

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 16, 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.

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 - City of Shavano Park San Antonio Radio Field Day, June 24-26, 2022 - Mayor Werner**

6. REGULAR AGENDA ITEMS

- 6.1. Discussion / action - Consideration and approval of Resolution R-2022-008 canvassing the returns and declaring the results of a bond election; and other matters in connection therewith - City Council**
- 6.2. Discussion / action - Resolution No. R-2022-009 canvassing the returns and declaring the results of the 2022 General Election and the 2022 Special Election - City Council**
- 6.3. Oath of Office - Newly Elected Officials - Mayor / City Secretary**
- 6.4. Discussion / action - Appointment of Mayor Pro Tem - City Council**
- 6.5. Discussion /Action - Resolution R-2022-010 amending City Policy No. 11 - Signs on City Property to clarify the regulations of signs on city property and to formally adopt the proposed sign areas designated by the City Manager during the voting period - City Manager**
- 6.6. Discussion / action - Consideration for Towing and Impound Services - Chief Fox**
- 6.7. Discussion - Setting a Vision for High-Speed Internet - Ald. Miller**
- 6.8. Discussion / action - Property Maintenance Code Revisions - Ald. Miller**
- 6.9. Discussion / action - Real Property - Possible Executive Session pursuant to Texas Government Code §551.072, Deliberation regarding Real Property - City Council / City Attorney**

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 - City Council Town Hall Special Meeting Minutes, April 20, 2022**
- 8.2. Approval - City Council Meeting Minutes, April 25, 2022**
- 8.3. Accept - Planning and Zoning Commission Minutes, April 6, 2022**
- 8.4. Approval - Resolution R-2022-011 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. Certificate of Appointment extending the appointment Dr. Woo as the Health authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District**
- 8.6. Accept - Re-submittal of Final Plat of Pond Hill Garden Villas Unit 2 subdivision 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.**
- 8.7. Accept - Re-submittal of 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.**
- 8.8. Approval - Waiver of Penalty and Interest on Tax Account 04782-021-1812 due to administrative error by Bexar Appraisal District**

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 9th day of May 2022 at 7:22 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, www.shavanopark.org, in compliance with Chapter 551, Texas Government Code.

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 short-term leasing contract for Dan Williams, Inc. use of the overflow parking during construction improvements of the NW Military Highway project – TBD’ed**
- b. **Consideration for Public Works / Water to relocate approximately 113 water service lines in preparation for future road reconstruction - May**
- c. **Discussion / action - Consideration for Well #1: place back into operation or plug the Well to meet TCEQ requirements - May**
- d. **Discussion / action - Ordinance O-2022-004 Fiscal Year 2021-22 Budget Amendment #1 - May**
- e. **Discussion - Consideration of Ordinance O-2022-002 adopting sections of the 2018 International Property Maintenance Code for commercial properties – May**
- f. **Annual Compensation Review - Annual June Workshop**
- g. **Resolution R-2022-0XX designating authorized signers of all banking depository accounts - Annual June**
- h. **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**
- i. **Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities - February / August**
- j. **City Council consideration for moving the September City Council meeting to meet budget approval milestones – Annual August**
- k. **City Council adoption of organizational chart - Annual August**
- l. **Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- m. **Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2022-23 - Annual September**
- n. **Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park**

Crime Control & Prevention for FY 2022-23 - Annual September

- o. Public Hearing - Proposed Annual Operating and Capital Budget - FY 2020-21 Annual September**
- p. 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**
- q. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September**
- r. Record vote to ratify the property tax increase reflected in the FY 2022-23 budget (Record Vote) - Annual September**
- s. 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)**
- t. 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**
- u. 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**
- v. Disposal of City Equipment / Furniture - Annual October or November as needed**
- w. Adoption of Official City Holiday Schedule - Annual October or November**
- x. Approval of the yearly tax roll - Annual November**
- y. Crime Control Prevention District funding placed on ballot - January 2024**
- z. Street Maintenance Fund funding placed on the ballot - January 2026**
- aa. Accepting the FY 2022 Financial Statement Audit - Annual January**

- bb. Quarterly and Annual Investment Reports, ending September 30, 2021 - Annual January**
- cc. Appointment of Council Appointed Positions - Annual January**
- dd. Annual Crime Report – Annual January**
- ee. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February**
- ff. Records Retention Policy - Annual January**
- gg. Shavano Park Police Department Racial Profiling Report - Annual January/February**
- hh. City of Shavano Park Investment Policy - Annual February**
- ii. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- jj. Revisions to Employee Handbook - Annual February**
- kk. FY 2021 - 22 Budget Amendment (Annual February or March)**
- ll. Set City Manager Annual Performance and Salary Review for April – Annual March**
- mm. Arbor Day Proclamation – Annual March**
- nn. Monarch Butterfly Proclamation – Annual March**
- oo. Consideration for calling a Special Meeting to Canvass the May elections and/or to reschedule the Regular City Council Meeting - Annual April**
- pp. Annual review / salary of the City Manager - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters Review - Annual April**
- qq. Resolution No. R-2022-00X canvassing the 2021 General Election / Oath of Office - Newly Election Officials / Appointment of Mayor Pro Tem – Annual May**
- rr. Annual Budget Calendar - Annual May**
- ss. Resolution R-2024-0XX appointing Dr. Woo as the Health authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District - Biennial May even years**
- tt. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**

**uu. Annual update on bond revenue opportunities by Bond Counsel – Annual May
vv.**

CITY OF SHAVANO PARK

PROCLAMATION

WHEREAS, the City of Shavano Park works with the San Antonio Radio Club to prepare for emergencies and licensed Amateur Radio operators have demonstrated their value in public assistance by providing emergency radio communications; and

WHEREAS, for over 101 years, these Amateur Radio operators donate these services free of charge in the interest of the citizens of the City as well as the world; and

WHEREAS, these Amateur Radio operators are on alert for any emergency, local or worldwide, and practice their communication skills during the American Radio Relay League's Field Day exercise; and

WHEREAS, this year's Amateur Radio Field Day for the San Antonio Radio Club will take place outside the City of Shavano Park City Hall on June 24-26, 2022 and has been doing so since 2003;

NOW, THEREFORE, I, Robert Werner, Mayor of the City of Shavano Park, hereby declare the week of June 24-26, 2022 as

AMATEUR RADIO WEEK

in recognition of this important emergency preparedness exercise, and call upon all citizens to pay tribute to the Amateur Radio operators that assist our City.

Robert Werner, Mayor

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 6.1

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Consideration and approval of Resolution R-2022-008 canvassing the returns and declaring the results of a bond election; and other matters in connection therewith - City Council

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Attachments for Reference – Resolution No. R-2022-008

BACKGROUND / HISTORY: On February 18, 2022 the City Council voted to call a Bond Election on May 7, 2022 for the potential issuance of \$10M in bond debt to pay for the City's Street Maintenance Plan.

DISCUSSION:

City Council will take action on the R-2022-008 canvassing the returns and declaring the results of the bond election.

The Bond Election.

ISSUANCE OF BONDS FOR DESIGNING, DEMOLISHING, CONSTRUCTING, RENOVATING, IMPROVING, EXTENDING AND MAKING PERMANENT STREET, SIDEWALK, DRAINAGE AND ANY RELATED IMPROVEMENTS IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$10,000,000, AND LEVYING A TAX IN PAYMENT THEREOF, WITH PRIORITY GIVEN TO THE FOLLOWING: BENT OAK DR., CHIMNEY ROCK LN., CLIFFSIDE DR., END GATE LN., FAWN DR., SADDLETREE RD., SHAVANO DR., WAGON TRAIL RD., WINDMILL RD., POST OAK WAY, CUL-DE SACS: ELM SPRING LN., HONEY BEE LN., HUNTERS BRANCH, HUNTERS BRANCH SOUTH, TURKEY CREEK ROAD, AND DE ZAVALA RD.” THE ISSUANCE OF BONDS FOR DESIGNING, DEMOLISHING, CONSTRUCTING, RENOVATING, IMPROVING, EXTENDING AND MAKING PERMANENT STREET, SIDEWALK, DRAINAGE AND ANY RELATED IMPROVEMENTS IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$10,000,000, AND LEVYING A TAX IN PAYMENT THEREOF, WITH PRIORITY GIVEN TO THE FOLLOWING: BENT OAK DR., CHIMNEY ROCK LN., CLIFFSIDE DR., END GATE LN., FAWN DR., SADDLETREE RD., SHAVANO DR., WAGON TRAIL RD., WINDMILL RD., POST OAK WAY, CUL-DE SACS: ELM SPRING LN., HONEY BEE LN., HUNTERS BRANCH, HUNTERS BRANCH SOUTH, TURKEY CREEK ROAD, AND DE ZAVALA RD.”

COURSES OF ACTION: Approve Resolution R- 2022-008 canvassing the returns and declaring the results of the Bond Election or provided further guidance.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION – I move to adopt Resolution R-2022-008 canvassing the returns and declaring the results of the bond election

A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF A BOND ELECTION; AND OTHER MATTERS IN CONNECTION THEREWITH

* * * * *

WHEREAS, on February 18, 2022, the City Council (the *Council*) of the City of Shavano Park, Texas (the *City*) ordered an election to be held on May 7, 2022 for the purpose of determining whether the resident, qualified voters of the City would authorize the issuance of general obligation bonds by the City; and

WHEREAS, the Council has reviewed and investigated all matters pertaining to this election, including the resolving, notices, election officers, holding, and returns thereof; and

WHEREAS, the Council hereby canvasses the returns of this election, at which there was submitted to all resident, qualified voters of the City for their action thereupon, the following proposition:

MEASURE A

“Shall the City Council of the City of Shavano Park, Texas be authorized, in accordance with applicable law, to issue and sell one or more series of general obligation bonds of the City, in the aggregate principal amount of not more than \$10,000,000 with such series or issues of bonds, respectively, to mature serially or otherwise within not to exceed thirty years from their date and to be sold at such prices and bear interest at such rates (whether fixed, floating, variable, or otherwise, but in no case at a rate that exceeds the maximum rate per annum authorized by applicable law at the time of any such issuance), as shall all be determined within the discretion of the City Council, for the purpose of making permanent public improvements or for other public purposes, to wit: designing, demolishing, constructing, renovating, improving, reconstructing, restructuring and extending streets and thoroughfares and related land and right-of-way sidewalks, streetscapes, collectors, drainage, landscape, signage, acquiring lands and rights-of-way necessary thereto or incidental therewith, with priority given to the following street projects:

- Bent Oak Dr.
- Chimney Rock Ln.
- Cliffside Dr.
- End Gate Ln.
- Fawn Dr.
- Saddletree Rd.
- Shavano Dr.
- Wagon Trail Rd.
- Windmill Rd.
- Post Oak Way

- Cul-de-sacs: Elm Spring Ln., Honey Bee Ln., Hunters Branch, Hunters Branch South, Turkey Creek Rd.
- De Zavala Rd.

and in providing for the above public improvements, the City Council shall have the option to (i) utilize other funds available for such purposes and (ii) abandon such indicated public improvements that are reliant, in part, on external sources of funding that (for whatever reason) do not materialize or because unforeseen changes in fact or circumstance make the anticipated expenditure no longer wise or necessary (as determined by the City Council), and after making due provision for the improvements listed above or determining that the public improvement project will not proceed for a reason heretofore described, the City Council may, in its discretion, use any excess funds for constructing, reconstructing, restructuring, and extending other streets and thoroughfares and related land and right-of-way sidewalks, streetscapes, collectors, drainage, landscape, signage, acquiring lands and rights-of-way necessary thereto or incidental therewith; and shall the City Council be authorized to levy and pledge, and cause to be assessed and collected, within the limitations prescribed by law, annual ad valorem taxes on all taxable property in the City sufficient to pay the annual interest and sinking fund to pay the bonds at maturity and to pay the costs of any credit agreements executed in connection with the bonds?"

and

WHEREAS, the Council has diligently inquired into the poll lists and the official election returns which were duly and lawfully made to the Council by the judges and clerks holding and conducting such election; the poll lists and the official election returns showing separately the votes cast in the election; and

WHEREAS, from these returns, this Council hereby finds that the following votes were cast in the election by voters who were resident, qualified voters of the City:

PROPOSITION A

"THE ISSUANCE OF BONDS FOR DESIGNING, DEMOLISHING, CONSTRUCTING, RENOVATING, IMPROVING, EXTENDING AND MAKING PERMANENT STREET, SIDEWALK, DRAINAGE AND ANY RELATED IMPROVEMENTS IN THE AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$10,000,000, AND LEVYING A TAX IN PAYMENT THEREOF, WITH PRIORITY GIVEN TO THE FOLLOWING: BENT OAK DR., CHIMNEY ROCK LN., CLIFFSIDE DR., END GATE LN., FAWN DR., SADDLETREE RD., SHAVANO DR., WAGON TRAIL RD., WINDMILL RD., POST OAK WAY, CUL-DE-SACS: ELM SPRING LN., HONEY BEE LN., HUNTERS BRANCH, HUNTERS BRANCH SOUTH, TURKEY CREEK ROAD, AND DE ZAVALA RD."

| | <u>For</u> | <u>Against</u> |
|--------------------------------------|------------|----------------|
| Early Votes (including mail ballots) | 388 | 82 |
| Election Day Votes | 142 | 33 |
| TOTAL | 530 | 115 |

NOW, THEREFORE,

IT IS ACCORDINGLY FOUND, DECLARED, AND RESOLVED BY
THE CITY COUNCIL OF
THE CITY OF SHAVANO PARK, TEXAS THAT:

SECTION 1: The Council officially finds, determines, and declares that the election was duly and properly ordered, that proper legal notice of such election was duly given in the English language, and the Spanish language (to the extent required by law), that proper election officers were duly appointed prior to the election, that the election was duly and legally held, that all resident, qualified voters of the City were permitted to vote at the election, that due returns of the results of the election had been made and delivered, and that the Council has duly canvassed such returns, all in accordance with the laws of the State of Texas and of the United States of America, and the ordinance calling the election.

SECTION 2: A MAJORITY of the resident, qualified voters of the City of Shavano Park, Texas voting in such election, having voted FOR the authorization and issuance of \$10,000,000 of bonds and the levy and pledge of the tax in payment thereof as provided in Measure A, the Council hereby finds and determines that Proposition A passed at the election, that the election was duly called, that proper notice was given, and that the election was held in all aspects in conformity with the law, and that the Council is hereby accordingly authorized to issue the bonds and to levy the tax in accordance with the authority granted in the Measure and with law.

SECTION 3: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Council.

SECTION 4: All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 5: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 6: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Council hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 7: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 8: Pursuant to the provisions of Section 1201.028, as amended, Texas Government Code, this Resolution shall be effective immediately upon adoption.

* * *

PASSED, ADOPTED AND APPROVED on May 16, 2022, the date of the canvassing meeting.

CITY OF SHAVANO PARK, TEXAS

Mayor

ATTEST:

City Secretary

(CITY SEAL)

CERTIFICATE OF CITY SECRETARY

THE STATE OF TEXAS

§

COUNTY OF BEXAR

§

CITY OF SHAVANO PARK

§

§

§

THE UNDERSIGNED HEREBY CERTIFIES that:

On May 16, 2022, the City Council (the *Council*) of the City of Shavano Park, Texas (the *City*) convened in regular session at its regular meeting place in the City Hall of the City (the *Meeting*), the duly constituted members of the Council being as follows:

| | |
|-------------------|----------------|
| Bob Werner | Mayor |
| Maggi Kautz | Mayor Pro-Term |
| Albert Aleman | Councilmember |
| Konrad Kuykendall | Councilmember |
| Pete Miller | Councilmember |
| Lee Powers | Councilmember |

and all of such persons were present at the Meeting, except the following: _____, thus constituting a quorum. Among other business considered at the Meeting, the attached Resolution (the *Resolution*) entitled:

A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE
RESULTS OF A BOND ELECTION; AND OTHER MATTERS IN
CONNECTION THEREWITH

was introduced and submitted to the Council for passage and adoption. After presentation and discussion of the Resolution, a motion was made by Councilmember _____ that the Resolution be finally passed and adopted. The motion was seconded by Councilmember _____ and carried by the following vote:

___ voted "For" ___ voted "Against" ___ abstained

all as shown in the official Minutes of the Council for the Meeting.

The attached Resolution is a true and correct copy of the original on file in the official records of the City; the duly qualified and acting members of the Council on the date of the Meeting are those persons shown above, and, according to the records of my office, each member of the Council was given actual notice of the time, place, and purpose of the Meeting and had actual notice that the Resolution would be considered; and the Meeting and deliberation of the aforesaid public business, was open to the public and written notice of said meeting, including the subject of the Resolution, was posted and given in advance thereof in compliance with the provisions of Chapter 551, as amended, Texas Government Code.

IN WITNESS WHEREOF, I have signed my name officially and affixed the seal of the City, this 16th day of May, 2022.

Trish Nichols
City Secretary
City of Shavano Park

(CITY SEAL)



May 9, 2022

Via E-Mail & Federal Express

Norton Rose Fulbright US LLP
98 San Jacinto Boulevard, Suite 1100
Austin, Texas 78701-4255
United States

Stephanie V. Leibe
Partner
Direct line +1 512 536 2420
Stephanie.leibe@nortonrosefulbright.com

Bill Hill
City Manager
City of Shavano Park
900 Saddletree Court
Shavano Park, Texas 78231

Tel +1 512 474 5201
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nortonrosefulbright.com

Re: City of Shavano Park, Texas - Bond Election – May 7, 2022

Dear Mr. Hill:

I enclose the following documents for execution at the Monday, May 16, 2022 regular meeting of the City Council to canvass the election results:

1. Resolution Canvassing the results of the Bond Election (two originals plus five signature pages); and
2. Certificate of Secretary pertaining to the Canvassing Resolution (two originals plus five signature pages).

Please note that two members of the City Council constitute a quorum for the **limited** purpose of canvassing election results.

Please return one completed copy of the Secretary's Certificate and all executed signature pages to me. The completed copies of the aforementioned documents should be retained for the City's files.

I also enclose for your convenience as Exhibit A to this letter the agenda item to be utilized in preparing the agenda for the canvassing meeting. Thank you for ensuring that this agenda item is posted in accordance with the provisions of the Texas Open Meetings Act. Lastly, I enclose as Exhibit B to this letter the motion language that can be utilized for this item.

Exhibits A and B are also enclosed in Word format for your convenience.

Thank you, in advance, for your prompt attention to this matter. If I can provide any additional assistance concerning this matter, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'S. Leibe'.

Stephanie Leibe

SVL/km

Mr. Bill Hill
May 9, 2022
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 NORTON ROSE FULBRIGHT

Enclosures

cc: **VIA EMAIL**

Mr. Bob Werner (Shavano Park, Texas)
Ms. Brenda Morey (Shavano Park, Texas)
Ms. Trish Nichols (Shavano Park, Texas)
Mr. Curtis Leeth (Shavano Park, Texas)
Mr. Duncan Morrow (Frost Bank)
Mr. Kevin Escobar (Frost Bank)
Mr. Matthew A. Lee (Firm)
Mr. Chris Guevara (Firm)

EXHIBIT A

CONSIDERATION AND APPROVAL OF A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF A BOND ELECTION; AND OTHER MATTERS IN CONNECTION THEREWITH.

EXHIBIT B

I MOVE TO ADOPT A RESOLUTION CANVASSING THE RETURNS AND
DECLARING THE RESULTS OF A BOND ELECTION.

Summary Results Report
Joint Constitutional Amendment, General, Special,
Charter and Bond Election
May 7, 2022

UNOFFICIAL RESULTS
Vote Center 258 of 258
Bexar County

CITY OF SHAVANO PARK - PROPOSITION A

Vote For 1

| | TOTAL | VOTE % | Election Day | Absentee | Early Voting |
|-------------------------|------------|----------------|-----------------|-----------|-----------------|
| FOR | 530 | 82.17% | 142 | 84 | 304 |
| AGAINST | 115 | 17.83% | 33 | 9 | 73 |
| Total Votes Cast | 645 | 100.00% | 175 | 93 | 377 |
| Overvotes | 0 | | 0 | 0 | 0 |
| Undervotes | 8 | | 0 | 5 | 3 |

Jaime Callan

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 6.2

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action – Resolution No. R-2022-009 canvassing the returns and declaring the results of the 2022 General Election and the 2022 Special Election - City Council

☒

Attachments for Reference – Resolution No. R-2022-009

BACKGROUND / HISTORY: On January 24th Meeting, City Council voted to call a general election to elect three Aldermen and a special election to vote on the proposition 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.

DISCUSSION:

City Council will take action on the R-2022-009 canvassing the General Election called for the purpose of electing three Aldermen; and,

The Special Election to vote on the proposition to for "The "Reauthorization of the local sales and use tax in the City of Shavano Park at the rate of one-fourth of one percent to continue providing revenue for maintenance and repair of municipal streets to be held on May 7, 2022. The tax expires on the fourth anniversary of the date of this election unless the imposition of the tax is reauthorized."

COURSES OF ACTION: Approve Resolution R-2022-009 canvassing the returns and declaring the results of the 2022 General Election and the 2022 Special Election or provided further guidance.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION – Approve Resolution R-2022-009 canvassing the returns and declaring the results of the 2022 General Election and the 2022 Special Election

RESOLUTION No. R-2022-009

A RESOLUTION AND ORDER CANVASSING THE RETURNS AND DECLARING THE OFFICIAL RESULTS OF A GENERAL ELECTION TO ELECT THREE ALDERMEN AND A SPECIAL ELECTION FOR ONE PROPOSITION.

There came to be considered the returns of an election held on May 7, 2022 for the purpose of electing three Aldermen and voting one special election proposition, and it appearing from said returns, duly and legally made, that each of the candidates and the proposition in said election received the following votes:

GENERAL ELECTION

| FOR CITY COUNCIL | ELECTION TOTAL |
|--------------------------|---------------------------|
| Maggi Kautz | 355 |
| Konrad Kuykendall | 302 |
| Lee Powers | 323 |

The three candidates ran unopposed.

SPECIAL ELECTION

FOR PROPOSITION A

"The Reauthorization of the local sales and use tax in the City of Shavano Park at the rate of one-fourth of one percent to continue providing revenue for maintenance and repair of municipal streets. The Tax expires on the fourth anniversary of the date of this election unless the imposition of the tax is reauthorized."

| | EARLY VOTING / MAIL-IN | ELECTION DAY | ELECTION TOTAL |
|----------------|---------------------------------------|-------------------------|---------------------------|
| FOR | 339 | 138 | 477 |
| AGAINST | 59 | 29 | 88 |

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

That the election was duly called; that notice of said election was given in accordance with law and that said election was held in accordance with law; Maggi Kautz was elected as Alderman, Konrad Kuykendall was elected as Alderman and Lee Powers was elected as Alderman of the City of Shavano Park City Council.

SPECIAL ELECTION PROPOSITION A [Passed]

It is further found and determined that in accordance with the order of this governing body that the City Secretary posted written notice of the date, place and subject of this meeting on the bulletin board located at the City Hall, a place convenient to the public, and said notice having been so posted and remaining posted continuously for at least 72 hours preceding the date of this meeting. A copy of the return of said posting shall be attached to the minutes of this meeting and shall be made a part thereof for all intents and purposes.

PASSED AND APPROVED by the City Council of the City of Shavano Park this the 16th day of May, 2022.

Bob Werner, Mayor

Trish Nichols, City Secretary



BEXAR COUNTY ELECTIONS DEPARTMENT

Jacquelyn F. Callanen
ELECTIONS ADMINISTRATOR


Emergency Ballot Results
Shavano Park May 7, 2022 General Election

Reauthorization of Sales and Use Tax

| | |
|---------|-----|
| For | 477 |
| Against | 88 |
| Over | 1 |
| Blank | 14 |

Alderman
Unopposed Declared Elected

| | |
|-------------------|-----|
| Maggie Kautz | 355 |
| Konrad Kuykendall | 302 |
| Lee Powers | 323 |
| Blank | 112 |


Jacquelyn F. Callanen
Bexar County Elections Administrator

5-16-2022

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 6.3

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Oath of Office – Newly Elected Officials – Mayor / City Secretary

☒

Attachments for Reference: 1) N/A

BACKGROUND / HISTORY:

DISCUSSION:

The Mayor / City Secretary will ask the newly elected officials to step forward and take the Oath of Office.

COURSES OF ACTION:

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 6.4

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action – Appointment of Mayor Pro Tem - City Council



Attachments for Reference: 1) N/A

BACKGROUND / HISTORY:

As per the City of Shavano Park Code of Ordinances:

Sec. 2-27. - Mayor Pro Tempore.

At the first meeting of each new City Council, or as soon thereafter as practicable, one of the Aldermen shall be elected Mayor Pro Tempore, who shall hold office for one year. In the case of the failure, inability or refusal of the Mayor to act, the Mayor Pro Tempore shall perform the duties of the Mayor. When serving as Mayor as the presiding officer at City Council meetings, the Mayor Pro Tempore shall have the same rights and privileges and shall be entitled to vote on all matters. In the case of absence from the City or the failure, inability, or refusal of both the Mayor and the Mayor Pro Tempore to perform the duties of Mayor, the City Council may, at a City Council meeting, by a vote of three affirmative votes, select an acting Mayor Pro Tempore, who shall serve as Mayor with all the powers and privileges of Mayor until either the Mayor or Mayor Pro Tempore shall resume his duties of office. When such Acting Mayor Pro Tempore is serving as the presiding officer at City Council meetings, he shall have all the powers set forth in this section and in chapter 12, pertaining to elections, and shall be entitled to vote on all matters.

(Ord. No. 4, § 14, 2-20-1989)

DISCUSSION:

Council will appoint a Council Member to serve as Mayor Pro Tem for a one-year term.

COURSES OF ACTION: Appoint a Mayor Pro Tem for a one-year term.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: To appoint a _____ to serve as Mayor Pro Tem for a one-year term.

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 6.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion /Action – Resolution R-2022-010 amending City Policy No. 11 - Signs on City Property to clarify the regulations of signs on city property and to formally adopt the proposed sign areas designated by the City Manager during the voting period - City Manager

X

Attachments for Reference:

- 1) 6.5a Track Changes – Sign Policy
- 2) 6.5b Resolution R-2022-010
- 3) 6.5c City Policy No. 11 – Signs on City Property

BACKGROUND / HISTORY: In 2017 the City Council moved regulation of signs on City property from Ordinance to a Policy - creating City Policy 11 – Signs on Public Property. It has been amended from time to time as required to be consistent with City Ordinance and legal guidance.

DISCUSSION: These amendments seek to ease administration of signs on City property during the voting period.

A brief list of proposed changes:

- Added Map of designated areas for sign placement
- Removed the requirement that every sign have name and contact number of responsible party on the sign itself

COURSES OF ACTION: Approve Resolution R-2022-010 amending City Policy No. 11 - Signs on City Property; or decline and provide further guidance.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Resolution R-2022-010 amending City Policy No. 11 - Signs on City Property.



CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 11

SUBJECT: Signs on Public Property

May 16, 2022

1. References.

- a) Ordinance O-2021-012 Sign Ordinance
- b) Resolution R-2022-009 Sign Policy

2. Purpose. This policy regulates signs that may be placed on public property.

3. Staff Point-of-Contact. The point of contact for this policy is the Code Compliance Officer, at 210.391.0412 or codecompliance@shavanopark.org.

4. Definitions.

- a) *Non-commercial sign.* Any sign which does not advertise the sale, rent, or lease of goods, services, or property or a location that sells, rents, or leases goods, services, or property.
 - b) *Public Property.* Property owned by, or dedicated to the City, or owned by, or dedicated to other governmental entities. Signs located on public property shall be governed by a separate City Policy.
 - c) *Voting Period.* The period beginning with the first day of the early voting period and ending when the polls close on the designated Election Day. The voting period corresponds only with elections administered by Bexar County.
- 5. Policy.** Signs installed in violation of this policy are considered a nuisance and may be removed by the City Manager or his/her designee without notice.
- a) *Signs during voting periods.* Any person may install a non-commercial sign during the Voting Period on public property used as a polling place subject to the following restrictions:
 - 1) No sign may be installed prior to the beginning of 12:01 a.m. on the first day the Voting Period begins;
 - 2) All signs must be removed by 11:59 p.m. the day following the Voting Period;
 - 3) No sign may greater in size than four square feet;
 - 4) No sign may be higher than eight feet above grade;
 - 5) Signs may not be illuminated or have any moving elements;
 - 6) Each responsible party may only install three signs covered by this policy during each Voting Period.
 - 7) Signs may only be installed within the area designated by the City Manager in Exhibit A.

- b) *Public awareness signs.* It is recognized that there is a requirement for announcing and public awareness for city sponsored events. The City Manager approval is required for all public awareness signs on public property.

Exhibit A - Areas Designated for Sign Placement on Municipal Tract



RESOLUTION R-2022-010

A RESOLUTION AMENDING CITY POLICY NO. 11 – SIGNS ON CITY PROPERTY TO BE CONSISTENT WITH ORDINANCE O-2022-010.

WHEREAS, the City Council of the City of Shavano Park previously adopted Ordinance O-2021-012 amending the City's sign ordinance; and

WHEREAS, the City Council of the City of Shavano Park desires to clarify the regulations of signs on city property and to ratify the proposed sign areas designated by the City Manager during the voting period in order for the City to best conduct orderly and efficient governance and business in the interest of City citizens;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

1. That City Policy No. 11 – Signs on City Property is hereby amended to read as described in Attachment A.

PASSED AND APPROVED on by the City Council of the City of Shavano Park this the 16th day of May, 2022.

BOB WERNER, MAYOR

Attest:

TRISH NICHOLS, City Secretary



CITY OF SHAVANO PARK
900 Saddletree Court
Shavano Park, TX 78231

CITY POLICY NO. 11

SUBJECT: Signs on Public Property

May 16, 2022

1. References.

- a) Ordinance O-2021-012 Sign Ordinance
- b) Resolution R-2022-009 Sign Policy

2. Purpose. This policy regulates signs that may be placed on public property.

3. Staff Point-of-Contact. The point of contact for this policy is the Code Compliance Officer, at 210.391.0412 or codecompliance@shavanopark.org.

4. Definitions.

- a) *Non-commercial sign.* Any sign which does not advertise the sale, rent, or lease of goods, services, or property or a location that sells, rents, or leases goods, services, or property.
- b) *Public Property.* Property owned by, or dedicated to the City, or owned by, or dedicated to other governmental entities. Signs located on public property shall be governed by a separate City Policy.
- c) *Voting Period.* The period beginning with the first day of the early voting period and ending when the polls close on the designated Election Day. The voting period corresponds only with elections administered by Bexar County.

5. Policy. Signs installed in violation of this policy are considered a nuisance and may be removed by the City Manager or his/her designee without notice.

- a) *Signs during voting periods.* Any person may install a non-commercial sign during the Voting Period on public property used as a polling place subject to the following restrictions:
 - 1) No sign may be installed prior to the beginning of 12:01 a.m. on the first day the Voting Period begins;
 - 2) All signs must be removed by 11:59 p.m. the day following the Voting Period;
 - 3) No sign may greater in size than four square feet;
 - 4) No sign may be higher than eight feet above grade;
 - 5) Signs may not be illuminated or have any moving elements;
 - 6) Each responsible party may only install three signs covered by this policy during each Voting Period.
 - 7) Signs may only be installed within the area designated by the City Manager in Exhibit A.

- b) *Public awareness signs.* It is recognized that there is a requirement for announcing and public awareness for city sponsored events. The City Manager approval is required for all public awareness signs on public property.

Exhibit A - Areas Designated for Sign Placement on Municipal Tract



CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 6.6

Prepared by: Police Captain Dennis Kelley

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion / action - Consideration for Towing and Impound Services provider under RFP 2022-001 – Captain Kelley

X

Attachments for Reference:

- 1) 6.6a Towing & Impound RFP Scoring Matrix
- 2) 6.6b Texas Towing Bid
- 3) 6.6c Towing & Impound Services RFP

BACKGROUND / HISTORY: The City has maintained a long-standing relationship with Banis Towing to provide Towing and Impound Services for the Shavano Park Police Department. This relationship has been on a non-contractual basis for over twenty years.

Towing and Vehicle Storage Facilities maintain oversight by numerous regulatory agencies, to include the Texas Transportation Code, Texas Occupations Code, Texas Towing Act, Texas Department of Transportation, and the Texas Department of Licensing and Regulation.

To provide a service provider and the City with legal protections, while detailing the services performed and fee schedule, a contractual agreement is necessary and standard within the industry. This proposed action is also consistent with the City's efforts to remediate crash scenes and remove vehicles from roadways to prevent the obstruction of traffic and traffic hazards. Additionally, it provides for the safe storage of vehicles coming under our control until they are claimed per the terms of the contract agreement.

DISCUSSION: The City issued *TOWING AND IMPOUND SERVICES RFP 2022-001* on April 6, 2022. The RFP process has completed all steps as outlined in the published RFP schedule.

Four companies submitted bids to the RFP: (1) Banis Towing, (2) Pantusa Towing & Recovery, (3) Richard's Towing, and (4) Texas Towing. A scoring committee comprised of the Chief of Police, Police Captain, Fire Chief, and Public Works Director reviewed and scored the proposals (see attachment 6.5c).

The scoring committee made site visits to three (3) of the submitting companies to ensure requirements as set forth in the RFP meet or exceed such.

The scoring committee consensus and staff recommendation is to award a contract to TxTow Corp. dba Texas Towing as the City's Towing and Impound Services provider for three (3) years with an optional two (2) year extension upon approval of the City Council.

COURSES OF ACTION: Approve recommended service provider for Towing & Impound Services with the City of Shavano Park; or decline and provide further guidance to staff.

FINANCIAL IMPACT: There are minimal fees that may be incurred by the City. Fees may be assessed with the towing of light-duty city-owned vehicles at \$4/mi. **after** 15 miles and medium/heavy-duty vehicles at \$8/mi. **after** 15 miles. The City may be charged \$21.03/day for the storage of vehicles in which a "police hold" has been placed until the day the hold is released by the Department.

The proposal provides for a payment in the form of a \$50 administrative law enforcement fee, to be collected for each vehicle impounded by the Shavano Park Police Department, to be awarded back to the City of Shavano Park. Additionally, the proposal also provides for a \$100 reimbursement from auction proceeds collected above \$1,000 for each vehicle impounded and then sold at auction, to be awarded back to the City of Shavano Park. As dictated by state law, these proceeds are to be deposited into the City's general fund.

MOTION REQUESTED: Approve TxTow Corp. dba Texas Towing as the Towing & Impound Services provider for the City of Shavano Park and authorizing the City Manager to execute a contract for Towing & Impound Services with the City of Shavano Park.

City of Shavano Park
RFP Scoring Worksheet - FINAL
Towing & Impound Services

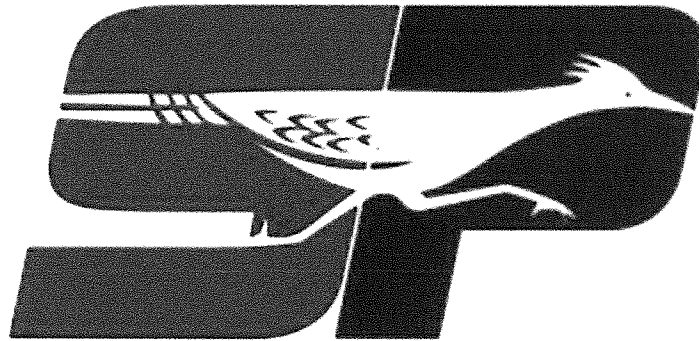
| | Banis Towing | Richard's Towing | Texas Towing | Pantusa Towing |
|----------------------------------------|---------------------|-------------------------|---------------------|-----------------------|
| Towing Services (25%) | 8.25 | 13 | 19.75 | 15 |
| Vehicles Storage Services (20%) | 10.5 | 7.5 | 16 | 10.75 |
| Reporting Services (10%) | 3.25 | 3 | 7 | 6 |
| Fee Collection Services (5%) | 1.25 | 3.5 | 4.25 | 3.25 |
| Security Services (10%) | 1.66 | 5 | 8.33 | 5.5 |
| Auction Services (10%) | 0.3 | 0.3 | 4 | 2.65 |
| Work History (15%) | 11.5 | 5.5 | 15 | 12.5 |
| Fee Schedule (10%) | 8 | 6.5 | 8.5 | 7 |

| | Banis Towing | Richard's Towing | Texas Towing | Pantusa Towing |
|----------------------|---------------------|-------------------------|---------------------|-----------------------|
| OVERALL SCORE | 44.71 | 44.3 | 82.83 | 62.65 |

2022

ORIGINAL

**TxTow Corp.
dba
Texas Towing**



CITY OF SHAVANO PARK
Response to RFP for
Towing and Impound Services
Project # 2022 - 001

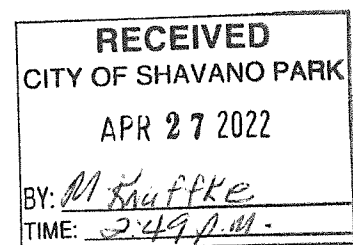


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| 5 | Experience, Background, Qualifications | |
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| 9 | *Conflict of Interest Questionnaire (Refer to RFP Sec. VII(E)) | |
| 10 | *Vendor Acknowledgement Form (RFP Attachment G) | |
| 11 | Proposal Checklist (RFP Attachment H) | |
| 12 | | |

TxTow Corp. DBA Texas Towing

4702 Center Park Blvd, San Antonio, TX 78218

Phone: 210-220-1000 Fax: 210-224-1018

Email: jkothman@texas towing.com Web Site: www.texas towing.com

Management:

President:

Jeff Kothman

Vice President:

Clay Jackson

Industry: *Incident*

*Management Towing and
Municipality Vehicle Storage*

Number of Employees: *60+*

Mission: *Our purpose is to provide Incident Management Towing and Municipality Vehicle Storage to our community with our experience in our industry, integrity on the job and willingness to grow with our community. We have a proven working history in our community, by making the right decision on behalf of the customer and by constantly improving on our recovery and towing techniques.*

Business Description: *We are a towing and vehicle storage company located in San Antonio, TX. We specialize in incident management towing and non-consent vehicle storage.*

Company Background: *Texas Towing was established in 1993 to serve our community in incident management towing and municipality vehicle storage. Through the years we have expanded to serve adjacent counties and municipalities. We have established solid recovery techniques used throughout our industry in advanced recovery of vehicles involved in accidents. Our dispatch center is one of the most advanced centers in our industry with live feeds to transguide and a CAD system that is capable of integrating directly to a municipalities CAD system.*

Products/Services: *We currently have a fleet of over 40 trucks and an average response time of 18 minutes that is matched by no other. We are the industry leaders in advanced recovery and incident management towing. We have an established and working relationship with other first responder units in San Antonio such as San Antonio Fire Department, San Antonio Police Department, Texas Department of Transportation, Alamo 1 Environmental, SWS Environmental and Bexar County Sheriff's Office.*

Technologies: *We helped develop and establish the current line of communication between the towing industry and the City of San Antonio and Bexar County Sheriff's Department's CAD System. We have implemented an Android app and Apple app that streamlined the transfer of information between our CAD system and the municipalities CAD system that we currently serve.*

Markets: *Municipalities and Law Enforcement Organizations*

Performance: *Texas Towing undergoes yearly performance reviews and financial audits to ensure that a level of performance set by our clients is met. It has been determined by various auditing firms, municipality auditors and compliance inspectors that we have continually met and exceeded their expectations.*

ATTACHMENT B

RESPONDENT'S QUESTIONNAIRE

1. **Respondent Information:** Provide the following information regarding the Respondent. (NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #1. If Joint Venture or Partnership, attach Joint Venture or Partnership Agreement.)

Respondent Name: TXTOW Corp dba Texas Towing
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: 4702 Center Park Blvd

City: San Antonio State: TX Zip: 78218

Telephone No.: (210) 220-1000 Fax No.: (210) 224-1018

Social Security Number or Federal Number, if applicable: 04-3648509
(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

Business Structure: Check the box that indicates the business structure of the Respondent.

☐ Individual or Sole Proprietorship

If checked, list Assumed Name, if any: _____

☐ Partnership

☒ Corporation

If checked, check one: ☒ For-profit ☐ Non-profit

Also, check one: ☐ Domestic ☐ Foreign

☐ Other

If checked, list business structure: _____

2. **Contact Information:** List the one person who the City may contact concerning your proposal or for setting dates for meetings.

Name: Jeff Kothman

Address: 4702 Center Park Blvd

City: San Antonio State: TX Zip: 78218

Telephone No.: (210) 336-0718 Fax No.: (210) 224-1018

E-mail: jkothman@texastowing.com

3. Does Respondent anticipate any mergers, transfer or organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

☐ Yes ☒ No

4. Is Respondent authorized and/or licensed to do business in Texas?

☒ Yes ☐ No If "Yes", list authorizations/licenses:

TDLR Towing Certificate # 0000035501C

TDLR Storage License # 0575798VSF

5. Where is the Respondent's corporate headquarters located? 4702 Center Park Blvd,
San Antonio, TX 78218

6. **Local Operation:** Does the Respondent have an office located in Bexar County, Texas?

☒ Yes ☐ No If "Yes", respond to (a) and (b) below:

- a. How long has the Respondent conducted business from its Bexar County office?

Years 29 Months 11

- b. State the number of full-time employees at the Bexar County office? 68

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

☐ Yes ☒ No If "Yes", state the name of the bonding company, date, amount of bond, and reason for such cancellation or forfeiture.

8. **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

☐ Yes ☒ No If "Yes", state the name of the bonding company, date, amount of bond, and reason for such cancellation or forfeiture.

9. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

☐ Yes ☒ No If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities, and amount of assets.

10. List here, any other names under which Respondent has operated within the last ten (10) years.

N/A

REFERENCES – Provide four (4) references, one of which must be from a financial institution that has provided Respondent with banking services during the past three (3) years.

Reference No. 1: (Financial Institution)

Firm/Company Name: Bank OZK

Contact Name: Oscar Tijerina Title: Market President of Banking

Address: 1314 East Sonterra, Suite 101

City: San Antonio State: TX Zip: 78258

Telephone No.: (210) 491-4010 Fax No.: N/A

E-mail: oscar.tijerina@ozk.com

Reference No. 2:

Firm/Company Name: Broadway National Bank

Contact Name: Curtis Conroy Title: Sr. VP Business Banking

Address: 1177 NE Loop 410

City: San Antonio State: TX Zip: 78209

Telephone No.: (210) 283-6629 Fax No.: (210) 283-6632

E-mail: CConroy@Broadway.Bank

Reference No. 3:

Firm/Company Name: Bexar County Sheriff's Office

Contact Name: Thomas Roach Title: Captain

Address: 200 N Comal St

City: San Antonio State: TX Zip: 78207

Telephone No.: (210) 335-6070 Fax No.: (210) 335-6019

E-mail: troach@bexar.org

Reference No. 4:

Firm/Company Name: City of San Antonio

Contact Name: Jennifer Ramirez Title: Contract Manager

Address: 315 S Santa Rosa

City: San Antonio State: TX Zip: 78207

Telephone No.: (210) 207-4140 Fax No.: (210) 207-3364

E-mail: Jennifer.Ramirez3@sanantonio.gov

ATTACHMENT C

LITIGATION DISCLOSURE

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

☐ Yes ☒ No

Have you or any member of your firm or team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of Shavano Park or any other federal, state, or local government, or private entity?

☐ Yes ☒ No

Have you or any member of your firm or team to be assigned to this engagement been involved in any claim or litigation with the City of Shavano Park or any other federal, state, or local government, or private entity during the past ten (10) years?

☐ Yes ☒ No

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.



2 2 7 3 E C O N T I N E N T A L B L V D S T E 1 0 0
S O U T H L A K E , T X 7 6 0 9 2

P H : 8 1 7 - 2 5 1 - 0 5 4 1

F X : 8 1 7 - 4 2 1 - 4 2 0 3

| | |
|-------------------------|-----------------|
| TO: | FROM: |
| To Whom It May Concern: | Logan Batlle |
| COMPANY: | DATE |
| | 04/21/2022 |
| FAX NUMBER | NUMBER OF PAGES |
| | 1 |
| NOTES/COMMENTS: | |

To Whom It May Concern:

Please see the details below and on the certificate of insurance as a letter of insurability.

Our client, Texas Towing Corporation is insured with our office. We have an insurance policy written with Progressive County Mutual Ins Co, policy# 03954809-0, term: 08/15/2021 to 08/15/2022, Status: Active, paid to date.

Texas Towing Corporation:

Mailing Address: P.O. Box 830388, San Antonio, TX 78283

Physical Address: 4702 Centerpark San Antonio, TX 78218

Thank You,
Logan Batlle
Email: LBATLLE@MCKAMIEINSURANCE.COM
Office: 817-251-0541
Cell: 817-988-3983
Fax: 817-421-4203



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/21/2022**PRODUCER**MCKAMIE INSURANCE AGENCY
2273 E. CONTINENTAL BLVD STE#100
SOUTHLAKE, TEXAS 76092**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.****INSURED**TEXAS TOWING CORPORATION
4702 CENTERPARK
SAN ANTONIO, TX. 78218**INSURERS AFFORDING COVERAGE****NAIC #**INSURER A: PROGRESSIVE COUNTY MUTUAL
INSURANCE COMPANY

INSURER B: BURLINGTON INSURANCE COMPANY

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | ADD'L INSRD | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS | |
|----------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------------|-----------------------------------|-----------------------------------------------------------------------------|-------------|
| B | <input checked="" type="checkbox"/> | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | 984B000203 | 08/15/2021 | 08/15/2022 | EACH OCCURENCE | \$1,000,000 |
| | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$100,000 |
| | | | | | | MED EXP (Any one person) | \$5,000 |
| | | | | | | PERSONAL & ADV INJURY | \$1,000,000 |
| | | | | | | GENERAL AGGREGATE | \$2,000,000 |
| | | | | | | PRODUCTS - COMP/OP AGG | \$2,000,000 |
| | | | | | | | \$ |
| A | <input checked="" type="checkbox"/> | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____ | 039548090 | 08/15/2021 | 08/15/2022 | COMBINED SINGLE LIMIT (Each Occurrence) | \$1,000,000 |
| | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | <input type="checkbox"/> | GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ | | | | AUTO ONLY - EA ACCIDENT | \$ |
| | | | | | | OTHER THAN EA ACC | \$ |
| | | | | | | AUTO ONLY: AGG | \$ |
| | <input type="checkbox"/> | EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ _____ | | | | EACH OCCURRENCE | \$ |
| | | | | | | AGGREGATE | \$ |
| | | | | | | | \$ |
| | | | | | | | \$ |
| | | | | | | | \$ |
| | <input type="checkbox"/> | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below | | | | <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER | |
| | | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |
| A | <input checked="" type="checkbox"/> | OTHER ON HOOK | 039548090 | 08/15/2021 | 08/15/2022 | LIMIT | 100,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Comp/Collision Deductible \$5,000**CERTIFICATE HOLDER**

INSURANCE VERIFICATION

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/27/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 250 Tequesta Drive Suite 306 Tequesta, FL 33469 | CONTACT NAME: Stonehenge Certificates |
| | PHONE (A/C, No, Ext): 5617465027 FAX (A/C, No): |
| | E-MAIL ADDRESS: GGB.Tequesta.Certs@ajg.com |
| | INSURER(S) AFFORDING COVERAGE |
| | INSURER A: Safety National Casualty Corporation |
| | INSURER B: |
| | INSURER C: |
| | INSURER D: |
| | INSURER E: |
| | INSURER F: |

INSURED
Bradford Holding Company, Inc. dba UniqueHR
4646 Corona, Ste. 105
Corpus Christi, TX 78411

COVERAGES

CERTIFICATE NUMBER: RH36KFTE

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|--------------------------------------------------------------------------------|
| | COMMERCIAL GENERAL LIABILITY | | | | | | |
| | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR | | | | | | EACH OCCURRENCE \$ |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ |
| | | | | | | | MED EXP (Any one person) \$ |
| | | | | | | | PERSONAL & ADV INJURY \$ |
| | | | | | | | GENERAL AGGREGATE \$ |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ |
| | | | | | | | \$ |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | | |
| | OTHER: | | | | | | |
| | AUTOMOBILE LIABILITY | | | | | | |
| | <input type="checkbox"/> ANY AUTO | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS | | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | BODILY INJURY (Per accident) \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | | \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR | | | | | | EACH OCCURRENCE \$ |
| | EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE | | | | | | AGGREGATE \$ |
| | <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | | | | | \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | SP4066017 | 12/31/2021 | 12/31/2022 | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A | | | | | | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. EACH ACCIDENT \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| | | | | | | | \$ |
| | | | | | | | \$ |
| | | | | | | | \$ |
| | | | | | | | \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Workers' Compensation Coverage indicated above is Excess of \$2,000,000 Self Insured Retention. Insured is a CERTIFIED SELF INSURER in the State of Texas and a member of the Certified Self Insurer Guaranty Association.
Coverage is provided to only those employees leased to but not subcontracted to the Alternate Employer, TX Tow Corp dba Texas Towing
Blanket Waiver of Subrogation Applies in Favor of the Certificate Holder as Required by Written Contract.

CERTIFICATE HOLDER

Informational Purposes Only
TX Tow Corp dba Texas Towing
P.O. Box 830388
San Antonio, TX 78218

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Experience, Background, Qualifications

- A** ***TxTow Corp. DBA Texas Towing*** was established in 1993 for the purpose of Incident Management Towing and Municipality Impound Services.
- B** ***TxTow Corp. DBA Texas Towing*** responds to an average of 50,000 municipality tows per year.
- C** ***TxTow Corp. DBA Texas Towing*** has established working relationships with many different municipality entities such as San Antonio Police Department, San Antonio Fire Department, Texas Department of Transportation, Texas Department of Public Safety, Bexar County Sheriff's Office, Olmos Park Police Department, Terrell Hills Police Department, and many more.
- D** ***TxTow Corp. DBA Texas Towing*** has maintained a near perfect record with The Texas Department of License and Regulations since 2007.
- E** ***TxTow Corp. DBA Texas Towing's*** Vehicle Storage Facility processes on average 4,000 to 5,000 vehicles per year.
- F** ***TxTow Corp. DBA Texas Towing's*** employees average 240 hours of on job training before they are allowed to operate a tow truck on their own.
- G** ***TxTow Corp. DBA Texas Towing*** owns and operates every type of towing equipment necessary to complete a recovery job.
- H** ***TxTow Corp. DBA Texas Towing*** drivers are all required to complete an eight-hour Complete Incident Response Training (C.I.R.T.) course and a four-hour continuing education course per year.
- I** All power units are connected to our CAD and GPS system to ensure the closest unit with the fastest response time will arrive.
- J** ***TxTow Corp. DBA Texas Towing*** operates 365 days a year, 24 hours a day.
- K** ***TxTow Corp. DBA Texas Towing's*** drivers are required to attend a mandatory safety meeting every month which covers Defensive Driving, Scene Safety, Chemical Awareness and General OSHA Safety Protocol.

II(A) Description of Towing Services

- A *TxTow Corp. DBA Texas Towing*** prioritizes all calls with municipality towing being of the highest priority. Currently ***TxTow Corp. DBA Texas Towing*** operates with an average eta of 18 minutes on all municipality tows within Loop 1604. Texas Towing will always have adequate staffing to meet the 30-minute response time for the City of Shavano Park 24 hours per day.
- B *TxTow Corp. DBA Texas Towing*** has a fleet of more than 40 trucks which include six wreckers, 26 carriers, 11 heavies and various equipment such as skid steers, sweepers, fuel recovery units and laborers.
- C** Currently, ***TxTow Corp. DBA Texas Towing*** has available and ready to respond a minimum of 12 trucks during day light hours and a minimum of eight trucks during night hours. All heavies are available 24 hours a day. Each truck carries all necessary equipment to perform advanced recovery operations if necessary.
- D** All of ***TxTow Corp. DBA Texas Towing*** drivers are required to participate in a safety meeting once per month, where Defensive Driving, Recovery Safety, Chemical Alertness and On Scene Safety is reviewed. Furthermore, all trucks have decals with high visibility safety vinyl and outfitted with a high visibility light bar. Additionally, drivers are required to wear a fluorescent safety vest or Class 3 high visibility shirt when not in a truck and on the scene of a police issued tow.
- E *TxTow Corp. DBA Texas Towing*** works directly with Texas Department of Licensing and Regulations to ensure that all policies and statutes are followed to the letter of the law. Currently Texas Towing has a near perfect record with TDLR and will continue to work with them on any issues that may arise in the future.
- F *TxTow Corp. DBA Texas Towing*** has two twin line recovery trucks, four self-loaders with booms – three are twin line, one is single line, 26 carrier tow trucks, two 20 ton heavy duty tow trucks, four 35 ton heavy duty tow trucks, four 50 ton heavy duty tow trucks, one 50 ton rotator, two tractors with Landoll trailers, three van trailers, two skid steers, one backhoe, one sweeper, three forklifts, one fuel recovery trailer, one emergency response trailer and all equipment for on scene recovery.
- G *TxTow Corp. DBA Texas Towing*** understands and agrees to tow all abandoned and junked vehicles. All vehicles will be taken to the vehicle storage facility where it will be processed as per the Texas Towing Act and sold at auction.

H TxTow Corp. DBA Texas Towing will remove all debris from an accident scene when we perform a tow from that location. Texas Towing will respond to and clean debris and hazardous materials in non-tow situations if the responsible party for the debris or hazardous material is on scene to pay the charges. Texas Towing will dispose of debris and hazardous materials within the guidelines of the TCEQ.

I TxTow Corp. DBA Texas Towing has adopted and adheres to the model drug testing policy set out by the Texas Department of License and Regulations commission.

II(B) Description of Vehicle Storage

- A** ***TxTow Corp. DBA Texas Towing*** owns and operates a TDLR State Licensed Vehicle Storage Facility at 422 Steves Ave, San Antonio, TX 78204. This facility services The City of San Antonio's Parking Enforcement, Bexar County Sheriff's Department, Terrell Hills Police Department, Olmos Park Police Department, and the City of Alamo Heights Police Department. Texas Towing's storage facility is located 16 miles from The City of Shavano Park.
- B** ***TxTow Corp. DBA Texas Towing's*** storage facility currently can store in excess of 500 vehicles, after an expansion in 2016. The facility is lit in ultra-white stadium lighting so that vehicles can be processed 24 hours a day. Additionally, the facility is surrounded with a seven-foot fence that is always closed to the public, unless escorted by a company VSF licensed employee. See photo of storage facility on the next page. The blacked-out area will be reserved for The City of Shavano Park vehicles on days 1-10, unless on hold for the Shavano Park Police Department. On day 11, vehicles are subject to be moved to other areas of the lot.
- C** ***TxTow Corp. DBA Texas Towing*** is open and available to the public and The City of Shavano Park 24 hours a day.
- D** ***TxTow Corp. DBA Texas Towing*** Storage facility is manned and operated 24 hours a day, 365 days a year. Administrative personnel will be available Monday through Friday 8:00am-4:00pm, and on call if someone is needed after hours.
- E** ***TxTow Corp. DBA Texas Towing*** presently has three covered parking spaces available for law enforcement vehicle processing. Texas Towing has a second storage lot for our other company, Texas Towing South, at 2051 Rigsby Ave. This lot has one indoor storage space that can be dedicated to process evidence then transferred to 422 Steves Ave for storage.
- F** ***TxTow Corp. DBA Texas Towing*** resolves all disputes and complaints through The Texas Department of Licensing and Regulations when unable to resolve on site. Furthermore, all owners and/or operators retrieving a vehicle at our facility are given their rights and the procedures for disputing a tow in writing.



II(C) Description of Reporting Services

- A** ***TxTow Corp. DBA Texas Towing*** currently uses **TOPS** as our dispatch and record keeping software. This software is a towing and storage program that keeps track of the tows and the inventory in the storage facility. Texas Towing will be issuing a recap of the previous month's activity, on or before the 15th of every month.
- B** All records are available to The City of Shavano Park 24 hours a day. Records will be available for an audit and/or review of activity Monday through Friday during the hours of 8:00am to 4:00pm with one week notice to ensure an accounting representative is available.

II(D) Description of Fee Collection Services

- A** ***TxTow Corp. DBA Texas Towing***, in accordance with state statute 2303.159, accepts payment in the form of cash, electronic check, debit card, or credit card for any charge associated with delivery or storage of a vehicle.
- B** ***TxTow Corp. DBA Texas Towing*** uses ***TOPS Vehicle Storage Software***. The software is designed to automatically calculate fees and taxes according to a timeline and rate set by The State of Texas.
- C** ***TxTow Corp. DBA Texas Towing*** remits all sales taxes to the State Comptroller monthly.
- D** ***TxTow Corp. DBA Texas Towing*** will pay The City of Shavano Park a \$50.00 administrative law enforcement fee for every vehicle impounded by The Shavano Park Police Department, excluding anything that Shavano Park asks us to release at "no charge" to customers (IE towed in error). Any request to release a vehicle at "no charge" must be submitted in writing.

II(E) Description of Security Services

- A *TxTow Corp. DBA Texas Towing's*** Vehicle Storage Facility is surrounded by a seven-foot fence and lit with ultra-white stadium lighting. The vehicle Storage Facility is manned and operated 24 hours a day.
- B *TxTow Corp. DBA Texas Towing's*** Employees that interact directly with the public are required to complete a criminal background check and be licensed with The Texas Department of Licensing and Regulations.
- C *TxTow Corp. DBA Texas Towing*** completes a criminal background inquiry using AccurateAce on all individuals that are employed at ***Texas Towing.***

II(F) Description of Auction Services

- A** ***TxTow Corp. DBA Texas Towing*** will notify The City of Shavano Park by email by the tenth day of each month on any cars impounded under this contract that have been deemed abandoned.
- B** ***TxTow Corp. DBA Texas Towing*** will process all impounded vehicles with the same guidelines as set forth in 2303 of the Occupations Code. All auctions are held every other Tuesday of the month. Twenty-four hours prior to auction, all vehicles are processed by an off-duty Bexar County Sheriff's Department officer or a Bexar County Fire Marshall to verify all owners are correct and no vehicle is listed in TCIC/NCIC. Vehicles are available for viewing at 9:00am. Auction to begin at 10:00am.
- C** ***TxTow Corp. DBA Texas Towing's*** vehicles in auction are verified by an independent auctioneer to verify all liens have been processed correctly and vehicles are ready for sale. All auctions are called by an independent TDLR licensed auctioneer to ensure all auctions are fair and unbiased.
- D** ***TxTow Corp. DBA Texas Towing's*** auction proceeds are collected after the auction by the independent auction team then remitted to the accounting department where they are processed for taxes and fees due to The State Comptroller.
- E** ***TxTow Corp. DBA Texas Towing*** would like to offer \$100.00 of the proceeds collected above \$1,000.00 for all vehicles impounded and sold at auction on behalf of The City of Shavano Park.

ATTACHMENT E

FEE SCHEDULE WORKSHEET

Fee schedule for towing and other associated fees applicable to the removal, storage, or auction of wrecked, junked, and impounded vehicles or other equipment:

| | |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 1. Vehicle weight 10,001 lbs. GVW or less | \$ <u>260.00</u> per vehicle |
| 2. Vehicle weight between 10,001 and 26,000 lbs. GVW | \$ <u>375.00 per hour</u> per vehicle |
| 3. Vehicle weight over 26,000 lbs. GVW | \$ <u>600.00 per hour</u> per vehicle |
| 4. Motorcycles | \$ <u>300.00</u> per motorcycle |
| 5. Trailers | \$ <u>Same as vehicle by weight on 1, 2, and 3</u> per trailer |
| 6. Use of dollies or car carriers | \$ <u>50.00</u> per dollies/carrier |
| 7. Mileage charges | \$ <u>4.00</u> per mile after <u>10</u> miles Vehicles weighing under 10,000 pounds. |
| 8. Mileage charges | \$ <u>8.00</u> per mile after <u>0</u> miles Vehicles weighing 10,001 pounds and above. |
| 9. Charge for labor – per hour (Pro-rated on ½ hour increments) | \$ <u>300.00</u> per hour |
| 10. Storage fee Subject to change when state changes. | \$ <u>21.03</u> per day |
| 11. Impound fee Subject to change when state changes. | \$ <u>21.03</u> per vehicle |
| 12. Storage fee for Shavano Park P.D. “hold” vehicles Until the day hold is released by the Department | \$ <u>21.03</u> per day |
| 13. Owner/lien holder notification fee in compliance with VSF statutes Subject to change when state changes. | \$ <u>50.00</u> per each |
| 14. Storage fee for large vehicles (vehicles with more than three axles or vehicles with trailer in tandem) | \$ <u>36.80</u> per day |

| | |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 15. Winching service | \$ <u>250.00</u> per service |
| 16. Rollovers | \$ <u>Same as vehicle by weight on 1, 2, and 3</u> per rollover |
| 17. Any other applicable fees or discounts offered by the vendor not described in this section | \$ <u>50.00</u> per <u>driveshaft removal</u> |
| Law Enforcement Admin Fee | \$ <u>50.00</u> per <u>impound</u> |
| Heavy Duty Supervisor | \$ <u>275.00</u> per <u>hour</u> |
| Payout and/or Sublet Services | \$ <u>Cost + 20%</u> |

Fee schedule for towing City-owned vehicles:

| | |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1. Vehicle weight 10,001 lbs. GVW or less | \$ <u>0.00</u> per vehicle |
| 2. Vehicle weight between 10,001 and 26,000 lbs. GVW | \$ <u>0.00</u> per vehicle |
| 3. Vehicle weight ober 26,000 lbs. GVW | \$ <u>0.00</u> per vehicle |
| 4. Trailers | \$ <u>0.00</u> per trailer |
| 5. Any other applicable fees or discounts offered by the vendor not described in this section | Fee \$ <u>4.00</u> per <u>mile after 15 miles under 10,000 pounds</u> |
| | Fee \$ <u>8.00</u> per <u>mile after 15 miles over 10,001 pounds</u> |
| | \$ _____ per _____ |

ATTACHMENT F

WORK HISTORY WORKSHEET

Provide information as it applies to the work history of the vendor and in response to the items on this worksheet.

1. Total number of tows executed over the past five years: 250,000
2. Total number of chargeable fleet accidents/crashes over the past five years: 3
3. List of all contractual accounts services over the past five years including:

| Name of Account | Dates of Service | Contact Name | Contact Telephone |
|-----------------------------|------------------|----------------------------|-------------------|
| San Antonio Police Dept | 1993 - Current | Jennifer Ramirez | (210) 207-4140 |
| Bexar County Sheriff's Dept | 1995 - Current | Captain Tom Roach | (210) 335-6019 |
| Olmos Park Police Dept | 2008 - Current | Chief Rene Valenciano | (210) 824-3281 |
| Terrell Hills Police Dept | 2017 - Current | City Manager William Foley | (210) 824-1009 |
| Alamo Heights Police Dept | 2013 - Current | Lt. Cindy Pruitt | (210) 832-2217 |
| | | | |
| | | | |

(Attach additional page(s) if more space is required)

4. List of all drivers that will be operating vendor's equipment for the City of Shavano Park including:

| Name of Driver | Level of Certification | Years with Vendor |
|--------------------|--------------------------------------------------------|-------------------|
| Adoue, Robert | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 2 |
| Ambriz, Juventino | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 4 |
| Benavides, Michael | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 3 |
| Butler, Marcellus | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 20 |
| Castillo, Enrique | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 1 |
| Cottrell, Brandon | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 1 |
| Delaney, Christian | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 2 |

(Attach additional page(s) if more space is required)

****Note: The City of Shavano Park reserves the right to request additional information for the purpose of conducting further investigation of driver history.***

ATTACHMENT F Cont'd

| Name of Driver | Level of Certification | Years with Vendor |
|---------------------|---------------------------------------------------------|-------------------|
| Fleming, Robert | 16hr Lv13, 4hr SHRP2, 16hr Hazmat, 4hr HD Refresher | 8 |
| Garcia, Steven | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 10 |
| Gonzales, Paul A | 16hr Lv13, 4hr SHRP2, 16hr Hazmat, 4hr HD Refresher | 10 |
| Gutierrez, Trinidad | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 12 |
| Harmon, Brett | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 3 |
| Harner, Kevin | 16hr Lv13, 4hr SHRP2, 16hr Hazmat, 4hr HD Refresher | 20 |
| Jackson, Justin | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 5 |
| Jackson, Wayne Clay | 16hr Lv13, 4hr SHRP2, 16hr Hazmat, 4hr HD Refresher | 20 |
| Johnson, Dalton | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 3 |
| Kothman, Jeffrey | 16hr Lv13, 4hr SHRP2, 16hr Hazmat, 4hr HD Refresher | 29 |
| Lino, Jose | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 29 |
| Mancha, Ruperto | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 9 |
| Martinez, Arnulfo | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 2 |
| Martinez, Daniel | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 11 |
| McGraw, Johnathon | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 3 |
| McKinley, Duston | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 5 |
| Mejia, Jose | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 7 |
| Morales, Saint | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 2 |
| Noack, Ben | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 6 |
| Noack, Quinton | 16hr Lv13, 4hr SHRP2, 16hr Hazmat, 4hr HD Refresher | 6 |
| Rodriguez, Bradley | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 1 |
| Romero, Alan | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 4 |
| Romero, Alma | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 2 |
| Romero, Julian | 16hr Lv13, 4hr SHRP2, 16hr Hazmat, 4hr HD Refresher | 10 |
| Rubalcaba, Zachriah | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 2 |
| Rusu, Daniel Ruben | 12hr Lv12, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 4 |
| Salinas, Bobby | 16hr Lv13, 4hr SHRP2, 8hr Hazmat | 2 |
| Sauceda, Samuel | 16hr Lv13, 4hr SHRP2, 8hr Hazmat | 2 |
| Smith, Michael | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 3 |
| Suarez, Carlos | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 2 |
| Thompson, James | 16hr Lv13, 4hr SHRP2, 8hr Hazmat | 10 |
| Tienda, Jose | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 6 |
| Vann, Richard | 16hr Lv13, 4hr SHRP2, 16hr Hazmat, 4hr HD Refresher | 10 |
| Vonallmen, James | 8hr Lv11, 4hr SHRP2, 8hr Hazmat, 4hr Advanced Rollback | 6 |
| Zapata, Rodolfo III | 16hr Lv13, 4hr SHRP2, 16hr Hazmat, 4hr HD Refresher | 8 |

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Jeff Kothman

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☐

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 ☐ **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

7


Signature of vendor doing business with the governmental entity

April 26, 2022

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

ATTACHMENT G

VENDOR ACKNOWLEDGEMENT FORM

The undersigned hereby certifies that he/she understands the specifications, has read the document in its entirety and that the prices/fees contained in this proposal have been carefully reviewed and are submitted as correct and final. Vendor further certifies and agrees to furnish any or all products/services upon which prices/fees are extended at the price/fee offered, and upon conditions contained in the specifications of the proposal.

The following information must be filled out in its entirety for your proposal to be considered.

Company Name: TXTOW Corp. DBA Texas Towing

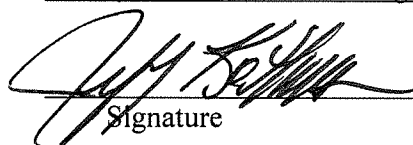
Address of Principal Place of Business: 4702 Center Park Blvd
San Antonio, TX 78218

Phone/Fax of Principal Place of Business: (210) 220-1000 / (210) 224-1018

Address, Phone, and Fax of Majority
Owner of Principal Place of Business: 2047 Rigsby Ave, San Antonio, TX 78210
(210) 220-1000 / (210) 224-1018

E-mail Address of Representative: jkothman@texastowing.com

Authorized Representative:

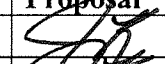
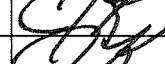
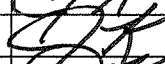



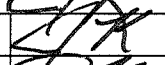
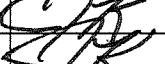
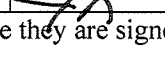




Signature

April 26, 2022
Date

Jeff Kothman
Printed Name

ATTACHMENT H
PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and that they are properly tabbed, and appear in the correct order.

| Document | Initial to Indicate Document is Attached to Proposal |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Table of Contents |  |
| Executive Summary |  |
| Respondent Questionnaire (RFP Attachment B) |  |
| Litigation Disclosure (RFP Attachment C) |  |
| Proof of Insurability (Letter and Copy of Current Certificate of Insurance) |  |
| Experience, Background, Qualifications |  |
| Proposed Services |  |
| Fee Schedule Worksheet (RFP Attachment E) |  |
| Work History Worksheet (RFP Attachment F) |  |
| *Conflict of Interest Questionnaire (Refer to RFP Sec. VII(E)) |  |
| *Vendor Acknowledgement Form (RFP Attachment G) |  |
| Proposal Checklist (RFP Attachment H) |  |

*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.

**REQUEST FOR PROPOSALS
FOR
TOWING AND IMPOUND SERVICES**

Project # 2022 - 001



**Submission Deadline:
WEDNESDAY, APRIL 27, 2022
3:00 PM CST**

City of Shavano Park
900 Saddletree Court
Shavano Park, TX 78231
(210) 493.3478
www.shavanopark.org

TABLE OF CONTENTS

- I.** Introduction
- II.** Scope of Services Required
- III.** Bidding Instructions
- IV.** Submittal Requirements
- V.** Criteria for Evaluation and Selection
- VI.** Award Schedule
- VII.** Reservation of Rights and Contract Requirements

Attachment A – Regulatory Compliance and Criminal History Warranty

Attachment B – Respondent Questionnaire

Attachment C – Litigation Disclosure

Attachment D – Insurance Requirements

Attachment E – Fee Schedule Worksheet

Attachment F – Work History Worksheet

Attachment G – Vendor Acknowledgement Form

Attachment H – Proposal Checklist

**CITY OF SHAVANO PARK
TOWING AND IMPOUND SERVICES
REQUEST FOR PROPOSALS
Project # 2021 – 001**

I. INTRODUCTION

The City of Shavano Park (“City”) is seeking proposals from Respondents to provide vehicle towing and storage services including all accounting and record keeping services required by law for this service. Respondent will also provide any other services described in this RFP. The City has a frequent need to tow vehicles from the scene of crashes, vehicles abandoned on a public roadway, vehicles removed as part of code enforcement actions, impounding of vehicles as a result of arrest by the Police Department, and city vehicles on occasion. The Respondent shall comply with the “Texas Towing Act” as defined by the Texas Occupations Code. Proposals must be received by Trish Nichols, City Secretary in City Hall by Wednesday, April 27, 2022 at 3:00 P.M.

There is no expressed or implied obligation for the City to reimburse responding companies for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning the request for proposals should be addressed to Trish Nichols, City Secretary at (210) 581-1116 or citysecretary@shavanopark.org.

It is anticipated that the selection of a company will be completed no later than May 30, 2022.

II. SCOPE OF SERVICES REQUIRED

The selected Recipient will be required, at a minimum, to comply with the terms and conditions set forth in this RFP and to operate the vehicle storage facility (“VSF”) in compliance with the Texas Towing Act, Texas Transportation Code and all other local, state, and federal laws that apply to the operations of the VSF. The selected Recipient will be required to process all state required records checks and notifications, collect all appropriate fees, process release of vehicles, establish chain of custody for vehicles used in evidence, and oversee the auctions of abandoned vehicles. Additionally, the Recipient shall ensure all services provided for vehicles towed on public roadways is performed in compliance with the Texas Towing Act, Texas Transportation Code, and all other applicable local, state, and federal laws. Selected Recipient shall be responsible for providing the following towing and related services:

A. Towing Services

1. Arrival at scene of all calls for service within 30 minutes.
2. Towing, removal, and retrieval of the below to be performed on primary and secondary roadways, and off-road areas in all types of environments and physical conditions:
 - a. Tow vehicles under 10,001 lbs. GVW

- b. Tow vehicles between 10,001 and 26,000 lbs. GVW
 - c. Tow vehicles over 26,000 lbs. GVW
 - d. Tow large tractor rigs
 - e. Tow motorcycles
 - f. Tow trailers
 - g. Winch vehicles
 - h. Upright rollovers
3. Remove all debris from scene of vehicular crashes.
4. Recipient shall establish a drug testing policy for towing operators in compliance with Sec. 2308.158 of the Texas Occupations Code.

B. Vehicle Storage

Vehicle storage services to be provided as follows:

1. Maintain knowledge of and comply with all federal, state and city laws and ordinances that pertain to the operation of the VSF.
2. Be knowledgeable of applicable laws relating to vehicle titles and the language of court orders.
3. Be knowledgeable of all laws and procedures that pertain to the storage, release and sale of stored vehicles.
4. Provide fenced and secure storage for a minimum average of 30 vehicles.
5. Segregate all City of Shavano Park vehicles from all other vehicles, and vehicles are to be fully accessible. All vehicles impounded under the authority of the City of Shavano Park are to be fully accessible to all authorized personnel employed by the City.
6. Impound vehicles twenty-four (24) hours a day, seven (7) days a week.
7. Provide the Shavano Park Police Department access to the VSF at all times.
8. Send proper notices in compliance with all laws by certified mail to owners and/or lien holders, as required, of said vehicles within five (5) days of receiving the vehicle at the VSF.
9. Require proper documentation from owner(s) or their representative, to include valid government photo identification card/driver's license, proof of ownership and proof of insurance. Require proof of vehicle owner's authority when releasing vehicle to the owner(s) representative.
10. Cooperate with the City and/or the Shavano Park Police Department with respect to any vehicles to be held and/or impounded and any other aspects of the VSF operations.

11. Coordinate with the Shavano Park Police Department on any and all requests received from other law enforcement agencies related to vehicles impounded and/or stored at the VSF.
12. Provide individuals who are attempting to claim vehicles with an escort to the vehicle, when needed, for the purposes of obtaining ownership documentation located inside the vehicle.
13. Verify through the City a “hold” status prior to allowing access to or releasing vehicles / property in which a “hold” has been placed.
14. Resolve disputes with vehicle owners.

C. Reporting

Provide monthly accounting reports to the City of Shavano Park to include the following:

1. The number of vehicles towed at the request of the City of Shavano Park.
2. The number of vehicles towed at the request of private owners as a result of a call by the City of Shavano Park.
3. The number of city owned vehicles towed.
4. A comprehensive list of vehicles impounded at the request of the City of Shavano Park.
5. Location where vehicles are towed when not taken to the vehicle storage facility.

D. Fee Collection

The VSF will be responsible for collection of any and all fees for services provided to include:

1. Provide a number of alternative means for citizens to pay fees to include credit and debits cards.
2. Collect impound fees, notification fees, and storage fees plus taxes in appropriate amounts.
3. Charge no fees to the City of Shavano Park for city vehicles and property that may be placed in the VSF.
4. Charge no fees for vehicles and property places in the VSF that are subject to seizure, have an active hold as evidence, including vehicles and property the Shavano Park Police Department may direct to be relocated from the VSF.
5. Charge no fees for roadside services provide for city vehicles, to include tire replacement and/or removal.
6. Remit all taxes collected in a timely manner to the State.

E. Security

The VSF will be responsible for providing adequate security for vehicles, property, and visitors. The VSF is also responsible for the following:

1. Provide security measures to protect vehicles and property at the VSF.
2. Provide security measures to ensure the safety of all persons visiting the VSF.
3. Complete background checks prior to hiring individuals to be employed at the VSF.

F. Auctions

Impounded vehicles not claimed by the end of the 20th day from the date of impoundment are considered abandoned. The VSF will be responsible for the auction of abandoned vehicles in compliance with state law. The VSF will be responsible for the following:

1. Provide to the City, no later than the 10th day of each month, a comprehensive list of all abandoned vehicles that are eligible for auction.
2. Process all documentation, as required by law, related to the auction sales.
3. Provide a monthly report of the number of vehicles auctioned as a result of towing requests by the City.
4. Provide a monthly report of the proceeds from auction of vehicles.

III. BIDDING INSTRUCTIONS

All proposals shall be submitted to and all other correspondence shall be directed to the following point of contact:

City of Shavano Park
Attention: Trish Nichols, City Secretary

900 Saddletree Court
Shavano Park, TX 78231

Phone: (210) 581.1116

Fax: (210) 492.3816

Email: citysecretary@shavanopark.org

Due Date. All bids must be received no later than **3:00 P.M., on Wednesday, April 27, 2022.** Respondents shall provide a printed and digital copy on CD, Thumb Drive or Email for submission.

Pre-Bid Meetings: There will be two pre-bid meetings via the Zoom app to discuss the scope of

work and have an opportunity to ask questions of City staff. Meeting details are as follows:

Pre-Bid Meeting 1

Time: April 12, 2022 @ 11 AM CST

Zoom Link: <https://us06web.zoom.us/j/89942491145> Passcode: 263860

US Toll Free: (888)788.0099

Meeting ID: 899 4249 1145

Pre-Bid Meeting 2

Time: April 14, 2022 @ 3 PM CST

Zoom Link: <https://us06web.zoom.us/j/81041976749> Passcode: 675080

US Toll Free: (888)788.0099

Meeting ID: 810 4197 6749

Qualified contractors are highly encouraged to attend a pre-bid meeting.

All proposals become the property of City of Shavano Park upon receipt and will not be returned to the submitter. Any cost or expense incurred by the submitting company that is associated with the preparation or selection process of the proposal shall be borne solely by said company.

Inquiries and Interpretations: Responses to inquiries which directly affect an interpretation or change to this proposal will be issued in writing by the City staff as an addendum and faxed or emailed to all parties recorded by the City as having received a copy of the proposal. All such addenda issued by the City prior to the time that proposals are received shall be considered part of the proposal, and the Respondent shall be required to consider and acknowledge receipt of each addendum in its proposal.

Only those inquiries the City replies to by writing shall be binding. Oral and other interpretations or clarifications will be without legal effect.

IV. SUBMITTAL REQUIREMENTS

The contractor shall have verifiable experience, qualifications, knowledge, and reliably perform the Scope of Services herein described.

Description of Services

Provide the following:

1. Description of Towing Services as specified in Scope of Services Required, Sec. II(A) to include, but not be limited to, the following:

- a. Statement regarding priority of City of Shavano Park calls and the minimum response time to arrive on scene after notification;
 - b. A description of the size and type of total fleet;
 - c. Statement regarding the minimum number of trucks available at all times, including heavy duty tow trucks and the equipment on each truck;
 - d. Statement of plan for accident prevention and protection of employees and public;
 - e. Statement regarding adherence to all applicable laws and ordinances;
 - f. A complete legal and technical description of each truck in Recipient's fleet that will service the City of Shavano Park;
 - g. Statement of agreement to tow abandoned or junked vehicles and the method of disposal of these vehicles;
 - h. Statement regarding how accident debris will be removed from an accident location or on any occasion where the Recipient is called out and debris removal is necessitated due to the event.
 - i. Statement of drug testing policy for towing operators.
2. Description of Vehicle Storage Services as specified in Scope of Services Required, Sec. II(B) to include, but not be limited to, the following:
 - a. Description of the physical location of the storage facility, mailing address, and the proximity to the Shavano Park Police Department: 900 Saddletree Court, Shavano Park, Texas, 78231;
 - b. A complete physical description of the storage facility, how the facility is secured, maintenance of the facility, and a schematic drawing of the storage lot indicating the number of slots and the location of those slots for parking City of Shavano Park vehicles;
 - c. Statement describing the accessibility to the storage facility by the public and City of Shavano Park personnel;
 - d. Statement of hours an attendant will be on-site at the storage lot and the hours administrative personnel will be on-site;
 - e. Statement of description regarding an enclosed storage building for the purpose of storing and processing criminal evidence vehicles, and the method for making this storage accessible only by Shavano Park Police Department personnel;
 - f. Statement of means for resolving disputes with vehicle owners.
3. Description of Reporting Services as specified in Scope of Services Required, Sec. II(C) to include, but not be limited to, the following:
 - a. Statement describing the inventory and record keeping process the Recipient will utilize and the day of each month a report will be submitted to the City;

- b. Statement of availability for Police or City personnel to inspect and audit the books, accounts, and records.
- 4. Description of Fee Collection Services as specified in Scope of Services Required, Sec. II(D) to include, but not be limited to, the following:
 - a. Statement describing the alternative means for citizens to pay fees;
 - b. Statement describing procedures for collecting impound fees, notification fees, and storage fees plus taxes in appropriate amounts;
 - c. Statement regarding adherence to remitting all taxes collected in a timely manner to the State;
 - d. Statement regarding remitting collected administrative fees to the City of Shavano Park for each vehicle impounded.
- 5. Description of Security Services as specified in Scope of Services Required, Sec. II(E) to include, but not be limited to, the following:
 - a. Statement describing security measures to protect stored vehicles and property;
 - b. Statement describing security measures to ensure the safety of all persons visiting the vehicle storage facility;
 - c. Statement describing procedures of performing complete background checks prior to hiring individuals to be employed by Recipient.
- 6. Description of Auction Services as specified in Scope of Services Required, Sec. II(F) to include, but not be limited to, the following:
 - a. Statement regarding the method in which the City will be notified of all abandoned vehicles that are eligible for auction;
 - b. Statement describing auction procedures;
 - c. Statement describing processing of all documentation related to auction sales;
 - d. Statement regarding the method of accounting for all auction proceeds;
 - e. Statement regarding sharing auction proceeds with the City of Shavano Park for each vehicle auctioned.

Fee Schedule

- 1. Respondent must include all expenses related to the services offered. No additional fees will be considered unless they are disclosed and approved in advance by the City of Shavano Park.

2. Respondent will complete and submit Attachment E, “Fee Schedule Worksheet.” All costs associated with the scope of services required in reference to Towing Services and Storage must be included.

Additional Forms

1. Respondent’s submittal shall also include any forms or attachments listed in Attachment H, “Proposal Checklist.”

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE-REFERENCED DOCUMENTS MAY RESULT IN THE RESPONDENT’S SUBMITTAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

V. CRITERIA EVALUATION AND SELECTION

The City will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the selection committee. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, more than one, or none of the Respondents to provide services.

With the recommendation of the Police Department Command Staff, the City Manager will evaluate qualifications based on requirements described in this section and make a recommendation for award and selection to City Council based upon which proposal represents the best services to the City. The City Manager, after selection by City Council, will begin to negotiate a contract with awarded qualified contractor. The City of Shavano Park reserves the right to reject any or all proposals.

- **Towing Services (25%)**
- **Vehicle Storage Facility/Services (20%)**
- **Work History (15%)**
- **Reporting Services (10%)**
- **Security Services (10%)**
- **Fee Schedule (10%)**
- **Fee Collection Services (5%)**
- **Auction Services (5%)**

VI. AWARD SCHEDULE

Award schedule milestones are as follows. All times are Central Standard Time.

| Date | Activity |
|-----------------------|----------------------------------------------|
| April 6, 2022 | Issue Request for Proposals |
| April 12, 2022, 11 AM | Pre-Bid Meeting Opportunity 1 (via Zoom app) |
| April 14, 2022, 3 PM | Pre-Bid Meeting Opportunity 2 (via Zoom app) |
| April 15, 2022, 3 PM | Deadline for Questions |
| April 27, 2022, 3 PM | Submittal Deadline |
| May 30, 2022 | Anticipated Date for Selection of Firm |

VII. RESERVATION OF RIGHTS AND CONTRACT REQUIREMENTS

- A. Contract Award:** The City reserves the right to select one or no company in response to this proposal. The company, if selected, will be the company whose proposal is deemed most advantageous to the City. This proposal does not commit the City to enter into a Contract, award any services related to this proposal.

In the event the parties cannot negotiate and execute a contract within the time specified, the City reserves the right to terminate negotiations with the selected company and commence negotiations with another company.

- B. Hold Harmless Agreement:** THE RESPONDENT HEREBY AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD THE CITY AND ITS EMPLOYEES, AGENTS, OFFICERS AND SERVANTS FREE AND HARMLESS FROM ALL LOSSES, CLAIMS, LIENS, DEMANDS AND CAUSES OF ACTION OF EVERY KIND AND CHARACTER INCLUDING, BUT NOT LIMITED TO, THE AMOUNTS OF JUDGMENTS, PENALTIES, INTERESTS, COURT COSTS, LEGAL FEES, AND ALL OTHER EXPENSES INCURRED BY THE CITY ARISING IN FAVOR OF ANY PARTY, INCLUDING CLAIMS, LIENS, DEBTS, PERSONAL INJURIES, INCLUDING EMPLOYEES OF THE CITY, DEATH OR DAMAGES TO PROPERTY (INCLUDING PROPERTY OF THE CITY) AND WITHOUT LIMITATION BY ENUMERATION, ALL OTHER CLAIMS OR DEMANDS OF EVERY CHARACTER OCCURRING OR IN ANY WAYS INCIDENT TO, IN CONNECTION WITH OR ARISING DIRECTLY OR INDIRECTLY OUT OF THIS CONTRACT. BIDDER AGREES TO INVESTIGATE, HANDLE, RESPOND TO, PROVIDE DEFENSE FOR AND DEFEND ANY SUCH CLAIMS, DEMAND, OR SUIT AT THE SOLE EXPENSE OF THE RESPONDENT. THIS PROVISION IS NOT INTENDED TO CREATE ANY CAUSE OF ACTION IN FAVOR OF ANY THIRD PARTY AGAINST RESPONDENT OR THE CITY OR TO ENLARGE IN ANY WAY THE RESPONDENT'S LIABILITY BUT IS INTENDED SOLELY TO PROVIDE FOR INDEMNIFICATION OF THE CITY FROM LIABILITY

FROM DAMAGES OR INJURIES TO THIRD PERSONS OR PROPERTY ARISING FROM RESPONDENT'S PERFORMANCE HEREUNDER.

- C. Anti-Lobbying Provision:** During the period between RFP submission date and the contract award, respondents, including their agents and representatives, shall not directly discuss or promote their RFP with any member of the City Council or City staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations. Violation of this provision shall result in the rejection of the respondent's RFP and disqualification from future consideration of similar RFP's.
- D. Jurisdiction:** Contract(s) executed as part of this solicitation shall be subject to and governed under the laws of the State of Texas. Any and all obligations and payments are due and payable in Bexar County, Texas. The parties agree that venue for purposes of any and all lawsuits, cause of action, arbitration, and/or any other dispute(s) shall be in Bexar County, Texas
- E. Conflict of Interest:** Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Shavano Park not later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain Questionnaire CIQ visit the Texas Ethics Commission web page at www.ethics.state.tx.us/forms/CIQ.pdf.

ATTACHMENT A

Regulatory Compliance and Criminal History Warranty; Acknowledgement of Fiduciary Duty Owed by Contractor to City

- a) **Compliance. Histories, Warranty, Fiduciary Duty, Discretionary Termination.** The successful bidder [proponent] must demonstrate to the City's satisfaction that bidder [proponent] has clean environmental, criminal, and other compliance histories with state, federal, and local agencies or authorities. By submission of a bid or proposal in response to this solicitation, bidder [proponent] Warrants to the City that he / she / it (in the case of a corporation or other legal entity), including advisors, executive and supervisory employees, agents and representatives, are in good stead with all regulatory authorities that may have interests in or jurisdiction over the work activity or service bid [proposed] by the Contractor. Regulatory interest or jurisdiction may go directly to the Contract activity in question, to potential consequences of the activity, or indirectly to any regulated matter that may reflect upon the Contractor's competency and integrity. The City relies upon Contractor's Warranty and shall treat the Contractor as having a special fiduciary duty to the City in this respect due to potential for environmental, third party, and other regulatory liabilities which may attend this Contract, including but not limited to regulatory criminal responsibility. Contractor acknowledges such fiduciary duty to the City, promising a high standard of performance and best efforts to protect the public interest against consequences of environmental mishap. Contractor warrants that no matters pertaining to violations, notices of violation, or notices of regulatory concern are now pending against Contractor or those persons (employees / affiliates) of concern mentioned above; and that no civil or criminal litigation, and no manner of enforcement activity, however preliminary, is *pending* against Contractor or those persons, regardless of category or class of violation or potential violation. *If any such matters are pending, Contractor must reveal and explain those matters in writing at the time his / her / its bid [proposal] is tendered to the City.* If any such matters have been resolved, *during the last five (5) years*, Contractor must similarly reveal and explain same to the City with the bid [proposal] submission. The City retains the right to determine, according to its discretion, whether or not a pending, unresolved, or resolved enforcement issue or criminal matter concerning Contractor, its operations, or employees / agents / representatives may impact the responsible status of Contractor, i.e., render the Contractor unqualified, or detract from Contractor's competency standing. In reliance on Contractor's Warranty, the City reserves to itself the right to terminate the Contract, without further obligation upon the City and without further recourse or remedy for the Contractor except that the City shall duly pay Contractor for work or services performed to date of termination, should the City determine, following award of the Contract that Contractor failed to reveal and explain to the City's satisfaction any such matters having regulatory or criminal import or implications.

- b) **Criminal Histories.** Pending and Resolved; Termination. Contractor must disclose and explain in writing any pending criminal matters associated with his / her / its business operation. This disclosure goes to Contractor's person, and to all persons working for Contractor in a supervisory, advisory, executive, agency, or in any representative capacity or manner associated with Contractor's business enterprise, which person(s) have any criminal enforcement action pending against him or her, regardless of class or category of alleged violation which may be pending, however preliminary, including investigation. And concerning resolved criminal matters, Contractor must make similar written disclosures and explanations for the same category of persons, which disclosures and explanations concern any criminal enforcement action that may have been resolved against such persons during the last five (5) years. Failure to make such disclosures and explanations, with the submission of the bidder's [proponent's] response to the City's solicitation, shall be grounds for the City's termination of the Contract, should such information come to the City's attention after award of the contract; in which case, Contractor shall be without recourse and remedy, except for the City's payment to Contractor for services or work performed up to date of termination.
- c) **Voidable Contract.** Contractor's failure to abide by disclosure and explanation requirements, in (a) and (b), above, shall render the Contract voidable at the City's discretion, with no compensation due Contractor, if concealed or undisclosed violations, or undisclosed or concealed investigations leading to formal criminal charges, are of such portent, in the City's judgment, as to place the City in a position of regulatory or third party liability exposure, or shall pose or result in a threat to the public health, safety, or welfare. Any sums paid Contractor, in the event of a voided contract, shall be recoverable by the City, in addition to and cumulative of any other legal or equitable remedies the City may have. Contractor understands the City shall enjoy the termination and voidable contract remedies set forth in paragraph (b) and this paragraph (c) due to the fiduciary duty owing from Contractor to City and due to the City's reliance on the Contractor's Warranty of Regulatory Compliance and clean Criminal History.

ATTACHMENT B

RESPONDENT'S QUESTIONNAIRE

1. **Respondent Information:** Provide the following information regarding the Respondent. (NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #1. If Joint Venture or Partnership, attach Joint Venture or Partnership Agreement.)

Respondent Name: _____
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____

Social Security Number or Federal Number, if applicable: _____
(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

Business Structure: Check the box that indicates the business structure of the Respondent.

☐ Individual or Sole Proprietorship

If checked, list Assumed Name, if any: _____

☐ Partnership

☐ Corporation

If checked, check one: ☐ For-profit ☐ Non-profit

Also, check one: ☐ Domestic ☐ Foreign

☐ Other

If checked, list business structure: _____

2. **Contact Information:** List the one person who the City may contact concerning your proposal or for setting dates for meetings.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____

E-mail: _____

3. Does Respondent anticipate any mergers, transfer or organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

☐ Yes ☐ No

4. Is Respondent authorized and/or licensed to do business in Texas?

☐ Yes ☐ No If "Yes", list authorizations/licenses:

5. Where is the Respondent's corporate headquarters located? _____

6. **Local Operation:** Does the Respondent have an office located in Bexar County, Texas?

☐ Yes ☐ No If "Yes", respond to (a) and (b) below:

- a. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

- b. State the number of full-time employees at the Bexar County office? _____

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

☐ Yes ☐ No If "Yes", state the name of the bonding company, date, amount of bond, and reason for such cancellation or forfeiture.

8. **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

☐ Yes ☐ No If “Yes”, state the name of the bonding company, date, amount of bond, and reason for such cancellation or forfeiture.

9. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

☐ Yes ☐ No If “Yes”, state the date, court, jurisdiction, cause number, amount of liabilities, and amount of assets.

10. List here, any other names under which Respondent has operated within the last ten (10) years.

REFERENCES – Provide four (4) references, one of which must be from a financial institution that has provided Respondent with banking services during the past three (3) years.

Reference No. 1: (Financial Institution)

Firm/Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____

E-mail: _____

Reference No. 2:

Firm/Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____

E-mail: _____

Reference No. 3:

Firm/Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____

E-mail: _____

Reference No. 4:

Firm/Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No.: _____ Fax No.: _____

E-mail: _____

ATTACHMENT C

LITIGATION DISCLOSURE

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your firm or team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

☐ Yes ☐ No

Have you or any member of your firm or team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of Shavano Park or any other federal, state, or local government, or private entity?

☐ Yes ☐ No

Have you or any member of your firm or team to be assigned to this engagement been involved in any claim or litigation with the City of Shavano Park or any other federal, state, or local government, or private entity during the past ten (10) years?

☐ Yes ☐ No

If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

ATTACHMENT D

INSURANCE REQUIREMENTS

Contractors performing work or services on City property or public right-of-way for the City of Shavano Park shall provide the City a certificate of insurance evidencing the coverages and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work or services have the same types and amounts of coverages as required herein or that the subcontractors are included under the contractor's policy. The City, at its own discretion, may require a certified copy of the policy.

All insurance companies and coverages must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Shavano Park.

Listed below are the types and amounts of insurance required. The City reserved the right to amend or require additional types and amounts of coverages or provisions depending on the nature of the work.

| Type of Insurance | Amount of Insurance | Provisions |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Workers' Compensation 2. Employer's Liability | Statutory \$100,000 each accident | City to be provided a waiver of subrogation. |
| 3. Commercial General Liability to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Independent Contractors d. Personal Injury e. Contractual Liability f. Personal/Advertising Injury g. Medical Expenses h. Fire Legal Liability | \$1,000,000 each occurrence; \$1,000,000 general aggregate; OR \$1,000,000 combined single limits | City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. City prefers that insurer be rated B+VI or higher by A.M. Best of A or higher by Standard & Poors. |
| 4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired vehicles | Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence. | |
| 5. Crime/Employee Dishonesty (including monies and securities) | \$250,000 | |
| 6. Indemnification Bond* | \$250,000 | |

*If applicable

ATTACHMENT E

FEE SCHEDULE WORKSHEET

Fee schedule for towing and other associated fees applicable to the removal, storage, or auction of wrecked, junked, and impounded vehicles or other equipment:

| | |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1. Vehicle weight 10,001 lbs. GVW or less | \$ _____ per vehicle |
| 2. Vehicle weight between 10,001 and 26,000 lbs. GVW | \$ _____ per vehicle |
| 3. Vehicle weight over 26,000 lbs. GVW | \$ _____ per vehicle |
| 4. Motorcycles | \$ _____ per motorcycle |
| 5. Trailers | \$ _____ per trailer |
| 6. Use of dollies or car carriers | \$ _____ per dollies/carrier |
| 7. Mileage charges | \$ _____ per City vehicle after _____ miles |
| 8. Mileage charges | \$ _____ per City vehicle after _____ miles |
| 9. Charge for labor – per hour (Pro-rated on ½ hour increments) | \$ _____ per hour |
| 10. Storage fee | \$ _____ per |
| 11. Impound fee | \$ _____ per vehicle |
| 12. Storage fee for Shavano Park P.D. “hold” vehicles Until the day hold is released by the Department | \$ _____ per day |
| 13. Owner/lien holder notification fee in compliance with VSF statutes | \$ _____ per each |
| 14. Storage fee for large vehicles (vehicles with more than three axles or vehicles with trailer in tandem) | \$ _____ per day |

| | |
|------------------------------------------------------------------------------------------------|-----------------------|
| 15. Winching service | \$ _____ per service |
| 16. Rollovers | \$ _____ per rollover |
| 17. Any other applicable fees or discounts offered by the vendor not described in this section | \$ _____ per _____ |
| | \$ _____ per _____ |
| | \$ _____ per _____ |

Fee schedule for towing City-owned vehicles:

| | |
|-----------------------------------------------------------------------------------------------|----------------------|
| 1. Vehicle weight 10,001 lbs. GVW or less | \$ _____ per vehicle |
| 2. Vehicle weight between 10,001 and 26,000 lbs. GVW | \$ _____ per vehicle |
| 3. Vehicle weight ober 26,000 lbs. GVW | \$ _____ per vehicle |
| 4. Trailers | \$ _____ per trailer |
| 5. Any other applicable fees or discounts offered by the vendor not described in this section | \$ _____ per _____ |
| | \$ _____ per _____ |
| | \$ _____ per _____ |

ATTACHMENT F

WORK HISTORY WORKSHEET

Provide information as it applies to the work history of the vendor and in response to the items on this worksheet.

1. Total number of tows executed over the past five years: _____
2. Total number of chargeable fleet accidents/crashes over the past five years: _____
3. List of all contractual accounts services over the past five years including:

| Name of Account | Dates of Service | Contact Name | Contact Telephone |
|-----------------|------------------|--------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(Attach additional page(s) if more space is required)

4. List of all drivers that will be operating vendor's equipment for the City of Shavano Park including:

| Name of Driver | Level of Certification | Years with Vendor |
|----------------|------------------------|-------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(Attach additional page(s) if more space is required)

****Note: The City of Shavano Park reserves the right to request additional information for the purpose of conducting further investigation of driver history.***

ATTACHMENT G
VENDOR ACKNOWLEDGEMENT FORM

The undersigned hereby certifies that he/she understands the specifications, has read the document in its entirety and that the prices/fees contained in this proposal have been carefully reviewed and are submitted as correct and final. Vendor further certifies and agrees to furnish any or all products/services upon which prices/fees are extended at the price/fee offered, and upon conditions contained in the specifications of the proposal.

The following information must be filled out in its entirety for your proposal to be considered.

Company Name: _____

Address of Principal Place of Business: _____

Phone/Fax of Principal Place of Business: _____

Address, Phone, and Fax of Majority
Owner of Principal Place of Business: _____

E-mail Address of Representative: _____

Authorized Representative: _____
Signature Date

Printed Name

ATTACHMENT H
PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and that they are properly tabbed, and appear in the correct order.

| Document | Initial to Indicate Document is Attached to Proposal |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Table of Contents | |
| Executive Summary | |
| Respondent Questionnaire (RFP Attachment B) | |
| Litigation Disclosure (RFP Attachment C) | |
| Proof of Insurability (Letter and Copy of Current Certificate of Insurance) | |
| Experience, Background, Qualifications | |
| Proposed Services | |
| Fee Schedule Worksheet (RFP Attachment E) | |
| Work History Worksheet (RFP Attachment F) | |
| *Conflict of Interest Questionnaire (Refer to RFP Sec. VII(E)) | |
| *Vendor Acknowledgement Form (RFP Attachment G) | |
| Proposal Checklist (RFP Attachment H) | |

*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 6.7

Prepared by: Ald. Miller

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion - Setting a Vision for High-Speed Internet - Ald. Miller

X

Attachments for Reference:

1) 6.6a PowerPoint Presentation

BACKGROUND / HISTORY: It is no longer debatable that technology has revolutionized our society and everyday lives. Internet services have produced devices and tools to bring information and entertainment to our fingertips. A greater number of Shavano Park residents are working and attending classes from home. The internet technology has also made our lives simpler, quicker, safer, and more enjoyable. There is a greater demand for this infrastructure to provide even faster speeds and more reliable services. The installation of fiber optics is growing in our nation to meet these growing and future demands of end-users.

DISCUSSION: Having City Council align on a vision for high-speed internet would provide a foundation to allow for the further investigation of both opportunities and limitations for the city-wide installation of fiber optics. It would provide the intentional direction to pursue discussions with companies to determine the feasibility of developing fiber optical infrastructure throughout Shavano Park.

COURSES OF ACTION: N/A; Presentation / Questions and Answers

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A; Presentation / Consensus on Vision

Enabling the Future

*Setting a Vision for
High-Speed Internet*



Why High-Speed Internet is Important to Shavano Park

- Average American has 10 connected devices (*& growing*) in their household
- Work from home is a growing trend
- Residents want to stream high-quality audio & video with no interruption
- High-speed internet increases home values by 3% (According to Realtor Magazine)



High-Speed Internet

Meets the growing digital demands of the future

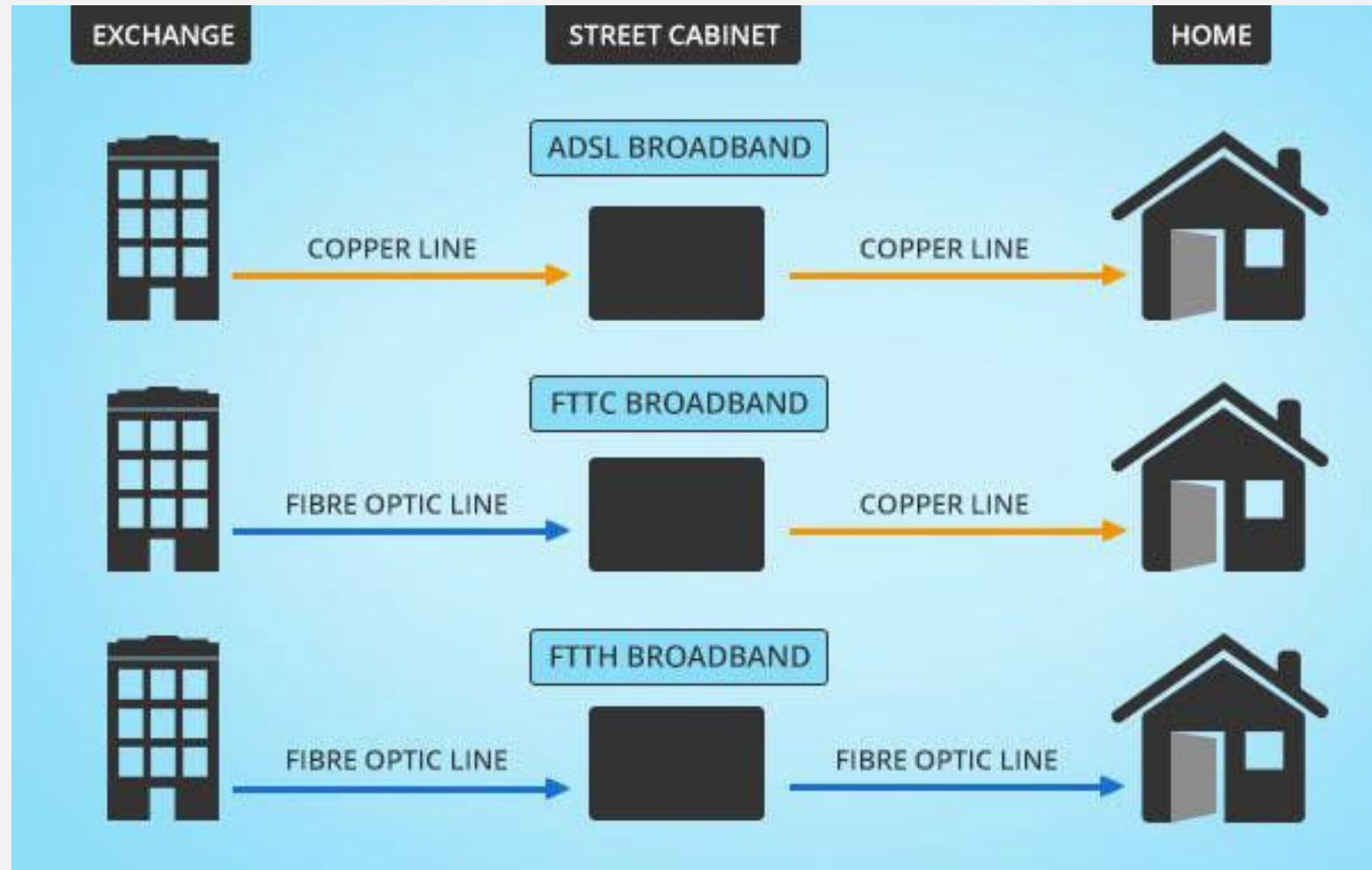
Vision



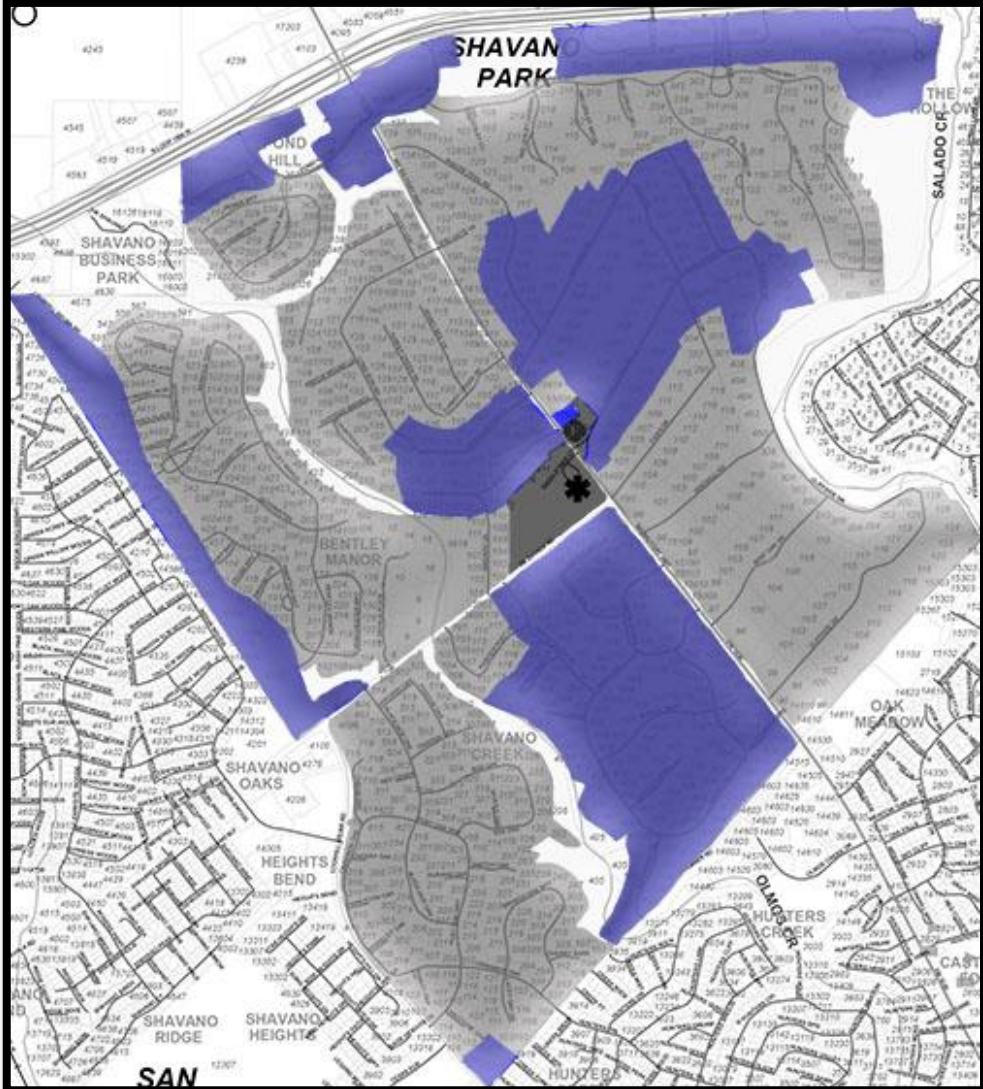
Enable the future by facilitating the installation of a high-speed fiber optics infrastructure throughout Shavano Park.

Fiber Infrastructure 101

- ❑ Fiber is using glass to transmit data rather than copper
- ❑ The speed and reliability of Fiber is far higher than copper
- ❑ New installations are moving to Fiber



Current Fiber Infrastructure



- Areas in Blue have 2 High-speed internet providers (FTTC).
- Areas in Gray only have 1 High-speed internet provider (FTTC).
- No residential areas have fiber directly to the home (FTTH). All areas have high-speed internet (FTTC).
- The majority of residents have only 1 High-speed internet provider (no competition)

Opportunity for Investment



Benefits for Private Investment

- Affluent community with demand for high-speed internet
- Limited competition of existing fiber infrastructure (FTTC or FTTP)
- Existing fiber backbone
- Possible right-of-way accommodations

Alignment from City Council on . . .

VISION



Enable the future by facilitating the installation of a high-speed fiber optics infrastructure throughout Shavano Park.



Gain a deeper understanding of current internet infrastructure



Develop market intelligence



Develop an understanding of the opportunities & limitations

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 6.7

Prepared by: Ald. Miller

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Property Maintenance Code Revisions - Ald. Miller

X

Attachments for Reference:

- 1) 6.7a Presentation PowerPoint
- 2) 6.7b Draft Language

BACKGROUND / HISTORY: At the January 24, 2022 City Council meeting Council gained consensus to form an informal working group led by Alderman Miller who would review and bring back recommendations to City Council.

DISCUSSION: This spring Alderman Miller, City Manager and Assistant to the City Manager worked to craft consensus language using the International Property Maintenance Code and language from the Mayor. Attachment 6.7a is the draft language from the informal working group.

While this work is important to the community it is not time sensitive. Planning & Zoning Commission has ample experience considering complex Ordinances and issues in the community.

COURSES OF ACTION: Task Planning & Zoning Commission to review possible Property Maintenance Code revisions and return to City Council with recommendations; or alternatively decline and provide guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Task Planning & Zoning Commission to review possible Property Maintenance Code revisions and return to City Council with recommendations.



January 24th City Council Meeting

Proposed: ORDINANCE NO. 0-2022-002

Adopt the International Property Maintenance Code (IPMC) to regulate commercial property maintenance in the City.

Council's Direction:

Review the IPMC standard and develop recommendations for Council's consideration.

ISSUE: *The City lacks the robust “maintenance” ordinances to protect the public health, safety & welfare of the community.*

Alignment with Council’s
Strategic Strategies



GOAL 3: “. . .preserve city property values . . .”

GOAL 6: “. . . enhance city image . . .”

Strategic Vision: “. . . stive to be the premier community in Bexar County.”



Alignment of Strategic Direction

Maintain Balance
Individual vs. Community
Rights



Ensuring City Ordinances are reasonable, understandable and enforceable.

Ensure Clear Line-of-Site
to Objectives



- ☐ *Public Safety & Health*
- ☐ *Preserve Property Values*
- ☐ *Alignment with Zoning Codes and requirements*

Alignment and Supplement
Current City Ordinances



Include City Property Maintenance Ordinances into logical City Ordinance sequence.


International Property Maintenance Code (IPMC) – *Provision Categorization*

Reasonable Provisions

- ✓ Residential Zoning:
 - Rodent Harborage
 - Sanitation (*Garbage*)
 - Defacement of Property
- ✓ Business Zoning
 - Exterior Property
 - Unsafe Conditions / Pests
 - Sanitation (*Garbage*)
 - Structural Exterior

Redundant Provisions

- ✗ Maintenance of Vegetation
- ✗ Swimming Pool Enclosures
- ✗ Component Serviceability
- ✗ Fire Safety Requirements
- ✗ Occupancy Limits


Provisions already in City Ordinances

Burdensome Provisions

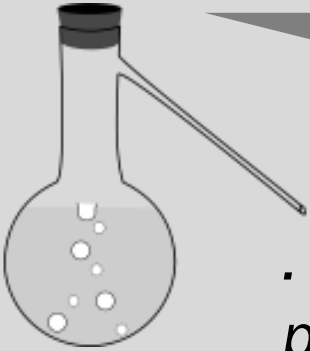
- ✗ Grade to Prevent Soil Erosion
- ✗ Non-Functioning Vehicles
- ✗ Address Display Requirements
- ✗ Window Weather Tight Standard
- ✗ Standards for Insect Screens
- ✗ Doors & Locks Standards
- ✗ Standards for Building Security
- ✗ Interior Structure Standards
- ✗ Handrails and Guardrail Standards
- ✗ Pest Extermination Requirements
- ✗ Ventilation & Mechanical Standards
- ✗ Plumbing & Electrical Requirements

✓ Recommended IPMC Additions

✗ Additions Not Recommended

COMMON SENSE APPROACH:

*Adopt Shavano Park
Property Maintenance Code
Ordinances that . . .*



*. . . distills only
pertinent items from
the International
Property Maintenance
Code (IPMC).*

- **General**
 - Scope is Limited
 - Common-Sense Rules Approach
 - Allows City Enforcement Authority
- **Maintenance of Exterior Properties**
 - Sanitation
 - Rodent Harborage
 - Defacement of Property
- **Exterior Structure Maintenance** (Commercial Zoning Only)
 - Unsafe Conditions
 - Accessory Structures (Fences)
 - Structural Members

Start small and add additional items over time as needed

Integrating Approach

Alignment and Supplement Current City Ordinances

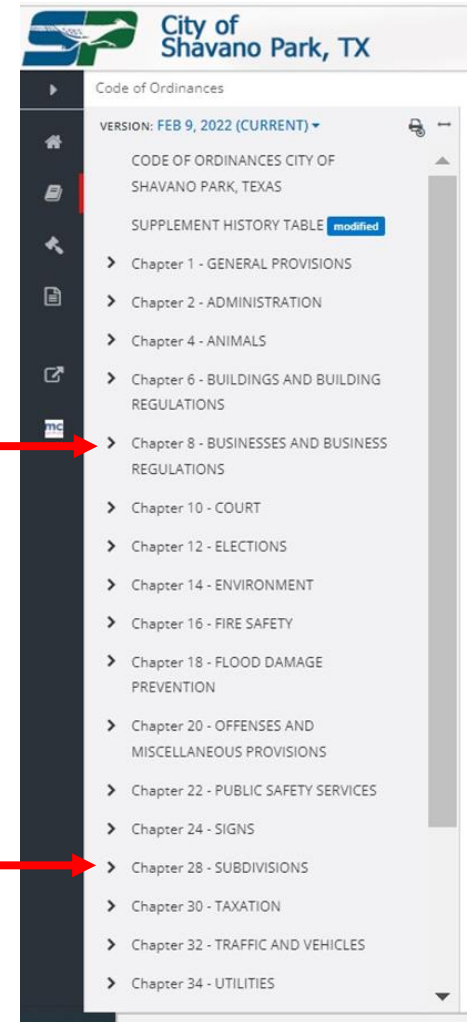


*Include City Property
Maintenance Ordinances
into logical City Ordinance
sequence.*

Integration of New Requirements

The integration of new requirements into the existing ordinance structure facilitates usability, understanding and enforcement.

- **Maintenance of Exterior Properties**
 - Sanitation
 - Rodent Harborage
 - Defacement of Property
- **Exterior Structure Maintenance**
 - Unsafe Conditions
 - Accessory Structures (Fences)
 - Structural Members



Recommendations to Council

☐ Align on strategic direction:



Rules are reasonable, understandable and enforceable

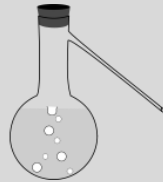


Clear Line-of-Site to Objectives



Alignment and Supplement Current City Ordinances

☐ Adopt proposed maintenance code standards:



- General (3 Items)
- Maintenance of Exterior Properties (3 Items)
- Exterior Structure Maintenance (3 Items)

☐ Approve modifications to City Ordinances after P&Z review:



Chapters 6: *Building & Building Regulations*

Chapter 28: *Subdivisions*



I
CODE AMENDMENT

Chapter 8, Article I. – GENERAL of the City of Shavano Park Code of Ordinances is hereby amended renamed to COMMERCIAL PROPERTY MAINTENANCE.

II
CODE AMENDMENT

Chapter 8, Article I. – COMMERCIAL PROPERTY MAINTENANCE of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 8-1. - General

- (a) **Scope.** The provisions of this Chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property* in commercially zoned districts under Sec. 36-39 and on commercial use properties in Mixed-Used Districts under Sec. 36-41 of the City of Shavano Park Code of Ordinances.
- (b) **Responsibility.** The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this Chapter. A person shall not occupy as owner-occupant or permit another person to occupy *premises* that are not in a sanitary and safe condition and that do not comply with the requirements of this Chapter. *Occupants* of a *premises* are responsible for keeping in a clean, sanitary and safe condition that part of the *premises* they occupy and control.
- (c) **Code Official.** The City Manager, or their designee, shall be the appointed code official of this Chapter.
- (d) **Application of other codes.** Repairs, additions, or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the City adopted technical codes under Chapter 6, Article I of the City of Shavano Park Code of Ordinances. Nothing in this article shall be construed to cancel, modify or set aside any provisions of the Zoning Ordinance under Chapter 36 or the City of Shavano Park Code of Ordinances.
- (e) **Vacant structures and land.** Vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.
- (f) **Right of Entry.** Any entry onto a property shall be solely in the manner proscribed by Texas law.
- (g) **Failure to Comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to

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perform to remove a violation or unsafe condition, shall be liability to a fine under Sec. 1-10 of the City of Shavano Park Code of Ordinances.

- (h) **Prosecution of violation.** Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and to the extent provided by the laws of the State of Texas shall be a lien upon such real estate.
- (i) **Means of Appeal.** All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.
- (j) **Transfer of ownership.** To the extent provided by laws of the State of Texas, it shall be unlawful for the owner of any structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner or the owner's authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

Sec. 8-2. - Definitions

Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings such as the context implies.

ANCHORED. Secured in a manner that provides positive connection.

APPROVED. Acceptable to the *code official*.

EXTERIOR PROPERTY. The open space on the *premises* and on adjoining property under the control of *owners* or *operators* of such *premises*.

GARBAGE. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

GUARD. A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.

INFESTATION. The presence, within or contiguous to, a structure or *premises* of insects, rodents, vermin or other pests.

INOPERABLE MOTOR VEHICLE. A vehicle that cannot be driven upon the public streets for reason including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

OCCUPANCY. The purpose for which a building or portion thereof is utilized or occupied.

OCCUPANT. Any individual having possession of a space within a building.

OPERATOR. Any person who has charge, care or control of a structure or *premises* that is let or offered for *occupancy*.

OWNER. Any person, agent, *operator*, firm or corporation having legal or equitable interest in the property; or recorded in the official records of the State of Texas, Bexar County as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

PREMISES. A lot, plot or parcel of land including any structures thereon.

RUBBISH. Worthless, unwanted material that is rejected or thrown out; debris; litter; trash. Includes stagnant or unwholesome water, filth, carrion, rubble, junk or garbage, or impure or unwholesome matter of any kind, including, but not limited to, dead grass & vegetation, tree limbs, tree stumps, improper composting or improper storage of landscape materials, waste paper, scrap wood or lumber, scrap metal, rags, rubber tires, plastic, metal, ceramic or glass bottles, canisters, barrels or cans, combustible materials, appliances, furniture, discarded or unused flooring material, dismantled or disassembled vehicle parts, discarded or abandoned construction materials and exposed or uncovered fill materials.

ULTIMATE DEFORMATION. The deformation at which failure occurs and that shall be deemed to occur if the sustainable load reduces to 80% or less of the maximum strength.

Sec. 8-3. - Exterior Property

- (a) **Sanitation.** *Exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* that such *occupant* occupies or controls in a clean and sanitary condition.
- (b) **Rubbish & Garbage.** *Exterior property* and *premises* of every structure, shall be free from any accumulation of *rubbish* or *garbage* in accordance. The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish. Containers shall be maintained to be leakproof and provided with close-fitting covers for the storage of rubbish until removed from the premises for disposal.
- (c) **Grading and drainage.** Except as to *approved* retention areas and reservoirs, *premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon. or within any structure located thereon.
- (d) **Sidewalks and driveways.** Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair. and maintained free from hazardous conditions.
- (e) **Weeds & Grass.** *Premises* and *exterior property* shall not allow weeds or grass grow to a height greater than 12 inches in accordance with Sec. 14-80 of the City of Shavano Park Code of Ordinances.
- (f) **Rodent harborage.** Structures and *exterior property* shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly removed by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.
- (g) **Accessory structures.** Accessory structures, including fences and walls, shall be maintained structurally sound and in good repair.
- (h) **Motor vehicles.** Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any *premises*, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited. Except as specifically allowed by the Code, there may be no overnight outdoors storage of vehicles.
- (i) **Defacement of property.** A person shall not willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any property by placing thereon any marking, carving or graffiti. It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair.

Sec. 8-4. - Exterior Structure

- (a) **General.** The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.
- (b) **Unsafe conditions.** The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code*.
- (1) The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength.
 - (2) The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects.
 - (3) Structures or components thereof that have reached their limit state.
 - (4) Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or watertight.
 - (5) Structural members that have evidence of deterioration or that are not capable of safely supporting all nominal loads and load effects.
 - (6) Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.
 - (7) Exterior walls that are not *anchored* to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.
 - (8) Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage. or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects.
 - (9) Flooring and flooring components with defects that affect serviceability or flooring components that show signs of deterioration or fatigue, are not properly *anchored* or are incapable of supporting all nominal loads and resisting all load effects.
 - (10) Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects.

Draft Language for Property Maintenance Requirements

- (11) Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes, outdoor parking and exhaust ducts not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects.
 - (12) Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including *guards* and handrails, are not structurally sound, not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects.
 - (13) Chimneys, cooling towers, smokestacks and similar appurtenances are not permitted in the City.
- (c) **Protective treatment.** Exterior surfaces, including but not limited to doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.
- (d) **Structural members.** Structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.
- (e) **Foundation walls.** Foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.
- (f) **Roofs and drainage.** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.
- (g) **Decorative features.** Cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

- (h) **Overhang extensions.** Overhang extensions including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. Where required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment. Fabrics and plastics of any kind shall maintain not less than 75% of their original color.
- (i) **Stairways, decks, porches and balconies.** Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
- (j) **Handrails and guards.** Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
- (k) **Gates.** Exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition.

Sec. 8-5. - Component Serviceability

- (a) **General.** The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.
- (b) **Unsafe conditions.** Except where substantiated otherwise by an *approved* method, where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code*:
 - (1) Soils that have been subjected to any of the following conditions:
 - (A) Collapse of footing or foundation system.
 - (B) Damage to footing, foundation, concrete or other structural element due to soil expansion.
 - (C) Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil.
 - (D) Inadequate soil as determined by a geotechnical investigation.
 - (E) Where the allowable bearing capacity of the soil is in doubt.
 - (F) Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.

Draft Language for Property Maintenance Requirements

(2) Concrete that has been subjected to any of the following conditions:

- (A) Deterioration.
- (B) *Ultimate deformation.*
- (C) Fractures.
- (D) Fissures.
- (E) Spalling.
- (F) Exposed reinforcement.
- (G) Detached, dislodged or failing connections.

(3) Aluminum that has been subjected to any of the following conditions:

- (A) Deterioration.
- (B) Corrosion.
- (C) Elastic deformation.
- (D) *Ultimate deformation.*
- (E) Stress or strain cracks.
- (F) Joint fatigue.
- (G) Detached, dislodged or failing connections.

(4) Masonry that has been subjected to any of the following conditions:

- (A) Deterioration.
- (B) *Ultimate deformation.*
- (C) Fractures in masonry or mortar joints.
- (D) Fissures in masonry or mortar joints.
- (E) Spalling.
- (F) Exposed reinforcement.
- (G) Detached, dislodged or failing connections.

(5) Steel that has been subjected to any of the following conditions:

- (A) Deterioration.
- (B) Elastic deformation.
- (C) *Ultimate deformation.*
- (D) Metal fatigue.
- (E) Detached, dislodged or failing connections.

(6) Wood that has been subjected to any of the following conditions:

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- (A) Deterioration.
- (B) *Ultimate deformation.*
- (C) Damage from insects, rodents and other vermin.
- (D) Fire damage beyond charring.
- (E) Significant splits and checks.
- (F) Horizontal shear cracks.
- (G) Vertical shear cracks.
- (H) Inadequate support.
- (I) Detached, dislodged or failing connections.
- (J) Excessive cutting and notching.

Sec. 8-6. - Pest Elimination

- (c) **Infestation.** Structures shall be kept free from insect and rodent infestation. Structures in which insects are found shall be promptly exterminated by approved processes that will not be injurious to human health. Structures in which rodents are found shall be promptly removed/exterminated by approved processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.
- (d) **Owner.** The owner of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure and for infestations caused by defects in the structure.
- (e) **Occupant.** Except where the infestations are caused by defects in the structure, the occupant of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

Secs. 8-7 - 8-18. - Reserved.

III

CODE AMENDMENT

Chapter 14, Article IV. –WEEDS, GRASS AND OTHER VEGETATION, Sec. 14-81 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec.14-81. - Property to be free of conditions constituting public nuisances.

Property Maintenance is required for both properties in both commercial and residential zoning districts. Property Maintenance requirements for properties in commercial zoning districts are found in Chapter 8, Article I. - COMMERCIAL PROPERTY MAINTENANCE of

the City of Shavano Park Code of Ordinances. Property Maintenance requirements for properties in residential zoning districts are to be found in Chapter 20, Article IV. - RESIDENTIAL PROPERTY MAINTENANCE of the City of Shavano Park Code of Ordinances.

III

CODE AMENDMENT

Chapter 20, Article III. – NOISE of the City of Shavano Park Code of Ordinances is hereby amended to add the following:

Secs. 20-59 - 70. - Reserved.

IV

CODE AMENDMENT

Chapter 20, Article IV. – RESIDENTIAL PROPERTY MAINTENANCE of the City of Shavano Park Code of Ordinances is hereby created to read as follows:

ARTICLE IV. - RESIDENTIAL PROPERTY MAINTENANCE

Sec. 20-71. - General

- (a) **Scope.** The provisions of this Chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property* in residential zoning districts under Sec. 36-36 of the City of Shavano Park Code of Ordinances.
- (b) **Responsibility.** The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this Chapter. A person shall not occupy as owner-occupant or permit another person to occupy *premises* that are not in a sanitary and safe condition and that do not comply with the requirements of this Chapter. *Occupants* of a *premises* are responsible for keeping in a clean, sanitary and safe condition that part of the *premises* they occupy and control.
- (c) **Code Official.** The City Manager, or their designee, shall be the appointed code official of this Chapter.
- (d) **Application of other codes.** Repairs, additions, or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the City adopted technical codes under Chapter 6, Article I of the City of Shavano Park Code of Ordinances. Nothing in this article shall be construed to

Draft Language for Property Maintenance Requirements

cancel, modify or set aside any provisions of the Zoning Ordinance under Chapter 36 or the City of Shavano Park Code of Ordinances.

- (e) **Vacant structures and land.** Vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.
- (f) **Right of Entry.** Any entry onto a property shall be solely in the manner proscribed by Texas law.
- (g) **Failure to Comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liability to a fine under Sec. 1-10 of the City of Shavano Park Code of Ordinances.
- (h) **Means of Appeal.** All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.
- (i) **Transfer of ownership.** To the extent provided by laws of the State of Texas, it shall be unlawful for the owner of any structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner or the owner's authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

Sec. 20-72. - Definitions

APPROVED. Acceptable to the *code official*.

EXTERIOR PROPERTY. The open space on the *premises* and on adjoining property under the control of *owners* or *operators* of such *premises*.

GARBAGE. The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

OCCUPANT. Any individual having possession of a space within a building.

OPERATOR. Any person who has charge, care or control of a structure or *premises* that is let or offered for *occupancy*.

OWNER. Any person, agent, *operator*, firm or corporation having legal or equitable interest in the property; or recorded in the official records of the State of Texas, Bexar County as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

PREMISES. A lot, plot or parcel of land including any structures thereon.

RUBBISH. Worthless, unwanted material that is rejected or thrown out; debris; litter; trash. Includes stagnant or unwholesome water, filth, carrion, rubble, junk or garbage, or impure or unwholesome matter of any kind, including, but not limited to, dead grass & vegetation, tree limbs, tree stumps, improper composting or improper storage of landscape materials, waste paper, scrap wood or lumber, scrap metal, rags, rubber tires, plastic, metal, ceramic or glass bottles, canisters, barrels or cans, combustible materials, appliances, furniture, discarded or unused flooring material, dismantled or disassembled vehicle parts, discarded or abandoned construction materials and exposed or uncovered fill materials.

Sec. 20-73. - Property Maintenance Required

- (a) **Rubbish & Garbage.** *Exterior property* and *premises* of every structure, shall be free from any accumulation of *rubbish* or *garbage* in accordance. The owner of every occupied premises shall supply approved covered containers for rubbish, and the owner of the premises shall be responsible for the removal of rubbish. Containers shall be maintained to be leakproof and provided with close-fitting covers for the storage of rubbish until removed from the premises for disposal.
- (b) **Weeds & Grass.** *Premises* and *exterior property* shall not allow weeds or grass grow to a height greater than 12 inches in accordance with Sec. 14-80 of the City of Shavano Park Code of Ordinances.
- (c) **Rodent harborage.** Structures and *exterior property* shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly removed by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.
- (d) **Defacement of property.** A person shall not willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any property

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by placing thereon any marking, carving or graffiti. It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

Secs. 20-74 - 90. - Reserved.

City of Shavano Park
PERIODIC REPORT OF ISSUED PERMITS

Page 1

Printed: 05-02-2022

[Designated period: 04/01/22 to 04/30/22]

[Prior period: 04/01/21 to 04/30/21]

| | Prms | Valuation | Fees Paid | Prms | Valuation | Fees Paid |
|----------------------------------------|------|-----------|-----------|------|-----------|-----------|
| Commercial: | | | | | | |
| Electric (C) (n/a) (n/a) | 0 | 0.00 | 0.00 | 1 | 25,000.00 | 517.63 |
| Electric (C) New (Shell Only) Driveway | 1 | 0.00 | 0.00 | 0 | 0.00 | 0.00 |
| Finish Out Tenant Finish Out (n/a) | 1 | 46,541.00 | 1,055.00 | 0 | 0.00 | 0.00 |
| HVAC (C) (n/a) (n/a) | 0 | 0.00 | 0.00 | 2 | 0.00 | 1,600.24 |
| Plumbing (C) (n/a) (n/a) | 1 | 0.00 | 773.88 | 0 | 0.00 | 0.00 |
| <i>Development Services Fees</i> | | | | | | |
| <i>Credit Card Fee</i> | | | 19.00 | | | 52.00 |
| <i>Technology Fee</i> | | | 10.00 | | | 15.00 |
| TOTALS FOR PERMITS SHOWN ABOVE | 3 | 46,541.00 | 1,828.88 | 3 | 25,000.00 | 2,117.87 |
| Other: | | | | | | |
| Driveway Permit (n/a) Driveway | 0 | 0.00 | 0.00 | 1 | 0.00 | 215.26 |
| Gate Permit (n/a) Fence | 1 | 0.00 | 635.52 | 4 | 0.00 | 430.52 |
| Gate Permit (n/a) Masonry Wall | 0 | 0.00 | 0.00 | 1 | 0.00 | 210.13 |
| Fire Sprinkler Permit Remodel (n/a) | 0 | 0.00 | 0.00 | 1 | 3,925.00 | 148.63 |
| Sport Court (n/a) Sports Court | 1 | 0.00 | 363.88 | 0 | 0.00 | 0.00 |
| Sign Permit Other (n/a) | 1 | 3,342.00 | 56.38 | 0 | 0.00 | 0.00 |
| Swimming Pool (n/a) Pool/ Spa | 2 | 0.00 | 4,282.89 | 3 | 0.00 | 3,720.78 |
| <i>Development Services Fees</i> | | | | | | |
| <i>Credit Card Fee</i> | | | 80.00 | | | 116.00 |
| <i>Technology Fee</i> | | | 60.00 | | | 70.00 |
| TOTALS FOR PERMITS SHOWN ABOVE | 5 | 3,342.00 | 5,338.67 | 10 | 3,925.00 | 4,725.32 |
| Residential: | | | | | | |
| Building (R) (n/a) New Residence* | 0 | 0.00 | 0.00 | 6 | 0.00 | 35,267.10 |

City of Shavano Park
PERIODIC REPORT OF ISSUED PERMITS

Page 2

Printed: 05-02-2022

[Designated period: 04/01/22 to 04/30/22]

[Prior period: 04/01/21 to 04/30/21]

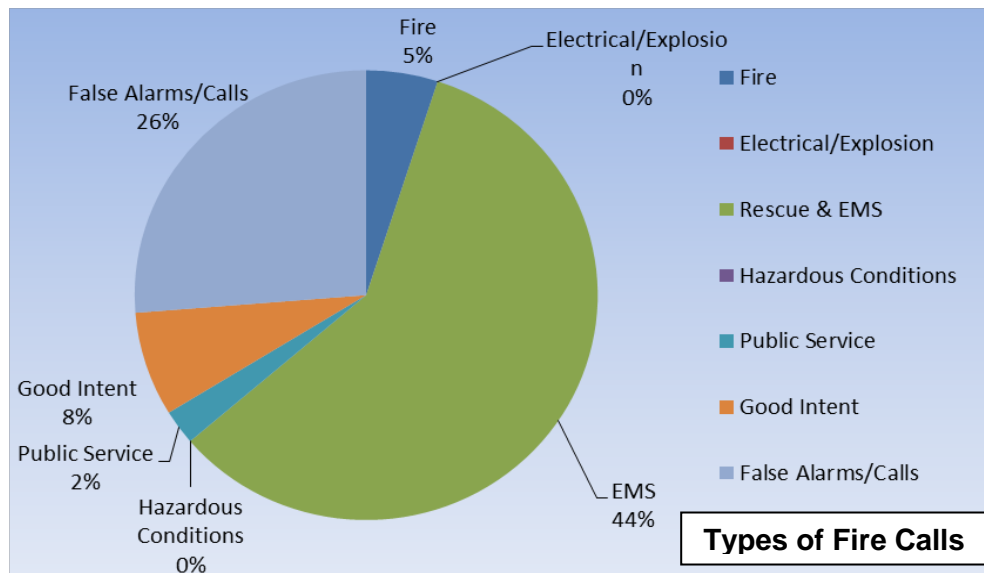
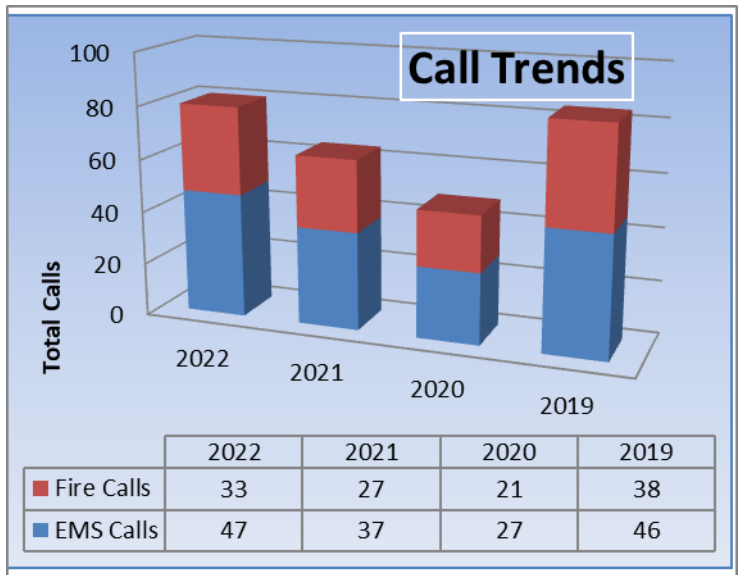
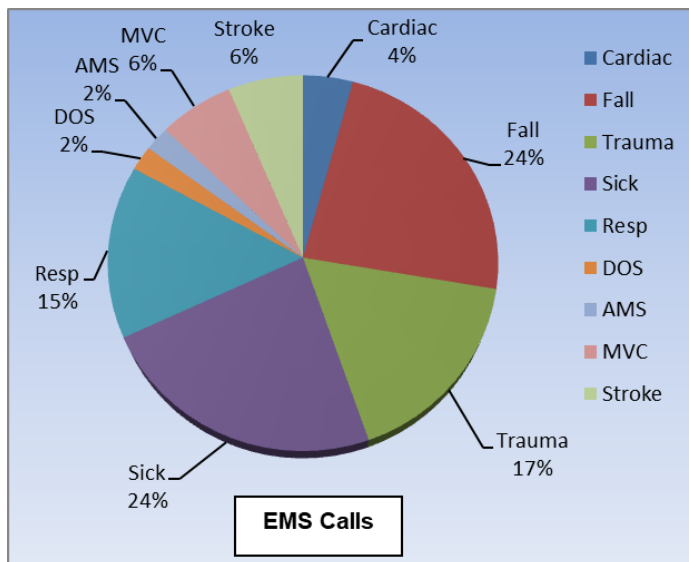
| | | | | | | |
|------------------------------------------------|-----------|------------------|------------------|-----------|------------------|-------------------|
| Demolition (R) (n/a) Driveway | 1 | 0.00 | 158.88 | 0 | 0.00 | 0.00 |
| Demolition (R) (n/a) Improvements/ Remodels** | 0 | 0.00 | 0.00 | 1 | 0.00 | 5.13 |
| Electric (R) (n/a) (n/a) | 5 | 0.00 | 6,227.10 | 9 | 0.00 | 12,689.70 |
| Gas (R) (n/a) (n/a) | 1 | 0.00 | 266.51 | 0 | 0.00 | 0.00 |
| HVAC (R) (n/a) (n/a) | 4 | 0.00 | 10,936.97 | 11 | 0.00 | 8,651.24 |
| HVAC (R) (n/a) Improvements/ Remodels** | 0 | 0.00 | 0.00 | 1 | 0.00 | 158.88 |
| HVAC (R) (n/a) Other (please explain below) | 0 | 0.00 | 0.00 | 1 | 0.00 | 620.13 |
| Irrigation (R) (n/a) (n/a) | 2 | 0.00 | 266.51 | 1 | 0.00 | 215.26 |
| Plumbing (R) (n/a) (n/a) | 11 | 0.00 | 12,198.20 | 14 | 0.00 | 44,086.35 |
| Patio/ Deck (n/a) Other (please explain below) | 1 | 0.00 | 158.88 | 0 | 0.00 | 0.00 |
| Patio/ Deck (n/a) Patio/ Deck | 0 | 0.00 | 0.00 | 1 | 0.00 | 261.38 |
| Roof (R) (n/a) Roof (or re-roof) | 0 | 0.00 | 0.00 | 1 | 0.00 | 158.88 |
| Remodel (R) (n/a) Other (please explain below) | 1 | 0.00 | 376.76 | 0 | 0.00 | 0.00 |
| Tree Trimming (R) (n/a) (n/a) | 0 | 0.00 | 0.00 | 2 | 0.00 | 82.00 |
| Fence (R) (n/a) Fence | 1 | 0.00 | 261.38 | 0 | 0.00 | 0.00 |
| Septic (R) (n/a) (n/a) | 1 | 0.00 | 435.63 | 0 | 0.00 | 0.00 |
| <i>Development Services Fees</i> | | | | | | |
| <i>Credit Card Fee</i> | | | 768.00 | | | 1732.00 |
| <i>Technology Fee</i> | | | 1190.00 | | | 2055.00 |
| TOTALS FOR PERMITS SHOWN ABOVE | 28 | 0.00 | 31,286.82 | 48 | 0.00 | 102,196.05 |
| TOTAL FOR ALL PERMITS IN THE PERIOD | 36 | 49,883.00 | 38,454.37 | 61 | 28,925.00 | 109,039.24 |

Shavano Park Fire Department



Summary of Events for April 2022

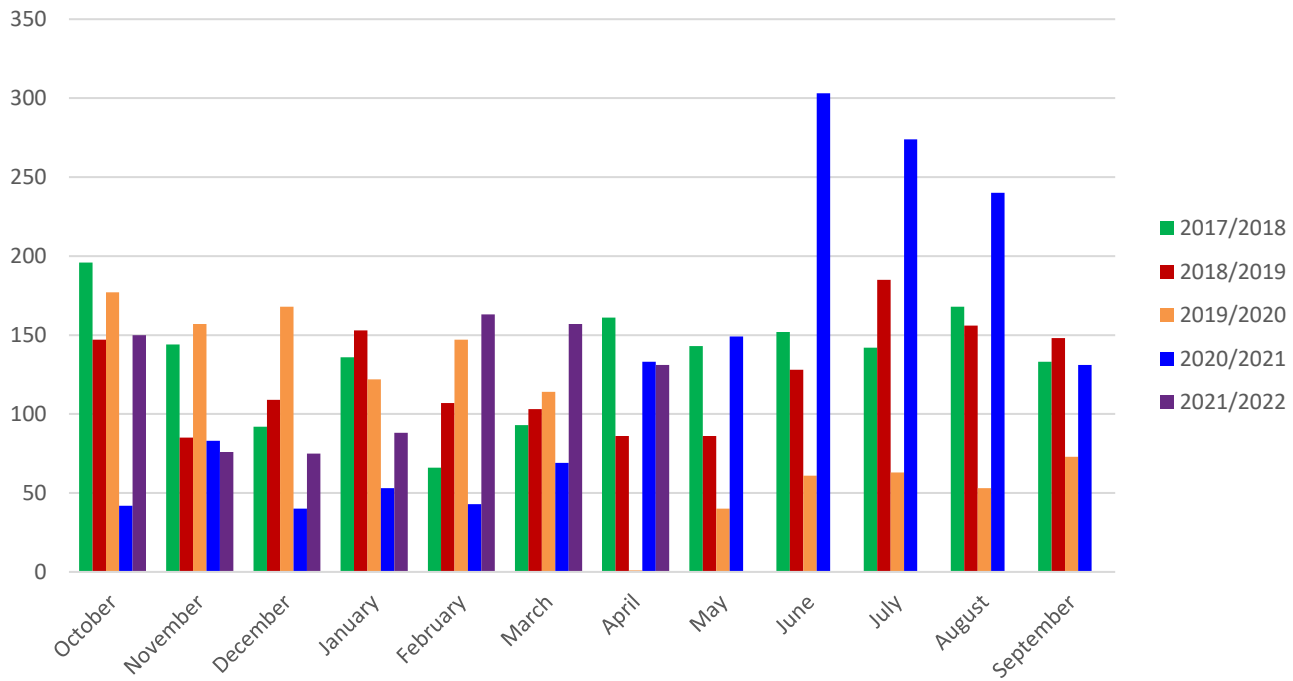
- Shavano Park FD responded to **80** requests for service in April.
- This is a **20% increase** from the previous **April**.
- Shavano Park FD responded to **4 automatic** aid requests from Castle Hills and Bexar Bulverde FD.
- Shavano Park FD received **4** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **13** mutual aid requests from other departments
- The average response time for calls within Shavano Park is **4 minutes 43 seconds** this month.
- Firefighters completed a total of **152 hours of fire** and **168 hours of EMS** training in the month of April.
- Certified Fire Inspector inspected **4** commercial buildings.
- Fire crews performed **2** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **4** sets of commercial building/renovation plans/changes to previously submitted plans
- ALS care (Paramedics) Accounted for 83% of EMS responses for April



City of Shavano Park

Municipal Court Activity April 2022

Cases Filed Per Month

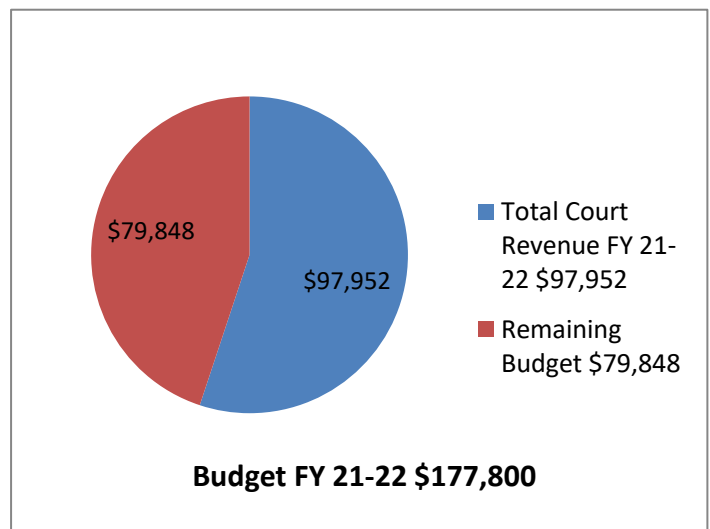


| Cases Resolved | Current Month | Prior Year |
|----------------------|---------------|------------|
| Fine | 45 | 70 |
| Not Guilty By Judge | 0 | 0 |
| Guilty | 20 | 44 |
| Dismissed | 8 | 0 |
| Compliance Dismissal | 30 | 11 |
| Defensive Driving | 12 | 7 |
| Deferred Disposition | 29 | 15 |
| Proof of Insurance | 0 | 1 |
| TOTAL | 144 | 148 |

There was 1 case filed in April 2020.
(Insufficient to register on the above chart)

There were no in-person Municipal Court proceedings March - May, July - December 2020 and January - February 2021 due to the coronavirus.

| Court Revenue | Current 21/22 | Prior 20/21 |
|---------------|------------------|-------------------|
| October | \$ 14,631 | \$ 7,514 |
| November | 14,428 | 8,737 |
| December | 10,631 | 5,261 |
| January | 10,362 | 7,312 |
| February | 17,310 | 8,186 |
| March | 15,372 | 16,987 |
| April | 15,218 | 18,516 |
| May | - | 18,146 |
| June | - | 22,954 |
| July | - | 24,409 |
| August | - | 19,452 |
| September | - | 17,887 |
| | \$ 97,952 | \$ 175,361 |



**Monthly Activity Report
City of Shavano Park Police Department
April 2022**

**Activity Report: 21 criminal offenses out of 17 incidents were handled by the Police Department for the month of April.
210 total incidents were handled to by the Department for 2022.**

| Criminal Incidents | Calendar Year | | | | | |
|----------------------------------------------------------------------|---------------|------------|------------|------------|------------|------------|
| | April | 2022 | 2021 | 2020 | 2019 | 2018 |
| Alcohol Beverage Code Violations | 1 | 2 | 0 | 0 | 0 | 2 |
| Arrest of Wanted Persons (Outside Agency) | 2 | 9 | 27 | 10 | 18 | 20 |
| Assault / Assault Family Violence | 2 | 6 | 11 | 9 | 4 | 6 |
| Burglary Building | 1 | 1 | 6 | 5 | 5 | 6 |
| Burglary of Habitation | 0 | 0 | 2 | 0 | 0 | 1 |
| Burglary Vehicle | 4 | 14 | 23 | 10 | 13 | 10 |
| Criminal Mischief / Reckless Damage | 0 | 2 | 17 | 9 | 9 | 8 |
| Criminal Mischief Mail Box | 0 | 1 | 3 | 0 | 0 | 0 |
| Criminal Trespass | 0 | 0 | 6 | 3 | 3 | 2 |
| Cruelty to Animals | 0 | 0 | 1 | 0 | 0 | 0 |
| Disorderly Conduct | 0 | 0 | 3 | 0 | 0 | 1 |
| Deadly Conduct | 0 | 0 | 1 | 0 | 0 | 0 |
| Duty on Striking Fixture/Landscaping | 0 | 1 | 4 | 0 | 3 | 1 |
| Driving Under the Influence - Minor | 1 | 2 | 1 | 0 | 0 | 0 |
| Driving While Intoxicated | 2 | 8 | 28 | 15 | 10 | 7 |
| Driving while License Suspended / Invalid | 0 | 0 | 1 | 1 | 5 | 3 |
| Endangerment of Child | 0 | 0 | 0 | 0 | 1 | 0 |
| Engaging in Organized Crime | 0 | 0 | 1 | 0 | 0 | 0 |
| Evading Arrest/Escape Custody | 1 | 3 | 9 | 5 | 3 | 5 |
| Exploitation Child/Elderly/Disabled | 0 | 0 | 1 | 0 | 0 | 0 |
| Failure to Identify | 0 | 0 | 0 | 1 | 1 | 2 |
| Fraud / Forgery / False Reports / Tamper w/Govt. Record | 0 | 6 | 12 | 8 | 7 | 5 |
| Graffiti | 0 | 0 | 0 | 1 | 3 | 1 |
| Harassment / Retaliation / Terroristic Threat / Viol. Protect. Order | 1 | 4 | 3 | 4 | 3 | 3 |
| Illegal Dumping | 0 | 0 | 6 | 0 | 0 | 0 |
| Injury to Child/Elderly/Disabled | 1 | 1 | 1 | 0 | 0 | 0 |
| Property Damage/Leaving Scene of Accident | 1 | 1 | 7 | 1 | 1 | 0 |
| Minor In Possession Alcohol/Tobacco | 0 | 2 | 3 | 13 | 0 | 1 |
| Murder | 0 | 0 | 1 | 0 | 0 | 0 |
| Narcotics Violation (class B and up) | 0 | 7 | 7 | 31 | 13 | 15 |
| Narcotics Violation (class C) | 0 | 11 | 17 | 24 | 15 | 22 |
| Unlawful Possession/Carry Weapon | 2 | 8 | 4 | 7 | 2 | 0 |
| Public Intoxication | 0 | 0 | 0 | 1 | 1 | 0 |
| Reckless Driving | 0 | 0 | 2 | 0 | 0 | 2 |
| Resisting Arrest/Interference/Hindering/Unlawful Restraint | 0 | 0 | 2 | 2 | 2 | 1 |
| Robbery | 0 | 0 | 2 | 2 | 1 | 0 |
| Sexual Offense | 0 | 0 | 0 | 1 | 2 | 0 |
| Solicitation of a Minor / Indecency with a Minor | 0 | 0 | 0 | 0 | 0 | 1 |
| Stalking | 0 | 0 | 2 | 0 | 0 | 0 |
| Suicide | 0 | 0 | 1 | 1 | 0 | 0 |
| Tampering with Evidence | 0 | 0 | 1 | 2 | 1 | 0 |
| Theft | 1 | 4 | 25 | 29 | 14 | 17 |
| Theft of Mail | 0 | 4 | 3 | 7 | 0 | 0 |
| Theft of Motor Vehicle | 0 | 0 | 5 | 2 | 0 | 0 |
| Unauthorized Use of Motor Vehicle | 1 | 3 | 1 | 4 | 0 | 0 |
| Total Criminal Calls Handled | 21 | 100 | 250 | 208 | 140 | 142 |

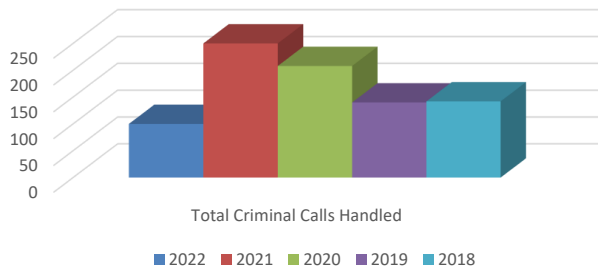
Monthly Activity Report
City of Shavano Park Police Department
April 2022

Non-Criminal Incidents

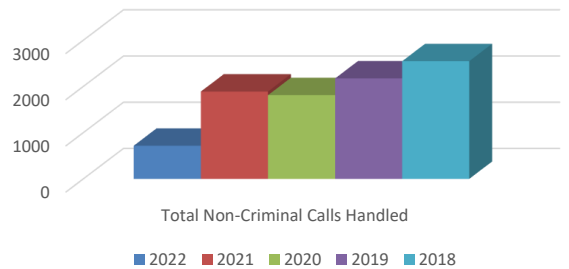
| | April | Calendar Year | | | | |
|-------------------------------------------------------|------------|---------------|-------------|-------------|-------------|-------------|
| | | 2022 | 2021 | 2020 | 2019 | 2018 |
| Accidents Major (With Injuries) | 0 | 3 | 6 | 2 | 8 | 7 |
| Accidents Minor (Non-Injury) | 4 | 23 | 78 | 36 | 74 | 69 |
| Alarm Call | 38 | 141 | 417 | 401 | 505 | 498 |
| Animal Calls / Complaints | 7 | 30 | 97 | 107 | 147 | 171 |
| Assist Fire Department / EMS | 25 | 124 | 372 | 373 | 426 | 444 |
| Assist Other Law Enforcement Agencies | 6 | 22 | 32 | 59 | 89 | 94 |
| Assist the Public | 8 | 24 | 37 | 80 | 105 | 77 |
| City Ordinance Violations | 4 | 17 | 47 | 57 | 34 | 374 |
| nuisance 1 permit 2 solicitor 1 | | | | | | |
| | | | | | | |
| | | | | | | |
| Criminal Trespass Warning | 0 | 0 | 10 | 11 | 10 | 5 |
| Deceased Person / Natural / Unattended | 2 | 5 | 17 | 23 | 15 | 20 |
| Disturbance / Keep the Peace | 6 | 26 | 63 | 71 | 46 | 59 |
| Emergency Detention | 1 | 2 | 12 | 12 | 9 | 4 |
| Health & Safety Violations | 0 | 0 | 0 | 0 | 0 | 0 |
| Impounded Vehicles | 18 | 33 | 0 | 0 | 0 | 0 |
| Information | 15 | 81 | 131 | 127 | 164 | 213 |
| Missing Person / Runaway | 0 | 1 | 0 | 3 | 4 | 0 |
| Recovered Property / Found Property | 2 | 8 | 18 | 11 | 9 | 8 |
| Suspicious Activity, Circumstances, Persons, Vehicles | 15 | 52 | 164 | 154 | 194 | 214 |
| Traffic Hazard | 7 | 11 | 30 | 21 | 72 | 47 |
| Welfare Concern | 6 | 24 | 69 | 48 | 65 | 58 |
| 911 Hang-up Calls | 25 | 90 | 290 | 217 | 199 | 185 |
| Total Non-Criminal Calls Handled | 189 | 717 | 1890 | 1813 | 2175 | 2547 |
| | | | | | | |
| Officer Initiated Contacts | | | | | | |
| | | | | | | |
| | | | | | | |
| Community Policing Contacts / Crime Prevention | 34 | 782 | 2754 | 899 | 1496 | 2620 |
| Out of Town / Patrol-By Reports | 18 | 44 | 196 | 211 | 430 | 410 |
| Total Officer Initiated Contacts | 52 | 826 | 2950 | 1110 | 1926 | 3030 |
| | | | | | | |

There was no reported gang activity for April 2022. For 2022 there have been no reported gang activity.

Criminal Calls



Non Criminal Calls



**City of Shavano Park Police Department
April 2022 Breakdown**

Alcohol Beverage Code Violation

1. 3800 blk. DeZavala Road - open container in vehicle

Arrest of Wanted Person

1. 16400 blk. N.W. Military Hwy. - Bexar County warrant
2. 15400 blk. N.W. Military Hwy. - Bexar County warrant

Assault

1. 4000 blk. DeZavala Road - assault bodily injury
2. 4000 blk. DeZavala Road - assault by threat
3. 4000 blk. DeZavala Road - assault bodily injury

Burglary of Building

1. 4000 Pond Hill Road - forced entry, items taken

Burglary of Vehicle

1. 100 blk. Winding Lane - unknown force, items taken
2. 200 blk. Winding Lane - no force, items taken
3. 200 blk. Durand Oak - no force, items taken
4. 3400 blk. Paesanos Pkwy. - force, items taken

DUI - Minor

1. 4000 blk. N. Loop 1604 W. - driving under the influence

DWI

1. 4000 blk. N. Loop 1604 W. - driving under the influence
2. 15400 blk. N.W. Military Hwy. - driving under the influence

Evading Arrest

1. 15400 blk. N.W. Military Hwy. - suspect fled from officers

Harassment

1. 4400 blk. Yorkshire Court - harassing contact

Property Damage/Leaving Scene of Accident

1. 15400 blk. N.W. Military Hwy. - suspect fled from scene of accident

Theft

1. 3500 blk. Paesanos Pkwy. - employee failed to return work items

UUMV

1. 15400 blk. N.W. Military Hwy. - use of motor vehicle without permission

Unlawful Carry of Weapon

1. 4000 blk. N. Loop 1604 W. - unlawful carry of weapon by licensed holder
2. 4000 blk. N. Loop 1604 W. - unlawful carry of weapon

April 2022

| Officer | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | Grand Total |
|--------------------|----|----|----|----|----|----|---|----|----|----|----|----|----|----|----|-------------|
| Warnings | 9 | 23 | 14 | 3 | 22 | 23 | 0 | 21 | 12 | 26 | 13 | 14 | 21 | 21 | 17 | 239 |
| Citations | 0 | 4 | 0 | 0 | 21 | 23 | 1 | 3 | 26 | 7 | 9 | 21 | 16 | 13 | 8 | 152 |
| Cases | 25 | 6 | 17 | 9 | 17 | 13 | 4 | 11 | 19 | 8 | 21 | 20 | 13 | 14 | 4 | 201 |
| Activity Totals | 34 | 33 | 31 | 12 | 60 | 59 | 5 | 35 | 57 | 41 | 43 | 55 | 50 | 48 | 29 | 592 |
| Vehicles Stopped | 7 | 26 | 14 | 3 | 35 | 27 | 1 | 21 | 28 | 31 | 19 | 32 | 32 | 29 | 22 | 327 |
| Community Policing | 0 | 0 | 9 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 22 | 0 | 0 | 0 | 0 | 34 |

Benavides Cantu Casares Flores Garza Harper Martinez Mendoza Nakazono Page Quintanilla Rangel Schumacher Torres Villanueva

| Officer | P | Q | R | S | T | U | V | W | X | Y | Z | Total B |
|--------------------|---|---|---|---|---|---|---|---|---|---|---|---------|
| Warnings | 0 | 0 | | | | | | | | | | 0 |
| Citations | 0 | 0 | | | | | | | | | | 0 |
| Cases | 1 | 1 | | | | | | | | | | 2 |
| Activity Totals | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Vehicles Stopped | 0 | 0 | | | | | | | | | | 0 |
| Community Policing | 0 | 0 | | | | | | | | | | 0 |

Kelley Phelps

| Grand Total |
|-------------|
| 239 |
| 152 |
| 203 |
| 594 |
| 327 |
| 34 |

PUBLIC WORKS DEPARTMENT
Monthly Report -APRIL 2022

WATER UTILITY

- PW Staff assisted NW Military contractor with S. Warbler tie-in
- PW Staff completed meter reading and then reread 225 manually
- PW Staff submitted the quarterly reports to TCEQ
- PWD and PW/W Office Manager started backflow program
- Contractor completed the annual TCEQ tank inspection – all passed (GST at Shavano inside ladder needs monitored due to rusting)
- PW Staff pulled a cavitating booster pump at Shavano Dr. and delivered to the repair shop
- PW Staff addressed water quality samples with Third Coastal (TCEQ)

GROUND MAINTENANCE

- PW Staff placed 2 pallets of sod around pavilion swings and climbing net
- PW Staff completed laying landscape rock & granite around all playground benches

DRAINAGE

FACILITIES

- PWD and Playwell Group completed semi-annual inspection of all playground equipment and surface
- PW Staff mowed alleys & well sites

STREETS

- PW Staff completed crack sealing Turkey Creek

OTHER

- PWD attended a meeting with SAWS regarding new app for requesting repairs to SAWS hydrants
- PWD and Super met with Terra Vista to set all the sprinklers on Lockhill Selma

| Water Utility | APRIL | MO | FY |
|----------------------------------|--------------|-------------|--------------|
| # of Gallons Pumped | | 17,389,451 | 87,782,213 |
| # of Gallons Pumped from Trinity | | 0 | 0 |
| Total Pumped | | 17,389,451 | 87,782,213 |
| # of Gallons Sold | | 15,985,000 | 79,895,275 |
| Water Lossed in gallons | | 1,397,951 | 8,055,006 |
| Flushing | | 6,500 | 52,500 |
| % of Loss | | 8.04% | 8.92% |
| Water Revenue | | \$59,966.51 | \$293,137.66 |
| EAA Fees Collected | | \$7,992.50 | \$39,818.86 |
| Water Service Fees | | \$5,146.84 | \$34,938.84 |
| Debt Service Collected | | \$15,828.58 | \$110,642.00 |
| Late Fees | | \$1,145.84 | \$5,612.29 |
| Cellular Access Fee | | \$8.90 | \$63.19 |
| Water Used by City | | 339,000 | 1,602,000 |
| Water Cost Used by City | | \$3,620.81 | 14,561.53 |
| # of Water Complaints | | 0 | 5 |
| # of Bill Adjustments | | 5 | 16 |
| # of locate tickets | | 95 | 366 |

CITY OF SHAVANO PARK

MONTHLY COMPARISON TO LAST YEAR # OF WATER ACCOUNTS IN EACH TIER

| Tiers | Breakdown of Tiers in Thousands of Gallons | # of Units In Tier | Rate per 1,000 Gallons | | APR 2021 | APR 2022 |
|--------|--------------------------------------------------|--------------------------|------------------------------|--|-------------|-------------|
| Tier 1 | 0-5,000 | 5 | \$3.07 | | 75 | 139 |
| Tier 2 | 5,001 - 30,000 | 25 | \$3.40 | | 305 | 380 |
| Tier 3 | 30,001 - 50,000 | 20 | \$3.83 | | 158 | 125 |
| Tier 4 | 50,001 - 70,000 | 20 | \$4.58 | | 67 | 40 |
| Tier 5 | 70,001 - 100,000 | 30 | \$6.29 | | 57 | 17 |
| Tier 6 | Over 100,001 | | \$11.94 | | 46 | 7 |
| | | | | | 708 | 708 |

Other Fees

EAA Fee @ \$.50/ 1,000 Gallons
Debt Service Fee @ \$ 22.58

| APR 2021 | APR 2022 |
|-------------|-------------|
| \$13,851.50 | \$7,992.50 |
| \$31,612.00 | \$15,828.58 |

Water Svc Fee 5/8 \$5.10
 3/4 \$7.34
 1 \$13.06
 1 1/2 \$29.38
 2 \$52.22

| | |
|------------|------------|
| \$2,815.20 | \$912.90 |
| \$5,842.64 | \$3,633.30 |
| \$444.04 | \$222.02 |
| \$176.28 | \$117.52 |
| \$626.64 | \$261.10 |

Water Sales Only

| | |
|---------------------|--------------------|
| \$108,620.62 | \$59,966.51 |
|---------------------|--------------------|

1. WELCOME AND INTRODUCTION

Mayor Werner welcomed everyone to the Town Hall Meeting.

2. PRESENTATION - Staff review of the \$10 million Bond Election and the Street Maintenance Program

Mayor Bob Werner, City Manager Bill Hill, Public Workers Director Brandon Peterson and Chris Otto KFW Engineers presented the \$10 million Bond Election and the Street Maintenance Program to the residents of the City of Shavano Park.

3. CITIZENS TO BE HEARD / PUBLIC HEARING - Question and Answer Session concerning the \$10 million Bond Election and the Street Maintenance Program.

Attended were:

2 residents attended.

Four Council Members were in attendance:

Alderman Aleman
Alderman Kuykendall
Alderman Miller
Mayor Pro Tem Kautz

Robert Werner
Mayor

Trish Nichols
City Secretary

1. CALL MEETING TO ORDER

Mayor Werner called the meeting to order at 6:30 p.m.

PRESENT:

ABSENT: None

Alderman Aleman
Mayor Pro Tem Kautz
Alderman Kuykendall
Alderman Miller
Alderman Powers
Mayor Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Alderman Kuykendall led the Pledge of Allegiance to the Flag.
Alderman Miller led the Invocation.

3. CITIZENS TO BE HEARD

No one signed up to address City Council at this time.

4. CITY COUNCIL COMMENTS

City Council welcomed everyone to the meeting.

Finance Director Brenda Morey presented the 2022 Cardboard Kids to Council for Child Abuse Awareness Month.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

5.1. Proclamation – Proclamation - Proclaiming April 21, 2022 as Breast Restoration Advocacy and Education (BRAVE) Coalition Day in the City of Shavano Park, Texas

Mayor Werner read the proclamation for the Breast Restoration Advocacy and Education (BRAVE) Coalition Day.

Mayor Werner read the names of the Blattman Elementary Arbor/Earth Day Poster Contest winners.

6. REGULAR AGENDA ITEMS

Mayor Werner deviated to agenda item 6.2 and upon completion returned to item 6.1.

6.1. Public Hearing - Presentation of the \$10 million Bond Election and the Street Maintenance Program

The Public Hearing opened at 7:16 p.m.

City Manager Hill made a presentation regarding the Street Maintenance Program and the \$10 Million Bond Election.

The Public Hearing closed at 7:34 p.m.

No action was taken on this item.

6.2. Report / update - NW Military Highway Improvements - Public Works Director / TxDOT

Brandon Peterson Public Works Director provided an overview of the NW Military Highway Improvements.

TxDOT representatives Michael Acosta, Jorge Vasques, Carlos Arcila and Jennifer Serold presented an update on the NW Military Highway Construction Plan to City Council. The City Council asked questions and discussed their concerns with TxDOT staff.

6.3. Discussion / action - Consideration for short-term leasing contract for Dan Williams, Inc. use of the overflow parking during construction improvements of the NW Military Highway project - City Manager / Public Works Director

Mayor Werner with City Council consensus postponed agenda item 6.3. short-term leasing contract for Dan Williams, Inc. to the May 16th City Council Meeting.

6.4. Discussion/action - Consideration for calling a Special Meeting to Canvass the May Elections and/or to reschedule the Regular City Council Meeting - City Secretary

Mayor Pro Tem Kautz made a motion to move the regular May meeting to May 16th at 6:30 p.m.

Alderman Miller second the motion

The motion carried with the following vote

AYES: 5; NAYS: 0

6.5. Discussion/ action - Annual Budget Calendar - City Manager/Finance Director

Finance Director Brenda Morey presented an overview to City Council with possible dates for the Annual Budget Calendar

A City Council consensus was reached to conduct budget workshops on May 25th at 5:00 p.m. and June 15th at 5:00 p.m.

The motion carried with the following vote

AYES: 5; NAYS: 0

At this time, Mayor Werner deviated to agenda item 7 - City Manager's Report. Mayor Werner moved to consent agenda 8 and upon completion returned to item 6.6.

6.6. Discussion / action - Annual review / salary of the City Manager - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters Review - City Council

Mayor Pro Tem Kautz made a motion to adjourn into executive session for the discussion of the City Manager's annual review and salary.

Alderman Miller seconded the motion.

The Open meeting adjourned at 7:44 p.m.

The Open Meeting reconvened at 8:26 p.m.

No action was taken on this agenda item.

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 - City Council Town Hall Special Meeting Minutes, March 23, 2022**

- 8.2. Approval - City Council Meeting Minutes, March 28, 2022**
- 8.3. Accept - Planning and Zoning Commission Minutes, February 2, 2022**
- 8.4. Accept - Quarterly Investment Report, three months ending March 31, 2022**
- 8.5. Accept - Resolution R-2022-007 authorizing the donation of two (2) Stalker CopTrax Model B body-worn cameras to the City of Helotes**

Alderman Powers made a motion to approve Consent Agenda Items 8.1 - 8.5 as presented.

Alderman Kuykendall seconded the motion.

The motion to approve Consent Agenda Items 8.1- 8.5 as presented carried with a unanimous vote.

9. ADJOURNMENT

Alderman Power made a motion to adjourn the meeting.

Alderman Miller seconded the motion.

The motion to adjourn the meeting carried with a unanimous vote.

The meeting ended at 8:28 p.m.

Robert Werner
Mayor

Trish Nichols
City Secretary

1. **Call to order**

Chairman Laws called the meeting to order at 6:30 p.m.

PRESENT:

Carla Laws
Lori Fanning
Shawn Fitzpatrick
Vickey Maisel
Bill Simmons
William Stipek

ABSENT:

Michael Janssen
Cindy Teske
Song Tan

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.**

Upon a motion made by Commissioner Fanning, and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted five (5) 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. **Presentation / Public Hearing - Street Maintenance Program and the \$10 million Bond Election.**

The Public Hearing opened at 6:36 p.m.

City Manager Hill made a presentation regarding the Street Maintenance Program and the \$10 Million Bond Election.

The Public Hearing closed at 7:31 p.m.

No action was taken on this item.

5. **Report / update - NW Military Highway Improvements - Public Works Director**

Brandon Peterson Public Works Director provided an overview of the NW Military Highway Improvements.

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:
 - i. Ordinance to fix the mistaken 2017 B-2 PUD re-zoning of Lots 1701 & 1702 in Block 21, CB 4782E (Lynd Building / Pond Hill Restaurant) by formally re-zoning the lots back to MXD
 - ii. Ordinance to remove *Mobile Food Courts* as an allowed use in Zoning Tables after adoption of Ordinance O-2021-011 which expressly prohibit *Mobile Food Courts*

8. **Adjournment**

Upon a motion made by Commissioner Fanning, and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted five (5) for and none (0) opposed to adjourn the meeting at 7:58 p.m. The motion carried.

Carla Laws, Chairman

Trish Nichols, City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 8.4

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Resolution R-2022-011 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 - City Manager

☒

Attachments for Reference: 1) Resolution R-2022-011

BACKGROUND / HISTORY:

The City of Shavano Park, Texas created the City of Shavano Park, Texas Higher Education Facilities Corporation (HEFC) on October 19, 1999. The creation of the corporation is authorized pursuant to Section 53.35 (b) of the Texas Education Code (Code) and facilitates the ability of non-profit educational institutions such as San Antonio Christian Schools to obtain tax-exempt debt thru the corporation. This type of conduit allows the corporation to issue debt for the institutions, but the City has no financial burden per the language required by the Code. In 1999, the HEFC supported the debt of San Antonio Christian Schools and received a one-time fee of \$35,000.

In November 2014, Shavano Park City Council reinstated the HEFC. In March 2015, City Council approved minor revisions to the Bylaws and Articles. On March 23, 2015, the Board of Directors of the HEFC authorized and approved the issuance of bonds in support of the Montessori School of San Antonio for a fee of \$25,000.

In June 2016, the Board of Directors of the HEFC authorized and approved the issuance of bonds in support of the Schreiner University for a fee of \$15,000.

The last Board appointments were approved at the May 10, 2021 City Council meeting by Resolution R-2021-008.

Short excerpts on board members' powers, number and terms of office from the Corporation's Articles of Corporation:

Section 2.1. Powers, Number and Term of Office. The property and affairs of the Corporation shall be managed and controlled by the Board of Directors and, subject to the restrictions imposed by law, the Articles of Incorporation and these Bylaws, the Board of Directors shall exercise all of the powers of the Corporation.

The Board of Directors shall consist of not less than seven nor more than eleven directors, each of whom shall be appointed by the governing body of the City. Any member of the City's governing body may serve on the Board of Directors.

The directors constituting the first Board of Directors shall be those directors named in the Articles of Incorporation, each of whom, as well as any subsequent directors, shall serve for a term of two years or until his or her successor is appointed by the governing body of the City.

Section 3.4. Treasurer. The treasurer shall have custody of all the funds and securities of the HEFC which come into his hands.

The office of treasurer may be held by an employee of the City as appointed by the City Manager and approved by the Board of Directors.

DISCUSSION: The City has made it practice to update the Board Members (eight positions) after each election. The Board of Directors recently has consisted of the six council members, one citizen, and the Finance Director serving as the Treasurer. Of the eight positions, no positions held by Aldermen require updating.

| | |
|-------------------|----------------|
| Robert Werner | President |
| Maggi Kautz | Vice President |
| Brenda Morey | Treasurer |
| Konrad Kuykendall | Director |
| Lee Powers | Director |
| Buddy Aleman | Director |
| Pete Miller | Director |
| Al Walea | Secretary |

COURSES OF ACTION: Approve Resolution R-2022-011 reappointing the President, Vice President, Treasurer, Directors, and the Secretary as listed above or appoint other members.

NOTE: The Board of Directors may ratify, confirm, or change its officers at its next meeting.

FINANCIAL IMPACT: No impact to this specific action, but this action will enable fee revenues to the City in the future.

MOTION REQUESTED: Approve Resolution R-2022-011 reappointing members to the Board of Directors of the City of Shavano Park, Texas Higher Education Facilities Corporation.

RESOLUTION R-2022-011

A RESOLUTION 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

WHEREAS, the City Council (the *Governing Body*) of the City of Shavano Park, Texas (the *City*) previously created and there now exists the City of Shavano Park, Texas Higher Education Facilities Corporation (the *Corporation*), which Corporation exists for the sole and exclusive purpose of aiding nonprofit educational institutions in providing educational facilities and housing facilities and facilities which are incidental, subordinate, or related thereto or appropriate in connection therewith under the provisions of Chapter 53 and Chapter 53A, as amended, Texas Education Code (the *Act*); and

WHEREAS, the Governing Body previously reviewed and approved the Corporation's Articles of Incorporation, as amended (the *Articles*) and Bylaws; and

WHEREAS, Article II of the Corporation's Bylaws provides that the members of the Corporation's Board of Directors shall be appointed by the Governing Body for a two-year term (which terms shall be extended until the successor thereto is appointed by the Governing Body); and

WHEREAS, the Governing Body has determined that it shall now appoint members to the Corporation's Board of Directors for terms commencing on May 16, 2022 and concluding on May 16, 2024 (or until reappointment or successor members have been identified and appointed);

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SHAVANO PARK, TEXAS THAT:

Section 1. The Governing Body hereby appoints the following persons to serve as members of the Corporation's Board of Directors for the duration of the term identified in the preamble to this Resolution:

| | |
|-------------------|----------------|
| Robert Werner | President |
| Maggie Kautz | Vice-President |
| Brenda Morey | Treasurer |
| Konrad Kuykendall | Director |
| Lee Powers | Director |
| Pete Miller | Director |
| Buddy Aleman | Director |
| Al Walea | Secretary |

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Governing Body.

Section 3. All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Governing Body hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. This Resolution shall be in force and effect from and after its final passage and it is so resolved.

PASSED AND APPROVED by the City Council of the City of Shavano Park on the 16th day of May, 2022.

ROBERT WERNER, MAYOR

Attest:

TRISH NICHOLS, City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 8.5

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Approval – Reappointing Dr. Woo as the Health Authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District.

x

Attachments for Reference:

- 1) 8.5a Certificate of Appointment
- 3) 8.5b Health Authority ILA

BACKGROUND / HISTORY: Chapter 121 of the Health and Safety Code defines a local health authority as an individual who acts as a state officer when performing their duties, who must be a competent physician with a reputable professional standing who is a resident of Texas, and is legally qualified to practice medicine. Their duties include aiding the state with quarantine, sanitation enforcement, public health law enforcement, reportable diseases, and vital statistics collection; they serve for a term of two years, and may be appointed to successive terms.

Dr. Woo is a licensed physician who meets all the requirements in the Health and Safety Code. She has held a Texas Medical License since June 2004, and she currently serves in the adjunct clinical faculty at the UT School of Public Health, and the University of the Incarnate Word School of Osteopathic Medicine.

Shavano Park appointed Dr. Woo as the City’s Health Authority in May of 2020 (Health Authorize Inter-local Agreement is attached). . The appointment is valid for two years.

DISCUSSION: Staff recommends reappointment of Dr. Woo as the Health Authority. In order to reappoint, City Council should approve this and subsequently the Mayor will sign the Certificate of Appointment.

COURSES OF ACTION: Approve the reappointment of Dr. Woo as the Health Authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District or provide staff further guidance.

FINANCIAL IMPACT: None.

MOTION REQUESTED: Approve the reappointment of Dr. Woo as the Health Authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District.



Certificate of Appointment

for a

Health Authority

The Health Authority has been appointed and approved by the:

(Check the appropriate designation below)

_____ Commissioners Court for _____ County

☒ _____ Governing Body for the Municipality of SHAVANO PARK

_____ Director, _____ Health Department

_____ Director, _____ Public Health District

I, _____, acting in my capacity as:

(Check the appropriate designation below)

_____ County Judge or Designee

_____ Mayor or Designee

_____ Non-physician and the Local Health Department Director

_____ Non-physician and the Public Health District Director

do hereby certify the physician, CHICHI JUNDA WOO, who is licensed
by the Texas Board of Medical Examiners, was duly appointed as the (check as applicable),

☒ _____ Health Authority

_____ Health Authority Designee

for the jurisdiction of SHAVANO PARK, Texas.

Date term of office begins MAY 19, 20 22

Date term of office ends MAY 18, 20 24, unless removed by law.

I certify to the above information on this the _____ day of _____, 20__.

Signature of Appointing Official

STATE OF TEXAS

COUNTY OF BEXAR

§
§
§

**INTERLOCAL AGREEMENT
FOR DESIGNATION OF
HEALTH AUTHORITY**

This Interlocal Agreement (the “Agreement”) is entered into under the authority of Government Code Chapter 791 and Health and Safety Code §121.028(c) by the City of San Antonio (“SAN ANTONIO”), a Texas Municipal Corporation, acting by and through its City Manager, and the municipalities that are listed and have signed below, all entirely or partially situated within Bexar County, Texas, through their duly authorized City Managers, Boards of Directors, or other lawfully designated representatives (each municipality shall hereinafter be referred to singularly as a “CITY” and collectively as the “CITIES”).

RECITALS

Bexar County and SAN ANTONIO are members of the San Antonio Metropolitan Health District (the “District”), a Public Health District under Health and Safety Code Chapter 121, Subchapter E.

The Medical Director of the District, Chichi Junda Woo, M.D. (“Dr. Woo”), has been designated by Bexar County and SAN ANTONIO as the Health Authority to administer state and local laws relating to public health within the jurisdiction of the District pursuant to the attached Bexar County Resolution and City Ordinance incorporated herein for all purposes as Exhibits I and II, which includes SAN ANTONIO and the unincorporated areas of Bexar County, but does not include the jurisdiction of any of the CITIES.

In order to protect the health and safety of the public throughout Bexar County, to include areas within the jurisdiction of any of the CITIES, each CITY desires to appoint Dr. Woo as its Health Authority, in accordance with Government Code Chapter 791.

Accordingly, the parties to this Agreement (collectively, the “Parties”) agree as follows:

ARTICLE I
PURPOSE

1.01 The purpose of this Agreement is to appoint Dr. Woo as the Health Authority for each CITY and to describe the terms and conditions under which she will provide assistance to the CITIES.

ARTICLE II
TERM

2.01 This Agreement will begin on the date Dr. Woo qualifies as the CITIES’ Health Authority by taking the oath of office and will automatically renew thereafter for as long as Dr. Woo continues to serve as the Medical Director of the District.

2.02 Any CITY may terminate this Agreement by giving ninety days written notice to SAN ANTONIO. A termination by a CITY is only effective as to that CITY. A copy of this Agreement will be kept on file in the office of the District.

ARTICLE III
DESIGNATION OF HEALTH AUTHORITY

3.01 The CITIES will appoint Dr. Woo to serve as their Health Authority pursuant to Health and Safety Code Chapter 121. The position of Health Authority is a public office to which the holdover provision of the Texas Constitution, Article XVI, Section 17, applies. The terms and conditions under which Dr. Woo's authority is invoked are more fully described in Article IV below. A copy of the Certificate of Appointment for each CITY is attached to this Agreement as Exhibit "A".

3.02 The CITIES will re-appoint Dr. Woo as their Health Authority upon expiration of her two-year term and Dr. Woo will qualify to continue serving as the Health Authority for the CITIES by taking the oath of office and by filing all appropriate documentation with the state.

ARTICLE IV
EMERGENCY AND NON-EMERGENCY SERVICES

4.01 In the event of an occurrence anywhere within Bexar County of: a) a chemical, nuclear, or biological agent, or b) a naturally-occurring catastrophe, including but not limited to an infectious disease, (an "Emergency Event") that, in the sole discretion of Dr. Woo or her designee, constitutes a civil emergency and places the health and safety of the residents of Bexar County at risk, then Dr. Woo shall be the Health Authority permitted to provide emergency assistance anywhere within Bexar County. Upon the occurrence of an Emergency Event, Dr. Woo shall have all powers and duties granted to a Health Authority under Health and Safety Code §121.024, including the authority to impose control measures to prevent the spread of disease in accordance with Health and Safety Code Chapter 81.

4.02 A CITY may consult with Dr. Woo regarding the remediation or abatement of a condition that threatens the public health in that CITY but is not an Emergency Event. However, no services shall be performed in that CITY by Dr. Woo or the District without prior written authorization from that CITY sent to the address set forth in section 5.01 of this Agreement.

ARTICLE V
COMPENSATION

5.01 If Dr. Woo provides services to a CITY in accordance with Article IV Sections 4.01 or 4.02, that CITY shall reimburse SAN ANTONIO on behalf of the District for those services actually rendered in accordance with Government Code Chapter 791.011(e) to the address set forth below:

San Antonio Metropolitan Health District
Accounting Division Attn: Accounting Division
111 Soledad, STE 1000
San Antonio, Texas 78205

Compensation for the services shall be payable only out of current revenues available to that CITY.

ARTICLE VI
REPRESENTATIONS

6.01 Each CITY represents that it has, through resolution or other official action, designated Dr. Woo as Health Authority and authorized her, or her designee, to provide emergency assistance as described in this Agreement.

ARTICLE VII
SEVERABILITY

7.01 If any provision of this Agreement is found to be invalid, all other provisions will nevertheless remain in effect.

ARTICLE VIII
GOVERNING LAW

8.01 This Agreement will be governed by the laws of the State of Texas, and all obligations of the Parties under this Agreement are performable in Bexar County, Texas. In any legal action arising from this Agreement, the laws of Texas will apply.

ARTICLE IX
MULTIPLE COUNTERPARTS

9.01 For the convenience of the Parties, this Agreement has been executed in counterpart copies, which are in all respects identical and each of which will be deemed to be complete in itself so that any one may be introduced in evidence or used for any other purpose without the production of the other counterparts.

EXECUTED THIS _____ DAY OF _____, 20_____.

HEALTH AUTHORITY:

CHICHI JUNDA WOO, M.D.
Medical Director
San Antonio Metropolitan Health District

Date: _____

CITY OF SAN ANTONIO:

APPROVED AS TO LEGAL FORM:

ERIK WALSH
City Manager

ANDREW SEGOVIA
City Attorney for the City of San Antonio

Date: _____

Date: _____

CITY OF SHAVANO PARK:

By: _____

Its: _____

Date: _____

CITY OF ALAMO HEIGHTS:

By: _____

Its: _____

Date: _____

CITY OF BALCONES HEIGHTS:

By: _____

Its: _____

Date: _____

CITY OF CASTLE HILLS:

By: _____

Its: _____

Date: _____

CITY OF CHINA GROVE:

By: _____

Its: _____

Date: _____

CITY OF CONVERSE:

By: _____

Its: _____

Date: _____

CITY OF ELMENDORF:

By: _____

Its: _____

Date: _____

CITY OF FAIR OAKS RANCH:

By: _____

Its: _____

Date: _____

CITY OF GREY FOREST:

By: _____

Its: _____

Date: _____

CITY OF HELOTES:

By: _____

Its: _____

Date: _____

CITY OF HILL COUNTRY VILLAGE:

By: _____

Its: _____

Date: _____

CITY OF HOLLYWOOD PARK:

By: _____

Its: _____

Date: _____

CITY OF KIRBY:

By: _____

Its: _____

Date: _____

CITY OF LA COSTE:

By: _____

Its: _____

Date: _____

CITY OF LEON VALLEY:

By: _____

Its: _____

Date: _____

CITY OF LIVE OAK:

By: _____

Its: _____

Date: _____

CITY OF LYTLE:

By: _____

Its: _____

Date: _____

CITY OF OLMOS PARK:

By: _____

Its: _____

Date: _____

CITY OF SANDY OAKS:

By: _____

Its: _____

Date: _____

CITY OF SCHERTZ:

By: _____

Its: _____

Date: _____

CITY OF SELMA:

By: _____

Its: _____

Date: _____

CITY OF SHAVANO PARK:

By: _____

Its: _____

Date: _____

CITY OF SOMERSET:

By: _____

Its: _____

Date: _____

CITY OF ST. HEDWIG:

By: _____

Its: _____

Date: _____

CITY OF TERRELL HILLS:

By: _____

Its: _____

Date: _____

CITY OF UNIVERSAL CITY:

By: _____

Its: _____

Date: _____

CITY OF WINDCREST:

By: _____

Its: _____

Date: _____

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 8.6

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Accept - Re-submittal of Final Plat of Pond Hill Garden Villas Unit 2 subdivision 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.

X

Attachments for Reference:

- 1) 8.6a Re-submittal Letter
- 2) 8.6b Redline Final Plat
- 3) 8.6c Final Plat Checklist
- 3) 8.6d MXD Site Plan Map
- 4) 8.6e City Engineer Review Letter

BACKGROUND / HISTORY: At the June 2, 2021 meeting the Planning & Zoning Commission approved the Final Plat of Pond Hill Garden Villas Unit 2. The plat was not recorded by Pape-Dawson Engineering and site development of the subdivision began. During site development and utility coordination several minor modifications were discovered to be required, see list of modifications in attachment 6a - Re-submittal Letter.

As the Plat has not been recorded officially the plat cannot be amended. Instead staff consider this a re-submittal of the Final Plat for Planning & Zoning consideration. The re-submittal application was received by City Staff on April 26, 2022. On April 29, 2022 the City Engineer completed review. Note that the Street has been renamed to **Pond Bluff** instead of **Pourdrie Lane** or **PondSoldt Way**.

At the May 4, 2022 Planning & Zoning Commission the Commission approved then re-submitted Final Plat with 2 additional minor corrections:

- Private Street Note still had "PONDOLDT WAY"
- Note 6 pointing to the wrong dashed line for the easement along Pond Hill Road (pointing to clear vision rather than the utility easement)

DISCUSSION: This plat creates the second subdivision of Pond Hill Garden Villas. The property is currently zoned a Mixed Use District (MXD). This plat would establish 19 new residential lots in Pond Hill Garden Villas.

COURSES OF ACTION: Accept Final Plat as re-submitted 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: Revenues of \$800 for final plat re-submittal.

MOTION REQUESTED: Accept re-submittal of Final Plat of Pond Hill Garden Villas Unit 2.

April 26, 2022

Mr. Curtis Leeth
City of Shavano Park
900 Saddletree Court
Shavano Park, TX 78231

Re: Pond Hill Garden Villas, Unit 2
Final Plat Resubmittal

Dear Mr. Leeth:

Pond Hill Garden Villas, Unit 2 plat was previously approved by the City of Shavano Park Planning and Zoning on June 2, 2021. Please consider this plat for reapproval at the next Planning and Zoning meeting. Below is a summary of changes to the plat since the previous approval.

1. Street name changed to Pond Bluff
2. A 10' gas, electric, telephone, cable tv, and water easement was added to lot 1702
3. A 10' water easement was added to 1713.
4. Back of Lots 1709-1711 were modified to accommodate a clear vision easement.
5. A chamfer was added to lot 1707 for additional landscape and signage.

If you have any questions or require additional information, please do not hesitate to contact our office at your earliest convenience.

Sincerely,
Pape-Dawson Engineers, Inc.



Brooke Lindholm, P.E.
Senior Project Manager

Attachments

SUBDIVISION PLAT
& REPLAT OF
POND HILL GARDEN
VILLAS UNIT 2

BEING A TOTAL OF 8.641 AC 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., RECORDED IN VOLUME 10075, PAGES 1609-1624 OF THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, PARTIALLY PLATTED AS LOT 1700, BLOCK 21, 1604/POND HILL RESTAURANT, RECORDED IN VOLUME 9704, PAGE 131, DEED AND PLAT RECORDS OF BEXAR COUNTY TEXAS, SITUATED IN THE COLLIN C. MCCRAE SURVEY NO.391, ABSTRACT 482, COUNTY BLOCK 4782, AND THE WM. HOTCHKISS SURVEY NO. 77, ABSTRACT 336, COUNTY BLOCK 4783, SHAVANO PARK, BEXAR COUNTY, TEXAS



SAN ANTONIO | AUSTIN | HOUSTON | FORT WORTH | DALLAS
2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000
TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028800
DATE OF PREPARATION: April 26, 2022

STATE OF TEXAS
COUNTY OF BEXAR

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC, EXCEPT AREAS IDENTIFIED AS PRIVATE OR PART OF AN ENCLAVE OR PLANNED UNIT DEVELOPMENT, FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER/DEVELOPER: ROGERS SHAVANO PARK UNIT 18/19, LTD
LLOYD A. DENTON, JR
11 LYNN BATTS LANE, SUITE 100
SAN ANTONIO, TEXAS 78247
(210)828-6131

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED LLOYD A. DENTON, JR KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS DAY OF _____, A.D. 20____.

NOTARY PUBLIC, BEXAR COUNTY, TEXAS

THIS PLAT OF POND HILL GARDEN VILLAS UNIT 2 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH PLANNING AND ZONING COMMISSION.

DATED: THIS THE _____ DAY OF _____, A.D. 20_____.

BY: _____ CHAIRMAN

BY: _____ CITY CLERK

THIS PLAT OF POND HILL GARDEN VILLAS UNIT 2 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED: THIS _____ DAY OF _____, A.D. 20_____.

BY: _____ MAYOR

BY: _____ CITY CLERK

FLOODPLAIN VERIFICATION:

A PORTION OF THE FEMA 1% ANNUAL CHANCE (100-YEAR) FLOODPLAIN EXISTS WITHIN THIS PLAT AS VERIFIED BY FEMA MAP PANEL: 48029C0230G, EFFECTIVE DATE SEPTEMBER 29, 2010. FLOODPLAIN INFORMATION IS SUBJECT TO CHANGE AS A RESULT OF FUTURE FEMA MAP REVISIONS AND/OR AMENDMENTS.

TxDOT NOTES:

1. MAXIMUM ACCESS POINTS TO STATE HIGHWAY FROM THIS PROPERTY WILL BE REGULATED AS DIRECTED BY "ACCESS MANAGEMENT MANUAL". THIS PROPERTY IS ELIGIBLE FOR A MAXIMUM TOTAL OF 1 EXISTING ACCESS POINT ALONG CHARLES ANDERSON LOOP 1604, BASED ON THE OVERALL PLATTED HIGHWAY FRONTAGE OF 488.93 LF.
2. FOR RESIDENTIAL DEVELOPMENT DIRECTLY ADJACENT TO STATE RIGHT OF WAY, THE DEVELOPER SHALL BE RESPONSIBLE FOR ADEQUATE SET-BACK AND/OR SOUND ABATEMENT MEASURES FOR FUTURE NOISE MITIGATION.
3. IF SIDEWALKS ARE REQUIRED BY APPROPRIATE CITY ORDINANCE, A SIDEWALK PERMIT MUST BE APPROVED BY TxDOT PRIOR TO CONSTRUCTION WITHIN STATE RIGHT-OF-WAY. LOCATIONS OF SIDEWALKS WITHIN STATE RIGHT-OF-WAY SHALL BE DIRECTED BY TxDOT.

RESIDENTIAL FINISHED FLOOR

RESIDENTIAL FINISHED FLOOR ELEVATIONS MUST BE A MINIMUM OF EIGHT (8) INCHES ABOVE FINAL ADJACENT GRADE.

SAWS HIGH PRESSURE NOTE:

A PORTION OF THE TRACT IS BELOW THE GROUND ELEVATION OF 985 FEET WHERE THE STATIC PRESSURE WILL NORMALLY EXCEED 80 PSI. AT ALL SUCH LOCATIONS, THE OWNER OR BUILDER SHALL INSTALL AT EACH LOT, ON THE CUSTOMER'S SIDE OF THE METER, AN APPROVED TYPE PRESSURE REGULATOR IN CONFORMANCE WITH THE PLUMBING CODE OF THE CITY OF SAN ANTONIO.

SAWS IMPACT FEE:

WATER AND/OR WASTEWATER IMPACT FEES WERE NOT PAID AT THE TIME OF PLATTING FOR THIS PLAT. ALL IMPACT FEES MUST BE PAID PRIOR TO WATER METER SET AND/OR WASTEWATER SERVICE CONNECTION.

SAWS WASTEWATER EDU:

THE NUMBER OF WASTEWATER EQUIVALENT DWELLING UNITS (EDU'S) PAID FOR THIS SUBDIVISION PLAT ARE KEPT ON FILE UNDER THE PLAT NUMBER AT THE SAN ANTONIO WATER SYSTEM.

FIRE FLOW DEMAND NOTE (SAWS NOTE):

IN AN EFFORT TO MEET THE CITY OF SHAVANO PARK FIRE FLOW REQUIREMENTS FOR THE PROPOSED RESIDENTIAL DEVELOPMENT, THE PUBLIC WATER MAIN SYSTEM HAS BEEN DESIGNED FOR A MINIMUM FIRE FLOW DEMAND OF 1750 GPM AT 25 PSI RESIDUAL PRESSURE. THE FIRE FLOW REQUIREMENTS FOR INDIVIDUAL STRUCTURES WILL BE REVIEWED DURING THE BUILDING PERMIT PROCESS IN ACCORDANCE WITH THE PROCEDURES SET FORTH BY THE CITY OF SHAVANO PARK PERMIT OFFICE AND THE SHAVANO PARK FIRE DEPARTMENT FIRE MARSHAL.

OPEN SPACE NOTE:
LOT 1712, (0.279 ACRES), AND 1713, (1.892 ACRES), BLOCK 21, (PERMEABLE) ARE DESIGNATED AS OPEN SPACE AND AS A COMMON AREA/GREENSPACE (PERMEABLE) AND AN ACCESS, DRAINAGE, ELECTRIC, GAS, TELEPHONE, CABLE TV, SANITARY SEWER, AND WATER EASEMENT.

CPS NOTES:

1. THE CITY OF SAN ANTONIO AS PART OF ITS ELECTRIC, GAS, WATER, AND WASTEWATER SYSTEMS - CITY PUBLIC SERVICE BOARD (CPS ENERGY) AND SAN ANTONIO WATER SYSTEM (SAWS) - IS HEREBY DEDICATED EASEMENTS AND RIGHTS-OF-WAY FOR UTILITY, TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS "ELECTRIC EASEMENT," "ANCHOR EASEMENT," "SERVICE EASEMENT," "OVERHANG EASEMENT," "UTILITY EASEMENT," "GAS EASEMENT," "TRANSFORMER EASEMENT," "WATER EASEMENT," "SANITARY SEWER EASEMENT" AND/OR "RECYCLED WATER EASEMENT" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, MAINTAINING, REMOVING, INSPECTING, PATROLLING, AND ERECTING UTILITY INFRASTRUCTURE AND SERVICE FACILITIES FOR THE REASONS DESCRIBED ABOVE. CPS ENERGY AND SAWS SHALL ALSO HAVE THE RIGHT TO RELOCATE SAID INFRASTRUCTURE AND SERVICE FACILITIES WITHIN EASEMENT AND R.O.W. AREAS, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT LANDS FOR THE PURPOSE OF ACCESSING SUCH INFRASTRUCTURE AND SERVICE FACILITIES AND THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR MAY INTERFERE WITH THE EFFICIENCY OF WATER, SEWER, GAS, AND/OR ELECTRIC INFRASTRUCTURE AND SERVICE FACILITIES. NO BUILDING, STRUCTURE, CONCRETE SLABS, OR WALLS WILL BE PLACED WITHIN EASEMENT AREAS WITHOUT AN ENCROACHMENT AGREEMENT WITH THE RESPECTIVE UTILITY.

2. ANY CPS ENERGY OR SAWS MONETARY LOSS RESULTING FROM MODIFICATIONS REQUIRED OF CPS ENERGY OR SAWS INFRASTRUCTURE AND SERVICE FACILITIES LOCATED WITHIN SAID EASEMENTS, DUE TO GRADE CHANGES OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATIONS.

3. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE TV EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED HEREON.

4. CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN LOTS ARE SERVED ONLY BY UNDERGROUND ELECTRIC AND GAS FACILITIES.

5. ROOF OVERHANGS ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY UNDERGROUND ELECTRIC AND GAS FACILITIES ARE PROPOSED OR EXISTING WITHIN THOSE FIVE (5) AND TEN (10) FOOT WIDE EASEMENTS.

AQUIFER NOTE:

THIS SUBDIVISION IS WITHIN THE EDWARDS AQUIFER RECHARGE ZONE. DEVELOPMENT WITHIN THIS SUBDIVISION IS SUBJECT TO CHAPTER 34, ARTICLE VI, DIVISION 6 OF THE SAN ANTONIO AND SHAVANO PARK CITY CODE ENTITLED "AQUIFER RECHARGE ZONE AND WATERSHED PROTECTION," OR THE LATEST REVISIONS THEREOF. ANY REGULATED ACTIVITY MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS RELATING TO DEVELOPMENT WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.

ZERO LOT LINE:

FIVE (5) FOOT WIDE MAINTENANCE EASEMENTS ARE ESTABLISHED WITHIN THE LOTS ADJACENT TO ALL NON-ATTACHED ZERO LOT LINES. SUCH EASEMENTS SHALL EXTEND FOR THE DEPTH OF THE LOT AND ARE INCLUDED IN THE DEED RESTRICTIONS FOR ALL AFFECTED PROPERTIES.

SURVEYOR'S NOTES:

1. MONUMENTS WERE FOUND OR SET AT EACH CORNER OF THE SURVEY BOUNDARY OF THE SUBDIVISION AS NOTED. MONUMENTS AND LOT MARKERS WILL BE SET WITH $\frac{1}{2}$ " IRON ROD WITH CAP MARKED "PAPE-DAWSON" OR MAG NAIL WITH DISK MARKED "PAPE-DAWSON" AFTER THE COMPLETION OF UTILITY INSTALLATION AND STREET CONSTRUCTION UNLESS NOTED OTHERWISE.
2. COORDINATES SHOWN ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 NAD83 (NA2011) EPOCH 2010.00 FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE DISPLAYED IN GRID VALUES DERIVED FROM THE NGS COOPERATIVE CORS NETWORK.
3. DIMENSIONS SHOWN ARE SURFACE.
4. BEARINGS ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 NAD83 (NA2011) EPOCH 2010.00, FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE.

CLEAR VISION:

CLEAR VISION AREAS MUST BE FREE OF VISUAL OBSTRUCTIONS IN ACCORDANCE WITH THE AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (ASHTO) POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS, OR LATEST REVISION THEREOF.

| LINE TABLE | | | |
|------------|-------------|---------|--|
| LINE # | BEARING | LENGTH | |
| L1 | N62°12'24"E | 151.15' | |
| L2 | N60°48'35"E | 24.42' | |
| L3 | S34°11'45"E | 55.47' | |
| L4 | S68°07'10"W | 75.57' | |
| L5 | S51°12'44"W | 81.83' | |
| L6 | S60°19'12"W | 126.72' | |
| L7 | N24°33'40"E | 31.21' | |
| L8 | S60°35'46"W | 63.30' | |
| L9 | N29°24'14"W | 36.00' | |
| L10 | N60°35'46"E | 97.29' | |
| L11 | N60°35'46"E | 33.20' | |
| L12 | N29°17'18"W | 84.20' | |
| L13 | N60°37'03"E | 32.00' | |
| L14 | S29°17'18"E | 131.64' | |
| L15 | S29°24'14"E | 18.00' | |
| L16 | S24°33'40"W | 35.68' | |
| L17 | S41°47'15"E | 132.65' | |
| L18 | S60°35'46"W | 46.03' | |
| L19 | S29°24'14"E | 6.00' | |
| L20 | N60°35'46"E | 107.84' | |
| L21 | S43°24'17"E | 27.11' | |
| L22 | N29°24'14"W | 107.72' | |
| L23 | N29°24'14"W | 117.37' | |

| LINE TABLE | | |
|------------|-------------|---------|
| LINE # | BEARING | LENGTH |
| L24 | N02°04'32"E | 37.89' |
| L25 | S02°04'32"W | 70.30' |
| L26 | S62°24'42"E | 271.98' |
| L27 | N79°58'34"E | 271.26' |
| L28 | S60°37'03"W | 281.26' |
| L29 | N29°17'32"W | 32.15' |
| L30 | N71°31'05"W | 52.37' |
| L31 | N29°17'26"W | 157.15' |
| L32 | N67°06'33"E | 16.10' |
| L33 | S29°17'26"E | 149.18' |
| L34 | S71°31'05"E | 52.37' |
| L35 | S29°17'32"E | 38.30' |
| L36 | N60°35'46"E | 34.00' |
| L37 | N23°57'32"E | 11.60' |
| L38 | S60°37'03"W | 10.00' |
| L39 | N22°54'14"W | 217.01' |
| L40 | S67°05'01"W | 10.00' |
| L41 | N22°54'59"W | 23.89' |
| L42 | N67°06'33"E | 20.00' |
| L43 | S22°54'59"E | 240.77' |
| L44 | N29°17'18"W | 1.00' |
| L45 | N11°29'23"E | 23.63' |

PRIVATE STREET NOTE :

LOT 1723, BLOCK 21, (PONDSOLDT WAY) IS A PRIVATE STREET AND IS ALSO DESIGNATED AS AN UNDERGROUND ELECTRIC, GAS, TELEPHONE, CABLE TV, DRAINAGE, WATER, PEDESTRIAN AND/OR SANITARY SEWER EASEMENT. THEREFORE, SUCH AREAS SHALL BE DEEMED TO HAVE BEEN DEDICATED TO THE PUBLIC FOR SUCH EASEMENTS AND PRIVATE STREETS.

LEGEND

| | | | |
|--------|-------------------------------------------------------------------------------------------|-----|----------------------------------------------|
| AC | ACRE(S) | VOL | VOLUME |
| BLK | BLOCK | PG | PAGE(S) |
| BSL | BUILDING SETBACK LINE | ROW | RIGHT-OF-WAY |
| CB | COUNTY BLK | | FOUND 1/2" IRON ROD (UNLESS NOTED OTHERWISE) |
| DOC | DOCUMENT NUMBER | | |
| DPR | DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS | | |
| GETCTV | GAS, ELECTRIC, TELEPHONE AND CABLE TELEVISION | | |
| OPR | OFFICIAL PUBLIC RECORDS (OFFICIAL PUBLIC RECORDS OF REAL PROPERTY) OF BEXAR COUNTY, TEXAS | | |

| | | | |
|-----|------|-----|------------------------|
| --- | 1140 | --- | EXISTING CONTOURS |
| --- | 1140 | --- | PROPOSED CONTOURS |
| --- | 1140 | --- | CENTERLINE |
| --- | 1140 | --- | 100-YR FEMA FLOODPLAIN |

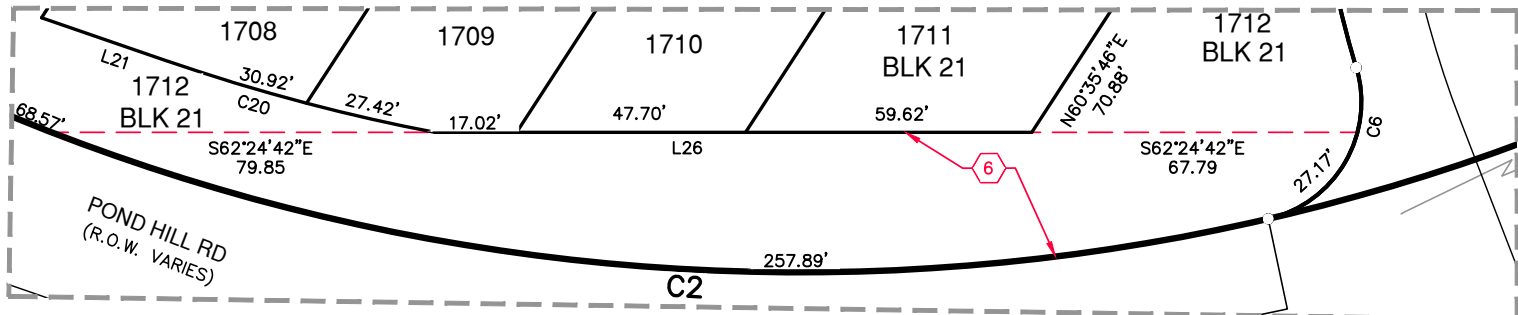
| | | | |
|---|---------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------|
| ① | 14' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT | ③ | 16' SEWER EASEMENT (VOL 9704, PG 131, DPR) |
| ⑤ | VARIABLE WIDTH CLEAR VISION EASEMENT (0.268 OF AN ACRE) | ④ | VARIABLE WIDTH DRAINAGE EASEMENT (VOL 9566, PG 102, DPR) |
| ⑩ | 10' WATER EASEMENT (0.013 OF AN ACRE) | ⑤ | VARIABLE WIDTH PERMANENT SANITARY SEWER EASEMENT (VOL 13474, PG 345, OPR) |
| ⑪ | 20' BUILDING SETBACK | | |
| ⑫ | 10' BUILDING SETBACK | | |
| ⑬ | 50' ACCESS EASEMENT | | |
| ⑭ | VARIABLE WIDTH SANITARY SEWER EASEMENT (0.034 OF AN ACRE) | ⑥ | 14' GAS, ELECTRIC, TELEPHONE, AND CABLE TELEVISION EASEMENT (VOL 9589, PG 43, DPR) |
| ⑮ | 10' GAS, ELECTRIC, TELEPHONE, CABLE TV, AND WATER EASEMENT | ⑦ | 14' GAS, ELECTRIC, TELEPHONE, AND CABLE TELEVISION EASEMENT (VOL 9704, PG 131, DPR) |
| ⑰ | 16' WATER EASEMENT (0.088 OF AN ACRE) | ⑧ | 25' X 25' TURNAROUND EASEMENT (VOL 9704, PG 131, DPR) |
| ⑱ | 10' GAS, ELECTRIC, TELEPHONE, CABLE TV, AND WATER EASEMENT (0.061 OF AN ACRE) | ⑨ | 16' WATER EASEMENT (VOL 9704, PG 131, DPR) |
| ⑲ | 25' X 25' SANITARY SEWER EASEMENT (VOL 9676, PG 224, DPR) (VOL 9677, PG 1, DPR) | ⑩ | 10' WIDE SEWER EASEMENT (DOC # 20180236652, OPR) |
| ⑳ | 16' SANITARY SEWER EASEMENT (VOL 9676, PG 224, DPR) (VOL 9677, PG 1, DPR) | ⑪ | 10' WIDE STORM DRAIN EASEMENT (DOC # 20180236645, OPR) |

PUBLIC WORKS STORM WATER :
FINISHED FLOOR ELEVATIONS FOR STRUCTURES ON LOTS CONTAINING FLOODPLAIN OR ADJACENT TO THE FLOODPLAIN SHALL BE NO LESS THAN ONE FOOT ABOVE THE BASE FLOOD ELEVATION (BFE) OF THE REGULATORY FLOODPLAIN. NON RESIDENTIAL STRUCTURES SHALL BE ELEVATED OR FLOOD PROOFED TO NO LESS THAN ONE FOOT ABOVE THE BFE OF THE REGULATORY FLOODPLAIN.

SAWS DEDICATION:

THE OWNER DEDICATES THE SANITARY SEWER AND/OR WATER MAINS TO THE SAN ANTONIO WATER SYSTEM UPON COMPLETION BY THE DEVELOPER AND ACCEPTANCE BY THE SAN ANTONIO WATER SYSTEM.

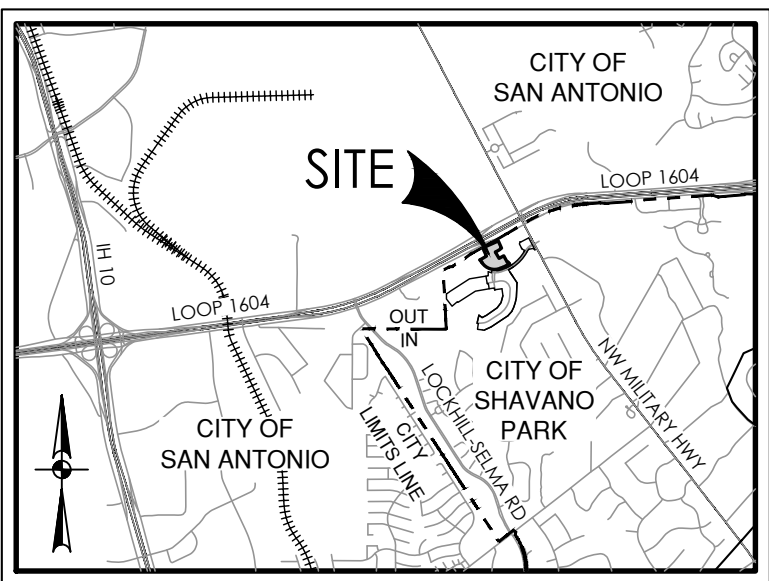
| CURVE TABLE | | | | | |
|-------------|----------|------------|---------------|---------|---------|
| CURVE # | RADIUS | DELTA | CHORD BEARING | CHORD | LENGTH |
| C1 | 1012.00' | 12°18'55" | S61°37'42"W | 217.10' | 217.52' |
| C2 | 432.00' | 79°43'51" | N72°00'55"W | 553.81' | 601.16' |
| C3 | 150.00' | 4°31'26" | N29°53'16"W | 11.84' | 11.84' |
| C4 | 150.00' | 14°18'31" | N34°46'49"W | 37.36' | 37.46' |
| C5 | 450.00' | 6°36'34" | N38°37'47"W | 51.88' | 51.91' |
| C6 | 25.00' | 93°36'00" | N57°45'08"E | 36.45' | 40.84' |
| C7 | 235.00' | 13°36'30" | N17°45'25"E | 55.68' | 55.82' |
| C8 | 25.00' | 101°10'08" | N26°01'24"W | 38.63' | 44.14' |
| C9 | 302.00' | 25°10'16" | N64°01'21"W | 131.61' | 132.67' |
| C10 | 57.00' | 13°16'45" | N44°47'50"W | 13.18' | 13.21' |
| C11 | 23.00' | 81°14'46" | N78°46'51"W | 29.95' | 32.61' |
| C12 | 48.00' | 25°25'46" | N47°52'53"E | 21.13' | 21.30' |
| C13 | 57.00' | 25°25'46" | N47°52'53"E | 25.09' | 25.30' |
| C14 | 23.00' | 89°53'04" | N15°39'14"E | 32.49' | 36.08' |
| C15 | 448.00' | 13°45'37" | S36°10'07"E | 107.33' | 107.59' |
| C16 | 202.00' | 13°38'41" | S36°13'35"E | 47.99' | 48.11' |
| C17 | 102.00' | 53°57'54" | S2°25'17"E | 92.56' | 96.07' |
| C18 | 165.00' | 9°20'55" | S19°53'12"W | 26.89' | 26.92' |
| C19 | 25.00' | 107°43'58" | S38°39'14"E | 40.38' | 47.01' |
| C20 | 411.25' | 8°07'44" | S47°28'09"E | 58.30' | 58.35' |



DETAIL "D"

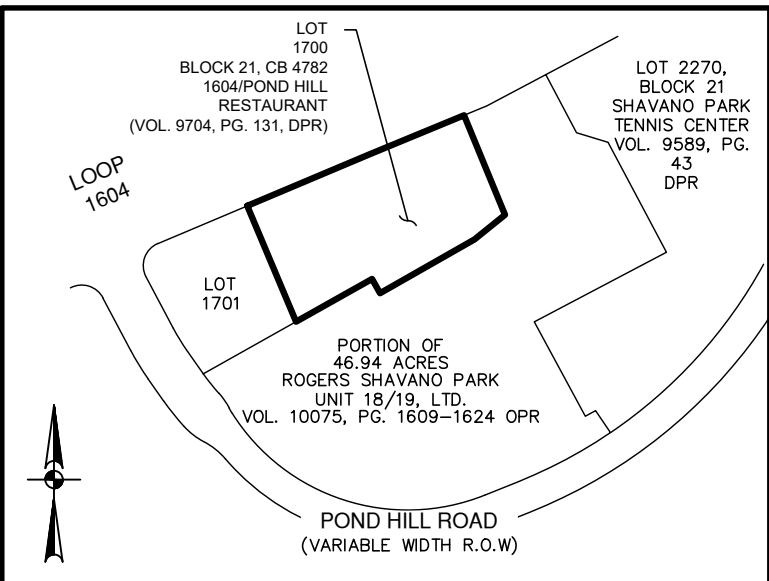
SCALE: 1" = 40'

PLAT NOTES APPLY TO EVERY PAGE OF THIS MULTIPLE PAGE PLAT



LOCATION MAP

NOT-TO-SCALE



**AREA BEING REPLATTED
THROUGH PUBLIC HEARING WITH
WRITTEN NOTIFICATION**

SCALE: 1"= 400'

2.844 BEING REPLATTED WAS PREVIOUSLY PLATTED AS LOT 1700, BLOCK 21, CB 4782 OF THE 1604/POND HILL RESTAURANT, RECORDED IN VOLUME 9704, PAGE 131 OF THE DEED & PLAT RECORDS OF BEXAR COUNTY, TEXAS.

STATE OF TEXAS
COUNTY OF BEXAR

THE AREA BEING REPLATTED WAS PREVIOUSLY PLATTED ON 1604/POND HILL RESTAURANT RECORDED IN VOLUME 9704, PAGE 131 OF THE DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS. THE SHAVANO PARK PLANNING & ZONING COMMISSION AT ITS MEETING OF MAY 5, 2021 HELD A PUBLIC HEARING WHICH INVOLVED NOTIFICATION ON THE PROPOSED REPLATTING OF THIS PROPERTY.

I(WE), THE OWNER(S) OF THE PROPERTY SHOWN ON THIS REPLAT HEREBY CERTIFY THAT THIS REPLAT DOES NOT AMEND OR REMOVE ANY COVENANTS OR RESTRICTIONS.

OWNER/DEVELOPER: ROGERS SHAVANO PARK UNIT 18/19, LTD
LLOYD A. DENTON, JR
11 LYNN BATTS LN, SUITE 100
SAN ANTONIO, TEXAS 78247
(210)-828-6131

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, A.D. 20_____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES: _____.

CERTIFICATION OF CITY'S ENGINEER

THE CITY ENGINEER OF THE CITY OF SHAVANO PARK HEREBY CERTIFIES THAT THIS SUBDIVISION PLAT CONFORMS TO ALL THE SUBDIVISION REGULATIONS OF THE CITY AS TO WHICH HIS APPROVAL IS REQUIRED.

CITY ENGINEER

STATE OF TEXAS
COUNTY OF BEXAR

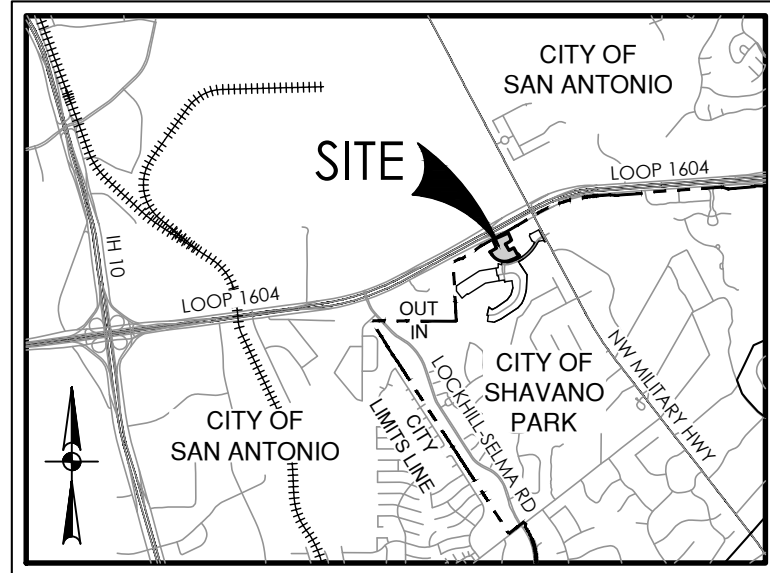
I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN THIS PLAT TO THE MATTERS OF STREETS, LOTS AND DRAINAGE LAYOUT. TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE UNIFIED DEVELOPMENT CODE, EXCEPT FOR THOSE VARIANCES GRANTED BY THE SHAVANO PARK PLANNING & ZONING COMMISSION.

STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT THE ABOVE PLAT CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY: PAPE-DAWSON ENGINEERS, INC.

PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

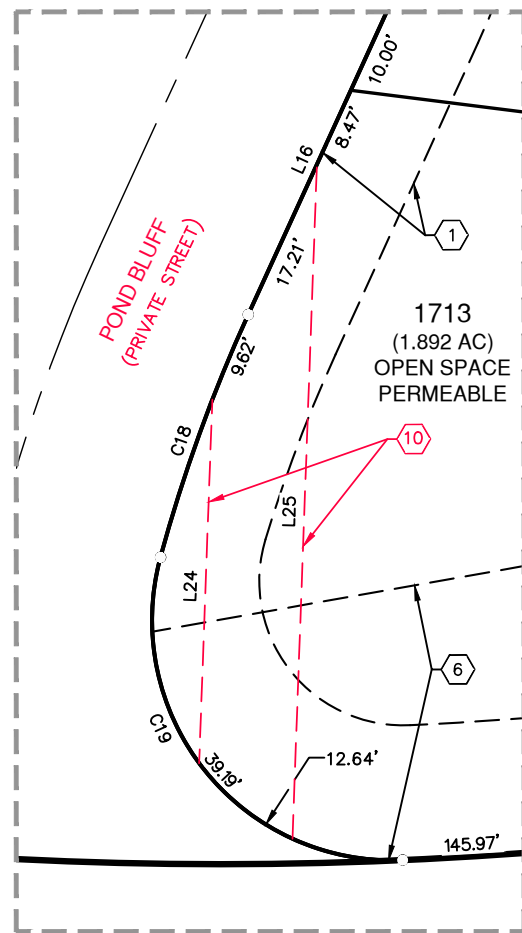
REGISTERED PROFESSIONAL LAND SURVEYOR



LOCATION MAP
NOT-TO-SCALE

CPS NOTES:

1. THE CITY OF SAN ANTONIO AS PART OF ITS ELECTRIC, GAS, WATER, AND WASTEWATER SYSTEMS - CITY PUBLIC SERVICE BOARD (CPS ENERGY) AND SAN ANTONIO WATER SYSTEM (SAWS) - IS HEREBY DEDICATED EASEMENTS AND RIGHTS-OF-WAY FOR UTILITY, TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS "ELECTRIC EASEMENT," "ANCHOR EASEMENT," "SERVICE EASEMENT," "OVERHANG EASEMENT," "UTILITY EASEMENT," "GAS EASEMENT," "TRANSFORMER EASEMENT," "WATER EASEMENT," "SANITARY SEWER EASEMENT" AND/OR "RECYCLED WATER EASEMENT" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, MAINTAINING, REMOVING, INSPECTING, PATROLLING, AND ERECTING UTILITY INFRASTRUCTURE AND SERVICE FACILITIES FOR THE REASONS DESCRIBED ABOVE. CPS ENERGY AND SAWS SHALL ALSO HAVE THE RIGHT TO RELOCATE SAID INFRASTRUCTURE AND SERVICE FACILITIES WITHIN EASEMENT AND R.O.W. AREAS, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT LANDS FOR THE PURPOSE OF ACCESSING SUCH INFRASTRUCTURE AND SERVICE FACILITIES AND THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR MAY INTERFERE WITH THE EFFICIENCY OF WATER, SEWER, GAS, AND/OR ELECTRIC INFRASTRUCTURE AND SERVICE FACILITIES. NO BUILDING, STRUCTURE, CONCRETE SLABS, OR WALLS WILL BE PLACED WITHIN EASEMENT AREAS WITHOUT AN ENCROACHMENT AGREEMENT WITH THE RESPECTIVE UTILITY.
2. ANY CPS ENERGY OR SAWS MONETARY LOSS RESULTING FROM MODIFICATIONS REQUIRED OF CPS ENERGY OR SAWS INFRASTRUCTURE AND SERVICE FACILITIES, LOCATED WITHIN SAID EASEMENTS, DUE TO GRADE CHANGES OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATIONS.
3. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE TV EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED HEREON.
4. CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN LOTS ARE SERVED ONLY BY UNDERGROUND ELECTRIC AND GAS FACILITIES.
5. ROOF OVERHANGS ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY UNDERGROUND ELECTRIC AND GAS FACILITIES ARE PROPOSED OR EXISTING WITHIN THOSE FIVE (5) AND TEN (10) FOOT WIDE EASEMENTS.



DETAIL "C"
SCALE: 1" = 20'

STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN THIS PLAT TO THE MATTERS OF STREETS, LOTS AND DRAINAGE LAYOUT. TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE UNIFIED DEVELOPMENT CODE, EXCEPT FOR THOSE VARIANCES GRANTED BY THE SHAVANO PARK PLANNING & ZONING COMMISSION.

STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT THE ABOVE PLAT CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY: PAPE-DAWSON ENGINEERS, INC.

PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

REGISTERED PROFESSIONAL LAND SURVEYOR

SAWS IMPACT FEE:

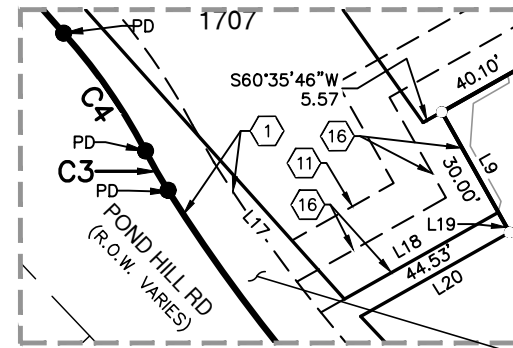
WATER AND/OR WASTEWATER IMPACT FEES WERE NOT PAID AT THE TIME OF PLATTING FOR THIS PLAT. ALL IMPACT FEES MUST BE PAID PRIOR TO WATER METER SET AND/OR WASTEWATER SERVICE CONNECTION.

SAWS WASTEWATER EDU:

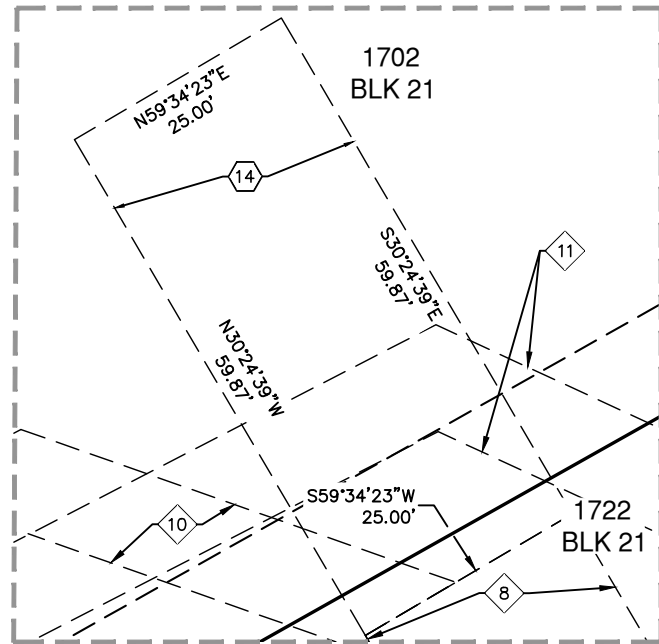
THE NUMBER OF WASTEWATER EQUIVALENT DWELLING UNITS (EDU'S) PAID FOR THIS SUBDIVISION PLAT ARE KEPT ON FILE UNDER THE PLAT NUMBER AT THE SAN ANTONIO WATER SYSTEM.

SAWS DEDICATION:

THE OWNER DEDICATES THE SANITARY SEWER AND/OR WATER MAINS TO THE SAN ANTONIO WATER SYSTEM UPON COMPLETION BY THE DEVELOPER AND ACCEPTANCE BY THE SAN ANTONIO WATER SYSTEM.



DETAIL "A"
SCALE: 1" = 20'



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: | Pond Hill Garden Villas Unit 2 |
| Proposed Use of Property: | Residential |
| Property Description: (Lot & block, address or location) | Approximately 0.25 miles west of NW Military Highway and Pond Hill Road intersection. |

| | | | |
|----------|-------------------------------------------------------|----------|-------------------------------------------|
| Owner | | Engineer | |
| Name: | Rogers Shavano Park, Unit 18/19 Ltd. | Name: | Pape-Dawson Engineers, Inc. |
| Address: | 11 Lynn Bats Lane, Suite 100 San Antonio, TX 78218 | Address: | 2000 NW Loop 410 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: | blindholm@pape-dawson.com |

| | | | |
|-------------------------|-----|--------------------------------|-------|
| Current Zoning: | MXD | Total Acreage: | 8.641 |
| Total Platting Fees: | | Developable Acreage: | 6.466 |
| (Coordinate with Staff) | | Greenbelts & Drainage Acreage: | 2.175 |

| | | | |
|----------------|---------------------------------------------------------------------|--------------------|---------------------------------------------------------------------|
| 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"/> |

8. Is a digital copy of plans, plat, forms, or letters included in the submittal? x

The following items pertain to the proposed final drawing: Yes No N/A

| | | | | |
|-----|----------------------------------------------------------------------------|---------------|---------------|---------------|
| 9. | Included with this submittal are three copies of the following plans: | <u> x </u> | <u> </u> | <u> </u> |
| a. | Streets, alleys, sidewalks, crosswalks, and other public improvement plans | <u> x </u> | <u> </u> | <u> </u> |
| b. | Sanitary sewer collection system plans | <u> x </u> | <u> </u> | <u> </u> |
| c. | Septic system plans | <u> </u> | <u> </u> | <u> </u> |
| d. | Water Pollution Abatement Plan (WPAP) | <u> x </u> | <u> </u> | <u> </u> |
| e. | Water line and hydrant plan | <u> x </u> | <u> </u> | <u> </u> |
| f. | Storm Drainage plans | <u> x </u> | <u> </u> | <u> </u> |
| g. | Site plan (commercial only) | <u> </u> | <u> </u> | <u> x </u> |
| h. | Grading plan | <u> x </u> | <u> </u> | <u> </u> |
| 10. | Tax certificate from the City, County, and School District are attached | <u> x </u> | <u> </u> | <u> </u> |
| 11. | S.A.W.S. letter of certification is attached | <u> x </u> | <u> </u> | <u> </u> |
| 12. | County Septic approval letter is attached | <u> </u> | <u> </u> | <u> x </u> |
| 13. | C.P.S. letter certification is attached | <u> x </u> | <u> </u> | <u> </u> |
| 14. | Water Pollution Abatement Plan (WPAP) approval from TCEQ is attached | <u> x </u> | <u> </u> | <u> </u> |
| 15. | Sewage Collection System approval from TCEQ is attached | <u> x </u> | <u> </u> | <u> </u> |
| 16. | TxDOT letter of approval is attached | <u> x </u> | <u> </u> | <u> </u> |
| 17. | Cable Television letter approval attached | <u> x </u> | <u> </u> | <u> </u> |
| 18. | The proposed platted property is compliant with current zoning regulations | <u> x </u> | <u> </u> | <u> </u> |

I certify that the above statements are true to the best of my knowledge and I further certify that I have read the City of Shavano Park Development Ordinances and this plat meets said ordinances except as notes.

Submitted by: Brooke Lindholm, PE Date: 4/26/2022

Accepted by:  Date: 4/26/2022

City Staff Reviewed

City Secretary: _____ Date: _____

Fire Marshal: _____ Date: _____

Public Works / Water Director: _____ Date: _____

April 29, 2022

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



Re: Final Plat Review Letter
Pond Hill Garden Villas Unit 2

Dear Mr. Leeth,

KFW Engineers has completed its review of the referenced Final Plat as submitted by Pape-Dawson Engineers and has no further comments.

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 require additional information, please contact our office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Andy Carruth', is shown on a light blue background.

Andy Carruth, P.E.
Plat Reviewer for the City of Shavano Park

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 16, 2022

Agenda item: 8.7

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Accept - Re-submittal of Final Plat of Pond Hill Garden Villas Unit 2 subdivision 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.

X

Attachments for Reference:

- 1) 8.7a Re-submittal Letter
- 2) 8.7b Redline Final Plat
- 3) 8.7c Final Plat Checklist
- 4) 8.7d Huntington PUD Map
- 5) 8.7e City Engineer Review Letter

BACKGROUND / HISTORY: At the April 7, 2021 meeting the Planning & Zoning Commission approved the Final Plat of Shavano Park Unit 19C Phase V (Huntington). The plat was not recorded by Pape-Dawson Engineering and site development of the subdivision began. During site development and utility coordination several minor modifications were discovered to be required, see list of modifications in attachment 6a - Re-submittal Letter.

As the Plat has not been officially recorded the plat cannot be amended. Instead, staff consider this a re-submittal of the Final Plat for Planning & Zoning consideration. The re-submittal application was received by City Staff on April 26, 2022. On April 29, 2022 the City Engineer completed review.

At the May 4, 2022 Planning & Zoning Commission the Commission approved the re-submitted Plat as submitted.

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.

COURSES OF ACTION: Accept Final Plat as re-submitted 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: \$800.00 in platting fees assessed & collected.

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

April 25, 2022

Mr. Curtis Leeth
City of Shavano Park
900 Saddletree Court
Shavano Park, TX 78231

Re: Shavano Park, Unit-19C Phase V
Final Plat Resubmittal

Dear Mr. Leeth:

Shavano Park, Unit-19C Phase V (PUD) plat was previously approved by the City of Shavano Park Planning and Zoning on April 7, 2021. Please consider this plat for reapproval at the next Planning and Zoning meeting. Below is a summary of changes to the plat since the previous approval.

1. The 15' Drainage Easements (key note 12) previously shown on Lots 2129 and 2125, Block 34 have been removed. The drainage infrastructure will be located within open space Lot 2142, Block 34. The lot acreages for 2129, 2125, and 2142 were revised to reflect this change.
2. Per SAWS request, the SAWS Dedication note has been added to the revised plat. The Fire Flow Demand Note (SAWS Note) has been revised to reflect a higher fire flow demand.

If you have any questions or require additional information, please do not hesitate to contact our office at your earliest convenience.

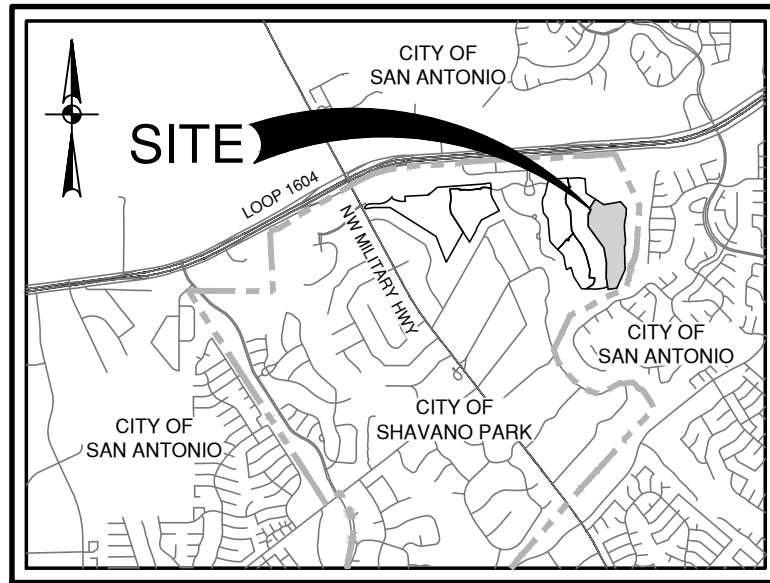
Sincerely,
Pape-Dawson Engineers, Inc.



Allison Wood, P.E.
Project Manager

Attachments

P:\87\96\19\Word\Letters\210425 Final Plat Resubmittal (Leeth).docx



LOCATION MAP
NOT-TO-SCALE

CPS/SAWS/COSA UTILITY:

1. THE CITY OF SAN ANTONIO AS PART OF ITS ELECTRIC, GAS, WATER, AND WASTEWATER SYSTEMS - CITY PUBLIC SERVICE BOARD (CPS ENERGY) AND SAN ANTONIO WATER SYSTEM (SAWS) - IS HEREBY DEDICATED EASEMENTS AND RIGHTS-OF-WAY FOR UTILITY, TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS "ELECTRIC EASEMENT," "ANCHOR EASEMENT," "SERVICE EASEMENT," "OVERHANG EASEMENT," "UTILITY EASEMENT," "GAS EASEMENT," "TRANSFORMER EASEMENT," "WATER EASEMENT," "SANITARY SEWER EASEMENT" AND/OR "RECYCLED WATER EASEMENT" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, MAINTAINING, REMOVING, INSPECTING, PATROLLING, AND ERECTING UTILITY INFRASTRUCTURE AND SERVICE FACILITIES FOR THE REASONS DESCRIBED ABOVE. CPS ENERGY AND SAWS SHALL ALSO HAVE THE RIGHT TO RELOCATE SAID INFRASTRUCTURE AND SERVICE FACILITIES WITHIN EASEMENT AND RIGHT-OF-WAY AREAS, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT LANDS FOR THE PURPOSE OF ACCESSING SUCH INFRASTRUCTURE AND SERVICE FACILITIES AND THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR MAY INTERFERE WITH THE EFFICIENCY OF WATER, SEWER, GAS, AND/OR ELECTRIC INFRASTRUCTURE AND SERVICE FACILITIES. NO BUILDING, STRUCTURE, CONCRETE SLABS, OR WALLS WILL BE PLACED WITHIN EASEMENT AREAS WITHOUT AN ENCROACHMENT AGREEMENT WITH THE RESPECTIVE UTILITY.

2. ANY CPS ENERGY OR SAWS MONETARY LOSS RESULTING FROM MODIFICATIONS REQUIRED OF CPS ENERGY OR SAWS INFRASTRUCTURE AND SERVICE FACILITIES, LOCATED WITHIN SAID EASEMENTS, DUE TO GRADE CHANGES OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATIONS.

3. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE TV EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED HEREON.

4. CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN LOTS ARE SERVED ONLY BY UNDERGROUND ELECTRIC AND GAS FACILITIES.

5. ROOF OVERHANGS ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY UNDERGROUND ELECTRIC AND GAS FACILITIES ARE PROPOSED OR EXISTING WITHIN THOSE FIVE (5) AND TEN (10) FOOT WIDE EASEMENTS.

SAWS IMPACT FEE:

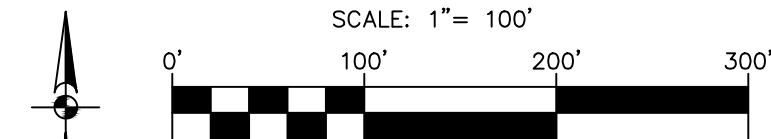
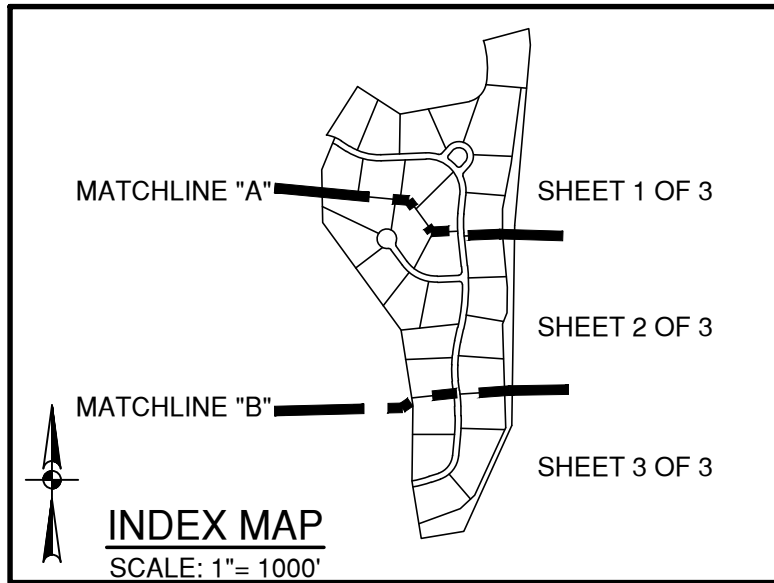
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SAWS WASTEWATER EDU:

THE NUMBER OF WASTEWATER EQUIVALENT DWELLING UNITS (EDU/S) PAID FOR THIS SUBDIVISION PLAT ARE KEPT ON FILE UNDER THE PLAT NUMBER AT THE SAN ANTONIO WATER SYSTEM.

LEGEND

| | | | |
|--------------|-------------------------------------------------------------------------------------------|---------|---------------------------------------------------------------------------------|
| DPR | DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS | VOL PG | VOLUME PAGE(S) |
| OPR | OFFICIAL PUBLIC RECORDS (OFFICIAL PUBLIC RECORDS OF REAL PROPERTY) OF BEXAR COUNTY, TEXAS | (PUD) | PLANNED UNIT DEVELOPMENT |
| ● (SURVEYOR) | FOUND 1/2" IRON ROD (UNLESS NOTED OTHERWISE) | 1234.56 | MINIMUM FINISHED FLOOR ELEVATION |
| ○ | SET 1/2" IRON ROD (PD) | | |
| ○ | SET 1/2" IRON ROD (PD)-ROW | | |
| --- | EXISTING CONTOURS | | |
| --- | EFFECTIVE (EXISTING) FEMA 1% ANNUAL CHANCE (100-YR) FLOODPLAIN CENTERLINE | | |
| 10 | 10' WATER AND DRAINAGE EASEMENT | 1 | 10' WATER EASEMENT (VOL 20001, PG 335-338, DPR) |
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| | | 3 | VARIABLE WIDTH DRAINAGE EASEMENT (VOL 7906 PG 45-46, DPR) |



SAN ANTONIO | AUSTIN | HOUSTON | FORT WORTH | DALLAS
2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000
TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028800

DATE OF PREPARATION: April 25, 2022

STATE OF TEXAS
COUNTY OF BEXAR

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC, EXCEPT AREAS IDENTIFIED AS PRIVATE OR PART OF AN ENCLAVE OR PLANNED UNIT DEVELOPMENT, FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER/DEVELOPER: ROGERS SHAVANO PARK UNIT 18/19, LTD.
LLOYD A. DENTON, JR.
11 LYNN BATTS LANE, SUITE 100
SAN ANTONIO, TEXAS 78218
(210) 828-6131

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED LLOYD A. DENTON, JR. KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, A.D. 20____.

NOTARY PUBLIC, BEXAR COUNTY, TEXAS

THIS PLAT OF SHAVANO PARK, UNIT 19C PHASE V (PUD) HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH PLANNING AND ZONING COMMISSION.

DATED: THIS _____ DAY OF _____, A.D. 20____.

BY: _____ CHAIRMAN

BY: _____ CITY CLERK

THIS PLAT OF SHAVANO PARK, UNIT-19C, PHASE V (PUD) HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED: THIS _____ DAY OF _____, A.D. 20____.

BY: _____ MAYOR

BY: _____ CITY CLERK

CERTIFICATION OF CITY'S ENGINEER

THE CITY ENGINEER OF THE CITY OF SHAVANO PARK HEREBY CERTIFIES THAT THIS SUBDIVISION PLAT CONFORMS TO ALL THE SUBDIVISION REGULATIONS OF THE CITY AS TO WHICH HIS APPROVAL IS REQUIRED.

CITY ENGINEER

SHAVANO PARK, UNIT-19C
PHASE IV (PUD)
(VOLUME 20001, PAGE 335-338, DPR)

NISD SHAVANO PARK
ELEMENTARY SUBDIVISION
(VOLUME 9554, PAGE 52 DPR)

SURVEYOR'S NOTES:

- PROPERTY CORNERS ARE MONUMENTED WITH CAP OR DISK MARKED "PAPE-DAWSON" UNLESS NOTED OTHERWISE.
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STATE OF TEXAS
COUNTY OF BEXAR

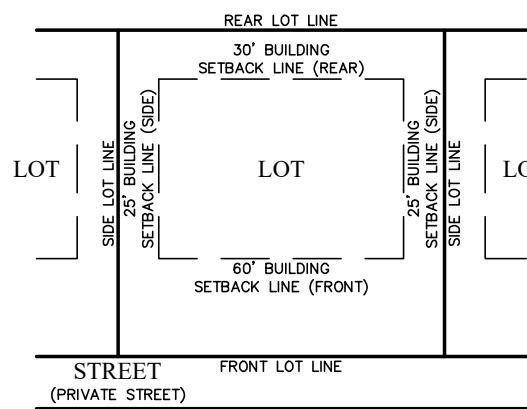
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STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT THE ABOVE PLAT CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYING ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY: PAPE-DAWSON ENGINEERS, INC.

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REGISTERED PROFESSIONAL LAND SURVEYOR



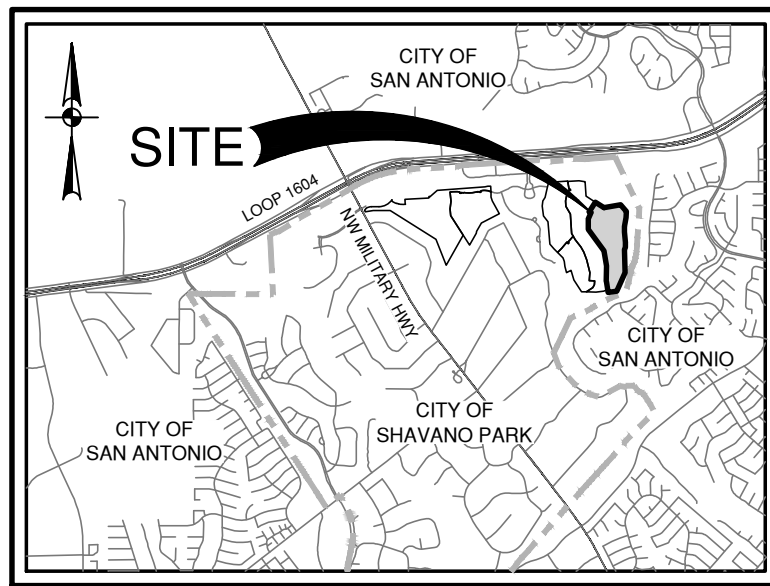
TYPICAL LOT SETBACKS

NOT-TO-SCALE
(SEE BASE ZONING EXCEPTION NOTE ON SHEET 3 OF 3)

SEE SHEET 2 OF 3

SEE SHEET 3 OF 3 FOR PLAT NOTES,
LINE AND CURVE TABLES
PLAT NOTES APPLY TO EVERY PAGE
OF THIS MULTIPLE PAGE PLAT

SHEET 1 OF 3



LOCATION MAP
NOT-TO-SCALE

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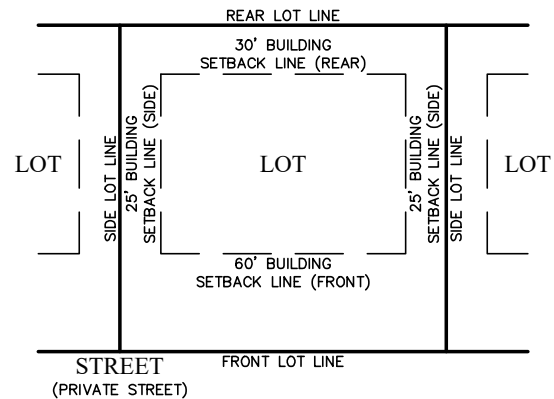
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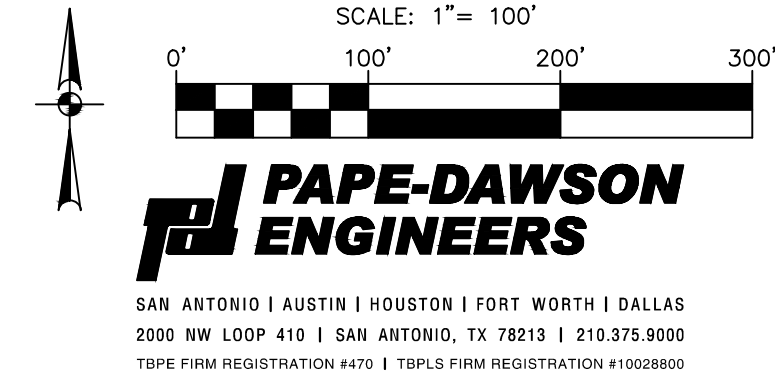
LEGEND

| | | | |
|-----|-------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------|
| DPR | DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS | VOL | VOLUME |
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TYPICAL LOT SETBACKS

NOT-TO-SCALE
(SEE BASE ZONING EXCEPTION NOTE ON SHEET 3 OF 3)



STATE OF TEXAS
COUNTY OF BEXAR

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC, EXCEPT AREAS IDENTIFIED AS PRIVATE OR PART OF AN ENCLAVE OR PLANNED UNIT DEVELOPMENT, FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER/DEVELOPER: ROGERS SHAVANO PARK UNIT 18/19, LTD.
LLOYD A. DENTON, JR.
11 LYNN BATTS LANE, SUITE 100
SAN ANTONIO, TEXAS 78218
(210) 828-6131

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED LLOYD A. DENTON, JR. KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, A.D. 20____.

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BY: _____ CITY CLERK

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BY: _____ MAYOR

BY: _____ CITY CLERK

CERTIFICATION OF CITY'S ENGINEER

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CITY ENGINEER

SURVEYOR'S NOTES:

1. PROPERTY CORNERS ARE MONUMENTED WITH CAP OR DISK MARKED "PAPE-DAWSON" UNLESS NOTED OTHERWISE.
2. COORDINATES SHOWN ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (CORS 1996) FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE DISPLAYED IN GRID VALUES DERIVED FROM THE NGS COOPERATIVE CORS NETWORK.
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STATE OF TEXAS
COUNTY OF BEXAR

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STATE OF TEXAS
COUNTY OF BEXAR

LICENSED PROFESSIONAL ENGINEER

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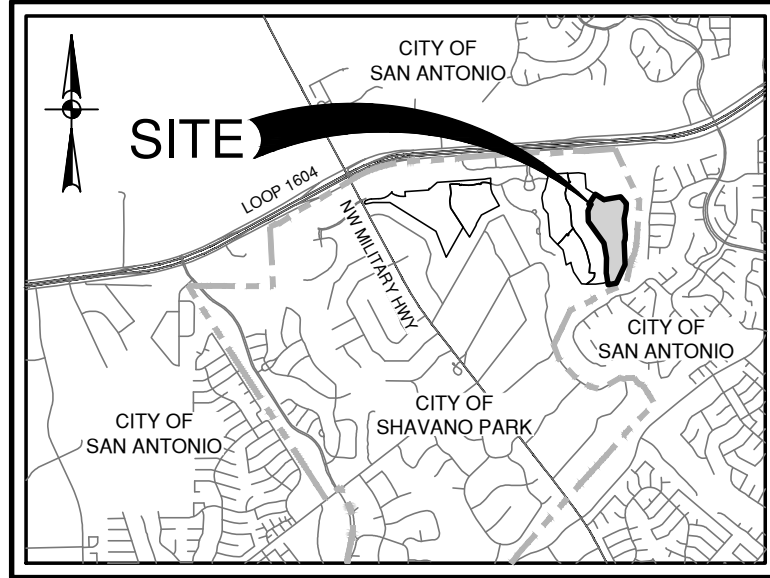
REGISTERED PROFESSIONAL LAND SURVEYOR

MATCHLINE "B"

SEE SHEET 3 OF 3

SEE SHEET 3 OF 3 FOR PLAT NOTES,
LINE AND CURVE TABLES
PLAT NOTES APPLY TO EVERY PAGE
OF THIS MULTIPLE PAGE PLAT

SHEET 2 OF 3



LOCATION MAP

NOT-TO-SCALE

LEGEND

| | | | |
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| | | | |
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| | | 3 | VARIABLE WIDTH DRAINAGE EASEMENT (VOL 7906 PG 45-46, DPR) |

BASE ZONING EXCEPTION NOTE:

THIS PLAT IS PART OF THE "SHAVANO PARK UNIT 19" PUD AND HAS BEEN GRANTED THE FOLLOWING EXCEPTIONS FROM THE BASE ZONING DISTRICT OF A-1. SETBACK LINES FOR A-1 PUD (HUNTINGTON) SINGLE FAMILY DWELLING PLANNED UNIT DEVELOPMENT DISTRICT (ESTABLISHED BY ORDINANCE 100-03-02):

- FRONT SETBACKS - 60 FEET. THE FRONT SETBACK ON CORNER LOTS SHALL BE MEASURED FROM AND APPLY ONLY TO THE STREET FROM WHICH THE RESIDENCE ADDRESS IS ASSIGNED.
- SIDE SETBACKS - 25 FEET.
- REAR SETBACKS - 30 FEET.

| DEVELOPMENT STANDARDS | A-1 | PROVIDED |
|-----------------------|--------|----------|
| MINIMUM FRONT SETBACK | 80'-0" | 60'-0" |
| MINIMUM SIDE SETBACK | 30'-0" | 25'-0" |
| MINIMUM REAR SETBACK | 30'-0" | 30'-0" |

CERTIFICATION OF CITY'S ENGINEER

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CITY ENGINEER

SURVEYOR'S NOTES:

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STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN THIS PLAT TO THE MATTERS OF STREETS, LOTS AND DRAINAGE LAYOUT. TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE UNIFIED DEVELOPMENT CODE, EXCEPT FOR THOSE VARIATIONS GRANTED BY THE SHAVANO PARK PLANNING & ZONING COMMISSION.

STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT THE ABOVE PLAT CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYING ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY: PAPE-DAWSON ENGINEERS, INC.

PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

REGISTERED PROFESSIONAL LAND SURVEYOR

CPS/SAWS/COSA UTILITY:

1. THE CITY OF SAN ANTONIO AS PART OF ITS ELECTRIC, GAS, WATER, AND WASTEWATER SYSTEMS - CITY PUBLIC SERVICE BOARD (CPS ENERGY) AND SAN ANTONIO WATER SYSTEM (SAWS) - IS HEREBY DEDICATED EASEMENTS AND RIGHTS-OF-WAY FOR UTILITY, TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS "ELECTRIC EASEMENT," "ANCHOR EASEMENT," "SERVICE EASEMENT," "OVERHANG EASEMENT," "UTILITY EASEMENT," "GAS EASEMENT," "TRANSFORMER EASEMENT," "WATER EASEMENT," "SANITARY SEWER EASEMENT" AND/OR "RECYCLED WATER EASEMENT" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, MAINTAINING, REMOVING, INSPECTING, PATROLLING, AND ERECTING UTILITY INFRASTRUCTURE AND SERVICE FACILITIES FOR THE REASONS DESCRIBED ABOVE. CPS ENERGY AND SAWS SHALL ALSO HAVE THE RIGHT TO RELOCATE SAID INFRASTRUCTURE AND SERVICE FACILITIES WITHIN EASEMENT AND RIGHT-OF-WAY AREAS, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT LANDS FOR THE PURPOSE OF ACCESSING SUCH INFRASTRUCTURE AND SERVICE FACILITIES AND THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR MAY INTERFERE WITH THE EFFICIENCY OF WATER, SEWER, GAS, AND/OR ELECTRIC INFRASTRUCTURE AND SERVICE FACILITIES. NO BUILDING, STRUCTURE, CONCRETE SLABS, OR WALLS WILL BE PLACED WITHIN EASEMENT AREAS WITHOUT AN ENCROACHMENT AGREEMENT WITH THE RESPECTIVE UTILITY.

2. ANY CPS ENERGY OR SAWS MONETARY LOSS RESULTING FROM MODIFICATIONS REQUIRED OF CPS ENERGY OR SAWS INFRASTRUCTURE AND SERVICE FACILITIES, LOCATED WITHIN SAID EASEMENTS, DUE TO GRADE CHANGES OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATIONS.

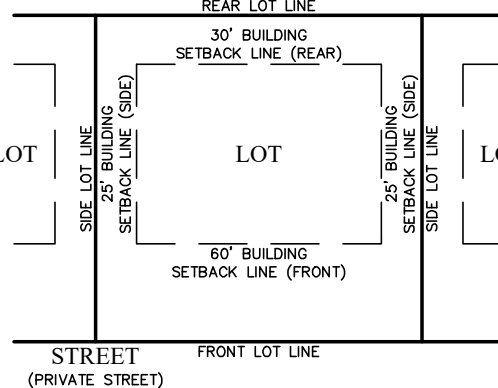
3. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE TV EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED HEREON.

4. CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN LOTS ARE SERVED ONLY BY UNDERGROUND ELECTRIC AND GAS FACILITIES.

5. ROOF OVERHANGS ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY UNDERGROUND ELECTRIC AND GAS FACILITIES ARE PROPOSED OR EXISTING WITHIN THOSE FIVE (5) AND TEN (10) FOOT WIDE EASEMENTS.

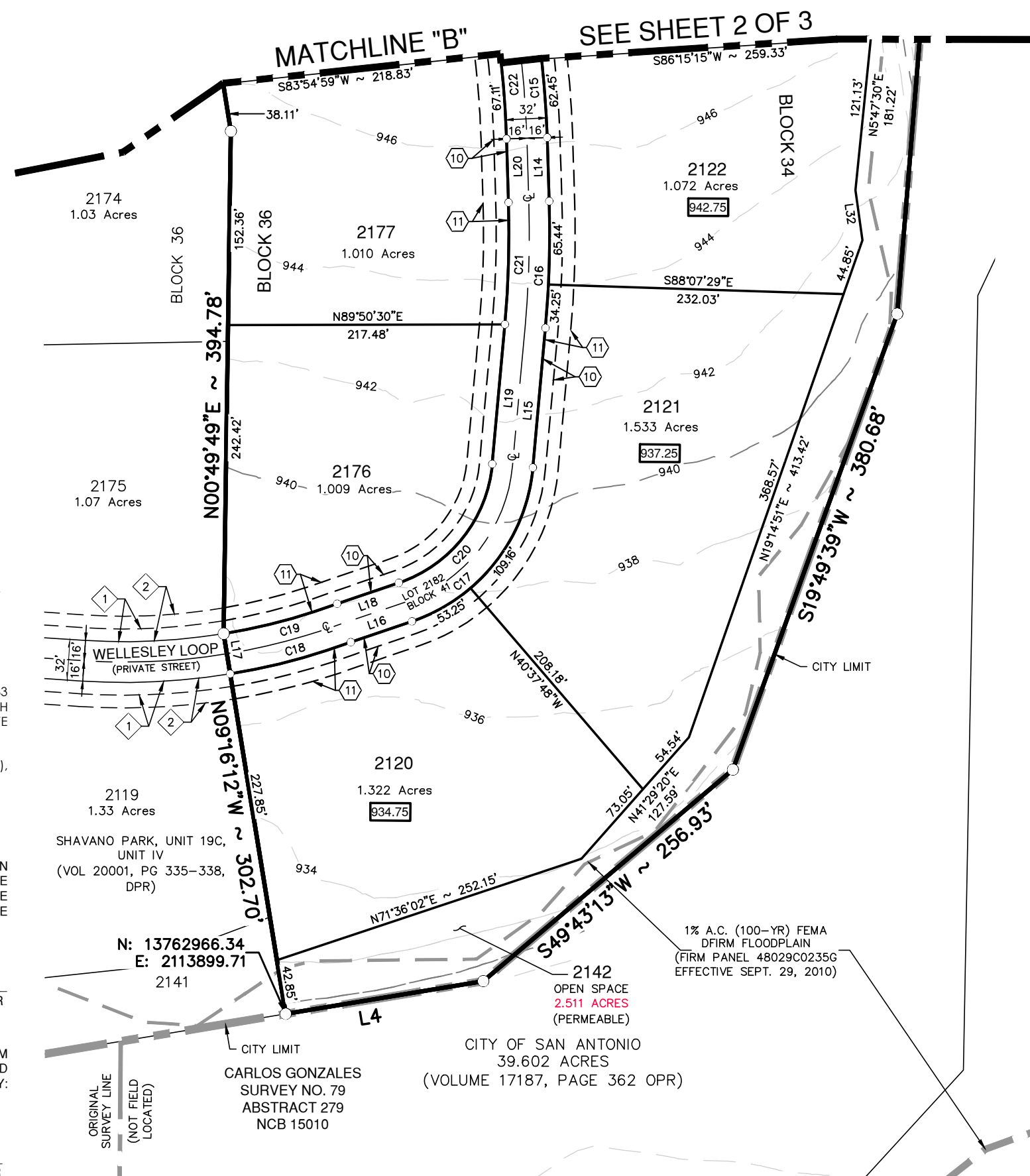
OPEN SPACE NOTE:

LOT 2142, (2.338 ACRES) & LOT 2143, (0.979 ACRE), BLOCK 34, (PERMEABLE) ARE DESIGNATED AS OPEN SPACE AND AS A COMMON AREA/GREENSPACE (PERMEABLE) AND A ACCESS, DRAINAGE, ELECTRIC, GAS, TELEPHONE, CABLE TV, SANITARY SEWER AND WATER EASEMENT.



TYPICAL LOT SETBACKS

NOT-TO-SCALE



SAWS IMPACT FEE:

WATER AND/OR WASTEWATER IMPACT FEES WERE NOT PAID AT THE TIME OF PLATTING FOR THIS PLAT. ALL IMPACT FEES MUST BE PAID PRIOR TO WATER METER SET AND/OR WASTEWATER SERVICE CONNECTION.

SAWS WASTEWATER EDU:

THE NUMBER OF WASTEWATER EQUIVALENT DWELLING UNITS (EDU'S) PAID FOR THIS SUBDIVISION PLAT ARE KEPT ON FILE UNDER THE PLAT NUMBER AT THE SAN ANTONIO WATER SYSTEM.

SAWS HIGH PRESSURE NOTE:

A PORTION OF THE TRACT IS BELOW GROUND ELEVATION OF 985 FEET WHERE THE STATIC PRESSURE WILL NORMALLY EXCEED 80 PSI. AT ALL SUCH LOCATIONS, THE DEVELOPER OR BUILDER SHALL INSTALL AT EACH LOT, ON THE CUSTOMER'S SIDE OF THE METER, AN APPROVED TYPE PRESSURE REGULATOR IN CONFORMANCE WITH THE PLUMBING CODE OF THE CITY OF SAN ANTONIO.

AQUIFER NOTE:

THIS SUBDIVISION IS WITHIN THE EDWARDS AQUIFER RECHARGE ZONE. DEVELOPMENT WITHIN THIS SUBDIVISION IS SUBJECT TO CHAPTER 34, ARTICLE VI, DIVISION 6 OF THE SAN ANTONIO AND SHAVANO PARK CITY CODE ENTITLED "AQUIFER RECHARGE ZONE AND WATERSHED PROTECTION", OR LATEST REVISIONS THEREOF. ANY REGULATED ACTIVITY MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS RELATING TO DEVELOPMENT WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.

PUBLIC WORKS STORM WATER:

FINISHED FLOOR ELEVATIONS FOR STRUCTURES ON LOTS CONTAINING FLOODPLAIN OR ADJACENT TO THE FLOODPLAIN SHALL BE NO LESS THAN ONE FOOT ABOVE THE BASE FLOOD ELEVATION (BFE) OF THE REGULATORY FLOODPLAIN. NONRESIDENTIAL STRUCTURES SHALL BE ELEVATED OR FLOOD PROOFED TO NO LESS THAN ONE FOOT ABOVE THE BFE OF THE REGULATORY FLOODPLAIN.

FIRE FLOW DEMAND NOTE (SAWS NOTE):

IN AN EFFORT TO MEET THE CITY OF SAN ANTONIO'S FIRE FLOW REQUIREMENTS FOR THE PROPOSED RESIDENTIAL DEVELOPMENT, THE PUBLIC WATER MAIN SYSTEM HAS BEEN DESIGNED FOR A MINIMUM FIRE FLOW DEMAND OF 1750 GPM AT 25 PSI RESIDUAL PRESSURE. THE FIRE FLOW REQUIREMENTS FOR INDIVIDUAL STRUCTURES WILL BE REVIEWED DURING THE BUILDING PERMIT PROCESS IN ACCORDANCE WITH THE PROCEDURES SET FORTH BY THE CITY OF SHAVANO PARK PERMIT OFFICE AND THE SHAVANO PARK FIRE DEPARTMENT FIRE MARSHAL.

PRIVATE STREET NOTE:

LOT 2182, BLOCK 41, (WELLESLEY LOOP & WELLESLEY KEY) ARE PRIVATE STREETS AND ARE ALSO DESIGNATED AS AN UNDERGROUND ELECTRIC, GAS, TELEPHONE, CABLE TV, DRAINAGE, WATER, PEDESTRIAN AND/OR SANITARY SEWER EASEMENT, THEREFORE, SUCH AREAS SHALL BE DEEMED TO HAVE BEEN DEDICATED TO THE PUBLIC FOR SUCH EASEMENTS AND PRIVATE STREETS.

SAWS DEDICATION:

THE OWNER DEDICATES THE SANITARY SEWER AND/OR WATER MAINS TO THE SAN ANTONIO WATER SYSTEM UPON COMPLETION BY THE DEVELOPER AND ACCEPTANCE BY THE SAN ANTONIO WATER SYSTEM.

| CURVE TABLE | | | | | |
|-------------|----------|------------|---------------|---------|---------|
| CURVE # | RADIUS | DELTA | CHORD BEARING | CHORD | LENGTH |
| C1 | 160.00' | 70°23'25" | N44°38'29"E | 184.44' | 196.57' |
| C2 | 350.00' | 25°33'34" | N3°20'01"W | 154.84' | 156.13' |
| C3 | 216.00' | 12°24'23" | N73°27'55"W | 46.68' | 46.77' |
| C4 | 216.00' | 9°57'52" | S62°16'47"E | 37.52' | 37.57' |
| C5 | 279.00' | 35°00'00" | S74°47'51"E | 167.79' | 170.43' |
| C6 | 201.00' | 19°04'05" | S82°45'48"E | 66.58' | 66.89' |
| C7 | 15.00' | 65°05'01" | N74°13'44"E | 16.14' | 17.04' |
| C8 | 76.00' | 180°00'00" | S48°18'47"E | 152.00' | 238.76' |
| C9 | 15.00' | 65°05'01" | S9°08'43"W | 16.14' | 17.04' |
| C10 | 201.00' | 29°04'05" | S8°51'45"E | 100.88' | 101.97' |
| C11 | 484.00' | 11°35'42" | S0°07'34"E | 97.78' | 97.95' |
| C12 | 1016.00' | 18°43'03" | S3°26'07"W | 330.43' | 331.91' |
| C13 | 484.00' | 8°27'37" | S8°33'50"W | 71.40' | 71.47' |
| C14 | 384.00' | 11°59'47" | S1°39'53"E | 80.25' | 80.40' |
| C15 | 816.00' | 5°51'14" | S4°44'09"E | 83.34' | 83.37' |
| C16 | 816.00' | 7°00'00" | S1°41'28"W | 99.63' | 99.69' |
| C17 | 141.00' | 65°59'49" | S38°11'22"W | 153.58' | 162.41' |
| C18 | 516.00' | 10°53'08" | S75°17'13"W | 97.89' | 98.04' |
| C19 | 484.00' | 10°55'46" | N75°15'55"E | 92.18' | 92.32' |
| C20 | 109.00' | 65°59'49" | N38°11'22"E | 118.73' | 125.55' |
| C21 | 784.00' | 7°00'00" | N1°41'28"E | 95.72' | 95.78' |
| C22 | 784.00' | 5°51'14" | N4°44'09"W | 80.07' | 80.10' |
| C23 | 416.00' | 11°59'47" | N1°39'53"W | 86.94' | 87.10' |
| C24 | 516.00' | 8°27'37" | N8°33'50"E | 76.12' | 76.19' |
| C25 | 984.00' | 13°15'15" | N6°10'01"E | 227.12' | 227.63' |
| C26 | 15.00' | 91°50'00" | N46°22'37"W | 21.55' | 24.04' |
| C27 | 216.00' | 56°17'12" | N64°09'01"W | 203.77' | 212.20' |
| C28 | 15.00' | 61°59'07" | N66°58'58"W | 15.45' | 16.23' |
| C29 | 51.00' | 303°58'15" | N53°59'35"E | 47.91' | 270.57' |
| C30 | 15.00' | 61°59'07" | S5°00'51"E | 15.45' | 16.23' |
| C31 | 184.00' | 56°17'12" | S64°09'01"E | 173.58' | 180.76' |
| C32 | 15.00' | 91°50'00" | N41°47'23"E | 21.55' | 24.04' |
| C33 | 984.00' | 1°47'48" | N5°01'31"W | 30.86' | 30.86' |
| C34 | 516.00' | 11°35'42" | N0°07'34"W | 104.25' | 104.42' |
| C35 | 169.00' | 97°58'08" | N43°18'47"W | 255.03' | 288.97' |
| C36 | 311.00' | 35°00'00" | N74°47'51"W | 187.04' | 189.98' |
| C37 | 184.00' | 9°57'52" | N62°16'47"W | 31.96' | 32.00' |

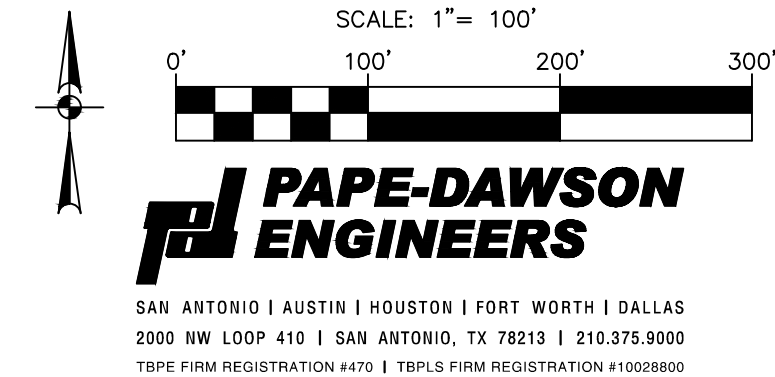
| LINE TABLE | | |
|------------|-------------|---------|
| LINE # | BEARING | LENGTH |
| L1 | N9°28'46"E | 51.13' |
| L2 | N75°02'56"E | 165.38' |
| L3 | S5°07'00"E | 57.51' |
| L4 | S80°34'35"W | 157.39' |
| L5 | N22°44'17"E | 180.92' |
| L6 | S57°17'51"E | 51.15' |
| L7 | N41°41'13"E | 49.10' |
| L8 | S41°41'13"W | 49.10' |
| L9 | S5°40'17"W | 98.40' |
| L10 | S5°55'25"E | 171.70' |
| L11 | S12°47'38"W | 70.31' |
| L12 | S4°20'01"W | 50.00' |
| L13 | S7°39'46"E | 50.00' |
| L14 | S1°48'32"E | 50.00' |
| L15 | S5°11'28"W | 110.17' |
| L16 | S71°11'16"W | 50.82' |
| L17 | N9°16'12"W | 32.00' |
| L18 | N71°11'16"E | 51.20' |
| L19 | N5°11'28"E | 110.17' |
| L20 | N1°48'32"W | 50.00' |
| L21 | N7°39'46"W | 50.00' |
| L22 | N4°20'01"E | 50.00' |
| L23 | N12°47'38"E | 70.31' |
| L24 | S87°42'23"W | 113.34' |
| L25 | N36°00'25"W | 100.42' |
| L26 | S36°00'25"E | 100.42' |
| L27 | N87°42'23"E | 113.34' |
| L28 | N5°55'25"W | 171.70' |
| L29 | N5°40'17"E | 98.40' |
| L30 | N57°17'51"W | 51.15' |
| L31 | N22°44'17"E | 32.00' |
| L32 | N7°58'36"W | 39.74' |
| L33 | N0°08'44"E | 16.88' |

SEE THIS SHEET FOR PLAT NOTES, LINE AND CURVE TABLES
PLAT NOTES APPLY TO EVERY PAGE OF THIS MULTIPLE PAGE PLAT

SHEET 3 OF 3

SUBDIVISION PLAT OF SHAVANO PARK, UNIT-19C PHASE V (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 THAT 289.5 ACRE TRACT DESCRIBED IN DEED TO ROGERS SHAVANO PARK UNIT 18/19, LTD. RECORDED IN VOLUME 12007, PAGE 2490 OF THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, 7.946 ACRES OUT OF THE JACOB KLAUS SURVEY NO. 78, ABSTRACT 400 AND 25.49 ACRES OUT OF THE CARLOS GONZALES SURVEY NO. 79, ABSTRACT 279, COUNTY BLOCK 4782, NEW CITY BLOCK 15010, OF THE CITY OF SHAVANO PARK, BEXAR COUNTY, TEXAS.



DATE OF PREPARATION: April 25, 2022

STATE OF TEXAS
COUNTY OF BEXAR

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC, EXCEPT AREAS IDENTIFIED AS PRIVATE OR PART OF AN ENCLAVE OR PLANNED UNIT DEVELOPMENT, FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER/DEVELOPER: ROGERS SHAVANO PARK UNIT 18/19, LTD.
LLOYD A. DENTON, JR.
11 LYNN BATTS LANE, SUITE 100
SAN ANTONIO, TEXAS 78218
(210) 828-6131

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED LLOYD A. DENTON, JR. KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, A.D. 20____.

NOTARY PUBLIC, BEXAR COUNTY, TEXAS

THIS PLAT OF _____ SHAVANO PARK, UNIT 19C PHASE V (PUD) _____ HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH PLANNING AND ZONING COMMISSION.

DATED: THIS THE _____ DAY OF _____, A.D. 20____.

BY: _____ CHAIRMAN

BY: _____ CITY CLERK

THIS PLAT OF _____ SHAVANO PARK, UNIT-19C, PHASE V (PUD) _____ HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED: THIS _____ DAY OF _____, A.D. 20____.

BY: _____ MAYOR

BY: _____ CITY CLERK

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: | awood@Pape-Dawson.com |

| | | | |
|-------------------------|-----|--------------------------------|--------|
| Current Zoning: | A-1 | Total Acreage: | 38.668 |
| Total Platting Fees: | | Developable Acreage: | 35.178 |
| (Coordinate with Staff) | | Greenbelts & Drainage Acreage: | 3.490 |

| | | | |
|----------------|---------------------------------------------------------------------|--------------------|---------------------------------------------------------------------|
| 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"/> |

8. Is a digital copy of plans, plat, forms, or letters included in the submittal? x

The following items pertain to the proposed final drawing: Yes No N/A

| | | | | |
|-----|----------------------------------------------------------------------------|--------------|--------------|--------------|
| 9. | Included with this submittal are three copies of the following plans: | <u> </u> | <u> </u> | <u> x </u> |
| a. | Streets, alleys, sidewalks, crosswalks, and other public improvement plans | <u> </u> | <u> </u> | <u> x </u> |
| b. | Sanitary sewer collection system plans | <u> </u> | <u> </u> | <u> x </u> |
| c. | Septic system plans | <u> </u> | <u> </u> | <u> </u> |
| d. | Water Pollution Abatement Plan (WPAP) | <u> </u> | <u> </u> | <u> x </u> |
| e. | Water line and hydrant plan | <u> </u> | <u> </u> | <u> x </u> |
| f. | Storm Drainage plans | <u> </u> | <u> </u> | <u> x </u> |
| g. | Site plan (commercial only) | <u> </u> | <u> </u> | <u> x </u> |
| h. | Grading plan | <u> </u> | <u> </u> | <u> x </u> |
| 10. | Tax certificate from the City, County, and School District are attached | <u> </u> | <u> x </u> | <u> </u> |
| 11. | S.A.W.S. letter of certification is attached | <u> </u> | <u> x </u> | <u> </u> |
| 12. | County Septic approval letter is attached | <u> </u> | <u> </u> | <u> x </u> |
| 13. | C.P.S. letter certification is attached | <u> </u> | <u> x </u> | <u> </u> |
| 14. | Water Pollution Abatement Plan (WPAP) approval from TCEQ is attached | <u> x </u> | <u> </u> | <u> </u> |
| 15. | Sewage Collection System approval from TCEQ is attached | <u> </u> | <u> x </u> | <u> </u> |
| 16. | TxDOT letter of approval is attached | <u> </u> | <u> </u> | <u> x </u> |
| 17. | Cable Television letter approval attached | <u> </u> | <u> x </u> | <u> </u> |
| 18. | The proposed platted property is compliant with current zoning regulations | <u> x </u> | <u> </u> | <u> </u> |

I certify that the above statements are true to the best of my knowledge and I further certify that I have read the City of Shavano Park Development Ordinances and this plat meets said ordinances except as notes.

Submitted by: Alvin Wood Date: 4/25/22

Accepted by: _____ Date: _____

City Staff Reviewed

City Secretary: _____ Date: _____

Fire Marshal: _____ Date: _____

Public Works / Water Director: _____ Date: _____



| PHASE | NO. LOTS | TOTAL ACREAGE | LOT ACREAGE | STREET ACREAGE | OPEN SPACE (FLOOD/ZONED BEL) |
|-------|----------|---------------|-------------|----------------|------------------------------|
| I | 32 | 51.08 | 37.88 | 4.92 | 8.31 |
| II | 18 | 31.74 | 20.73 | 2.03 | 8.98 |
| III | 18 | 22.01 | 20.53 | 1.48 | - |
| IV | 17 | 24.08 | 21.65 | 1.35 | 1.08 |
| V | 17 | 25.67 | 20.92 | 1.89 | 2.86 |
| VI | 22 | 32.06 | 28.32 | 2.22 | 1.52 |
| W | 18 | 34.70 | 21.20 | 3.34 | 10.16 |
| - | - | - | - | - | 25.12 |
| TOTAL | 142 | 221.34 | 171.21 | 17.23 | 32.91 |

- 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. ACREAGES ARE APPROXIMATE AND ARE SUBJECT TO CHANGE UPON FINAL PLATTING.

OWNER/DEVELOPER:
ROGERS SHAVANO PARK UNIT-18/19, LTD.
11 LYNN BATTS LN. SUITE 100
SAN ANTONIO, TX 78218
PHONE: (210) 828-6131
FAX: (210) 828-6137



SCALE : 1"=200'

**SHAVANO PARK, UNIT 19C, RESIDENTIAL
P.U.D. PLAN**

**PAPE-DAWSON
ENGINEERS**
1965-2005 ■ 40 YEARS OF EXCELLENCE

555 EAST RAMSEY | SAN ANTONIO TEXAS 78216 | PHONE: 210.375.9000
FAX: 210.375.9010

Date: Oct 05, 2005, 11:56am User ID: JMolina
File: M:\4523\45\Design\Civil\Exhibits\PUD PLAN.dwg

April 29, 2022

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



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

Dear Mr. Leeth,

KFW Engineers has completed its review of the referenced Final Plat as submitted by Pape-Dawson Engineers and has no further comments.

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 require additional information, please contact our office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Andy Carruth', is shown on a light blue background.

Andy Carruth, P.E.
Plat Reviewer for the City of Shavano Park

CITY COUNCIL AGENDA FORM

Meeting Date: May 16, 2022

Agenda item: 8.8

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Approval - Waiver of Penalty and Interest on Tax Account number 04782-021-1812

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Attachments for Reference: 8.8a Letters from Bexar County Tax Assessor Collector, Bexar Appraisal District, and the Tax Payer.

BACKGROUND / HISTORY: On May 6, 2022, the City received notice from the Bexar County Tax Assessor – Collector’s office informing us of a request for waiver of penalty and interest on a property within the City of Shavano Park. A property owner may request a waiver of penalty and interest under Texas Property Tax Code Section 33.011. The property tax code requires the governing body of the taxing unit to approve the waiver and refund the overpayment.

DISCUSSION: Attached are the supporting documents related to the waiver request notification from the Tax Assessor – Collector’s office, the property owner’s waiver request and Bexar Appraisal District’s review that it was administrative error on their part.

COURSE OF ACTION: Approve or deny the Waiver of Penalty and Interest on Tax Account number 04782-021-1812.

FINANCIAL IMPACT: Refund of \$3,755.03 that will be handled thru the Bexar County Tax Assessor – Collector’s Office.

STAFF RECOMMENDATION: Approve the Waiver of Penalty and Interest on Tax Account number 04782-021-01812.



Albert Uresti, MPA, PCC
Office of the Tax Assessor - Collector

May 6, 2022

City of Shavano Park
Robert Werner
Finance Director
900 Saddletree Ct.
Shavano Park, TX 78231

Re: Waiver of Penalty and Interest on Tax account: 04782-021-1812
Year(s): 2021
Owner(s): Pondhill Office SATX LLC
Amount of Penalty Paid: \$2,920.58
Amount of Interest Paid: \$834.45
Amount of 33.07 Penalty Paid: \$0.00

Dear Mr. Werner

The above referenced property owner has requested for the waiver of penalty and interest under Section 33.011 of the Texas Property Tax Code.

The governing body of a taxing unit shall waive penalties and may provide for the waiver of interest if an act or omission of an act by an employee of the Bexar Appraisal District resulted in the taxpayer's failure to pay the tax before delinquency.

The attached letter confirms such an error did occur. The taxes have been paid and the request for waiver was made within 180 days of the delinquency date. This office recommends penalty and interest to be refunded unless we receive notice otherwise from the governing body.

Please notify our office within fifteen days of the receipt of this letter if the governing body of the City of Shavano Park agrees with this recommendation. If you have any questions or concerns, please call our office at (210) 335-6623.

Sincerely,

A handwritten signature in blue ink, appearing to read "AU", is written over the printed name.

Albert Uresti, MPA, PCAC
Tax Assessor-Collector
Bexar County

Handwritten initials "CGS" in blue ink.

AU:CG/kh/rk
Attachment: a/s

FORM: TASL7
REV 04/13

Albert Uresti Bexar County Tax Assessor-Collector
Vista Verde Plaza Building
233 N. Pecos La Trinidad
San Antonio, Texas, 78207

Re: Request To Remove 2021 Property Tax Penalty of 4372 Loop 1640 Property ID 12255711

Mr. Uresti,

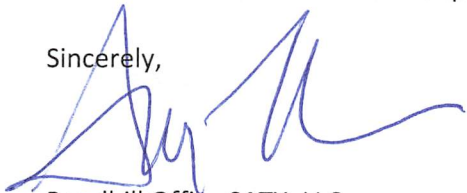
We are the new owner of 4372 Loop 1640 acquired the property on September 23, 2021. As of today, the subject property tax account is still under the previous owner's name and mailing address, therefore, we did not receive the tax statement.

Please consider the rules under Texas Tax Code Section 33.011(a)(1) in this situation where the agent in the taxing unit or the appraisal district in which the taxing unit participates caused or resulted in the taxpayer's failure to pay the tax before the delinquency date of not recognizing the new ownership as the taxpayer. Please also consider under Section 33.01 (b) that the tax statement was not delivered to the taxpayer due to the omission of an employee in the tax office. Furthermore, under Section 33.01(i) that the delinquency is a result of omitted to identify a new property owner that was not changed on the appraisal roll.

Bexar County Appraisal Record obtained from the appraisal district as of today still showing the previous owner as the taxpayer is attached for your reference.

We ask for your consideration to waive the penalty assessed on the subject property under the circumstances mentioned above. We have paid the whole amount as of today 3/11/2022, immediately as we were made aware of the unpaid taxes. We ask to refund the penalty assessed and paid.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Pondhill', is written over the word 'Sincerely,'.

Pondhill Office SATX, LLC
3109 N. St. Mary's
San Antonio, Texas, 78212

THIS CHECK IS VOID WITHOUT A BLUE & RED BACKGROUND AND A WATERMARK--MOLD UNDER THE LIGHT TO VERIFY--

Pondhill Office SATX, LLC
3109 N. St. Mary's St.
San Antonio, Texas 78212

Broadway National Bank
1177 NE Loop 410
San Antonio Texas, 78209

MAJCHAKS # 300680NS-08
CHECK NO. 10009

03/10/2022

PAY TO THE ORDER OF Albert Uresti, MPA, PCAC Bexar County Tax Ass

AMOUNT \$ **362,409.62

Three hundred sixty-two thousand four hundred nine and 62/100***

Albert Uresti, MPA, PCAC Bexar County Tax Asses
P O Box -2903
San Antonio, TX 78299

Albert Uresti

CHECK IS PRINTED ON SECURITY PAPER WHICH INCLUDES A MICROPRINT BORDER



BEXAR APPRAISAL DISTRICT

Michael A. Amezcuita
Chief Appraiser

411 N. Frio, P.O. Box 830248
San Antonio, TX 78283-0248
Phone (210) 224-8511
Fax (210) 242-2451

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04/22/2022

Albert Uresti MPA, PCC
Tax Assessor/Collector
Bexar County Tax Office
233 N Pecos
San Antonio, Texas 78207

RE: Research of Possible Error per Sections 33.011 of the Texas Property Tax Code.

As per your request, we have researched account number #04782-021-1812 for possible incorrect ownership/mailling information under State Property Tax Code 33.011. We have found that there was an administrative error on the Bexar Appraisal Records.

If we can be of any further assistance please contact me at (210) 242-2538.

Sincerely,
Mary Mares

Mary Mares
Bexar Appraisal District



BEXAR APPRAISAL DISTRICT

BEXAR APPRAISAL DISTRICT RESEARCH DOCUMENT FOR POSSIBLE MAILING ADDRESS CORRECTION

PER SECTION 33.011 OR

ACCOUNT: 04782-021-1812

REASON FOR ERROR:

1. MAILING ADDRESS NOT UPDATED ACCORDINGLY.
2. SUITE AND OR APARTMENT NUMBER LEFT OFF ON MAILING ADDRESS.
3. DEED NOT TRANSFERRED CORRECTLY, PROPERTY TRANSFERRED IN ERROR.
4. DEED NOT TRANSFERRED CORRECTLY WITH MORE THAN ONE ACCOUNT AND ONLY ONE ACCOUNT TRANSFERRED.
- ➔ 5. DEED FILED TIMELY BUT NOT TRANSFERRED.
6. OTHER: MAILING ADDRESS WAS UPDATED IN ERROR

REMARKS:

INITIATOR: MARY MARES

DATE: 04/22/2022