

**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 Wednesday, June 10, 2020 at 5:00 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 Regular Meeting on Monday, May 18, 2020 at 6:30 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/Nbt_mN0WovI

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-866-899-4679 and requires access code 246-608-141. The Livestream / telephone conference will be available to join at 6:00 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.

The meeting agenda and agenda packet are posted online at 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 - Budget Development Assumptions - Finance Director

5.2. Presentation / discussion - Staff Goals, Objectives and City Council guidance for FY 2020-21 budget - City Manager / Directors

5.3. Presentation / discussion - Council Goals, Objectives and City Council guidance for FY 20120-21 budget - Council

5.4. 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 4th day of June 2020 at 7:30 a.m.

Zina Tedford
City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: June 10, 2020

Agenda item: 5.1

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Budget Development Assumptions - Finance Director

Attachments for Reference:

1) Initial Budget Development Assumptions

BACKGROUND / HISTORY:

City Staff has prepared a number of initial budget assumptions for Council review and guidance.

DISCUSSION:

Assumptions developed early on assist staff in developing the proposed budget. For example, an assumption may be that employee compensation may increase by 3% or that employee insurance premiums may increase by 10%. The actual rates may not be determined until after the City Manager proposes the initial budget. Should Council want to lower the tax rate, then the development of an assumed amount (target) may be helpful. The ability to do this would ultimately come down to balancing resource requirements with projected revenues. **The budget assumptions highlighted in yellow on the power point are those utilized for the development of the FY2020 budget and are used as a starting point for Council discussions.**

The Finance Director will review assumptions briefly. Over the next month, several assumptions will be identified and the implications on the proposed budget will then be reflected (e.g. health care costs and payroll raise, etc.)

COURSES OF ACTION: 1) Review assumptions and provide consensus and guidance as to revisions.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A; consensus on assumptions is desired.

5.1 BUDGET ASSUMPTIONS



- Quality of City services will remain at existing levels with incremental improvements
- Staffing will not exceed existing levels (51)
- Current expenditures will not exceed current revenues (balanced budget)
 - Health Care costs to increase approximately **3.5%** (~~6.0%~~). Increase in City contribution to match percentage increase in premium costs, monthly increase of **\$34** from **\$572** to **\$606** per **49** employees. Total **\$19,992**.
 - Compensation increase **~3.0% - 4.0%, to be determined June 22**
 - The City's TMRS contribution will equal or exceed the full rate, currently **contributing** 13.95% (**actual** CY2020 rate 13.49%, **CY2021 rate** 13.91%)
- The City will efficiently use and protect Fiscal Resources
- The City will maintain a reserve of approx. **50%** in the GF (~\$2.9 M / FY 2019-20)

5.1 BUDGET ASSUMPTIONS



- Unassigned fund balance should be used for emergencies or one-time expenditures
- Excess Debt Service Fund fund balance will continue to be used to pay down debt over the next (two) years
- The scheduled yearly contribution to the Capital Replacement Fund used for future capital purchases will be fully funded (or funded to targeted amount - not to exceed requirements of a reduced tax rate, the current tax rate, the No-New-Revenue tax rate, or the Voter-Approval tax rates?)
- The overall tax rate will not increase. (not to exceed requirements of a reduced tax rate, the current tax rate, the No-New-Revenue tax rate, or the Voter-Approval tax rates?)
- Permit and Franchise Fee Revenues will decrease (Estimates TBD'ed)

CITY COUNCIL STAFF SUMMARY

Meeting Date: 6-12-20

Agenda item: **5.2 / 5.3**

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

5.2 Presentation / discussion – Staff Goals, Objectives and City Council guidance for FY 2020-21 budget - City Manager / Directors

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

Attachments for Reference:

1) Staff Draft FY 2020-21 Goals and Objectives

2) Council Draft FY 2020-21 Goals and Objectives

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.

DISCUSSION:

5.2 Staff Goals and Objectives. Staff has worked a draft listing of FY 2020-21 departmental goals and objectives by department (Attachment 1). Council should review these listings of goals and objectives as a starting point for adopting some of the Staff objectives as Council objectives.

NOTE: Within the draft staff objectives, Directors submitted a number of objectives which may need supporting justification and several may not end up being funded during the proposed budget year. As we work through the budget, purchase and replacement of Capital items will be prioritized and a final proposal will be worked.

5.3 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 2).

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).

The City Manager will provide an overview of the process. Directors are prepared to review changes in the proposed goals and objectives. Finally, Council should continue discussion on the proposed overall City Goals and Objectives.

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

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

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

Administration Department – 601

Goals:

- Effectively communicate with residents, businesses, visitors and other stakeholders
- Provide exceptional customer service and effective administration of services
- Efficiently use and protect fiscal resources through sound financial practices
- Conduct effective master planning to posture the City now and for the future
- Provide planning, research, and support to City Staff and Council
- Upgrade City IT infrastructure in coordination with IT contractor

Objectives:

Effectively communicate with residents, businesses, visitors and other stakeholders

- Maintain an informative, effective, and user-friendly website
- Survey Shavano Park businesses concerning City services; Update Business Directory
- Continue implementation of the City Communications Plan
- Develop an internal publications policy
- Post select Roadrunner articles on social media

Provide exceptional customer service and effective administration of services

- Hire and maintain an exceptionally talented team based upon the resources available
- Provide excellent Human Resources services to staff
- Review and update the Employee Handbook as needed
- Provide training and professional development opportunities to staff
- Effectively administer municipal elections
- Maintain excellent records management program
- Implement an emergency power supply (generators) for City Hall
- Implement a plan to harden the windows and the walls of the Court Office Area permit clerk/receptionist's office and the administrative office entryway to increase security in the office, in coordination with the Municipal Court.

Efficiently use and protect fiscal resources through sound financial practices

- Provide City Council and Staff with timely, accurate financial information
- Earn the Texas Comptroller Transparency Award for Traditional Finances
- Earn Government Finance Officers Association Distinguished Budget Presentation Award
- Complete the City's FY20 FY19 annual financial audit with no audit adjustments

Conduct effective master planning to posture the City now and for the future

- Engage residents to participate in municipal planning
- Assist Council in considering options for [implementing additional objectives from](#) the 2018 Comprehensive Plan (Town Plan)
- [Complete funding of the City's assessment of city](#) requirements for the [2021 2020](#) NW Military Highway MPO project ~~and develop funding options.~~
- [Complete three low water crossing improvement projects at Chimney Rock, Bent Oak and Windmill](#)

Provide planning, research, and support to City Staff and Council

- Continue to provide quality City presentations
- Consistently enforce ordinances and policies
- Coordinate with San Antonio to ~~Continue work~~ to complete the sidewalks (Hike and Bike trail) [from Huebner Road](#) north along Lockhill Selma [to connect with](#) N. Loop 1604 as well as options to connect to the Salado Creek Trail System.
- Review Contracts /Professional Services and request RFQs/RFPs as appropriate
- Maintain Tree City USA recognition
- Maintain Scenic City recognition
- Provide effective Staff planning and support to the City Sponsored events
- ~~Install a water softener and hot water heater to service the admin kitchen and bathrooms (Complete)~~
- Participate in [2021](#) ChildSafe Cardboard Kids program to promote child abuse awareness in Bexar County ~~and challenge other Bexar County municipalities to do so as well.~~
- [Update to 2018 Building Codes](#)

Maintain City IT infrastructure in coordination with IT contractor

- Improve the accessibility of City communications by growing digital presence
- Continue City participation in Multi-State Information Sharing & Analysis Center (MS-ISAC)
- ~~Migrate to SQL 2017 Standard for INCODE and Police RMS databases (Complete)~~
- ~~Relocate communications conduit under NW Military Highway before June 2020 TxDOT deadline (TxDOT approved exception to be completed prior to 1 October)~~
- ~~Transition Windows 7 computers to Windows 10 to ensure network security due to Windows 7's January 14, 2020 end of support (Complete)~~
- Renew cloud email security service licenses (annual)
- Renew firewall licenses (annual)
- ~~Re-compete the City's contract for internet & phone service (Complete)~~
- [Continue to](#) assess primary office printer
- Assess options and perform a cost/benefit analysis for digital and web-based permitting process

- Implement digital web-based permitting process with a technology fee
- Instead of PC replacement of 6 year old machines, minor hardware upgrade on oldest PCs to save money and extend useful life

ADMINISTRATION PERFORMANCE MEASURES:				
Description:	Actual FY17-18	Actual FY18-19	Projected FY19-20	Target FY20-21
Number of Public Meetings Held	46	52	49	50
Number of New Employees On-boarded	4	4	8	3
City Maintenance & Operation Budget per Capita	\$1,353.18	\$1,308.67	\$1,421.29	\$1,375.00
Tax Rate (per \$100 valuation)	\$0.287742	\$0.287742	\$0.287742	\$0.287742
% of Unreserved General Fund Balance	50.37%	51.80%	44.99%	45.00%

The Administration Department includes the functions of the City Manager, City Secretary/Human Resources and Finance Director.

Municipal Court – 602



Mission Statement

The City of Shavano Park Municipal Court provides an independent forum for the fair and impartial administration of justice during the application and enforcement of the rules and laws of the United States, the State of Texas and the City of Shavano Park, in order to preserve the rule of law and to protect the rights and liberties guaranteed by the Constitution and laws of the United States and this State.

Goals:

- Preserve the rule of law and protect the rights and liberties guaranteed by the Constitution and laws of the United States and this State.
- A smoothly run Municipal Court, efficiently processing the Judge's standing orders in a timely manner
- Prompt and accurate processing of Class C misdemeanor charges and collections of fines
- Assist defendants during normal daily business hours by following the Judge's standing orders and supplying correct information when requested
- Encourage and support Municipal Court staff with their professional advancement.

Objectives:

- Accurately process payments
- Attend 12 hours of continuing education to maintain Level II Court Clerk Certification (Court Clerk) and Level I Court Clerk Certification (back up Court Clerk).
- Update Standard Operating Process Manual
- ~~Reevaluate~~ ~~Implement~~ the plan to harden the windows and the walls to increase security in the Court Clerk's office to maximize the available funding in conjunction with receptionist office area/administrative entryway.
- ~~Investigate and perform a cost/benefit analysis of the auto call/text feature through Incode for court date reminders.~~

Public Works Department – 603

Mission Statement

The Shavano Park Public Works Department conducts master planning and continuously provides essential public infrastructure services in a prompt, courteous, safe, efficient, and cost-effective manner to the citizens and business owners of Shavano Park in order to meet current and long-term infrastructure services.

Goals:

- Maintain all facilities grounds and public Right of Way (R.O.W.)
- Maintain excellent transportation infrastructure (street repairs and transportation maintenance)
- Maintain excellent building facilities and work for energy efficiency
- Improve employee proficiency to include educational training and development opportunities
- Mitigate storm water runoff (improve drainage culverts and infrastructure)
- Maintain strategic partnerships with governmental agencies, and consulting organizations to leverage resources essential to improving quality of service, and efficiency
- Provide excellent municipal services while anticipating future requirements

Objectives:

Maintain all facilities grounds and public Right of Way (R.O.W.)

- ~~Implement a tree maintenance program around City Hall and ROW Islands (Municipal Tract) (Ottawa Run, Warbler Way, End Gate, and Cliffside)~~
- Continue to provide ground maintenance for the City Hall building, municipal tract, garden areas and islands throughout Shavano Park as well as maintain the integrity of the monuments throughout the City.
- ~~Consider landscaping improvements to 1 or all 4 trees in front of City Hall in the concrete~~
- ~~Implement options~~ Maintain current aesthetics for landscaping around the NW Military Highway and DeZavala monuments
- Provide ground maintenance for trails within the City.; ~~clean up and improve the Salado Creek access point on Cliffside~~
- Plan / Implement environmentally friendly parking options in partnership with TxDOT and otherwise promote natural parking south of City Hall.

Maintain excellent transportation infrastructure (street repairs and transportation maintenance)

- Continue to implement asphalt preservation applications ~~east~~ west side of NW Military from DeZavala to Mossy Cup West Cliffside Rd; applications include crack seal and seal coat to assist in maintaining pavement conditions
- Restripe DeZavala and Lockhill Selma
- Provide a full street evaluation, propose a 5 to 10 year street maintenance program and consider future improvements.
- Continue to partner with TxDOT to provide a clean right of way (ROW) along NW Military Hwy, an improved State highway and safer traffic flow
- ~~Initiate~~ Encourage the use of the new online form, a pothole repair program, create a form to be available and submitted online

Maintain excellent transportation infrastructure (street repairs and transportation maintenance) (cont'd)

- Initiate additional online forms for street and transportation maintenance (i.e. street signs, and speed bumps)
- ~~Complete assessment of city requirements~~ Support TxDOT and Contractor with the widening of for NW Military MPO project scheduled for February 2021
- ~~Complete planning with TxDOT~~ the for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project
- ~~Assess~~ Assist TxDOT in achieving City requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources to resource

Maintain excellent building facilities and work for energy efficiency

- Continue to investigate energy efficient ideas to help ensure City facilities are energy efficient
- Clean City Hall floor surfaces yearly
- Professionally clean all chairs in City Hall chambers
- Replace additional HVAC units for City Hall as required – (Original Equipment 2001)
- ~~Coordinate installation of larger septic tanks at City Hall/Bexar 911 facilities~~
- Routinely clean and maintain City pavilion, playgrounds, and walking trails

Improve employee proficiency to include educational training and development opportunities.

- Provide effective safety and occupational training opportunities to prevent lost time
- Maintain a zero (0) lost time accident rate, initiate lost accident tally board.
- Continue the preventative maintenance program for Public Works vehicles to include daily, weekly and monthly checks
- Continue preventative maintenance program with Case Equipment for all heavy equipment.
- Improve work order communication and efficiency with field staff

Mitigate storm water runoff (improve drainage culverts and infrastructure)

- Coordinate with City Engineer on drainage projects from KFW's study (2017)
- Conduct brush clearing projects as needed and within capability to improve storm water drainage. (~~Shavano Estates~~)
- Storm Drainage – Develop a plan and initiate the cleaning of existing culverts and bridge crossings
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible
- ~~Assess~~ Assist KFW with design for the next phase of Turkey Creek, Elm Spring, and Municipal Tract drainage projects. the Preliminary Engineering Reports for Turkey Creek and Elm Spring/City Hall studies.
- ~~Complete Drainage plan culverts at Chimney Rock, Windmill and Bent Oak.~~
- Develop a plan and implement a second rain garden at City Hall and consider plans for other locations
- 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

Maintain strategic partnerships with governmental agencies, and consulting organizations to leverage resources essential to improving quality of service, and efficiency

- Continue to provide assistance to CPS / AT&T during the utility pole replacement during 2019/2020
- Provide locates in a timely manner to ensure less risk of utilities being damaged
- ~~Coordinate with TxDOT the utilities that will need relocated along NW Military prior to the MPO project start (Fall 2020) (Relocate City Hall to Fire Department fiber communications)~~
- Coordinate as required with other service providers (City Public Service, San Antonio Water System, Bexar County, Cable providers, etc.)

Provide excellent municipal services while anticipating future requirements

- Respond in a prompt manner to earn the trust of residents
- Refine and improve the capital equipment schedule
- Assess Public Works requirements vs. resources for consideration of organizational structure / ~~manning~~ **personnel** change ~~or/ increased~~ contracting arrangements for presentation to City Manager / Council
- **Assess utilization of a Utility Task Vehicle (UTV) for maintenance of trails, parks and at City-sponsored events. Include in the Capital Replacement Schedule, saving for future funding.**
- **Replace existing, undersized 12-foot bumper pull trailer with a more usable trailer capable of hauling individual pieces of equipment. Existing trailer to be traded in on replacement or sold outright. Funding provided by monies set aside for the large dump truck replacement which is actually being funded by the TCEQ grant.**
- ~~Replace 2001 chipper due to age with trade in values of existing chipper and undersized/underutilized smaller chipper.~~
- ~~Replace 2012 Gravelly mower with new Grasshopper, reallocate Gravelly mower to fire department.~~

PUBLIC WORKS PERFORMANCE MEASURES:				
Description:	Actual FY17-18	Actual FY18-19	Projected FY19-20	Target FY20-21
Street Repairs (tons of hot mix asphalt):				
In-house	60	36	36	40
Contracted	100	200	0	100
Miles of Streets Crack Sealed	7	7	3	9
Pot Holes Repaired (bags of cold mix used)	12	18	25	25
Number of Signs Replaced	58	33	82	40
Number of Storm Drain Inlets/Channels Cleared	8	26	12	26

Street repairs encompass large areas, generally over 3ft by 3ft section. Pot holes are those repairs smaller than the 3ft by 3ft section.

One ton of hot mix asphalt will fill an area of nine square yards at two inches deep.

A pot hole that is 3ft by 3ft and two inches deep will need four bags of cold mix to fill/repair it.

Fire Department - 604



Mission Statement

The City of Shavano Park Fire Department continuously works to prevent and suppresses fires, educates and rescues citizens, provides emergency medical services, promote public safety and foster community relations to the residences and businesses within Shavano Park in order to provide first-class protection to our citizens, business owners and visitors.

Goals:

- Develop an organization to effectively administer and manage the resources of the Fire Department
- Develop a system for minimizing the impact of disaster and other emergencies on life and property
- Provide an effective Emergency Medical Service system
- Provide an effective Fire Suppression and Prevention Program

Objectives:

- Effectively communicate the Department's mission and vision to employees, partners and stakeholders
- Recognize and scale to changing budgetary, fiscal, and regulatory conditions
- Seek to improve operational efficiency and effectiveness by shaping, enhancing, and adapting to changing circumstances
- Seek to maintain / improve our current ISO rating of 2
- Cultivate and strengthen relationships with stakeholders, governing bodies, and our customers
- Foster a culture that emphasizes and enhances employee health and safety
- Promote a highly motivated and well-trained workforce
- Strive to complete the Texas Best Practice program
- Strive to maintain an average response time under 4 minutes
- Investigate options for a long-term cancer screening plan for fire fighters
- ~~Initiate a training program to certify all existing firefighters as aerial apparatus operators~~ will be completed Aug. 2020
- Reorganize the rank structure to include Battalion Chiefs for improved ISO credit
- Develop a plan to house female firefighter for future hiring possibilities
- Continue compliance and code enforcement of tree ordinance
- ~~Purchase/replace extractor washing machine for firefighting gear~~
- Purchase backup generator to power FD Offices and repair/replace backup generator for truck bays
- ~~Promote administrator to Captain/EMS Director~~
- Develop/implement commendation program for fire personnel
- ~~Widen rear driveway to allow for better access of ladder truck to rear of truck bays~~
- Federally mandated P25 Radio Standard compliance upgrade
- Develop/Implement a fee schedule for fire inspection and plan review

FIRE & EMS PERFORMANCE MEASURES:

Description:	Actual FY17-18	Actual FY18-19	To date FY19-20	Target FY20-21
Overall Average Response Time (Minutes)	4:16	4:08	4:14	4:00
Total Number of EMS Responses	560	559	263	500
Number of EMS Transports	305	235	81	275
Number of Fire Calls for Service	31	24	19	25
Total Number of Responses	1,012	936	395	1,000

Police Department - 605



Mission Statement

The City of Shavano Park Police Department provides for the safety and security of the citizens and visitors of Shavano Park through the implementation of 24-hour proactive and customer-based policing across the City of Shavano Park jurisdiction in order that citizens, business owners and visitors may enjoy the peace and tranquility that the City offers.

Goals:

- Effectively conduct Community-Oriented Policing to provide safety and security of the citizens and visitors of Shavano Park
- Provide proactive enforcement of traffic code, criminal statutes, and city ordinances
- Increase safety of citizens and officers through technology and training
- Reduce potential legal liabilities for City and employees by having a trained and prepared police force
- Publish and execute an annual training plan to increase professional development of employees, improve job performance, and mitigate safety hazards

Objectives:

- Maintain crime rates across the City
- Maintain average police response times to less than 4 minutes
- Continue to assess manning needs for Police Department
- ~~• Purchase one desk computer for patrol crime reporting~~
- ~~• Replace 6 ticket writers and 1 ticket printer, (\$11,363)~~
- ~~• Change job title of "Police Secretary" to "Police Office Manager," to align with all that position's tasks~~
- Continue providing **Effectively provide** the staff quality in-service and outside training opportunities
- Continue to seek positive methods for enhancing Community Policing
- Improve citizen/officer interaction through increasing public contact by use of various social media and web opportunities
- Assess emerging technology for officer safety and efficiency
- Publish monthly crime update
- Update 5 year historical crime assessment
- Continue to pursue grant opportunities
- ~~• Purchase six shotgun vehicle lock mounts (\$10,500)~~
- ~~• Purchase and install four traffic notification signs, two each on DeZavala Road and Lockhill Selma Road at a total cost of \$21,000.~~
- **Purchase two replacement patrol vehicles (Crime Control)**
- **Purchase one replacement Criminal Investigation vehicle (Crime Control)**
- **Purchase exterior body armor carrier system for all sworn staff (Crime Control)**
- **Purchase twelve patrol rifles for duty issue (Crime Control)**
- **Replace 23 portable radios, upgrade 12 mobile radios for P-25 compliance (Capital Replacement)**

POLICE DEPARTMENT PERFORMANCE MEASURES:

Description:	Calendar Year 2017	Calendar Year 2018	Calendar Year 2019	Target 2020
Calls for Service	2,797	2,645	2,263	2,100
Response Time	not measured	not measured	3.5 minutes	< 4 minutes
Citations Written	1,220	1,114	1,208	1,200
Warnings Issued	1,995	1,986	2,066	2,100
# of Offense Reports Generated	161	98	88	90
Number of patrol officers per 1,000 population	3.69	3.69	3.69	3.69

Water Utility Department - 606

Mission Statement

The City of Shavano Park Water Utility Department continuously provides safe and reliable drinking water and maintains essential public water infrastructure for the service connections within Shavano Park in order to provide long-term first-class water utility support to our citizens.

Goals:

- Continually provide safe and reliable drinking water through efficient treatment and delivery of water, meet or exceed environmental and public health standards
- Resource and maintain appropriate equipment and assets
- Improve employee proficiency to include educational training and development opportunities
- Improve water system functions to achieve an efficient operation level while meeting State requirements
- Provide and maintain essential public water infrastructure services while anticipating future requirements

Objectives:

Continually provide safe and reliable drinking water through efficient treatment and delivery of water, exceeding environmental and public health standards

- Maintain 100% compliance of all State and Federal regulations and laws associated with a water system
- Maintain a Superior Water System rating
- Ensure State requirements are met by having ~~all employees~~ **a min of 2 Class C groundwater operators, and 2 Class D water license operators within the** Water Department ~~certified and licensed in groundwater operations~~
- Educate the public while implementing the backflow prevention program approved by Council in accordance with an appropriate strategy
- ~~Inventory~~ **Monitor** all backflow devices within the water system **for compliance with City ordinance and TCEQ requirements**
- **Pass TCEQ Audit in 2021; inspections are every 3 years, last inspection was May 2018**

Resource and maintain appropriate equipment and assets

- Maintain enough money in reserve to handle emergencies, and cushion for low water consumption years (approx. \$500K)
- Annually re-evaluate adequacy of Edwards water rights and Trinity resources
- Continue to replace meters that have registered approximately 2 million gallons
- Actively apply for grants/funding for other equipment that would make crews more efficient
- Continue working with KFW (City Engineer) to initiate a geographic information system (GIS) program to include utilities, streets, and drainage information
- Continue preparing a schedule based on needs to replace all undersized water mains within the system
- Based on power supply needs, initiate applying for grants to pay a portion of or all costs for installation of emergency power supply (generators) for City ~~buildings~~ **facilities**

- ~~Actively support~~ Consider a water rate study to determine if the tiered water rates / water service fee should be restructured/increased

Improve employee quality to include educational training and development opportunities.

- Provide additional quality educational opportunities and send crews to classes to earn credits to upgrade and improve knowledge of water systems
- Continue to have a safe working environment and maintain the safety and training program on all equipment and water system functions
- Maintain a safe working environment and a zero (0) lost time accident rate, initiate lost accident tally board.
- Improve the preventative maintenance program by establishing a tracking schedule for each piece of equipment/vehicle and when they should be replaced

Improve water system functions to achieve an efficient operation level and meet State requirements

- ~~Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank~~
- Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- Work with TxDOT ~~on preliminary reports for~~ to prepare relocating portions of the water mains on NW Military ~~prior to job bid for~~ during MPO project construction starting in February 2021
- 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
- Stay current on new and proposed TCEQ water system requirements.
- Propose updates for Shavano Park Ordinances to meet all TCEQ and pertinent Edwards Aquifer Authority requirements
- Achieve annual water loss of less than 5%
- Respond to all water system complaints within one service day. Provide summary of complaints and resolutions to Water Advisory Committee
- Raise / install 5 fire hydrants with valves to proper height for Fire Department access per year
- Prepare drainage culvert to install boxes for crossing the creek to Well site # 8
- Consider outsourcing printing water utility bills
- Televis and investigate options of some or all wells not in production, evaluate possibilities to place back in production or plug. (Wells #1, #2, #3, and #4)
- Inspect all valves along NW Military prior to start of construction, repair/replace/install valves where needed to reduce number of residents that will be impacted during water line replacement.

Provide and Maintain essential public water infrastructure and services while anticipating future requirements.

- Develop and execute a fiscally responsible budget that meets mission requirements
- Update the capital equipment replacement schedule. (Water system, pumps, motors, VFD's, water mains, and hydrants)
- Maintain quality of new SCADA system and entire water system as changes and repairs are accomplished; ~~update computers operating systems to Windows 10.~~

WATER UTILITY FUND PERFORMANCE MEASURES:				
Description:	Actual FY17-18	Actual FY18-19	Projected FY19-20	Target FY20-21
Number of Water Meters Installed	39	76	100	100
Number of Fire Hydrants Maintained or Repaired	5	10	8	5
Number of Dead End Mains Flushed	17	15	15	15
Number of Taste and Odor Complaints	31	26	7	0
Lost Water Ratio	4.46%	6.62%	4.03%	5.00%

The Shavano Park Water Utility has approximately 711 customers and provides water service only, no sanitary sewer.

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

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 Cliffside 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 resourcee
- 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 Cliffside 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~~ **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 10, 2020

Agenda item: 5.4

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

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

Attachments for Reference:

1) Proposed FY 2020-21 Budget Calendar

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.

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

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

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 6th.

COURSES OF ACTION:

- 1) Review the remainder of the proposed dates and highlight any with possible conflicts. Confirm Wednesday, July 15th workshop, Thursday, August 6th and Wednesday, August 12th special council meetings.
- 2) Accept the Budget Calendar as submitted or provide further guidance for remainder of the Budget Calendar

FINANCIAL IMPACT: N/A

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
Monday 11 May	Brief Water Advisory Committee FY 2020-21 Goals and Objectives
Monday 8 June	Water Advisory Committee Meeting / Budget Workshop (Revenues, G&O)
Wednesday 10 June	Council Workshop 5:00pm – Set Initial Goals, Objectives, and Budget Guidance
8-19 June	Prepare Revenues for Preliminary Budget
Monday 22 June	Council Workshop - Budget Basics and Staff Analysis of Council Objectives / Compensation Analysis 4:30pm (before regular City Council meeting)
Monday 13 July	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
Wednesday 15 July	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
Tuesday 28 July (T)	Water Advisory Committee Meeting – Recommendation of Initial Water Fund Budget
Thursday 6 August	Special Council Meeting 5:30pm - <ul style="list-style-type: none">- City Manager Submits Proposed FY 2020-21 Budget (No anticipated Council action)- Receive No-New-Revenue and Voter-Approval Tax Rate Calculations
Wednesday 12 August	Special Council Meeting / Workshop 5:30pm <ul style="list-style-type: none">- Discuss tax rate; if proposed tax rate will exceed the No-New-Revenue Rate, take record vote and schedule Public Hearing.
Tuesday 18 August	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)
Monday 24 August	Budget Work Shop 5:30pm / Regular Council Meeting
Wednesday 26 August	Publication Notice of 1 st and 2 nd Budget Reading
Monday 14 September	Special Council Meeting 6:30pm – <ul style="list-style-type: none">- 1st Reading of Budget/Public Hearing- Schedule and announce meeting to adopt tax rate 3-14 days from this date.
Monday 21 September	Regular Council Meeting (a week early)– <ul style="list-style-type: none">- 2nd Reading of Budget/Public Hearing- Adopt Budget by Ordinance- Levy Tax Rate by Resolution and take record vote