

**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 CoSP, Texas will conduct a Regular Meeting on Monday, May 10, 2021 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.**

**SUPPLEMENTAL NOTICE OF MEETING BY LIVESTREAM / TELEPHONE CONFERENCE:**

**THIS MEETING WILL BE A LIMITED TO APPROXIMATELY 10 IN-PERSON ATTENDEES IN ORDER TO MAINTAIN SOCIAL DISTANCING.**

**In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone. The City of Shavano Park will conduct the Regular Meeting on Monday, May 10, 2021 at 6:30 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).**

**Livestream Participation.** The livestream available via the YouTube website or app from your computer, tablet or smartphone at: <https://youtu.be/QPYGo6h4nKQ>

**Telephone Participation.** The public toll-free dial-in number to participate in the telephonic meeting is 1-833-548-0282 and requires access code 927-9733-2999. The Livestream / telephone conference will be available to join at 6:00 p.m. (30 minutes prior to the meeting). If you have issues accessing Telephone Participation or Livestream, please call City Secretary 210-581-1116.

The public will be permitted to offer comments telephonically as provided by the agenda during Citizen’s to be Heard. Citizens who want to speak during this period, should sign up to speak prior to the beginning of the meeting by stating their intent and providing Name, Address, and Topic to be addressed. Follow the guidelines under agenda item 3. If unable to participate in the meeting, you may submit public comments by email to [citysecretary@shavanopark.org](mailto:citysecretary@shavanopark.org)

The meeting agenda and agenda packet are posted online at [www.shavanopark.org](http://www.shavanopark.org).

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

## **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. Proclamation - Recognition of Judge Stephen J. Takas for exceptional service and leadership as Municipal Judge for the City of Shavano Park from May 1993 through April 2021.**
- 5.2. Proclamation - In support of the Ransomed Life organization whose mission is to equip and empower youth to experience freedom and purpose in order to see every exploited youth redeemed and restored.**
- 5.3. Recognition - Alderman Bob Heintzelman, Michele Ross, and Mike Colemere - Service to the City of Shavano Park**

## **6. REGULAR AGENDA ITEMS**

- 6.1. Discussion / action - Resolution No. R-2021-007 canvassing the 2021 General Election - City Council**
- 6.2. Oath of Office - Newly Election Officials - City Secretary**
- 6.3. Discussion / action - Appointment of Mayor Pro Tem - City Council**
- 6.4. Discussion / acceptance - Preliminary Subdivision Plat & Replat of Pond Hill Garden Villas Unit 2 being a total of 8.641 acre tract of land out of a 46.94 acre tract described as Tract 3 in a Deed to Rogers Shavano Park Unit 18/19, LTD., and partially platted as Lot 1700, Block 21, 1604/Pond Hill Restaurant - City Manager**
- 6.5. Discussion / action - Overview of the Compensation Project, present compensation study recommended market cities to City Council and obtain Council decision on cities and on desired level of competitiveness - Katherine Ray**
- 6.6. Discussion / action - Discussion / action - Approval of Ordinance O-2021-004 amending the FY 2020-21 Budget to adjust the revenues, expenditures and utilization of fund balance to include resourcing General Fund Development Fees, Compensation Study, General Fund contract labor, City Hall generator project, final project costs for the drainage projects on Bent Oak, Chimney Rock and Windmill, Pavilion gutters and other items, and water system infrastructure repairs to Huebner Pump #2, Well #7 rehabilitation, Well #8 rehabilitation and Well #4 fencing. (Final Reading) - City Manager / Finance Director**
- 6.7. Discussion / action - Maintenance of the easements / median of Lockhill Selma Road - City Manager**
- 6.8. Annual Budget Calendar - City Manager / Finance Director**

- 6.9. Discussion / action - Accept Buddy Aleman's resignation from the Planning & Zoning Commission; consider appointment to fill vacancy - City Manager / Chairman Aleman**

## **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**

## **8. 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.

- 8.1. Approval - Regular City Council Minutes, April 26, 2021**
- 8.2. Approval - Special City Council Minutes, April 26, 2021**
- 8.3. Accept - Planning and Zoning Commission Minutes, April 7, 2021**
- 8.4. Approval - Resolution R-2021-008 by the City Council of the City of Shavano Park, Texas appointing members to the Board of Directors of the City of Shavano Park, Texas Higher Education Facilities Corporation; and other matters in connection therewith**
- 8.5. Approval - Ordinance O-2021-005 amending Chapter 6 – Buildings and Building Regulations of the City of Shavano Park Code of Ordinances to adopt the 2018 editions of the International Construction Codes and the 2017 National Electric Code as the building Technical Codes for the City (final reading)**

## **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 4th day of May 2021 at 5:15 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](http://www.shavanopark.org), in compliance with Chapter 551, Texas Government Code.

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Trish Nichols  
City Secretary

## **POTENTIAL FUTURE AGENDA ITEMS**

**No Items listed as a potential future agenda item will be considered unless listed as a regular agenda item.** Alderman please contact City staff to add new or reconsider old agenda items. Pending agenda items for consideration at subsequent Council meetings may include one or more of the following:

- a. **Revisions to Employee Handbook - (June / July)**
- b. **Resolution adopting City Policy - City Publications – Open**
- c. **Police Chief Gene Fox’s six month assessment of Police Department - June**
- d. **Approval of Financial Account Signatures - Annual June**
- e. **Annual Compensation Review - Annual June Workshop**
- f. **City Secretary Trish Nichols’ six month assessment of City Secretary / Human Resources - July**
- g. **Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities - February / August**
- h. **City Council adoption of organizational chart - Annual August**
- i. **Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- j. **Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**
- k. **Ordinance approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019a - Annual September**
- l. **Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September**
- m. **Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September**
- n. **Selection - Boards, Commissions, and Committees - Annual September**
- o. **Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Holiday / Picnic in the Park) - Annual September / October**
- p. **Resolution \_\_\_ designating the San Antonio Express News as the City of Shavano Park’s**

- official newspaper for posting of public notices for the City as required by law - Annual October
- q. Disposal of City Equipment / Furniture - Annual October
  - r. Adoption of Official City Holiday Schedule - Annual November
  - s. Approval of the yearly tax roll - Annual November
  - t. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February
  - u. Records Retention Policy - Annual January
  - v. Appointment of Council Appointed Positions - Annual January
  - w. Annual Crime Report – Annual January
  - x. Crime Control Prevention District funding placed on ballot - January 2024
  - y. Street Maintenance Fund funding placed on the ballot - January 2022
  - z. Shavano Park Police Department Racial Profiling Report - Annual January/February
  - aa. City of Shavano Park Investment Policy - Annual February
  - bb. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August
  - cc. Revisions to Employee Handbook - Annual February
  - dd. FY 2021 - 22 Budget Amendment (Annual February or March)
  - ee. Set City Manager Annual Performance and Salary Review for April – Annual March
  - ff. Considerations for moving the May City Council meeting – Annual March / April
  - gg. City Manager Annual Review / Salary for April - Annual April
  - hh. Arbor Day Proclamation – Annual April
  - ii. Consideration for calling a Special Meeting to Canvass the May Elections and/or to reschedule the Regular City Council Meeting - Annual April
  - jj. Annual Budget Calendar - Annual May

**kk. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**

**ll. Annual update on bond revenue opportunities by Bond Counsel – Annual May  
mm.**