

# CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657  
Office: (830) 693-3830 [www.cottonwoodshores.org](http://www.cottonwoodshores.org) Fax: (830) 693-6436

Mayor: Donald Orr

Mayor Pro-Tem: Stephen Sherry

Councilmember: Tony Satsky



Councilmember: Cheri Trinidad

Councilmember: Brigitte Thomas

Councilmember: Roger L. Wayson

*People, Parks and Prosperity*

## REGULAR CITY COUNCIL MEETING MINUTES

### \*\* NOTICE \*\*

The City Council held a regular meeting on Thursday, October 19, 2017 at 6:00 p.m.  
The meeting was held at the Cottonwood Shores City Hall,  
located at: 3808 Cottonwood Drive in Cottonwood Shores, TX 78657

### AGENDA

1. Call to Order: 6:00 p.m.
2. Roll Call:

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Mayor Orr	✓		
Mayor Pro-tem Sherry		✓	
Councilmember Satsky		✓	
Councilmember Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

*City Administrator/City Secretary Sheila C. Moore announced that a quorum was present.*

3. Pledge of Allegiance to U.S. Flag and Texas Flag: Led by Mayor Donald Orr

**Texas Flag Pledge:** Honor the Texas Flag. I pledge allegiance to Thee, Texas, one state under God, one and indivisible.

4. Citizen's Comments:

*This is the opportunity for the public to address the City Council. Please sign up to speak and indicate the subject you intend to address. Speakers will be recognized in their order of sign-up. City Council may not discuss or act on any issue not posted on the agenda for this meeting. (Attorney General Opinion JC-0169). Citizen's comments will be limited to 3 minutes after they have been acknowledged to speak by the chair of the meeting. If the Citizen wishes to make comments about an item that is already on the agenda, discussion will be deferred until the item comes up.*

*NO Citizen comments*

**5. Administrative Reports:**

Mayor Orr reported on the circumstances that had occurred this week. He stated there were three councilmembers that turned in letters of resignation. Later, one withdrew their resignation. He stated that if one of the councilmembers had not withdrawn their resignation, a special election would have needed to be called, possibly the earliest being in May of 2018 due to election criteria and time frame that must be followed.

City Administrator / City Secretary Sheila C. Moore reported on a new segment in the handling of delinquent water bills and notices to be given to the customers. Now in accordance with the Utility Commission and Public Utility Council the City must give a 10-day notice before disconnection of services occurs. To accomplish this task on the 11<sup>th</sup> of each month a late or past due notice will be sent to all customers that have not paid their water bill. This will fulfill the 10 days' requirement notice. It will also follow the requirements set within the Ordinances of the City.

City Administrator / City Secretary Sheila C. Moore gave the code enforcement report on.

Court Clerk Bobby Herrin gave a report on the court.

Police Chief Liendo gave an extensive report on the police department and their attempt to slow traffic down on the inner City streets and at bus stop locations. He stated that one officer (Gregory Palmer) has left the department. A new officer has been hired (John Paul Pedraza).

Councilmember Wayson stated one of the biggest issues is Safety when dealing with the traffic and school busses.

Bus Stops and Bus Stop Locations were mentioned and Mayor Orr referred the topic to the Parks and Recreation Committee.

City Administrator / City Secretary Sheila C. Moore gave reports on Public Works, Water and Wastewater, and Animal Control.

John Marr with the Cottonwood Shores Volunteer Fire Department gave a report for the department.

City Liaison for the Fire Department Cheryl Trinidad reported the fire department did not have a meeting last month due to lack of a quorum.

Mayor Orr reported that he had sent out the final budget for 2017 today and it would be open for discussion at the next meeting.

Parks Committee Chair Sylvia Breen gave a report for the Parks and Recreation Committee. She stated that there would be a workday on October 31, 2017 and if anyone wanted to participate please feel free to show up.

**6. Consent Agenda**

**6.1. Minutes from the Regular Meeting of the City Council held on October 5, 2017.**

**6.1.1. Motion to approve the October 5 minutes with changes**

**6.1.1.1. Motion:** Councilmember Trinidad

**6.1.1.2. Second:** Councilmember Thomas

NAME	Yea	Nay	Abstain

Councilmember Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

6.1.2. Vote: Yea: 3 Nay: 0 Abstain: 0

6.1.3. Motion: **Passed**

7. Unfinished Business:

7.1. Discussed and considered action on adopting Ordinance 8011 (Prohibiting the Feeding of Deer in the City). *As requested by Staff*

**ITEM WAS STRUCK FROM AGENDA.** Mayor Orr stated that he put this item on the agenda and would like to have all councilmember seats available to discuss it.

7.2. Discussed and considered action on JAG Grant and matching funds of \$23,059.00 for Motorola Radios. *As requested by Staff*

Mayor Orr opened the discussion on the radio grant and advised the council that if the City did not decide to accept the grant there would be no repercussions or penalties to the City; the grant monies would just flow down to the next available candidate. He then turned the discussion over to Chief Liendo.

Chief Liendo reported that he investigated the radio situation within the county and also with the City of Marble Falls Dispatch. It appeared that the initial information that was given to the City regarding the current radios being obsolete and not compatible with MF Dispatch when they completed their update, was incorrect. The radios will still work for quite some time and be able to communicate with all agencies. The only obstacle is repair parts for the radios would be unavailable after 2019. The chief spoke with the City of Horseshoe Bay and was able to acquire two used car radios from them as back-up for \$1,500.00.

7.2.1 Motion not to accept the JAG Grant for Motorola Radios.

7.2.1.1. Motion: Councilmember Trinidad

7.2.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Councilmember Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

7.2.2. Vote: Yea: 3 Nay: 0 Abstain: 0

7.2.3. Motion: **Passed**

2<sup>nd</sup> Motion to allow Chief Liendo to purchase two radios for \$1,500.00 from Horseshoe Bay.

Motion: Councilmember Wayson

Second: Councilmember Trinidad

NAME	Yea	Nay	Abstain

Councilmember Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

Vote: Yea: 3 Nay: 0 Abstain: 0

Motion: **Passed**

8. New Business:

8.1. Discussed and considered action on amending Ordinance 9011 (Coordinated Management) as it pertains to the Mayor’s purchasing limits and defining Deputy City Officers. *As requested by Staff*

Mayor Orr discussed the amounts of expenditures the Mayor is authorized to approve without Council approval as well as public safety or emergency expenditures. that could be authorized during some type of major event.

Councilmember Wayson suggested several changes to the Ordinance, including but not limited to definitions of some items and verbiage within. All were in agreement with the changes.

8.1.1. Motion to amend Ordinance 9011 (Coordinated Management) as it pertains to the Mayor’s purchasing limits and defining Deputy City Officers with changes discussed.

8.1.1.1. Motion: Councilmember Trinidad

8.1.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Councilmember Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

8.1.2. Vote: Yea: 3 Nay: 0 Abstain: 0

8.1.3. Motion: **Passed**

8.2. Discussed and considered action on amending Ordinance 1005 (Financial Management) as it pertains to purchasing limits. *As requested by Staff*

Councilmember Wayson stated that the changes that were made in Ordinance 9011 needed to be amended or added to this Ordinance as well.

Mayor Orr stated that this Ordinance should have actually been presented before the previous Agenda item.

After further discussion it was decided that this Ordinance as well as Ordinance 9011 needed to be edited and brought back before the council.

8.2.1. Motion to take no action on Ordinance 1005 and not amend Ordinance 9011 until next meeting.

8.2.1.1. Motion: Councilmember Trinidad

8.2.1.2. Second: Councilmember Wayson

NAME	Yea	Nay	Abstain
Councilmember Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

8.2.2. Vote: Yea: 3      Nay: 0      Abstain: 0  
8.2.3. Motion: **Passed**

8.3. Discussed and considered action on authorizing payment of \$500.00 CWSVFD invoice for 2016-2017 contract goal 13.c. iv: 4<sup>th</sup> Quarter Financials. *As requested by Cottonwood Shores Volunteer Fire Department*

The criteria for approval of the payment was discussed. The documentation had been signed.

Note: The first payment of \$2,500 for Fiscal 2018 was also given to the Cottonwood Shores Volunteer Fire Department Liaison.

8.3.1. Motion to authorize payment of \$500.00 CWSVFD invoice for 2016-2017 contract goal 13.c. iv: 4<sup>th</sup> Quarter Financials.  
8.3.1.1. Motion: Councilmember Trinidad  
8.3.1.2. Second: Councilmember Thomas

NAME	Yea	Nay	Abstain
Councilmember Trinidad	✓		
Councilmember Thomas	✓		
Councilmember Wayson	✓		

8.3.2. Vote: Yea: 3      Nay: 0      Abstain: 0  
8.3.3. Motion: **Passed**

9. Future agenda items

- 9.1. Mayor Pro Tem
- 9.2. City Liaison for the Fire Department
- 9.3. Water Plant Fence and Signage
- 9.4. Ordinance 1005
- 9.5. Ordinance 9011
- 9.6. Task Force Vacancy on Board
- 9.7. Resolutions for Signatories
- 9.8. Burnet County Hunger Alliance during the Holidays discussion

10. Adjournment: 7:13 p.m.

The preceding document is a true and accurate reflection of the minutes of the Regular Council Meeting of the City of Cottonwood Shores, held on October 19, 2017.



*Sheila C. Moore*  
 Sheila C. Moore  
 City Administrator / City Secretary

# Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 10/2/2017 10:31:00 PM

## Incident Type Count per Station for Date Range

Start Date: 09/01/2017 | End Date: 09/30/2017

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - COTTONWOOD SHORES VFD</b>	
300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	5
324 - Motor vehicle accident with no injuries.	2
<b># Incidents for 1 - Cottonwood Shores VFD:</b>	<b>8</b>

Only REVIEWED incidents included.

# Cottonwood Shores Volunteer Fire Department



Cottonwood Shores, TX

This report was generated on 10/2/2017 10:31:24 PM

## Incident Response Detail for Date Range

Start Date: 09/01/2017 | End Date: 09/30/2017

DATE	INCIDENT #	APPARATUS	ALARM	DISPATCH	ARRIVE	BACK IN SERVICE
09/02/2017	2017-81	0000	9/2/2017 11:15:00	9/2/2017 11:15:00	9/2/2017 11:18:10	
09/02/2017	2017-81	5150	9/2/2017 11:15:00	9/2/2017 11:15:00	9/2/2017 11:18:10	
09/02/2017	2017-81	5161	9/2/2017 11:15:00	9/2/2017 11:15:00	9/2/2017 11:18:10	
09/04/2017	2017-82	5150	9/4/2017 11:18:55	9/4/2017 11:18:55	9/4/2017 11:24:52	
09/04/2017	2017-82	5161	9/4/2017 11:18:55	9/4/2017 11:18:55	9/4/2017 11:24:52	
09/14/2017	2017-83	0000	9/14/2017 13:04:45	9/14/2017 13:04:45	9/14/2017 13:09:50	
09/14/2017	2017-84	0000	9/14/2017 20:22:50	9/14/2017 20:22:50	9/14/2017 20:23:18	
09/14/2017	2017-84	5150	9/14/2017 20:22:50	9/14/2017 20:22:50	9/14/2017 20:23:18	
09/14/2017	2017-84	5161	9/14/2017 20:22:50	9/14/2017 20:22:50	9/14/2017 20:23:18	
09/17/2017	2017-85	0000	9/17/2017 06:34:47	9/17/2017 06:34:47	9/17/2017 06:35:34	
09/17/2017	2017-85	5150	9/17/2017 06:34:47	9/17/2017 06:34:47	9/17/2017 06:35:34	
09/17/2017	2017-85	5161	9/17/2017 06:34:47	9/17/2017 06:34:47	9/17/2017 06:35:34	
09/24/2017	2017-86	0000	9/24/2017 08:36:19	9/24/2017 08:36:19	9/24/2017 08:40:52	
09/24/2017	2017-86	5150	9/24/2017 08:36:19	9/24/2017 08:36:19	9/24/2017 08:40:52	
09/24/2017	2017-86	5161	9/24/2017 08:36:19	9/24/2017 08:36:19	9/24/2017 08:40:52	
09/26/2017	2017-87	0000	9/26/2017 06:34:12	9/26/2017 06:34:12	9/26/2017 06:36:16	
09/26/2017	2017-87	5150	9/26/2017 06:34:12	9/26/2017 06:34:12	9/26/2017 06:36:16	
09/30/2017	2017-88	0000	9/30/2017 20:13:26	9/30/2017 20:13:26	9/30/2017 20:16:32	
09/30/2017	2017-88	5150	9/30/2017 20:13:26	9/30/2017 20:13:26	9/30/2017 20:16:32	
09/30/2017	2017-88	5161	9/30/2017 20:13:26	9/30/2017 20:13:26	9/30/2017 20:16:32	

Only REVIEWED incidents included

# Cottonwood Shores Volunteer Fire Department

Cottonwood Shores, TX

This report was generated on 10/2/2017 10:32:41 PM



## Incident Type Count per Station for Date Range

Start Date: 10/01/2016 | End Date: 09/30/2017

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - COTTONWOOD SHORES VFD</b>	
100 - Fire, other	2
111 - Building fire	1
112 - Fires in structure other than in a building	1
134 - Water vehicle fire	1
142 - Brush or brush-and-grass mixture fire	1
143 - Grass fire	1
151 - Outside rubbish, trash or waste fire	1
160 - Special outside fire, other	3
300 - Rescue, EMS incident, other	1
311 - Medical assist, assist EMS crew	88
320 - Emergency medical service, other	1
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	4
500 - Service Call, other	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	4
651 - Smoke scare, odor of smoke	1
900 - Special type of incident, other	1
<b># Incidents for 1 - Cottonwood Shores VFD:</b>	<b>114</b>

Only REVIEWED incidents included.



# PUBLIC WORKS REPORT

## Work Orders Completed

9/14/17 to 10/13/17

## Water Department

Water leaks: 5

Sewer leak/Stoppages: 0

Connects: 7

Reconnects: 0

Disconnects: 14

Disconnects for non- payment of services: 1

Re-establishment of service: 14

Misc. calls for water dept.: 2 that work orders were made up for

Billing Problems/Water Audits: 4

Sewer Taps: 1

Water Taps: 0

Lift Stations: 0

Check/Replace cleanouts: 1

Meter Head Change outs: 1

Meter reading: 3 days

Utility locate: 6

Open Water dept. work orders: 8 (1 is sewer tap waiting on a car to be moved)

## Public Works

Mowing: 2

**Trim Trees:** mulching at aspen park for parks committee at the end of the month

**Potholes:** 2

**Signs:** 0

**Misc. Calls:** 8

**Culverts cleaned –repaired-installed or replaced:** 2

**Road Work:**

We are still working on stockpiling granite gravel from lots on maple to put on roads to offset cost of material needed for roads as we can

**Public works open work orders:** 15

## **Animal Control**

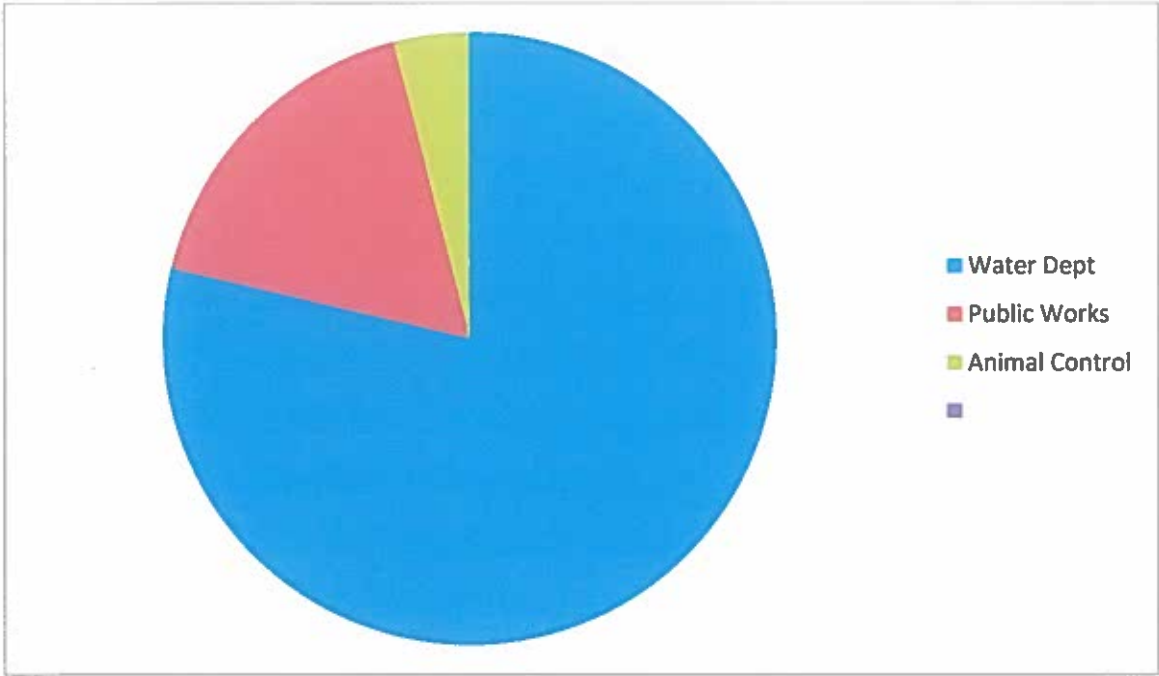
**Dogs/Cats:** 1

**Dead Animals:** 2

**Misc.:** 0

**Animal Control open work orders:** 1

Just a note about the chart even though public works area is small does not mean there is no work being done in that area it takes more time to complete those projects then in the other areas.



# COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Johnny Liendo  
[Chief.Liendo@cottonwoodshores.org](mailto:Chief.Liendo@cottonwoodshores.org)



## September 2017 Activity Report by Officer:

### Chief Liendo UNIT 1531

Grand Jury appearance (Burnet county) court presentation  
Collision (Dutch Leming/2147) accident report made  
Alarm (200 knights row) Home left unsecured-checked by officers  
Carcass (700 Fir) removed  
Citizen assistance (600 Pine) all ok  
Narcotics investigation (4200 FM 2147) active case/narcotics tagged

### Lt. Palmer UNIT 1535

Susp. Person (dollar general) female waiting on a ride on the side of the business  
Susp. Vehicle (City boat ramp) All ok  
Loud Music (700 Pecan) all ok—small childs party-not very loud and off at 9pm  
Disturbance (4200 Oak Park) report filed  
Loud Music (700 Cypress Lane) All ok  
Loud Music (800 Fir) all ok- music on for yard work-under decibel reading  
Susp vehicle (Lakeview/Driftwood) Vehicle missed turn and got stuck in the ditch  
Missing dog (CWSPD station) Assisted family in looking for lost animal on Magnolia.  
Harassment (600 Pecan) Vehicle honking as it goes by the location-will monitor-other shifts advised.  
Collison (4000 W. 2147) Accident report filed No injuries-two vehicle—rear ended  
Littering Complaint (800 Southwood) renter issue  
Fraud (cwspd) advised-all ok-  
Susp. Vehicle (century oaks plaza) all ok-vehicle checked  
Follow Up Inv. (600 Pecan) continued calls regarding honking vehicle.  
Harassment (CWSPD station) will monitor situation  
Traffic Violation (2147/dutch lemming) will monitor situation  
Speeding vehicle (700 Pecan) unable to locate  
Assist Medical call (700 Pecan) traffic control  
Theft (700 Driftwood) Bikes stolen from yard and recovered the same day in pieces in the 800 block of Eastwood. No suspects at this time.  
Traffic Hazard (5000 FM 2147) no one at scene upon arrival  
VCO Parking (4100 Lakeview) warning issued  
Animal complaint (200 Wirtz Rd) Unfounded

# COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Johnny Liendo  
[Chief.Liendo@cottonwoodshores.org](mailto:Chief.Liendo@cottonwoodshores.org)



## City Facility/Business Checks

Skate park x12  
City Parks x12  
Nature Preserve x12  
Boat ramp x 12  
City Hall x 12  
Dollar General x12  
Subway x11  
Julias/strip center x12  
Bobs Exxon x12  
Puffys x12

## Fixed Traffic enforcement (stationary radar/laser)

Pecan 5 hour  
2147 10 hours

17 stops  
1 citation

Officer J BARTHOLOMEW UNIT 1534

Assist O/A at Bobs Exxon RM 2147 All found to be ok  
Supplement (follow up inv) 600 Pecan All ok  
Susp. Vehicle (900 Dogwood) All ok  
Susp. Person (Hedges/FM 2147) Unable to locate  
VCO Parking (City boat ramp) warning  
Reckless Driver (4119 FM 2147) all ok  
Susp vehicle (julies fm 2147) all ok  
VCO Parking (city boat ramp) warning issued  
Assist o/a (300 N US 281) for translation  
Traffic Hazard (3900 FM 2147) all ok-bag in roadway  
Welfare Check (600 Driftwood) all ok  
Criminal Mischief (dollar general) 17CW01157 Unknown suspect broke cartons of eggs  
Reckless Driver (4500 Blk FM 2147) all ok

# COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Johnny Liendo  
[Chief.Liendo@cottonwoodshores.org](mailto:Chief.Liendo@cottonwoodshores.org)



**Assist Citizen (CWSPD) will monitor citizens residence for susp activity**  
**Susp. Person ( Julias Restaruant parking lot) All ok**  
**911 hang up (on the rocks) Unfounded**  
**Harrassment (600 Driftwood) all ok-ongoing civil issue**

**Traffic Enforcement:**  
**24 stops**  
**4 citations**

## **City Facility/Business Checks**

**City Parks x10**  
**City Boat Ramp x10**  
**Bobs Exxon x6**  
**Hiccups x9**  
**Dollar General x10**  
**Subway x10**  
**LBJ Marina x10**  
**Julias x5**  
**Century Oaks Plaza x6**



## **OFFICER JP PEDRAZA UNIT 1532**

**Susp Vehicle (dollar general) all ok—female employee**  
**Susp Vehicle (GG Ganache Century oaks plaza) all ok**  
**Susp vehicle (on the rocks-cottonwood dr) all ok**  
**Domestic Assault (600 oak) one transported to jail for assault by threat Lt Palmer assisted**  
**Boat Accident (Lake LBJ) Referred to TPWL**  
**VCO Parking (city boat ramp) warning issued**

# COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Johnny Liendo  
[Chief.Liendo@cottonwoodshores.org](mailto:Chief.Liendo@cottonwoodshores.org)



## City Facility/Business Checks

City Boat Ramp x3  
Fornos x1  
Marina x3  
City Parks x3  
Century oaks Plaza x1  
Skate Park x1  
Puffys x1  
On the rocks x1  
Splash pad x1  
Julies x1  
City hall x1

**Traffic Enforcement:**  
8 stops  
4 citations

## Racial Profile:

43 White  
6 Hispanic  
3 Black  
2 asian/pacific islander

## ARREST SUMMARY:

9/17/17 One male taken to BCSO jail for assault family violence



# COTTONWOOD SHORES POLICE DEPARTMENT

Chief of Police Johnny Liendo  
[Chief.Liendo@cottonwoodshores.org](mailto:Chief.Liendo@cottonwoodshores.org)



**Reserve Officer Javier Castro     Unit 1537**

**Routine Patrol  
Facilities Check  
Traffic Enforcement  
5 stops  
5 citations**

## **DEPARTMENT HIGHLIGHTS:**

**JP Pedraza started working Friday Sept 8<sup>th</sup> and will ride with J. Bartholomew to become familiar with the forms used by the department and the City until riding on his own starting Friday Sept 15<sup>th</sup>.**

**A problem with the wording for traffic infractions caused a minor disruption to traffic enforcement for a few days in early September. This was due to changes in the law on Sept. 1<sup>st</sup>. Vehicles were still stopped and warned during this brief period.**

**GA Palmer left CWSPD on 28<sup>th</sup> September and would like to thank the Mayor, Council and citizens of Cottonwood Shores for the employment opportunity.**

A handwritten signature in black ink that reads "Johnny Liendo". The signature is fluid and cursive.

**Johnny Liendo  
Chief of Police**



## September 2017 Building Permits

9/12/2017	Martha Grant	651 Magnolia Lane	Accessory Structure	\$200.00
9/22/2017	Cheryl & Manuel Trinidad	510 Knights Row	Renovation of Rear Deck	\$0.00

Grand Total \$200.00

**City of Cottonwood Shores  
Municipal Court Monthly Report  
Additional Activity**

Court: 720270600	Number Given	Number Requests for Counsel
Month: 9      Year: 2017		
1. Magistrate Warnings		
a. Class C Misdemeanor	0	
b. Class A and B Misdemeanors	0	0
c. Felonies	0	0
		<b>Total</b>
2. Arrest Warrants Issued		
a. Class C Misdemeanor		9
b. Class A and B Misdemeanors		0
c. Felonies		0
3. Capiases Pro Fine Issued		0
4. Search Warrants Issued		0
5. Warrants For Fire, Health, and Code Inspections		0
6. Examining Trials Conducted		0
7. Emergency Mental Health Hearings Held		0
8. Magistrate's Orders for Emergency Protection		0
9. Magistrate's Orders for Ignition Interlock Device		0
10. Other Magistrate's Orders Issued		0
11. Driver's License Denial/Susp./Revocation Hearing		0
12. Disposition of Stolen Property Hearing		0
13. Peace Bond Herings Held		0
14. Fine and Court Costs Satisfied by Community Service		
a. Partial Satisfaction		0
b. Full Satisfaction		0
15. Satisfied by Jail Credit		0
16. Waived for Indigency		0
17. Amount of Fines and Court Costs Waved for Indigency		\$0
18. Fines, Court Costs and Other Amounts Collected		
a. Kept by City		\$1616
b. Remitted to State		\$1183
c. Total		\$2799

# MONTHLY REPORT - CODE ENFORCEMENT DEPARTMENT

MID- SEPTEMBER, 2017 - MID- OCTOBER, 2017

PREPARED FOR THE CITY ADMINISTRATOR : MS. SHEILA C. MOORE

SUMMARY OF MONTHLY DOCUMENTS:

	<u># of Documents</u>	<u># of Lots</u>
TOTAL SERVICE ORDERS RECIEVED TO BE INVESTAGATED:	0	0
TOTAL SERVICE ORDERS INVESTIGATED AND PENDING FINAL RESOLUTION	0	0
TOTAL SERVICE ORDERS INVESTIGATED AND (RESOLVED #1124)	01	01
TOTAL NUMBER OF " NEW WARNINGS" INVESTIGATED, WRITTEN & MAILED:	11	17
TOTAL NUMBER OF "CITATIONS" WRITTEN & MAILED:	01	01
TOTAL NUMBER OF "CITATION / NON-COMPLIANT" (going to court from my records)	02	02

By: Lewis S. Feder, Code Enforcement Official