



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** October 30, 2020  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

**Human Resources**

- Vacant Positions
  - Business Code Compliance Officer – Congratulations to Rick Guerra from the Leon Valley Police Department. He will be transferring into this position on Monday, November 2, 2020.
  - Police Officer – Current open position.
  - IT Specialist – We welcome Mark Shellard, from South Padre Island. His start date is November 24, 2020.
  - Mobile Integrated Health Paramedic – Currently interviewing on Monday, November 2, 2020.

**Court**

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
10/04/2020 – 10/10/2020	-	31	-	-	-	-	31
10/11/2020 – 10/17/2020	-	-	-	-	-	-	-
10/18/2020 – 10/24/2020	77	-	-	-	-	-	-

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
10/15/2020	93	59	34
10/08/2020	84	44	40

**October 26th 2020 PRE TRIALS / BENCH TRIALS**

DEFENDANT	OFFENSE	TYPE OF HEARING	OUTCOME
ZAMORA, ANDRES	FAILED TO SIGNAL INTENT	PRE- TRIAL	DEFERRED
PUCKETT, JEFFREY	SPEEDING 49/35	PRE-TRIAL	DEFERRED
GULLERMO, SERRANO	UNLAWFUL BUSS RES ZONE, PARK	PRE- TRIAL	EXTENSION

	INOPERATIVE VEH		
VEGA, RAUL APARICIO	DISREGARD STOP SIGN, FAIL TO DIM HEADLIGHTS	PRE- TRIAL	PROS DISMISSED BUT WILL REFILE CITATION AGAIN.
SAADEH, SHARVEL	DISREGARD STOP SIGN	PRE- TRIAL	DEFERRED
MOORE, AMANDA	DROVE WRONG WAY IN DESIGNATED LANE	PRE- TRIAL	DEFERRED
FLORES, LUIS	THEFT, VPTA	BENCH TRIAL	NO SHOW ISSUE WARRANT
VASQUEZ, MAXLYN	SPEEDING 52/35	BENCH TRIAL	DEFERRED
PEREZ, NICHOLAS	SPEEDING 50/30	BENCH TRIAL	RESCHEDULED

<b>MOST COMMON TYPE OF TRANSACTION</b>	<b># OF TRANSACTION FROM 10/14/2020 -10/26/2020</b>
UTILITY PAYMENTS	332
UTILITY NEW SERVICE	10
PERMITS COM DEV	3
COURT	165
RLC FINES	69
RLC LATE FEES	21
IMPOUND LOT FEES	5
TOWING FEES PAYABLE	6
GARAGE SALE	9
MISCELLANEOUS	227
<b>TOTAL</b>	<b>847</b>

### Public Works

- Projects
  - The contractor for the LC-17 Flood Project is back working on the remaining items in the creek bed. They are expecting substantial completion in November, weather dependent.
  - The FY 2020 Street Maintenance Project has now been substantially completed. The contractor will now complete items from the punch list.
  - 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 on the Walking Gait – Forest Oaks areas, as funding allows.
  - Staff is waiting on signed contracts with Garren Construction to begin the remodel of the Community Center. Public Works Crews will be performing interior painting and other minor items.
  - The staff has prepared a Capital Rollover budget adjustment to move funds from the current fiscal year to the next fiscal year for the projects that were not completed in this fiscal year. This will be brought to the City Council for final approval on November 2nd.
  - Staff and the City Engineer are working on rewrites to the sub-division code. This should be presented to the City Council in November.
  - Still working on the lights on the Evers Road Bridge. The light system was heavily damaged by a storm in late April and parts for the system were unavailable. The electrical engineer was on-site in hopes of turning them back on, but it was discovered that a component in the bollard on the bridge had also been damaged. We are waiting for the delivery of the needed parts.

- Staff held a pre-construction meeting for the Grass Hill Elevated Tank Rehabilitation Project this week. Once all items are addressed, we will take this tank out of service and rely on the Grass Hill Ground Storage, Marshall Elevated, and Taylor Elevated water storage tanks for our water supply.
- Staff is developing 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. We will post this on the City's website and social media when it is ready.
- The Crew is installing an ADA sidewalk at the Ridge at Leon Valley detention pond.
- The Crew is repairing the roadway around some manholes in the Forest Oaks area.
- The Crew performed trash removal and cleaned up the parks.
- The Crew mowed in Mow Zone 3 (Grass Hill/William Rancher area).
- The Crew mowed Triangle Park.
- The Crew installed benches at The Ridge at Leon Valley Park and at Raymond Rimkus Park small playground.
- The Crew is manning City Hall on Fridays for Covid-19 duty.
- The Crew is remodeling the new building at 6401 El Verde. We are calling this building the City Hall Annex.
- The Crew will begin installing holiday lights at City Hall and at the Community and Conference Centers this week.
- The Crew prepared for the Halloween Trunk or Treat event at the Community/Conference Center parking lot.
- The Crew located the water valves in Linkwood.
- Training
  - All training, with the exception of state-required training, will be held in-house this year due to budget reductions.
  - Staff received training on the Policies and Procedures this week.
- Meetings/Events
  - Staff will be meeting with the US Corp of Engineers on November 4<sup>th</sup>, to discuss the final plans for Huebner Creek flood remediation.
  - 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
  - 10-16-20 – 6400 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
  - 10-17-20 – 6400 Bandera – Emergency Detention
  - 10-18-20 – 6800 Blacksmith – Emergency Detention – One Arrested/Released at Hospital
  - 10-21-20 – 5600 Evers – Disturbance/ Emergency Detention
  - 10-24-20 – 6400 Bandera Rd. – Driving While Intoxicated/Vehicle Crash
- Significant Calls
  - 10-12-20 – 6400 Evers Rd. – 911 Hang-up
  - 10-12-20 – 6600 Bandera Rd. – Alarm
  - 10-12-20 – 6800 Huebner Rd. – Alarm
  - 10-12-20 – 5400 Bandera Rd. – Alarm
  - 10-12-20 – 5200 Savory Glen – Found Open Door

- 10-12-20 – 6400 Handsome Lake – Suspicious Person
- 10-12-20 – 6600 Bandera Rd. – Alarm
- 10-12-20 – 6800 Poss Rd. – Criminal Mischief
- 10-12-20 – 5600 Grissom Rd. – Disturbance
- 10-13-20 – 6600 Bandera Rd. – Alarm
- 10-13-20 – 5600 Evers Rd. – Suspicious Person
- 10-13-20 – 7000 Bandera Rd. – Disturbance
- 10-13-20 – 7000 Autumn Chase – Alarm
- 10-13-20 – 6200 Grissom Rd. – Disturbance
- 10-13-20 – 7900 Bandera Rd. – Crash
- 10-13-20 – 6400 Bandera Rd. – Disturbance
- 10-13-20 – 5500 Bandera Rd. – 911 Hang-up
- 10-14-20 – 5300 Bandera Rd. – Alarm
- 10-14-20 – 5600 Evers Rd. – Disturbance
- 10-14-20 – 7200 Huebner Rd. – Suspicious Person
- 10-14-20 – 5900 Bandera Rd. – Crash
- 10-14-20 – 5600 Bandera Rd. – Disturbance
- 10-14-20 – 6400 Bandera Rd. – Vehicle Crash
- 10-14-20 – 5600 Evers Rd. – Theft \$1500 - \$20k
- 10-14-20 – 5500 Wurzbach Rd. – Vehicle Crash
- 10-14-20 – 6400 Bandera Rd. – Criminal Mischief
- 10-14-20 – 6200 Grissom Rd. – Alarm
- 10-14-20 – 100 Robin Dr. – Crash
- 10-14-20 – 5500 Bandera Rd. – Vehicle Crash
- 10-15-20 – 4800 N.W. Industrial – Alarm
- 10-15-20 – 6400 Bandera Rd. – Welfare Check
- 10-15-20 – 5900 Bandera Rd. – Crash
- 10-15-20 – 6400 Bandera Rd. – Welfare Check
- 10-15-20 – 5600 Poppy Seed Run – 911 Hang-up
- 10-15-20 – 6800 Bandera Rd. – Disturbance
- 10-15-20 – 5600 Grissom Rd. – Suspicious Person
- 10-15-20 – 5700 Evers Rd. – Forgery
- 10-16-20 – 5900 Bandera Rd. – Suspicious Vehicle
- 10-16-20 – 6400 Bandera Rd. – Suspicious Vehicle
- 10-16-20 – 6800 Bandera Rd. – Disturbance
- 10-16-20 – 6700 Yellow Rose – Disturbance
- 10-16-20 – 6700 Huebner Rd. – Disturbance
- 10-16-20 – 5600 Grissom Rd. – Suspicious Person
- 10-16-20 – 6600 Bandera Rd. – Welfare Check
- 10-16-20 – 5600 Evers Rd. – Assault by Contact
- 10-16-20 – 5600 Bandera Rd. – Disturbance
- 10-16-20 – 6300 Rue Marielyne – Disturbance
- 10-16-20 – 6500 Huebner Rd. – Suspicious Vehicle
- 10-16-20 – 5600 Evers Rd. – Suspicious Vehicle
- 10-16-20 – 6800 Forest Crest N. – Disturbance
- 10-16-20 – 6000 Bandera Rd. – Suspicious Vehicle
- 10-16-20 – 6600 Bandera Rd. – Alarm
- 10-16-20 – 5600 Bandera Rd. – Theft <\$100
- 10-16-20 – 6800 Bandera Rd. – Reckless Driver
- 10-16-20 – 7000 Autumn Chase – Abandoned Vehicle
- 10-16-20 – 5600 N.W. Loop 410 – Vehicle Crash

- 10-16-20 – 6300 Bandera Rd. – Vehicle Crash
- 10-16-20 – 5600 Daughtry – Welfare Check
- 10-17-20 – 6000 Cammie Way – Disturbance
- 10-17-20 – 6400 Evers Rd. – Suspicious Vehicle
- 10-17-20 – 6600 Bandera Rd. – Welfare Check
- 10-17-20 – 7400 High Stepper – Disturbance
- 10-17-20 – 5600 Grissom Rd. – Suspicious Person
- 10-17-20 – 6100 Walking Gait – Deceased Person
- 10-17-20 – 6600 Bandera Rd. – Disturbance
- 10-17-20 – 5600 Bandera – Theft under \$100
- 10-17-20 – 6300 Evers- Sexual Assault Child
- 10-17-20 – 7500 Eckhert Rd. – Vehicle Crash
- 10-17-20 – 6600 Bandera Rd. – 911 Hang-up
- 10-17-20 – 5000 Timberhill – Criminal Mischief
- 10-18-20 – 6200 Grissom Rd. – Disturbance
- 10-18-20 – 6600 Bandera Rd. – Crash
- 10-18-20 – 7200 Poss Rd. – Alarm
- 10-18-20 – 7200 Bandera Rd. – Disturbance
- 10-18-20 – 6100 Bandera Rd. – Vehicle Crash
- 10-18-20 – 6400 Bandera Rd. – Suspicious Vehicle
- 10-18-20 – 6300 Bandera Rd. – Disturbance
- 10-18-20 – 6500 Evers Rd. – Suspicious Vehicle
- 10-18-20 – 5500 Bandera Rd. – Suspicious Person
- 10-18-20 – 7400 Linkview Dr. – Alarm
- 10-18-20 – 5600 Adair – Suspicious Person
- 10-18-20 – 7400 Huebner Rd. – Suspicious Person
- 10-19-20 – 7000 Huebner Rd. – Crash
- 10-19-20 – 5600 Evers Rd. – Disturbance
- 10-19-20 – 7300 Crownpiece – Found Open Door
- 10-19-20 – 6600 Charles Field – Suspicious Person
- 10-19-20 – 6600 Bandera Rd. – Alarm
- 10-19-20 – 7100 Bandera Rd. – Alarm
- 10-19-20 – 5900 Bandera Rd. – Disturbance
- 10-19-20 – 6300 Rue Marielyne – Criminal Mischief \$100-\$750
- 10-19-20 – 6600 Huebner Rd. – Suspicious Person
- 10-20-20 – 6100 Forest Timber – Suspicious Vehicle
- 10-20-20 – 6600 Bandera Rd. – Alarm
- 10-20-20 – 6300 Bandera Rd. – Alarm
- 10-20-20 – 6600 Bandera Rd. – Theft 0-\$100
- 10-20-20 – 7000 Forest Moss – Disturbance
- 10-20-20 – 6400 Bandera Rd. – Vehicle Fire
- 10-20-20 – 5600 Evers Rd. – Suspicious Person
- 10-20-20 – 5900 Bandera Rd. – Vehicle Crash
- 10-20-20 – 6200 Bandera – Theft under \$100
- 10-21-20 – 6300 Bandera – Vehicle Crash/ Injuries
- 10-21-20 – 6800 Bandera – Vehicle Crash
- 10-21-20 – 6200 Grissom – Disturbance/ Threats
- 10-21-20 – 5600 Bandera Rd. – Suspicious Vehicle
- 10-21-20 – 5600 Grissom Rd. – Burglary of a Habitation
- 10-21-20 – 6600 Bandera Rd. – Alarm
- 10-21-20 – 6800 Poss Rd. – Disturbance

- 10-21-20 – 6600 Grist Mill – Disturbance
- 10-21-20 – 6900 Bandera Rd. – Disturbance
- 10-21-20 – 6600 Fontana Point – Deceased Person
- 10-21-20 – 6800 Bandera Rd. – Alarm
- 10-21-20 – 6100 Forest Court – Disturbance
- 10-21-20 – 5500 Bandera Rd. – Found Open Door
- 10-21-20 – 6000 Bandera – Vehicle Crash
- 10-22-20 – 6600 Bandera Rd. – Alarm
- 10-22-20 – 6000 Bandera Rd. – Vehicle Crash
- 10-22-20 – 6800 Bandera Rd. – Disturbance
- 10-22-20 – 6600 Bandera- Theft \$100-\$750
- 10-22-20 – 6200 Stirrup- Violation of City Ordinance/ RV in Roadway
- 10-22-20 – 6000 Bandera – Vehicle Crash
- 10-22-20 – 5600 Evers – Burglary Motor Vehicle
- 10-23-20 – Bandera at Grass Valley – Vehicle Crash
- 10-23-20 – 5500 Caraway Bend- Recovered Stolen Motor Vehicle
- 10-23-20 – 7000 Bandera – Vehicle Crash
- 10-23-10 – 6900 Bandera – Vehicle Crash
- 10-23-20 – 6400 Evers – Theft under \$100
- 10-23-20 – 6200 Echo Hill – Suspicious Person
- 10-23-20 – 6400 Bandera Rd. – Suspicious Person
- 10-23-20 – 6800 Huebner Rd. – Alarm
- 10-24-20 – 5600 Bandera Rd. – Vehicle Crash
- 10-24-20 – 5900 Wurzbach Rd. – Disturbance
- 10-24-20 – 6400 Bandera Rd. – Disturbance
- 10-24-20 – 7300 Bandera Rd. – Suspicious Person
- 10-24-20 – 5900 Bandera Rd. – Disturbance
- 10-24-20 – 6900 Bandera – Vehicle Crash/ Injuries
- 10-24-20 – 5700 N.W. Loop 410- Disturbance/ Criminal Trespass Warning
- 10-24-20 – 6500 Bandera – Vehicle Crash/ Hit and Run
- 10-25-20 – 6300 Bandera Rd. – Disturbance
- 10-25-20 – 6400 Evers Rd. – Suspicious Vehicle
- 10-25-20 – 6200 Grissom Rd. – Disturbance
- 10-25-20 – 6700 Bandera Rd. – Alarm
- 10-25-20 – 5600 Grissom Rd. – Suspicious Person
- 10-25-20 – 5900 Bandera Rd. – Suspicious Vehicle
- 10-25-20 – 5600 Evers Rd. – Vehicle Crash
- 10-25-20 – 5900 Wurzbach Rd. – Assault by Contact
- 10-29-20 – 5600 Bandera – Theft under \$100
- Citations - 1
- Warnings – 08
- Criminal Investigation Unit
  - Cases Filed by CID, Five (4):
    - One (1) Evading Arrest with Vehicle
    - One (1) Intoxication Assault
    - One (1) Felon in Possession of Firearm
    - One (1) Driving While Intoxicated (Felony Enhanced)
- Active CID Investigations
  - Harassment
  - Burglaries of Buildings
  - Aggravated Robbery

- Harassment
- Vehicle Theft
- Aggravated Assault-Police Officer
- Intoxication Assault
- Murder/Intoxication Manslaughter
- Officer Involved Shooting
- Created Thirty (30) Videos for DA's Office
- Code Enforcement
  - Thirty-four (34) Violation of City Ordinances door tag warnings issued
  - Eleven (11) Violation of City Ordinances warning letters were sent
  - One (1) Violation of City Ordinances citation was issued
  - Twenty-two (22) vehicles were tagged
  - Thirty-two (32) bandit sign complaints
  - Fifteen (15) graffiti complaints
  - Eight (8) building violations
  - Twenty-one (21) grass/weed violations
  - One (1) pool violation
  - Nine (9) trash/debris complaints
  - One (1) fence violation
- Animal Control
  - Seven (7) Violation of City Ordinances Animal Control related warning letters were sent
  - Eleven (11) Animal Control related door tag warnings were issued
  - One (1) Animal Control related citation were issued
  - Two (2) at large dog calls were handled and one was impounded, the other was returned to the owner
  - Seven (7) miscellaneous animal related calls
  - One (1) reported dog attack/bite was confirmed
  - Two (2) rabies/vaccination violations
  - Twelve (12) wild animal calls
  - For (4) dead animals, five (5) dead deer and one (1) dead skunk were recovered and disposed of properly
- Traffic
  - Moving Violations                    61
  - Non-Moving Violations            00
  - Warnings                                10
  - VCO                                        00
  - Vehicles Impounded                05
- Impound Lot
  - Vehicle Towed                        11
    - Traffic                                05
    - Arrest                                 05
    - VCO                                    00
    - 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.
- Training
  - Eight (8) Officers completed 40-hour Crisis Intervention training

- Eleven (11) Officers completed 86th Legislative Legal Update training
- Twelve (12) Officers completed 24-hour Mobile Field Force training
- Two (2) Officers completed Defense Against Chokes, Bear Hugs and Headlock
- Three (3) Officers completed Tragedy, Protests and Aftermath training
- Two (2) Officers completed Investigating Stalking training
- Two (2) Officers completed Recognition and Response to IDD Community.
- Additional training completed by officers included: 10 Things to Know about ACE's, De-escalation Techniques, Total Verbal De-escalation, Crime Victims/family, Sexual Assault, Sexual Harassment Recognition, Informed Response-Sexual Assault/Violence, Missing/Exploited Children, Special Investigative Topics, Criminal Investigations-General, Skimmer Investigations, Cultural Diversity, Eyewitness Evidence/Identification, and Child Safety Check Alert List

### **Fire Department**

- 6 Fire Department Officers have completed the Blue Card Communication training. This training focuses on fire ground and emergency scene communication practices.
- The Fire Department is currently working with the state to get Flu vaccines for the public. We will have a site visit from San Antonio Metro Health to determine if we meet the minimum criteria. The City of Leon Valley could possibly get up to 300 doses of this year's flu vaccine for free. We will update the status of this program in the near future.
- The Fire Department is moving our EMS radio reports to PULSARA. Pulsara is a national software program that enhances EMS's ability to transfer digital information to the hospital during EMS calls. STRAC is funding this program at no cost to the city.
- The 2020 Frazer ambulance will be delivered tentatively on November 10, 2020. Tours of the new ambulance will be given upon request, and a video tour will be made after its arrival. Department Statistics from 10/15/2020 – 10/28/2020
  - Overall Responses
    - Total Fire Department Calls for Service 78
    - Average response time 5:12
  - Fire Services
    - Fire and Non-EMS Calls for Service to the community 26
    - FERP (Flood Emergency Response Plan) Activation 00
  - EMS
    - Emergency Medical Service Calls for Service to the community 52
    - COVID EMS Calls for Service 06
    - Motor Vehicle Accident Calls for Service 05
  - Fire Marshal Services
    - Local Business Fire Inspections 18
    - Plan Reviews 13
    - Enforcement Citations 01
  - Mutual Aid
    - Mutual Aid Requested by the Fire Department 01
    - Mutual Aid Requested from the Fire Department 03

### **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**
  - The next regular Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, November 10, 2020. The following items are tentatively scheduled for consideration:
    - SUP-2020-06 – A Specific Use Permit for Outside Dining at 5700 Wurzbach Road.
    - 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.
- 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 November 2, 2020, City Council Meeting:
    - SUP-2020-05 – A Specific Use Permit for Outside Dining at 6526 Bandera Road.
- Permitting and Records
  - Received 52 Building Permit Applications (including trade permits)
  - Issued 31 Building Permits (including trade permits)
  - Issued 3 Certificates of Occupancy
    - Window World (Annex) – 5405 Bandera Road, Ste. 104
    - Anchors Aweigh Body Waxing – 5309 Wurzbach Road, Ste. 202
    - African Grocery Retail – 5728 Evers Road

### **Business Relations - Economic Development**

- Attended Webinar: AACOG – Economic Development Workshop
- Participated in the review of Business Code Compliance Officer applicants
- Attended Webinar: IEDC – Long-term Resiliency in the Face of Multiple Crises
- Attended Webinar: IEDC A Balanced Perspective
- Attended NW SA Chamber Tuesday Morning Networking meeting (2)
- Meeting with Councilor Hodde and Small Business Owner
- Meeting with the business owner of Office Supply America
- Facilitated Economic & Community Development Advisory Committee meeting
- Facilitated ONIT team meeting
- Meeting via telephone with the business owner of E & J Appliance
- Attended Webinar: IEDC Funding your Entrepreneurial Ecosystem
- Attended Team meeting concerning unresolved issues at Seneca Plaza and inspection week of the property
- Facilitated teleconference call: White House Briefing (3)
- Continued update and progress meetings with Sierra Royale Apartment management
- Used Ascension DePaul Services information and create a report of Household Stabilization Program assistance
- Continued Small Business Mask distribution
- Disseminated information, programs, and opportunities to businesses, staff, and EDCCD Committee members
- Maintained ON IT workbook
- Audit
  - Ongoing 2020 Business Audit to ensure Leon Valley Businesses have a valid certificate of occupancy.

- 6504 Bandera #9 – E & J Appliance – Site visit for the report of operating without CO
- Pre-food permit spot inspection:
  - 6526 Bandera #4 – El Monte BBQ
  - 5336 Wurzbach – Express Stay Inn
  - 5707 Bandera – School of Science and Technology
  - 7153 Bandera Circle K
  - 6700 Huebner #A – Planet Fitness
  - 7094 Bandera – Taqueria #8
  - 7200 Bandera – Hacienda Vallarta Mexican Buffet
  - 7015 Bandera – Executive Cake Company
  - 6406 Bandera – Ritas Mexican Cocina
  - 7084 Bandera – Cici’s Pizza
  - 6126 Wurzbach – Family Dollar
  - 5750 Evers – Sinbad Café
- Business Code Enforcement
  - 4907 NW Industrial – Office Supply America – Signage and outside storage – Notice of Violation
  - 6504 Bandera #9 – E & J Appliance – Prohibited sign and operating without CO
  - 7015 Bandera #12 – Water City – Site visit to advise of impending citation for outside storage
  - Removed 11 bandit signs along Bandera Road
- Cease and Desist:
  - TEMPORARILY RELEASED Cease & Desist on 6300 Rue Marielyne – Royal Sierra Apartments – Invalid CO and numerous fire, code, building, and health violations.

**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.
- Worked with Bexar County Elections staff on early voting site preparation.
- Presented a draft ordinance amending the City’s Fee Schedule to be presented on November 02, 2020, for a 2<sup>nd</sup> reading as required by City Charter.
- Attended the Alamo Chapter TMCA, Inc. meeting 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 solar panels repaired on the roof of 6400 El Verde. This service was done by Solar Fin at no charge to the City but as part of the agreement.
  - With the coordination of the deputy fire marshal, conducted the annual testing of fire sprinkler systems and fire extinguishers of all City buildings.
  - Approved the proof for City, Fire, Library, US, and Texas flags for all City building for FY21.

**Open Records Request Coordinator**

- Since the last report, we have received 4 open record requests. As requested by the City Council, we are including the names of those who submitted the 4 requests. The requestors were:
  - Evan Bohl
  - Homer H
  - Catherine Rodriguez
  - Kristin Snowden

- The Leon Valley Police Department processed 50 open record requests for incident/crash reports.
- Attended the Alamo Chapter-TMCA meeting
- Completed the CJIS Security Awareness Training
- On-Going Current Projects
  - Working on Open Records Request training

### **Library Events**

- School Age Crafts Tuesdays at 4:30 p.m.
  - November 3<sup>rd</sup>: Autumn Whirligigs
  - November 10<sup>th</sup>: Pinwheels
  - November 17<sup>th</sup>: Dream Catcher
- Take & Make Craft
  - November 24<sup>th</sup>: Fall Craft
- Adventurer's Club
  - Geared towards preschoolers
  - New letter of the alphabet every week
  - Wednesdays at 10:30 a.m.
  - Follow-up Craft supplies will be available on the library porch for pick up at 11:30
- Online Storytime
  - Geared towards 18-months to 3-year-olds
  - Thursdays at 10:30 a.m.
  - Follow-up Craft supplies will be available on the library porch for pick up at 11:30
- LEGO Challenge Reveal
  - Geared towards Elementary age students & up
  - November 14<sup>th</sup> at 11:00 a.m. Challenge: Make a Turkey out of LEGO Bricks
- Teen & Adult Crafts
  - Geared for teens and adults
  - November 21<sup>st</sup> at 11:30 a.m. – Book Page Wreath
  - Supplies will be available on the library porch for pick up.
- Virtual Book Club
  - November 10<sup>th</sup> at 6:00 p.m. – Choose Your Own Book
- Crafternoon
  - November 7<sup>th</sup> at 11:00 a.m.
  - All left over crafts from October will be available on the library porch for pick up.

### **Upcoming Events:**

- Regular City Council Meeting is scheduled for Tuesday, November 2, 2020, at 5:15 p.m. in Council Chambers, the meeting will be conducted in-person and by teleconference. The meeting will also be live-streamed.
- Next Regular City Council Meeting, Tuesday, November 17, 2020, at 5:15 p.m. in Council Chambers.)
- All City hosted events have been postponed until further notice.
- Canvass of the November 03, 2020 Election; and the Administration of the Oath of Office to be held Tuesday, November 17, 2020, during the Regular City Council Meeting.
- 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, November 10, 2020.
- Early Voting, continues through Friday, October 30, 2020.
- Election Day, Tuesday, November 03, 2020.

- Library Halloween Craft Grab Bag Event, Saturday, October 31, 2020 from 10:30 a.m. to 11:00 a.m., at the Library.
- Halloween Trunk and Treat Event, Saturday, October 31, 2020, beginning at 5:30 p.m. until all goodie-bags are all “goon”, at the Community & Conference Center Parking Lot.
- City Hall & Municipal Offices will be closed on Wednesday, November 11, 2020, in observance of Veterans’ Day.
- City Hall & Municipal Offices will be closed on Thursday, November 26, 2020, and Friday, November 27, 2020, in observance of the Thanksgiving Holiday.