

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
April 7, 2021**

6:30 P.M.

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

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 Wednesday, March 3, 2020 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 app or website from your computer, tablet or smartphone at: https://youtu.be/_1Efi1JCdeE

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-833-548-0282 and requires access code 935-0284-0427. 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 Trish Nichols at 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 tnichols@shavanopark.org.

The meeting agenda and agenda packet are posted online at 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.

AGENDA

1. Call to order
2. Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.

3. The Planning and Zoning Commission 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.**

- 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 Commission, not to an individual member
- Show the Commission members the same respect and courtesy that you expect to be shown to you

The Chairman 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 the Commission may deliberate on citizen comments for items not on the agenda. (Attorney General Opinion – JC 0169)

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, March 3, 2021.

5. Discussion / action – Final Plat of Shavano Park Unit 19C Phase V (Huntington A-1 PUD) being a 38.668-acre tract of land, establishing Lots 2120-2133 & 2142-2143, Block 34 and Lots 2176-2190, Block 36, out of the 289.5-acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD. - City Manager

6. Discussion / action - After Action Review (AAR) and general discussion related to the events and actions from the Winter Weather Storm event and the Shavano Park 2018 Town Plan - City Manager

7. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager

8. **Chairman Announcements:**

A. Advise members to contact City staff to add new or old agenda items.

B. Advise members of pending agenda items, as follows:

- i. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to the City of Shavano Park Code of Ordinances, Chapter 36 regarding MXD & PUD site plan approval to comply with House Bill 3167 from the 86th Texas Legislature
- ii. Discussion / action - Amendments to Chapter 36 regarding MXD & PUD site plan approval to comply with the 30-day shot clocks for City review and approval mandated by the Texas Legislature - City Manager

9. **Adjournment**

Accessibility Statement:

The City of Shavano Park City Hall is wheelchair accessible. The entry ramp is located in the front of the building. Accessible parking spaces are also available in the front and sides of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the A.D.A. Coordinator at 817-447-5400 or TDD 1-800-735-2989.

Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Commission Authorized:

The Planning and Zoning Commission may vote and/or act upon any item within this Agenda. The Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

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 Texas Government 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 Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

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.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the above named Shavano Park Planning and Zoning Commission is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin boards, of the City Hall of said City Shavano Park, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on this the 25 of February 2021 at 4:35 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Trish Nichols
City Secretary

MINUTES

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 Wednesday, March 3, 2020 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).

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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 tnichols@shavanopark.org.

The meeting agenda and agenda packet are posted online at 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 to order**

Chairman Aleman called the meeting to order at 6:30pm

PRESENT:

ABSENT:

Albert Aleman

Carla Laws

Kerry Dike

Michael Janssen

Bill Simmons

William Stipek

Damon Perrin

Shawn Fitzpatrick

Jason Linahan

2. **Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.**

A motion was made by Commissioner Laws and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. **Citizens to be Heard**

No one signed up to address the Planning & Zoning Commission

4. **Consent Agenda:**

A. Approval - Planning & Zoning Commission minutes, February 3, 2021.

A motion was made by Commissioner Dike, and a second made by Commissioner Linahan, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Planning & Zoning Commission minutes of February 3, 2021 as presented. The motion carried.

5. **Discussion / action – Preliminary Plat of Shavano Park Unit 19C Phase V (Huntington A-1 PUD) being a 38.668 acre tract of land, establishing Lots 2120-2133 & 2142, Block 34 and Lots 2176-2190, Block 36, out of the 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD.**

A motion was made by Commissioner Janssen to approve a preliminary plat review subject to changes made by the commission, alone with city staff and engineer further review,

a second made by Commissioner Dike,

The motion to approve the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve Preliminary Plat of Shavano Park Unit 19C Phase V (Huntington A-1 PUD) being a 38.668 acre tract of land, establishing Lots 2120-2133 & 2142, Block 34 and Lots 2176-2190, Block 36, out of the 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD was approved by

6. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager

City Manager Hill provided an overview of items considered at the previous City Council Meeting.

7. Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to the City of Shavano Park Code of Ordinances, Chapter 36 regarding MXD & PUD site plan approval to comply with House Bill 3167 from the 86th Texas Legislature
 - ii. Discussion / action - Amendments to Chapter 36 regarding MXD & PUD site plan approval to comply with the 30-day shot clocks from Texas Legislature - City Manager

8. Adjournment

Upon a motion made by Commissioner Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting at 7:12 p.m.

Albert Aleman, Chairman

Trish Nichols, City Secretary

PLANNING AND ZONING STAFF SUMMARY

Meeting Date: April 7, 2021

Agenda item: 5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action – Final Plat of Shavano Park Unit 19C Phase V (Huntington A-1 PUD) being a 38.668 acre tract of land, establishing Lots 2120-2133 & 2142-2143, Block 34 and Lots 2176-2190, Block 36, out of the 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD. - City Manager

X

Attachments for Reference:

- 1) 5a Final Plat
- 2) 5b Final Plat Checklist
- 3) 5c Huntington PUD Map
- 5) 5d City Engineer Review Letter

BACKGROUND / HISTORY: At the March 3, 2021 Planning & Zoning meeting the Commission approved the Preliminary Plat of Huntington A-1 PUD Phase V. City Council accepted the Preliminary Plat at the March 22, 2021 meeting.

On March 23, 2021 Pape-Dawson Engineers submitted the Final Plat for City Engineer & staff review.

On April 1, 2021 the City Engineer completed their review of the Plat.

DISCUSSION: This plat is the fifth and final plat in the Huntington subdivision. The property is currently zoned a PUD with an A-1 base zoning district. This plat establishes 29 new residential lots in Huntington.

Note – the City Engineer Review Letter includes comments relating to the Civil Construction Plans. The City Engineer reviewed both at the same time. Pape-Dawson was unable to produce a formal response letter in time to include with the packet.

COURSES OF ACTION: Approve Final Plat as submitted, approve conditionally or decline approval and provide further guidance to City Staff.

REMINDER: The Planning & Zoning Commission is the final approval authority for all plats in the City of Shavano Park per Ordinance O-2019-012 approved by City Council at the September 23, 2019 meeting. The plat is presented to City Council for review and comment.

FINANCIAL IMPACT: \$61,738 in platting fees assessed & collected.

MOTION REQUESTED: Approve Final Plat of Shavano Park Unit 19C Phase V (Huntington A-1 PUD).

CITY OF SHAVANO PARK

Final Plat Submittal Checklist

This checklist is to be completed by the developer or his representative and submitted with the final plat and accompanying data. If any areas are incomplete, the plat will not be accepted. Any items labeled N/A must be explained in writing. Shavano Park City Council has asked that all plats be submitted to the City with a brief description of the purpose of the plat or re-plat. Also requested is that an electronic version be sent to the City Secretary at citysecretary@shavanopark.org. This checklist does not supersede the City of Shavano Park Development Ordinances.

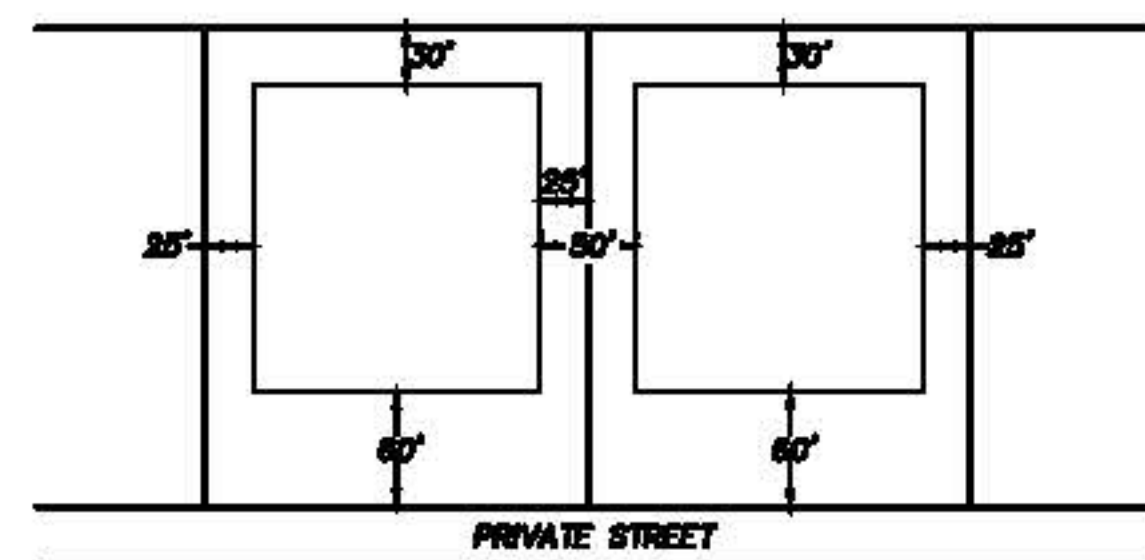
Name of Subdivision:	Shavano Park, Unit-19C Phase V (PUD)
Proposed Use of Property:	Residential
Property Description:	Lots 2120-2133, 2142, Block 34, CB 4782 and
(Lot & block, address or location)	Lots 2176-2190, Block 36, CB 4782

Owner		Engineer	
Name:	Rogers Shavano Park, Unit 18/19 Ltd.	Name:	Pape-Dawson Engineers, Inc.
Address:	11 Lynn Bats Lane, Suite 100	Address:	2000 NW Loop 410
	San Antonio, TX 78218		San Antonio, TX 78213
Phone:	210-828-6131	Phone:	210-375-9000
Fax:	210-828-6137	Fax:	210-375-9010
Email:	laddiedenton@bitterblue.com	Email:	ALowry@Pape-Dawson.com

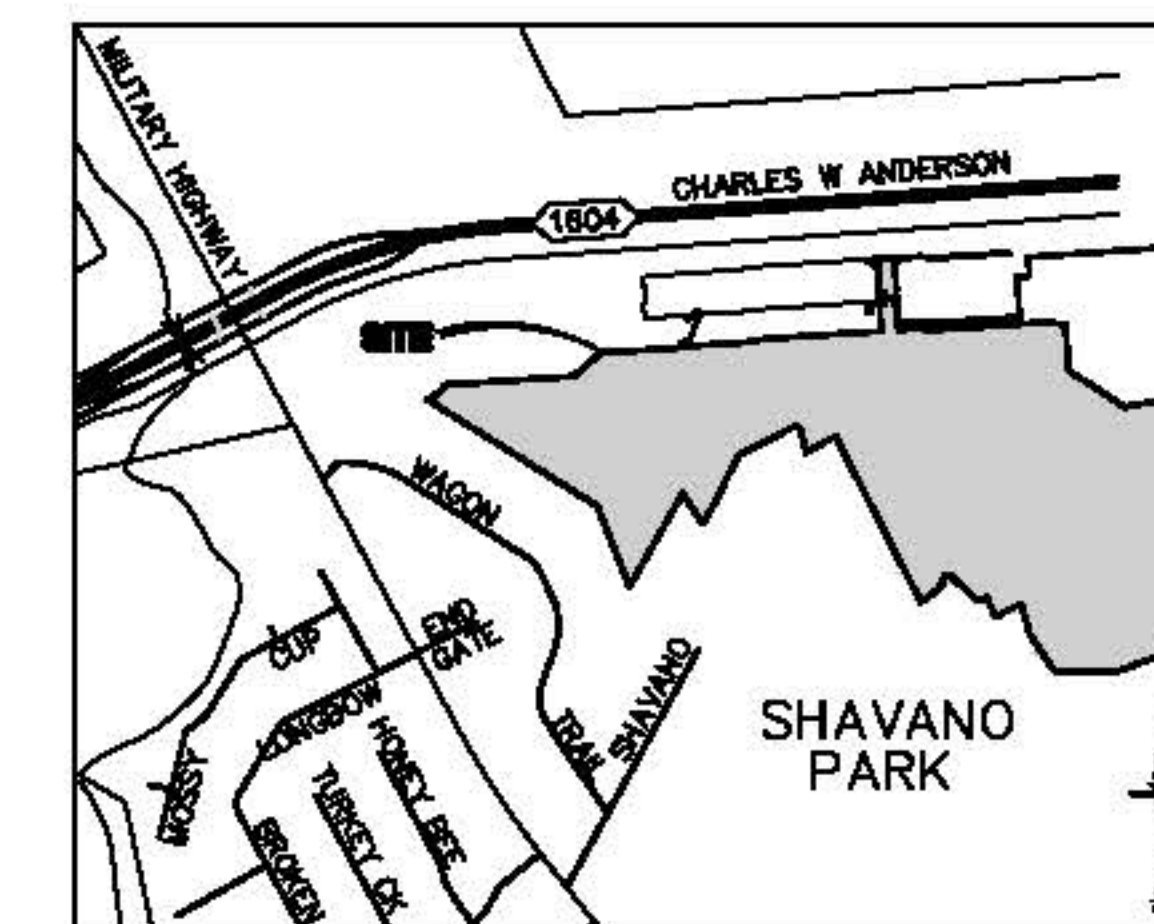
Current Zoning:	A-1	Total Acreage:	38.668
Total Platting Fees:		Developable Acreage:	36.220
(Coordinate with Staff)		Greenbelts & Drainage Acreage:	2.448

S.A.W.S. Sewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Septic System	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
S.A.W.S. Water	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shavano Park Water	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

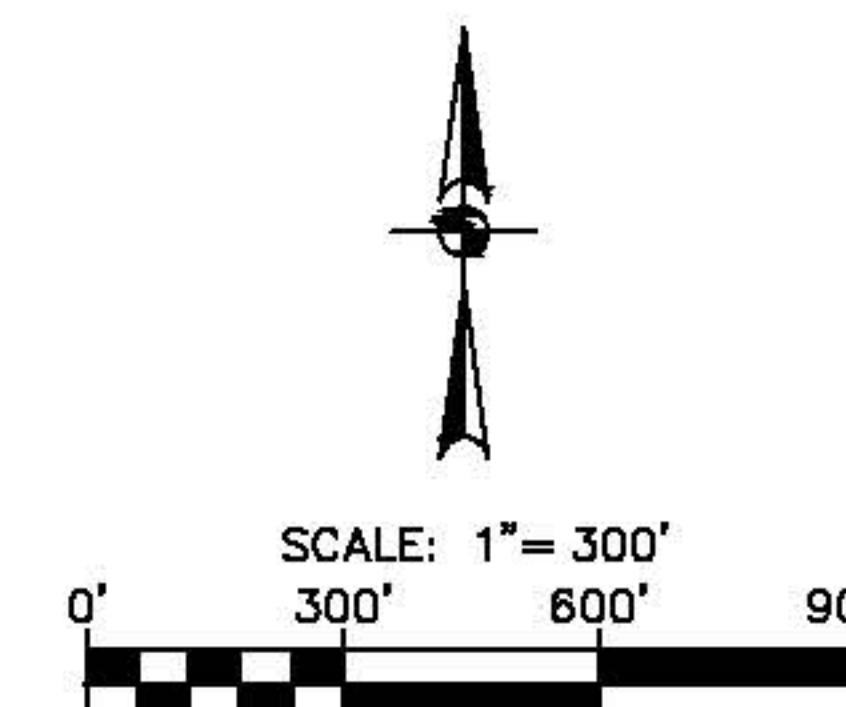
	Yes	No	N/A
1. The preliminary plat was approved by the City of Shavano Park less than one year ago	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The final plat has not been altered in any way from the preliminary plat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. If item 2 was answered "No" indicating that the plat has been altered, a redline plat is attached showing every change made since preliminary plat approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 15 folded copies of the final plat are attached	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The plat is drawn on an 18"x 24" sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The preliminary plat checklist is attached	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The final plat shows all acknowledgements and certifications as required by Article 2, Section 3 of the City's Subdivision Ordinance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



TYPICAL LOT DETAIL
NOT TO SCALE



LOCATION MAP
NOT TO SCALE



LEGEND

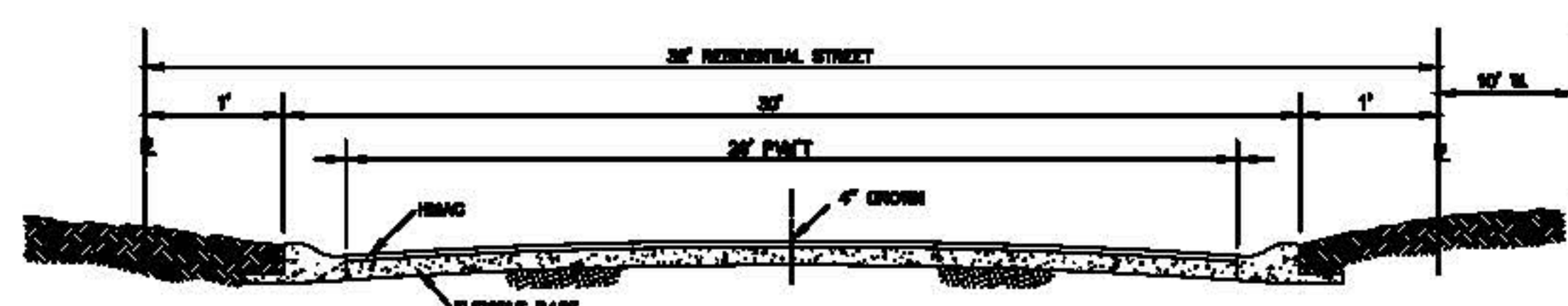
BUILDING AREA	YELLOW
BUILDING SETBACK	GREEN
GREENBELT	LIGHT GREEN
STREET	WHITE

PHASE	NO. LOTS	TOTAL ACREAGE	LOT ACREAGE	STREET ACREAGE	OPEN SPACE (FLOOD/SHED BELT)
I	30	46.97	38.08	5.42	5.47
II	37	68.04	42.71	5.72	19.61
III	31	40.10	33.34	2.12	4.64
IV	27	34.15	29.80	2.24	2.11
V	28	66.53	30.12	2.42	33.99
TOTAL	153	244.79	174.05	17.92	65.82

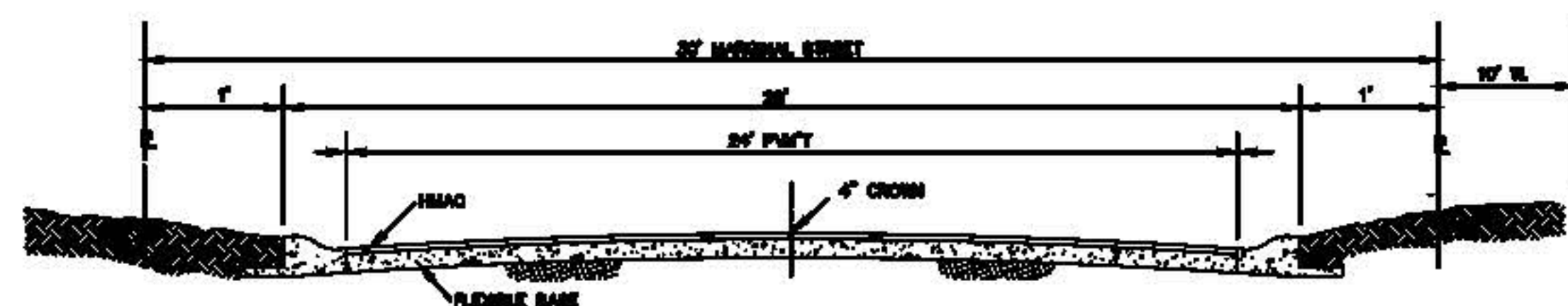
- NOTES**
1. WATER SERVICE TO BE PROVIDED BY SAN ANTONIO WATER SYSTEMS.
 2. SANITARY SEWER SERVICE TO BE PROVIDED BY SAN ANTONIO WATER SYSTEMS.
 3. GAS AND ELECTRIC TO BE PROVIDED BY CITY PUBLIC SERVICE.
 4. ACRES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE UPON FINAL PLATTING.

OWNER/DEVELOPER:
ROGERS SHAVANO PARK UNIT-19C, LTD.
11 LYNN BATTIS LN. SUITE 100
SAN ANTONIO, TX 78228
PHONE: (210) 828-6131
FAX: (210) 828-6137

ENGINEER:
PAPE-DAWSON ENGINEERS, INC.
2000 NW LOOP 410
SAN ANTONIO, TX 78213
PHONE: (210) 375-9000
FAX: (210) 375-9000



TYPICAL RESIDENTIAL ROAD SECTION DETAIL
NOT TO SCALE



MARGINAL ACCESS ROAD DETAIL
NOT TO SCALE

DATE

NO. REVISION

PAPE-DAWSON ENGINEERS

2000 NW LOOP 410

SAN ANTONIO, TEXAS 78213

PHONE: (210) 375-9000

FAX: (210) 375-9000

SHAVANO PARK, UNIT-19C RESIDENTIAL

SHAVANO PARK, TEXAS

PLANNED UNIT DEVELOPMENT

PLAT NO.

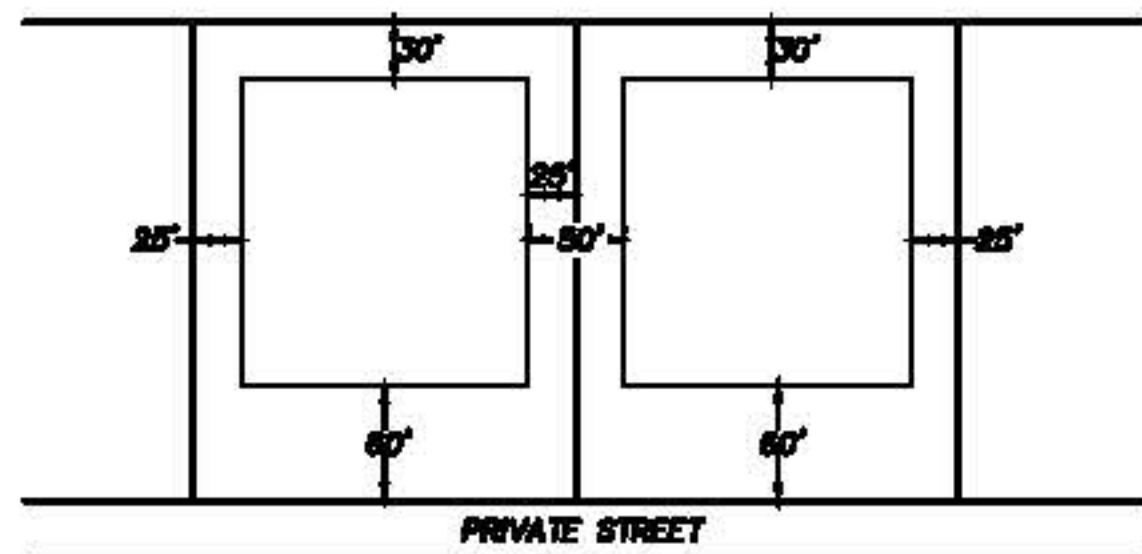
JOB NO. 8796-04

DATE AUGUST 2018

DESIGNER EDK

CHECKED ARL DRAWN EDK

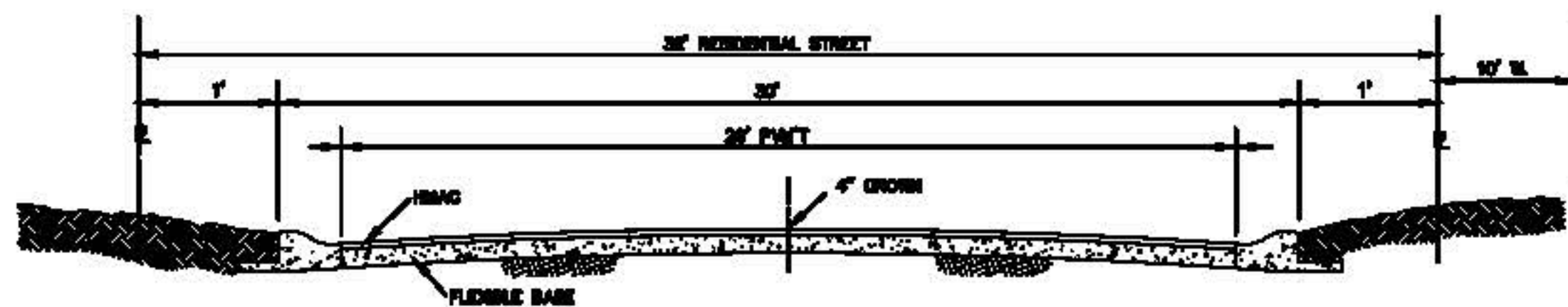
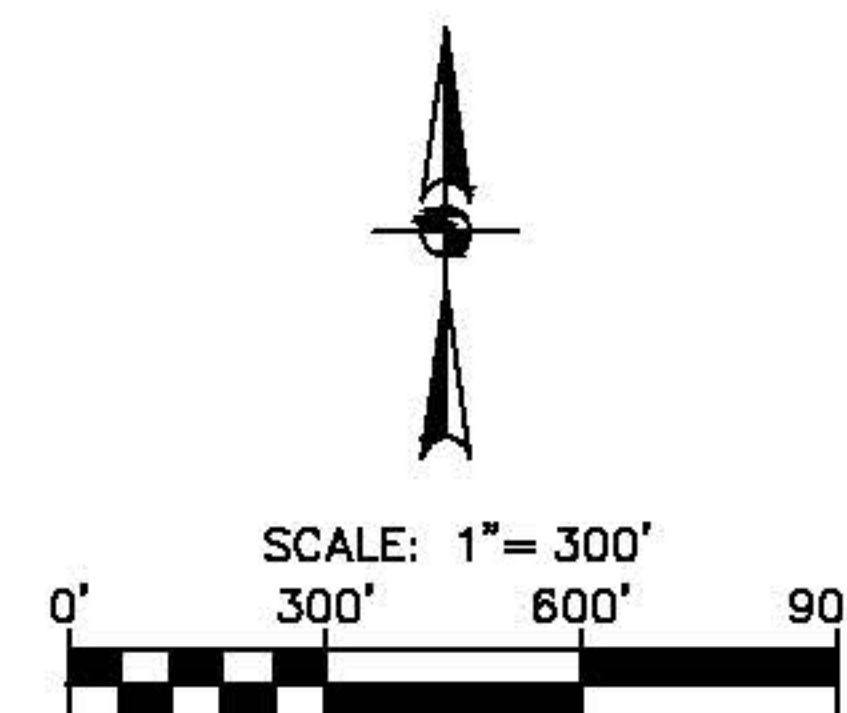
SHEET 1 OF 1



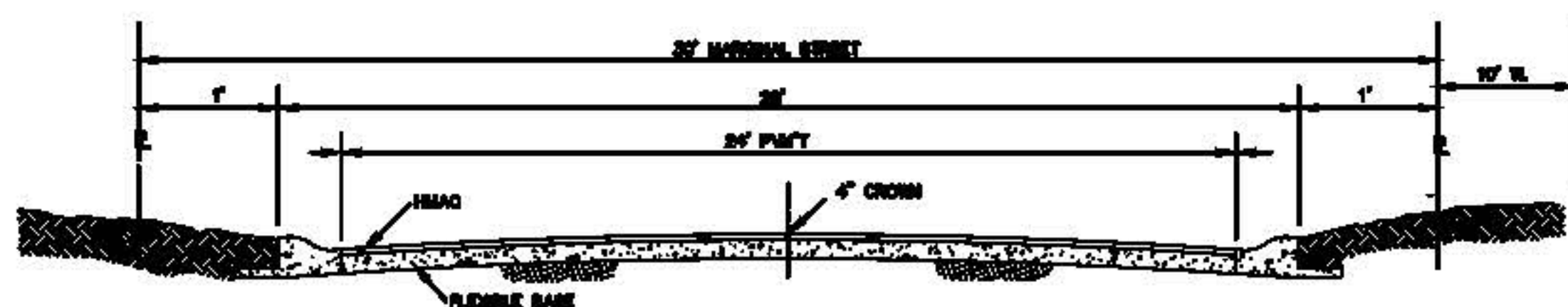
TYPICAL LOT DETAIL
NOT TO SCALE



LOCATION MAP
NOT TO SCALE



TYPICAL RESIDENTIAL ROAD SECTION DETAIL
NOT TO SCALE



MARGINAL ACCESS ROAD DETAIL
NOT TO SCALE

- NOTES**
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 2. SANITARY SEWER SERVICE TO BE PROVIDED BY SAN ANTONIO WATER SYSTEMS.
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TOTAL	153	244.79	174.05	17.92	52.82

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ROGERS SHAVANO PARK UNIT-19, LTD.
11 LYNN BATTIS LN. SUITE 100
SAN ANTONIO, TX 78228
PHONE: (210) 828-6131
FAX: (210) 828-6137

ENGINEER:
PAPE-DAWSON ENGINEERS, INC.
2000 NW LOOP 410
SAN ANTONIO, TX 78213
PHONE: (210) 375-9000
FAX: (210) 375-9000

SHAVANO PARK, UNIT-19C RESIDENTIAL
SHAVANO PARK, TEXAS
PLANNED UNIT DEVELOPMENT

PLAT NO. _____
JOB NO. 8796-04
DATE AUGUST 2018
DESIGNER EDK
CHECKED ARL DRAWN EDK
SHEET 1 OF 1

PAPE-DAWSON ENGINEERS

2000 NW LOOP 410 | SAN ANTONIO, TEXAS 78213 | PHONE: 210.375.9000
FAX: 210.375.9010
TEXAS BOARD OF PROFESSIONAL ENGINEERS, FIRM REGISTRATION # 470

NO.	REVISION	DATE

April 1, 2021

City of Shavano Park
Public Works Department
Attn: Curtis Leeth
900 Saddletree Ct
San Antonio, TX 78231

Re: Final Plat Review Comments
Shavano Park U-19C Phase V Subdivision



Dear Mr. Leeth,

We have completed our review of the referenced Plat as submitted by Pape-Dawson Engineers. The following comments apply to the replat as submitted:

Plat:

Sheet 1 of 3 -

1. Please show proposed contours on plat or remove from the legend.
2. Provide Northing and Easting at two of the plat corners.
3. For all residential lots adjacent to the floodplain, please provide the finished floor elevations for each lot.
4. Add certification by city engineer to plat.
5. Add drainage easements for proposed curb inlets, by adding to water easement or individually.
6. What is the flow through here? A private drainage easement may be required on lots 2129 & 2130?
7. Lot 2129 does not appear to meet the minimum requirement of 150' width at the building setback line. With City staff administrative approval, KFW takes no exception to not meeting this requirement.

Sheet 2 of 3 -

1. Provide boundary dimension on northwest corner of *Lot 2185*.
2. Please fix the text masking that is covering some of the lot acreage on *Lot 2185*.
3. Update leaders to accurately depict water easement.
4. Provide boundary dimensions at southeast corner of *Lot 2123*.
5. Lot lines are required to be radial to curve as practicable. With City staff administrative approval, KFW takes no exception to not meeting this requirement.
6. Lot 2183 does not appear to meet the minimum requirement of 150' width at the building setback line. With City staff administrative approval, KFW takes no exception to not meeting this requirement.

Plans:

Sheet C1.00 -

1. Table: provide missing data for points 6 and 8 indicated on plan.
2. A 15-ft curb inlet is called out on the drainage plans. Please confirm which inlet size is correct and update either the plans or the table to reflect the correct one.
3. Drainage area, *Point 8* appears to be *Point 9*. If this is correct please update.

Sheet C1.01-

1. Velocities exceeding 6 fps shall require baffle blocks at outfall.

Sheet C1.02-

1. *Drain "B" Profile View*: please update view to reflect the proposed 15-ft curb inlet.
2. Curb inlets for Drains A & B are outside of ROW. Drainage easement is needed for these locations.

Sheet C1.03-

1. Velocities exceeding 6 fps shall require baffle blocks at outfall.

Sheet C1.04-

1. Curb inlets for Drains D & E are outside of ROW. Drainage easement is needed for these locations.
2. Please show the hydraulic calculations for *Drain "E"* inlets.
3. Update the callout to *Drain "C"*.
4. *Drain "E" Profile View*: indicate the drain/water crossing separation distance.

Sheet C2.01-

1. *Wellesley Loop Profile View*: There is a double callout on the profile view. Please update.
2. *Wellesley Loop Profile View*: There is an incorrect slope callout on the proposed fill section of the profile.

Sheet C2.10-

1. *Typical Street Section Detail*: only a 10-ft water easement is indicated on the plat, update as needed.
2. *General Notes*: please update the geotech information.

Sheet C3.01-

1. Please center the callout for the right-of-way at the west end of *Wellesley Loop*.

Sheet C4.00-

1. Indicate feature S-1 on the plans.

Sheet C4.01-

1. Fix the direction of the flow arrows for *Line "B"*.

Sheet C4.02-

1. Confirm that water/sewer separation is at least 9-ft.

Sheet C4.03-

1. *Line "A" Profile View*: update view to show *Drain "C"*.
2. *Line "A" Profile View*: update to show *Drain "D"*.

Sheet C4.04-

1. Confirm that water / sewer separation is at least 9-ft.
2. *Line "A" Profile View*: *Sheet C4.06* is showing an inv. in for *Line "C"* at 949.07'. Update sheets if necessary.

Sheet C4.06-

1. *Line "C" Profile View*: update the proposed pavement callout.
2. Show drain/sewer crossing on profile view.

Our review of the plat does not relieve or release the Engineer of Record or Surveyor of Record from complying with any and all the requirements of the local, state, and federal rules and regulations or guidelines impacting this project.

If you have any questions or need additional information please contact me at (210) 979-8444 or BTorres@kfwengineers.com.

Sincerely,



Bobby Torres, P.E.
Plat Reviewer for the City of Shavano Park

CITY COUNCIL STAFF SUMMARY

Meeting Date: April 7, 2021

Agenda item: 6

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion / action - After Action Review (AAR) and general discussion related to the events and actions from the Winter Weather Storm event and the Shavano Park 2018 Town Plan - City Manager

X

Attachments for Reference:

1) After Action Review of Winter Storm

BACKGROUND / HISTORY: The Winter Storm named “URI” by the weather channel began impacting Shavano Park staff as early as Saturday, February 13th. A brief summary follows.

Saturday, February 13th

- Public Works (PW) staff reported at 8 p.m. and worked through the night spreading sand by hand on roads across the city in hazardous areas – they completed sanding at approximately 4 a.m. (Cliffside, N/S Warbler, Shavano access to NW Military, Cliffside (hill), Bent Oak/Windmill/Chimney Rock Low Water Crossings, and Lockhill Selma)

Sunday, February 14th

- PW staff returned to work Sunday evening to spread more sand along the major corridors – including NW Military and DeZavala. After completion PW did not return home but stayed in the PW Building overnight.

Monday, February 15th

- Sunday Night / Monday Morning at 1 a.m. – Power was lost in Shavano Creek, part of the “Estates” subdivision, as well as the Huebner Ground Water Storage Tank, and Wells #7 and Well #8 (the City Utility’s main water sources). Power was then off most of the time until Wednesday at 8:30 pm. Both Wells #7 & #8 became inoperative due to no electricity. Well #6 froze overnight also became inoperative, which only left Well #5 as the only operational Well (the City currently operates four water Wells).
- The City has two backup diesel drive shafts in place at Well #8 and the Huebner Ground Storage Tank that are maintained and tested monthly to allow emergency backup pumping of water. PW initiated actions to operate the manual diesel pumps and successfully placed Well #8 into operation but found the diesel drive shaft to push water from the Huebner ground storage was frozen over and not operational.
- Emergency notices were issued to residents asking them to conserve and restrict water usage.
- During the Monday night storm / Tuesday morning, the water system dropped to its lowest, with little water in the elevated tank for a few hours, but still maintained

adequate pressure across the city in the system – with Well #5 still in operation, ground storage tanks and low customer water usage.

- Monday – Tuesday PW crews worked nine (9) leaks/main breaks just at the Well sites alone. Wells #3 and #4 (both placed out of commission years ago were still tied into the water system) both had pipes freeze and break lines resulting in the loss of thousands of gallons. PW's quick response and repair prevented water system failure.
- Monday afternoon at 5 p.m., the diesel drive shaft at the Huebner ground storage tank was thawed out and brought into operation, which allowed complete refilling of the elevated storage tank.

Tuesday, February 16th

- Tuesday, at 4 a.m. the diesel drive shaft to the backup Well #8 diesel engine broke. PW coordinated a mechanic to replace parts repaired and service was restored by 7 pm Tuesday. This was a critical time for water system, but the operational Well #5, Water Storage Tanks and low customer usage kept system fully operational.
- The City coordinated to rent a generator on Tuesday, but it worked for only 30 minutes.

Wednesday, February 17th

- On Wednesday, temperatures rose above freezing and water lines began to thaw out, resulting in numerous residential water line breaks. PW and Fire assisted almost 40 calls to turn off water.
- At approximately, 8:30 p.m., electrical Power was restored to the City and to the water Wells.

Thursday, February 18th

- On Thursday, a 120KW generator was secured and brought on line as backups to the Huebner GST (This generator was adequate to run the required pump). A second generator (450KW), was secured for Well #7. The 450 KW generator supporting Well #7 was connected to the Well system, but was damaged when put into operation and later determined we needed a 650 KW generator to start / run the Well.
- Thursday morning, PW crews again sanded some roadways to counter the new snow.

Friday, February 19th

- On Friday, PW crews continued to make repairs to the system on Friday. Well #6 remained out of service.
- On Friday at 4:00 p.m., Public Works staff were released to home after spending Sunday through Friday working continuously and sleeping in the Public Works building (116 hours of continuous duty).

General

- Police operated all shift changes at normal levels and those with projected leave volunteered to return to duty. On-duty staff responded to numerous calls for service; ranging from assisting other Agencies to stranded motorists; many of which were not documented in order to maintain field activity and coverage.

- Fire received over 40 calls for service – including 8 for EMS and over 30+ for assisting the public (mostly water leaks). They maintained full staffing with two shift changes. Fire responded to a Leon Springs fire Sunday night / Monday morning. Also responded Friday to significant fire at Bexar Bulverde - it was a challenge because there was no water supply and water was being sourced from tanker trucks.
- Admin staff's ability to work remotely was hampered by the lack of electricity and internet (Wi-Fi); however, work arounds were found to enable staff to continue to post i-INFO and updates on our social media. Finance was even able to process payroll on time.

Thank you for your support. The Shavano Park Staff is proud to serve the City.

DISCUSSION: There are numerous topics to discuss, assess, and consider regarding the City's preparedness and possible future initiatives as well as areas that our residents may need in terms of assistance. This After Action Review (AAR), captures observations, discusses them, and then provides recommendations. Each observation is categorized under Planning, Preparation, or Execution. The objective is to review of what happened, why it happened, and how to get better. Observations are intended to focus on what the City can control or those external factors that the City must account for in order to aid in the future planning and preparation for a similar disaster.

Each observation will be addressed as appropriate. Some solutions are easily accomplished and others may need to be addressed during the budget cycles over the next year or two.

As the City considers each challenge and potential solution, the City must balance the cost of potential solutions with the probability of the requirements. The City cannot likely afford to resource every solution for events that may occur once every 100 years. Having said that, South Texas / San Antonio has experienced significant freezes in 1899, 1927; 1951, 1960, 1983, and 2021.

Planning & Zoning can discuss the 2018 Town Plan in relation to experiences from the February 2021 Winter Storm. Plan review process from the 2018 Town Plan:

Plan Review Process

The City's Planning & Zoning Commission will review the Plan periodically, and at such other times as requested by the City Council. We anticipate that future decisions affecting the City will be consistent with the policies established in this Plan. If City Council approves future projects which differ from the Plan's original intent, the City Council will amend the Plan to reflect those changes.

On March 27, 2017, the City Council directed the Planning & Zoning Commission to

update the 2010 Town Plan, thus initiating this process. The update process was conducted by the Planning & Zoning Commission from June 2017 to August 2018.

COURSES OF ACTION: None at this time

FINANCIAL IMPACT: Not determined at this time

MOTION REQUESTED: None specifically requested at this time.

MEMORANDUM FOR: City of Shavano Park City Council, Boards & Commissions and Staff

SUBJECT: Winter Storm 'Uri' – February 13 - 18

A. PURPOSE/SCOPE. To conduct an internal staff review of what happened, why it happened, and how to get better. Observations are intended to focus on what the City can control or those external factors that the City must account for in order to aid in the future planning and preparation for a similar disaster. Future planning and preparation requirements must balance the likelihood of each potential crisis event with the cost and the resources that could mitigate the event.

B. BACKGROUND. The February 13–18, 2021 winter storm, also unofficially referred to as Winter Storm Uri, was a major winter and ice storm that had widespread impacts across Texas & the United States Midwest. More than 4.3 million homes and businesses in Texas were left without power, some for several days. Water service was disrupted for more than 12 million people in Texas due to pipes freezing and bursting. Many roads, bridges and overpasses in Bexar County were closed or became dangerous due to icy conditions. The inclement weather caused many fire hydrants to be unusable in emergency situations. Finally some grocery stores were forced to close due to lack of power and, of the ones that remained open, completely ran out of many basic items like bread, milk, and eggs.

Shavano Park residents from Shavano Creek and much of the “Estates” lost power for three days and SAWS customers were required to boil water. Shavano Park Public Works, Police, and Fire provided essential services throughout the week to include maintaining the water system and no reported traffic accidents. NOTE: Most of our Public Works, Fire, and Police responders selflessly worked the challenges at Shavano Park while at the same time their families were without power, water, and with water pipe leaks.

C. KEY EVENTS (SATURDAY, FEBRUARY 13TH - FRIDAY, FEBRUARY 19TH)

Saturday, February 13th

- Public Works (PW) staff reported at 8 p.m. and worked through the night spreading sand by hand on roads across the city in hazardous areas – they completed sanding at approximately 4 a.m. (Cliffside, N/S Warbler, Shavano access to NW Military, Cliffside (hill), Bent Oak/Windmill/Chimney Rock Low Water Crossings, and Lockhill Selma)

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- Monday – Tuesday PW crews worked nine (9) leaks/main breaks just at the Well sites alone. Wells #3 and #4 (both placed out of commission years ago were still tied into the water system) both had pipes freeze and break lines resulting in the loss of thousands of gallons. PW's quick response and repair prevented water system failure.
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D. OBSERVATIONS / DISCUSSION / RECOMMENDATIONS BY PHASE (PLANNING / PREPARATION / EXECUTION)

PLANNING

1. Observation: The City has an Emergency Management Plan (EMP) first created in 2007 and updated in 2015 and 2018. Additionally, the City has a 2017 Hazard Mitigation Plan as part of the Bexar County Plan, but better familiarization and execution of the plans are needed.

Discussion: In the past seven years, elements of the EMP have been used to include activating the Emergency Operations Center (EOC) twice for short periods, last activation was Hurricane Harvey in August 2017.

The City of Shavano Park (CoSP) EMP is based upon a template written by the Texas Division of Emergency Management (TDEM). The EMP conforms to the National Incident Management System (NIMS) and is useful in providing broad resource and guidance information and plans. The EMP includes a basic plan and Annexes A through V; it is well over 100 pages. Although last updated in 2015/2018, it remains relevant, but needs periodic updating.

The EMP is located on the City's shared drive (S:), but in times of emergency a hard copy would facilitate the usefulness and awareness.

The Hazard Mitigation Plan is due to be updated in conjunction with Bexar County in 2021-2022. Some elements of the plan address hazards that result in emergency operations and focus on future required actions to mitigate events, but are not necessary useful for the detailed execution of the emergency response.

Recommendation:

- 1a. Update the CoSP EMP within the next year.
- 1b. Provide for updated hard copies of the EMP to: Fire; Police; PW; and Admin.

1c. Fire Chief should conduct periodic EOC training and familiarization at the EOC location at the Fire Station.

1d. Continue City of Shavano Park participation in the Bexar County Hazard Mitigation Plan and update the plan based upon lessons learned from the Winter Storm event. Emergency Action Plan. Begin process for City to join the Bexar County Emergency Action Plan.

1e. Employee Job Descriptions should be updated to: 1) account for Emergency Operations Center (EOC) duty for all who could be required to man the EOC; 2) designation of “essential personnel”

2. Observation: The City does not have a policy to address emergency situations or large incidents.

Discussion: The EMP is a couple hundred pages long and difficult to extract the key information. A policy that outlines the transition to an emergency situation and the key areas of implementation of the EMP would have been helpful in creating a common situational awareness. Policy could establish mission essential personnel and address expectations for working physically at City Hall and remotely. A policy should assist in ensuring manpower needs are met during an emergency event. This may include cancelling scheduled leave and well as standard staffing and manning requirements and shifts.

Policy should address the chain-of-command structure and authorities in an emergency and as well as establish a general list of conditions for when the Shavano Park EOC will be initiated.

Recommendation: Draft for City Council consideration an Emergency Management Policy. If approved, include this policy in the Employee Handbook.

3. Observation: The City has identified the requirement for backup electrical generators for City Hall and the Fire / PW buildings, but has not implemented.

Discussion: While the City has been planning to resource backup generators for City Hall and the Fire / PW buildings, backup generators were not in place during the Winter Storm event. Fortunately, power to City Hall or the Fire / PW building was never lost. Had power been lost, Police, Fire, and Public Works would have been significantly challenged to meet basic mission requirements and highlights the critical need for backup power. With no power / backup power for the City servers and phones, the entire network will crash in about 10 – 15 minutes after power outage (once battery backups run out). This means the Departments only operational communications would have been be battery-powered cell phones, Wi-Fi hotspots and radios. As a special note, the SCADA monitoring and control system for the water system will be lost as well with no power (only if both sides of street loose power).

It is noted that providing backup generators comes at a fairly significant cost and is not a simple “plug in” fix. Moreover once generators are installed, a monthly maintenance program must be implemented.

Fortunately, City Council has provided for funds and staff will make recommendations for an emergency generator to power City Hall if all power is lost during the March 2021 City Council Meeting.

City Council has also initiated funding in the Capital Replacement Fund for an emergency generator to power the Fire and PW building should power be lost. Staff estimates

the cost of this generator to be \$75,000 and as of the FY 2021 budget, the City will have allocated \$53,750 towards that cost.

Recommendation: City Council should consider fully funding the Fire / PW buildings backup generator in the FY 2022 Budget.

4. Observation: Backup generators for use other than City Hall, Fire, and PW building have not been considered.

Discussion: Generally, backup generators during this winter storm event were not required, they would have been useful and had power gone out across the City, backup generators would have been critical. Backup generators requirements specifically for the different components of the water system have not been identified. Resourcing backup generators can be accomplished by either purchasing them or renting them – each option has its advantages and disadvantages. It may be possible to enter into an advance lease agreement.

Recommendation: Over the next year, backup generation requirements and prioritization should be assessed and presented to City Council.

5. Observation: Preparations for remote work and meetings to meet the challenges of COVID Pandemic significantly facilitated admin staff's ability to work remotely and support the emergency requirements.

Discussion: Admin purchased with CARES Act funding 6 laptops and configured them for remote access. Many of these were used by staff in the crisis to access email, files, and to distribute emergency management information to residents as well as coordinate with other agencies.

Recommendation: Assess additional remote access needs and plan, resource as required.

6. Observation: Specific to this emergency event, each Department adequately planned internally for the event.

Discussion: Fire, Police, PW, and Admin internally anticipated the winter storm event and adequately planned arrangement for continuity of operations. It is acknowledged that the severity of the winter storm was not anticipated early as the forecasts for the weather conditions changed for the worse daily. Standing up the EOC would have likely increased overall planning. It is also acknowledged that EOC meetings could have been through remote access (e.g. Zoom).

Recommendation:

7. Observation: If power was lost to City Hall during extended power outages the key fobs used to access the building would have likely not worked.

Discussion: City Hall exterior doors are all secured with key fobs. Police discovered not all staff supervisors had key access to the building in the event of power loss taking down electronic key fob access. This was immediately corrected by issuing keys to all supervisors that open the three secure side entrances into the Police Department.

There is still a question on how City admin staff would access to offices during an extended power outage. Police have keys to access Police exterior doors (secure lot side – vestibule entrance to PD). These keys do not work to access Administrative wing.

Additionally, access to the Police vehicle gate was opened up at the onset of the weather event and the electronic beam was blocked to ensure the entrance gate did not close and lock out patrol vehicles in the event of a power loss.

Recommendation:

- 7a. Test keys for Administrative wing, ensure emergency access keys are issued to key staff. Add emergency access key access responsibility to job description of those employees.
- 7b. Recommend city's generator project approval to move forward with installation.
- 7c. Review Police parking vehicle gate/exit options to include consideration to allow access onto DeZavala Road if primary Police entrance becomes unusable.

PREPARATION

1. Observation: The City has several emergency drive shaft engines, water interconnects, and backup generators (small) that require scheduled maintenance and exercise.

Discussion:

The PW has two diesel drive shafts that are designed to replace electrical power at Well 8 and the Huebner Ground Storage Tank (GST) in support of the water system. Both of these have 100 gal. fuel tanks. Because these are required so infrequently, both must be maintained and exercised on a monthly basis. This ensures recent operational usage and assists in maintaining the batteries, engine seals, and fuel quality. Fortunately, Public Works does a good job in monthly maintenance and exercising, which ensure successful use during the winter freeze event.

The City has an emergency water connection with SAWS to enable usage of SAWS water to augment Shavano Park water in case of a catastrophic loss of water system capability. In approximately 2015, the City successfully exercised this with the City of San Antonio and SAWS, but hasn't since. During the winter storm event, PW discovered the emergency interconnect was not functional.

The City has a hard fixed 5 KW generator at Well Site #1 to run the radio repeaters for Fire and Police communications system. Staff has now realized that we have not developed an effective maintenance and exercise schedule and it is unclear which department is responsible for maintaining it.

Fire and PW have several suitcase generators that have a capability to power small equipment and tools requirements. These are used on a regular basis and are generally well maintained.

Police has two small portable generators that may be used to power small areas. One of these were operational and the other was not. A regular maintenance and exercise schedule was not being followed.

Recommendation:

1a. Drive Shafts. Continue monthly maintenance and exercising to include training of all personnel and placing the drive shaft into operation for several hours at a time.

1b. Coordinate with SAWS for repair and exercise of the emergency interconnect. Develop a plan to exercise the interconnect once a year.

1c. Develop a plan to maintain and exercise all generators currently owned as well as those purchased in the future (e.g. City Hall Backup Generator)

2. Observation: The Fire (5x mobile vehicle mounted) and PW (8x handheld) have some backup VHF Radios for use as backup communications should cell cover be degraded or lost.

Discussion: The Fire has five (5) mobile vehicle mounted and PW has eight (8) handheld VHF radios, which are re-missioned (over 10 years old) police and fire radios. These radios communicate with a local antenna located on the Elevated Water Tower. This allows PW to communicate directly outside of cell phones during tasks such as traffic control and crack sealing. These radios can also be used in emergencies or have some backup VHF Radios for use as backup communications should cell cover be degraded or lost. Police do not have any of these VHF radios.

During the storm event, at times cell phone coverage was degraded and PW used VHF to communicate. Neither Police nor Fire used VHF during the winter storm. Police and Fire use newer radio systems to communicate with each other and Bexar County Dispatch. Bexar County has redundant transmission capabilities and police and fire backup VHF are not anticipated for emergency operations. However, if that system was down, Fire and Police could use VHF as a backup capability.

Recommendation: Continuously assess and maintain backup VHF communications capabilities for PW and consider additional capability to allow PW to communicate with Police and Fire in emergencies.

3. Observation: Some Police and Fire cell phones are prioritized on ATT FirstNet to facilitate communications during times of degraded communications.

Discussion:

ATT has a program called FirstNet that allows Law Enforcement, Fire, EMS and other first responder's priority cell phone coverage during degraded or overwhelming operations. This is a great advantage during an emergency.

The Police Department has five City provided cell phones (Chief, CAPT, Detective, Patrol SGT, and Code Compliance) as well as three mobile hotspots (Wi-Fi) which are supported by FirstNet that enables priority internet and phone coverage.

Fire has several personally owned cell phones that are supported by FirstNet (to include Chief and the Admin CAPT). Fire also has seven (7) mobile hotspots to power vehicle computers for dispatch. Each have batteries which are charged by vehicle but can be charged by USB connection to electricity.

PW has one tablet and three mobile hotspots which they use to monitor and run the water system laptops that are supported by FirstNet. PW does not have cellphone FirstNet prioritization or Mobile hotspots to facilitate their continuity of operations. The City could issue 1 cellphone that is rotated to the on-duty water personnel (much like the Duty Sergeant phone in PD). That should be justifiable with AIT for FirstNet service. Cost: \$40/month

Recommendation: Assess and increase more mobile hotspots or FirstNet capability as needed with focus on PW.

4. Observation: Internal preparation communications within Departments was not all received or acknowledged.

Discussion: In two departments staff was related information by text or email that may or may not have been effectively received or acknowledged.

Recommendation: Multiple means of communications need to be identified and worked into Department policies and procedures.

5. Observation: Some Departments lacked basic sustainment emergency supplies prior to the winter event.

Discussion: Food normally available for employees was not available for several days during the winter event. Some residents and Council members volunteered efforts and resources to provide food and supplies. The Fire Department also provided Meal's Ready to Eat (MRE's) as an emergency backup to the Police and Public Works. Fire has approximately 30 cases of MRE's that were donated to the Department during Hurricane Harvey. All of the meals expire in October 2021.

Other supplies were also needed to include bottled water, cots to sleep on, and other supplies. We were fortunate that staff did not lose potable water, but if we would have we would have run short quickly.

Personnel must also have an emergency supply of personal items and medications.

Recommendation:

5a. Each Department should develop a list of supplies to be maintained for use during emergency operations to be able to sustain itself for up to seven days. These supplies must be stored appropriately and rotated periodically.

5b. Fire should maintain a pallet of bottled water at all times. These must be stored appropriately and rotated periodically.

5c. Purchase additional MRE's with a 2-3 year (or longer) shelf life to use in case of an emergency.

5.d. An Emergency policy should address individual staff responsibilities for maintaining up to 7 days' supply of personal items and medications.

6. Observation: Public Works required water and road supplies to be purchased during the event.

Discussion: The storage of common parts and supplies to be used during emergencies would greatly improve the responsiveness and efficiency of work.

Recommendation: Public Works should develop a list of common materials and replacement parts to be maintained for use during emergency operations. These materials and parts must be stored appropriately and rotated periodically.

7. Observation: Not all required NIMS training has been accomplished or maintained.

Discussion: National Incident Management System (NIMS) is adopted by the City in the emergency management plan, and is used on every emergency response by the Fire Department regardless of size of incident. By FEMA mandate personnel manning the Emergency Operations Center (EOC) are to have NIMS certifications and training as designated by their roles and established by FEMA. This includes Command functions such as the Department Directors, City Manager, and the Mayor, as well as those working on the logistical side of things such as IT, Finance, and other support functions. Some training has been accomplished, but not all required training is completed. NOTE: Required training vs. mission requirements must be balanced due to the potentially extensive training required compared to the value gained.

Additionally, local, state, tribal and territorial jurisdictions are required to adopt National Incident Management System (NIMS) and be in compliance with training standards in order to receive federal Preparedness Grants. Emergency Management Performance Grants could be key resource for funding recommendations found in this document. Without NIMS compliance the City is not eligible for these grants opportunities.

Recommendation:

7a. Assess the required FEMA mandated NIMS certifications and training as designated by their roles and develop a recommended training plan for all required.

7b. Determine if there are any potential Emergency Management Performance Grants.

EXECUTION

1. Observation: Despite the challenges, leadership across the City Staff maintained effective communications.

Discussion: Directors were in constant communication with each other and the City Manager. All worked well to anticipate and plan what were immediate needs, and future needs.

Although the EOC was not stood up, physical meetings would have been challenging and not common as leaders were in the field getting things done.

Once it was known PW Director was becoming overwhelmed with tasks, the Police and Fire Chiefs increased levels of communication to alleviate the PW Director so he may focus on addressing his critical department needs. AT&T FirstNet proved vital when cell phone coverage slowed or became sparse. At times, information was delayed to the public due to City staff working remotely and losing electricity and internet. Currently, the City is limited to a two employees who can publish on i-INFO and only one can publish via social media and message board.

The Police Department command staff have all been issued hotspot modems, which ensures laptops can maintain communications if needed without home based Wi-Fi.

Recommendation:

- 1a. Consider ways to allow additional Directors to post through i-INFO, social media, or electronic message boarding.
- 1b. Consider additional city issued hotspots modems to aid in having Wi-Fi access remotely when power is affected and traditional internet access is disabled.

2. Observation: Adverse Road Conditions made staff travel difficult as well as created hazardous conditions throughout the City.

Discussion: With icy roadways, it was difficult to maneuver different areas of the city. PW deployed sand to numerous intersections and hazardous locations by shoveling the sand by hand from the back of the truck. Later, PW was able to make a quick spray bar for the back of the small dump truck. It was determined that if PW purchased a tank of liquid brine, then it could be a second apparatus to apply a de-icing agent to the bridges, culverts. A small sand spreader to attach to the big dump truck would facilitate the task of spreading sand. The Police Department's secure parking lot and entrance quickly become iced over. PW sanded the entrance to the lot, but not the inside.

Now that locations have been identified as having the potential for extreme icing and necessary closures, ensure locations are identified on a checklist for future needs to stage barricades in the event of necessary actions.

Recommendation:

- 2a. The Fire Department should consider purchase of tire chains for the engine and at least one ambulances. The PW should purchase snow chains for the dump truck and one utility truck.
- 2b. The PW should consider a purchase of a sand spreader and a tank of liquid brine.
- 2c. Police and Fire consider purchase of 3-4 50lb bags of iodized salt or salt tablets to spread out as necessary in the case of icing. This will free up Public Works assets.
- 2d. Ensure barricades are staged at locations for police access to close roads in the event of icing and eliminate PW from having to do it.

3. Observation: During the winter storm event, fuel became in short supply.

Discussion: With many of the local gas stations not having power, running out of fuel and roadway conditions preventing refilling of the stations, fuel became an issue. PW yard has a 500 gallon diesel tank, but began the winter event at approximate 250 gals. During the course the event PW / Fire used approximately 200 gals and PW did not run out of diesel. PW was able to get the 500 gal diesel tank refilled on Tuesday (refuel was possible in the emergency due to the prioritization of use for emergency responders).

Each backup water drive shaft engine holds 100 gallons of fuel and these were topped off prior to the event, however, they ran for approximately three days. Fire (Engines and Brush Truck) and Public Works vehicles as well as equipment also run off diesel. Three PW vehicles run off of regular gasoline, but PW does not have a gasoline storage tank.

During the event, Police and PW were not able to use the current gas cards at the Exxon station, which was one of the only stations with available fuel. The City's backup fuel supply agreement became unavailable when the fuel location lost electricity at the beginning of the event and remained unavailable throughout the entire event. Police Officers were forced to obtain fuel further and further away from CoSP once demand began to overwhelm supply. Police command staff personnel were checking locations daily to find fuel availability.

Recommendation:

- 3a. Emergency events that can be anticipated, should result in an immediate top off of the 500 gal diesel fuel tank
- 3b. PW should consider a medium gasoline fuel tank at the PW yard and make a recommendation for approval.
- 3c. The fuel card issue needs resolution.
- 3d. Multiple fuel agreements may need to be considered

4. Observation: Numerous water facilities were not adequately winterized.

Discussion: Numerous leaks and equipment failure occurred due to extreme freezing temperatures for an extended amount of time. On Saturday / Sunday evening Well #6 froze and became inoperable, which was critical since electricity was lost at Huebner and Wells #7 & 8.

On Monday, numerous leaks in the water system occurred to include the mothballed Wells #3 & 4. Structures need to be built better to incorporate all equipment inside a well ventilated building. Exposed pipes should be wrapped no matter if they were in a building or outside. All electrical heat cords must be checked for operational purposes. This will reduce the failures with pressure transducers.

Recommendation:

- 4a. Winterize Well #6 with structure and other requirements, which at the same time account for the hot temperatures in the summer months.
- 4b. All inactive Wells must be assessed and maintained / winterized to prevent future freezing events.
- 4c. A complete assessment must be made of all water infrastructure with recommendations prioritized (Winter Event / Summer Heat Event / Other e.g. loss of power for extended periods).

5. Observation: With the loss of Wells #7 & 8, the City has only Wells #5 & 6 available to supply water and this is not normally adequate during emergency or normal operations.

Discussion: Wells # 5 & 6 each pump a little over 200 gals per minute. While Well #5 remained in operation and essentially maintain adequate water pressure in the system, this most certainly would not have been adequate in higher use periods. The City has taken initial steps to evaluate whether Well #1 could be placed back in operation. If it were operational, it may in the future provide critical backup in case of future failures.

Recommendation: Evaluate the capability and the cost of placing Well #1 back into operation and provide recommendations and analysis to WAC and City Council.

6. Observation: Debit Card availability was limited during the emergency snow event.

Discussion: The City currently had only one debit card (was pending completion of the new City Secretary transition at Frost). With only one debit card, held in the Administrative Office, it limited access during the emergency. The Finance Director did provide the PW Director with the card during the recent emergency as his department was the most directly affected by the storms.

Recommendation: Consider additional City debit cards, either for the PW Director or for the Fire Chief.

7. Observation: Police holding cell water lines became frozen.

Discussion: A water leak was discovered during the weather event in holding cell #3 as a result of a frozen water line break. On site command staff and employees did not have access to shut off the water to the affected area.

Recommendation: Ensure in an established checklist, the water to all holding cells is turned off prior to an emergency event occurring. Ensure a box key is accessible to on-duty staff in order access and shut off the water as necessary.

8. Observation: Payroll continuity with limited electrical or internet access

Discussion: Payroll was processed with direct deposit using base hours where necessary. If City Hall had lost electricity or internet capabilities, manual checks would have been used as there would have been no way to the calculate amounts or transmit the payroll file to the bank. Paper payroll registers are maintained and would be used for payroll preparations during an emergency, if needed.

Recommendation: Ensure there is a sufficient stock of paper payroll checks on hand. Consider adding the Finance Director as an emergency check signer.

9. Observation: Maintaining i-INFO and Social Media communications was challenging working remote and in some cases with no electricity or Wi-Fi / Internet

Discussion: During the Winter Storm, it was critical for all information systems to be used to pass information to the Shavano Park residents. The City Manager, City Secretary, and Assistance to the City Manager (all who traditionally are tasked with information distribution) all were forced to work remotely and all experienced some challenges. Both the City Secretary and Assistant to the City Manager were at times confined to their homes with no electricity or Wi-Fi / internet service.

Fortunately, all were able to find ways to communicate by working remotely and moving to locations where Wi-Fi was available, but certain periods existed when pushing information was not possible.

Recommendation: Alternate administrators of information systems need to be assigned and trained (i-INFO, Twitter, Facebook, Nextdoor).

10. Observation: No preexisting Public Information messages existed

Discussion: If the City had pre-scripted public information messages that addressed a number of emergency situations, in times of emergency, these would be of great assistance. Examples could be related to preventing pipes from freezing; what to do when power goes out; and what to do upon loss of water.

Recommendation: Develop pre-scripted public information messages that address a number of emergency situations.