



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: June 3, 2025

TO: Mayor Chris Riley and City Council Members

FROM: Crystal Caldera, City Manager

SUBJECT: Pre-City Council Meeting Report

Projects

In addition to outside agency review constraints, these projects may also be delayed by weather and supply chain slowdowns.

Public Works

- The bids for the FY 25 Street Maintenance Project were opened on May 15th. The item will be taken to City Council for approval on June 3rd. We expect the work to begin in early summer. This year we will tackle a portion of Wurzbach Road (Evers Rd. to Bandera Rd.).
- The City Engineer is working on plans for the replacement of water mains on Pickering, Rimkus, and Kinman.
- Staff is finishing up the easement agreements for the right of way along William Rancher and along Aids Drive.
- Staff is working on the condemnation process to gain ownership of the portion of Zarzamora Creek in front of 5601 Bandera Road.
- Sprinkler systems are being installed at the Ridge at Leon Valley Park and at Silo Park. Old Mill Park will receive a solar panel to provide power to that irrigation system. Staff is getting quotes for the Hike & Bike Trail irrigation system.
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Additional Public Works Activities

- Resuming work on the demolition of the LV swimming pool facility.
- Cleaning out storm drains from the recent rains.
- Cleaning City Hall, Library, and parks.
- Mowing In Mow Zone 1 (Evers, Huebner).
- Changing out a/c filters in city buildings.
- Replacing fire hydrant on Poss Road.
- Repairing curb stop on Wurzbach.
- Mowing well sites.
- Performing inspections at Seneca Trails for water and sewer main installs. Performing preventative maintenance on loader.
- Taking inventory.

- Repairing water truck and air compressor.
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PW GRANTS

- The engineer continues designing the El Verde Water Main Replacement Project. This project is being funded with a \$1,300,000 Bexar County ARPA grant. The project will be advertised for bids in April.
- A Bexar County CDBG grant for replacing the sewer main in the alley between Cammie Way and Evers Rd was awarded January 7th. The project is being engineered, designed, and will be advertised for bids.
- Staff and the City Engineer continue to develop the plans for the Hike & Bike Trail Segment II. We will be submitting 100% plans for review in the next few weeks. Letting the project for bids is expected in October of 2025.
- Staff applied for a grant to acquire the services of a Forester. The grant will pay a salary for about three years. The Forester would be used to monitor Oak wilt disease, review tree removal requests, ensure tree permits are being inspected, determine the condition of city trees in various parks, and make recommendations for the removal or replacement of trees.
- Staff applied for a grant for a Hike & Bike Trails Master Plan from the AAMPO. This grant will pay \$100,000 for a planning document for the city's trail and shared path system. The city does not have a matching funds requirement, so if granted, the work would be performed at no charge to the city.
- Staff applied for a grant from the AAMPO for the Hike & Bike Trail Segment 3. The application was accepted, and we will now be moved to Step 2 in the process. 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.
- Staff applied for a grant from Bexar County CDBG to install a new sewer main along Locker Lane.

OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-123	Martin resendez	2/20/2025	Case Id: 202102478 Requesting entire case file i.e notes, photos, video/audio any evidence. First responders , ems, firefighter, etc.	Received TX OAG Ruling # OR2025-015411 - Pending Fee Acceptance	24		\$ 920.00	\$ -
OR-2025-154	Santos Molinar-Owens	3/5/2025	All reports for Rodrigo Palacios DoB ----, Including report number 202500683	Complete - Received TX OAG Ruling # OR2025-015726	71	5/15/2025	\$ -	\$ -
OR-2025-192	Elizabeth Gonzales	3/24/2025	Body Worn Camera Video and Requesting report from March 22,2025, involving myself Dob ----. Charged With DWI.	Complete - Received TX OAG Ruling # OR2025-017798	63	5/27/2025	\$ 219.00	\$ 219.00
OR-2025-199	Don hassall	3/26/2025	Robert coalson	Closed Due to Lack of Response	61	5/27/2025	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-279	Wesley Williams / Thomas J Henry Law	5/5/2025	Please view open records request attached for client Dora Ybarra	Complete	8	5/15/2025	\$ 27.00	\$ 27.00
OR-2025-280	Wesley Williams / Thomas J Henry Law	5/5/2025	Numerous items including body worn camera video for Case # 202501219	Complete - Report released with no charge; videos not released due to a lack of response.	16	5/27/2025	\$ 621.00	\$ -
OR-2025-283	joe-gamez	5/6/2025	There was an alleged AMENDED version to report # 202500804, if available, please provide. IF NONE, KINDLY ADVISE AND SIMPLY DISREGARD REQUEST Client JORGE PALLANES spoke to responding officer to amend and allegedly confirmed this was done. Follow up emails to angymiller have not confirmed said amendment available.	Pending Payment	16		\$ 6.00	\$ -
OR-2025-284	Sarah Phosouvanh	5/6/2025	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 4/13/2025 @ BANDERA #202501161 TIME 08:22 PARTY INVOLVES PEDRO GOMEZ/MALYAR AHMADZAI	Complete	9	5/19/2025	\$ 6.00	\$ 6.00
OR-2025-285	Wesley Williams / Thomas J Henry Law	5/6/2025	Please see open records request attached for client Lisa Villa.	Complete	7	5/15/2025	\$ 21.00	\$ 21.00
OR-2025-287	Yellow Dog Reports	5/8/2025	VANESSA WILLBORN, 2006 LINCOLN MARK LT, EVERS ROAD, 78238 SAN ANTONIO, TX, USA, DATE:4-23-2025, TIME:16:50:42, REPORT # 202501275	Complete	4	5/14/2025	\$ 6.00	\$ 6.00
OR-2025-288	Doranda Sirjue	5/9/2025	BWC video for 202500927	Pending Fee Acceptance	13		\$ 76.00	\$ -
OR-2025-289	Taylor Wood	5/9/2025	All disciplinary records and performance reviews for Officer Marites Sanchez during term of employment with Leon Valley.	Complete	3	5/14/2025	\$ -	\$ -
OR-2025-293	GABRIELA SOTO-LIMON	5/9/2025	BWC Video for 202501205	Pending Fee Acceptance	13		\$ 95.00	\$ -
OR-2025-295	United States Federal Probation Officer Sandra Sanchez	5/12/2025	Assault Public Servant and Fail to ID Fugitive Intent to Give False Information on 5/9/2025 Carlos Smith DOB: --- Social Security Number: ---	Complete	7	5/21/2025	\$ -	\$ -
OR-2025-296	Cory Schuler	5/13/2025	Information related to Hector Guzman, Jr.	Complete	6	5/21/2025	\$ -	\$ -
OR-2025-297	Investigator Yvonne Crivello	5/13/2025	Information related to Evan C. Clark	Complete	8	5/23/2025	\$ -	\$ -
OR-2025-298	Sarah Phosouvanh	5/13/2025	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD CAN YOU EXPEDITE THIS REQUEST 4/27/2025 @ BANDERA RD AND SENECA DR #2025-01318 TIME 1330 INSURED ALANDA FEWINS	Complete	10	5/27/2025	\$ -	\$ -
OR-2025-299	Anita Hernandez	5/13/2025	This particular request to Leon Valley Police department pertains to the complaining of smoking and marijuana violations at InTown Suites Leon Valley South. The officers were patrolling the building as I was packing my belongings to move. I called them over to inspect my bathroom which smelled of cigarette smoke. I am not a smoker. On that day, I was not staying at my (paid) room due to a faulty boiler in addition to residents violating the no-smoking and no drug hotel rules. Officer Breton confirmed that he smelled some cigarette smoke in my bathroom, and they were patrolling the building due to marijuana odors. I expressed concern that maintenance personnel entered my room without my knowledge and smoking or smoking in the maintenance closet adjacent to my room. I have seen hotel residents smoke in their doorway or come out of their room smoking. See photos as an example. The hotel is a non-smoking hotel. The following is background information: On March 15, 2025, I called InTown Suites Reservation line to book a stay at InTown Suites on 6923 San Pedro Ave., San Antonio TX 78216. My reservation number was 3J4AT7RH9 (See attached document). When I arrived at that InTown Suites on March 15, 2025, the manager, LaTonya informed me that the manager at the InTown Suites on Bandera Road-Leon Valley, John Mentor, emailed all managers of InTown Suites in San Antonio, instructing them not to rent to me. I was currently a paid "resident" by Texas law through March 20, 2025 at the InTown Suites at Leon Valley South. However, I could no longer stay in my assigned Hotel room due to a faulty boiler room affecting my health. I chose to move to the InTown Suites on San Pedro because their Broiler Room/chimneys were designed so that no rooms would be affected by vent fumes. Their chimneys went past the roof area (See photo). The Broiler Room vents at the Leon Valley South location were adjacent to my assigned hotel room (See photo). I was also bothered by the cigarette and marijuana	Complete	10	5/27/2025	\$ 16.00	\$ 16.00
OR-2025-300	Yellow Dog Reports	5/14/2025	**Requesting Incident report on AFEL LICEAGA 2025 TOYOTA COROLLA ---- BANDERA ROAD, 78250 SAN ANTONIO, TX USA DATE:3-21-2025 TIME:16:00:18 REPORT#202500917	Complete	3	5/19/2025	\$ -	\$ -
OR-2025-301	Anita Hernandez	5/14/2025	I am requesting through Open Records, information from the Leon Valley P	Complete	1	5/15/2025	\$ -	\$ -
OR-2025-302	Carlos Anthony Ramirez	5/16/2025	Body Worn Camera Video and Records related to Carlos A. Ramirez, from May 10, 2025	Pending Fee Acceptance	7		\$ 79.00	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-303	Brandy Anderson	5/16/2025	Please provide copies of all (1) permit applications and (2) permits issued related to roofing and fencing for the following addresses: 7010 Autumn Chase St., San Antonio, TX 78238, 7006 Autumn Chase St., San Antonio, TX 78238	Complete	1	5/19/2025	\$ -	\$ -
OR-2025-304	Oscar Monreal	5/19/2025	Offense/Arrest Report for Clarence Jesus Lee for Assault Causes Bodily Injury Family Member offense date 05/18/2025 booked 05/19/2025. DOB: ---	Complete	6	5/27/2024	\$ -	\$ -
OR-2025-305	Eliana Contreras	5/19/2025	Assault with deadly weapon	Complete	6	5/27/2024	\$ -	\$ -
OR-2025-306	Suma Sureshchandra	5/20/2025	I respectfully request copies of the following information: Building Permits issued from April 1, 2025 through April 30, 2025 that cover residential construction valued over \$30,000, commercial construction valued over \$30,000 and all swimming pools. It would be ideal if each record contained the following information, however we do not need the actual copies of the permits: Permit Number, Construction Type (i.e. Residential New, Commercial Remodel), Permit Date, Job Value, Job Square Feet, Job Address, Owner Name, Owner Address, Owner Phone, Contractor Name, Contractor Address, - Contractor Phone.	Complete	5	5/27/2024	\$ -	\$ -
OR-2025-307	Debbie Suarez	5/20/2025	EMS Records - M. Stahl	Pending Payment	5		\$ 10.50	\$ -
OR-2025-308	Ed Ruddick	5/20/2025	I need a unredacted copy of a police report for a piece of equipment that was stolen from a jobsite. Report number is 202501523. This unit was stolen from the Grissom Self Storage @ 7543 Grission Road, SA, TX 78251 on 5/16/25. My company name is H&E Equipment Services and our customer that the unit that was stolen from is ProPour, LLC. Their home address is 316 E Rogers Road Willis, TX 77378. We asked our customer to make sure the report has H&E as the owner and the Serial number is attached as well. If you have any questions, please call or email me. Report is needed for insurance purposes. Thank you in advance.	Complete	5	5/27/2024	\$ -	\$ -
OR-2025-309	Sharai Bell	5/20/2025	202501519	Complete	5	5/27/2024	\$ -	\$ -
OR-2025-310	Detective Julissa Perez	5/21/2025	please see attachment for GUTIERREZ, YESENIA ALEJANDRA DOB: --- DL: ---	Complete	5	5/28/2025	\$ -	\$ -
OR-2025-311	Maternal & Child Health Epidemiology Texas Department of State Health Services	5/21/2025	Please provide DEATH INVESTIGATION REPORT	Complete	0	5/21/2025	\$ -	\$ -
OR-2025-312	Abel Pacheco	5/21/2025	The Alto Apartments (6300 Rue Marielyne) had a Fire Truck and EMS come out yesterday. I would like an incident report or any documentation you can about the incident. They came to apt #1305.	Complete	4	5/27/2025	\$ -	\$ -
OR-2025-313	Texas Department of State Health Services Maternal & Child Health Epidemiology	5/22/2025	Please provide DEATH INVESTIGATION REPORT	Complete	3	5/27/2025	\$ -	\$ -
OR-2025-314	Kory McKeighan	5/22/2025	We are requesting Leon Valley PD Incident Report #202500948. Date: 3/24/2025 Reporter: Officer Guadarrama, Re: Roland Martinez Jr. DOB: ---, Gabriella Garza DOB: ---	Complete	3	5/27/2025	\$ -	\$ -
OR-2025-315	Henry Page	5/22/2025	Defendant information: ORELLANA, GUSTAVO, TDCJ#: 1160553, DOB: ---, Offense information: Date: 12/01/2022, Offense/Incident - MA Z* UNLAWFUL CARRY WEAPON	Complete	3	5/27/2025	\$ -	\$ -
OR-2025-316	Detective Melissa Turner	5/22/2025	I am conducting a background investigation on the listed applicant. I am kindly requesting an agency check on resident, police contact. If it is consistent with your department policy, will you please check your files to see if your department has had any contact with the applicant including, but not limited to: involvement in criminal activity, arrests, traffic violations, traffic accidents with your agency. I have attached the applicant's signed release waiver, and our agency letterhead.	Complete	4	5/28/2025	\$ -	\$ -
OR-2025-317	Mario Robinson	5/21/2025	Pursuant to the Texas Public Information Act, I am requesting access to and copies of the following records related to the February 21, 2022, murder investigation involving Shelton Fersner III and Ladie Gene Lee II in Leon Valley, TX: Body-worn camera footage from responding officers. 911 audio calls and dispatch logs related to the incident. Incident and offense reports, including arrest reports. Interrogation recordings of Ladie Gene Lee II. Any crime scene photos or videos available for public release. Witness statements or affidavits filed in connection with the case. Call logs or CAD reports from Feb. 21, 2022, around the Vista Del Rey Apartments (5600 block of Evers Road).	Pending Fee Acceptance	5		\$ 974.00	\$ -
OR-2025-318	Damon Verial	5/22/2025	Body Worn Camer Video	Complete	3	5/27/2025	\$ -	\$ -
OR-2025-319	Mara Cardenas	5/22/2025	I work for Statewide Defensive Driving and would like to request the DSC records list of those people who have had traffic citations and have been approved to take a defensive driving course. We would like their names, address, city, state, zip and citation date or approval date, and also the email addresses if you have them as well as phone number. At this time, I would like to request the list for the month of April of 2025 of those who requested to take defensive driving.	Complete	4	5/28/2025	\$ -	\$ -
OR-2025-320	Robert Eberline	5/22/2025	Would like copies of all permits that have been pulled for the San Antonio Aquarium at 6320 Bandera Rd from 2014 to present.	Complete	1	5/23/2025	\$ -	\$ -
OR-2025-321	Detective Raul Dominguez	5/23/2025	**please see attachment**	Complete	3	5/28/2025	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-322	Adrian velasco	5/26/2025	My name is Adrian Velasco my birthdate is ---. I need copies of my Court records, all arrest/offense/incident reports/citations/tickets emailed to the Texas Medical Board or faxed with a coversheet to 1-888-790-0621. Thank you	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-323	Victoria Renteria	5/27/2025	I am requesting any information regarding police reports made by Julie Beers and Sarah Beers at the Leon Valley police precinct between 5/22-5/25 of 2025. There is reasonable doubt by their family that they have not contacted police and for their safety we would appreciate written or verbal confirmation that they have at the very least reached out to the authorities.	Complete	1	5/28/2025	\$ -	\$ -
OR-2025-324	Alease Oyerinde	5/28/2025	Case # 202501616, Friday May 23rd, Daysha Lewis and Alease Oyerinde.	Pending Department(s) Response	0		\$ -	\$ -
OR-2025-325	H&E Equipment Services	5/28/2025	I need an updated police report copy of a piece of equipment that was stolen from a jobsite. I talked to Officer Ashley and she corrected our company name and made sure the VIN number was on the report. Police report number is 202501523	Complete	0	5/28/2025	\$ -	\$ -
OR-2025-326	Chelsi Johnson - Herrman and Herrman PLLC	5/28/2025	Incident report for our clients Terri Jackel and Yraida Garcia Molina, for an accident that occurred on 5/27/2025. Report no 2025011651	Pending Department(s) Response	0		\$ -	\$ -

OFFICE OF THE CITY SECRETARY

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
<ul style="list-style-type: none"> Properly Preparing Very Old City Records to be Sent off to Storage 	Friday, August 1, 2025	In Progress - Completed Ordinances 1974 -1997; Completed Resolutions; Deeds/Agreements/Etc. in Progress.
<ul style="list-style-type: none"> Adding Descriptions to Ordinances/Resolutions Listed in the Documents Library/MuniDocs 	Tuesday, December 31, 2024	Complete
<ul style="list-style-type: none"> Working on a Handbook for Boards, Commissions, Committees, and Liaisons 	Monday, April 7, 2025	Complete - Provided to City Manager for review. Revising.
<ul style="list-style-type: none"> Working on a Disaster Recovery Plan for Municipal Records 	Wednesday, December 31, 2025	In Progress - Reviewing other Cities

- Received the 2025-2026 Texas Municipal Clerks Associations, Municipal Clerk's Office Achievement of Excellence Award.
- Alamo chapter - responding to public information requests May 28, 2025 -1.5 hours

FIRE DEPARTMENT

- Please remember that the LVFD is always willing to help change smoke detector batteries for residents who need assistance, please contact us and we will schedule an appointment.
- The Fire Department needs non-perishable food, dry goods, diapers and baby formulas to replenish our Community Care Box. Please donate what you can and if you are in need, we are here to help.
- The Fire Department responded to flooding along Poss Road on 05/26/2025. Water was over the road blocking a long stretch of the roadway. The Fire Department would like to remind everyone that if they encounter water over the road, turn around and don't drown.

It's never worth risking your life in high water. It only take two feet of water to wash your vehicle off the road.

- This photo was taken at 11:29pm on 05/26/2025 at the corner of Poss and Peachtree. The photo was taken at the exact moment lightening struck making it look like daylight.



PLANNING AND ZONING

Planning & Development Cases:

- Project No. PZ-2024-29: 6530 Samaritan - Seneca Trails Plat
- Project No. 2024-972: 6530 Samaritan - Site Work Permit
- Project No. PZ-2025-12: St. John Baptist - Vacate and Replat
- Project No. 2025-392: St. John Baptist Addition - Site Work Permit
- Project No. PZ-2025-15: 6004 Grissom Road - Specific Use Permit - Communication Tower
- Project No. 2025-408: Site Work Permit - 6320 Bandera Rd - SA Aquarium
- Project No. 2025-378: Site Work Permit - 7680 Huebner Rd - Duplexes (Silos)
- Project No. PZ-2025-16: Offsite and drain improvements plat - 6530 Samaritan

Permits:

- Garage Sale 13
- New Construction 3
- Roof 3
- Plumbing 6
- Electrical 2
- Fire Alarm 3
- Food 1
- Mechanical 5

- Sign 3
- Access/Driveway 4
- Fence 1
- Tree Removal 1
- Remodel 2
- Gas 2

CO Issued

- EGO7SERVICES,LLC/5504 Bandera Rd Ste. 606
- Olameter/5504 Bandera RD Suite 410/411
- Mattress and More/6400 Bandera Rd suite 6420 B
- Reunion Coffee/5504 Bandera Rd. Ste 202
- Quesadilla King/6811 BANDERA RD
- The Alto Apartments/6300 Rue Marielyne St. Bldg. 800
- The Alto Apartments/6300 Rue Marielyne St. Bldg. 900
- The Alto Apartments/6300 Rue Marielyne St. Bldg. 1000
- The Alto Apartments/6300 Rue Marielyne St. Bldg. 1100

UPCOMING LIBRARY PROGRAMS

EC: Ages 0-5* | SA: Ages 6-12 | YA: Ages 12-18 | A: Ages 18+ | G: All Ages

*Recommended Ages for Storytimes: Baby & Me (0-18 months), Adventurers' Club (3-5 years), Li'l Explorers (18 months – 3 years)

Upcoming Regular Programs

- Tuesdays at 11 am: Baby Time – May 20th
- Wednesdays at 10:30 am: Guest Storytime – May 24th
- Fridays at 9:30 am: Abled Body Yoga – 30th

Upcoming Book Clubs:

- First in Series Adult Book Club, 4th Saturday of the month on May 24th at 1pm *Wicked* by Gregory Maguire.

New Programs

K9s for Warriors – Service Dog program– May 23rd & 27th at 11am. Come learn what it takes to be a working service dog and how these heroic canines help support our veterans. You'll also discover the proper way to interact with service dogs and see firsthand the amazing skills they use every day.

Homeschool Program – 4th Wednesday at 12pm. Co-ops, families, and groups are more than welcome to join us as on Wednesdays for school age activities, guest presenters, and opportunities for your students to present to a group.

Summer Reading Kickoff Carnival (at the Community Center): Friday June 6th 9am to 12pm.

OTHER CITY STATISTICS FOR POLICE, FIRE, ECONOMIC DEVELOPMENT, COURT, CODE, AND ANIMAL CONTROL CAN BE FOUND:

https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/4055/cm_report_6-3-25.pdf

OTHER MEETINGS AND EVENTS

- The next City Council meeting will be on Thursday, June 19, 2025, at 5:00 pm, in the Council Chambers.