

**AGENDA  
NOTICE OF MEETING OF THE CITY COUNCIL OF  
SHAVANO PARK, TEXAS**

**This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct Workshop Meeting on Monday, June 29, 2020 at 4:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers for the purpose of considering the following agenda:**

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

**THIS MEETING WILL BE A LIMITED TO APPROXIMATELY 10 IN-PERSON ATTENDEES IN ORDER TO MAINTAIN SOCIAL DISTANCING.**

**In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone.** The City of Shavano Park will conduct the Workshop Meeting on Monday, June 29, 2020 at 4:30 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

**Livestream Participation.** The livestream available via the GoToMeeting website from your computer, tablet or smartphone at: <https://youtu.be/SZTn6CLhf4Y>

**Telephone Participation.** The public toll-free dial-in number to participate in the telephonic meeting is **1-866-899-4679** and requires access code **643-878-941**. The Livestream / telephone conference will be available to join at 4:00 p.m. (30 minutes prior to the meeting). If you have issues accessing Telephone Participation or Livestream, please call City Secretary Zina Tedford at 210-787-0366.

The public will be permitted to offer comments telephonically as provided by the agenda during Citizen’s to be Heard. Citizens who want to speak during this period, should sign up to speak prior to the beginning of the meeting by stating their intent and providing Name, Address, and Topic to be addressed. Follow the guidelines under agenda item 3. If unable to participate in the meeting, you may submit public comments by email to [ztedford@shavanopark.org](mailto:ztedford@shavanopark.org).

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

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

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

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

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

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

- Pursuant to Resolution No. 04-11 citizens are given three minutes (3:00) to speak during “Citizens to be Heard.”
- Only citizens may speak.
- Each citizen may only speak once, and no citizen may pass his/her time allotment to another person.
- Direct your comments to the entire Council, not to an individual member.
- Show the Council members the same respect and courtesy that you expect to be shown to you.

The Mayor will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of City Council may deliberate on citizen comments. (Attorney General Opinion – JC 0169)

## **4. CITY COUNCIL COMMENTS**

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

- expressions of thanks, congratulations, or condolences;
- information regarding holiday schedules;
- an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not honorary or salutary recognition for purposes of this subdivision;
- a reminder about an upcoming event organized or sponsored by the governing body;
- information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and
- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda

## **5. REGULAR AGENDA ITEMS**

- 5.1. Presentation / discussion - TML-Health renewal and establishing a defined contribution – TML Health Representative, City Secretary / HR Director and Finance Director**

- 5.2. Presentation / discussion - Budget Basics - Finance Director**
- 5.3. Discussion - Review City Council FY2020-21 Goals and Objectives - City Council**
- 5.4. Presentation / discussion - Annual update to Compensation Survey Results and City of Shavano Park 2019-2020 compensation - City Manager and Finance Director**
- 5.5. Presentation / discussion - Review of Budget Calendar - Finance Director**

## **6. ADJOURNMENT**

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

### **Attendance by Other Elected or Appointed Officials:**

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

The facility is wheelchair accessible and accessible parking spaces are also available in the front and sides of the building. The entry ramp is located in the front of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the City Secretary at 210-493-3478 x240 or TDD 1-800-735-2989.

### **CERTIFICATION:**

I, the undersigned authority, do hereby certify that the above Notice of Meeting was posted at Shavano Park City Hall, 900 Saddletree Court, at a place convenient and readily accessible to the general public at all times, and said Notice was posted on the 24th day of June 2020 at 5:00 p.m.

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

## CITY COUNCIL STAFF SUMMARY

Meeting Date: June 29, 2020

Agenda item: 5.1

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**TML Health renewal and establishing defined contributions – TML Health Representative, City Secretary/HR Director and Finance Director**

**Attachments for Reference:**

- a) TML Health FY21 renewal notice
- b) Employee Insurance Comparison

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**BACKGROUND / HISTORY:** The City changed to TML-IEBP for health insurance in 2015 under the Consumer Centered Pool Plans (CCPP) and established a defined contribution level of \$450 per month with 8 plans from which the employees could select. In 2016, health care costs rose slightly and City Council established \$459 per month contribution for each employee with 7 plans available. In 2017, the City experienced a 20% rate increase and TML-IEBP reduced the number of plans to five – three traditional PPO options and two high deductible/HSA options.

For FY 2018-19, the City contributed \$553 a month towards each participating employee's medical insurance, an increase of 3% from the prior year amount of \$537 a month. This amount does not include City contributions for employees' dental, vision or life insurance.

For FY 2019-20, the City's plan averaged a 3% increase from the prior year. Council approved matching that increase, bringing the monthly contribution towards the health insurance to \$572, up \$19/month per participating employee, an annual increase of \$11,172. There was no increase in dental or vision premiums and the group term life insurance premium reflected a slight decrease.

For FY 2020-21, the TML Health renewal indicates a 6% across the board rate increase for all five health insurance plan options. There are no increases for dental, vision or group life insurance premiums.

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### **DISCUSSION:**

TML Health representative, Derrick Benn, has prepared a short presentation to discuss highlights and changes to the plans and will answer any questions Council may have.

To assist Council in establishing the defined contribution, staff has provided the TML Health FY21 renewal notice and a rate comparison spreadsheet.

At its May 28<sup>th</sup> and 29<sup>th</sup> member group webinars, TML Health indicated a 3-4% overall average rate increase would occur for the new plan year with a maximum increase of 9% and some plans decreasing up to 9%. They also provided information regarding changes in the number and types of plans offered. Please note: the CCCP plans are grandfathered, so the City will be able to continue participation in those offerings.

Staff has updated attachment #b with the assumption of a 6% increase in defined contribution for comparison to this year. (This year's Consumer Centered Pool Plan Comparison with the FY 2020-21 rates).  $\$572 \times 1.06\% = \$606$ . The employee-only cost is dependent on the participating employee's plan selection. The difference between the current monthly defined contribution of \$572 and the selection is the amount that can be deposited to a Health Reimbursement Account (HRA)/Health Saving Account (HSA) or used to buy down dependent coverage. This figure is located in the highlighted green box. The cost for dependent coverage is also listed and, if an employee used the difference noted above to buy down the cost, it is highlighted in grey. The column "Plan Change" shows the actual dollar change based on the premium rate increase. The last column shows the number of employees participating in each plan.

The City currently has 51 employees with 49 participating in health insurance. There are currently no vacancies.

If the City were to increase the defined contribution level by 6% which is \$34 / employee per month (from \$572 to \$606), the employees would remain neutral in out of pocket costs for their own coverage and HRA/HSA accounts. Additionally, the total cost increase to the City would be approximately \$20,000.

There is no rate change for the dental or vision premiums where the City covers the employee-only premium plus one quarter of any dependent coverage premium. The City has 50 employees participating in the dental insurance plan and 49 employees participating in the vision insurance plan.

There is also no rate change the group life/AD&D premium from \$5.85 a month for \$25,000 of coverage. The City pays this premium for all 51 employees.

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**COURSES OF ACTION:** Multiple options exist to address the situation. Below are alternatives for consideration:

1. Increase the employer defined contribution amount by 6.0%, or \$34 per month to \$606 per employee. Increase in City expenditures of \$20,000.
2. Maintain the existing \$572 per month defined contribution amount per employee.
3. Cover a portion of increased health care cost by increasing the employer defined contribution amount by another factor – to be determined.
4. Consider additional supplemental defined contribution amount towards dependent coverage in addition to employee defined contribution.

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**FINANCIAL IMPACT:** Varies based on course of action as indicted above.

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**ACTION REQUESTED:** Gain consensus for 6.0% increase in the employer defined contribution per employee, to \$606 per month.

**CONSUMER CENTERED POOL PLANS (CCPP)**

**CITY OF SHAVANO PARK**

**EFFECTIVE 10/01/2018**

**DEFINED CONTRIBUTION**

City of Shavano Park	CCPP Current FY19/20	FY20/21 TML RENEWAL	Plan Change	Percent Increase	# EE Per Plan
<b>PPO</b>					
<i>Plan</i>	<b>P85-20-32</b>				
<i>Benefit % INN</i>	80%				
<i>Deductible INN</i>	\$200				
<i>Out of Pocket</i>	\$3,200				
<i>Office Visit Copay</i>	n/a				
<b>City Contribution:</b>	<b>\$572.00</b>	<b>\$ 606.00</b>			
<i>Employee Only Cost</i>	\$486.20	\$ 515.38	\$ 29.18	6.002%	<b>3</b>
<b>HRA/Contribution</b>	<b>\$85.80</b>	<b>\$90.62</b>	\$ 4.82		
<i>Spouse</i>	\$500.80	\$ 530.86	\$ 30.06	6.002%	
<i>Dep. Cost/Contrib.</i>	\$415.00	\$ 440.24	\$ 25.24	6.082%	
<i>Child</i>	\$369.52	\$ 391.70	\$ 22.18	6.002%	<b>2</b>
<i>Dep. Cost/Contrib.</i>	\$283.72	\$ 301.08	\$ 17.36	6.119%	
<i>Family</i>	\$948.10	\$ 1,005.00	\$ 56.90	6.001%	
<i>Dep. Cost/Contrib.</i>	\$862.30	\$ 914.38	\$ 52.08	6.040%	
<b>PPO</b>					
<i>Plan</i>	<b>P85-50-35</b>				
<i>Benefit % INN</i>	80%				
<i>Deductible INN</i>	\$500				
<i>Out of Pocket</i>	\$3,500				
<i>Office Visit Copay</i>	n/a				
<b>City Contribution:</b>	<b>\$572.00</b>	<b>\$ 606.00</b>			
<i>Employee Only Cost</i>	\$451.64	\$ 478.74	\$ 27.10	6.000%	<b>4</b>
<b>HRA/Contribution</b>	<b>\$120.36</b>	<b>\$127.26</b>	\$ 6.90		
<i>Spouse</i>	\$465.18	\$ 493.10	\$ 27.92	6.002%	
<i>Dep. Cost/Contrib.</i>	\$344.82	\$ 365.84	\$ 21.02	6.096%	
<i>Child</i>	\$343.24	\$ 363.84	\$ 20.60	6.002%	
<i>Dep. Cost/Contrib.</i>	\$222.88	\$ 236.58	\$ 13.70	6.147%	
<i>Family</i>	\$880.68	\$ 933.52	\$ 52.84	6.000%	<b>1</b>
<i>Dep. Cost/Contrib.</i>	\$760.32	\$ 806.26	\$ 45.94	6.042%	

**CONSUMER CENTERED POOL PLANS (CCPP)**

**CITY OF SHAVANO PARK**

**EFFECTIVE 10/01/2018**

**DEFINED CONTRIBUTION**

City of Shavano Park	CCPP Current FY19/20	FY20/21 TML RENEWAL	Plan Change	Percent Increase	# EE Per Plan
<b>PPO</b>					
<i>Plan</i>	<b>P85-75-47.5</b>				
<i>Benefit % INN</i>	80%				
<i>Deductible INN</i>	\$750				
<i>Out of Pocket</i>	\$4,750				
<i>Office Visit Copay</i>	n/a				
<b>City Contribution:</b>	<b>\$572.00</b>	<b>\$ 606.00</b>			
<i>Employee Only Cost</i>	\$403.92	\$ 428.16	\$ 24.24	6.001%	1
<b>HRA/Contribution</b>	<b>\$168.08</b>	<b>\$177.84</b>	\$ 9.76		
<i>Spouse</i>	\$416.04	\$ 441.00	\$ 24.96	5.999%	1
<i>Dep. Cost/Contrib.</i>	\$247.96	\$ 263.16	\$ 15.20	6.130%	
<i>Child</i>	\$306.98	\$ 325.40	\$ 18.42	6.000%	
<i>Dep. Cost/Contrib.</i>	\$138.90	\$ 147.56	\$ 8.66	6.235%	
<i>Family</i>	\$787.64	\$ 834.90	\$ 47.26	6.000%	1
<i>Dep. Cost/Contrib.</i>	\$619.56	\$ 657.06	\$ 37.50	6.053%	
<b>High Deductible Health Plan</b>					
<i>Plan</i>	<b>P85-150-55 HDHP w/ H.S.A.</b>				
<i>Benefit % INN</i>	80%				
<i>Deductible INN</i>	\$1,500				
<i>Out of Pocket</i>	\$5,500				
<i>Office Visit Copay</i>	n/a				
<b>City Contribution:</b>	<b>\$572.00</b>	<b>\$ 606.00</b>			
<i>Employee Only Cost</i>	\$352.70	\$ 373.86	\$ 21.16	5.999%	5
<b>HSA Eligible/Contribution</b>	<b>\$219.30</b>	<b>\$232.14</b>	\$ 12.84		
<i>Spouse</i>	\$363.28	\$ 385.08	\$ 21.80	6.001%	1
<i>Dep. Cost/Contrib.</i>	\$143.98	\$ 152.94	\$ 8.96	6.223%	
<i>Child</i>	\$268.04	\$ 284.12	\$ 16.08	5.999%	1
<i>Dep. Cost/Contrib.</i>	\$48.74	\$ 51.98	\$ 3.24	6.648%	
<i>Family</i>	\$687.74	\$ 729.00	\$ 41.26	5.999%	2
<i>Dep. Cost/Contrib.</i>	\$468.44	\$ 496.86	\$ 28.42	6.067%	



**CONSUMER CENTERED POOL PLANS (CCPP)**

**CITY OF SHAVANO PARK**

**EFFECTIVE 10/01/2018**

**DEFINED CONTRIBUTION**

City of Shavano Park	CCPP Current FY19/20	FY20/21 TML RENEWAL	Plan Change	Percent Increase	# EE Per Plan
<b>High Deductible Health Plan</b>					
<b>Plan</b>	<b>P85-250-55 HDHP w/ H.S.A.</b>				
<i>Benefit % INN</i>	80%				
<i>Deductible INN</i>	\$2,500				
<i>Out of Pocket</i>	\$5,500				
<i>Office Visit Copay</i>	n/a				
<b>City Contribution:</b>	<b>\$572.00</b>	<b>\$ 606.00</b>			
<b>Employee Only Cost</b>	\$319.84	\$ 339.04	\$ 19.20	6.003%	18
<b>HSA Eligible/Contribution</b>	<b>\$252.16</b>	<b>\$266.96</b>	\$ 14.80		
<b>Spouse</b>	\$329.44	\$ 349.22	\$ 19.78	6.004%	
<i>Dep. Cost/Contrib.</i>	\$77.28	\$ 82.26	\$ 4.98	6.444%	
<b>Child</b>	\$243.08	\$ 257.66	\$ 14.58	5.998%	4
<i>Dep. Cost/Contrib.</i>	(\$9.08)	\$ (9.30)	\$ (0.22)	2.423%	
<b>Family</b>	\$623.68	\$ 661.10	\$ 37.42	6.000%	5
<i>Dep. Cost/Contrib.</i>	\$371.52	\$ 394.14	\$ 22.62	6.089%	

EE's only

49

2 EE's do not participate in City sponsored medical plan(Military)

Annual expense calculation:

City fully staffed	51
Non-participating EEs	2
	<u>49</u>

	<u>At \$572/mo</u>	<u>At \$606/mo</u>	<u>Difference</u>
EE's	49	49	
12 months	12	12	
per month	\$ 572	\$ 606	
Extended	<u>\$ 336,336</u>	<u>\$ 356,328</u>	<u>\$ 19,992</u>

% change            5.94%

## CITY COUNCIL STAFF SUMMARY

Meeting Date: June 29, 2020

Agenda item: 5.2

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Presentation / discussion – Budget basics**

**Attachments for Reference:**      Hard Copies provided at workshop

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### **BACKGROUND / HISTORY:**

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#### **DISCUSSION:**

Budget binders will be passed out at the meeting with information regarding budget basics, chart of accounts and historical data. Throughout the budget process, you will receive additional information which will be added to your binders.

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**COURSES OF ACTION:** N/A

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**FINANCIAL IMPACT:** None specific to this discussion.

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**MOTION REQUESTED:** N/A

## CITY COUNCIL STAFF SUMMARY

Meeting Date: 6-29-20

Agenda item: **5.3**

Prepared by: Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

#### **5.3 Presentation / discussion - Council Goals, Objectives and City Council guidance for FY 2020-21 budget - Council**

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

- 1) Council Draft FY 2020-21 Goals and Objectives
- 2) Department Goals and Objectives (DRAFT)

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**BACKGROUND / HISTORY:** During the budget development process in the past six years, City Council has prepared Goals and Objectives that inform and shape the budget. For the past few years, City Council selected eight strategic goals and assigned various objectives to each goal. This approved list was included in the annual budget as well as staff developed Departmental Goals and Objectives.

Some of these objectives are **service** related and some are **resource** related. Approved objectives will be planned by staff to be funded in the budget. In a number of cases, the funding of objectives (requirements) in the budget will be based upon the staff's ability to operate within the projected revenues. Thus, planned objectives may be deferred to future years and as the budget evolves, initial objectives that are not be funded will be dropped.

Any item highlighted in yellow has been added or modified since the June 10, 2020 workshop.

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### **DISCUSSION:**

**Council Goals and Objectives.** Using last year's approved list of Council goals and objectives, staff updated the list by striking through those objectives that have been or will be completed and making minor revisions as a starting point in the process (see Attachment 1).

Staff recommends that Council first review the **Goals** and revise / add to the list. Once goals are established, Council will establish supporting objectives. Written input produced prior to the meeting or at the meeting by individual Aldermen / Mayor which can be distributed to the entire Council is most helpful in facilitating the discussion (staff can make copies in advance for distribution to each Council member).

Staff/Directorate Goals and Objectives that were reviewed at the June 10<sup>th</sup> Workshop are included again for Council reference.

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**COURSES OF ACTION:** Revise and add to the draft FY 2020-21 goals and objectives as appropriate.

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**FINANCIAL IMPACT:** Varies depending on costs associated with approved Objectives.

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**MOTION REQUESTED:** N/A; provide guidance on goals and objectives and reach consensus on updates.

# **Strategic Goals and Objectives**

## **Strategic Vision**

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small town traditions amid the surrounding area's urban growth.

## **Mission**

The City of Shavano Park provides exceptional leadership and delivers exemplary municipal services in a professional, cost-effective and efficient manner to citizens, business owners and visitors to facilitate economic growth and enable an exceptional quality of life and workplace consistent with our small town values and character.

## **Values**

- Honesty
- Integrity
- Accountability
- Excellence
- Professionalism
- Innovation
- Inclusiveness
- Open, clear, proactive and transparent communications and Government
- Responsiveness and Customer Service

## **Essential Task List**

- Provide, Efficiently Use, and Protect Fiscal Resources
- Maintain Effective Staffing Resources
- Provide and Maintain Infrastructure
- Maintain a Superior Water System
- Provide Police Services
- Provide Fire / EMS Services
- Conduct Municipal Planning
- Enforce Ordinances / Standards consistently
- Provide Outstanding Customer Service to citizens and visitors

## Strategic Goals

1. Provide excellent municipal services while anticipating future requirements
2. Protect and provide a city-wide safe and secure environment
3. Preserve City property values, protect fiscal resources and maintain financial discipline
4. Maintain excellent infrastructure (buildings, streets and utilities)
5. Enhance and support commercial business activities and opportunities
6. Enhance the City image and maintain a rural atmosphere
7. Promote effective communications and outreach with citizens
8. Mitigate storm water runoff

## Objectives

### 1. Provide excellent municipal services while anticipating future requirements

- Provide exceptional customer service to citizens and visitors
- Enforce ordinances / policies consistently
- Engage residents to participate in municipal planning
- Review Contracts / Professional Services and request RFQs as appropriate
- Fully fund Capital Replacement requirements as scheduled
- Resource and conduct compensation study to ensure City pay scale is within current market range, estimated at \$12,000 to \$15,000

### 2. Protect and provide a city-wide safe and secure environment

- Effectively conduct “Community Policing” to keep Shavano Park citizens safe
- Actively respond to citizen concerns
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code provisions
- Proactively pursue reduction of neighborhood crime across the city
- Consistently maintain average police and fire response times to 3-4 minutes
- Routinely emphasize friendly “customer service” and image of City while patrolling
- Effectively communicate to citizens police security efforts in crime control measures and trends
- ~~Fully implement the standard procedures for the new Fire Engine 139 and ensure safe access across the City (Completed)~~
- Continue fire safety measures / improvements by reducing the risk of a forest fire for all municipal areas in coordination with the Texas A&M Forest Service

### 3. Preserve City property values, protect fiscal resources and maintain financial discipline

- Investigate revenue enhancement options
- Continue growth of the Oak Wilt Fund
- Strive to earn the Texas Comptroller Transparency Star Award
- Earn Government Finance Officers Association Budget Award
- Maintain Reserves in accordance with our Fund Balance Policy

### 4. Maintain excellent infrastructure (buildings, streets and utilities)

- Complete a city-wide street assessment, maintenance, and replacement schedule (for the east side of NW Military Highway)
- Continue to implement asphalt preservation applications east west side of NW Military from DeZavala to Mossy Cup West Cliffsides Rd; applications include crack seal and seal coat to assist in maintaining pavement conditions
- Plan / Implement environmentally friendly parking options in partnership with TxDOT and otherwise promote natural parking south of City Hall.
- Maintain essential public water infrastructure to include a capital replacement program.
  - Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete remediation of at least one such dead end main each year until all resolved
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020
- Complete planning with TxDOT for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project (Completed)
- Assess Execute and fund via joint bid with TxDOT the City's requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources to resource
- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank (Complete)
- Complete the plan to remodel the City Hall public bathrooms. (Complete)
- Widen rear driveway to allow for better access of ladder truck to rear of truck bays (Complete)
- Complete installation of an Emergency Generator for City Hall and plan for Fire / PW.

### 5. Enhance and support commercial business activities and opportunities

- Continue to survey Shavano Park businesses concerning city support
- Continue to maintain an updated business directory supplement and include in the Shavano Park resident directory

### 6. Enhance the City Image while maintaining a rural atmosphere

- Emphasize friendly customer service and make opportunities to engage with public
- Continue to coordinate with Bitterblue for completion of sidewalk trail north from Lockhill Selma to Salado Creek; Continue to study and monitor Cliffsides trail while improving trail safety.
- Consider a City/Community partnership in securing a City pavilion / playscape (Complete)

## 6. Enhance the City Image while maintaining a rural atmosphere (continued)

- Implement recommendations concerning access from Cliffside to the San Antonio Linear Park and trail system
- Continue Tree City USA recognition
- Continue and promote Firewise recognition
- ~~Develop a plan and implement a second rain garden at City Hall and consider plans for other locations (may complete this over the summer? TBD'ed)~~
- ~~Develop and implement a~~ Continue to support the landscaping plan for the City Monument at City Hall and other city properties
- Maintain and promote National Wildlife Federation recognition as a Community Wildlife Habitat

## 7. Promote effective communications and outreach with citizens

- Maintain and continue to improve the City Communications Plan
- Conduct ~~seven~~ five City sponsored events (City-wide Garage Sale, Picnic in the Park, Arbor Day, Independence Day, National Night Out, ~~Trunk or Treat~~, December Celebration)
- Support the City of Shavano Park celebration of Fiesta in coordination with Arbor Day with Fiesta Metals
- Maintain City website and evaluate additional website applications
- Conduct written engagements with Citizens (Water System, Town Plan, RR Stickers, Key Numbers, i-INFO)
- Continue to conduct website surveys
- ~~Survey residents concerning the value of the Community Directory and consider options for publishing in 2021~~
- Decide and consider options for comprehensive Town Plan for 2018

## 8. Mitigate storm water runoff

- Support the mitigation of stormwater problems throughout the City
- ~~Complete Drainage plan culverts at Chimney Rock, Windmill and Bent Oak (Should be Completed? May need to extend objective for next year)~~
- ~~Initiate a Preliminary Engineering Report to determine the options and a more refined cost estimate for remaining drainage areas as presented in the KFW Engineering Drainage Study (Complete)~~
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible
- Continue drainage improvements
- Provide maintenance of our storm water system, including inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects
- ~~Examine~~ Lockhill Selma pooling of water – Consider installation of an inlet screen to capture debris, to help receive water faster



## CITY COUNCIL STAFF SUMMARY

Meeting Date: June 29, 2020

Agenda item: 5.4

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Presentation / discussion - Compensation – City Manager and Finance Director**

**Attachments for Reference:**

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### **BACKGROUND / HISTORY:**

In Fall 2016, the City adopted the current base compensation plan prepared by Werling & Associates. The plan included a revised pay structure, market and internal based pay grade assignments, and an Individual Pay Model to compute the compensation base for each employee. The plan included a process to conduct annual updates.

Past compensation increases approved by Council since the plan was adopted:

- FY2018 - 3.10%
- FY2019 – 3.50%
- FY2020 – 3.25%

Pay grade increases, to align specific positions within the market:

- FY2018:
  - Director of Public Works – 1 (32 to 33)
  - PW/Water Superintendent – 4 (19 to 23)
  - Water Crew leader – 4 (16 to 20)
  - AP/HR Asst. – 2 (16 to 18)
  - Public Works and Water Serviceman – 2 (13 to 15)
- FY2019:
  - Fire Chief and Police Chief – 1 (34 to 35)
  - Director of Public Works – 1 (33 to 34)
  - Finance Director – 2 (32 to 34)
  - PW/Water Superintendent – 2 (23 to 25)
  - Permits Clerk – 1 (16 to 17)
- FY2020:
  - City Secretary/HR Director – 1 (29 to 30)
  - PW/Water Superintendent – 1 (25 to 26)
  - Court Clerk – 2 (20 to 22)
  - Water Crew Leader – 3 (20 to 23)
  - HR/Finance Clerk and PW Office Manager – 2 (18 to 20)

- Police Office Manager – 3 (17 to 20)
- Permit Clerk/Receptionist – 2 (17 to 19)
- PW and Water Serviceman – 3 (15 to 18)

At the May 18, 2020, Regular meeting, it was the consensus of City Council not to use the services of a compensation consultant this year.

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**DISCUSSION:**

The following information is provided for Council consideration and will be discussed at the July 15<sup>th</sup> workshop. At that meeting, City Staff will be able to provide a better assessment of revenues, having an additional month of collections to determine the impact the virus has had on operations, and its significance.

City Staff attended a webinar hosted by the San Antonio Compensation Association, where Dr. Steve Werling presented summary findings of his 2020 San Antonio Area Wage & Benefit Survey. While the responses were pre-virus, points are still valid. He divided the labor market into primary and secondary groupings.

- The Primary Labor Market includes employees who are high skilled and earn high wages. They generally have higher than COLA wage inflation and this area will see the same shortages as 2019 – clinical, highly skilled, IT and trades. This group is seeing more retirements and there is a higher cost to replace. Dr. Werling indicated these employees must be retained.
- The Secondary Labor Market includes the low skilled, low paid. This group will have flat wages and employers can use the opportunity to hire good employees from the larger pool of available candidates.

Dr. Werling indicated that there are critical issues regarding retention. For the employer, there can be savings from turnover, but this savings must be balanced with the loss of key employees and institutional knowledge as well as the high cost of replacement.

City Staff sent email requests to six municipalities in the area, to gauge how they are preparing to address compensation increases in the upcoming budget. The responses ran from no increase to keeping the normal planned step and COLA adjustments. All the responding cities are at the beginning of the budget process.

Shavano Park is currently fully staffed. However, there has been turnover in key positions in the last three years – the Fire Chief, the Finance Director, the Police Captain and the PW/Water Superintendent. In total, there have been 14 separations since January 1, 2018.

For a point of reference, the Social Security Administration provided a COLA of 1.6% for 2020.

City staff has proposed Council include in the goals and objectives for FY2021 to contract and fund a compensation analysis.

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**COURSES OF ACTION:** No action at this time.

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**FINANCIAL IMPACT:** To be determined

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**MOTION REQUESTED:** N/A; staff recommends continuing the discussion in the July Workshop.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: June 29, 2020

Agenda item: 5.5

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action - FY 2020-21 Budget Calendar – Finance Director

**Attachments for Reference:**

1) Proposed FY 2020-21 Budget Calendar

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**BACKGROUND / HISTORY:** Staff drafted the FY 2020-21 Budget Calendar to allow Council/Staff to arrange their schedules to ensure attendance at the required meetings over the next several months.

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**DISCUSSION:** Attached is a copy of the Proposed FY 2020-21 Budget Calendar. Updates highlighted yellow.

At the May 18<sup>th</sup> meeting, Council considered the proposed budget calendar meeting schedule and approved the dates for the first two budget workshops (Wednesday, June 10<sup>th</sup> at 5 pm and Monday, June 22<sup>nd</sup> at 4:30 pm before the normal City Council meeting).

At the June 10<sup>th</sup> workshop, Council provided consensus to meet on Wednesday, July 15<sup>th</sup> at 4:00pm for the budget workshop addressing capital replacement funds and expenditure estimates. Consensus was also provided for the Thursday, August 6<sup>th</sup> special meeting at 5:30pm for the City Manager to present the FY 2020-21 Budget and the Wednesday, August 12<sup>th</sup> special meeting at 5:30pm for the record tax rate vote.

This calendar provides for the City Council to establish overarching Goals and Objectives, as you have in the past. Typically, the eight goals determined in previous years do not vary significantly, but the objectives do change as priorities and requirements evolve and other objectives are accomplished. This is an important element of guidance provided to staff for the entire year, but also those objectives that require fiscal funding must be included in the budget.

Note: Staff intends to present the budget as early as possible. Considering that the certified tax rolls are not provided to the City until a/o 25 July and that the No-New-Revenue and Voter-Approval tax rates are not provided until after that – presenting the record City Manager budget is not scheduled until Thursday, August 6<sup>th</sup>.

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**COURSES OF ACTION:** 1) Review the remainder of the proposed dates and highlight any with possible conflicts. Confirm Tuesday, August 18<sup>th</sup> 5:30 pm workshop, Monday, August 24<sup>th</sup> 5:30pm workshop (before the regularly scheduled Council meeting) and Monday, September 14<sup>th</sup> special council meetings. Approved rescheduling the regular September City Council meeting from Monday, September 28<sup>th</sup> to Monday, September 21<sup>st</sup>.

2) Accept the Budget Calendar as submitted or provide further guidance for remainder of the Budget Calendar

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Accept the FY 2020-21 Budget Calendar as submitted.

# PROPOSED BUDGET CALENDAR FOR FY 2020-21

## 2020

20-30 April	Receive Preliminary Property Tax Report; pass to Council
30 April – 15 May	Budget Kick Off with Departments - FY 2020 -21 Goals, Objectives, Unfunded Requirements
11-22 May	Department Budget Meetings - FY 2020-21 Goals, Objectives, Unfunded Requirements
<b>Monday 11 May</b>	Brief Water Advisory Committee FY 2020-21 Goals and Objectives
<b>Monday 8 June</b>	Water Advisory Committee Meeting / Budget Workshop (Revenues, G&O)
<b>Wednesday 10 June</b>	Council Workshop 5:00pm – Set Initial Goals, Objectives, and Budget Guidance
8-19 June	Prepare Revenues for Preliminary Budget
<b>Monday 22 June</b>	Council Workshop - Budget Basics and Staff Analysis of Council Objectives / Compensation Analysis 4:30pm (before regular City Council meeting)
<b>Monday 13 July</b>	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
<b>Wednesday 15 July</b>	Budget Work Shop 4:00pm – Capital Replacement Funds; Expense Estimates
25 July	Bexar County Appraisal District Provides Certified Tax Roll; pass to Council
~ July 25 - 2 August	Bexar County Tax Assessor Collector Calculates & Provides No-New-Revenue and Voter-Approval Tax Rates
<b>Tuesday 28 July (T)</b>	Water Advisory Committee Meeting – Recommendation of Initial Water Fund Budget
<b>Thursday 6 August</b>	Special Council Meeting 5:30pm - <ul style="list-style-type: none"><li>- City Manager Submits Proposed FY 2020-21 Budget (No anticipated Council action)</li><li>- Receive No-New-Revenue and Voter-Approval Tax Rate Calculations</li></ul>
<b>Wednesday 12 August</b>	Special Council Meeting / Workshop 5:30pm <ul style="list-style-type: none"><li>- Discuss tax rate; if proposed tax rate will exceed the No-New-Revenue Rate, take record vote and schedule Public Hearing.</li></ul>
<b>Tuesday 18 August</b>	Special Council Budget Workshop 5:30pm
Wednesday 19 August	Publish Notice of 2020 Tax Year Proposed Tax Rate (No-New-Revenue & Voter-Approval) (Date of Public Hearing Published in Newspaper)
<b>Monday 24 August</b>	Budget Work Shop 5:30pm / Regular Council Meeting
Wednesday 26 August	Publication Notice of 1 <sup>st</sup> and 2 <sup>nd</sup> Budget Reading
<b>Monday 14 September</b>	Special Council Meeting 6:30pm – <ul style="list-style-type: none"><li>- 1<sup>st</sup> Reading of Budget/Public Hearing</li><li>- Schedule and announce meeting to adopt tax rate 3-14 days from this date.</li></ul>
<b>Monday 21 September</b>	Regular Council Meeting (a week early)– <ul style="list-style-type: none"><li>- 2<sup>nd</sup> Reading of Budget/Public Hearing</li><li>- Adopt Budget by Ordinance</li><li>- Levy Tax Rate by Resolution and take record vote</li></ul>