

**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, November 22, 2021 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.**

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

**1. CALL MEETING TO ORDER**

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

**3. CITIZENS TO BE HEARD**

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

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

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

**4. CITY COUNCIL COMMENTS**

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

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

- by a member of the governing body or an official or employee of the municipality or county; and
- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda.

## **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

- 5.1. Presentation - Buddy Aleman and Randi Wayland for recognition of service to the City of Shavano Park**

## **6. REGULAR AGENDA ITEMS**

- 6.1. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances to comply with H.B. 1475 of the 87th Texas Legislature, which changes Board of Adjustment authority related to variances and gives additional specific grounds for which a variance from a municipal zoning ordinance may be granted.**
- 6.2. Discussion/action - Ordinance O-2021-014 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to comply with H.B. 1475 of the 87th Texas Legislature which changes Board of Adjustment authority related to variances and gives additional specific grounds for which a variance from a municipal zoning ordinance may be granted - City Manager**
- 6.3. Discussion / action - Resolution R-2021-017 creating a greenbelt maintenance policy - City Manager**
- 6.4. Presentation / discussion - Update concerning Winter Storm Uri after action review (AAR) and emergency readiness - City Manager**
- 6.5. Presentation / discussion - Update on the December launch of texting communication service for residents and businesses - Assistant to the City Manager**
- 6.6. Discussion / action - Reschedule / Cancel the Regular City Council Meeting scheduled for December 27, 2021 - City Manager**

## **7. CITY MANAGER'S REPORT**

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

- 7.1. Building Permit Activity Report**
- 7.2. Fire Department Activity Report**
- 7.3. Municipal Court Activity Report**

**7.4. Police Department Activity Report**

**7.5. Public Works Activity Report**

**7.6. Finance Report**

**8. CONSENT AGENDA**

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

**8.1. Approval - Regular City Council Minutes, October 25, 2021**

**8.2. Accept - Planning and Zoning Commission Minutes, October 6, 2021**

**8.3. Approval - Adoption of Official City Holiday Schedule for 2022**

**8.4. Approval - Ordinance O-2021-008 amending Chapter 36 - Zoning of the Code of Ordinances to amend the table of commercial zoning uses and clarify Mixed-Used Zoning District setback requirements (second reading)**

**8.5. Approval - Ordinance O-2021-012 amending Chapter 24, SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs noncommercial speech (second reading)**

**8.6. Approval - Ordinance O-2021-013 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS) (second reading) - City Manager**

**8.7. Approval - Resolution R-2021-018 approving the 2021 Tax Roll**

**8.8. Approval - Setting the dates for the City sponsored events (Trunk or Treat) - City Manager**

**8.9. Approval - Resolution No. R-2021-019 Nomination to Bexar Appraisal District Board of Directors 1922-2023 - City Manager**

**9. ADJOURNMENT**

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a

court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion. The Council may vote and/or act upon each of the items set out in this agenda. In addition, the City Council for the City of Shavano Park has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter authorized by Texas Government Code Sections 551.071 (Consultation with Attorney); 551.072 (Deliberations related to Real Property); and Section 551.074 (Personnel Matters).

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

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

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

**CERTIFICATE:**

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 15th day of November 2021 at 5:10 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, [www.shavanopark.org](http://www.shavanopark.org), in compliance with Chapter 551, Texas Government Code.

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Trish Nichols  
City Secretary

## **POTENTIAL FUTURE AGENDA ITEMS**

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

- a. **Discussion / action - Ordinance O-2021-011 amending Chapter 8 - BUSINESS AND BUSINESS REGULATIONS; ARTICLE III. FOOD AND FOOD ESTABLISHMENT RULES to provide regulations for mobile food units and mobile food courts (first reading) - January**
- b. **Approval – Annual Surplus List – Annual November or as needed**
- c. **Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February**
- d. **Records Retention Policy - Annual January**
- e. **Appointment of Council Appointed Positions - Annual January**
- f. **Annual Crime Report – Annual January**
- g. **Crime Control Prevention District funding placed on ballot - January 2024**
- h. **Street Maintenance Fund funding placed on the ballot - January 2022**
- i. **Shavano Park Police Department Racial Profiling Report - Annual January/February**
- j. **City of Shavano Park Investment Policy - Annual February**
- k. **Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- l. **Revisions to Employee Handbook - Annual February**
- m. **FY 2021 - 22 Budget Amendment (Annual February or March)**
- n. **Set City Manager Annual Performance and Salary Review for April – Annual March**
- o. **Considerations for moving the May City Council meeting – Annual March / April**
- p. **City Manager Annual Review / Salary for April - Annual April**
- q. **Arbor Day Proclamation – Annual April**
- r. **Consideration for calling a Special Meeting to Canvass the May Elections and/or to reschedule**

**the Regular City Council Meeting - Annual April**

- s. Resolution No. R-2022-00X canvassing the 2021 General Election / Oath of Office - Newly Election Officials / Appointment of Mayor Pro Tem**
- t. Annual Budget Calendar - Annual May**
- u. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**
- v. Annual update on bond revenue opportunities by Bond Counsel – Annual May**
- w. Annual Compensation Review - Annual June Workshop**
- x. Resolution R-2022-0XX designating authorized signers of all banking depository accounts - Annual June**
- y. 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**
- z. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities - February / August**
- aa. City Council consideration for moving the September City Council meeting to meet budget approval milestones – Annual August**
- bb. City Council adoption of organizational chart - Annual August**
- cc. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- dd. Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2022-23 - Annual September**
- ee. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY 2022-23 - Annual September**
- ff. Public Hearing - Proposed Annual Operating and Capital Budget - FY 2020-21 Annual September**
- gg. 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

hh. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September

ii. Record vote to ratify the property tax increase reflected in the FY 2022-23 budget (Record Vote) - Annual September

jj. 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)

kk. 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

ll. 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

mm. Disposal of City Equipment / Furniture - Annual October or November as needed

nn. Adoption of Official City Holiday Schedule - Annual October or November

oo. Approval of the yearly tax roll - Annual November

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 6.2

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

6.1. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances to comply with H.B. 1475 of the 87th Texas Legislature, which changes Board of Adjustment authority related to variances and gives additional specific grounds for which a variance from a municipal zoning ordinance may be granted.

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

X

#### **Attachments for Reference:**

- 1) 6.2a BoA Amendments (TRACK CHANGES)
- 2) 6.2b Ordinance O-2021-014
- 2) 6.2c House Bill 1475

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**BACKGROUND / HISTORY:** In the regular session of the 87<sup>th</sup> Texas Legislature, House Bill 1475 was signed into law and made effective September 1, 2021.

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**DISCUSSION:** TML Summary follows:

In cities with zoning regulations, the Board of Adjustment (“BOA”) serves as the appellate body for certain zoning-related decisions. BOAs are authorized by state law to hear appeals of administrative decisions, decide whether or not to grant special exceptions to terms of the zoning ordinance, authorize variances from the zoning ordinance, and hear and decide “other matters” authorized under the city’s zoning ordinance. H.B. 1475 changes BOA authority related to variances and gives additional specific grounds for which a variance from a municipal zoning ordinance may be granted.

#### **Zoning Variances: Then and Now**

A BOA is authorized to grant a variance if, among other things, enforcing the ordinance as written would result in “unnecessary hardship.” The term, “unnecessary hardship” is not defined in state law, so over time courts have grappled with the sorts of facts that can constitute an “unnecessary hardship” and justify granting a variance. Until the passage of H.B. 1475, an unnecessary hardship would be one that was not self-imposed, personal in nature, related to the property for



which the variance is sought, and not a solely financial hardship. The hardship needed to be a condition unique, oppressive, and not common to other property.

This changes the above analysis in a couple ways. It adds more objective criteria which a BOA can consider to determine whether compliance with a city's zoning ordinance as applied to a structure would result in an unnecessary hardship. For the first time, purely financial considerations can qualify an applicant for a variance. Additionally, if the proposed structure would be considered a nonconforming structure, that could be grounds to grant a variance. Those are two significant shifts in variance analysis, which allow an applicant to get over the "unnecessary hardship" hurdle a little more easily. Under the new law, there might be an unnecessary hardship if:

1. the cost of compliance with the zoning ordinance is greater than 50 percent of the appraised value of the structure as shown on the most recent certified appraisal roll; or
2. compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur; or
3. compliance would result in the structure not in compliance with a requirement of another city ordinance, building code, or other requirement; or
4. compliance would result in the unreasonable encroachment on an adjacent property or easement; or
5. the city considers the structure to be a nonconforming structure.

Keep in mind that to grant a variance, the variance must not be contrary to the public interest, and the spirit of the zoning ordinance must be observed. So even if a proposed structure fits an "unnecessary hardship" category above, granting the variance is not automatic. The facts surrounding each variance request still have to be analyzed by the BOA, but starting September 1, 2021, H.B. 1475 changes part of the analysis. Cities and their BOAs should look at their zoning rules, policies, documentation, and electronic or printed materials to make sure they are updated to reflect this change in state law and be ready for new arguments from zoning applicants in the fall.

Public notice for the Public Hearing was accomplished on September 15, 2021.

Staff prepared draft amendments to comply with H.B. 1475's provisions regarding the interpretation of "unnecessary hardship" while leaving the Board of Adjustment's criteria for granting variances intact. This will maintain current City variance criteria while complying with Texas Law. For example the Board of Adjustment could decline a variance as being against the spirit of the zoning chapter even if the applicant showed unnecessary hardship as defined by state. The Board will continue to weigh the interest of neighbors (who may protest the variance) along with the property's owner's unnecessary hardship now defined by the State.

At the October 6, 2021 Planning & Zoning Commission meeting, the Commission postponed consideration until the November meeting to give time to staff to accomplish administrative edits. After the motion Chairman Laws stated that the motion to table is only to allow staff more time to accomplish administrative edits and is not an act of non-compliance with State Law.

At the November 3, 2021 Planning & Zoning Commission meeting, the Commission recommended approval of amendments as presented in Ordinance O-2021-014

In addition City Attorney reviewed and proposed additional edits:

- Wordsmithing improvements from Commissioners Fitzpatrick, Janssen, and Laws
- Gender neutral term they/their or appropriate title references
- Sec-125(d) made consistent to Sec. 36-126 (20 day limit to appeal a decision with additional language for reasonable accommodation of variance requests beyond 20 days)

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**COURSES OF ACTION:** Approve Ordinance O-2021-014 (first reading); provide additional amendments; or decline entirely and provide guidance to staff.

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**FINANCIAL IMPACT:** N/A

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

## ARTICLE V. - BOARD OF ADJUSTMENT

### Sec. 36-122. - Organization.

There is hereby created a Board of Adjustment consisting of five members who are citizens of the City and who are not members of the City Council or the ~~Planning and Zoning~~Planning & Zoning Commission, and who shall be appointed as described in ~~C~~chapter 2, ~~A~~article IV, ~~S~~section 2-87. Positions shall exist for a term of two years, beginning on October 1 of each odd numbered year and ending on May 31 of the next succeeding odd-numbered year and continuing thereafter. Board members may be removable for cause by the City Council upon a written charge and after public hearing. The City Council shall confirm four alternate members of the Board of Adjustment who shall serve in the absence of one or more of the regular members when requested to do so by the Mayor. ~~a~~All cases to be heard by the Board of Adjustment will always be heard by a minimum number of four members. ~~These~~ All alternate members, when appointed, shall serve for the duration of the same term defined in this section ~~period~~ as for the regular members, and any vacancy shall be filled in the same manner and shall be subject to removal as the regular members.

### Sec. 36-123. - Rules and meetings.

The Board of Adjustment shall adopt rules of procedure in accordance with the provisions of this section. Meetings of the Board of Adjustment shall be held at the call of the Chairperson, who shall be selected by the Board at its June meeting each year, and at such other times as the Board of Adjustment may determine. Such Chairperson, or in their absence the Acting Chairperson, may administer oaths and compel the attendance of witnesses. All meetings of the Board of Adjustment shall be open to the public. The Board of Adjustment shall keep minutes to proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations, findings, and other official actions, all of which shall be immediately filed in the office of the City and shall be a public record.

### Sec. 36-124. - Powers and duties.

The Board of Adjustment shall have the following powers:

- (1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official of the City in the enforcement of this chapter.

- (2) To authorize upon appeal ~~in specific cases~~ a variance from the terms of this chapter ~~as that will shall~~ not be contrary to the public interest, ~~and~~, where, due to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship, and so that the spirit of this chapter shall be observed and substantial justice done.
- (3) To authorize special exceptions, in accordance with ~~Sec. section~~ 36-132, to a zoning standard applicable to particular types of development within any zoning district, which is consistent with the overall intent of the zoning regulations and for which express standards are prescribed, but that requires additional review to determine whether the development with the modification is compatible with adjoining land uses and the character of the neighborhood in which the development is proposed.
- (4) To hear and decide other matters authorized by the City Council.

Sec. 36-125. - Appeals to the Board of Adjustment ~~(BOA)~~.

- (a) Any of the following persons may appeal to the ~~Board of Adjustment BOA~~ a decision made by an administrative official that is not related to a specific application, address, or project under ~~C~~chapter 36 of this Code:
  - (1) A person aggrieved by the decision; or
  - (2) Any officer, department, board, or bureau of the ~~municipality City~~ affected by the decision.
- (b) Any of the following persons may appeal to the ~~BOA Board of Adjustment~~ a decision made by an administrative official that is related to a specific application, address, or project under ~~C~~chapter 36 of the Code:
  - (1) A person who filed the application that is the subject of the decision; or
  - (2) A person who is the owner or representative of the owner of the property that is the subject of the decision; or
  - (3) Any person who is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision; or
  - (4) Any officer, department, or board of the city affected by the decision.
- (c) Appeals to the ~~BOA Board of Adjustment~~ may be made by a person aggrieved by the decision of the building official on the basis of alleging an error in an order, requirement, decision or determination made by the building official in the

enforcement of the international and national codes as well as ~~C~~chapter 6 of the City of Shavano Park Code of Ordinances, as it exists or may be amended.

- (d) Such appeal shall be ~~taken~~ filed not later than the 20th day after an original decision, order, requirement, or determination has been rendered within a reasonable time, as provided by the rules of procedure of the Board of Adjustment, by filing in writing with the administrative official from whom the appeal is taken and with the Board of Adjustment a notice of appeal specifying the grounds thereof. The administrative official from whom the appeal is taken shall forthwith transmit to the Board of Adjustment all papers constituting the record of the action that is appealed.

Sec. 36-126. - When appeal stays all proceedings.

~~An~~Once an appeal is filed it shall stay all proceedings in furtherance of the action appealed from, unless, after the time that notice of the appeal is filed, the administrative official from whom the appeal is taken certifies in writing to the Board of Adjustment ~~after notice of appeal shall have been filed with him~~ that by reason of facts stated in the certificate a stay would, in his the City Manager's opinion, cause immediate peril to life or property. ~~In such case proceedings~~Under this exception proceedings shall not be stayed other than by a restraining order, which may be granted by the Board of Adjustment, or by a court of record on application upon showing of due cause by the appealing party filing for an appeal after notice to the administrative official from whom the appeal is taken and if due cause is shown.

Sec. 36-127. - Time for notice and hearing of appeal.

The appeal must be filed not later than the 20th day after an original decision, order, requirement, or determination has been rendered ~~the decision has been rendered~~. The Board of Adjustment BOA shall make a decision on the appeal at the next meeting for which notice can be provided ~~following the hearing and~~ not later than the 60th day after the date the appeal is filed. The Board of Adjustment shall fix a reasonable time for hearing of the appeal, give public notice thereof, as well as due notice to the interested parties ~~in interest~~ and decide the same within a reasonable time. ~~Upon~~At the hearing any party may appear in person or by agent or by attorney.

Sec. 36-128. - Action on appeal.

In exercising the powers set forth in ~~section~~Sec. 36-124, the Board of Adjustment may, in conformity with the provisions of this chapter, reverse or affirm, wholly or partly, or may modify the administrative official's order, requirement, decision, or

determination ~~appealed from and may make the correct order, requirement, decision, or determination~~ and to that end shall have all the powers of the administrative official from whom the appeal is taken.

Sec. 36-129. - Vote necessary for decision of ~~B~~board of ~~A~~adjustment.

The concurring vote of four members of the Board of Adjustment shall be necessary to reverse any order, requirement, decision, or determination of an administrative official, to decide in favor of the applicant on any matter on which the Board of Adjustment is authorized ~~it is required to pass~~ under this chapter, or to authorize a variance from the terms of in this chapter.

Sec. 36-130. - Notice of public hearings before the Board of Adjustment.

The notice of public hearing, provided for in this section, shall be given by publication one time in the City's official newspaper, stating the time and place of such hearing, which time shall not be earlier than 15 days from date of such publication, and in addition thereto, the Board of Adjustment shall mail notices of such hearing to the ~~petitioner-applicant~~ and to all owners of property lying within 200 feet of any point of the lot or portion thereof, on which a variance or special exception is desired, and to all other persons deemed by the Board of Adjustment to be affected thereby; such owners and persons shall be determined according to the last approved tax roll of the City. Such notice may be served by depositing the same, properly addressed and postage paid, in any post office.

Sec. 36-131. - Variances.

- (a) *Requests for variance.* All requests for variations from the terms of this chapter shall be in writing and shall specify the facts involved, the relief desired, and grounds therefore. Each such application shall be filed with the City Secretary who, after investigation, shall transmit such application together with supporting materials prepared by City staff ~~his report~~ to the Board of Adjustment within 30 days ~~after of~~ receipt. Should circumstances be presented that justify it, the Board of Adjustment may hear a request for variance and may grant a variance outside of the deadline of an appeal noted in Sec. 36-125.
- (b) *Hearings on applications for variances.* The Board of Adjustment shall fix a reasonable time for the hearing of all applications for variances, give public notice thereof, as well as due notice to the parties in interest, and decide the same within

a reasonable time. Any party may appear in person or by agent or by attorney at this hearing.

- (c) *Granting variances.* The Board of Adjustment is hereby authorized, upon a party's appeal from the decision of the City, to grant ~~in specific cases~~ a variance from the terms of this chapter ~~that as will~~shall not be contrary to the public interest, and where ~~also~~, due to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship, and so that the spirit of this chapter shall be observed and substantial justice is done. The Board of Adjustment may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship:

- (1) The financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the City under Sec. 26.01, Tax Code;
- (2) Compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur;
- (3) Compliance would result in the structure not being in compliance with a requirement of a City ordinance, building code, or other requirement;
- (4) Compliance would result in the unreasonable encroachment on an adjacent property or easement; or
- (5) The City considers the structure to be a non-conforming structure.

- (d) *Criteria for granting variances.* No variance can be granted unless:

- (1) Such variance will not be contrary to public interest.
- (2) Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property ~~for which the variance sought~~ is located.
- (3) Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
- (4) Such variance will not alter the essential character of the district ~~in which it is located~~ or the property ~~for which the variance is sought~~.
- (5) Such variance will be in harmony with the spirit and purposes of this chapter.
- (6) The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property ~~and are not merely financial~~, and

are not due to or the result of general conditions in the district in which the property is located.

(7) The variance will not substantially weaken the general purposes of this chapter or the regulations herein established for the specified district.

(8) The variance will not adversely affect the public health, safety or general welfare ~~of the public~~.

(e) *Limitation on variances.* Any variance authorized by the Board of Adjustment shall constitute authority to authorize the issuance of a building permit or a certificate of occupancy, as the case may be, if applied for within 120 days from the date of favorable action ~~on the part of~~ by the Board of Adjustment, unless such Board of Adjustment authorizes a longer period. If the permit or certificate of occupancy is ~~shall~~ not ~~be~~ applied for within said 120-day period, or such extended period as the Board of Adjustment may have authorized, then the grant of the variance shall terminate. Such termination shall be without prejudice to a subsequent application to said Board of Adjustment in accordance with the rules and regulations regarding applications. No application to the Board of Adjustment shall be allowed on the same ~~piece of~~ property ~~prior to the expiration of~~ until six months ~~from~~ after a ruling of the Board of Adjustment, ~~on any application to such body~~ unless other property ~~in the same block~~ within 200 feet thereof, ~~within such six-month period~~, has been altered or changed by a ruling of the Board of Adjustment within such six-month period; ~~In~~ which case such change of circumstances shall permit the allowance of such application but in no way ~~force in law~~ to compel the Board of Adjustment, after a hearing, to grant such subsequent application. ~~but~~ such subsequent applications shall be considered on its merits as in all other cases.

#### Sec. 36-132. - Special exceptions.

(a) *Applications for special exception.* All applications for special exceptions from the terms of the chapter shall be in writing and shall specify the facts involved, the special exception desired and grounds therefore. The property owner shall file such application with the City Secretary who, after investigation by the City Manager or ~~his~~ their designee(s), shall transmit such application together with ~~a report~~ supporting materials prepared by City staff to the Board of Adjustment within 60 days after receipt. The non-refundable fee for an application shall be the same as the fee for an application for variance or as described in Appendix A - City of Shavano Park Fee Schedule. Should circumstances be presented that justify it, the Board of Adjustment may grant hear a request for special exception and may grant a special exception outside of the deadline of an appeal noted in Sec. 36-125.



- (b) *Hearings on applications for special exceptions.* The Board of Adjustment shall fix a reasonable time for the hearing of all applications for special exceptions, give public notice thereof, as well as due notice to all persons entitled to notice under ~~section~~Sec. 36-130, and such hearing shall be held within 90 days after receipt of the City Manager's report. At each hearing, any person may appear in person or by agent or by attorney.
- (c) *Granting special exceptions.* The Board of Adjustment may grant special exceptions to the side and rear setbacks provided for under this chapter and solely in accordance with the following:
- (1) Reduce the side or rear setbacks requirements in all single family residential zoning districts and all single family residential planned unit development zoning districts by up to 50 percent if the application satisfies the conditions provided for in subsections (d) and (e) and the side or rear setback in question abuts the following:
    - a. The streets of N.W. Military, and DeZavala;
    - b. City of San Antonio zoning districts;
    - c. O-1, B-1 or B-2 zoning districts; or
    - d. Greenbelts as designated on a plat.
- (d) *Conditions for granting special exceptions.* If the Board of Adjustment finds that all of the conditions in this subsection have been satisfied, the Board of Adjustment may approve the special exception application. This subsection's conditions are as follows:
- ~~(1) That the special exception will not endanger public health, safety, or general welfare;~~
  - ~~(12)~~ (12) That the special exception will not adversely affect ~~be materially detrimental to~~ public health, safety, or general welfare;
  - ~~(23)~~ (23) That as of the hearing date, it is not foreseeable that the special exception will substantially impair or diminish the presently permitted neighborhood uses, values and enjoyment of neighboring properties;
  - ~~(34)~~ (34) That the special exception will not significantly impede the normal and orderly development and/or improvement of surrounding properties as to uses permitted in the district and/or immediately contiguous district;
  - ~~(45)~~ (45) That the special exception will not result in such property violating any height, lot coverage, building size and/or exterior requirements;
  - ~~(56)~~ (56) That the special exception will not result in such property violating any district parking space regulations and/or tree preservation requirements;

- (67) That the special exception will not result in such property being incompatible with other properties within the zoning district;
  - (78) That the conditions provided for in subsection (e) have been satisfied; and
  - (89) That any accessory building allowed under this subsection shall be neither larger than 500 square feet nor taller than 16 feet from the lowest grade point of such building.
- (e) *Conditions and guarantees.* ~~In order to protect the public health, safety and general welfare of the community and~~ Prior to the granting of any special exception, the Board of Adjustment shall stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special exception as deemed necessary in its sole discretion to protect the public health, safety and general welfare of the community and to secure compliance with the standards and requirements specified in subsection (d) above. When ~~the Board of Adjustment grants~~ granting a special exception, the Board of Adjustment shall require such evidence and written guarantees as it deems necessary as proof that the property owner has and/or will comply with all conditions stipulated in connection therewith.
- (f) *Effect of denial of application.* If the Board of Adjustment denies a special exception in whole or in part, the property owner must wait at least one year from the date of said denial to make a resubmission under this section.
- (g) *Failure to comply with conditions.* Should a property owner fail to comply with any conditions of the Board of Adjustment in granting a special exception to a property, the City shall seek appropriate enforcement and remedies as stated in ~~section~~ Sec. 36-5 of this chapter.

#### Sec. 36-133. - Appeals from the Board of Adjustment.

Any person, jointly or severally, aggrieved by any decision of the Board of Adjustment, or any taxpayer, or any officer, department, board of the City, may present to a court of record a verified petition as provided by Tex. Local Government Code § 211.011, setting forth that such decision is illegal, in whole or in part, and specifying the grounds of illegality. Such petition shall be presented to the Court within ten days after the filing of the decision ~~Board~~ in the office of the City Secretary.

#### Sec. 36-134. - Fees.

The Board of Adjustment shall be empowered to assess and collect the fees specified in Appendix A - City of Shavano Park Fee Schedule to defray administrative costs. Such fees shall be deposited with the Secretary of the City, for deposit in the General Fund of the City.

**ORDINANCE NO. O-2021-014**

**AN ORDINANCE AMENDING CHAPTER 36 – ZONING OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO COMPLY WITH H.B. 1475 OF THE 87TH TEXAS LEGISLATURE WHICH CHANGES BOARD OF ADJUSTMENT AUTHORITY RELATED TO VARIANCES AND GIVES ADDITIONAL OBJECTIVE GROUNDS FOR WHICH A VARIANCE FROM A MUNICIPAL ZONING ORDINANCE MAY BE GRANTED; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS,** the 87th Texas Legislature passed House Bill 1475 which changes Board of Adjustment authority related to variances and gives additional objective grounds for which a variance from a municipal zoning ordinance may be granted and the City of Shavano Park (the "City") City Council seeks to ensure compliance with House Bill 1475; and

**WHEREAS,** pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or policy regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS,** pursuant to Chapter 211 of the Texas Local Government Code, the City has the authority to regulate zoning; and

**WHEREAS,** the City seeks to amend the Zoning Ordinance, Chapter 36 (this "Ordinance"); and

**WHEREAS,** this Ordinance must be amended to comply with House Bill 1475; and

**WHEREAS,** after notice and hearing required by law, a public hearing was held before the Shavano Park Zoning and Planning Commission on October 6, 2021 to consider the proposed amendments and the Zoning and Planning Commission recommended approval of the proposed amendments; and

**WHEREAS,** after public hearing held by the City Council on November 22, 2021 the City Council voted to approve Ordinance O-2021-014; and

**WHEREAS,** the City Council finds that it is necessary and proper for the good government, peace or order of the City of Shavano Park to adopt an ordinance amending Chapter 36 – Zoning.

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

**I**

**CODE AMENDMENT**

Chapter 36, Article V. – BOARD OF ADJUSTMENT of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

**ARTICLE V. - BOARD OF ADJUSTMENT**

Sec. 36-122. - Organization.

There is hereby created a Board of Adjustment consisting of five members who are citizens of the City and who are not members of the City Council or the Planning & Zoning Commission, and who shall be appointed as described in Chapter 2, Article IV, Sec. 2-87. Positions shall exist for a term of two years, beginning on October 1 of each odd numbered year and ending on May 31 of the next succeeding odd-numbered year and continuing thereafter. Board members may be removable for cause by the City Council upon a written charge and after public hearing. The City Council shall confirm four alternate members of the Board of Adjustment who shall serve in the absence of one or more of the regular members when requested to do so by the Mayor. All cases to be heard by the Board of Adjustment will always be heard by a minimum number of four members. All alternate members, when appointed, shall serve for the duration of the same term defined in this section for the regular members, and any vacancy shall be filled in the same manner and shall be subject to removal as the regular members.

Sec. 36-123. - Rules and meetings.

The Board of Adjustment shall adopt rules of procedure in accordance with the provisions of this section. Meetings of the Board of Adjustment shall be held at the call of the Chairperson, who shall be selected by the Board at its June meeting each year, and at such other times as the Board of Adjustment may determine. Such Chairperson, or in their absence the Acting Chairperson, may administer oaths and compel the attendance of witnesses. All meetings of the Board of Adjustment shall be open to the public. The Board of Adjustment shall keep minutes to proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations, findings, and other official actions, all of which shall be immediately filed in the office of the City and shall be a public record.

Sec. 36-124. - Powers and duties.

The Board of Adjustment shall have the following powers:

- (1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official of the City in the enforcement of this chapter.
- (2) To authorize upon appeal a variance from the terms of this chapter that shall not be contrary to the public interest and, where, due to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship, and so that the spirit of this chapter shall be observed and substantial justice done.
- (3) To authorize special exceptions, in accordance with Sec. 36-132, to a zoning standard applicable to particular types of development within any zoning district, which is consistent with the overall intent of the zoning regulations and for which express standards are prescribed, but that requires additional review to determine whether the development with the modification is compatible with adjoining land uses and the character of the neighborhood in which the development is proposed.
- (4) To hear and decide other matters authorized by the City Council.

Sec. 36-125. - Appeals to the Board of Adjustment.

- (a) Any of the following persons may appeal to the Board of Adjustment a decision made by an administrative official that is not related to a specific application, address, or project under Chapter 36 of this Code:
  - (1) A person aggrieved by the decision; or
  - (2) Any officer, department, board, or bureau of the City affected by the decision.
- (b) Any of the following persons may appeal to the Board of Adjustment a decision made by an administrative official that is related to a specific application, address, or project under Chapter 36 of the Code:
  - (1) A person who filed the application that is the subject of the decision; or
  - (2) A person who is the owner or representative of the owner of the property that is the subject of the decision; or
  - (3) Any person who is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision; or
  - (4) Any officer, department, or board of the city affected by the decision.

- (c) Appeals to the Board of Adjustment may be made by a person aggrieved by the decision of the building official on the basis of alleging an error in an order, requirement, decision or determination made by the building official in the enforcement of the international and national codes as well as Chapter 6 of the City of Shavano Park Code of Ordinances, as it exists or may be amended.
- (d) Such appeal shall be filed not later than the 20th day after an original decision, order, requirement, or determination has been rendered, as provided by the rules of procedure of the Board of Adjustment, by filing in writing with the administrative official from whom the appeal is taken and with the Board of Adjustment a notice of appeal specifying the grounds thereof. The administrative official from whom the appeal is taken shall forthwith transmit to the Board of Adjustment all papers constituting the record of the action that is appealed.

Sec. 36-126. - When appeal stays all proceedings.

Once an appeal is filed it shall stay all proceedings in furtherance of the action appealed from, unless, after the time that notice of the appeal is filed, the administrative official from whom the appeal is taken certifies in writing to the Board of Adjustment that by reason of facts stated in the certificate a stay would, in the City Manager's opinion, cause immediate peril to life or property. Under this exception proceedings shall not be stayed other than by a restraining order, which may be granted by the Board of Adjustment, or by a court of record on application upon showing of due cause by the appealing party.

Sec. 36-127. - Time for notice and hearing of appeal.

The appeal must be filed not later than the 20th day after an original decision, order, requirement, or determination has been rendered. The Board of Adjustment shall make a decision on the appeal at the next meeting for which notice can be provided not later than the 60th day after the date the appeal is filed. The Board of Adjustment shall fix a reasonable time for hearing of the appeal, give public notice thereof, as well as due notice to the interested parties and decide the same within a reasonable time. At the hearing any party may appear in person or by agent or by attorney.

Sec. 36-128. - Action on appeal.

In exercising the powers set forth in Sec. 36-124, the Board of Adjustment may, in conformity with the provisions of this chapter, reverse or affirm, wholly or partly, or may modify the administrative official's order, requirement, decision, or determination

and to that end shall have all the powers of the administrative official from whom the appeal is taken.

Sec. 36-129. - Vote necessary for decision of Board of Adjustment.

The concurring vote of four members of the Board of Adjustment shall be necessary to reverse any order, requirement, decision, or determination of an administrative official, to decide in favor of the applicant on any matter on which the Board of Adjustment is authorized under this chapter, or to authorize a variance from the terms of in this chapter.

Sec. 36-130. - Notice of public hearings before the Board of Adjustment.

The notice of public hearing, provided for in this section, shall be given by publication one time in the City's official newspaper, stating the time and place of such hearing, which time shall not be earlier than 15 days from date of such publication, and in addition thereto, the Board of Adjustment shall mail notices of such hearing to the applicant and to all owners of property lying within 200 feet of any point of the lot or portion thereof, on which a variance or special exception is desired, and to all other persons deemed by the Board of Adjustment to be affected thereby; such owners and persons shall be determined according to the last approved tax roll of the City. Such notice may be served by depositing the same, properly addressed and postage paid, in any post office.

Sec. 36-131. - Variances.

- (a) *Requests for variance.* All requests for variations from the terms of this chapter shall be in writing and shall specify the facts involved, the relief desired, and grounds therefore. Each such application shall be filed with the City Secretary who, after investigation, shall transmit such application together with supporting materials prepared by City staff to the Board of Adjustment within 30 days of receipt. Should circumstances be presented that justify it, the Board of Adjustment may hear a request for variance and may grant a variance outside of the deadline of an appeal noted in Sec. 36-125.
- (b) *Hearings on applications for variances.* The Board of Adjustment shall fix a reasonable time for the hearing of all applications for variances, give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Any party may appear in person or by agent or by attorney at this hearing.



(c) *Granting variances.* The Board of Adjustment is hereby authorized, upon a party's appeal from the decision of the City, to grant a variance from the terms of this chapter that shall not be contrary to the public interest, and where, due to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship, and so that the spirit of this chapter shall be observed and substantial justice is done. The Board of Adjustment may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship:

- (1) The financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the City under Sec. 26.01, Tax Code;
- (2) Compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur;
- (3) Compliance would result in the structure not being in compliance with a requirement of a City ordinance, building code, or other requirement;
- (4) Compliance would result in the unreasonable encroachment on an adjacent property or easement; or
- (5) The City considers the structure to be a non-conforming structure.

(d) *Criteria for granting variances.* No variance can be granted unless:

- (1) Such variance will not be contrary to public interest.
- (2) Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property is located.
- (3) Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
- (4) Such variance will not alter the essential character of the district or the property.
- (5) Such variance will be in harmony with the spirit and purposes of this chapter.
- (6) The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property, and are not due to or the result of general conditions in the district in which the property is located.
- (7) The variance will not substantially weaken the general purposes of this chapter or the regulations herein established for the specified district.
- (8) The variance will not adversely affect the public health, safety or general welfare.

- (e) *Limitation on variances.* Any variance authorized by the Board of Adjustment shall constitute authority to authorize the issuance of a building permit or a certificate of occupancy, as the case may be, if applied for within 120 days from the date of favorable action by the Board of Adjustment, unless such Board of Adjustment authorizes a longer period. If the permit or certificate of occupancy is not applied for within said 120-day period, or such extended period as the Board of Adjustment may have authorized, then the grant of the variance shall terminate. Such termination shall be without prejudice to a subsequent application to said Board of Adjustment in accordance with the rules and regulations regarding applications. No application to the Board of Adjustment shall be allowed on the same property until six months after a ruling of the Board of Adjustment, unless other property within 200 feet thereof, has been altered or changed by a ruling of the Board of Adjustment within such six-month period. In which case such change of circumstances shall permit the allowance of such application but in no way to compel the Board of Adjustment, after a hearing, to grant such subsequent application. Such subsequent applications shall be considered on its merits as in all other cases.

Sec. 36-132. - Special exceptions.

- (a) *Applications for special exception.* All applications for special exceptions from the terms of the chapter shall be in writing and shall specify the facts involved, the special exception desired and grounds therefore. The property owner shall file such application with the City Secretary who, after investigation by the City Manager or their designee(s), shall transmit such application together with supporting materials prepared by City staff to the Board of Adjustment within 60 days after receipt. The non-refundable fee for an application shall be the same as the fee for an application for variance or as described in Appendix A - City of Shavano Park Fee Schedule. Should circumstances be presented that justify it, the Board of Adjustment may grant hear a request for special exception and may grant a special exception outside of the deadline of an appeal noted in Sec. 36-125.
- (b) *Hearings on applications for special exceptions.* The Board of Adjustment shall fix a reasonable time for the hearing of all applications for special exceptions, give public notice thereof, as well as due notice to all persons entitled to notice under Sec. 36-130, and such hearing shall be held within 90 days after receipt of the City Manager's report. At each hearing, any person may appear in person or by agent or by attorney.
- (c) *Granting special exceptions.* The Board of Adjustment may grant special exceptions to the side and rear setbacks provided for under this chapter and solely in accordance with the following:

- (1) Reduce the side or rear setbacks requirements in all single family residential zoning districts and all single family residential planned unit development zoning districts by up to 50 percent if the application satisfies the conditions provided for in subsections (d) and (e) and the side or rear setback in question abuts the following:
  - a. The streets of N.W. Military, and DeZavala;
  - b. City of San Antonio zoning districts;
  - c. O-1, B-1 or B-2 zoning districts; or
  - d. Greenbelts as designated on a plat.
- (d) *Conditions for granting special exceptions.* If the Board of Adjustment finds that all of the conditions in this subsection have been satisfied, the Board of Adjustment may approve the special exception application. This subsection's conditions are as follows:
  - (1) That the special exception will not adversely affect public health, safety, or general welfare;
  - (2) That as of the hearing date, it is not foreseeable that the special exception will substantially impair or diminish the presently permitted neighborhood uses, values and enjoyment of neighboring properties;
  - (3) That the special exception will not significantly impede the normal and orderly development and/or improvement of surrounding properties as to uses permitted in the district and/or immediately contiguous district;
  - (4) That the special exception will not result in such property violating any height, lot coverage, building size and/or exterior requirements;
  - (5) That the special exception will not result in such property violating any district parking space regulations and/or tree preservation requirements;
  - (6) That the special exception will not result in such property being incompatible with other properties within the zoning district;
  - (7) That the conditions provided for in subsection (e) have been satisfied; and
  - (8) That any accessory building allowed under this subsection shall be neither larger than 500 square feet nor taller than 16 feet from the lowest grade point of such building.
- (e) *Conditions and guarantees.* Prior to the granting of any special exception, the Board of Adjustment shall stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special exception as deemed necessary in its sole discretion to protect the public health, safety and general welfare of the community and to secure compliance with the standards and requirements

specified in subsection (d) above. When granting a special exception, the Board of Adjustment shall require such evidence and written guarantees as it deems necessary as proof that the property owner has and/or will comply with all conditions stipulated in connection therewith.

- (f) *Effect of denial of application.* If the Board of Adjustment denies a special exception in whole or in part, the property owner must wait at least one year from the date of said denial to make a resubmission under this section.
- (g) *Failure to comply with conditions.* Should a property owner fail to comply with any conditions of the Board of Adjustment in granting a special exception to a property, the City shall seek appropriate enforcement and remedies as stated in Sec. 36-5 of this chapter.

#### Sec. 36-133. - Appeals from the Board of Adjustment.

Any person, jointly or severally, aggrieved by any decision of the Board of Adjustment, or any taxpayer, or any officer, department, board of the City, may present to a court of record a verified petition as provided by Tex. Local Government Code § 211.011, setting forth that such decision is illegal, in whole or in part, and specifying the grounds of illegality. Such petition shall be presented to the Court within ten days after the filing of the decision in the office of the City Secretary.

#### Sec. 36-134. - Fees.

The Board of Adjustment shall be empowered to assess and collect the fees specified in Appendix A - City of Shavano Park Fee Schedule to defray administrative costs. Such fees shall be deposited with the Secretary of the City, for deposit in the General Fund of the City.

## **II CUMULATIVE CLAUSE**

That this ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

## **III SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Shavano

Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

#### **IV PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

#### **V EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by State and Local law.

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 22nd day of November, 2021.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of January, 2022.

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**ROBERT WERNER, MAYOR**

Attest:

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**TRISH NICHOLS, CITY SECRETARY**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 6.3

Prepared by: Ald. Peter Miller / Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION: Discussion / Action - Resolution R-2021-017 creating a greenbelt maintenance policy - City Manager**

X

#### **Attachments for Reference:**

- 1) Greenbelt Maintenance Policy
- 2) Resolution R-2021-017 Greenbelt Policy
- 3) Attorney Review Comments (Privileged)

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**BACKGROUND / HISTORY:** Bitterblue Inc. has approached the City regarding the possible ownership of several greenbelts. The City already owns a number of greenbelts.

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**DISCUSSION:** With the possible acquisition of additional greenbelts in Shavano Park from Bitterblue, plus the number of greenbelts we already own, a policy that governs the maintenance and development of these greenbelts is important to set and communicate clear expectations and guidelines to our community.

The intent of this policy would be to establish minimum maintenance guidelines for the upkeep of these greenbelts to preserve their natural setting and to only provide maintenance when it restricts drainage or is a threat to public safety. In short, these greenbelts would continue to be maintained at the current level that they have been maintained over the past decades. The policy would also need to state the plot description of the land that we are referring, to prevent any future misunderstanding of area that this policy applies to.

In October, City Council directed staff to develop a greenbelt maintenance policy or provide other guidance. Staff drafted the policy and coordinated the draft policy with the City Attorney.

The intent of this policy is to establish expectations that the City will not conduct regularly schedule maintenance of the City Owned Greenbelts, but recognizes a possible occasional situation which the City may have to take action in the management of greenbelts. It also recognizes that sidewalks within the greenbelts will also be maintained.

The City Attorney provides some comments input concerning whether the City should consider trying to limit access or provide some signage. See attachment #3 at the end.

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**COURSES OF ACTION:** Approve Resolution R-2021-017, which approves the Greenbelt Policy as presented or as amended or provide staff further guidance.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** To approve Resolution R-2021-017 as presented creating a greenbelt maintenance policy

**RESOLUTION NO. R-2021-017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS,  
ESTABLISHING A POLICY GOVERNING LANDSCAPE MANAGEMENT AND  
MAINTENANCE OF CITY OWNED GREENBELTS; AND ESTABLISHING AN  
EFFECTIVE DATE.**

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**WHEREAS**, the City of Shavano Park owns a number of properties between subdivisions that are considered greenbelts; and

**WHEREAS**, said greenbelts are not developable and are generally located in natural storm water runoff channels and floodplains; and

**WHEREAS**, the City of Shavano Park City Council declares that the primary purpose of the City owned greenbelts is to provide an area for natural storm water runoff and drainage; and

**WHEREAS**; the City of Shavano Park wishes to manage the greenbelts to retain their unimproved natural state; and

**WHEREAS**; the City wishes to establish guidelines in order to manage expectations concerning the City's responsibility to maintain the properties.

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

**Section 1.** That the City Council adopts Exhibit A, attached, in its entirety as the *City Owned Greenbelt Landscape Management and Maintenance Policy* for the City of Shavano Park.

**Section 2.** The *City Owned Greenbelt Landscape Management and Maintenance Policy* shall be effective November 22, 2021.



**PASSED AND APPROVED** by the City Council of the City of Shavano Park at the Regular Meeting held on this the 22<sup>nd</sup> day of November, 2021.

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**ROBERT WERNER**  
**MAYOR**

Attest: \_\_\_\_\_

**TRISH NICHOLS**  
**CITY SECRETARY**



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

## **CITY POLICY 22**

22 November 2021

**SUBJECT:** City Owned Greenbelt Landscape Management and Maintenance

### **1. References.**

- a) Texas Local Government Code, Sec. 282.002
- b) Sec. 6-124 of the City of Shavano Park Code of Ordinances
- c) Sec. 36-38 of the City of Shavano Park Code of Ordinances
- d) Chapter 14., Article V. – Citizens Tree Committee and Public Tree Care of the City of Shavano Park Code of Ordinances
- e) City Policy #11 – Signs on Public Property

**2. Purpose.** The purpose of this policy is to provide guidelines for the maintenance of greenbelts owned by the City of Shavano Park.

**3. Staff Point-of-Contact.** The staff point of contact for this policy is the City Manager at 210.493.3478 or at [citymanager@shavanopark.org](mailto:citymanager@shavanopark.org).

**4. Background.** The City owns a number of properties between subdivisions that are considered greenbelts. These greenbelts are not developable and are generally located in natural storm water runoff channels and floodplains. The City establishes the following guidelines in order to manage expectations concerning the City's responsibility to maintain the properties.

### **5. Definitions.**

- a) *City owned Greenbelt.* A City owned vacant patch or parcel of forested land, behind, or adjacent to commercial or residential zoning districts officially designated as such and preserved from urban development
- b) *Landscape Management.* The management of the City owned greenbelts that keeps the areas naturally forested, protects water, allows adequate drainage, and reduces significant hazards.
- c) *Landscape Maintenance.* Scheduled or periodic cutting, mowing, debris removal, trash removal, tree trimming, planting, and watering,

### **6. Greenbelt Maintenance Policy.**

- a) The City of Shavano Park will conduct Landscape Management on all City owned greenbelts.
- b) The City of Shavano Park will not conduct Landscape Maintenance on City owned greenbelts.
- c) The City of Shavano Park will conduct Landscape Maintenance of any sidewalk or trail system that is located within a greenbelt.
- d) Commercial or residential development is prohibited within City owned greenbelts.

- e) Mining, drilling or the taking of minerals is prohibited within City owned greenbelts.
- f) The placing of signs is prohibited in City owned greenbelts without approval from City Manager per City Policy #11 – Signs on Public Property.
- g) The harming or cutting down of public trees located in the greenbelt is prohibited per Public Tree Care Ordinance under Chapter 14., Article V of the City of Shavano Park Code of Ordinances. The gathering of naturally fallen limber for non-commercial uses is allowed.
- h) Fences shall not be constructed in City owned greenbelts per Sec. 6-124 of the City of Shavano Park Code of Ordinances.

#### **7. Greenbelt Access and Safety**

- a) Generally, there are no improved trails in the greenbelts, but all City owned greenbelts are accessible to the public.
- b) The City of Shavano Park wishes to manage the greenbelts to retain their unimproved natural state and in doing so acknowledges that, like in all natural areas, storm water runoff, flooding, uneven ground, obstacles, heavy cover, rocks, and drop-offs exist.
- c) The City is not aware of any existing significant manmade or natural hazards.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 6.4

Prepared by: Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION: Discussion / action - Update concerning Winter Storm Uri after action review (AAR) and emergency readiness - City Manager**

X

#### **Attachments for Reference:**

- 1) Status Matrix AAR of Winter Storm Uri
- 2) Winter Storm Uri AAR

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**BACKGROUND / HISTORY:** The Winter Storm named “URI” by the weather channel began impacting Shavano Park staff as early as Saturday, February 13th. City Roads, the Shavano Park Water System, Roads, Staff ability to travel to and from work, Electric Power to parts of the City, and Staff’s ability to communicate were impacted through February 19<sup>th</sup>.

At the City Council meeting on March 22, 2021, Staff provided a detailed summary of event and provided a staff After Action Review (AAR). The following (indented paragraphs are from the February City Council staff summary concerning the AAR).

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

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

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

At the June 28<sup>th</sup> City Council Budget Workshop, Staff created a task status matrix concerning action items recommended in the AAR.

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**DISCUSSION:** The task status matrix has been updated (see attached) and the staff will review with City Council during the meeting.

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**COURSES OF ACTION:** None at this time

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**FINANCIAL IMPACT:** Varies depending on the task / requirements

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**MOTION REQUESTED:** None specifically requested at this time.

Item	Observation / Recommendation	Priority	CC	CM	Department	Notes	Status / Recommend
<b>PLANNING</b>							
1a	Update the CoSP EMP within the next year	11			All	Fire Lead	In Progress- under review, and updating as necessary. Met with PW Director and began work on their portion.
1b	Hard copies of the EMP to: Fire; Police; PW; and Admin	12			F	Fire Lead	Completed
1c	Periodic EOC training and familiarization at the EOC	B			All	Fire Lead	In progress; to be scheduled
1d1	Participate in the Bexar County Hazard Mitigation Plan	14			F	Fire Lead	City submitted letter to County to participate; yet to hear back
1d2	Join the Bexar County Emergency Action Plan	15	X		F	Fire Lead	Waiting for additional information from County
1e	Update Employee Job Descriptions	B		X	All	City Secretary Lead	In progress
2	Draft Emergency Management Policy	13	X			City Manager Lead	Not Started
3	Fully Fund the Fire / PW Backup Power Generator	4	X				Completed
4	Assess Other Backup Power Generation Requirements	16			PW		In Progress - looking at a stand by emergency generator contract
5	Assess Other Remote Access Needs / Plan / Resource	B			PW/E/P	Asst to CM Lead	Completed: 100% coverage on City mobile device for remote access needs after last year's CARES Act purchases.
7a	Test Keys for Admin Wing / Ensure Emergency Access	B			Admin		Keys Completed / Latches Completed. Need to contact IntruderAlert to investigate failure of Admin interior doors during controller power outage.
7b	Recommend City Hall Generator Project moves forward	1	X				Completed
7c	Review Police Parking Gate Exit Options (New South Exit)	B		X	P		In Progress - Have plan to create collab b/wtn Police & PW - Needs funded
<b>PREPARATION</b>							
1a	Drive Shaft Training, Maintenance, Exercise Monthly	3			PW		Completed / On going
1b	Repair Emergency Interconnect with SAWS / Exercise Annual	2			PW		Completed
1c	Develop a Generator Maintenance Plan	17			PW		Completed / On going
2	Assess and Maintain backup VHF Communications PW	21			PW		Need new radios, new batteries did not help - radios were old and Completed: 2 spare AT&T FirstNet cellular hot spots for PW Staff (activated only when needed)
3	Increase Mobile Hotspots or FirstNet Capability	18			PW	Asst to CM Lead	Completed: 2 spare AT&T FirstNet cellular hot spots for PW Staff (activated only when needed)
4	Identify Multi Means of Communications; Place in SOPS	22			PW/E/P		In Progress - need to send completed ones to CM and CS for review
5a	Departments list of supplies to be maintained				PW/E/P		P-Emergency supplies stocked, -Emergency food supplies on hand for small amount PW/W - Supplies list was created, will purchase prior to event
5b	Fire storage of Bottled Water and rotation of	B			F		PWD purchases and stores at FD - ED rotates
5c	Maintain Supply of MREs	B			F		MRE's will expire end of year. Fire to coordinate purchase.
5d	Policy to Address Individual 7 days Supply Meds and Items	B		X	CM		Not started
6	PW list of Emergency Materials and Parts to be Maintained	B			PW		In Progress
7a	Assess / Complete FEMA and NIMS Training Requirements	B			All	Fire lead	In Process Fire, Police PW
7b	Research Emergency Management Performance Grants	B			F		
<b>EXECUTION</b>							
1a	Consider Allowing Directors to post i-INFO / Social Media	B		X	CS / Asst		Complete
1b	Consider Additional City Issued Hotspot Modems	19			Asst to CM		<ul style="list-style-type: none"> <li>Not started: \$1,400 cost for Ruggedized mobile router Fire Chief Vehicle)</li> <li>Not started: \$1440/year for 3 FirstNet cellphones in Fire ambulances</li> <li>Completed: 2 spare AT&amp;T FirstNet cellular hot spots for PW Staff (activated only when needed)</li> <li>Completed: 8 spare AT&amp;T FirstNet cellular hot spots for EOC / Admin / Fire Staff (activated only when needed)</li> </ul>
2a	Fire / PW consider purchase of Tire Chains	B			PW / F		Evaluating
2b	PW Consider Purchase of Sand Spreader	23			PW		Bsalt Brine sprayer was a cheaper and more effective way to operate, parts have been ordered...verified with other Cities
2c	Police / Fire Assess to Salt to assist during Ice Event	B			F / P	PW Lead	PW has a pallet on site already - PD/FD call for access at well site
2d	Plan to Preposition Barricades to Allow Police Assist	B			PW		PW already does this for major storms
3a	Anticipated Emergency Events; Top Off 500 gal Diesel Tank	20			PW		Complete
3b	PW Consider Purchase of Medium Gasoline Fuel Tank	10	X		PW		Completed and installed, P - use fuel to keep it rotated
3c	Resolve Single Use Fuel Card Issue	25			P		Emergency fuel tank in place and operational
3d	Consider multiple Fuel Agreements	24		X	PW		Completed
4a	Winterize Well #6 / Account for Summer Heat	7			PW		In Progress
4b	Assess and Maintain all Inactive Wells to prevent Freezing	8			PW		Well #4 completed, Well #3 in progress - Scheduled shutdown for week 11/15
4c	Complete Assessment of Water Infrastructure for Emergencies	5			PW		In progress creating a log for each site
5	Evaluate Cost of placing Well #1 into Operation	6	X		PW		In Progress
6	Consider additional Debt Cards for PW / Fire	B		X	Finance		In progress
7	Jail Holding Cell Water Cutoff Checklist and Key Access	B			P		Complete
8	Stock Paper Payroll Checks / Finance Director Emer Signature	B			Finance		Complete
9	Alternative Administrators Trained Social Media / i-INFO	B		X	CS / Asst		Complete
10	Develop Pre-Scripted Public Info Messages	9		X	All		Not Started. PW/W - Have a couple started, need CM and CS review

CC = City Council Approval Required

CM = City Manager Approval Required

Department = Identify Department Requirement

P = Police, F = Fire, PW = Public Works

CS = City Secretary, Asst or Asst to CM = Assistant to the City Manager

A List Prioritized 1-25

B List Not Prioritized

Color Key

In progress

Not started

Complete

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

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

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

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

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

### **C. KEY EVENTS (SATURDAY, FEBRUARY 13<sup>TH</sup> - FRIDAY, FEBRUARY 19<sup>TH</sup>)**

#### **Saturday, February 13<sup>th</sup>**

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

#### **Sunday, February 14<sup>th</sup>**

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

#### **Monday, February 15<sup>th</sup>**

- Sunday Night / Monday Morning at 1 a.m. – Power was lost in Shavano Creek, part of the “Estates” subdivision, as well as the Huebner Ground Water Storage Tank, and Wells #7 and Well #8 (the City Utility's main water sources). Power was then off most of the time until Wednesday at 8:30 pm. Both Wells #7 & #8 became inoperative due to no electricity. Well #6 froze overnight also became inoperative, which only left Well #5 as the only operational Well (the City currently operates four water Wells).

- The City has two backup diesel drive shafts in place at Well #8 and the Huebner Ground Storage Tank that are maintained and tested monthly to allow emergency backup pumping of water. PW initiated actions to operate the manual diesel pumps and successfully placed Well #8 into operation but found the diesel drive shaft to push water from the Huebner ground storage was frozen over and not operational.
- Emergency notices were issued to residents asking them to conserve and restrict water usage.
- During the Monday night storm / Tuesday morning, the water system dropped to its lowest, with little water in the elevated tank for a few hours, but still maintained adequate pressure across the city in the system – with Well #5 still in operation, ground storage tanks and low customer water usage.
- Monday – Tuesday PW crews worked nine (9) leaks/main breaks just at the Well sites alone. Wells #3 and #4 (both placed out of commission years ago were still tied into the water system) both had pipes freeze and break lines resulting in the loss of thousands of gallons. PW's quick response and repair prevented water system failure.
- Monday afternoon at 5 p.m., the diesel drive shaft at the Huebner ground storage tank was thawed out and brought into operation, which allowed complete refilling and maintenance of the elevated storage tank.

#### **Tuesday, February 16th**

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

#### **Wednesday, February 17th**

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

#### **Thursday, February 18th**

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

#### **Friday, February 19th**

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



## General

- Police operated all shift changes at normal levels and those with projected leave volunteered to return to duty. On-duty staff responded to numerous calls for service; ranging from assisting other Agencies to stranded motorists; many of which were not documented in order to maintain field activity and coverage.
- Fire received over 40 calls for service – including 8 for EMS and over 30+ for assisting the public (mostly water leaks). They maintained full staffing with two shift changes. Fire responded to a Leon Springs fire Sunday night / Monday morning. Also responded Friday to significant fire at Bexar Bulverde - it was a challenge because there was no water supply and water was being sourced from tanker trucks.
- Admin staff's ability to work remotely was hampered by the lack of electricity and internet (Wi-Fi); however, work arounds were found to enable staff to continue to post i-INFO and updates on our social media. Finance was even able to process payroll on time.

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

## **D. OBSERVATIONS / DISCUSSION / RECOMMENDATIONS BY PHASE (PLANNING / PREPARATION / EXECUTION)**

### **PLANNING**

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

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

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

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

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

### **Recommendation:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Recommendation:**

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

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

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

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

**Recommendation:**

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

**PREPARATION**

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

**Discussion:**

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

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

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

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

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

**Recommendation:**

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

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

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

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

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

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

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

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

**Discussion:**

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

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

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

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

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

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

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

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

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

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

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

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

#### **Recommendation:**

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

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

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

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

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

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

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

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

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

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

**Recommendation:**

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

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

## **EXECUTION**

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

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

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

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

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

**Recommendation:**

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

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

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

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

**Recommendation:**

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



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

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

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

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

#### **Recommendation:**

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

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

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

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

#### **Recommendation:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**10. Observation: No preexisting Public Information messages existed**

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

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

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 6.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Presentation / discussion - Update on the December launch of texting communication service for residents and businesses - Assistant to the City Manager

X

**Attachments for Reference:** 1) TextMyGov Flyers (DRAFT)

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**BACKGROUND / HISTORY:** In Fiscal Year 2022 Budget the City Council approved funding for a texting communication service for residents and businesses.

In October the City signed a 2-year contract with TextMyGov – a cloud-based texting communication service provider for \$3,400 in year 1 and \$2,500 in year 2 (and subsequent years if City extends contract).

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**DISCUSSION:** At the November 22, 2021 City Council Meeting, Assistant to the City Manager Curtis Leeth will present the program’s services, capabilities and what residents and businesses can expect.

City staff intend to launch the service in early December after the Thanksgiving Holiday.

---

**COURSES OF ACTION:** Not an action item.

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**FINANCIAL IMPACT:** Budgeted in FY22 at \$3,400, contract for \$2,500 in FY23.

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**MOTION REQUESTED:** Not an action item.



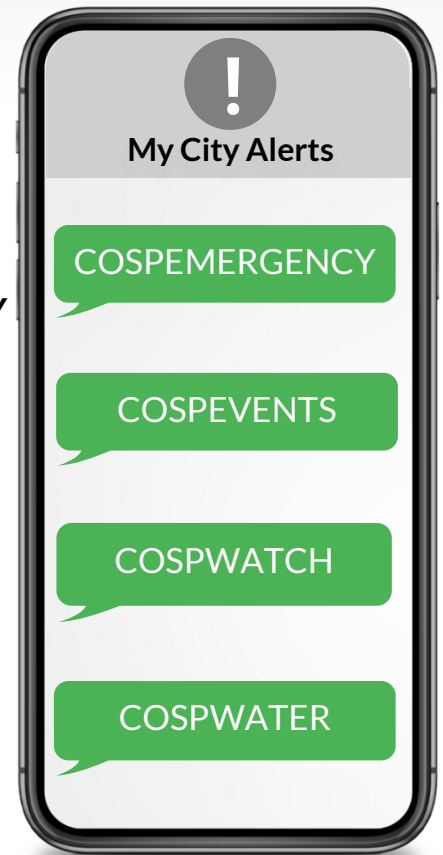
# Receive City Alerts

## Shavano Park

Sign up to receive city notifications via text message.

Opt-in to any of the following programs:

- ✓ Emergency Alerts Notifications keyword: **COSPEMERGENCY**
- ✓ City Events Notifications keyword: **COSPEVENTS**
- ✓ Neighborhood Watch Notifications keyword: **COSPWATCH**
- ✓ Water Alerts Notifications keyword: **COSPWATER**



---

## Get Started:

Text in one of the above keywords to: **91896**

---

## What to Expect:

- After the initial keyword is sent, you will receive a confirmation message asking you to reply YES to verify opt-in.
- You may receive up to 4 text messages a month with a notification for each alert category selection.
- Message and data rates may apply. Check with your carrier for more details.

---

## How to Opt-Out:

Text STOP at any time to remove yourself from the notification list.

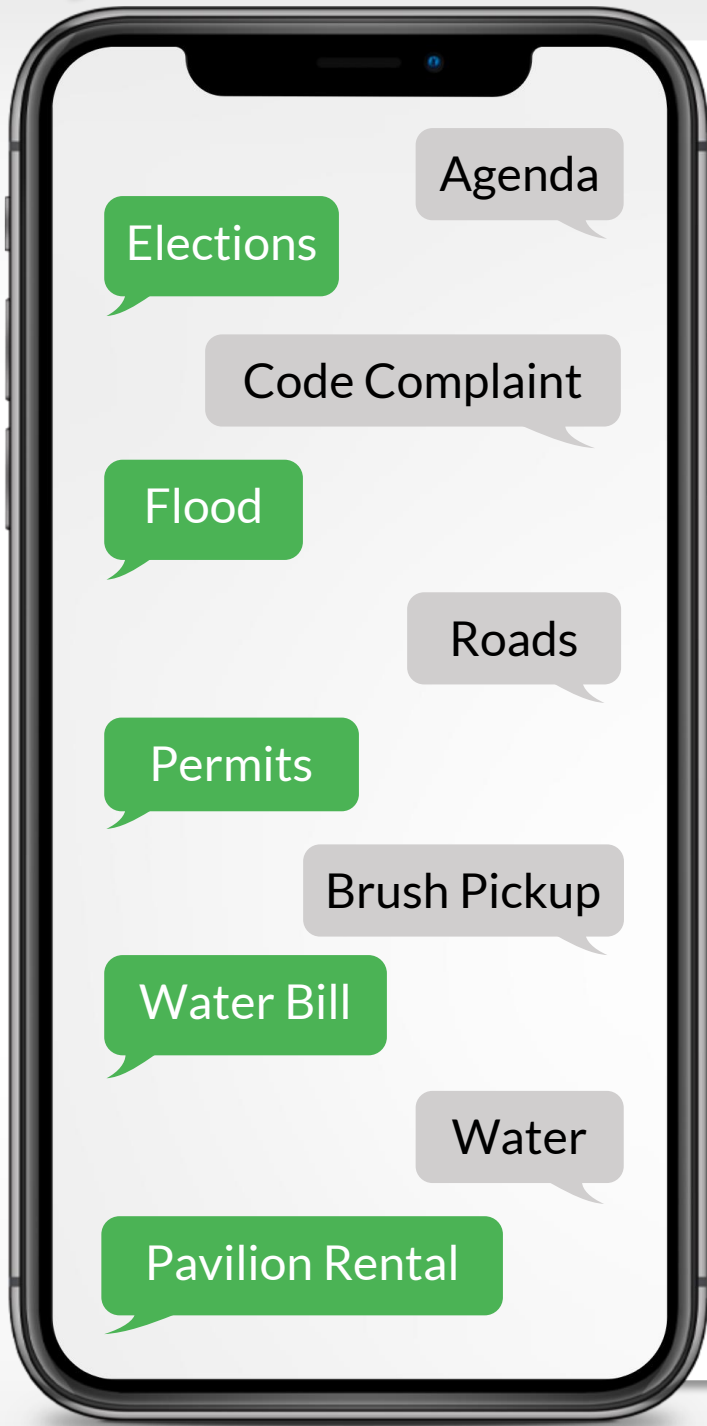
View terms and privacy policy info at: [textmygov.com/opt-in-terms-conditions](https://textmygov.com/opt-in-terms-conditions) Msg & Data rates apply. Msg frequency varies. Text HELP for contact info.

Powered by



# City of Shavano Park

**Report** Issues & Find Answers



## Connect Via Text

Introducing a new way to skip a phone call and use your mobile phone's text messaging service to quickly report issues and find information on the go.

## 24/7 Assistance

Smart texting technology searches keywords to provide assistance anytime, day or night.

## Get Started

Text **Hi** or any of the other featured keywords to:

**(210)853-2003**

View terms and privacy policy info at: [textmygov.com/opt-in-terms-conditions](https://textmygov.com/opt-in-terms-conditions)  
Msg & Data rates apply. Msg frequency varies. Text STOP at any time to opt-out.  
Text HELP for contact info.

Powered by

**TextMyGov**<sup>TM</sup>

## CITY COUNCIL STAFF SUMMARY

Meeting Date: Nov 22, 2021

Agenda item: 6.6

Prepared by: Trish Nichols

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action – Reschedule / cancel the Regular City Council Meeting scheduled for December 27th - City Manager

x

**Attachments for Reference:** 1) December Calendar

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### **BACKGROUND / HISTORY:**

The December Regular Meeting is scheduled for Monday, December 27, 2021 – The week of New Year's Eve Day.

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### **DISCUSSION:**

Monday, December 27, falls immediately after the Christmas holiday and in the week before New Year Eve holiday when many folks will be travelling. The meeting should be rescheduled or cancelled.

No other pending immediate action is scheduled.

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**COURSES OF ACTION:** Reschedule the regular City Council meeting for Monday, December 20<sup>th</sup> or approve cancelling or keeping the City Council Meeting scheduled for December 27<sup>th</sup>, or select a different date.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Approve cancelling December 27<sup>th</sup> Council meeting.

# December

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Holiday Festival 2:30 pm - Dusk
5	6	7	8	9	10	11
12	13 Water Advisory Committee Meeting 5:30pm	14	15	16 Court 4:00pm	17	18
19	20	21	22	23	24 Christmas Eve City Offices Closed	25
26	27 City Offices Closed	28	29	30	31 Ney Years Eve City Offices Closed	



City of Shavano Park  
PERIODIC REPORT OF ISSUED PERMITS

Printed: 11-01-2021

[Designated period: 10/01/21 to 10/31/21]

[Prior period: 10/01/20 to 10/31/20]

	Prms	Valuation	Fees Paid	Prms	Valuation	Fees Paid
<b>Commercial:</b>						
Remodel (C) Remodel (n/a)	1	32,487.00	1,081.38	0	0.00	0.00
Electric (C) (n/a) (n/a)	1	0.00	107.63	0	0.00	0.00
Finish Out Tenant Finish Out (n/a)	1	254,000.00	2,684.71	0	0.00	0.00
<i>Development Services Fees</i>						
<i>Credit Card Fee</i>			94.00			0.00
<i>Technology Fee</i>			15.00			0.00
TOTALS FOR PERMITS SHOWN ABOVE	3	286,487.00	3,873.72	0	0.00	0.00
<b>Other:</b>						
Pod Permit - No Fee (n/a) Other (please explain below)	1	0.00	5.13	0	0.00	0.00
Sign Permit Other (n/a)	1	0.00	210.13	0	0.00	0.00
Swimming Pool (n/a) Pool/ Spa	1	0.00	722.63	0	0.00	0.00
<i>Development Services Fees</i>						
<i>Credit Card Fee</i>			23.00			0.00
<i>Technology Fee</i>			15.00			0.00
TOTALS FOR PERMITS SHOWN ABOVE	3	0.00	937.89	0	0.00	0.00
<b>Residential:</b>						
Accessory Building (n/a) Accessory Building*	1	0.00	440.46	0	0.00	0.00
Building (R) (n/a) New Residence*	2	0.00	15,775.00	0	0.00	0.00
Electric (R) (n/a) (n/a)	3	0.00	732.89	0	0.00	0.00
HVAC (R) (n/a) (n/a)	6	0.00	1,568.28	0	0.00	0.00
Irrigation (R) (n/a) (n/a)	2	0.00	215.26	0	0.00	0.00
Plumbing (R) (n/a) (n/a)	5	0.00	1,204.40	0	0.00	0.00
Plumbing (R) (n/a) Other (please explain below)	1	0.00	158.88	0	0.00	0.00
Patio/ Deck (n/a) Other (please explain below)	1	0.00	261.38	0	0.00	0.00

## PERIODIC REPORT OF ISSUED PERMITS

Printed: 11-01-2021

[Designated period: 10/01/21 to 10/31/21]

[Prior period: 10/01/20 to 10/31/20]

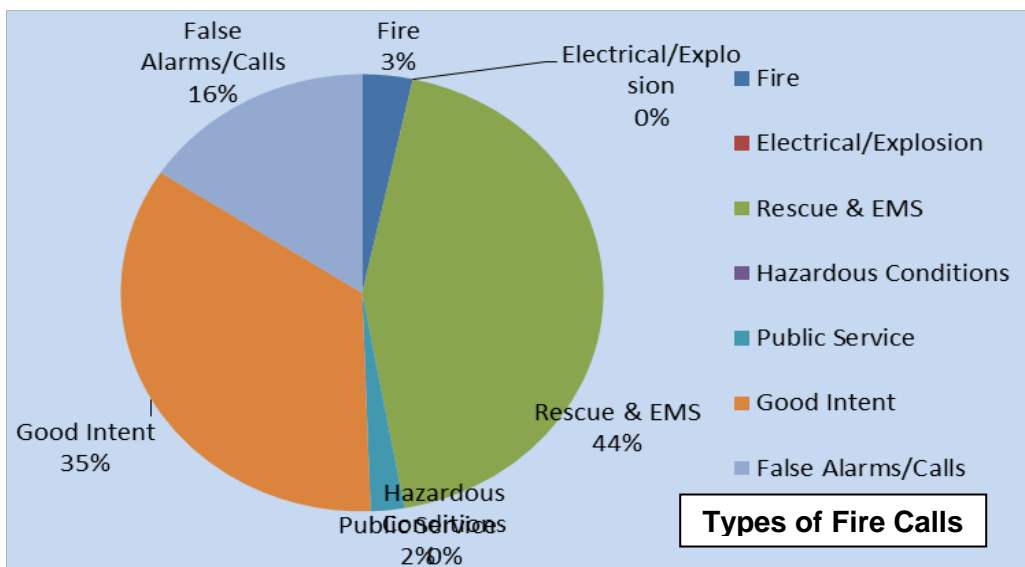
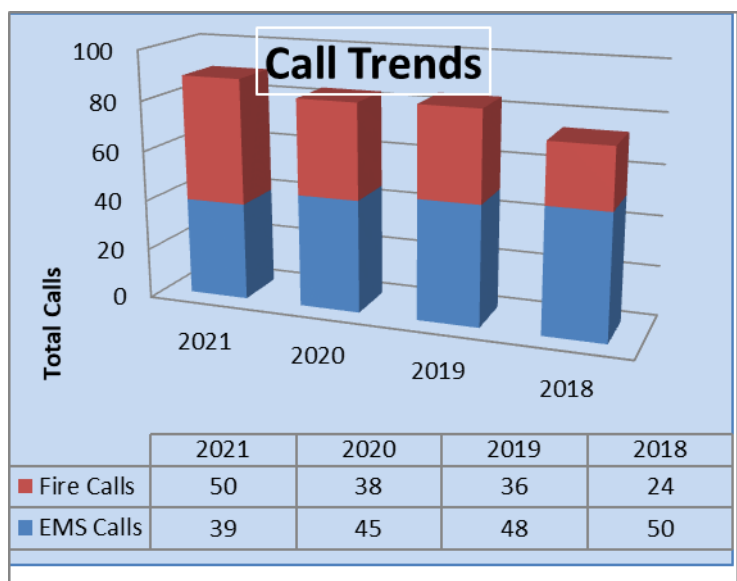
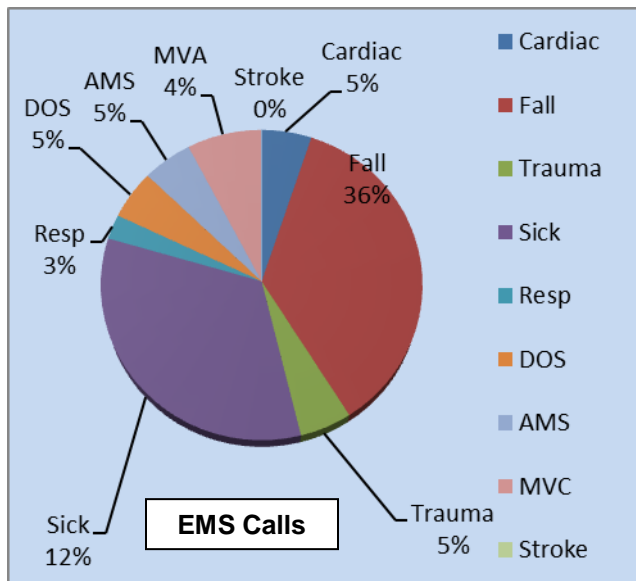
Roof (R) (n/a) Roof (or re-roof)	5	0.00	794.40	0	0.00	0.00
Remodel (R) (n/a) Improvements/ Remodels**	1	0.00	630.11	0	0.00	0.00
<i>Development Services Fees</i>						
<i>Credit Card Fee</i>			<i>388.00</i>			<i>0.00</i>
<i>Technology Fee</i>			<i>130.00</i>			<i>0.00</i>
TOTALS FOR PERMITS SHOWN ABOVE	27	0.00	21,781.06	0	0.00	0.00
<b>TOTAL FOR ALL PERMITS IN THE PERIOD</b>	<b>33</b>	<b>286,487.00</b>	<b>26,592.67</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>

# Shavano Park Fire Department



## Summary of Events for October 2021

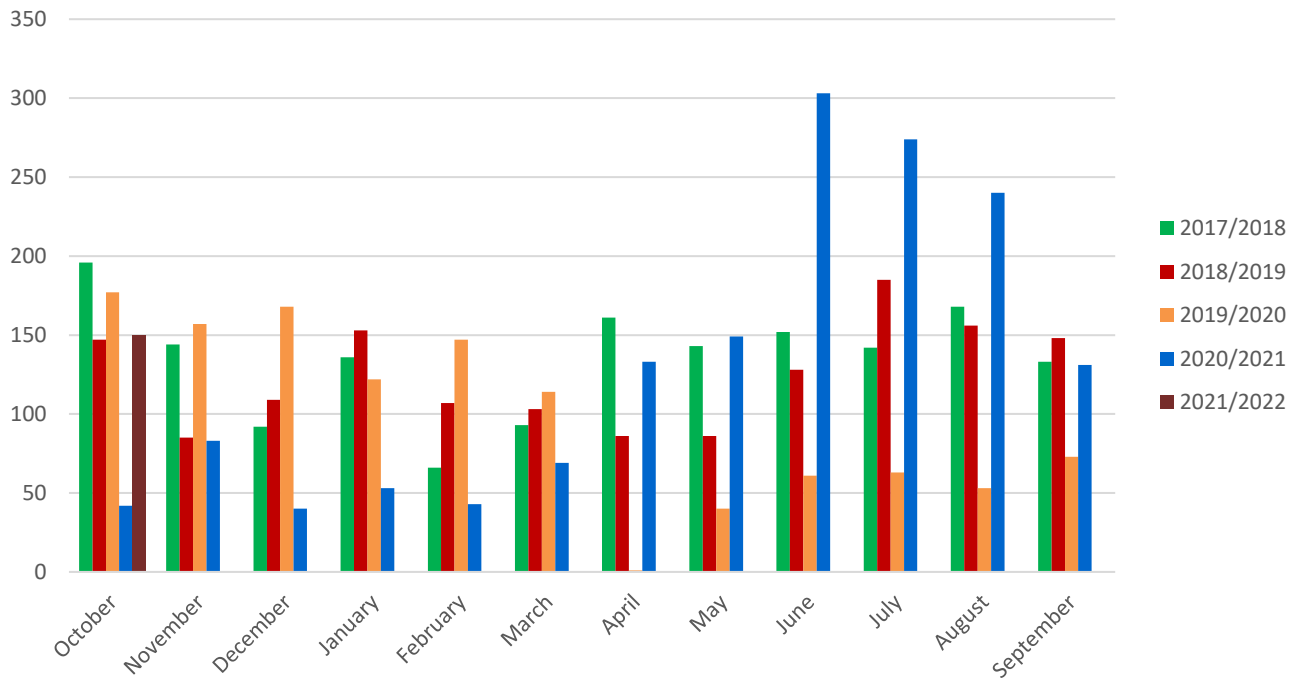
- Shavano Park FD responded to **89** requests for service in October.
- This is a **7% increase** from the previous October.
- Shavano Park FD responded to **6** automatic aid requests from Hollywood Park, Leon Valley & Castle Hills FD.
- Shavano Park FD received **4** automatic aid responses for Castle Hills FD, Hollywood Park FD and Leon Valley FD.
- Shavano Park FD Responded/stood-by for **24** mutual aid requests from other departments
- The average response time for calls within Shavano Park is **4 minutes, 38 seconds** this month.
- Fire Fighters completed a total of **226 hours of fire** and **118 hours of EMS** training in the month of October
- Certified Fire Inspector inspected **4** commercial buildings.
- Fire crews performed **2** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **5** sets of commercial building/renovation plans/changes to previously submitted plans



# City of Shavano Park

## Municipal Court Activity October 2021

### Cases Filed Per Month

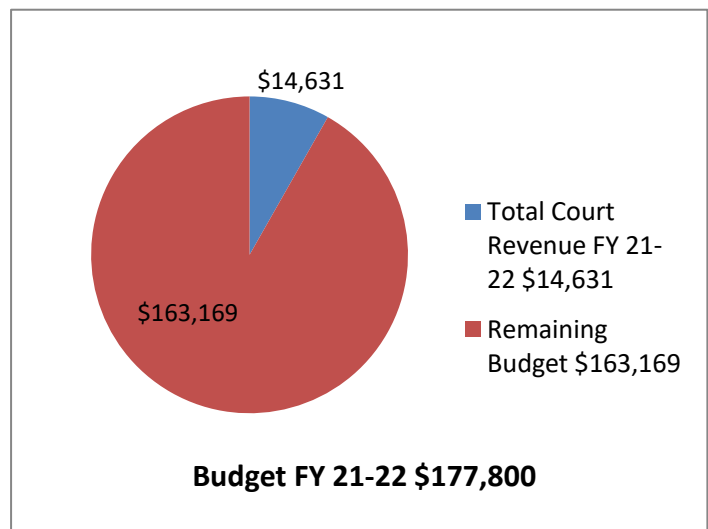


Cases Resolved	Current Month	Prior Year
Fine	39	17
Not Guilty By Judge	0	0
Guilty	14	18
Dismissed	5	0
Compliance Dismissal	22	1
Defensive Driving	21	7
Deferred Disposition	35	11
Proof of Insurance	3	2
<b>TOTAL</b>	<b>139</b>	<b>56</b>

**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	-	8,737
December	-	5,261
January	-	7,312
February	-	8,186
March	-	16,987
April	-	18,516
May	-	18,146
June	-	22,954
July	-	24,409
August	-	19,452
September	-	17,887
	<b>\$ 14,631</b>	<b>\$ 175,361</b>



**Monthly Activity Report  
City of Shavano Park Police Department  
October 2021**

**Activity Report: 205 incidents were responded to by the Police Department.  
1686 total incidents were responded to by the Department for 2021.**

Criminal Incidents	Oct	Calendar Year				
		2021	2020	2019	2018	2017
Alcohol Beverage Code Violations	0	0	0	0	1	0
Arrest of Wanted Persons (Outside Agency)	3	20	8	15	19	21
Assault	2	7	5	0	3	1
Burglary Building	2	6	4	5	1	3
Burglary of Habitation	1	1	0	0	5	4
Burglary Vehicle	3	20	8	8	8	13
Criminal Mischief / Reckless Damage	2	15	7	7	5	15
Criminal Mischief Mail Box	0	2	1	0	0	2
Criminal Trespass	0	2	0	0	0	0
Cruelty to Animals	0	0	0	0	0	0
Deadly Conduct	0	0	0	0	0	0
D.U.I. - Minor	0	1	0	0	0	1
D.W.I. / D.U.I.	2	22	15	10	6	4
Driving while License Suspended / Invalid	0	0	0	2	4	0
Endangerment of Child	0	0	0	0	0	1
Evading Arrest	1	8	2	1	3	0
Failure to Identify	0	0	0	0	0	1
Family Violence	0	3	4	3	1	3
Fraud / Forgery / False Reports / Tamper w/ Govt. Record	2	9	8	0	2	0
Harassment / Retaliation / Terroristic Threat	0	1	3	0	0	2
M.I.P. Alcohol / Tobacco	0	1	3	0	0	0
Murder	0	1	0	0	0	0
Narcotics Violation (class B and up)	0	4	12	12	10	16
Narcotics Violation (class C)	1	10	16	14	18	43
Possession of Prohibited Weapon / Unlawful Carry	0	0	0	1	0	1
Public Intoxication	0	0	1	1	0	3
Resisting Arrest	0	0	0	0	0	1
Robbery	0	2	2	0	0	1
Sexual Assault	0	0	1	0	0	0
Solicitation of a Minor / Indecency with a Minor	0	0	0	0	1	0
Suicide	0	0	1	0	0	0
Theft	1	16	24	9	11	22
Theft of Mail	0	2	8	0	0	1
Theft of Motor Vehicle / Unauthorized Use of Motor Veh.	1	4	4	0	0	2
<b>Total Criminal Calls Handled</b>	<b>21</b>	<b>157</b>	<b>137</b>	<b>88</b>	<b>98</b>	<b>161</b>

**PUBLIC WORKS DEPARTMENT**  
**Monthly Report -OCTOBER 2021**

**WATER UTILITY**

- PW staff completed meter reads and started rereads – approximately 253 rereads
- PW Staff installed a new hydrant at 118 Elm Spring, repaired curb and asphalt.
- PW Staff repaired a minor meter leak at 3806 DeZavala
- PW Staff started investigating which houses have a backflow preventor and if its maintenance is up to state standards, those out of compliance will receive letters in the near future
- PW Staff relocated 101 Mossy Cup meter to outside the fence
- PWD worked with EAA regarding plugging of Well #3 and #4; permits are in process

**GROUND MAINTENANCE**

- PW Staff cut & removed fallen cedar tree on municipal tract trail

**DRAINAGE**

- PW Staff placed barricades at low water crossings in anticipation of expected storms; all culverts were inspected for debris after storms

**FACILITIES**

- PW staff painted back chambers conference room
- Rhodes and Son Electric completed installation of the city hall generator
- Beldon completed water testing at 3 locations on City Hall roof. All locations were repaired by staff.

**STREETS**

- PW Staff repaired a pothole at 330 Branch Oak

**OTHER**

- PW staff member (Troy) passed his class C Groundwater license
- PW Staff replaced worn out parts on the vactron unit

Water Utility	OCTOBER	MO	FY
# of Gallons Pumped		13,685,722	260,827,183
# of Gallons Pumped from Trinity		0	0
Total Pumped		13,685,722	260,827,183
 # of Gallons Sold		12,614,462	238,157,462
Water Lossed in gallons		1,064,760	22,456,721
Flushing		6,500	281,500
% of Loss		7.78%	8.58%
 Water Revenue		\$46,660.24	\$780,390.69
EAA Fees Collected		\$6,307.23	\$100,882.73
Water Service Fees		\$4,892.84	\$197,897.80
Debt Service Collected		\$15,783.42	\$219,729.16
Late Fees		\$722.68	\$2,456.68
Cellular Access Fee		\$8.90	\$124.60
 Water Used by City		315,000	2,817,000
Water Cost Used by City		\$2,325.59	\$24,593.90
 # of Water Complaints		3	9
# of Bill Adjustments		1	33
# of locate tickets		64	446

# 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	OCT 2020	OCT 2021
Tier 1	0-5,000	5	\$3.07	51	212
Tier 2	5,001 - 30,000	25	\$3.40	202	364
Tier 3	30,001 - 50,000	20	\$3.83	136	86
Tier 4	50,001 - 70,000	20	\$4.58	100	31
Tier 5	70,001 - 100,000	30	\$6.29	106	9
Tier 6	Over 100,001		\$11.94	113	5
				708	707

### Other Fees

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

OCT 2020	OCT 2021
\$12,710.00	\$6,307.23
\$15,138.26	\$15,783.42

Water Svc Fee

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

\$1,407.60	\$1,407.60
\$2,899.30	\$2,913.98
\$222.02	\$222.02
\$88.14	\$88.14
\$261.10	\$261.10

Water Sales Only

\$99,122.13	\$64,709.44
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## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 7.6.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Presentation of October 2021 Monthly Reports

X

### **Attachments for Reference:**

- a) October 2021 Power Point Presentation
- b) October 2021 Revenue & Expenditure Report
- c) October 2021 Monthly Check Register

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**BACKGROUND / HISTORY:** The information provided is for the FY 2021-22 budget period, month ending October 31, 2021. The “Current Budget” column contains the original adopted budget. This summary highlights a number of key points related to the current month’s activity for the General Fund and for the Water Utility Fund. Staff is also prepared to present the accompanying power point briefing.

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### **DISCUSSION:**

#### **10 - General Fund** (Page 1 of Revenue and Expenditure Report)

As of October 31, 2021, General Fund revenues total \$340,716 or 5.87% of the budget. General Fund expenditures total \$680,029 or 11.72% of the budget with 1 month or 8.33% of the year complete.

#### **Revenues (GF)** (Page 2 & 3)

- Current M&O Property tax (10-599-1010) collections for the month are \$238,101, or 6.29% of the annual budgeted amount. Collection percentage is a bit behind the same period, prior year, which was 7.28% collected.
- Sales Tax revenue received this month totaled \$41,572 based on taxable August 2021 sales reported by monthly filers.
- Franchise Fees are paid quarterly and generally received two months after the quarter. Republic usually pays their refuse franchise fees a bit early and did so this month. Next receipts expected (and due) in November.
- Permits and Licenses revenues total \$27,770 for the month, with \$22,940 in building permits and \$2,205 in inspection fees.
- Court fees for the month are \$13,134, above the amount recognized in October 2020 of \$6,981, when there were no official court proceedings.
- Police/Fire revenues total \$5,689 for the month, including \$5,653 from the EMS billing service provider.



## **Expenditures (GF) (Pages 4-14)**

-The Council (600) is at 16.39% spent year to date. Larger expenditures this month include deposits for vendors for the Holiday Festival in City Sponsored Events (2037) and lodging, mileage and meals for the Mayor and two Council members to attend the TML Conference in Houston in Travel/Lodging/Meals (3040).

-The Administration Department (601) is ahead of budget with \$133,492 spent this month or 13.64% of the annual budget utilized to date. Prof. Services – Legal (3015) includes significant assistance regarding land use and open records requests, Travel/Mileage/Lodging (3040) reflects the costs for the City Manager and City Secretary to attend the annual TML Conference in Houston, Liability (3050) and Property (3070) Insurance reflect the payment of the annual insurance premiums, Website Technology (3085) includes the annual website contract fee, IT Services (4060) includes two months of contract fees as the provider bills and expects payment in advance so fees for October and November are reflected, Computer Software/Incode (4075) reflects the annual renewal for Incode modules, Bexar County Tax Assessor (4085) withholds their service fees from the first month's property tax collections, and Building Maintenance (5030) includes \$5,978 for repairs to restrooms and hose bibs in City Hall.

-The Court Department (602) expenditures for the month are \$14,389 for 14.96% of the annual budget spent year to date, ahead of budget. Expenditures include annual Incode fees in Computer Software/Incode (4075).

-The Public Works Department (603) expenditures for the month are \$53,050 with 7.99% of the annual budget utilized. Larger expenditures this month include annual insurance premiums in Liability (3050) and Property (3070) Insurance.

-The Fire Department (604) is above budget for day-to-day operations at \$228,108 for the month, 11.57% total spent year to date. Larger expenditures this month include: annual insurance premiums in Liability (3050) and Property (3070) Insurance, \$2,262 to STRAC annual dues and infection control in Dues & Publications (3020), \$2,128 for EMS/Fire on-line training in Training/Education (3030), \$2,500 to replace the emergency lighting controller on Chief's Tahoe in Vehicle Maintenance (5020), \$3,230 for annual bunker gear inspection/cleaning/repairs in PPE Maintenance (6060), and the purchase of two EMS tablets with batteries and keyboards was recorded in Non-Capital Computer Equipment (8015).

-The Police Department (605) is ahead of budget for day-to-day expenses at \$235,277 for the month and 12.00% of the budget spent year to date. Expenditures this month include annual insurance premiums in Liability (3050) and Property (3070) Insurance and annual Incode fees in Computer Software/Incode (4075).

-The Development Services Department (607) reflects the Professional Services paid for engineering, contracted permit, sanitary, and health inspection services with October expenditures of \$8,991 and at 9.92% of the annual budgeted amount recorded to date.

## **20-WATER FUND**

As of October 31, 2021, the Water Fund total revenues are \$105,352 or 10.10% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$70,468 or 6.76% of amended budget.

### **Revenues (Water)**

-Water consumption (5015) billed in October for the month of September is \$67,146, with 10.49% of annual budget recognized to date. This is \$5,163 more revenue recognized than for the same month prior year.

-The Debt Service (5018) and Water Service Fee (5019) are on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 8.35% each.

-The EAA Pass Thru (5036) fees are charged to customers based on usage, \$8,821 was recorded for the month and 10.41% of the annual budgeted amount has been recognized to date.

-Lease of Water Rights (7060) - amount represents the portion of the laundry lease that pertains to the October 1 - December 31, 2021 time period.

### **Expenses (Water)**

Water Department (606) expenses for the day-to-day operations are on budget with a total of \$70,468 incurred this month, 8.51% of the annual budget utilized. Expenses include annual insurance premiums in Liability (3050) and Property (3070) Insurance, Computer Software/Incode (4075) includes \$3,256 for the annual fee for Incode modules, Vehicle Maintenance (5020) includes \$2,700 for replaced tires for two department trucks, and \$3,784 for parts to repair sand filters at Well #1 in Water System Maintenance (6072).

Debt service payments, principal of \$116,238 and interest of \$35,273, are due in February 2022.

## **PAYROLL**

The City is on a bi-weekly payroll; there have been 3 pay periods out of 26 so approximately 11.54% should be expensed in the line items directly related to salaries. Position vacancies at the end of October include one Firefighter, with the Patrol Officer vacancy filled October 11. Workers Comp Insurance (1037), is expensed quarterly with the next recognition at the end of December. TMRS (1040) expenditures for departments are at approximately 10.71%, below expected, but in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 7.99%, when 8.33% is expected but is reasonable considering the vacancy in the Fire Department and our new hire in the Police Department was eligible to participate until November 1.

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**COURSES OF ACTION:** None related to the report - informational.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** N/A



## Monthly Financial Report (October 31, 2021)

**Brenda Morey,  
Finance Director**



- Cash and Investments
- General Fund Overview
- General Fund Revenues
- General Fund Expenditures
- Water Fund Overview
- Water Fund Revenues & Expenses
- Special Revenue Funds
- Capital Replacement Fund

# Total Cash & Investment Update \*

*Together We Can!*



<b>CASH AND INVESTMENTS BY FUND</b>	<b>October 31, 2021</b>
General Fund (10)	\$ 2,104,087
Water Fund ( 20)	1,165,958
Debt Service Fund (30)	149,009
Crime Control District Fund (40)	319,606
PEG Funds (42)	121,544
Oak Wilt Fund ( 45)	99,664
Street Maintenance Fund (48)	687,903
Court Security/Technology (50)	65,404
Child Safety Fund ( 52)	3,422
LEOSE Fund (53)	(27)
American Rescue Plan Act Fund (58)	435,830
GF Capital Replacement Fund (70)	1,563,287
Pet Documentation and Rescue Fund (75)	477
<b>Total Cash &amp; Investments **</b>	<b>\$ 6,716,164</b>

**\*Total cash and investments represents all Funds per general ledger, not cash at bank.**

**\*\* Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**

# Total Cash & Investment Update \*

*Together We Can!*



## SECURITY TYPE

October 31, 2021

### OPERATING BANK ACCOUNTS

Frost Bank	\$	599,984
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### SAVINGS & BANK ACCOUNTS

Frost Bank	2,453,306
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### POOLS

Tex Star	\$ 2,672,178
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Texpool	211,708
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### SUBTOTAL - POOLS

2,883,886

### CERTIFICATES OF DEPOSIT

Security Service Credit Union	\$ 260,449
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United SA Credit Union	261,819
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Generation Credit Union	256,720
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### SUBTOTAL - CERTIFICATES OF DEPOSIT

778,988

### Total Cash & Investments \*\*

\$	6,716,164
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**\*Total cash and investments represents holdings in all Funds.**

**\*\* Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**

# 10- General Fund Overview



*Together We Can!*

- General Fund current property tax collections through October 2021 are \$238,101, 6.29% of budget
- October 2021 Sales Tax revenue was \$41,572.  
(Collections are for August 2021 taxable sales from monthly filers)
- Building Permits and Licenses revenue for the month was \$27,770 with \$22,940 collected in building permit fees and \$2,205 collected in inspection fees.
- Major Projects/Improvements in FY 2021-22

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Striping DeZavala	\$ 35,000	\$ -	\$ 35,000	Not started
Tile & seal pavilion restrooms	\$ 3,000	\$ -	\$ 3,000	In Process

Unassigned General Fund fund balance at September 30, 2021 = \$2,412,452 (Unaudited, preliminary)  
Unassigned General Fund fund balance at September 30, 2020 = \$2,360,465 (Audited)



# 10 - General Fund Revenues

*Together We Can!*



	FY 2021-22 ADOPTED BUDGET	FY 2021-22 OCTOBER 2021	FY 2021-22 YEAR TO DATE	FY 2021-22 % BUDGET COLLECTED
CURRENT PROPERTY TAXES	\$ 3,786,000	\$ 238,101	\$ 238,101	6.29%
DEL. TAXES & PENALTIES	35,000	11	11	0.03%
SALES TAX	610,000	41,572	41,572	6.82%
MIXED BEVERAGE	23,000	1,835	1,835	7.98%
FRANCHISE REVENUES	449,000	8,219	8,219	1.83%
PERMITS & LICENSES	407,500	27,770	27,770	6.81%
COURT FEES	169,000	13,134	13,134	7.77%
POLICE/FIRE REVENUES	167,800	5,689	5,689	3.39%
MISC/INTEREST/GRANTS	124,358	4,385	4,385	3.53%
TRANSFERS IN/FUND BAL.	30,550	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 5,802,208</b>	<b>\$ 340,716</b>	<b>\$ 340,716</b>	<b>5.87%</b>

# 10- General Fund Expenditures

*Together We Can!*



	FY 2021-22 ADOPTED BUDGET	FY 2021-22 OCTOBER 2021	FY 2021-22 YEAR TO DATE	FY 2021-22 % BUDGET SPENT
CITY COUNCIL	\$ 41,005	\$ 6,722	\$ 6,722	16.39%
ADMINISTRATION	978,450	133,492	133,492	13.64%
COURT	96,211	14,389	14,389	14.96%
PUBLIC WORKS	663,635	53,050	53,050	7.99%
FIRE DEPARTMENT	1,971,967	228,108	228,108	11.57%
POLICE DEPARTMENT	1,960,340	235,277	235,277	12.00%
DEVELOPMENT SERVICES	90,600	8,991	8,991	9.92%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,802,208</b>	<b>\$ 680,029</b>	<b>\$ 680,029</b>	<b>11.72%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ (339,313)</b>	<b>\$ (339,313)</b>	

Expenditures total \$680,029 through October 2021 or 11.72% of budget spent with 8.33% of budget complete (1 month).

# 20 - Water Fund Overview



*Together We Can!*

- Total revenues for the fiscal year through October are \$105,352, 10.10% of budget.
- Water consumption revenue of \$67,146 for October 2021 (actual September 2021 use) is higher in comparison to the same period, prior year by \$5,163.
- Water Department expenses are on budget for the fiscal year thru October at \$70,468 with a total of 8.51% of the budget spent with 8.33% of year complete.
- Major Projects/Improvements in FY 2021-22:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Replace spider water lines in one cul de sac	\$ 30,000	\$ -	\$ 30,000	Not started
Other water projects, as needed	\$ 13,050	\$ -	\$ 13,050	Not started

# 20 - Utility Fund Revenues & Expenses

*Together We Can!*



	FY 2021-22 ADOPTED BUDGET	FY 2021-22 OCTOBER 2021	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
				<u>COLLECTED</u>
WATER CONSUMPTION	\$ 640,000	\$ 67,146	\$ 67,146	10.49%
DEBT SERVICE	189,900	15,851	15,851	8.35%
WATER SERVICE FEE	58,800	4,910	4,910	8.35%
EAA PASS THRU CHARGE	84,700	8,821	8,821	10.41%
MISC/INTEREST/GRANTS	69,262	8,624	8,624	12.45%
<b>TOTAL REVENUES</b>	<b>\$ 1,042,662</b>	<b>\$ 105,352</b>	<b>\$ 105,352</b>	<b>10.10%</b>
				<u>SPENT</u>
WATER DEPARTMENT	\$ 827,859	70,468	70,468	8.51%
DEBT SERVICE	214,803	-	-	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 1,042,662</b>	<b>\$ 70,468</b>	<b>\$ 70,468</b>	<b>6.76%</b>
<b>REVENUES OVER/(UNDER) EXPENSES</b>	<b>\$ -</b>	<b>\$ 34,884</b>	<b>\$ 34,884</b>	

# Special Revenue Fund

*Together We Can!*



## 40- Crime Control Prevention District

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 OCTOBER 2021	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 338,190	\$ 338,190	\$ 338,190	
Crime Control Sales Tax	\$ 152,500	\$ 10,383	\$ 10,383	<b>COLLECTED</b> 6.81%
Interest/Misc.	-	3	3	
<b>TOTAL REVENUES</b>	<b>\$ 152,500</b>	<b>\$ 10,386</b>	<b>\$ 10,386</b>	<b>6.81%</b>
Fire Expenditures	\$ 3,125	\$ -	\$ -	<b>SPENT</b> 0.00%
Police Expenditures	135,900	4,073	4,073	3.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 139,025</b>	<b>\$ 4,073</b>	<b>\$ 4,073</b>	<b>2.93%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 13,475</b>	<b>\$ 6,313</b>	<b>\$ 6,313</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 351,665</b>	<b>\$ 344,503</b>	<b>\$ 344,503</b>	



## 40 – Crime Control Prevention District

- Supported by dedicated sales tax and interest income on invested balances.
- Major Projects/Improvements in FY 2021-22:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
National Night Out	\$ 6,000	\$ 3,463	\$ 2,537	In process
Replace two patrol vehicles	\$ 120,000	\$ -	\$ 120,000	In process
Training	\$ 6,400	\$ 610	\$ 5,790	In process

# Special Revenue Fund

*Together We Can!*



## 42- PEG Fund

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 OCTOBER 2021	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 125,031	\$ 125,031	\$ 125,031	
Franchise Fee- PEG	\$ 15,200	\$ 718	\$ 718	COLLECTED 4.72%
Misc/Interest	-	1	1	■ #DIV/0!
<b>TOTAL REVENUES</b>	<b>\$ 15,200</b>	<b>\$ 719</b>	<b>\$ 719</b>	<b>4.73%</b>
PEG Expenditures	5,800	67	67	SPENT 1.16%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 9,400</b>	<b>\$ 652</b>	<b>\$ 652</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 134,431</b>	<b>\$ 125,683</b>	<b>\$ 125,683</b>	

# Special Revenue Fund

*Together We Can!*



## 45- Oak Wilt Fund

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 OCTOBER 2021	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 99,594	\$ 99,594	\$ 99,594	
Tree Trimming Permits Revenue	\$ 12,250	\$ 70	\$ 70	<u>COLLECTED</u> 0.57%
Oak Wilt Expenditures	25,500	-	-	<u>SPENT</u> 0.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	\$ (13,250)	\$ 70	\$ 70	
<b>PROJECTED ENDING FUND BALANCE</b>	<u>\$ 86,344</u>	<u>\$ 99,664</u>	<u>\$ 99,664</u>	



# Special Revenue Fund

*Together We Can!*



## 48- Street Maintenance Fund

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 OCTOBER 2021	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 702,464	\$ 702,464	\$ 702,464	
Sales Tax Revenues	\$ 152,500	\$ 10,393	\$ 10,393	COLLECTED 6.82%
Materials/Supplies	\$ 50,000	\$ -	\$ -	SPENT 0.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	\$ 102,500	\$ 10,393	\$ 10,393	
<b>PROJECTED ENDING FUND BALANCE</b>	\$ 804,964	\$ 712,857	\$ 712,857	

# Special Revenue Fund



*Together We Can!*

## 58- American Rescue Plan Act Fund

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 OCTOBER 2021	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 5	\$ 5	\$ 5	
ARPA Federal Funding	\$ 484,868	\$ 57,146	\$ 57,146	COLLECTED 11.79%
Interest Income	-	4	4	#DIV/0!
<b>TOTAL REVENUES</b>	<b>\$ 484,868</b>	<b>\$ 57,150</b>	<b>\$ 57,150</b>	<b>11.79%</b>
Administration	\$ 64,800	\$ -	\$ -	0.00%
Public Works	45,700	-	-	0.00%
Fire	149,668	33,900	33,900	22.65%
Police	70,000	21,710	21,710	31.01%
Water	154,700	1,540	1,540	1.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 484,868</b>	<b>\$ 57,150</b>	<b>\$ 57,150</b>	<b>11.79%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 5</b>	<b>\$ 5</b>	<b>\$ 5</b>	



## 58 – American Rescue Plan Act Fund Overview

- Supported via allocated funds from the U.S. Treasury – American Rescue Plan Act.
- Major Projects/Improvements in FY 2021-22:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall Security System	\$ 37,000	\$ -	\$ 37,000	In process
Primary Server replacement	\$ 21,600	\$ -	\$ 21,600	In process
Back up Power Supply	\$ 90,000	\$ -	\$ 90,000	In process
(joint with Public Works & Fire Departments)				
Replace 2 Autopulse Machines	\$ 45,939	\$ 33,900	\$ 12,039	In process
Replace Jaws of Life	\$ 35,745	\$ -	\$ 35,745	In process
Purchase 8 Sets of Bunker Gear	\$ 21,584	\$ -	\$ 21,584	In process
Car/Body Worn Camera System	\$ 31,000	\$ -	\$ 31,000	In process
Purchase 25 Duty Rifles	\$ 25,000	\$ 21,710	\$ 3,290	In process
Cellular-Read Water Meters	\$ 154,000	\$ 1,540	\$ 152,460	In process

# Governmental Fund



*Together We Can!*

## 70- Capital Replacement Fund

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 OCTOBER 2021	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 1,623,230</u>	<u>\$ 1,623,230</u>	<u>\$ 1,623,230</u>	
Interest Income	\$ 500	\$ 12	\$ 12	COLLECTED 2.40%
Transfers In - General Fund	<u>197,340</u>	<u>-</u>	<u>-</u>	0.00%
<b>TOTAL REVENUES</b>	<b><u>\$ 197,840</u></b>	<b><u>\$ 12</u></b>	<b><u>\$ 12</u></b>	<b>0.01%</b>
Administration	\$ 8,000	\$ -	\$ -	0.00%
Fire	<u>94,950</u>	<u>59,955</u>	<u>59,955</u>	63.14%
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 102,950</u></b>	<b><u>\$ 59,955</u></b>	<b><u>\$ 59,955</u></b>	58.24%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b><u>\$ 94,890</u></b>	<b><u>\$ (59,943)</u></b>	<b><u>\$ (59,943)</u></b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b><u><u>\$ 1,718,120</u></u></b>	<b><u><u>\$ 1,563,287</u></u></b>	<b><u><u>\$ 1,563,287</u></u></b>	



## 70 – Capital Replacement Fund Overview

- Supported via budgeted transfers from the General Fund and interest earnings on invested balances.
- Major Projects/Improvements in FY 2021-22:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall HVAC replacement	\$ 8,000	\$ -	\$ 8,000	Not started
2 Cardiac Monitors/Defibrillators	\$ 94,950	\$ 59,955	\$ 34,995	In process



## Questions

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>5,802,208.00</u>	<u>340,715.56</u>	<u>340,715.56</u>	<u>5,461,492.44</u>	<u>5.87</u>
TOTAL REVENUES	<u>5,802,208.00</u>	<u>340,715.56</u>	<u>340,715.56</u>	<u>5,461,492.44</u>	<u>5.87</u>
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	41,005.00	6,721.57	6,721.57	34,283.43	16.39
ADMINISTRATION	978,450.00	133,492.41	133,492.41	844,957.59	13.64
COURT	96,211.00	14,388.70	14,388.70	81,822.30	14.96
PUBLIC WORKS	663,635.00	53,049.58	53,049.58	610,585.42	7.99
FIRE DEPARTMENT	1,971,967.00	228,108.19	228,108.19	1,743,858.81	11.57
POLICE DEPARTMENT	1,960,340.00	235,277.35	235,277.35	1,725,062.65	12.00
DEVELOPMENT SERVICES	<u>90,600.00</u>	<u>8,990.97</u>	<u>8,990.97</u>	<u>81,609.03</u>	<u>9.92</u>
TOTAL EXPENDITURES	<u>5,802,208.00</u>	<u>680,028.77</u>	<u>680,028.77</u>	<u>5,122,179.23</u>	<u>11.72</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 339,313.21)	( 339,313.21)	339,313.21	0.00

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
10-599-1010 CURRENT ADVALOREM TAXES	3,786,000.00	238,100.56	238,100.56	3,547,899.44	6.29
10-599-1020 DELINQUENT ADVALOREM TAXES	20,000.00	( 95.18)	( 95.18)	20,095.18	0.48-
10-599-1030 PENALTY & INTEREST REVENUE	15,000.00	106.45	106.45	14,893.55	0.71
10-599-1040 MUNICIPAL SALES TAX	610,000.00	41,571.68	41,571.68	568,428.32	6.82
10-599-1060 MIXED BEVERAGE TAX	<u>23,000.00</u>	<u>1,834.79</u>	<u>1,834.79</u>	<u>21,165.21</u>	<u>7.98</u>
TOTAL TAXES	4,454,000.00	281,518.30	281,518.30	4,172,481.70	6.32
<u>FRANCHISE REVENUES</u>					
10-599-2020 FRANCHISE FEES - ELECTRIC	310,000.00	0.00	0.00	310,000.00	0.00
10-599-2022 FRANCHISE FEES - GAS	31,000.00	0.00	0.00	31,000.00	0.00
10-599-2024 FRANCHISE FEES - CABLE	62,000.00	0.00	0.00	62,000.00	0.00
10-599-2026 FRANCHISE FEES - PHONE	11,000.00	4.38	4.38	10,995.62	0.04
10-599-2028 FRANCHISE FEES - REFUSE	<u>35,000.00</u>	<u>8,214.42</u>	<u>8,214.42</u>	<u>26,785.58</u>	<u>23.47</u>
TOTAL FRANCHISE REVENUES	449,000.00	8,218.80	8,218.80	440,781.20	1.83
<u>PERMITS &amp; LICENSES</u>					
10-599-3010 BUILDING PERMITS	350,000.00	22,940.18	22,940.18	327,059.82	6.55
10-599-3012 PLAN REVIEW FEES	25,000.00	900.00	900.00	24,100.00	3.60
10-599-3018 CERT OF OCCUPANCY PERMITS	4,500.00	400.00	400.00	4,100.00	8.89
10-599-3020 PLATTING FEES	3,000.00	0.00	0.00	3,000.00	0.00
10-599-3025 VARIANCE/RE-ZONE FEES	1,000.00	350.00	350.00	650.00	35.00
10-599-3040 CONTRACTORS' LICENSES	8,000.00	515.00	515.00	7,485.00	6.44
10-599-3045 INSPECTION FEES	7,500.00	2,205.00	2,205.00	5,295.00	29.40
10-599-3048 COMMERCIAL SIGN PERMITS	1,500.00	200.00	200.00	1,300.00	13.33
10-599-3050 GARAGE SALE & OTHER PERMITS	2,500.00	60.00	60.00	2,440.00	2.40
10-599-3055 HEALTH INSPECTIONS	<u>4,500.00</u>	<u>200.00</u>	<u>200.00</u>	<u>4,300.00</u>	<u>4.44</u>
TOTAL PERMITS & LICENSES	407,500.00	27,770.18	27,770.18	379,729.82	6.81
<u>COURT FEES</u>					
10-599-4010 MUNICIPAL COURT FINES	140,000.00	11,755.45	11,755.45	128,244.55	8.40
10-599-4021 ARREST FEES	4,500.00	535.92	535.92	3,964.08	11.91
10-599-4028 STATE COURT COST ALLOCATION	6,000.00	0.00	0.00	6,000.00	0.00
10-599-4030 WARRANT FEES	18,000.00	833.00	833.00	17,167.00	4.63
10-599-4036 JUDICIAL FEE - CITY	<u>500.00</u>	<u>9.59</u>	<u>9.59</u>	<u>490.41</u>	<u>1.92</u>
TOTAL COURT FEES	169,000.00	13,133.96	13,133.96	155,866.04	7.77
<u>POLICE/FIRE REVENUES</u>					
10-599-6010 POLICE REPORT REVENUE	300.00	36.00	36.00	264.00	12.00
10-599-6030 POLICE DEPT. REVENUE	2,500.00	0.00	0.00	2,500.00	0.00
10-599-6060 EMS FEES	<u>165,000.00</u>	<u>5,652.82</u>	<u>5,652.82</u>	<u>159,347.18</u>	<u>3.43</u>
TOTAL POLICE/FIRE REVENUES	167,800.00	5,688.82	5,688.82	162,111.18	3.39



10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISC./GRANTS/INTEREST</u>					
10-599-7000 INTEREST INCOME	7,500.00	107.62	107.62	7,392.38	1.43
10-599-7024 BEXAR COUNTY	20,000.00	0.00	0.00	20,000.00	0.00
10-599-7025 US DOJ VEST GRANT	3,000.00	0.00	0.00	3,000.00	0.00
10-599-7030 FORESTRY SERVICE GRANT	5,000.00	0.00	0.00	5,000.00	0.00
10-599-7040 PUBLIC RECORDS REVENUE	0.00	1.80	1.80 (	1.80)	0.00
10-599-7050 ADMINISTRATIVE INCOME	15,108.00	396.59	396.59	14,711.41	2.63
10-599-7055 BEXAR COUNTY ELECTION	300.00	0.00	0.00	300.00	0.00
10-599-7060 CC SERVICE FEES	7,000.00	720.81	720.81	6,279.19	10.30
10-599-7070 RECYCLING REVENUE	4,200.00	0.00	0.00	4,200.00	0.00
10-599-7072 PAVILION RENTAL	5,000.00	875.00	875.00	4,125.00	17.50
10-599-7075 SITE LEASE/LICENSE FEES	27,750.00	2,283.68	2,283.68	25,466.32	8.23
10-599-7086 DONATIONS- ADMINISTRATION	2,500.00	0.00	0.00	2,500.00	0.00
10-599-7090 SALE OF CITY ASSETS	<u>27,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>27,000.00</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	124,358.00	4,385.50	4,385.50	119,972.50	3.53
<u>TRANSFERS IN</u>					
10-599-8020 TRF IN -WATER FUND	22,050.00	0.00	0.00	22,050.00	0.00
10-599-8050 TRF IN -COURT RESTRICTED	<u>8,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,500.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	30,550.00	0.00	0.00	30,550.00	0.00
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TOTAL NON-DEPARTMENTAL	5,802,208.00	340,715.56	340,715.56	5,461,492.44	5.87
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TOTAL REVENUES	5,802,208.00	340,715.56	340,715.56	5,461,492.44	5.87
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10 -GENERAL FUND  
CITY COUNCIL

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>					
10-600-2020 GENERAL OFFICE SUPPLIES	300.00	104.00	104.00	196.00	34.67
10-600-2035 COUNCIL/EMPLOYEE APPREC.	750.00	265.80	265.80	484.20	35.44
10-600-2037 CITY SPONSORED EVENTS	24,000.00	2,113.75	2,113.75	21,886.25	8.81
10-600-2040 MEETING SUPPLIES	900.00	22.00	22.00	878.00	2.44
10-600-2080 UNIFORMS	<u>0.00</u>	<u>168.09</u>	<u>168.09</u>	<u>(168.09)</u>	<u>0.00</u>
TOTAL SUPPLIES	25,950.00	2,673.64	2,673.64	23,276.36	10.30
<u>SERVICES</u>					
10-600-3018 CITY WIDE CLEAN UP	1,500.00	0.00	0.00	1,500.00	0.00
10-600-3020 ASSOCIATION DUES & PUBS	1,760.00	0.00	0.00	1,760.00	0.00
10-600-3030 TRAINING/EDUCATION	2,475.00	0.00	0.00	2,475.00	0.00
10-600-3040 TRAVEL/LODGING/MEALS	<u>4,370.00</u>	<u>4,047.93</u>	<u>4,047.93</u>	<u>322.07</u>	<u>92.63</u>
TOTAL SERVICES	10,105.00	4,047.93	4,047.93	6,057.07	40.06
<u>CONTRACTUAL</u>					
10-600-4088 ELECTION SERVICES	<u>3,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,750.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	3,750.00	0.00	0.00	3,750.00	0.00
<u>CAPITAL OUTLAY</u>					
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	1,200.00	0.00	0.00	1,200.00	0.00
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TOTAL CITY COUNCIL	41,005.00	6,721.57	6,721.57	34,283.43	16.39

10 -GENERAL FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-601-1010 SALARIES	525,965.00	58,545.32	58,545.32	467,419.68	11.13
10-601-1015 OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
10-601-1020 MEDICARE	7,755.00	838.80	838.80	6,916.20	10.82
10-601-1025 TWC (SUI)	1,620.00	0.00	0.00	1,620.00	0.00
10-601-1030 HEALTH INSURANCE	36,360.00	3,030.00	3,030.00	33,330.00	8.33
10-601-1031 HSA	90.00	7.40	7.40	82.60	8.22
10-601-1033 DENTAL INSURANCE	2,848.00	237.44	237.44	2,610.56	8.34
10-601-1035 VISION CARE INSURANCE	427.00	36.97	36.97	390.03	8.66
10-601-1036 LIFE INSURANCE	422.00	35.10	35.10	386.90	8.32
10-601-1037 WORKERS' COMP INSURANCE	1,310.00	0.00	0.00	1,310.00	0.00
10-601-1040 TMRS RETIREMENT	75,735.00	8,289.12	8,289.12	67,445.88	10.94
10-601-1070 SPECIAL ALLOWANCES	<u>7,875.00</u>	<u>874.08</u>	<u>874.08</u>	<u>7,000.92</u>	<u>11.10</u>
TOTAL PERSONNEL	661,407.00	71,894.23	71,894.23	589,512.77	10.87
<u>SUPPLIES</u>					
10-601-2020 GENERAL OFFICE SUPPLIES	6,800.00	255.99	255.99	6,544.01	3.76
10-601-2025 BENEFITS CITYWIDE	1,500.00	0.00	0.00	1,500.00	0.00
10-601-2030 POSTAGE/METER RENTAL	14,004.00	1,176.09	1,176.09	12,827.91	8.40
10-601-2035 EMPLOYEE APPRECIATION	1,300.00	0.00	0.00	1,300.00	0.00
10-601-2050 PRINTING & COPYING	1,300.00	0.00	0.00	1,300.00	0.00
10-601-2060 MED EXAMS/SCREENING/TESTING	1,000.00	0.00	0.00	1,000.00	0.00
10-601-2070 JANITORIAL SUPPLIES	<u>1,250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,250.00</u>	<u>0.00</u>
TOTAL SUPPLIES	27,154.00	1,432.08	1,432.08	25,721.92	5.27
<u>SERVICES</u>					
10-601-3010 ADVERTISING EXPENSE	5,750.00	673.25	673.25	5,076.75	11.71
10-601-3012 PROF. SERVICES-ENGINEERS	5,000.00	0.00	0.00	5,000.00	0.00
10-601-3013 PROFESSIONAL SERVICES	1,950.00	0.00	0.00	1,950.00	0.00
10-601-3015 PROF. SERVICES-LEGAL	40,000.00	5,231.00	5,231.00	34,769.00	13.08
10-601-3016 CODIFICATION EXPENSE	4,500.00	900.00	900.00	3,600.00	20.00
10-601-3020 ASSOCIATION DUES & PUBL.	4,200.00	385.00	385.00	3,815.00	9.17
10-601-3030 TRAINING/EDUCATION	4,500.00	0.00	0.00	4,500.00	0.00
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	3,000.00	2,382.11	2,382.11	617.89	79.40
10-601-3050 LIABILITY INSURANCE	14,300.00	14,166.95	14,166.95	133.05	99.07
10-601-3070 PROPERTY INSURANCE	1,375.00	1,362.21	1,362.21	12.79	99.07
10-601-3075 BANK/CREDIT CARD FEES	6,000.00	653.26	653.26	5,346.74	10.89
10-601-3080 SPECIAL SERVICES	2,000.00	500.00	500.00	1,500.00	25.00
10-601-3085 WEBSITE TECHNOLOGY	2,500.00	2,200.00	2,200.00	300.00	88.00
10-601-3087 CITIZENS COMMUNICATION/EDUC	<u>8,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,500.00</u>	<u>0.00</u>
TOTAL SERVICES	103,575.00	28,453.78	28,453.78	75,121.22	27.47
<u>CONTRACTUAL</u>					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	3,800.00	237.00	237.00	3,563.00	6.24
10-601-4060 IT SERVICES	46,700.00	6,992.30	6,992.30	39,707.70	14.97
10-601-4075 COMPUTER SOFTWARE/INCODE	11,209.00	10,060.26	10,060.26	1,148.74	89.75
10-601-4083 AUDIT SERVICES	16,600.00	0.00	0.00	16,600.00	0.00
10-601-4084 BEXAR COUNTY APPRAISAL DIST	17,340.00	0.00	0.00	17,340.00	0.00

10 -GENERAL FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
10-601-4085 BEXAR COUNTY TAX ASSESSOR	<u>3,775.00</u>	<u>3,667.92</u>	<u>3,667.92</u>	<u>107.08</u>	<u>97.16</u>
TOTAL CONTRACTUAL	99,424.00	20,957.48	20,957.48	78,466.52	21.08
<u>MAINTENANCE</u>					
10-601-5005 EQUIPMENT LEASES	3,700.00	0.00	0.00	3,700.00	0.00
10-601-5010 EQUIPMENT MAINT & REPAIR	300.00	0.00	0.00	300.00	0.00
10-601-5015 ELECTRONIC EQPT MAINT	300.00	0.00	0.00	300.00	0.00
10-601-5030 BUILDING MAINTENANCE	<u>34,900.00</u>	<u>8,796.71</u>	<u>8,796.71</u>	<u>26,103.29</u>	<u>25.21</u>
TOTAL MAINTENANCE	39,200.00	8,796.71	8,796.71	30,403.29	22.44
<u>UTILITIES</u>					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	<u>17,000.00</u>	<u>1,555.01</u>	<u>1,555.01</u>	<u>15,444.99</u>	<u>9.15</u>
TOTAL UTILITIES	17,000.00	1,555.01	1,555.01	15,444.99	9.15
<u>CAPITAL OUTLAY</u>					
10-601-8015 NON-CAPITAL-COMPUTER	600.00	371.88	371.88	228.12	61.98
10-601-8025 NON-CAPITAL-OFFICE FURN.	150.00	0.00	0.00	150.00	0.00
10-601-8026 NON-CAPITAL - FURNITURE	<u>1,000.00</u>	<u>31.24</u>	<u>31.24</u>	<u>968.76</u>	<u>3.12</u>
TOTAL CAPITAL OUTLAY	1,750.00	403.12	403.12	1,346.88	23.04
<u>INTERFUND TRANSFERS</u>					
10-601-9030 TRANSFER TO DEBT SERVICE FU	<u>28,940.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	28,940.00	0.00	0.00	28,940.00	0.00
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TOTAL ADMINISTRATION	978,450.00	133,492.41	133,492.41	844,957.59	13.64

10 -GENERAL FUND  
COURT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-602-1010 SALARIES	55,322.00	6,299.20	6,299.20	49,022.80	11.39
10-602-1015 OVERTIME	500.00	0.00	0.00	500.00	0.00
10-602-1020 MEDICARE	820.00	93.36	93.36	726.64	11.39
10-602-1025 TWC (SUI)	270.00	0.00	0.00	270.00	0.00
10-602-1036 LIFE INSURANCE	70.00	5.85	5.85	64.15	8.36
10-602-1037 WORKERS' COMP INSURANCE	139.00	0.00	0.00	139.00	0.00
10-602-1040 TMRS RETIREMENT	8,005.00	898.04	898.04	7,106.96	11.22
10-602-1070 SPECIAL ALLOWANCES	<u>1,200.00</u>	<u>138.45</u>	<u>138.45</u>	<u>1,061.55</u>	<u>11.54</u>
TOTAL PERSONNEL	66,326.00	7,434.90	7,434.90	58,891.10	11.21
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	500.00	0.00	0.00	500.00	0.00
10-602-2050 PRINTING & COPYING	<u>850.00</u>	<u>0.00</u>	<u>0.00</u>	<u>850.00</u>	<u>0.00</u>
TOTAL SUPPLIES	1,350.00	0.00	0.00	1,350.00	0.00
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	15,600.00	1,300.00	1,300.00	14,300.00	8.33
10-602-3020 ASSOCIATION DUES & PUBS	150.00	0.00	0.00	150.00	0.00
10-602-3030 TRAINING/EDUCATION	1,300.00	250.00	250.00	1,050.00	19.23
10-602-3040 TRAVEL/MILEAGE/LODGING	2,500.00	0.00	0.00	2,500.00	0.00
10-602-3050 LIABILITY INSURANCE	130.00	128.79	128.79	1.21	99.07
10-602-3070 PROPERTY INSURANCE	63.00	62.41	62.41	0.59	99.06
10-602-3075 BANK/CREDIT CARD FEES	<u>1,600.00</u>	<u>163.72</u>	<u>163.72</u>	<u>1,436.28</u>	<u>10.23</u>
TOTAL SERVICES	21,343.00	1,904.92	1,904.92	19,438.08	8.93
<u>CONTRACTUAL</u>					
10-602-4075 COMPUTER SOFTWARE/INCODE	<u>4,972.00</u>	<u>4,865.38</u>	<u>4,865.38</u>	<u>106.62</u>	<u>97.86</u>
TOTAL CONTRACTUAL	4,972.00	4,865.38	4,865.38	106.62	97.86
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	<u>2,220.00</u>	<u>183.50</u>	<u>183.50</u>	<u>2,036.50</u>	<u>8.27</u>
TOTAL UTILITIES	2,220.00	183.50	183.50	2,036.50	8.27
<u>CAPITAL OUTLAY</u>					
TOTAL COURT	96,211.00	14,388.70	14,388.70	81,822.30	14.96

10 -GENERAL FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-603-1010 SALARIES	233,031.00	25,552.15	25,552.15	207,478.85	10.97
10-603-1015 OVERTIME	9,500.00	400.43	400.43	9,099.57	4.22
10-603-1020 MEDICARE	3,767.00	380.89	380.89	3,386.11	10.11
10-603-1025 TWC (SUI)	1,080.00	0.00	0.00	1,080.00	0.00
10-603-1030 HEALTH INSURANCE	29,088.00	2,424.00	2,424.00	26,664.00	8.33
10-603-1031 HSA	178.00	14.80	14.80	163.20	8.31
10-603-1033 DENTAL INSURANCE	1,633.00	120.86	120.86	1,512.14	7.40
10-603-1035 VISION CARE INSURANCE	325.00	26.53	26.53	298.47	8.16
10-603-1036 LIFE INSURANCE	281.00	23.40	23.40	257.60	8.33
10-603-1037 WORKERS' COMP INSURANCE	5,880.00	0.00	0.00	5,880.00	0.00
10-603-1040 TMRS RETIREMENT	36,786.00	3,742.90	3,742.90	33,043.10	10.17
10-603-1070 SPECIAL ALLOWANCES	<u>8,100.00</u>	<u>882.72</u>	<u>882.72</u>	<u>7,217.28</u>	<u>10.90</u>
TOTAL PERSONNEL	329,649.00	33,568.68	33,568.68	296,080.32	10.18
<u>SUPPLIES</u>					
10-603-2020 OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
10-603-2035 EMPLOYEE APPRECIATION	360.00	0.00	0.00	360.00	0.00
10-603-2050 PRINTING & COPYING	175.00	0.00	0.00	175.00	0.00
10-603-2060 MEDICAL EXAMS/SCREENINGS	200.00	0.00	0.00	200.00	0.00
10-603-2070 JANITORIAL SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
10-603-2080 UNIFORMS	2,200.00	0.00	0.00	2,200.00	0.00
10-603-2090 SMALL TOOLS	3,500.00	1,040.79	1,040.79	2,459.21	29.74
10-603-2091 SAFETY GEAR	<u>1,500.00</u>	<u>91.71</u>	<u>91.71</u>	<u>1,408.29</u>	<u>6.11</u>
TOTAL SUPPLIES	11,935.00	1,132.50	1,132.50	10,802.50	9.49
<u>SERVICES</u>					
10-603-3012 PROFESSIONAL - ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
10-603-3013 PROFESSIONAL SERVICES	31,800.00	552.58	552.58	31,247.42	1.74
10-603-3014 PROF SERV - CH & MONUMENTS	15,000.00	0.00	0.00	15,000.00	0.00
10-603-3020 ASSOCIATION DUES & PUBS	300.00	0.00	0.00	300.00	0.00
10-603-3030 TRAINING/EDUCATION	600.00	0.00	0.00	600.00	0.00
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	250.00	148.07	148.07	101.93	59.23
10-603-3050 LIABILITY INSURANCE	4,700.00	4,656.27	4,656.27	43.73	99.07
10-603-3060 UNIFORM SERVICE	2,000.00	221.68	221.68	1,778.32	11.08
10-603-3070 PROPERTY INSURANCE	<u>2,175.00</u>	<u>2,154.76</u>	<u>2,154.76</u>	<u>20.24</u>	<u>99.07</u>
TOTAL SERVICES	61,825.00	7,733.36	7,733.36	54,091.64	12.51
<u>CONTRACTUAL</u>					
10-603-4075 COMPUTER SOFTWARE	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	1,200.00	0.00	0.00	1,200.00	0.00
<u>MAINTENANCE</u>					
10-603-5005 EQUIPMENT LEASES	3,500.00	0.00	0.00	3,500.00	0.00
10-603-5010 EQUIPMENT MAINT & REPAIR	12,000.00	75.89	75.89	11,924.11	0.63
10-603-5020 VEHICLE MAINTENANCE	7,000.00	127.95	127.95	6,872.05	1.83
10-603-5030 BUILDING MAINTENANCE	7,500.00	199.95	199.95	7,300.05	2.67
10-603-5060 VEHICLE & EQPT FUELS	<u>7,000.00</u>	<u>974.72</u>	<u>974.72</u>	<u>6,025.28</u>	<u>13.92</u>
TOTAL MAINTENANCE	37,000.00	1,378.51	1,378.51	35,621.49	3.73

10 -GENERAL FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-603-6011 CHEMICALS	800.00	0.00	0.00	800.00	0.00
10-603-6080 STREET MAINTENANCE	31,000.00	957.75	957.75	30,042.25	3.09
10-603-6081 SIGN MAINTENANCE	3,000.00	40.00	40.00	2,960.00	1.33
10-603-6083 DRAINAGE MAINT	500.00	0.00	0.00	500.00	0.00
10-603-6084 PAVILION/PLAY/PATH MAINT	5,000.00	604.75	604.75	4,395.25	12.10
10-603-6085 STRIPING	35,000.00	0.00	0.00	35,000.00	0.00
10-603-6086 EAGLE SCOUT PROJECTS	0.00	1,278.60	1,278.60	(1,278.60)	0.00
TOTAL DEPT MATERIALS-SERVICES	75,300.00	2,881.10	2,881.10	72,418.90	3.83
<u>UTILITIES</u>					
10-603-7040 UTILITIES - ELECTRIC	38,000.00	3,064.33	3,064.33	34,935.67	8.06
10-603-7041 UTILITIES - GAS	500.00	22.63	22.63	477.37	4.53
10-603-7042 UTILITIES - PHONE	500.00	37.00	37.00	463.00	7.40
10-603-7044 UTILITIES - WATER	20,000.00	0.00	0.00	20,000.00	0.00
10-603-7045 STREET LIGHTS	29,000.00	2,545.68	2,545.68	26,454.32	8.78
TOTAL UTILITIES	88,000.00	5,669.64	5,669.64	82,330.36	6.44
<u>CAPITAL OUTLAY</u>					
10-603-8005 OFFICE FURNITURE	1,500.00	0.00	0.00	1,500.00	0.00
10-603-8015 NON-CAPITAL-COMPUTER	400.00	249.99	249.99	150.01	62.50
10-603-8020 NON-CAPITAL-MAINT EQPT	6,650.00	435.80	435.80	6,214.20	6.55
TOTAL CAPITAL OUTLAY	8,550.00	685.79	685.79	7,864.21	8.02
<u>INTERFUND TRANSFERS</u>					
10-603-9010 TRF TO CAPITAL REPLACEMENT	50,176.00	0.00	0.00	50,176.00	0.00
TOTAL INTERFUND TRANSFERS	50,176.00	0.00	0.00	50,176.00	0.00
TOTAL PUBLIC WORKS	663,635.00	53,049.58	53,049.58	610,585.42	7.99

10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-604-1010 SALARIES	1,166,576.00	127,242.18	127,242.18	1,039,333.82	10.91
10-604-1015 OVERTIME	40,000.00	1,762.10	1,762.10	38,237.90	4.41
10-604-1020 MEDICARE	17,927.00	1,857.34	1,857.34	16,069.66	10.36
10-604-1025 TWC (SUI)	4,590.00	0.00	0.00	4,590.00	0.00
10-604-1030 HEALTH INSURANCE	123,624.00	9,696.00	9,696.00	113,928.00	7.84
10-604-1031 HSA	755.00	44.40	44.40	710.60	5.88
10-604-1033 DENTAL INSURANCE	6,653.00	511.84	511.84	6,141.16	7.69
10-604-1035 VISION CARE INSURANCE	1,390.00	109.51	109.51	1,280.49	7.88
10-604-1036 LIFE INSURANCE	1,193.00	93.60	93.60	1,099.40	7.85
10-604-1037 WORKERS' COMP INSURANCE	36,137.00	0.00	0.00	36,137.00	0.00
10-604-1040 TMRS RETIREMENT	175,075.00	18,371.70	18,371.70	156,703.30	10.49
10-604-1070 SPECIAL ALLOWANCES	<u>30,100.00</u>	<u>2,692.78</u>	<u>2,692.78</u>	<u>27,407.22</u>	<u>8.95</u>
TOTAL PERSONNEL	1,604,020.00	162,381.45	162,381.45	1,441,638.55	10.12
<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	1,200.00	433.64	433.64	766.36	36.14
10-604-2035 EMPLOYEE APPRECIATION	765.00	0.00	0.00	765.00	0.00
10-604-2060 MEDICAL EXAMS/SCREENINGS	1,000.00	0.00	0.00	1,000.00	0.00
10-604-2070 JANITORIAL SUPPLIES	3,000.00	1,143.65	1,143.65	1,856.35	38.12
10-604-2080 UNIFORMS & ACCESSORIES	<u>8,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,500.00</u>	<u>0.00</u>
TOTAL SUPPLIES	14,465.00	1,577.29	1,577.29	12,887.71	10.90
<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRE	5,400.00	450.00	450.00	4,950.00	8.33
10-604-3020 ASSOCIATION DUES & PUBS	8,420.00	2,262.50	2,262.50	6,157.50	26.87
10-604-3030 TRAINING/EDUCATION	7,000.00	2,128.49	2,128.49	4,871.51	30.41
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	44.32	44.32	3,955.68	1.11
10-604-3050 LIABILITY INSURANCE	26,100.00	25,857.17	25,857.17	242.83	99.07
10-604-3070 PROPERTY INSURANCE	14,400.00	14,266.02	14,266.02	133.98	99.07
10-604-3080 SPECIAL SERVICES	13,000.00	447.15	447.15	12,552.85	3.44
10-604-3090 COMMUNICATIONS SERVICES	<u>6,108.00</u>	<u>464.56</u>	<u>464.56</u>	<u>5,643.44</u>	<u>7.61</u>
TOTAL SERVICES	84,428.00	45,920.21	45,920.21	38,507.79	54.39
<u>CONTRACTUAL</u>					
10-604-4045 RADIO ACCESS FEES - COSA	6,000.00	0.00	0.00	6,000.00	0.00
10-604-4075 COMPUTER SOFTWARE/MAINTENAN	<u>350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	6,350.00	0.00	0.00	6,350.00	0.00
<u>MAINTENANCE</u>					
10-604-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	0.00	5,000.00	0.00
10-604-5020 VEHICLE MAINTENANCE	18,100.00	4,126.35	4,126.35	13,973.65	22.80
10-604-5030 BUILDING MAINTENANCE	6,350.00	912.00	912.00	5,438.00	14.36
10-604-5060 VEHICLE & EQPT FUELS	<u>12,000.00</u>	<u>924.91</u>	<u>924.91</u>	<u>11,075.09</u>	<u>7.71</u>
TOTAL MAINTENANCE	41,450.00	5,963.26	5,963.26	35,486.74	14.39



10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-604-6015 ELECTRONIC EQPT MAINT	6,500.00	1,442.35	1,442.35	5,057.65	22.19
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	1,000.00	0.00	0.00	1,000.00	0.00
10-604-6040 EMS SUPPLIES	27,940.00	2,099.77	2,099.77	25,840.23	7.52
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	10,000.00	0.00	0.00	10,000.00	0.00
10-604-6060 PPE MAINTENANCE	<u>14,750.00</u>	<u>3,810.24</u>	<u>3,810.24</u>	<u>10,939.76</u>	<u>25.83</u>
TOTAL DEPT MATERIALS-SERVICES	60,190.00	7,352.36	7,352.36	52,837.64	12.22
<u>UTILITIES</u>					
10-604-7044 UTILITIES - WATER	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0.00</u>
TOTAL UTILITIES	2,500.00	0.00	0.00	2,500.00	0.00
<u>CAPITAL OUTLAY</u>					
10-604-8010 NON-CAPITAL-ELECTRONIC EQUI	1,500.00	0.00	0.00	1,500.00	0.00
10-604-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>4,900.00</u>	<u>4,913.62</u>	<u>4,913.62</u>	( <u>13.62</u> )	<u>100.28</u>
TOTAL CAPITAL OUTLAY	6,400.00	4,913.62	4,913.62	1,486.38	76.78
<u>INTERFUND TRANSFERS</u>					
10-604-9000 GRANT EXPENDITURES	5,000.00	0.00	0.00	5,000.00	0.00
10-604-9010 TRF TO CAPITAL REPLACEMENT	<u>147,164.00</u>	<u>0.00</u>	<u>0.00</u>	<u>147,164.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	152,164.00	0.00	0.00	152,164.00	0.00
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TOTAL FIRE DEPARTMENT	1,971,967.00	228,108.19	228,108.19	1,743,858.81	11.57

10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-605-1010 SALARIES	1,265,600.00	139,693.98	139,693.98	1,125,906.02	11.04
10-605-1015 OVERTIME	32,500.00	2,262.72	2,262.72	30,237.28	6.96
10-605-1020 MEDICARE	19,410.00	2,092.74	2,092.74	17,317.26	10.78
10-605-1025 TWC (SUI)	5,130.00	0.00	0.00	5,130.00	0.00
10-605-1030 HEALTH INSURANCE	130,896.00	10,302.00	10,302.00	120,594.00	7.87
10-605-1031 HSA	800.00	59.20	59.20	740.80	7.40
10-605-1033 DENTAL INSURANCE	7,215.00	556.62	556.62	6,658.38	7.71
10-605-1035 VISION CARE INSURANCE	1,485.00	117.36	117.36	1,367.64	7.90
10-605-1036 LIFE INSURANCE	1,334.00	105.30	105.30	1,228.70	7.89
10-605-1037 WORKERS' COMP INSURANCE	33,396.00	0.00	0.00	33,396.00	0.00
10-605-1040 TMRS RETIREMENT	189,550.00	20,426.82	20,426.82	169,123.18	10.78
10-605-1070 SPECIAL ALLOWANCES	<u>40,500.00</u>	<u>4,472.11</u>	<u>4,472.11</u>	<u>36,027.89</u>	<u>11.04</u>
TOTAL PERSONNEL	1,727,816.00	180,088.85	180,088.85	1,547,727.15	10.42
<u>SUPPLIES</u>					
10-605-2020 OFFICE SUPPLIES	3,000.00	340.95	340.95	2,659.05	11.37
10-605-2035 EMPLOYEE APPRECIATION	855.00	0.00	0.00	855.00	0.00
10-605-2050 PRINTING & COPYING	1,500.00	0.00	0.00	1,500.00	0.00
10-605-2060 MEDICAL/SCREENING/TESTING/B	1,000.00	44.90	44.90	955.10	4.49
10-605-2070 JANITORIAL/BUILDING SUPPLIE	500.00	43.88	43.88	456.12	8.78
10-605-2080 UNIFORMS & ACCESSORIES	<u>27,000.00</u>	<u>1,537.55</u>	<u>1,537.55</u>	<u>25,462.45</u>	<u>5.69</u>
TOTAL SUPPLIES	33,855.00	1,967.28	1,967.28	31,887.72	5.81
<u>SERVICES</u>					
10-605-3020 ASSOCIATION DUES & PUBS	4,869.00	500.00	500.00	4,369.00	10.27
10-605-3030 TRAINING/EDUCATION	3,500.00	0.00	0.00	3,500.00	0.00
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	5,000.00	0.00	0.00	5,000.00	0.00
10-605-3050 LIABILITY INSURANCE	22,700.00	22,488.80	22,488.80	211.20	99.07
10-605-3060 UNIFORM MAINTENANCE	6,000.00	369.42	369.42	5,630.58	6.16
10-605-3071 PROPERTY INSURANCE	9,350.00	9,263.01	9,263.01	86.99	99.07
10-605-3072 ANIMAL CONTROL SERVICES	12,500.00	1,000.00	1,000.00	11,500.00	8.00
10-605-3087 CITIZENS COMMUNICATION/ED	500.00	0.00	0.00	500.00	0.00
10-605-3090 COMMUNICATIONS SERVICES	<u>9,600.00</u>	<u>800.10</u>	<u>800.10</u>	<u>8,799.90</u>	<u>8.33</u>
TOTAL SERVICES	74,019.00	34,421.33	34,421.33	39,597.67	46.50
<u>CONTRACTUAL</u>					
10-605-4045 CONTRACT/RADIO FEES COSA	8,000.00	0.00	0.00	8,000.00	0.00
10-605-4075 COMPUTER SOFTWARE/INCODE	<u>19,000.00</u>	<u>9,069.52</u>	<u>9,069.52</u>	<u>9,930.48</u>	<u>47.73</u>
TOTAL CONTRACTUAL	27,000.00	9,069.52	9,069.52	17,930.48	33.59
<u>MAINTENANCE</u>					
10-605-5005 EQUIPMENT LEASES	2,000.00	0.00	0.00	2,000.00	0.00
10-605-5010 EQUIPMENT MAINT & REPAIR	2,000.00	656.34	656.34	1,343.66	32.82
10-605-5015 ELECTRONIC EQPT MAINT	5,350.00	529.67	529.67	4,820.33	9.90
10-605-5020 VEHICLE MAINTENANCE	30,000.00	1,496.16	1,496.16	28,503.84	4.99
10-605-5060 VEHICLE & EQPT FUELS	<u>36,000.00</u>	<u>4,266.91</u>	<u>4,266.91</u>	<u>31,733.09</u>	<u>11.85</u>
TOTAL MAINTENANCE	75,350.00	6,949.08	6,949.08	68,400.92	9.22

10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-605-6030 INVESTIGATIVE SUPPLIES	5,000.00	473.77	473.77	4,526.23	9.48
10-605-6032 POLICE SAFETY SUPPLIES	3,000.00	168.98	168.98	2,831.02	5.63
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	<u>8,800.00</u>	<u>1,810.00</u>	<u>1,810.00</u>	<u>6,990.00</u>	<u>20.57</u>
TOTAL DEPT MATERIALS-SERVICES	16,800.00	2,452.75	2,452.75	14,347.25	14.60
<u>UTILITIES</u>					
10-605-7042 UTILITES- PHONE	<u>5,100.00</u>	<u>328.54</u>	<u>328.54</u>	<u>4,771.46</u>	<u>6.44</u>
TOTAL UTILITIES	5,100.00	328.54	328.54	4,771.46	6.44
<u>CAPITAL OUTLAY</u>					
10-605-8015 NON-CAPITAL-COMPUTER EQUIP.	<u>400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	400.00	0.00	0.00	400.00	0.00
<u>INTERFUND TRANSFERS</u>					
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TOTAL POLICE DEPARTMENT	1,960,340.00	235,277.35	235,277.35	1,725,062.65	12.00

10 -GENERAL FUND  
DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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<u>SUPPLIES</u>					
10-607-2020 OFFICE SUPPLIES	100.00	100.97	100.97 (	0.97)	100.97
10-607-2050 PRINTING & COPYING	<u>750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>750.00</u>	<u>0.00</u>
TOTAL SUPPLIES	850.00	100.97	100.97	749.03	11.88
<u>SERVICES</u>					
10-607-3012 PROF -ENGINEERING REVIEW	2,000.00	0.00	0.00	2,000.00	0.00
10-607-3015 PROF -BLDG INSPECTION SERVI	75,000.00	8,400.00	8,400.00	66,600.00	11.20
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	240.00	240.00	1,760.00	12.00
10-607-3017 PROF -SANITARY INSPECTION S	<u>4,000.00</u>	<u>250.00</u>	<u>250.00</u>	<u>3,750.00</u>	<u>6.25</u>
TOTAL SERVICES	83,000.00	8,890.00	8,890.00	74,110.00	10.71
<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>6,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,750.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	6,750.00	0.00	0.00	6,750.00	0.00
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TOTAL DEVELOPMENT SERVICES	90,600.00	8,990.97	8,990.97	81,609.03	9.92
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TOTAL EXPENDITURES	5,802,208.00	680,028.77	680,028.77	5,122,179.23	11.72
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REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	339,313.21) (	339,313.21)	339,313.21	0.00
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CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,042,662.00</u>	<u>105,352.06</u>	<u>105,352.06</u>	<u>937,309.94</u>	<u>10.10</u>
TOTAL REVENUES	<u>1,042,662.00</u>	<u>105,352.06</u>	<u>105,352.06</u>	<u>937,309.94</u>	<u>10.10</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	827,859.00	70,468.26	70,468.26	757,390.74	8.51
DEBT SERVICE	<u>214,803.00</u>	<u>0.00</u>	<u>0.00</u>	<u>214,803.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,042,662.00</u>	<u>70,468.26</u>	<u>70,468.26</u>	<u>972,193.74</u>	<u>6.76</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	34,883.80	34,883.80 (	34,883.80)	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	640,000.00	67,145.89	67,145.89	572,854.11	10.49
20-599-5016 LATE CHARGES	6,000.00	722.68	722.68	5,277.32	12.04
20-599-5018 DEBT SERVICE	189,900.00	15,851.16	15,851.16	174,048.84	8.35
20-599-5019 WATER SERVICE FEE	58,800.00	4,910.38	4,910.38	53,889.62	8.35
20-599-5036 EAA PASS THRU CHARGE	<u>84,700.00</u>	<u>8,821.00</u>	<u>8,821.00</u>	<u>75,879.00</u>	<u>10.41</u>
TOTAL WATER SALES	979,400.00	97,451.11	97,451.11	881,948.89	9.95
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	1,000.00	7.07	7.07	992.93	0.71
20-599-7011 OTHER INCOME	20,000.00	8.90	8.90	19,991.10	0.04
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	3,750.00	3,750.00	11,250.00	25.00
20-599-7060 CC SERVICE FEES	4,000.00	789.51	789.51	3,210.49	19.74
20-599-7075 SITE/TOWER LEASE REVENUE	<u>23,262.00</u>	<u>3,345.47</u>	<u>3,345.47</u>	<u>19,916.53</u>	<u>14.38</u>
TOTAL MISC./GRANTS/INTEREST	63,262.00	7,900.95	7,900.95	55,361.05	12.49
<u>TRANSFERS IN</u>					
TOTAL NON-DEPARTMENTAL	1,042,662.00	105,352.06	105,352.06	937,309.94	10.10
TOTAL REVENUES	<u>1,042,662.00</u>	<u>105,352.06</u>	<u>105,352.06</u>	<u>937,309.94</u>	<u>10.10</u>

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	224,560.00	25,412.12	25,412.12	199,147.88	11.32
20-606-1015 OVERTIME	15,000.00	702.31	702.31	14,297.69	4.68
20-606-1020 MEDICARE	3,400.00	387.78	387.78	3,012.22	11.41
20-606-1025 TWC (SUI)	1,080.00	0.00	0.00	1,080.00	0.00
20-606-1030 HEALTH INSURANCE	29,088.00	2,424.00	2,424.00	26,664.00	8.33
20-606-1031 HSA	178.00	14.80	14.80	163.20	8.31
20-606-1033 DENTAL INSURANCE	1,535.00	120.86	120.86	1,414.14	7.87
20-606-1035 VISION CARE INSURANCE	330.00	27.92	27.92	302.08	8.46
20-606-1036 LIFE INSURANCE	281.00	23.40	23.40	257.60	8.33
20-606-1037 WORKERS' COMP INSURANCE	6,450.00	0.00	0.00	6,450.00	0.00
20-606-1040 TMRS RETIREMENT	33,210.00	3,793.98	3,793.98	29,416.02	11.42
20-606-1070 SPECIAL ALLOWANCES	<u>13,200.00</u>	<u>1,078.91</u>	<u>1,078.91</u>	<u>12,121.09</u>	<u>8.17</u>
TOTAL PERSONNEL	328,312.00	33,986.08	33,986.08	294,325.92	10.35
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,700.00	43.43	43.43	1,656.57	2.55
20-606-2030 POSTAGE	3,160.00	268.80	268.80	2,891.20	8.51
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	0.00	150.00	0.00
20-606-2050 PRINTING & COPYING	600.00	0.00	0.00	600.00	0.00
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	8,000.00	823.85	823.85	7,176.15	10.30
20-606-2080 UNIFORMS	1,795.00	0.00	0.00	1,795.00	0.00
20-606-2090 SMALL TOOLS	2,500.00	854.27	854.27	1,645.73	34.17
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>11.97</u>	<u>11.97</u>	<u>1,888.03</u>	<u>0.63</u>
TOTAL SUPPLIES	20,005.00	2,002.32	2,002.32	18,002.68	10.01
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	10,000.00	520.00	520.00	9,480.00	5.20
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,115.00	120.00	120.00	1,995.00	5.67
20-606-3030 TRAINING/EDUCATION	3,750.00	1,027.50	1,027.50	2,722.50	27.40
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	36.96	36.96	963.04	3.70
20-606-3050 INSURANCE - LIABILITY	4,830.00	4,785.06	4,785.06	44.94	99.07
20-606-3060 UNIFORM SERVICES	3,000.00	335.39	335.39	2,664.61	11.18
20-606-3070 INSURANCE - PROPERTY	2,250.00	2,229.07	2,229.07	20.93	99.07
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	1,300.00	0.00	0.00	1,300.00	0.00
20-606-3082 WATER ANALYSIS FEES	<u>7,000.00</u>	<u>287.73</u>	<u>287.73</u>	<u>6,712.27</u>	<u>4.11</u>
TOTAL SERVICES	37,345.00	9,341.71	9,341.71	28,003.29	25.01
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	13,168.00	3,546.90	3,546.90	9,621.10	26.94
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,306.52</u>	<u>6,306.52</u>	<u>77,777.48</u>	<u>7.50</u>
TOTAL CONTRACTUAL	97,252.00	9,853.42	9,853.42	87,398.58	10.13

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	5,000.00	0.00	0.00	5,000.00	0.00
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	14.94	14.94	4,985.06	0.30
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	2,743.38	2,743.38	256.62	91.45
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>463.18</u>	<u>463.18</u>	<u>3,536.82</u>	<u>11.58</u>
TOTAL MAINTENANCE	20,000.00	3,221.50	3,221.50	16,778.50	16.11
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	10,000.00	187.50	187.50	9,812.50	1.88
20-606-6050 WATER METERS & BOXES	5,000.00	0.00	0.00	5,000.00	0.00
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	0.00	0.00	10,000.00	0.00
20-606-6060 HUEBNER STORAGE TANK	5,000.00	0.00	0.00	5,000.00	0.00
20-606-6061 WELL SITE #1	8,750.00	0.00	0.00	8,750.00	0.00
20-606-6062 WELL SITE #2-EAA MONITORED	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	1,800.00	171.60	171.60	1,628.40	9.53
20-606-6064 WELL SITE #4-NOT OPERATION	1,800.00	171.60	171.60	1,628.40	9.53
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	700.47	700.47	299.53	70.05
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	700.46	700.46	3,299.54	17.51
20-606-6067 WELL SITE #7	4,000.00	661.01	661.01	3,338.99	16.53
20-606-6068 WELL SITE #8	4,000.00	761.01	761.01	3,238.99	19.03
20-606-6069 WELL SITE #9-TRINITY	1,000.00	0.00	0.00	1,000.00	0.00
20-606-6070 SCADA SYSTEM MAINTENANCE	7,000.00	81.18	81.18	6,918.82	1.16
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	0.00	0.00	15,000.00	0.00
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	4,088.65	4,088.65	25,911.35	13.63
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	113,650.00	7,523.48	7,523.48	106,126.52	6.62
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	4,294.52	4,294.52	67,705.48	5.96
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	229.49	229.49	1,120.51	17.00
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>0.00</u>
TOTAL UTILITIES	73,750.00	4,524.01	4,524.01	69,225.99	6.13
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	700.00	0.00	0.00	700.00	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	4,820.00	0.00	0.00	4,820.00	0.00
20-606-8080 WATER SYSTEM IMPROVEMENTS	43,050.00	0.00	0.00	43,050.00	0.00
20-606-8087 WATER METER REPLACEMENT	<u>0.00</u>	<u>15.74</u>	<u>15.74</u>	<u>(15.74)</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	48,570.00	15.74	15.74	48,554.26	0.03
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	0.00	22,050.00	0.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>66,925.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,925.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	88,975.00	0.00	0.00	88,975.00	0.00
TOTAL WATER DEPARTMENT	827,859.00	70,468.26	70,468.26	757,390.74	8.51



CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

20 -WATER FUND  
DEBT SERVICE

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	0.00	70,000.00	0.00
20-607-8017 2017 GO REFUNDING (2009) IN	63,600.00	0.00	0.00	63,600.00	0.00
20-607-8030 BOND AGENT FEES	400.00	0.00	0.00	400.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	46,238.00	0.00	0.00	46,238.00	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	5,625.00	0.00	0.00	5,625.00	0.00
20-607-8060 SIB LOAN - PRINCIPAL	<u>28,940.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	214,803.00	0.00	0.00	214,803.00	0.00
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TOTAL DEBT SERVICE	214,803.00	0.00	0.00	214,803.00	0.00
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TOTAL EXPENDITURES	1,042,662.00	70,468.26	70,468.26	972,193.74	6.76
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	34,883.80	34,883.80 (	34,883.80)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

30 -DEBT SERVICE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>229,449.00</u>	<u>10,603.21</u>	<u>10,603.21</u>	<u>218,845.79</u>	<u>4.62</u>
TOTAL REVENUES	229,449.00	10,603.21	10,603.21	218,845.79	4.62
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DEBT SERVICE	<u>229,449.00</u>	<u>0.00</u>	<u>0.00</u>	<u>229,449.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	229,449.00	0.00	0.00	229,449.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	10,603.21	10,603.21 (	10,603.21)	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

30 -DEBT SERVICE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
30-599-1010 CURRENT ADVALOREM TAXES	126,880.00	10,599.13	10,599.13	116,280.87	8.35
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00 (	4.52) (	4.52)	4.52	0.00
30-599-1030 PENALTY & INTEREST	<u>0.00</u>	<u>5.08</u>	<u>5.08</u> (	<u>5.08)</u>	<u>0.00</u>
TOTAL TAXES	126,880.00	10,599.69	10,599.69	116,280.31	8.35
 <u>TRANSFERS IN</u>					
30-599-8010 INTEREST INCOME	0.00	3.52	3.52 (	3.52)	0.00
30-599-8012 TRANSFER FROM GENERAL FUND	28,940.00	0.00	0.00	28,940.00	0.00
30-599-8030 FUND BALANCE - TRANSFER IN	<u>73,629.00</u>	<u>0.00</u>	<u>0.00</u>	<u>73,629.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	102,569.00	3.52	3.52	102,565.48	0.00
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TOTAL NON-DEPARTMENTAL	229,449.00	10,603.21	10,603.21	218,845.79	4.62
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TOTAL REVENUES	229,449.00	10,603.21	10,603.21	218,845.79	4.62
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

30 -DEBT SERVICE FUND  
DEBT SERVICE

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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<u>CAPITAL OUTLAY</u>					
30-607-8056 2018 GO REFUNDING (2009) PR	178,763.00	0.00	0.00	178,763.00	0.00
30-607-8057 2018 GO REFUNDING (2009) IN	21,746.00	0.00	0.00	21,746.00	0.00
30-607-8060 SIB LOAN - PRINCIPAL	<u>28,940.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	229,449.00	0.00	0.00	229,449.00	0.00
<hr/>					
TOTAL DEBT SERVICE	229,449.00	0.00	0.00	229,449.00	0.00
<hr/>					
TOTAL EXPENDITURES	229,449.00	0.00	0.00	229,449.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	10,603.21	10,603.21 (	10,603.21)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

40 -CRIME CONTROL DISTRICT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>152,500.00</u>	<u>10,385.93</u>	<u>10,385.93</u>	<u>142,114.07</u>	<u>6.81</u>
TOTAL REVENUES	<u>152,500.00</u>	<u>10,385.93</u>	<u>10,385.93</u>	<u>142,114.07</u>	<u>6.81</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	3,125.00	0.00	0.00	3,125.00	0.00
POLICE DEPARTMENT	<u>135,900.00</u>	<u>4,073.08</u>	<u>4,073.08</u>	<u>131,826.92</u>	<u>3.00</u>
TOTAL EXPENDITURES	<u>139,025.00</u>	<u>4,073.08</u>	<u>4,073.08</u>	<u>134,951.92</u>	<u>2.93</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	13,475.00	6,312.85	6,312.85	7,162.15	46.85

40 -CRIME CONTROL DISTRICT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
40-599-1050 SALES - CRIME CONTROL DIST	<u>152,500.00</u>	<u>10,383.47</u>	<u>10,383.47</u>	<u>142,116.53</u>	<u>6.81</u>
TOTAL TAXES	152,500.00	10,383.47	10,383.47	142,116.53	6.81
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
40-599-8005 INTEREST INCOME	<u>0.00</u>	<u>2.46</u>	<u>2.46</u>	<u>( 2.46)</u>	<u>0.00</u>
TOTAL TRANSFERS IN	0.00	2.46	2.46	( 2.46)	0.00
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TOTAL NON-DEPARTMENTAL	152,500.00	10,385.93	10,385.93	142,114.07	6.81
<hr/>					
TOTAL REVENUES	<u>152,500.00</u>	<u>10,385.93</u>	<u>10,385.93</u>	<u>142,114.07</u>	<u>6.81</u>
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-604-3030 TRAINING/EDUCATION	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0.00</u>
TOTAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
<u>CAPITAL OUTLAY</u>					
40-604-8012 NON-CAPITAL - FIREARMS/TASE	<u>625.00</u>	<u>0.00</u>	<u>0.00</u>	<u>625.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	625.00	0.00	0.00	625.00	0.00
<u>INTERFUND TRANSFERS</u>					
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TOTAL FIRE DEPARTMENT	3,125.00	0.00	0.00	3,125.00	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-605-3030 TRAINING/EDUCATION	6,400.00	610.00	610.00	5,790.00	9.53
40-605-3087 CITIZENS COMMUNICATION/EDUC	<u>7,000.00</u>	<u>3,463.08</u>	<u>3,463.08</u>	<u>3,536.92</u>	<u>49.47</u>
TOTAL SERVICES	13,400.00	4,073.08	4,073.08	9,326.92	30.40
<hr/>					
<u>CONTRACTUAL</u>					
<hr/>					
<u>CAPITAL OUTLAY</u>					
40-605-8045 CAPITAL - COMPUTER EQUIPMEN	2,500.00	0.00	0.00	2,500.00	0.00
40-605-8050 CAPITAL - VEHICLES	<u>120,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>120,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	122,500.00	0.00	0.00	122,500.00	0.00
<hr/>					
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL POLICE DEPARTMENT	135,900.00	4,073.08	4,073.08	131,826.92	3.00
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TOTAL EXPENDITURES	139,025.00	4,073.08	4,073.08	134,951.92	2.93
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	13,475.00	6,312.85	6,312.85	7,162.15	46.85
	=====	=====	=====	=====	=====



CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

42 -PEG FUNDS  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>15,200.00</u>	<u>718.68</u>	<u>718.68</u>	<u>14,481.32</u>	<u>4.73</u>
TOTAL REVENUES	15,200.00	718.68	718.68	14,481.32	4.73
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>5,800.00</u>	<u>66.62</u>	<u>66.62</u>	<u>5,733.38</u>	<u>1.15</u>
TOTAL EXPENDITURES	5,800.00	66.62	66.62	5,733.38	1.15
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	9,400.00	652.06	652.06	8,747.94	6.94

42 -PEG FUNDS  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>FRANCHISE REVENUES</u>					
42-599-2024 FRANCHISE - PEG FEES	<u>15,200.00</u>	<u>717.76</u>	<u>717.76</u>	<u>14,482.24</u>	<u>4.72</u>
TOTAL FRANCHISE REVENUES	15,200.00	717.76	717.76	14,482.24	4.72
<u>MISC./GRANTS/INTEREST</u>					
42-599-7000 INTEREST	<u>0.00</u>	<u>0.92</u>	<u>0.92</u>	<u>( 0.92)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	0.00	0.92	0.92	( 0.92)	0.00
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	15,200.00	718.68	718.68	14,481.32	4.73
<hr/>					
TOTAL REVENUES	15,200.00	718.68	718.68	14,481.32	4.73
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

42 -PEG FUNDS  
ADMINISTRATION

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
42-601-8030 CAPITAL-ELECTRONIC EQUIPMEN	<u>5,800.00</u>	<u>66.62</u>	<u>66.62</u>	<u>5,733.38</u>	<u>1.15</u>
TOTAL CAPITAL OUTLAY	5,800.00	66.62	66.62	5,733.38	1.15
<hr/>					
TOTAL ADMINISTRATION	5,800.00	66.62	66.62	5,733.38	1.15
<hr/>					
TOTAL EXPENDITURES	5,800.00	66.62	66.62	5,733.38	1.15
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	9,400.00	652.06	652.06	8,747.94	6.94
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>25,500.00</u>	<u>70.00</u>	<u>70.00</u>	<u>25,430.00</u>	<u>0.27</u>
TOTAL REVENUES	25,500.00	70.00	70.00	25,430.00	0.27
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>25,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,500.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	25,500.00	0.00	0.00	25,500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	70.00	70.00 (	70.00)	0.00

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>PERMITS &amp; LICENSES</u>					
45-599-3015 TREE TRIMMING PERMITS	<u>12,250.00</u>	<u>70.00</u>	<u>70.00</u>	<u>12,180.00</u>	<u>0.57</u>
TOTAL PERMITS & LICENSES	12,250.00	70.00	70.00	12,180.00	0.57
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
45-599-8099 FUND BALANCE RESERVE	<u>13,250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,250.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	13,250.00	0.00	0.00	13,250.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	25,500.00	70.00	70.00	25,430.00	0.27
<hr/>					
TOTAL REVENUES	25,500.00	70.00	70.00	25,430.00	0.27
	=====	=====	=====	=====	=====

45 -OAK WILT FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
45-601-3087 CITIZENS COMMUNICATION/EDUC	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL SERVICES	500.00	0.00	0.00	500.00	0.00
<u>DEPT MATERIALS-SERVICES</u>					
45-601-6085 SUPPLIES/MATERIAL/CHEMICALS	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	25,000.00	0.00	0.00	25,000.00	0.00
<hr/>					
TOTAL ADMINISTRATION	25,500.00	0.00	0.00	25,500.00	0.00
<hr/>					
TOTAL EXPENDITURES	25,500.00	0.00	0.00	25,500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	70.00	70.00 (	70.00)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

48 -STREET MAINTENANCE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>152,500.00</u>	<u>10,392.92</u>	<u>10,392.92</u>	<u>142,107.08</u>	<u>6.82</u>
TOTAL REVENUES	152,500.00 =====	10,392.92 =====	10,392.92 =====	142,107.08 =====	6.82 =====
<u>EXPENDITURE SUMMARY</u>					
PUBLIC WORKS	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	50,000.00 =====	0.00 =====	0.00 =====	50,000.00 =====	0.00 =====
REVENUES OVER/(UNDER) EXPENDITURES	102,500.00	10,392.92	10,392.92	92,107.08	10.14

48 -STREET MAINTENANCE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
48-599-1040 SALES - STREET MAINTENANCE	<u>152,500.00</u>	<u>10,392.92</u>	<u>10,392.92</u>	<u>142,107.08</u>	<u>6.82</u>
TOTAL TAXES	152,500.00	10,392.92	10,392.92	142,107.08	6.82
<u>PERMITS &amp; LICENSES</u>					
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	152,500.00	10,392.92	10,392.92	142,107.08	6.82
<hr/>					
TOTAL REVENUES	<u>152,500.00</u>	<u>10,392.92</u>	<u>10,392.92</u>	<u>142,107.08</u>	<u>6.82</u>
	=====	=====	=====	=====	=====



48 -STREET MAINTENANCE FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>DEPT MATERIALS-SERVICES</u>					
48-603-6080 STREET MAINTENANCE	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	50,000.00	0.00	0.00	50,000.00	0.00
<hr/>					
TOTAL PUBLIC WORKS	50,000.00	0.00	0.00	50,000.00	0.00
<hr/>					
TOTAL EXPENDITURES	50,000.00	0.00	0.00	50,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	102,500.00	10,392.92	10,392.92	92,107.08	10.14
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

50 -COURT RESTRICTED FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>59,800.00</u>	<u>1,496.73</u>	<u>1,496.73</u>	<u>58,303.27</u>	<u>2.50</u>
TOTAL REVENUES	59,800.00	1,496.73	1,496.73	58,303.27	2.50
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
OPERATING EXPENSES	<u>58,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>58,500.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	58,500.00	0.00	0.00	58,500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	1,300.00	1,496.73	1,496.73 (	196.73)	115.13

50 -COURT RESTRICTED FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>COURT FEES</u>					
50-599-4022 COURT EFFICIENCY REVENUE	100.00	10.00	10.00	90.00	10.00
50-599-4023 COURT SECURITY REVENUE	3,200.00	529.13	529.13	2,670.87	16.54
50-599-4024 TRUANCY PREVENTION FUND	1,200.00	491.04	491.04	708.96	40.92
50-599-4025 COURT TECHNOLOGY REVENUE	4,200.00	456.74	456.74	3,743.26	10.87
50-599-4026 JURY FUND	<u>100.00</u>	<u>9.82</u>	<u>9.82</u>	<u>90.18</u>	<u>9.82</u>
TOTAL COURT FEES	8,800.00	1,496.73	1,496.73	7,303.27	17.01
<u>TRANSFERS IN</u>					
50-599-8099 FUND BALANCE RESERVE	<u>51,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>51,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	51,000.00	0.00	0.00	51,000.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	59,800.00	1,496.73	1,496.73	58,303.27	2.50
<hr/>					
TOTAL REVENUES	59,800.00	1,496.73	1,496.73	58,303.27	2.50
	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND  
OPERATING EXPENSES

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
50-602-8080 CAPITAL IMPROVEMENTS	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	50,000.00	0.00	0.00	50,000.00	0.00
<u>INTERFUND TRANSFERS</u>					
50-602-9010 TRANSFER TO GENERAL FUND	<u>8,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,500.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	8,500.00	0.00	0.00	8,500.00	0.00
<hr/>					
TOTAL OPERATING EXPENSES	58,500.00	0.00	0.00	58,500.00	0.00
<hr/>					
TOTAL EXPENDITURES	58,500.00	0.00	0.00	58,500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	1,300.00	1,496.73	1,496.73 (	196.73)	115.13
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

52 -CHILD SAFETY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>5,000.00</u>	<u>321.88</u>	<u>321.88</u>	<u>4,678.12</u>	<u>6.44</u>
TOTAL REVENUES	<u>5,000.00</u>	<u>321.88</u>	<u>321.88</u>	<u>4,678.12</u>	<u>6.44</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	2,000.00	84.66	84.66	1,915.34	4.23
POLICE DEPARTMENT	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>5,000.00</u>	<u>84.66</u>	<u>84.66</u>	<u>4,915.34</u>	<u>1.69</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	237.22	237.22 (	237.22)	0.00

52 -CHILD SAFETY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
52-599-7010 SCHOOL CROSSING GUARD FUNDS	<u>4,000.00</u>	<u>321.88</u>	<u>321.88</u>	<u>3,678.12</u>	<u>8.05</u>
TOTAL MISC./GRANTS/INTEREST	4,000.00	321.88	321.88	3,678.12	8.05
 <u>TRANSFERS IN</u>					
52-599-8089 FUND BALANCE RESERVE	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	1,000.00	0.00	0.00	1,000.00	0.00
<hr/>					
TOTAL NON DEPARTMENTAL	5,000.00	321.88	321.88	4,678.12	6.44
<hr/>					
TOTAL REVENUES	5,000.00	321.88	321.88	4,678.12	6.44
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

52 -CHILD SAFETY FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-604-3087 CITIZENS COMMUNICATION/EDUC	<u>2,000.00</u>	<u>84.66</u>	<u>84.66</u>	<u>1,915.34</u>	<u>4.23</u>
TOTAL SERVICES	2,000.00	84.66	84.66	1,915.34	4.23
<hr/>					
TOTAL FIRE DEPARTMENT	2,000.00	84.66	84.66	1,915.34	4.23

52 -CHILD SAFETY FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-605-3087 CITIZENS COMMUNICATION/EDUC	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>
TOTAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
<hr/>					
TOTAL POLICE DEPARTMENT	3,000.00	0.00	0.00	3,000.00	0.00
<hr/>					
TOTAL EXPENDITURES	5,000.00	84.66	84.66	4,915.34	1.69
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	237.22	237.22 (	237.22)	0.00
	=====	=====	=====	=====	=====



CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

53 -LEOSE  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
POLICE DEPARTMENT	<u>1,500.00</u>	<u>55.00</u>	<u>55.00</u>	<u>1,445.00</u>	<u>3.67</u>
TOTAL EXPENDITURES	<u>1,500.00</u>	<u>55.00</u>	<u>55.00</u>	<u>1,445.00</u>	<u>3.67</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	55.00) (	55.00)	55.00	0.00

53 -LEOSE  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>POLICE/FIRE REVENUES</u>					
53-599-6020 LEOSE FUNDS	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
TOTAL POLICE/FIRE REVENUES	1,500.00	0.00	0.00	1,500.00	0.00
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,500.00	0.00	0.00	1,500.00	0.00
<hr/>					
TOTAL REVENUES	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

53 -LEOSE  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
53-605-3030 TRAINING/EDUCATION	<u>1,500.00</u>	<u>55.00</u>	<u>55.00</u>	<u>1,445.00</u>	<u>3.67</u>
TOTAL SERVICES	1,500.00	55.00	55.00	1,445.00	3.67
<hr/>					
TOTAL POLICE DEPARTMENT	1,500.00	55.00	55.00	1,445.00	3.67
<hr/>					
TOTAL EXPENDITURES	1,500.00	55.00	55.00	1,445.00	3.67
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	55.00) (	55.00)	55.00	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

58 -AMER RESCUE PLAN ACT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>484,868.00</u>	<u>57,149.68</u>	<u>57,149.68</u>	<u>427,718.32</u>	<u>11.79</u>
TOTAL REVENUES	484,868.00 =====	57,149.68 =====	57,149.68 =====	427,718.32 =====	11.79 =====
<u>EXPENDITURE SUMMARY</u>					
CITY ADMINISTRATION	64,800.00	0.00	0.00	64,800.00	0.00
PUBLIC WORKS/GOV. BLDG.	45,700.00	0.00	0.00	45,700.00	0.00
FIRE DEPARTMENT	149,668.00	33,900.30	33,900.30	115,767.70	22.65
POLICE DEPARTMENT	70,000.00	21,709.38	21,709.38	48,290.62	31.01
WATER DEPARTMENT	<u>154,700.00</u>	<u>1,540.00</u>	<u>1,540.00</u>	<u>153,160.00</u>	<u>1.00</u>
TOTAL EXPENDITURES	484,868.00 =====	57,149.68 =====	57,149.68 =====	427,718.32 =====	11.79 =====

58 -AMER RESCUE PLAN ACT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
58-599-7000 INTEREST INCOME	0.00	4.28	4.28 (	4.28)	0.00
58-599-7021 ARPA FEDERAL FUNDING	<u>484,868.00</u>	<u>57,145.40</u>	<u>57,145.40</u>	<u>427,722.60</u>	<u>11.79</u>
TOTAL MISC./GRANTS/INTEREST	484,868.00	57,149.68	57,149.68	427,718.32	11.79
<hr/>					
TOTAL NON DEPARTMENTAL	484,868.00	57,149.68	57,149.68	427,718.32	11.79
<hr/>					
TOTAL REVENUES	484,868.00	57,149.68	57,149.68	427,718.32	11.79
	=====	=====	=====	=====	=====

58 -AMER RESCUE PLAN ACT FUND  
CITY ADMINISTRATION

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
58-601-3087 CITIZEN COMMUNICATION	<u>3,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,400.00</u>	<u>0.00</u>
TOTAL SERVICES	3,400.00	0.00	0.00	3,400.00	0.00
<u>CAPITAL OUTLAY</u>					
58-601-8015 NON CAPITAL - COMPUTERS	2,800.00	0.00	0.00	2,800.00	0.00
58-601-8030 CAPITAL - ELECTRONIC EQUIPM	37,000.00	0.00	0.00	37,000.00	0.00
58-601-8045 CAPITAL - COMPUTER EQUIPMEN	<u>21,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>21,600.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	61,400.00	0.00	0.00	61,400.00	0.00
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TOTAL CITY ADMINISTRATION	64,800.00	0.00	0.00	64,800.00	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

58 -AMER RESCUE PLAN ACT FUND  
PUBLIC WORKS/GOV. BLDG.

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-603-8015 NON CAPITAL - COMPUTERS	700.00	0.00	0.00	700.00	0.00
58-603-8081 CAPITAL - BUILDINGS	<u>45,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	45,700.00	0.00	0.00	45,700.00	0.00
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TOTAL PUBLIC WORKS/GOV. BLDG.	45,700.00	0.00	0.00	45,700.00	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

58 -AMER RESCUE PLAN ACT FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-604-8015 NON CAPITAL - COMPUTERS	1,400.00	0.00	0.00	1,400.00	0.00
58-604-8040 CAPITAL - FIRE EQUIPMENT	103,268.00	33,900.30	33,900.30	69,367.70	32.83
58-604-8081 CAPITAL - BUILDING	<u>45,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	149,668.00	33,900.30	33,900.30	115,767.70	22.65
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TOTAL FIRE DEPARTMENT	149,668.00	33,900.30	33,900.30	115,767.70	22.65



CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

58 -AMER RESCUE PLAN ACT FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-605-8015 NON CAPITAL - COMPUTERS	7,000.00	0.00	0.00	7,000.00	0.00
58-605-8030 POLICE EQUIPMENT	<u>63,000.00</u>	<u>21,709.38</u>	<u>21,709.38</u>	<u>41,290.62</u>	<u>34.46</u>
TOTAL CAPITAL OUTLAY	70,000.00	21,709.38	21,709.38	48,290.62	31.01
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TOTAL POLICE DEPARTMENT	70,000.00	21,709.38	21,709.38	48,290.62	31.01

58 -AMER RESCUE PLAN ACT FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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<u>CAPITAL OUTLAY</u>					
58-606-8015 NON CAPITAL - COMPUTERS	700.00	0.00	0.00	700.00	0.00
58-606-8087 WATER METERS	<u>154,000.00</u>	<u>1,540.00</u>	<u>1,540.00</u>	<u>152,460.00</u>	<u>1.00</u>
TOTAL CAPITAL OUTLAY	154,700.00	1,540.00	1,540.00	153,160.00	1.00
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TOTAL WATER DEPARTMENT	154,700.00	1,540.00	1,540.00	153,160.00	1.00
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TOTAL EXPENDITURES	484,868.00	57,149.68	57,149.68	427,718.32	11.79
	=====	=====	=====	=====	=====
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

70 -CAPITAL REPLACEMENT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
OTHER SOURCES	<u>197,840.00</u>	<u>12.48</u>	<u>12.48</u>	<u>197,827.52</u>	<u>0.01</u>
TOTAL REVENUES	<u>197,840.00</u>	<u>12.48</u>	<u>12.48</u>	<u>197,827.52</u>	<u>0.01</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMIN	8,000.00	0.00	0.00	8,000.00	0.00
FIRE	<u>94,950.00</u>	<u>59,955.40</u>	<u>59,955.40</u>	<u>34,994.60</u>	<u>63.14</u>
TOTAL EXPENDITURES	<u>102,950.00</u>	<u>59,955.40</u>	<u>59,955.40</u>	<u>42,994.60</u>	<u>58.24</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	94,890.00 (	59,942.92) (	59,942.92)	154,832.92	63.17-

70 -CAPITAL REPLACEMENT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>OTHER SOURCES</u>					
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
70-599-8010 INTEREST INCOME	500.00	12.48	12.48	487.52	2.50
70-599-8020 TRF IN - GENERAL FUND	<u>197,340.00</u>	<u>0.00</u>	<u>0.00</u>	<u>197,340.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	197,840.00	12.48	12.48	197,827.52	0.01
<hr/>					
TOTAL OTHER SOURCES	197,840.00	12.48	12.48	197,827.52	0.01
<hr/>					
TOTAL REVENUES	197,840.00	12.48	12.48	197,827.52	0.01
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

70 -CAPITAL REPLACEMENT FUND  
COUNCIL

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

70 -CAPITAL REPLACEMENT FUND  
ADMIN

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-601-8081 CAPITAL - BUILDING	<u>8,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	8,000.00	0.00	0.00	8,000.00	0.00
<u>INTERFUND TRANSFERS</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<hr/>					
TOTAL ADMIN	8,000.00	0.00	0.00	8,000.00	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

70 -CAPITAL REPLACEMENT FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
<u>INTERFUND TRANSFERS</u>					

70 -CAPITAL REPLACEMENT FUND  
FIRE

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-604-8060 EQUIPMENT	<u>94,950.00</u>	<u>59,955.40</u>	<u>59,955.40</u>	<u>34,994.60</u>	<u>63.14</u>
TOTAL CAPITAL OUTLAY	94,950.00	59,955.40	59,955.40	34,994.60	63.14
<hr/>					
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL FIRE	94,950.00	59,955.40	59,955.40	34,994.60	63.14
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TOTAL EXPENDITURES	102,950.00 =====	59,955.40 =====	59,955.40 =====	42,994.60 =====	58.24 =====
REVENUES OVER/(UNDER) EXPENDITURES	94,890.00 =====	( 59,942.92) =====	( 59,942.92) =====	154,832.92 =====	63.17- =====



CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2021

72 -WATER CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>66,925.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,925.00</u>	<u>0.00</u>
TOTAL REVENUES	66,925.00	0.00	0.00	66,925.00	0.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	<u>110,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>110,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	110,000.00	0.00	0.00	110,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 43,075.00)	0.00	0.00	( 43,075.00)	0.00

72 -WATER CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
72-599-8020 TRANSFER FROM WATER FUND	<u>66,925.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,925.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	66,925.00	0.00	0.00	66,925.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	66,925.00	0.00	0.00	66,925.00	0.00
<hr/>					
TOTAL REVENUES	66,925.00	0.00	0.00	66,925.00	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
WATER DEPARTMENT

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
72-606-8080 WATER SYSTEM IMPROVEMENTS	<u>110,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>110,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	110,000.00	0.00	0.00	110,000.00	0.00
<u>INTERFUND TRANSFERS</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<hr/>					
TOTAL WATER DEPARTMENT	110,000.00	0.00	0.00	110,000.00	0.00

72 -WATER CAPITAL REPLACEMENT  
DEBT SERVICE

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
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TOTAL EXPENDITURES	110,000.00	0.00	0.00	110,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	( 43,075.00)	0.00	0.00	( 43,075.00)	0.00
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
ADMINISTRATION	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>ADMINISTRATION</u>					
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
75-599-8099 FUND BALANCE RESERVE	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	477.00	0.00	0.00	477.00	0.00
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TOTAL ADMINISTRATION	477.00	0.00	0.00	477.00	0.00
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TOTAL REVENUES	477.00	0.00	0.00	477.00	0.00
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 08.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>PERSONNEL</u>					
75-607-1010 EXPENSES	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL PERSONNEL	477.00	0.00	0.00	477.00	0.00
<hr/>					
TOTAL ADMINISTRATION	477.00	0.00	0.00	477.00	0.00
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TOTAL EXPENDITURES	477.00	0.00	0.00	477.00	0.00
	=====	=====	=====	=====	=====
	=====	=====	=====	=====	=====

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10/01/21	FROST BANK	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12,383.60
10/01/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,660.92
10/01/21	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	88,267.49
10/01/21	ACH***ELEVON INC	CC FEES - PERMIT WINDOW	GENERAL FUND	CITY ADMINISTRATION	51.95
10/01/21	ACH***ELEVON INC	CC FEES - PERMITS - MPN ON	GENERAL FUND	CITY ADMINISTRATION	479.30
10/01/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	254.47
10/01/21	ACH***ELEVON INC	CC FEES - COURT	GENERAL FUND	MUNICIPAL COURT	163.72
10/01/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	30.30
10/01/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	121.69
10/01/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	601.87
10/01/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	652.59
10/01/21	FROST BANK	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	745.92
10/01/21	FROST BANK	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	120.44
10/01/21	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	6,594.20
10/01/21	ACH***ELEVON INC	CC FEES - 5424 (OFFICE)	WATER FUND	WATER DEPARTMENT	83.84
10/01/21	ACH***ELEVON INC	CC FEES - 5425 (ONLINE)	WATER FUND	WATER DEPARTMENT	740.01
10/01/21	FROST BANK	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	120.44
10/04/21	LINEBARGER, GOGGAN, BLAIR & SAMPSON, L	MUNICIPAL COURT FEE COLLEC	GENERAL FUND	NON-DEPARTMENTAL	1,354.23
10/04/21	KRYSTIE DIMAS	NNO FACE PAINTING	GENERAL FUND	CITY COUNCIL	200.00
10/04/21	GE MONEY BANK	SPOONS, FORKS, PLATES, CUP	GENERAL FUND	CITY ADMINISTRATION	48.82
10/04/21	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	QRTLY LEASE	GENERAL FUND	CITY ADMINISTRATION	176.70
10/04/21	UPS STORE #4997	LAW FIRM SHIPPING	GENERAL FUND	CITY ADMINISTRATION	10.71
10/04/21	UPS STORE #4997	MUNICIPAL CLERK SHIPPING	GENERAL FUND	CITY ADMINISTRATION	15.36
10/04/21	SHAVANO PARK, PETTY CASH	PARKING NEW ORLEANS - BILL	GENERAL FUND	CITY ADMINISTRATION	40.00
10/04/21	SHAVANO PARK, PETTY CASH	LUNCH TCMA BILL HILL	GENERAL FUND	CITY ADMINISTRATION	25.00
10/04/21	SHAVANO PARK, PETTY CASH	DZ MUFFINS - OPEN ENROLLME	GENERAL FUND	CITY ADMINISTRATION	9.56
10/04/21	SHAVANO PARK, PETTY CASH	BRENDA - BENEVIDES ALR HEA	GENERAL FUND	CITY ADMINISTRATION	10.00
10/04/21	SHAVANO PARK, PETTY CASH	DZ - APPRECIATION BREAKFAS	GENERAL FUND	CITY ADMINISTRATION	12.76
10/04/21	SHAVANO PARK, PETTY CASH	BILL HILL TMCA LUNCH SEPT	GENERAL FUND	CITY ADMINISTRATION	25.00
10/04/21	GE MONEY BANK	GATORADE	GENERAL FUND	FIRE DEPARTMENT	81.68
10/04/21	GE MONEY BANK	JANITOR SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	173.74
10/04/21	GOODYEAR AUTO SERVICE CTR.	# 522 REPLACE 1 TIRE	GENERAL FUND	POLICE DEPARTMENT	165.05
10/04/21	GOODYEAR AUTO SERVICE CTR.	# 520 INSPECTION	GENERAL FUND	POLICE DEPARTMENT	7.00
10/04/21	UPS STORE #4997	RETURN OF UNIFORM ITEM	GENERAL FUND	POLICE DEPARTMENT	57.07
10/04/21	SHAVANO PARK, PETTY CASH	PARKING D.A. OFFICE	GENERAL FUND	POLICE DEPARTMENT	5.00
10/04/21	AT&T MOBILITY	FIRSTNET PHONES	WATER FUND	WATER DEPARTMENT	111.00
10/04/21	OFFICE DEPOT	MESSAGE PAD, LOGBOOK, CALE	WATER FUND	WATER DEPARTMENT	53.09
10/04/21	ACH***BADGER METER, INC.	PLATE STRAINER	WATER FUND	WATER DEPARTMENT	277.14
10/04/21	SHAVANO PARK, PETTY CASH	NNO TRASH BAGS	CRIME CONTROL DIST	POLICE DEPARTMENT	47.57
10/04/21	UPS STORE #4997	PRINTING OF POSTERS FOR NN	CHILD SAFETY FUND	FIRE DEPARTMENT	385.00
10/04/21	MONARCH TROPHY STUDIO	RIBBONS FOR NNO	CHILD SAFETY FUND	FIRE DEPARTMENT	45.00
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	NON-DEPARTMENTAL	68,573.54
10/11/21	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	Q3-2021	GENERAL FUND	NON-DEPARTMENTAL	40,301.22
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	CITY ADMINISTRATION	14,166.95
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	CITY ADMINISTRATION	1,362.21
10/11/21	SHAVANO PARK, PETTY CASH	EMPLOYEE LUNCHEON	GENERAL FUND	CITY ADMINISTRATION	20.00
10/11/21	HOME DEPOT CREDIT SERVICE	RETURN OF SINK VALVE	GENERAL FUND	CITY ADMINISTRATION	8.48-
10/11/21	HOME DEPOT CREDIT SERVICE	PAVILION SINK ITEMS	GENERAL FUND	CITY ADMINISTRATION	23.93
10/11/21	HOME DEPOT CREDIT SERVICE	PAVILION KITCHEN SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	15.04
10/11/21	HOME DEPOT CREDIT SERVICE	PAVILLION SINK AREA	GENERAL FUND	CITY ADMINISTRATION	420.25
10/11/21	HOME DEPOT CREDIT SERVICE	PAVILION SINK ITEMS	GENERAL FUND	CITY ADMINISTRATION	21.16
10/11/21	ACH***TYLER TECHNOLOGIES	INCODE MODULES	GENERAL FUND	CITY ADMINISTRATION	3,636.79
10/11/21	ACH***TYLER TECHNOLOGIES	INCODE MODULES	GENERAL FUND	CITY ADMINISTRATION	9,940.38
10/11/21	ACH***SAN ANTONIO EXPRESS NEWS	TAX RATE HEARINGS	GENERAL FUND	CITY ADMINISTRATION	1,399.13
10/11/21	ACH***SAN ANTONIO EXPRESS NEWS	BUDGET	GENERAL FUND	CITY ADMINISTRATION	1,449.12
10/11/21	ACH***SAN ANTONIO EXPRESS NEWS	LEGAL NOTICES	GENERAL FUND	CITY ADMINISTRATION	138.75



DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10/11/21	ACH***SAN ANTONIO EXPRESS NEWS	LEGAL NOTICES	GENERAL FUND	CITY ADMINISTRATION	138.75
10/11/21	ACH***SAN ANTONIO EXPRESS NEWS	LEGAL NOTICES	GENERAL FUND	CITY ADMINISTRATION	142.00
10/11/21	ACH***SAN ANTONIO EXPRESS NEWS	LEGAL NOTICES	GENERAL FUND	CITY ADMINISTRATION	151.75
10/11/21	STAPLES BUSINESS ADVANTAGE	BINDERS FOR TRISH	GENERAL FUND	CITY ADMINISTRATION	83.95
10/11/21	ACH***BARCOM TECHNOLOGY	OCTOBER CONTRACT FEES	GENERAL FUND	CITY ADMINISTRATION	2,010.00
10/11/21	ACH***BARCOM TECHNOLOGY	OCTOBER BACKUP FEES	GENERAL FUND	CITY ADMINISTRATION	906.95
10/11/21	ACH***BARCOM TECHNOLOGY	OCTOBER EFILE BACKUP FEES	GENERAL FUND	CITY ADMINISTRATION	268.56
10/11/21	ACH***BARCOM TECHNOLOGY	NOVEMBER CONTRACT FEES	GENERAL FUND	CITY ADMINISTRATION	2,002.00
10/11/21	ACH***BARCOM TECHNOLOGY	NOVEMBER BACKUP FEES	GENERAL FUND	CITY ADMINISTRATION	906.95
10/11/21	ACH***BARCOM TECHNOLOGY	NOVEMBER EFILE BACKUP FEES	GENERAL FUND	CITY ADMINISTRATION	276.72
10/11/21	ACH***BOJORQUEZ LAW FIRM	GENERAL	GENERAL FUND	CITY ADMINISTRATION	1,622.96
10/11/21	ACH***BOJORQUEZ LAW FIRM	OPEN RECORDS	GENERAL FUND	CITY ADMINISTRATION	166.00
10/11/21	ACH***BOJORQUEZ LAW FIRM	PERSONNEL	GENERAL FUND	CITY ADMINISTRATION	289.00
10/11/21	ACH***BOJORQUEZ LAW FIRM	MEETINGS	GENERAL FUND	CITY ADMINISTRATION	816.00
10/11/21	ACH***BOJORQUEZ LAW FIRM	ETHICS	GENERAL FUND	CITY ADMINISTRATION	136.00
10/11/21	ACH***BOJORQUEZ LAW FIRM	LAND USE	GENERAL FUND	CITY ADMINISTRATION	2,101.00
10/11/21	JACOB ROJAS	CITY HALL IRRIGATION MAINT	GENERAL FUND	CITY ADMINISTRATION	1,145.00
10/11/21	SERVICE UNIFORM	FLOOR MATS FOR CITY HALL &	GENERAL FUND	CITY ADMINISTRATION	50.25
10/11/21	SERVICE UNIFORM	FLOOR MATS AT CITY HALL AN	GENERAL FUND	CITY ADMINISTRATION	50.25
10/11/21	SERVICE UNIFORM	FLOOR MATS FOR CH & PD	GENERAL FUND	CITY ADMINISTRATION	50.25
10/11/21	SERVICE UNIFORM	FLOOR MATS CH & PD	GENERAL FUND	CITY ADMINISTRATION	50.25
10/11/21	HIEBERT GUTTER LLC	PAVILLION GUTTERS	GENERAL FUND	CITY ADMINISTRATION	550.00
10/11/21	OFFICE DEPOT	2022 DESK CALENDARS	GENERAL FUND	CITY ADMINISTRATION	15.19
10/11/21	ACH***ORKIN, INC.	MONTHLY PEST CONTROL - SEP	GENERAL FUND	CITY ADMINISTRATION	128.00
10/11/21	ACH***SAFESITE, INC.	DOCUMENT STORAGE - OCTOBER	GENERAL FUND	CITY ADMINISTRATION	237.00
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	MUNICIPAL COURT	128.79
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	MUNICIPAL COURT	62.41
10/11/21	ACH***TYLER TECHNOLOGIES	INCODE MODULES	GENERAL FUND	MUNICIPAL COURT	1,228.59
10/11/21	OFFICE DEPOT	2022 DESK CALENDARS	GENERAL FUND	MUNICIPAL COURT	15.19
10/11/21	MARISA KNUFFKE	MILEAGE TO MGO SEMINAR	GENERAL FUND	MUNICIPAL COURT	118.72
10/11/21	CITY PUBLIC SERVICE	3000593453	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	222.66
10/11/21	CITY PUBLIC SERVICE	3001293578	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,463.86
10/11/21	CITY PUBLIC SERVICE	3004307404	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	51.07
10/11/21	CITY PUBLIC SERVICE	3004460891	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.25
10/11/21	CITY PUBLIC SERVICE	3004957161	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.34
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	987.60
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.55
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,810.08
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	471.17
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	18.67
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.97
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	156.05
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.75
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.72
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	17.03
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.42
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.32
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	22.26
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	12.99
10/11/21	CITY PUBLIC SERVICE	CITY BLDG & SHAVANO CREEK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.62
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	4,656.27
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,154.76
10/11/21	HOME DEPOT CREDIT SERVICE	RENTAL CREDIT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.96-
10/11/21	HOME DEPOT CREDIT SERVICE	RENTAL DEPOSIT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	150.00
10/11/21	ACH***US BANK VOYAGER FLEET SYSTEM	FUEL - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	129.98
10/11/21	CINTAS CORPORATION #2	FIRST AID SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	96.45

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10/11/21	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.23
10/11/21	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.23
10/11/21	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.23
10/11/21	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.23
10/11/21	CITY OF SHAVANO PARK WATER DEPT.	CITY WATER BILL - PW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.15
10/11/21	CITY OF SHAVANO PARK WATER DEPT.	GENERAL ADMIN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,465.70
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	FIRE DEPARTMENT	25,857.17
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	FIRE DEPARTMENT	14,266.02
10/11/21	ACH***US BANK VOYAGER FLEET SYSTEM	FUEL - FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	538.04
10/11/21	HANK STORBECK GARAGE, INC.	M139B - INSPECTION	GENERAL FUND	FIRE DEPARTMENT	7.00
10/11/21	WELDDERS SUPPLY COMPANY	MEDICAL OXYGEN	GENERAL FUND	FIRE DEPARTMENT	45.50
10/11/21	RALPH N. TERPOLILLI	MEDICAL DIRECTION	GENERAL FUND	FIRE DEPARTMENT	450.00
10/11/21	ACH***BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	15.45
10/11/21	NATIONAL FIRE PROTECTION ASSOCIATION	RENEWAL FEE FOR MEMBERSHIP	GENERAL FUND	FIRE DEPARTMENT	175.00
10/11/21	VALVOLINE	CH139 OIL CHANGE	GENERAL FUND	FIRE DEPARTMENT	84.98
10/11/21	CITY OF SHAVANO PARK WATER DEPT.	CITY WATER BILL - FD	GENERAL FUND	FIRE DEPARTMENT	197.38
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	POLICE DEPARTMENT	22,488.80
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	GENERAL FUND	POLICE DEPARTMENT	9,263.01
10/11/21	ACH***TYLER TECHNOLOGIES	TDEX INTERFACE	GENERAL FUND	POLICE DEPARTMENT	684.14
10/11/21	ACH***TYLER TECHNOLOGIES	CALLS FOR SERVICE	GENERAL FUND	POLICE DEPARTMENT	780.74
10/11/21	ACH***TYLER TECHNOLOGIES	PUBLIC SAFETY RECORDS - BA	GENERAL FUND	POLICE DEPARTMENT	8,315.74
10/11/21	ACH***TYLER TECHNOLOGIES	ACH***TYLER TECHNOLOGIES	GENERAL FUND	POLICE DEPARTMENT	2,450.00-
10/11/21	ACH***US BANK VOYAGER FLEET SYSTEM	FUEL - POLICE DEPT	GENERAL FUND	POLICE DEPARTMENT	3,804.42
10/11/21	ACH***LEXISNEXIS RISK SOLUTIONS	INVESTIGATION TOOL	GENERAL FUND	POLICE DEPARTMENT	33.00
10/11/21	ACH***LEXISNEXIS RISK SOLUTIONS	MONTHLY BILLING INVESTIGAT	GENERAL FUND	POLICE DEPARTMENT	33.00
10/11/21	SHAVANO PARK, PETTY CASH	FINGERPRINTING OF NEW HIRE	GENERAL FUND	POLICE DEPARTMENT	10.21
10/11/21	SHAWBOY CLEANERS	DRY CLEANING OF UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	255.00
10/11/21	ACH***MICHAEL D. HARRISON	MONTHLY CONTRACT	GENERAL FUND	POLICE DEPARTMENT	1,000.00
10/11/21	TCEQ	FY21 QTR 4 - SEPTIC	GENERAL FUND	DEVELOPMENT SERVICES	20.00
10/11/21	TCEQ	FY21 QTR 4 - SEPTIC	GENERAL FUND	DEVELOPMENT SERVICES	10.00
10/11/21	MONTY JOE MCGUFFIN	HEALTH INSPECTION - 6	GENERAL FUND	DEVELOPMENT SERVICES	360.00
10/11/21	MONTY JOE MCGUFFIN	SEPTIC INSPECTION - 2	GENERAL FUND	DEVELOPMENT SERVICES	500.00
10/11/21	ACH***BRUCE C. BEALOR	135 INSPECTIONS	GENERAL FUND	DEVELOPMENT SERVICES	6,750.00
10/11/21	ACH***BRUCE C. BEALOR	2 CITY INSPECTION BOOKS	GENERAL FUND	DEVELOPMENT SERVICES	60.00
10/11/21	CITY PUBLIC SERVICE	3004513312	WATER FUND	WATER DEPARTMENT	11.32
10/11/21	CITY PUBLIC SERVICE	3002617278	WATER FUND	WATER DEPARTMENT	8.75
10/11/21	CITY PUBLIC SERVICE	3002618145	WATER FUND	WATER DEPARTMENT	384.64
10/11/21	CITY PUBLIC SERVICE	3000593442	WATER FUND	WATER DEPARTMENT	1,165.93
10/11/21	CITY PUBLIC SERVICE	3000593443	WATER FUND	WATER DEPARTMENT	22.36
10/11/21	CITY PUBLIC SERVICE	3003644154	WATER FUND	WATER DEPARTMENT	594.16
10/11/21	CITY PUBLIC SERVICE	3000593445	WATER FUND	WATER DEPARTMENT	8.75
10/11/21	CITY PUBLIC SERVICE	3000593446	WATER FUND	WATER DEPARTMENT	1,620.91
10/11/21	CITY PUBLIC SERVICE	3000593449	WATER FUND	WATER DEPARTMENT	1,054.29
10/11/21	CITY PUBLIC SERVICE	3000593450	WATER FUND	WATER DEPARTMENT	1,588.71
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	WATER FUND	WATER DEPARTMENT	4,785.06
10/11/21	TML INTERGOVERNMENTAL RISK POOL	TML - PROPERTY, W/C, LIBAI	WATER FUND	WATER DEPARTMENT	2,229.07
10/11/21	ACH***TYLER TECHNOLOGIES	INCODE MODULES	WATER FUND	WATER DEPARTMENT	3,255.89
10/11/21	DISCOUNT TIRE	TIRES - 2019 F250	WATER FUND	WATER DEPARTMENT	1,178.76
10/11/21	DISCOUNT TIRE	TIRES - 2013 CHEVY	WATER FUND	WATER DEPARTMENT	1,529.58
10/11/21	ADVANCED WATER WELL TECHNOLOGIES	CAMERA SURVEY	WATER FUND	WATER DEPARTMENT	4,832.50
10/11/21	ADVANCED WATER WELL TECHNOLOGIES	CAMERA SURVEY	WATER FUND	WATER DEPARTMENT	3,865.00
10/11/21	ACH***US BANK VOYAGER FLEET SYSTEM	FUEL - WATER DEPT	WATER FUND	WATER DEPARTMENT	213.18
10/11/21	HANK STORBECK GARAGE, INC.	OIL CHANGE - 2013 CHEVY	WATER FUND	WATER DEPARTMENT	481.74
10/11/21	ACH***KFW ENGINEERS	VARIOUS WATER	WATER FUND	WATER DEPARTMENT	645.00
10/11/21	SERVICE UNIFORM	UNIFORMS - WATER DEPT	WATER FUND	WATER DEPARTMENT	54.22
10/11/21	SERVICE UNIFORM	UNIFORMS - WATER DEPT	WATER FUND	WATER DEPARTMENT	54.22

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10/11/21	SERVICE UNIFORM	UNIFORMS - WATER DEPT	WATER FUND	WATER DEPARTMENT	54.22
10/11/21	SERVICE UNIFORM	UNIFORMS - WATER DEPT	WATER FUND	WATER DEPARTMENT	54.22
10/11/21	OFFICE DEPOT	2022 DESK CALENDARS	WATER FUND	WATER DEPARTMENT	21.59
10/11/21	CITY OF SHAVANO PARK WATER DEPT.	CITY WATER BILL - WATER	WATER FUND	WATER DEPARTMENT	54.15
10/11/21	POLLUTION CONTROL SERVICES	WATER ANALYSIS	WATER FUND	WATER DEPARTMENT	90.00
10/11/21	AMAZON.COM SERVICES INC	TRIPADS FOR NNO SIGN	CRIME CONTROL DIST	POLICE DEPARTMENT	72.98
10/11/21	KELLER MATERIAL, INC.	GENERATOR ROCK LANDSCAPING	CRIME CONTROL DIST	POLICE DEPARTMENT	378.54
10/11/21	MICHAEL PIKULA	CREDIT ON ORIGINAL INVOCIE	CRIME CONTROL DIST	POLICE DEPARTMENT	125.00-
10/11/21	MICHAEL PIKULA	NNO DJ / MUSIC	CRIME CONTROL DIST	POLICE DEPARTMENT	250.00
10/11/21	CITY ELECTRIC SUPPLY	GENERATOR SUPPLIES	CRIME CONTROL DIST	POLICE DEPARTMENT	9.11
10/11/21	RDZ PAVING	ARROW MOUND STREET MAINT	STREET MAINTENANCE	PW/STREET MAINTENANCE	46,499.99
10/11/21	HOME DEPOT CREDIT SERVICE	FIRE WISE POSTER SETUP SUP	CHILD SAFETY FUND	FIRE DEPARTMENT	72.45
10/11/21	CITY ELECTRIC SUPPLY	GENERATOR SUPPLIES	CAPITAL REPLACEMENT	ADMINISTRATION	162.36
10/12/21	ACH***PITNEY BOWES - PURCHASE POWER	TO VOID OUT - S/B # 1274 V	GENERAL FUND	CITY ADMINISTRATION	176.70-
10/12/21	ACH***PITNEY BOWES - PURCHASE POWER	QRTLY LEASE	GENERAL FUND	CITY ADMINISTRATION	176.70
10/12/21	KRYSTIE DIMAS	TO VOID	CRIME CONTROL DIST	POLICE DEPARTMENT	50.00-
10/12/21	KRYSTIE DIMAS	FACE PAINTING TIME OVERAGE	CRIME CONTROL DIST	POLICE DEPARTMENT	50.00
10/13/21	TX CSDU	CASE ID# 0014090289	GENERAL FUND	NON-DEPARTMENTAL	603.31
10/13/21	TX CSDU	CASE ID# 0011608980	GENERAL FUND	NON-DEPARTMENTAL	145.85
10/13/21	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	1,255.06
10/13/21	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	64.94
10/14/21	ACH***USPS	UTILITY BILLING	WATER FUND	WATER DEPARTMENT	268.80
10/15/21	FROST BANK	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	13,934.48
10/15/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,777.76
10/15/21	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	94,091.15
10/15/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	286.47
10/15/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	31.53
10/15/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	127.50
10/15/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	640.29
10/15/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	691.95
10/15/21	FROST BANK	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	811.98
10/15/21	FROST BANK	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	130.25
10/15/21	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	7,149.57
10/15/21	FROST BANK	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	130.27
10/18/21	OMNIBASE SERVICES OF TEXAS LP	QUARTERLY FEES DUES	GENERAL FUND	NON-DEPARTMENTAL	498.40
10/18/21	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	CHILD SAFETY SEAT & VIOLAT	GENERAL FUND	NON-DEPARTMENTAL	112.50
10/18/21	MONARCH TROPHY STUDIO	P & Z NAME PLATES	GENERAL FUND	CITY COUNCIL	22.00
10/18/21	ALEXANDER KOLB	1ST PAYMENT OF INTERN	GENERAL FUND	CITY ADMINISTRATION	250.00
10/18/21	AT&T	FIRE ALARMS AT CITY HALL	GENERAL FUND	CITY ADMINISTRATION	170.61
10/18/21	ACH***NEIGHBORHOOD NEWS	OCTOBER ROADRUNNER	GENERAL FUND	CITY ADMINISTRATION	772.82
10/18/21	ACH***NEIGHBORHOOD NEWS	NOVEMBER 2021 ROADRUNNER	GENERAL FUND	CITY ADMINISTRATION	773.59
10/18/21	PROFICIENT BENEFIT SOLUTIONS	PREMIUM ONLY PLAN ANNUAL F	GENERAL FUND	CITY ADMINISTRATION	385.00
10/18/21	REVIZE LLC	ANNUAL WEBSITE CONTRACT FE	GENERAL FUND	CITY ADMINISTRATION	2,200.00
10/18/21	STAPLES BUSINESS ADVANTAGE	PENS & ENVELOPES	GENERAL FUND	CITY ADMINISTRATION	38.28
10/18/21	JANI KING OF SAN ANTONIO	MONTHLY CLEANING - OCTOBER	GENERAL FUND	CITY ADMINISTRATION	672.77
10/18/21	HOLTS MECHANICAL	A/C MOLD REMOVAL	GENERAL FUND	CITY ADMINISTRATION	1,238.00
10/18/21	AMAZON.COM SERVICES INC	RPL BATTERIES FOR EXIT SIG	GENERAL FUND	CITY ADMINISTRATION	2.65
10/18/21	AMAZON.COM SERVICES INC	RPL. BATTERIES FOR EXIT SI	GENERAL FUND	CITY ADMINISTRATION	122.60
10/18/21	DELL MARKETING L.P.	FIREWALL LOG MANAGEMENT	GENERAL FUND	CITY ADMINISTRATION	621.12
10/18/21	MUNICIPAL CODE CORPORATION	ONLINE CODE HOSTING (21 TO	GENERAL FUND	CITY ADMINISTRATION	900.00
10/18/21	AT&T	COURT LINE	GENERAL FUND	MUNICIPAL COURT	183.50
10/18/21	DARRELL S. DULLNIG	OCTOBER 2021 COURT	GENERAL FUND	MUNICIPAL COURT	650.00
10/18/21	GERALD S. REAMEY	OCTOBER 2021 COURT	GENERAL FUND	MUNICIPAL COURT	650.00
10/18/21	DEWINNE EQUIPMENT CO.	DIAGNOSTICS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	27.30
10/18/21	DEWINNE EQUIPMENT CO.	NEW WEEDEATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	335.99
10/18/21	SUN COAST RESOURCES, INC	FUEL - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	644.13

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10/18/21	CLEAN SCAPES, LP	MONTHLY LANDSCAPE MAINT-OC	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	552.58
10/18/21	RDZ PAVING	SAND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	900.00
10/18/21	DEWINNE EQUIPMENT CO.	CHOKE SWITCH REPAIR TO K12	GENERAL FUND	FIRE DEPARTMENT	58.99
10/18/21	AT&T	FAX & PAGER FOR FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	194.30
10/18/21	GEAR CLEANING SOLUTIONS, LLC	ANNUAL BUNKER GEAR CLEANIN	GENERAL FUND	FIRE DEPARTMENT	968.37
10/18/21	FEDEX OFFICE	DUTY & TAX TRAINING MANIK	GENERAL FUND	FIRE DEPARTMENT	191.00
10/18/21	SUN COAST RESOURCES, INC	FUEL - FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	220.60
10/18/21	AMAZON.COM SERVICES INC	RPL HEADLIGHT ASSEMBLY (S1	GENERAL FUND	FIRE DEPARTMENT	264.74
10/18/21	ACH***BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	30.50
10/18/21	FRAZER, LTD.	RPL BUMPER PARTS (M139)	GENERAL FUND	FIRE DEPARTMENT	695.65
10/18/21	SOUTHWEST TEXAS REGIONAL ADVISORY COUN	STRAC REG INFECTION CONTRO	GENERAL FUND	FIRE DEPARTMENT	462.50
10/18/21	SOUTHWEST TEXAS REGIONAL ADVISORY COUN	FY22 STRAC ANNUAL DUES	GENERAL FUND	FIRE DEPARTMENT	1,800.00
10/18/21	AT&T MOBILITY	POLICE DEPARTMENT - 5 LINE	GENERAL FUND	POLICE DEPARTMENT	204.15
10/18/21	AT&T MOBILITY	PD 12 MDT, 1 CPT, 7 IPAD W	GENERAL FUND	POLICE DEPARTMENT	800.00
10/18/21	AT&T MOBILITY	CREDIT FOR SEPT	GENERAL FUND	POLICE DEPARTMENT	383.08-
10/18/21	AT&T MOBILITY	MISTAKEN BILLING	GENERAL FUND	POLICE DEPARTMENT	268.12
10/18/21	AM&N ELECTRONICS	OMYX LITE SOFTWARE WARRANT	GENERAL FUND	POLICE DEPARTMENT	1,115.00
10/18/21	AT&T	PD DISPATCH LINE	GENERAL FUND	POLICE DEPARTMENT	124.49
10/18/21	TEXAS POLICE CHIEFS ASSOCIATION FOUNDA	ANNUAL FEES	GENERAL FUND	POLICE DEPARTMENT	500.00
10/18/21	GOODYEAR AUTO SERVICE CTR.	# 520 NEW TIRE X 1	GENERAL FUND	POLICE DEPARTMENT	172.36
10/18/21	GOODYEAR AUTO SERVICE CTR.	# 518 OIL & FILTER CHANGE	GENERAL FUND	POLICE DEPARTMENT	66.65
10/18/21	BEXAR COUNTY CLERK, ATTN: CRIME LAB I	QUALITATIVE ANALYSIS	GENERAL FUND	POLICE DEPARTMENT	118.00
10/18/21	BEXAR COUNTY CLERK, ATTN: CRIME LAB I	QUALITATIVE ANALYSIS	GENERAL FUND	POLICE DEPARTMENT	40.00
10/18/21	SAN ANTONIO CODE BLUE POLICE SUPPLY	UNIFORMS - SCHUMACHER	GENERAL FUND	POLICE DEPARTMENT	348.00
10/18/21	SAN ANTONIO CODE BLUE POLICE SUPPLY	UNIFORMS - FOX	GENERAL FUND	POLICE DEPARTMENT	112.00
10/18/21	SAN ANTONIO CODE BLUE POLICE SUPPLY	UNIFORMS - KELLEY	GENERAL FUND	POLICE DEPARTMENT	112.00
10/18/21	DON HUME COMPANY, LLC	2 BLEFT FLASHLIGHT HOLDERS	GENERAL FUND	POLICE DEPARTMENT	40.03
10/18/21	AMAZON.COM SERVICES INC	RPL. FLASHLIGHTS FOR OLD D	GENERAL FUND	POLICE DEPARTMENT	656.34
10/18/21	SHAVANO PARK, PETTY CASH	# 520 - VEHICLE REG	GENERAL FUND	POLICE DEPARTMENT	9.50
10/18/21	SHAVANO PARK, PETTY CASH	MISSION RIDGE NEW HIRE QUA	GENERAL FUND	POLICE DEPARTMENT	44.90
10/18/21	GALLS	UNIFORMS - WADE	GENERAL FUND	POLICE DEPARTMENT	120.00
10/18/21	GALLS	UNIFORMS - SCHUMACHER	GENERAL FUND	POLICE DEPARTMENT	121.97
10/18/21	NARDIS PUBLIC SAFETY	UNIFORMS - SHCUMACHER	GENERAL FUND	POLICE DEPARTMENT	197.97
10/18/21	POLICE AND SHERIFFS PRESS, INC.	NEW HIRE ID	GENERAL FUND	POLICE DEPARTMENT	17.58
10/18/21	PRODUCTIVITY CENTER, INC.	TCLEDDS SUBSCRIPTION	GENERAL FUND	POLICE DEPARTMENT	330.00
10/18/21	AMAZON.COM SERVICES INC	LADDER FOR PERMIT CLERK	GENERAL FUND	DEVELOPMENT SERVICES	100.97
10/18/21	UPS STORE #4997	RETURN OF READER	WATER FUND	WATER DEPARTMENT	5.99
10/18/21	UPS STORE #4997	RETURN OF READER	WATER FUND	WATER DEPARTMENT	5.98
10/18/21	UPS STORE #4997	RETURN OF READER	WATER FUND	WATER DEPARTMENT	5.98
10/18/21	UPS STORE #4997	RETURN OF READER	WATER FUND	WATER DEPARTMENT	5.98
10/18/21	TEXAS WATER UTILITIES ASSOC	YEARLY MEMBERSHIP	WATER FUND	WATER DEPARTMENT	60.00
10/18/21	JESSICA CHINSKI	MILEAGE FOR WATER BILLS TO	WATER FUND	WATER DEPARTMENT	12.32
10/18/21	JESSICA CHINSKI	MILEAGE FOR WATER BILLS TO	WATER FUND	WATER DEPARTMENT	12.32
10/18/21	JESSICA CHINSKI	MILEAGE FOR WATER BILLS TO	WATER FUND	WATER DEPARTMENT	12.32
10/18/21	TX DEPARTMENT OF STATE HEALTH SERVICES	LAB TESTS CONDUCTED	WATER FUND	WATER DEPARTMENT	287.73
10/18/21	SUN COAST RESOURCES, INC	FUEL - WATER DEPT	WATER FUND	WATER DEPARTMENT	314.99
10/18/21	AMAZON.COM SERVICES INC	MOVING & PACKING BLANKETS	WATER FUND	WATER DEPARTMENT	167.98
10/18/21	DITCH WITCH	PARTS FOR VACTRON	WATER FUND	WATER DEPARTMENT	417.10
10/18/21	FERGUSON WATERWORKS	SAND FILTERS WELL # 1	WATER FUND	WATER DEPARTMENT	3,783.62
10/18/21	FERGUSON WATERWORKS	PLUG FOR MAIN LINE	WATER FUND	WATER DEPARTMENT	171.60
10/18/21	FERGUSON WATERWORKS	PLUG FOR MAIN LINE	WATER FUND	WATER DEPARTMENT	171.60
10/18/21	G T DISTRIBUTORS, INC.	RILFES	AMER RESCUE PLAN A	POLICE DEPARTMENT	6,710.62
10/18/21	FERGUSON WATERWORKS	METER BOXES	AMER RESCUE PLAN A	WATER DEPARTMENT	1,540.00
10/18/21	CITY ELECTRIC SUPPLY	GENERATOR SUPPLIES - CITY	CAPITAL REPLACEMEN	ADMINISTRATION	8,959.07
10/18/21	CITY ELECTRIC SUPPLY	GENERATOR SUPPLIES - CITY	CAPITAL REPLACEMEN	ADMINISTRATION	1,196.90
10/18/21	CITY ELECTRIC SUPPLY	GERNEATOR SUPPLIES - CITY	CAPITAL REPLACEMEN	ADMINISTRATION	76.88

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10/20/21	TRUCORP LTD.	AIRSIMCOMBO X AIRWAY MANIK	GENERAL FUND	FIRE DEPARTMENT	3,572.00
10/21/21	OCHOA, CHRISTOPHER ROY	Cash Refund:195454 -01	GENERAL FUND	NON-DEPARTMENTAL	10.00
10/25/21	AMG PRINTING & MAILING	NNO POSTCARD	GENERAL FUND	CITY COUNCIL	533.58
10/25/21	SORCERERS APPRINTICE	BUSINESS CARDS-MILLER/ALEM	GENERAL FUND	CITY COUNCIL	104.00
10/25/21	TIME WARNER CABLE	SPECTRUM CABLE TV - OCTOBE	GENERAL FUND	CITY ADMINISTRATION	97.13
10/25/21	TIME WARNER CABLE	SPECTUM INTERNET & PHONE -	GENERAL FUND	CITY ADMINISTRATION	1,287.27
10/25/21	ALEXANDER KOLB	2ND PAYMENT OF INTERN	GENERAL FUND	CITY ADMINISTRATION	250.00
10/25/21	BIZDOC, INC.	LEASE TO OWN PRINTER - ADM	GENERAL FUND	CITY ADMINISTRATION	160.00
10/25/21	BIZDOC, INC.	LATE FEE	GENERAL FUND	CITY ADMINISTRATION	29.20
10/25/21	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	CITY ADMINISTRATION	35.95
10/25/21	ILSA D. BAILEY-GRAHAM	TMCEC CLASS	GENERAL FUND	MUNICIPAL COURT	250.00
10/25/21	AT&T MOBILITY	TABLET (PUBLIC WORKS)	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.00
10/25/21	DEWINNE EQUIPMENT CO.	EQUIPMENT FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	239.85
10/25/21	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.95
10/25/21	AMAZON.COM SERVICES INC	WINCH	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	435.80
10/25/21	AT&T MOBILITY	FIRSTNET NIGHTHAWK MIFI DE	GENERAL FUND	FIRE DEPARTMENT	259.00
10/25/21	AT&T MOBILITY	FIRE DEPT (PHONES IN AMBUL	GENERAL FUND	FIRE DEPARTMENT	11.26
10/25/21	O'REILLY AUTO PARTS	CH139 WIPER BLADE & WASHER	GENERAL FUND	FIRE DEPARTMENT	61.62
10/25/21	SOUTHWEST PUBLIC SAFETY	RPL EMER LIGTHING CONTROLL	GENERAL FUND	FIRE DEPARTMENT	2,499.59
10/25/21	DELL MARKETING L.P.	TABLETS FOR EMS	GENERAL FUND	FIRE DEPARTMENT	4,425.26
10/25/21	HEAT SAFETY EQUIPMENT	ANNUAL BREATHING APPARATUS	GENERAL FUND	FIRE DEPARTMENT	580.97
10/25/21	BIZDOC, INC.	LEASE TO OWN PRINTER - POL	GENERAL FUND	POLICE DEPARTMENT	132.00
10/25/21	AMAZON.COM SERVICES INC	FLASH DRIVES FOR CID	GENERAL FUND	POLICE DEPARTMENT	221.91
10/25/21	AMAZON.COM SERVICES INC	FLASH DRIVES FOR CID	GENERAL FUND	POLICE DEPARTMENT	133.99
10/25/21	SIRCHIE	GUNPOWDER DETECTION KIT	GENERAL FUND	POLICE DEPARTMENT	117.87
10/25/21	DPC INDUSTRIES	CHLORINE	WATER FUND	WATER DEPARTMENT	170.00
10/25/21	TCOLE	SCHUMACHER CERT	LEOSE	NON-DEPARTMENTAL	35.00
10/26/21	ACH***COLONIAL SUPPLEMENTAL INS	ADJUSTMENT TO OCTOBER 2021	GENERAL FUND	NON-DEPARTMENTAL	546.50
10/26/21	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	364.80
10/26/21	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	364.76
10/26/21	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	520.66
10/26/21	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	520.51
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,292.60
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,856.56
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,807.87
10/26/21	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	154.75
10/26/21	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	154.74
10/26/21	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	252.99
10/26/21	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	252.99
10/26/21	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	192.24
10/26/21	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	192.22
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,557.76
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,865.68
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,865.68
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	291.46
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	303.29
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	303.29
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,210.01
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,265.88
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,267.01
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	6,041.81
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	6,411.34
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,918.55
10/26/21	ACH***TYLER TECHNOLOGIES	BRAZOS E-CITATION MAINTENC	GENERAL FUND	POLICE DEPARTMENT	590.90
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,424.94
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,803.63

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	7,198.25
10/26/21	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	12.39
10/26/21	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	12.43
10/26/21	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	46.37
10/26/21	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	46.52
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	597.35
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	644.79
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	661.66
10/26/21	ACH***AFLAC	AFLAC - AFTER TAX	WATER FUND	NON-DEPARTMENTAL	16.99
10/26/21	ACH***AFLAC	AFLAC - AFTER TAX	WATER FUND	NON-DEPARTMENTAL	17.00
10/26/21	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	35.94
10/26/21	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	35.96
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,190.40
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,284.98
10/26/21	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,318.60
10/26/21	ACH***BADGER METER, INC.	MLB HOSTING	WATER FUND	WATER DEPARTMENT	342.18
10/28/21	GREEN, COL. HENRY G.	1-0068-00	WATER FUND	NON-DEPARTMENTAL	5.45
10/28/21	LYNCH, EUGENE & SAND	1-0416-03	WATER FUND	NON-DEPARTMENTAL	216.51
10/28/21	SAUCEDA, JOHNNY	1-0626-04	WATER FUND	NON-DEPARTMENTAL	190.53
10/28/21	MURPHY, DANIEL	1-0544-00	WATER FUND	NON-DEPARTMENTAL	65.51
10/28/21	EDWARDS AQUIFER AUTHORITY	2021 PROGRAM FEES	WATER FUND	WATER DEPARTMENT	3,753.88
10/28/21	EDWARDS AQUIFER AUTHORITY	2021 PROGRAM FEES	WATER FUND	WATER DEPARTMENT	2,552.64
10/29/21	TX CSDU	CASE ID# 0014090289	GENERAL FUND	NON-DEPARTMENTAL	603.31
10/29/21	TX CSDU	CASE ID# 0011608980	GENERAL FUND	NON-DEPARTMENTAL	145.85
10/29/21	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	1,255.06
10/29/21	FROST BANK	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	14,373.68
10/29/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,824.47
10/29/21	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	98,817.48
10/29/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	297.86
10/29/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	31.53
10/29/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	131.70
10/29/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	615.18
10/29/21	FROST BANK	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	748.20
10/29/21	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	64.94
10/29/21	FROST BANK	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	883.64
10/29/21	FROST BANK	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	137.07
10/29/21	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	7,703.79
10/29/21	FROST BANK	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	137.07
10/31/21	FROST - VISA DEBIT CARD	MAGGIE KATUZ TML CONFERENC	GENERAL FUND	CITY COUNCIL	1,067.77
10/31/21	FROST - VISA DEBIT CARD	TML CONFERENCE - THE GROVE	GENERAL FUND	CITY COUNCIL	110.00
10/31/21	FROST - VISA DEBIT CARD	PETE MILLER TML CONFERENCE	GENERAL FUND	CITY COUNCIL	1,102.74
10/31/21	FROST - VISA DEBIT CARD	HOLIDAY FESTIVAL "SNOW" DE	GENERAL FUND	CITY COUNCIL	1,625.00
10/31/21	FROST - VISA DEBIT CARD	PHOTOSHOP YEARLY LICENSE F	GENERAL FUND	CITY ADMINISTRATION	119.88
10/31/21	FROST - VISA DEBIT CARD	TRISH NICHOLS TML CONFERENC	GENERAL FUND	CITY ADMINISTRATION	907.89
10/31/21	FROST - VISA DEBIT CARD	CITY MANAGER TML CONFERENC	GENERAL FUND	CITY ADMINISTRATION	305.15
10/31/21	FROST - VISA DEBIT CARD	CITY MANAGER TML CONFERENC	GENERAL FUND	CITY ADMINISTRATION	735.16
10/31/21	FROST - VISA DEBIT CARD	PARTS - FUEL PUMP	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.30
10/31/21	FROST - VISA DEBIT CARD	2019 F250 ALIGNMENT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	92.91
10/31/21	FROST - VISA DEBIT CARD	AMMO	GENERAL FUND	POLICE DEPARTMENT	1,810.00
10/31/21	FROST - VISA DEBIT CARD	BADGE - SCHUMACHER	GENERAL FUND	POLICE DEPARTMENT	113.00
10/31/21	FROST - VISA DEBIT CARD	2022 TWUA - URBANECK	WATER FUND	WATER DEPARTMENT	60.00
10/31/21	FROST - VISA DEBIT CARD	JAN 4 - URBANECK TEEEX	WATER FUND	WATER DEPARTMENT	425.00
10/31/21	FROST - VISA DEBIT CARD	NOV 16 - URBANECK	WATER FUND	WATER DEPARTMENT	375.00
10/31/21	FROST - VISA DEBIT CARD	ANTIVIRUS	WATER FUND	WATER DEPARTMENT	81.18
10/31/21	FROST - VISA DEBIT CARD	C LICENSE - DELUNA	WATER FUND	WATER DEPARTMENT	113.75
10/31/21	FROST - VISA DEBIT CARD	D LICENSE - PRADO	WATER FUND	WATER DEPARTMENT	113.75

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
10/31/21	FROST - VISA DEBIT CARD	C LICENSE - SERNA	WATER FUND	WATER DEPARTMENT	113.75
10/31/21	FROST - VISA DEBIT CARD	JUST DOGS VENDOR NNO	CRIME CONTROL DIST	POLICE DEPARTMENT	1,354.10
10/31/21	FROST - VISA DEBIT CARD	NNO PROMOTIONAL BANNER	CRIME CONTROL DIST	POLICE DEPARTMENT	145.00
10/31/21	FROST - VISA DEBIT CARD	FROSTBITES SHAVED ICE VEND	CRIME CONTROL DIST	POLICE DEPARTMENT	475.00
10/31/21	FROST - VISA DEBIT CARD	TWISTATURE OVERTIME	CRIME CONTROL DIST	POLICE DEPARTMENT	50.00
10/31/21	FROST - VISA DEBIT CARD	A.J.'S CARICATURIST OVERTI	CRIME CONTROL DIST	POLICE DEPARTMENT	50.00
10/31/21	FROST - VISA DEBIT CARD	MENDOZA SERGANT TRAINING C	CRIME CONTROL DIST	POLICE DEPARTMENT	550.00
10/31/21	FROST - VISA DEBIT CARD	BASKET CELLOPHANE WRAP/RIB	CHILD SAFETY FUND	FIRE DEPARTMENT	16.23
10/31/21	FROST - VISA DEBIT CARD	PARKING POLICE CHIEF SCHOO	LEOSE	NON-DEPARTMENTAL	20.00
				TOTAL:	879,862.52

===== FUND TOTALS =====

10	GENERAL FUND	734,763.08
20	WATER FUND	76,122.64
40	CRIME CONTROL DISTRICT	3,257.30
48	STREET MAINTENANCE FUND	46,499.99
52	CHILD SAFETY FUND	518.68
53	LEOSE	55.00
58	AMER RESCUE PLAN ACT FUND	8,250.62
70	CAPITAL REPLACEMENT FUND	10,395.21
GRAND TOTAL:		879,862.52

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## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-CITY OF SHAVANO PARK  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 10/01/2021 THRU 10/31/2021

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PAYROLL SELECTION

PAYROLL EXPENSES: NO  
EXPENSE TYPE: N/A  
CHECK DATE: 0/00/0000 THRU 99/99/9999

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PRINT OPTIONS

PRINT DATE: Check Date  
SEQUENCE: By Date  
DESCRIPTION: Distribution  
GL ACCTS: YES  
REPORT TITLE: C O U N C I L A / P R E P O R T  
SIGNATURE LINES: 0

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PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO

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## **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 Aleman led the Pledge of Allegiance to the Flag.  
Alderman Kuykendall 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.

## **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

5.1 Mayor Werner presented Kerry Dike, Jason Linahan, Damon Perrin, and Tomas Palmer with recognition awards for their service to the City of Shavano Park.

5.2 Mayor Werner read the proclamation proclaiming the Month of October as Breast Cancer Awareness Month.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Discussion / Action - Direct staff to develop a greenbelt maintenance policy for Council's consideration - Ald. Miller**

City Council consensus directed staff to create a policy to develop a greenbelt maintenance for Council's consideration.

### **6.2. Discussion / action - Ordinance O-2021-008 amending Chapter 36 - Zoning of the Code of Ordinances to amend the table of commercial zoning uses and clarify Mixed-Used Zoning District setback requirements (first reading) - City Manager**

City Manager Hill presented an overview of the Ordinance O-2021-008 amending Chapter 36 Zoning of the Code of Ordinances to amend the table of commercial zoning uses and clarify Mixed-Use Zoning District setback requirements.

Mayor Pro Tem Kautz made a motion to approve Ordinance O-2021-008 amending Chapter 36 - Zoning of the Code of Ordinances to amend the table of commercial zoning uses and clarify Mixed-Used Zoning District setback requirements with the following amendments, to allow an outdoor electric charging station, and restore use to bank drive-through

Alderman Kuykendall seconded the motion.

The motion to approve Ordinance O-2021-008 amending Chapter 36 - Zoning of the Code of Ordinances to amend the table of commercial zoning uses and clarify Mixed-Use Zoning District setback requirements with the following amendments, to allow an outdoor electric charging station, and restore use to bank drive-through carried with a unanimous vote.

**6.3. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS).**

Public Hearing opened at 6:58 p.m.

City Manager Hill presented an overview of Ordinance O-2021-013 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS)

Public Hearing closed at 7:09 p.m.

Resident Wayland of 126 Bedingfeld and Resident Palmer of 102 Ponca Bend addressed City Council regarding agenda item 6.3 proposed amendments to Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS).

**6.4. Discussion / action - Ordinance O-2021-013 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS) (first reading) - City Manager**

Alderman Powers made a motion to approve Ordinance O-2021-013 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS) with the following amendments: No person shall store, maintain or otherwise keep a portable on-demand storage structure on any lot or parcel of property within the City of Shavano Park without first having obtained and possessing an active permit issued by the City. Permits are valid for 60 (sixty) days. Upon request from the permit holder, the City Manager may grant a 1 (one) month extension of said permit not to exceed 90 days from the time the POD was first emplaced as long not

to exceed 90 days from the time the POD was first emplaced as long as a valid building permit from the City of Shavano Park is active on the property of the permit holder.

Alderman Miller seconded the motion.

The motion to approve Ordinance O-2021-013 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS) with following amendments: No person shall store, maintain or otherwise keep a portable on-demand storage structure on any lot or parcel of property within the City of Shavano Park without first having obtained and possessing an active permit issued by the City. Permits are valid for 60 (sixty) days Upon request from the permit holder, the City Manager may grant a 1 (one) month extension of said permit not to exceed 90 days from the time the POD was first emplaced as long as not to exceed 90 days from the time the POD was first emplaced as long as a valid building permit from the City of Shavano Park is active on the property of the permit holder. The motion carried with a unanimous vote.

**6.5. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 24 – SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs noncommercial speech.**

Public Hearing opened at 7:32 p.m.

City Manager Hill presented an overview of Ordinance O-2021-012 amending Chapter 24, SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs non-commercial speech.

Public Hearing closed at 7:35 p.m.

**6.6. Discussion / action - Ordinance O-2021-012 amending Chapter 24, SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs non-commercial speech (first reading) - City Manager**

Alderman Kuykendall made a motion to approve Ordinance O-2021-012 amending Chapter 24, SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs non-commercial speech and restore to 3 flag poles allowed in residential zoning districts

Mayor Pro Tem Kautz seconded the motion.

The motion to approve Ordinance O-2021-012 amending Chapter 24, SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs non-commercial speech and restore to 3 flag poles allowed in residential zoning districts carried with a unanimous vote.

**6.7. Discussion / action - Resolution R-2021-013 approving a Compensation Policy during times of Emergency that would be budgeted for in advance - City Manager**

City Manager Hill presented an overview of Resolution R-2021-013 approving a Compensation Policy during times of Emergency.

Alderman Powers made a motion to approve Resolution R-2021-013 for a Compensation Policy during times of Emergency.

Alderman Aleman seconded the motion.

The motion to approve Resolution R-2021-013 for a Compensation Policy during times of Emergency carried with a unanimous vote.

**6.8. Discussion / action - Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Holiday / Picnic in the Park) - City Manager**

Alderman Miller made a motion to schedule the City sponsored events as follows:

City-Wide Garage Sale: March 26

Arbor Day: April 23

Picnic in the Park/Independence Day: July 2

NNO: October 4

Trunk or Treat: October 31

Holiday Festival: December 3

Alderman Kuykendall seconded the motion.

The motion to approve the dates as outlined above carried with a unanimous vote.

**6.9. Discussion / action - Resolution R-2021-014 joining with the state of Texas and political subdivisions of the state as a party in the Texas Opioid Settlement Agreements secured by the Office of the Attorney General and approving the Texas Opioid Abatement Fund Council and Settlement Allocation Term Sheet; authorizing the City Manager to execute settlement participation forms - City Manager**

City Manager Hill presented an overview of Resolution R-2021-014 joining with the State of Texas and political subdivisions of the state as a party in the Texas Opioid Settlement Agreements secured by the Office of the Attorney General and approving the Texas Opioid Abatement Fund Council and Settlement Allocation Term Sheet; authorizing the City Manager to execute settlement participation forms.

Alderman Powers made a motion to approve Resolution R-2021-014 joining with the state of Texas and political subdivisions of the state as a party in the Texas Opioid Settlement Agreements secured by the Office of the Attorney General and approving the Texas Opioid Abatement Fund Council and Settlement Allocation Term Sheet; authorizing the City Manager to execute settlement participation forms.

Alderman Miller seconded the motion.

The motion to approve Resolution R-2021-014 joining with the state of Texas and political subdivisions of the state as a party in the Texas Opioid Settlement Agreements secured by the Office of the Attorney General and approving the Texas Opioid Abatement Fund Council and Settlement Allocation Term Sheet; authorizing the City Manager to execute settlement participation forms carried with a unanimous vote.

**6.10. Discussion / action - Resolution R-2021-016 approving a grant application with the Alamo Area Council of Governments for a Regional Solid Waste Program Grant for deposal of Hazardous Material Waste - City Manager**

City Manager Hill presented an overview of Resolution R-2021-016 approving a grant application with the Alamo Area Council of Governments for a Regional Solid Waste Program Grant for deposal of Hazardous Material Waste.

Alderman Miller made a motion to approve Resolution R-2021-016 a grant application with the Alamo Area Council of Governments for a Regional Solid Waste Program Grant for deposal of Hazardous Material Waste.

Alderman Powers seconded the motion.

The motion to approve Resolution R-2021-016 a grant application with the Alamo Area Council of Governments for a Regional Solid Waste Program Grant for deposal of Hazardous Material Waste carried with a unanimous vote.

**7. CITY MANAGER'S REPORT**

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

**7.1. Building Permit Activity Report**

**7.2. Fire Department Activity Report**

**7.3. Municipal Court Activity Report**

**7.4. Police Department Activity Report**

**7.5. Public Works Activity Report**

**7.6. Finance Report**

**8. CONSENT AGENDA**

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

**8.1. Approval - Regular City Council Minutes, September 20, 2021**

**8.2. Approval - Planning and Zoning Commission Minutes, August 4, 2021**

**8.3. Approval - Planning and Zoning Commission Minutes, September 1, 2021**

**8.4. Approval - Crime Control and Prevention District Minutes, September 20, 2021**

**8.5. Approval – Texas Higher Education Minutes, September 20, 2021**

**8.6. Approval – City Council Workshop Minutes, September 13, 2021**

**8.7. Approval – City Council Special Meeting Minutes, September 13, 2021**

**8.8. Approval - Resolution R-2021-015 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**

**8.9. Approval – Adoption of Official City Holiday Schedule for 2022**

Agenda item postponed to next Regular City Council meeting November 22, 2021

Alderman Aleman made a motion to approve Consent Agenda items 8.1 – 8.8.

Alderman Kuykendall seconded the motion.

The motion to approve Consent Agenda item 8.1 – 8.8 carried with a unanimous vote.

**9. ADJOURNMENT**

Alderman Kuykendall made a motion to adjourn the meeting.

Mayor Pro Tem Kautz seconded the motion.

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

The meeting ended at 8:25 p.m

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**Robert Werner**  
**Mayor**

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**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  
Song Tan  
Cindy Teske

**ABSENT:**

Michael Janssen

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

3. **Citizens to be Heard.**

No one signed up to address the Planning & Zoning Commission.

4. **Consent Agenda:**

Approval - Planning & Zoning Commission minutes, September 1, 2021.

Upon a motion made by Commissioner Fitzpatrick, and a second made by Commissioner Maisel, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the Planning & Zoning Commission minutes of September 1, 2021 as presented. The motion carried.

5. **Nomination and appointment of Chairman and Vice-Chairman.**

Upon a motion made by Commissioner Maisel to nominate Carla Laws to serve as Chairman and a second by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the appointment of Carla Laws as Chairman. The motion carried.

Upon a motion made by Commissioner Maisel to nominate Shawn Fitzpatrick to serve as Vice-Chairman and a second by Commissioner Simmons, the Planning & Zoning Commission voted

seven (7) for and none (0) opposed to approve the appointment of Shawn Fitzpatrick as Vice-Chairman. The motion carried.

6. **Discussion - Welcome new members, thanks to departing members with information on open meeting and open records training – Chairman Laws**

Chairman Laws welcomed new members and offered thanks to departing members.

7. **Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS).**

Public hearing opened at 6:36 p.m.

Assistant to the City Manager Curtis Leeth presented an overview of this agenda item.

Public hearing closed at 6:37 p.m.

8. **Discussion / action - Possible amendments to extend valid time of permits for portable on-demand storage structures (PODS) under Chapter 36 – ZONING - City Manager**

Upon a motion by Commissioner Maisel and a second by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve possible amendments to extend valid time of permits for portable - on-demand storage structures (PODS) under Chapter 36 – ZONING 90 (ninety) days. Upon request from the permit holder, the City Manager may grant incremental 1 (one) month extensions of said permit as long as a valid building permit from the City of Shavano Park is active on the property of the permit holder. The motion carried.

9. **Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 24 – SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs. noncommercial speech.**

Public hearing opened at 7:01 p.m.

Assistant to the City Manager Curtis Leeth presented an overview of this agenda item.

Public hearing closed at 7:06 p.m.

10. **Discussion / action - Possible amendments to Chapter 24 - SIGNS to remove sign regulations that distinguish between on and off premise signage and commercial vs. noncommercial speech - City Manager**

Upon a motion by Commissioner Stipek and a second by Commissioner Fitzpatrick, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve possible amendments



to Chapter 24 - SIGNS to remove sign regulations that distinguish between on and off premise signage and commercial vs. noncommercial speech.

11. **Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances to comply with H.B. 1475 of the 87th Texas Legislature, which changes Board of Adjustment authority related to variances and gives additional objective grounds for which a variance from a municipal zoning ordinance may be granted.**

Public hearing opened at 7:16 p.m.

Assistant to the City Manager Curtis Leeth presented an overview of this agenda item.

Public hearing closed at 7:19 p.m.

12. **Discussion / action - Possible amendments to Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances to comply with H.B. 1475 of the 87th Texas Legislature - City Manager**

Upon a motion by Commissioner Fitzpatrick and a second by Commissioner Stipek, the Planning & Zoning Commission voted seven (7) for and none (0) opposed, to make a motion to postpone further action on item 12 until staff makes further revisions to the Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances.

After the motion Chairman Laws stated that the motion to postpone is only to allow staff more time to accomplish administrative edits and is not an act of non-compliance with State Law.

13. **Discussion / action - Possible amendments to provide regulations for mobile food units and mobile food courts under Chapter 8 – BUSINESS AND BUSINESS REGULATIONS - City Manager**

Assistant to the City Manager Curtis Leeth addressed the possible amendments to provide regulations for mobile food units and mobile food courts under Chapter 8 – BUSINESS AND BUSINESS REGULATIONS

Upon a motion by Commissioner Fitzpatrick and a second by Commissioner Simmons, the Planning & Zoning Commission voted seven (7) for and none (0) opposed, for a motion to recommend to the City Council the revisions of mobile food units and mobile food courts as presented by staff this evening. The motion carried.

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

Assistant to the City Manager Curtis Leeth provided an overview of items considered at the previous City Council Meeting.

15. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items:
  - i. Presentation / discussion – Open Meetings and Open Records Training by City Attorney

16. **Adjournment**

Upon a motion made by Commissioner Simmons, and a second made by Commissioner Tan, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to adjourn the meeting at 8:50 p.m. The motion carried.

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Carla Laws, Chairman

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Trish Nichols, City Secretary

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 8.3

Prepared by: Trish Nichols

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Approval – 2022 Official Holiday Schedule

X

**Attachments for Reference:** 1) 2022 Official Holiday Schedule

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### **BACKGROUND / HISTORY:**

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**DISCUSSION:** As per the City of Shavano Park Employee Handbook, the Official Holiday schedule will be approved annually by City Council. No significant conflicts appear with proposed holidays at this time.

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**COURSES OF ACTION:** Approve or disapprove.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Staff recommends approval of the 2022 Official Holiday Schedule.

## CITY OF SHAVANO PARK

### 2022 OFFICIAL HOLIDAY SCHEDULE

**Official Holidays** – The following legal holidays will be observed as official holidays of the City of Shavano Park. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will normally be observed on the following Monday.

2022 HOLIDAYS	DATE	DATE OBSERVED
NEW YEAR'S DAY	JANUARY 1 <sup>ST</sup>	FRIDAY, DECEMBER 31 <sup>ST</sup>
MARTIN LUTHER KING JR. DAY	3 <sup>RD</sup> MONDAY IN JANUARY	MONDAY JANUARY 17 <sup>TH</sup>
PRESIDENT'S DAY	3 <sup>RD</sup> MONDAY IN FEBRUARY	MONDAY, FEBRUARY 21 <sup>ST</sup>
BATTLE OF FLOWERS	FRIDAY OF FIESTA WEEK	FRIDAY, APRIL 8 <sup>TH</sup>
GOOD FRIDAY	FRIDAY BEFORE EASTER	FRIDAY, APRIL 15 <sup>TH</sup>
MEMORIAL DAY	LAST MONDAY IN MAY	MONDAY, MAY 30 <sup>TH</sup>
INDEPENDENCE DAY	JULY 4 <sup>TH</sup>	MONDAY, JULY 4 <sup>TH</sup>
LABOR DAY	1 <sup>ST</sup> MONDAY IN SEPTEMBER	MONDAY, SEPTEMBER 5 <sup>TH</sup>
VETERAN'S DAY	NOVEMBER 11 <sup>TH</sup>	FRIDAY, NOVEMBER 11 <sup>TH</sup>
THANKSGIVING DAY	4 <sup>TH</sup> THURSDAY IN NOVEMBER	THURSDAY, NOVEMBER 24 <sup>TH</sup>
DAY AFTER THANKSGIVING	4 <sup>TH</sup> FRIDAY IN NOVEMBER	FRIDAY, NOVEMBER 25 <sup>TH</sup>
CHRISTMAS EVE	DECEMBER 24 <sup>TH</sup>	FRIDAY DECEMBER 23 <sup>RD</sup>
CHRISTMAS DAY	DECEMBER 25 <sup>TH</sup>	MONDAY, DECEMBER 26 <sup>TH</sup>

\*State law entitles firefighters to a paid day off from work on September 11<sup>th</sup> (Patriot's Day) with the option of using a personal paid vacation day or switching a paid holiday. The firefighter is entitled the holiday only if their supervisor does not require them to work that day to maintain minimum staffing necessary for public safety.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 8.4

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Discussion / action - Ordinance O-2021-008 amending Chapter 36 - Zoning of the Code of Ordinances to amend the table of commercial zoning uses and clarify Mixed-Used Zoning District setback requirements (second reading) - City Manager**

X

#### **Attachments for Reference:**

- 1) 8.4b Draft Amendments (TRACK CHANGES)
- 2) 8.4c Ordinance O-2021-008

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**BACKGROUND / HISTORY:** The City of Shavano Park regulates allowed uses by zoning district under Chapter 36, Article VI. – Tables. City Council and the Planning & Zoning Commission periodically reviews the Table of Uses, especially in regards to the commercial zoning districts, to ensure that allowed uses remain compatible with the ongoing development of the City.

The last time the City Council and the Planning & Zoning Commission reviewed the Table of Uses was in 2017, which ultimately resulted in Ordinance O-2017-009.

#### **Note while reviewing:**

- Items marked (CC) mean the use requires a special use permit approved by Planning & Zoning & City Council after a public hearing.
- The commercial uses are setup as O-1 being the “lightest” commercial uses, with B-1 being “medium” commercial uses, and B-2 being the “heavier” commercial uses. The business zoning districts build on top of each other: all uses in O-1 are allowed in B-1/B-2, and again all O-1 AND B-1 uses are allowed in B-2. If a use is moved or added to O-1 for example it would be allowed in all business zoning districts.

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**DISCUSSION:** At the October 25 Council meeting the City Council approved Ordinance O-2021-008 with the following amendments to the presented version (also summary at end of discussion updated):

- Electric Vehicle (EV) Charging Stations made CC use
  - o Add amendment to allow outdoor EV Charging Station sales
- Bank/savings and loans drive-thru amendments revoked (restoring all require CC use)

At the September 20, 2021 City Council meeting, Council reviewed the Mobile Food Court regulations and the table of uses and provided guidance to staff and the Planning & Zoning Commission. The item was tabled to the October 25 Council meeting.

At the August 23, 2021 City Council meeting, Council held a public hearing and tabled consideration. Guidance was given to staff to return Ordinance in the September meeting with the draft Mobile Food Court & Unit regulations.

With the pandemic coming to a close, business development is picking back up. Many both inside and outside the business community are wondering what the “new normal” in many markets will look like.

On May 5, 2021 the City Staff brought the Table of Uses to the Planning & Zoning Commission for review. The Commission took no action and gave guidance to staff.

At the June 2, 2021 meeting the Planning & Zoning Commission gave guidance to staff and took no action.

At the July 7, 2021 meeting the Planning & Zoning Commission held a public hearing, gave guidance to staff and took no action.

At the August 5, 2021 meeting the Planning & Zoning Commission recommended amendments as presented in attachments 6.9b and 6.9c. A summary of these recommended changes are as follows:

- **Mobile Food Court added as a “CC use” in B-1** (same as restaurants / bars)
  - o Mobile Food Court regulations under Chapter 8 of Ordinances to be considered separately
- **Electric Vehicle (EV) Charging Stations added to B-1/B-2 as a “CC use”** (same as convenience (Gas) stores), amendment to clarify outdoor sales are allowed
- **Banks/savings and loan drive-thrus remain “CC use”, definition amendments only**
- **Added Skilled Nursing services/facility as an allowed use in B-1/B-2** (same as in-patient surgical center)
- **Numerous minor edits/tweaks to allow uses. Highlights:**
  - o Delete all the individual medical services and combine into 1 Clinic use
  - o Consistent verbiage for “Day care/nursery school” language
  - o Delete Apothecary (drugstore) (redundant)
  - o Delete Boutique Hotel (redundant)
  - o Delete Movie Rental (obsolete)
  - o Delete Luggage sales and service (redundant)

- Delete Optical goods, retail store (redundant)
- Delete Churches, combine Churches into religious activity (redundant/confusing)
- Delete Photographic equipment and supplies, retail store (redundant)
- Delete Altering/repairing of apparel (redundant)
- Delete rug/carport/tile stores (redundant)
- Removed “with alcohol sales” for grocery stores (unnecessary/confusing)
- Clarify sports courts allowed both outdoor/indoor (confusing)
- **Amendments clarifying MXD front setback language**
- **Adds MXD setback and area regulations to the Table No. 6**

The Planning & Zoning Commission and City Staff recommends the Table of Uses to allow banks and financial institutions to provide drive thru services without the requirement for a special use permit in heavier commercial areas (B-1 / B-2).

Drive thru services are how almost all banking services have been handled the past year amid the pandemic and staff consultation with developers is that no bank institution that serves the general public would build a building without a drive thru. In addition no special use permit is required for drive thru lanes for food/beverage service companies like Whataburger or Starbucks. The requirement for a special use permit (with public hearings) for a banking drive thru therefore seems burdensome.

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**COURSES OF ACTION:** Approved Ordinance O-2021-008, propose additional amendments or decline and give further guidance to staff.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Approve Ordinance O-2021-008 amending Chapter 36 – Zoning of the Code of Ordinances to amend the table of commercial zoning uses and clarify Mixed-Used Zoning District setback requirements (second reading).

## ARTICLE II. – DISTRICTS

...

Sec. 36-41. - MXD—Mixed-Use District.

(a) Definitions:

As used herein the term "Density Single-Family Residential" shall refer to such uses as townhomes, condominiums, and garden homes, which are generally defined as, but not limited to, buildings containing one-family dwelling units erected as a single building or multiple buildings on a single lot. It may include horizontally-stacked dwelling units but shall in no event include apartments, which are generally defined as multi-family dwelling units at a density greater than 25 units per acre.

(b) *Use regulations:*

(1) This district allows a combination of residential, office, and commercial uses, which may or may not be in the same building, and flexibility in the planning and construction of the development in accordance with an approved site plan that allows for a broad range of mixed uses.

(2) All uses permitted in Tables 3, 4 and 5 shall be permitted in the MXD District, except that uses requiring City Council approval ("CC" uses) shall be permitted by right pursuant to an approved MXD site plan. Additionally, Density Single-Family residential uses shall be permitted pursuant to an approved MXD site plan.

(c) *Area regulations:* A MXD District shall only be permitted on tracts fronting on Texas State Highway Loop 1604 and which consist of a minimum of three acres in area.

(d) *Height, density, setbacks and other limitations:* A MXD District shall not be subject to the use, height, density, commercial intensity, setbacks, parking and other regulations of the City zoning regulations, currently codified as chapter 36 of the Code of Ordinances. The height, density, commercial intensity, setbacks, parking and other requirements shall be established pursuant to an approved MXD site plan, provided, however, the following regulations shall apply:

(1) A ten-foot minimum building setback shall be required where a non-single-family residential use within the MXD District abuts a single-family use or single-family zoning district.

(2) A 20-foot minimum front setback shall be required for front-load residential garages and a ten-foot minimum front setback shall be required for side-load residential garages.

(3) A ten-foot minimum building setback shall be required where any residential or nonresidential use abuts a public or private street.

(4) Exterior fences and walls shall be permitted along the property line of any residential use.



- (5) All streets within a MXD District may be publicly accessible and may be located adjacent to the property line of any developed or undeveloped land, provided a minimum 30-foot buffer is installed when such street is adjacent to any residential rear property line. If streets are privately owned and maintained they may be gated.
- (6) Parking on public streets shall only be permitted on one side of the street and shall not be permitted between the hours of 2:00 a.m. and 5:00 a.m., except that on-street cut-out parking shall be allowed at any time pursuant to an approved MXD site plan. Public streets are defined, for the purpose of this section, as that portion of the roadway and shoulder from the property line on one side of the street to the property line on the opposite side of the street.
- (7) The height of any commercial or residential structure shall not exceed 45 feet unless authorized by an approved MXD site plan and serviceable by the Fire Department.
- (8) Where residential areas are developed with private common areas and/or privately shared open space, a mandatory homeowner's association shall be created. The homeowner's association shall be responsible for maintenance and upkeep of all private common and shared areas within the boundaries of the residential development. Board composition, dues, and other procedural aspects of the homeowner's association shall be determined by the developer of the residential area.
- (9) A minimum two-car garage shall be required for each density single-family residence and may be rear, side, or front loaded.
- (e) *MXD site plan:* A MXD site plan shall be approved by City Council as part of a rezoning to the MXD District and shall include:
  - (1) Legal description and exhibit of the property on a scaled map sufficient to determine detail showing the area to be zoned MXD.
  - (2) The general location of all land use categories. Multiple categories may be designated where a lot or building is sited to include two or more categories of uses.
  - (3) The general location of all existing and proposed streets.
  - (4) The proposed maximum heights, densities, commercial intensities, and parking ratios.
  - (5) The following existing conditions, where applicable:
    - a. Topographic contours of ten feet or less.
    - b. Existing 100-year floodplain, floodway and major drainage ways.
    - c. Utilities, including water, wastewater and electric lines.
- (f) *Amendments to approved MXD site plan:*

- (1) *Classification:* Amendments to a previously approved MXD site plan shall be classified as a minor or major amendment. Minor amendments may be administratively accepted. Within 20 working days after the filing of the proposed amendments, the City Manager or his/her designee shall provide a written response to the applicant indicating whether or not the revised MXD site plan has been approved as a minor amendment. All revisions to an approved MXD site plan not considered a major amendment shall be considered a minor amendment. Major amendments shall require a new application for rezoning and shall be processed in the same manner as the initial MXD site plan.
- (2) *Major amendments—Applicability:* Increasing the area or intensity of nonresidential uses shall be considered a major amendment.

## **ARTICLE VI. - TABLES**

### **Table No. 1**

#### **A-1, A-1 PUD, A-2, A-2 PUD, A-3, A-4 and A-5 PUD Single-Family Dwelling Districts**

...

### **Table No. 2**

#### **CE Cottage Estates Residential District and MXD Mixed Use District**

- (a) *Specifications.* In a CE Cottage Estates Residential District, each residence shall have a minimum gross floor area of not less than 2,000 square feet.
- (b) *Height regulations.* No building shall exceed two stories in height and the permitted maximum vertical height shall not exceed 45 feet.
- (c) *Area regulations.*
  - (1) *Lot area.* All building lots in this district shall contain not less than 0.15 acres of land and have not less than 55 feet of average width per lot. The average width shall be calculated based on the linear width of such lot measured at the front property line and the rear property line. If any property line is curved, the measurement shall be based on a straight line running from the corners of such lot.
  - (2) *Parking spaces.* Off-street parking space shall be provided on the lot to accommodate a minimum of two motor cars for each dwelling unit. For purposes of computing the required number of parking spaces for any improvements, no "parking space" located on public land, such as the public right-of-way of a street or alley, shall be included, except for parking in a utility or drainage easement area, whether public or private.

- (3) *Setback lines* for CE and CE-PUD (Bentley Manor Cottage Estates North) and CE-PUD (Bentley Manor Cottage Estates South):
- a. Front: Minimum front setbacks shall be as follows:  
Front entry garages: 25 feet.  
20 feet - Cul-de-sac lots.  
Side entry garages: 15 feet; ten feet, cul-de-sac lots.
  - b. Side: Minimum side setbacks shall be ten feet on one side and zero feet on the side abutting an adjoining lot having a minimum ten-foot setback; provided that no side setback shall be required on any lot if there is at least a ten-foot separation between buildings with no side setback less than five feet.
  - c. Rear: The minimum rear setback shall be ten feet.
- (d) *CE-PUD Cottage Estates Planned Unit Development* (Willow Wood) (established by Ordinance 100-12-03).
- (1) *Specifications.*
    - a. One story residence: minimum 2500 square feet.
    - b. Two story residence: minimum 3000 square feet.
  - (2) *Area regulations.*
    - a. Lot area. 15,000 square feet minimum lot size.
    - b. Setback lines.
      1. Front: 30 feet.
      2. Side: 40 feet additive total side set back with a minimum of ten feet on any one side.
      3. Rear: 21 feet.
- (e) *Mixed Use District* (see Section 36-41 for zoning regulations in full). The height, density, commercial intensity, setbacks, parking and other requirements shall be established pursuant to an approved MXD site plan, provided, however, the following regulations shall apply:
- (1) A ten-foot minimum building setback shall be required where a non-single-family residential use within the MXD District abuts a single-family use or single-family zoning district.
  - (2) A 20-foot minimum front setback shall be required for front-load residential garages and a ten-foot minimum front setback shall be required for side-load residential garages.
  - (3) A ten-foot minimum building setback shall be required where any residential or nonresidential use abuts a public or private street.
- (f) *Fences.*
- (1) *Fences in general.* All fences shall comply with the other applicable ordinances of the City.

- (2) *Front fences.* Except where deed restrictions do not permit front fencing, front fencing shall be permitted. Front gates must be wide enough as to provide access for any and all emergency vehicles. Any front fence must not encompass any fire hydrant that may be present.
- (g) *Swimming pools.*
  - (1) *Definitions.*
    - a. Swimming pools shall mean and include all in-ground pools, including swimming, wading and lap pools, and all in-ground and above-ground water spas.
    - b. Swimming pool edge shall mean the edge formed where the swimming pool water meets the adjacent wall of the swimming pool.
  - (2) *Restrictions.* The setback requirements set forth in Section C.3. above shall not apply to swimming pools in Unit 18 of the CE District and the following regulations shall apply. The pool edge shall be located no closer than:
    - a. Ten feet from the main residence building.
    - b. Ten feet from any side lot line.
    - c. The existing width of any easement located along or parallel to the rear property line unless a waiver is granted by the easement holder, but in no event closer than ten feet from the rear lot line.
    - d. Ten feet from the rear lot line if there are no easements adjacent to or parallel to the rear lot line.
    - e. Three feet from the rear lot line if the lot abuts a greenbelt or street right-of-way adjacent or parallel to the rear lot line.
    - f. Above ground water spas and other swimming pool appurtenances shall be limited to no more than 30 inches in height for all areas within the prescribed setbacks.

**Table No. 3**  
**Table of Permitted Uses**  
*O-1 Zoning Category*

Accounting

Architects

Attorneys

Banks, Credit Unions, and Savings and Loan Associations -- drive through facilities allowed (CC)

Brokerage services, investment, real estate or insurance

Chiropractor

Clinic, dental, or medical, includes optometry, orthopedics, physical therapist and psychiatry

Consultants

Day care/nursery school, supplemental - caring for not more than 12 persons

Developers

Engineers

~~Brokerage services~~

General office uses

Insurance company and agents

Mortgage loan office

Office call center

Office data processing and management

~~Optician~~

~~Optometry services~~

~~Orthopedic services~~

~~Physical therapist~~

~~Real estate office~~

Software sales and service

~~Supplemental day care center - caring for not more than 12 persons~~

Tax preparation services

Telephone company - office use only

Travel agency

**Table No. 4**  
**Table of Permitted Uses**

*B-1 Zoning Category*

As required by subsection 36-39(6)a. 1., all business activities, except for outdoor dining, permitted sports courts (Tennis, basketball, volleyball, racquetball or handball), Electric Vehicle (EV) charging station -and Convenience Store activities (including outdoor pay at the pump gasoline sales and stand-alone self-service car wash), are required to be completely contained within an enclosed structure or court.

Any use permitted in O-1 Zoning Category, See Table No. 3

Antique store

~~Apothecary (drugstore)~~

Apparel and accessory store

Art gallery and/or museum

Bakery, retail store

Bar/tavern

Barber/beauty ~~salon~~shop

~~Boutique hotel~~

Bookstore

Business machine shop

Cafeteria

Camera/photographic store, including equipment and supplies

Candy/nut/confectionery store

Catering shop

Convenience store, (CC)

Cosmetics sales

Day care/nursery school

Day spa

Dairy products, retail store

Drug store/pharmacy

Dry goods, retail store

Electric scooters sales and service

Electric Vehicle (EV) Charging Stations (CC)

Fitness services 6,000 square feet or less

Floor covering (e.g. rug, carpet and tile), retail store

Florist, retail store

Fruit and produce store, retail store

~~Food store~~

Furniture sales, retail store

Gift shop

Gourmet shop, retail store

Grocery store, ~~with alcoholic beverage sales~~

Hardware sales, retail store without outdoor display

Hobby supply store

Hotel/motel less than 45 feet in height

Hotel/motel over 45 feet in height (CC)

Interior decorating studio

Jewelry store

Laboratory, dental or medical

Laboratory, research and/or testing (CC)

Laundry/dry cleaning, pickup station only

Leather goods and luggage store sales and services

Liquor store

Locksmith

~~Luggage sales and service~~

Milliner (custom)

Mobile food court (CC)

~~Movie rental~~

Music store

~~Nursery school/day care~~

Nursery (plant sales) - retail

Office equipment/supply store, retail store

~~Optical goods, retail store~~

Pet grooming, small animals only with no overnight boarding

Pet shop, no outdoor boarding

~~Photographic equipment and supplies, retail store~~

Picture framing

Postal center

Pottery studio

Religious, cultural and fraternal activity up to 5,000 square feet (includes Churches)

Restaurant

Schools up to 5,000 square feet

Second hand merchandise, retail store

Self defense instruction

Shoe repair



Shoe sales, retail store

Short-term in-patient surgical center - a facility in which the average in-patient length of stay shall not exceed 96 hours (CC)

Skilled Nursing services/facility

Sporting goods, retail store

Stamp and coin sales, retail store

Stationery sales, retail store

Tailor shop

Tobacco store

Toy store

Trophy sales

Variety store, retail store

Watch repair

Weight loss/reducing salon

## **Table No. 5**

### **Table of Permitted Uses**

#### *B-2 Zoning Category*

As required by subsection 36-39(7)a. 1., all business activities, except for outdoor dining, permitted sports courts (Tennis, basketball, volleyball, racquetball or handball), Electric Vehicle (EV) charging station and Convenience Store activities (including outdoor pay at the pump gasoline sales and stand-alone self-service car wash), are required to be completely contained within an enclosed structure or court.

Any use permitted in B-1 Zoning Category, see Table No. 4

Air conditioner sales, retail store

~~Altering/repairing of apparel~~

Animal clinic, no outdoor boarding

Appliance repair

Appliance sales, retail store

Assisted Living Facility (CC)

Auto rental — pick up and drop off only (CC)

Bicycle repair and sales

~~Churches~~

Club — private (including meeting hall) (CC)

Copy and photostatting shop, dry copy processes only

Department store

Electronic equipment repair

Funeral home, (CC)

Fitness services greater than 6,000 square feet, (CC)

Hardware sales, retail store with outdoor display (screened from public view) (CC)

Miniature golf, indoor only (CC)

Office service facilities, rear-loading only, no outside storage

Paint and wallpaper store, retail store

Pawnshops that are licensed to transact business by the Consumer Credit Commissioner under the Texas Pawnshop Act (~~Chapter 371 of the Finance Code~~~~article 5069-51.01 et seq., Vernon's Texas Civil Statutes~~) - No Special permit is required for this use.

Personal storage facility - rock wall, full screened (CC)

Radio and/or television station - without transmission tower (CC)

Reception hall/meeting facility

Recreational facility, neighborhood only (CC)

Religious, cultural and fraternal activity over 5,000 square feet (includes Churches)

~~Rug, carpet and tile store—retail store~~

Schools over 5,000 square feet

Skating rink, (CC)

Short-term in-patient surgical center - a facility in which the average in-patient length of stay shall not exceed 96 hours

Tennis, basketball, volleyball, racquetball or handball courts

Theater — no more than 12 screens or stages (CC)

**Table No. 6**  
**Other District Setbacks and Other Limitations**

<p>1. <u>General O-1, B-1, and B-2 Zoning District Front Setback.</u> For lots in zoning districts O-1, B-1 and B-2, an 80-foot front setback is required for a lot with a depth of 600 feet or more.</p>
<p>2. <u>Optional Adjustment to O-1, B-1, and B-2 Zoning District Front Setback.</u> For lots in zoning districts O-1, B-1 and B-2, the front setback line may be reduced by 25 percent if the front landscape buffer is increased to 100 percent of the front setback; provided, however, that in no event will the front setback be less than 25 feet, nor will the front landscape buffer be less than 25 feet.</p>
<p>3. <u>Variable O-1, B-1, and B-2 Zoning District Front Setback.</u> For lots in zoning districts O-1, B-1 and B-2 with less than 600 feet of depth, the front setback will be prorated on the basis of actual depth (e.g., a lot 300 feet deep (50 percent of 600 feet) will require a 40-foot setback (50 percent of 80 feet)), and the front setback may be further reduced by increasing the front landscape buffer as provided above (e.g., 40-foot front setback may be reduced 25 percent to 30 feet if the front landscape buffer is increased to 100 percent of the 30-foot setback).</p>
<p>4. <u>Corner Lots.</u> Corner lots shall maintain a front setback of 80 feet and a side/rear setback of 80 feet on the lot side abutting the side street, as if the lot had two frontages. The front and side/rear setbacks for corner lots shall be subject to adjustment as provided in Notes 2 and 3 above.</p>
<p>5. <u>Variable B-1, and B-2 Zoning District Side Setback.</u> For lots in zoning districts B-1 and B-2 that do not directly abut a residential use or residential zoning district, the above side setback requirement shall be reduced to 15 feet, which may be accomplished by shared setbacks or by placement of a setback on only one lot.</p>
<p>6. <u>Variable Greenbelt O-1, B-1, and B-2 Zoning District Rear Setback.</u> In zoning districts O-1, B-1, and B-2, the rear setback requirement shall be satisfied if the lot abuts a greenbelt of 100 feet or more. If a lot abuts a greenbelt of less than 100 feet, the actual width of the greenbelt shall be included in and correspondingly reduce the required 100-foot setback (e.g., if a lot abuts a 50-foot greenbelt, the rear setback requirement shall be reduced to 50 feet). No rear setback or rear landscape buffer shall be required for any lot that abuts a dedicated easement of 75 feet or more, on which permanent, habitable structures are not permitted:</p>

7. Reduced O-1, B-1, and B-2 Zoning District Rear Setback. In zoning districts O-1, B-1, and B-2, the above provided rear setbacks and landscape buffers shall only apply to lots that abut or are separated by a street from a residential use, residential zoning district or greenbelt that abuts a residential use or residential zoning district. For lots that do not abut (including those separated by a street from such use or district) a residential use, residential zoning district or greenbelt that abuts a residential use or residential zoning district, the rear setback shall be reduced to not less than 15 feet, and for a lot in a B-1 and B-2 zoning district that does not face a street, the rear landscape buffer shall be eliminated.

8. Mixed-Use District Setbacks. Setbacks shall be determined by an approved MXD Site Plan, with the following minimum setback standards: A ten-foot minimum building setback shall be required where a non-single-family residential use within the MXD District abuts a single-family use or single-family zoning district. A 20-foot minimum front setback shall be required for front-load residential garages and a ten-foot minimum front setback shall be required for side-load residential garages. A ten-foot minimum building setback shall be required where any residential or nonresidential use abuts a public or private street. See Section 36-41 for full district regulations.

98. Area Regulation. Except as permitted in Single-Family Cottage Estates Residential District (CE\_-District) or Mixed-Use District (MXD), the buildings on any one lot must not cover more than one-third of the entire area of the lot.

<i>District</i>	<i>Height Limitation (in feet)</i>	<i>Parking Stall Ratio (in feet)</i>	<i>Rear Setback (in feet)</i>	<i>Side Setback (in feet)</i>	<i>Landscape Buffer</i>	
					<i>Front Yard (in feet)</i>	<i>Rear Yard (in feet)</i>
"M-U"—Municipal/Utility	50'	1/200s.f.	50'	25'	40'	40'
"O-1"—Office District	45'	1/300 s.f.	100'	25'	40'	30'
"B-1"—Business District	45'	1/200 s.f.	100'	25'	40'	30'
"B-2"—Business District	45'	1/200 s.f.	100'	25'	40'	30'

<u>"MXD" – Mixed-Used District</u>	<u>45'</u>	<u>Determined by Site Plan</u>	<u>Determined by Site Plan</u>	<u>Determined by Site Plan</u>	<u>Determined by Site Plan</u>	<u>Determined by Site Plan</u>
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## ORDINANCE NO. O-2021-008

**AN ORDINANCE AMENDING CHAPTER 36 – ZONING OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO AMEND THE COMMERCIAL ZONING USE TABLES AND CLARIFY MIXED-USED ZONING DISTRICT SETBACK REQUIREMENTS; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, Chapter 211 of Texas Local Government Code empowers the City Council of the City of Shavano Park to enact zoning regulations and provides for their administration, enforcement and amendment; and

**WHEREAS**, it is the intent of the City Council to provide harmony between existing zoning districts and proposed land uses; and

**WHEREAS**, the City Council determines that this Ordinance will be in keeping with the spirit and intent of Chapter 36 - ZONING of the Code of Ordinances of the City of Shavano Park, will not adversely affect traffic, public health, public utilities, public safety, and the general welfare; and

**WHEREAS**, the City Council has determined that this zoning ordinance is in the best interest of the general welfare of the City of Shavano Park.

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

### I

#### CODE AMENDMENT

Chapter 36, Article I., Sec. 36-1 of the City of Shavano Park Code of Ordinances is hereby amended to add the following definitions:

*Mobile food court.*

A mobile food court is a parcel of land designated and permitted to offer food or beverages for sale to the public from two or more mobile food units. All mobile food courts require a permanent structure for restroom facilities located on the parcel of land.

A mobile food court shall not be interpreted to include a congregation of mobile food units as a secondary, accessory use, and temporary use on existing commercially developed land.

*Mobile food unit.* A "mobile food unit" is a self-contained unit, either motorized or in a trailer on wheels that is readily movable, without disassembling, for transport to another location, and that serves the purpose of preparing and/or serving food and

beverages. The term "mobile food unit" shall not include individual non-motorized vending carts.

## **II CODE AMENDMENT**

Chapter 36, Article II., Sec. 36-41(d) of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 36-41. - MXD—Mixed-Use District.

. . .

(d) *Height, density, setbacks and other limitations:* A MXD District shall not be subject to the use, height, density, commercial intensity, setbacks, parking and other regulations of the City zoning regulations, currently codified as chapter 36 of the Code of Ordinances. The height, density, commercial intensity, setbacks, parking and other requirements shall be established pursuant to an approved MXD site plan, provided, however, the following regulations shall apply:

- (1) A ten-foot minimum building setback shall be required where a non-single-family residential use within the MXD District abuts a single-family use or single-family zoning district.
- (2) A 20-foot minimum front setback shall be required for front-load residential garages and a ten-foot minimum front setback shall be required for side-load residential garages.
- (3) A ten-foot minimum building setback shall be required where any residential or nonresidential use abuts a public or private street.
- (4) Exterior fences and walls shall be permitted along the property line of any residential use.
- (5) All streets within a MXD District may be publicly accessible and may be located adjacent to the property line of any developed or undeveloped land, provided a minimum 30-foot buffer is installed when such street is adjacent to any residential rear property line. If streets are privately owned and maintained they may be gated.
- (6) Parking on public streets shall only be permitted on one side of the street and shall not be permitted between the hours of 2:00 a.m. and 5:00 a.m., except that on-street cut-out parking shall be allowed at any time pursuant to an approved MXD site plan. Public streets are defined, for the purpose of this section, as that portion of the roadway and shoulder from the property line on one side of the street to the property line on the opposite side of the street.



- (7) The height of any commercial or residential structure shall not exceed 45 feet unless authorized by an approved MXD site plan and serviceable by the Fire Department.
- (8) Where residential areas are developed with private common areas and/or privately shared open space, a mandatory homeowner's association shall be created. The homeowner's association shall be responsible for maintenance and upkeep of all private common and shared areas within the boundaries of the residential development. Board composition, dues, and other procedural aspects of the homeowner's association shall be determined by the developer of the residential area.
- (9) A minimum two-car garage shall be required for each density single-family residence and may be rear, side, or front loaded.

...

### **III CODE AMENDMENT**

Chapter 36, Article VI., Table No. 2, subsection (e) of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

#### **Table No. 2 CE Cottage Estates Residential District and MXD Mixed Use District**

...

- (e) *Mixed Use District* (see Section 36-41 for zoning regulations in full). The height, density, commercial intensity, setbacks, parking and other requirements shall be established pursuant to an approved MXD site plan, provided, however, the following regulations shall apply:
  - (1) A ten-foot minimum building setback shall be required where a non-single-family residential use within the MXD District abuts a single-family use or single-family zoning district.
  - (2) A 20-foot minimum front setback shall be required for front-load residential garages and a ten-foot minimum front setback shall be required for side-load residential garages.
  - (3) A ten-foot minimum building setback shall be required where any residential or nonresidential use abuts a public or private street.

...

**IV**  
**CODE AMENDMENT**

Chapter 36, Article VI., Table No. 3 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

**Table No. 3**  
**Table of Permitted Uses**

*O-1 Zoning Category*

Accounting

Architects

Attorneys

Banks, Credit Unions, and Savings and Loan Associations - drive through facilities allowed (CC)

Brokerage services, investment, real estate or insurance

Chiropractor

Clinic, dental, medical, includes optometry, orthopedics, physical therapist and psychiatry

Consultants

Day care/nursery school, supplemental - caring for not more than 12 persons

Developers

Engineers

General office uses

Insurance company and agents

Mortgage loan office

Office call center

Office data processing and management

Software sales and service

Tax preparation services

Telephone company - office use only

Travel agency

## **V**

### **CODE AMENDMENT**

Chapter 36, Article VI., Table No. 4 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

#### **Table No. 4**

#### **Table of Permitted Uses**

##### *B-1 Zoning Category*

As required by subsection 36-39(6) a. 1., all business activities, except for outdoor dining, permitted sports courts (Tennis, basketball, volleyball, racquetball or handball), Electric Vehicle (EV) charging station and Convenience Store activities (including outdoor pay at the pump gasoline sales and stand-alone self-service car wash), are required to be completely contained within an enclosed structure or court.

Any use permitted in O-1 Zoning Category, See Table No. 3

Antique store

Apparel and accessory store

Art gallery and/or museum

Bakery, retail store

Bar/tavern

Barber/beauty salon

Bookstore

Business machine shop

Cafeteria

Camera/photographic store, including equipment and supplies

Candy/nut/confectionery store

Catering shop

Convenience store, (CC)

Cosmetics sales

Day care/nursery school

Day spa

Dairy products, retail store

Drug store/pharmacy

Dry goods, retail store

Electric scooters sales and service

Electric Vehicle (EV) Charging Stations (CC)

Fitness services 6,000 square feet or less

Floor covering (e.g., rug, carpet and tile), retail store

Florist, retail store

Fruit and produce store, retail store

Furniture sales, retail store

Gift shop

Gourmet shop, retail store

Grocery store

Hardware sales, retail store without outdoor display

Hobby supply store

Hotel/motel less than 45 feet in height

Hotel/motel over 45 feet in height (CC)

Interior decorating studio

Jewelry store

Laboratory, dental or medical

Laboratory, research and/or testing (CC)

Laundry/dry cleaning, pickup station only

Leather goods and luggage store sales and services

Liquor store

Locksmith

Milliner (custom)

Mobile food court (CC)

Music store

Nursery (plant sales) - retail

Office equipment/supply store, retail store

Pet grooming, small animals only with no overnight boarding

Pet shop, no outdoor boarding

Picture framing

Postal center

Pottery studio

Religious, cultural and fraternal activity up to 5,000 square feet (includes Churches)

Restaurant

Schools up to 5,000 square feet

Second hand merchandise, retail store

Self defense instruction

Shoe repair

Shoe sales, retail store

Short-term in-patient surgical center - a facility in which the average in-patient length of stay shall not exceed 96 hours (CC)

Skilled Nursing services/facility

Sporting goods, retail store  
Stamp and coin sales, retail store  
Stationery sales, retail store  
Tailor shop  
Tobacco store  
Toy store  
Trophy sales  
Variety store, retail store  
Watch repair  
Weight loss/reducing salon

## **VI CODE AMENDMENT**

Chapter 36, Article VI., Table No. 5 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

### **Table No. 5 Table of Permitted Uses**

#### *B-2 Zoning Category*

As required by subsection 36-39(7)a. 1., all business activities, except for outdoor dining, permitted sports courts (Tennis, basketball, volleyball, racquetball or handball), Electric Vehicle (EV) charging station and Convenience Store activities (including outdoor pay at the pump gasoline sales and stand-alone self-service car wash), are required to be completely contained within an enclosed structure or court.

Any use permitted in B-1 Zoning Category, see Table No. 4

Air conditioner sales, retail store  
Animal clinic, no outdoor boarding  
Appliance repair  
Appliance sales, retail store

Assisted Living Facility (CC)

Auto rental — pick up and drop off only (CC)

Bicycle repair and sales

Club — private (including meeting hall) (CC)

Copy and photostatting shop, dry copy processes only

Department store

Electronic equipment repair

Funeral home, (CC)

Fitness services greater than 6,000 square feet, (CC)

Hardware sales, retail store with outdoor display (screened from public view) (CC)

Miniature golf, indoor only (CC)

Office service facilities, rear-loading only, no outside storage

Paint and wallpaper store, retail store

Pawnshops that are licensed to transact business by the Consumer Credit Commissioner under the Texas Pawnshop Act (Chapter 371 of the Finance Code) - No Special permit is required for this use.

Personal storage facility - rock wall, full screened (CC)

Radio and/or television station - without transmission tower (CC)

Reception hall/meeting facility

Recreational facility, neighborhood only (CC)

Religious, cultural and fraternal activity over 5,000 square feet (includes Churches)

Schools over 5,000 square feet

Skating rink, (CC)

Short-term in-patient surgical center - a facility in which the average in-patient length of stay shall not exceed 96 hours

Tennis, basketball, volleyball, racquetball or handball courts

Theater — no more than 12 screens or stages (CC)

## **VII CODE AMENDMENT**

Chapter 36, Article VI., Table No. 6, subsection 9 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

9. <u>Area Regulation.</u> Except as permitted in Single-Family Cottage Estates Residential District (CE District) or Mixed-Use District (MXD), the buildings on any one lot must not cover more than one-third of the entire area of the lot.						
<i>District</i>	<i>Height Limitation (in feet)</i>	<i>Parking Stall Ratio (in feet)</i>	<i>Rear Setback (in feet)</i>	<i>Side Setback (in feet)</i>	<i>Landscape Buffer</i>	
					<i>Front Yard (in feet)</i>	<i>Rear Yard (in feet)</i>
"M-U"— Municipal/Utility	50'	1/200s.f.	50'	25'	40'	40'
"O-1"—Office District	45'	1/300 s.f.	100'	25'	40'	30'
"B-1"—Business District	45'	1/200 s.f.	100'	25'	40'	30'
"B-2"—Business District	45'	1/200 s.f.	100'	25'	40'	30'
"MXD" – Mixed- Used District	45'	Determined by Site Plan	Determined by Site Plan	Determined by Site Plan	Determined by Site Plan	Determined by Site Plan



## **VIII CUMULATIVE CLAUSE**

That this ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

## **IX SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

## **X PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

**XI**  
**EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by State and Local law.

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 25th day of October, 2021.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of November, 2021.

\_\_\_\_\_  
**ROBERT WERNER, MAYOR**

Attest:

\_\_\_\_\_  
**TRISH NICHOLS, CITY SECRETARY**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 8.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

8.5. Discussion / action - Ordinance O-2021-012 amending Chapter 24, SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs noncommercial speech (second reading) – City Manager



#### **Attachments for Reference:**

- 1) 8.5a - Sign Amendments (TRACK CHANGES)
- 2) 8.5b – Ordinance O-2021-012
- 3) 8.5c – Opinion, 5<sup>th</sup> Circuit Court of Appeals

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**BACKGROUND / HISTORY:** In 2016, the City made major revisions to the City’s sign code and created a sign policy for City property in light of 2015 Supreme Court Reed v. Town of Gilbert decision. In 2017, the City made further amendments to the sign policy with regard to signs during voting periods. In 2020 the City made again major revisions to the sign code with Ordinance O-2020-002 under consultation with the City Attorney.

The City is in two active lawsuits regarding the Sign Ordinance (Fanning v. Shavano Park and Smoot v. Shavano Park). In July, Fanning v. Shavano Park was heard by the Fifth Circuit Court of Appeals in New Orleans. The Court remanded the case back to district Court pending the Supreme Court decision in *Reagan National Advertising of Austin, Inc. v. City of Austin*.

That case will decide whether the Austin city code’s distinction between on-premise signs, which may be digitized, and off-premise signs, which may not, is a facially unconstitutional content-based regulation under Reed v. Town of Gilbert (SCOTUSblog).

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### **DISCUSSION: UPDATES**

At the October 25, 2021 City Council meeting the City Council approved Ordinance O-2021-012 (first reading) with the following amendment: restore the allowed number of residential flag poles to three (3).

Staff recommends all content base sign language be removed. A draft version is attached.

At the September 1, 2021 meeting, the Planning & Zoning Commission discussed possible amendments to the Sign Code and took no action.

At the October 6, 2021 meeting the Planning & Zoning Commission held a public hearing and recommended approval of amendments to the sign code as present in attachment 6.6a.

**Summary of Changes:**

- Removed all regulations that distinguish between *Commercial* and *Non-Commercial* speech (signage)
- Removed all regulations that distinguish between *On-Premise* and *Off-Premise* speech (signage)
- Removed *Billboard* definition and clarified *Pole Sign* definition to mean the common term “billboard.” Clarified all *Pole Signs* (and billboards) require City Council approval in the Urban Corridors.
- Clarified definition of a *Flag* vs a *Pennant* (and improved difference from a banner sign)
- Kept number of flagpoles allowed in residential areas at 3 flagpoles
- Deleted Sign variance language and replaced with reference to Article V of Chapter 36 (Board of Adjustment)
- Numerous minor wordsmithing and formatting edits from City Attorney and the Commission

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**COURSES OF ACTION:** Approve Ordinance O-2021-012 as presented (second reading); propose additional amendments; or decline and provide guidance to staff.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Approve Ordinance O-2021-012 amending Chapter 24, SIGNS of the City of Shavano Park Code of Ordinances to remove sign regulations that distinguish between on and off premise signage and commercial vs noncommercial speech (second reading).

## Chapter 24 - SIGNS

### ARTICLE I. - IN GENERAL

#### Sec. 24-1. - Purpose and scope.

These regulations shall apply in the City Limits. These regulations set forth by the City of Shavano Park, pursuant to its authority to regulate structures under Tex. Local Government Code Ch. 211 and any authority it may have under Tex. Local Government Code Ch. 216, combine the need to protect the public safety and welfare, the need to encourage pedestrian movement, the need for a well maintained and attractive community, and the need to adequately convey ideas, provide communication, and identify features within the community. The provisions do not ensure or provide for every property or business owner's desired level of visibility for signs. The sign standards are intended to allow signs to have adequate visibility from streets and rights-of-way that abut a site, but not for visibility from streets and rights-of-way farther away. The regulations for signs and awnings have the following specific objectives:

- (1) To ensure that signs and awnings are designed, constructed, installed and maintained according to standards to safeguard life, health, property, and public welfare, and to eliminate excessive and/or confusing sign displays that create potential hazards to motorists, pedestrians, and to property;
- (2) To allow and promote positive conditions for sign communication while at the same time restrict signs which create continuous visual clutter and hazards at public right-of-way intersections;
- (3) To reflect and support the desired character and development patterns of the various zoning districts in order to plan and promote an attractive environment;
- (4) To allow for adequate and effective signs in business and office districts, while preventing signs from dominating the appearance of the area, thereby encouraging a positive business atmosphere;
- (5) To establish a sign application and sign permit review process that effectively regulates issues pertaining to the location, placement, and physical characteristics of signs in an effort to ensure compatibility with adjoining land uses, architecture, and landscape; and
- (6) To provide for consistent, fair, and content neutral application and enforcement of regulations pertaining to signs and to ensure that the constitutionally guaranteed right of free speech is protected.

## Sec. 24-2. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Advertising bench* means any bench providing seating to the general public without charge, which may bear advertising.

*Animated or moving sign* means any sign, or part of a sign, which changes physical position or appearance by any movement or rotation or which gives the visual impression of such movement or rotation.

*Awning, canopy, or marquee sign* means a sign that is mounted, painted on, or attached to a building or an awning, canopy, or marquee that is otherwise permitted by this chapter.

*Banner sign* means a sign made of fabric or any non-rigid material with no enclosing framework but does not include a flag, pennant, or feather banner.

*Back-to-back sign* means a structure containing two parallel signs whose faces are oriented in opposite directions and are spaced no more than ten feet apart.

*Bandit sign* means a sign install without the written permission of the land owner which is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, utility poles, street signs, street furniture, stakes, or fences or other objects or installed in the right-of-way, and any temporary sign which is attached to another sign. No sign owned or installed by the City, the State, or a public utility shall be considered a bandit sign. A bandit sign is considered trash and may be discarded in accordance with Sec. 24-14.

*Bill posters* means advertising poster or handbill.

*Chief of Police* means the City's duly appointed Chief of Police.

*City* means the City of Shavano Park, Texas.

*City Code Compliance Officer* means one or more individuals duly appointed by the City to enforce City Code violations.

*Commercial sign* means any sign in zoning districts O-1, B-1 or B-2 that is not a safety or government sign.

*Dilapidation* means any sign where elements of the sign area or background have portions of the finished material missing, broken, or illegible; where the structural support is visibly bent, broken, dented, rusted, corroded, or loose; or where the sign or its elements are not in compliance with the adopted electrical code and/or the building code.

*Early voting period* means that period as prescribed by Tex. Elections Code § 85.001, as amended.

*Electric sign* means:

- (1) Any sign on which letters, figures, designs, or messages are formed or outlined by electric illumination, or by a transparent or translucent medium which is electrically illuminated, whether the illuminating device is contained within or on the sign, including digital signs illuminated by LCD, LED, plasma displays, projected images, or any other illumination format;
- (2) Any outside building outlining;
- (3) Any interim decorative displays; and
- (4) Any gas tube window outlining.

Any portable sign that has electrical components attached, connected to, or part of the sign, or support, whether electrified or not, shall be considered an electric sign and all provisions of this chapter pertaining to electric signs shall apply to such signs.

*Embellishments* means any feature such as a cutout, neon, or plastic letters, clock, electric device, or space extension, which is added to an outdoor advertising structure. All embellishments shall be included when measuring the sign area.

*Feather banner* means any sign that is constructed of lightweight material (such as cloth, canvas, or vinyl) affixed to a pole or building which is similar to a flag, except that it is longer than it is wide. A feather banner resembles a feather, in that it is tall and narrow, having more surface area vertically than horizontally when fully extended.

*Flag*, means any rectangular piece of cloth or similar material, attachable by one edge to a pole or rope and designed to be fully unfurled or displayed in natural wind conditions. A pennant sign is not considered a flag.

*Flashing sign* means any directly or indirectly illuminated sign that exhibits changing natural or artificial light or color effects by any means whatsoever.

*Government sign* means any sign that is installed or maintained by the federal, state, or local government. Local government includes any political subdivision including the county, the City, the school district, the water district, or an emergency services district.

*Install* means to construct, erect, place, affix, display, or attach.

*Loop 1604 frontage* means and shall include all Loop 1604 frontage and access roads.

*Monument sign* means any sign that is a ground-mounted structure of masonry, rock, brick, stone, or stucco. Monument signs shall have a minimum of 90 percent masonry materials such as rock, brick, stone, or stucco. Concrete and cinder blocks may be used structurally if faced with rock, brick, or stucco in accordance with the International Building Code.

*Neighborhood* means a distinct segment of the community, usually consisting of essentially similar housing stock, whose boundaries are defined by physical barriers such as major arterial streets and/or natural features such as creeks and rivers.

*Non-conforming sign* means any sign lawfully in existence on the date the provisions of this chapter are adopted that do not conform to the provisions of this chapter, but which were in compliance with the applicable regulations at the time they were installed or maintained.

*Pennant sign* means any non-rectangular sign of lightweight material suspended from a rope, wire, or string and displayed in a series with or without a message, designed to move in the wind. A pennant sign is not considered a flag.

*Pole sign* means any sign:

- (1) Supported by poles, uprights, or braces which are not concealed in an enclosed base but are permanently installed on or in the ground and wholly independent of any building for support, either single- or double-faced;
- (2) Whose only structural support consists of exposed poles, posts, beams, or other devices mounted in the ground;
- (3) Whose structural support extends sign area at least 10 feet above grade; and
- (4) Is commonly referred to as a billboard.

All pole signs require approval in an Urban Corridor sign plan – see Chapter 24, Article II for Urban Corridor sign regulations.

*Portable sign* means any sign that is readily capable of being moved or removed, whether attached or affixed to the ground or any structure that is typically intended for temporary display. Portable signs include, but are not limited to:

- (1) Signs designed and constructed with a chassis or support with or without wheels;
- (2) Menu and "sandwich" board signs;
- (3) "A" and "T" frame signs;
- (4) Posters, flags, or banners affixed to windows, fences, railings, overhangs, trees, hedges, or other structures or vegetation;
- (5) Searchlights; and
- (6) Inflatables.

For the purposes of this definition, no sign owned or installed by the City, the State, or a public utility shall be considered a portable sign.

*Premises* means any site on which a sign is requested, required, or installed including any lot, area, facility, or building which the responsible party owns, leases, or has a right to use.

*Private property* means all property other than public property, as defined herein.

*Prohibited neon* means any use of neon lighting other than for lettering or logos. For the purposes of this chapter, all uses of neon lighting shall be considered a sign.



*Public property* means 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.

*Pylon sign* means any freestanding sign with visible support structures or with a support structure with a pole cover or pylon cover.

*Responsible party* means the owner/operator of the business being identified on the sign; the owner of the property upon which the sign or sign structure is located; the owner of the sign or sign structure; the person who installs a sign or sign structure, contracts with or directs a person to accomplish the installation; and/or the person who retrieves a sign from the impound.

*Right-of-way* means the area on, below, or above a public road, highway, street, public sidewalk, alley, waterway, or utility easement in which a governmental entity has an interest.

*Safety signs* means any sign on an office or business property which point or direct a person or vehicle to a specific place or along a specific course in order to ensure the safe and orderly passage of vehicles and persons around the premises of a building, such as "entrance," "exit," "handicap access," "employee access only" or "patient drop off."

*Setback* means the line within a lot defining the minimum horizontal distance between a building and the property line. Building setback lines include front, rear, and side setbacks that are measured from the front, rear, and side property lines. Signs installed within building setbacks, when authorized, should not obstruct traffic vision.

*Sign* means an outdoor structure, sign, display, light device, figure, painting, drawing, message, plaque, poster, or other thing that is designed, intended, or used to advertise or inform.

*Sign area* means the area of a sign that is used to determine the maximum area of a sign including the entire advertising or communicative area of a sign. Unless otherwise addressed, sign area is measured from the highest, lowest, and widest points in a rectangular or square format. Sign area size restrictions shall apply to each respective side of the sign structure.

*Site* means a parcel of land developed for commercial or residential use. A site may be a single platted lot, or may be a group of lots with a common or shared frontage.

*Voting period* means 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.

*Wall sign* means any sign installed on the wall of a building or structure, with the exposed face of the sign parallel to the surface of the wall of the building.

Sec. 24-3. - Prohibited signs.

Except as otherwise provided for in this chapter, it is an offense for a responsible party to install or maintain, or cause to be installed or maintained, on private property located in the City, any advertising bench, animated, or moving sign, awning, canopy, or marquee sign, back-to-back sign, bandit sign, bill poster, electric sign, embellishment, flashing sign, monument sign, prohibited neon, blinking, rotating, moving, or intermittently illuminated sign, pole sign, portable sign, pylon sign, any sign protruding above the building roof line or parapet line, painted or Day-Glo colored sign, banner sign, valance or display constructed of cloth, canvas, light fabric, paper, pliable vinyl, plastic, or other light material, feather banner, pennant, wall sign, any sign installed in exchange for a monetary or bartered benefit, any sign displaying any matter in which the dominant theme of the material taken as a whole appeals to the prurient interest in sex, or is patently offensive because it affronts contemporary community standards relating the description or representation of sexual matters, and is utterly without redeeming social value. Such action is hereby declared to be a public nuisance. Any sign not specifically listed as being allowed in this chapter is expressly prohibited. A responsible party shall not install a sign in the right-of-way or on property owned or controlled by the City without specific written permission of the City Council. All signs installed without the permission of the property owner of the land upon which the signs is installed is considered a prohibited sign.

#### Sec. 24-4. - Grandfather provisions.

This chapter is not intended to require the relocation, reconstruction, or removal of a sign which is already in place at the time of the adoption of the ordinance from which this chapter is derived and which was installed in compliance with local ordinances, laws and regulations applicable at the time of its installation, to the extent that Tex. Local Government Code Chapter 216 preempts the application of this chapter to those signs or to any signs otherwise approved pursuant to Ordinance 100-03-99, as amended from time to time, or by City Council approval, provided that all such signs are constructed in accordance with such approval.

#### Sec. 24-5. - Non-nuisance signs in business and office districts.

The following signs are not deemed to be a public nuisance and may only be installed within the City limits in accordance with the following terms and conditions:

- (1) *Construction development.* Upon final approval of a construction permit, three signs may be installed temporarily on the property of the approved plat or development, provided however, that such signs shall not exceed a total of 128 square feet in sign area and that no one sign exceeds 64 square feet in sign area. Sign area for construction development shall include its framing, trim and

molding. The signs shall be installed so as not to interfere with the occupancy or use of any neighboring lots. Such signs shall only be installed during the time of active and ongoing building construction and shall be removed upon the issuance of the certificate of occupancy for the development. A responsible party shall not install any sign in the right-of-way.

- (2) *Post-certificate of occupancy.* Beginning at the time of the issuance of the certificate of occupancy, a single sign may be installed temporarily on each approved plat or development, provided, however, that such sign shall not exceed 64 square feet in sign area. Sign area for post-certificate of occupancy signs shall include its framing, trim and molding, but shall not include the pole or pylon of the sign. The signs shall be installed so as not to interfere with the occupancy or use of the business or office development. All such signs shall be installed for a maximum of one continuous 90-day period from the issuance of the certificate of occupancy. A responsible party shall not install any sign in the right-of-way.
- (3) *Monument signs.* Monument signs shall be permitted subject to the following specifications:
  - a. In general. In business and office districts each property fronting a public or private street shall be allowed one monument sign. Properties fronting two public or private streets shall be allowed one monument sign on each street, for a total of two monument signs. Monument signs may have a sign inserted into the structure provided the sign area of the insert shall not exceed 75 percent of the average height and/or 90 percent of the average width of the structure. The sign insert may be backlit or externally illuminated.
  - b. Monument signs fronting Loop 1604 frontage.
    1. Monument signs fronting Loop 1604 frontage shall not exceed 25 feet in height from the top of the sign to the ground, except as expressly provided in Sec. 24-5(3)b.2.
    2. For properties where the site elevation is below the adjacent driving lanes of Loop 1604, monument signs shall not exceed 25 feet in height as measured from the top of the sign to the adjacent elevation of the Loop 1604 driving lanes, nor shall such monument signs exceed 48 feet in height as measured from the top of the sign to the ground.
    3. Each monument sign located along Loop 1604 frontage shall not exceed an average of 25 feet in width at the base and not exceed an average of 20 feet in width above the base. The base shall not be less than 75 percent of the average width of the sign. The base of the monument sign can include safety and directional information.
    4. The sign area insert of a monument sign shall not exceed 150 square feet of sign area per side.
  - c. Monument signs fronting NW Military Highway.

1. Monument signs fronting NW Military Highway shall not exceed 12 feet in height as measured from the top of the sign to the ground.
  2. Monument signs located on NW Military Highway shall not exceed an average of 15 feet in width at the base and not exceed an average of ten feet in width above the base. Monument signs on NW Military Highway do not require that a base be constructed. If a base is constructed on the monument sign, the base can include signage for name and/or address of the commercial center.
  3. The sign area of the insert of a monument sign shall not exceed 55 square feet of sign area per side excluding the trim and base of the monument sign, if any. The base of the sign shall be considered when determining the height of the sign.
- d. Monument signs fronting any other road.
1. Lots with street frontage greater than 250 feet. Monument signs fronting any road other than Loop 1604 frontage or NW Military Highway shall not exceed ten feet in height as measured from the top of the sign to the ground.
  2. Lots with street frontage less than 250 feet. Monument signs fronting any road other than Loop 1604 frontage or NW Military Highway shall not exceed six feet in height as measured from the top of the sign to the ground.
  3. The sign area of the insert of a monument sign shall not exceed 50 square feet excluding the trim and the base of the sign, if any.
- e. Convenience stores. Each convenience store, as defined by Sec. 36-1 of the City of Shavano Park Code of Ordinances, may install one monument sign with electric display that conforms with this section. Convenience stores fronting on two streets shall be allowed one monument sign with electric display facing each street. The electric sign shall not be neon, blinking, rotating, animated, moving, flashing, or intermittently illuminated. The monument sign shall meet all other requirements in this Code.
- (4) During the period that a property is for sale, rent or lease an additional sign of not more than 64 square feet is permitted, provided such sign is located entirely within the property to which the sign pertains, is not illuminated, and is removed within ten days after the sale, rental or lease has been consummated. Commercial lots fronting on two streets shall be allowed one sign of not more than 64 square feet facing each street. Sign area for a sign under this section shall include framing, trim and molding.
- (5) Multi-tenant buildings.
- a. Each multi-tenant building that has exterior access to individual businesses may attach one wall sign, and one awning sign for each window and/or

exterior door, as set forth in this subsection. This sign shall be compatible with the character of the premises upon which it is installed. Each sign shall require a permit, which may be obtained separately or within a building permit. Such signs shall not exceed an aggregate of 50 square feet of sign area per wall per business on up to two walls.

b. Each multi-tenant building that has interior access to individual businesses or office suites shall be permitted either:

1. For a building less than 30,000 square feet in area, up to three wall signs may be installed on one side of a building, and said signs shall not collectively exceed 150 square feet in sign area with no one sign exceeding 120 square feet; or
2. For a building over 30,000 square feet in area, up to five wall signs may be installed on the building, and said signs shall not collectively exceed 250 square feet in sign area with no one sign exceeding 120 square feet.
3. Sign area for a wall sign under this section shall include all area of the sign including the trim. The sign's framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line.

c. All illuminated signs directed toward residential areas shall comply with Sec. 24-7.

- (6) Single-tenant buildings. Each single-tenant building may have one wall sign, and in addition one awning sign for each window and/or exterior door, subject to the limitations of this section. Such signs shall not exceed an aggregate of 50 square feet of sign area per wall on up to three walls. Sign area for a wall sign under this section shall include all area of the sign including the trim. The sign's framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line.
- (7) If any sign is installed on a building structure, the sign and its framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line.
- (8) Safety and directional signs. Signs on office or business property which point or direct a person or vehicle to a specific location or along a specific course in order to ensure the safe and orderly passage of vehicles and persons around the premises of a building, such as "entrance", "exit", "handicap access", "employee access only" or "patient drop off" are allowable provided they are no larger than six square feet in sign area. Sign area for a sign under this section shall include trim, molding, and framing, but shall not include the pole or pylon of the sign, if any.
- (9) Permits.

- a. No non-nuisance signs in business or office districts shall be installed within the City unless a building permit for such sign has first been issued by the City's building official. The permit application shall be accompanied by engineered drawings and a site plan showing the proposed sign location.
- b. An electrical permit shall be required for any sign requiring the use of electricity in the operation of such sign.
- c. The responsible party must make application for a sign permit, shall pay a fee in the amount as specified in the schedule of fees as approved by the City Council, and secure the permit before beginning work.
- d. If the City Manager or the City Manager's designee finds that the proposed sign conforms in all respects to this chapter, the City Manager shall issue the permit; otherwise the City Manager shall deny it.
- e. Any permit that does not comply with the provisions of the chapter or which is issued in violation of any provision hereof shall be void, and no right or privilege whatsoever shall accrue thereunder.
- f. The City Manager shall instruct the building official to immediately inspect all permitted signs upon completion to determine compliance with the permit.
- g. An applicant or responsible party may appeal any denial of a permit or determination that a sign has not been built in compliance with a permit to the Board of Adjustment as described in Sec. 24-15.
- h. No responsible party may reinstall, move, alter, modify, or relocate any sign which requires a permit without first obtaining a sign permit from the City. Changing the price of advertised goods or services alone shall not require an additional permit.

Sec. 24-6. - Non-nuisance signs in residential zoning districts.

In A-1, A-2, A-3, A-4, A-5 PUD, MXD and CE zoning districts the following signs are hereby not deemed to be a public nuisance and do not require a permit unless specifically required below:

- (1) Subdivision sign. Upon final plat approval, a single sign may be installed temporarily on each approved plat or development property, provided, however, that such sign shall not exceed 64 square feet in sign area. Sign area for a subdivision sign shall include its framing, trim and molding, and shall be installed so as not to interfere with the occupancy or use of any lots in the subdivision. All such signs shall be removed upon completion of the sale of 95 percent of the lots in the subdivision. Such sign shall not be more than ten feet in height.
- (2) Temporary sign. Each residential property may erect one temporary sign on the property that conforms to the following requirements:

- a. A responsible party may install a sign in such a manner that it may be viewed from the public right-of-way for up to 60 days per calendar year;
  - b. The gross sign area shall not exceed six square feet in sign area. Sign area for a temporary sign under this section shall include framing, trim and molding;
  - c. The sign shall not be higher than six feet above grade; and
  - d. The sign cannot be illuminated or backlit.
- (3) Residential signs. Each residential property may erect two signs that conform to the following requirements:
- a. Each sign cannot exceed four square feet in sign area. Sign area for a temporary sign under this section shall include framing, trim and molding;
  - b. Signs shall be installed within ten feet of the front facing of the primary residence;
  - c. Signs shall not be higher than four feet above grade; and
  - d. The signs shall not be illuminated or backlit.
- (4) During the period the residential property is listed for sale or lease, an additional sign may be installed on the property, subject to the restrictions noted in Sec. 24-6(2)b—d. Residential lots fronting on two streets shall be allowed one sign facing each street.
- (5) Voting period signs. During voting periods as defined in Sec. 24-2, each residential property may install additional signs in addition to those described in Sec. 24-6(2), subject to the following restrictions:
- a. No sign shall be installed more than 60 days prior to the start of the voting period;
  - b. All signs shall be removed by 11:59 p.m. the day following the end of the voting period;
  - c. The total sign area of all voting period signs shall be no more than 44 square feet, and no one sign shall be larger than 36 square feet;
  - d. A sign shall not be higher than six feet above grade including its pole or pylon;
  - e. The signs shall not be illuminated or backlit; and
  - f. Sign area for signs under this section shall include all including trim, molding, and framing of the sign. The pole or pylon of the sign shall be considered for height above grade, but shall not be considered part of the sign area.
- (6) Neighborhood monument signs. Neighborhood monument signs may be installed on property owned by a property owner's association and shall be a maximum of ten feet in height and shall not exceed an average of six feet in

width above the base, regardless of location. The base shall be included in measuring the maximum height of the sign. This sign requires a permit. This sign shall not be installed in the right-of-way without approval of the City Council.

- (7) Street monument signs. Street monument signs may be installed subject to approval of the City Council.
- (8) Each residential property shall prominently display its address as to be easily legible from the adjacent street. Addresses and monuments displaying the address shall not constitute a sign in terms of limiting or eliminating the rights to a sign as allowed in other sections of this chapter.
- (9) No sign shall be installed on public property including a public easement or right-of-way unless otherwise specified in this chapter.
- (10) Signs installed in violation of these regulations are considered a nuisance and may be removed by the City Manager or their designee. A sign so removed under the provisions of this section which has more than minimal value as determined by the City Manager shall be kept in storage for a period of ten days, and if it is not claimed by the responsible party within said period, it may be disposed of in a lawful manner. The City Manager may send notice to the sign owner within three business days of removing the sign if the sign owner's contact information is reasonably discernible from the sign itself.

#### Sec. 24-7. - Exterior lighting and hours for business and building wall signs.

Exterior lighting of the building and building wall signs shall not exceed the maximum height of the building or wall sign. Lighting for signs fronting on any street other than streets adjacent to or abutting commercial property shall be turned off not later than 11:00 p.m. or one-half hour after the business is no longer open to the public, if earlier. All signs shall be compliant with the outdoor lighting requirements of chapter 14 as well as all requirements of this chapter.

#### Sec. 24-8. - Displayed address of commercial property.

Each commercial establishment shall prominently display its address as to be easily legible from the adjacent street. Addresses and monuments displaying the address shall not constitute a sign in terms of limiting or eliminating the rights to a sign as allowed in other sections of this chapter.

#### Sec. 24-9. - Authorized signs.



The following signs under this section are authorized in every zoning district or property without a permit, unless specifically required below:

- (1) Government signs.
- (2) Traffic-control devices that are installed and maintained to comply with the Texas Manual on Uniform Traffic-Control Devices.
- (3) Signs required by this chapter.
- (4) Signs required by other law, including federal, state, or local law, including a sign that a property owner is required to post on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically; the owner must comply with the federal, state, or local law to post a sign on the property.
- (5) Official governmental notices and notices installed by governmental officers in the performance of their duties for regulatory purposes such as neighborhood crime watch areas, to identify streets, or to warn of danger including those installed by the City, county, water district, or other governmental entity.
- (6) Signs displayed on trucks, buses, trailers, mobile food units, or other vehicles that have a sign area, including the entire communicative area of the vehicle, which is less than 32 square feet and are being operated as motor vehicles, provided that the primary purpose of the vehicles is not for display of signs and provided that they are parked in areas appropriate to their use as vehicles as regulated by chapter 36 of the Code of Ordinances, are in operable condition, and carry a current and valid license plate and state inspection tag. Vehicle signs shall conform to the following restrictions:
  - a. Vehicular signs shall contain no flashing or moving elements;
  - b. Vehicular signs shall not be attached to a vehicle so that the driver's vision is obstructed from any angle; and
  - c. Signs, lights and signals used by authorized emergency vehicles shall not be restricted.
- (7) Vending machine signs where the sign is not larger than the normal dimensions of the machine to which the sign is attached.
- (8) Memorial signs or tablets when cut into any masonry surface or attached to a building when constructed of bronze or other metal up to six square feet as part of a building.
- (9) Any sign wholly within the confines of a building, and oriented to be out of view from outside the building.
- (10) Flags in a business or office zoning district. Each business property is allowed to install up to four flags on up to three flagpoles. Each flag may be no larger than 60 square feet in area. Flagpoles shall be no taller than 40 feet in height

nor higher than the highest point of the nearest principal building's roof on the premises.

- (11) Flags in a residential zoning district. Each residential property is allowed to install up to four flags on up to three flagpoles. Each flag may be no larger than 40 square feet in area. Flagpoles shall be no taller than 25 feet in height nor higher than the highest point of the nearest principal building's roof on the premises.

#### Sec. 24-10. - Destroyed nonconforming signs.

An existing nonconforming sign in the City shall not be repaired or rebuilt in the case of obsolescence, dilapidation, or destruction by fire or other causes. In case of partial destruction by fire or other causes, where the cost of repairing the sign is less than 60 percent of the cost of installing a new sign of the same type at the same location, the City Manager or the City Manager's designee may issue a "no fee" permit for the necessary repairs to be made to the sign. If the necessary repairs are not completed within 60 days of the receipt of written notification to the responsible party by the City Manager or the City Manager's designee, then the sign shall be removed either by the responsible party or by the City at the responsible party's expense. Criminal or civil penalties may also be initiated against the responsible party as provided for in this chapter. If the cost of rebuilding or repair of an existing nonconforming sign exceeds 60 percent of the cost of installing a new sign of the same type at the same location, the sign shall be removed at the responsible party's expense. If the sign is not removed within 30 days of written notification to the responsible party, then it shall be removed by the City or its designated agent(s) at the responsible party's expense. A sign so removed under the provisions of this section shall be kept in storage for a period of 60 days, and if it is not claimed within said period, it may be disposed of in a lawful manner by the City.

#### Sec. 24-11. - Abandoned or discontinued signs.

An abandoned or discontinued sign is a sign that advertises a business or project that has ceased operations for more than one year, unless the property is leased, in which case the sign shall be removed after two years. The responsible party shall remove any sign and/or sign structure that has not been used for advertising or promoting a going concern for at least one year. For the purposes of this section, a business or project has ceased to operate when it is no longer engaged in the sale of products or services in the normal course of business. A violation of this section is an offense.

Sec. 24-12. - City Council sign approval.

- (a) On Loop 1604 frontage only and more than 150 feet from NW Military Highway, the City Council may, at its sole discretion, approve pole/pylon signs within the following parameters: one sign per site with a maximum height of 48 feet from the top of the sign to the site grade, but not to exceed 25 feet above the adjacent driving lane of Loop 1604. This sign area shall not exceed 150 square feet per side (two sides maximum) and may be allowed in place of, or in addition to, any signs allowed by other provisions of this chapter. On a corner lot that qualifies for two monument signs the total sign area allowance may be adjusted up to 70/30 for the major artery, (i.e. A total of 100 square feet of sign area may be allocated 70 square feet on Lockhill Selma Road and 30 square feet on DeZavala Road.) Such reallocation shall be at the sole discretion of the City Council.
- (b) The City Council reserves the right to establish policies governing signage on City property.

Sec. 24-13. - Authority to enforce the ordinance; issue citation.

- (a) The City Manager is authorized by City Council to enforce this ordinance. The City Manager or the City Manager's designee shall review sign regulations, permit applications, nonconforming uses and destruction, and other requests under the ordinance unless otherwise defined by this section. Any final decision made by the City Manager may be appealed to the Board of Adjustment by the responsible party.
- (b) In this chapter the term "City Manager" also includes any person designated by the City Manager to act on behalf of the City Manager to carry out the enforcement of this ordinance.
- (c) The City Code Compliance Officer (or such other individual or classification of individuals as may be designated by the City Manager) may issue a citation requiring the removal, relocation, or reconstruction of any sign which does not meet the spacing, height, and size requirements of this chapter and other City ordinances for which the installation began on or after the effective date of the ordinance from which this chapter is derived. All safety signs shall be approved by the City Code Compliance Officer.

Sec. 24-14. - Removal of prohibited bandit signs.

Bandit signs may be removed and discarded without notice notwithstanding any conflicting regulation or requirement within this section. These signs will not be stored by the City but will be discarded.

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#### Sec. 24-15. - Variances.

Any responsible party, business, or other organization desiring to install, continue to install, reinstall, relocate, alter, or use any sign which does not conform to the provisions of this chapter may make application to the Board of Adjustment for a variance to the provisions of this chapter. All variances shall be handled in accordance with the provisions of Article V of Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances.

#### Sec. 24-16. - Violations to be reported as nuisances.

It is an offense for a responsible party to install a sign in violation of this ordinance. Signs posted or installed in violation hereof are hereby declared to be public nuisances and such violations shall be reported promptly to the Chief of Police or City Code Compliance Officer.

#### Sec. 24-17. - Provisions cumulative.

This chapter shall be cumulative of all provisions of ordinances of the City of Shavano Park, Texas, except where the provisions of this chapter are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. Any and all previous versions of this chapter to the extent that they are in conflict herewith are repealed.

#### Secs. 24-18—24-50. - Reserved.

### ARTICLE II. - URBAN CORRIDOR SIGNAGE

#### Sec. 24-51. - Purpose.

Within the City's jurisdiction, there may be roadway corridors that have been and/or will continue to be very significant to the City. These corridors are amenities and assets of great value to the City, its inhabitants and its economy. The City Council aims to preserve, enhance and perpetuate the value of these roadway corridors and hereby authorizes the establishment of urban corridors.

#### Sec. 24-52. - Designation criteria.

To be designated as an urban corridor, an area must meet one or more of the following criteria:

- (1) The corridor serves as a recognized primary entryway to the City.
- (2) There is substantial commitment of private resources for development of at least 50 percent of the street frontage.
- (3) The corridor traverses residential areas where housing is present along at least 50 percent of the street frontage.

Sec. 24-53. - Designation process.

- (a) This article authorizes the establishment of urban corridors within the City's jurisdiction to regulate sign standards. Ordinances designating each urban corridor shall identify the designated street corridor and specify the sign standards for that corridor.
- (b) Application for designation of a specific urban corridor shall be initiated by submission to the City Manager of an application in compliance with Sec. 24-54 through Sec. 25-58. After reviewing the application for its compliance with Sec. 24-54 through Sec. 25-58, the City Manager shall forward any application found to be in compliance to the Planning & Zoning Commission.
- (c) The Planning & Zoning Commission shall hold one or more public hearings on a proposed urban corridor sign application and submit a recommendation to the City Council, and each public hearing shall be subject to the general notice standards that apply to zoning cases. The City Council shall also hold a public hearing prior to considering a proposed urban corridor sign application, which shall be subject to the general notice standards that apply to zoning cases.

Sec. 24-54. - Sign standards.

- (a) *General.* Ordinances establishing specific urban corridors may include requirements for signs subject to the guidelines included herein. Specific corridor ordinances may include more or less restrictive standards for signs. All signs must be located solely within the specific urban corridors. In the event of a conflict between a specific corridor ordinance and other provisions of this Code, the specific corridor ordinance shall apply.
- (b) *Application.* As part of each application, the applicant must submit proposed terms and conditions for an Urban Corridor Signage Ordinance, subject to approval by both the City's Planning & Zoning Commission and City Council. The application shall be subject to negotiation and approval by the City's Planning & Zoning Commission and final revision and approval by City Council as provided herein. In such agreement between the City and such party or parties establishing a sign corridor with the City

(collectively with the City the "Parties"), the Parties shall specifically provide the following in an Urban Corridor Signage Ordinance:

- (1) Agreement term;
  - (2) Terms for extensions;
  - (3) Replacement schedule;
  - (4) Technical drawing of proposed signage;
  - (5) Master component list for non-masonry components, including heights, widths, grades, finishes, and types of components;
  - (6) Lighting limitations, if any;
  - (7) Maintenance, including replacement of faded sign fronts; and
  - (8) Other information as follows:
    - a. Legal description and exhibit of the property on a scaled map sufficient to determine details showing the area to be included in the urban sign corridor;
    - b. An exhibit showing the location and type of each sign to be located within the urban corridor sign plan;
    - c. An exhibit showing the height of each sign and the sign area of each sign to be located within the urban corridor sign plan; and
    - d. An exhibit showing the architectural drawings for each sign to be located within the urban corridor sign plan.
- (c) *Acreage limitation.* Such party or parties seeking to establish an urban corridor with the City must own or control by agreement with other property owners not less than 50 acres of real property eligible for commercial development and/or real property previously developed as commercial property located along the west side of Lockhill Selma Road or the within 600 feet of improved roadway for Loop 1604.
- (d) *Prohibited signs.* Unless expressly authorized by the City Council to create a unifying theme in a specific urban corridor, signs otherwise prohibited under this chapter are prohibited as urban corridor signage.
- (e) *Temporary signs.* The City Manager shall have the authority to issue permits and approve temporary signs as urban corridor signage within the following limitations:
- (1) Temporary signs shall only be displayed for a maximum of one continuous 90-day period beginning no earlier than 30 days from the date of the issuance of the certificate of occupancy;
  - (2) No more than three temporary signs shall be allowed during the continuous 30-day period noted above; and
  - (3) All temporary signs in total shall not exceed more than 200 square feet in sign area, including framing, trim and molding.

Sec. 24-55. - Corridor pole signs.

Corridor pole signs shall be designed with a uniform branding logo approved by the City Council comprised of materials specifically authorized in the Urban Corridor Signage Ordinance. Permitted pole signs shall be placed no more frequently than every 150 linear feet of street frontage. A pole sign shall not be erected closer than every 150 linear feet along one side of the street to another pole sign.

Sec. 24-56. - Urban corridor sign plan.

The City Council, after receiving a recommendation from the Planning & Zoning Commission, shall be responsible for approving the urban corridor sign plan, approving the urban corridor sign plan with conditions, or denying the urban corridor sign plan. In order for the Planning & Zoning Commission and City Council to consider an urban corridor sign plan, the applicant must submit the materials and design information specified in Sec. 24-54 to the City Manager not less than 45 days prior to consideration by the Planning & Zoning Commission.

Sec. 24-57. - Designation of the Loop 1604 urban corridor.

- (a) Location. The commercially zoned area fronting on the south right-of-way of Loop 1604 is hereby designated as the Loop 1604 urban corridor.
- (b) Tracts eligible for inclusion in the Loop 1604 urban corridor shall be those tracts which have a minimum of 1,000 feet of continuous frontage along Loop 1604.
- (c) The maximum height for a pole sign along Loop 1604 shall be 60 feet and a maximum of 12 feet for signage on any other street.
- (d) For 60-foot signs, the maximum allowable sign area for each pole sign in this corridor shall be 680 square feet, and for all other signs, the maximum allowable sign area for each pole sign shall 200 square feet.

Sec. 24-58. - Designation of the Lockhill Selma urban corridor.

- (a) Location. The commercially zoned area fronting on the west side of Lockhill Selma is hereby designated as the Lockhill Selma urban corridor.
- (b) Tracts eligible for inclusion in the Lockhill Selma urban corridor shall be those tracts, which have a minimum of 500 feet of continuous frontage along Lockhill Selma.



- (c) Within 100 feet of the City's city limits with the City of San Antonio, the maximum height for a pole sign in this corridor shall be 25 feet, and a maximum of 12 feet for any other signage.
- (d) The maximum allowable sign area for each pole sign in this corridor shall be 300 square feet.

### ARTICLE III. - TABLES

**Table No. 1 - Chart of Sign Design Standards**

<b>Type of Sign</b>	<b>Maximum Sign Area</b>	<b>Maximum Sign Height</b>	<b>Maximum Number of Signs</b>	<b>Permit Required</b>	<b>Conditions (Section Number)</b>	<b>Fee</b>
<b>All Districts</b>						
Government signs	n/a	n/a	n/a	No Permit	24-9	No fee
Vending machine	Size of machine	Size of machine	Equal to number of machines on site	No Permit	24-9(7)	No fee
Memorial signs	6 sq. ft.	n/a	n/a	No Permit	24-9(8)	No Fee
<b>Residential Districts (A-1, A-2, A-3, A-4, A-5 PUD, MXD and CE)</b>						
Neighborhood monument sign	60 sq. ft.	10 ft.	one	Permit required	24-6(6)	No fee
Flags	40 sq. ft.	Flagpole can be up to 25 ft.	four (one flagpole only)	No permit	24-9(11)	No fee

Residential - subdivision sign	64 sq. ft.	10 ft.	One until completion of sale of 95 percent of lots	No permit	24-6(1)	No fee
Residential - 4 sq. ft. signs	4 sq. ft.	4 ft.	Two signs	No permit	24-6(3)	No fee
Residential - address (required)	n/a	n/a	One (required)	No permit	24-6(8)	No fee
Residential - temporary sign	6 sq. ft.	6 ft.	One sign up to 60 days	No permit	24-6(2)	No fee
Signs during the period that a property is for sale, rent or lease	6 sq. ft.	6 ft.	One or Two signs depending on location	No permit	24-6(4)	No fee
Signs during voting periods	36 sq. ft. (one sign); 44 sq. ft. (aggregate)	6 ft.	Unlimited so long as aggregate is 44 sq. ft. or less	No permit	24-6(5)	No fee
<b>Business and Office Districts</b>						
Construction development sign	128 sq. ft. (aggregate) no one sign larger than 64 sq. ft.		3 (up to 128 sq. ft. aggregate)-only allowed until Certificate	Permit required	24-5(1)	Based on sign area size

			of Occupancy			
Temporary sign-post Certificate of Occupancy	64 sq. ft.		1-only allowed for 90 days after the Certificate of Occupancy	Permit required	24-5(2)	Based on sign area size
Wall/Window sign (multi- tenant with exterior access)	50 sq. ft. (aggregate )	Building height	One per window/ext erior door	Permit required	24-5(5)a.	Based on sign area size
Wall/Window sign (multi- tenant with only interior access)	120 sq. ft. or 150 sq. ft. for up to three walls (aggregate )	Building height	Up to 3 wall signs per wall	Permit required	24-5(5)b.	Based on sign area size
Wall/Window sign (multi- tenant with only interior access) and Building larger than 30,000 square feet.	120 sq. ft. or 250 sq. ft. for up to three walls (aggregate )	Building height	Up to 5 wall signs total	Permit required	24-5(5)b.2.	Based on sign area size
Wall/Window sign (single tenant)	50 sq. ft. (aggregate )	Building height	One per window/ext erior door	Permit required	24-5(6)	Based on sign

						area size
Monument signs (1604 Frontage)	150 sq. ft.	Varies by site elevation in relation to 1604	One or Two signs depending on location	Permit required	24-5(3)b.	\$200.00
Monument signs (NW Military)	55 sq. ft.	12 feet	One or two signs depending on location	Permit required	24-5(3)c.	\$200.00
Monument signs (All other locations)	50 sq. ft.	Varies by street frontage	One or two signs depending on location	Permit required	24-5(3)d.	\$200.00
Signs during the period that a property is for sale, rent or lease	64 sq. ft.		One or two signs depending on location	Permit required	24-6(4)	Based on sign area size
Flags	60 sq. ft.	Flagpole can be up to 40 ft.	Four	No permit	24-9(10)	No fee

## ORDINANCE NO. O-2021-012

**AN ORDINANCE AMENDING CHAPTER 24, SIGNS OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO REMOVE SIGN REGULATIONS THAT DISTINGUISH BETWEEN ON AND OFF PREMISE SIGNAGE AND COMMERCIAL VS NONCOMMERCIAL SPEECH; PROVIDING FOR FINDINGS OF FACT; AMENDMENT; A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; CODIFICATION; AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

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**WHEREAS**, the City Council of the City of Shavano Park has a substantial interest in protecting the health, safety, welfare, convenience and enjoyment of the general public from injury which may be caused by the unregulated construction of signs; and

**WHEREAS** the City Council of the City of Shavano Park has a substantial interest in enhancing the economic value of the landscape by avoiding visual clutter which is potentially harmful to property values and business opportunities; and

**WHEREAS** the City of Shavano Park is a certified Scenic City and the City Council of the City of Shavano Park desires to implement high-quality scenic standards for public roadways and public spaces; and

**WHEREAS** the City Council has established a dedicated interest in the aesthetics of its community and has determined that this ordinance has been drafted in order to meet the City's compelling interest in the aesthetic beauty of the City; and

**WHEREAS** the City Council of the City of Shavano Park has a substantial interest in promoting the safety of persons and property by providing that signs do not create a hazard due to collapse, fire, collision, weather or negligence; and

**WHEREAS** signs are often placed in or near public rights-of-way and the City Council of the City of Shavano Park has a substantial interest in protecting the safety and efficiency of the City's transportation network by reducing the confusion or distraction to motorists and enhancing the motorists' ability to see pedestrians, obstacles, other vehicles, and traffic signs; and

**WHEREAS** the City Council of the City of Shavano Park has a substantial interest in protecting adjacent and nearby properties from the impact of lighting, size, height and location of signs for the health and safety of its residents as well as the protection of the aesthetic beauty of the City; and

**WHEREAS** the City Council of the City of Shavano Park has a substantial interest in providing for consistent, fair, and content neutral application and enforcement of

regulations pertaining to signs and to ensure that the constitutionally guaranteed right of free speech is protected; and

**WHEREAS** the City Council of the City of Shavano Park desires to update its sign regulations to meet the changing conditions in the City as well as the changed statutory and legal requirements related to sign regulation; and

**WHEREAS** pursuant to Texas Local Government Code Section 51.001, the City of Shavano Park has general authority to adopt an ordinance or police regulation that is for the good government, peace, or order of the City and that is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS** pursuant to Chapters 211 and 216 of the Texas Local Government Code, the City of Shavano Park has the authority to regulate signs and variance procedures; and

**WHEREAS** the City Council finds that the amendments imposed by this Ordinance are reasonable, necessary, and proper for the good government of the City of Shavano Park.

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

## **I**

### **CODE AMENDMENT**

Chapter 24, Article I. – IN GENERAL of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 24-1. - Purpose and scope.

These regulations shall apply in the City Limits. These regulations set forth by the City of Shavano Park, pursuant to its authority to regulate structures under Tex. Local Government Code Ch. 211 and any authority it may have under Tex. Local Government Code Ch. 216, combine the need to protect the public safety and welfare, the need to encourage pedestrian movement, the need for a well maintained and attractive community, and the need to adequately convey ideas, provide communication, and identify features within the community. The provisions do not ensure or provide for every property or business owner's desired level of visibility for signs. The sign standards are intended to allow signs to have adequate visibility from streets and rights-of-way that abut a site, but not for visibility from streets and rights-of-way farther away. The regulations for signs and awnings have the following specific objectives:

- (1) To ensure that signs and awnings are designed, constructed, installed and maintained according to standards to safeguard life, health, property, and public welfare, and to eliminate excessive and/or confusing sign displays that create potential hazards to motorists, pedestrians, and to property;

- (2) To allow and promote positive conditions for sign communication while at the same time restrict signs which create continuous visual clutter and hazards at public right-of-way intersections;
- (3) To reflect and support the desired character and development patterns of the various zoning districts in order to plan and promote an attractive environment;
- (4) To allow for adequate and effective signs in business and office districts, while preventing signs from dominating the appearance of the area, thereby encouraging a positive business atmosphere;
- (5) To establish a sign application and sign permit review process that effectively regulates issues pertaining to the location, placement, and physical characteristics of signs in an effort to ensure compatibility with adjoining land uses, architecture, and landscape; and
- (6) To provide for consistent, fair, and content neutral application and enforcement of regulations pertaining to signs and to ensure that the constitutionally guaranteed right of free speech is protected.

#### Sec. 24-2. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Advertising bench* means any bench providing seating to the general public without charge, which may bear advertising.

*Animated or moving sign* means any sign, or part of a sign, which changes physical position or appearance by any movement or rotation or which gives the visual impression of such movement or rotation.

*Awning, canopy, or marquee sign* means a sign that is mounted, painted on, or attached to a building or an awning, canopy, or marquee that is otherwise permitted by this chapter.

*Banner sign* means a sign made of fabric or any non-rigid material with no enclosing framework but does not include a flag, pennant, or feather banner.

*Back-to-back sign* means a structure containing two parallel signs whose faces are oriented in opposite directions and are spaced no more than ten feet apart.

*Bandit sign* means a sign install without the written permission of the land owner which is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, utility poles, street signs, street furniture, stakes, or fences or other objects or installed in the right-of-way, and any temporary sign which is attached to another sign. No sign owned or installed by the City, the State, or a public utility shall be considered a bandit sign. A bandit sign is considered trash and may be discarded in accordance with Sec. 24-14.

*Bill posters* means advertising poster or handbill.

*Chief of Police* means the City's duly appointed Chief of Police.

*City* means the City of Shavano Park, Texas.

*City Code Compliance Officer* means one or more individuals duly appointed by the City to enforce City Code violations.

*Commercial sign* means any sign in zoning districts O-1, B-1 or B-2 that is not a safety or government sign.

*Dilapidation* means any sign where elements of the sign area or background have portions of the finished material missing, broken, or illegible; where the structural support is visibly bent, broken, dented, rusted, corroded, or loose; or where the sign or its elements are not in compliance with the adopted electrical code and/or the building code.

*Early voting period* means that period as prescribed by Tex. Elections Code § 85.001, as amended.

*Electric sign* means:

- (1) Any sign on which letters, figures, designs, or messages are formed or outlined by electric illumination, or by a transparent or translucent medium which is electrically illuminated, whether the illuminating device is contained within or on the sign, including digital signs illuminated by LCD, LED, plasma displays, projected images, or any other illumination format;
- (2) Any outside building outlining;
- (3) Any interim decorative displays; and
- (4) Any gas tube window outlining.

Any portable sign that has electrical components attached, connected to, or part of the sign, or support, whether electrified or not, shall be considered an electric sign and all provisions of this chapter pertaining to electric signs shall apply to such signs.

*Embellishments* means any feature such as a cutout, neon, or plastic letters, clock, electric device, or space extension, which is added to an outdoor advertising structure. All embellishments shall be included when measuring the sign area.

*Feather banner* means any sign that is constructed of lightweight material (such as cloth, canvas, or vinyl) affixed to a pole or building which is similar to a flag, except that it is longer than it is wide. A feather banner resembles a feather, in that it is tall and narrow, having more surface area vertically than horizontally when fully extended.

*Flag*, means any rectangular piece of cloth or similar material, attachable by one edge to a pole or rope and designed to be fully unfurled or displayed in natural wind conditions. A pennant sign is not considered a flag.

*Flashing sign* means any directly or indirectly illuminated sign that exhibits changing natural or artificial light or color effects by any means whatsoever.



*Government sign* means any sign that is installed or maintained by the federal, state, or local government. Local government includes any political subdivision including the county, the City, the school district, the water district, or an emergency services district.

*Install* means to construct, erect, place, affix, display, or attach.

*Loop 1604 frontage* means and shall include all Loop 1604 frontage and access roads.

*Monument sign* means any sign that is a ground-mounted structure of masonry, rock, brick, stone, or stucco. Monument signs shall have a minimum of 90 percent masonry materials such as rock, brick, stone, or stucco. Concrete and cinder blocks may be used structurally if faced with rock, brick, or stucco in accordance with the International Building Code.

*Neighborhood* means a distinct segment of the community, usually consisting of essentially similar housing stock, whose boundaries are defined by physical barriers such as major arterial streets and/or natural features such as creeks and rivers.

*Non-conforming sign* means any sign lawfully in existence on the date the provisions of this chapter are adopted that do not conform to the provisions of this chapter, but which were in compliance with the applicable regulations at the time they were installed or maintained.

*Pennant sign* means any non-rectangular sign of lightweight material suspended from a rope, wire, or string and displayed in a series with or without a message, designed to move in the wind. A pennant sign is not considered a flag.

*Pole sign* means any sign:

- (1) Supported by poles, uprights, or braces which are not concealed in an enclosed base but are permanently installed on or in the ground and wholly independent of any building for support, either single- or double-faced;
- (2) Whose only structural support consists of exposed poles, posts, beams, or other devices mounted in the ground;
- (3) Whose structural support extends sign area at least 10 feet above grade; and
- (4) Is commonly referred to as a billboard.

All pole signs require approval in an Urban Corridor sign plan – see Chapter 24, Article II for Urban Corridor sign regulations.

*Portable sign* means any sign that is readily capable of being moved or removed, whether attached or affixed to the ground or any structure that is typically intended for temporary display. Portable signs include, but are not limited to:

- (1) Signs designed and constructed with a chassis or support with or without wheels;
- (2) Menu and "sandwich" board signs;

- (3) "A" and "T" frame signs;
- (4) Posters, flags, or banners affixed to windows, fences, railings, overhangs, trees, hedges, or other structures or vegetation;
- (5) Searchlights; and
- (6) Inflatables.

For the purposes of this definition, no sign owned or installed by the City, the State, or a public utility shall be considered a portable sign.

*Premises* means any site on which a sign is requested, required, or installed including any lot, area, facility, or building which the responsible party owns, leases, or has a right to use.

*Private property* means all property other than public property, as defined herein.

*Prohibited neon* means any use of neon lighting other than for lettering or logos. For the purposes of this chapter, all uses of neon lighting shall be considered a sign.

*Public property* means 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.

*Pylon sign* means any freestanding sign with visible support structures or with a support structure with a pole cover or pylon cover.

*Responsible party* means the owner/operator of the business being identified on the sign; the owner of the property upon which the sign or sign structure is located; the owner of the sign or sign structure; the person who installs a sign or sign structure, contracts with or directs a person to accomplish the installation; and/or the person who retrieves a sign from the impound.

*Right-of-way* means the area on, below, or above a public road, highway, street, public sidewalk, alley, waterway, or utility easement in which a governmental entity has an interest.

*Safety signs* means any sign on an office or business property which point or direct a person or vehicle to a specific place or along a specific course in order to ensure the safe and orderly passage of vehicles and persons around the premises of a building, such as "entrance," "exit," "handicap access," "employee access only" or "patient drop off."

*Setback* means the line within a lot defining the minimum horizontal distance between a building and the property line. Building setback lines include front, rear, and side setbacks that are measured from the front, rear, and side property lines. Signs installed within building setbacks, when authorized, should not obstruct traffic vision.

*Sign* means an outdoor structure, sign, display, light device, figure, painting, drawing, message, plaque, poster, or other thing that is designed, intended, or used to advertise or inform.

*Sign area* means the area of a sign that is used to determine the maximum area of a sign including the entire advertising or communicative area of a sign. Unless otherwise addressed, sign area is measured from the highest, lowest, and widest points in a rectangular or square format. Sign area size restrictions shall apply to each respective side of the sign structure.

*Site* means a parcel of land developed for commercial or residential use. A site may be a single platted lot, or may be a group of lots with a common or shared frontage.

*Voting period* means 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.

*Wall sign* means any sign installed on the wall of a building or structure, with the exposed face of the sign parallel to the surface of the wall of the building.

#### Sec. 24-3. - Prohibited signs.

Except as otherwise provided for in this chapter, it is an offense for a responsible party to install or maintain, or cause to be installed or maintained, on private property located in the City, any advertising bench, animated, or moving sign, awning, canopy, or marquee sign, back-to-back sign, bandit sign, bill poster, electric sign, embellishment, flashing sign, monument sign, prohibited neon, blinking, rotating, moving, or intermittently illuminated sign, pole sign, portable sign, pylon sign, any sign protruding above the building roof line or parapet line, painted or Day-Glo colored sign, banner sign, valance or display constructed of cloth, canvas, light fabric, paper, pliable vinyl, plastic, or other light material, feather banner, pennant, wall sign, any sign installed in exchange for a monetary or bartered benefit, any sign displaying any matter in which the dominant theme of the material taken as a whole appeals to the prurient interest in sex, or is patently offensive because it affronts contemporary community standards relating the description or representation of sexual matters, and is utterly without redeeming social value. Such action is hereby declared to be a public nuisance. Any sign not specifically listed as being allowed in this chapter is expressly prohibited. A responsible party shall not install a sign in the right-of-way or on property owned or controlled by the City without specific written permission of the City Council. All signs installed without the permission of the property owner of the land upon which the signs is installed is considered a prohibited sign.

#### Sec. 24-4. - Grandfather provisions.

This chapter is not intended to require the relocation, reconstruction, or removal of a sign which is already in place at the time of the adoption of the ordinance from which this chapter is derived and which was installed in compliance with local ordinances, laws and regulations applicable at the time of its installation, to the extent that Tex. Local

Government Code Chapter 216 preempts the application of this chapter to those signs or to any signs otherwise approved pursuant to Ordinance 100-03-99, as amended from time to time, or by City Council approval, provided that all such signs are constructed in accordance with such approval.

Sec. 24-5. - Non-nuisance signs in business and office districts.

The following signs are not deemed to be a public nuisance and may only be installed within the City limits in accordance with the following terms and conditions:

- (1) *Construction development.* Upon final approval of a construction permit, three signs may be installed temporarily on the property of the approved plat or development, provided however, that such signs shall not exceed a total of 128 square feet in sign area and that no one sign exceeds 64 square feet in sign area. Sign area for construction development shall include its framing, trim and molding. The signs shall be installed so as not to interfere with the occupancy or use of any neighboring lots. Such signs shall only be installed during the time of active and ongoing building construction and shall be removed upon the issuance of the certificate of occupancy for the development. A responsible party shall not install any sign in the right-of-way.
- (2) *Post-certificate of occupancy.* Beginning at the time of the issuance of the certificate of occupancy, a single sign may be installed temporarily on each approved plat or development, provided, however, that such sign shall not exceed 64 square feet in sign area. Sign area for post-certificate of occupancy signs shall include its framing, trim and molding, but shall not include the pole or pylon of the sign. The signs shall be installed so as not to interfere with the occupancy or use of the business or office development. All such signs shall be installed for a maximum of one continuous 90-day period from the issuance of the certificate of occupancy. A responsible party shall not install any sign in the right-of-way.
- (3) *Monument signs.* Monument signs shall be permitted subject to the following specifications:
  - a. In general. In business and office districts each property fronting a public or private street shall be allowed one monument sign. Properties fronting two public or private streets shall be allowed one monument sign on each street, for a total of two monument signs. Monument signs may have a sign inserted into the structure provided the sign area of the insert shall not exceed 75 percent of the average height and/or 90 percent of the average width of the structure. The sign insert may be backlit or externally illuminated.
  - b. Monument signs fronting Loop 1604 frontage.

1. Monument signs fronting Loop 1604 frontage shall not exceed 25 feet in height from the top of the sign to the ground, except as expressly provided in Sec. 24-5(3)b.2.
  2. For properties where the site elevation is below the adjacent driving lanes of Loop 1604, monument signs shall not exceed 25 feet in height as measured from the top of the sign to the adjacent elevation of the Loop 1604 driving lanes, nor shall such monument signs exceed 48 feet in height as measured from the top of the sign to the ground.
  3. Each monument sign located along Loop 1604 frontage shall not exceed an average of 25 feet in width at the base and not exceed an average of 20 feet in width above the base. The base shall not be less than 75 percent of the average width of the sign. The base of the monument sign can include safety and directional information.
  4. The sign area insert of a monument sign shall not exceed 150 square feet of sign area per side.
- c. Monument signs fronting NW Military Highway.
1. Monument signs fronting NW Military Highway shall not exceed 12 feet in height as measured from the top of the sign to the ground.
  2. Monument signs located on NW Military Highway shall not exceed an average of 15 feet in width at the base and not exceed an average of ten feet in width above the base. Monument signs on NW Military Highway do not require that a base be constructed. If a base is constructed on the monument sign, the base can include signage for name and/or address of the commercial center.
  3. The sign area of the insert of a monument sign shall not exceed 55 square feet of sign area per side excluding the trim and base of the monument sign, if any. The base of the sign shall be considered when determining the height of the sign.
- d. Monument signs fronting any other road.
1. Lots with street frontage greater than 250 feet. Monument signs fronting any road other than Loop 1604 frontage or NW Military Highway shall not exceed ten feet in height as measured from the top of the sign to the ground.
  2. Lots with street frontage less than 250 feet. Monument signs fronting any road other than Loop 1604 frontage or NW Military Highway shall not exceed six feet in height as measured from the top of the sign to the ground.
  3. The sign area of the insert of a monument sign shall not exceed 50 square feet excluding the trim and the base of the sign, if any.

- e. Convenience stores. Each convenience store, as defined by Sec. 36-1 of the City of Shavano Park Code of Ordinances, may install one monument sign with electric display that conforms with this section. Convenience stores fronting on two streets shall be allowed one monument sign with electric display facing each street. The electric sign shall not be neon, blinking, rotating, animated, moving, flashing, or intermittently illuminated. The monument sign shall meet all other requirements in this Code.
- (4) During the period that a property is for sale, rent or lease an additional sign of not more than 64 square feet is permitted, provided such sign is located entirely within the property to which the sign pertains, is not illuminated, and is removed within ten days after the sale, rental or lease has been consummated. Commercial lots fronting on two streets shall be allowed one sign of not more than 64 square feet facing each street. Sign area for a sign under this section shall include framing, trim and molding.
- (5) Multi-tenant buildings.
- a. Each multi-tenant building that has exterior access to individual businesses may attach one wall sign, and one awning sign for each window and/or exterior door, as set forth in this subsection. This sign shall be compatible with the character of the premises upon which it is installed. Each sign shall require a permit, which may be obtained separately or within a building permit. Such signs shall not exceed an aggregate of 50 square feet of sign area per wall per business on up to two walls.
  - b. Each multi-tenant building that has interior access to individual businesses or office suites shall be permitted either:
    - 1. For a building less than 30,000 square feet in area, up to three wall signs may be installed on one side of a building, and said signs shall not collectively exceed 150 square feet in sign area with no one sign exceeding 120 square feet; or
    - 2. For a building over 30,000 square feet in area, up to five wall signs may be installed on the building, and said signs shall not collectively exceed 250 square feet in sign area with no one sign exceeding 120 square feet.
    - 3. Sign area for a wall sign under this section shall include all area of the sign including the trim. The sign's framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line.
  - c. All illuminated signs directed toward residential areas shall comply with Sec. 24-7.
- (6) Single-tenant buildings. Each single-tenant building may have one wall sign, and in addition one awning sign for each window and/or exterior door, subject to the limitations of this section. Such signs shall not exceed an aggregate of 50 square feet of sign area per wall on up to three walls. Sign area for a wall sign

under this section shall include all area of the sign including the trim. The sign's framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line.

- (7) If any sign is installed on a building structure, the sign and its framing, trim molding and/or supporting structure shall not protrude above the building roof line or parapet line.
- (8) Safety and directional signs. Signs on office or business property which point or direct a person or vehicle to a specific location or along a specific course in order to ensure the safe and orderly passage of vehicles and persons around the premises of a building, such as "entrance", "exit", "handicap access", "employee access only" or "patient drop off" are allowable provided they are no larger than six square feet in sign area. Sign area for a sign under this section shall include trim, molding, and framing, but shall not include the pole or pylon of the sign, if any.
- (9) Permits.
  - a. No non-nuisance signs in business or office districts shall be installed within the City unless a building permit for such sign has first been issued by the City's building official. The permit application shall be accompanied by engineered drawings and a site plan showing the proposed sign location.
  - b. An electrical permit shall be required for any sign requiring the use of electricity in the operation of such sign.
  - c. The responsible party must make application for a sign permit, shall pay a fee in the amount as specified in the schedule of fees as approved by the City Council, and secure the permit before beginning work.
  - d. If the City Manager or the City Manager's designee finds that the proposed sign conforms in all respects to this chapter, the City Manager shall issue the permit; otherwise the City Manager shall deny it.
  - e. Any permit that does not comply with the provisions of the chapter or which is issued in violation of any provision hereof shall be void, and no right or privilege whatsoever shall accrue thereunder.
  - f. The City Manager shall instruct the building official to immediately inspect all permitted signs upon completion to determine compliance with the permit.
  - g. An applicant or responsible party may appeal any denial of a permit or determination that a sign has not been built in compliance with a permit to the Board of Adjustment as described in Sec. 24-15.
  - h. No responsible party may reinstall, move, alter, modify, or relocate any sign which requires a permit without first obtaining a sign permit from the City. Changing the price of advertised goods or services alone shall not require an additional permit.

Sec. 24-6. - Non-nuisance signs in residential zoning districts.

In A-1, A-2, A-3, A-4, A-5 PUD, MXD and CE zoning districts the following signs are hereby not deemed to be a public nuisance and do not require a permit unless specifically required below:

- (1) Subdivision sign. Upon final plat approval, a single sign may be installed temporarily on each approved plat or development property, provided, however, that such sign shall not exceed 64 square feet in sign area. Sign area for a subdivision sign shall include its framing, trim and molding, and shall be installed so as not to interfere with the occupancy or use of any lots in the subdivision. All such signs shall be removed upon completion of the sale of 95 percent of the lots in the subdivision. Such sign shall not be more than ten feet in height.
- (2) Temporary sign. Each residential property may erect one temporary sign on the property that conforms to the following requirements:
  - a. A responsible party may install a sign in such a manner that it may be viewed from the public right-of-way for up to 60 days per calendar year;
  - b. The gross sign area shall not exceed six square feet in sign area. Sign area for a temporary sign under this section shall include framing, trim and molding;
  - c. The sign shall not be higher than six feet above grade; and
  - d. The sign cannot be illuminated or backlit.
- (3) Residential signs. Each residential property may erect two signs that conform to the following requirements:
  - a. Each sign cannot exceed four square feet in sign area. Sign area for a temporary sign under this section shall include framing, trim and molding;
  - b. Signs shall be installed within ten feet of the front facing of the primary residence;
  - c. Signs shall not be higher than four feet above grade; and
  - d. The signs shall not be illuminated or backlit.
- (4) During the period the residential property is listed for sale or lease, an additional sign may be installed on the property, subject to the restrictions noted in Sec. 24-6(2)b—d. Residential lots fronting on two streets shall be allowed one sign facing each street.
- (5) Voting period signs. During voting periods as defined in Sec. 24-2, each residential property may install additional signs in addition to those described in Sec. 24-6(2), subject to the following restrictions:



- a. No sign shall be installed more than 60 days prior to the start of the voting period;
  - b. All signs shall be removed by 11:59 p.m. the day following the end of the voting period;
  - c. The total sign area of all voting period signs shall be no more than 44 square feet, and no one sign shall be larger than 36 square feet;
  - d. A sign shall not be higher than six feet above grade including its pole or pylon;
  - e. The signs shall not be illuminated or backlit; and
  - f. Sign area for signs under this section shall include all including trim, molding, and framing of the sign. The pole or pylon of the sign shall be considered for height above grade, but shall not be considered part of the sign area.
- (6) Neighborhood monument signs. Neighborhood monument signs may be installed on property owned by a property owner's association and shall be a maximum of ten feet in height and shall not exceed an average of six feet in width above the base, regardless of location. The base shall be included in measuring the maximum height of the sign. This sign requires a permit. This sign shall not be installed in the right-of-way without approval of the City Council.
- (7) Street monument signs. Street monument signs may be installed subject to approval of the City Council.
- (8) Each residential property shall prominently display its address as to be easily legible from the adjacent street. Addresses and monuments displaying the address shall not constitute a sign in terms of limiting or eliminating the rights to a sign as allowed in other sections of this chapter.
- (9) No sign shall be installed on public property including a public easement or right-of-way unless otherwise specified in this chapter.
- (10) Signs installed in violation of these regulations are considered a nuisance and may be removed by the City Manager or their designee. A sign so removed under the provisions of this section which has more than minimal value as determined by the City Manager shall be kept in storage for a period of ten days, and if it is not claimed by the responsible party within said period, it may be disposed of in a lawful manner. The City Manager may send notice to the sign owner within three business days of removing the sign if the sign owner's contact information is reasonably discernible from the sign itself.

Sec. 24-7. - Exterior lighting and hours for business and building wall signs.

Exterior lighting of the building and building wall signs shall not exceed the maximum height of the building or wall sign. Lighting for signs fronting on any street

other than streets adjacent to or abutting commercial property shall be turned off not later than 11:00 p.m. or one-half hour after the business is no longer open to the public, if earlier. All signs shall be compliant with the outdoor lighting requirements of chapter 14 as well as all requirements of this chapter.

#### Sec. 24-8. - Displayed address of commercial property.

Each commercial establishment shall prominently display its address as to be easily legible from the adjacent street. Addresses and monuments displaying the address shall not constitute a sign in terms of limiting or eliminating the rights to a sign as allowed in other sections of this chapter.

#### Sec. 24-9. - Authorized signs.

The following signs under this section are authorized in every zoning district or property without a permit, unless specifically required below:

- (1) Government signs.
- (2) Traffic-control devices that are installed and maintained to comply with the Texas Manual on Uniform Traffic-Control Devices.
- (3) Signs required by this chapter.
- (4) Signs required by other law, including federal, state, or local law, including a sign that a property owner is required to post on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically; the owner must comply with the federal, state, or local law to post a sign on the property.
- (5) Official governmental notices and notices installed by governmental officers in the performance of their duties for regulatory purposes such as neighborhood crime watch areas, to identify streets, or to warn of danger including those installed by the City, county, water district, or other governmental entity.
- (6) Signs displayed on trucks, buses, trailers, mobile food units, or other vehicles that have a sign area, including the entire communicative area of the vehicle, which is less than 32 square feet and are being operated as motor vehicles, provided that the primary purpose of the vehicles is not for display of signs and provided that they are parked in areas appropriate to their use as vehicles as regulated by chapter 36 of the Code of Ordinances, are in operable condition, and carry a current and valid license plate and state inspection tag. Vehicle signs shall conform to the following restrictions:
  - a. Vehicular signs shall contain no flashing or moving elements;

- b. Vehicular signs shall not be attached to a vehicle so that the driver's vision is obstructed from any angle; and
  - c. Signs, lights and signals used by authorized emergency vehicles shall not be restricted.
- (7) Vending machine signs where the sign is not larger than the normal dimensions of the machine to which the sign is attached.
  - (8) Memorial signs or tablets when cut into any masonry surface or attached to a building when constructed of bronze or other metal up to six square feet as part of a building.
  - (9) Any sign wholly within the confines of a building, and oriented to be out of view from outside the building.
  - (10) Flags in a business or office zoning district. Each business property is allowed to install up to four flags on up to three flagpoles. Each flag may be no larger than 60 square feet in area. Flagpoles shall be no taller than 40 feet in height nor higher than the highest point of the nearest principal building's roof on the premises.
  - (11) Flags in a residential zoning district. Each residential property is allowed to install up to four flags on up to three flagpoles. Each flag may be no larger than 40 square feet in area. Flagpoles shall be no taller than 25 feet in height nor higher than the highest point of the nearest principal building's roof on the premises.

#### Sec. 24-10. - Destroyed nonconforming signs.

An existing nonconforming sign in the City shall not be repaired or rebuilt in the case of obsolescence, dilapidation, or destruction by fire or other causes. In case of partial destruction by fire or other causes, where the cost of repairing the sign is less than 60 percent of the cost of installing a new sign of the same type at the same location, the City Manager or the City Manager's designee may issue a "no fee" permit for the necessary repairs to be made to the sign. If the necessary repairs are not completed within 60 days of the receipt of written notification to the responsible party by the City Manager or the City Manager's designee, then the sign shall be removed either by the responsible party or by the City at the responsible party's expense. Criminal or civil penalties may also be initiated against the responsible party as provided for in this chapter. If the cost of rebuilding or repair of an existing nonconforming sign exceeds 60 percent of the cost of installing a new sign of the same type at the same location, the sign shall be removed at the responsible party's expense. If the sign is not removed within 30 days of written notification to the responsible party, then it shall be removed by the City or its designated agent(s) at the responsible party's expense. A sign so removed under the provisions of this section shall be kept in storage for a

period of 60 days, and if it is not claimed within said period, it may be disposed of in a lawful manner by the City.

Sec. 24-11. - Abandoned or discontinued signs.

An abandoned or discontinued sign is a sign that advertises a business or project that has ceased operations for more than one year, unless the property is leased, in which case the sign shall be removed after two years. The responsible party shall remove any sign and/or sign structure that has not been used for advertising or promoting a going concern for at least one year. For the purposes of this section, a business or project has ceased to operate when it is no longer engaged in the sale of products or services in the normal course of business. A violation of this section is an offense.

Sec. 24-12. - City Council sign approval.

- (a) On Loop 1604 frontage only and more than 150 feet from NW Military Highway, the City Council may, at its sole discretion, approve pole/pylon signs within the following parameters: one sign per site with a maximum height of 48 feet from the top of the sign to the site grade, but not to exceed 25 feet above the adjacent driving lane of Loop 1604. This sign area shall not exceed 150 square feet per side (two sides maximum) and may be allowed in place of, or in addition to, any signs allowed by other provisions of this chapter. On a corner lot that qualifies for two monument signs the total sign area allowance may be adjusted up to 70/30 for the major artery, (i.e. A total of 100 square feet of sign area may be allocated 70 square feet on Lockhill Selma Road and 30 square feet on DeZavala Road.) Such reallocation shall be at the sole discretion of the City Council.
- (b) The City Council reserves the right to establish policies governing signage on City property.

Sec. 24-13. - Authority to enforce the ordinance; issue citation.

- (a) The City Manager is authorized by City Council to enforce this ordinance. The City Manager or the City Manager's designee shall review sign regulations, permit applications, nonconforming uses and destruction, and other requests under the ordinance unless otherwise defined by this section. Any final decision made by the City Manager may be appealed to the Board of Adjustment by the responsible party.
- (b) In this chapter the term "City Manager" also includes any person designated by the City Manager to act on behalf of the City Manager to carry out the enforcement of this ordinance.

- (c) The City Code Compliance Officer (or such other individual or classification of individuals as may be designated by the City Manager) may issue a citation requiring the removal, relocation, or reconstruction of any sign which does not meet the spacing, height, and size requirements of this chapter and other City ordinances for which the installation began on or after the effective date of the ordinance from which this chapter is derived. All safety signs shall be approved by the City Code Compliance Officer.

Sec. 24-14. - Removal of prohibited bandit signs.

Bandit signs may be removed and discarded without notice notwithstanding any conflicting regulation or requirement within this section. These signs will not be stored by the City but will be discarded.

Sec. 24-15. - Variances.

Any responsible party, business, or other organization desiring to install, continue to install, reinstall, relocate, alter, or use any sign which does not conform to the provisions of this chapter may make application to the Board of Adjustment for a variance to the provisions of this chapter. All variances shall be handled in accordance with the provisions of Article V of Chapter 36 – ZONING of the City of Shavano Park Code of Ordinances.

Sec. 24-16. - Violations to be reported as nuisances.

It is an offense for a responsible party to install a sign in violation of this ordinance. Signs posted or installed in violation hereof are hereby declared to be public nuisances and such violations shall be reported promptly to the Chief of Police or City Code Compliance Officer.

Sec. 24-17. - Provisions cumulative.

This chapter shall be cumulative of all provisions of ordinances of the City of Shavano Park, Texas, except where the provisions of this chapter are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. Any and all previous versions of this chapter to the extent that they are in conflict herewith are repealed.

Secs. 24-18—24-50. - Reserved.

## **II CODE AMENDMENT**

Chapter 36, Article II. – URBAN CORRIDOR SIGNAGE of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 24-51. - Purpose.

Within the City's jurisdiction, there may be roadway corridors that have been and/or will continue to be very significant to the City. These corridors are amenities and assets of great value to the City, its inhabitants and its economy. The City Council aims to preserve, enhance and perpetuate the value of these roadway corridors and hereby authorizes the establishment of urban corridors.

Sec. 24-52. - Designation criteria.

To be designated as an urban corridor, an area must meet one or more of the following criteria:

- (1) The corridor serves as a recognized primary entryway to the City.
- (2) There is substantial commitment of private resources for development of at least 50 percent of the street frontage.
- (3) The corridor traverses residential areas where housing is present along at least 50 percent of the street frontage.

Sec. 24-53. - Designation process.

- (a) This article authorizes the establishment of urban corridors within the City's jurisdiction to regulate sign standards. Ordinances designating each urban corridor shall identify the designated street corridor and specify the sign standards for that corridor.
- (b) Application for designation of a specific urban corridor shall be initiated by submission to the City Manager of an application in compliance with Sec. 24-54 through Sec. 25-58. After reviewing the application for its compliance with Sec. 24-54 through Sec. 25-58, the City Manager shall forward any application found to be in compliance to the Planning & Zoning Commission.
- (c) The Planning & Zoning Commission shall hold one or more public hearings on a proposed urban corridor sign application and submit a recommendation to the City Council, and each public hearing shall be subject to the general notice standards that

apply to zoning cases. The City Council shall also hold a public hearing prior to considering a proposed urban corridor sign application, which shall be subject to the general notice standards that apply to zoning cases.

Sec. 24-54. - Sign standards.

- (a) *General.* Ordinances establishing specific urban corridors may include requirements for signs subject to the guidelines included herein. Specific corridor ordinances may include more or less restrictive standards for signs. All signs must be located solely within the specific urban corridors. In the event of a conflict between a specific corridor ordinance and other provisions of this Code, the specific corridor ordinance shall apply.
- (b) *Application.* As part of each application, the applicant must submit proposed terms and conditions for an Urban Corridor Signage Ordinance, subject to approval by both the City's Planning & Zoning Commission and City Council. The application shall be subject to negotiation and approval by the City's Planning & Zoning Commission and final revision and approval by City Council as provided herein. In such agreement between the City and such party or parties establishing a sign corridor with the City (collectively with the City the "Parties"), the Parties shall specifically provide the following in an Urban Corridor Signage Ordinance:
  - (1) Agreement term;
  - (2) Terms for extensions;
  - (3) Replacement schedule;
  - (4) Technical drawing of proposed signage;
  - (5) Master component list for non-masonry components, including heights, widths, grades, finishes, and types of components;
  - (6) Lighting limitations, if any;
  - (7) Maintenance, including replacement of faded sign fronts; and
  - (8) Other information as follows:
    - a. Legal description and exhibit of the property on a scaled map sufficient to determine details showing the area to be included in the urban sign corridor;
    - b. An exhibit showing the location and type of each sign to be located within the urban corridor sign plan;
    - c. An exhibit showing the height of each sign and the sign area of each sign to be located within the urban corridor sign plan; and
    - d. An exhibit showing the architectural drawings for each sign to be located within the urban corridor sign plan.

- (c) *Acreage limitation.* Such party or parties seeking to establish an urban corridor with the City must own or control by agreement with other property owners not less than 50 acres of real property eligible for commercial development and/or real property previously developed as commercial property located along the west side of Lockhill Selma Road or the within 600 feet of improved roadway for Loop 1604.
- (d) *Prohibited signs.* Unless expressly authorized by the City Council to create a unifying theme in a specific urban corridor, signs otherwise prohibited under this chapter are prohibited as urban corridor signage.
- (e) *Temporary signs.* The City Manager shall have the authority to issue permits and approve temporary signs as urban corridor signage within the following limitations:
  - (1) Temporary signs shall only be displayed for a maximum of one continuous 90-day period beginning no earlier than 30 days from the date of the issuance of the certificate of occupancy;
  - (2) No more than three temporary signs shall be allowed during the continuous 30-day period noted above; and
  - (3) All temporary signs in total shall not exceed more than 200 square feet in sign area, including framing, trim and molding.

Sec. 24-55. - Corridor pole signs.

Corridor pole signs shall be designed with a uniform branding logo approved by the City Council comprised of materials specifically authorized in the Urban Corridor Signage Ordinance. Permitted pole signs shall be placed no more frequently than every 150 linear feet of street frontage. A pole sign shall not be erected closer than every 150 linear feet along one side of the street to another pole sign.

Sec. 24-56. - Urban corridor sign plan.

The City Council, after receiving a recommendation from the Planning & Zoning Commission, shall be responsible for approving the urban corridor sign plan, approving the urban corridor sign plan with conditions, or denying the urban corridor sign plan. In order for the Planning & Zoning Commission and City Council to consider an urban corridor sign plan, the applicant must submit the materials and design information specified in Sec. 24-54 to the City Manager not less than 45 days prior to consideration by the Planning & Zoning Commission.

Sec. 24-57. - Designation of the Loop 1604 urban corridor.



- (a) Location. The commercially zoned area fronting on the south right-of-way of Loop 1604 is hereby designated as the Loop 1604 urban corridor.
- (b) Tracts eligible for inclusion in the Loop 1604 urban corridor shall be those tracts which have a minimum of 1,000 feet of continuous frontage along Loop 1604.
- (c) The maximum height for a pole sign along Loop 1604 shall be 60 feet and a maximum of 12 feet for signage on any other street.
- (d) For 60-foot signs, the maximum allowable sign area for each pole sign in this corridor shall be 680 square feet, and for all other signs, the maximum allowable sign area for each pole sign shall 200 square feet.

Sec. 24-58. - Designation of the Lockhill Selma urban corridor.

- (a) Location. The commercially zoned area fronting on the west side of Lockhill Selma is hereby designated as the Lockhill Selma urban corridor.
- (b) Tracts eligible for inclusion in the Lockhill Selma urban corridor shall be those tracts, which have a minimum of 500 feet of continuous frontage along Lockhill Selma.
- (c) Within 100 feet of the City's city limits with the City of San Antonio, the maximum height for a pole sign in this corridor shall be 25 feet, and a maximum of 12 feet for any other signage.
- (d) The maximum allowable sign area for each pole sign in this corridor shall be 300 square feet.

### **III**

#### **CODE AMENDMENT**

Chapter 36, Article III. – TABLES of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

**Table No. 1 - Chart of Sign Design Standards**

<b>Type of Sign</b>	<b>Maximum Sign Area</b>	<b>Maximum Sign Height</b>	<b>Maximum Number of Signs</b>	<b>Permit Required</b>	<b>Conditions (Section Number)</b>	<b>Fee</b>
<b>All Districts</b>						
Government signs	n/a	n/a	n/a	No Permit	24-9	No fee

Vending machine	Size of machine	Size of machine	Equal to number of machines on site	No Permit	24-9(7)	No fee
Memorial signs	6 sq. ft.	n/a	n/a	No Permit	24-9(8)	No Fee
<b>Residential Districts (A-1, A-2, A-3, A-4, A-5 PUD, MXD and CE)</b>						
Neighborhood monument sign	60 sq. ft.	10 ft.	one	Permit required	24-6(6)	No fee
Flags	40 sq. ft.	Flagpole can be up to 25 ft.	four (one flagpole only)	No permit	24-9(11)	No fee
Residential - subdivision sign	64 sq. ft.	10 ft.	One until completion of sale of 95 percent of lots	No permit	24-6(1)	No fee
Residential - 4 sq. ft. signs	4 sq. ft.	4 ft.	Two signs	No permit	24-6(3)	No fee
Residential - address (required)	n/a	n/a	One (required)	No permit	24-6(8)	No fee
Residential - temporary sign	6 sq. ft.	6 ft.	One sign up to 60 days	No permit	24-6(2)	No fee
Signs during the period that a	6 sq. ft.	6 ft.	One or Two signs	No permit	24-6(4)	No fee

property is for sale, rent or lease			depending on location			
Signs during voting periods	36 sq. ft. (one sign); 44 sq. ft. (aggregate )	6 ft.	Unlimited so long as aggregate is 44 sq. ft. or less	No permit	24-6(5)	No fee

### **Business and Office Districts**

Construction development sign	128 sq. ft. (aggregate ) no one sign larger than 64 sq. ft.		3 (up to 128 sq. ft. aggregate)-only allowed until Certificate of Occupancy	Permit required	24-5(1)	Based on sign area size
Temporary sign-post Certificate of Occupancy	64 sq. ft.		1-only allowed for 90 days after the Certificate of Occupancy	Permit required	24-5(2)	Based on sign area size
Wall/Window sign (multi-tenant with exterior access)	50 sq. ft. (aggregate )	Building height	One per window/exterior door	Permit required	24-5(5)a.	Based on sign area size
Wall/Window sign (multi-tenant with	120 sq. ft. or 150 sq. ft. for up	Building height	Up to 3 wall signs per wall	Permit required	24-5(5)b.	Based on sign

only interior access)	to three walls (aggregate )					area size
Wall/Window sign (multi-tenant with only interior access) and Building larger than 30,000 square feet.	120 sq. ft. or 250 sq. ft. for up to three walls (aggregate )	Building height	Up to 5 wall signs total	Permit required	24-5(5)b.2.	Based on sign area size
Wall/Window sign (single tenant)	50 sq. ft. (aggregate )	Building height	One per window/exterior door	Permit required	24-5(6)	Based on sign area size
Monument signs (1604 Frontage)	150 sq. ft.	Varies by site elevation in relation to 1604	One or Two signs depending on location	Permit required	24-5(3)b.	\$200.00
Monument signs (NW Military)	55 sq. ft.	12 feet	One or two signs depending on location	Permit required	24-5(3)c.	\$200.00
Monument signs (All other locations)	50 sq. ft.	Varies by street frontage	One or two signs depending on location	Permit required	24-5(3)d.	\$200.00

Signs during the period that a property is for sale, rent or lease	64 sq. ft.		One or two signs depending on location	Permit required	24-6(4)	Based on sign area size
Flags	60 sq. ft.	Flagpole can be up to 40 ft.	Four	No permit	24-9(10)	No fee

#### **IV CUMULATIVE CLAUSE**

That this ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

#### **V SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

#### **VI PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

**VII**  
**EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by State and Local law.

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 25th day of October, 2021.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of November, 2021.

\_\_\_\_\_  
**ROBERT WERNER, MAYOR**

Attest:

\_\_\_\_\_  
**TRISH NICHOLS, CITY SECRETARY**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 8.6

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action - Ordinance O-2021-013 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS) (second reading) - City Manager

X

#### **Attachments for Reference:**

- 1) 6.4a PODS Amendments (TRACK CHANGES)
- 2) 6.4b Ordinance O-2021-013
- 2) 6.4c PODS Permit Example

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**BACKGROUND / HISTORY:** The City established regulations for Portable on-demand Storage Structures (PODS) in 2017 with Ordinance O-2017-001.

---

### **DISCUSSION: UPDATES**

At the October 25, 2021 City Council meeting, the City Council approved Ordinance O-2021-013 (first reading) with the following amendment: 60 days base permit with one (1) 30 day extension not to exceed total permit time of 90 days.

- a) *Permit.* No person shall store, maintain or otherwise keep a portable on-demand storage structure on any lot or parcel of property within the City of Shavano Park without first having obtained and possessing an active permit issued by the City. Permits are valid for 60 (sixty) days. Upon request from the permit holder, the City Manager may grant 1 (one) 30 (thirty) day extension of said permit with no permit to exceed ninety (90) total days. Permit period shall start from date the PODS is stored, maintained or otherwise kept on said permit holder's property.

Since 2017, staff experience is that the Ordinance is compliance for residents is difficult because of the 1-month limitation for PODS permit with an equally short 10-day City Manager extension.

- (a) *Permit.* No person shall store, maintain or otherwise keep a portable on-demand storage structure on any lot or parcel of property within the City of Shavano Park without first having obtained and possessing an active permit issued by the City. Permits are valid for a period not to exceed 30 days. The City Manager may grant an additional ten-day extension of the permit upon request from the permit holder.

Home renovations projects in Shavano Park are generally large projects that last longer 1 month. Several residents fixing damaged homes after Winter Storm Uri in February 2021 found compliance frustrating.

At the September 1, 2021 Planning & Zoning Commission meeting, the Commission discussed possible PODS amendments but otherwise took no action.

At the October 6, 2021 Planning & Zoning Commission meeting, the Commission, after a public hearing, recommended amendments to increase the permit period from 30 days to 90 days and allow the City Manager to grant incremental 1 month extensions as long as a valid building permit is on the property.

---

**COURSES OF ACTION:** Approve Ordinance O-2021-013 (second reading); or specify alternative permit extension timeline; or decline entirely and provide guidance to staff.

---

**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Approve Ordinance O-2021-013 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to extend valid time of permits for portable on-demand storage structures (PODS) (second reading).



Sec. 36-45. - Portable on-demand storage structures.

A portable on-demand storage structure may be utilized as a temporary structure within the city when in compliance with the standards of this subsection. Any use of such structures within the city not in compliance with this subsection shall be unlawful.

- (a) *Permit.* No person shall store, maintain or otherwise keep a portable on-demand storage structure on any lot or parcel of property within the City of Shavano Park without first having obtained and possessing an active permit issued by the City. Permits are valid for ~~a period not to exceed 60 (sixty)~~30 days. Upon request from the permit holder, the City Manager may grant 1 (one) thirty (30) day extension of said permit with no permit to exceed ninety (90) total days~~The City Manager may grant an additional ten-day extension of the permit upon request from the permit holder.~~ Permit period shall start from the date the PODS is stored, maintained or otherwise kept on said permit holder's property.
- (b) *Terms of Use.* Portable on-demand storage structures may be installed in all zoning districts with the following restrictions:
  - (1) No portable on-demand storage structure can be stacked on top of one another or on top of any other object;
  - (2) No portable on-demand storage structures shall be used for human habitation or commercial business purposes;
  - (3) Any portable on-demand storage structure shall be secure, structurally sound, stable and in good repair;
  - (4) No portable on-demand storage structure shall be used to store hazardous materials; and
  - (5) No portable on-demand storage structure shall be used to store refuse or debris.
- (c) *Revocation.* Any permit issued under this section may be revoked upon ten days' written notice to the owner, occupant or person in control of the property if such person is storing, maintaining, or otherwise keeping a portable on-demand storage structure in violation of this section.
- (d) *Fees.* The permit described in this subsection shall have no City fee associated with it.

( [Ord. No. 0-2017-001](#), § V, 9-18-2017)

Sec. 36-45. - Portable on-demand storage structures.

A portable on-demand storage structure may be utilized as a temporary structure within the city when in compliance with the standards of this subsection. Any use of such structures within the city not in compliance with this subsection shall be unlawful.

(a) *Permit.*

(1) No person shall store, maintain or otherwise keep a portable on-demand storage structure on any lot or parcel of property within the City of Shavano Park without first having obtained and possessing an active permit issued by the City. Permits are valid for ~~a period not to exceed sixty (60)~~ 30 days ~~from the time of the POD delivery. Upon request from the permit holder, the City Manager may grant one (1) thirty (30) an additional ten\_-day extension of the permit. No permit shall exceed ninety (90) days in total upon request from the permit holder.~~

(2) No more than one (1) permit shall be issued to a property within a twenty-four (24) month time period. City Manager may grant one (1) additional permit within the twenty-four (24) month period to accommodate reasonable use.

(b) *Terms of Use.* Portable on-demand storage structures may be installed in all zoning districts with the following restrictions:

- (1) No portable on-demand storage structure can be stacked on top of one another or on top of any other object;
- (2) No portable on-demand storage structures shall be used for human habitation or commercial business purposes;
- (3) Any portable on-demand storage structure shall be secure, structurally sound, stable and in good repair;
- (4) No portable on-demand storage structure shall be used to store hazardous materials; and
- (5) No portable on-demand storage structure shall be used to store refuse or debris.

(c) *Revocation.* Any permit issued under this section may be revoked upon ten days' written notice to the owner, occupant or person in control of the property if such person is storing, maintaining, or otherwise keeping a portable on-demand storage structure in violation of this section.

(d) *Fees.* The permit described in this subsection shall have no City fee associated with it.

( Ord. No. 0-2017-001, § V, 9-18-2017)

## **ORDINANCE NO. O-2021-013**

### **AN ORDINANCE AMENDING CHAPTER 36 – ZONING OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO EXTEND VALID TIME OF PERMITS FOR PORTABLE ON-DEMAND STORAGE STRUCTURES (PODS); PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, Chapter 211 of Texas Local Government Code empowers the City Council of the City of Shavano Park to enact zoning regulations and provides for their administration, enforcement and amendment; and

**WHEREAS**, it is the intent of the City Council to provide harmony between existing zoning districts and proposed land uses; and

**WHEREAS**, temporary or portable storage containers, known as MODS/PODs, Conex boxes, and similar containers (“Pods”) have remained common additions to cities as property owners acquires those containers as temporary or permanent accessory buildings; and

**WHEREAS**, PODS have a useful and valid purpose when properly used and situated, particularly when a property owner is using a POD to aid them in a building project for which they have obtained a valid building permit from the City that remains in good standing; and

**WHEREAS**, it is the intent of the City Council to accommodate reasonable use of portable on-demand storage structures as temporary structures; and

**WHEREAS**, the improper use and location of Pods can be unsightly, dangerous, and inappropriate so as to negatively affect municipal aesthetics and impact property values and the overall health, safety, and welfare of the City of Shavano Park; and

**WHEREAS**, the City Council determines that this Ordinance will be in keeping with the spirit and intent of Chapter 36 - ZONING of the Code of Ordinances of the City of Shavano Park, will not adversely affect traffic, public health, public utilities, public safety, and the general welfare; and

**WHEREAS**, pursuant to Chapter 51 of the Texas Local Government Code, and the City of Shavano Park’s inherent police powers, the City Council of the City of Shavano Park hereby finds it to be reasonable and necessary for the protection of the public health and safety to adopt the following regulations.

**WHEREAS**, the City Council has determined that this zoning ordinance is in the best interest of the general welfare of the City of Shavano Park.

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

**I**

**CODE AMENDMENT**

Chapter 36, Article II., Sec. 36-45 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 36-45. - Portable on-demand storage structures.

A portable on-demand storage structure may be utilized as a temporary structure within the city when in compliance with the standards of this subsection. Any use of such structures within the city not in compliance with this subsection shall be unlawful.

- (a) **Permit.** No person shall store, maintain or otherwise keep a portable on-demand storage structure on any lot or parcel of property within the City of Shavano Park without first having obtained and possessing an active permit issued by the City. Permits are valid for 60 (sixty) days. Upon request from the permit holder, the City Manager may grant 1 (one) thirty (30) day extension of said permit with no permit to exceed ninety (90) total days. Permit period shall start from the date the PODS is stored, maintained or otherwise kept on said permit holder's property.
- (b) **Terms of Use.** Portable on-demand storage structures may be installed in all zoning districts with the following restrictions:
  - (1) No portable on-demand storage structure can be stacked on top of one another or on top of any other object;
  - (2) No portable on-demand storage structures shall be used for human habitation or commercial business purposes;
  - (3) Any portable on-demand storage structure shall be secure, structurally sound, stable and in good repair;
  - (4) No portable on-demand storage structure shall be used to store hazardous materials; and
  - (5) No portable on-demand storage structure shall be used to store refuse or debris.
- (c) **Revocation.** Any permit issued under this section may be revoked upon ten days' written notice to the owner, occupant or person in control of the property if such person is storing, maintaining, or otherwise keeping a portable on-demand storage structure in violation of this section.

- (d) *Fees.* The permit described in this subsection shall have no City fee associated with it.

## **II CUMULATIVE CLAUSE**

That this ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

## **III SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

## **IV PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

**V**  
**EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by State and Local law.

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 25th day of October, 2021.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of November, 2021.

\_\_\_\_\_  
**ROBERT WERNER, MAYOR**

Attest:

\_\_\_\_\_  
**TRISH NICHOLS, CITY SECRETARY**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 8.7

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Approval - Resolution No. R-2021-018 approving the 2021 tax roll for the City of Shavano Park

X

**Attachments for Reference:**

- a.) Resolution No. R-2021-018
- b.) Letter and 2021 Tax Roll Statement from Bexar County Tax Assessor-Collector
- c.) 2021 Tax Roll (PDF in Dropbox)

---

**BACKGROUND / HISTORY:**

Texas Municipal Tax Code 26.09(e) “requires the tax roll to be approved by the taxing units governing body”.

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**DISCUSSION:** Bexar County Tax Assessor- Collector’s office has submitted the 2021 tax roll values and levies to the City of Shavano Park as required by the Tax Code. Included as supporting documentation (attachment b) is the letter and summary report of values and levies for the 2021 tax year provided by the tax office. Also submitted from the Tax Assessor-Collector is the entire “2021 Tax Roll Detail”, which if printed is 225 pages, and is included in Dropbox. Hard copies can be printed upon request.

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**COURSES OF ACTION:** Approve Resolution No. R-2021-018 approving the 2021 tax roll for the City of Shavano Park.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** Approve Resolution No. 2021-018 approving the 2021 tax roll for the City of Shavano Park.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS,  
APPROVING THE 2021 SHAVANO PARK TAX ROLL.**

---

**WHEREAS**, Section 26.09(e) of the State Property Tax Code requires the Tax Toll be approved by the taxing units governing body; and

**WHEREAS**, the City Council of the City of Shavano Park has reviewed the Tax Assessment Rolls of Shavano Park for the year 2021;

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

The Tax Rolls Statement as forwarded by the Tax Assessor-Collector for Bexar County and included as "Attachment A" are hereby approved

**PASSED AND APPROVED** by the City Council of the City of Shavano Park this the 22nd day of November, 2021.

---

**ROBERT WERNER**  
Mayor

Attest: \_\_\_\_\_  
**TRISH NICHOLS**  
City Secretary





**Albert Uresti, MPA, PCC**  
**Office of the Tax Assessor - Collector**

October 25, 2021

Ms. Brenda Morey, Finance Director  
City of Shavano Park  
900 Saddletree Court  
Shavano Park, Texas 78231

RE: City of Shavano Park – 2021 Tax Roll

Dear Ms. Morey:

Enclosed is a summary of values and levies taken from the initial Tax Roll for the City of Shavano Park.

Section 26.09(e) of the State Property Tax Code requires the Tax Roll to be approved by the taxing units governing body. Please notify this office, at your earliest convenience, when the tax roll is approved by your governing body.

If you have any question, please contact Mr. Carlos Gutierrez at 210-335-6600.

Sincerely,

A handwritten signature in blue ink, appearing to read "AU", is located below the "Sincerely," text.

Albert Uresti, MPA, PCAC, CTOP  
Tax Assessor-Collector  
Bexar County

AU:SWP/ea

Enclosure

**2021 CERTIFIED TAX ROLL AS OF OCTOBER 1, 2021**

TAX ASSESSMENT ROLLS OF SHAVANO PARK FOR THE YEAR 2021 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	1,721	1,484,419,816	1,410,791,992	219,977.57	3,839,434.97
PERSONAL PROPERTY	291	38,945,118	29,968,338	.00	87,892.48
MOBILE HOME PROPERTY	0	0	0	.00	.00
MINERAL PROPERTY	0	0	0	.00	.00
OTHER PROPERTY	0	0	0	.00	.00
TOTAL	2,012	1,523,364,934	1,440,760,330	219,977.57	3,927,327.45

RATE OF TAXATION ASSESSMENT RATIO 100%

TOTAL TAX RATE 00.287742

ALBERT URESTI, MPA, PCC

TAX ASSESSOR-COLLECTOR BEXAR COUNTY

BY :



SNP

Jurisdiction:	36	SHAVANO PARK			
Total Parcels:	2,012	Tax Rate:	0.2877420		
Market Value:	1,523,364,934	State Hom:	0	Opt Hom:	0.0000000
		State O65:	0	Opt O65:	5,000
		Disabled:	0	Opt Disabled:	0
AG Exclusion Count:	8	AG Exclusion Amt:	10,535,271		
Timber Exclusion Count:	0	Timber Exclusion Amt:	0		
HS Capped Count:	298	HS Capped Amt:	12,536,272		
Assessed Value:	1,500,293,391				
Leased Vehicles Count/Amt:	20	8,847,675	Pollution Control Count/Amt:	1	5,100
Hb366 Count/Amt:	14	3,505	Veteran Exemption Count/Amt:	32	20,065,927
Exxv Count/Amt:	40	26,793,358	State Disaster Count/Amt:	1	50,496
State Homestead Count:	1,218	State Homestead Amt:	0		
Local Homestead Count:	0	Local Homestead Amt:	0		
State Over 65 Count:	0	State Over 65 Amt:	0		
Local Over 65 Count:	630	Local Over 65 Amt:	3,072,500		
Surviving Spouse Count:	3	Surviving Spouse Amt:	15,000		
State Disabled Count:	0	State Disabled Amt:	0		
Local Disabled Count:	2	Local Disabled Amt:	0		
Total VET Count:	60	Total VET Amt:	679,500		
*VET Surviving Spouse Count:	3	*VET Surviving Spouse Amt:	29,000		
*included in the Total VET Count/Amt					
Partial Exempt Values:	3,767,000				
Taxable Value:	1,440,760,330				
Total Levy Amt:	3,927,327.45				
Late Rendition Penalty Count:	47	Late Rendition Penalty Amt:	1,660.92		
Frozen Account Count:	594				
Frozen Homesite Value:	418,391,823				
Frozen Taxable Value:	406,879,657				
Unfrozen Levy Amt:	1,170,763.71				
Frozen Levy Amt:	950,786.14				
Frozen Levy Loss Amt:	219,977.57				
Total Non-Exempt Parcel Count:	2,012				

## CITY COUNCIL STAFF SUMMARY

Meeting Date: November 22, 2021

Agenda item: 8.8

Prepared by: Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

8.8 Approval - Setting the dates for the City sponsored events (Trunk or Treat) - City Manager



**Attachments for Reference:** 1) N/A

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### **BACKGROUND / HISTORY:**

In the October meeting the City Council Approved the following dates.

Arbor / Earth Day: April 23

Independence Day: July 2

NNO: October 4

**Trunk or Treat: Oct 31 Monday**

Holiday Event: December 3

---

**DISCUSSION:** Additional consideration for the date of the Trunk or Treat emerged after this year's Trunk or Treat and staff believes the date should be moved to Sunday, October 30<sup>th</sup>.

**Trunk or Treat 2022 Pros/Cons by dates:**

**October 29<sup>th</sup> (Saturday) 4:00 – 6:00; prep beginning at 3:00**

- **Pros**
  - Weekend; kids not in school prior to event
  - Weekend; no after school activities
  - Weekend likely to result in more "Trunks" participating
- **Cons**
  - Not Halloween (2x days prior)
  - Saturday; Parents may have competing activities
  - Supporting Staff Work Weekend
  - Higher turnout of voters during Early Voting at City Hall (data from 2021 Shavano Park/Bexar Co)

**October 30<sup>th</sup> (Sunday) 4:00 – 6:00; prep beginning at 3:00**

- **Pros**
  - Weekend; kids not in school prior to event
  - Weekend; no after school activities
  - Sunday; kids not likely to any competing events
  - Lighter Early Voting conducted at City Hall (less traffic likely than on Saturday or Monday)

- Weekend likely to result in more “Trunks” participating
- Cons
  - Not Halloween (1x day prior)
  - Supporting Staff Work Weekend
  - Early Voting conducted at City Hall

**October 31<sup>st</sup> (Monday) 4:00 – 6:00; prep beginning at 3:00**

- Pros
  - Halloween Day Actual
  - Supporting Staff Work Weekday
- Cons
  - Shavano Park and Bexar Metro staff still working 4:00 – 5:00
  - Parking Area must be cleared out in Advance
  - Weekday; kids have school prior to event (may have to move time later an hour)
  - Weekday; kids may have after school activities
  - Weekday likely to result in less “Trunks” participating
  - Early Voting conducted at City Hall (more voters / traffic likely than on Sunday)

---

**COURSES OF ACTION:**

Trunk or Treat: Oct 29 Saturday / Oct 30 Sunday / Oct 31 Monday

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**FINANCIAL IMPACT:** N/A for setting the date

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**MOTION REQUESTED:** Approve the proposed date for Truck or Treat on Sunday, October 30<sup>th</sup>.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: 11-25-21

Agenda item: 8.9

Prepared by: Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action - Resolution No. R-2021-019 Voting Phase of Selection Process of Bexar Appraisal District Board of Directors for 2022-2023 Term - City Manager

**X**

### **Attachments for Reference:**

- 1) Bexar Appraisal District Letter
- 2) Proposed Resolution R-2021-019

---

### **BACKGROUND / HISTORY:**

In August, the City received a letter from Chief Appraiser Michael Amezcuita regarding Nomination Phase of Selection Process for Election of Bexar Appraisal District Board of Directors. The City of Shavano Park did not nominate anybody for the Bexar Appraisal Board of Directors.

---

**DISCUSSION:** The City is in receipt of a letter dated Oct. 18, 2021 (attachment 1) referencing the Voting Phase of Selection Process for Election of Bexar Appraisal District Board of Directors 2022-23 ballot listing of all persons nominated by the taxing units and the voting entitlement of each taxing unit (City of Shavano Park – 5 votes).

As required by section 6.03(k), Texas Tax Code, eligible taxing units may now cast votes for the nominees. Staff drafted the resolution nominating Trish DeBerry as the City of Shavano Park's candidate for the Bexar Appraisal District Board of Directors.

---

**COURSES OF ACTION:** Cast votes (up to 5) for nominee of choice.

---

**FINANCIAL IMPACT:** N/A

---

**STAFF RECOMMENDATION:** Approve Resolution No. R-2021-019 nominating Trish DeBerry for the Bexar County Appraisal Board of Directors.



# BEXAR APPRAISAL DISTRICT

Michael A. Amezquita  
Chief Appraiser

411 N. Frio, P.O. Box 830248  
San Antonio, TX 78283-0248  
Phone (210) 224-8511  
Fax (210) 242-2451

## BOARD OF DIRECTORS

ROBERTO TREVIÑO -  
Chair  
CHERI BYROM  
Vice-Chair  
GEORGE TORRES  
Secretary

TRISH DEBERRY -  
Commissioner, PCT 3  
JON FISHER  
ALBERT URESTI, MPA

October 18, 2021

VIA CERTIFIED MAILER

**7020 3160 0001 3862 8225**

The Honorable Bob Werner, Mayor  
City of Shavano Park  
900 Saddletree Crt.  
Shavano Park, TX 78231

RE: Election of Bexar Appraisal District Board of Directors for 2022-2023 – Voting Phase

The Honorable Mayor Werner:

Thank you to those who participated in the nomination phase of the election for the Bexar Appraisal District Board of Directors for the 2022-2023 term. Your nominations have been submitted and the voting phase of the election process is now open.

Enclosed is a copy of the voting entitlement of each taxing unit and a ballot listing all nominees in alphabetical order. As required by Section 6.03(k), Texas Property Tax Code, "the governing body of each taxing unit entitled to vote shall **determine its vote by resolution** and submit it to the Chief Appraiser **before December 15.**"

As a reminder, a recent amendment to Section 6.03, Texas Property Tax Code states "**A taxing unit with at least 5% of the total votes in the election for Bexar Appraisal District Board of Directors must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body.**"

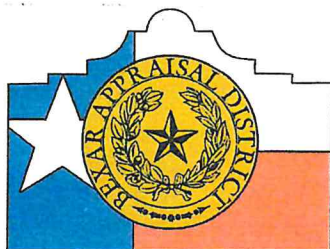
Only votes cast by resolution and submitted before December 15 will be counted in the election process. The five candidates with the greatest number of votes will be declared elected and the results will be delivered to each taxing unit by December 31.

If you have any questions regarding this process, please contact me or my Executive Assistant, Jennifer Rodriguez, at (210) 242-2406.

Sincerely,

Michael A. Amezquita  
Chief Appraiser





**OFFICIAL ELECTION BALLOT  
OF BEXAR APPRAISAL DISTRICT BOARD OF DIRECTORS  
TO SERVE TWO-YEAR TERM  
FROM JANUARY 1, 2022 THROUGH DECEMBER 31, 2023**

**CANDIDATE**

**NUMBER OF VOTES**

CHERI BYROM  
(NOMINATED BY SOUTHWEST ISD)

\_\_\_\_\_

TRISH DeBERRY  
(NOMINATED BY BEXAR COUNTY)

\_\_\_\_\_

NORMA CAVAZOS  
(NOMINATED BY HARLANDALE ISD)

\_\_\_\_\_

JON FISHER  
(NOMINATED BY NORTH EAST ISD)

\_\_\_\_\_

DAVE GANNON  
(NOMINATED BY NORTHSIDE ISD)

\_\_\_\_\_

DR. ADRIANA ROCHA GARCIA  
(NOMINATED BY THE CITY OF SAN ANTONIO)

\_\_\_\_\_

ERIN HARRISON  
(NOMINATED BY THE CITY OF OLMOS PARK)

\_\_\_\_\_

LOUIE G. LUNA  
(NOMINATED BY HARLANDALE ISD)

\_\_\_\_\_

MARIAN V. MENDOZA  
(NOMINATED BY THE CITY OF HELOTES)

\_\_\_\_\_

LESLIE SACHANOWICZ  
(NOMINATED BY THE ALAMO COMMUNITY COLLEGE DISTRICT)

\_\_\_\_\_

**TAXING UNIT NAME: \_\_\_\_\_**

**IMPORTANT - - VOTE MUST BE MADE BY RESOLUTION.**  
**PLEASE BE SURE TO ATTACH THIS BALLOT TO YOUR RESOLUTION.**



Taxing Unit	2020 Tax Levy	Sum of Levies	Votes	% of Votes
ALAMO COMMUNITY COLLEGE DIST.	\$254,322,861.19	\$3,610,864,370.20	352	7.04%
CITY OF ALAMO HEIGHTS	\$6,406,699.62	\$3,610,864,370.20	9	0.18%
ALAMO HEIGHTS ISD	\$82,470,049.78	\$3,610,864,370.20	114	2.28%
CITY OF BALCONES HEIGHTS	\$1,721,653.46	\$3,610,864,370.20	2	0.05%
BEXAR COUNTY	\$467,472,371.81	\$3,610,864,370.20	647	12.95%
BOERNE ISD	\$31,217,074.86	\$3,610,864,370.20	43	0.86%
CITY OF CASTLE HILLS	\$3,745,816.18	\$3,610,864,370.20	5	0.10%
CITY OF CHINA GROVE	\$279,007.46	\$3,610,864,370.20	0	0.01%
COMAL ISD	\$38,055,386.45	\$3,610,864,370.20	53	1.05%
CITY OF CONVERSE	\$8,201,284.98	\$3,610,864,370.20	11	0.23%
EAST CENTRAL ISD	\$51,596,955.11	\$3,610,864,370.20	71	1.43%
EDGEWOOD ISD	\$21,157,789.03	\$3,610,864,370.20	29	0.59%
CITY OF ELMENDORF	\$601,707.72	\$3,610,864,370.20	1	0.02%
CITY OF FAIR OAKS RANCH	\$4,039,528.16	\$3,610,864,370.20	6	0.11%
FLORESVILLE ISD	\$21,312.99	\$3,610,864,370.20	0	0.00%
CITY OF GREY FOREST	\$49,152.38	\$3,610,864,370.20	0	0.00%
HARLANDALE ISD	\$28,308,727.54	\$3,610,864,370.20	39	0.78%
CITY OF HELOTES	\$3,967,229.38	\$3,610,864,370.20	5	0.11%
CITY OF HILL COUNTRY VILLAGE	\$512,757.11	\$3,610,864,370.20	1	0.01%
TOWN OF HOLLYWOOD PARK	\$2,837,422.33	\$3,610,864,370.20	4	0.08%
JUDSON ISD	\$140,894,740.95	\$3,610,864,370.20	195	3.90%
CITY OF KIRBY	\$2,679,244.95	\$3,610,864,370.20	4	0.07%
CITY OF LEON VALLEY	\$5,482,410.68	\$3,610,864,370.20	8	0.15%
CITY OF LIVE OAK	\$6,145,476.08	\$3,610,864,370.20	9	0.17%
CITY OF LYTLE	\$4,781.03	\$3,610,864,370.20	0	0.00%
MEDINA VALLEY ISD	\$14,753,457.00	\$3,610,864,370.20	20	0.41%
NORTH EAST ISD	\$536,392,634.46	\$3,610,864,370.20	743	14.85%
NORTHSIDE ISD IN BEXAR COUNTY	\$774,232,154.72	\$3,610,864,370.20	1072	21.44%
CITY OF OLMOS PARK	\$2,879,805.99	\$3,610,864,370.20	4	0.08%
CITY OF SAN ANTONIO	\$660,390,170.39	\$3,610,864,370.20	914	18.29%
SAN ANTONIO ISD	\$305,650,015.83	\$3,610,864,370.20	423	8.46%
CITY OF SANDY OAKS	\$454,897.21	\$3,610,864,370.20	1	0.01%
CITY OF SCHERTZ	\$2,242,542.25	\$3,610,864,370.20	3	0.06%
SCHERTZ-CIBOLO ISD	\$11,449,970.13	\$3,610,864,370.20	16	0.32%
CITY OF SELMA	\$1,604,693.50	\$3,610,864,370.20	2	0.04%
CITY OF SHAVANO PARK	\$3,624,350.11	\$3,610,864,370.20	5	0.10%
CITY OF SOMERSET	\$726,639.31	\$3,610,864,370.20	1	0.02%
SOMERSET ISD IN BEXAR COUNTY	\$7,902,724.63	\$3,610,864,370.20	11	0.22%
SOUTH SAN ISD	\$27,847,954.91	\$3,610,864,370.20	39	0.77%
SOUTHSIDE ISD	\$24,015,283.83	\$3,610,864,370.20	33	0.67%
SOUTHWEST ISD	\$56,394,921.15	\$3,610,864,370.20	78	1.56%
CITY OF ST HEDWIG	\$732,200.26	\$3,610,864,370.20	1	0.02%
CITY OF TERRELL HILLS	\$5,368,764.85	\$3,610,864,370.20	7	0.15%
CITY OF UNIVERSAL CITY	\$8,812,189.31	\$3,610,864,370.20	12	0.24%
CITY OF WINDCREST	\$3,197,559.13	\$3,610,864,370.20	4	0.09%

<b>TOTAL</b>	<b>\$3,610,864,370.20</b>	<b>5000</b>	<b>100%</b>
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Texas Property Tax Code Sec. 6.03

"The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district."

**\*A recent amendment to Section 6.03, Texas Tax Code states "A taxing unit with at least 5% of the total votes in the election for Bexar Appraisal District Board of Directors must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body."**

**RESOLUTION R-2021-019**

**A RESOLUTION SUBMITTING THE CITY OF SHAVANO PARK, TEXAS VOTES FOR THE BEXAR APPRAISAL BOARD OF DIRECTORS 2022-2023 TERM**

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**WHEREAS, Chapter 6 of the Texas Tax Code authorizes the City of Shavano Park as a taxing unit in Bexar County to cast votes in favor a nominated member of the Bexar County Appraisal District's Board of Directors based on the number of votes allocated to the City by law; and**

**WHEREAS, the City has been duly allocated five votes (5) which the City may cast all in favor of one candidate or distribute among the candidates for any number of directorships; and**

**WHEREAS, Per section 6.03(k), Texas Tax Code, "the governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the Chief Appraiser before December 15<sup>th</sup>".**

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

1. The City of Shavano Park is entitled to five (5) votes for candidates of any of the vacant directorships to be filled for the upcoming 2020-2021 term.
2. The City shall cast the City's votes as follows:

Candidate: Trish DeBerry

No. of Votes Cast: 5

**PASSED AND APPROVED** by the City Council of the City of Shavano Park at its Regular meeting held on this the 22th day of November, 2021.

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**Robert Werner**  
MAYOR

Attest: \_\_\_\_\_  
Trish Nichols, City Secretary