



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: March 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 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 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.
- 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.

Additional Public Works Activities

- Replacing a section of sidewalk at 6502 Halter.
- Crack sealing Conestoga, Blacksmith and Wagon Spoke.
- Repairing a pothole on Reindeer Trail.
- Clearing, trimming and mowing the detention pond area behind the Aquarium.
- Planting additional replacement trees provided by Bexar Branches Alliance on the Hike and Bike Trail.
- Repairing broken exercise equipment at Silo Park.
- Continuing with sprinkler repairs in front of the Conference Center.
- Planting grass seed mix near the Conference and Community Centers.
- Starting the guard rail project in front of 6665 Poss Rd. Beginning with the excavation for guard rail posts. Using the Vac Trailer for excavation due to the number of underground utilities in the area.
- Assisting EZ Bel Construction with the City's valves for the second scheduled tie-in. Assist with flushing and clearing air from water lines.
- Finalizing monthly meter reading with completing the commercial route.
- Performing necessary re-reads of meters.

- Flushing dead-end mains.
- Repairing a hydraulic leak on the water utility backhoe.
- Continuing with oil changes and preventative maintenance of Public Works trucks
- Attended the SAWS Recycled Water Training Workshop – Tuesday, February 17, 2026, at 10:00 a.m.
- Replacing a section of asphalt on Grass Hill Dr. from a water valve replacement project.
- Replacing a section of sidewalk at 7434 Horsetail.
- Repairing a pothole on Blackberry.
- Completed power washing the exterior of the Library, and City Hall. Completing the exterior of the Community Center this week.
- Preparing for EWLD, Basura Bash, and Tree adoption events this Saturday.
- Clearing City property of litter and dead brush on Poss Rd. located across from the Little League field.
- Setting the concrete footers for the patio cover project at Poppy’s Café.
- Replacing a curb stop at 6802 Bandera.
- Performing disconnects this week.
- Assisting EZ Bel with shutdown and tie-in on Rimkus Dr.
- Installing three new water meters in the Seneca West subdivision.
- Replacing tires on two PD vehicles.
- Repairing a flat tire on a backhoe.
- Troubleshooting and repairing the fuel pumps.
- Continuing with preventative maintenance on the remaining five Public Works vehicles.

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 final walkthrough is scheduled this week 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. Plans are being developed for the project. The bid advertisement is scheduled on Wednesday, March 4, 2026.
- 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 have been reviewed by the City Engineer and forwarded to TxDOT for their approval.

- 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 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-2026-77	Marlena Calo-oy	2/10/2026	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.	Payment Made/Pending Video Upload	10		\$ 52.00	\$ 52.00
OR-2026-78	Tara McCale	2/10/2026	Requesting the police report and all other information available for the arrest of Kali Heiser on Feb 9 2026 at 19:33 by Leon Valley Police Department. Body cam footage is also being requested.	Payment Made/Pending Video Upload	10		\$ 77.00	\$ 77.00
OR-2026-79	Bidjudge	2/10/2026	Request for the preliminary, as-read bid results that were read aloud at the public bid opening for the Huebner Creek Greenway Hike Bike Trail Extension 01/30/26 project.	Complete	1	2/11/2026	\$ -	\$ -
OR-2026-80	David Valtierra, AIA CCM, NCARB	2/11/2026	I AM AN ARCHITECT REQUESTING ORIGINAL, FOR PERMIT DRAWINGS FOR 6040 BANDERA, EXISTING TACO CABANA BUILDING, FLOORPLANS, CEILING PLANS, ROOF PLAN, SITE PLAN, WALL SECTION, ELECTRICAL PLANS, HVAC PLANS, PLUMBING PLANS.	Complete	0	2/11/2026	\$ -	\$ -
OR-2026-81	Daw & Ray, LLP	2/11/2026	Report Case No: 202500897, Date of Loss: 3/20/2025, Time of Loss: 13:40, Location Loss: 6461 Bandera Rd. Leon Valley, Texas 78238, Insured Driver: Rudy A. Rivera, Claimant Driver: Alberto Garza	Complete	4	2/17/2026	\$ -	\$ -
OR-2026-82	Thomas J. Henry Injury Attorneys	2/11/2026	Thomas J Injury Attorneys is representing Mr. Sampson Cotten in an accident that he was in on February 5th 2026. The incident was at Club Car Wash - 7210 Bandera Rd. Zip Code: 78238. Our client was in a collision with Debra Ann Garza Mayfield, and our client also says that the police did in fact arrive at the property. Attached is a letter of representation signed by his attorney Ms. Kaitlin Littleberry	Complete	6	2/19/2026	\$ -	\$ -
OR-2026-83	Donovan King	2/13/2026	Requesting all body cam footage and in-car video for officers involved in the crash response. Officers known to have responded are as follows: Officers Gonzalez, A #552 and G. Guillen #578, Cpl. J. Fernandez #526,	Payment Made/Pending Video Upload	7		\$ 115.00	\$ 115.00
OR-2026-84	Ashley Edwards	2/13/2026	SAPD Background Check: A. D. Mezquiti (See attachments)	Complete	3	2/18/2026	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2026-85	Ashley Edwards	2/13/2026	I am conducting a background investigation on the listed applicant and I am kindly requesting a records check. Will you please check your files to see if your department has had any contact with the applicant including, but not limited to: any police contact/ reports, involvement in criminal activity, arrests, traffic violations, traffic accidents with your agency.	Complete - Closed as it was a duplicate	0	2/13/2026	\$ -	\$ -
OR-2026-86	Efraim Fernandez	2/13/2026	EMS Patient Report	Complete	4	2/19/2026	\$ -	\$ -
OR-2026-87	Christopher Morin WHITE ELEPHANT REMODELING LLC	2/16/2026	Hello I'm looking for the engineer plans for the Valero gas station existing building location at 5902 Bandera Rd. 78238 for they are looking to extend there existing roof higher. Thank You	Complete	1	2/17/2026	\$ -	\$ -
OR-2026-88	Justin Wenig	2/16/2026	All purchase orders and/or payment records for non-person/vendor entities (e.g., companies, organizations, contractors) from Jan 1, 2025 to current date including, at minimum: Purchase date, vendor name, description of purchase, line item quantity, line item price/amount. If vendor names are coded in the file, please provide a vendor list with corresponding codes. REF: 1P026 0a1e6263-c4dc-49c8-9ceb-578e1a080570	Complete	1	2/17/2026	\$ -	\$ -
OR-2026-89	CROSLEY LAW FIRMPC	2/17/2026	Re: LVPD Case 202600384 - the Crosley Law Firm is requesting the following records for the incident mentioned above: Videos – Body Worn Camera (BWC) and Dash Cam (Coban) of the following officer that responded to the scene: 1) J. Rivera, Badge #524 • Photos • 911 recording(s) • Witness interviews and statements • Complete investigative police file	Pending Fee Acceptance	5		\$ 96.00	\$ -
OR-2026-90	Eli Pile	2/18/2026	Pinal County Sheriff's Office Background Check: J. Martinez	Complete	3	2/23/2026	\$ -	\$ -
OR-2026-91	Christina Prettyman	2/18/2026	King County Sheriff's Office Background Check: N. Odalovic	Complete	2	2/20/2026	\$ -	\$ -
OR-2026-92	Lu Renteria, Texas Rio Grande Legal Aid, Inc.	2/19/2026	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 Resident Mary Ann Tears. Dates unknown. Thank You	Pending Clarification from Requestor	Paused Until 61st day (04/22/2026)		\$ -	\$ -
OR-2026-93	Emily Lapierre	2/19/2026	Request a copy of citation E0055345 01 and any associated photos or records.	Complete	2	2/23/2026	\$ -	\$ -
OR-2026-94	Mark Zurada	2/24/2026	Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for 'TIMBERHILL DR MAINTENANCE' that was submitted on 12/11/2025. I believe the project number is '2025-06', 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. (See attachment)	Pending Department Response	0		\$ -	\$ -
OR-2026-95	Susan Perkins	2/24/2026	I am requesting the Public Release portion of the report under case #2026 00095. This is a vandalism of a vehicle incident involving the Arredondo Group LP at 6004 Grissom Rd, San Antonio, TX 78238. Please let me know if additional information is needed to complete this request.	Pending Department Response	0		\$ -	\$ -

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.

- Alamo Chapter INC., TMCA - The Heart of City Hall: the City Secretary's Role in Communication and Engagement - virtual February 18, 2026 – One hour of training

FIRE DEPARTMENT

Ladder Truck out of service

Our ladder truck remains out of service for repairs. The Ladder is currently at Siddens Martin in Killeen Texas. LVFD will be receiving a mutual aid ladder truck when needed to ensure adequate fire coverage.

Cooking Fires

Did you know that unattended food cooking on the stove, if left long enough, can destroy a kitchen in a short time? In the past few weeks, we have had several kitchen fires caused by food left on the stove. While these fires are smaller than an entire house, they still cause major damage to the home. Imagine replacing almost everything in your kitchen, contaminated food, cabinets, air conditioning and your electric wiring. All these things could leave you without a kitchen for weeks. That's all if it doesn't spread anywhere else in the house. 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.

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

The Leon Valley Fire Department has placed medication disposal envelopes at all city buildings. These medication disposal envelopes allow residents to safely dispose of unused medications at any time. These envelopes allow for the proper destruction of medications and help keep them out of landfills. The medication disposal follows DEA and EPA guidelines. The safe disposal of unused medications is vital to the prevention of overdose deaths, accidental poisoning, diversion, and the sharing of medications.

PLANNING AND ZONING

Planning And Zoning Cases

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

PZ-2026-1 7 Brew specific Use Permit

Reviewing the permitted use table

Permits

Electrical 11

Fire – Hood Suppression System 1

Portable Storage Unit 1

Plumbing 11

Gas 5

Sewer and Trench 4

Access/Driveway 4

Plumbing-Irrigation 2

Food 3

Short Term Rental 1

Roof 1

Utility 3

Fire-Paint/Spray Booth 1

Fence 1

Mechanical 6

Garage Sale 1

Impact Fee 3

New Construction 3

Sign 1

Bulk Water Meter 1

CO Issued

Champion JTex LLC/5504 Bandera Road Ste. 403

Xquisite Customs/7205 Bandera Road Ste. 103

Online Auto Supply/5504 Bandera Road Ste. 612

UPCOMING LIBRARY PROGRAMS

- Thursday, March 5th – Toddler & Preschool Storytime – 10:30am
- Thursday, March 5th – Staying Connected: Smartphones for Seniors- 1:00pm
- Friday, March 6th – Friends Pop-up Book Sale – 1:00pm-5:30pm
- Saturday, March 7th – Friends Pop-up Book Sale – 11:00am-2:30pm
- Tuesday, March 10th – Baby Storytime – 11:00am
- Tuesday, March 10th – Bird Houses – 3:30pm
- Wednesday, March 11th – Toddler & Preschool Guest Storytime – 10:30am
- Wednesday, March 11th – Slime Time – 3:00pm
- Thursday, March 12th – Toddler & Preschool Storytime – 10:30am
- Thursday, March 12th – Bridgerton Book Club – 6:30pm-7:30pm
- Friday, March 13th – DIY Calming Jars – 12:00pm
- Friday, March 13th – Movie Presentation: Luca – 3:30pm
- Saturday, March 14th – Drum Circle – 11:30am
- Tuesday, March 17th – Baby Open Play- 11:00am
- Tuesday, March 17th – Social Security Seminar – 6:00pm
- 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)

**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_3-3-2026.pdf

City Council Meetings

- The next City Council meeting will be on Tuesday, March 17, 2026, at 6:30 pm, in the Council Chambers.