



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: November 18, 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 replacing sewer mains on Forest Brook, Forest Ridge, Forest Mill, and Forest Knoll (2,700 +/- linear feet). This item will go to City Council for award to R.L. Jones, LP on November 18th.
- Staff will be meeting with the contractor for the FY 25 Water Main Replacement project to give a Notice to Proceed.
- 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.
- 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 will be reviewing the city's ADA Manual and making some renovations per the direction of the manual.

Additional Public Works Activities

- Lifting asphalt on Caraway Bend at manholes.
- Cleaning out and repairing scour and erosion in the creek off of Canterfield.
- Building a concrete pad at the Animal impound lot.
- Continuing with holiday decorating.
- Finishing installation of new flood gates.
- Rehabbing volleyball pits at Raymond Rimlkus Park.
- Repairing the washout at the small pavilion driveway.
- Spreading wildflower mix along Hike & Bike Trail and at Community Garden wildflower areas.
- Reading meters.
- Replacing 10 dead/malfunctioning meters.
- Repairing a small water main leak on Trotter.
- Repairing PW truck.

- Replacing sewer jet tires.
- Licensing a new wood chipper.
- Assisting Police with auction vehicles.
- Submitting quotes for new equipment in the next fiscal year
- Repairing sidewalk at 7208 Linkcrest.
- Installing parking signage at City Hall.
- Repairing the street on Caraway Bend near the manhole.
- Planting left over Arbor Day trees along Hike & Bike Trail.
- Changing out four fire hydrants in back of Bandera Heights Shopping Center.
- Reconfiguring utility billing software for new tiers and rates.

PW Grants

- The El Verde Water Main Replacement Project is being funded with a \$1,300,000 Bexar County ARPA grant. The contract was awarded to D&D Construction, and staff will be meeting with them to give them the Notice to Proceed.
- A Bexar County CDBG grant for replacing the sewer main in the alley between Cammie Way and Evers Rd was awarded on January 7th. The bid was awarded at the October 21st City Council meeting to Sovrex LLC. Staff will be meeting with them to give them the Notice to Proceed.
- 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 January of 2026.
- Staff applied for a grant for a Hike & Bike Trails Master Plan from the AAMPO. We were awarded this grant in the amount of \$230,000 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 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.
- 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 10-28-2025 Through 11-11-2025

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	Complete - Closed Due to Lack or Response	72	11/3/2025	\$ -	\$ -
OR-2025-572	ADE MOHAMED	9/18/2025		Pending Clarification from Requestor	Paused Until 61st day (11/18/2025)		\$ -	\$ -
OR-2025-594	Sarah Phosouvanh	10/2/2025	REQUEST FOR PHOTO ONLY 9/15/2025 @ BANDERA AND SAWYER RD #202502946 TIME 2139 INSURED JIMMIE GONZALES	Complete - Withdrawn from Requestor	22	11/3/2025		\$ -
OR-2025-601	Amariah Garza	10/9/2025	Case number 202503083 Officer G Casmo Badge 532 Name Gates Ruby Address 9202 MT Haven DL# ---- --LP# ---	Complete - Closed Due to Lack or Response	23	11/12/2025		\$ -
OR-2025-615	Alex Gloria-Reina	10/15/2025	Re: 7047 Autumn Chase - Call logs and /or recordings on dates given 5/18/25, 5/16/25, 4/30/25	Complete	12	10/31/2025	\$ 162.00	\$162 refunded

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-618	Trevino Injury Law	10/16/2025	Related to: Fernando Gonzales: DOI: 10/11/2025; Location: Bandera Rd & Poss Rd. - This is a request under the Freedom of Information Act. I request that a copy of all of the following be proved to me: 1) Reports 2) Photographs 3) Coban 4) Body Worn Camera; and 5) Dash-Cam audio & video.	Pending Payment	18		\$ 31.00	\$ -
OR-2025-619	Begum Law Group	10/17/2025	Re: 202502994 - We request a complete FOIA for our client following the accident he suffered on September 18, 2025, at approximately 5:20 p.m. at 5601 Bandera Road Access Road, Leon Valley, TX 78238, in order to protect our client's interests and clarify the facts surrounding the accident.	Pending Fee Acceptance	17		\$ 50.00	\$ -
OR-2025-622	ANTHONY D. HILL	10/20/2025	Re: CFS 2025-0410419 - telephone 911 calls , report reference police office Coporal J. MASSIATTE CONVERSATION, VIDEO REPORT, 6625 SAME PERSON/ADDRESS/SITUATION,, WEED LICENSE, PER VETERANS ADMINISTRATION, AND INTOWN UN AWARE TEXAS WEED LAW PASSED RECENTLY, ALTHOUGH HILL/REQUESTER CLAIMS A FEDERAL WEED LICENSE FROM THE VA .	Pending Payment	16		\$ 27.00	\$ -
OR-2025-624	Begum Law Group	10/21/2025	Re: 202502994 - We request a complete FOIA for our client following the accident she and her son suffered on September 17, 2025, at approximately 08:28 p.m. at 5601 Bandera Road Access Road, Leon Valley, TX 78238, in order to protect our client's interests and clarify the facts surrounding the accident.	Pending Fee Acceptance	15		\$ 100.00	\$ -
OR-2025-628	Lt. Lilliane Fenner	10/23/2025	Hanover County Sheriff Background Check Re: G. Duran	Complete	10	11/6/2025	\$ -	\$ -
OR-2025-629	Abel Benitez	10/23/2025	Pursuant to Texas State Public Records Law or (5 U.S.C. 552 (for federal)), I request the following public records: 1. The current and active surety bond, official bond, or equivalent insurance policy for the following: Police Officer Rivera, badge number 563, 2. Any riders, amendments, or endorsements to said bond. 3. A certified copy of oath of office for officer Rivera. If the records are not in your possession, please forward this request to the proper custodian or inform me of their contact details as required by law. This is for public information and should be provided in electronic form if and when possible. If there are any fees, please inform me prior to processing.	Complete	10	11/6/2025	\$ -	\$ -
OR-2025-632	Nicolas Gomez	10/24/2025	Re: Case # 202502980 - 1. Any and all investigative reports, measurements, witness statements and notes taken during the investigation of the above refenced incident; 2. Names, addresses, and phone numbers of any witnesses of the above referenced incident; 3. Dispatch reports and/or transcripts phoned into "911" emergency operators in relation to the above referenced incident; 4. Any videotapes, photographs, body camera and dash camera videos during the investigation of the above referenced incident; 5. Blood alcohol and/or drug testing, and criminal files regarding any individuals involved in the above referenced incident; 6. Any data from the Laser Scan that was conducted at the accident scene.	Complete	8	11/5/2025	\$ 100.00	\$ 100.00
OR-2025-633	Melissa Limon	10/26/2025	I am requesting the number of domestic violence calls that Leon Valley officers have responded to from January 1, 2025 thru December 31, 2025. Any information on statistics of Leon Valley residents and domestic violence interactions with the police would be greatly appreciated.	Complete	2	10/29/2025	\$ -	\$ -
OR-2025-634	Alexandra Rodriguez	10/27/2025	Need a copy of the audio report of the 911 call on Incident Report LVP-2025-0427649 in which the caller identified license plate --- recklessly driving. Please include any and all data related to this incident.	Complete	9	11/7/2025	\$ -	\$ -
OR-2025-636	JAIME T	10/27/2025	REQUEST FOR AN ACCIDENT REPORT, IF NONE CAN YOU SEND US THE CAD REPORT INSTEAD 10/05/25, 5601 BANDERA RD, INSURED- SIERRA AUTUMN SPARE, 2014 FORD FOCUS, ----, REPORT# 202503203	Pending Payment	11		\$ 6.00	\$ -
OR-2025-637	Ryan Porter	10/27/2025	Body Worn Camera Video - Case # 202503433	Pending Payment	11		\$ 26.00	\$ -
OR-2025-638	Jennifer cortez	10/28/2025	Body Worn Camera Video - Case # 202503423	Pending Fee Acceptance	10		\$ 75.00	\$ -
OR-2025-640	Niqita Selman	10/28/2025	Our client: Lorraine Gomez, Date of Incident: July 17, 2024, Accident Location: Bandera Road and Wurzbach, Bexar County, Texas. <i>Any and all accident investigation records including but not limited to, incident report and all supplements, interoffice memorandum, chemical analysis test requests and results, accident investigation records and reports, Leon Valley Police Department reports, field notes, 911 records and recordings, dispatcher records, dispatch logs, memorandums, notes, telephone messages and conversation notes, color prints of photographs, witness statements, drawings, diagrams, accident reconstruction team records and reports, any/all information and/or documents relating to causation of the accident, event information detail, event chronology logs, case detail sheets, case response logs, police officer body cameras, emergency vehicle dash cameras, all data in connection with requests for support and services rendered by EMS and/or police department, and other data compilation in any form pertaining to the incident referenced above</i>	Complete	2	10/30/2025	\$ 6.00	\$ 6.00
OR-2025-641	Nicole Lampke	10/29/2025	Traffic Accident Report for our insured Emerald Ritter for date of loss of 01/19/2024.	Complete	5	11/5/2025	\$ 6.00	\$ 6.00
OR-2025-642	Angel Reyes & Associates	10/30/2025	EMS Records and Billing Records related to K. L. Oliver	Complete	6	11/7/2025	\$ 17.25	\$ 17.25

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-643	Tobynn Partridge - Data Driven Safety, LLC	10/31/2025	Today we are making the request for the October 2025 Disposition Report in the same XLS format you have sent in the past. I am attaching a file for your reference.	Complete	0	10/31/2025	\$ -	\$ -
OR-2025-644	Celeste Arredondo	11/3/2025	202503430	Complete	2	11/5/2025	\$ -	\$ -
OR-2025-645	Erica Hsu	11/3/2025	Please accept this as the request for traffic data from 10/01/2025 – 10/31/2025. 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, Misdemeanors, 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	11/7/2025	\$ -	\$ -
OR-2025-646	Rene Tellez	11/3/2025	Body Worn Camera Video - Case #2025PF43443	Pending Department(s) Response	6		\$ -	\$ -
OR-2025-647	Michael West	11/4/2025	Body Worn Camera Video - Case # 202503109	Pending Department(s) Response	5		\$ 405.00	\$ 405.00
OR-2025-648	Andrew Medelez	11/4/2025	SAPD Background Check - F. Herrera	Complete	2	11/6/2025	\$ -	\$ -
OR-2025-649	Detective Chris Williams	11/4/2025	Travis County Sheriff Background Check - E. Wallace	Complete	3	11/7/2025	\$ -	\$ -
OR-2025-650	Detective Chris Williams	11/4/2025	Travis County Sheriff Background Check - M. Walker	Complete	3	11/7/2025	\$ -	\$ -
OR-2025-651	Monica G. Gamez	10/23/2025	Please be advised that Mr. Martinez represents Mr. Renee Christian Orozco. Mr. Martinez is requesting a copy of the report #202501720. Should you have any questions or require additional information, please do not hesitate to contact this office.	Complete	10	11/6/2025	\$ -	\$ -
OR-2025-652	Mara Cardenas	11/5/2025	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 October of 2025 of those who requested to take defensive driving. (Their due dates should be in January of 2026).	Complete	3	11/10/2025	\$ -	\$ -
OR-2025-653	Christopher Anderson	11/5/2025	I'm in the process of purchasing a home at 6520 Adair Dr, Leon Valley, TX 78238. As we are completing the inspections tomorrow I'm looking to get any and all construction permits pulled for the property going back 10 years. Any permits applied for, whether they were approved or rejected. The previous owners names are DAVID C HENNESSEE and CAROLYN HENNESSEE.	Pending Department(s) Response	4		\$ -	\$ -
OR-2025-654	Eliasib Vera	11/5/2025	Requests of denying my son on my weekend and LVPD court ordered. Needed for court hearing	Pending Clarification from Requestor	Paused Until 61st day (01/06/2026)		\$ -	\$ -
OR-2025-655	JOSE JOEL PULIDO JR	11/6/2025	Respectfully requesting a copy of the arrest record for Mr Larmont Q. Green, DOB: ----. Mr Green was arrested on 11/4 sometime in the afternoon at ancira chevrolet and released on 11/5 at around 5 am. Mr Green is a government employee and a copy of the arrest record is mandatory in all cases of members of the government when they are arrested (furloghed of not during the time of their arrest).	Pending Department(s) Response	3		\$ -	\$ -
OR-2025-656	Mata-Cortes Law Firm P.C.	11/6/2025	Body Worn Camera Video Related to - 202503280	Pending Department(s) Response	3		\$ -	\$ -
OR-2025-657	Thomas Engle	11/7/2025	To Whom It May Concern: Under the Texas Public Information Act (Texas Government Code - Chapter 552), the Occupational Employment and Wage Statistics (OEWS) unit of the Texas Workforce Commission is requesting copies of public records that include the: Job Title, Department, Wage Rate (hourly wage or annual salary), Work Location. We are requesting this information for all employees, both full-time and part-time, of City of Leon Valley for the pay period covering the reference date of May 12 th , 2025. We are not requesting names, Social Security numbers or any other personal information, and this information is not being sought for commercial purposes.	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-658	Johnny De La Cruz	11/5/2025	Body Worn Camera Video as described above; also the policy for search and inventory search. Also the policy that states how much time I am granted to provide proper vehicle documents.	Pending Department(s) Response	4		\$ -	\$ -
OR-2025-659	Mark Ace F Menor	11/7/2025	DIC 25 form and police report	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-660	Investigator Laura Deleon	11/7/2025	Dalas PD Background Check - DeLaCerde, A.	Complete	1	11/11/2025	\$ -	\$ -
OR-2025-661	Daw & Ray, LLP - Paralegal Lindsey Rish	11/7/2025	Crash Report, Crash Date: 3/20/2025, County: Bexar, City: Leon Valley, Agency: Leon Valley Police Department, Case ID: 202500897	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-662	John Fontan	11/10/2025	Site plans for suite 112 in order to install a paint booth	Pending Department(s) Response	1		\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-663	Matthew Badders, Drought Drought & Bobbitt, LLP	11/10/2025	Re: Your Notice #4892500544362 - Regarding the matter referenced above demand is hereby made upon the City of Leon Valley "Automated Red Light Enforcement" to produce the following on or before November 26, 2025: (1) a copy of the City of Leon Valley's existing contract with any vendor responsible or who participated in creating the enclosure, (2) documents sufficient to identify the city vendor(s) responsible for the enclosure, and (3) the date, time, and location of the described "administrative hearing" in the enclosure (which does not constitute consent to arbitration). As indicated on the return enclosure, the imposition of a "civil penalty" I contested and the factual allegations are disputed. Failure to timely or fully respond to this demand is an admission by the City of Leon Valley that the matter is resolved and that no amounts are claimed to be owed.	Pending Department(s) Response	1		\$ -	\$ -
OR-2025-664	Oshea Smith	11/11/2025	Pursuant to the Texas Public Information Act (Tex. Gov't Code § 552.001 et seq.), I am requesting an electronic summary of purchase orders (not the individual purchase orders themselves) issued by City of Leon Valley from January 1, 2020 through October 31, 2025. This report may also be referred to as an accounts payable summary, check summary, check register, or vendor analysis report. Any spreadsheet or report that lists vendor names, brief descriptions of purchases, and total amounts would be fully responsive to this request. If available, please include: -Vendor name -Description of purchase or payment -Total price or amount paid. If vendor names are coded, please include the code key if it's easily available. We're happy to accept whatever form this data is already maintained in — raw exports or standard reports (Excel, CSV, or PDF) are perfectly fine.	Pending Department(s) Response	0		\$ -	\$ -
OR-2025-665	Senior Schedule	11/11/2025	Requesting a list of the names and addresses of the property owners contacted in regard to the request for input for the Beirut Lounge and Cafe located at 6400 Bandera Road, Suite 6418-1.	Pending Department(s) Response	0		\$ -	\$ -
OR-2025-666	Violet Espinoza	11/11/2025	Could you please send us an UNREDACTED police report for the following: 2024-00228, VICTIM: Deja Alexandria Dumas DOB: ---, OPPONENT: Kevin Dante Moore DOB: ---	Pending Department(s) Response	0		\$ -	\$ -
OR-2025-667	Monique Agrawala	11/11/2025	The Mission at Medical Apartments, 5622 Evers Road, San Antonio, Texas 78238, Requesting: Boiler Certificates on file for the Property	Pending Department(s) Response	0		\$ -	\$ -

CITY SECRETARY

PENDING PROJECTS:	ESTIMATED COMPLETION DATE:	STATUS
Complete necessary changes to the draft Handbook for Boards, Commissions, and Liaisons; and submit to City Manager for final review.	November 30, 2025	
Conduct a Record Destruction for all Municipal Records that have meet the Retention Period	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	
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 twenty-five (25) new boxes of records to Safesite for Archival Storage.

FIRE DEPARTMENT

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.

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.

Santa Runs are coming soon, and Santa can't come down your street if it's blocked by low-hanging trees.

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.

New firefighters.

We would like to welcome our two newest firefighters, Judith Hernandez and Lucas Thomas. Both new firefighters come with experience and are enrolled in paramedic school. After completing an introductory period of two weeks, both will be assigned to separate shifts to complete a year-long probationary period. These last two hires fill all of our open positions.

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 2

Plumbing 12

Gas 1

Electrical 3

Remodel 1

Mechanical 10

Utility 1

Fire Alarm 1

Fence 4

Food Permit 9

Residential New 1
Roof 1
Foundation 1

CO Issued

Iglesia Evangelica Vida Nueva/6508 Bandera Road
Inline Dent Repair/4700 Timco West Suite 112
Holiday Hills Christmas Trees/7100 #2 Bandera Road
His Dwelling Place Church/ 6543 Bandera Road
Mobility City of San Antonio/6325 Bandera Road

UPCOMING LIBRARY PROGRAMS

- Wednesday, November 19th - Preschool/Toddler Storytime 10:30am
- Thursday, November 20th - Pretend Play/Open Play 10:30am
- Saturday, November 22nd - Sensory Storytime 12:00pm
- Tuesday, November 25th - Big Rig 9:00-11:30am
- Wednesday, November 26th - Pretend Play/Open Play 10:30am
- Thursday, November 27th CLOSED
- Friday, November 28th CLOSED
- Saturday, November 29th - Bilingual Storytime & Craft 12:00pm

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

**The Breakfast with Santa event will be held December 6th at 9:00 – 11:00 a.m.
Advanced tickets on sale at the library starting November 1st**

**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_11-18-2025.pdf

City Council Meetings

- The next City Council meeting will be on Tuesday, December 2, 2025, at 6:30 pm, in the Council Chambers.