

**1. CALL MEETING TO ORDER**

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

PRESENT:

ABSENT:

Alderman Colemere

Alderman Heintzelman

Alderman Hisel

Mayor Pro Tem Ross

Alderman Simpson

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Pro Tem Ross led the Pledge of Allegiance to the Flag. Mayor Werner led the Invocation.

**3. CITIZENS TO BE HEARD**

Citizens Goodman and Prest addressed City Council regarding the wall on NW Highway.

**4. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting.

**5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

**5.1. Recognition - Holiday Event - Mayor Pro Tem Ross**

Mayor Pro Tem Ross thanked all for coming out to the Holiday Event. We had a great event and thanked staff and volunteers for making it a success.

**5.2. Proclamation - Honoring Willow Wood resident Tommy Flores, King for the Especial Royal Court - Mayor Werner**

Mayor Werner presented a proclamation to Willow Wood resident Tommy Flores, King for the Especial Royal Court.

**6. REGULAR AGENDA ITEMS**

**6.1. Discussion / action - Accepting the 2017 Audit - City Manager**

Phil Vaughn, Armstrong, Vaughn and Associates, presented the 2017 Audit.

Mayor Pro Tem Ross made a motion to accept the 2017 Audit.

Alderman Heintzelman seconded the motion.

The motion to accept the 2017 Audit carried unanimously.

**6.2. Discussion / action - Presentation of Drainage Improvement Plan and prioritization and funding options for consideration - City Manager**

Mayor Pro Tem Ross made a motion to authorize staff to prioritize the drainage plan up to \$1 Million dollars in budget FY 2018.

Alderman Heintzelman seconded the motion.

Alderman Simpson made a motion to substitute to authorize the City Manager to implement Phase I of Option #1 and submit an appropriate budget amendment to cover expenditures of Phase I and other planning expenses.

Alderman Hisel seconded the motion.

The motion to substitute to authorize the City Manager to implement Phase I of Option #1 and submit an appropriate budget amendment to cover expenditures carried with the following vote:

AYES: 3; NAYES: 2 (Mayor Pro Tem Ross / Alderman Heintzelman)

The vote on the substitute motion carried with the unanimous vote.

**6.3. Discussion / action - Shavano Estates rock wall along NW Military - City Manager**

Alderman Simpson made a motion to adjourn into Executive Session.

Mayor Pro Tem Ross seconded the motion.

The Open Meeting closed at 7:43 p.m.

The Open Meeting reconvened at 7:57 p.m.

Alderman Simpson made a motion that we find repairing the wall to have a public purpose and authorize the City Manager to expeditiously coordinate with the property owners and Denton / BitterBlue with Denton or the property owners to take the lead and the City contribute not more than \$20,000, to be taken from fund balance, with the remainder of the cost being borne by the other parties.

Alderman Heintzelman seconded the motion.

The motion that we find repairing the wall to have a public purpose and authorize the City Manager to expeditiously coordinate with the property owners and Denton / BitterBlue with Denton or the property owners to take the lead and the City contribute not more than \$20,000, to be taken from fund balance, with the remainder of the cost being borne by the other parties carried with the following vote:

AYES: 3; NAYES: 2 (Alderman Colemere / Mayor Pro Tem Ross)

**6.4. Discussion / action - 2017 Annual Crime Report - Police Chief**

Chief Lacy presented the 2017 Annual Crime Report.

**6.5. Discussion / action - Transfer portions of Fund Balance to Capital Replacement / Improvement Fund - City Manager**

Alderman Simpson made a motion that we amend the budget to transfer excess fund balance of \$251,000 to the Fire Department Capital Replacement Fund line of Ladder Truck.

Alderman Hisel seconded the motion.

Mayor Pro Tem Ross made a substitute motion to transfer \$251,000 to categories as recommended by staff.

Alderman Hisel seconded the motion.

The vote on the substitute motion to transfer \$251,000 to categories as recommended by staff carried with the following vote:

AYES: 4; NAYES: 1 (Alderman Simpson)

The vote on the primary motion which is to transfer \$251,000 to categories as recommended by staff carried with the following vote with a unanimous vote:

**6.6. Discussion / action - Purchase additional water rights in lieu of renewal of existing Edwards Aquifer Water Leases (2019) - City Manager**

Alderman Heintzelman made a motion to approve the purchase additional water rights in lieu of renewal of existing Edwards Aquifer Water Leases (2019).

Mayor Pro Tem Ross seconded the motion.

The motion to approve the purchase additional water rights in lieu of renewal of existing Edwards Aquifer Water Leases (2019) carried with a unanimous vote.

**6.7. Discussion / action - Appointment of Council Appointed Positions (Bank Services / City Medical Director / IT Services) - City Manager**

Alderman Simpson made a motion to continue services with Dr. Terpolli and HTS for IT services and direct staff to request proposals for banking services.

Alderman Colemere seconded the motion.

The motion to continue services with Dr. Terpolli and HTS for IT services and direct staff to request proposals for banking services carried unanimously.

**6.8. Discussion / action - Authorizing the City Manager to enter into contract to hire an interim Finance Director - City Manager**

Mayor Pro Tem Ross made a motion to authorize the City Manager to enter into a contract to hire an interim Finance Director.

Alderman Simpson seconded the motion.

The motion to authorize the City Manager to enter into contract to hire an interim Finance Director 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 - City Council Meeting Minutes, November 27, 2017**

**8.2. Accept - Planning & Zoning Commission Meeting Minutes, November 1, 2017**

**8.3. Accept – Planning & Zoning Commission Meeting Minutes, December 6, 2017**

**8.4. Accept - Water Advisory Committee Minutes, November 13 , 2017**

**8.5. Accept - Quarterly and Annual Investment Report ending September 30, 2017**

**8.6. Approval - Resolution No. R-2018-001 ordering the May 5, 2018 General / Special to elect three Aldermen and a Special Election reauthorize the street maintenance sales tax at the rate of one-fourth of one percent to provide revenue for maintenance and repair of municipal streets**

**8.7. Approval - Authorizing the City Manager to enter into an Joint Election Agreement with Bexar County Election Administrator for the May 5, 2018 General Election**

Alderman Simpson pulled agenda item 8.6 for discussion.

Mayor Pro Tem Ross made a motion to approve Consent Agenda items 8.1 -8.5 and 8.7 as presented.

Alderman Simpson seconded the motion.

The motion to approve Consent Agenda items 8.1 -8.5 and 8.7 carried unanimously.

City Manager Hill explained that we are here tonight to approve the Resolution calling for the R-2018-001 ordering the May 5, 2018 General / Special to elect three Aldermen and a Special Election reauthorize the street maintenance sales tax at the rate of one-fourth of one percent to provide revenue for maintenance and repair of municipal streets.

Alderman Simpson made a motion to approve Consent Agenda item 8.6 as presented.

Mayor Pro Tem Ross seconded the motion.

The motion to approve Resolution No. R-2018-001 ordering the May 5, 2018 General / Special to elect three Aldermen and a Special Election reauthorize the street maintenance sales tax at the rate of one-fourth of one percent to provide revenue for maintenance and repair of municipal streets carried unanimously.

## **9. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 9:30 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

### **1. CALL MEETING TO ORDER**

Mayor Pro Tem Ross called the meeting to order at 6:30 p.m.

PRESENT:

Alderman Colemere  
Alderman Heintzelman  
Alderman Hisel  
Mayor Pro Tem Ross  
Alderman Simpson

ABSENT:

Mayor Werner

### **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Colemere led the Pledge of Allegiance to the Flag.

Alderman Heintzelman led the Invocation.

### **3. CITIZENS TO BE HEARD**

Citizens Florine, Pierce, Schwab, and Smoot addressed City Council regarding munitract development, DeZavala brush clean up, and thanked Alderman Hisel for her service to the City.

### **4. CITY COUNCIL COMMENTS**

City Council thanked all for coming out this evening and recognized the tragedy in Florida.

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

Randi Wayland provided a summary of the event and outlined invited all out to the City of Shavano Park Arbor / Earth Day event scheduled for April 21 and invited all to attend the event.

### **6. REGULAR AGENDA ITEMS**

- 6.1. Discussion / possible action - authorizing the City Manager to extend an offer of employment to Brenda Morey for the position of Finance Director. Possible Executive Session pursuant to Texas Government Code 551.074, Personnel Matters - City Manager**

Alderman Simpson made a motion to authorize the City Manager to extend an offer of employment to Brenda Morey for the position of Finance Director with a start date of March 12<sup>th</sup>.

Alderman Heintzelman seconded the motion.

The motion to the City Manager to extend an offer of employment to Brenda Morey for the position of Finance Director with a start date of March 12<sup>th</sup> carried the following vote:

AYES: 4; NAYES: 0

**6.2. Re-approval - Final Plat establishing Shavano Park, Unit 19C Phase IV (Huntington), a 32.86 acre tract of land out of that 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD - City Manager**

Alderman Hisel made a motion for the re- approval Final Plat establishing Shavano Park, Unit 19C Phase IV (Huntington), a 32.86 acre tract of land out of that 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD.

Alderman Simpson seconded the motion.

The motion for the re- approval Final Plat establishing Shavano Park, Unit 19C Phase IV (Huntington), a 32.86 acre tract of land out of that 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD carried with the following vote:

AYES: 4; NAYES: 0

**6.3. Re-approval - Final Plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, LTD - City Manager**

City Manager Hill stated as of February 20, 2018 the TxDOT approval of release of the easement has not been received by City staff. Per Planning & Zoning Commission recommendation, City staff pulled this item from the agenda.

**6.4. Presentation / discussion - Semiannual presentation by Bitterblue, Inc. / Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same - Denton Communities**

Dan Kossel and Daryl Lange presented the semiannual update regarding residential and commercial development in Shavano Park and surrounding areas

**6.5. Presentation / discussion - Upgrades to the City Hall Chamber audio and video capabilities - Asst to City Manager**

Asst. to the City Manager Curtis Leeth gave an overview of the new upgrades to the City Hall audio and video capabilities. The upgrades improved live audio and visual presentation to include video recordings.

**6.6. Discussion / action - Approval of Electronic Marquee Sign selecting bid - Asst to City Manager**

Alderman Simpson made a motion to approve the selection of Apex Signs for the electronic marquee project for a total of \$16,170.00.

Alderman Heintzelman seconded the motion.

The motion to approve the selection of Apex Signs for the electronic marquee project for a total of \$16,170.00 carried with the following vote:

AYES: 3; NAYES: 1 (Alderman Hisel)

**6.7. Discussion / action – Approval of additional funding for Household Hazardous Waste collection - City Manager**

Alderman Simpson made a motion to double down for next year and skip this year's funding of Household Hazardous Waste collection.

Alderman Colemere seconded the motion.

The motion carried with the following votes:

AYES: 4 : NAYES: 0

**6.8. Discussion / action - Transfer portions of Fund Balance to Capital Replacement / Improvement Fund - City Manager**

Alderman Simpson made a motion to approve the transfer portions of the Fund Balance to Capital Replacement / Improvement Fund with the deletion PW Env Friend Parking and moving funds in the amount of \$40,451 to Fire –Engine 2511 line item.

Alderman Hisel seconded the motion.

The motion to transfer portions of Fund Balance to Capital Replacement / Improvement Fund to Capital Replacement / Improvement Fund with the deletion PW Env Friend Parking and moving funds in the amount of \$40,451 to Fire –Engine 2511 line item carried with the following vote:

AYES: 3; NAYES: 1 (Alderman Heintzelman)

**6.9. Discussion / action - Approval of Ordinance O-2018-001 amending the FY 2017-18 Budget resourcing drainage projects, transfer to Capital, purchase of a metal detector; Fiesta Medals; ADA Assisted Listening Device; repair of NW Military Rock Wall, Household Hazardous Waste collection, and increasing building maintenance (first reading) - City Manager**

Alderman Simpson made a motion to approve Ordinance O-2018-001 amending the FY 2017-18 Budget resourcing drainage projects, transfer to Capital, purchase of a metal detector; Fiesta Medals; ADA Assisted Listening Device; repair of NW Military Rock Wall, Household Hazardous Waste collection, and increasing building maintenance (first reading) taking in consideration the earlier votes regarding Household Hazardous Waste Collection and transfer to Capital.

Alderman Colemere seconded the motion.

The vote to approve Ordinance O-2018-001 amending the FY 2017-18 Budget resourcing drainage projects, transfer to Capital, purchase of a metal detector; Fiesta Medals; ADA Assisted



Listening Device; repair of NW Military Rock Wall, Household Hazardous Waste collection, and increasing building maintenance (first reading) taking in consideration the earlier votes regarding Household Hazardous Waste Collection and transfer to Capital carried with the following vote:

AYES: 4; NAYES: 0

**6.10. Discussion / action – Approve of Ordinance O-2018-002 creating Chapter 32, Article V of the City of Shavano Park Code of Ordinances regulating the physical use, occupancy and maintenance of city rights-of-way by small cell wireless Network providers (first reading) - City Manager**

Alderman Hisel made a motion to approve Ordinance O-2018-002 creating Chapter 32, Article V of the City of Shavano Park Code of Ordinances regulating the physical use, occupancy and maintenance of city rights-of-way by small cell wireless Network providers (first reading).

Alderman Simpson seconded the motion.

The motion to Ordinance O-2018-002 creating Chapter 32, Article V of the City of Shavano Park Code of Ordinances regulating the physical use, occupancy and maintenance of city rights-of-way by small cell wireless Network providers (first reading) carried with the following vote:

AYES: 4; NAYES: 0

**6.11. Discussion / action – Approve Ordinance O-2018-003 amending Appendix A – City of Shavano Park Fee schedule to establish small cell network node right-of-way fees, on-site sewage facility fees and amending EMS fees (first reading) - City Manager**

Alderman Heintzelman made a motion to approve Ordinance O-2018-003 amending Appendix A – City of Shavano Park Fee schedule to establish small cell network node right-of-way fees, on-site sewage facility fees and amending EMS fees (first reading).

Alderman Hisel seconded the motion.

The motion to approve Ordinance O-2018-003 amending Appendix A – City of Shavano Park Fee schedule to establish small cell network node right-of-way fees, on-site sewage facility fees and amending EMS fees (first reading) carried with the following vote:

AYES: 4; NAYES: 0

## **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, January 22, 2018**

### **8.2. Accept - Planning & Zoning Commission Meeting Minutes, January 11, 2018**

### **8.3. Accept - Water Advisory Committee Minutes, January 8, 2018**

### **8.4. Approval – Resolution R-2018-002 authorizing the submittal of an application for the Investigations Interview Room Recording Equipment Grant**

### **8.5. Accept - Shavano Park Police Department 2017 Racial Profiling Report**

### **8.6. Approval - Annual Review of City of Shavano Park Investment Policy**

### **8.7. Approval - Date for the Annual Citywide Garage Sale on April 7th**

### **8.8. Approval - Adopting Resolution R-2018-003 to amend the City of Shavano Park Employee Handbook**

### **8.9. Approval – Quarterly investment report ending December 31, 2017**

Alderman Simpson made a motion to approve Consent Agenda items 8.1 - 8.9.

Alderman Hisel seconded the motion.

The motion to approve Consent Agenda items 8.1 - 8.9 carried unanimously.

**9. ADJOURNMENT**

Alderman Simpson made a motion to adjourn the meeting.

Alderman Hisel seconded the motion.

The meeting adjourned at 9:34 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

## **1. CALL MEETING TO ORDER**

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

PRESENT:

ABSENT:

Alderman Colemere

Alderman Heintzelman

Alderman Hisel

Mayor Pro Tem Ross

Alderman Simpson

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Heintzelman led the Pledge of Allegiance to the Flag.

Mayor Werner led the Invocation.

## **3. CITIZENS TO BE HEARD**

Citizen Smoot addressed the City Council regarding agenda items 6.3 and 6.4.

## **4. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting, reminded the community of the upcoming city-wide garage sale scheduled for April 7, Arbor / Earth Day recycling events, the Candidate Forum scheduled for April 5<sup>th</sup> and the Meet the Candidates scheduled for April 10<sup>th</sup>.

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

### **5.1. City Sponsored Arbor / Earth Day April 21<sup>st</sup> 10 a.m. to 2 p.m. - Randi Wayland**

Citizen Tree Sub – Committee Chairman Wayland presented the itinerary for the upcoming Arbor / Earth Day Event.

### **5.2. Proclamation - Arbor / Earth Day - Mayor Werner**

Mayor Werner presented Randi Wayland with the Arbor / Earth Proclamation.

### **5.3. Proclamation - Julia Singer, 2018 Prudential Spirit of Community Awards - Mayor Werner**

Mayor Werner with the consensus of City Council postponed this item to the next City Council meeting.

### **5.4. Introduction of new Finance Director, Brenda Morey - City Manager**

City Manager Hill formally introduced Finance Director Brenda Morey and welcomed her aboard.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Discussion / action - Review of Police Manning / Organization - Chief Lacy**

Chief Lacy presented a review of Police Manning / Organization.

### **6.2. Discussion / action - Developing a City Slogan - City Manager**

Staff will prepare a notice which will be sent out via i-INFO, Nextdoor, twitter, and website requesting citizen input.

Alderman Simpson made a motion to ask the Tree Committee to develop recommendations for possible town slogan according to the timeline established.

Alderman Heintzelman seconded the motion.

The motion to ask the Tree Committee to develop recommendations for possible town slogan according to the timeline established carried unanimously.

**6.3. Discussion / action - Approval of Environmental Friendly Parking Concept - City Manager**

Mayor Pro Tem Ross made a motion to approve Option 2 of the Environmental Friendly Parking Concept.

Alderman Heintzelman seconded the motion.

Discussion followed regarding storm water run-off, TECQ permit, ADA requirements, impact of the NW Military Hwy project, and maintenance.

Mayor Pro Tem Ross withdrew the motion to approve Option 2 of the Environmental Friendly Parking Concept and made a motion to postpone this item to the next meeting.

Alderman Heintzelman withdrew his second to the motion to approve Option 2 of the Environmental Friendly Parking Concept and seconded the motion to postpone this item to the next meeting.

The vote to postpone this item to the next meeting carried with the following vote:

AYES: 4; NAYES: 1 (Alderman Simpson)

**6.4. Discussion / action - Consider hiring a firm to conduct a 360 review of the City Manager as part of his overall annual review, to be conducted in April, by City Council - MPT Ross**

Mayor Pro Tem Ross made a motion to approve hiring a firm to conduct a 360 review of the City Manager as part of his overall annual review, to be conducted in April, by City Council.

Alderman Colemere seconded the motion.

The motion to approve hiring a firm to conduct a 360 review of the City Manager as part of his overall annual review, to be conducted in April, by City Council failed with the following vote:

AYES: 2; NAYES: 3 (Alderman Simpson, Hisel, Colemere)

**6.5. Discussion / action - Set City Manager Annual Performance and Salary Review for April - Mayor Werner**

Alderman Hisel made a motion to adopt the proposed timeline schedule for the City Manager Annual Performance and Salary Review.

Alderman Heintzelman seconded the motion.

The motion to motion to adopt the proposed timeline schedule for the City Manager Annual Performance and Salary Review 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 - City Council Meeting Minutes, February 26, 2018**

### **8.2. Accept - Planning & Zoning Commission Meeting Minutes, February 7, 2018**

### **8.3. Approval - Ordinance O-2018-001 amending the FY 2017-18 Budget resourcing drainage projects, transfer to Capital, purchase of a metal detector; Fiesta Medals; ADA Assisted Listening Device; repair of NW Military Rock Wall, and increasing building maintenance (second reading)**

### **8.4. Approval - Ordinance O-2018-002 creating Chapter 32, Article V of the City of Shavano Park Code of Ordinances regulating the physical use, occupancy and maintenance of city rights-of-way by small cell wireless network providers (second reading)**

**8.5. Approval - Ordinance O-2018-003 amending Appendix A – City of Shavano Park Fee schedule to establish small cell network node right-of-way fees, on-site sewage facility fees and amending EMS fees (second reading)**

**8.6. Approval - Disposal of City Equipment**

Alderman Simpson made a motion to approve Consent Agenda items 8.1 - 8.6 as presented.

Alderman Heintzelman seconded the motion.

The motion to approve Consent Agenda items 8.1 - 8.6 as presented carried with a unanimous vote.

**9. ADJOURNMENT**

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

Alderman Simpson seconded the motion.

The meeting adjourned at 8:15 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

## **1. CALL MEETING TO ORDER**

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

PRESENT:

ABSENT:

Alderman Colemere

Alderman Heintzelman

Alderman Hisel

Mayor Pro Tem Ross

Alderman Simpson

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Pro Tem Ross led the Pledge of Allegiance to the Flag. Alderman Heintzelman followed with the Invocation.

## **3. CITIZENS TO BE HEARD**

Citizens Wayland, Rehm, Pierce, Smith, Reynolds and Florine addressed City Council regarding the success of Arbor Day, review of City Manager, thanked Alderman Hisel for her service, fire lane painting and trees on the munitract.

## **4. CITY COUNCIL COMMENTS**

City Council thanked everyone for attending the meeting this evening, extended thanks and appreciation for all that joined the City in celebrating Arbor / Earth Day 2018.

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

### **5.1. Recognition - Presentation to the Shavano Park Police Department for achieving Texas Recognized Agency Status - Chief A. J. Sandoval III, Texas Police Chief's Association**

Chief A.J. Sandoval III, representing the Police Chief's Association presented the City of Shavano Park Police Department with the Texas Law Enforcement Best Practices Recognition Certification.

### **5.2. Proclamation - Julia Singer, 2018 Prudential Spirit of Community Awards - Mayor Werner**

Mayor Werner presented Julia Singer with a Proclamation for her receipt of the 2018 Prudential Spirit of Community Awards.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Public Hearing – Receive testimony and written evidence from City of Shavano Park residents and property owners on proposed changes to the City's ordinances regarding minimum allowable sizing of parking spaces in non-residential zoning districts and allowing compact parking spaces in Planned Unit Developments (PUD)**

Public hearing opened at 6:58 p.m.



City Manager Hill presented an overview of the proposed changes to the City's ordinances regarding minimum allowable sizing of parking spaces in non-residential zoning districts and allowing compact parking spaces in Planned Unit Developments (PUD)

Public hearing closed at 7:06 p.m.

**6.2. Discussion / action - Ordinance No. O-2018-004 amendments to the City's ordinances regarding minimum allowable sizing of parking spaces in non-residential zoning districts and allowing compact parking spaces in Planned Unit Developments (PUD) first reading - City Manager**

Mayor Pro Tem Ross made a motion to approve Ordinance No. O-2018-004 amendments to the City's ordinances regarding minimum allowable sizing of parking spaces in non-residential zoning districts and allowing compact parking spaces in Planned Unit Developments (PUD) first reading.

Alderman Hisel seconded the motion.

The motion to approve Ordinance No. O-2018-004 amendments to the City's ordinances regarding minimum allowable sizing of parking spaces in non-residential zoning districts and allowing compact parking spaces in Planned Unit Developments (PUD) first reading carried with a unanimous vote.

**6.3. Discussion - Review of Survey results for Town Plan - Alderman Hisel**

Mayor Pro Tem Ross asked for Council consensus to move to agenda 6.4, Status of Town Plan Update.

Mayor Pro Tem Ross made a motion to postpone discussion until the Planning & Zoning Commission has submitted their final recommendation to City Council.

Alderman Colemere seconded the motion.

The motion to discussion until the Planning & Zoning Commission has submitted their final recommendation to City Council carried with the following vote:

AYES: 3; NAYES: 2 (Aldermen Simpson / Hisel)

**6.4. Discussion – Status of the Town Plan Update - Chairman Janssen**

Chairman Janssen presented a status of the Town Plan update:

- March 7, 2018 P&Z meeting
  - Review of Community Vision and Flooding & Drainage Final Survey Results
  - Draft Introduction & Existing Conditions portions of the Town Plan reviewed
- April 4, 2018 P&Z meeting
  - Review of Sidewalks and Development Final Survey Results
  - Draft Sidewalk, Development and Drainage portions of the Town Plan reviewed.

Mayor Werner deviated back to agenda item 6.3.

**6.5. Discussion / action - Municipal Tract - Alderman Hisel**

Alderman Hisel made a motion to discuss the Municipal Tract.

Alderman Simpson seconded the motion.

Mayor Pro Tem Ross made a motion to postpone this item until the Planning & Zoning Commission has submitted its final recommendation to City Council.

Alderman Heintzelman seconded the motion.

The motion to postpone this item until the Planning & Zoning Commission has submitted its final recommendation to City Council carried with the following vote:

AYES: 3; NAYES: 2 (Aldermen Simpson / Hisel)

**6.6. Discussion / action – Reschedule the Regular City Council Meeting scheduled for May 28, 2018 to May 14, 2018 due to the Memorial Day holiday and for the purpose of canvassing of General / Special Election to be held on May 5, 2018 – City Manager**

Alderman Hisel made a motion to reschedule the Regular City Council Meeting scheduled for May 28, 2018 to May 14, 2018 due to the Memorial Day holiday and for the purpose of canvassing of General / Special Election to be held on May 5, 2018.

Mayor Pro Tem Ross seconded the motion.

The motion to reschedule Regular City Council Meeting scheduled for May 28, 2018 to May 14, 2018 due to the Memorial Day holiday and for the purpose of canvassing of General / Special Election to be held on May 5, 2018 carried with a unanimous vote.

**6.7. Discussion / action - Consider hiring a firm to conduct a 360 review of the City Manager - MPT Ross**

Mayor Pro Tem Ross made a motion to approve conducting a 360 review on the City manager within the next 3 months; create a 2 member council subcommittee to research and recommend a firm to conduct said 360 review.

Alderman Colemere seconded the motion.

Alderman Hisel made a motion to postpone this item until after the May 14<sup>th</sup> Meeting.

Alderman Simpson seconded the motion.

The motion to postpone this item until after the May 14<sup>th</sup> meeting failed with the following vote:

AYES: 2; NAYES: 3 (Mayor Pro Tem Ross, Aldermen Heintzelman / Colemere)

Alderman Colemere made a friendly amendment to Mayor Pro Tem Ross's motion that a subcommittee not be named until after the May 14<sup>th</sup> meeting. Mayor Pro Tem Ross accepted the friendly amendment to the motion.

The motion to approve conducting a 360 review on the City manager within the next 3 months; create a 2 member council subcommittee to research and recommend a firm to conduct said 360 review and the subcommittee not be appointed until after the May 14<sup>th</sup> meeting carried with the following vote:

AYES: 3; NAYES: 2 (Aldermen Simpson / Hisel)

**6.8. Discussion / action – Annual review / salary of the City Manager – Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters**

Mayor Pro Tem Ross made a motion to conduct the annual review / salary of the City Manager.

Alderman Colemere seconded the motion.

Alderman Simpson made a motion to postpone the City Manager Review to May 14<sup>th</sup> and that it be placed first on the action item.

Alderman Heintzelman seconded the motion.

The motion to postpone the City Manager Review to May 14th and that it be placed first on the action item carried with the following vote:

AYES: 4; NAYES: 1 (Alderman Hisel)

**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, March 26, 2018**

**8.2 Accept - Planning & Zoning Commission Meeting Minutes, March 7, 2018**

Alderman Simpson made a motion to approve / accept Consent Agenda Items 8. 1 – 8.2 as presented.

Mayor Pro Tem Ross seconded the motion.

The vote to approve Consent Agenda items 8.1 – 8.2 carried unanimously.

At this time, Mayor Werner deviated back to agenda item 6.8.

**9 ADJOURNMENT**

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

Alderman Heintzelman seconded the motion.

The meeting adjourned at 7:48 p.m.

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ROBERT WERNER  
Mayor

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Zina Tedford  
City Secretary

## **1. CALL MEETING TO ORDER**

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

PRESENT:

Alderman Colemere

Alderman Heintzelman

Alderman Hisel

Mayor Pro Tem Ross

Mayor Werner

ABSENT:

Alderman Simpson

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Pro Tem Ross led the Pledge of Allegiance to the Flag. Mayor Werner 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 all to the meeting and thanked Alderman Hisel for her service to the city.

Alderman Hisel thanked her colleagues and citizens, it has been a great honor.

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

### **5.1. Proclamation - City of Shavano Park San Antonio Radio Field Day, June 22-25, 2018 - Mayor Werner**

Mayor Werner presented the San Antonio Radio Club with a proclamation for their upcoming event to be held in the parking lot at city hall.

### **5.2. Recognition - Alderman Mary Ann Hisel and Alderman Mike Simpson for service to the City of Shavano Park - Mayor Werner**

Mayor Werner deviated to agenda item 6.1 and we will return to agenda item 5.2.

At this time, Mayor and City Council recognized Alderman Hisel with a plaque of appreciation for her service to the citizens of Shavano Park.

Mayor Werner stated that Alderman Simpson is on his way. We will return to this item upon his arrival.

Mayor Werner deviated to agenda item 6.2.

## **6. REGULAR AGENDA ITEMS**

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

Mayor Pro Tem Ross made motion to adjourn into Executive Session.

Alderman Heintzelman seconded the motion.

The Open meeting closed at 6:40 p.m.

The Open meeting reconvened at 6:55 p.m.

No action taken on this item.

Mayor Werner deviated back to agenda item 5.2

**6.2. Discussion / action - Resolution No. R-2018-005 canvassing the 2018 General / Special Election - City Council**

Mayor Pro Tem Ross made a motion approve R-2018-005 canvassing the 2018 General / Special Election.

Alderman Hisel seconded the motion.

The motion to approve R-2018-005 canvassing the 2018 General / Special Election carried with a unanimous vote.

**6.3. Oath of Office - Newly Elected Officials - Mayor Werner**

Mayor Werner asked the newly elected officials to step forward and take their Oaths of Office.

The Oaths of Office were administered.

Newly sworn Aldermen Heintzelman, Kautz, and Powers took their seats at the dais.

**6.4. Discussion / action - Appointment of Mayor Pro Tem - City Council**

Alderman Colemere made a motion to appoint Alderman Ross as Mayor Pro Tem.

Alderman Powers seconded the motion.

The motion to appoint Alderman Ross as Mayor Pro Tem carried with a unanimous vote.

**6.5. Discussion / action - Permit Fees and Restructure of Permit Section on Website - Ald. Heintzelman**

Alderman Heintzelman made a motion to postpone this item to the next meeting.

Mayor Pro Tem Ross seconded the motion.

The motion to postpone this item to the next meeting carried with a unanimous vote.

Mayor Werner deviated back to agenda item 5.2 and asked Alderman Mike Simpson to step up to the dais.

Mayor Werner recognized Alderman Simpson with a plaque expressing our appreciation for service to the citizens and presented a token of our appreciation.

**6.6. Discussion / action - Tree and brush clearing along DeZavala Road - Ald. Simpson**

Mayor Pro Tem Ross made motion that staff or designees continue cutting cedar and trimming trees as previously directed by City Council.

Alderman Kautz seconded the motion.

The motion that staff or designees continue cutting cedar and trimming trees as previously directed by City Council carried with a unanimous vote.

**6.7. Discussion / Action - Resolution Requesting TxDOT to name NW Military Highway within Shavano Park as 1LT Al Kincer and SSG Michael H. Simpson Memorial Highway and Requesting Support from Representative Larson and Senator Campbell - Ald. Simpson**

City Manager Hill presented an overview of this agenda item as presented by former Alderman Simpson.

Mayor Pro Tem Ross made a motion to open discussion on this item.

Alderman Powers seconded the motion.

Discussion on requesting TxDOT to name NW Military Highway within Shavano Park as 1LT Al Kincer and SSG Michael H. Simpson Memorial Highway and Requesting Support from Representative Larson and Senator Campbell was held.

No action taken on this item.

**6.8. Discussion / action - Council appointments to Investment and Tree Committees - Mayor Werner**

Mayor Pro Tem Ross made a motion to postpone until we can discuss if we need Council members to serve on these committees.

Alderman Powers seconded the motion.

The motion to postpone until we can discuss if we need Council members to serve on these committees carried with a unanimous vote.

**6.9. Discussion / action - Selection of subcommittee to make recommendations for hiring a firm to conduct a 360 review of the City Manager - MPT Ross**

Mayor Pro Tem Ross made a motion to appoint herself and Ald. Kautz to the subcommittee and recommend a 3<sup>rd</sup> party to conduct a 360 review of the City Manager to City Council at the next meeting.

Alderman Colemere seconded the motion.

The vote to appoint Mayor Pro Tem Ross and Alderman Kautz to the subcommittee and present a recommendation to hire a 3<sup>rd</sup> party to conduct a 360 review to City Council at the next meeting carried with a unanimous vote.

**6.10. Discussion / action - FY 2018-19 Budget Development Calendar - City Manager**

Mayor Pro Tem Ross made a motion to schedule a budget workshop on June 13<sup>th</sup> at 5:00 p.m. and June 25<sup>th</sup> at 5:00 p.m.

Alderman Kautz seconded the motion.

The motion carried with a unanimous vote.

**6.11. Discussion / action – Authorization for the repair of Well #6 located in the corner of the municipal tract - City Manager**

Mayor Pro Tem Ross made a motion to approve staff's recommendation to repair Well 6 by replacing equipment and fund the repair and replace from Capital Outlay –water system improvements.

Alderman Powers seconded the motion.

The motion to approve the approve staff's recommendation to repair Well 6 by replacing equipment and fund the repair and replace from Capital Outlay –water system improvements 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**

**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, April 23, 2018**

**8.2. Accept - Planning & Zoning Commission Meeting Minutes, April 4, 2018**

**8.3. Approval - Ordinance No. O-2018-004 amendments to the City's ordinances regarding minimum allowable sizing of parking spaces in non-residential zoning districts and allowing compact parking spaces in Planned Unit Developments (PUD) final reading**

**8.4. Accept - Quarterly Investment Report**



Alderman Powers made a motion to approve Consent Agenda items 8.1 – 8.4.

Alderman Heintzelman seconded the motion.

The motion to approve Consent Agenda items 8.1 - 8.4 carried with a unanimous vote.

## **9. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 8:10 p.m.

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Robert Werner  
Mayor

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Zina Tedford, City Secretary

**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 5:00 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Heintzelman

Alderman Kautz

Mayor Pro Tem Ross

Alderman Powers

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag an Invocation.

**3. CITIZENS TO BE HEARD**

No one signed up to address City Council.

**4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council Comments.

**5. REGULAR AGENDA ITEMS**

**5.1. Presentation / discussion - Budget Development Assumptions – City Manager**

City Manager Hill presented a number of draft budget assumptions for Council review and guidance.

**5.2. Presentation / discussion – Staff Goals, Objectives and City Council guidance for FY 2018-19 budget - City Manager**

City Manager Hill led the discussion on the staff goals and objectives for FY 2018-19.

**5.3. Presentation / discussion – Council Goals, Objectives and City Council guidance for FY 2018-19 budget - City Manager**

Mayor Werner led the discussion on the Council goals and objectives for FY 2018-19.

Council discussed objectives to support the goals and made several recommendations.

**5.4. Presentation / discussion – Review of Budget Calendar - City Manager**

City Manager Hill reviewed the Budget calendar. The next Workshop meeting is scheduled at 4:30 p.m. followed by the Regular City Council meeting at 6:30 p.m. The scheduled Workshop for July is as follows: June 11<sup>th</sup> at 5:00 p.m.

**6. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting

Alderman Colemere seconded the motion.

The meeting adjourned at 8:26 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 4:30 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Heintzelman

Alderman Kautz

Mayor Pro Tem Ross

Alderman Powers

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag an Invocation.

## **3. CITIZENS TO BE HEARD**

No one signed up to address City Council.

## **4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council Comments.

## **5. REGULAR AGENDA ITEMS**

### **5.1. Presentation / discussion - TML-IEBP rerate and establishing a defined contribution - City Manager / Joe Munoz, TML-IEBP**

Joe Munoz, TML-IEBP discussed this year's renewal summary indicates the average rate increase for 2018-2019 is 5.00% for the Pool as a whole. The City of Shavano Park's weighted average rate increase calculates to 2.98% as most of our employees participate in the plans with the lower rate changes. City Council consensus to increase the Defined Contribution by 3% which is \$16 per employee per month (from 537 to \$553.00).

### **5.2. Presentation / discussion - Annual update to Compensation Survey Results and City of Shavano Park 2018-19 compensation - City Manager / Steve Werling, Werling Associates**

Steve Werling, Werling Associates presented the annual update to the Compensation Survey results and City of Shavano Park 2018-19 compensation. City Council consensus to accept most pay grades and budget for a 3.5% salary increase.

### **5.3. Presentation / discussion - Budget Basics - City Manager / Finance Director**

Finance Director Morey presented an overview of the Budget Basics.

### **5.4. Presentation / discussion - Review / Staff analysis of Council Objectives - City Manager**

City Manager Hill presented a brief overview of the proposed changes discussed at the last meeting.

### **5.5. Discussion - FY 2018-19 Budget Calendar Development – City Manager**

This item will be discussed during the Regular meeting.

**6. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting

Alderman Colemere seconded the motion.

The meeting adjourned at 6:25 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:35 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Heintzelman

Alderman Powers

Alderman Kautz

Mayor Pro Tem Ross

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Heintzelman led the Pledge of Allegiance to the Flag. Alderman Kautz led the Invocation.

## **3. CITIZENS TO BE HEARD**

Citizen Pierce addressed City Council regarding agenda item 6.6 permit fees.

## **4. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting and extended an invitation to all to attend the City of Shavano Park Independence Day Celebration scheduled for Saturday, June 30<sup>th</sup> from 10:00 – 2 p.m.

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

### **5.1. Proclamation - Aaron Thomas Aleman - Mayor Werner**

Mayor Werner postponed this item until the next Regular City Council Meeting.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Public Hearing - Preliminary replat of a 5.075-acre tract being the remaining portion of Lot 2, Block 1, NCB 17704 Life Family Church subdivision (4675 Lockhill-Selma), as recorded in Volume 9561, Pages 63 – 64 of the Deed and Plat Records of Bexar County, Texas**

Public hearing opened at 6:41 p.m.

City Manager Hill presented an overview of the preliminary replat request 5.075-acre tract being the remaining portion of Lot 2, Block 1, NCB 17704 Life Family Church subdivision (4675 Lockhill-Selma), as recorded in Volume 9561, Pages 63 – 64 of the Deed and Plat Records of Bexar County, Texas

Public hearing closed at 6:45 p.m.

### **6.2. Discussion / action - Preliminary replat of a 5.075-acre tract being the remaining portion of Lot 2, Block 1, NCB 17704 Life Family Church subdivision (4675 Lockhill-Selma), as recorded in Volume 9561, Pages 63 – 64 of the Deed and Plat Records of Bexar County, Texas - City Manager**

Mayor Pro Tem Ross made a motion to approve the Preliminary replat of a 5.075-acre tract being the remaining portion of Lot 2, Block 1, NCB 17704 Life Family Church subdivision

(4675 Lockhill-Selma), as recorded in Volume 9561, Pages 63 – 64 of the Deed and Plat Records of Bexar County, Texas - City Manager

Alderman Heintzelman seconded the motion.

The motion to approve the Preliminary replat of a 5.075-acre tract being the remaining portion of Lot 2, Block 1, NCB 17704 Life Family Church subdivision (4675 Lockhill-Selma), as recorded in Volume 9561, Pages 63 – 64 of the Deed and Plat Records of Bexar County, Texas carried with a unanimous vote.

**6.3. Public Hearing - Ordinance O-2018-005 proposed B-2 Planned Unit Development rezoning from B-2 base district and special use short-term inpatient surgical center for National Joint Care Institute, 4675 Lockhill-Selma (N.C.B. 17704, Lot 2, Block 1) with the following development standard exceptions: building height, building masonry exterior, revised parking ratio and greenbelt / landscape buffers**

Public hearing opened at 6:49 p.m.

City Manager Hill presented the timeline regarding the proposed ordinance on the Proposed B-2 Planned Unit Development rezoning from B-2 base district and special use short-term inpatient surgical center for National Joint Care Institute, 4675 Lockhill-Selma (N.C.B. 17704, Lot 2, Block 1) with the following development standard exceptions: building height, building masonry exterior, revised parking ratio and greenbelt / landscape buffers

Ms. Till, MSL Investments, presented a rendering of the proposed facility and discussed the development standard exceptions:

- building height
- building masonry exterior,
- revised parking ratio – number of parking spaces
- compact spaces
- greenbelt / landscape buffers; and
- signage

Public hearing closed at 7:15 p.m.

**6.4. Discussion / action - Ordinance O-2018-005 proposed B-2 Planned Unit Development rezoning from B-2 base district and special use short-term inpatient surgical center for National Joint Care Institute, 4675 Lockhill-Selma (N.C.B. 17704, Lot 2, Block 1) with the following development standard exceptions: building height, building masonry exterior, revised parking ratio and greenbelt / landscape buffers (first reading) - City Manager**

Alderman Powers made a motion to approve Ordinance O-2018-005 proposed B-2 Planned Unit Development rezoning from B-2 base district and special use short-term inpatient surgical center for National Joint Care Institute, 4675 Lockhill-Selma (N.C.B. 17704, Lot 2, Block 1) with the following development standard exceptions: building height, building masonry exterior, revised parking ratio and greenbelt / landscape buffers (first reading) with the following development standard exceptions:

- building height
- building masonry exterior,
- revised parking ratio – number of parking spaces
- compact spaces
- greenbelt / landscape buffers; and
- signage

Mayor Pro Tem Ross seconded the motion.

The motion to approve Ordinance O-2018-005 proposed B-2 Planned Unit Development rezoning from B-2 base district and special use short-term inpatient surgical center for National Joint Care Institute, 4675 Lockhill-Selma (N.C.B. 17704, Lot 2, Block 1) with the following development standard exceptions: building height, building masonry exterior, revised parking ratio and greenbelt / landscape buffers (first reading) carried with a unanimous vote.

**6.5. Discussion / action - Permit Fees and Restructure of Permit Section on Website - Ald. Heintzelman**

Alderman Heintzelman made a motion to direct staff to review the current fees in comparison to other cities with consideration of a cap on existing residential structures on certain fees.

Alderman Powers seconded the motion.

The motion carried with a unanimous vote.

**6.6. Discussion / action - Environmental Friendly Parking Concept - City Manager**

Alderman Heintzelman made a motion to discuss this item.

Alderman Kautz seconded the motion. Discussion was held on the different options. The consensus of City Council is for the City Manager to proceed with purchase of the paint striping machine and environmental friendly paint at this time and to continue to improve parking markings.

**6.7. Discussion / action - Adoption of Ordinance O-2018-006 amending the City of Shavano Park Code of Ordinances, Chapter 8, Article II Soliciting and Peddling, Section 8.24 (Hours of Solicitation) by temporarily extending of evening solicitation hours. Possible Executive Session pursuant to Texas Government Code, §551.071, Consultation with Attorney - City Manager**

City Manager Hill discussed the proposed Ordinance O-2018-006 amending the City of Shavano Park Code of Ordinances, Chapter 8, Article II Soliciting and Peddling, Section 8.24 (Hours of Solicitation) by temporarily extending of evening solicitation hours.

Mayor Pro Tem Ross made a motion to adjourn into Executive Session to discussion adoption of Ordinance O-2018-006 amending the City of Shavano Park Code of Ordinances, Chapter 8, Article II Soliciting and Peddling, Section 8.24 (Hours of Solicitation) by temporarily extending of evening solicitation hours pursuant to Texas Government Code , §551.071, Consultation with Attorney

Alderman Kautz seconded the motion.

The Open Meeting adjourned at 8:30 p.m.

The Open Meeting reconvened at 8:40 p.m.

Alderman Colemere made a motion to approve the Ordinance O-2018-006 amending the City of Shavano Park Code of Ordinances, Chapter 8, Article II Soliciting and Peddling, Section 8.24 (Hours of Solicitation) by temporarily extending of evening solicitation hours and direct the City Manager to begin immediate notification to the citizens.

Mayor Pro Tem Ross seconded the motion.

The motion to approve Ordinance O-2018-006 amending the City of Shavano Park Code of Ordinances, Chapter 8, Article II Soliciting and Peddling, Section 8.24 (Hours of Solicitation) by temporarily extending of evening solicitation hours carried with a unanimous vote.

Mayor Werner asked for determination

Alderman Colemere made a motion to amend the motion to adopt O-2018-006 as an administrative ordinance.

Mayor Pro Tem Ross seconded the motion.

The amendment to the motion to approve O-2018-006 as an administrative ordinance carried with a unanimous vote.

**6.8. Discussion / action - Council appointments to Investment and Tree Committees - Mayor Werner**

Mayor Pro Tem Ross made a motion to direct staff to prepare an administrative ordinance removing the requirement of City Council members serving on the Tree and Investment Committee for City Council consideration at the next Regular meeting.

Alderman Colemere seconded the motion.

The motion to direct staff to prepare an administrative ordinance removing the requirement of City Council members serving on the Tree and Investment Committee for City Council consideration at the next Regular meeting carried with a unanimous vote.

At this time, Mayor Werner deviated back to agenda item 6.7 and asked for clarification if the proposed ordinance is adopted as an administrative ordinance.

**6.9. Discussion / action - FY 2018-19 Budget Calendar Development - City Manager**

The proposed dates were discussed for the FY 2018-19 Budget Calendar:

Jul. 11 – Special City Council Meeting @ 4:30 p.m.

Aug. 2 - Special City Council meeting @ 5: 30 p.m.

Aug. 8 - Special City Council Meeting @ 5:30 p.m.



Alderman Powers made a motion to approve the above mentioned dates.

Alderman Colemere seconded the motion.

The motion to approve the dates listed above 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 - City Council Meeting Minutes, May 14, 2018**

### **8.2. Approval - City Council Workshop Minutes, June 13, 2018**

### **8.3. Accept - Planning & Zoning Commission Meeting Minutes, May 2, 2018**

### **8.4. Accept - Bexar Metro 9-1-1 Network Fiscal Year 2018 Proposed Budget**

### **8.5. Approval - Resolution R-2018-006 amending Authorized Representatives (TexPool)**

### **8.6. Approval - Waiver of Penalty and Interest on Tax Account 04782-201-0020, 04782-201-0010 due to clerical error by Bexar Appraisal District**

### **8.7. Approval - Entering into a mutual aid agreement between the City of Shavano Park and United Medevac Solutions, Inc. for emergency medical service back-up**

Alderman Kautz made a motion to approve Consent Agenda items 8.1 – 8.7.

Alderman Heintzelman seconded the motion.

The motion to approve Consent Agenda items 8.1 - 8.7 carried with a unanimous vote.

**9. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 9:06 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 4:30 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Heintzelman

Alderman Powers

Alderman Kautz

Mayor Pro Tem Ross

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag and Invocation.

## **3. CITIZENS TO BE HEARD**

No one signed up to address City Council.

## **4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council comments at this time.

## **5. REGULAR AGENDA ITEMS**

### **5.1. Presentation / discussion - Review / Staff analysis of Council Objectives - City Manager**

Mayor Werner presented an overview of the review and staff analysis of Council objectives. Mark Kroeze, Community Forester, Texas A&M Forest Service, addressed the forestry practices in regards to municipal tract.

At the June 13th Budget Workshop, Council and Staff goals and objectives were reviewed with several revisions, additions made. The updated draft reflects staff's notes for the objectives. Since the June 13th Budget Workshop, staff received several recommendations for objectives: Alderman Powers:

- Axillary Power Units for Fire Station / PW and City Hall / Police: 45-90 KW, or as needed
- Rough Terrain (small) vehicle for rescue / medical transport from hike and bike areas (where normal trucks cannot go)
- Expedited funds build-up for Quint Aerial Device
- Repair of right-rear shades in Courtroom

Mayor Werner

- Become a Court of Record

Council reviewed and discussed the updated set of goals and objectives.

### **5.2. Presentation / discussion - Capital Replacement Funds - City Manager / Finance Director**

City Manager Hill and Finance Director Morey presented and discussed Capital replacement funds schedule and the proposed funding amounts,

**5.3. Presentation / discussion - Capital Expense Estimates - City Manager / Directors**  
City Manager reviewed the initial draft capital expense estimates by Council and departments.

**5.4. Discussion - FY 2018-19 Budget Calendar Development - City Manager**  
No discussion occurred.

**6. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 6:32 p.m.

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**Robert Werner**  
**MAYOR**

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**Zina Tedford**  
**City Secretary**

### **1. CALL MEETING TO ORDER**

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

PRESENT:

ABSENT:

Alderman Colemere

Alderman Heintzelman

Alderman Powers

Alderman Kautz

Mayor Pro Tem Ross

Mayor Werner

### **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner asked Boy Scout Troop 498 to lead the Pledge of Allegiance to the Flag.

Mayor Werner led the Invocation.

### **3. CITIZENS TO BE HEARD**

Pat Wood informed City Council that she is moving from the City and wanted to thank everyone in Shavano Park.

### **4. CITY COUNCIL COMMENTS**

City Council welcomed everyone to the meeting.

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

#### **5.1. Proclamation - Recognizing Aaron Thomas Aleman for his Eagle Scout Project in Shavano Park and achieving Eagle Scout rank - Mayor Werner**

Mayor Werner recognized Aaron Thomas Aleman for his Eagle Scout Project in Shavano Park and achieving Eagle Scout rank.

#### **5.2. Proclamation – Recognizing American Spirit Alliance – Mayor Werner**

Mayor Werner postponed this item until the next Regular meeting.

At this time, Mayor Werner deviated to Agenda Item 8 Consent Agenda.

### **6. REGULAR AGENDA ITEMS**

#### **6.1. Discussion / action - Filling the vacancy on the Water Advisory Committee in accordance with Sec. 2-87 - Chairman Walea**

Alderman Colemere made a motion to appoint Tommy Peyton to fill the vacancy on the Water Advisory Committee.

Alderman Power seconded the motion.

The motion to appoint Tommy Peyton to fill the vacancy on the Water Advisory Committee carried with a unanimous vote.

**6.2. Discussion / action - Proposed Ordinance O-2018-007 removing a member of City Council from the membership of the Shavano Park Citizens Tree Committee (Administrative) - City Manager**

Alderman Heintzelman made a motion to approve Ordinance O-2018-007 removing a member of City Council from the membership of the Shavano Park Citizens Tree Committee (Administrative).

Alderman Colemere seconded the motion.

The motion to approve Ordinance O-2018-007 removing a member of City Council from the membership of the Shavano Park Citizens Tree Committee (Administrative) carried with a unanimous vote.

**6.3. Discussion / action - Resolution R-2018-007 removing Council appointments to the Investment Committee - City Manager**

Mayor Pro Tem Ross made a motion to approve Resolution R-2018-007 removing Council appointments to the Investment Committee.

Alderman Colemere seconded the motion.

The motion to approve Resolution R-2018-007 removing Council appointments to the Investment Committee carried with a unanimous vote.

**6.4. Discussion / action - Results of City Slogan Survey - City Manager**

Alderman Powers made a motion to select the city slogan “City Living with Country Charm”.

Alderman Heintzelman seconded the motion.

The motion to select “City Living with Country Charm” carried with the following vote:

AYES: 3; NAYES: 2 (Mayor Pro Tem Ross / Alderman Colemere)

**6.5. Discussion – Review of unauthorized access on City network - Possible Executive Session pursuant to Texas Government Code Section 551.076 deliberation regarding security personnel and devices - City Manager**

Mayor Pro Tem Ross made a motion to adjourn into Executive Session Texas Government Code Section 551.076 and 551.089 deliberation regarding security personnel and devices.

Alderman Heintzelman seconded the motion.

The Open Session closed at 7:02 p.m.

The Open Session reconvened at 7:37 p.m.

No action was taken on this item.

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

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

### **7.1. Building Permit Activity Report**

### **7.2. Fire Department Activity Report**

### **7.3. Municipal Court Activity Report**

### **7.4. Police Department Activity Report**

### **7.5. Public Works Activity Report**

### **7.6. Finance Report**

## **8. CONSENT AGENDA**

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

### **8.1. Approval - City Council Meeting Minutes, June 25, 2018**

### **8.2. Approval - City Council Workshop Minutes, June 25, 2018**

### **8.3. Accept - Planning & Zoning Commission Meeting Minutes, June 6, 2018**

### **8.4. Approve – Agreement to Extend Contract for the Collection of Delinquent Taxes, Linebarger Goggan Blair & Sampson, LLP, Attorneys at Law for**

### **8.5. Approve - Final replat of a 5.075-acre tract being the remaining portion of Lot 2, Block 1, NCB 17704 Life Family Church subdivision (4675 Lockhill-Selma), as recorded in Volume 9561, Pages 63 – 64 of the Deed and Plat Records of Bexar County, Texas**

### **8.6. Approve - Ordinance O-2018-005 proposed B-2 Planned Unit Development rezoning from B-2 base district and special use short-term inpatient surgical center for National Joint Care Institute, 4675 Lockhill-Selma (N.C.B. 17704, Lot 2, Block 1) with the following development standard exceptions: building height,**

**building masonry exterior, revised parking ratio and greenbelt / landscape buffers  
(final reading)**

**8.7. Accept - Quarterly Investment Report**

**8.8. Approve - Reschedule Regular City Council Meeting from September 24, 2018 to  
September 17, 2018**

Mayor Pro Tem Ross pulled agenda 8.8.

Alderman Colemere made a motion to approve Consent Agenda item 8.1 - 8.7.

Alderman Kautz seconded the motion.

The motion to approve Consent agenda item 8.1 – 8.7 carried with a unanimous vote.

Mayor Werner deviated back to agenda item 6.

Consent agenda item 8.8

Discussion was held on the rescheduling of the meeting to facilitate publication requirements for the Appraisal District.

Alderman Kautz made a motion to approve Reschedule Regular City Council Meeting from September 24, 2018 to September 17, 2018.

Alderman Heintzelman seconded the motion.

The motion to approve the rescheduling of the Regular City Council Meeting from September 24, 2018 to September 17, 2018.

## **9. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 7:40 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary



**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 5:50 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Alderman Heintzelman

Mayor Pro Tem Ross

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag and Invocation.

**3. CITIZENS TO BE HEARD**

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

**4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council Comments at this time.

**5. AGENDA ITEMS**

**5.1. Presentation / discussion - Update on Drainage Improvements - City Manager**

City Manager Hill presented an update on drainage improvements.

**5.2. Presentation / discussion - Building Permit Fee Schedule review - City Manager**

Assistant to the City Manager Leeth presented a review of the Building Permit Fee Schedule. Additional information was requested to be presented at the next Regular Meeting.

**5.3. Discussion - FY 2018-19 Budget - City Manager**

City Manager Hill stated that the Goals & Objectives have been amended based on feedback from the Aldermen.

Discussion involved municipal security, landscaping of the municipal tract and remodeling public rest rooms, and several other budgeted items.

**6. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 8:24 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford, City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 5:30 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Alderman Heintzelman

Mayor Pro Tem Ross

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag and Invocation.

## **3. CITIZENS TO BE HEARD**

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

## **4. CITY COUNCIL COMMENTS**

Mayor Werner presented Alderman Colemere with a proclamation recognizing August 8, 2018 as Cat Colemere Day in the City of Shavano Park, Texas.

Aldermen thanked everyone for the opportunity to serve.

## **5. AGENDA ITEMS**

### **5.1. Discussion / action - Consider a proposed Tax Rate for FY 2018-19 and take a Record Vote; and Schedule Public Hearing on the proposed tax rate - City Council**

Mayor Pro Tem Ross made a motion to propose a tax rate of \$0.287742 per \$100 valuation which includes an M&O of \$0.273279 and an I&S rate of \$.014463 and hold a record vote.

Alderman Heintzelman seconded the motion.

Alderman Colemere – Yes

Alderman Kautz – Yes

Alderman Heintzelman – Yes

Mayor Pro Tem Ross – Yes

Alderman Powers – Yes

The motion to propose a tax rate of \$0.287742 per \$100 valuation which includes an M&O of \$0.273279 and I&S rate of \$.014463 and hold a record vote carried with a unanimous vote.

**5.2. Discussion / action - Schedule public hearings on proposed budget FY 2018-19 - City Manager**

Mayor Pro Tem Ross made a motion to schedule the public hearings on proposed FY 2018-19 budget on September 10<sup>th</sup> and 17<sup>th</sup> at 6:30 p.m.

Alderman Colemere seconded the motion.

The motion to schedule the public hearings on proposed budget FY 2018-19 on September 10<sup>th</sup> and 17<sup>th</sup> at 6:30 p.m. carried with a unanimous vote.

**5.3. Discussion / action - Re-approval of Final Plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, LTD. - City Manager**

Mayor Pro Tem Ross made a motion for the Re-approval of Final Plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, LTD.

Alderman Colemere seconded the motion.

The motion for the Re-approval of Final Plat establishing Pond Hill East Commercial Subdivision, a 5.48 acre tract of land out of an 86.94 acre tract of land as conveyed to Rogers Shavano Park Unit 18/19, LTD carried with a unanimous vote.

**6. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 5:44 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 5:30 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Alderman Heintzelman

Mayor Pro Tem Ross

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag and Invocation.

## **3. CITIZENS TO BE HEARD**

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

## **4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council comments.

## **5. AGENDA ITEMS**

### **5.1. Discussion - Building Permit Fee Schedule review - City Manager**

City Manager Hill and Assistant to the City Manager Leeth presented an overview of the research conducted regarding building permit fee schedule.

The consensus of City Council is to remove commercial permit fee schedule and adopt the residential permit fee schedule as the universal permit fee table and to adopt flat fees as presented for residential fencing, concrete and decking.

### **5.2. Presentation / Discussion – Fiscal Year 2018 – 2019 Information Technology Objectives and Budget – Assistant to the City Manager**

Assistant to the City Manager Leeth presented the FY 2018 -2019 Information Technology Objectives and Budget.

### **5.3. Discussion - Environmental Friendly Parking - City Manager**

Discussion was held regarding the Environmental Friendly parking and Council consensus is that we continue with the beautification of the area and the curb cut scheduled for this fiscal year and that markings of the parking area will be temporary in nature.

### **5.4. Presentation / discussion - Considerations for future replacement of Fire Engine - City Manager / Chief Naughton**

Chief Naughton presented the consideration for future replacement of Fire Engine. Discussion was held and it was the consensus of City Council that Chief Naughton provide updated information regarding costs and maintenance for a ladder truck.

**5.5. Discussion - FY 2018-19 Budget - City Manager**

City Manager Hill presented an updated draft of items outlined at the August 8<sup>th</sup> meeting.

**6. ADJOURNMENT**

Alderman Colemere made a motion to adjourn the meeting.

Mayor Pro Tem Ross seconded the motion.

The meeting adjourned at 7:28 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

**1. CALL MEETING TO ORDER**

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

PRESENT:

ABSENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Alderman Heintzelman

Mayor Pro Tem Ross

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Colemere led the Pledge of Allegiance to the Flag. Alderman Heintzelman followed with the Invocation.

**3. CITIZENS TO BE HEARD**

Citizens Mendes, Escalante, Simpson addressed City Council regarding fences, DeZavala tree cleaning, free mulch sign, fee schedule for permits and drainage.

**4. CITY COUNCIL COMMENTS**

City Council thanked all for attending the meeting.

**5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

**5.1. Proclamation - Recognizing American Spirit Alliance - Mayor Werner**

Mayor Werner postponed this item until the next Regular Meeting.

**5.2. Proclamation – Recognizing National Payroll Week - Mayor Werner**

Mayor Werner presented a proclamation to the Alamo Chapter of the American Payroll Association.

**6. REGULAR AGENDA ITEMS**

**6.1. Presentation / discussion / action - Update from Republic Services on Fees and Recycle - Republic Services**

Tom Armstrong, Manager Municipal Services, presented an update, informed City Council that glass would now be included in recycling and requested a \$.36 increase for a one year term Oct. 1 2018 – Oct 1, 2019.

**6.2. Presentation - Draft 2018 Town Plan as recommended by the Planning and Zoning Commission - Chairman Janssen**

Chairman Janssen presented the Draft 2018 Town Plan as recommended by the Planning and Zoning Commission.

**6.3. Discussion - Shavano Park IT contractor HTS to present to City Council their perspective with regard to the system security breach and unauthorized access that took place on our City computer network. Possible Executive Session pursuant to Texas Government Code Section 551.076 and 551.089 deliberation regarding security personnel and devices - MPT Ross**

Mayor Werner with the consensus of City Council deviated to agenda item 6.11.

Mayor Pro Tem Ross stated that Shavano Park IT contractor HTS will not be at the meeting to discuss their perspective with regard to the system security breach and unauthorized access that took place on our City computer network. Mayor Pro Tem Ross stated that she received a letter from HTS and request that it be placed on the city website for transparency.

**6.4. Discussion / action - Ordinance O-2018-008 amending the Fee Schedule adjusting Permitting Fees (first reading) - Ald. Heintzelman / City Manager**

Alderman Heintzelman made a motion to approve O-2018-008 amending the Fee Schedule adjusting Permitting Fees (first reading) with an amendment to include that residential permit fees for driveway, fence, and patio/deck will be charged flat fees as established unless the fee schedule is below the flat fee in which the cost of the fee would be the lower of the costs.

Alderman Powers seconded the motion.

The motion to approve O-2018-008 amending the Fee Schedule adjusting Permitting Fees (first reading) with an amendment carried with a unanimous vote.

**6.5. Discussion / action - Selection of Information Technology Managed Services provider - City Manager**

Alderman Heintzelman made a motion to approve staff's recommendation of selecting Barcom as the City's Information Technology Managed Services provider.

Alderman Powers seconded the motion.

The motion approve to approve staff's recommendation of selecting Barcom as the City's Information Technology Managed Services provider carried with a unanimous vote.

**6.6. Discussion / action - Ordinance O-2018-009 amending the FY 2017-18 Budget regarding Development Fees, Police Department vehicle replacement and repair, City Hall emergency lighting funding, Fire Department equipment and vehicle maintenance, drainage projects expenditures, General Fund codification expenses, contract labor, interest income and sale of City assets, Water Utility Fund various revenues and expenses ( administrative) - City Manager**

Alderman Colemere made a motion to approve Ordinance O-2018-009 amending the FY 2017-18 Budget regarding Development Fees, Police Department vehicle replacement and repair, City Hall emergency lighting funding, Fire Department equipment and vehicle maintenance, drainage

projects expenditures, General Fund codification expenses, contract labor, interest income and sale of City assets, Water Utility Fund various revenues and expenses ( administrative).

Alderman Kautz seconded the motion.

The motion to approve Ordinance O-2018-009 amending the FY 2017-18 Budget regarding Development Fees, Police Department vehicle replacement and repair, City Hall emergency lighting funding, Fire Department equipment and vehicle maintenance, drainage projects expenditures, General Fund codification expenses, contract labor, interest income and sale of City assets, Water Utility Fund various revenues and expenses as an administrative ordinance carried with a unanimous vote.

**6.7. Discussion / action - Policies and procedures for submissions to City Publications and Communication tools - MPT Ross**

Mayor Pro Tem Ross made a point of order and made a motion to postpone agenda items 6.7, 6.8, 6.9, and 6.12 to discuss at Special Meeting and requested the City Manager provide dates for City Council to consider.

Alderman Colemere seconded the motion.

The motion made a motion to postpone agenda items 6.7, 6.8, 6.9, and 6.12 to discuss at Special Meeting and requested the City Manager provide dates for City Council to consider carried with a unanimous vote.

**6.8. Discussion / action - Code Enforcement Process and Ordinance Review - MPT Ross**

Agenda item postponed.

**6.9. Discussion / action - Permitting Process and Review - MPT Ross**

Agenda item postponed.

**6.10. Discussion - Process for replacement of the City Secretary - MPT Ross**

City Manager Hill presented an outline for the replacement of the City Secretary.

**6.11. Discussion / action - Regarding an update on ARDMOR, Inc., Texas ARDMOR Properties, LP, and Texas ARDMOR Management, LLC v. Lockhill Ventures, LLC and City of Shavano Park, in the 407th District Court, Bexar County, Texas and associated annexation issues for the final un-annexed property involved at the corner of Lockhill and Huebner. Possible Executive Session pursuant to Texas Government Code Section 551.071 – City Attorney / MPT Ross**

Mayor Pro Tem Ross made a motion to adjourn into Executive Session.

Alderman Heintzelman seconded the motion.

The Open Meeting adjourned at 7:30 p.m.



The Open Meeting reconvened at 7:51 p.m.

No action was taken on this item.

Alderman Powers made a motion to deviate back to agenda item 6.3.

Alderman Colemere seconded the motion.

The motion carried with a unanimous vote.

**6.12. Discussion / action - recommendations for hiring a firm to conduct 360 review of the City Manager to include discussion of process. Possible Executive Session pursuant to Texas Local Government Code Section 551.074 - MPT Ross**

Agenda item postponed.

**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 Workshop Minutes, July 11, 2018**

**8.2. Approval - City Council Meeting Minutes, July 23, 2018**

**8.3. Approval - City Council Special Meeting Minutes, August 2, 2018**

- 8.4. Approval - City Council Special Meeting Minutes, August 8, 2018**
- 8.5. Approval - City Council Workshop Meeting Minutes, August 8, 2018**
- 8.6. Accept - Planning & Zoning Commission Meeting Minutes, July 11, 2018**
- 8.7. Approval – City Surplus List**
- 8.8. Approval – City Organizational Chart**

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

Alderman Colemere seconded the motion.

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

## **9. ADJOURNMENT**

Alderman Heintzelman made a motion to adjourn the meeting.

Mayor Pro Tem Ross seconded the motion.

The meeting adjourned at 8:30 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 5:00 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Alderman Heintzelman

Mayor Pro Tem Ross

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Werner dispensed with the Pledge of Allegiance to the Flag and Invocation.

## **3. CITIZENS TO BE HEARD**

No citizens signed up to address City Council

## **4. CITY COUNCIL COMMENTS**

Mayor Werner dispensed with City Council Comments at this time.

## **5. REGULAR AGENDA ITEMS**

### **5.1. Discussion / action - Policies and procedures for submissions to City Publications and Communication tools - MPT Ross**

Council consensus is that the City Manager prepare draft resolution/policy regarding procedures for submissions to city publications and use of communication tools i.e. marquee and I-info.

### **5.2. Discussion / action - Code Enforcement Process and Ordinance Review - MPT Ross**

Discussion was held regarding codes and the enforcement process should be unilateral. There was discussion regarding tree canopy extending over roads. Staff will be research tree canopy situation and present at an upcoming meeting.

### **5.3. Discussion / action - Permitting Process and Review - MPT Ross**

Mayor Pro Tem Ross questioned the need for automating the permitting process and addressed concerns regarding the number of signs on two buildings at Paesanos Parkway and Lockhill Selma Road.

City Manager Hill stated that he would review and get back with Council.

### **5.4. Discussion / action - recommendations for hiring a firm to conduct 360 review of the City Manager to include discussion of process. Possible Executive Session pursuant to Texas Local Government Code Section 551.074 - MPT Ross**

Mayor Pro Tem Ross made a motion to approve conducting a 360 review of the city manager within the next 3 month, create a 2 member subcommittee comprised of Ald. Kautz and Mayor Tem Ross to research and recommend firm to conduct said 360 review; the recommendation to be presented at or before the October Regularly scheduled council meeting.

Alderman Colemere seconded the motion.

The motion to approve to approve conducting a 360 review of the city manager within the next 3 month, create a 2 member subcommittee comprised of Ald. Kautz and Mayor Tem Ross to research and recommend firm to conduct said 360 review; the recommendation to be presented at or before the October Regularly scheduled council meeting carried with a unanimous vote.

**6. ADJOURNMENT**

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

Alderman Powers seconded the motion.

The meeting adjourned at 6:02 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:15 p.m.

PRESENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Alderman Heintzelman

Mayor Werner

ABSENT:

Mayor Pro Tem Ross

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Powers led the Pledge of Allegiance to the Flag.

Alderman Heintzelman followed with the Invocation.

## **3. CITIZENS TO BE HEARD**

Citizens Simpson, Pierce, Johnston, and Florine addressed City Council regarding publications policy, brush / bulky pickup, cleanup of DeZavala and proposed Town Plan.

## **4. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting and extended appreciation to all First Responders.

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

### **5.1. Proclamation - Fire Prevention Week - Mayor Werner**

Mayor Werner presented Fire Chief Naughton with a proclamation for Fire Prevention Week.

### **5.2. Recognition - Police staff in capture of attempted home burglars - Chief Ray Lacy / Mayor Werner**

Police Chief Lacy and Mayor Werner recognized the following Police staff members in the capture of attempted home burglars:

Sgt. DeLeon

Sgt. Flores

Cpl. Villanueva

Officer Cantu

Officer Martinez

Officer Quintanilla

Mayor Werner recessed the meeting until 6:40 p.m. and deviated back to agenda item 3 Citizens Participation.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Public Hearing / discussion / action – Ordinance No. O-2018-011 approving and adopting the proposed 2018 Town Plan as the City's Comprehensive Plan as recommended by the Planning and Zoning Commission - Chairman Janssen**

Public hearing opened at 6:48 p.m.

Public hearing closed at 6:53 p.m.

**Planning & Zoning Chairman Janssen presented an outline of events leading the proposed Town Plan presented to City Council.**

Alderman Kautz made a motion to approve Ordinance No. O-2018-011 approving and adopting the proposed 2018 Town Plan as the City's Comprehensive Plan as recommended by the Planning and Zoning Commission with a modification to verbiage on page 12 referencing "disproportionate aging population".

Alderman Heintzelman seconded the motion.

The motion to approve Ordinance No. O-2018-011 approving and adopting the proposed 2018 Town Plan as the City's Comprehensive Plan as recommended by the Planning and Zoning Commission with a modification to verbiage on page 12 referencing "disproportionate aging population" carried with a unanimous vote for the first reading.

**6.2. Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2018-19**

Public hearing opened at 7:02 p.m.

City Manager Hill presented an overview of the Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2018-19.

Public hearing closed at 7:05 p.m.

**6.3. Discussion / action - Resolution R-2018-008 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2018-19 - City Manager**

Alderman Powers made a motion to approve Resolution R-2018-008 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2018-19.

Alderman Colemere seconded the motion.

The motion to approve Resolution R-2018-008 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2018-19 carried with a unanimous vote.

**6.4. Public Hearing - Proposed Annual Operating and Capital Budget - FY 2018-19**

Public hearing opened at 7:07 p.m.

City Manager Hill presented an overview of the Proposed Annual Operating and Capital Budget - FY 2018-19

Public hearing closed at 7:13 p.m.

- 6.5. Discussion / action - Ordinance No. O-2018-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019; 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**

Alderman Heintzelman made a motion to approve Ordinance No. O-2018-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019; 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.

Alderman Kautz seconded the motion.

The vote to approve Ordinance No. O-2018-009 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019; 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 carried with the following vote:

Alderman Colemere	- Aye
Alderman Kautz	- Aye
Alderman Heintzelman	- Aye
Mayor Pro Tem Ross	- Absent
Alderman Powers	- Aye

- 6.6. Discussion / action - Adopt Resolution R-2018-009 setting the City of Shavano Park 2018 total Tax Rate of \$0.287742 with the Maintenance & Operation rate being \$0.273279 and the Interest & Sinking rate being \$0.014463. (Record Vote) - City Manager**

Alderman Heintzelman made a motion to adopt Resolution R-2018-009 setting the City of Shavano Park 2018 total Tax Rate of \$0.287742 with the Maintenance & Operation rate being \$0.273279 and the Interest & Sinking rate being \$0.014463.

Alderman Powers seconded the motion.

The motion to adopt Resolution R-2018-009 setting the City of Shavano Park 2018 total Tax Rate of \$0.287742 with the Maintenance & Operation rate being \$0.273279 and the Interest & Sinking rate being \$0.014463 carried with the following vote;

Alderman Colemere	- Aye
Alderman Kautz	- Aye
Alderman Heintzelman	- Aye
Mayor Pro Tem Ross	- Absent
Alderman Powers	- Aye

**6.7. Record vote to ratify the property tax increase reflected in the FY 2018-19 budget (Record Vote) - City Manager**

The record vote to ratify the property tax increase reflected in the FY 2018-19 budget is as follows:

Alderman Colemere	- Aye
Alderman Kautz	- Aye
Alderman Heintzelman	- Aye
Mayor Pro Tem Ross	- Absent
Alderman Powers	- Aye

**6.8. Discussion / action - Ordinance No. O -2018-010 by the Aldermen of the City of Shavano Park, Texas, authorizing the issuance of “City of Shavano Park, Texas General Obligation Refunding Bonds Series 2018”, levying an annual ad valorem tax, within the limitations prescribed by law, for the payment of the bonds; prescribing the form, terms, conditions, and resolving other matters incident and related to the issuance, sale, and delivery of the bonds; authorizing the execution of a paying agent/ registrar agreement, a purchase and investment letter, and an escrow deposit letter; complying with the letter of representations on file with the depository trust company; delegating the authority to certain members of the board of Aldermen and city staff to approve and execute certain documents relating to the sale of the bonds; authorizing the executions of any necessary engagement agreements with the City’s financial advisors and/or Bond Counsel; and providing an effective date – City Manager**

Alderman Colemere made a motion to approve Ordinance No. O -2018-010 by the Aldermen of the City of Shavano Park, Texas, authorizing the issuance of “City of Shavano Park, Texas General Obligation Refunding Bonds Series 2018”, levying an annual ad valorem tax, within the limitations prescribed by law, for the payment of the bonds; prescribing the form, terms, conditions, and resolving other matters incident and related to the issuance, sale, and delivery of the bonds; authorizing the execution of a paying agent/ registrar agreement, a purchase and investment letter, and an escrow deposit letter; complying with the letter of representations on file with the depository trust company; delegating the authority to certain members of the board of Aldermen and city staff to approve and execute certain documents relating to the sale of the bonds; authorizing the executions of any necessary engagement agreements with the City’s financial advisors and/or Bond Counsel; and providing an effective date.

Alderman Kautz seconded the motion.



The motion to approve to approve Ordinance No. O -2018-010 by the Aldermen of the City of Shavano Park, Texas, authorizing the issuance of “City of Shavano Park, Texas General Obligation Refunding Bonds Series 2018”, levying an annual ad valorem tax, within the limitations prescribed by law, for the payment of the bonds; prescribing the form, terms, conditions, and resolving other matters incident and related to the issuance, sale, and delivery of the bonds; authorizing the execution of a paying agent/ registrar agreement, a purchase and investment letter, and an escrow deposit letter; complying with the letter of representations on file with the depository trust company; delegating the authority to certain members of the board of Aldermen and city staff to approve and execute certain documents relating to the sale of the bonds; authorizing the executions of any necessary engagement agreements with the City’s financial advisors and/or Bond Counsel; and providing an effective date carried with a unanimous vote.

**6.9. Discussion - Ordinance prohibiting the use of hand-held mobile communication devices and portable electronic devices while operating a motor vehicle by adding Article 32 to Chapter 7 of the City Code of Ordinances of the City of Shavano Park, Texas, providing a fine of up to \$200.00 per violation, providing an effective date, and other matters in connection therewith - Ald. Heintzelman**

Alderman Heintzelman presented an overview of concerns regarding the use of hand-held mobile communication devices and portable electronic devices while operating a motor vehicle

Alderman Powers made a motion to postpone this item.

Alderman Colemere seconded the motion.

The motion to postpone this item carried with the following vote:

AYES: 3; NAYES: 1 (Alderman Heintzelman)

**6.10. Discussion / action – Reallocating funds planned for Environmental Friendly Parking to Electrical improvements and approval for boring of electrical conduit - City Manager / Public Works Director**

Alderman Heintzelman made a motion to approve reallocating funds planned for Environmental Friendly Parking to Electrical improvements and approval for boring of electrical conduit.

Alderman Colemere seconded the motion.

The motion to approve reallocating funds planned for Environmental Friendly Parking to Electrical improvements and approval for boring of electrical conduit 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 – Special City Council Meeting Minutes, August 21, 2018**

**8.2. Approval - Special City Council Meeting Minutes, August 27, 2018**

**8.3. Approval - City Council Meeting Minutes, August 27, 2018**

**8.4. Approval – Special City Council Meeting Minutes, September 6, 2018**

**8.5. Approval - Special City Council Meeting Minutes, September 10, 2018**

**8.6. Approval - Ordinance O-2018-008 amending the Fee Schedule adjusting Permitting Fees (final reading)**

Alderman Heintzelman made a motion to approve Consent Agenda items 8.1 – 8.6  
Alderman Kautz seconded the motion.

The motion to approve Consent Agenda items 8.1 – 8.6 carried with a unanimous vote.

**9. ADJOURNMENT**

Alderman Heintzelman made a motion to adjourn the meeting.

Alderman Kautz seconded the motion.

The meeting adjourned at 8:15 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary

### **1. CALL MEETING TO ORDER**

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

PRESENT:

ABSENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Alderman Heintzelman

Mayor Pro Tem Ross

Mayor Werner

### **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Heintzelman led the Pledge of Allegiance to the Flag.

Alderman Kautz led the Invocation.

### **3. CITIZENS TO BE HEARD**

Citizens Walea, Simpson, Smith, Pierce, and Florine addressed City Council regarding city events, fire department, hand held devices, publications, munitract, ISO ratings, and beautification and thanked Chief Naughton for his service.

### **4. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting and extended their sincerest wishes to Chief Naughton on his retirement.

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

#### **5.1. Recognition / Presentation - Outgoing Fire Chief Naughton for 17 years of outstanding service to Shavano Park – Council**

Mayor Werner presented Chief Naughton with a plaque of appreciation for his dedicated service to the Citizens of Shavano Park.

#### **5.2. Recognition / Presentation – Presentation to PW Director Peterson and Water Crew Leader Urbaneck III – Fire Chief Naughton**

Chief Naughton presented PW Director Peterson and Water Crew Leader Urbaneck III with plaques of appreciation for their assistance during a recent fire in the City.

#### **5.3. Proclamation - National Suicide Awareness Month - Mayor Werner**

#### **5.4. Proclamation - Breast Cancer Awareness Month - Mayor Werner**

#### **5.5. Proclamation - Declaration of Respect Certificate - Mayor Werner**

Mayor Werner dispensed with agenda items 5.3, 5.4 and 5.5. .

## **6. REGULAR AGENDA ITEMS**

### **6.1. Discussion / action - Ordinance No. O-2018-011 approving and adopting the proposed 2018 Town Plan as the City's Comprehensive Plan as recommended by the Planning and Zoning Commission (final reading) - Chairman Janssen / City Manager**

Alderman Colemere made a motion to approve Ordinance No. O-2018-011 approving and adopting the proposed 2018 Town Plan as the City's Comprehensive Plan as recommended by the Planning and Zoning Commission (final reading).

Alderman Powers seconded the motion.

The motion to approve Ordinance No. O-2018-011 approving and adopting the proposed 2018 Town Plan as the City's Comprehensive Plan as recommended by the Planning and Zoning Commission carried with a unanimous vote.

### **6.2. Discussion / action - Repair of Shavano Estates rock wall along NW Military - Ald. Kautz**

Alderman Kautz made a motion to discuss repair of Shavano Estates rock wall along NW Military.

Motion died due to the lack of a second to discuss.

### **6.3. Discussion / action - Selection Boards, Commissions, and Committees - City Manager**

#### **6.3.1. Planning & Zoning Commissions - Four appointments, two-year terms**

Alderman Heintzelman made a motion to appoint the following to the Planning & Zoning Commission:

Konrad Kuykendall

Albert T. Aleman

Carla Laws

William Stipek

Alderman Powers seconded the motion.

The motion to appoint the Konrad Kuykendall, Albert T. Aleman, Carla Laws and William Stipek carried with a unanimous vote.

#### **6.3.2. Water Advisory Committee - Three appointments (Water System Users only), two-year term.**

Alderman Colemere made a motion to appoint:

Tommy Peyton

Sam Bakke

Steven W. Fleming

Alderman Heintzelman seconded the motion.

The motion to appoint Tommy Peyton, Sam Bakke, and Steven W. Fleming to the Water Advisory Committee carried with a unanimous vote.

**6.3.3 Board of Adjustments - Two appointments and two alternates, two-year terms**

Mayor Pro Tem Ross made a motion to appoint:

Shawn Fitzpatrick

C. Michael Ireland

Charles E. Brame as Alt. 1

Robert E. Bettac as Alt. 2

Alderman Heintzelman seconded the motion.

The motion to appoint Shawn Fitzpatrick, C. Michael Ireland, Charles E. Brame as Alt. 1 and Robert E. Bettac as Alt. 2 carried with a unanimous vote.

**6.3.4 Investment Committee - One appointment for two-year term**

Alderman Heintzelman made a motion to appoint George Fillis and Lee Matecko to the Investment Committee as a third citizen serving in lieu of an Alderman in which staff will prepare an amendment to the Investment policy

Alderman Kautz seconded the motion.

The motion to appoint George Fill and Lee Matecko to the Investment Committee.

**6.3.5 Tree Committee - To Be Determined - minimum seven (7) residents**

Alderman Colemere made a motion to appoint the following to the Tree Committee:

Robert Lawrence

Gerald S. Reamey

J. David Pierce

M.J. Smoot

Nancy Bula

Alderman Powers seconded the motion.

The motion to appoint Robert Lawrence, Gerald S. Reamey, J. David Pierce, M.J. Smoot and Nancy Bula carried with a unanimous vote.

**6.4. Discussion / action - Ordinance prohibiting the use of hand-held mobile communication devices and portable electronic devices while operating a motor vehicle by adding Article 32 to Chapter 7 of the City Code of Ordinances of the City of Shavano Park, Texas, providing a fine of up to \$200.00 per violation, providing an effective date, and other matters in connection therewith - Ald. Heintzelman**

Alderman Heintzelman made a motion to discuss prohibiting the use of hand-held mobile communication devices and portable electronic devices while operating a motor vehicle.

Alderman Colemere seconded the motion.

After discussion, it is the consensus of the City Council to direct staff to prepare an ordinance prohibiting the use of hand-held mobile communication devices and portable electronic devices while operating a motor vehicle by adding Article 32 to Chapter 7 of the City Code of Ordinances of the City of Shavano Park, Texas, providing a fine of up to \$200.00 per violation, providing an effective date, and other matters in connection therewith

**6.5. Discussion / action - Resolution R-2018-011 adopting City Policy No. 14 - City Publications - Mayor Pro Tem Ross / City Manager**

City Attorney Erkan asked City Council consider adjourning into Executive Session to discuss items 6.5 and 6.8.

Mayor Pro Tem Ross objected to this request and made a motion to postpone agenda items 6.5 and 6.8 to the next Regular Meeting.

Mayor Werner stated that with no objection agenda items 6.5 and 6.8 are postponed to the next Regular Meeting.

**6.6. Discussion / action - Formation of a City Council Ad Hoc Beautification Committee - MPT Ross / Ald. Kautz**

Mayor Pro Tem Ross made a motion to proceed with the formation of a City Council Ad Hoc Beautification Committee with Alderman Kautz serving as Chairman and Alderman Powers as member and direct staff to prepare a resolution to outline the committee and formulate the processes.

Alderman Heintzelman seconded the motion.

The motion to direct staff to prepare a resolution to outline the committee and formulate the processes carried with the unanimous vote.

**6.7. Discussion / action - Formation of a City Council Ad Hoc Muni Tract Pavilion Committee - MPT Ross**

Alderman Colemere made a motion to proceed with the formation of a City Council Ad Hoc Muni Tract Pavilion to include Mayor Pro Tem Ross and Mayor Werner to establish a plan, purpose, and funding strategy for the muni tract pavilion.

Alderman Heintzelman seconded the motion.

The motion to proceed with the formation of a City Council Ad Hoc Muni Tract Pavilion to include Mayor Pro Tem Ross and Mayor Werner and direct staff to prepare a resolution to outline the committee, establish a plan, purpose, and funding strategy for the muni tract pavilion carried with the following vote:

AYES: 4; NAYES: 1 (Alderman Powers)

**6.8. Discussion / action - Adopt the National Neighborhood Watch Program as a city sponsored / managed program. Appoint management of the program to the Police Department with the Chief designated as the POC - MPT Ross**

This has been postponed to the next Regular City Council Meeting.

**6.9. Discussion / action - Firetruck, clarify intended motion - MPT Ross**

Mayor Pro Tem Ross clarified the motion regarding replacement of fire engine as outlined in the minutes of Sept. 10, 2018 as stated below:

Mayor Pro Tem Ross made a motion to authorize staff to immediately begin research to purchase a demo 100' Aerial firetruck and authorizing staff to negotiate purchase during 2019 and said purchase not to exceed \$1.1M to be taken out of capital improvement fire department reserves.

Alderman Colemere seconded the motion.

The motion to authorize staff to immediately begin research to purchase a demo 100' Aerial firetruck and authorizing staff to negotiate purchase during 2019 and said purchase not to exceed \$1.1M to be taken out of capital improvement fire department reserves carried with a unanimous vote.

**6.10. Discussion / action - Purchasing Policy Updates - MPT Ross**

Discussion was held on staff reviewing / updating the purchasing policy and presenting recommendation to City Council.

**6.11. Discussion / action - City Manager Review - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters - MPT Ross**

Mayor Pro Tem Ross made a point of order and asked City Council consider agenda items 7.1 City Manager's Report and 8 Consent Agenda.

Mayor Werner deviated to agenda items 7 and 8.

Alderman Kautz made a motion to adjourn into Executive Session.

Mayor Pro Tem Ross seconded the motion.

The open meeting adjourned at 8:10 p.m.

The open meeting reconvened at 9:10 p.m.

**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**

No discussion held on agenda items 7.1 – 7.6.

**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, September 17, 2018**

**8.2. Accept - Planning & Zoning Commission Meeting Minutes, August 4, 2018**

**8.3. Approval - Purchase of Self Contained Breathing Apparatus**

**8.4. Approval – Resolution R-2018-010 designating the San Antonio Express News as the City of Shavano Park’s official newspaper for posting of public and legal notices**

**8.5. Approval Ordinance O-2018-012 adopting the 2018 International Fire Code with exceptions**

Mayor Pro Tem Ross pulled agenda items 8.3 and 8.5.

Agenda item 8.3 Approval - Purchase of Self Contained Breathing Apparatus.

Discussion was held on the status of this item. City Manager Hill informed the City Council that the bid opening was held, item exceeds the \$50,000 threshold and requires City Council approval. If approved, purchase order is prepared and ready to place order. Staff anticipates that FD will receive in less than 90 days.

Mayor Pro Tem Ross made a motion to approve agenda item 8.3 - Purchase of Self Contained Breathing Apparatus.

Alderman Heintzelman seconded the motion.

The motion to approve the purchase of Self Contained Breathing Apparatus carried with a unanimous vote.

Agenda item 8.5 - Approval Ordinance O-2018-012 adopting the 2018 International Fire Code with exceptions.



Mayor Pro Tem Ross made a motion to present O-2018-012 at the next Regular Meeting under Regular business for first reading.

Alderman Colemere seconded the motion.

The motion to place O-2018-012 on the next Regular Meeting under Regular business for first reading carried with a unanimous vote.

Mayor Werner deviated to agenda item 6.11.

**9. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 9:10 p.m.

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Zina Tedford  
City Secretary

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Robert Werner  
Mayor

## **1. - CALL MEETING TO ORDER**

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

PRESENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Mayor Pro Tem Ross

Mayor Werner

ABSENT:

Alderman Heintzelman

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Powers led the Pledge of Allegiance to the Flag. Alderman Kautz followed with the Invocation.

## **3. CITIZENS TO BE HEARD**

Citizens Pierce, Simpson, Fanning and Florine addressed City Council regarding a number of items on tonight's agenda.

## **4. CITY COUNCIL COMMENTS**

City Council thanked all that attended the meeting.

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

### **5.1. Holiday Event - Mayor Pro Tem Ross**

Mayor Pro Tem Ross invited all to attend the City of Shavano Park Holiday Event scheduled for December 1<sup>st</sup> beginning at 2:30. We will have lots of fun activities.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Public Hearing - Proposed re-plat of Lot 2143, Block 35, CB 4784 of the Shavano Park Unit-19C Phase II (PUD) and Lots 2160 and 2161, Block 35, CB 4784 of the Shavano Park Unit-19C Phase IV (PUD) to combine into new Lot 2164 - City Manager Hill**

Public hearing opened at 6:47 p.m.

City Manager Hill presented an overview of the Proposed re-plat of Lot 2143, Block 35, CB 4784 of the Shavano Park Unit-19C Phase II (PUD) and Lots 2160 and 2161, Block 35, CB 4784 of the Shavano Park Unit-19C Phase IV (PUD) to combine into new Lot 2164.

Public hearing closed at 6:49 p.m.

### **6.2. Discussion / action - Proposed re-plat of Lot 2143, Block 35, CB 4784 of the Shavano Park Unit-19C Phase II (PUD) and Lots 2160 and 2161, Block 35, CB 4784 of the Shavano Park Unit-19C Phase IV (PUD) to combine into new Lot 2164 - City Manager Hill**

Mayor Pro Tem Ross made a motion to approve the proposed re-plat of Lot 2143, Block 35, CB 4784 of the Shavano Park Unit-19C Phase II (PUD) and Lots 2160 and 2161, Block 35, CB 4784 of the Shavano Park Unit-19C Phase IV (PUD) to combine into new Lot 2164.

Alderman Colemere seconded the motion.

The motion to approve the re-plat of Lot 2143, Block 35, CB 4784 of the Shavano Park Unit-19C Phase II (PUD) and Lots 2160 and 2161, Block 35, CB 4784 of the Shavano Park Unit-19C Phase IV (PUD) to combine into new Lot 2164 carried with a unanimous vote.

**6.3. Discussion / action - Awarding bid for City of Shavano Park Depository - City Manager**

Alderman Colemere made a motion to award the bid for City of Shavano Park Depository to Frost Bank.

Alderman Kautz seconded the motion.

The motion to award the bid for the City of Shavano Park Depository to Frost Bank carried with a unanimous vote.

**6.4. Discussion / action - Repair of Shavano Estates rock wall along NW Military - MPT Ross / Ald. Kautz**

Alderman Kautz made a motion to consider repair costs to Shavano Estates rock wall along NW Military with the city to pay 1/3 of the cost after the completion of the NW Military Hwy project. Mayor Pro Tem Ross seconded the motion.

The motion failed with the following vote:

AYES: 1; NAYES: 3 (Aldermen Colemere, Powers and Mayor Pro Tem Ross)

**6.5. Setting the dates for the City sponsored events (Arbor / Earth Day / Independence Day / National Night Out / Holiday) - City Manager**

Mayor Pro Tem Ross made a motion to schedule the City sponsored event (Arbor / Earth/ Independence Day/ National Night Out / Holiday as outlined below:

Arbor Day: April 13;

Independence Day: June 29;

NNO: October 1 and

Holiday Event: December 7

Alderman Powers seconded the motion.

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

**6.6. Discussion / action - Ordinance O-2018-013 prohibiting the use of a portable electronic device while operating a motor vehicles and creating an offense (first reading) - Ald. Heintzelman**

City Attorney Zech requested that City Council adjourn into Executive Session pursuant to Texas Government Code §551.071, Consultation with Legal Counsel.

The motion to adjourn into Executive Session carried with the following vote:

AYES: 3 NAYES: 1 (Mayor Pro Tem Ross)

Open meeting closed at 7:23 p.m.

Open meeting reconvened at 7:29 p.m.

Mayor Pro Tem Ross made a motion to postpone this item until the July 2019 City Council Meeting.

Alderman Kautz seconded the motion.

The motion to postpone this agenda item until the July 2019 City Council meeting carried with a unanimous vote.

**6.7. Discussion / action - Updating appearance / address maintenance issues with the Well #6 access roadway off DeZavala with possible relocating access to the rear of the tract using the shaded fuel break - Ald. Colemere**

Alderman Colemere made a motion to direct staff to review options to update appearance / address maintenance issues, cost estimates and time frame to present to City Council at the January meeting.

Mayor Pro Tem Ross seconded the motion.

The motion to direct staff to review options to update appearance / address maintenance issues, cost estimates and time frame to present to City Council at the January meeting carried with a unanimous vote.

**6.8. Discussion / action - Ordinance O-2018-015 revising small cell node Design Manual to adopt CPS Energy Pole Attachment Standards for City service poles and declare Municipal Parks (first reading) - City Manager**

Mayor Pro Tem Ross made a motion to approve Ordinance O-2018-015 revising small cell node Design Manual to adopt CPS Energy Pole Attachment Standards for City service poles and to delete any references to Municipal Parks.

Alderman Powers seconded the motion.

The motion to approve Ordinance O-2018-015 revising small cell node Design Manual to adopt CPS Energy Pole Attachment Standards for City service poles and to delete any references to Municipal Parks with a unanimous vote.

**6.9. Discussion / action - Ordinance O-2018-014 Purchasing Policy Updates - City Manager / Finance Director**

Alderman Colemere made a motion to approve Ordinance O-2018-014 Purchasing Policy Updates.

Mayor Pro Tem Ross seconded the motion.

Mayor Pro Tem Ross made a motion to amend the Ordinance O-2018-014 by deleting the words “and approved” under #5.

Alderman Powers seconded the motion to amend Ordinance O-2018-014 by deleting the words “and approved” under #5.

The motion to approve Ordinance O-2018-014 Purchasing Policy Updates carried with a unanimous vote.

The motion to amend Ordinance O-2018-014 by deleting the words “and approved” under #5 carried with a unanimous vote.

**6.10. Discussion / action - Reschedule / Cancel the Regular City Council Meeting scheduled for December 24<sup>th</sup> - City Manager**

Mayor Pro Tem Ross made a motion to reschedule the December 24<sup>th</sup> City Council Meeting to December 17 with the option to cancel meeting if no immediate agenda items must be addressed. Alderman Colemere seconded the motion.

The motion to reschedule the December 24<sup>th</sup> City Council Meeting to December 17 with the option to cancel meeting if not immediate agenda items must be addressed.

**6.11. Discussion / action - Resolution R-2018-012 Formation of a City Council Ad Hoc Beautification Committee - MPT Ross / Ald. Kautz**

Mayor Pro Tem Ross made a motion to approve Resolution R-2018-012 Formation of a City Council Ad Hoc Beautification Committee with the Chairman selecting the number of members under Robert’s Rules of Order.

Alderman Kautz seconded the motion.

The motion approve Resolution R-2018-012 Formation of a City Council Ad Hoc Beautification Committee with the Chairman selecting the number of members under Robert’s Rules of Order carried with a unanimous vote.

**6.12. Discussion / action - Resolution R-2018-013 Formation of a City Council Ad Hoc Muni Tract Pavilion Committee - MPT Ross**

Mayor Pro Tem Ross made a motion to approve Resolution R-2018-013 Formation of a City Council Ad Hoc Muni Tract Pavilion Committee with members to be selected by each Council member.

Alderman Colemere seconded the motion.

The motion to approve Resolution R-2018-013 Formation of a City Council Ad Hoc Muni Tract Pavilion Committee with members to be selected by each Council member carried with a unanimous vote.

**6.13. Discussion / action - Review Policy for meeting requirements for sub-committees - Mayor Pro Tem Ross**

Mayor Pro Tem Ross made a motion to reject the verbal policy requiring all committees and subcommittees of the City Council, Planning and Zoning Commission, Water Board or any other municipal board, corporation or commission to post notice of meetings and conduct its meetings in a location open to the general public.

Alderman Kautz seconded the motion.

The motion to reject the verbal policy requiring all committees and subcommittees of the City Council, Planning and Zoning Commission, Water Board or any other municipal board, corporation or commission to post notice of meetings and conduct its meetings in a location open to the general public carried with a unanimous vote.

**6.14. Discussion / action - Ordinance O-2018-012 adopting the 2018 International Fire Code with exceptions (first reading) - City Manager**

Mayor Pro Tem Ross made a motion to approve Ordinance O-2018-012 adopting the 2018 International Fire Code with exceptions as discussed.

Alderman Colemere seconded the motion.

The motion to approve Ordinance O-2018-012 adopting the 2018 International Fire Code with exceptions as discussed carried with a unanimous vote.

**6.15. Discussion / action - Proposal for leadership and team development session by Davis Success Solutions - Ald. Kautz / City Manager**

Alderman Kautz pulled this agenda item with the consensus of City Council.

**6.16. Discussion / action - City Manager Review - Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters regarding the City Manager - MPT Ross**

Mayor Pro Tem Ross made a motion to adjourn into Executive Session.

Alderman Colemere seconded the motion.

The motion carried with the following vote:

AYES; 3 NAYES: 1 (Alderman Kautz)

Open meeting closed at 9:07 p.m.

The Open meeting reconvened at 10:01 p.m.

No action was taken on this item.

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

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

### **7.1. Building Permit Activity Report**

**7.2. Fire Department Activity Report**

**7.3. Municipal Court Activity Report**

**7.4. Police Department Activity Report**

**7.5. Public Works Activity Report**

**7.6. Finance Report**

**8. CONSENT AGENDA**

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

**8.1. Approval - City Council Meeting Minutes, October 22, 2018**

**8.2. Accept - Planning & Zoning Commission Meeting Minutes, October 4, 2018**

**8.3. Approval - Resolution R-2018-014 approving Investment Policy change in the composition of the Investment Committee**

**8.4. Adoption - 2019 Official City Holiday Schedule**

**8.5. Approval - Resolution No. R-2018-015 approving the 2018 tax roll for the City of Shavano Park**

Mayor Pro Tem Ross made a motion to approve Consent Agenda items 8.1 – 8.5 as presented. Alderman Colemere seconded the motion.

The motion to approve Consent Agenda items 8.1 – 8.5 carried with a unanimous vote.

**9. ADJOURNMENT**

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

Alderman Kautz seconded the motion.

The meeting adjourned at 10:02 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary