

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

**This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Regular Meeting on Monday, March 23, 2020 immediately following the Crime Control Prevention District meeting scheduled at 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.**

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

**In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone.** The City of Shavano Park will conduct the Regular Meeting on Monday, March 23, 2020 immediately following the City of Shavano Park Crime Control and Prevention Meeting scheduled at 6:30 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-866-899-4679 and requires access code 492-574-237.

Livestream Participation. The livestream available via the GoToMeeting website from your computer, tablet or smartphone at: <https://global.gotomeeting.com/join/492574237> or you may also download the GoToMeeting app from Google Play or the Apple App Store. Follow GoToMeeting’s instructions to download and install the app.

The Livestream / telephone conference will be available to join at 6:15 pm (15 minutes prior to the meeting).

The public will be permitted to offer comments telephonically as provided by the agenda during Citizen’s to be Heard. Citizens who want to speak during this period, should sign up to speak prior to the beginning of the meeting by stating their intent and providing Name, Address, and Topic to be addressed. Follow the guidelines under agenda item 3.

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

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

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

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

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

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

- **The public toll-free dial-in number to participate in the Citizens to be Heard is 1-866-899-4679 and requires access code 492-574-237.**
- The Mayor will recognize those citizens who have signed up prior to the start of the meeting.
- Pursuant to Resolution No. R-2019-011 citizens are given three minutes (3:00) to speak during “Citizens to be Heard.”
- Members of the public may only speak once and cannot pass the individual’s time allotment to someone else
- Direct your comments to the entire Council, not to an individual member
- Show the Council members the same respect and courtesy that you expect to be shown to you

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

## **4. CITY COUNCIL COMMENTS**

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

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

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

### **5.1. Annual April City Manager Performance and Salary Review (Mayor Werner)**

## **6. REGULAR AGENDA ITEMS**

- 6.1. Discussion /Action - Coronavirus Update and Considerations - City Manager**
- 6.2. Discussion /Action - Ordinance O-2020-006 amending the FY 2019-20 Budget to adjust revenues, expenditures and utilization of fund balance to include resourcing the pavilion, playscapes, walking trail, equipment upgrades and other items within the General Fund, Water Utility Fund, Crime Control and Prevention District Fund, Capital Improvement/Replacement Fund and Water Utility Capital Replacement Fund (first reading) - City Manager / Finance Director**
- 6.3. Discussion /Action - Resolution R-2020-008 Neighborhood Watch adopting the National Neighborhood Watch Program as a city sponsored / managed program. Appoint management of the program to the Police Department with the Police Chief designated as the POC - Chief Lacy**
- 6.4. Discussion / action - Reschedule the Regular City Council Meeting scheduled for May 25, 2020 - City Manager**
- 6.5. Discussion / Action - Resolution R-2020-009 authorizing the application for the SIB loan supporting the relocation of water lines along NW Military Highway during the NW Military Highway improvement project - City Manager**
- 6.6. Discussion - Resolution R-2020-005 Revisions to Employee Handbook**

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

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

- 7.1. Building Permit Activity Report**
- 7.2. Fire Department Activity Report**
- 7.3. Municipal Court Activity Report**
- 7.4. Police Department Activity Report**
- 7.5. Public Works Activity Report**
- 7.6. Finance Report**

## **8. CONSENT AGENDA**

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

**8.1. Approval - City Council Minutes, February 24, 2019**

**8.2. Accept - Planning & Zoning Commission Meeting Minutes, February 5, 2019**

## **9. ADJOURNMENT**

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion. The Council may vote and/or act upon each of the items set out in this agenda. In addition, the City Council for the City of Shavano Park has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter authorized by Texas Government Code Sections 551.071 (Consultation with Attorney); 551.072 (Deliberations related to Real Property); and Section 551.074 (Personnel Matters).

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

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

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

### **CERTIFICATE:**

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 18th day of March 2020 at 4:30 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, [www.shavanopark.org](http://www.shavanopark.org), in compliance with Chapter 551, Texas Government Code

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Zina Tedford  
City Secretary

## **POTENTIAL FUTURE AGENDA ITEMS**

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

- a. **Ordinance O-2020-002 amending the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance. (final reading) - April**
- b. **Ordinance amending Chapter 36 Zoning regarding the allowed uses of accessory buildings - April**
- c. **Correction of scrivener error in Ordinance 100-12-03 regarding side setback requirements in Willow Wood Planned Unit Development - April**
- d. **Resolution adopting City Policy - City Publications - Open**
- e. **Resolution R-2020-007 Neighborhood Watch adopting the National Neighborhood Watch Program as a city sponsored / managed program. Appoint management of the program to the Police Department with the Police Chief designated as the POC - Chief Lacy**
- f. **City Manager Annual Review / Salary for April - Annual April**
- g. **Annual Budget Calendar - Annual May**
- h. **Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**
- i. **Annual update on bond revenue opportunities by Bond Counsel – Annual May**
- j. **Approval of Financial Account Signatures - Annual June**
- k. **Annual Compensation Review - Annual June Workshop**
- l. **Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- m. **City Council adoption of organizational chart - Annual August**
- n. **Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- o. **Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**
- p. **Ordinance approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019a - Annual September**

- q. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September
- r. Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September
- s. Selection - Boards, Commissions, and Committees - Annual September
- t. Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Holiday / Picnic in the Park) - Annual September
- u. Disposal of City Equipment / Furniture - Annual October
- v. Designation of City of Shavano Park Official Paper - Annual October
- w. Adoption of Official City Holiday Schedule - Annual November
- x. Approval of the yearly tax roll - Annual November
- y. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February
- z. Records Retention Policy - Annual January
- aa. Schedule the Annual City-Wide Garage Sale – Annual January
- bb. Appointment of Council Appointed Positions - Annual January
- cc. Annual Crime Report – Annual January
- dd. Crime Control Prevention District funding placed on ballot - January 2024
- ee. Street Maintenance Fund funding placed on the ballot - January 2022
- ff. Revisions to Employee Handbook - Annual February
- gg. Shavano Park Police Department **20XX** Racial Profiling Report - Annual February
- hh. City of Shavano Park Investment Policy - Annual February
- ii. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August
- jj. FY 2019 - 20 Budget Amendment (Annual February or March)

**kk. Set City Manager Annual Performance and Salary Review for April – Annual March**