



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: September 5, 2023
TO: Mayor Chris Riley and City Council Members
FROM: Crystal Caldera, City Manager
SUBJECT: Pre-City Council Meeting Report

Projects

In addition to outside agency review constraints, these projects may also be delayed by weather and supply chain slowdowns.

Seneca West Drainage Project

The contractor is about to move to Phase 2 of the project, which is the section between Aids Drive and Grass Hill. Grass Hill Drive will be closed from William Rancher to Samaritan Drive.

10/1/2020	4/2021	07/2022	2/2023
Start Engineering	Submit to SARA for CLOMR	Bid project	Start construction
12/2023	1/2024		
Substantial completion	Final completion		

(MPO) Reimbursement Grant-Huebner Creek Greenway Hike & Bike Trail Section II

We are in the process of engineering and design. We are trying to have plans ready by September.

Year 6 Street Maintenance

A pre-construction meeting will be scheduled with the contractor this week to obtain a start date.

Huebner Road School Zone

The delivery of the mast arms for the signal is expected in 18-24 weeks. This pushes the installation of the equipment to the December/January time frame. They will let us know if the delivery date changes, but I don't expect that to happen. The good news is that the lights are solar powered, so we won't have to wait on CPS Energy to supply power, which would take about as long or longer

Huebner Creek Flood Control Project Phase 1

The engineer continues preparing the plans.

Project Task	Approx. Deadline	Status
Hydrologic Analysis	May-23	Complete

Preliminary Channel Alignment	Jun-23	Complete
Survey and Utility	Jun-23	Complete
Existing Hydraulic Analysis	Jul-23	Complete
Proposed Hydraulic Analysis	Aug-23	Ongoing
Finalize drainage design	Sep-23	
Environmental Assessment	Sep-23	Ongoing
Final Plans and Report	Oct-23	
CLOMR Submittal To FEMA	Oct-23	

Wurzbach Road Sewer Main Replacement Project

The bid has been awarded to Ram Utilities at a cost of \$249,250.60, and we will be setting up a meeting with them to confirm a start date.

Huebner Well Generator

The Huebner Well Generator is installed and functioning as planned. We are doing some upgrades to our SCADA system to include it in the alarms, but it's operational.

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	2
Food	2
Animal	
Impact Fees	
Foundation	
Fence	
Mechanical	1
Electrical	
Accessory	
Gas	
Garage Sale	2
Building	
Impact Fee	
Remodel	
Roof	
Utilities	
Fire	

PLANNING AND ZONING

- Updating Master Plan
- Updating the Zoning Map
- 0 Huebner – Replat & PDD
- Triangle Property – Plat
- 7201 & 7205 Huebner – Rezone
- Vista Del Rey – Demo permit issued. Fire & building approved permit. Fees paid.

- Forest Oaks – Applied for a remodel permit. Fire & building denied permit. Fees paid.
- Whataburger replat
- UHaul SUP amendment

OPEN RECORDS REQUESTS

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-136	Ruben Avalos	5/21/2023	Any or all I can do to handle my responsibilities in my obligations	Closed Due to Lack of Response	Paused (over 61 days)	8/21/2023	\$ -	\$ -
OR-2023-181	Ruiz and Associates	6/22/2023	Body Worn Camera Video - Incident # 202301938	Closed Due to Lack of Response	42	8/21/2023	\$ 143.00	\$ -
OR-2023-183	Leslie Bacon Knopf	6/24/2023	Body Worn Camera Video - 7307 Crownpiece, 7311 Crownpiece - Olivia Espinoza, Leslie Bacon Knopf	Pending Requestor Response	46		\$ -	\$ -
OR-2023-215	Thomas J. Henry, P.L.L.C.	7/6/2023	Any and all incident investigation records including but not limited to, all supplements, interoffice memorandum, chemical analysis test requests and results, investigation records and reports, Leon Valley Police Department reports and supplements, field notes, Police reports, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio and/or video tapes, Leon Valley Police Department car cam video(s), COBAN or body cam video and or drone video, witness statements, drawings, diagrams, accident reconstruction team records and reports, any/all information and/or documents relating to causation of the accident, event information detail, event chronology logs, case detail sheets, case response logs, all data in connection with requests for support and services rendered by EMS and/or police department, and other data compilation in any form pertaining to the incident referenced above. In short, I am requeo, but they stated that they would need a sepena? I stated I would try to contact on my end and see what I can do. If there's anyway yo	Closed Due to Lack of Response	32	8/21/2023	\$ 35.00	\$ -
OR-2023-229	Serenity Ozuna	7/14/2023	hello this is serenity ozuna , I am asking if there's a way I can get hold of video footage that happened at an intersection on the axis road right at the light on bandera road by 410 highway . I was involved in a car accidents at that location. It was June 28th 2023 around 6:30 pm that day . I was in a silver ford 2019 EcoSport license plate : ----- the straight away lane . The other driver who was the cause of the accident was on my left side on my driver side in the Turing only lane to turn left , he was in a dodge 2011 silver van License plate:----- . He hit me trying to merge into my lane attempting to cut me off or just merge in but instead he failed and hit my vehicle. I have already filed a claim with the insurance and I'm just waiting for them to get a hold of the other driver but it's been almost 2 weeks and they keep calling him but they aren't able to get to talk to him . I did ask the insurance if there was a way they can request the Leon Valley Police Department for the traffic footage video, but they stated that they would need a sepena? I stated I would try to contact on my end and see what I can do. If there's anyway you can help me try to get video footage to prove that the other driver was in the wrong. I already filed a police report that day it happened. Around June 28th 2023 around 6:30 -7 I filed a police report with officer j.urdina badge#539, case number:202302272	Pending Payment	32		\$ 29.00	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-230	Samantha Thrasher	7/18/2023	EMS run report case number 2301106 on 06/21/23	Closed Due to Lack of Response	0		\$ -	\$ -
OR-2023-232	Kenneth A-G Lukasik	7/18/2023	Cause number 202300636, i am requesting any and all information concerning the following persons, Cheryl Hall Range, Darin Harwell, and Kenneth A-G Lukasik, any and all recordings, paper, audio, audio and visual documents, complaint forms, written or typed forms, evidence that was collected by Leon Valley Police Department and or Detective Raul Alanzo this year.	Pending TX OAG Ruling	Paused		\$ -	\$ -
OR-2023-247	Felix Gonzalez Law Firm	7/31/2023	Requesting 911 audio & call for service sheet for a motor vehicle accident. Date: 7/20/2023, Time: 1:50pm, Our client(s): Priscilla, Genissa, and Gizelle Escobedo, Location: Bandera Rd & Poss Rd Leon Valley, TX, Case id: 202302594	Complete	0	7/31/2023	\$ -	\$ -
OR-2023-248	Paul Volbrecht, Herrman & Herrman, P.L.L.C.	7/31/2023	RE: Olivia Barriga; DOI: 02/28/2022; Location of Accident: Highway 16 and Bandera Road, Leon Valley, TX; TxDOT Crash ID No.: 18781644.1/2022097027; Investigating Officer: Officer Luis De Leon, ID # 1334. Any and all incident investigation records including but not limited to, the incident report and all supplements, 911 records, dispatcher records, dispatch logs, all interoffice memorandum, engineer reports, street maintenance reports, complaints by drivers, residents of the City, and any and all passersby, any and all repair notices and records, both prior to and after June 11, 2012, telephone messages and conversation notes, color prints of photographs, copies of audio and/or video tapes, squad and body cam video, witness statements, drawings, diagrams, and, all data in connection with the incident referenced above.	Complete	2	8/2/2023	\$ -	\$ -
OR-2023-249	Tanya Burke, Thomas J. Henry	8/1/2023	RE: Robert Weinerman; DOI: 05/24/2023 @ 8:26 AM; Location: NW Loop 410 & NW Loop 410 Access Road; Case #: 202301778. Any and all incident investigation records including but not limited to, all supplements, interoffice memorandum, chemical analysis test requests and results, investigation records and reports Leon Valley Police Department reports and supplements, field notes, police reports, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio and/or video tapes, Leon Valley Police Department car cam video(s), COBAN or body cam video and or drone video, witness statements, drawings, diagrams, accident reconstruction team records and reports, any/and all information and/or documents relating to causation of the accident, event information detail, event chronology log, case detail sheets, case response logs, all data n connection with requests for support and services rendered by EMS and/or polio, but they stated that they would need a sepena? I stated I would try to contact on my end and se	Pending Payment	21		\$ 28.00	\$ 28.00
OR-2023-251	Leslie Bacon Knopf	8/1/2023	Please Provide any and all communications between Olivia Espinoza and the City Prosecutor to include but not limited to written statements/documents and emails. Please provide any and all audio files of phone calls between Olivia Espinoza and Lieutenant King, Olivia Espinoza and the City Prosecutor, Lieutenant King and the City Prosecutor.	Complete	12	8/17/2023	\$ -	\$ -
OR-2023-254	Leslie Bacon Knopf	8/2/2023	Please provide any and all communications to include written statements, emails or in person notes and voice/phone conversations between Olivia Espinosa and Animal Control Officer J. Garcia for a Notice of Code Violation that was initiated by Olivia Espinoza for Animal Nuisances dated 1/18/23. Please provide any and all communications to include written statements, emails or in person notes and voice/phone conversations between Olivia Espinosa and Animal Control Officer G. Santos for a Notice of Code Violation that was initiated by Olivia Espinoza for Dogs or Cats Running at Large dated 2/06/23.	Complete	13	8/21/2023	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-260	Orlando Velasquez, Esq.	8/4/2023	Date of Service: 11/30/2022, Run Number: 2202162, Incident Number: 2202162, Leon Valley Fire, Department, 6300 EL VERDE RD., LEON VALLEY, TX 78238 (210) 684-3219 Ext. TX DSHS #: 015034, Time: 14:32 14:32 14:32 14:32 14:32, 14:34 14:35, 14:50 15:04 15:08 15:38, 11-30-22 11-30-22 11-30-22, 11-30-22 11-30-22, 11-30-22 11-30-22, 11-30-22 11-30-22 11-30-22 11-30-22 11-30-22, Destination: Methodist Children's Hospital Dept: ED, 7700 FLOYD CURL, San Antonio, Bexar, TX 78229	Pending Signed Release Form	17		\$ -	\$ -
OR-2023-263	Cassandra Shootes	8/8/2023	Records and Body cam video - Ethos Risk Services has been contracted by Allstate Insurance to obtain a copy of the video of the accident involving the following: Marco Cabello, Date of accident: 04/14/2023, Location: Leon Valley, TX, Case ID number: 202301250, TX DOT Crash ID: 19500367, ORI number: TX0151000	Complete	2	8/10/2023	\$ 28.00	\$ 28.00
OR-2023-264	Leslie Bacon Knopf	8/9/2023	Please provide me with any and all communications in any form between Olivia Espinoza and Police Officer R.Guerra. Please include all personal or official emails, texts, phone conversations or written statements beginning in January 2023 until the present.	Complete	8	8/21/2023	\$ -	\$ -
OR-2023-265	Leslie Bacon Knopf	8/9/2023	Please provide me with the Incident Report dated 8/3/23, # 2023 02790. Please also provide me with any and all communications between or separately with or about Olivia Espinoza, Lieutenant Munoz, Animal Control Officer J Garcia, Animal Control Officer G. Santos to include but not limited to Leslie Bacon Knopf. Please provide me with any and all video or recorded conversations submitted either in person, via email or by phone about or by Olivia Espinoza.	Pending TX OAG Ruling	Paused		\$ -	\$ -
OR-2023-266	Alfredo Lopez	8/9/2023	I am requesting all final reports of the Forest Oaks Fire in building 12 on 5.4.2023. The fire started in unit 1205 by the resident. We need to provide our insurance carrier with the known cause of the fire, so that we can continue our efforts.	Complete	2	8/11/2023	\$ -	\$ -
OR-2023-267	Rachel Prengaman	8/9/2023	I am writing to request a copy of the TIRZ GIS Shapefiles (SHP) for the City of Leon Valley. I request the documents in an electronic format. Please let me know if there is a fee associated with this request. Your help is greatly appreciated.	Complete	8	8/21/2023	\$ -	\$ -
OR-2023-268	Leslie Bacon Knopf	8/9/2023	Body Worn Camera Video: Incident # LVPD 2023-0284417 Patrol Officer J.Becerra #570	Complete	10	8/23/2023	\$ -	\$ -
OR-2023-269	Leslie Bacon Knopf	8/9/2023	Patient Medical Records	Pending Signed Release Form	14		\$ -	\$ -
OR-2023-270	Leslie Bacon Knopf	8/10/2023	Please provide me with any and all written reports, forms, written statements that Detective J. Massiattie produced before, during or after interviewing Olivia Espinoza and Leslie Bacon Knopf on April 17, 2023	Complete	8	8/22/2023	\$ -	\$ -
OR-2023-271	Leslie Bacon Knopf	8/10/2023	Please provide me with any and all written materials to include but not limited to emails, written letters, official forms or any other materials Olivia Espinoza sent to Lieutenant King before during or after Detective Massiattie interviewed Olivia Espinoza and Leslie Bacon Knopf on 4/17/23	Complete	8	8/22/2023	\$ -	\$ -
OR-2023-272	Leslie Bacon Knopf	8/11/2023	Please provide me with any and all employment records of Patrol Officer R. Guerra #550 beginning at employment start date to the present. Including but not limited to evaluations, letters of reprimand or any other documentation relating to his police service in Leon Valley.	Pending Payment	12		\$ 19.50	\$ -
OR-2023-273	Diandra Alonzo	8/14/2023	I was pulled over in my 2002 Tahoe ----- and given a citation for expired registration a d citation for no insurance. My truck was towed to Banis towing service 6213 Grissom Rd San Antonio TX 78238, ----- Then stored at 6500 Grissom Rd San Antonio TX from 06/24/2021 to 07/21/2021 with a balance of \$835. Frito had made a donkey key.	Complete	6	8/22/2023	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-274	BRITTANY GUERRERO - Creswell Wrecker	8/15/2023	The current Police Tow contract and two most recent tow reports	Pending Payment	10		\$ 36.00	\$ -
OR-2023-275	Angela Marin - Wyatt Law Firm	8/16/2023	Client: Sabrina Wiggins, Date of Incident: June 16, 2022, Location: Huebner Rd & Bandera Rd., Case Number: 202201673, I am making a formal request under the Open Records Act for a copy of your entire file, including but not limited to police reports, photographs, notes, witness statements, 911 calls, police body camera photographs, in-car camera system downloads, in-car camera system photographs, in-car camera system videos, diagrams, videos and any other information relating to the investigation in reference to the above matter.	Complete Withdrawn by Requestor	6	8/24/2023	\$ 91.00	\$ -
OR-2023-276	Emi Environmental Group, Inc. - Ayhan Calis	8/17/2023	For a Phase I Environmental Site Assessment (ESA) of the property (Rely Signs + Printing) located at 6716 Bandera Road (business address is 6790 Bandera Road) at the corner of Poss Road, I would like to find out whether the City of Leon Valley has any records of environmentally impairing incidents such as hazardous wastes, chemical fires, underground or above ground fuel storage tanks (ASTs/USTs), illegal dumping, etc. or code violations of environmental nature at the subject property or its vicinity. I specifically need only records of any potentially environmentally impairing incidents affecting subsurface soils, groundwater, surface water, or runoff to storm drains such as oil or fuel spills, hazardous wastes, industrial wastewater discharges, etc. No specific date range, any available.	Complete	3	8/22/2023	\$ -	\$ -
OR-2023-277	Erica Hsu - LexisNexis	8/18/2023	Please accept this as the request for traffic data from 01/01/2016 – 12/31/2022. We would like the report to contain open and disposed cases as well as be inclusive of all case types that pertain to traffic related cases (Infractions, Misdemeanors, Violations, etc.). We are looking for all cases with an action date (filed date, violation date, conviction date) within the range of requests. We would like the report to be in the same format as the last report we received that was a .xlsx file with the following column headers in this order: FIELD NAME Citation Violation Name Defendant Address Defendant City Defendant State Defendant Zip Offense Viol Date/Time Filed Date Status Date/Time Statute Status Status Description	Complete	4	8/24/2023	\$ -	\$ -
OR-2023-278	Diane Martinez	8/18/2023	It's so that I can show the Geico that their client was 100% responsible for causing the accident they don't want to pay me 100% for my bodily injuries she totally my car and she hit me from behind the guilty party admitted that she was distracted because she eating and she didn't see me.	Pending Fee Acceptance or Payment from Requestor	7		\$ -	\$ -
OR-2023-279	Diane Martinez	8/18/2023	I need a copy of police report for case number 20230679 the officers name is Bacerra Badge number 570 the woman that hit me her name is Anabella Villarreal I really do need a copy of the police report	Complete	1	8/21/2023	\$ -	\$ -
OR-2023-280	Olivia Espinoza	8/17/2023	1. Assault/Contact # 202308312 Date: 6/30/23 OFC. Gonzalez #552; 2. Incident # 20230272879 Date: 07/28/23 OFC. M. Becerra #570; 3. Animal Control OFC. Santos # 202302790 Date: 08/03/23	Pending TX OAG Ruling	Paused		\$ -	\$ -
OR-2023-281	City of San Antonio City Attorney's Office	8/24/2023	1. Leon Valley Police Department Crash Report, Crime Scene Search Report (CSS), Incident Detail Report (IDR) and Calls for Service (CSR); 2. Any and all BWC from any and all Leon Valley P.D. Officers responding to the accident scene; 3. Any and all COBAN from patrol units responding to the accident scene; 4. Any and all CSI photos concerning said crash; and 5.	Complete	3	8/29/2023	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-282	Velma's Investigation Services	8/24/2023	Body Worn Camera Video for LVPD Case # 202302961	Pending Response from Department(s)	3		\$ -	\$ -
OR-2023-283	Eric Chung - SmartProCure	8/25/2023	Purchase Order Status Report (Detailed) for purchase order records created from 7/15/2022 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Please see the attachment for an example of the report we are requesting as well as the filter settings. Thank you.	Pending Response from Department(s)	2		\$ -	\$ -
OR-2023-284	Sandra Guerrero	8/28/2023	Witness information if available, video of the accident if available. Date of loss: 04/13/2023 at approximately 5:55 am at the intersection of Wurzbach and Bandera Rd. Vehicle vs pedestrian, Tx/Dot crash ID 19519361, Case ID 202301227.	Pending Response from Department(s)	1		\$ -	\$ -
OR-2023-285	Victoria Heindel, Naman Howell Smith & Lee, PLLC	8/28/2023	1. Each police report, incident report , officer's narrative, supplemental report, "field notes", accident information sheet, and/or Texas Peace Officer's Accident Report; 2. Complete copies of each witness statements, including complete statistical data (dates of birth, Texas driver's licenses, etc.) for each witness; 3. A complete copy of each photograph and/or any copies of videotapes, to include photographs and/or videotapes, and/or cruiser COBAN dash cam, and/or Body Worn Camera (BSC) videos recorded by the Leon Valley Police Department or that that were provided to the Leon Valley Police Department by another party; 4. A complete copy of any detailed or scale diagrams, measurements and/or calculations in the possession of the Leon Valley Police Department depicting this accident scene; 5. Each 911 call sheet, 911 dispatch log, 911 call transcript, 911 audio recording(s), and all other call sheets or notes; Complete list of names of all the Leon Valley Police Departments officers at the scene of the aco, but they stated that they would need a sepena? I stated I would try to contact on my end and see what I can do. If there's anyway you can help me try to get video footage to prove that the other driver was in the wrong.	Pending Response from Department(s)	1		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Processed: 1 Grand Jury Summons; 1 Subpoena; and Certified 2 LVPD reports.
- Completed renewal of TCIC/TLETS Certification.
- Attended the Alamo Chapter TMCA, Inc. Meeting hosted by Bexar County Elections Department with a topic of Legislative Updates related to elections.
- Read to guests as the "Special Guest" during Storytime at the Leon Valley Public Library.
- Continued updating the Contract Inventory.

PUBLIC WORKS

- Staff is preparing a bid package for the replacement of the El Verde water main.
- The engineer is in the design phase for the Hike & Bike Trail Segment II.
- Staff is working on an Impact Fee Study.
- Staff is meeting with the sewer televising and cleaning contractor this week to get contracts signed and give a Notice to Proceed.
- Staff met with TCEQ to review the 2023 MS4 Stormwater report. They will send in the results of their review next month.
- Staff has reviewed the RFQ's for City Engineer and has made a recommendation. The item will go to City Council on September 5th.

- Repairing sidewalk on Pacer Trail.
- Repairing a speed hump on Timberhill.
- Completed the Linkwood trail last week.
- Addressing a service request regarding signage in Pavona Ridge.
- Completed sidewalk repairs on Canterfield streets.
- Watering trees at city parks, and LC-17.
- Cleaning City Hall and Library, Parks.
- Mowing Bandera Rd. right of way this week.
- Issuing hang tags and any cut-offs this week.
- Flushing all dead-end mains.
- Completed monthly water samples.
- Replaced broken and uneven sidewalk sections on Pacer Trail and High Stepper.
- Making asphalt repairs on Forest Way and Evers Rd.
- Mowing Huebner and Evers Rd. right of ways, trimming around traffic signage, and testing school zone signage in preparation for NISD start of school.
- Continuing with Kinman House repairs and painting.
- Repairing curb stops at the Leon Valley Community Pool, City Hall, Leon Valley Veterinarian, and Pepperwood.
- Flushing all dead-end mains.

CERTIFICATE OF OCCUPANCY

- 6812 Bandera, Restaurant, Comfort Café
- 5309 Wurzbach, Retail, 3D Vision
- 6866 Bandera, Retail, Texas Coins
- 5405 Bandera, Warehouse, Alamo Music
- 7228 Bandera, Residential – 5 bldgs, WeCare
- 7325 Reindeer, Office, Grease Boss/Fire Boss

FIRE DEPARTMENT

- The Fire Department responded to a large residential structure fire on the boundary line with SAFD on 08/28/2023. The original call was for a house fire in Barista Estates. The fire was located down the street and LVFD made the initial attack with our ladder truck and engine. The house was totally engulfed so no interior firefighter efforts were made. The whole house collapsed within 4 minutes of arrival. SAFD arrived and took control of the scene and the remaining firefighting duties and clean-up.
- The Fire Department responded to another “childbirth” call over the weekend. Our crews assisted with the birth of a healthy baby girl.
- The new Deputy Fire Marshal, Jeremie Ross, has hit the floor running and is already completing plan reviews and business inspections on his own. He has already been able to assist with several certificate of occupancies while getting businesses open.
- MIH delivered 12 box fans to residents during the current heat wave along with a single 39-gallon container of non-perishable foods.
- The Blessing Box is still accepting donations. If you know anyone in need of food, please have them come to the fire station for assistance.

INFORAMTION TECHNOLOGY

- Attended a virtual two-day Azure Virtual Training. August 2, 2023, and August 3, 2023
- Attended the TAGITM regional meeting in Boerne. August 11, 2023
- Joined the Multi-State Information Sharing and Analysis Center
- New Server migration for the library. Still pending moving the equipment rack and network cabling.
- Procured and configured two new machines for the library circulation desk. Install pending.
- All City Hall cameras are active. Three pending licenses to allow recording.
- Replaced desktop computer for Officer Wells due to his machine not being able to handle his workload.
- Identified and mitigated password-compromised email account.
- Storytime reader for the library. August 24, 2023.

HUMAN RESOURCES

STAFFING:

Active: 111

Vacancies:

- Police Dept. - Property Control Technician
- Police Dept. - Patrol Officer / RLC/Traffic Control
- Fire Dept. - Firefighter/Paramedic
- Fire Dep. – Assistant Fire Chief
- Public Works – 3 Maintenance

New Hires:

- 1) Robert Jeremie Ross, Deputy Fire Marshal - started August 7, 2023
- 2) Oscar Garcia, PW Maintenance Crewman – started August 14, 2023

Out-Processed:

- 1) Eric Burnside, Assistant Fire Chief, - ended August 4, 2023
- 2) Justin Hamby, Firefighter/Paramedic - ended August 16, 2023

POLICIES ENACTED/APPROVED: 1

- Effective 8/01/2023 - Reestablished Shared Accrued Leave/Donation Policy.
- Effective 9/01/2023 – Memo issued to Emergency Personnel ending Paid Quarantine Leave for COVID.

ACTIVITIES (STATUS):

- Open Enrollment – Scheduled for September 6th at 9:00 a.m. and 2:00 p.m., September 7th at 6:00 p.m., and September 11th at 8:00 a.m.
- Staffing Utilization Study – 1st Installment of \$18,500 to be issued October 2023, by which after payment received, Fitch & Associates will provide Police, Fire and PW Departments a list of items/reports needed to begin 1st phase of assessment.

ECONOMIC DEVELOPMENT

- Had a site selection for a new business to open a location within Leon Valley.
- Preparing for the retail live conference at the end of August with Marketing materials to showcase Leon Valley
- Friday meet and greet with local business owners.
- Held a grand opening for Spirit Halloween.
- Attended Virtual Conference for national Site Selectors hosted by Greater SATX.

UPCOMING LIBRARY PROGRAMS

- Wednesdays at 10:30 am: Adventures' Club Storytime
- Thursdays at 10:30 am: Li'l Explorers Storytime
- Tuesdays at 11:00 am (Starting September 12th) Baby & Me Lapsit Storytime
- 1st & 3rd Tuesdays at 9:00 am: Homeschool storytime at Chick-fil-A
- 4th Saturday at 10:30 am Drum Circle
- Book Club Saturday, September 9th at 11:00 am – Zero Days by Ruth Ware
- Book Club Thursday, September 21st at 6:00 pm – The Hate U Give by Angie Thomas
- Fall Yoga Series Fridays at 10:00 am starting September 8th – October 27th
- Sunday, September 10th at 3:00 pm Earthwise Speaker & Afternoon Tea
- Introduction to Ballet Folklorico -2nd & 4th Tuesdays at 6:00 pm September 12th – October 24th

OTHER CITY STATISTICS FOR POLICE, FIRE, ECONOMIC DEVELOPMENT, COURT, CODE, AND ANIMAL CONTROL CAN BE FOUND:

https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/2719/cm_report_9-5-2023.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, September 19, 2023, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on September 26, 2023, at 6:30 pm, in the City Council Chambers