



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** January 20, 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 contract for work on the FY 2025 Sewer Main Replacement Project (Forest Brook, Forest Ridge, Forest Mill, and Forest Knoll) was awarded to R.L. Jones, LP. The pre-construction meeting has been held, and the contractor is scheduled to start soon.
- 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 has begun.
- 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.
- Staff met with TxDOT Officials to start the bidding process for the Hike & Bike Trail Segment II. Bids will be advertised this month and awarded in February.

**Additional Public Works Activities**

- Continuing crack sealing program from priority listing.
- Installing crosswalk striping on Poss at Raymond Rimkus Park.
- Measuring for thermoplastic installation at crosswalks along Evers Road in compliance with new state law.
- Hangtagged homes along El Verde, Forest Oaks, and Seneca Unit #3 to notify of impending water & sewer main replacement projects.
- Painted the Raymond Rimkus Park playground restroom.
- Moved pavers from Shadow Mist Park to Public Works grounds.
- Continued street sweeping this week.
- Filled in holes at Raymond Rimkus Park.
- Repaired a leak at Raymond Rimkus Park.
- Replaced one large production meter.
- Placed new lawnmower and woodchipper into service.

- Repaired a leaking cylinder on the front-end loader.
- Re-installed speed limit radar sign on Evers Rd.
- Beginning to remove holiday decorations.
- Repairing a fire hydrant in the Old Mill subd.
- Replaced the guide bar on the sweeper that directs debris to the rear broom.
- Preparing ambulance for auction.
- Completing replacement of a section of sidewalk along Forest Pine.
- Replacing red light camera signage along Bandera Rd. and Grissom Rd.
- Painting the exterior of the park restroom by the community garden.
- Aerating sports fields at Raymond Rimkus Park.
- Removing carpeting from Public Works office.
- Repairing leaks at Raymond Rimkus Park and Silo Park.
- Assisted the El Verde Rd. project contractor with utility locates along
- Working on locating and repairing a water service leak on El Verde Rd.

### **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 they intend to start work in January. The 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 contractor, Sovrex LLC, plans to start the work the week of January 5, 2026, with actual construction starting January 13th. The construction should be completed within 90 days of start.
- 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 will be meeting in January with TxDOT to start this project.
- The city 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 and the City Engineer have submitted 100% plans for the Hike & Bike Trail. The project is currently being advertised. Bids are due January 30th.
- 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 applied for a 50/50 matching grant to rehabilitate the Forest Oaks Community Pool. Grant awards are not expected until January 2026. We were notified that we are being recommended for funding on January 22, 2026, at the Texas Parks and Wildlife Commission meeting.

## OPEN RECORDS REQUEST

Processed Requests Report 12-10-2025 Through 12-23-2025								
Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-688	Sarah Phosouvanh	11/24/2025	REQUEST FOR AN BURGLARY REPORT, 11/13/2025 @ 7106 BANDERA ROAD, #202503645, INSURED MARCO FERNANDEZ	Complete	16	12/18/2025	\$ 6.00	\$ 6.00
OR-2025-691	Mark Zurada	11/26/2025	Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for 'SENECA WEST DRAINAGE IMPROVEMENTS' that was submitted on 10/11/2022. I believe the project number is '2022-01', 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.	Complete	9	12/11/2025	\$ -	\$ -
OR-2025-697	Michelle White	12/1/2025	I am requesting an open records request for the property at 7003 Bandera Road and for any documents as follows:1) Provide documents associated with environmental issues to include underground or aboveground storage tanks, unpermitted landfills, illegal dumping, spills or releases of chemicals, or other environmental issues which may have resulted in a notice of violation, citation, fine, or lien;2) Provide available permits for grease trap permits, oil/water separator permits, or any activity and use limitation or institutional/engineering control documents;3) Provide records associated with PFAS or PFOS having been used, stored, or disposed of on the property	Complete	2	12/11/2025	\$ -	\$ -
OR-2025-698	Curt Devine (CNN)	12/1/2025	Pursuant to the Texas Public Information Act, CNN requests copies of incident reports related to the following address -- 7153 Bandera Rd Leon Valley, TX 78238 -- for the period Jan 1 2024 to the present in which any of the following key words are contained: "fraud" "scam" "bitcoin" "atm" or "crypto". In simple terms, we're seeking any reports related to scams involving Bitcoin ATMs at this Circle K store in this time.	Complete	7	12/10/2025	\$ -	\$ -
OR-2025-701	Danny Webb	12/2/2026	While living in Leon Valley Between 1994-1997, not sure of the year. Police were called by my then wife Julie Webb who reported a suicide attempt by me. A police officer came to the house put me in the back of his car and took me to an emergency room, which i don't remember which one. I was in the military during this time frame. Sorry I do not have any more details.	Complete	9	12/22/2025	\$ -	\$ -
OR-2025-705	SAN ANTONIO POLICE DEPARTMENT - DETECTIVE YVONNE TRUJILLO 2284	12/4/2025	Body Worn Camera Video Related to Case 202503872	Complete	7	12/15/2025	\$ -	\$ -
OR-2025-706	Coordinator Palicon Group	12/5/2025	California Highway Patrol Background Check: C. Poulton	Complete	3	12/10/2025	\$ -	\$ -
OR-2025-707	Carolina Miranda, State Farm	12/5/2025	Requesting Offense Report / CAD Notes - Incident occurred 10/31/25 early morning hours. Involved vehicle (2020 Hyundai Elantra) stopped by LVPD, pursuit ensued, 2 subjects apprehended/arrested. Detective Alonzo contacted registered owner of vehicle (not involved in pursuit) and notified of incident. Vehicle was towed to Leon Valley Impound. Owner, Graciela Chaidez, was out of the country and had not realized her vehicle had been stolen. She later filed a report with San Antonio PD when she returned from out of town.	Complete	4	12/11/2025	\$ -	\$ -
OR-2025-709	Cipriano Reyna	12/8/2025	Pursuant to the Freedom of Information Act and/or the Texas Open Records Act, would you please provide this office with any and all police dispatch reports and/or transcripts phoned into "911" emergency operators, 911 audio, in-vehicle camera footage, videotapes, police investigation reports, supplemental reports, parties' statements, witness statements, all photographs, police officer's notes, video recordings, COBAN recordings, BWC recordings, 911 recordings, and dash cam video recordings, regarding the following incident: Date of Incident: 11/15/2025 - Location: 7100 Bandera Rd. - Time of Accident: 5:53 p.m. - Incident Report #: 202503670 - Officer/Badge #: Alan Gonzalez/1403 - Parties Involved: Val Smothers/Daniel Pruitt (client)	Complete	10	12/22/2025	\$ 100.00	\$ 100.00
OR-2025-710	Lauren Smith	12/8/2025	My name is Lauren Smith. My name at the time of the incident was Lauren Michelle Ochoa. My DOB is ----, My Drivers License number was - DL ----. I have an arrest record dated for 2/15/2013. I am requesting this record to submit to the Louisiana Board of Nursing so that I may obtain my RN clinical Permit, so that I can pursue my RN license. They are requesting a copy of the incident/ arrest report, court minutes ( if these are not available , then they request a signed letter from the clerk of court on their letterhead stating the court minutes are not available) and the final disposition. I wholeheartedly appreciate your help in advance. Thank you.	Complete	1	12/10/2025	\$ -	\$ -
OR-2025-711	David L. Smith	12/10/2025	I am the administrator of Grace Fellowship Baptist Church and am requesting Fire Department reports for the fire that occurred on November 30, 2025, at approximately 10:15 AM at 7804 Eckhart Road (across from JMHS). These reports are needed for insurance purposes. Thank you for your assistance.	Complete	3	12/15/2025	\$ -	\$ -

Processed Requests Report 12-10-2025 Through 12-23-2025								
Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-712	Andrea K Gibbs	12/10/2025	Property theft from 6423 Baily dr Leon Valley Tx 78240 taken by Officer J. Brenton in 2025	Complete	5	12/17/2025	\$ -	\$ -
OR-2025-713	Nicole Lynn Alvarez	12/10/2025	Body Worn Camera Video related to: 2025PF48705	Complete - Withdrawn by Requestor	3	12/15/2025	\$ 104.00	\$ -
OR-2025-714	Inv Minor ADC LTD NM	12/11/2025	Hello, completing a background check on SUBJECT YBARRA, Alejandro Nicolas dob ---- and need to know if he's had any contact with your department.	Complete	4	12/17/2025	\$ -	\$ -
OR-2025-715	Eden A Scharmen	12/12/2025	Looking for just body camera recording of Officer Gonzalez interaction with Eden Scharmen (me) and any interactin with Cynthia Helsel (tenant in Apt. E6) where call originated on her cell by myself, Eden Scharmen. 1 call that I require any info for 911 call available as far as transcripts from above Incident/Case #'s. and any report info. for P.D. on these #'s. This being my 1st interaction with Leon Valley outside of possible warning traffic stop in 2011. - Eden Alayne Scharmen Expired License #-:---. Height 5'9 145 Lbs.	Pending Payment	7		\$ 33.00	\$ -
OR-2025-716	Eden Scharmen	12/12/2025	Looking to retrieve 911 call info. And any Police report made. This may seem like a Duplicate but I only received basic Incident Detail Data Sheet previously!! I did a records request earlier but potentially wrong date and so hopefully NOT duplicate. LVLV-2025-0043294. I was ONLY ever able to retrieve Incident number: LVPD-2025-0364533. Anything available please on 1st mentioned!	Complete	7	12/23/2025	\$ -	\$ -
OR-2025-717	Mark Zurada	12/14/2025	Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for 'HUEBNER ROAD MAINTENANCE' that was submitted on 12/11/2025. I believe the project number is '2025-07', 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.	Complete	4	12/19/2025	\$ -	\$ -
OR-2025-718	Det. Diane Tritley	12/16/2025	CoSA PD Background Check: Martinez, Alexis (See attachment)	Complete	3	12/19/2025	\$ -	\$ -
OR-2025-719	Kim Urbanowski	12/18/2025	SAPD Background Check: A. Zamarippa	Complete	3	12/23/2025	\$ -	\$ -
OR-2025-720	Investigator Cesar Castillo	12/18/2025	Orange County PD Background Check: J. Miller	Complete	3	12/23/2025	\$ -	\$ -
OR-2025-721	Kim Urbanowski	12/18/2025	SAPD Background Check: A. Cortez	Complete	3	12/23/2025	\$ -	\$ -
OR-2025-722	Michelle O'Brien, Zoning Inc.	12/19/2025	Please provide the following for the property located at 7003 Bandera Rd, San Antonio, TX: *copy of existing Certificates of Occupancy *notice/documentation of any record of open/unresolved zoning code violations *notice/documentation of any record of open/unresolved building code violations *notice/documentation of any record of open/unresolved fire code violations *copies of resolutions/ordinances or minutes approving any zoning variances, special/conditional use approvals, site plan review or other entitlements *copy of the final approved site development plan (reviewed and approved for zoning compliance) *notice/documentation of any current or planned public improvement projects that will affect the traffic flow, access or property lines (ROW acquisition/condemnation) of the subject property	Complete	0	12/19/2025	\$ -	\$ -
OR-2025-723	Vanessa N. Perez	12/19/2025	Need copies of body worn camera video, police report, recordings and records. I made this report. And there is a related ongoing case with Bexar county. Case number 20250475305 11/29/2025 12:00 PM	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-724	Vanessa N. Perez	12/19/2025	I need copy of police report, recordings and records. I made this report. There is an ongoing related case. Case number 202503822 11/28/2025	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-725	Valirie Mattis	12/19/2025	Looking for the incident report for 12/7/25 approximately 1128 am where Robert Towler fell outside of the econo lodge on Wurzbach. I am his sister and trying to obtain detail of what happened	Complete	2	12/23/2025	\$ -	\$ -
OR-2025-726	Santos Cristobal	12/20/2025	202503030 case number, E. Guadarrama #523 - Patrol Officer	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-727	Marie Martian-Joseph	12/21/2025	Case #: 202504044 Patrol Officer (#563) J. Rivera wrote incident report on 12/20/2025. Report and case # are required to accompany the First Mark Credit Union dispute process documentation. Re: Check Forgery Marie Martian-Joseph and husband, Paul Joseph noticed the check # 1276 written originally for amount of \$61.87 payable to Tiger Sanitation was put in their home mail box to be sent on 12/16/2025. It was noticed on the bank statement from First Mark Credit Union this same check was used at Walmart for the amount of over \$438, which indicated a check forgery. So it's necessary to dispute this problem with Walmart for the amount of money lost for reimbursement.	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-728	Alex Wright	12/16/2025	I am formally requesting a search of your Master Name File for the following individual: LAST: Vincent FIRST: Danny W/H/M DOB: ---- -- Driver License: ---- Please provide me with copies of all calls for service and police reports (including any supplement reports) made by your agency that reference this individual.	Complete	5	12/23/2025	\$ -	\$ -
OR-2025-729	Tatiana Bickler	12/22/2025	I am looking for information on legally ran short term rentals in Leon Valley. Can I please get a list of permit numbers and addresses/parcel IDs for any legal short term rentals in Leon Valley. If nothing else, a list of parcel IDs will do.	Pending Department(s) Response	1		\$ -	\$ -

## 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.
Develop a Disaster Recovery Plan for Municipal Records	March 31, 2026	
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	
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.

- Submitted forty-six (46) boxes of records for destruction. These boxes have met their retention period and the destruction is an FY26 budgeted item.
- Submitted Ordinances 2025-27, 28, 33, and 34 for Codification (Supplement #9). The next supplement is scheduled to be sent off on March 18, 2026.
- Processed one (1) Subpoena for Bexar County District Court No. 2025CI16258

## FIRE DEPARTMENT

### **LVFD Blood Drive on January 21, 2026**

The LVFD will be hosting 4 separate blood drives again this year. The first blood drive will be held in city hall's parking lot on January 21, 2026, from 9:00am to 1:00pm. Please come by and help save a life.

### **Fire safety in the home and business.**

Tis the holiday season. With Christmas right around the corner and colder weather, please be mindful of open flames in your homes and businesses. Festive decorations and candles do not mix well. 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. The fire department has already responded to a house fire, possibly caused by an unattended candle, and a business fire, possibly caused by a faulty gas furnace.

### **The cupboards are bare and need to be filled.**

Fall seems to be the beginning of our most needy time of the year and especially now with SNAP benefit funding cuts. 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.

### **Fire Department and EMS access to your home**

As we enter winter, remember, low-hanging trees over the road can impede emergency responders and damage emergency vehicles, causing thousands of dollars in damage and slowing down response time to you when you need us the most. 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.

### **Outdoor burning.**

The Leon Valley Fire Department would like to remind our residents and visitors that outdoor burning is prohibited. Residents and visitors are not allowed to burn stumps, brush, trash or other debris within the City limits of Leon Valley. These actions are against city ordinance and Bexar County burn bans.

- Sec. 5.05.001 - General prohibition

It shall be unlawful to burn trash, brush, tree limbs, grass, trees, leaves, paper, boards, planks, lumber or any other character of debris or flammable materials whatsoever in the city limits.

No open fire shall be burned for any purpose except as provided in section 5.05.003.

(1972 Code, sec. 10.601; 2008 Code, sec. 5.05.001)

- Sec. 5.05.002 - Specific prohibitions

The burning of garbage in any form, or petroleum products, or automobiles, or other motor vehicles, or any part thereof, for wrecking or salvage purposes, in or on any lot or other premises within the city limits is hereby prohibited. It shall be unlawful for any person to light or have lighted any fire in any street, alley, thoroughfare, or public property. It shall be unlawful to burn trash in a garbage container.

(1972 Code, sec. 10.602; 2008 Code, sec. 5.05.002)

- Sec. 5.05.003 - Fires for cooking or other domestic purpose

Whenever it shall become necessary for any person to have a fire out-of-doors for cooking, washing, or any other purely domestic purpose, such person is hereby required to build such fire in an appropriate fire-resistant container of some kind, made of brick, stone, metal or other fire-resistant material in such manner as to prevent said fire from escaping.

(1972 Code, sec. 10.603; 2008 Code, sec. 5.05.003)

- Sec. 5.05.004 - Restrictions at multifamily dwellings

No person living within any multifamily housing such as an apartment, apartment condominium, hotel, motel, or any other multifamily type occupancy shall construct, install, maintain or use any incinerator, barbecue pit, charcoal or propane grill or container of any kind for the purpose of igniting any combustible materials for whatever domestic purpose such as cooking, washing, etc.

(1972 Code, sec. 10.604; 2008 Code, sec. 5.05.004; Ordinance adopting 2017 Code)

Section 110.4.7, Violation penalties, shall read:

- 110.4.7 Violation penalties. Persons who violate a provision of this code or fail to comply with any of the requirements thereof or who erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Fire Chief, or if a permit or certificate used under provisions of this code, shall be guilty of a Class C Misdemeanor punishable by a fine of not more than \$2,000.00 dollars or by imprisonment not exceeding 30 days, or both such fine and imprisonment. Such fine and imprisonment shall be at the

discretion of the City Judge. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

**Fire safety in the home and business.**

Tis the holiday season. With Thanksgiving and Christmas right around the corner, please be mindful of open flames in your homes and businesses. Festive decorations and candles do not mix well. 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.

**PLANNING AND ZONING**

**Planning And Zoning Cases**

PZ-2025-23 John Marshall HS Replat 8000 Lobo Ln

PZ-2025-22 Huebner Silos PDD Extension 7680 Huebner Rd

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

**Permits**

Sign 1

Plumbing 3

Roof 1

Food 12

Fence 3

Electrical 5

New Construction 8

Garage Sale 2

**CO Issued**

Juniors Pethouse Inc./6418-2 Bandera Road

**UPCOMING LIBRARY PROGRAMS**

- Wednesday, January 21<sup>st</sup> – LEGO Free Play – 3:30pm
- Thursday, January 22<sup>nd</sup> – Toddler & Preschool Storytime – 10:30am
- Thursday, January 22<sup>nd</sup> – DIY Frosted Bottle Craft – 6:00pm
- Friday, January 23<sup>rd</sup> – Winter Scavenger Hunt – 3:30pm
- Saturday, January 24<sup>th</sup> – Author Table Book Club: Journey Man – 11:00am
- Tuesday, January 27<sup>th</sup> – Baby Open Play – 11:00am
- Wednesday, January 28<sup>th</sup> – Toddler & Preschool Guest Storytime – 10:30am
- Thursday, January 29<sup>th</sup> – Toddler & Preschool Storytime – 10:30am

**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\\_1-20-2026.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/4281/cm_report_1-20-2026.pdf)

**City Council Meetings**

- Town Hall Meeting will be held on January 24, 2026, at the Irene Baldrige Community Center.
- The next City Council meeting will be on Tuesday, February 3, 2026, at 6:30 pm, in the Council Chambers.