

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, December 12, 2022 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.

The meeting agenda and agenda packet are posted online at www.shavanopark.org.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. CITIZENS TO BE HEARD

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

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

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

4. CITY COUNCIL COMMENTS

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

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

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

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

5.1 Proclamation - Mayor Werner

6. REGULAR AGENDA ITEMS

- 6.1. Presentation / action - Phase 1 Street Improvement Plan and DeZavala project planning status update and design options - KFW Engineering / City Manager**
- 6.2. Discussion / action - Use of Bexar County ARPA/SLFRF Grant funds - City Manager / Finance Director**

7. CITY MANAGER'S REPORT

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

- 7.1. Building Permit Activity Report**
- 7.2. Fire Department Activity Report**
- 7.3. Municipal Court Activity Report**
- 7.4. Police Department Activity Report**
- 7.5. Public Works Activity Report**

8. CONSENT AGENDA

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

- 8.1. Approval - City Council Meeting Minutes, November 28, 2022**
- 8.2. Accept - Planning and Zoning Commission Minutes, November 2, 2022**

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 6th day of December 2022 at 4:19 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, www.shavanopark.org, in compliance with Chapter 551, Texas Government Code.

Trish Nichols
City Secretary

POTENTIAL FUTURE AGENDA ITEMS

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

- a. Selection of a Phase I Street Improvement Plan Construction Services Inspector**
- b. Ordinance amending Chapter 2, Sec. 2-87 Boards and Commissions applications, appointments, Chairpersons and vacancies**
- c. Disposal of City Equipment / Furniture - Annual October or November as needed**
- d. Crime Control Prevention District funding placed on ballot - January 2024**
- e. Street Maintenance Fund funding placed on the ballot - January 2026**
- f. Accepting the FY 2022 Financial Statement Audit - Annual January**
- g. Quarterly and Annual Investment Reports, ending September 30, 2022 - Annual January**
- h. Appointment of Council Appointed Positions - Annual January**
- i. Annual Crime Report – Annual January**
- j. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February**
- k. Records Retention Policy - Annual January**
- l. Shavano Park Police Department Racial Profiling Report - Annual January/February**
- m. City of Shavano Park Investment Policy - Annual February**
- n. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- o. Revisions to Employee Handbook - Annual February**
- p. FY 2022 - 23 Budget Amendment (Annual February or March)**
- q. Set City Manager Annual Performance and Salary Review for April – Annual March**
- r. Arbor Day Proclamation – Annual March**
- s. Monarch Butterfly Proclamation – Annual March**

- t. Consideration for calling a Special Meeting to Canvass the May elections and/or to reschedule the Regular City Council Meeting - Annual April**
- u. Annual review / salary of the City Manager - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters Review - Annual April**
- v. Resolution No. R-2022-00X canvassing the 2021 General Election / Oath of Office - Newly Election Officials / Appointment of Mayor Pro Tem – Annual May**
- w. Annual Budget Calendar - Annual May**
- x. Resolution R-2024-0XX appointing Dr. Woo as the Health authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District - Biennial May even years**
- y. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**
- z. Annual update on bond revenue opportunities by Bond Counsel – Annual May**
- aa. Annual Compensation Review - Annual June Workshop**
- bb. Resolution R-2022-0XX designating authorized signers of all banking depository accounts - Annual June**
- cc. 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**
- dd. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities - February / August**
- ee. City Council adoption of organizational chart - Annual August**
- ff. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- gg. Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2023-24 - Annual September**
- hh. Resolution R-2023-0XX adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY 2023-24 - Annual September**
- ii. Public Hearing - Proposed FY 2023-24 Annual Operating and Capital Budget - Annual September**

- jj. Ordinance No. O-2023-0XX approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2023 and ending September 30, 2024; 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
- kk. Resolution R-2023-0XX adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September
- ll. Record vote to ratify the property tax increase reflected in the FY 2023-24 budget (Record Vote) - Annual September
- mm. 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)
- nn. Future TBD'ed - Consideration for Well #1: place back into operation or plug the Well to meet TCEQ requirements
- oo. 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
- pp. Resolution R-2023-0XX 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
- qq. Disposal of City Equipment / Furniture - Annual October or November as needed
- rr. Adoption of Official City Holiday Schedule - Annual October or November
- ss. Approval of the yearly tax roll - Annual November

CITY COUNCIL STAFF SUMMARY

Meeting Date: December 12, 2022

Agenda item: 6.1

Prepared by: Curtis Leeth / KFW / Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion / presentation - Phase 1 Street Improvement Plan and DeZavala project planning status update and design options - KFW Engineering / City Manager

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Attachments for Reference:

- 1) **6.1a DeZavala Cross Section Options**
- 2) **6.1b DeZavala Planning Options**
- 3) **6.1c Bikeway Sight Distance Exhibit**
- 4) 6.1d Phase 1 Construction Costs Estimate
- 2) 6.1e Phase 1 Streets Engineering Timeline
- 3) 6.1f DeZavala Construction Costs Estimate
- 4) 6.1g DeZavala Engineering Timeline

BACKGROUND / HISTORY: **UPDATES** On February 18th, the City Council passed Ordinance O-2021- 003, which called a May 7, 2022 bond election to be held in the City of Shavano Park, Texas and approved the engineering task order proposals related to potential street improvement plans. The Bond proposal was approved by the voters at the May 7, 2022 Meeting.

Since February 18th, KFW Engineering has worked engineering for all the streets on the East Side of NW Military + cul-de-sacs identified in the Bond. Engineering on De Zavala project began in earnest after a May 18th meeting with City Staff. City intends to have De Zavala project “shovel ready” by early 2023 for possible \$5M in Federal Community Project funding.

At the June, August, September and October 24th City Council meetings, KFW Engineering presented an update on status of the engineering for Phase 1 Street Projects and the Phase 1a De Zavala Road/Drainage project.

At the September 12th City Council meeting, City Council voted to create a Street Advisory Board. The City Manager selected Al Walea and Song Tan as board members.

Since October 24th, KFW submitted the 90% plan submittal for Phase 1 streets **and the 60% plan submittal for De Zavala project on November 30.**

DISCUSSION: This agenda item discussion will briefly update City Council on east side Phase I road construction and then focus discussion on the DeZavala Road project.

East Side / Cul-de-Sacs (Phase 1)

- 90% Design milestone: completed
- City will host a Town Hall / Open House focused on the east side road construction / Engineering plans before the City goes out to Bid on contractor (target date of January 16 / 17 / or 18)
- 100% Design milestone: Delayed until February 1st; after the town hall / open house
- Driveway Construction Access Easement Agreements (Qty 9): starting in December
- Draft RFP to be completed before Christmas for City Review
- RFP finalized after Town Hall and available for discussion at the January CC Meeting
- Planned RFP now scheduled for February 3rd.
- Bid opening scheduled for March 10th
- Allows two weeks for review / selection
- City Council approval of contractor – March 27th
- Construction Town Hall – May / June 2023
- Construction begins May-July? (18 month competition)

De Zavala Road (Phase 1a)

City has spent \$66,351.25 on engineering thus far. This is 26.07% of approved Task Order.

- Cost Estimate: Project cost (option 1) estimated at around \$2.29M in construction (see attachment 6.1c).
 - OPC maintains 20% contingency
 - Engineering costs remain at \$254,520 Task Order
- 60% Design milestone: completed November 30 (option 1 - flush sidewalks)

Staff received clarification from Congressman Gonzales' Chief of Staff that once awarded the grant, we will have up to five years to spend the funds. This relieves us of a short timeframe and allows us to relook the final design concept of DeZavala while at the 60% plans development.

At the November 28th meeting, staff provided a number of options for consideration and City Council consensus was to:

- 1) Stay within existing footprint
- 2) 11 feet lanes
- 3) Ability to bike and walk on both sides (general consensus for a shared bike and sidewalk)
- 4) Cut the hill top down to improve the line of sight in a cost-effective way 1 or 1.5 feet

The concept for a shared use path for both bike and hike **adjacent to the road** will not work as envisioned. KFW provided guidance from TxDOT and staff analyzed this guidance and guidance from the American Association of State Highway and Transportation Officials, Guide for the Development of Bicycle Facilities, 2012. In summary:

- A shared sidewalk and bike lane is properly called a “side path”
- Are generally designed for two-way traffic
- Conflict points occur between motorists and path users at intersections and driveways (more dangerous if the side path was adjacent to the road...)
- The minimum paved width for a two-directional shared use path is 10 ft (3.0 m).
 - o In very rare circumstances, a reduced width of 8 ft (2.4 m) may be used where the following conditions prevail:
- Are physically separated from motorized vehicular traffic by a landscaped buffer or a barrier.
- According to the American Association of State Highway and Transportation Officials, Guide for the Development of Bicycle Facilities, 2012. “A wide separation should be provided between a two-way side path and the adjacent roadway to demonstrate to both the bicyclist and the motorist that the path functions as an independent facility for bicyclists and other users. The minimum recommended distance between a path and the roadway curb (i.e., face of curb) or edge of traveled way (where there is no curb) is 5 ft”
- According to TxDOT Guidance that separation should be a minimum of 10 feet unless there is a physical barrier.

Based upon the conclusions drawn for the guidance documents and the previous City Council guidance, staff will focus further considerations on Option 1 (flush sidewalk buffered by bike lane) or Option 2 (raised sidewalk buffered by bike lane)

COURSES OF ACTION:

- 1) provide guidance on available options presented or some variation.
- 2) Town Hall / Open House on January 16th, 17th, or 18th.

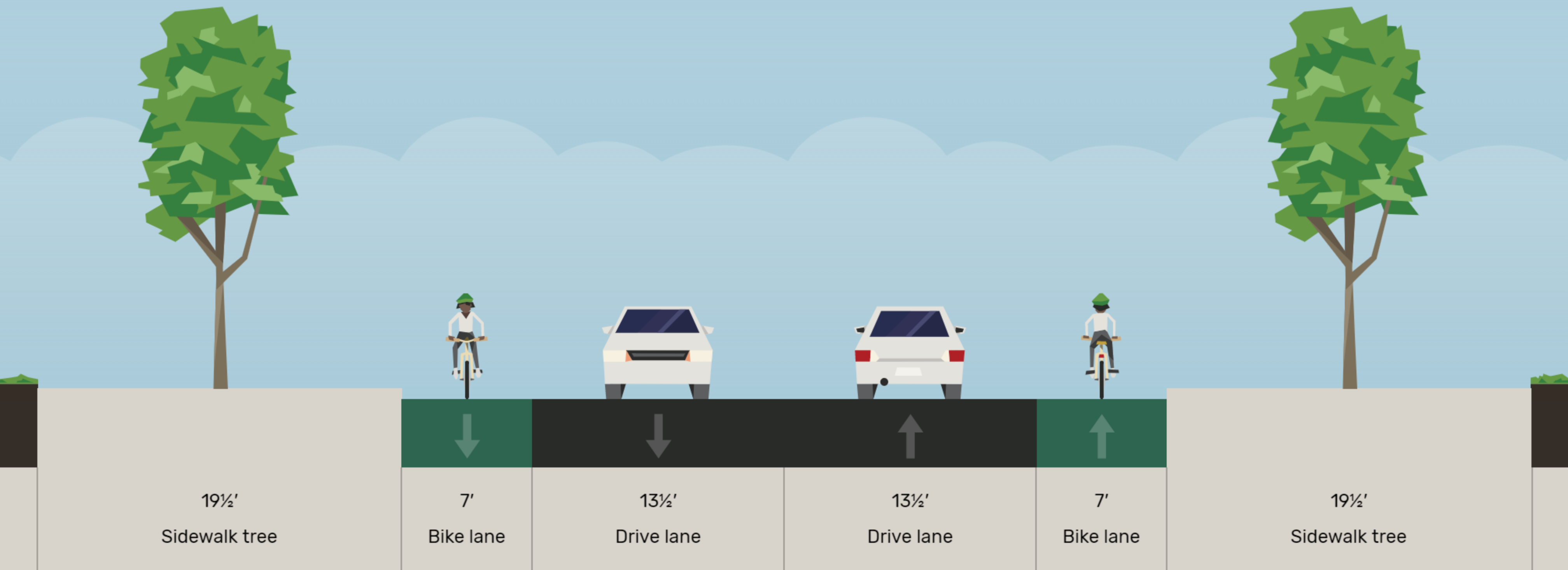
FINANCIAL IMPACT: Varies

MOTION REQUESTED: 1) Approval or consensus to proceed with Option 2 (raised sidewalk buffered by bike lane); 2) Consensus date for scheduling the Town Hall / Open House on January

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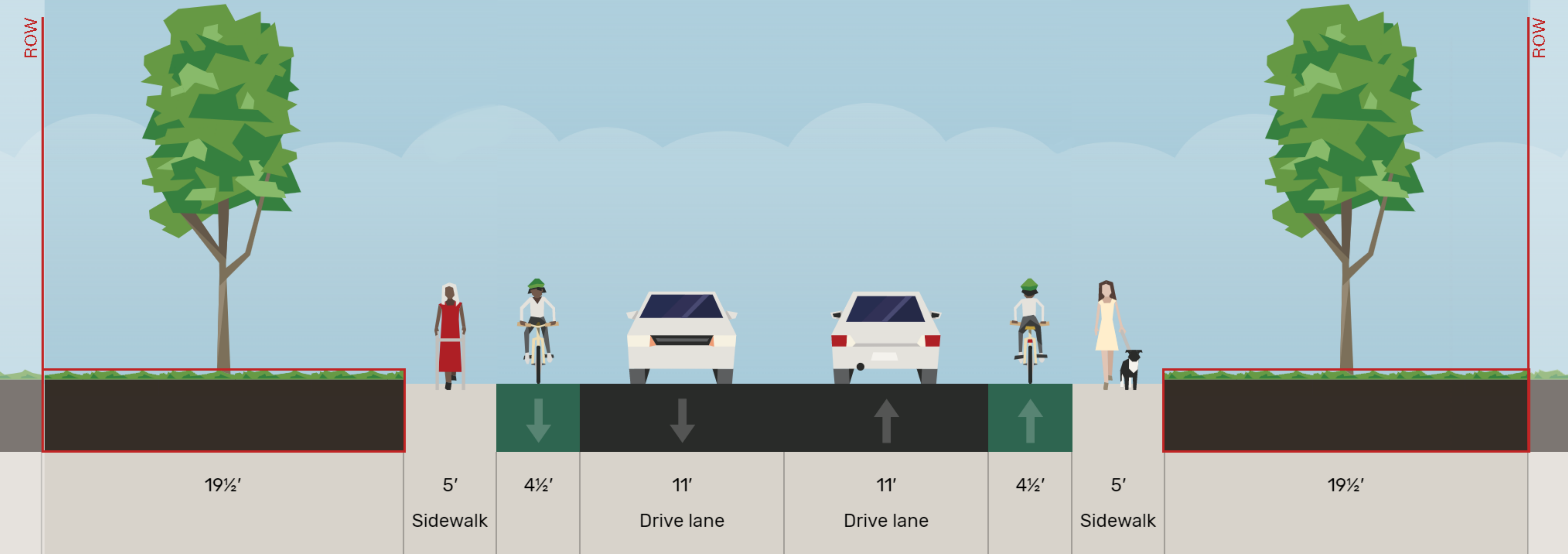
De Zavala

CURRENT



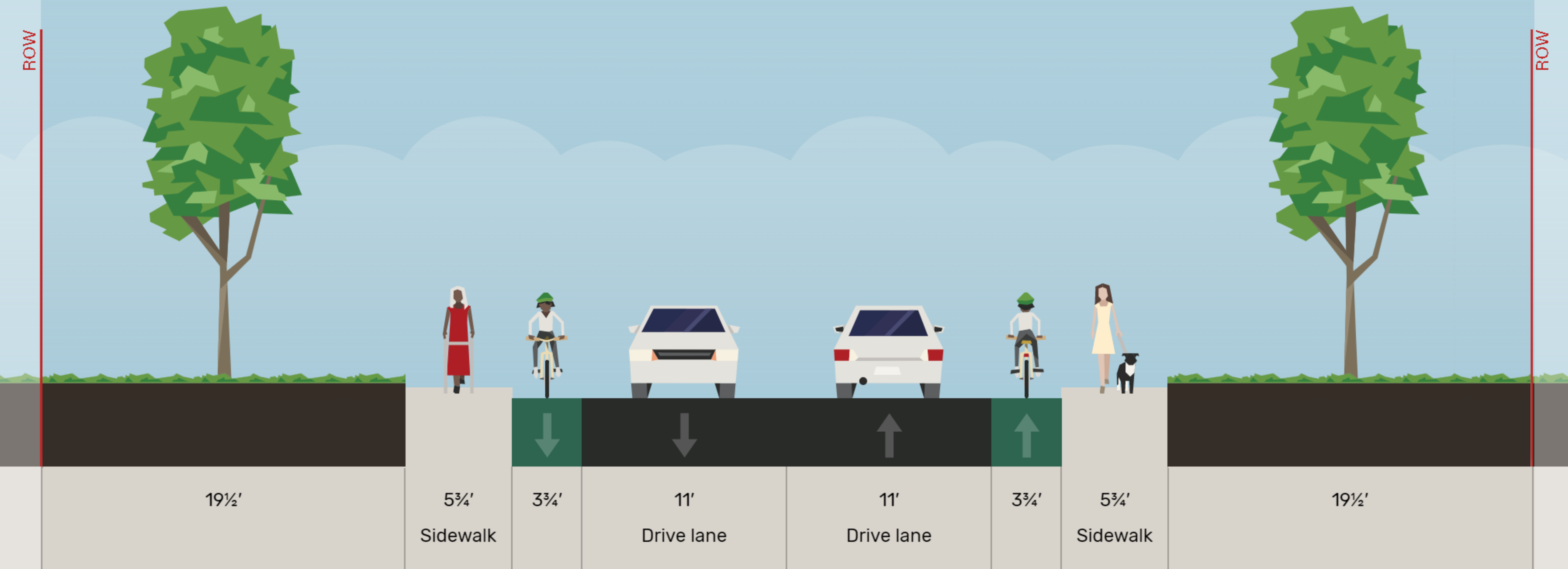
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OPTION 1



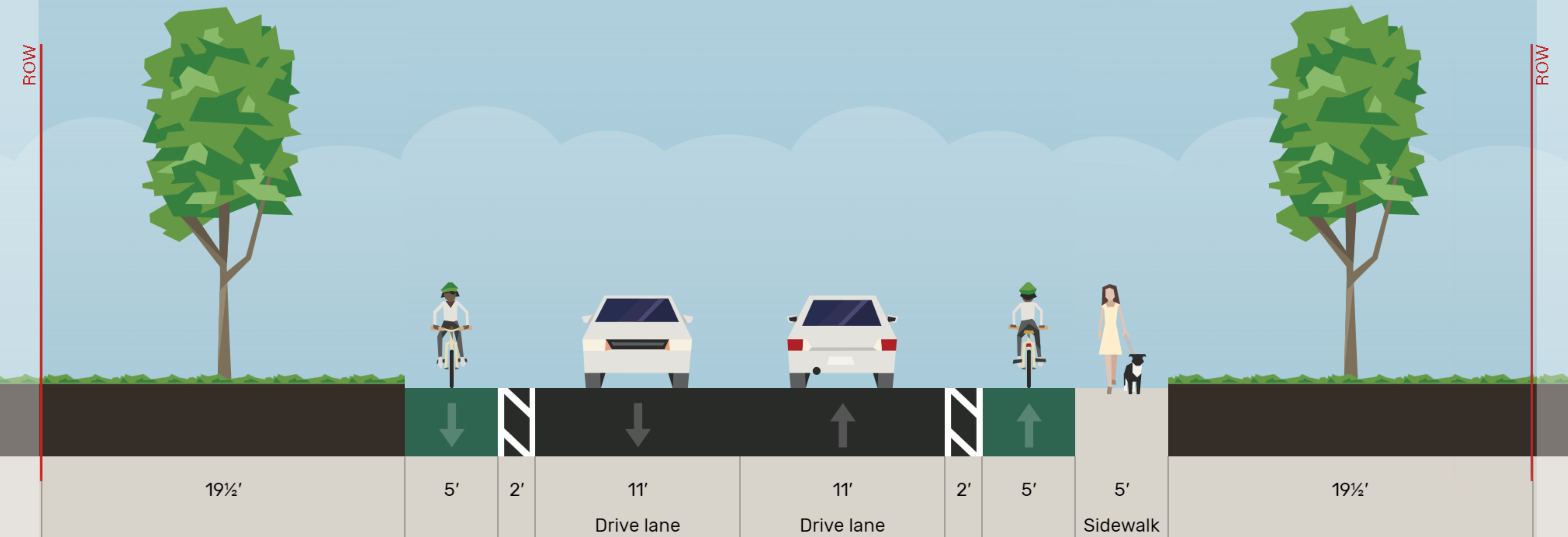
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OPTION 2



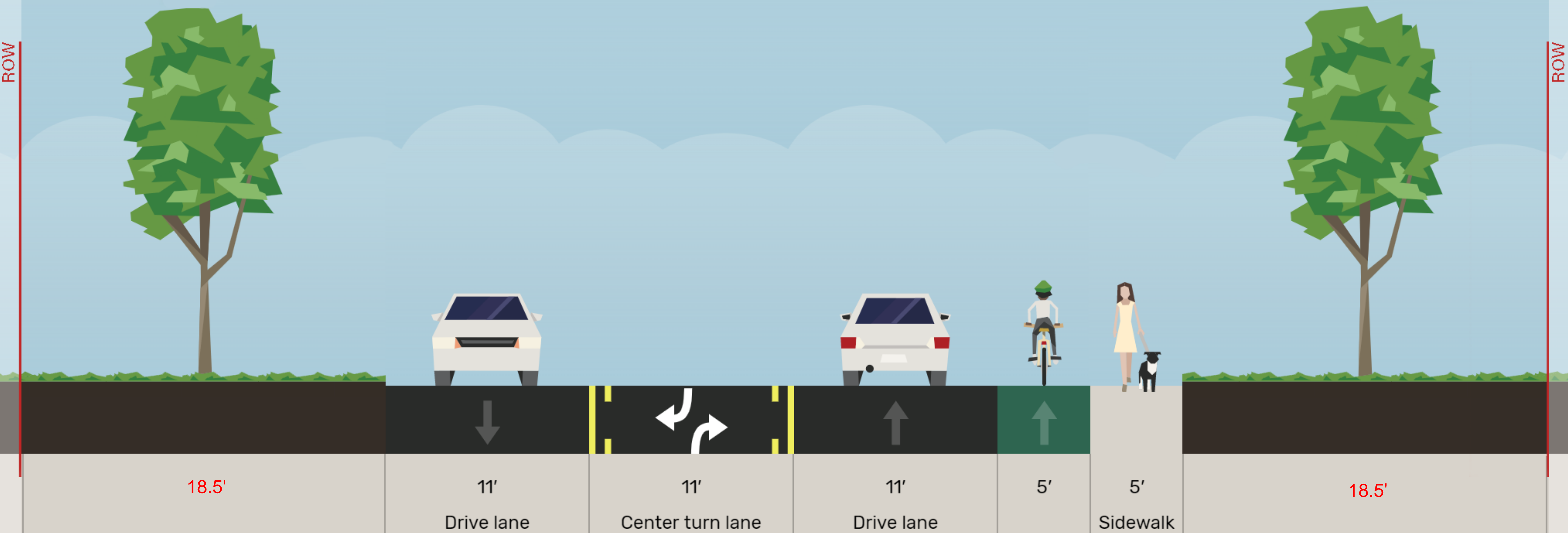
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OPTION 3



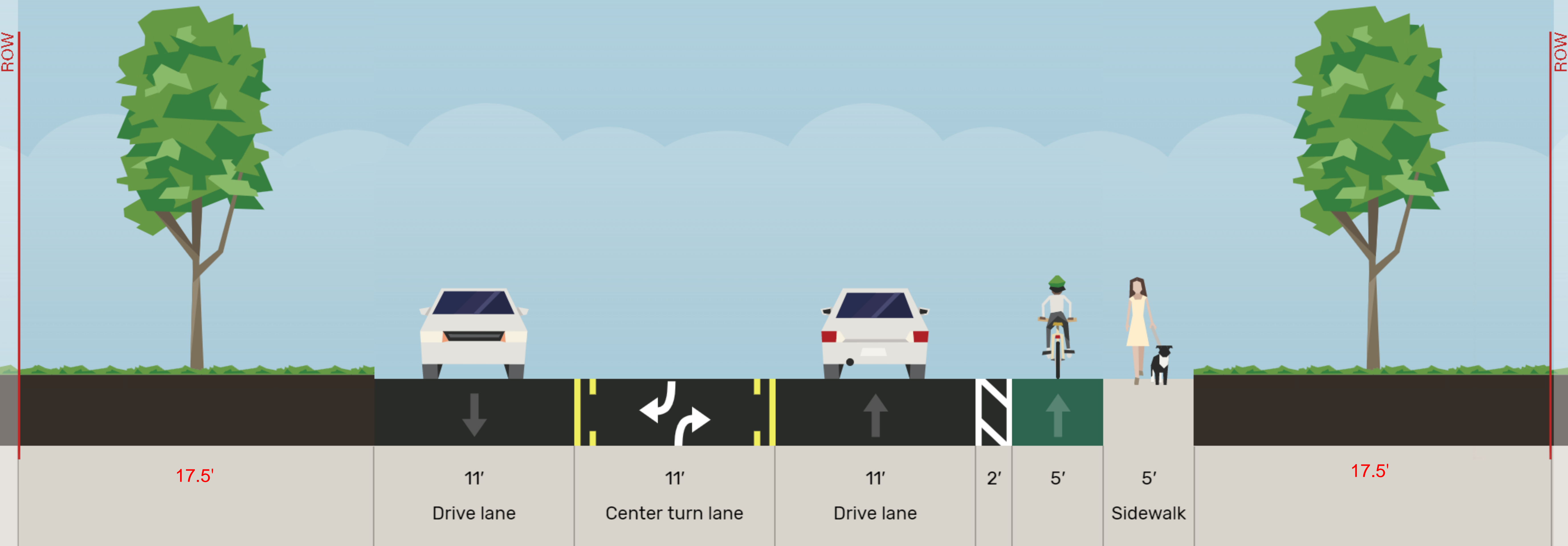
De Zavala

OPTION 4



De Zavala

OPTION 5



NOTE – THIS IS THE SAME DOCUMENT AS PRESENTED FOR LAST CC MEETING

Council,

Alderman Miller and I have discussed the current plan regarding the DeZavala Road project how that plan for two bike lanes and two sidewalks came to be... and what design options may have been or are still available. The short answer to how we got to the plan is that it evolved from 2010 to present with town plan discussions of Hike and Bike lanes; to City Council approval of the two current bike lanes; and the 2018 town plan discussion to study the need and budget for dedicated sideways on DeZavala to include funding and project scope. Preliminary. Then when the grant opportunity presented itself, it just seemed logical to include sidewalks and bike lanes to the drainage project along NW Mil Hwy since they fit within the current footprint, which was not formally approved by City Council, but was reviewed.

This has led into the same discussion of what options are available with the Streets Planning Subcommittee and KFW Engineering. As a result, staff has reviewed the current plan (**Option 1**) and considered three other options (see **attachment #1** for a full description). Also see **2nd attachment** for cross section diagram to each option.

We will review in Monday's City Council meeting and I am passing these along via email to facilitate your review prior to Monday's City Council meeting. I do not intend to review each option by line-item detail, but I thought it important to lay it all out (at least for my own understanding). These have been reviewed by KFW Engineering and our streets subcommittee (Song Tan and Al Walea). **I cannot say that everybody is in agreement on the way ahead**; in part because there is not necessarily a right or wrong answer or option. The data attached is fairly complicated, but to make the process easier, I think these 4 basic questions will need to be discussed on Monday and if we get answers to these, then the selection of options may be easier:

- 1) **Are we OK with reducing the traffic lane width from 13 feet to 11 feet?** Engineers say no problem and they note that the lane width of an interstate lane is 12 feet. No apparent concerns from the subcommittee (but one could argue that 12 ft is better than 11 ft).
- 2) **Are we OK with creating a bike lane that does not have a 2-foot buffer?** Traffic regulations do not require a buffer, but common sense says a buffer is better than not. Our problem is that we don't have enough room for a buffer unless we expand the road beyond the current footprint or we remove a bike lane or a sidewalk.
- 3) **Do we want 2x bike lanes and 2x sidewalks?** Options include dropping either a bike lane or sidewalk. We currently have two bike lanes and the 2018 Town Plan described "sidewalks" and or "sidewalk" along DeZavala. There is concern with unequal widths and the crest of the road.
- 4) **Do we want the width of the road to stay within the current footprint (does not create more imperious cover) or do we want to expand the width to give us more options?** Several options would require an extension of the roadway which will create more imperious cover and trigger Water Pollution Abatement Plan requirements and / or storm water mitigation (filtration best practices).

By answering the above questions, we are likely to narrow down the options. Below:

Green Highlights below are where clarifications may be needed

Yellow Highlights below are general changes from the current plan

Option 1. (CURRENT PLAN) Storm Water addressed / Mill and Overlay / 2x Bike Ln / 2x Flush Sidewalk / No curb / within the existing footprint (width).

- New 54-inch storm water drainage culvert extends from current muni-tract under current south side bike lane (shoulder) westerly to outfall in the Olmos Creek basin
- Mill and remove 2 inch of asphalt and repave with “smooth” surface asphalt. Center of the road is the Crown
- Traffic lanes reduced from 13 ft to 11 ft
- 4.5 ft bike lane that is asphalt and not buffered. Note a buffer is not required for bike lane (although nice to have)
- 5-foot adjacent concrete sidewalk that is flush with bike lane and outside edge natural ground. The bike lane is adequate for buffer to sidewalk.
- All water is conveyed off the road, same as today. No increase in water flows because no increase in impervious cover. No requirement for WPAP.
- Project cost of \$2.3M (current estimate)
- This option does not require a WPAP approval by TCEQ

Option 2. (CURRENT PLAN, but with raised Curbs) Storm Water addressed / Mill and Overlay / 2x Bike Ln / 2x Flush Sidewalk / Curb and Gutter /within the existing footprint (width).

- New 54-inch storm water drainage culvert extends from current muni-tract under current south side bike lane (shoulder) westerly to outfall in the Olmos Creek basin
- Mill and remove 2 inch of asphalt and repave with “smooth” surface asphalt. Center of the road is the Crown
- Traffic lanes reduced from 13 ft to 11 ft
- 4.5 ft bike lane that is not buffered and is asphalt. Note a buffer is not required for bike lane (although nice to have)
- Gutter / Storm water system to support curbs
- 5-foot adjacent and raised concrete sidewalk curb that is flush with bike lane and outside edge natural ground – Current plans are to maintain road elevations and utilize existing road base. No engineering done yet to determine impact of raising the sidewalk at 60% stage
- Requires 9-inch-wide curb added to 5-foot sidewalk. This would reduce bike lane below the minimum 4 feet (3.75’), which is not doable; therefore, will need to increase the width of the road from 41 feet to 41.5-42.5 (increasing impervious cover)
- Could reduce sidewalk to 4 feet, but there is a requirement periodically (I think every 200 feet) to create a 5-foot passing lane (allows a person to pass another in a wheelchair)
- Likely to be a requirement for an updated WPAP. A cost increase to project and no engineering done on this yet at 60% stage, will cause a significant project delay.
- If there is no WPAP for DeZavala, it is grandfathered and may be able to use gaps in the curb and gutter to allow the water to disperse into filter strips (grass area)
- If there is an existing WPAP (which likely accounts for vegetation filter strips (the grass area) for road runoff), then all water from the street may need to be collected and treated since it won’t go into the grassy area (possibly 4 “jellyfish” filter basins that dump into storm water culvert).
- Project cost potentially significantly higher than \$2.3M (no engineering done to say for certain); raised curb alone will increase cost approximately \$320,000; unknown filter system
- Additional annual maintenance required for filtration systems (replace filter annually)

Option 3. (NEW PLAN, reduces one bike lane or one sidewalk) Storm Water addressed / Mill and Overlay / 1x or 2x buffered Bike Ln / 1x or 2x Flush Sidewalk / No curb / within the existing footprint (width).

- New 54-inch storm water drainage culvert extends from current muni-tract under current south side bike lane (shoulder) westerly to outfall in the Olmos Creek basin
- Mill and remove 2 inch of asphalt and repave with "smooth" surface asphalt. Center of road will not be the crown (2 feet in drive lane). NOTE: The crown of a road generally assists in pushing a inattentive driver's vehicle from crossing the center line into ongoing traffic
- Traffic lanes reduced from 13 ft to 11 ft – may not need to reduce or maybe less
- -----
- One northside 5 ft buffered (2-foot buffer) bike lane that is asphalt
- One southside 5 ft buffered (2-foot buffer) bike lane that is asphalt (or one sidewalk)
- One northside 5-foot concrete sidewalk that is flush with bike lane and outside edge natural ground (could place on southside where more residential homes are located)
- -----OR-----
- One combined bike and sidewalk (on the north side)
- One southside 5 ft buffered (2-foot buffer) bike lane that is asphalt (or one sidewalk)
- -----
- All water is conveyed off the road, same as today. No engineering done yet at 60% stage, minor planning delay in project.
- Project cost probably near current \$2.3M. Reduced concrete costs, may save up to \$100,000 on concrete.
- Unclear whether tie to Federal funds will require 2x way sidewalks (probably not), but our application outlined two.

Option 4. Storm Water addressed / Mill and Overlay / 1x Bike Ln / 1x Flush Sidewalk / No curb / turn lanes / within the existing footprint (width).

- New 54-inch storm water drainage culvert extends from current muni-tract under current south side bike lane (shoulder) westerly to outfall in the Olmos Creek basin
- Mill and remove 2 inch of asphalt and repave with "smooth" surface asphalt. Center of road will not be the crown if bike buffer is installed (2 feet in drive lane)
- Traffic lanes reduced from 13 ft to 11 ft
- One northside 4.5 ft bike lane that is asphalt; allows connection to muni-tract trails (could place on southside where more residential homes are located)
- One northside 5-foot concrete sidewalk that is flush with bike lane and outside edge natural ground (could place on southside where more residential homes are located)
- Turn lanes in center where needed? Current conditions only account for 7.5 feet (short 4.5 feet with bike buffer or 2.5 without bike buffer). Minimal required turn lane approximately 12 feet. Will require additional asphalt (imperious cover)
- Traffic Study would probably not support this requirement for turn lanes (needs roughly 70 households to take crossing traffic turn in a certain period)
- All water is conveyed off the road, same as today. Will increase water flows due to increase in impervious cover. Requirement for a new WPAP.
- Project cost probably significantly higher than \$2.3M.
- No engineering done yet at 60% stage, major delay in project.
- This option essentially exchanges bike lanes and sidewalks for a turn lane / wide traffic lanes

- Unclear whether tie to Federal funds will require 2x way bike (current conditions) and/or sidewalks

NOTE: There is a hill crest on DeZavala just south of Bikeway Lane. If you are sitting on Bikeway facing DeZavala and you want to turn left it can be a challenge because you cannot see incoming traffic until they crest the hill. The KFW Engineers have reviewed and will illustrate this at the meeting Monday and discuss how the area does or does not meet standards (see 3rd attachment for exhibit). The engineers are looking for options to mitigate the risk. As a data point, staff is not aware of an accident that has occurred at this intersection with vehicles exiting Bikeway Lane since 2012. Chief Fox reports one reported accident where three cars were headed east on DeZavala with the lead car waiting to turn into Bikeway and a fourth car rear ended the third car.

-----Two Alternative Tasks below are not affected by the above options-----

Alt 1a. – Reduce approximately **1 foot off hilltop (highpoint)** for 50 feet near Bikeway Lane intersection (incurs no major design or cost change). This reduces the line-of-sight obstruction, but does not eliminate it. No engineering has been done on this so unable to make a cost-benefit analysis.

- Required road reconstruction for the area shaved (replace base below the shaved area)
- CoSP water line is located at edge of pavement; a one foot “shave” will likely not affect the water line
- There are four driveways that will be impacted and need to be rebuilt; max slope is 14%

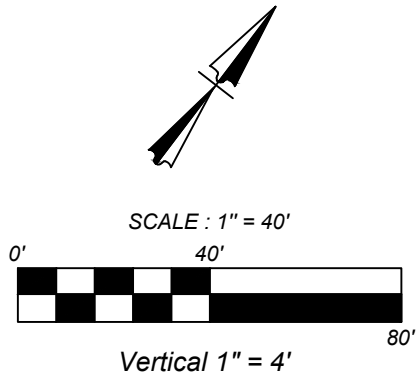
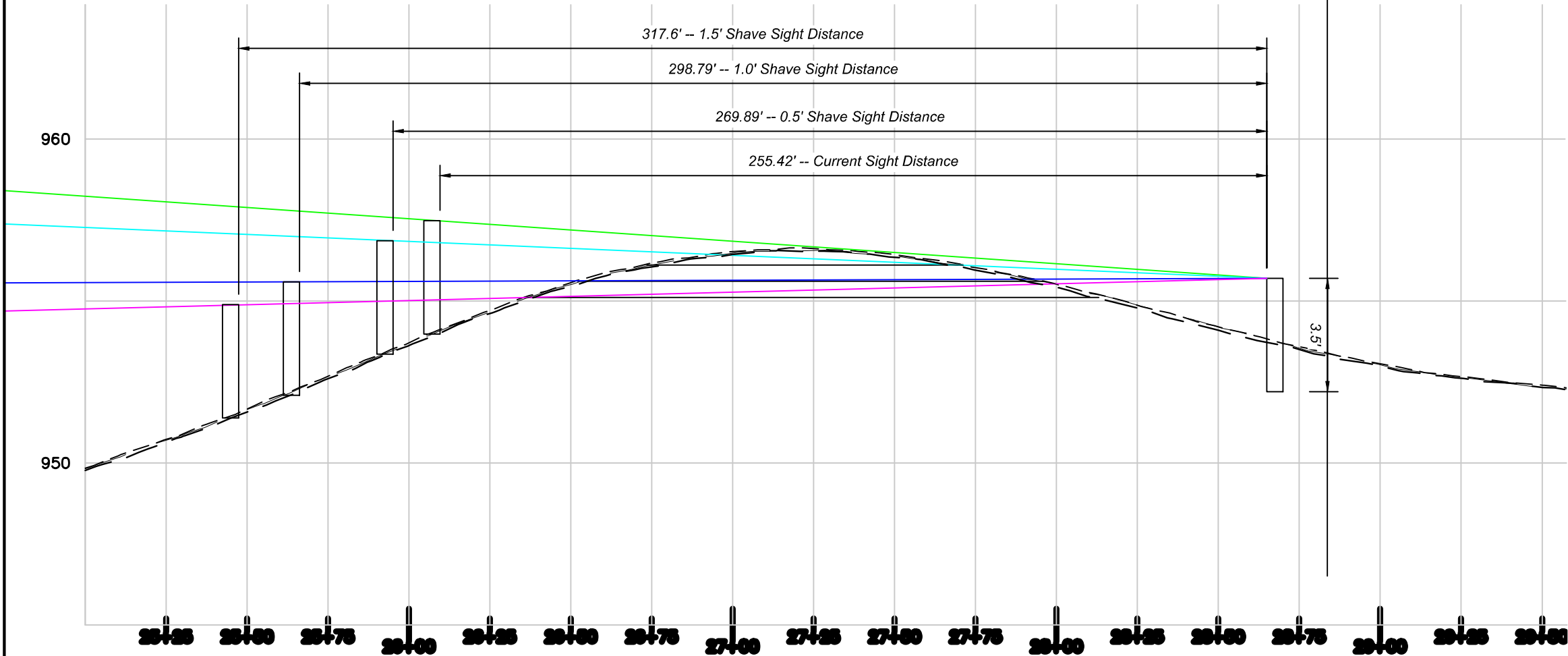
Alt 1b. - Reduce DeZavala fully **(??? 3 to 4 feet)** off hilltop (highpoint) for 140 feet near Bikeway Lane intersection (incurs major design or cost change). This eliminates the line-of-sight obstruction. ← This could make the project cost the entire \$4M from Feds (so almost double project cost). Possible utility conflicts with major AT&T fiber lines, Shavano Park water lines, and major topo changes may trigger WPAP. All this creates project delays. Zero engineering has been done on this so unable to make a cost-benefit analysis.

- Required road reconstruction for the area shaved (replace base below the shaved area)
 - CoSP water line is located at edge of pavement; a one foot “shave” will require water line relocation
 - At least four driveways that will be impacted and need to be rebuilt (deeper cut makes this much more difficult); max slope is 14%
-

MATCHLINE STA. 25+00 SEE SHEET 41 OF XXX

MATCHLINE STA. 30+00 SEE THIS SHEET

DE ZAVALA STA: 25+00 TO 29+00



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Date: Nov 21, 2023, 2:07pm User: jf, gha
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<u>Shavano Park - Street Reconstruction Schedule</u>	February 2022		March 2022		April 2022		May 2022		June 2022		July 2022		August 2022		September 2022		Oct -22		November 2022		December 2022		January 2023		February 2023	
Survey Work																										
Antiquities Report																										
Geotech Report																										
30% Progress Set																										
Utility Coordination																										
60% Progress Set																										
90% Progress Set																										
100% Construction Plans																										

PLAN COMPLETION
TARGET DATE DEC
15, 2022

DEADLINE JAN 31,
2023

[illegible]

CITY COUNCIL STAFF SUMMARY

Meeting Date: Dec 12, 2022

Agenda item: 6.2

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion/Action - Use of Bexar County ARPA/SLFRF Grant funds - City Manager / Finance Director

X

Attachments for Reference:

- 1) Shavano Park Project Overview and Timeline
- 2) Options for use of Funds in FY 2022 & FY2023
- 3) Detailed expense accounting

BACKGROUND / HISTORY: The City expects to finalize receipt of the Bexar County ARPA/SLFRF grant Interlocal Agreement on December 13th.

DISCUSSION: If the ILA is finalized, the City can reallocate FY 2022 funds to approved grant projects. Staff will review the project and timeline options and make a recommendation for FY 2022 funding based upon feedback from Bexar County. The only real decision that must be made is those FY 2022 projects for funding in prep for year-end financial closure.

SHOULD BEXAR COUNTY NOT APPROVE THE ILA ON DECEMBER 13TH, THEN NO REALLOCATION OF FY 2022 FUNDING IS POSSIBLE.

COURSES OF ACTION: Approve Option A or Option B

FINANCIAL IMPACT: Varies

MOTION REQUESTED: To Approve Option B as presented for funding.

BEXAR COUNTY ARPA/SLFRF PROJECT TIMELINE

PROJECT NAME	NW Military Water Line Relocation and Water System Sourcing, Transmission & Distribution Improvement Project	PROJECT MANAGER	BRANDON PETERSON
PROJECT SCOPE	The City of Shavano Park Water Utility's NW Military Water Line Relocation and Water System Sourcing, Transmission and Distribution Improvement Project is a package of necessary capital investments to improve the quality and reliability of drinking water for over 700 water customers in Bexar County. This project, if funded, will be used to pay the remaining direct and indirect costs of the water line relocation along NW Military, upgrade failing distribution lines, replace failed meters, repair or replace failing water transmission pumps, and place a well back into operation.		

SUB-PROJECT	START	END	DURATION	STATUS
Northwest Military Highway - water line relocation	October 2021	July 2023	22 months	ONGOING
Northwest Military Highway - water main replacement Saddletree to Fawn	December 2022	February 2023	3 months	NOT STARTED
Water Main Crossing Relocation - Northwest Military Highway & Adjacent	November 2022	December 2023	14 months	NOT STARTED
Water Meter Replacement	October 2021	March 2023	18 months	ONGOING
Long Service Relocation	October 2021	March 2023	18 months	ONGOING
Plug Well Sites # 3 & 4	December 2021	January 2022	2 months	COMPLETE
Return Well Site # 1 to Service	September 2022	September 2022	1 month	COMPLETE
Huebner Plant Pump Replacement	September 2022	September 2022	1 month	COMPLETE
Shavano Drive Plant booster pump replacement	December 2022	February 2023	3 months	NOT STARTED

CITY OF SHAVANO PARK
Bexar County ARPA/SLFRF Subprojects

<u>Subproject:</u>	<u>Fund:</u>	<u>Fiscal Year of Expenditure:</u>			<u>Total Expenditures</u>
		<u>FY22 - Opt A</u>	<u>FY22 - Opt B</u>	<u>FY23</u>	
NWM Highway - Water Line Relocation	Water Utility	\$ -	\$ -	\$ 100,000	\$ 100,000
NWM Highway - Water Main Replacement Saddletree to Fawn	Water Utility	23,702	23,702	59,752	83,454
Water Main Crossing Relocation - NWM Highway & Adjacent	Water Utility	-		275,173	275,173
Water Meter Replacement (materials)	ARPA	145,966	145,966	-	145,966 note (1)
Water Meter Replacement (labor & equipment)	Water Utility	49,861	- **	TBD	49,861
Long Service Relocation (materials & contractors)	Water Utility	112,345	112,345	TBD	112,345
Long Service Relocation (labor & equipment)	Water Utility	49,861	- **	TBD	49,861
Plug Well Sites #3 & 4	Water Utility	49,594	49,594	-	49,594
Return Well Site #1 to Service	Water Utility	30,197	30,197 *	-	30,197
Huebner Plant Pump Replacement	Water Utility	26,142	26,142	-	26,142
Shavano Drive Plant Booster Pump	Water Utility	-	-	30,000	30,000
		<u>\$ 487,668</u>	<u>\$ 387,946</u>	<u>\$ 464,925</u>	<u>\$ 952,593</u>

* Assessment of Well #1 and plugging bottom to separate the aquifers actual costs to date. Have not returned well to service.
Est \$80,000 additional needed to do so.

** Labor includes employees' regular hourly rate plus benefits.
Equipment charges calculated using FEMA approved rates

note (1) Proposing reallocating water meter and related purchases from City's ARPA funds and applying to Bexar County ARPA funds as the City's ARPA funds are considered 'lost revenues' and have more flexicbility with their use.

note (2) To not be subject to the Federal Single Audit requirements, total federally funded expenditures must stay below \$750,000. After considering the City's other federal funding, we would be limited to \$486,000 of additional federally funded expenditures in FY22.

**CITY OF SHAVANO PARK
PROPOSED BUDGET SUMMARY**

American Rescue Plan Act
County of Bexar

CITY: **SHAVANO PARK**

PROJECT NAME: **NW Military Water Line Relocation and Water System Sourcing,
Transmission & Distribution Improvement Project**

Expenses Incurred Between: October 1, 2021 - December 31, 2024

Total Budget Amount \$ \$ 750,000

<u>Line Item</u>	<u>Budget</u>
Personnel	\$ 196,609
Equipment	152,752
Materials/Supplies	327,657
Contractors	275,933
Subtotal	\$ 952,951
Less local share - Shavano Park Water Utility	(202,951)
Net requested Bexar County Assistance	\$ 750,000

CITY OF SHAVANO PARK
Proposed Budget - Summary by Sub- Project

American Rescue Plan Act
County of Bexar

Sub-Project	Personnel	Equipment	Materials & Supplies	Contractors	Total
Northwest Military Highway - water line relocation	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00
Northwest Military Highway - water main replacement Saddletree to Fawn	38,320.00	19,831.00	25,303.00	-	83,454.00
Water Main Crossing Relocation - Northwest Military Highway & Adjacent Streets	108,194.00	82,368.00	55,411.00	29,200.00	275,173.00
Water Meter Replacement	24,743.00	25,118.00	145,187.00	-	195,048.00
Long Service Relocation	24,742.00	25,118.00	94,925.00	18,700.00	163,485.00
Plug Well Sites # 3 & 4	-	-	344.00	49,250.00	49,594.00
Return Well Site # 1 to Service	610.00	317.00	6,487.00	22,783.00	30,197.00
Huebner Plant Pump Replacement	-	-	-	26,000.00	26,000.00
Shavano Drive Plant booster pump replacement	-	-	-	30,000.00	30,000.00
Subtotals - all sub-projects	\$ 196,609.00	\$ 152,752.00	\$ 327,657.00	\$ 275,933.00	\$ 952,951.00
Less: Local Share - Shavano Park Water Utility					(202,951.00)
Net requested Bexar County assistance					\$ 750,000.00

CITY OF SHAVANO PARK
Proposed Budget - Detail of Personnel Costs

American Rescue Plan Act
County of Bexar

Northwest Military Highway - water main replacement Saddletree to Fawn:

Time estimates provided by Shavano Park Public Works Director
Fiscal year 2023 compensation rates

<u>Position:</u>	<u>Hours:</u>	<u>Rate:</u>	<u>Extension:</u>
Public Works Director	136	\$ 64.85	\$ 8,820.00
Public Works Superintendent	136	\$ 44.81	6,094.00
Water Crew Leader	136	\$ 37.91	5,156.00
Water Serviceman (JP)	136	\$ 32.48	4,417.00
Water Serviceman (TD)	136	\$ 32.17	4,375.00
Water Serviceman (BB)	136	\$ 35.35	4,808.00
Water Serviceman (JD)	136	\$ 34.19	4,650.00
	<u>952</u>		<u>\$ 38,320.00</u>

Water Main Crossing Relocation - Northwest Military Highway & Adjacent Streets:

Time estimates provided by Shavano Park Public Works Director
Fiscal year 2023 compensation rates

<u>Position:</u>	<u>Hours:</u>	<u>Rate:</u>	<u>Extension:</u>
Public Works Director	384	\$ 64.85	\$ 24,902.00
Public Works Superintendent	384	\$ 44.81	17,207.00
Water Crew Leader	384	\$ 37.91	14,557.00
Water Serviceman (JP)	384	\$ 32.48	12,472.00
Water Serviceman (TD)	384	\$ 32.17	12,353.00
Water Serviceman (BB)	384	\$ 35.35	13,574.00
Water Serviceman (JD)	384	\$ 34.19	13,129.00
	<u>2,688</u>		<u>\$ 108,194.00</u>

Water Meter Replacement & Long Service Relocation combined:

Hours worked May 2, 2022 - September 23, 2022
Fiscal year 2022 compensation rates

<u>Position:</u>	<u>Hours:</u>	<u>Rate:</u>	<u>Extension:</u>
Public Works Director	46	\$ 60.95	\$ 2,804.00
Public Works Superintendent	166	\$ 41.93	6,960.00
Water Crew Leader	296	\$ 35.39	10,475.00
Water Serviceman (JP)	288	\$ 30.23	8,706.00
Water Serviceman (TD)	136	\$ 30.01	4,081.00
Water Serviceman (BB)	208	\$ 33.62	6,993.00

Water Serviceman (JD)	<u>296</u>	\$ 31.98	<u>9,466.00</u>
	<u>1,436</u>		<u>\$ 49,485.00</u>

Well Site #1 - Return to service:

<u>Position:</u>	<u>Hours:</u>	<u>Rate:</u>	<u>Extension:</u>
Public Works Director	2	\$ 60.95	\$ 122.00
Public Works Superintendent	2	\$ 41.93	84.00
Water Crew Leader	6	\$ 35.39	212.00
Water Serviceman (JD)	<u>6</u>	<u>\$ 31.98</u>	<u>192.00</u>
	<u>16</u>		<u>\$ 610.00</u>

Total - all Personnel	<u><u>1,452</u></u>		<u><u>\$ 196,609.00</u></u>
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Employee Benefits included in hourly rate:

Medicare Payroll tax	1.45%	
State Unemployment	0.01%	of 1st \$9,000
Health insurance	\$ 7,272	per year - FY22
Health insurance	\$ 8,100	per year - FY23
Dental insurance	\$ 341	per year
Vision insurance	\$ 74	per year
Group term life insurance	\$ 70	per year - FY22
Group term life insurance	\$ 140	per year - FY23
TMRS Retirement	14.16%	FY22
TMRS Retirement	14.57%	FY23
Workers Compensation	2.52%	both years

Shavano Park does not participate in Social Security OASDI

CITY OF SHAVANO PARK
Proposed Budget - Detail of Equipment

American Rescue Plan Act
County of Bexar

Northwest Military Highway - water main replacement Saddletree to Fawn:

Equipment Description	Total Hours	FEMA Rates Unit Price	Extension
Chevy 3500	136	\$ 16.81	\$ 2,286.00
Vactron - 800gal spoils/400 gal water	68	\$ 86.29	5,868.00
F250 Super Duty	136	\$ 16.81	2,286.00
16 ft tilt trailer	136	\$ 3.62	492.00
Mini Excavator	136	\$ 20.46	2,783.00
Kubota UTV 900	136	\$ 14.05	1,911.00
Backhoe	6	\$ 30.36	182.00
F250 Utility Truck	136	\$ 12.77	1,737.00
Small Dump	136	\$ 16.81	2,286.00
	<u>1,026</u>		<u>\$ 19,831.00</u>

Water Main Crossing Relocation - Northwest Military Highway & Adjacent Streets:

Equipment Description	Total Hours	FEMA Rates Unit Price	Extension
Chevy 3500	384	\$ 16.81	\$ 6,455.00
Vactron - 800gal spoils/400 gal water	384	\$ 86.29	33,135.00
F250 Super Duty	384	\$ 16.81	6,455.00
16 ft tilt trailer	384	\$ 3.62	1,390.00
Mini Excavator	384	\$ 20.46	7,857.00
Kubota UTV 900	384	\$ 14.05	5,395.00
Backhoe	340	\$ 30.36	10,322.00
F250 Utility Truck	384	\$ 12.77	4,904.00
Small Dump	384	\$ 16.81	6,455.00
	<u>3,412</u>		<u>\$ 82,368.00</u>

Water Meter Replacement & Long Service Relocation combined:

Equipment Description	Total Hours	FEMA Rates Unit Price	Extension
Chevy 3500	296	\$ 16.81	\$ 4,976.00
Vactron - 800gal spoils/400 gal water	296	\$ 86.29	25,542.00
F250 Super Duty	166	\$ 16.81	2,790.00
16 ft tilt trailer	108	\$ 3.62	391.00
Mini Excavator	108	\$ 20.46	2,210.00

Kubota UTV 900	288	\$	14.05	4,046.00
Backhoe	136	\$	30.36	4,129.00
F250 Utility Truck	208	\$	12.77	2,656.00
Small Dump	208	\$	16.81	3,496.00
	<u>1,814</u>			<u>\$ 50,236.00</u>

Well Site #1 - Return to service:

<u>Equipment Description</u>	<u>Total Hours</u>	<u>FEMA Rates Unit Price</u>	<u>Extension</u>
Chevy 3500	6	\$ 16.81	\$ 101.00
F250 Super Duty	2	\$ 16.81	34.00
Backhoe	6	\$ 30.36	182.00
	<u>14</u>		<u>\$ 317.00</u>
Total - all Equipment	<u>1,828</u>		<u>\$ 152,752.00</u>

CITY OF SHAVANO PARK
Proposed Budget - Detail of Materials & Supplies

American Rescue Plan Act
County of Bexar

Vendor	Description	Amount
Northwest Military Highway - water main replacement Saddletree to Fawn:		
Ferguson Waterworks	Purchase pipe, clamps, couplings & other hardware	\$ 23,702.00
Various	Other supplies, top soil for backfill, etc	1,601.00
		<u>\$ 25,303.00</u>
Water Main Crossing Relocation - Northwest Military Highway & Adjacent Streets:		
Ferguson Waterworks	Purchase pipe, clamps, couplings & other hardware	\$ 45,804.00
Various	Other: asphalt, flowable fill, top soil for backfill, etc	9,607.00
		<u>\$ 55,411.00</u>
Water Meter Replacement:		
Badger Meter	Purchase 416 cellular-read water meters	\$ 120,655.00
Various	Purchase meter boxes, curb stops etc	22,732.00
Various	Other supplies, top soil for backfill, etc	1,800.00
	Subtotal - Water Meter Replacement	<u>\$ 145,187.00</u>
Long Service Relocation Project:		
Various	Purchase pipe, clamps, couplings & other hardware	\$ 81,475.00
Various	Other supplies, top soil for backfill, fencing, etc	13,450.00
	Subtotal - Long Service Relocation Project	<u>\$ 94,925.00</u>
Plug Well Sites # 3 & 4:		
Ferguson Waterworks	plugs for main line	<u>\$ 344.00</u>
Well Site #1 - Return to service:		
Ferguson Waterworks	Materials	<u>\$ 6,487.00</u>
Total - all Materials & Supplies		<u><u>\$ 327,657.00</u></u>

CITY OF SHAVANO PARK
Proposed Budget - Detail of Contractors

American Rescue Plan Act
County of Bexar

Vendor	Description	Amount
Northwest Military Highway Expansion Project:		
Texas Department of Transportation	Final AFA and change orders on water line relocation	<u>\$ 100,000.00</u>
Water Main Crossing Relocation - Northwest Military Highway & Adjacent Streets:		
JCH Construction, Inc	Rocksaw rental with operator	<u>\$ 29,200.00</u>
Long Service Relocation Project:		
JCH Construction, Inc	Rocksaw rental with operator	<u>\$ 18,700.00</u>
Plug Well Sites # 3 & 4:		
Advanced Water Well Technologies	Plug well #3 & Well #4	\$ 46,650.00
Bill Rhodes & Sons	Related electrical work	<u>2,600.00</u>
	Subtotal - Plug Well Sites # 3 & 4	<u>\$ 49,250.00</u>
Well Site #1 - Return to service:		
Advanced Water Well Technologies	Gamma test, plug bottom to separate aquifers, flow test Edwards source	\$ 22,583.00
Bill Rhodes & Sons	Related electrical work	<u>200.00</u>
	Subtotal - Well Site # 1 - return to service	<u>\$ 22,783.00</u>
Huebner Plant Pump Replacement:		
Advanced Water Well Technologies	Replace pump #1	<u>\$ 26,000.00</u>
Shavano Drive Plant booster pump replacement:		
Advanced Water Well Technologies	Replace two booster pumps	<u>\$ 30,000.00</u>
Total - all contractors		<u><u>\$ 275,933.00</u></u>

City of Shavano Park

Permit	Type	Issued	Status	Location	Contractor	Owner Name	Project Description	Square Footage	Fees Due	Fees Paid
Accessory Building - Residential										
2022-710-AB	11/07/2022	Permit Issued		308 Cliffside Drive		Nancy Gonzalez	Premier Ranch 10X14 with 10X8 Porch NOTE: CONTRACTOR CHANGED PLANS FROM PERMIT #2022-619-AB. THERE IS A DIFFERENCE OF 28 SQ. FT FROM THE OLD PLAN TO THE NEW PLAN. DIFFERENCE OF 28 SQ. FT. WILL BE CHARGED PLUS NEW PLAN REVIEW FEE AND TECHNOLOGY FEE. PERMIT #2022-619-AB WILL BE VOIDED. MK	28.00	0.00	142.93
2022-674-AB	11/22/2022	Permit Issued		121 Wagon Trail	TUFF SHED, INC.	Brian Mikiten	Building Size & StylePremier Tall Ranch - 8' wide by 10' long - storage shed	80.00	0.00	208.49
2 Permit for type Accessory Building - Residential								108.00	0.00	351.42
Additions - Residential										
2022-679-AD	11/08/2022	Permit Issued		111 Shavano Dr	Witte Construction Co.	Samir Gandhi	Removing left side of house and adding addition per plans	2,984.00	0.00	3,869.70
1 Permit for type Additions - Residential								2,984.00	0.00	3,869.70
Building (R) - Residential										

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2022-4-BR	11/08/2022	Permit Issued	144 Kinnan Way	IMAGE HOMES LTD	Alicia Trevino	Construction of new single family residence	6,105.00	0.00	7,670.53
2022-725-BR	11/29/2022	Permit Issued	207 Wellesley Wood	Paul Allen Homes, Inc	Paul Allen Homes, Inc	New Custom Home	8,811.00	0.00	10,942.53
2 Permit for type Building (R) - Residential							14,916.00	0.00	18,613.06
Demolition (R) - Residential									
2022-718-DR	11/08/2022	Project Closed/Complete	98 Cliffside	Witte Construction Co.	Michael Ahlstrom	Demo existing deck on backside of house. Structure is currently wood with concrete footings.	0.00	0.00	5.13
1 Permit for type Demolition (R) - Residential							0.00	0.00	5.13
Driveway Permit - Other									
2022-706-DW	11/01/2022	Project Closed/Complete	510 pond bluff		Bellaire-Hagen, LTD	Driveway Approach.	0.00	0.00	261.38
2022-706-DW	11/01/2022	Project Closed/Complete	510 pond bluff		Bellaire-Hagen, LTD	Driveway Approach.	0.00	0.00	261.38
2022-724-DW	11/14/2022	Application Review	63 WELLESLEY LOOP	GolesCo Inc.	Bellaire	driveway	0.00	0.00	261.38
2022-722-DW	11/17/2022	Permit Issued	522 Pond Bluff	Efrain Gutierrez Construction, LLC	Bellaire Hagen, Ltd	Flatwork, pre-pour, and approach	0.00	0.00	261.38
4 Permit for type Driveway Permit - Other							0.00	0.00	1,045.52
Electric - Municipal - Other									
2022-720-EL	11/09/2022	Permit Issued	99 Saddle Tree #3		Shavano Park	Combine Fire residence, utility office and shop electrical service into one 400 amp service to connect to 150 KVA generator and will need workwith for cps see scope of work	0.00	0.00	
1 Permit for type Electric - Municipal - Other							0.00	0.00	

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Electric (R) - Residential

2022-317-ER	11/17/2022	Permit Issued	510 Pond Bluff	IES RESIDENTIAL	Bellaire Homes	ELECTRICAL WIRING FOR NEW CONSTRUCTION HOME ELECTRICAL WIRING FOR NEW CONSTRUCTION HOME	0.00	55.00	517.63
2022-712-ER	11/02/2022	Permit Issued	223 Wellesley Loop	Stone Electrical Contractors	Artesian Pools	wire electrical for swimming pool pumps Wire Electrical to Swimming pool equipment.	0.00	0.00	158.88
2022-712-ER	11/02/2022	Permit Issued	223 Wellesley Loop	Stone Electrical Contractors	Artesian Pools	wire electrical for swimming pool pumps Wire Electrical to Swimming pool equipment.	0.00	0.00	158.88
2022-729-ER	11/15/2022	Permit Issued	203 Blackjack Oak	All Around Electric		Installing power for receptacles, lights and fans Providing power for Cabana	0.00	0.00	158.88
2022-734-ER	11/18/2022	Permit Issued	4422 Yorkshire Court	Ryan Alario - Master Electrician		Install receptacles, switches, and lights for remodeled dining room Install receptacles, switches, and lights for remodeled dining room	0.00	0.00	158.88
2022-703-ER	11/29/2022	Permit Issued	108 Cinnamon Oak	Advanced Solar & Electric, LLC	Tommy Lauterstein	Installation of an emergency backup generator. This is for the electrical part of the installation only.	0.00	0.00	107.63

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						Installation of an emergency backup generator. This is for the electrical part of the installation only.			
6 Permit for type Electric (R) - Residential							0.00	55.00	1,260.78
Fence (R) - Residential									
2022-726-FNR	11/15/2022	Project Closed/Complete	104 ponca bend	LIBERTYFENCE AND STAIN LLC	Leslie Jenison	REPLACE ABOUT 300 LINEAR FT FENCE LEFT SIDE OF THE HOUSE 6' TALL WOOD FENCE	0.00	0.00	107.63
1 Permit for type Fence (R) - Residential							0.00	0.00	107.63
Finish Out - Commercial									
2022-682-FO	11/07/2022	Permit Issued	3216 Napier Park Suite 100	Stalwart Contracting		Office space Tenant finish out space	79,811.50	0.00	1,593.88
2022-681-FO	11/07/2022	Permit Issued	3216 Napier Park Suite 102	Stalwart Contracting		Office space Tenant finish out space	119,717.32	0.00	1,399.56
2 Permit for type Finish Out - Commercial							199,528.82	0.00	2,993.44
Gas (C) - Commercial									
2022-741-GC	11/29/2022	Project Closed/Complete	4366 Lockhill Selma Road	Guarantee Plumbing & Air Conditioning, Inc.	Estates at Shavano Park	Annual gas test Perform preliminary gas test, make any repairs necessary, perform final gas test with city inspector.	0.00	0.00	210.13
							0.00	0.00	210.13

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1 Permit for type Gas (C) - Commercial

Gas (R) - Residential

2022-715-GR	11/04/2022	Project Closed/Complete	230 farne castle	Genesis Plumbing	Home owner	New gas line from gas meter to new generator Final inspection for new gas line from gas meter to new generator. Gas rough in has passed under permit #2022- 4536R and we are trying to get the final gas inspection passed	0.00	0.00	210.13
2022-730-GR	11/15/2022	Permit Issued	114 Box Oak	JMD PLUMBING, INC	Sykes	Gas fireplace - repipe 2' section of gas pipe Repipe 2' section of gas piping for the natural gas fireplace in living room	0.00	0.00	210.13

2 Permit for type Gas (R) - Residential

HVAC (R) - Residential

2021-856-HR	11/14/2022	Permit Issued	107 Whittingham	Air Authority LLC	Paul Allen Homes	New construction 3 hvac system and ductwork, 1 dryer vent , 1 kitchen vent, 7 exhaust bath vents	0.00	0.00	625.26
2022-675-HR	11/01/2022	Permit Issued	602 Pond Bluff	AIRTRON INC		5 ton unit with ductwork	0.00	0.00	415.13
2022-675-HR	11/01/2022	Permit Issued	602 Pond Bluff	AIRTRON INC		5 ton unit with ductwork	0.00	0.00	415.13
2022-716-HR	11/08/2022	Permit Issued	618 Pond Bluff	AIRTRON INC		INSTALL CARRIER 3.5 TON GAS 80%	0.00	0.00	415.13

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2022-728-HR	11/15/2022	Permit Issued	4423 ESSEX PLACE	CHAMPION AC	KEVIN MCCARTHY	UNIT WITH DUCTWORK REPLACE EXISTING SYSTEM WITH NEW 4 TON GAS SYSTEM.	0.00	0.00	210.13
2022-738-HR	11/28/2022	Permit Issued	627 CINNAMON OAK	Aramendia / Service Experts	Aramendia / Serviceexperts.com	5 TON 14 SEER HEAT PUMP HORIZONTAL COMPLETE HVAC SYSTEM	0.00	0.00	210.13
2022-538-HR	11/28/2022	Permit Issued	111 fawn dr	climate control	image homes	install 5 hvac systems and 1 wine cooler	0.00	0.00	1,030.13
2022-742-HR	11/29/2022	Permit Issued	104 BOBCAT BEND	CAHMPION AC	LINDA ALLEN	REPLACE EXISTING SYSTEM WITH NEW 2.5 TON HEAT PUMP SYSTEM	0.00	0.00	210.13
8 Permit for type HVAC (R) - Residential							0.00	0.00	3,531.17
Irrigation (R) - Residential									
2022-723-IR	11/15/2022	Permit Issued	502 Pond Bluff		Bitterblue	landscape and irrigation install new landscape and irrigation	0.00	55.00	210.13
2022-733-IR	11/22/2022	Permit Issued	510 Pond Bluff	River Rock Landscape	Bellaire homes	Install irrigation full lot with a 1" double check Install irrigation with a 1" double check	0.00	0.00	210.13
2 Permit for type Irrigation (R) - Residential							0.00	55.00	420.26
Patio/ Deck - Residential									
2022-727-PD	11/17/2022	Permit Issued	104 ripple creek	custom construction	albert torres	Patio coverDemo/remove existing 11'x 16'6"	0.00	0.00	261.38

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patio cover (shed roof). Build 21'x16'6" patio cover (gable roof). Install a cricket between existing gable and proposed gable roofs to divert water. Construction as follows:existing slab6x6 posts on metal post basesDouble 1 3/4"x 11 7/8" microlam beams at perimeter (max 11' span on load bearing side)2x6 yellow pine rafters 2' o/cDouble 2x10 yellow pine ridgeValleys set on existing roofCricket framed with 2x6 yellow pine rafters 2' on center with appropriate bracing7/16 osb plywood decking with clips (spacing) 30 year shingles to match existing Roll roofing on cricket (color to match shingles)Yellow pine tongue and groove ceiling (stained)All trim elements painted to match existing structure

1 Permit for type Patio/ Deck - Residential

0.00

0.00

261.38

Plumbing (C) - Commercial

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2022-445-PC	11/01/2022	Project Closed/Complete	4000 pond hill rd., Ste. #208	ATS Plumbing LLC	helen hays	move sanitary drain apprx. 3' from original location move sanitary drain approx 3' from original location	1,000.00	0.00	112.76
2022-445-PC	11/01/2022	Project Closed/Complete	4000 pond hill rd., Ste. #208	ATS Plumbing LLC	helen hays	move sanitary drain apprx. 3' from original location move sanitary drain approx 3' from original location	1,000.00	0.00	112.76
2 Permit for type Plumbing (C) - Commercial							2,000.00	0.00	225.52
Plumbing (R) - Residential									
2022-705-PR	11/01/2022	Permit Issued	109 Arrow Mound St	Scott Opitz	Scott Opitz	Emergency repair to a water main leak between the street water meter and my home. The leak was discovered just a few feet from my home foundation. The "Eye on Water" app reported a leak to me, and it grew faster during the week. This past weekend, I dug up and discovered a large underground tree root pressed the current pvc water main upward against a rock, which dimpled and punctured the water line as it approaches my home. I plan to replace a roughly 6'	0.00	0.00	158.88

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City of Shavano Park

run, or if I feel aggressive, up to a 20' run of the current pvc with 1" diameter Schedule 40 pvc pipe. This should be a simple 2-3 pvc couplings with primer and cement, and one or two approximate 10' runs of 1" diameter schedule 40 pvc pipe. If the city regulations allow, I may use an adjustable PVC expansion coupling to assist with the repair and keep it at a 6' long replacement line. If the expansion coupling is not acceptable, I will dig a longer trench along the waterline so that at least one 9' pvc pipe can flex to fill the entire cementable gap inside each coupling.

Emergency repair to a water main leak between the street water meter and my home. The leak was discovered just a few feet from my home foundation. The "Eye on Water" app

2022-705-PR	11/01/2022	Permit Issued	109 Arrow Mound St	Scott Opitz	Scott Opitz	Emergency repair to a water main leak between the street water meter and my home. The leak was discovered just a few feet from my home foundation. The "Eye on Water" app	0.00	0.00	158.88
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reported a leak to me, and it grew faster during the week. This past weekend, I dug up and discovered a large underground tree root pressed the current pvc water main upward against a rock, which dimpled and punctured the water line as it approaches my home. I plan to replace a roughly 6' run, or if I feel aggressive, up to a 20' run of the current pvc with 1" diameter Schedule 40 pvc pipe. This should be a simple 2-3 pvc couplings with primer and cement, and one or two approximate 10' runs of 1" diameter schedule 40 pvc pipe. If the city regulations allow, I may use an adjustable PVC expansion coupling to assist with the repair and keep it at a 6' long replacement line. If the expansion coupling is not acceptable, I will dig a longer trench along the waterline

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						so that at least one 9' pvc pipe can flex to fills the entire cementable gap inside each couplling.			
2022-713-PR	11/03/2022	Permit Issued	614 pond bluff	CHRISTIANSON PLUMBING AND A/C	BELLAIRE-HAGEN LTD	Installation of new plumbing	0.00	0.00	517.63
2022-736-PR	11/22/2022	Permit Issued	111 shavano Drive	WITTE CONSTRUCTION COMPANY	SAMIR GANDHI	Re model addition Removing Plumbing adding plumbing as required per submitted plans	0.00	0.00	158.88
2022-740-PR	11/29/2022	Permit Issued	102 Wellesley Landing	Benchmark Plumbing		New Residential Plumbing, sewer, water service, gas service New Residential Plumbing, sewer, water service, gas service	0.00	0.00	517.63
5 Permit for type Plumbing (R) - Residential							0.00	0.00	1,511.90
Roof (R) - Residential									
2022-714-RR	11/03/2022	Permit Issued	100 Broken Bough Lane	J.M.Roofing	Mickey Wright	Remove metal roof and replace with new metal roof	0.00	0.00	158.88
2022-731-RR	11/17/2022	Permit Issued	114 box oak	EGT Holdings LLC stephens roofing	william & janelle Sykes	re roof with 24g standing seam roof	150.00	0.00	312.63
2 Permit for type Roof (R) - Residential							150.00	0.00	471.51
Sign Permit - Other									
2022-719-SN	11/17/2022	Permit Issued	3152 Napier Park	Aetna Sign Group		Manufacture And Install (1) New Lit D/f Monument Sign As Shown. Main ID - Alum. Construction, corten finish to	0.00	0.00	210.13

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City of Shavano Park

match existing
signs,
routed out address
backed with white
plexi
tenant cabinets -
alum construction,
1" retainers, painted
brushed silver,
white plexi faces w/
3m vinyl - 3m 3630-
22 Black
internally
illuminated by white
LEDs
stone column/base
- limestone

1 Permit for type Sign Permit - Other

0.00

0.00

210.13

Swimming Pool - Other

2022-418-SP

11/23/2022

Permit Issued

115 Whittingham
Rd

Cityview Pools

Jeff Shrader

-Straight line Pool
Design, Size:40' x
15' -Straight line
spa-18" above
coping level with 7'
stacked stone
spillway, Size-7' x7'

0.00

0.00

722.63

1 Permit for type Swimming Pool - Other

0.00

0.00

722.63

Tree Trimming (C) - Commercial

2022-711-TC

11/01/2022

Project
Closed/Complete206 blackjack
oak

Victor Andonie

THE TREE IS IN
DECAY AND HOA
IS ASKING FOR
ITS IMMEDIATE
REMOVAL OR
REPAIR BECAUSE
OF PROPERTY
VALUE
CONCERNS. IN
EFFORTS TO
PRESERVE THE
TREE, HIRED AN
ISA-CERTIFIED

0.00

0.00

35.88

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City of Shavano Park

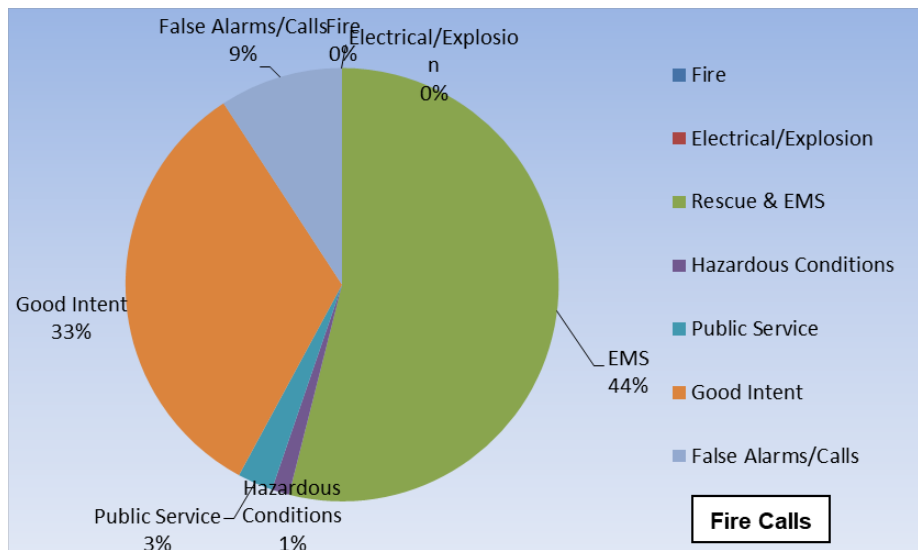
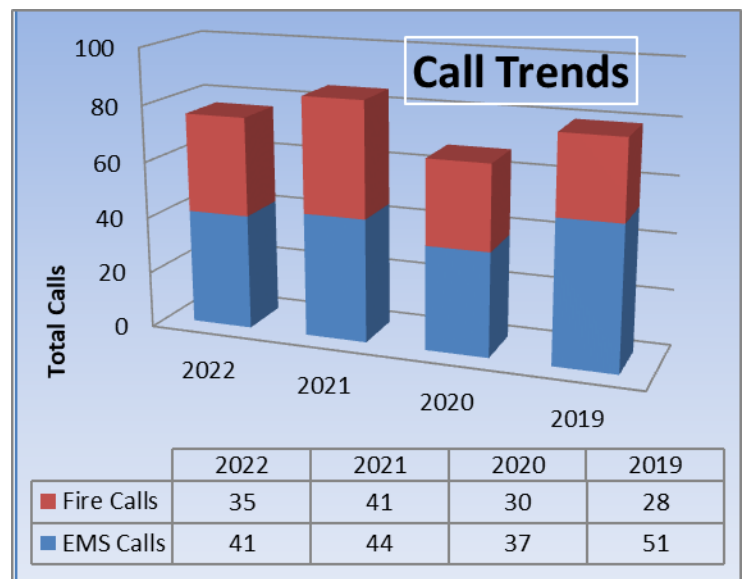
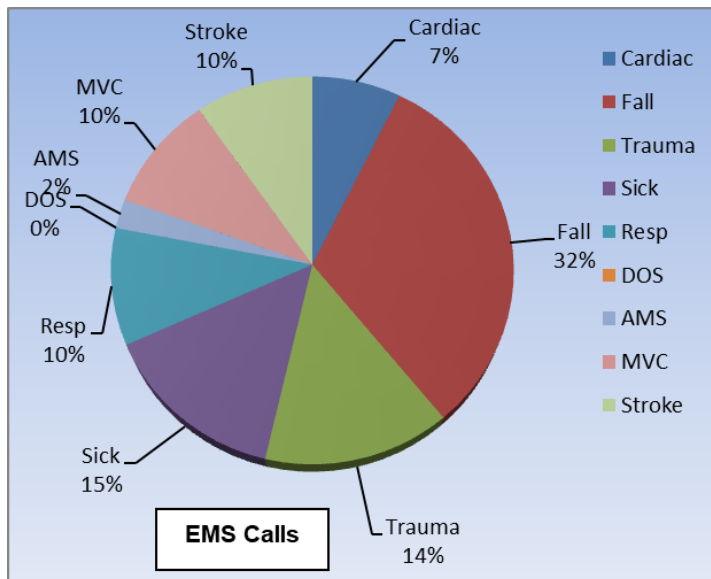
						APPROVED ARBORIST, WHO TOLD US IT WOULD NOT BE POSSIBLE TO REVIVE THE TREE. SO WE ARE ASKING TO REMOVE THE TREE.			
2022-711-TC	11/01/2022	Project Closed/Complete	206 blackjack oak	Victor Andonie		THE TREE IS IN DECAY AND HOA IS ASKING FOR ITS IMMEDIATE REMOVAL OR REPAIR BECAUSE OF PROPERTY VALUE CONCERNS. IN EFFORTS TO PRESERVE THE TREE, HIRED AN ISA-CERTIFIED APPROVED ARBORIST, WHO TOLD US IT WOULD NOT BE POSSIBLE TO REVIVE THE TREE. SO WE ARE ASKING TO REMOVE THE TREE.	0.00	0.00	35.88
2022-737-TC	11/28/2022	Project Closed/Complete	310 regent circle	sless yury		trim oak trees in front yard	0.00	0.00	35.88
2022-743-TC	11/29/2022	Project Closed/Complete	222 Wellesley Landing	Robert Kunau		Trim Trees	0.00	0.00	35.88
4 Permit for type Tree Trimming (C) - Commercial							0.00	0.00	143.52

Shavano Park Fire Department

Summary of Events for November 2022



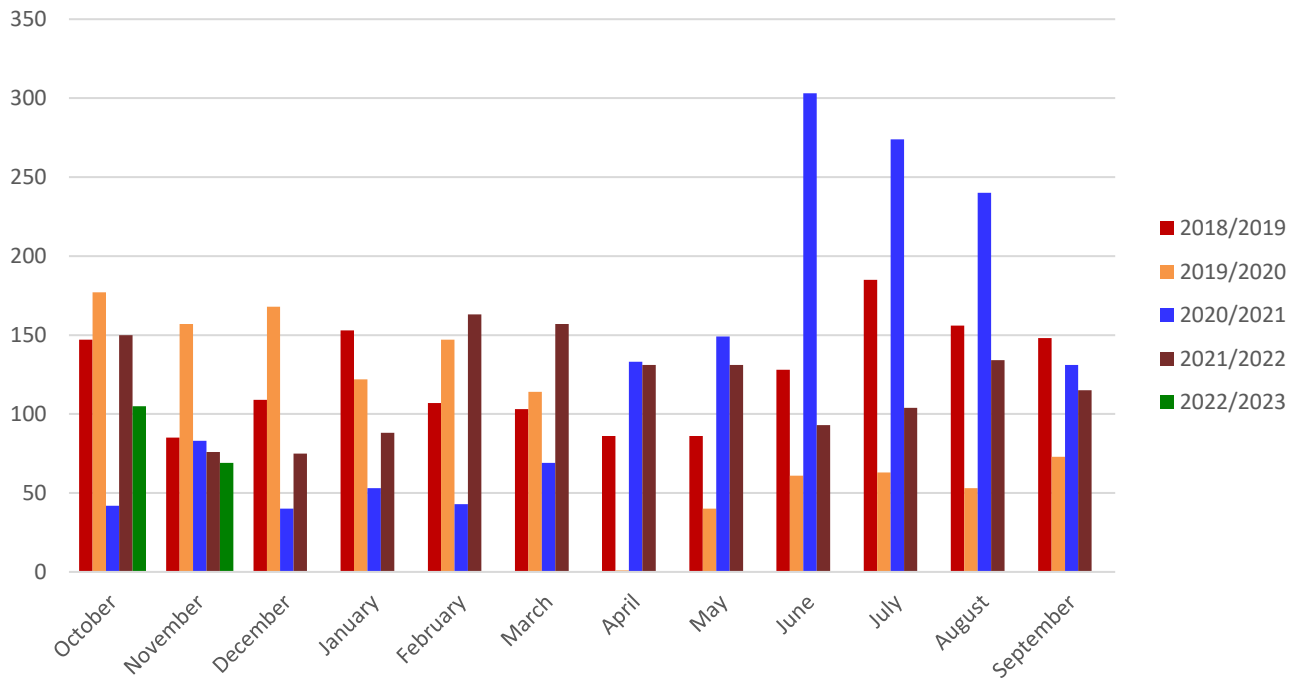
- Shavano Park FD responded to **76** requests for service in November.
- This is an **11% decrease** from the previous November.
- Shavano Park FD responded to **4** automatic aid requests from Bexar-Bulverde & Leon Valley Fire Departments.
- Shavano Park FD received **1** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **21** mutual aid requests from other departments
- The average response time for calls within Shavano Park is **4 minutes, 32 seconds** this month.
- Fire Fighters completed a total of **128 hours of fire** and **106 hours of EMS** training in the month of November
- Certified Fire Inspector inspected **9** commercial buildings.
- Fire crews performed **2** pre-incident fire plan reviews
- Certified Plans Examiners reviewed 2 sets of commercial building/renovation plans/changes to previously submitted plans



City of Shavano Park

Municipal Court Activity November 2022

Cases Filed Per Month

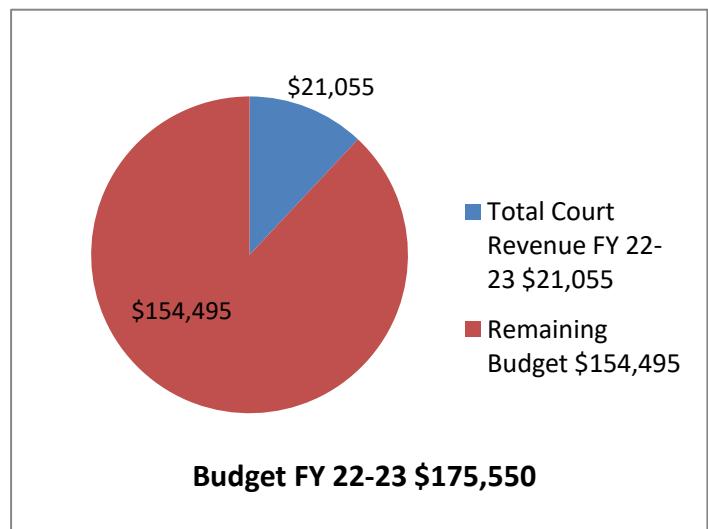


Cases Resolved	Current Month	Prior Year
Fine	32	47
Not Guilty By Judge	0	0
Guilty	17	26
Dismissed	2	9
Compliance Dismissal	22	22
Defensive Driving	9	19
Deferred Disposition	7	27
Proof of Insurance	1	2
TOTAL	90	152

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 22/23	Prior 21/22
October	\$ 9,566	\$ 14,631
November	11,489	14,428
December	-	10,631
January	-	10,362
February	-	17,310
March	-	15,372
April	-	15,218
May	-	9,098
June	-	12,581
July	-	8,071
August	-	7,236
September	-	14,655
	\$ 21,055	\$ 149,594



Monthly Activity Report
City of Shavano Park Police Department
November 2022

Activity Report: 16 criminal offenses out of 14 incidents were handled by the Police Department for the month of November. 2304 total incidents were handled to by the Department for 2022.

Criminal Incidents	Calendar Year					
	Nov	2022	2021	2020	2019	2018
Alcohol Beverage Code Violations	0	5	0	0	0	2
Arrest of Wanted Persons (Outside Agency)	1	25	27	10	18	20
Assault / Assault Family Violence	0	7	11	9	4	6
Burglary Building	0	5	6	5	5	6
Burglary of Habitation	0	0	2	0	0	1
Burglary Vehicle	3	32	23	10	13	10
Criminal Mischief / Reckless Damage	3	9	17	9	9	8
Criminal Mischief Mail Box	0	1	3	0	0	0
Criminal Trespass	0	0	6	3	3	2
Cruelty to Animals	0	0	1	0	0	0
Disorderly Conduct	0	0	3	0	0	1
Deadly Conduct	0	1	1	0	0	0
Duty on Striking Fixture/Landscaping	0	1	4	0	3	1
Driving Under the Influence - Minor	0	2	1	0	0	0
Driving While Intoxicated	2	19	28	15	10	7
Driving while License Suspended / Invalid	0	0	1	1	5	3
Endangerment of Child	0	0	0	0	1	0
Engaging in Organized Crime	0	0	1	0	0	0
Evading Arrest/Escape Custody	2	10	9	5	3	5
Exploitation Child/Elderly/Disabled	0	0	1	0	0	0
Failure to Identify	0	0	0	1	1	2
Fraud / Forgery / False Reports / Tamper w/Govt. Record	0	13	12	8	7	5
Graffiti	0	0	0	1	3	1
Harassment / Retaliation / Terroristic Threat / Viol. Protect. Order	1	9	3	4	3	3
Illegal Dumping	0	0	6	0	0	0
Injury to Child/Elderly/Disabled	0	3	1	0	0	0
Property Damage/Leaving Scene of Accident	0	2	7	1	1	0
Minor In Possession Alcohol/Tobacco	0	4	3	13	0	1
Murder	0	0	1	0	0	0
Narcotics Violation (class B and up)	2	18	7	31	13	15
Narcotics Violation (class C)	0	22	17	24	15	22
Unlawful Possession/Carry Weapon	1	11	4	7	2	0
Public Intoxication	0	0	0	1	1	0
Reckless Driving	0	0	2	0	0	2
Resisting Arrest/Interference/Hindering/Unlawful Restraint	0	2	2	2	2	1
Robbery	0	1	2	2	1	0
Sexual Offense	0	1	0	1	2	0
Solicitation of a Minor / Indecency with a Minor	0	1	0	0	0	1
Stalking	0	0	2	0	0	0
Suicide	0	1	1	1	0	0
Tampering with Evidence	0	0	1	2	1	0
Theft	0	19	25	29	14	17
Theft of Mail	1	6	3	7	0	0
Theft of Motor Vehicle	0	3	5	2	0	0
Unauthorized Use of Motor Vehicle	0	4	1	4	0	0
Total Criminal Calls Handled	16	237	250	208	140	142

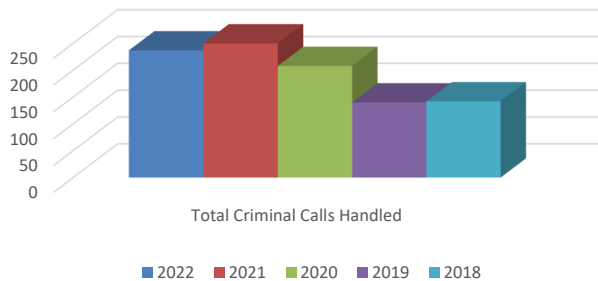
**Monthly Activity Report
City of Shavano Park Police Department
November 2022**

Non-Criminal Incidents

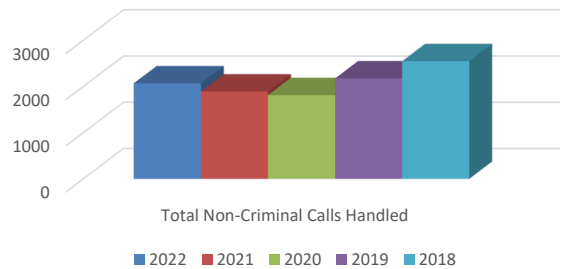
	Nov	Calendar Year				
		2022	2021	2020	2019	2018
Accidents Major (With Injuries)	0	5	6	2	8	7
Accidents Minor (Non-Injury)	8	66	78	36	74	69
Alarm Call	31	381	417	401	505	498
Animal Calls / Complaints	12	128	97	107	147	171
Assist Fire Department / EMS	28	365	372	373	426	444
Assist Other Law Enforcement Agencies	9	68	32	59	89	94
Assist the Public	7	70	37	80	105	77
City Ordinance Violations	1	31	47	57	34	374
solicitor 1						
Criminal Trespass Warning	0	1	10	11	10	5
Deceased Person / Natural / Unattended	1	18	17	23	15	20
Disturbance / Keep the Peace	4	68	63	71	46	59
Emergency Detention	0	8	12	12	9	4
Health & Safety Violations	0	0	0	0	0	0
Impounded Vehicles	4	91	0	0	0	0
Information	19	245	131	127	164	213
Missing Person / Runaway	0	2	0	3	4	0
Recovered Property / Found Property	1	19	18	11	9	8
Suspicious Activity, Circumstances, Persons, Vehicles	23	168	164	154	194	214
Traffic Hazard	1	45	30	21	72	47
Welfare Concern	9	79	69	48	65	58
911 Hang-up Calls	10	209	290	217	199	185
Total Non-Criminal Calls Handled	168	2067	1890	1813	2175	2547
Officer Initiated Contacts						
Community Policing Contacts / Crime Prevention	0	838	2754	899	1496	2620
Out of Town / Patrol-By Reports	32	280	196	211	430	410
Total Officer Initiated Contacts	32	1118	2950	1110	1926	3030

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

Criminal Calls



Non Criminal Calls



City of Shavano Park Police Department November 2022 Breakdown

Arrest of Wanted Person

1. 100 blk. Mossy Cup - Warrant with SAPD

Burglary of Vehicle

1. 3600 blk. Paesanos Pkwy. - nothing taken
2. 3600 blk. Paesanos Pkwy. - nothing taken
3. 3600 blk. Paesanos Pkwy. - items taken

Criminal Mischief

1. 4300 blk. Lockhill-Selma Road - package damaged
2. 3600 blk. Paesanos Pkwy. - vehicle damage
3. 3600 blk. Paesanos Pkwy. - vehicle damaged

DWI

1. 4500 blk. Lockhill-Selma Road - driving while under the influence
2. 4100 blk. N. Loop 1604 W. - driving while under the influence

Evading Arrest

1. 2100 blk. Huebner Road - evading in vehicle
2. 14500 blk. N.W. Military Hwy. - evading in vehicle

Harassment

1. De Zavala Place - harassing statements

Narcotics Class B and up

1. 100 blk. Mossy Cup - Possession of Controlled Substance
2. 6100 blk. N. Loop 1604 W. - Possession of Marijuana

Theft of Mail

1. 300 blk. Box Oak - items missing from mailbox

Unlawfull Carry

1. 6100 blk. N. Loop 1604 W. - Unlawful Carry of Weapon

November 2022

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Grand Total
Warnings	29	7	1	6	2	4	2	1	16	1	7	3	15	6	0	100
Citations	4	0	0	4	4	3	2	0	10	0	6	3	18	9	0	63
Cases	15	16	11	18	3	3	15	8	24	12	23	3	17	12	0	180
Activity Totals	48	23	12	28	9	10	19	9	50	13	36	9	50	27	0	343
Vehicles Stopped	32	7	1	8	4	6	4	1	21	1	11	4	29	9	0	138
Community Policing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Cantu Casares Flores Garza Harper Kelley Martinez Mendoza Nakazono Page Quintanilla Ramsey Schumacher Torres Villanueva

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

Fox

Grand Total
100
63
181
344
138
0

PUBLIC WORKS DEPARTMENT
Monthly Report -NOVEMBER 2022

WATER UTILITY

- Installed 280 ft of water main on End Gate, 2 fire hydrants and replaced all 9 services
- NW Military/Fawn Dr water main – Installed 4” valve on Fawn and 8” valve on NW Military, isolated the section to be replaced. Crews have 90% excavation completed, installation of pipe to start next week
- Repaired a damaged water service line at 16410 NW Military
- Installed 2 risers on hydrants (End Gate & Happy Trail/Rustlers Butte) to make the hydrants more accessible to the fire department
- Conducted dead end flushing, and all monthly reporting to TCEQ
- Conducted meter reading for end of month billing

GROUND MAINTENANCE

- All landscaping equipment went into the shop for yearly maintenance

FACILITIES

- Painted parking spots for safe exchange zone
- Continue to set holiday decorations and prepare for the Holiday event on Saturday

STREETS

- PWD worked with KFW to review drainage concerns within the Street Improvements Phase 1
- City Staff attended the monthly update with KFW pertaining to the Street Bond and Dezavala projects

OTHER

- PWD attended TxDOT meeting – continue coordinating multiple issues with residents and Businesses
- PWD and Super met with TxDOT/Bitterblue/BOA/Contractor regarding irrigation/signage sidewalk/landscaping at the Pond Hill intersection

Water Utility	OCTOBER	MO	FY
# of Gallons Pumped		13,659,694	37,128,364
# of Gallons Pumped from Trinity		0	0
Total Pumped		13,659,694	37,128,364
 # of Gallons Sold		12,865,000	34,956,000
Water Lossed in gallons		819,194	2,196,864
Flushing		11,000	11,000
% of Loss		5.99%	0
 Water Revenue		\$ 52,248.71	\$140,499.87
EAA Fees Collected		\$ 6,432.50	\$17,385.00
Water Service Fees		\$ 5,470.28	\$10,950.14
Debt Service Collected		\$ 15,806.00	\$31,634.58
Late Fees		\$ 1,422.66	\$2,740.00
Cellular Access Fee		\$ 8.90	\$17.80
 Water Used by City		243,000	498,000
Water Cost Used by City		\$ 2,232.74	\$4,560.20
 # of Water Complaints		1	1
# of Bill Adjustments		1	2
# of locate tickets		61	126

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		NOV 2021	NOV 2022
Tier 1	0-5,000	5	\$3.07		105	224
Tier 2	5,001 - 30,000	25	\$3.40		394	360
Tier 3	30,001 - 50,000	20	\$3.83		101	77
Tier 4	50,001 - 70,000	20	\$4.58		49	22
Tier 5	70,001 - 100,000	30	\$6.29		37	16
Tier 6	Over 100,001		\$11.94		22	9
					708	708

Other Fees

			OCT 2021	OCTOBER 2022
EAA Fee @ \$.50/ 1,000 Gallons			\$5,330.63	\$6,432.50
Debt Service Fee @ \$ 22.58			\$15,783.42	\$15,806.00
Water Svc Fee				
	5/8	\$5.10	\$1,402.50	\$239.70
	3/4	\$7.34	\$2,921.32	\$4,587.50
	1	\$13.06	\$222.02	\$235.08
	1 1/2	\$29.38	\$88.14	\$146.90
	2	\$52.22	\$261.10	\$261.10
Water Sales Only			\$39,081.28	\$52,248.71

1. CALL MEETING TO ORDER

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

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

ABSENT: None

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Alderman Powers led the Pledge of Allegiance to the Flag.

Alderman Miller led the Invocation.

3. CITIZENS TO BE HEARD

No one signed up to address City Council.

4. CITY COUNCIL COMMENTS

City Council welcomed everyone to the meeting.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

Proclamation - Holiday Cheer, Santa and the Grinch are coming! - Mayor Werner

Mayor Werner read the Proclamation Holiday Cheer, Santa and the Grinch are coming!

Alderman Miller recognized City Secretary/HR Director Trish Nichols and presented her with a Super Hero award.

6. REGULAR AGENDA ITEMS

6.1. Presentation / action - Phase 1 Street Improvement Plan and DeZavala project planning status update and design options - KFW Engineering / City Manager

City Engineers Chris Otto, Bobby Torres, and Riley John provided an update and discussion occurred regarding the Phase 1 Street Improvement Plan and the DeZavala project.

6.2. Discussion / action – Phase 1 Street Improvement Plan water utility system relocation requirements / options - City Manager / Public Works Director

City Manager Hill and Public Works Director, Peterson presented an overview of options for water utility system relocation requirements in Phase 1 Street Improvement Plan.

Alderman Powers made a motion to approve Priority #1 and #2 for planned replacement;
Approve the purchase of water main replacement parts for Priority #1 & 2;
With consensus from Council for City Manager to explore contracting the water line relocation.

Mayor Pro Tem. Kautz seconded the motion.

The motion carried with unanimous vote.

6.3. Presentation / discussion - Report on the Household Hazardous Waste Collection Event held on November 27, 2022 - Assistant City Manager

Assistant City Manager Leeth provided report on the Household Hazardous Waste Collection Event held on November 27, 2022

6.4. Discussion / action - Resolution R-2022-024 approving the Interlocal Agreement with Bexar County concerning ARPA/SLFRF Grant funds use - City Manager / Finance Director

Mayor Pro Tem. Kautz made a motion to approve Resolution R-2022-024 authorizing an Interlocal Agreement with Bexar County ARPA/SLFRF Grant funds subject to City manager and City Attorney review and negotiations.

Alderman Powers seconded the motion.

The motion carried with a unanimous vote

6.5. Discussion / action - Rescheduling the December City Council meeting from December 26th to December (5th / 12th) 19th or cancelling the meeting - City Manager

Mayor Pro Tem. Kautz made a motion to reschedule the Regular City Council Meeting to December 12th

Alderman Powers seconded the motion.

The motion carried with 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 - City Council Meeting Minutes, October 24, 2022

8.2. Approval - City Council Special Meeting Minutes, November 14, 2022

8.3. Accept - Planning and Zoning Commission Minutes, October 5, 2022

8.4. Approval - Resolution No. R-2022-022 approving the 2022 tax roll for the City of Shavano Park

8.5. Approval - Resolution No. R-2022-023 approving the EMS receivable adjustments for certain inactive outstanding accounts that have been deemed uncollectible.

8.6. Approval - Adoption of Official 2023 City Holiday Schedule

8.7. Accept - Amending plat adjusting lot lines between Lot 2190 and Lot 2184 to line up with corner Lot 2168 in Block 36 of Shavano Park Unit 19C, Phase V (PUD)

Alderman Powers made a motion to approve & accept Consent Agenda Items 8.1 – 8.4, 8.6-8.7 as presented.

Mayor Pro Tem. Kautz seconded the motion.

The motion to approve Consent Agenda Items 8.1 – 8.4, 8.6-8.7 carried with unanimous vote.

The motion carried with unanimous vote.

Alderman Powers requested discussion of agenda item 8.5 Resolution No. R-2022-023 approving the EMS receivable adjustments for certain inactive outstanding accounts that have been deemed uncollectible.

Finance Director Morey presented an overview of the EMS receivable adjustments for certain inactive outstanding accounts that have been deemed uncollectible for accounting purposes.

Alderman Powers made a motion to approve Resolution No. R-2022-023 approving the EMS receivable adjustments for certain inactive outstanding accounts that have been deemed uncollectible.

Alderman Kuykendall seconded the motion.

The motion carried with unanimous vote.

9. ADJOURNMENT

Mayor Pro Tem Kautz made a motion to adjourn the meeting.

Alderman Powers seconded the motion.

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

The meeting ended at 9:14 p.m.

Robert Werner Mayor

Trish Nichols
City Secretary

1. **Call to order**

Chairman Laws called the meeting to order at 6:32 p.m.

PRESENT:

Carla Laws
Donna Beladi
Lori Fanning
Shawn Fitzpatrick
Vickey Maisel was 3 minutes late
Bill Simmons
William Stipek
Song Tan
Cindy Teske

ABSENT:

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

Upon a motion made by Commissioner Fanning, and a second made by Commissioner Tan, 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 in the public signed up to speak at the Citizens to be Heard.

4. **Consent Agenda:**

A. Approval - Planning & Zoning Commission minutes, October 5, 2022

Upon a motion made by Commissioner Stipek and a second made by Commissioner Simmons, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planning & Zoning Commission minutes of October 5, 2022 as presented. The motion carried.

5. **Discussion / action – Amending plat adjusting lot lines between Lot 2190 and Lot 2184 to line up with corner Lot 2168 in Block 36 of Shavano Park Unit 19C, Phase V (PUD) – City Manager / Assistant City Manager**

City Manager Hill presented the amending plat action and the Commission held discussion on the amending plat action.

A motion was made by Commissioner Fanning to approve the amending plat and adjusting lot lines between Lot 2190 and Lot 2184 to line up with corner Lot 2168 in Block 36 of Shavano Park Unit 19C, Phase V (PUD)

A second made by Commissioner Fitzpatrick. The Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the amending plat and adjusting lot lines between Lot 2190 and Lot 2184 to line up with corner Lot 2168 in Block 36 of Shavano Park Unit 19C, Phase V (PUD)

6. **Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding the City's Commercial Development focus area of the Town Plan**

The Public Hearing opened at 6:38 p.m.

City Manager Bill Hill presented a brief overview of this agenda item, and Assistant Manager Leeth presented the Commercial Development survey results.

The Public Hearing closed at 6:45 p.m.

7. **Discussion – Second review of the Commercial Development focus area of the 2023 Town Plan – City Manager / Assistant City Manager**

7.a. Review and discussion – Commercial Development public survey results

7.b. Review and discussion – Commercial Development write-up

Assistant City Manager Leeth presented the second review of the commercial development focus area of the 2023 Town Plan.

The Commission reviewed and discussed the commercial development focus area of the 2023 Town Plan, the commercial development public survey results and the commercial development write-up. The Commission gave guidance to staff; no action was taken.

8. **Presentation / discussion – First review of the Community Engagement and Policing focus area of the 2023 Town Plan – City Manager / Assistant City Manager**

8.a. Presentation and discussion – Police Chief Fox presentation on Community Policing

8.b. Review and discussion – Community Engagement and Policing draft write-up

8.c. Review and discussion – Community Engagement and Policing draft survey

Police Chief Fox presented an overview of the City of Shavano Park Police department Community Policing efforts.

City Manager Hill presented the first review of the Community Engagement and Policing focus area of the 2023 Town Plan

The Commission reviewed and discussed the Community Engagement and Policing draft write-up and the Community Engagement and Policing draft survey. Commission gave guidance to staff; no action was taken

9. **Discussion - Select the focus area topic for the December 7, 2022 Planning & Zoning Commission meeting – City Manager / Assistant City Manager**

City Manager Hill reviewed the scheduling of focus area topics for future meetings. The commission gave guidance to staff to schedule Property maintenance standards and zoning focus area for December 7, 2022 Planning & Zoning Commission meeting; no action was taken; no action was taken.

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

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

11. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items:
 - i. December: Commercial Development Final Review
 - ii. December: Community Engagement and Policing Public Hearing and Second Review
 - iii. December: Introduction of next focus area (Topic TBD'ed)
 - iv. Ordinance to fix the mistaken 2017 B-2 PUD re-zoning of Lots 1701 & 1702 in Block 21, CB 4782E (Lynd Building / Pond Hill Restaurant) by formally re-zoning the lots back to MXD

12. **Adjournment**

Upon a motion made by Commissioner Fanning, and a second made by Commissioner Maisel, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting at 9:34 p.m. The motion carried.

Carla Laws,
Chairman

Trish Nichols,
City Secretary