

**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, January 24, 2022 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](http://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. Proclamation - January 24th, 2022 as Human Trafficking Awareness and Prevention month in the City of Shavano Park, Texas**

## **6. REGULAR AGENDA ITEMS**

- 6.1. Discussion / action - Accepting the FY 2021 Financial Statement Audit - Finance Director**
- 6.2. Presentation / discussion - 2021 Annual Crime Report - Police Chief**
- 6.3. Discussion / action - Appointment of Council Appointed Positions (Refuse Services; Health / Septic Inspector; Building Inspector; Auditor) - City Manager**
- 6.4. Discussion / action - Ordinance O-2022-001 amending Sec. 14-21 of City of Shavano Park Code of Ordinances to allow expenditure of designated funds for tree beautification (administrative) - City Manager**
- 6.5. Discussion / action - Transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Finance Director**
- 6.6. Discussion / action - Ordinance O-2021-011 amending Chapter 8 - BUSINESS AND BUSINESS REGULATIONS; ARTICLE III. FOOD AND FOOD ESTABLISHMENT RULES to provide regulations for mobile food units and mobile food courts (first reading) - City Manager**
- 6.7. Discussion – Consideration of an Ordinance adopting sections of the 2018 International Property Maintenance Code - City Manager**

## **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. Finance 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, November 22, 2021**

**8.2. Approval – City Council Workshop Minutes, January 10, 2022**

**8.3. Accept - Planning and Zoning Commission Minutes, November 3, 2021**

**8.4. Approval - Ordinance O-2021-014 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to comply with H.B. 1475 of the 87th Texas Legislature which changes Board of Adjustment authority related to variances and gives additional specific grounds for which a variance from a municipal zoning ordinance may be granted (second reading) - City Manager**

**8.5. Approval – Resolution R-2022-001 amending City Policy No. 18 - Board of Adjustment Policy**

**8.6. Accept - Quarterly and Annual Investment Reports, ending September 30, 2021**

**8.7. Approval - Fiscal Year 2022 Surplus List**

**8.8. Approval - Resolution R-2022-002 ordering the May 7, 2022 General / Special Election for the election to elect three (3) Aldermen and to reauthorize the street maintenance sales tax at the rate of one-fourth of one percent to provide revenue for maintenance and repair of municipal streets**

**8.9. Accept - Amending Plat of Napier Park Unit-3 to adjust lot lines between Lots 24 and 25 of County Block 4787 in the Napier Park Planned Unit Development**

**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 January 2022 at 10:53 a.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.

---

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. **Consideration for Well #1: place back into operation or plug the Well to meet TCEQ requirements - February**
- b. **Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February**
- c. **Records Retention Policy - Annual January**
- d. **Shavano Park Police Department Racial Profiling Report - Annual January/February**
- e. **City of Shavano Park Investment Policy - Annual February**
- f. **Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- g. **Revisions to Employee Handbook - Annual February**
- h. **FY 2021 - 22 Budget Amendment (Annual February or March)**
- i. **Set City Manager Annual Performance and Salary Review for April – Annual March**
- j. **Considerations for moving the May City Council meeting – Annual March / April**
- k. **City Manager Annual Review / Salary for April - Annual April**
- l. **Arbor Day Proclamation – Annual April**
- m. **Resolution R-2022-0XX appointing Dr. Woo as the Health authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District - Biennial**
- n. **Consideration for calling a Special Meeting to Canvass the May Elections and/or to reschedule the Regular City Council Meeting - Annual April**
- o. **Resolution No. R-2022-00X canvassing the 2021 General Election / Oath of Office - Newly Election Officials / Appointment of Mayor Pro Tem**
- p. **Annual Budget Calendar - Annual May**
- q. **Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**

- r. Annual update on bond revenue opportunities by Bond Counsel – Annual May
- s. Annual Compensation Review - Annual June Workshop
- t. Resolution R-2022-0XX designating authorized signers of all banking depository accounts - Annual June
- u. Resolution R-2022-0XX authorizing the City Manager to establish accounts or memberships at banks or state/federal credit unions as authorized in the City of Shavano Park Investment Policy for the sole purpose of acquiring Certificates of Deposit - Annual June
- v. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities - February / August
- w. City Council consideration for moving the September City Council meeting to meet budget approval milestones – Annual August
- x. City Council adoption of organizational chart - Annual August
- y. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September
- z. Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2022-23 - Annual September
- aa. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY 2022-23 - Annual September
- bb. Public Hearing - Proposed Annual Operating and Capital Budget - FY 2020-21 Annual September
- cc. Ordinance No. O-2022-0XX approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2020 and ending September 30, 2021; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (Record Vote) (final reading) - City Manager - Annual September
- dd. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September
- ee. Record vote to ratify the property tax increase reflected in the FY 2022-23 budget (Record Vote) - Annual September
- ff. Selection - Boards, Commissions, and Committees - Annual September

- a. Planning & Zoning Commissions - X (#) appointments, two-year terms
  - b. Water Advisory Committee - Three (3) appointments (Water System Users only), two-year term.
  - c. Board of Adjustments - X (#) appointments, X (#) Alternate two-year terms
  - d. Investment Committee - One (1) appointment for two-year term
  - e. Tree Committee – X (#) appointments (2-year term) X (#) appointment (1-year term)
- gg. Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Trunk or Treat / Holiday Festival) – Annual October
- hh. Resolution R-2022-0XX 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
- ii. Disposal of City Equipment / Furniture - Annual October or November as needed
- jj. Adoption of Official City Holiday Schedule - Annual October or November
- kk. Approval of the yearly tax roll - Annual November
- ll. Crime Control Prevention District funding placed on ballot - January 2024
- mm. Street Maintenance Fund funding placed on the ballot - January 2026
- nn. Accepting the FY 2022 Financial Statement Audit - Annual January
- oo. Quarterly and Annual Investment Reports, ending September 30, 2021 - Annual January
- pp. Appointment of Council Appointed Positions - Annual January
- qq. Annual Crime Report – Annual January
- rr.