

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

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Regular Meeting on Monday, May 13, 2019 at 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers for the purpose of considering the following agenda:

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. CITIZENS TO BE HEARD

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

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

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

4. CITY COUNCIL COMMENTS

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

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

- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda.

5. PRESENTATIONS, COMMENDATIONS, AND ANNOUNCEMENTS

- 5.1. Proclamation - Declaring May 17, 2019 World Neurofibromatosis (NF) Awareness Day - Mayor Werner**
- 5.2. Proclamation - City of Shavano Park San Antonio Radio Field Day, June 21-23, 2019 - Mayor Werner**

6. REGULAR AGENDA ITEMS

- 6.1. Discussion / action - Resolution No. R-2019-007 canvassing the 2019 General / Special Election - City Council**
- 6.2. Oath of Office - Newly Election Officials - Mayor Werner**
- 6.3. Discussion / action - Appointment of Mayor Pro Tem - City Council**
- 6.4. Public Hearing - Proposed re-plat of Lots 2 and 4 in CB 4787 of Shavano Park (Napier Park Unit-1 (PUD)) to create Lots 20, 21 and 22**
- 6.5. Discussion / action - Proposed replat of Lots 2 and 4 in CB 4787 of Shavano Park (Napier Park Unit-1 (PUD)) to create Lots 20, 21 and 22 - City Manager**
- 6.6. Discussion / action - Request for a Minor Amendment to Mixed-Use District site plan located at 4001 Pond Hill Road to authorize exceptions to covered parking at the Lynd Building - City Manager**
- 6.7. Discussion / action - Request Change to the Planned Unit Development Detail Plan at 4775 Lockhill Selma to authorize exceptions to covered parking for the National Joint Care Institute - City Manager**
- 6.8. Discussion / action - Ordinance No. O-2019-004 ordinance amending the city of Shavano Park Code of Ordinances to increase the water debt service fee beginning July 1, 2019 (final reading) - City Manager**
- 6.9. Discussion / action - Annual Budget Calendar - Finance Director**
- 6.10. Discussion / update - ARDMOR, Inc., Texas ARDMOR Properties, LP, Texas ARDMOR Management, LLC, and Paul Cooke v. City of Shavano Park, in the 407th District Court, Bexar County, No. 2018-CI-21898. Possible Executive Session pursuant to Texas Government Code Section 551.071, Consultation with Attorney regarding update on status of pending litigation and claims against City. Reconvene into open session to take action as necessary. - City Manager / City Attorney**

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

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 Meeting Minutes, April 22, 2019

8.2. Accept - Planning and Zoning Commission Meeting Minutes, April 3, 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.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by

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

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

CERTIFICATE:

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 10th day of May 2019 at 10:50 a.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, www.shavanopark.org, in compliance with Chapter 551, Texas Government Code

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. Chief Dover's six month Assessment of Fire Department - June**
- b. Irrigation System Backflow Prevention Requirements - June**
- c. City Attorney - June**
- d. Report on litigation, Texas ARD MOR Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) - Open**
- e. Resolution R-2018-011 adopting City Policy No. 14 - City Publications - Open**
- f. Adopt 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 – Open**
- g. Approval of Financial Account Signatures - Annual June**
- h. Annual Compensation Review - Annual June Workshop**
- i. Ordinance O-2018-013 prohibiting the use of a portable electronic device while operating a motor vehicles and creating an offense (first reading) - Ald. Heintzelman (postponed until July 2019)**
- j. Update from Republic Services on Fees and Recycle - Annual August**
- k. City Council adoption of organizational chart - Annual August**
- l. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- m. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- n. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**
- o. 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**

- p. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September**
- q. Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September**
- r. Selection - Boards, Commissions, and Committees - Annual September**
- s. Disposal of City Equipment / Furniture - Annual October**
- t. Designation of City of Shavano Park Official Paper - Annual October**
- u. Adoption of Official City Holiday Schedule - Annual November**
- v. Setting the dates for the City sponsored events (Arbor / Earth Day / Independence Day / National Night Out / Holiday) - Annual November**
- w. Approval of the yearly tax roll - Annual November**
- x. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January**
- y. Records Retention Policy - Annual January**
- z. Schedule the Annual City-Wide Garage Sale – Annual January**
- aa. Appointment of Council Appointed Positions - Annual January**
- bb. Crime Control Prevention District funding placed on ballot - January 2019**
- cc. Street Maintenance Fund funding placed on the ballot - January 2022**
- dd. Revisions to Employee Handbook - Annual February**
- ee. Shavano Park Police Department 2017 Racial Profiling Report - Annual February**
- ff. City of Shavano Park Investment Policy - Annual February**
- gg. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- hh. FY 2019 - 20 Budget Amendment (Annual February or March)**
- ii. Set City Manager Annual Performance and Salary Review for April – Annual March**
- jj. City Manager Annual Review / Salary for April - Annual April**

kk. Annual Budget Calendar - Annual May

PROCLAMATION

Whereas, The Children’s Tumor Foundation is observing May 17, 2019 as World Neurofibromatosis (NF) Awareness Day to educate the public about this rare genetic disorder; and

Whereas, Although over 2 million people around the world are living with NF and 1 in every 3,000 births is diagnosed with NF, it is still is relatively unknown to the public; and

Whereas, NF affects all populations equally, regardless of race, ethnicity or gender; and

Whereas, NF causes tumors to grow on nerves throughout the body and also can affect development of the brain, cardiovascular system, bones and skin; and

Whereas, The disorder can lead to blindness, deafness, bone abnormalities, disfigurement, learning disabilities, disabling pain, and cancer; and

Whereas, The Children’s Tumor Foundation leads efforts to promote and financially sponsor world-class medical research aimed at finding effective treatments and, ultimately, a cure for NF; and

Whereas, The Children’s Tumor Foundation is actively fostering collaborative partnerships in both science and industry to speed the drug research and development process through a number of consortia called Synodos; and

Whereas, The Children’s Tumor Foundation works to improve access to quality patient healthcare through its national NF Clinic Network; and

Whereas, The Children’s Tumor Foundation provides patient and family support through its information resources, youth programs, and local chapter activities; and

Whereas, Much remains to be done in raising public awareness of NF to help promote early diagnosis, proper management and treatment, prevention of complications, and support for research.

NOW, THEREFORE BE IT PROCLAIMED, on behalf of the City Council of the City of Shavano Park, Texas I, in recognition of this important initiative, do hereby proclaim May 17, 2019 as “World Neurofibromatosis (NF) Awareness Day.”

Robert Werner
Mayor

CITY COUNCIL STAFF SUMMARY

Meeting Date: 5-13-19

Agenda item: 5.2

Prepared by: Zina Tedford

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Proclamation – San Antonio Radio Club Field Day

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Attachments for Reference:

1) Proclamation

BACKGROUND / HISTORY:

The City of Shavano Park has traditionally supported the San Antonio Radio Club during Amateur Radio Week. The Club uses the City Hall parking lot to set up the radios during the 2 day event.

DISCUSSION: The San Antonio Radio Club will have representatives at the meeting to accept the proclamation and discuss this annual event. The Club has applied for the use of City Hall using the City application.

COURSES OF ACTION: N/A

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: Mayor reads the Proclamation

CITY OF SHAVANO PARK

OFFICE OF MAYOR

PROCLAMATION

WHEREAS, the City of Shavano Park works with the San Antonio Radio Club to prepare for emergencies and licensed Amateur Radio operators have demonstrated their value in public assistance by providing emergency radio communications; and

WHEREAS, for over 98 years, these Amateur Radio operators donate these services free of charge in the interest of the citizens of the City as well as the world; and

WHEREAS, these Amateur Radio operators are on alert for any emergency, local or worldwide, and practice their communication skills during the American Radio Relay League's Field Day exercise; and

WHEREAS, this year's Amateur Radio Field Day for the San Antonio Radio Club will take place outside the City of Shavano Park City Hall on June 21-23, 2019 and has been doing so since 2003;

NOW, THEREFORE, I, Robert Werner, Mayor of the City of Shavano Park, hereby declare the week of June 21-23, 2019 as

AMATEUR RADIO WEEK

in recognition of this important emergency preparedness exercise, and call upon all citizens to pay tribute to the Amateur Radio operators that assist our City.

Robert Werner, Mayor

CITY COUNCIL STAFF SUMMARY

Meeting Date: 5-6-19

Agenda item: 6.1

Prepared by: Zina Tedford

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action – Resolution No. R-2019-007 canvassing the 2018 General / Special Election – City Council

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Attachments for Reference – Resolution No. R-2019-007

BACKGROUND / HISTORY:

DISCUSSION:

City Council will take action on the R-2019-007 canvassing the General / Special Election called for the purpose of electing a Mayor and two (2) Aldermen and ordering a Special Election for a referendum to continue the Shavano Park Crime Control and Prevention District.

- January 28, 2019 - City Council ordered the May 4, 2019 General / Special Election for the purpose of electing a Mayor and two (2) Aldermen and ordered the Special Election for a referendum to continue the Shavano Park Crime Control and Prevention District

- February 25, 2019 – City Council approved Resolution R -2019-006 canceling the City of Shavano Park General Election to be held on May 4, 2019 and declaring the unopposed candidates elected.

- May 4, 2019 - Special Election ---

“Whether the City of Shavano Park Crime Control and Prevention District should be continued for five (5) years and the crime control and prevention district sales tax should be continued for five (5) years.”

COURSES OF ACTION: Approve Resolution R- 2019 -007 canvassing the General / Special Election.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION - Approve Resolution No. R-2019-007 canvassing the General / Special Election.

RESOLUTION No. R-2019-007

A RESOLUTION AND ORDER CANVASSING THE RETURNS AND DECLARING THE OFFICIAL RESULTS OF A GENERAL/SPECIAL ELECTION TO ELECT A MAYOR AND TWO ALDERMEN AND VOTING ON ONE PROPOSITION

There came to be considered the returns of a general/special election held on May 4, 2019 for the purpose of electing a Mayor and two (2) Aldermen and voting on one proposition. On February 25, 2019, City Council approved Resolution R-2019-006 canceling the City of Shavano Park General Election to be held on May 4, 2019 and declaring the unopposed candidates elected. The proposition appearing from said returns, duly and legally made and the following proposition in said election received the following votes:

FOR CITY COUNCIL

Mayor

Bob Werner

"Unopposed Candidate Declared Elected"

Aldermen

Michael Colemere

"Unopposed Candidate Declared Elected"

Michele Bunting Ross

"Unopposed Candidate Declared Elected"

FOR PROPOSITION ONE

"Whether the Shavano Crime Control and Prevention District should be continued for five (5) years and the crime control and prevention district sales tax should be continued for five (5) years.

EARLY VOTING

PRECINCTS	3075	3176	3196	TOTAL
FOR	65	0	1	66
AGAINST	4	0	0	14

ELECTION DAY

PRECINCTS	3075	3176	3196	TOTAL
FOR	48	0	0	48
AGAINST	8	0	0	8

TOTAL VOTE: FOR 114
AGAINST 22

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

That the election was duly called; that notice of said election was given in accordance with law and that said election was held in accordance with law; **Bob Werner** is elected as Mayor, **Michael Colemere** is elected as Alderman and **Michele Bunting Ross** is elected as Alderman of the Shavano

Park City Council.

Said above named parties are hereby declared duly elected to said respective offices, subject to the taking of their oaths of office as provided by the laws of the State of Texas and the City of Shavano Park, Texas.

Proposition One [**passed/failed**].

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

PASSED AND APPROVED by the City Council of the City of Shavano Park this the 13th day of May, 2019.

Robert Werner
MAYOR

Attest: _____
Zina Tedford, City Secretary

Approved as to Form: _____
City Attorney's Office

CITY COUNCIL STAFF SUMMARY

Meeting Date: 5-6-19

Agenda item: 6.3

Prepared by: Zina Tedford

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

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



Attachments for Reference: 1) N/A

BACKGROUND / HISTORY:

As per the City of Shavano Park Code of Ordinances:

Sec. 2-27. - Mayor Pro Tempore.

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

(Ord. No. 4, § 14, 2-20-1989)

DISCUSSION: N/A

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

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Select Alderman to serve as Mayor Pro Tem for a one year term.

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 13, 2019

Agenda item: 6.4 / 6.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.4. Public Hearing - Proposed re-plat of Lots 2 and 4 in CB 4787 of Shavano Park (Napier Park Unit-1 (PUD)) to create Lots 20, 21 and 22

6.5. Discussion / action - Proposed replat of Lots 2 and 4 in CB 4787 of Shavano Park (Napier Park Unit-1 (PUD)) to create Lots 20, 21 and 22 - City Manager

X

Attachments for Reference:

- 1) 6.5a Pape-Dawson Request Letter
- 2) 6.5b Napier Park Unit-1 (PUD) Re-plat
- 3) 6.5c Re-plat Checklist
- 4) 6.5d Engineer Approval Letter
- 5) 6.5e Original Plat Napier Park Unit-1 (PUD)
- 5) 6.5f Napier Park PUD Site Map
- 6) 6.5g City Manager Letter dated Sept 20, 2017

BACKGROUND / HISTORY: This item will be considered at the May 8, 2019 Planning & Zoning Commission. Summary sheet will be updated on May 9th to account for Planning & Zoning's recommended action(s). On March 27, 2019 City Staff received from Pape-Dawson Engineers a request to re-plat Napier Park Unit-1 (PUD) (attachment 6.5a). This re-plat action occurs in Napier Park Planned Unit Development (PUD) – the site map is attached as 6.5f.

The City Engineer provided an initial review letter of the re-plat and Pape-Dawson provided an updated re-plat in response to staff on April 15, 2019. The updated re-plat is presented as attachment 6.5b along with the Engineer Approval Letter as attachment 6.5d.

On April 24, 2019 City Staff provided public notice to all property owners within 500 feet and by newspaper as required by City Ordinances.

Conditions for approving a re-plat request are under Section 28-46 of the City's Code of Ordinances:

Sec. 28-46. - Replatting without vacating a previous plat.

(a) *Conditions.* A replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat under the following conditions:

- (1) The replat must be signed and acknowledged by only the owners of the property being replatted.

- (2) The replat does not attempt to alter, amend or remove any covenants or restrictions.
- (3) The replat must be approved by the Planning and Zoning Commission and the City Council after respective public hearings in relation thereto at which interested parties and citizens shall have had an opportunity to be heard.

The purpose of Planning & Zoning (and City Council) review is prescribed in Sec. 28-4 of the City's Ordinances:

Sec. 28-4. - Interpretation and purpose.

- (a) The interpretations and application of the provisions of this chapter shall be deemed to be minimal in nature, and whenever the principles, standards or requirements of any other applicable provision of other ordinances of the City which are higher or more restrictive, the latter shall control; and when circumstances warrant, as determined by the City Council, the City Council shall have the authority to impose more restrictive conditions to this chapter.
- (b) The purpose of this chapter is to achieve orderly urban development through land subdivision; to promote and develop the utilization of land to ensure the best possible community environment in accordance with a comprehensive plan of the City; to provide for adequate municipal services and safe streets; and to protect and promote the public health, safety and general welfare.

DISCUSSION: The original plat for Napier Park Unit-1 (PUD) was approved on August 29th, 2016 (attachment 6.5e). This proposed action re-plats Lots 2 and 4 in CB 4787 of Shavano Park (Napier Park Unit-1 (PUD)) to create Lots 20, 21 and 22. It basically sub-divides one large lot (lot 4) and increases the width of an already existing lot (lot 2) by 18 feet.

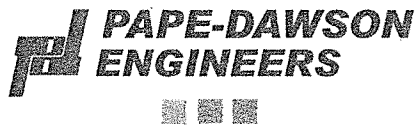
The plat and proposed replat generally conforms to the originally approved PUD site map, which was modified and approved by the City Manager on September 20, 2017 under the authority of City Zoning Ordinance 36-40(I) – (see approval letter attachment 6g). In this re-plat, proposed changes do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, floor area ratio or reduce the front, rear or side yards provided at the boundary of the site of the PUD. These changes have been reviewed formally by the City Manager with the Planning and Zoning Commission in 2017.

Nevertheless, staff has informed Bitterblue that continued development in the same manner as the ongoing actions will trigger a requirement to revise the PUD. Future development may increase the density and impervious cover, which may also result in concerns with storm water drainage and a review of the Water Pollution Abatement Plan.

COURSES OF ACTION: Approve or alternatively decline and give guidance to staff on proposed replat of Lots 2 and 4 in CB 4787 of Shavano Park (Napier Park Unit-1 (PUD)) to create Lots 20, 21 and 22.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve proposed replat of Lots 2 and 4 in CB 4787 of Shavano Park (Napier Park Unit-1 (PUD)) to create Lots 20, 21 and 22.



March 26, 2019

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

Re: Description of Replat
Napier Park, Unit-1 Replat

Dear Mr. Leeth:

We are submitting this letter to inform you about the Replat of Napier Park, Unit-1. The developer is requesting to widen the Lot 4 frontage by 18 feet establishing Lot 22, and split Lot 2 into 2 lots, establishing Lot 20 and Lot 21.

If you have any questions or require any additional information, please do not hesitate to contact our office at your earliest convenience.

Sincerely,
Pape-Dawson Engineers, Inc.

Andrew Lowry, P.E.
Project Manager

Attachments
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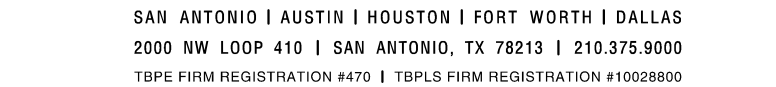
TBPE Firm Registration #470 | TBPLS Firm Registration #10028800

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2000 NW Loop 410, San Antonio, TX 78213 T: 210.375.9000 www.Pape-Dawson.com

BEING A TOTAL OF 1.04 ACRES, ESTABLISHING LOT 20, 21 & 22, IN CB 4787, IN THE CITY OF SHAVANO PARK, BEXAR COUNTY, TEXAS, BEING LOT 2 & 4, CB 4787, RECORDED IN VOLUME 9707, PAGE 22 OF THE DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS AND A 0.043 ACRE TRACT OF LAND OUT OF A 289.5 ACRE TRACT OF LAND RECORDED IN VOLUME 12007, PAGES 2490-2507 OF THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, OUT OF THE REFUGIO VARGAS, SURVEY NUMBER 80, ABSTRACT 781, COUNTY BLOCK 4787, BEXAR COUNTY, TEXAS.



STATE OF TEXAS
COUNTY OF BEXAR

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

OWNER/DEVELOPER: JAMES H. JAPHET
BELLAIRES FINANCIAL, INC. & RY INVESTMENT PROPERTIES
4372 N. LOOP 1604 W, SUITE 206
SAN ANTONIO, TEXAS 78249
(210) 344-3113
(LOTS 2 & 4)

STATE OF TEXAS
COUNTY OF BEXAR

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

NOTARY PUBLIC, BEXAR COUNTY, TEXAS

THIS PLAT OF NAPIER PARK, UNIT-1 (PUD) HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH PLANNING AND ZONING COMMISSION.

DATED THIS DAY OF , A.D. 20 .

BY: _____ CHAIRMAN

BY: _____ CITY CLERK

THIS PLAT OF NAPIER PARK, UNIT-1 (PUD) HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED THIS _____ DAY OF _____, A.D. 20 ____.

BY: _____ MAYOR









BY: _____ CITY CLERK

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

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

1. PROPERTY CORNERS ARE MONUMENTED WITH CAP OR DISK MARKED "PAPE-DAWSON" UNLESS NOTED OTHERWISE.
2. COORDINATES SHOWN ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (CORS 1996) FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE DISPLAYED IN GRID VALUES DERIVED FROM THE NGS COOPERATIVE CORS NETWORK.
3. DIMENSIONS SHOWN ARE SURFACE.

CENTRAL ZONE.

DPR	DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
OPR	OFFICIAL PUBLIC RECORDS (OFFICIAL PUBLIC RECORDS OF REAL PROPERTY) OF BEXAR COUNTY, TEXAS
	CENTERLINE
(PUD)	PLANNED UNIT DEVELOPMENT
	FOUND 1/2" IRON ROD (UNLESS NOTED OTHERWISE)
(SURVEYOR)	
	SET 1/2" IRON ROD
— 1140 —	EXISTING CONTOURS
— 1140 —	PROPOSED CONTOURS
PR	PLAT RECORDS OF BEXAR COUNTY, TEXAS
	10' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT
	10' BUILDING SETBACK LINE
	14' GAS, ELECTRIC, TELEPHONE AND CABLE TV AND WATER EASEMENT (VOLUME 9668, PAGE 22 DPR)
	25' BUILDING SETBACK LINE (VOLUME 9668, PAGE 22 DPR)
	VARIABLE WIDTH GAS AND ELECTRIC EASEMENT (VOLUME 10010, PAGES 292-297 OPR)

4	VARIABLE WIDTH GAS, ELECTRIC, TELEPHONE, CABLE TV AND WATER EASEMENT (VOLUME 9554, PAGE 52 DPR)
5	VARIABLE WIDTH WATER EASEMENT (VOLUME 9706, PAGES 45-46 DPR)
6	16' WATER EASEMENT (VOLUME 9706, PAGES 45-46 DPR)
7	10' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT (VOLUME 9707, PAGE 22 DPR)
8	10' BUILDING SETBACK LINE (VOLUME 9707, PAGE 22 DPR)
9	25' ELECTRIC EASEMENT (VOLUME 17884, PAGE 722 OPR)
1	UNPLATTED PORTION OF 289.5 ACRE TRACT ROGERS SHAVANAO PARK, UNIT 18/19, LTD. (VOLUME 12007, PAGES 2490-2507 OPR)

LINE TABLE		
LINE #	BEARING	LENGTH
L1	N55°48'07"E	68.11'
L2	S45°55'42"E	49.81'
L3	N81°14'36"E	43.19'
L4	S83°45'24"E	69.95'
L5	S85°48'07"W	80.00'

CURVE TABLE					
CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH
C1	225.00'	4'03"31"	S43°45'50"E	15.94'	15.94'
C2	125.00'	52°49'42"	S72°20'33"E	111.21'	115.25'
C3	275.00'	8°54'13"	S88°12'30"E	42.69'	42.73'

LOCATION MAP
NOT-TO-SCALE



1.84 ACRES BEING REPLATTED WAS PREVIOUSLY PLATTED AS LOT 2 & 4 OF THE NAPIER PARK UNIT-1 (PUD) RECORDED IN VOLUME 9707, PAGE 22 OF THE DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS.

STATE OF TEXAS
COUNTY OF BEXAR

THE AREA BEING REPLATTED WAS PREVIOUSLY PLATTED ON NAPIER PARK, UNIT- (PUD) RECORDED IN VOLUME 9707, PAGE 22 OF THE DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS. THE SHAVANO PARK PLANNING & ZONING COMMISSION AT ITS MEETING OF XXXX, 2019 HELD A PUBLIC HEARING WHICH INVOLVED NOTIFICATION ON THE PROPOSED REPLATTING OF THIS PROPERTY.

[(WE), THE OWNER(S) OF THE PROPERTY SHOWN ON THIS REPLAT HEREBY
CERTIFY THAT THIS REPLAT DOES NOT AMEND OR REMOVE ANY COVENANTS OR
RESTRICTIONS.

OWNER/DEVELOPER: JAMES H. JAPHET
BELLAIRE FINANCIAL, INC. & RY INVESTMENT PROPERTIES
4372 N. LOOP 1604 W, SUITE 206
SAN ANTONIO, TEXAS 78249
(210) 344-3113

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____
A.D. 20_____.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES: _____

CERTIFICATION OF CITY'S ENGINEER

THE CITY ENGINEER OF THE CITY OF SHAVANO PARK HEREBY CERTIFIES THAT THIS SUBDIVISION PLAT CONFORMS TO ALL THE SUBDIVISION REGULATIONS OF THE CITY AS TO WHICH HIS APPROVAL IS REQUIRED.

CITY ENGINEER

STATE OF TEXAS
COUNTY OF BEXAR

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

STATE OF TEXAS
COUNTY OF BEXAR

LICENSED PROFESSIONAL ENGINEER

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

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

REGISTERED PROFESSIONAL LAND SURVEYOR

SHEET 1 OF 1

CITY OF SHAVANO PARK

Preliminary Plat Submittal Checklist

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

Name of Subdivision:	<u>Napier Park, Unit-1 Replat</u>
Proposed Use of Property:	<u>Commercial</u>
Property Description:	<u>Lot 3, 20, 21 & 22, CB 4787</u>
(Lot & block, address or location)	<u>.07 miles south of the Loop 1604 and Napier Park Intersection</u>

Owner		Engineer	
Name:	<u>Bellaire Financial, Inc. & RY Investment Properties</u>	Name:	<u>Pape-Dawson Engineers, Inc.</u>
Address:	<u>4372 N. Loop 1604 W, Suite 206</u>	Address:	<u>2000 NW Loop 410</u>
	<u>San Antonio, Texas. 78249</u>		<u>San Antonio, Texas. 78213</u>
Phone:	<u>(210) 344-3113</u>	Phone:	<u>(210) 375-9000</u>
Fax:		Fax:	<u>(210) 375-9010</u>
Email:	<u>laddiedenton@bitterblue.com</u>	Email:	<u>alowry@pape-dawson.com</u>

Current Zoning:	<u>B-2</u>	Total Acreage:	<u>2.293</u>
Total Platting Fees:		Developable Acreage:	<u>1.646</u>
(Coordinate with Staff)		Greenbelts & Drainage Acreage:	<u>0</u>

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

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

7.	Is a digital copy of plans, plat, forms, and/or letter included in the submittal?	—	X —	—
----	---	---	--------	---


The following items pertain to the proposed preliminary drawing:	Yes	No	N/A
--	-----	----	-----

8.	This subdivision is one phase of a larger development	X —	—	—
9.	If item 5 was answered "Yes," a PUD plan is included in this submittal	x —	—	—
10.	Some portion of this property is located over the Edwards Recharge Zone	X —	—	—
11.	If Item 10 was answered "Yes," a Water Pollution Abatement Plan (WPAP) has been prepared for this site	X —	—	—
12.	This site requires offsite drainage or utility improvements	—	X —	—
13.	If item 12 was answered "Yes," 3 copies of the construction plans are included with cost estimate	—	—	x —
14.	The plat is drawn on an 18"x 24" sheet (not a 24"x 36" sheet as incorrectly stated on City Code)	X —	—	—
15.	15 Folded copies of the plat are included	X —	—	—
16.	The plat contains the names, addresses, and Contact information of the owner and engineer	X —	—	—
17.	The plat shows complete bearings and distances on all lot line and easements	x —	—	—
18.	The plat shows the location of the subject property in relation to an original survey corner or public street intersection	X —	—	—
19.	The plat illustrates and identifies all adjacent properties including recording information	X —	—	—
20.	The plat contains the total acreage being platted and individual lot acreage	X —	—	—
21.	The plat shows location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public right-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries	X —	—	—
22.	The plat shows location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, and other sites within or contiguous with the subdivision	X —	—	—
23.	The plat shows location, dimensions, description, and name of all proposed streets, alleys, parks, public areas reservations, easements or other rights-of-way, blocks, lots and other sites within the subdivision	X —	—	—

The following items pertain to the proposed preliminary drawing: Yes No N/A

- | | | | | |
|-----|--|------------|------------|------------|
| 24. | The plat shows the date of preparation, scale of plat and North arrow | <u>X</u> | <u> </u> | <u> </u> |
| 25. | The plat shows the topographical information with contour lines on a basis of two (2) vertical feet in terrain with an average slope of five percent (5%) | <u>X</u> | <u> </u> | <u> </u> |
| 26. | The plat shows a number or letter to identify each lot or site and each block. Said number shall be coordinated by the developer with the Clerk of Bexar County to prevent duplication | <u>X</u> | <u> </u> | <u> </u> |
| 27. | The plat shows front building setback lines on all lots and sites. Side yard building setback lines at street intersection and crosswalk ways and rear building setback lines. | <u>X</u> | <u> </u> | <u> </u> |
| 28. | The plat addresses the required landscape buffer in accordance with Table 6 of the Code of Ordinances | <u>X</u> | <u> </u> | <u> </u> |
| 29. | The plat shows location map at a scale of not more than 4000 feet to an inch which shall show existing adjacent subdivisions and major streets | <u>X</u> | <u> </u> | <u> </u> |
| 30. | The plat shows existing flood plain boundaries | <u> </u> | <u> </u> | <u>X</u> |
| 31. | The proposed platted property is compliant with current zoning regulations | <u>x</u> | <u> </u> | <u> </u> |

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

Submitted by:  Date: 3/26/2019

Accepted by:  Date: 3/27/19

City Staff Reviewed

City Secretary:  Date: 3 April 19

Fire Marshal:  Date: 3 APRIL 2019

Public Works / Water Director:  Date: 4-3-19

April 25, 2019

City of Shavano Park
Permitting Department
Attn: Marisa Knuffke
900 Saddletree Court
San Antonio, Texas 78231

Re: Final Replat Review Comments
Napier Park, Unit 1 (PUD) replat

Staff;

We have completed our review of the referenced Permit Plan Re-Submittal by Pape-Dawson Engineers. In accordance with the email letter from the City Manager dated 4/27/2019, the replat generally conforms to the existing PUD plan and does not alter the permitted use or increase the density, floor area ration or reduce the front, rear or side yards provided on the approved PUD plan. We find that the final replat generally conforms to the City of Shavano Park's Ordinances and have no additional comments.

Our review of the plat does not relieve or release the Engineer, Architect or Surveyor of Record or from complying with any and all the requirements of the local, state, and federal rules and regulations or guidelines impacting this project. If you require additional information, please contact our office.

Sincerely,



Rick Gray, P.E., CFM
Plan Reviewer for the City of Shavano Park



On behalf of the:



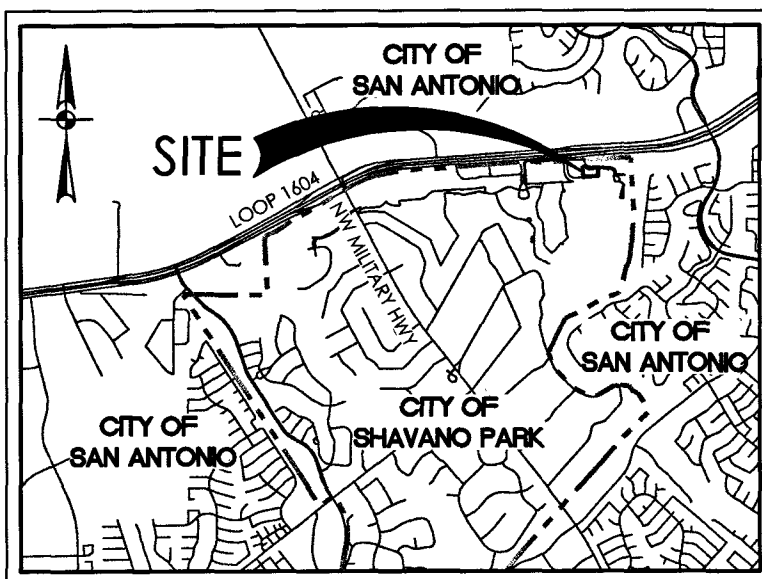
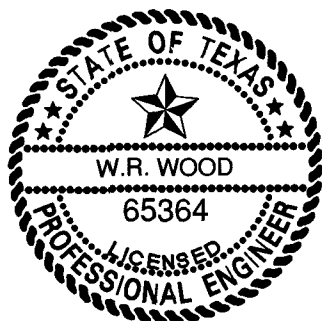
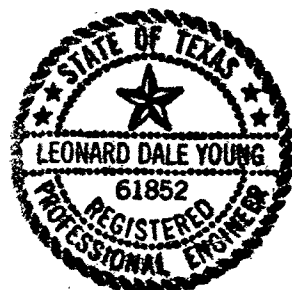
M:\622\01\01\Reviews\City Plan Review\190404 Napier Park U1 PUD replat\190417 PD resubmittal\KFW Review\190425 Napier Park U1 PUD final replat.docx

RECORDERS MEMORANDUM
AT THE TIME OF RECORDATION, THIS
INSTRUMENT WAS FOUND TO BE INADEQUATE
FOR THE BEST PHOTOGRAPHIC REPRODUCTION
BECAUSE OF ILLIGIBILITY, CARBON OR PHOTO
COPY.

Doc# 20160200013 Fee: \$32.00
Book 9707 Page 22
Filed & Recorded in the Official
Public Records of Bexar County
GERRARD C. RICKHOFF COUNTY CLERK

Book 9707 Page 22 4pgs

P12-20160200013-4



LOCATION MAP
NOT-TO-SCALE

SURVEYOR'S NOTES:

1. PROPERTY CORNERS ARE MONUMENTED WITH CAP OR DISK MARKED "PAPE-DAWSON" UNLESS NOTED OTHERWISE.
2. COORDINATES SHOWN ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (CORS 1996) FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE DISPLAYED IN GRID VALUES DERIVED FROM THE NGS COOPERATIVE CORS NETWORK.
3. DIMENSIONS SHOWN ARE SURFACE.
4. BEARINGS ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (CORS 1996), FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE.

INGRESS/EGRESS SEWER:

"THE SAN ANTONIO WATER SYSTEM IS HEREBY GRANTED THE RIGHT OF INGRESS AND EGRESS ACROSS GRANTOR'S ADJACENT PROPERTY TO ACCESS THE WASTEWATER EASEMENT(S) SHOWN ON THIS PLAT"

INGRESS/EGRESS WATER:

"THE SAN ANTONIO WATER SYSTEM IS HEREBY GRANTED THE RIGHT OF INGRESS AND EGRESS ACROSS GRANTOR'S ADJACENT PROPERTY TO ACCESS THE WATER EASEMENT(S) SHOWN ON THIS PLAT"

DEDICATION OF THE SANITARY SEWER AND/OR WATER MAINS:

"THE DEVELOPER DEDICATES THE SANITARY SEWER AND/OR WATER MAINS TO THE SAN ANTONIO WATER SYSTEM UPON COMPLETION BY THE DEVELOPER AND ACCEPTANCE BY THE SAN ANTONIO WATER SYSTEM."

SAWS HIGH PRESSURE NOTE:

A PORTION OF THE TRACT IS BELOW GROUND ELEVATION OF 925 FEET WHERE THE STATIC PRESSURE WILL NORMALLY EXCEED 80 PSI. AT ALL SUCH LOCATIONS, THE DEVELOPER OR BUILDER SHALL INSTALL AT EACH LOT, ON THE CUSTOMER'S SIDE OF THE METER, AN APPROVED TYPE PRESSURE REGULATOR IN CONFORMANCE WITH THE PLUMBING CODE OF THE CITY OF SAN ANTONIO.

AQUIFER NOTE:

THIS SUBDIVISION IS WITHIN THE EDWARDS AQUIFER RECHARGE ZONE. DEVELOPMENT WITHIN THIS SUBDIVISION IS SUBJECT TO CHAPTER 34, ARTICLE VI, DIVISION 6 OF THE SAN ANTONIO AND SHAVANO PARK CITY CODE ENTITLED "AQUIFER RECHARGE ZONE AND WATERSHED PROTECTION", OR LATEST REVISIONS THEREOF. ANY REGULATED ACTIVITY MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS RELATING TO DEVELOPMENT WITHIN THE EDWARDS AQUIFER RECHARGE ZONE.

WASTEWATER EDU NOTE:

THE NUMBER OF WASTEWATER EQUIVALENT DWELLING UNITS (EDUs) PAID FOR THIS SUBDIVISION PLAT ARE KEPT ON FILE AT THE SAN ANTONIO WATER SYSTEM UNDER THE PLAT NUMBER ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT.

EDU IMPACT FEE PAYMENT NOTE:

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

C.P.S. NOTES:

1. THE CITY OF SAN ANTONIO AS PART OF ITS ELECTRIC AND GAS SYSTEM (CITY PUBLIC SERVICE BOARD) IS HEREBY DEDICATED THE EASEMENTS AND RIGHTS-OF-WAY FOR ELECTRIC AND GAS DISTRIBUTION AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS "ELECTRIC EASEMENT," "GAS EASEMENT," "ANCHOR EASEMENT," "SERVICE EASEMENT," "OVERHANG EASEMENT," "UTILITY EASEMENT," AND "TRANSFORMER EASEMENT" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, MAINTAINING, REMOVING, INSPECTING, PATROLLING, AND ERECTING POLES, HANGING OR BURYING WIRES, CABLES, CONDUITS, PIPELINES OR TRANSFORMERS, EACH WITH ITS NECESSARY APPURTENANCES, TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT LAND, THE RIGHT TO RELOCATE SAID FACILITIES WITHIN SAID EASEMENT AND RIGHT-OF-WAY AREAS, AND THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR MAY INTERFERE WITH THE EFFICIENCY OF SAID LINES OR APPURTENANCES THEREOF. IT IS AGREED AND UNDERSTOOD THAT NO BUILDINGS, CONCRETE SLABS, OR WALLS WILL BE PLACED WITHIN SAID EASEMENT AREA.
2. ANY CPS MONETARY LOSS RESULTING FROM MODIFICATIONS REQUIRED OF CPS EQUIPMENT, LOCATED WITHIN SAID EASEMENT, DUE TO GRADE CHANGES OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATION.
3. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED BELOW.

CERTIFICATION OF CITY'S ENGINEER

THE CITY ENGINEER OF THE CITY OF SHAVANO PARK HEREBY CERTIFIES THAT THIS SUBDIVISION PLAT CONFORMS TO ALL THE SUBDIVISION REGULATIONS OF THE CITY AS TO WHICH HIS APPROVAL IS REQUIRED.

R. D. G. S.
CITY ENGINEER

STATE OF TEXAS
COUNTY OF BEXAR

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

W.R. Wood
LICENSED PROFESSIONAL ENGINEER

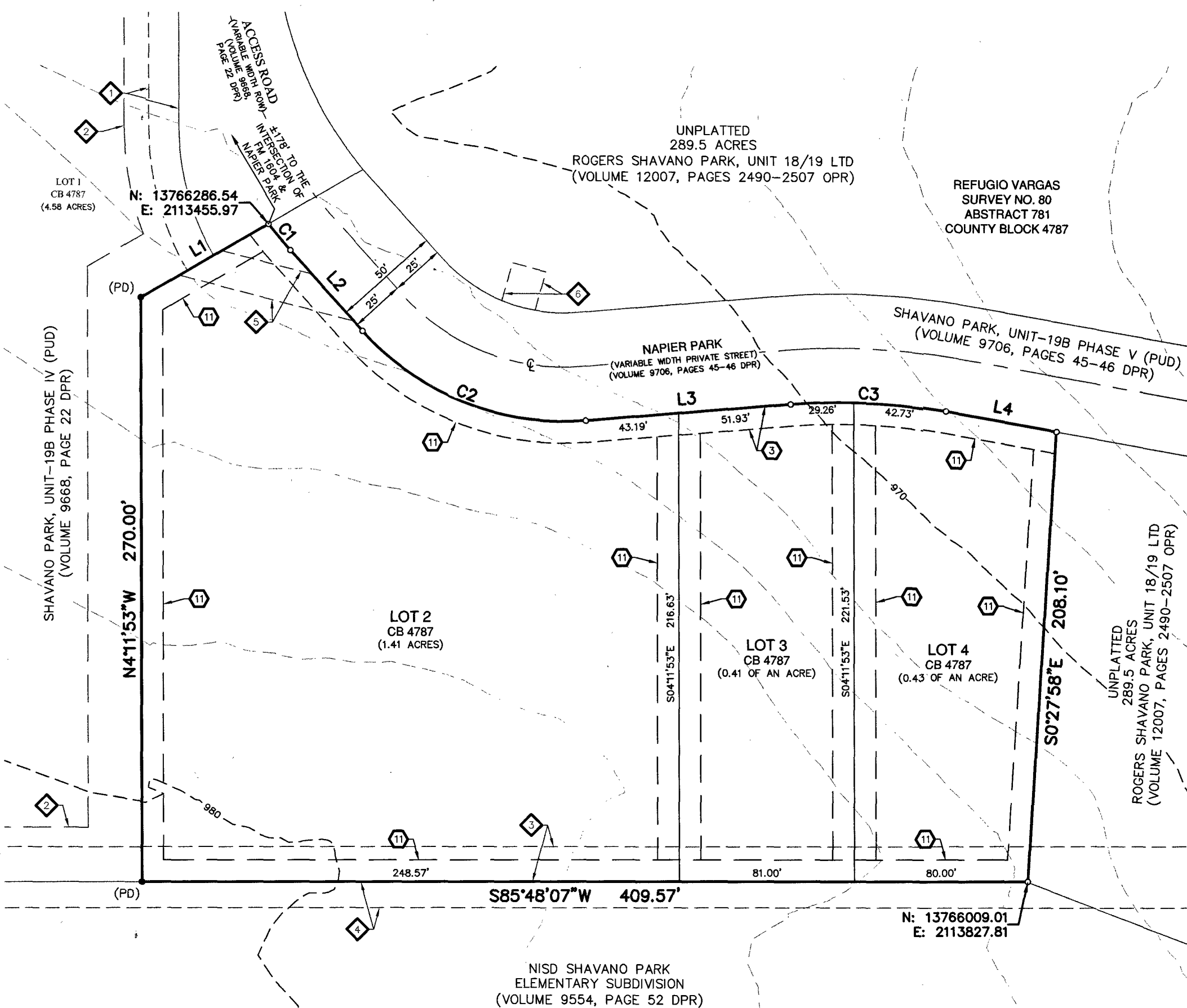
STATE OF TEXAS
COUNTY OF BEXAR

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

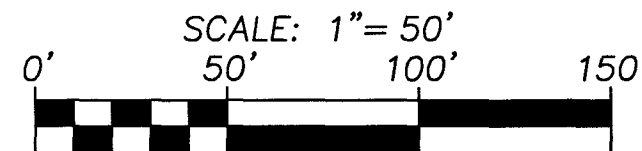
W.R. Wood
REGISTERED PROFESSIONAL LAND SURVEYOR

LEGEND

- DPR DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
- OPR OFFICIAL PUBLIC RECORDS (OFFICIAL PUBLIC RECORDS OF REAL PROPERTY) OF BEXAR COUNTY, TEXAS
- CB COUNTY BLOCK
- (SURVEYOR) FOUND 1/2" IRON ROD (UNLESS NOTED OTHERWISE)
- SET 1/2" IRON ROD
- EXISTING CONTOURS
- PROPOSED CONTOURS
- 10' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT
- 10' BUILDING SETBACK LINE
- 14' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT (VOLUME 9668, PAGE 22 DPR)
- 25' BUILDING SETBACK LINE (VOLUME 9668, PAGE 22 DPR)
- VARIABLE WIDTH GAS, ELECTRIC, TELEPHONE, CATV AND WATER EASEMENT (VOLUME 10010, PAGES 292-297 OPR)
- VARIABLE WIDTH GAS, ELECTRIC, TELEPHONE, CATV AND WATER EASEMENT (VOLUME 9554, PAGE 52 DPR)
- VARIABLE WIDTH WATER EASEMENT (SHAVANO PARK, UNIT-19B PHASE V (PUD) (VOLUME 9706, PAGES 45-46 DPR)
- 16' WATER EASEMENT (SHAVANO PARK, UNIT-19B PHASE V (PUD) (VOLUME 9706, PAGES 45-46 DPR)



LINE TABLE			CURVE TABLE						
LINE #	BEARING	LENGTH	CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH	
L1	N55°48'07"E	68.11'	C1	225.00'	004°03'31"	S43°45'50"E	15.94'	15.94'	
L2	S45°55'42"E	49.81'	C2	125.00'	052°49'42"	S72°20'33"E	111.21'	115.25'	
L3	N81°14'36"E	95.12'	C3	275.00'	015°00'00"	N88°44'36"E	71.79'	71.99'	
L4	S83°45'24"E	51.95'							



BASE ZONING EXCEPTION NOTE:

- THIS PLAT DOES NOT MEET THE FOLLOWING REQUIREMENTS OF THE BASE ZONING DISTRICT OF B2:
- 1) 36-39(2)(b); OTHER USE REGULATIONS. SEE TABLE NO 6:
 - 2) VARIABLE O-1, B-1, AND B-2 ZONING DISTRICT FRONT SETBACK.
 - 3) REDUCED O-1, B-1, AND B-2 ZONING DISTRICT REAR SETBACK.

SUBDIVISION PLAT
OF
NAPIER PARK, UNIT-1 (PUD)

A 2.25 ACRE TRACT OF LAND OUT OF A 289.5 ACRE TRACT DESCRIBED IN DEED TO ROGERS SHAVANO PARK UNIT 18/19, LTD. RECORDED IN VOLUME 12007, PAGE 2490, OF THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, IN THE CITY OF SHAVANO PARK, BEXAR COUNTY, TEXAS, OUT OF THE REFUGIO VARGAS, SURVEY NUMBER 80, ABSTRACT NUMBER 781, IN COUNTY BLOCK 4787 OF BEXAR COUNTY, TEXAS.

**PAPE-DAWSON
ENGINEERS**

SAN ANTONIO | AUSTIN | HOUSTON | FORT WORTH | DALLAS
2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000
TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028800
DATE OF PREPARATION: September 28, 2016

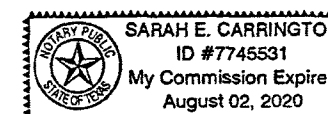
STATE OF TEXAS
COUNTY OF BEXAR

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

OWNER/DEVELOPER: LLOYD A. DENTON, JR.
ROGERS SHAVANO PARK UNIT 18/19, LTD.
11 LYNN BATTIS LANE, SUITE 100
SAN ANTONIO, TEXAS 78218
(210) 828-6131

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED LLOYD A. DENTON, JR. KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS 16 DAY OF October, A.D. 2016.



Sarah E. Carrington
NOTARY PUBLIC, BEXAR COUNTY, TEXAS

THIS PLAT OF NAPIER PARK, UNIT-1 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH PLANNING AND ZONING COMMISSION.

DATED: THIS 29th DAY OF September, A.D. 2016.

BY: *Wm. J. ...* CHAIRMAN

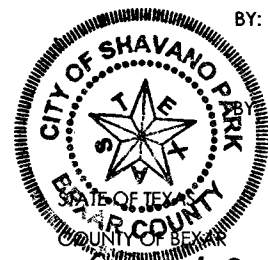
BY: *Sp. ...* CITY CLERK

THIS PLAT OF NAPIER PARK, UNIT-1 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED: THIS 3rd DAY OF October, A.D. 2016.

BY: *W.R. Wood* MAYOR

BY: *Gerard Rickhoff* CITY CLERK



I, Gerard Rickhoff, COUNTY CLERK OF BEXAR COUNTY, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, ON THE 10th DAY OF October, A.D. 2016 AT 3:40 P.M. AND DULY RECORDED THE 10th DAY OF October, A.D. 2016 AT 3:40 P.M. IN THE DEED AND PLAT RECORDS OF BEXAR COUNTY, IN BOOK/ VOLUME 9707 ON PAGE 22 IN TESTIMONY WHEREOF, WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE, THIS 10th DAY OF October, A.D. 2016.



COUNTY CLERK, BEXAR COUNTY, TEXAS

SHEET 1 OF 1 BY: *Crystal ...* DEPUTY

TAX CERTIFICATE



ALBERT URESTI, MPA, PCC
BEXAR COUNTY TAX ASSESSOR-COLLECTOR
P O BOX 839950
SAN ANTONIO, TX 78283-3950

Issued To:

PAPE-DAWSON ENGINEERS
2000 NW LOOP 410
SAN ANTONIO, TX 78213

Fiduciary Number: 1239415

Legal Description

NCB 15010 P-46A (1.434), P-47 (.7761),
NCB 15011 P-1B (9.3375), P-2 (.813), CB
4782 P-42A (.979), CB 4784 P-1
(59.3958), CB 4785 P-1 (58.1464), CB
4787 P-1B (3.3387), P-1E (11.9778)

Parcel Address: W LOOP 1604

Legal Acres: 146.1983

Account Number: 15010-000-0465

Certificate No: 10867199

Certificate Fee: \$10.00

Print Date: 08/01/2016

Paid Date:

Issue Date: 08/01/2016

Operator ID: LHER

TAX CERTIFICATES ARE ISSUED WITH THE MOST CURRENT INFORMATION AVAILABLE. ALL ACCOUNTS ARE SUBJECT TO CHANGE PER SECTION 26.15 OF THE TEXAS PROPERTY TAX CODE. THIS IS TO CERTIFY THAT ALL TAXES DUE ON THE ABOVE DESCRIBED PROPERTY HAVE BEEN EXAMINED, UP TO AND INCLUDING THE YEAR 2015. ALL TAXES ARE PAID IN FULL

Exemptions:

OPEN SPACE 1-D-1

Certified Owner:

ROGERS SHAVANO PARK UT 18/19 LTD
11 LYNN BATTS LN STE 100
SAN ANTONIO, TX 78218-3077

Certified Tax Unit(s):

8 FLOOD FUND
9 ALAMO COMM COLLEGE
10 HOSPITAL DISTRICT
11 BEXAR COUNTY
19 S A RIVER AUTHORITY
21 CITY / SAN ANTONIO
36 SHAVANO PARK
56 NORTHSIDE ISD

2015 Value:	11,173,770
2015 Levy:	\$32,795.07
2015 Levy Balance:	\$0.00
Prior Year Levy Balance:	\$0.00
Total Levy Due:	\$0.00
P&I + Attorney Fee:	\$0.00
Total Amount Due:	\$0.00

DUE TO ITS ASSIGNED USAGE, THE ABOVE LEGAL PROPERTY MAY HAVE RECEIVED SPECIAL VALUATION, AND ADDITIONAL ROLLBACK TAXES MAY BECOME DUE BASED ON THE PROVISIONS OF THE SPECIAL VALUATION.

ALBERT URESTI, MPA, PCC
BEXAR COUNTY TAX ASSESSOR-COLLECTOR

Reference (GF) No: N/A

20160200013



TAX CERTIFICATE



ALBERT URESTI, MPA, PCC
BEXAR COUNTY TAX ASSESSOR-COLLECTOR

P O BOX 839950
SAN ANTONIO, TX 78283-3950

2005 01 100

Account Number: 15010-000-0465
Certificate No: 10867199

Account Number	Year(s)	Amount Due	Cause Number
04784-000-0011	No Years	0.00	
15010-000-0015	No Years	0.00	
15010-000-0016	No Years	0.00	
15010-000-0460	No Years	0.00	
15010-000-0463	No Years	0.00	
15011-000-0010	No Years	0.00	
15011-000-0012	No Years	0.00	
15011-000-0013	No Years	0.00	
15011-000-0014	No Years	0.00	
15011-000-0015	No Years	0.00	
15011-000-0017	No Years	0.00	
15011-000-0019	No Years	0.00	
15011-000-0020	No Years	0.00	

Doc# 20160200013 Fees: \$82.00
10/10/2016 3:40PM # Pages 4
Filed & Recorded in the Official
Public Records of BEXAR COUNTY
GERARD C. RICKHOFF COUNTY CLERK

Any provision herein which restricts the sale, or use of the described real
property because of race is invalid and unenforceable under Federal law
STATE OF TEXAS, COUNTY OF BEXAR
I hereby Certify that this Instrument was FILED in File Number Sequence on
this date and at the time stamped hereon by me and was duly RECORDED
in the Official Public Record of Real Property of Bexar County, Texas on:

OCT 10 2016



Gerard C. Rickhoff
COUNTY CLERK BEXAR COUNTY, TEXAS

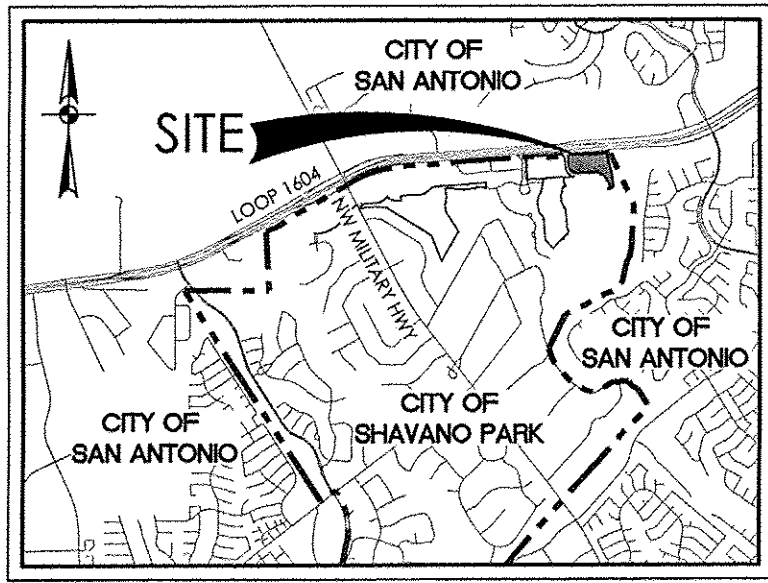
DETAIL PLAN REQUIREMENTS FOR
PROPOSED PLANNED UNIT DEVELOPMENT

RELOCATION TO MASTER PLAN:
THE PROPOSED PLANNED UNIT DEVELOPMENT RELATES TO THE CITY OF SHAVANO PARK'S MASTER PLAN IN THAT IT IS CONSISTENT WITH THE CITY'S MASTER PLAN AND THE PROPOSED BASE ZONING DISTRICT.

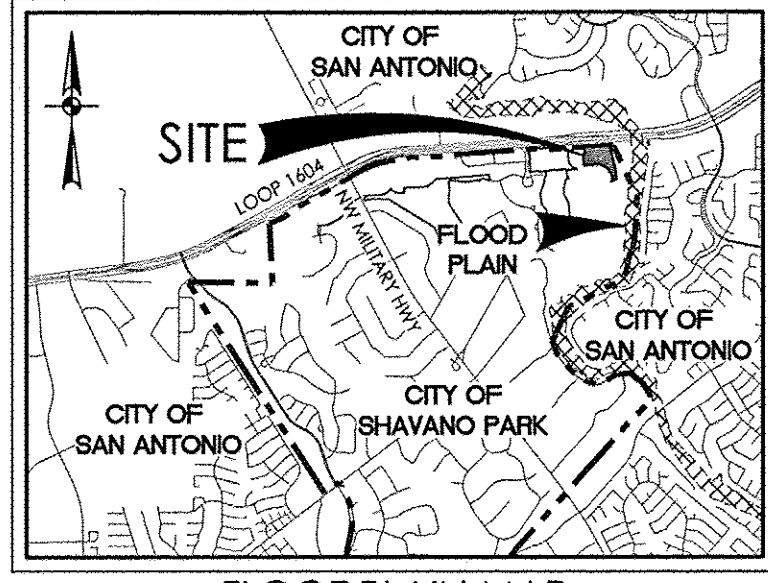
ACREAGE:
16.04
SURVEY LEGAL DESCRIPTION:
A 16.04 ACRE TRACT OF LAND OUT OF A 86.94 ACRE TRACT AND A 289.9 ACRE TRACTS OF LAND AS DESCRIBED IN CONVEYANCE TO ROGERS SHAVANO PARK UNIT 18/19, LTD. RECORDED IN VOLUME 12007, PAGES 2490-2507 OF THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS IN THE CITY OF SHAVANO PARK OF BEXAR COUNTY TEXAS, AND BEING OUT OF THE WILLIAM HOTCHKISS, SURVEY NUMBER 77, ABSTRACT 336, COUNTY BLOCK 4783, THE JACOB KLAUS SURVEY NUMBER 78, ABSTRACT NUMBER 400, COUNTY BLOCK 4784, THE REFUGIO VARGAS SURVEY NUMBER 80, ABSTRACT 781, COUNTY BLOCK 4787 OF BEXAR COUNTY, TEXAS.

LAND USE:
USE AND OCCUPANCY CLASSIFICATION: BUSINESS GROUP B

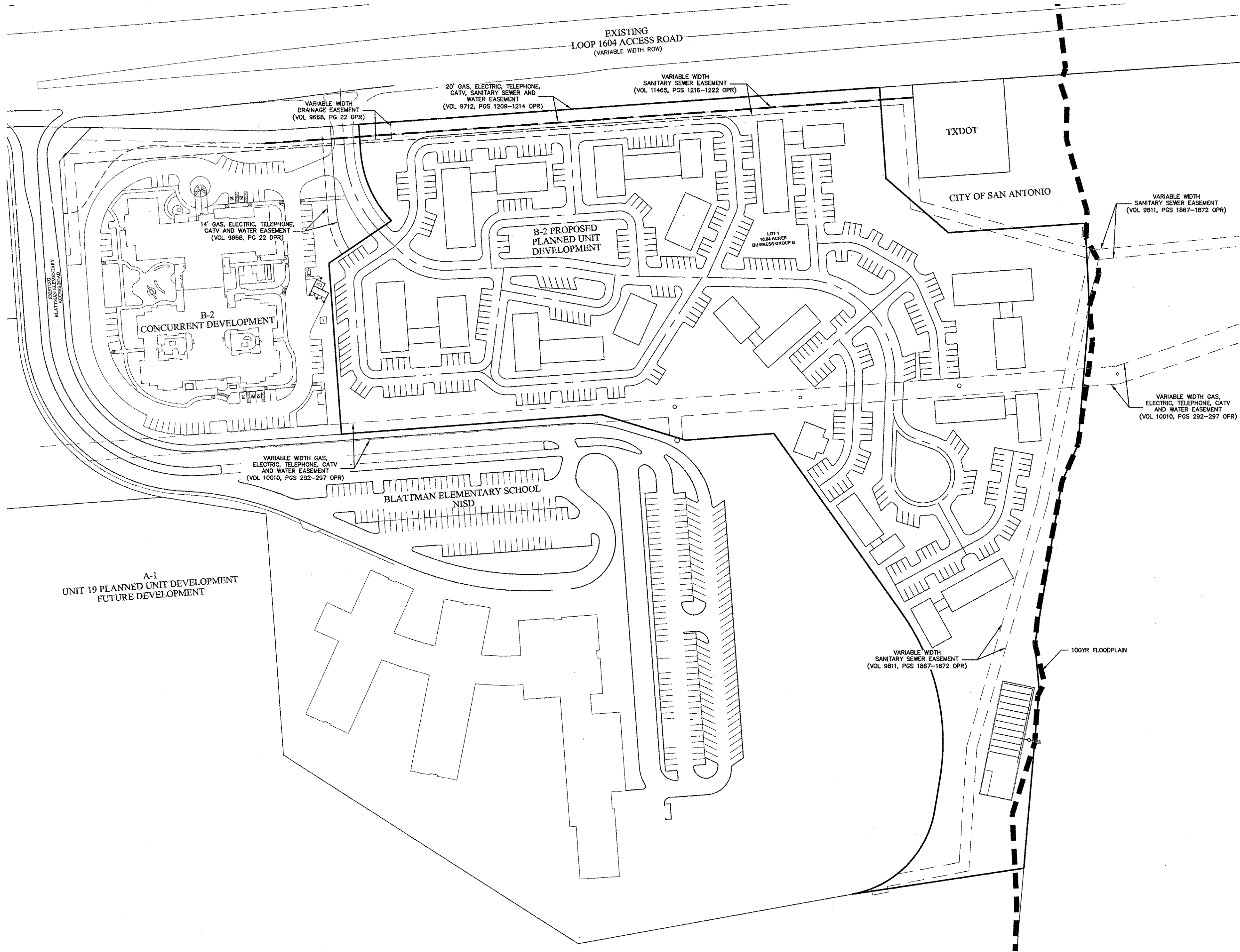
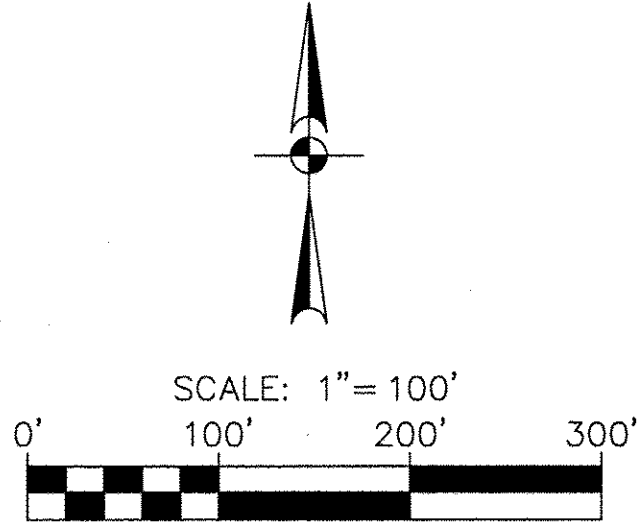
DEVELOPMENT STANDARDS:		
TYPE	STANDARD	PROVIDED
MINIMUM LOT AREA	-	16.04
MINIMUM WIDTH	-	1190'-0"
MINIMUM DEPTH	-	830'-0"
MINIMUM FRONT SETBACK	10'-0"	10'-0"
MINIMUM SIDE SETBACK	10'-0"	10'-0"
MINIMUM REAR SETBACK	10'-0"	10'-0"
MAXIMUM BUILDING HEIGHT	45'-0"	-
MAXIMUM BUILDING COVERAGE	-	88,785 SF
MAXIMUM FLOOR TO AREA RATION	-	-
MINIMUM PARKING REQUIRED	299 SPACES	375 SPACES



LOCATION MAP
NOT-TO-SCALE



FLOODPLAIN MAP
NOT-TO-SCALE



SHAVANO PARK UNIT 19-B PHASE V
SAN ANTONIO, TEXAS
PUD PLAN

PLAT NO. _____
JOB NO. 7118-75
DATE JANUARY 2015
DESIGNER CC
CHECKED CC DRAWN CWN
SHEET 1 OF 1

PAPE-DAWSON
ENGINEERS

2000 NW LOOP 410 | SAN ANTONIO, TEXAS 78213 | PHONE: 210.375.9000
FAX: 210.375.9010
TEXAS BOARD OF PROFESSIONAL ENGINEERS, FIRM REGISTRATION # 470

CITY OF SHAVANO PARK



September 20, 2017

Mr. Laddie Denton
Bitterblue, Inc.
11 Lynn Batts Lane, Suite 100
San Antonio, TX 78218

Dear Mr Denton:

Reference: Change in Detailed PUD Plan, Napier Park

The City of Shavano Park received two requests for permits on July 12, 2017 for structures at 3208 and 3204 Napier Park. A plans review indicated that the parking and the landscape buffer did not meet normal zoning requirements nor did they exactly match the approved PUD detailed plan.

City Zoning Ordinance Sec. 36-40(I) Planned Unit Development provides that certain changes in a PUD's detail plan may be authorized by the City Manager. In this case, the changes do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, floor area ratio or reduce the front, rear or side yards provided at the boundary of the site.

Therefore, in accordance with Sec. 36-40 of the City of Shavano Park Ordinances, I approve changes to the detailed PUD Plan and will also approve the permit from Mr. James Japhet for the construction of the building as proposed for 3208 and 3204 Napier Park.

As the property within the PUD is further developed, please have the owners / developers coordinate proposed plans prior to submitting permit to ensure any proposed changes can be approved. Finally, at some point likely upon completion of the development, you should rezone the PUD in one action to clarify all changes.

Sincerely,

Bill Hill
City Manager

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 13, 2019

Agenda item: 6.6

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.6 Discussion / action - Request for a Minor Amendment to Mixed-Use District site plan located at 4001 Pond Hill Road to authorize exceptions to covered parking at the Lynd Building - City Manager

X

Attachments for Reference:

- 1) 6.6a Lynd Building Request
- 2) Lynd Building MXD Site Plan
- 3) 6.6c Staff Comparison of other cities

BACKGROUND / HISTORY:

The Lynd Corporation building, located at 4001 Pond Hill road is zoned Mixed-Use District (MXD) and governed by a site plan under the MXD, has requested approval (as a Minor Amendment) of covered parking, which does not conform to CoSP Ordinances in three areas (Roof Material, Roof Slope, and End Cap).

Sec. 36-41. - MXD—Mixed-Use District.

(f) Amendments to approved MXD site plan:

- (1) Classification:*** Amendments to a previously approved MXD site plan shall be classified as a minor or major amendment. Minor amendments may be administratively accepted. Within 20 working days after the filing of the proposed amendments, the City Manager or his/her designee shall provide a written response to the applicant indicating whether or not the revised MXD site plan has been approved as a minor amendment. All revisions to an approved MXD site plan not considered a major amendment shall be considered a minor amendment. Major amendments shall require a new application for rezoning and shall be processed in the same manner as the initial MXD site plan.
- (2) Major amendments—Applicability:*** Increasing the area or intensity of nonresidential uses shall be considered a major amendment.

While the City Manager has the authority to approve these changes under the authorities granted in the Zoning Ordinances, City Manager in coordination with the Chairman of Planning and Zoning Commission has asked the P&Z for a recommendation for approval and has proposed

changes to our ordinances IAW guidance from P&Z. On April 3rd, after considering the Lynd Request the P&Z voted to recommend approval. There were two dissenting votes and according to those commissioners, their “no” vote was related to objecting to the approval of an exception to the ordinance, more so than the proposed covered parking. A second request (from the NJCI) was also considered at the April P&Z resulted in a tie vote on the recommendation for approval.

Later, staff in coordination with the P&Z Chairman proposed changes to the ordinance, which would allow Special Exceptions to our current carport ordinance, if specific conditions were met. These proposed changes were then considered in the May P&Z.

At the May 8th P&Z, while Commissioners were supportive of the request for exceptions they reached a consensus to consider amendments to the existing carport ordinances in the future that would allow the covered parking / carports to be less restrictive and therefore the proposed Special Exceptions Ordinance was tabled.

Regulations for carports in business districts are under Section 36-39(1)(a)(4) of the City’s Code of Ordinances:

Sec. 36-39. - Business and Office Districts.

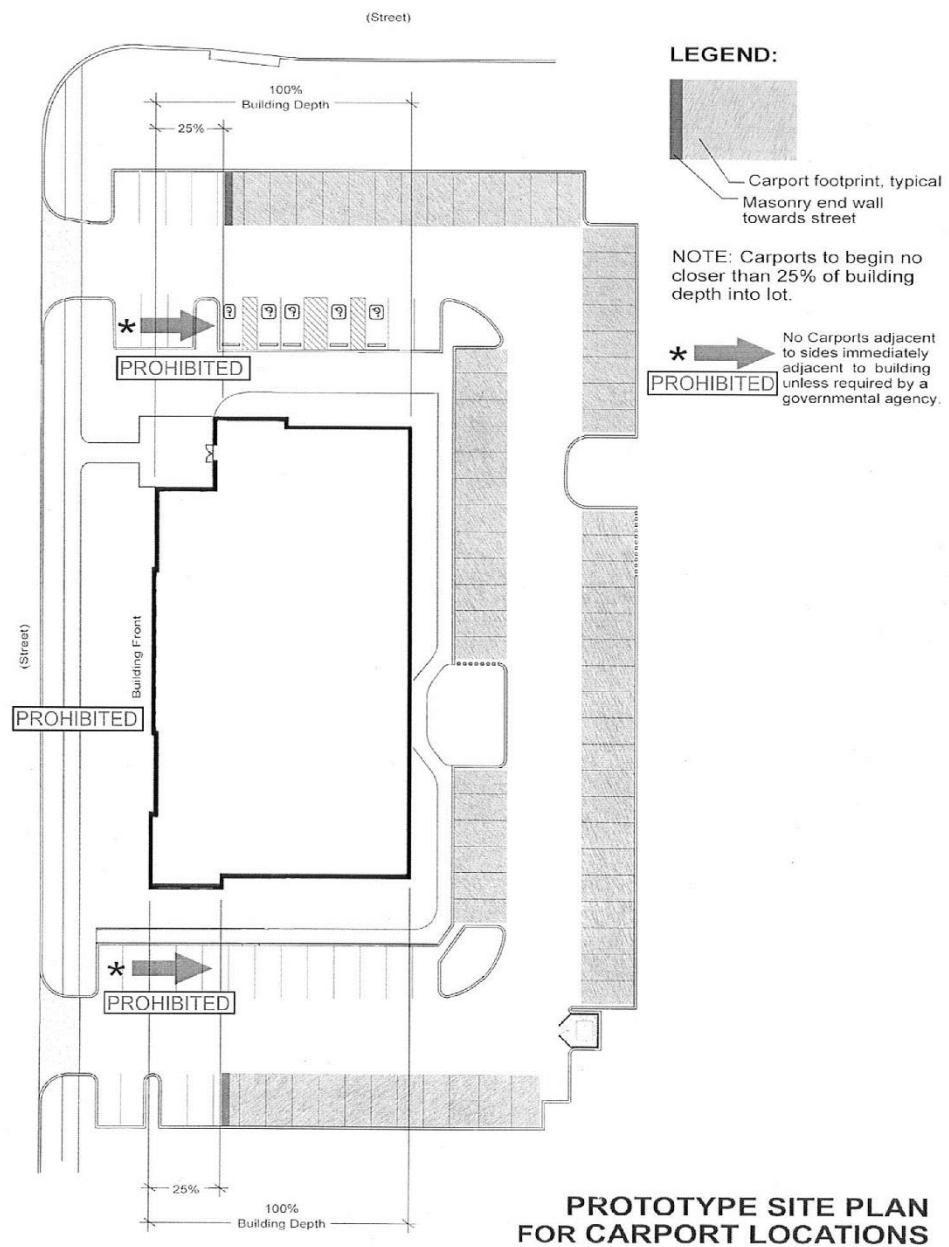
All business and office districts shall be governed by the following regulations.

(1) *General requirements.* The following regulations shall apply to all property within the O-1, B-1 and B-2 zoning districts:

a. Parking.

4. *Covered parking.* Covered parking shall only be permitted in a fully enclosed garage or in a carport meeting the criteria listed below. In no event shall this section be construed as to allow carports in single-family residential areas.
 - (i) Carports shall be set back from the front building wall at a distance of not less than twenty-five (25) percent of the length of the side building wall. See illustration below.
 - (ii) Carports visible from public right of ways shall have a solid masonry end wall on the portion of the carport facing the public right of way. The end wall shall be constructed with masonry that matches that of the primary structure.
 - (iii) Carports shall have support columns constructed of steel and roofs constructed of standing seam metal rated at twenty (20) gauge or higher. Roofs shall be constructed at a minimum pitch ratio of three (3) to twelve (12).

- (iv) Carports shall only be permitted in the shaded areas on the illustration below.



DISCUSSION:

According to the Lynd partners, the requested exceptions are intended to provide a contemporary design which more closely resembles the high end office building designs of the project (see attachment 1 for a detailed description of the requested covered parking and locations).

Additionally, it has been pointed out that requiring an end wall results in two areas of concern. First, an end cap may obscure the visibility of drivers who are backing out of parking spaces and in the parking lot which, could result in accidents. Second, the end cap actually increases the visible footprint of the carport and makes it appear much like a structure in the middle of a parking lot (most contemporary carports have low profile roofs and minimal support poles, which minimizes the visibility).

Staff reviewed and compared 7 other surrounding cities carport ordinances in the surrounding area with the Shavano Park ordinances. The review resulted in no specific restrictions for business carports other than location specifics. Staff researched several other small cities in Texas that resemble Shavano Park and they provided no adaptable examples as well.

In order to respond to the Lynd Building request in a timely manner, staff is requesting the approval thru the Minor Amendment process as it could take several months for the P&Z and Council to approve amendments to our current ordinance. Moreover, Mr. Scott Brymer, Executive Vice President – Development, has expressed that there is a sense of urgency in his request to complete the site construction.

This request is supported by Bitterblue, Inc. who spoke in favor at the May P&Z.

COURSES OF ACTION: Approve the request for a Minor Amendment to Mixed-Use District site plan located at 4001 Pond Hill Road to authorize exceptions to covered parking at the Lynd Building or alternatively decline and provide guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: To approve the request for a Minor Amendment to Mixed-Use District site plan located at 4001 Pond Hill Road to authorize exceptions to covered parking at the Lynd Building

City of Shavano Park Planning & Zoning Commission
900 Saddletree Court
Shavano Park, TX 78231

RE: Lynd Co. Office Building at 4001 Pond Hill Road

Dear Commission Members,

The Lynd Co. would like to install covered parking spaces on the south side of their new building which is currently under construction. The subject property for the Lynd Co. is located at 4001 Pond Hill Road and zoned as Mixed-Use District (MXD). It is our understanding that the covered parking structure being proposed does not technically meet the current zoning requirements. Current zoning permits covered parking in fully enclosed garages or in a carport constructed with steel with sloped standing seam metal roofing and end walls of masonry.

The covered parking structure that we are proposing is a curved steel frame with fabric roofing and no masonry end walls. We request a minor amendment to the MXD zoning requirements to allow this alternate design. The proposed design is an elegant and less-intrusive design for the development. We feel that it will enhance the overall development and will not have a negative impact on the City of Shavano Park nor the immediate neighbors surrounding the development.

The proposed covered parking structure has been documented on the attached exhibits and has the following features:

1. Painted steel framing with fabric roof membrane in a curved shape and extending over eighteen (18) parking spaces in one row, including one accessible parking space. All covered spaces will be located to the south of the new building, away from the front entry and located back from the public right-of-way.
2. New on-site trees and shrubs are proposed to screen the parking structure from the public right-of-way in lieu of using masonry end walls. This is being proposed because the masonry end walls do not relate to the building design, they are visually overbearing on the site and would create security issues with blocking of sight lines.
3. Extensive existing and new landscaping along the public right-of-way will also screen the parking structure.
4. The covered parking structure will be 105 feet away from the public right-of-way and 54 feet away from the front of the building. Therefore, the structure will not impact major sight lines from the public-right-of-way or the entry.
5. The design of the covered parking structure is purposely minimal, visually so as to have minimal impact on the character of the office development which has been designed to be modern and minimalist using clean lines and simple forms.

Therefore, we respectfully request approval of this minor amendment to the MXD zoning to allow the proposed covered parking structure on our development. Please let us know if we can provide any further information or details to assist you with your review.

Sincerely,



Scott J. Brymer
Executive Vice Vice President

Exhibit A:
Landscape Site Plan

Native Landscape
Buffer

Landscape Buffer of
existing oak trees
and new plantings
of varying heights
including trees,
bushes and shrubs

Landscape Buffer of
existing oak trees
and new plantings
of varying heights
including trees,
bushes and shrubs

Existing oak trees

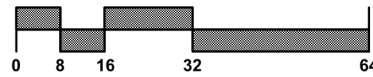
Public Right of Way
Pond Hill Road

Loop 1604 Access Road

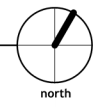
NEW 3
STORY
BUILDING

Handicap Space

(18 Spaces)
Proposed Shaded
Parking Structure



1 Landscape Plan
SCALE 1/16" = 1'-0"



C2
landgroup
landscape architecture /
master planning / creative spaces
301 e. cevallos suite #375
san antonio, texas 78204
210.269.5454 tel
www.c2landgroup.com



October 26, 2018

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and specifications shown are the sole
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P.O. Box 782247
San Antonio, Texas
78278
t. 210.764.7773
f. 210.764.0008

Issue / Revision

Issue For Construction 10.26.18

a landscape plan for the
Lynd Office Building
4280 N. Loop 1604, Shavano Park, Texas 78231

drawn by: cms

checked by: cms

date: october 26, 2018

landscape plan

L2.0

Landscape Requirements & Tabulations

Vicinity Map



Plant List

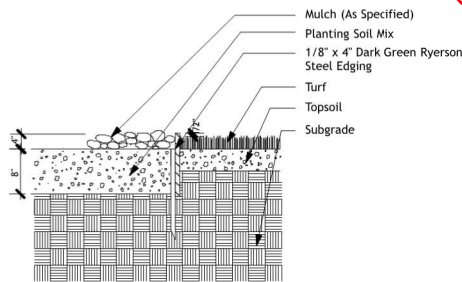
Key	Qty.	Common Name	Botanical Name	Size	Height	Spread	Remarks
AJ	990	Asian Jasmine	Trachelospermum asiaticum	4" Pot	6" Ht.	9" width	Full and Symmetrical; 12" o.c.
CE	2	Cedar Elm	Ulmus crassifolia	4" Cal.	10-12' Ht.	5-6' width	Full, Symmetrical, Uniform Height and Spread 4" Maximum Clear Trunks
CE6	2	Cedar Elm	Ulmus crassifolia	6" Cal.	12-14' Ht.	6-7' width	Full, Symmetrical, Uniform Height and Spread 5" Maximum Clear Trunks
CM	1	Crape Myrtle	Lagerstroemia indica 'Red Rocket'	2.5" Cal.	9-10' Ht.	6' width	Full and Symmetrical
FI	11	Fig Ivy	Ficus pumila	1 Gal.	9" Ht.	12" width	Full and Symmetrical; 60" o.c.
GCS	30	Green Cloud Sage	Leucophyllum frutescens	5 Gal.	24" Ht.	24" width	Full and Symmetrical; 48" o.c.
HOL	2	Nellie R. Stevens Holly	Ilex x 'Nellie R. Stevens'	24" Box	8-10' Ht.	24" width	Full and Symmetrical; Staked
IC	10	Italian Cypress	Cupressus sempervirens 'Glaucua'	24" Box	8-10' Ht.	24" width	Full and Symmetrical; Staked
IC36	6	Italian Cypress	Cupressus sempervirens 'Glaucua'	36" Box	12' Ht.	30" width	Full and Symmetrical; Staked
LOK	4	Live Oak	Quercus virginiana	6" Cal.	12-14' Ht.	7-8' width	Full, Symmetrical, Uniform Height and Spread 5" Maximum Clear Trunks; Staked
MOK	6	Monterrey Oak	Quercus polymorpha	4" Cal.	10-12' Ht.	5-6' width	Full, Symmetrical, Uniform Height and Spread 4" Maximum Clear Trunks
MOL	8	Mexican Olive Tree	Cordia boissieri	2.5" Cal.	9-10' Ht.	6' width	Full and Symmetrical
MTL	3	Mountain Laurel	Sophora secundiflora	2.5" Cal.	9-10' Ht.	6' width	Full, Symmetrical, Uniform Height and Spread
ROK	3	Shumard Red Oak	Quercus shumardii	6" Cal.	12-14' Ht.	6-7' width	Full, Symmetrical, Uniform Height and Spread 4" Maximum Clear Trunks; Staked
Hydromulch		Common Bermuda					
SOD		Tiff 419 Bermuda		S.Y.			90% Purity Cut Prior to Shipment

Parking Lot Shading Calculations

(Mandatory Requirement)	
• Trees Are To Be Planted Within 12'-0" of Edge Of Pavement	
Parking Lot Area	33,408 sf
25% Shading Minimum	8,352 sf
1 Tree/800sf Required	11 ea
Number of Trees Provided	11 ea

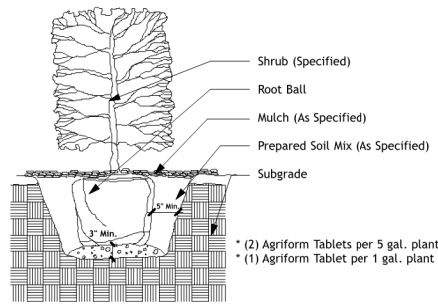
General Notes

- All quantities shown on plans to be verified by Landscape Contractor. Landscape Contractor shall be responsible for installing all labeled plant material.
- Landscape Contractor shall familiarize himself with the Landscape Plan and Specifications and shall be responsible for the requirements dictated therein.
- Landscape Contractor shall familiarize himself with the location of all underground utilities and easements prior to the installation of any plant material.
- All plants must comply with the American Standards for Nursery Stock, by the American Association of Nurserymen, Inc.
- All final shaping and raking of the topsoil shall be approved by the Landscape Architect prior to application of Hydromulch or sod, shaping planting beds, installing trees and installing irrigation. Excessive slopes on berms which may cause maintenance problems shall be reviewed by the Landscape Architect. Berms shall be installed in 12" layers and compacted to 90% proctor.
- All topsoil shall be fine sandy loam, raked smooth to grade 1-1/2" below curbs, sidewalks, or edging.
- All beds to be mulched to a depth of 4" with BLACK dyed mulch from New Earth (210.661.5180). (7800 IH-10 East, 78219). Submit mulch sample to Landscape Architect prior to delivery and installation.
- All backfill to be sandy loam material and shall be the responsibility of the General Contractor. General Contractor shall allow for the installation of 2" of topsoil at hydroseed areas, 6" of topsoil at lawn areas, and 8" of specified backfill (New Earth 4-way Mix) in shrub areas to be supplied by the Landscape Contractor. Any backfill material shall be compacted sufficiently to prevent excessive settling of topsoil that may effect the finished grade or drainage.
- Landscape Contractor shall notify the Landscape Architect of any questions regarding application of proposed plant material prior to installation-especially questions that may effect or alter the warranty of said material.
- Landscape Contractor shall maintain all trees, shrubs, groundcover and turf areas in a healthy state under the contract until acceptance by the owner. A 90 day maintenance period, after acceptance, shall be included in base bid.
- Trees shall be warrantied 1 year from acceptance of owner. Shrubs and groundcovers shall be warrantied 6 months in the same period.
- All container grown shrubs and groundcovers shall be healthy, vigorous, well-rooted and established in the container in which they are growing.
- Landscape Irrigation to be provided throughout project and shall provide 100% coverage at all landscape areas.



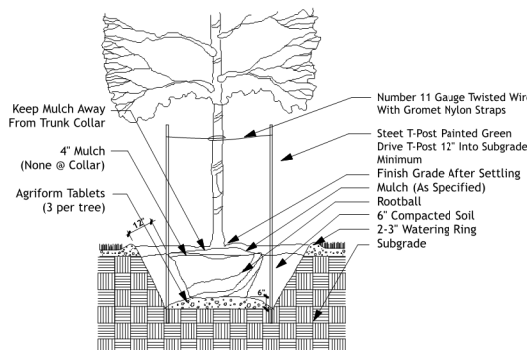
Steel Edging Detail

NO SCALE



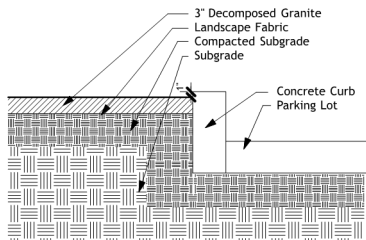
Shrub Planting Detail

NO SCALE



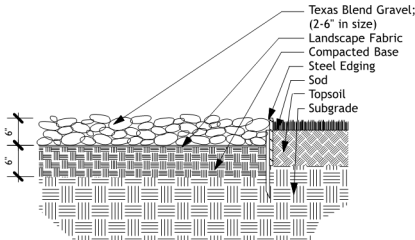
Tree Planting Detail

NO SCALE



Decomposed Granite @ Curb Detail

No Scale



Texas Blend Gravel Detail

No Scale

Landscape Planting Schedule

Exhibit B:
Landscape Detail Sheet



301 e. cevallos suite #375
san antonio, texas 78204

210.269.5454 tel

www.c2landgroup.com



October 26, 2018

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P.O. Box 782247
San Antonio, Texas
78278
t. 210.764.7773
f. 210.764.0008

Issue / Revision

Issue For Construction 10.26.18

Lynd Office Building
4280 N. Loop 1604, Shavano Park, Texas 78231

a landscape plan for the

drawn by: cms

checked by: cms

date: october 26, 2018

landscape notes & details

L1.O

LEGAL DESCRIPTION

ADDRESS: 4280 N. LOOP 1604 SHAVANO PARK, TX 78231
LOT 1700 & 1701, BLOCK 21, CB 4782 PLAT OF RECORD IN VOL. 9701 PG 131 OF
THE DEED AND PLAT RECORDS OF BEAR COUNTY, TX

COORDINATION NOTE:

1. CONTACT SPECTRUM CABLE TO COORDINATE CABLE TV SERVICE. (210) 244-0500.
2. CONFIRM REQUIREMENTS AND COORDINATE WITH CPS (CITY PUBLIC SERVICE) FOR INSPECTIONS AND CONDUIT SIZES FOR PRIMARY AND SECONDARY ELECTRICAL SERVICES. (210) 353-2255.
3. CONTACT AT&T TO COORDINATE TELEPHONE SERVICE. 1-800-449-7928.
4. CONTRACTOR TO COORDINATE WITH CPS (CITY PUBLIC SERVICE) TO PLAN GAS SERVICES. (210) 353-2255.
5. CONTRACTOR TO COORDINATE WITH SAWS (SAN ANTONIO WATER SYSTEM) TO PLAN SANITARY SEWER AND WATER SERVICES. (210) 704-7297.
6. CONTRACTOR SHALL CONTACT 1-800-DIG-TESS A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION.

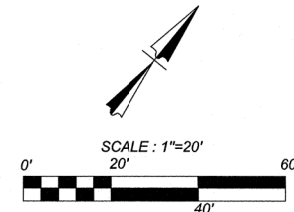
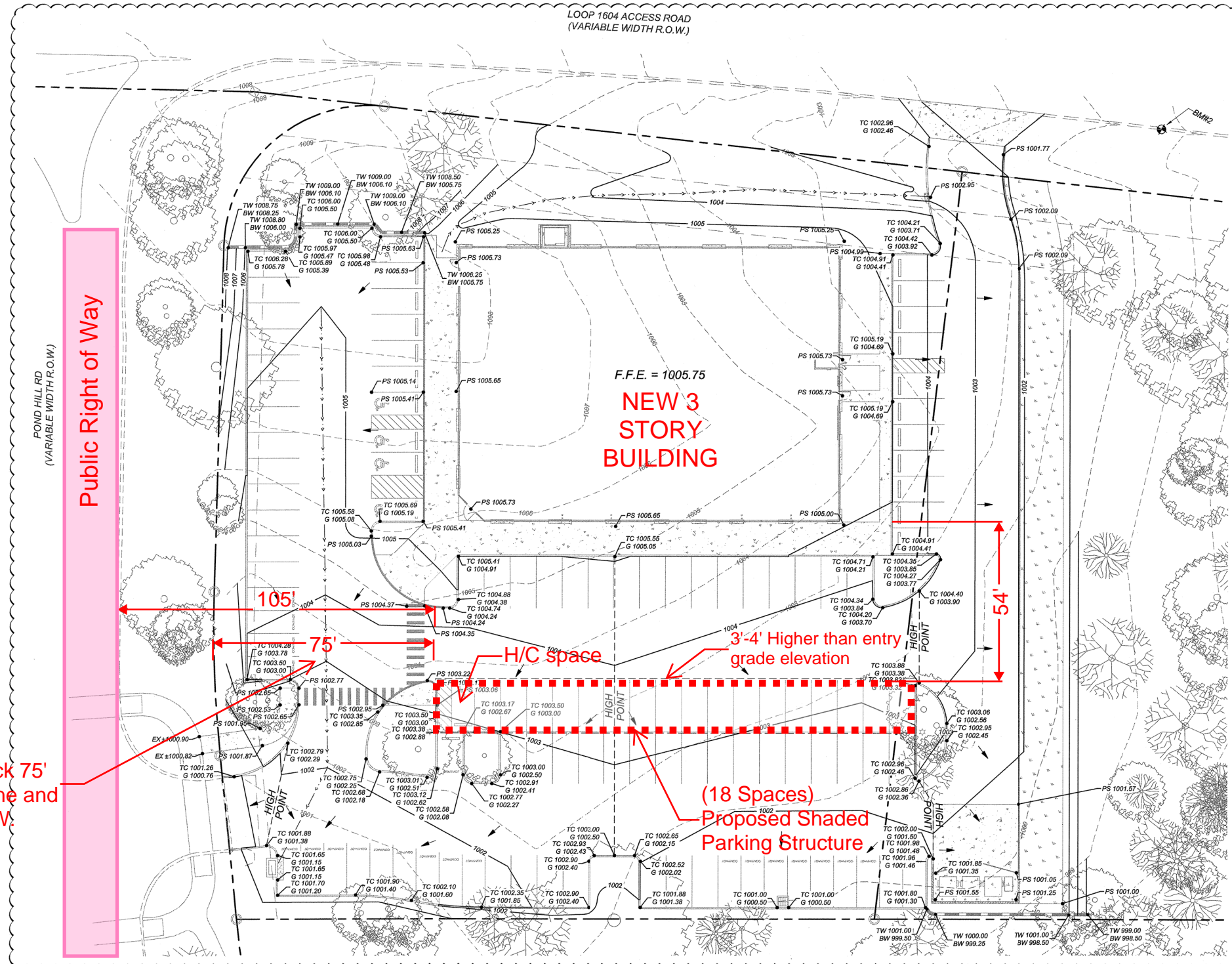
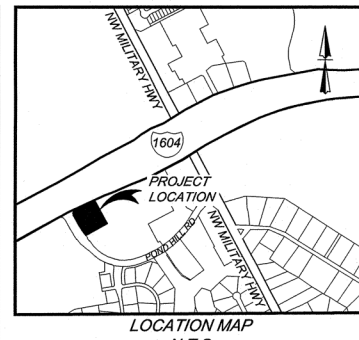
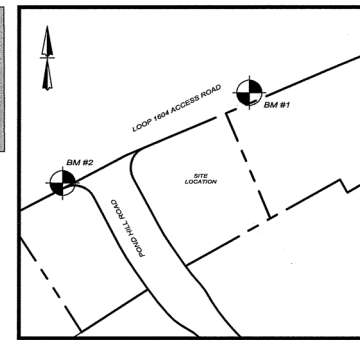
GRADING NOTES:

1. ALL GRADES AND CONTOURS SHOWN ARE FINAL, TOP OF FINISHED SURFACE ELEVATIONS UNLESS OTHERWISE NOTED. CONTRACTOR SHALL SUBTRACT THICKNESS OF PAVEMENT, BASE, TOP SOIL, SOD, ETC. TO ACHIEVE SUBGRADE ELEVATION.
2. POSITIVE DRAINAGE SHALL BE MAINTAINED ON ALL SURFACE AREAS WITHIN THE SCOPE OF THIS PROJECT. DRAINAGE SHALL BE DIRECTED AWAY FROM ALL BUILDING FOUNDATIONS. CONTRACTOR SHOULD TAKE PRECAUTIONS NOT TO ALLOW ANY PONDING OF WATER.
3. NO ABRUPT CHANGE OF GRADE SHALL OCCUR IN THE ROADWAYS, PARKING AREAS, OR SIDEWALKS.
4. CONTRACTOR SHALL CONSTRUCT TO OBTAIN GRADES SHOWN HEREON \pm ONE-TENTH (0.10) FOOT.
5. ALL DISTURBED AREAS SHALL BE REVEGETATED IN ACCORDANCE WITH PROJECT SPECIFICATIONS AND LANDSCAPING PLANS.
6. UTILITIES SHOWN ON THE PLANS ARE FROM THE BEST INFORMATION SOURCES AVAILABLE AT THE TIME OF DESIGN BUT MAY NOT REPRESENT ALL EXISTING UTILITIES ON SITE. THE CONTRACTOR WILL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL UTILITIES AND DRAINAGE STRUCTURES WHETHER SHOWN ON THE PLANS OR NOT. THE CONTRACTOR SHALL UNCOVER EXISTING UTILITIES PRIOR TO CONSTRUCTION TO VERIFY SIZE, GRADE, AND LOCATION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DEVIATIONS FROM PLANS PRIOR TO BEGINNING CONSTRUCTION. ANY DAMAGE TO EXISTING UTILITIES, WHETHER SHOWN ON THE PLANS OR NOT, SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REPAIR, AT HIS EXPENSE.
7. ALL MATERIALS AND CONSTRUCTION PROCEDURES WITHIN THE SCOPE OF THIS CONTRACT WHERE NOT SPECIFICALLY COVERED IN THE PROJECT SPECIFICATIONS SHALL CONFORM TO ALL APPLICABLE BEAR COUNTY PUBLIC WORKS STANDARD SPECIFICATIONS, CITY OF SAN ANTONIO STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (LATEST EDITION) AND CPS ELECTRICAL SERVICE STANDARDS (LATEST EDITION).
8. CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING TO ORIGINAL OR BETTER CONDITION ANY DAMAGES DONE TO EXISTING BUILDINGS, UTILITIES, FENCES, PAVEMENT, CURBS, SIDEWALKS, OR DRIVEWAYS (NO SEPARATE PAY ITEM).
9. DUE TO FEDERAL REGULATION TITLE 49, PART 192.101, CPS MUST MAINTAIN ACCESS TO GAS VALVES AT ALL TIMES. THE CONTRACTOR MUST PROTECT AND WORK AROUND ANY GAS VALVES THAT ARE IN THE PROJECT AREA.

10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING WITH ALL NECESSARY UTILITY COMPANIES FOR PROVIDING TEMPORARY UTILITY SERVICES DURING CONSTRUCTION. THE CONTRACTOR SHALL PAY FOR ALL TEMPORARY UTILITY SERVICES.
11. CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY QUESTIONS THAT MAY ARISE CONCERNING THE INTENT, PLACEMENT, OR LIMITS OF DIMENSIONS OR GRADES NECESSARY FOR CONSTRUCTION OF THIS PROJECT.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACQUIRING ALL PERMITS, TESTS, APPROVALS, AND ACCEPTANCES REQUIRED TO COMPLETE CONSTRUCTION OF THIS PROJECT.
13. ALL EXCAVATION IS UNCLASSIFIED.
14. ALL EXCAVATIONS AND BACKFILLING OF UTILITY TRENCHES SHALL BE AS PER CONTRACT SPECIFICATIONS NO. 02221 - EARTHWORK. ALL BACKFILL MUST BE IN COMPACTED 12 - INCH LIFTS MAXIMUM, AND NO WATER JETTING IS ALLOWED.
15. ALL CURBS ARE 6 INCH UNLESS OTHERWISE SPECIFIED.
16. SEE CIVIL DETAIL SHEETS FOR APPLICABLE DETAILS.
17. ALL CONSTRUCTION AREAS WITHIN THE SITE SHALL BE STRIPPED OF ALL VEGETATION AND LOOSE TOPSOIL. ANY POCKETS OF DEBRIS ENCOUNTERED SHOULD ALSO BE REMOVED.
18. CONTRACTOR AND/OR CONTRACTOR'S INDEPENDENTLY RETAINED EMPLOYEE OR STRUCTURAL DESIGN/SAFETY/EQUIPMENT CONSULTANT, IF ANY, SHALL REVIEW THESE PLANS AND ANY AVAILABLE GEOTECHNICAL INFORMATION AND THE ANTICIPATED INSTALLATION SITES WITHIN THE PROJECT WORK AREA IN ORDER TO DEVELOP THE CONTRACTOR'S PLANS TO IMPLEMENT THE PROJECT DESCRIBED IN THE CONTRACT DOCUMENTS. THE CONTRACTOR'S PLANS SHALL PROVIDE FOR ADEQUATE TRENCH SAFETY SYSTEMS THAT COMPLY WITH, AS A MINIMUM, OSHA STANDARDS FOR TRENCH EXCAVATIONS. SPECIFICALLY, CONTRACTOR AND/OR CONTRACTOR'S INDEPENDENTLY RETAINED EMPLOYEE OR SAFETY CONSULTANT SHALL DEVELOP AND IMPLEMENT A TRENCH SAFETY PROGRAM IN ACCORDANCE WITH OSHA STANDARDS GOVERNING THE PRESENCE AND ACTIVITIES OF INDIVIDUALS WORKING IN AND AROUND TRENCH EXCAVATION.
19. REFER TO PROJECT SPECIFICATIONS FOR ADDITIONAL SPECIFICATIONS AND CONTRACT INFORMATION.

BENCHMARKS

BM #1 - ELEVATION = 999.50
7" ON CURB ALONG LOOP 1604 ACCESS ROAD APPROXIMATELY 310 FEET EAST OF THE POND HILL ROAD & 1604 ACCESS ROAD INTERSECTION.
BM #2 - ELEVATION = 1000.15
7" ON PAVEMENT AT THE SOUTHWEST INTERSECTION OF POND HILL ROAD & LOOP 1604 ACCESS ROAD



LEGEND

PROPERTY LINE	---
EXISTING CURB	==
PROPOSED CURB	---
FLOW ARROW	→
PROPOSED FINISH FLOOR ELEVATION	F.F.E. = XXX.XX
PROPOSED CONTOURS	920
PROPOSED DRAINAGE SWALE	---
PROPOSED HIGH POINT	HIGH POINT
EXISTING CONTOURS	920
PROPOSED SPOT GRADE	PS 19.90
PROPOSED SPOT GRADE (TOP OF CURB AND GUTTER)	TC 20.20 G 19.70

CAUTION: THE CONTRACTOR SHALL BE REQUIRED TO LOCATE ALL PUBLIC OR PRIVATE UTILITIES INCLUDING BUT NOT LIMITED TO: WATER, SEWER, TELEPHONE AND FIBER OPTIC LINES, SITE LIGHTING ELECTRIC, SECONDARY ELECTRIC, PRIMARY ELECTRICAL DUCTBANKS, LANDSCAPE IRRIGATION FACILITIES, AND GAS LINES. ANY UTILITY CONFLICTS THAT ARISE SHOULD BE COMMUNICATED TO THE ENGINEER IMMEDIATELY AND PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL CONTACT 1-800-DIG-TESS A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION. ANY DAMAGE TO EXISTING UTILITIES SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND THE REPAIR SHALL BE AT CONTRACTOR'S SOLE EXPENSE WHETHER THE UTILITY IS SHOWN ON THESE PLANS OR NOT.

TRENCH EXCAVATION SAFETY PROTECTION
CONTRACTOR AND/OR CONTRACTOR'S INDEPENDENTLY RETAINED EMPLOYEE OR STRUCTURAL DESIGN/SAFETY/EQUIPMENT CONSULTANT, IF ANY, SHALL REVIEW THESE PLANS AND ANY AVAILABLE GEOTECHNICAL INFORMATION AND THE ANTICIPATED INSTALLATION SITES WITHIN THE PROJECT WORK AREA IN ORDER TO IMPLEMENT CONTRACTOR'S TRENCH EXCAVATION SAFETY PROTECTION SYSTEMS, PROGRAMS AND/OR PROCEDURES FOR THE PROJECT DESCRIBED IN THE CONTRACT DOCUMENTS. THE CONTRACTOR'S IMPLEMENTATION OF THESE SYSTEMS, PROGRAMS AND/OR PROCEDURES SHALL PROVIDE FOR ADEQUATE TRENCH EXCAVATION SAFETY PROTECTION THAT COMPLY WITH AS A MINIMUM OSHA STANDARDS FOR TRENCH EXCAVATIONS. SPECIFICALLY, CONTRACTOR AND/OR CONTRACTOR'S INDEPENDENTLY RETAINED EMPLOYEE OR SAFETY CONSULTANT SHALL IMPLEMENT A TRENCH SAFETY PROGRAM IN ACCORDANCE WITH OSHA STANDARDS GOVERNING THE PRESENCE AND ACTIVITIES OF INDIVIDUALS WORKING IN AND AROUND TRENCH EXCAVATION.

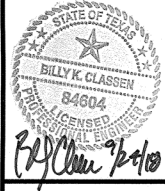
Exhibit C:
Civil Grading Plan

LYND OFFICE BUILDING
4280 N. LOOP 1604 SHAVANO PARK, TX 78231

GRADING PLAN

JOB NO. 462-01-01
DATE: JUNE 2018
DRAWN: RT CHECKED: BT
SHEET NUMBER:

C6.0



K&W
ENGINEERS + SURVEYING
3421 Pasadena Pkwy, Suite 200, San Antonio, TX 78231
(210) 353-2255
TBPES Firm #: 6513 • TBPES Firm #: 1012300

ADDENDUM #3 09/21/18



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CORE & SHELL - PERMIT PACKAGE

Lynd Office Building
4280 N. Loop 1604 W.
Shavano Park, Texas 78231

revision date

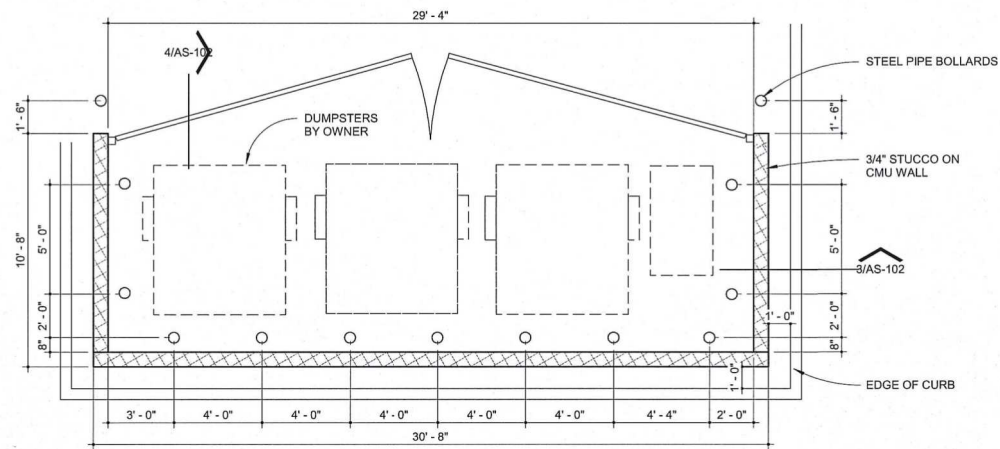
RVK

745 e mulberry ave suite 601
san antonio texas 78212
telephone: 210.733.3535
web: www.rvk-architects.com

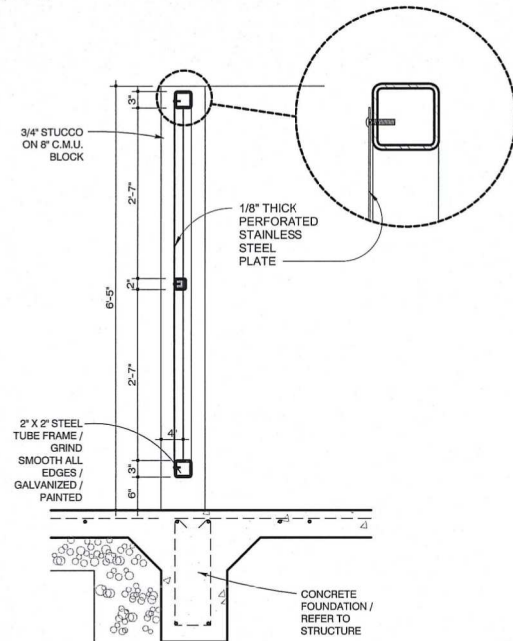
Construction Documents

AS-102

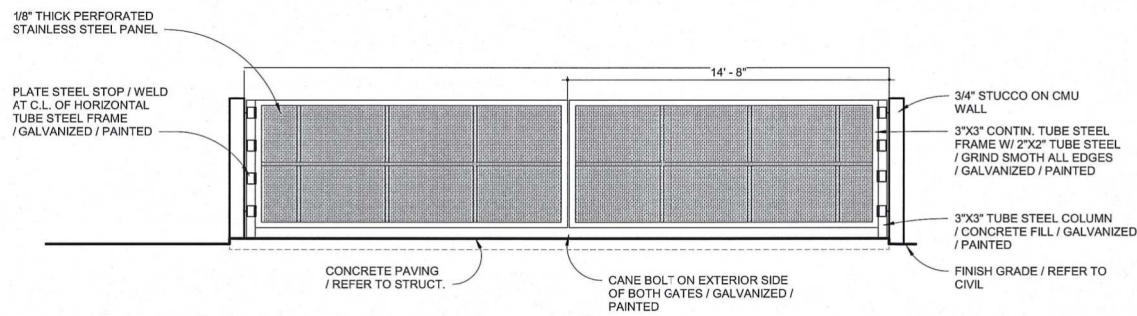
SITE DETAILS



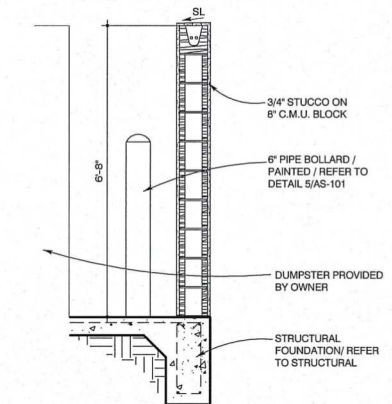
1 ENLARGED PLAN
Dumpster Plan
1/4" = 1'-0"



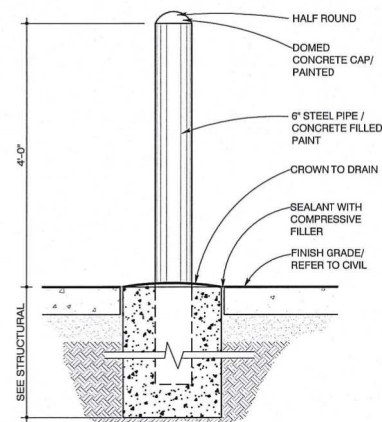
4 SECTION DETAIL
Dumpster Gate Detail
3/4" = 1'-0"



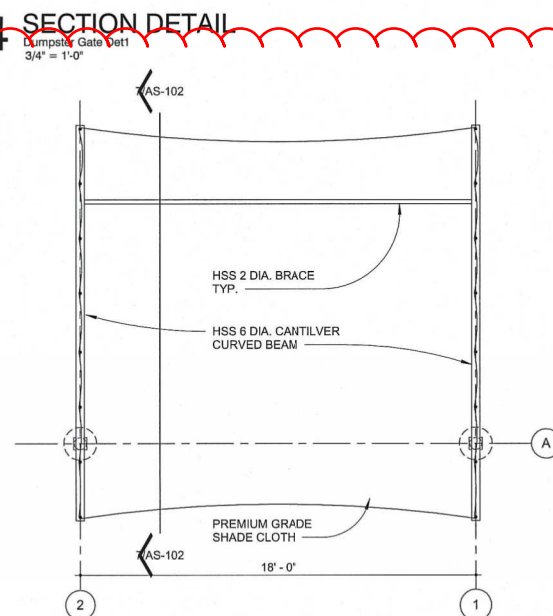
2 GATE ELEVATION
Dumpster Elevation
1/4" = 1'-0"



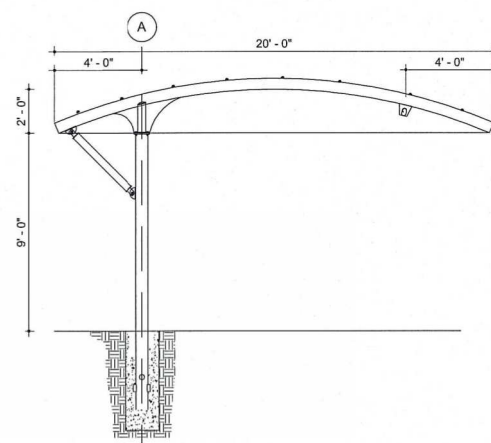
3 SECTION DETAIL
Dumpster Section
1/2" = 1'-0"



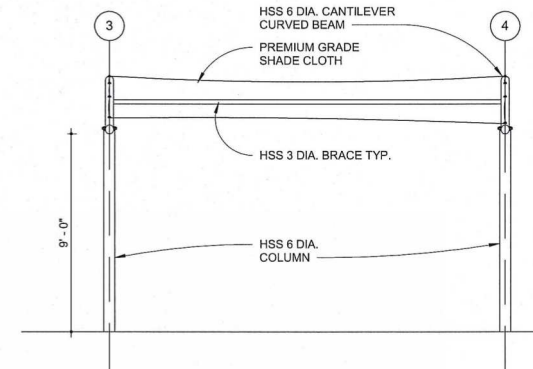
5 SECTION DETAIL
Dumpster Bollard
3/4" = 1'-0"



6 TYP. SHADE STRUCTURE PARKING BAY
Shade Structure Plan
1/4" = 1'-0"



7 TYP. SHADE STRUCTURE SECTION
Shade Structure Section
1/4" = 1'-0"

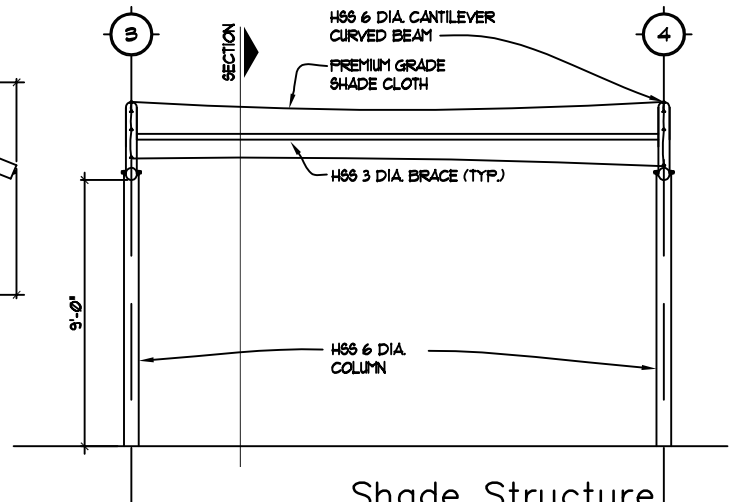
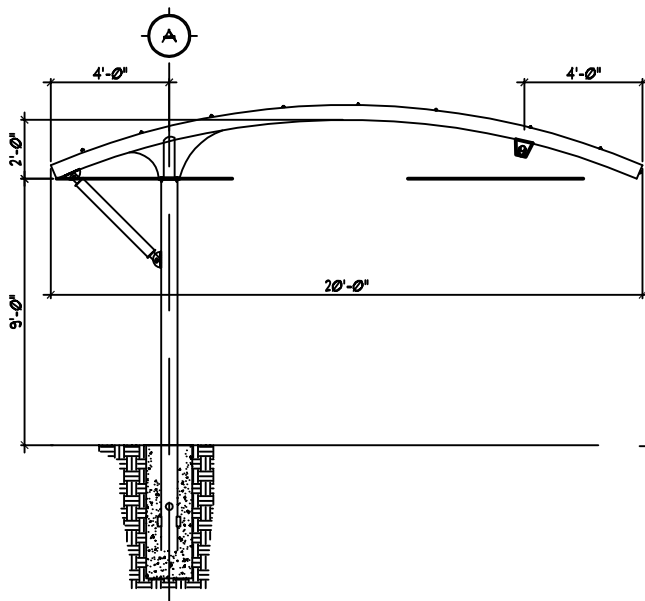
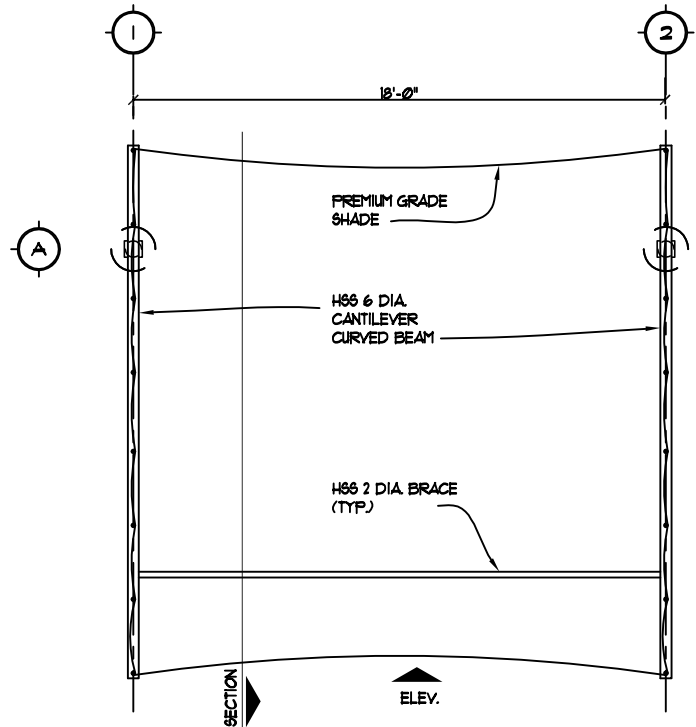


8 TYP. SHADE STRUCTURE ELEVATION
Shade Structure Elevation
1/4" = 1'-0"

Proposed Shaded
Parking Structure

Exhibit D:
Architectural Detail Drawings

Exhibit E:
Manufacturer's Shop Drawings



Shade Structure
Plan Layout
SCALE: Not to Scale

All

Curve

Custom

Flat

HIP

Kiosk

Sails

TensoUmbrellas™

Exhibit F:
Product information



ECLIPSE™

The most popular model in the Tensoshade™ catalog, Eclipse allows for an elegant curved roof line providing clean aesthetics. When extensions are added you will enjoy continuous cover without gaps. Great for carports, sports bleachers, pool decks, and more.

[REQUEST A FREE QUOTE](#)



COMMERCIAL 95 HDPE SHADE CLOTH

Designed for tension structures and shade sails it is used on a wide variety of applications. Commercial 95® 340 gsm offers the ultimate combination of maximum sun protection, strenght and durability to ensure maintenance-free long-life performance.

10 YEAR LIMITED WARRANTY BY TENSOSHADE™



NOTE: more colors available upon request

SERGE FERRARI® MEMBRANE

Serge Ferrari Precontraint® 502 is a high performance fabric for a variety of shade structures and other shade applications featuring dimensional stability due to patented, exclusive precontraint technology. Ferrari 502 offers high UV resistance and heat and weather protection for long-lasting use in a flame retardant fabric. With a very smooth finish, maintenance of the fabric is easy thanks to its innovative, thick coating.

5 YEAR LIMITED WARRANTY BY TENSOSHADE™



NOTE: more colors available upon request

Exhibit G:
Shade Structure
Examples



Exhibit H:
Bank of San Antonio
Example





Google

LEGAL DESCRIPTION

ADDRESS: 4280 N. LOOP 1604 SHAVANO PARK, TX 78231

LOT 1700 & 1701, BLOCK 21, CB 4782 PLAT OF RECORD IN VOL. 9701 PG. 131 OF THE DEED AND PLAT RECORDS OF BEXAR COUNTY, TX

COORDINATION NOTE:

- CONTACT SPECTRUM CABLE TO COORDINATE CABLE TV SERVICE. (210)-244-0500.
- CONFIRM REQUIREMENTS AND COORDINATE WITH CPS (CITY PUBLIC SERVICE) FOR INSPECTIONS AND CONDUIT SIZES FOR PRIMARY AND SECONDARY ELECTRICAL SERVICES. (210)-353-2256.
- CONTACT AT&T TO COORDINATE TELEPHONE SERVICE. 1-800-448-7928.
- CONTRACTOR TO COORDINATE WITH CPS (CITY PUBLIC SERVICE) TO PLAN GAS SERVICES. (210)-353-2256.
- CONTRACTOR TO COORDINATE WITH SWS (SAN ANTONIO WATER SYSTEM) TO PLAN SANITARY SEWER AND WATER SERVICES. (210)-704-7297.
- CONTRACTOR SHALL CONTACT 1-800-DIG-TESS A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION.

CAUTION!! THE CONTRACTOR SHALL BE REQUIRED TO LOCATE ALL PUBLIC OR PRIVATE UTILITIES INCLUDING BUT NOT LIMITED TO: WATER, SEWER, TELEPHONE AND FIBER OPTIC LINES, SITE LIGHTING, ELECTRIC, SECONDARY ELECTRIC, PRIMARY ELECTRICAL DUCTBANKS, LANDSCAPE IRRIGATION FACILITIES, AND GAS LINES. ANY UTILITY CONFLICTS THAT ARISE SHOULD BE COMMUNICATED TO THE ENGINEER IMMEDIATELY AND PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL CONTACT 1-800-DIG-TESS A MINIMUM OF 48 HOURS PRIOR TO THE START OF CONSTRUCTION. ANY DAMAGE TO EXISTING UTILITIES SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND THE REPAIR SHALL BE AT CONTRACTOR'S SOLE EXPENSE WHETHER THE UTILITY IS SHOWN ON THESE PLANS OR NOT.

TRENCH EXCAVATION SAFETY PROTECTION

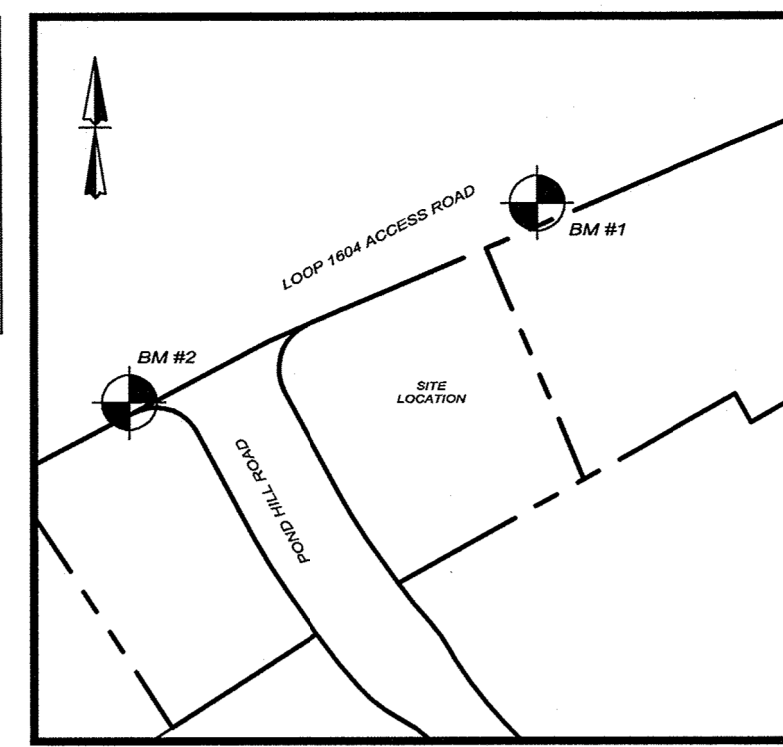
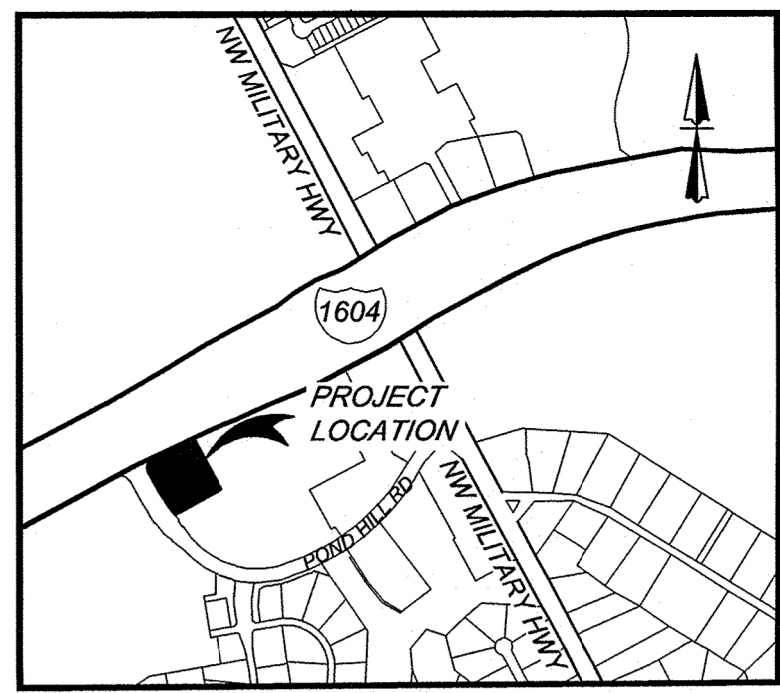
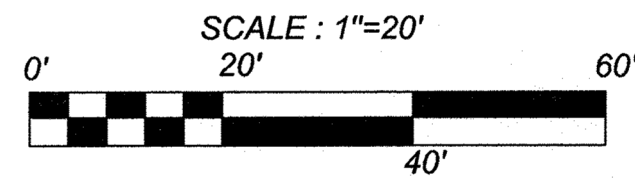
CONTRACTOR AND/OR CONTRACTOR'S INDEPENDENTLY RETAINED EMPLOYEE OR STRUCTURAL DESIGN/GEOTECHNICAL/SAFETY/EQUIPMENT CONSULTANT, IF ANY, SHALL REVIEW THESE PLANS AND ANY AVAILABLE GEOTECHNICAL INFORMATION AND THE ANTICIPATED INSTALLATION SITES WITHIN THE PROJECT WORK AREA IN ORDER TO IMPLEMENT CONTRACTOR'S TRENCH EXCAVATION SAFETY PROTECTION SYSTEMS, PROGRAMS AND/OR PROCEDURES FOR THE PROJECT DESCRIBED IN THE CONTRACT DOCUMENTS. THE CONTRACTOR'S IMPLEMENTATION OF THESE SYSTEMS, PROGRAMS AND/OR PROCEDURES SHALL PROVIDE FOR ADEQUATE TRENCH EXCAVATION SAFETY PROTECTION THAT COMPLY WITH AS A MINIMUM OSHA STANDARDS FOR TRENCH EXCAVATIONS. SPECIFICALLY, CONTRACTOR AND/OR CONTRACTOR'S INDEPENDENTLY RETAINED EMPLOYEE OR SAFETY CONSULTANT SHALL IMPLEMENT A TRENCH SAFETY PROGRAM IN ACCORDANCE WITH OSHA STANDARDS GOVERNING THE PRESENCE AND ACTIVITIES OF INDIVIDUALS WORKING IN AND AROUND TRENCH EXCAVATION.

NOTE:

- UNLESS OTHERWISE NOTED, ALL RETURNS SHALL HAVE A 3' RADIUS.
- THE CONTRACTOR SHALL SAW-CUT EXISTING PAVEMENT, CURBS, AND SIDEWALKS AT NEW JUNCTURES. NO JAGGED OR IRREGULAR CUTS WILL BE ALLOWED OR ACCEPTED.
- PROPOSED ON-SITE CURBS ARE 6" HIGH UNLESS SHOWN OR LABELED OTHERWISE.
- ALL DIMENSIONS ARE TO FACE OF CURB OR CENTER OF STRIPING.
- CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY QUESTIONS THAT MAY ARISE CONCERNING THE INTENT, PLACEMENT, OR LIMITS OF DIMENSIONS NECESSARY FOR CONSTRUCTION OF THIS PROJECT.
- ALL DIMENSIONS MUST BE VERIFIED ON THE JOB AND THE ENGINEER MUST BE NOTIFIED OF ANY DISCREPANCIES BEFORE PROCEEDING WITH CONSTRUCTION.
- CONTRACTOR TO COORDINATE FOR INSPECTIONS WITH CITY / COUNTY INSPECTOR PRIOR TO THE PLACEMENT OR CONSTRUCTION OF ANY SIDEWALK OR DRIVEWAY APPROACH. ALL SIDEWALKS, CURBS, RAMPS, AND DRIVE APPROACHES IN THE RIGHT OF WAY SHALL BE IN COMPLIANCE WITH CURRENT TEXAS ACCESSIBILITY STANDARDS, CITY OF SHAVANO PARK AND BEXAR COUNTY DESIGN STANDARDS.

BENCHMARKS

BM #1 - ELEVATION = 998.50
3" ON CURB ALONG LOOP 1604 ACCESS ROAD APPROXIMATELY 310 FEET EAST OF THE POND HILL ROAD & 1604 ACCESS ROAD INTERSECTION.
BM #2 - ELEVATION = 1000.15
2" ON PAVEMENT AT THE SOUTHWEST INTERSECTION OF POND HILL ROAD & LOOP 1604 ACCESS ROAD

BENCHMARK LOCATION MAP
N.T.S.LOCATION MAP
N.T.S.

LEGEND

PROPERTY LINE	---
EXISTING CURB	==
PROPOSED CURB	---
PROPOSED HEADER CURB	---
PROPOSED TRANSITION CURB	---
PROPOSED RETAINING WALL	---
PARKING STALL COUNT	#
PROPOSED CONCRETE SIDEWALK	---

KEY NOTES

- TYPICAL PARKING SPACES AND PARKING STRIPES (SEE DETAIL C7.0)
- PROPOSED SIDEWALK (SEE DETAIL C7.0)
- PROPOSED 6" CURB (SEE DETAIL C7.0)
- HANDICAP PARKING SYMBOL (SEE DETAIL C7.0)
- HANDICAP SIGN (SEE DETAIL C7.0)
- CROSS HATCH STRIPING (SEE DETAIL C7.0)
- CURB TRANSITION (SEE DETAIL C7.0)
- HEADER CURB (SEE DETAIL C7.0)
- PROPOSED COMPACT PARKING
- ASPHALT/CONCRETE PAVEMENT JUNCTURE (SEE DETAIL C7.0)
- ASPHALT/ASPHALT PAVEMENT JUNCTURE (SEE DETAIL C7.0)
- PROPOSED VEGETATED FILTER STRIP
- PROPOSED WHEELSTOP (SEE DETAIL C7.0)
- 2' X 2' GRATE INLET (SEE DETAIL C7.1)
- PROPOSED 5" CURB INLET (SEE DETAIL C7.1)
- PROPOSED CONCRETE DUMPSTER PAD (REF. ARCHITECTURAL PLANS)
- PROPOSED RETAINING WALL (CONTRACTOR TO COORDINATE WALL DESIGN AND PERMITTING)
- PROPOSED CARPORT PARKING STALLS (REF. ARCH. PLANS)

TRAFFIC SUMMARY TABLE

PARKING STORAGE STANDARDS

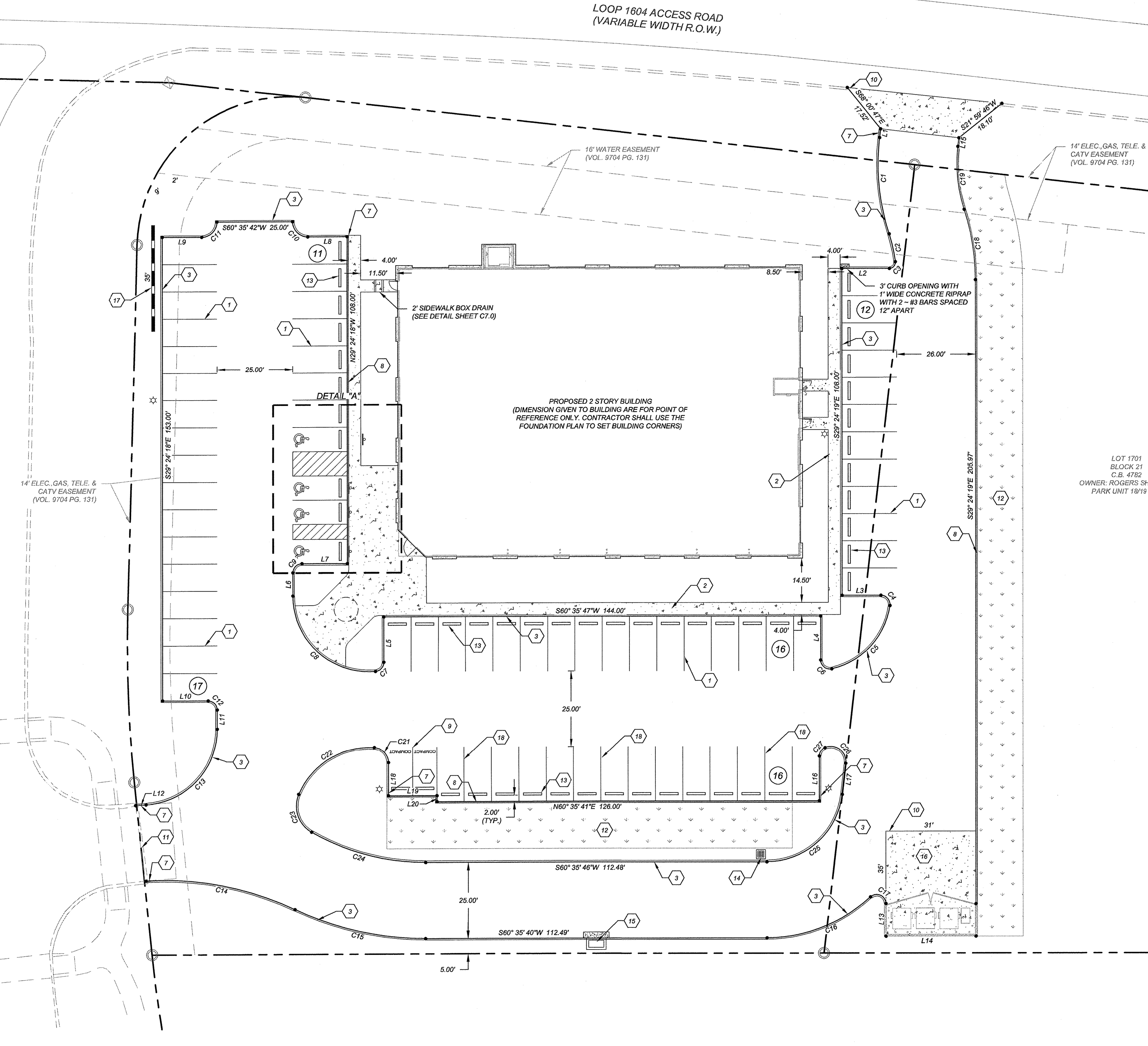
Proposed Parking
Handi-Capped (ADA)
Required H.C. Parking
Required V.A. Parking
Proposed H.C. Parking
Proposed V.A. Parking

72
4
1
4
2

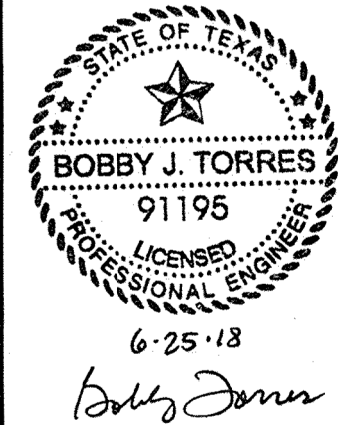
LINE #	LENGTH	DIRECTION
L1	2.86'	S22°48'56"E
L2	15.65'	S60°35'41"W
L3	12.77'	N60°35'41"E
L4	14.43'	N29°24'18"W
L5	14.91'	S29°24'18"E
L6	7.66'	N29°24'18"W
L7	15.00'	N60°35'42"E
L8	13.00'	S60°35'42"W
L9	13.00'	S60°35'42"W
L10	15.00'	N60°35'42"E
L11	6.42'	S29°24'18"E
L12	3.43'	S57°05'15"W
L13	10.76'	N29°24'14"W
L14	28.67'	S60°35'46"W
L15	2.86'	S22°48'56"E
L16	14.86'	N29°24'19"W
L17	10.37'	S22°47'24"E
L18	10.95'	S29°24'18"E
L19	16.00'	N60°35'41"E
L20	2.00'	S29°24'19"E

Curve #	LENGTH	RADIUS	DELTA	CHORD BRG	CHORD DIST
C1	32.12'	75.00'	024°32'26"	S35°05'09"E	31.88'
C2	9.39'	49.00'	010°58'27"	S41°52'09"E	9.37'
C3	3.39'	2.00'	096°58'36"	S12°06'23"W	3.00'
C4	5.14'	3.00'	098°15'05"	S70°16'46"E	4.54'
C5	30.01'	25.00'	068°45'10"	S13°13'32"W	28.24'
C6	5.39'	3.00'	102°58'45"	N80°53'41"W	4.69'
C7	4.45'	3.00'	084°56'17"	S13°03'50"W	4.05'
C8	41.48'	25.00'	098°03'43"	N76°56'10"W	36.88'
C9	4.71'	3.00'	090°00'00"	N19°35'42"E	4.24'
C10	7.85'	5.00'	090°00'00"	N74°24'18"W	7.07'
C11	7.85'	5.00'	090°00'00"	S15°35'42"W	7.07'
C12	4.71'	3.00'	090°00'00"	S74°24'18"E	4.24'
C13	37.74'	25.00'	086°29'33"	S13°50'28"W	34.26'

Curve #	LENGTH	RADIUS	DELTA	CHORD BRG	CHORD DIST
C14	50.57'	100.00'	028°58'23"	S71°34'30"W	50.03'
C15	44.45'	100.00'	025°27'58"	S73°19'44"W	44.08'
C16	37.56'	50.00'	043°02'21"	S39°04'20"W	36.68'
C17	6.97'	3.00'	133°11'56"	S84°04'28"W	5.50'
C18	23.50'	75.00'	017°57'03"	S38°22'59"E	23.40'
C19	20.99'	49.00'	024°32'26"	S35°05'09"E	20.83'
C21	7.49'	5.00'	085°47'05"	S72°17'51"E	6.81'
C22	31.31'	25.00'	071°45'11"	N28°56'01"E	29.30'
C23	14.39'	10.00'	082°25'20"	N46°09'14"W	13.18'
C24	39.32'	75.01'	030°01'55"	S75°37'05"W	38.87'
C25	36.39'	25.00'	083°24'37"	S18°53'27"W	33.28'
C26	10.34'	5.00'	118°30'02"	S62°03'57"E	8.59'
C27	3.57'	3.00'	068°05'23"	N04°38'21"E	3.36'



LOT 1701
BLOCK 21
C.B. 4782
OWNER: ROGERS SHAVANO
PARK UNIT 19/19 LTD



LYND BUILDING
4280 N. LOOP 1604 SHAVANO PARK, TX 78231
SITE PLAN (DIMENSIONAL CONTROL PLAN)

JOB NO. 462-01-01
DATE: JUNE 2018
DRAWN: RT CHECKED: BT
SHEET NUMBER:

C2.0

Comparable Bexar County cities on carport ordinances:

- **Alamo Heights**: Provides ordinance in Office Districts (O-1) that allows carports, but does not address specifics on how the carport should be built only that they shall be placed to the rear of the property.
- **Balcones Heights**: Provides ordinance governing location requirements for carports in multifamily residence and does not address commercial properties.
- **Castle Hills**: Provides ordinance in General Business Districts (G), Special Business Districts (H), and Residential Districts that allows for the use of carports, but does not address specifics on how the carport should be built.
- **New Braunfels**: Provides ordinance governing the requirements for carports for multifamily units and does not address commercial properties.
- **Live Oak**: Provides ordinance governing the requirements for carports for multifamily units and does not address commercial properties.
- **San Antonio**: Provides ordinance governing carports but does not address specifics on how they should be built as long as they are constructed behind the setback required in specific districts.
- **Terrell Hills**: Provides ordinance in Semi-Commercial Districts (B) that allows carports, but does not address specifics on how the carport should be built.

Other small cities in Texas:

- **Denton**: Provides ordinance governing where a carport can be located in a Multiple Unit Residential Dwelling and Multi Family Development and has some architectural requirements.
- **West University Place, Texas**: No mention of carports in any City ordinance.
- **West Lake Hills, Texas**: Provides ordinance governing the requirements for carports for multifamily units and does not address commercial properties.

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 13, 2019

Agenda item: 6.7

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Request Change to the Planned Unit Development Detail Plan at 4775 Lockhill Selma to authorize exceptions to covered parking for the National Joint Care Institute

X

Attachments for Reference:

- 1) 6.6a NJCI Building Request
- 2) Ord O-2018-005 NJCI PUD
- 3) 6.6c Staff Comparison of other cities

BACKGROUND / HISTORY:

The proposed National Joint Care Institute (NJCI) located at 4675 Lockhill-Selma, N.C.B. 17704, Lot 2, Block 1 (old Church Property) is zoned Planned Unit Development (PUD), has also requested approval of covered parking (as Changes to the Detail Plan), which in three areas do not conform to CoSP ordinances (Roof Material, Roof Slope and End Cap).

Sec. 36-40. - Planned Unit Development.

(l) *Changes in detail plan.*

- (1) Except as provided in subsection (l)(2) of this section, changes in the detail plan shall be considered the same as changes in the this chapter and shall be processed as such.
- (2) Those changes which do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, floor area ratio or reduce the front, rear or side yards provided at the boundary of the site, as indicated on the approved detail plan, may be authorized by the City Manager.
- (3) Any applicant may appeal the decision of the City Manager to the Planning and Zoning Commission for review and decision as to whether an amendment to the Planned Unit Development District Ordinance shall be required.

While the City Manager has the authority to approve these changes under the authorities granted in the Zoning Ordinances, City Manager in coordination with the Chairman of Planning and Zoning Commission has asked the P&Z for a recommendation for approval and has proposed

changes to our ordinances IAW guidance from P&Z. On April 3rd, after considering the Lynd Request the P&Z voted to recommend approval. There were two dissenting votes and according to those commissioners, their “no” vote was related to objecting to the approval of an exception to the ordinance, more so than the proposed covered parking. The NJCI request was also considered at the April P&Z resulted in a tie vote on the recommendation for approval.

Later, staff in coordination with the P&Z Chairman proposed changes to the ordinance, which would allow Special Exceptions to our current carport ordinance, if specific conditions were met. These proposed changes were then considered in the May P&Z.

At the May 8th P&Z, while Commissioners were supportive of the request for exceptions they reached a consensus to consider amendments to the existing carport ordinances in the future that would allow the covered parking / carports to be less restrictive and therefore the proposed Special Exceptions Ordinance was tabled.

Regulations for carports in business districts are under Section 36-39(1)(a)(4) of the City’s Code of Ordinances:

Sec. 36-39. - Business and Office Districts.

All business and office districts shall be governed by the following regulations.

(1) *General requirements.* The following regulations shall apply to all property within the O-1, B-1 and B-2 zoning districts:

a. Parking.

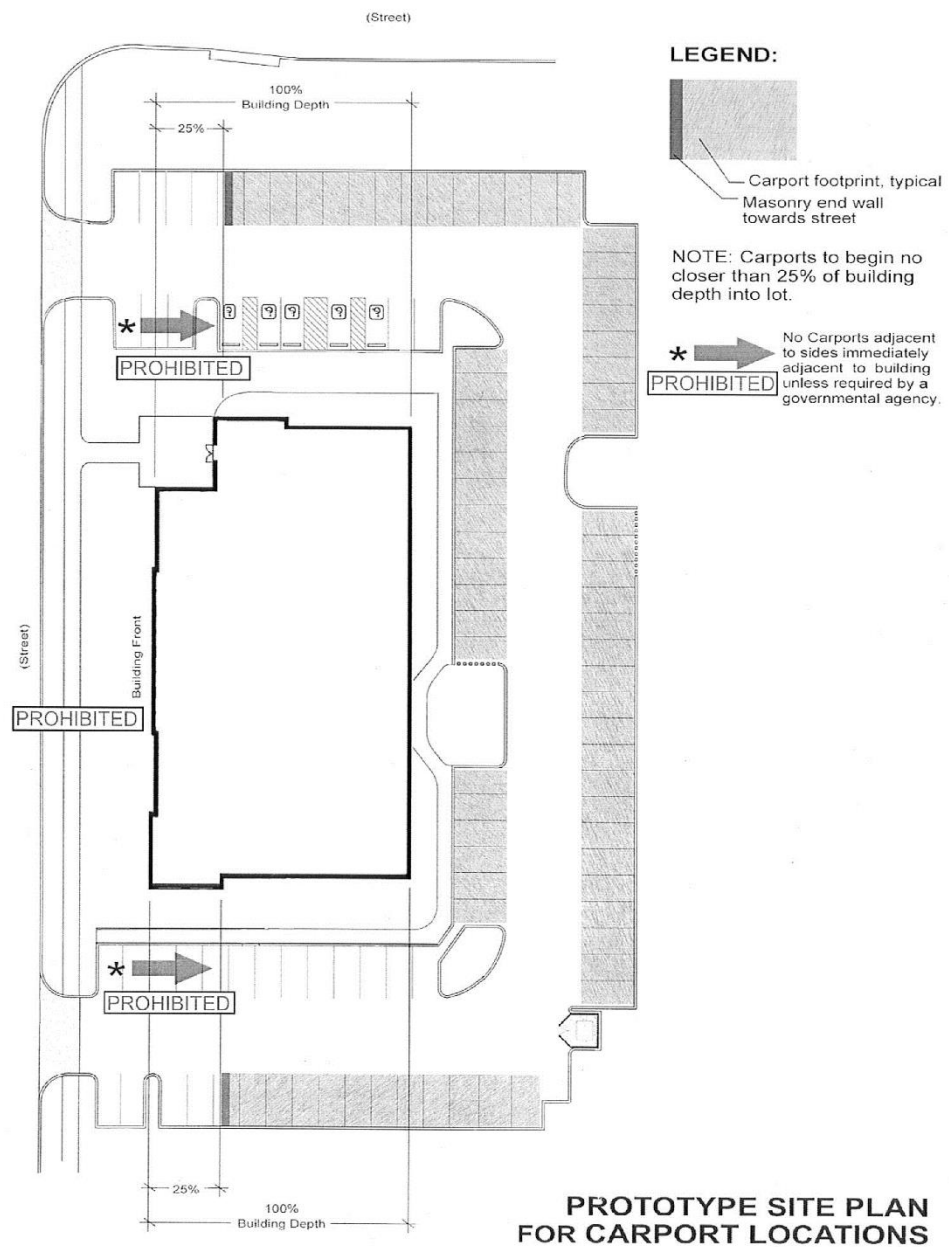
4. *Covered parking.* Covered parking shall only be permitted in a fully enclosed garage or in a carport meeting the criteria listed below. In no event shall this section be construed as to allow carports in single-family residential areas.

(i) Carports shall be set back from the front building wall at a distance of not less than twenty-five (25) percent of the length of the side building wall. See illustration below.

(ii) Carports visible from public right of ways shall have a solid masonry end wall on the portion of the carport facing the public right of way. The end wall shall be constructed with masonry that matches that of the primary structure.

(iii) Carports shall have support columns constructed of steel and roofs constructed of standing seam metal rated at twenty (20) gauge or higher. Roofs shall be constructed at a minimum pitch ratio of three (3) to twelve (12).

- (iv) Carports shall only be permitted in the shaded areas on the illustration below.



DISCUSSION:

According to the NJCI, the requested exceptions are intended to provide a contemporary design which more closely resembles the high end office building designs of the project (see attachment 1 for a detailed description of the requested covered parking and locations).

Additionally, it has been pointed out that requiring an end wall results in two areas of concern. First, an end cap may obscure the visibility of drivers who are backing out of parking spaces and in the parking lot which, could result in accidents. Second, the end cap actually increases the visible footprint of the carport and makes it appear much like a structure in the middle of a parking lot (most contemporary carports have low profile roofs and minimal support poles, which minimizes the visibility).

Staff reviewed and compared 7 other surrounding cities carport ordinances in the surrounding area with the Shavano Park ordinances. The review resulted in no specific restrictions for business carports other than location specifics. Staff researched several other small cities in Texas that resemble Shavano Park and they provided no adaptable examples as well.

In order to respond to the NJCI request in a timely manner, staff is requesting the approval thru the Minor Amendment process as it could take several months for the P&Z and Council to approve amendments to our current ordinance.

This request is supported by Bitterblue, Inc. who spoke in favor at the May P&Z.

COURSES OF ACTION: Approve the requested change to the Planned Unit Development Detail Plan at 4775 Lockhill Selma to authorize exceptions to covered parking for the National Joint Care Institute or alternatively decline and provide guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: To approve the requested change to the Planned Unit Development Detail Plan at 4775 Lockhill Selma to authorize exceptions to covered parking for the National Joint Care Institute

chesneymoralespartners, inc.

architecture/interior design

4901 Broadway, Suite 250

San Antonio, TX. 78209

March 29, 2019

Mr. Bill Hill

City Manager

City of Shavano Park

900 Saddletree Court

Shavano Park, TX. 78231

Re: 4675 Lockhill Selma – NJCI
Planned Unit Development (PUD)
NCB 17704, Lot 2, Block 1

Mr. Hill

On behalf of MSL Investments and Shavano Class 1, LLC and its affiliates, I am submitting a request for exemption from the City of Shavano Park existing Carport regulations for business districts under Section 36-39(4).

Item (ii) The Requirement for a solid masonry wall at the end portion facing the public right of way, and Item (iii), The Requirement that roofs constructed of standing seam metal, rated at (20) Gauge or higher. And the requirement for a minimum roof pitch ratio of three (3) to twelve (12).

We are requesting permission to construct a steel frame structure with a curved beam that supports a tensioned commercial shade cloth above. This structure would not have a masonry end wall.

Please find the attached pictures of the proposed structure for review and consideration.

Thank you in advance for your consideration and support of this project.

Respectfully,



Chesney Morales Partners:

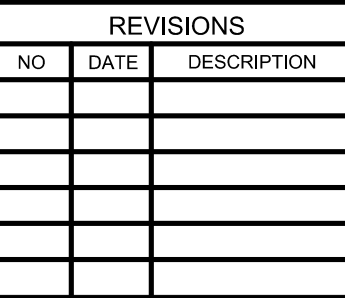
Frederick "Tex" Liedtka, AIA

Representative for Shavano Class I, LLC and its affiliates

CC: Curtis Leeth, Assistant City Manager: via email: cleeth@shavanopark.org
Proposed Carport Exhibits



End of document



4675 LOCKHILL SELMA ROAD
SHAVANO PARK, TEXAS



A1.1

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ORDINANCE NO. O-2018-005

AN ORDINANCE REZONING AND PROVIDING A SPECIAL USE PERMIT FOR SHORT-TERM IN-PATIENT SURGICAL CENTER FOR LOT 5, BLOCK 1, NCB 17704 FROM B-2 ZONING DISTRICT TO A PLANNED UNIT DEVELOPMENT WITH A B-2 BASE ZONING DISTRICT WITH THE FOLLOWING DEVELOPMENT STANDARD EXCEPTIONS: BUILD HEIGHT, EXTERIOR WALLS, PARKING RATIO, ALLOWED COMPACT SPACES, LANDSCAPE BUFFERS AND SIGNAGE; PROVIDING INDEMNITY FOR THE CITY; PROVIDING REPEALING AND SAVINGS CLAUSES; PROVING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 211 of Texas Local Government Code empowers the City Council of the City of Shavano Park to enact zoning regulations and provides for their administration, enforcement and amendment; and

WHEREAS, Chapter 36 Section 40 of the City's Code of Ordinances provides that the City Council of the City of Shavano Park may, after compliance with the requirements of said chapter, authorize the creation of a planned unit development ("PUD"); and

WHEREAS, the City Council may authorize the development of the uses designated as "CC" uses for zoning districts O-1, B-1, and B-2 under Chapter 36 Section 101 of the City's Code of Ordinances; and

WHEREAS, the City Council of the City of Shavano Park has complied with all notice of a public hearing as required by the Code of Ordinances of the City of Shavano Park; and

WHEREAS, in keeping with the spirit and objectives of the area, the City Council has given due consideration to all components of said proposed zoning change and the recommendations of the Planning and Zoning Commission concerning recommended requirements, conditions and safeguards necessary to protect adjoining property; and

WHEREAS, the City Council specifically finds that the requirements specified herein are rationally related to protecting the public purposes of lessening congestion in the streets, securing the safety of its citizens from fire, panic, and other dangers, promoting the health and the general welfare of its citizens; preventing the overcrowding of land, and avoiding undue concentration of population.

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

SECTION I

THAT the Zoning Map of the City of Shavano Park is hereby amended by rezoning Lot 5, Block 1, NCB 17704 from B-2 zoning district to a planned unit development with a B-2 base zoning district, as more particularly described with regulations in the attached Exhibit "A"; and

THAT the planned unit development with a B-2 base zoning district shall adopt the following development standard exceptions:

1. Building Height:
 - a. Exception from Chapter 36, Article VI, Table No. 6, item 8's B-2 zoning building height limitation of 45 feet.
 - b. Allow Building height up to 58 feet for the building front facing as depicted in Exhibit A.
2. Exterior Walls:
 - a. Exception from Section 36-39(1)(b) exterior wall requirement of 90% masonry.
 - b. Allow up to 60% +/- high performance glass.
3. Parking Ratio:
 - a. Exception from Chapter 36, Article VI, Table No. 6, item 8's B-2 zoning Parking Stall Ratio requirement from 1:200 square feet.
 - b. Allow up to 1:215 square feet parking stall ratio.
4. Compact Spaces
 - a. Authorize up to 26% of parking spaces as *Compact Parking Space* as defined under Chapter 36, Section 36-1.
5. Greenbelt / Landscape Buffers
 - a. Exception from Chapter 36, Article VI, Table No. 6, item 8's B-2 zoning front 40 foot Landscape Buffer requirement.
 - b. Allow variable width front landscape buffer as recorded on Plat.
6. Signage
 - a. Exception from Sec. 24-5(4)(b)(3) maximum sign area limitation of 200 sf in three singles with no single sign being larger than 120 square feet in sign area
 - b. Allow a single sign up to 160 square feet.

SECTION II

THAT a special use permit for a short-term in-patient surgical center use is hereby granted to National Joint Care Institute for Lot 5, Block 1, NCB 17704.

SECTION III CUMULATIVE CLAUSE

That this ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

SECTION IV SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

SECTION V PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

SECTION VI EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by State and Local law.

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park this the 25th day of June, 2018.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park this the 23rd day of July, 2018.

ROBERT WERNER, MAYOR

Attest:

ZINA TEDFORD, City Secretary

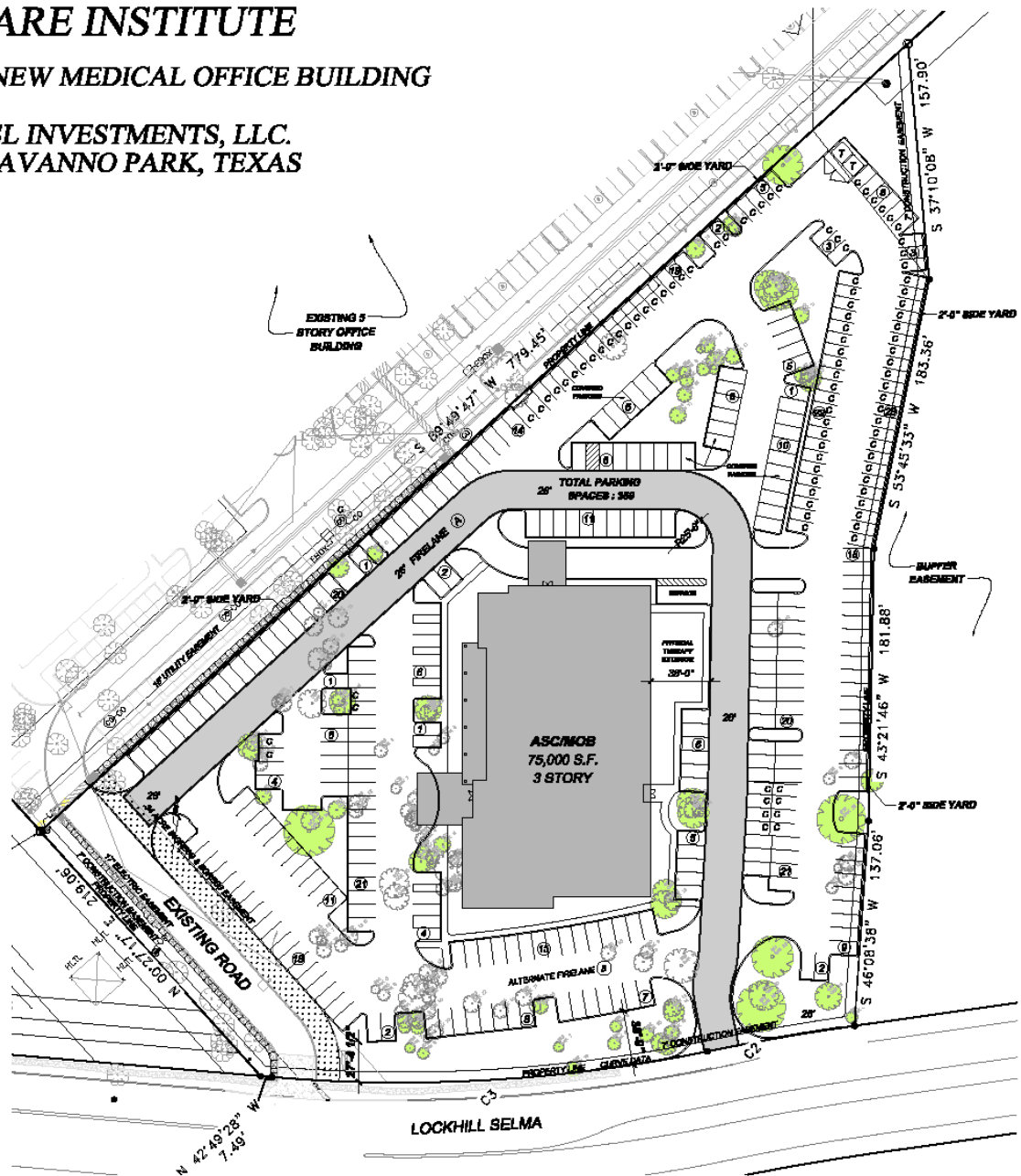
Approved as to Form:

CHARLES E. ZECH, City Attorney

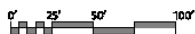
NATIONAL JOINT CARE INSTITUTE

A NEW MEDICAL OFFICE BUILDING

MSL INVESTMENTS, LLC.
SHAVANNO PARK, TEXAS



Site Plan



SCHEME 3'

LAND DATA

4.936 ACRES

H2 PUD

SHOWING APPROXIMATELY 350 CARS

SHOWING APPROXIMATELY

40-50% TREES RETAINED

chesneymoralespartners, inc.

architecture/interior design

4901 Broadway, Suite 200 | San Antonio, Texas 78209

210.828.2491 | 210.828.9719 | TIA2 Firm Reg 061010

chesneymorales.com

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5-14-18

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 13, 2019

Agenda item: 6.8

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action – Ordinance No. O-2019-004 amending the city of Shavano Park Code of Ordinances to increase the water debt service fee beginning July 1, 2019 (final reading) – City Manager

☒

Attachments for Reference:

- a) **Ordinance O-2019-004 – for Revised Rates**
- b) **Revised Rate Structure Analysis and support**
- c) Ordinance O-2019-004 – **for Original Rates**
- d) **Original Rate Structure Analysis and support**

BACKGROUND / HISTORY:

The rate structure currently in use by the City's water utility was first approved October 2004 with only minor changes being made since then. The structure is a combination of fixed rates for the debt service and water service fees and variable rates for water consumption and EAA management fees. The water consumption fee is progressive, charging more per gallon to higher volume users.

The Utility Fund has incurred significant expenses in recent years, reducing cash reserves by over \$700,000 from September 2013 to September 2018.

At the April 22nd, 2019, City Council Meeting, Council approved a motion to increase the water debt service fee to provide for full funding of the Water Utility's annual debt service.

DISCUSSION:

The Rate Study subcommittee met on February 20, 2019, to discuss various options for the water rates. Consensus was reached to consider rate increases in three of the four fee categories - water consumption, debt service and water service, leaving the EAA fee unchanged.

The Water Advisory Committee met on March 11, 2019 and provided City Staff with guidance with respect to the rates they would like to present to City Council.

The Water Advisory Committee met on April 8, 2019 and approved presenting a proposed water rate increase to City Council to be effective July 1, 2019, with additional 5% increases in the water consumption fee to be effective July 1, 2020 and July 1, 2021

The **Original** Rate Structure Analysis (**attachment d**) shows each fee category's current and proposed rates, as well as supporting schedules, historical operating information and sample bill calculations.

- For water consumption fees, an increase of 5% was proposed.
- For the debt service fee, an increase in the rate to cover 50% of the annual cost of debt service per customer was proposed.

- For the water service fee, a 50% increase from the current fee was proposed.
- Additionally, a 5% increase in year 2 and year 3 in the water consumption fee only is being calculated.

As per Council guidance from the April 22, 2019 meeting, Staff prepared a **Revised Rate Structure Analysis (attachment b)** which provides for full funding of the Water Utility's annual debt service. Using the annual amounts for FY2019 – FY2023 per Frost Bank payment schedules, the average debt service is \$185,899. With 686 customers (not meters) in the system, the monthly debt service per customer calculates to \$22.58, an increase of \$16.18 a month. This fee would provide an additional \$133,000 of annual revenues.

Comparison bill calculations follow, showing a low volume, an average volume and a high volume bill estimate for both a 5/8" meter and a 3/4" meter, representing most of the system customers:

Sample Bill Calculations			
<u>Meter & Volume</u>	At Rate:		
	<u>Current</u>	<u>Original</u>	<u>Revised</u>
5/8" - 5,000	\$ 29.35	\$ 37.54	\$ 45.53
5/8" - 10,500	\$ 50.80	\$ 59.93	\$ 66.98
5/8" - 58,000	\$ 254.09	\$ 272.17	\$ 270.27
3/4" - 5,000	\$ 31.59	\$ 40.90	\$ 47.77
3/4" - 17,000	\$ 78.39	\$ 89.74	\$ 94.57
3/4" - 58,000	\$ 256.33	\$ 275.53	\$ 272.51

The various rates were applied to the average annual consumption based on the most recently completed five fiscal years, and the number of customers and meters in service from the February 2019 billing reports.

COURSES OF ACTION:

1) Approve Ordinance O-2019-004 amending the City of Shavano Park Code of Ordinances to increase the water debt service fee beginning July 1, 2019 utilizing the Revised Rate structure which provides for increases in the debt service fee to fully fund the Water Utility's annual debt payments.

2) Approve Ordinance O-2019-004 amending the City of Shavano Park Code of Ordinances to increase the water debt service fee beginning July 1, 2019 utilizing the Original Rate structure which provides for increases in the water consumption charge, the debt service fee and the water service fee.

3) Provide City Staff with additional guidance.

FINANCIAL IMPACT:

If the Revised Rate structure is approved, it would provide for an additional \$133,000 of annual revenues.

If the Original Rate structure is approved, Year 1 approximate increase in revenue of \$100,643, year #2 an additional \$32,456 and year #3 an additional \$34,079.

MOTION REQUESTED:

Approve Ordinance No. O-2019-004 amending the City of Shavano Park Code of Ordinances to increase the water debt service fee beginning July 1, 2019 (final reading).

ORDINANCE NO. O-2019-004

AN ORDINANCE AMENDING THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO INCREASE THE WATER DEBT SERVICE FEE BEGINNING JULY 1, 2019; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Shavano Water Utility is a Superior Public Water System of the State of Texas for consistently providing safe, reliable water; and

WHEREAS, it is necessary to set and adopt water rates and other fees in order to allow the City of Shavano Park Water Utility to carry out the maintenance and operation of the Water System; and

WHEREAS, it is in the public interest and welfare of the customers of the City of Shavano Park Water Utility to adopt such water rates for the purposes of defraying the costs associated with the maintenance and operation of the Water System; and

WHEREAS, the City Council, upon recommendation by the Water Advisory Committee, believes that in order to properly carry out the maintenance and operation of the City of Shavano Park Water Utility System for the benefit of the customers that it is necessary to amend the City of Shavano Park Code of Ordinances to increase water rates and certain fees;

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

I

CODE AMENDMENT

APPENDIX A – CITY OF SHAVANO PARK FEE SCHEDULE, Shavano Park Water System Fees of the City of Shavano Park Code of Ordinances hereby amended to read as follows. This section will become effective beginning July 1, 2019:

Debt Service Fee:		\$22.58 / month per account
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II

CUMULATIVE CLAUSE

That this Ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of prior

ordinances, in which event the conflicting provisions of such prior ordinance are hereby repealed.

III

SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

IV

PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

V

EFFECTIVE DATE

This Ordinance shall be effective upon passage and publication as required by State and Local law.

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park this the 22nd day of April, 2019.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park this the 13th day of May, 2019.

ROBERT WERNER, MAYOR

Attest: _____

ZINA TEDFORD, City Secretary

Approved as to Form: _____

CHARLES E. ZECH, City Attorney

CITY OF SHAVANO PARK - WATER UTILITY

REVISED RATE STRUCTURE ANALYSIS

SUMMARY OF REVENUE COMPONENTS:

<u>Water Consumption (5015)</u>	
no change proposed	Current <u>Rate</u>
Estimated annual revenues at:	\$ 618,368

<u>Debt Service Fee (5018)</u>		
	Current <u>Rate</u>	@ 100% <u>of DS Pmt</u>
Estimated annual revenues at:	\$ 52,685	\$ 185,879
Change from Current Rate	N/A	\$ 133,194

<u>Water Service Fee (5019)</u>	
no change proposed	Current <u>Rate</u>
Estimated annual revenues at:	\$ 59,280

<u>EAA Pass Thru Charge (5036)</u>	
no change proposed	Current <u>Rate</u>
Estimated annual revenues at:	\$ 82,222

BASE CALCULATION - ALL CURRENT RATES	
Water Consumption	\$ 618,368
Debt Service	52,685
Water Service	59,280
EAA Pass Thru	82,222
	<u>\$ 812,555</u>

ESTIMATED REVENUES BASED ON INCREASE IN DEBT SERVICE FEE

Water Consumption - no change	\$ 618,368
Debt Service - 100% of DS	185,879
Water Service - no change	59,280
EAA Pass Thru - no change	82,222
	<u>\$ 945,749</u>
Increase from base calculation	<u>\$ 133,194</u>

CITY OF SHAVANO PARK - WATER UTILITY
SAMPLE MONTHLY BILL CALCULATIONS - CURRENT AND REVISED RATES

As most of the Utility's customers have either 5/8" or 3/4" meters, the sample calculations will be based on those sizes.

The average consumption for 5/8" meter for calendar year 2018 was 10,500 gallons/month

The average consumption for 3/4" meter for calendar year 2018 was 17,000 gallons/month

@ CURRENT RATES

5/8" meter			WATER	DEBT	WTR SVC	EAA	TOTAL
Based on	5,000	gallon consumption	\$ 15.35	\$ 6.40	\$ 5.10	\$ 2.50	\$ 29.35
Based on	10,500	gallon consumption	\$ 34.05	\$ 6.40	\$ 5.10	\$ 5.25	\$ 50.80
Based on	58,000	gallon consumption	\$ 213.59	\$ 6.40	\$ 5.10	\$ 29.00	\$ 254.09

@ PROPOSED RATES

5/8" meter			WATER	DEBT	WTR SVC	EAA	TOTAL	INCREASE
Based on	5,000	gallon consumption	\$ 15.35	\$ 22.58	\$ 5.10	\$ 2.50	\$ 45.53	\$ 16.18
Based on	10,500	gallon consumption	\$ 34.05	\$ 22.58	\$ 5.10	\$ 5.25	\$ 66.98	\$ 16.18
Based on	58,000	gallon consumption	\$ 213.59	\$ 22.58	\$ 5.10	\$ 29.00	\$ 270.27	\$ 16.18

@ CURRENT RATES

3/4" meter			WATER	DEBT	WTR SVC	EAA	TOTAL
Based on	5,000	gallon consumption	\$ 15.35	\$ 6.40	\$ 7.34	\$ 2.50	\$ 31.59
Based on	17,000	gallon consumption	\$ 56.15	\$ 6.40	\$ 7.34	\$ 8.50	\$ 78.39
Based on	58,000	gallon consumption	\$ 213.59	\$ 6.40	\$ 7.34	\$ 29.00	\$ 256.33

@ PROPOSED RATES

3/4" meter			WATER	DEBT	WTR SVC	EAA	TOTAL	INCREASE
Based on	5,000	gallon consumption	\$ 15.35	\$ 22.58	\$ 7.34	\$ 2.50	\$ 47.77	\$ 16.18
Based on	17,000	gallon consumption	\$ 56.15	\$ 22.58	\$ 7.34	\$ 8.50	\$ 94.57	\$ 16.18
Based on	58,000	gallon consumption	\$ 213.59	\$ 22.58	\$ 7.34	\$ 29.00	\$ 272.51	\$ 16.18

CITY OF SHAVANO PARK - WATER UTILITY CALCULATION OF WATER SERVICE CONSUMPTION

The Water Utility uses a graduated consumption billing rate, charging more to higher volume users.

<u>TIERS:</u>	<u>Gallons:</u>		<u>Per 1,000 gallons</u>	
			<u>Current Rate</u>	
1	-	to	5,000	\$ 3.07
2	5,001	to	30,000	\$ 3.40
3	30,001	to	50,000	\$ 3.83
4	50,001	to	70,000	\$ 4.58
5	70,001	to	100,000	\$ 6.29
6	100,001	and above		\$ 11.94

<u>TIERS:</u>	<u>Total Gallons</u>		<u>Revenue @</u>	
	<u>FY14-FY18</u>	<u>Average Gallons Per Year</u>	<u>Current Rate</u>	
1	176,578,000	35,315,600	\$	108,419
2	416,124,500	83,224,900		282,965
3	125,465,000	25,093,000		96,106
4	55,593,000	11,118,600		50,923
5	31,659,000	6,331,800		39,827
6	16,804,000	3,360,800		40,128
		164,444,700	\$	<u>618,368</u>

*** Per Rate Tier Analysis Report, 10/1/2013 to 9/30/2018

**CITY OF SHAVANO PARK - WATER UTILITY
CALCULATION OF DEBT SERVICE CHARGE - REVISED**

The Water Utility charges a flat fee for the debt service.
Each customer is charged the fee, not the meter. So a customer
may have multiple meters, but is only charged one debt service fee

Per the amortization schedules provided by Frost Bank, the annual debt service for FY19
to FY23 is as follows:

FY19	\$	186,344	
FY20		187,833	
FY21		186,023	
FY22		185,462	
FY23		183,832	
5 year average	\$	185,899	using for calculation purposes
Utility customers		686	
Monthly debt service per customer:	\$	<u>22.58</u>	
Current monthly fee:	\$	<u>6.40</u>	

Revenue Calculations:

			<u># of Customers</u>	<u>Annual Revenue</u>	<u>Change from Current Rate</u>
At current rate:	\$	6.40	686	\$ 52,685	N/A
At 100% of average debt	\$	22.58	686	\$ 185,879	\$ 133,194

CITY OF SHAVANO PARK - WATER UTILITY
CALCULATION OF WATER SERVICE CHARGE
(METER FEE)

The Water Utility charges a fixed fee per month based on meter size.

The current water service fees are:

Meter size:	<u>5/8"</u>	<u>3/4"</u>	<u>1"</u>	<u>1.5"</u>	<u>2"</u>	<u>6"</u>
Monthly fee:	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22	\$ 470.02

SAWS Rates	\$ 12.82	\$ 16.97	\$ 25.22	\$ 45.85	\$ 70.58
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Revenue Calculations:		***	
<u>Size</u>	<u>Count</u>	<u>Current Rate</u>	<u>SAWS Rates</u>
5/8"	275	\$ 16,830	\$ 42,306
3/4"	397	34,968	80,845
1"	17	2,664	5,145
1.5"	3	1,058	1,651
2"	6	3,760	5,082
	698	<u>\$ 59,280</u>	<u>\$ 135,029</u>
Difference in revenue from current rate:		<u>N/A</u>	<u>\$ 75,749</u>

*** Informational only

(Used the number of meters from the Monthly Billing Report ran 2/6/2019)

CITY OF SHAVANO PARK - WATER UTILITY
CALCULATION OF EAA FEES

The Water Utility charges \$0.50 per 1,000 gallons consumed for the EAA fee.
No plan to change this fee.

Average annual consumption - gallons (based on 5 prior years, see Water Service Consumption page)	<u>164,444,700</u>
EAA fee - \$0.50/1,000 gallons	<u>\$ 82,222</u>

ORDINANCE NO. O-2019-004

AN ORDINANCE AMENDING THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO INCREASE WATER RATES BASED ON THE FINDINGS OF A RATE STUDY AND ON REVIEW BY THE WATER ADVISORY COMMITTEE BEGINNING JULY 1, 2019, WITH ADDITIONAL 5% INCREASES IN THE WATER CONSUMPTION FEE TO BE EFFECTIVE JULY 1, 2020 AND JULY 1, 2021; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Shavano Water Utility is a Superior Public Water System of the State of Texas for consistently providing safe, reliable water; and

WHEREAS, it is necessary to set and adopt water rates and other fees in order to allow the City of Shavano Park Water Utility to carry out the maintenance and operation of the Water System; and

WHEREAS, it is in the public interest and welfare of the customers of the City of Shavano Park Water Utility to adopt such water rates for the purposes of defraying the costs associated with the maintenance and operation of the Water System; and

WHEREAS, the City Council, upon recommendation by the Water Advisory Committee, believes that in order to properly carry out the maintenance and operation of the City of Shavano Park Water Utility System for the benefit of the customers that it is necessary to amend the City of Shavano Park Code of Ordinances to increase water rates and certain fees;

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

I

CODE AMENDMENT

APPENDIX A – CITY OF SHAVANO PARK FEE SCHEDULE, Shavano Park Water System Fees of the City of Shavano Park Code of Ordinances hereby amended to read as follows. Rates presented under this section will become effective beginning July 1, 2019:

Effective July 1, 2019

<u>SHAVANO PARK WATER SYSTEM FEES</u>		AMOUNT
Water Meter Deposit		\$250.00
Tapping Fee (new homes)		
Short Service		\$1,800.00
Long Service		\$2,800.00
Long service is defined as a service line which cuts more than 25% of the street pavement.		
Disconnect/Reconnect Fee		\$25.00
Water Service Fee:	Meter Size	Monthly Charge
	5/8"	\$7.65
	3/4"	\$11.01
	1"	\$19.59
	1½"	\$44.07
	2"	\$78.33
	6"	\$705.03
Debt Service Fee:		\$11.29 / month per account
Water Consumption Charge:	Consumption Range In Gallons	Rate/Thousand Gallons
Tier 1	0—5,000	\$3.22
Tier 2	5,001—30,000	\$3.57
Tier 3	30,001—50,000	\$4.02
Tier 4	50,001—70,000	\$4.81
Tier 5	70,001—100,000	\$6.60
Tier 6	Excess of 100,000	\$12.54
Edwards Aquifer Authority Water Management Fee:		\$0.50 per thousand gallons

II

2020 WATER CONSUMPTION CHARGE ESCALATION

The Water Consumption Charge of the Shavano Park Water System Fees from Section I of this ordinance, shall be increased by 5%, effective July 1, 2020. The Water Consumption Charge table after this date shall be as follows:

Effective July 1, 2020

Water Consumption Charge:	Consumption Range In Gallons	Rate/Thousand Gallons
Tier 1	0—5,000	\$3.38
Tier 2	5,001—30,000	\$3.75
Tier 3	30,001—50,000	\$4.22
Tier 4	50,001—70,000	\$5.05
Tier 5	70,001—100,000	\$6.93
Tier 6	Excess of 100,000	\$13.17

III

2021 WATER CONSUMPTION CHARGE ESCALATION

The Water Consumption Charge of the Shavano Park Water System Fees from Section II of this Ordinance, shall be increased by 5%, effective July 1, 2021. The Water Consumption Charge table after this date shall be as follows:

Effective July 1, 2021

Water Consumption Charge:	Consumption Range In Gallons	Rate/Thousand Gallons
Tier 1	0—5,000	\$3.55
Tier 2	5,001—30,000	\$3.94
Tier 3	30,001—50,000	\$4.43
Tier 4	50,001—70,000	\$5.30
Tier 5	70,001—100,000	\$7.28
Tier 6	Excess of 100,000	\$13.83

IV
CUMULATIVE CLAUSE

That this Ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of prior ordinances, in which event the conflicting provisions of such prior ordinance are hereby repealed.

V
SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

VI
PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government.

VII
EFFECTIVE DATE

This Ordinance shall be effective upon passage and publication as required by State and Local law.

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park this the 22nd day of April, 2019.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park this the 13th day of May, 2019.

ROBERT WERNER, MAYOR

Attest:

ZINA TEDFORD, City Secretary

Approved as to Form:

CHARLES E. ZECH, City Attorney

CITY OF SHAVANO PARK - WATER UTILITY
HISTORICAL INFORMATION
COMBINED RESULTS OF OPERATIONS AND OTHER FINANCIAL CONSIDERATIONS

	Budget									
	FYE19	FYE18	FYE17	FYE16	FYE15	FYE14	FYE13	FYE12	FYE11	FYE10
Revenues:										
Water Consumption	\$ 621,347	\$ 661,864	\$ 658,287	\$ 585,411	\$ 602,875	\$ 638,815	\$ 764,052	\$ 736,913	\$ 951,468	\$ 588,365
Debt Service Fee	53,453	53,530	53,555	53,382	53,498	53,161	48,940	56,025	55,843	60,386
Water Service Fee	58,092	58,646	58,605	57,980	57,978	58,427	53,072	57,666	57,105	61,459
EAA Pass Thru Charge	83,319	89,139	87,732	79,312	80,569	88,470	90,439	91,014	61,896	40,507
Late Charges	6,000	6,010	7,962	8,357	7,385	9,136	7,199	8,734	8,424	3,808
Other revenues	72,088	108,902	79,896	66,297	49,737	108,651	50,964	44,353	68,129	36,056
Plus (less) transfer from capital/other	(28,780)	(32,209)	-	-	-	31,007	-	-	-	-
Total Revenues	\$ 865,519	\$ 945,882	\$ 946,037	\$ 850,739	\$ 852,042	\$ 987,667	\$ 1,014,666	\$ 994,705	\$ 1,202,865	\$ 790,581
Expenses:										
Water Department	\$ 606,358	\$ 574,885	\$ 884,091	\$ 682,195	\$ 566,071	\$ 649,691	\$ 590,432	\$ 581,073	\$ 766,328	\$ 509,811
Transfer to Capital Replacement	71,946	109,487	-	-	-	-	-	-	-	-
Depreciation	-	190,805	203,800	195,206	196,615	207,674	199,964	199,762	199,108	138,000
Debt Service/fiscal charges	82,142	83,637	174,608	117,397	119,575	122,398	142,803	167,725	160,819	124,355
Total Expenses	\$ 760,446	\$ 958,814	\$ 1,262,499	\$ 994,798	\$ 882,261	\$ 979,763	\$ 933,199	\$ 948,560	\$ 1,126,255	\$ 772,166
Net income(loss)	\$ 105,073	\$ (12,932)	\$ (316,462)	\$ (144,059)	\$ (30,219)	\$ 7,904	\$ 81,467	\$ 46,145	\$ 76,610	\$ 18,415
Cumulative net loss - last 5 fiscal years:	\$ (495,768)									

Comments on operations:

Note: Net Income reflects net operating cost to run the sytem and does not include capital asset purchases or principal payments on debt issues.

FYE17: Expenses include \$183,000 for Well #9 Trinity, \$79,000 transfer to the General Fund, \$76,000 of bond issue costs for the refinancing

FYE16: Expenses include \$40,000 for Well#9 Trinity and \$57,000 on Shavano Drive Pump Station

FYE14: Expenses include \$127,000 in Water System Maintenance to pull and replace pump at Well #5 and pull and evaluate motors at Well #6 and #9 due to storm damage - Well #9 pump and motor were replaced.

FYE11: Expenses include \$147,000 to paint the Huebner Storage Tank and \$79,000 water lease payment

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**CITY OF SHAVANO PARK - WATER UTILITY
HISTORICAL INFORMATION**

<u>Year</u>	<u>SAWS % Increase</u>		<u>Shavano Park Water Utility % Increase</u>				<u>Inflation Rate**</u>
	<u>Water Delivery</u>	<u>Water Supply</u>	<u>Debt Service</u>	<u>EAA Fee</u>	<u>Water Service</u>	<u>Water Consumption</u>	
2010	0.00%	0.00%	0.00%	0.00%	0.00%	8.77%	1.60%
2011	2.20%	2.90%	0.00%	0.00%	0.00%	0.00%	3.20%
2012	3.40%	3.00%	0.00%	140.00%	0.00%	0.00%	2.10%
2013	0.00%	2.50%	-4.76%	-16.67%	0.00%	0.00%	1.50%
2014	2.50%	13.10%	0.00%	0.00%	0.00%	0.00%	1.60%
2015	3.60%	5.10%	0.00%	0.00%	0.00%	0.00%	0.10%
2016	9.90%	9.30%	0.00%	0.00%	0.00%	0.00%	1.30%
2017	8.60%	6.80%	0.00%	0.00%	0.00%	0.00%	2.10%
2018	9.70%	4.50%	0.00%	0.00%	0.00%	0.00%	2.20%
2019	4.00%	4.30%	0.00%	0.00%	0.00%	0.00%	NA
Average	4.39%	5.15%	-0.48%	12.33%	0.00%	0.88%	1.74%

** Per Federal Reserve Bank of Minneapolis, Consumer Price Index

**CITY OF SHAVANO PARK - WATER UTILITY
RATE STRUCTURE ANALYSIS
SUMMARY OF REVENUE COMPONENTS:**

<u>Water Consumption (5015)</u>		
	<u>Current Rate</u>	<u>5% Increase</u>
Estimated annual revenues at:	\$ 618,368	\$ 649,117
Change from Current Rate	N/A	\$ 30,749
<u>Debt Service Fee (5018)</u>		
	<u>Current Rate</u>	<u>@ 50% of DS Pmt</u>
Estimated annual revenues at:	\$ 52,685	\$ 92,939
Change from Current Rate	N/A	\$ 40,254
<u>Water Service Fee (5019)</u>		
	<u>Current Rate</u>	<u>@ 50% Increase</u>
Estimated annual revenues at:	\$ 59,280	\$ 88,920
Change from Current Rate	N/A	\$ 29,640
<u>EAA Pass Thru Charge (5036)</u>		
	<u>Current Rate</u>	
Estimated annual revenues at:	\$ 82,222	
BASE CALCULATION - ALL CURRENT RATES		
Water Consumption	\$ 618,368	
Debt Service	52,685	
Water Service	59,280	
EAA Pass Thru	82,222	
	<u>\$ 812,555</u>	

**SCENARIO IS CALCULATED WITH A 5% RATE INCREASE FOR
YEARS 2 AND 3 IN THE WATER CONSUMPTION CATEGORY ONLY**

	<u>YEAR #1</u>	<u>YEAR #2</u>	<u>YEAR #3</u>
Water Consumption - 5% increase	\$ 649,117	\$ 681,573	\$ 715,651
Debt Service - 50% of DS	92,939	92,939	92,939
Water Service - 50% increase	88,920	88,920	88,920
EAA Pass Thru	82,222	82,222	82,222
	<u>\$ 913,198</u>	<u>\$ 945,654</u>	<u>\$ 979,733</u>
Increase from base calculation/prior year	<u>\$ 100,643</u>	<u>\$ 32,456</u>	<u>\$ 34,079</u>

CITY OF SHAVANO PARK - WATER UTILITY
SAMPLE MONTHLY BILL CALCULATIONS - CURRENT AND PROPOSED RATES

As most of the Utility's customers have either 5/8" or 3/4" meters, the sample calculations will be based on those sizes.

The average consumption for 5/8" meter for calendar year 2018 was 10,500 gallons/month

The average consumption for 3/4" meter for calendar year 2018 was 17,000 gallons/month

@ CURRENT RATES

5/8" meter			WATER	DEBT	WTR SVC	EAA	TOTAL
Based on	5,000	gallon consumption	\$ 15.35	\$ 6.40	\$ 5.10	\$ 2.50	\$ 29.35
Based on	10,500	gallon consumption	\$ 34.05	\$ 6.40	\$ 5.10	\$ 5.25	\$ 50.80
Based on	58,000	gallon consumption	\$ 213.59	\$ 6.40	\$ 5.10	\$ 29.00	\$ 254.09

@ PROPOSED RATES

5/8" meter			WATER	DEBT	WTR SVC	EAA	TOTAL	INCREASE
Based on	5,000	gallon consumption	\$ 16.10	\$ 11.29	\$ 7.65	\$ 2.50	\$ 37.54	\$ 8.19
Based on	10,500	gallon consumption	\$ 35.74	\$ 11.29	\$ 7.65	\$ 5.25	\$ 59.93	\$ 9.13
Based on	58,000	gallon consumption	\$ 224.23	\$ 11.29	\$ 7.65	\$ 29.00	\$ 272.17	\$ 18.08

@ CURRENT RATES

3/4" meter			WATER	DEBT	WTR SVC	EAA	TOTAL
Based on	5,000	gallon consumption	\$ 15.35	\$ 6.40	\$ 7.34	\$ 2.50	\$ 31.59
Based on	17,000	gallon consumption	\$ 56.15	\$ 6.40	\$ 7.34	\$ 8.50	\$ 78.39
Based on	58,000	gallon consumption	\$ 213.59	\$ 6.40	\$ 7.34	\$ 29.00	\$ 256.33

@ PROPOSED RATES

3/4" meter			WATER	DEBT	WTR SVC	EAA	TOTAL	INCREASE
Based on	5,000	gallon consumption	\$ 16.10	\$ 11.29	\$ 11.01	\$ 2.50	\$ 40.90	\$ 9.31
Based on	17,000	gallon consumption	\$ 58.94	\$ 11.29	\$ 11.01	\$ 8.50	\$ 89.74	\$ 11.35
Based on	58,000	gallon consumption	\$ 224.23	\$ 11.29	\$ 11.01	\$ 29.00	\$ 275.53	\$ 19.20

CITY OF SHAVANO PARK - WATER UTILITY CALCULATION OF WATER SERVICE CONSUMPTION

The Water Utility uses a graduated consumption billing rate, charging more to higher volume users.

<u>TIERS:</u>	<u>Gallons:</u>	<u>Per 1,000 gallons</u>	
		<u>Current</u> <u>Rate</u>	<u>5%</u> <u>Increase</u>
1	- to 5,000	\$ 3.07	\$ 3.22
2	5,001 to 30,000	\$ 3.40	\$ 3.57
3	30,001 to 50,000	\$ 3.83	\$ 4.02
4	50,001 to 70,000	\$ 4.58	\$ 4.81
5	70,001 to 100,000	\$ 6.29	\$ 6.60
6	100,001 and above	\$ 11.94	\$ 12.54

<u>TIERS:</u>	<u>Total</u> <u>Gallons</u> <u>FY14-FY18</u>	<u>Average</u> <u>Gallons</u> <u>Per Year</u>	<u>Revenue @</u>	
			<u>Current</u> <u>Rate</u>	<u>5%</u> <u>Increase</u>
1	176,578,000	35,315,600	\$ 108,419	\$ 113,716
2	416,124,500	83,224,900	282,965	297,113
3	125,465,000	25,093,000	96,106	100,874
4	55,593,000	11,118,600	50,923	53,480
5	31,659,000	6,331,800	39,827	41,790
6	16,804,000	3,360,800	40,128	42,144
		164,444,700	<u>\$ 618,368</u>	<u>\$ 649,117</u>
Change in revenue from current rate			N/A	\$ 30,749

*** Per Rate Tier Analysis Report, 10/1/2013 to 9/30/2018

CITY OF SHAVANO PARK - WATER UTILITY CALCULATION OF DEBT SERVICE CHARGE

The Water Utility charges a flat fee for the debt service.
Each customer is charged the fee, not the meter. So a customer
may have multiple meters, but is only charged one debt service fee

Per the amortization schedules provided by Frost Bank, the annual debt service for FY19
to FY23 is as follows:

FY19	\$	186,344	
FY20		187,833	
FY21		186,023	
FY22		185,462	
FY23		183,832	
5 year average	\$	185,899	using for calculation purposes
Utility customers		686	
Monthly debt service per customer:	\$	<u>22.58</u>	
50% of actual monthly debt service	\$	<u>11.29</u>	
Current monthly fee:	\$	<u>6.40</u>	

Revenue Calculations:

			<u># of Customers</u>	<u>Annual Revenue</u>	<u>Change from Current Rate</u>
At current rate:	\$	6.40	686	\$ 52,685	N/A
At 50% of average debt	\$	11.29	686	\$ 92,939	\$ 40,254

**CITY OF SHAVANO PARK - WATER UTILITY
CALCULATION OF WATER SERVICE CHARGE
(METER FEE)**

The Water Utility charges a fixed fee per month based on meter size.

The current water service fees are:

Meter size:	<u>5/8"</u>	<u>3/4"</u>	<u>1"</u>	<u>1.5"</u>	<u>2"</u>	<u>6"</u>
Monthly fee:	\$ 5.10	\$ 7.34	\$ 13.06	\$ 29.38	\$ 52.22	\$ 470.02
50% increase in current fee	\$ 7.65	\$ 11.01	\$ 19.59	\$ 44.07	\$ 78.33	\$ 705.03
SAWS Rates	\$ 12.82	\$ 16.97	\$ 25.22	\$ 45.85	\$ 70.58	

Revenue Calculations:		***		
<u>Size</u>	<u>Count</u>	<u>Current Rate</u>	<u>+ 50% of Current</u>	<u>SAWS Rates</u>
5/8"	275	\$ 16,830	\$ 25,245	\$ 42,306
3/4"	397	34,968	52,452	80,845
1"	17	2,664	3,996	5,145
1.5"	3	1,058	1,587	1,651
2"	6	<u>3,760</u>	<u>5,640</u>	<u>5,082</u>
	698	<u>\$ 59,280</u>	<u>\$ 88,920</u>	<u>\$ 135,029</u>
Change in revenue from current rate:		<u>N/A</u>	<u>\$ 29,640</u>	<u>\$ 75,749</u>

*** Informational only

(Used the number of meters from the Monthly Billing Report ran 2/6/2019)

CITY OF SHAVANO PARK - WATER UTILITY
CALCULATION OF EAA FEES

The Water Utility charges \$0.50 per 1,000 gallons consumed for the EAA fee.
There was no discussion in the notes changing this fee.

Average annual consumption - gallons (based on 5 prior years, see Water Service Consumption page)	<u>164,444,700</u>
EAA fee - \$0.50/1,000 gallons	<u>\$ 82,222</u>

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 13, 2019

Agenda item: 6.9

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - FY 2019-20 Budget Calendar – Finance Director

☒

Attachments for Reference:

a) Proposed FY 2019-20 Budget Calendar

BACKGROUND / HISTORY: Staff drafted the FY 2019-20 Budget Calendar to allow Council and Staff to arrange their schedules for the required meetings over the next several months.

DISCUSSION: Attached is the Proposed FY 2019-20 Budget Calendar.

Council should consider the proposed budget calendar meeting schedule and provide guidance. Council should also approve the dates for the first two budget workshops (currently proposed for **June 12 at 5 pm** and **June 24th at 4:30 pm** before the normal City Council meeting). **NOTE: Steve Werling plans to have compensation study and salary recommendations completed for presentation at the June 24th meeting (tentatively planned to begin prior to the regular scheduled City Council meeting).**

Prior to the first workshop, Staff will present to council each Directorate's / Department's Draft goals and objectives for the upcoming Fiscal Year. Some of these will be service related and some will be resources related. Critical objectives will be planned by staff to be fully funded in the budget. In a number of cases, the funding of other objectives (requirements) in the budget will be based upon the staff's ability to operate within the projected revenues. Thus, planned objectives may be deferred to future years.

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

Council assumptions developed early on assist staff in prioritizing and developing the budget. For example, an assumption may be that employee compensation wages may rise by 3% or that medical insurance costs may rise by 10%. The actual rates may not be determined until after the

City Manager proposes the initial budget. Should Council want to lower the tax rate, the development of an assumed amount (target) would be helpful. The ability to do this ultimately comes down to balancing services and resource requirements with projected revenues.

Note: Staff intends to present the budget as early as possible. Considering the certified tax rolls are not provided to the City until a/o 25 July and that Effective and Rollback tax rates are not provided until after that – presenting the record City Manager budget is not scheduled until August 8th.

Staff anticipates the requirement to pass the budget prior to the normally scheduled meeting on September 23rd to meet the timetable from the Bexar County Tax Assessor's Office for timely preparation and mailing of the tax bills on October 1. This schedule anticipates moving the September Regular City Council meeting from the 23rd to the 16th. The other option is to meet on the 16th as a special meeting and retain the 23rd as the normal City Council Meeting.

COURSES OF ACTION: 1.) Approve the two June budget workshops or approve alternate dates or times
2.) Accept the Budget Calendar as submitted or provide further guidance for remainder of the Budget Calendar

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Accept the FY 2019-20 Budget Calendar as submitted and approve June budget workshop dates as presented.

PROPOSED BUDGET CALENDAR FOR FY 2019-20

2019

15-30 April	Receive Preliminary Property Tax Report; pass to Council
4 April – 9 May	Budget Kick Off with Departments - FY 2019 -20 Goals, Objectives, Unfunded Requirements
14-24 May	Department Budget Meetings - FY 2019-20 Goals, Objectives, Unfunded Requirements
Monday 6 May	Brief Water Advisory Committee FY 2019-20 Goals and Objectives
Monday 10 June	Water Advisory Committee Meeting / Budget Workshop (Rev/Unfunded Requirements)
Wednesday 12 June	Council Workshop – Set Initial Goals, Objectives, and Budget Guidance
3-14 June	Prepare Revenues for Preliminary Budget
Monday 24 June	Council Workshop - Budget Basics and Staff Analysis of Council Objectives / Salary Study Presentation (before regular City Council meeting)
Monday 8 July	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
Wednesday 10 July	Budget Work Shop – Capital Replacement Funds; Expense Estimates
25 July	Bexar County Appraisal District Provides Certified Tax Roll; pass to Council
~ July 25 - 2 August	Bexar County Tax Assessor Collector Calculates & Provides Effective and Roll Back Rates
Monday 29 July (T)	Water Advisory Committee Meeting - Approve Initial Water Fund Budget
Thursday 8 August	Special Council Meeting - <ul style="list-style-type: none"> - City Manager Submits Proposed FY 2019-20 Budget (No anticipated Council action) - Receive Effective and Rollback Calculation
Monday 12 August	Special Council Meeting / Workshop <ul style="list-style-type: none"> - Discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower), take record vote and schedule Public Hearings.
Wednesday 14 August	Publish Notice of 2019 Tax Year Proposed Tax Rate (Effective & Rollback) (Dates of Public Hearings Published in News Paper)
Tuesday 20 August	Special Council Budget Workshop
Monday 26 August	Budget Work Shop / Regular Council Meeting
Wednesday 28 August	Publication Notice of 1 st and 2 nd Budget Reading
Monday 9 September	Special Council Meeting – <ul style="list-style-type: none"> - 1st Reading of Budget/Public Hearing - Schedule and announce meeting to adopt tax rate 3-14 days from this date.
Monday 16 September	Regular Council Meeting – <ul style="list-style-type: none"> - 2nd Reading of Budget/Public Hearing - Adopt Budget by Ordinance - Levy Tax Rate by Resolution and take record vote

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 13, 2019

Agenda item: 6.10

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / update - ARDMOR, Inc., Texas ARDMOR Properties, LP, Texas ARDMOR Management, LLC, and Paul Cooke v. City of Shavano Park, in the 407th District Court, Bexar County, No. 2018-CI-21898. Possible Executive Session pursuant to Texas Government Code Section 551.071, Consultation with Attorney regarding update on status of pending litigation and claims against City. Reconvene into open session to take action as necessary. - City Manager / City Attorney



Attachments for Reference:

1) N/A

BACKGROUND / HISTORY:

On March 11th, the City filed our (Shavano Park) response to ARD MOR's (Luv n Care) filing of the 4th Amended Plea last fall. The case has not yet been set for hearing.

On April 18th, Judge Salinas ruled in the City's favor and the case was dismissed, the Plaintiff's counsel had an initial deadline of Monday, May 20th to file a Notice of Appeal.

DISCUSSION:

On May 1st, the Plaintiffs filed a request for Findings of Fact and Conclusions of Law. In general, this is a procedural move to get the Court to explain the basis of the ruling and also extends appellate deadlines.

Based on the Plaintiffs' request for Findings of Fact and Conclusions of Law, the new appeal deadline is July 8, 2019.

The City Attorney will lead the discussion.

COURSES OF ACTION: N/A

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 13, 2019

Agenda item: 6.11

Prepared by: Mayor Werner

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

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

X

Attachments for Reference:

- 1) Review Template
- 2) City Manager Performance Accomplishments

BACKGROUND / HISTORY: The periodic assessment of the City Manager is a key element to effective and efficient municipal government operations. A fair and balanced evaluation process is important for objectively assessing performance and providing guidance to improve performance as necessary.

City Council conducts an annual assessment of the City Manager each spring (traditionally in April).

DISCUSSION:

Review Schedule:

- Mar 25th - City Council reviews format and timeline; agrees on review date
- April 24th - City Manager passes to Council annual Performance Accomplishments
- May 6th - Mayor / Alderman complete the review and pass to Mayor
- May 7th - Mayor begins assembly of reviews for presentation
- May 10th - Mayor distributes assembly of reviews to Alderman
- May 13th - Council / City Manager Review

The review template is attached. This format accounts for the City Manager duties and responsibilities as outlined in the Texas Local Government Code and the City of Shavano Park, Texas Code of Ordinances.

Additionally, the City Manager has listed out performance accomplishments both in format of the review form as well as a status of City Council approved objectives for both FY 2018 and 2019.

COURSES OF ACTION: Council will provide CM their annual review

FINANCIAL IMPACT: N/A; Compensation recommendations possible

MOTION REQUESTED: N/A



City Manager Assessment

The periodic assessment of the City Manager is a key element to effective and efficient municipal government operations. A fair and balanced evaluation process is important for objectively assessing performance and providing guidance to improve performance as necessary.

The duties and responsibilities of the City Manager of Shavano Park are included in the Texas Local Government Code and the City of Shavano Park, Texas Code of Ordinances. This assessment form allows Council to assess the Manager's performance of his statutory duties, point out where improvement is needed and provide encouragement to continue performing well those duties in which he excels.

The form allows for assessment the City Manager in five broad statutory categories and performance objectives within that category, with the standards of "did not meet expectations", "marginally met expectations but improvement needed", "achieves expectations", "exceeded expectations" and "outstanding". Each category allows narrative comments to support the assessment values assigned each performance objective. Finally, there is a narrative block which allows the Alderman to identify City Manager strengths and achievements during the assessment period and identify any areas the City Manager needs improvement in for the next assessment period.

Scoring Scale: Narrative Description

Score

OUTSTANDING – The City Manager far exceeded the requirements of the job, task, or project. Performance consistently shows outstanding achievement far above expectations	4
EXCEEDED EXPECTATIONS – The City Manager exceeded the requirements to achieve success in all of the aspects of the category or performance objective	3
ACHIEVES EXPECTATIONS - The City Manager accomplished the requirements for the category or performance objective in all aspects	2
MARGINALLY MET EXPECTATIONS BUT IMPROVEMENT NEEDED – Adequate accomplishment of most aspects of the requirements for the category or performance objectives, but standard of achievement was below expectations or there were significant deficiencies noted in that area of City management	1
DID NOT MEET EXPECTATIONS – The City Manager's performance of the requirements for the category or performance objectives did not accomplish the goal of "efficient administration of City affairs" within that category or performance objective	0

CATEGORY OR PERFORMANCE OBJECTIVE	
EFFICIENT ADMINISTRATION OF CITY AFFAIRS § 2-63(e)(1)	SCORE
<ul style="list-style-type: none"> Effectively supports the established City Goals and Objectives 	
<ul style="list-style-type: none"> Engages in and promotes strategic planning 	
<ul style="list-style-type: none"> Sets a professional example by handling affairs of the public office in a fair and impartial manner 	
<ul style="list-style-type: none"> Supports City Commissions, Boards and Committees in their efficient operations § 2-85 & 112 	
<ul style="list-style-type: none"> Ensures effective records management and information continuity § 2-63(e)(3) 	
<ul style="list-style-type: none"> Supervises advertisement and submission of contracts § 2-63(e)(7) & (14) 	
ENFORCES ALL APPLICABLE LAWS AND ORDINANCES § 2-63(e)(2)	SCORE
<ul style="list-style-type: none"> Implements governing body actions in accordance with the intent of Council 	
<ul style="list-style-type: none"> Understands, supports, and enforces local government's laws, policies, and ordinances 	
<ul style="list-style-type: none"> Reviews ordinances and policy procedures periodically to suggest improvements to their effectiveness 	
EXERCISES EFFICIENT SUPERVISION AND CONTROL OVER DEPARTMENT HEADS § 2-63(e)(9)	SCORE
<ul style="list-style-type: none"> Builds teamwork; develops leaders; drives excellence in performance 	
<ul style="list-style-type: none"> Appoints and removes department heads with Council advice and consent. Appoints and removes City employees timely, fairly and with cause § 2-63(e)(8) 	
<ul style="list-style-type: none"> Provides effective guidance and supervises department heads 	
<ul style="list-style-type: none"> Provides excellent public safety and emergency services 	
<ul style="list-style-type: none"> Provides excellent infrastructure and water services 	
PLAN AND EXECUTE CITY BUDGET AND MANAGE CITY FINANCIAL AFFAIRS § 2-63(e)(12)	SCORE
<ul style="list-style-type: none"> Prepare and submit the City Manager's Proposed Budget in a transparent, timely manner that is balanced and provides services at a level directed by council 	
<ul style="list-style-type: none"> Ensure all franchise agreements are in favor of the City are faithfully kept and timely reports violations to Council § 2-63(e)(11) 	
<ul style="list-style-type: none"> Submits timely, accurate, clear and transparent financial reports to Council § 2-63(e)(13) 	
<ul style="list-style-type: none"> Efficiently manages revenues and disbursements of the City, to include payroll § 2-63(e)(4), (5), (6), & (15) 	
KEEPS COUNCIL INFORMED OF PERTINENT CITY BUSINESS § 2-63(e)(10)	SCORE
<ul style="list-style-type: none"> Provides Council with timely information about occurrences, events and plans for the City 	
<ul style="list-style-type: none"> Timely responds to Council and Aldermen requests for information 	
<ul style="list-style-type: none"> Effectively prepares for and attends Council meetings § 2-63(e)(10) 	
<ul style="list-style-type: none"> Demonstrates a dedication to service to the community and its citizens and strives to understand their interests and concerns 	

What would you identify as the City Manager's strengths expressed in terms of the principle results achieved during this assessment period:

What performance areas would you identify for improvements during the next assessment period:

Alderman's Signature

Date Signed

City Manager's Comments

City Manager's Signature

Date Signed

PERFORMANCE ACCOMPLISHMENTS (2017-18 ASSESSMENT)

HILL, WILLIAM (Bill)

Duty Title. CITY MANAGER

April 1, 2018 – March 31, 2019

Sec. 2-63. City Manager (Powers and Duties). The City Manager shall be the administrative officer of the City who shall serve under the direction and supervision of the City Council and shall be responsible to the City Council for the proper administration for the affairs of the City in accordance with Tex. Local Government Code § 25.021.

1. EFFICIENT ADMINISTRATION OF CITY AFFAIRS § 2-63(e)(1)

a. Effectively supports the established City Goals and Objectives

1. Successfully supported the accomplishment of or have initiated most all designated City Council Objectives both from FY 2017-18 and FY 2018-19.
2. See attachments for the applicable summary status of each objectives within the two budget documents. The justification details are located within this document below.

b. Engages in and promotes strategic planning

1. Fully participated in and contributed to the completion of the 2018 Town Plan, approved October 22, 2018 as the City's Comprehensive Plan.
2. As the City Budget Officer, personally led the FY2018-19 Budget development process. The budget as a strategic document includes long term goals supported by yearly objectives.
3. Effectively led the effort to initiate implementation of Phase I Drainage Plan with a more detailed evaluation of future requirements.

c. Sets a professional example by handling affairs of the public office in a fair and impartial manner

1. I set a positive and professional example in my day to day activities.
2. I treat everybody with dignity and respect.
3. I treat each issue objectively and supported outcomes.
4. Established and maintained a positive working climate focused on high standards, mission accomplishment and accountability while ensuring for the care and welfare of all personnel and citizens.

d. Supports City Commissions, Boards and Committees in their efficient operations § 2-85 & 112

1. Attended nearly 100% of Planning and Zoning Commission, Water Advisory Committee, Tree Committee, Investment Committee, and Board of Adjustment Meetings.
2. Supported each meeting. Personally prepared or supervised the preparation of supporting materials to ensure members were provided the information required to make informed decisions. Ensured Committee / Board packets were provided in a timely manner.
3. Coordinated each agenda with the Board or Committee Chairman as appropriate.
4. Well educated on all topics of discussions and facilitated many of those discussions as appropriate.
5. Followed up questions and answers with the Committees as appropriate
6. Reviewed for accuracy the Boards and Committees minutes.

e. Ensures effective records management and information continuity § 2-63(e)(3)

1. In accordance with our records management policy, Staff completed twice a year a review of all current and historic documents and in some cases scheduled them for destruction or organized for storage in permanent or semi-permanent off-site location.
2. Continued a program that scans and archives our historic documents, Ordinances, Plats, PUDS, etc.
3. Assists in the effective maintenance of the City of Shavano Park Codes of Ordinances
4. I have personally driven effort and gathered much of the historic information that has enabled us to record a comprehensive history of Shavano Park and to build a digital based archives of that history.

f. Supervises advertisement and submission of contracts § 2-63(e)(7) & (14)

1. Effectively completed the RFQ and renewing of our Banking Contract.
2. Transitioned to new IT Managed Services Provider with little disruption of City operations.
3. Implementation of a new cloud-based backup system.
4. Staff continues to maintain an accurate City Contract Listing in Excel spreadsheet with links to current contract documents and status.

2. ENFORCES ALL APPLICABLE LAWS AND ORDINANCES § 2-63(e)(2)

a. Implements governing body actions in accordance with the intent of Council

1. To my knowledge, all governing body actions have been fully implemented within the intent of Council.
2. Have not made any exceptions to ordinances that I'm aware of.
3. Reinforced discipline (doing the right thing) by all staff

b. Understands, supports, and enforces local government's laws, policies, and ordinances

1. I work very closely with the Fire Chief, Public Works Director, Police Chief, the Code Enforcement Officer, and the Building Inspector to address numerous questions regarding ordinance compliance and citizen complaints.
2. I am fully familiar with all City Policies and Ordinances.
3. To my knowledge, all policies and ordinances have been fully implemented.
4. Have not made any exceptions to ordinances that I'm aware of.

c. Reviews ordinances and policy procedures periodically to suggest improvements to their effectiveness

1. Initiated a number of corrections to inconsistent ordinances and gained Council approval
2. Updated the City's Small Cell Node Ordinance which is now used as a CPS model.

3. EXERCISES EFFICIENT SUPERVISION AND CONTROL OVER DEPARTMENT HEADS § 2-63(e)(9)

a. Builds teamwork; develops leaders; drives excellence in performance

1. **Teamwork.** Achieved cohesion and effectiveness through Communication, Coordination, Cooperation, and Collaboration (4x C's). Developed and fostered the necessary interface with Citizens, business owners, developers, Mayor, Council, Committees, Work Groups, CoSA, SAWS, VIA, CPS Energy, Republic Services, TXDOT, AACOG, other agencies, and appropriate stakeholders to facilitate the CoSP planning and support tasks and missions.
 - Facilitate the staff working well as a team!!!
 - Work hard to avoid a zero defect environment, while at the same time maintaining high performance standards.

2. **Leadership.** Led and developed staff to anticipate potential requirements that proactively plans and prepares to respond to all mission requirements. Mentored and developed Directors and staff employees to improve effectiveness and efficiency as well as accept increased responsibilities. Emphasized values and high standards in ethics. Maintain a sense of trust within the citizens of CoSP, Staff, and with City Council and Committees.

3. Drove **excellence** in performance by focusing on:

- ✓ **Security and Safety Readiness.** Reinforced discipline (doing the right thing) and safe operations from start to finish
- ✓ **Mission-focused Resourcing.** Led the CoSP Staff to be disciplined and responsive stewards of resources while accomplishing prioritized mission requirements.
- ✓ **Staff Customer Support and Responsiveness.** Emphasized and demanded that CoSP Staff be responsive, respectful, and flexible to the needs of our Citizens, Council, and to business partners.
 - Was effectively responsive and accountable to the citizens for our actions
 - Personally answered directly back to citizen concerns.
- ✓ **Partnering. Created and maintained effective partnerships**
 - Successfully partnered with TxDOT in collaboration for NW Military Hwy improvement
 - Participated in Bexar County Suburban Cities Council
 - Participated in Greater Bexar Council Coalition of Cities
 - Attended AACOG as required; built relationships and understanding context of contemporary municipal issues.
 - Worked effectively with Bitterblue Inc. / Denton Communities.
 - Worked effectively with SAWS.
 - Collaborated effectively with VIA and CPS Energy when required

b. Appoints and removes department heads with Council advice and consent. Appoints and removes City employees timely, fairly and with cause§ 2-63(e)(8)

1. Effectively transitioned our new Finance Director, effectively transitioning Lara Feagins out and Brenda Morey and realized an increased quality of service provided.
2. Effectively hired our new Fire Chief, effectively transitioning Mike Naughton out and Darrell Dover in with no reduction in quality of service.
3. Supported the Police Chief, Fire Chief, and Public Works Director with the transition out and hiring of several new employees.

c. Provides effective guidance and supervises department heads

1. Updated the Employee Handbook twice to maintain relevant and applicable policy and guidance across the staff.
2. Annually during the budget process, directed an effort with department heads to draft Directorate level goals and objectives for the upcoming year.
3. Coordinated, integrated, synchronized, directed, and supervised the City of Shavano Park (CoSP) Directors to focus in execution of the mission in order to provide citizens a high quality of service and the City Council maximum flexibility to govern. The results can be specifically seen in the many accomplishments of Police, Fire, and Public Works below and accomplished objectives.

d. Provides excellent public safety and emergency services

Police

1. Police Department continues to maintain the Texas Police Chiefs Best Practices recognition and continues to keep up training requirements. On Feb 22nd 2018, they were the #146th of 2,667 agencies in Texas that have achieved that status.
2. Efforts by Police Department contributed to an 2018 overall crime reduction of 39%, 60.6% reduction since 2016
3. Maintained a Police “Transparency” hub on website – Built in with SPPD to provide one stop shop for a variety of police reports, commendations and complaint forms and links on how to request public information.
4. Police placed into patrol use and upgraded 4 MDTs; a RADAR; new Handguns; an additional hand held night vision unit.
5. Police increased proactive patrol time in the residential areas by all on duty staff
6. Police continued cooperative event with the U.S. Drug Enforcement Administration for their Drug Take Back program, conducted 2 times a year. The drugs were transported to DEA for disposal at no cost to the city
7. Police Department completed 2,282 training hours during the 01 Jan 17 to 31 Dec 17 time period.
8. Police Department continues to conduct Coffee with a Cop, community wide events three times a year, National Night Out, and participates in numerous talks with local residents, businesses and schools
9. Applied and received grants for rifle protective armor, interview room recording system. Two additional grants request filed and awaiting possible approval for enhanced IT network security and enhancement

Fire

1. Fire Department maintained the ISO rating of two (2); placing Shavano Park among the best in Texas
2. Fire Department completed and submitted a draft to the Texas Fire Chief’s Texas Best Practice requirements. Revisions were required and that process is ongoing. Note: The Fire Chief’s Best Practice Program is not as mature or efficient as the Police Program
3. Purchased and deployed a two new EMS units, on time and within budget
4. Fire Re-Certified the cities FireWise Program
5. Fire Department received a perfect score on their bi-annual Texas Commission on Fire Protection (TCFP) inspection
6. Fire Department received a perfect score on their bi-annual Texas Department of State Health Services (DSHS) inspection for EMS services
7. Successfully renewed the cities license to provide Emergency Medical Services for the next two years
8. Fire Department invested significant time and resources to educate and train our fire officers to operate more effectively on and off the fire ground through their officer development program. The department completed a total of 5,389 hours of fire and EMS training over the last year
9. Fire Department provided community fire education opportunities to the public at all city sponsored events, the elementary school, assisted living facilities and daycares (over 1,000 contact hours)
10. Fire Department contributed to the safety and welfare of the community by responding to 1,013 fire and EMS calls over the past year. Successfully fought one fire within the City in the past year.

e. Provides excellent infrastructure and water services

Infrastructure:

1. Met monthly with TxDOT and NW Mil Hwy expansion Project Manager / Public Awareness / Drainage Engineers representing Shavano Park's interests regarding the expansion project now slated for 2020.
2. PW completed crack sealing of Shavano Creek and majority of DeZavala Rd.
3. Executed with Fire lead the Texas A & M with Fire Wise grant to create a shaded fuel break through the Municipal Tract
4. CM and PW continued coordination of pole replacements with CPS
5. PW passed TCEQ storm water compliance and inspections audit
6. PW completed 12 major patches around the City
7. PW purchased and employed a new mini-excavator
8. PW implemented a tree maintenance program for FD/PW area
9. Provided landscaping and ground maintenance for City Hall
10. Completed repair and installation of requirements at City Hall in order to meet fire codes
11. PW trimmed and cleared 50' setback off of De Zavala Rd to improve fire wise of the municipal tract
12. Developed and installed additional power source around the exterior of City Hall for City sponsored events.
13. PW initiated an energy saving program to reduce City Hall power consumption. All outdoor light poles in parking lot were re-wired with LED lights; CPS rebate for energy efficiency was received in excess of \$3,000
14. PW completed inspections and cleaning of all storm drains in Shavano Creek

Water:

1. PW/W passed the 3 year TCEQ inspection for the Water system
2. PW/W removed 2"/4" water mains along Cliffside and Bent Oak and relocated 8 residents to the 6" main for better water quality; replaced 33 water meters; a number of fire hydrants; repaired Well's 5 and 6
3. Planned for, coordinated, supported and attended Water Advisory Committee meetings
4. Continued the plan to eliminate temporary water leases and to purchase additional water rights over a 10 year period
5. PW/W improved the vehicular path to well #6 for maintenance requirements to allow for all weather access.
6. PW/W continued building GIS data base and contracted out all scanning of historical data (water system, streets, building facilities).
7. PW/W set up the City of Shavano Park water system to participate in Texas 811 locate program.

4. PLAN AND EXECUTE CITY BUDGET AND MANAGE CITY FINANCIAL AFFAIRS § 2-63(e)(12)

a. Prepare and submit the City Manager's Proposed Budget in a transparent, timely manner that is balanced and provides services at a level directed by council

1. The City maintained its excellent AAA Bond rating.
2. Coordinated and developed with staff and Council an accurate and quality FY 2018-19 budget that reflects actual expenses programmed based upon mission requirements and council objectives.
3. Focused on methods to improve quality, costs, and effectiveness
4. Effectively executed the FY2017-18 and the FY 2018-19 Budgets
5. Earned the 2018 GFOA Distinguished Budget Award with 2019 pending.

6. Continued to implement the necessary steps that will enable us to earn the Texas Comptroller Budget Transparency Award in the future.
7. Continued to update the Capital Replacement Fund.
8. Updated the Investment Policy in February 2019 as required on an annual basis.
9. Completed a major INCODE upgrade from v9.00 to v9.01.

b. Ensure all franchise agreements are in favor of the City are faithfully kept and timely reports violations to Council § 2-63(e)(11)

1. Monitored and tracked all franchise agreements
2. There were no violations of franchise agreements and report to council was not required.

c. Submits timely, accurate, clear and transparent financial reports to Council § 2-63(e)(13)

1. I ensured that detailed monthly financial reports were submitted and delivered to Council as part of the City Council meetings. No monthly report was required to be briefed during a council meeting.
2. I reviewed and edited every financial report and staff summary.

d. Efficiently manages revenues and disbursements of the City, to include payroll § 2-63(e)(4), (5), (6), & (15)

1. I efficiently managed revenues and disbursements of the City, to include payroll by personally providing oversight into the daily operations and payroll.
2. Personally reviewed and signed every check, check requests over \$1000, and all department payroll submissions.
3. Zero reported issues with revenues, disbursements or payroll.
4. Earned an unqualified audit report with no material findings.

5. KEEPS COUNCIL INFORMED OF PERTINENT CITY BUSINESS § 2-63(e)(10)

a. Provides Council with timely information about occurrences, events and plans for the City

1. Routinely and frequently provided updates to City Council on a wide range of actions and situations affecting the City of Shavano Park.
2. Provided a weekly update to Council that summarized key activities and accomplishments.
3. Transparency. Continue transparency in operations to continue building confidence and trust.

b. Timely responds to Council and Aldermen requests for information

1. I believe I have responded almost immediately to every Aldermen's request for information or support.
2. I believe my responses were effective and accurate.
3. In many cases, I tried to provide proactive information.
4. I shared responses with the entire Council

c. Effectively prepares for and attends Council meetings § 2-63(e)(10)

1. Attended 100% of Council meetings (during this rating period – April 2019 outside rating period).
2. I planned in advance how to support each meeting. Personally prepared or supervised the preparation of supporting materials to ensure Aldermen were provided the information required to make an informed decision. Ensured Council packets were provided in a timely manner.
3. Coordinated each agenda with the Mayor.
4. Was personally well educated on all topics of discussions and facilitated many of those discussions as appropriate.
5. Followed up questions and answers with the Council as appropriate.
6. Assisted in the effective completion of Council minutes.

d. Demonstrates a dedication to service to the community and its citizens and strives to understand their interests and concerns

1. I exhibit a high level of dedication and commitment to the service of the community and its citizens.
2. I make a concerted effort to understand both sides of an ongoing challenge or concern.
3. I initiated surveys of citizens for feedback for Business Satisfaction and the City Official Slogan.
4. I understood the City's strategic objectives and ongoing priorities and effectively assisted in effective communications – be it good or bad news.
5. I have strived to positively tell the Shavano Park story in a positive light.
6. Proactively informed all stakeholders on relevant actions in order to maintain confidence and trust.
7. Maintained and continued improvements on City website (Code Enforcement and Animal Control pages updated as an example).
8. Effectively used i-INFO, YouTube, Nextdoor, Twitter, and Facebook to communicate key City messages.
9. 328 citizens have now signed up for i-INFO notices (415 for Trash/Brush/Recycling and 382 for Water Outages). Between 3/28/2018 and 3/27/2019, Shavano Park sent a total of 395 i-INFO messages, to a total of 46,158 address recipients.
10. Updated and Maintain the CoSP Business Directory (2019).

Personal Goals – Not on Review Form

6. PERSONAL GROWTH. I continued to develop and prepare myself professionally to meet the changing needs of the City of Shavano Park. I learn and improve in some aspect every day!

7. FITNESS. I maintain a high level of fitness (physical / mental / spiritual) and moral / ethical conduct while performing all duties in a highly professional manner. I live up to my core values.

2017-18 Strategic Goals and Objectives

Council:

In October 2017, Council directed me to propose City Council objectives developed during the budget cycle for my annual review. Since the rating period is April 1 to March 31 each year, objectives ranged over two budget (objectives cycle) spanning six months each. Highlighted in green below are the objectives selected for this rating period. Blue was reviewed last year and purple are not City Manager evaluated.

Blue Highlight –City Manager Objective for last rating period (though March 31, 2018)

Green Highlight –City Manager Objectives for this rating period (after April 1, 2018)

Purple Highlight – Council Action required / Objective

**FOCUS ON THE GREEN; BLUE WAS LAST YEAR AND SOME WILL BE
ADDRESSED IN THE NEXT DOCUMENT**

Objectives

1. Provide excellent municipal services while anticipating future requirements

- Provide exceptional customer service to citizens and visitors (Yes / Completed, but is a continuous requirement)
- Enforce ordinances / policies consistently (Yes / Completed, but is a continuous requirement)
- Engage residents to participate in municipal planning (Yes / Completed in numerous actions but highlighted in the completion of the Town Plan)
- Review Contracts / Professional Services and request RFQs as appropriate (Yes / Completed with several renewed)
- Fully fund Capital Replacement requirements as scheduled (Council Decision, but Yes this was achieved in the last two budgets)

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

- Effectively conduct “Community Policing” to keep Shavano Park citizens safe (Yes / Successfully Completed, but is a continuous requirement)
- Actively respond to citizen concerns (Yes / Completed, but is a continuous requirement)
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code provisions (Yes / Completed, but is a continuous requirement)
- Proactively pursue reduction of neighborhood crime across the city (Yes / 39% decrease in 2018, but is a continuous requirement)
- Consistently maintain average police and fire response times to 3-4 minutes (Yes / Completed)
- Routinely emphasize friendly “customer service” and image of City while patrolling (Yes / Completed, but is a continuous requirement)
- Effectively communicate to citizens police security efforts in crime control measures and trends

(Yes / Completed numerous times, but is a continuous requirement)

- Review staffing and resources to produce effective police protection (Yes / Completed)
- Purchase replacement ambulance (Completed during this rating period)
- Improve fire safety by reducing the risk of a forest fire on the Municipal Tract through implementing a Shaded Fuel Break with the Texas A&M Forest Service. (Yes / Completed final shredding and mulching during this rating period)

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

- Investigate revenue enhancement options (Council)
- Continue growth of the Oak Wilt Fund (Council, but yes the fund continues to grow)
- Strive to earn the Texas Comptroller Transparency Star Award (Actions taken in March 2018 for the first time that will enable us to meet the requirements in the future).
- Earn Government Finance Officers Association Budget Award (Successfully Awarded in 2018)
- Maintain Reserves IAW our Fund Balance Policy (Council, but Yes accomplished)

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

- Complete a city-wide street assessment, maintenance, and replacement schedule (Ongoing)
- Continue to implement asphalt preservation applications from east side of NW Military from Loop 1604 to De Zavala and Shavano Creek; applications include crack seal and seal coat to assist in maintaining pavement conditions (Yes / Completed to DeZavala and crack sealed Shavano Creek)
- Implement environmentally friendly parking options (City Hall South) (Cedar/Rope and Temporary Paint; set up successfully numerous times)
- Maintain essential public water infrastructure to include a capital replacement program (Yes / Completed)
 - Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate. (Cliffside Completed early)
- Assess existing street lights for cost savings and down lighting (PW initiated an energy saving program to reduce City Hall power consumption. All outdoor light poles in parking lot were re-wired with LED lights; CPS rebate for energy efficiency was received in excess of \$3,000; CPS continues replacement on streets as they burn out)
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020 (Ongoing)
- Initiate planning with TxDOT for relocation portions of the water mains on NW Military prior/ job bid for MPO project (Initiated, requirements are still being determined)
- Complete an engineer study of Elm Springs to provide drainage solution to go along with TxDOT MPO improvements to NW Mil (Yes / Completed as part of the overall KFW Engineer Drainage Study)
- Consider increase to the Shavano Ground Storage Tank capacity (Considered and determined it was not required at this time)

5. Enhance and support commercial business activities and opportunities

- Survey Shavano Park businesses concerning city support (Yes / Completed in 2018 with little feedback, which indicates that the City is doing a good job supporting businesses)
- Continue to maintain an updated business directory supplement and include in the Shavano Park resident directory (Yes / Completed and included in the 2019 Community Directory)

6. Enhance the City Image while maintaining a rural atmosphere

- Emphasize friendly customer service and make opportunities to engage with public (Yes / Completed, but this is a continuous requirement)
- Coordinate with Bitterblue for completion of sidewalk trail north from Lockhill Selma to Salado Creek (City Manager / Council) (Extension from Lockhill Selma to Pond Hill completed; remaining area TBD'ed by Bitterblue)
- Consider solicitation of donation of a pavilion to the City (Council)
- Maintain Tree City USA recognition (Yes / Completed)
- Consider permanent green space on the municipal tract (Council)
- Maintain Firewise recognition (Yes / Completed)
- Support securing National Wildlife Conservation Society recognition (City Manager / Council, but Yes this was achieved last year)

7. Promote effective communications and outreach with citizens

- Implement a City Communications Plan (Yes / Completed)
- Investigate options for an electronic marquee for City Hall (Yes / Completed)
- Develop a City Publications Policy (Drafted but on hold pending further guidance)
- Conduct four City sponsored events (Arbor Day, Independence Day, National Night Out, Holiday Celebration) (Yes / Completed)
- Support Rey Feo 2018 and the San Antonio Tri-Centennial celebration (Council)
- Maintain City website and evaluate additional website applications (Yes / Completed)
- Conduct written engagements with Citizens (Town Plan, RR Stickers, Key Numbers, i-INFO) (Yes / Completed several engagements regarding water lines and drainage)
- Continue to conduct website surveys (Yes / Completed seven)
- Adopt a comprehensive Town Plan for 2017 and future years (City Manager / P&Z / Council) (Successfully completed in October 2018)

8. Mitigate storm water runoff

- Approve a prioritized plan to address City drainage issues (City Manager / Council) (Yes / Completed and ongoing)
- Begin drainage improvements (Yes / Initiated and ongoing)
- Provide maintenance of our storm water to include inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects (Yes / Initiated)

2018-19 Strategic Goals and Objectives

Council:

In September **2018**, Council approved City Council objectives developed during the budget cycle. Since the rating period is April 1 to March 31 each year, objectives ranged over two budget (objectives cycle) spanning six months each. Highlighted in blue below are the objectives completed for this rating period. Green are ongoing will be reviewed next year and purple are Council

Blue Highlight – Proposed City Manager Objective for last rating period (though March 31, 2018)

Green Highlight – Proposed City Manager Objectives for rating period (after April 1, 2018)

Purple Highlight – Council Action required / Objective

1. Provide excellent municipal services while anticipating future requirements

- Provide exceptional customer service to citizens and visitors (Yes / I believe we do an exception job serving our citizens and visitors, but is a continuous requirement)
- Enforce ordinances / policies consistently (Yes / Completed, but is a continuous requirement)
- Engage residents to participate in municipal planning (Yes / Successfully completed with the highlight of the 2018 Town Plan)
- Review Contracts / Professional Services and request RFQs as appropriate (Yes / Ongoing)
- Fully fund Capital Replacement requirements as scheduled (Council Decision, but Yes this was achieved the last two years)

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

- Effectively conduct “Community Policing” to keep Shavano Park citizens safe (Yes / Successfully completed, but is a continuous requirement)
- Actively respond to citizen concerns (Yes / Completed, but is a continuous requirement)
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code provisions (Yes / Completed, but is a continuous requirement)
- Proactively pursue reduction of neighborhood crime across the city (Yes / Completed, but is a continuous requirement)
- Consistently maintain average police and fire response times to 3-4 minutes (Yes / Completed)
- Routinely emphasize friendly “customer service” and image of City while patrolling (Yes / Completed, but is a continuous requirement)
- Effectively communicate to citizens police security efforts in crime control measures and trends (Yes / Completed, but is a continuous requirement)

- Begin the planning for the replacement of Engine 139B (Fire) (Yes / Completed and scheduled for delivery next month or so)
- Continue fire safety measures / improvements by reducing the risk of a forest fire for all municipal areas in coordination with the Texas A&M Forest Service (Yes / Completed clearing 50 feet buffer from DeZavala)
- Consider becoming a Court of Record (Council Decision)

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

- Investigate revenue enhancement options (Council as opportunities arise)
- Continue growth of the Oak Wilt Fund (Yes / Fund continues to build)
- Strive to earn the Texas Comptroller Transparency Star Award (Working / Ongoing and making progress)
- Earn Government Finance Officers Association Budget Award (Yes FY 2018 / FY 2019 Budget Pending)
- Maintain Reserves IAW our Fund Balance Policy (Council , but Yes / Completed with Budget Amendment)

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

- Complete a city-wide street assessment, maintenance, and replacement schedule (PW Director has Initiated)
- Continue to implement asphalt preservation applications east side of NW Military from Loop 1604 to De Zavala (including DeZavala); applications include crack seal and seal coat to assist in maintaining pavement conditions (DeZavala 90% Completed)
- Implement environmentally friendly parking options (City Hall South) (Yes, Concept Executed and Ongoing at each requirement)
- Maintain essential public water infrastructure to include a capital replacement program (Yes, Ongoing)
 - Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate. (Yes, Ongoing)
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020 (Ongoing and assessment should be finished approximately August)
- Complete planning with TxDOT for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project (Ongoing and should be finished in the Fall 2019)
- Assess City requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources (ongoing in coordination with TxDOT and assessment should be finished approximately August)
- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank (Monitoring, but have not started)

- Develop and implement a plan to remodel the City Hall public bathrooms (Initial assessment made; to be completed 2nd half)

5. Enhance and support commercial business activities and opportunities

- Continue to survey Shavano Park businesses concerning city support (Business Survey ongoing)
- Continue to maintain an updated business directory supplement and include in the Shavano Park resident directory (Yes / Completed)

6. Enhance the City Image while maintaining a rural atmosphere

- Emphasize friendly customer service and make opportunities to engage with public (Yes, Ongoing continuously; November TxDOT meetings with individual NW Mil Hwy Property owners; December NW Military Public meeting)
- Continue to coordinate with Bitterblue for completion of sidewalk trail north from Lockhill Selma to Salado Creek (Coordination continues; this may take several years to complete)
- Secure the donation of a pavilion to the City (Council Committee formed)
- Solicit the donation of a play scape to the City (Council Committee formed)
- Consider security options to include a controlled access gate along the trail from Cliffside to the San Antonio Linear Park and trail system (Tasked to P&Z; staff in support and coordination ongoing)
- Enter into an agreement with the Willow Wood HOA for the maintenance of the pedestrian easement between the Willow Wood and the Pond Hill Villas neighborhoods (To be completed in the second half of year)
- Maintain Tree City USA recognition (Yes, Completed)
- Consider permanent green space on the municipal tract (Council Action Required)
- Maintain Firewise recognition (Yes, Completed)
- Explore options for second rain garden (Tentative location ID'ed between PW Director and City Manager)
- Develop and implement a landscaping plan for the City Monument at City Hall (Council and Citizen's Committee formed; action ongoing)

7. Promote effective communications and outreach with citizens

- Maintain and continue to improve the City Communications Plan (Yes, Ongoing)
- Conduct four City sponsored events (Arbor Day, Independence Day, National Night Out, December Celebration) (Yes 3 of 4 Completed, Planning ongoing for Independence Day)
- Support the City of Shavano Park celebration of Fiesta in coordination with Arbor Day with Fiesta Metals (Yes, Completed and currently ongoing)
- Maintain City website and evaluate additional website applications (Yes, Ongoing)
- Conduct written engagements with Citizens (Town Plan, RR Stickers, Key Numbers, i-

- INFO) (Yes, Ongoing and Several specific letters mailed regarding drainage)
- Continue to conduct website surveys (Yes, Ongoing with plans to survey Cliffside Trailhead; Several specific surveys conducted regarding drainage)
- Decide and consider options for comprehensive Town Plan for 2018 (Town Plan approved by City Council on October 22, 2018 and several potential initiatives being considered by City Council)

8. Mitigate storm water runoff

- Assess and complete Drainage plan culverts at Fawn Drive and Chimney Rock. (Fawn Drive deferred; Engineer Planning Chimney Rock at 95%; awaiting completion of Bent Oak to let contract)
- Assess Phase II Drainage plan culverts and complete improvements based upon assessment for Windmill and Bent Oak (Windmill at 95% Engineering; Finalizing Bent Oak with property owner before letting contract)
- Initiate a Preliminary Engineering Report to determine the options and a more refined cost estimate for remaining drainage areas as presented in the KFW Engineering Drainage Study (Yes, initiated by KFW Engineering)
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible (Ongoing; working right of entry agreements with 52 residents)
- Continue drainage improvements (Ongoing)
- Provide maintenance of our storm water to include inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects (Yes / Completed Bent Oak and Storm Water Drains in Shavano Creek)
- Examine Lockhill Selma pooling of water and street cleaning practices in coordination with the Bentley Manor HOA. (Assessing)

City of Shavano Park
PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Page 1

Printed: 05-01-2019

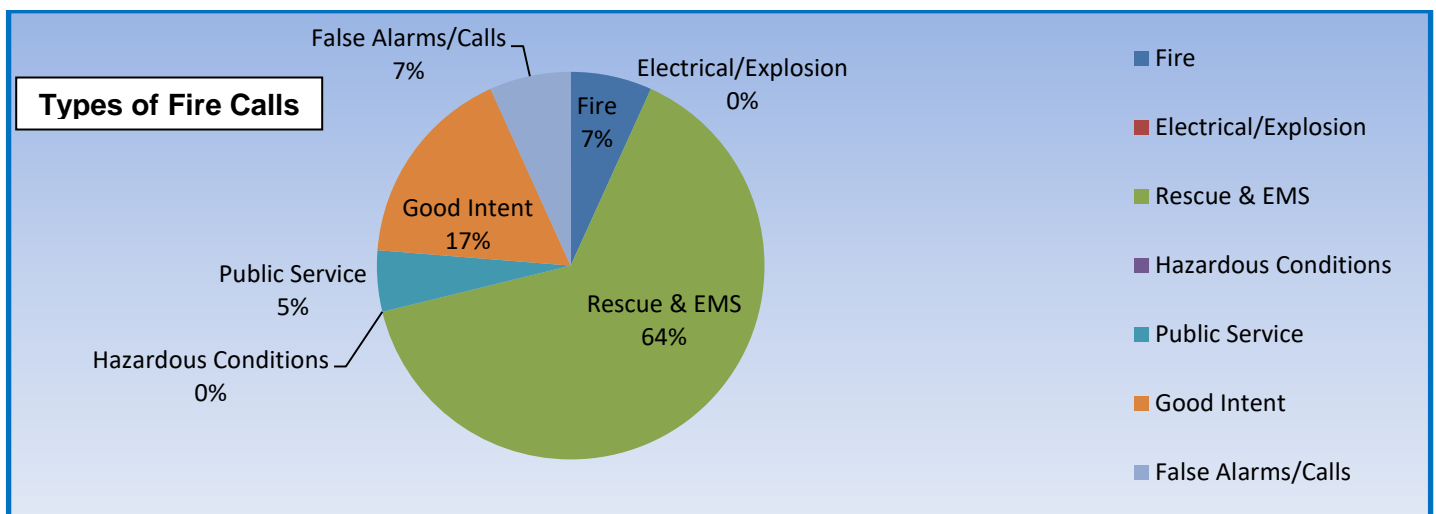
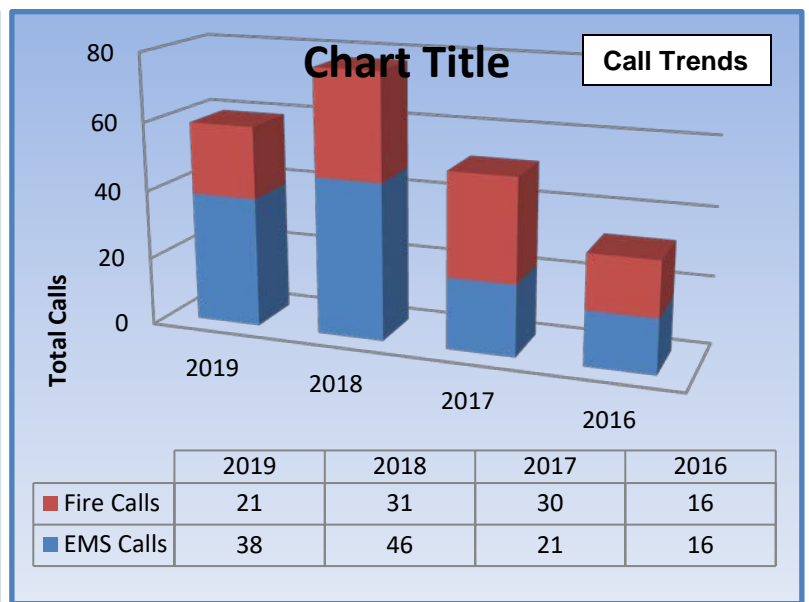
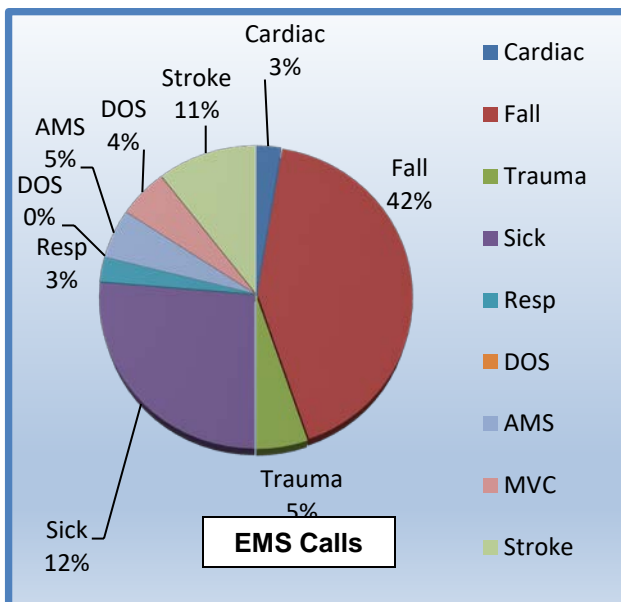
	[Designated period: 04/01/19 to 04/30/19]				[Prior period: 04/01/18 to 04/30/18]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
NEW RESIDENTIAL HOUSEKEEPING BLDGS:									
SINGLE FAMILY HOUSES DETACHED	101	2	1,704,528.91	12,215.63	2	0	.00	.00	0
SINGLE FAMILY HOUSES ATTACHED	102		.00	.00	0	0	.00	.00	0
IF - IMPROVEMENTS	105	1	45,000.00	750.00	1	2	300,702.04	2,175.60	2
RESIDENTIAL NON-HOUSEKEEPING BLDGS:									
HOTELS, MOTELS & TOURIST CABINS	213		.00	.00	0	0	.00	.00	0
OTHER NON-HOUSEKEEPING SHELTER	214	2	13,502.00	412.00	2	2	17,800.00	150.00	2
NEW NON-RESIDENTIAL BUILDINGS:									
AMUSEMENT, SOCIAL & RECREATIONAL	318		.00	.00	0	0	.00	.00	0
SERVICE STATIONS & REPAIR GARAGES	322		.00	.00	0	0	.00	.00	0
OFFICES, BANKS, & PROFESSIONAL	324		.00	.00	0	1	628,000.00	5,401.20	1
PUBLIC WORKS & UTILITIES	325		.00	.00	0	0	.00	.00	0
STORES & CUSTOMER SERVICE	327		.00	.00	0	0	.00	.00	0
OTHER NON-RESIDENTIAL BLDGS	328		.00	.00	0	0	.00	.00	0
STRUCTURES OTHER THAN BUILDINGS	329		.00	.00	0	0	.00	.00	0
ADDITIONS, ALTERATIONS, & CONVERSION									
RESIDENTIAL	434		.00	.00	0	0	.00	.00	0
NON-RESIDENTIAL & NON-HOUSEKEEPING	437		.00	.00	0	0	.00	.00	0
ADDS OF RESID. GARAGES (ATCH/DETC)	438		.00	.00	0	0	.00	.00	0
Solar Panels Install	439		.00	.00	0	1	21,777.00	150.00	1
DEMOLITION AND RAZING OF BUILDINGS									
SINGLE FAMILY HOUSES (ATCH/DETACH)	645	1	23,005.00	.00	1	0	.00	.00	0
ALL OTHER BUILDINGS & STRUCTURES	649		.00	.00	0	0	.00	.00	0
FENCE	650	1	2,873.00	50.00	1	1	6,389.63	200.00	1
FIRE ALARM & SPRINKLERS	675	2	54,255.00	1,540.00	2	3	6,000.00	273.00	3
PLUMBING	701	5	62,093.00	1,600.00	3	5	57,695.00	1,482.00	4
GAS	702		.00	.00	0	0	.00	.00	0
ELECTRICAL	705	6	499,412.14	3,920.80	5	7	27,406.27	850.00	7
HVAC	710	7	261,784.00	2,972.00	5	12	136,126.00	3,548.00	11
IRRIGATION	715		.00	.00	0	3	17,859.45	550.00	3
POOL	720	1	142,000.00	1,544.00	0	0	.00	.00	0
ROOF	725		.00	.00	0	2	91,330.00	300.00	2
SEPTIC SYSTEM	730		.00	.00	0	0	.00	.00	0
WATER SOFTENER	735		.00	.00	0	0	.00	.00	0
CONTRACTORS	800	2	20.00	20.00	0	0	.00	.00	0
TREE PERMIT	801		.00	.00	0	0	.00	.00	0
TOTALS FOR PERMITS SHOWN ABOVE									
		30	2,808,473.05	25,024.43	22	39	1,311,085.39	15,079.80	37
Totals of other permits in the period									
		1	1,819.27	50.00	1	4	26,316.00	732.00	3
TOTAL FOR ALL PERMITS IN THE PERIOD									
		31	2,810,292.32	25,074.43	23	43	1,337,401.39	15,811.80	40

Shavano Park Fire Department

Summary of Events for April 2019

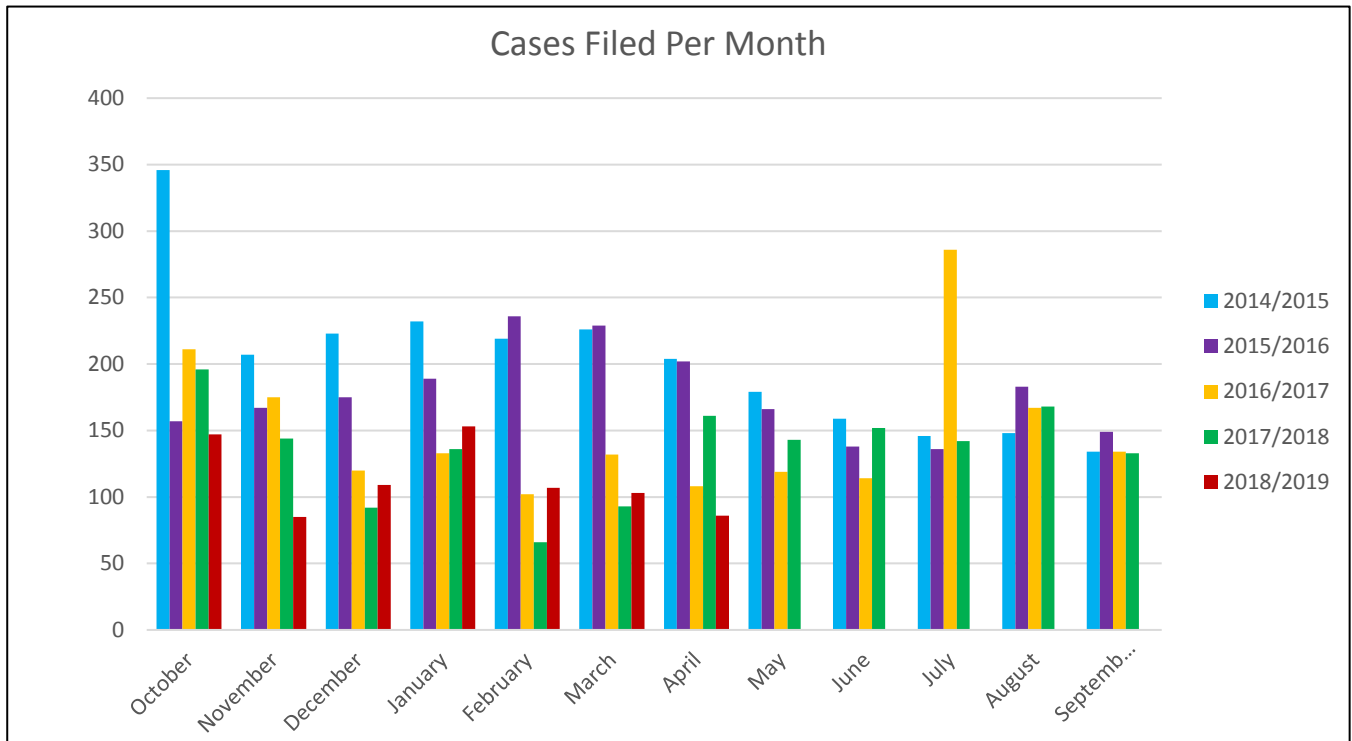


- Shavano Park FD responded to **59** requests for service in April.
- This is a **23% decrease** from the previous **April**.
- Shavano Park FD responded to **1** automatic aid requests from Leon Valley and Leon Springs FD.
- Shavano Park FD received **1** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **11** mutual aid requests from other departments
- The average response time for calls within Shavano Park is **4 minutes 22 seconds** this month.
- Fire Fighters completed a total of **281 hours of fire** and **112 hours of EMS** training in the month of April.
- Certified Fire Inspector inspected **10** commercial buildings.
- Fire crews performed **18** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **6** sets of commercial building/renovation plans/changes to previously submitted plans



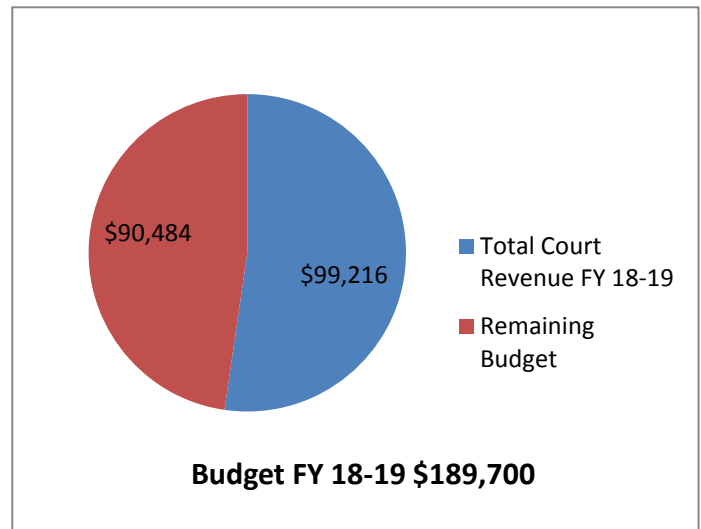
City of Shavano Park

Municipal Court Activity April 2019



Cases Resolved	April-19	April-18
Fine	33	41
Not Guilty By Judge	0	0
Guilty	31	10
Dismissed	0	0
Compliance Dismissal	27	28
Defensive Driving	8	5
Deferred Disposition	34	27
Proof of Insurance	2	2
TOTAL	135	113

Court Revenue	Current 18/19	Prior 17/18
October	\$ 13,774	\$ 10,597
November	9,036	16,677
December	10,296	10,926
January	13,940	11,992
February	17,093	16,171
March	17,252	16,604
April	17,824	15,136
May	-	12,236
June	-	15,187
July	-	15,632
August	-	11,798
September	-	16,523
	\$ 99,216	\$ 169,477



Monthly Activity Report
City of Shavano Park Police Department
April 2019

Activity Report: 164 incidents were responded to by the Police Department.
685 total incidents were responded to by the Department for 2019.

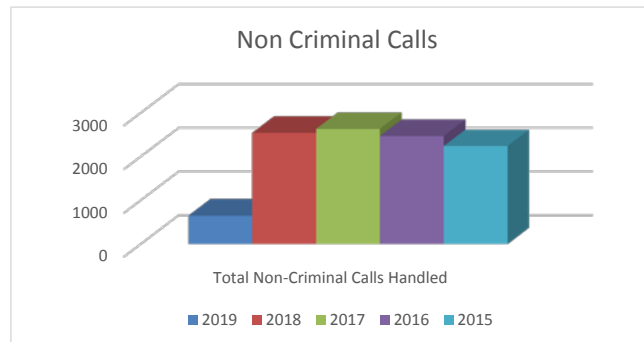
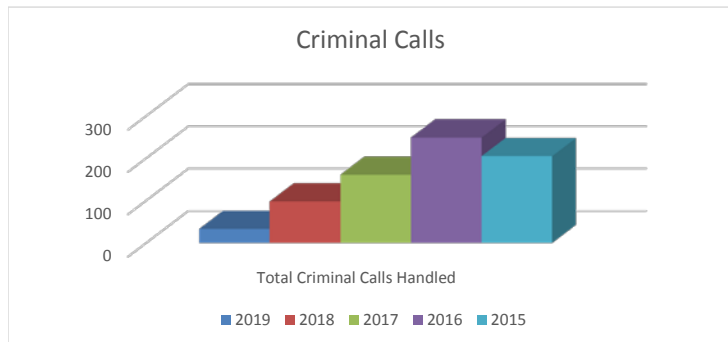
Criminal Calls	April	Calendar Year				
		2019	2018	2017	2016	2015
Alcohol Beverage Code Violations	0	0	1	0	0	0
Arrest of Wanted Persons (Outside Agency)	1	3	19	21	31	39
Assault	0	0	3	1	3	2
Burglary Building	0	5	1	3	17	15
Burglary of Habitation	0	0	5	4		
Burglary Vehicle	1	1	8	13	50	29
Criminal Mischief / Reckless Damage	2	2	5	15	19	11
Criminal Mischief Mail Box	0	0	0	2	5	
Cruelty to Animals	0	0	0	0	0	0
Deadly Conduct	0	0	0	0	1	0
D.U.I. - Minor	0	0	0	1	0	0
D.W.I. / D.U.I.	1	1	6	4	6	2
Driving while License Suspended / Invalid	1	2	4	0	2	2
Endangerment of Child	0	0	0	1	0	0
Evading Arrest	0	0	3	0	3	2
Failure to Identify	0	0	0	1	0	1
Family Violence	0	1	1	3	2	2
Fraud / Forgery / False Reports / Tamper w/ Govt. Record	0	0	2	0	4	6
Harassment / Retaliation / Terroristic Threat	0	0	0	2	1	0
M.I.P. Alcohol / Tobacco	0	0	0	0	1	0
Murder	0	0	0	0	0	0
Narcotics Violation (class B and up)	2	10	10	16	30	16
Narcotics Violation (class C)	0	3	18	43	42	27
Possession of Prohibited Weapon / Unlawful Carry	0	0	0	1	3	1
Public Intoxication	0	1	0	3	4	3
Resisting Arrest	0	0	0	1	0	0
Robbery	0	0	0	1	0	2
Sexual Assault	0	0	0	0	1	1
Solicitation of a Minor / Indecency with a Minor	0	0	1	0	1	0
Suicide	0	0	0	0	0	0
Theft	2	4	11	22	17	40
Theft of Mail	0	0	0	1	4	
Theft of Motor Vehicle / Unauthorized Use of Motor Veh.	0	0	0	2	2	3
Total Criminal Calls Handled	10	33	98	161	249	204

Monthly Activity Report
City of Shavano Park Police Department
April 2019

Non-Criminal Calls

	April	Calendar Year				
		2019	2018	2017	2016	2015
Accidents Major (With Injuries)	0	1	7	10	7	11
Accidents Minor (Non-Injury)	6	22	69	50	62	47
Alarm Call	26	140	498	557	536	528
Animal Calls / Complaints	10	53	171	143	148	143
Assist Fire Department / EMS	39	143	444	388	339	276
Assist Other Law Enforcement Agencies	8	34	94	81	59	69
Assist the Public	13	41	77	106	93	87
City Ordinance Violations	3	13	374	420	386	343
sign 2 nuisance 1						
Criminal Trespass Warning	0	2	5	7	0	1
Deceased Person / Natural / Unattended	1	4	20	17	22	8
Disturbance / Keep the Peace	5	16	59	56	81	86
Emergency Detention	0	2	4	10	13	26
Health & Safety Violations	0	0	0	0	0	0
Information Reports	5	30	213	195	176	137
Missing Person / Runaway	0	0	0	1	2	1
Recovered Property / Found Property	1	5	8	21	28	19
Suspicious Activity, Circumstances, Persons, Vehicles	15	59	214	285	288	260
Traffic Hazard	6	19	47	49	62	55
Welfare Concern	3	20	58	52	38	38
911 Hang-up Calls	13	48	185	188	132	109
Total Non-Criminal Calls Handled	154	652	2547	2636	2472	2244
Officer Initiated Contacts						
Community Policing Contacts / Crime Prevention	242	831	2620	2630	3817	3817
Out of Town / Patrol-By Reports	31	93	410	480	551	568
Total Officer Initiated Contacts	273	924	3030	3110	4368	4385

There was no reported gang activity for April 2019. For 2019 there have been no reported gang activity.



April 2019 Breakdown

Arrest of Wanted Person

1. 15500 blk. N.W. Military Hwy. - Bexar Co. Warrants
1. 15500 blk. N.W. Military Hwy. - Bexar Co. Warrants

Burglary of Vehicle

1. 4100 blk. N. Loop 1604 W. - no force, items taken

Criminal Mischief

1. 3200 blk. N. Loop 1604 W. - window broken
2. 200 blk. Huntington Place - damaged wiring

DWI

1. 13200 blk. Huebner Road - driving under influence

DWLI

1. 4500 blk. Lockhill-Selma Road - driving while license invalid

Narcotics (class B and up)

1. 3800 blk. DeZavala Road - possession of controlled substance
2. 4100 blk. N. Loop 1604 W. - possession of controlled substance

Theft

1. 4100 blk. N. Loop 1604 W. - beverage run
2. 4100 blk. N. Loop 1604 W. - beverage run

Mileage	April	Calendar Year				
		2019	2018	2017	2016	2015
Total Monthly / Annual Mileage	12468	52217	144563	144779	151041	140356

City of Shavano Park Police Department March 2019

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Total A
Warnings	29	25	15	0	15	45	1	10	0	5	13	6	0	7	9	180
Citations	1	5	12	0	13	24	2	6	0	6	7	2	2	0	4	84
Cases	10	7	6	15	9	10	6	16	4	12	6	17	23	6	17	164
Activity Totals	40	37	33	15	37	79	9	32	4	23	26	25	25	13	30	428
Vehicles Stopped	30	28	19	0	26	43	3	15	0	9	18	8	1	6	12	218
Community Policing	31	31	39	0	0	82	0	30	0	9	0	0	3	0	17	242

Officer	P	Q	R	S	T	U	V	W	X	Y	Z	Total B
Warnings												0
Citations												0
Cases												0
Activity Totals	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles Stopped												0
Community Policing												0

Grand Total
180
84
164
428
218
242

CITY COUNCIL STAFF SUMMARY

Meeting Date: May 13, 2019

Agenda item: 7.6

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Finance Report – April 2019



Attachments for Reference:

BACKGROUND / HISTORY:

Due to this meeting's short turn-around time from April month end, financial statements have not been prepared.

DISCUSSION: Reports will be generated and available in June

COURSES OF ACTION: None related to the Report.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A

1. CALL MEETING TO ORDER

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

PRESENT:

ABSENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Mayor Pro Tem Ross

Alderman Heintzelman

Mayor Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Boy Scout Troop 940 led the color guard and Pledge of Allegiance to the Flag.

Alderman Heintzelman led the Invocation.

3. CITIZENS TO BE HEARD

Citizen Aguirre addressed City Council a new neighborhood group called Talmadge Ln and the purpose of the group will be to address concerns with the Green Belt, standing water, zika virus, overgrown weeds and rodents.

4. CITY COUNCIL COMMENTS

City Council welcomed all to the meeting.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

5.1. Proclamation - Child Abuse Prevention Month

Mayor Werner read the proclamation for Child Abuse Month.

5.2. Presentation - Award of Excellence to Police Staff - Police Chief

Chief Lacy presented the Awards of Excellence to Officers Rangel and Harper.

5.3. Arbor Day 2019 – Mayor Pro Tem Ross

Mayor Pro Tem Ross recognized all the sponsors, volunteers and staff for all their hard work in preparation of Arbor / Earth Day and sadly the event had to be canceled due to inclement weather. At this time, Mayor Werner, Citizen Tree Committee Chairman and Committee member Pierce recognized the winner with the most diverse trees Linda McMahan.

6. REGULAR AGENDA ITEMS

- 6.1. Discussion / action - Ordinance No. O-2019- 004 amending the City of Shavano Park Code of Ordinances to increase water rates based on the findings of a rate study and on review by the Water Advisory Committee beginning July 1, 2019 with additional 5% increases in the water consumption fee to be effective July 1, 2020 and July 1, 2021 (first reading) - Chairman Walea**

Water Advisory Committee Chairman Walea presented the briefing on the proposed amendment to the City of Shavano Park Code of Ordinances to increase water rates based on the findings of a rate study and on review by the Water Advisory Committee beginning July 1, 2019 with additional 5% increases in the water consumption fee to be effective July 1, 2020 and July 1, 2021 (first reading).

Alderman Colemere made a motion to keep the rates, fee structure and EAA fees at the current levels and increase the fee for the debt portion to 100 % to each user.

Mayor Pro Tem Ross seconded the motion.

The motion to keep the rates, fee structure and EAA fees at the current levels and increase the fee for the debt portion to 100 % to each user carried with a unanimous vote.

6.2. Discussion / action - Appointment of Municipal Judge - City Secretary

Mayor Pro Tem Ross made a motion to appoint the Alternate Stephanie Stevens as the Municipal Judge when current Judge Takas term ends and solicit for the position of Municipal as soon as possible.

Alderman Colemere seconded the motion.

The motion to appoint the Alternate Stephanie Stevens as the Municipal Judge when current Judge Takas term ends and solicit for the position of Municipal as soon as possible failed with the following vote:

AYES: 2; NAYES: 3 (Aldermen Powers, Heintzelman and Kautz)

Alderman Powers made a motion to appoint Stephen Takas as the Municipal Judge.

Alderman Heintzelman seconded the motion.

The motion to appoint Stephen Takas as Municipal Judge passed the following vote:
AYES: 3; NAYES: 2 (Mayor Pro Tem Ross / Alderman Colemere)

6.3. Discussion / action - City Hall Roof Replacement – Public Works Director

Alderman Colemere made a motion to authorize the City Manager to enter into a contract with Beldon Roofing for the replacement of the City Hall roof.

Alderman Powers seconded the motion.

The motion to authorize the City Manager to enter into a contract with Beldon Roofing for the replacement of the City Hall roof carried with a unanimous vote.

6.4. Discussion / action - Ordinance O-2019-003 amending the FY 2018-19 Budget by adjusting the revenues, expenses and fund transfers to several funds to include resourcing the purchase of an Aerial Platform Fire Engine, street repairs, equipment upgrades and other expenses (final reading) – Finance Director

Alderman Colemere made a motion to approve Ordinance O-2019-003 amending the FY 2018-19 Budget by adjusting the revenues, expenses and fund transfers to several funds to include resourcing the purchase of an Aerial Platform Fire Engine, street repairs, equipment upgrades and other expenses (final reading).

Alderman Kautz seconded the motion.

The motion to approve Ordinance O-2019-003 amending the FY 2018-19 Budget by adjusting the revenues, expenses and fund transfers to several funds to include resourcing the purchase of an Aerial Platform Fire Engine, street repairs, equipment upgrades and other expenses (final reading) carried with a unanimous vote.

6.5. Discussion / update - Open Meeting Act - City Attorney

City Attorney Zech provided an update on the current status of the Open Meetings Act.

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 Meeting Minutes, March 25, 2019

8.2. Accept - Quarterly Investment Report, period ending March 31st

Alderman Powers made a motion to approve Consent Agenda items 8.1 -8.2 as presented.

Alderman Heintzelman seconded the motion.

The motion to approve Consent Agenda items 8.1 – 8.2 carried with a unanimous vote.

9. ADJOURNMENT

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

Alderman Colemere seconded the motion.

The meeting adjourned at 8:12 p.m.

Robert Werner
Mayor

Zina Tedford
City Secretary

1. **Call to order**

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

PRESENT:

Konrad Kuykendall

Jason Linahan

William Stipek

Kerry Dike

Carla Laws

Bill Simmons

Michael Janssen

ABSENT:

Carlos Ortiz

Albert Aleman

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

Upon a motion made by Commissioner Laws and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. **Citizens to be heard**

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

4. **Consent Agenda:**

A. Approval – Planning & Zoning Commission minutes, February 6, 2019

Upon a motion made by Commissioner Linahan and a second made by Commissioner Dike, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission February 6, 2019 minutes as presented. The motion carried.

5. **Discussion / action – Minor Amendment request for carport design to the Mixed-Use District Site Plan at CB 4782E, Block 21, Lot 1700 (4001 Pond Hill Road) in accordance with Sec. 36-41(f) of the City of Shavano Park Code of Ordinances – City Manager.**

Upon a motion made by Commissioner Simmons and a second made by Commissioner Stipek, the Planning & Zoning Commission voted four (4) for and two (2 - Commissioners Linahan / Kuykendall) opposed to approve the Minor Amendment request for carport design to the Mixed-Use District Site Plan at CB 4782E, Block 21 Lot 1700 (4280 North Loop 1604) in accordance with Sec. 36-41(f) of the City of Shavano Park Code of Ordinances. The motion carried.

6. **Discussion / action – Change request for carport design in the Planned Unit Development detailed plan for property located at NCB 17704, Block 1, Lot 5 (4675 Lockhill-Selma) in accordance with Sec. 36-40(l) of the City of Shavano Park Code of Ordinances – City Manager.**

Upon a motion made by Commissioner Laws and a second made by Commissioner Simmons, the Planning & Zoning Commission voted three (3) for and three (3 – Commissioners Linahan / Dike / Kuykendall) opposed to approve the change request for carport design in detailed Planned Unit Development plan for property located at 4675 Lockhill-Selma in accordance with Sec. 36-40(l) of the City of Shavano Park Code of Ordinances.

Chairman Janssen abstained. The motion failed.

7. **Discussion – Presentation on the recent AACOG sponsored Planning and Zoning workshop and discussions concerning the same – Commissioner Janssen.**

Chairman Janssen informed the Planning & Zoning Commission that he had attended the Workshop and that the Workshop was very informative.

8. **Discussion / action - Planning for potential trail head / restricted access to Salado Creek at dog leg on Cliffside and potential trail head near Blattman Elementary as directed by City Council – City Manager.**

City Manager Hill informed the Planning & Zoning Commission at the March 25, 2019 City Council meeting, Council directed the Planning & Zoning Commission to plan for potential City trail heads to San Antonio's Salado Creek Greenway Trail on Cliffside and near Blattman Elementary. Discussion was held and the Planning & Zoning Commission will discuss options at the next meeting.

9. **Discussion/update – Presentation by City staff on the progress of drainage improvements – City Manager Hill.**

City Manager presented an update on the progress of drainage improvements since October 2018.

10. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

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

11. **Chairman Announcements:**

A. Advise members to contact City staff to add new or old agenda items.

B. Advise members of pending agenda items, as follows:

- i. August, 2019 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.
- ii. August, 2019 – Consider proposed changes to Sec. 24 of the City of Shavano Park Code of Ordinances regarding signs.

Apr 3, 2019

6:30 p.m.

12. Adjournment

Upon a motion made by Commissioner Dike and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 8:20 p.m.

MICHAEL JANSSEN
Chairman

ZINA TEDFORD
City Secretary