



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: February 18, 2025
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 presented the Capital Improvements Plan to the City Council on October 19th. A short presentation was given in November on potential funding from the Texas Water Development Board and EPA. This item was presented to the Town Hall meeting participants on January 25th and will now go back to the City Council for a final decision on whether to increase water and sewer rates, scheduled for March 4, 2025.
- The final draft of the Park Master Plan was recommended for approval by the Park Commission on December 12th. The Plan has been placed on the city website for 30 days to gather any last-minute input from the citizens, and it will be presented to the City Council for final approval on March 18th.
- The City Engineer is working on plans for the FY 25 Street Maintenance Project. This year we will tackle a portion of Wurzbach Road.
- Staff is evaluating the water and sewer main priority list to determine which mains to replace as a project for this spring.

Additional Public Works Activities

- Repairing trail at Raymond Rimkus Park.
- Repairing sidewalk on Rue Francois – installing ADA ramp
- Mowing city grounds at all facilities.
- Placing dog kennels in service.
- Chipping brush in Raymond Rimkus Park
- Repairing water main break on Joan Grona.
- Meter reading.
- Repairing sprinkler system at Fire Department and Community Center
- Compiling capital item cost estimates for large equipment and vehicles

PW GRANTS

- The engineer continues designing the El Verde Water Main Replacement Project. This project is being funded with a \$1,300,000 Bexar County ARPA grant. The project will be advertised for bids in April.
- A Bexar County CDBG grant for replacing the sewer main in the alley between Cammie Way and Evers Rd was awarded January 7th. The project is being engineered, designed, and will be advertised for bids.
- The City Engineer received direction from the City Council to follow a new alignment for the Huebner Creek Erosion Control Project and has redesigned 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 East of Wurzbach Sewer Main Replacement Project bids were opened and the item was approved by City Council on January 21st for award. We will be signing the contracts with Texas Utilities and provide them a Notice to Proceed.
- 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.
- Staff and the City Engineer continue to develop the plans for the Hike & Bike Trail Segment II and have met with TxDOT for a review of the 30% engineering and design. We have submitted plans for environmental and bridge review. The trail is a part of a reimbursement grant from the Federal Highway Administration and TxDOT. Letting the project for bids is expected in October of 2025.

OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-34	Patricia Compere Simpson	1/16/2025	I received incident report #200502715. I know there was an investigation after body was found which may have a different #. Many years ago, after the closing of my sister's case with the police, I was able to pay and receive copies of the complete investigation of her death. Over the years and the handling of the file by many people, I can no longer locate the copies from the police dept. I would like to complete my sister's file while I can if this is still possible. I would like copies of any interviews or statements from people interviewed, theories the officers had as to how things happened, what they found at the scene, and conclusions after investigation was complete, I do not need copies of pictures or video, but any written documents would be appreciated. Her name was Elizabeth Lyn Compere and body was found 4-8-05.	Complete	15	2/6/2025	\$ -	\$ -
OR-2025-42	Yanaeth Camacho	1/22/2025	Auto accident	Pending Clarification from Requestor	Paused Until 61st day (03/24/2025)		\$ -	\$ -
OR-2025-43	Yellow Dog Reports	1/22/2025	MELISSA FARIS 2013 LINCOLN MKX ----- BANDERA RD & WURZBACH ROAD, 78238 LEON VALLEY, TX USA DATE:12-16-2024 TIME:6:48:23 REPORT# 202403905.	Complete	6	1/30/2025	\$ -	\$ -
OR-2025-44	Robert Brand	1/23/2025	Requesting crash report 24-3096. About Oct 4th 2024	Complete	5	1/30/2025	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-45	Cantu Law Firm	1/23/2025	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 - Withdrawn by Requestor	5	1/30/2025	\$ 45.00	\$ -
OR-2025-46	Sharon McLendon	1/23/2025	Body Cam citation request Citation# E0072622 12/25/2024	Complete - Closed Due to Lack of Response	13	2/11/2025	\$ 20.00	\$ -
OR-2025-47	JIMADLER (SAN ANTONIO)	1/23/2025	I am requesting a copy of case number 2024-LVPD-003841. This accident occurred on 12/09/2024.	Complete	5	1/30/2025	\$ -	\$ -
OR-2025-48	Yellow Dog Reports	1/24/2025	DIANE LISERA ---- 2024 VW ATLAS ---- 6321 BANDERA ROAD, 78238 SAN ANTONIO, TX USA-OTHER VEH INFO KNAFE121465312578LPGGG0690DRIVER JARIO CHINCILLA DATE:12-22-2024 TIME:17:30:31 REPORT# 202403977	Complete	4	1/31/2025	\$ -	\$ -
OR-2025-50	Jesus m ponce	1/27/2025	Report number cse 202403287	Complete	4	1/31/2025	\$ -	\$ -
OR-2025-51	Jenifer McLean	1/27/2025	Needing to request copy on behalf of Forest Oaks Apartments located at 6313 Evers Rd, San Antonio, TX 78238 for domestic situation for apartment 906. Case Number 202500226 by Leon Valley PD.	Complete	6	2/4/2025	\$ -	\$ -
OR-2025-52	Melissa Turner	1/27/2025	I am conducting a background investigation on the listed applicant. I am kindly requesting an agency check on resident, police contact. If it is consistent with your department policy, will you please check your files to see if your department has had any contact with the applicant including, but not limited to: involvement in criminal activity, arrests, traffic violations, traffic accidents with your agency. I have attached the applicant's signed release waiver, and our agency letterhead. If you would please send documentation of these contacts. Thank you, be safe.	Complete	8	2/6/2025	\$ -	\$ -
OR-2025-53	David Poston	1/27/2025	Incident and arrest records for Michael Anthony Poston , DOB 12-17-1969 specifically looking to see if personal property that was surrendered can possibly be recovered by another family member	Complete	4	1/31/2025	\$ -	\$ -
OR-2025-54	The Lezcano Law Firm, PLLC	1/28/2025	Case Number: Offense Date: Defendant: To Whom It May Concern: 0000078529 & 0110088803 05/07/2019 & 06/27/2016 Serdar I. Berdyev Pursuant to the Freedom of Information Act, I am hereby requesting all records pertaining to the above-noted citations. For your convenience, I am attaching a copy of the driving record for reference. 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, 1. The entire investigation file concerning subject case numbers; 2. Any reports or citations concerning the subject case numbers, including any and all drafts as well as the final version; 3. Any and all dispositions or court documents regarding the case numbers. 4. Any and all other documentation concerning or relating to the subject incident not specifically requested herein.	Complete	4	2/3/2025	\$ -	\$ -
OR-2025-55	Yellow Dog Reports	1/28/2025	michael dertien 2001 dodge ram 2500 ---- 25 BANDERA RD, 78228 SAN ANTONIO, TX USA DATE:1-23-2025 TIME:2:58:41 REPORT# 202500209	Complete	7	2/6/2025	\$ -	\$ -
OR-2025-56	Jose Caraballo	1/28/2025	Requesting report for case number 202500032	Complete	3	1/31/2025	\$ -	\$ -
OR-2025-57	Hilda Hernandez	1/28/2025	Nonreportable crash Case #25-00114	Complete	3	1/31/2025	\$ -	\$ -
OR-2025-58	Antonio Hernandez	1/29/2025	I reached out a few years ago regarding a childhood sexual assault (1985-1989?). It's something I have been trying to dig up for many years to get some closure and heal from what happened. I am including the address I lived at during that time in hopes something comes up. Any help/guidance you can provide would be greatly appreciated. Primary address at the time: -----, My info is: ----- DOB: -----	Pending Department(s) Response (TIME EXTENSION GRANTED - DUE DATE IS 03/01/2025)	9		\$ -	\$ -
OR-2025-59	Phase Engineering, LLC	1/29/2025	Phase Engineering, LLC. is currently working on a Phase I Environmental Assessment of the property located at: Address: 6799 Bandera Road Leon Valley, Texas 78238 We would like to request the following based upon the Freedom of Information Act: Building Records: Please provide copies of all building permits submitted/approved, certificates of occupancy and building plans. Permits for installation or removal of aboveground or underground storage tanks for the above property.	Complete	6	2/6/2025	\$ -	\$ -
OR-2025-60	Khaseim Perez	1/29/2025	Body Worn Camer Video and EMS records for Report 24-0100387	Complete	7	2/7/2025	\$ 133.00	\$ 133.00
OR-2025-61	James little	1/30/2025	On 1/29/2025 I was involved in a vehicle accident on Handers and Seneca. I was in a white van, I was taken to Methodist Hospital via an ambulance. My vehicle was impounded while I was absent I was rearended by a small pickup. Please provide Case # 202500293	Complete	1	1/31/2025	\$ -	\$ -
OR-2025-62	Destiny VanZandt/ Bluu's Cluu's Texas Street Rescue	1/30/2025	I need to verify the dog from the video taken by Rebeca was indeed owned and not dumped. She sent me the video and I had posted to my social media. Im an animal advocate and a 501c3 non profit organization. I would not like to slander the alleged dumper. I need confirmation the dog had in-fact gotten loose and not dumped so I can update the social media post that was made in regards to this case	Pending Fee Acceptance	8		\$ 58.00	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-63	Keith Koehnen	1/3/2025	Yanaeth Camacho and Keith Koehnen. Case number 202500090 January 10, 2025. Police Report is not correct, I request that it be amended. I need to know if any medical and legal actions have been pursued. This was a road rage incident caused by Yanaeth Camacho who proceeded to forcefully charged at my vehicle passenger side with her vehicle twice forcing my vehicle towards a concrete barrier twice I barley avoided her. She intended to harm me causing reckless endangerment to me on her part intentionally using her car as a weapon towards me. Then she very forcefully brake checked my truck 3 times & 3rd time I was not able to avoid her reckless actions and our vehicles collided. I was then trying to pull into the church parking lot driveway and she forced her car from right lane into my left lane she forcefully slammed on her brakes again. I then moved into the far right lane to avoid her and she forcefully drove in front of me and slammed on her brakes again brake checking me for the 5th time. I was trying to get away from her yet I could not and she kept coming after me and was relentlessly pursuing me. I was terrified and was afraid she might come after me with a gun.	Complete	5	2/7/2025	\$ 31.00	\$ 31.00
OR-2025-64	Erica Hsu	1/31/2025	I hope this message finds you well! I am sending out this request for January 2025 data early due to the fact that I will be out of the office at the beginning of next week. Please feel free to wait to process this request until the beginning of February. Please accept this as the request for traffic data from 01/01/2025 – 01/31/2025. 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	6	2/10/2025	\$ -	\$ -
OR-2025-65	Tobynn Partridge - Data Driven Safety, LLC	2/3/2025	Today we are making the request for the January 2025 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	5	2/10/2025	\$ -	\$ -
OR-2025-66	Daniel corona	2/3/2025	2500219Fire report	Complete	0	2/3/2025	\$ -	\$ -
OR-2025-67	Charles Wallace	2/3/2025	Requesting all reports involving myself. Charles Wallace dob 12 15 1957	Complete	6	2/11/2025	\$ 2.90	\$ 2.90
OR-2025-68	Margaret Reyes	2/3/2025	I'd like to request any incident reports involving the following person: Katrina Levaughn, DOB ----, SSN ----. And may I have incident number: 202500165 This concerns an open and current case with CPS. Please contact me if you need any more information, thank you for your cooperation.	Complete	3	2/6/2025	\$ -	\$ -
OR-2025-69	Anthony Wellman National Due Diligence Service	2/4/2025	We would like to request official records addressing each of the items below or directions on where to find the information. Re: 6625 Bandera Rd, San Antonio 78238 Parcel ID (APN): 217860 We need the following information addressed: 1. Please provide copies of any 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 (electronic version if available) of the approved site plan. 5. Please provide copies of the Certificate(s) of Occupancy for the property. 6. Please confirm if a Certificate of Occupancy is not available or does not exist, will this constitute a code violation or will give rise to enforcement action. 7. Please confirm when a new certificate of occupancy is needed, i.e. change of use, tenant change, etc. * Please note, that this request is for open violations on file, we are not requesting an inspection to be made.	Complete	5	2/11/2025	\$ -	\$ -
OR-2025-70	Anthony Wellman National Due Diligence Service	002/04/2025	We would like to request official records addressing each of the items below or directions on where to find the information. Re: 6451 Bandera Rd, San Antonio 78238 Parcel ID (APN): 217860 We need the following information addressed: 1. Please provide copies of any 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 (electronic version if available) of the approved site plan. 5. Please provide copies of the Certificate(s) of Occupancy for the property. 6. Please confirm if a Certificate of Occupancy is not available or does not exist, will this constitute a code violation or will give rise to enforcement action. 7. Please confirm when a new certificate of occupancy is needed, i.e. change of use, tenant change, etc. * Please note, that this request is for open violations on file, we are not requesting an inspection to be made.	Complete	5	2/11/2025	\$ -	\$ -
OR-2025-71	Eddy Garza	2/4/2025	Requesting report for case number 202500318 R.Gonzalez officer	Complete	3	2/7/2025	\$ -	\$ -
OR-2025-72	Michelle White, Partner Engineering & Science, Inc.	2/4/2025	For the properties located at 6451 and 6625 Bandera Road (InTown Suites), I would like to request the following documents, if available: Fire Request: 1) Notices of Violation or Notices to Comply against the properties 2) Records for fires at the property including date of fire and location Building Request: 1) Unresolved building Notices of Violation or Notices to Comply against the properties 2) Certificates of Occupancy including an original certificate, if available 4) Records for open building permits	Complete	5	2/11/2025	\$ -	\$ -
OR-2025-73	Margaret Reyes	2/4/2025	Hello, I am requesting any police incidents involving the following name and address: Name: Brittany Vasquez DOB: --- SSN: ---- Address: 6002 Grass Hill Dr. San Antonio TX, 78238 Ms. Vasquez is involved in an open and current case with CPS. Please contact me if you need any more information, thank you very much.	Complete	2	2/6/2025	\$ -	\$ -
OR-2025-74	Sarah Phosouvanh	2/4/2025	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 2/28/2022 @ 5900 BLOCK OF NW LOOP 410 #2022097027 INSURED X NATION AUTO	Pending Department(s) Response	5		\$ -	\$ -
OR-2025-75	Sarah Phosouvanh	2/4/2025	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 1/13/2024 OR 1/13/2025 @ I 35 AND I 10 NO RPT # TIME 9:56 PARTY INVOLVES SAMATHA CHERICA/KYREE HARRISON	Complete	2	2/6/2025	\$ -	\$ -
OR-2025-76	Stephen Turner	2/5/2025	Report and Body Worn Camera Video related to Stephen Turner. date 01/29/2025. Case # 202500290 Citation.	Complete	4	2/11/2025	\$ 38.00	\$ 38.00

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-77	Clarksville Police Department	2/5/2025	The below named individual is an applicant for a Police Officer with the CLARKSVILLE POLICE DEPARTMENT (ORITN0630100). 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 those records. Applicant Name: Jonathan Roy Powell Nickname or Alias: -none- Maiden Name: -none- Date of Birth: ----- SSN: --- (Contact LE for full SSN) Race: White Sex: Male	Complete	1	2/7/2025	\$ -	\$ -
OR-2025-78	Bianca Garza	2/5/2025	Report, EMS Report, Body Worn Camera Video Related to Report # 202500318 Officer R. Gonzalez. Badge #575	Pending Department(s) Response	4		\$ 90.00	\$ -
OR-2025-79	Alice K. Klauzinski	2/5/2025	RE: Records Request OR-2025-5 The records from this request did not include incident types. Could you send a file that includes incident types? I am writing to request the following Police records: Record Type: NIBRS data (or a List of all OFFENSES) including incident/offense types, dates, times, and case/report numbers (only if a list of offenses is not available. Calls for Service may be substituted). Record Format: Excel spreadsheet (If an Excel spreadsheet is not available, please substitute a different format, preferably electronic). Date Range: January 1, 2024 to December 31, 2024 Address: 5601 Bandera Road	Pending Department(s) Response	4		\$ -	\$ -
OR-2025-80	Shannon Callahan	02/05/2025	A fraud police report that was submitted by Beatrice Bobbette on 01/11/2025. Case #202500099	Complete	2	2/7/2025	\$ -	\$ -
OR-2025-81	Daryl Kyle	2/6/2025	Body Worn Camera and Report for 2024-04064 Incident was on 12/30/24; report made 12/31/2024.	Pending Payment	3		\$ 28.00	\$ -
OR-2025-82	Claudia Luna	2/6/2025	Police report for case number 202403719 involving David L. Lara for incident occurring November 29, 2024 off of Bandera and Grisom.	Complete	2	2/10/2025	\$ -	\$ -
OR-2025-83	chris trelles	2/6/2025	Address: 6200 Grissom Road and 6360 Grissom Road (Leon Valley Storage) In regards to an environmental site assessment, requesting files associated with environmental concerns, hazardous materials, spills, releases, complaints, violations, dumping, etc. Fire incident reports from 2023 at 6360 Grissom Road.	Complete	3	2/11/2025	\$ -	\$ -
OR-2025-84	D&G Energy Corp.	2/6/2025	Case #202500261	Complete	2	2/10/2025	\$ -	\$ -
OR-2025-85	Dilia Vasquez	2/7/2025	One of our H-E-B partners was involved in an accident on 12/28/2024 and C.R.I.S is not populating any crash report along with the Lexis Nexis. Below is the information for our partner. Is there any way we can get a copy of the accident or incident report? If there is none would we be able to receive verbiage stating the matter. Let me know if you have any questions or need further information. Name: Charles Leech DOA: 12/28/24 DL: ----	Complete	1	2/10/2025	\$ -	\$ -
OR-2025-86	Dalphette Marie Calhoun	2/10/2025	Report and Body Worn Camera Video related to: On January 31, 2025, I was involved in an auto accident on Seneca Drive at the corner of Evers Rd. Officer Breton responded to the call to come to the accident.	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-87	Toni Hernandez, Ortiz & Law PLLC	2/10/2025	Body Worn Camera Video and Any and all records, reports and amended reports pertaining to Case ID 202401472 TxDot 20188596. DOL: 5/17/2024	Complete	1	2/11/2025	\$ 56.00	\$ 56.00
OR-2025-88	Mke denning	2/10/2025	Case 202403430	Complete	1	2/11/2025	\$ 6.00	\$ 6.00
OR-2025-89	Mke denning	2/10/2025	Case 202403430	Complete - Closed-Duplicate	0	2/10/2025	\$ -	\$ -
OR-2025-90	Misty Vincent	2/10/2025	Body Cam Video and Report related to Report # 202500321	Pending Fee Acceptance	1		\$ 40.00	\$ -
OR-2025-91	D&G Energy Corporation	2/10/2025	Case #202500261	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-92	Megan Mauer, Partner Engineering and Science Inc.	2/10/2025	My company is performing a Phase I Environmental Site Assessment on the property located at 6625 Bandera Road (currently occupied by InTown Suites). We are looking for any current or historic documents related to this property, specifically information regarding hazardous substance use/storage; aboveground or underground storage tanks; permits (including for a septic system); violations; records of any fires at the property and what firefighting methods were used (i.e. water or foam); records of any transformers on the property (whether PCB is utilized and maintenance information); zoning of the property and any zoning violations; any environmental concerns such as releases/spills, cleanup activities, institutional or engineering controls/activity use limitations, or any sort of sampling/testing done at the site.	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-93	Megan Mauer, Partner Engineering and Science Inc.	2/10/2025	My company is performing a Phase I Environmental Site Assessment on the property located at 6451 Bandera Rd, San Antonio/Leon Valley, Texas 78238 (currently occupied by InTown Suites). We are looking for any current or historic documents related to this property, specifically information regarding hazardous substance use/storage; aboveground or underground storage tanks; permits (including for a septic system); violations; records of any fires at the property and what firefighting methods were used (i.e. water or foam); records of any transformers on the property (whether PCB is utilized and maintenance information); zoning of the property and any zoning violations; any environmental concerns such as releases/spills, cleanup activities, institutional or engineering controls/activity use limitations, or any sort of sampling/testing done at the site.	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-94	Yellow Dog Reports	2/11/2025	NUNCIO, MARK ----- 2109 BANDERA ROAD #1108 SAN ANTONIO, TX USA DATE:11-18-2024 REPORT#5341Z297S	Pending Department(s) Response	0		\$ -	\$ -
OR-2025-95	Jewel Garza	2/11/2025	PD Report, EMS Report, and Body Worn Camera Video related to Case 202500416	Pending Department(s) Response	0		\$ -	\$ -
OR-2025-96	Inv Kim Petter, Bexar County Medical Examiner's Office	2/11/2025	Decedent is Nathaniel Thomas, DOB ----- Incident on 02/11/2025 at 0823 hrs pronounced on the scene. See attached.	Pending Department(s) Response	0		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

- Certified one (1) LVPD Report.
- Processed one (1) Grand Jury Summons for Bexar County. (GJ 834574).
- Processed (1) Subpoena (#2024-CI-10704)
- Sent ten (10) new boxes off to Safesite Record Storage.
- Processed one (1) STAT - FOR TRANSPLANT Request for the South Texas Blood Bank.
- Submitted 137 Boxes of Records for Destruction. 70 of those boxes had met their retention period; 67 tubs and tubes of records were destroyed after the Planning Department had scanned them to be stored electronically on a hard drive.

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
<ul style="list-style-type: none"> • Properly Preparing Very Old City Records to be Sent off to Storage 	Friday, February 28, 2025	In Progress - Completed Ordinances 1974 - 1997; Completed Resolutions; Deeds/Agreements/Etc. in Progress.
<ul style="list-style-type: none"> • Adding Descriptions to Ordinances/Resolutions Listed in the Documents Library/MuniDocs 	Tuesday, December 31, 2024	Complete
<ul style="list-style-type: none"> • Working on a Handbook for Boards, Commissions, Committees, and Liaisons 	Monday, April 7, 2025	In Progress - 10% Complete
<ul style="list-style-type: none"> • Working on a Disaster Recovery Plan for Municipal Records 	Wednesday, December 31, 2025	In Progress - Reviewing other Cities

FIRE DEPARTMENT

- The Fire Department would also like to remind residents that if they have a fire hydrant in front of their home, all obstructions within 3’ of all sides needs to be cleared. Obstructions around the fire hydrants makes it hard to find during emergencies and could slow establishing a water supply during a fire.
- Please remember that the LVFD is always willing to help change smoke detector batteries for residents who need assistance, please contact us and we will schedule an appointment.
- The Fire Department needs non-perishable food, dry goods, diapers and formula to replenish our Community Care Box. Please donate what you can and if you are in need, we are here to help.
- The Fire Department is in the process of recertifying the entire EMS system. This includes all documents, vehicles and equipment. This inspection is conducted by the Texas Department of State Health Services. This process help to ensure the entire EMS system is operating within the standards set by the State of Texas.
- The Fire Department completed the required annual flow and functional test of all self-contained breathing apparatus. During this testing, any necessary adjustments or repairs are performed. This testing is all done onsite in our bays by the manufacturer.

PLANNING AND ZONING

Planning & Development Cases:

- 6758 Poss - PDD Amendment
- 6112 and 6618 Sawyer Rd. - PDD Application
- 6758 Poss – Subdivision PDD
- 4723 Timco West – Floodplain permit – Warehouse
- 7504 Linkside- Replat
- 6530 Samaritan - Seneca Trails

Permits:

- Animal Tag 4
- Food 2
- Plumbing 3
- Electrical 2
- Peddler's 2
- Mechanical 4
- Gas 2
- Sewer and Trench 1
- Utility 1
- Short Term Rental
- Fence 2
- Roof 2
- Garage Sale 1

CO Issued

- Classic Moves West/5405 Bandera Road Ste. 116/Office-Warehouse
- Data Clean LLC/5504 Bandera Road Ste. 103/Office

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 Programs:

- February 20, 2025: Stitch it Together 6:30 p.m.
- February 22, 2025: First in Series Book Club: Red Rising 1:00 p.m.
- February 26, Dragonfly Craft: 12:00 p.m.
 - Tuesdays at 11 am: Baby & Toddler Storytime
 - Wednesdays at 10:30 am: Preschool Storytime
 - Thursdays at 10:30 am: Pretend Play
 - Fridays at 9:30 am: Yoga
 - Monthly Programs:
 - 3rd Saturday at 12pm: Between the Pages Book Club – Death at Morning House
 - 4th Saturday at 1pm: First in Series Book Club – The Librarian of Crooked Lane
 - Special Programs:
 - Introducing Family Storytime: 4th Friday at 4:30 pm

Funded by:	Grant Name	Status	Date Open	Date Closed	Max Award	Competitive	About	Application Status	City Costs?	Notes (*)
TSLAC	ILL Reimbursement	Open	JUNE 2024	AUG 2024	Varies	No	Program Details	Applied, Waiting	Upfront*	Reimbursement on ILL Cost Shipping
Kronkosky	Kronkosky Charitable Foundation	Open	Not Listed	Not Listed	\$100,000.00	Yes	KCF Information	Gathering Information for Grant Consideration	N/A	
Hancher	Ladd & Katherine Hancher Library Foundation	Open	Not Listed	AUG 2024	\$40,000.00	Yes	Hancher About	Applied, Waiting	N/A	Previously received, must wait between years
Tocker	Library Transformation Grant	Open	Not Listed	JAN 2025	\$100,000.00	Yes	Tocker About	Gathering Information for Grant Application	Varies	Evaluated by Focus is ,Board 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/4055/cm_report_2-18-25.pdf

OTHER MEETINGS AND EVENTS

- The next City Council Meetings will be on Tuesday, March 4, 2025, at 6:30 pm, in the Council Chambers.