



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: May 21, 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 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
Sign	1
Mechanical	3
Plumbing	6
Building	1
Electrical	4
Roof	3
Gas	2
Utility	2
Garage Sale	4

Foundation	1
Food	1
Remodel	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 Ardurra to help with revising the Master Plan
- Updating Zoning Map – I will be working with IT Director on this project.
- Working with code on business compliance letters
- 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- bank bldg.
- Floodplain permit – NW Industrial
- Sign Variance – 5902 Bandera
- Possible rezone, SUP, Plat for 7708 Eckhart
- 6758 Poss- Subdivision New Construction PDD
- 6201 Sawyer – Plat- Buddhist Temple
- PDD Ordinance Revisions
- Impact Fees Revisions
- 6550 Huebner – Pre-development meeting for future development
- 5616 Bandera – Floodplain Permit – Carwash
- 4723 Timco West – Floodplain permit – Warehouse
- 5716 Wurzbach – Non-specific use – Hookah Lounge

CERTIFICATE OF OCCUPANCY

- Sancast Group LLC/6746 Poss Road/Office-Storage
- Stellar Counseling PLLC/6502 Bandera Road Ste. 101/Professional Office – Counseling
- Fortis Healthcare/7180 Bandera Road/Healthcare
- Grupo CDC/4700 Timco West Ste. 118/Storage
- A&M Cabinets/6213 Grissom Road Ste. 605/Storage
- Crossfit Mettle/7325 Reindeer Trail Ste. 114/115/Gymnasium-Physical Fitness
- Kiesler Police Supply, Inc./5405 Bandera Rd. Ste. 101/Private Sale firearms, ammunition & police accessory
- Sho-link/4700 Timco West #111/Storage
- Baja Automotive/5504 Bandera Road Ste. 618/Automotive Repair and/or Service

OPEN RECORDS REQUEST

Processed Requests Report 05-02-2024 Through 05-14-2024

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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-2024-57	Robert kennedy	2/6/2024	Police report for case number 2024400324	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-113	Nyree Williams - Lexis Nexis	2/29/2024	Lexis Nexis Request Number: 24-0100134 - LVPD Case 202400226 from Incident that occurred on 01/21/2024 at 12:00 AM on Bandera Rd involving Samantha Moreno	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-137	LEXIS NEXIS	3/12/2024	LVPD Report 202400226	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-159	Blanca Carmona	3/21/2024	looking for reports on police reports.	Pending Clarification from Requestor	Paused for 61-days		\$ -	\$ -
OR-2024-161	Carlos	3/22/2024	My name is Carlos Rios, I was told I needed the police report for my insurance company for a crash that happened 03/18/24.The case number is 202400874	Pending Payment	38		\$ 6.64	\$ -
OR-2024-180	Frances Garza-Alvarado	3/28/2024	Police Report - Feb 4, 2024 - At approximately 3 am - at 6203 Desert Sun, Leon Valley TX 78238 - renter Crystle Meza - homeowner Frances Garza-Alvarado, 4803 W Lake Oaks, San Antonio TX 78251. Incident: drunk driver, driving a Chevrolet Silverado, license plate DPR 7236, crashed into front right side of house through dining room through stairway.	Complete	26	5/6/2024	\$ -	\$ -
OR-2024-203	Deja Dumas	4/9/2024	I need a copy of police report 202400228	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-206	Sandy Dani zavalá Fuentes	4/11/2024	Family issues	Pending Clarification from Requestor	Paused for 61-days		\$ -	\$ -
OR-2024-223	BRETT DYER	4/22/2024	I would like to request blueprints for the plumbing & sewer lines for 6325 Bandera Rd, Leon Valley, TX 78238	Pending Department(s) Response	10		\$ -	\$ -
OR-2024-224	CITY AND COUNTY OF HONOLULU POLICE DEPARTMENT	4/22/2024	The below-named individual is applying for a position with the Honolulu Police Department and it is currently in the Background Investigation phase. This individual has either resided in and/or frequented your jurisdiction, and we ask that you investigate their criminal and/or traffic record, including any juvenile records. Gabriel James Neaverth SSN: ----- DOB: ---- If this individual has any records, please include a copy of each report and disposition of the incident	Complete	9	5/4/2024	\$ -	\$ -
OR-2024-230	FBI NICS	4/24/2024	Alias AKA(s): FUENTES, JOHN; Alias DOB(s): ---; ---; ----; ----; Alias SSN(s): -----; Please submit any documentation you may have pertaining to the alias information for the criminal record.	Complete	7	5/4/2024	\$ -	\$ -
OR-2024-231	The Legal Connection	4/25/2024	Any and all records, relating to the incident that occurred on December 30, 2023, in Leon Valley, Bexar County, Texas involving Wyatt Russell Sr. (DOB: -----) including but not limited to police reports, photographs, notes, witness statements, 911 calls, police body camera photographs, police body camera video, in-car camera system downloads, in-car camera system photographs, in-car camera system videos, diagrams, videos and any other information, or any other type of work relating to the investigation (in digital format; whether in electronic form or reduced to writing, including, but not limited to, any other records contained in your files from other sources).	Pending Fee Acceptance	14		\$ 65.00	\$ -
OR-2024-233	PHOENIX POLICE DEPARTMENT	4/25/2024	Re: Hobson, Bobby joe Date of Birth: ----, SSN: --- Alias(es): ---To Whom It May Concern: The above listed individual has applied for employment with the Phoenix Police Department (OR: AZ0072300) in AZ for the position of Police Recruit. As part of our pre-employment background investigation, we are required to make contact with government agencies such as courts and law enforcement agencies within the areas the applicant has previously resided in or spent considerable time.	Pending Department(s) Response	6		\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-236	Erika Marin	4/26/2024	ANY AND ALL ACCIDENT INVESTIGATION RECORDS INCLUDING BUT NOT LIMITED TO: Incident reports and all supplements, which may include: interoffice memorandum, chemical analysis test requests and results, accident investigation records, and reports, PD reports, FD reports, field notes, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, copies of audio tapes, copies of video tapes, car cam video, body camera video, witness statements, drawings, diagrams, accident reconstruction team records and reports; Any and all information and/or documents relating to the causation of the accident, event information details, 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 date compilation in any form pertaining to the above reference accident.	Complete	12	5/14/2024	\$ 78.00	\$ 78.00
OR-2024-237	CALIFORNIA STATE PARK RANGERS	4/29/2024	Re: Conforti, Nicholas, Date of Birth: ----, SSN: ---- Alias(es): Nick. To Whom It May Concern: The above listed individual has applied for employment with the California State Park Rangers (ORI:CA0341200) in CA for the position of Lateral Transfer SPPO. As part of our pre-employment background investigation, we are required to make contact with government agencies such as courts and law enforcement agencies within the areas the applicant has previously resided in or spent considerable time. Please search your records using the applicant's above listed information. The California State Park Rangers holds a valid, signed authorization from this applicant to request any and all law enforcement related records. I have attached the authorization for your review.	Complete	10	5/14/2024	\$ -	\$ -
OR-2024-238	Ricochet Construction	4/29/2024	Plat request for Forest Oaks Apartments 6313 Evers rd. San Antonio , Tx 78238	Complete	5	5/7/2024	\$ -	\$ -
OR-2024-240	Thomas J Henry Law PLLC	4/30/2024	RE: Alyssa Sanchez & Joseph Luna. 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 requesting all documents or information which were created or reviewed in reference to the investigation of the above-referenced accident.	Pending Department(s) Response	11		\$ -	\$ -
OR-2024-242	Data Driven Safety, LLC	5/1/2024	On behalf of Data Driven Safety, LLC, we are making a request for the April 2024 Conviction/Val Report - in the same XML format you have sent in the past. It should have the following fields: Select Error Court Location Citation Violation Agency Name Viol Date/Time Filed Date Name Defendant Address Defendant City Defendant Zip Defendant State Sex Race Vehicle Make Vehicle Year PD Case Number Statute Type Offense Code Offense Viol County Viol Location Speed Limit Accident Status Date/Time Status Description Plea Defendant Attorney Conviction Date Amount Paid Total Due	Complete	9	5/14/2024	\$ -	\$ -
OR-2024-244	Erica Hsu	5/1/2024	Please accept this as the request for traffic data from 04/01/2024 – 04/30/2024. 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	8	5/14/2024	\$ -	\$ -
OR-2024-246	Teresita Lopez	5/1/2024	Requesting police report and coban video any video leading up to the stop and during the stop with timing of all events on October 26, 2023. Case # 735941, LVPD-2023-003947 WITH Markus Lopez Dob ---- in a 1999 Honda Accord color is brown.	Complete	1	5/3/2024	\$ -	\$ -
OR-2024-247	Ceara Doyle - Case Manager w/ Davis Law Firm	5/17/2024	Please provide me with report# 202401140 taken by Leon Valley PD, possibly taken by officer J. Arambula Badge# 578. Our client is Alex Navarro, dob ----. Accident occurred on 4/12/24. The other driver involved may have been named Jake Samaniego, -- DL# ----.	Complete	1	5/3/2024	\$ -	\$ -
OR-2024-248	Devan Evans, Claims Liaison for Sentinel Risk Advisors	5/6/2024	Requesting Incident Report #202400526 please	Complete	0	5/6/2024	\$ -	\$ -
OR-2024-249	Special Agent Gilbert - ATF	5/6/2024	ATF requesting a copy of the police report for the stolen firearm BKY572	Complete	0	5/7/2024	\$ -	\$ -
OR-2024-250	JOSIE VERDUSCO	5/6/2024	Please conduct a search of your records, on the individual listed below, dating back to the individual's 16th birthday and provide this office with a written confirmation of the results. The person identified below is employed with our organization in a position of public trust with duties and responsibilities that involve regular contact with or control over Indian children. Attached is a Bureau of Indian Education Authorization for Release of Information, which is valid two 2 years from the date signed. Full Legal Name: Josie Verduco Other Name(s) Used: Social Security Number: ---- Date of Birth: ----	Complete	0	5/6/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-251	Betty Galvan	5/7/2024	Offense Report. See Attached	Complete	0	5/7/2024	\$ -	\$ -
OR-2024-252	Brian Wakefield	5/7/2024	LVPD Report # 202401140 (See Attached)	Complete	0	5/7/2024	\$ 6.00	\$ 6.00
OR-2024-253	Michael schag	5/7/2024	I would like a copy of the police report and a copy of the medical examiners report for James Scott of 6738 Timberhill Dr. He committed suicide on the morning of March 23rd 2024 at about 4:00 AM. I was the person who called 911 and I am also named as Executor of his Will.	Complete	0	5/7/2024	\$ -	\$ -
OR-2024-254	Joe Collins	5/7/2024	I'm requesting Building permits issued in the month of April 2024. I need Residential and Commercial building permits as well as new in-ground swimming pools. I need as much of the following data as possible: Permit Number, Date issued, Construction job Value, job site address, Subdivision, square footage (if applicable), Owner name, Owner address if possible, and Contractor name, Contractor address if possible. I would like all new swimming pools, regardless of value, and all others at \$25,000 or more (if possible but not necessary).	Complete	0	5/7/2024	\$ -	\$ -
OR-2024-255	Mohamed Samir Mohamed	5/8/2024	Hello, I am asking about a list of City Properties with residential code violation, in the period between 3/1/2024 to 4/30/2024	Complete	0	05/08/2024	\$ -	\$ -
OR-2024-256	Mohamed Samir Mohamed	5/8/2024	Hello, I am asking about a list of City Properties with residential fire damage, in the period between 3/1/2024 to 4/30/2024	Complete	0	05/09/2024	\$ -	\$ -
OR-2024-257	Mohamed Samir Mohamed	5/8/2024	Hello, I am asking about a list of City Properties with residential water shut off, in the period between 3/1/2024 to 4/30/2024	Complete	0	05/08/2024	\$ -	\$ -
OR-2024-258	OMNIPLEX	5/8/2024	Re: Irma Demming DOB ----- Investigative Report	Complete	0	05/09/2024	\$ -	\$ -
OR-2024-259	Sarah Phosouvanh	5/8/2024	REQUEST FOR AN INCIDENT REPORT THEFT OF PERSONAL PROPERTY FROM VEHICLE IN FRONT OF PIZZA SHOP 4/30/2024 @ 6965 BANDERA RD #202401325 INSURED TIFFANY POWERS	Complete	0	05/09/2024	\$ -	\$ -
OR-2024-260	Zachary Wright	5/8/2024	I was looking for any documentation which shows how many police officers are currently employed in the Leon Valley Police Department. I'm also hoping to find out how many Police traffic violations were issued in the city (annual totals would be fine or monthly figures) between 2022 and May 8, 2023.	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-261	Officer Daniel Gamez	5/9/2024	Fire / EMS: 0913-2301678-LZLY LVPD Case# 202303362 Ofc. Guadarrama #523	Pending Department(s) Response	4		\$ -	\$ -
OR-2024-262	Reynaldo Castano, Begum Law Group	5/9/2024	RE: Alexa G. Launas and Elvin M. Bulnes Gonzalez; DO: 03/09/2024; Location: 6000 Bandera Road and 5300 Wurzbach Road in Leon Valley, TX; Time of Incident: 02:46 PM; Officer: Alan Gonzalez # 1403 LVPD. I am seeking the release of: 1. Copy of report and any related documents under SN# -----; 2. Any and all investigative reports, measurements, witness statements and notes taken during the investigation of the above referenced incident; 3. Names, addresses, and phone numbers of any witnesses of the above referenced incident; 4. Dispatch reports and/or transcripts phoned into "911" emergency operators in relation to the above referenced incident; 5. Any videotapes, photographs, body camera and dash camera videos during the investigation of the above referenced incident; 6. Blood alcohol and/or drug testing, and criminal files regarding any individuals involved in the above referenced incident; and 7. Any data from the Laser Scan that was conducted at the scene. (See Attached)	Pending Fee Acceptance	4		\$ 42.00	\$ -
OR-2024-263	Dennis Coburn	5/9/2024	My name is Detective Dennis Coburn with the San Antonio Police Department Applicant Processing Unit. I am currently doing a background investigation for police employment on the above attached individual. Could you please check your database/s for any traffic citations, traffic accidents, arrests, police reports, or warrants on this applicant in your jurisdiction? If any of the above are found, could I please get a copy of the information, and the disposition?	Pending Department(s) Response	4		\$ -	\$ -
OR-2024-264	Sarah Phosouvanh	5/9/2024	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 4/12/2024 @ NW LOOP 410 ACCESS RD #202401140 TIME 11:40 PARTY INVOLVES JAKE SAMANIEGO/ALEX NAVARRO	Complete	0	5/10/2024	\$ -	\$ -
OR-2024-265	Det. Dennis Coburn, SAPD	5/10/2024	My name is Detective Dennis Coburn with the San Antonio Police Department Applicant Processing Unit. I am currently doing a background investigation for police employment on the above attached individual. Could you please check your database/s for any traffic citations, traffic accidents, arrests, police reports, or warrants on this applicant in your jurisdiction? If any of the above are found, could I please get a copy of the information, and the disposition?	Pending Department(s) Response	4		\$ -	\$ -
OR-2024-266	Robert Becerra	5/13/2024	We had license plates stoles from 2 different work trucks. MHC Management company trucks. Need a police report to move forward to replace stolen plates for both vehicles. The officer that responded and took reports for both vehicles name is Andy Griego Case# 202304325	Complete	0	5/14/2024	\$ -	\$ -
OR-2024-267	Sarah Phosouvanh	5/13/2024	REQUEST FOR AN THEFT REPORT 4/30/2024 @ 6965 BANDERA RD #2024LVPD001325 INSURED TIGGANY POWERS	Complete	0	5/14/2024	\$ -	\$ -
OR-2024-268	Sarah Phosouvanh	5/13/2024	REQUEST FOR AN AUTO THEFT REPORT 4/16/2024 @ 6007 GRISSOM RD INSD RES PARKING LOT #20240117Z TIME 3:45 INSURED CASSANDRA L ALVAREZ	Complete	0	5/14/2024	\$ -	\$ -

Processed Requests Report 05-02-2024 Through 05-14-2024								
Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-269	Alma Palma	5/14/2024	Property Manager requesting for eviction court proof of incident occurred at 6300 Rue Marielyne #504 on April 19, 2024 involving Jacob Rios & Jonica sistos	Complete	0	5/14/2024	\$ -	\$ -
OR-2024-270	Alma Palma	5/14/2024	Request for incident occurred on April 19, 2024 at 6300 Rue Marielyne st #504 San Antonio, Texas 78238. Involved Jonica Sistos & Jacob Rios. Requesting for eviction court	Closed - Duplicate	0	5/14/2024	\$ -	\$ -
OR-2024-271	Mary Ruth Fernandez	5/14/2024	Please provide the list of San Antonio residents that signed a petition against the One Stop LP development proposal that was turned given to the LV City Council.	Complete	0	5/14/2024	\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Provided TX OAG TOMA and PIA training to one (1) newly hired director.
- Certified a TABC License Application for 7080 Bandera Road - Hyderabad Spicy Matka
- Defensive Driving – 6 hours of training.

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, April 1, 2024	Completed 4/1/2024
• Prepare Record Management Plan binders for each department	Friday, May 7, 2024	
• Provide Record Management training to each	Friday, July 15, 2024	

FIRE DEPARTMENT

- With the recent rain events, we have closely monitored the flood warning system and it has worked without issue. This item will be removed from the CM report but will remain on our radar and will be monitored closely.
- The LVFD continues to work with BCSO and STRAC to ensure response times are being separated and reported correctly in our reporting system. We are currently working on customs reports to ensure we can separate our times as suggested in best practices policies.
- The ambulance damaged in an accident on 07/27/2023 is still at Miracle Paint and Body and should be completed this week. The main take-away is that it took 10 months to repair an ambulance. The picture below is from 05/12/2024.



- Deputy Fire Marshal Jeremy Ross has completed four months of field training in the police department. DFM Ross completed the law enforcement academy in October 2023 and began the FTO program on January 2024. DFM Ross is now a fully qualified law enforcement officer, licensed by the State of Texas and LVPD.
- Assistant Fire Chief Chris Willis has begun the field training portion of his law enforcement training. AFC Willis will be in the LVPD for the next four months.

PUBLIC WORKS

- The engineer has started designing the El Verde Water Main Replacement Project.
- Staff has finalized the Impact Fee Study and will present it to City Council on the 7th adoption scheduled for May 21st.
- Staff and the City Engineer continue to prepare the water and sewer rate study.
- The sewer televising and cleaning contractor continues their work.
- Staff is getting estimates to install irrigation systems at the parks.
- Year 7 Street Maintenance – plans are almost ready. Bid in June and awarded in July. Work will start in August. Targeting the Grass Valley neighborhood as they had the lowest scores.
- We are applying for a CDBG grant to replace the sewer main in the alley between Cammie Way and Evers Rd.
- Finishing repairs to the Kinman House foundation.
- City engineers are inspecting the foundation under the Fire Department for vapor barrier issues.
- Working on repairs to the Sally Port at the Police Station – the frame has been water-damaged and needs to be replaced.
- Preparing for the replacement of the storefront area at City Hall near the Council Chambers.
- The remodeling of the Conference Center to install a kitchen area is almost complete.
- The Park Commission and staff are revising the Park Master Plan.
- Wurzbach Sewer CDBG – plans are almost ready. Bid in June and award in July. Work will start in August and will take about a month.
- Repairs to Huebner Creek at Poss and Cherryleaf were delayed due to rain and equipment delays.
- They will start on June 10th. Repairing driveway approach on Mike Nesmith.
- Power washing unknown fluid on El Verde Road.
- Mowing Zone 2 – Grissom and Poss Roads.

- Repairing fence at Linkwood – Pavona Trail.
- Performing make-ready on Forest Oaks Pool.
- Rebuilding water sheds at Fire Station. Performing meter and service line inventory per the TCEQ.
- Running sewer camera at Forest Oaks pool.
- Replacing dead meters and broken curb stops.
- Repairing water leak at the meter at City Hall.
- Installing curve ahead signage on Poss Road.
- Mowing Zone 2 – Bandera Road.
- Installing new park trail signage.
- Cleaning out Zarzamora Creek at 5601 Bandera.

UPCOMING LIBRARY PROGRAMS

- **Upcoming Events**
 - Thursday, May 23rd at 10:30 am: Toddler Playtime
 - Thursday May 30th at 10:30 am: Toddler Scavenger Hunt
- **Book Clubs**
 - Thursday May 23rd at 6:00 pm: *Nura and the Immortal Palace*
 - Saturday May 25th at 11:00 am: *Why We Read: On Bookworms, Libraries, and Just One More Page Before Lights Out*
- **Upcoming Regular Programming**
 - Tuesdays at 11:00 am Baby & Me Lapsit Storytime
 - Wednesdays at 10:30 am: Guest Storytimes
 - Fridays at 9:30 am Yoga (Sponsored by WellMed)
 - 4th Friday of the Month Community Coffee
 - 2nd Saturday of the Month Drum Circle

HUMAN RESOURCES

POLICIES APPROVED, DRAFTED, REVIEW:

- DRAFT: Revisions to Accident Reporting & Accident Review Committee Policies. Pending CM Review.
- RE-DRAFT: Revisions to Combine A11-Non-Mandatory Training and A23-Travel Policy. Need to sit with Finance Director & City Manager to determine training/travel scenarios to include.
- REVIEW: Disciplinary Action Manual; insert responsibilities of HR for appeals.

ACTIVITIES (STATUS):

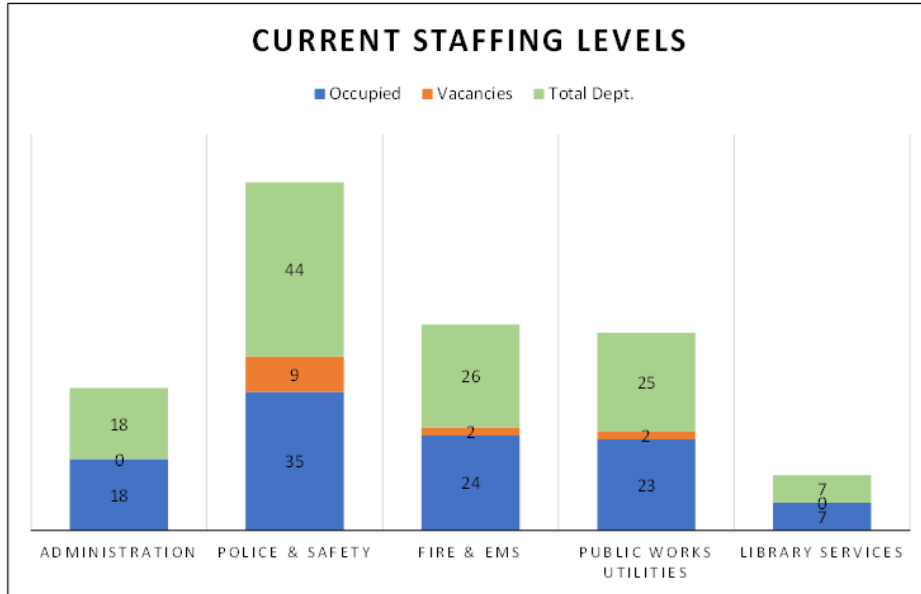
- Recruiting Efforts:
 - 5/15/2024 – 5/16/2024: Attend SAC LEA Academy.

TRAINING:

- Attended TMHRA Annual Human Resource Boot Camp and Conference, May 7-10, 2024.

STAFFING

	<u>Occupied</u>	<u>Vacancies</u>	<u>Total Dept.</u>	<u>Vacant %</u>
ADMINISTRATION	18	0	18	0.00%
POLICE & SAFETY	35	9	44	7.50%
FIRE & EMS	24	2	26	1.67%
PUBLIC WORKS UTILITIES	23	2	25	8.00%
LIBRARY SERVICES	7	0	7	0.00%
	107	13	120	17.17%



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_5-21-24.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be on Tuesday, June 4, 2024, at 6:30 pm, in the Council Chambers.
- The Planning and Zoning Commission will meet on May 28, 2024, at 6:30 pm in the City Council Chambers.