



MARCH 19, 2020



City of Poteet Public Notice

The World Health Organization declared the outbreak of COVID-19 as a Public Health Emergency of International concern. The Governor of Texas, Greg Abbott issued a proclamation certifying that COVID-19 poses an imminent threat of disaster in the state and declaring a state of disaster for all counties in Texas. On Thursday, March 19, 2020, Governor Greg Abbott issued an executive order that temporarily closes all Texas schools, prohibits dining-in at bars and restaurants, and limits social gatherings to 10 people in an effort to combat the novel coronavirus spread.

Effective March 20, 2020, City Hall, Poteet Public Library and all parks will be closed to the public. A limited number of staff will be on hand to serve the public's needs. **In-person access to City Departments will be limited, or prohibited. Phone calls and emails will be the primary method of doing business.**

City Hall Staff

- City staff will continue to work and can address questions or concerns via phone calls or emails. The main number is: **830-742-3574**.

Library Staff

- Library staff will offer curbside service to check in / out books. Call the library for more questions regarding this service. The main number is: **830-742-8917**.

Emergency Personnel

- If you have an emergency dial 911.
- **Police.** The Poteet Police Department will continue their normal duties and operations in the field. Access to the police department will be limited by nature due to the size of the entrance. For general questions call: **830-742-8123**.
- To file a police report, please call the Atascosa Sheriff's Department at: **830-769-3434 press #1 for dispatch**.

Court

- **Municipal Court will be delayed until further notice.** Contact the Court Clerk to see what your options are or for general questions regarding citations, warrants, and / or court dates. The main number is: **830-742-3564**

Permits

- Homeowners and contractors needing to apply or obtain a permit application must submit the application and a digital copy of the plans via email to fireinspector@poteetexas.gov.

General questions can be asked via email or by phone as well. Credit card payments for permits and re-inspection fees may be paid over the phone. If you have questions, please contact the Building Official at **830-742-3574 ext. 110**.

Meetings

- City Council meetings will continue as needed.
- Other meetings will be considered on a case-by-case basis.
- **In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, and the attorney general's office has issued guidance on the suspension. Tex. Gov't Code § 418.016(e). The changes are effective March 16, 2020, until further notice or until the state disaster declaration expires.**
- City of Poteet official meetings will be conducted via live video stream or phone until further notice.
- **Information on how to access the meetings by livestream or phone will be posted on the appropriate agenda.**
- If you would like to have your concerns voiced, there is a 3-minute limit for all public to speak to the Council at the beginning of each Scheduled Meeting. You **MUST** fill out a Speaker Card and submit it to the City Secretary **PRIOR** to the start of the meeting and you can do so via email to afrautschi@poteettexas.gov or by **fax 830-742-8747**.
- If you have an item that you would like placed on the next Regularly Scheduled City Council Meeting please submit this form, to the City Secretary no later than 5:00 P.M. the Tuesday before the scheduled meeting via email to afrautschi@poteettexas.gov or by **fax 830-742-8747**. When submitting an agenda item request form, please be as detailed as possible as to what it is you are searching for in the Mayor and Council, and please specify whether and action needs to be taken. All citizen agenda's must be approved by the Mayor before a citizen's agenda will be allowed to be placed on the council's agenda.

Utilities

- No disruptions of utilities are anticipated.
- City of Poteet customer utility bill payments should be made using the outside drop box outside City Hall, online, or automatic draft. Customers can also call City Hall and make payments over the phone at **830-742-3574 ext. 105 or ext. 106**. Payments online can be made at: <https://poteetx.merchantransact.com/>.
- Customers that chose to take advantage of these options; the City of Poteet will be waiving ALL convenience fees associated with paying online or by phone.
- In an effort to ensure our residents have water, the City of Poteet has temporarily suspended account disconnections in recognition of the COVID-19 issues, however, please understand that all penalties will still continue to accrue on customer accounts not paid on time.
- **Trash.** Republic Services is maintaining their standard operations.

Information regarding City operations, meetings, and closures are subject to change. Changes will be updated on the City's website www.poteetx.org and social media as needed. You can follow the City on [Facebook](#).