



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: August 6, 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.

Public Works

- Staff and the City Engineer presented the water and sewer rate study to the City Council on July 16th. Council direction was to wait until the Capital Improvements Plan is completed before determining any increase in water and sewer rates. The plan is expected to be completed in September.
- The sewer televising and cleaning contractor has let us know that they have about two more months to complete their work. We will be meeting with them every Tuesday until the job is complete.
- Staff is getting estimates to install irrigation systems at the parks and will start with the Silo Park.
- The FY 2024 Street Maintenance Project bids have been opened and this item will go to the City Council for award on August 6th.
- City engineers are inspecting the foundation under the Fire Department for vapor barrier issue.
- Preparing for replacement of 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 continue

Additional Public Works Activities

- Installing 37 linear feet of new sidewalk along Crownpiece.
- Completing service requests from water utility repairs.
- Mowing the LV Community pool and the Stirrup Trail.
- Making improvements to the new vehicle impound lot.
- Disconnecting and reconnecting water services.
- Performing meter and service line inventory per the TCEQ.

- Replacing residential and commercial malfunctioning meters.
- Repairing sewer main leak at Bandera and Huebner.
- Mowing well sites.
- Repairing backhoe fluid lines and a bypass on the other one.
- Performing PM on equipment and vehicles.
- Finishing up the mowing of Stirrup Trail, Triangle Park, and the Huebner-Onion Homestead property.
- Making improvements to the City Hall fence between the new vehicle impound lot and El Monte.

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 for replacing the sewer main in the alley between Cammie Way and Evers Rd – waiting for award from Bexar County in July/August timeframe.
- 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.

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-2024-206	Sandy Dani zavalá Fuentes	4/11/2024	Family issues	Complete - Closed due to lack of response	96	7/16/2024	\$ -	\$ -
OR-2024-325	Department of Family and Protective Services	6/12/2024	Sent locked attachment.	Completed	0	7/16/2024	\$ -	\$ -
OR-2024-354	Adrian John Collins	6/24/2024	I would like a body worn camera video and report for case #202401814.	Complete - Closed due to lack of response	12	7/10/2024	\$ 210.00	\$ -
OR-2024-370	Angel	6/28/2024	Report number requested # 202401896	Pending Ruling from the TX OAG	Paused		\$ -	\$ -
OR-2024-373	Marc arriaga	6/28/2024	Body Worn Camera Video for LVPD001899	Complete - Closed due to lack of response	22	7/31/2024	\$ 189.00	\$ -
OR-2024-374	Tobynn Partridge - Data Driven Safety, LLC	7/1/2024	Today we are making the request for the June 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	Completed	8	7/12/2024	\$ -	\$ -
OR-2024-375	FBI NICS National Instant Criminal Background Check System Federal	7/1/2024	Alias Information Section Subject Name: CANTERO, KING JAMES UCN FJICDDPJWD Alias AKA(s): CANTERO, KING Alias DOB(s): ----- Please submit any documentation you may have pertaining to the alias information for the criminal record.	Completed	8	7/12/2024	\$ -	\$ -
OR-2024-377	Mara Cardenas	7/1/2024	I work for Statewide Defensive Driving and would like to request the DSC records list of those people who have had traffic citations and have been approved to take a defensive driving course. We would like their names, address, city, state, zip and citation date or approval date, and also the email addresses if you have it. At this time, I would like to request the lists for the month of June of 2024 of those who requested to take defensive driving. (Their due dates should be in September of 2024). If you could email it to us at your convenience that would be great.	Completed	8	7/12/2024	\$ -	\$ -
OR-2024-379	Vanessa silva	7/1/2024	I need this information to apply to my family court motion. This couple makes multiple excuses as to why there was a police officer at their home. Stating to the judge that it's always just a miss understanding and the police officer was over zealous and just wanted to falsely accuse Mark Pacheco and they never have any domestic issues. I need the judge to see what is going on during the time officers have been dispatched to their location. Body Worn Cam Video from 6631 cades cove San Antonio Tx 78238 on June 2, 2024	Completed - Partial Release /Closed due to lack of response	21	7/31/2024	\$ 135.00	\$ -
OR-2024-380	Allen County Sheriff's Department	7/2/2024	Re: Europe X Nu, DOB: 06/29/2004; SS # 310-33-3030 - The applicant has indicated they have resided or worked in your community. We are respectfully requesting a thorough check of your files to ascertain any previous law enforcement contacts. If records are available to you containing information concerning this individual, our department would appreciate copies of these records. (See attached authorization)	Completed	7	7/12/2024	\$ -	\$ -
OR-2024-382	Erica Hsu	7/2/2024	Please accept this as the request for traffic data from 06/01/2024 – 06/30/2024. 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	Completed	7	7/12/2024	\$ -	\$ -
OR-2024-386	Det. Diane Tritley	7/3/2024	Applicant background check: JULIAN EL-JABSHEH DOB ----	Completed	6	7/12/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-387	David Martinez Mendez jr	7/3/2024	Police report for February 9,2024 and police camera	Pending Department(s) Response	19		\$ 90.00	\$ -
OR-2024-391	Valerie Sambrano	7/8/2024	We are requesting body worn camera video and incident report # 2024-02025. Desiree Lea Tovar DOB ---.	Complete	4	7/15/2024	\$ -	\$ -
OR-2024-392	Heather Torres	7/8/2024	I would like the full report from the ticket issued on 6/25/2024; and body worn camera video	Pending Payment	17		\$ 23.00	\$ -
OR-2024-394	ashlyn colley	7/9/2024	Eduardo Franco II , BDAY: --- SID: 1093619 arrested on 5/23/24 around 5 pm i believe. i am the victim in the assault and i have gotten no updates on this case , he is still locked up.	Complete	0	7/10/2024	\$ -	\$ -
OR-2024-395	San Antonio Police Department	7/10/2024	I am requesting LVPD-202204832, a shooting at an Occupied Building/Vehicle (Discharge Firearm or Deadly Conduct) in reference to it being linked to our SAPD24140853 UCW case as well as others	Complete	0	7/10/2024	\$ -	\$ -
OR-2024-396	Michael Marks	7/10/2024	I would like a copy of the police report Case # 20240184. This is for an incident with my vehicle on June 18, 2024 at Bandera Road and Wurzbach Road. I have tried to find the report on the Leon Valley Police online portal but the report for this case number does not appear using all the criteria I can think of.	Complete	0	7/10/2024	\$ -	\$ -
OR-2024-397	Megan Flowers	7/11/2024	Any documents involving Nathan Alexander Caballero date of birth ---6	Complete	0	7/12/2024	\$ -	\$ -
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	13		\$ 67.00	\$ -
OR-2024-399	LEE KUHN	7/12/2024	requesting a copy of the results of the 2024 residential survey for trash and recycle collection services/contract.	Complete	0	7/16/2024	\$ -	\$ -
OR-2024-400	Andrew Carlton	7/11/2024	I write to request access to and a copy of a listing of all City of Leon Valley full time employees' first, middle and last names including their job title/position, their campus/office location, date of hire, and email address. Please provide this information in an electronic format such as Excel or .csv format to this email address.	Complete	5	7/18/2024	\$ 3.00	\$ 3.00
OR-2024-401	Det. Greg Pasak #4504, Travis County Sheriff's Office Homicide Unit	7/15/2024	Involvement and Incident reports for the following subject: Segura, Vicente; W/M DOB: ---; TXDL: ---; Information requested is related to TCSO Case #: 24-1920267 - Deceased Person	Complete	0	7/16/2024	\$ -	\$ -
OR-2024-402	Detective Cynthia Lindley, San Antonio Police Department	7/15/2024	I am seeking an unredacted copy of the report under case #2024-LVPD-002003 in which a vehicle was reported stolen: --- License Plate #----. It is related to an open Deadly Conduct Firearm investigation I am conducting (case #SAPD24145353) that occurred the same night as the stolen report.	Complete	0	7/15/2024	\$ -	\$ -
OR-2024-403	Yolanda Chacon	7/16/2024	Case #202402119 Yolanda Chacon Stolen package ring,280.00,UPS delivered. I was out of town July 5th..came hm July 8th no package. Thank you!	Complete	7	7/25/2024	\$ -	\$ -
OR-2024-404	Sarah Phosouvanh	7/16/2024	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 6/23/2024 @ 6209 GRISSOM RD #202401892 TIME 12:01 INSURED WILLIAM PRICHARD	Complete	0	7/16/2024	\$ -	\$ -
OR-2024-405	Lori Jones	7/17/2024	Report number 2024-0312982	Complete	0	7/18/2024	\$ -	\$ -
OR-2024-406	Detective Carlos Leija - VIA Transit Police Department	7/17/2024	Need all reports and BWC videos for the incident above. Please provide reports by email and if your department uses Axon cameras, please share through the link at my email. VIA Transit Police will be filing charges against the individual that was contacted by Leon Valley Police Department for being in possession of a stolen radio that belonged to VIA Metropolitan Transit Authority. Refer to VTPD Case 24-01220. Please contact Detective Carlos Leija #331 at VIA Transit Police Department for any questions.	Complete	0	7/18/2024	\$ -	\$ -
OR-2024-407	MHR Engineering	7/18/2024	Hello. I am contacting from MHR Engineering. A civil engineering firm in San Antonio. We are doing a project next to 5309 Wurzbach Road. There is a possible storm sewer that runs along Wurzbach road. Attached below is the location of the site (in red) adjacent to Wurzbach Road where a possible Storm sewer line exists. If you could please find any construction plans or storm water management plans in regards to this storm sewer line that runs along Wurzbach Rd, near the intersection of Wurzbach and Exchange PKWY, I would greatly appreciate it.	Complete	8	7/31/2024	\$ -	\$ -
OR-2024-408	Diane Saenz	7/19/2024	City of Leon Valley Police Report - Case # 202402094; Date of Report: 7.13.24 - Diane Saenz filed report with Officer J. Orellan Badge #512	Complete	7	7/31/2024	\$ -	\$ -
OR-2024-409	Anthony Wellman National Due Diligence Service	7/22/2024	We would like to request official records addressing each of the items below or directions on where to find the information. Re: 7132 Bandera Rd, Leon Valley, TX 78238 Parcel ID (APN): 227296. We need the following information addressed: 1. Please provide copies of any special permits, variances, approvals, resolutions or planned unit development restrictions that affect the site. 2. Please provide any outstanding Building AND Zoning code violations affecting the property. * 3. Please provide any outstanding fire code violations affecting the property. * 4. Please provide copies of the Certificate(s) of Occupancy for the property. If a Certificate of Occupancy is not available or does not exist, please confirm if this constitutes a code violation or will give rise to enforcement action. 5. Please provide copies (electronic version if available) of the approved site plan. * Please note, this request is for open violations on file, we are not requesting an inspection to be made.	Complete	7	7/31/2024	\$ -	\$ -
OR-2024-410	Dennis Nielsen	7/22/2024	Related to D.S. Perez (Please see attachment)	Complete	0	7/22/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-411	Tracy Ebersole	7/22/2024	I have recently been appointed to the Planning and Zoning committee. After being sworn into office to protect our country, our state, and our city. I realize now I have a responsibility for the welfare of our community, our children, and grandchildren. One GTHQ LLC is attempting to re-zone their current business location. The zoning committee declined the re-zoning permit. But now it is up to the council for the final decision. After asking several council members and citizens of the community. It seems the degeneration, devaluation of principles, and ethics that families are committed to are now in jeopardy. It seems that all roads lead to a one Gilbert Perales. I am conducting an investigation, and I am requesting the minutes and council agendas for the meetings that occurred while Gilbert Perales was employed by Leon Valley along with the list of council members (at the time) and their contact email. From my understanding this process takes about 10 days.	Complete	0	7/22/2024	\$ -	\$ -
OR-2024-412	E. Garcia, DPD	7/23/2024	Re: Earlie Dennis SS# 445-94-7332 DOB: 11/22/1986 (See attached)	Complete	0	7/23/2024	\$ -	\$ -
OR-2024-413	Mohamed Samir Mohamed	7/23/2024	Hello, I am asking about a list of City Properties with residential code enforcement, in the period between 6/1/2024 to 6/30/2024	Complete	0	7/23/2024	\$ -	\$ -
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	6		\$ -	\$ -
OR-2024-415	Mohamed Samir Mohamed	7/23/2024	Hello, I am asking about a list of City Properties with Water Shut off, in the period between 6/1/2024 to 6/30/2024	Complete	0	7/23/2024	\$ -	\$ -
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	6		\$ 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.	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-418	Jahna Jahns STC Environmental Services	7/23/2024	(left blank)	Complete	0	7/24/2024	\$ -	\$ -
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.	Pending Department(s) Response	6		\$ -	\$ -
OR-2024-420	fernando cuellar	7/23/2024	HELLO IM REQUESTING A COPY OF MY REPORT CASE # 202401958.	Complete	0	7/24/2024	\$ -	\$ -
OR-2024-421	Inv. B. Venable, Inv. K. Busby	7/24/2024	RE: Marissa Jenkins, DOB: ----- SSN: ***-**-**** (See attachment)	Complete	0	7/24/2024	\$ -	\$ -
OR-2024-422	Grant Hubbell	7/24/2024	RE: Ethan Villarreal; DL: ----- DOB: -----, I respectfully request and authorize you to furnish the San Antonio Fire Department any and all information that you may have concerning me, or my reputation. (see attached) Please include the following information: employment records (performance, attendance, etc), military records, polygraph examination results, criminal records and reports, education records, finance records, US Veterans Administration, social media, Information of a confidential nature or information considered as privileged and photostats of same, if requested	Complete	1	7/25/2024	\$ -	\$ -
OR-2024-423	Christopher Schrader	7/24/2024	I need a copy of the police report to case # 202401956. I need to submit it to Verizon to close the account opened in my name. Additionally, the officer said they would attempt to get the video from the Verizon store. If in evidence, can I get a copy of it?	Complete	4	7/31/2024	\$ -	\$ -
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	4		\$ -	\$ -
OR-2024-425	DA Inv Sandra Ortiz Kaufman County District Attorneys Office	7/25/2024	Good afternoon, Our office needs your assistance with obtaining copies and status of any investigation on defendant Mandy Mendoza DOB:---- DL# --- in your jurisdiction.	Complete	3	7/31/2024	\$ -	\$ -
OR-2024-426	Holly Najjar	7/25/2024	Does the City have any records regarding underground or aboveground storage tanks, storage/reporting of hazardous material and petroleum products, emergency response to spills of hazardous materials or petroleum products, records of any sumps, pits, oil/water separators, environmental permits, and any environmental inspections, violations, or complaints, or MSDs at the property located at 7132 Bandera Road in Leon Valley, Bexar County, Texas?	Complete	4	7/31/2024	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2024-428	Cynthia Stuebs, Lamar General Agency	7/26/2024	Please provide a copy of the dispatch log related to police report # 202401172.	Pending Department(s) & County Response	3		\$ -	\$ -
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.	Pending Department(s) & County Response	2		\$ -	\$ -
OR-2024-430	Salvador Montez	7/29/2024	Request for police report for incident which occurred on July 27, 2024. The incident involves damage and theft from a 2019 GMC Sierra. The back window was smashed and several items were taken.	Complete	2	7/31/2024	\$ -	\$ -
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.	Pending Fee Acceptance & County's Response	2		\$ 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)	Pending Department(s) Response	1		\$ -	\$ -
OR-2024-433	Dean Hodges - Mesa Police Department	7/29/2024	RE: Chitty, Dominique, DOB: ---, SSN# ---- (Please see attachment)	Pending Department(s) Response	2		\$ -	\$ -
OR-2024-434	Tanner Foster - Florence Police Department	7/25/2024	RE: Enrique Amarillas, DOB: --- (See attachment)	Pending Department(s) Response	4		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Processed one (1) Subpoena - District Court, 150th Judicial District - Bexar County, TX
- Sent eleven (11) new boxes of records to storage
- Attended Alamo Chapter TMCA notary Training on July 24, 2024 (1 hour)

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.
- All LVFD fire fighters are in the process of completing our annual physicals and health screening. This testing includes fitness, respiratory function, cardiac, hearing, vision and mental health. Last year, this screening caught colon cancer in a fire fighter which was unknow at the time. This was treated immediately, and the fire fighter returned to full duty several weeks later.
- 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 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.



PLANNING AND ZONING

- **Development Cases:**
 - 5420 Grissom– Amending SUP – U-Haul
 - 0 Grissom Rd – Plat for carwash
 - 7125 Bandera – Plat and SUP – multi-tenant bldg
 - 5307 Wurzbach – Replat and SUP - Mosque
 - Floodplain permit – NW Industrial – Vacant lot
 - Possible rezone, SUP, Plat for 7708 Eckhart - Residential
 - 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
 - 6346 Grissom – Zone Change to remove S/O
- **Permits:**
 - Food 3
 - Mechanical
 - Garage Sale 5
 - Gas 1
 - Plumbing 10
 - Electrical 3
 - Roof 1
 - New Construction 7
 - Fire Suppression
 - Impact Fees 1
 - Fence 1
- **Certificates of Occupancy:**
 - Center for Health Care Svs, 6812 Bandera, Medical Office

INFORMATION TECHNOLOGY

Charging and Fueling Infrastructure Grant Progress:

- Researching cost to add electricity to the areas to have chargers.
- Found alternatives to large charging stations. One is installed on Light Poles in key areas.
- Created the SharePoint site to act as a secondary offsite backup for the P&Z scans.
- Expanded the use of Meraki alerts for all segments of the network. Plan on adding additional alerts.
- Added Door open/close sensors and ambient temperature sensor to the Meraki network to increase the physical security of the primary server room.
- Fixed configuration error in Library Wireless Access Point.
- Canceled Faronics Deep Freeze for the library as it has been replaced by Google Chrome OS functionality.

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 1ST 10:30 am: Mo Willems Storytime
- AUG 2nd 10:00 am: Builders' Group (LEGOs)
- AUG 6th 11:00 am: Baby & Me Lapsit
- AUG 7th 10:30 am: Storytime with Kayli
- AUG 8th 10:30 am: Movie – Ratatouille
- AUG 9th 10:00 am: Smokey the Bear's 80th Birthday Scavenger Hunt (until 2:00pm)
- AUG 10th 11:00 am: Adult Book Club – *The Antique Hunter's Guide to Murder*
- AUG 10th 11:30 am: Drum Circle
- AUG 13th 11:00 am: Baby & Me Lapsit
- AUG 14th 10:30 am: Sandwich Shop Pretend Play
- AUG 14th 1:00 pm: Scrapbooking Hangout
- AUG 14th 4:30 pm: Shake Your Next Read
- AUG 15th 10:30 am: Movie – Monsters University
- AUG 16th 9:30 am: Summer Yoga
- AUG 20th 11:00 am: Baby & Me Lapsit Storytime
- AUG 21st 10:30 am: Storytime with Kayli
- AUG 22nd 10:30 am: Movie – Arthur Cracks the Case
- AUG 23rd 9:30 am: Summer Yoga
- AUG 23rd 9:30 am: Community Coffee
- AUG 27th 11:00 am: Baby & Me Lapsit
- AUG 28th 10:30 am: Pizza Parlor Pretend Play
- AUG 29th 10:30 am: Movie – The Wubbulous World of Dr. Seuss
- AUG 29th 6:00 pm: YA Book Club – *A Tempest of Tea*

- AUG 30th 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	Previous NOFO	Apply for FY26	No	
TSLAC	TexTreasures Grant	Closed to Applications	Not Listed	Not Listed	\$ 40,000.00	Yes	Previous NOFO	Apply for FY26	No	
TSLAC	Special Projects Grant	Closed to Applications	Not Listed	Not Listed	\$ 25,000.00	Yes	Previous NOFO	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	Previous NOFO	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	Previous NOFO	Not Eligible*	No	Already Received
TSLAC	Library Capacity	Closed to Applications	Not Listed	Not Listed	\$ 75,000.00	Yes	Previous NOFO	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	TBF Website	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 Foundati	Open to Applications	Not Listed	Not Listed	\$ 100,000.00	Yes	KCF Information	Writing Grant Consideration	N/A	
Hancher	Ladd & Katherine Hancher Libr	Open to Applications	Not Listed	AUG 2024	\$ 40,000.00	Yes	Hancher About	Writing*	N/A	Previously received, must wait between years
Tocker	Library Transformation Grant	Open to Applications	Not Listed	JAN 2025	\$ 100,000.00	Yes	Tocker About	Writing*	Varies	Evaluated by Board, Focus is Rural under 20k population, Expects other funding to complete projects

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_8-6-24.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be on Tuesday, August 20, 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.