



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** April 7, 2026  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Crystal Caldera, City Manager  
**SUBJECT:** Pre-City Council Meeting Report

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**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. This week, the contractor is completing the asphalt and concrete 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 80% complete. The contractor completed the milling and paving last week. This week, the contractor will be performing concrete repairs and site cleanup.
- 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 March 9th. The mill and paving portion of the project is complete. Pavement markings will be scheduled this week.
- The Timberhill Rd. Mill and Overlay (Huebner Rd. to City limits) was awarded to J&P Paving Company and began March 9th. The mill and paving portion of the project is complete. Pavement markings have been completed. Final work on the ADA sidewalks will be completed this week.

**Additional Public Works Activities**

- Crack sealing: Larksong, Poss Rd., and Trotter. These streets are part of the 2020 Mill & overlay Street project. Last week, Balky, Hoofs, Pacer Trail and Stable were completed.
- Completing an asphalt repair in front of 6103 Forest Timber.
- Volunteers with the Bexar Branches Alliance planted 50 trees in Rimkus Park. The locations will be near the existing trail by the tennis courts. This was presented to the

Parks Commission for approval and is scheduled for Thursday, March 26th. Public Works will pre-dig the holes and provide mulch to help assist volunteers.

- Crews de-thatched and re-seeded the sports fields in Rimkus Park.
- Removed brush and debris from the small pavilion.
- Inspections have been completed and any debris was removed from city's stormwater drainage inlets.
- This week, the crew will be working on stormwater improvements to Huebner Creek from Balky to Evers Rd.
- After a tree fell on the patio at Poppy's Cafe the crew continued with the construction of the patio cover.
- Replaced a damaged curb stop on Sun Dial.
- Performed flushing on 25 dead-end mains.
- Taking monthly water samples from both water wells, and city-wide distribution sites.
- Continued working on TCEQ service line inventory in the Linkwood subdivision.
- Replaced a damaged curb stop at 6625 Bandera Rd.
- Repaired a lawnmower deck, Vac Trailer, and Vermeer chipper last week.
- Assisted with the delivery of the new brush truck. Truck is currently in service
- Replaced a bearing on the street sweeper hopper lift mechanism this week.
- Performed scheduled preventative maintenance on the new backhoe.
- Completed a large asphalt repair along the northbound lane of Evers Rd. near the 6300 block of Evers Rd.
- Completed crack sealing on Larksong, Poss Rd. and Trotter. The next streets scheduled are Forest Mont, Forest Moss, Forest Circle, Forest rose, Forest Wood, Forest Ridge, and Forest Brook.
- Cleared and hauled out spoils near the Huebner well, and Public Works yard.
- Mowed and trimmed Zone 1 of the mow schedule.
- Removed a homeless encampment in the Zarzamora Creek behind 4637 Timco. This is a fairly large encampment and will be coordinated with the PD and the business owner located at this address.
- Street sweeping the entire City, beginning with the Forest Oaks neighborhood.





## 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 was held on Tuesday, March 24, 2026, and Sovrex was the apparent low bidder. A council item will be scheduled to award the construction contract on April 21, 2026.
- Staff is preparing a CDBG grant application to replace the Sewer Main in the alley behind Mike Nesmith.
- 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-2026-121	Desmond O'Shaughnessy	3/11/2026	I'm Desmond O'Shaughnessy, a PhD student at New York University, and I'm compiling an archive of historical municipal zoning ordinances for an academic research project on land use and housing. I'm specifically looking for the first zoning bylaw / ordinance City of Leon Valley, TX enacted, along with the accompanying zoning map if you have it. If you can send me the earliest zoning code and map you have on record, along with the year of adoption, that would be a huge help. If you're not the right contact for zoning records, can you send me the email address of the correct contact? If you'd prefer not to receive follow-ups, just let me know and I'll stop contacting you.	Complete	2	3/12/2026	\$ -	\$ -
OR-2026-122	Desmond O'Shaughnessy	3/11/2026	I'm Desmond O'Shaughnessy, a PhD student at New York University, and I'm compiling an archive of historical municipal zoning ordinances for an academic research project on land use and housing. I'm specifically looking for the first zoning bylaw / ordinance City of Leon Valley, TX enacted, along with the accompanying zoning map if you have it. If you can send me the earliest zoning code and map you have on record, along with the year of adoption, that would be a huge help. If you're not the right contact for zoning records, can you send me the email address of the correct contact? If you'd prefer not to receive follow-ups, just let me know and I'll stop contacting you.	Complete - Closed Duplicate	0	3/11/2026	\$ -	\$ -
OR-2026-123	Chris Juhn	3/11/2026	I am a law student volunteer with the Driver's License Recovery Project at the University of Texas School of Law. I respectfully request all documents in the case file for Melissa Martinez (DOB: ---), including the citation(s), complaint(s), the bill of costs, and any plea or other document. We are reaching out with the defendant's permission to help them resolve their cases and appreciate your time.	Complete	4	3/17/2026	\$ -	\$ -
OR-2026-124	Ryan S. Henry	3/12/2026	This is a request pursuant to the Texas Public Information Act. The time period for this request is January 1, 2024, to present. It is limited to documentation (including, but not limited to, resolutions, ordinances, minutes, video recordings, audio recordings, etc.) regarding your entity's dealings, adoptions, and interactions with the VIA Metropolitan Transit ("VIA"). This request excludes emails unless otherwise noted in the request below. You may automatically redact any confidential information (other than tax and financial information) from any responsive documents. In that regard, please find the following: Please provide any and all documentation showing the tax rate adopted and paid to VIA Metro within the time period listed above; Please provide any and all documentation showing the amount of monies VIA has been able to collect off of your entity's adopted tax rate related to VIA; Please provide any and all documentation showing the unit and/or VIA designated region your entity is contained within; Please provide any and all communications (including emails) to or from VIA to or from your entity discussing or referencing: (a) the specific tax rate adopted and utilized by VIA; (b) your entity's participation in the unit for VIA; and (c) communication indicating your entity may wish to withdraw from participation with VIA.	Complete	3	3/17/2026	\$ -	\$ -
OR-2026-125	christina and randy kelly	3/12/2026	we own our home on 7322 whithers lane here in leon valley. when we purchased the home in 2023 we were told the solar panels on our roof were installed around 2019. we are requesting any documentation pertaining to the permitting, inspection and such of the solar panels at our address please. sending them by email is just fine. we need proof of ownership for roofing repairs so that our insurance will cover the cost of solar panels to be removed for those repairs. thank you so much for your time. and while i think of it will we need permits or inspection for solar panel removal and re-install after roof is repaired? might as well be informed now? thanks again.	Complete	1	3/13/2026	\$ -	\$ -
OR-2026-126	Mara Cardenas	3/12/2026	At this time, I would like to request the lists for the month of February of 2025 of those who requested to take defensive driving. (Their due dates should be in May of 2026).	Complete	4	3/18/2026	\$ -	\$ -
OR-2026-127	Erik Medina	3/12/2026	Hello, I wanted to receive the police report for an accident i had back on January 21st. Case number: 2022600213	Complete	1	3/13/2026	\$ 6.00	\$ 6.00
OR-2026-128	NICS Section	3/12/2026	Information regarding B. Bass (See attached)	Complete	5	3/19/2026	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2026-129	Cantu Law Firm	3/13/2026	Regarding LVPD Case: 202503182 - ANY AND ALL ACCIDENT INVESTIGATION RECORDS INCLUDING BUTNOT 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, 911records 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 construction 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.	Closed Due to Lack of Response.	11	3/30/2026	\$ 45.00	\$ -
OR-2026-130	Joshua Wise	3/16/2026	Good morning -- Can you please provide me with a copy of Ordinance 2017-43 and also please provide me a copy of the documentation in your possession transferring liability of the red-light camera based violation from SB Bandera Rd & Seneca Rd (2/10/2026 at 3:28pm) to me? Thank you!	Complete	0	3/16/2026	\$ -	\$ -
OR-2026-131	Joshua Wise	3/16/2026	Good morning -- Please provide me a copy of the documentation in your possession transferring liability of the red-light camera based violation from SB Bandera Rd & Seneca Rd (2/10/2026 at 3:28pm) to me, Joshua Wise.	Complete	0	3/16/2026	\$ -	\$ -
OR-2026-132	ANTHONY MARTINEZ	3/16/2026	Regarding LVPD Case 202503983 - Axon video footage and body worn footage	Complete	4	3/20/2026	\$ 17.00	\$ 17.00
OR-2026-133	Naomi Kim	3/16/2026	Regarding LVPD Case 202600544 - Bodycam footage(s), dash cam footage(s), 911 call sheet & audio as applicable. we already obtained the accident report.	Complete	5	3/23/2026	\$ 69.00	\$ 69.00
OR-2026-134	Dan	3/16/2026	Hi, I am requesting current and recent residential code violation records for Leon Valley, preferably in CSV or Excel format if available. Please include residential properties with open or recent code enforcement cases, including any available fields such as: Owner name, Property address, Case number, Date opened, Violation description, Status (open / closed / pending) Property type. If available, I would appreciate records covering the most recent 6 months. Thanks kindly for your assistance!	Complete	5	3/23/2026	\$ -	\$ -
OR-2026-135	Emil Spillmann	3/16/2026	Case Number 202600285. J. Breton #560. stolen check, fraudulent written. Reporting Citizen: Emil Spillmann	Complete	3	3/19/2026	\$ -	\$ -
OR-2026-136	EDEN Alayne Scharmen	3/17/2026	Requesting 2 variants of ANY 911 call information available on date specified and date range using same address /area. 1.) Looking to retrieve ANY Law Enforcement calls to and/or from any such agency with information below belongings to events/incidents and any tow requests by record inclusive Of pre-call setup with information on these, pre-arrest or pre-call setup. Name of lease holder: Cynthia R Helsel D/O/B: --- Address 5959 Wurzbach #E6 San Antonio, Tx.78238 Hiden leadow Apartments. Tow Company potentially involved is in District council area of S.A. as Bexar County/Co. Tow on Rail Dr. ANY vehicle if mentioned potentially Chevrolet SUV. Owner of vehicle: Cynthia Rae Helsel. Temporary co-resident of E6 c4ca that time periodEden Alayne Scharmen D/O/B --- NOT requesting specifics of vehicle that would require DMV or TxDot records. Fully respect that this is on the jurisdic5ional line for the dividing of Leon Valley and San Antonio, I will be sending to both Main Date requested is listed below. But 2nd request is for same information but with date in or around 09/12/2025.	Complete	5	3/24/2026	\$ -	\$ -
OR-2026-137	Naomi Kim	3/17/2026	Requesting invoice from OR-2026-133. I paid the \$69.00 invoice with an additional e-transaction fee, and I was wondering if I could get the receipt that includes this additional fee for our case fee notes.	Complete	2	3/19/2026	\$ -	\$ -
OR-2026-138	Bret Gallardo	3/17/2026	Bret gallardo and Gloria Ruiz. 2/10/2026. Case # 202600410. Officer E.Guadarrama #523. Vandalism on my motorcycle and my girlfriend's car. I just need the police report on that to give to insurance company	Complete	2	3/19/2026	\$ -	\$ -
OR-2026-139	Jim Hutchins, SAFD	3/17/2026	SAFD Background Check: J. Sanchez (see attached)	Complete	2	3/19/2026	\$ -	\$ -
OR-2026-140	Sarah Phosouvanh	3/17/2026	REQUEST FOR PHOTO ONLY. 2/20/2026 @ BANDERA RD AT HUEBNER RD. #202600502. INSURED DENISE NEAVES	Complete	2	3/19/2026	\$ -	\$ -
OR-2026-141	Elaine Valdez	3/17/2026	On the morning of March 15, 2026 the LV police were called to 6500 Block of Pavona Ridge (Pavona Place subdivision). A car was driven on to the property of 6502 Pavona Place, damaging the house. Police interviewed a woman in front of 6511 Pavona Place who may have had some involvement or was a witness in this incident. I would appreciate a copy of the police report that was made.	Complete	5	3/24/2026	\$ 6.00	\$ 6.00
OR-2026-142	Elaine Valdez	3/17/2026	On the morning of March 15, 2026 the LV police were called to 6500 Block of Pavona Ridge (Pavona Place subdivision). A car was driven on to the property of 6502 Pavona Place, damaging the house. Police interviewed a woman in front of 6511 Pavona Place who may have had some involvement or was a witness in this incident. I would appreciate a copy of the police report that was made.	Complete - Closed Duplicate	0	3/17/2026	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2026-143	Michael Traugott	3/17/2026	Pursuant to the Texas Public Information Act, I request copies of the following existing records related to the City of Leon Valley's photographic traffic enforcement (red-light camera) program: Any written policies, procedures, standard operating procedures (SOPs), or guidance documents used by the City or its contractor governing the review and approval of red-light camera violations prior to issuance. Any written policies, procedures, or guidance addressing how reviewers distinguish between a motor vehicle and a towed trailer when determining the license plate used for issuance of a notice of violation. Any written policies, procedures, guidance, or internal communications addressing the handling of license plates reported as stolen, missing, replaced, or otherwise no longer associated with the original owner, including any processes for flagging or preventing repeat notices involving such plates. Any training materials, manuals, or instructions provided to City personnel or contractors related to the review, verification, or approval of red-light camera violations. Any records or documents describing how the City tracks, flags, or otherwise manages previously dismissed violations involving stolen or misidentified license plates. A copy of the contract, and any amendments, extensions, addenda, exhibits, or attachments, between the City of Leon Valley and its red-light camera vendor that were in effect on May 7, 2019. I am requesting existing records only and am not requesting that the City create new documents, answer questions, or perform legal research.	Complete	2	3/19/2026	\$ -	\$ -
OR-2026-144	Cynthia Velasquez	3/18/2026	An LVPD SUV, a fire truck and 2 Leon Valley EMS vehicles arrived onto property at Villas of Leon Valley, 7101 Huebner Road #1321, on March 16, 2026 at 7:39pm. An additional black/white LVPD SUV arrived at 7:43pm, leaving at 7:48pm. At 8:19 pm, another LVPD SUV arrived. The initial responding officer in the all black SUV left property at 9:29pm. Two females from possibly a morgue arrived to collect the body of Juana Olivera, a resident here, at 10:15pm, leaving the property at 10:53. Need report with case number to give to her son, who lives in Florida, and has been unable to obtain information from his sister, who either she or her husband called for emergency services within minutes of arriving to find Ms. Olivera...she has been understandably too distraught to speak to brother over the phone. I am the property manager trying to assist him with info since he would like to contact the morgue and coroner and request an autopsy. LVPD stated they needed him to provide them with a case # in order to further assist him.	Complete	3	3/23/2026	\$ -	\$ -
OR-2026-145	Kathleen (Kathy) Bernal	3/19/2026	Case Name: Destini N. Velasquez - Case #: 50983039	Complete	0	3/19/2026	\$ -	\$ -
OR-2026-146	NICS Section	3/19/2026	Arrest Case Number 201505827	Complete	0	3/19/2026	\$ -	\$ -
OR-2026-147	Sarah Rhodes	3/19/2026	Please provide the following "Driving While License Invalid" conviction/judgment for the following defendant: Defendant: Ramos, Bryan Nathan, -- DL: -----, Conviction: Driving While License Invalid, OFF DT: 12/23/2019, CONV DT: 06/21/2021, Location: Leon Valley, TX. Please let me know if there is anything else you need.	Complete	5	3/24/2026	\$ -	\$ -
OR-2026-148	Richard Garcia	3/20/2026	Police report from February 18, 2026 - Victim: Dario Jose Baquedano DOB:--- - Suspect: Daniel Aponte DOB: --- - Address: 138 Croesus Ave. SATX 78213	Complete	0	3/20/2026	\$ -	\$ -
OR-2026-149	David Andrews	3/20/2026	Rockwell PD Background Check: K. Purvis	Complete	3	3/25/2026	\$ -	\$ -
OR-2026-150	Victor Flores	3/22/2026	Case #: 202600824 case regarding my minor child daughter, E. J. Flores. Date: 3/20/26	Complete	1	3/24/2026	\$ -	\$ -
OR-2026-151	Kathleen (Kathy) Bernal	3/23/2026	report number is: 202600796	Complete	1	3/24/2026	\$ -	\$ -
OR-2026-152	Anthony Martinez	3/23/2026	I, Anthony Martinez, am requesting the AXON camera footage of a crash from Case# 202503983 that occurred on in the early morning of December 13, 2025. The footage is of the parking lot of my work of employment, HEB on address 5601 Bandera Rd, San Antonio, TX 78238. I was told by the officer working on my case, Office J. Urbina, that he had submitted to the department system and wa	Complete	1	3/24/2026	\$ -	\$ -
OR-2026-153	Michael Traugott Jr	3/23/2026	Pursuant to the Texas Public Information Act, I request copies of all existing training-related records written, produced, collected, assembled, maintained, or held by or for the City of Leon Valley, including any such records maintained on the City's behalf by a contractor, vendor, or software provider, concerning the review, verification, approval, rejection, processing, or issuance of red-light camera notices or citations. This request is limited to the time period January 1, 2017 to present. Please produce the following records, to the extent they exist: 1. All training materials used to train any Leon Valley police officer, employee, or other person acting for or on behalf of the City in the review, verification, approval, rejection, processing, or issuance of red-light camera notices or citations. This includes, but is not limited to, manuals, policies, procedures, SOPs, lesson plans, presentations, slides, handouts, job aids, reviewer guides, checklists, decision trees, scripts, written instructions, videos, and vendor-provided training materials. 2. All training materials or written guidance used to train personnel on the software or platform used for red-light camera event review, including Axis, Verra Mobility, or any related review or citation platform, to the extent such materials relate to event review, verification, approval, rejection, or issuance of notices. 3. Records sufficient to show who received such training, and when. This includes attendance records, sign-in sheets, course completion records, certifications, acknowledgments, or other records sufficient to identify: the person trained; the date of training; the trainer or training source; and the subject matter of the training. 4. All training materials, reviewer guidance, or written instructions addressing any of the following subjects: identification of the vehicle to be cited; distinctions between a motor vehicle and a trailer; towed vehicles or trailer plates; events in which only part of a vehicle is captured; events in which the truck plate, front plate, or operator is not visible; stolen, missing,	Complete	3	3/26/2026	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2026-154	Paulina Garcia	3/23/2026	I am needing a copy of LVPD report #202600847 regarding an auto theft off of my vehicle from the Miracle Body & Paint shop located at 6217 Grissom Road, San Antonio, TX 78239. This report was made on March 23, 2026, with Officer Angermiller.	Complete	1	3/24/2026	\$ -	\$ -
OR-2026-155	Anthony Martinez	3/24/2026	I am requesting the camera footage of a crash from Case# 202503983 that occurred on in the early morning of December 13, 2025. The footage is of the parking lot of my work of employment, HEB on address 5601 Bandera Rd, San Antonio, TX 78238. I DO NOT want the body came footage from the officer taking the report. I am NOT looking for the BODY CAM FOOTAGE from the officer that took the report. I want THE CRASH FOOTAGE that was sent from my place of employment and submitted to your system by Officer J. Urbina.	Complete - Withdrawn by Requestor	3	3/27/2026	\$ -	\$ -
OR-2026-156	Mark Zurada	3/25/2026	Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for 'FY 2023 Street Maintenance' that was submitted on 07/11/2023. I believe the project number is '2023-02', 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.	Pending Department(s) Response			\$ -	\$ -
OR-2026-157	Thomas J Henry Injury Attorneys	3/26/2026	Please see open records request attached for client Isaiah Medina.	Pending Fee Acceptance			\$ 51.00	\$ -
OR-2026-158	Charles Clifford	3/26/2026	County of Suffolk New York Background Check: A. Rahim	Complete	3	3/31/2026	\$ -	\$ -
OR-2026-159	ATHENA ELLIOTT	3/26/2026	Request for Report No. 202600336; February 3, 2026; 8030 Bandera Rd.; Walmart Supercenter; Officer Jones; Badge No. 525;	Complete	2	3/30/2026	\$ -	\$ -
OR-2026-160	Anne Marie Moralez	3/27/2026	Needing information to be sent to the Texas Medical Board in order to obtain my license. (See attachment)	Pending Clarification from Requestor			\$ -	\$ -
OR-2026-161	Aaron A	3/27/2026	1. Open code enforcement violations. 2. Open/Expired Permits including demolition permits and demo date. 3. Open unrecorded bills/fees/fines/special assessments such as rubbish removal, snow removal, yard mowing. Property address:7123 TEALEAF ST, LEON VALLEY, TX 78238, Parcel:04432-303-0140	Pending Department(s) Response			\$ -	\$ -
OR-2026-162	Melissa Achey-Rivera	3/27/2026	I am requesting an electronic copy of planning or development applications and/or site plans for residential development submittals that meet the criteria below. Project types 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. Date range: Submittals received between December 26, 2025 and March 27, 2026, or through the date this request is processed, whichever is later. Requested information (if available): Project name, Developer/Owner, 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. If you need any additional information, I am happy to provide it.	Complete	1	3/30/2026	\$ -	\$ -
OR-2026-163	Brian Scott Cordeau	3/29/2026	Today I noticed the new bathroom signs at Raymond Rimkis Park. I would like to request the following for any bathroom sign changes throughout Leon Valley Public buildings. 1. A detailed cost estimate of the sign cost and change from the old signs to the new signs. This should be specified for each building and include the cost of the sign and the labor associated with changing the sign. This should be in a spreadsheet format with the building, bathroom type, cost type (labor/sign cost), date work was done and amount of each. 2. Any communications (emails, meeting minutes, memos, etc.) where this change was discussed. Include any communication up to the current date.	Complete	0	3/30/2026	\$ -	\$ -
OR-2026-164	Hannah Cantu	3/30/2026	My name is Hannah Cantu, and I am the legal medical power of attorney for my mother, Nancy Isabel Cantu, Date of Birth ----. I am requesting any police records, incident reports, or dispatch logs related to her from approximately 2016-2018, possibly involving 7802 Misty Moon in Leon Valley, TX, regarding any mental health/crisis intervention incidents. This request is being made for submission to the Social Security Administration (SSA) for her disability/SSI application. Copies of my notarized POA and photo ID are attached to verify my authority to request these records. Please provide Police incident reports, dispatch/call logs, any follow-up documentation related to the incident. (see attached)	Pending Department(s) Response			\$ -	\$ -
OR-2026-165	Joanna Stijar, Herrman and Herrman PLLC	3/30/2026	Please see the attached request for EMS records.	Pending Payment			\$ 23.00	\$ -
OR-2026-166	A-ONG YANG LEXISNEXIS	3/31/2026	Transaction/Reference #: 3689351151, Insurance Company: ALLSTATE, Report Type: AUTO THEFT, Report/Case Number: 202503249, Date of Occurrence: 10/10/2025, Location of Loss: 5601 BANDERA ROAD, City: SAN ANTONIO County: BEXAR State: TX, Insured name: MICHELLE L RUFF SALAZAR, VIN #: ----	Pending Department(s) Response			\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2026-167	Heather Dawson	3/31/2026	RE: 5405 Bandera Road, Parcel 217451, Built in 1982, CB 4428H Block 1, Lot 04 (West Loop Business Park), *Any Variances, Special Permits or Conditions: Please note the existence of these items as they relate to the subject property and supply documentation, if available, *Code Violations: Please note whether or not there are currently any open/outstanding zoning, building or fire code violations that apply to the subject property, *Certificates of Occupancy: Please supply copies of any existing certificates of occupancy for the subject property. If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate. *Approved Site Plan and/or Conditions of Approval, if applicable: Please supply one or both of these documents, particularly if the subject property is located in a Planned Development	Pending Department(s) Response			\$ -	\$ -
OR-2026-168	Heather Dawson	3/31/2026	RE: 5504 Bandera Road, Parcel 217441, Built in 1981, CB 4428F Block 4, Lot 3, *Any Variances, Special Permits or Conditions: Please note the existence of these items as they relate to the subject property and supply documentation, if available, *Code Violations: Please note whether or not there are currently any open/outstanding zoning, building or fire code violations that apply to the subject property, *Certificates of Occupancy: Please supply copies of any existing certificates of occupancy for the subject property. If none are available, please state the reason for this and whether there is any expected enforcement action due to the lack of certificate.*Approved Site Plan and/or Conditions of Approval, if applicable: Please supply one or both of these documents, particularly if the subject property is located in a Planned Development	Pending Department(s) Response			\$ -	\$ -
OR-2026-169	Jay Hrivnatz	3/31/2026	AEI is performing a property condition assessment of the industrial buildings at 5504 East Bandera Road; Leon Valley, TX 78238. We are seeking digital copies of any known building, zoning, fire or health code violations in addition to any certificates of occupancy, inspection reports and open building permits. Is this property subject to local wind code? Is this property deemed a risk for wildfire? Thank you for your assistance.	Pending Department(s) Response			\$ -	\$ -
OR-2026-170	Jay Hrivnatz	3/31/2026	AEI is performing a property condition assessment of the industrial buildings at 7402 Reindeer Trail; Leon Valley, TX 78238. We are seeking digital copies of any known building, zoning, fire or health code violations in addition to any certificates of occupancy, inspection reports and open building permits. Is this property subject to local wind code? Is this property deemed a risk for wildfire? Thank you for your assistance.	Pending Department(s) Response			\$ -	\$ -
OR-2026-171	Lesly Martinez	3/31/2026	Reports, Body Worn Camera Video, EMS Records pertaining to 26-0115	Pending Department(s) Response			\$ -	\$ -
OR-2026-172		3/31/2026		Pending Department(s) Response			\$ -	\$ -

### CITY SECRETARY

- Submitted Ordinance No. 2026-2, 3, and 4 for codification ( Supplement #10). The next supplement is scheduled to be sent off on June 17, 2026.
- Completed the Contract Inventory Spreadsheet update based on staff feedback. Uploaded the updated spreadsheet into OneDrive on March 31, 2026.Organized and completed the March 28, 2026, City-Wide Garage Sale. This year the number of participants was down from 75 in 2025, to only 42 this year.
- Processed a Subpoena Duces Tecum 2026CC004145 for Bexar County Court.

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.

## FIRE DEPARTMENT

### Fire Chief for the Day

The LVFD will host “Fire Chief” at Driggers Elementary School for the day. The Fire Chief for the Day is a fundraiser and is bid on by students. “Bella was the top bidder in the LV Chief of Fire Dept. She will be riding in the fire engine during our Fiesta Parade. She will not be counted absent. After that, she will be touring the LV office to see what her duties are for that day and return back to school shortly after. We know that she will have lots of fun being LV's Fire Dept. Chief for a day!

### LVFD and the Northwest Seniors

The LVFD was invited to the Northwest Senior Citizens Lunch to speak about CPR and AED use. On-duty firefighters/Paramedics spoke about how to operate the AED located at the Community Center and how to perform hands-only CPR.

### LVFD and the Court Personnel

The LVFD provided training for the LV Court staff. This training included Stop the Bleed, CPR and AED use. This vital training could assist in the event of a serious medical emergency during court before EMS could arrive. Many times, serious medical emergencies require immediate action to save a life. There is an AED and Stop the Bleed kit on the wall in the foyer of City Hall.

### Fire Hydrants

You may have noticed the LVFD out inspecting Fire Hydrants throughout LV. Firefighters routinely inspect hydrants to ensure proper operation and to perform routine maintenance. There is something that residents can do to help. If you have a fire hydrant on your property, please make sure that you keep all bushes, shrubs, trees or other vegetation clear of the hydrant 3’ in all

directions and a clear path to the street. This is one of the many proactive measures that the FD performs to ensure smooth operations in the event of a fire.

### **Assistant Chief Willis**

The LVFD wishes to congratulate Assistant Fire Chief Chris Willis for obtaining his Master Arson Investigator and Master Fire Investigator certifications through the Texas Commission on Fire Protection.



## **PLANNING AND ZONING**

### **Planning And Zoning Cases**

PZ-2026-3 Med Spa Specific Use Permit

PZ-2026-4 Car Accessories Specific Use Permit

Reviewing Permitted Use Table

### **Permits**

Garage Sale 6

Electrical 9

Gas 4

New Construction 7

Mechanical 6

Foundation 1

Utility 1

Sewer and Trench 4

Impact Fees 16

Plumbing 4

Sign 2

Remodel 1

Fence 5

Plumbing-Irrigation 1

Fire Sprinkler 1

### **CO Issued**

Community Moving and Storage, Inc./5405 Bandera Road Ste. 109

Jet Shine Car Wash/5508 Grissom Road

Modjeme Beauty Shop/6416A Bandera Road

## UPCOMING LIBRARY PROGRAMS

- Tuesday, April 7th – Baby Open Play – 11:00am
- Tuesday, April 7th – Stitch It Together – 3:30pm
- Thursday, April 9th – Toddler & Preschool Storytime – 10:30am
- Saturday, April 11th – Drum Circle – 11:30am
- Tuesday, April 14th – Baby Storytime – 11:00am
- Wednesday, April 15th – Medicare 101 – 10:30am
- Thursday, April 16th – Toddler & Preschool Storytime – 10:30am
- Thursday, April 16th – Stitch It Together – 6:00pm
- Friday, April 17th – Fiesta Flowers - 1:00pm
- Friday, April 17th – Movie Presentation: Encanto – 3:00pm
- Saturday, April 18th – Bound by Books Book Club: Cozy Mystery – 12:00pm
- Tuesday, April 21st – Social Security Seminar #1 – 11:00am
- Tuesday, April 21st – DIY Cactus – 5:00pm
- Tuesday, April 21st – Social Security Seminar #2 – 6:00pm
- Wednesday, April 22nd – Toddler & Storytime with Ms. Melissa – 10:30am
- Thursday, April 23rd – Scavenger Hunt – 10:30am-6:00pm
- Thursday, April 23rd – Movie Presentation: Book of Life – 5:30pm
- Tuesday, April 28th – Baby Open Play – 11:00am
- Wednesday, April 29th – Toddler & Preschool Storytime with Ms. Melissa – 10:30am
- Thursday, April 30th – Toddler & Preschool Storytime – 10:30am
- Thursday, April 30th – Everyday Essentials 2: Computer Basics for Seniors – 1:00pm
- Thursday, April 30th – Vision Boarding – 6:00pm

### **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\\_4-7-2026.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/4281/cm_report_4-7-2026.pdf)

**City Council Meetings**

- The next City Council meeting will be on Tuesday, April 21, 2026, at 6:30 pm, in the Council Chambers.