



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: March 5, 2024
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.

Huebner Road School Zone

The contractor, The Levy Company, continues the construction of the school zone appurtenances.

Huebner Creek Flood Control Project Phase 1

The City Engineer received direction from the City Council on a new alignment and will redesign the project. The staff has applied for a grant for project funding.

Public Works Capital Projects

You can find more details on Public works Capital projects on our website here:
<https://storymaps.arcgis.com/stories/4a6ec6547ca54617bd825bcc3b59a87b>

Huebner Creek Hike & Bike Trail Segment II

Due to several delays and personnel changes at TxDOT, the next phase of the Hike & Bike Trail won't begin until the summer of 2025. Please see the tentative schedule:

Oversight Special Approval Meeting	February 2024
Advanced Funding Agreement	August 2024
Environmental Approval	January 2025
Letting Date	May 2025
Construction	June/July 2025

Building and Other Permits Issued

Permit Type	# Issued
Plumbing	11
Food	3
Temp food	1
Impact Fees	1

Animal	3
Fence	
Mechanical	4
Electrical	2
Gas	1
Make Ready	
Garage Sale	11
Building	
Impact Fee	
Remodel	
Bulk Water	
Utilities	
Fire Sprinkler	
Access/driveway	
Liquor license	
Vacant building	
Roof	1

PLANNING AND ZONING

- Overlay Standards section of the code is with the attorney for review.
- Customizing Permitting Software – Ongoing as changes to the code are made.
- Scanning in Paper Documents - Long term project as time allows
- Staff will continue to reach out to colleges to help with revising the Master Plan
- Updating Zoning Map – Will be working with IT Director on this project.
- Working with code on business compliance letters
- Train New Hires/Contractors
- Working with other departments on Impound lot
- 7680 Huebner – PDD- Duplex
- 5420 Grissom– Amending SUP - Uhaul
- 7205 Huebner – PDD -2nd Phase Poss Landing
- 0 Grissom Rd – SUP for carwash & Plat for carwash
- 7125 Bandera – Plat -Insurance Building
- 5307 Wurzbach – Replat & SUP -Church
- 5300 Wurzbach – Replat
- Floodplain permit – NW Industrial
- Sign Variance – 5902 Bandera
- Possible rezone, SUP, Plat for 7708 Eckhart
- 6758 Poss- Subdivision New Construction PDD
- 5405 Bandera – SUP- Gun Shop

CERTIFICATE OF OCCUPANCY

- None

VACANT BUILDING UPDATE

- Sonic – Being demoed
- Dentist – Submitted application but missing documents
- Gold’s Gym – Submitted application but has not scheduled inspections
- Carl’s Jr – nothing
- Vet office – Submitted application and failed bldg. inspection
- Pilgrims – Submitted application but has not scheduled inspections

OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2023-404	Mina Hany	12/28/2023	Asking About list of the addresses of the properties with residential "Fire Records" in the city, in the period between 1st of Jan 2023 to 30th of Dec 2023. Thanks	Pending Clarification from Requestor	41		\$ -	\$ -
OR-2024-11	Begum Lawgroup	1/11/2024	Body Worn Camera Video and 1. Any and all investigative reports, measurements, witness statements and notes taken during the investigation of the above refenced incident; 202304598 2. Names, addresses, and phone numbers of any witnesses of the above refenced incident; 202304598 3. Dispatch reports and/or transcripts phoned into "911" emergency operators in relation to the above refenced incident; 202304598 4. Any videotapes, photographs, body camera and dash camera videos during the investigation of the above refenced incident; 202304598 5. Blood alcohol and/or drug testing, and criminal files regarding any individuals involved in the above refenced incident; 202304598 6. Any data from the Laser Scan that was conducted at the accident scene.	Complete	35	2/22/2024	\$ 89.00	\$ 89.00
OR-2024-18	Angela Marin	1/22/2024	Client: Samantha Cherica Date of Incident: January 13, 2024 Location: 5700 NW Loop 410 & 5900 Bandera Rd. Case Number: 202400147 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	18	2/15/2024	\$ 138.00	\$ 138.00
OR-2024-22	Mary Garcia	1/23/2024	I need to get a copy of police report made for a accident	Pending Clarification from Requestor	Paused		\$ -	\$ -
OR-2024-24	Chartswap	1/23/2024	Complete medical records from 11/29/2023 to the present, including but not limited to any records/documents that may be stored digitally and/or electronically;	Pending Receipt of Payment	2614		\$ 17.25	\$ -
OR-2024-31	Justin Pulliam, Pulliam Media LLC	1/23/2024	Police incident reports and probable cause complaints for all on-view arrests made by Jorge Breton during the time period from September 1, 2023 to January 23, 2024. Please send original versions and not modified/curated incident reports.	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-45	Mandy Mendoza Jr	2/1/2024	Police Report #20234377, June 09, 2023, 7067 Settlers Ridge, Leon Valley, TX 78238	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-52	April M Kennedy	2/4/2024	Requesting report on Evan Haley Kennedy dob -----5 arrested 1/31/2024.	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-54	Mohamed Samir	2/5/2024	asking about list of the addresses of the properties with residential "Code Violations" in the city, in the period between 1st of Jan 2024 to 31 of Jan 2024	Complete	12	2/22/2024	\$ -	\$ -
OR-2024-56	Erica Hsu	2/6/2024	Please accept this as the request for traffic data from 01/01/2024 – 01/31/2024. 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 request. 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	10	2/21/2024	\$ -	\$ -
OR-2024-57	Robert kennedy	2/6/2024	Police report for case number 2024400324	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-58	WILLIAM JOHNSON / APPROVED ELECTRICAL & SOLAR, LLC	2/6/2024	8934 RUE DE LIS - This home owner had a Solar system started and was never finish by previous contractor, I was hired by the Finance company to get permit pull, inspected, system commissioned and fully operational. To do this I would need the Plans submitted to the city of Leon Valley to make this happen.	Complete	7	2/15/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-62	Dinesh Venkatesha	2/8/2024	I hereby submit an Open Records Request, specifically for any and all 911 calls, CAD Reports, citation reports, supplemental reports, investigation field notes, recorded statements, in-car videos, photographs, witness statements, body camera footage, and third party camera footage, Mugshot, and photographs of defendant vehicle pertaining to case 202400363, which is a collision occurred at State Highway 16, near intersection of block number 7000 Bandera Road and 6900 Huebner road, Leon Valley, Texas at approximately 19:43 (24 hours) on 02/02/2024. As we already have a copy of the crash report (attached for your convenience), unless there are any supplemental versions, we do not need an additional copy. Client Involved: Yahya Abdulmalik Opp Party: Dimitre D. Ivy Investigator Name: Greg A. Castro (ID No. 1400)	Complete	14		\$ 83.00	\$ 83.00
OR-2024-63	Christina jeffreys	2/8/2024	I am attempting to contact my long lost girlfriend this is all of the information I have, please do all that your able please James wilkins	Pending Clarification from Requestor	Paused		\$ -	\$ -
OR-2024-65	Manuel Trevino	2/8/2024	I received a traffic citation on 02/08/2023. Citation # E0069146 by officer Espinoza 518 and would like to review dash cam or video evidence of reason for citation before court date of 02/29/2023.	Complete	9	2/20/2024	\$ -	\$ -
OR-2024-68	Sammy Rodriguez	2/11/2024	Record	Pending Clarification from Requestor	Paused		\$ -	\$ -
OR-2024-69	Alexandre Mousseau-Rioux	2/12/2024	Hello, I am looking for the "COURT RECORD" regarding the incident report with Incident #200806383 with CFS #200808649. The incident happened on 08/12/2008. My name is Alexandre Mousseau-Rioux. My attorney had tried to get it but said I had to be the one to get it since I was a minor at the time. I stopped by there today and Mr. Cardena took a photocopy of my ID, to prove it is me requesting it. The request number my attorney gave me was 145008-01080009431, and Mr. Cardena gave me the reference number OR-2024-21 to give to you as well.	Complete	2	2/15/2024	\$ -	\$ -
OR-2024-70	William Martin	2/12/2024	I am requesting the body cam footage of Officer M. Sanchez #524 of the Leon Valley PD. Officer Sanchez responded to a motor vehicle collision on 01/10/2024 between 10:40 AM and 11:30 PM. The collision happened at the intersection of Bandera Rd and El Verde Rd, but both vehicles turned off of Bandera onto Huebner Rd to wait for the police. This is where the police arrived. In this video, she interviewed both of the drivers in question. This video will be used to determine liability compared to the police report and recordings from the city vehicle. I, one of the drivers, named William Martin, and the other driver an employee of the city. The case number provided was 202400112. I would like the footage of the entire event from Officer Sanchez arriving on the scene, to her departing. Thank you.	Complete	3	2/16/2024	\$ 38.00	\$ 38.00
OR-2024-71	William Griffith, Deputy Chief	2/13/2024	RE: Sean David Sampy - Any traffic history (arrests, accidents, or citations issued); any criminal records, incident reports, offense reports, protective orders. (See attached)	Complete	1	2/15/2024	\$ -	\$ -
OR-2024-72	Cherie Ballor	2/13/2024	RE: Edward P. Colton - See attached.	Complete	1	2/15/2024	\$ -	\$ -
OR-2024-73	Olawumi Oladapo	2/13/2024	I'd like a copy of my police report for Case # 202400292. My 2013 Hyundai Sonata was stolen from my apartment carport at Timberhill Commons Apartments overnight (early morning January 27, 2024) while I was at home. I went out Friday and came back home around 7:30 pm. The next day I noticed my car was gone and I called Public Safety. The officer that took my statement was A. Gonzalez #552.	Complete	1	2/15/2024	\$ -	\$ -
OR-2024-74	Michele Plymale	2/15/2024	RE: Andres Quiles Deya (See Attached)	Complete	0	2/15/2024	\$ -	\$ -
OR-2024-75	Detective Cory Schuler	2/15/2024	RE: Israel Anthony Sandoval, DOB: -----; DL: ----- (See Attached)	Pending Department(s) Response	9		\$ -	\$ -
OR-2024-76	Alex Guzman	2/16/2024	RE: Sergio DeLaMora; DOB: -----; DL: TX ----- - Any and all information of criminal, traffic, citation or incident reports you may have for this individual. (See attached authorization to release form)	Pending Department(s) Response	8		\$ -	\$ -
OR-2024-77	Metropolitan Reporting Bureau	2/16/2024	Incident Number 202600236	Complete	0	2/16/2024	\$ -	\$ -
OR-2024-78	Ladislao Yamacho Silva	2/19/2024	case numbers 202400121	Complete	0	2/20/2024	\$ -	\$ -
OR-2024-79	Batista Rivera Law Office	2/19/2024	We are looking for the police report #2024-00251. This car accident occurred on 01/24/2024. If you need additional information, please contact us at 210-818-9746.	Complete	1	2/21/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-80	Amaris Perales	2/20/2024	Hello. I am needing police reports/incident reports. Case# 20230 4530 against Joshua Garcia for threats. I am also need reports made by Joshua Garcia from November 2023 to February 2024 against myself Amaris Perales for child visitation.	Complete	0	2/20/2024	\$ -	\$ -
OR-2024-81	Heidi Baker	2/20/2024	SmartProcure is submitting a public records request to the for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. First Name; 2. Last Name; 3. Position Title; 4. Department; 5. Direct Phone Number (if does not exist, list main phone number with extension); 6. Business Cell Phone (if provided by); 7. Email Address; 8. Office Address (Address, City, State, Zip)	Complete	3	2/26/2024	\$ -	\$ -
OR-2024-82	Metropolitan Reporting Bureau	2/20/2024	Report Number 202302569	Complete	0	2/20/2024	\$ -	\$ -
OR-2024-83	Gustavo Sanchez	2/20/2024	I'm requesting a vehicle crash report from 02/03/24, case number 2024-LVPD-00373.	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-84	LSJ Enterprise	2/20/2024	Drawings of permit set for 6600 Bandera Rd, San Antonio, TX 78238	Complete	3	2/26/2024	\$ -	\$ -
OR-2024-85	Detective Cory Schuler	2/20/2024	RE: Israel Anthony Sandoval; DOB: ----- (See attached)	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-86	Johnathan Kim	2/21/2024	I am requesting police report 202405855 regarding an ABI by Andrea Mares DOB -----. Additionally, I am requesting a name survey for Andrea Mares ----- I am requesting a name survey for Erick Mares ----- I am requesting an address survey for 7219 FOREST MONT ST. SAN ANTONIO TX	Complete	2	2/26/2024	\$ -	\$ -
OR-2024-87	RM Jasso Law Firm, PLLC	2/21/2024	Requesting the Certified Accident Report for Case No. 202303254. Name of client: Ashley B. Riojas. DOA: 09/05/2023.	Pending Payment	5		\$ 8.00	\$ -
OR-2024-88	Evon Dwain Parkes	2/20/2024	RE: Shawn Anthony Buie; DOB: ----- (See attached)	Complete	0	2/21/2024	\$ -	\$ -
OR-2024-89	María Gallegos - Lexitas	2/22/2024	Case ID: 202203971 (See attached)	Complete	0	2/22/2024	\$ -	\$ -
OR-2024-90	Crystle Meza	2/22/2024	Case Number 202400377 Vehicle collision into home.	Complete	0	2/22/2024	\$ -	\$ -
OR-2024-91	Flora Moreno	2/22/2024	Case # 202400226, On Sunday, January 21,2024. This report was for a road rage, a car followed my daughter's car and shot her car up on Grissom Rd. She had 2 other people in her car and her dog.	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-92	Johnathan Kim	2/22/2024	I am requesting police report 202217394	Complete	0	2/22/2024	\$ -	\$ -
OR-2024-93	Alex Guzman	2/23/2024	RE: Matthew Mesa DOB: ----- DL: ----- - employment record (performance, attendance, etc.); military records; polygraph records; criminal records and reports; education records; financial records; US Veterans Administration; social media; information of a confidential nature or information considered as privileged and photostats of same, if requested. See attached release.	Pending Department(s) Response	3		\$ -	\$ -
OR-2024-94	Anup Jacob, Zinda Law Group	2/23/2024	I hereby submit an Open Records Request, specifically for the probable cause affidavit, criminal hearing date, the criminal defense attorney, and administrative case file for license revocation pertaining to case 202400363, which is a collision occurring near SH 16 Block Number 7000 Bandera Rd and 6900 Huebner Rd in Leon Valley, TX at approximately 7:43pm on 02/02/2024. Client involved: Yahaya Abdulmalik (DOB: -----) Opposing party: Dimitre Ivy (DOB: -----) As we already have a copy of the crash report (attached for your convenience), unless there are any supplemental versions, we do not need an additional copy.	Complete	1	2/26/2024	\$ -	\$ -
OR-2024-95	Robert Willmann, Jr	2/24/2024	Five items of information are requested about a 2003 Toyota Camry automobile that had been held by the City of Leon Valley and has been placed in an auction conducted by the Ward Auction Company, that is held only on the Internet, from February 22, 2024 to March 4, 2024. The auction company itself does not provide the following information, and so it is requested from the City.1. The vehicle identification number of the Toyota Camry.2. The mileage on the vehicle at the time the City was in possession of it.3. Whether the City of Leon Valley did any repairs to the vehicle.4. If the City did any repairs, what repairs were done. 5. Whether the Toyota vehicle is driveable. The description at the auction's website says there is a key for it and it will start, but does not include the information on whether it mechanically is able to be driven. A photo of the car is attached, and it is one of the photos shown on the auction company's website. The auction website describes the vehicle as: "Lot #: 19 - 2003 Tfalse,"ThrowRefreshRecommendedErro	Complete	0	2/26/2024	\$ -	\$ -
OR-2024-96	Spectrum Lenders, LLC	2/26/2024	Mindy, Roque, thank you for your help and search in finding the records of the survey and building plan with the utility connections to 6600 Bandera, Leon Valley. Please send the information by email and a Hard Copy to my address, above, if possible.	Pending Department(s) Response	2		\$ -	\$ -
OR-2024-97	Andrea Sifuentes, Law Offices of Thomas J. Henry	2/26/2024	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.	Pending Payment	2		\$ 38.00	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-98	Enrique Rojas Camacho	2/26/2024	i would like to know updates on the crash report and what is going to happen	Complete	0	2/26/2024	\$ -	\$ -
OR-2024-99	Michelle Watson, Germania Insurance	2/26/2024	RE: Claim number 104-53-725; Insured: Doris Randolph - LVPD Incident # 202400251	Complete	0	2/26/2024	\$ 6.00	\$ 6.00
OR-2024-100	Arturo Villarreal Jr	2/26/2024	1. Agenda item background information on the Huebner Creek Flood Mitigation Project at the April 19, 2022 Leon Valley City Council meeting. 2. Agenda item background information on the Possible Alignment of Huebner Creek for Flood Control and Erosion Control Project(s) on February 24, 2024 Leon Valley City Council meeting. 3.Current professional engineering contract with Adurra Engineers. City engineers for the City of Leon Valley.	Complete	0	2/26/2024	\$ -	\$ -
OR-2024-101	Enrique rojas	2/26/2024	202400383	Complete	0	2/27/2024	\$ -	\$ -
OR-2024-102	Seth Arthur	2/27/2024	Please accept this email as a request for the PRELIMINARY, AS READ Bid Result for the City of Leon Valley Seneca West Drainage Improvements 10/11/22 project. Please let us know if you need additional information to process this project. Feel free to send the requested information to the email listed below	Complete	0	2/27/2024	\$ -	\$ -
OR-2024-103	Wyatt Law Firm	2/27/2024	Client: Alejandro Vasquez; Date of Incident: February 21, 2024; Location: Bandera & Huebner Rd.; Case Number: 2024-00606; 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	Pending Department(s) Response	1		\$ -	\$ -
OR-2024-104	Alexander Blanton		Applicant: Julien Carrillo. The above-named police applicant has applied for a position with the San Antonio Police Department. A background investigation is currently being conducted to determine the applicant's suitability for employment. Since maintaining high standards of public service is so vital, the information being requested can have an important bearing on the background investigation. This office would appreciate your cooperation by filling out the above/attached form for the applicant.	Pending Department(s) Response	1		\$ -	\$ -
OR-2024-105	Joshua Alexander Garcia	2/27/2024	Call in reports and case numbers filled police report due to the mother of my children not bringing my kids here at the police station for my weekend visitation	Complete	0	2/27/2024	\$ -	\$ -
OR-2024-106	James Butler, Claim Specialist	2/27/2024	Barcode # 1120249277 - RE: Ervin Gomez; Date of Loss: 01/29/2024; Report # 202400306	Complete	0	2/27/2024	\$ 6.00	\$ 6.00
OR-2024-107	Seth Arthur	2/27/2024	Please accept this email as a request for the PRELIMINARY, AS READ Bid Result for the City of Leon Valley Seneca West Drainage Improvements 10/11/22 project. Please let us know if you need any additional information to process this project.	Complete	0	2/27/2024	\$ -	\$ -
OR-2024-108	John Salazar	2/27/2024	LVPD Case number 2024-000050; Report of Vicious Dog Attack	Complete	0	2/27/2024	\$ -	\$ -

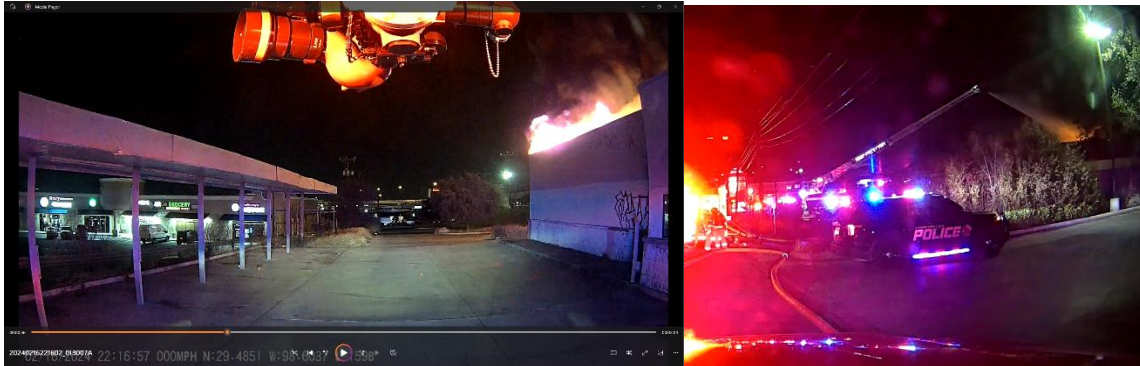
OFFICE OF THE CITY SECRETARY

- Processed two (2) Subpoena
- Certified one (1) LVPD Report.
- Volunteered two (2) hours at Basura Bash - February 17, 2024

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
• Prepare the May 04, 2024 General Election Candidate Packet and post to the website	Thursday, December 21, 2023	Completed 12/14/2023
• Review and Revise Directive A14 - Records Management	Monday, January 1, 2024	Submitted to City Manager & IT for review. 12/21/2023
• Prepare Record Management Plan binders for each department	Friday, March 29, 2024	
• Provide Record Management training to each department	Friday, June 28, 2024	

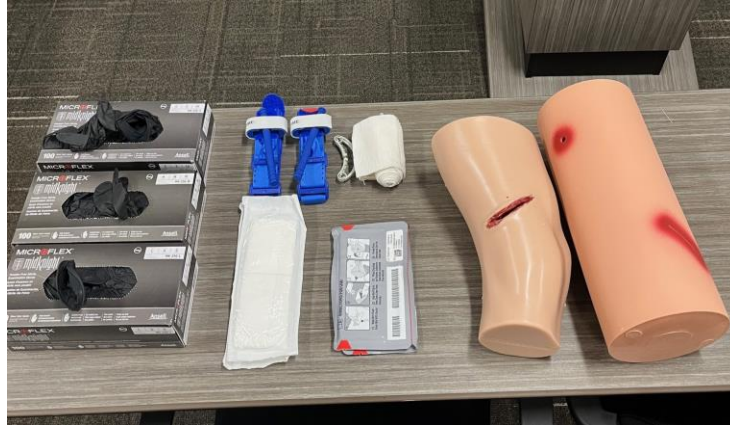
FIRE DEPARTMENT

- The FD and several mutual aid departments responded to a structure fire in a commercial business on Wurzbach Road on 02/16/2024. Upon arrival, the fire was through the roof on the rear of the building. Several homeless people were on-site and had to be removed from the immediate area for safety reasons. The building was not occupied at the time and had not been for several years. The building had no utilities connected at the time of the fire and showed signs of vandalism. The fire was extinguished using our ladder truck, several handlines and 21 firefighters. The fire is under investigation.



- High Seirra has completed necessary repairs and upgrades to the HALT gate system. These repairs included sensor replacement in the flood way, cross arm repair, and system testing. The HALT gate computers were upgraded to the latest version, allowing better integration with the Bexar County Contrail flood monitoring systems. We are still working to integrate the existing flood warning sirens in the HALT gate system for automatic sounding. Both systems will be housed in the FD server room, which will allow emergency personnel better access to the systems.
- The fire alerting system and radios for the station were upgraded to ensure reliability and effective alerting for emergency dispatches. The previous systems were extremely outdated and were moved from the old fire station and not updated. The FD is still working to correct several installation issues related to improper installation of the previous systems.
- The ambulance damaged in an accident on 07/27/2023 is still at Miracle Paint and Body waiting for body parts from the ambulance manufacture. We receive weekly updates on the progress and anticipate completion of all repairs in the next 3-6 months. The vehicle portion of this repair is ready for paint while work continues to the box portion of the vehicle. An additional supplement has been submitted for additional repairs. We have requested a completion date from Miricle Paint and Body.
- The Fire Department is securing an appropriate cab and chassis for our new ambulance budgeted for this FY. There is currently a nation-wide shortage for ambulance conversion chassis. We have found pricing pending with three dealers currently and are exploring more distant Dodge dealers. This project has spread to out of state dealers as suggested by the ambulance vendor.
- The Fire Department will begin scheduling Stop the Bleed classes for all City employees. These classes will be taught in the FD training room and will be in groups of 5. This will

allow all employees sufficient time to practice the needed skills. Coordination for these classes will be through AFC Willis.



PUBLIC WORKS

- Meeting with the site work contractor at the Trilogy development to discuss water and sewer main layout.
- The engineer has started designing the El Verde Water Main Project.
- The engineer is in the design phase for the Hike & Bike Trail Segment II.
- Staff is working on an Impact Fee Study and water and sewer rate study.
- The sewer televising and cleaning contractor continues their work.
- Plans for the FY 2024 Street Maintenance Project are underway. The targeted neighborhood is Grass Valley.
- Engineering and design are underway for the second portion of the Wurzbach Sewer Main Replacement Project.
- Working on repairs to the Kinman House – the foundation is sinking on the Forest Pine side of the structure.
- City engineers are inspecting the foundation under Fire Department for vapor barrier issue.
- Working on repairs to the Sally Port at the Police Station – the frame has been water-damaged and needs to be replaced.
- Preparing for replacement of storefront area at City Hall near Council Chambers.
- Preparing for remodel of Conference Center to install a kitchen area.
- The street maintenance contractor will be finishing the Year 6 Street Maintenance Project by performing mill & overlay in the Grass Valley neighborhood.
- Crack sealing on Cades Cove and Millwheel
- Restoring pavement along a sewer easement at 6312 Grissom Road.
- Mowing Bandera Road.
- Picking up excess brush piles city-wide.
- Cleaning up after Earthwise Living Day event.
- Rebuilding water sheds at the Fire Station.
- Removing trees/shrubs at new impound lot location on Jeff Loop.
- Restoring fencing at Shadow Mist Park.
- Painting pavilions at Raymond Rimkus Park.
- Installing water valve in Linkwood to assist in future emergency shut-offs.
- Replacing dead meters.

- Flushing dead-end mains.
- Taking water samples.
- Mowing well sites.
- Videoing sewer on Sulky.
- Tapping new service in Linkwood.
- Performing meter and service line inventory per the TCEQ.
- Restoring fencing at Shadow Mist Park
- Installing water valve in Linkwood to assist in future emergency shut-offs.
- Crack sealing Old Mill Park trail.

ECONOMIC DEVELOPMENT

- Completed and published utilities assistance program.
- Scheduled the job fair for April in corporation with Alamo Workforce Solution.
- Completed and posted Sales tax report on the website.
- Held EDC committee meeting on the sign ordinance, which will brought to council on a later date.
- Held meetings with businesses in the process of opening up in Leon Valley.

COMMUNITY RELATIONS

- Purchased video books and created a sponsorship video with Economic Director for 4th of July fireworks display, built a swag box and sent to Budweiser and Miller Lite distributor marketing reps for consideration.
- Held EarthWise Living (EWL) event - 42 exhibit booths, 3 food trucks, first Ewaste collections fiscal impact provided later
- Awaiting approval list from Mayor to send out volunteer dinner invitations- ready for pick up at Kwik Kopy
- Awaiting Fiesta medals
- Sent letter for site approval to host Household Hazardous Waste (HHW) event at fire station
- Created HHW flyer distributed at EWL
- Assisting Economic Director job fair needs, webform, facility, promotion
- Working on sanitation survey webform
- Created a new template for ENews
- Getting ready for construction at the conference center beginning April 1, met with contractors for another walk-thru.

HUMAN RESOURCES DEPARTMENT

- **Staffing**

Active:	111	
Vacancies: 10		New Hires:
Police Dept. – 6		Public Works – 2/20/24 Eric Garza, Maintenance
Fire Dept. – 1		Police Dept. – 2/20/24 Johnny Orellana, Patrol Officer
Public Works – 2		
- Interviews continue for the Code Enforcement/Animal Control vacancy.
- **Policies approved, drafted, review:**
 - APPROVED: Revisions to A23-Travel Policy/Update Forms, effective 3.01.2024.

- APPROVED: Revisions to A9-Reporting On-the-Job Injuries, effective 3.01.2024.
 - 2nd DRAFT: Revisions to the Dress Code Policy. Pending CM Review.
 - DRAFT: Revisions to the City of Leon Valley Personnel Policy Manual. Pending PD Review.
 - DRAFT: Revisions to Accident Reporting & Accident Review Committee Policies. Pending CM Review
 - DRAFT: Revisions to City Driver Policy, to include a point-system for infraction, cost of damages and disciplinary measures. Pending CM Review.
- **Activities (status):**
 - Staffing Utilization Study – Draft Geospatial Report, end of March. Feedback Meeting to be scheduled upon receipt of Draft Geo Report.

INFORMATION TECHNOLOGY

- 2/7 Set up network scanning for Plans and Plats for Planning and Zoning
- 2/13 Set up a demo of three in-vehicle tracking devices with dash cameras for Public Works and 1 building surveillance system with Samsara.
- 2/20 Attended TEEEX training "Cybersecurity Resiliency in Industrial Control Systems"
- 2/21 - 2/22 Attended TEEEX two-day training "Recovering from Cybersecurity Incidents"
- 2/27 Attended February monthly Meeting for MS-ISAC regarding cybersecurity.
- 2/28 Attended TAGITM Quarterly meeting in Boerne. Topics included Cloud Based Computing, Cybersecurity, Eclipse Planning, and projects being worked on.
- Staff Request
 - Tickets Closed 28
 - Tickets with action pending 8
 - Tickets Active 8
 - Tickets created in February - 25
 - Tickets Created in January - 21

UPCOMING LIBRARY PROGRAMS

Spring Break STEM Week

- March 9th at 1pm: Solar Eclipse Masks
- March 12th at 10:30am: Circuit Name Tags
- March 12th at 1pm: Fidget Spinners
- March 13th at 1pm: LED Puppets
- March 14th at 1pm: Wind Racers
- March 15th at 1pm: Cosmic Constellations
- March 16th at 12pm: Kaleidoscopes

Book Clubs

- Saturday, March 11th at 11:00 am: *The Tainted Cup* by Robert Jackson Bennett
- Thursday, March 7th at 6:00 pm: Percy Jackson Book Club – *The Lasy Olympian* by Rick Riordan
- Thursday, March 21st at 6:00 pm: *The Colliding Worlds of Mina Lee* by Ellen Oh
- Saturday, March 23rd at 11:00 am: *Poverty, by America* by Matthew Desmond

Upcoming Regular Programming

- Wednesdays at 10:30 am: Adventures' Club Storytime
- Thursdays at 10:30 am: Li'l Explorers Storytime
- Tuesdays at 11:00 am Baby & Me Lapsit Storytime
- Fridays at 9:30 am Yoga
- 2nd Saturday of the Month Drum Circle
- 4th Friday of the Month Community Coffee
- Thursday, March 16th at 12pm D&D

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/3728/cm_report_3-5-24.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be Tuesday, March 19, 2024, at 6:30 pm, in Council Chambers.
- The Planning and Zoning Commission will meet on March 12 & 26, 2024, at 6:30 pm in the City Council Chambers.