



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: November 13, 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. Currently advertising for this position.
 - IT Specialist – We welcome Mark Shellard, from South Padre Island. His start date is November 24, 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.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
10/25/2020 – 10/31/2020		35.5	-	-	-	-	35.5
11/01/2020 – 11/07/2020	224	42	-	-	-	-	42

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
10/29/2020	138	98	40
11/05/2020	89	64	25

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 10/27/2020 – 11/09/2020
UTILITY PAYMENTS	1460
UTILITY NEW SERVICE	10
PERMITS COM DEV	1
COURT	163
RLC FINES	59
RLC LATE FEES	14

IMPOUND LOT FEES	7
TOWING FEES PAYABLE	7
GARAGE SALE	7
MISCELLANEOUS	241
TOTAL	1969

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 at the end of November, weather dependent. 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 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 sub-division code. This should be presented to the City Council at the end of December.
 - Staff held a pre-construction meeting for the Grass Hill Elevated Tank Rehabilitation Project last week. The contractor expects to start this week. The tank will be taken out of service this week and we will be 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.
 - The City is now under Stage 1 watering restrictions. Information related to water usage during this time period has been posted on our 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 will be posted on the City website and on social media sites.
 - The crew has finished installing an ADA sidewalk at the Ridge at Leon Valley detention pond. They will now backfill around the area and resod.
 - The crew repaired the speed humps on Timberhill.
 - The crew cracked sealed Evers Road.
 - The crew trimmed up trees in the Triangle Park.
 - The crew is remodeling the new building at 6401 El Verde. We are calling this building the City Hall Annex.
 - The crew is installing holiday lights at City Hall and at the Community and Conference Centers.
 - The crew drained the Grass Hill elevated tank in preparation for the rehabilitation project.
- Meetings/Events
 - The Tree Advisory Board, in conjunction with CPS Energy, will host a **tree adoption event** to be held **Saturday, November 21, 2020**. Details have been shared on the website and social media. Persons wishing to get a free tree should print off the tree adoption form and bring it with them to the Community Center parking lot on that Saturday, from **9 am to noon**, to pick up the tree. As this is the first time a tree adoption event will be held virtually, we are only ordering 150 trees, so this is **first come-first served** until we hand out all the trees.
 - The Earthwise Living Day Committee will meet Thursday, November 12th, by Zoom meeting.

- The November 12th 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
 - 10-26-20 – 5900 Bandera Rd. – Wanted Person – Arrest
 - 10-28-20 – 6400 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 10-30-20 – 6700 Huebner Rd. – Public Intoxication – One Arrested/Released at Detox Unit
 - 11-02-20 – 5900 Wurzbach- Emergency Detention
 - 11-03-20- 6400 Bandera- Assault Family Violence/ Bodily Injury
 - 11-03-20- 6400 Seneca- Traffic Violation/ DWLI
 - 11-05-20- 6400 Royal Point- Disturbance/ Public Intoxication/ Detox
 - 11-05-20 – 5900 Wurzbach Rd. – BCSO warrant/1 arrested/transported to jail
 - 11-06-20 – 6300 Rue Marielyne – BCSO warrant/1 arrested/transported to jail
 - 11-07-20 – 6800 Huebner Rd. – Theft \$0-\$100/1 cited/released
- Significant Calls
 - 10-26-20 – 6300 Bandera Rd. – Crash
 - 10-26-20 – 5900 Wurzbach Rd. – Harassment
 - 10-26-20 – 6800 Evers Rd. – Alarm
 - 10-26-20 – 6200 Grissom Rd. – Criminal Mischief 100-750
 - 10-26-20 – 5900 Bandera Rd. – Crash
 - 10-26-20 – 6800 Bandera Rd. – Credit Card Abuse
 - 10-26-20 – 6600 Grist Mill – Alarm
 - 10-26-20 – 6800 Huebner Rd. – Crash
 - 10-26-20 – 5900 Bandera Rd. – Reckless driver
 - 10-26-20 – 5600 Evers Rd. – Welfare check
 - 10-26-20 – 7200 Bandera Rd. – Crash
 - 10-26-20 – 5600 Grissom Rd. – Crash
 - 10-26-20 – 5000 Timberhill – Theft \$30000 - \$150000
 - 10-26-20 – 7200 Bandera Rd. – Criminal mischief
 - 10-27-20 – 6800 Bandera Rd. – Criminal mischief
 - 10-27-20 – 5500 Bandera Rd. – Alarm
 - 10-27-20 – 6400 El Verde – Civil matter
 - 10-27-20 – 6000 Grissom Rd. – Disturbance
 - 10-27-20 – 8000 Lobo Lane – 911 hang-up
 - 10-27-20 – 6500 Grissom Rd. – Alarm
 - 10-27-20 – 7000 Huebner Rd. – Crash
 - 10-27-20 – 5600 Evers Rd. – Disturbance
 - 10-27-20 – 5600 Grissom Rd. – Suspicious Person
 - 10-27-20 – 6700 Sunlight – Disturbance
 - 10-27-20 – 6400 Bandera Rd. – Disturbance
 - 10-28-20 – 5700 Bandera Rd. – Crash
 - 10-28-20 – 6800 Bandera Rd. – Alarm
 - 10-28-20 – 6300 Evers Rd. – Terroristic Treats
 - 10-28-20 – 6500 Grissom Rd. – Alarm

- 10-28-20 – 5900 Bandera Rd. – Crash
- 10-28-20 – 6300 Rue Sophie – Disturbance
- 10-28-20 – 6600 Bandera Rd. – Crash
- 10-28-20 – 5600 El Verde Rd. – Suspicious Vehicle
- 10-28-20 – 7700 Linkside – Disturbance
- 10-28-20 – 5900 Forest Crest – Suspicious Person
- 10-28-20 – 6500 Grissom Rd. – Alarm
- 10-28-20 – 5600 Evers Rd. – Suspicious Vehicle
- 10-28-20 – 7100 Bandera Rd. – Suspicious Vehicle
- 10-28-20 – 6600 Cloverbend – Apparent sudden death
- 10-28-20 – 6400 Bandera Rd. – Suspicious person
- 10-28-20 – 6500 Grissom Rd. – Alarm
- 10-28-20 – 6400 Bandera Rd. – Suspicious person
- 10-29-20 – 7500 Linkside – Criminal mischief
- 10-29-20 – 5900 Bandera Rd. – Welfare check
- 10-29-20 – 6400 Bandera Rd. – VCO
- 10-29-20 – 6400 Evers Rd. – Alarm
- 10-29-20 – 6800 Bandera Rd. – Alarm
- 10-29-20 – 6200 Grissom Rd. – 911 hang-up
- 10-29-20 – 7100 Forest Meadow – Alarm
- 10-29-20 – 6700 Bandera Rd. – Crash
- 10-29-20 – 6300 Evers Rd. – Theft
- 10-29-20 – 6600 Grist Mill – Alarm
- 10-29-20 – 5600 Bandera Rd. – Crash
- 10-29-20 – 6400 Bandera Rd. – Disturbance
- 10-29-20 – 6600 Bandera Rd. – Disturbance
- 10-29-20 – 5600 Evers Rd. – Disturbance
- 10-29-20 – 6400 Bandera Rd. – Suspicious Person
- 10-29-20 – 6500 Grissom Rd. – Alarm
- 10-29-20 – 6600 Bandera Rd. – Suspicious Person
- 10-30-20 – 6800 Bandera Rd. – Alarm
- 10-30-20 – 5600 NW Loop 410 – Suspicious Person
- 10-30-20 – 7100 Linkhaven – Suspicious Vehicle
- 10-30-20 – 7000 Bandera Rd. – Suspicious Vehicle
- 10-30-20 – 5600 Bandera Rd. – Disturbance
- 10-30-20 – 6900 Bandera Rd. – Suspicious Vehicle
- 10-30-20 – 5600 Evers Rd. – Suspicious Vehicle
- 10-30-20 – 5700 Bandera Rd. – Crash
- 10-30-20 – 5700 NW Loop 410 – Crash
- 10-30-20 – 6200 Grissom Rd. – Crash
- 10-30-20 – 6600 Forest Bend – Theft
- 10-30-20 – 6600 Bandera Rd. – Theft
- 10-30-20 – 6000 Grissom Rd. – Harassment by Phone
- 10-30-20 – 7000 Forest Way – Animal Bite
- 10-30-20 – 6600 Bandera Rd. – Alarm
- 10-30-20 – 7000 Weathered Post – Theft
- 10-30-20 – 6300 Bandera Rd. – Crash
- 10-30-20 – 5700 Wurzbach Rd. – Theft
- 10-30-20 – 5400 Bandera Rd. – Alarm
- 10-30-20 – 6600 Grist Mill – Alarm
- 10-30-20 – 5600 Bandera Rd. – Theft

- 10-30-20 – 5600 Bandera Rd. – Crash
- 10-30-20 – 7200 Bandera Rd. – Crash
- 10-30-20 – 5900 Wurzbach Rd. – Disturbance
- 10-31-20 – 5400 Grissom Rd. – Theft
- 10-31-20 – 6820 Huebner Rd. – VCO
- 10-31-20 – 6800 Huebner Rd. – Reckless driver
- 10-31-20 – 6800 Bandera Rd. – Disturbance
- 10-31-20 – 5900 Forest Cove – Injured animal
- 10-31-20 – 5600 Bandera Rd. – Reckless driver
- 10-31-20 – 5700 NW Loop 410 – Crash
- 10-31-20 – 5600 Evers Rd. – Disturbance
- 10-31-20 – 6000 Camie Way – Disturbance
- 11-01-20 – 6300 Rue Marielyne – Disturbance
- 11-01-20 – 6800 Poss Rd. – Burglary of Vehicle
- 11-01-20 – 5600 Evers Rd. – Disturbance
- 11-01-20 – 6600 Bandera Rd. – Theft of Vehicle
- 11-01-20 – 7000 Forest Meadow – Open Door
- 11-01-20 – 7200 Bandera Rd. – VCO
- 11-01-20 – 6300 Rue Marielyne – Disturbance
- 11-01-20 – 6800 Bandera Rd. – Crash
- 11-01-20 – 6500 Bandera Rd. – 911 hang-up
- 11-01-20 – 5900 Wurzbach Rd. – Theft
- 11-01-20 – 7200 Link crest – Crash
- 11-01-20 – 4800 NW Industrial – Alarm
- 11-01-20 – 5900 Wurzbach Rd. – Criminal Mischief
- 11-01-20 – 5600 Bandera Rd. – Crash
- 11-02-20 – 5600 Evers Rd. – Theft
- 11-02-20 – 5600 Bandera Rd. – Criminal trespass warning
- 11-02-20 – 5300 Wurzbach Rd. – Suspicious Person
- 11-02-20 – 6600 Bandera Rd. – Alarm
- 11-02-20 – 6900 Forest Meadow – Disturbance
- 11-02-20 – 6800 Bandera Rd. – Disturbance
- 11-02-20 – 5600 Evers Rd. – Burglary of Habitation
- 11-02-20 – 6600 Grist Mill – Assault Family Violence
- 11-02-20 – 5700 Evers Rd. – Assault/Bodily Injury
- 11-02-20 – 5600 Bandera- Crash/ no injuries
- 11-03-20- 5400 Grissom- Theft MV
- 11-03-20- 6600 Bandera- Theft 100-750
- 11-03-20 – 6200 Bandera Rd. – Disturbance
- 11-03-20 – 6600 Bandera Rd. – Disturbance
- 11-03-20 – 6200 Bandera Rd. – Welfare check
- 11-03-20 – 5600 NW 410 – Assist the public
- 11-03-20 – 6400 Handsome Lake – Assist the public
- 11-03-20 – 5600 Evers Rd. – Theft/vehicle
- 11-03-20 – 6400 Bandera Rd. – Welfare check
- 11-03-20 – 7100 Bandera Rd. – Assist the public
- 11-03-20 – 7100 Bandera Rd. – Crash
- 11-04-20 – 5600 Evers Rd. – Assist the public
- 11-04-20 – 6600 Strawflower – VCO
- 11-04-20 – 7400 Ellerby Point – Suspicious person
- 11-04-20 – 6200 Grissom Rd. – Burglary/vehicle
- 11-04-20 – 7100 Bandera Rd. – Alarm

- 11-04-20 – 6000 Grissom Rd. – Info
- 11-04-20 – 5300 Wurzbach Rd. – Theft
- 11-04-20 – 6600 Bandera Rd. – Crash
- 11-04-20 – 5200 Savory Glen – Suspicious Vehicle
- 11-04-20 – 5600 Evers Rd. – Aggravated Robbery/Deadly Weapon
- 11-04-20 – 6800 Poss Rd. – Disturbance
- 11-04-20 – 6600 Cades Cove – Suspicious Person
- 11-04-20 – 7000 Forest Way – Deceased Person
- 11-04-20-7400 Huebner- Crash/ Injuries
- 11-04-20- 6200 Evers- Crash/ no injuries
- 11-04-20- 5600 Evers- Fraudulent use of identifying Information
- 11-04-20- 6200 Grissom- Crash/ Hit and run
- 11-04-20- 5400 Bandera- Theft under 100
- 11-04-20- 7000 Bandera- Crash/ injuries
- 11-04-20- 5900 Bandera- Crash/ no injuries
- 11-05-20- 6400 Bandera- Crash/ no injuries
- 11-05-20- 5300 Wurzbach- Crash no injuries
- 11-05-20- 6400 Bandera- Crash no injuries
- 11-05-20- 5300 Blackberry- Criminal Mischief 100-750
- 11-05-20 – 5900 Bandera Rd. – Crash
- 11-05-20 – 7100 Forest Meadow – Disturbance
- 11-05-20 – 6800 Bandera Rd. – Alarm
- 11-05-20 – 6000 Bluebird Ln. – Welfare check
- 11-05-20 – 6500 Bandera Rd. – Welfare check
- 11-05-20 – 5600 Bandera Rd. – Welfare check
- 11-05-20 – 7200 Bandera Rd. – Crash
- 11-06-20 – 6600 Huebner Rd. – Alarm
- 11-06-20 – 5900 Wurzbach Rd. – Assault
- 11-06-20 – 6800 Bandera Rd. – Assist the public
- 11-06-20 – 6900 Forest Park – Criminal mischief
- 11-06-20- 6000 Bandera- Crash/ no injuries
- 11-06-20- 7200 Forest Meadow- Assist other Agency/ Adult Protective service
- 11-06-20- 5600 NW Loop 410- Crash/no injuries/ Hit and Run
- 11-06-20- 6100 Bandera- Crash no injuries
- 11-06-20- 6900 Bandera- Crash with injuries
- 11-06-20- 5600 Evers- Recovered stolen vehicle
- 11-07-20- 6600 Sally Agee- Assault Family/ BI
- 11-07-20- 6500 Bandera- Deadly Conduct
- 11-07-20 – 6300 Bandera Rd. – Traffic Hazard
- 11-07-20 – 6200 Bandera Rd. – Crash
- 11-07-20 – 6800 Bandera Rd. – 911 hang-up
- 11-07-20 – 7300 Canterfield – Alarm
- 11-07-20 – 6600 Bandera Rd. – Theft
- 11-07-20 – 5600 Evers Rd. – Theft/vehicle
- 11-07-20 – 6400 Evers Rd. – Suspicious vehicle
- 11-07-20 – 5500 Wurzbach Rd. – Disturbance
- 11-07-20 – 6900 Forest Grove – Welfare check
- 11-07-20 – 5900 Bandera Rd. – Crash
- 11-07-20 – 7300 Canterfield – Disturbance
- 11-07-20 – 7000 Bandera Rd. – Crash
- 11-08-20 – 5300 Wurzbach Rd. – Alarm

- 11-08-20 – 6000 Forest Ridge – Disturbance
- 11-08-20 – 6600 Huebner Rd. – Burglary of Habitation
- 11-08-20 – 6700 Huebner Rd. – Alarm
- 11-08-20 – 5300 Bandera Rd. – Suspicious Person
- 11-08-20 – 5600 Bandera Rd. – Suspicious person
- 11-08-20 – 5600 Bandera Rd. – Theft \$100 - \$750
- 11-08-20 – 6300 Grissom Rd. – Alarm
- Patrol Unit
 - Citations - 14
 - Warnings – 4
- Criminal Investigation Unit
 - Cases Filed by CID, Three (3):
 - One (1) Harassment
 - One (1) Aggravated Assault, Deadly Weapon
 - One (1) Intoxication Assault
- 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/Aggravated Assault (Peace Officer)
 - Auditor Video Review
 - Robbery at Sally Beauty Supply
 - Burglary of Habitation – Barcelona Lofts
- Additional CID Activity
 - Thirty-four (34) walk in and window assists
 - Twenty-four (24) videos for DA’s Office
 - Reviewing auditor cases
 - Registered sex offender Halloween check
 - Two (2) sex offenders were registered
- Code Enforcement
 - Twenty-six (26) VCO door tag warnings issued
 - Thirteen (13) VCO warning letters were sent
 - Two (2) VCO citations were issued
 - Three (3) vehicles were tagged
 - Forty-seven (47) bandit sign complaints
 - Thirteen (13) graffiti complaints
 - Forty-eight (48) grass/weed/tree violations
 - Eleven (11) building violations
 - Two (2) pool violations
 - Four (4) noise violations
 - Eleven (11) trash/debris complaints
 - One (1) fence violation
- Animal Control
 - Twelve (12) VCO Animal Control related warning letters were sent
 - Six (6) Animal Control related door tag warnings were issued
 - Five (5) at large dog calls were handled
 - Eleven (11) miscellaneous animal related calls
 - One (1) reported dog attack/bite was confirmed

- Four (4) (3) rabies/vaccination violations
- Twelve (12) wild animal calls
- Nine (9) dead animals, seven (5) dead deer, one (1) cat and one (1) dead skunk were recovered
- Three cats were trapped and released as part of TnR Program
- Traffic Unit
 - Moving Violations 54
 - Non-Moving Violations 00
 - Warnings 25
 - VCO 00
 - Vehicles Impounded 03
- Special Assignments
 - Traffic personnel fulfilled 27 videos for Municipal Court and four (4) FOIA requests. Additional special assignments during the reporting period included City Council meeting security and Ethics Review Board meetings. Traffic officers are also on special assignment to patrol shifts to assist with a manpower shortage. Personnel assisted with election day traffic and security.
- Impound Lot
 - Vehicle Towed 07
 - Traffic 06
 - Arrest 00
 - VCO 00
 - Other 01

Fire Department

- The Leon Valley Fire Department, along with the Bexar County Fire Marshal's office, made a warrant arrest for a suspected arsonist at 6300 Rue Marielyne. This was in relation to a fire that occurred during the morning hours on September 18, 2020. The suspect was taken into custody without incident.
- 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 2020 Frazer ambulance was delivered on November 10, 2020. Limited tours of the new ambulance will be given upon request and a video tour will be available.
- Department Statistics from 10/28/2020 – 11/11/2020
 - Overall Responses
 - Total Fire Department Calls for Service 96
 - Average response time 5:01
 - 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 70
 - COVID EMS Calls for Service 05
 - Motor Vehicle Accident Calls for Service 01
 - Fire Marshal Services
 - Local Business Fire Inspections 21
 - Plan Reviews 10
 - Enforcement Citations 00
 - Mutual Aid
 - Mutual Aid Requested by the Fire Department 03
 - Mutual Aid Requested from the Fire Department 06

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 24, 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 17, 2020, City Council Meeting:
 - SUP-2020-05 – A Specific Use Permit for Outside Dining at 6526 Bandera Road. (2nd Reading)
- Permitting and Records
 - Received 73 Building Permit Applications (including trade permits)
 - Issued 24 Building Permits (including trade permits)
 - Issued 2 Certificates of Occupancy
 - AABCD Dance Studio – 5409 Bandera ste 709
 - Green Air Co – 5738 Evers

Business Relations - Economic Development

- Attended Oklahoma University Economic Development Institute October 31 – November 5, 2020
- Onboarding and training for Business Code Compliance Officer
- Updated and standardized auto-fill form(s) for business compliance violations
- Facilitated teleconference call: White House Briefing
- Facilitated progress meetings with Sierra Royale Apartment management and their CO process
- Prepared two (2) presentations and one project funding item for the 11/17/2020 City Council Meeting
- 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 spot inspection:
 - 7031 Bandera – Pizza Hut
 - 7500 Eckhart #140 – The Precinct Academy & Daycare

- 8000 Lobo – John Marshall High School
- 7247 Bandera – Fajita Express
- 6555 Bandera – SW Farmers Market
- 5920 Bandera – IHOP
- 5764 Evers – Chins Chinese Kitchen
- 6700 Huebner – Bandera Bowling
- 6733 Bandera – Kung Fu Noodle Shop
- 7600 Eckhert – Trices Café and Lounge
- 7058 Bandera – Hobby Lobby
- Business Code Enforcement:
 - 6630 Cherry Leaf – ONIT complaint – Possible business operating out of the house
 - 5630 Wurzbach – Sonic (Vacant) - ONIT complaint – Notice of Violation(s)
 - 6436 Bandera – Frommins DDS (Vacant) – ONIT – Notice of Violation(s)
 - 6600 Bandera – Pilgrims (Vacant) – ONIT – Notice of Violations(s)
 - 6807 Bandera – Carvel Skate Center – ONIT
 - 7096 Bandera – Liquor Max – Signage – Notice
 - 5072 Timberhill – Timberhill Apartments – Signage – Notice
 - 5300 Wurzbach – Amiga Café – Signage – Notice
 - 6030 Bandera – Henry’s Puffy Taco – Signage – Notice
 - 5504 Bandera #201 – Blackout Tinting – Signage – Notice
 - 7003 Bandera – Church’s Chicken – Signage – Notice
 - 6815 Bandera – Taco Bell – Signage – Notice
 - 6850 Bandera – Renegade Classics – Signage – Notice
- 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.
- Prepared and submitted Articles for the Lion’s Roar.
- 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 2nd reading as required by City Charter.
- Attended the TMCA, Inc. Graduate Institute Seminar – *Navigating Through Challenging Times* held virtually on the mornings of October 28th through October 30th.
- Ordered plaques for outgoing Councilmembers.
- Ordered business cards for incoming Councilmembers (*waiting on proofs*).
- Prepared for the canvassing of the Election and Administration of the Oath of Office to be held on November 17, 2020.
- 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:
 - Received new City, Fire, Library, US, and Texas flags and asked LVFD to proceed with the replacement of flags at all designated City buildings.

Open Records Request Coordinator

- Since the last report, we have received 14 open record requests. As requested by City Council, we are including the names of those who submitted the 14 requests. The requestors were:
 - Deidra D. Voigt
 - Ron Ray x2
 - Victoria Lozano
 - Suma Sureshchandra
 - Michelle Chism
 - Carole Bartholomew
 - Evan Bohl
 - Heidi Choate
 - Antonio “Tonia” Johnson
 - Michele Mandell
 - Dave Taylor/Robin Davis
 - Philip Campos
 - Georgina Escobar-Ramos
 - The Leon Valley Police Department processed 82 open record request for incident/crash reports
 - Translated brochure for the Planning & Zoning Department.
 - Assisted City Secretary with February 18, 2020, City Council minutes.
- On-Going Current Projects:
 - Working on Open Records Request training

Library

- October 2020 Library Accounts
 - Active Accounts: 3833
 - New Accounts: 7
 - Renewed Accounts: 39
- Circulation Statistics (Curbside)
 - October Total: 950
 - November (through 11.10.20): 255
- Members Saved (by using the library | materials only)
 - October Total: \$9,726.20
- October Programs
 - Adult/Teen: 4 programs, 24 attendees
 - Children: 25 programs, 1046 attendees
- Upcoming Programming (November 2020)
 - School Age Crafts Tuesdays at 4:30 p.m.
 - November 17th, 2020, Dream Catcher
 - Take & Make Craft
 - November 24th, 2020, Fall Crafts
 - 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 a.m.
 - 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 a.m.
 - LEGO Challenge Reveal
 - Geared towards Elementary age students & up
 - November 14th, 2020, at 11:00 a.m. Challenge: Make a Turkey out of LEGO Bricks

- Teen & Adult Crafts
 - Geared for teens and adults
 - November 21st, 2020, at 11:30 a.m. – Book Page Wreath
 - Supplies will be available on the library porch for pick up.

Upcoming Events:

- Regular City Council Meeting is scheduled for Tuesday, November 17, 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.
- All City hosted events have been postponed until further notice.
- 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 24, 2020.
 - The Earthwise Living Day Committee will meet Thursday, November 12th, 2020, by virtual meeting.
 - The November 12th, 2020, Park Commission meeting has been canceled.
- City Hall & Municipal Offices will be closed on Thursday, November 26, 2020, and Friday, November 27, 2020, in observance of the Thanksgiving Holiday.
- The Tree Advisory Board, in conjunction with CPS Energy, will host a tree adoption event to be held Saturday, November 21, 2020, from 9 – 12 p.m. or until supplies run out. The drive-through will be at the Community Center.