



**CITY OF LEON VALLEY  
INTEROFFICE MEMORANDUM**

**DATE:** December 16, 2025

**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) will be awarded to R.L. Jones, LP. Start date for construction is in early January of 2026.
- 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). They intend to start this project on January 12, 2026.
- 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.

**Additional Public Works Activities**

- Continuing crack sealing program from priority listing.
- Installing crosswalk striping on Poss at Raymond Rimkus Park.
- Remediated mold at library, but several service requests have come about as a result, so we will be spending time at the library resolving requests.
- Planting remaining hike & bike trail trees from the weekend event and mulching all trees along hike & bike trail.
- Mowing in Zone 2.
- Street sweeping to restart this week.
- Repairing toilet at Fire Station.
- Repairing leak on Horsewhip and at park.
- Replacing one large production meter.
- Reading meters and performing rereads.
- A SAWS 30" water main has failed on Bandera Road at Huebner Creek and it is situated on top of our 12" water main, so our main will be shut down to protect

services. This will cause an approximately 24 hour shut down for the strip center next to City Hall and the PPG Paint Store. The Crew will be notifying the store owners/managers of the outage today.

- Placing new lawnmower, backhoe, skid steer, and woodchipper into service.
- Assisting Police with vehicle auction.
- Performing end of month reconciliation.
- Repairing leaking oil gasket on front end loader.
- Cleaning out and repairing scour and erosion in creek off Canterfield.
- Performing facilities inspections at all city buildings.
- Mowing in Zones 1 & 2.
- Moving mulch and digging holes in preparation for tree planting along Huebner Creek Hike & Bike Trail this week.
- Unclogging drain at Fire Station.
- Collapsing old septic tank at Leon Valley Ranches Park.
- Replacing dead/malfunctioning meters.
- Continuing the testing on the large production meters.
- Repairing leak on Horsewhip.
- Placing new lawnmower, backhoe, skid steer, and woodchipper into service.
- Assisting Police with vehicle auction.
- Disassembling old ambulance in prep for next auction.
- Having sweeper hose replaced.

#### **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 mid-December. 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. The city does not have a matching funds requirement, so the work will be performed at no charge to the city.
- 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 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 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.

## OPEN RECORDS REQUEST

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
OR-2025-683	Detective P. Bradley	11/21/2025	Dallas PD Background Check - S. Olajuwon	Complete	3	11/26/2025	\$ -	\$ -
OR-2025-684	Koprecia LLC dba CarVel Skate Center	11/21/2025	<i>I am submitting an open records request for any and all records, documents, communications, reports, or notations related to CarVel Skate Center for the period from October 15, 2025, to November 21, 2025. Specifically, I am seeking any correspondence, records, or files pertaining to the center, including reports, inquiries, internal notes, or other documentation. Additionally, I am requesting any police reports, incident reports, or response records related to the property, including those arising from alarm calls or other service requests during this time frame. I would also appreciate any records of phone calls, emails, or other communications related to CarVel Skate Center within the specified dates. Thank you for your attention to this request, and please feel free to contact me if you need further clarification.</i>	Complete	3	12/1/2025	\$ -	\$ -
OR-2025-686	Texas Department of Family and Protective Services	11/24/2025	Name Survey for the listed family. Any police call outs within the last two years. Estefania Balderrama DOB ----; James Ivy DOB ---; CPS investigation, Case Name: Balderrama, Estefania, Case ID: 50768023	Complete	4	12/1/2025	\$ -	\$ -
OR-2025-687	Kathy Clark- Child Protective Services	11/24/2025	I would like to request report # 202501800 Badge #572, I would also like to request a name survey on Jonathan Zuniga D.O.B: ---, I would also like to request a name survey on Laura Mendez D.O.B: ---, Any information on file.	Complete	3	12/1/2025	\$ -	\$ -
OR-2025-688	Sarah Phosouvanh	11/24/2025	REQUEST FOR AN BURGLARY REPORT, 11/13/2025 @ 7106 BANDERA ROAD, #202503645, INSURED MARCO FERNANDEZ	Pending Payment	9		\$ -	\$ -
OR-2025-689	Anthony Wellman   National Due Diligence Service	11/24/2025	Please provide any Outstanding Fire Code Violations affecting the property located at 6625 Bandera Rd, San Antonio 78238   Parcel ID (APN): 217860	Complete	2	11/26/2025	\$ -	\$ -
OR-2025-690	Kenneth Harwell	11/25/2025	Kenneth Harwell	Complete	1	11/26/2025	\$ -	\$ -
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 <b>'SENECA WEST DRAINAGE IMPROVEMENTS'</b> that was submitted on <b>10/11/2022</b> . I believe the project number is <b>'2022-01'</b> , but I could be mistaken. If so, please use the project name and date to lookup the responsive documents. We specifically request the <b>line-item bid tabulation</b> 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 <b>grand total sheet alone is not sufficient</b> to satisfy this request unless it was a lump sum bid.	Pending Department(s) Response	7		\$ -	\$ -
OR-2025-692	Mark Zuarata	11/24/2025	Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for <b>'FY 2024 Street Maintenance'</b> that was submitted on <b>07/10/2024</b> . We specifically request the <b>line-item bid tabulation</b> 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 <b>grand total sheet alone is not sufficient</b> to satisfy this request unless it was a lump sum bid.	Complete	9	12/9/2025	\$ -	\$ -
OR-2025-693	Thomas Bain	11/28/2025	I am requesting a incident report #202503782 I made on 11/25/25.	Complete	0	12/1/2025	\$ -	\$ -
OR-2025-694	Melody Turner	11/30/2025	I need the arrest record for the arrest at 7113 Bandera rd, on Oct 22nd, 2025. There will be two arrest made there Gage Waller and Melody Turner.	Complete	0	12/1/2025	\$ -	\$ -
OR-2025-695	Tobynn Partridge - Data Driven Safety, LLC	12/1/2025	Today we are making the request for the November 2025 Disposition Report in the same XLS format you have sent in the past. I am attaching a file for your reference. Please include the following fields in the report: Select, Error, Court Location, Citation, Violation, Agency Name, Viol Date/Time, Filed Date, Name, Defendant Address, Defendant City, Defendant Zip, Defendant State, Sex, Race, Vehicle Make, Vehicle Year, PD Case Number, Statute, Type, Offense Code, Offense, Viol County, Viol Location, Speed Limit, Accident, Status Date/Time, Status Description, Plea, Defendant, Attorney, Conviction Date, Amount Paid, Total Due	Complete	5	12/8/2025	\$ -	\$ -
OR-2025-696	kassidy lopez	12/01/2025	i will like all animal control reports and police reports for the address 7006 wagon spoke and 7051 autumn chase st - 2017- current	Complete	6	12/9/2025	\$ -	\$ -

Request #	Name	Date Of Request	Description	Status	Days In Queue	Date Complete	Invoice Total	Amount Paid
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	Pending Department(s) Response	6		\$ -	\$ -
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.	Pending Department(s) Response	6		\$ -	\$ -
OR-2025-699	Erica Hsu	12/1/2025	Good morning, Please accept this as the request for traffic data from 11/01/2025 -- 11/30/2025. 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	6	12/9/2025	\$ -	\$ -
OR-2025-700	Sarah Phosouvanh	12/2/2025	REQUEST FOR AN BURGLARY REPORT. PLEASE INCLUDE SUPPLEMENTAL/ADDENDUM REPORT - 11/4/2025 @ 7106 BANDERA RD - #202503539 - INSURED VICTORIA TRIPP	Complete	4	12/8/2025	\$ -	\$ -
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.	Pending Clarification from Requestor	Paused Until 61st day (02/02/2026)		\$ -	\$ -
OR-2025-702	Comedy Speed Relief	12/3/2025	We would like to request a report for Defensive Driving Violations filed with your court for the previous month with the information below. Name, Address, City, State, Zip Code, Due date for violator, telephone number/cell phone number. (See attachment)	Complete	4	12/9/2025	\$ -	\$ -
OR-2025-703	That's the ticket driver safety course	12/3/2025	We would like to request a report for Defensive Driving Violations filed with your court for the previous month with the information below. Name, Address, City, State, Zip Code, Due date for violator, telephone number/cell phone number. (See attachment)	Complete - Closed - Duplicate	0		\$ -	\$ -
OR-2025-704	Cynthia Howard 454th CSCD	12/4/2025	Shaw, Gregory DOB: --- - Offense report for: POCS PG 1/1-B<=1G<4G Date of offense: 11/22/2025 - POCS PG 1/1-B>=1G<4G - Date of offense: 11/22/2025	Complete	2	12/8/2025	\$ -	\$ -
OR-2025-705	SAN ANTONIO POLICE DEPARTMENT - DETECTIVE YVONNE TRUJILLO 2284	12/4/2025	Body Worn Camera Video Related to Case 202503872	Pending Department(s) Response	3		\$ -	\$ -
OR-2025-706	Coordinator Palicon Group	12/5/2025	California Highway Patrol Background Check: C. Poulton	Pending Department(s) Response	2		\$ -	\$ -
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.	Pending Department(s) Response	2		\$ -	\$ -
OR-2025-708	Felis Romero	12/6/2025	I am requesting the official traffic signal timing plan for the intersection of E Huebner Rd & Evers Rd, including the yellow phase duration, all-red clearance interval, and the posted speed used for the calculation. I am requesting the timing configuration in effect on 10/04/2025. This request is made under the Texas Public Information Act.	Complete	0	12/8/2025	\$ -	\$ -
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)	Pending Department(s) Response	1		\$ -	\$ -
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.	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.

## FIRE DEPARTMENT

### **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.

### **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 that 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. Santa Runs begin on December 15 and run through December 19. Please check the website for more details.

**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**

Food 5

Electrical 5

Plumbing 3

Garage Sale 4

Sign 3

Gas 4

Mechanical 2

Remodel 1

Roof 1

Fence 1

Animal Tag 1

Fire Alarm 1

Bulk Water 1

### **CO Issued**

The Staging Post/6150 Wurzbach Road

Sumer Barber Shop/7038 Bandera Road

Omni Manufacturing Services, Inc./6812 Bandera Road Ste. 200B

## **UPCOMING LIBRARY PROGRAMS**

- Wednesday, December 17th Reading with Rudolph - 10:30am
- Thursday, December 18th The Night Before Christmas Storytime – 6:30pm
- Friday, December 19th Rudolph the Red-Nosed Reindeer – 10:30am
- Saturday, December 20th Between the Pages Book Club: Deal with the Devil - 12:00pm
- Tuesday, December 23rd Baby Storytime - 11:00am
- Wednesday, December 24th CLOSED
- Thursday, December 25th CLOSED
- Friday, December 26th CLOSED
- Saturday, December 27th Drum Circle - 11:30am
- Tuesday, December 30th Baby Storytime - 11:00am
- Wednesday, December 31st Noon Year's Eve - 11:00am-12:30pm

## **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\\_12-16-2025.pdf](https://www.leonvalleytexas.gov/sites/default/files/fileattachments/community/page/4281/cm_report_12-16-2025.pdf)

### **City Council Meetings**

- The next City Council meeting will be on Tuesday, January 20, 2025, at 6:30 pm, in the Council Chambers.