



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** August 20, 2024  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Crystal Caldera, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

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**Projects**

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

**Public Works**

- The Capital Improvements Plan is expected to be completed in September. This plan will determine what type of water and sewer rate increase is needed.
- The sewer televising and cleaning contractor has let us know that they have about one more month to complete their work. We are meeting with them every Tuesday until the job is complete.
- The irrigation system at Old Mill Park is being installed.
- The FY 2024 Street Maintenance Project was awarded, and we will meet with the contractor this week to obtain a project schedule.
- City engineers are inspecting the foundation under the Fire Department for vapor barrier issues.
- Replacing the storefront area at City Hall near Council Chambers.
- The Park Commission and staff are revising the Park Master Plan. A survey has been posted on the City's website and paper copies have been placed at the library, City Hall, and the Forest Oaks pool.
- Repairs to Huebner Creek at Poss and Cherryleaf are complete. Staff will have a walk-through with the contractor before the final payment is issued.

**Additional Public Works Activities**

- Constructing base for new Impound lot.
- Repaired sidewalk along Bridlepath.
- Mowing Huebner Creek and finishing Bandera Road.
- Finishing fence at PD impound lot.
- Turned on school zones.
- Performing meter and service line inventory per the TCEQ.
- Taking lead and copper and regular water samples.
- Replacing two curb stops.

- Flushing dead-end mains.
- Videoing a sewer line on Sawyer Road.
- Replacing residential and commercial malfunctioning meters.
- Repairing backhoe fluid lines and a bypass on the other one.
- Performing PM on equipment and vehicles.
- Installing bollards along Forest Ridge.
- Taking EPA required PFAS water samples.
- Flushing water service lines in Senna I.
- Repairing backhoe fluid lines and a bypass on the other one.

## **PW GRANTS**

- The engineer continues designing the El Verde Water Main Replacement Project. This project will be funded by a \$1,300,000 Bexar County ARPA grant.
- Applied for a Bexar County CDBG grant to replace the sewer main in the alley between Cammie Way and Evers Rd. The City was awarded this grant in the amount of \$239,735.
- The City Engineer received direction from the City Council to follow a new alignment for the Huebner Creek Erosion Control Project and is in the process of redesigning it to follow the existing creek. Staff applied for a Texas Water Development Board (TWDB) Flood Infrastructure Fund (FIF) grant and a FEMA Flood Mitigation (FMA) grant for project funding.
- The CDBG funded grant for the Wurzbach Vista Del Rey sewer main replacement project was awarded and staff advertised bids for the project. The Bexar County CDBG will not accept only one bid, so we are readvertising the project and including the other sewer main near the Ancira Body Shop in the package. The bid came in very low, as the project was designed to be cast-in-place concrete, so we are able to include more sewer main replacement.
- Bexar Branches Alliance has successfully secured grant funding to acquire 225 trees to be planted along the Hike & Bike Trail. The funding will come from the Arbor Day Foundation and Cox Enterprises. The city's portion of funding is approximately \$4,230. The tree will range in size from 5 to 15-gallon sizes and the Alliance will provide the following additional planting support:
  - \$2,500 for the irrigation supplies necessary for the trees planted as part of this initiative.
  - Furnish volunteers with essential supplies, including food, hydration, tools, and gloves.
  - Provide a licensed landscape architect to develop a comprehensive planting plan, encompassing potential irrigation strategies to ensure the long-term success and vitality of the newly planted trees.
- Bexar Branches Alliance is assisting the city with the submittal of a \$110,000 grant to plant 600 trees in the Huebner-Onion Natural Area Park. This will go to the City Council for approval once the details have been finalized.
- The city was awarded a grant from the Channing's Joy Foundation to place communication boards at each of the playgrounds in our parks. These boards assist with communication between a nonverbal child and their caregiver.

## OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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-2024-137	LEXIS NEXIS	3/12/2024	LVPD Report 202400226	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-370	Angel	6/28/2024	Report number requested # 202401896	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-387	David Martinez Mendez jr	7/3/2024	Police report for February 9,2024 and police camera	Complete (Partial)	25	8/8/2024	\$ 90.00	\$ -
OR-2024-392	Heather Torres	7/8/2024	I would like the full report from the ticket issued on 6/25/2024; and body wo	Complete (Partial)	25	8/13/2024	\$ 23.00	\$ -
OR-2024-398	Carolina Gómez	7/11/2024	Body Worn Camera Video related to Ryan Garcia and Carolina Gomez; DOI: 05/05/2024	Pending Fee Acceptance	23		\$ 67.00	\$ -
OR-2024-414	Mohamed Samir Mohamed	7/23/2024	Hello, I am asking about a list of City Properties with residential Fire Damage, in the period between 6/1/2024 to 6/30/2024	Pending Clarification from Requestor	16		\$ -	\$ -
OR-2024-416	Niki-Rai Tolliver Traynor	7/23/2024	I am requesting an incident report I made on March 21, 2024 during a public exchange for my children between 3:00- 3:45 pm. I contacted the police because my ex husband, Ryan Traynor, was claiming that he wasn't going to return my children at the court appointed time. He was scaring the children and arguing with me. The Leon Valley female sheriff and two other female officers arrived at the scene. One other female officer arrived at the scene later. They spoke to myself, as well as the children, who reported what was going on as well, and the children stated they did not want to leave with Ryan Traynor. I was allowed to take the children back home.	Pending Fee Acceptance	16		\$ 56.00	\$ -
OR-2024-417	Glen Roach (Country Home Learning Center)	7/23/2024	Hello, I am in need of a copy of the Certificate of Occupancy for Country Home Learning Center located at 6750 Poss Rd, Leon Valley, TX, 78238. This location has (3) buildings built years apart so I believe there should be (3) Certificate of Occupancies. Please let me know if you have any questions and thank you for your help.	Complete	8	8/5/2024	\$ -	\$ -
OR-2024-419	Jahna Jahns STC Environmental Services	7/23/2024	I'm looking for a list of any and all building permits that have been issued for the former Pilgrim's Cleaners property located at 6600 Bandera Road. We are in the process of completing a Phase I Environmental Assessment of the property. Thanks in advance for your assistance.	Complete	8	8/5/2024	\$ -	\$ -
OR-2024-424	Vanessa Danielle Cisneros	7/24/2024	I am kindly requesting any and all information (911 phone calls, police visits, complaints, etc.) from 2024 coming from the apartment complex Timberhill Commons located on 5072 Timberhill Dr. in Leon Valley.	Pending Department(s) & County Response	9		\$ -	\$ -
OR-2024-428	Cynthia Stuebs, Lamar General Agency	7/26/2024	Please provide a copy of the dispatch log related to police report # 202401172.	Complete	5	8/5/2024	\$ -	\$ -
OR-2024-429	DeSouza Injury Lawyers	7/29/2024	I am needing open records request of: Any and all accident investigation records including but not limited to, accident report and all supplements, interoffice memorandum, blood analysis test request and results, Fatality package investigation records and reports, CAD reports, Officer's field notes, 911 audio and/or transcripts, dispatcher audio and/or transcripts, memorandums, notes, telephone messages and conversation notes, color prints or digital images of photographs, copies of audio and/or video tapes including dash and body cam, witness statements, drawings, diagrams, accident reconstruction team records and reports, all data in connection with requests for support and services rendered by EMS, fire department and/or wrecker transport, and other data compilation in any form.	Complete	7	8/8/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-431	Ali Law Group	7/29/2024	Subject to the Freedom of Information Act, please produce the originals, or in lieu thereof, true and correct copies of each of the following documents related to the subject incident: 1. The entire investigation file concerning subject incident; 2. ALL COBAN, all surveillance, all lab tests for alcohol, all blood alcohol tests, etc 3. All dispatch logs, runs records, reports, correspondence and anything reduced to writing subject incident; 4. All notes, filed notes, including measurements diagrams and calculations pertaining to the subject incident; 5. All written and/or recorded statement, including any and all affidavits pertaining to the subject incident; 6. All photographs, slides, motion pictures, films or video tapes of any and all vehicles involved in the subject incident, or of any parts, components, assemblies or equipment of an said vehicles; 7. All photographs, slides, motion picture, films or video tapes of the scene of the subject incident; 8. All uncropped, original, native photographs, slides, motion picture, films or video tapes made or taken in conjunction with the investigation of the subject incident; 9. Any reports concerning the subject incident, including any and all drafts as well as the final version; 10. Any video tapes from the in-dash cameras of any emergency vehicle responding to the scene of the subject incident; 11. Any audio recordings from any and all "911" calls, or "calls for service" relating to the subject incident; and 12. Any and all other documentation concerning or relating to the subject incident not specifically requested herein; 13. Any video from body worn cameras of any offer or emergency personnel responding to or present the scene of the subject incident.	Complete	9	8/12/2024	\$ 147.00	\$ 147.00
OR-2024-432	Nelma Sanchez - TX State Board of Pharmacy Enforcement Division	7/30/2024	This is a formal request to obtain non-certified copies of charging instrument/indictment, plea, judgement, sentence, and any probationary order(s) against the above-referenced individual currently under investigation with our agency. Our records indicate that this individual was arrested on or about - 06-23-2011 for POSSESSION OF DRUG PARAPHERNALIA. RE: Aaron T. Gonzales, W/M, AKA: Aaron Thomas Gonzales, DOB: ----. If you determine that the above-referenced person has been arrested, charged, or convicted with offenses in your jurisdiction other than those described above, please provide copies of the court records relating to those offenses. (See Attached)	Complete	7	8/8/2024	\$ -	\$ -
OR-2024-433	Dean Hodges - Mesa Police Department	7/29/2024	RE: Chitty, Dominique, DOB: ---, SSN# ---- (Please see attachment)	Complete	5	8/5/2024	\$ -	\$ -
OR-2024-434	Tanner Foster - Florence Police Department	7/25/2024	RE: Enrique Amarillas, DOB: --- (See attachment)	Complete	7	8/5/2024	\$ -	\$ -
OR-2024-435	Erica	7/31/2024	I need a report that was made today on 7/31/2024. So i can remove myself on dangelo warrens bail bond. dangelos DOB --- Case number 202402320	Complete	4	8/7/2024	\$ -	\$ -
OR-2024-436	Tobynn Partridge - Data Driven Safety, LLC	8/1/2024	Today we are making the request for the July 2024 Disposition Report in the same XLS format you have sent in the past. I am attaching a file for your reference. Please include the following fields in the report: 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	2	8/5/2024	\$ -	\$ -
OR-2024-437	Lauren Sabuda	8/1/2024	The attached individual has applied for a position as a Michigan State Trooper and formerly lived in your area during military service. Please conduct a search of your local records and provide any existing records including criminal reports, non-criminal reports, traffic crashes, and traffic citations involving the applicant. This is a request for both public and non-public/suppressed/expunged records because the individual is seeking a sworn law enforcement officer position. Please also respond to report that your agency does not have any record of contact with the individual if no records exist. The attached Authorization for Release of Information has been signed by the applicant. Let me know if you have any questions and thank you for your help in advance.	Complete	2	8/5/2024	\$ -	\$ -
OR-2024-438	J T	8/1/2024	REQUEST FOR AN ACCIDENT REPORT, IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 07/05/24; LOCATION- BENDERA BLVD; INSURED- BIANCA N. LENZY; ARRON J LENZY; 2013 LAND ROVER ----, PLATE# ----, REPORT# 202402010	Complete	1	8/5/2024	\$ -	\$ -
OR-2024-439	Shirley Jonas	8/1/2024	Recent call to the Leon Valley Community Center to inspect for a gas leak. Please send the report.	Complete	0	8/1/2024	\$ -	\$ -
OR-2024-440	Carole Bartholomew	8/1/2024	Please email me the issued permits in July 2024 for new residential with contractor, job address, value and square footage. Thank You!	Complete	0	8/2/2024	\$ -	\$ -
OR-2024-441	Richard Terrazas	8/5/2024	Body worn Camera Video related to 202101670	Complete	6	8/13/2024	\$ 12.00	\$ 12.00

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-442	SA transnational investment	8/5/2024	I am the owner of 6505 Grissom RD requesting any plans of the current building located on that address. Hopefully looking into a facelift remodel and engineers and architect are needing of these documents of the structure to move forward with plans of remodel that will be submitted to Leon Valley	Complete	5	8/13/2024	\$ -	\$ -
OR-2024-443	Erica Hsu	8/5/2024	Please see the request for June and July 2024 traffic data below. I am re-requesting June 2024's traffic data in addition to requesting July 2024's data because the file we received last month for June 2024's data was missing the "Status Date/Time" column we have received in past months. Because of this, I was wondering if it would be possible to have you resend June 2024's data with that column included in addition to July 2024's data. If you are unable to provide the "Status Date/Time" going forward or if you have any questions, please let me know! Please accept this as the request for traffic data from 06/01/2024 – 07/31/2024. 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	1	8/7/2024	\$ -	\$ -
OR-2024-444	Chris Woith / CoventBridge Group	8/6/2024	Body Worn Camera Video for 202402149	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-445	Kristy Delgado, Brazoria County CSCD	8/7/2024	Requesting records for citations given to Isaac Herrera (dob: 12/8/1999), in the month of February 2024 (on or about 2/11/24). Mr. Herrera was cited for No Insurance and Failed to Signal Intent.	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-446	Mary Ruth Fernandez	8/7/2024	Please send a list of the names and addresses of citizens who live 200 feet from the request to rezone approximately 32 acres of Land from R-1 (Single Family Swelling) and RE-1 (Residential Estate) Zoning Districts to a Planned Development District (PDD) with R-6 (Gardine Home) District Base Zoning, on a 19.614 Acre Tract. Being Lots 1 & 2, Block 1, CB 4430 Grass Hill Estates Subdivision and an Unplatted 11.37 Acre Tract. Being parcel 13, Abstract 432, CB 4430, Located in the 6500 Block of Samaritan and a Portion surrounded by Aids, Samaritan, Grass Hill and William Rancher Streets, Leon Valley, Texas. Totaling 30.984 Acres.	Complete	3	8/13/2024	\$ -	\$ -
OR-2024-447	Ryan Orsatti Law	8/7/2024	At this time pursuant to the Open Records Act, we are requesting a complete copy of ALL Relevant Documents/911 Audio Recordings/Dash Cam Videos/Body Cam Videos pertaining to the above referenced accident. ( Case 2024-00706)	Pending Department(s) Response	5		\$ -	\$ -
OR-2024-448	Sophy Dominguez	8/8/2024	Sexual harassment complaint filed on 06/03/2024. Police report was stamped notarized by Sonia Corona, assistant court clerk, municipal court 6400 El Verde Road, Leon Valley, Texas 78238. 210-684-1391, ext 214. S.corona@leonvalleytexas.gov. The complaint is against Oscar Garza DOB ----, 6375 redbird lane San Antonio Tx 78240, 210-777-7725. This request is also for my Crime Victims Compensation claim# VC24200463 They are needing an Offense Report Claim # and I was not given one. Also have a report against Sam person for an escort to remove my personal items from the home. A.Gonzales#552 a.gonzalez@leonvalleytexas.gov 210-684-1391 ext.266	Complete	2	8/13/2024	\$ -	\$ -
OR-2024-449	Mohamed Samir Mohamed	8/9/2024	Hello, I am asking about a list of City Properties with residential code enforcement, in the period between 7/1/2024 to 7/31/2024	Pending Department(s) Response	3		\$ -	\$ -
OR-2024-450	Mohamed Samir Mohamed	8/9/2024	Hello, I am asking about a list of City Properties with residential Fire Damage, in the period between 7/1/2024 to 7/31/2024	Complete	0	8/12/2024	\$ -	\$ -
OR-2024-451	Mohamed Samir Mohamed	8/9/2024	Hello, I am asking about a list of City Properties with Water Shut off, in the period between 7/1/2024 to 7/31/2024	Complete	0	8/12/2024	\$ -	\$ -
OR-2024-452	Sarah Phosouvah	8/10/2024	REQUEST FOR AN VANDALISM REPORT VEHICLE WAS VANDALIZED 7/24/2024 @ 5900 WURZBACH RD #202402229 INSURED SHERLY JOSSELYN CRUZ MONTES	Complete	0	8/12/2024	\$ -	\$ -
OR-2024-453	Gamez Law Firm	8/12/2024	Our office is requesting a crash report. Crash report #2024402158. DOA: 7/18/24.	Complete	0	8/12/2024	\$ -	\$ -
OR-2024-454	Joshua Wilson	8/12/2024	Partner Engineering and Science, INC is currently conducting an environmental site assessment (ESA) on the following property: 6635 Bandera Road, San Antonio, Texas 78238. As part of the investigation, Partner requests any documentation concerning: Building Records, permits and/or violations with respect to the property. Partner also requests copies of final building permits, final certificates of occupancy, and any permits for septic systems and/or underground/aboveground storage tanks (UST/AST) installations with respect to the property, if available; Records of any outstanding Fire Citations or notices of violation with respect to the property. Partner also requests your records for any registered/permitted USTs or ASTs, hazardous material spills of the property, if available; Records of any outstanding Health Code Citations or notices of violation with respect to the property; Records of Current Zoning and any Zoning Violations with respect to the property; Records of Environmental Concerns, possibly any spills, cleanups, testing, etc. for any historic property uses; Records of Transformer Information (PCB & Maintenance Information).	Pending Department(s) Response	2		\$ -	\$ -
OR-2024-455	Euchery	8/12/2024	BLANK	Complete	0	8/12/2024	\$ -	\$ -
OR-2024-456	Princess Campos	8/12/2024	Body Worn Camera Video for 202402239	Pending Department(s) Response	2		\$ -	\$ -
OR-2024-457	J.A. DAVIS & ASSOCIATES, LLP	8/13/2024	EMS medical and billing records for C. Quintanilla. DOS: 05/21/2023. Client was transported to Methodist Hospital	Complete	0	8/13/2024	\$ 10.25	\$ 10.25

## OFFICE OF THE CITY SECRETARY

- Continued Preservation of old records
- August 12, 2024 TSLAC - Storage And Preservation of Paper records – one hour 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 December 14, 2023
• Review and Revise Directive A14 - Records Management	Monday, April 1, 2024	Completed April 1, 2024
• Prepare Record Management Plan binders for each department	Friday, May 7, 2024	Completed June 18, 2024
• Provide Record Management training to each department	Friday, July 31, 2024	83% Complete 10 trained; 2 scheduled 7/18/24
• Properly Preparing Very Old City Records to be Sent off to Storage	Tuesday, December 31, 2024	In Progress
• Adding Descriptions to Ordinances/Resolutions Listed in the Documents Library/MuniDocs	Tuesday, December 31, 2024	In Progress (2020-2024 Ordinances Complete; 2022-2024 Resolutions Complete)

## FIRE DEPARTMENT

- LVFD is working to move the flood siren warning system controls out of the police department to the fire department server room. We are scheduled to have the new antenna system installed at the FD that connects the siren controller to the siren towers. Once completed, we will move the siren controller and radio to the FD. We anticipate completing this system move by the end of August.
- LVFD remains in the running for a grant to provide funding for a brush truck. This is a 90/10 grant through the Texas Forest Service and Texas A&M Extension Service. The FD will continue to apply for this grant until we receive an award.
- 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 Leon Valley Fire Department participated in the annual Water The Band festivities at JMHS. The FD sent our ladder truck to band practice and rained down water on the JMHS band to cool them off after practicing in the parking lot. All the teachers, kids and firefighters had a great time



- The LVFD is once again soliciting donations for our school supply drive. We will have yellow containers located at LV Library, City Hall and at the FD. These supplies will support our three local elementary schools. The drive ends on August 15, 2024. The supplies will be divided up between our three local elementary schools and delivered on Monday, August 19, 2024.



- The Leon Valley Fire Department hosted our quarterly blood drive with the South Texas Blood and Tissue Bank over the weekend. There were people waiting in line to donate. We collected over 20 units of blood at this event. This blood helps trauma and medical patients in our region that require blood or blood products. If you didn't already know, the Leon Valley Fire Department EMS units carry whole blood. This whole blood has saved lives directly in our community.

## PLANNING AND ZONING

- **Development Cases:**
  - 5420 Grissom– Amending SUP – U-Haul
  - 0 Grissom Rd – Plat for carwash
  - 6758 Poss Subdivision PDD
  - 5307 Wurzbach – Replat and SUP - Mosque
  - Huebner – Plat – Senna 2

- 6201 Sawyer – Plat – Buddhist Temple
- 5616 Bandera – Floodplain Permit – Carwash
- 4723 Timco West – Floodplain permit – Warehouse
- Seneca West – PDD phase 2
- **Permits:**
  - Garage Sale 6
  - Plumbing 12
  - Electrical 10
  - Roof 2
  - Impact Fee 2
  - Sign 1
  - Mechanical 2
  - Fire Alarm 1
  - Animal Tag 2
  - Liquor 1
- **Certificates of Occupancy:**
  - Garage 45, 7364/7366 Reindeer, Service/Retail
  - San Antonio Mariachi, 6915 Bandera, Music School

### **INFORMATION TECHNOLOGY**

- Charging and Fueling Infrastructure Grant Progress:
  - Completing forms and narrative for grant submission.
  - Submitting Draft by 8/16/2024 for review.
- RFP for Council Chambers:
  - Solicited Ten companies.
  - Two companies came for on-site visits. (Ford AV and CTI)
  - Pending deadline of 8/21/2024 at 5pm for questions
  - Pending deadline for proposals of 9/9/2024 at 2 pm
- Cable and encoder were installed for the Public Access channel for Spectrum. Additional items, such as an HDMI to HS-SDI adapter and audio cable, have been added to our end. Currently feeding replays of City Council meetings through a laptop attached to the encoder.
- We began tracing fiber optic cables from IDF in City Hall to the fire department. The path seems convoluted, and requesting permission to involve a third party to trace the route.

### **UPCOMING LIBRARY PROGRAMS**

EC: Ages 0-5\* | SA: Ages 6-12 | YA: Ages 12-18 | A: Ages 18+ | G: All Ages

\*Recommended Ages for Storytimes: Baby & Me (0-18 months), Adventurers' Club (3-5 years), Li'l Explorers (18 months – 3 years)

Summer Reading Programs (Remaining)

#### **Weekly Storytimes:**

- AUG 21<sup>st</sup> 10:30 am: Storytime with Kayli
- AUG 22<sup>nd</sup> 10:30 am: Movie – Arthur Cracks the Case
- AUG 23<sup>rd</sup> 9:30 am: Summer Yoga



- AUG 23<sup>rd</sup> 9:30 am: Community Coffee
- AUG 27<sup>th</sup> 11:00 am: Baby & Me Lapsit
- AUG 28<sup>th</sup> 10:30 am: Pizza Parlor Pretend Play
- AUG 29<sup>th</sup> 10:30 am: Movie – The Wubbulous World of Dr. Seuss
- AUG 29<sup>th</sup> 6:00 pm: YA Book Club – *A Tempest of Tea*
- AUG 30<sup>th</sup> 9:30 am: Summer Yoga

Funded by	Grant Name	Status	Date Open	Date Closed	Max Award	Competitive	About	Application Status	City Costs?	Notes (*)
TSLAC	Texas Reads Grant	Closed to Applications	Not Listed	Not Listed	\$ 10,000.00	Yes	<a href="#">Previous NOFO</a>	Apply for FY26	No	
TSLAC	TextTreasures Grant	Closed to Applications	Not Listed	Not Listed	\$ 40,000.00	Yes	<a href="#">Previous NOFO</a>	Apply for FY26	No	
TSLAC	Special Projects Grant	Closed to Applications	Not Listed	Not Listed	\$ 25,000.00	Yes	<a href="#">Previous NOFO</a>	Apply for FY26 or FY27*	No	Evaluate time to manage special project
TSLAC	Regional ILS Cooperative	Closed to Applications	Not Listed	Not Listed	\$ 75,000.00	Yes	<a href="#">Previous NOFO</a>	Not Applying Yet*	No	No project or current need
TSLAC	Family Place Libraries Grant	Closed to Applications	Not Listed	Not Listed	\$ 7,400.00	Yes	<a href="#">Previous NOFO</a>	Not Eligible*	No	Already Received
TSLAC	Library Capacity	Closed to Applications	Not Listed	Not Listed	\$ 75,000.00	Yes	<a href="#">Previous NOFO</a>	Apply for FY26 or FY27*	No	Evaluate time to manage proposed project
TBF	Texas Book Festival	Closed to Applications	FEB 2024	APR 2024	\$ 2,500.00	Yes	<a href="#">TBF Website</a>	Applied, Waiting	No	Waiting on Notification
TSLAC	ILL Reimbursement	Open to Applications	JUNE 2024	JULY 2024	Varies	No	Program Details	Opting In - Upload Docs	Upfront*	Reimbursement on ILL Cost Shipping
Kronkosky	Kronkosky Charitable Foundation	Open to Applications	Not Listed	Not Listed	\$ 100,000.00	Yes	<a href="#">KCF Information</a>	Writing Grant Consideration	N/A	Previously received, must wait between years
Hancher	Ladd & Katherine Hancher Library	Open to Applications	Not Listed	AUG 2024	\$ 40,000.00	Yes	<a href="#">Hancher About</a>	Writing*	N/A	
Tocker	Library Transformation Grant	Open to Applications	Not Listed	JAN 2025	\$ 100,000.00	Yes	<a href="#">Tocker About</a>	Writing*	Varies	Evaluated by Board, Focus is Rural under 20k population, Expects other funding to complete projects

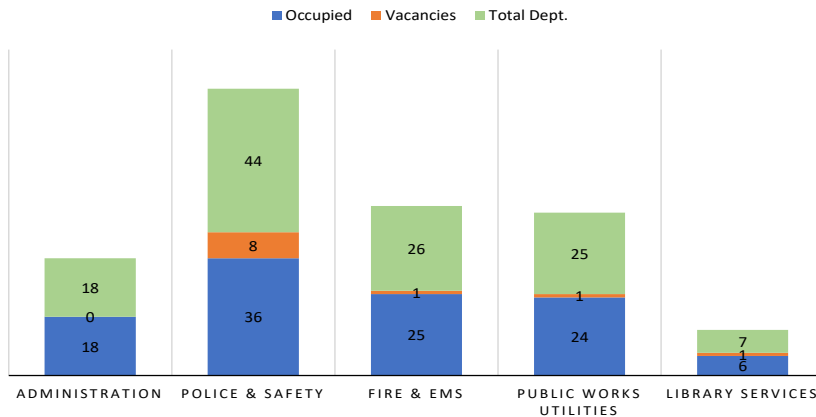
A copy of the Excel sheet with working link information is available upon request

## Human Resources

### STAFFING:

	<u>Occupied</u>	<u>Vacancies</u>	<u>Total Dept.</u>	<u>Vacant %</u>
<b>ADMINISTRATION</b>	18	0	<b>18</b>	0.00%
<b>POLICE &amp; SAFETY</b>	36	8	<b>44</b>	6.67%
<b>FIRE &amp; EMS</b>	25	1	<b>26</b>	0.83%
<b>PUBLIC WORKS UTILITIES</b>	24	1	<b>25</b>	4.00%
<b>LIBRARY SERVICES</b>	6	1	<b>7</b>	14.29%
	<b>109</b>	<b>11</b>	<b>120</b>	<b>25.79%</b>

### CURRENT STAFFING LEVELS



### POLICIES APPROVED, DRAFTED, REVIEW:

- APPROVED: Nepotism Policy, effective 8/01/2024.
- DRAFT: Accident Reporting & Accident Review Committee Policies. Pending CM Review.

- DRAFT/REVIEW: Revisions to Combine A11-Non-Mandatory Training and A23-Travel Policy.
- REVIEW: Personnel Policy Manual, 2020.

**ACTIVITIES (STATUS):**

- Recruiting Efforts: Setup recruiting tables at AACOG, SWTJC, and SAC Academies thru Fall Classes.
  - 9/28/2024, Attending SAC Law Enforcement, Firefighter & EMS Hiring Fair
  - 10/16/2024, Attending First Responders Career Fair
- CDL Training: Pending FY2024/25 - JJ Keller will Train a qualified employee to become a Certified EDLT Trainer, that would then prepare employees for the EDLT test, for \$725.
- Update Facilities with Effective/Active Employer Regulatory Signs.
- Health Insurance Benefits: Meeting to review plans and rates. Prep for Open Enrollment.

**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\\_8-20-24.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/3728/cm_report_8-20-24.pdf)

**OTHER MEETINGS AND EVENTS**

- The next City Council Meetings will be on Tuesday, September 3, 2024, at 6:30 pm, in the Council Chambers.
- The Planning and Zoning Commission will meet on August 27, 2024, at 6:30 pm in the City Council Chambers.