

**THE MINUTES OF THE SHAVANO PARK CITY COUNCIL
MEETINGS OF 2013**

- Regular meetings
- Special meetings

THURSDAY, JANUARY 3, 2013- 2:00 P.M.

THURSDAY, JANUARY 24, 2013 – 2:00 P.M.

THURSDAY, JANUARY 25, 2013 – 2:00 P.M.

MONDAY, JANUARY 28, 2013 - 6:30 P.M.

TUESDAY, JANUARY 29, 2013 – 3:00 P.M.

THURSDAY, FEBRUARY 14, 2013 - 4:30 P.M.

MONDAY, FEBRUARY 25, 2013 - 6:30 P.M.

WEDNESDAY, MARCH 6, 2013 – 11:00 A.M.

WEDNESDAY, MARCH 11, 2013 – 11:00 A.M.

WEDNESDAY, MARCH 25, 2013 - 6:30 P.M.

FRIDAY, APRIL 5, 2013-5:00 P.M.

MONDAY, APRIL 22, 2013 - 6:30 P.M.

MONDAY, APRIL 29, 2013 – 1:00 P.M.

TUESDAY, MAY 7, 2013 - 1:30 P.M.

TUESDAY, MAY 21, 2013 – 12:00 P.M.- PENDING APPROVAL

FRIDAY, MAY 24, 2013 – 12:00 P.M. – PENDING APPROVAL

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JANUARY 3, 2013
2:00 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Aldерwoman Etta Fanning – present
Aldерwoman Mary Werner – present	Aldерwoman Michele Bunting Ross – present
Aldерwoman Vicky Maisel – present	Alderman Charles Brame - present

Call to order

Mayor A. David Marne called the Special City Council meeting to order at 2:00 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Aldерwoman Mary Werner led the Pledge of Allegiance and Alderman Charles Brame the invocation.

Citizens to be heard

None

Discuss and consider action regarding qualification requirements and vacancy posting for the position of City Secretary.

Upon a motion made by Aldерwoman Mary Werner and a second made by Vicky Maisel, the City Council voted five (5) for and none (0) opposed to post the position of City Secretary with the qualification requirements of five (5) years City/Government experience with two (2) years of City Secretary/Clerk experience and the minimum education requirements of Bachelor's Degree preferred; Associates Degree OR the equivalent of ten (10) years municipal experience OR the equivalent of five (5) years municipal experience WITH TRMC certification. The posting will also include the job description listed as, "The City of Shavano Park is currently accepting applications for the full-time position of City Secretary. The position includes normal City Secretary duties such as custodian of records, elections administrator, minutes, open records requests, legal notices, agenda development, and other activities related to the City Secretary role, and high level administrative support to the City. The City Secretary serves as the Risk Manager to minimize liability and provide safety. The position reports to the Mayor and Council. The ability to communicate clearly and concisely, both orally and in writing is essential." The posting of City Secretary will include the pay scale of \$42,388 - \$61,464 and the compensation package of Vacation and Sick Leave,

Health, Dental, Vision & Life insurance, and TMRS. The posting will also state that applications will be accepted until February 7, 2013 and will be posted at all available postings. Applications may be found on our City website as well as a complete listing of the job description, and may be submitted via e-mail at hr@shavanopark.org, via fax at 210-492-3816, or mailed to: City of Shavano Park, ATTN: HR Clerk, 900 Saddletree Court, Shavano Park, TX 78231. The applications will be distributed among the City Council and interviews will be set by the City Council to follow. The motion also included the hiring of an interim City Secretary with the Mayor and the City Manager at a rate of \$20 per hour; for 20 – 30 hours per week. The motion carried.

Discuss and consider action on the City Manager's evaluation form, its administration and evaluations going forward.

Upon a motion made by Alderwoman Etta Fanning and a second made by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to have Alderwoman Etta Fanning call Dover N.H. to let them know what a wonderful job they did on their Guide for Evaluating the City Manager. The Guide for Evaluating the City Manager that was edited and revised to match the needs of the City of Shavano Park which will include a footnote showing the source and date of revision or version; which will be maintained in the Human Resource department for future use. Also, to accept the City Manager Evaluation, the City Council Form-City Manager Evaluation, and the City Manager Self-Evaluation Form as presented. It was also agreed to change the City Manager's annual evaluation to March to coincide with all City staff evaluations; with an interim evaluation being conducted in January 2013. The motion carried.

Discuss and consider action on the report of the Compensation Subcommittee including staffing and levels.

Upon a motion made by Alderwoman Etta Fanning and a second made by Alderwoman Vicky Maisel, the City Council voted five (5) for and none (0) opposed to set the staffing level for City Secretary at level 23. The motion carried.

Upon a motion made by Alderman Mary Werner and a second made by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to set the staffing level as presented on the City of Shavano Park Pay Plan; to include the above change of the staffing level for City Secretary at level 23, with the staffing level for Director of Public Works and Director of Finance set at level 29. The motion carried.

Upon a motion by Alderwoman Michele Bunting Ross and a second made by Alderwoman Vicky Maisel, the City Council voted five (5) for and none (0) opposed to accept the Committee recommendations for pay raises and to raise those salaries that are below the pay plan minimum. The motion carried.

Alderwoman Vicky Maisel made the motion that the employees that did not receive a salary increase would be given a one-time \$150.00 check. The motion failed for a lack of a second.

Discussed vacation pay policy and it was the consensus of the Council to bring this policy back to the next council meeting for ratification.

Adjournment

Alderwoman Mary Werner made the motion to adjourn the Special City Council meeting at 5:00 p.m. on Thursday, January 4, 2013 and Alderwoman Vicky Maisel seconded the motion. The motion carried.

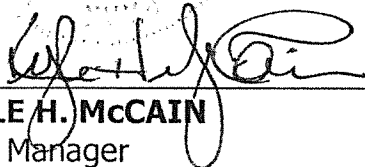
APPROVED by the City Council of the City of Shavano Park at its Regular meeting held on this the 25th day of February, 2013.

APPROVED



A. DAVID MARNE
MAYOR

Attest:



KYLE H. MCCAIN
City Manager

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
THURSDAY, JANUARY 24, 2013
2:00 P.M.**

MINUTES

The meeting was called to order at 2:00 PM by Mayor A. David Marne.
All Council members were present with the exception of Alderwoman Michele Bunting Ross.

The Pledge of Allegiance was given by Alderwoman Mary Werner.
The Invocation was given by Alderman Charles Brame.

There were no citizens present and no citizens to be heard.

At 2:03 PM, the City Council closed the open portion of the meeting in order to meet in Executive Session under Texas Government Code §551.074 to discuss the Interim evaluation of the City Manager.

At 2:12 PM Alderwoman Michele Bunting Ross arrived and immediately entered the Executive Session.

At 4:45 the City Council reconvened into Regular Session.

No action was taken on issues discussed in Executive Session.

Alderwoman Etta Fanning moved to adjourn the meeting.

Alderwoman Vicky Maisel seconded that motion, and the vote by Council was unanimous.

The meeting was adjourned at 4:54 PM.

APPROVED by the City Council of the City of Shavano Park at its Regular meeting held on this the 25th day of February, 2013.

ATTEST:



KYLE H. MCCAIN
City Manager

APPROVED



A. DAVID MARNE
MAYOR

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
THURSDAY, JANUARY 25, 2013
2:00 P.M.**

MINUTES

The meeting was called to order at 2:04 PM by Mayor A. David Marne.
All Council members were present.

The Pledge of Allegiance was given by Alderwoman Mary Werner.
The Invocation was given by Alderman Charles Brame.

There were no citizens present and no citizens to be heard.

At 2:07 PM, the City Council closed the open portion of the meeting in order to meet in Executive Session under Texas Government Code §551.074 to discuss the Interim evaluation of the City Manager.

At 3:12 PM City Manager Kyle McCain was asked to join the Executive Session.

At 5:30 PM the City Council reconvened into Regular Session.

No action was taken on issues discussed in Executive Session.

Alderwoman Vicky Maisel moved to adjourn the meeting. Mayor Pro-Tem Etta Fanning seconded that motion, and the vote by Council was unanimous.

The meeting was adjourned at 5:39 PM.

These minutes approved on February 25, 2013.



ATTEST:



KYLE H. MCCAIN
City Manager

APPROVED



A. DAVID MARNE
MAYOR

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JANUARY 28, 2013
6:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Aldерwoman Etta Fanning – present
Aldерwoman Mary Werner – present	Aldерwoman Michele Bunting Ross – arrived 6:39
Aldерwoman Vicky Maisel – present	Alderman Charles Brame - present

Call to order

Mayor A. David Marne called the Regular City Council meeting to order at 6:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Mayor David A. Marne led the Pledge of Allegiance and Aldерwoman Etta Fanning the invocation.

Citizens to be heard

- John Cole-He stated it was his understanding that a Citizens Committee is to be appointed to make recommendations on the development or non-development of a municipal tract with members to be nominated and/or appointed by the Council. He wants to strongly recommend to the Council four things about the Citizen Committee: 1. The Citizens Committee should report directly to the Council and not to the P&Z Commission. 2. That no members of the P&Z Commission be appointed to the Citizens Committee. 3. That the members of the Citizens Committee be empowered to organize themselves including selecting their chair and secretary from among its members. 4. He strongly recommends that the Citizens Committee be charged with making its recommendations to the Council within sixty (60) days of being established. Now, if contrary to his second recommendation, if the Council decides to appoint one or more members of the P&Z Commission to this Citizens Committee then said persons should be not be eligible to serve as Chair or Secretary of the Citizens Committee. He thanked the Council for the opportunity to give his opinion.

Aldерwoman Michele Bunting Ross arrived to meeting @ 6:39 p.m.

Mayor & City Council Comments

- All members of City Council individually expressed their appreciation for everyone's attendance tonight.

- Mayor A. David Marne announced that he wanted to congratulate Alderman Charles Brame and Alderwoman Etta Fanning who were recognized by the Texas Municipal League for attending 42 or more continuing education units during the 2012 calendar year. Only fourteen (14) Certificates of Recognition were earned statewide. He welcomed the newly hired temporary Deputy City Secretary, Carol Loucks. Carol Loucks explained she was employed with the City of Henrietta, Texas for thirty-two years and was City Secretary for twenty one years. She retired four years ago and is now currently employed by Texas First Group.
- Mayor A. David Marne stated new benches have been placed at the front entrance to City Hall. The City of Shavano Park Gardening Club had their sixty year anniversary and they put the benches out front in celebration of their anniversary.
- Alderwoman Etta Fanning expressed her appreciation to the citizens in attendance and requested Item #22 be moved up on the agenda. Mayor A. David Marne stated there would not be an Item #22 due to a posting situation but it will be held tomorrow, Tuesday, January 29, 2013.
- Alderman Charles Brame requested Item #14 and #15 be changed to #15 before #14.

Discuss and consider approval of the consent agenda as presented or amended.

- Approval of the City Council Minutes from:
December 17, 2012 Regular Meeting**
- Acceptance of the Planning & Zoning Commission Minutes from:
December 5, 2012 Meeting**
- Acceptance of the Building Permit Activity Report**
- Acceptance of the Code Compliance Activity Report**
- Acceptance of the Finance Department Activity Report**
- Acceptance of the Fire Department Activity Report**
- Acceptance of the Municipal Court Activity Report**
- Acceptance of the Police Department Activity Report**
- Acceptance of the Public Works Activity Report**
- Final approval of Amending Plat – Commercial – Lots 1813A and 1813B located at the corner of Huebner Road and Lockhill Selma.**
- Approval of a Resolution appointing Dr. Thomas Schlenker as the Health Authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District.**

Alderman Charles Brame requested to pull item g, h, and k.

Alderwoman Vicky Maisel questioned item b adding that she thought that were already approved in the December packet. Kyle H. McCain explained the minutes for the P&Z have to be approved by their board and then approved by Council at the next meeting.

Also corrections were noted on the December 17, 2012 City Council minutes and corrected in a supplement so it would be to approve amended city council meeting.

Upon a motion made by Alderwoman Vicky Maisel and a second made by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to accept amended Item a, and items b, c, d, e, f, i and j of the consent agenda as presented. The motion carried.

Upon a motion made by Alderwoman Vicky Maisel and a second made by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to accept Item g and h as presented. The motion carried.

Upon a motion made by Alderwoman Michele Bunting Ross and a second made by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to accept Item k as presented. The motion carried.

Discuss and consider possible action to appoint Kyle H. McCain, City Manager, as the Interim City Secretary.

Upon a motion by Alderwoman Vicky Maisel and a second made by Alderman Charles Brame, the City Council voted four (4) for and one (1) opposed with Alderwoman Michele Bunting Ross casting the negative vote, **not** to appoint Kyle H. McCain, City Manager, as the Interim City Secretary. The motion carried.

Discuss and consider possible action to authorize the City Manager to sign a contract with First Texas Group to furnish a qualified City Secretary, designated as Deputy City Secretary, to fill the vacancy during the search for a permanent City Secretary.

Upon a motion made by Alderwoman Vicky Maisel and a second made by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to authorize City Manager to sign a contract with First Texas Group to furnish a qualified City Secretary, designated as Deputy City Secretary, to fill the vacancy during the search for a permanent City Secretary. The motion carried.

Discussion and possible action to approve A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS REPEALING RESOLUTION NO. 12-09 AND DESIGNATING AUTHORIZED SIGNERS OF ALL ACCOUNTS FOR THE CITY OF SHAVANO PARK, TEXAS WITH FROST STATE BANK.

Alderwoman Michele Bunting Ross made the motion to approve a Resolution of the City of Shavano Park, Texas repealing Resolution No. 12-09 and designating authorized signers of all accounts for the City of Shavano Park, Texas with Frost State Bank as presented. Alderwoman Mary Werner seconded the motion.

Alderwoman Etta Fanning made the motion to amend the Resolution to require signatures on city accounts to be Officers of the City; and therefore delete David Creed, Chief of Police and have another Council member until the new City Secretary is hired.

After discussion Alderwoman Etta Fanning amended her amendment to amend the Resolution requiring signatures on city accounts to be officers of the city with the exception of the Chief of Police on those accounts required by law that he has to be on and to add Mary Werner to be the other signatory on the accounts until the new City Secretary arrives. Alderwoman Michele Bunting Ross seconded the motion.

Alderwoman Mary Werner made a motion to amend the amended amendment to remove all signatures on city accounts but the Mayor, Mayor Pro Tem, Alderwoman Vicky Maisel and Alderwoman Mary Werner with the exception of the Chief of Police on those accounts required by law that he has to be on. Alderwoman Michele Bunting Ross seconded the motion. The motion carried five (5) votes for and none (0) opposed.

Discuss and consider action on a Resolution of the City Council of the City of Shavano Park ordering and establish procedures for a General Election in the City of Shavano Park, Texas to elect one Mayor and two Aldermen.

a. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHAVANO PARK ORDERING AND ESTABLISHING PROCEDURES FOR A GENERAL ELECTION IN THE CITY OF SHAVANO PARK, TEXAS TO ELECT ONE MAYOR AND TWO ALDERMEN.

Resolución del consejo municipal de la ciudad de Shavano Park, ordenando y estipulando los procedimientos para la celebracion de una Eleccion General en la ciudad de Shavano Park, Texas, para elegir uno Mayoral y dos Concejales.

Upon a motion made by Alderwoman Mary Werner and a second made by Alderman Charles Brame, the City Council voted five (5) for and none (0) opposed to accept a Resolution of the City Council of the City of Shavano Park ordering and establishing procedures for a General Election. The motion carried.

A correction was noted by Alderwoman Etta Fanning on the Order of Election setting the days of early voting to be changed from ZApril 29, 2013 to April 29, 2013 and a space added between May and 07, 2013. Correction so noted by Kyle H. McCain, City Manager, and correction was made.

Discuss and consider VIA Metropolitan Transit Service in Shavano Park, the cost of this service, alternatives to the use of City Sales Tax for this purpose, and the process for allowing citizen input into the planning for all alternatives.

Upon the motion by Alderwoman Etta Fanning and a second by Alderwoman Vicky Maisel, the City Council voted five (5) for and none (0) opposed to table this item and wait until legislative session meets and then take this item up again and in the meantime that we find out if the residents really depend on it or not. The motion carried.

Discuss and consider the purchase of vehicles for the Public Works Department, a one-ton truck, and the Fire Department, a Chevrolet Tahoe for a Fire Marshall/Command vehicle.

Upon the motion by Alderwoman Michele Bunting Ross and second by Alderwoman Mary Werner, the City Council voted five (5) votes for and none (0) opposed to purchase a one-ton truck for the Public Works Department but **not** a Fire Marshall/command vehicle for the Fire Department. The motion carried.

Discuss and consider action to approve AN ORDINANCE APROVING A BUDGET ADJUSTMENT FOR FISCAL YEAR 2012-2013 OF THE CITY OF SHAVANO PARK ANNUAL BUDGET.

Upon the motion by Alderwoman Michele Bunting Ross and a second by Alderman Mary Werner, the City Council voted five (5) for none (0) to amend the budget, not for the purchase of the vehicle in the Fire Department, but to establish an account required by SB 1087 to isolate and hold money collected for the Cable Television PEG Account over the previous three years. The motion carried.

Discuss and consider possible action to authorize the City Manager to sign a contract with VYBRANZ LLC for the purpose of producing a cost reduction assessment of municipal operations and processes.

Upon the motion by Alderwoman Vicky Maisel and a second by Alderwoman Etta Fanning, the City Council voted five (5) to none (0) to table this until further information can be provided. The motion carried.

Discussion and direction to the City Staff regarding uses allowed in B-1 and B-2 Zoning Districts.

It was the consensus of the Council to direct the City Staff take this to the P&Z Board, with guidance from the City Attorney, to possibly include a special use permit for a specialized used car sales business and regulations on outdoor storage and then be brought back to a future Council meeting.

Upon a motion by Alderman Charles Brame and a second by Alderwoman Vicky Maisel, the City Council voted five (5) for and none (0) opposed to move Item #15 before Item #14. The motion carried.

Discuss and consider possible action to amend the minutes of October 22, 2012, under Potential Development of the Municipal Tract and Appointment of a Task Force. *As requested by Alderman Charles Brame*

Upon the motion by Alderman Charles Brame and a second by Alderwoman Etta Fanning, the City Council voted (3) votes for and two (2) opposed with Alderwoman Michele Bunting Ross and Alderwoman Mary Werner casting the negative votes, to amend the previously approved minutes by withdrawing that portion of the minutes that apply to the Municipal Tract discussion and substitute what the actual motion was. The City Attorney advised the Council that this requires a two-thirds vote of the Council to approve this motion which would be four votes so the motion **did not** carry.

Discuss and consider action by council members to readdress the formation of a Citizen's Committee. *As requested by Alderman Charlie Brame*

Upon a motion by Alderman Charles Brame and a second by Alderwoman Vicky Maisel, the City Council voted three (3) for and two (2) opposed with Alderwoman Michele Bunting Ross and Alderwoman Mary Werner casting the negative votes, that a Citizen's Task Force regarding the Municipal Tract be formed, reporting directly to the City Council, and supported by the P&Z Committee. The Task Force is to be formed by eight members: two of which will be P&Z members, specifically Mr. Al Walea and Mr. Mark Kamstra, and six citizen volunteers, each to be appointed by a City Council Member and the Mayor. The committee will elect a chairman who will be a non-voting member of the Task Force. All other members will have voting privileges. A quorum of the committee will elect a Chair. The committee can elect a secretary to record the meetings. Council will provide a mission statement and provide timelines for reports. Other, non-voting citizens are encouraged to participate in the Task Force meeting and to voice their opinion and ideas regarding the Municipal Tract. The motion carried.

Discuss and consider action by the City Council to appoint members to the municipal tract task force. *As requested by Mary Werner*

Upon a motion by Alderwoman Mary Werner and a second by Alderwoman Vicky Maisel, the City Council voted five (5) for and none (0) opposed to appoint members to the Municipal Tract Task Force as follows: Alderman Charles Brame-Mike Simpson, Alderwoman Vicky Maisel-Robert Cathey, Alderwoman Mary Werner-Todd Braulick, Alderwoman Etta Fanning-John Cole, Alderwoman Michele Bunting Ross-Curt Moy, and Mayor A. David Marne-Nancy Pollock. The motion carried.

Discuss and consider setting a time for a workshop(s) by city council and city manager for sole purpose of goal setting for the current fiscal year and long term planning for the City of Shavano Park. *As requested by Alderwoman Mary Werner*

It was the consensus of the City Council to set a special workshop Thursday, February 21, 2013 @ 2:30 p.m. for sole purpose of goal setting for the current fiscal year and long term planning for the City of Shavano Park.

Discuss and consider action by the City Council to create a citizens committee and the appointment of members by the City Council to make recommendations on Transparency in local government for the City of Shavano Park. *As requested by Alderwoman Vicky Maisel*

City Attorney explained no action is required. Alderwoman Vicky Maisel, Alderwoman Michele Bunting Ross and Dave Burns volunteered to meet and create a page on the website that is really easy for citizens to understand city finances such as Bonds, Budgets, etc.

Discuss and consider action on AN ORDINANCE AMENDING CHAPTER 2 OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES PROVIDING A PROCESS FOR COMPLAINTS AGAINST CITY OFFICERS; and direction to staff for establishing such procedure.

Alderwoman Mary Werner made the motion to approve an Ordinance amending Chapter 2 of the City of Shavano Park Code of Ordinances providing a process for complaints against City Officers. Alderwoman Vicky Maisel seconded the motion.

Upon a motion by Alderwoman Etta Fanning and a second by Alderman Charles Bram, the City Council voted five (5) for and none (0) opposed to amend first motion to have the Mayor to appoint a Committee of the Mayor and two Council members to work with the City Attorney on the Ordinance providing for complaints against City Officers, and bring recommendations back to Council. The motion carried. The committee will be the Mayor, Alderwoman Mary Werner and Alderwoman Etta Fanning and the City Attorney.

The City Council shall meet in Executive Session under Texas Government Code §551 to discuss the following:

a. Texas Government Code §551.074 *Personnel Matters*: Interim evaluation of the City Manager.

Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary.

The City Council did not meet in Executive Session or Reconvene into Regular Session due to a posting situation, but a posted meeting for this purpose will be held tomorrow, Tuesday, January 29, 2013.

City Manager's Report:

- a. Employee Status Report**
- b. Trinity Well Report**
- c. Citizens Police Academy Report**
- d. Alternatives to the current Non-emergency Police Telephone Number**
- e. Water Pumps and Motor Damages from recent events**

City Manager McCain updated Council on the following;

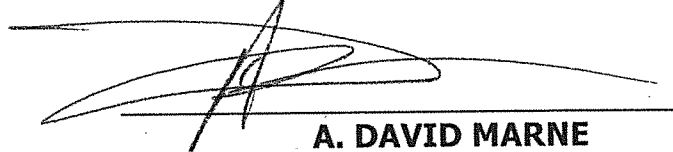
- a. The only position the city has open at this time is the City Secretary and the Public Works Supervisor.
- b. The Trinity Well is waiting for some of the equipment to be repaired because the Miox generator that has been having problems is out again. We have requested a technician from Miox come this time. The City Manager has spoken with Dixie Watkins and he is going to give his advice on the landscaping for the well site, designing it so that we can do the work ourselves and save money.
- c. There has only been three people sign up for the Citizens Police Academy so the Chief has recommended postponing at this time until May or June;
- d. An issue has come up with the non-emergency police telephone number service that the city is currently using because when a call is made that is **not** an emergency they go to the queue where they wait until the emergency calls are finished. This is not the same level of service for the non-emergency calls as we had when we had the dispatch service with the City of Helotes. What we have now is we get the same service as anybody else does that is under the Bexar County Dispatch. If we want more than that, we need to look at different alternatives.
- e. The motor that blew up on well #8 is being re-wound and put in reserve. We have had trouble with the VFD (variable frequency drive) on #8 and it has burned up. TMLIRP, our insurance carrier, has determined that it was probably caused by a power surge coming from lightning and they are going to reimburse us. At that time we will add some money for surge suppression so it won't happen again.

Adjournment

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to adjourn the Regular City Council meeting at 9:35 p.m. on Monday, January 28, 2013. The motion carried.

These minutes approved on the 25th of February, 2013.

APPROVED

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by 'D', 'M', 'A', 'R', 'N', 'E'.

A. DAVID MARNE
MAYOR

Attest:

A handwritten signature in black ink, appearing to read 'Kyle H. McCain'.

KYLE H. MCCAIN
City Manager

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
TUESDAY, JANUARY 29, 2013
3:00 P.M.**

MINUTES

The meeting was called to order at 2:04 PM by Mayor A. David Marne.
All Council members were present except Alderwoman Michele Bunting Ross.

The Pledge of Allegiance was given by Alderman Charlie Brame.
The Invocation was given by Alderwoman Vicky Maisel.

There were no citizens who had signed up to be heard.

At 2:11 PM Alderwoman Michele Bunting Ross joined the City Council meeting.

The City Council Discussed the presentation by Michael DelToro concerning the status of the FY2012 Audit, including the increased cost created by the amount of time necessary to complete.

At 3:26 PM, the City Council closed the open portion of the meeting in order to meet in Executive Session under Texas Government Code §551.074 to discuss and evaluate the Finance Director. At 3:41 PM the City Manager was called into the Executive Session. At 3:56 PM the Finance Director was called into the meeting. At 4:21 PM the Finance Director was excused from the Executive Session, followed by the City Manager.

At 4:34 PM the City Council reconvened into Regular Session with all members present.

No action was taken on issues discussed in Executive Session.

The meeting was adjourned at 4:35 PM.

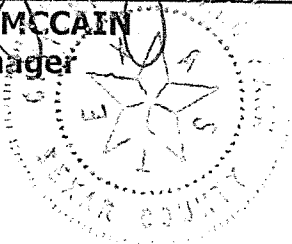
APPROVED BY THE City Council of Shavano Park at its Regular meeting held on this the 25th day of February, 2013.

APPROVED


**A. DAVID MARNE
MAYOR**

ATTEST:


**KYLE H. MCCAIN
City Manager**



**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
THURSDAY, FEBRUARY 14, 2013
4:30 P.M.**

MINUTES

The meeting was called to order at 4:32 PM.

The Pledge of Allegiance was led by Alderwoman Vicky Maisel.

The Invocation was led by Alderman Charlie Brame.

There were no Citizens to be heard signed up to speak.

A presentation of the status of the FY2012 Audit was given by Michael DelToro, auditor, and Barbara Janssen, a volunteer City representative working with the auditors. The Auditor stated that it is going to be a two week process before they will get a draft to the Council, and that they have a good cash number now. The remainder of the accounts they were auditing have been completed. The Auditor stated that as they work through the preparation of the audit there is likely going to be some questions that would be best answered by the former Finance Director if he is available. Without his answers and help they are going to have to work through the questions themselves. They stated that they do not see any indication of any missing monies but indicated there was gross negligence.

At 4:42 P.M. the City Council moved to meet in Executive Session under Texas Government Code §551. to discuss the following:

a. Texas Government Code §551.074

- i. *Personnel Matters:* Consideration of Applicants for the position of Finance Director and Interim Finance Director.
- ii. *Personnel Matters:* Consideration of Applicants for the position of City Secretary.
- iii. *Personnel Matters:* Discuss City Manager's performance of duties.

At 6:00 the City Council reconvened into Regular Session and take action no on issues discussed in Executive Session.


Mary Werner made a motion to adjourn the meeting, the second was made by Michele Bunting Ross, all Council members voted in favor of the motion, and the meeting was adjourned at 6:04 PM.

APPROVED by the City Council of the City Shavano Park at its Regular meeting held on this the 25th day of February, 2013.

APPROVED


A/DAVID MARNE
MAYOR

ATTEST:


KYLE H. MCCAIN
City Manager

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
FEBRUARY 25, 2013
6:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Aldерwoman Etta Fanning – present
Alderwoman Mary Werner – present	Alderwoman Michele Bunting Ross
Alderwoman Vicky Maisel – present	Alderman Charles Brame - present

Call to order

Mayor A. David Marne called the Regular City Council meeting to order at 6:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Alderwoman Etta Fanning led the Pledge of Allegiance and Mayor A. David Marne the invocation.

Citizens to be heard

- Wylie Mitchell-135 Turkey Creek-He explained that the month of March is Colon Cancer awareness month and he asked if the City of Shavano Park could do something recognizing this month.

Mayor A. David Marne stated that though this may be out of order he is going to do it anyway. The City is presenting a Proclamation proclaiming March 2013 to be Colorectal Cancer Awareness Month in the City of Shavano Park.

- Dagne Florine-Shavano Creek-She stated she attended two special council meetings the past two months dealing with the city financial audit. At the first meeting held on January 29th those present were told by the auditor of significant problems with annual audit. It is time for transparency and proper disclosure and because of the seriousness of this matter she is asking that there be both a complete and comprehensive article in the Roadrunner and that there be an agenda item on the next council meeting discussing all these issues she just mentioned.
- Sheryl Oldem-4415 Danbury Road in Bentley Manor-She stated she attended the second special meeting and she came because she heard there were some financial problems. She asked if we could basically dialogue about those issues and the plan to correct and if there is anything as a citizen that she could do to help then she would be more than glad to offer some of her time and expertise.

Mayor A. David Marne stated that we could not release information because we were the audit had not been completed so we were bound and he apologized if it looked like they were avoiding the citizens. In fact, if you notice, the finance director is no longer here and there is a plan in place to prevent anything like that from happening in the future. The next city council meeting will have that on the agenda. We should have a report back from the auditors and any non-communication was statutory and we could not discuss it at that time. He thanked the citizens.

Mayor A. David Marne asked to be forgiven as he must leave the meeting to supervise the election of the Boy Scouts and he will turn the meeting over to Mayor Pro Tem Etta Fanning @ 6:50 p.m.

Mayor & City Council Comments

- Members of City Council expressed their appreciation for everyone's attendance tonight.

Discuss and consider approval of the consent agenda as presented or amended.

- Approval of the City Council Minutes from January 3, 2013 Special Called Meeting**
- Approval of the City Council Minutes from January 24, 2013 Special Called Meeting**
- Approval of the City Council Minutes from January 25, 2013 Special Called Meeting**
- Approval of the City Council Minutes from January 28, 2013 Regular Meeting**
- Approval of the City Council Minutes from January 29, 2013 Special Called Meeting**
- Approval of the City Council Minutes from February 14, 2013 Special Called Meeting**
- Acceptance of the Planning & Zoning Commission Minutes from: January 16, 2013 Meeting**
- Acceptance of the Building Permit Activity Report**
- Acceptance of the Code Compliance Activity Report**
- Acceptance of the Finance Department Activity Report**
- Acceptance of the Fire Department Activity Report**
- Acceptance of the Municipal Court Activity Report**
- Acceptance of the Police Department Activity Report**
- Acceptance of the Public Works Activity Report**
- Preliminary approval for the Subdivision Plat-an 11.42 acre tract of land out of Unit 17, Unit 17-K, Phase 1 Bentley Manor.**

Alderwoman Michele Bunting Ross asked to pull items a, d, f, j, k, l, m, and n.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted four (4) votes for and none (0) opposed to accept items b, c, e, g, h, i, and o. The motion carried.

Alderwoman Michele Bunting Ross questioned the wording of the January 3, 2013 minutes on page 2 she understood that Alderwoman Etta Fanning was calling Dover NH to get their permission to use the guide. Alderwoman Etta Fanning stated that was a public document on the internet and it was not copied verbatim but she did send an email thanking them. Alderwoman Michele Bunting Ross asked if that was approved by the city attorney that we will be able to use that document without getting permission from Dover NH. Alderwoman Etta Fanning stated there were parts of it that came out of it and it lists them as one of the sources but that was only one of the sources there was a combination of a lot of other forms. Alderwoman Michele Bunting Ross stated that the council can address checking on it at another time. The city attorney agreed to look over the document but for the purpose of deciding to approve the minutes it is really beyond the scope of that to inquire about that right now. Alderwoman Michele Bunting Ross believed that she had asked Alderwoman Fanning to contact them and get approval to use it but that was not what was reflected in the minutes and that is why she brought it up.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted four (4) votes for and none (0) opposed to accept item a as written. The motion carried.

Alderwoman Michele Bunting Ross questioned page 3, "*authorize city manager to sign a contract with First Texas Group to furnish a qualified City Secretary, designated as Deputy City Secretary.*" She stated that the council had a discussion that we do not actually have a deputy city secretary position and whether or not that was valid as stated. If we do not have a deputy city secretary position can we just name someone that? The city attorney stated if you have a city secretary and someone is working under them as an assistant they can be called deputy. You do not formally have to have a position of city secretary. The office of city secretary is vacant and you can call them deputy.

Alderwoman Michele Bunting Ross questioned page 6, "*A quorum of the committee will elect a Chair and four committee members.*" She added that does not make any sense so it should be changed to "A quorum of the committee will elect a Chair," and delete the rest of the sentence and a period after chair.

Alderwoman Werner brought to the council's attention an error on page 4 of the minutes that had already been corrected so it was an amended set of minutes with Alderwoman Michele Bunting Ross' corrections.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Vicky Maisel, the City Council voted four (4) votes for and none (0) opposed to approve item d with the corrections noted. The motion carried.

Alderwoman Michele Bunting Ross questioned the February 14th minutes, "*The Auditor stated that they do not see any indication of any missing monies.*" She added they did say that but they did indicate that there was *gross incompetence* and she wants that reflected in the minutes.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Vicky Maisel, the City Council voted four (4) votes for and none (0) opposed to approve item f with corrections to the minutes noted. The motion carried.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Vicky Maisel, the City Council voted four (4) votes for and none (0) opposed to pull item j and not accept the financial report. The motion carried.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted four (4) votes for and none (0) opposed to accept item k as presented. The motion carried.

Upon a motion by Alderwoman Vicky Maisel and a second by Alderwoman Werner, the City Council voted four (4) votes for and none (0) opposed to pull item l and do not accept the Municipal Court Activity Report. The motion carried.

Alderwoman Michele Bunting Ross questioned the Police Department Activity Report, under *monthly activity report, non criminal calls handled, City Ordinance Violations, Water: 8*, after we passed an ordinance to not have any water restrictions for those on the Shavano Park water system. She stated she wants to make sure we are not issuing situations for watering at wrong times when our ordinance does not restrict that.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted four (4) votes for and none (0) opposed to accept item m as written. The motion carried.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Vicky Maisel, the City Council voted four (4) votes for and none (0) opposed to accept item n as presented. The motion carried.

Discuss and consider possible action to set a date for the city-wide garage sale.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Vicky Maisel, the City Council voted four (4) votes for and none (0) opposed to hold this year's annual city wide garage on Saturday, April 13, 2013. The motion carried.

Discuss and consider possible action to enter into an agreement with Bexar County and the other governmental entities in Bexar County to hold a joint election on Saturday, May 11, 2013.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Vicky Maisel, the City Council voted four (4) votes for and none (0) opposed to approve the agreement and instruct the City Manager to sign it. The motion carried.

Report, discuss and potential action on the current agreement and cost of dispatch and emergency services with Bexar County, and provide a staff analysis of monthly calls, response times, wait time, dropped calls, complaints, and other reporting for dispatch services with Bexar County for the purpose of evaluation of this program for Shavano Park's dispatch and emergency services. *As requested by Alderwoman Etta Fanning*

Mayor A. David Marne returned to the council meeting @ 7:30 p.m. and Mayor Pro Tem Etta Fanning turned the meeting back to the Mayor at this time.

Upon a motion by Alderwoman Etta Fanning and a second by Alderwoman Mary Werner, the City Council voted five (5) votes for and none (0) opposed to pull item 7. The motion carried.

Report, discuss and potential action on dispatch services in other cities such as Castle Hills, and the feasibility, based on data and availability, of Shavano Park partnering for dispatch services with neighboring communities such as Castle Hills in an effort to keep our personalized dispatch services. *As requested by Alderwoman Etta Fanning*

Upon a motion by Alderwoman Etta Fanning and a second by Alderwoman Mary Werner, the City Council voted five (5) votes for and none (0) opposed to pull item 8. The motion carried.

Discuss and consider action on a request by Citizen Basil Karcher for the City to participate in the repairs or replacement of the rock wall along NW Military Drive. *As requested by Vicky Maisel*

Basil Karcher-100 Warbler Way-he lives on the corner where the rock wall is falling down. He sent a letter and asked to be put on the agenda to speak to the City Council concerning the rock wall on his property. Mr. Karcher has discovered a couple of things that are important as a citizen of Shavano Park along with the fact that he has an interesting and very expensive problem which basically seems to be all his. The wall along Military Highway is just a safety issue as it is collapsing in pieces. He thinks it would be nice if the city had a program or a plan to give citizens assistance on how to fix the wall or

replace it. The deed restrictions were written in 1983 and at that time it was a two foot wall, and was raised later to 6 feet. He is asking the city to work with him and do what they can. He has talked with an engineer about bracing it up and the engineer told him that the wall is beyond repair. His neighbors have the same problem. He and his neighbor on the right side have a "fencecrete" wall they put in about twelve years ago but the deed restrictions do not allow this type of fence where the rock wall is since there is no Architectural Control Committee to approve changes in the wall. Over the past five years the fence has started leaning and he has repaired it two or three times. Now it is leaning so bad it is not repairable. Something has to be done with the wall. When he talked to Mr. McCain he was very helpful and sympathetic. He said the city has no legal responsibility for the wall.

Mayor A. David Marne stated the City has looked into this. It is part of the deed restrictions to the property and the rock wall is on private property. The only way that could happen is if everyone along that street deeded their properties to the city. The City Attorney pointed out that he believes those lots cannot be subdivided according to the deed restrictions.

Alderwoman Vicky Maisel questioned the use of a fencecrete wall since concrete is masonry. She added she would like to table this because if he follows the deed restrictions then there is no problem.

Mayor A. David Marne stated he thinks what is best is that Mr. Karcher contacts the city manager then we will look into this further to see what is possible. I do not think as it is written now that the city should be building your fence but they may be able to point you in the direction of using other materials if that is allowed.

Mr. Karcher stated that what he is asking the city to do is for somebody to take this on; instead of saying it is his problem.

Mayor A. David Marne stated it is obvious that this is not going to get solved here tonight and that the deed restrictions are the question and there is a way for us to investigate how to change those deed restrictions. There will be an answer forth coming. It may not be the one you want but it will be pointing as to what needs to be done.

Alderwoman Vicky Maisel thanked Mr. Karcher for coming.

Discuss and consider action on the request by Allied Waste Services of San Antonio to adjust their rates according to the DOL Consumer Price Index as allowed by the contract that was approved and extended at the October 24, 2011 City Council meeting.

Upon a motion by Alderwoman Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) votes for and none (0) opposed to approve CPI index

effective no earlier than April 1st, conditioned on the execution of the amended contract being executed by both parties and signed (The contract was signed by Rudy Rodriquez, Allied Waste Services, at this time). The motion carried.

Discuss and consider directing City staff to apply for a grant for roll-out bins as an improvement to the recycling service that is a part of the solid waste service provided by Allied Waste.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Vicky Maisel, the City Council voted five (5) votes for and none (0) opposed to not go into the bin business. The motion carried.

Discuss and consider action to authorize the City Manager to renegotiate the terms of the agreement with Allied Waste Services of San Antonio to allow the City to capture some of the costs benefits the franchisee would enjoy in the event the city receives a grant for roll-out-bins.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted five (5) votes for and none (0) opposed to remove item 12. The motion carried.

Discuss the comparison of leasing versus purchase of city vehicles and consider action on the purchase or lease of a Chevrolet Tahoe for a Fire Marshall/Command vehicle.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted four (4) votes for and one (1) opposed with Alderwoman Etta Fanning casting the negative vote, to not lease or buy vehicle because it is not in the budget this year and therefore should be something addressed in the budget for next year. The motion carried.

Discuss and consider action to revise the Annual Leave carry-over policy in the City's Personnel Policy Manual.

Upon a motion by Alderman Charles Brame and a second by Alderwoman Etta Fanning, the City Council voted five votes for (5) and none (0) opposed to table item 15 and ratify the command decision the city manager took upon to circumvent the policy but before it is done again that a committee of two council members to be Alderwoman Mary Werner and Alderwoman Vicky Maisel to review personnel manual and bring recommendations back to council. The motion carried.

Discuss and consider possible action on a presentation of Forms and Procedures for the annual evaluation of City Staff.

Upon a motion by Alderwoman Maisel and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) votes for and none opposed (0) to appoint a committee of Alderwoman Mary Werner and Alderwoman Etta Fanning to review the Forms and Procedures for the annual evaluation of city staff and get the forms back to the manager as soon as possible. The motion carried.

Discuss and consider action to authorize the City Manager to sign a contract with VYBRANZ LLC for the purpose of producing a cost reduction assessment of municipal operations and processes.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Etta Fanning, the City Council voted five (5) votes for and none (0) opposed to reject the contract with VYBRANZ LLC and allow Sheryl Oldem, who volunteered to help, get with Manager and do a cost effectiveness study for certain City Hall procedures. The motion carried.

Discussion and consider action on AN ORDINANCE AMENDING CHAPTER 2 OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES PROVIDING FOR A PROCESS FOR COMPLAINTS AGAINST CITY OFFICERS; and direction to staff for establishing such procedure.

Upon a motion by Alderwoman Mary Werner and a second by Alderwoman Etta Fanning, the City Council voted five (5) votes for and none (0) opposed to approve ORDINANCE AMENDING CHAPTER 2 PROVIDING A PROCESS FOR COMPLAINTS AGAINST CITY OFFICERS as presented. The motion carried on the first reading. The Ordinance will be placed on the City website and the second reading will be at the March 25 meeting.

The City Council shall meet in Executive Session under Texas Government Code §551 to discuss the following:

- a. Texas Government Code §551.074: *Personnel Matters*. Consideration of Applicants for the position of City Secretary.**

The City Council convened into Executive Session @ 9:19 p.m.

The City Council reconvened into Regular Session @ 9:21 p.m.

Upon a motion by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) votes for and none (0) opposed to move to item 19 before the executive session. The motion carried.

City Manager's Report:

- a. Employee Status Report**
- b. Status of Procedural Manuals for City operations.**
- c. Trinity Well Report.**

d. Hike & Bike Trail Committee Report

The City Manager updated the City Council as follows: a) Four positions opened: city secretary, finance director, one fire fighter paramedic and the public works foreman; He has a meeting with Linda Coones, who has a background in governmental accounting and if this works out, she will be considered as an interim Finance Director while he looks for alternatives, b) City Manager McCain updated the Council on the procedure manuals and status of the manuals are moving forward; c) the Miox generator is up and running and two power supplies were replaced. This allows the city to do their testing and then at a much lower percentage we can start using some of that Trinity water; and gave update on landscaping project; d) gave update on Hike & Bike Trails that connect from San Antonio trails to different parts of Shavano Park, the Hike & Bike Trail Committee that is under the direction of the Planning & Zoning Commission will continue to work on that limited issue not to include the municipal tract; one 5K run has already been completed and two more are scheduled and we have two routes available for the next two 5K runs.


The City Council convened into Executive Session @ 9:39 p.m.

The City Council reconvened into Regular Session at 9:50 p.m. and no action was taken on issues discussed in Executive Session.

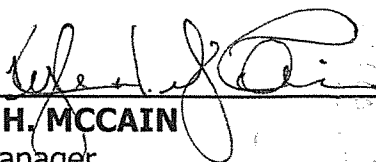
Adjourn

Upon a motion made by Alderwoman Vicky Maisel and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to adjourn the Regular City Council meeting at 9:55 p.m. The motion carried.

APPROVED by the City Council of the City Shavano Park at its Regular meeting held on this the 25th day of March, 2013.

APPROVED

A. DAVID MARNE
MAYOR

ATTEST:


KYLE H. MCCAIN
City Manager



**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, MARCH 06, 2013
11:00 A.M.**

MINUTES

The meeting was called to order at 11:00 A.M. by Mayor A. David Marne.
All Council members were present.

The Pledge of Allegiance was given by Alderwoman Mary Werner.
The Invocation was given by Alderman Charles Brame.

Also present were applicants to be considered for position of city secretary and they were: Lisa "Elaine" Simpson, Zina Tedford, and Margo Williams.

There were no citizens present and no citizens to be heard.

At 11:05 A.M, the City Council closed the open portion of the meeting in order to meet in Executive Session under Texas Government Code §551.074 to interview applicants for position of City Secretary.

At 2:55 P.M. City Council reconvened into Regular Session.


No action was taken on issues discussed in Executive Session.

Alderwoman Vicky Maisel moved to adjourn the meeting. Mayor Pro-Tem Etta Fanning second the motion and the vote by Council was unanimous.

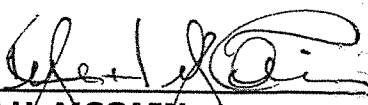
The meeting was adjourned at 2:58 PM.

APPROVED by the City Council of the City of Shavano Park at its Regular meeting held on this the 25th day of March, 2013.

APPROVED


A. DAVID MARNE
MAYOR

ATTEST:


KYLE H. MCCAIN
City Manager



**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
WEDNESDAY, MARCH 11, 2013
11:00 A.M.**

MINUTES

The meeting was called to order at 11:03 A.M. by Mayor A. David Marne. Council members present were: Mayor A. David Marne, Mayor Pro-Tem Etta Fanning, Alderwoman Mary Werner, Alderwoman Michele Bunting Ross, and Alderwoman Vicky Maisel. Alderman Charles Brame was absent.

The Pledge of Allegiance was given by Alderwoman Mary Werner.
The Invocation was given by Mayor A. David Marne.

Also present were applicants for position of city secretary and they were: Sheila Martin and Maria Franco.

There were no citizens present and no citizens to be heard.

At 11:05 A.M, the City Council closed the open portion of the meeting in order to meet in Executive Session under Texas Government Code §551.074 *Personnel Matters* to consider applicants for the position of City Secretary.

At 1:25 P.M. City Council reconvened into Regular Session.

No action was taken on issues discussed in Executive Session.

Alderwoman Vicky Maisel moved to adjourn the meeting. Mayor Pro-Tem Etta Fanning second the motion and the vote by Council was unanimous.

The meeting was adjourned at 1:29 PM.

APPROVED by the City Council of the City of Shavano Park at its Regular meeting held on this the 25th day of March, 2013.

APPROVED


**A. DAVID MARNE
MAYOR**

ATTEST:



KYLE H. MCCAIN
City Manager

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MARCH 25, 2013
6:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Alderwoman Etta Fanning – present
Alderwoman Mary Werner – present	Alderwoman Michele Bunting Ross - present
Alderwoman Vicky Maisel – present	Alderman Charles Brame - present

Call to order

Mayor A. David Marne called the Regular City Council meeting to order at 6:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Alderwoman Michele Bunting Ross led the Pledge of Allegiance and Mayor Pro-Tem Etta Fanning the invocation.

Citizens to be heard

- Tim Fandel-He wanted to speak about items 6, 7, & 8. Mayor A. Marne stated the concerns about the public hearing have already been acknowledged. Tonight we will not have a public reading of this ordinance and then come back to the next meeting and hold a public hearing. Mr. Fandel stated item 8 is a request for the city to participate in the repairs of the fence. If you will look at the fence it is built on private property. He does not think that it is appropriate for all the taxpayers in the City of Shavano Park to pay for the repair of a fence that is located on private property. The city did not build the fence. He thanked the Council for their time.

Mayor & City Council Comments

- a. Mayor A. David Marne thanked citizens for their attendance tonight.

Discuss and consider approval of the consent agenda as presented or amended.

- a. Approval of the City Council Minutes from February 25, 2013 Regular Meeting
- b. Approval of the City Council Minutes from March 06, 2013 Special Called Meeting
- c. Approval of the City Council Minutes from March 11, 2013 Special Called Meeting
- d. Acceptance of the Planning & Zoning Commission Minutes from: February 13, 2013 Meeting

- e. **Acceptance of the Building Permit Activity Report**
- f. **Acceptance of the Code Compliance Activity Report**
- g. **Acceptance of the Finance Department Activity Report**
- h. **Acceptance of the Fire Department Activity Report**
- i. **Acceptance of the Municipal Court Activity Report**
- j. **Acceptance of the Police Department Activity Report**
- k. **Acceptance of the Public Works Activity Report**
- l. **Final approval for the Subdivision Plat-an 11.42 acre tract of land out of Unit 17, Unit 17-K, Phase 1 Bentley Manor.**

It was the consensus of the Council to move items 16 and 17 up on the agenda to go after item 5.

Aldерwoman Michele Bunting Ross asked to pull item g Finance Department Activity Report as there was not one in the packet.

Upon a motion by Aldерwoman Michele Bunting Ross and a second by Alderman Charles Brame, the City Council voted five (5) votes for and none (0) opposed to accept the consent agenda with the removal of item g the Finance Department Activity Report. The motion carried.

Discussion and consider action on a report of the status of the Annual Audit and the presentation of the Annual Audit.

Michael Del Toro explained the hold-up on the audit is an internal problem but the audit will be ready for presentation on April 5th. This is a firm date and we will have drafts ready and sent to you prior to the meeting so Council will be able to go over before the meeting.

Mayor Pro-Tem Etta Fanning asked if he could give the Council the top problems he found in preparing the audit.

Michael Del Toro stated there is nothing new that he had not communicated to the Council already. It was the lack of record keeping. The bank reconciliations were not done as appropriately as they should have been. Just general record keeping of the accounts not being reconciled to supporting schedules and they will be addressed in the management letter and identified in those areas. Last year's audit fees were \$14,500 and this audit is estimated to be around \$32,000.

It was the consensus of the Council to call a Special Council Meeting for April 5th.

Receive and discuss questions and proposed draft mission statement from the Municipal Tract Committee, and provide additional guidance and a replacement member to the Municipal Tract Committee.

Mike Simpson, Chairman of the Municipal Tract Committee (MTC) presented a mission statement for the Council's approval and requested funds to develop in-house and mail a questionnaire to each resident and asking them to respond with their desires and their thoughts.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted five (5) votes for and none (0) opposed to appoint Ann Marie Markette to the MTC Board and to place this item on the April 5th Special called City Council meeting so they will have time to go over what has been presented. The motion carried.

Discuss and consider possible action on a presentation by Sherrill Oldham concerning the review of the Municipal Court Improvements and remaining process reviews across the City of Shavano Park.

Sherill Oldham thanked the Council for allowing her to work with employees and staff. She made recommendations for improvements in Municipal Court and the Police areas as well as information regarding warrants, the need a full online service on the website. She suggests improvements to automate the programs and the whole system. Libby has done a tremendous job over the past few months and her work load has increased tremendously. If we get this package a lot of that will go away. An additional program is to allow the Police Officers to see the warrants from their police cars which they can't do at this time.

Chief David Creed explained the only warrants that can be accessed on the computer right now are felony warrants, Class A or Class B misdemeanor warrants that are out of the county.

Mayor A. David Marne commended Sherill Oldham on a great job and asked staff to put hiring Sherill Oldham on the April 5th agenda.

Upon a motion by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) votes for and none (0) opposed to direct the City Manager move forward and implement the recommendations made by Sherill Oldham and if there is budget adjustments that need to be made bring back to Council. The motion carried.

Public Hearing: Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables, Tables Nos. 3, 4, and 5 adding to each of Table Nos. 3, 4, and 5 a restriction that no O, B-1 or B-2 zoned properties may have overnight storage of merchandise of any kind and discussion concerning the same.

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) votes for and none (0) opposed to postpone this Public Hearing under the next regular meeting. The motion carried.

Discuss and consider an ORDINANCE to amend the City's Zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables, Tables Nos. 3, 4, and 5 adding to each of Table Nos. 3, 4, and 5 a restriction that no O, B-1 or B-2 zoned properties may have overnight storage of merchandise of any kind and discussion concerning the same.

Alderwoman Michele Bunting Ross stated she would like all changes in Ordinance to be redlined for the next meeting and a map showing areas we are talking about.

Discuss and consider action on a request by Citizen Basil Karcher for the City to participate in the repairs or replacement of the rock wall along NW Military Drive. *As requested by Alderwoman Vicky Maisel*

The City Attorney recommended that he confer with his attorney for advice and provide his attorney with a copy of the Deed Restrictions and ask his attorney for advice as to how he has to comply with the convenience.

Mayor A. David Marne called for a motion and no motion was made. No action taken.

Discuss and consider action to eliminate paper City Council packets and replacement with a digital method. *As requested by Mayor A. David Marne and Alderwoman Michele Ross*

Upon a motion by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted five (5) votes for and none (0) opposed, to table and move this item to the next regular meeting and provide information. The motion carried.

Discuss and consider action on recommended changes for the Credit Card processing contract.

Upon a motion by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) votes for and none (0) opposed to table this item until the next regular meeting. The motion carried.

Discuss and consider approval of the list of items to be declared surplus and their disposal through an auction service.

Upon a motion by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) votes for and none (0) opposed to accept the list of items declared surplus. The motion carried.

Discussion and consider action on AN ORDINANCE AMENDING CHAPTER 2 OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES PROVIDING A PROGRESS FOR COMPLAINTS AGAINST CITY OFFICERS; and direction to staff for establishing such procedure.

Upon a motion by Alderwoman Mary Werner and a second by Mayor-Pro Tem Etta Fanning, the City Council voted five (5) votes for and none (0) opposed to make changes to the ordinance by adding fifteen minutes to 5-3 and 5-4 and approve final reading of the ordinance. The motion carried.

It was the consensus of the Council to move to item 14 Executive Session at this time.

The City Council shall meet in Executive Session under Texas Government Code §551 to discuss the following:

- a. Texas Government Code §551.074: *Personnel Matters*: Consideration of applicants for the position of City Secretary**
- b. Texas Government Code §551.071: *Consultation with Attorney*: To discuss legal issues associated with use of City Hall and use of the City newspaper. *As requested by City Attorney***

The City Council convened into Executive Session @ 7:35 p.m.

The City Council reconvened into Regular Session @ 8:43 p.m.

Reconvene into regular session and take action on issues discussed in executive session.

Upon a motion by Alderwoman Mary Werner and a second by Mayor Pro-Tem Etta Fanning, the City Council voted five (5) votes for and none (0) opposed to extend an offer to Zina Tedford for the position of city secretary @ the price of \$50,000 not to exceed \$50,500 pending her drug screening. The motion carried.

Upon a motion by Alderwoman Mary Werner and a second by Alderman Charles Brame, the City Council voted five (5) votes for and none (0) opposed that in the event Zina Tedford does not accept the offer that we extend an offer to Margo Williams to not exceed \$42,500. The motion carried.

The City Council chose not to act on issues pertaining to the use City Hall. No action taken.

Mayor A. David Marne turned the meeting over to Mayor Pro-Tem Etta Fanning at this time.

Upon a motion by Alderwoman Vicky Maisel and a second by Alderwoman Mary Werner, the City Council voted five (5) votes for and none (0) opposed that as far as the city Newsletter goes no candidate's names or likeness' will appear in the newsletter for ninety (90) days before an election. The motion carried.

Alderman Charles Brame recommended the motion be amended to "unopposed candidates not be included in this restriction" and upon a motion by Alderwoman Mary Werner and a second by Alderwoman Vicky Maisel, the City Council voted five (5) votes for and none (0) opposed to amend motion to accept changes as recommended by Alderman Charles Brame. The motion carried.

City Manager's Report:

- a. Employee Status Report**
- b. Chris Lira and the Earth Day Activities**
- c. Replacement of all City Street Signs**
- d. Contract for the street work for DeZavala and Lockhill-Selma**
- e. Installation of the Police Department video system**
- f. Budgeted electronic equipment replacement**
- g. Trinity Well Report**
- h. City Directories to be out in April**
- i. Report on 5K Run activity in the City**

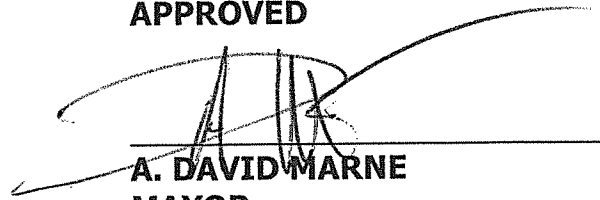
The City Manager updated the City Council as follows: a) Employee status is as it was written; (b) Chris Lira has gotten a shredder with an additional cost that can be covered through the Public Works by an budget adjustment; c) update on the purchase of street signs in dark blue letters with a city logo on the left side, not "The City of Shavano Park," d) updated street work will cost considerably less than what we expected to pay just for DeZavala itself. This process seals it off and extends the street another five years. This will save the city a lot of money; e) update on video system for eight police cars and computers. This will all be done within the budget; f) We budgeted for electronic equipment replacement in the current budget; g) update on Trinity Well; h) City directories will be ready to send out in April. There will be an additional cost for mailing and delivery; and i) update on 5K run activity and discussed putting routes in local roadrunner and website when the 5K run will be.

Adjourn

Upon a motion made by Alderwoman Vicky Maisel and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to adjourn the Regular City Council meeting at 9:55 p.m. The motion carried.


APPROVED by the City Council of the City Shavano Park at its Regular meeting held on this the 22nd day of April, 2013.

APPROVED



A. DAVID MARNE
MAYOR

ATTEST:



KYLE H. MCCAIN
City Manager

MINUTES
SPECIAL CITY COUNCIL MEETING
APRIL 5, 2013

1. Call to Order

A. Pledge of Allegiance

Mayor Pro-Tem Fanning led the Pledge of Allegiance to the Flag.

B. Invocation

Alderman Brame led the Invocation.

2. Citizens to be heard

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

3. Presentation, discussion and consider Action on the Annual Financial Audit

Michael del Toro, Alonzo, Bacarisse, Irvine, & Palmer, P.C. presented the FY Audit for 2011-2012 to City Council. Mr. Del Toro discussed the financial statements of the government activities, the business-type activities, each major account and the remaining fund information of the City of Shavano Park as of and for the year ending September 30, 2012 in accordance with auditing standards generally accepted in the United States of America. As of yearend, the City of Shavano Park has \$4,256,759 in net unrestricted fund balances, cash in bank and investments. If an emergency were to occur, the City would be able to operate approximately 12 months. The City is financially sound.

4. Report on the finances of the City from Interim Finance Director

a. Statement of the current situation

b. Statement of what is needed

c. Description of the plan for the Finance Department

d. Statement of what the Interim Finance Director needs to achieve the plan

Interim Finance Director (IFD) Coones began by informing City Council that the City has been and is still financially sound. IFD Coones continued by presenting an overview of the City's current financial situation and statement of what is needed to bring the city financials up to date. IFD Coones indicated that she is researching the use of graduate interns to assist the City during this transition. The interviews will take place next week. IFD Coones indicated that she has been at a standstill financially waiting for the final adjusting journal entries which were presented by the auditors this evening.

5. Discussion and consider action on the proposed draft mission statement from and for the Municipal Tract Committee (MTC) and provide additional City Council guidance to the Municipal Tract Committee

Alderman Werner reviewed the comments on the mission statement. Alderman Werner asked Mr. Simpson if this will be accomplished by June or will it be completed in phases. The fiscal year budget includes \$75,000 for the Municipal Tract Committee. Council does not want to hinder the MTC by having to keep coming back to City Council for authorization to expend funds.

Alderman Maisel reiterated her stance that if any money is spent without Council approval, Alderman Maisel would not support the program.

Alderman Ross made a motion to authorize the expense of \$2500 for mail out. Mayor Pro-Tem Fanning seconded the motion.

Alderman Werner amended the motion to authorize additional expenditures not to exceed \$1000 each with City Manager approval and reported to City Council. Alderman Brame seconded the motion.

Vote on the amendment 4 AYES-1 NAYE (Alderman Maisel)

Vote on original motion passed unanimously.

6. Discuss and consider possible action on a presentation by Sherrill Oldham concerning process reviews in the various departments of the City of Shavano Park and a potential to formalize these reviews into an agreement to provide consulting services

Ms. Oldham presented City Council with a proposal for improving processes and efficiencies for the City of Shavano Park for a period of 9-12 months.

Alderman Brame made a motion to obtain the consulting services of Ms Oldham as outlined in her proposal. Mayor Pro-Tem Fanning seconded the motion.

Alderman Werner stated that she is appreciative of Ms. Oldham's assistance and asked for additional clarification of the proposed services. Alderman Werner asked for additional time to review the proposal.

Alderman Werner made a motion to table this item until the next meeting. Alderman Maisel seconded the motion.

3 AYES – 2 NAYES: (Alderman Brame/Mayor Pro-Tem Fanning)

7. Discuss personnel actions resulting from the annual audit report and take possible action

Council voiced concerns regarding discussion held during the presentation of the audit. Staff is currently six months behind due to the issues with the audit. The Interim Finance Director is now able to move forward, but will need assistance to get current.


Alderman Brame made a motion to authorize the City Manager to hire a full time accountant not to exceed \$25.00 per hour as soon as possible. Alderman Werner seconded the motion.


Motion carried unanimously.


8. Adjournment

Alderman Werner made a motion to adjourn the meeting. Alderman Ross seconded the motion.

The meeting adjourned at 7:23 p.m.


A. David Marne
Mayor


Zina Tedford
City Secretary



MINUTES
REGULAR CITY COUNCIL MEETING
APRIL 22, 2013

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Roll was called and a quorum was present.

PRESENT:

ABSENT:

Alderman Ross
Mayor Pro-Tem Fanning
Alderman Werner
Alderman Brame
Alderman Maisel
Mayor Marne

3. INVOCATION AND PLEDGE OF ALLEGIANCE

a. Boy Scout Troop #2010- presentation of the Flag and Pledge of Allegiance

At this time, Mayor Marne introduced Boy Scout Troop 2010:

Jacob Allovio	Nicholas Mayes
Evan Biondi	Pato Naredo
Sam Buss	Ethan Savell
Max Guttierrez	Jeffrey Ricks
Kyle Klose	Mitch Brandy
Ben Malik	Jack Schuepbach

Boy Scout Troop #2010 presented the Flag and led the Pledge of Allegiance to the Flag. Troop #2010 also presented the Scout Oath/Scout Law and concluded by asking everyone to join them in singing the National Anthem.

4. CITIZENS TO BE HEARD

The City Council welcomes Citizens to be heard, we request that if you wish to speak that you follow these guidelines-Resolution No. 04-11 residents are given three (3) minutes to speak during Citizens to be heard. Citizens are only allowed to speak once and cannot pass their time allotment to someone else. In compliance with the Texas Open Meetings Act, the City Council may not deliberate on comments (Attorney General Opinion –JC 0169).

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

5. DISCUSSION/POSSIBLE ACTION - CONSENT AGENDA

- a. Regular City Council Meeting- March 25, 2013
- b. Special City Council Meeting- April 5, 2013
- c. Acceptance - Building Permit Activity Report

- d. Acceptance - Code Compliance Activity Report
- e. Finance Department Activity Report is delayed until data entry is complete
- f. Acceptance - Fire Department Activity Report
- g. Acceptance - Municipal Court Activity Report
- h. Acceptance - Police Department Activity Report
- i. Acceptance - Public Works Activity Report

Alderman Ross asked that Items a, d, f and g be pulled from the Consent Agenda. Alderman Brame seconded. Motion carried unanimously.

Alderman Brame asked for clarification on 5a – regarding the costs of the audit. At the meeting, March 25th the figures were estimated to be \$32,000. These were the estimates provided during that meeting.

Alderman Werner made a motion to accept the minutes as written. Alderman Brame seconded. Motion carried unanimously.

5d – Mayor Pro-Tem Fanning asked for clarification of the process. The code enforcement process was outlined from initial contact, door hanger, letters, and last resort a summons.

Alderman Maisel made the motion to accept 5d. Alderman Werner seconded. Motion carried.

5f – Mayor Pro-Tem Fanning questioned the decrease of 12.64% from this time last year. This is due to the number of calls.

Alderman Werner made a motion to accept 5f. Alderman Maisel seconded. Motion carried unanimously.

5g- Mayor Pro-Tem Fanning complimented the Municipal Court Activity Report. Mayor Pro-Tem asked for year to date totals. IFD Coones stated that she would have to research the information.

Mayor Pro-Tem Fanning made a motion to accept 5g. Alderman Brame seconded the motion. Motion carried unanimously.

6. PUBLIC HEARING/POSSIBLE ACTION

a. Public Hearing/possible action-Proposed ordinance amending the City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables, Tables Nos. 3, 4, and 5 to allow for low volume boutique used car sales, revisions to the location of fraternal assemblies, and changes to outside storage in certain business districts. This is the second reading.

The Council reviewed the changes from the first reading.

Public Hearing 6:48 p.m.

One citizen addressed concerns on height requirements. The ordinance addresses the height requirements of the wall, not signage.

Public Hearing closed 6:51p.m.

Alderman Werner made a motion to approve ordinance amending the City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances. Alderman Brame seconded. Motion carried unanimously.

7. OLD BUSINESS

a. Discussion/possible action – authorizing the services of Sherrill Oldham, Process Engineering, Performance-Cost, Quality, Service, Speed

Mayor Pro-Tem Fanning moved to continue to the next meeting. Alderman Brame seconded the motion.

2 AYES; 3 NAYES: (Aldermen Ross, Werner, and Maisel)

Alderman Maisel made a motion to instruct the City Manager to meet with Ms Oldham to discuss specific projects, costs estimates, and time frame for the next meeting. Alderman Werner seconded the motion. Motion carried unanimously.

At this time, Mayor Marne deviated to agenda item 9, Mayor and Council Comments

b. Update on Farmer's Market within the City of Shavano Park

Alderman Ross asked to continue this time to the next meeting, May 20, 2013. Mayor Pro-Tem Fanning seconded. Motion carried unanimously.

8. NEW BUSINESS

a. Discussion/possible action – Agreement between City of Shavano Park and De Zavala –Shavano Veterinary Clinic for Animal Care Services

Alderman Werner made a motion to approve the agreement between City of Shavano Park and De Zavala –Shavano Veterinary Clinic for Animal Care Services. Alderman Brame seconded the motion.

Mayor Pro-Tem Fanning made a motion to amend the original motion to include that the City continue animal care services with De-Zavala Veterinary Clinic for a two year term and include a "Non-appropriation Clause" so that if the City does not budget the funds for this agreement, the agreement is void. Alderman Maisel seconded the amendment to the motion.

The vote on the amendment to the motion passed unanimously.

The vote on the original motion passed unanimously.

b. Discussion/possible action – authorizing the City Manager to increase the number of police reserve officers beyond three authorized by Section 22.132 of the Shavano Code of Ordinances

Alderman Ross made the motion authorizing the City Manager to increase the number of police reserve officers beyond three authorized by Section 22.132 of the Shavano Code of Ordinances. Mayor Pro-Tem Fanning seconded the motion. Motion passed unanimously.

c. Discussion/possible action – authorizing the purchase of a dump truck for Public Works Department

Alderman Ross made a motion to authorize the purchase of the dump truck for Public Works Department not to exceed \$22,630. Mayor Pro-Tem Fanning seconded the motion. Motion passed unanimously.

d. Discussion/possible action – Resolution declaring the Public Works Truck and dump bed as surplus

Alderman Maisel made a motion to approve Resolution declaring the Public Works Truck and dump bed as surplus. Alderman Werner seconded the motion. Motion carried unanimously.

e. Discussion/possible action – authorizing the City Manager to solicit proposals for asphalt surface rejuvenation of DeZavala Street and Lockhill-Selma Street

Mayor Pro-Tem Fanning made a motion authorizing the City Manager to solicit proposals for asphalt surface rejuvenation of DeZavala Street and Lockhill-Selma Street. Alderman Brame seconded the motion.

Motion carried unanimously.

f. Discussion/possible action – appointments to insurance benefit review committee

Alderman Maisel made a motion to appoint Alderman Brame to the committee. Alderman Werner seconded the motion.

Mayor Pro-Tem Fanning made a motion to continue this item to the next meeting due to upcoming election. After brief discussion, Mayor Pro-Tem Fanning withdrew the amendment to the motion.

Motion carried unanimously.

g. Discussion/possible action – amending the contract for Solid Waste Collection to provide for the replacement of City-wide recycle bins

Alderman Maisel made a motion amend the contract for Solid Waste Collection to provide the replacement of City-wide recycle bins – Option 1 full-sized carts every other week and cost remain the same. Alderman Brame seconded the motion.

The motion carried unanimously.

h. Discussion/possible action – proposed Ordinance establishing illicit discharge restrictions in the City of Shavano Park, Texas pursuant to U.S. Environmental Protection Agency Guidelines. This is the first reading.

Alderman Werner made a motion to approve the first reading. Alderman Ross seconded the motion. Motion carried unanimously.

i. Discussion/direction to staff prohibiting u-turns within the City Limits at the southern City limits of NW Military

City Council discussed the options available and at this time directed the Police Department to monitor the situation closely to ensure that traffic laws are being enforced.

j. Discussion/possible action – rescheduling the Regular City Council Meeting of May 28, 2013 to Monday, May 20, 2013 at 6:30 p.m.

Mayor Pro-Tem Fanning made a motion to reschedule the Regular City Council Meeting of May 28, 2013 to Monday, May 20, 2013 at 6:30 p.m. Alderman Maisel seconded the motion. Motion carried unanimously.

At this time Mayor Marne read agenda Items 8k and 8l and adjourned into executive session at 8:10 p.m. Mayor Marne reconvened the Open Meeting at 8:11 p.m. and deviated to agenda item 8m.

At this time Mayor Marne closed the Open Meeting at 8:22 p.m.

The Open Meeting reconvened at 9:11 p.m.

k. Discussion/possible action – Annual Review of the City Manager

Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters, Texas Government Code §551.071, Consultation with Attorney

At this time, City Council will not take any action on this item. A Special Meeting will be called for Monday, April 29th at 1:00 p.m. City Council will be given an Evaluation Factors Check list. City Council will be asked to fill out the form and return it to Mayor Marne no later than 4:00 p.m. Friday, April 26, 2013.

l. Discussion/possible action –use of City Hall

Possible Executive Session pursuant to Texas Government Code §551.071, Consultation with Attorney

City Council did not take any action on this item.

m. Discussion/possible action – authorize the City Manager to negotiate the acquisition of temporary and permanent easements for the Trinity Water Well project

Mayor Pro-Tem Fanning made a motion to continue this item in order to allow more time for the citizens understand the issue. After a brief discussion, Mayor Pro-Tem Fanning withdrew her motion.

Alderman Werner made a motion to authorize the City Manager to negotiate the acquisition of temporary and permanent easements for the Trinity Water Well project. Alderman Ross seconded the motion.

Alderman Maisel made a motion to amend the original motion to include Mr. Ross in the negotiations. Mayor Pro-Tem Fanning seconded the motion. Amendment to the original motion passed with one (1) abstention – Alderman Ross

The original motion passed unanimously.

Mayor Marne deviated back to agenda items 8k and 8l.

9. MAYOR AND CITY COUNCIL COMMENTS

Mayor Marne presented the Shavano Park Police Chief's Commendation to Officer Semlinger for his quick thinking and brave action the night of April 13th that resulted in the arrest of a robbery suspect.

Mayor Marne presented the Shavano Park Police Chief's Unit Commendation to Sgt. Gomez, Cpl. Flores and Officer Saunders in recognition of their actions resulting in the arrest of the burglary suspect

Mayor Marne deviated back to agenda item 7b.

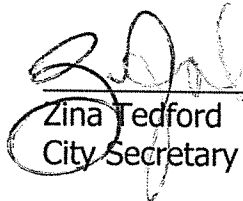
10. CITY MANAGER'S REPORT

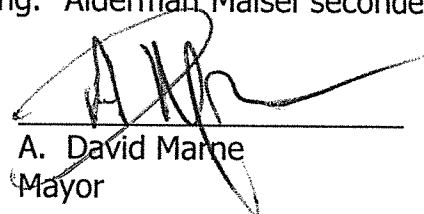
- a. Employee Status Report
- b. Replacement of all City Street Signs
- c. Budgeted electronic equipment replacement
- d. Trinity Well Report
- e. City Directories publication and distribution report
- f. Report on 5K Run activity in the City

City Manager McCain presented the City Manager's report as outlined.

11. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Maisel seconded the motion. The meeting adjourned at 9:30 p.m.



Zina Tedford
City Secretary

A. David Marne
Mayor

MINUTES
SPECIAL CITY COUNCIL MEETING
APRIL 29, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 1:05 p.m.

2. ROLL CALL

PRESENT:

ABSENT:

Alderman Ross
Mayor Pro-Tem Fanning
Alderman Werner
Alderman Brame
Alderman Maisel
Mayor Marne

3. INVOCATION AND PLEDGE OF ALLEGIANCE

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

4. CITIZENS TO BE HEARD

The City Council welcomes Citizens to be heard, we request that if you wish to speak that you follow these guidelines-Resolution No. 04-11 residents are given three (3) minutes to speak during Citizens to be heard. Citizens are only allowed to speak once and cannot pass their time allotment to someone else. In compliance with the Texas Open Meetings Act, the City Council may not deliberate on comments (Attorney General Opinion –JC 0169).

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

5. ANNUAL REVIEW OF THE CITY MANAGER'S JOB PERFORMANCE

Pursuant to Texas Government Code §551.074, Personnel Matters, and Texas Government Code §551.071, Consultation with Attorney, City Council may convene in closed session to consider this matter in whole or part. Any action by City Council on this matter shall occur in open session

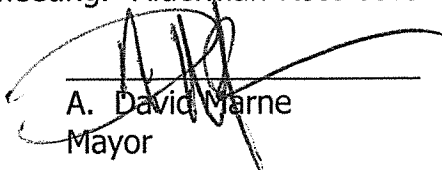
Mayor Marne read agenda item 5 and closed the Open Meeting at 1:10 p.m.

The Open Meeting reconvened at 3:30 p.m.

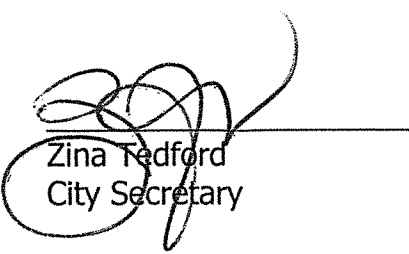
At this time, City Council will take no action. A Special Meeting will be called for Tuesday, May 7, 2013 at 12:00 noon to discuss the confidence and performance of the City Manager.

6. ADJOURNMENT

Alderman Maisel made a motion to adjourn the meeting. Alderman Ross seconded the motion. The meeting adjourned at 3:30 p.m.



A. David Marne
Mayor



Zina Tedford
City Secretary

MINUTES
May 7, 2013
SPECIAL CITY COUNCIL MEETING

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 1:37 p.m.

2. ROLL CALL

PRESENT:

ABSENT:

Alderman Ross
Mayor Pro-Tem Fanning
Alderman Werner
Alderman Brame
Alderman Maisel
Mayor Marne

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame followed with the Invocation.

4. CITIZENS TO BE HEARD

The City Council welcomes Citizens to be heard, we request that if you wish to speak that you follow these guidelines-Resolution No. 04-11 residents are given three (3) minutes to speak during Citizens to be heard. Citizens are only allowed to speak once and cannot pass their time allotment to someone else. In compliance with the Texas Open Meetings Act, the City Council may not deliberate on comments (Attorney General Opinion -JC 0169)

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

5. DISCUSSION/POSSIBLE ACTION -

Employment status of the City Manager and contract of employment including possible discipline or termination of the City Manager to include a possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters, Texas Government Code §551.071, Consultation with Attorney.

Mayor Marne read the agenda item and closed the Open Meeting at 1:39 p.m.

The Open Meeting reconvened at 2:05 p.m.

Alderman Ross made a motion to accept Kyle McCain's letter of resignation and approve the settlement agreement as presented. Alderman Maisel seconded the motion. Motion carried unanimously.

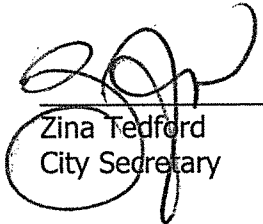
Alderman Maisel made a motion to have the Mayor, Mayor Pro-Tem and Alderman Werner meet with Mr. McCain to discuss any on-going city projects that the City has pending by 5:00 p.m. this 7th day of May 2013. Alderman Ross seconded the motion. Motion carried unanimously.

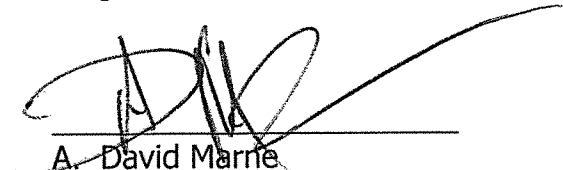
Alderman Werner made a motion to include the City Secretary in this meeting to record the information. Alderman Ross seconded the motion. The motion carried unanimously.

Alderman Ross made a motion to schedule for a meeting to be held Friday to discuss the appointment of an Interim City Manager. Alderman Maisel seconded the motion. Motion carried unanimously.

6. ADJOURNMENT

Alderman Werner made a motion to adjourn the meeting. Alderman Maisel seconded the motion. The meeting adjourned at 2:07 p.m.



Zina Tedford
City Secretary

A. David Marrie
Mayor

THE MINUTES OF THE SHAVANO PARK CITY COUNCIL MEETINGS OF 2013

- Regular meetings
- Special meetings

JUNE 19, 2013- 5:05 P.M.

JUNE 24, 2013 - 6:30 P.M.

JULY 1, 2013 - 5:37 P.M.

JULY 15, 2013 - 5:05 P.M.

JULY 22, 2013 - 6:30 P.M.

AUGUST 5, 2013 - 6:00 P.M.

AUGUST 7, 2013 - 6:03 P.M.

AUGUST 23, 2013 - 8:00 A.M.

AUGUST 26, 2013 - 6:30 P.M.

SEPTEMBER 4, 2013 - 6:00 P.M.

MINUTES
WORKSHOP
JUNE 19, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 5:05 p.m.

2. ROLL CALL

PRESENT:

Mayor Pro-Tem Braulick
Alderman Fanning
Alderman Ross
Alderman Brame
Alderman Maisel
Mayor Marne

Also PRESENT

Interim City Manager Pinto
Interim Finance Director Coones
Public Works Director Dimaline
Fire Chief Naughton
Police Chief Creed
City Secretary Tedford
Public Works Office Manager Stone
Police Secretary Sanchez

3. WORKSHOP

a. Discussion – proposed budget for FY 2013-14

At this time, Mayor Marne turned the meeting to Interim City Manager (ICM) Pinto.

ICM Pinto began the meeting by stating the purpose of the meeting is to provide an opportunity for staff and City Council to meet and discuss the needs, issues and proposed projects for the upcoming fiscal year.

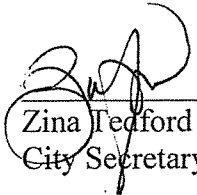
ICM Pinto also noted that the proposed numbers on the spreadsheets are rough. This meeting will assist staff in moving forward in the preparation of the budget.


ICM Pinto indicated that setting goals and objectives, completing the budget and hiring a city manager will be forefront goals for the next 90 days. ICM Pinto also asked City Council to consider a goal setting session which will assist Council in giving the permanent City Manager direction. ICM Pinto assured Council that staff is working diligently in taking the City where Council wants to go. The consensus of City Council is to set a date for a goal setting Workshop.

There was discussion between each of the departments and City Council regarding the needs and anticipated projects for the upcoming fiscal year.

4. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Maisel seconded the motion.
The meeting adjourned at 8:20 p.m.



Zina Tedford
City Secretary

A. David Marne, Mayor

MINUTES
CITY COUNCIL MEETING
JUNE 24, 2013

1. CALL MEETING TO ORDER

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

2. ROLL CALL

PRESENT:

Mayor Pro-Tem Braulick
Alderman Ross
Alderman Brame
Alderman Maisel
Mayor Marne

ABSENT:

Alderman Fanning

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame led the Invocation.

4. CITIZENS TO BE HEARD

The City Council welcomes Citizens to be heard, we request that if you wish to speak that you follow these guidelines-Resolution No. 04-11 residents are given three (3) minutes to speak during Citizens to be heard. Citizens are only allowed to speak once and cannot pass their time allotment to someone else. In compliance with the Texas Open Meetings Act, the City Council may not deliberate on comments (Attorney General Opinion –JC 0169)

Al Walea, 104 Bikeway, deferred to when the agenda item 8b is on the table.

Andy Vasquez, 108 Bikeway Lane,
Dagne Florine, 111 Post Oakway,
Sarah Galvan, 110 Bikeway Lane,
Briar Harr, 104 Elm Spring – deferred to when the agenda item 8b/is on the table.
Mary Beth Harr, 104 Elm Spring,
Mark Jackson, 113 Windmill Rd,
Sam Bowker, 130 Hampton Way, 8 b/c
Ernest Galvan, 110 Bikeway Lane, 8b
William Meyers, 306 Hampton Way, 8b
Leah Ash (in absentia, 103 Elm Spring Lane, 8b
Shawn Fitzpatrick, 108 Elm Spring Lane
Tara Allan, 206 Fawn
Mary Werner, 310 Fawn,

5. PRESENTATION

a. Proclamation - Amateur Radio Week

Mayor Marne read the proclamation and presented to Richard Elder. Mr. Elder gave a brief presentation on the purpose of Amateur Radio Week.

6. CITY COUNCIL COMMENTS

City Council thanked the Citizens for coming to the meeting this evening.

7. DISCUSSION/POSSIBLE ACTION - CONSENT AGENDA

- a. Special City Council Meeting, May 13, 2013
- b. Regular City Council Meeting, May 20, 2013
- c. Workshop City Council Meeting, May 21, 2013
- d. Special City Council Meeting, May 24, 2013
- e. Special City Council Meeting, May 31, 2013
- f. Acceptance - Building Permit Activity Report
- g. Acceptance- Code Compliance Activity Report
- h. Acceptance -Fire Department Activity Report
- i. Acceptance - Municipal Court Activity Report
- j. Acceptance - Police Department Activity Report
- k. Acceptance - Public Works Activity Report
- l. Acceptance- Finance Department Activity Report

Alderman Maisel requested that agenda item 7l be pulled. Council has just received the report and would like the opportunity to review.

Alderman Ross made a motion to approve agenda items 7a-k. Mayor Pro-Tem Braulick seconded the motion.

Motion carried unanimously.

8. OLD BUSINESS

a. Discussion/possible action – future Shavano Park Farmer’s Market

Alderman Ross informed the City Council that the future Shavano Park Farmer’s Market is back on track. Alderman Ross is currently working with San Antonio Farmers Market Association and looking at options.

b. Update/discussion/possible action – criteria for Municipal Tract Committee

Municipal Tract Chair Walea informed Council that the Committee had met on numerous occasions and voted unanimously at their last meeting to recommend that City Council authorize the City Manager to solicit proposals from a 3rd party to conduct a survey on potential uses of municipal tract.

c. Discussion/possible action - authorizing the City Manager to solicit proposals from 3rd party to conduct a survey on potential uses of municipal tract

Alderman Ross made a motion to authorize the City Manager to move forward and solicit proposals from a 3rd party to conduct a survey. Mayor Pro-Tem Braulick seconded the motion.

Mr. Brian Harr addressed City Council at this time. Mr. Harr stated that he had concerns with a proposed survey being so focused on one issue vs. the additional issues discussed tonight.

Vote – AYES: 2 NAYES: 2 (Alderman Maisel and Alderman Brame)

Due to the tie, Mayor Marne voted on this item. Mayor Marne voted to authorize the City Manager to query the citizens.

Vote - AYES: 3 NAYES: 2 (Alderman Maisel and Alderman Brame)

9. PUBLIC HEARING/POSSIBLE ACTION

a. Public Hearing/possible action - Proposed replat establishing Shavano Park, Unit 19-C, Phase II of established lots 2066, 2067, 2068, 2069, 2070, and 2071 Block 32, CB4784, being a 8.97 acre tract of land comprised of lots 2066, 2067, 2068, 2069, 2070, and 2071 Block 32, CB4784 of the Shavano Park, Unit-19C Phase II Subdivision recorded in Volume 3645, pages 172-177 of the Deed and Plat Records of Bexar County, TX and 0.05 acres being out of the remaining portion of a 389.9 acre tract described in conveyance to Rogers Shavano Park Unit 18/19, LTD in correction Special Warranty Deed recorded in Volume 12007, pages 2490-2507 of the official public records of real property of Bexar County, TX.

At this time Mayor Marne deviated to agenda item 10a.

The Public Hearing opened at 7:58 a.m.

Public Hearing closed at 8:00 p.m.

Alderman Ross made a motion to approve the replat. Alderman Brame seconded the motion. Motion carried unanimously.

10. NEW BUSINESS

a. Discussion/possible action – **Resolution R-2013-07** a resolution of the City Council of the City of Shavano Park, Texas designating authorized signers on all accounts for the City of Shavano Park, Texas with Frost National Bank

Alderman Maisel made a motion to approve R-2013-07. Mayor Pro-Tem Braulick seconded the motion. Motion carried unanimously.

Mayor Marne deviated to agenda item 9a.

b. Briefing- Senate Bill 1368 and its implications to elected officials personal communications
City Attorney Zech presented an update on SB1368 and its implications to elected personal communications.

c. Discussion/possible action – authorizing the City Manager to request proposals for city depository

Alderman Ross made a motion to authorize the City Manager to request proposals for city depository. Alderman Maisel seconded the motion. Motion carried unanimously.

d. Discussion/possible action – selection of recruiting/consulting firms to assist City Council on the review/selection in the hiring of a permanent City Manager

Alderman Brame made a motion to select Johnson & Associates to assist City Council on the review/section in the hiring of a permanent City Manager. Mayor Pro-Tem Braulick seconded the motion.

Motion carried unanimously.

e. Discussion/possible action – drainage mapping of problem areas within the City of Shavano Park

This item will be moved to the next meeting.

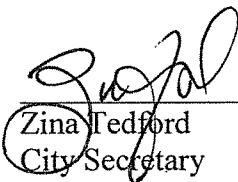
11. CITY MANAGER'S REPORT

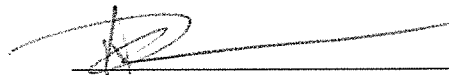
a. Administrative/finance update

City Manager Pinto informed Council that finance is working diligently in getting the numbers current. City Manager Pinto requested that City Council place an agenda item on the next meeting to discuss more in-depth finances i.e. bonds, Trinity Well.

12. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Maisel seconded the motion. .
The meeting adjourned at 8:25 p.m.



Zina Tedford
City Secretary

A. David Marne
Mayor

MINUTES
July 1, 2013
SPECIAL CITY COUNCIL MEETING

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 5:37 p.m.

2. ROLL CALL

PRESENT:

Alderman Ross

Mayor Pro-Tem Braulick

Alderman Brame

Alderman Maisel

Mayor Marne

ABSENT:

Alderman Fanning

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame followed with the Invocation

4. DISCUSSION/POSSIBLE ACTION

- a. Discussion/possible action – Appointment to the Municipal Tract Committee – Alderman Maisel made a motion to nominate her appointee Brian Harr to the Municipal Track Committee. Motion seconded by Mayor Pro-Tem Braulick. Motion carried unanimously by those present.
- b. Discussion/possible action – Authorizing the purchase of real property to house a public works facility. Mayor Marne read the agenda item to include an Executive Session pursuant to “Texas Government Code Section 551.072 Deliberating Real Property.”

Mayor Marne closed the open meeting at 5:43 p.m.

Open Meeting reconvened at 6:25 p.m. – no action taken.

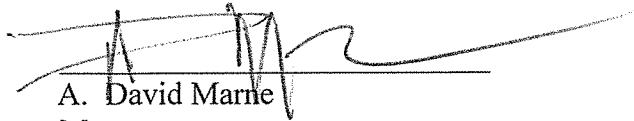

- c. Discussion/possible action – Johnson and Associates will assist City Council in determining criteria and processes in the search for a permanent City Manager. Chloe Johnson and Susan Long of Johnson and Associates conducted the initial meeting with City Council on the process for assisting in the Executive Search for a new City Manager. City Council members were led in discussion by Johnson and Associates on determining expected job responsibilities for the new City Manager along with developing consensus with the City Council on City Manager job Insights and Benchmarks.

A future meeting with City Council for Wednesday, August 7, 2013 for Skype interviews with the potential final candidates for the City Manager position.

23rd. Thursday, August 22, 2013 would be set aside for final candidates to tour the City and meet the community with Friday, August 23rd set for final interviews and possible selection of the New City Manager.

5. ADJOURNMENT

The meeting adjourned at 7:45 p.m.


A. David Marne
Mayor
Zina Tedford
City Secretary

MINUTES
WORKSHOP
JULY 15, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 5:05 p.m.

2. ROLL CALL

PRESENT:

Mayor Pro-Tem Braulick
Alderman Fanning
Alderman Brame
Alderman Maisel
Mayor Marne

ABSENT:

Alderman Ross (arrived 5:08 pm.)

Also PRESENT

Interim City Manager Pinto
Interim Finance Director Coones
Public Works Director Dimaline
Fire Chief Naughton
Police Chief Creed
City Secretary Tedford
Public Works Office Manager Stone
Police Secretary Garcia
Municipal Court Clerk Robles
Code Compliance Perales
Fire Department Ivan
Public Works Crew Chief Lynch
Police Lt. Nakazono

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance and Alderman Brame followed with the Invocation.

4. WORKSHOP

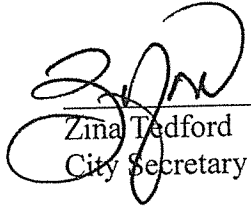
a. Discussion – Goals/Objectives FY 2013-14

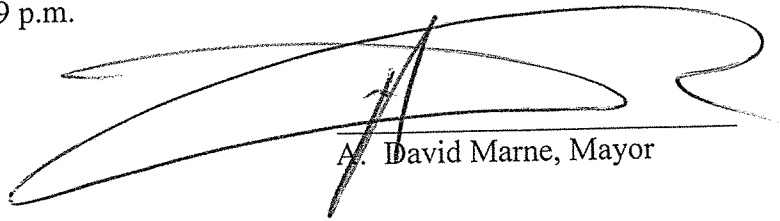
At this time, Mayor Marne turned the meeting over to City Manager Pinto. City Manager Pinto outlined the process of the goal setting this evening. There are 3 phases – action oriented goal setting, categorizing and prioritizing the goals. . This process will give us ideas on where the City needs to go this upcoming fiscal year. This process will ensure that we are all on the same field. Council will provide the direction and staff will take you there.

See attached for goals and objectives FY 2013-14

5. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Fanning seconded the motion.
The meeting adjourned at 7:39 p.m.



Zina Tedford
City Secretary

A. David Marne, Mayor

CITY COUNCIL MEETING
MINUTES
JULY 22, 2013

1. CALL MEETING TO ORDER

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

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame followed with the Invocation.

3. ROLL CALL

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

4. CITIZENS TO BE HEARD

Tim Fandel, 102 Cliffside, addressed City Council regarding the replacement of a monument at Cliffside.

5. PRESENTATION

a. Proclamation - Castle Hills/Shavano Park Business Alliance

Mayor Marne presented the proclamation to Marc Olsen, Castle Hills/Shavano Park Business Alliance.

6. CITY COUNCIL COMMENTS

Mayor Marne extended his condolences to the Miller family. Mr. Miller was well known in the City of Shavano Park and served as the Election Judge for many years. He will be greatly missed.

Alderman Fanning – stated her appreciated to City Police and Fire/EMS employees for their service to the city. Alderman Fanning stated she has firsthand knowledge due to a recent fall and greatly appreciates that she lives in Shavano Park.

Alderman Brame – thanked everyone for coming to the meeting.

Alderman Ross – no comment

Alderman Maisel – no comment

Mayor Pro-Tem Braulick – thanked everyone for coming to the meeting.

7. DISCUSSION/POSSIBLE ACTION - CONSENT AGENDA

- a. Workshop Meeting, June 19, 2013
- b. Regular City Council Meeting, June 24, 2013
- c. Special Meeting, July 1, 2013
- d. Building Permit Activity Report
- e. Code Compliance Activity Report
- f. Fire Department Activity Report
- g. Municipal Court Activity Report
- h. Police Department Activity Report
- i. Public Works Activity Report
- j. Finance Department Activity Report

Alderman Brame asked to pull items 7d, h, and j. Alderman Ross made a motion to approve with the exception of 7d, h and j. Alderman Maisel seconded the motion. Motion carried unanimously.

Alderman Brame addressed 7d – a committee was appointed to review the fees and what is the status. Alderman Maisel stated that it has been difficult to get the committee together and this is an item we can work on upon arrival of the permanent city manager. Alderman Brame made a motion to approve 7d. Alderman Maisel seconded the motion. Motion carried unanimously.

Alderman Brame addressed 7h- Alderman Brame asked the report to be modified to show a break out of the funds collected. Chief Creed responded that the report would be modified. Alderman Brame made a motion to approve 7h. Alderman Ross seconded the motion. Motion carried unanimously.

Alderman Maisel addressed 7j. – Alderman Maisel asked if the purchase of the police vehicles is charged to the Crime Control District. IFD Coones stated yes. Alderman Maisel made a motion to approve 7j. Alderman Ross seconded the motion. Motion carried unanimously.

8. OLD BUSINESS

- a. Discussion/possible action – approving request for proposal specifications for a 3rd party to conduct a survey on potential uses of municipal tract
- Alderman Ross made a motion to approve the request for proposal specifications with solicitation date to be determined at a later meeting. Alderman seconded the motion. Motion carried unanimously.

Mayor Marne deviated from the agenda to agenda item 10 f and e.

9. PUBLIC HEARING/POSSIBLE ACTION

- a. Public Hearing/possible action-Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables,

Table No. 5 to allow for Assisted Living Facilities in the B-2 business district. (O-2013-002-First Reading)

Mayor Marne opened the Public Hearing at 7:32 p.m.

The Public Hearing closed at 7:37 p.m.

The proposed ordinance will be on the next agenda for final reading.

10. NEW BUSINESS

a. Discussion/possible action –Resolution No. R-2013-007 requesting the swap of municipal boundaries by and between the City of San Antonio, Texas and the City of Shavano Park, Texas

Alderman Ross made a motion to approve R-2013-007. Mayor Pro-Tem Braulick seconded the motion. Motion carried unanimously.

b. Discussion/possible action - Authorizing the purchase of real property Lot 400, CB 5938, Shavano Park Area 2 also known as 14610 NW Military Highway, Shavano Park, Texas 78231 in the amount of \$75,000

Alderman Brame made a motion to authorize the purchase of real property Lot 400, CB 5938, Shavano Park Area 2 also known as 14610 NW Military Highway, Shavano Park, Texas.

Alderman Ross seconded the motion. Motion carried unanimously.

c. Discussion/possible action – update on city’s accounting system

Interim City Manager Pinto gave an overview of the city accounting system.

d. Discussion/possible action – Change Order #1 Trinity Well Aquifer Water Supply Project-Filter System Improvements

Alderman Ross made a motion to approve Change Order #1. Alderman Brame seconded the motion. Motion carried unanimously.

e. Discussion/possible action – drainage mapping of problem areas within the City of Shavano Park

Planning & Zoning Commissioner Lazor discussed the drainage issues within the City of Shavano Park.

Mayor Pro-Tem Braulick made a motion to authorize the Planning & Zoning Commission to work with Public Works to discuss drainage issue options with the citizens. Alderman Fanning seconded the motion. Motion carried unanimously.

Mayor Marne deviated back to agenda item 9a.

f. Presentation by representatives of Denton Communities concerning semiannual report on the status of residential and commercial development

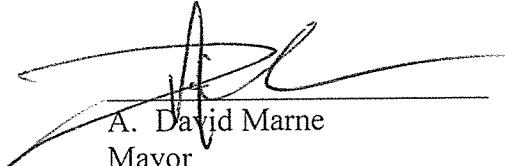
Laddie Denton, Denton Communities, presented City Council with the status of residential and commercial development within the City of Shavano Park.

11. CITY MANAGER'S REPORT

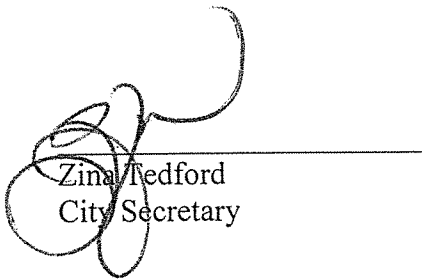
a. Budget schedule –FY 2013-14

12. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Maisel seconded the motion. The meeting adjourned at 8:20 p.m.



A. David Marne
Mayor



Zina Tedford
City Secretary

MINUTES
SPECIAL CITY COUNCIL MEETING
AUGUST 5, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 6:00 p.m.

2. ROLL CALL

PRESENT

Mayor Pro-Tem Braulick
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

ABSENT

Alderman Maisel

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame led the Invocation.

4. DISCUSSION/POSSIBLE ACTION –

a. Presentation – proposed budget for FY 2013-14

Interim City Manager Pinto presented the proposed budget for FY 2013-14.

b. Discussion/possible action - setting the dates and times for the public hearings for FY 2013-14 Budget

Mayor Pro-Tem Braulick made a motion to set the dates and times for the public hearings for FY 2013-14 – Wednesday, September 4th at 6:00 p.m.

Monday, September 23rd at 6:30 p.m..

Alderman Ross seconded the motion. The motion carried unanimously and recorded as follows:

Mayor Pro-Tem Braulick	- Yes
Alderman Ross	- Yes
Alderman Brame	- Yes
Alderman Fanning	- Yes
Mayor Marne	- Yes

c. Discussion/possible action - setting the 2013 Effective Tax Rate at 0.326907/\$100

Alderman Brame made a motion to set the 2013 Effective Tax Rate at 0.32000/\$100. Alderman Ross seconded the motion. The motion carried unanimously and recorded as follows:

Mayor Pro-Tem Braulick	- Yes
Alderman Ross	- Yes
Alderman Brame	- Yes
Alderman Fanning	- Yes
Mayor Marne	- Yes

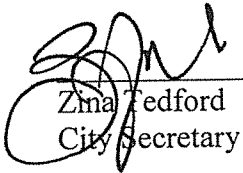
d. Discussion/possible action - schedule public hearings on tax rate if needed
Alderman Ross made a motion to schedule public hearings on tax rate if needed -
Wednesday, September 4th at 6:00 p.m.
Monday, September 23rd at 6:30 p.m.

Alderman Fanning seconded the motion. The motion carried unanimously and recorded as follows:

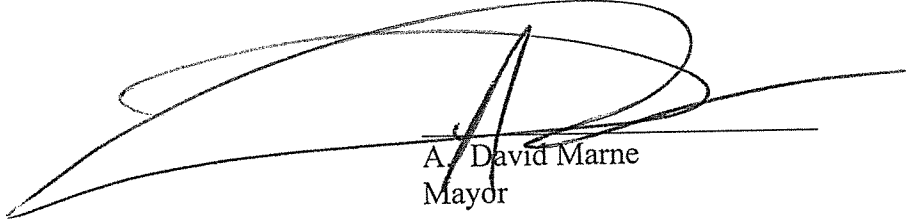
Mayor Pro-Tem Braulick	- Yes
Alderman Ross	- Yes
Alderman Brame	- Yes
Alderman Fanning	- Yes
Mayor Marne	- Yes

5. ADJOURNMENT

Mayor Pro-Tem Braulick made a motion to adjourn the meeting. Alderman Ross seconded the motion. Meeting adjourned at 8:10 p.m.



Zina Tedford
City Secretary



A/ David Marne
Mayor

MINUTES
SPECIAL CITY COUNCIL MEETING
AUGUST 7, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 6:03 p.m.

2. ROLL CALL

PRESENT

Alderman Ross
Alderman Brame
Alderman Fanning
Alderman Maisel
Mayor Marne

ABSENT

Mayor Pro-Tem Braulick

ALSO PRESENT: Johnson & Associates – Chloe Johnson/Susan Long
Interim City Manager Chuck Pinto
City Secretary Zina Tedford

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame led the Invocation.

4. DISCUSSION/POSSIBLE ACTION –

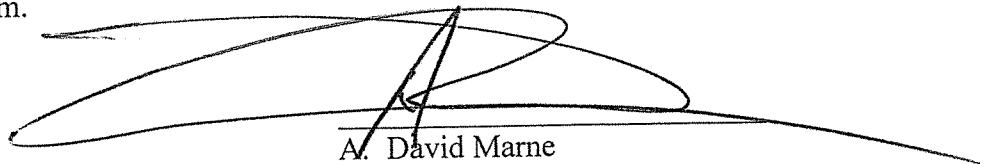
a. Discuss, consider issues and possible action on hiring of new City Manager including, process, duties and responsibilities, contractual issues and other issues associated with position of a permanent City Manager to include a possible Executive Session pursuant to Texas Government Code Texas Government Code §551.074, Personnel Matters and Texas Government Code §551.071, Consultation with Attorney.


At this time, Mayor Marne closed the Open Meeting – 6:07 p.m.

Mayor Marne reconvened the Open Meeting at 8:00 p.m.

5. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Maisel seconded the motion. The meeting adjourned at 8:05 p.m.


A. David Marne
Mayor


Zina Tedford
City Secretary

MINUTES
SPECIAL CITY COUNCIL MEETING
AUGUST 23, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 8:00 a.m.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag.

3. ROLL CALL

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

4. DISCUSSION/POSSIBLE ACTION -

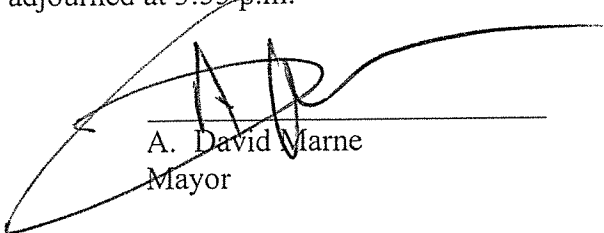
a. Discuss, consider issues and possible action on hiring of new City Manager including, process, duties and responsibilities, contractual issues and other issues associated with position of a permanent City Manager to include a possible Executive Session pursuant to Texas Government Code Texas Government Code §551.074, Personnel Matters and Texas Government Code §551.071, Consultation with Attorney.

Mayor Marne closed the Open Meeting 8:05 a.m.

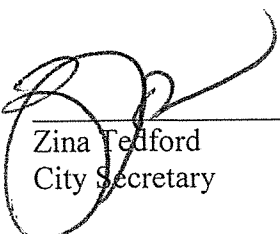
The Open Meeting reconvened at 3:54 p.m.

5. ADJOURNMENT

Alderman Maisel made a motion to adjourn the meeting with right for continuance. Alderman Ross seconded the meeting. The meeting adjourned at 3:55 p.m.



A. David Marne
Mayor



Zina Tedford
City Secretary

MINUTES
CITY COUNCIL
AUGUST 26, 2013

1. CALL MEETING TO ORDER

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

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame followed with the Invocation.

3. ROLL CALL

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

4. CITIZENS TO BE HEARD

The City Council welcomes Citizens to be heard, we request that if you wish to speak that you follow these guidelines-Resolution No. 04-11 residents are given three (3) minutes to speak during Citizens to be heard. Citizens are only allowed to speak once and cannot pass their time allotment to someone else. In compliance with the Texas Open Meetings Act, the City Council may not deliberate on comments (Attorney General Opinion –JC 0169)

Randy Wayland – 103 Hunters Branch – addressed City Council regarding recycling concerns.

5. PRESENTATION

a. Proclamation – National Payroll Week

Mayor Marne read the National Payroll Week proclamation.

6. CITY COUNCIL COMMENTS

Alderman Fanning – thanked everyone for coming to the meeting.

7. DISCUSSION/POSSIBLE ACTION - CONSENT AGENDA

- a. Workshop Meeting, July 15, 2013
- b. Special Meeting, August 5, 2013
- c. Special Meeting, August 7, 2013
- d. Building Permit Activity Report
- e. Code Compliance Activity Report
- f. Fire Department Activity Report
- g. Municipal Court Activity Report
- h. Police Department Activity Report
- i. Public Works Activity Report

j. Finance Department Activity Report

Alderman Ross made a motion to approve all items under 7a. Alderman Brame seconded the motion. Motion carried unanimously.

8. OLD BUSINESS

a. Discussion/possible action - Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables, Table No. 5 to allow for Assisted Living Facilities in the B-2 business district. (O-2013-002-Final Reading)

Alderman Brame made the motion to approve the Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances, including Article VI. Tables, Table No. 5 to allow for Assisted Living Facilities in the B-2 business district. Alderman Ross seconded the motion. Motion carried unanimously.

9. NEW BUSINESS

a. Discussion/possible action – authorizing the Planning & Zoning Commission to include maintenance contracts as part of its gray water review

Alderman Maisel made a motion to authorizing the Planning & Zoning Commission to review maintenance contracts as part of its gray water review. Alderman Fanning seconded the motion. Motion carried unanimously.

b. Discussion/possible action – authorizing staff to proceed with the annexation process on the northeast corner of Huebner/Lockhill-Selma north of Huebner Rd

Alderman Maisel made the motion to authorize staff to proceed with the annexation process on the northeast corner of Huebner/Lockhill-Selma north of Huebner Rd. Mayor Pro-Tem Braulick seconded the motion. Motion carried unanimously.

c. Discuss, consider issues and possible action on hiring of new City Manager including, process, duties and responsibilities, contractual issues and other issues associated with position of a permanent City Manager to include a possible Executive Session pursuant to Texas Government Code Texas Government Code §551.074, Personnel Matters

Mayor Marne closed the Open Meeting at 6:54 p.m.

Mayor Marne reconvened the Open Meeting at 8:04 p.m.

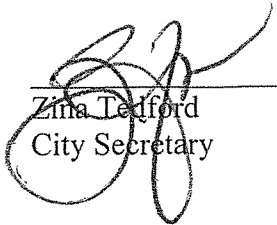
Alderman Brame made the motion to offer William “Bill” Hill III the position of City Manager. Alderman Ross seconded the motion. Motion carried unanimously.

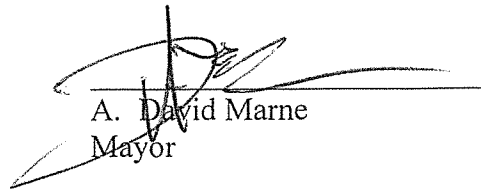
10. CITY MANAGER'S REPORT

Interim City Manager Pinto had no report at this time.

11. ADJOURNMENT

Alderman Maisel made a motion to adjourn the meeting. Alderman Ross seconded the motion.
The meeting adjourned at 8:05 p.m.



Zina Tedford
City Secretary

A. David Marne
Mayor

MINUTES
SPECIAL MEETING/PUBLIC HEARING
SEPTEMBER 4, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 6:00 p.m.

2. ROLL CALL

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame led the Invocation.

4. PUBLIC HEARINGS/POSSIBLE ACTION

a. Public Hearing/possible action- Ordinance No. **O-2013-003** an ordinance of the City of Shavano Park for the fiscal year beginning October 1, 2013 and ending September 30, 2014 appropriating money to a sinking fund to pay interest and principal due on the city's indebtedness; and adopting the annual enterprise and general fund budgets of the City of Shavano park for 2013-2014 fiscal year. This is the first reading.

Interim City Manager Pinto presented the proposed FY2013-14 Budget to City Council. There was discussion on

Alderman Brame made a motion to Ordinance No. **O-2013-003** an ordinance of the City of Shavano Park for the fiscal year beginning October 1, 2013 and ending September 30, 2014 appropriating money to a sinking fund to pay interest and principal due on the city's indebtedness; and adopting the annual enterprise and general fund budgets of the City of Shavano park for 2013-2014 fiscal year. Alderman Fanning seconded the motion.

Mayor Pro-Tem Braulick	- Yes
Alderman Maisel	- Yes
Alderman Ross	- No
Alderman Brame	- Yes
Alderman Fanning	- Yes
Mayor Marne	- Yes

b. Public Hearing/possible action – Ordinance No. O-2013-004 an ordinance of the City of Shavano Park, Texas levying ad valorem taxes for use and support of the municipal government of the city for the fiscal year beginning October 1, 2013 and ending September 30, 2014; providing for apportioning each levy for specific purposes; and providing when taxes shall become due and when same shall become delinquent if not paid. This is the first reading.

Mayor Marne opened the Public Hearing at 8:18 p.m.

No one was present to speak.

Mayor Marne closed the Public Hearing 8:18 p.m.

There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Shavano Park (herein the “City”) and to provide an Interest and Sinking fund for the 2013-2014 Fiscal Year, upon all property, real, personal, and mixed, within the corporate limits of said City on January 1, 2013 subject to taxation, a tax of \$.32000 on each \$100 valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

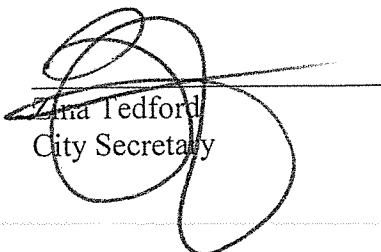
- 1) For the maintenance and support of the general government (General Fund), \$0.272442 on each \$100 valuation of property; and
- 2) For interest and sinking fund, \$0.047558 on each \$100 valuation of property.

Alderman Ross made the motion to approve Ordinance No. O-2013-004 an ordinance of the City of Shavano Park, Texas levying ad valorem taxes for use and support of the municipal government of the city for the fiscal year beginning October 1, 2013 and ending September 30, 2014. Alderman Brame seconded the motion


Mayor Pro-Tem Braulick	-Yes
Alderman Maisel	-Yes
Alderman Ross	-Yes
Alderman Brame	-Yes
Alderman Fanning	-Yes
Mayor Marne	-Yes

5. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Brame seconded the motion. Meeting adjourned at 8:10 p.m.



Zina Tedford
City Secretary



A. David Marne
Mayor

**MINUTES OF THE SHAVANO PARK CITY COUNCIL
MEETINGS OF 2013**

December 23, 2013 - 12:30 p.m.

December 16, 2013 - 6:30 p.m.

November 18, 2013 - 6:30 p.m.

October 28, 2013 - 6:30 p.m.

October 14, 2013 - 5:30 p.m.

September 30, 2013 - 4:30 p.m.

September 23, 2013 - 6:30 p.m.

MINUTES
SPECIAL CITY COUNCIL MEETING
DECEMBER 23, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 12:35 p.m.

2. ROLL CALL

PRESENT:

Mayor Pro-Tem Braulick
Alderman Fanning
Alderman Ross
Alderman Brame
Alderman Maisel
Mayor Marne

ABSENT:

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame led the Invocation.

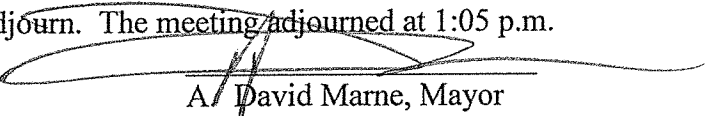
4. DISCUSSION/POSSIBLE ACTION –

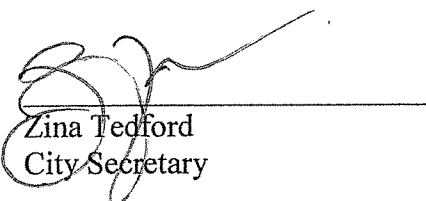
Discussion/possible action –authorizing the City Manager to extend an offer of employment to Louis Mintz for the position of Public Works Director

Alderman Ross made the motion to authorize the City Manager to extend an offer of employment to Louis Mintz for the position of Public Works Director. Alderman Fanning seconded the motion.

5. ADJOURNMENT

Alderman Ross made the motion to adjourn. The meeting adjourned at 1:05 p.m.


A/ David Marne, Mayor


Zina Tedford
City Secretary

MINUTES
PUBLIC HEARING/REGULAR CITY COUNCIL MEETING
DECEMBER 16, 2013

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame led the Invocation.

3. ROLL CALL

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

4. CITIZENS TO BE HEARD

Jody and Bill Nash – voiced concerns over recent burglaries within their subdivision.

Bob Talbert- also voiced concerns on the break-ins with the most recent occurring 2 months ago.

Mr. Talbert also stated that he fears for the safety of his family.

Drew Roy- described a break-in at his residence and commended the Police Chief and the officers.

David Hraske- indicated that most of his comments had been stated by the earlier speakers and feels that he needs to take more proactive precautions for the safety of his family.

Kandace and Wayne Hawkins - voiced similar concerns about the increase in crimes.

Dick Zucker – stated that as President of the HOA that the Association will work closely with the Police Department and assist in any way possible.

5. CITY COUNCIL COMMENTS

Alderman Maisel – thanked everyone for coming to the meeting and stated that she was sorry for those that have been victimized.

Alderman Brame – also thanked everyone for coming to the meeting and expressed his apologies for the victims and their families.

Alderman Ross – echoed the comments of Alderman Maisel and Alderman Brame.

Alderman Fanning – thanked everyone for sharing and offered her assistance in starting a Neighborhood Watch Program.

Mayor Pro-Tem Braulick – echoed City Council comments and expressed his sorrow for those that have been victimized.

Mayor Marne – Thanked everyone for coming to the meeting.

6. PRESENTATION

a. Presentation of plaques to former Boards/Commissions

Mayor Marne presented a plaque to Kerry Dike for her services to the City.

7. DISCUSSION/POSSIBLE ACTION - CONSENT AGENDA

a. Regular Meeting, November 18, 2013

Alderman Ross made the motion to approve the minutes as written. Alderman Maisel seconded the motion. The motion carried unanimously.

8. POSSIBLE ACTION

a. Discussion/possible action - Ordinance No. O-2013-005 request for annexation from the property owners of a 1.038 acre tract of land described as Lot 1813A, CB 5938 located on Lockhill-Selma just north of it NE corner of Huebner Rd. This is the second reading.

Alderman Ross made a motion to approve O-2013-005. Mayor Pro-Tem Braulick seconded the motion. Motion carried unanimously.

b. Discussion/possible action – Ordinance No. O-2013-007 budget adjustment for FY 2013-14. This is the second reading.

Alderman Fanning made the motion to approve O-2013-007. Alderman Ross seconded the motion.

Alderman Ross made a motion to amend page 7, Certification Animal Control to reflect 1.

Alderman Maisel seconded the motion.

AYES: 3; NAYES: 2 (Alderman Fanning/Alderman Brame)

Vote on the original motion carried unanimously.

c. Discussion/possible action – Ordinance No. O-2013-008 amending Ordinance O-2013-004 removing certain language not required by law and repealing conflicting provisions in original ordinance. This is the second reading.

Alderman Ross made the motion to approve O-2013-008. Alderman Maisel seconded the motion. Motion carried unanimously.

d. Discussion/possible action - final plat of Block 44, Lot 2313, a 1.794 acre tract of land out of a 86.94 acre tract of land as conveyed to Rogers Shavano Park unit 18/19, LTD and described in instrument recorded in Volume 10075, page 1609-1624 of the official public records of real property of Bexar County, TX –McAllister's Deli-Northwest Military

Alderman Ross made the motion to approve the final plat –McAllister's Deli- Northwest Military. Mayor Pro-Tem Braulick seconded the motion. Motion carried unanimously.

e. Discussion/ possible action - final replat of Blk 41, Lot 2267, Shavano Park, Unit-19C, Phase I into Lots 3185, 3186, and 3187- 110 Winding Lane

Alderman Ross made the motion to approve the final replat of Blk 41, Lot 2267, Shavano Park, Unit-19C, Phase I into Lots 3185, 3186, and 3187- 110 Winding Lane. Alderman Maisel seconded the motion. Motion carried unanimously.

At this time, Mayor Marne deviated to agenda item 9i.

9. NEW BUSINESS

a. Discussion/possible action – Resolution R-2013 -012 designating authorized signers on all City of Shavano Park accounts

Alderman Ross made the motion to approve R-2013-012. Alderman Maisel seconded the motion. Motion carried unanimously.

b. Discussion/possible action – Investment Committee structure, duties and appointment of committee members – Alderman Ross

Alderman Maisel made a motion to appoint Dave Burns to a 2-year term to the investment committee and Ken McClure to a 1-year term. Alderman Ross seconded the motion. Motion carried unanimously.

c. Discussion/possible action – preliminary replat Shavano Park Subdivision, Unite 17L (PUD), Lot 1810 & 1811, Block 15, CB 4782. Generally located at Lockhill Selma (previously known as the PCI building)

Mayor Pro-Tem Braulick made the motion to approve the preliminary replat Shavano Park Subdivision, Unite 17L (PUD), Lot 1810 & 1811, Block 15, CB 4782. Generally located at Lockhill Selma (previously known as the PCI building). Alderman Ross seconded the motion. Motion carried unanimously.

d. Discussion/possible action – addendum to 500-05-12 increase in franchise fee and term of franchise fee agreement for City Public Service

Alderman Ross made the motion to approve addendum 500-05-12. Mayor Pro-Tem Braulick seconded the motion. There was general discussion on this item. Mayor Pro-Tem Braulick withdrew his motion. Alderman Ross withdrew her motion.

Alderman Maisel made a motion to authorize the City Manager to negotiate the term of 5 years at 5%. Alderman Fanning seconded the motion. Motion carried unanimously.

e. Discussion/possible action – Resolution No. R-2013-013 requesting the swap of municipal boundaries by and between the City of San Antonio and the City of Shavano Park, Texas

Mayor Pro-Tem Braulick made the motion to approve R-2013-013. Alderman Ross seconded the motion. The motion carried unanimously.

At this time, Mayor Marne deviated to agenda item 9g.

f. Discussion – hiring of Public Works Director

City Manager Hill updated City Council on the status of the vacancy for Public Works Director. Staff received 9 resumes of which 4 were qualified. Discussion followed on salary range and possible relocation costs. Consensus of Council is for Mr. Hill to negotiate salary using mid-range pay scale and relocation costs not to exceed the difference in mid-level to maximum level to be forgiven over 4 years period.

g. Discussion/possible action – authorizing the City Manager to enter into an agreement with Texas First Inc. for an Interim Public Works Director

Alderman Ross made a motion to authorize the City Manager to enter into an agreement with Texas First Inc. for an Interim Public Works Director. Alderman Brame seconded the motion. Motion carried unanimously.

Mayor Marne deviated back to agenda item 9f.

h. Discussion/possible action - policy of use of city facilities and special events --Alderman Maisel/Alderman Ross

Discussion on this item followed regarding the number of events per year, routes, deposits and provision of medical personnel by the sponsor. City Council directed Mr. Hill to research city files for the policy, routes and forms.

i Discussion/possible action - a presentation of a drainage update report, drainage problem areas identified and mapped, and next steps with consideration of an appropriate Topographic Study with a defined scope to show floodplains, steep slopes, existing or potential erosion or drainage issues, and a grading plan and/or any other issues associated with drainage and water flow in the identified drainage problem areas in Shavano Park.

Alderman Fanning

Planning & Zoning Vice Chairman Lazor presented City Council with an update on the drainage issues within the City.

Mayor Marne deviated back to agenda item 9a.

j. Discussion/possible action - updates and revisions to the Shavano Park Employees policies and Handbook. Alderman Ross/Alderman Maisel

Alderman Ross made the motion that staff create a cover letter to be used with current Employee Handbook immediately to include all changes agreed to by Council since book was published in 2010. Alderman Maisel seconded the motion. The motion carried unanimously.

Alderman Ross made the motion to direct staff to update 2010 Shavano Park Employee Handbook. Mayor Pro-Tem Braulick seconded the motion. Discussion followed regarding the need for historical information.

Alderman Maisel made an amendment to the motion to include that Alderman Ross and Alderman Maisel assist staff with the Employee Handbook update. Alderman Ross seconded the motion carried unanimously.

Vote on the original motion – carried unanimously.

Discussion followed regarding management or senior staff resignations/terminations and access to buildings, computers, credit card, bank accounts, etc. The City Manager will administer the senior staff resignation/terminations at his discretion using uniform policy within the Handbook.

10. CITY MANAGER'S REPORT


- a. Building Permit Activity Report
- b. Code Compliance Activity Report
- c. Fire Department Activity Report

- d. Municipal Court Activity Report
- e. Police Department Activity Report
- f. Public Works Activity Report
- g. Finance Department Activity Report
- h. Trinity Well Update
- i. Update – security camera

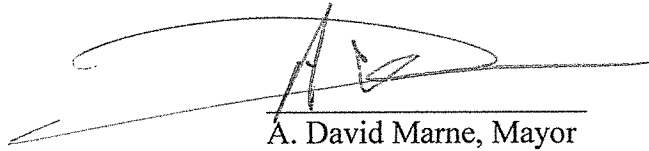
City Manager Hill presented his report to the City Council.

11. ADJOURNMENT

Alderman Maisel made the motion to adjourn the meeting. Alderman Ross seconded the meeting. The meeting adjourned at 9:17 p.m.



Zina Tedford
City Secretary



A. David Marne, Mayor

MINUTES
PUBLIC HEARING/REGULAR CITY COUNCIL MEETING
NOVEMBER 18, 2013

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame led the Invocation.

3. ROLL CALL

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

4. CITIZENS TO BE HEARD

Al Walea - addressed City Council regarding the Municipal Tract Committee and an agenda item in which Council may authorize the spending of funds for engineering study. Mr. Walea stated that a study had been conducted and suggested that the city contact the engineer that had conducted the study.

John Cole – addressed City Council regarding the Municipal Tract Committee and stated that Mr. Walea had covered what he intended to discuss. Mr. Cole requested that City Council not authorize the spending of funds until the use has been determined.

Dagne Florine – echoed the comments of Mr. Walea and Mr. Cole.

5. CITY COUNCIL COMMENTS

Mayor Pro-Tem Braulick – also thanked everyone for coming out this evening.

Alderman Maisel – welcomed everyone to the meeting.

Alderman Ross - also welcomed everyone that came to the meeting.

Alderman Brame – echoed the comments welcoming citizens to the meeting and thanked those that spoke during Citizens to be heard.

Alderman Fanning – welcomed everyone to the meeting and thanked staff for the information/graphs provided in the packets.

Mayor Marne – echoed all the comments welcoming all to the meeting.

6. PRESENTATION

a. Presentation – Boards/Commissions

Mayor Marne presented Al Walea for his dedicated service to the City of Shavano Park Planning & Zoning Commission.

7. DISCUSSION/POSSIBLE ACTION - CONSENT AGENDA

a. Regular Meeting, October 28, 2013

Alderman Ross made a motion to approve the minutes as written. Alderman Brame seconded the motion. Motion carried unanimously.

8. PUBLIC HEARING/POSSIBLE ACTION

a. Public Hearing/Possible action - Ordinance No. O-2013-005 request for annexation from the property owners of a 1.038 acre tract of land described as Lot 1813A, CB 5938 located on Lockhill-Selma just north of it NE corner of Huebner Rd. This is the first reading.

Mayor Marne opened the Public Hearing at 6:48 p.m.

Dr. Crouch – property owner – stated that he is very excited about becoming part of Shavano Park.

Public Hearing closed at 6:50 p.m.

Mayor Marne stated that it was the consensus of Council to grant the petition for voluntary annexation filed by the owner of the property.

b. Public Hearing/Possible action – Ordinance No. O-2013-006 an ordinance amending Chapter 24 of the City of Shavano Park Code of Ordinances establishing urban corridors and providing for regulations of signage therein; providing for severability; providing for proper notice and meeting; and providing for an effective date. This is the second reading.

Mayor Marne opened the Public Hearing at 6:52 p.m.

Public Hearing closed at 6:53 p.m.

Alderman Ross made a motion to approve O-2013-006. Alderman Brame seconded the motion. Motion carried unanimously.

9. NEW BUSINESS

a. Discussion/possible action – Ordinance No. O-2013-007 budget adjustment for FY 2013-14. This is the first reading

City Manager Hill gave a brief overview of the budget adjustments.

Alderman Fanning made a motion to approve O-2013-007. Alderman Maisel seconded the motion. Motion carried unanimously.

b. Discussion/possible action – Ordinance No. O-2013-008 amending Ordinance O-2013-004 removing certain language not required by law and repealing conflicting provisions in original ordinance. This is the first reading.

Alderman Ross made a motion to approve O-2013-008. Alderman Fanning seconded the motion. Motion carried unanimously.

c. Discussion/possible action – Resolution No. R-2013-012 updating and designating “Authorized Representatives” for the City of Shavano Park’s participation in TexSTAR (Short Term Asset Reserve Fund)

Alderman Fanning made a motion to approve R-2013-012. Alderman Brame seconded the motion. Motion carried unanimously.

d. Discussion/possible action – Resolution No. R-2013-013 updating and designating “Authorized Representatives” for the City of Shavano Park’s participation in TexPool
Mayor Pro-Tem Braulick made a motion to approve R-2013-013. Alderman Ross seconded the motion. Motion carried unanimously.

e. Discussion/possible action – awarding the City of Shavano Park Bank Depository
Alderman Ross made a motion to award the City of Shavano Park Bank Depository to Frost Bank. Alderman Brame seconded the motion. Motion carried unanimously.

f. Discussion/possible action – direct staff to contract with an engineering firm to provide the City with a use study of the remaining unplanned municipal tract to include topography and drainage

Alderman Ross made a motion to direct the City Manager to solicit an engineering firm to provide the City with a land use study of the remaining unplanned municipal tract to include topography and draining prior to a citizen survey. Mayor Pro-Tem Braulick seconded the motion.

Alderman Maisel requested information what could be done without triggering the need for a retention pond on this property.

Alderman Maisel made a motion to amend the original motion not to exceed \$5000.00.

Alderman Ross seconded the motion.

Amended motion carried.

Original motion AYES: 3 NAYES: 2 (Alderman Fanning/Alderman Brame)

g. Discussion and possible action - preliminary plat of Block 44, Lot 2313, a 1.794 acre tract of land out of a 86.94 acre tract of land as conveyed to Rogers Shavano Park unit 18/19, LTD and described in instrument recorded in Volume 10075, page 1609-1624 of the official public records of real property of Bexar County, TX –McAllister’s Deli-Northwest Military

Alderman Ross made a motion to approve the preliminary plat. Mayor Pro-Tem Braulick seconded the motion. Motion carried unanimously.

h. Discussion/possible action - preliminary replat of Blk 41, Lot 2267, Shavano Park, Unit-19C, Phase I into Lots 3185, 3186, and 3187- 110 Winding Lane

Alderman Ross made a motion to approve the preliminary replat of Blk 41, Lot 2267, Shavano Park, Unit-19C, Phase I into Lots 3185, 3186, and 3187- 110 Winding Lane. Alderman Maisel seconded the motion. Motion carried unanimously.

i. Discussion/possible action- possible need for ordinance regarding the regulation of use of residential security cameras

General discussion on this item. Council directed the City Attorney to research any criminal/civil guidance on this item.

10. CITY MANAGER’S REPORT

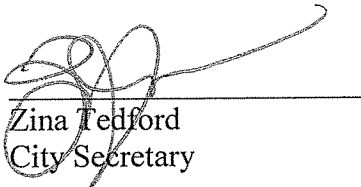
- a. Building Permit Activity Report
- b. Code Compliance Activity Report
- c. Fire Department Activity Report

- d. Municipal Court Activity Report
- e. Police Department Activity Report
- f. Public Works Activity Report
- g. Finance Department Activity Report
- h. Overview – request for replat of Lot 1810 and 1811
- i. Overview – Sticks and Stones Paesano's 10 mile and 13.1 mile race
- j. Trinity Well Update

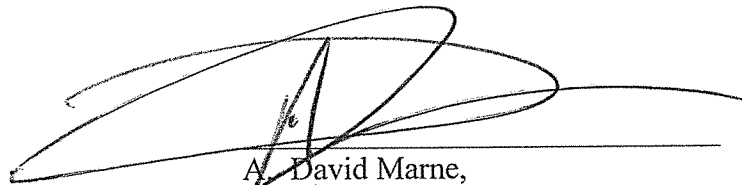
City Manager Hill reported on the above items.

11. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Maisel seconded the motion. The meeting adjourned at 8:10 p.m.



Zina Tedford
City Secretary



David Marne,
Mayor

MINUTES
CITY COUNCIL MEETING
OCTOBER 28, 2013

1. CALL MEETING TO ORDER

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

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne asked a gentleman in the audience to step forward and lead us in the Pledge of Allegiance to the Flag. Alderman Brame led the Invocation.

3. ROLL CALL

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

4. CITIZENS TO BE HEARD

Michael Simpson – introduced himself to City Council and expressed his interest in serving on the Planning & Zoning Commission.

5. CITY COUNCIL COMMENTS

Alderman Maisel – thanked everyone for coming to the meeting and appreciates all those that submitted applications to serve on city boards and commissions.

Alderman Brame – welcomed everyone to the meeting and for those that have submitted applications..

Alderman Ross- welcomed everyone to the meeting.

Alderman Fanning – thanked everyone for applying for the Boards/Commissions. Alderman Fanning thanked Fire Chief Naughton for his presentation on fire safety in the kitchen.

Mayor Pro-Tem Braulick – echoed the comments of welcome and thanked the applicants for their willingness to serve.

Mayor Marne – welcome everyone to the meeting.

6. DISCUSSION/POSSIBLE ACTION - CONSENT AGENDA

- a. Regular Meeting, September 23, 2013
- b. Special Meeting, September 30, 2013
- c. Workshop Meeting, October 14, 2013
- d. Building Permit Activity Report
- e. Code Compliance Activity Report
- f. Fire Department Activity Report
- g. Municipal Court Activity Report
- h. Police Department Activity Report

- i. Public Works Activity Report
- j. Finance Department Activity Report

Alderman Fanning asked to pull agenda item 6e and 6f for comments.

Alderman Ross made a motion to approve consent agenda with the exception of item 6e and 6f.

Alderman Brame seconded the motion.

Motion carried unanimously.

Alderman Fanning 6e indicated that the copies are in black and white. It would be helpful if items were labeled in future reports. Alderman Fanning also suggested that 6f contain more detail on types of incidents would be helpful on comparison of response times/types of incidents.

Alderman Fanning made the motion to approve as presented.

Mayor Pro-Tem Braulick seconded the motion. Motion carried unanimously.

7. PUBLIC HEARING/POSSIBLE ACTION

a. Public Hearing/Possible action - Ordinance No. **O-2013-005** request for annexation from the property owners of a 1.038 acre tract of land described as Lot 1813A, CB 5938 located on Lockhill-Selma just north of it NE corner of Huebner Rd. This is the first reading.

There was discussion to dispense the public hearing until the next meeting. This ordinance will be available at the City Secretary office for review and will be on next agenda for City Council consideration.

b. Public Hearing/Possible action – Ordinance No. **O-2013-006** an ordinance amending Chapter 24 of the City of Shavano Park Code of Ordinances establishing urban corridors and providing for regulations of signage therein; providing for severability; providing for proper notice and meeting; and providing for an effective date. This is the first reading.

Public Hearing – began at 6:44 p.m.

Mr. Simpson commented on the availability of the ordinance for citizen review.

Mayor Marne closed the public hearing at 6:47 p.m.

Alderman Ross made a motion to approve **O-2013-006**. Alderman Brame seconded the motion. Motion carried unanimously.

8. OLD BUSINESS

a. Discussion/possible action - Resolution No. **R-2013-010** appointments to Boards and Commissions

1. Mayor Marne made a motion to appoint Robert Werner to the Planning & Zoning Commission – 2 year term.

Mayor Pro-Tem Braulick seconded the motion.

Motion carried unanimously.

2. Alderman Ross made a motion to appoint Michael Janssen for the Planning & Zoning Commission – 2 year term
Alderman Brame seconded the motion.
Motion carried unanimously.

3. Alderman Maisel made a motion to appoint Briar Harr to the Planning & Zoning Commission – 2 year term.
Alderman Brame seconded the motion.
Motion carried unanimously.

4. Alderman Brame made a motion to appoint Mary Ann Hisel to the Planning & Zoning Commission – 2 year term.
Alderman Maisel seconded the motion.
Motion carried unanimously.

5. Alderman Fanning made a motion to appoint Michael W. Simpson to the Planning & Zoning Commission.
Alderman Brame seconded the motion.
Mayor Pro-Tem Braulick made a motion to amend the term to 1 year.
Alderman Maisel seconded the motion.
The motion carried AYES: 4 ; NAYES: 1 (Alderman Fanning)

The original motion to appoint Michael W. Simpson to the Planning & Zoning Commission – approved unanimously.

6. Mayor Pro-Tem Braulick made a motion to appoint Kerry Dike to the Planning & Zoning Commission - 1 year term.
Alderman Ross seconded the motion.
Motion carried unanimously.

7. Alderman Maisel made a motion to appoint Richard Lazor to the Planning & Zoning Commission – 2 year term.
Mayor Pro-Tem Braulick seconded the motion.
Motion carried unanimously.

Planning & Zoning Appointees:

Robert Werner	-2 year
Michael Janssen	-2 year
Briar C. Harr	-2 year
Mary Ann Hisel	-2 year
Michael W. Simpson	-1 year
Kerry Dike	-1 year
Richard Lazor	-2 year

Board of Adjustments

There are 3 terms expired and one alternate vacancy

Alderman Fanning made a motion to appoint – Larry Lyons, Fred Hobbs and William (Bill) Hartman II and Rebecca McMinn as an alternate.

Alderman Brame seconded the motion.

Motion carried unanimously.

Water Advisory Committee

Each Alderman shall recommend one individual who shall have full voting power on the committee

There are 3 vacancies are to be appointed by:

Alderman Ross - Dr. Brian Eck

Alderman Brame - Marshal Fairbanks

Alderman Maisel - Mary Werner

There was a consensus of Council to appoint these individuals to the Water Advisory Committee.

9. NEW BUSINESS

a. Discussion/possible action – authorize the purchase of a new vehicle, Chevrolet Tahoe or equivalent, for the exclusive use of the City of Shavano Park Fire Chief as a Command and Emergency Vehicle

Alderman Brame made a motion to authorize the purchase of a new vehicle, Chevrolet Tahoe or equivalent, for the exclusive use of the City of Shavano Park Fire Chief as a Command and Emergency Vehicle.

Alderman Fanning seconded the motion.

Discussion followed.

Alderman Maisel made a motion to amend the motion to include authorize the purchase of a new vehicle, Chevrolet Tahoe or equivalent, for the exclusive use of the City of Shavano Park Fire Chief as a Command and Emergency Vehicle, **if so deemed by the City Manager.**

Alderman Ross seconded the motion on the amendment.

Motion carried unanimously on the amendment.

Motion on the original motion carried unanimously.

b. Discussion/possible action - rescheduling the Regular City Council Meetings scheduled Monday, November 25, 2013 and Monday, December 23, 2013 due to holidays
Alderman Ross made a motion to reschedule the November 25, 2013 Regular City Council Meeting to Monday, November 18, 2013.
Alderman Brame seconded the motion.

Motion carried unanimously.

Alderman Ross made a motion to reschedule the December 23, 2013 Regular City Council Meeting to Monday, December 16, 2013.

Alderman Fanning seconded the motion.

The motion carried unanimously.

c. Discussion/possible action –Resolution No. **R-2013-011** Election of Bexar Appraisal District Board of Directors for 2014-15

Alderman Ross made a motion to approve **R-2013-011** Election of Bexar Appraisal District Board of Directors for 2014-15 casting the City of Shavano Park's six (6) votes for Jim Martin Northside ISD.

Alderman Fanning seconded the motion.

Motion carried unanimously.

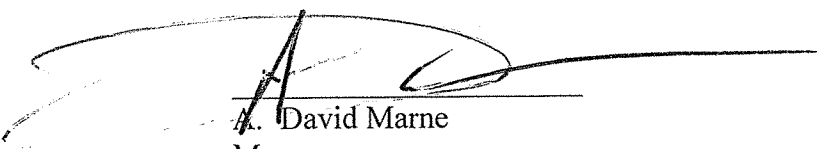
d. Discussion/possible action – direction to staff regarding amendment to FY 2013-14 budget
At this time, general consensus is staff proceed in preparing an amendment to FY 2013-14 budget.

10. CITY MANAGER'S REPORT

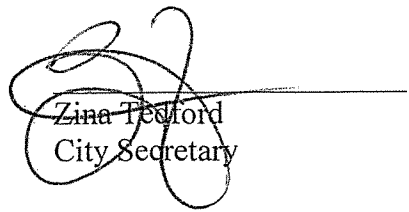
City Manager Hill gave a brief update on his first week.

11. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Maisel seconded the motion.
The meeting adjourned at 7:50 p.m.



David Marne
Mayor



Zina Tedford
City Secretary

MINUTES
CITY COUNCIL WORKSHOP
OCTOBER 14, 2013

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Brame led the Invocation.

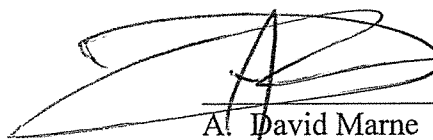
4. WORKSHOP

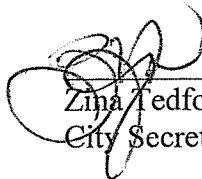
a. Discussion/possible direction to staff - 2013-14 Budget

Mayor Marne stated that the Workshop had been called by Alderman Ross due to concerns with the format and inaccurate information in the budget. Discussion followed and City Council came to the consensus that Alderman Ross and Alderman Maisel would meet with City Secretary Tedford to correct/modify the issues.

5. ADJOURNMENT

Mayor Pro-Tem Braulick made the motion to adjourn the meeting. Alderman Ross seconded the motion. The meeting adjourned at 6:25 p.m.


A. David Marne
Mayor


Zina Tedford
City Secretary

MINUTES
SPECIAL CITY COUNCIL MEETING
SEPTEMBER 30, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 4:35 p.m.

2. ROLL CALL

PRESENT:

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Fanning
Mayor Marne

ABSENT:

Alderman Brame

3. PLEDGE OF ALLEGIANCE AND INVOCATION


Mayor Marne led the Pledge of Allegiance to the Flag. Alderman Maisel followed with the Invocation.

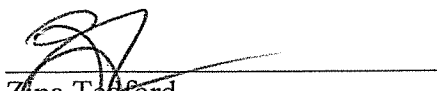
4. DISCUSSION/POSSIBLE ACTION –

- a. Update –City financial condition as of 9-30-13
 - b. Authorizing an agreement with Kythe LLC for financial services for the City of Shavano Park
- City Manager presented City Council with an update of the City's financial condition as of 9-30-13. Options regarding the hiring of a Finance Director or Contractor were discussed. Alderman Ross made a motion to authorize an agreement with Kythe LLC for financial services for the City of Shavano Park amending Exhibit A, #2 to read as: **'Oversee the implementation of Incode Version 9 or Version 10'**. Alderman Maisel seconded the motion. Motion carried unanimously.

5. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Alderman Fanning seconded the motion. The meeting adjourned at 4:58 p.m.



A. David Marne
Mayor

Zina Telford
City Secretary

CITY COUNCIL
MINUTES
SEPTEMBER 23, 2013

1. CALL MEETING TO ORDER

Mayor Marne called the meeting to order at 6:33 p.m.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Mayor Pro-Tem Braulick
Alderman Maisel
Alderman Ross
Alderman Brame
Alderman Fanning
Mayor Marne

4. CITIZENS TO BE HEARD

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

5. PRESENTATION

a. Presentation by representatives of Denton Communities concerning type and spacing of commercial signage on Loop 1604 and within 500 feet of the intersection of Loop 1604 and N.W. Military Highway; authorizing Planning & Zoning Commission to prepare a proposed ordinance for an urban corridor signage district

Mr. Kossel of Denton Communities presented City Council a proposal for commercial signage that would standardize signage within Shavano Park as well as brand the City.

Alderman Maisel made a motion to authorize the Planning & Zoning Commission to prepare a proposed ordinance for urban corridor signage district. Mayor Pro-Tem Braulick seconded the motion. Motion carried unanimously.

6. CITY COUNCIL COMMENTS

Mayor Pro-Tem Braulick – thanked Denton Communities and the Planning & Zoning Commission for working in good faith for the good of the City.

Alderman Fanning – echoed Mayor Pro-Tem Braulick’s comments and reminded everyone that Tuesday, Oct. 1st – National Night Out 6:30 -8:30 p.m.

Alderman Ross – none

Alderman Brame – echoed Mayor Pro-Tem Braulick’s and Alderman Fanning’s comments

Alderman Maisel – appreciates what Denton Communities and the Planning & Zoning Commission are doing to bring in businesses to the City.

Mayor Marne – Thanked everyone for coming to the meeting and introduced Andy Joslin as the new Municipal Services Manager for Republic Services.

At this time, Alderman Ross asked to deviate from the agenda and move agenda item 9d to the table. At this time, Alderman Ross made a motion to table agenda item 9d until the next Regular City Council Meeting. Alderman Maisel seconded the motion.

Motion carried unanimously to table agenda item 9d until the next Regular City Council meeting.

7. DISCUSSION/POSSIBLE ACTION - CONSENT AGENDA

- a. Regular Meeting, July 22, 2013
- b. Special Meeting, August 23, 2013
- c. Regular Meeting, August 26, 2013
- d. Special Meeting, September 4, 2013
- e. Building Permit Activity Report
- f. Code Compliance Activity Report
- g. Fire Department Activity Report
- h. Municipal Court Activity Report
- i. Police Department Activity Report
- j. Public Works Activity Report
- k. Finance Department Activity Report

Alderman Maisel made a motion to approve agenda items 7a-j. Alderman Ross seconded the motion. Motion carried unanimously.

At this time, Mayor Marne stated that he did not want 7k approved without first recognizing Interim Finance Director Coones. This is her last day with the City. Mayor Marne continued by thanking Ms. Coones for all of her efforts and expertise helping us through these trying times. City Council echoed Mayor Marne's comments.

Alderman Fanning made a motion to approve 7k. Alderman Ross seconded the motion. Motion carried unanimously.

8. PUBLIC HEARING/POSSIBLE ACTION

- a. Public Hearing/possible action- Ordinance No. O-2013-003 an ordinance of the City of Shavano Park for the fiscal year beginning October 1, 2013 and ending September 30, 2014 appropriating money to a sinking fund to pay interest and principal due on the City's indebtedness; and adopting the annual enterprise and general fund budgets of the City of Shavano Park for 2013-2014 fiscal year. This is the final reading.

Mayor Marne opened the Public Hearing at 6:46 p.m.

Mayor Marne thanked everyone for attending tonight's meeting.

Public Hearing closed at 6:47 p.m.

Alderman Fanning made a motion to approve O-2013-003 for the final reading. Alderman Maisel seconded the motion. Motion carried unanimously.

b. Public Hearing/possible action – Ordinance No. O-2013-004 an ordinance of the City of Shavano Park, Texas levying ad valorem taxes for use and support of the municipal government of the City for the fiscal year beginning October 1, 2013 and ending September 30, 2014; providing for apportioning each levy for specific purposes; and providing when taxes shall become due and when same shall become delinquent if not paid. This is the final reading.

Mayor Marne open the Public Hearing at 6:48 p.m.

Mayor Marne thanked everyone for attending the meeting.

Public Hearing closed at 6:49 p.m.

Alderman Fanning made a motion to approve O-2013-004 to include the coversheet. Alderman Maisel seconded the motion.

Alderman Ross asked about the specifics of Chapter 26 of the Tax Code regarding specific language and size of the text within the proposed ordinance. Mayor Marne suggested the ordinance include the language and size of the text.

Mayor Pro-Tem Braulick	- Yes
Alderman Maisel	- Yes
Alderman Ross	- No
Alderman Brame	- Yes
Alderman Fanning	- Yes
Mayor Marne	- Yes

c. Public Hearing/possible action – Resolution No. R-2013- 008 approving the Crime Control & Prevention District budget for FY 2013-14

Mayor Marne opened the Public Hearing at 6:57 p.m.

A citizen addressed City Council and asked they consider that Emergency personnel need reliable vehicles.

Public Hearing closed at 7:00 p.m.

Alderman Fanning made the motion to approve R-2013-008. Alderman Brame seconded the motion.

The motion carried with four (4) – one (1) (Alderman Ross)

d. Public Hearing/possible action – annexation request authorizing staff to proceed with the annexation process on the northeast corner of Huebner/Lockhill-Selma north of Huebner Rd

Mayor Marne opened the Public Hearing at 7:00 p.m.

The Public Hearing closed at 7:01.

Alderman Ross made the motion to authorize staff to proceed with the annexation process on the northeast corner of Huebner/Lockhill-Selma north of Huebner Rd. Alderman Fanning seconded the motion. Motion carried unanimously.

9. NEW BUSINESS

a. Discussion/possible action – Resolution R-2013- 009 adopting a Section 125 Benefits Plan
Mayor Pro-Tem Braulick made a motion to approve R-2013-009. Alderman Ross seconded the motion. Motion carried unanimously.

b. Discussion/possible action – amending the contract with Republic Services for recycling services

Mayor Pro-Tem Braulick made the motion to amend the contract with Republic Services for recycling services. Alderman Ross seconded the motion.
Motion carried four (4) - one (1) (Alderman Fanning)

c. Discussion/possible action – Emergency and Community notification system for the City of Shavano Park

Mr. Joe Abrams, Technology Member, Alliance for Community Solutions, gave a presentation on I-Info.

Alderman Fanning made the motion for the City of Shavano Park to accept the I-Info Notification System. Alderman Maisel seconded the motion. Motion carried unanimously.
Program.

d. Discussion/possible action - Resolution No. R-2013-010 appointments to Boards and Commissions

This item was moved above agenda item 7a and tabled.

e. Discussion/possible action-

Review of the City Secretary- Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters

Appointment/approval of City Secretary Zina Tedford to act as City Manager during any absence of City Manager

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

Alderman Ross seconded the motion.

Mayor Marne closed the Open Meeting at 7:45 p.m.

The Open Meeting reconvened at 8:22 p.m.

At this time, Mayor Marne entertained a motion that City Secretary Tedford be appointed to act as City Manager during any absence of the City Manager, in addition the City Secretary also assume the duties of personnel and commensurate with the duties be moved to pay scale 29.


Alderman Fanning made the motion as outlined by Mayor Marne. Mayor Pro-Tem Braulick seconded the motion. Motion carried unanimously.

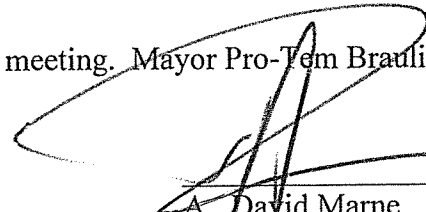
10. CITY MANAGER'S REPORT

City Manager Chuck Pinto stated this will be his last meeting and it has been a pleasure. Mr. Pinto stated that he will be meeting with the Mayor, new City Manager, Zina and auditors on Monday to assist in the transition.

11. ADJOURNMENT

Alderman Ross made a motion to adjourn the meeting. Mayor Pro-Tem Braulick seconded the motion. The meeting adjourned at 8:24 p.m.



Zina Tedford
City Secretary

A. David Marne
Mayor