

AGENDA
NOTICE OF MEETING OF THE CITY COUNCIL OF
SHAVANO PARK, TEXAS

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the City of Shavano Park, Texas will conduct a Regular Meeting on Monday, August 25, 2025 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.

The meeting agenda and agenda packet are posted online at www.shavanopark.org.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. CITIZENS TO BE HEARD

The City Council welcomes “Citizens to be Heard.” If you wish to speak, you must follow these guidelines. **As a courtesy to your fellow citizens and out of respect to our fellow citizens, we request that if you wish to speak that you follow these guidelines.**

- The Mayor will recognize those citizens who have signed up prior to the start of the meeting.
- Pursuant to Resolution No. R-2019-011 citizens are given three minutes (3:00) to speak during “Citizens to be Heard.”
- Members of the public may only speak once and cannot pass the individual’s time allotment to someone else
- Direct your comments to the entire Council, not to an individual member
- Show the Council members the same respect and courtesy that you expect to be shown to you

The Mayor will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of City Council may deliberate on citizen comments for items not on the agenda. (Attorney General Opinion – JC 0169)

4. CITY COUNCIL COMMENTS

Pursuant to TEX. GOV’T CODE §551.0415(b), the Mayor and each City Council member may announce city events/community interests and request that items be placed on future City Council agendas. “Items of Community Interest” include:

- expressions of thanks, congratulations, or condolences;
- information regarding holiday schedules;
- an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not honorary or salutary recognition for purposes of this subdivision;
- a reminder about an upcoming event organized or sponsored by the governing body;
- information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended

by a member of the governing body or an official or employee of the municipality or county; and

- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

5.1. Recognition - Excellence in Performance by a City employee; 2025 Q2 Employee of the Quarter Recipient – Firefighter / Paramedic Rolando “Roli” Salinas

5.2. Proclamation – National Payroll Week

6. CONSENT AGENDA

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

6.1. Approval – Special City Council Minutes, July 28, 2025

6.2. Approval - Regular City Council Minutes, July 28, 2025

6.3. Accept - Planning and Zoning Commission Minutes, July 2, 2025

6.4. Approval - Fiscal Year 2026 City of Shavano Park organizational chart

6.5. Approval - Resolution R-2025-008 a resolution by the City Council of the City of Shavano Park, Texas designating methods, addresses, and locations for receiving public information requests

7. CITY MANAGER’S REPORT

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

7.1. Building Permit Activity Report

7.2. Fire Department Activity Report

7.3. Municipal Court Activity Report

7.4. Police Department Activity Report

7.5. Public Works Activity Report

7.6. Financial Activity Report

8. REGULAR AGENDA ITEMS

- 8.1. Discussion / Action – Additional Service Request (ASR) 4 for De Zavala Project Phase 1B for Colliers Engineering - City Manager / City Engineer**
- 8.2. Discussion / Action - Ordinance O-2025-010 amending Appendix A - Fee Schedule for the City of Shavano Park Code of Ordinances to provide updated administrative, building permit and emergency medical fees (final reading) - Assistant City Manager & Fire Chief**
- 8.3. Discussion / Action - Ordinance O-2025-011 amending Chapter 20, Article III of the City of Shavano Park Code of Ordinances to provide clear standards for defining and measuring Noise Nuisances (first reading) - Assistant City Manager & Police Chief**
- 8.4. Discussion / Action - Ordinance O-2025-013 amending Chapter 2, Article VI, Sec 2-180 – Budget adjustments and purchasing policy to authorize an increase of the minimum requirement for open bidding from \$50,000 to \$100,000 in accordance with state law (administrative) - City Manager**
- 8.5. Discussion / Action - Resolution R-2025-009 amending City Policy #2 – Budget adjustments and Purchasing Policy to authorize to authorize an increase of the minimum requirement for open bidding from \$50,000 to \$100,000 in accordance with state law - City Manager**
- 8.6. Discussion / Action - Resolution R-2025-010 establishing a fund description and spending restrictions on the Community Engagement and Enhancement Fund - City Manager**

9. ADJOURNMENT

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion. The Council may vote and/or act upon each of the items set out in this agenda. In addition, the City Council for the City of Shavano Park has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter authorized by Texas Government Code Sections 551.071 (Consultation with Attorney); 551.072 (Deliberations related to Real Property); and Section 551.074 (Personnel Matters).


Attendance by Other Elected or Appointed Officials – NOTICE OF POTENTIAL QUORUM:


It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

The facility is wheelchair accessible and accessible parking spaces are also available in the front and sides of the building. The entry ramp is located in the front of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the City Secretary at 210-581-1116 or TDD 1-800-735-2989.

CERTIFICATE:

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 18th day of August 2025 at 3:00 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, www.shavanopark.org, in compliance with Chapter 551, Texas Government Code.




Kristen M. Hetzel
City Secretary