



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: February 3, 2026
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

- The contract for work on the FY 2025 Sewer Main Replacement Project (Forest Brook, Forest Ridge, Forest Mill, and Forest Knoll) was awarded to R.L. Jones, LP. The pre-construction meeting has been held, and the contractor is scheduled to start soon.
- The city awarded a contract to EZ Bel Construction in the amount of \$828,506.01 for the FY 25 Water Main Replacement project (Pickering, Kinman, and Rimkus Streets). Construction has begun.
- Staff is working on the condemnation process to gain ownership of the portion of Zarzamora Creek in front of 5601 Bandera Road and along Aids Drive.
- Staff is investigating costs to construct a trail from the new Seneca Trails subdivision to the City of San Antonio's trail system in Huebner Creek.
- Staff met with TxDOT Officials to start the bidding process for the Hike & Bike Trail Segment II. Bids will be advertised this month and awarded in February.

Additional Public Works Activities

- Installing thermal pavement markings for stop bars at the intersections of Savory Glen/Crystal Moon and Watercress/Thistle.
- Replaced eleven faded red light camera signs along Bandera Rd. and Grissom Rd.
- Crack sealing recent mill and overlay streets in Canterfield.
- Replacing street signs at Adair Dr. and Evers Rd.
- Cleaning carpet areas at the Library, and cleaning chair upholstery at the Community Center.
- Making sprinkler repairs in the Veterans Memorial Park area.
- Repairing an exercise pull-up bar at Rimkus Park.
- Removing loads of debris and spoils near the Silos.
- Landscaping/mulching trees near the Library and Veterans Memorial Park. Repaired a main break on Crownpiece.
- Replacing four residential and one commercial water meter.
- Conducting two water audits for customers.

- Performing site maintenance at wells to include installing a French drain at the Huebner well. Greasing pumps and cleaning filters.
- Replacing a U-branch water service.
- Installing new tires on an equipment trailer.
- Continue making vehicles ready and assisting PD to prepare for the upcoming auction.
- Working with the fuel distributor to fix the fuel docks at Public Works.
- Repairing a broken ball valve on the water truck.
- MPO Technical Advisory Committee – February 6, 2026.
- Replacing sidewalks that have settled and shifted at three locations on High Stepper (7430, 7434, and 7438 High Stepper).
- Servicing all HVAC units, and air filter changes.
- Sealing concrete flooring and painting the office at the Public Works building.
- Removing storm debris from Huebner Creek near the Rimkus Park entrance and the small pavilion entrance.
- Clearing debris from the Weathered Post drainage.
- Landscaping/mulching trees near the Library and Veterans' Park.
- Repairing a service line leak and a water faucet leak at the Public Works building.
- Performing any disconnects and re-connects this week.
- Removing radio equipment from emergency service vehicles before auction.
- Working on end-of-month billing.
- Re-servicing the flatbed truck from de-icing activities and storing material.

PW Grants

- The city was awarded a Bexar County ARPA grant for the El Verde Water Main Replacement Project in the amount of \$1,300,000. The contract was awarded to D & D Construction, and work has started. Construction started 1/12/26. Construction is expected to last 120 days from the date of the Notice to Proceed.
- The city was awarded a Bexar County CDBG grant for replacing the sewer main in the alley between Cammie Way and Evers Rd. The city awarded a contract to Sovrex. Construction started on 1/12/26.
- The city was awarded a grant for a Hike & Bike Trails Connectivity Master Plan from the AAMPO. This grant will pay \$230,000 for a planning document for the city's trail and shared path system. Staff attended a TxDOT meeting to discuss the grant timeline.
- The city was awarded a grant in the amount of \$590,423 from Bexar County CDBG to install a new sewer main along Locker Lane. Plans are being developed for the project.
- Staff and the City Engineer have submitted 100% plans for the Hike & Bike Trail – Segment II. A pre-bid meeting was held last week. The city received 15 bids. The apparent low bid was submitted by Presidio Contracting, LLC in the amount of \$979,511.60. The bid packages will be reviewed by the City Engineer and then forwarded to TxDOT.
- Staff applied for a grant from the AAMPO for the Hike & Bike Trail Segment 3. The trail will connect at Evers Road and align with Huebner Creek up to Balky at the northern city limits line and connect to the City of San Antonio's trail system, which is already in engineering and design.
- The city was awarded a 50/50 grant in the amount of \$725,852 from the Texas Parks & Wildlife for the Forest Oaks Pool Renovation. Total project cost is estimated at

\$1,451,704. TPWD staff will schedule a site visit in February or March. We anticipate receiving the grant Agreement from TPWD in October. The grant contract period will be four years from the grant Agreement date. Project scope includes: keeping the existing swimming pool and replaster, install new pool equipment, demolish existing baby pool and sidewalks/pool decking around the pool, demolish existing clubhouse and restrooms, install new sidewalks/pool decking, new restrooms, mechanical building, storage room, lifeguard office, covered pavilion and shade canopies, new fencing, and new ADA chair lift.

OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-654	Eliasib Vera	11/5/2025	Requests of denying my son on my weekend and LVPD court ordered. Needed for court hearing	Complete - Closed Due to Lack of Response	62	1/7/2026	\$ -	\$ -
OR-2025-678	LEO Tillis IV	11/17/2025	im trying to obtain my court case in 2017 so I can expunge my record	Complete - Closed Due to Lack of Response	63	1/20/2026	\$ -	\$ -
OR-2025-715	Eden A Scharmen	12/12/2025	Looking for just body camera recording of Officer Gonzalez interaction with Eden Scharmen (me) and any interactin with Cynthia Helsel (tenant in Apt. E6) where call originated on her cell by myself, Eden Scharmen. 1 call that I require any info for 911 call available as far as transcripts from above incident/Case #'s. and any report info. for P.D. on these #'s. This being my 1st interaction with Leon Valley outside of possible warning traffic stop in 2011. - Eden Alayne Scharmen Expired License #-:---, Height 5'9 145 Lbs.	Complete - Closed Due to Lack of Response	21	1/2/2026	\$ 33.00	\$ -
OR-2025-723	Vanessa N. Perez	12/19/2025	Need copies of body worn camera video, police report, recordings and records. I made this report. And there is a related ongoing case with Bexar county. Case number 20250475305 11/29/2025 12:00 PM	Complete	4	12/30/2025	\$ -	\$ -
OR-2025-724	Vanessa N. Perez	12/19/2025	I need copy of police report, recordings and records. I made this report. There is an ongoing related case. Case number 202503822 11/28/2025	Complete	9	1/8/2026	\$ 37.00	\$ 37.00
OR-2025-726	Santos Cristobal	12/20/2025	202503030 case number, E. Guadarrama #523 - Patrol Officer	Complete	1	12/24/2026	\$ -	\$ -
OR-2025-727	Marie Martian-Joseph	12/21/2025	Case #: 202504044 Patrol Officer (#563) J. Rivera wrote incident report on 12/20/2025. Report and case # are required to accompany the First Mark Credit Union dispute process documentation. Re: Check Forgery Marie Martian-Joseph and husband, Paul Joseph noticed the check # 1276 written originally for amount of \$61.87 payable to Tiger Sanitation was put in their home mail box to be sent on 12/16/2025. It was noticed on the bank statement from First Mark Credit Union this same check was used at Walmart for the amount of over \$438, which indicated a check forgery. So it's necessary to dispute this problem with Walmart for the amount of money lost for reimbursement.	Complete	4	1/2/2026	\$ -	\$ -
OR-2025-729	Tatiana Bickler	12/22/2025	I am looking for information on legally ran short term rentals in Leon Valley. Can I please get a list of permit numbers and addresses/parcel IDs for any legal short term rentals in Leon Valley. If nothing else, a list of parcel IDs will do.	Complete	4	1/2/2026	\$ -	\$ -
OR-2025-730	curtis huizar	12/23/2025	Unfortunately, we do not have the fire case# as the situation was chaotic and we were all out mostly naked when the fire dept gave us the # during our house fire. I need a copy of the fire accident report that happened at our house located at 6615 Pecan Acres on Dec 6, 2:30am. I need this urgently for our fire insurance claim.	Complete	2	1/1/2026	\$ -	\$ -
OR-2025-731	Santos Cristobal	12/24/2025	Case #: 202504030	Complete	2	1/1/2026	\$ -	\$ -
OR-2025-732	Allen Aulick	12/28/2025	For calendars year 2025: the number of traffic tickets issued as a result of "red light" camera violations, plus the number of violators who paid the traffic tickets issued as a result of "red light" camera violations, plus the amount in dollars collected as a result of such violations.	Complete	4	1/8/2026	\$ -	\$ -
OR-2025-733	Private Investigator Tim Ramos	12/29/2025	Riverside County Sheriff's Office Background Check: N. Cuevas	Complete	0	1/2/2026	\$ -	\$ -
OR-2026-1	Mark Zurada	1/1/2026	Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for 'PEDESTRIAN CROSSINGS' that was submitted on 02/20/2020. We specifically request the line-item bid tabulation showing each material, quantity, unit, and unit price for every bidder. If no such line-item tally was created, please provide the full bid submissions from each contractor. A grand total sheet alone is not sufficient to satisfy this request unless it was a lump sum bid.	Complete	0	1/1/2026	\$ -	\$ -
OR-2026-2	Amanda Price	12/27/2025	Pursuant to the Texas Public Information Act, Chapter 552 of the Texas Government Code, I request copies of all public records relating to reprimands, complaints, ethics investigations, disciplinary actions, or official sanctions involving Arthur Reyna during his service on the Leon Valley City Council. This request includes, but is not limited to: Written reprimands or warnings • Ethics complaints or investigations • Findings or investigative reports • City Council meeting minutes or agendas discussing disciplinary matters • Correspondence with legal counsel regarding such issues. Time period requested: January 1, 2008 through the present. (See Attachment)	Complete	0	1/1/2026	\$ -	\$ -
OR-2026-3	Tobynn Partridge - Data Driven Safety, LLC	1/2/2026	Today we are making the request for the December 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	1	1/5/2026	\$ -	\$ -
OR-2026-4	Paul Bos, City of San Antonio, Office of Risk Management	1/2/2026	We are requesting an electronic copy of the following LVPD collision report / CR-3: Case Number 202504011. Additional information as follows: The accident occurred on 12/17/2025 on Bandera Rd. The City of San Antonio driver was James Powell in a 2017 Freightliner, -- license plate # ----, and the other driver was Reynaldo Ochoa in a 2012 Jeep, license plate # ---. Thank you very much.	Complete	0	1/2/2026	\$ -	\$ -

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OR-2026-5	Erica Hsu	1/2/2026	Please accept this as the request for traffic data from 12/01/2025 – 12/31/2025. 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	1	1/5/2026	\$ -	\$ -
OR-2026-6	Melissa Achey-Rivera	1/2/2026	Requesting an electronic copy of the planning or development application and or site plan for all residential development submittals that meet the criteria below. Projects to include: • Multifamily residential developments • Single-family rental communities • Senior housing, student housing, conventional, affordable, and build-to-rent communities. Please include projects with 50 or more total residential units planned. If a unit count is not yet available, please include the project anyway. Date range - Submittals received September 16, 2025 through December 31, 2025, or through the date this request is processed, whichever is later. Information requested if available • Project name • Developer/Owner information • Address or general location • Total unit count • Current status of the application or permit. If a project has not yet been designated as rental but appears to be a residential development that could reasonably fall into one of the categories listed above, please include it.	Complete	0	1/2/2026	\$ -	\$ -
OR-2026-7	Lyn Joseph	1/5/2026	Report from animal control on or about 12-09-2025 of an abandoned dog on or near 7323 Canterfield, Leon valley Texas. Report of animal controls conversation with occupant at possibility 7327 Canterfield, Leon valley, Texas. case number 25-0101	Complete	3	1/8/2026	\$ -	\$ -
OR-2026-8	COSA PD - Diane Tritley	12/29/2025	SAPD Background Check: M. Rios	Complete	4	1/8/2026	\$ -	\$ -
OR-2026-9	COSA PD - Diane Tritley	12/29/2025	SAPD Background Check: P. Ramirez	Complete	4	1/8/2026	\$ -	\$ -
OR-2026-10	Keelan Bell	1/5/2026	I am submitting a request for the itemized bid tab and bid award information for the following construction project: City of Leon Valley 2024-02 - FY 2024 Street Maintenance from 7/2024.	Complete	6	1/13/2026	\$ -	\$ -
OR-2026-11	Detective L. Bradshaw	1/6/2026	Dallas PD Background Check: A. Frye	Complete	2	1/8/2026	\$ -	\$ -
OR-2026-12	Kathleen Rose Gallagher, Farpoint Films	1/6/2026	On behalf of Farpoint Films, please kindly accept this urgent open records request under Texas Public Information Act to obtain records pertaining to the homicide of Heather Willms in the jurisdictions of Leon Valley, Texas on February 21, 2005. We are producing a new documentary television series and we are very interested in featuring Ms. Willms' case. We intend to examine this case and highlight how the case was solved by investigators working to obtain new, pivotal information and evidence. It is our intention to ensure we represent Ms. Willms, all law enforcement personnel, and the investigation and court proceedings as respectfully and accurately as possible. If please possible, we would very much appreciate your consideration to allow us to obtain any or all of the following materials: Lead Investigators' reports, Individual/supplemental reports from: All Officers and Personnel required to produce a report for this case. Enclosures from the lead investigators report, including: Medical Examiner's report; Autopsy report; Witness statements, Crime Scene: Videos; Photos, Crime Scene Investigator Forensic Reports, Audio recording of 911 call to dispatch, Telephone audio recordings, Video interviews conducted, Audio-recorded interviews, Transcripts of all interviews conducted, Sworn statements, "Persons Forms" i.e., names of Witnesses, Search warrants, Dispositions/Judgements, Any other materials deemed pertinent to the investigation and subsequent court proceedings.	Complete	6	1/14/2026	\$ -	\$ -
OR-2026-13	JESSE GUERRA III	1/6/2026	LOOKING TO OBTAIN MY ARREST POLICE REPORT, BODYCAMERA FOOTAGE OF MY ARREST AS WELL AS ANY MEDICAL RECORDS FROM THIS ARREST. ON JANUARY 4, 2026	Pending Response from TX OAG			\$ 273.00	\$ -
OR-2026-14	Alisa Lozano	1/6/2026	I would like to request all residential fire damage homes from Dec 1 2025-Jan 4, 2026, please thank you	Complete	1	1/7/2026	\$ -	\$ -
OR-2026-15	Mark Zurada	1/7/2026	Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for 'BLACKSMITH LANE & WAGON SPOKE SEWER/WATER MAIN REPLACEMENT' that was submitted on 07/02/2019. I believe the project number is '2019-05', but I could be mistaken. If so, please use the project name and date to lookup the responsive documents. We specifically request the line-item bid tabulation showing each material, quantity, unit, and unit price for every bidder. If no such line-item tally was created, please provide the full bid submissions from each contractor. A grand total sheet alone is not sufficient to satisfy this request unless it was a lump sum bid.	Complete	1	1/8/2026	\$ -	\$ -
OR-2026-16	Agency	1/6/2026	SUBJECT INFORMATION - Name: Valdez, Pablo, Alias AKA(s): VALDEZ, PABLO III, VALEZ, PABLO VALEZ, PABLO III, DOB: ---, Alias DOB(s): ---, --- SSN: ---, SEX: M, REQUESTING ORI: WVNICS001, Date FFL may legally transfer the firearm: 01/10/26 - R-84 DISPOSITION REPORT - Please submit all supporting documentation regarding this individual along with your agency's response. FBI UCN: 928991RB5 - SID#: 06694509, DOA 1, DOA: ---, Arrest No.(OCA): Arresting Agency: TX0151000, Submitting Agency ORI: Submitting Agency, City and State: Name: VALDEZ, PABLO UCN: 928991RB5 DOA: 20031103. Court Case: 867716, A001 EVADING ARREST/DET PC 38.04(b) MISDEMEANOR - CLASS B Count:0. Please provide incident report with narrative, as well as arrest report. Please provide any other applicable information/documents in regard to inquired DOA. Thank you.	Complete	2	1/8/2026	\$ -	\$ -

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OR-2026-17	Linda Cevallos	1/7/2026	Please email me the issued permits in 2025 for contractor information for work on the commercial property on the corner of Poss and Bandera in Leon Vally.	Complete	0	1/7/2026	\$ -	\$ -
OR-2026-18	Mark Zurada	1/8/2026	Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for 'FOREST MEADOW DRAINAGE IMPROVEMENTS' that was submitted on 07/02/2019. We specifically request the line-item bid tabulation showing each material, quantity, unit, and unit price for every bidder. If no such line-item tally was created, please provide the full bid submissions from each contractor. A grand total sheet alone is not sufficient to satisfy this request unless it was a lump sum bid.	Complete	11	1/25/2026	\$ -	\$ -
OR-2026-19	Ellie Hajarian	1/9/2026	RE: Case # 202400500 - I respectfully request copies of all records, Body and dash camera footage, 911 call recordings, witness statements, photographs, citations, and any supplemental or follow-up report related to the investigation of the attached Police report incident.	Complete	3	1/14/2026	\$ 6.00	\$ 6.00
OR-2026-20	Ronnie Almanza	1/10/2026	Hello, I am requesting video footage or camera stills from the red light camera at the intersection of Bandera Road and Wurzbach. Specifically the camera which was installed on bandera road in front of the bill miller restaurant and facing northbound or westbound down Bandera Road. The date for the request is December 18th, 2025 at 10:03 p.m. -10:05 p.m. This is for an accident that occurred at that time.	Complete	0	1/12/2026	\$ -	\$ -
OR-2026-21	Anthony McDonough, Brevard County Sheriff's Office	1/5/2026	01/05/2026 - Leon Valley Police Department - 6400 El Verde Rd - Leon Valley, TX 78238. We are conducting a public safety background investigation of Raul Rangel who has applied for a position with the Brevard County Sheriff's Office and once resided, was stationed in the military, attended school, or was employed in your jurisdiction. It would be greatly appreciated if you would check your files and let us know whether this individual has ever come to your attention. A brief synopsis of any derogatory information will materially assist us in determining suitability for employment with the Brevard County Sheriff's Office. If you have ANY law enforcement reports on this applicant, we would like to request copies of those, at this time. A notarized AUTHORIZATION TO RELEASE INFORMATION form is attached. Applicant: Raul Rangel - Known Aliases: N/A - SSN#: ---- - DOB: ---- - Driver's License #: ---- - Your cooperation and timely response in this matter is greatly appreciated.	Complete	5	1/12/2026	\$ -	\$ -
OR-2026-22	John J Hankins, Brevard County Sheriff's Office	1/8/2026	01/08/2026 - Leon Valley Police Department - 6400 El Verde Rd - Leon Valley, TX78238. We are conducting a public safety background investigation of Nigel Antony August who has applied for a position with the Brevard County Sheriff's Office and once resided, was stationed in the military, attended school, or was employed in your jurisdiction. It would be greatly appreciated if you would check your files and let us know whether this individual has ever come to your attention. A brief synopsis of any derogatory information will materially assist us in determining suitability for employment with the Brevard County Sheriff's Office. If you have ANY law enforcement reports on this applicant, we would like to request copies of those, at this time. A notarized AUTHORIZATION TO RELEASE INFORMATION form is attached. Applicant: Nigel Antony August - Known Aliases: N/A - SSN#: ---- - DOB: ---- - Driver's License #: ---- - Your cooperation and timely response in this matter is greatly appreciated.	Complete	2	1/12/2026	\$ -	\$ -
OR-2026-23	Jason Ehret	1/12/2026	Background Check: G. Williams	Complete	6	1/20/2026	\$ -	\$ -
OR-2026-24	Jason Ehret	1/12/2026	Background Check: B. Broady	Complete	6	1/20/2026	\$ -	\$ -
OR-2026-25	Esther Villatoro/Gulfstreamlegalgroup	1/13/2026	ANY AND ALL RECORDS (WHETHER TYPED, HANDWRITTEN OR COMPUTER-GENERATED), PHOTOGRAPHS, VIDEOTAPES (INCLUDING DASH-CAM AND BODY-CAM VIDEO) AND/OR AUDIOTAPES (INCLUDING RELATED TRANSCRIPTS) PERTAINING TO AN INCIDENT INVOLVING EDUARDO DANIEL GARCIA THAT OCCURRED ON 10/11/2024 (INCIDENT NO. 202403176), including but not limited to any type of incident reports; accident reports; investigative reports; supplemental reports; dispatch calls and logs; witness statements; any and all photographs (please provide in native format if possible); office notes and/or field notes; telephone memos; videotapes and/or audiotapes and related transcripts; measurements, diagrams, drawings, sketches, graphs and/or charts; and printouts of any type of data stored in electronic format, including email transmissions	Complete	5	1/20/2026	\$ -	\$ -
OR-2026-26	Thomas Neumann	1/13/2026	I am requesting electronic copies (no duplicates) of documents of fire inspection reports, fire alarm system plans, and other documents relating to the fire alarm and fire suppression system(s) at the Finley Apartments, located at 5650 Grissom Road, Building 12, Leon Valley, TX 78238. I am also specifically requesting any documents which identify the kind of fire alarm and fire suppression system(s) installed at the same location, including building plans or diagrams in the possession of the City.	Complete	1	1/14/2026	\$ -	\$ -
OR-2026-27	VIRGINIA SERNA	1/14/2026	My name is virginia Serna And I filed a police report on Friday January 9th,2026 belive sometime round 8pm -10pm frame I'm needing a copy of the police report for my records and medical reasons of you can email it to me electronically in a timely manner that would be greatly appreciated. Case number is 202600101 the following items were taken were my belongings in my possession at the time of the assault and incident my prescribed medication, a credit card that I have already canceled filed stolen and a phone that I used for work which I also closed that account and service advised my employer of incident as well. Thank you	Complete	4	1/20/2026	\$ -	\$ -

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OR-2026-28	Jacob Ucan	1/14/2026	Good morning, Alinsco insurance is the claims representative for Jaime A Navarro Mr. Navarro reported that his vehicle was stolen from his possession on 12/12/2025. Mr. Navarro reported that his vehicle was recovered by SAPD on 12/13/2025 Alinsco insurance would like to request the theft / recovery report if available. Additional information: Location of theft: 6812 Poss Rd Apt 282 Leon Valley, TX 78238 Vehicle involved:2020 Chevrolet Silverado 1500 - License plate: ---- - VIN: ---- Case# LVPD-2025-0496026 / 202600014. Thank you!	Complete	4	1/20/2026	\$ -	\$ -
OR-2026-29	Federal Probation Officer Yolanda Valdivia	1/14/2026	K. Allen - See attached	Complete	4	1/20/2026	\$ -	\$ -
OR-2026-30	Thomas Neumann	1/14/2026	Body Worn Camera Video - Fire Marshall - 5650 Grissom - 09/13/2025	Pending Dept. Response			\$ -	\$ -
OR-2026-31	Thomas Neumann	1/14/2026	In electronic format, please produce copies of all documents related to requests, complaints, or notices regarding low or insufficient water pressure between the owner/agent/landlord of The Finley, at 5650 Grissom Rd., Leon Valley, TX 78238, and the City of Leon Valley, Leon Valley Fire Department, and/or the Leon Valley Public Works Department.	Complete	4	1/20/2026	\$ -	\$ -
OR-2026-32	Ground Truth Ops	1/15/2026	Hello, I am requesting public records for a story I'm researching on water affordability and housing stability. Records Requested: For the past 30 days please provide: All addresses where residential water service was disconnected or shut off for non-payment. For each address: street address, zip code, and date of disconnection. Total number of residential disconnections during this period. I am requesting address-level data only. I do not need customer names, account numbers, billing amounts, or any personally identifiable information. Public Interest: This data will help the public understand: The scope of water affordability challenges in our community. Geographic patterns of service disruptions. Whether vulnerable populations are disproportionately affected. Water shutoffs are a matter of public health and housing stability. Transparency in utility operations serves the public interest.	Complete	0	1/15/2026	\$ -	\$ -
OR-2026-33	Ellie Hajarian	1/15/2026	Body Worn Camera Video - Case Number 202400500	Complete	0	1/15/2026	\$ -	\$ -
OR-2026-34	Thomas Neumann	1/16/2026	Please provide all documents associated with the Fire Inspection Report and Certificate of Occupancy from Leon Valley Fire Department, for 5650 Grissom Rd - Building 12, Leon Valley, TX 78238, dated 5/16/2024. This request includes all documents associated with the reason for the inspection.	Complete	2	1/20/2026	\$ -	\$ -
OR-2026-35	Mary Ann Zamorano	1/20/2026	I am requesting the search of the New Building Plans that were submitted during the Permit Processing back in 2003-2005. We have lost our original plans for the building and would like to see if it is possible to copy the plans that were submitted to the City of Leon Valley at that time. We would like a full set of the drawings.	Complete	0	1/20/2026	\$ -	\$ -
OR-2026-36	GRS Group	1/21/2026	GRS Group is currently conducting a Property Condition Assessment for the property located at: 6040 Bandera Rd., Leon Valley, TX 78238. GRS Project No: 26-79712.1 - As part of this assessment, I am required to request the following information concerning this property from departments within the City, including, but not limited to, the following: Copies of Certificates of Occupancy ; Copies of any outstanding violations by the Fire, Building, Zoning and Health Departments	Pending Dept. Response			\$ -	\$ -
OR-2026-37	Marlena Calo-oy	1/22/2026	CASE # 20260046 - THERE WAS 3 OFFICERS AT THE SCENE. I WOULD LIKE TO REQUEST OFFICER VERAS FOOTAGE, AND THE FIRST OFFICER THAT ARRIVED TO THE SCENE. ID ALSO LIKE TO REQUEST THE POLICE RECORD.	Pending Payment			\$ 52.00	\$ -
OR-2026-38	Thomas Neumann	1/22/2026	Please provide all documents associated with fires or safety inspections at 5650 Grissom Rd, Leon Valley, TX 78238, between September 15, 2024 and the present. Kindly provide these in electronic format.	Complete	3	1/27/2026	\$ -	\$ -
OR-2026-39	Investigator Reiten	1/23/2026	Arlington PD Background Check: A.R. Benavidez	Pending Dept. Response			\$ -	\$ -
OR-2026-40	Mark DeLong	1/23/2026	Gresham PD Background Check: L. T. Cook	Pending Dept. Response			\$ -	\$ -
OR-2026-41	Meghan Enstrom	1/23/2026	Dane County Sheriff's Office Background Check: W. Anderson	Pending Dept. Response			\$ -	\$ -
OR-2026-42	Alex Guzman	1/21/2026	SAFD Background Check: A. R. Flores	Pending Dept. Response			\$ -	\$ -
OR-2026-43	Antonio Cazares	1/27/2026	I am requesting the accident report or any documentation pertaining to the below listed report number. I am with Falcon Insurance Group and we insure the vehicle (VIN -----) that was involved in this loss. We need the report as we cannot determine coverage or investigate the loss properly if we cannot verify if a covered party was involved. Report Number : 202600131. DOL: 1/12/2026. Time: 10:20pm. Location: 5601 Bandera Rd. Insured Driver: Michael Sarate. Insured DOB: ---. Insured DL: ---. Insured Vehicle: 2003 Chevy Silverado. Other Driver: Ania Fabre	Pending Dept. Response			\$ -	\$ -

CITY SECRETARY

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
Complete necessary changes to the draft Handbook for Boards, Commissions, and Liaisons; and submit to City Manager for final review.	November 30, 2025	November 24, 2025 - Submitted to City Manager for review.
Conduct a Record Destruction for all Municipal Records that have meet the Retention Period	December 31, 2025	October 31, 2025 - 17 Boxes Destroyed. Preparing 30 Boxes to be destroyed on December 31, 2025.
Develop a Disaster Recovery Plan for Municipal Records	March 31, 2026	
Prepare for the Annual City-Wide Garage Sale	March 28, 2026	Scheduled for Saturday, March 28, 2026
Prepare all documents and notices for the May 2026 General Election	June 31, 2026	
Properly Inventory and Prepare Old City Records for Appropriate Storage or Destruction	Completion Date Unknown - This is a project that is only worked on as time allows.	In Progress - Completed Ordinances 1974 -1997; Completed Resolutions; Deeds/Agreements/Etc. in Progress.

- Processed three (3) Subpoenas - Cause No. 2025CI09640; Subpoenas - Cause No. 2025CI09640 (2nd one); Cause No. 2024CI17419; and one (1) Grand Jury Summons JN #7268182.
- Submitted seven (7) new boxes of records to Safesite to be stored from the Office of the City Secretary.
- Received Code of Ordinances Supplement No. 8; Online Code updated - 01/13/2026.
- Replaced the vending machines at City Hall and the Community Center with ones with healthier and fresher options.
- Attended Election Law Seminar January 22 -23, 20026, receiving 12 hours of training.

FIRE DEPARTMENT

LVFD Blood Drive on January 21, 2026

The Blood Bank had 14 donors come and donate. This was a great success for LV and for the patients across our region who require blood transfusions. Did you know LV EMS carries whole blood in its first out EMS unit. This blood is used for serious trauma and serious medical emergencies. We have administered blood many times over the last year. The blood we carry comes from donors from blood drives like ours.

Ladder Truck Out of Service

Our ladder truck will be placed out of service for repairs. The Ladder will be taken to Siddens Martin in Killeen, Texas. LVFD will be receiving a mutual aid ladder truck when needed to ensure adequate fire coverage. The ladder truck will be gone for at least 30 days.

Fire safety in the home and business.

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. Please have your heating/cooling systems checked by a qualified service technician to ensure safe operation.

Fire Department and EMS access to your home

Following the recent hard freeze and ice, many streets in LV are impassable due to low-hanging tree limbs. Low-hanging trees over the road can impede emergency responders and damage emergency vehicles, causing thousands of dollars in damage. Trees tend to hang even lower during rain and ice. The current city ordinance requires trees hanging over the road to have a clearance of 14 feet. Help our department ensure that responding emergency vehicles can safely travel our street.

Outdoor burning.

The Leon Valley Fire Department would like to remind our residents and visitors that outdoor burning is prohibited. Residents and visitors are not allowed to burn stumps, brush, trash or other debris within the city limits of Leon Valley. These actions are against city ordinance and Bexar County burn bans.

PLANNING AND ZONING

Planning And Zoning Cases

PZ-2025-23 John Marshall HS Replat 8000 Lobo Ln

PZ-2025-22 Huebner Silos PDD Extension 7680 Huebner Rd

PZ-2025-20 Seneca West Phase 2 Plat 6530 Samaritan Dr

Permits

Roof 1

Sign 1

Electrical 11

Tree Removal 1

Temp Sign 1

Plumbing-Irrigation 4

Plumbing 9

Gas 5

Sewer and Trench 5

Bulk Water 2

Food 3

Fence 4

Mechanical 5

Garage 2

Fire Sprinkler 1

CO Issued

Strickland Hail Group/5504 Bandera Road Ste. 101

Countdown City Collision, LLC/5504 Bandera Road Ste. 208

Maple Texan LLC/5630 NW Loop 410 Ste. 101

Beauty Glo Spa/6504 Bandera Road Ste. 7

Rufer's Coin Co/6416B Bandera Road

Halo Transit Inc I/5417 Bandera Road Ste. 607

The Wicked 'Wich/6410 Bandera Road

UPCOMING LIBRARY PROGRAMS

- Tuesday, February 3rd – Baby Storytime – 11:00am
- Tuesday, February 3rd – Stitch-It Together – 3:30pm
- Wednesday, February 4th – Valentine Day Scavenger Hunt – 3:00pm
- Thursday, February 5th – Toddler & Preschool Storytime – 10:30am
- Tuesday, February 10th – Baby Open Play – 11:00am
- Wednesday, February 11th – Toddler & Preschool Guest Storytime – 10:30am
- Thursday, February 12th – Toddler & Preschool Storytime – 10:30am
- Thursday, February 12th – Galentine's Party – 5:00pm-7:00pm
- Friday, February 13th – Pipe Cleaner Flower Craft – 3:30pm
- Saturday, February 14th – Drum Circle – 11:30am
- Tuesday, February 17th – Baby Storytime – 11:00am
- Tuesday, February 17th – Chinese New Year Activities – 1:00pm-5:00pm
- Wednesday, February 18th – Open/Pretend Play – 10:30am
- Thursday, February 19th – Toddler & Preschool Storytime – 10:30am
- Thursday, February 19th – Stitch-It Together – 6:00pm
- Friday, February 20th – Stuffed Animal Sleepover – 5:00pm
- Saturday, February 21st – Bound by Books Book Club: Romance Theme – 12:00pm
- Saturday, February 21st – Stuffed Animal Pickup – 12:00pm
- Tuesday, February 24th – Baby Open Play – 11:00am
- Tuesday, February 24th – Family Game Night – 6:30pm
- Wednesday, February 25th – Toddler & Preschool Guest Storytime – 10:30am
- Thursday, February 26th – Toddler & Preschool Storytime – 10:30am

Grant Applications:

Dollar General Adult Literacy Grant for \$10,000

Adult Literacy and Workforce Development for instructional support for adult learners for GED, English Language Acquisition (ELA), and Workforce Development. (Submitted on January 20, 2026)

TSLAC Special Projects Grant Program for \$75,000

Establishes a consistent, long-term Adult Education and Workforce Development service at the Library, transitioning from occasional programming to an ongoing service model. (in-progress, submission due February 9, 2026)

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/4281/cm_report_2-03-2026.pdf

City Council Meetings

- Town Hall Meeting will be held on February 7, 2026, at 8:30 am 11:45 am at the Irene Baldrige Community Center.
- The next City Council meeting will be on Tuesday, February 17, 2026, at 6:30 pm, in the Council Chambers.