

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

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Regular Meeting on Monday, May 10, 2021 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.

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 10, 2021 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 YouTube website or app from your computer, tablet or smartphone at: <https://youtu.be/QPYGo6h4nKQ>

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-833-548-0282 and requires access code 927-9733-2999. 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 210-581-1116.

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 citysecretary@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.**

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

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

4. CITY COUNCIL COMMENTS

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

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

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

- 5.1. Proclamation - Recognition of Judge Stephen J. Takas for exceptional service and leadership as Municipal Judge for the City of Shavano Park from May 1993 through April 2021.**
- 5.2. Proclamation - In support of the Ransomed Life organization whose mission is to equip and empower youth to experience freedom and purpose in order to see every exploited youth redeemed and restored.**
- 5.3. Recognition - Alderman Bob Heintzelman, Michele Ross, and Mike Colemere - Service to the City of Shavano Park**

6. REGULAR AGENDA ITEMS

- 6.1. Discussion / action - Resolution No. R-2021-007 canvassing the 2021 General Election - City Council**
- 6.2. Oath of Office - Newly Election Officials - City Secretary**
- 6.3. Discussion / action - Appointment of Mayor Pro Tem - City Council**
- 6.4. Discussion / acceptance - Preliminary Subdivision Plat & Replat of Pond Hill Garden Villas Unit 2 being a total of 8.641 acre tract of land out of a 46.94 acre tract described as Tract 3 in a Deed to Rogers Shavano Park Unit 18/19, LTD., and partially platted as Lot 1700, Block 21, 1604/Pond Hill Restaurant - City Manager**
- 6.5. Discussion / action - Overview of the Compensation Project, present compensation study recommended market cities to City Council and obtain Council decision on cities and on desired level of competitiveness - Katherine Ray**
- 6.6. Discussion / action - Discussion / action - Approval of Ordinance O-2021-004 amending the FY 2020-21 Budget to adjust the revenues, expenditures and utilization of fund balance to include resourcing General Fund Development Fees, Compensation Study, General Fund contract labor, City Hall generator project, final project costs for the drainage projects on Bent Oak, Chimney Rock and Windmill, Pavilion gutters and other items, and water system infrastructure repairs to Huebner Pump #2, Well #7 rehabilitation, Well #8 rehabilitation and Well #4 fencing. (Final Reading) - City Manager / Finance Director**
- 6.7. Discussion / action - Maintenance of the easements / median of Lockhill Selma Road - City Manager**
- 6.8. Annual Budget Calendar - City Manager / Finance Director**

- 6.9. Discussion / action - Accept Buddy Aleman's resignation from the Planning & Zoning Commission; consider appointment to fill vacancy - City Manager / Chairman Aleman**

7. CITY MANAGER'S REPORT

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

7.1. Building Permit Activity Report

7.2. Fire Department Activity Report

7.3. Municipal Court Activity Report

7.4. Police Department Activity Report

7.5. Public Works Activity Report

8. CONSENT AGENDA

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

8.1. Approval - Regular City Council Minutes, April 26, 2021

8.2. Approval - Special City Council Minutes, April 26, 2021

8.3. Accept - Planning and Zoning Commission Minutes, April 7, 2021

8.4. Approval - Resolution R-2021-008 by the City Council of the City of Shavano Park, Texas appointing members to the Board of Directors of the City of Shavano Park, Texas Higher Education Facilities Corporation; and other matters in connection therewith

8.5. Approval - Ordinance O-2021-005 amending Chapter 6 – Buildings and Building Regulations of the City of Shavano Park Code of Ordinances to adopt the 2018 editions of the International Construction Codes and the 2017 National Electric Code as the building Technical Codes for the City (final reading)

9. ADJOURNMENT

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

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

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

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

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

CERTIFICATE:

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 4th day of May 2021 at 5:15 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, www.shavanopark.org, in compliance with Chapter 551, Texas Government Code.

Trish Nichols
City Secretary

POTENTIAL FUTURE AGENDA ITEMS

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

- a. Revisions to Employee Handbook - (June / July)**
- b. Resolution adopting City Policy - City Publications – Open**
- c. Police Chief Gene Fox’s six month assessment of Police Department - June**
- d. Approval of Financial Account Signatures - Annual June**
- e. Annual Compensation Review - Annual June Workshop**
- f. City Secretary Trish Nichols’ six month assessment of City Secretary / Human Resources - July**
- g. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities - February / August**
- h. City Council adoption of organizational chart - Annual August**
- i. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- j. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**
- k. Ordinance approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019a - Annual September**
- l. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September**
- m. Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September**
- n. Selection - Boards, Commissions, and Committees - Annual September**
- o. Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Holiday / Picnic in the Park) - Annual September / October**
- p. Resolution ____ designating the San Antonio Express News as the City of Shavano Park’s**

official newspaper for posting of public notices for the City as required by law - Annual October

- q. Disposal of City Equipment / Furniture - Annual October
- r. Adoption of Official City Holiday Schedule - Annual November
- s. Approval of the yearly tax roll - Annual November
- t. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February
- u. Records Retention Policy - Annual January
- v. Appointment of Council Appointed Positions - Annual January
- w. Annual Crime Report – Annual January
- x. Crime Control Prevention District funding placed on ballot - January 2024
- y. Street Maintenance Fund funding placed on the ballot - January 2022
- z. Shavano Park Police Department Racial Profiling Report - Annual January/February
- aa. City of Shavano Park Investment Policy - Annual February
- bb. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August
- cc. Revisions to Employee Handbook - Annual February
- dd. FY 2021 - 22 Budget Amendment (Annual February or March)
- ee. Set City Manager Annual Performance and Salary Review for April – Annual March
- ff. Considerations for moving the May City Council meeting – Annual March / April
- gg. City Manager Annual Review / Salary for April - Annual April
- hh. Arbor Day Proclamation – Annual April
- ii. Consideration for calling a Special Meeting to Canvass the May Elections and/or to reschedule the Regular City Council Meeting - Annual April
- jj. Annual Budget Calendar - Annual May

kk. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May

**ll. Annual update on bond revenue opportunities by Bond Counsel – Annual May
mm.**

CITY OF SHAVANO PARK

PROCLAMATION

We are here this evening to express our appreciation and to honor the dedicated, selfless service as Municipal Court Judge by Stephen P. Takas Jr. to the citizens of Shavano Park, Texas; and

WHEREAS, Judge Takas has served the citizens of Shavano Park as Municipal Court Judge from May 1993 through April 2021; and

WHEREAS, Judge Takas has been licensed to practice law by the Supreme Court of the State of Texas since 1968 and certified by the Texas Board of Legal Specialization in Criminal Law since 1975; and

WHEREAS, Judge Takas has served as a member of the Texas State Bar, Criminal Law and Procedure Section, General Practice Section, Municipal Judges Section and Probate Section; and

WHEREAS, Judge Takas and his beautiful bride, Majie Dietze Takas, have been married over 50 years and have been blessed with two children and two grandchildren; and

WHEREAS, on behalf of the entire City Council, I want to express my sincere appreciation to Judge Takas for his exceptional service to the City of Shavano Park and wish him much happiness and success as he begins this new chapter in his life.

NOW, THEREFORE, I, Robert Werner, Mayor of the City of Shavano Park, do hereby proclaim Monday, May 10, 2021, as:

“STEPHEN P. TAKAS JR. DAY”

in the City of Shavano Park, and urge all citizens and City employees to join me in congratulating Judge Takas for his outstanding career with the City of Shavano Park and wishing him many continued years of happiness and good health.

PROCLAIMED this 10th day of May 2021.

Robert Werner, Mayor

CITY OF SHAVANO PARK

PROCLAMATION

We are here this day in support of the mission of Ransomed Life to equip and empower exploited youth to experience freedom and purpose.

WHEREAS, *Ransomed Life was birthed from a tragic story of a 14-year-old, who was trafficked here in San Antonio, which occurred about the time that sex trafficking was just beginning to be talked about and recognized as a problem in the United State;, and*

WHEREAS, *At this time there were no resources for trafficking survivors; and*

WHEREAS, *Ransomed Life was formed when the mother of the 14-year-old girl and her counselor decided that something had to be done to help survivors; and*

WHEREAS, *Ransomed Life originally started as a mentor program in 2015 with trained women walking alongside the survivors; and*

WHEREAS, *Ransomed Life has since grown its mentor program, added a full counseling program and become one of the leading experts in Sex Trafficking awareness in San Antonio; and*

WHEREAS, *The ultimate goal of Ransomed Life is to see every exploited youth redeemed and restored.*

NOW THEREFORE BE IT PROCLAIMED, *I, Robert B. Werner, Mayor of the City of Shavano Park, Texas, hereby proclaim the month of May 2021, as*

“RANSOMED LIFE AWARENESS MONTH”

in the City of Shavano Park, and urge all citizens and employees to join the City Council in our support of the battle against Sex Trafficking

PROCLAIMED *this 10th day of May, 2021.*

Robert Werner
Mayor

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 6.1

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action – Resolution No. R-2021-007 canvassing the 2021 General Election – City Council

☒

Attachments for Reference – Resolution No. R-2021-007

BACKGROUND / HISTORY: On January 25, 2021 - City Council ordered the May 1, 2021 General Election for the purpose of electing a Mayor and two (2) Aldermen.

DISCUSSION:

City Council will take action on the R-2021-007 canvassing the General Election called for the purpose of electing a Mayor and two Aldermen.

NOTE: On May 6, 2021 the Elections Administrator at Bexar County, Jacque Callanen, emailed Trish Nichols, City Secretary, a final summary results report of all ballots tabulated. The numbers stayed the same for Mayor and the two Alderman.

COURSES OF ACTION: Approve Resolution R- 2021-007 canvassing the General Election.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION – Approve Resolution No. R-2021-007 canvassing the General Election

A RESOLUTION AND ORDER CANVASSING THE RETURNS AND DECLARING THE OFFICIAL RESULTS OF A GENERAL ELECTION TO ELECT ONE MAYOR AND TWO ALDERMEN.

There came to be considered the returns of an election held on May 1, 2021 for the purpose of electing one Mayor and two Aldermen, and it appearing from said returns, duly and legally made, that each of the candidates in said election received the following votes:

Race/Name	Early Voting	Election Day	Absentee	Total
<u>Mayor, Full Term</u>				
David Marne	177	74	5	256
Bob Werner	336	137	8	481
M.J. Smoot	52	39	1	92
<u>Alderman, Full Term</u>				
Pete Miller	341	139	5	485
Albert T. Aleman	256	94	7	357
Michele Bunting Ross	201	109	7	317

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

That the election was duly called; that notice of said election was given in accordance with law and that said election was held in accordance with law; Bob Werner was elected as Mayor and Pete Miller and Albert T. Aleman were elected to the City Council. Said above named parties are hereby declared duly elected to said respective offices, subject to the taking of their oaths of office as provided by the laws of the State of Texas and the City of Shavano Park, Texas.

It is further found and determined that in accordance with the order of this governing body that the City Secretary posted written notice of the date, place and subject of this meeting on the bulletin board located at the City Hall, a place convenient to the public, and said notice having been so posted and remaining posted continuously for at least 72 hours preceding the date of this meeting. A copy of the return of said posting shall be attached to the minutes of this meeting and shall be made a part thereof for all intents and purposes.

PASSED AND APPROVED by the City Council of the City of Shavano Park this the 10th day of May, 2021.

MAYOR

Trish Nichols, City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 6.2

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Oath of Office – Newly Elected Officials – City Secretary

☒

Attachments for Reference: 1) N/A

BACKGROUND / HISTORY:

DISCUSSION:

City Secretary will ask the newly elected officials to step forward and take the Oath of Office.

COURSES OF ACTION:

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 6.2

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action – Appointment of Mayor Pro Tem - City Council



Attachments for Reference: 1) N/A

BACKGROUND / HISTORY:

As per the City of Shavano Park Code of Ordinances:

Sec. 2-27. - Mayor Pro Tempore.

At the first meeting of each new City Council, or as soon thereafter as practicable, one of the Aldermen shall be elected Mayor Pro Tempore, who shall hold office for one year. In the case of the failure, inability or refusal of the Mayor to act, the Mayor Pro Tempore shall perform the duties of the Mayor. When serving as Mayor as the presiding officer at City Council meetings, the Mayor Pro Tempore shall have the same rights and privileges and shall be entitled to vote on all matters. In the case of absence from the City or the failure, inability, or refusal of both the Mayor and the Mayor Pro Tempore to perform the duties of Mayor, the City Council may, at a City Council meeting, by a vote of three affirmative votes, select an acting Mayor Pro Tempore, who shall serve as Mayor with all the powers and privileges of Mayor until either the Mayor or Mayor Pro Tempore shall resume his duties of office. When such Acting Mayor Pro Tempore is serving as the presiding officer at City Council meetings, he shall have all the powers set forth in this section and in chapter 12, pertaining to elections, and shall be entitled to vote on all matters.

(Ord. No. 4, § 14, 2-20-1989)

DISCUSSION:

Council will appoint a Council Member to serve as Mayor Pro Tem for a one-year term.

COURSES OF ACTION: Appoint a Mayor Pro Tem for a one-year term.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: To appoint a _____ to serve as Mayor Pro Tem for a one-year term.

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 6.4

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / acceptance - Preliminary Subdivision Plat & Replat of Pond Hill Garden Villas Unit 2 being a total of 8.641 acre tract of land out of a 46.94 acre tract described as Tract 3 in a Deed to Rogers Shavano Park Unit 18/19, LTD., and partially platted as Lot 1700, Block 21, 1604/Pond Hill Restaurant - City Manager

X

Attachments for Reference:

- 1) 6.4a Preliminary Plat + Replat
- 2) 6.4b Preliminary Plat + Replat Checklist
- 3) 6.4c MXD Site Plan Map
- 4) 6.4d City Engineer Review Letter

BACKGROUND / HISTORY: At time of publishing this summary sheet the P&Z Commission has not reviewed the Preliminary Plat. The packet will be updated once P&Z reviews on May 5, 2021.

On April 7, 2021 City Staff met with Pape-Dawson Engineering for a plat conference to kick-off the City staff and City Engineer *Administrative Completeness Review*.

Eight (8) property owners within 500 feet of the proposed Replat action were notified by letter of the P&Z public hearing on April 21, 2021. If the Replat is approved by the Commission, those property owners will again be notified of Commission approval, as required by City Ordinance (and Texas Law).

On April 30, 2021 the City Engineer completed their administrative completeness review of the preliminary plat and provided comments to be addressed before review by the Planning & Zoning Commission. On April 28, 2021 the City staff completed their administrative completeness review of the preliminary plat with no comments. On April 30, 2021 the Preliminary Plat was officially filed.

DISCUSSION: Pape-Dawson did not have time to produce a formal response letter. Pape-Dawson will have a response letter and updated plat ready for Commission review the night of the meeting.

This plat & replat is one action and creates the second subdivision of Pond Hill Garden Villas. The property is currently zoned a Mixed Use District (MXD). This plat would establish 19 new residential lots in Pond Hill Garden Villas.

This plat, in addition to platting new land, replats a portion of Lot 1700 in 1604/Pond Hill Restaurant by adding a small corner portion of the existing lot to Pond Hill Garden Villa's residential lots. The plat and replat actions are combined on a single plat document. The City Engineer advised staff that this is a common engineering practice. Staff handled public notices for a replat as normal and assessed Replat and Plat fees to account for both actions.

COURSES OF ACTION: Approve Preliminary Plat & Replat as submitted, approve conditionally or decline approval and provide further guidance to City Staff.

REMINDER: The Planning & Zoning Commission is the final approval authority for all plats in the City of Shavano Park per Ordinance O-2019-012 approved by City Council at the September 23, 2019 meeting. The plat is presented to City Council for review and comment.

FINANCIAL IMPACT: Revenues of \$1,550 for preliminary plat and \$1,350 for replat (\$2,900)

MOTION REQUESTED: Approve Preliminary Plat and Replat of Pond Hill Garden Villas Unit 2.

BEING A TOTAL OF 8.641 AC TRACT OF LAND OUT OF A 4.694 ACRE TRACT DESCRIBED AS LOT 31 IN A DEED TO ROGERS SHAVANO PARK UNIT 1819, LTD., RECORDED IN VOLUME 10075, PAGES 1609-1624 OF THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, PARTIALLY PLATTED AS LOT 1700, BLOCK 21, 1604/POND HILL RESTAURANT, RECORDED IN VOLUME 9704, PAGE 131, DEED AND PLAT RECORDS OF BEXAR COUNTY TEXAS, SITUATED IN THE COLLIN C. MCCRAE SURVEY NO.391, ABSTRACT 482, COUNTY BLOCK 4782, AND THE WM. HOTCHKISS SURVEY NO. 77, ABSTRACT 336, COUNTY BLOCK 4783, SHAVANO PARK, BEXAR COUNTY, TEXAS

SCALE: 1" = 100'

A horizontal scale bar with tick marks at 0', 100', 200', and 300'. The bar is divided into four equal segments, each representing 75 feet. The segments are colored in a repeating pattern: black, white, black, white, black, white, black, white.

SAN ANTONIO | AUSTIN | HOUSTON | FORT WORTH | DALLAS
2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000
TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028806
DATE OF PREPARATION: May 5, 2021

STATE OF TEXAS
COUNTY OF BEXAR

THE OWNER OF LAND SHOWN ON THIS PLAT, IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC, EXCEPT AREAS IDENTIFIED AS PRIVATE OR PART OF AN ENCLAVE OR PLANNED UNIT DEVELOPMENT, FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

OWNER/DEVELOPER: ROGERS SHAVANO PARK UNIT 18/19, LTD
LLOYD A. DENTON, JR
11 LYNN BATTIS LANE, SUITE 100
SAN ANTONIO, TEXAS 78247
(210)828-6131

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED LLOYD A. DENTON, JR KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS DAY OF _____, A.D. 20 ____.

NOTARY PUBLIC, BEXAR COUNTY, TEXAS

THIS PLAT OF POND HILL GARDEN VILLAS UNIT 2 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH PLANNING AND ZONING COMMISSION.

DATED: THIS THE _____ DAY OF _____ A.D. 20 _____.

BY: _____ CHAIRMAN

BY: _____ CITY CLERK

THIS PLAT OF POND HILL GARDEN VILLAS UNIT 2 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED: THIS _____ DAY OF _____ A.D. 20 _____.

BY: _____ MAYOR

BY: _____ CITY CLERK



CPS NOTES:

THE CITY OF SAN ANTONIO AS PART OF ITS ELECTRIC, GAS, WATER, AND WASTEWATER SYSTEMS - CITY PUBLIC SERVICE BOARD (CPS ENERGY) AND SAN ANTONIO WATER SYSTEM (SAWS) - IS HEREBY DEDICATED EASEMENTS AND RIGHTS-OF-WAY FOR UTILITY, TRANSMISSION AND DISTRIBUTION INFRASTRUCTURE AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS "ELECTRIC EASEMENT," "ANCHOR EASEMENT," "SERVICE EASEMENT," "OVERHANG EASEMENT," "UTILITY EASEMENT," "GAS EASEMENT," "TRANSFORMER EASEMENT," "WATER EASEMENT," "SANITARY SEWER EASEMENT" AND/OR "WASTEWATER EASEMENT" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, MAINTAINING, REMOVING, INSPECTING, PATROLLING, AND ERECTING UTILITY INFRASTRUCTURE AND SERVICE FACILITIES FOR THE REASONS DESCRIBED ABOVE. CPS ENERGY AND SAWS SHALL ALSO HAVE THE RIGHT TO RELOCATE SAID INFRASTRUCTURE AND SERVICE FACILITIES WITHIN EASEMENT AND R.O.W. AREAS, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT LANDS FOR THE PURPOSE OF ACCESSING SUCH INFRASTRUCTURE AND SERVICE FACILITIES AND THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR MAY INTERFERE WITH THE EFFICIENCY OF THE SERVICE FACILITIES. THE SERVICE FACILITIES SHALL INCLUDE, BUT NOT BE LIMITED TO, SANITARY SEWER FACILITIES, WATER FACILITIES, GAS FACILITIES, NO BUILDING, STRUCTURE, CONCRETE SLABS, OR WALLS WILL BE PLACED WITHIN EASEMENT AREAS WITHOUT AN ENCROACHMENT AGREEMENT WITH THE RESPECTIVE UTILITY.

2. ANY CPS ENERGY OR SAWS MONETARY LOSS RESULTING FROM MODIFICATIONS REQUIRED OF CPS ENERGY OR SAWS INFRASTRUCTURE AND SERVICE FACILITIES, LOCATED WITHIN SAID EASEMENTS, DUE TO GRADE CHANGES OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATIONS.

3. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE TV EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED HEREON.

4. CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN LOTS ARE SERVED ONLY BY UNDERGROUND ELECTRIC AND GAS FACILITIES.

5. ROOF OVERHANGS ARE ALLOWED WITHIN THE FIVE (5) AND TEN (10) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY UNDERGROUND ELECTRIC AND GAS FACILITIES ARE PROPOSED OR EXISTING WITHIN THOSE FIVE (5) AND TEN (10) FOOT WIDE EASEMENTS.

SAWS IMPACT FEE:

WATER AND/OR WASTEWATER IMPACT FEES WERE NOT PAID AT THE TIME OF PLATTING FOR THIS PLAT. ALL IMPACT FEES MUST BE PAID PRIOR TO WATER METER SET AND/OR WASTEWATER SERVICE CONNECTION.

SAWS WASTEWATER EDU:

THE NUMBER OF WASTEWATER EQUIVALENT DWELLING UNITS (EDU'S) PAID FOR THIS SUBDIVISION PLAT ARE KEPT ON FILE UNDER THE PLAT NUMBER AT THE SAN ANTONIO WATER SYSTEM.

STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN THIS PLAT TO THE MATTERS OF STREETS, LOTS AND DRAINAGE LAYOUT. TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE UNIFIED DEVELOPMENT CODE, EXCEPT FOR THOSE VARIANCES GRANTED BY THE SHAVANO PARK PLANNING & ZONING COMMISSION.

STATE OF TEXAS
COUNTY OF BEXAR

I HEREBY CERTIFY THAT THE ABOVE PLAT CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY PAPE-DAWSON ENGINEERS, INC.

PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY
PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A
FINAL SURVEY DOCUMENT.

REGISTERED PROFESSIONAL LAND SURVEYOR



1712
(0.258 AC)
OPEN SPACE
PERMEABLE



LOT 1701, BLOCK 21, CB 4782
1604/POND HILL RESTAURANT
(VOL. 9704, PG. 131, DPR)

REMAINDER OF 46.94 ACRES
ROGERS SHAVANO PARK
UNIT 18/19, LTD.
(VOL. 10075, PG. 1609-1624 O.P.R.)

WM. HOTCHKISS SURVEY
SURVEY NO 77
ABSTRACT 336
COUNTY
BLOCK 4783

N: 13764839.80
E: 2106730.39

LOT 2270, BLOCK 21
AVANO PARK TENNIS CENTER
(VOL. 9589, PG. 43, DPR)

N: 13764731.33
F: 2106041.03

DETAIL "A"
(SEE THIS SHEET)

1712
(0.258 AC)
OPEN SPACE
PERMEABLE

±381' TO THE INTERSECTION
OF POND HILL RD & BEDINGFELD DR

PLAT NOTES APPLY TO EVERY PAGE
OF THIS MULTIPLE PAGE PLAT

CITY OF SHAVANO PARK

Preliminary Plat Submittal Checklist

This checklist is to be completed by the developer or his representative and submitted with the preliminary plat and accompanying data. If any areas are incomplete, the plat will not be accepted. Any items labeled N/A must be explained in writing. Shavano Park City Council has asked that all plats be submitted to the City with a brief description of the purpose of the plat or re-plat. Also requested is that an electronic version be sent to the City Secretary at citysecretary@shavanopark.org. This checklist does not supersede the City of Shavano Park Development Ordinances.

Name of Subdivision:	<u>Pond Hill Garden Villas Unit 2</u>
Proposed Use of Property:	<u>Residential / Commercial</u>
Property Description:	<u>Approximately 0.25 miles west of NW Military Highway and</u>
(Lot & block, address or location)	<u>Pond Hill Road intersection.</u>

Owner		Engineer	
Name:	<u>Rogers Shavano Park Unit 18/19, Ltd.</u>	Name:	<u>Pape-Dawson Engineers, Inc.</u>
Address:	<u>11 Lynn Batts Lane, Suite 100</u>	Address:	<u>2000 NW Loop 410</u>
	<u>San Antonio, TX 78218</u>		<u>San Antonio, TX 78213</u>
Phone:	<u>(210) 828-6131</u>	Phone:	<u>(210) 375-9000</u>
Fax:	<u>(210) 828-6137</u>	Fax:	<u>(210) 375-9010</u>
Email:	<u>laddiedenton@bitterblue.com</u>	Email:	<u>blindholm@pape-dawson.com</u>

Current Zoning:	<u>MXD</u>	Total Acreage:	<u>8.639</u>
Total Platting Fees:	<u>\$2,900.00</u>	Developable Acreage:	<u>6.508</u>
(Coordinate with Staff)		Greenbelts & Drainage Acreage:	<u>2.131</u>

S.A.W.S. Sewer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Septic System	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
S.A.W.S. Water	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Shavano Park Water	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Yes	No	N/A
1. This is an original plat of property	<u>x</u>	<u> </u>	<u> </u>
2. This is a replat of an existing plat	<u>x</u>	<u> </u>	<u> </u>
3. If item 1 was answered "No," then:	<u> </u>	<u> </u>	<u> </u>
a. this is a vacate and replat	<u> </u>	<u> </u>	<u> </u>
b. this is a replat with out vacating	<u>x</u>	<u> </u>	<u> </u>
c. this is an amending plat	<u> </u>	<u> </u>	<u> </u>
d. this is a minor plat	<u> </u>	<u> </u>	<u> </u>
4. If item 1 was answered "No," a copy of the original plat is included in the submittal	<u>x</u>	<u> </u>	<u> </u>
5. The plat is of a Planned Unit Development District (PUD)	<u> </u>	<u>x</u>	<u> </u>
6. If item 5 was answered "Yes" then include on plat PUD development standards that differ from the base zoning district development standards and include "PUD" in the subdivision name	<u> </u>	<u> </u>	<u>x</u>

7.	Is a digital copy of plans, plat, forms, and/or letter included in the submittal?	<u>X</u>	<u> </u>	<u> </u>
The following items pertain to the proposed preliminary drawing:		Yes	No	N/A
8.	This subdivision is one phase of a larger development	<u> </u>	<u>X</u>	<u> </u>
9.	If item 5 was answered "Yes," a PUD plan is included in this submittal	<u> </u>	<u> </u>	<u>x</u>
10.	Some portion of this property is located over the Edwards Recharge Zone	<u>X</u>	<u> </u>	<u> </u>
11.	If Item 10 was answered "Yes," a Water Pollution Abatement Plan (WPAP) has been prepared for this site	<u>X</u>	<u> </u>	<u> </u>
12.	This site requires offsite drainage or utility improvements	<u> </u>	<u>X</u>	<u> </u>
13.	If item 12 was answered "Yes," 3 copies of the construction plans are included with cost estimate	<u> </u>	<u> </u>	<u>x</u>
14.	The plat is drawn on an 18"x 24" sheet (not a 24"x 36" sheet as incorrectly stated on City Code)	<u>X</u>	<u> </u>	<u> </u>
15.	15 Folded copies of the plat are included	<u>X</u>	<u> </u>	<u> </u>
16.	The plat contains the names, addresses, and Contact information of the owner and engineer	<u>X</u>	<u> </u>	<u> </u>
17.	The plat shows complete bearings and distances on all lot line and easements	<u>x</u>	<u> </u>	<u> </u>
18.	The plat shows the location of the subject property in relation to an original survey corner or public street intersection	<u>X</u>	<u> </u>	<u> </u>
19.	The plat illustrates and identifies all adjacent properties including recording information	<u>X</u>	<u> </u>	<u> </u>
20.	The plat contains the total acreage being platted and individual lot acreage	<u>X</u>	<u> </u>	<u> </u>
21.	The plat shows location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public right-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries	<u>X</u>	<u> </u>	<u> </u>
22.	The plat shows location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, and other sites within or contiguous with the subdivision	<u>X</u>	<u> </u>	<u> </u>
23.	The plat shows location, dimensions, description, and name of all proposed streets, alleys, parks, public areas reservations, easements or other rights-of-way, blocks, lots and other sites within the subdivision	<u>X</u>	<u> </u>	<u> </u>

The following items pertain to the proposed preliminary drawing:		Yes	No	N/A
24.	The plat shows the date of preparation, scale of plat and North arrow	<u>X</u>	<u> </u>	<u> </u>
25.	The plat shows the topographical information with contour lines on a basis of two (2) vertical feet in terrain with an average slope of five percent (5%)	<u>X</u>	<u> </u>	<u> </u>
26.	The plat shows a number or letter to identify each lot or site and each block. Said number shall be coordinated by the developer with the Clerk of Bexar County to prevent duplication	<u>X</u>	<u> </u>	<u> </u>
27.	The plat shows front building setback lines on all lots and sites. Side yard building setback lines at street intersection and crosswalk ways and rear building setback lines.	<u>X</u>	<u> </u>	<u> </u>
28.	The plat addresses the required landscape buffer in accordance with Table 6 of the Code of Ordinances	<u> </u>	<u> </u>	<u>X</u>
29.	The plat shows location map at a scale of not more than 4000 feet to an inch which shall show existing adjacent subdivisions and major streets	<u>X</u>	<u> </u>	<u> </u>
30.	The plat shows existing flood plain boundaries	<u>X</u>	<u> </u>	<u> </u>
31.	The proposed platted property is compliant with current zoning regulations	<u>x</u>	<u> </u>	<u> </u>

I certify that the above statements are true to the best of my knowledge and I further certify that I have read the City of Shavano Park Development Ordinances and this plat meets said ordinances except as notes.

Submitted by: Burt J. H. Date: 4/21/21

Accepted by: [Signature] Date: 4/21/21




City Staff Reviewed

City Secretary: [Signature] Date: 4/28/2021

Fire Marshal: [Signature] Date: 4/26/21

Public Works / Water Director: [Signature] Date: 4-28-21




Land Use Code:

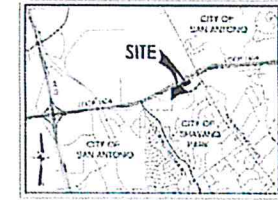
	Residential
	Commercial
	Private Open Space

Land Use Summary:

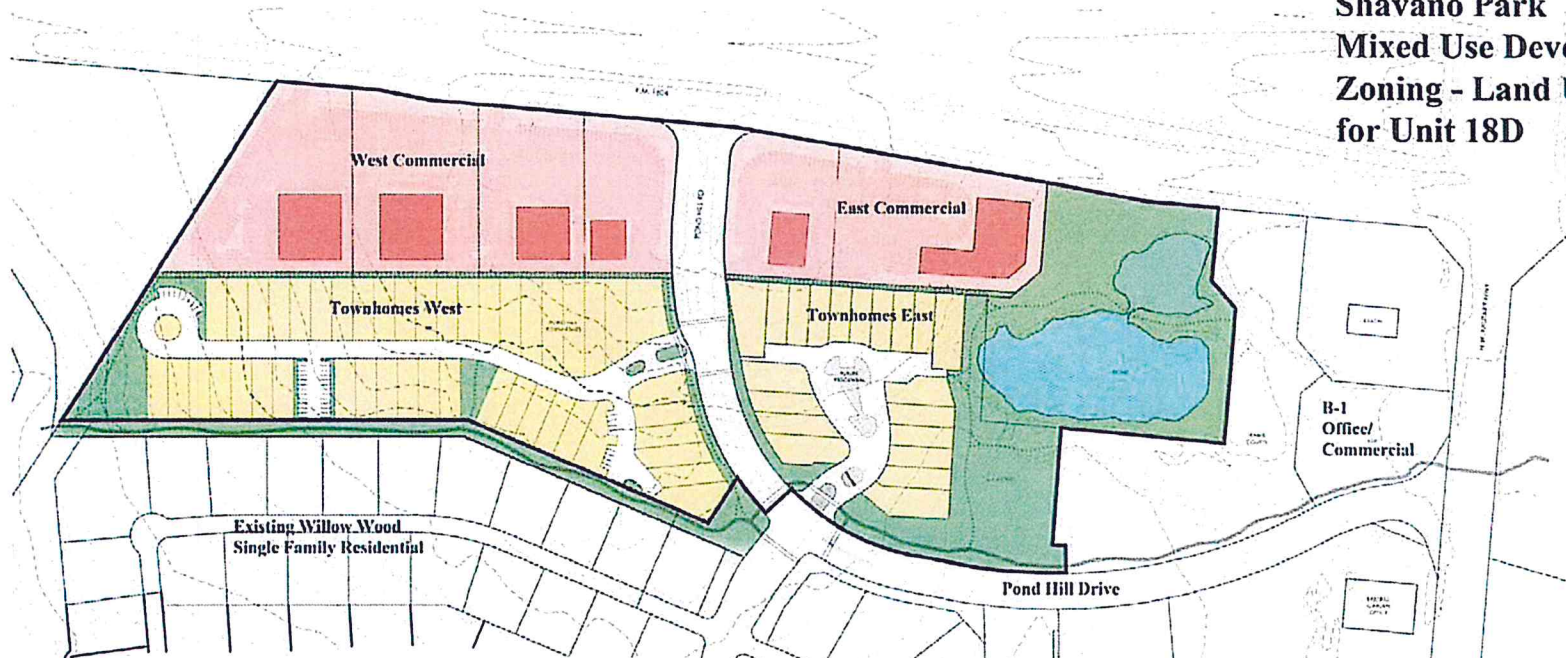
Residential			
Townhomes, East	20 d.u.'s	on	6.4 acres
Townhomes, West	46 d.u.'s	on	8.1 acres
Commercial			
East	(+/-) 27,000sf	on (+/-) 3.5 acres	
West	(+/-) 45,000sf	on (+/-) 6.8 acres	

Legend:

	MXD Zoning Boundary
	6' Multi-Use Pathway
	Potential Lot Lines



**Shavano Park
Mixed Use Development
Zoning - Land Use Plan
for Unit 18D**



03-07-14

REVISED MXD PLAN

April 30, 2021

City of Shavano Park
Public Works Department
Attn: Curtis Leeth
900 Saddletree Ct
San Antonio, TX 78231



On behalf of:



Re: Preliminary Plat Review Comments
Pond Hill Garden Villas Unit 2 Preliminary Plat

Dear Mr. Leeth,

We have completed our review of the referenced Plat as submitted by Pape-Dawson Engineers. The following comments apply to the replat as submitted:

Plat:

Sheet 1 of 2 -

1. Location Map: Show the city limits division.
2. Legend: Review and update the abbreviations as needed on the legend.
3. Plat is showing duplicate ownership signature blocks. Please remove one of them.
4. Please add floodplain note whether the subdivision is within or outside of the floodplain and reference the applicable FEMA FIRMette.
5. Add minimum 8" residential Finished Floor Elevation note on plat.
6. Add TxDOT notes and provide TxDOT approval.
7. Is this intended to be a P.U.D.? If it is, include in the title.

Sheet 2 of 2 -

1. Detail "A": Move the lot number into view.
2. Detail "A": Add bearing information.
3. Detail "A": Add info to indicate where the break is located between C20 & L18.
4. Detail "A": Detail these easement lines (bearing & distance)
5. Doubled up ownership signature block. Please remove one.
6. Add scale and north arrow to this sheet.
7. Show Building Setbacks on plat.
8. Show the opposite side of the right-of-way (Loop 1604), add right-of-way dimensions, and centerline.
9. Add missing bearing or distance information.
10. Call out the electric / gas easement along the lots as indicated on redline plat.

11. Please fix text overlays on lots 1717, 1718, and 1720.
12. Survey pin is misplaced. Please fix.
13. Please label more contours.
14. Please show minimum Finished Floor Elevation for lots adjacent to the floodplain.
15. Update street name when available.
16. Add right-of-way dimensions to Pond Hill Rd.
17. The City shall confirm lot widths and lot areas are acceptable.
18. Lot lines should be perpendicular to the private street per code. The City shall administratively approve if this is acceptable.

Our review of the plat does not relieve or release the Engineer of Record or Surveyor of Record from complying with any and all the requirements of the local, state, and federal rules and regulations or guidelines impacting this project.

If you have any questions or need additional information please contact me at (210) 979-8444 or BTorres@kfwengineers.com.

Sincerely,



Bobby Torres, P.E.
Plat Reviewer for the City of Shavano Park

May 10, 2021

Mr. Curtis Leeth
City of Shavano Park
Public Works Department
900 Saddletree
Shavano Park, TX 78231

Re: Pond Hill Garden Villas Unit 2
Preliminary Plat

Dear Mr. Leeth,

We have reviewed the preliminary plat comments dated April 30, 2021 for the above-referenced project and offer the following responses.

Plat:

Sheet 1 of 2

1. Location Map: Show the city limits division.

Response: *The location map has been revised.*

2. Legend: Review and update the abbreviations as needed on the legend.

Response: *The legend has been updated.*

3. Plat is showing duplicate ownership signature blocks. Please remove one of them.

Response: *The additional signature block was intended for the replat window. It has been updated to the correct verbiage and moved under the replat window.*

4. Please add floodplain note whether the subdivision is within or outside of the floodplain and reference the applicable FEMA FIRMette.

Response: *The note has been added.*

5. Add minimum 8" residential Finished Floor Elevation note on plat.

Response: *The note has been added.*

6. Add TxDOT notes and provide TxDOT approval.

Response: *The note has been added and approval will be provided when received.*

7. Is this intended to be a P.U.D.? If it is, include in the title.

Response: *This is an MXD. The title has not been changed.*

Sheet 2 of 2

1. Detail "A": Move the lot number into view.
Response: *The lot number has been moved.*
2. Detail "A": Add bearing information.
Response: *The information has been added.*
3. Detail "A": Add info to indicate where the break is located between C20 & L18.
Response: *The information has been added.*
4. Detail "A": Detail these easement lines (bearing & distance)
Response: *The information has been added.*
5. Doubled up ownership signature block, please remove one.
Response: *One of the signature blocks has been removed.*
6. Add scale and north arrow to this sheet.
Response: *The scale and north arrow has been added.*
7. Show Building Setbacks on plat.
Response: *Building setbacks are shown.*
8. Show the opposite side of the right-of-way (Loop 1604), add right-of-way dimensions, and centerline.
Response: *The right-of-way is shown and dimensioned.*
9. Add missing bearing or distance information.
Response: *The information has been added.*
10. Call out the electric / gas easement along the lots as indicated on redline plat.
Response: *The callout has been added.*
11. Please fix text overlays on lots 1717, 1718, and 1720.

Response: *The overlays have been revised.*

12. Survey pin is misplaced. Please fix.

Response: *The survey pin has been adjusted.*

13. Please label more contours.

Response: *More contour labels have been added.*

14. Please show minimum Finished Floor Elevation for lots adjacent to the floodplain.

Response: *Finished Floor Elevations have been added to the plat.*

15. Update street name when available.

Response: *The street name will be updated when approved. Per the meeting with City staff on 4/7, this will not hold up the preliminary plat.*

16. Add right-of-way dimensions to Pond Hill Rd.

Response: *The dimensions have been added.*

17. The City shall confirm lot widths and lot areas are acceptable.

Response: *Per the email on 4/30, the City confirms the lot layout is acceptable.*

18. Lot lines should be perpendicular to the private street per code. The City shall administratively approve if this is acceptable.

Response: *Per the email on 4/30, the City confirms the lot layout is acceptable.*

We hope this material adequately responds to your questions and comments. If you have any questions or require additional information, please do not hesitate to contact our office at your earliest convenience.

Sincerely,
Pape-Dawson Engineers, Inc.



Brooke Lindholm, P.E.
Sr. Project Manager

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 6.5

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Overview of the Compensation Project, present compensation study recommended market cities to City Council and obtain Council decision on cities and on desired level of competitiveness - Katherine Ray

x

Attachments for Reference:

1) Ray Associates, Inc Proposal

BACKGROUND / HISTORY:

During the FY 2020-2021 budget development process, City Council provided guidance that a Compensation Study should be conducted to determine where the City's current compensation plan falls in comparison to the market place, if the plan should be updated and to provide suggestions for improvement. Staff released a Request for Proposal due April 19th and contacted numerous potential companies.

On April 26th, City Council approved a proposal from Ray Associates, Inc, Austin, Texas.

DISCUSSION:

Katherine Ray will present an overview of the project and ask City Council for a decision on what cities to include in the comparison and what level of competitiveness.

In the RPF, Shavano Park provided a list of cities to consider and asked that 8 cities from that list be included.

- | | | | |
|------------------|--------------------|------------------|-----------------|
| - Hollywood Park | - Balcones Heights | - Windcrest | - Castle Hills |
| - Leon Valley | - Helotes | - Selma | - Terrell Hills |
| - Schertz | - Fair Oaks Ranch | - Universal City | - Live Oak |
| - Olmos Park | - Alamo Heights | | |

COURSES OF ACTION: Choose proposed cities for comparison in the compensation

FINANCIAL IMPACT: N/A

MOTION REQUESTED: To approve the cities proposed and as determined in the Council discussion.

EXHIBIT C – PROPOSAL SUMMARY

ITEM DESCRIPTION	AMOUNT
Compensation Survey	\$16,390
Evaluation of Current Pay Plan	\$23,600
Total Proposal Amount	\$39,990

TOTAL AMOUNT OF PROPOSAL: \$ 39,990

AUTHORIZED SIGNATURE: Katherine B. Ray

AUTHORIZED SIGNER'S TITLE: President/CEO

FIRM NAME: Ray Associates, Inc.

**City of Shavano Park
Cross-Reference to Exhibit C in RFP and Ray
Associates' Detailed Costs on
Pages 12-15 in Proposal**

Compensation Study Components	Evaluation of Current Pay Plan Components
\$3,200	\$2,525
\$5,295	\$2,570
<u>\$7,895</u>	\$3,235
\$16,390	\$3,545
	\$3,950
	\$2,265
	\$1,850
	<u>\$3,660</u>
	\$23,600
<u>\$39,990</u>	

*Prepared by Ray Associates, Inc. for submission with RFP for
Compensation Survey and Evaluation of the City's Pay Plan due
4/19/2021*

Proposal

A Compensation Survey and an Evaluation of the City's Pay Plan

for the



Prepared by:



ay Associates, Inc.

Resource Management and Leadership Strategies

1304 Guadalupe Street

Austin, TX 78704

512/913-0331

Email: kray@rayassociates.com

www.rayassociates.com

April 19, 2021



Ray Associates, Inc.
Resource Management and Leadership Strategies

1304 Guadalupe Street
Austin, Texas 78701
(512) 913-0331
E-mail: kray@rayassociates.com

April 19, 2021

Mr. Bill Hill, City Manager
City of Shavano Park
900 Saddletree Court
Shavano Park, Texas 78231

Dear Mr. Hill:

Ray Associates, Inc. is pleased to present this proposal for services to the City of Shavano Park.

Our firm is uniquely qualified to perform this engagement for the City of Shavano Park (City) because of our extensive experience in conducting classification, compensation, and benefits studies for other Texas cities and our thorough understanding of city government in Texas, including general law cities operating under the Council-Manager form of government. Ray Associates has worked with many Texas cities and other local governments to create and maintain their classification and compensation plans since 1977. Many of our city clients have utilized our services initially to create a classification and compensation plan and then have remained clients for many years for updating these plans as well as providing other services to the city. More than 80% of our business in 2020 was from repeat clients, some with a history with Ray Associates of 30 years or more. This long history with Texas cities provides us with a comprehensive understanding of the functions of a general law Texas city such as Shavano Park that voluntarily operates under the Council-Manager form of government.

Ray Associates' work for its clients is always customized to the client and the circumstances. We are noted for these custom products, tailored to each individual client, and for the personal attention we give to each client. In a study such as this, when you are going outside to retain a professional consultant to provide you with an independent, objective review of the City's classifications, compensation, and benefits plan, we believe it is important to conduct a custom survey of employers, ensuring that the respondents are cities with whom the City of Shavano Park actually competes, or should be expected to compete, for employees.

You will find our proposal provides for customized surveys of compensation and benefits (total compensation) to ensure that the data received is accurate, timely, and does not rely on whether a specific city has recently updated the data in a more generic secondary source survey, such as the one provided through the Texas Municipal League. And if all of the employers in the survey are public municipalities, the City of Shavano Park can see readily on our charts what each of the selected cities pays for each job in the survey. Our clients find this adds value to the final product received.

We find that surveys such as the TML survey are adequate for internal use in interim years when the City has not retained a professional consultant to assist it in this process, and our clients use it in that manner.

Another example of the custom, personalized services we provide to our clients is our copyrighted Point Factor Job Analysis (PFJA) System©, which our firm developed in 1980 after review of many “canned” systems. Our scoring system was specifically designed for use with governmental clients, which are the focus of our practice. Many of our clients were previously using a different job analysis system and have told us they really appreciate the way our system works when compared with the system they previously used.

We at Ray Associates are committed to providing exceptionally high quality services to all of our clients, and we commit to apply those same high standards to this engagement if we are selected by the City of Shavano Park. This proposal is a firm and irrevocable offer for 90 days after the date of this letter.

If the scope of services and terms of this proposal are acceptable to the City, we have provided a signature section at the end so the proposal can serve as a contract between Ray Associates and the City of Shavano Park.

Thank you for inviting us to propose on this project. We hope to win your support for our proposal and to have the opportunity to assist the City with its classification, compensation, and benefits plans. If you have any questions or would like further information, please contact me at my office on my cell at 512-913-0331.

Sincerely,

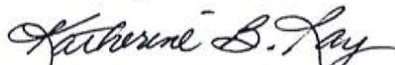

Katherine B. Ray, SPHR
President/CEO

Table of Contents

Understanding of the Project	1
Synopsis of the Study.....	2
Scope of Work: A Compensation Survey and Evaluation of the City's Pay Plan.....	4
1. <i>Initial Meeting with the City Council</i>	4
2. <i>Classification Review</i>	5
3. <i>Salary Survey</i>	8
4. <i>Benefits Survey and Assessment</i>	9
5. <i>Updated Pay Plan and Placement of All Jobs on the Pay Schedule(s)</i>	11
6. <i>Implementation of the Updated Compensation Plan</i>	10
7. <i>Review of Procedures for Administration and Maintenance of the Classification and Compensation Plan</i>	10
8. <i>Final Report and Presentation of Recommendations</i>	11
Ongoing Services	11
Products of the Engagement	11
Detailed Costs	12
Project Timeline/Invoices/Progress Reports.....	15
Certification of No Conflict of Interest.....	16
Firm Qualifications and Experience/Selected Clients	17
Team for the Engagement.....	19
Attachments	20
Assurances	20
Miscellaneous Terms	21
Authorization to Proceed	21

Attachment 1 – Sample Salary Survey Charts

Attachment 2 – Excerpt from a Benefits Comparison Table

Proposal **Compensation Survey and Evaluation of the City's Pay Plan for the City of Shavano Park**

Understanding of the Project

A good classification and compensation plan needs *consistency*, or a sense of orderliness and fairness in determining pay, *options* for management to reward employees and make hiring decisions, and a *shelf-life* that allows a city or any other organization to plan for its future and continue to make equitable compensation decisions.

To be able to attract and retain qualified, competent employees, the City of Shavano Park should test the market for similar jobs on a recurring basis. A formal, comprehensive salary survey needs to be conducted only about every three years, but market checks of other similarly-situated employers should be made annually to ensure that the City remains competitive with the market. Secondary source data available from the Texas Municipal League can be used for the interim years, but since the data in that data bank is sometimes years out of date, we believe it is critical to use a custom salary survey, including detailed descriptions of each of the City's jobs, to ensure accurate, up to date data and "apples-to-apples" comparisons.

Ray Associates is pleased to propose on this work, assisting the City in addressing issues such as determining an appropriate market and meeting and maintaining a targeted position of competitiveness in the market. Ray Associates uses an analytical approach to provide information to the City Manager and City Council to assist them in choosing market employers for the surveys. We develop a matrix that provides the Council with data that compares the City of Shavano Park to other potential employers, looking at such factors as government structure population served, tax rate, ad valorem taxable value, median housing value, growth rate (if available), budget size, services provided, and staff size (which can include number of employees per department), as well as geographic proximity to a major metropolitan area and proximity to the City of Shavano Park. With these types of data, the City Council can make an informed decision about the employers to include in the surveys. Ray Associates will ensure that 12 cities are included in the surveys and at least eight of those cities are selected from among the 14 cities listed in Shavano Park's Request for Proposals.

Once a new or revised classification and compensation system is in place, it is important to determine how employees will be rewarded and move through the pay grade assigned to their positions. Ray Associates also will provide the City with Procedures for Implementation and Administration of the Classification and Compensation System to facilitate this process.

The accomplishment of both of these major objectives through this study will add value to the City's most valuable investment, its employees, by ensuring that they are paid fairly and competitively within the City's ability to pay and that the compensation function is administered properly.

Synopsis of the Study and Detailed Cost

The table below provides a summary for a quick review, covering the salient features of this proposal, and identifies the cost associates with each.

Compensation Survey and Evaluation of the City of Shavano Park's Pay Plan
<p>Selection of Market Employers and Compensation Philosophy – Includes:</p> <p>Preliminary Telephone Conference with City Manager and City Secretary/HR Director; Working with City Council to Determine Market Employers and Compensation Philosophy (Desired Position in Market), Including Detailed Comparison Matrix and Consultant's Recommendations Presented to City Council</p>
<p>Custom Compensation Survey – Includes:</p> <ol style="list-style-type: none"> 1. Conduct Labor Market Salary Survey (12 Employers, Estimated All 26 Job Titles); <ol style="list-style-type: none"> a. The 12 Cities Surveyed Will Include at Least Eight of the Cities Listed in Shavano Park's RFP. Ray Associates Will Pre-Call Each City for Correct Contact Person's Information and Will Make Follow-Up Calls to Cities to Get the Information in on Time. <i>Ray Associates May Ask for the City's Assistance with Follow-Up Calls if Needed.</i> b. In Addition to the Base Salary Survey, Ray Associates Will Include a Detailed Benefits Survey Including Details of Medical, Dental and Vision Plans; Paid Leave (Sick, Vacation, Holidays, Jury, Bereavement, Etc.) c. Other Cash Equivalent Benefits (e.g., Educational Reimbursement, Longevity, License/Certification and Educational Incentives, etc.) 2. Compile Findings Using Criteria Below to Determine the City's "Competitive Market": <ol style="list-style-type: none"> a. Government Structure b. Population c. Ad Valorem Taxable Value and Tax Rate d. Similarity of Services Provided e. Staff Size (including Number of Employees per Department) f. Proximity to Major Metropolitan Area and Proximity to Shavano Park g. Median Housing Value h. Budget Size i. Growth Rate (if Deemed Appropriate) 3. Provide Periodic Status Reports on Progress as Requested to City Staff 4. Present Findings to City Council at a Regularly Scheduled Meeting
<p>Evaluation of Current Pay Plan – Includes:</p> <ol style="list-style-type: none"> 1. Review of Background Materials Including Organizational Charts, Budgets, Personnel Rules, and Related Information.

Compensation Survey and Evaluation of the City of Shavano Park's Pay Plan

2. Review All Current Classification Specifications (Job Descriptions) and Analysis for Knowledge, Skill, Ability, Education and Experience Relevance and Hierarchical Consistency, Conformity with ADA Language Relative to Essential Job Functions (including Physical Requirements); Position Definitions, Purpose, Distinguishing Characteristics, Supervision Received and Exercised, Position Duties and Special Requirements Including Licensing and Certification Requirements.
3. Conduct Orientation and Briefing Sessions for Employees to Explain the Study and Process. Analyzing all City Jobs for Internal Equity (Questionnaires and Point Factor Job Analysis). *Ray Associates Will Train the City's City Secretary/HR Director and One Additional City Employee to Use the Point Factor Job Analysis System© and Will Carefully Review the Resulting Scores.*
4. Distribute Ray Associates' Job Analysis Questionnaire to Each Employee at the Briefing Sessions and Review the Questionnaire in Detail.
5. Review and Analyze the Completed Job-Related Questionnaires for all Employees Covered by the Study. Conduct Telephone Interviews of Department Heads and, if Necessary, Some Employees to Clarify Information on Questionnaires;
6. Evaluate City Jobs for Adequate Comparisons to Jobs in Other Cities (Market Competitiveness of Benchmark Jobs) and Review the City's Point Factor Job Analysis Scores That Establish Internal Equity for All City Jobs.
7. Provide Periodic Progress Reports as Requested by Staff.
8. Present Recommended Changes to the Current Pay Plan.

Creation of Updated Compensation Plan – Includes:

1. Consultation with City Management on Type of Pay Schedule(s) and Best Practices at Other Cities (What is Working Well and What is not Working Well with the Current Plan);
2. Creation of New Pay Schedule(s), if needed, or Adjustment to Current Pay Schedules(s);
3. Incorporating Market into the Analysis, Using Market Data and Internal Equity Scores for Each Job to Place All City Jobs on Current or New Pay Schedule(s); and
4. Recommending Job Title Changes, New Job Titles, or Consolidation of Job Titles, if Needed.

Implementation of the New Compensation Plan –Includes:

1. Transition Cost Schedule in Excel Format Showing Migration of Each City Employee from Current Compensation Plan to New Compensation Plan;
2. Preparation of Inventories of Job Titles in Three Formats (By Department, By Pay Grade, and Alphabetically);
3. "Red Flag" Review – One Meeting with City Management to Review and Discuss Consultants' Recommendations, Transition Cost Schedule, and to Resolve Any Questions About the Recommendations Prior to Presentation to City Council; Adjustments if Necessary.

Classification, Compensation, and Benefits Plan for the City of Shavano Park
<p>Review of City's Procedures for Administration of the Compensation System – Includes:</p> <p>Review of the City's Policies and Procedures Relating to Administration and Maintenance of the Compensation System and Recommendations for Any Changes to the City's Policies and Procedures to Ensure that the City is Following Best Practices.</p>
<p>Final Report and Presentation to City Council – Includes:</p> <p>Preparation and Presentation of Report on Compensation Survey and Evaluation of the City's Pay Plan (Total Compensation, Salaries and Benefits) and Presentation to City Council (PowerPoint Presentation to Council as well as Written Report).</p>

Scope of Work: A Compensation Survey and Evaluation of the City's Pay Plan

Ray Associates' familiarity and experience with Texas local government compensation philosophy, structures and procedures make the firm uniquely qualified to prepare a compensation survey and evaluation of the City's pay plan for the City of Shavano Park. A very directed, custom review of the City's classifications and how employees are compensated (total compensation, both direct pay and benefits) will help to ensure that the City of Shavano Park can attract and retain talented, competent employees. In our compensation work with clients, we conduct custom market surveys to ensure accurate job matches and up-to-date salary data, rather than relying on secondary source data. Our firm is noted by our clients for its custom products, tailored to each individual client, and for the personal attention we give to each client.

The City of Shavano Park desires an update of its total compensation plan (classifications, salaries, and benefits) to ensure that it accurately reflects the value placed by the City on its employees and their jobs, with emphasis on both internal equity and external/market competitiveness. Keeping this plan up to date for the City should also result in greater job satisfaction for and productivity of City employees, knowing that their work is appreciated by the fact that the Council and management are taking steps to ensure that they are compensated fairly and competitively.

1. Initial Meeting with the City Council

To begin the project, Ray Associates will start with a formal presentation to the members of the City Council, at which time we will discuss the full scope of the work and the schedule for the project, ensuring that the City and our firm are in agreement.

Our firm will work collaboratively with the Council to determine a list of 12 employers to be included in the market compensation survey. We will gather and provide comparative data on approximately 15 potential cities, including information on population served, tax rate, ad valorem taxable value, median housing value (if available), growth rate (if desired), operating budget, services provided, and staff size (including number of employees in each department), as well as geographic proximity to a major metropolitan area and proximity to the City of Shavano Park.

The data will be presented as a comparative matrix, which should enable the Council to make an informed decision as to the comparability of each potential city to the City of Shavano Park's particular needs and circumstances. Since there is a much greater likelihood of finding comparable positions in other city governments, we expect to include only cities in the surveys. The matrix presented to the Council will include Ray Associates' recommended cities, but the final decision will be up to the City Council. We will include in our comparative matrix all 14 of the cities listed in the City of Shavano Park's RFP. Our final recommendation will include at least eight of those 14 listed cities.

We believe it is important that the Council make the final decision on which employers should be included in the survey and the desired compensation philosophy, since the selection of comparable employers has an impact on the results of the survey, as does the decision as to compensation strategy, and thus both of these factors have an impact on the City's future budget.

Ray Associates proposes the same market cities be used for the salary survey and for the benefits survey.

2. Classification Review

This phase of the study begins with Ray Associates reviewing a variety of background materials to understand how the City of Shavano Park has chosen to organize the performance of its functions as a general law city. We will review the City's organizational chart, budget, staffing plan, and current pay schedule, as well as the City's personnel policies, any labor/association agreements, applicable ordinances if any, and related information.

A. Employee Briefing Sessions

On a mutually agreeable date at the beginning of the project, Ray Associates, Inc. will conduct two briefing sessions for City employees, with half of the City's employees attending one session and half attending the other. This will allow each employee to receive the same information about the project on the same day as all other employees. The briefing sessions will require one and one-half hours each. In the briefing session, Ray Associates will explain the project, the process to be followed, employees' involvement in the process, the time frame, and will distribute Job Analysis Questionnaires to all employees, reviewing the questionnaire in detail during the meeting. The briefing session goes a long way toward quieting the rumor mill that tends otherwise to work overtime during a study that involves employees' pay.

Each questionnaire is reviewed and commented on by two levels of supervisors to ensure accuracy and completeness in describing the job.

B. Internal Equity – Ray Associates' Copyrighted Point Factor Job Analysis System©

Ray Associates uses a Point Factor Job Analysis System, which has been copyrighted by our firm since 1980. Although the Point Factor Job Analysis

System that our firm uses was developed by us for use exclusively with governmental clients, the point factor scoring methodology is considered industry standard. Together with the market data, the Point Factor Job Analysis scores provide an integrated compensation system that takes into account both internal equity and market competitiveness for each job. With this system, Ray Associates reviews the duties and responsibilities of each job, and ranks jobs relative to one another in terms of their overall levels of responsibility and job demands.

This analysis ensures an objective review of the job itself, not the individual employee's performance. Without a tool such as the point factor job analysis system, it would be difficult, if not impossible, to compare, for example, an executive secretary job to that of a maintenance foreman.

The system allows for comparisons to be made through scoring each job according to the following 10 factors, following written guidelines:

- Required knowledge, skills, and abilities;
- Education and training;
- Independence and judgment;
- Initiative and ingenuity;
- Supervisory responsibility;
- Financial responsibility;
- Level and frequency of outside contacts;
- Physical and mental demands;
- Responsibility for equipment and property; and
- Working conditions.

This process results in a numeric score for each City job. The 11th factor is the Labor Market, and points can be added to or subtracted from the total score based on market data for the specific job or data for a job in the same job family. Ray Associates' system is very market driven in determining how to pay City jobs, but the internal equity scores are important for those positions for which adequate market data is not obtained and for initial placement of future new or changed positions on the pay schedule when market data is not readily available.

If sufficient market data is not obtained on a job (at least three survey respondents reporting a comparable job), then other jobs in the same job family are reviewed to see whether it was necessary to add points to their total scores to bring those jobs into line with the market. If market points were added to other jobs in the same job family, then a proportionate number of points are also added to the job for which adequate data was not available. As a result, all City jobs are tied to the market, either directly because sufficient market data was obtained in the survey for that specific position, or because the job is in the same job family with at least one of the jobs for which adequate market data was obtained.

The City of Shavano Park requested in its RFP that the consultant provide written documentation of the assessment methodology and assessments for each position. This proposal includes the City's purchase of Ray Associates' Point Factor Job Analysis (PFJA) System©. To ensure a thorough understanding of how to use the system properly, *Katherine Ray will provide a one-half day training session for up to two City of Shavano Park employees on use of the PFJA system. Mrs. Ray will then allow the two City employees to score the City's 26 jobs, and Mrs. Ray will carefully review their scores.* This ensures that the City of Shavano Park in the future will have internal knowledge of and skill in using Ray Associates' Point Factor Job Analysis System©.

C. Review of City Job Analysis Questionnaires

Ray Associates will review the City current classification specifications (job descriptions) carefully against the questionnaires completed by each employee to ensure that the information in the job description is accurate and up to date regarding the following:

- Knowledge, skills, and abilities;
- Education and relevant experience;
- Hierarchical consistence;
- Conformity with ADA language relative to essential job functions (including physical requirements;
- Position definitions;
- Purpose;
- Distinguishing characteristics;
- Supervision received and exercised;
- Position duties; and
- Special requirements including licensing and certification requirements.

Our firm will mark any necessary changes directly on the job descriptions and return them to the City to make the changes. In addition, if the City is interested in changing its job description format, we will provide one or more formats that would meet all of the necessary statutory and best practices criteria.

D. Development of a New Classification Plan

Ray Associates will review the Job Analysis Questionnaires completed by City employees and their supervisors carefully to ensure that each City job is properly classified for the work performed. If a current job does not meet current best practice titling norms, the title does not properly fit the job duties, the job is no longer in use, or the job could be consolidated with another job(s), we will recommend appropriate changes.

3. *Salary Survey*

Our goal in this study is to ensure that the City's pay ranges are comparable to those in other similar organizations and to compare actual employee pay with those in other organizations.

A. Select Benchmark Job Titles

Ray Associates will include all of the City's current jobs as benchmarks in the custom salary survey, based on the assumption that there are no more than 26 job titles (the number listed in the City's 2021 RFP). Our firm will pay particular attention to jobs that have proven to be problematic to City of Shavano Park, i.e., high turnover, difficulty in recruiting qualified applicants, perceived internal inequities, or other issues.

B. Market Salary Survey and Assessment

Ray Associates will prepare an online customized salary survey instrument containing job summaries for the 26 job titles. Ray Associates will summarize the duties, responsibilities, and requirements of the jobs from the Job Analysis Questionnaires completed by City employees and their supervisors as a part of this study. These job summaries will form the basis of our customized, online market salary survey, requiring the survey respondents (the selected market employers) to reply to more than simply a job title to ensure more accurate "apples to apples" comparisons.

In the salary survey, we will request the actual low and actual high salary currently being paid, as well as the surveyed employers' established salary range, for each position for which the employer reports a comparable job. We will also request the respondent employer's job title and any additional or clarifying information about the jobs the surveyed employers are comparing to City of Shavano Park job summaries. Using the survey instrument as the main tool for gathering data will help ensure accuracy of comparisons and of the data received. The online survey process results in more timely responses from the surveyed employers than accomplished through hard copy surveys. This process also helps to ensure accuracy, as employers directly enter the data themselves. Our experience has been that surveys with fewer than 40 jobs are completed and returned generally within the timeline given the respondents.

Ray Associates will contact each employer to be surveyed in advance of the survey to obtain their agreement to participate in the survey and to obtain an email address to which to direct the surveys. Following that, Ray Associates will contact each survey respondent via email with their assigned login and password for the online survey, as well as instructions for completing both the salary and the benefits survey instruments. As an incentive for their participation, we agree to provide each respondent with the survey data at the conclusion of the study. The survey respondents receive only the survey data in chart form, with no narrative or analysis.

Ray Associates' analysis and compilation of the resulting data from the salary market survey will include generating charts that calculate and demonstrate how the City's salaries compare with the market average and market median salaries of the surveyed market, for both actual salaries and salary ranges. If the City's compensation philosophy is to pay above or below mid-market, the charts will also indicate the City of Shavano Park's position relative to the preferred target market position.

4. Benefits Survey and Assessment

Ray Associates will provide the City with its standard, very detailed benefits survey for the City's review. We will then customize the survey by adding any benefits the City of Shavano Park desires be added or omitting any benefits the City does not consider relevant to its benefits package. The benefits survey requests details of health insurance and retirement plans, as well as the details of other employee benefits, such as education pay, certification pay, shift differential, auto allowance, cell phone allowance, longevity pay, types and amounts of various categories of leave time, number of holidays, and other employee incentives. In our analysis, we will prepare a detailed table that will demonstrate how each component of the City's benefits package compares with the benefits offered by the other employers in the survey. We will also include a summary that shows our best determination of which benefits offered by the City of Shavano Park are competitive with the market, and which are below or above the norm in the market.

Ray Associates will also gather information about and discuss each surveyed employer's specific pay practices. This will include compensation plan structure and cost-of-living increases and performance-based pay increases provided over the last three years.

Our recommendations to the City will include recommendations as to any changes to the City's benefits package that should be considered by the Council at the appropriate times.

5. Updated Pay Plan and Placement of All Jobs on the Pay Schedule(s)

During the data gathering phase of the project, Ray Associates will discuss with city management the City's current pay schedule and whether the City wishes to have jobs placed on the current pay schedule or prefers that we develop a new pay schedule. We want to know what is working well and what is not working well. For example, many cities over the past 10 years have switched from open range pay schedules to grade-and-step pay schedules. Most cities use step pay schedules for Police and Fire Department personnel, and many also now use them for general government employees as well. And Some cities use a pay schedule for general government employees that has several steps at the beginning, for when employees are relatively new with the City, then followed by an open range for longer term employees. We can discuss the pros and cons of each type of pay schedule with the City Manager.

After completion of the salary survey data analysis, Ray Associates will update the compensation plan and place all City jobs on the pay schedule(s). The surveyed jobs

will be placed on the pay schedule(s) according to the market data obtained in the survey for each job. Those jobs for which no or insufficient market data was obtained will be placed on the appropriate pay schedule according to their current internal relationship to one or more of the benchmark jobs at the City that are in the same job family. The result is a very market-driven, defensible compensation system in which all jobs are tied to the market either directly (because specific data was obtained for that job) or indirectly (because data was obtained on another job in the same job family). This process adds value to the final product received by the City and ensures that all jobs are competitive with the market.

6. Implementation of the Updated Compensation Plan

After all City jobs have been appropriately placed on the pay schedule(s), using both current, custom market data and current internal equity, Ray Associates will prepare a transition cost schedule, showing the actual cost to the City to implement our recommendations at the City's desired level of competitiveness in the market. The transition cost schedule will be in Excel format, itemized by department and employee, and will include the following information for each City employee:

- ✓ Name;
- ✓ Current job title;
- ✓ Recommended new job title, if appropriate;
- ✓ Current salary;
- ✓ Recommended pay grade (and step, if applicable);
- ✓ Recommended salary on the appropriate pay schedule; and
- ✓ The resulting cost, if any, to move the employee's current salary to the recommended salary for that position.

The transition cost schedule also will reflect the resulting cost, if any, for each selected department, and for the City overall, to implement the job placement recommendations (i.e., the difference between the total recommended salaries and the total current salaries).

For ease of reference, we will prepare inventories of all City job titles in three formats: sorted by department, by recommended pay grade, and alphabetically by job title. We will also provide internal relationship guidelines.

Ray Associates will submit preliminary recommendations from our findings to the City Manager for review and questions prior to finalizing the recommendations and preparing a report. This will allow for clarification of any findings before the recommendations are official and made public.

7. Review of Procedures for Administration and Maintenance of the Classification and Compensation Plan

Ray Associates will review the City's current policies and procedures relating to the classification and compensation plan for best practices. We will provide

recommendations to the City for any changes to the current policies to make them consistent with current best practices in Texas cities.

8. Final Report and Presentation of Recommendations

Ray Associates will prepare a *Report on the Compensation Survey and Evaluation of the City's Pay Plan* that includes the methodology used, findings, and recommendations. Principal Katherine B. Ray, SPHR, will present our findings and recommendations to the City Council, including the fiscal impact of implementing the recommendations. The report will include an executive summary for an overview of the materials.

Ongoing Services

Ray Associates will remain available to City of Shavano Park for telephone consultations regarding the implementation of our work without charge. Our goal is not only to provide the City with an outstanding final product, but also to facilitate the implementation of that product, making it as painless as possible.

Products of the Engagement

The physical products of the work detailed in the previous sections will include the following items:

- A bound *Report on the Compensation Survey and Evaluation of the City's Pay Plan* detailing our findings and recommendations, and including:
 - ✓ Both actual salary and salary range charts for each job included in the salary survey, clearly demonstrating the City's current competitive position in the surveyed market;
 - ✓ Detailed tables comparing the components of the City's benefits package;
 - ✓ Recommended pay schedule(s);
 - ✓ Inventories of job titles [listing of the City's job titles (classifications), pay grades, and other relevant information], in three configurations: sorted by department, sorted by pay group, and sorted alphabetically by job title; and
 - ✓ Any recommended changes to the City's procedures for the administration and maintenance of the classification and compensation plan.

Separate from the final report, Ray Associates will provide the City:

- Marked up job descriptions showing changes that need to be made to make the current City job descriptions consistent with the questionnaires completed by City employees and commented on by two levels of the employee's supervisors; and
- Transition cost schedule(s) detailing the fiscal impact of implementing our recommendations, reflecting the annual cost to the City at the employee, departmental, and City levels.

The final report, pay schedule(s), transition cost schedules, and other supporting schedules will be submitted only in electronic format. Katherine Ray, SPHR, a principal of the firm, will make the final presentation of our findings and recommendations to the City Council and will be actively involved throughout the course of the project.

Detailed Costs

Ray Associates will complete the proposed project for \$39,990. This is the cost for professional service hours to complete all components of the project, and does not include an estimated not-to-exceed \$3,500 in reimbursable expenses for actual, reasonable, and documented costs for such items as travel; printed copies of reports, if requested (proposal includes only electronic copies); or other project-related direct expenses, if authorized by the City and acceptable under Covid 19 restrictions, which shall be included in each invoice, listed separately from the contract amount.

The cost estimate provided in this proposal is based on the proposed scope of services. If a different scope of services is negotiated, the cost would be decreased or increased accordingly. This proposal includes the professional service hours cost for three potential round trips from Austin to Shavano Park and return. If additional trips are necessary, there will be an additional charge, over and above the cost outlined in this proposal, comprised of the time and expenses required to make the additional trip(s). This cost estimates that the "red flag" review will be conducted by telephone conference call, as will the initial meeting with key city staff. Below is detail of the cost estimate:

A Compensation Survey and Evaluation of the City's Pay Plan	Cost
<p>Initial Consultation with City Management and City Council – Includes:</p> <p>Telephone conference with city management to finalize schedule and agree on potential 15 cities to include in matrix for City Council; Prepare matrix of possible employers to use in study and present recommendations to City Council; Assist City with selecting Benchmark Market Employers. Matrix of possible comparison cities will include: population, operating budget size (excluding CIP, since capital budgets can vary significantly from year to year), staff size (including number of employees in departments), ad valorem taxable value, ad valorem tax rate, growth rate over the most recent 10-year period, average housing value, and geographic proximity to a major metropolitan area and to Shavano Park. Factors will be weighted according to which are considered the highest priorities for the City of Shavano Park. Each city's comparability is scored, and we will recommend those cities that score the most comparable points to the Council, but the final decision is made by the Council.</p>	\$ 3,200
<p>Employee Briefing Sessions / Job Classifications – Includes:</p> <p>Travel Time to Shavano Park and Return to Austin (if allowed under Covid 19 restrictions, and otherwise Zoom meetings with two or three groups of employees); Present Recommended Market Cities to City Council and Obtain</p>	\$ 2,525

A Compensation Survey and Evaluation of the City's Pay Plan	Cost
<p>Council Decision on Cities and on Desired Level of Competitiveness; Next Day Conduct 2-3 Employee Briefing Sessions to Ensure That all Employees Hear the Same Information on the Same Day (Cuts Down on the Rumor Mill). Distribution, Explanation, and Review of Job Analysis Questionnaires (JAQs) to All Employees at Briefing Sessions (JAQs to be Completed by All Employees About Their Jobs and Reviewed and Commented on by Two Levels of Supervision).</p>	\$ 2,570
<p>Review JAQs in Preparation for Interviews; Conduct Interviews of Department Heads and, if Necessary, Some Employees to Ensure Thorough Understanding of Jobs and How Each Department Functions, Including Preparing for the Interviews and Working with City's Designated Representative to Schedule Them. <i>(Assumes Principal of Ray Associates On-Site for One Day or One Day of Telephone or Zoom Interviews)</i></p>	\$ 3,235
<p>Preparing Materials for and Conducting <i>One-Half Day of Training in Austin for 1-2 Key City Staff on Scoring All City Jobs</i> (51 Employees, 26 Jobs) Using Ray Associates' Copyrighted Point Factor Job Analysis System© to Determine Internal Equity of Positions in the City, Both Within Each Department and Between and Among Departments. Several Jobs Scored During Training; City Staff Scores Remaining Jobs with Guidance from Katherine Ray; Ray Reviews Completed Scores.</p>	
<p>Review of Classification Specifications (Job Descriptions) – Includes:</p> <p>Identify which City Job Descriptions Need Revisions by Comparing Current Job Descriptions Against JAQs, Providing City with Job Description Template and a Few Sample Job Descriptions, Knowledge, Skill, Ability, Education and Experience, Relevance and Hierarchical Consistency, Conformity with ADA and ADAA Language Relative to Essential Job Functions (Including Physical Requirements); Position Definitions, Purpose, Distinguishing Characteristics, Supervision Received and Exercised, Position Duties and Special Requirements Including Licensing and Certification Requirements.</p>	\$ 3,545
<p>Detailed Custom Benefits Survey – Includes:</p> <p>Providing City with Standard Detailed Benefits Survey Instrument to Allow for Customization to City of Shavano Park; Make Any Necessary Changes to Benefits Survey; Email Benefits Survey Instrument to Respondents; Receive and Analyze Responses; Prepare Detailed Comparative Benefits Tables for Appendix to Final Report; Prepare Narrative Summary Analysis of Benefits Comparisons for Final Report.</p>	\$ 5,295

A Compensation Survey and Evaluation of the City's Pay Plan	Cost
<p>Custom Compensation Survey – Includes:</p> <p>Prepare On-Line Salary Survey Document, <i>Using Job Summaries Prepared by the City</i>, for up to 26 Jobs From Job Analysis Questionnaires Completed by Employees and Reviewed and Commented on by Two Levels of Supervision, as well as Interview Notes.</p> <p>Pre-Contact Each Selected Market Employer to Obtain Their Agreement to Participate in Survey and Get the Appropriate Person's Name, Email Address, and Phone Number; Create Contacts Sheet.</p> <p>Conducting Labor Market Salary Survey (Up to 12 Employers, up to 40 Job Titles) by Distributing Login Information and Passwords to Each Respondent; Following Up with Respondents to Get Data in on Schedule. <i>(May Involve the City's Assistance with Follow-Up Calls to Survey Respondents, in Consultation with Ray Associates, to Get Data in on Schedule.)</i></p> <p>Preparation of Charts Displaying Data (Two Charts Per Job Title—one for Actual Salary Data and One for Salary Range Data, Each Showing Calculations for Average, Median, and Target Market Position, if Different from Median, As Well As the City's Position Relative to each Market Position; and Analysis of Salary Data.).</p>	\$ 7,895
<p>Creation of Updated Pay Plan and Placing all Jobs on Pay Plan – Includes:</p> <p>Consultation with City Management on type(s) of Pay Schedule(s) and Practices in Other Cities and Effectiveness of Current Pay Schedules; Creation of New Pay Schedule(s); Incorporating Market into the Analysis, Using Market Data and Internal Equity (the Point Factor Score Relationships of Non-Benchmark Jobs); <i>Teach 1-2 Key City Staff (Requires They Spend 1 Day in Austin Working with Katherine Ray to Place All City Jobs on New Pay Schedule(s), if Covid 19 Restrictions Permit; Otherwise, via Zoom).</i> Also Includes Adjustments to Point Factor Scores to Incorporate Market.</p>	\$ 3,950
<p>Implementation of the New Compensation Plan –Includes:</p> <p>Transition Cost Schedule Showing Migration of Each City Employee from Current Compensation Plan to New Compensation Plan, and Preparation of Inventories of Job Titles by Department, Pay Group, and Alphabetically.</p> <p>“Red Flag” Review - Meeting with City Management by Phone to Review and Discuss Consultants' Recommendations, Preliminary Transition Cost Schedule, and to Resolve Any Questions About the Recommendations Prior to Presentation to City Council; Adjustments if Necessary.</p>	\$ 2,265
<p>Review and Update of Procedures for Administration of the Classification and Compensation System</p>	\$ 1,850

A Compensation Survey and Evaluation of the City's Pay Plan	Cost
<p>Preparation and Presentation of Study Results to Management and to Council – Includes:</p> <p>Preparation of Report on the Study, Detailing Methodology, Findings and Conclusions, and Consultants' Recommendations Regarding the City's Job Titles (Classifications) and Compensation Plan, Assistance with Job Descriptions. The Report will Include Appendices (Salary Survey Charts, Recommended Pay Schedules, Inventories of Job Titles in Three Formats, and Any Other Necessary Back-Up Information for the Report).</p> <p>Also, Preparation and Presentation of PowerPoint Presentation Summarizing the Information Contained in the Report.</p>	\$ 3,660
<p>Professional Services Costs – Compensation and Benefits Study <i>(Does not include reasonable and documented expenses, such as travel, printed copies of reports, if requested, and other directly related expenses. Expenses are estimated at not to exceed \$3,500. The cost does include the time necessary to oversee the project from beginning to end and ensure quality control.)</i></p>	<u>\$ 39,990</u>

These costs are based on the following:

- ◆ 51 Full-Time Equivalent City Employees
- ◆ Up to 26 City Job Titles Included in the Salary Survey
- ◆ 12 Employers Surveyed for Salaries
- ◆ The Same Employers Used for Salaries for General Government Employees as well as Public Safety Employees

Should the above numbers increase significantly (more than 10 percent), the costs for the project will increase accordingly, and a change order will be processed.

Project Timeline/Invoices/Progress Reports

1. Project Timeline

Ray Associates, Inc. estimates this project will require 3.5 months to complete. If the work is begun by May 1, 2021, the project could be completed by August 15, 2021.

Ray Associates recognizes that the City of Shavano Park had set out a timeline of approximately six weeks for the work on this project to be completed, then presented to the City Council by the end of June (approximately eight weeks after the start of the project). In the past we have found it is better to spend more time gathering the data and ensuring that it is accurate than to rush to completion.

We are aware that the City is interested in knowing the implementation cost as it works through its budget planning process. However, what has worked for other clients when beginning so late in the fiscal year is to insert a “plug” in the budget for “Compensation Survey Implementation.” Our 40+ years of experience in conducting these types of studies has shown that if approximately five percent (5%) of current budgeted payroll is set aside for implementation, plus approximately three percent (3%) for aging the data to implementation in fiscal year 2022 (after October 1, 2021), it is normally possible to implement the recommendations at some point in the first six months of the new fiscal year.

It works better to implement the complete plan for all costs related to salaries at one time, even if delayed beyond the beginning of the fiscal year, rather than to attempt to implement the plan in pieces or over multiple years, if the cost is higher than anticipated.

2. Invoices/Progress Reports

Our firm submits monthly invoices that include status reports. The total contract amount is divided into equal portions for each monthly invoice (in this instance into four equal payments), so invoices and progress reports would occur on May 31, June 30, July 31, and August 15, 2021. We are happy to provide progress reports more frequently if the City desires. Typically, we are in regular contact with the person assigned as our primary point of contact. The billing schedule anticipated for this project is as follows:

May 31, 2021	\$ 9,997.50 plus reimbursable expenses, if any
June 30, 2021	\$ 9,997.50 plus reimbursable expenses, if any
July 31, 2021	\$ 9,997.50 plus reimbursable expenses, if any
August 15, 2021	\$ 9,997.50 plus reimbursable expenses, if any

Total	<u>\$39,990.00</u> plus reimbursable expenses, if any
--------------	--

Certification of No Conflict of Interest

Ray Associates, Inc. certifies by signing this proposal in the “Signatures” section that no one involved in our firm either has or has had in the past five (5) years any professional relationships involving the City of Shavano Park. No one at Ray Associates, Inc. has any personal or financial relationships with the Mayor, any person on the City Council, or with any staff member in a position with the City of Shavano Park that might create a conflict of interest, or the appearance of a conflict of interest, in performing the work outlined in this proposal.

We are prepared to complete the required Questionnaire CIQ online with the Texas Ethics Commission if our firm is selected for this engagement, as we have done many times for our work with other city and other local governmental clients.

Firm Qualifications and Experience/Selected Clients

Ray Associates, Inc. is uniquely qualified to assist the City of Shavano Park with preparation of a compensation survey and evaluation of the City's pay plan because of our extensive experience in conducting classification and compensation studies for Texas local governments and our thorough understanding of the Texas general law cities operating under the council/manager form of government. This engagement will be carried out by Katherine B. Ray, President of Ray Associates, Inc.; Shannon Bennett, Senior Consultant for the firm; and James F. (Jim) Ray, the other Principal in the firm. Katherine Ray will be the project manager.

Founded in 1977, Ray Associates works for public agencies, primarily local governments. Our assignments include executive and employee compensation studies including salary surveys and internal pay equity reviews, executive searches, staffing level reviews, organizational performance reviews, and a variety of training workshops.

Clients. The City of Shavano Park listed "references substantiating the firm's experience and success in providing services to similar governmental entities" as a key criterion for selection of a firm to conduct this study. Selected Ray Associates clients for whom we have performed the same or similar work include the following:

- **City of Bastrop (2006 – Present):** Multiple engagements. Conducted classification and compensation projects for City of Bastrop from 2006 through 2016 during Mike Talbot's tenure with the City as its City Manager. Also worked with Mr. Talbot and the Mayor and City Council from 2011 through 2016 conducting City Council Strategic Planning Retreats annually and preparing and implementing a Performance Review System for City Council's Review of the City Manager. Prepared and implemented a performance review and development system for the City Manager to appraise his directors' performance annually and provided performance review and development training for the City Manager and all city directors, as well as other leadership training to the executive team. Performed a variety of consultations for the City Manager, including sensitive investigations and analyses of several highly visible issues and conducted multiple executive searches for department heads. Have continued to perform job reviews as needed for the Director of Human Resources to present.

Contact: Michael H. Talbot, Former City Manager, Retired, home address: 314 Nicole Way, Bastrop, Texas 78602; personal cell: 512-718-8719; Email: mike.talbot.4@gmail.com.

- **City of Boerne (1993 – Present):** Multiple engagements. Since 1993, have conducted many engagements for the City of Boerne, with the latest being in 2019. Ray Associates **created the City of Boerne's first classification and compensation plan in 1993** and have worked with the city to keep the plan current since that time, most recently in 2019; also have performed many other human resources related engagements for the city, including preparing and updating HR policies, ADA training for staff, organizational development/span of control review for City Manager, and created the City's employee performance review system and conducted initial training for all employees, then refresher course a few years later.

Contact: Ron Bowman, Former City Manager, Retired, Cell: 210/363-8177, home address: 906 Rexford Drive, San Antonio, TX 78216; or contact Lori Carroll, City Secretary, (830) 249-9511, x 1168 or email: lcarroll@boerne-tx.gov.

- **City of Brenham (1998 – Present):** Multiple engagements. Created and have regularly updated the **city's classification and compensation plan**, most recently in 2019; created and implemented employee performance evaluation system including staff training; and conducted Municipal Court Survey for City's HR Director.

Contact: Susan Nienstedt, Director of Human Resources, 979-337-7512, email: snienstedt@cityofbrenham.org.

- **City of Coppell (1994 – Present):** Multiple engagements. Developed the City's first **classification, compensation, and benefits system** and job descriptions for the City (worked with City Council on market employers, scored all jobs for internal equity, and conducted salary and benefits surveys; recommendations to Council, which were adopted). Updates to compensation system ever two to three years since 1994. Also attended and participated in the City's Directors Retreats for many years and conducted directors salary surveys and a City Manager's survey separately for the City Manager.

Contact: Vivyon Bowman, Director of Administrative Services, 972/304-3648 (direct line) or 469-576-7716 (cell) or email at vbowman@coppelltx.gov; or Mike Land, City Manager, 972/304-3618 (direct line) or 469-964-5440 (cell) or email at MLand@coppelltx.gov; or contact.

- **City of Fair Oaks Ranch (2010, 2012, 2020):**

- In 2010, created a **classification, compensation, and benefits system** for the City (worked with the City Council on market employers, scored all jobs for internal equity, and conducted salary and benefits surveys; recommendations to Council, which were adopted. In 2012, created new adjusted pay schedules for the City. In 2020, conducted a revised comprehensive classification, compensation, and benefits system (worked with City Council on market employers, trained City staff to score all jobs for internal equity, and conducted salary and benefits surveys; recommendations to Council, which were adopted).

Contact: Joanna Merrill, Director of HR and Communications, (210) 698-0900 ext. 203 or Cell: (210) 888-2552 or email jmerrill@fairoaksranchtx.org. Or contact Mr. Tobin Maples, City Manager, Cell: 210/213-3945 or email tmaples@fairoaksranchtx.org.

Ray Associates, Inc. also managed the following statewide associations by contract: Texas Association of Regional Councils for 28 years, the Texas Recreation and Park Society for 12 years, and the Emergency Management Association of Texas for several years.

Team for the Engagement

Principals Katherine Ray and Jim Ray provide leadership to the Ray Associates team, and one or both of the principals is actively engaged in each project. Our team of professionals is committed to excellence in its work with clients, and we ensure that our staff members are assigned to a project for its duration. Many of our clients (80%) are repeat clients, and some have been calling on us to assist them with their local government business for 20 or 30 years. The consulting team that will perform this engagement is as follows:

This engagement for the City of Shavano Park will be conducted by the two principals in the firm: Katherine B. Ray, James F. Ray, and Shannon F. Bennett.



Katherine Ray (firm President/CEO and project manager).

Since 1980, most of Ms. Ray's consulting work has been for local governments, including special districts and cities throughout Texas. In her prior career she worked for public agencies including the Federal Equal Employment Opportunity Commission, the Texas Advisory Commission on Intergovernmental Relations, and the Texas Constitutional Revision Commission and Constitutional Convention. Her work

for special districts and other public agencies concentrates in the human resources field including executive search, executive and employee compensation and benefits, and leadership development and team-oriented training engagements.

Ms. Ray's recent clients include the cities of Boerne, Brenham, Brownfield, Fair Oaks Ranch and Liberty Hill; and the North Texas Municipal Utility District and Edwards Aquifer Authority. She also served by contract for 12 years as the Executive Director of the Texas Recreation and Park Society, a statewide organization of parks and recreation professionals from cities and other local governments across Texas. Ms. Ray is certified as a Senior Professional in Human Resources (SPHR); a Human Behavior Consultant at the advanced level; and is certified in the use of Cultural Transformation Tools to build Values-Based Organizations. She holds a Bachelor's Degree in Public Administration from St. Edwards University.



Jim Ray (Principal). Mr. Ray has worked in or for local governments throughout his career. He held the Texas City Management Association's Clarence Ridley Scholarship in graduate studies and served as an administrative assistant in the office of the City Manager in Austin. He was a local government assistant and state planning officer in the Office of the Governor then Assistant Director of the Institute for Urban Studies at The University of Texas at Arlington, and then he was Executive

Director of the Texas Advisory Commission on Intergovernmental Relations, which, with a board of local officials and state leaders, focused on best practices in Texas state and local government.

On leave from the Intergovernmental Relations Commission, Mr. Ray served as the Executive Director of the Texas Constitutional Revision Commission and Convention in 1973 and 1974. From 1977, the year Ray Associates was formed, until 2006, Mr. Ray served by contract as the Executive Director of the Texas Association of Regional Councils (councils of governments). This organization of regional councils of governments put him in regular contact with elected and appointed local government leaders throughout Texas. He holds a Bachelor's Degree in government from Trinity University, and a Master's Degree in Public Administration from The University of Texas at Austin.



Shannon F. Bennett, Senior Consultant. Ms. Bennett has served on Ray Associates' consulting team for 15 years. She performs specific technical work on a compensation projects, involving designing data bases and complex statistical and analytical instruments. She also creates detailed, complex transition cost schedules that make it possible to look at different implementation scenarios with the same data. Ms. Bennett is a graduate of Trinity University with Bachelor's degree in History. Her professional

background includes experience in contract administration and business management for state government and private sector employers, and in work process improvements using technology.

Attachments

Attached to this proposal are (1) two sample salary survey charts, one displaying actual salary and the other displaying salary range data (we will prepare two charts for each job in the City of Shavano Park) and (2) an excerpt from the benefits survey detailed table from a recent market study we conducted for the City of Fair Oaks Ranch.

Assurances

1. Accessibility of Records.

Ray Associates, Inc. will give the City of Shavano Park, through its authorized representative, access to and the right to examine and copy records, books, papers, or other documents related to this agreement, in electronic or print format.

2. Reports.

Reports, in print or electronic form, produced as products of this engagement shall be the property of the City of Shavano Park, Texas. Reports will be presented in one bound and one electronic copy.

3. Non-discrimination.

Ray Associates, Inc. is an equal opportunity employer and will not discriminate based on race or national origin, age, sex, disability, color, or religion.

4. *Compliance with Other Laws.*

Ray Associates, Inc. will comply with applicable state and federal laws in the conduct of this engagement if our firm is selected by the City Council to conduct the work.

Miscellaneous Terms

5. *Personal Liability.*

An individual signing this proposal is not personally liable under it, and parties agree to seek recourse solely against the City or Ray Associates, Inc., respectively.

6. *Entire Agreement.*

This proposal contains the entire agreement of the parties.

7. *Location.*

This proposal is made in Texas and Texas laws govern its interpretation and performance.

Authorization to Proceed

If you have any questions about this proposal, please do not hesitate to call Katherine Ray at 512/913-0331. We look forward to hearing from you and hope to have the opportunity to work with you and your employees.

If this document is acceptable to you, this document can serve as our agreement to proceed by your originally signing and returning a copy.

Agreement Submitted by:

Accepted by:


Katherine B. Ray, President/CEO
RAY ASSOCIATES, INC.
1304 Guadalupe Street
Austin, Texas 78701
Cell (512) 913-0331
Email kray@rayassociates.com
Website www.rayassociates.com

Bill Hill, City Manager
CITY OF SHAVANO PARK, TEXAS

April 19, 2021

Date Signed

Date Signed

Attachment 1

**Ray Associates, Inc.'s
Sample Salary Survey Charts (Actual and Range Data)**

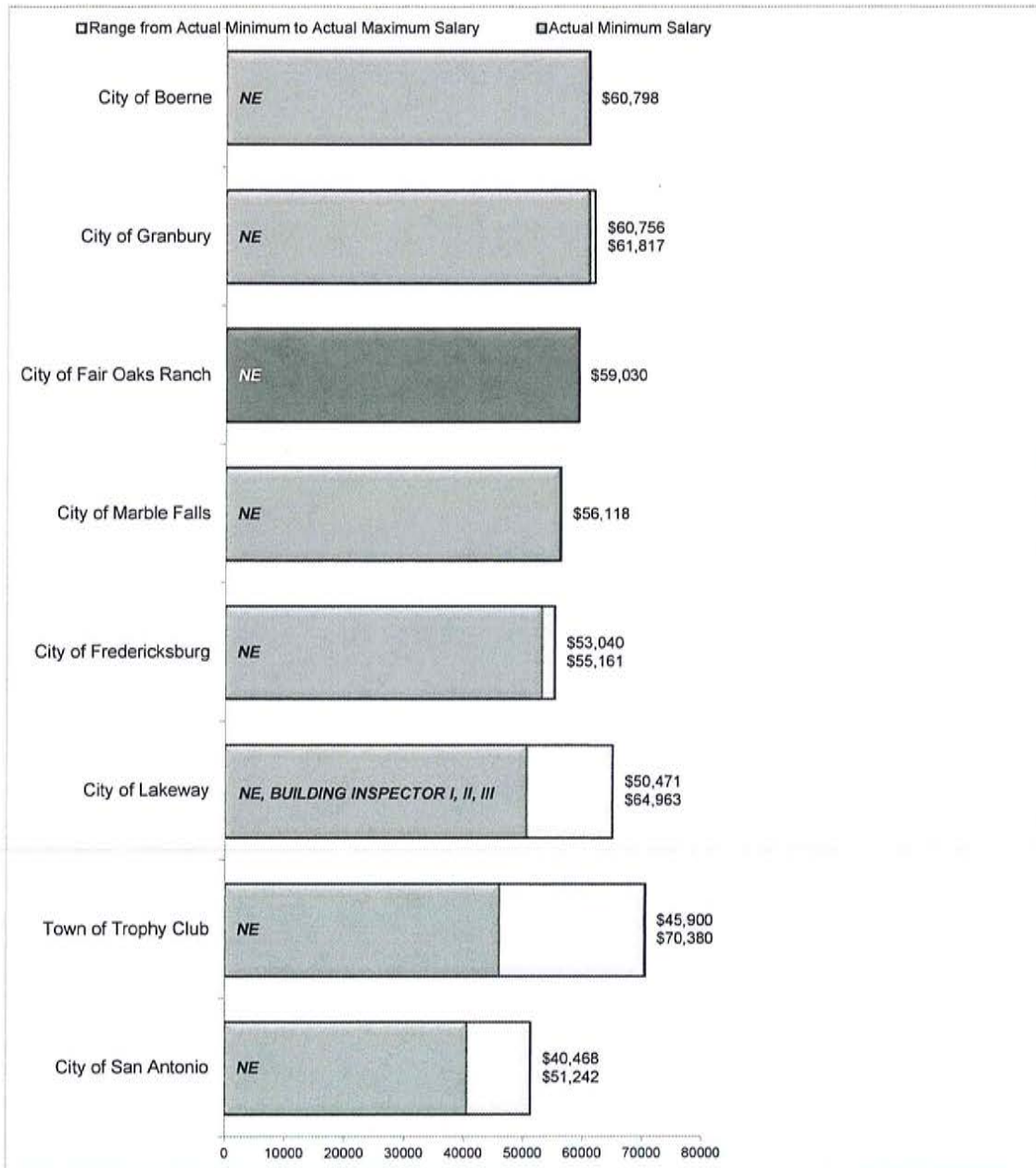
Actual Salary Data

**Ray Associates, Inc.
Salary Survey**

Building Inspector

Overall Average Salary:	\$56,288	City of Fair Oaks Ranch % Above Average:	4.9%
Median Minimum Salary:	\$53,040	City of Fair Oaks Ranch % Above Median Minimum:	11.3%
Median Maximum Salary:	\$60,798	City of Fair Oaks Ranch % Below Median Maximum:	-2.9%

(All exclude City of Fair Oaks Ranch)



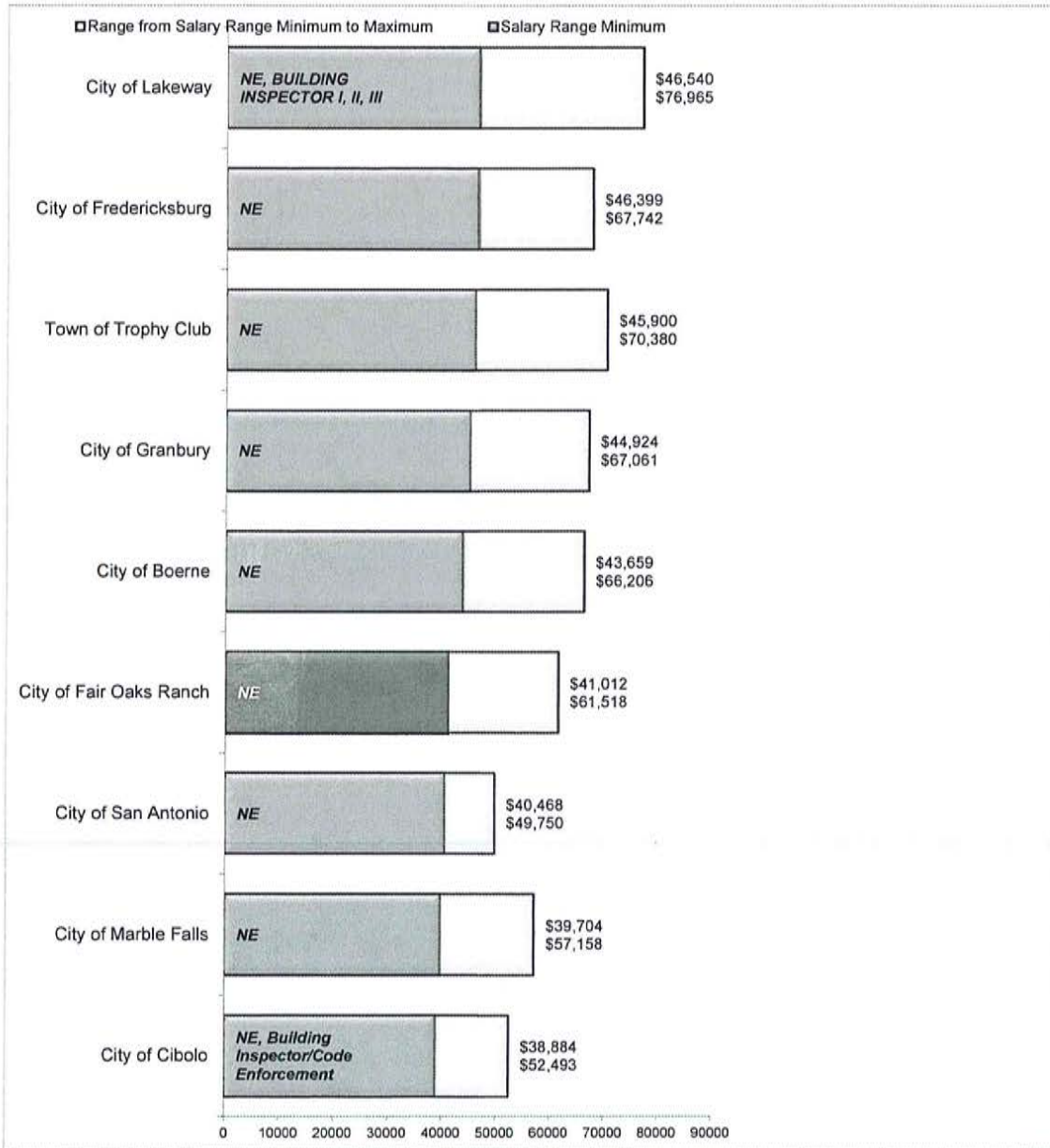
Salary Range Data
Using Range Minimums

**Ray Associates, Inc.
Salary Survey**

Building Inspector

Overall Average Salary:	\$53,390	City of Fair Oaks Ranch % Below Average:	-4.0%
Median Minimum Salary:	\$44,292	City of Fair Oaks Ranch % Below Median Minimum:	-7.4%
Median Maximum Salary:	\$66,634	City of Fair Oaks Ranch % Below Median Maximum:	-7.7%
Average Range Width:	45.9%		

(All exclude City of Fair Oaks Ranch)



Attachment 2

**Ray Associates, Inc.'s
Excerpt from Detailed Benefits Survey Tables**

**Appendix C: Detailed
Comparative
Benefits Tables**

City of Fair Oaks Ranch

Detailed Benefits Tables City of Fair Oaks Ranch

Health Insurance	Page 1
Life Insurance.....	Page 14
Disability Insurance	Page 15
Retirement Benefits.....	Page 18
Sick Leave	Page 23
Vacation Leave	Page 25
Tuition Reimbursement and Longevity Pay	Page 33
Police and Fire Policies	Page 34
General Government Certification and On-Call Pay.....	Page 41
Vehicle and Phone Allowance	Page 47
Pay Structure and Merit Adjustments	Page 50

**Ray Associates, Inc.
Benefits Survey**

Health Insurance

	<i>Health Insurance Plans Offered</i>						
<i>Organization</i>	<i>HMO</i>	<i>Self-Ins.</i>	<i>PPO</i>	<i>Indem nity Plan</i>	<i>HSA or HRA</i>	<i>Other</i>	<i>MOST PREVA- LENT</i>
City of Fair Oaks Ranch			PPO				PPO
City of Alamo Heights			PPO		HSA or HSA	Health Reimbursement (HRA)	PPO
City of Boerne			PPO		HSA or HSA		PPO
City of Cibolo			PPO				PPO
City of Fredericksburg			PPO				PPO
City of Granbury			PPO		HSA or HSA		PPO
City of Helotes			PPO		HSA or HSA	EPO - Same in- network coverage as PPO, but does not have out-of- network benefits unless it's an emergency.	EPO
City of Lakeway			PPO		HRA or HSA	High Deductible Health Plan (HDHP)	HDHP
City of Leon Valley			PPO				PPO
City of Live Oak			PPO				PPO
City of Marble Falls			PPO		HSA or HSA		Its almost exactly half
City of San Antonio	HMO	Self Insurance	PPO		HSA or HSA		CDHP
Lakeway MUD						Choice Plus- United Healthcare	Choice Plus- United Healthcare
Town of Trophy Club			PPO		HRA or HSA	Offer 2 levels of PPO plan plus HSA Plan	HSA/HRA

Ray Associates, Inc. Benefits Survey

Health Insurance

Organization	Prevalent Plan	Based on the most prevalent plan in the organization			
		<u>Employee Only</u> <u>Premium/Month</u>		<u>w/ Child - Premium/Month</u>	
		Paid by Org	Paid by EE*	Paid by Org	Paid by EE*
	Average:	\$526.88	\$14.40	\$666.75	\$325.21
	Median:	\$586.39	\$0.00	\$572.58	\$274.24
	Top Third:	\$594.79	\$0.00	\$993.21	\$260.82
City of Fair Oaks Ranch	PPO	\$550.20	\$0.00	\$709.28	\$171.06
City of Alamo Heights	PPO	\$432.86	\$0.00	\$432.86	\$266.06
City of Boerne	PPO	\$584.74	\$0.00	\$762.50	\$266.64
City of Cibolo	PPO	\$469.00	\$0.00	\$469.00	\$376.00
City of Fredericksburg	PPO	\$744.70	\$0.00	\$0.00	\$453.75
City of Granbury	PPO	\$598.48		\$598.48	\$582.18
City of Helotes	EPO	\$366.85	\$0.00	\$366.85	\$297.15
City of Lakeway	HDHP	\$587.39	\$0.00	\$1,033.81	\$216.70
City of Leon Valley	PPO	\$0.00	\$83.44	\$280.02	\$698.56
City of Live Oak	PPO	\$799.40	\$0.00	\$1,029.99	\$281.84
City of Marble Falls	It's almost exactly half	\$625.90	same	\$1,055.38	
City of San Antonio	CDHP	Info not provided	\$45.00	Info not provided	\$74.00
Lakeway MUD	Choice Plus-United Healthcare	\$586.39	\$30.00	\$1,423.05	\$251.90
Town of Trophy Club	HSA/HRA	109.58 Wellness; 59.58 Non-Wellness	\$0.00	109.58 Wellness; 59.58 Non-Wellness	\$137.76

* Top third calculated by comparing the LOWEST cost to the employee

Ray Associates, Inc. Benefits Survey

Health Insurance

Organization	Prevalent Plan	Based on the most prevalent plan in the organization			
		w/ Spouse - Premium/Month		w/ Family - Premium/Month	
		Paid by Org	Paid by EE*	Paid by Org	Paid by EE*
	Average:	\$675.73	\$455.34	\$907.59	\$765.81
	Median:	\$598.48	\$398.52	\$1,040.84	\$724.14
	Top Third:	\$825.73	\$370.13	\$520.94	\$704.00
City of Fair Oaks Ranch	PPO	\$783.56	\$231.83	\$1,036.66	\$438.92
City of Alamo Heights	PPO	\$432.86	\$498.77	\$432.86	\$715.66
City of Boerne	PPO	\$825.66	\$361.38	\$1,040.84	\$684.14
City of Cibolo	PPO	\$469.00	\$610.00	\$469.00	\$985.00
City of Fredericksburg	PPO	\$0.00	\$672.10	\$0.00	\$1,064.80
City of Granbury	PPO	\$598.48	\$557.22	\$598.48	\$733.02
City of Helotes	EPO	\$366.85	\$520.94	\$366.85	\$854.78
City of Lakeway	HDHP	\$1,192.38	\$375.27	\$1,732.75	\$915.64
City of Leon Valley	PPO	\$546.69	\$398.52	\$1,106.72	\$1,328.68
City of Live Oak	PPO	\$1,212.01	\$504.30	\$1,391.88	\$724.14
City of Marble Falls	It's almost exactly half	\$1,254.23		\$1,518.07	It's almost exactly half
City of San Antonio	CDHP		\$209.00		\$296.00
Lakeway MUD	Choice Plus-United Healthcare	\$993.21	\$301.22	\$1,326.06	\$523.12
Town of Trophy Club	HSA/HRA	109.58 Wellness; 59.58 Non-Wellness	\$257.46	109.58 Wellness; 59.58 Non-Wellness	\$364.70

* Top third calculated by comparing the LOWEST cost to the employee

Ray Associates, Inc.
Benefits Survey

Health Insurance

Organization	Prevalent Plan	<u>Deductibles (In Network)</u>		<u>EE's Co-Pay</u>	
		Person*	Family*	Office Visit*	Specialist Visit*
	Average:	\$2,092	\$4,415	\$26	\$41
	Median:	\$2,000	\$4,500	\$30	\$50
	Top Third:	\$1,480	\$3,000	\$25	\$36
City of Fair Oaks Ranch	PPO	\$750	\$1,500	\$30	10% of deductible
City of Alamo Heights	PPO	\$5,000	\$10,000	\$0	\$0
City of Boerne	PPO	\$0	\$0	20%	20%
City of Cibolo	PPO	\$1,500	\$4,500	\$30	\$60
City of Fredericksburg	PPO	\$500	\$1,000	\$25	\$25
City of Granbury	PPO	\$3,500	\$7,000	\$40	\$40
City of Helotes	EPO	\$3,000	\$6,000	\$30	\$60
City of Lakeway	HDHP	\$4,000	\$6,000	In - 80% after deductible	In - 80% after deductible
City of Leon Valley	PPO	\$2,000	\$6,000	\$30	\$30
City of Live Oak	PPO	\$500	\$1,500	\$30	\$60
City of Marble Falls	Its almost exactly half	\$1,500	\$3,000	\$25	\$50
City of San Antonio	CDHP	\$2,000	\$4,000	Not provided	Not provided
Lakeway MUD	Choice Plus-United Healthcare	\$1,000	\$3,000	\$25	\$50
Town of Trophy Club	HSA/HRA	\$2,700	\$5,400	20% after deduct	20% after deduct

* Top third calculated by comparing the LOWEST cost to the employee

**Ray Associates, Inc.
Benefits Survey**

Health Insurance

Organization	Prevalent Plan	<u>Max Out of Pocket</u>		Is a Health Reimbursement Account (HRA) provided for employees?
		Person*	Family*	
	Average:	\$4,570.00	\$9,910.00	
	Median:	\$4,750.00	\$10,000.00	
	Top Third:	\$4,485.00	\$9,000.00	
City of Fair Oaks Ranch	PPO	\$3,750	\$7,500	No
City of Alamo Heights	PPO	\$5,000	\$10,000	Yes
City of Boerne	PPO	\$4,000	\$8,000	No
City of Cibolo	PPO	\$4,500	\$13,500	Yes
City of Fredericksburg	PPO	\$2,000	\$4,000	Not provided
City of Granbury	PPO	\$6,350	\$12,700	Yes
City of Helotes	EPO	\$4,500	\$9,000	No
City of Lakeway	HDHP	\$6,000 in network	\$10,000 in network	No
City of Leon Valley	PPO	\$5,000	\$10,200	No
City of Live Oak	PPO	\$1500	\$4500	No
City of Marble Falls	Its almost exactly half	\$5,000	\$10,000	Yes
City of San Antonio	CDHP	\$4,000	\$8,000	Yes
Lakeway MUD	Choice Plus-United Healthcare	\$3,000	\$9,000	No
Town of Trophy Club	HSA/HRA	\$6,350	\$12,700	No

* Top third calculated by comparing the LOWEST cost to the employee

Ray Associates, Inc.
Benefits Survey

Health Insurance

Organization	Additional Notes on Health Insurance
City of Fair Oaks Ranch	
City of Alamo Heights	City will reimburse up to \$2,000 each year of the \$5,000 deductible.
City of Boerne	
City of Cibolo	Only for silver plan. we reimburse 50% of deductible expenses after \$1500 (the gold individual deductible)
City of Fredericksburg	
City of Granbury	
City of Helotes	
City of Lakeway	HSA is provided.
City of Leon Valley	
City of Live Oak	
City of Marble Falls	
City of San Antonio	For those participating in the CDHP, the City contributes \$500 individual / \$1,000 family to the employee's HSA account.
Lakeway MUD	
Town of Trophy Club	

* Top third calculated by comparing the LOWEST cost to the employee

**Ray Associates, Inc.
Benefits Survey**

Health Insurance

<i>Dental Insurance</i>					
<i>Organization</i>	<i>Dental Coverage?</i>	<i>Dental: ee only - paid by org</i>	<i>Dental: ee only - paid by ee*</i>	<i>Dental: ee/child(ren) - paid by org</i>	<i>Dental: ee/child(ren) - paid by ee*</i>
Average:		\$18.58	\$11.34	\$24.88	\$51.45
Median:		\$26.00	\$0.00	\$26.71	\$43.58
Top Third:		\$26.59	\$0.00	\$30.87	\$40.13
City of Fair Oaks Ranch	Yes	\$37.64	\$0.00	\$61.61	\$19.61
City of Alamo Heights	Yes	\$26.36	\$0.00	\$26.36	\$36.23
City of Boerne	Yes	\$37.64	\$0.00	\$37.64	\$43.58
City of Cibolo	Yes	\$31.00	\$0.00	\$31.00	\$45.00
City of Fredericksburg	Yes	\$0.00	\$47.10	\$0.00	\$105.40
City of Granbury	Yes	\$0.00	\$31.82	\$0.00	\$92.34
City of Helotes	Yes	\$26.71	\$0.00	\$26.71	\$39.20
City of Lakeway	Yes	Info not provided	Info not provided	Info not provided	Info not provided
City of Leon Valley	Yes	\$0.00	\$12.84	\$38.51	\$68.20
City of Live Oak	Yes	\$17.21	\$0.00	\$17.21	\$27.21
City of Marble Falls	Yes	\$26.00	\$0.00	\$30.60	\$42.30
City of San Antonio	Yes	\$0.00	\$33.00	\$0.00	\$49.00
Lakeway MUD	Yes	\$39.43	\$0.00	\$65.69	\$17.50
Town of Trophy Club	Yes	Not provided	Not provided	Not provided	Not provided

* Top third calculated by comparing the LOWEST cost to the employee

**Ray Associates, Inc.
Benefits Survey**

Health Insurance

<i>Organization</i>	<i>Dental Insurance</i>			
	<i>Dental: ee/spouse - paid by org</i>	<i>Dental: ee/spouse - paid by ee*</i>	<i>Dental: ee/family - paid by org</i>	<i>Dental: ee/family - paid by ee*</i>
Average:	\$23.43	\$42.36	\$30.57	\$82.59
Median:	\$26.36	\$39.62	\$26.71	\$73.00
Top Third:	\$29.24	\$29.57	\$30.90	\$69.29
City of Fair Oaks Ranch	\$59.43	\$17.83	\$80.49	\$35.06
City of Alamo Heights	\$26.36	\$29.39	\$26.36	\$68.49
City of Boerne	\$37.64	\$39.62	\$37.64	\$77.90
City of Cibolo	\$31.00	\$30.00	\$31.00	\$86.00
City of Fredericksburg	\$0.00	\$97.10	\$0.00	\$150.40
City of Granbury	\$0.00	\$69.72	\$0.00	\$134.08
City of Helotes	\$26.71	\$26.72	\$26.71	\$71.15
City of Lakeway	Info not provided	Info not provided	Info not provided	Info not provided
City of Leon Valley	\$22.56	\$48.23	\$69.93	\$116.34
City of Live Oak	\$17.21	\$17.20	\$17.21	\$50.66
City of Marble Falls	\$30.50	\$41.40	\$30.70	\$42.30
City of San Antonio	\$0.00	\$49.00	\$0.00	\$73.00
Lakeway MUD	\$65.75	\$17.54	\$96.74	\$38.14
Town of Trophy Club	Not provided	Not provided	Not provided	Not provided

* Top third calculated by comparing the LOWEST cost to the employee

**Ray Associates, Inc.
Benefits Survey**

Health Insurance

Organization	Vision Insurance				
	Vision Coverage?	Vision: ee only - paid by org	Vision: ee only - paid by ee*	Vision: ee/child(ren) - paid by org	Vision: ee/child(ren) - paid by ee*
Average:		\$3.45	\$3.70	\$4.67	\$11.05
Median:		\$2.41	\$0.00	\$4.82	\$11.84
Top Third:		\$6.00	\$0.00	\$6.62	\$4.98
City of Fair Oaks Ranch	Yes	\$9.00	\$0.00	Tier not offered	Tier not offered
City of Alamo Heights	Yes	\$4.82	\$0.00	\$4.82	\$4.34
City of Boerne	Yes	\$9.00	\$0.00	\$9.00	\$18.00
City of Cibolo	Yes	\$6.00	\$0.00	\$6.00	\$5.00
City of Fredericksburg	Yes	\$0.00	\$13.40	\$0.00	\$26.70
City of Granbury	Yes	\$0.00	\$8.22	\$0.00	\$16.42
City of Helotes	Yes	\$7.86	\$0.00	\$7.86	\$9.65
City of Lakeway	Yes	\$0.00	\$0.00	N/A	\$0.00
City of Leon Valley	Yes	\$6.84	\$0.00	\$14.31	\$0.00
City of Live Oak	No	N/A	N/A	N/A	N/A
City of Marble Falls	Yes	\$0.00	\$7.52	\$0.00	\$16.35
City of San Antonio	Yes	\$0.00	\$7.84	\$0.00	\$14.02
Lakeway MUD	No	N/A	N/A	N/A	N/A
Town of Trophy Club	Not provided	Not provided	Not provided	Not provided	Not provided

* Top third calculated by comparing the LOWEST cost to the employee

**Ray Associates, Inc.
Benefits Survey**

Health Insurance

Organization	Vision Insurance			
	Vision: ee/spouse - paid by org	Vision: ee/spouse - paid by ee*	Vision: ee/family - paid by org	Vision: ee/family - paid by ee*
Average:	\$4.42	\$10.50	\$7.61	\$16.70
Median:	\$4.82	\$10.54	\$5.41	\$17.39
Top Third:	\$6.62	\$4.97	\$7.86	\$10.96
City of Fair Oaks Ranch	Tier not offered	Tier not offered	\$9.00	\$18.01
City of Alamo Heights	\$4.82	\$3.86	\$4.82	\$9.65
City of Boerne	\$9.00	\$18.00	\$9.00	\$18.00
City of Cibolo	\$6.00	\$5.00	\$6.00	\$11.00
City of Fredericksburg	\$0.00	\$25.40	\$0.00	\$40.10
City of Granbury	\$0.00	\$15.60	\$0.00	\$24.14
City of Helotes	\$7.86	\$7.06	\$7.86	\$16.77
City of Lakeway	N/A	\$0.00	\$30.60	\$0.00
City of Leon Valley	\$12.06	\$0.00	\$17.81	\$0.00
City of Live Oak	N/A	N/A	N/A	N/A
City of Marble Falls	\$0.00	\$16.02	\$0.00	\$26.62
City of San Antonio	\$0.00	\$14.02	\$0.00	\$20.76
Lakeway MUD	N/A	N/A	N/A	N/A
Town of Trophy Club	Not provided	Not provided	Not provided	Not provided

* Top third calculated by comparing the LOWEST cost to the employee

**Ray Associates, Inc.
Benefits Survey**

Health Insurance

Organization	Rx Card (EE is responsible for paying amounts/percentages)*		
	Generic	Brand Name	Non-Formulary
Average:	\$12.17	\$40.00	\$73.13
Median:	\$15.00	\$40.00	\$70.00
Top Third:	\$12.55	\$40.00	\$70.00
City of Fair Oaks Ranch	\$10	\$15	\$75
City of Alamo Heights	0% after deduct	0% after deduct	0% after deduct
City of Boerne	\$0-\$10	\$40	\$70
City of Cibolo	\$0	Up to \$250, depending on type	Up to \$250, depending on type
City of Fredericksburg	\$0-\$10	\$50	\$100
City of Granbury	\$15	\$35	\$70
City of Helotes	\$15	\$40	\$75
City of Lakeway	\$0-\$10	\$40	\$70
City of Leon Valley	\$20	\$40	\$60
City of Live Oak	\$0-\$10	\$50-\$250, depending on type	\$50-\$250, depending on type
City of Marble Falls	\$8	\$35	\$70
City of San Antonio	20% after deductible	20% after deductible	20% after deductible
Lakeway MUD	\$15	\$40	\$70
Town of Trophy Club	20% after deductible	20% after deductible	20% after deductible

* Top third calculated by comparing the LOWEST cost to the employee

**Ray Associates, Inc.
Benefits Survey**

Health Insurance

<i>Organization</i>	<i>Employee Assistance Program</i>
Average:	
Median:	
Top Third:	
City of Fair Oaks Ranch	Help with resources such as short term counseling, referrals, educational workshops on various topics. Can provide referral information for doctors, etc. Also provides training hours at no cost to the employee.
City of Alamo Heights	Logical Management Solutions and Disability Resource Services
City of Boerne	Deer Oaks EAP
City of Cibolo	3 in person counseling services per household member per topic per year; webinars; safe ride program; online access with legal and credit assistance, etc.
City of Fredericksburg	Deer Oaks EAP - counseling, financial, legal, cab ride, referrals, id recovery, disaster assistance program, online tools & resources, work/life services, find now child and elder care, critical incident stress management
City of Granbury	Law Access, Work Life, Well Coach - personalized 1 on 1 support, Safe Ride, up to 6 counseling sessions - assessment, referral and crisis services Alliance Work Partners
City of Helotes	Our EAP provides employees help with their emotional well being, relationship issues, addiction, stress or anxiety, financial or legal concerns, identity theft and fraud. For each individual issue they are able to see a counselor 3 times for free.
City of Lakeway	City's administrator of EAP is Alliance Work Partners (AWP).
City of Leon Valley	10 free counseling session a year per employee and dependents
City of Live Oak	Legal / Financial Depression / Stress Drug / Alcohol Abuse Emotional Problems Financial Pressures Grief Issues Family / Relationship Problems Other Personal Concerns
City of Marble Falls	Alliance Work Partners unlimited consultation, stress briefings 6 sessions of counseling safe ride program law access HelpNet PlanWell
City of San Antonio	Deer Oaks provides a variety of services including counseling.
Lakeway MUD	
Town of Trophy Club	Mental health, relationships or marital conflicts; child and eldercare, substance abuse, grief and loss, legal or financial issues. Assistance for employee and household members; up to 3 in-person sessions with counselor per issue, per year, per individual; unlimited toll-free phone access and online resources.

* Top third calculated by comparing the LOWEST cost to the employee

**Ray Associates, Inc.
Benefits Survey**

Health Insurance

Organization	Cafeteria/ Pre-Tax Plans				
	Medical	Dental	Other Ins.	Dep. Care	Other
Average:					
Median:					
Top Third:					
City of Fair Oaks Ranch	✓	✓			Dependent Vision
City of Alamo Heights					
City of Boerne	✓	✓		✓	Medical Flex
City of Cibolo	✓	✓	✓		457b's, vision, vol life, FSA
City of Fredericksburg	✓		✓	✓	
City of Granbury		✓			Vision
City of Helotes	✓	✓	✓	✓	
City of Lakeway	✓				No info as to whether an FSA plan is offered or details of plan, if any.
City of Leon Valley	✓	✓		✓	
City of Live Oak	✓	✓		✓	FSA
City of Marble Falls	✓	✓		✓	
City of San Antonio	✓			✓	
Lakeway MUD	✓	✓			
Town of Trophy Club	✓	✓		✓	Lasik eye surgery; eye exams/glasses; Rx's; & other standard FSA benefits.

* Top third calculated by comparing the LOWEST cost to the employee

Ray Associates, Inc.
Benefits Survey

Life Insurance

<i>Organization</i>	<i>Standard Coverage Amount</i>	<i>Employee Cost</i>	<i>Additional Information</i>
Avg. Flat \$ Amount:	\$30,000		
# of 1 X Salary:	6		
# of 2 X Salary:	1		
City of Fair Oaks Ranch	50,000.00	\$0.00	
City of Alamo Heights	1 x annual salary	Based on age, time, and salary	
City of Boerne	\$25,000 for basic covered by city	\$0.00	Additional life for employee is age rated and by salary. Dependent life \$2.76 month \$10,000 spouse/\$2,000 child(ren)
City of Cibolo	1 x annual salary	\$0.00	Life and ADD paid by ER but taxed to EE if > \$50k value
City of Fredericksburg		\$0.00	
City of Granbury	\$15,000 life for all full-time employees	\$0.00	City also provides \$1,000,000 life insurance to certified police
City of Helotes	\$50,000 or 1 x salary - whichever is greater	\$0.00	Employees can purchase additional life insurance through group plan.
City of Lakeway	\$10,000	\$0.00	Supplemental life and dependent life available at ee cost; the \$10,000 is guarantee issue provided by City.
City of Leon Valley	\$10,000	\$0.00	
City of Live Oak	\$50,000 or 1 x salary	\$0.00	
City of Marble Falls	1 x salary up to \$100,000	\$0.00	
City of San Antonio	1 X annual Salary	\$0.00	Based on employee age and their salary
Lakeway MUD	\$30,000	\$0.00	
Town of Trophy Club	Paid by City: 2 x annual base pay plus commissions up to \$100,000.	\$0.00	

**Ray Associates, Inc.
Benefits Survey**

Disability Insurance

<i>Organization</i>	<i>Offer Short-Term Disability</i>	<i>Cost to Employee for Coverage</i>
City of Fair Oaks Ranch	Yes	0
City of Alamo Heights	No	N/A
City of Boerne	No	N/A
City of Cibolo	Yes	100%
City of Fredericksburg	No	N/A
City of Granbury	Yes	
City of Helotes	Yes	0
City of Lakeway	No	N/A
City of Leon Valley	No	N/A
City of Live Oak	No	N/A
City of Marble Falls	Yes	\$0.33 - \$0.39
City of San Antonio	Yes	0
Lakeway MUD	Yes	0
Town of Trophy Club	Yes	100%

**Ray Associates, Inc.
Benefits Survey**

Disability Insurance

<i>Organization</i>	<i>Offer Long-Term Disability</i>		<i>Cost to Employee for Coverage</i>
City of Fair Oaks Ranch	Yes		0
City of Alamo Heights	Yes		0
City of Boerne	No		N/A
City of Cibolo	Yes		100%
City of Fredericksburg	No		N/A
City of Granbury	Yes		
City of Helotes	Yes		0
City of Lakeway	Yes		0
City of Leon Valley	No		N/A
City of Live Oak	Yes		0
City of Marble Falls	Yes		.17 - .28
City of San Antonio	No		N/A
Lakeway MUD	Yes		1
Town of Trophy Club	Yes		0

**Ray Associates, Inc.
Benefits Survey**

Disability Insurance

<i>Organization</i>	<i>Offer Long-Term Care Insurance</i>	<i>Is the Long-Term Care Insurance coverage provided as a group policy or as individual coverage?</i>
City of Fair Oaks Ranch	No	N/A
City of Alamo Heights	No	N/A
City of Boerne	No	N/A
City of Cibolo	No	N/A
City of Fredericksburg	No	N/A
City of Granbury	No	N/A
City of Helotes	No	N/A
City of Lakeway	No	N/A
City of Leon Valley	No	N/A
City of Live Oak	No	N/A
City of Marble Falls	No	N/A
City of San Antonio	No	N/A
Lakeway MUD	No	N/A
Town of Trophy Club		

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 6.6

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion / action - Approval of Ordinance O-2021-004 amending the FY 2020-21 Budget to adjust the revenues, expenditures and utilization of fund balance to include resourcing General Fund Development Fees, **Compensation Study**, General Fund contract labor, City Hall generator project, final project costs for the drainage projects on Bent Oak, Chimney Rock and Windmill, Pavilion gutters and other items, and water system infrastructure repairs to Huebner Pump #2, Well #7 rehabilitation, Well #8 rehabilitation and Well #4 fencing. (Final Reading).

X

Attachments for Reference:

- a) Ordinance O-2021-004
- b) Proposed FY 2020-21 Budget Amendment #1,
Budget Comparison Report (Incode)
- c) City Hall Generator Project
- d) Drainage Project – analysis of construction costs

BACKGROUND / HISTORY:

Several items require the budget to be amended. See discussion below.

DISCUSSION:

Attached is item b) the “Budget Comparison Report” for the proposed budget amendment related to the General Fund, Water Utility Fund, Capital Replacement Fund and Water Capital Replacement Fund. The Y-T-D Actual column includes all revenues and expenditures/expenses posted as of March 31, 2021. The “Current Budget” column is the original adopted budget. The “Selected Budget” Column includes the amounts to be adjusted. Only the line items that have an amount in the “Difference” column are being amended.

Please note that additions or changes to this summary since the first reading at the April 26, 2021 City Council meeting are highlighted in yellow.

City Staff is proposing the following as amendment #1 to the FY 2020-21 budget:

General Fund (10)

The developers are platting Phase V of the Huntington neighborhood, which includes 29 lots and approximately three acres of greenbelts and drainage. The development fees have been assessed and collected, and this amount will be transferred to the Capital Replacement Fund (70) for use towards future City projects. This amendment proposes an increase of \$54,268 to 10-599-3060 Development Fees (initial budget \$5,000 amended to \$59,268), offset by an increase of \$54,268 to 10-603-9010 Transfer to Capital Replacement (initial budget \$44,347, amended to \$98,615).

During the year, the City contracted with certain individuals to fill critical position vacancies on an interim basis – City Secretary and Chief of Police, as well as to provide a temporary, short term permit clerk/receptionist at City Hall. This amendment proposes increasing Contract Labor – Admin (10-601-4086) from \$0 to \$18,431 with offsetting reductions to Salaries – Admin (10-601-1010) \$14,331, Health Insurance (10-601-1030) \$2,100 and TMRS Retirement (10-601-1040) \$2,000 and to increase Contract Labor – Police (10-605-4086) from \$0 to \$6,498 with an offsetting reduction to Salaries – Police (10-605-1010).

At its April 26, 2021 regular meeting, City Council authorized the City Manager to enter into a contract with Ray Associates, Inc. for a compensation study and evaluation of the City's pay plan. After negotiations, the final contract amount is \$36,990 plus \$3,500 for reimbursable expenses. The FY21 budget includes \$2,000 (as a placeholder) for this service in account 10-601-3013 Professional Services. This amendment proposes an increase to Professional Services of \$38,490 (new budget amount \$42,440) offset by a decrease of \$15,000 to Legal Services 10-601-3015 (less utilization than planned, new budget amount \$39,000), an increase of \$15,000 to Building Permits revenue 10-599-3010 (line item already at 73% of budget thru April, new budget amount \$325,000), a decrease of \$2,400 to Citizens Communication 10-601-3087 (less fiesta medals purchased than budgeted, new budget amount \$5,500) and an increase of \$6,090 to Bexar County Election 10-599-7055 (new budget amount \$6,590).

With the above proposed amendments to the FY21 budget, the General Fund's budgeted revenues and expenditures would increase \$75,358.

Water Utility Fund (20)

Well #8. On Tuesday, September 1, 2020, Well #8 ceased operations and Water Utility staff were unable to restart pumping. Upon having the contractor pull the well components and assess the equipment, the pump and drive shaft were damaged and a significant layer of mineral build up inside the water column was noted. Due to the age of the equipment, parts for repairs are not available. The rehabilitation of Well #8 was originally approved as part of the prior fiscal year budget amendment. However, due to the timing of the work and the wait for the needed parts, the project was not able to be started until the current fiscal year. This amendment proposes a transfer from the Water Capital Replacement Fund (72) account 20-599-8072 in support of this expense. The offsetting entry will be to 20-606-8098 Capital – Well #8 for \$74,425.

On February 16, 2021, the emergency drive shaft for Well #8 broke during the winter storm event. The Water Utility is requesting a total of \$18,000 for its repair, which consists of \$7,000 to remove and inspect the gear box and \$11,000 to purchase the repair parts, shipping, installation and reinstall the well building roof. The City will be submitting an insurance claim for this repair. This amendment proposes an increase of \$18,000 to Capital – Well #8 (20-606-8098) with the offset to Insurance Proceeds (20-599-7097).

Huebner GST. Pump #2 at Huebner Plant seized up after it was shut down to get the backflow fixed. Estimated repair costs of \$21,000. This amendment proposes an increase of \$21,000 to Capital – Huebner Plant (20-606-8090) with an offset to Transfer in – Capital Replacement (20-599-8072).

Well #7. The condition of Well #7 is very poor, as it is leaking water and likely close to seizing up. The packing that had been replaced the first week of October 2020 is now worn out. If replacement

is delayed until the shaft breaks, it may create more damage in the motor and add to the cost. If the well goes down in the summer during peak demand, the lead time for parts has been 4-5 weeks. The Well needs to be repaired before the NW Military project starts, as leaks during construction will put more stress on the other wells to keep up when one of our main wells is out of service. This amendment proposes a transfer from the Water Capital Replacement Fund (72) account Trf in – Capital Replacement (20-599-8072) offset by an increase in Capital – Well #7 (20-606-8097) at the estimated rehabilitation amount of \$80,000. See Water Capital Replacement Fund entry below.

Water Meters. The Water Utility crew has been replacing meters and the old units have been sold for scrap. As many meter components are brass, the Utility has received \$4,500, to date from the sale of this scrap metal. This amendment proposes increasing the Utility's sale of fixed assets (20-599-7090) to \$4,500 with the offset going to the Water Meter Replacement (20-606-8087), original budget \$58,000, proposed budget \$62,500.

Well #4. Well Site #4 fencing is very run down and is not securing the well site. Neighboring property owner will share the cost of new chain link fencing if fence height raised to 6 feet as they are experiencing trespassing issues with a homeless encampment nearby. City Staff has received a quote of \$6,800 to remove/dispose of the existing 4 ft fencing and install new 6 ft fence, with shared cost Utility's portion would be \$3,400. This amendment proposes an increase of \$3,400 to Well Site #4 (20-606-6064) offset by

If these amendments are approved, the Water Utility's water department expenditures will increase \$197,925 funded by a \$175,425 transfer from the Water Utility Capital Replacement, \$18,000 of insurance proceeds and \$4,500 in sales of scrap metal.

70 Capital Replacement Fund:

Development Fees. The developers are platting Phase V of the Huntington neighborhood, which includes 29 lots and approximately three acres of greenbelts and drainage. The development fees have been assessed and collected and in accordance with prior Council action, this amount will be transferred to the Capital Replacement Fund (70) for use towards future City projects. This amendment proposes an increase of \$54,268 to 70-599-8020 Transfer In – General Fund (initial budget \$306,590 amended to \$360,858).

City Hall Backup Generator. At the March 22, 2021 City Council meeting, Council approved the final emergency back-up power system project (generator) for City Hall (Administration and Police) at an estimated cost of \$87,827, including a \$5,000 contingent amount. The initial budget for this project was \$75,000, divided evenly between the Crime Control District and Prevention Fund and the Capital Replacement Fund (\$37,500 each). An incremental appropriation of \$12,827 is requested to fully fund the project. City Staff is recommending utilizing development fees received this year to cover this amount. This amendment would increase 70-601-8081 Capital – Building from \$46,500 to \$59,327.

Drainage Culverts. The low water crossings drainage project for Windmill, Bent Oak and Chimney Rock was completed this year. See attached detail of project costs (last two pages in this agenda item). An incremental appropriation of \$15,996 is requested to close out this project. This amendment proposes an increase in 70-603-8080 Capital Improvement Project, from \$450,044 to \$466,040, using prior set aside drainage funds.

NOTE 1: The initial approved contract cost for all three projects was \$856,017 (WPM at \$828,396 and Schultz Landscaping for Bent Oak at \$27,621). The final totaled construction cost considering all additions and change orders totaled \$861,539 or (\$856,017 - \$861,539 = \$5,522).

NOTE 2: Several additional costs were offset by CPS Energy reimbursement of all gas line work.

NOTE 3: The net project cost accounting for the CPS Energy reimbursement was \$16,345.23 over.

NOTE 4: The net cost increase for the Chimney Rock guard railing was \$1592.74

Pavilion. There were several items related to the pavilion project that were received and invoiced in FY 2020-2021 due to late delivery from the vendor, including benches, trash cans and chairs/chair racks for a total of \$7,271. Also, the installation of gutters on the pavilion and restroom/storage building is being planned at a cost of \$7,180, grand total \$14,451. Per review of the project costs incurred to date, there is \$16,807 left in the Capital Projects Fund from the initial \$275,000 authorized. This amendment proposes using \$14,451 for the previously listed items, increasing 70-601-8080 Capital Improvements from \$2,955 to \$17,406, with the offset to Fund Balance Reserve (70-599-8099).

If these amendments are approved, the total revenues and total expenditures would increase \$43,274.

72 Water Capital Replacement Fund:

Please refer to the previous Well #8 discussion regarding its rehabilitation in October 2020 under the Water Utility Fund (20). The account affected in this fund is 72-606-9020 Transfer to Water Utility, an increase of \$74,425.

Please refer to the previous Well #7 discussion regarding its rehabilitation under the 20 Water Utility Fund section. The account affected in this fund is 72-606-9020 Transfer to Water Utility, an increase of \$80,000.

Please refer to previous Huebner Plant discussion regarding Pump 2. The account affected in this fund is 72-606-9020 Transfer to Water Utility, an increase of \$21,000.

These amendments would increase this fund's budgeted expenses by \$175,425 to \$1,181,925, including the budgeted use of fund balance of \$135,670.

COURSES OF ACTION:

1. Approve Ordinance O-2021-004 amending the FY 2020-21 Budget as presented.
 2. Modify the proposed budget amendment and approve with changes.
 3. Decline the proposed budget amendment and provide further guidance to staff.
-

FINANCIAL IMPACT: If approved as presented, the General Fund's budgeted revenues and expenditures would increase \$75,358, the Water Utility's budgeted revenues and expenditures would increase \$197,925, the Capital Replacement Fund's budgeted revenues and expenditures would increase \$43,274 and the Water Capital Replacement Fund's budgeted revenues and expenditures would increase \$135,670. All other funds would remain unchanged.

MOTION REQUESTED: Approve Ordinance O-2021-004 amending the City of Shavano Park FY 2020-21 Budget as proposed in Exhibit “A”.

ORDINANCE NO. O-2021-004

AN ORDINANCE APPROVING THE FIRST BUDGET AMENDMENT FOR FISCAL YEAR 2020-21 OF THE CITY OF SHAVANO PARK.

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

WHEREAS, the Council previously adopted a budget for the City's 2020-21 fiscal year; and

WHEREAS, Chapter 102 of the Local Government Code provides the City with the authority to make changes in its budget for municipal purposes; and

WHEREAS, the City Council hereby finds and determines it necessary to amend the budget for municipal purposes, listed in the original budget; and

WHEREAS, the City Council hereby finds and determines that the budget amendment provided for herein is in the best interests of the municipal tax payers.

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

That the City of Shavano Park fiscal year 2020-21 budget shall be amended as reflected in the revised budget attached thereto as Exhibit "A".

PASSED AND APPROVED by the City Council of the City of Shavano Park this the 10th day of May, 2021.

ROBERT WERNER, MAYOR

Attest:

TRISH NICHOLS, City Secretary

10 -GENERAL FUND

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>					
NON-DEPARTMENTAL					
=====					
<u>TAXES</u>					
10-599-1010 CURRENT ADVALOREM TAXES	3,648,157	3,648,157	0	0.00	
10-599-1020 DELINQUENT ADVALOREM TAXES	24,413	24,413	0	0.00	
10-599-1030 PENALTY & INTEREST REVENUE	15,000	15,000	0	0.00	
10-599-1040 MUNICIPAL SALES TAX	520,000	520,000	0	0.00	
10-599-1060 MIXED BEVERAGE TAX	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>0.00</u>	
TOTAL TAXES	4,227,570	4,227,570	0	0.00	
<u>FRANCHISE REVENUES</u>					
10-599-2020 FRANCHISE FEES - ELECTRIC	315,000	315,000	0	0.00	
10-599-2022 FRANCHISE FEES - GAS	31,000	31,000	0	0.00	
10-599-2024 FRANCHISE FEES - CABLE	66,000	66,000	0	0.00	
10-599-2026 FRANCHISE FEES - PHONE	14,200	14,200	0	0.00	
10-599-2027 FRANCHISE FEES - SAWS	0	0	0	0.00	
10-599-2028 FRANCHISE FEES - REFUSE	<u>35,000</u>	<u>35,000</u>	<u>0</u>	<u>0.00</u>	
TOTAL FRANCHISE REVENUES	461,200	461,200	0	0.00	
<u>PERMITS & LICENSES</u>					
10-599-3010 BUILDING PERMITS	310,000	325,000	15,000	4.84	
ORIGINAL BUDGET	0	0.00	310,000.00		
AMEND 1 - RESOURCE COMP STUDY	0	0.00	15,000.00		
10-599-3012 PLAN REVIEW FEES	40,000	40,000	0	0.00	
10-599-3018 CERT OF OCCUPANCY PERMITS	6,000	6,000	0	0.00	
10-599-3020 PLATTING FEES	2,000	2,000	0	0.00	
10-599-3025 VARIANCE/RE-ZONE FEES	2,000	2,000	0	0.00	
10-599-3040 CONTRACTORS' LICENSES	9,000	9,000	0	0.00	
10-599-3045 INSPECTION FEES	7,000	7,000	0	0.00	
10-599-3048 COMMERCIAL SIGN PERMITS	1,500	1,500	0	0.00	
10-599-3050 GARAGE SALE & OTHER PERMITS	1,500	1,500	0	0.00	
10-599-3055 HEALTH INSPECTIONS	4,000	4,000	0	0.00	
10-599-3060 DEVELOPMENT FEES	5,000	59,268	54,268	1,085.36	
ORIGINAL BUDGET	0	0.00	5,000.00		
AMEND 1 FINAL HUNTINGTON PLAT	0	0.00	54,268.00		
TOTAL PERMITS & LICENSES	388,000	457,268	69,268	17.85	
<u>COURT FEES</u>					
10-599-4010 MUNICIPAL COURT FINES	120,000	120,000	0	0.00	
10-599-4021 ARREST FEES	4,000	4,000	0	0.00	
10-599-4028 STATE COURT COST ALLOCATION	5,000	5,000	0	0.00	
10-599-4030 WARRANT FEES	18,000	18,000	0	0.00	
10-599-4036 JUDICIAL FEE - CITY	<u>500</u>	<u>500</u>	<u>0</u>	<u>0.00</u>	
TOTAL COURT FEES	147,500	147,500	0	0.00	

10 -GENERAL FUND

REVENUES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>POLICE/FIRE REVENUES</u>						
10-599-6010 POLICE REPORT REVENUE		300	300	0	0.00	
10-599-6020 POLICE DEPT - UNCLAIMED FUNDS		0	0	0	0.00	
10-599-6030 POLICE DEPT. REVENUE		2,500	2,500	0	0.00	
10-599-6060 EMS FEES		165,000	165,000	0	0.00	
10-599-6065 CARES ACT PROVIDER RELIEF		0	0	0	0.00	
TOTAL POLICE/FIRE REVENUES		167,800	167,800	0	0.00	
<u>MISC./GRANTS/INTEREST</u>						
10-599-7000 INTEREST INCOME		10,014	10,014	0	0.00	
10-599-7021 FEDERAL GRANTS		0	0	0	0.00	
10-599-7023 BEXAR COUNTY ILA - CRF		0	0	0	0.00	
10-599-7025 US DOJ VEST GRANT		4,000	4,000	0	0.00	
REIMBURSED 50% EA VEST	8	500.00	4,000.00			
10-599-7030 FORESTRY SERVICE GRANT		10,000	10,000	0	0.00	
10-599-7036 TEXAS COMM. ON FIRE PROTECTION		0	0	0	0.00	
10-599-7037 STRAC		0	0	0	0.00	
10-599-7040 PUBLIC RECORDS REVENUE		50	50	0	0.00	
10-599-7050 ADMINISTRATIVE INCOME		16,264	16,264	0	0.00	
VARIOUS MISC COLLECTIONS	0	0.00	4,000.00			
TML HEALTH RENEWAL CREDIT	12	1,022.00	12,264.00			
10-599-7055 BEXAR COUNTY ELECTION		500	6,590	6,090	1,218.00	
ORIGINAL BUDGET	0	0.00	500.00			
AMEND 1 - RESOURCE COMP STUDY	0	0.00	6,090.00			
10-599-7060 CC SERVICE FEES		4,500	4,500	0	0.00	
10-599-7070 RECYCLING REVENUE		4,000	4,000	0	0.00	
10-599-7072 PAVILION RENTAL		0	0	0	0.00	
10-599-7075 SITE LEASE/LICENSE FEES		26,935	26,935	0	0.00	
T-MOBILE	0	1,667.00	0.00			
CCATT-AT&T	0	0.00	26,935.00			
10-599-7084 DONATIONS- FIRE DEPARTMENT		0	0	0	0.00	
10-599-7085 DONATIONS- POLICE DEPARTMENT		0	0	0	0.00	
10-599-7086 DONATIONS- ADMINISTRATION		4,500	4,500	0	0.00	
10-599-7087 DONATIONS - BEAUTIFICATION		0	0	0	0.00	
10-599-7090 SALE OF CITY ASSETS		22,500	22,500	0	0.00	
OTHER MISC EQUIPMENT	1	7,500.00	7,500.00			
SPPD VEHICLES (3)	0	0.00	15,000.00			
10-599-7097 INSURANCE PROCEEDS		0	0	0	0.00	
10-599-7099 PROCEEDS OF DEBT ISSUANCE		462,500	462,500	0	0.00	
ONE HALF SIB LOAN	0	0.00	462,500.00			
TOTAL MISC./GRANTS/INTEREST		565,763	571,853	6,090	1.08	
<u>TRANSFERS IN</u>						
10-599-8020 TRF IN -WATER FUND		22,050	22,050	0	0.00	
10-599-8040 TRF IN -CRIME CONTROL		0	0	0	0.00	
10-599-8050 TRF IN -COURT RESTRICTED		8,500	8,500	0	0.00	
INCODE - COURT	0	0.00	4,300.00			
COURT SECURITY - SPPD	0	0.00	4,200.00			
10-599-8054 TRF IN -FORFEITURE FUNDS		0	0	0	0.00	

10 -GENERAL FUND

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
10-599-8070 TRF IN -CAPITAL REPLACEMENT	0	0	0	0.00	
10-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0.00	
10-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
TOTAL TRANSFERS IN	30,550	30,550	0	0.00	
TOTAL NON-DEPARTMENTAL	5,988,383	6,063,741	75,358	1.26	
TOTAL REVENUES	<u>5,988,383</u>	<u>6,063,741</u>	<u>75,358</u>	<u>1.26</u>	

10 -GENERAL FUND
CITY COUNCIL

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>SUPPLIES</u>						
10-600-2020 GENERAL OFFICE SUPPLIES		300	300	0	0.00	
10-600-2035 COUNCIL/EMPLOYEE APPRECIATION		900	900	0	0.00	
10-600-2037 CITY SPONSORED EVENTS		24,000	24,000	0	0.00	
EVENTS(3) ARBOR, JULY, HOLIDAY	3	7,000.00	21,000.00			
EVENT (1)	1	2,000.00	2,000.00			
EVENTS (2) GARAGE SALE, TNT	2	500.00	1,000.00			
10-600-2040 MEETING SUPPLIES		900	900	0	0.00	
COUNCIL MEETINGS	6	75.00	450.00			
GENERAL SUPPLIES	0	0.00	450.00			
10-600-2080 UNIFORMS		100	100	0	0.00	
CITY APPAREL	0	0.00	100.00			
TOTAL SUPPLIES		26,200	26,200	0	0.00	
<u>SERVICES</u>						
10-600-3018 CITY WIDE CLEAN UP		1,400	1,400	0	0.00	
SHRED	2	700.00	1,400.00			
10-600-3020 ASSOCIATION DUES & PUBS		1,758	1,758	0	0.00	
TML -MEMBERSHIP	0	0.00	1,143.00			
AACOG	0	0.00	600.00			
ARBOR DAY FOUNDATION	0	0.00	15.00			
10-600-3030 TRAINING/EDUCATION		1,800	1,800	0	0.00	
VARIOUS SEMINARS	9	200.00	1,800.00			
10-600-3040 TRAVEL/LODGING/MEALS		500	500	0	0.00	
TOTAL SERVICES		5,458	5,458	0	0.00	
<u>CONTRACTUAL</u>						
10-600-4088 ELECTION SERVICES		3,000	3,000	0	0.00	
NOTICE PUBLICATION	0	0.00	750.00			
BEXAR CO SERVICES	0	0.00	2,250.00			
TOTAL CONTRACTUAL		3,000	3,000	0	0.00	
<u>CAPITAL OUTLAY</u>						
10-600-8010 NON-CAP-ELECTRONIC EQUIPMENT		0	0	0	0.00	
10-600-8015 NON-CAPITAL-COMPUTER EQUIPMENT		500	500	0	0.00	
LAPTOP	0	0.00	500.00			
TOTAL CAPITAL OUTLAY		500	500	0	0.00	
TOTAL CITY COUNCIL		35,158	35,158	0	0.00	

10 -GENERAL FUND
ADMINISTRATION

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>PERSONNEL</u>						
10-601-1010 SALARIES		487,200	472,869	(14,331)	2.94-	
ORIGINAL BUDGET	0	0.00	487,200.00			
AMEND 1 - CONTRACT LABOR	0	0.00	(14,331.00)			
10-601-1015 OVERTIME		500	500	0	0.00	
10-601-1020 MEDICARE		7,166	7,166	0	0.00	
10-601-1025 TWC (SUI)		1,080	1,080	0	0.00	
10-601-1030 HEALTH INSURANCE		36,360	34,260	(2,100)	5.78-	
ORIGINAL BUDGET	0	0.00	36,360.00			
AMEND 1 - CONTRACT LABOR	0	0.00	(2,100.00)			
10-601-1031 HSA		222	222	0	0.00	
10-601-1033 DENTAL INSURANCE		2,720	2,720	0	0.00	
10-601-1035 VISION CARE INSURANCE		528	528	0	0.00	
10-601-1036 LIFE INSURANCE		422	422	0	0.00	
10-601-1037 WORKERS' COMP INSURANCE		1,151	1,151	0	0.00	
10-601-1040 TMRS RETIREMENT		68,937	66,937	(2,000)	2.90-	
ORIGINAL BUDGET	0	0.00	68,937.00			
AMEND 1 - CONTRACT LABOR	0	0.00	(2,000.00)			
10-601-1070 SPECIAL ALLOWANCES		<u>6,975</u>	<u>6,975</u>	<u>0</u>	<u>0.00</u>	
TOTAL PERSONNEL		613,261	594,830	(18,431)	3.01-	
<u>SUPPLIES</u>						
10-601-2020 GENERAL OFFICE SUPPLIES		6,800	6,800	0	0.00	
10-601-2025 BENEFITS CITYWIDE		1,000	1,000	0	0.00	
TUITION REIMBURSEMENT	0	0.00	1,000.00			
10-601-2030 POSTAGE/METER RENTAL		12,520	12,520	0	0.00	
ROADRUNNER POSTAGE	12	720.00	8,640.00			
POSTAGE METER LEASE	4	170.00	680.00			
METER REFILLS	0	0.00	3,000.00			
COURIER SERVICES	0	0.00	200.00			
10-601-2035 EMPLOYEE APPRECIATION		1,240	1,240	0	0.00	
10-601-2050 PRINTING & COPYING		1,250	1,250	0	0.00	
10-601-2060 MED EXAMS/SCREENING/TESTING		1,000	1,000	0	0.00	
DRUG SCREENS/PHYS/BACK GROUND	0	0.00	160.00			
EAP - DEER OAKS	4	210.00	840.00			
10-601-2070 JANITORIAL SUPPLIES		1,250	1,250	0	0.00	
10-601-2080 UNIFORMS		0	0	0	0.00	
10-601-2091 SAFETY SUPPLIES		<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
TOTAL SUPPLIES		25,060	25,060	0	0.00	

10 -GENERAL FUND
ADMINISTRATION

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
SERVICES						
10-601-3010 ADVERTISING EXPENSE		4,000	4,000	0	0.00	
10-601-3012 PROF. SERVICES-ENGINEERS		0	0	0	0.00	
NW MILITARY	0	0.00	0.00			
10-601-3013 PROFESSIONAL SERVICES		3,950	42,440	38,490	974.43	
SALARY SURVEY	0	0.00	2,000.00			
CONTINUING DISCLOSURE - YEARLY	0	0.00	1,500.00			
SA AREA WAGE SURVEY	0	0.00	450.00			
AMEND 1 - COMPENSATION STUDY	0	0.00	38,490.00			
10-601-3015 PROF. SERVICES-LEGAL		54,000	39,000	(15,000)	27.78-	
MONTHLY	12	4,500.00	54,000.00			
AMEND 1 - RESOURCE COMP STUDY	0	0.00	(15,000.00)			
10-601-3016 CODIFICATION EXPENSE		4,000	4,000	0	0.00	
10-601-3020 ASSOCIATION DUES & PUBLICATION		4,100	4,100	0	0.00	
TCMA	0	0.00	275.00			
GFOAT	0	0.00	75.00			
GFOA	0	0.00	505.00			
ICMA	0	0.00	1,730.00			
TMCA	0	0.00	100.00			
TMHRA	0	0.00	150.00			
OTHER DUES/PUBLICATIONS	0	0.00	1,265.00			
10-601-3030 TRAINING/EDUCATION		4,500	4,500	0	0.00	
	0	0.00	4,500.00			
TML CONFERENCE - 2	0	0.00	0.00			
GFOAT FALL/SPRING CONFERENCE	0	0.00	0.00			
TMCA CONFERENCE	0	0.00	0.00			
HR/PAYROLL	0	0.00	0.00			
ELECTIONS	0	0.00	0.00			
VARIOUS DAY SEMINARS	0	0.00	0.00			
10-601-3040 TRAVEL/MILEAGE/LODGING/PERDIEM		3,000	3,000	0	0.00	
10-601-3050 LIABILITY INSURANCE		11,800	11,800	0	0.00	
PREMIUM	0	0.00	9,300.00			
DEDUCTIBLE X1	1	2,500.00	2,500.00			
10-601-3070 PROPERTY INSURANCE		1,150	1,150	0	0.00	
PAVILION/PLAYSCAPES	0	0.00	1,150.00			
10-601-3075 BANK/CREDIT CARD FEES		3,200	3,200	0	0.00	
10-601-3080 SPECIAL SERVICES		0	0	0	0.00	
10-601-3085 WEBSITE TECHNOLGY		2,500	2,500	0	0.00	
ANNUAL MAINTENANCE - REVIZE	0	0.00	2,200.00			
WEB PHOTOGRAPHY	0	0.00	300.00			
10-601-3087 CITIZENS COMMUNICATION/EDUCATI		7,900	5,500	(2,400)	30.38-	
VARIOUS PUBLIC MAILINGS	0	0.00	2,664.00			
SURVEY MONKEY	0	0.00	336.00			
DIRECTORY - CITY/BUSINESS	0	0.00	1,900.00			
PARKING STICKERS	0	0.00	0.00			
FIESTA MEDALS	0	0.00	3,000.00			
AMEND 1 - RESOURCE COMP STUDY	0	0.00	(2,400.00)			
TOTAL SERVICES		104,100	125,190	21,090	20.26	

10 -GENERAL FUND
ADMINISTRATION

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>CONTRACTUAL</u>						
10-601-4050 DOCUMENT STORAGE/ARCHIVES		3,000	3,000	0	0.00	
MONTHLY STORAGE	0	0.00	1,500.00			
ARCHIVE SERVICES	0	0.00	1,500.00			
10-601-4060 IT SERVICES		45,300	45,300	0	0.00	
IT CONTRACT	1	26,000.00	26,000.00			
ANTI-VIRUS	0	0.00	0.00			
CLOUD BACKUPS (2.5TB)	0	0.00	10,900.00			
VARIOUS NON-CONTRACT	0	0.00	4,200.00			
EMAIL SECURITY	0	0.00	1,500.00			
FIREWALL LICENSE	0	0.00	2,200.00			
SSL CERTIFICATES	0	0.00	500.00			
10-601-4075 COMPUTER SOFTWARE/INCODE		11,471	11,471	0	0.00	
INCODE - GL	0	0.00	1,948.00			
INCODE - GL IMPORT	0	0.00	198.00			
INCODE - AP	0	0.00	1,392.00			
INCODE - PAYROLL	0	0.00	2,359.00			
INCODE - CASH RECEIPTS	0	0.00	1,115.00			
INCODE - ACUSERV	0	0.00	478.00			
INCODE - BASIC NETWORK	0	0.00	1,336.00			
INCODE - FIXED ASSETS	0	0.00	418.00			
INCODE - POSITIVE PAY	0	0.00	507.00			
ADOBE-CREATIVE-PHOTOSHOP	0	0.00	1,100.00			
TYLER ONLINE	0	0.00	1,902.00			
LESS ALLOCATED TO COURT	0	0.00 (1,282.00)			
10-601-4083 AUDIT SERVICES		16,450	16,450	0	0.00	
10-601-4084 BEXAR COUNTY APPRAISAL DIST		16,500	16,500	0	0.00	
10-601-4085 BEXAR COUNTY TAX ASSESSOR		3,600	3,600	0	0.00	
10-601-4086 CONTRACT LABOR		0	18,431	18,431	0.00	
AMEND 1 - CONTRACT LABOR	0	0.00	18,431.00			
10-601-4090 CARES EXPENDITURES		0	0	0	0.00	
TOTAL CONTRACTUAL		96,321	114,752	18,431	19.13	
<u>MAINTENANCE</u>						
10-601-5005 EQUIPMENT LEASES		3,700	3,700	0	0.00	
MONTHLY COPY FEES	0	0.00	3,700.00			
10-601-5010 EQUIPMENT MAINT & REPAIR		300	300	0	0.00	
10-601-5015 ELECTRONIC EQPT MAINT		300	300	0	0.00	
10-601-5030 BUILDING MAINTENANCE		29,525	29,525	0	0.00	
CH JANITORIAL SERVICES	0	0.00	8,200.00			
CH CARPET/TILE CLEANING	0	0.00	3,500.00			
SECURITY SYSTEM	0	0.00	500.00			
PEST CONTROL	0	0.00	1,400.00			
FIRE EXTINGUISHERS	0	0.00	1,500.00			
SEPTIC MAINTENANCE	0	0.00	1,500.00			
FLOOR MATS	0	0.00	1,925.00			
VARIOUS MINOR REPAIRS	0	0.00	9,000.00			
SUPPLIES	0	0.00	2,000.00			
TOTAL MAINTENANCE		33,825	33,825	0	0.00	

10 -GENERAL FUND
ADMINISTRATION

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>UTILITIES</u>						
10-601-7042 UTILITIES - PHONE/CELL/VOIP		17,000	17,000	0	0.00	
ISP CONTRACT	0	0.00	15,800.00			
TIME WARNER	0	<u>0.00</u>	<u>1,200.00</u>			
TOTAL UTILITIES		17,000	17,000	0	0.00	
<u>CAPITAL OUTLAY</u>						
10-601-8010 NON-CAPITAL-ELECTRONIC EQUIP		0	0	0	0.00	
10-601-8015 NON-CAPITAL-COMPUTER		3,500	3,500	0	0.00	
COMPUTER/MONITOR w/RAM UPGRADE	0	0.00	3,000.00			
SERVER DRIVES	0	0.00	500.00			
10-601-8025 NON-CAPITAL-OFFICE FURNITURE		200	200	0	0.00	
10-601-8026 NON-CAPITAL - FURNITURE		1,000	1,000	0	0.00	
PAVILION	0	0.00	1,000.00			
10-601-8045 CAPITAL - COMPUTER EQUIPMENT		0	0	0	0.00	
10-601-8080 CAPITAL - IMPROVEMENTS		5,000	5,000	0	0.00	
PAVILION COUNTER/SINK	0	<u>0.00</u>	<u>5,000.00</u>			
TOTAL CAPITAL OUTLAY		9,700	9,700	0	0.00	
<u>INTERFUND TRANSFERS</u>						
10-601-9010 TRANSFERS/CAPITAL REPLACEMENT		37,925	37,925	0	0.00	
UPGRADE VARIOUS IT RELATED	0	0.00	8,625.00			
CITY HALL ROOF	0	0.00	5,000.00			
EMERGENCY BACKUP POWER W/CCD	0	0.00	12,500.00			
TELEPHONE SYSTEM	0	0.00	6,200.00			
OTHER	0	0.00	5,600.00			
10-601-9021 TRANSFER TO WATER (NWM)		<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
TOTAL INTERFUND TRANSFERS		37,925	37,925	0	0.00	
TOTAL ADMINISTRATION		937,192	958,282	21,090	0.00	

10 -GENERAL FUND
COURT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>PERSONNEL</u>						
10-602-1010 SALARIES		53,115	53,115	0	0.00	
10-602-1020 MEDICARE		788	788	0	0.00	
10-602-1025 TWC (SUI)		180	180	0	0.00	
10-602-1036 LIFE INSURANCE		70	70	0	0.00	
10-602-1037 WORKERS' COMP INSURANCE		127	127	0	0.00	
10-602-1040 TMRS RETIREMENT		7,580	7,580	0	0.00	
10-602-1070 SPECIAL ALLOWANCES		<u>1,200</u>	<u>1,200</u>	<u>0</u>	<u>0.00</u>	
TOTAL PERSONNEL		63,060	63,060	0	0.00	
<u>SUPPLIES</u>						
10-602-2020 OFFICE SUPPLIES		500	500	0	0.00	
10-602-2050 PRINTING & COPYING		850	850	0	0.00	
10-602-2091 SAFETY SUPPLIES		<u>250</u>	<u>250</u>	<u>0</u>	<u>0.00</u>	
TOTAL SUPPLIES		1,600	1,600	0	0.00	
<u>SERVICES</u>						
10-602-3015 JUDGE/PROSECUTOR		15,600	15,600	0	0.00	
JUDGE	0	0.00	7,800.00			
PROSECUTOR	0	0.00	7,800.00			
10-602-3020 ASSOCIATION DUES & PUBS		150	150	0	0.00	
T.M.C.A.	0	0.00	150.00			
10-602-3030 TRAINING/EDUCATION		1,000	1,000	0	0.00	
	0	0.00	1,000.00			
TMCEC	0	0.00	0.00			
LEGISLATIVE UPDATE	0	0.00	0.00			
COURT CASE MANAGMENT	0	0.00	0.00			
REGIONAL CLERKS SEMINAR	0	0.00	0.00			
10-602-3040 TRAVEL/MILEAGE/LODGING/PERDIEM		1,500	1,500	0	0.00	
10-602-3050 LIABILITY INSURANCE		105	105	0	0.00	
10-602-3070 PROPERTY INSURANCE		53	53	0	0.00	
10-602-3075 BANK/CREDIT CARD FEES		<u>1,600</u>	<u>1,600</u>	<u>0</u>	<u>0.00</u>	
TOTAL SERVICES		20,008	20,008	0	0.00	
<u>CONTRACTUAL</u>						
10-602-4075 COMPUTER SOFTWARE/INCODE		4,746	4,746	0	0.00	
INCODE - COURT	0	0.00	2,227.00			
INCODE - TICKET INTERFACE	0	0.00	1,237.00			
INCODE - GL/CASH	0	<u>0.00</u>	<u>1,282.00</u>			
TOTAL CONTRACTUAL		4,746	4,746	0	0.00	

10 -GENERAL FUND
COURT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	1,824	1,824	0	0.00	
AT&T 12	<u>152.00</u>	<u>1,824.00</u>			
TOTAL UTILITIES	1,824	1,824	0	0.00	
<u>CAPITAL OUTLAY</u>					
10-602-8010 NON CAPITAL-ELECTRONIC EQUIP	0	0	0	0.00	
10-602-8015 NON-CAPITAL-COMPUTER	0	0	0	0.00	
10-602-8025 NON-CAPITAL - OFFICE FURNITURE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
TOTAL CAPITAL OUTLAY	0	0	0	0.00	
TOTAL COURT	91,238	91,238	0	0.00	

10 -GENERAL FUND
PUBLIC WORKS

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>PERSONNEL</u>						
10-603-1010 SALARIES		215,107	215,107	0	0.00	
10-603-1015 OVERTIME		7,000	7,000	0	0.00	
10-603-1020 MEDICARE		3,580	3,580	0	0.00	
10-603-1025 TWC (SUI)		720	720	0	0.00	
10-603-1030 HEALTH INSURANCE		29,088	29,088	0	0.00	
10-603-1031 HSA		178	178	0	0.00	
10-603-1033 DENTAL INSURANCE		1,706	1,706	0	0.00	
10-603-1035 VISION CARE INSURANCE		365	365	0	0.00	
10-603-1036 LIFE INSURANCE		281	281	0	0.00	
10-603-1037 WORKERS' COMP INSURANCE		5,166	5,166	0	0.00	
10-603-1040 TMRS RETIREMENT		34,440	34,440	0	0.00	
10-603-1070 SPECIAL ALLOWANCES		<u>7,200</u>	<u>7,200</u>	<u>0</u>	<u>0.00</u>	
TOTAL PERSONNEL		304,831	304,831	0	0.00	
<u>SUPPLIES</u>						
10-603-2020 OFFICE SUPPLIES		1,000	1,000	0	0.00	
10-603-2035 EMPLOYEE APPRECIATION		320	320	0	0.00	
PW/W EMPLOYEES	8	40.00	320.00			
10-603-2050 PRINTING & COPYING		175	175	0	0.00	
10-603-2060 MEDICAL EXAMS/SCREENING/TEST		200	200	0	0.00	
10-603-2070 JANITORIAL SUPPLIES		3,000	3,000	0	0.00	
10-603-2080 UNIFORMS		2,200	2,200	0	0.00	
10-603-2090 SMALL TOOLS		3,500	3,500	0	0.00	
10-603-2091 SAFETY GEAR		<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>0.00</u>	
TOTAL SUPPLIES		11,395	11,395	0	0.00	
<u>SERVICES</u>						
10-603-3012 PROFESSIONAL - ENGINEERING		5,000	5,000	0	0.00	
MS4	0	0.00	0.00			
GENERAL	0	0.00	5,000.00			
10-603-3013 PROFESSIONAL SERVICES		15,000	15,000	0	0.00	
TREE SERVICE/MUNICIPAL PROPERTY	0	0.00	10,000.00			
LANDSCAPE MAINT @ CITY HALL	0	0.00	5,000.00			
10-603-3014 PROF SERV - CH & MONUMENTS		20,000	20,000	0	0.00	
LANDSCAPING/LIGHTING	0	0.00	20,000.00			
MUNI TRACT LANDSCAPING	0	0.00	0.00			
10-603-3020 ASSOCIATION DUES & PUBS		300	300	0	0.00	
MS4	0	0.00	100.00			
GENERAL	0	0.00	200.00			
10-603-3030 TRAINING/EDUCATION		300	300	0	0.00	
10-603-3040 TRAVEL/MILEAGE/LODGING/PERDIEM		250	250	0	0.00	
10-603-3050 LIABILITY INSURANCE		3,750	3,750	0	0.00	
10-603-3060 UNIFORM SERVICE		2,000	2,000	0	0.00	
10-603-3070 PROPERTY INSURANCE		<u>1,825</u>	<u>1,825</u>	<u>0</u>	<u>0.00</u>	
TOTAL SERVICES		48,425	48,425	0	0.00	

10 -GENERAL FUND
PUBLIC WORKS

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>CONTRACTUAL</u>						
10-603-4075 COMPUTER SOFTWARE		1,180	1,180	0	0.00	
ADOBE LICENSE	1	180.00	180.00			
PAVER	0	0.00	1,000.00			
10-603-4086 CONTRACT LABOR		<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
TOTAL CONTRACTUAL		1,180	1,180	0	0.00	
<u>MAINTENANCE</u>						
10-603-5005 EQUIPMENT LEASES		3,000	3,000	0	0.00	
10-603-5010 EQUIPMENT MAINT & REPAIR		12,000	12,000	0	0.00	
10-603-5015 ELECTRONIC EQPT MAINT		0	0	0	0.00	
10-603-5020 VEHICLE MAINTENANCE		7,000	7,000	0	0.00	
10-603-5030 BUILDING MAINTENANCE		7,000	7,000	0	0.00	
SECURITY SYSTEM	0	0.00	1,000.00			
JANITORIAL SUPPLIES-MATS	0	0.00	1,000.00			
VARIOUS	0	0.00	2,000.00			
LIGHTS	0	0.00	3,000.00			
10-603-5060 VEHICLE & EQPT FUELS		<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>0.00</u>	
TOTAL MAINTENANCE		35,000	35,000	0	0.00	
<u>DEPT MATERIALS-SERVICES</u>						
10-603-6011 CHEMICALS		800	800	0	0.00	
10-603-6055 FIRE HYDRANTS		0	0	0	0.00	
10-603-6080 STREET MAINTENANCE		41,000	41,000	0	0.00	
MAINTENANCE	0	0.00	31,000.00			
STRIPING	0	0.00	10,000.00			
10-603-6081 SIGN MAINTENANCE		3,000	3,000	0	0.00	
GENERAL SIGN MAINTENANCE	0	0.00	1,000.00			
NW MILITARY SIGNS	0	0.00	2,000.00			
10-603-6083 DRAINAGE MAINT		500	500	0	0.00	
10-603-6084 PAVILION/PLAY/PATH MAINT		500	500	0	0.00	
10-603-6085 STRIPING		<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
TOTAL DEPT MATERIALS-SERVICES		45,800	45,800	0	0.00	
<u>UTILITIES</u>						
10-603-7040 UTILITIES - ELECTRIC		38,000	38,000	0	0.00	
10-603-7041 UTILITIES - GAS		500	500	0	0.00	
10-603-7042 UTILITIES - PHONE		500	500	0	0.00	
10-603-7044 UTILITIES - WATER		13,000	13,000	0	0.00	
10-603-7045 STREET LIGHTS		<u>29,000</u>	<u>29,000</u>	<u>0</u>	<u>0.00</u>	
TOTAL UTILITIES		81,000	81,000	0	0.00	

10 -GENERAL FUND
PUBLIC WORKS

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>CAPITAL OUTLAY</u>					
10-603-8005 OFFICE FURNITURE	0	0	0	0.00	
10-603-8010 NON-CAPITAL-ELECTRONIC EQUIPME	0	0	0	0.00	
10-603-8015 NON-CAPITAL-COMPUTER	400	400	0	0.00	
COMPUTER/MONITOR 1	400.00	400.00			
10-603-8020 NON-CAPITAL-MAINTENANCE EQUIP	0	0	0	0.00	
10-603-8060 CAPITAL - EQUIPMENT	0	0	0	0.00	
10-603-8080 CAPITAL IMPROVEMENT PROJECT	0	0	0	0.00	
10-603-8081 CAPITAL - BUILDINGS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
TOTAL CAPITAL OUTLAY	400	400	0	0.00	
<u>INTERFUND TRANSFERS</u>					
10-603-9010 TRF TO CAPITAL REPLACEMENT	44,347	98,615	54,268	122.37	
EMERGENCY BACKUP POWER W FD 0	0.00	10,000.00			
FUTURE EQUIPMENT REPLACEMENT 0	0.00	29,347.00			
DRAINAGE DEVELOPMENT 0	0.00	5,000.00			
AMEND 1 FINAL HUNTINGTON PLAT 0	0.00	54,268.00			
10-603-9072 TRANSFER TO WATER CAPITAL	462,500	462,500	0	0.00	
SIB LOAN PROCEEDS 0	<u>0.00</u>	<u>462,500.00</u>			
TOTAL INTERFUND TRANSFERS	506,847	561,115	54,268	10.71	
<hr/>					
TOTAL PUBLIC WORKS	1,034,878	1,089,146	54,268	0.00	

10 -GENERAL FUND
FIRE DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>PERSONNEL</u>						
10-604-1010 SALARIES		1,104,150	1,104,150	0	0.00	
10-604-1015 OVERTIME		40,000	40,000	0	0.00	
10-604-1020 MEDICARE		16,850	16,850	0	0.00	
10-604-1025 TWC (SUI)		3,060	3,060	0	0.00	
10-604-1030 HEALTH INSURANCE		123,624	123,624	0	0.00	
10-604-1031 HSA		755	755	0	0.00	
10-604-1033 DENTAL INSURANCE		6,825	6,825	0	0.00	
10-604-1035 VISION CARE INSURANCE		1,625	1,625	0	0.00	
10-604-1036 LIFE INSURANCE		1,193	1,193	0	0.00	
10-604-1037 WORKERS' COMP INSURANCE		32,340	32,340	0	0.00	
10-604-1040 TMRS RETIREMENT		162,090	162,090	0	0.00	
10-604-1070 SPECIAL ALLOWANCES		<u>17,300</u>	<u>17,300</u>	<u>0</u>	<u>0.00</u>	
TOTAL PERSONNEL		1,509,812	1,509,812	0	0.00	
<u>SUPPLIES</u>						
10-604-2020 OFFICE SUPPLIES		1,200	1,200	0	0.00	
10-604-2035 EMPLOYEE APPRECIATION		680	680	0	0.00	
17 FF	17	40.00	680.00			
10-604-2060 MEDICAL EXAMS/SCREENING/TEST		1,000	1,000	0	0.00	
DRUG TESTING	0	0.00	200.00			
HEALTH SCREENING	0	0.00	400.00			
IMMUNIZATIONS	0	0.00	250.00			
FIRE FIGHTER CANDIDATE TESTING	0	0.00	150.00			
10-604-2070 JANITORIAL SUPPLIES		3,000	3,000	0	0.00	
10-604-2080 UNIFORMS & ACCESSORIES		8,500	8,500	0	0.00	
UNIFORMS - (17) FIRE FIGHTERS	0	<u>0.00</u>	<u>8,500.00</u>			
TOTAL SUPPLIES		14,380	14,380	0	0.00	
<u>SERVICES</u>						
10-604-3017 PROFESSIONAL - MEDICAL DIRECTO		5,400	5,400	0	0.00	
MEDICAL DIRECTOR	12	400.00	4,800.00			
OTHER PROF. SERV.	0	0.00	200.00			
EMERGENCY MANAGEMENT PLAN	0	0.00	400.00			
10-604-3020 ASSOCIATION DUES & PUBS		8,420	8,420	0	0.00	
TCFP DUES & CERT FEES	0	0.00	4,045.00			
STRAC DUES	0	0.00	200.00			
ICC CODE BOOK UPDATE	0	0.00	200.00			
NATIONAL FIRE CODE UPDATE	0	0.00	1,300.00			
TX AMBULANCE ASSOC.	0	0.00	250.00			
TDSHS RECERT FEES & CE	0	0.00	1,150.00			
NFPA MEMBERSHIP	0	0.00	150.00			
ALAMO AREA FIRE CHIEFS	0	0.00	25.00			
TX FIRE CHIEFS/BEST PRACTICES	0	0.00	500.00			
UT/UNIV. HOSPITAL INF CTR	0	0.00	600.00			
10-604-3030 TRAINING/EDUCATION		7,000	7,000	0	0.00	
CE SOLUTIONS - EMS	0	0.00	2,000.00			
CE - FIRE FIGHTERS	0	0.00	2,500.00			

10 -GENERAL FUND
FIRE DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
FIRERMS & EPCR TESTING	0	0.00	2,500.00			
10-604-3040 TRAVEL/MILEAGE/LODGING/PERDIEM		4,000	4,000	0	0.00	
TRAVEL-MILEAGE-LODGING	0	0.00	3,500.00			
FOOD FOR TRAINING/MEETINGS	0	0.00	500.00			
10-604-3050 LIABILITY INSURANCE		21,100	21,100	0	0.00	
10-604-3070 PROPERTY INSURANCE		12,200	12,200	0	0.00	
10-604-3080 SPECIAL SERVICES		11,800	11,800	0	0.00	
EMERGICON	12	900.00	10,800.00			
DELINQUENT COLLECTIONS	0	0.00	1,000.00			
10-604-3090 COMMUNICATIONS SERVICES		4,668	4,668	0	0.00	
DATA CARDS-MDTS	12	264.00	3,168.00			
AT&T PHONE SERVICE	12	105.00	1,260.00			
AT&T MDT SERVICE	12	20.00	240.00			
TOTAL SERVICES		74,588	74,588	0	0.00	
<u>CONTRACTUAL</u>						
10-604-4045 RADIO ACCESS FEES - COSA		6,000	6,000	0	0.00	
COSA/HARRIS RADIO	0	0.00	6,000.00			
HARRIS RADIO MAINT.	0	0.00	0.00			
10-604-4075 COMPUTER SOFTWARE/MAINTENANCE		500	500	0	0.00	
GENERAL	0	0.00	500.00			
10-604-4086 CONTRACT LABOR		0	0	0	0.00	
TOTAL CONTRACTUAL		6,500	6,500	0	0.00	
<u>MAINTENANCE</u>						
10-604-5010 EQUIPMENT MAINT & REPAIR		4,500	4,500	0	0.00	
FIRE EQUIPMENT	0	0.00	3,000.00			
EMS	0	0.00	750.00			
VARIOUS EQUIPMENT	0	0.00	750.00			
10-604-5020 VEHICLE MAINTENANCE		15,200	15,200	0	0.00	
FIRE ENGINES	2	4,100.00	8,200.00			
EMS UNITS	2	2,000.00	4,000.00			
BRUSH, SUPPORT, CHIEF TRUCKS	3	1,000.00	3,000.00			
10-604-5030 BUILDING MAINTENANCE		6,000	6,000	0	0.00	
FIRE STATION	0	0.00	5,000.00			
LIVING QUARTERS	0	0.00	1,000.00			
10-604-5060 VEHICLE & EQPT FUELS		10,000	10,000	0	0.00	
TOTAL MAINTENANCE		35,700	35,700	0	0.00	
<u>DEPT MATERIALS-SERVICES</u>						
10-604-6015 ELECTRONIC EQPT MAINT		6,500	6,500	0	0.00	
STRAC TABLET EPCR USER FEES	2	800.00	1,600.00			
RADIO TOWER MAINTENANCE	0	0.00	300.00			
MDT MAINTENANCE	0	0.00	1,500.00			
ZOLL CARDIAC MONITOR CALB	2	500.00	1,000.00			
GAS MONITORING	0	0.00	400.00			
MISC VARIOUS EQUIPMENT	0	0.00	1,700.00			
10-604-6030 INVESTIGATIVE SUPPLIES/PROCESS		1,500	1,500	0	0.00	
10-604-6040 EMS SUPPLIES		26,240	26,240	0	0.00	
EMS OXYGEN	12	120.00	1,440.00			

10 -GENERAL FUND
FIRE DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
DISPOSABLE MEDICAL SUPPLIES	0	0.00	14,400.00			
MEDICATIONS	0	0.00	9,000.00			
BIO HAZARD WASTE DISPOSAL	0	0.00	1,400.00			
10-604-6045 FIRE FIGHTING EQPT SUPPLIES		10,000	10,000	0	0.00	
FIRE HOSE REPLACEMENT	1	3,000.00	3,000.00			
SMALL EQUIPMENT REPLACEMENT	1	2,000.00	2,000.00			
FIRE NOZZLE REPLACEMENT	1	2,000.00	2,000.00			
CLASS A & B FOAM	0	0.00	1,000.00			
VARIOUS SUPPLIES	0	0.00	2,000.00			
10-604-6060 PPE MAINTENANCE		14,100	14,100	0	0.00	
GEAR REPLACEMENT	5	2,000.00	10,000.00			
NEW GEAR	0	0.00	2,000.00			
REPAIRS	0	0.00	1,000.00			
AIR QUALITY TESTING	0	0.00	500.00			
MISC. PPE	0	0.00	600.00			
TOTAL DEPT MATERIALS-SERVICES		58,340	58,340	0	0.00	
<u>UTILITIES</u>						
10-604-7044 UTILITIES - WATER		2,000	2,000	0	0.00	
TOTAL UTILITIES		2,000	2,000	0	0.00	
<u>CAPITAL OUTLAY</u>						
10-604-8010 NON-CAPITAL-ELECTRONIC EQUIP		0	0	0	0.00	
10-604-8012 NON-CAPITAL-FIRE ARMS/TASERS		0	0	0	0.00	
10-604-8015 NON-CAPITAL-COMPUTER EQUIPMEN		400	400	0	0.00	
COMPUTER/MONITOR	0	0.00	400.00			
10-604-8020 NON-CAPITAL MAINTENANCE EQPT		0	0	0	0.00	
10-604-8025 NON CAPITAL-OFFICE FURN/EQUP		0	0	0	0.00	
10-604-8035 FIRE FIGHTING EQPT PURCH		0	0	0	0.00	
10-604-8040 CAPITAL - PPE EQUIPMENT		21,200	21,200	0	0.00	
2ND SET BUNKER GEAR - 9 FFs	0	0.00	21,200.00			
10-604-8050 CAPITAL - VEHICLE		0	0	0	0.00	
10-604-8060 CAPITAL - EQUIPMENT		0	0	0	0.00	
10-604-8080 CAPITAL - IMPROVEMENT		0	0	0	0.00	
TOTAL CAPITAL OUTLAY		21,600	21,600	0	0.00	
<u>INTERFUND TRANSFERS</u>						
10-604-9000 GRANT EXPENDITURES		10,000	10,000	0	0.00	
TEXAS FOREST SERVICE	0	0.00	10,000.00			
10-604-9010 TRF TO CAPITAL REPLACEMENT		224,318	224,318	0	0.00	
EQUIPMENT REPLACEMENT	0	0.00	68,645.00			
EMERGENCY BACKUP POWER W/PW	0	0.00	11,250.00			
APPARATUS	0	0.00	144,423.00			
TOTAL INTERFUND TRANSFERS		234,318	234,318	0	0.00	
TOTAL FIRE DEPARTMENT		1,957,238	1,957,238	0	0.00	

10 -GENERAL FUND
POLICE DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>PERSONNEL</u>						
10-605-1010 SALARIES		1,191,850	1,185,352	(6,498)	0.55-	
ORIGINAL BUDGET	0	0.00	1,191,850.00			
AMEND 1 - CONTRACT LABOR	0	0.00	(6,498.00)			
10-605-1015 OVERTIME		30,000	30,000	0	0.00	
10-605-1020 MEDICARE		18,240	18,240	0	0.00	
10-605-1025 TWC (SUI)		3,420	3,420	0	0.00	
10-605-1030 HEALTH INSURANCE		138,168	138,168	0	0.00	
10-605-1031 HSA		844	844	0	0.00	
10-605-1033 DENTAL INSURANCE		7,560	7,560	0	0.00	
10-605-1035 VISION CARE INSURANCE		1,785	1,785	0	0.00	
10-605-1036 LIFE INSURANCE		1,334	1,334	0	0.00	
10-605-1037 WORKERS' COMP INSURANCE		29,860	29,860	0	0.00	
10-605-1040 TMRS RETIREMENT		175,450	175,450	0	0.00	
10-605-1070 SPECIAL ALLOWANCES		35,825	35,825	0	0.00	
TOTAL PERSONNEL		1,634,336	1,627,838	(6,498)	0.40-	
<u>SUPPLIES</u>						
10-605-2020 OFFICE SUPPLIES		3,000	3,000	0	0.00	
10-605-2035 EMPLOYEE APPRECIATION		760	760	0	0.00	
19 FTE	19	40.00	760.00			
10-605-2050 PRINTING & COPYING		1,300	1,300	0	0.00	
FORMS, MIRANDA, LEGISLATIVE	0	0.00	1,300.00			
10-605-2060 MEDICAL/SCREENING/TESTING/BACK		500	500	0	0.00	
PSYCHOLOGICAL EVALUATIONS	0	0.00	200.00			
DRUG SCREEN-PYHSICALS	0	0.00	300.00			
10-605-2070 JANITORIAL/BUILDING SUPPLIES		0	0	0	0.00	
10-605-2080 UNIFORMS & ACCESSORIES		27,000	27,000	0	0.00	
UNIFORMS	0	0.00	19,000.00			
8- BULLET PROOF VESTS	0	0.00	8,000.00			
10-605-2091 SAFETY SUPPLIES		0	0	0	0.00	
TOTAL SUPPLIES		32,560	32,560	0	0.00	
<u>SERVICES</u>						
10-605-3020 ASSOCIATION DUES & PUBS		2,869	2,869	0	0.00	
NATIONAL ASSN. OF POLICE CHIEF	0	0.00	60.00			
TX POLICE CHIEF ASSN. - CAPT	0	0.00	50.00			
TEXAS POLICE ASSOCIATION	0	0.00	30.00			
CRIMINAL LAW & TRAFFIC MANUALS	0	0.00	1,200.00			
TX POLICE CHIEF ASSN - CHIEF	0	0.00	350.00			
NOTARY PUBLIC - RENEWAL	0	0.00	130.00			
TX BEST PRACTICE FEE	0	0.00	500.00			
PERF	0	0.00	360.00			
SHRM	0	0.00	189.00			
10-605-3030 TRAINING/EDUCATION		3,500	3,500	0	0.00	
	0	0.00	3,500.00			
FIREARMS TRAINING 22 OFFICERS	0	0.00	0.00			
~ 20 VARIOUS TRAINING CLASES	0	0.00	0.00			

10 -GENERAL FUND
POLICE DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
TML CONFERENCE	0	0.00	0.00			
10-605-3040 TRAVEL/MILEAGE/LODGING/PERDIEM		5,000	5,000	0	0.00	
10-605-3050 LIABILITY INSURANCE		18,350	18,350	0	0.00	
10-605-3060 UNIFORM MAINTENANCE		6,000	6,000	0	0.00	
21 OFFICERS AT ~\$350 EA	0	0.00	6,000.00			
10-605-3071 PROPERTY INSURANCE		7,900	7,900	0	0.00	
10-605-3072 ANIMAL CONTROL SERVICES		12,500	12,500	0	0.00	
DEZAVALA SHAVANO VET CLINIC	12	1,000.00	12,000.00			
ANIMAL CONTROL EQUIPMENT	0	0.00	500.00			
10-605-3087 CITIZENS COMMUNICATION/ED		500	500	0	0.00	
10-605-3090 COMMUNCIATIONS SERVICES		8,800	8,800	0	0.00	
MDT SERVICES	0	0.00	5,600.00			
IPADS (7)	0	0.00	3,200.00			
TOTAL SERVICES		65,419	65,419	0	0.00	
CONTRACTUAL						
10-605-4045 CONTRACT/RADIO FEES COSA		8,000	8,000	0	0.00	
10-605-4075 COMPUTER SOFTWARE/INCODE		18,264	18,264	0	0.00	
INCODE - TDEX INTERFACE	0	0.00	621.00			
INCODE - CALLS FOR SERVICE	0	0.00	708.00			
INCODE - PUBLIC SAFETY RECORDS	0	0.00	7,543.00			
INCODE - CASE MANAGEMENT	0	0.00	1,540.00			
INCODE - PERSONNEL	0	0.00	688.00			
INCODE - PROPERTY ROOM	0	0.00	1,100.00			
BRAZOS TECHNOLOGY	0	0.00	2,610.00			
LEADS ONLINE	0	0.00	1,758.00			
PRODUCTIVITY (TCLEDDS)	0	0.00	500.00			
ACCURINT (LEXIS-NEXIS)	0	0.00	396.00			
ADOBE LICENSES	0	0.00	800.00			
10-605-4086 CONTRACT LABOR		0	6,498	6,498	0.00	
AMEND 1 - CONTRACT LABOR	0	0.00	6,498.00			
TOTAL CONTRACTUAL		26,264	32,762	6,498	24.74	
MAINTENANCE						
10-605-5005 EQUIPMENT LEASES		2,000	2,000	0	0.00	
MONTHLY COPY FEES - PER	0	0.00	2,000.00			
10-605-5010 EQUIPMENT MAINT & REPAIR		2,000	2,000	0	0.00	
10-605-5015 ELECTRONIC EQPT MAINT		5,350	5,350	0	0.00	
MIDWEST RADAR-CERTIFICATION	0	0.00	350.00			
DAILY WELLS - RAIDO REPAIRS	0	0.00	2,000.00			
COPTRAX/TECH SUPPORT/REPAIR	0	0.00	3,000.00			
10-605-5020 VEHICLE MAINTENANCE		30,000	30,000	0	0.00	
10-605-5060 VEHICLE & EQPT FUELS		30,000	30,000	0	0.00	
TOTAL MAINTENANCE		69,350	69,350	0	0.00	

10 -GENERAL FUND
POLICE DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>DEPT MATERIALS-SERVICES</u>						
10-605-6030 INVESTIGATIVE SUPPLIES		3,000	3,000	0	0.00	
10-605-6032 POLICE SAFETY SUPPLIES		3,000	3,000	0	0.00	
FLARES	0	0.00	500.00			
SABA	0	0.00	1,700.00			
GLOVES, TRAFFIC CONES, MISC.	0	0.00	800.00			
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES		8,800	8,800	0	0.00	
AMMUNITION	0	0.00	6,300.00			
TARGETS/SHOOTING PADS	0	0.00	2,000.00			
CLEANING SUPPLIES	0	0.00	500.00			
TOTAL DEPT MATERIALS-SERVICES		14,800	14,800	0	0.00	
<u>UTILITIES</u>						
10-605-7042 UTILITES- PHONE		5,500	5,500	0	0.00	
CELL PHONES	0	0.00	2,900.00			
AT&T DISPATCH LINE	0	0.00	1,500.00			
WAVE APP	0	0.00	1,100.00			
TOTAL UTILITIES		5,500	5,500	0	0.00	
<u>CAPITAL OUTLAY</u>						
10-605-8010 NON-CAPITAL-ELECTRONIC EQUIP		0	0	0	0.00	
10-605-8012 NON CAPITAL-FIRE ARMS/TASERS		0	0	0	0.00	
10-605-8015 NON-CAPITAL-COMPUTER EQUIP.		400	400	0	0.00	
COMPUTER/MONITOR	1	400.00	400.00			
10-605-8020 NON-CAPITAL MAINT. EQUIPMENT		0	0	0	0.00	
10-605-8025 NON-CAPITAL - OFFICE FURNITURE		0	0	0	0.00	
10-605-8030 CAPITAL - ELECTRONIC EQUIPMENT		0	0	0	0.00	
10-605-8045 CAPITAL - COMPUTER EQUIPMENT		0	0	0	0.00	
10-605-8050 CAPITAL - VEHICLES		0	0	0	0.00	
10-605-8081 CAPITAL - BUILDING		0	0	0	0.00	
TOTAL CAPITAL OUTLAY		400	400	0	0.00	
<u>INTERFUND TRANSFERS</u>						
10-605-9000 GRANT EXPENDITURES		0	0	0	0.00	
TOTAL INTERFUND TRANSFERS		0	0	0	0.00	
TOTAL POLICE DEPARTMENT		1,848,629	1,848,629	0	0.00	

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>SUPPLIES</u>					
10-607-2020 OFFICE SUPPLIES	100	100	0	0.00	
10-607-2050 PRINTING & COPYING	<u>750</u>	<u>750</u>	<u>0</u>	<u>0.00</u>	
TOTAL SUPPLIES	850	850	0	0.00	
<u>SERVICES</u>					
10-607-3012 PROF -ENGINEERING REVIEW	2,000	2,000	0	0.00	
10-607-3015 PROF -BLDG INSPECTION SERVICE	70,000	70,000	0	0.00	
10-607-3016 PROF -HEALTH INSPECTOR	2,000	2,000	0	0.00	
10-607-3017 PROF -SANITARY INSPECTION SERV	2,500	2,500	0	0.00	
10-607-3020 ASSOCIATION DUES & PUBS	1,700	1,700	0	0.00	
2018 I-CODES	1 <u>1,700.00</u>	<u>1,700.00</u>			
TOTAL SERVICES	78,200	78,200	0	0.00	
<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENANCE	5,000	5,000	0	0.00	
DIGITAL PERMITTING	0 <u>0.00</u>	<u>5,000.00</u>			
TOTAL CONTRACTUAL	5,000	5,000	0	0.00	
<hr/>					
TOTAL DEVELOPMENT SERVICES	84,050	84,050	0	0.00	
<hr/>					
TOTAL EXPENDITURES	5,988,383 =====	6,063,741 =====	75,358 =====	1.26 =====	=====
<hr/>					
REVENUE OVER/ (UNDER) EXPENDITURES	0 =====	0 =====	0 =====	0.00 =====	=====

20 -WATER FUND

REVENUES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>						
NON-DEPARTMENTAL						
=====						
<u>WATER SALES</u>						
20-599-5015 WATER CONSUMPTION		623,000	623,000	0	0.00	_____
20-599-5016 LATE CHARGES		6,000	6,000	0	0.00	_____
20-599-5018 DEBT SERVICE		189,900	189,900	0	0.00	_____
20-599-5019 WATER SERVICE FEE		58,800	58,800	0	0.00	_____
20-599-5036 EAA PASS THRU CHARGE		82,700	82,700	0	0.00	_____
20-599-5037 CONNECTION/DISCONNECT FEE		0	0	0	0.00	_____
20-599-5040 TAPPING FEES		0	0	0	0.00	_____
TOTAL WATER SALES		960,400	960,400	0	0.00	=====
<u>MISC./GRANTS/INTEREST</u>						
20-599-7000 INTEREST INCOME		2,000	2,000	0	0.00	_____
20-599-7011 OTHER INCOME		0	0	0	0.00	_____
20-599-7012 LEASE OF WATER RIGHTS		15,000	15,000	0	0.00	_____
20-599-7028 TCEQ GRANT		0	0	0	0.00	_____
20-599-7060 CC SERVICE FEES		5,000	5,000	0	0.00	_____
20-599-7075 SITE/TOWER LEASE REVENUE		38,600	38,600	0	0.00	_____
SPRINT	0	0.00	16,500.00			_____
T-MOBILE (FROM GF)	0	0.00	22,100.00			_____
20-599-7090 SALE OF FIXED ASSETS		0	4,500	4,500	0.00	_____
AMEND 1 - SALE OF SCRAP METERS	0	0.00	4,500.00			_____
20-599-7097 INSURANCE PROCEEDS		0	18,000	18,000	0.00	_____
AMEND 1 - EMERG DRIVE SHAFT #8	0	0.00	18,000.00			_____
TOTAL MISC./GRANTS/INTEREST		60,600	83,100	22,500	37.13	_____
<u>TRANSFERS IN</u>						
20-599-8010 TRANSFER FROM GENERAL (NWM)		0	0	0	0.00	_____
20-599-8072 TRF IN-CAPITAL REPLACEMENT		81,500	256,925	175,425	215.25	_____
WATER METER REPLACEMENT	200	290.00	58,000.00			_____
WELL #1	0	0.00	23,500.00			_____
AMEND 1 - WELL #8 REHAB	0	0.00	74,425.00			_____
AMEND 1 - HUEBNER PUMP #2	0	0.00	21,000.00			_____
AMEND 1 - WELL #7 REHAB	0	0.00	80,000.00			_____
20-599-8090 PRIOR PERIOD ADJUSTMENT		0	0	0	0.00	_____
20-599-8099 TRF IN - RESERVES		0	0	0	0.00	=====
TOTAL TRANSFERS IN		81,500	256,925	175,425	215.25	_____
TOTAL NON-DEPARTMENTAL		1,102,500	1,300,425	197,925	17.95	_____
<hr/>						
TOTAL REVENUES		1,102,500	1,300,425	197,925	17.95	=====

20 -WATER FUND
WATER DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
PERSONNEL						
20-606-1010 SALARIES		212,300	212,300	0	0.00	
20-606-1015 OVERTIME		15,000	15,000	0	0.00	
20-606-1020 MEDICARE		3,200	3,200	0	0.00	
20-606-1025 TWC (SUI)		720	720	0	0.00	
20-606-1030 HEALTH INSURANCE		29,088	29,088	0	0.00	
20-606-1031 HSA		178	178	0	0.00	
20-606-1033 DENTAL INSURANCE		1,365	1,365	0	0.00	
20-606-1035 VISION CARE INSURANCE		365	365	0	0.00	
20-606-1036 LIFE INSURANCE		281	281	0	0.00	
20-606-1037 WORKERS' COMP INSURANCE		5,760	5,760	0	0.00	
20-606-1040 TMRS RETIREMENT		30,680	30,680	0	0.00	
20-606-1070 SPECIAL ALLOWANCES		<u>11,500</u>	<u>11,500</u>	<u>0</u>	<u>0.00</u>	
TOTAL PERSONNEL		310,437	310,437	0	0.00	
SUPPLIES						
20-606-2020 OFFICE SUPPLIES		1,700	1,700	0	0.00	
20-606-2030 POSTAGE		3,100	3,100	0	0.00	
POSTAGE	12	240.00	2,880.00			
ANNUAL BULK MAIL PERMIT #1024	0	0.00	220.00			
20-606-2035 EMPLOYEE APPRECIATION		150	150	0	0.00	
20-606-2050 PRINTING & COPYING		500	500	0	0.00	
20-606-2060 MED EXAMS/SCREENING/TESTING		100	100	0	0.00	
20-606-2070 JANITORIAL SUPPLIES		100	100	0	0.00	
20-606-2075 BANK/CREDITCARD FEES		8,000	8,000	0	0.00	
ELAVON - 3 ACCOUNTS	0	0.00	8,000.00			
20-606-2080 UNIFORMS		1,795	1,795	0	0.00	
BOOTS - ANNUAL ALLOWANCE	4	200.00	800.00			
RAINWARE/ WINTER COATS/HATS	0	0.00	400.00			
OTHER	0	0.00	595.00			
20-606-2090 SMALL TOOLS		2,500	2,500	0	0.00	
20-606-2091 SAFETY SUPPLIES/EQUIPMENT		<u>1,900</u>	<u>1,900</u>	<u>0</u>	<u>0.00</u>	
TOTAL SUPPLIES		19,845	19,845	0	0.00	
SERVICES						
20-606-3012 ENGINEERING SERVICES		10,000	8,600	(1,400)	14.00-	
BASIC MISC SERVICES	0	0.00	5,000.00			
NM MILITARY	0	0.00	5,000.00			
AMEND 1 - WELL #4 FENCING	0	0.00 (1,400.00)			
20-606-3013 PROFESSIONAL SERVICES		2,000	0	(2,000)	100.00-	
WATER BILL PRINT-OUTSOURCE	0	0.00	2,000.00			
AMEND 1 - WELL #4 FENCING	0	0.00 (2,000.00)			
20-606-3020 ASSOCIATION DUES & PUBS		2,215	2,215	0	0.00	
TWUA	0	0.00	360.00			
S.A.R.A. ANNUAL FEE	0	0.00	200.00			
S.A.R.A DUES - SEPARATE	0	0.00	200.00			
REG WTR RES DEV (RWRD) DUES	0	0.00	300.00			
AWWA - AMER WTR WKS ASSN	0	0.00	100.00			

20 -WATER FUND
WATER DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
Stormwater Impact Fee	0	0.00	100.00			
TRWA - TX RURAL WATER ASSN	0	0.00	325.00			
WATER LICENSE RENEWALS	5	111.00	555.00			
TX MUNI UTILITIES ASSN	0	0.00	75.00			
20-606-3030 TRAINING/EDUCATION		3,750	3,750	0	0.00	
20-606-3040 TRAVEL/MILEAGE/LODGING/PERDIEM		1,000	1,000	0	0.00	
20-606-3050 INSURANCE - LIABILITY		3,900	3,900	0	0.00	
20-606-3060 UNIFORM SERVICES		3,000	3,000	0	0.00	
20-606-3070 INSURANCE - PROPERTY		1,900	1,900	0	0.00	
20-606-3075 CONSERV. ED./REBATES		100	100	0	0.00	
20-606-3080 SPECIAL SERVICES		750	750	0	0.00	
SA HAZARDOUS MAT'L PERMITS	0	0.00	300.00			
ONE CALL LOCATES	0	0.00	450.00			
20-606-3082 WATER ANALYSIS FEES		7,000	7,000	0	0.00	
WATER ANALYSIS FEES	0	0.00	2,145.00			
TCEQ ANNUAL WATER TESTING FEE	0	0.00	3,000.00			
DSHS CENTRAL LAB - TCEQ & PCS	0	0.00	1,805.00			
TIER II REPORT FEES - ANNUAL	0	0.00	50.00			
TOTAL SERVICES		35,615	32,215	(3,400)	9.55-	
CONTRACTUAL						
20-606-4075 COMPUTER SOFTWARE/INCODE		8,870	8,870	0	0.00	
INCODE-UTILITYSOFTWARE	0	0.00	3,100.00			
INCODE-METER READER INTERFACE	0	0.00	669.00			
INCODE-BILLPAY WEB HOST	0	0.00	1,200.00			
INCODE-BILL PAY ONLINE	0	0.00	340.00			
INCODE - HAND HELD METER INTER	0	0.00	636.00			
BEACON SERVICE AGREEMENT	0	0.00	900.00			
BEACON MOBILE READER	2	360.00	720.00			
BEACON METER SOFTWARE	0	0.00	525.00			
SCADA ANTIVIRUS - 2 COMPUTERS	0	0.00	75.00			
GIS LICENSE	0	0.00	500.00			
ADOBE LICENSE	1	205.00	205.00			
20-606-4085 EAA -WATER MANAGEMENT FEES		84,084	84,084	0	0.00	
MONTHLY EAA FEES	1,001	40.00	40,040.00			
MONTHLY HABITAT FEE	1,001	44.00	44,044.00			
20-606-4086 CONTRACT LABOR		0	0	0	0.00	
20-606-4099 WATER RIGHTS/LEASE PAYMENTS		0	0	0	0.00	
PURCHASE 13 AC/FT	5,000	0.00	0.00			
TOTAL CONTRACTUAL		92,954	92,954	0	0.00	
MAINTENANCE						
20-606-5005 EQUIPMENT LEASES		1,500	1,500	0	0.00	
20-606-5010 EQUIPMENT MAINT & REPAIR		5,000	5,000	0	0.00	
20-606-5015 ELECTRONIC EQPT MAINTENANCE		500	500	0	0.00	
20-606-5020 VEHICLE MAINTENANCE		3,000	3,000	0	0.00	
20-606-5030 BUILDING MAINTENANCE		2,500	2,500	0	0.00	
GENERAL	0	0.00	2,500.00			
20-606-5060 VEHICLE & EQPT FUELS		4,000	4,000	0	0.00	
TOTAL MAINTENANCE		16,500	16,500	0	0.00	

20 -WATER FUND
WATER DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>DEPT MATERIALS-SERVICES</u>						
20-606-6011 CHEMICALS		10,000	10,000	0	0.00	
20-606-6050 WATER METERS & BOXES		4,500	4,500	0	0.00	
MAINTENANCE-METER/BOX REPAIR	0	0.00	4,500.00			
20-606-6055 FIRE HYDRANTS & VALVES		10,000	10,000	0	0.00	
HYDRANTS AND VALVES	0	0.00	10,000.00			
20-606-6060 HUEBNER STORAGE TANK		5,000	5,000	0	0.00	
GENERAL	0	0.00	5,000.00			
20-606-6061 WELL SITE #1		8,750	8,750	0	0.00	
WELL SITE	0	0.00	6,750.00			
ELEVATED STORAGE TANK	0	0.00	2,000.00			
20-606-6062 WELL SITE #2-EAA MONITORED		1,300	1,300	0	0.00	
20-606-6063 WELL SITE #3-NOT OPERATION		1,800	1,800	0	0.00	
20-606-6064 WELL SITE #4-NOT OPERATION		1,300	4,700	3,400	261.54	
ORIGINAL BUDGET	0	0.00	1,300.00			
AMEND 1 - REPLACE FENCE	0	0.00	3,400.00			
20-606-6065 WELL SITE #5-EDWARDS BLENDING		1,000	1,000	0	0.00	
20-606-6066 WELL SITE #6-MUNI TRACT		4,000	4,000	0	0.00	
20-606-6067 WELL SITE #7		4,000	4,000	0	0.00	
GENERAL	0	0.00	4,000.00			
20-606-6068 WELL SITE #8		4,000	4,000	0	0.00	
GENERAL	0	0.00	4,000.00			
20-606-6069 WELL SITE #9-TRINITY		1,000	1,000	0	0.00	
20-606-6070 SCADA SYSTEM MAINTENANCE		3,000	3,000	0	0.00	
ANNUAL MAINTENANCE CONTRACT	0	0.00	3,000.00			
20-606-6071 SHAVANO DRIVE PUMP STATION		15,000	15,000	0	0.00	
20-606-6072 WATER SYSTEM MAINTENANCE		30,000	30,000	0	0.00	
20-606-6080 STREET MAINT SUPPLIES		4,000	4,000	0	0.00	
TOTAL DEPT MATERIALS-SERVICES		108,650	112,050	3,400	3.13	
<u>UTILITIES</u>						
20-606-7040 UTILITIES - ELECTRIC		72,000	72,000	0	0.00	
20-606-7042 UTILITIES - PHONE/CELL		1,350	1,350	0	0.00	
20-606-7044 UTILITIES - WATER		400	400	0	0.00	
TOTAL UTILITIES		73,750	73,750	0	0.00	
<u>CAPITAL OUTLAY</u>						
20-606-8010 NON-CAP ELECTRONIC EQUIPMENT		0	0	0	0.00	
20-606-8015 NON-CAPITAL - COMPUTERS		0	0	0	0.00	
20-606-8020 NON-CAPITAL MAINTENANCE EQUIP		4,820	4,820	0	0.00	
RESPIRATORS (MASK-CARTRIDGE)	1	320.00	320.00			
QUICKY SAW	1	2,500.00	2,500.00			
GENERATOR	1	2,000.00	2,000.00			
20-606-8045 CAPITAL-COMPUTER EQUIPMENT		0	0	0	0.00	
20-606-8050 CAPITAL - VEHICLES		0	0	0	0.00	
20-606-8060 CAPITAL- EQUIPMENT		0	0	0	0.00	
20-606-8080 WATER SYSTEM IMPROVEMENTS		28,700	28,700	0	0.00	
REPL SPIDERS IN CUL DE SACS	0	0.00	12,000.00			
PROJECTS	0	0.00	16,700.00			

20 -WATER FUND
WATER DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
20-606-8081 CAPITAL - BUILDING		0	0	0	0.00	
20-606-8085 CAPITAL-WATER TOWER/STORAGE		0	0	0	0.00	
20-606-8087 WATER METER REPLACEMENT		58,000	62,500	4,500	7.76	
METERS	200	290.00	58,000.00			
AMEND 1 - SALE OF SCRAP METERS	0	0.00	4,500.00			
20-606-8090 CAPITAL - HUEBNER PLANT		0	21,000	21,000	0.00	
AMEND 1 - PUMP #2	0	0.00	21,000.00			
20-606-8091 CAPITAL - WELL #1		23,500	23,500	0	0.00	
20-606-8095 CAPITAL - WELL #5		0	0	0	0.00	
20-606-8097 CAPITAL - WELL #7		0	80,000	80,000	0.00	
AMEND 1 - WELL #7 REHAB	0	0.00	80,000.00			
20-606-8098 CAPITAL - WELL #8		0	92,425	92,425	0.00	
AMEND 1 - WELL #8 REHAB	0	0.00	74,425.00			
AMEND 1 - EMERG DRIVE SHAFT #8	0	0.00	18,000.00			
TOTAL CAPITAL OUTLAY		115,020	312,945	197,925	172.08	
<u>INTERFUND TRANSFERS</u>						
20-606-9000 EOY ASSET RECLASS		0	0	0	0.00	
20-606-9010 TRF TO GENERAL FUND		22,050	22,050	0	0.00	
20-606-9020 TRF TO CAPITAL REP. FUND 72		121,255	121,255	0	0.00	
INFRASTRUCTURE	0	0.00	62,765.00			
VEHICLES/EQUIPMENT	0	0.00	33,490.00			
METER REPLACEMENT	0	0.00	10,000.00			
WATER LINE RELOCATION	0	0.00	15,000.00			
20-606-9050 BAD DEBT EXPENSE		0	0	0	0.00	
20-606-9090 DEPRECIATION EXPENSE		0	0	0	0.00	
20-606-9095 PENSION EXPENSE		0	0	0	0.00	
TOTAL INTERFUND TRANSFERS		143,305	143,305	0	0.00	
TOTAL WATER DEPARTMENT		916,076	1,114,001	197,925	0.00	

20 -WATER FUND
DEBT SERVICE

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>					
<u>CAPITAL OUTLAY</u>					
20-607-8000 BOND PRINCIPAL EOY	0	0	0	0.00	_____
20-607-8011 ACCRUED BOND INTEREST	0	0	0	0.00	_____
20-607-8012 2009 CO - PRINCIPAL	0	0	0	0.00	_____
20-607-8013 2009 CO - INTEREST	0	0	0	0.00	_____
20-607-8014 2009 GO REFUND - PRINCIPAL	0	0	0	0.00	_____
20-607-8015 2009 GO REFUND - INTEREST	0	0	0	0.00	_____
20-607-8016 2017 GO REFUNDING (2009) PRINC	70,000	70,000	0	0.00	_____
20-607-8017 2017 GO REFUNDING (2009) INTER	65,000	65,000	0	0.00	_____
20-607-8020 BOND UNAMORTIZED LOSS	0	0	0	0.00	_____
20-607-8030 BOND AGENT FEES	400	400	0	0.00	_____
20-607-8035 BOND ISSUANCE COSTS	0	0	0	0.00	_____
20-607-8056 2018 GO REFUNDING (2009) PRIN	44,183	44,183	0	0.00	_____
20-607-8057 2018 GO REFUNDING (2009) INT	<u>6,841</u>	<u>6,841</u>	<u>0</u>	<u>0.00</u>	<u>_____</u>
TOTAL CAPITAL OUTLAY	186,424	186,424	0	0.00	
<hr/>					
TOTAL DEBT SERVICE	186,424	186,424	0	0.00	
<hr/>					
TOTAL EXPENDITURES	1,102,500	1,300,425	197,925	17.95	=====
<hr/>					
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	0	0.00	=====

70 -CAPITAL REPLACEMENT FUND

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>					
OTHER SOURCES					
=====					
<u>MISC./GRANTS/INTEREST</u>					
70-599-7028 TCEQ GRANT	0	0	0	0.00	
70-599-7090 SALE OF CITY ASSETS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
TOTAL MISC./GRANTS/INTEREST	0	0	0	0.00	
<u>TRANSFERS IN</u>					
70-599-8010 INTEREST INCOME	1,000	1,000	0	0.00	
70-599-8020 TRF IN - GENERAL FUND	306,590	360,858	54,268	17.70	
ADMINISTRATION	0	37,925.00			
FIRE VEHICLES/EQUIPMENT	0	224,318.00			
PUBLIC WORKS VEHICLES/EQUIPMEN	0	39,347.00			
DRAINAGE DEVELOPMENT	0	5,000.00			
AMEND 1 FINAL HUNTINGTON PLAT	0	54,268.00			
70-599-8099 FUND BALANCE RESERVE	351,395	340,401	(10,994)	3.13-	
ORIGINAL AMOUNT	0	351,395.00			
AMEND 1 - NET OF ACTIVITY	0	0.00 (10,994.00)			
TOTAL TRANSFERS IN	658,985	702,259	43,274	6.57	
TOTAL OTHER SOURCES	658,985	702,259	43,274	6.57	
<hr/>					
TOTAL REVENUES	658,985	702,259	43,274	6.57	
	=====	=====	=====	=====	=====

70 -CAPITAL REPLACEMENT FUND
COUNCIL

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>					
<u>CONTRACTUAL</u>					
70-600-4030 HIKE AND BIKE TRAILS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	<u></u>
TOTAL CONTRACTUAL	0	0	0	0.00	
<hr/>					
TOTAL COUNCIL	0	0	0	0.00	

70 -CAPITAL REPLACEMENT FUND
ADMIN

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>						
<u>CAPITAL OUTLAY</u>						
70-601-8015 COMPUTER EQUIPMENT		0	0	0	0.00	
70-601-8080 CAPITAL IMPROVEMENTS		2,955	17,406	14,451	489.04	
MUNI TRACT WATER FEATURE	0	0.00	2,955.00			
AMEND 1 - GUTTERS & OTHER ITEM	0	0.00	14,451.00			
70-601-8081 CAPITAL - BUILDING		46,500	59,327	12,827	27.58	
CITY HALL HVAC	1	9,000.00	9,000.00			
CH EMERGENCY POWER	0	0.00	37,500.00			
AMEND 1 - ADD'L GENERATOR	0	0.00	12,827.00			
TOTAL CAPITAL OUTLAY		49,455	76,733	27,278	55.16	
<hr/>						
<u>INTERFUND TRANSFERS</u>						
70-601-9010 TRANSFER TO - GENERAL FUND		0	0	0	0.00	
TOTAL INTERFUND TRANSFERS		0	0	0	0.00	
<hr/>						
TOTAL ADMIN		49,455	76,733	27,278	0.00	

70 -CAPITAL REPLACEMENT FUND
PUBLIC WORKS

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>						
<u>CAPITAL OUTLAY</u>						
70-603-8050 CAPITAL - VEHICLES		0	0	0	0.00	
70-603-8060 CAPITAL - EQUIPMENT		21,000	21,000	0	0.00	
EQUIPMENT TRAILER	0	0.00	7,500.00			
UTV	0	0.00	13,500.00			
70-603-8080 CAPITAL-IMPROVEMENT PROJECTS		450,044	466,040	15,996	3.55	
WINDMILL CULVERT	0	0.00	140,375.00			
BENT OAK CULVERT	0	0.00	102,210.00			
BENT OAK - SITE WORK	0	0.00	13,810.00			
CHIMNEY ROCK CULVERT	0	0.00	146,424.00			
CONSTRUCTION BOND	0	0.00	9,725.00			
ENGINEERING (estimated)	0	0.00	37,500.00			
AMEND 1 - FINAL LWC PROJECT	0	0.00	15,996.00			
TOTAL CAPITAL OUTLAY		471,044	487,040	15,996	3.40	
<hr/>						
<u>INTERFUND TRANSFERS</u>						
70-603-9010 TRANSFER TO - GENERAL FUND		0	0	0	0.00	
TOTAL INTERFUND TRANSFERS		0	0	0	0.00	
<hr/>						
TOTAL PUBLIC WORKS		471,044	487,040	15,996	0.00	

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>CAPITAL OUTLAY</u>					
70-604-8030 ELECTRONIC EQUIPMENT	138,486	138,486	0	0.00	
18 HANDHELD RADIOS	0.00	138,486.00			
70-604-8040 CAPITAL - PPE EQUIPMENT	0	0	0	0.00	
70-604-8050 CAPITAL - APPARATUS	0	0	0	0.00	
TOTAL CAPITAL OUTLAY	138,486	138,486	0	0.00	
<u>INTERFUND TRANSFERS</u>					
70-604-9010 TRANSFER TO - GENERAL FUND	0	0	0	0.00	
TOTAL INTERFUND TRANSFERS	0	0	0	0.00	
TOTAL FIRE	138,486	138,486	0	0.00	
TOTAL EXPENDITURES	658,985	702,259	43,274	6.57	
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	0	0.00	

72 -WATER CAPITAL REPLACEMENT

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>					
NON-DEPARTMENTAL =====					
MISC./GRANTS/INTEREST					
72-599-7099 PROCEEDS OF DEBT ISSUE	462,500	462,500	0	0.00	
TOTAL MISC./GRANTS/INTEREST	462,500	462,500	0	0.00	
TRANSFERS IN					
72-599-8015 TRANSFER FROM GENERAL FUND	462,500	462,500	0	0.00	
72-599-8020 TRANSFER FROM WATER FUND	121,255	121,255	0	0.00	
72-599-8099 FUND BALANCE RESERVE	0	135,670	135,670	0.00	
AMEND 1 - OFFSET ACTIVITY	0	135,670.00			
TOTAL TRANSFERS IN	583,755	719,425	135,670	23.24	
TOTAL NON-DEPARTMENTAL	1,046,255	1,181,925	135,670	12.97	
TOTAL REVENUES	1,046,255 =====	1,181,925 =====	135,670 =====	12.97 =====	=====

72 -WATER CAPITAL REPLACEMENT
WATER DEPARTMENT

EXPENDITURES		CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>						
<u>CAPITAL OUTLAY</u>						
72-606-8080 WATER SYSTEM IMPROVEMENTS		925,000	925,000	0	0.00	
NWM WATER LINE RELOCATION	0	0.00	925,000.00			
72-606-8087 WATER METER REPLACEMENT		<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	
TOTAL CAPITAL OUTLAY		925,000	925,000	0	0.00	
<u>INTERFUND TRANSFERS</u>						
72-606-9020 TRANSFER TO WATER UTILITY		81,500	256,925	175,425	215.25	
WATER METER REPLACEMENT	200	290.00	58,000.00			
WELL #1	0	0.00	23,500.00			
AMEND 1 - WELL #8 REHAB	0	0.00	74,425.00			
AMEND 1 - WELL #7 REHAB	0	0.00	80,000.00			
AMEND 1 - HUEBNER PUMP 2	0	<u>0.00</u>	<u>21,000.00</u>			
TOTAL INTERFUND TRANSFERS		81,500	256,925	175,425	215.25	
<hr/>						
TOTAL WATER DEPARTMENT		1,006,500	1,181,925	175,425	0.00	

72 -WATER CAPITAL REPLACEMENT
DEBT SERVICE

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<hr/>					
<u>CAPITAL OUTLAY</u>					
72-607-8055 DEBT ISSUE COSTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00</u>	<u></u>
TOTAL CAPITAL OUTLAY	0	0	0	0.00	
<hr/>					
TOTAL DEBT SERVICE	0	0	0	0.00	
<hr/>					
TOTAL EXPENDITURES	1,006,500 =====	1,181,925 =====	175,425 =====	17.43 =====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	39,755 =====	0 =====	(39,755) =====	100.00- =====	=====

City of Shavano Park

City Hall Generator Project (CC Approved)				
Item	Cost Estimate	Contract	Contractor	Savings
Generator cost	\$30,008	\$34,466.00	Powerhouse Energy Rentals	(\$4,457.60)
Transfer switch	\$6,096	\$5,400.00	Powerhouse Energy Rentals	\$696.33
Electrical Materials & Labor (RFP)	\$28,522	\$28,522.00	Roman Electric	\$0.00
Crane Rental	\$200			
Concrete Pad	\$9,000	\$5,800.00	RDZ Paving	\$3,200.00
River Rock	\$1,000			
Fence Relocation	\$2,000	\$1,896.00	LaSalle Affordable Builders	\$104.00
CPS Gas Meter and 1" service	\$4,000	\$3,692.00	CPS Gas will have installed 15 days from 4/6	\$308.00
Gas Plumbing	\$2,000			
Freight				
Contingent (CC approved)	\$5,000			
Total	\$87,827	\$79,776.00		

As of April 15, 2021.

CITY OF SHAVANO PARK

LWC Drainage Project Costs - Bent Oak, Windmill & Chimney Rock

<u>Vendor:</u>	<u>Description:</u>	<u>Contract Amount</u>	<u>Amount</u>	<u>Period Recognized</u>	
				<u>FY20</u>	<u>FY21</u>
WPM - Contractor		\$ 828,396.29			
	Application #1		\$ 376,418.35	\$ 376,418.35	\$ -
	Application #2		114,814.03		114,814.03
	Application #3		191,444.71		191,444.71
	Application #4		101,865.65		101,865.65
	Final		41,072.84	19,811.52	21,261.32
			<u>\$ 825,615.58</u>		
Maldonado Nursery & Landscaping					
	Swale - 108 Windmill		34,001.85		34,001.85
Schultz & Co Landscaping					
	104 Bent Oak	\$ 27,621.00	25,106.00		25,106.00
Alamo Concrete Products					
	Concrete - drainage projects		9,307.50		9,307.50
	Concrete - drainage projects		2,190.00		2,190.00
Urban Soil					
	Tree removal		2,000.00		2,000.00
B. Rhodes & Son					
	Lamp post removal		650.00		650.00
Rocky Hill Equipment Rental					
	Rock saw		1,165.71		1,165.71
CPS - natural gas line relocation - reimbursement					
	Bent Oak		(14,500.00)		(14,500.00)
	Chimney Rock		(16,430.00)		(16,430.00)
	Chimney Rock change order		(13,895.00)		(13,895.00)
Railing materials and installation - pending			3,992.74		3,992.74
Other items:					
	Jacob Rojas		995.00		995.00
	C4 Construction - concrete		970.00		970.00
	KFW - Task order 4		730.00		730.00
	Karen Jones		189.99		189.99
	Core & Main - pipe		180.00		180.00
	Actual		\$ 862,269.37	<u>\$ 396,229.87</u>	\$ 466,039.50
FY 2020-2021 budget					<u>450,044.00</u>
				FY21 overbudget	\$ 15,995.50
		Engineering	(730.00)		
		Final Construction costs	<u>\$ 861,539.37</u>		
WPM		828,396.29			
Maldonado		34,001.85			
Schultz		27,621.00			
net CPS lines		(44,825.00)	845,194.14		
		project overbudget	\$ 16,345.23		

CITY COUNCIL STAFF SUMMARY

Meeting Date: April, 26, 2020

Agenda item: 6.5

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion / action - Maintenance of the easements / median of Lockhill Selma Road. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney - City Manager



Attachments for Reference: 1)

BACKGROUND / HISTORY: Updates to the original (April 2021) staff summary are highlighted in Yellow. In 2001, The Rogers Shavano Ranch, LTD. began the residential and commercial development of the Lockhill Selma corridor know as Unit 17. The residential properties within Unit 17 were platted over the years and comprise of the Bentley Manor sub-division. The first residential properties were platted in Unit 17-A and along with these properties are an accompanying “Declaration of Covenants, Conditions, and Restrictions” (DCCR) for 17-A. Other DCCRs (17-A through 17-M) exist in other platted residential properties. DCCR’s establish standards and procedures for commercial and residential properties and with Unit 17 establish both a Home Owners Association (HOA) for Bentley Manor and a Commercial Owners Association for the commercial properties.

Within the numerous DCCRs (both residential and commercial) the maintenance requirements and the establishment of a Lockhill Selma Maintenance Fund was established for the “Lockhill Selma Median”. Requirements include:

- (i) Maintenance of any landscaping improvements situated with the Lockhill Selma Median.
- (ii) Maintenance of any general monuments ...
- (iii) Maintenance of water filtration basins...

Based upon the total amount of fully developed properties, the DCCRs establish a Lockhill Selma Maintenance Fund which is to be supported 75% by the Bentley Manor HOA and 25% by the Commercial Property Owners Association.

Under State law HOA’s can amend their DCCRs with 67% approval. Recently, Bentley Manor residents voted to on removing several paragraphs pertaining to the Lockhill Selma Maintenance, Lockhill Selma Maintenance Fund, and Lockhill Selma Median. The Bentley Manor HOA has stopped maintaining the median.

On April 26th, City Council consensus was that the City would begin maintenance of the median.

DISCUSSION:

On April 28th, the City Manager met with Laddie Denton from Bitterblue to discuss options. Bitterblue intend to develop some different levels of support and present to the City. These options include contributing the Commercial Property Owners Association (CPOA) dues that were allocated to the Lockhill Selma median to the City on a periodic basic.

The City Attorney has drafted a agreement which could be used between the City and the CPOA. This agreement is being reviewed by staff and will be presented and finalized by City Council in the future.

The basic level of maintenance required is a simple mowing and blowing of the median and road. Several other levels of support can be provided at different cost levels. These include irrigation and landscaping.

Staff will begin the basic maintenance and will be developing options for City Council to consider in future meetings.

COURSES OF ACTION: Varies

FINANCIAL IMPACT: Varies

MOTION REQUESTED: None at this time.

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 6.8

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - FY 2021-22 Budget Calendar – City Manager/ Finance Director

☒

Attachments for Reference:

a) Proposed FY 2021-22 Budget Calendar

BACKGROUND / HISTORY: Staff drafted the FY 2021-22 Budget Calendar to allow Council and Staff to arrange their schedules for the required meetings over the next several months.

DISCUSSION: Attached is the Proposed FY 2021-22 Budget Calendar.

Council should consider the proposed budget calendar meeting schedule and provide guidance. Council should also approve the dates for the first two budget workshops (currently proposed for **June 9th at 5:00 pm** and **June 28th at 4:30 pm** before the normal City Council meeting).

Prior to the first workshop, Staff will present to council each Directorate's / Department's Draft goals and objectives for the upcoming Fiscal Year. Some of these will be service related and some will be resources related. Critical objectives will be planned by staff to be fully funded in the budget. In a number of cases, the funding of other 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.

This calendar provides for the City Council establishing overarching Goals and Objectives as you have the past few years. Typically, the eight goals established 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.

Council assumptions developed early on assist staff in prioritizing and developing the budget. For example, an assumption may be that employee compensation wages may rise by 3% or that medical insurance costs may rise 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, the development of an assumed amount (target) would be helpful. The ability to do this ultimately comes down to balancing services and resource requirements with projected revenues.

Note: Staff intends to present the budget as early as possible. Considering the certified tax rolls are not provided to the City until approximately July 25th (last year the certified rolls were provided on July 27th) and the No-New-Revenue, Voter-Approval and Deminimis tax rates are not provided until after that date (City received calculations on August 4th) – presenting the record City Manager budget is not scheduled until August 5th.

Staff anticipates the requirement to approve the budget and tax rate prior to the normally scheduled City Council meeting on September 27th to meet the timetable from the Bexar County Tax Assessor's Office for timely preparation and mailing of the tax bills on October 1. This schedule anticipates moving the September Regular City Council meeting from the 27th to the 20th, and scheduling a special City Council meeting on September 13th.

COURSES OF ACTION: 1.) Approve the two June budget workshops or approve alternate dates or times
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 2021-22 Budget Calendar as submitted and approve June budget workshop dates as presented.

ADOPTED BUDGET CALENDAR FOR FY 2021-22

2021

20-30 April	Receive Preliminary Property Tax Report; pass to Council
30 April – 14 May	Budget Kick Off with Departments - FY 2021 -22 Goals, Objectives, Unfunded Requirements
10-21 May	Department Budget Meetings - FY 2021-22 Goals, Objectives, Unfunded Requirements
Monday 10 May	Brief Water Advisory Committee FY 2021-22 Goals and Objectives
Wednesday 9 June	Council Workshop 5:00pm – Set Initial Goals, Objectives, and Budget Guidance
Monday 14 June	Water Advisory Committee Meeting / Budget Workshop (Revenues, G&O)
14-25 June	Prepare Revenues for Preliminary Budget
Monday 28 June	Council Workshop - Budget Basics and Staff Analysis of Council Objectives (before regular City Council meeting)
Monday 12 July	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
Wednesday 14 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 - 6 August	Bexar County Tax Assessor Collector Calculates & Provides No-New-Revenue, Voter-Approval and Deminimis Tax Rates
Tuesday 27 July (T)	Water Advisory Committee Meeting – Recommendation of Initial Water Fund Budget
Thursday 5 August	Special Council Meeting 5:30pm - <ul style="list-style-type: none"> - City Manager Submits Proposed FY 2021-22 Budget (No anticipated Council action) - Receive No-New-Revenue, Voter-Approval and Deminimis Tax Rate Calculations
Wednesday 11 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 17 August	Special Council Budget Workshop 5:30pm
Monday 23 August	Budget Work Shop 5:30pm / Regular Council Meeting
Wednesday 25 August	Publication - Notice of 1 st and 2 nd Budget Reading, Notice of 2021 Tax Year Proposed Tax Rate (No-New-Revenue, Voter-Approval and Deminimis)
Monday 13 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 20 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

(T) tentative

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 6.9

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Accept Buddy Aleman's resignation from the Planning & Zoning Commission; consider appointment to fill vacancy- City Manager / Chairman Aleman

X

Attachments for Reference:

- 1) Buddy Aleman's resignation from Planning & Zoning Commission and request for assignment of vacancy
- 2) Board Application's TBD'ed

BACKGROUND / HISTORY: Buddy Aleman resigned from the Planning & Zoning Commission effective upon conclusion of the May 5th Planning and Zoning meeting in order to to serve as Alderman on City Council. The May 1, 2021 General Election and Resolution R-2021-007 will canvass the election and the candidates will be declared elected.

DISCUSSION: Chairman Aleman's term would have expired September 2022. In reviewing our 2020 Board application packet, we did not have any additional applicants wishing to serve on the Planning & Zoning Commission who were not already serving on a board. Staff released notice of the P&Z Commission vacancy on May 3rd with applications due May 7th at 4 pm. Staff will consolidate applications and distribute to City Council by Friday COB on May 7th.

COURSES OF ACTION: Appoint an applicant to fulfill the vacancy or provide guidance to staff

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: To appoint _____ the Planning & Zoning Commission to fill the remainder of the Chairman Aleman's term.

From: [Buddy Aleman](#)
To: [Bill Hill](#)
Cc: rwerner@langleybanack.com
Subject: P & Z and City Council Agenda
Date: Monday, May 03, 2021 3:20:17 PM

Dear Bill,

Please let this email serve as my notice to vacate my position as Chairman of the Planning & Zoning Commission effective after our next meeting on May 5, 2021. In addition, please add an addenda item to the next city council meeting that will allow a replacement to be named to the P & Z commission.

Thank you!

Sincerely

Buddy

Albert T. Aleman, Jr.
[San Antonio, TX](#)
buddyaleman@yahoo.com

Fees Collected / Balance By Project

Jurisdiction: Shavano Park

Project Type: Permit

From: 4/1/2021

To: 4/30/2021

Work Type	Project Number	Address	Issued Date	Create Date	Project Fee (Amount Charged)	Total Payments	Project Balance (Remaining Balance)
Building (R)	2021-247-BR	416 Cliffside Shavano Park TX 78231	Not Issued	04/08/2021	\$497.00		\$497.00
	2021-260-BR	111 Wellesly Landing Shavano Park TX 78231	04/22/2021	04/13/2021	\$5,692.64	\$5,687.64	\$5.00
	2021-268-BR	114 LAZENBY SHAVANO PARK TX 78231	04/27/2021	04/19/2021	\$3,278.40	\$3,278.40	\$0.00
	2021-269-BR	131 BEDINGFELD SHAVANO PARK TX 78231	04/27/2021	04/19/2021	\$3,824.52	\$3,824.52	\$0.00
	2021-270-BR	147 BEDINGFELD SHAVANO PARK TX 78231	04/27/2021	04/19/2021	\$4,346.12	\$4,346.12	\$0.00
	2021-274-BR	148 BEDINGFELD SHAVANO PARK TX 78231	04/30/2021	04/19/2021	\$4,289.46	\$4,289.46	\$0.00
	2021-275-BR	155 BEDINGFELD SHAVANO PARK TX 78231	04/30/2021	04/19/2021	\$4,045.92	\$4,045.92	\$0.00
	Total for Building (R): 7				\$25,974.06	\$25,472.06	\$502.00
Demolition (R)	2021-286-DR	310 cherry oak shavano TX 78230	04/22/2021	04/21/2021	\$5.13	\$5.13	\$0.00
	Total for Demolition (R): 1				\$5.13	\$5.13	\$0.00
Driveway Permit	2021-280-DW	100 Arrow Mound st Shavano Park TX 78231	04/26/2021	04/21/2021	\$158.88	\$158.88	\$0.00
	Total for Driveway Permit: 1				\$158.88	\$158.88	\$0.00
Electric (C)	2021-244-EC		04/07/2021	04/06/2021	\$517.63	\$517.63	\$0.00
	Total for Electric (C): 1				\$517.63	\$517.63	\$0.00
Electric (R)	2021-238-ER	218 Geddington Shavano Park TX 78249	Not Issued	04/01/2021	\$155.00		\$155.00
	2021-241-ER	118 Lazenby SHAVANO PARK TX 78231	04/05/2021	04/01/2021	\$517.63	\$517.63	\$0.00
	2021-248-ER	110 lazenby Shavano Park TX 78230	04/28/2021	04/08/2021	\$517.63	\$517.63	\$0.00
	2021-249-ER	135 Bedingeld Shavano Park TX 78230	Not Issued	04/08/2021	\$505.00		\$505.00
	2021-252-ER	99 bent oak Shavano Park TX 78231	04/12/2021	04/09/2021	\$213.88	\$158.88	\$55.00
	2021-255-ER	127 Whittingham Rd. Shavano Park TX 78231	04/20/2021	04/13/2021	\$572.63	\$517.63	\$55.00
	2021-290-ER	134 Bedingfeld Dr. Shavano Park TX 78231	04/26/2021	04/26/2021	\$158.88	\$158.88	\$0.00
	2021-291-ER	150 Hampton Way Shavano Park TX 78249	04/27/2021	04/26/2021	\$158.88	\$158.88	\$0.00
	2021-302-ER	116 painted post shavano park TX 78231	04/30/2021	04/29/2021	\$158.88	\$158.88	\$0.00
	Total for Electric (R): 9				\$2,958.41	\$2,188.41	\$770.00
Fence Permit	2021-251-FN	222 Wellesley Landing Shavano Park TX 78231	04/12/2021	04/09/2021	\$107.63	\$107.63	\$0.00
	2021-254-FN	119 lacy oak shavano park TX 78230	04/13/2021	04/12/2021	\$107.63	\$107.63	\$0.00
	2021-259-FN	211 wellesley wood shavano park TX 78231	04/22/2021	04/13/2021	\$210.13	\$210.13	\$0.00
	2021-261-FN	100 Ripple Creek Shavano Park TX 78231	04/26/2021	04/14/2021	\$107.63	\$107.63	\$0.00
	2021-279-FN	324 Box Oak Shavano Park TX 78230	04/21/2021	04/20/2021	\$107.63	\$107.63	\$0.00
	2021-298-FN	107 Canter Gait Shavano Park TX 78231	Not Issued	04/29/2021	\$105.00		\$105.00
	2021-301-FN	130 Wagon Trail Shavano Park TX 78231	Not Issued	04/29/2021	\$105.00		\$105.00
	Total for Fence Permit: 7				\$850.65	\$640.65	\$210.00
Fire Sprinkler Permit	2021-245-FS		04/14/2021	04/07/2021	\$148.63	\$148.63	\$0.00
	Total for Fire Sprinkler Permit: 1				\$148.63	\$148.63	\$0.00
Garage Sale Permit	2021-287-GS	124 Broken Bough Ln Shavano Park TX 78231	Not Issued	04/22/2021	\$15.38	\$15.38	\$0.00

Fees Collected / Balance By Project

Jurisdiction: Shavano Park

Project Type: Permit

From: 4/1/2021

To: 4/30/2021

	Total for Garage Sale Permit: 1				\$15.38	\$15.38	\$0.00
HVAC (C)	2021-256-HC	3603 Paesanos Parkway Shavano Park TX 78231	04/14/2021	04/13/2021	\$1,185.11	\$1,185.11	\$0.00
	Total for HVAC (C): 1				\$1,185.11	\$1,185.11	\$0.00
HVAC (R)	2021-239-HR	115 Wagon Trail Rd Shavano Park TX 78231	04/05/2021	04/01/2021	\$210.13	\$210.13	\$0.00
	2021-242-HR	167 BEDINGFELD SHAVANO PARK TX 78231	Not Issued	04/05/2021	\$405.00		\$405.00
	2021-271-HR	331 box oak Shavano park TX 78230	04/19/2021	04/19/2021	\$162.63	\$107.63	\$55.00
	2021-276-HR	122 Elm Spring Ln Shavano Park TX 78231	04/21/2021	04/19/2021	\$158.88	\$158.88	\$0.00
	2021-277-HR	107 SHAVANO DRIVE SHAVANO PARK TX 78231	04/20/2021	04/19/2021	\$210.13	\$210.13	\$0.00
	2021-281-HR	116 painted post Shavano park TX 78231	04/27/2021	04/21/2021	\$158.88	\$158.88	\$0.00
	2021-282-HR	214 winding lane shavano park TX 78249	04/27/2021	04/21/2021	\$107.63	\$107.63	\$0.00
	2021-283-HR	331 Box Oak Shavano Park TX 78230	Not Issued	04/21/2021	\$0.00		\$0.00
	2021-284-HR	410 Bentley Mnr Shavano Park TX 78249	04/27/2021	04/21/2021	\$620.13	\$620.13	\$0.00
	2021-285-HR	108 Cinammon Oak Shavano Park TX 78230	04/23/2021	04/21/2021	\$210.13	\$210.13	\$0.00
	2021-289-HR	323 Box Oak Shavano Park TX 78230	04/26/2021	04/26/2021	\$261.38	\$261.38	\$0.00
	2021-293-HR	111 Cliffside Dr. Shavano Park TX 78231	04/27/2021	04/27/2021	\$210.13	\$210.13	\$0.00
	2021-294-HR	15914 Northwest Military Highway Shavano TX	04/28/2021	04/27/2021	\$210.13	\$210.13	\$0.00
	2021-295-HR	109 WINDMILL RD SHAVANO PARK TX 78231	04/30/2021	04/28/2021	\$107.63	\$107.63	\$0.00
	2021-304-HR	311 Branch Oak Way Shavano Park TX 78231	Not Issued	04/30/2021	\$107.63	\$107.63	\$0.00
	Total for HVAC (R): 15				\$3,140.44	\$2,680.44	\$460.00
Irrigation (R)	2021-253-IR	144 Bedingfeld Shavano Park TX 78231	04/29/2021	04/09/2021	\$107.63	\$107.63	\$0.00
	Total for Irrigation (R): 1				\$107.63	\$107.63	\$0.00
Plumbing (R)	2021-240-PR	7 WELLESLEY LOOP SHAVANO PARK TX 78231	04/01/2021	04/01/2021	\$517.63	\$517.63	\$0.00
	2021-250-PR	515 Possum Oak Shavano Park TX 78230	04/19/2021	04/08/2021	\$158.88	\$158.88	\$0.00
	2021-262-PR	135 Wagon Trail Dr Shavano Park TX 78231	04/14/2021	04/14/2021	\$369.01	\$369.01	\$0.00
	2021-264-PR	4419 ESSEX SHAVANO PARK TX 78249	04/19/2021	04/15/2021	\$158.88	\$158.88	\$0.00
	2021-265-PR	313 Happy Trail Shavano Park TX 78231	04/20/2021	04/15/2021	\$210.13	\$210.13	\$0.00
	2021-266-PR	122 elm spring ln shavano park TX 78231	04/19/2021	04/15/2021	\$215.26	\$215.26	\$0.00
	2021-267-PR	99 Bent oak Shavano Park TX 78231	Not Issued	04/15/2021	\$155.00		\$155.00
	2021-272-PR	119 Long Bow Shavano Park TX 78231	04/20/2021	04/19/2021	\$158.88	\$158.88	\$0.00
	2021-278-PR	118 fawn dr. Shavano Park TX 78231	Not Issued	04/19/2021	\$155.00		\$155.00
	2021-292-PR	109 Painted Post SHAVANO PARK TX 78231	Not Issued	04/27/2021	\$158.88	\$158.88	\$0.00
	2021-296-PR	150 Hampton Way Shavano Park TX 78249	04/29/2021	04/28/2021	\$158.88	\$158.88	\$0.00
	2021-297-PR	110 Lazenby SHAVANO PARK TX 78231	04/30/2021	04/29/2021	\$517.63	\$517.63	\$0.00
	2021-300-PR	135 BEDINGFELD SHAVANO PARK TX 78231	04/30/2021	04/29/2021	\$517.63	\$517.63	\$0.00
	Total for Plumbing (R): 13				\$3,451.69	\$3,141.69	\$310.00
Remodel (R)	2021-303-RM	103 ripple creek shavano park TX 78231	Not Issued	04/30/2021	\$6,311.58		\$6,311.58
	Total for Remodel (R): 1				\$6,311.58		\$6,311.58

Fees Collected / Balance By Project

Jurisdiction: Shavano Park Project Type: Permit From: 4/1/2021 To: 4/30/2021

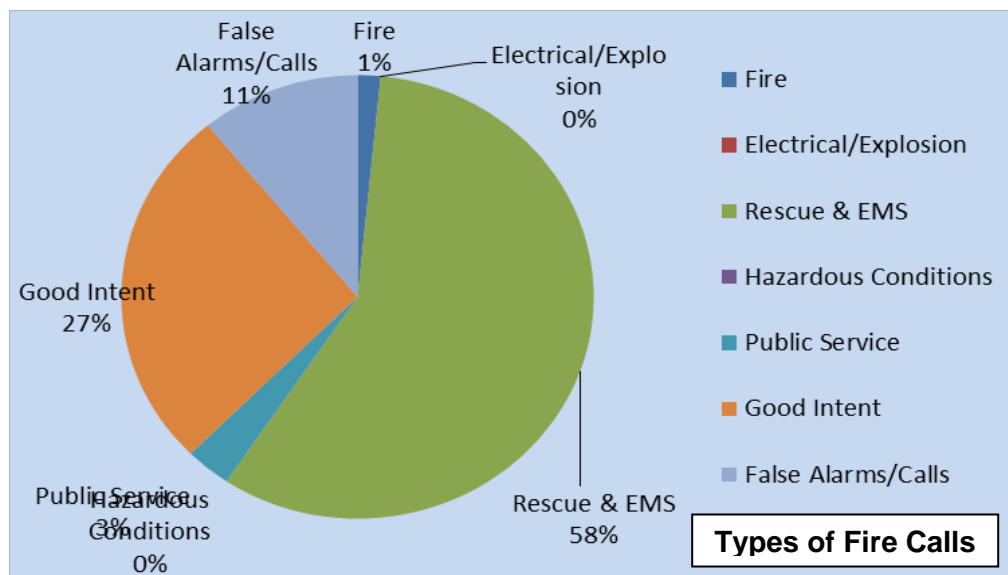
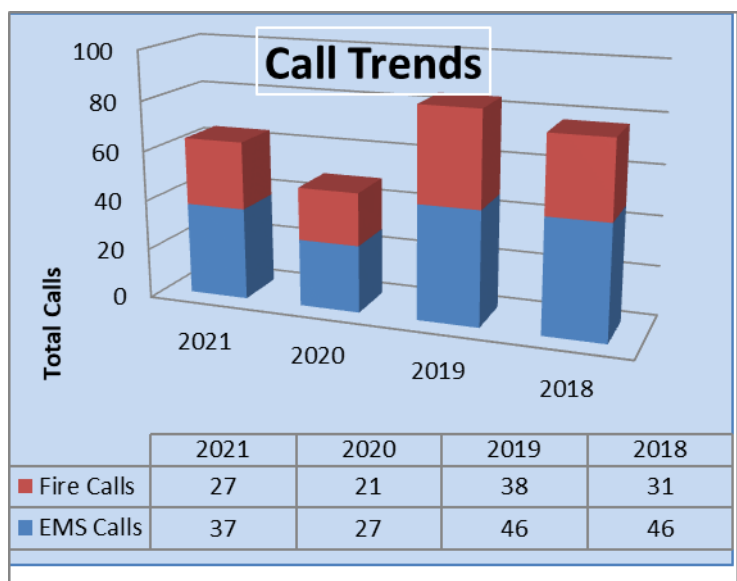
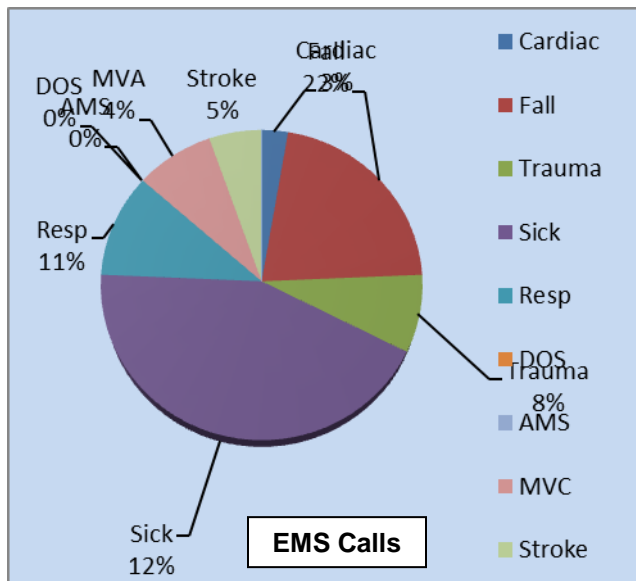
Roof (R)	2021-246-RR	136 Turkey Creek Shavano Park TX 78231	Not Issued	04/07/2021	\$155.00		\$155.00
	2021-258-RR	106 Painted Post Lane San Antonio TX 78231	04/14/2021	04/13/2021	\$158.88	\$158.88	\$0.00
	2021-273-RR	14610 NW Military Hwy Shavano Park TX 78231	Not Issued	04/19/2021	\$155.00		\$155.00
	2021-299-RR	130 Longbow Road Shavano Park TX 78231	05/02/2021	04/29/2021	\$158.88	\$158.88	\$0.00
	Total for Roof (R): 4				\$627.76	\$317.76	\$310.00
Swimming Pool	2021-237-SP	211 Wellesley Hill shavano park TX 78231	04/27/2021	04/01/2021	\$620.13	\$620.13	\$0.00
	2021-305-SP	511 Berwick Town San Antonio TX 78249	Not Issued	04/30/2021	\$605.00		\$605.00
	Total for Swimming Pool: 2				\$1,225.13	\$620.13	\$605.00
Tree Trimming (R)	2021-243-TR	205 Fawn Drive Shavano Park TX 78231	04/06/2021	04/05/2021	\$41.00	\$41.00	\$0.00
	2021-288-TR	100 Ripple Creek Shavano Park TX 78231	04/22/2021	04/22/2021	\$41.00	\$41.00	\$0.00
	Total for Tree Trimming (R): 2				\$82.00	\$82.00	\$0.00
	Total: 67				\$46,760.11	\$37,281.53	\$9,478.58

Shavano Park Fire Department



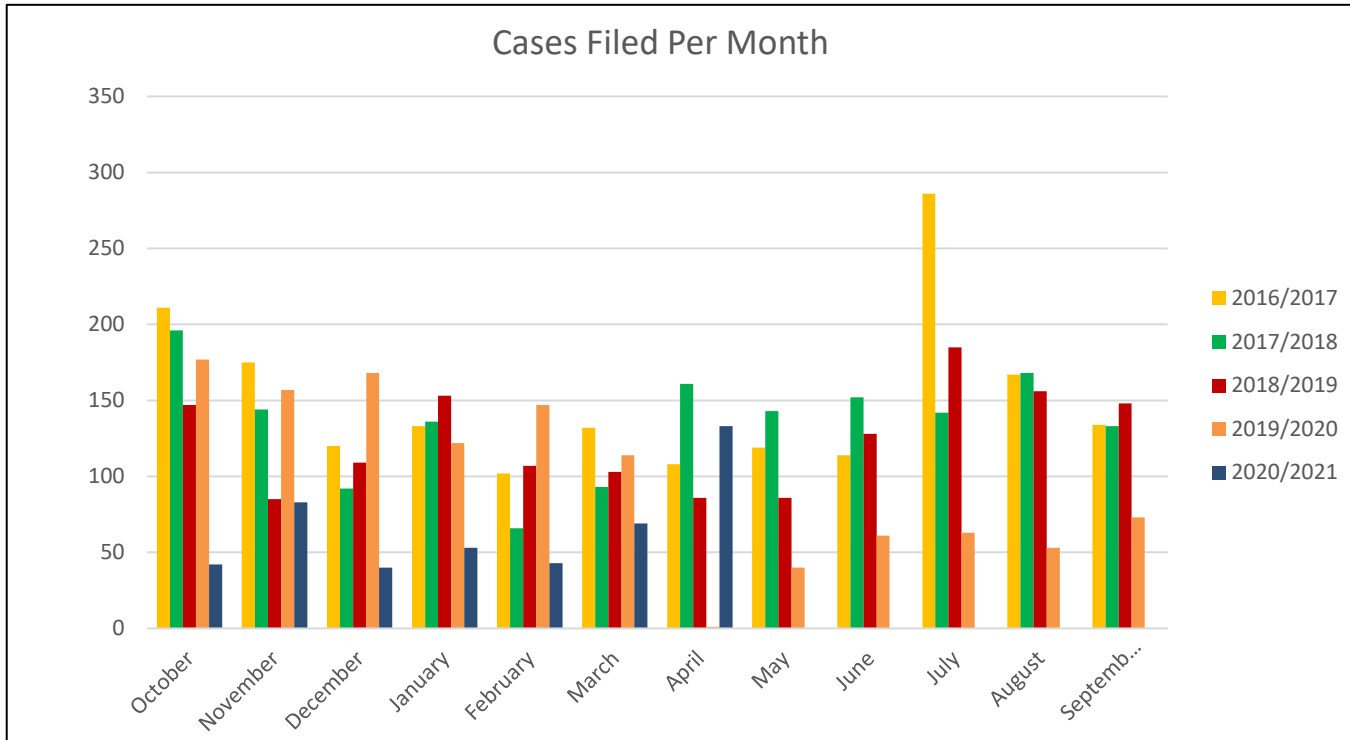
Summary of Events for April 2021

- Shavano Park FD responded to **64** requests for service in April.
- This is an **8% increase** from the previous **April**.
- Shavano Park FD responded to **2 automatic** aid requests from Castle Hills and Bexar Bulverde FD.
- Shavano Park FD received **4** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **1** mutual aid requests from other departments
- The average response time for calls within Shavano Park is **4 minutes 37 seconds** this month.
- Firefighters completed a total of **196 hours of fire** and **124 hours of EMS** training in the month of April.
- Certified Fire Inspector inspected **5** commercial buildings.
- Fire crews performed **0** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **2** sets of commercial building/renovation plans/changes to previously submitted plans



City of Shavano Park

Municipal Court Activity April 2021

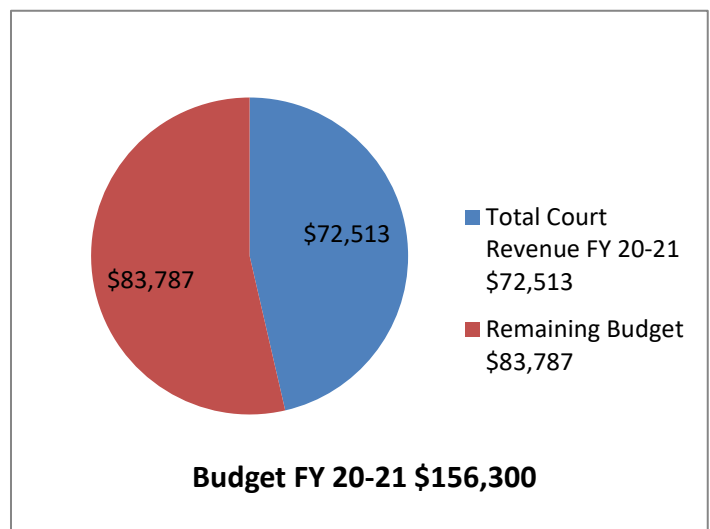


Cases Resolved	Current Month	Prior Year
Fine	70	12
Not Guilty By Judge	0	0
Guilty	44	24
Dismissed	0	0
Compliance Dismissal	11	1
Defensive Driving	7	15
Deferred Disposition	15	26
Proof of Insurance	1	1
TOTAL	148	79

There was 1 case filed in April 2020.
(Insufficient to register on the above chart)

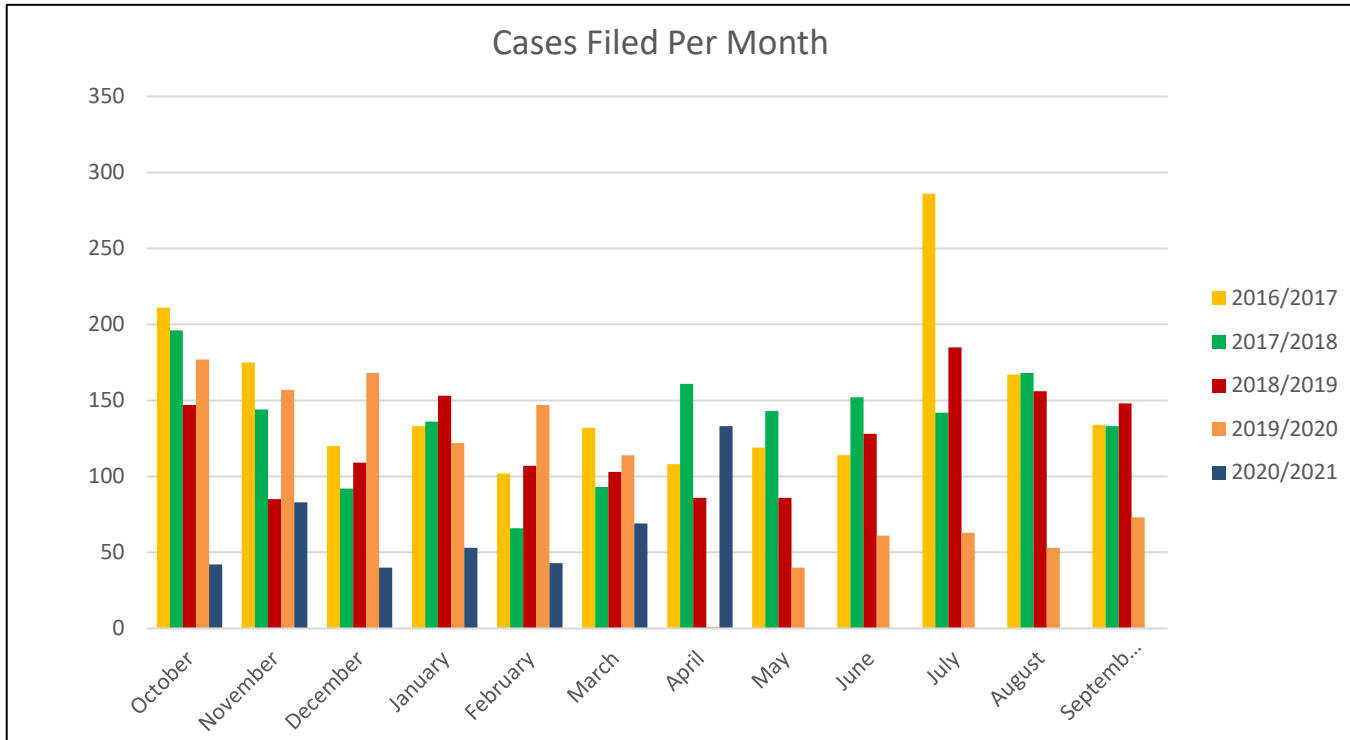
There were no in-person Municipal Court proceedings March - May, July - December 2020 and January - February 2021 due to the coronavirus.

Court Revenue	Current 20/21	Prior 19/20
October	\$ 7,514	\$ 10,865
November	8,737	10,311
December	5,261	10,494
January	7,312	12,522
February	8,186	17,307
March	16,987	15,672
April	18,516	6,808
May	-	8,853
June	-	17,162
July	-	8,663
August	-	8,466
September	-	5,954
	\$ 72,513	\$ 133,075



City of Shavano Park

Municipal Court Activity April 2021

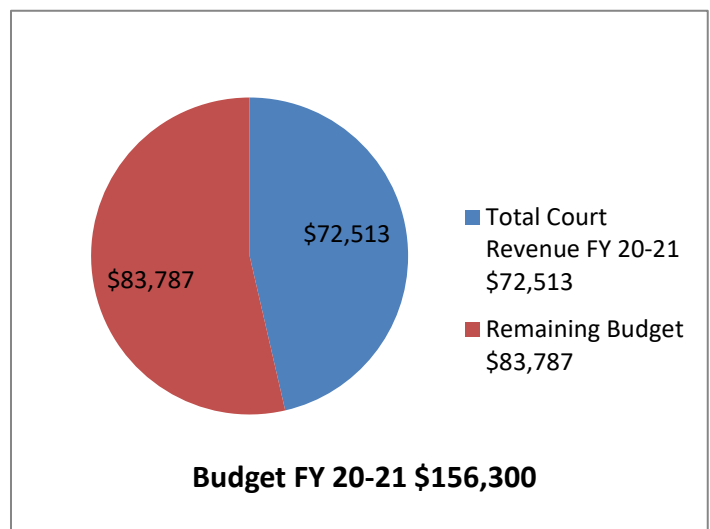


Cases Resolved	Current Month	Prior Year
Fine	70	12
Not Guilty By Judge	0	0
Guilty	44	24
Dismissed	0	0
Compliance Dismissal	11	1
Defensive Driving	7	15
Deferred Disposition	15	26
Proof of Insurance	1	1
TOTAL	148	79

There was 1 case filed in April 2020.
(Insufficient to register on the above chart)

There were no in-person Municipal Court proceedings March - May, July - December 2020 and January - February 2021 due to the coronavirus.

Court Revenue	Current 20/21	Prior 19/20
October	\$ 7,514	\$ 10,865
November	8,737	10,311
December	5,261	10,494
January	7,312	12,522
February	8,186	17,307
March	16,987	15,672
April	18,516	6,808
May	-	8,853
June	-	17,162
July	-	8,663
August	-	8,466
September	-	5,954
	\$ 72,513	\$ 133,075



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

**Activity Report: 149 incidents were responded to by the Police Department.
618 total incidents were responded to by the Department for 2021.**

Criminal Incidents	April	Calendar Year				
		2021	2020	2019	2018	2017
Alcohol Beverage Code Violations	0	0	0	0	1	0
Arrest of Wanted Persons (Outside Agency)	1	4	8	15	19	21
Assault	0	2	5	0	3	1
Burglary Building	0	1	4	5	1	3
Burglary of Habitation	0	0	0	0	5	4
Burglary Vehicle	1	10	8	8	8	13
Criminal Mischief / Reckless Damage	0	10	7	7	5	15
Criminal Mischief Mail Box	0	1	1	0	0	2
Cruelty to Animals	0	0	0	0	0	0
Deadly Conduct	0	0	0	0	0	0
D.U.I. - Minor	0	0	0	0	0	1
D.W.I. / D.U.I.	1	8	15	10	6	4
Driving while License Suspended / Invalid	0	0	0	2	4	0
Endangerment of Child	0	0	0	0	0	1
Evading Arrest	0	0	2	1	3	0
Failure to Identify	0	0	0	0	0	1
Family Violence	0	2	4	3	1	3
Fraud / Forgery / False Reports / Tamper w/ Govt. Record	1	5	8	0	2	0
Harassment / Retaliation / Terroristic Threat	0	0	3	0	0	2
M.I.P. Alcohol / Tobacco	1	1	3	0	0	0
Murder	0	0	0	0	0	0
Narcotics Violation (class B and up)	0	0	12	12	10	16
Narcotics Violation (class C)	1	3	16	14	18	43
Possession of Prohibited Weapon / Unlawful Carry	1	1	0	1	0	1
Public Intoxication	0	0	1	1	0	3
Resisting Arrest	0	0	0	0	0	1
Robbery	0	2	2	0	0	1
Sexual Assault	0	0	1	0	0	0
Solicitation of a Minor / Indecency with a Minor	0	0	0	0	1	0
Suicide	0	0	1	0	0	0
Theft	2	12	24	9	11	22
Theft of Mail	1	2	8	0	0	1
Theft of Motor Vehicle / Unauthorized Use of Motor Veh.	0	1	4	0	0	2
Total Criminal Calls Handled	10	65	137	88	98	161

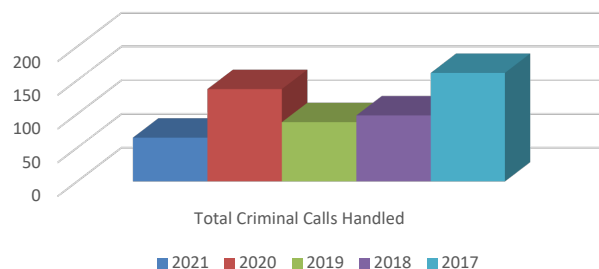
Monthly Activity Report
City of Shavano Park Police Department
April 2021

Non-Criminal Incidents

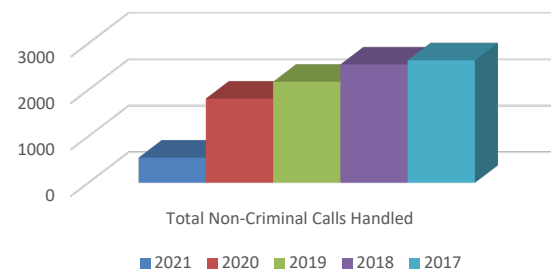
	April	Calendar Year				
		2021	2020	2019	2018	2017
Accidents Major (With Injuries)	0	2	2	8	7	10
Accidents Minor (Non-Injury)	4	22	36	74	69	50
Alarm Call	29	115	401	505	498	557
Animal Calls / Complaints	3	24	107	147	171	143
Assist Fire Department / EMS	28	107	373	426	444	388
Assist Other Law Enforcement Agencies	2	7	59	89	94	81
Assist the Public	3	14	80	105	77	106
City Ordinance Violations	3	13	57	34	374	420
solicitor 1 illegal dumping 2						
Criminal Trespass Warning	1	8	11	10	5	7
Deceased Person / Natural / Unattended	4	8	23	15	20	17
Disturbance / Keep the Peace	6	24	71	46	59	56
Emergency Detention	0	4	12	9	4	10
Health & Safety Violations	0	0	0	0	0	0
Information Reports	7	26	127	164	213	195
Missing Person / Runaway	0	0	3	4	0	1
Recovered Property / Found Property	1	7	11	9	8	21
Suspicious Activity, Circumstances, Persons, Vehicles	16	57	154	194	214	285
Traffic Hazard	1	5	21	72	47	49
Welfare Concern	2	17	48	65	58	52
911 Hang-up Calls	29	83	217	199	185	188
Total Non-Criminal Calls Handled	139	543	1813	2175	2547	2636
Officer Initiated Contacts						
Community Policing Contacts / Crime Prevention	540	724	899	1496	2620	2630
Out of Town / Patrol-By Reports	10	26	211	430	410	480
Total Officer Initiated Contacts	550	750	1110	1926	3030	3110

There was no reported gang activity for April 2021. For 2021 there have been no reported gang activity.

Criminal Calls



Non Criminal Calls



City of Shavano Park Police Department April 2021 Breakdown

Arrest of Wanted Person

1. 15900 blk. N.W. Military Hwy. - Kendall County Warrant

Burglary of Vehicle

1. 100 blk. Cherry Bark - no force, item taken

DWI

1. 15000 blk. N.W. Military Hwy. - driving while intoxication/unlawful carry

Fraud

1. 4100 blk. Pond Hill Road - identity theft

MIP (Minor in Possession)

1. 15600 blk. N.W. Military Hwy. - minor in possession of tobacco products

Narcotics (Class C)

1. 4500 blk. Lockhill-Selma Road - possession of drug paraphernalia

Theft

1. 13200 blk. Huebner Road - victim left personal items and a car that drove off
2. 4600 blk. Lockhill-Selma Road - vehicle parts removed from vehicle
3. 4400 blk. Lockhill-Selma Road - mailbox broken into/no mail taken

April 2021

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Grand Total
Warnings	35	18	18	18	13	28	0	2	32	24	17	18	21	20	17	281
Citations	12	7	0	4	24	11	0	2	7	15	34	3	11	15	10	155
Cases	7	18	4	7	10	13	0	3	11	10	13	8	4	5	18	131
Activity Totals	54	43	22	29	47	52	0	7	50	49	64	29	36	40	45	567
Vehicles Stopped	32	23	18	20	27	31	0	3	33	32	42	15	29	31	22	358
Community Policing	16	34	52	58	10	44	0	0	60	87	45	5	48	1	59	519
	Benavides	Cantu	Casares	Flores	Garza	Harper	Kelley	Martinez	Mendoza	Nakazono	Page	Phelps	Quintanilla	Rangel	Torres	

Officer	P	Q	R	S	T	U	V	W	X	Y	Z	Total B
Warnings	23	0										23
Citations	15	0										15
Cases	16	1										17
Activity Totals	54	1	0	0	0	0	0	0	0	0	0	55
Vehicles Stopped	32	0										32
Community Policing	21	0										21
	Villanueva	Wade										

Grand Total
304
170
148
622
390
540

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, April 26, 2021 at 6:30 p.m. at 900 Saddle Tree 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 YouTube website or app from your computer, tablet or smartphone at: <https://youtu.be/rbA8sROVGVE>

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-888-788-0099 and requires access code 982-9797-6273. 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 210-581-1116.

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 citysecretary@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

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

PRESENT:

ABSENT: None

Alderman Colemere

Alderman Kautz

Mayor Pro Tem Ross

Alderman Powers

Alderman Kuykendall

Mayor Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Alderman Kuykendall led the Pledge of Allegiance to the Flag.

Alderman Kautz led the Invocation.

3. CITIZENS TO BE HEARD

Citizen Weber addressed City Council regarding the maintenance of the easements / median of Lockhill Selma Road.

4. CITY COUNCIL COMMENTS

City Council welcomed everyone to the meeting. Alderman Colemere took a moment to say farewell and expressed he enjoyed his time on City Council, appreciate having had the opportunity to work with great city staff.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

5.1. Proclamation - Proclaiming April 21, 2020 as Breast Restoration Advocacy and Education (BRAVE) Coalition Day in the City of Shavano Park, Texas

5.2. Proclamation - Mayor's Monarch Butterfly Pledge

5.3. Proclamation - Ray and Karen Cracknell Appreciation Day

Mayor Werner read the proclamation for Ray and Karen Cracknell Appreciation Day and also recognized the Breast Restoration Advocacy and Education (BRAVE) Coalition Day, and the Mayor's Monarch Butterfly Pledge.

6. REGULAR AGENDA ITEMS

6.1. Discussion /action - Deliberate the appointments of the Municipal Judge, an alternate Municipal Judge, Municipal Prosecutor, and an alternate Municipal Prosecutor. Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters - City Council

Alderman Colemere made a motion to appoint Gerald Reamey to be the new Municipal Judge and appoint Tom Countryman as the Alternate Municipal Judge. If Mr. Countryman declines the appointment of Alternate Municipal Judge, the appointment will be made to Ilse Bailey. To appoint Darrell Dullnig as the Municipal Prosecutor and Ilse Baily as the Alternate Municipal Prosecutor. If Ms. Baily declines the offer. The offer will be made to Law Offices of Ryan Henry.

Alderman Powers seconded the motion.

The motion carried with the following vote

AYES: 5; NAYS: 0

6.2. Discussion / action - Considerations for Compensation Study 2021 - City Manager / Finance Director

City Manager Hill presented the Considerations for Compensation Study 2021

Mayor Pro Tem Ross made a motion to authorize the City Manager to enter into a contract with Ray Associates Inc. with City Manager to negotiate down cost and staff time commitments as much as possible

Alderman Powers seconded the motion

The motion carried with the following vote

AYES: 5; NAYS: 0

6.3. Discussion / action - Discussion / action - Ordinance O-2021-004 amending the FY 2020 - 21 Budget to account for adjusted requirements for the City Hall Generator Project, the Compensation Study, and Drainage Projects - City Manager

City Manager Hill presented Ordinance O-2021-004 amending the FY 2020 - 21 Budget to account for adjusted requirements for the City Hall Generator Project, the Compensation Study, and Drainage Projects.

Alderman Colemere made a motion to approve Ordinance O-2021-004 amending the City of Shavano Park FY2020-21 Budget as proposed in exhibit A

Mayor Pro Tem Ross second the motion

The motion carried with the following vote

AYES: 5; NAYS: 0

6.4. Discussion / action – Consideration for calling a Special Meeting to Canvass the May 1st, 2021 Election or to reschedule the Regular City Council Meeting scheduled for May 24, 2021 - City Secretary

Mayor Pro Tem Ross made motion to move regular May meeting to May 10th at 6:30pm

Alderman Colemere second the motion

The motion carried with the following vote

AYES: 5; NAYS: 0

6.5. Discussion - Maintenance of the easements / median of Lockhill Selma Road. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney - City Manager

City Manager Hill presented positions on the maintenance of the easements / median of Lockhill Selma Road.

No action was taken

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

Mayor Pro Ross made a motion to adjourn into executive session for the discussion of the City Manager's annual review and salary.

Alderman Kautz seconded the motion.

The Open meeting adjourned at 8:07 p.m.

The Open Meeting reconvened at 8:37 p.m.

No action was taken on this agenda item.

7. CITY MANAGER'S REPORT

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

7.1. Building Permit Activity Report

7.2. Fire Department Activity Report

7.3. Municipal Court Activity Report

7.4. Police Department Activity Report

7.5. Public Works Activity Report

7.6. Finance Report

8. CONSENT AGENDA

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

- 8.1. Approval - City Council Minutes, March 22, 2021**
- 8.2. Accept - Planning and Zoning Commission Minutes, March 3, 2021**
- 8.3. Approval - Ordinance O-2021-002 amending Chapter 20 - Offenses and Miscellaneous Provisions of the City of Shavano Park Code of Ordinances to reference littering violations under Texas Health & Safety Code Section 365.012(a), graffiti violations under Texas Penal Code 28.08 and declare an animal owner or keeper's failure to sanitarily remove an animal's fecal matter from the City Hall grounds to be a nuisance (final reading)**
- 8.4. Approval - Ordinance O-2021-003 amending Chapter 34 - Utilities of the City of Shavano Park Code of Ordinances to create a public right-of-way management ordinance in order to govern the use and occupancy of the public right-of-way (final reading)**
- 8.5. Accept - Final Plat of Shavano Park Unit 19C Phase V (Huntington A-1 PUD) being a 38.668 acre tract of land, establishing Lots 2120-2133 & 2142, Block 34 and Lots 2176-2190, Block 36, out of the 289.5 acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD.**
- 8.6. Approval – Ordinance O-2021-005 amending Chapter 6 – Buildings and Building Regulations of the City of Shavano Park Code of Ordinances to adopt the 2018 editions of the International Construction Codes and the 2017 National Electric Code as the building Technical Codes for the City (first reading)**
- 8.7. Accept - Quarterly Investment Report, three months ending March 31, 2021**

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

Alderman Lee seconded the motion.

The motion to approve Consent Agenda Items 8.1- 8.7 as presented carried with a unanimous vote.

9. ADJOURNMENT

Alderman Lee made a motion to adjourn the meeting.

Alderman Kautz seconded the motion.

The motion to adjourn the meeting carried with a unanimous vote

The meeting adjourned at 8:37 p.m.

Trish Nichols
City Secretary

Robert Werner
Mayor

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, April 26, 2021 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 YouTube website or app from your computer, tablet or smartphone at: <https://youtu.be/oc89laesRZU>

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-888-788-0099 and requires access code 982-9797-6273. 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 210-581-1116.

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 citysecretary@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

Mayor Werner called the meeting to order at 4:33 p.m.

PRESENT:

ABSENT: None

Alderman Colemere

Alderman Kautz

Mayor Pro Tem Ross

Alderman Powers

Alderman Kuykendall

Mayor Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

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

3. CITIZENS TO BE HEARD

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

4. CITY COUNCIL COMMENTS

City Council did not have any comments.

5. REGULAR AGENDA ITEMS

5.1 Discussion – Interview and review qualifications for the positions of Municipal Judge and Municipal Prosecutor. Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters - City Council

Mayor Pro Tem Ross made a motion to adjourn into Executive Session for the interview and review qualifications for the positions of Municipal Judge and Municipal Prosecutor.

Alderman Colemere seconded the motion.

The Open Meeting adjourned at 4:36 p.m.

The Open Meeting reconvened at 6:00 p.m.

No action was taken on this item.

6. ADJOURNMENT

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

Alderman Colemere seconded the meeting.

The meeting adjourned at 6:01 p.m.

Robert Werner
Mayor

Trish Nichols
City Secretary

Minutes

1. **Call to order**

Chairman Aleman called the meeting to order at 6:30 p.m.

PRESENT:

ABSENT:

Albert Aleman

Carla Laws

Kerry Dike

Michael Janssen

Jason Linahan

Bill Simmons

Shawn Fitzpatrick

William Stipek

Damon Perrin

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

A motion made by Commissioner Janssen and a second made by Commissioner Stipek, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. **Citizens to be Heard.**

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

4. **Consent Agenda:**

Approval - Planning & Zoning Commission minutes, March 3, 2021.

A motion was made by Commissioner Laws, and a second made by Commissioner Fitzpatrick, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planning & Zoning Commission minutes of March 3, 2021 as presented. The motion carried.

5. **Discussion / action – Final Plat of Shavano Park Unit 19C Phase V (Huntington A-1 PUD) being a 38.668-acre tract of land, establishing Lots 2120-2133 & 2142-2143, Block 34 and Lots 2176-2190, Block 36, out of the 289.5-acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD. - City Manager**

A motion was made by Commissioner Stipek to approve a Final Plat of Shavano Park Unit 19C Phase V (Huntington A-1 PUD) being a 38.668-acre tract of land, establishing Lots 2120-2133 & 2142-2143, Block 34 and Lots 2176-2190, Block 36, out of the 289.5-acre tract acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD to include the appropriate changes as outlined

in the 9 page letter from Pape Dawson Engineering, with appropriate responses and answers to the City Engineers comments.

A second made by Commissioner Janssen

A motion by Commissioner Stipek and a second by Commissioner Janssen, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve a Final Plat of Shavano Park Unit 19C Phase V (Huntington A-1 PUD) being a 38.668-acre tract of land, establishing Lots 2120-2133 & 2142-2143, Block 34 and Lots 2176-2190, Block 36, out of the 289.5-acre tract acre tract described in deed to Rogers Shavano Park Unit 18/19, LTD to include appropriate changes 9-page letter that was delivered by Pape Dawson, with appropriate responses and answering all questions.

6. Discussion / action - After Action Review (AAR) and general discussion related to the events and actions from the Winter Weather Storm event and the Shavano Park 2018 Town Plan - City Manager

City Manager Hill provided an overview After Action Review (AAR) and general discussion related to the events and actions from the Winter Weather Storm event and the Shavano Park 2018 Town Plan

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

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

8. Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to the City of Shavano Park Code of Ordinances, Chapter 36 regarding MXD & PUD site plan approval to comply with House Bill 3167 from the 86th Texas Legislature
 - ii. Discussion / action - Amendments to Chapter 36 regarding MXD & PUD site plan approval to comply with the 30-day shot clocks for City review and approval mandated by the Texas Legislature - City Manager

9. Adjournment

Upon a motion made by Commissioner Dike and a second made by Commissioner Law, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting at 7:21pm.

Albert Aleman Chairman

Trish Nichols City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 8.4

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Resolution R-2021-008 by the City Council of the City of Shavano Park, Texas appointing members to the Board of Directors of the City of Shavano Park, Texas Higher Education Facilities Corporation; and other matters in connection therewith - City Manager

x

Attachments for Reference: 1) Resolution R-2021-008

BACKGROUND / HISTORY:

The City of Shavano Park, Texas created the City of Shavano Park, Texas Higher Education Facilities Corporation (HEFC) on October 19, 1999. The creation of the corporation is authorized pursuant to Section 53.35 (b) of the Texas Education Code (Code) and facilitates the ability of non-profit educational institutions such as San Antonio Christian Schools to obtain tax-exempt debt thru the corporation. This type of conduit allows the corporation to issue debt for the institutions, but the City has no financial burden per the language required by the Code. In 1999, the HEFC supported the debt of San Antonio Christian Schools and received a one-time fee of \$35,000.

In November 2014, Shavano Park City Council reinstated the HEFC. In March 2015, City Council approved minor revisions to the Bylaws and Articles. On March 23, 2015, the Board of Directors of the HEFC authorized and approved the issuance of bonds in support of the Montessori School of San Antonio for a fee of \$25,000.

In June 2016, the Board of Directors of the HEFC authorized and approved the issuance of bonds in support of the Schreiner University for a fee of \$15,000.

The last Board appointments were approved at the May 18, 2020 City Council meeting by Resolution R-2020-011.

Short excerpts on board members' powers, number and terms of office from the Corporation's Articles of Corporation:

Section 2.1. Powers, Number and Term of Office. The property and affairs of the Corporation shall be managed and controlled by the Board of Directors and, subject to the restrictions imposed by law, the Articles of Incorporation and these Bylaws, the Board of Directors shall exercise all of the powers of the Corporation.

The Board of Directors shall consist of not less than seven nor more than eleven directors, each of whom shall be appointed by the governing body of the City. Any member of the City's governing body may serve on the Board of Directors.

The directors constituting the first Board of Directors shall be those directors named in the Articles of Incorporation, each of whom, as well as any subsequent directors, shall serve for a term of two years or until his or her successor is appointed by the governing body of the City.

Section 3.4. Treasurer. The treasurer shall have custody of all the funds and securities of the HEFC which come into his hands.

The office of treasurer may be held by an employee of the City as appointed by the City Manager and approved by the Board of Directors.

DISCUSSION: The City should update the Board Members (eight positions). The Board of Directors recently has consisted of the six council members, one citizen, and the Finance Director serving as the Treasurer. Of the eight positions, the positions held by former Aldermen Mike Colemere and Michele Ross require updating.

Robert Werner	President
	Vice President
Brenda Morey	Treasurer
Konrad Kuykendall	Director
Lee Powers	Director
Maggi Kautz	Director
Pete Miller	Director
Buddy Aleman	Director
Al Walea	Secretary

COURSES OF ACTION: Appoint Alderman Pete Miller and Buddy Aleman as Directors or select another person(s) willing to serve. .

NOTE: The Board of Directors may ratify, confirm, or change its officers at its next meeting.

FINANCIAL IMPACT: No impact to this specific action, but this action will enable fee revenues to the City in the future.

MOTION REQUESTED: Approve Resolution R-2021-008 appointing members to the Board of Directors of the City of Shavano Park, Texas Higher Education Facilities Corporation.

RESOLUTION R-2021-008

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS APPOINTING MEMBERS TO THE BOARD OF DIRECTORS OF THE CITY OF SHAVANO PARK, TEXAS HIGHER EDUCATION FACILITIES CORPORATION; AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City Council (the *Governing Body*) of the City of Shavano Park, Texas (the *City*) previously created and there now exists the City of Shavano Park, Texas Higher Education Facilities Corporation (the *Corporation*), which Corporation exists for the sole and exclusive purpose of aiding nonprofit educational insitutions in providing educational facilities and housing facilities and facilities which are incidental, subordinate, or related thereto or appropriate in connection therewith under the provisions of Chapter 53 and Chapter 53A, as amended, Texas Education Code (the *Act*); and

WHEREAS, the Governing Body previously reviewed and approved the Corporation's Articles of Incorporation, as amended (the *Articles*) and Bylaws; and

WHEREAS, Article II of the Corporation's Bylaws provides that the members of the Corporation's Board of Directors shall be appointed by the Governing Body for a two year term (which terms shall be extended until the successor thereto is appointed by the Governing Body); and

WHEREAS, the Governing Body has determined that it shall now appoint members to the Corporation's Board of Directors for terms commencing on May 10, 2021 and concluding on May 10, 2023 (or until reappointment or successor members have been identified and appointed);

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SHAVANO PARK, TEXAS THAT:

Section 1. The Governing Body hereby appoints the following persons to serve as members of the Corporation's Board of Directors for the duration of the term identified in the preamble to this Resolution:

Robert Werner	President
_____TBD_____	Vice-President
Brenda Morey	Treasurer
Konrad Kuykendall	Director
Lee Powers	Director
Maggi Kautz	Director
Pete Miller	Director
Buddy Aleman	Director
Al Walea	Secretary

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Governing Body.

Section 3. All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Governing Body hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. This Resolution shall be in force and effect from and after its final passage and it is so resolved.

PASSED AND APPROVED by the City Council of the City of Shavano Park on the 10th day of May, 2021.

ROBERT WERNER, MAYOR

Attest:

TRISH NICHOLS, City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 10, 2021

Agenda item: 8.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Approval – Ordinance O-2021-005 amending Chapter 6 – Buildings and Building Regulations of the City of Shavano Park Code of Ordinances to adopt the 2018 editions of the International Construction Codes and the 2017 National Electric Code as the building Technical Codes for the City (second reading)

X

Attachments for Reference: 1) 8.6a Building Codes TRACK CHANGES
2) 8.6a Ordinance O-2021-005 2018 Building Codes

BACKGROUND / HISTORY: Currently the City enforces the 2015 International Building Codes and the 2014 National Electric Codes: the full listing of technical codes currently enforced are:

- 2015 International Building Code (commercial buildings)
- 2015 International Residential Code (w/ 2009 Energy Efficiency Standards)
- 2015 International Plumbing Code
- 2015 International Mechanical Code
- 2015 International Fuel Gas Code
- 2015 International Existing Building Code
- 2015 International Energy Conservation Code
- 2014 National Electric Code

This proposed Ordinance moves the City's adopted codes from the 2015/2014 versions to the 2018/2017 versions and adopts the International Swimming Pool & Spa Code per Texas Law:

- 2018 International Building Code (commercial buildings)
 - 2018 International Residential Code (w/ 2015 Energy Efficiency Standards)
 - 2018 International Plumbing Code
 - 2018 International Mechanical Code
 - 2018 International Fuel Gas Code
 - 2018 International Existing Building Code
 - 2018 International Energy Conservation Code
 - 2018 Swimming Pool and Spa Code (new – required by LGC Sec. 214.103)
 - 2017 National Electric Code (w/ a single 2020 NEC standard)
-

DISCUSSION: At the April 26, 2021 City Council meeting the Council approved Ordinance O-2021-005 (first reading).

The new amendments to the technical codes (besides basic administrative) are:

- **Changed the Appeals sections of every Code to reference to Sec. 36-125 (Zoning Board of Adjustment)** per Ordinance O-2019-019 & H.B. 2497 of the 86th Texas Leg. which expanded who can appeal administrative decisions to the Board of Adjustments.
- **Residential Energy Efficiency standards moved from 2009 to 2015** upon recommendation from BB Inspections.
- **Adopts a single 2020 National Electric Code (NEC) standard along with the 2017 NEC. This proposed 2020 NEC standard is the requirement for all new homes to provide an outside emergency disconnect (estimated \$100 - \$200 cost to homebuilder) to increase first responder safety in responding to home fires.**
- **Adopts the 2018 Swimming Pool and Spa Code** as required by Texas Local Government Code Section 214.103.

Staff provide more detail on the two biggest proposed changes to the Code:

Swimming Pool & Spa Code

The **2018 Swimming Pool & Spa Code** (ISPSC) was adopted State-wide on September 1, 2020 by HB 2858 and is required on Section 214.103 of the Local Government Code. The ISPSC Code Amendments are only administrative or enforcement basis – as required by Texas Law. Staff created a new technical codes section adopting the ISPSC and amended our current swimming pool regulations under Sec. 6-96 to not be in conflict with the State-adopted Code (see track changes under attachment 8.6a).

Sec. 214.103. INTERNATIONAL SWIMMING POOL AND SPA CODE.

(a) In this section, "International Swimming Pool and Spa Code" means the International Swimming Pool and Spa Code promulgated by the International Code Council.

(b) To protect the public health, safety, and welfare, the International Swimming Pool and Spa Code, as it existed on May 1, 2019, is adopted as the municipal swimming pool and spa code in this state.

(c) The International Swimming Pool and Spa Code applies to all construction, alteration, remodeling, enlargement, and repair of swimming pools and spas in a municipality that elects to regulate pools or spas, including under Section [214.101](#).

(d) A municipality may establish procedures for:

(1) the adoption of local amendments to the International Swimming Pool and Spa Code; and

(2) the administration and enforcement of the International Swimming Pool and Spa Code.

(e) A municipality may review and adopt amendments made by the International Code Council to the International Swimming Pool and Spa Code after May 1, 2019.

Note - During staff review, staff also clarified the swimming pool regulations to allow private swimming pools in both the rear and side yard if approved by the Building Inspector and if a 6 foot high screening (e.g. a fence) was provided. This clarified some confusing language and will give some greater flexibility to homeowners who have challenging topography or lot configurations:

Sec. 6-96. - Swimming pools.

All swimming pools shall be constructed in accordance with the International Swimming Pool & Spa Code as adopted under Sec. 6-9 of the City of Shavano Park Code of Ordinances. Private swimming pools shall be constructed to the rear yard or side yard with screening and normally separate from the main residence or any of its extensions, as provided in this section:

...

- (7) The pool should be in the rear yard; however, the Building Official shall consider, on a case-by-case basis, approval of a pool that extends into the side yard in cases where site and terrain limits restrict rear yard pool location. Pools that extend into the side yard shall be required to provide side yard fence screening of at least 6 feet high from grade.

2020 NEC Standard – Outside Emergency Disconnects for New Homes


The 2020 NEC comes with a new mandate for outside emergency disconnects for homes. While staff only propose moving to the 2017 NEC, staff propose adopting this so the homes in Huntington and Pond Hill Garden Villas are built with emergency disconnects.

Staff engaged with Shavano home builders in regard to this proposed mandate and received positive feedback:

- *Paul Allen Homes* says already installing, no issue with mandate
- *Adam Wilson Custom Homes* says already installing, no issue with mandate
- *Lifestyle by Stadler* says already installing, no issue with mandate
- *IES Co Residential* says already installing, no issue with mandate

Staff estimates the cost for the disconnect to be about \$100 with the total installation cost approximately \$500. This an added cost for home builders, but the disconnect increases safety of Firefighters and other first responders when responding to home fires & other home emergencies. Staff propose adopting this requirement along with the 2017 NEC.

3 Outdoor Emergency Disconnects for Dwelling Units NEW



EMERGENCY SERVICE DISCONNECT

EMERGENCY METER DISCONNECT

ON OFF

Outdoor emergency disconnects are now required for new construction, home undergoing renovation, and homes having their service replaced. This **allows first responders to respond to emergencies**, such as a house fire, without potential electrical hazards. Emergency disconnects may be a service disconnect, a meter disconnect, or listed disconnect switches or circuit breakers on the supply side of each device disconnect suitable for use as service equipment.

ESFI.org

www.facebook.com/ESFI.org

www.twitter.com/ESFI.org

www.youtube.com/ESFI.org



COURSES OF ACTION: Approve Ordinance O-2021-005 as presented; proposed additional amendments, or alternatively decline and provide further guidance to staff.

FINANCIAL IMPACT: N/A; no change in fees proposed.

MOTION REQUESTED: Approve Ordinance O-2021-005 amending Chapter 6 – Buildings and Building Regulations of the City of Shavano Park Code of Ordinances to adopt the 2018 editions of the International Construction Codes and the 2017 National Electric Code as the building Technical Codes for the City (second reading).

ARTICLE I. - TECHNICAL CODES

Sec. 6-1. - International Building Code adopted.

The International Building Code, 2018 Edition excluding Chapter 11 (Accessibility) and including Appendix Chapters C, F, and G, as published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Building Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section 101.1. Insert: City of Shavano Park
- (2) Section 105.2 Work Exempt from permit, delete the following items:
 1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet (11 m²)
 2. Fences not over 7 feet (2134 mm) high
 6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
- (3) Add Section 105.5.1 to read as follows:

105.5.1 Master permit expiration. Master permits are valid for 15 months. The City Manager is authorized to grant 180-day extensions in writing with justifiable cause demonstrated
- (4) Add Section 107.6 to read as follows:

107.6 As Built Construction Documents. On completion of construction and prior to issuance of a certificate of occupancy, the building official may request a copy of finished drawings (as built) to be provided to the City in an electronic format acceptable by the building official.
- (5) Section 111 is hereby repealed and replaced with the following:

Section 111.1 — Certificate of occupancy required

 - (a) *Required.* No commercial building or structure shall be used or occupied and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided herein.
 - (1) *Existing buildings.*

- (i) A new certificate of occupancy is required for a property whenever there is a new business, re-location of existing businesses, change in business ownership, or change of business name.
- (ii) A new certificate of occupancy is required whenever there is a change in occupancy classification, or whenever there is a change of subclassification within the same major occupancy classification, as defined in the International Building Code.
- (iii) A new certificate of occupancy shall also be required whenever a remodel or renovation exceeds 50% of the total square feet of the building or section thereof or cost more than 50% of the assessed value, or building addition project is undertaken, regardless of the status of the occupancy classification. Any additions, renovations or remodels that require a new Certificate of occupancy must meet the current building and fire codes.
- (iv) A new certificate of occupancy may be required by the building official if it has been more than two years since the subject premises was inspected throughout and the owner or occupant is seeking any regulatory approval associated with the premises.

(2) New buildings or Tenant.

- (i) A certificate of occupancy is required for new commercial buildings prior to occupying. A certificate of occupancy will only be issued after completing all required building final inspections, final fire inspection and any other required inspections.
- (ii) A certificate of occupancy is required for commercial buildings that are built as a shell. Shell buildings' certificate of occupancy are issued for the common areas only if a common usable space is inside of the shell building. This would include common corridors, elevator lobbies and bathrooms located in a common area.
- (iii) A certificate of occupancy is required for any new tenant space leased or sold prior to occupying said space.

Section 111.2 — Certificate of occupancy applications, issuance and display

(a) *Applications.* An application for a certificate of occupancy shall be obtained through the City of Shavano Park Permit Office located at 900 Saddletree Court, Shavano Park, Texas 78231.

(b) *Temporary certificate of occupancy.* The Building Official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The Building Official shall set a time period during which the temporary certificate of occupancy is valid.

(c) *Issuance.* After all inspections, as deemed necessary by the City of Shavano Park Code of Ordinances, find the building or structure contains no violations of the provisions of the City of Shavano Park Code of Ordinances, the Building Official shall issue a certificate of occupancy through the Permit Office. The issuance or granting of a certificate of occupancy shall not be construed to be a permit for, or an approval of, any violation of the City of Shavano Park Code of Ordinances. The certificate of occupancy shall contain the following:

- (1) The permit number.
- (2) The address of the structure
- (3) The name and address of the owner, or the owner's authorized agent.

(d) *Display.* A certificate of occupancy shall be prominently displayed within the building for which the certificate was issued, and shall be visible to building occupants, patrons, and public officials. In a case where the building to which the certificate pertains is not publicly accessible, as in the case of apartment buildings, the certificate shall be displayed within the business office of the facility.

Section 111.3 — Certificate of occupancy fees and penalties

(a) *Fees.* The fee for the certificate of occupancy application is set forth in Appendix A — City of Shavano Park Fee Schedule.

(b) *Penalties.*

- (1) It is unlawful to occupy any building that does not have a validly issued certificate of occupancy or temporary certificate of occupancy.
- (2) Operation of a business or office without a valid certificate of occupancy issued in accordance with this section may result in temporary closure of the event, structure or space until the required certificate of occupancy is obtained.
- (3) Should the City of Shavano Park determine an event, structure or space is open to occupancy and that said event, structure or space does not have a valid certificate of occupancy, a notice shall be delivered to the responsible party, property owner or senior occupant of the operating premises notifying them of the violation.
- (4) The occupant, owner, or owner-occupant shall respond to the notification within five (5) working days by presenting a valid certificate of occupancy or will be forced to vacate premises per the Fire Code.
- (5) In the event of closure, a placard shall be placed at the facility noting the facility is closed to the public pending a valid certificate of occupancy.

The placard shall not be removed until a valid certificate of occupancy is obtained and shall only be removed by the City Manager or his designee. Removal of the placard is prohibited.

Section 111.4 — Certificate of occupancy fees and penalties

(a) *Ownership.* A certificate of occupancy remains the property of the City of Shavano Park, and is considered a license to occupy the building under the conditions of issuance.

(b) *Revocation.* The Building Official or Fire Marshal is authorized to suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of the City of Shavano Park Code of Ordinances.

(6) Section 113, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

(7) Section 202, amend the following definition to read as follows:

BUILDING OFFICIAL. The building official is the City Manager, or their designee.

(8) Section 903, add paragraph 903.6 to read as follows:

Any building over two (2) stories, twenty-five (25) feet in height, shall be defined as a high-rise building and shall have automatic sprinkler protection, fully electrically supervised and designed in accordance with the Standard for Installation of Sprinklers (NFPA-13). The determination of the above said twenty-five (25) feet shall be from the finished grade level to the eave of the roof.

(9) Section 903, add paragraph 903.7 to read as follows:

All buildings of more than two (2) stories shall have automatic sprinklers that meet specifications of NFPA-13 on all floors.

Sec. 6-2. - International Residential Code adopted.

The International Residential Code, 2018 Edition excluding Part VIII, Electrical, Chapters 34 through 42, and including Appendix Chapter K, as published by the International Code Council, is hereby adopted and incorporated by reference as though

it was copied herein fully as the Residential Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section R101.1. Insert: City of Shavano Park.
- (2) Section R105.2 Building list of exemptions, delete the following items:
 1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet (11 m²)
 2. Fences not over 7 feet (2134 mm) high
 10. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R331.4.
- (3) Section R105.2 Building list of exemptions, amend the following items:
 5. Non-concrete sidewalks and driveways. Concrete sidewalks and driveways require a permit.
- (4) Section R105.2, add the following amendment:


Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6 of the City of Shavano Park Code of Ordinances.
- (5) Add Section R105.5.1 to read as follows:

R105.5.1 Master permit expiration. Master permits are valid for 15 months. The City Manager is authorized to grant 180-day extensions in writing with justifiable cause demonstrated
- (6) Add Section R105.5.2 to read as follows:

R105.5.2 Swimming Pool expiration. Permits issued for swimming pool construction are valid for 90 days. The building official is authorized to grant 90-day extensions with justifiable cause.
- (7) Add Section R106.6 to read as follows:

R106.6 As Built Construction Documents. On completion of construction the building official may request a copy of finished drawings (as built) to be provided to the City in an electronic format acceptable by the building official.
- (8) Section R108.5, amend to read as follows:

The City Manager may authorize the refunding of fees based upon the percentage of work completed.
- (9) Section R110 is hereby deleted in its entirety.
- (10) Section R112, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances. 

- (11) Section R202, amend the following definition to read as follows:


BUILDING OFFICIAL. The building official is the City Manager, or their designee.

- (12) Section R301.2 introductory language is amended to read as follows:

Buildings shall be constructed in accordance with the provisions of this code as limited by the provisions of this section. Additional criteria shall be established, as determined by a licensed engineer.

- (13) Section R801, add paragraph R801.4 to read as follows:

A roof constructed of any other material than metal or composition shingle requires a heavy roof letter from a licensed engineer.

- (14)  Chapter 11 Energy Efficiency of the 2018 International Residential Code is hereby deleted in its entirety and substituted with Chapter 11 Energy Efficiency of the 2015 International Residential Code. All references in other adopted codes to Chapter 11 of the International Residential Code will hereby refer to the substituted chapter.

- (15) Chapter 11 Energy Efficiency, add the following amendment:

Solar-Ready Conduit — $\frac{3}{4}$ " or larger conduit must be installed from an accessible attic/roof area at a potential south or west facing solar roof area to the space reserved for an inverter near the electric panel. Each end of this conduit must be terminated in a 4" x 4" recessed metal box with a metal cover clearly labeled "Reserved for Solar." The location of the solar-ready conduit must be indicated on the electric service panel.

- (16) Section M2005.1, add the following amendments:

M2005.1.1 Any new construction or remodel involving a water heater will be required to have a walk-through doorway measuring no less than 30 inches wide and 60 inches high and be approved by the Building Official.

M2005.1.2. In new construction or a remodel it is prohibited to install new water heaters in an attic. Attics containing existing water heaters shall be provided with an opening and unobstructed passageway large enough to allow removal of the water heater. The passageway shall not be less than 30 inches high and 22 inches wide and not more than 20 feet in length when measured along the centerline of the passageway from the opening to the water heater. The passageway shall have continuous solid flooring not less than 24 inches wide. A level service space at least 30 inches deep and 30 inches wide shall be present at the front or service side of the water heater. The clear access

opening dimensions shall be a minimum of 20 inches by 30 inches where such dimensions are large enough to allow removal of the water heater.

Exception: Same-level direct access through a walk thru door minimum of 30 inches wide and 60 inches in height and to be lighted.


- (17) Section P 2603.5.1 Sewer Depth. Insert: 6 inches, 6 inches.

Sec. 6-3. - International Existing Building Code adopted.

The International Existing Building Code, 2018 Edition, as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Existing Building Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section 101.1, Insert: City of Shavano Park
- (2) Section 105.2 Building list of exemptions, amend the following item:
 - 1. Non-concrete sidewalks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below and that are not part of an accessible route. Concrete flatwork requires a permit.
- (3) Section 105.2, add the following amendment:

Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6 of the City of Shavano Park Code of Ordinances.
- (4) Section 112, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances. 
- (5) Section R202, amend the following definition to read as follows:

CODE OFFICIAL. The code official is the City Manager, or their designee.

Sec. 6-4. - International Mechanical Code adopted.

The International Mechanical Code, 2018 Edition, as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Mechanical Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section 101.1, Insert: City of Shavano Park
- (2) Section 106.2, add the following amendment:

Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6, Section 6-44 of the City of Shavano Park Code of Ordinances.

- (3) Section 106.5, amend to read as follows:

A permit shall not be issued until the fees prescribed in the City of Shavano Park Code of Ordinances have been paid, nor shall an amendment to a permit be released until the additional fee, if any, due to an increase of the mechanical system, has been paid.

- (4) Section 106.5.2, amend to read as follows:

The fees for work shall be prescribed in Appendix A (Fee Schedule) of the City of Shavano Park Code of Ordinances.

- (5) Section 106.5.3, amend to read as follows:

The City Manager may authorize the refunding of fees based upon the percentage of work completed.

- (6) Section 108.4, amend to read as follows:

Any person, corporation, partnership, association or joint venture who violate a provision of this code or fail to comply with any of the requirements thereof or who erect, install, alter or repair mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of the code, shall be subject to penalty under Section 6-11 of the City of Shavano Park Code of Ordinances.

- (7) Section 108.5, Insert: \$100.00 and \$2000.00

- (8) Section 109, amend to read as follows:



All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

Sec. 6-5. - International Fuel Gas Code adopted.

The International Fuel Gas Code, 2018 Edition, as published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Fuel Gas Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section 101.1, Insert: City of Shavano Park
(2) Section 106.2, add the following amendment:

Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6 of the City of Shavano Park Code of Ordinances.

- (3) Section 106.6, introductory language is amended to read as follows:

A permit shall not be issued until the fees prescribed in the City of Shavano Park Code of Ordinances have been paid, nor shall an amendment to a permit be released until the additional fee, if any, due to an increase of the installation, has been paid.

- (4) Section 106.6.2, amend to read as follows:

The fees for work shall be prescribed in Appendix A (Fee Schedule) of the City of Shavano Park Code of Ordinances.

- (5) Section 106.6.3, amend to read as follows:


The City Manager may authorize the refunding of fees based upon the percentage of work completed.

- (6) Section 108.4, amend to read as follows:

Any person, corporation, partnership, association or joint venture who violate a provision of this code or fail to comply with any of the requirements thereof or who erect, install, alter or repair work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of the code, shall be subject to penalty under Section 6-11 of the City of Shavano Park Code of Ordinances.

- (7) Section 108.5, Insert: \$100.00 and \$2000.00

- (8) Section 109, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances. 

Sec. 6-6. - International Energy Conservation Code adopted.

The International Energy Conservation Code, 2018 Edition, excluding Residential Provisions (Section R1 through R53), as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Energy Conservation Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section C101.1, Insert: City of Shavano Park

- (2) Section C109, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.



Sec. 6-7. - National Electrical Code adopted.

The National Electric Code, 2017 Edition, as published by the National Fire Protection Association, is hereby adopted and incorporated by reference as though it was copied herein fully with the following amendments:

- (1) *Permit required* – All electrical work described in Sec. 6-43 of the City of Shavano Park Code of Ordinances shall require a permit.
- (2) *Appeals* – All appeals to the enforcement of this code by the Building Official shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.
- (3) *Copper wiring required, aluminum feeders allowable* — Any conductor, whether it may be current carrying, non-current carrying, or grounded conductor with applications enclosed in any structure, conduit body, or enclosure shall be copper. Aluminum feeders are allowable.
- (2) *Conduit required* — All new wiring in buildings not having an occupancy classification of R-3 shall be in conduit. Non-metallic conduits may be used in other than hazardous areas.
- (3) *Transformer location* — For safety, fire hazard, and maintenance purposes, high voltage transformers installed indoors or in enclosed spaces shall not be stored in an attic space.
- (4) *Fire warning devices* — Each residence and occupied building shall be equipped with an approved fire warning device or devices so located as to provide an audible warning to occupants in the event of fire.
- (5) *Emergency Disconnects for Residential Dwellings* – All new residential dwelling units or renovations of existing residential dwelling units that require bringing a home up to Code under the International Existing Building Code shall provide the following:

Service conductors shall terminate in disconnecting means having a short-circuit current rating equal to or greater than the available fault current, and they must be installed in a readily accessible outdoor location. If more than one disconnect is provided, they shall be grouped. Each disconnect shall be one of the following:

 - (1) Service disconnects marked as follows: EMERGENCY DISCONNECT. SERVICE DISCONNECT
 - (2) Meter disconnects installed per 230.82(3) and marked as follows: EMERGENCY DISCONNECT, METER DISCONNECT, NOT SERVICE EQUIPMENT
 - (3) Other listed disconnect switches or circuit breakers on the supply side of each service disconnect that are suitable for use as service equipment and marked as follows: EMERGENCY DISCONNECT, NOT SERVICE EQUIPMENT

Marking shall comply with 110.21(B).

Sec. 6-8. - International Plumbing Code adopted.

The International Plumbing Code, 2018 Edition, including Appendices C and E, as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Plumbing Code of the City of Shavano Park. The following sections are hereby revised:

(1) Section 101.1, Insert: City of Shavano Park

(2) Section 106.2, add the following amendment:

Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6, Section 6-42 of the City of Shavano Park Code of Ordinances.

(3) Section 106.6, introductory language is amended to read as follows:

A permit shall not be issued until the fees prescribed in the City of Shavano Park Code of Ordinances have been paid, nor shall an amendment to a permit be released until the additional fee, if any, due to an increase of the installation, has been paid.

(4) Section 106.6.2, amend to read as follows:

The fees for work shall be prescribed in Appendix A (Fee Schedule) of the City of Shavano Park Code of Ordinances.

(5) Section 106.6.3, amend to read as follows:

The City Manager may authorize the refunding of fees based upon the percentage of work completed.

(6) Section 108.4, amend to read as follows:

Any person, corporation, partnership, association or joint venture who violate a provision of this code or fail to comply with any of the requirements thereof or who erect, install, alter or repair work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of the code, shall be subject to penalty under Section 6-11 of the City of Shavano Park Code of Ordinances.

(7) Section 108.5, Insert: \$100.00 and \$500.00

(8) Section 109, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

(9) Section 305.4.1, Insert: 6 inches, 6 inches.

(10) Section 502.3, amend to read as follows:

In new construction or a remodel it is prohibited to install new water heaters in an attic. Attics containing existing water heaters shall be provided with an opening and unobstructed passageway large enough to allow removal of the water heater. The passageway shall not be less than 30 inches high and 22 inches wide and not more than 20 feet in length when measured along the centerline of the passageway from the opening to the water heater. The passageway shall have continuous solid flooring not less than 24 inches wide. A level service space at least 30 inches deep and 30 inches wide shall be present at the front or service side of the water heater. The clear access opening dimensions shall be a minimum of 20 inches by 30 inches where such dimensions are large enough to allow removal of the water heater.

(a) Exception: Same-level direct access through a walk thru door minimum of 30 inches wide and 60 inches in height and to be lighted.

(11) Amend Section 607.3 to read as follows:

607.3 Expansion tanks required. All water heaters require expansion tanks during initial installation or change out.

(12) Add Section 608.4.1 to read as follows:

608.4.1. **Water Softener Attic Access.** Any new construction or remodel involving an attic installation of a water softener will be required to have a walk-through doorway measuring no less than 30 inches wide and 60 inches high and be approved by the Building Official.

(13) Section 903.1, Insert: 6 inches.

(14) Section 918.5 amend to read as follows:

Access shall be provided to all air admittance valves. Such valves shall be installed in a location and manner as approved by the Building Official.

Sec. 6-9. – International Swimming Pool and Spa Code amendments

Texas Local Government Code Sec. 214.103 adopts the International Swimming Pool and Spa Code as it existed on May 1, 2019 as the municipal swimming pool and spa code in the state. The City of Shavano Park adopts the following administrative and enforcement amendments to the adopted code:

(1) Section 101.1, Insert: City of Shavano Park

(2) Section 105.6.2, amend to read as follows:

Fees for work shall be as indicated in Appendix A – City of Shavano Park Fee Schedule in the City of Shavano Park Code of Ordinances.

(3) Section 105.6.3, amend to read as follows:

The City Manager may authorize the refunding of fees based upon the percentage of work completed.

(4) Section 107.4, amend to read as follows:

Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair a pool or spa in violation of the *approved* construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code shall be subject to penalty under Section 6-11 of the City of Shavano Park Code of Ordinances.

(5) Section 107.5, Insert: \$100.00 and \$500.00

(6) Section 108, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

Sec. 6-10. - Compliance.

(a) *Unlawful acts.* It shall be unlawful for any person, corporation, partnership, association or joint venture to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy or maintain any building, residence or structure in the City or cause the same to be done, contrary to or in violation of any provisions of this chapter.

(b) *Building Official.*

(1) The City Building Official shall maintain surveillance of construction taking place within the City to ensure compliance with the building codes and other regulations of the City.

(2) The City Building Official shall issue stop work orders when the work cannot proceed safely, where continuing construction would be in violation of the building code or other regulations or when construction should not proceed pending resolution of unusual or unforeseen construction and/or compliance problems.

(3) The City Building Official and/or a designated representative will be responsible for notifying all parties who are in violation of this chapter or the City's zoning ordinance. In the event a citation must be issued, responsibility for said citation shall rest with the Code Compliance Officer.

(4) The City shall have the authority to determine if the contractor's construction cost, for the purpose of establishing fees, is reasonable.

Sec. 6-11. - Violations and penalty.

Any person, firm, corporation or agent who shall violate a provision of this chapter, or fail to comply therewith, or with any of the requirements thereof, or who shall erect, construct, alter, install, demolish, or move any structure, electrical, gas, mechanical or plumbing system in violation of the detailed statement or drawings submitted and permitted thereunder, shall be subject to penalty of a misdemeanor. Such persons shall be considered subject to penalty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed or continued, and upon conviction of any such violation such person shall be punished by a fine of not more than \$500.00 for each offense unless said violation is a violation of a regulation governing fire safety or public health and sanitation then by a fine of not more than \$2,000.00 for each offense.

Sec. 6-12. - Conflicts between adopted Codes and other regulations.

To the extent of a conflict between any Codes adopted herein and any locally adopted regulations regarding construction requirements, permitting, variances, and appeals from any Code requirements and local administrative decisions the locally adopted regulations shall apply.

Secs. 6-13—6-38. - Reserved.

ARTICLE II. - PERMITS

Sec. 6-39. - Required.

- (a) No building, residence, accessory building, fence, swimming pool, septic system, tennis court, sport court, sport court lighting, sprinkler system, attached wood deck exceeding 100 square feet or other structure, attached or unattached to an existing structure, shall be erected, constructed, enlarged, altered, moved, removed, converted or demolished unless a building permit is first obtained from the City.
- (b) All other construction, conversion, alteration, addition or improvement to existing structures and/or realty, such as but not limited to driveways, walks, patios, retaining walls, screening walls, sheds, shelters, stables, permanent gunite spas, amateur antennas, re-roofing and similar construction, shall require a building permit.

(c) In addition to the work exempted from a permit in the International Codes (see Chapter 6, Article I of the City of Shavano Park Code of Ordinances), the following work shall not require a permit:

- (1) Painting.
- (2) Wallpapering.
- (3) Floor covering.
- (4) Replacing rotten wood when less than 20 percent of exterior surfaces are involved.
- (5) Guttering.
- (6) Replacement windows or window screens.
- (7) Window guards or burglar bars.
- (8) Storm doors and windows.
- (9) Awnings.
- (10) General roof maintenance not to exceed ten percent of total surface.
- (11) Landscaping including decorative rock or brick work.

Sec. 6-40. – Permit Application.

- (a) The application for a permit shall be submitted through the City Building Official, accompanied by cash, check or money order sufficient to cover the cost of the permit.
- (b) No work may begin until the permit is issued, approved and signed by a Building Official/Assistant.
- (c) If work requiring a permit is commenced without obtaining the required permit, the permit fee will be doubled.
- (d) The application for a residential building permit shall be accompanied by two sets of plans, specifications, diagrams and other supporting documents as may be required (all submissions shall become the property of the City), and shall include but not be limited to:
 - (1) A plot plan to scale, showing the proposed structure in relation to property lines, building setback lines, existing structures, including roads, paved areas, septic systems, routing of water lines, location of septic tank and absorption lines, two foot contour lines, showing 100-year floodplain if applicable, easements, arrows indicating direction of natural drainage flow across the property, and street facings.
 - (2) Prints or drawings to scale giving exterior elevations (front, rear and sides); floor plans, electrical, wall section and foundation plans and applicable construction details, specifications and notes shall be included.

- (3) A statement of proposed use or intended purpose should accompany plans for construction of any building or structure.
- (4) Septic system design data must accompany all permit applications where the property will not be served by those areas that are connected to the City of San Antonio sewer system. See chapter 34, article IV, division 2 for design data and licensing information.
- (5) A statement from the builder or lender about the actual cost of construction.

The Building Official may require additional drawings, samples and studies to ensure that all existing restrictions and provisions of the City ordinances pertaining to construction and use are followed.

- (e) The application for a commercial building permit shall include, but not necessarily be limited to, all the previous and three sets of plat plans, foundation plan, fire sprinkler system plan, fire alarm system plan and a landscape plan and tree preservation plan developed by and bearing the seal of a registered landscape architect pursuant to chapter 14, article VI.

Sec. 6-41. - Application refusal.

It shall be the right of the Building Official to refuse a permit if, in the Official's judgment, the provisions of this chapter have not been complied with or that the proposed construction will be contrary to zoning and use regulations of the City.

Sec. 6-42. - Plumbing permits.

- (a) License required.

- (1) All plumbing work performed within the City limits shall be done by a plumber licensed by the State in accordance with the State plumbing license law, Tex. Occupations Code § 1301.001 et seq.
- (2) A property owner is not required to be licensed under this chapter to perform plumbing in the property owner's homestead.

- (b) In addition to the work exempted from a permit in the International Plumbing Code (see Section 6.8 of the City of Shavano Park Code of Ordinances), the following installation or replacement work shall not require a permit:

- (1) Gas-fueled stove.
- (2) Clothes dryer.
- (3) Portable heater.
- (4) Swimming pool/spa repair.

- (5) Sprinkler system repair.
- (6) Toilet repair/replacement.
- (7) Faucet repair/replacement.
- (8) Water softener repair/replacement.
- (9) Hot tub repair.
- (c) Floor furnaces, wall furnaces and outside heating furnaces require a permit.
- (d) Water heaters require a "no fee" permit and an inspection by the City Inspector upon completion of the install.

Sec. 6-43. - Electrical permits.

- (a) No wiring, device or equipment for the transmission, distribution or use of electrical energy shall be installed inside or outside, attached or connected to any building, residence or structure, nor shall any alteration be made in such existing wiring, device or equipment unless an electrical permit has first been obtained by a master electrician from the City.
- (b) The following work shall not require a permit:
 - (1) The making of minor repair or maintenance work of current carrying parts of any switch, contact or control device.
 - (2) The connection of portable electrical equipment to suitable permanently installed receptacles.
 - (3) The installation of wiring and equipment for telephones.
 - (4) The repair or replacement of fixed motors, transformers of the same type and rating in the same location.
 - (5) Temporary decorative lighting.
 - (6) Electrical wiring, devices, appliances or equipment operating at low voltage of less than 25 volts.

Sec. 6-44. - Mechanical permits.

An owner, authorized agent or contractor who desires to erect, install, enlarge, alter, repair, remove, convert or replace a mechanical system, or to cause such work to be done, shall first make application to the Code Official and obtain the required permit for the work.

- (1) Exceptions:

- a. Where mechanical system replacements or repairs must be performed in an emergency situation, the permit shall be applied for within the next working business day of City offices.
- (2) In addition to the work exempted from a permit in the International Mechanical Code (see Section 6.4 of the City of Shavano Park Code of Ordinances), the following work shall not require a permit:
 - a. Portable heating appliances.
 - b. Portable ventilation appliances and equipment.
 - c. Portable cooling units.
 - d. Steam, hot water or chilled water piping within any heating or cooling equipment or appliances regulated by this Code.
 - e. The replacement of any minor part that does not alter the approval of equipment or an appliance or make such equipment or appliance unsafe.
 - f. Portable evaporative coolers.
 - g. Self-contained refrigeration systems that contain ten pounds (4.5 kg) or less of refrigerant or that are actuated by motors of one horsepower (0.75 kw) or less.
 - h. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
- (3) Exemption from the permit requirements of this Code shall not be deemed to grant authorization for work to be done in violation of the provisions of this Code or other laws or ordinances of the City.

Sec. 6-45. - Permit expiration.

It is hereby provided that all building, mechanical, electrical and plumbing permits validly issued by the City shall expire automatically and irretrievably six months from the date of the issuance thereof unless construction has actually and substantially begun, has continued without abatement and is continuing towards conclusion. Delays by climatic conditions, acts of God and actions by the City are excepted.

Secs. 6-46—6-63. - Reserved.

Sec. 6-96. - Swimming pools.

All swimming pools shall be constructed in accordance with the International Swimming Pool & Spa Code as adopted under Sec. 6-9 of the City of Shavano Park Code of Ordinances. Private swimming pools shall be constructed to the rear yard or side yard if screened in accordance with Sec. 6-96(7) below and separate from the main residence or any of its extensions, as provided in this section:

- (1) A pool shall be located ten or more feet from the main residence and any extension and conforming to the side and rear set back lines specified on the particular lot with no restrictions.
- (2) A pool located less than ten feet from the main residence or any extension to the foundation shall require a feasibility study by the registered professional engineer of record, certifying the design. Items to be investigated are stable soil condition, possibility of seepage and damage to the structure.
- (3) Any pool constructed within the 100-year floodplain shall be at ground level and not impede the flow of floodwaters and shall meet the construction requirements in Flood Hazard Areas of the International Swimming Pool & Spa Code as adopted under Sec. 6-9 of the City of Shavano Park Code of Ordinances.
- (4) The physical location of any swimming pool shall be upstream from the location of a septic tank holding tank or septic tank drainfield. There shall be no direct connection between the sanitary sewer system and any drain from the swimming pool.
- (5) It is recommended that the invert elevation/or the drain of the proposed pool be lower than the floor level of the main residence.
- (6) Pool enclosures must meet the barrier requirements of the Tex. Health and Safety Code, Chapter 757 and the International Swimming Pool and Spa Code as adopted under Sec. 6-9 of the City of Shavano Park Code of Ordinances. Unless the yard is otherwise fenced and securely locked at all times, the immediate pool area shall be surrounded by a fence not less than 48 inches in height from grade, with all entry gates protected by a secure locking mechanism.
- (7) The pool should be in the rear yard; however, the Building Official shall consider, on a case-by-case basis, approval of a pool that extends into the side yard in cases where site and terrain limits restrict rear yard pool location. Pools that extend into the side yard shall be required to provide side yard fence screening of at least 6 feet high from grade.
- (9) A pool owned, controlled, or maintained by the owner of a multiunit rental complex or by a property owners association shall comply with Tex. Health and Safety Code, Chapter 757 and International Swimming Pool and Spa Code as adopted under Sec. 6-9 of the City of Shavano Park Code of Ordinances.

ORDINANCE NO. O-2021-005

AN ORDINANCE AMENDING CHAPTER 6 – BUILDINGS AND BUILDING REGULATIONS OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO ADOPT THE 2018 EDITIONS OF THE INTERNATIONAL CONSTRUCTION CODES AND THE 2017 NATIONAL ELECTRIC CODE AS THE BUILDING TECHNICAL CODES FOR THE CITY; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Texas Local Governmental Code Chapter 214 empowers municipalities to enact building codes and regulations and provide for their administration, enforcement, and amendment; and

WHEREAS, the regulation of building and building construction by the City of Shavano Park (the "City") is necessary to protect the public health, safety and welfare; and

WHEREAS, the City Council of the City of Shavano Park desires to protect the safety and welfare of the citizens of the City through regulation of construction activities in the City; and

WHEREAS, the City Council is authorized to regulate construction pursuant to the City's general police powers and Texas Local Government Code Chapters 51 and 54; and

WHEREAS, the City of Shavano Park has previously adopted multiple International Construction Codes; and

WHEREAS, more recent International Construction Codes have been adopted by the International Code Committee; and

WHEREAS, the City Council of the City of Shavano Park recommends adopting the international codes provided for herein along with certain amendments; and

WHEREAS, the City Council of the City of Shavano Park has determined that the regulation of construction activities in the City, as set forth herein, is in the best interests of the City.

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

I
CODE AMENDMENT

Chapter 6, Article I. – TECHICAL CODES of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 6-1. - International Building Code adopted.

The International Building Code, 2018 Edition excluding Chapter 11 (Accessibility) and including Appendix Chapters C, F, and G, as published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Building Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section 101.1. Insert: City of Shavano Park
- (2) Section 105.2 Work Exempt from permit, delete the following items:
 1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet (11 m ²)
 2. Fences not over 7 feet (2134 mm) high
 6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not par tof an accessible route.
- (3) Add Section 105.5.1 to read as follows:

105.5.1 Master permit expiration. Master permits are valid for 15 months. The City Manager is authorized to grant 180-day extensions in writing with justifiable cause demonstrated
- (4) Add Section 107.6 to read as follows:

107.6 As Built Construction Documents. On completion of construction and prior to issuance of a certificate of occupancy, the building official may request a copy of finished drawings (as built) to be provided to the City in an electronic format acceptable by the building official.
- (5) Section 111 is hereby repealed and replaced with the following:

Section 111.1 — Certificate of occupancy required

(a) *Required.* No commercial building or structure shall be used or occupied and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy therefor as provided herein.

(1) *Existing buildings.*

(i) A new certificate of occupancy is required for a property whenever there is a new business, re-location of existing businesses, change in business ownership, or change of business name.

(ii) A new certificate of occupancy is required whenever there is a change in occupancy classification, or whenever there is a change of subclassification within the same major occupancy classification, as defined in the International Building Code.

(iii) A new certificate of occupancy shall also be required whenever a remodel or renovation exceeds 50% of the total square feet of the building or section thereof or cost more than 50% of the assessed value, or building addition project is undertaken, regardless of the status of the occupancy classification. Any additions, renovations or remodels that require a new Certificate of occupancy must meet the current building and fire codes.

(iv) A new certificate of occupancy may be required by the building official if it has been more than two years since the subject premises was inspected throughout and the owner or occupant is seeking any regulatory approval associated with the premises.

(2) New buildings or Tenant.

(i) A certificate of occupancy is required for new commercial buildings prior to occupying. A certificate of occupancy will only be issued after completing all required building final inspections, final fire inspection and any other required inspections.

(ii) A certificate of occupancy is required for commercial buildings that are built as a shell. Shell buildings' certificate of occupancy are issued for the common areas only if a common usable space is inside of the shell building. This would include common corridors, elevator lobbies and bathrooms located in a common area.

(iii) A certificate of occupancy is required for any new tenant space leased or sold prior to occupying said space.

Section 111.2 — Certificate of occupancy applications, issuance and display

(a) *Applications.* An application for a certificate of occupancy shall be obtained through the City of Shavano Park Permit Office located at 900 Saddletree Court, Shavano Park, Texas 78231.

(b) *Temporary certificate of occupancy.* The Building Official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The Building Official shall set a time period during which the temporary certificate of occupancy is valid.

(c) *Issuance.* After all inspections, as deemed necessary by the City of Shavano Park Code of Ordinances, find the building or structure contains no violations of the provisions of the City of Shavano Park Code of Ordinances, the Building Official shall issue a certificate of occupancy through the Permit Office. The issuance or granting of a certificate of occupancy shall not be construed to be a permit for, or an approval of, any violation of the City of Shavano Park Code of Ordinances. The certificate of occupancy shall contain the following:

- (1) The permit number.
- (2) The address of the structure
- (3) The name and address of the owner, or the owner's authorized agent.

(d) *Display.* A certificate of occupancy shall be prominently displayed within the building for which the certificate was issued, and shall be visible to building occupants, patrons, and public officials. In a case where the building to which the certificate pertains is not publicly accessible, as in the case of apartment buildings, the certificate shall be displayed within the business office of the facility.

Section 111.3 — Certificate of occupancy fees and penalties

(a) *Fees.* The fee for the certificate of occupancy application is set forth in Appendix A — City of Shavano Park Fee Schedule.

(b) *Penalties.*

- (1) It is unlawful to occupy any building that does not have a validly issued certificate of occupancy or temporary certificate of occupancy.
- (2) Operation of a business or office without a valid certificate of occupancy issued in accordance with this section may result in temporary closure of the event, structure or space until the required certificate of occupancy is obtained.
- (3) Should the City of Shavano Park determine an event, structure or space is open to occupancy and that said event, structure or space does not have a valid certificate of occupancy, a notice shall be delivered to the responsible party, property owner or senior occupant of the operating premises notifying them of the violation.
- (4) The occupant, owner, or owner-occupant shall respond to the notification within five (5) working days by presenting a valid certificate of occupancy or will be forced to vacate premises per the Fire Code.
- (5) In the event of closure, a placard shall be placed at the facility noting the facility is closed to the public pending a valid certificate of occupancy.

The placard shall not be removed until a valid certificate of occupancy is obtained and shall only be removed by the City Manager or his designee. Removal of the placard is prohibited.

Section 111.4 — Certificate of occupancy fees and penalties

(a) *Ownership.* A certificate of occupancy remains the property of the City of Shavano Park, and is considered a license to occupy the building under the conditions of issuance.

(b) *Revocation.* The Building Official or Fire Marshal is authorized to suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of the City of Shavano Park Code of Ordinances.

(6) Section 113, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

(7) Section 202, amend the following definition to read as follows:

BUILDING OFFICIAL. The building official is the City Manager, or their designee.

(8) Section 903, add paragraph 903.6 to read as follows:

Any building over two (2) stories, twenty-five (25) feet in height, shall be defined as a high-rise building and shall have automatic sprinkler protection, fully electrically supervised and designed in accordance with the Standard for Installation of Sprinklers (NFPA-13). The determination of the above said twenty-five (25) feet shall be from the finished grade level to the eave of the roof.

(9) Section 903, add paragraph 903.7 to read as follows:

All buildings of more than two (2) stories shall have automatic sprinklers that meet specifications of NFPA-13 on all floors.

Sec. 6-2. - International Residential Code adopted.

The International Residential Code, 2018 Edition excluding Part VIII, Electrical, Chapters 34 through 42, and including Appendix Chapter K, as published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Residential Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section R101.1. Insert: City of Shavano Park.
- (2) Section R105.2 Building list of exemptions, delete the following items:
 1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area is not greater than 120 square feet (11 m²)
 2. Fences not over 7 feet (2134 mm) high
 10. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R331.4.
- (3) Section R105.2 Building list of exemptions, amend the following items:
 5. Non-concrete sidewalks and driveways. Concrete sidewalks and driveways require a permit.
- (4) Section R105.2, add the following amendment:

Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6 of the City of Shavano Park Code of Ordinances.
- (5) Add Section R105.5.1 to read as follows:

R105.5.1 Master permit expiration. Master permits are valid for 15 months. The City Manager is authorized to grant 180-day extensions in writing with justifiable cause demonstrated
- (6) Add Section R105.5.2 to read as follows:

R105.5.2 Swimming Pool expiration. Permits issued for swimming pool construction are valid for 90 days. The building official is authorized to grant 90-day extensions with justifiable cause.
- (7) Add Section R106.6 to read as follows:

R106.6 As Built Construction Documents. On completion of construction the building official may request a copy of finished drawings (as built) to be provided to the City in an electronic format acceptable by the building official.
- (8) Section R108.5, amend to read as follows:

The City Manager may authorize the refunding of fees based upon the percentage of work completed.
- (9) Section R110 is hereby deleted in its entirety.
- (10) Section R112, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

- (11) Section R202, amend the following definition to read as follows:
BUILDING OFFICIAL. The building official is the City Manager, or their designee.
- (12) Section R301.2 introductory language is amended to read as follows:
Buildings shall be constructed in accordance with the provisions of this code as limited by the provisions of this section. Additional criteria shall be established, as determined by a licensed engineer.
- (13) Section R801, add paragraph R801.4 to read as follows:
A roof constructed of any other material than metal or composition shingle requires a heavy roof letter from a licensed engineer.
- (14) Chapter 11 Energy Efficiency of the 2018 International Residential Code is hereby deleted in its entirety and substituted with Chapter 11 Energy Efficiency of the 2015 International Residential Code. All references in other adopted codes to Chapter 11 of the International Residential Code will hereby refer to the substituted chapter.
- (15) Chapter 11 Energy Efficiency, add the following amendment:
Solar-Ready Conduit — $\frac{3}{4}$ " or larger conduit must be installed from an accessible attic/roof area at a potential south or west facing solar roof area to the space reserved for an inverter near the electric panel. Each end of this conduit must be terminated in a 4" x 4" recessed metal box with a metal cover clearly labeled "Reserved for Solar." The location of the solar-ready conduit must be indicated on the electric service panel.
- (16) Section M2005.1, add the following amendments:
M2005.1.1 Any new construction or remodel involving a water heater will be required to have a walk-through doorway measuring no less than 30 inches wide and 60 inches high and be approved by the Building Official.
M2005.1.2. In new construction or a remodel it is prohibited to install new water heaters in an attic. Attics containing existing water heaters shall be provided with an opening and unobstructed passageway large enough to allow removal of the water heater. The passageway shall not be less than 30 inches high and 22 inches wide and not more than 20 feet in length when measured along the centerline of the passageway from the opening to the water heater. The passageway shall have continuous solid flooring not less than 24 inches wide. A level service space at least 30 inches deep and 30 inches wide shall be present at the front or service side of the water heater. The clear access opening dimensions shall be a minimum of 20 inches by 30 inches where such dimensions are large enough to allow removal of the water heater.

Exception: Same-level direct access through a walk thru door minimum of 30 inches wide and 60 inches in height and to be lighted.

- (17) Section P 2603.5.1 Sewer Depth. Insert: 6 inches, 6 inches.

Sec. 6-3. - International Existing Building Code adopted.

The International Existing Building Code, 2018 Edition, as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Existing Building Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section 101.1, Insert: City of Shavano Park
- (2) Section 105.2 Building list of exemptions, amend the following item:
 1. Non-concrete sidewalks and driveways not more than 30 inches (762 mm) above grade and not over any basement or story below and that are not part of an accessible route. Concrete flatwork requires a permit.
- (3) Section 105.2, add the following amendment:

Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6 of the City of Shavano Park Code of Ordinances.
- (4) Section 112, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.
- (5) Section R202, amend the following definition to read as follows:

CODE OFFICIAL. The code official is the City Manager, or their designee.

Sec. 6-4. - International Mechanical Code adopted.

The International Mechanical Code, 2018 Edition, as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Mechanical Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section 101.1, Insert: City of Shavano Park
- (2) Section 106.2, add the following amendment:

Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6, Section 6-44 of the City of Shavano Park Code of Ordinances.
- (3) Section 106.5, amend to read as follows:

A permit shall not be issued until the fees prescribed in the City of Shavano Park Code of Ordinances have been paid, nor shall an amendment to a permit be released until the additional fee, if any, due to an increase of the mechanical system, has been paid.

- (4) Section 106.5.2, amend to read as follows:

The fees for work shall be prescribed in Appendix A (Fee Schedule) of the City of Shavano Park Code of Ordinances.

- (5) Section 106.5.3, amend to read as follows:

The City Manager may authorize the refunding of fees based upon the percentage of work completed.

- (6) Section 108.4, amend to read as follows:

Any person, corporation, partnership, association or joint venture who violate a provision of this code or fail to comply with any of the requirements thereof or who erect, install, alter or repair mechanical work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of the code, shall be guilty under Section 6-11 of the City of Shavano Park Code of Ordinances.

- (7) Section 108.5, Insert: \$100.00 and \$2000.00

- (8) Section 109, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

Sec. 6-5. - International Fuel Gas Code adopted.

The International Fuel Gas Code, 2018 Edition, as published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Fuel Gas Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section 101.1, Insert: City of Shavano Park

- (2) Section 106.2, add the following amendment:

Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6 of the City of Shavano Park Code of Ordinances.

- (3) Section 106.6, introductory language is amended to read as follows:

A permit shall not be issued until the fees prescribed in the City of Shavano Park Code of Ordinances have been paid, nor shall an amendment to a permit be released until the additional fee, if any, due to an increase of the installation, has been paid.

- (4) Section 106.6.2, amend to read as follows:

The fees for work shall be prescribed in Appendix A (Fee Schedule) of the City of Shavano Park Code of Ordinances.

- (5) Section 106.6.3, amend to read as follows:

The City Manager may authorize the refunding of fees based upon the percentage of work completed.

- (6) Section 108.4, amend to read as follows:

Any person, corporation, partnership, association or joint venture who violate a provision of this code or fail to comply with any of the requirements thereof or who erect, install, alter or repair work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of the code, shall be guilty under Section 6-11 of the City of Shavano Park Code of Ordinances.

- (7) Section 108.5, Insert: \$100.00 and \$2000.00

- (8) Section 109, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

Sec. 6-6. - International Energy Conservation Code adopted.

The International Energy Conservation Code, 2018 Edition, excluding Residential Provisions (Section R1 through R53), as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Energy Conservation Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section C101.1, Insert: City of Shavano Park

- (2) Section C109, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

Sec. 6-7. - National Electrical Code adopted.

The National Electric Code, 2017 Edition, as published by the National Fire Protection Association, is hereby adopted and incorporated by reference as though it was copied herein fully with the following amendments:

- (1) *Permit required* – All electrical work described in Sec. 6-43 of the City of Shavano Park Code of Ordinances shall require a permit.

- (2) *Appeals* – All appeals to the enforcement of this code by the Building Official shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.
- (3) *Copper wiring required, aluminum feeders allowable* — Any conductor, whether it may be current carrying, non-current carrying, or grounded conductor with applications enclosed in any structure, conduit body, or enclosure shall be copper. Aluminum feeders are allowable.
- (2) *Conduit required* — All new wiring in buildings not having an occupancy classification of R-3 shall be in conduit. Non-metallic conduits may be used in other than hazardous areas.
- (3) *Transformer location* — For safety, fire hazard, and maintenance purposes, high voltage transformers installed indoors or in enclosed spaces shall not be stored in an attic space.
- (4) *Fire warning devices* — Each residence and occupied building shall be equipped with an approved fire warning device or devices so located as to provide an audible warning to occupants in the event of fire.
- (5) *Emergency Disconnects for Residential Dwellings* – All new residential dwelling units or renovations of existing residential dwelling units that require bringing a home up to Code under the International Existing Building Code shall provide the following:

Service conductors shall terminate in disconnecting means having a short-circuit current rating equal to or greater than the available fault current, installed in a readily accessible outdoor location. If more than one disconnect is provided, they shall be grouped. Each disconnect shall be one of the following:

- (1) Service disconnects marked as follows: EMERGENCY DISCONNECT. SERVICE DISCONNECT
- (2) Meter disconnects installed per 230.82(3) and marked as follows: EMERGENCY DISCONNECT, METER DISCONNECT, NOT SERVICE EQUIPMENT
- (3) Other listed disconnect switches or circuit breakers on the supply side of each service disconnect that are suitable for use as service equipment and marked as follows: EMERGENCY DISCONNECT, NOT SERVICE EQUIPMENT

Marking shall comply with 110.21(B).

Sec. 6-8. - International Plumbing Code adopted.

The International Plumbing Code, 2018 Edition, including Appendices C and E, as adopted and published by the International Code Council, is hereby adopted and incorporated by reference as though it was copied herein fully as the Plumbing Code of the City of Shavano Park. The following sections are hereby revised:

- (1) Section 101.1, Insert: City of Shavano Park
- (2) Section 106.2, add the following amendment:

Additional exempted work from permitting is listed in Article II (Permits) of Chapter 6, Section 6-42 of the City of Shavano Park Code of Ordinances.
- (3) Section 106.6, introductory language is amended to read as follows:

A permit shall not be issued until the fees prescribed in the City of Shavano Park Code of Ordinances have been paid, nor shall an amendment to a permit be released until the additional fee, if any, due to an increase of the installation, has been paid.
- (4) Section 106.6.2, amend to read as follows:

The fees for work shall be prescribed in Appendix A (Fee Schedule) of the City of Shavano Park Code of Ordinances.
- (5) Section 106.6.3, amend to read as follows:

The City Manager may authorize the refunding of fees based upon the percentage of work completed.
- (6) Section 108.4, amend to read as follows:

Any person, corporation, partnership, association or joint venture who violate a provision of this code or fail to comply with any of the requirements thereof or who erect, install, alter or repair work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of the code, shall be guilty under Section 6-11 of the City of Shavano Park Code of Ordinances.
- (7) Section 108.5, Insert: \$100.00 and \$500.00
- (8) Section 109, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.
- (9) Section 305.4.1, Insert: 6 inches, 6 inches.
- (10) Section 502.3, amend to read as follows:

In new construction or a remodel it is prohibited to install new water heaters in an attic. Attics containing existing water heaters shall be provided with an opening and unobstructed passageway large enough to allow removal of the water heater. The passageway shall not be less than 30 inches high and 22 inches wide and not more than 20 feet in length when measured along the centerline of the passageway from the opening to the water heater. The passageway shall have continuous solid flooring not less than 24 inches wide. A level service space at least 30 inches deep and 30 inches wide shall be present

at the front or service side of the water heater. The clear access opening dimensions shall be a minimum of 20 inches by 30 inches where such dimensions are large enough to allow removal of the water heater.

(a) Exception: Same-level direct access through a walk thru door minimum of 30 inches wide and 60 inches in height and to be lighted.

(11) Amend Section 607.3 to read as follows:

607.3 Expansion tanks required. All water heaters require expansion tanks during initial installation or change out.

(12) Add Section 608.4.1 to read as follows:

608.4.1. **Water Softener Attic Access.** Any new construction or remodel involving an attic installation of a water softener will be required to have a walk-through doorway measuring no less than 30 inches wide and 60 inches high and be approved by the Building Official.

(13) Section 903.1, Insert: 6 inches.

(14) Section 918.5 amend to read as follows:

Access shall be provided to all air admittance valves. Such valves shall be installed in a location and manner as approved by the Building Official.

Sec. 6-9. – International Swimming Pool and Spa Code amendments

Texas Local Government Code Sec. 214.103 adopts the International Swimming Pool and Spa Code as it existed on May 1, 2019 as the municipal swimming pool and spa code in the state. The City of Shavano Park adopts the following administrative and enforcement amendments to the adopted code:

(1) Section 101.1, Insert: City of Shavano Park

(2) Section 105.6.2, amend to read as follows:

Fees for work shall be as indicated in Appendix A – City of Shavano Park Fee Schedule in the City of Shavano Park Code of Ordinances.

(3) Section 105.6.3, amend to read as follows:

The City Manager may authorize the refunding of fees based upon the percentage of work completed.

(4) Section 107.4, amend to read as follows:

Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair a pool or spa in violation of the *approved* construction documents or directive of the

building official, or of a permit or certificate issued under the provisions of this code shall be guilty under Section 6-11 of the City of Shavano Park Code of Ordinances.

(5) Section 107.5, Insert: \$100.00 and \$500.00

(6) Section 108, amend to read as follows:

All appeals shall be governed by Sec. 36-125 of the City of Shavano Park Code of Ordinances.

Sec. 6-10. - Compliance.

(a) *Unlawful acts.* It shall be unlawful for any person, corporation, partnership, association or joint venture to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy or maintain any building, residence or structure in the City or cause the same to be done, contrary to or in violation of any provisions of this chapter.

(b) *Building Official.*

(1) The City Building Official shall maintain surveillance of construction taking place within the City to ensure compliance with the building codes and other regulations of the City.

(2) The City Building Official shall issue stop work orders when the work cannot proceed safely, where continuing construction would be in violation of the building code or other regulations or when construction should not proceed pending resolution of unusual or unforeseen construction and/or compliance problems.

(3) The City Building Official and/or a designated representative will be responsible for notifying all parties who are in violation of this chapter or the City's zoning ordinance. In the event a citation must be issued, responsibility for said citation shall rest with the Code Compliance Officer.

(4) The City shall have the authority to determine if the contractor's construction cost, for the purpose of establishing fees, is reasonable.

Sec. 6-11. - Violations and penalty.

Any person, firm, corporation or agent who shall violate a provision of this chapter, or fail to comply therewith, or with any of the requirements thereof, or who shall erect, construct, alter, install, demolish, or move any structure, electrical, gas, mechanical or plumbing system in violation of the detailed statement or drawings submitted and permitted thereunder, shall be guilty of a misdemeanor. Such persons shall be considered guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed or continued,

and upon conviction of any such violation such person shall be punished by a fine of not more than \$500.00 for each offense unless said violation is a violation of a regulation governing fire safety or public health and sanitation then by a fine of not more than \$2,000.00 for each offense.

Sec. 6-12. - Conflicts between adopted Codes and other regulations.

To the extent of a conflict between any Codes adopted herein and any locally adopted regulations regarding construction requirements, permitting, variances, and appeals from any Code requirements and local administrative decisions the locally adopted regulations shall apply.

Secs. 6-13—6-38. - Reserved.

**II
CODE AMENDMENT**

Chapter 6, Article III. – PERMITS of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 6-39. - Required.

- (a) No building, residence, accessory building, fence, swimming pool, septic system, tennis court, sport court, sport court lighting, sprinkler system, attached wood deck exceeding 100 square feet or other structure, attached or unattached to an existing structure, shall be erected, constructed, enlarged, altered, moved, removed, converted or demolished unless a building permit is first obtained from the City.
- (b) All other construction, conversion, alteration, addition or improvement to existing structures and/or realty, such as but not limited to driveways, walks, patios, retaining walls, screening walls, sheds, shelters, stables, permanent gunite spas, amateur antennas, re-roofing and similar construction, shall require a building permit.
- (c) In addition to the work exempted from a permit in the International Codes (see Chapter 6, Article I of the City of Shavano Park Code of Ordinances), the following work shall not require a permit:
 - (1) Painting.
 - (2) Wallpapering.
 - (3) Floor covering.
 - (4) Replacing rotten wood when less than 20 percent of exterior surfaces are involved.
 - (5) Guttering.

- (6) Replacement windows or window screens.
- (7) Window guards or burglar bars.
- (8) Storm doors and windows.
- (9) Awnings.
- (10) General roof maintenance not to exceed ten percent of total surface.
- (11) Landscaping including decorative rock or brick work.

Sec. 6-40. - Application.

- (a) The application for a permit shall be submitted through the City Building Official, accompanied by cash, check or money order sufficient to cover the cost of the permit.
- (b) No work may begin until the permit is issued, approved and signed by a Building Official/Assistant.
- (c) If work requiring a permit is commenced without obtaining the required permit, the permit fee will be doubled.
- (d) The application for a residential building permit shall be accompanied by two sets of plans, specifications, diagrams and other supporting documents as may be required (all submissions shall become the property of the City), and shall include but not be limited to:
 - (1) A plot plan to scale, showing the proposed structure in relation to property lines, building setback lines, existing structures, including roads, paved areas, septic systems, routing of water lines, location of septic tank and absorption lines, two foot contour lines, showing 100-year floodplain if applicable, easements, arrows indicating direction of natural drainage flow across the property, and street facings.
 - (2) Prints or drawings to scale giving exterior elevations (front, rear and sides); floor plans, electrical, wall section and foundation plans and applicable construction details, specifications and notes shall be included.
 - (3) A statement of proposed use or intended purpose should accompany plans for construction of any building or structure.
 - (4) Septic system design data must accompany all permit applications where the property will not be served by those areas that are connected to the City of San Antonio sewer system. See chapter 34, article IV, division 2 for design data and licensing information.
 - (5) A statement from the builder or lender about the actual cost of construction.

The Building Official may require additional drawings, samples and studies to ensure that all existing restrictions and provisions of the City ordinances pertaining to construction and use are followed.

- (e) The application for a commercial building permit shall include, but not necessarily be limited to, all the previous and three sets of plat plans, foundation plan, fire sprinkler system plan, fire alarm system plan and a landscape plan and tree preservation plan developed by and bearing the seal of a registered landscape architect pursuant to chapter 14, article VI.

Sec. 6-41. - Application refusal.

It shall be the right of the Building Official to refuse a permit if, in the Official's judgment, the provisions of this chapter have not been complied with or that the proposed construction will be contrary to zoning and use regulations of the City.

Sec. 6-42. - Plumbing permits.

- (a) License required.
 - (1) All plumbing work performed within the City limits shall be done by a plumber licensed by the State in accordance with the State plumbing license law, Tex. Occupations Code § 1301.001 et seq.
 - (2) A property owner is not required to be licensed under this chapter to perform plumbing in the property owner's homestead.
- (b) In addition to the work exempted from a permit in the International Plumbing Code (see Section 6.8 of the City of Shavano Park Code of Ordinances), the following installation or replacement work shall not require a permit:
 - (1) Gas-fueled stove.
 - (2) Clothes dryer.
 - (3) Portable heater.
 - (4) Swimming pool/spa repair.
 - (5) Sprinkler system repair.
 - (6) Toilet repair/replacement.
 - (7) Faucet repair/replacement.
 - (8) Water softener repair/replacement.
 - (9) Hot tub repair.
- (c) Floor furnaces, wall furnaces and outside heating furnaces require a permit.

- (d) Water heaters require a "no fee" permit and an inspection by the City Inspector upon completion of the install.

Sec. 6-43. - Electrical permits.

- (a) No wiring, device or equipment for the transmission, distribution or use of electrical energy shall be installed inside or outside, attached or connected to any building, residence or structure, nor shall any alteration be made in such existing wiring, device or equipment unless an electrical permit has first been obtained by a master electrician from the City.
- (b) The following work shall not require a permit:
 - (1) The making of minor repair or maintenance work of current carrying parts of any switch, contact or control device.
 - (2) The connection of portable electrical equipment to suitable permanently installed receptacles.
 - (3) The installation of wiring and equipment for telephones.
 - (4) The repair or replacement of fixed motors, transformers of the same type and rating in the same location.
 - (5) Temporary decorative lighting.
 - (6) Electrical wiring, devices, appliances or equipment operating at low voltage of less than 25 volts.

Sec. 6-44. - Mechanical permits.

An owner, authorized agent or contractor who desires to erect, install, enlarge, alter, repair, remove, convert or replace a mechanical system, or to cause such work to be done, shall first make application to the Code Official and obtain the required permit for the work.

- (1) Exceptions:
 - a. Where mechanical system replacements or repairs must be performed in an emergency situation, the permit shall be applied for within the next working business day of City offices.
- (2) In addition to the work exempted from a permit in the International Mechanical Code (see Section 6.4 of the City of Shavano Park Code of Ordinances), the following work shall not require a permit:
 - a. Portable heating appliances.
 - b. Portable ventilation appliances and equipment.

- c. Portable cooling units.
 - d. Steam, hot water or chilled water piping within any heating or cooling equipment or appliances regulated by this Code.
 - e. The replacement of any minor part that does not alter the approval of equipment or an appliance or make such equipment or appliance unsafe.
 - f. Portable evaporative coolers.
 - g. Self-contained refrigeration systems that contain ten points (4.5 kg) or less of refrigerant or that are actuated by motors of one horsepower (0.75 kw) or less.
 - h. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.
- (3) Exemption from the permit requirements of this Code shall not be deemed to grant authorization for work to be done in violation of the provisions of this Code or other laws or ordinances of the City.

Sec. 6-45. - Permit expiration.

It is hereby provided that all building, mechanical, electrical and plumbing permits validly issued by the City shall expire automatically and irretrievably six months from the date of the issuance thereof unless construction has actually and substantially begun, has continued without abatement and is continuing towards conclusion. Delays by climatic conditions, acts of God and actions by the City are excepted.

Secs. 6-46—6-63. - Reserved.

**III
CODE AMENDMENT**

Chapter 6, Article IV., Section 6-96.- Swimming Pools is hereby amended to read as follows:

Sec. 6-96. - Swimming pools.

All swimming pools shall be constructed in accordance with the International Swimming Pool & Spa Code as adopted under Sec. 6-9 of the City of Shavano Park Code of Ordinances. Private swimming pools shall be constructed to the rear yard or side yard with screening and normally separate from the main residence or any of its extensions, as provided in this section:

- (1) A pool shall be located ten or more feet from the main residence and any extension and conforming to the side and rear set back lines specified on the particular lot with no restrictions.
- (2) A pool located less than ten feet from the main residence or any extension to the foundation shall require a feasibility study by the registered professional engineer of record, certifying the design. Items to be investigated are stable soil condition, possibility of seepage and damage to the structure.
- (3) Any pool constructed within the 100-year floodplain shall be at ground level and not impede the flow of floodwaters and shall meet the construction requirements in Flood Hazard Areas of the International Swimming Pool & Spa Code as adopted under Sec. 6-9 of the City of Shavano Park Code of Ordinances.
- (4) The physical location of any swimming pool shall be upstream from the location of a septic tank holding tank or septic tank drainfield. There shall be no direct connection between the sanitary sewer system and any drain from the swimming pool.
- (5) It is recommended that the invert elevation/or the drain of the proposed pool be lower than the floor level of the main residence.
- (6) Pool enclosures must met the barrier requirements of the Tex. Health and Safety Code, Chapter 757 and the International Swimming Pool and Spa Code as adopted under Sec. 6-9 of the City of Shavano Park Code of Ordinances. Unless the yard is otherwise fenced and securely locked at all times, the immediate pool area shall be surrounded by a fence not less than 48 inches in height from grade, with all entry gates protected by a secure locking mechanism.
- (7) The pool should be in the rear yard; however, the Building Official shall consider, on a case-by-case basis, approval of a pool that extends into the side yard in cases where site and terrain limits restrict rear yard pool location. Pools that extend into the side yard shall be required to provide side yard fence screening of at least 6 feet high from grade.
- (9) A pool owned, controlled, or maintained by the owner of a multiunit rental complex or by a property owners association shall comply with Tex. Health and Safety Code, Chapter 757 and International Swimming Pool and Spa Code as adopted under Sec. 6-9 of the City of Shavano Park Code of Ordinances.

IV

CUMULATIVE CLAUSE

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

V
SEVERABILITY

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

VI
PROPER NOTICE AND MEETING

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

VII
EFFECTIVE DATE

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

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park this the 22th day of March, 2021.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park this the 26 day of April, 2021.

ROBERT WERNER, MAYOR

Attest:

TRISH NICHOLS, CITY SECRETARY