuries
- 11-21-20- 6000 Cammie Way- Injured Person
- 11-21-20- 5900 Wurzbach- Unauthorized use of a MV
- 11-21-20- 5600 Bandera- Crash PVT Property
- 11-21-20- 6500 Bandera- Assist the Public
- 11-21-20- 6900 Huebner- Assist Fire Water Leak
- 11-21-20- 5600 Huebner- 911 Hang-up
- 11-21-20- 6500 Sally Agee- Open Door
- 11-21-20- 6400 Bandera- Suspicious Person
- 11-21-20- 7100 Bandera- Crash No Injuries
- 11-21-20- 6200 Grissom- Disturbance Noise
- 11-21-20- 6200 Grissom- Theft 100-750
- 11-21-20 – 5600 Evers Rd. – Disturbance
- 11-21-20 – 6100 Bandera Rd. – Disturbance
- 11-21-20 – 5600 Evers Rd. – Assault
- 11-21-20 – 6300 Forest Bend – Burglary/vehicle

- 11-21-20 – 5600 Evers Rd. – Disturbance
- 11-22-20 – 5600 Bandera Rd. - Theft
- 11-22-20 – 7000 Forest Way – 911 hang-up
- 11-22-20 – 6200 Grissom Rd. – Disturbance
- 11-22-20 – 6000 Bandera Rd. – Alarm
- 11-22-20 – 5200 Evers Rd. – 911 hang-up
- 11-22-20 – 7100 Huebner Rd. – Suspicious person
- 11-22-20 – 6600 Sally Agee – Information
- 11-22-20 – 6400 Bandera Rd. – 911 hang-up
- 11-22-20- 6000 Grissom- Patrol by
- 11-22-20- 6600 Sally Agee- Suspicious Person
- 11-22-20- 5600 Grissom- Theft of Vehicle
- 11-22-20- 6000 Grissom- 911 Hang-up
- 11-22-20- 6600 Forest Grove- Criminal Mischief
- 11-22-20- 6600 Huebner- Welfare check
- Patrol Unit
 - Citations - 48
 - Warnings – 55
- Criminal Investigation Unit
 - Cases Filed by CID, Two (2):
 - Agg. Asslt/P.O. Officer Involved Shooting.
 - Burglary habitation
- Active CID Investigations
 - Several Burglaries of buildings are under investigation
 - Aggravated Robbery
 - CPS vehicle theft at QT
 - Aggravated Assault-PO
 - Intoxication Assault
 - Murder/Intoxication Manslaughter
 - Officer-involved shooting
 - Auditor video review
 - Violation Protective Order. Victim and witness contacted. Investigation in progress
 - Theft, Vehicle
 - Hit and Run
- Additional CID Activity
 - Seventeen (17) walk-in and window assists
 - Nineteen (19) videos for DA’s Office
 - Eight (8) AXON videos provided to the DA
 - Reviewing auditor cases
 - UTSA Indecent Exposure Case 202000515- Leon Valley resident that is a UTSA student requested to be interviewed in Leon Valley UTSA PD Det. J. Criswell requested assistance in the use of our facilities.
 - A suspected drug house surveillance
- Code Enforcement
- Twenty-one (21) VCO door tag warnings issued
 - Nineteen (19) VCO warning letters were sent
 - No VCO citations were issued
 - Seven (7) vehicles were tagged
 - Forty-seven (47) bandit sign complaints
 - Ten (10) graffiti complaints
 - Thirty-five (35) grass/weed/tree violations

- Eleven (11) building violations
- One (1) pool violation
- Four (4) noise violations
- Five (5) trash/debris complaints
- Three (3) fence violations
- Nine (9) miscellaneous code violations
- Animal Control
 - Twenty-one (21) VCO door tag warnings issued
 - Nineteen (19) VCO warning letters were sent
 - No VCO citations were issued
 - Seven (7) vehicles were tagged
 - Forty-seven (47) bandit sign complaints
 - Ten (10) graffiti complaints
 - Thirty-five grass/weed/tree violations
 - Eleven (11) building violations
 - One (1) pool violation
 - Four (4) noise violations
 - Five (5) trash/debris complaints
 - Three (3) fence violations
 - Nine (9) miscellaneous code violations
- Traffic Unit
 - Moving Violations 64
 - Non-Moving Violations 00
 - Warnings 41
 - VCO 00
 - Vehicles Impounded 05
- Special Assignments
 - Traffic personnel fulfilled nine (9) videos for Municipal Court and three (3) FOIA requests. Additional special assignments during the reporting period included City Council meeting security and Ethics Board meetings. Traffic officers are also on special assignment to patrol shifts to assist with manpower shortage. Ofc. Azar assigned to A shift, Ofc. Griego to C shift and Breton to B shift as needed. Personnel assisted with Blue Santa fundraising.
- Impound Lot
 - Vehicle Towed 16
 - Traffic 11
 - Arrest 02
 - VCO 02
 - Other 01
 - Towed for Evidence 00
- Community Service
 - The entire Police Department is assisting with Blue Santa.

Fire Department

- The Fire Department is participating with other City departments by collecting food for the food bank. The public is highly encouraged to donate if possible. The last day to donate food will be December 04, 2020.
- The Fire Department, along with Maribel Mendoza dropped off Thanksgiving Day meals to 4 local families. The families were identified through our local schools as recipients of the meals. Some of the items included were turkey, ham, stuffing pies, green beans, corn, potatoes along with other items. We hope these families, along with everyone else, have a Happy Thanksgiving.

- The Fire Department will be looking for donations for our first annual Christmas Tree giveaway. We will be donating artificial trees to families in need. This project will be solely dependent on the donations received by the public and employees. All donations will need to be received no later than December 11, 2020. Also, please let us know if there is a family in need of a tree.
- Department Statistics from 11/11/2020 – 11/24/2020
 - Overall Responses
 - Total Fire Department Calls for Service 79
 - Average response time 4:39
 - Fire Services
 - Fire and Non-EMS Calls for Service to the community 24
 - FERP (Flood Emergency Response Plan) Activation 00
 - EMS
 - Emergency Medical Service Calls for Service to the community 55
 - COVID EMS Calls for Service 03
 - Motor Vehicle Accident Calls for Service 05
 - Fire Marshal Services
 - Local Business Fire Inspections 16
 - Plan Reviews 21
 - Enforcement Citations 00
 - Mutual Aid
 - Mutual Aid Requested by the Fire Department 01
 - Mutual Aid Requested from the Fire Department 04

Community Development Department

- Planning and Zoning Commission
 - The Planning and Zoning Commission held a Regular Meeting on Tuesday, October 13, 2020. The following items were discussed:
 - SUP-2020-05 – A Specific Use Permit for Outside Dining at 6526 Bandera Road. **Approved**
 - SUP-2020-06 – A Specific Use Permit for Outside Dining at 5700 Wurzbach Road. **Tabled**
 - 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. **Tabled**
 - Board of Adjustment
 - The Board of Adjustment does not have any tentative meetings scheduled.
 - Plats
 - Staff has not received any new final plat or replat requests.
- City Council
 - The Planning and Zoning Department has the following item scheduled for the December 1, 2020, City Council Meeting:
 - 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.
- Permitting and Records
 - Received 97 Building Permit Applications (including trade permits)
 - Issued 21 Building Permits (including trade permits)
 - Issued 4 Certificates of Occupancy
 - North Pole Dance Studio – 5417 Bandera Road, Ste. 603
 - Lucia Cobb, LPC – 6502 Bandera Road, Ste. 200A
 - Alamo City Hobby Shop – 6812 Bandera Road, Ste. 107
 - Righteous Cuts-7038 Bandera Road

Business Relations - Economic Development

- Facilitated meeting with the property owner and new business owner of 7600 Eckhert – 11/13/2020
- Attended a video conference meeting with Mayor, Admin, and owners of Petland – 11/13/2020
- Attended NW SA Chamber of Commerce videoconference meeting
- Attended Regular City Council meeting – 11/17/2020
- Facilitated ONIT Team meeting – 11/18/2020
- Onboarding and training for Business Code Compliance Officer
- Meeting with owners of SMASH Dance concerning recently approved sign reimbursement – 11/19/2020
- Teleconference meeting with the vendor about COVID analytics to benefit the small business community – 11/19/2020
- Updated and standardized auto-fill form(s) for business compliance violations and Zoning inspections
- Facilitated teleconference call: White House Briefing
- Facilitated progress meetings with Sierra Royale Apartment management and their CO process
- 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.
 - 6102 Grissom - Barcelona Apartments – Verify CO
 - 5622 Evers - Vista Del Rey Apartments - Verify CO
 - 6812 Poss – Leon Trace Apartments – Verify CO
 - 6313 Evers – Forest Oaks Apartments – Verify CO
 - 7101 Huebner – Villas of Leon Valley – Verify CO
 - 5959 Wurzbach – Hidden Meadow Apartments – Verify CO
 - 6007 Grissom – Valencia Lofts – Verify CO
 - 6201 Grissom – Barcelona Lofts – Verify CO
 - Pre-permit inspection:
 - 7137 Bandera - Bush's Chicken
 - 7600 Eckhert – Trices Café
 - 7058 Bandera – Hobby Lobby
 - 5309 Wurzbach – Amaga Café
 - 6180 Wurzbach – Pho Hung Phat
 - 7115 Bandera – Tim’s Oriental
 - 7153 Bandera – Circle K
 - 6727 Bandera – Raising Canes Chicken
 - 7702 Eckhert – Serendipity School
 - Delivery of New CO and Welcome to LV visit
 - 5238 Evers - Window World annex
 - 5728 Evers - Eagle International Market
 - 6915 Bandera #103 - Chica’s Boutique
 - 7350 Reindeer – Audio by Art
 - 6737 Poss #300 – Automation X Corp
 - Business Code Enforcement:
 - 6812 Poss - Leon Trace Apartments – Sign – Site Visit
 - 5601 Bandera – LA Fitness – Sign – Site Visit
 - 5630 Bandera – Substandard Building – LETTER
 - 6600 Bandera – Substandard Building – LETTER
 - 6436 Bandera – Substandard Building – LETTER

- 5600 Bandera – Graffiti, signage, and debris – Letter
- 5601 Bandera – HEB Marketplace – windwaver – Site Visit
- 6709 Bandera – America Cash Advance – sign – Site Visit
- 5608 Bandera – Service King – Graffiti – Letter and Site Visit
- 6800 Huebner – Tias Tacos - Graffiti – Site Visit
- 6201 Grissom – Barcelona Lofts – Graffiti, debris, signs – Letter
- 5601 Bandera – LA Fitness – Windwaver – Site visit
- Business Code Compliance Officer picked-up 10+ bandit signs in right-of-way – Sign impounded
- Zoning Inspection:
 - 6207 Setting Sun - The Insurance Factory
 - 6811 Bandera - Arandas Taqueria
 - 5405 Bandera #114 - Texas Type Company
 - 6502 Bandra # 101 - Cabats Services, LLC
- 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.
- Received Supplement 4 of the Code of Ordinances and updated Code Books for staff and City Council members.
- Updated Boards/Committees/Commissions Roster
- Began preparations for the May 01, 2021, General Election (Filing begins January 01, 2021)
- 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.
 - Worked with staff to decorate for the holidays.
 - Received new flags for all City buildings for the LVFD to begin replacement of worn ones.

Open Records Request Coordinator

- Since the last report, we have received six open record requests. As requested by City Council, we included the names of those who submitted the six requests. The requestors were:
 - LexisNexis
 - Annette Vinton
 - Evan Bohl
 - Justin Pulliam
 - Beau Burns
 - Priscilla O. Rodriguez
- The Leon Valley Police Department processed 27 open record requests for incident/crash reports.
- Assisted City Secretary with February 2020 City Council minutes.
- **On-Going Current Projects:**
 - Working on Open Records Request training

Library

School Age Crafts Tuesdays at 4:30 p.m.

- o December 01, 2020: Cardinal
- o December 08, 2020: 3D Book Page Star
- o December 15, 2020: Beaded Candy Cane

Boredom Busters

- o December 22, 2020, at 4:30 p.m.: Polar Express Kit
- o December 23, 2020, at 10:30 a.m.: Tree Bookmarks
- o December 29, 2020, at 4:30 p.m.: Warm Drink Holder
- o December 30, 2020, at 10:30 a.m.: 2021 Eye Glasses Craft

Take & Make Craft

- o Thursdays at 10:30 a.m. (Closed on December 24th and 31st)

Guest Online Storytimes

- o December 02, 2020, at 10:30 a.m.
- o December 03, 2020, at 10:30 a.m.
- o December 09, 2020, at 10:30 a.m.
- o December 10, 2020, at 10:30 a.m.
- o December 16, 2020, at 10:30 a.m.

Special Event: Reading with Rudolph

- o December 17, 2020, at 10:30 a.m. (Online)

LEGO Challenge Reveal

- o November 12, 2020, at 11:30 a.m.: Make a Tree

Teen & Adult Crafts

- o December 19, 2020, at 11:30 a.m.: String Ornament

Community Coffee

- o December 18, 2020, at 11:00 a.m.

Upcoming Events:

- Regular City Council Meeting is scheduled for Tuesday, December 1, 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.
- Special City Council Workshop, Saturday, December 05, 2020, at 9:00 a.m., in Council Chambers.
- Virtual Lighting of the Christmas Tree, Monday, December 07, 2020, at 6:00 p.m., more details coming soon
- 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 City hosted events have been postponed until further notice.
- All Committee, board, and commission meetings are being conducted on an as-needed basis.
 - o The next regular Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, November 24, 2020.