



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: March 17, 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 city awarded a contract to RL Jones in the amount of \$844,878 for the FY 2025 Sewer Main Replacement Project (Forest Brook, Forest Ridge, Forest Mill, and Forest Knoll). Construction started on 2/2/26. The project is approximately 80% complete. The contractor is completing the remaining sewer laterals this week. Next week, the contractor will be performing compaction and testing densities for the asphalt repairs.
- 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 started on 1/19/26. The project is approximately 75% complete. The contractor is completing the remaining water service lines and is scheduled for the final tie-in this week. Next week, the contractor will be performing the asphalt mill and overlay.
- 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.
- The Huebner Rd. Mill and Overlay (Evers Rd. to Bandera Rd.) was awarded to Clark Construction of Texas and began on March 9th. The mill and paving portion of the project is complete. Pavement markings will be scheduled in the next couple of weeks.
- The Timberhill Rd. Mill and Overlay (Huebner Rd. to City limits) was awarded to J&P Paving Company and began on March 9th. The mill and paving portion of the project is complete. Pavement markings will be scheduled

Additional Public Works Activities

- Addressed a ponding complaint on Linkcrest. Replaced a section of asphalt to allow for better drainage.
- Clearing the drainage culvert at the end of Linkcrest.
- Continuing with crack sealing streets that have been milled and overlaid.
- Power washing playground equipment in the parks.

- Removing a dead tree from the Silo park area.
- Conducting roof inspections this week on city buildings.
- Completing inspections and clearing debris from the city's stormwater drainage inlets.
- Replacing a curb stop at 6627 Fontana.
- Replacing a curb stop at 7434 Highstepper.
- Repairing a main break at 6427 Trotter.
- Beginning meter reading this week on the commercial route.
- Continue working on the identification of water service lines for the TCEQ inventory.
- Replacing tires on a PD vehicle.
- Repairing trailer lights on an equipment trailer and replacing the wiring harness.
- Replacing the sideboards on the dump truck.
- Providing preventative maintenance for the crack seal machine.
- Continue overseeing the repairs to the Public Works fuel pumps.
- Crack sealing: Larkson, Poss Rd., Bally, Hoofs, Trotter. These streets are part of the 2020 Mill & overlay Street project.
- Repairing potholes on Blackberry, completed. Blackberry will be reassessed for future asphalt project.
- Removing several fallen trees and branches from the high winds received Sunday night. Staff addressed four residential locations all down trees have been cut and removed.
- Mowing and trimming parks this week. Ongoing process due to recent rains and change in weather.
- Repairing a leak on the Conference Center roof. Staff will address internally.
- Removing brush and debris from the small pavilion.
- Continue completing inspections and clearing debris from the city's stormwater drainage inlets.
- Completed the concrete footers at Poppy's Café. Beginning with the construction of the patio cover. Staff should be completed with this item within the next 2 weeks
- Reading meters this week. Should be completed by Wednesday.
- Performing any re-reads once readings have been inputted.
- Replacing twelve water meters. Approximately 4 have been changed out.
- Continue working on the identification of water service lines for the TCEQ inventory.
- Staff assisted TxDPS office with water shutdown on Monday due to a major water leak inside the building.
- Staff will be meeting with a vendor to discuss parts, tools and overall questions regarding the water distribution system.
- Preparing a city vehicle for auction.
- Repairing a lawnmower deck.
- Working on the Vac trailer pump that is not operational.
- Repairing a starter issue on the Vermeer chipper.

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. All water improvements have been completed. Over the next two weeks, the contractor will

complete the drainage ditch excavations and will begin on the concrete driveway installations.

- 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. The project is completed and the final walkthrough was held on February 23, 2026.
- 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 project kickoff meeting was held, and we are completing the TA Project Initiation & Development Checklist. TxDOT will then develop the Advanced Funding Agreement (5 mos.) The consultant procurement process can then begin.
- The city was awarded a grant in the amount of \$590,423 from Bexar County CDBG to install a new sewer main along Locker Ln. A pre-bid meeting was held on March 10, 2026. The bid opening is Tuesday, March 24, 2026.
- Staff and the City Engineer have submitted 100% plans for the Hike & Bike Trail – Segment II. The city received 15 bids. The low bid was submitted by Presidio Contracting LLC in the amount of \$979,511.60. The City received concurrence from TxDOT. A council item is scheduled for April 7, 2026, to award the construction contract to Presidio Contracting.
- 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 Bally 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 matching 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 conducted a site visit. 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-2026-96 | Lu Renteria, Texas Rio Grande Legal Aid, Inc. | 2/24/2026 | A copy of a record of Leon Valley Fire Department response to to a building due to smoke conditions at 5800 Wurzbach Rd, Apt. # 118, San Antonio, TX 78238, Name of 74 y/o Resident Mary Ann Tears. For the following dates: February 3, 2025, February 21, 2025. Thank You, Lu Renteria, Texas Rio Grande Legal Aid, Inc. | Complete | 1 | 2/25/2026 | \$ - | \$ - |
| OR-2026-97 | Evan Bohl | 2/25/2026 | I need to receive Meeting Minutes surrounding tax rate considerations and final decision for FY 2005-2026. | Complete | 0 | 2/26/2026 | \$ - | \$ - |
| OR-2026-98 | Michaela Moody | 2/26/2026 | I respectfully request all documents in the case file for Michael Subirias, DOB: ----, including the citation(s), complaint(s), the bill of costs, and any plea or other document. See attached. | Complete | 3 | 3/3/2026 | \$ - | \$ - |

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|-------------|--|-----------------|--|-----------------------------------|---------------|---------------|---------------|-------------|
| OR-2026-99 | Detective S. Munoz | 2/27/2026 | SAPD Background Check: E. A. Bocanegra | Pending Department Response | 7 | | \$ - | \$ - |
| OR-2026-100 | Progressive Insurance | 2/27/2026 | I'm requesting the Fire Report for incident number 2600388. The fire occurred on 02/24/2026 at 7200 Bandera Rd, Leon Valley, TX 78238 involving a 2019 Buick Encore bearing VIN --7. | Complete | 1 | 3/2/2026 | \$ - | \$ - |
| OR-2026-101 | Evan Bohl | 2/28/2026 | I need to receive, for the FY 2005-2012 (Not accessible online), The document that discloses what each year's Proposed and Adopted Tax Rate, the Effective Tax Rate, and the City Council Voting Record on that rate for the requested FY above and whether or not that document was included into the approved budgets for the corresponding FY. | Complete | 3 | 3/5/2026 | \$ - | \$ - |
| OR-2026-102 | NICS Section | 2/20/2026 | See Attachment | Complete | 7 | 3/3/2026 | \$ - | \$ - |
| OR-2026-103 | Tobynn Partridge - Data Driven Safety, LLC | 3/2/2026 | Today we are making the request for the February 2026 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 | 3 | 3/5/2026 | \$ - | \$ - |
| OR-2026-104 | Erica Hsu | 3/2/2026 | Please accept this as the request for traffic data from 02/01/2026 -- 02/28/2026. 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 | 3 | 3/5/2026 | \$ - | \$ - |
| OR-2026-105 | Carolina Kanoivicki Carolina Kanoivicki | 2/27/2026 | Dear Sir/Madam: Our office has been contracted by Kimberly Rios, an individual involved in the subject crash, to pursue a civil matter against the other individuals involved in the motor vehicle collision that occurred on 02/19/2026. Under the Texas Public Information Act, Texas Government Code 552.001 et seq., I am requesting an opportunity to inspect or obtain copies of public records that pertain to the above referenced incident. This information is being sought for the purposes of a civil proceeding, as permitted under the Texas Transportation Code 730.007(a)(2)(D); 18 U.S.C. Chapter 123 subsection (b)(4); and Texas Government Code 552.130(b). Specifically, I am seeking the release of: 1. Any and all investigative reports, measurements, witness statements and notes taken during the investigation of the above referenced incident; 2. Names, addresses, and phone numbers of any witnesses of the above referenced incident; 3. Dispatch reports and/or transcripts phoned into "911" emergency operators in relation to the above referenced incident; 4. Any videotapes, footage, photographs, body camera and dash camera videos during the investigation of the above referenced incident; 5. Blood alcohol and/or drug testing, and criminal files regarding any individuals involved in the above referenced incident; 6. Any data from the Laser Scan that was conducted at the accident scene. | Pending Payment | 7 | | \$ 28.00 | \$ - |
| OR-2026-106 | Katlyn Dockendorf | 3/2/2026 | Call for service to Shadow Mist Trailhead on February 5, 2026 at 12:34 p.m. Officer J. Rivera responded and approached with questions. Officer Rivera was later joined by his superior at the Trailhead. J. Rivera and his superior spoke to me and two males. Officer Rivera asked for my information and I provided him with my drivers license. No case number or record # has been provided to me. If there is a case or record number for this incident please provide this information in regards to the call for service/911 call that was made. | Payment Made/Pending Video Upload | 6 | | \$ 33.00 | \$ 33.00 |
| OR-2026-107 | J. Alexander Law Firm, P.C. | 3/3/2026 | BWC videos for Case 2025219469 | Complete | 2 | 3/5/2026 | \$ - | \$ - |
| OR-2026-108 | Toni Fiasco | 3/4/2026 | Taco Cabana - 6040 Bandera Road, Leon Valley, TX 78238 - parcel 567058. Please accept the following public records request. Please notify me in advance if fees will exceed \$50.00. Property -- Planning/Zoning/Development: copies of any approved site plans, variances, special/conditional use permits, planned developments, or zoning relief granted to the property, and notification of any outstanding zoning code violations. Building/ Construction: copies of the existing Certificates of Occupancy, and notification of any outstanding building code violations. Fire: notification of any outstanding fire code violations and copy of most recent inspections report | Complete | 3 | 3/9/2026 | \$ - | \$ - |
| OR-2026-109 | Anita Rodriguez | 3/4/2026 | I am requesting accident report 2025-LVPD-004100 please. AT&T Ref: SWBT08202512050196 | Pending Payment | 4 | | \$ 6.00 | \$ - |

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|-------------|-------------------------------|-----------------|---|-----------------------------|---------------|---------------|---------------|-------------|
| OR-2026-110 | Detective P. Hernandez | 3/4/2026 | Dallas PD Background Check: O. T. Velasco | Pending Department Response | 4 | | \$ - | \$ - |
| OR-2026-110 | Detective Sara Munoz | 3/4/2026 | SAPD Background Check: O. Hakim | Pending Department Response | 4 | | \$ - | \$ - |
| OR-2026-112 | Hailey Hein | 3/4/2026 | I am requesting the police report completed by officer Roxanne Mendez Case #202600482 | Complete | 1 | 3/5/2026 | \$ - | \$ - |
| OR-2026-113 | IESHA RODRIGUEZ | 3/4/2026 | BWC videos and report for Crash ID /2025335778, open records and body cam footage requests. | Pending Fee Acceptance | 4 | | \$ 50.00 | \$ - |
| OR-2026-114 | Christopher Brooks | 3/4/2026 | Can you provide me with the name of the General Contractor that was issued the building permit for the Little Caesar's located at 6802 Bandera Rd? Permit Number 2025-1498 | Pending Department Response | 4 | | \$ - | \$ - |
| OR-2026-115 | Heidi Baker | 3/5/2026 | SmartProcure is submitting a public records request to the City of Leon Valley for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. First Name, 2. Last Name, 3. Position Title, 4. Department, 5. Direct Phone Number (if does not exist, list main phone number with extension), 6. Business Cell Phone (if provided by City of Leon Valley), 7. Email Address, 8. Office Address (Address, City, State, Zip) | Pending Department Response | 3 | | \$ - | \$ - |
| OR-2026-116 | Fernanda Ray | 3/6/2026 | BWC video and Any and all reports, field notes, correspondence, logs, drawings, citations, transcripts, downloads from any device, dispatch records, driver examinations, vehicle inspections, opinions, orders, inspections, photographs, video and/or audio records, witness statements, Officer's statements, supplements or amendments pertaining to your investigation of 202401060. TxDOT Crash ID 20179701. | Pending Payment | 2 | | \$ 6.00 | \$ - |
| OR-2026-117 | Logan Barkley | 3/6/2026 | Sale prices and documents for the following acquisitions of Edwards Aquifer Authority rights (City purchased rights): 75 Acre Feet (AF) from W. Michael Humphreys and Candace Humphreys Permit 103540. 6.325 AF from Equitable Land holdings Permit 201524; 1.651 AF from Hooda Enterprises Permit 201530; 22.120 AF from Hooda Enterprises Permit 201528; 15 AF from Bishop Farms, Ltd. Permit 101993. | Pending Department Response | 2 | | \$ - | \$ - |
| OR-2026-118 | Bexar County Medical Examiner | 3/7/2026 | EMS Records for unidentified female - Case # 26-0548 | Complete | 0 | 3/9/2026 | \$ - | \$ - |
| OR-2026-119 | Jason Moser | 3/9/2026 | Washington County Sheriff's Office Background Check: D. Ferreira | Pending Department Response | 1 | | \$ - | \$ - |
| OR-2026-120 | | | | | | | \$ - | \$ - |

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. Complete |
| Develop a Disaster Recovery Plan for Municipal Records | March 31, 2026 | In progress |
| 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 | Notice of Filing Period - Posted 12/01/2025; Posted Candidate Packet 12/23/2025; Posted Notice of Drawing for a Place on the Ballot 01/14/2026 |
| 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. |

- TMLIRP Cybersecurity and Artificial Awareness Training - 2025-2026 March 05, 2026
- Continue to work with the Bexar County Elections Department on the May 02, 2026, General Election items.

FIRE DEPARTMENT

Ladder Truck is back in service

Following repairs in Killeen, Texas, our ladder truck is back in service. All equipment was cleaned and serviced prior to being placed back on the truck and complete functional testing will be going on for the next couple of days.

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. 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.

Food insecurity in Leon Valley

Many families in Leon Valley struggle with food insecurity. Many of these people and children. The Leon Valley Fire Department collects nonperishable foods and diapers for distribution to individuals and families in need. We have large red containers located outside our front door. We are located at 6300 El Verde Road and the red food donation container is available 24/7. Any family or individuals in need are welcome to contact the Fire Department for assistance. Please help your neighbors and visitors who need a helping hand.

Medication Safety and Earthwise Living

The Leon Valley Fire Department participated in the Earthwise Living event on Saturday. The fire department gave away 577 safe drug disposal bags. These bags will help keep these medications out of landfills, sewer systems, and, more importantly, out of the hands of others. These bags are always available in all City buildings. Please call the Leon Valley Fire Department at (210) 684.3219 if you have questions.

PLANNING AND ZONING

Planning And Zoning Cases

PZ-2026-1 7 Brew Specific Use Permit
 PZ-2026-3 Med Spa Specific Use Permit
 PZ-2026-4 Car Accessories Specific Use Permit
 Reviewing Permitted Use Table

Permits

Fence 6
 Plumbing 7
 Sewer and Trench 1
 Sign 3
 Gas 2
 Short Term Rental 2
 Garage Sale 5

Impact Fee 1
Utility 1
Mechanical 8
Food 2
Fire Sprinkler 2
Plumbing – Irrigation 6
Roof 1
Electrical 4

CO Issued

National Sign Plazas/5504 Bandera Rd. Ste. 404
Olameter/5504 Bandera Road Ste. 412
Leon Valleys Barbacoa Taco Spot/6904 Bandera Road Ste. 5
Texans for Rick Martinez/7117 Bandera Road
Raze Roofing/5504 Bandera Road Ste. 616
Wulfspar Nexus/7007 Bandera Road Ste. 18
Eagle Eye Print & Designs, LLC/6213 Grissom Road Ste. 602

UPCOMING LIBRARY PROGRAMS

- Wednesday, March 18th – Medicare 101 – 10:30am-11:30am
- Thursday, March 19th – Toddler & Preschool Storytime – 10:30am
- Thursday, March 19th – Stitch It Together – 6:00pm
- Friday, March 20th – Medicare Insurance A, B, C, & D – 10:00am-11:00am
- Saturday, March 21st – Author's Table Book Club: Alex Z. Salinas – 11:00am
- Saturday, March 21st – Community Clothing Swap – 11:30am-2:30am
- Saturday, March 21st – Bound by Books Book Club: Hello Beautiful – 12:00pm
- Tuesday, March 24th – Baby Storytime – 11:00am
- Wednesday, March 25th – Toddler & Preschool Guest Storytime – 10:30am
- Thursday, March 26th – Toddler & Preschool Storytime – 10:30am
- Thursday, March 26th – Everyday Essentials: Computer Basics for Seniors – 1:00pm
- Friday, March 27th – Lego Club – 3:30pm
- Tuesday, March 31st – Baby Open Play – 11:00am

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)

TLA Summer at the Library Grant Program funded by HEB up to \$10,000

is designed to support libraries in expanding and enhancing their summer programming. By providing financial assistance, this grant helps libraries create engaging reading experiences,

develop impactful programs, offer outreach and learning opportunities, and reach more community members. (In progress, Due April 18, 2026)

Community Project Funding Request – TX-20 Congressional District – \$6,700,000

Proposed funding to support the Leon Valley Community Workforce & Digital Access Expansion at the Leon Valley Public Library. The project includes a proposed 7,000 square foot expansion designed to establish a workforce development lab, flexible training classroom, small business consultation space, youth innovation area, and additional study and technology access spaces to expand workforce development, digital literacy, and educational programming for residents of Leon Valley and the greater San Antonio area. (Submitted March 06, 2026)

Texas Book Festival Grant Program – up to \$2,500

Supports public library collection development through the enhancement of physical and e-book/audiobook collections. The Leon Valley Public Library proposal focuses on expanding the adult nonfiction collection to support lifelong learning, workforce development, and educational enrichment for the community. (In progress, Due April 17, 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_3-17-2026.pdf

City Council Meetings

- The next City Council meeting will be on Tuesday, April 7, 2026, at 6:30 pm, in the Council Chambers.