



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: September 16, 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 City Engineer has completed plans for the replacement of water mains on Pickering, Rimkus, and Kinman. Bids for this project were advertised and reviewed. The item will go to City Council for award on October 21st.
- The City Engineer has completed plans for replacing sewer mains on Forest Brook, Forest Ridge, Forest Mill, and Forest Knoll (2,700 +/- linear feet). This project will be bid this month.
- 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.
- We will be installing a traffic warning sign on Evers at Adair.

Additional Public Works Activities

- Performing a mill & overlay on 184' of trail at Silo Park.
- Replacing traffic signs city-wide.
- Repairing the driveway on the Weathered Post from a water leak.
- Clearing out storm drains.
- Cleaning the shop yard.
- Installing guard rail on Poss at Peachtree.
- Replacing hand dryers at Raymond Rimkus Park restrooms.
- Staining park benches.
- Continuing training on street sweeping.
- Finishing shed reconstruction in the kennel yard.
- Several Crew members are studying for the CDL license.
- Repairing the SCADA system at the Grass Hill well site from a lightning hit.
- Continuing dead meter replacements.
- Repaired leak on Weathered Post.
- Replacing several curb stops.

- Replacing 5 fire hydrants.
- Repairing a tire on a street sweeper.
- Repairing a vacuum trailer.
- Registering several trailers.
- Preparing for the auction to be held next week.
- Repairing asphalt on Evers Rd.
- Removing spoils at Silos.
- Cleaning out debris from Huebner Creek.
- Replacing hand dryers at Raymond Rimkus Park restrooms.
- Reshaping/sanding volleyball court at Raymond Rimkus Park.
- Cleaning out dead trees and debris from Huebner-Onion Natural Area Park.
- Finishing shed reconstruction in kennel yard.
- Rehangng windscreens at Forest Oaks tennis courts.
- Meter reading.
- Continuing dead meter replacements.
- Addressing service requests for leaks
- Replacing tires on PD vehicles.
- Repairing tire on street sweeper.
- Registering several trailers.
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PW Grants

- The El Verde Water Main Replacement Project is being funded with a \$1,300,000 Bexar County ARPA grant. Bids were advertised and will be taken to City Council on October 21st.
- 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 was advertised, and bids were reviewed. The item will go to City Council for award on October 21st.
- Staff and the City Engineer continue to develop the plans for the Hike & Bike Trail Segment II. We have submitted 100% plans for review. Letting the project for bids is expected in the winter 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, assure tree permits are being inspected, determine the condition of city trees in various parks, and make recommendations for 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 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 was awarded a grant in the amount of \$590,423 from Bexar County CDBG to install a new sewer main along Locker Lane. Plans are being developed for the project.

- Staff applied for a 50/50 matching grant to rehabilitate the Forest Oaks Community Pool. Grant awards are not expected until January 2026.

OPEN RECORDS REQUEST

Processed Requests Report 08-27-2025 Through 09-09-2025								
Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-123	Marty Navarro	2/20/2025	RE: Jynette Gonzales, Sulky Lande, Case Id: 202102478, Requesting entire case file i.e notes, photos, video/audio any evidence. First responders , ems, firefighter, etc.	Pending Appt. to Review videos	98		\$ 920.00	\$ -
OR-2025-392	Delphine Monono	6/23/2025	I will appreciate it if I can get an address survey record for the below, Case	Complete - Closed Due to Lack of Response	70	9/1/2025	\$ -	\$ -
OR-2025-455	Pedro Garza	7/28/2025	RE: Vincent Canalda; DOB: --- DL: ---- See attached.	Complete - Closed Due to Lack of Response	24	8/29/2025	\$ 6.00	\$ -
OR-2025-465	james	7/31/2025	adsfadt	Pending Clarification from Requestor	Paused Until 61st day (10/01/2025)		\$ -	\$ -
OR-2025-480	Caroline Casillas	8/12/2025	We would like to know if any call has been made to 911 in the past 5 years from the address: 6730 N Forest Bend, San Antonio, Texas 78240	Complete	9	8/29/2025	\$ -	\$ -
OR-2025-484	Gloria Borrego	8/14/2025	PLEASE PROVIDE THE FOLLOWING: ANY AND ALL UNREDACTED RECORDS REGARDING THE ABOVE REFERENCED MOTOR VEHICLE ACCIDENT WHICH WAS INVESTIGATED BY LEON VALLEY POLICE DEPARTMENT, OFFICER Briana Gonzalez #572, on February 9, 2025, including but not limited to incident reports, accident reports, police reports, supplemental reports, Major Accident Investigation, any type of correspondence, any completed reconstruction report, scene photos, complete autopsy/tox report, hand written and/or typewritten notes; officer's narratives, insurance records, invoices, any witness accounts or statements, investigative materials, field notes, inventory sheet notes, diagrams, any sketch, charts or graphs, measurements, lab work results, color photographs (actual reprints, not black/white copies or color copies), negatives or on CD-ROM, video, audio recording, videotapes, dash cam recordings, Officer body worn camera footage AND COBAN, 911 tapes and or logs/transcripts, dispatch records, call sheet reports, and any other documents in the possession, custody or control of said witness pertaining to the Motor Vehicle Accident, and any and all fatality package/reports.	Complete	9	8/27/2025	\$ 26.00	\$ 26.00
OR-2025-495	Sarah Phosouvanh	8/16/2025	REQUEST FOR AN ACCIDENT REPORT IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD. 7/6/2025 @ NORTHWEST LOOP 410 & BANDERA RD. #202502112 TIME 12:00, PARTY INVOLVES ALFREDO GONZALEZ/BEVERLY EPSTEIN	Complete	9	8/29/2025	\$ 6.00	\$ 6.00
OR-2025-499	Lexitas Legal	8/20/2025	Any medical records in the specified date range on HIPAA authorization	Complete	13	9/8/2025	\$ 6.50	\$ 6.50
OR-2025-503	Isidro Cruz	8/21/2025	Requesting footage of bodycam and dashcam for the reason of citation made from officer rivera 563 on the day of August 14th, 2025 at approximately 3:25 PM Citation # E0075351, NO statements or any paperwork needed, just video footage requested , thank you	Pending Payment	13		\$ 19.00	\$ -
OR-2025-504	Heidi Baker	8/21/2025	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)	Complete	8	9/2/2025	\$ -	\$ -

Processed Requests Report 08-27-2025 Through 09-09-2025								
Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-506	Shawn Flue	8/22/2025	Criminal record on Cristian Saldana's 9/2018 drug possession	Pending Clarification from Requestor	Paused Until 61st day (10/29/2025)		\$ -	\$ -
OR-2025-512	Michelle Brooks	8/25/2025	DFW Airport - Applicant background check	Complete	2	8/27/2025	\$ -	\$ -
OR-2025-517	Law Office of Luz Martinez-Bernal	8/27/2025	Please provide me with a Police Report for Jonathan Alexis Zuniga Garcia DOB ---- on or about June 8, 2025 for Assault Fam/House.	Complete	3	9/1/2025	\$ -	\$ -
OR-2025-518	Alex Guzman	8/27/2025	SAFD - Background check - A. Castellon	Complete	3	9/1/2025	\$ -	\$ -
OR-2025-519	Sarah Florez	8/27/2025	Any and all ACCIDENT REPORTS and CITATIONS containing the names JOSHUA N. FLORES and/or JOSHUA FLORES, DOB: ---- from January 1, 1998 (or as far back as records permit) to present; and any and all ARREST, BOOKING (w/PHOTOS), INCIDENT, and SUPPLEMENTAL REPORTS containing the names JOSHUA N. FLORES and/or JOSHUA FLORES, DOB: ----- from January 1, 1998 (or as far back as records permit) to present.	Complete	3	9/1/2025	\$ -	\$ -
OR-2025-520	Marie Vela	8/27/2025	Please provide fleet or BWC video for the incident referred to above.	Pending Payment	9		\$ 16.00	\$ -
OR-2025-521	Maria Cordero	8/27/2025	Criselda Ann Brestal DOB: ----- was pulled over on August the 14th 2025 was given a ticket for no insurance. She was with her husband Harold Brestal who was arrested and their car was impounded. Want the citation.	Complete	1	8/29/2025	\$ -	\$ -
OR-2025-522	Jim Hutchins, CoSA FD	8/27/2025	The San Antonio Fire Department is conducting a background investigation on the following fire cadet applicant. Please see attached.	Complete	4	9/2/2025	\$ -	\$ -
OR-2025-523	Det. H. Perez #2709, CoSA PD	8/27/2025	Background check on CoSA PD candidate A. Ramirez. See attachments.	Complete	3	9/1/2025	\$ -	\$ -
OR-2025-524	Kendell Mayfield	8/28/2025	Subject: Public Information Request & Records for Citation #E0033920; Clerk/Custodian of Records, Under the Texas Public Information Act (Gov't Code ch. 552), I respectfully request the following records related to Citation #E0033920 and any related matters: A complete, legible copy of Citation #E0033920 and any additional citation(s) associated with me on the same stop/incident. And name of the injured party , as a city cannot be an injured party. All officer notes, supplemental reports, incident reports, body-worn/ dash-cam video, CAD logs, radio traffic, and photographs. The docket sheet, any judgment(s)/order(s), notices, resets, failure-to-appear notices, warrants, and correspondence. Oath(s) of Office and Statement(s) of Officer for every official involved in issuing, processing, or adjudicating Citation #E0033920, including the citing officer(s), supervising officer(s), court clerk(s), magistrate/judge(s), and the city attorney assigned (if any). Any contracts, interlocal agreements, or authorizations by which Linebarger Goggan Blair & Sampson, LLP collects or pursues Leon Valley Municipal Court debts, including scope, fees, and authority to add costs. Additionally, based on the conduct surrounding Citation #E0033920, I request that the involved officer(s) be referred for Brady/Giglio review and disclosure. Please ensure all potentially exculpatory, impeachment, or credibility-related information is preserved and disclosed to the prosecuting authority. If any portion of this request is believed to be exempt, please produce the non-exempt portions and identify the specific statutory exemption you rely on. If estimated charges exceed \$40, kindly provide a written cost estimate first. Electronic delivery (PDF/video file links) is preferred. Please acknowledge receipt and respond within 10 business days as required. This request also serves as a litigation/records preservation hold for all items reasonably related to Citation #E0033920.	Complete	6	9/5/2025	\$ -	\$ -
OR-2025-525	Michelle Evanyo	8/28/2025	BWC related to 202403092	Complete	0	8/28/2025	\$ -	\$ -
OR-2025-526	Ashley Lucio	9/1/2025	Any and ALL information regarding the allegations made against Ashley Lucio including copies of any contractual agreements/citations that Ashley Lucio agreed to with LVPD . Please see pictures for dates/times of alleged violations.	Complete	4	9/5/2025	\$ -	\$ -
OR-2025-527	Tobynn Partridge - Data Driven Safety, LLC	9/2/2025	Today we are making the request for the August 2025 Disposition Report in the same XLS format you have sent in the past. I am attaching a file for your reference.	Complete	3	9/5/2025	\$ -	\$ -
OR-2025-528	Joseph muniz	9/2/2025	BWC Video related to 202500849	Pending Appt. to Review videos	5		\$ -	\$ -
OR-2025-529	Javier Sosa (SAPD)	9/2/2025	Applicant Vidal is applying with SAPD for the position of police officer. The applicant stated he received citations in your jurisdiction. Can you please provide me with the disposition of each?	Complete	3	9/5/2025	\$ -	\$ -
OR-2025-530	Erica Hsu	9/2/2025	Please accept this as the request for traffic data from 08/01/2025 – 08/31/2025. We would like the report to contain open and disposed cases as well as be inclusive of all case types that pertain to traffic related cases (Infractions, Msdemeanors, 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	4	9/8/2025	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-531	Michael Torres	9/2/2025	Police report 2025-02611	Pending Department(s) Response	5		\$ -	\$ -
OR-2025-532	Shanta Hawkins	9/3/2025	I'm requesting record on my son Deontay Gonzales arrested on 9/2/25 or on 9/3/25 the incident according at around midnight for a traffic violation and was arrested due to possible warrant. His DOB ---.	Pending Department(s) Response	4		\$ -	\$ -
OR-2025-533	Yellow Dog Reports	9/3/2025	Records and BWC Video: RACHEL GONZALES, ---, 2007 TOYOTA TUNDRA, ---, ---, BANDERA ROAD, 78250 SAN ANTONIO, TX BEXAR, USA request: BWC, DATE:8-22-2024, TIME:7:45:33, REPORT# 202402581	Complete	4	9/9/2025	\$ -	\$ -
OR-2025-534	Seth A	9/3/2025	This email constitutes a formal request for the PRELIMINARY, AS-READ BID RESULTS as publicly read aloud at the time of acceptance of bids for the referenced project. We have confirmed, prior to this request, that the information is unavailable through bid links, third-party hosts, or other accessible sources. Please advise if further details are required to process this request. If no further information is required, please send the information to the email listed below. Thank you for your prompt attention and upholding transparency in government. We appreciate it greatly!	Complete	1	9/4/2025	\$ -	\$ -
OR-2025-535	Renate Pross	9/4/2025	Records and BWC Video: I need information about an incident on August 29, 2025 where I fell at Hobby Lobby on Bandera Dr. I don't have the report number.	Pending Payment	3		\$ 25.00	\$ -
OR-2025-536	Volk & McElroy, LLP	9/4/2025	Re: Open Records Request - Police Report No. 202502683, Dear Records Custodian: Volk & McElroy, LLP represents Rene Galvan regarding a motor vehicle accident that occurred on August 29, 2025. Pursuant to the Texas Public Information Act, we respectfully request the following: The Incident Detail Report and Crash Report related to the following accident: Police Department: Leon Valley PD, Police Report No.: 202502683, Date: August 29, 2025. Time: 10:00 PM, Location: Bandera and 410, City: San Antonio, TX, County: Bexar County, Involved Drivers: Rene Galvan and Steven Martinez	Complete	2	9/8/2025	\$ 6.00	\$ 6.00
OR-2025-537	Christian Village Apartments - RC Management Inc	9/4/2025	Rosa Martinez incident report for 8/22/2025. Also for an incident involving Rosa Unit 314; 2025-WPD-0235876 w/ Officer Fernandez, Miriam Rosa Unit 425.	Complete	1	9/7/2025	\$ -	\$ -
OR-2025-538	Blake Renville	9/4/2025	Status of vehicle case number 20252686	Complete	1	9/7/2025	\$ -	\$ -
OR-2025-539	Bidjudge	9/5/2025	Requesting please for the PRELIMINARY, AS-READ BID RESULTS as publicly read aloud at the time of acceptance of bids for the below project. FY 2025 Water Main Improvements - 08/28/25 - 8:00	Complete	0	9/5/2025	\$ -	\$ -
OR-2025-540	Hyderabad spicy matka	9/5/2025	case - 202502292	Complete	0	9/5/2025	\$ -	\$ -
OR-2025-541	Kendall County District Attorney's Office	9/5/2025	Requesting copy of offense report from 6/28/2025 (possible case number 9333124721) for the below defendant: Felipe Guzman, DOB ---, --SID: ----	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-542	Kody Zaleski	9/5/2025	I would like all of the information you have on file from the arrest because my state-appointed attorney has not given me any updates about my case at all.	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-543	Investigator Martha Sainz	9/6/2025	Background check on California PD candidate S. Villaloboz. See attachments.	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-544	Danielle Trupp	9/6/2025	Background check on Maricopa County Sheriff's Office candidate j. VanDorlyko. See attachments.	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-545	Aliyah Jemison	9/6/2025	Aliyah Jemison, Police report, Sept 4, 2025	Complete	1	9/9/2025	\$ -	\$ -
OR-2025-546	Sohum Misra	9/7/2025	I would like a list of all registered short term rentals in Leon Valley TX for the purpose of determining whether I am eligible to apply for an STR license that complies with the STR ordinance of Leon Valley.	Complete	0	9/8/2025	\$ -	\$ -
OR-2025-547	Aliyah Jemison	9/8/2025	Requesting Police Report; and BWC footage	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-548	Knox Rickson LLP	9/8/2025	TPIA Request; Body-Worn Camera Video; Case ID 202301523 (May 5, 2023); Officer E. Guadarrama (Badge #523)	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-549	DFPS Nydia Atayde and Rossy Garcia	9/9/2025	Good morning, We are requesting a name and address survey for the following individuals please. As well as the police report 202502842. Aliyah Jemison, DOB: ---, Residence: 323 FOXGLOVE PATH SAN ANTONIO, TX 78245, D'Anthony Carter, DOB: ----	Complete	0	9/9/2025	\$ -	\$ -
OR-2025-550	D'Anthony R Carter	9/9/2025	I would like to request a copy of the case #202502842.	Complete	0	9/9/2025	\$ -	\$ -

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, October 31, 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	PLACED ON HOLD: Reviewing other Cities

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.
- Fall seems to be the beginning of our most needy time of the year. Many families and individuals we encounter may not have enough food, baby formula, diapers and warm blankets. 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 has completed our annual school supply drive. These donations will provide supplies for over 30 children and some vital supplies for the classroom. We want to thank the NW Senior Citizens and Shirley Jonas for their tremendous effort with this drive. Most of our donated supplies have come from these seniors.
- As we enter fall, remember, 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.
- The Fire Department would like to remind residents that in the event of an emergency, all emergency responders must be able to see your address in front of your residence. These numbers should be a contrasting color to the background and large enough to be easily seen from the road. If you can, turn on your outside/porch light.
- Assistant Fire Chief Chris Willis has completed the Fire Service Chief Executive Officer's training at Texas A&M University. This course is specifically for our future leaders in the fire service from around the country. AC Willis is the first Leon Valley firefighter to attend this program.



PLANNING AND ZONING

Permits

Plumbing 13

Mechanical 6

Fence 1

Impact Fee 1

Gas 5

Sewer and Trench 4

Electrical 6

Food 3

Fire Underground Fire System 1

Sign 1

Access/Driveway 6

Foundation 1

Animal Tag 1

Garage Sale 2

Roof 1

CO Issued

Texas HVAC Heating LLC/5504 Bandera Road Ste.614

Vigorous Automotive Services LLC/4700 Timco West Ste. 109

Ven Con Alex/6226 Bandera Road

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)

- September 17th at 10:30am: Toddler & Preschool Storytime
- September 18th at 10:30am: Pretend Play Dentist Shop
- September 18th at 6:00pm: Stitch It Together
- September 20th at 12:00pm: Between the Pages Book Club: Where the Dark Stands Still
- September 20th at 12:00pm: Puppet Show
- September 23rd at 11:00am: Baby Storytime
- September 24th at 10:30am: Toddler & Preschool Storytime
- September 24th at 1:30pm: Homeschool Group
- September 24th at 2:30pm: Homeschool Robotics Group
- September 25th at 10:30am: Pretend Play Open Play
- September 25th at 6:00pm: Robotics Club Interest & Sign-up
- September 26th at 11:00am: Puzzle Extravaganza
- September 30th at 11:00am: Baby Storytime

The library launched Hoopla digital media services on September 1, 2025, for additional audio and e-books.

Halloween Party will be held on Saturday, October 25th 11:30 – 12:30 p.m.

Haunted House will be open on the following dates: October 21st, 23rd, 25th, 28th, 30th, and 31st.

On Tuesdays and Thursdays, it will run from 5:30pm - 7:30pm; Saturday 11:30am - 2:30pm; and on Halloween 2:30pm - 5:30pm.

The Big Rig Petting Zoo (Touch-a-Truck) event will be held on November 25, 2025, at 9:30 a.m.

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_9-16-25.pdf

City Council Meetings

- The next City Council meeting will be on Tuesday, October 21, 2025, at 6:30 pm, in the Council Chambers.