

**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, September 23, 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.”
- 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 - Fire Prevention Week - Mayor Werner**
- 5.2. Recognition of Promotion of Sergeant Villanueva and Corporal Rangel - Chief Lacy and Mayor Werner**

## **6. REGULAR AGENDA ITEMS**

- 6.1. Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2019-20**
- 6.2. Discussion / action - Resolution R-2019-009 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2019-20 - City Manager**
- 6.3. Public Hearing - Proposed Annual Operating and Capital Budget - FY 2019-20**
- 6.4. Discussion / action - Ordinance No. O-2019-010 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2019 and ending September 30, 2020; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (Record Vote) (final reading) - City Manager**
- 6.5. Discussion / action - Adopt Resolution R-2019-010 setting the City of Shavano Park 2019 total Tax Rate of \$0.287742 with the Maintenance & Operation rate being \$0.274995 and the Interest & Sinking rate being \$0.012747. (Record Vote) - City Manager**
- 6.6. Record vote to ratify the property tax increase reflected in the FY 2019-20 budget (Record Vote) - City Manager**
- 6.7. Discussion / action - Review ordinances of standing Committee/Staff Duties, consider additional future committees; amend Chapter 14 Environment, Tree Committee to clarify membership and responsibilities - Mayor Pro Tem Ross**
- 6.8. Discussion / action - Selection Boards, Commissions, and Committees - City Manager**
  - 6.8.1. Planning & Zoning Commissions - Five appointments, two-year terms**
  - 6.8.2. Water Advisory Committee - Three appointments (Water System Users only), two-year term.**

- 6.2.3 Board of Adjustments - Three appointments, two-year terms**
  - 6.2.4 Investment Committee - One appointment for two-year term**
  - 6.2.5 Tree Committee - Up to three appointments, two-year terms**
- 6.9. Annual Report on Republic Service Recycling and CPI Fee adjustments - Tom Armstrong, Manager Municipal Services, Republic Services**
- 6.10. Discussion / action - Receive presentation from Pavilion Committee and take action on plan to move forward - Mayor Pro Tem Ross, Committee Chair**
- 6.11. Discussion / action - Adoption of Resolution R-2019-011 Public Speaking at Public Meetings Policy #14 - City Manager**
- 6.12. Discussion / action - Adoption of Resolution R-2019-012 Public Information Act Policy #15 - City Manager**
- 6.13. Discussion / action - Adoption of Ordinance O-2019-012 amending the City of Shavano Park Code of Ordinances, Chapter 28 - Subdivisions, proposed changes in plat procedures (administrative or first reading as determined by City Council) - City Manager**
- 6.14. Discussion / action - City Manager 363 Review. Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters - Mayor Pro Tem Ross**
- 6.15. Discussion - City Attorney duties, roles, processes. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney, § 551.074, Personnel Matters – City Council / City Attorney Laura Mueller**

## **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 - Workshop Minutes, August 20, 2019**

**8.2. Approval - Special City Council Meeting Minutes, August 26, 2019**

**8.3. Approval - City Council Workshop Minutes, August 26, 2019**

**8.4. Accept - Planning & Zoning Meeting Minutes, August 7, 2019**

**8.5. Accept - Setting the dates for the City Sponsored events for FY 2019-20**

## **9. ADJOURNMENT**

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

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

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

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



**CERTIFICATE:**

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 16th day of September 2019 at 5:25 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, [www.shavanopark.org](http://www.shavanopark.org), in compliance with Chapter 551, Texas Government Code

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Zina Tedford  
City Secretary

## **POTENTIAL FUTURE AGENDA ITEMS**

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

- a. **Amendment of Solicitation Ordinance**
- b. **Various requirements resulting from the Texas Legislative Session – October**
  - **Building Materials Code Ordinance**
  - **Board of Adjustment Expanded Appeal Ordinance**
- c. **Amendment of Chapter 28 and Chapter 36 to clarify front setbacks in relation to entryway features - October**
- d. **Consideration of Rezoning of property currently zoned B-2 to B-2 Planned Unit Development (PUD) located at the corner of DeZavala Road and Lockhill Selma Road to authorize nonconforming uses - October**
- e. **Consideration of Rezoning of properties currently zoned B-2 to B-2 Planned Unit Development (PUD) located at the corner of Huebner Road and Lockhill Selma Road to authorize nonconforming uses - November**
- f. **Ordinance prohibiting the use of a portable electronic device while operating a motor vehicles and creating an offense - Ald. Heintzelman (TBD'ed)**
- g. **Resolution adopting City Policy - City Publications - Open**
- h. **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**
- i. **Disposal of City Equipment / Furniture - Annual October**
- j. **Designation of City of Shavano Park Official Paper - Annual October**
- k. **Adoption of Official City Holiday Schedule - Annual November**
- l. **Approval of the yearly tax roll - Annual November**
- m. **Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February**
- n. **Records Retention Policy - Annual January**
- o. **Schedule the Annual City-Wide Garage Sale – Annual January**

- p. Appointment of Council Appointed Positions - Annual January**
- q. Crime Control Prevention District funding placed on ballot - January 2019**
- r. Street Maintenance Fund funding placed on the ballot - January 2022**
- s. Revisions to Employee Handbook - Annual February**
- t. Shavano Park Police Department 2017 Racial Profiling Report - Annual February**
- u. City of Shavano Park Investment Policy - Annual February**
- v. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- w. FY 2019 - 20 Budget Amendment (Annual February or March)**
- x. Set City Manager Annual Performance and Salary Review for April – Annual March**
- y. City Manager Annual Review / Salary for April - Annual April**
- z. Annual Budget Calendar - Annual May**
- aa. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**
- bb. Annual update on bond revenue opportunities by Bond Counsel – Annual May**
- cc. Approval of Financial Account Signatures - Annual June**
- dd. Annual Compensation Review - Annual June Workshop**
- ee. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- ff. City Council adoption of organizational chart - Annual August**
- gg. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- hh. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**
- ii. 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**

- jj. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September**
- kk. Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September**
- ll. Selection - Boards, Commissions, and Committees - Annual September**
- mm. Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Holiday / Picnic in the Park) - Annual September**

## **CITY OF SHAVANO PARK**

### **PROCLAMATION**

**WHEREAS**, the City of Shavano Park, Texas, is committed to ensuring the safety and security of all those living in and visiting the City of Shavano Park; and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

**WHEREAS**, home fires killed 2,630 people in the United States in 2017, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 357,000 home fires; and

**WHEREAS**, the majority of U.S. fire deaths (4 out of 5) occur at home each year; and

**WHEREAS**, the fire death rate per 1000 home fires reported to U.S. fire departments was 10 percent higher in 2017 than in 2008; and

**WHEREAS**, the City of Shavano Park residents should identify places in their home where fires can start and eliminate those hazards; and

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS**, the City of Shavano Park residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

**WHEREAS**, the City of Shavano Park residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place;

**WHEREAS**, the City of Shavano Park residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS**, the City of Shavano Park first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, the City of Shavano Park residents are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2019 Fire Prevention Week theme, “Not Every Hero Wears a Cape. Plan and Practice Your Escape!” effectively serves to remind us that we need to take personal steps to increase our safety from fire.

THEREFORE, I, Robert Werner, Mayor of the City of Shavano Park, Texas do hereby proclaim October 6-12, 2019, as Fire Prevention Week throughout this city, and I urge all the people of Shavano Park to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety activities and efforts of the City of Shavano Park’s fire and emergency services during Fire Prevention Week 2019.

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**Robert Werner**  
**Mayor**

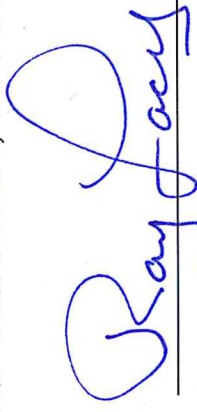
# SHAWANO PARK POLICE DEPARTMENT

## CERTIFICATE OF PROMOTION PRESENTED TO

Rudy Rangel

*For promotion to the rank of Corporal  
For the Shawano Park Police Department*

PROMOTED THE 16TH DAY OF SEPTEMBER, 2019

  
Ray Lacy, Chief of Police

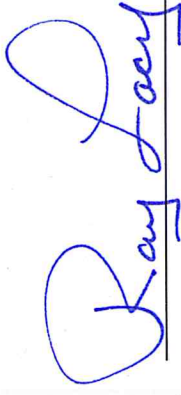
# SHAVANO PARK POLICE DEPARTMENT

## CERTIFICATE OF PROMOTION PRESENTED TO

Jaime Villanueva

*For promotion to the rank of Sergeant  
For the Shawano Park Police Department*

PROMOTED THE 16TH DAY OF SEPTEMBER, 2019



Ray Lacy, Chief of Police



## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.1/6.2

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**6.1 Public Hearing - Crime Control and Prevention District Budget of the City of Shavano Park Crime Control & Prevention District for FY 2019-20**

**6.2 Discussion / action – Resolution R-2019-009 adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2019-20 - City Manager**

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**Attachments for Reference:**

a) Proposed Resolution

b) Proposed Crime Control and Prevention Budget

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**BACKGROUND / HISTORY:** The City Manager submitted a proposed FY 2019-20 Budget to Council on August 8, 2019. City Council has met on multiple occasions to discuss, analyze and modify the proposed budget. The Crime Control and Prevention District Board is expected to pass resolution **R-2019-002** approving the budget.

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**DISCUSSION:** Based on the City Manager Proposed Budget on August 8, 2019 as well as input from Council, Staff, and Citizens, the proposed FY 2019 - 20 Crime Control and Prevention District Fund budget is attached.

The projected FY 2018 - 19 ending total restricted fund balance is \$582,878 and of this amount \$440,396 has been committed for the Shavano Park Police Department equipment.

The FY 2019 - 20 proposed budgeted revenues total \$123,750 with no planned utilization of fund balance.

Proposed FY 2019 – 20 expenditures total \$85,901. Listed below are the larger items planned in the budget. A full listing of expenditures can be located on pages 3 - 5 of the attached proposed budget document.

1. Purchase and install four traffic notification signs, two each on DeZavala Road and Lockhill-Selma Road, at a total estimated cost \$21,000.
2. Replace seven ticket writers and two related printers \$13,796, for SPPD and SPFD combined.
3. Training \$11,400, for SPPD and SPFD combined.
4. Purchase six shotgun lock/mounts for patrol vehicles \$10,500.
5. Tasers, under 5 year lease agreement, \$9,265.

6. Local share of NIBRS grant to upgrade the records management system, transfer to General Fund \$4,990.

In addition, the resolution includes committing an additional \$41,018 of the Fund Balance based on future police equipment replacement costs as noted on the schedule located on page 6 of the attached proposed budget document.

With the above commitments of Fund Balance, the projected ending FY 2019 - 20 restricted amount is \$620,727 with \$481,414 of this amount Committed.

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**COURSES OF ACTION:** Approve Resolution No. **R-2019-009** approving the Crime Control & Prevention Budget of the Shavano Park Crime Control and Prevention District for Fiscal Year beginning October 1, 2019 and ending September 30, 2020.

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**FINANCIAL IMPACT:** Varies

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**STAFF RECOMMENDATION:** Approve Resolution No. **R-2019-009** adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention District for FY 2019 - 20

**RESOLUTION No. R-2019-009**

**A RESOLUTION APPROVING THE CRIME CONTROL & PREVENTION BUDGET OF THE SHAVANO PARK CRIME CONTROL & PREVENTION DISTRICT FOR THE FISCAL YEAR BEGINNING OCTOBER 01, 2019 AND ENDING SEPTEMBER 30, 2020.**

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**WHEREAS**, the budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 was duly presented to the Crime Control & Prevention District Board of Directors; and

**BE IT RESOLVED BY THE CITY OF SHAVANO PARK CITY COUNCIL ADOPTS THE CRIME CONTROL & PREVENTION BUDGET OF THE SHAVANO PARK CRIME CONTROL & PREVENTION DISTRICT OF THE CITY OF SHAVANO PARK, TEXAS, THAT:**

The City Council of the City of Shavano Park, Texas adopts that said budget for the Crime Control and Prevention District of Shavano Park for the fiscal year beginning October 1, 2019, as attached hereto as Exhibit "A", be approved to include the Crime Control & Prevention District Fund, with total budgeted revenues of \$123,750 and no transfer in from fund balance with total appropriations of \$85,901, in addition to Committing \$41,018 of Restricted Fund Balance for future police equipment replacement costs as provided on the equipment replacement schedule.

**PASSED AND APPROVED** by the City Council of the City of Shavano Park at its Regular meeting held on this the 23rd day of September, 2019.

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Robert Werner  
Mayor

Attest: \_\_\_\_\_  
Zina Tedford, City Secretary

## 40 -CRIME CONTROL AND PREVENTION DISTRICT FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 550,043	\$ 582,878	
<b>REVENUE AND OTHER SOURCES</b>	\$ 121,000	\$ 123,750	\$ 2,750
<b>EXPENDITURES AND OTHER USES</b>	88,165	85,901	(2,264)
<b>TOTAL REVENUES AND OTHER SOURCES OVER THAN EXPENDITURES AND OTHER USES</b>	\$ 32,835	\$ 37,849	\$ 5,014
<b>ENDING FUND BALANCE, PROJECTED BUDGET</b>	\$ 582,878	\$ 620,727	

Included in above ending fund balance amount:

Planned Equipment Replacement	\$ 440,396	\$ 481,414
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Capital and non-capital purchases are budgeted for the Fire and Police Departments. Larger items include four traffic notification signs (2 each on DeZavala and Lockhill-Selma) for \$21,000, replacing/updating electronic ticket writers and the related printers \$13,796, six shotgun locks/mounts \$10,500 and Tasers \$9,265.

\$ 58,761

Proposed operating expenditures are included for training, National Night Out supplies, database migration and Neighborhood Watch supplies

\$ 22,150

National Incident-Based Reporting System (NIBRS) grant - local funding  
Transfer to General Fund

\$ 4,990

40 -CRIME CONTROL DISTRICT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
<u>TAXES</u>								
40-599-1050 SALES - CRIME CONTROL DIST	98,423	109,944	103,244	115,000	89,854	107,500	116,250	
TOTAL TAXES	98,423	109,944	103,244	115,000	89,854	107,500	116,250	
<u>MISC./GRANTS/INTEREST</u>								
40-599-7085 POLICE DEPT - DONATIONS	0	0	0	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	0	0	0	
<u>TRANSFERS IN</u>								
40-599-8005 INTEREST INCOME	67	2,582	8,038	6,000	8,099	9,600	7,500	
40-599-8070 TRF IN - CAPITAL FUND	148,782	0	0	0	0	0	0	
40-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	0	0	0	
40-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	148,849	2,582	8,038	6,000	8,099	9,600	7,500	
<hr/>								
TOTAL NON-DEPARTMENTAL	247,272	112,526	111,282	121,000	97,953	117,100	123,750	
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TOTAL REVENUES	247,272	112,526	111,282	121,000	97,953	117,100	123,750	
	=====	=====	=====	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT  
FIRE DEPARTMENT

EXPENDITURES	(----- 2018-2019 -----) (----- 2019-2020 -----)							
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
604-3030 TRAINING/EDUCATION	0	0	0	0	0	0	5,000	
TOTAL SERVICES	0	0	0	0	0	0	5,000	
<u>CAPITAL OUTLAY</u>								
604-8010 ELECTRONIC EQUIPMENT	0	0	0	0	0	0	2,433	
TICKET WRITER & PRINTER 0	0.00							2,433
604-8012 NON-CAPITAL - FIREARMS/TASE	0	0	0	625	624	624	625	
TASER PROGRAM - YEAR 2 0	0.00							625
TOTAL CAPITAL OUTLAY	0	0	0	625	624	624	3,058	
<u>INTERFUND TRANSFERS</u>								
604-9011 TRANSFER OUT - GENERAL FUND	0	0	6,612	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	0	6,612	0	0	0	0	
TOTAL FIRE DEPARTMENT	0	0	6,612	625	624	624	8,058	

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
605-3030 TRAINING/EDUCATION	2,042	1,987	2,526	5,300	2,105	5,300	6,400	
TAPEIT 0	0.00							1,500
VARIOUS CLASSES 15	200.00							3,000
MIDWEST RADAR OFFICER C 0	0.00							600
CHIEF LEADERSHIP TRAINI 0	0.00							1,300
605-3087 CITIZENS COMMUNICATION/EDUC	5,619	5,233	5,483	5,500	2,609	5,000	6,000	
NATIONAL NIGHT OUT - SU 0	0.00							5,500
NEIGHBORHOOD WATCH - SI 0	0.00							500
TOTAL SERVICES	7,661	7,220	8,009	10,800	4,714	10,300	12,400	
<u>CONTRACTUAL</u>								
605-4075 COMPUTER SOFTWARE	0	0	0	0	0	0	4,750	
SQL MIGRATION 1/2 PD 1/ 0	0.00							4,750
TOTAL CONTRACTUAL	0	0	0	0	0	0	4,750	
<u>CAPITAL OUTLAY</u>								
605-8010 ELECTRONIC EQUIPMENT PURCHA	0	0	0	5,000	2,029	5,000	11,363	
TICKETWRITER X6, PRINTE 0	0.00							11,363
605-8012 NON CAPITAL - FIRE ARMS/TAS	0	0	0	8,640	8,640	8,640	8,640	
TASER 5 YR PROGRAM 0	0.00							8,640
605-8015 NON-CAPITAL - COMPUTER EQUI	0	0	0	7,200	6,253	7,200	1,900	
DESKTOP COMPUTER (PATRO 1	1,900.00							1,900
605-8018 NON-CAPITAL BUILDING	0	0	0	1,300	0	0	2,300	
KITCHEN CABINET/COUNTER 0	0.00							1,000
SPPD/CH ALARM REPLACEME 0	0.00							1,300
605-8020 POLICE VEHICLE	0	0	0	0	0	0	0	
605-8025 NON-CAPITAL - OFFICE FURNIT	0	0	0	1,000	1,000	1,000	0	
605-8030 POLICE EQUIPMENT PURCHASE	0	0	0	0	0	0	31,500	
6 SHOTGUN LOCKS/MOUNTS 0	0.00							10,500
DEZAVALA - STATIC RADAR 0	0.00							10,500
LOCKHILL SELMA STATIC R 0	0.00							10,500
605-8042 CAPITAL - FIREARMS	0	0	0	25,000	23,089	25,000	0	
605-8045 CAPITAL - COMPUTER EQUIPMEN	0	0	0	25,000	19,959	25,000	0	
605-8050 CAPITAL - VEHICLES	0	0	33,546	0	0	0	0	
605-8080 POLICE EQPT, CAP REPL FUND	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	33,546	73,140	60,970	71,840	55,703	

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>INTERFUND TRANSFERS</u>								
605-9010 TRF TO- EQUIP REPL FUND	0	0	0	0	0	0	0	
605-9011 TRANSFER TO - GENERAL FUND	82,459	215,106	203,442	3,600	3,600	3,600	4,990	
NIBRS - LOCAL FUNDS 0	<u>0.00</u>							<u>4,990</u>
TOTAL INTERFUND TRANSFERS	82,459	215,106	203,442	3,600	3,600	3,600	4,990	
<hr/>								
TOTAL POLICE DEPARTMENT	90,120	222,326	244,997	87,540	69,284	85,740	77,843	
<hr/>								
TOTAL EXPENDITURES	90,120	222,326	251,609	88,165	69,908	86,364	85,901	
	=====	=====	=====	=====	=====	=====	=====	=====
<hr/>								
REVENUE OVER/ (UNDER) EXPENDITURES	157,152	( 109,800)	( 140,327)	32,835	28,044	30,736	37,849	
	=====	=====	=====	=====	=====	=====	=====	=====



# CITY OF SHAVANO PARK

## FY 2019 - 20 PROPOSED CRIME CONTROL & PREVENTION DISTRICT - POLICE DEPARTMENT EQUIPMENT REPLACEMENT SCHEDULE

Description	Year Model	Estimated Replacement Cost	Scheduled Year To Replace	Total Life (yrs)	Committed Balance Thru 09/30/2019	Proposed Funding FY2020	Additional Funding Future Yrs	Total Funding
Chevy Tahoe (2368) Chief	2013	***			\$ 50,000	\$ (50,000)	\$ -	\$ -
Chevy Tahoe (1003) CID	2013	***			50,000	(50,000)	-	-
Ford Explorer (2434)	2015	65,000	2021	5	35,137	14,932	14,931	65,000
Ford Explorer (2433)	2015	65,000	2021	5	35,137	14,932	14,931	65,000
Chevy 1500 Silverado - Code Compliance (8590)	2015	50,000	2026	10	17,856	6,428	25,716	50,000
Ford Explorer (4064)	2016	65,000	2022	5	30,141	11,620	23,239	65,000
Ford Explorer (4065)	2016	65,000	2022	5	30,141	11,620	23,239	65,000
Ford Explorer (2961)	2017	65,000	2023	5	20,000	11,250	33,750	65,000
Ford Explorer (7362)	2017	65,000	2024	5	10,000	11,000	44,000	65,000
Ford Explorer (7363)	2017	65,000	2024	5	10,000	11,000	44,000	65,000
Ford Explorer (9988)	2017	65,000	2024	5	30,313	6,937	27,750	65,000
Communication System (radios)	2012	162,500	2021	10	98,329	32,085	32,086	162,500
Windows 7 - end of life:								
Software upgrade - 5 devices @ \$200 each	Various	-	2020	5	5,100	(5,100)	-	-
Back up Power Supply/Auxiliary Power Unit - CH	Future	25,000	2020	TBD	12,500	12,500	-	25,000
Police Department Video Server	2016	13,000	2023	6	5,742	1,814	5,444	13,000
<b>Total *</b>		<b>\$ 770,500</b>			<b>\$ 440,396</b>	<b>\$ 41,018</b>	<b>\$ 289,086</b>	<b>\$ 770,500</b>

\*\*\* The City does not currently plan to purchase new Explorers for the Police Chief and Investigator but will re-allocate vehicles for this purpose from the patrol fleet as the units are replaced.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.3 / 6.4

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

#### **6.3 Public Hearing - Proposed Annual Operating and Capital Budget - FY 2019-20**

**6.4 Discussion / action - Ordinance No. O-2019-010 approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2019 and ending September 30, 2020; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (Record Vote) (final reading) - City Manager**

☒

**Attachments for Reference:**

- a) Proposed Ordinance O-2019-010
- b) Council Proposed FY 2019-20 Budget

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### **BACKGROUND / HISTORY:**

The City Manager presented the proposed budget to City Council on August 8<sup>th</sup> with a tax rate of \$ .287742, which is the same rate as the prior year's rate. The City Council held a special City Council meeting on August 14<sup>th</sup> and they voted to propose a tax rate of \$.287742. City Council workshops were conducted on August 20<sup>th</sup> and 26<sup>th</sup> to further refine the budget.

---

**DISCUSSION:** Council directed a number of changes which have been incorporated into this final draft budget. Staff has updated the proposed budget document (attachment #b) with the changes directed in the budget meetings. Changes included:

- Updated City Manager Cover Letter
- Updated Organization Chart
- Added expense summary pie charts for General Fund by Department
- Updated Fund Balance figures
- Updated Department Goals and Objectives to reflect final budget resourcing
- Updated the Department recap pages
- Modified proposed budget amounts for selected expenditure accounts.
- Added a separate account into the budget for City Hall and Monument Landscaping and provided \$20,000 for this purpose.
- Updated projections based on current activity.
- Balanced the General Fund budget

Staff presented the Final Draft budget on September 16<sup>th</sup> at a Special Council Meeting. A public hearing was conducted as required. Once Council approves, wording changes from “proposed” budget to “adopted” will be made.

---

**COURSES OF ACTION:** Provide guidance to staff as appropriate and approve the budget (final reading).

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**FINANCIAL IMPACT:** Provides the Budget Policy, Guidance, and Authorizations for annual revenues and expenditures for the next Fiscal Year.

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**MOTION REQUESTED:** Approve Ordinance No. **O-2019-010** approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2019 and ending September 30, 2020; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date and taking a **Record Vote**.

**ORDINANCE No. O-2019-010**

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF SHAVANO PARK, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; MAKING APPROPRIATIONS FOR EACH FUND AND DEPARTMENT; ESTABLISHING A SINKING FUND FOR EXISTING CITY FINANCIAL OBLIGATIONS; PROVIDING FOR THE LEVYING AND COLLECTION OF A SUFFICIENT TAX TO PAY THE INTEREST ON SUCH SINKING FUND OBLIGATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE**

**WHEREAS**, Section 102.002 of the Texas Local Government Code requires the City of Shavano Park, Texas (the "City") to prepare an annual budget;

**WHEREAS**, the City Manager of the City has submitted, in accordance with state law, such budget for the City for the fiscal year beginning October 1, 2019, and ending September 30, 2020;

**WHEREAS**, said budget has been filed with the City Secretary and has been available for inspection by any taxpayer at the City Secretary's office and on the City's website;

**WHEREAS**, proper and timely notice that public hearings on such proposed budget, stating the date, time, place and subject matter of said public hearings was given and made in accordance with the law and within the time limits set forth by law; and

**WHEREAS**, said public hearings were held in accordance with such notice.

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

**Section 1.** The City hereby approves and adopts the budget, attached as Exhibit A, in all respects as the City's annual budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020.

**Section 2.** The City Secretary is directed to maintain a certified copy of this Ordinance with a true copy of the attached budget.

**Section 3.** The City Secretary is also directed to post the adopted budget and the budget cover page on the City's website.

**Section 4.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

**Section 5.** All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

**Section 6.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 7.** If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

**Section 8.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 9.** This Ordinance shall be effective upon passage and publication as required by State and local law.

**PASSED AND APPROVED** this the 16<sup>th</sup> day of September 2019 for the first reading.

**PASSED AND APPROVED** this the 23<sup>rd</sup> day of September 2019 for the second reading.

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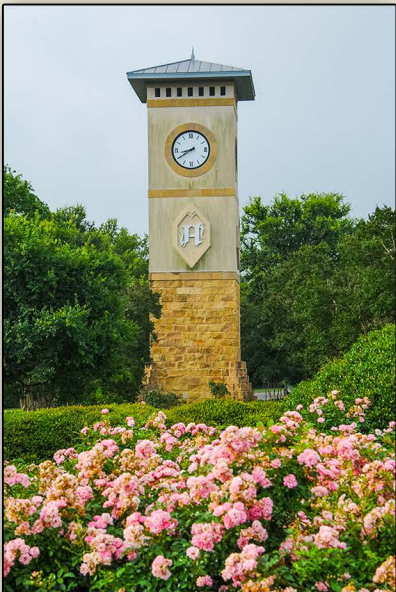
Robert Werner  
Mayor

ATTEST: \_\_\_\_\_  
Zina Tedford  
City Secretary





# 2020 Shavano Park, Texas Proposed Budget



*City Living with Country Charm*





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Shavano Park  
Texas**

For the Fiscal Year Beginning

**October 1, 2018**

*Christopher P. Morrill*

Executive Director

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we will be submitting it to GFOA to determine its eligibility for another award.



**This budget will raise more revenue from property taxes than last year's budget by an amount of \$186,863, which is a 5.41% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$83,985.**

**Record Vote on**

**Budget:**

**Tax Rate Ratify:**

**Mayor**

**Bob Werner**

**(Votes only in event of a tie)**

**Council Members**

**Michele Ross (Pro Tem)**

—

—

**Michael Colemere**

—

—

**Bob Heintzelman**

—

—

**Maggi Kautz**

—

—

**Lee Powers**

—

—

**Property Tax Comparison:**

	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>
<b>Proposed Tax Rate</b>	<b>0.287742</b>	<b>0.287742</b>
<b>Effective Tax Rate</b>	<b>0.289630</b>	<b>0.290355</b>
<b>Effective Maintenance &amp; Operations</b>	<b>0.275167</b>	<b>0.277608</b>
<b>Rollback Tax Rate</b>	<b>0.313104</b>	<b>0.310584</b>
<b>Debt Tax Rate (I&amp;S)</b>	<b>0.014463</b>	<b>0.012747</b>

**Total debt obligation for the City of Shavano Park secured by property taxes: \$3,430,000.**





**COUNCIL OF THE CITY OF SHAVANO PARK**

**BOB WERNER**

**MAYOR**

**MICHELE BUNTING ROSS**

**MAYOR PRO TEM**

**MICHAEL COLEMERE**

**ALDERMAN**

**BOB HEINTZELMAN**

**ALDERMAN**

**MAGGI KAUTZ**

**ALDERMAN**

**LEE POWERS**

**ALDERMAN**

**BILL HILL**

**CITY MANAGER**

**ZINA TEDFORD**

**CITY SECRETARY**

**BRENDA MOREY**

**FINANCE DIRECTOR**



## **VISION**

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small town traditions amid the surrounding area's urban growth.

## **MISSION**

The City of Shavano Park provides exceptional leadership and delivers exemplary municipal services in a professional, cost-effective and efficient manner to citizens, business owners and visitors to facilitate economic growth and enable an exceptional quality of life and workplace consistent with our small town values and character.

**CITY OF SHAVANO PARK**

**FISCAL YEAR 2019-2020 CITY COUNCIL PROPOSED BUDGET**

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# CITY OF SHAVANO PARK



September 23, 2019

Honorable Mayor, City Council, and Citizens:

This memorandum summarizes Shavano Park's Fiscal Year (FY) 2019-20 Operating Budget and highlights key points that are important to you and the community. The Budget is balanced as required by law and is consistent with the mission, vision and strategic goals of the City of Shavano Park. This Budget reflects our commitment to provide excellent municipal services to citizens, businesses and visitors while maintaining stringent fiscal controls.

The Budget adopts a tax rate of \$0.287742 cent per \$100 of valuation. Based upon the assumed level of revenue, the Budget allocates resources to meet target expenditures for operations, capital improvements, equipment replacement, and debt service. While meeting our funding requirements, the budget accounts for Council objectives, the compensation study recommendations, several new purchases, and a number of capital replacement requirements. The budgeted General Fund expenditures are approximately \$5.46M while the total sum of expenditures for all funds is approximately \$7.76M.

## **BUDGET OVERVIEW**

- This is a requirement based budget (prioritized based upon essential needs and objectives)
- Required Directors to justify their budget requests to the City Manager and City Council
- Includes line item detail and definitions for each line item
- Properly maintains required and separate funds for accountability and transparency
- Provide funds for the Capital Improvement Replacement Fund

**STRATEGIC GOALS:** Council established eight Strategic Goals with supporting objectives that account for current and future requirements. These objectives are accounted for within the budget.

- Provide excellent municipal services while anticipating future requirements
- Protect and provide a city-wide safe environment
- Protect City property values, enhance resources and maintain fiscal discipline
- Maintain excellent infrastructure (buildings, streets and utilities)
- Enhance and support commercial business activities and opportunities
- Enhance the City image and maintain a rural atmosphere
- Promote effective communications and outreach with citizens
- Mitigate storm water runoff



## **MAJOR REVENUES**

**Taxable Assessed Value / New Improvements:** The total taxable assessed value of property including property in tax freeze is \$1,324,452,185 and represents a \$73,452,802 increase or 5.96%. Of that amount, the total taxable value of new improvements and personal property was \$29,187,620. “New” means the item was not on the 2018 appraisal roll. The average Taxable Homestead Value is \$714,124 up \$27,278 from last year (about 4% increase). The City’s portion of tax on average taxable homestead value is approximately \$2,065/year (an \$88 increase at last year’s rate).

**Advalorem Taxes (Property Taxes):** This budget proposes City Council adopt a FY 2019-20 budget tax rate of \$0.287742 / \$100 of valuation, which is no change from last year’s tax rate. Total revenue collected from property taxes will be approximately \$186,863 or 5.4% more than last year (assuming last year’s rate). Additional revenue available for the General Fund is approximately \$199,202 or 6.0%.

**Freeze Taxable Value:** The total freeze taxable value (homeowners age 65 or older or disabled) for 2019 tax values amounted to \$369,384,737, which is an increase of 11.2% over the 2018 freeze adjusted taxable value of \$332,072,074 and 27.88% of the net taxable values. There are 1383 residential properties in Shavano Park and of those 582 (42%) qualify for the Over 65 Tax Freeze.

**Effective Tax Rate:** The effective tax rate is the tax rate that will generate the same amount of property taxes as the previous year based only on the same properties that are on the tax roll both years. This is the comparison used in the Truth-in-Taxation calculations to determine if there is an actual tax rate increase. The tax rate of \$0.287742 / \$100 is lower than the “2019 Effective Tax Rate” of \$0.290355 / \$100 needed to generate the same amount of taxes from the same property that was on last year’s tax roll.

**Rollback Rate:** The rollback tax rate provides about the same amount of tax revenue as the previous year for day-to-day operations, plus an extra 8% increase for those operations, and sufficient funds to pay debt in the coming year. The tax rate of \$0.287742 / \$100 is well below the “Rollback Rate” of \$0.310584 / \$100.

**Sales Tax:** There are a small number of retail sale companies operating in Shavano Park. Last year, the City anticipated the opening of new retail stores that would produce additional sales tax revenue, but these stores openings were delayed. Two additional retail stores are anticipated to open in 2020. This budget assumes General Fund sales tax revenues of \$465,000, which is slightly higher than last year’s budgeted revenues (\$460,000).

### **Other Revenues:**

- Permit Fees. Last year, residential and commercial development (and permit fees) decreased from 2018. Next year, we anticipate continued decrease in the level of residential and new commercial development. Also, Council approved an ordinance which reduced residential permit fees. These factors will result in less permit revenue and this budget projects a lower amount of revenue collected. In the near future, permit fee revenue is predicted to drop further once the remaining undeveloped property is built out.
- Franchise revenues are expected to increase slightly over last year, except for phone which will decrease.
- EMS Fees. Last year, EMS Fees increased sharply and this budget projects a continued increase.
- Other revenues are expected to generally remain level.



## **EXPENDITURES**

**Personnel:** Council accepted the 2019 Compensation Study update from Werling Associates, Inc. and this budget accounts for the recommended 3.25% salary raise recommendation and pay grade change recommendations for several positions. The budget accounts for a 3.5% change in our employee health benefits provided by the Texas Municipal League Health Benefits Pool. The budget includes an increase of the defined contribution of \$19 per employee/month which is an increase from \$553 to \$572 per employee (total cost increase is budgeted for \$11,200). This Budget proposes that the City continues to fund the Texas Municipal Retirement System at the full funding rate of 13.95%.

**Capital Expenditures Change:** In December 2017, the City Auditors recommended and the City adopted a change to how funds are expended from the Capital Replacement Fund. Previously, funds allocated in the Capital Replacement Fund were transferred to the General Fund and then items were purchased from the General Fund. City Auditors recommended that Capital Equipment be expended directly from the Capital Replacement Fund (similar to how we expend from the Crime Control Prevention District Fund). Over time, this will eliminate large fluctuations in the General Fund Operating Budget created by large purchases (e.g. a purchase of a \$1,200,000 fire truck or a \$600,000 drainage project purchased out of the General Fund would significant increase that year's budget). As a result of this change, most Departments have seen a drop in expenditures. Capital expenditures will be detailed in the Capital Replacement Fund.

**General Fund:** General Fund (GF) expenditures increased in personnel salaries and benefits, but remain generally constant in other day to day operations across all departments. Below is a brief review of requirements and highlighted changes for departments. Additional detail on changes can be located in front of each of the department's budget comparison report or in the budget for line item comparison.

**Administration:** The Administration Department budget requirements are slightly higher than last year and includes \$47,000 to move the fiber and other IT lines between City Hall and the Fire Department / Public Works. This budget includes \$6,000 funding within the Capital Replacement Fund for computer replacement as the end of life for computers using the Windows 7 operating system, proposes the replacement of one HVAC unit (to be purchased only if required) and \$50,000 (City's Share) for a new City Hall septic tank.

**Public Works:** The Public Works Department operating expenses are projected to increase slightly. The Budget includes funds for increased salaries, the street maintenance and restriping program, professional tree maintenance on municipal property and continued landscaping and maintenance of City Hall. From the Capital Replacement Fund, this budget funds the purchase of a replacement of a heavy duty wood chipper (\$327,000) and a zero turn mower (\$12,500). Additionally from the Capital Replacement Fund under Public Works, this budget proposes \$728,000 for drainage improvement projects and planning. Note: the planned work from FY2018-19 was mostly deferred until this budget year.

**Fire:** The Fire Department operating expenses are projected to remain generally stable and include the widening of the rear driveway for improved access of the new Fire Truck. Capital items funded from the Capital Replacement Fund includes \$8,000 for a bunker gear extractor (washing machine). The budget proposes the purchase one Taser (\$625) and one electronic ticket writer and printer (\$2,433) for use during Fire's law enforcement activities and additional training from the Crime Control Prevention District Fund.



**Police:** The Police Department operating expenses are projected to remain stable, The budget includes a number of purchases funded from the Crime Control Prevention District Fund: four static radar stations, two each for DeZavala and Lockhill Selma Roads (\$21,000), six ticket writers with one printer (\$11,363), six shotgun vehicle lock mounts (\$10,500), the continued funding of the Taser program over 5 years (\$8,640) as well as training and outreach expenditures.

**Capital Improvement/Replacement Fund:** The budget includes a “transfer-in” of \$297,582 from General Fund revenues to fund the future purchases of Capital Improvements and Equipment in accordance with the Capital Replacement Schedule. Expenditures in support of the Departments included: Administrative (\$41,837); Fire (\$206,623); and Public Works (\$44,122) and Drainage (\$5,000). A number of updates were made to the replacement schedule to improve accuracy and prepare for the future.

**Water Fund:** The budget includes a large increase in the debt service fee to fully support the Water Utility’s annual debt service, a small increase in water consumption revenues, an increase in operating expenditures and a reduction in Capital Equipment purchases. Significant costs from last year not budgeted this year include the unforecasted requirements to repair/replace the MIOX system, two pumps and the sand filters for well #9. This budget includes \$12,000 to loop the water lines within one cul-de-sac to improve water flow (there are 8 other cul-de-sacs anticipated for similar improvement). The Budget also includes transferring \$138,706 to the Water Capital Replacement Fund for future infrastructure, vehicles / equipment replacement.

**Street Maintenance Fund:** This past year, the City expects to receive revenues of approximately \$107,500 and projects approximately \$116,250 during the FY 2019-20 budget year. There are \$50,000 proposed expenditures included in this budget. Over time, the City will save funds in advance to address street maintenance requirements. Anticipated requirements include the repair of deteriorating streets in the old section of Shavano Park (Saddletree Road, Shavano Drive, and Fawn Drive), as well as the future resurfacing DeZavala Road, and Lockhill Selma Road.

**Court Restricted Fund:** The budget includes \$50,000 from court security funds for the installation of bullet resistant glass and hardening the walls in the Court Clerk’s office and \$4,200 police security during the monthly court sessions. A transfer of \$4,200 to the General Fund in support of the Municipal Court Incode software from the technology funds is also planned. Court restricted funds have very limited use and we have a \$55,544 fund balance.

**Debt:** The City of Shavano Park’s total debt obligation is \$3,430,000 with \$2,194,553 of this supported by water revenue.

I wish to extend my appreciation to each member of City Council for the contributions put forth by attending budget workshops, reviewing budget documents and providing guidance developing the adopted budget. I would also like to express my appreciation to the City Staff for their input and hard work in striving to maintain high levels of service to our residents.

*“Here to Serve!”*



Bill Hill  
City Manager

# 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
<b>Monday 6 May</b>	Brief Water Advisory Committee FY 2019-20 Goals and Objectives
<b>Monday 10 June</b>	Water Advisory Committee Meeting / Budget Workshop (Revenues, G&O)
<b>Wednesday 12 June</b>	Council Workshop 5:00pm – Set Initial Goals, Objectives, and Budget Guidance
3-14 June	Prepare Revenues for Preliminary Budget
<b>Monday 24 June</b>	Council Workshop - Budget Basics and Staff Analysis of Council Objectives / Salary Study Presentation 4:30pm (before regular City Council meeting)
<b>Monday 8 July</b>	Water Advisory Committee Meeting - Budget Workshop - Water Fund Expenses
<b>Tuesday 9 July</b>	Budget Work Shop 4:00pm – Capital Replacement Funds; Expense Estimates
25 July	Bexar County Appraisal District Provides Certified Tax Roll; pass to Council
~ July 25 - 2 August	Bexar County Tax Assessor Collector Calculates & Provides Effective and Roll Back Rates
<b>Tuesday 30 July (T)</b>	Water Advisory Committee Meeting - Approve Initial Water Fund Budget
<b>Thursday 8 August</b>	Special Council Meeting 5:30pm - <ul style="list-style-type: none"> <li>- City Manager Submits Proposed FY 2019-20 Budget (No anticipated Council action)</li> <li>- Receive Effective and Rollback Calculation</li> </ul>
<b>Wednesday 14 August</b>	Special Council Meeting / Workshop 5:30pm <ul style="list-style-type: none"> <li>- 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.</li> </ul>
<b>Tuesday 20 August</b>	Special Council Budget Workshop 5:30pm
Wednesday 21 August	Publish Notice of 2019 Tax Year Proposed Tax Rate (Effective & Rollback) (Dates of Public Hearings Published in News Paper)
<b>Monday 26 August</b>	Budget Work Shop 5:30pm / Regular Council Meeting
Wednesday 28 August	Publication Notice of 1 <sup>st</sup> and 2 <sup>nd</sup> Budget Reading
<b>Monday 16 September</b>	Special Council Meeting 6:30pm – <ul style="list-style-type: none"> <li>- 1<sup>st</sup> Reading of Budget/Public Hearing</li> <li>- Schedule and announce meeting to adopt tax rate 3-14 days from this date.</li> </ul>
<b>Monday 23 September</b>	Regular Council Meeting – <ul style="list-style-type: none"> <li>- 2<sup>nd</sup> Reading of Budget/Public Hearing</li> <li>- Adopt Budget by Ordinance</li> <li>- Levy Tax Rate by Resolution and take record vote</li> </ul>

# **BUDGET BASICS**

## **Budget Process**

The budget process is the key to the development of the City of Shavano Park's strategic plan, allowing City Council and the departments the opportunity to reassess goals and objectives and the means for accomplishing them. While the budget is reviewed and approved by the Council, its preparation begins much earlier, reassessing projected revenues, reserves and expenditures for the current year and future years.

## **What is the City Budget?**

The budget is one of the key policy documents in any city. It includes the financial planning and legal authority to obligate public funds.

Also, the budget provides policy direction by the City Council to the staff and the community about the role of the city and its services and programs. The budget estimates expected revenue and expenditures needed from each fund to meet the Council's policy objectives relating to the type, quantity and quality of services provided to the community.

According to the Government Finance Officers Association (GFOA), a municipal budget should serve as a policy document, a financial plan, an operations guide, and a communications device. The budget is designed to serve the following purposes:

### **A Policy Document**

The budget functions as a policy document in that the decisions made within the budget will reflect the general principles or plans that guide actions taken for the future. As a policy document, the budget makes specific attempts to link desired goals and policy direction to the actual day-to-day activities of the city staff.

City Councils adopt a variety of policy statements that are all woven into a budget. These include but are not limited to budget development policy guidance in a budget message, the financial policies, goals and priorities, and mission statements.

### **An Operations Guide**

The final budget should provide a clear presentation of each department's goals and objectives and articulate how those goals relate to the City's overall goals, objectives, and priorities. Each department's budget should also describe the level of service or activity necessary to meet the community's needs.

### **A Communications Tool**

The budget should include presentations that allow the reader to quickly grasp major issues, trends and choices. It should include an overview of significant budgetary trends, issues and resource choices that result in the allocation of funds to meet service needs and accomplish the City's highest priority goals.

### **A Financial Plan**

The budget is a Texas State law requirement of all cities. The budget must be adopted as a balanced budget and must be in place prior to the expenditure of any City funds. It is considered the legal authority to expend public monies, and controls those expenditures by limiting the amount of appropriation at the fund or departmental level. The budget must also provide an explanation of major revenue sources, the assumptions used in forecasting, and a discussion used for revenue trends affecting the City.

## **BASIS OF ACCOUNTING AND BUDGETING**

The budgetary and accounting policies contained in the budget document conform to generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). The accounting and financial reporting treatment that applies to a fund is determined by its measurement focus: Modified Accrual Basis or Accrual Basis.

### **Governmental Funds**

The governmental fund types use the modified accrual basis of accounting. Under this basis of accounting, revenues are budgeted when they are measurable and available and expenditures are budgeted in the period in which the liability is incurred, which is in accordance with GAAP. “Measurable” means the amount of the transaction that can be determined and “available” means the collectible period. The City considers the majority of its major revenues available when collected. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as liabilities when due.

Those revenues susceptible to accrual under the modified accrual method are property taxes and other taxes, intergovernmental revenue, and interest revenue. Licenses and permits, including fines and forfeiture revenues, are not susceptible to accrual because generally they are not measurable until received.

The fund balance approach of governmental funds or working capital approach can be identified as current assets less current liabilities. Governmental funds budget capital outlays as expenditures, but do not budget for non-cash expenditures such as accruals for sick and vacation liabilities and depreciation.

### **Proprietary Funds**

The proprietary funds use the accrual basis of accounting. Under this basis of accounting, revenues are recognized in the period in which they are earned and expenses are recognized when incurred. Proprietary funds also record depreciation and amortization of debt. For the purposes of this budget presentation, depreciation is not displayed and capital purchases and bond principal payments are included as expenses.

### **Budget Principles**

The budget principles vary from organization to organization, depending upon the local needs and concerns of citizens. Other factors also affect budget principles, such as the state of the local economy, the needs of the organization, the demands of the public for increased services, unfunded mandates and requirements of federal and state regulatory agencies. The budget prepared by the City takes a conservative perspective with regard to both revenues and expenditures. Although historical comparisons and trends are very useful, current data trends will sometimes take precedence over prior year trends.

Revenues are often anticipated either at or slightly above prior levels, unless there are other known factors that will significantly affect anticipated revenues either up or down. In addition, day to day expenditures are handled in the same manner. Additional budget assumptions are being considered as follows:

- Efficiently use and protect fiscal resources
- The quality of service will remain at existing levels with incremental improvements
- Staffing will not exceed existing levels (51)
- Current expenditures will not exceed current revenues (balanced budget)
- General Fund targets a fund balance at approximately 50% ( ~\$2.7M)
- Unassigned fund balance should be used for emergencies, one-time expenditures
- Excess Debt Service fund balance will continue to be used to pay down debt
- The scheduled yearly contribution to the Capital Replacement Fund used for future capital purchases will be fully funded

## **Budget Adjustments**

The City budget may be adjusted under Section 2-180 of the City of Shavano Park Code of Ordinances. Under Section 2-180, the City Manager has the authority to transfer balances within departments and programs. A Department Director may request a budget adjustment between line items, or categories of items, through the Finance Director and City Manager. The City Council must authorize all budget adjustments over \$10,000. In addition, the City Council may authorize three types of adjustments:

*Supplemental Appropriations.* If the City Manager certifies that revenues are available in excess of those estimated in the budget, an amendment ordinance may be prepared for City Council approval. Budget amendment ordinances are usually considered administrative and only require one reading. In general, the supplemental appropriations are evaluated using the following criteria:

- Why was the item not budgeted in the normal budget process?
- Why can't an adjustment be done within the Department to remedy the condition?

*Emergency Appropriations.* To meet public emergency affecting life, health, property or the public peace.

*Reduction of Appropriations.* If at any time during the fiscal year it appears probable that expected revenues will be insufficient to finance expenditures for which appropriations have been authorized, the City Council may adopt an ordinance to reduce appropriations.

All budget adjustments require approval as outlined in the table that follows this paragraph. All budget adjustments will be included in the Finance Director's monthly financial report to City Council.

Category	Amount	Authority to Approve			
		Department Head	Finance Director	City Manager	Council
Within Budget Category	< \$5,000	X	X		
	\$5,000-\$10,000		X	X	
Between Budget Categories within Department	\$1,000-\$5,000		X		
	\$5,000-\$10,000			X	
	Over \$10,000				X (Ordinance)
Between Departments	ALL			X	X (Ordinance)
Supplemental Appropriations*	ALL				X (Ordinance)
Emergency Appropriations	ALL			X	X (Ordinance)

\*City staff must identify revenue to cover any increase in expenditures.

# Financial Management Policy

The Financial Management Policy compiles all of the City's financial policies into one document. These statements are the tools used to ensure that the City is financially able to meet its current and future service needs. These policy statements safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

## Financial Objectives

### Revenues

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions, which adversely impact that source. One time/unpredictable revenue sources should not be utilized for ongoing expenses/expenditures.

#### **Primary Sources of Revenue:**

**Ad Valorem Property Taxes** - The City shall endeavor to reduce its reliance on property tax revenues by revenue diversification, implementation and continued use of user fees and economic development. The City shall also strive to stabilize its tax rate and minimize tax rate increases.

**Sales Taxes** - the City's portion of sales taxes percentage generated within the City limits is 2%, of which .5% goes directly to VIA. The breakdown of the remaining 1.5% is 1% City, .25% Crime Control District, and .25% for Street Maintenance Tax.

**User Fees** - specific charges established by the City for the purpose of covering City's operational and construction costs. Fees include but are not limited to: franchise, licenses, permits, EMS services, court fines, water, and impact fees.

**Grants** - should seek, apply for and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The potential for incurring ongoing costs will be considered prior to applying for a grant.

**Investments** - Invest and manage the City's cash to ensure its safety, provide necessary liquidity needs of the City and to achieve the highest possible yield.

### Expenditures

The City shall identify priority of must-fund services, establish and define appropriate service levels and administer the expenditure of available resources to ensure fiscal stability and the effective and efficient delivery of those services.



## **Fund Balance**

Fund balance, as defined in GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, is reported in the governmental fund financial statements according to five classifications that comprise a hierarchy based on the extent to which the City is bound to honor certain constraints on the use of financial resources with the governmental funds. The City approved a Fund Balance policy by ordinance #400-03-11 on October 6, 2011 following the Statement 54 guidelines. The ordinance is as follows:

Purpose – To provide a stable financial environment for the City of Shavano Park's operations that allows the City to provide quality services to its residents in a fiscally responsible manner designated to keep services and taxes as consistent as possible over time. This fund balance policy is meant to serve as the framework upon which consistent operations may be built and sustained.

### Definitions and policies-

- (1) Non-spendable fund balance includes amounts not in spendable form, such as inventory, or amounts required to be maintained intact legally or contractually, (e.g., inventory, prepaid items).
  - At the end of each fiscal year the City will report the portion of the fund balance that is not in spendable form as Non-Spendable Fund Balance on the financial statements.
- (2) Restricted fund balance includes amounts constrained for a specific purpose by external parties (e.g., Debt Service Fund, Crime Control District Fund, Court Restricted Fund, Capital Projects Fund, State and Federal grant funds).
  - At the end of each fiscal year, the City will report "restricted" fund balance for amounts that have applicable legal restrictions per GASB Statement 54.
- (3) Committed fund balance includes amounts constrained for a specific purpose by a government using its highest level of decision making authority.
  - The amount designated for Oak Wilt shall be classified as a Committed Fund Balance.
- (4) Assigned fund balance includes General Fund amounts constrained for a specific purpose by a governing body or by an official that has been delegated authority to assign amounts.
  - In accordance with GASB Statement 54, funds that are intended to be used for a specific propose but have not received the formal approval action at the governing body level may be recorded as Assigned Fund Balance. Likewise, redeploying assigned resources to an alternative use does not require formal action by the governing body. GASB Statement 54 states that resources can be assigned by the governing body or by another internal body or person whom the governing body gives authority to do so.

Therefore having considered the requirements to assign fund balance, it is the policy of the City that the City Manager will have the authority to assign fund balance of this organization based on intentions for use of fund balance communicated by the City Council.

(5) Unassigned fund balance. This is the residual classification for the government's General Fund and includes all spendable amounts not contained in the other classifications, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Unassigned fund balance can be used for emergency expenditures not previously considered. In addition, the resources classified as Unassigned can be used to cover expenditures for revenues not yet received.

- At the end of each fiscal year, the City will report as Unassigned Fund Balance for the General Fund the amount in excess of any funds that are otherwise legally restricted and the Committed Fund Balance. This amount is to be used for accumulating funding for capital projects, equipment replacement, and/or for budgetary shortfalls and unexpected expenditures. Appropriation from the Unassigned General Fund balance shall require the approval of the City Council.

It is the goal of the City to achieve and maintain an unassigned General Fund balance equal to 25 percent to 50 percent of budgeted expenditures. The City considers a balance of less than 20 percent to be a cause for concern, barring unusual or deliberate circumstances, and a balance of more than 50 percent as excessive. An amount in excess of 50 percent is to be considered for reservation to accumulate funding for capital projects and equipment, and/or to reduce the tax levy requirements, and shall be determined in conjunction with the annual budget process. In the event that the unassigned General Fund balance is less than the policy anticipates, the City shall plan to adjust budget resources in the subsequent fiscal years to restore the balance.

Appropriations from unassigned General Fund balance shall require the approval of the City Council and shall be only for one-time expenditures, such as capital purchases, and not for ongoing expenditures unless a viable plan designated to sustain the expenditures is simultaneously adopted.

(6) Spending order. The City Council will utilize funds in the following spending order:

- Restricted
- Committed
- Assigned
- Unassigned

## **Capital Expenditures and Improvements**

The City's current fund balance policy includes the funding mechanism for capital replacement. Council annually reviews and monitors the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources within the budget process.

## **Debt Management**

The City has established guidelines for debt financing that will provide needed capital equipment and infrastructure improvements, while minimizing the impact of debt payments on current and future revenues. The Council has the power, except as prohibited by law, to borrow money by whatever method it may deem to be in the public interest.

It is the objective of the Council to limit the debt issue to 1%-3% of valuations when possible.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt when funding capital expenditures and capital improvements. Sources of this cash shall include, but not be limited to, sales tax, utility system revenues, developer fees, inter-local agreements, and state and federal grants. Debt will not be used to fund current operating expenditures.

### **Types of Debt Sales:**

**Competitive Sales-** choose the bid that results in the lowest effective interest cost for the issuer.

**Negotiated Sales-** interest rates and underwriting spread are determined through negotiation with the underwriter, who has been previously selected to market the bonds.

**Private Placements-** a limited distribution to one or several investors.

### **Type of Debt Instruments:**

**General Obligation Bonds (GOs)** - Require voter approval and are secured by a promise to levy taxes in an amount necessary to pay annual debt services. The bonds must be issued for projects that are in accordance with the wording in the bond propositions.

**Certificates of Obligation (COs)** - Usually require no voter authorization (petition provision in State law). A notice of intent to issue is required. They can be secured solely by ad valorem taxes, issued for limited purposes such as land acquisition, judgment funding or purchase of heavy equipment or secured by an ad valorem tax and a revenue pledge, issued for any lawful purpose just as GOs.

**Contractual Obligations** - Require no authorization process and are used solely for the acquisition of personal property and are secured by ad valorem taxes or other pledgeable revenue.

**Tax Notes** - Require authorization by an ordinance and adoption by City Council and have a maximum maturity of 7 years, issued to fund public improvements; purchase of materials, supplies, equipment, machinery, buildings, and land; contractual obligations incurred for professional services; pay operating or current expenses; and cash flow shortfall.

**Revenue Bonds** - Require authorization by an ordinance and adoption by City Council and are generally payable from a designated source of revenue. Typically issued for revenue producing operating systems/projects, water utility systems, parks improvements, and special projects.

### **Economic Development**

Initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

### **Fiscal Monitoring**

Analyze financial data and prepare reports that reflect the City's financial performance and economic condition.

### **Accounting, Auditing and Financial Reporting**

Comply with prevailing federal, state and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA). Follow the guidance of the Governmental Finance Officers Association (GFOA), and the Texas Comptroller of Public Accounts' Transparency Stars Program.

### **Internal Control**

Maintain an environment to provide management with reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition.

### **Risk Management**

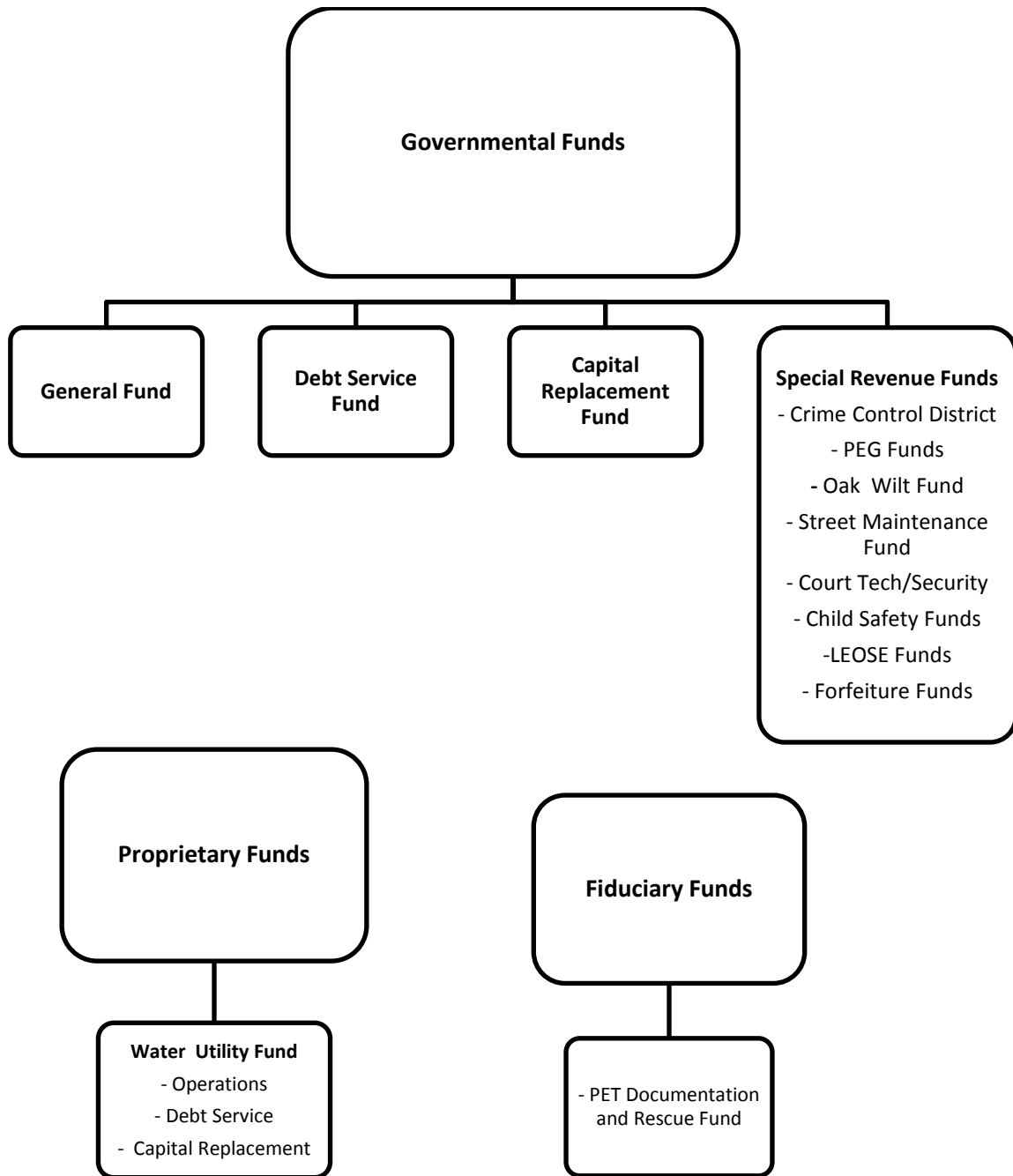
Prevent and/or reduce financial impact of claims and losses to the City through prevention/education and transfer of liability/insurance.

### **Budget**

Develop and maintain a balanced budget (defined as a term signifying budgeted expenditures being offset by budgeted revenues), which presents a clear understanding of goals, service levels and performance standards. The document shall, to the extent possible, be "user-friendly" for citizens.

# City of Shavano Park

## Fund Structure Flow Chart



## **Fund Structure**

The City accounts for revenue and expenditures based on the fund, an accounting system used by nonprofit organizations and agencies, particularly governments. The main purpose of the fund system is to ensure moneys are received and expended in compliance with legal requirements. Funds are also established to ensure accountability and proper tracking of revenues and expenditures for designated purposes. All funds described are governed by annual appropriations approved by the City Council and recorded as such. The budgetary accounting for City of Shavano Park financial activities is reflected within the following funds: Governmental Funds, Proprietary Funds, and Fiduciary Funds which comprise of approximately 13 separate funds.

### **Governmental Funds**

Governmental funds are used to account for general government operations and include the following funds:

#### **Major Funds**

The City currently has two funds that are classified as Major: the General Fund and the Capital Replacement Fund.

##### **10 - General Fund**

Accounts for all financial resources except those required to be accounted for in another fund. The General Fund is usually referred to as the operating fund and is used to finance the day-to-day operations of the City. It is the largest part of the City's financial operation and is always considered a major fund. Revenues are obtained from taxes, franchise fees, licenses and permits, charges for services, intergovernmental revenues, fines, and interest.

##### **70 – Capital Replacement Fund**

This fund is used to account for the acquisition and/or replacement of larger capital items and projects, such as fire equipment, police patrol vehicles, street reconstruction, and drainage projects. Funds are set aside from either current revenues or from unassigned fund balance per the fund balance policy adopted in October 2011 and are designated during the budget process for future use. It is classified as a major fund due to the amount of assets recorded in it.

#### **Non-Major Funds (Special Revenue)**

The City has a number of Special Revenue Funds which account for the proceeds of specific revenue sources (other than expendable trusts and major capital projects) that are legally restricted to expenditures for specified purposes either by federal, state or local action.

#### **40 - Crime Control District**

Sales tax revenues of one-fourth of one percent are used to finance the costs of crime control and crime prevention programs, including the costs for personnel, administration, expansion, enhancement, and capital expenditures. This tax expires every five years after it takes effect; voters must vote to continue in an election held for that purpose.

#### **42 – Public Education and Governmental Programming Fund (PEG)**

Fees paid to the City by state-issued cable/video franchises under Chapter 66 of the Texas Utilities Code. These fees are to be used only for the purchase of capital items such as buildings, equipment, cameras related to PEG's. No operating costs can be compensated with these dollars.

#### **45 – Oak Wilt Fund**

Revenues from tree trimming permits and fines collected for noncompliance are designated by ordinance to be placed in a separate fund to assist City residents in defraying costs to prevent the spread of oak wilt, if such event should occur.

#### **48 – Street Maintenance Fund**

Sales tax revenues of one-fourth of one percent are used only to maintain and repair municipal streets that existed on the date of the election to adopt the tax. It may not be used to build new streets. This tax expires every four years after it takes effect. Voters must vote to continue with this sales tax in an election held for that purpose.

#### **50 – Court Technology & Security Fund**

Court Technology fund is allowed by the state statute through a municipal ordinance to collect a court fee designated to finance the purchase and maintenance of Court technology.

Court Security fund is also allowed by state statute through a municipal ordinance to collect a security fee designated to be used for security personnel, services and items related to buildings that house the operations of Municipal Court.

#### **52 – Child Safety Fund**

Funds are collected at the county level through a fee on vehicle registration and divided, after certain expenses, amongst municipalities based on population. The funds are to be utilized to support programs designed to enhance child safety, health, or nutrition, including child abuse prevention and intervention and drug and alcohol abuse prevention.

### **53 – Law Enforcement Officers Standards Education Fund (LEOSE)**

Funds received from the Texas Comptroller to be utilized for continuing education for full time law enforcement officers.

### **54 – Forfeiture Funds**

Under Code of Criminal Procedure Chapter 59 Forfeiture of contraband allows for any proceeds forfeited to be utilized for purchases related to law enforcement.

## **Debt Service**

### **30 – Debt Service Fund**

The City's Debt Service Fund accounts for the accumulation of ad valorem tax - Interest and Sinking (I&S), intergovernmental revenue for the payment of long-term debt principal, interest, and related costs.

## **Proprietary Funds**

Proprietary funds are used to account for the City's activities that are similar to commercial enterprise operations.

## **Business-Type Activities**

### **20 – Water Utility Fund**

The Utility Fund consists of the operating budgets for Water operations in the City and generates revenues from the water services. Water rates must be sufficiently set to pay the total operations, maintenance, debt, and depreciation of the fund.

### **72 – Capital Replacement Fund**

This fund accounts for the acquisition and/or replacement of larger capital items and projects related to water operations and infrastructure. Funds are set aside from either current revenues or from unrestricted net assets. This fund was created October 2016 to assist in tracking for accounting and budgeting purposes.

## **Fiduciary Funds**

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and cannot be used to support the government's own programs.

### **75 – PET Documentation and Rescue Fund**

The PET Documentation Fund was established by ordinance in August 2007 for the funds related to the program.



## Chart of Accounts & Account Classification System

All account numbers begin with two digits indicating the fund. (See previous Fund Structure section)

Assets then have a five digit object code beginning with “1” and following in ascending order by liquidity. Liabilities have an object code beginning with “2”, and fund balance accounts have an object code beginning with “3”.

<u>Assets</u>		<u>Liabilities &amp; Fund Balances</u>	
<u>Fund</u>	<u>Object Code</u>	<u>Fund</u>	<u>Object Code</u>
XX -	1XXXX	XX -	2XXXX
		XX -	3XXXX

Revenue accounts follow the fund number with a seven digit object code starting with “599-” then four digits which indicates the revenue category and source.

<u>Revenues</u>		
<u>Fund</u>	<u>Object Code</u>	<u>Category</u>
XX-	599-1XXX	Taxes
XX-	599-2XXX	Franchise Fees
XX-	599-3XXX	Permits & Licenses
XX-	599-4XXX	Court Fees
XX-	599-5XXX	Water Sales
XX-	599-6XXX	Police/Fire
XX-	599-7XXX	Misc./Grants/Interest
XX-	599-8XXX	Transfers In

Expenditures/expenses follow the fund number with a three digit department code, followed by a 4 digit code beginning with “1” thru “9” delineating the categories.

**Expenditures/Expenses**

<u>Fund</u>	<u>Department</u>	<u>Object Code</u>	<u>Category</u>
XX-	XXX-	1XXX	Personnel
XX-	XXX-	2XXX	General Supplies/Materials
XX-	XXX-	3XXX	Services
XX-	XXX-	4XXX	Contractual
XX-	XXX-	5XXX	Equipment/Building Maintenance
XX-	XXX-	6XXX	Department Specific Materials
XX-	XXX-	7XXX	Utilities
XX-	XXX-	8XXX	Capital Outlay
XX-	XXX-	9XXX	Grant Funded and Transfers Out

## **Object Code Classification Definitions for Expenditures**

### **1010 SALARIES**

Salaries and wages paid to full, part-time, seasonal, and temporary employees filling council approved positions based on approved salary pay scale.

### **1015 OVERTIME**

Pay received by employees for hours exceeding their regular hour work period in accordance with federal wage and hour laws.

### **1020 MEDICARE**

City's portion of mandatory contributions into the Federal Social Security System at the rate of 1.45% to Medicare.

### **1025 UNEMPLOYMENT**

The City's unemployment tax, assessed by the Texas Workforce Commission, is based on an employee's first \$9,000 of compensation per calendar year and is computed in accordance with Chapter 204, Subgroup F of the Texas Unemployment Compensation Act.

### **1030 HEALTH INSURANCE**

Includes the City's portion of health insurance premiums paid for full-time employees and the portion paid towards dependents. The City contributes a set amount per employee, with any difference between the premium and defined contribution amount applied to dependent coverage, deposited to Health Reimbursement Account (HRA) or Health Savings Account (HSA) at the employee's option.

### **1031 HEALTH SAVINGS ACCOUNT (HSA)**

Charges related to management of the health insurance HRA and HSA funding.

### **1033 DENTAL**

The City covers an employee's full dental insurance premium and provides 25% towards dependent dental insurance.

### **1035 VISION**

The City covers an employee's full vision insurance premium and provides 25% towards dependent vision insurance.

### **1036 LIFE/ADD INSURANCE**

Includes City's portion of Life/Accidental Death & Dismemberment coverage for employees.

**1037 WORKER'S COMP**

Premiums paid to Texas Municipal League Intergovernmental Risk Pool (TML) for insurance coverage relating to on-the-job injuries.

**1040 TMRS**

The City participates in the Texas Municipal Retirement System (TMRS) for all positions performing 1,000 plus hours of service per fiscal year. The City's contribution rate changes in January of each year, is based on the participating employee's compensation and is 13.95% as of January 1, 2019.

**1070 CERTIFICATE PAY/SPECIAL ALLOWANCES**

A fixed amount set by the City for approved certifications held by full-time employees. May also include a mileage and cell phone allowance for certain departments.

**2020 OFFICE SUPPLIES**

Disposable supplies for general office use such as paper, pads, pens, pencils, ink cartridges, etc. and computer related items costing less than \$250 such as keyboards, mouse, travel drives.

**2025 BENEFITS CITYWIDE**

Expenditures related to tuition reimbursement for approved coursework, subject to a maximum annual reimbursement per class, per employee.

**2030 POSTAGE/METER RENTAL**

All material related to postage and delivery for city business, i.e. postage, courier services, express mail, bulk mail permit, and certain invoiced shipping charges.

**2035 COUNCIL/EMPLOYEE APPRECIATION**

Includes costs to promote Council/employee relations, functions, picnics, awards, proclamations, etc.

**2040 MEETING EXPENSE**

Materials, supplies, food, drinks, and other items for official council, city, and training meetings.

**2050 PRINTING/COPYING**

Costs associated with printing of card stock, door hangers, forms, business cards, utility bills, warrant notices, ticket books etc.

**2060 MEDICAL EXAMS/EMPLOYEE DRUG SCREENING/BACKGROUND CHECKS/TESTING**

Costs directly related for pre-employment drug screens, physicals, on-the-job accidents drug screens, background and driver license checks, written testing, and immunizations for needed positions.

## **2070 JANITORIAL/BUILDING SUPPLIES**

Items related to general building operations such as toilet paper, soaps, paper towels, light bulbs, cleaning products.

## **2080 UNIFORMS AND CLOTHING**

Costs to maintain/replace uniforms, badges, belts, boots, hats, etc., required to be worn in the course of specific employee's job.

## **2090 SMALL TOOLS**

Articles normally of small unit value costing less than \$500, which includes items such as testers, chain saw blades, shovels, weed eater heads, small hand tools, pocket chlorimeters, and batteries.

## **2091 SAFETY SUPPLIES/EQUIPMENT**

Equipment and supplies necessary for safety such as; gloves, safety vests, first aid kits, glasses, ice, dehydration drinks, hard hats, and rain slickers.

## **3010 ADVERTISING (LEGAL NOTICES)**

Cost for publication such as legal advertising, public notices, and recruiting.

## **3012 ENGINEERING AND CONSULTING**

Fees paid for professional services provided by engineering firms for various miscellaneous requirements not related to debt services projects. Also fees paid for professional service provided by outside providers for plan reviews.

## **3013 PROFESSIONAL SERVICES**

To include professional service performed for architectural, information technology, financial services, and those not relating to other specified categories approved by the City.

## **3015 PROFESSIONAL – LEGAL SERVICES/JUDGE/ PROSECUTOR/BUILDING INSPECTION**

Costs of legal services provided by attorneys for City day to day operations. Monthly fees paid to Municipal Court Judge and Prosecutor for services performed in Municipal Court. Monthly fees paid to independent firm for inspections of new homes/commercial properties, remodeling and various repair projects.

## **3016 CODIFICATION/HEALTH INSPECTION SERVICES**

Fees paid to update the code of ordinances books and online when new ordinances/codes are passed by Council. Monthly fees paid to independent party to perform annual health inspections.

## **3017 PROFESSIONAL – SANITARY INSPECTION**

Fees paid to independent party to perform sanitary inspections.

### **3020 ASSOCIATION DUES/SUBSCRIPTIONS/PUBLICATIONS**

Costs for subscriptions, professional publications and reference books, annual memberships, dues, and licenses with professional organizations and associations.

### **3030 TRAINING/EDUCATION**

Costs associated with tuition and registration of all professional meetings, seminars including education reimbursement, continuing education, and class "C" & "D" water licenses.

### **3040 TRAVEL/MILEAGE/LODGING**

Travel costs, lodging and meals while attending outside training and educational functions.

### **3050 & 3070 GENERAL LIABILITY AND PROPERTY INSURANCE**

Premiums paid to TML for general comprehensive liability, real and personal property, automobile/automobile physical damage liability, law enforcement liability, errors and omissions.

### **3060 UNIFORM SERVICE**

Costs to maintain/supply uniforms provided by an outside service provider required to be worn in the course of specific employee's job.

### **3072 ANIMAL CONTROL OPERATING SUPPLIES/SERVICES**

Includes supplies needed for animal control duties such as traps, snake poles/tubes, protective handling gloves costing less than \$250 per item. Services provided by veterinarian for confinement and medical needs.

### **3075 BANK SERVICE FEES**

Fees charged for banking services performed by the City depository and fees associated with accepting credit cards and equipment.

### **3085 WEBSITE TECHNOLOGY**

Costs associated with maintaining City web site, hosting, programming and posting; in addition to additional professional services for upgrades.

### **3087 CITIZENS COMMUNICATION/EDUCATION**

Costs related to publications either electronically or paper for citizens communications such as directory, e-newsletter, monthly printed newsletter, online survey services, special mailers. Costs associated supplies for citizen functions such as National Night Out, Town Hall meetings.

### **3090 COMMUNICATION EQUIPMENT**

All materials and services required for the proper maintenance and repair of communication equipment such as hand held radios including the purchase of new equipment costing less than \$500.

#### **4045 CONTRACT - RADIO FEES**

Fees paid to City of San Antonio for radio frequency tower use.

#### **4060 IT SERVICES**

Includes fees paid to the City's outside information technology contractor as well as warranties, licenses and other contractual items needed to maintain the City's information technology network.

#### **4075 COMPUTER SOFTWARE/MAINTENANCE**

Includes supplies and software as well as yearly license fees for the operation of computers, finance software, police software and printers thru various vendors such as; INCODE, Microsoft, Brazos Technology, Cardinal, and Badger.

#### **4083 AUDIT SERVICES**

Fees paid for the annual audit of the City's financial records as performed by a certified public accounting firm.

#### **4084 TAX APPRAISAL FEES**

Professional fees paid to Bexar County Appraisal District for the legally mandated appraisal services necessary to value property for ad valorem tax purposes.

#### **4085 TAX COLLECTOR (General Fund) EAA – WATER MANAGEMENT FEES (Water Utility Fund)**

General Fund - Professional fees paid to Bexar County Tax Assessor Collector for the collection and processing of statements for ad valorem taxes for the City. The charge is 1% on all funds collected by tax collector.

Water Utility Fund - amounts paid to the Edwards Aquifer Authority for monthly water management fees.

#### **4086 CONTRACT LABOR**

Amounts paid to outside parties for non-employee related services, typically on a short term, interim basis.

#### **4088 ELECTION EXPENSE**

All costs related to City elections as invoiced by the Bexar County Election Department and the related legal notices.



#### **4099 WATER RIGHTS/LEASE PAYMENTS**

Amounts paid by the Water Utility under signed water lease agreements.

#### **5005 EQUIPMENT LEASES**

Leasing of minor equipment for normal operations and routine maintenance requirements both permanent and temporary. i.e. copiers, lifts, power/air tools, skidsteers, excavators, etc.

#### **5010 EQUIPMENT MAINTENANCE & REPAIR**

Includes parts, supplies used in normal operation and routine maintenance of all equipment, i.e. pumps, motors, fittings, valves, repair clamps, lamps, curb stop replacements repairs to backhoe, bobcat, etc. equipment.

#### **5015 ELECTRONIC EQUIPMENT MAINTENANCE**

Electronic office equipment needing repair costing less than \$200 in the normal daily routine, i.e. printers, communication equipment, typewriters, calculator repair, computer replacement parts.

#### **5020 VEHICLE MAINTENANCE**

Includes supplies used in normal operation and routine maintenance of motor vehicles, i.e. oil change, radiator flush, wiper blades, flat tire repair, including tire replacement.

#### **5030 BUILDING AND GROUNDS MAINTENANCE**

Accounts for general maintenance and repair of buildings and structures including supplies, HVAC, plumbing, and electrical, fire extinguisher recharge, and repairs performed by others.

#### **5060 VEHICLE & EQUIPMENT FUEL**

Fuel i.e. gasoline, diesel, off road diesel, butane, natural gas for vehicles, machinery, and equipment.

#### **6011 CHEMICALS**

Items routinely needed for disinfection of water system and maintenance of the grounds such as but not limited to chlorine, salt, insecticides, fertilizer, ant killer, mosquito dunks, bleach, propane, lime and any other items that would be required as needed.

#### **6030 INVESTIGATIVE SUPPLIES/PROCESSING**

Items routinely purchased related to performing criminal investigations and evidence processing. Items such as finger print powder, tape, testing equipment, evidence bags.

#### **6032 POLICE PERSONAL PROTECTIVE EQUIPMENT (PPE) SUPPLIES/MAINTENANCE**

Basic supplies and replacement of PPE utilized by police officers such as Self Aid Buddy Aid kits, traffic cones, helmets, gas masks, ballistic shields, gloves, equipment, helmets, boots costing less than \$500.

#### **6035 FIREARMS EQUIPMENT**

Ammunition and firearms supplies used for training/carried by public safety personnel, including supplies for cleaning and protection of equipment.

#### **6040 EMS SUPPLIES**

General medical supplies related to operating ambulance services such as bandages, medicines, latex gloves, splints, syringes, disposal of biohazards etc.

#### **6045 FIRE FIGHTING/EQUIPMENT SUPPLIES**

Basic supplies related to maintenance and replacement for the firefighting equipment not considered an asset replacement such as hoses, nozzles, fittings, small hand tools, foam, etc.

#### **6050 WATER METERS & BOXES**

Includes the purchase of new meters and meter boxes for day to day operations, general maintenance, and new service.

#### **6055 FIRE HYDRANTS AND VALVES**

Includes the purchase of fire hydrants, valves, and or parts for new, replacement, and/or repairs.

#### **6060 HUEBNER STORAGE TANK (Water Utility) FIRE PPE SUPPLIES/MAINTENANCE (General Fund)**

Water Utility - 500,000 gallon water storage tank maintenance to include but not limited to supplies such as pipes, fittings, valves, meters, registers, chemical pumps, electrical parts, water measuring devices, etc. for maintenance, repair and/or replacement of items within the tank as well as required yearly tank inspections.

General Fund - basic supplies and replacement of Personal Protective Equipment utilized by fire fighters such as SCBAs, air testing equipment, repair to bunker pants, helmets, boots, etc.

#### **6061 WELL SITE #1 – ELEVATED/GROUND STORAGE TANKS**

A well site at Shavano Drive with a 150,000 gallon water storage tower, an 110,000 gallon ground storage tank for water blending, a MIOX/Sand Filter treatment facility which treats the Trinity water prior to blending in the ground storage tank. Includes, but not limited to, supplies such as pipes, meters, registers, fittings, valves, chemical pumps, electrical parts, water measuring devices, salt and filters etc. for maintenance, repair and/or replacement of items within the tanks as well as the required yearly tank inspections.

**6062 WELL SITE #2 – EAA MONITORED**

Monitoring site of the Edwards Aquifer located at Fawn Drive. The site is used by the Edwards Aquifer Authority and United States Geological Survey (USGS) to monitor water levels and for possible contaminants within the aquifer. The City only maintains the area for this well.

**6063 WELL SITE #3 –**

Site located at Cliffside Drive currently not in operation.

**6064 WELL SITE #4 –**

Site located at Cliffside Drive currently not in operation.

**6065 WELL SITE #5 - EDWARDS BLENDING**

Edwards Aquifer Supply Well located at Broken Bough which blends with Trinity Aquifer at well site 1. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for daily maintenance.

**6066 WELL SITE #6 – MUNICIPAL TRACT**

A water resource from the Edwards Aquifer located at Bike Way Lane. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for maintenance.

**6067 WELL SITE #7**

A water resource from the Edwards Aquifer located at Hunters Stream Street in San Antonio, Texas. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for maintenance.

**6068 WELL SITE #8**

A water resource from the Edwards Aquifer located at Hunters Stream Street in San Antonio, Texas. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts and other items necessary for maintenance.

**6069 WELL SITE #9 – TRINITY**

A Trinity Aquifer water resource located at Wagon Trail Road. To include maintenance and/or repair, replacement of water pipes, pumps, meter, registers, valves, fittings, clamps, electrical parts, landscaping and other items necessary for daily maintenance.

**6070 SCADA SYSTEM/MAINTENANCE**

Designed to allow for 24 hour continuous operation of the water system. Includes maintenance and repairs made to the electronics that monitor the system to include, CPU's, PLC's, level indicators, transmitters, circuit boards, computers, and monitoring devices.

**6071 SHAVANO DRIVE PUMP STATION**

Maintenance and repair of well site #1's pumps, VFDs, and water distribution system.

**6072 WATER SYSTEM MAINTENANCE**

Maintenance and repair of water distribution system lines and service lines. To include supplies such as pipe, clamps, fittings, valves, and other items necessary for repairs.

**6080 STREET MAINTENANCE/SUPPLIES/BEDDING MATERIAL**

Maintenance of City dedicated streets, roadways, and sidewalks, including hot mix asphalt, gravel, rock, rebar, crack seal, concrete, form boards, and cold mix. Expenses associated to general repairs due to age, maintenance, and water line repairs.

**6081 SIGN MAINTENANCE**

Includes all materials/services used in replacement/addition/maintenance of signs, signals, and street markings, barricades, traffic/safety cones.

**7040 ELECTRIC**

Costs for electricity for City facilities.

**7041 NATURAL GAS**

Costs for natural gas for City facilities.

**7042 PHONE/CELL**

Costs related to telephone service, pagers, cell and other communications services via land, VOIP, and wireless.

**7044 WATER**

Costs for water service at all City facilities.

**7045 STREET LIGHTS**

Costs for electricity for City street lights.

**NON-CAPITAL OUTLAY** - An expenditure that is an acquisition or an improvement (as distinguished from a repair) that is less than \$4,999 that will have a life of more than a year but will not be capitalized per purposes of financial statements. Items to be detailed and approved by Council.

**8010 NON CAPITAL - ELECTRONIC EQUIPMENT**

Includes items such as vehicle/equipment radios, radars, mobile data terminals (MDT) and printers and various electronic equipment not related to office equipment approved by the City Council and with values of less than \$4,999.

**8015 NON CAPITAL - OFFICE COMPUTER EQUIPMENT**

Includes items such as computers, printers, fax machines, monitors approved by the City Council and with values of less than \$4,999

**8020 NON CAPITAL - MAINTENANCE EQUIPMENT**

Items such as weed eaters, chain saws, water pumps, generators, push mowers and are approved by the City Council and with values of less than \$4,999.

**8025 NON CAPITAL - OFFICE FURNITURE AND EQUIPMENT**

Includes items such as office furniture, file cabinets, computers, refrigerators, microwave approved by the City Council and with values of less than \$4,999.

**CAPITAL OUTLAY** - An expenditure that is an acquisition or an improvement (as distinguished from a repair) of \$5,000 or more that will have a life of more than a year that will be capitalized. Items to be detailed and approved by Council.

**8030 CAPITAL - ELECTRONIC EQUIPMENT**

Includes items such as vehicle/equipment radios, radars, mobile data terminals (MDT) and printers and various electronic equipment not related to office equipment approved by the City Council and with values of more than \$5,000

**8045 CAPITAL - COMPUTER EQUIPMENT**

Includes items such as servers, printers, and copy/fax machines approved by the City Council with values of more than \$5,000.

**8050 CAPITAL - VEHICLES**

Expenditure towards acquisition of a motor vehicle of \$5,000 or more that will have a life of more than a year that will be capitalized and is approved by Council.

**8060 CAPITAL - EQUIPMENT**

Expenditure towards acquisition of equipment such as backhoe, trencher, skid loader of \$5,000 or more that will have a life of more than a year that will be capitalized and is approved by Council.

**8080 CAPITAL – IMPROVEMENT PROJECTS**

Expenditure towards major repair/reconstruction/relocation/new projects not otherwise included in existing category for more than \$5,000.

**8085 CAPITAL – STREETS**

Expenditure towards major repair or reconstruction of existing streets beyond just general maintenance approved by Council costing more than \$5,000.

**8081 CAPITAL - BUILDINGS**

Expenditure towards acquisition of buildings of \$5,000 or more that will have a life of more than a year that will be capitalized and is approved by Council.

**OTHER LINE ITEMS****9000 GRANT EXPENDITURES**

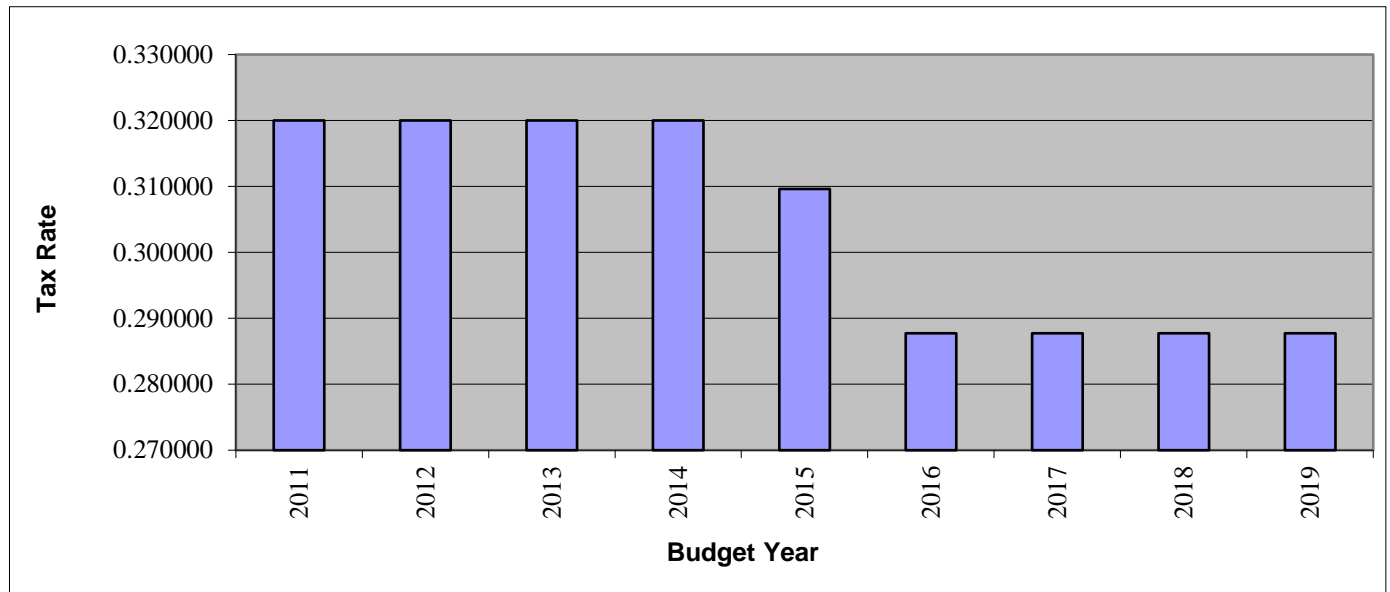
Expenditures financed via grants are separated from normal operations and maintenance items.

**9010 TRANSFER TO OTHER FUNDS**

Reallocation of City assets from one fund to another, generally for a specific, defined purpose.

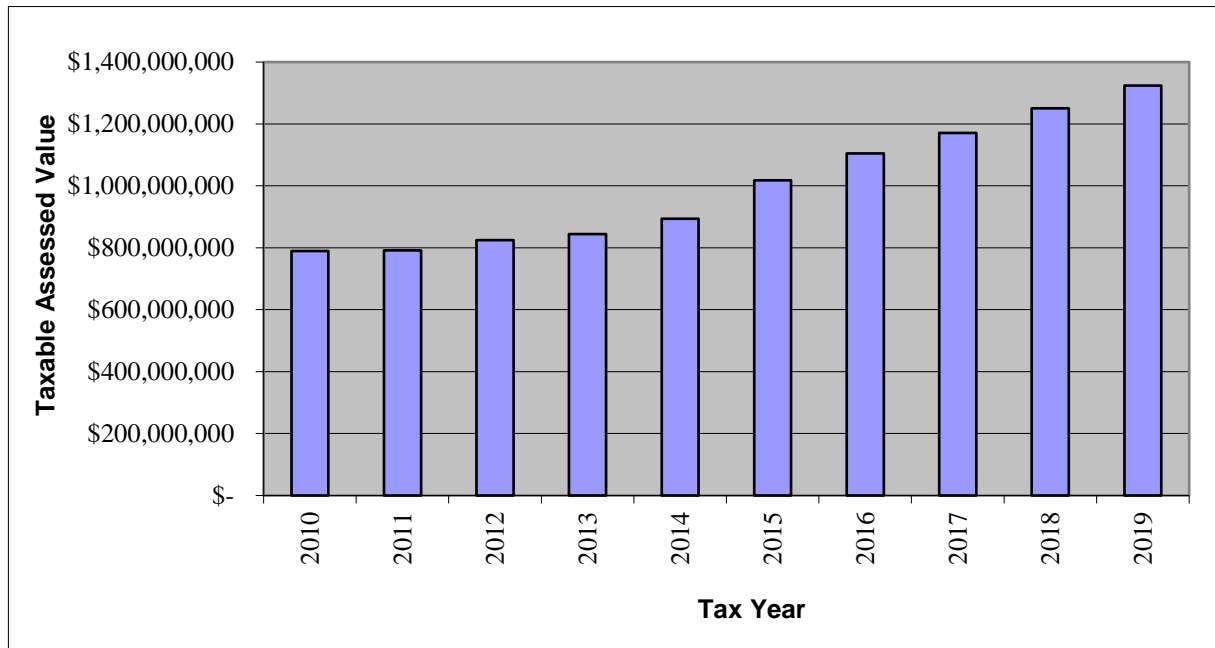
## City of Shavano Park Historical Ad Valorem Tax Rates

Budget Year	Tax Year		M&O	I&S	Total Tax Rate	Change	%	Taxes on \$717,490 Home Valuation	Change
2011	2010		0.29087	0.02913	<b>0.320000</b>	(0.0048)	-1.50%	<b>2,296</b>	<b>65</b>
2012	2011		0.28173	0.03827	<b>0.320000</b>	0.0000	0.00%	<b>2,296</b>	<b>0</b>
2013	2012		0.28243	0.03757	<b>0.320000</b>	0.0000	0.00%	<b>2,296</b>	<b>0</b>
2014	2013		0.27244	0.04756	<b>0.320000</b>	0.0000	0.00%	<b>2,296</b>	<b>0</b>
2015	2014		0.290429	0.019188	<b>0.309617</b>	(0.0104)	-3.35%	<b>2,222</b>	<b>(74)</b>
2016	2015		0.264066	0.023676	<b>0.287742</b>	(0.0219)	-7.60%	<b>2,065</b>	<b>(157)</b>
2017	2016		0.272352	0.015390	<b>0.287742</b>	0.0000	0.00%	<b>2,065</b>	<b>0</b>
2018	2017		0.274870	0.012872	<b>0.287742</b>	0.0000	0.00%	<b>2,065</b>	<b>0</b>
2019	2018		0.273279	0.014463	<b>0.287742</b>	0.0000	0.00%	<b>2,065</b>	<b>0</b>
2020	2019	Proposed	0.274995	0.012747	<b>0.287742</b>	0.0000	0.00%	<b>2,065</b>	<b>0</b>



## City of Shavano Park Historical Taxable Assessed Value

Budget Year Ending	Tax Year	Taxable Assessed Value Including Freeze	Change from Prior Valuation	%
2011	2010	\$ 789,548,590	\$ 3,683,395	0.47%
2012	2011	\$ 791,642,564	\$ 2,093,974	0.27%
2013	2012	\$ 824,544,198	\$ 32,901,634	4.16%
2014	2013	\$ 844,730,323	\$ 20,186,125	2.45%
2015	2014	\$ 894,520,940	\$ 49,790,617	5.89%
2016	2015	\$ 1,017,973,298	\$ 123,452,358	13.80%
2017	2016	\$ 1,104,407,608	\$ 86,434,310	8.49%
2018	2017	\$ 1,170,636,184	\$ 66,228,576	6.00%
2019	2018	\$ 1,250,999,383	\$ 80,363,199	6.86%
2020	2019	\$ 1,324,452,185 **	\$ 73,452,802	5.87%



\*\* Certified grand total reported from Bexar Appraisal District as of July 19, 2019. Includes all freeze taxable values as well as properties under protest. Excludes exemption amounts.



# City of Shavano Park

## Analysis of Tax Rates - FY 2018-19 vs. FY 2019-20

	FY 2018-19 Assessment	FY 2019-20 Current Rate	FY 2019-20 Rollback Rate	FY 2019-20 Effective Rate	FY 2019-20 Proposed
Total Taxable Assessed Value (Freeze not Included)	\$ 916,480,009	\$ 953,976,758	\$ 953,976,758	\$ 953,976,758	\$ 953,976,758
Total Tax Rate (Per \$100)	0.287742	0.287742	0.310584	0.290355	0.287742
Levy on Properties not subject to Ceiling Limit	\$ 2,637,098	\$ 2,744,992	\$ 2,962,899	\$ 2,769,919	\$ 2,744,992
Add Back: Actual Tax on Properties under Ceiling Limit	819,811	898,780	898,780	898,780	898,780
<b>Total City Tax Levy</b>	\$ 3,456,909	\$ 3,643,772	\$ 3,861,679	\$ 3,668,699	\$ 3,643,772
Less: Debt Service Portion (I&S) Collection	(132,551)	(121,603)	(121,603)	(121,603)	(121,603)
Less: Debt Service from Properties under Ceiling Limit	(41,207)	(39,816)	(36,888)	(39,458)	(39,816)
<b>Tax Levy Available to General Fund (M&amp;O) @ 100% *</b>	\$ 3,283,151	\$ 3,482,353	\$ 3,703,188	\$ 3,507,638	\$ 3,482,353
<b>Revenue Difference from FY 2018-19 for General Fund</b>		\$ 199,202	\$ 420,037	\$ 224,487	\$ 199,202
Tax Rate Comparison FY 2018-19 vs. FY 2019-20		\$ -	\$ 0.022842	\$ 0.002613	\$ -

\* Council guidance was to utilize 100% collection rate for budget purposes in FY 2019-20.

	FY 2018-19 Assessment	FY 2019-20 Current Rate	FY 2019-20 Rollback Rate	FY 2019-20 Effective Rate	FY 2019-20 Proposed
Rate Effects on Average Taxable Homestead Value	\$ 686,846	\$ 717,490	\$ 717,490	\$ 717,490	\$ 717,490
Total Tax Rate (Per \$100)	0.287742	0.287742	0.310584	0.290355	0.287742
Total City Tax Levy	\$ 1,976	\$ 2,065	\$ 2,228	\$ 2,083	\$ 2,065
Difference In City Tax Paid FY 2018-19 vs. FY 2019-20 **		\$ 88	\$ 252	\$ 107	\$ 88

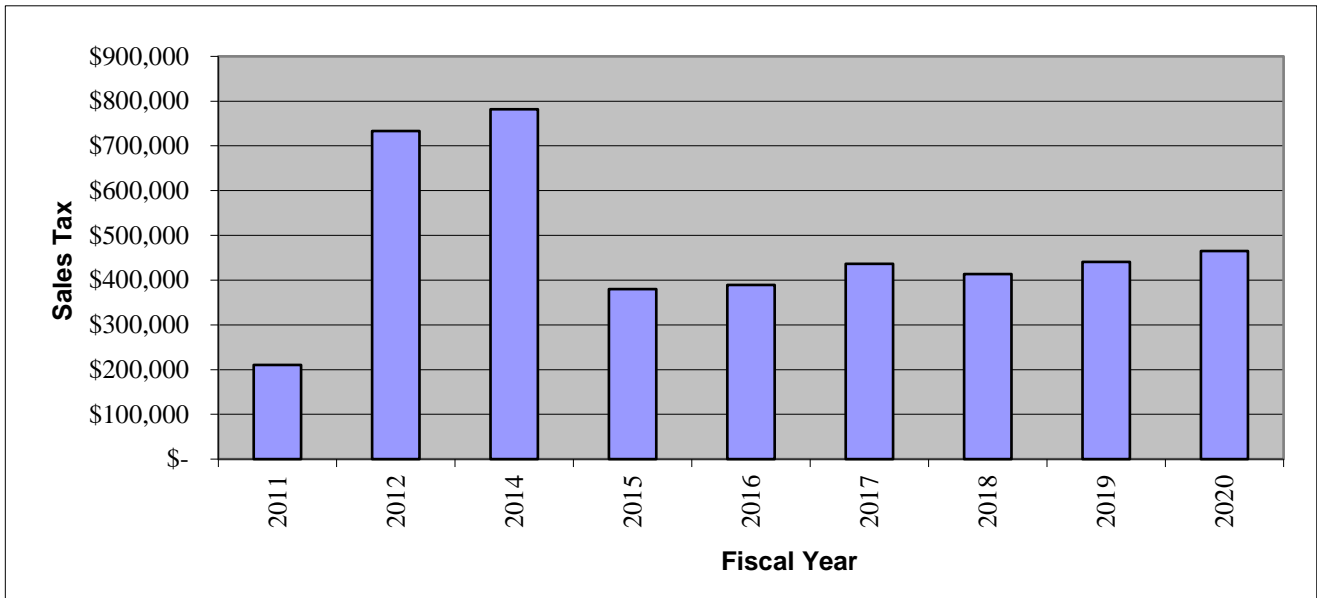
\*\* Difference for individual tax payers may be more or less depending on the specific appraised property values.

## City of Shavano Park Historical Sales Tax Rates

<b>Total</b>	<b>8.25%</b>
<b>State</b>	<b>6.25%</b>
<b>General Fund</b>	<b>1.00%</b>
<b>Street Maintenance Fund</b>	<b>0.25%</b>
<b>Crime Control District</b>	<b>0.25%</b>
<b>VIA</b>	<b>0.50%</b>

### General Fund Sales Tax Collections Only

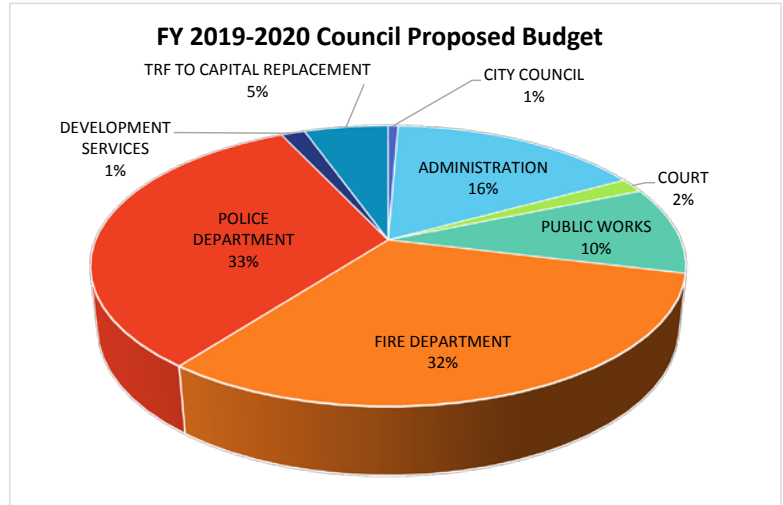
<b>Budget Year</b>	<b>Sales Tax Collected</b>	<b>Change from Prior Year</b>	<b>%</b>
2011	\$ 210,371	\$ 32,541	18.299%
2012	\$ 733,107	\$ 522,736	248.483%
2013	\$ 786,838	\$ 53,731	7.329%
2014	\$ 781,683	\$ (5,155)	-0.655%
2015	\$ 379,771	\$ (401,912)	-51.416%
2016	\$ 388,949	\$ 9,178	2.417%
2017	\$ 436,447	\$ 47,498	12.212%
2018	\$ 413,230	\$ (23,217)	-5.320%
2019 Estimated	\$ 440,600	\$ 27,370	6.623%
2020 Proposed	\$ 465,000	\$ 24,400	5.538%



## Historical General Fund Operational Expenditures by Department

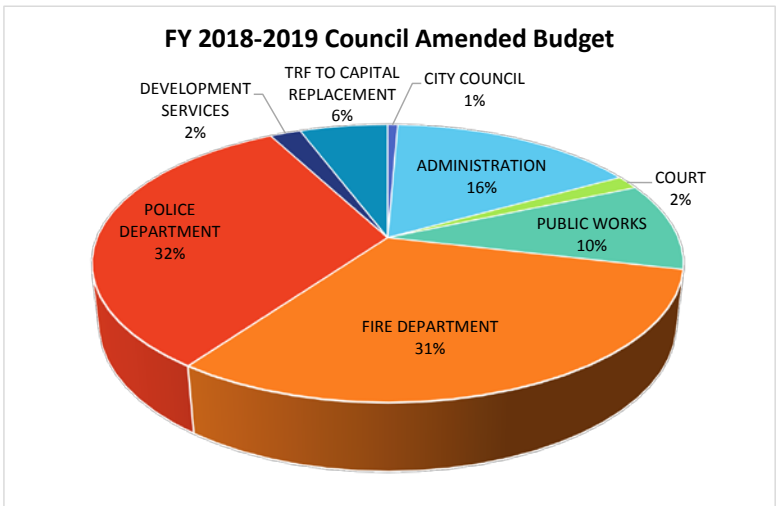
### FY 2019-2020 Council Proposed Budget

CITY COUNCIL	\$ 35,247	0.66%
ADMINISTRATION	895,254	16.73%
COURT	90,970	1.70%
PUBLIC WORKS	550,185	10.28%
FIRE DEPARTMENT	1,726,088	32.25%
POLICE DEPARTMENT	1,779,346	33.25%
DEVELOPMENT SERVICES	84,175	1.57%
TRF TO CAPITAL REPLACEMENT	297,582	5.56%
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ 5,458,847</b>	



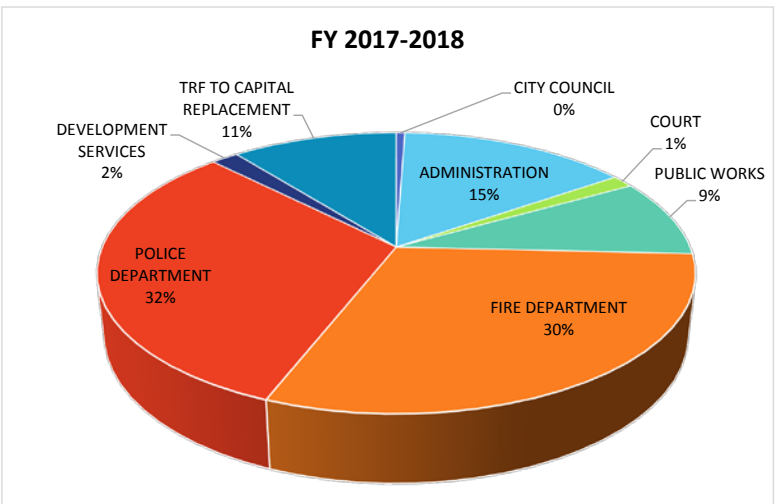
### FY 2018-2019 Council Amended Budget (UNAUDITED)

CITY COUNCIL	\$ 35,650	0.67%
ADMINISTRATION	866,820	16.20%
COURT	84,239	1.57%
PUBLIC WORKS	547,072	10.22%
FIRE DEPARTMENT	1,672,424	31.25%
POLICE DEPARTMENT	1,730,561	32.33%
DEVELOPMENT SERVICES	107,500	2.01%
TRF TO CAPITAL REPLACEMENT	307,756	5.75%
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ 5,352,022</b>	



### FY 2017-2018

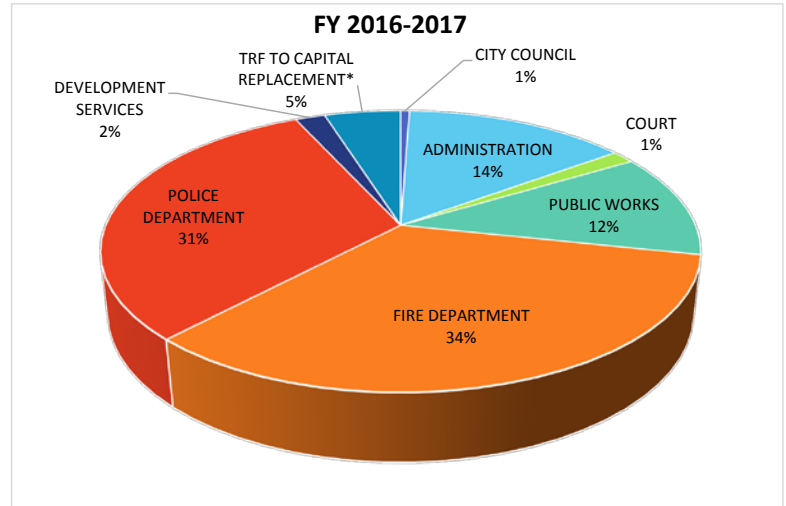
CITY COUNCIL	\$ 32,751	0.56%
ADMINISTRATION	872,623	14.82%
COURT	83,869	1.42%
PUBLIC WORKS	529,449	8.99%
FIRE DEPARTMENT	1,777,143	30.18%
POLICE DEPARTMENT	1,860,974	31.60%
DEVELOPMENT SERVICES	102,599	1.74%
TRF TO CAPITAL REPLACEMENT	629,635	10.69%
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ 5,889,043</b>	



## Historical General Fund Operational Expenditures by Department Cont.

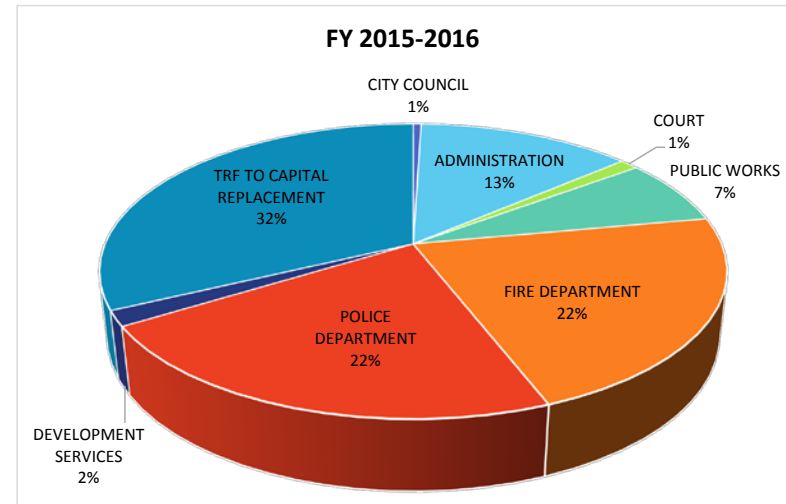
### FY 2016-2017

CITY COUNCIL	\$ 29,388	0.57%
ADMINISTRATION	734,748	14.36%
COURT	75,504	1.48%
PUBLIC WORKS	611,130	11.94%
FIRE DEPARTMENT	1,724,821	33.70%
POLICE DEPARTMENT	1,593,543	31.13%
DEVELOPMENT SERVICES	98,089	1.92%
TRF TO CAPITAL REPLACEMENT*	251,032	4.90%
<b>Total Expenditures &amp; Transfers Out</b>	<b>\$ 5,118,255</b>	



### FY 2015-2016

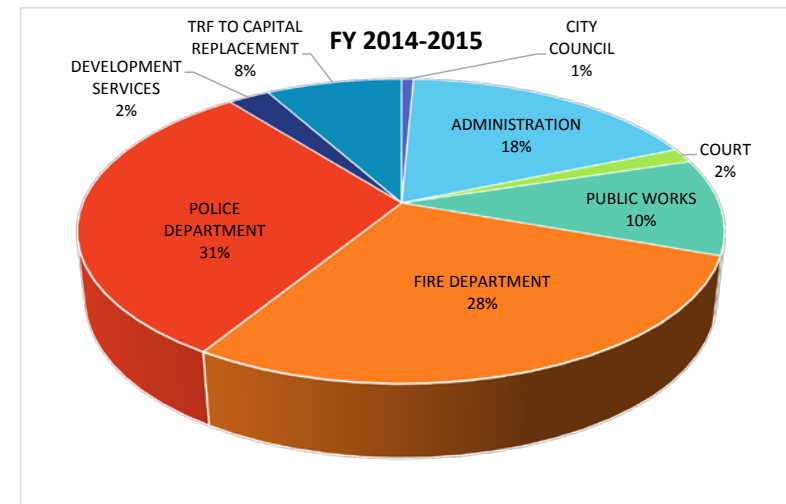
CITY COUNCIL	28,949	0.49%
ADMINISTRATION	785,588	13.23%
COURT	67,435	1.14%
PUBLIC WORKS	428,524	7.22%
FIRE DEPARTMENT	1,306,320	22.01%
POLICE DEPARTMENT	1,314,059	22.14%
DEVELOPMENT SERVICES	99,671	1.68%
TRF TO CAPITAL REPLACEMENT	1,905,486	32.10%
<b>Total Expenditures &amp; Transfers Out</b>	<b>5,936,032</b>	



\*Includes \$1,643,749 transfer from Fund Balance

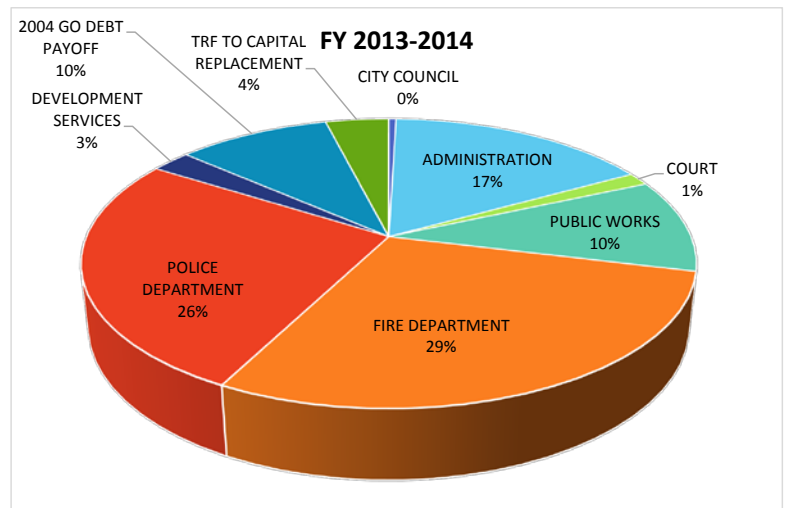
### FY 2014-2015

CITY COUNCIL	30,380	0.70%
ADMINISTRATION	779,172	17.95%
COURT	67,346	1.55%
PUBLIC WORKS	446,338	10.28%
FIRE DEPARTMENT	1,227,296	28.28%
POLICE DEPARTMENT	1,330,536	30.65%
DEVELOPMENT SERVICES	107,925	2.49%
TRF TO CAPITAL REPLACEMENT	351,406	8.10%
<b>Total Expenditures &amp; Transfers Out</b>	<b>4,340,399</b>	



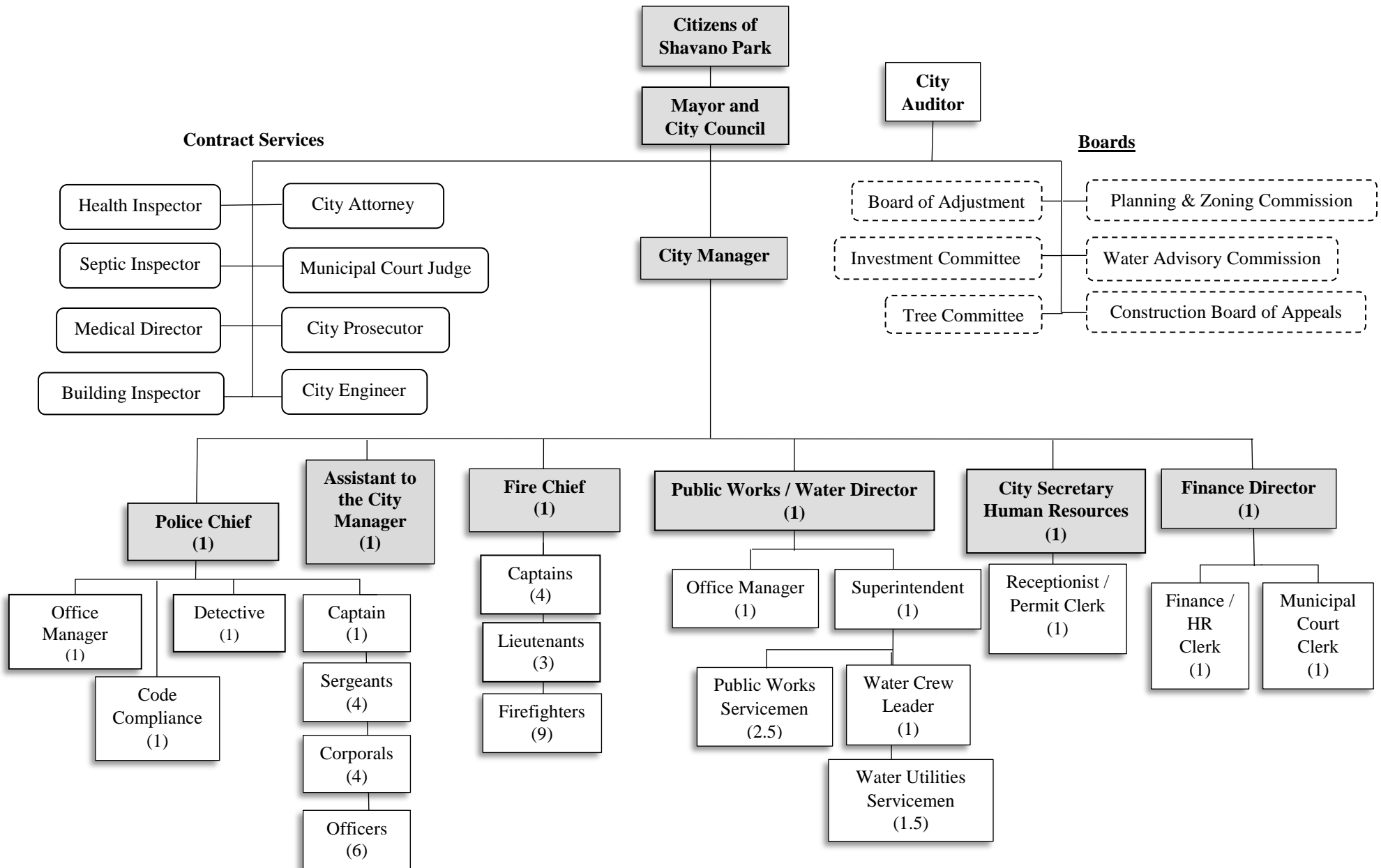
## Historical General Fund Operational Expenses by Department Cont.

<b>FY 2013-2014</b>		
CITY COUNCIL	20,362	0.47%
ADMINISTRATION	718,161	16.47%
COURT	62,219	1.43%
PUBLIC WORKS	456,473	10.47%
FIRE DEPARTMENT	1,255,704	28.79%
POLICE DEPARTMENT	1,148,824	26.34%
DEVELOPMENT SERVICES	107,904	2.47%
2004 GO DEBT PAYOFF	418,554	9.60%
TRF TO CAPITAL REPLACEMENT	172,808	3.96%
<b>Total Expenditures &amp; Transfers Out</b>	<b>4,361,009</b>	



# ORGANIZATIONAL FLOWCHART

Approved by Council on August 26, 2019.



## HISTORICAL STAFFING LEVELS

						City Manager Proposed
	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>
<b>10-General Fund</b>						
GENERAL ADMINISTRATION - 601						
City Manager	1	1	1	1	1	1
City Secretary	1	1	1	1	1	1
Finance Director	1	1	1	1	1	1
HR/Finance Clerk	1	1	1	1	1	1
Permit Clerk	1	1	1	1	1	1
Planner/Information Systems Manager	1	1	1	0	0	0
Assistant to the City Manager	0	0	0	1	1	1
Department Total	6	6	6	6	6	6
MUNICIPAL COURT - 602						
Court Clerk	1	1	1	1	1	1
PUBLIC WORKS - 603						
Director of Public Works 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Office Manager 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Superintendent 50/50	0	0	0	0.5	0.5	0.5
Public Works/Water Foreman 50/50	0.5	0.5	0.5	0	0	0
Public Works Servicemen	2.5	2.5	2.5	2.5	2.5	2.5
Department Total	4	4	4	4	4	4
FIRE DEPARTMENT - 604						
Fire Chief	1	1	1	1	1	1
Fire Admin/Lieutenant	0	0	1	1	1	0
Captain	2	2	1	1	0	0
Fire Captain	1	1	2	2	3	4
Fire Lieutenant	3	3	3	3	3	3
Fire Fighter	10	10	9	9	9	9
Department Total	17	17	17	17	17	17
Paramedic Certification	8	8	10	10	10	10

Note: Paramedic certification positions are not additional personnel, but are included within the above Fire Department categories.

## HISTORICAL STAFFING LEVELS

City  
Manager  
Proposed

2014/2015   2015/2016   2016/2017   2017/2018   FY 2018-19   FY 2019-20

### 10-General Fund (continued)

#### POLICE 605

Police Chief	1	1	1	1	1	1
Police Office Manager	1	1	1	1	1	1
Police Captain	0	0	0	1	1	1
Police Lieutenant	1	1	1	0	0	0
Police Investigator/Sergeant	1	1	1	1	1	1
Police Sergeant	4	4	4	4	4	4
Police Corporal	4	4	4	4	4	4
Police Officer	4	4	4	6	6	6
Police Officer/Code Enforcement	1	1	1	1	1	1
Department Total	17	17	17	19	19	19
General Fund Total	45	45	45	47	47	47

### 20 - Water Fund

#### WATER - 606

Director of Public Works 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Office Manager 50/50	0.5	0.5	0.5	0.5	0.5	0.5
Public Works/Water Superintendent 50/50	0	0	0	0.5	0.5	0.5
Public Works/Water Foreman	0.5	0.5	0.5	0	0	0
Water Crew Leader	0	0	0	0	1	1
Water Servicemen	2.5	2.5	2.5	2.5	1.5	1.5
Water Fund Total	4	4	4	4	4	4
<b>CITY - WIDE TOTAL</b>	<b>49</b>	<b>49</b>	<b>49</b>	<b>51</b>	<b>51</b>	<b>51</b>



**CITY OF SHAVANO PARK  
COMBINED FUND SUMMARY**

	FY 2015 - 16 ACTUAL	FY 2016 - 17 ACTUAL	FY 2017 - 18 ACTUAL	FY 2018 - 19 ADOPTED	FY 2018 - 19 AMENDED	FY 2019 - 20 PROPOSED
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>						
GENERAL FUND	\$ 4,536,031	\$ 5,633,531	\$ 5,465,938	\$ 5,213,342	\$ 5,300,022	\$ 5,458,847
WATER UTILITY FUND	850,739	964,822	945,883	865,519	865,519	1,023,490
CRIME CONTROL FUND	247,272	112,526	111,282	121,000	121,000	123,750
PEG FUND	15,392	15,239	17,382	16,500	16,500	17,200
OAK WILT FUND	37,710	13,700	12,915	10,500	10,500	11,000
STREET MAINTENANCE FUND	97,237	109,112	103,308	115,000	115,000	116,250
COURT TECHNOLOGY/SECURITY FUND	8,739	8,366	8,084	7,700	7,700	7,500
CHILD SAFETY FUND	3,928	3,487	4,222	4,200	4,200	4,000
LEOSE FUND	1,595	1,570	1,552	1,550	1,550	1,550
POLICE FORFEITURE FUND	1	18	-	-	-	-
GENERAL CAPITAL IMPROVEMENT/REPLACEMENT FUND	1,905,699	261,149	666,063	265,756	357,756	332,582
PET DOCUMENTATION & RESCUE FUND	-	7	25	-	-	-
DEBT SERVICE FUND	237,936	174,495	145,303	132,551	1,232,934	121,603
<b>TOTAL REVENUES &amp; OTHER FINANCING SOURCES</b>	<b>\$ 7,942,279</b>	<b>\$ 7,298,022</b>	<b>\$ 7,481,957</b>	<b>\$ 6,753,618</b>	<b>\$ 8,032,681</b>	<b>\$ 7,217,772</b>
LESS INTERFUND TRANSFERS	(37,088)	(856,327)	(1,109,785)	(266,206)	(341,806)	(333,022)
<b>NET REVENUES</b>	<b>\$ 7,905,191</b>	<b>\$ 6,441,695</b>	<b>\$ 6,372,172</b>	<b>\$ 6,487,412</b>	<b>\$ 7,690,875</b>	<b>\$ 6,884,750</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>						
GENERAL FUND	\$ 5,936,032	\$ 5,118,256	\$ 5,889,042	\$ 5,213,342	\$ 5,352,022	\$ 5,458,847
WATER UTILITY FUND	994,797	1,281,286	849,327	822,353	831,853	899,184
CRIME CONTROL FUND	90,120	222,326	251,609	84,565	88,165	85,901
PEG FUND	-	-	35,784	1,600	1,600	19,300
OAK WILT FUND	-	-	-	500	500	500
STREET MAINTENANCE FUND	-	-	-	-	50,000	50,000
COURT TECHNOLOGY/SECURITY FUND	5,046	4,013	8,749	18,400	8,400	58,400
CHILD SAFETY FUND	3,530	3,627	5,244	5,000	5,000	5,000
LEOSE FUND	3,469	3,871	2,065	1,550	1,550	1,550
POLICE FORFEITURE FUND	-	6,244	-	-	-	-
GENERAL CAPITAL IMPROVEMENT/REPLACEMENT FUND	173,882	300,620	302,210	1,052,690	2,212,174	839,500
PET DOCUMENTATION & RESCUE FUND	-	-	-	-	-	2,326
DEBT SERVICE FUND	207,714	203,345	202,381	208,897	1,309,280	199,351
<b>TOTAL EXPENDITURES &amp; OTHER FINANCING USES</b>	<b>\$ 7,414,590</b>	<b>\$ 7,143,588</b>	<b>\$ 7,546,411</b>	<b>\$ 7,408,897</b>	<b>\$ 9,860,544</b>	<b>\$ 7,619,859</b>
LESS INTERFUND TRANSFERS	(37,088)	(856,327)	(1,109,785)	(266,206)	(341,806)	(333,022)
<b>NET EXPENDITURES</b>	<b>\$ 7,377,502</b>	<b>\$ 6,287,261</b>	<b>\$ 6,436,626</b>	<b>\$ 7,142,691</b>	<b>\$ 9,518,738</b>	<b>\$ 7,286,837</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 527,689</b>	<b>\$ 154,434</b>	<b>\$ (64,454)</b>	<b>\$ (655,279)</b>	<b>\$ (1,827,863)</b>	<b>\$ (402,087)</b>
<b>BEGINNING COMBINED FUND BALANCE</b>	<b>10,330,795</b>	<b>10,858,484</b>	<b>11,131,714</b>	<b>11,066,314</b>	<b>11,066,314</b>	<b>9,238,451</b>
<b>PRIOR PERIOD ADJUSTMENT</b>	<b>-</b>	<b>118,796</b>	<b>(946)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING COMBINED FUND BALANCE</b>	<b>\$ 10,858,484</b>	<b>\$ 11,131,714</b>	<b>\$ 11,066,314</b>	<b>\$ 10,411,035</b>	<b>\$ 9,238,451</b>	<b>\$ 8,836,364</b>

**CITY OF SHAVANO PARK**  
**PROPOSED BUDGET SUMMARY BY FUND**  
**FY 2019 - 20**

			GENERAL CAPITAL						COURT						POLICE		PET DOC. &					
	GENERAL	WATER	CRIME CONTROL	IMPROVEMENT/REPLACEMENT	PEG FUND	OAK WILT	STREET MAINTENANCE	TECHNOLOGY & SECURITY	CHILD SAFETY	LEOSE	FORFEITURE	RESCUE	DEBT SERVICE	TOTAL								
REVENUES AND OTHER FINANCING SOURCES:																						
PROPERTY TAX	\$	3,536,853	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	121,603	\$	3,658,456
SALES TAX		465,000		-		116,250		-		-		116,250		-		-		-		-		697,500
OTHER TAXES		23,000		-		-		-		-		-		-		-		-		-		23,000
FRANCHISE FEES		482,500		-		-		-		-		-		-		-		-		-		482,500
CHARGES FOR SERVICES		-		963,090		-		-		-		4,000		-		-		-		-		967,090
PERMITS/LICENSES		372,000		-		-		-		16,000		11,000		-		-		-		-		399,000
COURT FEES		172,750		-		-		-		-		7,500		-		-		-		-		180,250
POLICE/FIRE REVENUE		168,900		-		-		-		-		-		-		-		-		-		168,900
INTEREST		81,194		12,000		7,500		35,000		1,200		-		-		-		-		-		136,894
MISCELLANEOUS/GRANTS		121,210		48,400		-		-		-		-		-		1,550		-		-		171,160
INTERFUND TRANSFERS		35,440		-		-		297,582		-		-		-		-		-		-		333,022
TOTAL REVENUES AND SOURCES	\$	5,458,847	\$	1,023,490	\$	123,750	\$	332,582	\$	17,200	\$	11,000	\$	116,250	\$	7,500	\$	4,000	\$	1,550	\$	7,217,772
EXPENDITURES AND OTHER FINANCING USES:																						
GENERAL GOVERNMENT	\$	1,056,513	\$	-	\$	-	\$	64,000	\$	19,300	\$	500	\$	-	\$	-	\$	-	\$	2,326	\$	1,142,639
JUDICIAL		90,970		-		-		-		-		-		58,400		-		-		-		149,370
PUBLIC WORKS		599,307		711,150		-		767,500		-		50,000		-		-		-		-		2,127,957
PUBLIC SAFETY		3,712,057		-		85,901		8,000		-		-		-		5,000		1,550		-		3,812,508
DEBT SERVICE		-		188,034		-		-		-		-		-		-		-		-		387,385
TOTAL EXPENDITURES AND USES	\$	5,458,847	\$	899,184	\$	85,901	\$	839,500	\$	19,300	\$	500	\$	50,000	\$	58,400	\$	5,000	\$	1,550	\$	7,619,859
REVENUES AND SOURCES OVER (UNDER) EXPENDITURES AND USES	\$	-	\$	124,306	\$	37,849	\$	(506,918)	\$	(2,100)	\$	10,500	\$	66,250	\$	(50,900)	\$	(1,000)	\$	-	\$	(402,087)
BEGINNING FUND BALANCE		2,597,013		3,403,167		582,878		1,784,677		104,541		93,247		469,600		56,224		2,977		-		9,238,451
ENDING FUND BALANCE	\$	2,597,013	\$	3,527,473	\$	620,727	\$	1,277,759	\$	102,441	\$	103,747	\$	535,850	\$	5,324	\$	1,977	\$	-	\$	8,836,364

# **Strategic Goals and Objectives**

## **Strategic Vision**

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small town traditions amid the surrounding area's urban growth.

## **Mission**

The City of Shavano Park provides exceptional leadership and delivers exemplary municipal services in a professional, cost-effective and efficient manner to citizens, business owners and visitors to facilitate economic growth and enable an exceptional quality of life and workplace consistent with our small town values and character.

## **Values**

- Honesty
- Integrity
- Accountability
- Excellence
- Professionalism
- Innovation
- Inclusiveness
- Open, clear, proactive and transparent communications and Government
- Responsiveness and Customer Service

## **Essential Task List**

- Provide, Efficiently Use, and Protect Fiscal Resources
- Maintain Effective Staffing Resources
- Provide and Maintain Infrastructure
- Maintain a Superior Water System
- Provide Police Services
- Provide Fire / EMS Services
- Conduct Municipal Planning
- Enforce Ordinances / Standards consistently
- Provide Outstanding Customer Service to citizens and visitors

## **Strategic Goals**

1. Provide excellent municipal services while anticipating future requirements
2. Protect and provide a city-wide safe and secure environment
3. Preserve City property values, protect fiscal resources and maintain financial discipline
4. Maintain excellent infrastructure (buildings, streets and utilities)
5. Enhance and support commercial business activities and opportunities
6. Enhance the City image and maintain a rural atmosphere
7. Promote effective communications and outreach with citizens
8. Mitigate storm water runoff

## **Objectives**

### **1. Provide excellent municipal services while anticipating future requirements**

- Provide exceptional customer service to citizens and visitors
- Enforce ordinances / policies consistently
- Engage residents to participate in municipal planning
- Review Contracts / Professional Services and request RFQs as appropriate
- Fully fund Capital Replacement requirements as scheduled

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

- Effectively conduct “Community Policing” to keep Shavano Park citizens safe
- Actively respond to citizen concerns
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code provisions
- Proactively pursue reduction of neighborhood crime across the city
- Consistently maintain average police and fire response times to 3-4 minutes
- Routinely emphasize friendly “customer service” and image of City while patrolling
- Effectively communicate to citizens police security efforts in crime control measures and trends
- Fully implement the standard procedures for the new Fire Engine 139 and ensure safe access across the City
- Continue fire safety measures / improvements by reducing the risk of a forest fire for all municipal areas in coordination with the Texas A&M Forest Service

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

- Investigate revenue enhancement options
- Continue growth of the Oak Wilt Fund
- Strive to earn the Texas Comptroller Transparency Star Award
- Earn Government Finance Officers Association Budget Award
- Maintain Reserves in accordance with our Fund Balance Policy

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

- Complete a city-wide street assessment, maintenance, and replacement schedule
- Continue to implement asphalt preservation applications east side of NW Military from De Zavala to Cliffside Road; applications include crack seal and seal coat to assist in maintaining pavement conditions.
- Implement environmentally friendly parking options in partnership with TxDOT and otherwise promote natural parking south of City Hall.
- Maintain essential public water infrastructure to include a capital replacement program.
  - Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete remediation of at least one such dead end main each year until all resolved
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020
- Complete planning with TxDOT for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project
- Assess City requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources to resource
- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank
- Complete the plan to remodel the City Hall public bathrooms.
- Widen rear driveway to allow for better access of ladder truck to rear of truck bays

### 5. Enhance and support commercial business activities and opportunities

- Continue to survey Shavano Park businesses concerning city support
- Continue to maintain an updated business directory supplement and include in the Shavano Park resident directory

### 6. Enhance the City Image while maintaining a rural atmosphere

- Emphasize friendly customer service and make opportunities to engage with public
- Continue to coordinate with Bitterblue for completion of sidewalk trail north from Lockhill Selma to Salado Creek; Continue to study and monitor Cliffside trail while improving trail safety.
- Consider a City/Community partnership in securing a City pavilion / playscape

6. Enhance the City Image while maintaining a rural atmosphere (continued)

- Implement recommendations concerning access from Cliffside to the San Antonio Linear Park and trail system
- Continue Tree City USA recognition
- Continue and promote Firewise recognition
- Develop a plan and implement a second rain garden at City Hall and consider plans for other locations
- Develop and implement a landscaping plan for the City Monument at City Hall and other city properties
- Maintain and promote National Wildlife Federation recognition as a Community Wildlife Habitat

7. Promote effective communications and outreach with citizens

- Maintain and continue to improve the City Communications Plan
- Conduct five City sponsored events (Arbor Day, Independence Day, National Night Out, December Celebration, Picnic in the Park)
- Support the City of Shavano Park celebration of Fiesta in coordination with Arbor Day with Fiesta Metals
- Maintain City website and evaluate additional website applications
- Conduct written engagements with Citizens (Water System, Town Plan, RR Stickers, Key Numbers, i-INFO)
- Continue to conduct website surveys
- Survey residents concerning the value of the Community Directory and consider options for publishing in 2021
- Decide and consider options for comprehensive Town Plan for 2018

8. Mitigate storm water runoff

- Support the mitigation of stormwater problems throughout the City
- Complete Drainage plan culverts at Chimney Rock, Windmill and Bent Oak.
- 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
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible
- Continue drainage improvements
- Provide maintenance of our storm water system, including inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects
- Examine Lockhill Selma pooling of water

## 10 - GENERAL FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 2,649,013	\$ 2,597,013	
<b>TOTAL REVENUES AND OTHER SOURCES</b>	\$ 5,300,022 *	\$ 5,458,847	\$ 158,825
<b>DEPARTMENT EXPENDITURES AND OTHER USES:</b>			
CITY COUNCIL	\$ 35,650	\$ 35,247	\$ (403)
ADMINISTRATION	918,898	937,091	18,193
COURT	84,239	90,970	6,731
PUBLIC WORKS	594,644	599,307	4,663
FIRE DEPARTMENT	1,880,530	1,932,711	52,181
POLICE DEPARTMENT	1,730,561	1,779,346	48,785
DEVELOPMENT SERVICES	107,500	84,175	(23,325)
<b>TOTAL EXPENDITURES AND OTHER USES</b>	<b>\$ 5,352,022</b>	<b>\$ 5,458,847</b>	<b>\$ 106,825</b>
<b>TOTAL REVENUES AND OTHER SOURCES OVER (LESS) THAN EXPENDITURES AND OTHER USES</b>	<b>\$ (52,000)</b>	<b>\$ -</b>	<b>\$ 52,000</b>
<b>ENDING FUND BALANCE, PROJECTED</b>	<b>\$ 2,597,013</b>	<b>\$ 2,597,013</b>	

\* Does not include budgeted use of \$52,000 of fund balance to cover expenditures and excess fund balance transfer.

### OTHER REQUIRED STATUTORY DISCLOSURES:

The City of Shavano Park does not incur expenditures to directly or indirectly influence or attempt to influence the outcome of legislation or administrative action. Therefore, there have been no amounts budgeted for that purpose for FY 2019 -20, nor are any such expenditures reflected within the City's financial records.

Expenditures pertaining to publication of legally required notices in a newspaper -

Actual expenditures for FY 2019	\$ 3,849
Amount budgeted for FY 2020	\$ 4,500

## General Fund - Fund Balance Funding %

FY 2019-20 CITY COUNCIL PROPOSED BUDGET	PROJECTED 9-30-2019 FUND BALANCE (UNAUDITED)	EXCESS(DEFICIT) UNASSIGNED FUND BALANCE AS A % OF BUDGET
<u>\$ 5,458,847</u>	<u>\$ 2,597,013</u>	

### Fund Balance % of Budget

20%	\$ 1,091,769	\$ 1,505,244
25%	\$ 1,364,712	\$ 1,232,301
30%	\$ 1,637,654	\$ 959,359
40%	\$ 2,183,539	\$ 413,474
45%	\$ 2,456,481	\$ 140,532
50%	\$ 2,729,424	\$ (132,411)
75%	\$ 4,094,135	\$ (1,497,122)
80%	\$ 4,367,078	\$ (1,770,065)
85%	\$ 4,640,020	\$ (2,043,007)
95%	\$ 5,185,905	\$ (2,588,892)
100%	\$ 5,458,847	\$ (2,861,834)



10 -GENERAL FUND

	(------ 2018-2019 -----) (------ 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL								
=====								
TAXES								
10-599-1010 CURRENT ADVALOREM TAXES	2,610,966	2,913,974	3,078,356	3,283,152	3,236,549	3,240,000	3,482,353	
10-599-1020 DELINQUENT ADVALOREM TAXES	25,378	67,737	( 40,362)	55,300	41,072	42,000	45,000	
10-599-1030 PENALTY & INTEREST REVENUE	8,875	8,042	11,752	8,000	19,605	20,000	9,500	
10-599-1040 MUNICIPAL SALES TAX	388,949	436,447	413,230	460,000	407,399	440,606	465,000	
10-599-1060 MIXED BEVERAGE TAX	<u>18,535</u>	<u>19,230</u>	<u>20,647</u>	<u>22,000</u>	<u>20,991</u>	<u>20,991</u>	<u>23,000</u>	
TOTAL TAXES	3,052,703	3,445,430	3,483,622	3,828,452	3,725,617	3,763,597	4,024,853	
FRANCHISE REVENUES								
10-599-2020 FRANCHISE FEES - ELECTRIC	270,026	283,708	294,509	295,000	276,636	276,636	310,000	
10-599-2022 FRANCHISE FEES - GAS	25,494	25,482	28,983	30,000	27,152	27,152	30,000	
10-599-2024 FRANCHISE FEES - CABLE	76,923	77,142	80,636	80,000	83,204	83,204	85,000	
10-599-2026 FRANCHISE FEES - PHONE	24,932	24,684	25,138	25,000	23,036	23,100	9,500	
10-599-2027 FRANCHISE FEES - SAWS	10,962	11,635	13,950	14,000	11,723	11,723	16,000	
10-599-2028 FRANCHISE FEES - REFUSE	<u>29,072</u>	<u>31,105</u>	<u>31,620</u>	<u>32,000</u>	<u>30,662</u>	<u>30,662</u>	<u>32,000</u>	
TOTAL FRANCHISE REVENUES	437,409	453,756	474,837	476,000	452,413	452,477	482,500	
PERMITS & LICENSES								
10-599-3010 BUILDING PERMITS	376,677	478,524	350,102	338,575	287,041	310,000	295,000	
10-599-3012 PLAN REVIEW FEES	59,370	63,403	59,885	55,000	38,577	44,000	46,000	
10-599-3018 CERT OF OCCUPANCY PERMITS	6,740	6,400	10,400	6,000	4,000	5,000	6,000	
10-599-3020 PLATTING FEES	8,822	11,242	2,965	2,000	2,250	2,250	2,000	
10-599-3025 VARIANCE/RE-ZONE FEES	3,040	1,850	1,100	2,000	0	1,000	1,000	
10-599-3040 CONTRACTORS' LICENSES	0	1,610	6,555	5,000	1,178	1,300	3,000	
10-599-3045 INSPECTION FEES	10,705	9,470	9,550	10,000	4,880	7,000	7,000	
10-599-3048 COMMERCIAL SIGN PERMITS	0	1,700	2,300	500	2,150	2,200	1,500	
10-599-3050 GARAGE SALE & OTHER PERMITS	1,720	1,253	450	1,000	1,490	1,550	1,500	
10-599-3055 HEALTH INSPECTIONS	3,400	4,900	3,050	4,000	2,600	3,000	4,000	
10-599-3060 DEVELOPMENT FEES	<u>52,972</u>	<u>18,005</u>	<u>64,440</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL PERMITS & LICENSES	523,446	598,356	510,797	429,075	344,166	377,300	372,000	
COURT FEES								
10-599-4010 MUNICIPAL COURT FINES	162,155	155,342	135,445	150,000	122,016	133,000	140,000	
10-599-4021 ARREST FEES	4,969	4,960	4,872	5,000	4,286	4,500	5,000	
10-599-4028 STATE COURT COST ALLOCATION	6,818	6,467	6,367	6,000	0	5,000	6,000	
10-599-4030 WARRANT FEES	27,724	23,850	20,349	20,000	16,180	18,000	21,000	
10-599-4036 JUDICIAL FEE - CITY	<u>727</u>	<u>708</u>	<u>682</u>	<u>1,000</u>	<u>593</u>	<u>650</u>	<u>750</u>	
TOTAL COURT FEES	202,393	191,327	167,715	182,000	143,075	161,150	172,750	

10 -GENERAL FUND

	(------ 2018-2019 -----) (------ 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>POLICE/FIRE REVENUES</u>								
10-599-6010 POLICE REPORT REVENUE	448	365	428	400	352	400	400	
10-599-6020 POLICE DEPT - UNCLAIMED FUN	0	0	0	0	76	76	0	
10-599-6030 POLICE DEPT. REVENUE	7,750	4,525	3,534	4,000	2,925	3,300	3,500	
10-599-6060 EMS FEES	<u>68,606</u>	<u>111,170</u>	<u>119,207</u>	<u>138,600</u>	<u>141,804</u>	<u>152,000</u>	<u>165,000</u>	
TOTAL POLICE/FIRE REVENUES	76,804	116,061	123,169	143,000	145,157	155,776	168,900	
<u>MISC./GRANTS/INTEREST</u>								
10-599-7000 INTEREST INCOME	10,328	22,191	54,646	65,831	77,670	83,000	81,194	
10-599-7021 FEDERAL GRANTS	0	6,370	13,250	11,880	11,880	11,800	38,010	
NIBRS 0	0.00						38,010	
10-599-7025 US DOJ VEST GRANT	1,097	2,781	2,260	4,000	1,712	2,100	2,500	
REIMBURSED 50% EA VEST 5	500.00						2,500	
10-599-7030 FORESTRY SERVICE GRANT	625	0	3,645	10,000	8,499	8,499	10,000	
10-599-7036 TEXAS COMM. ON FIRE PROTECT	0	625	0	0	0	0	0	
10-599-7037 STRAC	10,229	7,790	11,115	7,000	10,392	10,392	7,000	
10-599-7040 PUBLIC RECORDS REVENUE	18	1	21	50	6	10	50	
10-599-7050 ADMINISTRATIVE INCOME	16,693	90,642	4,169	4,000	3,214	3,400	4,000	
VARIOUS MISC COLLECTION 0	0.00						4,000	
10-599-7060 CC SERVICE FEES	0	4,260	4,632	4,000	4,091	4,400	4,000	
10-599-7070 RECYCLING REVENUE	2,161	2,536	3,295	2,500	3,468	3,800	3,500	
10-599-7075 SITE LEASE/LICENSE FEES	40,619	42,185	43,816	45,084	41,610	45,513	26,150	
T-MOBILE 0	1,667.00						0	
CCATT-AT&T 0	0.00						26,150	
10-599-7084 DONATIONS- FIRE DEPARTMENT	0	0	64	50	0	0	0	
10-599-7085 DONATIONS- POLICE DEPARTMEN	0	255	550	50	50	50	0	
10-599-7086 DONATIONS- ADMINISTRATION	7,905	8,393	7,180	8,000	4,871	5,000	6,000	
10-599-7087 DONATIONS - BEAUTIFICATION	0	0	0	0	1,000	1,000	0	
10-599-7090 SALE OF CITY ASSETS	15,038	23,245	39,464	45,000	39,447	39,447	20,000	
OTHER MISC EQUIPMENT 1	20,000.00						20,000	
10-599-7097 INSURANCE PROCEEDS	<u>3,909</u>	<u>12,030</u>	<u>37,543</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL MISC./GRANTS/INTEREST	108,621	223,304	225,649	207,445	207,910	218,411	202,404	
<u>TRANSFERS IN</u>								
10-599-8020 TRF IN -WATER FUND	22,050	79,312	22,050	22,050	22,050	22,050	22,050	
10-599-8040 TRF IN -CRIME CONTROL	82,459	215,106	210,054	3,600	3,600	3,600	4,990	
10-599-8050 TRF IN -COURT RESTRICTED	5,046	4,013	8,749	8,400	8,400	8,400	8,400	
INCODE - COURT 0	0.00						4,200	
COURT SECURITY - SPPD 0	0.00						4,200	
10-599-8054 TRF IN -FORFEITURE FUNDS	0	6,244	0	0	0	0	0	
10-599-8070 TRF IN -CAPITAL REPLACEMENT	25,100	300,620	239,297	0	0	0	0	
10-599-8090 PRIOR PERIOD ADJUSTMENT	0	118,796	0	0	0	0	0	
10-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL TRANSFERS IN	134,655	724,091	480,150	86,050	34,050	34,050	35,440	
TOTAL NON-DEPARTMENTAL	4,536,030	5,752,324	5,465,938	5,352,022	5,052,387	5,162,761	5,458,847	
TOTAL REVENUES	4,536,030	5,752,324	5,465,938	5,352,022	5,052,387	5,162,761	5,458,847	

## Council - 600

### Major Budget Changes:

Decrease in Travel/Lodging/Meals (3040) as the annual TML conference is in San Antonio.

#### Supplies:

-2037 City Sponsored Events	\$ 23,000
Added an event with \$2,000 budget - Picnic in the Park	

#### Capital Outlay:

- 8015 Non-Capital - Computer Equipment	
Ipad/tablet purchases	\$ 1,500

10 -GENERAL FUND  
CITY COUNCIL

				(----- 2018-2019 -----)			(----- 2019-2020 -----)	
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>SUPPLIES</u>								
600-2020 GENERAL OFFICE SUPPLIES	95	308	464	300	49	100	300	
600-2035 COUNCIL/EMPLOYEE APPRECIATI	758	950	892	1,000	461	500	900	
600-2037 CITY SPONSORED EVENTS	20,239	18,590	19,284	21,000	25,122	25,500	23,000	
EVENTS (3)	3	7,000.00						21,000
EVENT (1)	1	2,000.00						2,000
600-2040 MEETING SUPPLIES	522	733	893	1,000	1,504	1,600	900	
COUNCIL MEETINGS	6	75.00						450
GENERAL SUPPLIES	0	0.00						450
600-2080 UNIFORMS	0	0	0	600	347	400	200	
CITY APPAREL	0	0.00						200
TOTAL SUPPLIES	21,614	20,582	21,533	23,900	27,482	28,100	25,300	
<u>SERVICES</u>								
600-3018 CITY WIDE CLEAN UP	1,278	1,628	1,400	1,400	796	800	1,400	
SHRED	2	700.00						1,400
600-3020 ASSOCIATION DUES & PUBS	1,528	1,628	1,628	1,750	1,747	1,747	1,747	
TML -MEMBERSHIP	0	0.00						1,132
AACOG	0	0.00						600
ARBOR DAY FOUNDATION	0	0.00						15
600-3030 TRAINING/EDUCATION	1,475	1,546	1,580	2,000	1,765	1,765	1,800	
VARIOUS SEMINARS	9	200.00						1,800
600-3040 TRAVEL/LODGING/MEALS	289	1,587	3,269	3,500	4,479	4,479	500	
LODGING ~ 10	0	0.00						0
MILEAGE	0	0.00						0
MEAL EXPENSE REIMBURSEM	0	0.00						500
600-3080 SPECIAL SERVICES	0	0	0	0	0	0	0	
TOTAL SERVICES	4,570	6,389	7,877	8,650	8,787	8,791	5,447	
<u>CONTRACTUAL</u>								
600-4088 ELECTION SERVICES	2,233	1,841	2,913	2,500	4,835	4,835	3,000	
TOTAL CONTRACTUAL	2,233	1,841	2,913	2,500	4,835	4,835	3,000	
<u>CAPITAL OUTLAY</u>								
600-8010 NON-CAP-ELECTRONIC EQUIPMEN	0	576	0	0	0	0	0	
600-8015 NON-CAPITAL-COMPUTER EQUIPM	530	0	428	600	443	443	1,500	
IPAD/TABLET	0	0.00						1,500
TOTAL CAPITAL OUTLAY	530	576	428	600	443	443	1,500	
TOTAL CITY COUNCIL	28,947	29,388	32,751	35,650	41,547	42,169	35,247	

## **Administration Department – 601**

### **Goals:**

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

### **Objectives:**

#### **Effectively communicate with residents, businesses, visitors and other stakeholders**

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

#### **Provide exceptional customer service and effective administration of services**

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

#### **Efficiently use and protect fiscal resources through sound financial practices**

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

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

- Engage residents to participate in municipal planning
- Assist Council in considering options for implementing the proposed 2018 comprehensive plan (Town Plan)
- Complete assessment of city requirements for 2020 NW Military Highway MPO project and develop funding options.

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

- Continue to provide quality City presentations
- Consistently enforce ordinances and policies
- Continue work to complete the sidewalks (Hike and Bike trail) north along Lockhill Selma to N. Loop 1604 as well as options to connect to the Salado Creek Trail System.
- Review Contracts /Professional Services and request RFQs/RFPs as appropriate
- Maintain Tree City USA recognition
- Maintain Scenic City recognition
- Provide effective Staff planning and support to the four City Sponsored events
- Install a water softener and hot water heater to service the admin kitchen and bathrooms
- Participate in 2020 ChildSafe Cardboard Kids program to promote child abuse awareness in Bexar County and challenge other Bexar County municipalities to do so as well.

#### Maintain City IT infrastructure in coordination with IT contractor

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

<b>ADMINISTRATION PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Actual FY16-17</b>	<b>Actual FY17-18</b>	<b>Projected FY18-19</b>	<b>Target FY19-20</b>
Number of Public Meetings Held	53	46	51	50
Number of New Employees On-boarded	8	4	7	5
City Maintenance & Operation Budget per Capita	\$1,267.07	\$1,353.18	\$1,247.66	\$1,258.85
Tax Rate (per \$100 valuation)	\$0.287742	\$0.287742	\$0.287742	\$0.287742
% of Unreserved General Fund Balance	63.12%	50.37%	48.52%	50.00%

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

## Administration - 601

### Major Budget Changes:

#### Personnel Salary/Benefits:

No change in personnel. Council provided consensus guidance for a 3.25% raise and pay grade changes for three positions in the department. The budget accounts for a 3.5% increase in the employee health benefits provided by the Texas Municipal League Health Benefits Pool, increasing the defined contribution by \$19 per employee/month from \$553 to \$572.

#### Services:

-3012 Prof. Services - Engineers	\$	20,100
Includes \$20,000 for NW Military engineering		
- 3013 Professional Services	\$	4,450
Job description update and City Manager 360 review completed in prior year \$2,550 reduction		

#### Contractual:

- 4075 Computer Software/Incode - five Windows 10 licenses due to Windows 7 end of life, SQL database migration, 5% increase in all Incode products	\$	15,840
Increase of \$3,150		

#### Maintenance:

- 5030 Building Maintenance, \$13,9200 reduction	\$	19,180
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#### Capital Outlay:

- 8015 Non-Capital - Computer		
Computer/Monitor w/RAM	\$	1,500
- 8080 Capital - Improvements - Northwest Military conduit relocation	\$	47,000

<b>Interfund Transfers- Capital Replacement (- 9010)</b>	<b>\$</b>	<b>41,837</b>
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Funds included in this line item are dollars being set aside for future capital replacement. Additional information and further break down can be located in the Capital Replacement Fund portion of the budget. Decrease of \$10,241 from prior year's budget.



10 -GENERAL FUND  
ADMINISTRATION

	(----- 2018-2019 -----)			(----- 2019-2020 -----)				
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>PERSONNEL</u>								
601-1010 SALARIES	354,081	391,812	407,650	424,184	393,923	426,000	452,800	
601-1015 OVERTIME	0	0	0	1,000	330	369	500	
601-1020 MEDICARE	5,016	5,574	5,696	6,267	5,540	6,200	6,674	
601-1025 TWC (SUI)	1,013	67	1,134	1,242	54	54	1,080	
601-1030 HEALTH INSURANCE	23,625	27,404	33,050	33,180	30,415	33,180	34,320	
601-1031 HSA	200	222	220	222	163	178	222	
601-1033 DENTAL INSURANCE	2,144	2,529	2,589	2,716	2,541	2,772	2,771	
601-1035 VISION CARE INSURANCE	481	527	497	528	483	527	528	
601-1036 LIFE INSURANCE	425	478	471	477	438	479	422	
601-1037 WORKERS' COMP INSURANCE	954	1,056	1,128	1,242	842	1,100	1,177	
601-1040 TMRS RETIREMENT	49,527	54,698	56,887	60,286	55,649	59,640	64,208	
601-1070 SPECIAL ALLOWANCES	<u>6,375</u>	<u>6,375</u>	<u>6,375</u>	<u>6,975</u>	<u>6,416</u>	<u>6,975</u>	<u>6,975</u>	
TOTAL PERSONNEL	443,840	490,742	515,698	538,319	496,794	537,474	571,677	
<u>SUPPLIES</u>								
601-2020 GENERAL OFFICE SUPPLIES	6,505	6,991	7,400	7,000	7,003	7,300	6,500	
601-2025 BENEFITS CITYWIDE	3,450	1,613	2,411	3,000	2,398	2,400	2,000	
TUITION REIMBURSEMENT 0	0.00							2,000
601-2030 POSTAGE/METER RENTAL	10,551	12,372	11,856	12,000	9,455	11,500	11,980	
ROADRUNNER POSTAGE 12	675.00							8,100
POSTAGE METER LEASE 4	170.00							680
METER REFILLS 0	0.00							3,000
COURIER SERVICES 0	0.00							200
601-2035 EMPLOYEE APPRECIATION	1,888	1,284	2,479	2,500	2,111	2,500	3,000	
601-2050 PRINTING & COPYING	755	998	989	1,000	1,296	1,400	1,000	
601-2060 MED EXAMS/SCREENING/TESTING	213	787	1,147	2,750	869	1,350	1,260	
DRUG SCREENS/PHYS/BACK 0	0.00							500
EAP - DEER OAKS 4	190.00							760
601-2080 UNIFORMS	<u>0</u>	<u>767</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL SUPPLIES	23,362	24,812	26,282	28,250	23,133	26,450	25,740	
<u>SERVICES</u>								
601-3010 ADVERTISING EXPENSE	6,694	6,709	3,796	5,000	2,861	4,200	4,000	
601-3012 PROF. SERVICES-ENGINEERS	0	0	3,200	10,000	3,553	7,500	20,100	
NW MILITARY 1	20,000.00							20,000
FIBER LINE PLANS 1	100.00							100
601-3013 PROFESSIONAL SERVICES	18,428	5,000	18,718	7,000	3,263	8,263	4,450	
SALARY SURVEY - YRLY MA 0	0.00							2,500
CONTINUING DISCLOSURE - 0	0.00							1,500
SA AREA WAGE SURVEY 0	0.00							450
601-3015 PROF. SERVICES-LEGAL	66,350	34,501	36,186	50,000	61,912	66,000	48,000	
601-3016 CODIFICATION EXPENSE	4,264	4,726	5,225	2,500	1,150	2,400	2,500	
601-3020 ASSOCIATION DUES & PUBLICAT	3,879	3,949	3,222	4,000	4,142	4,300	4,100	
TCMA 0	0.00							275
GFOAT 0	0.00							75

10 -GENERAL FUND  
ADMINISTRATION

(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
GFOA	0	0.00						505
ICMA	0	0.00						1,695
TMCA	0	0.00						100
TEXAS-COOP	0	0.00						100
TMHRA	0	0.00						150
OTHER DUES/PUBLICATIONS	0	0.00						1,200
601-3030 TRAINING/EDUCATION	4,462	4,449	4,434	5,500	3,189	4,500	4,500	
	0	0.00						4,500
TML CONFERENCE - 2	0	0.00						0
GFOAT FALL/SPRING CONFE	0	0.00						0
TMCA CONFERENCE	0	0.00						0
NUTS/BOLTS OF HR	0	0.00						0
FLSA SEMINAR	0	0.00						0
TCMA SPRING	0	0.00						0
VARIOUS DAY SEMINARS	0	0.00						0
601-3040 TRAVEL/MILEAGE/LODGING/PERD	6,360	4,738	6,671	5,000	4,384	4,500	4,500	
601-3050 LIABILITY INSURANCE	4,010	6,268	9,142	9,000	12,440	12,440	9,700	
601-3070 PROPERTY INSURANCE	0	0	0	0	0	0	0	
601-3075 BANK/CREDIT CARD FEES	6,284	6,958	4,384	5,000	2,853	3,500	3,500	
601-3080 SPECIAL SERVICES	0	0	0	0	1,756	1,756	0	
601-3085 WEBSITE TECHNOLOGY	5,228	2,100	2,400	2,400	2,400	2,400	2,400	
ANNUAL MAINTENANCE	0	0.00						2,100
WEB PHOTOGRAPHY	0	0.00						300
601-3087 CITIZENS COMMUNICATION/EDUC	4,715	3,339	4,397	8,040	7,633	7,900	6,000	
VARIOUS PUBLIC MAILINGS	0	0.00						2,664
SURVEY MONKEY	0	0.00						336
DIRECTORY - CITY/BUSINE	0	0.00						0
PARKING STICKERS	0	0.00						0
FIESTA MEDALS	0	0.00						3,000
TOTAL SERVICES	130,674	82,737	101,774	113,440	111,536	129,659	113,750	
CONTRACTUAL								
601-4050 DOCUMENT STORAGE/ARCHIVES	3,323	4,663	4,454	4,000	4,465	4,800	4,000	
MONTHLY STORAGE	0	0.00						2,000
ARCHIVE SERVICES	0	0.00						2,000
601-4060 IT SERVICES	33,000	26,544	32,857	37,300	37,331	37,331	39,600	
IT - MONTHLY SERVICE	12	1,925.00						23,100
ANIT-VIRUS	0	0.00						0
CLOUD BACKUPS (2.5TB)	0	0.00						8,800
VARIOUS NON-CONTRACT	0	0.00						4,000
EMAIL SECURITY	0	0.00						1,500
FIREWALL LICENSE	0	0.00						2,200
601-4075 COMPUTER SOFTWARE/INCODE	15,436	13,654	12,607	12,699	12,694	12,694	15,840	
INCODE - GL	0	0.00						1,856
INCODE - GL IMPORT	0	0.00						188
INCODE - AP	0	0.00						1,325
INCODE - PAYROLL	0	0.00						2,246
INCODE - CASH RECEIPTS	0	0.00						1,065

10 -GENERAL FUND  
ADMINISTRATION

		(----- 2018-2019 -----)					(----- 2019-2020 -----)		
EXPENDITURES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
INCODE - ACUSERV	0	0.00							455
INCODE - BASIC NETWORK	0	0.00							1,273
INCODE - FIXED ASSETS	0	0.00							398
INCODE - POSITIVE PAY	0	0.00							483
ADOBE-CREATIVE-PHOTOSHOP	0	0.00							130
TYLER ONLINE	0	0.00							1,902
LESS ALLOCATED TO COURT	0	0.00						(	1,231)
WIN 10 LICENSES	5	200.00							1,000
SQL MIGRATION (SHARE WI	0	0.00							4,750
601-4083 AUDIT SERVICES		16,500	16,900	16,000	16,150	15,500	15,500	16,300	
601-4084 BEXAR COUNTY APPRAISAL DIST		14,335	14,668	16,182	15,847	11,850	15,776	15,847	
601-4085 BEXAR COUNTY TAX ASSESSOR		2,927	2,970	3,237	3,375	3,385	3,385	3,620	
601-4086 CONTRACT LABOR		23,751	(332)	14,316	0	1,867	2,200	500	
TOTAL CONTRACTUAL		109,270	79,066	99,653	89,371	87,092	91,686	95,707	
MAINTENANCE									
601-5005 EQUIPMENT LEASES		4,974	4,600	4,183	3,600	3,713	4,000	3,700	
MONTHLY COPY FEES	0	0.00							3,700
601-5010 EQUIPMENT MAINT & REPAIR		0	100	0	500	0	0	500	
601-5015 ELECTRONIC EQPT MAINT		1,632	112	0	1,000	0	0	500	
601-5030 BUILDING MAINTENANCE		17,252	27,769	45,642	33,100	36,901	40,000	17,680	
SECURITY SYSTEM	0	0.00							480
PEST CONTROL	0	0.00							1,400
FIRE EXTINGUISHERS	0	0.00							1,500
SEPTIC MAINTENANCE	0	0.00							1,500
FLOOR MATS	0	0.00							1,800
VARIOUS MINOR REPAIRS	0	0.00							9,000
SUPPLIES	0	0.00							2,000
TOTAL MAINTENANCE		23,858	32,581	49,825	38,200	40,614	44,000	22,380	
UTILITIES									
601-7042 UTILITIES - PHONE/CELL/VOIP		16,675	15,651	16,636	17,540	14,974	17,540	17,300	
ISP CONTRACT	0	0.00							16,100
TIME WARNER	0	0.00							1,200
TOTAL UTILITIES		16,675	15,651	16,636	17,540	14,974	17,540	17,300	
CAPITAL OUTLAY									
601-8010 NON-CAPITAL-ELECTRONIC EQUI	0		0	1,376	0	0	0	0	
601-8015 NON-CAPITAL-COMPUTER	323		1,475	6,216	1,500	841	1,000	1,500	
COMPUTER/MONITOR w/RAM	0	0.00							1,500
601-8025 NON-CAPITAL-OFFICE FURNITUR		4,086	0	0	200	156	156	200	
601-8045 CAPITAL - COMPUTER EQUIPMEN		13,500	0	0	0	0	0	0	
601-8080 CAPITAL - IMPROVEMENTS		0	7,684	55,164	40,000	12,405	49,500	47,000	
CONDUIT RELOCATION	0	0.00							47,000
TOTAL CAPITAL OUTLAY		17,910	9,159	62,756	41,700	13,402	50,656	48,700	

10 -GENERAL FUND  
ADMINISTRATION

	(----- 2018-2019 -----)			(----- 2019-2020 -----)				
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<hr/>								
<u>INTERFUND TRANSFERS</u>								
601-9010 TRANSFERS/CAPITAL REPLACEME	34,000	10,000	43,415	52,078	52,078	52,078	41,837	
CITY HALL AC UNITS 0	0.00							800
UPGRADE VARIOUS IT 0	0.00							7,975
CITY HALL ROOF 0	0.00							5,000
SEPTIC TANK REPLACEMENT 0	0.00							12,112
EMERGENCY BACKUP POWER 0	0.00							9,000
TELEPHONE SYSTEM 0	0.00							6,200
CITY HALL SPRINKLER/EME 0	0.00							750
601-9018 TRANSFER TO OAK WILT	20,000	0	0	0	0	0	0	
601-9020 MUNICIPAL TRACT (TOWN PLAN)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL INTERFUND TRANSFERS	54,000	10,000	43,415	52,078	52,078	52,078	41,837	
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TOTAL ADMINISTRATION	819,588	744,748	916,038	918,898	839,623	949,543	937,091	

## Municipal Court – 602



### **Mission Statement**

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

### **Goals:**

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

### **Objectives:**

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

<b>MUNICIPAL COURT PERFORMANCE MEASURES:</b>					
<b>Description:</b>	<b>Actual FY15-16</b>	<b>Actual FY16-17</b>	<b>Actual FY17-18</b>	<b>Projected FY18-19</b>	<b>Target FY19-20</b>
Citations Filed	2,127	1,801	1,626	1,458	1,450
Citations Resolved	2,287	1,717	1,565	1,509	1,500
Warrants Issued	772	714	601	477	475
Warrants Cleared	1,083	717	637	590	550
Warrant Fines & Fees Collected	\$ 144,044	\$ 130,658	\$ 114,582	\$ 117,000	\$ 115,000
Total Revenue Received	\$ 207,439	\$ 199,693	\$ 175,798	\$ 174,150	\$ 179,250
Total Expenditures	\$ 72,481	\$ 79,517	\$ 92,617	\$ 90,277	\$ 140,975

The City of Shavano Park Municipal Court meets one afternoon a month and employs one full time Court Clerk.

**Major Budget Changes:**

**Personnel Salary/Benefits:**

No change in personnel. Council provided consensus guidance for 3.25% raise and a two pay grade increase for the Court Clerk. The Court Clerk does not participate in the City provided medical, dental or vision insurance programs.

No significant changes have been made to the day to day operations.

**Capital Outlay:**

- 8015 - Non-capital - computer equipment	\$	1,900
Replace computer and monitor		

10 -GENERAL FUND  
COURT

	2018-2019				2019-2020			
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>PERSONNEL</u>								
602-1010 SALARIES	36,545	43,111	44,483	45,917	42,324	45,900	51,820	
602-1015 OVERTIME	0	0	0	1,000	0	0	0	
602-1020 MEDICARE	530	625	645	698	629	680	776	
602-1025 TWC (SUI)	171	9	162	207	9	9	180	
602-1030 HEALTH INSURANCE	0	0	0	0	0	0	0	
602-1035 VISION CARE INSURANCE	7	0	0	0	0	0	0	
602-1036 LIFE INSURANCE	76	80	80	80	73	80	70	
602-1037 WORKERS' COMP INSURANCE	97	114	121	139	91	120	137	
602-1040 TMRS RETIREMENT	5,021	5,923	6,112	6,713	6,026	6,570	7,466	
602-1070 SPECIAL ALLOWANCES	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>1,061</u>	<u>1,200</u>	<u>1,200</u>	
TOTAL PERSONNEL	42,447	49,862	51,602	55,954	50,214	54,559	61,649	
<u>SUPPLIES</u>								
602-2020 OFFICE SUPPLIES	580	600	707	600	322	500	600	
602-2050 PRINTING & COPYING	<u>1,065</u>	<u>1,075</u>	<u>843</u>	<u>1,000</u>	<u>360</u>	<u>800</u>	<u>1,000</u>	
TOTAL SUPPLIES	1,645	1,675	1,551	1,600	682	1,300	1,600	
<u>SERVICES</u>								
602-3015 JUDGE/PROSECUTOR	14,400	15,600	15,600	16,800	14,300	15,600	15,600	
JUDGE 0	0.00						7,800	
PROSECUTOR 0	0.00						7,800	
602-3020 ASSOCIATION DUES & PUBS	246	96	613	200	300	300	300	
T.M.C.A. 0	0.00						300	
602-3030 TRAINING/EDUCATION	131	550	770	1,000	800	800	1,000	
0	0.00						1,000	
TMCEC 0	0.00						0	
LEGISLATIVE UPDATE 0	0.00						0	
COURT CASE MANAGMENT 0	0.00						0	
REGIONAL CLERKS SEMINAR 0	0.00						0	
602-3040 TRAVEL/MILEAGE/LODGING/PERD	666	1,050	912	1,000	1,705	1,705	1,500	
602-3050 LIABILITY INSURANCE	80	84	98	100	102	102	107	
602-3070 PROPERTY INSURANCE	40	42	49	50	51	51	54	
602-3075 BANK/CREDIT CARD FEES	<u>2,912</u>	<u>1,464</u>	<u>1,369</u>	<u>2,000</u>	<u>1,273</u>	<u>1,600</u>	<u>1,600</u>	
TOTAL SERVICES	18,475	18,885	19,410	21,150	18,531	20,158	20,161	
<u>CONTRACTUAL</u>								
602-4075 COMPUTER SOFTWARE/INCODE	3,770	4,013	4,128	4,325	4,324	4,324	4,530	
INCODE - COURT 0	0.00						2,121	
INCODE - TICKET INTERFA 0	0.00						1,178	
INCODE - GL/CASH 0	<u>0.00</u>						<u>1,231</u>	
TOTAL CONTRACTUAL	3,770	4,013	4,128	4,325	4,324	4,324	4,530	



10 -GENERAL FUND  
COURT

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>UTILITIES</u>								
602-7042 UTILITIES - PHONE/CELL/VOIP	929	1,069	1,041	1,020	1,139	1,327	1,130	
TOTAL UTILITIES	929	1,069	1,041	1,020	1,139	1,327	1,130	
<u>CAPITAL OUTLAY</u>								
602-8010 NON CAPITAL-ELECTRONIC EQUI	0	0	4,736	0	0	0	0	
602-8015 NON-CAPITAL-COMPUTER	169	0	1,401	0	0	0	1,900	
COURT 2 COMPUTER 1	1,500.00							1,500
COURT MONITOR 1	400.00							400
602-8025 NON-CAPITAL - OFFICE FURNIT	0	0	0	190	163	163	0	
TOTAL CAPITAL OUTLAY	169	0	6,137	190	163	163	1,900	
TOTAL COURT	67,435	75,504	83,869	84,239	75,052	81,831	90,970	

## **Public Works Department – 603**

### **Mission Statement**

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

### **Goals:**

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

### **Objectives:**

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

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

#### **Maintain excellent transportation infrastructure (street repairs and transportation maintenance)**

- Continue to implement asphalt preservation applications east side of NW Military from DeZavala to Cliffside Rd; applications include crack seal and seal coat to assist in maintaining pavement conditions
- Restripe DeZavala and Lockhill Selma
- Provide a full street evaluation, propose a 5 to 10 year street maintenance program and consider future improvements.
- Partner with TxDOT to provide a clean right of way (ROW) along NW Military Hwy, an improved State highway and safer traffic flow
- Initiate a pothole repair program, create a form to be available and submitted online
- Complete assessment of city requirements for NW Military MPO project scheduled for 2020

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

- Complete planning with TxDOT for relocation and improvements to portions of the water mains on NW Military prior/ job bid for MPO project
- Assess City requirements for relocation and improvements to portions of the water mains on NW Military and to determine funding sources to resource

Maintain excellent building facilities and work for energy efficiency

- Continue to investigate energy efficient ideas to help ensure City facilities are energy efficient
- Clean City Hall floor surfaces yearly
- Replace additional HVAC units for City Hall as required – (Original Equipment 2001)
- Coordinate installation of larger septic tanks at City Hall/Bexar 911 facilities

Improve employee proficiency to include educational training and development opportunities.

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

Mitigate storm water runoff (improve drainage culverts and infrastructure)

- Coordinate with City Engineer on drainage projects from KFW's study (2017)
- Conduct brush clearing projects as needed and within capability to improve storm water drainage. (Shavano Estates)
- Storm Drainage – Develop a plan and initiate the cleaning of existing culverts and bridge crossings
- Assess the implementation of the previously approved prioritized plan to address City drainage issues; revise the plan and implement as it is feasible
- Assess the Preliminary Engineering Reports for Turkey Creek and Elm Spring/City Hall studies.
- Complete Drainage plan culverts at Chimney Rock, Windmill and Bent Oak.
- Develop a plan and implement a second rain garden at City Hall and consider plans for other locations
- Provide maintenance of our storm water system, including inlets and channels, ensuring proper drainage into our watersheds to include brush clearing projects
- Examine Lockhill Selma pooling of water

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

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

Provide excellent municipal services while anticipating future requirements

- Respond in a prompt manner to earn the trust of residents
- Refine and improve the capital equipment schedule
- Assess Public Works requirements vs. resources for consideration of organizational structure / manning change or increased contracting arrangements for presentation to City Manager / Council
- Replace 2001 chipper due to age with trade in values of existing chipper and undersized/underutilized smaller chipper.
- Replace 2012 Gravelly mower with new Grasshopper, reallocate Gravelly mower to fire department.

PUBLIC WORKS PERFORMANCE MEASURES:				
Description:	Actual FY16-17	Actual FY17-18	Projected FY18-19	Target FY19-20
Street Repairs (tons of hot mix asphalt):				
In-house	19	60	36	30
Contracted	not applicable	100	200	200
Miles of Streets Crack Sealed	7	7	7	7
Pot Holes Repaired (bags of cold mix used)	not available	12	18	25
Number of Signs Replaced	9	58	33	15
Number of Storm Drain Inlets/Channels Cleared	4	8	26	10

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

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

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

## Public Works - 603

### Major Budget Changes

#### Personnel Salary/Benefits

No change in personnel. Council provided consensus guidance for 3.25% raise and several pay grade changes. The budget accounts for a 3.5% increase in our employee health benefits provided by the Texas Municipal League Health Benefits Pool, which increases the defined contribution of \$19 per employee/month from \$553 to \$572 per employee/month.

#### Services

- 3013 Professional Services		
Tree Services - Municipal Properties	\$	10,000
Landscape maintenance at City Hall	\$	5,000
Janitorial Services @ City Hall	\$	8,200
City Hall -Carpet and Tile Cleaning	\$	3,500
-3014 Professional Services - City Hall & Monument Landscaping	\$	20,000
New account, includes exterior lighting		

#### Maintenance

- 5030 Building Maintenance	\$	11,000
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#### Dept. Materials - Services

- 6080 Street Maintenance	\$	75,350
\$44,350 for street striping and \$31,000 for general maintenance		

<b>Utilities</b>	\$	78,100
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Planned reduction as LED lights are being incorporated

#### Capital Outlay

- 8015 Non-Capital Computer		
Computer (shared with Water) and Monitor	\$	1,150
Purchases funded via Capital Replacement Fund are recorded in that fund		

<b>Interfund Transfers- Capital Replacement (- 9010)</b>	\$	49,122
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Funds included in this line item are dollars being setting aside for future capital replacement. Additional information and further break downs can be located in the Capital Replacement Fund portion of the budget.

10 -GENERAL FUND  
PUBLIC WORKS

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PERSONNEL</u>								
603-1010 SALARIES	140,799	149,572	174,145	191,706	150,429	163,000	200,550	
603-1015 OVERTIME	4,099	3,240	1,223	4,000	1,946	3,200	3,000	
603-1020 MEDICARE	2,122	2,222	2,578	3,290	2,235	2,500	3,320	
603-1025 TWC (SUI)	693	36	817	828	43	52	720	
603-1030 HEALTH INSURANCE	18,420	18,903	24,116	26,544	20,527	22,200	27,456	
603-1031 HSA	131	132	143	178	114	140	178	
603-1033 DENTAL INSURANCE	1,139	1,273	1,368	1,536	1,137	1,230	1,536	
603-1035 VISION CARE INSURANCE	295	302	324	365	270	290	365	
603-1036 LIFE INSURANCE	266	277	298	318	253	275	281	
603-1037 WORKERS' COMP INSURANCE	4,416	5,136	5,753	8,240	4,045	6,200	5,249	
603-1040 TMRS RETIREMENT	20,756	21,684	25,160	31,644	22,102	24,200	31,935	
603-1070 SPECIAL ALLOWANCES	<u>3,750</u>	<u>6,508</u>	<u>7,374</u>	<u>7,200</u>	<u>6,837</u>	<u>7,300</u>	<u>7,200</u>	
TOTAL PERSONNEL	196,885	209,286	243,299	275,849	209,939	230,587	281,790	
<u>SUPPLIES</u>								
603-2020 OFFICE SUPPLIES	497	467	1,256	1,000	529	750	1,000	
603-2040 OTHER SUPPLIES	0	0	0	0	0	0	0	
603-2050 PRINTING & COPYING	40	73	0	150	117	150	175	
603-2060 MEDICAL EXAMS/SCREENING/TES	146	225	164	175	1,121	1,121	200	
603-2070 JANITORIAL SUPPLIES	2,775	2,518	2,525	2,000	2,719	2,498	2,000	
603-2080 UNIFORMS	371	685	1,016	1,500	461	900	1,500	
603-2090 SMALL TOOLS	1,391	2,340	2,693	3,000	3,650	3,751	3,000	
603-2091 SAFETY GEAR	<u>1,192</u>	<u>889</u>	<u>1,378</u>	<u>1,400</u>	<u>1,317</u>	<u>1,350</u>	<u>1,000</u>	
TOTAL SUPPLIES	6,411	7,198	9,033	9,225	9,913	10,520	8,875	
<u>SERVICES</u>								
603-3010 ADVERTISING	0	0	0	0	0	0	0	
603-3012 PROFESSIONAL - ENGINEERING	0	30,975	23,925	10,000	10,161	10,161	5,000	
MS4	0	0.00					0	
GENERAL	0	0.00					5,000	
603-3013 PROFESSIONAL SERVICES	42,553	18,808	16,112	45,500	18,499	32,000	26,700	
TREE SERVICE/MUNICIPAL P	0	0.00					10,000	
LANDSCAPE MAINT @ CITY	0	0.00					5,000	
JANITORIAL SERVICES-CIT	0	0.00					8,200	
CITY HALL - CARPET-TILE	0	0.00					3,500	
603-3014 PROF SERV - CH & MONUMENTS	0	0	0	0	0	0	20,000	
LANDSCAPING/LIGHTING	0	0.00					20,000	
603-3020 ASSOCIATION DUES & PUBS	0	100	0	195	400	400	300	
MS4	0	0.00					100	
GENERAL	0	0.00					200	
603-3030 TRAINING/EDUCATION	824	229	455	300	750	750	300	
603-3040 TRAVEL/MILEAGE/LODGING/PERD	0	0	30	250	0	0	250	
603-3050 LIABILITY INSURANCE	2,702	2,836	3,457	3,630	3,702	3,702	3,890	
603-3060 UNIFORM SERVICE	1,469	1,887	1,016	1,500	1,666	1,800	1,500	
603-3070 PROPERTY INSURANCE	<u>1,333</u>	<u>1,399</u>	<u>1,705</u>	<u>1,800</u>	<u>1,836</u>	<u>1,836</u>	<u>1,930</u>	
TOTAL SERVICES	48,881	56,234	46,700	63,175	37,014	50,649	59,870	

10 -GENERAL FUND  
PUBLIC WORKS

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CONTRACTUAL</u>								
603-4075 COMPUTER SOFTWARE	0	0	0	0	0	0	600	
WIN 10 LICENSES (6 w/WA 3	200.00							600
603-4086 CONTRACT LABOR	<u>9,746</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,194</u>	<u>2,194</u>	<u>0</u>	
TOTAL CONTRACTUAL	9,746	0	0	0	2,194	2,194	600	
<u>MAINTENANCE</u>								
603-5005 EQUIPMENT LEASES	1,015	1,429	3,467	3,000	4,057	4,100	3,000	
603-5010 EQUIPMENT MAINT & REPAIR	9,347	15,534	16,550	12,000	10,243	11,000	12,000	
603-5015 ELECTRONIC EQPT MAINT	0	316	0	0	0	0	0	
603-5020 VEHICLE MAINTENANCE	6,998	13,511	8,600	8,000	6,558	7,000	7,000	
603-5030 BUILDING MAINTENANCE	11,155	9,398	13,217	10,000	13,215	13,500	11,000	
SECURITY SYSTEM 0	0.00							1,000
JANITORIAL SUPPLIES-MAT 0	0.00							1,000
VARIOUS 0	0.00							6,000
LIGHTS 0	0.00							3,000
603-5060 VEHICLE & EQPT FUELS	<u>2,610</u>	<u>3,581</u>	<u>6,520</u>	<u>5,000</u>	<u>5,539</u>	<u>6,000</u>	<u>5,000</u>	
TOTAL MAINTENANCE	31,124	43,769	48,354	38,000	39,612	41,600	38,000	
<u>DEPT MATERIALS-SERVICES</u>								
603-6011 CHEMICALS	927	295	718	1,000	810	810	750	
603-6055 FIRE HYDRANTS	0	0	1,993	0	0	0	0	
RISER REPAIRS ~ 6 HYDRA 0	0.00							0
603-6080 STREET MAINTENANCE	14,751	40,645	19,660	35,000	20,002	33,500	75,350	
MAINTENANCE 0	0.00							31,000
STRIPING 0	0.00							44,350
603-6081 SIGN MAINTENANCE	2,859	9,279	2,912	2,000	2,008	2,008	2,000	
GENERAL SIGN MAINTENANC 0	0.00							2,000
603-6085 STRIPING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL DEPT MATERIALS-SERVICES	18,538	50,219	25,283	38,000	22,820	36,318	78,100	
<u>UTILITIES</u>								
603-7040 UTILITIES - ELECTRIC	37,734	37,847	39,738	40,000	34,838	38,000	38,000	
603-7041 UTILITIES - GAS	1,146	1,025	1,340	1,800	285	500	1,000	
603-7042 UTILITIES - PHONE	0	934	434	500	468	500	500	
603-7044 UTILITIES - WATER	9,808	11,287	15,241	8,600	13,171	13,750	12,000	
603-7045 STREET LIGHTS	<u>34,655</u>	<u>35,163</u>	<u>34,018</u>	<u>30,000</u>	<u>25,960</u>	<u>28,300</u>	<u>30,000</u>	
TOTAL UTILITIES	83,342	86,256	90,772	80,900	74,723	81,050	81,500	

10 -GENERAL FUND  
PUBLIC WORKS

	----- 2018-2019 -----							----- 2019-2020 -----
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<hr/>								
<u>CAPITAL OUTLAY</u>								
603-8005 OFFICE FURNITURE	0	0	0	300	410	410	300	
603-8010 NON-CAPITAL-ELECTRONIC EQUI	0	6,209	0	0	0	0	0	
603-8015 NON-CAPITAL-COMPUTER	0	1,288	579	400	397	397	1,150	
COMPUTER/MONITOR 1	400.00							400
COMPUTER - PW OFFICE AT 1	750.00							750
603-8020 NON-CAPITAL-MAINTENANCE EQU	0	2,497	3,540	8,723	7,391	7,391	0	
603-8060 CAPITAL - EQUIPMENT	33,599	137,362	61,889	0	0	0	0	
603-8080 CAPITAL IMPROVEMENT PROJECT	0	0	0	7,500	7,500	7,500	0	
603-8081 CAPITAL - BUILDINGS	<u>0</u>	<u>10,813</u>	<u>0</u>	<u>25,000</u>	<u>25,597</u>	<u>25,597</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	33,599	158,168	66,008	41,923	41,295	41,295	1,450	
<hr/>								
<u>INTERFUND TRANSFERS</u>								
603-9010 TRF TO CAPITAL REPLACEMENT	1,090,972	41,479	163,877	47,572	42,572	42,572	49,122	
EMERGENCY BACKUP POWER 0	0.00							5,000
FUTURE EQUIPMENT REPLAC 0	0.00							39,122
DRAINAGE DEVELOPMENT 0	<u>0.00</u>							<u>5,000</u>
TOTAL INTERFUND TRANSFERS	1,090,972	41,479	163,877	47,572	42,572	42,572	49,122	
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TOTAL PUBLIC WORKS	1,519,497	652,609	693,326	594,644	480,083	536,785	599,307	



## Fire Department - 604



### **Mission Statement**

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

### **Goals:**

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

### **Objectives:**

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

<b>FIRE &amp; EMS PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Actual FY16-17</b>	<b>Actual FY17-18</b>	<b>To date FY18-19</b>	<b>Target FY19-20</b>
Overall Average Response Time (Minutes)	4:07	4:16	4:02	4:00
Total Number of EMS Responses	449	560	330	500
Number of EMS Transports	246	305	158	275
Number of Fire Calls for Service	21	31	19	25
Total Number of Responses	968	1,012	576	1,000

**Major Budget Changes**

**Personnel Salary/Benefits**

Reorganization in personnel to move the Administrative Lieutenant to Captain, to align with actual responsibilities. Council provided consensus guidance for a 3.25% raise recommendation. The budget accounts for a 3.5% increase in employee health benefits provided by the Texas Municipal League Health Benefits Pool, which increases the defined contribution by \$19 per employee/month from \$553 to \$572 per employee/month.

No significant changes have been made to the day to day operations.

Medication prices expected to increase 30-35% due to new DEA requirements.

Reduction in Contract Labor (4086) as the Fire Chief position was filled.

**Capital Outlay**

- 8015 Non-capital - computer equipment		
Computer and monitor	\$	1,900
-8040 PPE Equipment		
Replacement SCBA monitoring tablet	\$	2,500
- 8080 Improvements		
Widen rear driveway to better accommodate platform apparatus access to the garage bays	\$	16,000

<b>Interfund Transfers - Capital Replacement (- 9010)</b>	\$	206,623
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Funds included in this line item are dollars being setting aside for future capital replacement. Additional information and further break downs are located within the budget document in the Capital Replacement Fund.

10 -GENERAL FUND  
FIRE DEPARTMENT

	(----- 2018-2019 -----)				(----- 2019-2020 -----)			
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PERSONNEL</u>								
604-1010 SALARIES	833,099	996,280	1,006,779	1,072,232	948,646	1,028,000	1,103,800	
604-1015 OVERTIME	16,695	26,090	39,333	35,000	46,554	52,000	35,000	
604-1020 MEDICARE	11,935	14,517	14,938	16,297	14,101	15,900	16,907	
604-1025 TWC (SUI)	3,158	155	2,923	3,519	153	153	3,060	
604-1030 HEALTH INSURANCE	89,550	86,242	108,461	112,812	98,987	108,400	116,688	
604-1031 HSA	651	662	594	755	531	575	755	
604-1033 DENTAL INSURANCE	6,143	6,719	6,479	6,543	5,752	6,300	6,543	
604-1035 VISION CARE INSURANCE	1,591	1,616	1,553	1,542	1,362	1,490	1,542	
604-1036 LIFE INSURANCE	1,285	1,320	1,331	1,353	1,218	1,330	1,193	
604-1037 WORKERS' COMP INSURANCE	16,186	19,647	22,707	25,602	16,699	22,700	30,992	
604-1040 TMRS RETIREMENT	115,383	141,721	146,136	156,781	140,215	152,800	162,660	
604-1070 SPECIAL ALLOWANCES	<u>2,808</u>	<u>9,077</u>	<u>17,469</u>	<u>14,400</u>	<u>14,295</u>	<u>15,500</u>	<u>16,520</u>	
TOTAL PERSONNEL	1,098,486	1,304,044	1,368,703	1,446,836	1,288,514	1,405,148	1,495,660	
<u>SUPPLIES</u>								
604-2020 OFFICE SUPPLIES	1,563	1,836	1,377	1,500	1,480	1,500	1,500	
604-2060 MEDICAL EXAMS/SCREENING/TES	638	1,339	619	2,000	353	700	1,000	
DRUG TESTING 0	0.00							200
HEALTH SCREENING 0	0.00							400
IMMUNIZATIONS 0	0.00							250
FIRE FIGHTER CANDIDATE 0	0.00							150
604-2070 JANITORIAL SUPPLIES	2,352	2,018	2,799	2,500	1,749	2,400	2,500	
604-2080 UNIFORMS & ACCESSORIES	6,508	6,832	5,597	7,000	6,746	6,800	7,000	
UNIFORMS - (17) FIRE FI 0	<u>0.00</u>							<u>7,000</u>
TOTAL SUPPLIES	11,062	12,025	10,392	13,000	10,328	11,400	12,000	
<u>SERVICES</u>								
604-3017 PROFESSIONAL - MEDICAL DIRE	4,200	4,500	4,805	5,900	4,950	5,400	5,400	
MEDICAL DIRECTOR 12	400.00							4,800
OTHER PROF. SERV. 0	0.00							200
EMERGENCY MANAGEMENT PL 0	0.00							400
604-3020 ASSOCIATION DUES & PUBS	5,435	6,169	7,255	8,420	5,858	7,300	8,420	
TCFP DUES & CERT FEES 0	0.00							4,045
STRAC DUES 0	0.00							200
ICC CODE BOOK UPDATE 0	0.00							200
NATIONAL FIRE CODE UPDA 0	0.00							1,300
TX AMBULANCE ASSOC. 0	0.00							250
TDSHS RECERT FEES & CE 0	0.00							1,150
NFPA MEMBERSHIP 0	0.00							150
ALAMO AREA FIRE CHIEFS 0	0.00							25
TX FIRE CHIEFS/BEST PRA 0	0.00							500
UT/UNIV. HOSPITAL INF C 0	0.00							600
604-3030 TRAINING/EDUCATION	5,905	7,415	5,208	9,040	5,482	7,000	7,000	
CE SOLUTIONS - EMS 0	0.00							2,000
CE - FIRE FIGHTERS 0	0.00							2,500

10 -GENERAL FUND  
FIRE DEPARTMENT

(------ 2018-2019 -----) (------ 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
FIRERMS & EPCR TESTING 0	0.00							2,500
604-3040 TRAVEL/MILEAGE/LODGING/PERD	1,686	2,272	3,475	4,000	2,598	2,598	4,000	
TRAVEL-MILEAGE-LODGING 0	0.00							3,500
FOOD FOR TRAINING/MEETI 0	0.00							500
604-3050 LIABILITY INSURANCE	13,218	13,873	16,910	18,100	19,653	19,653	22,000	
604-3070 PROPERTY INSURANCE	6,573	6,899	8,409	9,000	11,310	11,310	13,000	
604-3080 SPECIAL SERVICES	2,227	1,727	2,710	12,860	10,807	12,800	10,800	
EMERGICON 12	900.00							10,800
604-3090 COMMUNICATIONS SERVICES	3,800	4,126	4,072	4,668	4,121	4,668	4,668	
DATA CARDS-MDTS 12	264.00							3,168
AT&T PHONE SERVICE 12	105.00							1,260
AT&T MDT SERVICE 12	20.00							240
TOTAL SERVICES	43,043	46,980	52,844	71,988	64,780	70,729	75,288	

CONTRACTUAL

604-4045 RADIO ACCESS FEES - COSA	5,832	5,832	5,832	6,000	5,832	5,832	6,000	
COSA/HARRIS RADIO 0	0.00							6,000
HARRIS RADIO MAINT. 0	0.00							0
604-4075 COMPUTER SOFTWARE/MAINTENAN	220	0	216	500	0	0	3,900	
GENERAL 0	0.00							500
WIN 10 LICENSES 17	200.00							3,400
604-4086 CONTRACT LABOR	0	0	0	15,900	15,902	15,902	0	
TOTAL CONTRACTUAL	6,052	5,832	6,048	22,400	21,734	21,734	9,900	

604-4075 COMPUTER SOFTWARE/MAINTENANEXT YEAR NOTES:

Software updates per Curtis. Upgrading computers and tablets  
to Windows 10 from Windows 7.

MAINTENANCE

604-5010 EQUIPMENT MAINT & REPAIR	4,446	4,331	4,224	4,500	4,213	4,500	4,500	
FIRE EQUIPMENT 0	0.00							3,000
EMS 0	0.00							750
VARIOUS EQUIPMENT 0	0.00							750
604-5020 VEHICLE MAINTENANCE	20,558	20,453	21,063	20,000	32,113	32,500	15,000	
FIRE ENGINES 2	4,000.00							8,000
EMS UNITS 2	2,000.00							4,000
BRUSH, SUPPORT, CHIEF T 3	1,000.00							3,000
604-5030 BUILDING MAINTENANCE	10,175	8,078	6,036	7,000	6,824	7,000	7,000	
FIRE STATION 0	0.00							5,500
LIVING QUARTERS 0	0.00							1,500
604-5060 VEHICLE & EQPT FUELS	7,839	9,206	11,214	10,000	8,524	10,000	10,000	
TOTAL MAINTENANCE	43,019	42,068	42,538	41,500	51,675	54,000	36,500	

10 -GENERAL FUND  
FIRE DEPARTMENT

(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>DEPT MATERIALS-SERVICES</u>								
604-6015 ELECTRONIC EQPT MAINT	5,978	5,015	10,048	7,000	5,997	7,000	7,000	
STRAC TABLET EPCR USER 2	800.00							1,600
RADIO TOWER MAINTENANCE 0	0.00							300
MDT MAINTENANCE 0	0.00							1,500
ZOLL CARDIAC MONITOR CA 2	500.00							1,000
GAS MONITORING 0	0.00							400
MISC VARIOUS EQUIPMENT 0	0.00							2,200
604-6030 INVESTIGATIVE SUPPLIES/PROC	120	968	328	1,500	28	750	1,500	
604-6040 EMS SUPPLIES	20,998	21,120	24,664	23,000	21,470	22,500	25,340	
EMS OXYGEN 12	120.00							1,440
DISPOSABLE MEDICAL SUPP 0	0.00							13,500
MEDICATIONS 0	0.00							9,000
BIO HAZARD WASTE DISPOS 0	0.00							1,400
604-6045 FIRE FIGHTING EQPT SUPPLIES	14,887	5,548	9,675	12,000	11,724	11,800	10,000	
FIRE HOSE REPLACEMENT 1	3,000.00							3,000
SMALL EQUIPMENT REPLACE 1	2,000.00							2,000
FIRE NOZZLE REPLACEMENT 1	2,000.00							2,000
CLASS A & B FOAM 0	0.00							1,000
VARIOUS SUPPLIES 0	0.00							2,000
604-6060 PPE MAINTENENCE	15,572	14,191	13,571	14,100	9,923	12,500	14,100	
GEAR REPLACEMENT 5	2,000.00							10,000
NEW GEAR 0	0.00							2,000
REPAIRS 0	0.00							1,000
AIR QUALITY TESTING 0	0.00							500
MISC. PPE 0	0.00							600
TOTAL DEPT MATERIALS-SERVICES	57,556	46,842	58,286	57,600	49,142	54,550	57,940	

604-6040 EMS SUPPLIES

NEXT YEAR NOTES:  
We have been told by our vendors to anticipate a 30-35% increase in medication prices due to new DEA regulations. Additionally, the new DEA requirements will require serial numbers on packaging eliminating the ability to purchase single units.

<u>UTILITIES</u>								
604-7044 UTILITIES - WATER	1,744	1,629	1,404	1,600	1,302	1,600	1,400	
TOTAL UTILITIES	1,744	1,629	1,404	1,600	1,302	1,600	1,400	

10 -GENERAL FUND  
FIRE DEPARTMENT

(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
604-8010 NON-CAPITAL-ELECTRONIC EQUI	18,006	17,043	16,600	0	0	0	0	
604-8012 NON-CAPITAL-FIRE ARMS/TASER	0	0	797	0	0	0	0	
604-8015 NON-CAPITAL-COMPUTER EQUIPM	8,168	394	468	500	0	0	1,900	
COMPUTER/MONITOR	0	0.00						400
COMPUTER	1	1,500.00						1,500
604-8020 NON-CAPITAL MAINTENANCE EQP	0	156	0	0	0	0	0	
604-8025 NON CAPITAL-OFFICE FURN/EQU	0	648	269	0	407	407	0	
604-8035 FIRE FIGHTING EQPT PURCH	0	1,273	0	0	0	0	0	
604-8040 CAPITAL - PPE EQUIPMENT	0	0	0	0	0	0	2,500	
604-8050 CAPITAL - VEHICLE	0	179,939	186,490	0	0	0	0	
604-8060 CAPITAL - EQUIPMENT	0	50,828	21,575	0	0	0	0	
604-8080 CAPITAL - IMPROVEMENT	0	8,065	0	0	0	0	16,000	
WIDEN REAR DRIVEWAY	0	0.00						16,000
604-8081 CAPITAL - BUILDINGS	13,727	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	39,902	258,347	226,200	500	407	407	20,400	
604-8040 CAPITAL - PPE EQUIPMENT	NEXT YEAR NOTES: Purchase replacement Tablet that was stolen. This Tablet was to be used for monitoring SCBA's on fire ground. This tablet was part of the original purchase plan when purchasing the SCBA's.							
<u>INTERFUND TRANSFERS</u>								
604-9000 GRANT EXPENDITURES	5,457	7,054	10,728	17,000	13,854	13,854	17,000	
STRAC GRANT - EMS	0	0.00						7,000
TEXAS FOREST SERVICE	0	0.00						10,000
604-9010 TRF TO CAPITAL REPLACEMENT	780,514	199,553	422,343	208,106	208,106	208,106	206,623	
EQUIPMENT REPLACEMENT	0	0.00						61,156
EMERGENCY BACKUP POWER	0	0.00						5,000
APPARATUS	0	0.00						140,467
TOTAL INTERFUND TRANSFERS	785,971	206,607	433,071	225,106	221,960	221,960	223,623	
TOTAL FIRE DEPARTMENT	2,086,834	1,924,374	2,199,486	1,880,530	1,709,843	1,841,528	1,932,711	

## Police Department - 605



### **Mission Statement**

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

### **Goals:**

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

### **Objectives:**

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



<b>POLICE DEPARTMENT PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Calendar Year 2016</b>	<b>Calendar Year 2017</b>	<b>Calendar Year 2018</b>	<b>Target 2019</b>
Calls for Service	2,721	2,797	2,645	2,700
Response Time	not measured	not measured	not measured	4 minutes
Citations Written	1,465	1,220	1,114	1,100
Warnings Issued	3,660	1,995	1,986	2,000
# of Offense Reports Generated	249	161	98	100
Number of patrol officers per 1,000 population	3.25	3.69	3.69	3.69

## Police Department - 605

### Major Budget Changes

#### Personnel Salary/Benefits:

No change in personnel. Council provided consensus guidance for the 3.25% raise recommendation and pay grade change for the Police Department Office Manager. The budget accounts for a 3.5% increase in employee health benefits provided by the Texas Municipal League Health Benefits Pool, which increases the defined contribution by \$19 per employee/month from \$553 to \$572 per employee/month.

A portion of Salaries, Medicare, and TMRS are being supplemented from the Court Restricted Fund (Security) to cover the manpower needed during the monthly Municipal Court sessions, estimated at three hours per officer for three officers per session.

No significant changes have been made to the day to day operations.

#### Capital Outlay:

As the Police Department capital outlay expenditures are financed via the Crime Control District, those items are being budgeted in that fund.

#### Grant Expenditures:

\$ 43,000

The Department was awarded a \$38,010 NIBRS grant to update its record management system. Total expenditures expected to be \$43,000. Difference funded by a transfer from the Crime Control and Prevention District Fund.

10 -GENERAL FUND  
POLICE DEPARTMENT

	(----- 2018-2019 -----)			(----- 2019-2020 -----)				
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<b>PERSONNEL</b>								
605-1010 SALARIES	780,492	959,239	1,072,728	1,110,817	1,010,390	1,101,500	1,129,812	
605-1015 OVERTIME	6,643	9,874	13,585	16,000	11,486	16,000	16,000	
605-1020 MEDICARE	11,330	14,001	15,743	16,930	14,973	16,700	17,149	
605-1025 TWC (SUI)	3,081	351	3,078	3,933	233	233	3,420	
605-1030 HEALTH INSURANCE	90,675	88,000	124,463	126,084	114,195	124,150	130,416	
605-1031 HSA	699	726	799	844	736	800	844	
605-1033 DENTAL INSURANCE	5,397	6,482	7,551	7,289	6,654	7,450	7,216	
605-1035 VISION CARE INSURANCE	1,555	1,639	1,776	1,704	1,555	1,700	1,744	
605-1036 LIFE INSURANCE	1,278	1,381	1,540	1,512	1,371	1,500	1,334	
605-1037 WORKERS' COMP INSURANCE	18,527	23,085	28,335	32,499	21,648	28,300	28,046	
605-1040 TMRS RETIREMENT	109,554	136,169	153,641	162,879	146,319	160,500	164,985	
605-1070 SPECIAL ALLOWANCES	10,200	21,925	31,894	37,775	31,613	36,000	36,875	
TOTAL PERSONNEL	1,039,431	1,262,872	1,455,134	1,518,266	1,361,173	1,494,833	1,537,841	
<b>SUPPLIES</b>								
605-2020 OFFICE SUPPLIES	2,199	2,198	2,541	3,000	2,709	3,000	3,000	
605-2050 PRINTING & COPYING	1,112	1,266	1,297	1,300	1,383	1,383	1,300	
FORMS, MIRANDA, LEGISLA 0	0.00							1,300
605-2060 MEDICAL/SCREENING/TESTING/B	510	417	264	1,000	368	500	500	
PSYCHOLOGICAL EVALUATIO 0	0.00							200
DRUG SCREEN-PYHSICALS 0	0.00							300
605-2070 JANITORIAL/BUILDING SUPPLIE	499	496	490	0	0	0	0	
605-2080 UNIFORMS & ACCESSORIES	13,601	24,525	25,286	27,000	24,897	25,500	27,000	
UNIFORMS 0	0.00							19,000
8- BULLET PROOF VESTS 0	0.00							8,000
TOTAL SUPPLIES	17,921	28,901	29,878	32,300	29,356	30,383	31,800	
<b>SERVICES</b>								
605-3020 ASSOCIATION DUES & PUBS	744	1,235	6,023	5,870	2,202	2,500	2,869	
NATIONAL ASSN. OF POLIC 0	0.00							60
TX POLICE CHIEF ASSN. - 0	0.00							50
TEXAS POLICE ASSOCIATIO 0	0.00							30
CRIMINAL LAW & TRAFFIC 0	0.00							1,200
TX POLICE CHIEF ASSN - 0	0.00							350
NOTARY PUBLIC - RENEWAL 0	0.00							130
TX BEST PRACTICE FEE 0	0.00							500
PERF 0	0.00							360
SHRM 0	0.00							189
605-3030 TRAINING/EDUCATION	581	1,714	2,013	3,500	150	2,000	3,500	
0	0.00							3,500
FIREARMS TRAINING 22 OF 0	0.00							0
~ 20 VARIOUS TRAINING C 0	0.00							0
TML CONFERENCE 0	0.00							0
605-3040 TRAVEL/MILEAGE/LODGING/PERD	364	1,286	2,653	4,000	4,962	4,962	5,000	
0	0.00							5,000

10 -GENERAL FUND  
POLICE DEPARTMENT

(------ 2018-2019 -----) (------ 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
605-3050 LIABILITY INSURANCE	10,908	12,448	17,343	16,000	17,029	17,029	17,900	
605-3060 UNIFORM MAINTENANCE	2,273	2,715	3,862	6,000	3,259	3,900	6,000	
21 OFFICERS AT ~\$350 EA 0	0.00							6,000
605-3071 PROPERTY INSURANCE	5,423	5,692	6,938	7,300	7,960	7,960	8,400	
605-3072 ANIMAL CONTROL SERVICES	12,000	12,000	12,000	12,500	11,000	12,000	12,500	
DEZAVALA SHAVANO VET CL 12	1,000.00							12,000
ANIMAL CONTROL EQUIPMEN 0	0.00							500
605-3087 CITIZENS COMMUNICATION/ED	0	200	610	400	400	400	400	
605-3090 COMMUNCIATIONS SERVICES	4,399	4,391	5,985	4,600	5,130	5,594	5,600	
MDT SERVICES 0	0.00							5,600
TOTAL SERVICES	36,692	41,681	57,427	60,170	52,092	56,345	62,169	
<u>CONTRACTUAL</u>								
605-4035 CONTRACT/DISPATCH SERVICES	30,000	0	0	0	0	0	0	
605-4045 CONTRACT/RADIO FEES COSA	6,696	6,696	7,776	9,600	7,992	7,992	8,000	
605-4075 COMPUTER SOFTWARE/INCODE	12,275	12,577	13,403	13,595	13,060	13,500	15,886	
INCODE - TDEX INTERFACE 0	0.00							621
INCODE - CALLS FOR SERV 0	0.00							708
INCODE - PUBLIC SAFETY 0	0.00							7,543
BRAZOS TECHNOLOGY 0	0.00							2,610
LEADS ONLINE 0	0.00							1,758
PRODUCTIVITY (TCLEDDS) 0	0.00							500
ACCURINT (LEXIS-NEXIS) 0	0.00							396
WIN 10 LICENSES 6	200.00							1,200
ADOBE LICENSE (standard 2	160.00							320
ADOBE LICENSE (PRO) 1	230.00							230
TOTAL CONTRACTUAL	48,971	19,273	21,179	23,195	21,052	21,492	23,886	
<u>MAINTENANCE</u>								
605-5005 EQUIPMENT LEASES	3,333	1,895	2,168	3,100	1,663	1,700	2,000	
MONTHLY COPY FEES - PER 0	0.00							2,000
605-5010 EQUIPMENT MAINT & REPAIR	2,530	962	2,836	3,000	894	2,000	3,000	
605-5015 ELECTRONIC EQPT MAINT	7,798	9,288	3,791	5,350	734	1,750	5,350	
MIDWEST RADAR-CERTIFICA 0	0.00							350
DAILY WELLS - RAIDO REP 0	0.00							2,000
COPTRAX/TECH SUPPORT/RE 0	0.00							3,000
605-5020 VEHICLE MAINTENANCE	15,164	24,689	34,697	23,000	24,629	25,000	23,000	
605-5060 VEHICLE & EQPT FUELS	27,123	29,746	35,968	30,000	28,837	32,500	30,000	
TOTAL MAINTENANCE	55,948	66,581	79,460	64,450	56,757	62,950	63,350	

10 -GENERAL FUND  
POLICE DEPARTMENT

	(------ 2018-2019 -----) (------ 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>DEPT MATERIALS-SERVICES</u>								
605-6030 INVESTIGATIVE SUPPLIES	1,670	3,462	2,224	3,000	2,935	3,000	3,000	
605-6032 POLICE SAFETY SUPPLIES	2,229	2,250	2,250	3,400	2,943	3,000	3,000	
FLARES	0	0.00						450
SABA	0	0.00						1,700
GLOVES, TRAFFIC CONES,	0	0.00						850
605-6035 FIREARMS EQUIPMENT/SUPPLIES	5,036	5,109	5,969	6,000	1,697	4,500	6,500	
AMMUNITION	0	0.00						4,500
TARGETS/SHOOTING PADS	0	0.00						1,500
CLEANING SUPPLIES	0	0.00						500
TOTAL DEPT MATERIALS-SERVICES	8,935	10,821	10,443	12,400	7,574	10,500	12,500	
<u>UTILITIES</u>								
605-7042 UTILITES- PHONE	4,587	5,498	4,474	4,300	3,797	4,400	4,400	
CELL PHONES	0	0.00						2,900
AT&T DISPATCH LINE	0	0.00						1,500
TOTAL UTILITIES	4,587	5,498	4,474	4,300	3,797	4,400	4,400	
<u>CAPITAL OUTLAY</u>								
605-8010 NON-CAPITAL-ELECTRONIC EQUI	3,290	23,851	20,397	0	0	0	0	
605-8012 NON CAPITAL-FIRE ARMS/TASER	0	16,219	8,640	0	0	0	0	
605-8015 NON-CAPITAL-COMPUTER EQUIP.	0	3,842	9,706	0	0	0	400	
COMPUTER/MONITOR	1	400.00						400
605-8020 NON-CAPITAL MAINT. EQUIPMEN	0	4,012	0	0	0	0	0	
605-8025 NON-CAPITAL - OFFICE FURNIT	0	0	3,107	0	0	0	0	
605-8030 CAPITAL - ELECTRONIC EQUIPM	12,231	54,754	0	0	0	0	0	
605-8040 CAPITAL - PER PROTECTIVE EQ	0	0	0	0	0	0	0	
605-8045 CAPITAL - COMPUTER EQUIPMEN	10,085	7,213	0	0	0	0	0	
605-8050 CAPITAL - VEHICLES	75,967	42,044	147,129	0	0	0	0	
605-8081 CAPITAL - BUILDING	0	5,980	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	101,573	157,916	188,979	0	0	0	400	
<u>INTERFUND TRANSFERS</u>								
605-9000 GRANT EXPENDITURES	0	0	14,000	15,480	16,279	16,279	43,000	
NIBRS UPGRADE MANDATE	0	0.00						43,000
TOTAL INTERFUND TRANSFERS	0	0	14,000	15,480	16,279	16,279	43,000	
TOTAL POLICE DEPARTMENT	1,314,060	1,593,543	1,860,974	1,730,561	1,548,080	1,697,182	1,779,346	

## Development Services - 607

### Major Budget Changes

#### Personnel Salary/Benefits

There are no personnel located within this department. Services are performed by outside contractors.

Decline in Building Inspection Services expenditures (3015) coincides with decline in permitting revenues.

No significant change in the day to day operations of this department.

10 -GENERAL FUND  
DEVELOPMENT SERVICES

(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SUPPLIES</u>								
607-2020 OFFICE SUPPLIES	0	0	340	0	0	0	325	
PLAN STORAGE BIN 1	325.00							325
607-2050 PRINTING & COPYING	<u>675</u>	<u>207</u>	<u>1,096</u>	<u>1,000</u>	<u>80</u>	<u>450</u>	<u>750</u>	
TOTAL SUPPLIES	675	207	1,436	1,000	80	450	1,075	
<u>SERVICES</u>								
607-3012 PROF -ENGINEERING REVIEW	11,530	1,400	0	5,000	0	1,000	2,000	
607-3015 PROF -BLDG INSPECTION SERVI	81,606	91,292	94,603	95,000	69,060	76,000	75,000	
607-3016 PROF -HEALTH INSPECTOR	2,220	2,040	2,160	2,000	1,800	2,160	2,000	
607-3017 PROF -SANITARY INSPECTION S	2,340	1,750	3,000	3,000	1,570	2,400	2,500	
607-3020 ASSOCIATION DUES & PUBS	0	0	0	0	0	0	100	
2018 I-CODES 1	<u>100.00</u>							<u>100</u>
TOTAL SERVICES	97,696	96,482	99,763	105,000	72,430	81,560	81,600	
<u>CONTRACTUAL</u>								
607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>1,300</u>	<u>1,400</u>	<u>1,400</u>	<u>1,500</u>	<u>1,400</u>	<u>1,400</u>	<u>1,500</u>	
TOTAL CONTRACTUAL	1,300	1,400	1,400	1,500	1,400	1,400	1,500	
TOTAL DEVELOPMENT SERVICES	99,671	98,089	102,599	107,500	73,910	83,410	84,175	
TOTAL EXPENDITURES	5,936,031	5,118,254	5,889,043	5,352,022	4,768,138	5,232,448	5,458,847	
=====								
REVENUE OVER/(UNDER) EXPENDITURES	( 1,400,001)	634,070	( 423,105)	0	284,250	( 69,687)	0	
=====								

## 30 - DEBT SERVICE FUND

**Fund Purpose.** This fund accounts for the property taxes levied for payment of principal and interest on all general long-term debt of the City.

**Fund Description.** The debt service fund accounts for the accumulation of the interest and sinking (I&S) portion of ad valorem taxes for the payment of principal, interest and related costs.

The general obligation bonds are payable out of the City's ad valorem tax revenues. The City Council having authorized the levy, assessment and collection of ad valorem taxes sufficient to pay the annual debt service amounts as provided in the bond ordinance, solely for the benefit of said bonds. The bond ordinance stipulates that "said interest and sinking fund shall be kept separate and apart from all other funds and accounts of said City, and shall be used only for the paying the interest on and principal of said bonds."

As of September 30, 2019, the City's long-term debt consists of the three outstanding bonds:

- 1) **General Obligation Refunding Bonds, Series 2009.** The bond's current principal outstanding is \$195,000 with \$3,900 in interest for a total debt service of \$198,900.
  - \$40,873 (or 20.55%) of the debt service is supported by water revenues.
  - \$158,027 (or 79.45%) of the debt service is supported by ad valorem taxes.
- 2) **General Obligation Refunding Bond, Series 2017.** The bond's current principal outstanding is \$1,875,000 with \$817,800 in interest for a total debt service of \$2,692,800.
  - 100% of the debt service is supported by water revenues.
- 3) **General Obligation Refunding Bond, Series 2018.** The bond's current principal outstanding is \$1,360,000 with \$114,184 in interest for a total debt service of \$1,504,184.
  - \$309,110 (or 20.55%) of the debt service is supported by water revenues.
  - \$1,195,074 (or 79.45%) of the debt service is supported by ad valorem taxes.

The Debt Service Fund therefore supports \$1,353,101 in future debt service requirements.

The Water Debt Service Fund supports the remaining bond debt. See page 108 for information on the Water Fund portion of the debt.

**Fund Changes.** This budget provides \$121,603 in revenues from ad valorem taxes, \$40,000 from fund balance and \$37,748 in certified prior year excess ad valorem tax collections\*. A total of \$199,351 will be expensed for debt service in fiscal year 2019 – 2020.



The City of Shavano Park's fiscal year 2019 – 2020 debt service ratio is 0.035 or 3.5%. In other words 3.5% of the City's revenues this budget year are spent on debt service. This ratio demonstrates the City of Shavano Park is strong financially and that existing debt levels do not significantly impact current operations.

The debt service ratio is a widely accepted measure of sound financial management, and a useful tool to understand the City's fiscal integrity. Debt service ratio is the ratio of debt service expenditures as a percent of a municipality's own source revenue (I&S portion of ad valorem taxes in addition to general fund revenues). The Government Finance Officers Association considers a debt service ratio exceeding 20% as a warning signal for municipalities. A ratio of 10% or less is considered acceptable.

**Legal Debt Margin Information.** The City is a Type A general law municipality and under Article XI, Section 4, of the Texas Constitution the maximum ad valorem tax rate is limited to \$1.50 per \$100 Taxable Assessed Valuation for all City purposes. The Texas Attorney General has adopted an administrative policy that generally prohibits the issuance of debt by a municipality, such as the City, if its issuance produces debt service requirements exceeding that which can be paid from \$1.00 of the foregoing \$1.50 maximum rate calculated at 90% collection.

Per the City's Financial Advisors using the Texas Attorney General's guideline for general law Cities, the City's legal debt margin is based on a tax rate of \$1.00 per \$100 of net assessed property value with projected 90% collection of the tax levy. For the fiscal year 2019 – 2020 budget, the City's legal debt margin is \$11,847,156. This means the City could issue debt (bonds) up to an amount that generates a maximum debt service requirements of less than \$11,847,156.

The General Law Cities calculation of the legal debt margin for the City of Shavano Park is below:

**Estimated Net Assessed Value:** \$ 1,316,350,691

For the Texas Constitution Legal Debt Margin for Shavano Park – Divide the estimated net assessed value by \$100 and multiply by the Texas Attorney General general rule tax rate of \$1.00. Then subtract the maximum annual debt service requirement amount for existing General Obligation (G.O.) debt.

\$11,847,156	City of Shavano Park's maximum legal debt service requirement (based on tax rate of \$1.00 per \$100 value and 90% collection)
\$ 390,304	City of Shavano Park's maximum annual debt requirements for existing G.O. debt (will occur in fiscal year end 2024)
<hr/>	
\$11,456,852	City of Shavano Park's FY20 Debt Margin

According to the City's Financial Advisor, a debt margin of \$11,456,852 translates into additional debt capacity of approximately \$170 million in bonds (depending on factors such as number of debt issues and the interest environment).

\* The City has adopted the tax freeze for residents who are 65 years of age or older or disabled. As a result of this action, when the property tax rates are calculated for debt service (I&S) these property valuations are not included when determining the necessary tax rate to pay current year debt payments. However the frozen tax amounts paid during that year are proportioned out by the M&O and I&S ratios based on the adopted tax rate, creating excess ad valorem collections. This excess amount is then used to reduce the amount of funds to be collected when calculating the subsequent year's I&S rate.

## 30 - DEBT SERVICE FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 218,147	\$ 141,801	
REVENUES	\$ 1,232,934 **	\$ 121,603 ***	\$ 1,111,331
EXPENDITURES	\$ 1,309,280	\$ 199,351	\$ 1,109,929
TOTAL REVENUES LESS THAN EXPENDITURES	\$ (76,346)	\$ (77,748)	
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 141,801</u>	<u>\$ 64,053</u>	

Note: The City refinanced a debt issue in FY 2018-19, causing the large difference in revenues and expenditures when comparing the two years.

\*\* Revenues do not include the transfer of \$26,346 from prior year excess collection and \$50,000 from Fund Balance

\*\*\* Revenues do not include the transfer of \$37,748 from prior year excess collection and \$40,000 from Fund Balance.

DEBT SERVICE *	FUNDING	TOTAL PRINCIPAL	TOTAL INTEREST
General Obligation Refunding Bonds, Series 2017 (2009 CO)	Water Supported	\$ 1,875,000	\$ 817,800
General Obligation Refunding Bonds, Series 2009 (Split)	Water Supported	40,072	801
	Tax Supported	154,928	3,099
General Obligation Refunding Bonds, Series 2018 (Split)	Water Supported	279,480	29,630
	Tax Supported	1,080,520	114,554
		<u>\$ 3,430,000</u>	<u>\$ 965,884</u>

\* Refer to debt service schedules for detail of payments by year.

30 -DEBT SERVICE FUND

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
<u>TAXES</u>								
30-599-1010 CURRENT ADVALOREM TAXES	234,098	164,662	144,157	132,551	171,290	172,000	121,603	_____
30-599-1020 DELINQUENT ADVALOREM TAXES	2,802	7,756	( 3,217)	0	4,912	5,500	0	_____
30-599-1030 PENALTY & INTEREST	<u>789</u>	<u>540</u>	<u>573</u>	<u>0</u>	<u>1,302</u>	<u>1,400</u>	<u>0</u>	<u>_____</u>
TOTAL TAXES	237,688	172,958	141,513	132,551	177,504	178,900	121,603	
<u>TRANSFERS IN</u>								
30-599-8001 PROCEEDS OF LONG TERM DEBT	0	0	0	1,100,383	849	1,100,383	0	_____
30-599-8010 INTEREST INCOME	247	1,537	3,789	0	4,367	4,400	0	_____
30-599-8030 FUND BALANCE - TRANSFER IN	0	0	0	76,346	0	0	77,748	_____
2018 CERTIFIED EXCESS C 0	0.00						37,748	
FUNDS TO REDUCE DEBT 0	<u>0.00</u>						<u>40,000</u>	
TOTAL TRANSFERS IN	247	1,537	3,789	1,176,729	5,216	1,104,783	77,748	
<hr/>								
TOTAL NON-DEPARTMENTAL	237,935	174,495	145,302	1,309,280	182,719	1,283,683	199,351	
<hr/>								
TOTAL REVENUES	237,935	174,495	145,302	1,309,280	182,719	1,283,683	199,351	
	=====	=====	=====	=====	=====	=====	=====	=====

30 -DEBT SERVICE FUND  
DEBT SERVICE

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<hr/>								
<u>CAPITAL OUTLAY</u>								
607-8050 2009 GO REFUNDING-PRINCIPAL	139,038	139,038	143,010	154,927	154,928	154,928	154,928	
607-8052 2009 GO REFUNDING-INTEREST	68,526	64,007	59,071	53,470	9,296	9,296	3,099	
607-8054 BOND AGENT FEES	150	300	300	500	150	300	500	
607-8055 BOND ISSUE COSTS	0	0	0	29,556	0	29,556	0	
607-8056 2018 GO REFUNDING (2009) PR	0	0	0	0	19,863	19,863	11,918	
607-8057 2018 GO REFUNDING (2009) IN	0	0	0	0	21,522	21,522	28,906	
607-8090 PMT TO REFUNDING AGENT ESCR	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,070,827</u>	<u>0</u>	<u>1,070,827</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	207,713	203,345	202,381	1,309,280	205,758	1,306,292	199,351	
<hr/>								
TOTAL DEBT SERVICE	207,713	203,345	202,381	1,309,280	205,758	1,306,292	199,351	
<hr/>								
TOTAL EXPENDITURES	207,713	203,345	202,381	1,309,280	205,758	1,306,292	199,351	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	30,222	( 28,850)	( 57,079)	0	( 23,038)	( 22,609)	0	
	=====	=====	=====	=====	=====	=====	=====	=====

# BOND DEBT SERVICE

City of Shavano Park, Texas  
General Obligation Refunding Bonds, Series 2009

Original Issue Amount: \$2,795,000

Maturities 2021 - 2026 refunded by Series 2018

Paying Agent: Wells Fargo

\*\*\*PAYMENT SOURCE: 79.45% GENERAL FUND\*\*\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	154,927.50	4.000%	3,098.55	158,026.05	
09/30/2020					158,026.05
	154,927.50		3,098.55	158,026.05	158,026.05

# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2018  
 Original Issue Amount: \$1,385,000  
 Callable 2/15/2023 (not eligible for tax-exempt advance refunding)  
 Paying Agent: First National Bank Texas  
 \*\*\*PAYMENT SOURCE: 79.45% GENERAL FUND\*\*\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	11,917.50	2.690%	14,532.99	26,450.49	
08/15/2020			14,372.70	14,372.70	
09/30/2020					40,823.19
02/15/2021	170,817.50	2.690%	14,372.70	185,190.20	
08/15/2021			12,075.21	12,075.21	
09/30/2021					197,265.41
02/15/2022	178,762.50	2.690%	12,075.21	190,837.71	
08/15/2022			9,670.85	9,670.85	
09/30/2022					200,508.56
02/15/2023	182,735.00	2.690%	9,670.85	192,405.85	
08/15/2023			7,213.07	7,213.07	
09/30/2023					199,618.92
02/15/2024	190,680.00	2.690%	7,213.07	197,893.07	
08/15/2024			4,648.42	4,648.42	
09/30/2024					202,541.49
02/15/2025	194,652.50	2.690%	4,648.42	199,300.92	
08/15/2025			2,030.34	2,030.34	
09/30/2025					201,331.26
02/15/2026	150,955.00	2.690%	2,030.34	152,985.34	
09/30/2026					152,985.34
	1,080,520.00		114,554.17	1,195,074.17	1,195,074.17

## 20 - WATER FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>UNRESTRICTED</b>	\$ 475,634	\$ 483,999	
<b>COMMITTED FOR CAPITAL REPLACEMENT</b>	520,769	546,070	
<b>BEGINNING FUND BALANCE</b>	<u>\$ 996,403</u>	<u>\$ 1,030,069</u>	
 REVENUES	 <u>\$ 865,519</u>	 <u>\$ 1,023,490</u>	 \$ 157,971
DEPARTMENT EXPENSES AND OTHER USES:			
WATER DEPARTMENT OPERATIONS	\$ 622,588	\$ 689,100	\$ 66,512
TRANSFER TO GENERAL FUND	22,050	22,050	-
DEBT SERVICE	187,215	188,034	819
<b>TOTAL EXPENSES</b>	<u>\$ 831,853</u>	<u>\$ 899,184</u>	<u>\$ 67,331</u>
Income/(Loss)	\$ 33,666	\$ 124,306	
<b>ESTIMATED UNRESTRICTED</b>	<u>\$ 483,999</u>	<u>\$ 498,379</u>	
<b>COMMITTED FOR CAPITAL REPLACEMENT</b>	<u>546,070</u>	<u>655,996</u>	\$ 109,926
<b>ENDING FUND BALANCE, PROJECTED BUDGET</b>	<u><u>\$ 1,030,069</u></u>	<u><u>\$ 1,154,375</u></u>	
 CAPITAL REPLACEMENT	 <u>71,946</u> **	 <u>138,706</u> **	 <u>\$ 66,760</u>

\*\* Capital replacement reflects the funds set aside for future capital outlay. This is not a true expenses.

Notes: Fund Balance amounts do not include the Net Investment in Capital Assets, \$2,373,098  
at September 30, 2018

While the Utility uses the 72 Fund - Water Capital Replacement to assist in the tracking of amounts set aside for equipment and water plant replacement, the amounts reflected here are consolidated to include both the 20 Fund - Water Utility and the 72 Fund - Water Capital Replacement with interfund activity eliminated.



20 -WATER FUND

	(------ 2018-2019 -----) (------ 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
NON-DEPARTMENTAL								
=====								
WATER SALES								
20-599-5015 WATER CONSUMPTION	585,411	658,287	661,864	621,347	382,729	525,000	627,000	
20-599-5016 LATE CHARGES	8,357	4,412	6,010	6,000	5,385	5,900	6,000	
20-599-5018 DEBT SERVICE	53,382	53,555	53,530	53,453	60,388	77,000	188,317	
20-599-5019 WATER SERVICE FEE	57,980	58,605	58,646	58,092	54,302	59,500	58,092	
20-599-5036 EAA PASS THRU CHARGE	79,313	87,732	89,139	83,319	53,500	70,000	83,681	
20-599-5037 CONNECTION/DISCONNECT FEE	0	2,800	0	0	0	0	0	
20-599-5040 TAPPING FEES	0	750	0	0	1,800	1,800	0	
TOTAL WATER SALES	784,443	866,141	869,190	822,211	558,104	739,200	963,090	
MISC./GRANTS/INTEREST								
20-599-7000 INTEREST INCOME	3,139	6,852	11,822	9,500	13,597	15,000	12,000	
20-599-7011 OTHER INCOME	3,406	40	49	0	1,130	1,500	0	
20-599-7012 LEASE OF WATER RIGHTS	7,043	7,000	10,000	17,108	7,500	10,000	10,000	
20-599-7040 ASR LEASE PROGRAM	36,000	24,000	24,000	0	0	0	0	
20-599-7060 CC SERVICE FEES	0	337	788	1,200	1,114	1,400	1,200	
20-599-7075 SITE/TOWER LEASE REVENUE	14,320	14,749	15,491	15,500	14,343	15,650	37,200	
SPRINT	0	0.00					16,100	
T-MOBILE (FROM GF)	0	0.00					21,100	
20-599-7090 SALE OF FIXED ASSETS	0	( 18,787)	4,705	0	641	641	0	
20-599-7097 INSURANCE PROCEEDS	2,390	45,707	9,838	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	66,297	79,897	76,693	43,308	38,324	44,191	60,400	
TRANSFERS IN								
20-599-8072 TRF IN-CAPITAL REPLACEMENT	0	0	37,048	38,280	46,645	46,645	14,400	
WATER METER REPLACEMENT 50	288.00						14,400	
20-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	( 4,839)	0	0	0	0	
20-599-8099 TRF IN - RESERVES	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	0	0	32,209	38,280	46,645	46,645	14,400	
TOTAL NON-DEPARTMENTAL								
	850,740	946,038	978,092	903,799	643,073	830,036	1,037,890	
TOTAL REVENUES								
	850,740	946,038	978,092	903,799	643,073	830,036	1,037,890	
	=====	=====	=====	=====	=====	=====	=====	=====

## Water Utility Department - 606

### **Mission Statement**

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

### **Goals:**

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

### **Objectives:**

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

- Maintain 100% compliance of all State and Federal regulations and laws associated with a water system
- Maintain a Superior Water System rating
- Ensure State requirements are met by having all employees of the Water Department certified and licensed in groundwater operations
- Educate the public while implementing the backflow prevention program approved by Council in accordance with an appropriate strategy
- Inventory all backflow devices within the water system

Resource and maintain appropriate equipment and assets

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

Improve employee quality to include educational training and development opportunities.

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

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

- Investigate alternatives to increase productivity and life expectancy of the Trinity Well pump, motor, and ground storage tank
- Continue to take corrective action on dead end main issues to lessen flushing and reduce loss ratio rate
- Work with TxDOT on preliminary reports for relocating portions of the water mains on NW Military prior to job bid for MPO project
- Identify cul-de-sac dead end mains, including gross cost estimate for each and prioritization for addressing. Complete remediation of at least one such dead end main each year until all resolved
- Stay current on new and proposed TCEQ water system requirements.
- Propose updates for Shavano Park Ordinances to meet all TCEQ and pertinent Edwards Aquifer Authority requirements
- Achieve annual water loss of less than 5%
- Respond to all water system complaints within one service day. Provide summary of complaints and resolutions to Water Advisory Committee
- Raise/install 5 fire hydrants with valves to proper height for Fire Department access per year
- Prepare drainage culvert to install boxes for crossing the creek to Well site # 8
- Consider outsourcing printing water utility bills
- Televis and investigate options of some or all wells not in production, evaluate possibilities to place back in production or plug. (Wells #1, #2, #3, and #4)

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

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

<b>WATER UTILITY FUND PERFORMANCE MEASURES:</b>				
<b>Description:</b>	<b>Actual FY16-17</b>	<b>Actual FY17-18</b>	<b>Projected FY18-19</b>	<b>Target FY19-20</b>
Number of Water Meters Installed	23	39	76	50
Number of Fire Hydrants Maintained or Repaired	N/A	5	10	5
Number of Dead End Mains Flushed	17	17	15	14
Number of Taste and Odor Complaints	24	31	25	0
Lost Water Ratio	5.23%	4.46%	6.62%	5.00%

The Shavano Park Water Utility has approximately 700 customers and provides water service only, no sanitary sewer.

## Water Department - 606

### Major Budget Changes:

#### Personnel Salary/Benefits:

No change in personnel. Council provided consensus guidance for the 3.25% raise recommendation and pay grade change recommendation for Public Works/Water Superintendent, Water Crew Leader, Office Manager and Servicemen. The budget accounts for a 3.5% increase in our employee health benefits provided by the Texas Municipal League Health Benefits Pool, which increases the defined contribution by \$19 per employee/month from \$553 to \$572.

No significant changes have been made to the day to day operations.

<b>Supplies:</b>	\$	15,030
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Increase of \$630 in Postage

<b>Services:</b>	\$	34,075
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Increase of \$5,000 for general engineering services

Increase of \$5,000 for NW Military engineering services

Increase of \$2,000 to outsource the water bill printing

<b>Contractual:</b>	\$	93,150
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Reduction of \$12,077, the last lease agreement expired and will not be renewed.

<b>Maintenance:</b>	\$	16,500
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\$1,000 increase, amounts were redistributed among the accounts

<b>Dept. Materials - Services:</b>	\$	115,650
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Increase of \$43,745 includes additional \$4,000 for fire hydrants/valves, additional \$4,000 for SCADA computer updates, assessment of Well #1, #2, #3 and #4 viability to return to service, fall protection in the storage tanks and addressing the orange water along Wagon Trail.

<b>Utilities:</b>	\$	76,125
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Increase of \$5,025 as budget for Electric expense (7040) adjusted to the average for the last three years

<b>Capital Outlay:</b>	\$	39,090
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Reduction of \$16,365, mini-excavator and skid steer were purchased in the prior year.

- 8080 Water System Improvements

Replace spider water lines in cul-de-sac \$12,000

Other projects \$16,700

- 8081 Water Meter Replacement

Funding comes from the capital replacement funds set aside from the water service fees charged to customers. \$14,400

<b><u>Interfund Transfers- Capital Replacement (9010)</u></b>	\$	160,756
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- 9010 Transfer to General Fund

Contribution toward general City operations \$22,050

- 9020 Transfer to Capital Replacement Fund, Fund 72

Amounts set aside for future capital repair/replacement of infrastructure, vehicles, and equipment \$138,706

20 -WATER FUND  
WATER DEPARTMENT

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>PERSONNEL</u>								
606-1010 SALARIES	150,066	148,231	169,239	185,260	160,752	175,000	206,130	
606-1015 OVERTIME	17,067	8,280	8,741	7,000	10,566	13,000	8,000	
606-1020 MEDICARE	2,485	2,398	2,617	2,615	2,523	2,800	2,990	
606-1025 TWC (SUI)	684	55	508	828	27	36	720	
606-1030 HEALTH INSURANCE	22,530	19,442	22,453	25,991	23,160	25,200	27,450	
606-1031 HSA	161	142	135	178	134	178	170	
606-1033 DENTAL INSURANCE	1,377	1,361	1,284	1,480	1,266	1,400	1,360	
606-1035 VISION CARE INSURANCE	357	319	309	325	301	365	330	
606-1036 LIFE INSURANCE	322	301	298	318	278	318	280	
606-1037 WORKERS' COMP INSURANCE	4,528	4,398	5,218	6,551	3,733	5,500	6,890	
606-1040 TMRS RETIREMENT	0	22,423	25,154	25,157	24,770	27,000	28,750	
606-1070 SPECIAL ALLOWANCES	<u>8,285</u>	<u>6,658</u>	<u>8,666</u>	<u>11,400</u>	<u>7,108</u>	<u>7,600</u>	<u>10,650</u>	
TOTAL PERSONNEL	207,863	214,007	244,619	267,103	234,618	258,397	293,720	
<u>SUPPLIES</u>								
606-2020 OFFICE SUPPLIES	1,596	1,724	1,463	1,400	1,450	1,700	1,500	
606-2030 POSTAGE	3,043	3,018	2,776	2,500	2,899	3,300	3,130	
POSTAGE 12	240.00							2,880
ANNUAL BULK MAIL PERMIT 0	0.00							250
606-2035 EMPLOYEE APPRECIATION	0	0	0	0	0	0	100	
606-2050 PRINTING & COPYING	931	722	459	600	971	975	600	
606-2060 MED EXAMS/SCREENING/TESTING	39	544	147	0	45	45	100	
606-2070 JANITORIAL SUPPLIES	0	0	384	100	0	100	100	
606-2075 BANK/CREDITCARD FEES	5,950	5,485	7,001	5,100	4,970	6,000	5,100	
MONTHLY 12	425.00							5,100
606-2080 UNIFORMS	843	1,102	743	1,200	864	1,200	1,200	
BOOTS - ANNUAL ALLOWANC 4	200.00							800
RAINWARE/ WINTER COATS/ 0	0.00							400
606-2090 SMALL TOOLS	1,060	1,314	1,929	2,000	2,670	2,670	2,000	
606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>993</u>	<u>1,818</u>	<u>1,212</u>	<u>1,200</u>	<u>1,152</u>	<u>1,200</u>	<u>1,200</u>	
TOTAL SUPPLIES	14,456	15,727	16,113	14,100	15,020	17,190	15,030	
<u>SERVICES</u>								
606-3012 ENGINEERING SERVICES	3,710	6,000	191	0	4,635	4,635	10,000	
BASIC MISC SERVICES 0	0.00							5,000
NM MILITARY 0	0.00							5,000
606-3013 PROFESSIONAL SERVICES	0	0	0	0	0	0	2,000	
WATER BILL PRINT-OUTSOU 0	0.00							2,000
606-3020 ASSOCIATION DUES & PUBS	716	895	996	2,215	1,057	1,500	2,215	
TWUA 0	0.00							360
S.A.R.A. ANNUAL FEE 0	0.00							200
S.A.R.A DUES - SEPARATE 0	0.00							200
REG WTR RES DEV (RWRD) 0	0.00							300
AWWA - AMER WTR WKS ASS 0	0.00							100
Stormwater Impact Fee 0	0.00							100

20 -WATER FUND  
WATER DEPARTMENT

		(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
TRWA - TX RURAL WATER A	0	0.00							325
WATER LICENSE RENEWALS	5	111.00							555
TX MUNI UTILITIES ASSN	0	0.00							75
606-3030 TRAINING/EDUCATION		4,655	2,859	2,583	3,000	2,251	2,700	2,700	
606-3040 TRAVEL/MILEAGE/LODGING/PERD		1,678	1,387	1,779	1,438	1,534	1,534	1,500	
606-3050 INSURANCE - LIABILITY		2,880	3,022	6,183	3,795	3,870	3,870	4,075	
606-3060 UNIFORM SERVICES		1,383	1,533	1,556	3,000	1,569	1,750	2,500	
606-3070 INSURANCE - PROPERTY		1,432	1,503	1,832	1,850	1,887	1,887	1,985	
606-3075 CONSERV. ED./REBATES		0	0	0	100	0	0	100	
606-3080 SPECIAL SERVICES		10	0	138	300	218	250	500	
SA HAZARDOUS MAT'L PERM	0	0.00							300
ONE CALL LOCATES	0	0.00							200
606-3082 WATER ANALYSIS FEES		3,949	7,421	5,074	6,500	4,683	5,800	6,500	
WATER ANALYSIS FEES	0	0.00							2,145
TCEQ ANNUAL WATER TESTI	0	0.00							2,500
DSHS CENTRAL LAB - TCEQ	0	0.00							1,805
TIER II REPORT FEES - A	0	0.00							50
TOTAL SERVICES		20,413	24,620	20,332	22,198	21,703	23,926	34,075	
CONTRACTUAL									
606-4075 COMPUTER SOFTWARE/INCODE		5,138	7,597	6,083	10,292	6,914	7,300	9,066	
INCODE-UTILITYSOFTWARE	0	0.00							2,960
INCODE-METER READER INT	0	0.00							640
INCODE-BILLPAY WEB HOST	0	0.00							1,200
INCODE-BILL PAY ONLINE	0	0.00							340
INCODE - HAND HELD METE	0	0.00							606
BEACON SERVICE AGREEMEN	0	0.00							900
BEACON MOBILE READER	2	360.00							720
BEACON METER SOFTWARE	0	0.00							525
SCADA ANTIVIRUS - 2 COM	0	0.00							75
GIS LICENSE	0	0.00							500
WIN 10 LICENSES (6 w/PW	3	200.00							600
606-4085 EAA -WATER MANAGEMENT FEES		75,735	75,726	69,765	84,084	72,872	79,900	84,084	
MONTHLY EAA FEES	1,001	40.00							40,040
MONTHLY HABITAT FEE	1,001	44.00							44,044
606-4086 CONTRACT LABOR		5,513	100	0	0	0	0	0	
606-4099 WATER RIGHTS/LEASE PAYMENTS		47,969	33,292	78,227	10,851	12,282	12,282	0	
PURCHASE 13 AC/FT	5,000	0.00							0
TOTAL CONTRACTUAL		134,355	116,715	154,074	105,227	92,067	99,482	93,150	

20 -WATER FUND  
WATER DEPARTMENT

	2018-2019				2019-2020			
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>MAINTENANCE</u>								
606-5005 EQUIPMENT LEASES	1,647	1,883	1,954	1,500	600	1,500	1,500	
606-5010 EQUIPMENT MAINT & REPAIR	6,862	8,937	3,492	6,500	1,042	3,500	5,000	
606-5015 ELECTRONIC EQPT MAINTENANCE	370	89	0	500	150	150	500	
606-5020 VEHICLE MAINTENANCE	5,441	1,914	4,039	2,000	4,883	5,100	3,000	
606-5030 BUILDING MAINTENANCE	1,118	2,962	2,170	2,000	1,265	2,500	2,500	
GENERAL 0	0.00							2,500
606-5060 VEHICLE & EQPT FUELS	3,833	4,282	3,340	3,000	4,185	5,200	4,000	
TOTAL MAINTENANCE	19,271	20,067	14,995	15,500	12,126	17,950	16,500	
<u>DEPT MATERIALS-SERVICES</u>								
606-6011 CHEMICALS	19,678	17,163	19,295	17,000	15,439	16,000	16,500	
606-6050 WATER METERS & BOXES (	5,967)	2,193	5,224	4,500	4,693	4,693	4,500	
MAINTENANCE-METER/BOX R 0	0.00							4,500
606-6055 FIRE HYDRANTS & VALVES	2,918	1,691	3,367	3,000	11,951	11,951	7,000	
HYDRANTS AND VALVES 0	0.00							7,000
606-6060 HUEBNER STORAGE TANK	10,922	20,988	15,232	6,000	1,499	3,500	5,000	
GENERAL 0	0.00							5,000
606-6061 ELEVATED STORAGE TANK- #1 W	5,076	11,598	3,286	3,000	3,846	5,000	4,750	
GENERAL 0	0.00							4,750
606-6062 WELL SITE #2-EAA MONITORED	432	75	0	100	0	0	1,300	
606-6063 WELL SITE #3-NOT OPERATION	0	0	0	0	0	0	1,800	
606-6064 WELL SITE #4-NOT OPERATION	0	0	0	0	0	0	1,300	
606-6065 WELL SITE #5-EDWARDS BLENDI	1,400	4,214	26,282	3,000	627	1,000	4,000	
606-6066 WELL SITE #6-MUNI TRACT	2,040	9,299	8,887	1,000	3,720	4,000	4,000	
606-6067 WELL SITE #7	1,006	6,873	5,907	5,000	3,802	5,000	4,000	
GENERAL 0	0.00							4,000
606-6068 WELL SITE #8	2,209	9,092	2,132	3,500	2,344	3,500	4,000	
GENERAL 0	0.00							4,000
606-6069 WELL SITE #9-TRINITY	40,087	182,801	2,408	2,000	279	2,000	4,000	
606-6070 SCADA SYSTEM MAINTENANCE	9,224	1,233	4,967	2,000	2,339	3,000	7,000	
SCADA COMPUTER UPDATES 0	0.00							4,000
ANNUAL MAINTENANCE CONT 0	0.00							3,000
606-6071 SHAVANO DRIVE PUMP STATION	56,681	21,239	33,710	7,000	21,196	22,000	22,500	
606-6072 WATER SYSTEM MAINTENANCE	21,181	20,101	34,398	13,305	20,967	22,000	22,500	
606-6080 STREET MAINT SUPPLIES	187	3,294	1,099	1,500	58	1,200	1,500	
TOTAL DEPT MATERIALS-SERVICES	167,074	311,854	97,398	71,905	92,759	104,844	115,650	
<u>UTILITIES</u>								
606-7040 UTILITIES - ELECTRIC	66,188	79,063	78,782	70,000	51,086	62,000	75,000	
606-7042 UTILITIES - PHONE/CELL	0	814	810	800	585	800	825	
606-7044 UTILITIES - WATER	320	348	254	300	165	300	300	
TOTAL UTILITIES	66,508	80,225	79,847	71,100	51,836	63,100	76,125	



20 -WATER FUND  
WATER DEPARTMENT

	(------ 2018-2019 -----) (------ 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
606-8010 NON-CAP ELECTRONIC EQUIPMEN	0	6,091	0	0	0	0	0	
606-8015 NON-CAPITAL - COMPUTERS	0	0	0	0	0	0	750	
COMPUTER AT CH OFFICE 1 1	750.00							750
606-8020 NON-CAPITAL MAINTENANCE EQU	8,214	2,408	6,210	1,000	0	1,000	1,000	
RESPIRATORS (MASK-CARTR 1	500.00							500
PARTS/TOOL BOX - VEHICL 1	500.00							500
606-8045 CAPITAL-COMPUTER EQUIPMENT	0	11,000	0	0	0	0	0	
606-8050 CAPITAL - VEHICLES	0	0	0	0	0	0	0	
606-8060 CAPITAL- EQUIPMENT	0	30,000	4,906	31,175	31,175	31,175	0	
606-8080 WATER SYSTEM IMPROVEMENTS	0	253,149	44,674	19,500	26,724	26,724	28,700	
REPL SPIDERS IN CUL DE 0	0.00							12,000
PROJECTS 0	0.00							16,700
606-8081 CAPITAL - BUILDING	0	15,237	0	0	0	0	0	
606-8085 CAPITAL-WATER TOWER/STORAGE	192,258	11,976	0	0	0	0	0	
606-8087 WATER METER REPLACEMENT	0	2,575	5,748	3,780	3,185	3,185	14,400	
METERS 50	<u>288.00</u>							<u>14,400</u>
TOTAL CAPITAL OUTLAY	200,472	332,434	61,537	55,455	61,084	62,084	44,850	
<u>INTERFUND TRANSFERS</u>								
606-9000 EOY ASSET RECLASS	( 192,258)	( 316,938)	( 138,963)	0	0	0	0	
606-9010 TRF TO GENERAL FUND	22,050	79,312	22,050	22,050	22,050	22,050	22,050	
606-9020 TRF TO CAPITAL REP. FUND 72	0	0	109,487	71,946	0	71,946	138,706	
INFRASTRUCTURE 0	0.00							73,000
VEHICLES/EQUIPMENT 0	0.00							32,706
METER REPLACEMENT 0	0.00							8,000
WATER LINE RELOCATION 0	0.00							25,000
606-9050 BAD DEBT EXPENSE	0	0	0	0	0	0	0	
606-9090 DEPRECIATION EXPENSE	195,206	203,800	190,805	0	0	0	0	
606-9095 PENSION EXPENSE	<u>21,989</u>	<u>6,066</u>	<u>2,883</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL INTERFUND TRANSFERS	46,987	( 27,760)	186,262	93,996	22,050	93,996	160,756	
TOTAL WATER DEPARTMENT	877,401	1,087,891	875,177	716,584	603,263	740,969	849,856	

## 20 WATER UTILITY FUND -DEBT SERVICE - 607

As of September 30, 2019, the City's long-term debt supported by water revenues includes:

- 1) **General Obligation Refunding Bonds, Series 2009.** The bond's current principal outstanding is \$195,000 with \$3,900 in interest for a total debt service of \$198,900.
  - \$40,873 (or 20.55%) of the debt service is supported by water revenues.
  - \$158,027 (or 79.45%) of the debt service is supported by ad valorem taxes.
- 2) **General Obligation Refunding Bond, Series 2017.** The bond's current principal outstanding is \$1,875,000 with \$817,800 in interest for a total debt service of \$2,692,800.
  - 100% of the debt service is supported by water revenues.
- 3) **General Obligation Refunding Bond, Series 2018.** The bond's current principal outstanding is \$1,360,000 with \$114,184 in interest for a total debt service of \$1,504,184.
  - \$309,110 (or 20.55%) of the debt service is supported by water revenues.
  - \$1,195,074 (or 79.45%) of the debt service is supported by ad valorem taxes.

The Water Fund's total future debt service is \$3,042,783 based on outstanding principal of \$2,194,552.

See the Debt Service Fund (see page 90) for details on the ad valorem supported tax debt service.

**Fund Changes.** This budget expends \$188,034 for debt service. Principal payments are budgeted as an expense and are reclassified at year end for financial reporting purposes.

**Debt Service Ratio.** The City of Shavano Park's fiscal year 2019 – 2020 Water Fund debt service ratio is 0.184 or 18.4%. In other words around 18.4% of the Utility's revenues are spent on debt service.

Debt service ratio is a widely accepted measure of sound financial management, and a useful tool to understand the City's fiscal integrity. Debt service ratio is the ratio of debt service expenditures as a percent of a fund's own source revenue. The Government Finance Officers Association considers a debt service ratio exceeding 20% as a warning signal. A ratio of 10% or less is considered acceptable.

Beginning with the July 2019 water consumption, the Utility increased its debt service fee from \$6.40 per account per month to \$22.58 to fully cover the annual debt service.

# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2009  
 Original Issue Amount: \$2,795,000  
 Maturities 2021 - 2026 refunded by Series 2018  
 Paying Agent: Wells Fargo  
 \*\*\*PAYMENT SOURCE: 20.55% WATER\*\*\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	40,072.50	4.000%	801.45	40,873.95	
09/30/2020					40,873.95
	40,072.50		801.45	40,873.95	40,873.95

# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2017  
 Original Issue Amount: \$1,925,000  
 Callable 2/15/2027 (not eligible for tax-exempt advance refunding)  
 Paying Agent: Bank of Texas  
 Payment Source: 100% Water

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	70,000.00	2.000%	33,550.00	103,550.00	
08/15/2020			32,850.00	32,850.00	
09/30/2020					136,400.00
02/15/2021	70,000.00	2.000%	32,850.00	102,850.00	
08/15/2021			32,150.00	32,150.00	
09/30/2021					135,000.00
02/15/2022	70,000.00	2.000%	32,150.00	102,150.00	
08/15/2022			31,450.00	31,450.00	
09/30/2022					133,600.00
02/15/2023	70,000.00	2.000%	31,450.00	101,450.00	
08/15/2023			30,750.00	30,750.00	
09/30/2023					132,200.00
02/15/2024	75,000.00	3.000%	30,750.00	105,750.00	
08/15/2024			29,625.00	29,625.00	
09/30/2024					135,375.00
02/15/2025	75,000.00	3.000%	29,625.00	104,625.00	
08/15/2025			28,500.00	28,500.00	
09/30/2025					133,125.00
02/15/2026	80,000.00	3.000%	28,500.00	108,500.00	
08/15/2026			27,300.00	27,300.00	
09/30/2026					135,800.00
02/15/2027	80,000.00	4.000%	27,300.00	107,300.00	
08/15/2027			25,700.00	25,700.00	
09/30/2027					133,000.00
02/15/2028	85,000.00	4.000%	25,700.00	110,700.00	
08/15/2028			24,000.00	24,000.00	
09/30/2028					134,700.00
02/15/2029	90,000.00	4.000%	24,000.00	114,000.00	
08/15/2029			22,200.00	22,200.00	
09/30/2029					136,200.00
02/15/2030	90,000.00	4.000%	22,200.00	112,200.00	
08/15/2030			20,400.00	20,400.00	
09/30/2030					132,600.00
02/15/2031	95,000.00	4.000%	20,400.00	115,400.00	
08/15/2031			18,500.00	18,500.00	
09/30/2031					133,900.00
02/15/2032	100,000.00	4.000%	18,500.00	118,500.00	
08/15/2032			16,500.00	16,500.00	
09/30/2032					135,000.00
02/15/2033	100,000.00	4.000%	16,500.00	116,500.00	
08/15/2033			14,500.00	14,500.00	
09/30/2033					131,000.00
02/15/2034	110,000.00	4.000%	14,500.00	124,500.00	
08/15/2034			12,300.00	12,300.00	
09/30/2034					136,800.00
02/15/2035	115,000.00	4.000%	12,300.00	127,300.00	
08/15/2035			10,000.00	10,000.00	
09/30/2035					137,300.00
02/15/2036	120,000.00	4.000%	10,000.00	130,000.00	
08/15/2036			7,600.00	7,600.00	
09/30/2036					137,600.00

# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2017  
 Original Issue Amount: \$1,925,000  
 Callable 2/15/2027 (not eligible for tax-exempt advance refunding)  
 Paying Agent: Bank of Texas  
 Payment Source: 100% Water

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2037	120,000.00	4.000%	7,600.00	127,600.00	
08/15/2037			5,200.00	5,200.00	
09/30/2037					132,800.00
02/15/2038	130,000.00	4.000%	5,200.00	135,200.00	
08/15/2038			2,600.00	2,600.00	
09/30/2038					137,800.00
02/15/2039	130,000.00	4.000%	2,600.00	132,600.00	
09/30/2039					132,600.00
	1,875,000.00		817,800.00	2,692,800.00	2,692,800.00

# BOND DEBT SERVICE

City of Shavano Park, Texas  
 General Obligation Refunding Bonds, Series 2018  
 Original Issue Amount: \$1,385,000  
 Callable 2/15/2023 (not eligible for tax-exempt advance refunding)  
 Paying Agent: First National Bank Texas  
 \*\*\*PAYMENT SOURCE: 20.55% WATER\*\*\*

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	3,082.50	2.690%	3,759.01	6,841.51	
08/15/2020			3,717.55	3,717.55	
09/30/2020					10,559.06
02/15/2021	44,182.50	2.690%	3,717.55	47,900.05	
08/15/2021			3,123.29	3,123.29	
09/30/2021					51,023.34
02/15/2022	46,237.50	2.690%	3,123.29	49,360.79	
08/15/2022			2,501.40	2,501.40	
09/30/2022					51,862.19
02/15/2023	47,265.00	2.690%	2,501.40	49,766.40	
08/15/2023			1,865.68	1,865.68	
09/30/2023					51,632.08
02/15/2024	49,320.00	2.690%	1,865.68	51,185.68	
08/15/2024			1,202.33	1,202.33	
09/30/2024					52,388.01
02/15/2025	50,347.50	2.690%	1,202.33	51,549.83	
08/15/2025			525.16	525.16	
09/30/2025					52,074.99
02/15/2026	39,045.00	2.690%	525.16	39,570.16	
09/30/2026					39,570.16
	279,480.00		29,629.83	309,109.83	309,109.83

20 -WATER FUND								
DEBT SERVICE								
	(------ 2018-2019 -----) (------ 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>CAPITAL OUTLAY</u>								
607-8000 BOND PRINCIPAL EOY	( 85,963)	( 120,963)	( 101,990)	0	0	0	0	
607-8011 ACCRUED BOND INTEREST	0	( 3,571)	( 427)	0	0	0	0	
607-8012 2009 CO - PRINCIPAL	50,000	55,000	0	0	0	0	0	
607-8013 2009 CO - INTEREST	96,830	72,883	0	0	0	0	0	
607-8014 2009 GO REFUND - PRINCIPAL	35,963	35,963	36,990	40,073	40,073	40,073	40,073	
607-8015 2009 GO REFUND - INTEREST	17,724	16,556	15,279	13,830	2,404	2,404	801	
607-8016 2017 GO REFUNDING (2009) PR	0	30,000	65,000	65,000	65,000	65,000	70,000	
607-8017 2017 GO REFUNDING (2009) IN	0	10,215	70,288	68,163	68,163	68,163	66,400	
607-8020 BOND UNAMORTIZED LOSS	2,693	2,027	( 1,702)	0	0	0	0	
607-8030 BOND AGENT FEES	150	150	200	150	400	400	200	
607-8035 BOND ISSUANCE COSTS	0	76,349	0	0	0	0	0	
607-8056 2018 GO REFUNDING (2009) PR	0	0	0	0	5,138	5,138	3,083	
607-8057 2018 GO REFUNDING (2009) IN	0	0	0	0	5,567	5,567	7,477	
TOTAL CAPITAL OUTLAY	117,397	174,609	83,637	187,215	186,744	186,745	188,034	
<hr/>								
TOTAL DEBT SERVICE	117,397	174,609	83,637	187,215	186,744	186,745	188,034	
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TOTAL EXPENDITURES	994,798	1,262,499	958,814	903,799	790,007	927,714	1,037,890	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	( 144,058)	( 316,462)	19,278	0	( 146,933)	( 97,678)	0	
	=====	=====	=====	=====	=====	=====	=====	=====

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 09/30/2019	Proposed Funding 09/30/2020	Committed Additional Future Yrs Funding	Total Committed Balance
<b><u>Meter Replacement Program</u></b>								
706 meters at \$288 per brass meter	various	\$ 203,328	various	10	\$ 95,257	\$ 8,000	\$ 100,071	\$ 203,328
<b><u>Water Distribution System</u></b>								
	various	TBD	unknown		\$ -	\$ 20,000	\$ -	\$ 20,000
<b><u>Raw Water Supply System (Wells to Tanks)</u></b>								
	various	TBD	unknown		\$ -	\$ 5,000	\$ -	\$ 5,000
<b><u>Water Line Relocation</u></b>								
		TBD	TBD		\$ -	\$ 25,000	\$ -	\$ 25,000
<b><u>Vehicles/Equipment</u></b>								
Case Bobcat skid loader (one third-W/two thirds-PW)	2019	20,000	2034	15	\$ -	\$ 1,202	\$ 18,798	\$ 20,000
Mini excavator (50/50)	2018	20,000	2034	15	-	1,202	18,798	20,000
Case Backhoe (\$66,100 - 50/50)	2017	33,050	2042	25	1,830	1,202	30,018	33,050
Public Works Director Truck (\$40,000 - 50/50)	Future	20,000	2021	15	8,000	6,000	6,000	20,000
Vactron	2017	60,000	2047	30	3,432	1,800	54,768	60,000
F250 Ford Utility Truck #1	2014	40,000	2029	15	4,975	3,300	31,725	40,000
Ford F350 Flatbed/Tilt Bed '08 (3492) (\$60,000 - 50/50)	2001	30,000	2026	25	4,129	3,500	22,371	30,000
Chevrolet Silverado HD3500 (2283) (\$45,000 50/50)	2013	22,500	2028	15	4,739	1,800	15,961	22,500
5 yd International Dump Truck (\$80,000, 50/50)	2006	40,000	2031	25	7,206	2,500	30,294	40,000
Ingersol Rand Air Compressor (50/50)	2006	4,000	2026	20	2,289	200	1,511	4,000
SCADA System Main	2017	235,000	2037	20	38,284	10,000	186,716	235,000
<b>Vehicle/Equipment Sub Totals</b>		\$ 524,550			\$ 74,884	\$ 32,706	\$ 416,960	\$ 524,550
<b><u>General Buildings</u></b>								
PW/W Shop (50/50)	UNK	\$ 75,000					\$ 75,000	\$ 75,000
Vehicle Covered Parking (50/50)	2017	\$ 10,000					\$ 10,000	\$ 10,000
PW/W Administration Building (50/50)	2015	\$ 75,000					\$ 75,000	\$ 75,000
<b><u>Huebner Plant</u></b>								
Electric Panel	2013	\$ 20,000	2028	15				
500K Gallon Ground Storage Tank								
Repaint	2013	65,000	2023	10				
New construction \$750,000	1992							
Cathodic Protection	UNK	15,000	TBD	30				
60 HP Booster Pump/motor #1	2013	18,000	2023	10				
60 HP Booster Pump/motor #2	2013	18,000	2023	10				
125 HP Booster Pump/motor	2013	20,000	2023	10				
VFD Yaskawa P7 #1	2013	12,000	2028	15				
VFD Yaskawa P7 #2	2013	12,000	2028	15				
VFD Yaskawa P7 #3	2013	12,000	2028	15				
AC Unit	2013	5,000	2023	10				
Drive Shaft Motor (Detroit)	1992	40,000	TBD	25				
<b>Huebner Plant- Equipment subtotal</b>		\$ 237,000			\$ 129,668	\$ 4,600	\$ 102,732	\$ 237,000
VFD Building	2013	10,000	2063	50	-	-	10,000	10,000
Fence	1992	10,000	2042	50	-	-	10,000	10,000
<b>Huebner Plant- total</b>		\$ 257,000			\$ 129,668	\$ 4,600	\$ 122,732	\$ 257,000



**CITY OF SHAVANO PARK**  
**FY 2019 - 20 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 09/30/2019	Proposed Funding 09/30/2020	Committed Additional Future Yrs Funding	Total Committed Balance
<b>Well #1</b>								
Elevated Storage Tank (150K Gallons) (new \$450,000)								
Repaint, cost saving to paint vs replace	2016	\$ 200,000	2046	30				
Cathodic Protection	2016	15,000	2046	30				
Ground Storage Tank (110K Gallons) (new \$110,000)								
Repaint, cost saving to paint vs replace	2010	50,000	2030	20				
Cathodic Protection	2017	12,000	2047	30				
20 HP Goulds booster pump/motor - #1	2017	6,000	2027	10				
20 HP Goulds booster pump/motor - #2	2018	6,000	2028	10				
VFD Yaskawa iQ1000 #1	2016	8,000	2026	10				
VFD Yaskawa iQ1000 #2	2016	8,000	2026	10				
Electric Panel	2013	15,000	2028	15				
Mioxx System								
Filtration system	2013	45,000	2033	20				
mioxx - cells and all cabinet components	2013	80,000	2023	10				
Chlorine tank	2013	500	2028	15				
Air compressor to actuate the sand filter valves	2018	500	2028	10				
chlorine pump #1 - New	2017	5,500	2027	10				
Chlorine Pump #2 - refurbished	2017	5,500	2027	10				
Kinetico water softener	2013	3,000	2023	10				
Chiller	2013	1,500	TBD	5				
Turbidity Meter	2013	1,500	TBD	5				
Sand Filters	2013	100,000	2033	20				
Sand Filters - media	2019	12,000	2022	3				
Back Wash Filters	2013	5,000	2033	20				
Back Wash Tank	2013	25,000	2053	40				
Well #1 - Open hole		15,000						
<b>Well #1 Equipment subtotal</b>		<b>\$ 620,000</b>			<b>\$ 116,573</b>	<b>\$ 15,000</b>	<b>\$ 488,427</b>	<b>\$ 620,000</b>
Mioxx Building	2013	\$ 20,000	2113	100			\$ 20,000	\$ 20,000
Chlorine Bulk storage building	2017	10,000	2117	100			10,000	10,000
Drying Beds	2017	8,000	2117	100			8,000	8,000
Verizon Building	1990	20,000	2090	100			20,000	20,000
Fence	2018	16,000	2048	30			16,000	16,000
<b>Well #1 total</b>		<b>\$ 694,000</b>			<b>\$ 116,573</b>	<b>\$ 15,000</b>	<b>\$ 562,427</b>	<b>\$ 694,000</b>

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 09/30/2019	Proposed Funding 09/30/2020	Committed Additional Future Yrs Funding	Total Committed Balance
<b>Well #5</b>								
Electric Panel	2005	\$ 15,000	2025	20				
Pump and Motor (All components in the well)	2018	35,000	2028	10				
Chlorine Equipment								
Scales	2014	2,200	2024	10				
Regulator	2018	1,600	2028	10				
Injector	2018	500	2028	10				
Pump	2014	1,800	2024	10				
Leak Detector	2014	500	2024	10				
Meter	2017	1,500	2027	10				
<b>Well #5 Equipment subtotal</b>		<b>\$ 58,100</b>			<b>\$ 6,237</b>	<b>\$ 2,200</b>	<b>\$ 49,663</b>	<b>\$ 58,100</b>
Chlorine Building	2014	5,000	2064	50			5,000	5,000
Fence	1990	3,000	2040	50			3,000	3,000
<b>Well #5 total</b>		<b>\$ 66,100</b>			<b>\$ 6,237</b>	<b>\$ 2,200</b>	<b>\$ 57,663</b>	<b>\$ 66,100</b>
<b>Well #6</b>								
Electric Panel	2005	\$ 15,000	2025	20				
Pump and Motor (All components in the well)	2018	35,000	2028	10				
Chlorine Equipment								
Scales	2014	2,200	2024	10				
Regulator	2014	1,600	2024	10				
Injector	2014	500	2024	10				
Pump	2014	1,800	2024	10				
Leak Detector	2014	500	2024	10				
Meter	2017	1,500	2027	10				
<b>Well #6 Equipment subtotal</b>		<b>\$ 58,100</b>			<b>\$ 17,940</b>	<b>\$ 1,700</b>	<b>\$ 38,460</b>	<b>\$ 58,100</b>
Chlorine Building	2006	5,000	2056	50			5,000	5,000
Fence	1995	500	2045	50			500	500
<b>Well #6 total</b>		<b>\$ 63,600</b>			<b>\$ 17,940</b>	<b>\$ 1,700</b>	<b>\$ 43,960</b>	<b>\$ 63,600</b>
<b>Well #7</b>								
Electric Panel	1983	\$ 15,000	TBD	20				
Pump and Motor (All components in the well)								
Pump	1999	55,000	TBD	20				
250 HP Motor	1999	25,000	TBD	20				
Misc components	1999	20,000	TBD	20				
Chlorine Equipment								
Scales	2018	2,200	2028	10				
Regulator	2017	1,600	2027	10				
Injector	2017	500	2027	10				
Pump	2018	1,800	2028	10				
Leak Detector	2013	500	2023	10				
Meter	UNK	5,000		10				
<b>Well #7 Equipment subtotal</b>		<b>\$ 126,600</b>			<b>\$ 29,857</b>	<b>\$ 16,300</b>	<b>\$ 80,443</b>	<b>\$ 126,600</b>
Well House	1983	10,000	2033	50			10,000	10,000
Chlorine Building	2007	5,000	2057	50			5,000	5,000
Fence	1983	5,000	2033	50			5,000	5,000
<b>Well #7 total</b>		<b>\$ 146,600</b>			<b>\$ 29,857</b>	<b>\$ 16,300</b>	<b>\$ 100,443</b>	<b>\$ 146,600</b>

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 PROPOSED WATER FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated FY To Replace	Total Life (yrs)	Committed Balance 09/30/2019	Proposed Funding 09/30/2020	Committed Additional Future Yrs Funding	Total Committed Balance
<b>Well #8</b>								
Electric Panel	2007	\$ 15,000	2027	20				
VFD	2007	15,000	2022	15				
VFD AC unit	2019	9,500	2029	10				
Pump and Motor (All components in the well)								
Pump	1983	55,000	TBD	20				
250 HP Motor	2010	25,000	2030	20				
Misc Components	1983	20,000	TBD	20				
Chlorine Equipment								
Scales	2017	2,200	2027	10				
Regulator	2013	1,600	2023	10				
Injector	2013	500	2023	10				
Pump	2018	1,800	2028	10				
Leak Detector	2013	500	2023	10				
Meter	2017	5,000	2027	10				
Drive Shaft Motor (John Deere)	2010	25,000	2030	20				
<b>Well #8 Equipment subtotal</b>		<u>\$ 176,100</u>			<u>\$ 49,127</u>	<u>\$ 5,600</u>	<u>\$ 121,373</u>	<u>\$ 176,100</u>
Well House	1983	10,000	2033	50			10,000	10,000
Chlorine Building	2007	5,000	2057	50			5,000	5,000
Fence	1983	16,000	2033	50			16,000	16,000
<b>Well #8 total</b>		<u>\$ 207,100</u>			<u>\$ 49,127</u>	<u>\$ 5,600</u>	<u>\$ 152,373</u>	<u>\$ 207,100</u>
<b>Well #9</b>								
Electric Panel	2013	\$ 20,000	2033	20				
Pump and Motor (All components in the well)	2017	65,000	2027	10				
Meter	2017	3,000	2027	10				
<b>Well #9 Equipment subtotal</b>		<u>\$ 88,000</u>			<u>\$ 26,527</u>	<u>\$ 2,600</u>	<u>\$ 58,873</u>	<u>\$ 88,000</u>
Fence	2014	20,000	2064	50			20,000	20,000
<b>Well #9 total</b>		<u>\$ 108,000</u>			<u>\$ 26,527</u>	<u>\$ 2,600</u>	<u>\$ 78,873</u>	<u>\$ 108,000</u>
<b>TOTAL</b>		<u>\$ 2,430,278</u>			<u>\$ 546,070</u>	<u>\$ 138,706</u>	<u>\$ 1,795,502</u>	<u>\$ 2,480,278</u>

72 -WATER CAPITAL REPLACEMENT

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
TRANSFERS IN								
72-599-8010 INTEREST INCOME	0	0	0	0	0	0	0	
72-599-8020 TRANSFER FROM WATER FUND	0	0	109,487	71,946	0	71,946	138,706	
72-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL TRANSFERS IN	0	0	109,487	71,946	0	71,946	138,706	
<hr/>								
TOTAL NON-DEPARTMENTAL	0	0	109,487	71,946	0	71,946	138,706	
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TOTAL REVENUES	0	0	109,487	71,946	0	71,946	138,706	
	=====	=====	=====	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
WATER DEPARTMENT

	(------ 2018-2019 -----) (------ 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>CONTRACTUAL</u>								
606-4050 VEHICLE PURCHASE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL CONTRACTUAL	0	0	0	0	0	0	0	
<u>CAPITAL OUTLAY</u>								
606-8060 CAPITAL - EQUIPMENT	0	0	0	0	0	0	0	<u></u>
606-8087 WATER METER REPLACEMENT	<u>0</u>	<u>0</u>	<u>37,048</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL CAPITAL OUTLAY	0	0	37,048	0	0	0	0	
<u>INTERFUND TRANSFERS</u>								
606-9020 TRANSFER TO WATER UTILITY	0	0	0	38,280	46,645	46,645	14,400	<u></u>
WATER METER REPLACEMENT 50	<u>288.00</u>							<u>14,400</u>
TOTAL INTERFUND TRANSFERS	0	0	0	38,280	46,645	46,645	14,400	
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TOTAL WATER DEPARTMENT	0	0	37,048	38,280	46,645	46,645	14,400	
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TOTAL EXPENDITURES	0	0	37,048	38,280	46,645	46,645	14,400	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	0	72,439	33,666	( 46,645)	25,301	124,306	
	=====	=====	=====	=====	=====	=====	=====	=====
 OTHER FINANCING SOURCES & USES								
<u>OTHER SOURCES</u>								
72-599-9010 TRANSFER FROM GENERAL FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL OTHER SOURCES	0	0	0	0	0	0	0	
<hr/>								
TOTAL OTHER SOURCES & USES	0	0	0	0	0	0	0	
<hr/>								
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	0	0	72,439	33,666	( 46,645)	25,301	124,306	

## 70 - GENERAL CAPITAL IMPROVEMENT / REPLACEMENT FUND

**Fund Description.** The General Capital Improvement / Replacement Fund is used to account for the acquisition and/or replacement of larger capital items and projects, such as fire equipment and apparatus, public works equipment, street reconstruction and drainage projects. Funds are set aside from either current revenues or from unassigned fund balance per the fund balance policy adopted in October 2011 and are designated during the budget process for future use. At the discretion of City Council unassigned General Fund fund balance is considered for capital projects and equipment when the unassigned balance is more than 50 percent of the budgeted expenditures.

Funds are scheduled by cost and projected purchase date. As a large capital purchase nears its projected date of replacement or purchase, funds are prioritized for the expenditure. The accumulation of the Capital Improvement / Replacement Fund will allow the City to make the required improvements / replacements in the year required without acquiring additional debt.

**Fund Purpose.** The purpose of this fund is to spread out the burdensome costs of capital items over a number of budget cycles. This allows the City to maintain a balanced budget from year-to-year even when large capital expenditures are required or allows the purchase of required equipment in a down revenue year.

**Fund Revenues.** This budget includes \$297,582 in transfers from the General Fund for future capital improvement and vehicle/equipment replacement. In addition this budget anticipates \$35,000 in interest income as revenue for the fund.

**Fund Expenses.** This budget includes \$839,500 in expenditures for capital improvement and equipment replacement. These items are organized by City Department and major City endeavors identified in the 2010 and 2018 Town Plans. A summary of each designation is below:

**Administration:** This budget expends \$64,000 for the following capital needs: (1) City Hall air conditioner replacement, (2) City Hall septic tank replacement and (3) computer replacement. A comprehensive listing of this equipment and its replacement schedule is on page 124. The long-term operating costs anticipated for the Administration capital expenditures are as follows:

FY 2020 Capital Item	Long-term Operating Costs Anticipated
City Hall air conditioner replacement	No additional operational costs.
City hall septic tank replacement	Reduction in maintenance time and costs.
Computer replacement	No additional operational costs.

**Public Works:** This budget expends \$39,500 for the following capital needs: (1) replacement of current wood chipper with a heavy duty chipper, (2) replacement of current grass mower. A comprehensive listing of this equipment and its replacement schedule is on page 124. The long-term operating costs anticipated for the Public Works capital expenditures are as follows:

<b>FY 2020 Capital Item</b>	<b>Long-term Operating Costs Anticipated</b>
Heavy Duty Chipper replacement	Reduction in maintenance time and costs.
Grass Mower replacement	Reduction in maintenance time and costs.

**Fire:** This budget expends \$8,000 for the following capital need: replacement of a gear extractor washing machine. A comprehensive listing of this equipment and its replacement schedule is on page 125. Note that in Fiscal Year 2018 – 2019 the City purchased an Aerial Platform Fire truck for \$1,165,000 to replace a 20-year old Fire Engine and replaced all its SCBAs. The long-term operating costs anticipated for the Fire Department capital expenditures are as follows:

<b>FY 2020 Capital Item</b>	<b>Long-term Operating Costs Anticipated</b>
Gear Extractor Washing Machine replacement	Reduction in maintenance time and costs.

**Police:** The City customarily budgets capital purchases for the Police Department in the Crime Control & Prevention District Fund. For this fund’s details and a comprehensive listing of police capital equipment and its replacement schedule see page 133.

**Street Maintenance:** This designation is for the construction or major redevelopment of the current streets in the City. Anticipated requirements include the repair of deteriorating streets in the old section of Shavano Park (Saddletree Road, Shavano Drive, and Fawn Drive), as well as the future resurfacing DeZavala Road, and Lockhill Selma Road. There are no planned expenditures under this category this budget year, but a Public Works Department objective for Fiscal Year 2019-2020 is to provide a full street evaluation, propose a 5 to 10 year street maintenance program and consider future improvements. In addition to monies designated for street maintenance in this fund, the City possesses a Street Maintenance Fund which receives a portion of sales tax revenues (see page 144 for fund details).

**Drainage Projects:** This fund designates \$1,375,864 for drainage projects and this budget allocates \$728,000 in expenditures on drainage projects in Fiscal Year 2020. Such projects include several drainage channels throughout the City that have been identified as known problem areas. The status of the drainage areas identified in the Master Drainage Plan (2017) and projects approved by Council are as follows:

- **Area 1 - Kinnan Way berm - [Complete](#).**
- **Area 2 - Wagon Trail depression pump – [Complete](#).**
- **Area 3 – Turkey Creek area – Preliminary Engineering Report in progress.**
- **Area 4.1 – Elm Spring area – Preliminary Engineering Report in progress.**

- **Area 4.2 – De Zavala / Ripple Creek area** – Preliminary Engineering Report in progress.
- **Area 5 – Bent Oak clearing** – [Complete](#).
- **Area 5 – Windmill culvert** – Project ready to go to bid.
- **Area 5 – Bent Oak culvert** – Near consensus with residents for Temporary Construction Access Easement Agreements.
- **Area 12 – Chimney Rock culvert** – Project ready to go to bid.

The Preliminary Engineering Report for Turkey Creek, Elm Spring and the De Zavala / Ripple Creek areas is underway with the field survey work already completed.

Windmill and Chimney Rock culvert projects have construction access easement agreements signed with all properties impacted by the project. These two culvert projects are ready to go to bid. Bent Oak culvert is near consensus with impacted property owners, but further negotiation is needed. Staff is confident construction access agreements will be signed and all three culvert projects will be able to move forward in the near future. The long-term operating costs anticipated for the Drainage project capital expenditures are as follows:

<b>FY 2020 Capital Item</b>	<b>Long-term Operating Costs Anticipated</b>
Drainage culverts at Chimney Rock, Windmill and Bent Oak	New regular maintenance duty for Public Works staff.

**Town Plan Items:** These projects are special items identified in the 2018 Town Plan: NW Military Highway Improvements, Hike and Bike Trails and the Municipal Tract.

- **NW Military Highway.** Funds are programed to offset costs associated with the planned improvement of NW Military Highway in the year 2020. There are no planned expenditures under this category this budget year.
- **Sidewalks / Pathways.** Funds are projected for use in establishing an access point to the Salado Creek trail way or other potential sidewalk projects. There are no planned expenditures under this category this budget year.
- **Muni-tract.** Funds are set aside for any future improvements to the Municipal Tract. There are no planned expenditures under this category this budget year.



## 70 - GENERAL CAPITAL IMPROVEMENT/REPLACEMENT FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>FUND BALANCE, BY DESIGNATION:</b>			
ADMIN	\$ 175,036	\$ 132,114	
PW	203,934	168,270	
FIRE	1,488,987	543,584	
STREETS	250,000	250,000	
DRAINAGE	1,429,850	1,375,864	
NW MILITARY	25,000	25,000	
MUNICIPAL TRACT	2,955	2,955	
SIDEWALK PATHWAYS	35,000	35,000	
UNDESIGNATED	28,333	-	
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>\$ 3,639,095</b>	<b>\$ 2,532,787</b>	
REVENUES AND OTHER SOURCES	\$ 357,756 *	\$ 332,582 *	\$ (25,174)
EXPENDITURES AND OTHER USES	<u>2,212,174 **</u>	<u>839,500</u>	\$ (1,372,674)
<b>TOTAL REVENUES AND OTHER SOURCES MORE/(LESS) THAN EXPENDITURES AND OTHER USES</b>	<b>\$ (1,854,418)</b>	<b>\$ (506,918)</b>	
<b>ENDING FUND BALANCE, PROJECTED</b>	<b>\$ 1,784,677</b>	<b>\$ 2,025,869</b>	

\* Does not include budgeted use of \$1,854,418 and \$506,918, respectively, of fund balance to cover expenditures.

\*\* Due to unforeseen delays, the drainage construction projects did not proceed as expected and will be re-budgeted for FY 2019-20. Actual FY 2018-19 expenditures will be significantly less than budgeted.

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 PROPOSED GENERAL FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated Year To Replace	Total Life (yrs)	Committed Balance At 09/30/2019	Proposed Funding FY2020	Additional Future Yrs Funding	Total Committed Balance
<b><u>Administrative</u></b>								
Upgrade - Incode to Invision	Future	\$ 60,000	2026	5	\$ 14,500	\$ 6,500	\$ 39,000	\$ 60,000
City Hall Septic Tank Enlargement/Replacement (w/ Bexar 911)	Future	50,000	2020	20	37,888	12,112	-	50,000
Application Server	2012	13,000	2023	7	8,832	1,042	3,126	13,000
Email Server	2015	13,000	2023	7	4,666	2,083	6,251	13,000
Firewall Server	2013	7,000	2021	7	7,000	-	-	7,000
Windows 7 - end of life								
Hardware upgrade - 3 devices @ \$1,500 each	Various	6,000	2020	5	7,650	(1,650)	-	6,000
Telephone system, from landline to VOIP	Future	31,000	2024	5	-	6,200	24,800	31,000
A/C Units - City Hall (4)	2001	40,000	Varies	15	40,000	-	-	40,000
A/C Units - City Hall (3)	2017	16,000	Varies	15	2,666	500	12,834	16,000
A/C Units - City Hall (1)	2018	8,000	Varies	15	800	300	6,900	8,000
City Hall Roof	2019	100,000	2039	20	-	5,000	95,000	100,000
City Hall Sprinkler System & Emergency Lighting (Lighting FY 2017-18)		8,000	TBD		-	750	7,250	8,000
Backup Power Supply/Auxiliary Power Unit (CH w/Crime Control)		25,000	2020		16,000	9,000	-	25,000
Sub Totals		\$ 377,000			\$ 140,002	\$ 41,837	\$ 195,161	\$ 377,000
<b><u>Public Works</u></b>								
Ford F250 Crew Cab	2018	\$ 45,000	2034	15	764	2,765	41,471	45,000
Ford F350 Small Dump/Tilt Bed (3492) (\$60,000 - 50/50)	2001	30,000	2026	15	25,000	715	4,285	30,000
Ford XL F350 Pickup/Lift Gate (0612)	2008	36,000	2023	15	30,390	1,403	4,207	36,000
Chevrolet Silverado HD3500 (2283) (\$45,000 - 50/50)	2013	22,500	2028	15	22,500	-	0	22,500
Hotsy 225 Gallon Tank/Washer/Trailer (0193)	2009	10,000	2023	10	5,000	1,000	4,000	10,000
Case skid loader(two thirds/one third)	2019	40,000	2038	20	-	2,000	38,000	40,000
Morbark 2070 XL Brush Chipper (0134)	2001	18,100	2020	20	17,100	1,000	-	18,100
Beaver Chipper, 4"	2012	19,000	2027	15	2,111	6,789	10,100	19,000
Roller (ASCO)	2016	27,000	2034	18	3,600	1,200	22,200	27,000
Trailer (Magnum) for roller	2016	9,000	2024	8	2,250	1,000	5,750	9,000
Gravely Mower Rapid XZ	2012	12,500	2020	8	-	12,500	-	12,500
Case Backhoe (\$66,100 - 50/50)	2017	33,050	2042	25	1,322	1,000	30,728	33,050
Crack Seal Machine - Trailer Mounted - CL200 Cimline	2017	50,000	2033	15	3,333	3,000	43,667	50,000
Zero turning mower Maxtorque 898cc	2017	12,000	2025	8	2,400	1,600	8,000	12,000
Mini-excavator (50/50)	2018	20,000	2039	20	-	1,000	19,000	20,000
Public Works Director Truck (\$40,000 - 50/50)	Future	20,000	2022	15	10,000	1,000	9,000	20,000
5 yd International Dump Truck (\$80,000, 50/50)	2006	40,000	2031	25	30,000	900	9,100	40,000
Landscape Trailer	2018	5,000	2038	20	-	250	4,750	5,000
Backup Power Supply/Auxiliary Power Unit (\$50,000, joint with SPFD)	Future	25,000	2021	TBD	12,500	5,000	7,500	25,000
Sub Totals		\$ 474,150			\$ 168,270	\$ 44,122	\$ 261,758	\$ 474,150

**CITY OF SHAVANO PARK**  
**FY 2019 - 20 PROPOSED GENERAL FUND EQUIPMENT REPLACEMENT SCHEDULE**

	Year Model	Estimated Replacement Cost	Estimated Year To Replace	Total Life (yrs)	Committed Balance At 09/30/2019	Proposed Funding FY2020	Additional Future Yrs Funding	Total Committed Balance
<b>Fire Department</b>								
Hallmark Trailer-Wells Cargo (1086)	2004	\$ 8,000	2032	10	\$ 8,000	\$ -	\$ -	\$ 8,000
Ambulance (4617)	2017	180,000	2027	10	18,000	18,000	144,000	180,000
Ambulance (1796) remount box on new cab/chassis	2018	140,000	2028	10	-	14,000	126,000	140,000
Hall-Mark Fire Apparatus E-One Typhon Pumper (7377)	2012	700,000	2033	20	213,234	34,769	451,997	700,000
Pierce 2017 Platform Apparatus (purchased 2019)	2017	1,200,000	2039	20	-	60,000	1,140,000	1,200,000
Ford F350 Pickup (5691)	2010	35,000	2022	12	16,000	6,000	13,000	35,000
Ford F550 Fire Brush Truck (5797)	2010	86,000	2026	15	22,678	9,000	54,322	86,000
Chevy Tahoe LS - Command 1752	2014	35,000	2025	10	14,000	3,000	18,000	35,000
Max Air Trailer Mounted Breathing Air System Complete	2005/17	20,000	2037	20	(0)	250	19,750	20,000
Communication System (hand held/mobile mounted radios)	2012	150,000	2022	10	94,748	18,000	37,252	150,000
Cardiac Monitor-Defibrillator	2012	35,000	2022	10	22,300	4,233	8,467	35,000
Cardiac Monitor-Defibrillator	2012	35,000	2022	10	22,300	4,233	8,467	35,000
Stryker - Stretcher	2017	18,000	2027	10	3,600	1,800	12,600	18,000
Stryker - Stretcher	2018	18,000	2028	10	1,800	1,800	14,400	18,000
Roof on Living Quarters (metal)	2016	20,000	2056	40	-	500	19,500	20,000
SCBA units (12)	2018	125,000	2034	15	-	8,000	117,000	125,000
Thermal Imaging Cameras	2017	10,000	2025	8	2,856	1,100	6,044	10,000
Thermal Imaging Cameras	2017	10,000	2025	8	2,856	1,100	6,044	10,000
Mobile Computers (13)	Various	39,000	Various	7	7,800	4,000	27,200	39,000
A/C systems (Bays 1 5-ton split unit)	2010	10,000	2022	12	10,000	-	-	10,000
A/C systems (Living Quarters 2 5-ton units)	2000	10,000	TBD	10	10,000	-	-	10,000
Zoll Auto Pulse (1)	2012	18,000	2022	10	18,000	-	-	18,000
Zoll Auto Pulse (1)	2012	18,000	2022	10	9,000	3,000	6,000	18,000
Generac Emergency Generator 25KW (Gas)( Bay Doors & Radios)	2015	25,000	2035	20	3,750	1,250	20,000	25,000
Amkus Rescue Tool Complete	2006	25,000	2021	15	17,750	2,125	5,125	25,000
Skyline 40LB Extractor	2004	8,000	2020	15	4,287	3,713	-	8,000
StairPro Stair Master (1)	2006	4,500	2021	15	3,375	500	625	4,500
StairPro Stair Master (1)	2006	4,500	2021	15	2,250	750	1,500	4,500
Communication System (Radio Repeater Complete) VHF	1990	48,500	Various	30	-	500	48,000	48,500
Backup Power Supply/Auxiliary Power Unit (\$50,000, joint with SPPW)	Future	25,000	2021	TBD	10,000	5,000	10,000	25,000
Sub Totals		\$ 3,060,500			\$ 538,584	\$ 206,623	\$ 2,315,293	\$ 3,060,500
Total Capital Replacement Funds		\$ 3,911,650			\$ 846,856	\$ 292,582	\$ 2,772,212	\$ 3,911,650

70 -CAPITAL REPLACEMENT FUND

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<hr/>								
OTHER SOURCES								
=====								
MISC./GRANTS/INTEREST								
70-599-7090 SALE OF CITY ASSETS	0	0	0	0	35,000	35,000	0	
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	35,000	35,000	0	
<hr/>								
TRANSFERS IN								
70-599-8010 INTEREST INCOME	213	10,117	36,427	50,000	55,012	58,000	35,000	
70-599-8020 TRF IN - GENERAL FUND	1,905,486	251,032	629,635	307,756	302,756	302,756	297,582	
ADMINISTRATION 0	0.00							41,837
FIRE VEHICLES/EQUIPMENT 0	0.00							206,623
PUBLIC WORKS VEHICLES/E 0	0.00							44,122
DRAINAGE DEVELOPMENT 0	0.00							5,000
70-599-8026 TRF IN - CRIME CONTROL FUND	0	0	0	0	0	0	0	
70-599-8099 FUND BALANCE RESERVE	0	0	0	1,854,418	0	0	506,918	
TOTAL TRANSFERS IN	1,905,699	261,149	666,062	2,212,174	357,768	360,756	839,500	
<hr/>								
TOTAL OTHER SOURCES	1,905,699	261,149	666,062	2,212,174	392,768	395,756	839,500	
<hr/>								
TOTAL REVENUES	1,905,699	261,149	666,062	2,212,174	392,768	395,756	839,500	
	=====	=====	=====	=====	=====	=====	=====	=====

70 -CAPITAL REPLACEMENT FUND  
COUNCIL

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>CONTRACTUAL</u>								
600-4010 TP - NW MILITARY HWY	0	0	0	0	0	0	0	<hr/>
600-4020 TP - MUNI TRACT DEVELOPMENT	0	0	0	0	0	0	0	<hr/>
MUNICIPAL TRACT-SURVEY 0	0.00							0
600-4030 TP - HIKE AND BIKE TRAILS	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0	<hr/>
TOTAL CONTRACTUAL	0	0	0	0	0	0	0	<hr/>
<hr/>								
TOTAL COUNCIL	0	0	0	0	0	0	0	

70 -CAPITAL REPLACEMENT FUND  
ADMIN

(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
601-8015 COMPUTER EQUIPMENT	0	0	0	0	0	0	6,000	
COMPUTER REPLACEMENT 4	1,500.00							6,000
601-8080 CAPITAL IMPROVEMENTS	0	0	0	15,330	0	0	0	
MUNICIPAL TRACT 0	0.00							0
601-8081 CAPITAL - BUILDING	0	0	0	103,000	87,112	87,112	58,000	
CITY HALL HVAC 1	8,000.00							8,000
CITY HALL SEPTIC REPLAC 0	0.00							50,000
TOTAL CAPITAL OUTLAY	0	0	0	118,330	87,112	87,112	64,000	
<u>INTERFUND TRANSFERS</u>								
601-9010 TRANSFER TO - GENERAL FUND	0	7,684	48,799	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	7,684	48,799	0	0	0	0	
TOTAL ADMIN	0	7,684	48,799	118,330	87,112	87,112	64,000	

70 -CAPITAL REPLACEMENT FUND  
PUBLIC WORKS

(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>								
603-8050 CAPITAL - VEHICLES	0	0	0	40,000	39,236	39,236	0	
603-8060 CAPITAL - EQUIPMENT	0	0	0	43,060	42,964	42,964	39,500	
HEAVY DUTY CHIPPER 1 27,000.00								27,000
GRASSHOPPER MOWER 1 12,500.00								12,500
603-8080 CAPITAL-IMPROVEMENT PROJECT	0	0	62,914	729,500	44,905	50,000	728,000	
WINDMILL CULVERT 0 0.00								164,500
BENT OAK CULVERT 0 0.00								230,500
CHIMNEY ROCK CULVERT 0 0.00								183,000
ENGINEERING 0 0.00								150,000
603-8081 CAPITAL - BUILDING	0	0	0	0	0	0	0	
603-8085 CAPITAL - STREETS	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	62,914	812,560	127,105	132,200	767,500	
<u>INTERFUND TRANSFERS</u>								
603-9010 TRANSFER TO - GENERAL FUND	0	48,455	35,527	0	0	0	0	
TOTAL INTERFUND TRANSFERS	0	48,455	35,527	0	0	0	0	
<hr/>								
TOTAL PUBLIC WORKS	0	48,455	98,441	812,560	127,105	132,200	767,500	

70 -CAPITAL REPLACEMENT FUND  
FIRE

EXPENDITURES	(----- 2018-2019 -----) (----- 2019-2020 -----)							
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>CAPITAL OUTLAY</u>								
604-8040 CAPITAL - PPE EQUIPMENT	0	0	0	116,319	116,318	116,318	8,000	
GEAR EXTRACTOR 1	8,000.00							8,000
604-8050 CAPITAL - APPARATUS	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,164,965</u>	<u>1,164,965</u>	<u>1,164,965</u>	<u>0</u>	
TOTAL CAPITAL OUTLAY	0	0	0	1,281,284	1,281,284	1,281,283	8,000	
<hr/>								
<u>INTERFUND TRANSFERS</u>								
604-9010 TRANSFER TO - GENERAL FUND	<u>4,000</u>	<u>244,481</u>	<u>154,971</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL INTERFUND TRANSFERS	4,000	244,481	154,971	0	0	0	0	
<hr/>								
TOTAL FIRE	4,000	244,481	154,971	1,281,284	1,281,284	1,281,283	8,000	



70 -CAPITAL REPLACEMENT FUND  
POLICE

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>CONTRACTUAL</u>								
605-4020 PATROL VEHICLE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL CONTRACTUAL	0	0	0	0	0	0	0	
<hr/>								
<u>INTERFUND TRANSFERS</u>								
605-9018 TRF TO CRIME CONTROL DIST.	<u>148,782</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL INTERFUND TRANSFERS	148,782	0	0	0	0	0	0	
<hr/>								
TOTAL POLICE	148,782	0	0	0	0	0	0	
<hr/>								
TOTAL EXPENDITURES	<u>152,782</u>	<u>300,620</u>	<u>302,211</u>	<u>2,212,174</u>	<u>1,495,500</u>	<u>1,500,595</u>	<u>839,500</u>	<u></u>
<hr/>								
REVENUE OVER/(UNDER) EXPENDITURES	<u>1,752,917</u>	<u>( 39,471)</u>	<u>363,851</u>	<u>0</u>	<u>( 1,102,732)</u>	<u>( 1,104,839)</u>	<u>0</u>	<u></u>

## 40 -CRIME CONTROL AND PREVENTION DISTRICT FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 550,043	\$ 582,878	
<b>REVENUE AND OTHER SOURCES</b>	\$ 121,000	\$ 123,750	\$ 2,750
<b>EXPENDITURES AND OTHER USES</b>	88,165	85,901	(2,264)
<b>TOTAL REVENUES AND OTHER SOURCES OVER THAN EXPENDITURES AND OTHER USES</b>	\$ 32,835	\$ 37,849	\$ 5,014
<b>ENDING FUND BALANCE, PROJECTED BUDGET</b>	\$ 582,878	\$ 620,727	

Included in above ending fund balance amount:

Planned Equipment Replacement	\$ 440,396	\$ 481,414
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Capital and non-capital purchases are budgeted for the Fire and Police Departments. Larger items include four traffic notification signs (2 each on DeZavala and Lockhill-Selma) for \$21,000, replacing/updating electronic ticket writers and the related printers \$13,796, six shotgun locks/mounts \$10,500 and Tasers \$9,265.

\$ 58,761

Proposed operating expenditures are included for training, National Night Out supplies, database migration and Neighborhood Watch supplies

\$ 22,150

National Incident-Based Reporting System (NIBRS) grant - local funding  
Transfer to General Fund

\$ 4,990

## CITY OF SHAVANO PARK

### FY 2019 - 20 PROPOSED CRIME CONTROL & PREVENTION DISTRICT - POLICE DEPARTMENT EQUIPMENT REPLACEMENT SCHEDULE

	Year Model	Estimated Replacement Cost	Scheduled Year To Replace	Total Life (yrs)	Committed Balance Thru 09/30/2019	Proposed Funding FY2020	Additional Funding Future Yrs	Total Funding
Chevy Tahoe (2368) Chief	2013	***	2021	8	\$ 50,000	\$ (50,000)	\$ -	\$ -
Chevy Tahoe (1003) CID	2013	***	2021	8	50,000	(50,000)	-	-
Ford Explorer (2434)	2015	65,000	2021	5	35,137	14,932	14,931	65,000
Ford Explorer (2433)	2015	65,000	2021	5	35,137	14,932	14,931	65,000
Chevy 1500 Silverado - Code Enf. (8590)	2015	50,000	2026	10	17,856	6,428	25,716	50,000
Ford Explorer (4064)	2016	65,000	2022	5	30,141	11,620	23,239	65,000
Ford Explorer (4065)	2016	65,000	2022	5	30,141	11,620	23,239	65,000
Ford Explorer (2961)	2017	65,000	2023	5	20,000	11,250	33,750	65,000
Ford Explorer (7362)	2017	65,000	2024	5	10,000	11,000	44,000	65,000
Ford Explorer (7363)	2017	65,000	2024	5	10,000	11,000	44,000	65,000
Ford Explorer (9988)	2017	65,000	2024	5	30,313	6,937	27,750	65,000
Communication System (radios)	2012	162,500	2021	10	98,329	32,085	32,086	162,500
Windows 7 - end of life:								
Software upgrade - 5 devices @ \$200 each	Various	-	2020	5	5,100	(5,100)	-	-
Back up Power Supply/Auxiliary Power Unit - CH	Future	25,000	2021	TBD	12,500	12,500	-	25,000
Police Department Video Server	2016	13,000	2023	6	5,742	1,814	5,444	13,000
<b>Total *</b>		<b>\$ 770,500</b>			<b>\$ 440,396</b>	<b>\$ 41,018</b>	<b>\$ 289,086</b>	<b>\$ 770,500</b>

\*\*\* The City does not currently plan to purchase new Explorers for the Police Chief and Investigator but will re-allocate vehicles from the patrol fleet as the units are replaced.

40 -CRIME CONTROL DISTRICT

	(------ 2018-2019 -----) (------ 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
<u>TAXES</u>								
40-599-1050 SALES - CRIME CONTROL DIST	98,423	109,944	103,244	115,000	102,008	110,100	116,250	
TOTAL TAXES	98,423	109,944	103,244	115,000	102,008	110,100	116,250	
<u>MISC./GRANTS/INTEREST</u>								
40-599-7085 POLICE DEPT - DONATIONS	0	0	0	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	0	0	0	
<u>TRANSFERS IN</u>								
40-599-8005 INTEREST INCOME	67	2,582	8,038	6,000	8,877	9,600	7,500	
40-599-8070 TRF IN - CAPITAL FUND	148,782	0	0	0	0	0	0	
40-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	0	0	0	0	0	
40-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	148,849	2,582	8,038	6,000	8,877	9,600	7,500	
<hr/>								
TOTAL NON-DEPARTMENTAL	247,272	112,526	111,282	121,000	110,885	119,700	123,750	
<hr/>								
TOTAL REVENUES	247,272	112,526	111,282	121,000	110,885	119,700	123,750	
	=====	=====	=====	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT  
FIRE DEPARTMENT

(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
604-3030 TRAINING/EDUCATION	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	
TOTAL SERVICES	0	0	0	0	0	0	5,000	
<u>CAPITAL OUTLAY</u>								
604-8010 ELECTRONIC EQUIPMENT	0	0	0	0	0	0	2,433	
TICKET WRITER & PRINTER 0	0.00							2,433
604-8012 NON-CAPITAL - FIREARMS/TASE	0	0	0	625	624	624	625	
TASER PROGRAM - YEAR 2 0	<u>0.00</u>							<u>625</u>
TOTAL CAPITAL OUTLAY	0	0	0	625	624	624	3,058	
<u>INTERFUND TRANSFERS</u>								
604-9011 TRANSFER OUT - GENERAL FUND	<u>0</u>	<u>0</u>	<u>6,612</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL INTERFUND TRANSFERS	0	0	6,612	0	0	0	0	
TOTAL FIRE DEPARTMENT	0	0	6,612	625	624	624	8,058	

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
605-3030 TRAINING/EDUCATION	2,042	1,987	2,526	5,300	2,157	3,200	6,400	
TAPEIT 0	0.00							1,500
VARIOUS CLASSES 15	200.00							3,000
MIDWEST RADAR OFFICER C 0	0.00							600
CHIEF LEADERSHIP TRAINI 0	0.00							1,300
605-3087 CITIZENS COMMUNICATION/EDUC	5,619	5,233	5,483	5,500	5,770	5,770	6,000	
NATIONAL NIGHT OUT - SU 0	0.00							5,500
NEIGHBORHOOD WATCH - SI 0	0.00							500
TOTAL SERVICES	7,661	7,220	8,009	10,800	7,927	8,970	12,400	
<u>CONTRACTUAL</u>								
605-4075 COMPUTER SOFTWARE	0	0	0	0	0	0	4,750	
SQL MIGRATION 1/2 PD 1/ 0	0.00							4,750
TOTAL CONTRACTUAL	0	0	0	0	0	0	4,750	
<u>CAPITAL OUTLAY</u>								
605-8010 ELECTRONIC EQUIPMENT PURCHA	0	0	0	5,000	2,029	5,000	11,363	
TICKETWRITER X6, PRINTE 0	0.00							11,363
605-8012 NON CAPITAL - FIRE ARMS/TAS	0	0	0	8,640	8,640	8,640	8,640	
TASER 5 YR PROGRAM 0	0.00							8,640
605-8015 NON-CAPITAL - COMPUTER EQUI	0	0	0	7,200	6,528	6,528	1,900	
DESKTOP COMPUTER (PATRO 1	1,900.00							1,900
605-8018 NON-CAPITAL BUILDING	0	0	0	1,300	0	0	2,300	
KITCHEN CABINET/COUNTER 0	0.00							1,000
SPPD/CH ALARM REPLACEME 0	0.00							1,300
605-8020 POLICE VEHICLE	0	0	0	0	0	0	0	
605-8025 NON-CAPITAL - OFFICE FURNIT	0	0	0	1,000	1,000	1,000	0	
605-8030 POLICE EQUIPMENT PURCHASE	0	0	0	0	0	0	31,500	
6 SHOTGUN LOCKS/MOUNTS 0	0.00							10,500
DEZAVALA - STATIC RADAR 0	0.00							10,500
LOCKHILL SELMA STATIC R 0	0.00							10,500
605-8042 CAPITAL - FIREARMS	0	0	0	25,000	23,089	23,100	0	
605-8045 CAPITAL - COMPUTER EQUIPMEN	0	0	0	25,000	19,959	22,000	0	
605-8050 CAPITAL - VEHICLES	0	0	33,546	0	0	0	0	
605-8080 POLICE EQPT, CAP REPL FUND	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	33,546	73,140	61,245	66,268	55,703	

PROPOSED BUDGET WORKSHEET

AS OF: AUGUST 31ST, 2019

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

	(----- 2018-2019 -----)				(----- 2019-2020 -----)			
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>INTERFUND TRANSFERS</u>								
605-9010 TRF TO- EQUIP REPL FUND	0	0	0	0	0	0	0	
605-9011 TRANSFER TO - GENERAL FUND	82,459	215,106	203,442	3,600	3,600	3,600	4,990	
NIBRS - LOCAL FUNDS 0	<u>0.00</u>							<u>4,990</u>
TOTAL INTERFUND TRANSFERS	82,459	215,106	203,442	3,600	3,600	3,600	4,990	
TOTAL POLICE DEPARTMENT	90,120	222,326	244,997	87,540	72,773	78,838	77,843	
TOTAL EXPENDITURES	90,120	222,326	251,609	88,165	73,397	79,462	85,901	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	157,152	( 109,800)	( 140,327)	32,835	37,488	40,238	37,849	
	=====	=====	=====	=====	=====	=====	=====	=====

## 42- PUBLIC EDUCATION AND GOVERNMENTAL PROGRAMMING FUNDS (PEG)

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	<u>\$ 89,641</u>	<u>\$ 104,541</u>	
REVENUES	\$ 16,500	\$ 17,200 *	\$ 700
EXPENDITURES	\$ 1,600	\$ 19,300	\$ 17,700
<b>ENDING FUND BALANCE, PROJECTED</b>	<u><u>\$ 104,541</u></u>	<u><u>\$ 102,441</u></u>	

Funds can be utilized on capital purchases within the guidelines of Texas Utilities Code Chapter 66.

\* Does not include budgeted use of \$2,100 of fund balance to cover expenditures

### CAPITAL OUTLAY:

The proposed budget includes \$15,000 for video teleconferencing equipment, \$1,400 for a replacement podium with a built in microphone, \$1,200 for accoustic sealing devices, \$900 for a portable public address system and \$800 for replacement microphones. \$ 19,300



42 -PEG FUNDS

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
FRANCHISE REVENUES								
42-599-2024 FRANCHISE - PEG FEES	15,385	15,212	16,127	15,500	16,641	16,641	16,000	
TOTAL FRANCHISE REVENUES	15,385	15,212	16,127	15,500	16,641	16,641	16,000	
MISC./GRANTS/INTEREST								
42-599-7000 INTEREST	7	27	1,255	1,000	1,503	1,650	1,200	
TOTAL MISC./GRANTS/INTEREST	7	27	1,255	1,000	1,503	1,650	1,200	
TRANSFERS IN								
42-599-8090 PRIOR PERIOD ADJUSTMENT	0	0	3,893	0	0	0	0	
42-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	2,100	
TOTAL TRANSFERS IN	0	0	3,893	0	0	0	2,100	
<hr/>								
TOTAL NON-DEPARTMENTAL	15,392	15,239	21,275	16,500	18,143	18,291	19,300	
<hr/>								
TOTAL REVENUES	15,392	15,239	21,275	16,500	18,143	18,291	19,300	
	=====	=====	=====	=====	=====	=====	=====	=====

42 -PEG FUNDS								
ADMINISTRATION								
(----- 2018-2019 -----) (----- 2019-2020 -----)								
EXPENDITURES	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<hr/>								
<u>CAPITAL OUTLAY</u>								
601-8030 CAPITAL-ELECTRONIC EQUIPMEN	0	0	35,784	1,600	1,021	1,021	19,300	
REPLACEMENT MICROPHONES 2	400.00							800
PODIUM WITH BUILT-IN MI 1	1,400.00							1,400
PORTABLE PA SYSTEM 1	900.00							900
ACCOUSTIC SEALING 0	0.00							1,200
VIDEO TELECONFERENCING 0	0.00							15,000
TOTAL CAPITAL OUTLAY	0	0	35,784	1,600	1,021	1,021	19,300	
<hr/>								
TOTAL ADMINISTRATION	0	0	35,784	1,600	1,021	1,021	19,300	
<hr/>								
TOTAL EXPENDITURES	0	0	35,784	1,600	1,021	1,021	19,300	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	15,392	15,239	( 14,509)	14,900	17,123	17,270	0	
	=====	=====	=====	=====	=====	=====	=====	=====

## 45- OAK WILT FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 83,247	\$ 93,247	
REVENUES	\$ 10,500	\$ 11,000	\$ 500
EXPENDITURES	\$ 500	\$ 500	-
<b>ENDING FUND BALANCE, PROJECTED BUDGET</b>	<u>\$ 93,247</u>	<u>\$ 103,747</u>	

45 -OAK WILT FUND

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
PERMITS & LICENSES								
45-599-3015 TREE TRIMMING PERMITS	17,710	13,700	12,915	10,500	10,885	12,250	11,000	
TOTAL PERMITS & LICENSES	17,710	13,700	12,915	10,500	10,885	12,250	11,000	
MISC./GRANTS/INTEREST								
45-599-7030 TEXAS FORESTRY GRANT	0	0	0	0	0	0	0	
TOTAL MISC./GRANTS/INTEREST	0	0	0	0	0	0	0	
TRANSFERS IN								
45-599-8005 INTEREST	0	0	0	0	0	0	0	
45-599-8010 TRF IN - GENERAL FUND	20,000	0	0	0	0	0	0	
45-599-8099 FUND BALANCE RESERVE	0	0	0	0	0	0	0	
TOTAL TRANSFERS IN	20,000	0	0	0	0	0	0	
<hr/>								
TOTAL NON-DEPARTMENTAL	37,710	13,700	12,915	10,500	10,885	12,250	11,000	
<hr/>								
TOTAL REVENUES	37,710	13,700	12,915	10,500	10,885	12,250	11,000	
	=====	=====	=====	=====	=====	=====	=====	=====

45 -OAK WILT FUND  
ADMINISTRATION

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>SERVICES</u>								
601-3012 PROFESSIONAL SERVICES	0	0	0	0	0	0	0	
601-3087 CITIZENS COMMUNICATION/EDUC	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>500</u>	
TOTAL SERVICES	0	0	0	500	0	0	500	
<hr/>								
<u>DEPT MATERIALS-SERVICES</u>								
601-6085 SUPPLIES/MATERIAL/CHEMICALS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL DEPT MATERIALS-SERVICES	0	0	0	0	0	0	0	
<hr/>								
TOTAL ADMINISTRATION	0	0	0	500	0	0	500	
<hr/>								
TOTAL EXPENDITURES	0	0	0	500	0	0	500	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	37,710	13,700	12,915	10,000	10,885	12,250	10,500	
	=====	=====	=====	=====	=====	=====	=====	=====

## 48 - STREET MAINTENANCE FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 404,600	\$ 469,600	
REVENUES	\$ 115,000	\$ 116,250	\$ 1,250
EXPENDITURES	\$ 50,000	\$ 50,000	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 469,600</u>	<u>\$ 535,850</u>	

Street Maintenance Fund was approved by voters in May 2014 and began receiving sales tax revenues October 1, 2014. It was re-approved by the voters in May 2018.

### **FUTURE POTENTIAL PROJECTS**

Resurface Shavano Dr.  
 Resurface Fawn Dr.  
 Resurface Saddletree  
 Resurface Lockhill Selma Road  
 Resurface DeZavala Road

48 -STREET MAINTENANCE FUND

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
TAXES								
48-599-1040 SALES - STREET MAINTENANCE	97,237	109,112	103,307	115,000	101,850	110,200	116,250	
TOTAL TAXES	97,237	109,112	103,307	115,000	101,850	110,200	116,250	
<hr/>								
TOTAL NON-DEPARTMENTAL	97,237	109,112	103,307	115,000	101,850	110,200	116,250	
<hr/>								
TOTAL REVENUES	97,237	109,112	103,307	115,000	101,850	110,200	116,250	
	=====	=====	=====	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND  
PUBLIC WORKS

				(----- 2018-2019 -----)		(----- 2019-2020 -----)		
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>DEPT MATERIALS-SERVICES</u>								
603-6080 STREET MAINTENANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>49,998</u>	<u>49,998</u>	<u>50,000</u>	<u></u>
TOTAL DEPT MATERIALS-SERVICES	0	0	0	50,000	49,998	49,998	50,000	
603-6080 STREET MAINTENANCE	NEXT YEAR NOTES: SADDLETREE, CHIMNEY ROCK, FAWN							
TOTAL PUBLIC WORKS	0	0	0	50,000	49,998	49,998	50,000	
TOTAL EXPENDITURES	0	0	0	50,000	49,998	49,998	50,000	
=====								
REVENUE OVER/ (UNDER) EXPENDITURES	97,237	109,112	103,307	65,000	51,852	60,202	66,250	
=====								



## 50 - COURT TECHNOLOGY & SECURITY FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>COURT TECHNOLOGY &amp; EFFICIENCY</b>			
<b>BEGINNING FUND BALANCE</b>	\$ 1,444	\$ 1,544	
REVENUES	\$ 4,300	\$ 4,300	\$ -
EXPENDITURES	\$ 4,200	\$ 4,200	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 1,544</u>	<u>\$ 1,644</u>	

The annual maintenance fees related to court software are substantially equal to revenues. A 'Transfer In' is recorded in the General Fund which offsets the expenditures.

### CAPITAL

No requests

### COURT SECURITY

<b>BEGINNING FUND BALANCE</b>	\$ 55,480	\$ 54,680	
REVENUES	\$ 3,400 *	\$ 3,200 ***	\$ (200)
EXPENDITURES AND OTHER USES	\$ 24,200 **	\$ 54,200	\$ 30,000
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 34,680</u>	<u>\$ 3,680</u>	

\* Does not include budgeted use of \$20,800 of fund balance to cover expenditures

\*\* Budgeted expenditures included \$20,000 for the bullet resistance glass and steel panels project. Due to difficulty finding vendors, the project has been expanded and re-proposed for FY2020.

\*\*\* Does not include budgeted use of \$50,900 of fund balance to cover expenditures.

Planned expenditures include \$50,000 to add bullet resistance glass and steel panels to the Municipal Court/Administrative/Permit office area and \$4,200 for court security provided by Shavano Park Police Department.

50 -COURT RESTRICTED FUND

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
COURT FEES								
50-599-4022 COURT EFFICIENCY REVENUE	130	61	104	100	69	75	100	_____
50-599-4023 COURT SECURITY REVENUE	3,690	3,559	3,419	3,400	2,979	3,200	3,200	_____
50-599-4025 COURT TECHNOLOGY REVENUE	<u>4,920</u>	<u>4,746</u>	<u>4,559</u>	<u>4,200</u>	<u>3,972</u>	<u>4,200</u>	<u>4,200</u>	=====
TOTAL COURT FEES	8,739	8,366	8,083	7,700	7,020	7,475	7,500	_____
TRANSFERS IN								
50-599-8010 INTEREST INCOME	0	0	0	0	0	0	0	_____
50-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,700</u>	<u>0</u>	<u>0</u>	<u>50,900</u>	=====
TOTAL TRANSFERS IN	0	0	0	20,700	0	0	50,900	_____
<hr/>								
TOTAL NON-DEPARTMENTAL	8,739	8,366	8,083	28,400	7,020	7,475	58,400	
<hr/>								
TOTAL REVENUES	8,739	8,366	8,083	28,400	7,020	7,475	58,400	
	=====	=====	=====	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND  
OPERATING EXPENSES

EXPENDITURES	(------ 2018-2019 -----) (------ 2019-2020 -----)							
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<u>SERVICES</u>								
602-3030 TRAINING/EDUCATION	0	0	0	0	0	0	0	
TOTAL SERVICES	0	0	0	0	0	0	0	
<u>MAINTENANCE</u>								
602-5015 ELECTRONIC EQUIPMENT REPAIR	0	0	0	0	0	0	0	
TOTAL MAINTENANCE	0	0	0	0	0	0	0	
<u>CAPITAL OUTLAY</u>								
602-8010 ELECTRONIC EQUIP PURCHASE	0	0	0	0	0	0	0	
602-8080 CAPITAL IMPROVEMENTS	0	0	0	20,000	0	0	50,000	
BULLET RESISTANT GLASS/ 0	0.00							50,000
TOTAL CAPITAL OUTLAY	0	0	0	20,000	0	0	50,000	
<u>INTERFUND TRANSFERS</u>								
602-9010 TRANSFER TO GENERAL FUND	5,046	4,013	8,749	8,400	8,400	8,400	8,400	
COURT - INCODE 1	4,200.00							4,200
COURT SECURITY - SPPD 0	0.00							4,200
TOTAL INTERFUND TRANSFERS	5,046	4,013	8,749	8,400	8,400	8,400	8,400	
TOTAL OPERATING EXPENSES	5,046	4,013	8,749	28,400	8,400	8,400	58,400	
TOTAL EXPENDITURES	5,046	4,013	8,749	28,400	8,400	8,400	58,400	
REVENUE OVER/(UNDER) EXPENDITURES	3,693	4,353	( 665)	0	( 1,380)	( 925)	0	

## 52 - CHILD SAFETY FUND

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ 3,837	\$ 3,037	
<b>REVENUES</b>	\$ 4,200 *	\$ 4,000 **	\$ (200)
<b>EXPENDITURES:</b>			
FIRE DEPARTMENT	\$ 2,000	\$ 2,000	\$ -
POLICE DEPARTMENT	3,000	3,000	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 5,000	\$ 5,000	
<b>TOTAL REVENUES LESS THAN EXPENDITURES</b>	\$ (800)	\$ (1,000)	
<b>ENDING FUND BALANCE, PROJECTED</b>	\$ 3,037	\$ 2,037	

\* Does not include budgeted use of \$800 of fund balance to cover expenditures.

\*\* Does not include budgeted use of \$1,000 of fund balance to cover expenditures.

As the City has no school guard crossing expenditures, funds can only be utilized for education and materials related to child safety.

52 -CHILD SAFETY FUND

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON DEPARTMENTAL								
=====								
MISC./GRANTS/INTEREST								
52-599-7010 SCHOOL CROSSING GUARD FUNDS	3,928	3,487	4,221	4,200	3,643	4,000	4,000	
TOTAL MISC./GRANTS/INTEREST	3,928	3,487	4,221	4,200	3,643	4,000	4,000	
<hr/>								
TRANSFERS IN								
52-599-8010 INTEREST	0	0	0	0	0	0	0	
52-599-8089 FUND BALANCE RESERVE	0	0	0	800	0	0	1,000	
TOTAL TRANSFERS IN	0	0	0	800	0	0	1,000	
<hr/>								
TOTAL NON DEPARTMENTAL	3,928	3,487	4,221	5,000	3,643	4,000	5,000	
<hr/>								
TOTAL REVENUES	3,928	3,487	4,221	5,000	3,643	4,000	5,000	
	=====	=====	=====	=====	=====	=====	=====	=====

52 -CHILD SAFETY FUND  
FIRE DEPARTMENT

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>SERVICES</u>								
604-3087 CITIZENS COMMUNICATION/EDUC	1,519	1,182	3,044	2,000	1,683	1,683	2,000	<hr/>
CHILD SAFETY/ED/FIRE WI 0	<u>0.00</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<u>2,000</u> <hr/>
TOTAL SERVICES	1,519	1,182	3,044	2,000	1,683	1,683	2,000	
<hr/>								
TOTAL FIRE DEPARTMENT	1,519	1,182	3,044	2,000	1,683	1,683	2,000	

52 -CHILD SAFETY FUND  
POLICE DEPARTMENT

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>SERVICES</u>								
605-3087 CITIZENS COMMUNICATION/EDUC	2,011	2,445	2,200	3,000	1,165	2,000	3,000	
CHILD SAFETY/EDUCATION 0	<u>0.00</u>							<u>3,000</u>
TOTAL SERVICES	2,011	2,445	2,200	3,000	1,165	2,000	3,000	
<hr/>								
TOTAL POLICE DEPARTMENT	2,011	2,445	2,200	3,000	1,165	2,000	3,000	
<hr/>								
TOTAL EXPENDITURES	3,530	3,627	5,244	5,000	2,848	3,683	5,000	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	398	( 140)	( 1,022)	0	795	317	0	
	=====	=====	=====	=====	=====	=====	=====	=====

## 53 - LAW ENFORCEMENT OFFICERS STANDARDS EDUCATION (LEOSE)

	<b>FY 2018-19 AMENDED BUDGET</b>	<b>FY 2019-20 CITY COUNCIL PROPOSED BUDGET</b>	<b>DIFFERENCE</b>
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	
REVENUES	\$ 1,550	\$ 1,550	\$ -
EXPENDITURES	\$ 1,550	\$ 1,550	\$ -
<b>TOTAL REVENUES MORE THAN EXPENDITURES</b>	\$ -	\$ -	
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ -</u>	<u>\$ -</u>	

Training/Education and Travel/Mileage expenditures in the General Fund Police Department are supplemented with current LEOSE funds.

Theses funds can only be utilized on Full Time Police Officers for training expenses.



53 -LEOSE

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
POLICE/FIRE REVENUES								
53-599-6020 LEOSE FUNDS	<u>1,583</u>	<u>1,563</u>	<u>1,552</u>	<u>1,550</u>	<u>1,653</u>	<u>1,653</u>	<u>1,550</u>	<u>          </u>
TOTAL POLICE/FIRE REVENUES	1,583	1,563	1,552	1,550	1,653	1,653	1,550	<u>          </u>
<hr/>								
TRANSFERS IN								
53-599-8010 INTEREST	11	7	0	0	0	0	0	<u>          </u>
53-599-8089 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>          </u>
TOTAL TRANSFERS IN	11	7	0	0	0	0	0	<u>          </u>
<hr/>								
TOTAL NON-DEPARTMENTAL	1,594	1,570	1,552	1,550	1,653	1,653	1,550	
<hr/>								
TOTAL REVENUES	<u>1,594</u>	<u>1,570</u>	<u>1,552</u>	<u>1,550</u>	<u>1,653</u>	<u>1,653</u>	<u>1,550</u>	<u>          </u>

53 -LEOSE  
POLICE DEPARTMENT

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>SERVICES</u>								
605-3030 TRAINING/EDUCATION	<u>3,469</u>	<u>3,871</u>	<u>2,065</u>	<u>1,550</u>	<u>1,550</u>	<u>1,550</u>	<u>1,550</u>	<u></u>
TOTAL SERVICES	3,469	3,871	2,065	1,550	1,550	1,550	1,550	
<hr/>								
TOTAL POLICE DEPARTMENT	3,469	3,871	2,065	1,550	1,550	1,550	1,550	
<hr/>								
TOTAL EXPENDITURES	3,469	3,871	2,065	1,550	1,550	1,550	1,550	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	( 1,874)	( 2,300)	( 513)	0	103	103	0	
	=====	=====	=====	=====	=====	=====	=====	=====

## 54 - POLICE FORFEITURE FUNDS

	FY 2018-19 AMENDED BUDGET	FY 2019-20 CITY COUNCIL PROPOSED BUDGET	DIFFERENCE
<b>BEGINNING FUND BALANCE</b>	\$ -	\$ -	
REVENUES	\$ -	\$ -	\$ -
EXPENDITURES	\$ -	\$ -	\$ -
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ -</u>	<u>\$ -</u>	

Funds collected can only be spent on equipment for police use.

54 -POLICE FORFEITURE

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
NON-DEPARTMENTAL								
=====								
POLICE/FIRE REVENUES								
54-599-6025 POLICE FORFEITURE FUNDS	0	0	0	0	428	428	0	
TOTAL POLICE/FIRE REVENUES	0	0	0	0	428	428	0	
<hr/>								
TRANSFERS IN								
54-599-8005 INTEREST	1	19	0	0	0	0	0	
TOTAL TRANSFERS IN	1	19	0	0	0	0	0	
<hr/>								
TOTAL NON-DEPARTMENTAL	1	19	0	0	428	428	0	
<hr/>								
TOTAL REVENUES	1	19	0	0	428	428	0	
	=====	=====	=====	=====	=====	=====	=====	=====

54 -POLICE FORFEITURE  
POLICE DEPARTMENT

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
<u>CAPITAL OUTLAY</u>								
605-8025 EQUIPMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>428</u>	<u>428</u>	<u>0</u>	<u></u>
TOTAL CAPITAL OUTLAY	0	0	0	0	428	428	0	
<hr/>								
<u>INTERFUND TRANSFERS</u>								
605-9010 TRANSFER TO GENERAL FUND	<u>0</u>	<u>6,244</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u></u>
TOTAL INTERFUND TRANSFERS	0	6,244	0	0	0	0	0	
<hr/>								
TOTAL POLICE DEPARTMENT	0	6,244	0	0	428	428	0	
<hr/>								
TOTAL EXPENDITURES	<u>0</u> =====	<u>6,244</u> =====	<u>0</u> =====	<u>0</u> =====	<u>428</u> =====	<u>428</u> =====	<u>0</u> =====	<u></u> =====
<hr/>								
REVENUE OVER/(UNDER) EXPENDITURES	<u>1</u> =====	<u>( 6,226)</u> =====	<u>0</u> =====	<u>0</u> =====	<u>0</u> =====	<u>0</u> =====	<u>0</u> =====	<u></u> =====

## 75 - PET DOCUMENTATION AND RESCUE FUND

	<b>FY 2018-19 AMENDED BUDGET</b>	<b>FY 2019-20 CITY COUNCIL PROPOSED BUDGET</b>	<b>DIFFERENCE</b>
<b>BEGINNING FUND BALANCE</b>	\$ 2,326	\$ 2,326	
REVENUES	\$ -	\$ -	\$ -
EXPENDITURES	\$ -	\$ 2,326	\$ 2,326
<b>ENDING FUND BALANCE, PROJECTED</b>	<u>\$ 2,326</u>	<u>\$ -</u>	

The City will coordinate with the animal control service provider to ensure funds are spent in accordance with the donor stipulations.

75 -PET DOC & RESCUE FUND

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
ADMINISTRATION								
=====								
MISC./GRANTS/INTEREST								
75-599-7000 INTEREST INCOME	<u>0</u>	<u>7</u>	<u>25</u>	<u>0</u>	<u>38</u>	<u>41</u>	<u>0</u>	<u></u>
TOTAL MISC./GRANTS/INTEREST	0	7	25	0	38	41	0	
<hr/>								
TRANSFERS IN								
75-599-8099 FUND BALANCE RESERVE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,326</u>	<u></u>
TOTAL TRANSFERS IN	0	0	0	0	0	0	2,326	
<hr/>								
TOTAL ADMINISTRATION	0	7	25	0	38	41	2,326	
<hr/>								
TOTAL REVENUES	<u>0</u>	<u>7</u>	<u>25</u>	<u>0</u>	<u>38</u>	<u>41</u>	<u>2,326</u>	<u></u>
	=====	=====	=====	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
ADMINISTRATION

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
EXPENDITURES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	PROPOSED BUDGET
<hr/>								
PERSONNEL								
607-1010 EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,326</u>	<u></u>
TOTAL PERSONNEL	0	0	0	0	0	0	2,326	
<hr/>								
TOTAL ADMINISTRATION	0	0	0	0	0	0	2,326	
<hr/>								
TOTAL EXPENDITURES	0	0	0	0	0	0	2,326	
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES	0	7	25	0	38	41	0	
	=====	=====	=====	=====	=====	=====	=====	=====

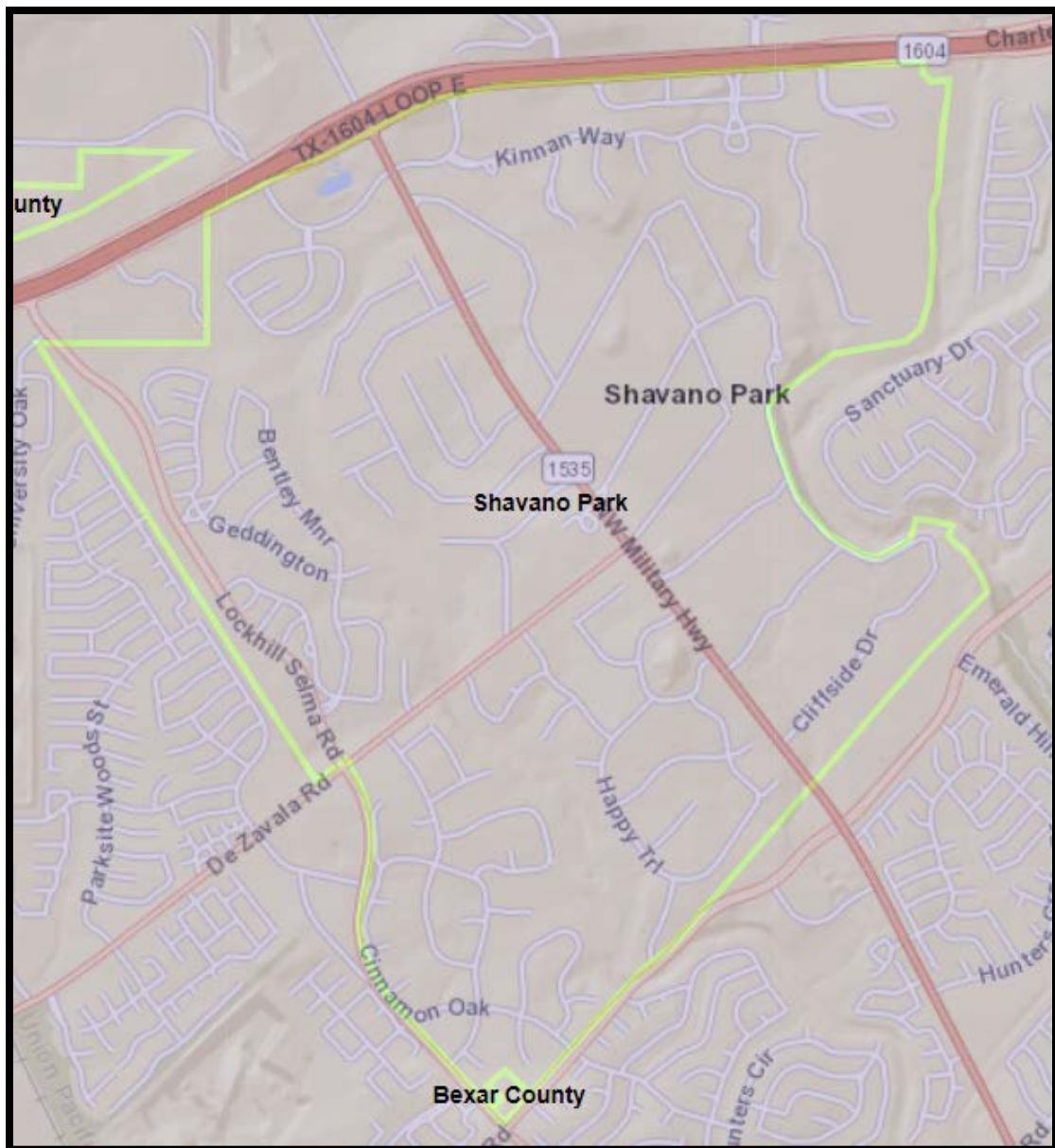


## COMMUNITY PROFILE

The City of Shavano Park (originally known just as Shavano) is located in northwest Bexar County at the edge of the Texas Hill Country, approximately twelve miles north of downtown San Antonio, and along the Olmos and Salado Creeks.

The City of Shavano Park is a Type A General Law City operating under a Council/City Manager form of government consisting of five council members and a Mayor.

The City of Shavano Park is completely surrounded by the City of San Antonio. The City's boundaries are generally Loop 1604 to the north, Huebner Road to the south, Lockhill Selma to the west and Salado Creek to the east. The City encompasses approximately 3.3 square miles of land and has an estimated 3,926 residents.



## **Demographic Analysis**

Residents are the most important aspect of our community. Demographic and other information regarding our City's residents provides a fundamental understanding of the nature of our community.

### **Population Growth**

Shavano Park has experienced a 29% increase in population between the years of 2010 and 2018. Our population has grown through implementation of our annexation program adopted in 1999 and development of new neighborhoods. These new neighborhoods are nearly built out and the City is dedicated to sustaining large lots with single family homes, so the City's population is expected to remain stable in the future. The City's zoning prohibits multi-family developments.

#### **Population, 1970-2018**

Year	Population	Change	% Change
1970	881		
1980	1,448	567	64%
1990	1,708	260	18%
2000	1,754	46	3%
2010	3,035	1,281	73%
2018	3,926	891	29%

Source: United States Census Bureau

**Growth factors** include the City's location in the majestic and beautiful foothills of the Hill Country in northern Bexar County, proximity to three major highways (Loop 1604, IH 10, and Wurzbach Parkway), the prestigious Northside Independent School District, easy commutes to employment centers and the airport, and plentiful shopping nearby.

### **Demographic Characteristics**

Shavano Park is a highly educated community with a strong presence of military veterans and their families.

<i>Social Characteristics</i>	Shavano Park		Texas
Population	3,926		
Median Age	48.4		
High school degree or higher	(X)	97.7%	82.8%
Bachelor's degree or higher	(X)	73.7%	28.7%
Military veterans	309	7.9%	5.89%

*Source: United States Census Bureau, American Community Survey 2017 Estimates*

Shavano Park is an affluent community in a prime location with easy access to nearby businesses, parks, and the highway system of the greater San Antonio metropolitan area.

<i>Economic Characteristics</i>	Shavano Park	Bexar County
Number of Businesses	167	147, 956
Median household income (in U.S. dollars)	\$195,298	\$53,999

Source: United States Census Bureau, American Community Survey 2017 Estimates

Shavano Park is comprised of strong residential neighborhoods. These property values are high because the community is safe, secure, has large lots, and enjoys outstanding municipal services.

<i>Housing Characteristics</i>	Shavano Park	Bexar County
Total single family homes	1,375	
Average value (in U.S. dollars)	\$736,751	\$205,964

Source: The Bexar County Appraisal District, Certified Totals from 2019



**1950 Real Estate Advertisement**

## Glossary

**ACCRUAL BASIS** -The recording of the financial effects of transactions and other events and circumstances on a government that have cash consequences in the periods in which those transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

**ACTIVITY** - A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible. (e.g., police is an activity within the public safety function).

**AD VALOREM TAX**- A tax based on value (e.g., a property tax).

**AGENCY FUND** - A fund normally used to account for assets held by a government as an agent for individuals, private organizations or other governments and/or other funds.

**AMORTIZATION** -Allocation of the cost of an intangible asset as an operational cost over the estimated useful life of an asset. The book value of an asset is reduced due to usage and a large expense is spread proportionately over a fixed period of time.

**APPROPRIATION**- A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

**ASSESSED VALUATION**- A valuation set upon real estate or other property by a government as a basis for levying taxes.

**BALANCED BUDGET**- A budgeting term used to signify budgeted expenditures are offset by budgeted revenues. In some instances reserves set aside for a specific use could be included to offset budgeted expenditures; i.e. election equipment reserves set aside in previous fiscal years to replace outdated equipment in a future fiscal year.

**BASIS OF ACCOUNTING**- A term used when revenues, expenditures, expenses, and transfers-and the related assets and liabilities-are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

**BUDGET AMENDMENT**- A term used to refer to a change to the budget after adoption. Additional revenue or fund balance/retained earnings appropriations to fund expenditures not included in the original adopted budget.

**BUDGET TRANSFER**- A term used to refer to the reallocation of appropriated funds between revenue or expenditure accounts within a department.

**CAPITAL EXPENDITURES** -Expenditures resulting in the acquisition of or addition to the government's general fixed assets

**CAPITAL IMPROVEMENT PROGRAM**- (CIP) A term used to refer to a group of related infrastructure improvements planned for the future. The program can be either a five or a ten year plan.

**CAPITAL LEASE** -An agreement that conveys the right to use property, plant or equipment, usually for a stated period of time, that meets one or more of the criteria set forth in SFAS No. 13 for lease capitalization.

**CAPITAL PROJECTS FUND**- A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

**CASH BASIS**- A basis of accounting under which transactions are recognized only when cash is received or disbursed.

**DEBT SERVICE FUND**-A fund established to account for the accumulation of resources for and the payment of general long-term debt principal and interest (sometimes referred to as a Sinking Fund)

**DEBT SERVICE FUND REQUIREMENTS** -The resources which must be provided for a debt service fund so that all principal and interest payments can be made in full and on schedule.

**DEBT SERVICE REQUIREMENTS** -The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

**DEFERRED REVENUE** -Amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are an example of deferred revenue.

**DELINQUENT TAXES** -Taxes remaining unpaid on and after the date to which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid or converted into tax liens.

**DEPRECIATION**- Allocation of the cost of a tangible fixed or capital asset as an operational cost over the projected useful life of an asset. The book value of an asset is reduced due to usage and a large expense is spread proportionately over a fixed period of time.

**ENTERPRISE FUND** (1) A fund established to account for operations financed and operated in a manner similar to private business enterprises (e.g., water, gas and electric utilities; airports; parking garages; or transit systems). In this case, the governing body intends that costs (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or purposes.

**EXPENDITURES**- Decreases in net financial resources. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

**EXPENSES** -Reduction in net financial resources which represents the operational cost of doing business.

**FISCAL YEAR**- A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City's fiscal year is October thru September.

**FRANCHISE-** A special privilege granted by a government, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**FUND-** A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE-** The difference between fund assets and fund liabilities of governmental and similar trust funds

**FUND BALANCE-RESERVED FOR DEBT SERVICE-** An account used to segregate a portion of fund balance for resources legally restricted to the payment of general long-term debt principal and interest maturing in future years.

**FUND BALANCE-RESERVE FOR ENCUMBRANCES-** An account used to segregate a portion of fund balance for expenditures upon vendor performance.

**FUND BALANCE-RESERVE -FOR PREPAID ITEMS-** An account used to segregate a portion of fund balance to indicate that prepaid items do not represent expendable financial resources even though they are a component of net current assets.

**FUND TYPE-** Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

**GENERAL FUND (GF)-** The fund used to account for all financial resources, except those required to be accounted for in another fund.

**GENERAL LONG-TERM DEBT** -Long-term debt expected to be repaid from governmental funds.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

**GOVERNMENTAL FUND TYPES** -Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities-except those accounted for in proprietary funds and fiduciary funds. In essence, the funds are an accounting segregation of financial resources. Expendable assets are assigned to the particular fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, used and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed

schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**INTERFUND TRANSFERS** - All inter-fund transactions except loans, quasi-external transactions and reimbursements.

**INTERGOVERNMENTAL REVENUES** - Revenues from other governments in the forms of grants, entitlements, shared revenues or payment in lieu of taxes (PILOT).

**INTERNAL SERVICE FUND** - A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

**INTEREST AND SINKING (I&S)** – The debt rate (I&S) is the component of the adopted tax rate of the taxing unit that will impose the amount of taxed needed to fund the unit's debt service for the year.

**LEVY** - (1) (Verb) to impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) the total amount of taxes, special assessments or service charges imposed by a government.

**LIABILITIES** - Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer or provide services to other entities in the future as a result of past transactions or events.

**MAJOR FUND** - A governmental fund or enterprise fund reported as a separate column in the basic fund financial statements. The general fund is always a major fund. Otherwise, major funds are funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds for the same item. Any other government or enterprise fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users.

**MAINTENANCE** - The act of keeping capital assets in a state of good repair. It includes preventative maintenance, normal periodic repairs; replacement of parts, structural components and so forth and other activities needed to maintain the asset so that it continues to provide normal services and achieves its optimum life.

**MAINTENANCE & OPERATION (M&O)** - The component of the adopted tax rate of the taxing unit that will impose the amount of taxes needed to fund maintenance and operation expenditures in the General Fund for the year.

**MODIFIED ACCRUAL BASIS** - The accrual basis of accounting adapted to the governmental fund-type measurement focus. Under it, revenues and other financial resources increments (e.g., bond issue proceeds) are recognized when they become susceptible to accrual that is when they become both "measurable" and "available to finance expenditures of the current." "Available" means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred except for (1) inventories of materials and supplies that may be considered expenditure either when purchased or when used, and (2) prepaid insurance and similar items that may be considered expenditures either when paid for or when consumed. All

governmental funds, expendable trust funds and agency funds are accounted for using the modified accrual basis accounting.

**OBJECT** - As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g., personal services, contractual services, materials and supplies).

**ORDINANCE** - A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**ORGANIZATIONAL-UNIT CLASSIFICATION (ORG UNIT)** - Expenditure classification according to responsibility centers within a government's organizational structure. Classification of expenditures by organizational unit is essential to fulfilling stewardship responsibility for individual government resources.

**PROPRIETARY FUND TYPES** - Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position. However, where the GASB has issued pronouncements applicable to those entities and activities, they should be guided by these pronouncements.

**RESERVED** - An element of the equity section of the governmental fund balance sheet comprised of three major fund balance elements: reserved; unreserved, designated; and unreserved, undesignated. When used in association with the governmental funds, the term "reserved" should be limited to describing the portion of fund balance that is (1) not available for appropriation or expenditure and/or (2) is segregated legally for a specific future use. A common example of the first type of reservation within the governmental funds is "reserved for inventories." Another example, "reserved for loans receivable," represents amounts expected to be collected in the future. Therefore, this receivable is not available for expenditure or appropriation at the balance sheet date. In this instance, the loans receivable amount is not associated with revenue recognition. However, if outstanding receivables (e.g., property taxes) are related to revenue that is not available, deferred revenue should be reported, not a reservation of fund balance. "Reserved for Encumbrances" is a common example of the second reserve type. This type of reserve is legally earmarked for a specific purpose. Generally, the reservations are based on third party restrictions (e.g., contract with vendor).

**RETAINED EARNINGS**- An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

**REVENUES**- (1) Increases in the net current assets of a governmental fund type from other than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating



transfers are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

**SPECIAL REVENUE FUND-** A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only requires the use of special revenue funds when legally mandated.

**TAX RATE** -The amount of tax (M&O and I&S combined) stated in terms of a unit of the tax base (e.g., 25 mills per dollar of assessed valuation of taxable property.) Adopted by Ordinance by the governing body.

**TAX ROLL** -The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

**TRUST FUNDS-** Funds used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds, and (d) agency funds.

**UNRESERVED** -The equity section of the governmental fund balance sheet is comprised of three major fund balance elements: reserved; unreserved, designated; and unreserved, undesignated. (Also reference Unreserved, Designated and Unreserved, Undesignated.)

**UNRESERVED, DESIGNATED-** A designation of unreserved fund balance established by a government to indicate tentative plans for the use of current financial resources in the future. Examples of designations include equipment replacement and contingencies. These designations should not cause the government to report a deficit unreserved, undesignated fund balance. In addition, a government should not report a deficit unreserved, designated fund balance. In effect, a government cannot designate resources that are not available for expenditure.

**UNRESERVED, UNDESIGNATED-** An unreserved, undesignated fund balance represents financial resources available to finance expenditures other than those tentatively planned by the government.

**VEHICLE REPLACEMENT PLAN (VRP)-** A term used to refer to a plan of vehicle fleet replacements over the next ten years.

**WORKING CAPITAL** -The difference between current assets and current liabilities of enterprise funds.

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR THE CITY OF SHAVANO PARK, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; MAKING APPROPRIATIONS FOR EACH FUND AND DEPARTMENT; ESTABLISHING A SINKING FUND FOR EXISTING CITY FINANCIAL OBLIGATIONS; PROVIDING FOR THE LEVYING AND COLLECTION OF A SUFFICIENT TAX TO PAY THE INTEREST ON SUCH SINKING FUND OBLIGATIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE**

**WHEREAS**, Section 102.002 of the Texas Local Government Code requires the City of Shavano Park, Texas (the "City") to prepare an annual budget;

**WHEREAS**, the City Manager of the City has submitted, in accordance with state law, such budget for the City for the fiscal year beginning October 1, 2019, and ending September 30, 2020;

**WHEREAS**, said budget has been filed with the City Secretary and has been available for inspection by any taxpayer at the City Secretary's office and on the City's website;

**WHEREAS**, proper and timely notice that public hearings on such proposed budget, stating the date, time, place and subject matter of said public hearings was given and made in accordance with the law and within the time limits set forth by law; and

**WHEREAS**, said public hearings were held in accordance with such notice.

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

**Section 1.** The City hereby approves and adopts the budget, attached as Exhibit A, in all respects as the City's annual budget for the fiscal year beginning October 1, 2019, and ending September 30, 2020.

**Section 2.** The City Secretary is directed to maintain a certified copy of this Ordinance with a true copy of the attached budget.

**Section 3.** The City Secretary is also directed to post the adopted budget and the budget cover page on the City's website.

**Section 4.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

**Section 5.** All ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

**Section 6.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**Section 7.** If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

**Section 8.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

**Section 9.** This Ordinance shall be effective upon passage and publication as required by State and local law.

**PASSED AND APPROVED** this the 16th day of September 2019 for the first reading.

**PASSED AND APPROVED** this the 23th day of September 2019 for the second reading.

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Robert Werner  
Mayor

ATTEST: \_\_\_\_\_  
Zina Tedford  
City Secretary

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.5

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Discussion / action – Adopt Resolution R-2019-010 setting the City of Shavano Park 2019 total Tax Rate of \$0.287742 with the Maintenance & Operation rate being \$0.274995 and the Interest & Sinking rate being \$0.012747. (Record Vote) - City Manager

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**Attachments for Reference:**

a) Proposed Resolution R-2019-010

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**BACKGROUND / HISTORY:** Per the Tax Code, Title 1. Property Tax Code, Subtitle D. Appraisal and Assessment, Chapter 26. Assessment, 26.05 Tax Rate. (a) “The governing body of each taxing unit, before the later of September 30 or the 60<sup>th</sup> day after the date the certified appraisal roll is received by the taxing unit, shall adopt a tax rate for the current tax year and shall notify the assessor for the unit of the rate adopted. The tax rate consists of the two components, each of which must be approved separately.”

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**DISCUSSION:** Council received the Effective and Rollback Rate Calculation on August 08, 2019 which was prepared by Bexar County Tax Assessor Collector. CoSP City Council approved a motion to propose a tax rate of \$0.287742 per \$100 valuation on August 14, 2019. The tax rate proposed did not exceed the lower of the effective or roll back rate, so subsequent tax hearings were not required. The required “Notice of 2019 Tax Year Proposed Property Tax Rate” was published on August 18, 2019 in the official city paper. The resolution and required motions reflect this tax rate.

Attached is a copy of the resolution providing for the required language within Section One with the breakdown of the M&O and I&S rate. Although the total tax rate proposed is the same rate as the current 2019 year, section two of the resolution includes the required statement “THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE.”, per 26.05 (b) “the tax rate that, if applied to the total taxable value, will impose an amount of taxes to fund maintenance and operation expenditures of the taxing unit that exceeds the amount of taxes imposed for that purpose in the preceding year...”

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**COURSES OF ACTION:** Motion to adopt Resolution R-2019-010 setting a total tax rate of \$0.287742, with the Maintenance & Operation rate being \$0.274995 and the Interest & Sinking rate being \$0.012747. This action is to be done by record vote.

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**FINANCIAL IMPACT:** various

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**STAFF RECOMMENDATION:** The following statement must be read exactly in order to be in compliance.

“Motion to adopt Resolution R-2019-010 setting a total tax rate of \$0.287742, with the Maintenance & Operation rate being \$0.274995 and the Interest & Sinking rate being \$0.012747.”

**A RESOLUTION OF THE CITY OF SHAVANO PARK, TEXAS LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020 PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID**

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**Whereas**, pursuant to Ordinance No. 2019-010, the City Council of the City of Shavano Park, Texas, approved the municipal budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020; and

**Whereas**, it is necessary that a resolution be passed levying an ad valorem tax on property both real, personal and mixed, within the corporate limits of the City of Shavano Park, Texas in accordance with such budget and the Texas Tax Code;

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

**SECTION ONE:** There is hereby levied and there shall be collected for the use and support of the municipal government of the City of Shavano Park (herein the "City") and to provide an Interest and Sinking fund for the 2019-2020 Fiscal Year, upon all property, real, personal, and mixed, within the corporate limits of said City on January 1, 2019 subject to taxation, a tax of **\$0.287742** on each \$100 valuation of property, said tax being so levied and apportioned to the specific purposes here set forth:

- 1) For the maintenance and support of the general government (General Fund), **\$0.274995** on each \$100 valuation of property; and
- 2) For interest and sinking fund, **\$0.012747** on each \$100 valuation of property.

**SECTION TWO:** THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

**SECTION THREE:** That taxes levied under this Resolution shall be due October 1, 2019 and if not paid before February 1, 2020 shall immediately become delinquent.

**SECTION FOUR:** All taxes shall become a lien upon property against which assessed, and the Bexar County Tax Assessor - Collector as the assessor and collector of the City is hereby authorized and empowered to enforce the collection of such taxes according to the Constitution and laws of the State of Texas and resolutions of the City, and shall, by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest, and the interest and penalty collected from such delinquent taxes shall be apportioned to the general fund of the City. All delinquent taxes shall bear interest from the date of the delinquency at the rate as prescribed by state law.

**SECTION FIVE:** That this Resolution shall take effect and be in force from and after its passage.

**SECTION SIX:** In case any section, phrase, or sentence of this Resolution shall be declared invalid for any reasons by a court of competent jurisdiction, such holding or finding shall not have the effect or result of invalidating any other section or part of this Resolution.

**SECTION SEVEN:** It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business

to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

**PASSED AND APPROVED THIS THE 23rd DAY OF SEPTEMBER, 2019** by the following motion “To approve the total tax rate of **\$0.287742**, for a breakdown of Maintenance and Operation of **\$0.274995** and Interest and Sinking of **\$0.012747** on each \$100 valuation of property”.

\_\_\_\_\_  
Robert Werner  
MAYOR

Attest: \_\_\_\_\_  
Zina Tedford  
City Secretary

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.6

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Record vote to ratify the property tax increase reflected in the FY 2019-20 budget (Record Vote) - City Manager

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**Attachments for Reference:**

a) FY 2019-20 Cover Page

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**BACKGROUND / HISTORY:** Per the Local Government Code Title 4. Finances, Subtitle A. Municipal Finances, Chapter 102 Municipal Budgets, Section 102.007 (c) “adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget.”

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**DISCUSSION:** The approved adopted budget cover contains the following statement that corresponds with the above vote in 18-point or larger type. Also required under 102.007 Adoption of Budget (d), (3) & (4) is the property tax comparisons and total amount of municipal debt obligations. See the attached cover page included in the FY 2019-20 Budget for all required wording and comparisons.

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**COURSES OF ACTION:** Take a Record vote to ratify the property tax increase reflected in the FY 2019–20 Adopted Budget.

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**FINANCIAL IMPACT:** Various

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**STAFF RECOMMENDATION:** Motion to “Take a Record vote to ratify the property tax increase reflected in the FY 2019-20 Adopted Budget.”





**This budget will raise more revenue from property taxes than last year's budget by an amount of \$186,863, which is a 5.41% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$83,985.**

**Record Vote on**

**Budget**

**Tax Rate Ratify:**

**Mayor**

**Bob Werner**

**Present (Votes only in event of a tie)**

**Council Members**

**Michele Ross (Pro Tem)**

—

—

**Michael Colemere**

—

—

**Bob Heintzelman**

—

—

**Maggi Kautz**

—

—

**Lee Powers**

—

—

**Property Tax Comparison:**

	<b><u>FY 2019</u></b>	<b><u>FY 2020</u></b>
<b>Proposed Tax Rate</b>	<b>0.287742</b>	<b>0.287742</b>
<b>Effective Tax Rate</b>	<b>0.289630</b>	<b>0.290355</b>
<b>Effective Maintenance &amp; Operations</b>	<b>0.275167</b>	<b>0.277608</b>
<b>Rollback Tax Rate</b>	<b>0.313104</b>	<b>0.310584</b>
<b>Debt Tax Rate (I&amp;S)</b>	<b>0.014463</b>	<b>0.012747</b>

**Total debt obligation for the City of Shavano Park secured by property taxes: \$3,430,000.**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.7

Prepared by: MPT Ross

Reviewed by: City Manager / Attorney

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action – Review ordinances of standing Committee/Staff Duties, consider additional future committees; amend Chapter 14 Environment, Tree Committee to clarify membership and responsibilities – Mayor Pro Tem Ross

X

#### **Attachments for Reference:**

- 1) Extract of Standing Committee Ordinances
- 2) Track Changes of Sec. 14-121 and 14-122
- 2) Ordinance O-2019-011 Tree Committee

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### **BACKGROUND / HISTORY:**

We annually appoint members to our current established committees: Board of Adjustment, Investment Committee, Planning & Zoning, Tree Committee, and Water Board. All committees encourage additional resident involvement in our city government. Each year we consider possible changes or updates to said committees. BoA, Investment and P&Z are state required. Water Board is a requirement of our Water System. Tree Committee is a requirement to maintain our Tree City USA recognition and promote oak wilt awareness. We also consider possible new committees.

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### **COURSE OF ACTION:**

Review committee ordinances and discuss recommendations.

Discuss possible new committees and exploration of same. Would like to ask for input from citizens in survey and newsletter. Would like us to explore Shavano Park Youth Council and Enriching Seniors.

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### **FINANCIAL IMPACT: N/A**

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**MOTION REQUESTED:** To approve ordinance changes as presented. To approve exploration of additional committees.

## **TABLE OF CONTENTS**

Organized by Chapter of the City's Code of Ordinances:

- Chapter 2: General rules for all Boards and Commissions – pages 2 – 3
- Chapter 2: Water Advisory Committee – pages 3 – 5
- Chapter 6: Construction Board of Appeals – pages 6 – 8
- Chapter 14: Citizens' Tree Committee – pages 9 – 12
- Chapter 36: Planning & Zoning Commission – pages 13 – 14
- Chapter 36: Board of Adjustment – pages 15 - 21

# **BOARDS & COMMISSIONS, GENERALLY**

## **CHAPTER 2. – ADMINISTRATION**

### **ARTICLE IV. - BOARDS, COMMISSIONS AND AGENCIES**

#### **DIVISION 1. - GENERALLY**

Sec. 2-85. - Boards and Commissions minutes.

The minutes for Boards and Commissions meetings, other than the Zoning Board of Adjustment, shall be in the form of Action minutes and shall reflect what was done at the meeting rather than what was said at the meeting except where necessary to reflect a brief statement of citizens during Citizens to be Heard and public hearings.

Sec. 2-86. - Nepotism on Boards and Commissions.

A person related to the Mayor or a member of the City Council within the third degree of consanguinity or second degree of affinity shall not be eligible for appointment to nor service upon any City Board, Committee or Commission.

Irrespective of any other provision within the City's Code of Ordinances, any person who serves on any City Board, Committee or Commission on the effective date of this ordinance and who is related to the Mayor or a member of the City Council within the third degree of consanguinity or second degree of affinity shall be entitled to complete their then existing term but shall not be eligible for reappointment.

Sec. 2-87. - Boards and Commissions applications, appointments, Chairpersons and vacancies.

(a) *Applications.* Solicitation for applications shall be made to all residents to serve on standing commissions, committees and boards.

(1) The application document issued by the City Secretary shall contain current vacancies on the standing commissions, committees and boards.

(2) An application must be submitted to the City Secretary by September 1 each year. The application will remain on file one year, unless withdrawn by the individual.

(b) *Appointments.*

(1) *Multiple vacancies on a Commission, Committee or Board.* When multiple vacancies occur or are present on any commission, committee or board, Council shall fill them under this subsection.

a. The City Secretary shall assemble and distribute committee applicant packets to the City Council by the second Monday of September.

b. For each specific board the Alderman shall consider each application.

c. Each Alderman shall nominate the same number of applicants as vacancies for each committee, in ranked order and submitted to the City Secretary by the third Monday of September.

d. At the next regularly scheduled City Council meeting, the City Secretary shall present the information provided by each Council member.

e. The City Council will then consider the information and shall appoint to each vacancy a qualified applicant to serve on the appropriate board or committee.

## **BOARDS & COMMISSIONS, GENERALLY**

- (2) *Single vacancy.* When a single vacancy occurs or is present on any commission, committee or board, Council shall fill such vacancy under this subsection.
- a. In the case of single vacancy on a commission, committee or board, the Council shall fill such vacancy following notice to the City Manager from three or more Council members that they wish to fill such vacancy.
  - b. The Chairman of a commission, committee or board may request to the City Manager to bring the board vacancy before Council.
  - c. Following receipt of the required notices to the City Manager, Council shall consider such vacancy at its next regularly scheduled meeting.
  - d. The City Secretary shall assemble and distribute committee applicant packets to the City Council at the same time city staff provides packages to Council members. Only applications on file as of such date shall be consider by Council. At the request of any Council Member, the City Secretary shall make a special solicitation for the position, and Council shall only consider applications received by the above deadline.
  - e. Council shall appoint the replacement on the affirmative majority vote following a nomination and second by Council Members from among the pool of applicants then on file.
- (3) *Vote by Mayor.* The Mayor shall only vote in the event of a tie.
- (c) *Chairpersons.* Every commission, committee or board established by the City Council shall choose its' chairperson from among its members.

Secs. 2-88—2-111. - Reserved.

# **WATER ADVISORY COMMITTEE**

## **CHAPTER 2. – ADMINISTRATION**

### **ARTICLE IV. - BOARDS, COMMISSIONS AND AGENCIES**

#### **DIVISION 2. - WATER ADVISORY COMMITTEE**

Sec. 2-112. - Creation; membership; terms.

- (a) *Creation.* There is hereby created a Water System Advisory Committee.
- (b) *Membership.* The Committee shall consist of six members, who shall be appointed by the City Council as described in Chapter 2, Article IV, Section 2-87.
- (c) *Terms.*
  - (1) Members shall be appointed for two-year terms.
  - (2) Members whose terms expire may continue to serve until a successor member is appointed. In such case when a new member is appointed, the term shall relate back to the time of expiration of the previous term. Service for a partial term of greater than one year constitutes a term for the purpose of determining the consecutive number of terms permissible.
  - (3) The initial terms of the members of the Committee shall be established and staggered as follows:
    - a. Three members shall be appointed with terms ending in January 2009.
    - b. Two members and the Mayor-recommended appointment shall be appointed with terms ending January 2010.
    - c. After the initial term of members, the members of the Water Advisory Committee shall serve overlapping two-year terms beginning October 1 and ending September 30.
- (d) *Vacancies.* Shall be filled as described in Chapter 2, Article IV, Section 2-87.
- (e) *Qualifications.*
  - (1) Committee members shall represent the public interest and have a commitment to ensuring the proper and efficient operation of the City Water System.
  - (2) Members shall be residents of the City and shall reside within the City Water System service area.
  - (3) No person employed on a full-time basis by the City or the San Antonio Water System Authority, or the County, shall be appointed to the Committee. No elected official or a family member of an elected official within the second degree of consanguinity shall be appointed to the Committee.
- (f) *Removal.*
  - (1) Members of the Committee serve at the pleasure of the City Council and may be removed at any time.
  - (2) Members of the Committee shall automatically forfeit their seat on the Committee for the following reasons:
    - a. The member has been absent from three consecutive meetings, unless the absence was excused by the Chair. For this purpose, being absent is defined as not being in attendance 75 percent or more of the duration of each officially called meeting.

## **WATER ADVISORY COMMITTEE**

- b. The member has been absent, whether excused or not, from more than 50 percent of the meetings during any 12 consecutive months.
- c. The member ceases to meet any of the required qualifications.

### **Sec. 2-113. - Organization; meetings.**

- (a) *Officers.* Annually, in the first quarter of the calendar year, the Water System Advisory Committee shall elect a Vice-Chair, and any other officers which the Committee deems appropriate. Officers shall be elected by vote of the majority of the Committee members. Officers shall be elected for one-year terms. No officer shall serve in the same position for more than two consecutive terms at a time.
- (b) *Meetings.*
  - (1) The Committee shall meet at times as established by a majority of the Committee but at least once a quarter. Should the workload diminish sufficiently, as determined by the Committee, the Committee may reduce its meeting schedule to no less than twice a year.
  - (2) All meetings shall be in compliance with the provisions of the Texas Open Meetings Act.
- (c) *Conduct of business.*
  - (1) Unless the Committee adopts other written rules to govern its proceedings, the Committee shall conduct business according to Robert's Rules of Order, which the Committee may modify in writing as it deems appropriate.
  - (2) A quorum of three members shall be necessary to transact business, adopt motions, or conduct voting. Actions may be decided by a majority of the members present.
- (d) *Records.* A record shall be kept of all meetings of the Committee, including the vote of each member on each action. The records shall be filed with the City Secretary's office and shall be made available for public inspection at reasonable times.
- (e) *Conflict of interest.*
  - (1) Any member who has a conflict of interest regarding a policy, decision, or determination before the Committee or one of its committees or work groups on which the member serves shall, as soon as possible after the conflict of interest becomes apparent, disclose the nature of the conflict to each of the other members voting on the matter. Disclosures shall be recorded. Disclosure of a conflict of interest shall not disqualify a member from participating in any discussion, debate, or vote on the matter unless:
    - a. A majority of the remaining members voting on the matter determines that, for reasons of propriety, the member should not participate or vote on the matter; or
    - b. The member voluntarily disqualifies himself.
  - (2) For purposes of this division, a conflict of interest means that the member, member's spouse, or member's minor child has an adverse or financial interest in the outcome of any policy, decision, or determination before the Committee or one of its committees or work groups on which the member serves.

## **WATER ADVISORY COMMITTEE**

Sec. 2-114. - Responsibilities.

(a) *Delegation.* There is hereby delegated to the Water System Advisory Committee the following responsibilities:

(1) *Advisory functions.* The Committee shall advise the Mayor and the City Council on the City Water System including recommended policies on water protection measures; operation and maintenance of the system, operating budget, short-term and long-term capital budgets and associated projects; ordinances appropriate for effecting such policies; and other appropriate matters as established by the City Council.

(2) *Reports.*

a. The Committee shall report at least once a year to the City Council on its activities and any recommendations for additional policies or ordinances relative to the purpose of the Committee.

b. At least every five years, the Committee shall undertake a comprehensive review and evaluation of the City Water System.

(b) *Additional duties, responsibilities and powers.* The Committee shall have other duties, responsibilities, and powers as may be delegated to it by the City Council.

Secs. 2-115—2-141. - Reserved.



# **CONSTRUCTION BOARD OF APPEALS**

## **CHAPTER 6. – BUILDINGS AND BUILDING REGULATIONS**

### **ARTICLE V. - CONSTRUCTION BOARD OF APPEALS**

Sec. 6-124. - Powers and authority.

- (a) *Authority.* The Construction Board of Appeals may hear and decide an appeal that alleges error in an order, requirement, decision or determination made by the building official in the enforcement of the international and national codes and this chapter, as it exists or may be amended. In exercising the Board's authority herein, the Board may reverse or affirm, in whole or in part, or modify the Building Official's order, requirement, decision or determination from which an appeal is taken and make the correct order, requirement, decision or determination, and for that purpose, the Board has the same authority as the Building Official. The Board shall have no power to obligate the City in any manner whatsoever. The Board's finances shall be handled in the same manner as any other board of the City. The Board shall have no authority to waive any requirement contained in any of the international or national codes.
- (b) *Basis of decisions; vote required.* In order to make a finding for the appellant, the Board must make a determination that the true intent of any of the international codes has been incorrectly interpreted by the Building Official; that a provision of the international codes, made the subject of the appeal, does not fully apply; or an equally good or better form of construction of the specific international or national code, made the subject of the appeal, is proposed. The concurring vote of four members of the Board is necessary to reverse an order, requirement, decision or determination of the Building Official.
- (c) *Minutes.* The Board shall keep and maintain minutes of any and all proceedings held and shall submit a written report of such proceedings to the City Council not more than three weeks following each such meeting.
- (d) *Adoption of rules and regulations.* The Board may adopt rules and regulations for the conduct of its business. All rules and regulations adopted by the Board shall be reviewed and approved by the City Council. The rules and regulations shall be consistent with and not in conflict with this chapter, the international and national codes and/or other rules and regulations prescribed by the City Council. The Board shall function according to the laws of the State, the international and national codes and the provisions of this chapter.
- (e) *Written decision.* The Board shall render all decisions in writing to the appellant with a copy to the Building Official.

Sec. 6-125. - Application for appeal.

The application for appeal shall be filed on a form obtained from the Building Official within 20 days after the notice was served. An application fee as established by the City Council from time to time shall be paid to the City by applicants desiring an audience before the Construction Board of Appeals.

## **CONSTRUCTION BOARD OF APPEALS**

### **Sec. 6-126. - Composition.**

- (a) The Construction Board of Appeals shall consist of five persons appointed by the City Council. Each member shall serve for five years or until a successor has been appointed. The Board shall consist of one individual from each of the following professions of disciplines:
  - (1) A registered design professional with architectural experience or a builder or superintendent of building construction.
  - (2) A registered design professional with engineering experience.
  - (3) A licensed mechanical contractor.
  - (4) A licensed electrical contractor.
  - (5) A licensed plumbing contractor.
- (b) Alternatively, the City Council may appoint one person who is an attorney or a licensed general contractor citizen in lieu of any of the qualified persons listed in subsection (a) of this section.

### **Sec. 6-127. - Alternate members.**

The City Council shall appoint two alternate members who shall be called by the Chairperson of the Construction Board of Appeals to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for Board membership and shall be appointed for five years, or until a successor has been appointed.

### **Sec. 6-128. - Chairperson.**

The Construction Board of Appeals shall annually select one of its members to serve as Chairperson.

### **Sec. 6-129. - Disqualification of member.**

A member of the Construction Board of Appeals shall not hear an appeal in which that member has a personal, professional or financial interest.

### **Sec. 6-130. - Secretary.**

The Chief Administrative Officer shall designate a qualified clerk to serve as Secretary to the Construction Board of Appeals. The Secretary shall file a detailed record of all proceedings in the office of the Building Official.

### **Sec. 6-131. - Notice of meeting.**

The Construction Board of Appeals shall meet upon notice from the Chairperson, within ten days of the filing of an appeal, or at stated periodic meetings.

### **Sec. 6-132. - Open hearing.**

All hearings before the Construction Board of Appeals shall be open to the public. The appellant, the appellant's representative, the Building Official and any person whose interests are affected shall be given an opportunity to be heard.

## **CONSTRUCTION BOARD OF APPEALS**

Sec. 6-133. - Quorum.

Four members of the Construction Board of Appeals shall constitute a quorum to conduct all business.

Secs. 6-134—6-164. - Reserved.

# **CITIZENS TREE COMMITTEE**

## **CHAPTER 14. - ENVIRONMENT**

### **ARTICLE V. - CITIZENS TREE COMMITTEE AND PUBLIC TREE CARE**

#### **Sec. 14-118. - Purpose.**

To enhance the quality of life and the present and future health, safety, and welfare of all citizens, to enhance property values, and to ensure proper planting and care of trees on public property, the City Council herein creates a Citizens Tree Committee, establishes practices governing the planting and care of trees, and makes provision for the emergency removal of trees on private property under certain conditions.

#### **Sec. 14-119. - Definitions.**

As used in this article, the following words and phrases shall have the meanings indicated:

*Damage* means any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.

*Nuisance* means any tree, tree limb, shrub, or woody plant that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health, safety and welfare.

*Parkway* means the area along a public street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley.

*Public property* means all grounds and rights-of-way (ROWS) owned or maintained by the City.

*Public tree* means any tree or woody vegetation on City-owned or City-maintained property or rights-of-way.

*Top* or *topping* means the non-standard practice of cutting back of limbs to stubs within a tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

#### **Sec. 14-120. - Reserved.**

#### **Sec. 14-121. - Tree Committee creation; membership; terms.**

- (a) *Creation.* That a Shavano Park Citizens Tree Committee is hereby authorized to be established with membership being appointed as provided for herein. The committee is an ad hoc committee which may be abolished or suspended, and whose purposes and activities may be amended, at any time through by a majority vote of City Council.
- (b) *Membership.* Membership of the committee shall be as follows:
  - (1) One City staff member appointed by the City Manager;
  - (2) A minimum of seven residents of the City of Shavano Park appointed by the City Council to represent the community at large; as described in chapter 2, article IV, section 2-87.

## CITIZENS TREE COMMITTEE

- (3) One International Society of Arboriculture Certified Arborist or forester appointed by the City Council, preferably a resident, to serve as subject matter expert for the committee;
- (c) *Chairperson.* Shall be selected as described in chapter 2, article IV, section 2-87.
- (d) *Terms.* Members shall serve for two-year staggered terms with the initial membership splitting one- and two-year terms evenly distributed as determined by City Council.
- (e) *Vacancies.* Shall be filled as described in chapter 2, article IV, section 2-87.

### Sec. 14-122. - Responsibilities.

- (a) To provide non-binding advice and input regarding possible oak wilt, tree trimming and generally accepted urban forestry practices.
- (b) That citizen members are tasked with walking and/or driving in their area, looking for signs of oak wilt and/or poor tree trimming practices and reporting observations to staff.
- (c) The committee shall meet a minimum of four times a year at City Hall in compliance with the Texas Open Meetings Act. All meetings will be posted and held at City Hall and open to the public. The chair may schedule additional meetings or cancel scheduled meetings as deemed.
- (d) The first meeting of each year shall be a training meeting.
- (e) The committee shall give a report to Council twice a year.
- (f) Coordinate and promote Arbor Day activities.
- (g) Assisted with the annual application to renew the Tree City USA designation.

### Sec. 14-123. - Public Tree Care Authority.

- (a) *Delegation of authority and responsibility.* The City Manager and/or their designee, shall have the authority to oversee the planting, pruning, maintenance and removal of trees and woody plants growing in or upon all City streets, rights-of-way, City parks, and other public property. This shall include the removal of trees or tree limbs that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other pest disease.
- (b) *Coordination among City departments.* All City departments will coordinate as necessary with the City Manager and will provide services as required to ensure compliance with this article as it relates to streets, alleys, rights-of-way, drainage, easements and other public properties not under direct jurisdiction of the City Manager.
- (c) *Interference.* No person shall hinder, prevent, delay, or interfere with the City Manager or his agents while engaged in carrying out the execution or enforcement of this article.

### Sec. 14-124. - Public tree planting and care standards.

- (a) *Standards.* All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) A-300 "Standards for Tree Care

## CITIZENS TREE COMMITTEE

Operations" and shall follow all tree care Best Management Practices (BMPs) published by the International Society of Arboriculture.

- (b) *Requirements of franchise utility companies, Home Owners' Associations and Business Owners' Associations.* Franchise utility companies, Home Owners' Associations and Business Owners' Associations shall provide advance notice to the City of their intended non-emergency tree pruning schedule and location of impacted area. The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards.
- (c) *Tree species list.* Desirable tree species for planting on public property shall conform to section 14-152, Table 5 "Protected Trees." Only trees from this list may be planted without written approval from the City Manager, or their designee.
- (d) *Planting distances.* The City Manager, or their designee, shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within ten feet of a fire hydrant.
- (e) *Planting trees under electric utility lines.* Only trees listed 20 feet or less in height at maturity may be planted under or within 15 lateral feet of any overhead utility wire.
- (f) *Protection of public trees during construction.* Any person, firm, corporation, or City department performing construction in the area of any public tree must employ appropriate measures to protect the tree, including, but not limited to, placing barriers around the tree to prevent any damage.

Sec. 14-125. - Adjacent owner responsibility.

No property owner shall allow a tree, or other plant growing on his or her property or within the adjacent parkway to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the City Manager, or their designee, shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the City may undertake the necessary work and charge the cost to the property owner.

Sec. 14-126. - Prohibition against harming public trees.

- (a) It shall be unlawful for any person, firm or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the City Manager, or their designee.
- (b) It shall be unlawful for any person, firm or corporation to attach any cable, wire or signs or any other object to any street, park, or public tree.
- (c) It shall be unlawful for any person, firm or corporation to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the City Manager, or their designee.

Sec. 14-127. - Certain trees declared a nuisance.

Any tree, or limb thereof, on private property determined by the City Manager, or their designee, to have contracted a communicable disease or insect; to be dead or dying;

## **CITIZENS TREE COMMITTEE**

to obstruct the view of traffic signs or the free passage of pedestrians or vehicles; or that threatens public health, safety, and welfare is declared a nuisance and the City may require its treatment or removal. Private property owners have the duty, at their own expense, to remove or treat nuisance trees on their property. The City may remove such trees at the owner's expense if the owner does not comply with treatment and/or removal as specified by the City Manager, or their designee, within the written notification period.

Sec. 14-128. - Violations and penalty.

Any person, firm or corporation violating any provision of this article shall be deemed guilty of a misdemeanor and shall be subject to a fine not to exceed \$500.00 for each offense.

Sec. 14-129. - Appeals.

All appeals to a violation shall be heard by City Council.

Secs. 14-130—14-146. - Reserved.

# **PLANNING & ZONING COMMISSION**

## **CHAPTER 36. - ZONING**

### **ARTICLE III. - PROCEDURES GOVERNING ADOPTION AND AMENDMENT OF ZONING REGULATIONS AND DISTRICT BOUNDARIES**

Sec. 36-69. - Planning and Zoning Commission.

- (a) *Establishment.* Pursuant to Vernon's Local Government Code, § 211.007, the Planning and Zoning Commission is established consisting of nine members appointed as described in chapter IV, section 2-87.
- (b) *Terms of members.* The members of the Planning and Zoning Commission shall serve for overlapping two-year terms.
- (c) *Chairman.* The Planning and Zoning Commission shall elect a chairman and vice-chairman from its own membership of the Commission.
- (d) *Presiding officer.* The chairman shall preside over meetings of the Commission. The vice-chairman shall preside in the absence of or at the request of the chairman.
- (e) *Quorum, majority vote.* A quorum shall consist of five members of the Commission in attendance. Action on any matter shall require the affirmative vote of a majority of all members of the Commission, except in cases when the Commission has twice held a public hearing and considered a zoning application and is unable to reach a majority vote. In such instances, the Commission may submit a report instead of a recommendation to the City Council.
- (f) *Meetings.* Regular meetings shall be held on the first Wednesday of each month at 6:30 p.m. and may be recessed from time to time, effective September 2015, at Shavano Park City Hall, and notice of each meeting shall be given in accordance with the Texas Open Meetings Act. Special meetings may be called by the chairman, provided written notice thereof is mailed to each member at least 72 hours prior to the time thereof and notice of each such meeting shall be given in accordance with the Texas Open Meetings Act. All meetings of the Commission shall be open to the public. The place, day and/or hour of meetings may be changed by vote of the Commission at any regular meeting.
- (g) *Motions.* Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussion by members or by opponents or proponents, of a question before the Commission shall terminate whenever a member shall call for a vote upon the question or whenever the chairman shall so rule.
- (h) *Procedure.* Whenever any question or procedure or qualification may be raised at a Commission meeting, the chairman shall rule thereon. A member may move to overrule the chairman's decision, which may be done only by a majority vote of the members present.
- (i) *Voting.* Voting on zoning applications shall be called by roll call vote. Voting on all other matters may be by voice vote, provided that roll call vote shall be taken upon demand of any member.
- (j) *Conflict of interest.* A member shall not vote or participate as a member in any matter before the Commission if the member has any interest in the matter, whether such interest is direct or indirect, financial or otherwise. If a member has a conflict



## **PLANNING & ZONING COMMISSION**

of interest, the member shall comply with Tex. Local Governmental Code § 171.001 et seq. In any case, where the question of a member's interest is raised, the chairman shall rule on whether the member should be disqualified.

- (k) *Recommendations.* The Commission shall take no final action on any matter before it without first obtaining a recommendation from the director of planning and reports from the other city departments concerned, as determined by the Commission.
- (l) *Duties.* The duties of the Planning and Zoning commission are [as] follows:
  - (1) Review, consider and take action on all preliminary and final plats consistent with the requirements of State and local law;
  - (2) Review and make recommendations for zoning boundaries and appropriate zoning regulations for zoning districts;
  - (3) Review and consider amendments to the City's comprehensive plan;
  - (4) Hold public hearings and consider planning issues when deemed appropriate by the Planning and Zoning Commission upon a finding by a majority vote that the issue being considered is a "planning issue" with such findings being recorded in the minutes of the meeting.
  - (5) To perform duties and functions as required by State law; and
  - (6) To perform other duties and functions as requested by a majority vote of City Council.

# **BOARD OF ADJUSTMENT**

## **CHAPTER 36. - ZONING**

### **ARTICLE V. - BOARD OF ADJUSTMENT**

#### **Sec. 36-122. - Organization.**

There is hereby created a Board of Adjustment consisting of five members who are citizens of the City and who are not members of the City Council or the Planning and Zoning Commission, shall be appointed as described in chapter 2, article IV, section 2-87. Positions shall exist for a term of two years, beginning on October 1 of each odd numbered year and ending on May 31 of the next succeeding odd-numbered year and continuing thereafter. Board members may be removable for cause by the City Council upon a written charge and after public hearing. The City Council shall confirm four alternate members of the Board of Adjustment who shall serve in the absence of one or more of the regular members when requested to do so by the Mayor, all cases to be heard by the Board of Adjustment will always be heard by a minimum number of four members. These alternate members, when appointed, shall serve for the same period as the regular members, and any vacancy shall be filled in the same manner and shall be subject to removal as the regular members.

#### **Sec. 36-123. - Rules and meetings.**

The Board of Adjustment shall adopt rules of procedure in accordance with the provisions of this section. Meetings of the Board of Adjustment shall be held at the call of the Chairperson, who shall be selected by the Board at its June meeting each year, and at such other times as the Board of Adjustment may determine. Such Chairperson, or in their absence the Acting Chairperson, may administer oaths and compel the attendance of witnesses. All meetings of the Board of Adjustment shall be open to the public. The Board of Adjustment shall keep minutes to proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations, findings, and other official actions, all of which shall be immediately filed in the office of the City and shall be a public record.

#### **Sec. 36-124. - Powers and duties.**

The Board of Adjustment shall have the following powers:

- (1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official of the City in the enforcement of this chapter.
- (2) To authorize upon appeal in specific cases a variance from the terms of this chapter as will not be contrary to the public interest, where, due to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship, and so that the spirit of this chapter shall be observed and substantial justice done.
- (3) To authorize special exceptions, in accordance with section 36-132, to a zoning standard applicable to particular types of development within any zoning district, which is consistent with the overall intent of the zoning regulations and for which express standards are prescribed, but that requires additional review to

## **BOARD OF ADJUSTMENT**

determine whether the development with the modification is compatible with adjoining land uses and the character of the neighborhood in which the development is proposed.

- (4) To hear and decide other matters authorized by the City Council.

### **Sec. 36-125. - Appeals to the board of adjustment.**

Appeals to the Board of Adjustment may be taken by any person aggrieved by the decision of an administrative official of the City or by any officer, department or board of the City affected by the decision. Such appeal shall be taken within a reasonable time, as provided by the rules of procedure of the Board of Adjustment, by filing with the administrative official from whom the appeal is taken and with the Board of Adjustment a notice of appeal specifying the grounds thereof. The administrative official from whom the appeal is taken shall forthwith transmit to the Board of Adjustment all papers constituting the record of the action that is appealed.

### **Sec. 36-126. - When appeal stays all proceedings.**

An appeal stays all proceedings in furtherance of the action appealed from, unless the administrative official from whom the appeal is taken certifies in writing to the Board of Adjustment after notice of appeal shall have been filed with him that by reason of facts stated in the certificate a stay would, in his opinion, cause immediate peril to life or property. In such case proceedings shall not be stayed other than by a restraining order which may be granted by the Board of Adjustment or by a court of record on application after notice to the administrative official from whom the appeal is taken and if due cause is shown.

### **Sec. 36-127. - Time for notice and hearing of appeal.**

The Board of Adjustment shall fix a reasonable time for hearing of the appeal, give public notice thereof, as well as due notice to the parties in interest and decide the same within a reasonable time. Upon the hearing any party may appear in person or by agent or by attorney.

### **Sec. 36-128. - Action on appeal.**

In exercising the powers set forth in section 36-124, the Board of Adjustment may, in conformity with the provisions of this chapter, reverse or affirm, wholly or partly, or may modify the administrative official's order, requirement, decision, or determination appealed from and may make the correct order, requirement, decision, or determination and to that end shall have all the powers of the administrative official from whom the appeal is taken.

### **Sec. 36-129. - Vote necessary for decision of board of adjustment.**

The concurring vote of four members of the Board of Adjustment shall be necessary to reverse any order, requirement, decision, or determination of an administrative official, to decide in favor of the applicant on any matter on which it is required to pass under this chapter, or to authorize a variance from the terms of in this chapter.

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Sec. 36-130. - Notice of public hearings before the Board of Adjustment.

The notice of public hearing, provided for in this section, shall be given by publication one time in the City's official newspaper, stating the time and place of such hearing, which time shall not be earlier than 15 days from date of such publication, and in addition thereto, the Board of Adjustment shall mail notices of such hearing to the petitioner and to all owners of property lying within 200 feet of any point of the lot or portion thereof, on which a variance or special exception is desired, and to all other persons deemed by the Board of Adjustment to be affected thereby; such owners and persons shall be determined according to the last approved tax roll of the City. Such notice may be served by depositing the same, property addressed and postage paid, in any post office.

Sec. 36-131. - Variances.

- (a) *Requests for variance.* All requests for variations from the terms of this chapter shall be in writing and shall specify the facts involved, the relief desired, and grounds therefore. Each such application shall be filed with the City Secretary who, after investigation, shall transmit such application together with his report to the Board of Adjustment within 30 days after receipt.
- (b) *Hearings on applications for variances.* The Board of Adjustment shall fix a reasonable time for the hearing of all applications for variances, give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Any party may appear in person or by agent or by attorney at this hearing.
- (c) *Granting variances.* The Board of Adjustment is hereby authorized upon appeal from the decision of the City to grant in specific cases a variance from the terms of this chapter as will not be contrary to the public interest, where, due to special conditions, a literal enforcement of the provisions of this chapter shall be observed and substantial justice is done.
- (d) *Criteria for granting variances.* No variance can be granted unless:
  - (1) Such variance will not be contrary to public interest.
  - (2) Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance sought is located.
  - (3) Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
  - (4) Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
  - (5) Such variance will be in harmony with the spirit and purposes of this chapter.
  - (6) The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to or the result of general conditions in the district in which the property is located.
  - (7) The variance will not substantially weaken the general purposes of this chapter or the regulations herein established for the specified district.

## BOARD OF ADJUSTMENT

- (8) The variance will not adversely affect the public health, safety or welfare of the public.
- (e) *Limitation on variances.* Any variance authorized by the Board of Adjustment shall constitute authority to authorize the issuance of a building permit or a certificate of occupancy, as the case may be, if applied for within 120 days from the date of favorable action on the part of the Board of Adjustment, unless such Board of Adjustment authorizes a longer period. If the permit or certificate of occupancy shall not be applied for within said 120-day period, or such extended period as the Board of Adjustment may have authorized, then the grant of the variance shall terminate. Such termination shall be without prejudice to a subsequent application to said Board of Adjustment in accordance with the rules and regulations regarding applications. No application to the Board of Adjustment shall be allowed on the same piece of property prior to the expiration of six months from a ruling of the Board of Adjustment on any application to such body unless other property in the same block within 200 feet thereof, within such six-month period, has been altered or changed by a ruling of the Board of Adjustment, in which case such change of circumstances shall permit the allowance of such application but in no way force in law to compel the Board of Adjustment, after a hearing, to grant such subsequent application, but, such application shall be considered on its merits as in all other cases.

### Sec. 36-132. - Special exceptions.

- (a) *Applications for special exception.* All applications for special exceptions from the terms of the chapter shall be in writing and shall specify the facts involved, the special exception desired and grounds therefore. The property owner shall file such application with the City Secretary who, after investigation by the City Manager or his designee(s), shall transmit such application together with a report to the Board of Adjustment within 60 days after receipt. The non-refundable fee for an application shall be the same as the fee for an application for variance or as described in Appendix A - City of Shavano Park Fee Schedule.
- (b) *Hearings on applications for special exceptions.* The Board of Adjustment shall fix a reasonable time for the hearing of all applications for special exceptions, give public notice thereof, as well as due notice to all persons entitled to notice under section 36-130, and such hearing shall be held within 90 days after receipt of the City Manager's report. At each hearing, any person may appear in person or by agent or by attorney.
- (c) *Granting special exceptions.* The Board of Adjustment may grant special exceptions to the side and rear setbacks provided for under this chapter and solely in accordance with the following:
- (1) Reduce the side or rear setbacks requirements in all single family residential zoning districts and all single family residential planned unit development zoning districts by up to 50 percent if the application satisfies the conditions provided for in subsections (d) and (e) and the side or rear setback in question abuts the following:
    - a. The streets of N.W. Military, and DeZavala;

## BOARD OF ADJUSTMENT

- b. City of San Antonio zoning districts;
  - c. O-1, B-1 or B-2 zoning districts; or
  - d. Greenbelts as designated on a plat.
- (d) *Conditions for granting special exceptions.* If the Board of Adjustment finds that all of the conditions in this subsection have been satisfied, the Board of Adjustment may approve the special exception application. This subsection's conditions are as follows:
- (1) That the special exception will not endanger public health, safety, or general welfare;
  - (2) That the special exception will not be materially detrimental to public health, safety, or general welfare;
  - (3) That as of the hearing date, it is not foreseeable that the special exception will substantially impair or diminish the presently permitted neighborhood uses, values and enjoyment of neighboring properties;
  - (4) That the special exception will not significantly impede the normal and orderly development and/or improvement of surrounding properties as to uses permitted in the district and/or immediately contiguous district;
  - (5) That the special exception will not result in such property violating any height, lot coverage, building size and/or exterior requirements;
  - (6) That the special exception will not result in such property violating any district parking space regulations and/or tree preservation requirements;
  - (7) That the special exception will not result in such property being incompatible with other properties within the zoning district;
  - (8) That the conditions provided for in subsection (e) have been satisfied; and
  - (9) That any accessory building allowed under this subsection shall be neither larger than 500 square feet nor taller than 16 feet from the lowest grade point of such building.
- (e) *Conditions and guarantees.* In order to protect the public health, safety and general welfare of the community and prior to the granting of any special exception, the Board of Adjustment shall stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special exception as deemed necessary in its sole discretion to protect the public health, safety and general welfare of the community and to secure compliance with the standards and requirements specified in subsection (d) above. When the Board of Adjustment grants a special exception, the Board of Adjustment shall require such evidence and written guarantees as it deems necessary as proof that the property owner has and/or will comply with all conditions stipulated in connection therewith.
- (f) *Effect of denial of application.* If the Board of Adjustment denies a special exception in whole or in part, the property owner must wait at least one year from the date of said denial to make a resubmission under this section.
- (g) *Failure to comply with conditions.* Should a property owner fail to comply with any conditions of the Board of Adjustment in granting a special exception to a property, the City shall seek appropriate enforcement and remedies as stated in section 36-5 of this chapter.

## **BOARD OF ADJUSTMENT**

Sec. 36-133. - Appeals from the Board of Adjustment.

Any person, jointly or severally, aggrieved by any decision of the Board of Adjustment, or any taxpayer, or any officer, department, board of the City, may present to a court of record a verified petition as provided by Tex. Local Government Code § 211.011, setting forth that such decision is illegal, in whole or in part, specifying the grounds of illegality. Such petition shall be presented to the Court within ten days after the filing of the decision Board in the office of the City Secretary.

Sec. 36-134. - Fees.

The Board shall be empowered to assess and collect the fees specified in Appendix A - City of Shavano Park Fee Schedule to defray administrative costs. Such fees shall be deposited with the Secretary of the City, for deposit in the General Fund of the City.

Sec. 14-118. - Purpose.

To enhance the quality of life and the present and future health, safety, and welfare of all citizens, to enhance property values, and to ensure proper planting and care of trees on public property, the City Council herein creates a Citizens Tree Committee, establishes practices governing the planting and care of trees, and makes provision for the emergency removal of trees on private property under certain conditions.

Sec. 14-119. - Definitions.

As used in this article, the following words and phrases shall have the meanings indicated:

*Damage* means any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.

*Nuisance* means any tree, tree limb, shrub, or woody plant that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health, safety and welfare.

*Parkway* means the area along a public street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley.

*Public property* means all grounds and rights-of-way (ROWS) owned or maintained by the City.

*Public tree* means any tree or woody vegetation on City-owned or City-maintained property or rights-of-way.

*Top* or *topping* means the non-standard practice of cutting back of limbs to stubs within a tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Sec. 14-120. - Reserved.

Sec. 14-121. - Tree Committee creation; membership; terms.

- (a) *Creation.* That a Shavano Park Citizens Tree Committee is hereby authorized to be established with membership being appointed as provided for herein. The committee is an ad hoc committee which may be abolished or suspended, and whose purposes and activities may be amended, at any time through by a majority vote of City Council.
- (b) *Membership.* Membership of the committee shall be as follows:
  - (1) One City staff member appointed by the City Manager;
  - (2) A ~~minimum of seven~~ maximum of six residents of the City of Shavano Park appointed by the City Council to represent the community at large; as described in chapter 2, article IV, section 2-87.



- (3) One International Society of Arboriculture Certified Arborist or forester appointed by the City Council, preferably a resident, to serve as subject matter expert for the committee;
- (c) *Chairperson.* Shall be selected as described in chapter 2, article IV, section 2-87.
- (d) *Terms.* Members shall serve for two-year staggered terms with the initial membership splitting one- and two-year terms evenly distributed as determined by City Council.
- (e) *Vacancies.* Shall be filled as described in chapter 2, article IV, section 2-87.

Sec. 14-122. - Responsibilities.

- (a) To provide non-binding advice and input regarding possible oak wilt, tree trimming and generally accepted urban forestry practices.
- (b) That citizen members are tasked with walking and/or driving in their area, looking for signs of oak wilt and/or poor tree trimming practices and reporting observations to staff.
- (c) The committee shall meet a minimum of four times a year at City Hall in compliance with the Texas Open Meetings Act. All meetings will be posted and held at City Hall and open to the public. The chair may schedule additional meetings or cancel scheduled meetings as deemed.
- (d) The first meeting of each year shall be a training meeting.
- (e) The committee shall give a report to Council twice a year.
- (f) Coordinate ~~and promote Arbor Day activities.~~ [Arbor / Earth Day educational activities to include speaker series, educational booth with information on oak wilt and tree trimming.](#)
- (g) [Promote Arbor / Earth Day event.](#)
- ~~(g) Assisted with the annual application to renew the Tree City USA designation.~~

Sec. 14-123. - Public Tree Care Authority.

- (a) *Delegation of authority and responsibility.* The City Manager and/or their designee, shall have the authority to oversee the planting, pruning, maintenance and removal of trees and woody plants growing in or upon all City streets, rights-of-way, City parks, and other public property. This shall include the removal of trees or tree limbs that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other pest disease.
- (b) *Coordination among City departments.* All City departments will coordinate as necessary with the City Manager and will provide services as required to ensure compliance with this article as it relates to streets, alleys, rights-of-way, drainage, easements and other public properties not under direct jurisdiction of the City Manager.
- (c) *Interference.* No person shall hinder, prevent, delay, or interfere with the City Manager or his agents while engaged in carrying out the execution or enforcement of this article.

Sec. 14-124. - Public tree planting and care standards.

- (a) *Standards.* All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) A-300 "Standards for Tree Care Operations" and shall follow all tree care Best Management Practices (BMPs) published by the International Society of Arboriculture.
- (b) *Requirements of franchise utility companies, Home Owners' Associations and Business Owners' Associations.* Franchise utility companies, Home Owners' Associations and Business Owners' Associations shall provide advance notice to the City of their intended non-emergency tree pruning schedule and location of impacted area. The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards.
- (c) *Tree species list.* Desirable tree species for planting on public property shall conform to section 14-152, Table 5 "Protected Trees." Only trees from this list may be planted without written approval from the City Manager, or their designee.
- (d) *Planting distances.* The City Manager, or their designee, shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within ten feet of a fire hydrant.
- (e) *Planting trees under electric utility lines.* Only trees listed 20 feet or less in height at maturity may be planted under or within 15 lateral feet of any overhead utility wire.
- (f) *Protection of public trees during construction.* Any person, firm, corporation, or City department performing construction in the area of any public tree must employ appropriate measures to protect the tree, including, but not limited to, placing barriers around the tree to prevent any damage.

Sec. 14-125. - Adjacent owner responsibility.

No property owner shall allow a tree, or other plant growing on his or her property or within the adjacent parkway to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the City Manager, or their designee, shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the City may undertake the necessary work and charge the cost to the property owner.

Sec. 14-126. - Prohibition against harming public trees.

- (a) It shall be unlawful for any person, firm or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the City Manager, or their designee.
- (b) It shall be unlawful for any person, firm or corporation to attach any cable, wire or signs or any other object to any street, park, or public tree.
- (c) It shall be unlawful for any person, firm or corporation to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the City Manager, or their designee.

Sec. 14-127. - Certain trees declared a nuisance.

Any tree, or limb thereof, on private property determined by the City Manager, or their designee, to have contracted a communicable disease or insect; to be dead or dying; to obstruct the view of traffic signs or the free passage of pedestrians or vehicles; or that threatens public health, safety, and welfare is declared a nuisance and the City may require its treatment or removal. Private property owners have the duty, at their own expense, to remove or treat nuisance trees on their property. The City may remove such trees at the owner's expense if the owner does not comply with treatment and/or removal as specified by the City Manager, or their designee, within the written notification period.

Sec. 14-128. - Violations and penalty.

Any person, firm or corporation violating any provision of this article shall be deemed guilty of a misdemeanor and shall be subject to a fine not to exceed \$500.00 for each offense.

Sec. 14-129. - Appeals.

All appeals to a violation shall be heard by City Council.

Secs. 14-130—14-146. - Reserved.

**ORDINANCE NO. O-2019-011**

**AN ORDINANCE AMENDING CHAPTER 14 - ENVIRONMENT, ARTICLE V. – CITIZENS TREE COMMITTEE AND PUBLIC TREE CARE OF THE CITY’S CODE OF ORDINANCES TO UPDATE THE MEMBERSHIP AND RESPONSIBILITIES OF THE CITIZENS TREE COMMITTEE; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

---

**WHEREAS**, the City Council of the City of Shavano Park desires to standardize the City’s Boards and Commissions by making the Citizens Tree Committee membership consistent with other Boards and Commissions of the City of Shavano Park; and

**WHEREAS**, the City Council desires to clarify the responsibilities of the Citizens Tree Committee;

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

**I  
CODE AMENDMENT**

Chapter 14 - ENVIRONMENT, Article V. – CITIZENS TREE COMMITTEE AND PUBLIC TREE CARE, Section 14-121. – Tree Committee creation; membership; terms, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 14-121. - Tree Committee creation; membership; terms.

- (a) *Creation.* That a Shavano Park Citizens Tree Committee is hereby authorized to be established with membership being appointed as provided for herein. The committee is an ad hoc committee which may be abolished or suspended, and whose purposes and activities may be amended, at any time through by a majority vote of City Council.
- (b) *Membership.* Membership of the committee shall be as follows:
  - (1) One City staff member appointed by the City Manager;
  - (2) A maximum of six residents of the City of Shavano Park appointed by the City Council to represent the community at large; as described in chapter 2, article IV, section 2-87.
  - (3) One International Society of Arboriculture Certified Arborist or forester appointed by the City Council, preferably a resident, to serve as subject matter expert for the committee;
- (c) *Chairperson.* Shall be selected as described in chapter 2, article IV, section 2-87.

- (d) *Terms.* Members shall serve for two-year staggered terms with the initial membership splitting one- and two-year terms evenly distributed as determined by City Council.
- (e) *Vacancies.* Shall be filled as described in chapter 2, article IV, section 2-87.

## **II**

### **CODE AMENDMENT**

Chapter 14 - ENVIRONMENT, Article V. – CITIZENS TREE COMMITTEE AND PUBLIC TREE CARE, Section 14-122. – Responsibilities, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 14-122. - Responsibilities.

- (a) To provide non-binding advice and input regarding possible oak wilt, tree trimming and generally accepted urban forestry practices.
- (b) That citizen members are tasked with walking and/or driving in their area, looking for signs of oak wilt and/or poor tree trimming practices and reporting observations to staff.
- (c) The committee shall meet a minimum of four times a year at City Hall in compliance with the Texas Open Meetings Act. All meetings will be posted and held at City Hall and open to the public. The chair may schedule additional meetings or cancel scheduled meetings as deemed.
- (d) The first meeting of each year shall be a training meeting.
- (e) The committee shall give a report to Council twice a year.
- (f) Coordinate Arbor / Earth Day educational activities to include speaker series, educational booth with information on oak wilt and tree trimming.
- (g) Promote Arbor / Earth Day event.

## **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.

## **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.

**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

**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 23rd day of September, 2019.

\_\_\_\_\_  
**ROBERT WERNER, MAYOR**

Attest: \_\_\_\_\_  
**ZINA TEDFORD, CITY SECRETARY**

Approved as to Form:

\_\_\_\_\_  
**LAURA MUELLER, CITY ATTORNEY**



To: Hon. Mayor and City Council  
FROM: Zina Tedford, City Secretary  
DATE: September 12, 2019  
THRU: Bill Hill, City Manager

RE: Boards and Commission Applications

The City of Shavano Park asked volunteers to serve on Various Boards / Commissions / Committees per City of Shavano Park Code of Ordinances, Section 2.87(a) Applications beginning July 1st. Deadline for accepting applications for the following positions was August 30, 2019.

**The following Boards/Commissions vacancies:**

Board of Adjustment	3 positions
Planning & Zoning	5 positions
Water Advisory Committee	3 positions
Investment Committee	1 position
Tree Committee	Minimum three (3)

NOTE – City Secretary received four applications for the Tree Committee received after deadline.

**Sec. 2-87. - Boards and Commissions applications, appointments, Chairpersons and vacancies.**

(a) *Applications.* Solicitation for applications shall be made to all residents to serve on standing commissions, committees and boards.

(1) The application document issued by the City Secretary shall contain current vacancies on the standing commissions, committees and boards.

(2) An application must be submitted to the City Secretary by September 1 each year. The application will remain on file one year, unless withdrawn by the individual.

(b) *Appointments.*

(1) *Multiple vacancies on a Commission, Committee or Board.* When multiple vacancies occur or are present on any commission, committee or board, Council shall fill them under this subsection.

a. The City Secretary shall assemble and distribute committee applicant packets to the City Council by the second Monday of September.

b. For each specific board the Alderman shall consider each application.

c. Each Alderman shall nominate the same number of applicants as vacancies for each committee, in ranked order and submitted to the City Secretary by the third Monday of September.



d. At the next regularly scheduled City Council meeting, the City Secretary shall present the information provided by each Council member.

e. The City Council will then consider the information and shall appoint to each vacancy a qualified applicant to serve on the appropriate board or committee.

(2) *Single vacancy.* When a single vacancy occurs or is present on any commission, committee or board, Council shall fill such vacancy under this subsection.

a. In the case of single vacancy on a commission, committee or board, the Council shall fill such vacancy following notice to the City Manager from three or more Council members that they wish to fill such vacancy.

b. The Chairman of a commission, committee or board may request to the City Manager to bring the board vacancy before Council.

c. Following receipt of the required notices to the City Manager, Council shall consider such vacancy at its next regularly scheduled meeting.

d. The City Secretary shall assemble and distribute committee applicant packets to the City Council at the same time city staff provides packages to Council members. Only applications on file as of such date shall be considered by Council. At the request of any Council Member, the City Secretary shall make a special solicitation for the position, and Council shall only consider applications received by the above deadline.

e. Council shall appoint the replacement on the affirmative majority vote following a nomination and second by Council Members from among the pool of applicants then on file.

(3) *Vote by Mayor.* The Mayor shall only vote in the event of a tie.

The Regular City Council meeting is scheduled for September 23<sup>rd</sup>, the proposed schedule is as follows:

9 September – City Secretary submit Board / Commission applications to City Council

16 September – Each Alderman shall nominate the same number of applicants as vacancies for each committee in rank order and submit to the City Secretary

City Secretary will provide a read ahead of the compiled results for City Council review

**As per 2.87(b)(1), attached for your review are copies:**

- **Excel Spreadsheet – listing all applicants and board preference in rank order**
- **Attendance list of current board members**
- **City of Shavano Park Code of Ordinances, Section 2.87**
  - Board of Adjustment (BOA)
    - Current Board directory
    - List of applicants that selected BOA
    - Applications
  - Investment Committee
    - Current directory
    - List of applicants that selected Investment Committee as first choice
    - Applications
  - Planning & Zoning Commission
    - Current Commission Directory
    - List of applicants that selected P&Z
    - Applications
  - Tree Committee



- Current Committee Directory
  - List of applicants that selected Tree Committee
  - Applications
- Water Advisory Committee (WAC)
    - Current Committee Directory
    - List of applicants that selected WAC
    - Applications

Each Alderman shall have the opportunity to reconsider the applications and nominate the same number of applicants as vacancies for each committee in ranked order and submit to the City Secretary. At the next regularly scheduled City Council Meeting, September 23, 2019, the City Secretary shall present the information provided by each Alderman.

City Council will then consider the information and shall appoint to each vacancy a qualified applicant to serve on each Board / Commission / Committee

## **BOARD OF ADJUSTMENT**

### **3 POSITIONS**

**William V. Hartman II (1)**

**Larry Lyons (1)**

**Lori Fanning (1)**

**Shawn Fitzpatrick (2)**

**Tomas Palmer (3)**

**Damon Perrin (3)**

## Sec. 36-123. - Rules and meetings.

The Board of Adjustment shall adopt rules of procedure in accordance with the provisions of this section. Meetings of the Board of Adjustment shall be held at the call of the Chairperson, who shall be selected by the Board at its June meeting each year, and at such other times as the Board of Adjustment may determine. Such Chairperson, or in their absence the Acting Chairperson, may administer oaths and compel the attendance of witnesses. All meetings of the Board of Adjustment shall be open to the public. The Board of Adjustment shall keep minutes to proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations, findings, and other official actions, all of which shall be immediately filed in the office of the City and shall be a public record.

( Ord. No. 0-2016-008, § I, 7-25-2016)

## Sec. 36-124. - Powers and duties.

The Board of Adjustment shall have the following powers:

- (1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official of the City in the enforcement of this chapter.
- (2) To authorize upon appeal in specific cases a variance from the terms of this chapter as will not be contrary to the public interest, where, due to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship, and so that the spirit of this chapter shall be observed and substantial justice done.
- (3) To authorize special exceptions, in accordance with section 36-132, to a zoning standard applicable to particular types of development within any zoning district, which is consistent with the overall intent of the zoning regulations and for which express standards are prescribed, but that requires additional review to determine whether the development with the modification is compatible with adjoining land uses and the character of the neighborhood in which the development is proposed.
- (4) To hear and decide other matters authorized by the City Council.

( Ord. No. 0-2016-008, § I, 7-25-2016)

## **BOARD OF ADJUSTMENT (BOA)**

### **NAME**

### **TERM EXP.**

Larry Lyons, Chairman 09-30-2019

Fred Hobbs 09-30-2019

William Hartman, II (Bill) 09-30-2019

Shawn Fitzpatrick 09-30-2020

C. Michael Ireland 09-30-2020

### **ALTERNATE MEMBERS**

### **NAME**

### **TERM EXP.**

Charles Brame 09-30-2020

Robert E. Bettac 09-30-2020

171001 – Per Mayor ORDER OF ALTERNATE – Charles Brame

[illegible]

## **PLANNING & ZONING COMMISSION**

### **5 POSITIONS**

**Bill Simmons (1)**

**Kerry Dike (1)**

**Jason Linahan (1)**

**Shawn Fitzpatrick (1)**

**Damon Perrin (1)**

**Al Walea (2)**

**Tomas Palmer (2)**

**Larry Lyons (2)**

**Lori Fanning (4)**

## Sec. 36-69. - Planning and Zoning Commission.

- (a) *Establishment.* Pursuant to Vernon's Local Government Code, § 211.007, the Planning and Zoning Commission is established consisting of nine members appointed as described in chapter IV, section 2-87.
- (b) *Terms of members.* The members of the Planning and Zoning Commission shall serve for overlapping two-year terms.
- (c) *Chairman.* The Planning and Zoning Commission shall elect a chairman and vice-chairman from its own membership of the Commission.
- (d) *Presiding officer.* The chairman shall preside over meetings of the Commission. The vice-chairman shall preside in the absence of or at the request of the chairman.
- (e) *Quorum, majority vote.* A quorum shall consist of five members of the Commission in attendance. Action on any matter shall require the affirmative vote of a majority of all members of the Commission, except in cases when the Commission has twice held a public hearing and considered a zoning application and is unable to reach a majority vote. In such instances, the Commission may submit a report instead of a recommendation to the City Council.
- (f) *Meetings.* Regular meetings shall be held on the first Wednesday of each month at 6:30 p.m. and may be recessed from time to time, effective September 2015, at Shavano Park City Hall, and notice of each meeting shall be given in accordance with the Texas Open Meetings Act. Special meetings may be called by the chairman, provided written notice thereof is mailed to each member at least 72 hours prior to the time thereof and notice of each such meeting shall be given in accordance with the Texas Open Meetings Act. All meetings of the Commission shall be open to the public. The place, day and/or hour of meetings may be changed by vote of the Commission at any regular meeting.
- (g) *Motions.* Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussion by members or by opponents or proponents, of a question before the Commission shall terminate whenever a member shall call for a vote upon the question or whenever the chairman shall so rule.
- (h) *Procedure.* Whenever any question or procedure or qualification may be raised at a Commission meeting, the chairman shall rule thereon. A member may move to overrule the chairman's decision, which may be done only by a majority vote of the members present.
- (i) *Voting.* Voting on zoning applications shall be called by roll call vote. Voting on all other matters may be by voice vote, provided that roll call vote shall be taken upon demand of any member.
- (j) *Conflict of interest.* A member shall not vote or participate as a member in any matter before the Commission if the member has any interest in the matter, whether such interest is direct

or indirect, financial or otherwise. If a member has a conflict of interest, the member shall comply with Tex. Local Governmental Code § 171.001 et seq. In any case, where the question of a member's interest is raised, the chairman shall rule on whether the member should be disqualified.

- (k) *Recommendations.* The Commission shall take no final action on any matter before it without first obtaining a recommendation from the director of planning and reports from the other city departments concerned, as determined by the Commission.
- (l) *Duties.* The duties of the Planning and Zoning commission are [as] follows:
  - (1) Review, consider and take action on all preliminary and final plats consistent with the requirements of State and local law;
  - (2) Review and make recommendations for zoning boundaries and appropriate zoning regulations for zoning districts;
  - (3) Review and consider amendments to the City's comprehensive plan;
  - (4) Hold public hearings and consider planning issues when deemed appropriate by the Planning and Zoning Commission upon a finding by a majority vote that the issue being considered is a "planning issue" with such findings being recorded in the minutes of the meeting.
  - (5) To perform duties and functions as required by State law; and
  - (6) To perform other duties and functions as requested by a majority vote of City Council.

(Ord. No. 100-02-08, § I(exh. A, § IX(A)), 8-12-2008; Ord. No. 100-04-12, § I, 7-23-2012; 0-2015-012, § III, 3-23-2015; Ord. No. 0-2015-017, 8-27-2015)



## **PLANNING AND ZONING COMMISSION (P&Z)**

### **NAME**

### **TERM EXP.**

Michael Janssen	09-30-2019
Kerry Dike	09-30-2019
Carlos Ortiz	09-30-2019
Bill Simmons	09-30-2019
Jason Linahan	09-30-2019
Albert "Buddy" Aleman	09-30-2020
Konrad Kuykendall	09-30-2020
Carla Laws	09-30-2020
William Stipek	09-30-2020

[illegible]

# **WATER ADVISORY COMMISSION**

## **3 POSITIONS**

**Matthew A. Trippy (1)**

**Al Walea (1)**

**Tomas Palmer (1)**

**Melissa Kazen (1)**

**Lori Fanning (3)**

**Larry Lyons (4)**

## Sec. 2-112. - Creation; membership; terms.

- (a) *Creation.* There is hereby created a Water System Advisory Committee.
- (b) *Membership.* The Committee shall consist of six members, who shall be appointed by the City Council as described in Chapter 2, Article IV, Section 2-87.
- (c) *Terms.*
  - (1) Members shall be appointed for two-year terms.
  - (2) Members whose terms expire may continue to serve until a successor member is appointed. In such case when a new member is appointed, the term shall relate back to the time of expiration of the previous term. Service for a partial term of greater than one year constitutes a term for the purpose of determining the consecutive number of terms permissible.
  - (3) The initial terms of the members of the Committee shall be established and staggered as follows:
    - a. Three members shall be appointed with terms ending in January 2009.
    - b. Two members and the Mayor-recommended appointment shall be appointed with terms ending January 2010.
    - c. After the initial term of members, the members of the Water Advisory Committee shall serve overlapping two-year terms beginning October 1 and ending September 30.
- (d) *Vacancies.* Shall be filled as described in Chapter 2, Article IV, Section 2-87.
- (e) *Qualifications.*
  - (1) Committee members shall represent the public interest and have a commitment to ensuring the proper and efficient operation of the City Water System.
  - (2) Members shall be residents of the City and shall reside within the City Water System service area.
  - (3) No person employed on a full-time basis by the City or the San Antonio Water System Authority, or the County, shall be appointed to the Committee. No elected official or a family member of an elected official within the second degree of consanguinity shall be appointed to the Committee.
- (f) *Removal.*
  - (1) Members of the Committee serve at the pleasure of the City Council and may be removed at any time.
  - (2) Members of the Committee shall automatically forfeit their seat on the Committee for the following reasons:
    - a. The member has been absent from three consecutive meetings, unless the absence was excused by the Chair. For this purpose, being absent is defined as not

being in attendance 75 percent or more of the duration of each officially called meeting.

- b. The member has been absent, whether excused or not, from more than 50 percent of the meetings during any 12 consecutive months.
- c. The member ceases to meet any of the required qualifications.

(Ord. No. 200-05-07, § II(I), 12-18-2007; Ord. No. 200-04-09, § I, 9-15-2009; Ord. No. 0-2015-012, § II, 3-23-2015)

## **WATER ADVISORY COMMITTEE (WAC)**

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### **NAME**

### **TERM EXP.**

Matthew Trippy	09-30-2019
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Al Walea	09-30-2019
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Tomas Palmer	09-30-2019
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Tommy Peyton	09-30-2020
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Steven Fleming	09-30-2020
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Sam Bakke	09-30-2020
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## ATTENDANCE

[illegible]

# **INVESTMENT COMMITTEE**

## **1 POSITION**

**Mark Standeford (1)**

**Melissa Kazen (2)**

**Larry Lyons (3)**

**Damon Perrin (4)**



## RESPONSIBILITY AND CONTROL

### **Investment Committee**

#### **Members**

A five member Investment Committee, shall consist of the City Manager, Finance Director and at least one City Council member and two outside committee members as selected by Council.

#### **Scope**

The Investment Committee shall meet at least semi-annual or other time frame to determine operational strategies and to monitor results. Include in its deliberation such topics as: performance reports, economic outlook, portfolio, diversification, maturity structure, potential risk to the City's funds, authorized brokers and dealers and the target rate of return on the investment portfolio. The committee may make recommendations to the Investment Officer and the Council.

#### **Procedures**

The Investment Committee shall establish its own rules of procedures as it is not required to conform to open meetings act. Meeting

## **INVESTMENT COMMITTEE**

### **NAME**

### **TERM EXP.**

Bill Hill, City Manager  
[bhill@shavanopark.org](mailto:bhill@shavanopark.org)

Brenda Morey, Finance Director  
[bmorey@shavanopark.org](mailto:bmorey@shavanopark.org)

Mark Standeford  
09-30-2019

George Fillis  
09-30-2020

Lee Matecko  
09-30-2020

## **TREE COMMITTEE**

### **3 POSITIONS**

**Lori Fanning (2)**

**Larry Lyons (5)**

**Damon Perrin (5)**

## **TREE COMMITTEE**

### **NAME**

### **TERM EXP.**

Randy Smith	9-30-2019
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Randi Wayland	9-30-2019
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Howard Marnan	9-30-2019
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Kim Lane	9-30-2019
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Gerald S. Reamey	09-30-2020
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Nancy E. Bula	09-30-2020
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J. David Pierce	09-30-2020
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M.J. Smoot	09-30-2020
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Robert H. Lawrence	09-30-2020
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# ATTENDENCE

	Months											
Members	Oct-18	NOV	DEC	Jan-19	FEB	MAR	APR	May	JUN	JUL	AUG	SEPT
Randy Smith (Chair)	No Meeting	X			X	No Meeting	X	X	No Meeting			
J. David Pierce		X			X		X	X				
Kim Lane		X			X		X	X				
Randi Wayland		X			X		X	X				
Howard Marnan		X			X		X	X				
Gerald Reamy		X			X		E	E				
Nancy Bula		X			X		X	X				
M.J. Smoot		X			X		X	X				
Robert H. Lawrence		X			X		E	E				

**ORDINANCE NO. O-2018-007**

**AN ORDINANCE REMOVING A MEMBER OF CITY COUNCIL FROM THE MEMBERSHIP OF THE SHAVANO PARK CITIZENS TREE COMMITTEE; PROVIDING INDEMNITY FOR THE CITY; PROVIDING REPEALING AND SAVINGS CLAUSES; PROVING A TEXAS OPEN MEETINGS ACT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

---

**WHEREAS**, City Council desires to ensure the independent advisory role of the Shavano Park Citizens Tree Committee; and

**WHEREAS**, the City Council believes a member of the Council is not necessary for the functioning of the Shavano Park Citizens Tree Committee; and

**WHEREAS**, the City Council desires to remove the requirement a member of the Council be appointed to the Shavano Park Citizens Tree Committee.

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

**SECTION I**

Chapter 14, Section 14-121. - Tree Committee creation; membership; terms, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

- (a) *Creation*. That a Shavano Park Citizens Tree Committee is hereby authorized to be established with membership being appointed as provided for herein. The committee is an ad hoc committee which may be abolished or suspended, and whose purposes and activities may be amended, at any time through by a majority vote of City Council.
- (b) *Membership*. Membership of the committee shall be as follows:
  - ~~(1) One City Council member appointed by City Council;~~
  - ~~(2)~~ (1) One City staff member appointed by the City Manager;
  - ~~(3)~~ (2) A minimum of seven residents of the City of Shavano Park appointed by the City Council to represent the community at large; as described in chapter 2, article IV, section 2-87.
  - ~~(4)~~ (3) One International Society of Arboriculture Certified Arborist or forester appointed by the City Council, preferably a resident, to serve as subject matter expert for the committee;
- (c) Chairperson. Shall be selected as described in chapter 2, article IV, section 2-87.

- (d) *Terms.* Members shall serve for two-year staggered terms with the initial membership splitting one- and two-year terms evenly distributed as determined by City Council.
- (e) *Vacancies.* Shall be filled as described in chapter 2, article IV, section 2-87.

## **SECTION 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 such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

## **SECTION 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.

## **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

## **SECTION 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 23rd day of July, 2018.

  
**ROBERT WERNER, MAYOR**

Attest:

  
**ZINA TEDFORD, City Secretary**

Approved as to Form:

  
**CHARLES E. ZECH, City Attorney**



## CITY COUNCIL STAFF SUMMARY

Meeting Date: Sept 23, 2019

Agenda item: 6.9

Prepared by: Bill Hill

Reviewed by: Bill Hill

---

### **AGENDA ITEM DESCRIPTION:**

**Presentation / discussion / action - Update from Republic Services on Fees and Recycle - Republic Services**

X

**Attachments for Reference:**

1) Republic Rate Letter with CPI Increase Data

---

### **BACKGROUND / HISTORY:**

As per the contract agreement – Republic Services Municipal Services Representative, shall attend City Council Meeting each year to update City Council on refuse / recycling issues and present the CPI data explaining the calculation of the fee increase which will go into effect October 1, 2019

---

### **DISCUSSION:**

Republic Services reports 3.70% CPI. See attached CPI data.

### **Proposed Rate Increase:**

Current Rate	\$23.21
2019 Price Increase per Contract:	\$0.86
Total Rate per resident	\$24.07

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**COURSES OF ACTION:** Accept the proposed recycling increase or reject it.

---

**FINANCIAL IMPACT:** Proposed increase to monthly trash services

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**MOTION REQUESTED:** N/A



August 6, 2019  
City of Shavano Park  
Mr. William Hill  
City Manager  
900 Saddletree Court  
Shavano Park, TX 78231

Dear Bill,

In accordance with the Residential Solid Waste Collection and Disposal Service contract between the City of Shavano Park and BFI Waste Services of Texas L.P., dba Republic Services of San Antonio we are submitting the following for your review.

As per the contract, the adjusted rate as per the Department of Labor, Bureau of Statistics Consumer Price Index for All Urban Consumers, All U.S. City Average, Water, Sewer & Trash Index. All percentage changes are computed as the twelve month average, year over year difference between the index values. I have attached the new rate scheduled to become effective October 1, 2019. The price increase for 2018 calculates at 3.70%.

Please contact me if you have any questions with regard to this matter.

Respectfully,

A handwritten signature in blue ink, appearing to read "Tom Armstrong".

Tom Armstrong  
Municipal Services Manager  
[tarmstrong@republicservices.com](mailto:tarmstrong@republicservices.com)  
(210) 825-5853

# City of Shavano Park

Consumer Adjustment commencing October 1, 2019

Consumer Price Index

(All Items) for:

July 17-June 18 Avg:

232.6218

8.61691667

July 18-June 19 Avg:

241.2388

Computation of increase :

DOL (241.2388 - 232.6218)/232.6218 = 3.70%

TOTAL= 3.70%

CATEGORY	FREQUENCY OF COLLECTION	RATE PER MONTH	INCREASE FACTOR	Subtotal	New Rate
Residential	1 Cart	\$23.21	1.0370	\$24.07	\$24.07
	Additional Cart	\$10.32	1.0370	\$10.70	\$10.70
	2x/wk MSW service w/ 1x/wk recycle service				
	Late Fee	\$5.16	1.0370	\$5.35	\$5.35
	Service Interrupt Fee/Account				
	Resinstatment Fee	\$15.48	1.0370	\$16.05	\$16.05
Commercial : Container Service					
	2 Cubic Yard Container				
	1/wk	\$59.47	1.0370	\$61.67	\$61.67
	2/wk	\$98.17	1.0370	\$101.81	\$101.81
	3/wk	\$148.04	1.0370	\$153.52	\$153.52
	4/wk	\$194.85	1.0370	\$202.07	\$202.07
	5/wk	\$240.40	1.0370	\$249.31	\$249.31
	6/wk	\$285.96	1.0370	\$296.55	\$296.55
	EXTRA PICK UP FEE	\$65.08	1.0012	\$65.16	\$65.16
	3 Cubic Yard Container				
	1/wk	\$68.34	1.0370	\$70.87	\$70.87
	2/wk	\$113.87	1.0370	\$118.09	\$118.09
	3/wk	\$168.29	1.0370	\$174.52	\$174.52
	4/wk	\$220.17	1.0370	\$228.33	\$228.33
	5/wk	\$274.56	1.0370	\$284.73	\$284.73
	6/wk	\$327.70	1.0370	\$339.84	\$339.84
	EXTRA PICK UP FEE	\$67.06	1.0370	\$69.54	\$69.54
	4 Cubic Yard Container				
	1/wk	\$87.30	1.0370	\$90.53	\$90.53
	2/wk	\$142.98	1.0370	\$148.28	\$148.28
	3/wk	\$191.06	1.0370	\$198.14	\$198.14
	4/wk	\$249.27	1.0370	\$258.50	\$258.50
	5/wk	\$294.82	1.0370	\$305.74	\$305.74
	6/wk	\$353.04	1.0370	\$366.12	\$366.12
	EXTRA PICK UP FEE	\$67.06	1.0370	\$69.54	\$69.54
	6 Cubic Yard Container				
	1/wk	\$106.28	1.0370	\$110.22	\$110.22
	2/wk	\$170.82	1.0370	\$177.15	\$177.15
	3/wk	\$242.94	1.0370	\$251.94	\$251.94
	4/wk	\$317.57	1.0370	\$329.33	\$329.33
	5/wk	\$385.91	1.0370	\$400.21	\$400.21
	6/wk	\$461.83	1.0370	\$478.94	\$478.94
	EXTRA PICK UP FEE	\$67.06	1.0370	\$69.54	\$69.54
	8 Cubic Yard Container				
	1/wk	\$142.98	1.0370	\$148.28	\$148.28
	2/wk	\$227.76	1.0370	\$236.20	\$236.20
	3/wk	\$313.79	1.0370	\$325.41	\$325.41
	4/wk	\$412.49	1.0370	\$427.77	\$427.77
	5/wk	\$511.18	1.0370	\$530.12	\$530.12
	6/wk	\$612.40	1.0370	\$635.08	\$635.08
	EXTRA PICK UP FEE	\$67.06	1.0370	\$69.54	\$69.54
Roll-off					
20 yard	Haul Rate + Disposal	\$272.37	1.0370	\$282.46	\$282.46
	Delivery Fee	\$92.85	1.0370	\$96.29	\$96.29
	Monthly Rental	\$67.06	1.0370	\$69.54	\$69.54
30 yard	Haul Rate + Disposal	\$293.00	1.0370	\$303.85	\$303.85
	Delivery Fee	\$92.85	1.0370	\$96.29	\$96.29
	Monthly Rental	\$67.06	1.0370	\$69.54	\$69.54
40 yard	Haul Rate + Disposal	\$309.51	1.0370	\$320.98	\$320.98
	Delivery Fee	\$92.85	1.0370	\$96.29	\$96.29
	Monthly Rental	\$67.06	1.0370	\$69.54	\$69.54
Disposal per Ton		\$28.89	1.0370	\$29.96	\$29.96
Any Roll-off loads over 10 tons incur a \$.04/lb surcharge					
False Alarm Fee		\$144.44	1.0370	\$149.79	\$149.79
Relocation Fee		\$92.85	1.0370	\$96.29	\$96.29

**CPI-All Urban Consumers (Current Series)**  
**Original Data Value**

Series id: CUUR0000SEHG  
 Not Seasonally Adjusted  
 Series Title: Water and sewer and trash collection services in U.S. city average,  
 all urban consumers, not seasonally adjusted  
 U.S. city average  
 Area: Water and sewer and trash collection services  
 Item: DECEMBER 1997=100  
 Base: 2009 to 2019  
 Period:  
 Years:

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2009	157.275	157.638	158.052	158.698	159.517	159.831	161.403	163.136	163.429	164.591	164.962	165.204
2010	166.857	168.078	168.521	169.116	169.825	169.745	171.156	172.491	172.833	173.360	174.094	174.543
2011	175.754	177.194	177.694	178.033	178.521	178.640	179.820	180.762	181.569	181.916	182.254	182.758
2012	183.984	185.499	186.280	187.473	187.788	188.489	189.750	191.927	191.833	192.370	192.921	193.237
2013	194.553	195.505	195.981	196.319	196.727	196.989	198.173	198.736	198.804	199.759	200.004	200.203
2014	201.169	202.149	202.657	203.084	203.124	203.396	205.022	206.171	206.363	207.633	208.562	209.414
2015	210.243	211.397	211.738	212.153	212.542	212.863	213.873	215.844	216.173	216.380	217.004	217.386
2016	218.370	219.036	219.649	220.506	221.360	221.396	221.358	222.554	223.111	223.420	224.399	224.745
2017	226.411	227.277	227.553	228.133	228.396	228.599	229.008	229.772	230.142	230.614	231.522	231.842
2018	232.977	233.858	234.215	235.141	235.878	236.493	237.186	238.439	238.512	238.936	241.774	242.204
2019	241.606	242.011	242.611	243.490	243.774	244.322						

July 17-June 18 Avg: 232.6218  
 July 18-June 19 Avg: 241.2388

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.10

Prepared by: MPT Ross

Reviewed by: Committee

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action – Receive presentation from Pavilion Committee and take action on plan to move forward – Mayor Pro Tem Ross, Committee Chair



**Attachments for Reference:** 1)

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### **BACKGROUND / HISTORY:**

The 2010 Town Plan and subsequent updated version from 2018, mention the community need for improvements on the muni tract. During the 2018-2019 budget process, Shavano Park City Council agreed to move forward with potential muni tract improvements. At the October 2018 regularly scheduled Council Meeting, the Council voted to create a committee to begin the process. On August 12 & 27, the Pavilion Committee met and developed a plan to move forward.

### **DISCUSSION:**

- 1) Committee recommends to council the committee name be changed to Community Amenities Committee.
- 2) Committee recommends to council that committee make recommendations for a pavilion, walking trail, kids play area.
- 3) The committee recommends funds be reserved from capital improvement or fund balance

Members of the committee will present discussion items to council.

---

### **COURSE OF ACTION:**

- 1) To approve the Pavilion Committee proposal and direct committee to continue discussion and planning for future community amenities on the muni tract.
- 2) To approve a variation of the proposal.

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**FINANCIAL IMPACT:** Varies

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**MOTION REQUESTED:** To approve the Pavilion Committee proposal and direct committee to continue discussion and planning for future community amenities on the muni tract.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.11

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**6.11 Discussion / action - Adoption of Resolution R-2019-011 Public Speaking at Public Meetings Policy - City Manager**

X

**Attachments for Reference:**

- a) 6.11a Resolution R-2019-011
- b) 6.11b City Policy 14 – Guidelines for Public Speaking at Public Meetings
- c) 6.11c Resolution R-04-11
- d) 6.11d H.B. 2840 bill text

---

**BACKGROUND / HISTORY:** In November 2004, the City Council adopted Resolution R-04-11 which establishes guidelines for public speaking Council meetings (attachment 6.11c). In the recent legislative session, the 86<sup>th</sup> Texas Legislature passed H.B. 2840 (attachment 6.11d) which establishes state law controlling how City can regulate public speaking at open meetings. This new state law prompted City staff to review Resolution R-04-11.

---

**DISCUSSION:** Staff's proposes repealing Resolution R-04-11 and adopting a formal City Policy (#14) to establish Guidelines for Public Speaking at Public Meetings. The proposed new city policy (attachment 6.11b) copies the Resolution R-04-11 language and adopts amendments to comply with H.B. 2840. Changes are presented in red, additions are underlined and deletions are strikethrough. A summary of proposed amendments:

- Policy is expanded from City Council to include all Boards and Commissions of the City.
- Any member of the public may now speak at Citizens to be Heard, posted public hearings or (at Mayor / Board Chair discretion), regular agenda items – this is a new requirement of H.B. 2840.
- New language is adopted for posted public hearings.
- Extra time for Translator added – this is a new requirement of H.B. 2840.

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**COURSES OF ACTION:** Approve Resolution R-2019-011 adopting City Policy NO. 14 Guidelines for Public Speaking at a Public Meeting; or alternatively amend / decline and give further guidance to staff.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Approve Resolution R-2019-011 adopting City Policy NO. 14 Guidelines for Public Speaking at a Public Meeting.

**RESOLUTION R-2019-011**

**A RESOLUTION FROM THE CITY OF SHAVANO PARK CITY COUNCIL  
REPEALING RESOLUTION NO. 04-11 AND ESTABLISHING A POLICY FOR  
REASONABLE GUIDELINES FOR PUBLIC SPEAKING AT A PUBLIC MEETING**

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**WHEREAS**, the City Council of the City of Shavano Park deems it necessary to conduct city business in an open and professional manner; and

**WHEREAS**, the City of Shavano Park City Council desires to repeal and replace existing Resolution No. 04-11 to be pursuant to H.B 2840 which was passed by the Texas Legislature and signed into law; and

**WHEREAS**, the City of Shavano Park City Council desires to create a policy to establish reasonable guidelines for members of the public who desire to address the City Council, a Board, or a Commission of the City of Shavano Park during an open meeting;

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

1. Resolution No. 04-11 is hereby repealed.
2. The attached policy, incorporated as Exhibit A, "City Policy NO. 14: Guidelines for Public Speaking at a Public Meeting," is hereby adopted in its entirety.

**PASSED AND APPROVED** by the City Council of the City of Shavano Park the 23rd day of September, 2019.

---

**ROBERT WERNER  
MAYOR**

Attest:

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**ZINA TEDFORD  
CITY SECRETARY**





CITY OF SHAVANO PARK  
900 Saddletree Court  
Shavano Park, TX 78231

## CITY POLICY NO. 14

SUBJECT: Guidelines for Public Speaking at a Public Meeting

September 23, 2019

### 1. References.

- a. House Bill 2840 of the 86th Texas Legislature
- b. Government Code, Chapter 551, The Open Meetings Act

2. **Purpose.** The purpose of this policy is to establish reasonable guidelines for members of the public who desire to address the City Council, a Board, or a Commission of the City of Shavano Park during an open meeting.

3. **Staff Point-of-Contact.** The point of contact for this policy is the City Secretary at 210.581.1116 or [ztedford@shavanopark.org](mailto:ztedford@shavanopark.org).

### 4. Policy

- a. Citizens to be Heard. Members of the public ~~Residents~~ are given 3 minutes to speak during Citizens to be Heard, which will be timed by the City Secretary or City Secretary's designee. The timing device will have an audible alarm notifying the speaker their time is up. This is to be strictly enforced. Members of the public ~~Residents~~ are only allowed to speak once at the citizens to be heard at the beginning of the meeting and once per posted public hearing and cannot pass their time allotment to someone else. Members may speak regarding any agenda item that does not have a posted public hearing or about any other item of interest.
- b. Posted Public Hearings. Members of the public are given 3 minutes to speak during posted public hearings, which will be timed by the City Secretary or City Secretary's designee. The timing device will have an audible alarm notifying the speaker their time is up. This is to be strictly enforced. Members of the public are only allowed to speak once during each public hearing and cannot pass their time allotment to someone else.
- c. Regular Agenda Items. If members of the public ~~citizens~~ want to speak during City Council, a board, or a commission's discussion of an agenda item, the Mayor or the board / commission chair may stop the meeting at his/hers the Mayor's or board / commission chair's discretion, and hold a public hearing where not more than 10 members of the public ~~residents~~, at the Mayors' or board / commission chair's discretion, may speak for no more than 30 seconds per agenda item and they must speak at the podium. Following the public hearing, the Mayor or board / commission chair will call the meeting back to order and City Council, a board or a commission will proceed with the meeting.
- d. A uniformed police officer may be present at City Council or board / commission meetings, at the discretion of the City Manager, to maintain order. This officer will be chosen at the City Manager's discretion. Upon direction by the Mayor or board / commission chair the

officer will remove any ~~citizen~~ member of the public for unruly, disruptive or offensive behavior.

- e. *Extra Time for Translator.* An individual who addresses the Council, Board, or Commission through a translator shall have twice the amount of time as a member of the public as listed in this policy who does not require the assistance of a translator in order to ensure that all members of the public receive the same opportunity to address the body.
- f. The order of business for City Council Meetings shall follow a pattern similar to that prescribed in "Robert Rules of Order."

## **A RESOLUTION**

### **RESOLUTION 04-11**

#### **A RESOLUTION ESTABLISHING PROTOCOL AND DECORUM FOR CITY COUNCIL MEETINGS**

**WHEREAS**, The City Council of the City of Shavano Park deems it necessary to conduct city business in an open and professional manner; and

**WHEREAS**, the following rules and protocol shall be followed during City Council meetings:

- A. Residents are given 3 minutes to speak during Citizens to be Heard, which will be timed by the City Secretary. The timing device will have an audible alarm notifying the speaker their time is up. This is to be strictly enforced. Residents are only allowed to speak once and can not pass their time allotment to someone else.
- B. If citizens want to speak during Council discussion of an agenda item, the Mayor may stop the meeting at his/her discretion, and hold a public hearing where not more than 10 residents, at the Mayors' discretion, may speak for no more than 30 seconds per agenda item and they must speak at the podium. Following the public hearing, the Mayor will call the meeting back to order and Council will proceed with the meeting.
- C. A uniformed police officer may be present at City Council meetings, at the discretion of the City Manager, to maintain order. This officer will be chosen at the City Manager's discretion. Upon direction by the Mayor the officer will remove any citizen for unruly, disruptive or offensive behavior.
- D. The order of business for City Council Meetings shall follow a pattern similar to that prescribed in "Robert Rules of Order."

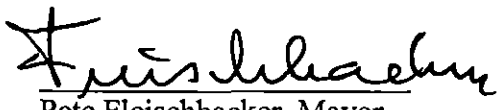
**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:**

That the aforementioned protocol be followed during City Council meetings.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Shavano Park this the 16<sup>th</sup> day of November 2004.

APPROVED:

ATTEST:



Pete Fleischhacker, Mayor



City Clerk



AN ACT

relating to the right of a member of the public to address the governing body of a political subdivision at an open meeting of the body.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter A, Chapter 551, Government Code, is amended by adding Section 551.007 to read as follows:

Sec. 551.007. PUBLIC TESTIMONY. (a) This section applies only to a governmental body described by Sections 551.001(3)(B)-(L).

(b) A governmental body shall allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body to address the body regarding the item at the meeting before or during the body's consideration of the item.

(c) A governmental body may adopt reasonable rules regarding the public's right to address the body under this section, including rules that limit the total amount of time that a member of the public may address the body on a given item.

(d) This subsection applies only if a governmental body does not use simultaneous translation equipment in a manner that allows the body to hear the translated public testimony simultaneously. A rule adopted under Subsection (c) that limits the amount of time that a member of the public may address the governmental body must

1 provide that a member of the public who addresses the body through a  
2 translator must be given at least twice the amount of time as a  
3 member of the public who does not require the assistance of a  
4 translator in order to ensure that non-English speakers receive the  
5 same opportunity to address the body.

6 (e) A governmental body may not prohibit public criticism of  
7 the governmental body, including criticism of any act, omission,  
8 policy, procedure, program, or service. This subsection does not  
9 apply to public criticism that is otherwise prohibited by law.

10 SECTION 2. This Act takes effect September 1, 2019.

H.B. No. 2840

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President of the Senate

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Speaker of the House

I certify that H.B. No. 2840 was passed by the House on May 3, 2019, by the following vote: Yeas 138, Nays 3, 1 present, not voting.

---

Chief Clerk of the House

I certify that H.B. No. 2840 was passed by the Senate on May 22, 2019, by the following vote: Yeas 31, Nays 0.

---

Secretary of the Senate

APPROVED: \_\_\_\_\_

Date

---

Governor

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.12

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**6.12. Discussion / action - Adoption of Resolution R-2019-012 Public Information Act Policy - City Manager**

X

**Attachments for Reference:**

a) 6.12a Resolution R-2019-009

b) 6.12b Policy #14 Public Information Requests

---

**BACKGROUND / HISTORY:** This summer the 86<sup>th</sup> Texas Legislature approved Senate Bill 944 which amends current law relating to public information.

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**DISCUSSION:** The City Attorney drafted the Policy. Staff reviewed and made formatting and minor edits.

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**COURSES OF ACTION:** Approve adoption of Resolution R-2019-012 Public Information Act Policy; or alternatively amend / decline and give further guidance to staff.

---

**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Approve adoption of Resolution R-2019-012 Public Information Act Policy #14.



**RESOLUTION R-2019-012**

**A RESOLUTION FROM THE CITY OF SHAVANO PARK CITY COUNCIL  
ESTABLISHING A PUBLIC INFORMATION ACT POLICY ACKNOWLEDGING  
ESTABLISHED CITY PROCEDURES FOR ANSWERING PUBLIC INFORMATION  
REQUESTS UNDER THE TEXAS PUBLIC INFORMATION ACT AS WELL AS  
LEGISLATIVE CHANGES AFFECTING PUBLIC INFORMATION MAINTAINED BY  
CITY OFFICIALS AND EMPLOYEES ON PRIVATE DEVICES**

---

**WHEREAS**, the City Council of the City of Shavano Park deems it necessary to conduct city business in a manner that is transparent and best serves the public, including making public information accessible to those who desire it; and

**WHEREAS**, the City of Shavano Park City Council desires to adopt a Public Information Policy which includes and makes reference to S.B 944 which was passed by the Texas Legislature and signed into law; and

**WHEREAS**, the City of Shavano Park City Council desires to create a policy to acknowledge and establish the maintenance of public information that has been received by former and current City employees and officials on private devices and private accounts, with an archiving system in compliance with S.B. 944 and the City's standard records retention schedule, which follows State law;

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

1. The attached policy, incorporated as Exhibit A, "City Policy NO. 15: Standard Operating Procedures for Public Information Requests," is hereby adopted in its entirety.

**PASSED AND APPROVED** by the City Council of the City of Shavano Park the 23rd day of September, 2019.

---

**ROBERT WERNER  
MAYOR**

Attest:

---

**ZINA TEDFORD  
CITY SECRETARY**



**CITY OF SHAVANO PARK**  
**900 Saddletree Court**  
**Shavano Park, TX 78231**

## **CITY POLICY NO. 15**

September 23, 2019

**SUBJECT:** Standard Operating Procedures for Public Information Requests

### **1. References.**

- a. Senate Bill 944 of the 86th Texas Legislature
- b. Government Code, Chapter 552, The Public Information Act

**2. Purpose.** The purpose of this policy is to set out guidelines to ensure that all requests for public information are handled uniformly, fairly, timely, and within the statutes set out by the State of Texas Public Information Act. In the event of any conflict between the City's Policy and the Texas Public Information Act, the Act and other applicable state laws shall prevail.

**3. Staff Point-of-Contact.** The point of contact for this policy is the City Secretary at 210.581.1116 or [ztedford@shavanopark.org](mailto:ztedford@shavanopark.org).

**4. Background.** The Texas Public Information Act gives the public the right to request access to government information through a written request to a governmental body. The request must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions.

The City Secretary serves as the City's officer for public information and is responsible for the effective disposition of Public Information Requests submitted to the City of Shavano Park. An effective and efficient means of receiving, cataloging, retrieving, and dispensing of records is essential to comply with the laws of the State of Texas.

### **5. Policy.**

#### **a) TYPES OF INFORMATION SUBJECT TO THE PUBLIC INFORMATION ACT**

Public information includes information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business or city information. The Public Information Act applies to records regardless of their format. The Public Information Act also applies to all records kept by both former and current City officials and employees that contains City information. It includes information that is maintained in paper, tape, microfilm, video, electronic data held in a computer memory, as well as other mediums specified under law.

All City officials and employees shall ensure that any information they create, transmit, receive, or maintain in their official capacity, or while performing official business or a governmental function on behalf of the City, which pertains to official business of the City is preserved in accordance with the City's records retention schedule, which follows the State's records

retention schedule, and promptly produced in response to a request for public information. This applies to City information kept on personal devices or within personal accounts, for which the City officials and employees are deemed “Temporary Custodians” and shall provide an archive of such to be maintained by the City for the records retention schedule.

## **b) PROCEDURES**

### **1. Request for Information**

Requests submitted under the Public Information Act are handled by the City Secretary.

Requests can be submitted on the website via the form at:

[http://www.shavanopark.org/how\\_do\\_i/request\\_public\\_information.php](http://www.shavanopark.org/how_do_i/request_public_information.php) , or by mail, fax, e-mail, or in person, and must be in writing. All requests should include enough description and detail about the information requested to enable the City to accurately identify and locate the information requested.

Please send requests by mail to:

Zina Tedford, City Secretary

City of Shavano Park

900 Saddletree Court

Shavano Park, Texas 78231

E-mail: [ztedford@shavanopark.org](mailto:ztedford@shavanopark.org)

Fax: 210-492-3816

### **2. Intake**

- a. All written requests for public information shall be immediately, but no later than two (2) days, forwarded to the City Secretary. A written request will be accepted if made in person, via regular mail, fax, or email.
- b. Requests submitted on an official city holiday or after 5PM on a regular business day will be considered received on the next business day.
- c. The City Secretary will date stamp, assign a PIR (Public Information Request) number and analyze the request to determine if it requires clarification.
- d. If the request is unclear or particularly voluminous the City Secretary will seek clarification from the requestor within ten (10) days from the date the request was received. If a request is clarified the ten (10) days to respond to the request is suspended and restarts upon receipt of the clarification from the requestor.
- e. The City Secretary will contact the proper department for processing and collecting of responsive information.
- f. The City Secretary will be responsible for maintaining the Public Information Request Log (“PIR Log”) which shall include the following information: date request received, date of any correspondence with the requestor, estimated cost of producing information, amounts paid, and amounts owed.
- g. Once the information is processed by the department and forwarded back to the City Secretary, the City Secretary will review the information to determine if it includes any information that must be redacted or withheld because it is confidential by law or subject to a discretionary exception to disclosure.

### **3. No Confidential Information Requested**

- a. If there are no concerns regarding the confidentiality of the requested information the City Secretary shall promptly send responsive documents to the requestor as soon as possible, but no later than ten (10) days from the date of the request.
- b. If the information requested cannot be promptly produced because of the number of documents sought or availability of records, the City Secretary shall notify the requestor, in writing, of an estimated date on which it will be provided.
- c. City Secretary will notify the requestor, in writing, of any expenses related to the request, and will notify the requestor prior to completion of production if the cost estimate is greater than \$40 (Forty Dollars).

### **4. Information Requested May Contain Confidential or Excepted Information**

- a. If the City Secretary has a question or concern regarding the confidentiality of responsive information the City Secretary will immediately forward said request and responsive documents to the City Attorney's Office for legal review.
- b. If the City Secretary identifies information is confidential or excepted from public disclosure the Secretary must ask for a ruling from the attorney general about whether the information is excepted from disclosure if there has not been a previous determination about whether the information falls within an exception.

### **5. Attorney General Ruling**

- a. No later than the 10<sup>th</sup> calendar day after receiving the Attorney General's ruling the City Secretary shall comply with the ruling and produce responsive documents or instruct the City Attorney's office to file suit to appeal the ruling.

### **6. Automatic Redactions**

- a. The Attorney General's Office and/or the Texas Legislature has held that a City may redact the information listed below without the necessity of requesting a decision from the Attorney General. Therefore, any documents requested that include any of the following information shall be immediately redacted and promptly produced to the requestor without first seeking the Attorney General's permission.
  - i. a direct deposit authorization form;
  - ii. a Form I-9 and attachments;
  - iii. W-2 and W-4 forms under section 552.101 in conjunction with section 6103(a) of title 26 of the United States Code;
  - iv. a certified agenda and tape of a closed meeting;
  - v. a fingerprint;
  - vi. L-2 and L-3 declarations;
  - vii. a Texas driver's license number, a copy of a Texas driver's license, a Texas license plate number, the portion of a photograph that reveals a Texas license plate number, and the portion of any video depicting a discernible Texas license plate number; \*\*

- viii. a credit card number, debit card number, charge card number, insurance policy number, bank account number, bank routing number; or access device number\*\*
  - ix. an e-mail address of a member of the public;
    - x. a Form DD-214 or other military discharge record that is first recorded or first comes into the possession of a governmental body on or after September 1, 2003;
  - xi. a social security number of a living person;
  - xii. the home address, home telephone number, or information that reveals whether the person has family members of an employee, official or peace officer who has elected in writing that they wish to keep this information private; \*\*
  - xiii. Information maintained by a family violence shelter center or sexual assault program; \*\*
- b. If the City is redacting or withholding information denoted above with a double asterisk (\*\*) the City shall provide the following information to the requestor on a form prescribed by the attorney general:
- i. a description of the redacted or withheld information;
  - ii. a citation to the section of the Government Code allowing the redaction; and
  - iii. instructions regarding how the requestor may seek a decision from the Attorney General regarding whether the redacted or withheld information is excepted from required disclosure.
- c. Special note: Dates of birth are not on the automatic redactions list, but all dates of birth have been judicially determined to be confidential by law. A requestor must approve automatic redaction or the City must get permission from the attorney general to redact

## 7. Questions

- a. As stated above, the Act does not require the City to answer questions. However, it is the primary duty of City officials and employees to serve the citizens of Shavano Park. Accordingly, when written requests are submitted seeking answers to specific questions, but do not specify what, if any, documentation is being sought, the City Secretary will proceed as follows:
  - i. First, the Secretary will attempt to identify any documents in existence that might provide the requestor with the answers they are seeking;
  - ii. If unable to identify any documentation, the City Secretary shall seek clarification from the requestor regarding what, if any, documentation they are seeking; and
  - iii. Notify the requestor that the Act does not require the City to answer questions, but that their request is being process as a “citizen inquiry” and, has been forwarded to the department head mostly likely to be able to answer the questions submitted in the request.
- b. Citizen requests seeking the answers to questions that are not submitted in writing do not need to be considered requests submitted under the Act and processed in accordance with the procedures stated in this policy.

- c. However, any request for any kind of documentation (paper or electronic copies) should be considered a request submitted under the Act, reduced to writing and processed in accordance with these procedures and the Act.

## **8. Police Department**

- a. Access to Texas Peace Officer's Crash (CR-3) Reports. Peace Officer Crash (CR-3) Reports are held and maintained by the Texas Department of Transportation. The City does not maintain a copy of this report in its records.
  - i. If the City receives a request for a CR-3 Report the City Secretary shall notify the requestor that the City does not have any documents responsive to this request as this information is not held or maintained by the City.
  - ii. The City Secretary may also note to the requestor that the accident report requested can be purchased online via the Crash Records Information System ("C.R.I.S") operated by the Texas Department of Transportation and provide a link to the C.R.I.S. website.  
[\(https://cris.dot.state.tx.us/public/Purchase/\)](https://cris.dot.state.tx.us/public/Purchase/)
- b. Access to Law Enforcement Records Related to Pending Investigation or Prosecution.
  - i. Information, including, internal records and notations, held by the Shavano Park Police Department are excepted from public disclosure if releasing the information would interfere with the detection, investigation, or prosecution of crime.
  - ii. The Department believes, and the Texas Attorney General generally agrees, that releasing information related to a pending investigation or prosecution will interfere with the detection, investigation or prosecution of crime.
  - iii. Accordingly, if the City receives a request for information related to a pending investigation or prosecution of an offense designated as a Class B or higher it is the City's policy to seek permission from the Attorney General to withhold this information as allowed by Texas Government Code section 552.108.
    - 1. Prior to seeking an Attorney General ruling the City Secretary may seek clarification from the requestor, in accordance with the Act and these policies, and ask the requestor if he or she wishes to narrow the scope of the request to only the "basic information" as defined by Government Code section 552.108(c).
- c. Access to Audio Files and Dash Camera Videos.
  - i. All audio files and dash camera video files are stored in an electronic format on the City's servers, therefore, making this information available to the public may require the manipulation of data and if so, should be processed in accordance with the manipulation of data policy.
  - ii. Prior to public release, all audio files and dash camera video files should be reviewed for confidential information such as driver's license numbers, license plate numbers and other information deemed confidential by law.
    - 1. If it is determined that an audio or video file includes information confidential by law the City Secretary shall seek permission from

the Attorney General in accordance with the Act and this policy to withhold the file in its entirety as the City does not have the technological capabilities to redact this information from the audio or video files and is prohibited by law from releasing this information.

d. Body Camera Video

- i. Any request for a Body Camera Video shall be handled in accordance with the Shavano Park Police Department Vehicle and Body Cameras Policy.

**9. Municipal Court**

- a. Courts and Judicial Branch agencies are not subject to the Texas Public Information Act nor to the Federal Freedom of Information Act. However, to ensure efficient and consistent responses to requests for information held by the judiciary it is the City's policy that requests for information held by the Shavano Park Municipal Court be processed in accordance with these guidelines.

- i. Access to Court Case Records.

1. Court case records are records of any nature created, produced, or filed in connection with any matter that is or has been before a court.
    2. Court case records are considered information held by the judiciary. Therefore, the Public Information Act neither authorizes this information to be withheld nor requires it to be disclosed.
    3. Access to court case records is governed by common law, other statutory law and court rules.
    4. The custodian of court case records is the Clerk of the Court.
    5. Requests from the Public.

- a. Requests from the public for court case records shall be immediately directed to the Court Clerk and processed in accordance with state law.

- b. A request for a court case record from a defendant or attorney of record related to a pending Municipal Court case shall be forwarded to the City Prosecutor and processed in accordance with applicable discovery rules.

- ii. Access to Judicial Records.

1. Judicial records are records made or maintained by or for a court or judicial agency in its regular course of business but not pertaining to its adjudicative function.
    2. Judicial records are considered information held by the judiciary. Therefore, the Public Information Act neither authorizes this information to be withheld nor requires it to be disclosed.
    3. Requests for Judicial Records.

- a. Any request to inspect or copy a judicial record received by the City and properly directed to the Municipal Court Judge shall be processed in accordance with Rule 12 of the Rules of Judicial Administration.

- b. All requests to inspect or copy a judicial record must be in writing, must include sufficient information to identify the record, and must be directed to the records custodian, the Presiding Judge and not to a court clerk or other agent for the records custodian.

## **c) CHARGES TO REQUESTOR**

### **1. Administrative Code Charges Apply**

- a. A requestor may ask to inspect information, get copies of the information, or both. If a request is for copies of information or to inspect information that requires redactions of confidential information then the charges approved by the Texas Public Information Act and found in Rule §70.3 of the Texas Administrative Code will apply.
- b. The City Secretary will be responsible for applying the charges per this policy, invoicing and collecting payment from requestors. The City Secretary will fully document the amounts, paid and unpaid, for every request in the PIR Log.

### **2. Providing Paper and other Physical Copies of Information**

- a. Common fees that apply to hard copies of requested records are found in Appendix A – City of Shavano Park Fee Schedule of the City of Shavano Park Code of Ordinances.
- b. The Act does not require the City to create documents, therefore the City is not required to create and produce certified copies of city records. However, it is the City's policy to issue standard or legal size certified copies of city records upon request for a fee specified in Appendix A – City of Shavano Park Fee Schedule of the City of Shavano Park Code of Ordinances.

### **3. Providing Electronic Copies of Information**

- a. If a Requestor asks that information be provided in an electronic format (i.e., e-mail attachment, copied on to a CD or DVD) the City shall provide the information in the requested format if:
  - i. the requested information is electronically stored;
  - ii. the City has the capability of providing it in that format; and
  - iii. the City it is able to provide it at no greater expense or time.
- b. The City has the capability to provide a Requestor with electronic copies of information via e-mail if the following conditions are met:
  - i. the Requestor provides a valid e-mail address;
  - ii. the information being requested already exists in an electronic nonmanipulative format, such as a .PDF file;
  - iii. no redactions of confidential information is needed;
  - iv. the electronic file is less than 10MB;
  - v. e-mailing the electronic file will not take longer than half an hour of personnel time; and
  - vi. payment, if applicable, for the documents has been received.



- c. The City has the capability to provide a Requestor with electronic copies of information via a disc if the following conditions are met:
  - i. the information being requested already exists in an electronic nonmanipulative format, such as a .PDF file;
  - ii. no redactions of confidential information is needed;
  - iii. copying the electronic file will not take longer than half an hour of personnel time; and
  - iv. payment, if applicable, for the documents has been received.
- d. Per page charges will not apply to copies provided electronically, but fees will be charged per Appendix A – City of Shavano Park Fee Schedule of the City of Shavano Park Code of Ordinances.

#### 4. Inspection of Information

- a. If the requestor does not request a copy of public information, no charge will be imposed for making the public information that exists in a paper record available for inspection unless:
  - i. the information being requested completely fills, or when assembled will completely fill, six or more archival boxes and would take 5 or more personnel hours to make available; or
  - ii. the information being requested is over 5 years old and would take 5 or more personnel hours to make available; or
  - iii. a page being requested contains confidential information that must be edited from the record before the information can be made available for inspection.
    - 1. If the information completely fills, or when assembled will completely fill, six or more archival boxes or is over 5 years old as described above, the City will charge the requestor the labor charges associated with making the documents available.
    - 2. If a redaction from a page is required, the City will charge fees per the Appendix A – City of Shavano Park Fee Schedule of the City of Shavano Park Code of Ordinances.
- b. In response to a request to inspect information that exists in an electronic medium and that is not available directly online to the requestor, the City will not charge to inspect this information unless complying with the request will require programming or manipulation of data.
  - i. If programming or manipulation of data is required, the City Secretary shall notify the requestor before assembling the information and provide the requestor with an estimate of charges that will be imposed to make the information available.
  - ii. A charge under this section will be assessed in accordance with the Act and the section of this policy related to programming or manipulation of data.

## 5. Waiver of Costs

- a. The City shall waive the costs associated with producing the information if the total is less than \$1.00 because the actual cost of processing and collecting a charge less than \$1.00 will exceed the amount of the charge.
- b. The City shall reduce the costs associated with requests made by members of the media associated with local publications by \$10.00 because providing the public information to members of the media primarily benefits the general public.
- c. The City may provide a copy of a BWC recording without charge or at a reduced charge if it is determined by the Chief of Police that waiver or reduction of the charge is in the public interest.

## 6. Deposits and Overdue Balances

- a. A deposit of 50 percent of the entire estimated amount shall be imposed when the anticipated costs for the preparation of a copy of public information in the written itemized statement of charges provided by the City Secretary exceeds \$100.
- b. If a requestor has accrued over \$100 of overdue and unpaid balances related to previous requests, a deposit in the amount of the unpaid amounts owing to the City must be received before the City Secretary will begin preparing a copy of public information in response to a new request.
- c. If a deposit is required as detailed above, the request for a copy of public information is considered to have been received on the date the City receives the deposit for payment of anticipated costs or unpaid amounts.
- d. If a requestor modifies the request in response to the requirement of a deposit, the modified request is considered a separate request and is considered received on the date the City receives the written modified request.
- e. A requestor who fails to make a deposit before the 10th business day after the date the deposit is required is considered to have withdrawn the request for the copy of the public information that precipitated the requirement of the deposit or bond.

## 7. Programming and Manipulation of Data

- a. Definitions
  - i. "Manipulation" means the process of modifying, reordering, or decoding of information with human intervention.
  - ii. "Programming" means the process of producing a sequence of coded instructions that can be executed by a computer.
- b. The City shall provide to a requestor written "programming or manipulation of data" statement described below if it is determined that:
  - i. responding to a request will require programming or manipulation of data; and
    - 1. compliance with the request is not feasible or will result in substantial interference with its ongoing operations; or
    - 2. the information could be made available in the requested form only at a cost that covers the programming and manipulation of data.

c. Types of Information Requiring Programming or Manipulation of Data

i. The following are examples of the types of information that may be requested from the City that may require programming or manipulation of data in order to make them available to the public, this list is not intended to be exhaustive.

1. E-mails. The City's e-mail correspondence is stored as "Outlook Message Format – Unicode (\*.msg)" files. To make an e-mail communication available to the public in an electronic, nonmanipulative format the City must modify this information from the .msg format to a .pdf format. The City considers this a manipulation of data and the following procedures shall be followed.

2. Audio and Video Files. The City's audio and video files are stored in a variety of different electronic formats on the City's servers. To make a video file available to the public the City may have to modify the information to another electronic format that is capable of being saved to a CD or DVD and accessible electronically by the public. The City considers this a manipulation of data and the following procedures shall be followed.

3. Text Messages. If asked to obtain text messages containing public information the City may have to modify the information to another electronic format that is capable of being saved to a .pdf format. The City considers this a manipulation of data and the following procedures shall be followed.

- a. The written "programming or manipulation of data" statement must include:
  - i. a statement that the information is not available in the requested form;
  - ii. a description of the form in which the information is available;
  - iii. a description of any contract or services that would be required to provide the information in the requested form;
  - iv. a statement of the estimated cost of providing the information in the requested form, as determined in accordance with the rules established by the attorney general under Section 552.262; and
  - v. a statement of the anticipated time required to provide the information in the requested form.
- b. The City Secretary shall provide the written "programming or manipulation of data" statement to the requestor within 20 days after the date of the receipt of the request.
  - i. If the City Secretary needs additional time to provide the written statement s/he must provide written notice to the requestor, within 20 days after the date of receipt of the request, that the additional time is needed.
    1. If written notice above is provided the City Secretary has an additional 10 days to provide the written "programming or manipulation of data" statement.
- c. After providing the requestor with the written statement, the City does not have any further obligation to provide the information in the requested form or in the form in

which it is available unless within 30 days the requestor states in writing to the City that the requestor:

- i. wants the City to provide the information in the requested form according to the cost and time parameters set out in the statement or according to other terms to which the requestor and the City agree; or
  - ii. wants the information in the form in which it is available.
  - iii. If a requestor does not make a timely written statement under Subsection (d), the requestor is considered to have withdrawn the request for information.
- d. The City Secretary shall maintain a file containing all programming and manipulation of data written statements issued under this section in a readily accessible location.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.13

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**6.13. Discussion / action - Adoption of Ordinance O-2019-012 amending the City of Shavano Park Code of Ordinances, Chapter 28 - Subdivisions, proposed changes in plat procedures (administrative or first reading as determined by City Council) - City Manager**

X

#### **Attachments for Reference:**

- a) 6.13a v1 Amendments (Track Changes)
- b) 6.13b Ordinance O-2019-012 v1 CC Accept
- c) 6.13c v2 Amendments (Track Changes)
- d) 6.13d Ordinance O-2019-012 v2 CC Approval
- e) 6.13e H.B. 3167 bill text
- f) 6.13f Attorney Memo \*Attorney-Client Privilege

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**BACKGROUND / HISTORY:** This summer the 86<sup>th</sup> Texas Legislature approved House Bill 3167 (attachment 3167) which adopted strict 30-day approval “shot clocks” of all plats and plans (among other changes) for all Texas cities. The City Attorney and City Staff recommend adopting amendments to comply with H.B. 3167 (see attachment 6.13f for Attorney memo).

The LGC 214 allows for one approval authority (in our case either the P&Z or the City Council). Staff has prepared two drafts of amendments – one for each approval authority.

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**DISCUSSION:** Both versions of this Ordinance amend Plat procedures to comply with H.B. 3167 but version 1 Planning and Zoning Commission is the approval authority for plat actions (City Council reviews and accepts) while version 2 Planning and Zoning Commission recommends approval and City Council is the final approval authority.

**In both versions, City Staff propose the following amendments to comply with H.B. 3167:**

1. A new plat approval process timeline, which is:
  - 1: 30 day shot clock for approval of a plat action (plats are auto-approved unless given written disapproval before time expires)
  - 2: If disapproved, there is a 15 day shot clock for governing body to respond to an applicant’s written response.
  - 3: If the response is disapproved the applicant can refile.
  - 4: Both Preliminary and Final Plat reviews have separate 30-day shot clocks

2. Defines a “filing date” as date of agenda posting for P&Z consideration of the plat (starting the 30-day shot clock)
3. Creates an *Administrative Completeness Review* to be conducted before the shot clock begins for City Engineer / City Staff to review plats
4. Two new public notice timelines for Re-plats; (1) without variances and (2) with variances

**In version 1,** Planning & Zoning Commission is the final approval authority of all plat actions, with City Council only accepting a plat action from the Commission. This removes City Council as the formal governing body approving plat actions. With this change all subsequent response refileing requirements are handled with the Commission rather than with City Council.

**In version 2,** the City Council is as the final approval authority for all plat actions.

As a final note, in **both versions** City Staff propose the following amendments as housekeeping edits:

1. Deletes Letter of Credit as acceptable guarantee for site improvements after plat approval (letter of credits are not a secure bond)
2. Deletes definition for *Planned Residential Development* (there is no such zoning designation in the City)
3. Clarifies setbacks prescribed under Section 28-81 are only for plats in the City’s ETJ (existing wording is confusing)

**Summary:** The impact of H.B. 3167 on the City is expected to be minimal. First, there is little undeveloped land left in the City’s jurisdiction and only a handle of new plats are expected in the coming months and years. Second, the proposed amendments will have little impact on the City and our already streamlines process for approving plats. Like H.B. 3167, current City ordinances require 30-days for Planning & Zoning and City Council to act on a preliminary plat or final plat. The new complexity will be during conditional approvals or disapprovals of plat actions. Under H.B. 3167 conditional approvals or disapprovals will require written reasons and potentially special meetings by the governing body established as the final approval authority.

For this reason staff recommends Planning and Zoning Commission as the final approval authority for plat actions and since the Planning & Zoning Commission acts the body reviewing plat actions in detail and currently approves plats. NOTE: Any variance to a plat must first be approved by City Council before it can be considered by the Planning and Zoning Commission. Having P&Z as the approval will ease the burden of complying with H.B. 3167.

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**COURSES OF ACTION:** Approve adoption of Ordinance O-2019-012 amending the City of Shavano Park Code of Ordinances, Chapter 28 - Subdivisions, proposed changes in plat procedures; or alternatively amend / decline and give further guidance to staff.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Approve **version 1** of Ordinance O-2019-012 amending the City of Shavano Park Code of Ordinances, Chapter 28 - Subdivisions, proposed changes in plat procedures **(Administrative or 1<sup>st</sup> reading)**.

## Chapter 28 – SUBDIVISIONS

### ARTICLE I. - IN GENERAL

#### Sec. 28-1. - Short title.

This chapter, along with its attachments, exhibits and amendments, shall be known as the "Subdivision Ordinance" of the City of Shavano Park.

#### Sec. 28-2. - Jurisdiction.

- (a) The owner of a tract of land located within the limits of the City or in the extraterritorial jurisdiction of the City who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to the City, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared. A division of a tract under this section includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method. A division of land under this section does not include a division of land into parts greater than five acres, where each part has access and no public improvement is being dedicated. This ordinance also applies to the creation of one legal lot when done so through platting.
- (b) No person shall create a subdivision of land within the corporate limits of the City, or within its extraterritorial jurisdiction, without complying with the provisions of this chapter. All plats and subdivisions of any such land shall conform to the rules and regulations herein set forth.

#### Sec. 28-3. - Extraterritorial jurisdiction.

All ordinances governing plats and subdivisions of land within the City's jurisdiction to promote health, safety, and general welfare of the City and the safe, orderly, and healthful development of the City, are hereby extended and made applicable in the extraterritorial jurisdiction of the City in accordance with ch. 42 of the Texas Local Government Code and ch. 212 of the Texas Local Government Code.

#### 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.

Sec. 28-5. - Adoption of legislative grant of power.

The ordinance from which this chapter is derived is adopted under the authority of the Constitution and laws of the State, including particularly Tex. Local Government Code ch. 212.

Sec. 28-6. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Definitions not expressly prescribed herein are to be construed in accordance with customary usage in municipal planning and engineering practices.

*Alley* means a minor public right-of-way not intended to provide the primary means of access to abutting lots, and which is used primarily for vehicular service access to the back or side of properties otherwise abutting on a public or private alley, and affords only secondary means of access to property abutting thereon.

~~*Administratively*~~ *Completeness Review* means a review by the City staff and City Engineer to ensure all submittals are in full compliance with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. The term "Administratively Review" is included in this definition.

*Applicant* means any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term "applicant" shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner of land sought to be subdivided.

~~*Application* means a written request to the City for an approval required by this Chapter that contains all information required by this Chapter and that has been deemed administratively complete by the City.~~

*Building setback line* means the line within a property defining the minimum horizontal distance between a building and the adjacent street and/or property line.

*Cul-de-sac* means a street having but one outlet to another street, and terminated on the opposite end by a vehicular turnaround.

*Dead-end street* means a street, other than a cul-de-sac, with only one outlet.

*Drainage easement* means an interest in land granted the City, to the public generally, for the construction, use, and maintenance of drainage facilities across, over, and under the private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said drainage facilities.

*Drainage right-of-way* means a public right-of-way granted to the City, to the public generally, for the construction, use and maintenance of drainage facilities across, over and under said public right-of-way.

*Engineer* means a person duly authorized and properly registered under the provisions of the Texas Engineering Registration Act, as heretofore or hereafter amended, to practice the profession of engineering as evidenced by a current Texas Engineer's Seal.

*Filed or to File* means the date a plat is administratively complete and ready for consideration for approval by the Planning and Zoning Commission. The official filed date will be when an agenda is posted on City Hall bulletin board for a Planning and Zoning Commission meeting where the plat action will be considered for approval.

*Foundation*: means the lowest division of a residence, usually consisting of a masonry slab or a pier and beam structure, that is partly or wholly below the surface of the ground and on which the residential structure rests.

*Lot* means an undivided tract or parcel of land having frontage on a public or private street and which is, or in the future may be, offered for sale, conveyance, transfer or improvement; or which is designated as a distinct and separate tract, and which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed of record.

*Non-access easement* means easement across which vehicular access is prohibited.

*Office* means any office referred to in this chapter by title means the person employed or appointed by the City in that position, or his duly authorized representative.

*Pavement width* means the portion of a street available for vehicular traffic; where curbs are laid, it is the portion between the face of curbs.

*Person* means any individual, association, firm, corporation, governmental agency, or political subdivision.

~~*Planned residential development (PRD)* means a tract of land under the control of a developer, developed in compliance with the performance standards set out in these regulations. A PRD is developed in one or more phases as a single, predominantly residential entity.~~

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*Planned unit development (PUD)* means a tract of land developed for residential, office, and commercial uses, or a combination thereof, according to a plan as a single entity that protects adjacent properties, in compliance with these regulations.

*Plat* means a complete and exact plan for the subdivision of a tract of land into lots for building purposes, which, if approved, may be submitted to the County Clerk for recording.

*Amended or Amending Plat:* A revised plat correcting minor errors or making limited changes to the original final plat or as otherwise defined by Chapter 212 of the Texas Local Government Code.

*Final Plat:* The one official and authentic map of any given subdivision of land prepared from actual field measurement and staking of all identifiable points by a surveyor or engineer, with the subdivision location referenced to a survey corner, and with all boundaries, corners and curves of the land division sufficiently described so that they can be reproduced without additional references. The final plat of any lot, tract or parcel of land shall be recorded in the land records of Hays County, Texas. An Amending Plat and replats are also final plats.

*Major Plat:* All plats not classified as minor plats, including but not limited to subdivisions of more than four (4) lots, or any plat that requires the construction of a new street (or portion thereof), on-site drainage facilities, or the extension of a municipal facility as required by this or any other City ordinance.

*Minor Plat:* A subdivision resulting in four (4) or fewer lots or Units, provided that the plat is for conveyance purposes only with no development or construction of roads or public improvements proposed, and provided that the plat does not create any new easements for public facilities, nor the extension of any municipal utility facilities to serve any lot within the subdivision.

*Preliminary Plat:* The graphic expression of the proposed overall plan for subdividing, improving and developing a tract, showing in plain view the proposed street and lot layout, easements, dedications and other pertinent features, with such notations as are sufficient to substantially identify the general scope and detail of the proposed development.

*Replatting or Replat:* This is the resubdivision of any part or all of a block or blocks of a previously platted subdivision, addition, lot or tract. Replats eliminate the prior plats as to the area replatted.

*Private drainage easement* means an interest in, and granted to, the City and to the public generally, for the use of a watercourse, drainageway, natural channel or stream across private property. Maintenance of said private drainage is a responsibility of the property owner.

*Private streets* means any non-public right-of-way used for vehicular access and constructed and maintained by a private entity.

*Reserve strip* means any unplatted parcel of land that prevents access to platted property.

*Safety lane* means a designated area on an approved plat which has a primary purpose of providing access for safety vehicles in any development where public streets do not adequately provide such access.

*Street* means a public or private right-of-way, however designated, which provide vehicular access to adjacent land. A "street" includes a public or private thoroughfare or highway, as well as alley ways.

- (1) A secondary street primarily provides vehicular circulation to various sections of the City.
- (2) A collector street primarily provides circulation within neighborhoods, to carry traffic from minor streets to arterial streets, or to carry traffic through or adjacent to commercial or industrial areas.
- (3) A marginal access street is a street which is parallel to and adjacent to an arterial street, which primarily provides access to abutting properties and protection from through traffic.
- (4) A minor street is one used primarily for access to abutting residential property.

~~*Subdivider* means any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term "subdivider" shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner of land sought to be subdivided.~~

*Subdivision* means a division of any tract of land situated within corporate limits, or within or partly within the extraterritorial jurisdiction of the City, into two or more parts for the purpose of laying out any subdivision of any tract of land or any addition of any town or City, or for laying out suburban lots or building lots, or any lots, and streets, alleys, or parts or other portions intended for public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto. The term "subdivision" includes re-subdivision.

*Surveyor* means a licensed State land surveyor or a registered professional land surveyor, as authorized by the State statutes to practice the profession of surveying, as evidenced by a valid State seal.

*Utility easement* means an interest in land granted to the City, to the public generally, and/or to a private utility corporation, for installing or maintaining utilities across, over and under private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said utilities.

Sec. 28-7. - Enforcement.

In addition to any other remedy provided by law, the City and its agents shall have the right to:

- (1) Enjoin the violation or threatened violation of this chapter by the owner of a tract of land by injunction issued by a court of competent jurisdiction; or
- (2) Recover damages from the owner of a tract of land in an amount adequate for the City to undertake any construction or other activity necessary to bring about compliance with this chapter. The reference in this section to "owner of a tract of land" does not include the owner of an individual lot in a subdivided tract of land.

Sec. 28-8. - General conditions and restrictions.

- (a) It is unlawful for the County Clerk to receive or record any such plan, plat or replat, unless and until the same shall be approved by the City.
- (b) No plat will be approved with a septic system unless the system is approved by the City in the location indicated on the plat.
- (c) No permit will be issued for any structure on a lot in a subdivision for which a final plat has not been approved and filed for record, nor for any structure on a lot within a subdivision in which the standards contained herein have not been complied with in full.
- (d) The City will not permit the repair, maintenance, installation or construction of any streets or public utility services in any subdivision for which a final plat has not been approved nor in which the standards contained herein or referred to herein have not been complied with in full.
- (e) The connection of water, sewer, electricity, gas and other utility services to a subdivision shall be in accordance with the provisions of section 28-44(7).
- (f) On behalf of the City, the City's Attorney shall, when directed by the City Council, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this chapter or the standards referred to herein with respect to any violation thereof which occurs within the City, within the extraterritorial jurisdiction of the City, as determined under the Municipal Annexation Act, or within any area subject to all or a part of the provisions of this chapter.
- (g) If any subdivision exists for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full, the City Council shall pass a resolution reciting the fact of such noncompliance or failure to secure final plat approval, and citing the fact that the provisions of subsections (a) through (e) of this section will apply to the subdivision and the lots therein, the City Secretary shall, when directed by the City Council, cause a certified copy of such resolution under the corporate seal of the City to be filed in the deed records of the County. If full compliance and final plat approval are secured after the filing of such resolution, the City Secretary shall forthwith file an instrument in the deed records of the County nullifying the previously recorded instrument.

- (h) The provisions of this section shall not be construed to prohibit the issuance of permits for any lots upon which a residential building exists and was in existence prior to passage of this chapter; nor to prohibit the repair, maintenance, or installation of any street or public utility services for, to or abutting any lot, the last recorded conveyance of which prior to passage of the ordinance from which this chapter is derived was by metes and bounds, and/or any subdivision or lot therein, recorded or unrecorded, which subdivision or lot was in existence prior to the passage of the ordinance from which this chapter is derived.
- (i) Dedication and maintenance of streets. Disapproval of a plat by the ~~City Council~~ Planning and Zoning Commission shall be deemed a refusal by the City to accept the offered dedication shown thereon. Approval of a plat shall not be deemed an acceptance of the proposed dedications and shall not impose any duty upon the City concerning the maintenance of or improvements of any such dedicated parts until the proper authorities of the City have actually appropriated the same by entry, use or improvements. It shall be unlawful for any officer or employee of the City to maintain the streets in a subdivision, and the City will not accept or maintain said streets, unless and until such streets have been surfaced, the required utilities and drainage facilities have been installed and such improvements have been accepted in writing by the City and the City Engineer. Each street dedication shall specifically state in all capital letters ten font bold print (1) if the City is responsible for maintenance, repairs and utilities costs associated with lighting fixtures, and if the City will be responsible, (2) the annual estimated cost thereof. In the absence of such language, all cost and responsibility for lighting fixture maintenance, repairs and utilities costs shall be retained by the developer or its designee.

Sec. 28-9. - Variances by Council.

An applicant who requests a variance from the regulations of this Chapter must submit their request to the City Council for approval before filing the plat action with the Planning & Zoning Commission. The City Council may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the City Council shall prescribe only conditions that it deems necessary to or desirable in the public interest. In making the finding herein below required, the City Council shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such variance upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity. No variance shall be granted unless the City Council finds:

- (1) That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this chapter. Such findings of the City Council, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the City Council meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and substantial

justice done. Pecuniary hardship to the [subdividerapplicant](#), standing alone, shall not be deemed to constitute undue hardship;

- (2) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area;
- (3) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of this land;
- (4) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
- (5) That the application fee has been paid in accordance with the City fee schedule.

Sec. 28-10. - Authority of City Engineer.

The City Engineer is hereby authorized and directed to promulgate rules, regulations standards and specifications for the construction, installation, design, location and arrangement of streets, curbs, street lights, street signs, alleys, utility layouts, utility easements, gates for utility easements, sidewalks, water supply and water distribution systems, fire hydrants, sewage disposal systems, septic tanks, water wells, monuments, criteria for drainage easement requirements, drainage facilities, and crosswalk ways. He shall recommend to the City Council any changes to be made. No such rules, regulations, standards and specifications shall conflict with this chapter or any other ordinance of the City. All such improvements shall be constructed, installed, designed, located and arranged by the [subdividerapplicant](#) in accordance with such rules, regulations, standards and specifications in Appendix A to this chapter.

Sec. 28-11. ~~—~~ [SubdividerApplicant](#)'s responsibility for costs.

The responsibility for all costs of the in-place improvements as required by this chapter shall be borne by the [subdividerapplicant](#).

Secs. 28-12—28-40. - Reserved.

**ARTICLE II. - PLAT PROCEDURE**

Sec. 28-41. - Preliminary conference.

Prior to the official filing of a [any preliminary](#) plat, the [subdividerapplicant](#) shall consult with and present proposed plan of subdivision to the City staff for comments and advice on the procedures, specifications and standards required by the City for the subdivision of land. This preliminary conference [begins the administrative completeness review by City staff and the City Engineer is not part of the City staff 60-day review of the subdivider's proposed preliminary plat pursuant to section 28-42\(h\).](#)

Sec. 28-42. - Preliminary plat and data.

- (a) *General.* The ~~subdivider~~applicant shall cause to be prepared a preliminary plat by a licensed engineer or surveyor in accordance with this chapter. Under no circumstances may a preliminary plat be ~~submitted~~ filed for final ~~plat~~ approval.
- (b) *Filing fee.* Each preliminary plat shall be accompanied by a filing fee as established by the City Council from time to time. In addition, a deposit to cover the costs of the City Engineer and any other professional consultant the City may contract to ~~administratively review~~ approve the plat ~~may be required~~ will be made.
- (c) *Overall preliminary layout plat of larger tract of a master plan.* Where the proposed subdivision constitutes a unit of a larger tract owned by the ~~subdivider~~applicant which he intends to subsequently subdivide as additional units of the same subdivision, the subdivision plat shall be accompanied by a layout of the entire area showing the tentative layout of streets, blocks and drainage for such area. The overall layout, or Master Plan, if approved by the City shall be attached to and filed with a copy of the approved subdivision plat in the permanent files of the City. Thereafter, fractional plats of subsequent units of such subdivision must be ~~filed~~ submitted for preliminary plat approval, and shall conform to such approved overall layout on the plat. The ~~subdivider~~applicant may request that the original approved Master Plan be amended and reapproved.
- (d) *Copies required.* The ~~subdivider~~applicant shall ~~file~~ submit the applicable number of black or blue line copies of the plat with the City staff.
- (e) *Preliminary fees.* Said preliminary plat shall be accompanied by all plat administration and filing fees, which are established from time to time by the City Council.
- (f) *Form and content.* The preliminary plat shall be drawn on sheets 24 inches wide and 36 inches long, with a binding margin of not less than 2½ inches on the left side of the sheet and margins on the other three sided of not less than three-eighths inches. The plat shall be drawn to scale of 100 feet to one inch. When more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat. The plat shall show the following:
  - (1) Names and addresses of the ~~subdivider~~applicant, record owner, and engineer or surveyor.
  - (2) Describe the subdivision by metes and bounds.
  - (3) Locate the subdivision with respect to a corner of the survey or tract or an original corner of the original survey or which it is a part.
  - (4) Proposed name of the subdivision, which shall not have the same spelling as, or be pronounced similar to, the name of any other subdivision located within the City or within five miles of the City.
  - (5) Names of contiguous subdivisions and or indication of whether or not contiguous properties are platted.
  - (6) Subdivision boundary lines, indicated by heavy lines, the dimensions of the subdivision, and the approximate acreage of the subdivision.
  - (7) Existing sites as follows:
    - a. The location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public rights-of-way within



the subdivision, intersecting or contiguous with its boundaries or forming such boundaries.

b. The location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, and other sites within or contiguous with the subdivision.

c. The location and dimensions of all existing improvements on the property to be platted, including buildings, utilities and parking areas.

(8) The location, dimensions, description and name of all proposed streets, alleys, parks, public areas, reservations, easements or other right-of-way, blocks, lots and other sites within the subdivision.

(9) Date of preparation, scale of plat and north arrow.

(10) Topographical information shall include contour lines on a basis of two vertical feet in terrain with an average slope of five percent.

(11) A number or letter to identify each lot or site and each block. Said number shall be coordinated by the developer with the County Clerk to prevent duplication.

(12) Front building setback lines on all lots and sites.

(13) Side yard building setback lines at street intersections and crosswalk ways.

(14) Location map at a scale of not more than 4,000 feet to an inch which shall show existing adjacent subdivisions and major streets.

(g) *Accompanying data.*

(1) Proposed master plan of all of developer's property when subdivision is a part of a larger tract which shall be prepared using the same scale as the preliminary plat showing:

a. Existing and proposed subdivisions, including streets, lots, parks and drainage easements and rights-of-way.

b. Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning boundaries, if they lie within the vicinity map.

c. The general drainage plan, flow line of existing watercourses, existing drainage structures, ultimate destination of water, and floodplain boundaries.

(2) A letter of authorization from the owner of the land area to be platted, acknowledging that the plat request is being filed with the City and authorizing said engineer and/or surveyor to act in his behalf.

(3) A letter from the owner or engineer/surveyor acting in his behalf requesting any and all variances from this chapter which might be proposed.

(4) Construction plans and cost estimates for any and all off-site improvements proposed and/or required as a condition for approval of said plat as set out in section 28-44(2)a through e.

(h) *Processing of preliminary plat.*

(1) The City staff will ~~administratively~~ review the preliminary plat ~~for administrative completeness~~ as to its conformity ~~with the City of Shavano Park Code of Ordinances, state law and federal law as applicable, with zoning districts and the standards and specifications set forth herein or referred to herein.~~ This step does not constitute the ~~submission-filing~~ of a formal application for approval of the preliminary plat, nor does it necessitate the filing fee to be paid at this time.

- ~~.(2) The subdivider shall file the preliminary plat accompanied by a filing fee as well as any deposits as established by the City Council from time to time within 60 days after the preliminary plat is submitted, the City staff will approve or disapprove such plat or conditionally approve it with modifications. If it is disapproved or conditionally approved with modifications by the City staff, the City staff shall inform the subdivider, in writing, of the reasons at the time such action is taken.~~
- (23) If the preliminary plat is ~~approved or conditionally approved with modifications~~found to be administratively complete, it can then be ~~submitted filed to the Planning and Zoning Commission and the City Council.~~ A preliminary plat will require the approval of ~~both~~ the Planning and Zoning Commission and ~~acceptance by~~ the City Council before the ~~subdivider~~applicant can ~~submit file~~ the final plat ~~to the Planning and Zoning Commission and the City Council for their approval.~~
- (43) The Planning and Zoning Commission may ~~disapprove~~ee, ~~approve~~ee or conditionally approve with modifications the preliminary plat. The Planning & Zoning Commission shall provide the applicant a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition for the conditional approval or reason for disapproval.
- ~~.(5) The Planning and Zoning Commission shall act on the preliminary plat within 30 days after the date the preliminary plat is filed with the Commission. A preliminary plat is considered approved by the Planning and Zoning Commission unless it is disapproved within the 30-day period.~~
- (46) If the Planning and Zoning Commission ~~disapproves~~, ~~approves~~, or conditionally approves with modifications the preliminary plat, and the ~~subdivider~~applicant elects to continue, ~~and submit the preliminary plat will be considered for approval by the City Council~~Planning and Zoning Commission, the subdivider shall file the preliminary plat accompanied by a filing fee as well as any deposits as established by the City Council from time to time.
- ~~.(7)-(75) Any preliminary plat that is approved or conditionally approved shall be sent to the The City Council for acceptance. may disapprove, approve or conditionally approve with modifications the preliminary plat.~~
- (86) After a conditional approval or disapproval by ~~either the Planning & Zoning Commission or City Council~~, the applicant may submit to ~~either municipal authority the City~~ a written response that satisfies each condition for the conditional approval or disapproval provided.
- (97) After receipt of the applicant's response, the city will then have up to fifteen (15) days to approve or disapprove the Plat application. ~~The municipal authority that receives such a written response shall determine whether to approve or disapprove the applicant's preliminary plat not later than the 15th date the response was submitted.~~
- (108) ~~The municipal authority~~Planning and Zoning Commission shall approve a previously conditionally approved or disapproved preliminary plat if the

response adequately addresses each condition of the conditional approval or each reason for the disapproval.

~~(1189)~~ The ~~City Council~~ Planning and Zoning Commission shall act on the preliminary plat within 30 days after the date the preliminary plat is filed with the City ~~Council~~. A preliminary plat is considered approved ~~by the City Council~~ unless it is disapproved within the 30-day period.

~~(1209)~~ Approval or conditional approval of a preliminary plat by the Planning and Zoning Commission ~~and the City Council~~ shall be deemed an expression of approval of the layout filed shown submitted on the preliminary plat in order to proceed with the design of streets, water, sewer and other required improvements and utilities and to the preparation of the final plat. Approval or conditional approval of a preliminary plat shall not constitute approval of the final plat, automatically or otherwise.

~~(1130)~~ Approval or conditional approval of a preliminary plat shall be effective for one year unless reviewed by the City Engineer at the request of the City in light of new or significant information which would necessitate a revision of the preliminary plat. If the City Engineer should deem changes in a preliminary plat are necessary as defined above, the City Engineer shall so inform the City staff, who shall so inform the subdivider applicant, in writing.

~~(1244)~~ If no development has occurred which would affect the proposed plat after one year of effective approval, the ~~Planning and Zoning Commission and~~ City Council may, upon the application of the subdivider applicant, extend the approval an additional six months.

(13) Any plat that is disapproved after the City has reviewed the response in the form of an amended application may be refiled at any time as a new plat application.

(14) Any preliminary plat which is approved or conditionally approved by the Planning and Zoning Commission shall be forwarded to the City Council for acceptance.

Sec. 28-43. - Standards for approval.

The Planning and Zoning Commission ~~and the City Council~~ shall approve a preliminary plat if:

- (1) The preliminary plat conforms to the general plan of the City and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
- (2) The preliminary plat conforms to the general plan for the extension of the City and its roads, streets, and public highways within the City and its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- (3) The preliminary plat conforms to the provisions of this chapter.

Sec. 28-44. - Final plat and accompanying data.

If the preliminary plat is approved or conditionally approved with modifications, and the subdivider applicant elects to continue, the subdivider applicant must submit the final

plat and accompanying data (together with applicable required filing fees and deposits) ~~as to City staff, the Planning and Zoning Commission and the City Council for their respective approvals pursuant to the process~~ outlined in subsection (3) of this section.

(1) *Form and content of plat.*

- a. The final plat shall conform to the preliminary plat as conditionally approved by the City incorporating any and all changes, modifications, alterations, corrections and conditions recommended by the City Engineer.
- b. The final plat shall be on sheets 18 inches wide and 24 inches long and 2½ inches on the left side of the street, and margins of not less than three-eighths inches on the other three sides. The plat shall be drawn at a scale of 100 feet to one inch. Where more than one sheet is necessary to accommodate the entire computed area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat.
- c. The final plat shall be submitted in ten copies, together with the original, and shall contain all of the features required for preliminary plats in section 28-42(f) and shall also include the following:
  1. The exact location, dimensions, names and description of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, with accurate dimensions, bearing or deflecting angles and radii, computed area, and central angle, tangent distance and length of all curves, where appropriate.
  2. The exact location, dimensions, description and name of all proposed streets, alleys, parks, other public areas, reservations, easements or other rights-of-way, blocks, lots, monuments, and other sites within the subdivision with accurate dimensions, bearing or deflecting angles and radii, area and central angles, tangent distance and length of all curves, where appropriate. All lot corners shall be marked with one-half inch diameter x two feet long iron pins.
  3. Owner's Acknowledgement as follows:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

The owner of the land shown on this plat, and whose name is subscribed hereto, and in person or through a duly authorized agent, dedicates to the City of Shavano Park, Texas, for the use of the public forever all streets, alleys, parks, watercourses, drains, easements, and the water and sewer lines in all of the aforesaid public places and all other public places thereon shown for the purpose and consideration therein express.

_____	
Owner	

STATE OF TEXAS	X
COUNTY OF BEXAR	X

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ 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 consideration therein expressed, and in the capacity therein stated.

GIVEN under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

_____	
Notary Public, State of Texas	

4. Certification of the Surveyor responsible for surveying the subdivision area, attesting to its accuracy:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

_____	
Registered Professional Surveyor	

(Surveyor's Seal)

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

_____	
Notary Public, State of Texas	

5. A certificate by the engineer responsible for the preparation of the final plat and supporting data, attesting to its accuracy:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I hereby certify that proper engineering consideration has been given this plat to the matters of streets, lots, and drainage layout.

_____	
-------	--

Registered Professional Surveyor	
----------------------------------	--

(Engineer's Seal)

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

_____	
Notary Public, State of Texas	

6. Certification by City Engineer:

The City Engineer of the City of Shavano Park hereby certifies that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which his approval is required.

_____	
City Engineer	

7. Approval of the Planning and Zoning Commission of the City

This plat of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 19\_\_\_\_\_.

By:	_____
	Chairman
By:	_____
	City Secretary

8. ~~Acceptance~~~~Approval of by~~ the City Council of the City

This plat of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ has been submitted to and considered by the City Council of the City of Shavano Park, Texas, and is hereby ~~approved~~accepted by such City Council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 19\_\_\_\_\_.

By:	_____
	Mayor
By:	_____
	City Secretary

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I, \_\_\_\_\_, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, OF THE \_\_\_\_\_ DAY OF \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, A.D. 19 \_\_\_\_\_ AT \_\_\_\_\_ .M. IN THE RECORDS OF \_\_\_\_\_ OF SAID COUNTY, IN BOOK VOLUME \_\_\_\_\_ ON PAGE \_\_\_\_\_.

IN TESTIMONY WHEREOF, WITNESS MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ A.D. 19 \_\_\_\_\_.

	County Clerk
	Bexar County, Texas
By:	_____
	Deputy

(2) *Accompanying data.* All plans and calculations shall bear the seal of an engineer and, where applicable, all trenches in excess of five feet in depth at construction sites in the City and its extraterritorial jurisdiction must be construed and operated in accordance with OSHA standards. When filed, the final plat shall be accompanied by the following site improvement data:

- a. *Streets, alleys, sidewalks, crosswalk ways.* Three copies of plans and profiles of all streets, alleys and plans for sidewalks and crosswalk ways and three copies of construction specifications and of detailed cost estimates which shall include a 15 percent contingency. Plans are to be drawn at a scale of one inch equals 50 feet, longitudinal, and one inch equals five inches, vertical. Bench marks using USGS data are required.
- b. *Sanitary sewers.*
  1. Three copies of plans and profiles of proposed sanitary sewer lines indicating type, sizes, depths, and grades of lines. Plan shall be to a scale of at least 100 feet to an inch with contours and scaled lot dimensions as on plat and shall show existing as well as proposed sewers.
  2. When a separate sewer system or treatment plant is proposed, three copies of proposed plans.
  3. Two copies of construction specifications and detailed cost estimates.
- c. *Septic system.* When sewer service for the proposed plat is to be so provided by septic tanks, written approval by the appropriate public agency having installation permit and operation control jurisdiction. Such written approval shall state that approval for septic tank systems for each proposed property is granted and installation permits will be issued for same upon request after plat recordation.

- d. *Recharge zone.* When a sewer or septic system is proposed within the recharge zone of the Edwards Aquifer within the City or its extraterritorial jurisdiction, written approval as required by the appropriate State agency having review and enforcement authority jurisdiction regarding the Texas Administrative Code, 31 TAC §§ 331.1—331.11 or the latest revision thereof regulating such systems.
- e. *Water lines.*
  - 1. Three copies of plans of all proposed water lines and fire hydrants, showing type and sized of the lines. The plan shall be prepared at a scale of at least 100 feet to an inch and shall contain scaled lot dimensions as shown on the plat.
  - 2. When a separate water system is planned, three copies of the plans, including water lines and hydrants.
  - 3. Two copies of construction specifications and detailed cost estimates.
- f. *Storm drainage.*
  - 1. Three copies of the storm drainage plan, prepared to scale of 100 feet to an inch and with the same contours and scaled lot sizes as shown on the plat. All street widths and grades shall be indicated, and runoff figures shall be indicated on the outlet and inlet side of all drainage ditches and storm sewers and, at request of City Engineer, at all points in the street at changes of grade or where the water enters another street or storm sewer or drainage ditch. Drainage easements shall be indicated.
  - 2. A general location map of the subdivision showing the entire watershed (U.S.G.S. Quadrangle is satisfactory).
  - 3. Calculations showing the anticipated stormwater flow, including watershed area, percent runoff, and time of concentration. When a drainage ditch or storm sewer is proposed calculations shall be submitted, showing basis for design.
  - 4. When a drainage channel or storm sewer is proposed, three copies of complete plans, profiles, and specifications shall be submitted, showing complete construction details.
  - 5. When conditions upstream or downstream form a proposed channel or storm sewer do not permit maximum design flow, high water marks based on 100-year frequency shall be indicated, based upon existing conditions.
- g. *Additional requirements.*
  - 1. Tax certificates from the City, the School District and the County which indicate that all ad valorem taxed have been paid up to and including the current year on all land included within the final plat.
  - 2. Letters of certification by the proper authorized official of each public utility company or board involved to be inscribed on the respective utility layouts required herein certifying approval of the same by said utility company or board.



3. A letter from the [subdividerapplicant](#) authorizing the City to file the plat for record.
  4. A performance agreement in a format as described in this chapter and which is sufficient to guarantee the [subdividerapplicant](#) will complete any and all required improvements within two years after approval of such plat.
- (3) *Processing final plat.*
- a. As soon as practicable after the [preliminary plat subdivider](#) is ~~notified by the City staff of the~~ [approved](#) or conditionally [approved](#) with modifications ~~of the preliminary plat~~, the [subdividerapplicant](#) shall submit to the City staff the proposed final plat of the subdivision or portion thereof ~~for Administrative~~ [Completeness Review](#).
  - b. If desired by the [subdividerapplicant](#) and approved by the ~~City Engineer, Planning and Zoning Commission~~ [and City Council](#), the final plat may constitute only that portion of the approved preliminary plan which he proposes to record and develop. However, such portion shall conform to all the requirements of this chapter.
  - c. Except as hereinafter provided, no final plat will be considered unless a preliminary plat has been ~~filed submitted~~ and approved or conditionally approved with modifications. ~~If, however, an approved plat has been duly recorded and the subdivider wished to increase the size of the lots by combining two or more lots or by combining one lot with a portion of the adjacent lot in such manner that no portion of a lot remains smaller than the original lots, submission of an additional preliminary plat will not be necessary.~~
  - d. A final plat of an approved or conditionally approved preliminary plat or a portion thereof shall be submitted to the City staff for ~~their~~ [an administratively completeness](#) review of the plat ~~for compliance with all plat requirements including but limited to design of streets, water, sewer and other required improvements and utilities~~ within 12 months of the date of approval or conditional approval with modifications of the preliminary plat; otherwise, the approval of the City shall become null and void, unless an extension of time is applied for and granted by the Planning and Zoning Commission ~~and the City Council~~.
  - e. ~~The City staff will administratively review the final plat for administrative completeness as to its conformity with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. This step does not constitute the filing of a formal application for approval of the preliminaryfinal plat, nor does it necessitate the filing fee to be paid at this time. Within 30 days after the proposed final plat is submitted to the City staff, the City staff will approve or disapprove such plat. If it is disapproved by the City staff, the City staff shall inform the subdivider, in writing, of the reasons at the time such action is taken.~~

- f. If the final plat is considered administrative ~~completeness~~completeness, it can then be filed to the Planning and Zoning Commission. A final plat will require the approval of the Planning and Zoning Commission and the acceptance by the City Council before the applicant can record the plat.
- ~~g. If the preliminary plat is approved and the subdivider elects to continue and submit the final plat to the Planning and Zoning Commission, the subdivider shall file the final plat accompanied by a filing fee as well as any deposits as established by the City Council from time to time.~~
- ~~hg.~~ The Planning and Zoning Commission may disapprove, ~~or~~ approve, or conditionally approve the final plat.
- ~~i. The Planning and Zoning Commission shall act on the final plat within 30 days after the date the final plat is filed with the Commission. A final plat is considered approved by the Planning and Zoning Commission unless it is disapproved within the 30-day period.~~
- ~~hj.~~ If the Planning and Zoning Commission approves the final plat, and the subdividerapplicant elects to continue, ~~and submit~~ the final plat will be submitted for acceptance to the City Council, ~~the subdivider shall file the final plat accompanied by a filing fee as well as any deposits as established by the City Council from time to time.~~
- ~~ik.~~ Any final plat that is approved shall be sent to the City Council for acceptance. The City Council may disapprove or approve the final plat.
- ~~jl.~~ After a disapproval by ~~either~~ the Planning & Zoning Commission ~~or City Council~~, the applicant may submit to ~~either municipal authority~~ the City a written response that satisfies each condition for the conditional approval or disapproval provided.
- ~~km.~~ After receipt of the applicant's response, the City will then have up to fifteen (15) days to approve or disapprove the Plat application. ~~The municipal authority that receives such a written response shall determine whether to approve or disapprove the applicant's preliminary plat not later than the 15th date the response was submitted.~~
- ~~ln.~~ ~~The municipal authority~~ City shall approve a previously disapproved ~~preliminary final~~ plat if the response adequately addresses each reason for the disapproval.
- ~~me.~~ The Planning and Zoning Commission shall act on the final plat within 30 days after the date the final plat is has been filed. After approval or conditional approval of a final plat by the Planning and Zoning Commission the final plat shall be forwarded to the City Council for acceptance. A final plat is considered approved by the City unless it is disapproved within the 30-day period.
- ~~ne.~~ If the final plat is disapproved, the City shall inform the subdividerapplicant in writing of the reasons at the time such action is taken if the subdividerapplicant requests the reasons in writing.
- ~~on.~~ After the final plat has been approved and subdividerapplicant has performed as prescribed in Section 28-49 for the purpose of insuring

construction of all site improvements required by this chapter (including water and sewer service facilities, but excluding gas and electric lines), the City Council shall cause the final plat to be recorded with the County Clerk. No plat shall be filed for record without written consent of the subdividerapplicant. If the subdividerapplicant fails to give such written consent, the City Council may cancel such approval.

pre. Payment of all platting fees as established by the City Council from time to time is required by the City before final plat approval.

q. Any plat that is disapproved after the city has reviewed the response in the form of an amended application may be refiled at any time as a new plat application.

(4) *Certificates and record of approval.*

a. If a final plat is approved, the Planning and Zoning Commission and the City Council giving the approval and acceptance of plat shall each endorse the final plat with a certificate indicating the approval. The first certificate must be signed by the Chairman of the Planning and Zoning Commission and attested by the City Secretary. The second certificate must be signed by the Mayor or Mayor Pro Tem and the City Secretary.

b. If ~~either or both~~ the Planning and Zoning Commission ~~and City Council~~ fails to act on a final plat within the prescribed period, the Planning and Zoning Commission and/or the City Council on request shall issue a certificate stating the date the final plat was filed and that the Planning and Zoning Commission ~~and/or the City Council~~ failed to act on the final plat within the period. This certificate is effective in place of the certificate required by subsection (4)a of this section.

c. Both the Planning and Zoning Commission and the City Council shall maintain a record of each application made to each body and the action taken on it. On request of an owner of an affected tract, the Planning and Zoning Commission and the City Council shall each certify the reasons for the action taken on an application.

(5) *Standards for approval.* The Planning and Zoning Commission ~~and the City Council~~ shall approve a final plat if:

- a. The final plat conforms to the general plan of the City and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
- b. The final plat conforms to the general plan for the extension of the City and its roads, streets, and public highways within the City and its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- c. The final plat conforms to the provisions of this chapter.

(6) *Certification regarding compliance with plat requirements.*

- a. For the purposes of this subsection, land is considered to be within the jurisdiction of the City if the land is located within the City limits or in the extraterritorial jurisdiction of the City.

- b. On the approval of the final plat by the Planning and Zoning Commission ~~and the City Council~~, the City ~~staff -Council~~ shall ~~issue to~~notify the person applying for the approval a certificate stating the final plat has been reviewed and approved by the Planning and Zoning Commission and accepted by the City Council.
  - c. On the written request of an owner of land, an entity that provides utility service or the City Council shall make the following determinations regarding the owner's land or the land in which the entity or City Council is interested that is located within the jurisdiction of the City:
    - 1. Whether a plat is required under this chapter for the land; and
    - 2. If a plat is required, whether it has been prepared and whether it has been reviewed and approved by the Planning and Zoning Commission and accepted by the City Council.
  - d. The request made under subsection (6)c of this section must identify the land that is the subject of the request.
  - e. If the City Council determines under subsection (6)c of this section that a plat is not required, the City Council shall issue to the requesting party a written certification of that determination. If the City Council determines that a plat is required and that the plat has been prepared and has been reviewed and approved by the Planning and Zoning Commission and accepted -the City Council, the City Council shall issue to the requesting party a written certification of that determination.
  - f. The City Council shall make its determination within 20 days after the date it receives the request under subsection (6)c of this section and shall issue the certificate, if appropriate, within ten days after the date the determination is made.
- (7) *Connection of utilities.*
- a. Except as provided by subsection (7)c of this section, an entity described by subsection (7)b of this section may not serve or connect any land with water, sewer, electricity, gas, or other utility service unless the entity has been presented with or otherwise holds a certificate applicable to the land issued under subsection (6) of this section.
  - b. The prohibition established by subsection (7)a of this section applies only to:
    - 1. A municipality and officials of a municipality that provided water, sewer, electricity, gas, or other utility service;
    - 2. A municipally owned or municipally operated utility that provides any of those services;
    - 3. A public utility that provides any of those services;
    - 4. A water supply or sewer service corporation organized and operating under chapter 76, Acts of the 43rd Legislature, 1st called session, 1933 (Tex. Civil Statutes, art. 1434a), that provides any of those services;
    - 5. A county that provides any of those services; and
    - 6. A special district or authority created by or under State law that provides any of those services.

- c. An entity described by subsection (7)b of this section may serve or connect land with water, sewer, electricity, gas, or other utility service regardless of whether the entity is presented with or otherwise holds a certificate applicable to the land issued under subsection (6) of this section, if:
1. The land is covered by a development plat approved under Tex. Local Government Code ch. 212, subch. B or under an ordinance or rule relating to the development plat;
  2. The land was first served or connected with service by an entity described by subsection (7)b.1, 2 or 3 of this section before September 1, 1987;
  3. The land was first served or connected with service by an entity described by subsection (7)b.4, 5 or 6 of this section before September 1, 1989;
  4. The City Council issues a certificate stating that:
    - (i) The land, before September 1, 1995, was sold or conveyed to the person requesting service by any means of conveyance, including a contract for deed or executory contract;
    - (ii) The land is located in a subdivision in which the entity has previously provided service;
    - (iii) The land is located outside the limits of the City;
    - (iv) The land is located in an "affected county" as that term is defined by Tex. Local Government Code § 232.021; and
    - (v) Construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997.
- d. An entity described by subsection (7)b of this section may provide utility service to land described by subsection (7)c.4 of this section only if the person requesting service:
1. Is not the land's ~~subdivider~~applicant or the ~~subdivider~~applicant's agent; and
  2. Provides to the entity a certificate described by subsection (7)c.4 of this section.
- e. A person requesting service may obtain a certificate under subsection (7)c.4 of this section only if the person provides to the Planning and Zoning Commission and the City Council either:
1. A copy of the means of conveyance or other documents that show that the land was sold or conveyed to the person requesting service before September 1, 1995, and a notarized affidavit by that person that states that construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997; or
  2. A notarized affidavit by the person requesting service that states that the property was sold or conveyed to that person before September 1, 1995, and that construction of a residence on the land, evidenced by at

least the existence of a completed foundation, was begun on or before May 1, 1997.

- f. On request, the Planning and Zoning Commission and the City Council shall provide to the Attorney General and any appropriate local, county, or State law enforcement official a copy of any document on which the Planning and Zoning Commission and the City Council relied in determining the legality of providing service.
- g. This subsection (7) may not be construed to abrogate any civil or criminal proceeding or prosecution or to waive any penalty against an subdividerapplicant for a violation of a State or local law, regardless of the date on which the violation occurred.
- ~~h. In this subsection (7):~~
  - ~~1. The term "foundation" means the lowest division of a residence, usually consisting of a masonry slab or a pier and beam structure, that is partly or wholly below the surface of the ground and on which the residential structure rests.~~
  - ~~2. The term "subdividerapplicant" means an individual, firm, corporation, or other legal entity that owns any interest in land and that directly or indirectly subdivides land into lots as part of a common promotional plan in the ordinary course of business.~~

Sec. 28-45. - Vacating a plat.

- (a) The force and effect of a recorded plat may be destroyed by properly executing and recording an instrument declaring such plat to be vacated. The instrument shall be substantially in the same form as the applicable Vacating Declaration, which is on file in the office of the City Secretary. The executed Vacating Declaration shall be filed with the Planning and Zoning Commission and the City Council together with seven copies of the plat to be vacated, and following approval by the Planning and Zoning Commission and acceptance by the City Council, filed in the deed records of the County.
- (b) If the Vacating Declaration is filed with the Planning and Zoning Commission and the City Council prior to the sale of any lot on the plat being vacated, a declaration in substantially the same form as the declaration Form A on file in the City Secretary's office must be signed and acknowledged by the proprietors of the land covered by the plat being vacated.
- (c) In cases where lots have been sold, the plat or any part thereof may be vacated upon the execution and recordation of a declaration in substantially the same form as the declaration Form B on file in the City Secretary's office. Such declaration requires the signature and acknowledgment of all of the owners of lots in the plat being vacated.
- (d) Upon filing the Vacating Declaration, a filing fee shall be paid in addition to the required recordation fee. Such fees shall be as established by the City Council from time to time.
- (e) The resubdivision of the land that is covered by a plat that is vacated shall be platted in the same as is prescribed by these regulations for an original plat.

- (1) A copy of the applicable Vacating Declaration shall be filed submitted with the resubdivision plat.
- (2) In addition, the resubdivision plat shall be annotated as follows:  
 "The area being resubdivided in this plat had been previously platted on a plat which is recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, Bexar County Plat and Deed Records, and was vacated through a Vacated Declaration being recorded on the same date as this resubdivision plat."
- (f) If the subdivider applicant so desires, the Vacating Declaration and the resubdivision plat may be filed and processes simultaneously.

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 accepted by the City Council ~~after respective public hearings in relation thereto at which interested parties and citizens shall have had an opportunity to be heard.~~
- (b) *Additional conditions.* In addition to the provisions of subsection (a) of this section:
  - (1) If during the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to not more than two dwelling units per lot; or
  - (2) If any lot in the preceding plat was limited by deed restrictions to residential use for not more than two dwelling units per lot, the procedures outlined in subsection (c) of this section shall be followed before the approval of the Planning and Zoning Commission and the City Council can be given.

(c) ~~Administrative~~ Completeness Review.

- (1) Prior to the official filing of a replat, the requesting person shall consult with and present proposed replat to the City staff for comments and advice on the procedures, specifications and standards required by the City for the subdivision of land. This preliminary conference begins the ~~administrative~~ completeness review by City staff and the City Engineer.
- (2) The applicant shall provide to the City Manager written notice of intention to file with the Planning and Zoning Commission and the City Council a replat to which the conditions stated in subsection (b)(1) or (2) of this section apply. The requesting person shall provide to City staff the replat fee as established by the City Council from time to time; a map of the preceding plat annotated with a 500-foot radius around the area proposed to be replatted and indicating any areas which were previously vacated or replatted; and a list of the names and addresses of the owners of lots that are in the original subdivision and that are within 500 feet of the lot or lots to be replatted (as indicated on the most recently approved

City ad valorem tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved County tax roll of the property upon which the replat is requested). The list shall be signed by the applicant, notarized, and dated. In lieu of providing the property owner names and addresses, the applicant may elect to have City staff prepare the list upon payment of the notification list fee established by the City Council from time to time.

(de) Procedures for Replat without variance or exception. If the ~~conditions stated in subsection (b)(1) or (2) of this section apply to a proposed replat~~ does not require a variance or exception, the following procedures and specifications in addition to those contained elsewhere in this chapter shall apply:

(1) If it is determined during the Administrative~~ty~~ Completeness Review that the proposed replat does not require a variance or exception, the City Manager shall not later than the 15th day after the date the replat is approved, provide written notice by mail of the approval of the replat to each owner of a lot in the original subdivision that is within 500 feet of the lot or lots to be replatted according to the most recent municipality or county tax roll.

(2) If the replat is considered administratively complete, it can then be filed. A replat will require the approval of ~~both~~ the Planning and Zoning Commission and acceptance of the City Council.

(e) Procedures for Replat requiring a variance or exception. If it is determined during the Administrative~~ty~~ Completeness Review that the proposed replat requires a variance or exception, the following procedures and specifications in addition to those contained elsewhere in this chapter shall apply:

(1) The subdivider shall provide to the City Manager written notice of intention to file with the Planning and Zoning Commission and the City Council a replat to which the conditions stated in subsection (b)(1) or (2) of this section apply. The notice shall be accompanied by the replat fee as established by the City Council from time to time; a map of the preceding plat annotated with a 500-foot radius around the area proposed to be replatted and indicating any areas which were previously vacated or replatted; and a list of the names and addresses of the owners of lots that are in the original subdivision and that are within 500 feet of the lot or lots to be replatted (as indicated on the most recently approved City ad valorem tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved County tax roll of the property upon which the replat is requested). The list shall be signed by the subdivider, notarized, and dated. In lieu of providing the property owner names and addresses, the applicant may elect to have City staff prepare the list upon payment of the notification list fee established by the City Council from time to time.

(12) The City Manager shall provide notice of the public hearing ~~required in subsection (a)(3) of this section~~ prior to the 15th day before the date of the scheduled hearing by publication in an official paper or a paper of general circulation in the County.

(23) Additionally, the City Manager shall provide written notice, with a copy of Tex. Local Government Code § 212.015~~(e)~~, as amended, attached, to the owners of lots on the preceding plat and that are within 500 feet of the lot or lots which are intended to be replatted. The written notice shall be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or a postal depository within the City limits, prior to the 15th day before the scheduled date of the public hearing.



(34) If the proposed replat requires a variance and written protests, signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 500 feet from that area, but within the original subdivision, are filed with the Planning and Zoning Commission and the City Council prior to or at the public hearing referred to in the notice, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the Planning and Zoning Commission ~~and the City Council~~. In computing the percentage of land area within 500 feet of the property to be replatted, the area of streets and alleys shall be included.

(4) If the replat is considered administratively complete, it can then be filed. A replat will require the approval of both the Planning and Zoning Commission and acceptance by the City Council.

(5) In approving a replat which was protested in accordance with subsection (c)(3) of this section, the Planning and Zoning Commission and the City Council may require that the name of the replat be the same as the original subdivision. In such instances, the replatted area shall continue to be considered as part of the original subdivision for future notification purposes.

(f) Certificates and record of approval.

~~(6) The proposed replat, must be filed with the Planning and Zoning Commission and the City Council within six months of the date of each public hearing. If the replat is not filed within six months of each public hearing, a new public hearing shall be required at each level.~~

~~(17) Additionally, I~~ the replat will be annotated with a certificate, substantially in the same form as the applicable certificate; Form "C," "D," or "E," available from the city.

(28) In addition, the replat shall be annotated generally as follows:

"The area being replatted had been previously platted on a plat which is recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, Bexar County Plat and Deed Records."

~~(ge)~~ *Exception.* Compliance with subsection ~~(ee)~~ (34) of this section is not required for approval of a replat of part of a preceding plat if the area to be replatted was designated or reserved for other than single-family residential use by notation on the last legally recorded plat or in the legally recorded deed restrictions applicable to such plat.

Sec. 28-47. - Amending a plat.

(a) Administrative amended plat. Subject to the following requirements, an administrative amended plat may be issued without the approval of the Planning and Zoning Commission and the City Council.

(1) An administrative amended plat shall meet all of the informational and procedural requirements set forth for a final plat, including the required number of copies of the plat, a completed application form, and the required application fee.

- (2) Upon receipt of a favorable recommendation for approval from the City Engineer, the City Manager may approve an amending plat which may be recorded and is controlling over the preceding or final plat without vacation of that plat if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth in this subsection.
- a. The procedures for administrative amended plats shall apply only if the sole purpose of the amending plat is to:
1. Correct an error in a course or distance shown on the preceding plat;
  2. Add a course or distance that was omitted on the preceding plat;
  3. Correct an error in a real property description shown on the preceding plat;
  4. Indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
  5. Show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
  6. Correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats; or
  7. Correct an error in courses and distances of lot lines between two adjacent lots if:
    - (i) Both lot owners join in the application for amending the plat;
    - (ii) Neither lot is abolished;
    - (iii) The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
    - (iv) The amendment does not have a material adverse effect on the property rights of the owners in the plat.
- b. An applicant wishing to amend an approved plat shall file with the City Manager the administrative amended plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection.
- (3) The City Manager may approve administrative amended plats. The City Manager may, for any reason, elect to present the administrative amended plat to the Planning and Zoning Commission and the City Council for consideration and approval. Any decision made on the administrative amended plat by the City Manager shall be approval of the plat. Should the City Manager refuse to approve the administrative amended plat, then the plat shall be referred to the Planning and Zoning Commission and the City Council for review and approval within the time period required by state law.
- (4) Upon the City Manager approving a Plat as provided for herein the City Manager shall, no later than 60 days after the approval, provide the Planning and Zoning Commission written notice of the approval.

(5) An amended plat shall be approved, conditionally approved, or disapproved within thirty (30) days after the filing has been determined to be administratively complete by the City Manager. If the amended plat is disapproved or approved with conditions, the applicant may submit responses to the reason for disapproval or conditional approval. Once responses are submitted by the applicant, the City shall have fifteen (15) days to approve, disapprove, or conditionally approve the amended plat. If the amended plat is disapproved, the applicant may refile.

(b) Other amended plats. Subject to the following requirements, the Planning and Zoning Commission and the City Council may approve and issue an amending plat which may be recorded and is controlling over the preceding or final plat without vacation of that plat if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth in this subsection.

(1) The procedures for amending plats shall apply only if the sole purpose of the amending plat is to:

- a. Amend a plat described in subsection (a)(2)a.;
- b. Relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
- c. Relocate one or more lot lines between one or more adjacent lots if:
  1. The owners of all those lots join in the application for amending the plat;
  2. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
  3. The amendment does not increase the number of lots;
- d. Make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
  1. The changes do not affect applicable zoning and other regulations of the City;
  2. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
  3. The area covered by the changes is located in an area that the Planning and Zoning Commission and the City Council has approved, after a public hearing, as a residential improvement area; or
- e. Replat one or more lots fronting on an existing street if:
  1. The owners of all those lots join in the application for amending the plat;
  2. The amendment does not attempt to remove recorded covenants or restrictions;
  3. The amendment does not increase the number of lots; and
  4. The amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.

(2) ~~An subdivider applicant or other applicant~~ wishing to amend an approved plat shall file with the Planning and Zoning Commission and the City Council the amending plat, together with a copy of the plat being amended and a statement detailing

the amendments being proposed for their consideration and approval under this subsection.

- (c) Notice, a public hearing, and the approval of other lot owners is not required for the approval and issuance of an amending plat.
- (d) Except as provided above, no changes, erasures, modifications, or revisions shall be made in any plat of a subdivision after approval has been given by the Planning and Zoning Commission and accepted by the City Council unless such changes, modifications, or revisions are first filed submitted to and approved by the Planning and Zoning Commission and accepted by the City Council.
- (e) The amended plat shall be entitled and clearly state that it is an "amended plat," and it shall include a detailed "purpose for amended plat" statement which describes exactly what has been changed on the plat since the original (or previous) plat was approved by the City and filed at the county. It shall also state the specific lots affected or changed as a result of the amended plat, and shall include the original subdivision plat boundary. All references to "final plat" or "replat" shall be removed.
- (f) The amending plat shall be filed in the county in the same manner as prescribed for a final plat, and approval of an amending plat shall expire if all filing materials are not submitted to the City within 30 days of approval.
- (g) Filing fees.
  - (1) A filing fee as established by the City Council from time to time shall be paid to the City at the time the administrative amended plat is filed with the City Manager.
  - (2) A filing fee as established by the City Council from time to time shall be paid to the City at the time the amending plat is filed with the Planning and Zoning Commission, reduced by any fee paid under paragraphs (g)(1) or subsection 28-48(d).
  - (3) A filing fee established by the City Council from time to time shall also be paid to the City at the time an amending plat of any kind is filed with the City Council.
  - (4) If the plat being amended has been recorded, the additional recordation fee shall also be deposited with the City.

Sec. 28-48. - Minor plats.

- (a) Minor plats. Subject to the following requirements, a minor plat may be issued without the approval of the Planning and Zoning Commission and the City Council.
  - (1) A minor plat shall meet all of the informational and procedural requirements set forth for a final plat, including the required number of copies of the plat, a completed application form, and the required application fee.
  - (2) A minor plat is a subdivision or development plat resulting in four or fewer lots in a commercial Planned Unit Development District or Mixed-Use District and provided that the plat does not create any new street nor necessitate the extension of any municipal facilities, except sidewalks, as determined by the City Engineer to serve any lot within the subdivision. Any property to be subdivided using a minor plat shall already be adequately served by all required city utilities, and all lots will have frontage on a public roadway.

(3) An [subdividerapplicant](#) wishing to amend an approved plat shall file with the City Manager the minor plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection. A minor plat shall meet all of the informational and procedural requirements set forth for a final plat, and shall be accompanied by all items required by the City Manager, including the required number of copies of the plat, and a completed application form.

(4) Upon receipt of a favorable recommendation for approval by the City Engineer, the City Manager may approve, or approve with conditions a minor plat, or may for any reason elect to present the minor plat to the Planning and Zoning Commission and the City Council for consideration. Should the City Manager refuse to approve the minor plat, then the plat shall be referred to the Planning and Zoning Commission and City Council for review and approval within the time period required by state law.

(5) A minor plat shall be approved, conditionally approved, or disapproved within thirty (30) days after the filing has been determined to be administratively complete by the City Manager. If the minor plat is disapproved or approved with conditions, the applicant may submit responses to the reason for disapproval or conditional approval. Once responses are submitted by the applicant, the City shall have fifteen (15) days to approve, disapprove, or conditionally approve the minor plat. If the minor plat is disapproved, the applicant may refile.

(b) The minor plat shall be entitled and clearly state that it is a "minor plat."

(c) The minor plat shall be filed at the county in the same manner as prescribed for a final plat, and approval of a minor plat shall expire if all filing materials are not submitted to the city within 30 days of approval.

(d) A filing fee as established by the City Council from time to time shall be paid to the City at the time the minor plat is filed with the City Manager.

Sec. 28-49. - Performance agreement.

(a) *Instrument.* When site improvements (other than gas and electric lines) are involved in a plat, an instrument to ensure construction of all site improvements required by these regulations shall be executed by the [subdividerapplicant](#) and filed with the City together with the plat. Such instrument shall be in substantially the same form as the instrument set out in Appendix C.

(b) *Time extension.* No extension to the time limitations set out in such instrument shall be granted by the City Council unless and until the applicant shall have justified such request for extension in writing. The request for time extension must be submitted to the City at least 30 days prior to the time limit set out in the performance agreement. If the City finds that development constraints (excluding pecuniary hardship) justify such a request, a time extension may be granted by the City.

(1) *Sidewalk improvements.* A time extension up to a maximum of three years for completion of sidewalks may be granted by the commission if a sidewalk plan indicating the uncompleted sidewalks and a time schedule for sidewalk

completion is submitted. The sidewalk plan will be submitted for review and approval with the request.

- (2) *All other site improvements.* A maximum one year time extension for completion of site improvements other than sidewalks may be granted by the City if the applicant shows as evidence of good faith performance that the required site improvements are at least 75 percent completed at the time of request.
- (c) *Guarantee.* A guarantee, in an amount sufficient to cover the cost of the remaining site improvements, shall be required if necessary in order for such extension to be granted. Such guarantee must be filed within 30 days of the granting of the extension or the extension shall become null and void. Should the granting of such extension require the filing of any instruments, the fees for recording such instruments shall be paid by the [subdivider/applicant](#) to the City.

Sec. 28-50. - Guarantee of performance.

- (a) An approved plat may be filed for record before the required site improvements are completed if one of the following guarantees of performance is filed with the City within three years after the plat has been approved by the City:

(1) *Performance bond.*

- a. A performance bond will be executed by a surety company licensed to do business in the State in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted improvements required by these regulations (other than gas and electric lines), with the condition that the [subdivider/applicant](#) shall complete such improvements and have them accepted by the City Engineer within three years from the date of plat approval. The performance bond properly executed shall be substantially on the same form as performance bond set out in Appendix C to the ordinance from which this chapter is derived and on file in the City Secretary's office.

- b. The City Manager is authorized to sign the bond instrument on behalf of the City and the City Attorney shall approve the same as to form.

- (2) *Trust agreement.* The [subdivider/applicant](#) shall cause to be placed in a trust account on deposit in a bank or trust company or with a qualified escrow agent selected by the [subdivider/applicant](#) and approved by the City Engineer a sum of money equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted site improvements (other than gas and electric lines) required by these regulations. The trust account shall be established by agreement which shall be substantially in the same form as the trust agreement set out below. The City Engineer is authorized to sign the agreement on behalf of the City and the City Attorney shall approve same as to form.

- ~~(3) *Letter of credit.* The [subdivider/applicant](#) shall provide an irrevocable letter of credit in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted site improvements (other than gas and electrical lines) required by these regulations. The letter of credit, properly executed, shall be substantially in the same form as the letter of credit set out in~~

~~Appendix C to the ordinance from which this chapter is derived and on file in the City Secretary's office. The City Engineer is authorized to sign the agreement on behalf of the City and the City Attorney shall approve same as to form.~~

(34) *Cash or cashier's check.* The [subdividerapplicant](#) shall provide to the City cash or a cashier's check in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unacceptable site improvements (other than gas and electric lines) required by these regulations. Upon completion of the required site improvements and there acceptance by the City Engineer, the amount will be refunded to the [subdividerapplicant](#) by the City.

(b) When an [subdividerapplicant](#) has given security in any of the forms herein provided, and when 50 percent of the required site improvements have been completed and have been accepted by the City Engineer, or whenever any segment or segments of the required site improvements have been completed and have been accepted by the City Engineer, the [subdividerapplicant](#) may substitute for the original guarantee a new guarantee in an amount equal to the cost of the remaining site improvements. The cost estimate shall be approved by the City Engineer. Such new guarantee need not be in the same form as the original guarantee so long as such guarantee is one that is listed in subsection (a) of this section. However, in no event shall the substitution of one security for another in any way change or modify the terms and conditions of the performance agreement or the obligation of the subdivision as specified in the performance bond.

(c) Supplementary guarantees may be required as follows:

(1) One year from the date of plat recordation and annually thereafter until the expiration of the three year period from the date of plat approval, the City Engineer shall review the estimated cost of completing such site improvements as are not then completed and determine the adequacy of the existing performance guarantee. Should the City Engineer determine that the sum set out in the performance guarantee is inadequate to provide for the completion of the uncompleted site improvements at the then prevailing construction costs, he shall require a substitute guarantee to cover the newly estimated cost or a supplemental guarantee to cover the additional sum needed for completion.

(2) If an [subdividerapplicant](#) submits an original performance guarantee after a period of two years has elapsed from the date on which a plat was approved by the City, the actual cost estimate of completing the uncompleted site improvements shall be increased by an amount, based upon a locally recognized construction cost index as approved by the City Engineer, required to cover an estimated inflationary increase in the cost during the duration of the period covered by the performance guarantee.

Sec. 28-51. - Liability of [subdividerapplicant](#).

(a) An [subdividerapplicant](#) shall be held liable to the City for the completion of all site improvements required by these regulations until such time as the improvements shall have been actually completed and accepted by the City.

- (b) If the construction of site improvements has been guaranteed by a form of security described in section 28-49(a), and such improvements have not been completed and accepted by the City within the time period prescribed by these regulations, the City, after written notification has been given to the [subdividerapplicant](#), shall take such action as may be required to cause payment to be made to the City of the amounts of money secured by a guarantee of performance. Such amounts of money shall be used by the City to finance the completion of the required improvements.
- (c) In the event that the amounts of money referred to above are insufficient to finance the completion of the required improvements, the City shall so notify the [subdividerapplicant](#) in writing and shall require the [subdividerapplicant](#) either to complete the improvements without delay or to make available to the City the amount of money required to finance their completion. Should the [subdividerapplicant](#) fail to do either of the above and such failure is not due to strikes, riots, acts of God, acts of public enemy, injunction or other court action, or any other cause similar to those enumerated beyond the [subdividerapplicant](#)'s control, the City shall refer the matter to the City's Attorney for such action as the City's Attorney may deem appropriate to compel the [subdividerapplicant](#) to comply with the provisions of the performance agreement entered into by the [subdividerapplicant](#) as a condition precedent to the approval of the plat by the City, or to pursue any other remedy which may be available to the City. Further, until such time as the required site improvements have been completed and accepted by the City, the City shall refuse to accept from such [subdividerapplicant](#) a performance guarantee under any form which is related to the plat of a subdivision, subsequently filed with the City, in which such [subdividerapplicant](#) has a principal or subsidiary interest. Such a plat, once it has been approved by the City, may be recorded only in the manner prescribed in this chapter.
- (d) The provisions of this section shall not apply if an [subdividerapplicant](#) is prevented from completing and having accepted such required site improvements within the prescribed time by reason of strikes, riots, acts of God, acts of the public enemy, injunction or other cause similar to those enumerated beyond the [subdividerapplicant](#)'s reasonable control. The [subdividerapplicant](#) shall be entitled to an extension of time equal to the time of such delay which shall be fixed by written certification made by the City. It is expressly declared that no such allowance of time will be made unless claimed by the [subdividerapplicant](#) and allowed and certified in writing by the City at the end period of such delay.

Secs. 28-52—28-75. - Reserved.

### **ARTICLE III. - SUBDIVISION DESIGN STANDARDS**

Sec. 28-76. - Provisions for future subdivision.

If a tract is subdivided larger than minimal lot size, such parcels shall be arranged to allow the opening of future streets and logical further subdivision.



Sec. 28-77. - Reserve strips prohibited.

There shall be no reserve strips controlling access to land dedicated or intended to be dedicated to public use. It shall be the responsibility of the [subdivider/applicant](#)/developer/owner of land being platted or replatted that there are no reserve strips controlling access to land dedicated or intended to be dedicated to public use.

Sec. 28-78. - Site improvements.

Streets, alleys, sidewalks and other site improvements required under the provisions of this chapter to be installed in subdivisions by the [subdivider/applicant](#) shall conform to the specifications of this chapter and to the then current policies and regulations of the City, or other approved utility districts or agencies involved with reference to payment for such installations, refunds, credits and other financial arrangements. Requirements for sidewalk and curbs are waived if individual lot size exceeds seven-tenths acre or greater.

Sec. 28-79. - Neighborhood delivery and collection box units.

- (a) The [subdivider/applicant](#) shall coordinate with the U.S. Postal Service for the location and placement of neighborhood delivery and collection box units by the postal service.
- (b) The location of the neighborhood delivery and collection box units shall be shown on the utility layout and approved by the City.

Sec. 28-80. - Blocks.

The length, width and shape of lots shall be such as to:

- (1) Provide adequate building sites suitable to the special needs of the type of use contemplated.
- (2) Accommodate lots of the size and dimensions required by the City's zoning ordinance.
- (3) Provide for convenient access, circulation, control and safety of street traffic.
- (4) Give due regard to the limitations and opportunities of topography and drainage.

Sec. 28-81. - Residential lots.

- (a) *General layout.* The size, width, depth, shape and orientation of lots shall be appropriate for the neighborhood in which the subdivisions is located, and for the type of development and use contemplated. The area of the lots shall be in accordance with the City's zoning ordinance.
- (b) *Lot dimensions.*
  - (1) Lots shall be rectangular in-so-far as practicable. The minimum area of a single-family residential lot served by a private sewer system shall be not less than seven-tenths of an acre in size. The minimum area of a single-family residential lot served by a public sewer system shall not be less than the area specified in the City's zoning ordinance.

- (2) The placing of residential lots facing directly upon a major street shall be avoided, unless lots face upon a marginal access street parallel to such major street. Lots should side or back to major streets and other depreciating land uses.
- (3) The placing of lots at right angles to each other (with rear and side lots adjacent) shall be avoided.
- (4) Side lot lines shall be as nearly perpendicular as practicable to the street the lot faces, or radial to a curved street or cul-de-sac.
- (5) Radial residential lots shall be at least 150 feet wide at the building lines.
- (6) The shortest distance between the intersection of the front building or setback line with the side building lines shall be not less than 80 feet.
- (7) The minimum distance from the front to rear property lines shall be not less than 200 feet measured normal to a line intersecting the two front corners.
- (8) The included angle of the side property lines to the front property line at their intersection with the front property line shall be not more than 120 degrees nor less than 60 degrees.
- (9) The shortest distance between the intersections of the front property line with the side property lines shall be not less than 60 feet.
- (10) The minimum building line set backs for properties in the extraterritorial jurisdiction shall be measured parallel to their respective property lines shall be as specified in the City's zoning ordinance in this subsection:
  - a. Front building line shall be set back 80 feet minimum except for cul-de-sac lots.
  - b. Front building line for cul-de-sac lots shall be set back 50 feet minimum.
  - c. Side building lines shall be set back 30 feet minimum.
  - d. Rear building lines shall be set back 30 feet minimum.
- (c) *Building lines.* Minimum front, side and rear building setback lines shall be shown on all plats and shall not be less than required by the Chapter 36. – ZONING. City's zoning ordinance for properties in the city limits.
- (d) *Access.*
  - (1) Every lot shall have adequate access to a public street by direct frontage on such street of no less than 150 feet.
  - (2) No road or other access to such property shall be closer than 150 feet of the back property line of developed land.
- (e) *Orientation.* Residential lots shall be oriented to take advantage of topography, and the best relationship to the overall design of the neighborhood and to minimize the effects of the surrounding depreciating land uses.
  - (1) Where a residential lot backs up to a railroad right-of-way, high pressure gas lines, or any other land use which may have a depreciating effect on a residential property, and where no marginal access street or other street is provided at the rear of such lot, additional depth shall be required, not to exceed a total of 150 feet. Where a lot sides to any of the above, appropriate additional width shall be required. A planting screen or access buffer easement shall be provided along the line of lots abutting such traffic artery or other disadvantageous land use in accordance with the City's zoning ordinance.

- (2) Depth and width of properties laid out for other than residential purposes shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated.

Sec. 28-82. - Land suitability.

- (a) Every lot shall contain a suitable building site.
- (b) The City may disapprove a plat if the City finds the land to be unsuitable for development due to natural/environmental conditions which may pose a danger to health, safety, or property. Natural/environmental conditions which may render land unsuitable for development include, but are not limited to, flooding, steep slopes, unstable soils, or the presence of a sanitary landfill site. In disapproving a plat, the City shall incorporate its findings, together with the specific facts upon which the findings are based, into the official minutes of the meeting at which the plat is considered.

Sec. 28-83. - Drainage facilities.

Drainage facilities shall be provided and constructed as specified in Appendix A to this chapter.

Secs. 28-84—28-109. - Reserved.

**ORDINANCE NO. O-2019-012**

**AN ORDINANCE AMENDING CHAPTER 28 – SUBDIVISIONS, ARTICLES I – III TO ESTABLISH THE PLANNING AND ZONING COMMISSION AS APPROVAL AUTHORITY FOR PLAT ACTONS, DEFINING A FILING DATE AND ESTABLISHING PLAT PROCEDURES IN COMPLIANCE WITH HOUSE BILL 3167 OF THE 86<sup>TH</sup> TEXAS LEGISLATURE; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City Council of the City of - ("City Council") seeks to promote the public health, safety, morals and general welfare of the municipality and the safe, orderly, and healthful development of the municipality, including its extraterritorial jurisdiction; and

**WHEREAS**, the City Council finds that haphazard laying out of lots and erratic dedication of public infrastructure is harmful to the environment and quality of life; and

**WHEREAS**, the City Council acknowledges that subdivision controls are based on the land registration system, and that land registration is a privilege that local governments such as - have the power to grant or withhold based on compliance with reasonable conditions; and

**WHEREAS**, the City Council's regulation of development is based on the government's legitimate interests in promoting orderly development, insuring that subdivisions are constructed safely, and protecting the future owners from inadequate police and fire protection, inadequate drainage, and unsanitary conditions; and

**WHEREAS**, the City Council has determined that reasonable rules and regulations governing subdivision plats are necessary to maintain water quality, ensure traffic safety, protect the region's livability, and preserve property values; and

**WHEREAS**, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, pursuant to Chapter 212 of the Texas Local Government Code, the City has the authority to adopt rules governing plats and subdivisions of land; and

**WHEREAS**, pursuant to House Bill 3167 (86<sup>TH</sup> Texas Legislature), the City is required to limit review periods to an extent making some notice, hearings, and review by appointed and elected bodies infeasible; and

**WHEREAS**, the City has determined that amending its ordinance related to subdivisions is required by state law; and

**WHEREAS**, the City Council finds that it is necessary and proper for the good government, peace or order of the City of - to adopt an ordinance regulating the subdivision and platting of land.

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

**I**

**CODE AMENDMENT**

Chapter 28- SUBDIVISIONS, Article I. – IN GENERAL, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 28-1. - Short title.

This chapter, along with its attachments, exhibits and amendments, shall be known as the "Subdivision Ordinance" of the City of Shavano Park.

Sec. 28-2. - Jurisdiction.

- (a) The owner of a tract of land located within the limits of the City or in the extraterritorial jurisdiction of the City who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to the City, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared. A division of a tract under this section includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method. A division of land under this section does not include a division of land into parts greater than five acres, where each part has access and no public improvement is being dedicated. This ordinance also applies to the creation of one legal lot when done so through platting.
- (b) No person shall create a subdivision of land within the corporate limits of the City, or within its extraterritorial jurisdiction, without complying with the provisions of this chapter. All plats and subdivisions of any such land shall conform to the rules and regulations herein set forth.

Sec. 28-3. - Extraterritorial jurisdiction.

All ordinances governing plats and subdivisions of land within the City's jurisdiction to promote health, safety, and general welfare of the City and the safe, orderly, and healthful development of the City, are hereby extended and made applicable in the extraterritorial jurisdiction of the City in accordance with ch. 42 of the Texas Local Government Code and ch. 212 of the Texas Local Government Code.

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.

Sec. 28-5. - Adoption of legislative grant of power.

The ordinance from which this chapter is derived is adopted under the authority of the Constitution and laws of the State, including particularly Tex. Local Government Code ch. 212.

Sec. 28-6. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Definitions not expressly prescribed herein are to be construed in accordance with customary usage in municipal planning and engineering practices.

*Alley* means a minor public right-of-way not intended to provide the primary means of access to abutting lots, and which is used primarily for vehicular service access to the back or side of properties otherwise abutting on a public or private alley, and affords only secondary means of access to property abutting thereon.

*Administrative Completeness Review* means a review by the City staff and City Engineer to ensure all submittals are in full compliance with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. The term "Administratively Review" is included in this definition.

*Applicant* means any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the

term "applicant" shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner of land sought to be subdivided.

*Application* means a written request to the City for an approval required by this Chapter that contains all information required by this Chapter and that has been deemed administratively complete by the City.

*Building setback line* means the line within a property defining the minimum horizontal distance between a building and the adjacent street and/or property line.

*Cul-de-sac* means a street having but one outlet to another street, and terminated on the opposite end by a vehicular turnaround.

*Dead-end street* means a street, other than a cul-de-sac, with only one outlet.

*Drainage easement* means an interest in land granted the City, to the public generally, for the construction, use, and maintenance of drainage facilities across, over, and under the private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said drainage facilities.

*Drainage right-of-way* means a public right-of-way granted to the City, to the public generally, for the construction, use and maintenance of drainage facilities across, over and under said public right-of-way.

*Engineer* means a person duly authorized and properly registered under the provisions of the Texas Engineering Registration Act, as heretofore or hereafter amended, to practice the profession of engineering as evidenced by a current Texas Engineer's Seal.

*Filed* or to *File* means the date a plat is administratively complete and ready for consideration for approval by the Planning and Zoning Commission. The official filed date will be when an agenda is posted on City Hall bulletin board for a Planning and Zoning Commission meeting where the plat action will be considered for approval.

*Foundation* means the lowest division of a residence, usually consisting of a masonry slab or a pier and beam structure, that is partly or wholly below the surface of the ground and on which the residential structure rests.

*Lot* means an undivided tract or parcel of land having frontage on a public or private street and which is, or in the future may be, offered for sale, conveyance, transfer or improvement; or which is designated as a distinct and separate tract, and which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed of record.

*Non-access easement* means easement across which vehicular access is prohibited.

*Office* means any office referred to in this chapter by title means the person employed or appointed by the City in that position, or his duly authorized representative.

*Pavement width* means the portion of a street available for vehicular traffic; where curbs are laid, it is the portion between the face of curbs.

*Person* means any individual, association, firm, corporation, governmental agency, or political subdivision.

*Planned unit development (PUD)* means a tract of land developed for residential, office, and commercial uses, or a combination thereof, according to a plan as a single entity that protects adjacent properties, in compliance with these regulations.

*Plat* means a complete and exact plan for the subdivision of a tract of land into lots for building purposes, which, if approved, may be submitted to the County Clerk for recording.

*Amended or Amending Plat* means a revised plat correcting minor errors or making limited changes to the original final plat or as otherwise defined by Chapter 212 of the Texas Local Government Code.

*Final Plat* means the one official and authentic map of any given subdivision of land prepared from actual field measurement and staking of all identifiable points by a surveyor or engineer, with the subdivision location referenced to a survey corner, and with all boundaries, corners and curves of the land division sufficiently described so that they can be reproduced without additional references. The final plat of any lot, tract or parcel of land shall be recorded in the land records of Hays County, Texas. An Amending Plat and replats are also final plats.

*Major Plat* means plats not classified as minor plats, including but not limited to subdivisions of more than four (4) lots, or any plat that requires the construction of a new street (or portion thereof), on-site drainage facilities, or the extension of a municipal facility as required by this or any other City ordinance.

*Minor Plat* means a subdivision resulting in four (4) or fewer lots or Units, provided that the plat is for conveyance purposes only with no development or construction of roads or public improvements proposed, and provided that the plat does not create any new easements for public facilities, nor the extension of any municipal utility facilities to serve any lot within the subdivision.



*Preliminary Plat* means the graphic expression of the proposed overall plan for subdividing, improving and developing a tract, showing in plain view the proposed street and lot layout, easements, dedications and other pertinent features, with such notations as are sufficient to substantially identify the general scope and detail of the proposed development.

*Replatting or Replat* means this is the resubdivision of any part or all of a block or blocks of a previously platted subdivision, addition, lot or tract. Replats eliminate the prior plats as to the area replatted.

*Private drainage easement* means an interest in, and granted to, the City and to the public generally, for the use of a watercourse, drainageway, natural channel or stream across private property. Maintenance of said private drainage is a responsibility of the property owner.

*Private streets* means any non-public right-of-way used for vehicular access and constructed and maintained by a private entity.

*Reserve strip* means any unplatted parcel of land that prevents access to platted property.

*Safety lane* means a designated area on an approved plat which has a primary purpose of providing access for safety vehicles in any development where public streets do not adequately provide such access.

*Street* means a public or private right-of-way, however designated, which provide vehicular access to adjacent land. A "street" includes a public or private thoroughfare or highway, as well as alley ways.

- (1) A secondary street primarily provides vehicular circulation to various sections of the City.
- (2) A collector street primarily provides circulation within neighborhoods, to carry traffic from minor streets to arterial streets, or to carry traffic through or adjacent to commercial or industrial areas.
- (3) A marginal access street is a street which is parallel to and adjacent to an arterial street, which primarily provides access to abutting properties and protection from through traffic.
- (4) A minor street is one used primarily for access to abutting residential property.

*Subdivision* means a division of any tract of land situated within corporate limits, or within or partly within the extraterritorial jurisdiction of the City, into two or more parts for the purpose of laying out any subdivision of any tract of land or any addition of any town or City, or for laying out suburban lots or building lots, or any lots, and streets, alleys, or parts or other portions intended for public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto. The term "subdivision" includes re-subdivision.

*Surveyor* means a licensed State land surveyor or a registered professional land surveyor, as authorized by the State statutes to practice the profession of surveying, as evidenced by a valid State seal.

*Utility easement* means an interest in land granted to the City, to the public generally, and/or to a private utility corporation, for installing or maintaining utilities across, over and under private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said utilities.

Sec. 28-7. - Enforcement.

In addition to any other remedy provided by law, the City and its agents shall have the right to:

- (1) Enjoin the violation or threatened violation of this chapter by the owner of a tract of land by injunction issued by a court of competent jurisdiction; or
- (2) Recover damages from the owner of a tract of land in an amount adequate for the City to undertake any construction or other activity necessary to bring about compliance with this chapter. The reference in this section to "owner of a tract of land" does not include the owner of an individual lot in a subdivided tract of land.

Sec. 28-8. - General conditions and restrictions.

- (a) It is unlawful for the County Clerk to receive or record any such plan, plat or replat, unless and until the same shall be approved by the City.
- (b) No plat will be approved with a septic system unless the system is approved by the City in the location indicated on the plat.
- (c) No permit will be issued for any structure on a lot in a subdivision for which a final plat has not been approved and filed for record, nor for any structure on a lot within a subdivision in which the standards contained herein have not been complied with in full.
- (d) The City will not permit the repair, maintenance, installation or construction of any streets or public utility services in any subdivision for which a final plat has not been approved nor in which the standards contained herein or referred to herein have not been complied with in full.
- (e) The connection of water, sewer, electricity, gas and other utility services to a subdivision shall be in accordance with the provisions of section 28-44(7).
- (f) On behalf of the City, the City's Attorney shall, when directed by the City Council, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this chapter or the standards referred to herein with respect to any violation thereof which occurs within the City, within the extraterritorial jurisdiction of the City, as determined under the Municipal Annexation Act, or within any area subject to all or a part of the provisions of this chapter.
- (g) If any subdivision exists for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full,

the City Council shall pass a resolution reciting the fact of such noncompliance or failure to secure final plat approval, and citing the fact that the provisions of subsections (a) through (e) of this section will apply to the subdivision and the lots therein, the City Secretary shall, when directed by the City Council, cause a certified copy of such resolution under the corporate seal of the City to be filed in the deed records of the County. If full compliance and final plat approval are secured after the filing of such resolution, the City Secretary shall forthwith file an instrument in the deed records of the County nullifying the previously recorded instrument.

- (h) The provisions of this section shall not be construed to prohibit the issuance of permits for any lots upon which a residential building exists and was in existence prior to passage of this chapter; nor to prohibit the repair, maintenance, or installation of any street or public utility services for, to or abutting any lot, the last recorded conveyance of which prior to passage of the ordinance from which this chapter is derived was by metes and bounds, and/or any subdivision or lot therein, recorded or unrecorded, which subdivision or lot was in existence prior to the passage of the ordinance from which this chapter is derived.
- (i) Dedication and maintenance of streets. Disapproval of a plat by the Planning and Zoning Commission shall be deemed a refusal by the City to accept the offered dedication shown thereon. Approval of a plat shall not be deemed an acceptance of the proposed dedications and shall not impose any duty upon the City concerning the maintenance of or improvements of any such dedicated parts until the proper authorities of the City have actually appropriated the same by entry, use or improvements. It shall be unlawful for any officer or employee of the City to maintain the streets in a subdivision, and the City will not accept or maintain said streets, unless and until such streets have been surfaced, the required utilities and drainage facilities have been installed and such improvements have been accepted in writing by the City and the City Engineer. Each street dedication shall specifically state in all capital letters ten font bold print (1) if the City is responsible for maintenance, repairs and utilities costs associated with lighting fixtures, and if the City will be responsible, (2) the annual estimated cost thereof. In the absence of such language, all cost and responsibility for lighting fixture maintenance, repairs and utilities costs shall be retained by the developer or its designee.

#### Sec. 28-9. - Variances by Council.

An applicant who requests a variance from the regulations of this Chapter must submit their request to the City Council for approval before filing the plat action with the Planning & Zoning Commission. The City Council may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the City Council shall prescribe only conditions that it deems necessary to or desirable in the public interest. In making the finding herein below required, the City Council shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such variance upon traffic

conditions and upon the public health, safety, convenience and welfare in the vicinity. No variance shall be granted unless the City Council finds:

- (1) That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this chapter. Such findings of the City Council, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the City Council meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the applicant, standing alone, shall not be deemed to constitute undue hardship;
- (2) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area;
- (3) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of this land;
- (4) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
- (5) That the application fee has been paid in accordance with the City fee schedule.

#### Sec. 28-10. - Authority of City Engineer.

The City Engineer is hereby authorized and directed to promulgate rules, regulations standards and specifications for the construction, installation, design, location and arrangement of streets, curbs, street lights, street signs, alleys, utility layouts, utility easements, gates for utility easements, sidewalks, water supply and water distribution systems, fire hydrants, sewage disposal systems, septic tanks, water wells, monuments, criteria for drainage easement requirements, drainage facilities, and crosswalk ways. He shall recommend to the City Council any changes to be made. No such rules, regulations, standards and specifications shall conflict with this chapter or any other ordinance of the City. All such improvements shall be constructed, installed, designed, located and arranged by the applicant in accordance with such rules, regulations, standards and specifications in Appendix A to this chapter.

#### Sec. 28-11. – Applicant's responsibility for costs.

The responsibility for all costs of the in-place improvements as required by this chapter shall be borne by the applicant.

#### Sec. 28-12—28-40. – Reserved

## II

### CODE AMENDMENT

Chapter 28 – SUBDIVISIONS, Article II. – PLAT PROCEDURES, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 28-41. - Preliminary conference.

Prior to the official filing of a any plat, the applicant shall consult with and present proposed plan of subdivision to the City staff for comments and advice on the procedures, specifications and standards required by the City for the subdivision of land. This preliminary conference begins the administrative completeness review by City staff and the City Engineer.

Sec. 28-42. - Preliminary plat and data.

- (a) *General.* The applicant shall cause to be prepared a preliminary plat by a licensed engineer or surveyor in accordance with this chapter. Under no circumstances may a preliminary plat be filed for final plat approval.
- (b) *Filing fee.* Each preliminary plat shall be accompanied by a filing fee as established by the City Council from time to time. In addition, a deposit to cover the costs of the City Engineer and any other professional consultant the City may contract to administratively review the plat may be required.
- (c) *Overall preliminary layout plat of larger tract of a master plan.* Where the proposed subdivision constitutes a unit of a larger tract owned by the applicant which he intends to subsequently subdivide as additional units of the same subdivision, the subdivision plat shall be accompanied by a layout of the entire area showing the tentative layout of streets, blocks and drainage for such area. The overall layout, or Master Plan, if approved by the City shall be attached to and filed with a copy of the approved subdivision plat in the permanent files of the City. Thereafter, fractional plats of subsequent units of such subdivision must be filed for preliminary plat approval, and shall conform to such approved overall layout on the plat. The applicant may request that the original approved Master Plan be amended and reapproved.
- (d) *Copies required.* The applicant shall submit the applicable number of black or blue line copies of the plat with the City staff.
- (e) *Preliminary fees.* Said preliminary plat shall be accompanied by all plat administration and filing fees, which are established from time to time by the City Council.
- (f) *Form and content.* The preliminary plat shall be drawn on sheets 24 inches wide and 36 inches long, with a binding margin of not less than 2½ inches on the left side of the sheet and margins on the other three sided of not less than three-eighths inches. The plat shall be drawn to scale of 100 feet to one inch. When more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat. The plat shall show the following:
  - (1) Names and addresses of the applicant, record owner, and engineer or surveyor.
  - (2) Describe the subdivision by metes and bounds.

- (3) Locate the subdivision with respect to a corner of the survey or tract or an original corner of the original survey or which it is a part.
  - (4) Proposed name of the subdivision, which shall not have the same spelling as, or be pronounced similar to, the name of any other subdivision located within the City or within five miles of the City.
  - (5) Names of contiguous subdivisions and or indication of whether or not contiguous properties are platted.
  - (6) Subdivision boundary lines, indicated by heavy lines, the dimensions of the subdivision, and the approximate acreage of the subdivision.
  - (7) Existing sites as follows:
    - a. The location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries.
    - b. The location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, and other sites within or contiguous with the subdivision.
    - c. The location and dimensions of all existing improvements on the property to be platted, including buildings, utilities and parking areas.
  - (8) The location, dimensions, description and name of all proposed streets, alleys, parks, public areas, reservations, easements or other right-of-way, blocks, lots and other sites within the subdivision.
  - (9) Date of preparation, scale of plat and north arrow.
  - (10) Topographical information shall include contour lines on a basis of two vertical feet in terrain with an average slope of five percent.
  - (11) A number or letter to identify each lot or site and each block. Said number shall be coordinated by the developer with the County Clerk to prevent duplication.
  - (12) Front building setback lines on all lots and sites.
  - (13) Side yard building setback lines at street intersections and crosswalk ways.
  - (14) Location map at a scale of not more than 4,000 feet to an inch which shall show existing adjacent subdivisions and major streets.
- (g) *Accompanying data.*
- (1) Proposed master plan of all of developer's property when subdivision is a part of a larger tract which shall be prepared using the same scale as the preliminary plat showing:
    - a. Existing and proposed subdivisions, including streets, lots, parks and drainage easements and rights-of-way.
    - b. Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning boundaries, if they lie within the vicinity map.
    - c. The general drainage plan, flow line of existing watercourses, existing drainage structures, ultimate destination of water, and floodplain boundaries.
  - (2) A letter of authorization from the owner of the land area to be platted, acknowledging that the plat request is being filed with the City and authorizing said engineer and/or surveyor to act in his behalf.

- (3) A letter from the owner or engineer/surveyor acting in his behalf requesting any and all variances from this chapter which might be proposed.
- (4) Construction plans and cost estimates for any and all off-site improvements proposed and/or required as a condition for approval of said plat as set out in section 28-44(2)a through e.
- (h) *Processing of preliminary plat.*
  - (1) The City staff will review the preliminary plat for administrative completeness as to its conformity with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. This step does not constitute the filing of a formal application for approval of the preliminary plat, nor does it necessitate the filing fee to be paid at this time.
  - (2) If the preliminary plat is found to be administratively complete, it can then be filed. A preliminary plat will require the approval of the Planning and Zoning Commission and acceptance by the City Council before the applicant can file the final plat.
  - (3) The Planning and Zoning Commission may disapprove, approve or conditionally approve with modifications the preliminary plat. The Planning & Zoning Commission shall provide the applicant a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition for the conditional approval or reason for disapproval.
  - (4) If the Planning and Zoning Commission disapproves, approves, or conditionally approves with modifications the preliminary plat, and the applicant elects to continue, the preliminary plat will be considered for approval by the Planning and Zoning Commission.
  - (5) Any preliminary plat that is approved or conditionally approved shall be sent to the City Council for acceptance.
  - (6) After a conditional approval or disapproval by the Planning & Zoning Commission, the applicant may submit to the City a written response that satisfies each condition for the conditional approval or disapproval provided.
  - (7) After receipt of the applicant's response, the city will then have up to fifteen (15) days to approve or disapprove the Plat application.
  - (8) The Planning and Zoning Commission shall approve a previously conditionally approved or disapproved preliminary plat if the response adequately addresses each condition of the conditional approval or each reason for the disapproval.
  - (9) The Planning and Zoning Commission shall act on the preliminary plat within 30 days after the date the preliminary plat is filed with the City. A preliminary plat is considered approved unless it is disapproved within the 30-day period.
  - (10) Approval or conditional approval of a preliminary plat by the Planning and Zoning Commission shall be deemed an expression of approval of the layout shown on the preliminary plat in order to proceed with the design of streets, water, sewer and other required improvements and utilities and to the preparation of the final plat. Approval or conditional approval of a preliminary plat shall not constitute approval of the final plat, automatically or otherwise.

- (113) Approval or conditional approval of a preliminary plat shall be effective for one year unless reviewed by the City Engineer at the request of the City in light of new or significant information which would necessitate a revision of the preliminary plat. If the City Engineer should deem changes in a preliminary plat are necessary as defined above, the City Engineer shall so inform the City staff, who shall so inform the applicant, in writing.
- (124) If no development has occurred which would affect the proposed plat after one year of effective approval, the City Council may, upon the application of the applicant, extend the approval an additional six months.
- (13) Any plat that is disapproved after the City has reviewed the response in the form of an amended application may be refiled at any time as a new plat application.
- (14) Any preliminary plat which is approved or conditionally approved by the Planning and Zoning Commission shall be forwarded to the City Council for acceptance.

Sec. 28-43. - Standards for approval.

The Planning and Zoning Commission shall approve a preliminary plat if:

- (1) The preliminary plat conforms to the general plan of the City and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
- (2) The preliminary plat conforms to the general plan for the extension of the City and its roads, streets, and public highways within the City and its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- (3) The preliminary plat conforms to the provisions of this chapter.

Sec. 28-44. - Final plat and accompanying data.

If the preliminary plat is approved or conditionally approved with modifications, and the applicant elects to continue, the applicant must submit the final plat and accompanying data (together with applicable required filing fees and deposits) as outlined in subsection (3) of this section.

(1) *Form and content of plat.*

- a. The final plat shall conform to the preliminary plat as conditionally approved by the City incorporating any and all changes, modifications, alterations, corrections and conditions recommended by the City Engineer.
- b. The final plat shall be on sheets 18 inches wide and 24 inches long and 2½ inches on the left side of the street, and margins of not less than three-eighths inches on the other three sides. The plat shall be drawn at a scale of 100 feet to one inch. Where more than one sheet is necessary to accommodate the entire computed area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat.
- c. The final plat shall be submitted in ten copies, together with the original, and shall contain all of the features required for preliminary plats in section 28-42(f) and shall also include the following:



1. The exact location, dimensions, names and description of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, with accurate dimensions, bearing or deflecting angles and radii, computed area, and central angle, tangent distance and length of all curves, where appropriate.
2. The exact location, dimensions, description and name of all proposed streets, alleys, parks, other public areas, reservations, easements or other rights-of-way, blocks, lots, monuments, and other sites within the subdivision with accurate dimensions, bearing or deflecting angles and radii, area and central angles, tangent distance and length of all curves, where appropriate. All lot corners shall be marked with one-half inch diameter x two feet long iron pins.
3. Owner's Acknowledgement as follows:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

The owner of the land shown on this plat, and whose name is subscribed hereto, and in person or through a duly authorized agent, dedicates to the City of Shavano Park, Texas, for the use of the public forever all streets, alleys, parks, watercourses, drains, easements, and the water and sewer lines in all of the aforesaid public places and all other public places thereon shown for the purpose and consideration therein express.

_____	
Owner	

STATE OF TEXAS	X
COUNTY OF BEXAR	X

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ 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 consideration therein expressed, and in the capacity therein stated.

GIVEN under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

_____	
Notary Public, State of Texas	

4. Certification of the Surveyor responsible for surveying the subdivision area, attesting to its accuracy:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

_____	
Registered Professional Surveyor	

(Surveyor's Seal)

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

_____	
Notary Public, State of Texas	

5. A certificate by the engineer responsible for the preparation of the final plat and supporting data, attesting to its accuracy:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I hereby certify that proper engineering consideration has been given this plat to the matters of streets, lots, and drainage layout.

_____	
Registered Professional Surveyor	

(Engineer's Seal)

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

_____	
Notary Public, State of Texas	

6. Certification by City Engineer:

The City Engineer of the City of Shavano Park hereby certifies that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which his approval is required.

_____	
City Engineer	

7. Approval of the Planning and Zoning Commission of the City

This plat of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 19\_\_\_\_\_.

By:	_____
	Chairman
By:	_____
	City Secretary

8. Acceptance by the City Council of the City

This plat of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ has been submitted to and considered by the City Council of the City of Shavano Park, Texas, and is hereby accepted by such City Council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 19\_\_\_\_\_.

By:	_____
	Mayor
By:	_____
	City Secretary

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I, \_\_\_\_\_, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, OF THE \_\_\_\_\_ DAY OF \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, A.D. 19\_\_\_\_\_ AT \_\_\_\_\_ .M. IN THE RECORDS OF \_\_\_\_\_ OF SAID COUNTY, IN BOOK VOLUME \_\_\_\_\_ ON PAGE \_\_\_\_\_.

IN TESTIMONY WHEREOF, WITNESS MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ A.D.19\_\_\_\_\_.

	County Clerk
	Bexar County, Texas
By:	_____

- (2) *Accompanying data.* All plans and calculations shall bear the seal of an engineer and, where applicable, all trenches in excess of five feet in depth at construction sites in the City and its extraterritorial jurisdiction must be construed and operated in accordance with OSHA standards. When filed, the final plat shall be accompanied by the following site improvement data:
- a. *Streets, alleys, sidewalks, crosswalk ways.* Three copies of plans and profiles of all streets, alleys and plans for sidewalks and crosswalk ways and three copies of construction specifications and of detailed cost estimates which shall include a 15 percent contingency. Plans are to be drawn at a scale of one inch equals 50 feet, longitudinal, and one inch equals five inches, vertical. Bench marks using USGS data are required.
  - b. *Sanitary sewers.*
    1. Three copies of plans and profiles of proposed sanitary sewer lines indicating type, sizes, depths, and grades of lines. Plan shall be to a scale of at least 100 feet to an inch with contours and scaled lot dimensions as on plat and shall show existing as well as proposed sewers.
    2. When a separate sewer system or treatment plant is proposed, three copies of proposed plans.
    3. Two copies of construction specifications and detailed cost estimates.
  - c. *Septic system.* When sewer service for the proposed plat is to be so provided by septic tanks, written approval by the appropriate public agency having installation permit and operation control jurisdiction. Such written approval shall state that approval for septic tank systems for each proposed property is granted and installation permits will be issued for same upon request after plat recordation.
  - d. *Recharge zone.* When a sewer or septic system is proposed within the recharge zone of the Edwards Aquifer within the City or its extraterritorial jurisdiction, written approval as required by the appropriate State agency having review and enforcement authority jurisdiction regarding the Texas Administrative Code, 31 TAC §§ 331.1—331.11 or the latest revision thereof regulating such systems.
  - e. *Water lines.*
    1. Three copies of plans of all proposed water lines and fire hydrants, showing type and sized of the lines. The plan shall be prepared at a scale of at least 100 feet to an inch and shall contain scaled lot dimensions as shown on the plat.
    2. When a separate water system is planned, three copies of the plans, including water lines and hydrants.
    3. Two copies of construction specifications and detailed cost estimates.
  - f. *Storm drainage.*
    1. Three copies of the storm drainage plan, prepared to scale of 100 feet to an inch and with the same contours and scaled lot sizes as shown on the

plat. All street widths and grades shall be indicated, and runoff figures shall be indicated on the outlet and inlet side of all drainage ditches and storm sewers and, at request of City Engineer, at all points in the street at changes of grade or where the water enters another street or storm sewer or drainage ditch. Drainage easements shall be indicated.

2. A general location map of the subdivision showing the entire watershed (U.S.G.S. Quadrangle is satisfactory).
3. Calculations showing the anticipated stormwater flow, including watershed area, percent runoff, and time of concentration. When a drainage ditch or storm sewer is proposed calculations shall be submitted, showing basis for design.
4. When a drainage channel or storm sewer is proposed, three copies of complete plans, profiles, and specifications shall be submitted, showing complete construction details.
5. When conditions upstream or downstream form a proposed channel or storm sewer do not permit maximum design flow, high water marks based on 100-year frequency shall be indicated, based upon existing conditions.

g. *Additional requirements.*

1. Tax certificates from the City, the School District and the County which indicate that all ad valorem taxes have been paid up to and including the current year on all land included within the final plat.
2. Letters of certification by the proper authorized official of each public utility company or board involved to be inscribed on the respective utility layouts required herein certifying approval of the same by said utility company or board.
3. A letter from the applicant authorizing the City to file the plat for record.
4. A performance agreement in a format as described in this chapter and which is sufficient to guarantee the applicant will complete any and all required improvements within two years after approval of such plat.

(3) *Processing final plat.*

- a. As soon as practicable after the preliminary plat is approved or conditionally approved with modifications, the applicant shall submit to the City staff the proposed final plat of the subdivision or portion thereof for Administrative Completeness Review.
- b. If desired by the applicant and approved by the Planning and Zoning Commission, the final plat may constitute only that portion of the approved preliminary plan which he proposes to record and develop. However, such portion shall conform to all the requirements of this chapter.
- c. Except as hereinafter provided, no final plat will be considered unless a preliminary plat has been filed and approved or conditionally approved with modifications.
- d. A final plat of an approved or conditionally approved preliminary plat or a portion thereof shall be submitted to the City staff for an administrative

completeness review of the plat within 12 months of the date of approval or conditional approval with modifications of the preliminary plat; otherwise, the approval of the City shall become null and void, unless an extension of time is applied for and granted by the Planning and Zoning Commission.

- e. The City staff will review the final plat for administrative completeness as to its conformity with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. This step does not constitute the filing of a formal application for approval of the final plat, nor does it necessitate the filing fee to be paid at this time.
- f. If the final plat is considered administrative complete, it can then be filed to the Planning and Zoning Commission. A final plat will require the approval of the Planning and Zoning Commission and the acceptance by the City Council before the applicant can record the plat.
- g. The Planning and Zoning Commission may disapprove, approve, or conditionally approve the final plat.
- h. If the Planning and Zoning Commission approves the final plat, and the applicant elects to continue, the final plat will be submitted for acceptance to the City Council.
- i. Any final plat that is approved shall be sent to the City Council for acceptance.
- j. After a disapproval by the Planning & Zoning Commission the applicant may submit to the City a written response that satisfies each condition for the conditional approval or disapproval provided.
- k. After receipt of the applicant's response, the City will then have up to fifteen (15) days to approve or disapprove the Plat application.
- l. The City shall approve a previously disapproved final plat if the response adequately addresses each reason for the disapproval.
- m. The Planning and Zoning Commission shall act on the final plat within 30 days after the date the final plat is has been filed. After approval or conditional approval of a final plat by the Planning and Zoning Commission the final plat shall be forwarded to the City Council for acceptance. A final plat is considered approved by the City unless it is disapproved within the 30-day period.
- n. If the final plat is disapproved, the City shall inform the applicant in writing of the reasons at the time such action is taken if the applicant requests the reasons in writing.
- o. After the final plat has been approved and applicant has performed as prescribed in Section 28-49 for the purpose of insuring construction of all site improvements required by this chapter (including water and sewer service facilities, but excluding gas and electric lines), the City Council shall cause the final plat to be recorded with the County Clerk. No plat shall be filed for record without written consent of the applicant. If the applicant fails to give such written consent, the City Council may cancel such approval.

- p. Payment of all platting fees as established by the City Council from time to time is required by the City before final plat approval.
- q. Any plat that is disapproved after the city has reviewed the response in the form of an amended application may be refiled at any time as a new plat application.

(4) *Certificates and record of approval.*

- a. If a final plat is approved, the Planning and Zoning Commission and the City Council giving the approval and acceptance of plat shall each endorse the final plat with a certificate indicating the approval. The first certificate must be signed by the Chairman of the Planning and Zoning Commission and attested by the City Secretary. The second certificate must be signed by the Mayor or Mayor Pro Tem and the City Secretary.
- b. If the Planning and Zoning Commission fails to act on a final plat within the prescribed period, the Planning and Zoning Commission shall issue a certificate stating the date the final plat was filed and that the Planning and Zoning Commission failed to act on the final plat within the period. This certificate is effective in place of the certificate required by subsection (4)a of this section.
- c. Both the Planning and Zoning Commission and the City Council shall maintain a record of each application made to each body and the action taken on it. On request of an owner of an affected tract, the Planning and Zoning Commission and the City Council shall each certify the reasons for the action taken on an application.

(5) *Standards for approval.* The Planning and Zoning Commission shall approve a final plat if:

- a. The final plat conforms to the general plan of the City and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
- b. The final plat conforms to the general plan for the extension of the City and its roads, streets, and public highways within the City and its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- c. The final plat conforms to the provisions of this chapter.

(6) *Certification regarding compliance with plat requirements.*

- a. For the purposes of this subsection, land is considered to be within the jurisdiction of the City if the land is located within the City limits or in the extraterritorial jurisdiction of the City.
- b. On the approval of the final plat by the Planning and Zoning Commission, the City staff shall notify the person applying for the approval a certificate stating the final plat has been reviewed and approved by the Planning and Zoning Commission and accepted by the City Council.
- c. On the written request of an owner of land, an entity that provides utility service or the City Council shall make the following determinations regarding the owner's land or the land in which the entity or City Council is interested that is located within the jurisdiction of the City:

1. Whether a plat is required under this chapter for the land; and
  2. If a plat is required, whether it has been prepared and whether it has been reviewed and approved by the Planning and Zoning Commission and accepted by the City Council.
- d. The request made under subsection (6)c of this section must identify the land that is the subject of the request.
- e. If the City Council determines under subsection (6)c of this section that a plat is not required, the City Council shall issue to the requesting party a written certification of that determination. If the City Council determines that a plat is required and that the plat has been prepared and has been reviewed and approved by the Planning and Zoning Commission and accepted the City Council, the City Council shall issue to the requesting party a written certification of that determination.
- f. The City Council shall make its determination within 20 days after the date it receives the request under subsection (6)c of this section and shall issue the certificate, if appropriate, within ten days after the date the determination is made.

*(7) Connection of utilities.*

- a. Except as provided by subsection (7)c of this section, an entity described by subsection (7)b of this section may not serve or connect any land with water, sewer, electricity, gas, or other utility service unless the entity has been presented with or otherwise holds a certificate applicable to the land issued under subsection (6) of this section.
- b. The prohibition established by subsection (7)a of this section applies only to:
1. A municipality and officials of a municipality that provided water, sewer, electricity, gas, or other utility service;
  2. A municipally owned or municipally operated utility that provides any of those services;
  3. A public utility that provides any of those services;
  4. A water supply or sewer service corporation organized and operating under chapter 76, Acts of the 43rd Legislature, 1st called session, 1933 (Tex. Civil Statutes, art. 1434a), that provides any of those services;
  5. A county that provides any of those services; and
  6. A special district or authority created by or under State law that provides any of those services.
- c. An entity described by subsection (7)b of this section may serve or connect land with water, sewer, electricity, gas, or other utility service regardless of whether the entity is presented with or otherwise holds a certificate applicable to the land issued under subsection (6) of this section, if:
1. The land is covered by a development plat approved under Tex. Local Government Code ch. 212, subch. B or under an ordinance or rule relating to the development plat;



2. The land was first served or connected with service by an entity described by subsection (7)b.1, 2 or 3 of this section before September 1, 1987;
3. The land was first served or connected with service by an entity described by subsection (7)b.4, 5 or 6 of this section before September 1, 1989;
4. The City Council issues a certificate stating that:
  - (i) The land, before September 1, 1995, was sold or conveyed to the person requesting service by any means of conveyance, including a contract for deed or executory contract;
  - (ii) The land is located in a subdivision in which the entity has previously provided service;
  - (iii) The land is located outside the limits of the City;
  - (iv) The land is located in an "affected county" as that term is defined by Tex. Local Government Code § 232.021; and
  - (v) Construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997.
- d. An entity described by subsection (7)b of this section may provide utility service to land described by subsection (7)c.4 of this section only if the person requesting service:
  1. Is not the land's applicant or the applicant's agent; and
  2. Provides to the entity a certificate described by subsection (7)c.4 of this section.
- e. A person requesting service may obtain a certificate under subsection (7)c.4 of this section only if the person provides to the Planning and Zoning Commission and the City Council either:
  1. A copy of the means of conveyance or other documents that show that the land was sold or conveyed to the person requesting service before September 1, 1995, and a notarized affidavit by that person that states that construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997; or
  2. A notarized affidavit by the person requesting service that states that the property was sold or conveyed to that person before September 1, 1995, and that construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997.
- f. On request, the Planning and Zoning Commission and the City Council shall provide to the Attorney General and any appropriate local, county, or State law enforcement official a copy of any document on which the Planning and Zoning Commission and the City Council relied in determining the legality of providing service.

- g. This subsection (7) may not be construed to abrogate any civil or criminal proceeding or prosecution or to waive any penalty against an applicant for a violation of a State or local law, regardless of the date on which the violation occurred.

Sec. 28-45. - Vacating a plat.

- (a) The force and effect of a recorded plat may be destroyed by properly executing and recording an instrument declaring such plat to be vacated. The instrument shall be substantially in the same form as the applicable Vacating Declaration, which is on file in the office of the City Secretary. The executed Vacating Declaration shall be filed with the Planning and Zoning Commission and the City Council together with seven copies of the plat to be vacated, and following approval by the Planning and Zoning Commission and acceptance by the City Council, filed in the deed records of the County.
- (b) If the Vacating Declaration is filed with the Planning and Zoning Commission and the City Council prior to the sale of any lot on the plat being vacated, a declaration in substantially the same form as the declaration Form A on file in the City Secretary's office must be signed and acknowledged by the proprietors of the land covered by the plat being vacated.
- (c) In cases where lots have been sold, the plat or any part thereof may be vacated upon the execution and recordation of a declaration in substantially the same form as the declaration Form B on file in the City Secretary's office. Such declaration requires the signature and acknowledgment of all of the owners of lots in the plat being vacated.
- (d) Upon filing the Vacating Declaration, a filing fee shall be paid in addition to the required recordation fee. Such fees shall be as established by the City Council from time to time.
- (e) The resubdivision of the land that is covered by a plat that is vacated shall be platted in the same as is prescribed by these regulations for an original plat.
  - (1) A copy of the applicable Vacating Declaration shall be filed with the resubdivision plat.
  - (2) In addition, the resubdivision plat shall be annotated as follows:

"The area being resubdivided in this plat had been previously platted on a plat which is recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, Bexar County Plat and Deed Records, and was vacated through a Vacated Declaration being recorded on the same date as this resubdivision plat."
- (f) If the applicant so desires, the Vacating Declaration and the resubdivision plat may be filed and processes simultaneously.

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 accepted by the City Council.
- (b) *Additional conditions.* In addition to the provisions of subsection (a) of this section:
- (1) If during the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to not more than two dwelling units per lot; or
  - (2) If any lot in the preceding plat was limited by deed restrictions to residential use for not more than two dwelling units per lot, the procedures outlined in subsection (c) of this section shall be followed before the approval of the Planning and Zoning Commission and the City Council can be given.
- (c) *Administrative Completeness Review.*
- (1) Prior to the official filing of a replat, the requesting person shall consult with and present proposed replat to the City staff for comments and advice on the procedures, specifications and standards required by the City for the subdivision of land. This preliminary conference begins the administrative completeness review by City staff and the City Engineer.
  - (2) The applicant shall provide to the City Manager written notice of intention to file with the Planning and Zoning Commission and the City Council a replat to which the conditions stated in subsection (b)(1) or (2) of this section apply. The requesting person shall provide to City staff the replat fee as established by the City Council from time to time; a map of the preceding plat annotated with a 500-foot radius around the area proposed to be replatted and indicating any areas which were previously vacated or replatted; and a list of the names and addresses of the owners of lots that are in the original subdivision and that are within 500 feet of the lot or lots to be replatted (as indicated on the most recently approved City ad valorem tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved County tax roll of the property upon which the replat is requested). The list shall be signed by the applicant, notarized, and dated. In lieu of providing the property owner names and addresses, the applicant may elect to have City staff prepare the list upon payment of the notification list fee established by the City Council from time to time.
- (d) *Procedures for Replat without variance or exception.* If the proposed replat does not require a variance or exception, the following procedures and specifications in addition to those contained elsewhere in this chapter shall apply:
- (1) If it is determined during the Administrative Completeness Review that the proposed replat does not require a variance or exception, the City Manager shall not later than the 15th day after the date the replat is approved, provide written notice by mail of the approval of the replat to each owner of a lot in the original subdivision that is within 500 feet of the lot or lots to be replatted according to the most recent municipality or county tax roll.

- (2) If the replat is considered administratively complete, it can then be filed. A replat will require the approval of the Planning and Zoning Commission and acceptance of the City Council.
- (e) *Procedures for Replat requiring a variance or exception.* If it is determined during the Administrative Completeness Review that the proposed replat requires a variance or exception, the following procedures and specifications in addition to those contained elsewhere in this chapter shall apply:
- (1) The City Manager shall provide notice of the public hearing prior to the 15th day before the date of the scheduled hearing by publication in an official paper or a paper of general circulation in the County.
  - (2) Additionally, the City Manager shall provide written notice, with a copy of Tex. Local Government Code § 212.015, as amended, attached, to the owners of lots on the preceding plat and that are within 500 feet of the lot or lots which are intended to be replatted. The written notice shall be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or a postal depository within the City limits, prior to the 15th day before the scheduled date of the public hearing.
  - (3) If the proposed replat requires a variance and written protests, signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 500 feet from that area, but within the original subdivision, are filed with the Planning and Zoning Commission and the City Council prior to or at the public hearing referred to in the notice, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the Planning and Zoning Commission. In computing the percentage of land area within 500 feet of the property to be replatted, the area of streets and alleys shall be included.
  - (4) If the replat is considered administratively complete, it can then be filed. A replat will require the approval of the Planning and Zoning Commission and acceptance by the City Council.
  - (5) In approving a replat which was protested in accordance with subsection (c)(3) of this section, the Planning and Zoning Commission and the City Council may require that the name of the replat be the same as the original subdivision. In such instances, the replatted area shall continue to be considered as part of the original subdivision for future notification purposes.
- (f) *Certificates and record of approval.*
- (1) The replat will be annotated with a certificate, substantially in the same form as the applicable certificate; Form "C," "D," or "E," available from the city.
  - (2) In addition, the replat shall be annotated generally as follows:  
"The area being replatted had been previously platted on a plat which is recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, Bexar County Plat and Deed Records."
- (g) *Exception.* Compliance with subsection (e)(3) of this section is not required for approval of a replat of part of a preceding plat if the area to be replatted was

designated or reserved for other than single-family residential use by notation on the last legally recorded plat or in the legally recorded deed restrictions applicable to such plat.

Sec. 28-47. - Amending a plat.

- (a) Administrative amended plat. Subject to the following requirements, an administrative amended plat may be issued without the approval of the Planning and Zoning Commission and the City Council.
  - (1) An administrative amended plat shall meet all of the informational and procedural requirements set forth for a final plat, including the required number of copies of the plat, a completed application form, and the required application fee.
  - (2) Upon receipt of a favorable recommendation for approval from the City Engineer, the City Manager may approve an amending plat which may be recorded and is controlling over the preceding or final plat without vacation of that plat if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth in this subsection.
    - a. The procedures for administrative amended plats shall apply only if the sole purpose of the amending plat is to:
      - 1. Correct an error in a course or distance shown on the preceding plat;
      - 2. Add a course or distance that was omitted on the preceding plat;
      - 3. Correct an error in a real property description shown on the preceding plat;
      - 4. Indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
      - 5. Show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
      - 6. Correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats; or
      - 7. Correct an error in courses and distances of lot lines between two adjacent lots if:
        - (i) Both lot owners join in the application for amending the plat;
        - (ii) Neither lot is abolished;
        - (iii) The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
        - (iv) The amendment does not have a material adverse effect on the property rights of the owners in the plat.
    - b. An applicant wishing to amend an approved plat shall file with the City Manager the administrative amended plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection.

- (3) The City Manager may approve administrative amended plats. The City Manager may, for any reason, elect to present the administrative amended plat to the Planning and Zoning Commission and the City Council for consideration and approval. Any decision made on the administrative amended plat by the City Manager shall be approval of the plat. Should the City Manager refuse to approve the administrative amended plat, then the plat shall be referred to the Planning and Zoning Commission and the City Council for review and approval within the time period required by state law.
  - (4) Upon the City Manager approving a Plat as provided for herein the City Manager shall, no later than 60 days after the approval, provide the Planning and Zoning Commission written notice of the approval.
  - (5) An amended plat shall be approved, conditionally approved, or disapproved within thirty (30) days after the filing has been determined to be administratively complete by the City Manager. If the amended plat is disapproved or approved with conditions, the applicant may submit responses to the reason for disapproval or conditional approval. Once responses are submitted by the applicant, the City shall have fifteen (15) days to approve, disapprove, or conditionally approve the amended plat. If the amended plat is disapproved, the applicant may refile.
- (b) Other amended plats. Subject to the following requirements, the Planning and Zoning Commission and the City Council may approve and issue an amending plat which may be recorded and is controlling over the preceding or final plat without vacation of that plat if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth in this subsection.
- (1) The procedures for amending plats shall apply only if the sole purpose of the amending plat is to:
    - a. Amend a plat described in subsection (a)(2)a.;
    - b. Relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
    - c. Relocate one or more lot lines between one or more adjacent lots if:
      1. The owners of all those lots join in the application for amending the plat;
      2. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
      3. The amendment does not increase the number of lots;
    - d. Make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
      1. The changes do not affect applicable zoning and other regulations of the City;
      2. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and

3. The area covered by the changes is located in an area that the Planning and Zoning Commission and the City Council has approved, after a public hearing, as a residential improvement area; or
- e. Replat one or more lots fronting on an existing street if:
  1. The owners of all those lots join in the application for amending the plat;
  2. The amendment does not attempt to remove recorded covenants or restrictions;
  3. The amendment does not increase the number of lots; and
  4. The amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.
- (2) An applicant wishing to amend an approved plat shall file with the Planning and Zoning Commission and the City Council the amending plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection.
- (c) Notice, a public hearing, and the approval of other lot owners is not required for the approval and issuance of an amending plat.
- (d) Except as provided above, no changes, erasures, modifications, or revisions shall be made in any plat of a subdivision after approval has been given by the Planning and Zoning Commission and accepted by the City Council unless such changes, modifications, or revisions are first filed to and approved by the Planning and Zoning Commission and accepted by the City Council.
- (e) The amended plat shall be entitled and clearly state that it is an "amended plat," and it shall include a detailed "purpose for amended plat" statement which describes exactly what has been changed on the plat since the original (or previous) plat was approved by the City and filed at the county. It shall also state the specific lots affected or changed as a result of the amended plat, and shall include the original subdivision plat boundary. All references to "final plat" or "replat" shall be removed.
- (f) The amending plat shall be filed in the county in the same manner as prescribed for a final plat, and approval of an amending plat shall expire if all filing materials are not submitted to the City within 30 days of approval.
- (g) Filing fees.
  - (1) A filing fee as established by the City Council from time to time shall be paid to the City at the time the administrative amended plat is filed with the City Manager.
  - (2) A filing fee as established by the City Council from time to time shall be paid to the City at the time the amending plat is filed with the Planning and Zoning Commission, reduced by any fee paid under paragraphs (g)(1) or subsection 28-48(d).
  - (3) A filing fee established by the City Council from time to time shall also be paid to the City at the time an amending plat of any kind is filed with the City Council.
  - (4) If the plat being amended has been recorded, the additional recordation fee shall also be deposited with the City.

Sec. 28-48. - Minor plats.

- (a) Minor plats. Subject to the following requirements, a minor plat may be issued without the approval of the Planning and Zoning Commission and the City Council.
- (1) A minor plat shall meet all of the informational and procedural requirements set forth for a final plat, including the required number of copies of the plat, a completed application form, and the required application fee.
  - (2) A minor plat is a subdivision or development plat resulting in four or fewer lots in a commercial Planned Unit Development District or Mixed-Use District and provided that the plat does not create any new street nor necessitate the extension of any municipal facilities, except sidewalks, as determined by the City Engineer to serve any lot within the subdivision. Any property to be subdivided using a minor plat shall already be adequately served by all required city utilities, and all lots will have frontage on a public roadway.
  - (3) An applicant wishing to amend an approved plat shall file with the City Manager the minor plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection. A minor plat shall meet all of the informational and procedural requirements set forth for a final plat, and shall be accompanied by all items required by the City Manager, including the required number of copies of the plat, and a completed application form.
  - (4) Upon receipt of a favorable recommendation for approval by the City Engineer, the City Manager may approve, or approve with conditions a minor plat, or may for any reason elect to present the minor plat to the Planning and Zoning Commission and the City Council for consideration. Should the City Manager refuse to approve the minor plat, then the plat shall be referred to the Planning and Zoning Commission and City Council for review and approval within the time period required by state law.
  - (5) A minor plat shall be approved, conditionally approved, or disapproved within thirty (30) days after the filing has been determined to be administratively complete by the City Manager. If the minor plat is disapproved or approved with conditions, the applicant may submit responses to the reason for disapproval or conditional approval. Once responses are submitted by the applicant, the City shall have fifteen (15) days to approve, disapprove, or conditionally approve the minor plat. If the minor plat is disapproved, the applicant may refile.
- (b) The minor plat shall be entitled and clearly state that it is a "minor plat."
- (c) The minor plat shall be filed at the county in the same manner as prescribed for a final plat, and approval of a minor plat shall expire if all filing materials are not submitted to the city within 30 days of approval.
- (d) A filing fee as established by the City Council from time to time shall be paid to the City at the time the minor plat is filed with the City Manager.

Sec. 28-49. - Performance agreement.

- (a) *Instrument*. When site improvements (other than gas and electric lines) are involved in a plat, an instrument to ensure construction of all site improvements required by



these regulations shall be executed by the applicant and filed with the City together with the plat. Such instrument shall be in substantially the same form as the instrument set out in Appendix C.

- (b) *Time extension.* No extension to the time limitations set out in such instrument shall be granted by the City Council unless and until the applicant shall have justified such request for extension in writing. The request for time extension must be submitted to the City at least 30 days prior to the time limit set out in the performance agreement. If the City finds that development constraints (excluding pecuniary hardship) justify such a request, a time extension may be granted by the City.
  - (1) *Sidewalk improvements.* A time extension up to a maximum of three years for completion of sidewalks may be granted by the commission if a sidewalk plan indicating the uncompleted sidewalks and a time schedule for sidewalk completion is submitted. The sidewalk plan will be submitted for review and approval with the request.
  - (2) *All other site improvements.* A maximum one year time extension for completion of site improvements other than sidewalks may be granted by the City if the applicant shows as evidence of good faith performance that the required site improvements are at least 75 percent completed at the time of request.
- (c) *Guarantee.* A guarantee, in an amount sufficient to cover the cost of the remaining site improvements, shall be required if necessary in order for such extension to be granted. Such guarantee must be filed within 30 days of the granting of the extension or the extension shall become null and void. Should the granting of such extension require the filing of any instruments, the fees for recording such instruments shall be paid by the applicant to the City.

Sec. 28-50. - Guarantee of performance.

- (a) An approved plat may be filed for record before the required site improvements are completed if one of the following guarantees of performance is filed with the City within three years after the plat has been approved by the City:
  - (1) *Performance bond.*
    - a. A performance bond will be executed by a surety company licensed to do business in the State in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted improvements required by these regulations (other than gas and electric lines), with the condition that the applicant shall complete such improvements and have them accepted by the City Engineer within three years from the date of plat approval. The performance bond properly executed shall be substantially on the same form as performance bond set out in Appendix C to the ordinance from which this chapter is derived and on file in the City Secretary's office.
    - b. The City Manager is authorized to sign the bond instrument on behalf of the City and the City Attorney shall approve the same as to form.
  - (2) *Trust agreement.* The applicant shall cause to be placed in a trust account on deposit in a bank or trust company or with a qualified escrow agent selected by the applicant and approved by the City Engineer a sum of money equal to the

cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted site improvements (other than gas and electric lines) required by these regulations. The trust account shall be established by agreement which shall be substantially in the same form as the trust agreement set out below. The City Engineer is authorized to sign the agreement on behalf of the City and the City Attorney shall approve same as to form.

- (3) *Cash or cashier's check.* The applicant shall provide to the City cash or a cashier's check in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unacceptable site improvements (other than gas and electric lines) required by these regulations. Upon completion of the required site improvements and their acceptance by the City Engineer, the amount will be refunded to the applicant by the City.
- (b) When an applicant has given security in any of the forms herein provided, and when 50 percent of the required site improvements have been completed and have been accepted by the City Engineer, or whenever any segment or segments of the required site improvements have been completed and have been accepted by the City Engineer, the applicant may substitute for the original guarantee a new guarantee in an amount equal to the cost of the remaining site improvements. The cost estimate shall be approved by the City Engineer. Such new guarantee need not be in the same form as the original guarantee so long as such guarantee is one that is listed in subsection (a) of this section. However, in no event shall the substitution of one security for another in any way change or modify the terms and conditions of the performance agreement or the obligation of the subdivision as specified in the performance bond.
- (c) Supplementary guarantees may be required as follows:
  - (1) One year from the date of plat recordation and annually thereafter until the expiration of the three year period from the date of plat approval, the City Engineer shall review the estimated cost of completing such site improvements as are not then completed and determine the adequacy of the existing performance guarantee. Should the City Engineer determine that the sum set out in the performance guarantee is inadequate to provide for the completion of the uncompleted site improvements at the then prevailing construction costs, he shall require a substitute guarantee to cover the newly estimated cost or a supplemental guarantee to cover the additional sum needed for completion.
  - (2) If an applicant submits an original performance guarantee after a period of two years has elapsed from the date on which a plat was approved by the City, the actual cost estimate of completing the uncompleted site improvements shall be increased by an amount, based upon a locally recognized construction cost index as approved by the City Engineer, required to cover an estimated inflationary increase in the cost during the duration of the period covered by the performance guarantee.

Sec. 28-51. - Liability of applicant.

- (a) An applicant shall be held liable to the City for the completion of all site improvements required by these regulations until such time as the improvements shall have been actually completed and accepted by the City.
- (b) If the construction of site improvements has been guaranteed by a form of security described in section 28-49(a), and such improvements have not been completed and accepted by the City within the time period prescribed by these regulations, the City, after written notification has been given to the applicant, shall take such action as may be required to cause payment to be made to the City of the amounts of money secured by a guarantee of performance. Such amounts of money shall be used by the City to finance the completion of the required improvements.
- (c) In the event that the amounts of money referred to above are insufficient to finance the completion of the required improvements, the City shall so notify the applicant in writing and shall require the applicant either to complete the improvements without delay or to make available to the City the amount of money required to finance their completion. Should the applicant fail to do either of the above and such failure is not due to strikes, riots, acts of God, acts of public enemy, injunction or other court action, or any other cause similar to those enumerated beyond the applicant's control, the City shall refer the matter to the City's Attorney for such action as the City's Attorney may deem appropriate to compel the applicant to comply with the provisions of the performance agreement entered into by the applicant as a condition precedent to the approval of the plat by the City, or to pursue any other remedy which may be available to the City. Further, until such time as the required site improvements have been completed and accepted by the City, the City shall refuse to accept from such applicant a performance guarantee under any form which is related to the plat of a subdivision, subsequently filed with the City, in which such applicant has a principal or subsidiary interest. Such a plat, once it has been approved by the City, may be recorded only in the manner prescribed in this chapter.
- (d) The provisions of this section shall not apply if an applicant is prevented from completing and having accepted such required site improvements within the prescribed time by reason of strikes, riots, acts of God, acts of the public enemy, injunction or other cause similar to those enumerated beyond the applicant's reasonable control. The applicant shall be entitled to an extension of time equal to the time of such delay which shall be fixed by written certification made by the City. It is expressly declared that no such allowance of time will be made unless claimed by the applicant and allowed and certified in writing by the City at the end period of such delay.

Secs. 28-52—28-75. - Reserved.

### **III**

#### **CODE AMENDMENT**

Chapter 28 – SUBDIVISIONS, Article III. – SUBDIVISION DESIGN STANDARDS, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 28-76. - Provisions for future subdivision.

If a tract is subdivided larger than minimal lot size, such parcels shall be arranged to allow the opening of future streets and logical further subdivision.

Sec. 28-77. - Reserve strips prohibited.

There shall be no reserve strips controlling access to land dedicated or intended to be dedicated to public use. It shall be the responsibility of the applicant/developer/owner of land being platted or replatted that there are no reserve strips controlling access to land dedicated or intended to be dedicated to public use.

Sec. 28-78. - Site improvements.

Streets, alleys, sidewalks and other site improvements required under the provisions of this chapter to be installed in subdivisions by the applicant shall conform to the specifications of this chapter and to the then current policies and regulations of the City, or other approved utility districts or agencies involved with reference to payment for such installations, refunds, credits and other financial arrangements. Requirements for sidewalk and curbs are waived if individual lot size exceeds seven-tenths acre or greater.

Sec. 28-79. - Neighborhood delivery and collection box units.

- (a) The applicant shall coordinate with the U.S. Postal Service for the location and placement of neighborhood delivery and collection box units by the postal service.
- (b) The location of the neighborhood delivery and collection box units shall be shown on the utility layout and approved by the City.

Sec. 28-80. - Blocks.

The length, width and shape of lots shall be such as to:

- (1) Provide adequate building sites suitable to the special needs of the type of use contemplated.
- (2) Accommodate lots of the size and dimensions required by the City's zoning ordinance.
- (3) Provide for convenient access, circulation, control and safety of street traffic.
- (4) Give due regard to the limitations and opportunities of topography and drainage.

Sec. 28-81. - Residential lots.

- (a) *General layout.* The size, width, depth, shape and orientation of lots shall be appropriate for the neighborhood in which the subdivisions is located, and for the type of development and use contemplated. The area of the lots shall be in accordance with the City's zoning ordinance.
- (b) *Lot dimensions.*
  - (1) Lots shall be rectangular in-so-far as practicable. The minimum area of a single-family residential lot served by a private sewer system shall be not less than seven-tenths of an acre in size. The minimum area of a single-family residential lot served by a public sewer system shall not be less than the area specified in the City's zoning ordinance.
  - (2) The placing of residential lots facing directly upon a major street shall be avoided, unless lots face upon a marginal access street parallel to such major street. Lots should side or back to major streets and other depreciating land uses.
  - (3) The placing of lots at right angles to each other (with rear and side lots adjacent) shall be avoided.
  - (4) Side lot lines shall be as nearly perpendicular as practicable to the street the lot faces, or radial to a curved street or cul-de-sac.
  - (5) Radial residential lots shall be at least 150 feet wide at the building lines.
  - (6) The shortest distance between the intersection of the front building or setback line with the side building lines shall be not less than 80 feet.
  - (7) The minimum distance from the front to rear property lines shall be not less than 200 feet measured normal to a line intersecting the two front corners.
  - (8) The included angle of the side property lines to the front property line at their intersection with the front property line shall be not more than 120 degrees nor less than 60 degrees.
  - (9) The shortest distance between the intersections of the front property line with the side property lines shall be not less than 60 feet.
  - (10) The minimum building line set backs for properties in the extraterritorial jurisdiction shall be measured parallel to their respective property lines shall be as specified in this subsection:
    - a. Front building line shall be set back 80 feet minimum except for cul-de-sac lots.
    - b. Front building line for cul-de-sac lots shall be set back 50 feet minimum.
    - c. Side building lines shall be set back 30 feet minimum.
- d. Rear building lines shall be set back 30 feet minimum. (c) *Building lines.* Minimum front, side and rear building setback lines shall be shown on all plats and shall not be less than required by the Chapter 36. – ZONING, City's zoning ordinance for properties in the city limits.
- (d) *Access.*
  - (1) Every lot shall have adequate access to a public street by direct frontage on such street of no less than 150 feet.
  - (2) No road or other access to such property shall be closer than 150 feet of the back property line of developed land.

- (e) *Orientation.* Residential lots shall be oriented to take advantage of topography, and the best relationship to the overall design of the neighborhood and to minimize the effects of the surrounding depreciating land uses.
- (1) Where a residential lot backs up to a railroad right-of-way, high pressure gas lines, or any other land use which may have a depreciating effect on a residential property, and where no marginal access street or other street is provided at the rear of such lot, additional depth shall be required, not to exceed a total of 150 feet. Where a lot sides to any of the above, appropriate additional width shall be required. A planting screen or access buffer easement shall be provided along the line of lots abutting such traffic artery or other disadvantageous land use in accordance with the City's zoning ordinance.
- (2) Depth and width of properties laid out for other than residential purposes shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated.

Sec. 28-82. - Land suitability.

- (a) Every lot shall contain a suitable building site.
- (b) The City may disapprove a plat if the City finds the land to be unsuitable for development due to natural/environmental conditions which may pose a danger to health, safety, or property. Natural/environmental conditions which may render land unsuitable for development include, but are not limited to, flooding, steep slopes, unstable soils, or the presence of a sanitary landfill site. In disapproving a plat, the City shall incorporate its findings, together with the specific facts upon which the findings are based, into the official minutes of the meeting at which the plat is considered.

Sec. 28-83. - Drainage facilities.

Drainage facilities shall be provided and constructed as specified in Appendix A to this chapter.

## **IV**

### **CUMULATIVE CLAUSE**

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

## **V**

### **SEVERABILITY**

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance

should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

## **VI**

### **PROPER NOTICE AND MEETING**

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

## **VII**

### **EFFECTIVE DATE**

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

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 23rd day of September, 2019.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of \_\_\_\_\_, 2019.

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**ROBERT WERNER, MAYOR**

Attest: \_\_\_\_\_  
**ZINA TEDFORD, CITY SECRETARY**

Approved as to Form:

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**LAURA MUELLER, CITY ATTORNEY**

## Chapter 28 – SUBDIVISIONS

### ARTICLE I. - IN GENERAL

#### Sec. 28-1. - Short title.

This chapter, along with its attachments, exhibits and amendments, shall be known as the "Subdivision Ordinance" of the City of Shavano Park.

#### Sec. 28-2. - Jurisdiction.

- (a) The owner of a tract of land located within the limits of the City or in the extraterritorial jurisdiction of the City who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to the City, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared. A division of a tract under this section includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method. A division of land under this section does not include a division of land into parts greater than five acres, where each part has access and no public improvement is being dedicated. This ordinance also applies to the creation of one legal lot when done so through platting.
- (b) No person shall create a subdivision of land within the corporate limits of the City, or within its extraterritorial jurisdiction, without complying with the provisions of this chapter. All plats and subdivisions of any such land shall conform to the rules and regulations herein set forth.

#### Sec. 28-3. - Extraterritorial jurisdiction.

All ordinances governing plats and subdivisions of land within the City's jurisdiction to promote health, safety, and general welfare of the City and the safe, orderly, and healthful development of the City, are hereby extended and made applicable in the extraterritorial jurisdiction of the City in accordance with ch. 42 of the Texas Local Government Code and ch. 212 of the Texas Local Government Code.

#### 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.

Sec. 28-5. - Adoption of legislative grant of power.

The ordinance from which this chapter is derived is adopted under the authority of the Constitution and laws of the State, including particularly Tex. Local Government Code ch. 212.

Sec. 28-6. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Definitions not expressly prescribed herein are to be construed in accordance with customary usage in municipal planning and engineering practices.

*Alley* means a minor public right-of-way not intended to provide the primary means of access to abutting lots, and which is used primarily for vehicular service access to the back or side of properties otherwise abutting on a public or private alley, and affords only secondary means of access to property abutting thereon.

*Administrative Completeness Review* means a review by the City staff and City Engineer to ensure all submittals are in full compliance with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. The term "Administrative Review" is included in this definition.

*Applicant* means any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term "applicant" shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner of land sought to be subdivided.

*Application* means a written request to the City for an approval required by this Chapter that contains all information required by this Chapter and that has been deemed administratively complete by the City.

*Building setback line* means the line within a property defining the minimum horizontal distance between a building and the adjacent street and/or property line.

*Cul-de-sac* means a street having but one outlet to another street, and terminated on the opposite end by a vehicular turnaround.

*Dead-end street* means a street, other than a cul-de-sac, with only one outlet.

*Drainage easement* means an interest in land granted the City, to the public generally, for the construction, use, and maintenance of drainage facilities across, over, and under the private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said drainage facilities.

*Drainage right-of-way* means a public right-of-way granted to the City, to the public generally, for the construction, use and maintenance of drainage facilities across, over and under said public right-of-way.

*Engineer* means a person duly authorized and properly registered under the provisions of the Texas Engineering Registration Act, as heretofore or hereafter amended, to practice the profession of engineering as evidenced by a current Texas Engineer's Seal.

*Filed or to File* means the date a plat is administratively complete and ready for consideration for recommendation of approval by the Planning and Zoning Commission. The official filed date will be when an agenda is posted on City Hall bulletin board for a Planning and Zoning Commission meeting where the plat action will be considered for recommendation to City Council. approval.

*Foundation:* means the lowest division of a residence, usually consisting of a masonry slab or a pier and beam structure, that is partly or wholly below the surface of the ground and on which the residential structure rests.

*Lot* means an undivided tract or parcel of land having frontage on a public or private street and which is, or in the future may be, offered for sale, conveyance, transfer or improvement; or which is designated as a distinct and separate tract, and which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed of record.

*Non-access easement* means easement across which vehicular access is prohibited.

*Office* means any office referred to in this chapter by title means the person employed or appointed by the City in that position, or his duly authorized representative.

*Pavement width* means the portion of a street available for vehicular traffic; where curbs are laid, it is the portion between the face of curbs.

*Person* means any individual, association, firm, corporation, governmental agency, or political subdivision.

~~*Planned residential development (PRD)* means a tract of land under the control of a developer, developed in compliance with the performance standards set out in these regulations. A PRD is developed in one or more phases as a single, predominantly residential entity.~~

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*Planned unit development (PUD)* means a tract of land developed for residential, office, and commercial uses, or a combination thereof, according to a plan as a single entity that protects adjacent properties, in compliance with these regulations.

*Plat* means a complete and exact plan for the subdivision of a tract of land into lots for building purposes, which, if approved, may be submitted to the County Clerk for recording.

*Amended or Amending Plat:* A revised plat correcting minor errors or making limited changes to the original final plat or as otherwise defined by Chapter 212 of the Texas Local Government Code.

*Final Plat:* The one official and authentic map of any given subdivision of land prepared from actual field measurement and staking of all identifiable points by a surveyor or engineer, with the subdivision location referenced to a survey corner, and with all boundaries, corners and curves of the land division sufficiently described so that they can be reproduced without additional references. The final plat of any lot, tract or parcel of land shall be recorded in the land records of Hays County, Texas. An Amending Plat and replats are also final plats.

*Major Plat:* All plats not classified as minor plats, including but not limited to subdivisions of more than four (4) lots, or any plat that requires the construction of a new street (or portion thereof), on-site drainage facilities, or the extension of a municipal facility as required by this or any other City ordinance.

*Minor Plat:* A subdivision resulting in four (4) or fewer lots or Units, provided that the plat is for conveyance purposes only with no development or construction of roads or public improvements proposed, and provided that the plat does not create any new easements for public facilities, nor the extension of any municipal utility facilities to serve any lot within the subdivision.

*Preliminary Plat:* The graphic expression of the proposed overall plan for subdividing, improving and developing a tract, showing in plain view the proposed street and lot layout, easements, dedications and other pertinent features, with such notations as are sufficient to substantially identify the general scope and detail of the proposed development.

*Replatting or Replat:* This is the resubdivision of any part or all of a block or blocks of a previously platted subdivision, addition, lot or tract. Replats eliminate the prior plats as to the area replatted.

*Private drainage easement* means an interest in, and granted to, the City and to the public generally, for the use of a watercourse, drainageway, natural channel or stream across private property. Maintenance of said private drainage is a responsibility of the property owner.

*Private streets* means any non-public right-of-way used for vehicular access and constructed and maintained by a private entity.

*Reserve strip* means any unplatted parcel of land that prevents access to platted property.

*Safety lane* means a designated area on an approved plat which has a primary purpose of providing access for safety vehicles in any development where public streets do not adequately provide such access.

*Street* means a public or private right-of-way, however designated, which provide vehicular access to adjacent land. A "street" includes a public or private thoroughfare or highway, as well as alley ways.

- (1) A secondary street primarily provides vehicular circulation to various sections of the City.
- (2) A collector street primarily provides circulation within neighborhoods, to carry traffic from minor streets to arterial streets, or to carry traffic through or adjacent to commercial or industrial areas.
- (3) A marginal access street is a street which is parallel to and adjacent to an arterial street, which primarily provides access to abutting properties and protection from through traffic.
- (4) A minor street is one used primarily for access to abutting residential property.

~~*Subdivider* means any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term "subdivider" shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner of land sought to be subdivided.~~

*Subdivision* means a division of any tract of land situated within corporate limits, or within or partly within the extraterritorial jurisdiction of the City, into two or more parts for the purpose of laying out any subdivision of any tract of land or any addition of any town or City, or for laying out suburban lots or building lots, or any lots, and streets, alleys, or parts or other portions intended for public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto. The term "subdivision" includes re-subdivision.

*Surveyor* means a licensed State land surveyor or a registered professional land surveyor, as authorized by the State statutes to practice the profession of surveying, as evidenced by a valid State seal.

*Utility easement* means an interest in land granted to the City, to the public generally, and/or to a private utility corporation, for installing or maintaining utilities across, over and under private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said utilities.

Sec. 28-7. - Enforcement.

In addition to any other remedy provided by law, the City and its agents shall have the right to:

- (1) Enjoin the violation or threatened violation of this chapter by the owner of a tract of land by injunction issued by a court of competent jurisdiction; or
- (2) Recover damages from the owner of a tract of land in an amount adequate for the City to undertake any construction or other activity necessary to bring about compliance with this chapter. The reference in this section to "owner of a tract of land" does not include the owner of an individual lot in a subdivided tract of land.

Sec. 28-8. - General conditions and restrictions.

- (a) It is unlawful for the County Clerk to receive or record any such plan, plat or replat, unless and until the same shall be approved by the City.
- (b) No plat will be approved with a septic system unless the system is approved by the City in the location indicated on the plat.
- (c) No permit will be issued for any structure on a lot in a subdivision for which a final plat has not been approved and filed for record, nor for any structure on a lot within a subdivision in which the standards contained herein have not been complied with in full.
- (d) The City will not permit the repair, maintenance, installation or construction of any streets or public utility services in any subdivision for which a final plat has not been approved nor in which the standards contained herein or referred to herein have not been complied with in full.
- (e) The connection of water, sewer, electricity, gas and other utility services to a subdivision shall be in accordance with the provisions of section 28-44(7).
- (f) On behalf of the City, the City's Attorney shall, when directed by the City Council, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this chapter or the standards referred to herein with respect to any violation thereof which occurs within the City, within the extraterritorial jurisdiction of the City, as determined under the Municipal Annexation Act, or within any area subject to all or a part of the provisions of this chapter.
- (g) If any subdivision exists for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full, the City Council shall pass a resolution reciting the fact of such noncompliance or failure to secure final plat approval, and citing the fact that the provisions of subsections (a) through (e) of this section will apply to the subdivision and the lots therein, the City Secretary shall, when directed by the City Council, cause a certified copy of such resolution under the corporate seal of the City to be filed in the deed records of the County. If full compliance and final plat approval are secured after the filing of such resolution, the City Secretary shall forthwith file an instrument in the deed records of the County nullifying the previously recorded instrument.

- (h) The provisions of this section shall not be construed to prohibit the issuance of permits for any lots upon which a residential building exists and was in existence prior to passage of this chapter; nor to prohibit the repair, maintenance, or installation of any street or public utility services for, to or abutting any lot, the last recorded conveyance of which prior to passage of the ordinance from which this chapter is derived was by metes and bounds, and/or any subdivision or lot therein, recorded or unrecorded, which subdivision or lot was in existence prior to the passage of the ordinance from which this chapter is derived.
- (i) Dedication and maintenance of streets. Disapproval of a plat by the City Council shall be deemed a refusal by the City to accept the offered dedication shown thereon. Approval of a plat shall not be deemed an acceptance of the proposed dedications and shall not impose any duty upon the City concerning the maintenance of or improvements of any such dedicated parts until the proper authorities of the City have actually appropriated the same by entry, use or improvements. It shall be unlawful for any officer or employee of the City to maintain the streets in a subdivision, and the City will not accept or maintain said streets, unless and until such streets have been surfaced, the required utilities and drainage facilities have been installed and such improvements have been accepted in writing by the City and the City Engineer. Each street dedication shall specifically state in all capital letters ten font bold print (1) if the City is responsible for maintenance, repairs and utilities costs associated with lighting fixtures, and if the City will be responsible, (2) the annual estimated cost thereof. In the absence of such language, all cost and responsibility for lighting fixture maintenance, repairs and utilities costs shall be retained by the developer or its designee.

Sec. 28-9. - Variances by Council.

The City Council may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the City Council shall prescribe only conditions that it deems necessary to or desirable in the public interest. In making the finding herein below required, the City Council shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such variance upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity. No variance shall be granted unless the City Council finds:

- (1) That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this chapter. Such findings of the City Council, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the City Council meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the [subdivider/applicant](#), standing alone, shall not be deemed to constitute undue hardship;

- (2) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area;
- (3) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of this land;
- (4) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
- (5) That the application fee has been paid in accordance with the City fee schedule.

Sec. 28-10. - Authority of City Engineer.

The City Engineer is hereby authorized and directed to promulgate rules, regulations standards and specifications for the construction, installation, design, location and arrangement of streets, curbs, street lights, street signs, alleys, utility layouts, utility easements, gates for utility easements, sidewalks, water supply and water distribution systems, fire hydrants, sewage disposal systems, septic tanks, water wells, monuments, criteria for drainage easement requirements, drainage facilities, and crosswalk ways. He shall recommend to the City Council any changes to be made. No such rules, regulations, standards and specifications shall conflict with this chapter or any other ordinance of the City. All such improvements shall be constructed, installed, designed, located and arranged by the [subdividerapplicant](#) in accordance with such rules, regulations, standards and specifications in Appendix A to this chapter.

Sec. 28-11. - ~~Subdivider~~[Applicant's](#) responsibility for costs.

The responsibility for all costs of the in-place improvements as required by this chapter shall be borne by the [subdividerapplicant](#).

Secs. 28-12—28-40. - Reserved.

## ARTICLE II. - PLAT PROCEDURE

Sec. 28-41. - Preliminary conference.

Prior to the official filing of a ~~any preliminary~~ plat, the [subdividerapplicant](#) shall consult with and present proposed plan of subdivision to the City staff for comments and advice on the procedures, specifications and standards required by the City for the subdivision of land. This preliminary conference ~~begins the administrative completeness review by City staff and the City Engineer is not part of the City staff 60-day review of the subdivider's proposed preliminary plat pursuant to section 28-42(h).~~

Sec. 28-42. - Preliminary plat and data.

- (a) *General.* The [subdividerapplicant](#) shall cause to be prepared a preliminary plat by a licensed engineer or surveyor in accordance with this chapter. Under no circumstances may a preliminary plat be ~~filed~~[submitted](#) for final [plat](#) approval.

- (b) *Filing fee.* Each preliminary plat shall be accompanied by a filing fee as established by the City Council from time to time. In addition, a deposit to cover the costs of the City Engineer and any other professional consultant the City may contract to ~~administratively review approve~~ the plat ~~may be required will be made~~.
- (c) *Overall preliminary layout plat of larger tract of a master plan.* Where the proposed subdivision constitutes a unit of a larger tract owned by the ~~subdivider~~applicant which he intends to subsequently subdivide as additional units of the same subdivision, the subdivision plat shall be accompanied by a layout of the entire area showing the tentative layout of streets, blocks and drainage for such area. The overall layout, or Master Plan, if approved by the City shall be attached to and filed with a copy of the approved subdivision plat in the permanent files of the City. Thereafter, fractional plats of subsequent units of such subdivision must be ~~filed submitted~~ for preliminary plat approval, and shall conform to such approved overall layout on the plat. The ~~subdivider~~applicant may request that the original approved Master Plan be amended and reapproved.
- (d) *Copies required.* The ~~subdivider~~applicant shall ~~file-submit~~ the applicable number of black or blue line copies of the plat with the City staff.
- (e) *Preliminary fees.* Said preliminary plat shall be accompanied by all plat administration and filing fees, which are established from time to time by the City Council.
- (f) *Form and content.* The preliminary plat shall be drawn on sheets 24 inches wide and 36 inches long, with a binding margin of not less than 2½ inches on the left side of the sheet and margins on the other three sided of not less than three-eighths inches. The plat shall be drawn to scale of 100 feet to one inch. When more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat. The plat shall show the following:
- (1) Names and addresses of the ~~subdivider~~applicant, record owner, and engineer or surveyor.
  - (2) Describe the subdivision by metes and bounds.
  - (3) Locate the subdivision with respect to a corner of the survey or tract or an original corner of the original survey or which it is a part.
  - (4) Proposed name of the subdivision, which shall not have the same spelling as, or be pronounced similar to, the name of any other subdivision located within the City or within five miles of the City.
  - (5) Names of contiguous subdivisions and or indication of whether or not contiguous properties are platted.
  - (6) Subdivision boundary lines, indicated by heavy lines, the dimensions of the subdivision, and the approximate acreage of the subdivision.
  - (7) Existing sites as follows:
    - a. The location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries.



- b. The location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, and other sites within or contiguous with the subdivision.
- c. The location and dimensions of all existing improvements on the property to be platted, including buildings, utilities and parking areas.
- (8) The location, dimensions, description and name of all proposed streets, alleys, parks, public areas, reservations, easements or other right-of-way, blocks, lots and other sites within the subdivision.
- (9) Date of preparation, scale of plat and north arrow.
- (10) Topographical information shall include contour lines on a basis of two vertical feet in terrain with an average slope of five percent.
- (11) A number or letter to identify each lot or site and each block. Said number shall be coordinated by the developer with the County Clerk to prevent duplication.
- (12) Front building setback lines on all lots and sites.
- (13) Side yard building setback lines at street intersections and crosswalk ways.
- (14) Location map at a scale of not more than 4,000 feet to an inch which shall show existing adjacent subdivisions and major streets.
- (g) *Accompanying data.*
  - (1) Proposed master plan of all of developer's property when subdivision is a part of a larger tract which shall be prepared using the same scale as the preliminary plat showing:
    - a. Existing and proposed subdivisions, including streets, lots, parks and drainage easements and rights-of-way.
    - b. Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning boundaries, if they lie within the vicinity map.
    - c. The general drainage plan, flow line of existing watercourses, existing drainage structures, ultimate destination of water, and floodplain boundaries.
  - (2) A letter of authorization from the owner of the land area to be platted, acknowledging that the plat request is being filed with the City and authorizing said engineer and/or surveyor to act in his behalf.
  - (3) A letter from the owner or engineer/surveyor acting in his behalf requesting any and all variances from this chapter which might be proposed.
  - (4) Construction plans and cost estimates for any and all off-site improvements proposed and/or required as a condition for approval of said plat as set out in section 28-44(2)a through e.
- (h) *Processing of preliminary plat.*
  - (1) The City staff will ~~administratively~~ review the preliminary plat ~~for administrative completeness~~ as to its conformity ~~with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. with zoning districts and the standards and specifications set forth herein or referred to herein.~~ This step does not constitute the ~~submission-filing~~ of a formal application for approval of the preliminary plat, nor does it necessitate the filing fee to be paid at this time.
  - ~~(2) The subdivider shall file the preliminary plat accompanied by a filing fee as well as any deposits as established by the City Council from time to time within 60~~

~~days after the preliminary plat is submitted, the City staff will approve or disapprove such plat or conditionally approve it with modifications. If it is disapproved or conditionally approved with modifications by the City staff, the City staff shall inform the subdivider, in writing, of the reasons at the time such action is taken.~~

- (23) If the preliminary plat is ~~approved or conditionally approved with modifications~~found to be administratively complete, it can then be ~~submitted filed~~ to the Planning and Zoning Commission and the City Council. A preliminary plat will require the approval of ~~both the Planning and Zoning Commission and the City Council~~ before the ~~subdivider~~applicant can ~~submit~~ file the final plat ~~to the Planning and Zoning Commission and the City Council for their approval~~.
- (43) The Planning and Zoning Commission may ~~recommend~~ disapprove~~ale~~, approve~~ale~~ or conditionally approve~~ale~~ with modifications the preliminary plat. The Planning & Zoning Commission shall provide the applicant a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition for the recommendation of conditional approval or reason for recommendation of disapproval.
- ~~(5) The Planning and Zoning Commission shall act on the preliminary plat within 30 days after the date the preliminary plat is filed with the Commission. A preliminary plat is considered approved by the Planning and Zoning Commission unless it is disapproved within the 30-day period.~~
- (46) If the Planning and Zoning Commission recommends disapproval, approve~~ales~~, or conditionally approve~~ales~~ with modifications the preliminary plat, and the ~~subdivider~~applicant elects to continue, ~~and submit~~ the preliminary plat will be considered for approval by the City Council, ~~the subdivider shall file the preliminary plat accompanied by a filing fee as well as any deposits as established by the City Council from time to time.~~
- ~~(7) (75) The City Council may disapprove, approve, or conditionally approve with modifications the preliminary plat.~~
- ~~(86) After a conditional approval or disapproval by either the Planning & Zoning Commission or City Council, the applicant may submit to either municipal authority the City a written response that satisfies each condition for the conditional approval or disapproval provided.~~
- ~~(97) After receipt of the applicant's response, the city will then have up to fifteen (15) days to approve or disapprove the Plat application. The municipal authority that receives such a written response shall determine whether to approve or disapprove the applicant's preliminary plat not later than the 15th date the response was submitted.~~
- ~~(108) The municipal authority~~City Council shall approve a previously conditionally approved or disapproved preliminary plat if the response adequately addresses each condition of the conditional approval or each reason for the disapproval.
- ~~(1189) The City Council, as the final municipal authority, shall act on the preliminary plat within 30 days after the date the preliminary plat is filed with the City Council. A preliminary~~

plat is considered approved ~~by the City Council~~ unless it is disapproved within the 30-day period starting after being heard by the Planning and Zoning Commission.

(1209) Approval or conditional approval of a preliminary plat by the ~~Planning and Zoning Commission and the~~ City Council shall be deemed an expression of approval of the layout ~~shown~~filed ~~submitted~~ on the preliminary plat in order to proceed with the design of streets, water, sewer and other required improvements and utilities and to the preparation of the final plat. Approval or conditional approval of a preliminary plat shall not constitute approval of the final plat, automatically or otherwise.

(1130) Approval or conditional approval of a preliminary plat shall be effective for one year unless reviewed by the City Engineer at the request of the City in light of new or significant information which would necessitate a revision of the preliminary plat. If the City Engineer should deem changes in a preliminary plat are necessary as defined above, ~~the~~ City Engineer shall so inform the City ~~staff~~Manager, who shall so inform the subdivider/applicant, in writing.

(1244) If no development has occurred which would affect the proposed plat after one year of effective approval, the ~~Planning and Zoning Commission and~~ City Council may, upon the application of the subdivider/applicant, extend the approval an additional six months.

(13) Any plat that is disapproved after the City has reviewed the response in the form of an amended application may be refiled at any time as a new plat application.

#### Sec. 28-43. - Standards for approval.

The Planning and Zoning Commission ~~and the City Council~~shall recommend approval of a ~~shall approve~~ a preliminary plat if:

- (1) The preliminary plat conforms to the general plan of the City and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
- (2) The preliminary plat conforms to the general plan for the extension of the City and its roads, streets, and public highways within the City and its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- (3) The preliminary plat conforms to the provisions of this chapter.

#### Sec. 28-44. - Final plat and accompanying data.

If the preliminary plat is approved or conditionally approved with modifications, and the subdivider/applicant elects to continue, the subdivider/applicant must submit the final plat and accompanying data (together with applicable required filing fees and deposits) as to City staff, the Planning and Zoning Commission and the City Council for their respective approvals pursuant to the process outlined in subsection (3) of this section.

##### (1) *Form and content of plat.*

- a. The final plat shall conform to the preliminary plat as conditionally approved by the City incorporating any and all changes, modifications, alterations, corrections and conditions recommended by the City Engineer.

- b. The final plat shall be on sheets 18 inches wide and 24 inches long and 2½ inches on the left side of the street, and margins of not less than three-eighths inches on the other three sides. The plat shall be drawn at a scale of 100 feet to one inch. Where more than one sheet is necessary to accommodate the entire computed area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat.
- c. The final plat shall be submitted in ten copies, together with the original, and shall contain all of the features required for preliminary plats in section 28-42(f) and shall also include the following:
1. The exact location, dimensions, names and description of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, with accurate dimensions, bearing or deflecting angles and radii, computed area, and central angle, tangent distance and length of all curves, where appropriate.
  2. The exact location, dimensions, description and name of all proposed streets, alleys, parks, other public areas, reservations, easements or other rights-of-way, blocks, lots, monuments, and other sites within the subdivision with accurate dimensions, bearing or deflecting angles and radii, area and central angles, tangent distance and length of all curves, where appropriate. All lot corners shall be marked with one-half inch diameter x two feet long iron pins.
  3. Owner's Acknowledgement as follows:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

The owner of the land shown on this plat, and whose name is subscribed hereto, and in person or through a duly authorized agent, dedicates to the City of Shavano Park, Texas, for the use of the public forever all streets, alleys, parks, watercourses, drains, easements, and the water and sewer lines in all of the aforesaid public places and all other public places thereon shown for the purpose and consideration therein express.

_____	
Owner	

STATE OF TEXAS	X
COUNTY OF BEXAR	X

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ 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 consideration therein expressed, and in the capacity therein stated.

GIVEN under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

_____	
Notary Public, State of Texas	

4. Certification of the Surveyor responsible for surveying the subdivision area, attesting to its accuracy:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

_____	
Registered Professional Surveyor	

(Surveyor's Seal)

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

_____	
Notary Public, State of Texas	

5. A certificate by the engineer responsible for the preparation of the final plat and supporting data, attesting to its accuracy:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I hereby certify that proper engineering consideration has been given this plat to the matters of streets, lots, and drainage layout.

_____	
Registered Professional Surveyor	

(Engineer's Seal)

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

_____	
-------	--

Notary Public, State of Texas	
-------------------------------	--

6. Certification by City Engineer:

The City Engineer of the City of Shavano Park hereby certifies that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which his approval is required.

_____	
City Engineer	

7. ~~Approval~~ Recommendation of the Planning and Zoning Commission of the City

This plat of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ has been submitted to and considered by the Planning and Zoning Commission of the City of Shavano Park, Texas, and is hereby ~~approved~~ recommended for approval by such Planning and Zoning Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 19 \_\_\_\_\_.

By:	_____
	Chairman
By:	_____
	City Secretary

8. Approval of the City Council of the City

This plat of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 19 \_\_\_\_\_.

By:	_____
	Mayor
By:	_____
	City Secretary

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I, \_\_\_\_\_, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, OF

THE \_\_\_\_\_ DAY OF \_\_\_\_\_ / \_\_\_\_\_ /  
 \_\_\_\_\_, A.D. 19 \_\_\_\_\_ AT \_\_\_\_\_ .M. IN THE  
 RECORDS OF \_\_\_\_\_ OF SAID COUNTY, IN BOOK VOLUME  
 \_\_\_\_\_ ON PAGE \_\_\_\_\_ .  
 IN TESTIMONY WHEREOF, WITNESS MY HAND AND SEAL OF OFFICE,  
 THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ / \_\_\_\_\_ /  
 \_\_\_\_\_ A.D. 19 \_\_\_\_\_ .

	County Clerk
	Bexar County, Texas
By:	_____
	Deputy

(2) *Accompanying data.* All plans and calculations shall bear the seal of an engineer and, where applicable, all trenches in excess of five feet in depth at construction sites in the City and its extraterritorial jurisdiction must be construed and operated in accordance with OSHA standards. When filed, the final plat shall be accompanied by the following site improvement data:

- a. *Streets, alleys, sidewalks, crosswalk ways.* Three copies of plans and profiles of all streets, alleys and plans for sidewalks and crosswalk ways and three copies of construction specifications and of detailed cost estimates which shall include a 15 percent contingency. Plans are to be drawn at a scale of one inch equals 50 feet, longitudinal, and one inch equals five inches, vertical. Bench marks using USGS data are required.
- b. *Sanitary sewers.*
  1. Three copies of plans and profiles of proposed sanitary sewer lines indicating type, sizes, depths, and grades of lines. Plan shall be to a scale of at least 100 feet to an inch with contours and scaled lot dimensions as on plat and shall show existing as well as proposed sewers.
  2. When a separate sewer system or treatment plant is proposed, three copies of proposed plans.
  3. Two copies of construction specifications and detailed cost estimates.
- c. *Septic system.* When sewer service for the proposed plat is to be so provided by septic tanks, written approval by the appropriate public agency having installation permit and operation control jurisdiction. Such written approval shall state that approval for septic tank systems for each proposed property is granted and installation permits will be issued for same upon request after plat recordation.
- d. *Recharge zone.* When a sewer or septic system is proposed within the recharge zone of the Edwards Aquifer within the City or its extraterritorial jurisdiction, written approval as required by the appropriate State agency having review and enforcement authority jurisdiction regarding the Texas Administrative

Code, 31 TAC §§ 331.1—331.11 or the latest revision thereof regulating such systems.

e. *Water lines.*

1. Three copies of plans of all proposed water lines and fire hydrants, showing type and sized of the lines. The plan shall be prepared at a scale of at least 100 feet to an inch and shall contain scaled lot dimensions as shown on the plat.
2. When a separate water system is planned, three copies of the plans, including water lines and hydrants.
3. Two copies of construction specifications and detailed cost estimates.

f. *Storm drainage.*

1. Three copies of the storm drainage plan, prepared to scale of 100 feet to an inch and with the same contours and scaled lot sizes as shown on the plat. All street widths and grades shall be indicated, and runoff figures shall be indicated on the outlet and inlet side of all drainage ditches and storm sewers and, at request of City Engineer, at all points in the street at changes of grade or where the water enters another street or storm sewer or drainage ditch. Drainage easements shall be indicated.
2. A general location map of the subdivision showing the entire watershed (U.S.G.S. Quadrangle is satisfactory).
3. Calculations showing the anticipated stormwater flow, including watershed area, percent runoff, and time of concentration. When a drainage ditch or storm sewer is proposed calculations shall be submitted, showing basis for design.
4. When a drainage channel or storm sewer is proposed, three copies of complete plans, profiles, and specifications shall be submitted, showing complete construction details.
5. When conditions upstream or downstream form a proposed channel or storm sewer do not permit maximum design flow, high water marks based on 100-year frequency shall be indicated, based upon existing conditions.

g. *Additional requirements.*

1. Tax certificates from the City, the School District and the County which indicate that all ad valorem taxed have been paid up to and including the current year on all land included within the final plat.
2. Letters of certification by the proper authorized official of each public utility company or board involved to be inscribed on the respective utility layouts required herein certifying approval of the same by said utility company or board.
3. A letter from the [subdivider/applicant](#) authorizing the City to file the plat for record.
4. A performance agreement in a format as described in this chapter and which is sufficient to guarantee the [subdivider/applicant](#) will complete any



and all required improvements within two years after approval of such plat.

(3) *Processing final plat.*

- a. As soon as practicable after the preliminary plat subdivider is ~~notified by the City staff of the approved~~ or conditionally approved ~~with modifications of the preliminary plat~~, the subdivider/applicant shall submit to the City staff the proposed final plat of the subdivision or portion thereof for Administrative Completeness Review.
- b. If desired by the subdivider/applicant and approved by the City Engineer, Planning and Zoning Commission and City Council, the final plat may constitute only that portion of the approved preliminary plan which he proposes to record and develop. However, such portion shall conform to all the requirements of this chapter.
- c. Except as hereinafter provided, no final plat will be considered unless a preliminary plat has been filed submitted and approved or conditionally approved with modifications. ~~If, however, an approved plat has been duly recorded and the subdivider wished to increase the size of the lots by combining two or more lots or by combining one lot with a portion of the adjacent lot in such manner that no portion of a lot remains smaller than the original lots, submission of an additional preliminary plat will not be necessary.~~
- d. A final plat of an approved or conditionally approved preliminary plat or a portion thereof shall be submitted to the City staff for their an administrative completeness review of the plat for compliance with all plat requirements including but limited to design of streets, water, sewer and other required improvements and utilities within 12 months of the date of approval or conditional approval with modifications of the preliminary plat; otherwise, the approval of the City shall become null and void, unless an extension of time is applied for and granted by the Planning and Zoning Commission and the City Council.
- e. The City staff will administratively review the final plat for administrative completeness as to its conformity with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. This step does not constitute the filing of a formal application for approval of the preliminary final plat, nor does it necessitate the filing fee to be paid at this time. Within 30 days after the proposed final plat is submitted to the City staff, the City staff will approve or disapprove such plat. If it is disapproved by the City staff, the City staff shall inform the subdivider, in writing, of the reasons at the time such action is taken.
- f. If the final plat is considered administrative completeness, it can then be filed. A final plat will require the approval of the City Council before the applicant can record the plat.
- g. ~~If the preliminary plat is approved and the subdivider elects to continue and submit the final plat to the Planning and Zoning Commission, the subdivider~~

shall file the final plat accompanied by a filing fee as well as any deposits as established by the City Council from time to time.

- hg. The Planning and Zoning Commission may recommend ~~disapprove~~ approval, or ~~approval, or conditional approval of~~ the final plat.
- i. ~~The Planning and Zoning Commission shall act on the final plat within 30 days after the date the final plat is filed with the Commission. A final plat is considered approved by the Planning and Zoning Commission unless it is disapproved within the 30-day period.~~
- hj. If the Planning and Zoning Commission recommends approval, disapproval, or conditional approval of ~~es~~ the final plat, and the subdividerapplicant elects to continue, ~~and submit~~ the final plat will be submitted for approval to the City Council, ~~the subdivider shall file the final plat accompanied by a filing fee as well as any deposits as established by the City Council from time to time.~~
- jk. The City Council may disapprove, conditionally approve, or approve the final plat.
- jl. ~~After a disapproval by either the Planning & Zoning Commission or the City Council, the applicant may submit to either municipal authority~~ the City a written response that satisfies each condition for the conditional approval or disapproval provided.
- km. ~~After receipt of the applicant's response, the Ceity will then have up to fifteen (15) days to approve or disapprove the Plat application. The municipal authority that receives such a written response shall determine whether to approve or disapprove the applicant's preliminary plat not later than the 15th date the response was submitted.~~
- ln. ~~The municipal authority~~ City ~~shall approve a previously disapproved preliminary final plat if the response adequately addresses each reason for the disapproval.~~
- mo. The City Council shall act on the final plat within 30 days after the date the final plat ~~is has been acted upon by~~ acted upon by the Planning and Zoning Commission. filed with the City Council. A final plat is considered approved by the City Council unless it is disapproved within the 30-day period starting after being heard by the Planning and Zoning Commission ~~the filing date.~~
- np. ~~If the final plat is disapproved, the City shall inform the subdividerapplicant in writing of the reasons at the time such action is taken if the subdividerapplicant requests the reasons in writing.~~
- oq. ~~After the final plat has been approved and subdividerapplicant has performed as prescribed in Section 28-49 for the purpose of insuring construction of all site improvements required by this chapter (including water and sewer service facilities, but excluding gas and electric lines), the City Council shall cause the final plat to be recorded with the County Clerk. No plat shall be filed for record without written consent of the subdividerapplicant. If the subdividerapplicant fails to give such written consent, the City Council may cancel such approval.~~

~~pfe.~~ Payment of all platting fees as established by the City Council from time to time is required by the City before final plat approval.

q. Any plat that is disapproved after the city has reviewed the response in the form of an amended application may be refiled at any time as a new plat application.

(4) *Certificates and record of approval.*

- a. If a final plat is approved, the Planning and Zoning Commission and the City Council giving the approval shall each endorse the final plat with a certificate indicating the approval. The first certificate must be signed by the Chairman of the Planning and Zoning Commission and attested by the City Secretary. The second certificate must be signed by the Mayor or Mayor Pro Tem and the City Secretary.
- b. If either or both the Planning and Zoning Commission and City Council fails to act on a final plat within the prescribed period, the ~~Planning and Zoning Commission and/or~~ the City Council on request shall issue a certificate stating the date the final plat was filed and that the Planning and Zoning Commission and/or the City Council failed to act on the final plat within the period. This certificate is effective in place of the certificate required by subsection (4)a of this section.
- c. Both the Planning and Zoning Commission and the City Council shall maintain a record of each application made to each body and the action taken on it. On request of an owner of an affected tract, the Planning and Zoning Commission and the City Council shall each certify the reasons for the action taken on an application.

(5) *Standards for approval.* The Planning and Zoning Commission and the City Council shall approve a final plat if:

- a. The final plat conforms to the general plan of the City and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
- b. The final plat conforms to the general plan for the extension of the City and its roads, streets, and public highways within the City and its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- c. The final plat conforms to the provisions of this chapter.

(6) *Certification regarding compliance with plat requirements.*

- a. For the purposes of this subsection, land is considered to be within the jurisdiction of the City if the land is located within the City limits or in the extraterritorial jurisdiction of the City.
- b. On the approval of the final plat by the ~~Planning and Zoning Commission and the City Council~~, the City ~~staff~~ Council shall ~~issue to~~ notify the person applying for the approval a certificate stating the final plat has been reviewed by the ~~and approved by the~~ Planning and Zoning Commission and approved by the City Council.
- c. On the written request of an owner of land, an entity that provides utility service or the City Council shall make the following determinations regarding

the owner's land or the land in which the entity or City Council is interested that is located within the jurisdiction of the City:

1. Whether a plat is required under this chapter for the land; and
  2. If a plat is required, whether it has been prepared and whether it has been reviewed ~~and approved~~ by the Planning and Zoning Commission and approved by the City Council.
- d. The request made under subsection (6)c of this section must identify the land that is the subject of the request.
- e. If the City Council determines under subsection (6)c of this section that a plat is not required, the City Council shall issue to the requesting party a written certification of that determination. If the City Council determines that a plat is required and that the plat has been prepared and has been reviewed and ~~approved-reviewed~~ by the Planning and Zoning Commission and approved by the City Council, the City Council shall issue to the requesting party a written certification of that determination.
- f. The City Council shall make its determination within 20 days after the date it receives the request under subsection (6)c of this section and shall issue the certificate, if appropriate, within ten days after the date the determination is made.

(7) *Connection of utilities.*

- a. Except as provided by subsection (7)c of this section, an entity described by subsection (7)b of this section may not serve or connect any land with water, sewer, electricity, gas, or other utility service unless the entity has been presented with or otherwise holds a certificate applicable to the land issued under subsection (6) of this section.
- b. The prohibition established by subsection (7)a of this section applies only to:
1. A municipality and officials of a municipality that provided water, sewer, electricity, gas, or other utility service;
  2. A municipally owned or municipally operated utility that provides any of those services;
  3. A public utility that provides any of those services;
  4. A water supply or sewer service corporation organized and operating under chapter 76, Acts of the 43rd Legislature, 1st called session, 1933 (Tex. Civil Statutes, art. 1434a), that provides any of those services;
  5. A county that provides any of those services; and
  6. A special district or authority created by or under State law that provides any of those services.
- c. An entity described by subsection (7)b of this section may serve or connect land with water, sewer, electricity, gas, or other utility service regardless of whether the entity is presented with or otherwise holds a certificate applicable to the land issued under subsection (6) of this section, if:
1. The land is covered by a development plat approved under Tex. Local Government Code ch. 212, subch. B or under an ordinance or rule relating to the development plat;

2. The land was first served or connected with service by an entity described by subsection (7)b.1, 2 or 3 of this section before September 1, 1987;
3. The land was first served or connected with service by an entity described by subsection (7)b.4, 5 or 6 of this section before September 1, 1989;
4. The City Council issues a certificate stating that:
  - (i) The land, before September 1, 1995, was sold or conveyed to the person requesting service by any means of conveyance, including a contract for deed or executory contract;
  - (ii) The land is located in a subdivision in which the entity has previously provided service;
  - (iii) The land is located outside the limits of the City;
  - (iv) The land is located in an "affected county" as that term is defined by Tex. Local Government Code § 232.021; and
  - (v) Construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997.
- d. An entity described by subsection (7)b of this section may provide utility service to land described by subsection (7)c.4 of this section only if the person requesting service:
  1. Is not the land's subdivider applicant or the subdivider applicant's agent; and
  2. Provides to the entity a certificate described by subsection (7)c.4 of this section.
- e. A person requesting service may obtain a certificate under subsection (7)c.4 of this section only if the person provides to the Planning and Zoning Commission and the City Council either:
  1. A copy of the means of conveyance or other documents that show that the land was sold or conveyed to the person requesting service before September 1, 1995, and a notarized affidavit by that person that states that construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997; or
  2. A notarized affidavit by the person requesting service that states that the property was sold or conveyed to that person before September 1, 1995, and that construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997.
- f. On request, the Planning and Zoning Commission and the City Council shall provide to the Attorney General and any appropriate local, county, or State law enforcement official a copy of any document on which the Planning and Zoning Commission and the City Council relied in determining the legality of providing service.

g. This subsection (7) may not be construed to abrogate any civil or criminal proceeding or prosecution or to waive any penalty against an subdividerapplicant for a violation of a State or local law, regardless of the date on which the violation occurred.

~~h. In this subsection (7):~~

~~1. The term "foundation" means the lowest division of a residence, usually consisting of a masonry slab or a pier and beam structure, that is partly or wholly below the surface of the ground and on which the residential structure rests.~~

~~2. The term "subdividerapplicant" means an individual, firm, corporation, or other legal entity that owns any interest in land and that directly or indirectly subdivides land into lots as part of a common promotional plan in the ordinary course of business.~~

Sec. 28-45. - Vacating a plat.

(a) The force and effect of a recorded plat may be destroyed by properly executing and recording an instrument declaring such plat to be vacated. The instrument shall be substantially in the same form as the applicable Vacating Declaration, which is on file in the office of the City Secretary. The executed Vacating Declaration shall be filed with the Planning and Zoning Commission and the City Council together with seven copies of the plat to be vacated, and following review approval by the Planning and Zoning Commission and approval by the City Council, filed in the deed records of the County.

(b) If the Vacating Declaration is filed with the Planning and Zoning Commission and the City Council prior to the sale of any lot on the plat being vacated, a declaration in substantially the same form as the declaration Form A on file in the City Secretary's office must be signed and acknowledged by the proprietors of the land covered by the plat being vacated.

(c) In cases where lots have been sold, the plat or any part thereof may be vacated upon the execution and recordation of a declaration in substantially the same form as the declaration Form B on file in the City Secretary's office. Such declaration requires the signature and acknowledgment of all of the owners of lots in the plat being vacated.

(d) Upon filing the Vacating Declaration, a filing fee shall be paid in addition to the required recordation fee. Such fees shall be as established by the City Council from time to time.

(e) The resubdivision of the land that is covered by a plat that is vacated shall be platted in the same as is prescribed by these regulations for an original plat.

(1) A copy of the applicable Vacating Declaration shall be filed submitted with the resubdivision plat.

(2) In addition, the resubdivision plat shall be annotated as follows:

"The area being resubdivided in this plat had been previously platted on a plat which is recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, Bexar County Plat and Deed Records, and was vacated through a Vacated Declaration being recorded on the same date as this resubdivision plat."

- (f) If the [subdivider/applicant](#) so desires, the Vacating Declaration and the resubdivision plat may be filed and processes simultaneously.

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-reviewed~~ by the Planning and Zoning Commission and [approved by](#) the City Council, ~~after respective public hearings in relation thereto at which interested parties and citizens shall have had an opportunity to be heard.~~

- (b) *Additional conditions.* In addition to the provisions of subsection (a) of this section:

- (1) If during the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to not more than two dwelling units per lot; or
- (2) If any lot in the preceding plat was limited by deed restrictions to residential use for not more than two dwelling units per lot, the procedures outlined in subsection (c) of this section shall be followed before the approval of the Planning and Zoning Commission and the City Council can be given.

(c) ~~Administrative~~ Completeness Review.

- (1) Prior to the official filing of a replat, the requesting person shall consult with and present proposed replat to the City staff for comments and advice on the procedures, specifications and standards required by the City for the subdivision of land. This preliminary conference begins the ~~administrative~~ completeness review by City staff and the City Engineer.
- (2) The applicant shall provide to the City Manager written notice of intention to file with the Planning and Zoning Commission and the City Council a replat to which the conditions stated in subsection (b)(1) or (2) of this section apply. The requesting person shall provide to City staff the replat fee as established by the City Council from time to time; a map of the preceding plat annotated with a 500-foot radius around the area proposed to be replatted and indicating any areas which were previously vacated or replatted; and a list of the names and addresses of the owners of lots that are in the original subdivision and that are within 500 feet of the lot or lots to be replatted (as indicated on the most recently approved City ad valorem tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved County tax roll of the property upon which the replat is requested). The list shall be signed by the applicant, notarized, and dated. In lieu of providing the property owner names and addresses, the applicant may elect to have City staff prepare the list upon payment of the notification list fee established by the City Council from time to time.

~~(de)~~ Procedures for Replat without variance or exception. If the ~~conditions stated in subsection (b)(1) or (2) of this section apply to a proposed replat~~ does not require a variance or exception, the following procedures and specifications in addition to those contained elsewhere in this chapter shall apply:

(1) If it is determined during the Administrative ~~ly~~ Completeness Review that the proposed replat does not require a variance or exception, the City Manager shall not later than the 15th day after the date the replat is approved, provide written notice by mail of the approval of the replat to each owner of a lot in the original subdivision that is within 500 feet of the lot or lots to be replatted according to the most recent municipality or county tax roll.

(2) If the replat is considered administratively complete, it can then be filed. A replat will require the review of the approval of both the Planning and Zoning Commission and approval of the City Council.

~~(e)~~ Procedures for Replat requiring a variance or exception. If it is determined during the Administrative ~~ly~~ Completeness Review that the proposed replat requires a variance or exception, the following procedures and specifications in addition to those contained elsewhere in this chapter shall apply:

(1) The subdivider shall provide to the City Manager written notice of intention to file with the Planning and Zoning Commission and the City Council a replat to which the conditions stated in subsection (b)(1) or (2) of this section apply. The notice shall be accompanied by the replat fee as established by the City Council from time to time; a map of the preceding plat annotated with a 500-foot radius around the area proposed to be replatted and indicating any areas which were previously vacated or replatted; and a list of the names and addresses of the owners of lots that are in the original subdivision and that are within 500 feet of the lot or lots to be replatted (as indicated on the most recently approved City ad valorem tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved County tax roll of the property upon which the replat is requested). The list shall be signed by the subdivider, notarized, and dated. In lieu of providing the property owner names and addresses, the applicant may elect to have City staff prepare the list upon payment of the notification list fee established by the City Council from time to time.

~~(12)~~ The City Manager shall provide notice of the public hearing ~~required in subsection (a)(3) of this section~~ prior to the 15th day before the date of the scheduled hearing by publication in an official paper or a paper of general circulation in the County.

~~(23)~~ Additionally, the City Manager shall provide written notice, with a copy of Tex. Local Government Code § 212.015~~(e)~~, as amended, attached, to the owners of lots on the preceding plat and that are within 500 feet of the lot or lots which are intended to be replatted. The written notice shall be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or a postal depository within the City limits, prior to the 15th day before the scheduled date of the public hearing.

~~(34)~~ If the proposed replat requires a variance and written protests, signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 500 feet from that area, but within the original subdivision, are filed with the Planning and Zoning Commission and the City Council prior to or at the public hearing referred to in the notice, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the Planning



and Zoning Commission and the City Council. In computing the percentage of land area within 500 feet of the property to be replatted, the area of streets and alleys shall be included.

- (4) If the replat is considered administratively complete, it can then be filed. A replat will require the approval-review of both the Planning and Zoning Commission and approval of the City Council.

- (5) In approving a replat which was protested in accordance with subsection (c)(3) of this section, the Planning and Zoning Commission and the City Council may require that the name of the replat be the same as the original subdivision. In such instances, the replatted area shall continue to be considered as part of the original subdivision for future notification purposes.

(f) Certificates and record of approval.

- ~~(6) The proposed replat, must be filed with the Planning and Zoning Commission and the City Council within six months of the date of each public hearing. If the replat is not filed within six months of each public hearing, a new public hearing shall be required at each level.~~

- ~~(17) Additionally,~~ the replat will be annotated with a certificate, substantially in the same form as the applicable certificate; Form "C," "D," or "E," available from the city.

- ~~(28)~~ In addition, the replat shall be annotated generally as follows:

"The area being replatted had been previously platted on a plat which is recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, Bexar County Plat and Deed Records."

- ~~(ge)~~ *Exception.* Compliance with subsection ~~(ee)~~ (34) of this section is not required for approval of a replat of part of a preceding plat if the area to be replatted was designated or reserved for other than single-family residential use by notation on the last legally recorded plat or in the legally recorded deed restrictions applicable to such plat.

Sec. 28-47. - Amending a plat.

- (a) Administrative amended plat. Subject to the following requirements, an administrative amended plat may be issued without the approval of the Planning and Zoning Commission and the City Council.

- (1) An administrative amended plat shall meet all of the informational and procedural requirements set forth for a final plat, including the required number of copies of the plat, a completed application form, and the required application fee.

- (2) Upon receipt of a favorable recommendation for approval from the City Engineer, the City Manager may approve an amending plat which may be recorded and is controlling over the preceding or final plat without vacation of that plat if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth in this subsection.

- a. The procedures for administrative amended plats shall apply only if the sole purpose of the amending plat is to:

1. Correct an error in a course or distance shown on the preceding plat;

2. Add a course or distance that was omitted on the preceding plat;
  3. Correct an error in a real property description shown on the preceding plat;
  4. Indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
  5. Show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
  6. Correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats; or
  7. Correct an error in courses and distances of lot lines between two adjacent lots if:
    - (i) Both lot owners join in the application for amending the plat;
    - (ii) Neither lot is abolished;
    - (iii) The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
    - (iv) The amendment does not have a material adverse effect on the property rights of the owners in the plat.
- b. An applicant wishing to amend an approved plat shall file with the City Manager the administrative amended plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection.
- (3) The City Manager may approve administrative amended plats. The City Manager may, for any reason, elect to present the administrative amended plat to the Planning and Zoning Commission and the City Council for consideration and approval. Any decision made on the administrative amended plat by the City Manager shall be approval of the plat. Should the City Manager refuse to approve the administrative amended plat, then the plat shall be referred to the Planning and Zoning Commission and the City Council for review and approval within the time period required by state law.
- (4) Upon the City Manager approving a Plat as provided for herein the City Manager shall, no later than 60 days after the approval, provide the Planning and Zoning Commission written notice of the approval.
- (5) An amended plat shall be approved, conditionally approved, or disapproved within thirty (30) days after the filing has been determined to be administratively complete by the City Manager. If the amended plat is disapproved or approved with conditions, the applicant may submit responses to the reason for disapproval or conditional approval. Once responses are submitted by the applicant, the City shall have fifteen (15) days to approve, disapprove, or conditionally approve the amended plat. If the amended plat is disapproved, the applicant may refile.

(b) Other amended plats. Subject to the following requirements, the Planning and Zoning Commission and the City Council may approve and issue an amending plat which may be recorded and is controlling over the preceding or final plat without vacation of that plat if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth in this subsection.

(1) The procedures for amending plats shall apply only if the sole purpose of the amending plat is to:

- a. Amend a plat described in subsection (a)(2)a.;
- b. Relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
- c. Relocate one or more lot lines between one or more adjacent lots if:
  1. The owners of all those lots join in the application for amending the plat;
  2. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
  3. The amendment does not increase the number of lots;
- d. Make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
  1. The changes do not affect applicable zoning and other regulations of the City;
  2. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
  3. The area covered by the changes is located in an area that the Planning and Zoning Commission and the City Council has approved, after a public hearing, as a residential improvement area; or
- e. Replat one or more lots fronting on an existing street if:
  1. The owners of all those lots join in the application for amending the plat;
  2. The amendment does not attempt to remove recorded covenants or restrictions;
  3. The amendment does not increase the number of lots; and
  4. The amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.

(2) ~~An subdivider~~applicant or other applicant wishing~~applicant wishing~~ to amend an approved plat shall file with the Planning and Zoning Commission and the City Council the amending plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection.

(c) Notice, a public hearing, and the approval of other lot owners is not required for the approval and issuance of an amending plat.

(d) Except as provided above, no changes, erasures, modifications, or revisions shall be made in any plat of a subdivision after recommendation of approval has been given by the Planning and Zoning Commission and approved by~~and~~ the City Council unless such changes, modifications, or revisions are first filed submitted~~to and approved~~ recommended for approval by the Planning and Zoning Commission and approved~~the City~~by City Council.

- (e) The amended plat shall be entitled and clearly state that it is an "amended plat," and it shall include a detailed "purpose for amended plat" statement which describes exactly what has been changed on the plat since the original (or previous) plat was approved by the City and filed at the county. It shall also state the specific lots affected or changed as a result of the amended plat, and shall include the original subdivision plat boundary. All references to "final plat" or "replat" shall be removed.
- (f) The amending plat shall be filed in the county in the same manner as prescribed for a final plat, and approval of an amending plat shall expire if all filing materials are not submitted to the City within 30 days of approval.
- (g) Filing fees.
  - (1) A filing fee as established by the City Council from time to time shall be paid to the City at the time the administrative amended plat is filed with the City Manager.
  - (2) A filing fee as established by the City Council from time to time shall be paid to the City at the time the amending plat is filed with the Planning and Zoning Commission, reduced by any fee paid under paragraphs (g)(1) or subsection 28-48(d).
  - (3) A filing fee established by the City Council from time to time shall also be paid to the City at the time an amending plat of any kind is filed with the City Council.
  - (4) If the plat being amended has been recorded, the additional recordation fee shall also be deposited with the City.

Sec. 28-48. - Minor plats.

- (a) Minor plats. Subject to the following requirements, a minor plat may be issued without the approval of the Planning and Zoning Commission and the City Council.
  - (1) A minor plat shall meet all of the informational and procedural requirements set forth for a final plat, including the required number of copies of the plat, a completed application form, and the required application fee.
  - (2) A minor plat is a subdivision or development plat resulting in four or fewer lots in a commercial Planned Unit Development District or Mixed-Use District and provided that the plat does not create any new street nor necessitate the extension of any municipal facilities, except sidewalks, as determined by the City Engineer to serve any lot within the subdivision. Any property to be subdivided using a minor plat shall already be adequately served by all required city utilities, and all lots will have frontage on a public roadway.
  - (3) An ~~subdivider~~ applicant wishing to amend an approved plat shall file with the City Manager the minor plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection. A minor plat shall meet all of the informational and procedural requirements set forth for a final plat, and shall be accompanied by all items required by the City Manager, including the required number of copies of the plat, and a completed application form.
  - (4) Upon receipt of a favorable recommendation for approval by the City Engineer, the City Manager may approve, or approve with conditions a minor plat, or may

for any reason elect to present the minor plat to the Planning and Zoning Commission and the City Council for consideration. Should the City Manager refuse to approve the minor plat, then the plat shall be referred to the Planning and Zoning Commission and City Council for review and approval within the time period required by state law.

(5) A minor plat shall be approved, conditionally approved, or disapproved within thirty (30) days after the filing has been determined to be administratively complete by the City Manager. If the minor plat is disapproved or approved with conditions, the applicant may submit responses to the reason for disapproval or conditional approval. Once responses are submitted by the applicant, the City shall have fifteen (15) days to approve, disapprove, or conditionally approve the minor plat. If the minor plat is disapproved, the applicant may refile.

- (b) The minor plat shall be entitled and clearly state that it is a "minor plat."
- (c) The minor plat shall be filed at the county in the same manner as prescribed for a final plat, and approval of a minor plat shall expire if all filing materials are not submitted to the city within 30 days of approval.
- (d) A filing fee as established by the City Council from time to time shall be paid to the City at the time the minor plat is filed with the City Manager.

Sec. 28-49. - Performance agreement.

- (a) *Instrument.* When site improvements (other than gas and electric lines) are involved in a plat, an instrument to ensure construction of all site improvements required by these regulations shall be executed by the subdividerapplicant and filed with the City together with the plat. Such instrument shall be in substantially the same form as the instrument set out in Appendix C.
- (b) *Time extension.* No extension to the time limitations set out in such instrument shall be granted by the City Council unless and until the applicant shall have justified such request for extension in writing. The request for time extension must be submitted to the City at least 30 days prior to the time limit set out in the performance agreement. If the City finds that development constraints (excluding pecuniary hardship) justify such a request, a time extension may be granted by the City.
  - (1) *Sidewalk improvements.* A time extension up to a maximum of three years for completion of sidewalks may be granted by the commission if a sidewalk plan indicating the uncompleted sidewalks and a time schedule for sidewalk completion is submitted. The sidewalk plan will be submitted for review and approval with the request.
  - (2) *All other site improvements.* A maximum one year time extension for completion of site improvements other than sidewalks may be granted by the City if the applicant shows as evidence of good faith performance that the required site improvements are at least 75 percent completed at the time of request.
- (c) *Guarantee.* A guarantee, in an amount sufficient to cover the cost of the remaining site improvements, shall be required if necessary in order for such extension to be granted. Such guarantee must be filed within 30 days of the granting of the extension

or the extension shall become null and void. Should the granting of such extension require the filing of any instruments, the fees for recording such instruments shall be paid by the [subdividerapplicant](#) to the City.

Sec. 28-50. - Guarantee of performance.

(a) An approved plat may be filed for record before the required site improvements are completed if one of the following guarantees of performance is filed with the City within three years after the plat has been approved by the City:

(1) *Performance bond.*

a. A performance bond will be executed by a surety company licensed to do business in the State in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted improvements required by these regulations (other than gas and electric lines), with the condition that the [subdividerapplicant](#) shall complete such improvements and have them accepted by the City Engineer within three years from the date of plat approval. The performance bond properly executed shall be substantially on the same form as performance bond set out in Appendix C to the ordinance from which this chapter is derived and on file in the City Secretary's office.

b. The City Manager is authorized to sign the bond instrument on behalf of the City and the City Attorney shall approve the same as to form.

(2) *Trust agreement.* The [subdividerapplicant](#) shall cause to be placed in a trust account on deposit in a bank or trust company or with a qualified escrow agent selected by the [subdividerapplicant](#) and approved by the City Engineer a sum of money equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted site improvements (other than gas and electric lines) required by these regulations. The trust account shall be established by agreement which shall be substantially in the same form as the trust agreement set out below. The City Engineer is authorized to sign the agreement on behalf of the City and the City Attorney shall approve same as to form.

~~(3) *Letter of credit.* The [subdividerapplicant](#) shall provide an irrevocable letter of credit in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted site improvements (other than gas and electrical lines) required by these regulations. The letter of credit, properly executed, shall be substantially in the same form as the letter of credit set out in Appendix C to the ordinance from which this chapter is derived and on file in the City Secretary's office. The City Engineer is authorized to sign the agreement on behalf of the City and the City Attorney shall approve same as to form.~~

(34) *Cash or cashier's check.* The [subdividerapplicant](#) shall provide to the City cash or a cashier's check in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unacceptable site improvements (other than gas and electric lines) required by these regulations. Upon completion of the required site improvements and there acceptance by the City Engineer, the amount will be refunded to the [subdividerapplicant](#) by the City.

**Commented [LM1]:** As a policy matter I usually don't like accepting letters of credit because they are not as secure as the bond, but it's a policy decision for the city.

- (b) When an [n subdividerapplicant](#) has given security in any of the forms herein provided, and when 50 percent of the required site improvements have been completed and have been accepted by the City Engineer, or whenever any segment or segments of the required site improvements have been completed and have been accepted by the City Engineer, the [subdividerapplicant](#) may substitute for the original guarantee a new guarantee in an amount equal to the cost of the remaining site improvements. The cost estimate shall be approved by the City Engineer. Such new guarantee need not be in the same form as the original guarantee so long as such guarantee is one that is listed in subsection (a) of this section. However, in no event shall the substitution of one security for another in any way change or modify the terms and conditions of the performance agreement or the obligation of the subdivision as specified in the performance bond.
- (c) Supplementary guarantees may be required as follows:
- (1) One year from the date of plat recordation and annually thereafter until the expiration of the three year period from the date of plat approval, the City Engineer shall review the estimated cost of completing such site improvements as are not then completed and determine the adequacy of the existing performance guarantee. Should the City Engineer determine that the sum set out in the performance guarantee is inadequate to provide for the completion of the uncompleted site improvements at the then prevailing construction costs, he shall require a substitute guarantee to cover the newly estimated cost or a supplemental guarantee to cover the additional sum needed for completion.
  - (2) If an [n subdividerapplicant](#) submits an original performance guarantee after a period of two years has elapsed from the date on which a plat was approved by the City, the actual cost estimate of completing the uncompleted site improvements shall be increased by an amount, based upon a locally recognized construction cost index as approved by the City Engineer, required to cover an estimated inflationary increase in the cost during the duration of the period covered by the performance guarantee.

Sec. 28-51. - Liability of [subdividerapplicant](#).

- (a) An [n subdividerapplicant](#) shall be held liable to the City for the completion of all site improvements required by these regulations until such time as the improvements shall have been actually completed and accepted by the City.
- (b) If the construction of site improvements has been guaranteed by a form of security described in section 28-49(a), and such improvements have not been completed and accepted by the City within the time period prescribed by these regulations, the City, after written notification has been given to the [subdividerapplicant](#), shall take such action as may be required to cause payment to be made to the City of the amounts of money secured by a guarantee of performance. Such amounts of money shall be used by the City to finance the completion of the required improvements.
- (c) In the event that the amounts of money referred to above are insufficient to finance the completion of the required improvements, the City shall so notify the [subdividerapplicant](#) in writing and shall require the [subdividerapplicant](#) either to

complete the improvements without delay or to make available to the City the amount of money required to finance their completion. Should the [subdividerapplicant](#) fail to do either of the above and such failure is not due to strikes, riots, acts of God, acts of public enemy, injunction or other court action, or any other cause similar to those enumerated beyond the [subdividerapplicant](#)'s control, the City shall refer the matter to the City's Attorney for such action as the City's Attorney may deem appropriate to compel the [subdividerapplicant](#) to comply with the provisions of the performance agreement entered into by the [subdividerapplicant](#) as a condition precedent to the approval of the plat by the City, or to pursue any other remedy which may be available to the City. Further, until such time as the required site improvements have been completed and accepted by the City, the City shall refuse to accept from such [subdividerapplicant](#) a performance guarantee under any form which is related to the plat of a subdivision, subsequently filed with the City, in which such [subdividerapplicant](#) has a principal or subsidiary interest. Such a plat, once it has been approved by the City, may be recorded only in the manner prescribed in this chapter.

- (d) The provisions of this section shall not apply if an [subdividerapplicant](#) is prevented from completing and having accepted such required site improvements within the prescribed time by reason of strikes, riots, acts of God, acts of the public enemy, injunction or other cause similar to those enumerated beyond the [subdividerapplicant](#)'s reasonable control. The [subdividerapplicant](#) shall be entitled to an extension of time equal to the time of such delay which shall be fixed by written certification made by the City. It is expressly declared that no such allowance of time will be made unless claimed by the [subdividerapplicant](#) and allowed and certified in writing by the City at the end period of such delay.

Secs. 28-52—28-75. - Reserved.

### **ARTICLE III. - SUBDIVISION DESIGN STANDARDS**

Sec. 28-76. - Provisions for future subdivision.

If a tract is subdivided larger than minimal lot size, such parcels shall be arranged to allow the opening of future streets and logical further subdivision.

Sec. 28-77. - Reserve strips prohibited.

There shall be no reserve strips controlling access to land dedicated or intended to be dedicated to public use. It shall be the responsibility of the [subdividerapplicant](#)/developer/owner of land being platted or replatted that there are no reserve strips controlling access to land dedicated or intended to be dedicated to public use.

Sec. 28-78. - Site improvements.

Streets, alleys, sidewalks and other site improvements required under the provisions of this chapter to be installed in subdivisions by the [subdividerapplicant](#) shall conform to



the specifications of this chapter and to the then current policies and regulations of the City, or other approved utility districts or agencies involved with reference to payment for such installations, refunds, credits and other financial arrangements. Requirements for sidewalk and curbs are waived if individual lot size exceeds seven-tenths acre or greater.

Sec. 28-79. - Neighborhood delivery and collection box units.

- (a) The [subdivider/applicant](#) shall coordinate with the U.S. Postal Service for the location and placement of neighborhood delivery and collection box units by the postal service.
- (b) The location of the neighborhood delivery and collection box units shall be shown on the utility layout and approved by the City.

Sec. 28-80. - Blocks.

The length, width and shape of lots shall be such as to:

- (1) Provide adequate building sites suitable to the special needs of the type of use contemplated.
- (2) Accommodate lots of the size and dimensions required by the City's zoning ordinance.
- (3) Provide for convenient access, circulation, control and safety of street traffic.
- (4) Give due regard to the limitations and opportunities of topography and drainage.

Sec. 28-81. - Residential lots.

- (a) *General layout.* The size, width, depth, shape and orientation of lots shall be appropriate for the neighborhood in which the subdivisions is located, and for the type of development and use contemplated. The area of the lots shall be in accordance with the City's zoning ordinance.
- (b) *Lot dimensions.*
  - (1) Lots shall be rectangular in-so-far as practicable. The minimum area of a single-family residential lot served by a private sewer system shall be not less than seven-tenths of an acre in size. The minimum area of a single-family residential lot served by a public sewer system shall not be less than the area specified in the City's zoning ordinance.
  - (2) The placing of residential lots facing directly upon a major street shall be avoided, unless lots face upon a marginal access street parallel to such major street. Lots should side or back to major streets and other depreciating land uses.
  - (3) The placing of lots at right angles to each other (with rear and side lots adjacent) shall be avoided.
  - (4) Side lot lines shall be as nearly perpendicular as practicable to the street the lot faces, or radial to a curved street or cul-de-sac.
  - (5) Radial residential lots shall be at least 150 feet wide at the building lines.
  - (6) The shortest distance between the intersection of the front building or setback line with the side building lines shall be not less than 80 feet.
  - (7) The minimum distance from the front to rear property lines shall be not less than 200 feet measured normal to a line intersecting the two front corners.

- (8) The included angle of the side property lines to the front property line at their intersection with the front property line shall be not more than 120 degrees nor less than 60 degrees.
- (9) The shortest distance between the intersections of the front property line with the side property lines shall be not less than 60 feet.
- (10) The minimum building line set backs for properties in the extraterritorial jurisdiction shall be measured parallel to their respective property lines shall be as specified in the City's zoning ordinance in this subsection:
  - a. Front building line shall be set back 80 feet minimum except for cul-de-sac lots.
  - b. Front building line for cul-de-sac lots shall be set back 50 feet minimum.
  - c. Side building lines shall be set back 30 feet minimum.
  - d. Rear building lines shall be set back 30 feet minimum.
- (c) *Building lines.* Minimum front, side and rear building setback lines shall be shown on all plats and shall not be less than required by the Chapter 36. – ZONING, City's zoning ordinance for properties in the city limits.
- (d) *Access.*
  - (1) Every lot shall have adequate access to a public street by direct frontage on such street of no less than 150 feet.
  - (2) No road or other access to such property shall be closer than 150 feet of the back property line of developed land.
- (e) *Orientation.* Residential lots shall be oriented to take advantage of topography, and the best relationship to the overall design of the neighborhood and to minimize the effects of the surrounding depreciating land uses.
  - (1) Where a residential lot backs up to a railroad right-of-way, high pressure gas lines, or any other land use which may have a depreciating effect on a residential property, and where no marginal access street or other street is provided at the rear of such lot, additional depth shall be required, not to exceed a total of 150 feet. Where a lot sides to any of the above, appropriate additional width shall be required. A planting screen or access buffer easement shall be provided along the line of lots abutting such traffic artery or other disadvantageous land use in accordance with the City's zoning ordinance.
  - (2) Depth and width of properties laid out for other than residential purposes shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated.

Sec. 28-82. - Land suitability.

- (a) Every lot shall contain a suitable building site.
- (b) The City may disapprove a plat if the City finds the land to be unsuitable for development due to natural/environmental conditions which may pose a danger to health, safety, or property. Natural/environmental conditions which may render land unsuitable for development include, but are not limited to, flooding, steep slopes, unstable soils, or the presence of a sanitary landfill site. In disapproving a plat, the City shall incorporate its findings, together with the specific facts upon which the

findings are based, into the official minutes of the meeting at which the plat is considered.

Sec. 28-83. - Drainage facilities.

Drainage facilities shall be provided and constructed as specified in Appendix A to this chapter.

Secs. 28-84—28-109. - Reserved.

**ORDINANCE NO. O-2019-012**

**AN ORDINANCE AMENDING CHAPTER 28 – SUBDIVISIONS, ARTICLES I – III TO DEFINE A FILING DATE AND ESTABLISHING PLAT PROCEDURES IN COMPLIANCE WITH HOUSE BILL 3167 OF THE 86<sup>TH</sup> TEXAS LEGISLATURE; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City Council of the City of - (“City Council”) seeks to promote the public health, safety, morals and general welfare of the municipality and the safe, orderly, and healthful development of the municipality, including its extraterritorial jurisdiction; and

**WHEREAS**, the City Council finds that haphazard laying out of lots and erratic dedication of public infrastructure is harmful to the environment and quality of life; and

**WHEREAS**, the City Council acknowledges that subdivision controls are based on the land registration system, and that land registration is a privilege that local governments such as - have the power to grant or withhold based on compliance with reasonable conditions; and

**WHEREAS**, the City Council's regulation of development is based on the government's legitimate interests in promoting orderly development, insuring that subdivisions are constructed safely, and protecting the future owners from inadequate police and fire protection, inadequate drainage, and unsanitary conditions; and

**WHEREAS**, the City Council has determined that reasonable rules and regulations governing subdivision plats are necessary to maintain water quality, ensure traffic safety, protect the region's livability, and preserve property values; and

**WHEREAS**, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, pursuant to Chapter 212 of the Texas Local Government Code, the City has the authority to adopt rules governing plats and subdivisions of land; and

**WHEREAS**, pursuant to House Bill 3167 (86<sup>TH</sup> Texas Legislature), the City is required to limit review periods to an extent making some notice, hearings, and review by appointed and elected bodies infeasible; and

**WHEREAS**, the City has determined that amending its ordinance related to subdivisions is required by state law; and

**WHEREAS**, the City Council finds that it is necessary and proper for the good government, peace or order of the City of - to adopt an ordinance regulating the subdivision and platting of land.

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

## **I**

### **CODE AMENDMENT**

Chapter 28- SUBDIVISIONS, Article I. – IN GENERAL, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 28-1. - Short title.

This chapter, along with its attachments, exhibits and amendments, shall be known as the "Subdivision Ordinance" of the City of Shavano Park.

Sec. 28-2. - Jurisdiction.

- (a) The owner of a tract of land located within the limits of the City or in the extraterritorial jurisdiction of the City who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to the City, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared. A division of a tract under this section includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method. A division of land under this section does not include a division of land into parts greater than five acres, where each part has access and no public improvement is being dedicated. This ordinance also applies to the creation of one legal lot when done so through platting.
- (b) No person shall create a subdivision of land within the corporate limits of the City, or within its extraterritorial jurisdiction, without complying with the provisions of this chapter. All plats and subdivisions of any such land shall conform to the rules and regulations herein set forth.

Sec. 28-3. - Extraterritorial jurisdiction.

All ordinances governing plats and subdivisions of land within the City's jurisdiction to promote health, safety, and general welfare of the City and the safe, orderly, and healthful development of the City, are hereby extended and made applicable in the extraterritorial jurisdiction of the City in accordance with ch. 42 of the Texas Local Government Code and ch. 212 of the Texas Local Government Code.

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.

Sec. 28-5. - Adoption of legislative grant of power.

The ordinance from which this chapter is derived is adopted under the authority of the Constitution and laws of the State, including particularly Tex. Local Government Code ch. 212.

Sec. 28-6. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Definitions not expressly prescribed herein are to be construed in accordance with customary usage in municipal planning and engineering practices.

*Alley* means a minor public right-of-way not intended to provide the primary means of access to abutting lots, and which is used primarily for vehicular service access to the back or side of properties otherwise abutting on a public or private alley, and affords only secondary means of access to property abutting thereon.

*Administrative Completeness Review* means a review by the City staff and City Engineer to ensure all submittals are in full compliance with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. The term "Administrative Review" is included in this definition.

*Applicant* means any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the

term "applicant" shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner of land sought to be subdivided.

*Application* means a written request to the City for an approval required by this Chapter that contains all information required by this Chapter and that has been deemed administratively complete by the City.

*Building setback line* means the line within a property defining the minimum horizontal distance between a building and the adjacent street and/or property line.

*Cul-de-sac* means a street having but one outlet to another street, and terminated on the opposite end by a vehicular turnaround.

*Dead-end street* means a street, other than a cul-de-sac, with only one outlet.

*Drainage easement* means an interest in land granted the City, to the public generally, for the construction, use, and maintenance of drainage facilities across, over, and under the private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said drainage facilities.

*Drainage right-of-way* means a public right-of-way granted to the City, to the public generally, for the construction, use and maintenance of drainage facilities across, over and under said public right-of-way.

*Engineer* means a person duly authorized and properly registered under the provisions of the Texas Engineering Registration Act, as heretofore or hereafter amended, to practice the profession of engineering as evidenced by a current Texas Engineer's Seal.

*Filed or to File* means the date a plat is administratively complete and ready for consideration for recommendation of approval by the Planning and Zoning Commission. The official filed date will be when an agenda is posted on City Hall bulletin board for a Planning and Zoning Commission meeting where the plat action will be considered for recommendation to City Council.

*Foundation* means the lowest division of a residence, usually consisting of a masonry slab or a pier and beam structure, that is partly or wholly below the surface of the ground and on which the residential structure rests.

*Lot* means an undivided tract or parcel of land having frontage on a public or private street and which is, or in the future may be, offered for sale, conveyance, transfer or improvement; or which is designated as a distinct and separate tract, and which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed of record.

*Non-access easement* means easement across which vehicular access is prohibited.

*Office* means any office referred to in this chapter by title means the person employed or appointed by the City in that position, or his duly authorized representative.

*Pavement width* means the portion of a street available for vehicular traffic; where curbs are laid, it is the portion between the face of curbs.

*Person* means any individual, association, firm, corporation, governmental agency, or political subdivision.

*Planned unit development (PUD)* means a tract of land developed for residential, office, and commercial uses, or a combination thereof, according to a plan as a single entity that protects adjacent properties, in compliance with these regulations.

*Plat* means a complete and exact plan for the subdivision of a tract of land into lots for building purposes, which, if approved, may be submitted to the County Clerk for recording.

*Amended or Amending Plat* means a revised plat correcting minor errors or making limited changes to the original final plat or as otherwise defined by Chapter 212 of the Texas Local Government Code.

*Final Plat* means the one official and authentic map of any given subdivision of land prepared from actual field measurement and staking of all identifiable points by a surveyor or engineer, with the subdivision location referenced to a survey corner, and with all boundaries, corners and curves of the land division sufficiently described so that they can be reproduced without additional references. The final plat of any lot, tract or parcel of land shall be recorded in the land records of Hays County, Texas. An Amending Plat and replats are also final plats.

*Major Plat* means all plats not classified as minor plats, including but not limited to subdivisions of more than four (4) lots, or any plat that requires the construction of a new street (or portion thereof), on-site drainage facilities, or the extension of a municipal facility as required by this or any other City ordinance.

*Minor Plat* means a subdivision resulting in four (4) or fewer lots or Units, provided that the plat is for conveyance purposes only with no development or construction of roads or public improvements proposed, and provided that the plat does not create any new easements for public facilities, nor the extension of any municipal utility facilities to serve any lot within the subdivision.

*Preliminary Plat* means the graphic expression of the proposed overall plan for subdividing, improving and developing a tract, showing in plain view the proposed street



and lot layout, easements, dedications and other pertinent features, with such notations as are sufficient to substantially identify the general scope and detail of the proposed development.

*Replatting or Replat* means this is the resubdivision of any part or all of a block or blocks of a previously platted subdivision, addition, lot or tract. Replats eliminate the prior plats as to the area replatted.

*Private drainage easement* means an interest in, and granted to, the City and to the public generally, for the use of a watercourse, drainageway, natural channel or stream across private property. Maintenance of said private drainage is a responsibility of the property owner.

*Private streets* means any non-public right-of-way used for vehicular access and constructed and maintained by a private entity.

*Reserve strip* means any unplatted parcel of land that prevents access to platted property.

*Safety lane* means a designated area on an approved plat which has a primary purpose of providing access for safety vehicles in any development where public streets do not adequately provide such access.

*Street* means a public or private right-of-way, however designated, which provide vehicular access to adjacent land. A "street" includes a public or private thoroughfare or highway, as well as alley ways.

- (1) A secondary street primarily provides vehicular circulation to various sections of the City.
- (2) A collector street primarily provides circulation within neighborhoods, to carry traffic from minor streets to arterial streets, or to carry traffic through or adjacent to commercial or industrial areas.
- (3) A marginal access street is a street which is parallel to and adjacent to an arterial street, which primarily provides access to abutting properties and protection from through traffic.
- (4) A minor street is one used primarily for access to abutting residential property.

*Subdivision* means a division of any tract of land situated within corporate limits, or within or partly within the extraterritorial jurisdiction of the City, into two or more parts for the purpose of laying out any subdivision of any tract of land or any addition of any town or City, or for laying out suburban lots or building lots, or any lots, and streets, alleys, or parts or other portions intended for public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto. The term "subdivision" includes re-subdivision.

*Surveyor* means a licensed State land surveyor or a registered professional land surveyor, as authorized by the State statutes to practice the profession of surveying, as evidenced by a valid State seal.

*Utility easement* means an interest in land granted to the City, to the public generally, and/or to a private utility corporation, for installing or maintaining utilities across, over and under private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said utilities.

Sec. 28-7. - Enforcement.

In addition to any other remedy provided by law, the City and its agents shall have the right to:

- (1) Enjoin the violation or threatened violation of this chapter by the owner of a tract of land by injunction issued by a court of competent jurisdiction; or
- (2) Recover damages from the owner of a tract of land in an amount adequate for the City to undertake any construction or other activity necessary to bring about compliance with this chapter. The reference in this section to "owner of a tract of land" does not include the owner of an individual lot in a subdivided tract of land.

Sec. 28-8. - General conditions and restrictions.

- (a) It is unlawful for the County Clerk to receive or record any such plan, plat or replat, unless and until the same shall be approved by the City.
- (b) No plat will be approved with a septic system unless the system is approved by the City in the location indicated on the plat.
- (c) No permit will be issued for any structure on a lot in a subdivision for which a final plat has not been approved and filed for record, nor for any structure on a lot within a subdivision in which the standards contained herein have not been complied with in full.
- (d) The City will not permit the repair, maintenance, installation or construction of any streets or public utility services in any subdivision for which a final plat has not been approved nor in which the standards contained herein or referred to herein have not been complied with in full.
- (e) The connection of water, sewer, electricity, gas and other utility services to a subdivision shall be in accordance with the provisions of section 28-44(7).
- (f) On behalf of the City, the City's Attorney shall, when directed by the City Council, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this chapter or the standards referred to herein with respect to any violation thereof which occurs within the City, within the extraterritorial jurisdiction of the City, as determined under the Municipal Annexation Act, or within any area subject to all or a part of the provisions of this chapter.
- (g) If any subdivision exists for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full, the City Council shall pass a resolution reciting the fact of such noncompliance or

failure to secure final plat approval, and citing the fact that the provisions of subsections (a) through (e) of this section will apply to the subdivision and the lots therein, the City Secretary shall, when directed by the City Council, cause a certified copy of such resolution under the corporate seal of the City to be filed in the deed records of the County. If full compliance and final plat approval are secured after the filing of such resolution, the City Secretary shall forthwith file an instrument in the deed records of the County nullifying the previously recorded instrument.

- (h) The provisions of this section shall not be construed to prohibit the issuance of permits for any lots upon which a residential building exists and was in existence prior to passage of this chapter; nor to prohibit the repair, maintenance, or installation of any street or public utility services for, to or abutting any lot, the last recorded conveyance of which prior to passage of the ordinance from which this chapter is derived was by metes and bounds, and/or any subdivision or lot therein, recorded or unrecorded, which subdivision or lot was in existence prior to the passage of the ordinance from which this chapter is derived.
- (i) Dedication and maintenance of streets. Disapproval of a plat by the City Council shall be deemed a refusal by the City to accept the offered dedication shown thereon. Approval of a plat shall not be deemed an acceptance of the proposed dedications and shall not impose any duty upon the City concerning the maintenance of or improvements of any such dedicated parts until the proper authorities of the City have actually appropriated the same by entry, use or improvements. It shall be unlawful for any officer or employee of the City to maintain the streets in a subdivision, and the City will not accept or maintain said streets, unless and until such streets have been surfaced, the required utilities and drainage facilities have been installed and such improvements have been accepted in writing by the City and the City Engineer. Each street dedication shall specifically state in all capital letters ten font bold print (1) if the City is responsible for maintenance, repairs and utilities costs associated with lighting fixtures, and if the City will be responsible, (2) the annual estimated cost thereof. In the absence of such language, all cost and responsibility for lighting fixture maintenance, repairs and utilities costs shall be retained by the developer or its designee.

#### Sec. 28-9. - Variances by Council.

The City Council may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the City Council shall prescribe only conditions that it deems necessary to or desirable in the public interest. In making the finding herein below required, the City Council shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such variance upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity. No variance shall be granted unless the City Council finds:

- (1) That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this

chapter. Such findings of the City Council, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the City Council meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this chapter so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the applicant, standing alone, shall not be deemed to constitute undue hardship;

- (2) That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area;
- (3) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of this land;
- (4) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
- (5) That the application fee has been paid in accordance with the City fee schedule.

Sec. 28-10. - Authority of City Engineer.

The City Engineer is hereby authorized and directed to promulgate rules, regulations standards and specifications for the construction, installation, design, location and arrangement of streets, curbs, street lights, street signs, alleys, utility layouts, utility easements, gates for utility easements, sidewalks, water supply and water distribution systems, fire hydrants, sewage disposal systems, septic tanks, water wells, monuments, criteria for drainage easement requirements, drainage facilities, and crosswalk ways. He shall recommend to the City Council any changes to be made. No such rules, regulations, standards and specifications shall conflict with this chapter or any other ordinance of the City. All such improvements shall be constructed, installed, designed, located and arranged by the applicant in accordance with such rules, regulations, standards and specifications in Appendix A to this chapter.

Sec. 28-11. – Applicant's responsibility for costs.

The responsibility for all costs of the in-place improvements as required by this chapter shall be borne by the applicant.

Secs. 28-12—28-40. - Reserved.

**II**

**CODE AMENDMENT**

Chapter 28 – SUBDIVISIONS, Article II. – PLAT PROCEDURES, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 28-41. - Preliminary conference.

Prior to the official filing of a any plat, the applicant shall consult with and present proposed plan of subdivision to the City staff for comments and advice on the procedures, specifications and standards required by the City for the subdivision of land. This preliminary conference begins the administrative completeness review by City staff and the City Engineer.

Sec. 28-42. - Preliminary plat and data.

- (a) *General.* The applicant shall cause to be prepared a preliminary plat by a licensed engineer or surveyor in accordance with this chapter. Under no circumstances may a preliminary plat be filed for final plat approval.
- (b) *Filing fee.* Each preliminary plat shall be accompanied by a filing fee as established by the City Council from time to time. In addition, a deposit to cover the costs of the City Engineer and any other professional consultant the City may contract to administrative review the plat may be required.
- (c) *Overall preliminary layout plat of larger tract of a master plan.* Where the proposed subdivision constitutes a unit of a larger tract owned by the applicant which he intends to subsequently subdivide as additional units of the same subdivision, the subdivision plat shall be accompanied by a layout of the entire area showing the tentative layout of streets, blocks and drainage for such area. The overall layout, or Master Plan, if approved by the City shall be attached to and filed with a copy of the approved subdivision plat in the permanent files of the City. Thereafter, fractional plats of subsequent units of such subdivision must be filed for preliminary plat approval, and shall conform to such approved overall layout on the plat. The applicant may request that the original approved Master Plan be amended and reapproved.
- (d) *Copies required.* The applicant shall submit the applicable number of black or blue line copies of the plat with the City staff.
- (e) *Preliminary fees.* Said preliminary plat shall be accompanied by all plat administration and filing fees, which are established from time to time by the City Council.
- (f) *Form and content.* The preliminary plat shall be drawn on sheets 24 inches wide and 36 inches long, with a binding margin of not less than 2½ inches on the left side of the sheet and margins on the other three sided of not less than three-eighths inches. The plat shall be drawn to scale of 100 feet to one inch. When more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat. The plat shall show the following:
  - (1) Names and addresses of the applicant, record owner, and engineer or surveyor.
  - (2) Describe the subdivision by metes and bounds.
  - (3) Locate the subdivision with respect to a corner of the survey or tract or an original corner of the original survey or which it is a part.

- (4) Proposed name of the subdivision, which shall not have the same spelling as, or be pronounced similar to, the name of any other subdivision located within the City or within five miles of the City.
  - (5) Names of contiguous subdivisions and or indication of whether or not contiguous properties are platted.
  - (6) Subdivision boundary lines, indicated by heavy lines, the dimensions of the subdivision, and the approximate acreage of the subdivision.
  - (7) Existing sites as follows:
    - a. The location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries.
    - b. The location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, and other sites within or contiguous with the subdivision.
    - c. The location and dimensions of all existing improvements on the property to be platted, including buildings, utilities and parking areas.
  - (8) The location, dimensions, description and name of all proposed streets, alleys, parks, public areas, reservations, easements or other right-of-way, blocks, lots and other sites within the subdivision.
  - (9) Date of preparation, scale of plat and north arrow.
  - (10) Topographical information shall include contour lines on a basis of two vertical feet in terrain with an average slope of five percent.
  - (11) A number or letter to identify each lot or site and each block. Said number shall be coordinated by the developer with the County Clerk to prevent duplication.
  - (12) Front building setback lines on all lots and sites.
  - (13) Side yard building setback lines at street intersections and crosswalk ways.
  - (14) Location map at a scale of not more than 4,000 feet to an inch which shall show existing adjacent subdivisions and major streets.
- (g) *Accompanying data.*
- (1) Proposed master plan of all of developer's property when subdivision is a part of a larger tract which shall be prepared using the same scale as the preliminary plat showing:
    - a. Existing and proposed subdivisions, including streets, lots, parks and drainage easements and rights-of-way.
    - b. Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning boundaries, if they lie within the vicinity map.
    - c. The general drainage plan, flow line of existing watercourses, existing drainage structures, ultimate destination of water, and floodplain boundaries.
  - (2) A letter of authorization from the owner of the land area to be platted, acknowledging that the plat request is being filed with the City and authorizing said engineer and/or surveyor to act in his behalf.
  - (3) A letter from the owner or engineer/surveyor acting in his behalf requesting any and all variances from this chapter which might be proposed.

- (4) Construction plans and cost estimates for any and all off-site improvements proposed and/or required as a condition for approval of said plat as set out in section 28-44(2)a through e.
- (h) *Processing of preliminary plat.*
- (1) The City staff will review the preliminary plat for administrative completeness as to its conformity with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. This step does not constitute the filing of a formal application for approval of the preliminary plat, nor does it necessitate the filing fee to be paid at this time.
  - (2) If the preliminary plat is found to be administratively complete, it can then be filed. A preliminary plat will require the approval of the City Council before the applicant can file the final plat.
  - (3) The Planning and Zoning Commission may recommend disapproval, approval or conditional approval with modifications the preliminary plat. The Planning & Zoning Commission shall provide the applicant a written statement of the conditions for the conditional approval or reasons for disapproval that clearly articulates each specific condition for the recommendation of conditional approval or reason for recommendation of disapproval.
  - (4) If the Planning and Zoning Commission recommends disapproval, approval, or conditional approval with modifications the preliminary plat, and the applicant elects to continue, the preliminary plat will be considered for approval by the City Council.
  - (5) The City Council may disapprove, approve, or conditionally approve with modifications the preliminary plat.
  - (6) After a conditional approval or disapproval by City Council, the applicant may submit to the City a written response that satisfies each condition for the conditional approval or disapproval provided.
  - (7) After receipt of the applicant's response, the city will then have up to fifteen (15) days to approve or disapprove the Plat application.
  - (8) The City Council shall approve a previously conditionally approved or disapproved preliminary plat if the response adequately addresses each condition of the conditional approval or each reason for the disapproval.
  - (9) The City Council, as the final municipal authority, shall act on the preliminary plat within 30 days after the date the preliminary plat is has been acted upon by the Planning and Zoning Commission. A preliminary plat is considered approved unless it is disapproved within the 30-day period starting after being heard by the Planning and Zoning Commission.
  - (10) Approval or conditional approval of a preliminary plat by the City Council shall be deemed an expression of approval of the layout shown on the preliminary plat in order to proceed with the design of streets, water, sewer and other required improvements and utilities and to the preparation of the final plat. Approval or conditional approval of a preliminary plat shall not constitute approval of the final plat, automatically or otherwise.

- (113) Approval or conditional approval of a preliminary plat shall be effective for one year unless reviewed by the City Engineer at the request of the City in light of new or significant information which would necessitate a revision of the preliminary plat. If the City Engineer should deem changes in a preliminary plat are necessary as defined above, the City Engineer shall so inform the City Manager, who shall so inform the applicant, in writing.
- (124) If no development has occurred which would affect the proposed plat after one year of effective approval, the City Council may, upon the application of the applicant, extend the approval an additional six months.
- (13) Any plat that is disapproved after the City has reviewed the response in the form of an amended application may be refiled at any time as a new plat application.

Sec. 28-43. - Standards for approval.

The Planning and Zoning Commission shall recommend approval of a preliminary plat if:

- (1) The preliminary plat conforms to the general plan of the City and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
- (2) The preliminary plat conforms to the general plan for the extension of the City and its roads, streets, and public highways within the City and its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- (3) The preliminary plat conforms to the provisions of this chapter.

Sec. 28-44. - Final plat and accompanying data.

If the preliminary plat is approved or conditionally approved with modifications, and the applicant elects to continue, the applicant must submit the final plat and accompanying data (together with applicable required filing fees and deposits) as outlined in subsection (3) of this section.

(1) *Form and content of plat.*

- a. The final plat shall conform to the preliminary plat as conditionally approved by the City incorporating any and all changes, modifications, alterations, corrections and conditions recommended by the City Engineer.
- b. The final plat shall be on sheets 18 inches wide and 24 inches long and 2½ inches on the left side of the street, and margins of not less than three-eighths inches on the other three sides. The plat shall be drawn at a scale of 100 feet to one inch. Where more than one sheet is necessary to accommodate the entire computed area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat.
- c. The final plat shall be submitted in ten copies, together with the original, and shall contain all of the features required for preliminary plats in section 28-42(f) and shall also include the following:
  - 1. The exact location, dimensions, names and description of all existing or recorded streets, alleys, reservations, easements or other public rights-



of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, with accurate dimensions, bearing or deflecting angles and radii, computed area, and central angle, tangent distance and length of all curves, where appropriate.

2. The exact location, dimensions, description and name of all proposed streets, alleys, parks, other public areas, reservations, easements or other rights-of-way, blocks, lots, monuments, and other sites within the subdivision with accurate dimensions, bearing or deflecting angles and radii, area and central angles, tangent distance and length of all curves, where appropriate. All lot corners shall be marked with one-half inch diameter x two feet long iron pins.

3. Owner's Acknowledgement as follows:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

The owner of the land shown on this plat, and whose name is subscribed hereto, and in person or through a duly authorized agent, dedicates to the City of Shavano Park, Texas, for the use of the public forever all streets, alleys, parks, watercourses, drains, easements, and the water and sewer lines in all of the aforesaid public places and all other public places thereon shown for the purpose and consideration therein express.

_____	
Owner	

STATE OF TEXAS	X
COUNTY OF BEXAR	X

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ 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 consideration therein expressed, and in the capacity therein stated.

GIVEN under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

_____	
Notary Public, State of Texas	

4. Certification of the Surveyor responsible for surveying the subdivision area, attesting to its accuracy:

STATE OF TEXAS	X
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COUNTY OF BEXAR	X
-----------------	---

I hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

_____	
Registered Professional Surveyor	

(Surveyor's Seal)

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

_____	
Notary Public, State of Texas	

5. A certificate by the engineer responsible for the preparation of the final plat and supporting data, attesting to its accuracy:

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I hereby certify that proper engineering consideration has been given this plat to the matters of streets, lots, and drainage layout.

_____	
Registered Professional Surveyor	

(Engineer's Seal)

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

_____	
Notary Public, State of Texas	

6. Certification by City Engineer:

The City Engineer of the City of Shavano Park hereby certifies that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which his approval is required.

_____	
City Engineer	

7. Recommendation of the Planning and Zoning Commission of the City

This plat of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ has been submitted to and considered by the Planning and Zoning Commission of the City of Shavano Park, Texas, and is hereby recommended for approval by such Planning and Zoning Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 19 \_\_\_\_\_.

By:	_____
	Chairman
By:	_____
	City Secretary

8. Approval of the City Council of the City

This plat of \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, 19 \_\_\_\_\_.

By:	_____
	Mayor
By:	_____
	City Secretary

STATE OF TEXAS	X
COUNTY OF BEXAR	X

I, \_\_\_\_\_, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, OF THE \_\_\_\_\_ DAY OF \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_, A.D. 19 \_\_\_\_\_ AT \_\_\_\_\_ M. IN THE RECORDS OF \_\_\_\_\_ OF SAID COUNTY, IN BOOK VOLUME \_\_\_\_\_ ON PAGE \_\_\_\_\_.

IN TESTIMONY WHEREOF, WITNESS MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ A.D. 19 \_\_\_\_\_.

	County Clerk
	Bexar County, Texas
By:	_____
	Deputy

- (2) *Accompanying data.* All plans and calculations shall bear the seal of an engineer and, where applicable, all trenches in excess of five feet in depth at construction sites in the City and its extraterritorial jurisdiction must be construed and operated in accordance with OSHA standards. When filed, the final plat shall be accompanied by the following site improvement data:
- a. *Streets, alleys, sidewalks, crosswalk ways.* Three copies of plans and profiles of all streets, alleys and plans for sidewalks and crosswalk ways and three copies of construction specifications and of detailed cost estimates which shall include a 15 percent contingency. Plans are to be drawn at a scale of one inch equals 50 feet, longitudinal, and one inch equals five inches, vertical. Bench marks using USGS data are required.
  - b. *Sanitary sewers.*
    - 1. Three copies of plans and profiles of proposed sanitary sewer lines indicating type, sizes, depths, and grades of lines. Plan shall be to a scale of at least 100 feet to an inch with contours and scaled lot dimensions as on plat and shall show existing as well as proposed sewers.
    - 2. When a separate sewer system or treatment plant is proposed, three copies of proposed plans.
    - 3. Two copies of construction specifications and detailed cost estimates.
  - c. *Septic system.* When sewer service for the proposed plat is to be so provided by septic tanks, written approval by the appropriate public agency having installation permit and operation control jurisdiction. Such written approval shall state that approval for septic tank systems for each proposed property is granted and installation permits will be issued for same upon request after plat recordation.
  - d. *Recharge zone.* When a sewer or septic system is proposed within the recharge zone of the Edwards Aquifer within the City or its extraterritorial jurisdiction, written approval as required by the appropriate State agency having review and enforcement authority jurisdiction regarding the Texas Administrative Code, 31 TAC §§ 331.1—331.11 or the latest revision thereof regulating such systems.
  - e. *Water lines.*
    - 1. Three copies of plans of all proposed water lines and fire hydrants, showing type and sized of the lines. The plan shall be prepared at a scale of at least 100 feet to an inch and shall contain scaled lot dimensions as shown on the plat.
    - 2. When a separate water system is planned, three copies of the plans, including water lines and hydrants.
    - 3. Two copies of construction specifications and detailed cost estimates.
  - f. *Storm drainage.*
    - 1. Three copies of the storm drainage plan, prepared to scale of 100 feet to an inch and with the same contours and scaled lot sizes as shown on the plat. All street widths and grades shall be indicated, and runoff figures

shall be indicated on the outlet and inlet side of all drainage ditches and storm sewers and, at request of City Engineer, at all points in the street at changes of grade or where the water enters another street or storm sewer or drainage ditch. Drainage easements shall be indicated.

2. A general location map of the subdivision showing the entire watershed (U.S.G.S. Quadrangle is satisfactory).
  3. Calculations showing the anticipated stormwater flow, including watershed area, percent runoff, and time of concentration. When a drainage ditch or storm sewer is proposed calculations shall be submitted, showing basis for design.
  4. When a drainage channel or storm sewer is proposed, three copies of complete plans, profiles, and specifications shall be submitted, showing complete construction details.
  5. When conditions upstream or downstream form a proposed channel or storm sewer do not permit maximum design flow, high water marks based on 100-year frequency shall be indicated, based upon existing conditions.
- g. *Additional requirements.*
1. Tax certificates from the City, the School District and the County which indicate that all ad valorem taxes have been paid up to and including the current year on all land included within the final plat.
  2. Letters of certification by the proper authorized official of each public utility company or board involved to be inscribed on the respective utility layouts required herein certifying approval of the same by said utility company or board.
  3. A letter from the applicant authorizing the City to file the plat for record.
  4. A performance agreement in a format as described in this chapter and which is sufficient to guarantee the applicant will complete any and all required improvements within two years after approval of such plat.

(3) *Processing final plat.*

- a. As soon as practicable after the preliminary plat is approved or conditionally approved with modifications, the applicant shall submit to the City staff the proposed final plat of the subdivision or portion thereof for Administrative Completeness Review.
- b. If desired by the applicant and approved by the City Council, the final plat may constitute only that portion of the approved preliminary plan which he proposes to record and develop. However, such portion shall conform to all the requirements of this chapter.
- c. Except as hereinafter provided, no final plat will be considered unless a preliminary plat has been filed and approved or conditionally approved with modifications.
- d. A final plat of an approved or conditionally approved preliminary plat or a portion thereof shall be submitted to the City staff for an administrative completeness review of the plat within 12 months of the date of approval or

conditional approval with modifications of the preliminary plat; otherwise, the approval of the City shall become null and void, unless an extension of time is applied for and granted by the City Council.

- e. The City staff will review the final plat for administrative completeness as to its conformity with the City of Shavano Park Code of Ordinances, state law and federal law as applicable. This step does not constitute the filing of a formal application for approval of the final plat, nor does it necessitate the filing fee to be paid at this time.
- f. If the final plat is considered administrative complete, it can then be filed. A final plat will require the approval of the City Council before the applicant can record the plat.
- g. The Planning and Zoning Commission may recommend disapproval, approval, or conditional approval of the final plat.
- h. If the Planning and Zoning Commission recommends approval, disapproval, or conditional approval of the final plat, and the applicant elects to continue, the final plat will be submitted for approval to the City Council.
- i. The City Council may disapprove, conditionally approve, or approve the final plat.
- j. After a disapproval by the City Council, the applicant may submit to the City a written response that satisfies each condition for the conditional approval or disapproval provided.
- k. After receipt of the applicant's response, the City will then have up to fifteen (15) days to approve or disapprove the Plat application.
- l. The City shall approve a previously disapproved final plat if the response adequately addresses each reason for the disapproval.
- m. The City Council shall act on the final plat within 30 days after the date the final plat has been acted upon by the Planning and Zoning Commission. . A final plat is considered approved by the City Council unless it is disapproved within the 30-day period starting after the filing date.
- n. If the final plat is disapproved, the City shall inform the applicant in writing of the reasons at the time such action is taken if the applicant requests the reasons in writing.
- o. After the final plat has been approved and applicant has performed as prescribed in Section 28-49 for the purpose of insuring construction of all site improvements required by this chapter (including water and sewer service facilities, but excluding gas and electric lines), the City Council shall cause the final plat to be recorded with the County Clerk. No plat shall be filed for record without written consent of the applicant. If the applicant fails to give such written consent, the City Council may cancel such approval.
- p. Payment of all platting fees as established by the City Council from time to time is required by the City before final plat approval.

q. Any plat that is disapproved after the city has reviewed the response in the form of an amended application may be refiled at any time as a new plat application.

(4) *Certificates and record of approval.*

- a. If a final plat is approved, the Planning and Zoning Commission and the City Council giving the approval shall each endorse the final plat with a certificate indicating the approval. The first certificate must be signed by the Chairman of the Planning and Zoning Commission and attested by the City Secretary. The second certificate must be signed by the Mayor or Mayor Pro Tem and the City Secretary.
- b. If either or both the Planning and Zoning Commission and City Council fails to act on a final plat within the prescribed period, the City Council on request shall issue a certificate stating the date the final plat was filed and that the Planning and Zoning Commission and/or the City Council failed to act on the final plat within the period. This certificate is effective in place of the certificate required by subsection (4)a of this section.
- c. Both the Planning and Zoning Commission and the City Council shall maintain a record of each application made to each body and the action taken on it. On request of an owner of an affected tract, the Planning and Zoning Commission and the City Council shall each certify the reasons for the action taken on an application.

(5) *Standards for approval.* The Planning and Zoning Commission and the City Council shall approve a final plat if:

- a. The final plat conforms to the general plan of the City and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
- b. The final plat conforms to the general plan for the extension of the City and its roads, streets, and public highways within the City and its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities; and
- c. The final plat conforms to the provisions of this chapter.

(6) *Certification regarding compliance with plat requirements.*

- a. For the purposes of this subsection, land is considered to be within the jurisdiction of the City if the land is located within the City limits or in the extraterritorial jurisdiction of the City.
- b. On the approval of the final plat by the City Council, the City staff shall notify the person applying for the approval a certificate stating the final plat has been reviewed by the Planning and Zoning Commission and approved by the City Council.
- c. On the written request of an owner of land, an entity that provides utility service or the City Council shall make the following determinations regarding the owner's land or the land in which the entity or City Council is interested that is located within the jurisdiction of the City:
  1. Whether a plat is required under this chapter for the land; and

2. If a plat is required, whether it has been prepared and whether it has been reviewed by the Planning and Zoning Commission and approved by the City Council.
- d. The request made under subsection (6)c of this section must identify the land that is the subject of the request.
- e. If the City Council determines under subsection (6)c of this section that a plat is not required, the City Council shall issue to the requesting party a written certification of that determination. If the City Council determines that a plat is required and that the plat has been prepared and has been reviewed and reviewed by the Planning and Zoning Commission and approved by the City Council, the City Council shall issue to the requesting party a written certification of that determination.
- f. The City Council shall make its determination within 20 days after the date it receives the request under subsection (6)c of this section and shall issue the certificate, if appropriate, within ten days after the date the determination is made.

*(7) Connection of utilities.*

- a. Except as provided by subsection (7)c of this section, an entity described by subsection (7)b of this section may not serve or connect any land with water, sewer, electricity, gas, or other utility service unless the entity has been presented with or otherwise holds a certificate applicable to the land issued under subsection (6) of this section.
- b. The prohibition established by subsection (7)a of this section applies only to:
  1. A municipality and officials of a municipality that provided water, sewer, electricity, gas, or other utility service;
  2. A municipally owned or municipally operated utility that provides any of those services;
  3. A public utility that provides any of those services;
  4. A water supply or sewer service corporation organized and operating under chapter 76, Acts of the 43rd Legislature, 1st called session, 1933 (Tex. Civil Statutes, art. 1434a), that provides any of those services;
  5. A county that provides any of those services; and
  6. A special district or authority created by or under State law that provides any of those services.
- c. An entity described by subsection (7)b of this section may serve or connect land with water, sewer, electricity, gas, or other utility service regardless of whether the entity is presented with or otherwise holds a certificate applicable to the land issued under subsection (6) of this section, if:
  1. The land is covered by a development plat approved under Tex. Local Government Code ch. 212, subch. B or under an ordinance or rule relating to the development plat;
  2. The land was first served or connected with service by an entity described by subsection (7)b.1, 2 or 3 of this section before September 1, 1987;



3. The land was first served or connected with service by an entity described by subsection (7)b.4, 5 or 6 of this section before September 1, 1989;
4. The City Council issues a certificate stating that:
  - (i) The land, before September 1, 1995, was sold or conveyed to the person requesting service by any means of conveyance, including a contract for deed or executory contract;
  - (ii) The land is located in a subdivision in which the entity has previously provided service;
  - (iii) The land is located outside the limits of the City;
  - (iv) The land is located in an "affected county" as that term is defined by Tex. Local Government Code § 232.021; and
  - (v) Construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997.
- d. An entity described by subsection (7)b of this section may provide utility service to land described by subsection (7)c.4 of this section only if the person requesting service:
  1. Is not the land's applicant or the applicant's agent; and
  2. Provides to the entity a certificate described by subsection (7)c.4 of this section.
- e. A person requesting service may obtain a certificate under subsection (7)c.4 of this section only if the person provides to the Planning and Zoning Commission and the City Council either:
  1. A copy of the means of conveyance or other documents that show that the land was sold or conveyed to the person requesting service before September 1, 1995, and a notarized affidavit by that person that states that construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997; or
  2. A notarized affidavit by the person requesting service that states that the property was sold or conveyed to that person before September 1, 1995, and that construction of a residence on the land, evidenced by at least the existence of a completed foundation, was begun on or before May 1, 1997.
- f. On request, the Planning and Zoning Commission and the City Council shall provide to the Attorney General and any appropriate local, county, or State law enforcement official a copy of any document on which the Planning and Zoning Commission and the City Council relied in determining the legality of providing service.
- g. This subsection (7) may not be construed to abrogate any civil or criminal proceeding or prosecution or to waive any penalty against an applicant for a violation of a State or local law, regardless of the date on which the violation occurred.

Sec. 28-45. - Vacating a plat.

- (a) The force and effect of a recorded plat may be destroyed by properly executing and recording an instrument declaring such plat to be vacated. The instrument shall be substantially in the same form as the applicable Vacating Declaration, which is on file in the office of the City Secretary. The executed Vacating Declaration shall be filed with the Planning and Zoning Commission and the City Council together with seven copies of the plat to be vacated, and following review by the Planning and Zoning Commission and approval by the City Council, filed in the deed records of the County.
- (b) If the Vacating Declaration is filed with the Planning and Zoning Commission and the City Council prior to the sale of any lot on the plat being vacated, a declaration in substantially the same form as the declaration Form A on file in the City Secretary's office must be signed and acknowledged by the proprietors of the land covered by the plat being vacated.
- (c) In cases where lots have been sold, the plat or any part thereof may be vacated upon the execution and recordation of a declaration in substantially the same form as the declaration Form B on file in the City Secretary's office. Such declaration requires the signature and acknowledgment of all of the owners of lots in the plat being vacated.
- (d) Upon filing the Vacating Declaration, a filing fee shall be paid in addition to the required recordation fee. Such fees shall be as established by the City Council from time to time.
- (e) The resubdivision of the land that is covered by a plat that is vacated shall be platted in the same as is prescribed by these regulations for an original plat.
  - (1) A copy of the applicable Vacating Declaration shall be filed with the resubdivision plat.
  - (2) In addition, the resubdivision plat shall be annotated as follows:

"The area being resubdivided in this plat had been previously platted on a plat which is recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, Bexar County Plat and Deed Records, and was vacated through a Vacated Declaration being recorded on the same date as this resubdivision plat."
- (f) If the applicant so desires, the Vacating Declaration and the resubdivision plat may be filed and processes simultaneously.

Sec. 28-46. - Replating 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 reviewed by the Planning and Zoning Commission and approved by the City Council.
- (b) *Additional conditions.* In addition to the provisions of subsection (a) of this section:

- (1) If during the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to not more than two dwelling units per lot; or
  - (2) If any lot in the preceding plat was limited by deed restrictions to residential use for not more than two dwelling units per lot, the procedures outlined in subsection (c) of this section shall be followed before the approval of the Planning and Zoning Commission and the City Council can be given.
- (c) *Administrative Completeness Review.*
- (1) Prior to the official filing of a replat, the requesting person shall consult with and present proposed replat to the City staff for comments and advice on the procedures, specifications and standards required by the City for the subdivision of land. This preliminary conference begins the administrative completeness review by City staff and the City Engineer.
  - (2) The applicant shall provide to the City Manager written notice of intention to file with the Planning and Zoning Commission and the City Council a replat to which the conditions stated in subsection (b)(1) or (2) of this section apply. The requesting person shall provide to City staff the replat fee as established by the City Council from time to time; a map of the preceding plat annotated with a 500-foot radius around the area proposed to be replatted and indicating any areas which were previously vacated or replatted; and a list of the names and addresses of the owners of lots that are in the original subdivision and that are within 500 feet of the lot or lots to be replatted (as indicated on the most recently approved City ad valorem tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved County tax roll of the property upon which the replat is requested). The list shall be signed by the applicant, notarized, and dated. In lieu of providing the property owner names and addresses, the applicant may elect to have City staff prepare the list upon payment of the notification list fee established by the City Council from time to time.
- (d) *Procedures for Replat without variance or exception.* If the proposed replat does not require a variance or exception, the following procedures and specifications in addition to those contained elsewhere in this chapter shall apply:
- (1) If it is determined during the Administrative Completeness Review that the proposed replat does not require a variance or exception, the City Manager shall not later than the 15th day after the date the replat is approved, provide written notice by mail of the approval of the replat to each owner of a lot in the original subdivision that is within 500 feet of the lot or lots to be replatted according to the most recent municipality or county tax roll.
  - (2) If the replat is considered administratively complete, it can then be filed. A replat will require the review of the Planning and Zoning Commission and approval of the City Council.
- (e) *Procedures for Replat requiring a variance or exception.* If it is determined during the Administrative Completeness Review that the proposed replat requires a variance or exception, the following procedures and specifications in addition to those contained elsewhere in this chapter shall apply:

- (1) The City Manager shall provide notice of the public hearing prior to the 15th day before the date of the scheduled hearing by publication in an official paper or a paper of general circulation in the County.
  - (2) Additionally, the City Manager shall provide written notice, with a copy of Tex. Local Government Code § 212.015, as amended, attached, to the owners of lots on the preceding plat and that are within 500 feet of the lot or lots which are intended to be replatted. The written notice shall be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or a postal depository within the City limits, prior to the 15th day before the scheduled date of the public hearing.
  - (3) If the proposed replat requires a variance and written protests, signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 500 feet from that area, but within the original subdivision, are filed with the Planning and Zoning Commission and the City Council prior to or at the public hearing referred to in the notice, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the Planning and Zoning Commission and the City Council. In computing the percentage of land area within 500 feet of the property to be replatted, the area of streets and alleys shall be included.
  - (4) If the replat is considered administratively complete, it can then be filed. A replat will require the review of the Planning and Zoning Commission and approval of the City Council.
  - (5) In approving a replat which was protested in accordance with subsection (c)(3) of this section, the Planning and Zoning Commission and the City Council may require that the name of the replat be the same as the original subdivision. In such instances, the replatted area shall continue to be considered as part of the original subdivision for future notification purposes.
- (f) *Certificates and record of approval.*
- (1) The replat will be annotated with a certificate, substantially in the same form as the applicable certificate; Form "C," "D," or "E," available from the city.
  - (2) In addition, the replat shall be annotated generally as follows:  
"The area being replatted had been previously platted on a plat which is recorded in Volume \_\_\_\_\_, Page \_\_\_\_\_, Bexar County Plat and Deed Records."
- (g) *Exception.* Compliance with subsection (e)(3) of this section is not required for approval of a replat of part of a preceding plat if the area to be replatted was designated or reserved for other than single-family residential use by notation on the last legally recorded plat or in the legally recorded deed restrictions applicable to such plat.

Sec. 28-47. - Amending a plat.

- (a) Administrative amended plat. Subject to the following requirements, an administrative amended plat may be issued without the approval of the Planning and Zoning Commission and the City Council.
- (1) An administrative amended plat shall meet all of the informational and procedural requirements set forth for a final plat, including the required number of copies of the plat, a completed application form, and the required application fee.
  - (2) Upon receipt of a favorable recommendation for approval from the City Engineer, the City Manager may approve an amending plat which may be recorded and is controlling over the preceding or final plat without vacation of that plat if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth in this subsection.
    - a. The procedures for administrative amended plats shall apply only if the sole purpose of the amending plat is to:
      1. Correct an error in a course or distance shown on the preceding plat;
      2. Add a course or distance that was omitted on the preceding plat;
      3. Correct an error in a real property description shown on the preceding plat;
      4. Indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
      5. Show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
      6. Correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats; or
      7. Correct an error in courses and distances of lot lines between two adjacent lots if:
        - (i) Both lot owners join in the application for amending the plat;
        - (ii) Neither lot is abolished;
        - (iii) The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
        - (iv) The amendment does not have a material adverse effect on the property rights of the owners in the plat.
    - b. An applicant wishing to amend an approved plat shall file with the City Manager the administrative amended plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection.
  - (3) The City Manager may approve administrative amended plats. The City Manager may, for any reason, elect to present the administrative amended plat to the Planning and Zoning Commission and the City Council for consideration and approval. Any decision made on the administrative amended plat by the City Manager shall be approval of the plat. Should the City Manager refuse to approve the administrative amended plat, then the plat shall be referred to the Planning

and Zoning Commission and the City Council for review and approval within the time period required by state law.

- (4) Upon the City Manager approving a Plat as provided for herein the City Manager shall, no later than 60 days after the approval, provide the Planning and Zoning Commission written notice of the approval.
  - (5) An amended plat shall be approved, conditionally approved, or disapproved within thirty (30) days after the filing has been determined to be administratively complete by the City Manager. If the amended plat is disapproved or approved with conditions, the applicant may submit responses to the reason for disapproval or conditional approval. Once responses are submitted by the applicant, the City shall have fifteen (15) days to approve, disapprove, or conditionally approve the amended plat. If the amended plat is disapproved, the applicant may refile.
- (b) Other amended plats. Subject to the following requirements, the Planning and Zoning Commission and the City Council may approve and issue an amending plat which may be recorded and is controlling over the preceding or final plat without vacation of that plat if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth in this subsection.
- (1) The procedures for amending plats shall apply only if the sole purpose of the amending plat is to:
    - a. Amend a plat described in subsection (a)(2)a.;
    - b. Relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
    - c. Relocate one or more lot lines between one or more adjacent lots if:
      1. The owners of all those lots join in the application for amending the plat;
      2. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
      3. The amendment does not increase the number of lots;
    - d. Make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
      1. The changes do not affect applicable zoning and other regulations of the City;
      2. The amendment does not attempt to remove or modify recorded covenants or restrictions or easements; and
      3. The area covered by the changes is located in an area that the Planning and Zoning Commission and the City Council has approved, after a public hearing, as a residential improvement area; or
    - e. Replat one or more lots fronting on an existing street if:
      1. The owners of all those lots join in the application for amending the plat;
      2. The amendment does not attempt to remove recorded covenants or restrictions;
      3. The amendment does not increase the number of lots; and

4. The amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.
- (2) An applicant wishing to amend an approved plat shall file with the Planning and Zoning Commission and the City Council the amending plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection.
- (c) Notice, a public hearing, and the approval of other lot owners is not required for the approval and issuance of an amending plat.
- (d) Except as provided above, no changes, erasures, modifications, or revisions shall be made in any plat of a subdivision after recommendation of approval has been given by the Planning and Zoning Commission and approved by the City Council unless such changes, modifications, or revisions are first filed to and recommended for approval by the Planning and Zoning Commission and approved by City Council.
- (e) The amended plat shall be entitled and clearly state that it is an "amended plat," and it shall include a detailed "purpose for amended plat" statement which describes exactly what has been changed on the plat since the original (or previous) plat was approved by the City and filed at the county. It shall also state the specific lots affected or changed as a result of the amended plat, and shall include the original subdivision plat boundary. All references to "final plat" or "replat" shall be removed.
- (f) The amending plat shall be filed in the county in the same manner as prescribed for a final plat, and approval of an amending plat shall expire if all filing materials are not submitted to the City within 30 days of approval.
- (g) Filing fees.
  - (1) A filing fee as established by the City Council from time to time shall be paid to the City at the time the administrative amended plat is filed with the City Manager.
  - (2) A filing fee as established by the City Council from time to time shall be paid to the City at the time the amending plat is filed with the Planning and Zoning Commission, reduced by any fee paid under paragraphs (g)(1) or subsection 28-48(d).
  - (3) A filing fee established by the City Council from time to time shall also be paid to the City at the time an amending plat of any kind is filed with the City Council.
  - (4) If the plat being amended has been recorded, the additional recordation fee shall also be deposited with the City.

Sec. 28-48. - Minor plats.

- (a) Minor plats. Subject to the following requirements, a minor plat may be issued without the approval of the Planning and Zoning Commission and the City Council.
  - (1) A minor plat shall meet all of the informational and procedural requirements set forth for a final plat, including the required number of copies of the plat, a completed application form, and the required application fee.
  - (2) A minor plat is a subdivision or development plat resulting in four or fewer lots in a commercial Planned Unit Development District or Mixed-Use District and provided that the plat does not create any new street nor necessitate the

extension of any municipal facilities, except sidewalks, as determined by the City Engineer to serve any lot within the subdivision. Any property to be subdivided using a minor plat shall already be adequately served by all required city utilities, and all lots will have frontage on a public roadway.

- (3) An applicant wishing to amend an approved plat shall file with the City Manager the minor plat, together with a copy of the plat being amended and a statement detailing the amendments being proposed for their consideration and approval under this subsection. A minor plat shall meet all of the informational and procedural requirements set forth for a final plat, and shall be accompanied by all items required by the City Manager, including the required number of copies of the plat, and a completed application form.
  - (4) Upon receipt of a favorable recommendation for approval by the City Engineer, the City Manager may approve, or approve with conditions a minor plat, or may for any reason elect to present the minor plat to the Planning and Zoning Commission and the City Council for consideration. Should the City Manager refuse to approve the minor plat, then the plat shall be referred to the Planning and Zoning Commission and City Council for review and approval within the time period required by state law.
  - (5) A minor plat shall be approved, conditionally approved, or disapproved within thirty (30) days after the filing has been determined to be administratively complete by the City Manager. If the minor plat is disapproved or approved with conditions, the applicant may submit responses to the reason for disapproval or conditional approval. Once responses are submitted by the applicant, the City shall have fifteen (15) days to approve, disapprove, or conditionally approve the minor plat. If the minor plat is disapproved, the applicant may refile.
- (b) The minor plat shall be entitled and clearly state that it is a "minor plat."
  - (c) The minor plat shall be filed at the county in the same manner as prescribed for a final plat, and approval of a minor plat shall expire if all filing materials are not submitted to the city within 30 days of approval.
  - (d) A filing fee as established by the City Council from time to time shall be paid to the City at the time the minor plat is filed with the City Manager.

Sec. 28-49. - Performance agreement.

- (a) *Instrument.* When site improvements (other than gas and electric lines) are involved in a plat, an instrument to ensure construction of all site improvements required by these regulations shall be executed by the applicant and filed with the City together with the plat. Such instrument shall be in substantially the same form as the instrument set out in Appendix C.
- (b) *Time extension.* No extension to the time limitations set out in such instrument shall be granted by the City Council unless and until the applicant shall have justified such request for extension in writing. The request for time extension must be submitted to the City at least 30 days prior to the time limit set out in the performance



agreement. If the City finds that development constraints (excluding pecuniary hardship) justify such a request, a time extension may be granted by the City.

- (1) *Sidewalk improvements.* A time extension up to a maximum of three years for completion of sidewalks may be granted by the commission if a sidewalk plan indicating the uncompleted sidewalks and a time schedule for sidewalk completion is submitted. The sidewalk plan will be submitted for review and approval with the request.
- (2) *All other site improvements.* A maximum one year time extension for completion of site improvements other than sidewalks may be granted by the City if the applicant shows as evidence of good faith performance that the required site improvements are at least 75 percent completed at the time of request.
- (c) *Guarantee.* A guarantee, in an amount sufficient to cover the cost of the remaining site improvements, shall be required if necessary in order for such extension to be granted. Such guarantee must be filed within 30 days of the granting of the extension or the extension shall become null and void. Should the granting of such extension require the filing of any instruments, the fees for recording such instruments shall be paid by the applicant to the City.

Sec. 28-50. - Guarantee of performance.

- (a) An approved plat may be filed for record before the required site improvements are completed if one of the following guarantees of performance is filed with the City within three years after the plat has been approved by the City:
  - (1) *Performance bond.*
    - a. A performance bond will be executed by a surety company licensed to do business in the State in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted improvements required by these regulations (other than gas and electric lines), with the condition that the applicant shall complete such improvements and have them accepted by the City Engineer within three years from the date of plat approval. The performance bond properly executed shall be substantially on the same form as performance bond set out in Appendix C to the ordinance from which this chapter is derived and on file in the City Secretary's office.
    - b. The City Manager is authorized to sign the bond instrument on behalf of the City and the City Attorney shall approve the same as to form.
  - (2) *Trust agreement.* The applicant shall cause to be placed in a trust account on deposit in a bank or trust company or with a qualified escrow agent selected by the applicant and approved by the City Engineer a sum of money equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unaccepted site improvements (other than gas and electric lines) required by these regulations. The trust account shall be established by agreement which shall be substantially in the same form as the trust agreement set out below. The City Engineer is authorized to sign the agreement on behalf of the City and the City Attorney shall approve same as to form.

- (3) *Cash or cashier's check.* The applicant shall provide to the City cash or a cashier's check in an amount equal to the cost estimate, as approved by the City Engineer, of all uncompleted and unacceptable site improvements (other than gas and electric lines) required by these regulations. Upon completion of the required site improvements and their acceptance by the City Engineer, the amount will be refunded to the applicant by the City.
- (b) When an applicant has given security in any of the forms herein provided, and when 50 percent of the required site improvements have been completed and have been accepted by the City Engineer, or whenever any segment or segments of the required site improvements have been completed and have been accepted by the City Engineer, the applicant may substitute for the original guarantee a new guarantee in an amount equal to the cost of the remaining site improvements. The cost estimate shall be approved by the City Engineer. Such new guarantee need not be in the same form as the original guarantee so long as such guarantee is one that is listed in subsection (a) of this section. However, in no event shall the substitution of one security for another in any way change or modify the terms and conditions of the performance agreement or the obligation of the subdivision as specified in the performance bond.
- (c) Supplementary guarantees may be required as follows:
- (1) One year from the date of plat recordation and annually thereafter until the expiration of the three year period from the date of plat approval, the City Engineer shall review the estimated cost of completing such site improvements as are not then completed and determine the adequacy of the existing performance guarantee. Should the City Engineer determine that the sum set out in the performance guarantee is inadequate to provide for the completion of the uncompleted site improvements at the then prevailing construction costs, he shall require a substitute guarantee to cover the newly estimated cost or a supplemental guarantee to cover the additional sum needed for completion.
  - (2) If an applicant submits an original performance guarantee after a period of two years has elapsed from the date on which a plat was approved by the City, the actual cost estimate of completing the uncompleted site improvements shall be increased by an amount, based upon a locally recognized construction cost index as approved by the City Engineer, required to cover an estimated inflationary increase in the cost during the duration of the period covered by the performance guarantee.

Sec. 28-51. - Liability of applicant.

- (a) An applicant shall be held liable to the City for the completion of all site improvements required by these regulations until such time as the improvements shall have been actually completed and accepted by the City.
- (b) If the construction of site improvements has been guaranteed by a form of security described in section 28-49(a), and such improvements have not been completed and accepted by the City within the time period prescribed by these regulations, the City, after written notification has been given to the applicant, shall take such action as

may be required to cause payment to be made to the City of the amounts of money secured by a guarantee of performance. Such amounts of money shall be used by the City to finance the completion of the required improvements.

- (c) In the event that the amounts of money referred to above are insufficient to finance the completion of the required improvements, the City shall so notify the applicant in writing and shall require the applicant either to complete the improvements without delay or to make available to the City the amount of money required to finance their completion. Should the applicant fail to do either of the above and such failure is not due to strikes, riots, acts of God, acts of public enemy, injunction or other court action, or any other cause similar to those enumerated beyond the applicant's control, the City shall refer the matter to the City's Attorney for such action as the City's Attorney may deem appropriate to compel the applicant to comply with the provisions of the performance agreement entered into by the applicant as a condition precedent to the approval of the plat by the City, or to pursue any other remedy which may be available to the City. Further, until such time as the required site improvements have been completed and accepted by the City, the City shall refuse to accept from such applicant a performance guarantee under any form which is related to the plat of a subdivision, subsequently filed with the City, in which such applicant has a principal or subsidiary interest. Such a plat, once it has been approved by the City, may be recorded only in the manner prescribed in this chapter.
- (d) The provisions of this section shall not apply if an applicant is prevented from completing and having accepted such required site improvements within the prescribed time by reason of strikes, riots, acts of God, acts of the public enemy, injunction or other cause similar to those enumerated beyond the applicant's reasonable control. The applicant shall be entitled to an extension of time equal to the time of such delay which shall be fixed by written certification made by the City. It is expressly declared that no such allowance of time will be made unless claimed by the applicant and allowed and certified in writing by the City at the end period of such delay.

Secs. 28-52—28-75. - Reserved.

### **III**

#### **CODE AMENDMENT**

Chapter 28 – SUBDIVISIONS, Article III. – SUBDIVISION DESIGN STANDARDS, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 28-76. - Provisions for future subdivision.

If a tract is subdivided larger than minimal lot size, such parcels shall be arranged to allow the opening of future streets and logical further subdivision.

Sec. 28-77. - Reserve strips prohibited.

There shall be no reserve strips controlling access to land dedicated or intended to be dedicated to public use. It shall be the responsibility of the applicant/developer/owner of land being platted or replatted that there are no reserve strips controlling access to land dedicated or intended to be dedicated to public use.

Sec. 28-78. - Site improvements.

Streets, alleys, sidewalks and other site improvements required under the provisions of this chapter to be installed in subdivisions by the applicant shall conform to the specifications of this chapter and to the then current policies and regulations of the City, or other approved utility districts or agencies involved with reference to payment for such installations, refunds, credits and other financial arrangements. Requirements for sidewalk and curbs are waived if individual lot size exceeds seven-tenths acre or greater.

Sec. 28-79. - Neighborhood delivery and collection box units.

- (a) The applicant shall coordinate with the U.S. Postal Service for the location and placement of neighborhood delivery and collection box units by the postal service.
- (b) The location of the neighborhood delivery and collection box units shall be shown on the utility layout and approved by the City.

Sec. 28-80. - Blocks.

The length, width and shape of lots shall be such as to:

- (1) Provide adequate building sites suitable to the special needs of the type of use contemplated.
- (2) Accommodate lots of the size and dimensions required by the City's zoning ordinance.
- (3) Provide for convenient access, circulation, control and safety of street traffic.
- (4) Give due regard to the limitations and opportunities of topography and drainage.

Sec. 28-81. - Residential lots.

- (a) *General layout.* The size, width, depth, shape and orientation of lots shall be appropriate for the neighborhood in which the subdivisions is located, and for the type of development and use contemplated. The area of the lots shall be in accordance with the City's zoning ordinance.
- (b) *Lot dimensions.*
  - (1) Lots shall be rectangular in-so-far as practicable. The minimum area of a single-family residential lot served by a private sewer system shall be not less than seven-tenths of an acre in size. The minimum area of a single-family residential lot served by a public sewer system shall not be less than the area specified in the City's zoning ordinance.
  - (2) The placing of residential lots facing directly upon a major street shall be avoided, unless lots face upon a marginal access street parallel to such major street. Lots should side or back to major streets and other depreciating land uses.
  - (3) The placing of lots at right angles to each other (with rear and side lots adjacent) shall be avoided.

- (4) Side lot lines shall be as nearly perpendicular as practicable to the street the lot faces, or radial to a curved street or cul-de-sac.
- (5) Radial residential lots shall be at least 150 feet wide at the building lines.
- (6) The shortest distance between the intersection of the front building or setback line with the side building lines shall be not less than 80 feet.
- (7) The minimum distance from the front to rear property lines shall be not less than 200 feet measured normal to a line intersecting the two front corners.
- (8) The included angle of the side property lines to the front property line at their intersection with the front property line shall be not more than 120 degrees nor less than 60 degrees.
- (9) The shortest distance between the intersections of the front property line with the side property lines shall be not less than 60 feet.
- (10) The minimum building line set backs for properties in the extraterritorial jurisdiction shall be measured parallel to their respective property lines shall be as specified in this subsection:
  - a. Front building line shall be set back 80 feet minimum except for cul-de-sac lots.
  - b. Front building line for cul-de-sac lots shall be set back 50 feet minimum.
  - c. Side building lines shall be set back 30 feet minimum.
- d. Rear building lines shall be set back 30 feet minimum. (c) *Building lines*. Minimum front, side and rear building setback lines shall be shown on all plats and shall not be less than required by the Chapter 36. – ZONING, City's zoning ordinance for properties in the city limits.
- (d) *Access*.
  - (1) Every lot shall have adequate access to a public street by direct frontage on such street of no less than 150 feet.
  - (2) No road or other access to such property shall be closer than 150 feet of the back property line of developed land.
- (e) *Orientation*. Residential lots shall be oriented to take advantage of topography, and the best relationship to the overall design of the neighborhood and to minimize the effects of the surrounding depreciating land uses.
  - (1) Where a residential lot backs up to a railroad right-of-way, high pressure gas lines, or any other land use which may have a depreciating effect on a residential property, and where no marginal access street or other street is provided at the rear of such lot, additional depth shall be required, not to exceed a total of 150 feet. Where a lot sides to any of the above, appropriate additional width shall be required. A planting screen or access buffer easement shall be provided along the line of lots abutting such traffic artery or other disadvantageous land use in accordance with the City's zoning ordinance.
  - (2) Depth and width of properties laid out for other than residential purposes shall be adequate to provide for the off-street service and parking facilities required by the type of use and development contemplated.

Sec. 28-82. - Land suitability.

- (a) Every lot shall contain a suitable building site.
- (b) The City may disapprove a plat if the City finds the land to be unsuitable for development due to natural/environmental conditions which may pose a danger to health, safety, or property. Natural/environmental conditions which may render land unsuitable for development include, but are not limited to, flooding, steep slopes, unstable soils, or the presence of a sanitary landfill site. In disapproving a plat, the City shall incorporate its findings, together with the specific facts upon which the findings are based, into the official minutes of the meeting at which the plat is considered.

Sec. 28-83. - Drainage facilities.

Drainage facilities shall be provided and constructed as specified in Appendix A to this chapter.

Secs. 28-84—28-109. – Reserved

#### **IV CUMULATIVE CLAUSE**

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

#### **V SEVERABILITY**

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

#### **VI PROPER NOTICE AND MEETING**

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

**VII**  
**EFFECTIVE DATE**

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

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 23rd day of September, 2019.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
**ROBERT WERNER, MAYOR**

Attest: \_\_\_\_\_  
**ZINA TEDFORD, CITY SECRETARY**

Approved as to Form:

\_\_\_\_\_  
**LAURA MUELLER, CITY ATTORNEY**









AN ACT

relating to county and municipal approval procedure for land development applications.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 212.001, Local Government Code, is amended by amending Subdivision (2) and adding Subdivision (3) to read as follows:

(2) "Plan" means a subdivision development plan, including a subdivision plan, subdivision construction plan, site plan, land development application, and site development plan.

(3) "Plat" includes a preliminary plat, general plan, final plat, and replat.

SECTION 2. Subchapter A, Chapter 212, Local Government Code, is amended by adding Section 212.0085 to read as follows:

Sec. 212.0085. APPROVAL PROCEDURE: APPLICABILITY. The approval procedures under this subchapter apply to a municipality regardless of whether the municipality has entered into an interlocal agreement, including an interlocal agreement between a municipality and county under Section 242.001(d).

SECTION 3. The heading to Section 212.009, Local Government Code, is amended to read as follows:

Sec. 212.009. APPROVAL PROCEDURE: INITIAL APPROVAL.

SECTION 4. Section 212.009, Local Government Code, is amended by amending Subsections (a), (b), (c), and (d) and adding

Subsections (b-1) and (b-2) to read as follows:

(a) The municipal authority responsible for approving plats shall approve, approve with conditions, or disapprove ~~[act-on]~~ a plan or plat within 30 days after the date the plan or plat is filed. A plan or plat is ~~[considered]~~ approved by the municipal authority unless it is disapproved within that period and in accordance with Section 212.0091.

(b) If an ordinance requires that a plan or plat be approved by the governing body of the municipality in addition to the planning commission, the governing body shall approve, approve with conditions, or disapprove ~~[act-on]~~ the plan or plat within 30 days after the date the plan or plat is approved by the planning commission or is ~~[considered]~~ approved by the inaction of the commission. A plan or plat is ~~[considered]~~ approved by the governing body unless it is disapproved within that period and in accordance with Section 212.0091.

(b-1) Notwithstanding Subsection (a) or (b), if a groundwater availability certification is required under Section 212.0101, the 30-day period described by those subsections begins on the date the applicant submits the groundwater availability certification to the municipal authority responsible for approving plats or the governing body of the municipality, as applicable.

(b-2) Notwithstanding Subsection (a) or (b), the parties may extend the 30-day period described by those subsections for a period not to exceed 30 days if:

(1) the applicant requests the extension in writing to the municipal authority responsible for approving plats or the

1 governing body of the municipality, as applicable; and

2 (2) the municipal authority or governing body, as  
3 applicable, approves the extension request.

4 (c) If a plan or plat is approved, the municipal authority  
5 giving the approval shall endorse the plan or plat with a  
6 certificate indicating the approval. The certificate must be signed  
7 by:

8 (1) the authority's presiding officer and attested by  
9 the authority's secretary; or

10 (2) a majority of the members of the authority.

11 (d) If the municipal authority responsible for approving  
12 plats fails to approve, approve with conditions, or disapprove ~~act~~  
13 ~~on~~ a plan or plat within the prescribed period, the authority on  
14 the applicant's request shall issue a certificate stating the date  
15 the plan or plat was filed and that the authority failed to act on  
16 the plan or plat within the period. The certificate is effective in  
17 place of the endorsement required by Subsection (c).

18 SECTION 5. Subchapter A, Chapter 212, Local Government  
19 Code, is amended by adding Sections 212.0091, 212.0093, 212.0095,  
20 212.0096, 212.0097, and 212.0099 to read as follows:

21 Sec. 212.0091. APPROVAL PROCEDURE: CONDITIONAL APPROVAL OR  
22 DISAPPROVAL REQUIREMENTS. (a) A municipal authority or governing  
23 body that conditionally approves or disapproves a plan or plat  
24 under this subchapter shall provide the applicant a written  
25 statement of the conditions for the conditional approval or reasons  
26 for disapproval that clearly articulates each specific condition  
27 for the conditional approval or reason for disapproval.

1        (b) Each condition or reason specified in the written  
2 statement:

3            (1) must:

4                    (A) be directly related to the requirements under  
5 this subchapter; and

6                    (B) include a citation to the law, including a  
7 statute or municipal ordinance, that is the basis for the  
8 conditional approval or disapproval, if applicable; and

9            (2) may not be arbitrary.

10        Sec. 212.0093. APPROVAL PROCEDURE: APPLICANT RESPONSE TO  
11 CONDITIONAL APPROVAL OR DISAPPROVAL. After the conditional  
12 approval or disapproval of a plan or plat under Section 212.0091,  
13 the applicant may submit to the municipal authority or governing  
14 body that conditionally approved or disapproved the plan or plat a  
15 written response that satisfies each condition for the conditional  
16 approval or remedies each reason for disapproval provided. The  
17 municipal authority or governing body may not establish a deadline  
18 for an applicant to submit the response.

19        Sec. 212.0095. APPROVAL PROCEDURE: APPROVAL OR DISAPPROVAL  
20 OF RESPONSE. (a) A municipal authority or governing body that  
21 receives a response under Section 212.0093 shall determine whether  
22 to approve or disapprove the applicant's previously conditionally  
23 approved or disapproved plan or plat not later than the 15th day  
24 after the date the response was submitted.

25        (b) A municipal authority or governing body that  
26 conditionally approves or disapproves a plan or plat following the  
27 submission of a response under Section 212.0093:

1           (1) must comply with Section 212.0091; and

2           (2) may disapprove the plan or plat only for a specific  
3 condition or reason provided to the applicant under Section  
4 212.0091.

5           (c) A municipal authority or governing body that receives a  
6 response under Section 212.0093 shall approve a previously  
7 conditionally approved or disapproved plan or plat if the response  
8 adequately addresses each condition of the conditional approval or  
9 each reason for the disapproval.

10          (d) A previously conditionally approved or disapproved plan  
11 or plat is approved if:

12           (1) the applicant filed a response that meets the  
13 requirements of Subsection (c); and

14           (2) the municipal authority or governing body that  
15 received the response does not disapprove the plan or plat on or  
16 before the date required by Subsection (a) and in accordance with  
17 Section 212.0091.

18          Sec. 212.0096. APPROVAL PROCEDURE: ALTERNATIVE APPROVAL  
19 PROCESS. (a) Notwithstanding Sections [212.009](#), 212.0091, 212.0093,  
20 and 212.0095, an applicant may elect at any time to seek approval  
21 for a plan or plat under an alternative approval process adopted by  
22 a municipality if the process allows for a shorter approval period  
23 than the approval process described by Sections [212.009](#), 212.0091,  
24 212.0093, and 212.0095.

25          (b) An applicant that elects to seek approval under the  
26 alternative approval process described by Subsection (a) is not:

27           (1) required to satisfy the requirements of Sections

212.009, 212.0091, 212.0093, and 212.0095 before bringing an action  
challenging a disapproval of a plan or plat under this subchapter;  
and

(2) prejudiced in any manner in bringing the action  
described by Subdivision (1), including satisfying a requirement to  
exhaust any and all remedies.

Sec. 212.0097. APPROVAL PROCEDURE: WAIVER PROHIBITED. A  
municipal authority responsible for approving plats or the  
governing body of a municipality may not request or require an  
applicant to waive a deadline or other approval procedure under  
this subchapter.

Sec. 212.0099. JUDICIAL REVIEW OF DISAPPROVAL. In a legal  
action challenging a disapproval of a plan or plat under this  
subchapter, the municipality has the burden of proving by clear and  
convincing evidence that the disapproval meets the requirements of  
this subchapter or any applicable case law. The court may not use a  
deferential standard.

SECTION 6. Section 212.014, Local Government Code, is  
amended to read as follows:

Sec. 212.014. REPLATTING WITHOUT VACATING PRECEDING PLAT.  
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 if the replat:

(1) is signed and acknowledged by only the owners of  
the property being replatted;

(2) is approved~~[, after a public hearing on the matter  
at which parties in interest and citizens have an opportunity to be~~



1 ~~heard,~~] by the municipal authority responsible for approving plats;  
2 and

3 (3) does not attempt to amend or remove any covenants  
4 or restrictions.

5 SECTION 7. Section 212.015, Local Government Code, is  
6 amended by adding Subsections (a-1), (f), and (g) and amending  
7 Subsection (b) to read as follows:

8 (a-1) If a proposed replat described by Subsection (a)  
9 requires a variance or exception, a public hearing must be held by  
10 the municipal planning commission or the governing body of the  
11 municipality.

12 (b) Notice of the hearing required under Subsection (a-1)  
13 [~~Section 212.014~~] shall be given before the 15th day before the date  
14 of the hearing by:

15 (1) publication in an official newspaper or a  
16 newspaper of general circulation in the county in which the  
17 municipality is located; and

18 (2) by written notice, with a copy of Subsection (c)  
19 attached, forwarded by the municipal authority responsible for  
20 approving plats to the owners of lots that are in the original  
21 subdivision and that are within 200 feet of the lots to be  
22 replatted, as indicated on the most recently approved municipal tax  
23 roll or in the case of a subdivision within the extraterritorial  
24 jurisdiction, the most recently approved county tax roll of the  
25 property upon which the replat is requested. The written notice may  
26 be delivered by depositing the notice, properly addressed with  
27 postage prepaid, in a post office or postal depository within the

boundaries of the municipality.

(f) If a proposed replat described by Subsection (a) does not require a variance or exception, the municipality shall, not later than the 15th day after the date the replat is approved, provide written notice by mail of the approval of the replat to each owner of a lot in the original subdivision that is within 200 feet of the lots to be replatted according to the most recent municipality or county tax roll. This subsection does not apply to a proposed replat if the municipal planning commission or the governing body of the municipality holds a public hearing and gives notice of the hearing in the manner provided by Subsection (b).

(g) The notice of a replat approval required by Subsection (f) must include:

(1) the zoning designation of the property after the replat; and

(2) a telephone number and e-mail address an owner of a lot may use to contact the municipality about the replat.

SECTION 8. Subchapter A, Chapter 232, Local Government Code, is amended by adding Section 232.0023 to read as follows:

Sec. 232.0023. APPROVAL PROCEDURE: APPLICABILITY. The plat application approval procedures under this subchapter apply to a county regardless of whether the county has entered into an interlocal agreement, including an interlocal agreement between a municipality and county under Section 242.001(d).

SECTION 9. The heading to Section 232.0025, Local Government Code, is amended to read as follows:

Sec. 232.0025. APPROVAL PROCEDURE: TIMELY APPROVAL OF PLATS

1 AND PLANS.

2 SECTION 10. Section [232.0025](#), Local Government Code, is  
3 amended by amending Subsections (d), (f), (g), (h), and (i), and  
4 adding Subsection (d-1) to read as follows:

5 (d) Except as provided by Subsection (f), the commissioners  
6 court or the court's designee shall approve, approve with  
7 conditions, or disapprove ~~[take final action on]~~ a plat  
8 application~~[, including the resolution of all appeals,]~~ not later  
9 than the 30th ~~[60th]~~ day after the date the ~~[a]~~ completed ~~[plat]~~  
10 application is received by the commissioners court or the court's  
11 designee. An application is approved by the commissioners court or  
12 the court's designee unless the application is disapproved within  
13 that period and in accordance with Section 232.0026.

14 (d-1) Notwithstanding Subsection (d), if a groundwater  
15 availability certification is required under Section [232.0032](#), the  
16 30-day period described by that subsection begins on the date the  
17 applicant submits the groundwater availability certification to  
18 the commissioners court or the court's designee, as applicable.

19 (f) The 30-day ~~[60-day]~~ period under Subsection (d):

20 (1) may be extended for a ~~[reasonable]~~ period not to  
21 exceed 30 days, if:

22 (A) requested and agreed to in writing by the  
23 applicant and approved by the commissioners court or the court's  
24 designee; or

25 (B) ~~[(2) may be extended 60 additional days if]~~

26 Chapter [2007](#), Government Code, requires the county to perform a  
27 takings impact assessment in connection with the ~~[a]~~ plat

1 application; and

2 (2) ~~[(3)]~~ applies only to a decision wholly within the  
3 control of the commissioners court or the court's designee.

4 (g) The commissioners court or the court's designee shall  
5 make the determination under Subsection (f)(1) ~~[(f)(2)]~~ of whether  
6 the 30-day ~~[60-day]~~ period will be extended not later than the 20th  
7 day after the date a completed plat application is received by the  
8 commissioners court or the court's designee.

9 (h) The commissioners court or the court's designee may not  
10 require ~~[compel]~~ an applicant to waive the time limits or approval  
11 procedure contained in this subchapter ~~[section]~~.

12 (i) If the commissioners court or the court's designee fails  
13 to approve, approve with conditions, or disapprove a plat  
14 application ~~[take final action on the plat]~~ as required by this  
15 subchapter ~~[Subsection (d)]~~:

16 (1) the commissioners court shall refund the greater  
17 of the unexpended portion of any ~~[plat]~~ application fee or deposit  
18 or 50 percent of an ~~[a plat]~~ application fee or deposit that has  
19 been paid;

20 (2) the ~~[plat]~~ application is granted by operation of  
21 law; and

22 (3) the applicant may apply to a district court in the  
23 county where the tract of land is located for a writ of mandamus to  
24 compel the commissioners court to issue documents recognizing the  
25 plat application's ~~[plat's]~~ approval.

26 SECTION 11. Subchapter A, Chapter [232](#), Local Government  
27 Code, is amended by adding Sections 232.0026, 232.0027, 232.0028,

232.00285, and 232.0029 to read as follows:

Sec. 232.0026. APPROVAL PROCEDURE: CONDITIONAL APPROVAL OR DISAPPROVAL REQUIREMENTS. (a) A commissioners court or designee that conditionally approves or disapproves of a plat application under this subchapter shall provide the applicant a written statement of the conditions for the conditional approval or the reasons for disapproval that clearly articulates each specific condition for the conditional approval or reason for disapproval.

(b) Each condition or reason specified in the written statement:

(1) must:

(A) be directly related to the requirements of this subchapter; and

(B) include a citation to the law, including a statute or order, that is the basis for the conditional approval or disapproval, if applicable; and

(2) may not be arbitrary.

Sec. 232.0027. APPROVAL PROCEDURE: APPLICANT RESPONSE TO CONDITIONAL APPROVAL OR DISAPPROVAL. After the conditional approval or disapproval of a plat application under Section 232.0026, the applicant may submit to the commissioners court or designee that conditionally approved or disapproved the application a written response that satisfies each condition for the conditional approval or remedies each reason for disapproval provided. The commissioners court or designee may not establish a deadline for an applicant to submit the response.

Sec. 232.0028. APPROVAL PROCEDURE: APPROVAL OR DISAPPROVAL

1 OF RESPONSE. (a) A commissioners court or designee that receives a  
2 response under Section 232.0027 shall determine whether to approve  
3 or disapprove the applicant's previously conditionally approved or  
4 disapproved plat application not later than the 15th day after the  
5 date the response was submitted under Section 232.0027.

6 (b) A commissioners court or designee that conditionally  
7 approves or disapproves a plat application following the submission  
8 of a response under Section 232.0027:

9 (1) must comply with Section 232.0026; and

10 (2) may disapprove the application only for a specific  
11 condition or reason provided to the applicant for the original  
12 application under Section 232.0026.

13 (c) A commissioners court or designee that receives a  
14 response under Section 232.0027 shall approve a previously  
15 conditionally approved or disapproved plat application if the  
16 applicant's response adequately addresses each condition for the  
17 conditional approval or each reason for the disapproval.

18 (d) A previously conditionally approved or disapproved plat  
19 application is approved if:

20 (1) the applicant filed a response that meets the  
21 requirements of Subsection (c); and

22 (2) the commissioners court or designee that received  
23 the response does not disapprove the application on or before the  
24 date required by Subsection (a) and in accordance with Section  
25 232.0026.

26 Sec. 232.00285. DEVELOPMENT PLAN REVIEW. (a) In this  
27 section, "development plan" includes a preliminary plat,

1 preliminary subdivision plan, subdivision construction plan, site  
2 plan, general plan, land development application, or site  
3 development plan.

4 (b) Unless explicitly authorized by another law of this  
5 state, a county may not require a person to submit a development  
6 plan during the plat approval process required by this subchapter.  
7 If a county is authorized under another law of this state to require  
8 approval of a development plan, the county must comply with the  
9 approval procedures under this subchapter during the approval  
10 process.

11 Sec. 232.0029. JUDICIAL REVIEW OF DISAPPROVAL. In a legal  
12 action challenging a disapproval of a plat application under this  
13 subchapter, the county has the burden of proving by clear and  
14 convincing evidence that the disapproval meets the requirements of  
15 this subchapter or any applicable case law. The court may not use a  
16 deferential standard.

17 SECTION 12. Section [232.0025\(e\)](#), Local Government Code, is  
18 repealed.

19 SECTION 13. The change in law made by this Act applies only  
20 to a plat application filed on or after the effective date of this  
21 Act. A development or plan application filed before the effective  
22 date of this Act is governed by the law in effect immediately before  
23 the effective date of this Act, and that law is continued in effect  
24 for that purpose.

25 SECTION 14. This Act takes effect September 1, 2019.

H.B. No. 3167

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President of the Senate

---

Speaker of the House

I certify that H.B. No. 3167 was passed by the House on May 2, 2019, by the following vote: Yeas 119, Nays 18, 1 present, not voting.

---

Chief Clerk of the House

I certify that H.B. No. 3167 was passed by the Senate on May 21, 2019, by the following vote: Yeas 27, Nays 3, 1 present, not voting.

---

Secretary of the Senate

APPROVED: \_\_\_\_\_

Date

---

Governor



## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.14

Prepared by: MPT Ross

Reviewed by: City Manager

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### **AGENDA ITEM DESCRIPTION:**

**Discussion / action - City Manager 363 Review. Possible Executive Session pursuant to Texas Government Code §551.074, Personnel Matters – Mayor Pro Tem Ross**



**Attachments for Reference:** 1)

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### **BACKGROUND / HISTORY:**

The 363 was conducted and recently completed. Committee will brief Council on findings.

### **DISCUSSION:**

Whether or not any further discussion or action needs to be done.

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**COURSE OF ACTION:** To either accept the report as presented or to discuss possible further actions.

---

**FINANCIAL IMPACT:** None at this time

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**MOTION REQUESTED:** To accept the report as presented.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 6.15

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion - City Attorney duties, roles, processes. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney, § 551.074, Personnel Matters - City Attorney Laura Mueller



**Attachments for Reference:** 1)

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**BACKGROUND / HISTORY:** Discussion on the duties, roles and processes of the City Attorney.

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

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**COURSES OF ACTION:** N/A

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** none

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

Page 1

Printed: 09-03-2019

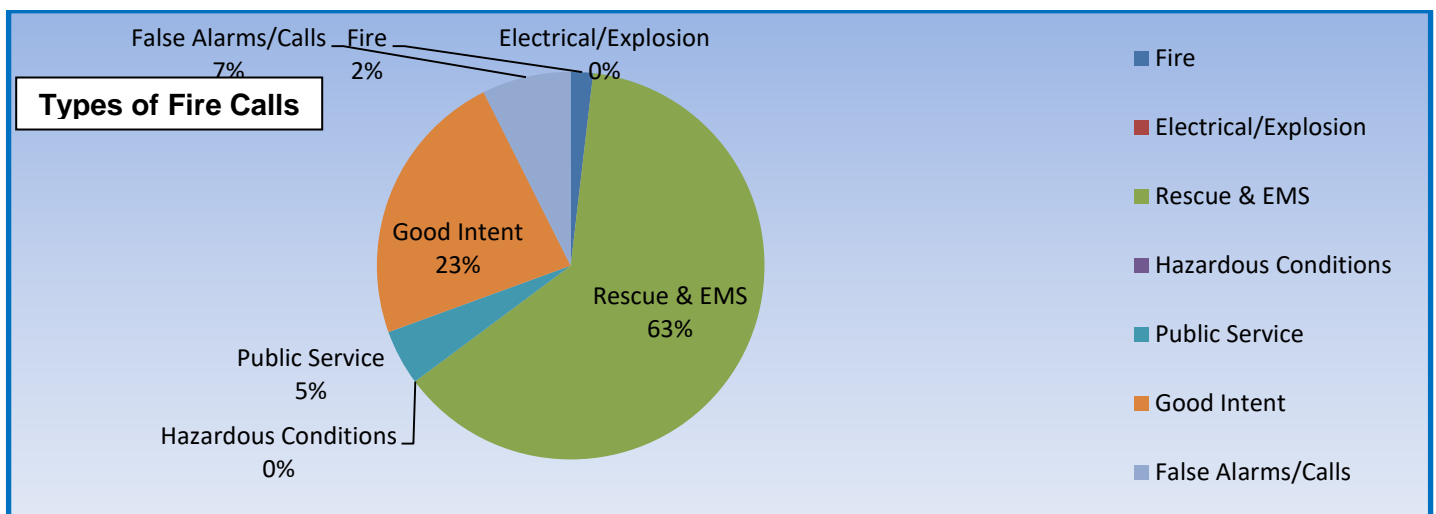
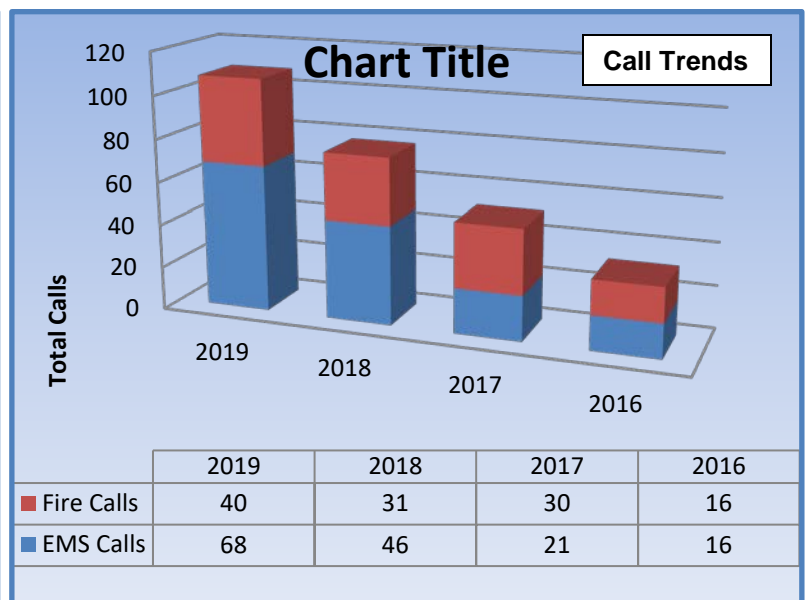
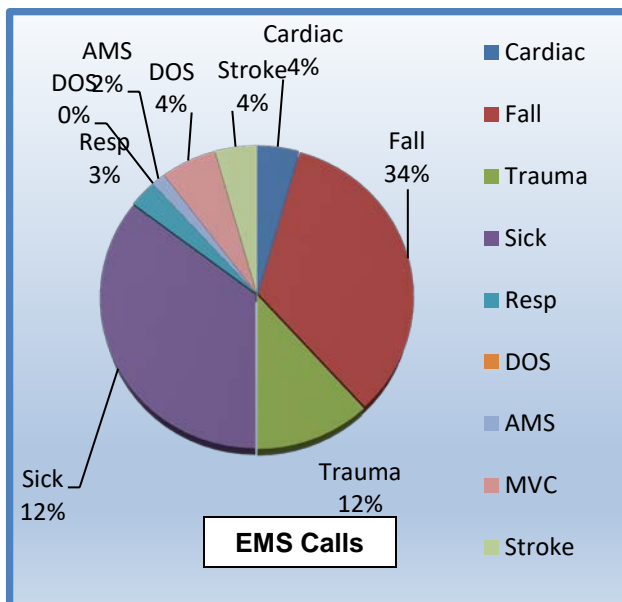
	[Designated period: 08/01/19 to 08/31/19]				[Prior period: 08/01/18 to 08/31/18]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
NEW RESIDENTIAL HOUSEKEEPING BLDGS:									
SINGLE FAMILY HOUSES DETACHED	101	2	.00	15,907.96	2	3	3,613,438.00	22,154.50	3
SINGLE FAMILY HOUSES ATTACHED	102		.00	.00	0	0	.00	.00	0
IF - IMPROVEMENTS	105		.00	.00	0	2	86,747.00	1,117.60	2
RESIDENTIAL NON-HOUSEKEEPING BLDGS:									
HOTELS, MOTELS & TOURIST CABINS	213		.00	.00	0	0	.00	.00	0
OTHER NON-HOUSEKEEPING SHELTER	214	2	6,589.00	300.00	2	2	100.00	100.00	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	2	6,445,310.00	38,724.56	2
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	3	997,959.80	9,672.32	3	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	0	.00	.00	0
DEMOLITION AND RAZING OF BUILDINGS									
SINGLE FAMILY HOUSES (ATCH/DETACH)	645		.00	.00	0	0	.00	.00	0
ALL OTHER BUILDINGS & STRUCTURES	649		.00	.00	0	0	.00	.00	0
FENCE	650	2	.00	200.00	2	2	4,425.84	150.00	2
FIRE ALARM & SPRINKLERS	675	3	94,970.00	2,820.00	3	1	1,200.00	70.00	1
PLUMBING	701	9	50,981.78	2,450.00	9	14	206,316.00	5,422.00	12
GAS	702		.00	.00	0	0	.00	.00	0
ELECTRICAL	705	10	161,170.32	6,300.00	9	5	126,514.00	1,948.80	5
HVAC	710	12	32,411.00	2,700.00	17	9	73,923.69	2,250.00	9
IRRIGATION	715		.00	.00	0	3	32,000.00	1,300.00	2
POOL	720	3	91,600.00	2,200.00	3	0	.00	.00	0
ROOF	725		.00	.00	0	3	182,912.34	450.00	3
SEPTIC SYSTEM	730	1	.00	460.00	0	0	.00	.00	0
WATER SOFTENER	735		.00	.00	0	0	.00	.00	0
CONTRACTORS	800	2	20.00	20.00	2	2	20.00	20.00	1
TREE PERMIT	801		.00	.00	0	1	35.00	35.00	0
TOTALS FOR PERMITS SHOWN ABOVE									
Totals of other permits in the period		49	1,435,701.90	43,030.28	52	49	10,772,941.87	73,742.46	44
		3	8,075.00	390.00	1	2	72,310.00	1,400.00	2
TOTAL FOR ALL PERMITS IN THE PERIOD									
		52	1,443,776.90	43,420.28	53	51	10,845,251.87	75,142.46	46

# Shavano Park Fire Department



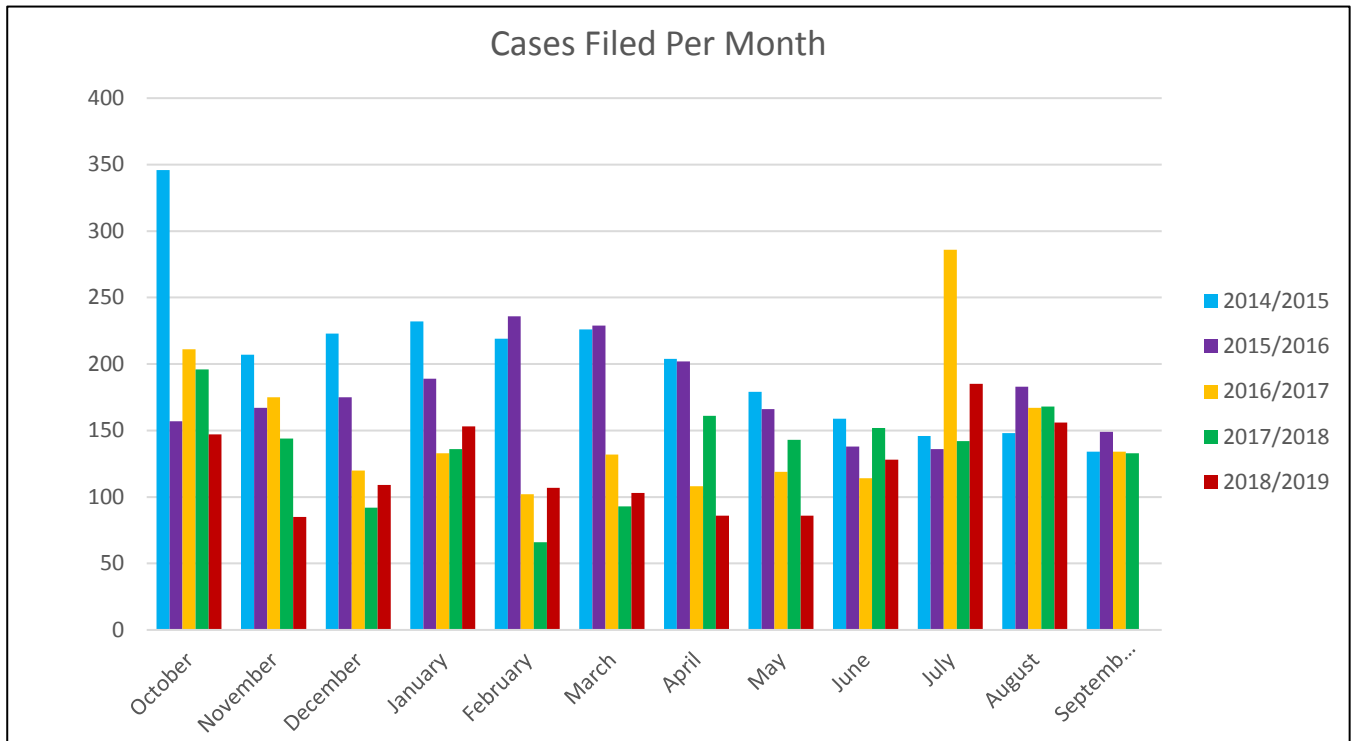
## Summary of Events for August 2019

- Shavano Park FD responded to **108** requests for service in **August**.
- This is a **28% increase** from the previous **August**.
- Shavano Park FD responded to **12** automatic aid requests from Leon Springs FD, Castle Hills FD, and Hollywood Park FD.
- Shavano Park FD received **4** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **20** mutual aid requests from other departments.
- The average response time for calls within Shavano Park is **4 minutes 34 seconds** this month.
- Fire Fighters completed a total of **258 hours of fire** and **173 hours of EMS** training in the month of **August**.
- Certified Fire Inspector inspected **19** commercial buildings.
- Fire crews performed **6** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **11** sets of commercial building/renovation plans/changes to previously submitted plans



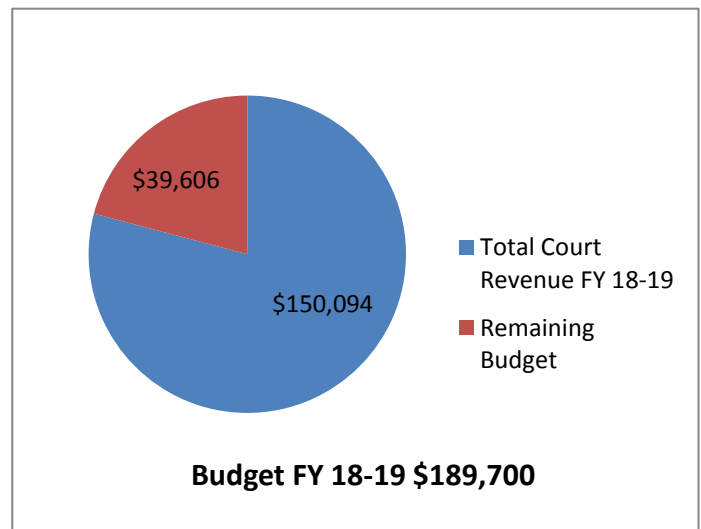
# City of Shavano Park

## Municipal Court Activity August 2019



Cases Resolved	Current Month	Prior Year
Fine	52	33
Not Guilty By Judge	0	0
Guilty	15	5
Dismissed	0	0
Compliance Dismissal	23	22
Defensive Driving	9	27
Deferred Disposition	21	31
Proof of Insurance	3	0
<b>TOTAL</b>	<b>123</b>	<b>118</b>

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	9,646	12,236
June	14,172	15,187
July	11,303	15,632
August	15,757	11,798
September	-	16,523
	<b>\$ 150,094</b>	<b>\$ 169,477</b>



**Monthly Activity Report**  
**City of Shavano Park Police Department**  
**August 2019**

**Activity Report: 176 incidents were responded to by the Police Department.**  
**1465 total incidents were responded to by the Department for 2019.**

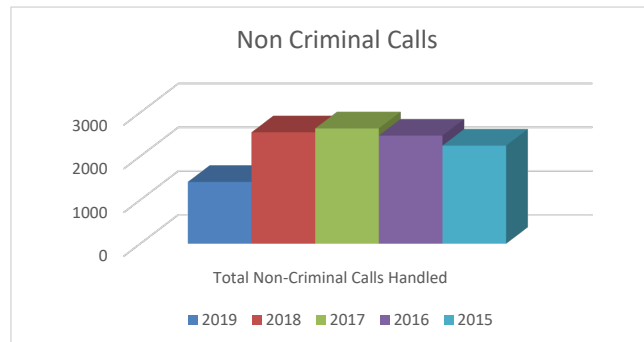
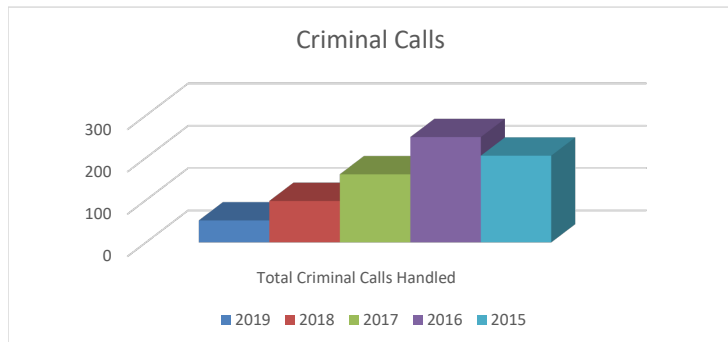
Criminal Calls	Calendar Year					
	Aug	2019	2018	2017	2016	2015
Alcohol Beverage Code Violations	0	0	1	0	0	0
Arrest of Wanted Persons (Outside Agency)	1	8	19	21	31	39
Assault	0	0	3	1	3	2
Burglary Building	0	5	1	3	17	15
Burglary of Habitation	0	0	5	4		
Burglary Vehicle	1	3	8	13	50	29
Criminal Mischief / Reckless Damage	0	3	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.	0	4	6	4	6	2
Driving while License Suspended / Invalid	0	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	2	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)	0	12	10	16	30	16
Narcotics Violation (class C)	1	6	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	0	6	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
<b>Total Criminal Calls Handled</b>	<b>3</b>	<b>52</b>	<b>98</b>	<b>161</b>	<b>249</b>	<b>204</b>

**Monthly Activity Report**  
**City of Shavano Park Police Department**  
**August 2019**

**Non-Criminal Calls**

	Aug	Calendar Year				
		2019	2018	2017	2016	2015
Accidents Major (With Injuries)	1	6	7	10	7	11
Accidents Minor (Non-Injury)	7	49	69	50	62	47
Alarm Call	36	334	498	557	536	528
Animal Calls / Complaints	8	114	171	143	148	143
Assist Fire Department / EMS	37	273	444	388	339	276
Assist Other Law Enforcement Agencies	7	64	94	81	59	69
Assist the Public	5	79	77	106	93	87
City Ordinance Violations	4	27	374	420	386	343
illegal dumping 1    construction 1    sign 1    pod 1						
Criminal Trespass Warning	2	7	5	7	0	1
Deceased Person / Natural / Unattended	0	7	20	17	22	8
Disturbance / Keep the Peace	4	28	59	56	81	86
Emergency Detention	1	3	4	10	13	26
Health & Safety Violations	0	0	0	0	0	0
Information Reports	19	92	213	195	176	137
Missing Person / Runaway	1	3	0	1	2	1
Recovered Property / Found Property	0	6	8	21	28	19
Suspicious Activity, Circumstances, Persons, Vehicles	6	115	214	285	288	260
Traffic Hazard	7	39	47	49	62	55
Welfare Concern	7	41	58	52	38	38
911 Hang-up Calls	21	126	185	188	132	109
<b>Total Non-Criminal Calls Handled</b>	<b>173</b>	<b>1413</b>	<b>2547</b>	<b>2636</b>	<b>2472</b>	<b>2244</b>
<b>Officer Initiated Contacts</b>						
Community Policing Contacts / Crime Prevention	108	1266	2620	2630	3817	3817
Out of Town / Patrol-By Reports	40	258	410	480	551	568
<b>Total Officer Initiated Contacts</b>	<b>148</b>	<b>1524</b>	<b>3030</b>	<b>3110</b>	<b>4368</b>	<b>4385</b>

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



## August 2019 Breakdown

### Arrest of Wanted Person

1. 4300 blk. Lockhill-Selma Road - Bexar County Warrants

### Narcotics Violation (class C)

1. 3700 blk. DeZavala Road - possession of drug paraphernalia

### Burglary of Motor Vehicle

1. 100 blk. Warbler Way - no force, items taken

Mileage	August	Calendar Year				
		2019	2018	2017	2016	2015
Total Monthly / Annual Mileage	14397	106786	144563	144779	151041	140356

## August 2019

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Total A
Warnings	20	26	2	20	46	0	10	1	8	17	9	0	4	21	7	191
Citations	2	4	0	25	48	2	8	2	18	19	10	0	6	22	12	178
Cases	6	16	21	6	16	7	17	3	17	12	11	3	29	7	5	176
Activity Totals	28	46	23	51	110	9	35	6	43	48	30	3	39	50	24	545
Vehicles Stopped	21	30	2	38	63	2	16	3	20	32	17	0	8	26	15	293
Community Policing	16	35	0	3	17	0	9	0	27	1	0	0	0	0	0	108

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
191
178
176
545
293
108



**PUBLIC WORKS DEPARTMENT**  
**Monthly Report - AUGUST 2019**

**Water Utility**

- Miox vendor took the miox cabinet to get repairs; expected due date back is 9/20.
- Raised 2 valves at the intersection of Wagon Trail and Shavano Drive, backfilled and cleaned up debris
- Elm Springs/Broken Bough alley – replaced a broken 4" valve, removed a dead end flushing point, and replaced 3 residents' service lines.
- Well #5 was placed back in rotation; due to booster pump #1 being installed at Shavano Dr.
- Staff working to get hubener VDF #2 back in operation.

**STREETS**

- Completed 7 patches in the Shavano Creek Area (9 tons of asphalt)
- Completed 15 potholes/patches around the City (10 tons of asphalt)
- Replaced the median sign on Pond Hill west that was damaged in car accident.
- Staff crack sealed Shavano Dr.

**DRAINAGE**

- Submitted revised comments and received first round acceptance of the new MS4 permit from TCEQ.

**FACILITIES**

- Contractor started the installation of the PW covered parking for equipment
- Replaced the service line to the PW/W yard due to 3 leaks
- Installed weed barrier and rock at City all around the PD parking lot

**OTHER**

- PWD coordinated efforts with CPS Energy to repair/replace 9 lights on Lockhill Selma
- PW staff demoed a Vermeer chipper; to determine if its what the City needs.

<b>Water Utility</b>	<b>AUGUST</b>	<b>MO</b>	<b>FY</b>
# of Gallons Pumped		32,799,846	132,678,990
# of Gallons Pumped from Trinity		101,199	3,086,236
Total Pumped		32,901,045	135,765,226
 # of Gallons Sold		32,026,000	129,523,900
Water Lossed in gallons		890,345	6,904,316
Flushing		6,500	186,581
% of Loss		2.70%	5.10%
 Water Revenue		\$140,191.01	\$492,518.35
EAA Fees Collected		\$16,013.00	\$64,761.55
Water Service Fees		\$4,885.50	\$52,814.72
Debt Service Collected		\$15,738.26	\$72,980.50
Late Fees		\$15.72	\$10,229.34
 Water Used by City		340,000	1,851,000
Water Cost Used by City		\$3,042.20	\$56,039.61
# of Water Complaints		0	55
# of Bill Adjustments		2	46
# of Locates		19	221

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 7.6

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Presentation of August 2019 Monthly Reports

X

### **Attachments for Reference:**

- a) August 2019 Power Point Presentation
- b) August 2019 Revenue and Expenditure Report
- c) August 2019 Monthly Check Register

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**BACKGROUND / HISTORY:** The information provided is for the FY 2018-19 budget period, month ending August 31, 2019. The “Current Budget” column contains the original adopted budget plus one budget amendment approved to date. This summary highlights key points related to the current month’s activity for the General Fund and Water Utility Fund. Staff is also prepared to present the power point briefing at the council meeting.

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### **DISCUSSION:**

#### **10 - General Fund** (Page 1 of Revenue and Expenditure Report)

As of August 31, 2019, General Fund revenues total \$5,052,387 or 94.40% of the FY2019 amended budget. General Fund expenditures total \$4,768,138 or 89.09% of the amended budget with 11 months or 91.67% of the fiscal year complete.

#### **Revenues (GF)** (Page 2 & 3)

- Current M&O Property tax (10-599-1010) collections for the month are \$14,685. The City has received 98.58% of its annual budgeted amount to date. The City had received 99.30% of its annual budgeted amount through August 2018, so collections are slightly behind the same time frame when compared to prior year.
- Sales Tax revenue received this month totaled \$48,739 for June sales reported for monthly and quarterly filers. This line is behind budget as the Whataburger opening did not happen as early in the fiscal year as expected.
- Permits and Licenses revenues total \$44,969 for the month, with \$40,252 in building permits and \$2,704 in plan review fees as the permit office has been busy. This area is behind budget, however, as the office had quite a few slow months.
- Court fees for the month are \$14,980, above the amount recognized in August 2018 of \$11,175.
- Police/Fire revenues total \$7,334 for the month and includes \$6,620 settlement for July collections from the EMS third party billing company.

## **Expenditures (GF) (Pages 4-14)**

-The Council (600) is at 116.54% spent year to date. Activity does not reflect the \$4,871 of donations received for the City sponsored events that is recorded in 10-599-7086 Donations – Administration. Nothing unusual or significant this month.

-The Administration Department (601) is on target with \$88,592 spent this month or 91.37% of the amended budget utilized to date. IT Services (4060) includes \$3,033 for City Hall's WiFi upgrade, Building Maintenance (5030) includes \$3,700 for the water softener and installation at City Hall and \$1,028 for the lobby restrooms repair in July and Capital Improvements (8080) reflects the deposit on the lobby and Council Chambers restrooms project.

-The Court Department (602) expenditures for the month are \$6,395 or 89.09% of the budget used to date, on target.

-The Public Works Department (603) expenditures for the month are \$53,905 with 80.73% of the amended budget utilized to date. Larger, non-routine expenditures this month include \$2,035 for emergency lighting on the backhoe and the F250 truck in Equipment Maint & Repair (5010), \$1,015 in Building Maintenance (5030) to replace the copper AC line from the inside coil to the outside condenser and replace a bad AC transformer in the PW building, \$5,448 for concrete/asphalt patch for pot holes and \$3,630 for concrete block materials bin in Street Maintenance (6080) and \$10,000 for the covered parking extension in Capital – Building (8081).

-The Fire Department (604) is on target with budget at \$133,258 expended this month, 90.92% total spent year to date. Vehicle Maintenance (5020) includes \$11,888 for the brush truck repair (had to take the cab off to make the repairs), normal restocking in EMS Supplies (6040), and rescue equipment purchased for P-139 in Fire Fighting Eqpt Supplies.

-The Police Department (605) is on budget for day-to-day expenditures with \$117,969 spent this month, 89.46% of the annual budget utilized, on track. Larger expenditures this month include Uniforms (2080) which reflects duty uniform leather gear and uniform pieces for 10 department members.

-The Development Services Department (607) maintains the Professional Services paid for engineering, outside permit inspection, sanitary, and health inspection services with total expenditures of \$7,177 for the month or 68.75% of the annual budgeted amount utilized.

## **20-WATER FUND**

As of August 31, 2019, the Water Fund total revenues are \$643,073 or 71.15% of the total annual budgeted amount. Water Fund (Water department & Debt Service) expenses total \$790,007 or 87.41% of adopted budget.

**Revenues (Water)**

-Water consumption (5015) billed in August for the month of July is \$94,072. Total consumption for the month is approximately 2,842,000 gallons more than the previous year or \$10,172 of revenue.

-The Water Service Fee (5019) remains on target with its annual budgeted amount as this is a flat fee and are not related to volume charges recognized, at 93.48%. This month was the first billing with the new debt service fee, raised to \$22.58 from \$6.40, causing this revenue line to go over budget.

-The EAA Pass Thru (5036) fees are charged to customers based on usage, \$11,819 was recorded for the month and 64.21% of the annual budgeted amount has been recognized to date.

**Expenses (Water)**

Water department (606) expenses for the day-to-day operations are on budget with a total of \$63,434 for the month or 84.19% of the budget utilized.

Debt service payments were made this month – interest only. Next scheduled debt payments are in February 2020, \$151,265 for principal and interest.

**PAYROLL**

The City is on a bi-weekly payroll; there have been 24 pay periods out of 26 so approximately 92.31% should be expensed in the line items directly related to personnel. Workers Comp Insurance (1037) is expensed quarterly and is at approximately 63.36% for the City as a whole. The City's policy was rated with a better than anticipated experience factor as well as having a number of position vacancies during the year. TMRS (1040) expenditures for departments is at approximately 89.90%, on track with the related compensation accounts. Health insurance related line items are at 88.50%, on track with budget, given personnel vacancies that have occurred this fiscal year to date.

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**COURSES OF ACTION:** None related to the Report.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** N/A



## **August 31, 2019 Monthly Financial Report**

**Brenda Morey,  
Finance Director**



- Cash and Investments
- General Fund Overview
- General Fund Revenues
- General Fund Expenditures
- Water Fund Overview
- Water Fund Revenues & Expenses
- Special Revenue Funds
- Capital Replacement Fund

# Total Cash & Investment Update \*

*Together We Can!*



## CASH AND INVESTMENTS BY FUND

August 31, 2019

General Fund (10)	\$ 3,024,017
Water Fund ( 20)	722,407
Debt Service Fund (30)	195,108
Crime Control District Fund (40)	570,466
PEG Funds (42)	102,687
Oak Wilt Fund ( 45)	94,132
Street Maintenance Fund (48)	439,505
Court Security/Technology (50)	55,544
Child Safety Fund ( 52)	4,572
LEOSE Fund (53)	103
Capital Replacement Fund (70)	2,536,363
Pet Documentation and Rescue Fund (75)	2,364
<b>Total Cash &amp; Investments **</b>	<b>\$ 7,747,268</b>

**\*Total cash and investments represents all Funds per general ledger, not cash at bank.**

**\*\* Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**



# Total Cash & Investment Update \*

*Together We Can!*



## SECURITY TYPE

August 31, 2019

### OPERATING BANK ACCOUNTS

Frost Bank	\$	1,033,174
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### SAVINGS & BANK ACCOUNTS

Frost Bank		3,555,424
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### POOLS

Tex Star	\$2,196,434	
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Texpool	209,313	
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<b>SUBTOTAL - POOLS</b>		<b>2,405,747</b>
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### CERTIFICATES OF DEPOSIT

Security Service Credit Union	\$ 253,410	
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United SA Credit Union	249,508	
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Generation Credit Union	250,005	
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<b>SUBTOTAL - CERTIFICATES OF DEPOSIT</b>		<b>752,923</b>
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<b>Total Cash &amp; Investments **</b>	<b>\$</b>	<b>7,747,268</b>
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**\*Total cash and investments represents holdings in all Funds.**

**\*\* Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**



# 10- General Fund Overview



*Together We Can!*

- General Fund current property tax collections through August 2019 are \$3,236,549 and are on track at 98.58% of budget.
- August 2019 Sales Tax revenue was \$48,739.

(Collections are for June sales from monthly and quarterly filers.)

- Building Permits and Licenses revenue for the month was \$44,969 with \$40,252 collected in building permit fees and \$2,704 from plan review fees.
- Major Projects/Improvements in FY 2018-19

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Renovate/update CH				
public restrooms	\$ 40,000	\$ 12,405	\$ 27,595	In process
PW Fuel Tank	\$ 4,000	\$ 1,223	\$ 2,777	Completed
PW Landscape Trailer	\$ 4,723	\$ 4,669	\$ 54	Completed
PW Fence &				
Motorized Gate	\$ 15,000	\$ 14,844	\$ 156	Completed
PW Covered Parking	\$ 10,000	\$ 10,000	\$ -	Completed
Storage Shed	\$ 7,500	\$ 7,500	\$ -	Completed

Unassigned General Fund fund balance at 2018 year end = \$2,648,513 (Audited)  
 Unassigned General Fund fund balance at 2017 year end = \$3,072,119 (Audited)

# 10 - General Fund Revenues

*Together We Can!*



	FY 2018-19 AMENDED BUDGET	FY 2018-19 AUGUST 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % BUDGET COLLECTED
CURRENT PROPERTY TAXES	\$ 3,283,152	\$ 14,685	\$ 3,236,549	98.58%
DEL. TAXES & PENALTIES	63,300	10,151	60,677	95.86%
SALES TAX	460,000	48,739	407,399	88.57%
MIXED BEVERAGE	22,000	-	20,991	95.41%
FRANCHISE REVENUES	476,000	119,561	452,413	95.04%
PERMITS & LICENSES	429,075	44,969	344,166	80.21%
COURT FEES	182,000	14,980	143,075	78.61%
POLICE/FIRE REVENUES	143,000	7,334	145,157	101.51%
MISC/INTEREST/GRANTS	207,445	10,722	207,910	100.22%
TRANSFERS IN	86,050	30,450	34,050	39.57%
<b>TOTAL REVENUES</b>	<b>\$ 5,352,022</b>	<b>\$ 301,591</b>	<b>\$ 5,052,387</b>	<b>94.40%</b>

# 10- General Fund Expenditures

*Together We Can!*



	FY 2018-19 AMENDED BUDGET	FY 2018-19 AUGUST 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % BUDGET SPENT
CITY COUNCIL	\$ 35,650	\$ 756	\$ 41,547	116.54%
ADMINISTRATION	918,898	88,592	839,623	91.37%
COURT	84,239	6,395	75,052	89.09%
PUBLIC WORKS	594,644	53,905	480,083	80.73%
FIRE DEPARTMENT	1,880,530	133,258	1,709,843	90.92%
POLICE DEPARTMENT	1,730,561	117,969	1,548,080	89.46%
DEVELOPMENT SERVICES	107,500	7,177	73,910	68.75%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,352,022</b>	<b>\$ 408,052</b>	<b>\$ 4,768,138</b>	<b>89.09%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ (106,461)</b>	<b>\$ 284,249</b>	

Expenditures total \$4,768,138 through August 2019 or 89.09% of budget spent with 91.67% of budget complete (11 months).

# 20 - Water Fund Overview



*Together We Can!*

- Total revenues through August 2019 are \$643,573 for a total 71.21% of budget, including transfers in.
- Total August 2019 billing for July 2019 water consumption is approximately 2,842,000 gallons more than the prior year.
- Water consumption sales revenue for the month of August 2019 (actual July 2019 usage) is higher in comparison to the prior year by \$10,172.
- Water Department expenses remain on target thru the month of August 2019 at \$603,263 with a total of 84.19% of the adopted budget spent with 91.67% of year complete.
- Major Projects/Improvements in FY 2018-19:

Mini excavator (50/50)	\$	16,820	\$	19,386	\$	(2,566)	Completed
Skid steer (50/50)	\$	11,789	\$	11,789	\$	-	Completed
Replace spider water							
lines in one cul de sac	\$	10,000	\$	-	\$	10,000 **	Not started
Well #8 VFD AC unit	\$	9,500	\$	9,459	\$	41	Completed

\*\* funds applied toward disbuted Well #5 renovation costs

# 20 - Utility Fund Revenues & Expenses

*Together We Can!*



	FY 2018-19 AMENDED BUDGET	FY 2018-19 AUGUST 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
				<u>COLLECTED</u>
WATER CONSUMPTION	\$ 621,347	\$ 94,072	\$ 382,729	61.60%
DEBT SERVICE	53,453	15,725	60,388	112.97%
WATER SERVICE FEE	58,092	4,879	54,302	93.48%
EAA PASS THRU CHARGE	83,319	11,819	53,500	64.21%
MISC/INTEREST/GRANTS	49,308	2,554	45,509	92.30%
TRANSFERS IN	38,280	-	46,645	121.85%
<b>TOTAL REVENUES</b>	<b>\$ 903,799</b>	<b>\$ 129,049</b>	<b>\$ 643,073</b>	<b>71.15%</b>
				<u>SPENT</u>
WATER DEPARTMENT	\$ 716,584	63,434	603,263	84.19%
DEBT SERVICE	187,215	38,310	186,743	99.75%
<b>TOTAL EXPENSES</b>	<b>\$ 903,799</b>	<b>\$ 101,744</b>	<b>\$ 790,006</b>	<b>87.41%</b>
<b>REVENUES OVER/(UNDER) EXPENSES</b>	<b>\$ -</b>	<b>\$ 27,305</b>	<b>\$ (146,933)</b>	

# Special Revenue Funds



*Together We Can!*

## 40- Crime Control Prevention District

	FY 2018-19 AMENDED BUDGET	FY 2018-19 AUGUST 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 559,542</u>	<u>\$ 587,587</u>	<u>\$ 559,542</u>	
Crime Control Sales Tax	\$ 115,000	\$ 12,154	\$ 102,008	<b>COLLECTED</b> 88.70%
Interest/Misc.	6,000	778	8,877	147.95%
<b>TOTAL REVENUES</b>	<u><b>\$ 121,000</b></u>	<u><b>\$ 12,932</b></u>	<u><b>\$ 110,885</b></u>	<b>91.64%</b>
Fire Expenditures	\$ 625	\$ -	\$ 624	<b>SPENT</b> 99.84%
Police Expenditures	87,540	3,488	72,772	83.13%
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 88,165</b></u>	<u><b>\$ 3,488</b></u>	<u><b>\$ 73,396</b></u>	<b>83.25%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u><b>\$ 32,835</b></u>	<u><b>\$ 9,444</b></u>	<u><b>\$ 37,489</b></u>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u><b>\$ 592,377</b></u></u>	<u><u><b>\$ 597,031</b></u></u>	<u><u><b>\$ 597,031</b></u></u>	



## 40 – Crime Control Prevention District

- Supported by dedicated sales tax and interest income on invested balances.
- Major Projects/Improvements in FY 2018-19:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
National Night Out	\$ 5,000	\$ 5,770	\$ (770)	Completed
Replace duty handguns	\$ 25,000	\$ 23,089	\$ 1,911	Completed
MDTs - 4 vehicles	\$ 25,000	\$ 19,959	\$ 5,041	Completed
Tasers	\$ 8,640	\$ 8,640	\$ -	Completed
Electronic Equipment	\$ 5,000	\$ 2,029	\$ 2,971	In process
Computer Equipment	\$ 7,200	\$ 6,528	\$ 672	In process

# Special Revenue Funds

*Together We Can!*



## 42- PEG Fund

	FY 2018-19 ADOPTED BUDGET	FY 2018-19 AUGUST 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 83,655</u>	<u>\$ 97,310</u>	<u>\$ 83,655</u>	
Franchise Fee- PEG	\$ 15,500	\$ 3,331	\$ 16,641	<u>COLLECTED</u> 107.36%
Misc/Interest	<u>1,000</u>	<u>136</u>	<u>1,502</u>	150.20%
<b>TOTAL REVENUES</b>	<b>\$ 16,500</b>	<b>\$ 3,467</b>	<b>\$ 18,143</b>	<b>109.96%</b>
PEG Expenditures	<u>1,600</u>	<u>-</u>	<u>1,021</u>	<u>SPENT</u> 63.81%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 14,900</b>	<b>\$ 3,467</b>	<b>\$ 17,122</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u>\$ 98,555</u></u>	<u><u>\$ 100,777</u></u>	<u><u>\$ 100,777</u></u>	



# Special Revenue Funds

*Together We Can!*



## 45- Oak Wilt Fund

	FY 2018-19 ADOPTED BUDGET	FY 2018-2019 AUGUST 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 80,332	\$ 88,732	\$ 80,332	
<b>Tree Trimming Permits Revenue</b>	\$ 10,500	\$ 2,485	\$ 10,885	<u>COLLECTED</u> 103.67%
<b>Oak Wilt Expenditures</b>	<u>500</u>	<u>-</u>	<u>-</u>	<u>SPENT</u> 0.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	\$ 10,000	\$ 2,485	\$ 10,885	
<b>PROJECTED ENDING FUND BALANCE</b>	<u>\$ 90,332</u>	<u>\$ 91,217</u>	<u>\$ 91,217</u>	

# Special Revenue Funds

*Together We Can!*



## 48- Street Maintenance Fund

	FY 2018-19 AMENDED BUDGET	FY 2018-19 AUGUST 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 416,301	\$ 455,968	\$ 416,301	
Sales Tax Revenues	\$ 115,000	\$ 12,185	\$ 101,850	COLLECTED 88.57%
<b>TOTAL REVENUES</b>	<b>\$ 115,000</b>	<b>\$ 12,185</b>	<b>\$ 101,850</b>	<b>88.57%</b>
Street Maintenance	\$ 50,000	\$ -	\$ 49,998	SPENT 100.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 65,000</b>	<b>\$ 12,185</b>	<b>\$ 51,852</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 481,301</b>	<b>\$ 468,153</b>	<b>\$ 468,153</b>	

# Governmental Fund



*Together We Can!*

## 70- Capital Replacement Fund

	FY 2018-19 AMENDED BUDGET	FY 2018-19 AUGUST 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 3,553,369</u>	<u>\$ 2,393,054</u>	<u>\$ 3,553,369</u>	
Interest Income	\$ 50,000	\$ 3,383	\$ 55,012	COLLECTED 110.02%
Sale of City Assets	\$ -	\$ 35,000	\$ 35,000	#DIV/0!
Transfers In - General Fund	<u>307,756</u>	<u>-</u>	<u>302,756</u>	98.38%
<b>TOTAL REVENUES</b>	<u><b>\$ 357,756</b></u>	<u><b>\$ 38,383</b></u>	<u><b>\$ 392,768</b></u>	<b>109.79%</b>
Administration	\$ 118,330	\$ -	\$ 87,112	73.62%
Public Works	83,060	-	82,200	98.96%
Drainage	729,500	(19,200)	44,905	6.16%
Fire	<u>1,281,284</u>	<u>-</u>	<u>1,281,283</u>	100.00%
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 2,212,174</b></u>	<u><b>\$ (19,200)</b></u>	<u><b>\$ 1,495,500</b></u>	<b>67.60%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u><b>\$ (1,854,418)</b></u>	<u><b>\$ 57,583</b></u>	<u><b>\$ (1,102,732)</b></u>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u>\$ 1,698,951</u></u>	<u><u>\$ 2,450,637</u></u>	<u><u>\$ 2,450,637</u></u>	



## 70 – Capital Replacement Fund Overview

- Supported via budgeted transfers from the General Fund and interest earnings on invested balances.
- Major Projects/Improvements in FY 2018-19:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall roof replacement	\$ 95,000	\$ 87,112	\$ 7,888	Completed
City Hall HVAC replacement	\$ 8,000	\$ -	\$ 8,000	Not started
PW Crew Truck	\$ 40,000	\$ 39,235	\$ 765	Completed
Skid steer (one third/two thirds)	\$ 23,674	\$ 23,578	\$ 96	Completed
Mini excavator (50/50)	\$ 16,820	\$ 19,386	\$ (2,566)	Completed
Drainage projects	\$ 729,500	\$ 44,905	\$ 684,595	In process
Fire - SCBAs	\$ 116,319	\$ 116,318	\$ 1	Completed
Fire - Ladder truck purchase	\$ 1,164,965	\$ 1,164,965	\$ -	Completed



## Questions

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>5,352,022.00</u>	<u>301,591.64</u>	<u>5,052,387.25</u>	<u>299,634.75</u>	<u>94.40</u>
TOTAL REVENUES	5,352,022.00	301,591.64	5,052,387.25	299,634.75	94.40
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	35,650.00	755.63	41,547.23 (	5,897.23)	116.54
ADMINISTRATION	918,898.00	88,592.05	839,623.08	79,274.92	91.37
COURT	84,239.00	6,394.90	75,052.19	9,186.81	89.09
PUBLIC WORKS	594,644.00	53,904.72	480,082.50	114,561.50	80.73
FIRE DEPARTMENT	1,880,530.00	133,257.82	1,709,843.07	170,686.93	90.92
POLICE DEPARTMENT	1,730,561.00	117,968.83	1,548,079.59	182,481.41	89.46
DEVELOPMENT SERVICES	<u>107,500.00</u>	<u>7,177.25</u>	<u>73,910.05</u>	<u>33,589.95</u>	<u>68.75</u>
TOTAL EXPENDITURES	5,352,022.00	408,051.20	4,768,137.71	583,884.29	89.09
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	106,459.56)	284,249.54 (	284,249.54)	0.00

10 -GENERAL FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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NON-DEPARTMENTAL

TAXES

10-599-1010 CURRENT ADVALOREM TAXES	3,283,152.00	14,684.99	3,236,549.41	46,602.59	98.58
10-599-1020 DELINQUENT ADVALOREM TAXES	55,300.00	4,573.07	41,072.46	14,227.54	74.27
10-599-1030 PENALTY & INTEREST REVENUE	8,000.00	5,577.93	19,604.56 (	11,604.56)	245.06
10-599-1040 MUNICIPAL SALES TAX	460,000.00	48,738.73	407,398.80	52,601.20	88.56
10-599-1060 MIXED BEVERAGE TAX	22,000.00	0.00	20,991.36	1,008.64	95.42
TOTAL TAXES	3,828,452.00	73,574.72	3,725,616.59	102,835.41	97.31

FRANCHISE REVENUES

10-599-2020 FRANCHISE FEES - ELECTRIC	295,000.00	83,383.33	276,636.48	18,363.52	93.78
10-599-2022 FRANCHISE FEES - GAS	30,000.00	2,436.49	27,152.45	2,847.55	90.51
10-599-2024 FRANCHISE FEES - CABLE	80,000.00	16,656.39	83,203.59 (	3,203.59)	104.00
10-599-2026 FRANCHISE FEES - PHONE	25,000.00	5,362.42	23,035.59	1,964.41	92.14
10-599-2027 FRANCHISE FEES - SAWS	14,000.00	11,722.54	11,722.54	2,277.46	83.73
10-599-2028 FRANCHISE FEES - REFUSE	32,000.00	0.00	30,661.94	1,338.06	95.82
TOTAL FRANCHISE REVENUES	476,000.00	119,561.17	452,412.59	23,587.41	95.04

PERMITS & LICENSES

10-599-3010 BUILDING PERMITS	338,575.00	40,252.21	287,040.78	51,534.22	84.78
10-599-3012 PLAN REVIEW FEES	55,000.00	2,703.52	38,577.07	16,422.93	70.14
10-599-3018 CERT OF OCCUPANCY PERMITS	6,000.00	200.00	4,000.00	2,000.00	66.67
10-599-3020 PLATTING FEES	2,000.00	0.00	2,250.00 (	250.00)	112.50
10-599-3025 VARIANCE/RE-ZONE FEES	2,000.00	0.00	0.00	2,000.00	0.00
10-599-3040 CONTRACTORS' LICENSES	5,000.00	183.50	1,178.25	3,821.75	23.57
10-599-3045 INSPECTION FEES	10,000.00	500.00	4,880.00	5,120.00	48.80
10-599-3048 COMMERCIAL SIGN PERMITS	500.00	300.00	2,150.00 (	1,650.00)	430.00
10-599-3050 GARAGE SALE & OTHER PERMITS	1,000.00	30.00	1,490.00 (	490.00)	149.00
10-599-3055 HEALTH INSPECTIONS	4,000.00	800.00	2,600.00	1,400.00	65.00
10-599-3060 DEVELOPMENT FEES	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL PERMITS & LICENSES	429,075.00	44,969.23	344,166.10	84,908.90	80.21

COURT FEES

10-599-4010 MUNICIPAL COURT FINES	150,000.00	13,224.47	122,016.30	27,983.70	81.34
10-599-4021 ARREST FEES	5,000.00	489.72	4,285.55	714.45	85.71
10-599-4028 STATE COURT COST ALLOCATION	6,000.00	0.00	0.00	6,000.00	0.00
10-599-4030 WARRANT FEES	20,000.00	1,200.00	16,180.10	3,819.90	80.90
10-599-4036 JUDICIAL FEE - CITY	1,000.00	65.96	592.76	407.24	59.28
TOTAL COURT FEES	182,000.00	14,980.15	143,074.71	38,925.29	78.61

POLICE/FIRE REVENUES

10-599-6010 POLICE REPORT REVENUE	400.00	24.20	352.35	47.65	88.09
10-599-6020 POLICE DEPT - UNCLAIMED FUN	0.00	0.00	76.00 (	76.00)	0.00
10-599-6030 POLICE DEPT. REVENUE	4,000.00	335.00	2,925.00	1,075.00	73.13
10-599-6060 EMS FEES	138,600.00	6,975.28	141,803.54 (	3,203.54)	102.31
TOTAL POLICE/FIRE REVENUES	143,000.00	7,334.48	145,156.89 (	2,156.89)	101.51

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISC./GRANTS/INTEREST</u>					
10-599-7000 INTEREST INCOME	65,831.00	5,594.93	77,670.21 (	11,839.21)	117.98
10-599-7021 FEDERAL GRANTS	11,880.00	0.00	11,880.00	0.00	100.00
10-599-7025 US DOJ VEST GRANT	4,000.00	399.15	1,711.53	2,288.47	42.79
10-599-7030 FORESTRY SERVICE GRANT	10,000.00	0.00	8,499.18	1,500.82	84.99
10-599-7037 STRAC	7,000.00	0.00	10,391.69 (	3,391.69)	148.45
10-599-7040 PUBLIC RECORDS REVENUE	50.00	0.00	5.60	44.40	11.20
10-599-7050 ADMINISTRATIVE INCOME	4,000.00	0.00	3,214.44	785.56	80.36
10-599-7060 CC SERVICE FEES	4,000.00	453.56	4,091.44 (	91.44)	102.29
10-599-7070 RECYCLING REVENUE	2,500.00	427.19	3,468.39 (	968.39)	138.74
10-599-7075 SITE LEASE/LICENSE FEES	45,084.00	3,847.06	41,609.76	3,474.24	92.29
10-599-7084 DONATIONS- FIRE DEPARTMENT	50.00	0.00	0.00	50.00	0.00
10-599-7085 DONATIONS- POLICE DEPARTMEN	50.00	0.00	50.00	0.00	100.00
10-599-7086 DONATIONS- ADMINISTRATION	8,000.00	0.00	4,871.25	3,128.75	60.89
10-599-7087 DONATIONS - BEAUTIFICATION	0.00	0.00	1,000.00 (	1,000.00)	0.00
10-599-7090 SALE OF CITY ASSETS	<u>45,000.00</u>	<u>0.00</u>	<u>39,446.88</u>	<u>5,553.12</u>	<u>87.66</u>
TOTAL MISC./GRANTS/INTEREST	207,445.00	10,721.89	207,910.37 (	465.37)	100.22
<u>TRANSFERS IN</u>					
10-599-8020 TRF IN -WATER FUND	22,050.00	22,050.00	22,050.00	0.00	100.00
10-599-8040 TRF IN -CRIME CONTROL	3,600.00	0.00	3,600.00	0.00	100.00
10-599-8050 TRF IN -COURT RESTRICTED	8,400.00	8,400.00	8,400.00	0.00	100.00
10-599-8099 FUND BALANCE RESERVE	<u>52,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>52,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	86,050.00	30,450.00	34,050.00	52,000.00	39.57
TOTAL NON-DEPARTMENTAL	5,352,022.00	301,591.64	5,052,387.25	299,634.75	94.40
TOTAL REVENUES	5,352,022.00	301,591.64	5,052,387.25	299,634.75	94.40
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10 -GENERAL FUND  
CITY COUNCIL

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>					
10-600-2020 GENERAL OFFICE SUPPLIES	300.00	0.00	48.87	251.13	16.29
10-600-2035 COUNCIL/EMPLOYEE APPRECIATI	1,000.00	70.82	460.64	539.36	46.06
10-600-2037 CITY SPONSORED EVENTS	21,000.00	0.00	25,122.10 (	4,122.10)	119.63
10-600-2040 MEETING SUPPLIES	1,000.00	432.31	1,504.23 (	504.23)	150.42
10-600-2080 UNIFORMS	<u>600.00</u>	<u>156.50</u>	<u>346.50</u>	<u>253.50</u>	<u>57.75</u>
TOTAL SUPPLIES	23,900.00	659.63	27,482.34 (	3,582.34)	114.99
<u>SERVICES</u>					
10-600-3018 CITY WIDE CLEAN UP	1,400.00	96.00	796.00	604.00	56.86
10-600-3020 ASSOCIATION DUES & PUBS	1,750.00	0.00	1,747.00	3.00	99.83
10-600-3030 TRAINING/EDUCATION	2,000.00	0.00	1,765.00	235.00	88.25
10-600-3040 TRAVEL/LODGING/MEALS	<u>3,500.00</u>	<u>0.00</u>	<u>4,478.85 (</u>	<u>978.85)</u>	<u>127.97</u>
TOTAL SERVICES	8,650.00	96.00	8,786.85 (	136.85)	101.58
<u>CONTRACTUAL</u>					
10-600-4088 ELECTION SERVICES	<u>2,500.00</u>	<u>0.00</u>	<u>4,835.04 (</u>	<u>2,335.04)</u>	<u>193.40</u>
TOTAL CONTRACTUAL	2,500.00	0.00	4,835.04 (	2,335.04)	193.40
<u>CAPITAL OUTLAY</u>					
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>600.00</u>	<u>0.00</u>	<u>443.00</u>	<u>157.00</u>	<u>73.83</u>
TOTAL CAPITAL OUTLAY	600.00	0.00	443.00	157.00	73.83
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TOTAL CITY COUNCIL	35,650.00	755.63	41,547.23 (	5,897.23)	116.54

10 -GENERAL FUND

ADMINISTRATION

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-601-1010 SALARIES	424,184.00	32,841.47	393,922.72	30,261.28	92.87
10-601-1015 OVERTIME	1,000.00	197.73	329.55	670.45	32.96
10-601-1020 MEDICARE	6,267.00	464.59	5,540.01	726.99	88.40
10-601-1025 TWC (SUI)	1,242.00	0.00	54.00	1,188.00	4.35
10-601-1030 HEALTH INSURANCE	33,180.00	2,765.00	30,415.00	2,765.00	91.67
10-601-1031 HSA	222.00	14.80	162.80	59.20	73.33
10-601-1033 DENTAL INSURANCE	2,716.00	231.02	2,541.22	174.78	93.56
10-601-1035 VISION CARE INSURANCE	528.00	43.94	483.34	44.66	91.54
10-601-1036 LIFE INSURANCE	477.00	39.84	438.24	38.76	91.87
10-601-1037 WORKERS' COMP INSURANCE	1,242.00	0.00	842.48	399.52	67.83
10-601-1040 TMRS RETIREMENT	60,286.00	4,683.83	55,648.80	4,637.20	92.31
10-601-1070 SPECIAL ALLOWANCES	<u>6,975.00</u>	<u>536.56</u>	<u>6,415.64</u>	<u>559.36</u>	<u>91.98</u>
TOTAL PERSONNEL	538,319.00	41,818.78	496,793.80	41,525.20	92.29
<u>SUPPLIES</u>					
10-601-2020 GENERAL OFFICE SUPPLIES	7,000.00	1,625.91	7,002.63 (	2.63)	100.04
10-601-2025 BENEFITS CITYWIDE	3,000.00	300.00	2,398.27	601.73	79.94
10-601-2030 POSTAGE/METER RENTAL	12,000.00	2,011.08	9,454.99	2,545.01	78.79
10-601-2035 EMPLOYEE APPRECIATION	2,500.00	377.95	2,111.35	388.65	84.45
10-601-2050 PRINTING & COPYING	1,000.00 (	320.00)	1,296.41 (	296.41)	129.64
10-601-2060 MED EXAMS/SCREENING/TESTING	<u>2,750.00</u>	<u>0.00</u>	<u>869.13</u>	<u>1,880.87</u>	<u>31.60</u>
TOTAL SUPPLIES	28,250.00	3,994.94	23,132.78	5,117.22	81.89
<u>SERVICES</u>					
10-601-3010 ADVERTISING EXPENSE	5,000.00	0.00	2,861.02	2,138.98	57.22
10-601-3012 PROF. SERVICES-ENGINEERS	10,000.00	0.00	3,552.87	6,447.13	35.53
10-601-3013 PROFESSIONAL SERVICES	7,000.00	0.00	3,262.50	3,737.50	46.61
10-601-3015 PROF. SERVICES-LEGAL	50,000.00	11,394.65	61,912.23 (	11,912.23)	123.82
10-601-3016 CODIFICATION EXPENSE	2,500.00	0.00	1,150.00	1,350.00	46.00
10-601-3020 ASSOCIATION DUES & PUBLICAT	4,000.00	0.00	4,142.03 (	142.03)	103.55
10-601-3030 TRAINING/EDUCATION	5,500.00	695.00	3,189.00	2,311.00	57.98
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	5,000.00	501.30	4,384.33	615.67	87.69
10-601-3050 LIABILITY INSURANCE	9,000.00	0.00	12,440.17 (	3,440.17)	138.22
10-601-3075 BANK/CREDIT CARD FEES	5,000.00	434.31	2,853.28	2,146.72	57.07
10-601-3080 SPECIAL SERVICES	0.00	0.00	1,755.69 (	1,755.69)	0.00
10-601-3085 WEBSITE TECHNOLGY	2,400.00	0.00	2,400.00	0.00	100.00
10-601-3087 CITIZENS COMMUNICATION/EDUC	<u>8,040.00</u>	<u>1,050.00</u>	<u>7,633.24</u>	<u>406.76</u>	<u>94.94</u>
TOTAL SERVICES	113,440.00	14,075.26	111,536.36	1,903.64	98.32
<u>CONTRACTUAL</u>					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	4,000.00	684.00	4,464.72 (	464.72)	111.62
10-601-4060 IT SERVICES	37,300.00	5,682.50	37,331.44 (	31.44)	100.08
10-601-4075 COMPUTER SOFTWARE/INCODE	12,699.00	0.00	12,694.01	4.99	99.96
10-601-4083 AUDIT SERVICES	16,150.00	0.00	15,500.00	650.00	95.98
10-601-4084 BEXAR COUNTY APPRAISAL DIST	15,847.00	0.00	11,850.00	3,997.00	74.78
10-601-4085 BEXAR COUNTY TAX ASSESSOR	3,375.00	0.00	3,384.89 (	9.89)	100.29
10-601-4086 CONTRACT LABOR	<u>0.00</u>	<u>0.00</u>	<u>1,866.75</u> (	<u>1,866.75)</u>	<u>0.00</u>
TOTAL CONTRACTUAL	89,371.00	6,366.50	87,091.81	2,279.19	97.45

10 -GENERAL FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
10-601-5005 EQUIPMENT LEASES	3,600.00	674.07	3,713.39 (	113.39)	103.15
10-601-5010 EQUIPMENT MAINT & REPAIR	500.00	0.00	0.00	500.00	0.00
10-601-5015 ELECTRONIC EQPT MAINT	1,000.00	0.00	0.00	1,000.00	0.00
10-601-5030 BUILDING MAINTENANCE	<u>33,100.00</u>	<u>7,656.32</u>	<u>36,901.09</u> (	<u>3,801.09)</u>	<u>111.48</u>
TOTAL MAINTENANCE	38,200.00	8,330.39	40,614.48 (	2,414.48)	106.32
<u>UTILITIES</u>					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	<u>17,540.00</u>	<u>1,600.97</u>	<u>14,973.75</u>	<u>2,566.25</u>	<u>85.37</u>
TOTAL UTILITIES	17,540.00	1,600.97	14,973.75	2,566.25	85.37
<u>CAPITAL OUTLAY</u>					
10-601-8015 NON-CAPITAL-COMPUTER	1,500.00	0.00	840.90	659.10	56.06
10-601-8025 NON-CAPITAL-OFFICE FURNITUR	200.00	0.00	155.99	44.01	78.00
10-601-8080 CAPITAL - IMPROVEMENTS	<u>40,000.00</u>	<u>12,405.21</u>	<u>12,405.21</u>	<u>27,594.79</u>	<u>31.01</u>
TOTAL CAPITAL OUTLAY	41,700.00	12,405.21	13,402.10	28,297.90	32.14
<u>INTERFUND TRANSFERS</u>					
10-601-9010 TRANSFERS/CAPITAL REPLACEME	<u>52,078.00</u>	<u>0.00</u>	<u>52,078.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	52,078.00	0.00	52,078.00	0.00	100.00
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TOTAL ADMINISTRATION	918,898.00	88,592.05	839,623.08	79,274.92	91.37

10 -GENERAL FUND  
COURT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-602-1010 SALARIES	45,917.00	3,532.00	42,324.34	3,592.66	92.18
10-602-1015 OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
10-602-1020 MEDICARE	698.00	52.56	629.18	68.82	90.14
10-602-1025 TWC (SUI)	207.00	0.00	9.00	198.00	4.35
10-602-1036 LIFE INSURANCE	80.00	6.64	73.04	6.96	91.30
10-602-1037 WORKERS' COMP INSURANCE	139.00	0.00	91.07	47.93	65.52
10-602-1040 TMRS RETIREMENT	6,713.00	505.58	6,025.82	687.18	89.76
10-602-1070 SPECIAL ALLOWANCES	<u>1,200.00</u>	<u>92.30</u>	<u>1,061.45</u>	<u>138.55</u>	<u>88.45</u>
TOTAL PERSONNEL	55,954.00	4,189.08	50,213.90	5,740.10	89.74
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	600.00	0.00	322.32	277.68	53.72
10-602-2050 PRINTING & COPYING	<u>1,000.00</u>	<u>0.00</u>	<u>360.00</u>	<u>640.00</u>	<u>36.00</u>
TOTAL SUPPLIES	1,600.00	0.00	682.32	917.68	42.65
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	16,800.00	1,300.00	14,300.00	2,500.00	85.12
10-602-3020 ASSOCIATION DUES & PUBS	200.00	0.00	300.00 (	100.00)	150.00
10-602-3030 TRAINING/EDUCATION	1,000.00	0.00	800.00	200.00	80.00
10-602-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	734.40	1,705.08 (	705.08)	170.51
10-602-3050 LIABILITY INSURANCE	100.00	0.00	101.98 (	1.98)	101.98
10-602-3070 PROPERTY INSURANCE	50.00	0.00	50.99 (	0.99)	101.98
10-602-3075 BANK/CREDIT CARD FEES	<u>2,000.00</u>	<u>76.43</u>	<u>1,272.92</u>	<u>727.08</u>	<u>63.65</u>
TOTAL SERVICES	21,150.00	2,110.83	18,530.97	2,619.03	87.62
<u>CONTRACTUAL</u>					
10-602-4075 COMPUTER SOFTWARE/INCODE	<u>4,325.00</u>	<u>0.00</u>	<u>4,323.69</u>	<u>1.31</u>	<u>99.97</u>
TOTAL CONTRACTUAL	4,325.00	0.00	4,323.69	1.31	99.97
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	<u>1,020.00</u>	<u>94.99</u>	<u>1,138.52</u> (	<u>118.52)</u>	<u>111.62</u>
TOTAL UTILITIES	1,020.00	94.99	1,138.52 (	118.52)	111.62
<u>CAPITAL OUTLAY</u>					
10-602-8025 NON-CAPITAL - OFFICE FURNIT	<u>190.00</u>	<u>0.00</u>	<u>162.79</u>	<u>27.21</u>	<u>85.68</u>
TOTAL CAPITAL OUTLAY	190.00	0.00	162.79	27.21	85.68
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TOTAL COURT	84,239.00	6,394.90	75,052.19	9,186.81	89.09

10 -GENERAL FUND

PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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<u>PERSONNEL</u>					
10-603-1010 SALARIES	191,706.00	11,774.77	150,429.31	41,276.69	78.47
10-603-1015 OVERTIME	4,000.00	6.72	1,945.98	2,054.02	48.65
10-603-1020 MEDICARE	3,290.00	172.90	2,234.92	1,055.08	67.93
10-603-1025 TWC (SUI)	828.00	0.00	43.35	784.65	5.24
10-603-1030 HEALTH INSURANCE	26,544.00	1,675.24	20,527.44	6,016.56	77.33
10-603-1031 HSA	178.00	7.40	114.14	63.86	64.12
10-603-1033 DENTAL INSURANCE	1,536.00	93.54	1,136.93	399.07	74.02
10-603-1035 VISION CARE INSURANCE	365.00	22.24	270.26	94.74	74.04
10-603-1036 LIFE INSURANCE	318.00	20.12	253.06	64.94	79.58
10-603-1037 WORKERS' COMP INSURANCE	8,240.00	0.00	4,045.16	4,194.84	49.09
10-603-1040 TMRS RETIREMENT	31,644.00	1,725.60	22,101.63	9,542.37	69.84
10-603-1070 SPECIAL ALLOWANCES	<u>7,200.00</u>	<u>588.50</u>	<u>6,836.97</u>	<u>363.03</u>	<u>94.96</u>
TOTAL PERSONNEL	275,849.00	16,087.03	209,939.15	65,909.85	76.11

<u>SUPPLIES</u>					
10-603-2020 OFFICE SUPPLIES	1,000.00	59.96	529.01	470.99	52.90
10-603-2050 PRINTING & COPYING	150.00	0.00	116.98	33.02	77.99
10-603-2060 MEDICAL EXAMS/SCREENING/TES	175.00	0.00	1,120.73 (	945.73)	640.42
10-603-2070 JANITORIAL SUPPLIES	2,000.00	435.41	2,718.55 (	718.55)	135.93
10-603-2080 UNIFORMS	1,500.00	0.00	461.38	1,038.62	30.76
10-603-2090 SMALL TOOLS	3,000.00	5.04	3,649.61 (	649.61)	121.65
10-603-2091 SAFETY GEAR	<u>1,400.00</u>	<u>210.46</u>	<u>1,316.91</u>	<u>83.09</u>	<u>94.07</u>
TOTAL SUPPLIES	9,225.00	710.87	9,913.17 (	688.17)	107.46

<u>SERVICES</u>					
10-603-3012 PROFESSIONAL - ENGINEERING	10,000.00	0.00	10,160.73 (	160.73)	101.61
10-603-3013 PROFESSIONAL SERVICES	45,500.00	1,844.93	18,499.00	27,001.00	40.66
10-603-3020 ASSOCIATION DUES & PUBS	195.00	0.00	400.00 (	205.00)	205.13
10-603-3030 TRAINING/EDUCATION	300.00	0.00	750.00 (	450.00)	250.00
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	250.00	0.00	0.00	250.00	0.00
10-603-3050 LIABILITY INSURANCE	3,630.00	0.00	3,701.86 (	71.86)	101.98
10-603-3060 UNIFORM SERVICE	1,500.00	188.68	1,666.41 (	166.41)	111.09
10-603-3070 PROPERTY INSURANCE	<u>1,800.00</u>	<u>0.00</u>	<u>1,835.63 (</u>	<u>35.63)</u>	<u>101.98</u>
TOTAL SERVICES	63,175.00	2,033.61	37,013.63	26,161.37	58.59

<u>CONTRACTUAL</u>					
10-603-4086 CONTRACT LABOR	<u>0.00</u>	<u>0.00</u>	<u>2,194.31 (</u>	<u>2,194.31)</u>	<u>0.00</u>
TOTAL CONTRACTUAL	0.00	0.00	2,194.31 (	2,194.31)	0.00

<u>MAINTENANCE</u>					
10-603-5005 EQUIPMENT LEASES	3,000.00	460.08	4,057.08 (	1,057.08)	135.24
10-603-5010 EQUIPMENT MAINT & REPAIR	12,000.00	2,275.35	10,243.22	1,756.78	85.36
10-603-5020 VEHICLE MAINTENANCE	8,000.00	35.04	6,558.21	1,441.79	81.98
10-603-5030 BUILDING MAINTENANCE	10,000.00	1,505.95	13,215.12 (	3,215.12)	132.15
10-603-5060 VEHICLE & EQPT FUELS	<u>5,000.00</u>	<u>400.31</u>	<u>5,538.62 (</u>	<u>538.62)</u>	<u>110.77</u>
TOTAL MAINTENANCE	38,000.00	4,676.73	39,612.25 (	1,612.25)	104.24

10 -GENERAL FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-603-6011 CHEMICALS	1,000.00	325.00	810.19	189.81	81.02
10-603-6080 STREET MAINTENANCE	35,000.00	10,327.45	20,002.11	14,997.89	57.15
10-603-6081 SIGN MAINTENANCE	<u>2,000.00</u>	<u>0.00</u>	<u>2,007.90</u>	<u>( 7.90)</u>	<u>100.40</u>
TOTAL DEPT MATERIALS-SERVICES	38,000.00	10,652.45	22,820.20	15,179.80	60.05
<u>UTILITIES</u>					
10-603-7040 UTILITIES - ELECTRIC	40,000.00	3,958.75	34,838.09	5,161.91	87.10
10-603-7041 UTILITIES - GAS	1,800.00	22.52	284.92	1,515.08	15.83
10-603-7042 UTILITIES - PHONE	500.00	37.00	468.29	31.71	93.66
10-603-7044 UTILITIES - WATER	8,600.00	2,731.52	13,171.31	( 4,571.31)	153.15
10-603-7045 STREET LIGHTS	<u>30,000.00</u>	<u>2,421.97</u>	<u>25,959.98</u>	<u>4,040.02</u>	<u>86.53</u>
TOTAL UTILITIES	80,900.00	9,171.76	74,722.59	6,177.41	92.36
<u>CAPITAL OUTLAY</u>					
10-603-8005 OFFICE FURNITURE	300.00	0.00	409.97	( 109.97)	136.66
10-603-8015 NON-CAPITAL-COMPUTER	400.00	397.00	397.00	3.00	99.25
10-603-8020 NON-CAPITAL-MAINTENANCE EQU	8,723.00	0.00	7,390.96	1,332.04	84.73
10-603-8080 CAPITAL IMPROVEMENT PROJECT	7,500.00	0.00	7,500.00	0.00	100.00
10-603-8081 CAPITAL - BUILDINGS	<u>25,000.00</u>	<u>10,175.27</u>	<u>25,597.27</u>	<u>( 597.27)</u>	<u>102.39</u>
TOTAL CAPITAL OUTLAY	41,923.00	10,572.27	41,295.20	627.80	98.50
<u>INTERFUND TRANSFERS</u>					
10-603-9010 TRF TO CAPITAL REPLACEMENT	<u>47,572.00</u>	<u>0.00</u>	<u>42,572.00</u>	<u>5,000.00</u>	<u>89.49</u>
TOTAL INTERFUND TRANSFERS	47,572.00	0.00	42,572.00	5,000.00	89.49
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TOTAL PUBLIC WORKS	594,644.00	53,904.72	480,082.50	114,561.50	80.73

10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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<u>PERSONNEL</u>					
10-604-1010 SALARIES	1,072,232.00	79,825.86	948,645.64	123,586.36	88.47
10-604-1015 OVERTIME	35,000.00	3,653.31	46,554.30 (	11,554.30)	133.01
10-604-1020 MEDICARE	16,297.00	1,184.47	14,101.24	2,195.76	86.53
10-604-1025 TWC (SUI)	3,519.00	0.00	153.00	3,366.00	4.35
10-604-1030 HEALTH INSURANCE	112,812.00	8,848.00	98,987.00	13,825.00	87.75
10-604-1031 HSA	755.00	48.10	530.95	224.05	70.32
10-604-1033 DENTAL INSURANCE	6,543.00	511.84	5,751.52	791.48	87.90
10-604-1035 VISION CARE INSURANCE	1,542.00	121.68	1,362.14	179.86	88.34
10-604-1036 LIFE INSURANCE	1,353.00	106.24	1,218.44	134.56	90.05
10-604-1037 WORKERS' COMP INSURANCE	25,602.00	0.00	16,699.37	8,902.63	65.23
10-604-1040 TMRS RETIREMENT	156,781.00	11,819.77	140,215.28	16,565.72	89.43
10-604-1070 SPECIAL ALLOWANCES	<u>14,400.00</u>	<u>1,250.34</u>	<u>14,294.73</u>	<u>105.27</u>	<u>99.27</u>
TOTAL PERSONNEL	1,446,836.00	107,369.61	1,288,513.61	158,322.39	89.06

<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	1,500.00	600.32	1,479.97	20.03	98.66
10-604-2060 MEDICAL EXAMS/SCREENING/TES	2,000.00	0.00	353.25	1,646.75	17.66
10-604-2070 JANITORIAL SUPPLIES	2,500.00	152.64	1,749.27	750.73	69.97
10-604-2080 UNIFORMS & ACCESSORIES	<u>7,000.00</u>	<u>559.24</u>	<u>6,745.59</u>	<u>254.41</u>	<u>96.37</u>
TOTAL SUPPLIES	13,000.00	1,312.20	10,328.08	2,671.92	79.45

<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRE	5,900.00	450.00	4,950.00	950.00	83.90
10-604-3020 ASSOCIATION DUES & PUBS	8,420.00	1,520.50	5,858.46	2,561.54	69.58
10-604-3030 TRAINING/EDUCATION	9,040.00	903.00	5,482.09	3,557.91	60.64
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	91.32	2,598.48	1,401.52	64.96
10-604-3050 LIABILITY INSURANCE	18,100.00	0.00	19,652.94 (	1,552.94)	108.58
10-604-3070 PROPERTY INSURANCE	9,000.00	0.00	11,309.67 (	2,309.67)	125.66
10-604-3080 SPECIAL SERVICES	12,860.00	632.72	10,807.26	2,052.74	84.04
10-604-3090 COMMUNICATIONS SERVICES	<u>4,668.00</u>	<u>358.10</u>	<u>4,121.26</u>	<u>546.74</u>	<u>88.29</u>
TOTAL SERVICES	71,988.00	3,955.64	64,780.16	7,207.84	89.99

<u>CONTRACTUAL</u>					
10-604-4045 RADIO ACCESS FEES - COSA	6,000.00	0.00	5,832.00	168.00	97.20
10-604-4075 COMPUTER SOFTWARE/MAINTENAN	500.00	0.00	0.00	500.00	0.00
10-604-4086 CONTRACT LABOR	<u>15,900.00</u>	<u>0.00</u>	<u>15,902.44 (</u>	<u>2.44)</u>	<u>100.02</u>
TOTAL CONTRACTUAL	22,400.00	0.00	21,734.44	665.56	97.03

<u>MAINTENANCE</u>					
10-604-5010 EQUIPMENT MAINT & REPAIR	4,500.00	223.44	4,213.49	286.51	93.63
10-604-5020 VEHICLE MAINTENANCE	20,000.00	12,728.23	32,113.16 (	12,113.16)	160.57
10-604-5030 BUILDING MAINTENANCE	7,000.00	163.76	6,823.84	176.16	97.48
10-604-5060 VEHICLE & EQPT FUELS	<u>10,000.00</u>	<u>412.74</u>	<u>8,524.40</u>	<u>1,475.60</u>	<u>85.24</u>
TOTAL MAINTENANCE	41,500.00	13,528.17	51,674.89 (	10,174.89)	124.52

10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-604-6015 ELECTRONIC EQPT MAINT	7,000.00	0.00	5,996.75	1,003.25	85.67
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	1,500.00	0.00	28.42	1,471.58	1.89
10-604-6040 EMS SUPPLIES	23,000.00	3,116.42	21,470.05	1,529.95	93.35
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	12,000.00	2,173.86	11,723.58	276.42	97.70
10-604-6060 PPE MAINTENENCE	<u>14,100.00</u>	<u>1,520.90</u>	<u>9,923.21</u>	<u>4,176.79</u>	<u>70.38</u>
TOTAL DEPT MATERIALS-SERVICES	57,600.00	6,811.18	49,142.01	8,457.99	85.32
<u>UTILITIES</u>					
10-604-7044 UTILITIES - WATER	<u>1,600.00</u>	<u>281.02</u>	<u>1,302.14</u>	<u>297.86</u>	<u>81.38</u>
TOTAL UTILITIES	1,600.00	281.02	1,302.14	297.86	81.38
<u>CAPITAL OUTLAY</u>					
10-604-8015 NON-CAPITAL-COMPUTER EQUIPM	500.00	0.00	0.00	500.00	0.00
10-604-8025 NON CAPITAL-OFFICE FURN/EQU	<u>0.00</u>	<u>0.00</u>	<u>407.45</u>	<u>(407.45)</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	500.00	0.00	407.45	92.55	81.49
<u>INTERFUND TRANSFERS</u>					
10-604-9000 GRANT EXPENDITURES	17,000.00	0.00	13,854.29	3,145.71	81.50
10-604-9010 TRF TO CAPITAL REPLACEMENT	<u>208,106.00</u>	<u>0.00</u>	<u>208,106.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	225,106.00	0.00	221,960.29	3,145.71	98.60
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TOTAL FIRE DEPARTMENT	1,880,530.00	133,257.82	1,709,843.07	170,686.93	90.92



10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-605-1010 SALARIES	1,110,817.00	79,260.78	1,010,389.77	100,427.23	90.96
10-605-1015 OVERTIME	16,000.00	1,190.82	11,486.31	4,513.69	71.79
10-605-1020 MEDICARE	16,930.00	1,181.48	14,972.86	1,957.14	88.44
10-605-1025 TWC (SUI)	3,933.00	0.00	233.06	3,699.94	5.93
10-605-1030 HEALTH INSURANCE	126,084.00	9,954.00	114,194.50	11,889.50	90.57
10-605-1031 HSA	844.00	66.60	736.30	107.70	87.24
10-605-1033 DENTAL INSURANCE	7,289.00	585.08	6,653.98	635.02	91.29
10-605-1035 VISION CARE INSURANCE	1,704.00	135.20	1,554.80	149.20	91.24
10-605-1036 LIFE INSURANCE	1,512.00	119.52	1,371.16	140.84	90.69
10-605-1037 WORKERS' COMP INSURANCE	32,499.00	0.00	21,647.67	10,851.33	66.61
10-605-1040 TMRS RETIREMENT	162,879.00	11,559.39	146,319.04	16,559.96	89.83
10-605-1070 SPECIAL ALLOWANCES	<u>37,775.00</u>	<u>2,411.52</u>	<u>31,613.22</u>	<u>6,161.78</u>	<u>83.69</u>
TOTAL PERSONNEL	1,518,266.00	106,464.39	1,361,172.67	157,093.33	89.65
<u>SUPPLIES</u>					
10-605-2020 OFFICE SUPPLIES	3,000.00	140.86	2,708.67	291.33	90.29
10-605-2050 PRINTING & COPYING	1,300.00	0.00	1,382.95 (	82.95)	106.38
10-605-2060 MEDICAL/SCREENING/TESTING/B	1,000.00	0.00	368.00	632.00	36.80
10-605-2080 UNIFORMS & ACCESSORIES	<u>27,000.00</u>	<u>4,124.99</u>	<u>24,896.64</u>	<u>2,103.36</u>	<u>92.21</u>
TOTAL SUPPLIES	32,300.00	4,265.85	29,356.26	2,943.74	90.89
<u>SERVICES</u>					
10-605-3020 ASSOCIATION DUES & PUBS	5,870.00	604.00	2,202.00	3,668.00	37.51
10-605-3030 TRAINING/EDUCATION	3,500.00	0.00	150.07	3,349.93	4.29
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	0.00	4,961.77 (	961.77)	124.04
10-605-3050 LIABILITY INSURANCE	16,000.00	0.00	17,029.21 (	1,029.21)	106.43
10-605-3060 UNIFORM MAINTENANCE	6,000.00	370.83	3,258.56	2,741.44	54.31
10-605-3071 PROPERTY INSURANCE	7,300.00	0.00	7,960.00 (	660.00)	109.04
10-605-3072 ANIMAL CONTROL SERVICES	12,500.00	1,000.00	11,000.00	1,500.00	88.00
10-605-3087 CITIZENS COMMUNICATION/ED	400.00	308.87	400.00	0.00	100.00
10-605-3090 COMMUNCIATIONS SERVICES	<u>4,600.00</u>	<u>436.27</u>	<u>5,129.93 (</u>	<u>529.93)</u>	<u>111.52</u>
TOTAL SERVICES	60,170.00	2,719.97	52,091.54	8,078.46	86.57
<u>CONTRACTUAL</u>					
10-605-4045 CONTRACT/RADIO FEES COSA	9,600.00	0.00	7,992.00	1,608.00	83.25
10-605-4075 COMPUTER SOFTWARE/INCODE	<u>13,595.00</u>	<u>1,791.00</u>	<u>13,060.05</u>	<u>534.95</u>	<u>96.07</u>
TOTAL CONTRACTUAL	23,195.00	1,791.00	21,052.05	2,142.95	90.76
<u>MAINTENANCE</u>					
10-605-5005 EQUIPMENT LEASES	3,100.00	144.07	1,662.99	1,437.01	53.64
10-605-5010 EQUIPMENT MAINT & REPAIR	3,000.00	90.00	893.50	2,106.50	29.78
10-605-5015 ELECTRONIC EQPT MAINT	5,350.00	108.90	734.33	4,615.67	13.73
10-605-5020 VEHICLE MAINTENANCE	23,000.00	1,457.28	24,629.10 (	1,629.10)	107.08
10-605-5060 VEHICLE & EQPT FUELS	<u>30,000.00</u>	<u>0.00</u>	<u>28,837.22</u>	<u>1,162.78</u>	<u>96.12</u>
TOTAL MAINTENANCE	64,450.00	1,800.25	56,757.14	7,692.86	88.06

10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-605-6030 INVESTIGATIVE SUPPLIES	3,000.00	269.10	2,934.85	65.15	97.83
10-605-6032 POLICE SAFETY SUPPLIES	3,400.00	0.00	2,942.78	457.22	86.55
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	<u>6,000.00</u>	<u>311.54</u>	<u>1,696.56</u>	<u>4,303.44</u>	<u>28.28</u>
TOTAL DEPT MATERIALS-SERVICES	12,400.00	580.64	7,574.19	4,825.81	61.08
<u>UTILITIES</u>					
10-605-7042 UTILITES- PHONE	<u>4,300.00</u>	<u>346.73</u>	<u>3,796.89</u>	<u>503.11</u>	<u>88.30</u>
TOTAL UTILITIES	4,300.00	346.73	3,796.89	503.11	88.30
<u>CAPITAL OUTLAY</u>					
<u>INTERFUND TRANSFERS</u>					
10-605-9000 GRANT EXPENDITURES	<u>15,480.00</u>	<u>0.00</u>	<u>16,278.85</u>	<u>( 798.85)</u>	<u>105.16</u>
TOTAL INTERFUND TRANSFERS	15,480.00	0.00	16,278.85	( 798.85)	105.16
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TOTAL POLICE DEPARTMENT	1,730,561.00	117,968.83	1,548,079.59	182,481.41	89.46

10 -GENERAL FUND  
DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>					
10-607-2050 PRINTING & COPYING	<u>1,000.00</u>	<u>80.00</u>	<u>80.00</u>	<u>920.00</u>	<u>8.00</u>
TOTAL SUPPLIES	1,000.00	80.00	80.00	920.00	8.00
<u>SERVICES</u>					
10-607-3012 PROF -ENGINEERING REVIEW	5,000.00	0.00	0.00	5,000.00	0.00
10-607-3015 PROF -BLDG INSPECTION SERVI	95,000.00	6,727.25	69,060.05	25,939.95	72.69
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	120.00	1,800.00	200.00	90.00
10-607-3017 PROF -SANITARY INSPECTION S	<u>3,000.00</u>	<u>250.00</u>	<u>1,570.00</u>	<u>1,430.00</u>	<u>52.33</u>
TOTAL SERVICES	105,000.00	7,097.25	72,430.05	32,569.95	68.98
<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>1,500.00</u>	<u>0.00</u>	<u>1,400.00</u>	<u>100.00</u>	<u>93.33</u>
TOTAL CONTRACTUAL	1,500.00	0.00	1,400.00	100.00	93.33
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TOTAL DEVELOPMENT SERVICES	107,500.00	7,177.25	73,910.05	33,589.95	68.75
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TOTAL EXPENDITURES	5,352,022.00	408,051.20	4,768,137.71	583,884.29	89.09
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REVENUES OVER/ (UNDER) EXPENDITURES	0.00	( 106,459.56)	284,249.54	( 284,249.54)	0.00
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20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>903,799.00</u>	<u>129,049.23</u>	<u>643,073.32</u>	<u>260,725.68</u>	<u>71.15</u>
TOTAL REVENUES	903,799.00	129,049.23	643,073.32	260,725.68	71.15
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<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	716,584.00	63,433.52	603,263.22	113,320.78	84.19
DEBT SERVICE	<u>187,215.00</u>	<u>38,310.46</u>	<u>186,743.58</u>	<u>471.42</u>	<u>99.75</u>
TOTAL EXPENDITURES	903,799.00	101,743.98	790,006.80	113,792.20	87.41
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	27,305.25 (	146,933.48)	146,933.48	0.00

20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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NON-DEPARTMENTAL

WATER SALES

20-599-5015 WATER CONSUMPTION	621,347.00	94,072.18	382,729.28	238,617.72	61.60
20-599-5016 LATE CHARGES	6,000.00	510.66	5,384.59	615.41	89.74
20-599-5018 DEBT SERVICE	53,453.00	15,725.46	60,388.04 (	6,935.04)	112.97
20-599-5019 WATER SERVICE FEE	58,092.00	4,878.78	54,302.05	3,789.95	93.48
20-599-5036 EAA PASS THRU CHARGE	83,319.00	11,819.50	53,500.35	29,818.65	64.21
20-599-5040 TAPPING FEES	<u>0.00</u>	<u>0.00</u>	<u>1,800.00</u> (	<u>1,800.00)</u>	<u>0.00</u>
TOTAL WATER SALES	822,211.00	127,006.58	558,104.31	264,106.69	67.88

MISC./GRANTS/INTEREST

20-599-7000 INTEREST INCOME	9,500.00	785.47	13,597.18 (	4,097.18)	143.13
20-599-7011 OTHER INCOME	0.00 (	211.23)	1,129.59 (	1,129.59)	0.00
20-599-7012 LEASE OF WATER RIGHTS	17,108.00	0.00	7,500.00	9,608.00	43.84
20-599-7060 CC SERVICE FEES	1,200.00	163.64	1,113.67	86.33	92.81
20-599-7075 SITE/TOWER LEASE REVENUE	15,500.00	1,304.77	14,342.67	1,157.33	92.53
20-599-7090 SALE OF FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>640.90</u> (	<u>640.90)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	43,308.00	2,042.65	38,324.01	4,983.99	88.49

TRANSFERS IN

20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>38,280.00</u>	<u>0.00</u>	<u>46,645.00</u> (	<u>8,365.00)</u>	<u>121.85</u>
TOTAL TRANSFERS IN	38,280.00	0.00	46,645.00 (	8,365.00)	121.85

TOTAL NON-DEPARTMENTAL	903,799.00	129,049.23	643,073.32	260,725.68	71.15
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TOTAL REVENUES	903,799.00	129,049.23	643,073.32	260,725.68	71.15
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20 -WATER FUND

WATER DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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<u>PERSONNEL</u>					
20-606-1010 SALARIES	185,260.00	14,206.65	160,751.90	24,508.10	86.77
20-606-1015 OVERTIME	7,000.00	776.43	10,566.07 (	3,566.07)	150.94
20-606-1020 MEDICARE	2,615.00	218.62	2,523.12	91.88	96.49
20-606-1025 TWC (SUI)	828.00	0.00	27.00	801.00	3.26
20-606-1030 HEALTH INSURANCE	25,991.00	2,195.76	23,159.56	2,831.44	89.11
20-606-1031 HSA	178.00	11.10	133.76	44.24	75.15
20-606-1033 DENTAL INSURANCE	1,480.00	119.74	1,266.03	213.97	85.54
20-606-1035 VISION CARE INSURANCE	325.00	28.46	300.96	24.04	92.60
20-606-1036 LIFE INSURANCE	318.00	26.36	278.14	39.86	87.47
20-606-1037 WORKERS' COMP INSURANCE	6,551.00	0.00	3,733.40	2,817.60	56.99
20-606-1040 TMRS RETIREMENT	25,157.00	2,159.36	24,769.97	387.03	98.46
20-606-1070 SPECIAL ALLOWANCES	<u>11,400.00</u>	<u>496.18</u>	<u>7,108.08</u>	<u>4,291.92</u>	<u>62.35</u>
TOTAL PERSONNEL	267,103.00	20,238.66	234,617.99	32,485.01	87.84

<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,400.00	0.00	1,449.58 (	49.58)	103.54
20-606-2030 POSTAGE	2,500.00	231.35	2,898.57 (	398.57)	115.94
20-606-2050 PRINTING & COPYING	600.00	0.00	970.86 (	370.86)	161.81
20-606-2060 MED EXAMS/SCREENING/TESTING	0.00	0.00	45.00 (	45.00)	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	5,100.00	470.90	4,970.33	129.67	97.46
20-606-2080 UNIFORMS	1,200.00	0.00	864.14	335.86	72.01
20-606-2090 SMALL TOOLS	2,000.00	0.00	2,669.61 (	669.61)	133.48
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,200.00</u>	<u>430.77</u>	<u>1,152.06</u>	<u>47.94</u>	<u>96.01</u>
TOTAL SUPPLIES	14,100.00	1,133.02	15,020.15 (	920.15)	106.53

<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	0.00	0.00	4,635.00 (	4,635.00)	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	75.00	1,057.00	1,158.00	47.72
20-606-3030 TRAINING/EDUCATION	3,000.00	111.00	2,251.00	749.00	75.03
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,438.00	0.00	1,533.55 (	95.55)	106.64
20-606-3050 INSURANCE - LIABILITY	3,795.00	0.00	3,870.13 (	75.13)	101.98
20-606-3060 UNIFORM SERVICES	3,000.00	133.39	1,568.60	1,431.40	52.29
20-606-3070 INSURANCE - PROPERTY	1,850.00	0.00	1,886.62 (	36.62)	101.98
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	300.00	37.70	217.70	82.30	72.57
20-606-3082 WATER ANALYSIS FEES	<u>6,500.00</u>	<u>279.72</u>	<u>4,683.38</u>	<u>1,816.62</u>	<u>72.05</u>
TOTAL SERVICES	22,198.00	636.81	21,702.98	495.02	97.77

<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	10,292.00	170.60	6,914.04	3,377.96	67.18
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	7,006.53	72,871.76	11,212.24	86.67
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	<u>10,851.00</u>	<u>0.00</u>	<u>12,281.50</u> (	<u>1,430.50)</u>	<u>113.18</u>
TOTAL CONTRACTUAL	105,227.00	7,177.13	92,067.30	13,159.70	87.49

20 -WATER FUND

WATER DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	600.14	899.86	40.01
20-606-5010 EQUIPMENT MAINT & REPAIR	6,500.00	0.00	1,042.21	5,457.79	16.03
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	149.99	350.01	30.00
20-606-5020 VEHICLE MAINTENANCE	2,000.00	35.04	4,883.38 (	2,883.38)	244.17
20-606-5030 BUILDING MAINTENANCE	2,000.00	0.00	1,265.42	734.58	63.27
20-606-5060 VEHICLE & EQPT FUELS	<u>3,000.00</u>	<u>200.16</u>	<u>4,185.18</u> (	<u>1,185.18)</u>	<u>139.51</u>
TOTAL MAINTENANCE	15,500.00	235.20	12,126.32	3,373.68	78.23
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	17,000.00	457.90	15,438.78	1,561.22	90.82
20-606-6050 WATER METERS & BOXES	4,500.00	0.00	4,692.94 (	192.94)	104.29
20-606-6055 FIRE HYDRANTS & VALVES	3,000.00	0.00	11,951.42 (	8,951.42)	398.38
20-606-6060 HUEBNER STORAGE TANK	6,000.00	39.57	1,498.72	4,501.28	24.98
20-606-6061 ELEVATED STORAGE TANK- #1 W	3,000.00	0.00	3,846.00 (	846.00)	128.20
20-606-6062 WELL SITE #2-EAA MONITORED	100.00	0.00	0.00	100.00	0.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	3,000.00	0.00	627.06	2,372.94	20.90
20-606-6066 WELL SITE #6-MUNI TRACT	1,000.00	0.00	3,719.59 (	2,719.59)	371.96
20-606-6067 WELL SITE #7	5,000.00	0.00	3,802.07	1,197.93	76.04
20-606-6068 WELL SITE #8	3,500.00	0.00	2,344.06	1,155.94	66.97
20-606-6069 WELL SITE #9-TRINITY	2,000.00	0.00	278.72	1,721.28	13.94
20-606-6070 SCADA SYSTEM MAINTENANCE	2,000.00	0.00	2,339.25 (	339.25)	116.96
20-606-6071 SHAVANO DRIVE PUMP STATION	7,000.00	0.00	21,195.93 (	14,195.93)	302.80
20-606-6072 WATER SYSTEM MAINTENANCE	13,305.00	775.67	20,966.77 (	7,661.77)	157.59
20-606-6080 STREET MAINT SUPPLIES	<u>1,500.00</u>	<u>0.00</u>	<u>57.50</u>	<u>1,442.50</u>	<u>3.83</u>
TOTAL DEPT MATERIALS-SERVICES	71,905.00	1,273.14	92,758.81 (	20,853.81)	129.00
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	70,000.00	10,548.90	51,085.58	18,914.42	72.98
20-606-7042 UTILITIES - PHONE/CELL	800.00	111.00	584.70	215.30	73.09
20-606-7044 UTILITIES - WATER	<u>300.00</u>	<u>29.66</u>	<u>165.38</u>	<u>134.62</u>	<u>55.13</u>
TOTAL UTILITIES	71,100.00	10,689.56	51,835.66	19,264.34	72.91
<u>CAPITAL OUTLAY</u>					
20-606-8020 NON-CAPITAL MAINTENANCE EQU	1,000.00	0.00	0.00	1,000.00	0.00
20-606-8060 CAPITAL- EQUIPMENT	31,175.00	0.00	31,175.00	0.00	100.00
20-606-8080 WATER SYSTEM IMPROVEMENTS	19,500.00	0.00	26,724.01 (	7,224.01)	137.05
20-606-8087 WATER METER REPLACEMENT	<u>3,780.00</u>	<u>0.00</u>	<u>3,185.00</u>	<u>595.00</u>	<u>84.26</u>
TOTAL CAPITAL OUTLAY	55,455.00	0.00	61,084.01 (	5,629.01)	110.15
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	22,050.00	22,050.00	0.00	100.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	93,996.00	22,050.00	22,050.00	71,946.00	23.46
TOTAL WATER DEPARTMENT	716,584.00	63,433.52	603,263.22	113,320.78	84.19

20 -WATER FUND  
DEBT SERVICE

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
20-607-8014 2009 GO REFUND - PRINCIPAL	40,072.50	0.00	40,072.50	0.00	100.00
20-607-8015 2009 GO REFUND - INTEREST	13,830.00	801.45	2,404.35	11,425.65	17.39
20-607-8016 2017 GO REFUNDING (2009) PR	65,000.00	0.00	65,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	68,162.50	33,550.00	68,162.50	0.00	100.00
20-607-8030 BOND AGENT FEES	150.00	200.00	400.00 (	250.00)	266.67
20-607-8056 2018 GO REFUNDING (2009) PR	0.00	0.00	5,137.50 (	5,137.50)	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	<u>0.00</u>	<u>3,759.01</u>	<u>5,566.73</u> (	<u>5,566.73</u> )	<u>0.00</u>
TOTAL CAPITAL OUTLAY	187,215.00	38,310.46	186,743.58	471.42	99.75
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TOTAL DEBT SERVICE	187,215.00	38,310.46	186,743.58	471.42	99.75
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TOTAL EXPENDITURES	903,799.00	101,743.98	790,006.80	113,792.20	87.41
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	27,305.25 (	146,933.48)	146,933.48	0.00
	=====	=====	=====	=====	=====



30 -DEBT SERVICE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,309,280.00</u>	<u>2,150.60</u>	<u>182,719.15</u>	<u>1,126,560.85</u>	<u>13.96</u>
TOTAL REVENUES	1,309,280.00	2,150.60	182,719.15	1,126,560.85	13.96
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DEBT SERVICE	<u>1,309,280.00</u>	<u>17,631.54</u>	<u>205,757.59</u>	<u>1,103,522.41</u>	<u>15.72</u>
TOTAL EXPENDITURES	1,309,280.00	17,631.54	205,757.59	1,103,522.41	15.72
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	15,480.94) (	23,038.44)	23,038.44	0.00

30 -DEBT SERVICE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
30-599-1010 CURRENT ADVALOREM TAXES	132,551.00	777.17	171,290.28 (	38,739.28)	129.23
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00	505.17	4,911.79 (	4,911.79)	0.00
30-599-1030 PENALTY & INTEREST	<u>0.00</u>	<u>513.88</u>	<u>1,301.51</u> (	<u>1,301.51)</u>	<u>0.00</u>
TOTAL TAXES	132,551.00	1,796.22	177,503.58 (	44,952.58)	133.91
<u>TRANSFERS IN</u>					
30-599-8001 PROCEEDS OF LONG TERM DEBT	1,100,383.00	0.00	848.75	1,099,534.25	0.08
30-599-8010 INTEREST INCOME	0.00	354.38	4,366.82 (	4,366.82)	0.00
30-599-8030 FUND BALANCE - TRANSFER IN	<u>76,346.00</u>	<u>0.00</u>	<u>0.00</u>	<u>76,346.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	1,176,729.00	354.38	5,215.57	1,171,513.43	0.44
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TOTAL NON-DEPARTMENTAL	1,309,280.00	2,150.60	182,719.15	1,126,560.85	13.96
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TOTAL REVENUES	1,309,280.00	2,150.60	182,719.15	1,126,560.85	13.96
	=====	=====	=====	=====	=====

30 -DEBT SERVICE FUND  
DEBT SERVICE

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
30-607-8050 2009 GO REFUNDING-PRINCIPAL	154,927.00	0.00	154,927.50 (	0.50)	100.00
30-607-8052 2009 GO REFUNDING-INTEREST	53,470.00	3,098.55	9,295.65	44,174.35	17.38
30-607-8054 BOND AGENT FEES	500.00	0.00	150.00	350.00	30.00
30-607-8055 BOND ISSUE COSTS	29,556.00	0.00	0.00	29,556.00	0.00
30-607-8056 2018 GO REFUNDING (2009) PR	0.00	0.00	19,862.50 (	19,862.50)	0.00
30-607-8057 2018 GO REFUNDING (2009) IN	0.00	14,532.99	21,521.94 (	21,521.94)	0.00
30-607-8090 PMT TO REFUNDING AGENT ESCR	<u>1,070,827.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,070,827.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	1,309,280.00	17,631.54	205,757.59	1,103,522.41	15.72
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TOTAL DEBT SERVICE	1,309,280.00	17,631.54	205,757.59	1,103,522.41	15.72
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TOTAL EXPENDITURES	1,309,280.00	17,631.54	205,757.59	1,103,522.41	15.72
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	15,480.94) (	23,038.44)	23,038.44	0.00
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>121,000.00</u>	<u>12,932.06</u>	<u>110,884.72</u>	<u>10,115.28</u>	<u>91.64</u>
TOTAL REVENUES	121,000.00	12,932.06	110,884.72	10,115.28	91.64
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	625.00	0.00	624.00	1.00	99.84
POLICE DEPARTMENT	<u>87,540.00</u>	<u>3,488.21</u>	<u>72,772.50</u>	<u>14,767.50</u>	<u>83.13</u>
TOTAL EXPENDITURES	88,165.00	3,488.21	73,396.50	14,768.50	83.25
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	32,835.00	9,443.85	37,488.22 (	4,653.22)	114.17

40 -CRIME CONTROL DISTRICT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
40-599-1050 SALES - CRIME CONTROL DIST	<u>115,000.00</u>	<u>12,154.40</u>	<u>102,007.94</u>	<u>12,992.06</u>	<u>88.70</u>
TOTAL TAXES	115,000.00	12,154.40	102,007.94	12,992.06	88.70
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
40-599-8005 INTEREST INCOME	<u>6,000.00</u>	<u>777.66</u>	<u>8,876.78</u>	<u>( 2,876.78)</u>	<u>147.95</u>
TOTAL TRANSFERS IN	6,000.00	777.66	8,876.78	( 2,876.78)	147.95
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TOTAL NON-DEPARTMENTAL	121,000.00	12,932.06	110,884.72	10,115.28	91.64
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TOTAL REVENUES	121,000.00	12,932.06	110,884.72	10,115.28	91.64
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>CAPITAL OUTLAY</u>					
40-604-8012 NON-CAPITAL - FIREARMS/TASE	625.00	0.00	624.00	1.00	99.84
TOTAL CAPITAL OUTLAY	625.00	0.00	624.00	1.00	99.84
<u>INTERFUND TRANSFERS</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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TOTAL FIRE DEPARTMENT	625.00	0.00	624.00	1.00	99.84

40 -CRIME CONTROL DISTRICT

POLICE DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SERVICES</u>					
40-605-3030 TRAINING/EDUCATION	5,300.00	52.00	2,157.42	3,142.58	40.71
40-605-3087 CITIZENS COMMUNICATION/EDUC	<u>5,500.00</u>	<u>3,161.26</u>	<u>5,770.00</u>	<u>( 270.00)</u>	<u>104.91</u>
TOTAL SERVICES	10,800.00	3,213.26	7,927.42	2,872.58	73.40
<u>CONTRACTUAL</u>					
<u>CAPITAL OUTLAY</u>					
40-605-8010 ELECTRONIC EQUIPMENT PURCHA	5,000.00	0.00	2,028.74	2,971.26	40.57
40-605-8012 NON CAPITAL - FIRE ARMS/TAS	8,640.00	0.00	8,640.00	0.00	100.00
40-605-8015 NON-CAPITAL - COMPUTER EQUI	7,200.00	274.95	6,528.24	671.76	90.67
40-605-8018 NON-CAPITAL BUILDING	1,300.00	0.00	0.00	1,300.00	0.00
40-605-8025 NON-CAPITAL - OFFICE FURNIT	1,000.00	0.00	1,000.00	0.00	100.00
40-605-8042 CAPITAL - FIREARMS	25,000.00	0.00	23,089.05	1,910.95	92.36
40-605-8045 CAPITAL - COMPUTER EQUIPMEN	<u>25,000.00</u>	<u>0.00</u>	<u>19,959.05</u>	<u>5,040.95</u>	<u>79.84</u>
TOTAL CAPITAL OUTLAY	73,140.00	274.95	61,245.08	11,894.92	83.74
<u>INTERFUND TRANSFERS</u>					
40-605-9011 TRANSFER TO - GENERAL FUND	<u>3,600.00</u>	<u>0.00</u>	<u>3,600.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	3,600.00	0.00	3,600.00	0.00	100.00
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TOTAL POLICE DEPARTMENT	87,540.00	3,488.21	72,772.50	14,767.50	83.13
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TOTAL EXPENDITURES	88,165.00	3,488.21	73,396.50	14,768.50	83.25
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	32,835.00	9,443.85	37,488.22	( 4,653.22)	114.17
	=====	=====	=====	=====	=====

42 -PEG FUNDS  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>16,500.00</u>	<u>3,467.29</u>	<u>18,143.41</u>	( <u>1,643.41</u> )	<u>109.96</u>
TOTAL REVENUES	16,500.00	3,467.29	18,143.41	( 1,643.41)	109.96
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,600.00</u>	<u>0.00</u>	<u>1,020.54</u>	<u>579.46</u>	<u>63.78</u>
TOTAL EXPENDITURES	1,600.00	0.00	1,020.54	579.46	63.78
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	14,900.00	3,467.29	17,122.87	( 2,222.87)	114.92



42 -PEG FUNDS  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>FRANCHISE REVENUES</u>					
42-599-2024 FRANCHISE - PEG FEES	<u>15,500.00</u>	<u>3,331.27</u>	<u>16,640.74</u>	( <u>1,140.74</u> )	<u>107.36</u>
TOTAL FRANCHISE REVENUES	15,500.00	3,331.27	16,640.74	( 1,140.74)	107.36
<u>MISC./GRANTS/INTEREST</u>					
42-599-7000 INTEREST	<u>1,000.00</u>	<u>136.02</u>	<u>1,502.67</u>	( <u>502.67</u> )	<u>150.27</u>
TOTAL MISC./GRANTS/INTEREST	1,000.00	136.02	1,502.67	( 502.67)	150.27
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	16,500.00	3,467.29	18,143.41	( 1,643.41)	109.96
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TOTAL REVENUES	16,500.00	3,467.29	18,143.41	( 1,643.41)	109.96
	=====	=====	=====	=====	=====

42 -PEG FUNDS  
ADMINISTRATION

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
42-601-8030 CAPITAL-ELECTRONIC EQUIPMEN	<u>1,600.00</u>	<u>0.00</u>	<u>1,020.54</u>	<u>579.46</u>	<u>63.78</u>
TOTAL CAPITAL OUTLAY	1,600.00	0.00	1,020.54	579.46	63.78
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TOTAL ADMINISTRATION	1,600.00	0.00	1,020.54	579.46	63.78
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TOTAL EXPENDITURES	1,600.00	0.00	1,020.54	579.46	63.78
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	14,900.00	3,467.29	17,122.87 (	2,222.87)	114.92
	=====	=====	=====	=====	=====

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>10,500.00</u>	<u>2,485.00</u>	<u>10,885.00</u>	( <u>385.00</u> )	<u>103.67</u>
TOTAL REVENUES	10,500.00	2,485.00	10,885.00	( 385.00)	103.67
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	500.00	0.00	0.00	500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	10,000.00	2,485.00	10,885.00	( 885.00)	108.85

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>PERMITS &amp; LICENSES</u>					
45-599-3015 TREE TRIMMING PERMITS	<u>10,500.00</u>	<u>2,485.00</u>	<u>10,885.00</u>	( <u>385.00</u> )	<u>103.67</u>
TOTAL PERMITS & LICENSES	10,500.00	2,485.00	10,885.00	( 385.00)	103.67
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	10,500.00	2,485.00	10,885.00	( 385.00)	103.67
<hr/>					
TOTAL REVENUES	10,500.00	2,485.00	10,885.00	( 385.00)	103.67
	=====	=====	=====	=====	=====

45 -OAK WILT FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
45-601-3087 CITIZENS COMMUNICATION/EDUC	500.00	0.00	0.00	500.00	0.00
TOTAL SERVICES	500.00	0.00	0.00	500.00	0.00
 <u>DEPT MATERIALS-SERVICES</u>					
<hr/>					
TOTAL ADMINISTRATION	500.00	0.00	0.00	500.00	0.00
<hr/>					
TOTAL EXPENDITURES	500.00	0.00	0.00	500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	10,000.00	2,485.00	10,885.00 (	885.00)	108.85
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>115,000.00</u>	<u>12,184.68</u>	<u>101,849.70</u>	<u>13,150.30</u>	<u>88.56</u>
TOTAL REVENUES	115,000.00	12,184.68	101,849.70	13,150.30	88.56
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
PUBLIC WORKS	<u>50,000.00</u>	<u>0.00</u>	<u>49,997.50</u>	<u>2.50</u>	<u>100.00</u>
TOTAL EXPENDITURES	50,000.00	0.00	49,997.50	2.50	100.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	65,000.00	12,184.68	51,852.20	13,147.80	79.77

48 -STREET MAINTENANCE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
48-599-1040 SALES - STREET MAINTENANCE	<u>115,000.00</u>	<u>12,184.68</u>	<u>101,849.70</u>	<u>13,150.30</u>	<u>88.56</u>
TOTAL TAXES	115,000.00	12,184.68	101,849.70	13,150.30	88.56
<hr/>					
TOTAL NON-DEPARTMENTAL	115,000.00	12,184.68	101,849.70	13,150.30	88.56
<hr/>					
TOTAL REVENUES	115,000.00	12,184.68	101,849.70	13,150.30	88.56
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
DEPT MATERIALS-SERVICES					
48-603-6080 STREET MAINTENANCE	<u>50,000.00</u>	<u>0.00</u>	<u>49,997.50</u>	<u>2.50</u>	<u>100.00</u>
TOTAL DEPT MATERIALS-SERVICES	50,000.00	0.00	49,997.50	2.50	100.00
<hr/>					
TOTAL PUBLIC WORKS	50,000.00	0.00	49,997.50	2.50	100.00
<hr/>					
TOTAL EXPENDITURES	50,000.00	0.00	49,997.50	2.50	100.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	65,000.00	12,184.68	51,852.20	13,147.80	79.77
	=====	=====	=====	=====	=====



50 -COURT RESTRICTED FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>28,400.00</u>	<u>777.11</u>	<u>7,020.10</u>	<u>21,379.90</u>	<u>24.72</u>
TOTAL REVENUES	28,400.00	777.11	7,020.10	21,379.90	24.72
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
OPERATING EXPENSES	<u>28,400.00</u>	<u>8,400.00</u>	<u>8,400.00</u>	<u>20,000.00</u>	<u>29.58</u>
TOTAL EXPENDITURES	28,400.00	8,400.00	8,400.00	20,000.00	29.58
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	7,622.89) (	1,379.90)	1,379.90	0.00

50 -COURT RESTRICTED FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>COURT FEES</u>					
50-599-4022 COURT EFFICIENCY REVENUE	100.00	7.50	69.49	30.51	69.49
50-599-4023 COURT SECURITY REVENUE	3,400.00	329.84	2,978.84	421.16	87.61
50-599-4025 COURT TECHNOLOGY REVENUE	<u>4,200.00</u>	<u>439.77</u>	<u>3,971.77</u>	<u>228.23</u>	<u>94.57</u>
TOTAL COURT FEES	7,700.00	777.11	7,020.10	679.90	91.17
 <u>TRANSFERS IN</u>					
50-599-8099 FUND BALANCE RESERVE	<u>20,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,700.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	20,700.00	0.00	0.00	20,700.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	28,400.00	777.11	7,020.10	21,379.90	24.72
<hr/>					
TOTAL REVENUES	28,400.00	777.11	7,020.10	21,379.90	24.72
	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND  
OPERATING EXPENSES

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>MAINTENANCE</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>CAPITAL OUTLAY</u>					
50-602-8080 CAPITAL IMPROVEMENTS	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	20,000.00	0.00	0.00	20,000.00	0.00
<u>INTERFUND TRANSFERS</u>					
50-602-9010 TRANSFER TO GENERAL FUND	<u>8,400.00</u>	<u>8,400.00</u>	<u>8,400.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL INTERFUND TRANSFERS	8,400.00	8,400.00	8,400.00	0.00	100.00
<hr/>					
TOTAL OPERATING EXPENSES	28,400.00	8,400.00	8,400.00	20,000.00	29.58
<hr/>					
TOTAL EXPENDITURES	28,400.00	8,400.00	8,400.00	20,000.00	29.58
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	7,622.89) (	1,379.90)	1,379.90	0.00
	=====	=====	=====	=====	=====

52 -CHILD SAFETY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>5,000.00</u>	<u>365.24</u>	<u>3,643.31</u>	<u>1,356.69</u>	<u>72.87</u>
TOTAL REVENUES	<u>5,000.00</u>	<u>365.24</u>	<u>3,643.31</u>	<u>1,356.69</u>	<u>72.87</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	2,000.00	0.00	1,683.00	317.00	84.15
POLICE DEPARTMENT	<u>3,000.00</u>	<u>1,165.30</u>	<u>1,165.30</u>	<u>1,834.70</u>	<u>38.84</u>
TOTAL EXPENDITURES	<u>5,000.00</u>	<u>1,165.30</u>	<u>2,848.30</u>	<u>2,151.70</u>	<u>56.97</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	800.06)	795.01 (	795.01)	0.00

52 -CHILD SAFETY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
52-599-7010 SCHOOL CROSSING GUARD FUNDS	<u>4,200.00</u>	<u>365.24</u>	<u>3,643.31</u>	<u>556.69</u>	<u>86.75</u>
TOTAL MISC./GRANTS/INTEREST	4,200.00	365.24	3,643.31	556.69	86.75
 <u>TRANSFERS IN</u>					
52-599-8089 FUND BALANCE RESERVE	<u>800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	800.00	0.00	0.00	800.00	0.00
<hr/>					
TOTAL NON DEPARTMENTAL	5,000.00	365.24	3,643.31	1,356.69	72.87
<hr/>					
TOTAL REVENUES	5,000.00	365.24	3,643.31	1,356.69	72.87
	=====	=====	=====	=====	=====

52 -CHILD SAFETY FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-604-3087 CITIZENS COMMUNICATION/EDUC	<u>2,000.00</u>	<u>0.00</u>	<u>1,683.00</u>	<u>317.00</u>	<u>84.15</u>
TOTAL SERVICES	2,000.00	0.00	1,683.00	317.00	84.15
<hr/>					
TOTAL FIRE DEPARTMENT	2,000.00	0.00	1,683.00	317.00	84.15

52 -CHILD SAFETY FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-605-3087 CITIZENS COMMUNICATION/EDUC	<u>3,000.00</u>	<u>1,165.30</u>	<u>1,165.30</u>	<u>1,834.70</u>	<u>38.84</u>
TOTAL SERVICES	3,000.00	1,165.30	1,165.30	1,834.70	38.84
<hr/>					
TOTAL POLICE DEPARTMENT	3,000.00	1,165.30	1,165.30	1,834.70	38.84
<hr/>					
TOTAL EXPENDITURES	5,000.00	1,165.30	2,848.30	2,151.70	56.97
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	800.06)	795.01 (	795.01)	0.00
	=====	=====	=====	=====	=====

53 -LEOSE  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,550.00</u>	<u>0.00</u>	<u>1,653.38</u>	( <u>103.38</u> )	<u>106.67</u>
TOTAL REVENUES	<u>1,550.00</u>	<u>0.00</u>	<u>1,653.38</u>	( <u>103.38</u> )	<u>106.67</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
POLICE DEPARTMENT	<u>1,550.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>1,550.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>	<u>100.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	103.38	(103.38)	0.00



53 -LEOSE  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>POLICE/FIRE REVENUES</u>					
53-599-6020 LEOSE FUNDS	<u>1,550.00</u>	<u>0.00</u>	<u>1,653.38</u>	( <u>103.38</u> )	<u>106.67</u>
TOTAL POLICE/FIRE REVENUES	1,550.00	0.00	1,653.38	( 103.38)	106.67
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,550.00	0.00	1,653.38	( 103.38)	106.67
<hr/>					
TOTAL REVENUES	1,550.00	0.00	1,653.38	( 103.38)	106.67
	=====	=====	=====	=====	=====

53 -LEOSE  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
53-605-3030 TRAINING/EDUCATION	<u>1,550.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL SERVICES	1,550.00	0.00	1,550.00	0.00	100.00
<hr/>					
TOTAL POLICE DEPARTMENT	1,550.00	0.00	1,550.00	0.00	100.00
<hr/>					
TOTAL EXPENDITURES	1,550.00	0.00	1,550.00	0.00	100.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	103.38 (	103.38)	0.00
	=====	=====	=====	=====	=====

70 -CAPITAL REPLACEMENT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
OTHER SOURCES	<u>2,212,174.00</u>	<u>38,384.21</u>	<u>392,768.45</u>	<u>1,819,405.55</u>	<u>17.75</u>
TOTAL REVENUES	2,212,174.00 =====	38,384.21 =====	392,768.45 =====	1,819,405.55 =====	17.75 =====
<u>EXPENDITURE SUMMARY</u>					
ADMIN	118,330.00	0.00	87,112.13	31,217.87	73.62
PUBLIC WORKS	812,560.00 (	19,199.75)	127,104.54	685,455.46	15.64
FIRE	<u>1,281,284.00</u>	<u>0.00</u>	<u>1,281,283.57</u>	<u>0.43</u>	<u>100.00</u>
TOTAL EXPENDITURES	2,212,174.00 ( =====	19,199.75) =====	1,495,500.24 =====	716,673.76 =====	67.60 =====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	57,583.96 (	1,102,731.79)	1,102,731.79	0.00

70 -CAPITAL REPLACEMENT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>OTHER SOURCES</u>					
<u>MISC./GRANTS/INTEREST</u>					
70-599-7090 SALE OF CITY ASSETS	<u>0.00</u>	<u>35,000.00</u>	<u>35,000.00</u>	( <u>35,000.00</u> )	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	0.00	35,000.00	35,000.00	( 35,000.00)	0.00
 <u>TRANSFERS IN</u>					
70-599-8010 INTEREST INCOME	50,000.00	3,384.21	55,012.45	( 5,012.45)	110.02
70-599-8020 TRF IN - GENERAL FUND	307,756.00	0.00	302,756.00	5,000.00	98.38
70-599-8099 FUND BALANCE RESERVE	<u>1,854,418.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,854,418.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	2,212,174.00	3,384.21	357,768.45	1,854,405.55	16.17
<hr/>					
TOTAL OTHER SOURCES	2,212,174.00	38,384.21	392,768.45	1,819,405.55	17.75
<hr/>					
TOTAL REVENUES	2,212,174.00	38,384.21	392,768.45	1,819,405.55	17.75
	=====	=====	=====	=====	=====

70 -CAPITAL REPLACEMENT FUND  
COUNCIL

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CONTRACTUAL</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>					

70 -CAPITAL REPLACEMENT FUND  
ADMIN

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-601-8080 CAPITAL IMPROVEMENTS	15,330.00	0.00	0.00	15,330.00	0.00
70-601-8081 CAPITAL - BUILDING	<u>103,000.00</u>	<u>0.00</u>	<u>87,112.13</u>	<u>15,887.87</u>	<u>84.57</u>
TOTAL CAPITAL OUTLAY	118,330.00	0.00	87,112.13	31,217.87	73.62
<hr/>					
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL ADMIN	118,330.00	0.00	87,112.13	31,217.87	73.62

70 -CAPITAL REPLACEMENT FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-603-8050 CAPITAL - VEHICLES	40,000.00	0.00	39,235.60	764.40	98.09
70-603-8060 CAPITAL - EQUIPMENT	43,060.00	0.00	42,964.00	96.00	99.78
70-603-8080 CAPITAL-IMPROVEMENT PROJECT	<u>729,500.00</u>	<u>( 19,199.75)</u>	<u>44,904.94</u>	<u>684,595.06</u>	<u>6.16</u>
TOTAL CAPITAL OUTLAY	812,560.00	( 19,199.75)	127,104.54	685,455.46	15.64
<hr/>					
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL PUBLIC WORKS	812,560.00	( 19,199.75)	127,104.54	685,455.46	15.64

70 -CAPITAL REPLACEMENT FUND  
FIRE

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-604-8040 CAPITAL - PPE EQUIPMENT	116,319.00	0.00	116,318.35	0.65	100.00
70-604-8050 CAPITAL - APPARATUS	<u>1,164,965.00</u>	<u>0.00</u>	<u>1,164,965.22</u>	<u>( 0.22)</u>	<u>100.00</u>
TOTAL CAPITAL OUTLAY	1,281,284.00	0.00	1,281,283.57	0.43	100.00
<u>INTERFUND TRANSFERS</u>	<u>                  </u>	<u>                  </u>	<u>                  </u>	<u>                  </u>	<u>                  </u>
<hr/>					
TOTAL FIRE	1,281,284.00	0.00	1,281,283.57	0.43	100.00



70 -CAPITAL REPLACEMENT FUND  
POLICE

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CONTRACTUAL</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>INTERFUND TRANSFERS</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>					
TOTAL EXPENDITURES	2,212,174.00 (	19,199.75)	1,495,500.24	716,673.76	67.60
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	57,583.96 (	1,102,731.79)	1,102,731.79	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
TOTAL REVENUES	71,946.00	0.00	0.00	71,946.00	0.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	<u>38,280.00</u>	<u>0.00</u>	<u>46,645.00</u>	( <u>8,365.00</u> )	<u>121.85</u>
TOTAL EXPENDITURES	38,280.00	0.00	46,645.00	( 8,365.00)	121.85
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	<u>33,666.00</u>	<u>0.00</u>	( <u>46,645.00</u> )	<u>80,311.00</u>	<u>138.55-</u>
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	33,666.00	0.00	( 46,645.00)	80,311.00	138.55-
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TRANSFERS IN</u>					
72-599-8020 TRANSFER FROM WATER FUND	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	71,946.00	0.00	0.00	71,946.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	71,946.00	0.00	0.00	71,946.00	0.00
<hr/>					
TOTAL REVENUES	71,946.00	0.00	0.00	71,946.00	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
WATER DEPARTMENT

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CONTRACTUAL</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>CAPITAL OUTLAY</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>					
<u>INTERFUND TRANSFERS</u>					
72-606-9020 TRANSFER TO WATER UTILITY	<u>38,280.00</u>	<u>0.00</u>	<u>46,645.00</u>	( <u>8,365.00</u> )	<u>121.85</u>
TOTAL INTERFUND TRANSFERS	38,280.00	0.00	46,645.00	( 8,365.00)	121.85
<hr/>					
TOTAL WATER DEPARTMENT	38,280.00	0.00	46,645.00	( 8,365.00)	121.85
<hr/>					
TOTAL EXPENDITURES	38,280.00	0.00	46,645.00	( 8,365.00)	121.85
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	33,666.00	0.00	( 46,645.00)	80,311.00	138.55-
	=====	=====	=====	=====	=====
<u>OTHER FINANCING SOURCES</u>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>					
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	33,666.00	0.00	( 46,645.00)	80,311.00	138.55-
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
ADMINISTRATION	<u>0.00</u>	<u>3.19</u>	<u>38.02</u>	( <u>38.02</u> )	<u>0.00</u>
TOTAL REVENUES	<u>0.00</u>	<u>3.19</u>	<u>38.02</u>	( <u>38.02</u> )	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	3.19	38.02	( 38.02)	0.00

75 -PET DOC & RESCUE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>ADMINISTRATION</u>					
<u>MISC./GRANTS/INTEREST</u>					
75-599-7000 INTEREST INCOME	<u>0.00</u>	<u>3.19</u>	<u>38.02</u>	( <u>38.02</u> )	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	0.00	3.19	38.02	( 38.02)	0.00
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL ADMINISTRATION	0.00	3.19	38.02	( 38.02)	0.00
<hr/>					
TOTAL REVENUES	0.00	3.19	38.02	( 38.02)	0.00
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 91.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
PERSONNEL					
<hr/>					
<hr/>					
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<hr/>					
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	3.19	38.02 (	38.02)	0.00
<hr/>					

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,733.19
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,042.62
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,338.87
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,232.75
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	252.79
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	252.79
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	912.45
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	870.08
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,653.40
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	6,170.12
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,253.62
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,502.01
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	581.06
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	527.18
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,157.96
8/05/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,050.60
8/06/19	'PRESTIGE HOMES', '	'PRESTIGE HOMES', ':'	GENERAL FUND	NON-DEPARTMENTAL	44.55
8/06/19	NEIGHBORHOOD NEWS	JULY ROAD RUNNER	GENERAL FUND	CITY ADMINISTRATION	677.80
8/06/19	NEIGHBORHOOD NEWS	AUGUST ROAD RUNNER	GENERAL FUND	CITY ADMINISTRATION	677.80
8/06/19	NEIGHBORHOOD NEWS	FEB ROAD RUNNER	GENERAL FUND	CITY ADMINISTRATION	651.98
8/06/19	SOUTH TEXAS WASTEWATER TREATMENT	LATE FEE	GENERAL FUND	CITY ADMINISTRATION	5.00
8/06/19	SOUTH TEXAS WASTEWATER TREATMENT	SPRAY PUMP INSTALL	GENERAL FUND	CITY ADMINISTRATION	752.60
8/06/19	PITNEY BOWES - PURCHASE POWER	OFFICE POSTAGE REFILL	GENERAL FUND	CITY ADMINISTRATION	499.00
8/06/19	BRENDA MOREY	PARKING	GENERAL FUND	CITY ADMINISTRATION	20.00
8/06/19	BRENDA MOREY	GFOAT LUNCH	GENERAL FUND	CITY ADMINISTRATION	25.00
8/06/19	BRENDA MOREY	OPEN ENROLLMENT	GENERAL FUND	CITY ADMINISTRATION	9.03
8/06/19	BRENDA MOREY	OPEN ENROLLMENT	GENERAL FUND	CITY ADMINISTRATION	9.49
8/06/19	BRENDA MOREY	OPEN ENROLLMENT	GENERAL FUND	CITY ADMINISTRATION	33.98
8/06/19	BRENDA MOREY	OPEN ENROLLMENT	GENERAL FUND	CITY ADMINISTRATION	6.42
8/06/19	MUELLER & WILSON INC	RESTROOM REPAIR	GENERAL FUND	CITY ADMINISTRATION	144.00
8/06/19	MUELLER & WILSON INC	REPAIR OF RESTROOM	GENERAL FUND	CITY ADMINISTRATION	101.09
8/06/19	STEPHEN P. TAKAS, JR.	AUGUST COURT	GENERAL FUND	MUNICIPAL COURT	650.00
8/06/19	JESSICA CHINSKI	LEG UPDATE IN DALLS PER DI	GENERAL FUND	MUNICIPAL COURT	646.12
8/06/19	DARRELL S. DULLNIG	AUGUST COURT	GENERAL FUND	MUNICIPAL COURT	650.00
8/06/19	US BANK VOYAGER FLEET SYSTEM	FLEEL FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	109.75
8/06/19	JANI KING OF SAN ANTONIO	4TH OF JULY CLEAN UP	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	163.10
8/06/19	JANI KING OF SAN ANTONIO	JANI KING OF SAN ANTONIO	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	59.30-
8/06/19	JANI KING OF SAN ANTONIO	JANITORIAL SERVICES AUGUST	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	652.39
8/06/19	ASCO	BACKHOE REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	576.69
8/06/19	COOPER EQUIPMENT CO	REPAIR CRACSEAL MACHINE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,408.16
8/06/19	BUCKHORN LLC	SOIL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	802.00
8/06/19	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	474.25
8/06/19	T MOBILE	SECURITY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.04
8/06/19	SWAMP MONSTER, LLC	MOLD REMOVAL IN CITY HALL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,390.00
8/06/19	MAJESTIC TREE & LANDSCAPING	MAJESTIC TREE & LANDSCAPIN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6,350.00
8/06/19	O'REILLY AUTO PARTS	BATTERY	GENERAL FUND	FIRE DEPARTMENT	36.00-
8/06/19	O'REILLY AUTO PARTS	BATTERY CH139	GENERAL FUND	FIRE DEPARTMENT	368.15
8/06/19	O'REILLY AUTO PARTS	SOCKET	GENERAL FUND	FIRE DEPARTMENT	6.99
8/06/19	O'REILLY AUTO PARTS	HEADLIGHT REPLACEMENT	GENERAL FUND	FIRE DEPARTMENT	17.53
8/06/19	O'REILLY AUTO PARTS	BOLTS	GENERAL FUND	FIRE DEPARTMENT	8.98
8/06/19	O'REILLY AUTO PARTS	FINANCE CHARGE	GENERAL FUND	FIRE DEPARTMENT	2.56
8/06/19	US BANK VOYAGER FLEET SYSTEM	FLEEL FUEL	GENERAL FUND	FIRE DEPARTMENT	546.27
8/06/19	GRAINGER	LUBRICANTS FOR P139	GENERAL FUND	FIRE DEPARTMENT	382.84
8/06/19	ALAMO TEES & ADVERTISING	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	399.00
8/06/19	INTERSTATE BATTERIES	AED BATTERIES	GENERAL FUND	FIRE DEPARTMENT	255.00
8/06/19	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	FIRE DEPARTMENT	540.72



DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/06/19	AMAZON.COM SERVICES INC	RADIO BELTS	GENERAL FUND	FIRE DEPARTMENT	43.49
8/06/19	BATTERY MART	BATTERIES FOR EQUIPMENT	GENERAL FUND	FIRE DEPARTMENT	88.37
8/06/19	METRO FIRE APARATUS SPECIALISTS INC.	NOZZLES AND TOOL MOUNTS	GENERAL FUND	FIRE DEPARTMENT	3,665.00
8/06/19	METRO FIRE APARATUS SPECIALISTS INC.	BOOTS	GENERAL FUND	FIRE DEPARTMENT	689.00
8/06/19	METRO FIRE APARATUS SPECIALISTS INC.	BOOTS	GENERAL FUND	FIRE DEPARTMENT	339.00
8/06/19	Lane Equipment Company	ICE MACHINE REPAIR S	GENERAL FUND	FIRE DEPARTMENT	803.47
8/06/19	HEAT SAFETY EQUIPMENT	REGULATOR RELEASE CLIP	GENERAL FUND	FIRE DEPARTMENT	98.24
8/06/19	GOODYEAR AUTO SERVICE CTR.	TIRE REPAIRS - UNIT 516	GENERAL FUND	POLICE DEPARTMENT	21.35
8/06/19	GOODYEAR AUTO SERVICE CTR.	VEH INSPEC UNIT 517	GENERAL FUND	POLICE DEPARTMENT	7.00
8/06/19	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE UNIT 520	GENERAL FUND	POLICE DEPARTMENT	125.71
8/06/19	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE, VEH INSP UNIT	GENERAL FUND	POLICE DEPARTMENT	74.18
8/06/19	GOODYEAR AUTO SERVICE CTR.	VEH INSPECTIO UNIT 516	GENERAL FUND	POLICE DEPARTMENT	7.00
8/06/19	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE/ TIRES * UNIT	GENERAL FUND	POLICE DEPARTMENT	227.06
8/06/19	GOODYEAR AUTO SERVICE CTR.	TIRES UNIT 518	GENERAL FUND	POLICE DEPARTMENT	171.11
8/06/19	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE UNIT 521	GENERAL FUND	POLICE DEPARTMENT	45.25
8/06/19	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE UNIT 518	GENERAL FUND	POLICE DEPARTMENT	590.68
8/06/19	GOODYEAR AUTO SERVICE CTR.	BRAKES - UNIT 512	GENERAL FUND	POLICE DEPARTMENT	795.20
8/06/19	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	222.41
8/06/19	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	510.37
8/06/19	US BANK VOYAGER FLEET SYSTEM	FLEEL FUEL	GENERAL FUND	POLICE DEPARTMENT	3,629.61
8/06/19	RIVER CITY LOCK & KEY	JAIL KEYS	GENERAL FUND	POLICE DEPARTMENT	50.24
8/06/19	COWBOY CLEANERS	COWBOY CLEANERS	GENERAL FUND	POLICE DEPARTMENT	360.95
8/06/19	DAILEY WELLS COMMUNICATIONS, INC.	SWIVLE CLIPS FOR RADIOS	GENERAL FUND	POLICE DEPARTMENT	803.50
8/06/19	GILLETTE, MARJORIE	1-0303-01	WATER FUND	NON-DEPARTMENTAL	250.00
8/06/19	AT&T MOBILITY	FIRSTNET PHONES	WATER FUND	WATER DEPARTMENT	111.00
8/06/19	US BANK VOYAGER FLEET SYSTEM	FLEEL FUEL	WATER FUND	WATER DEPARTMENT	114.86
8/06/19	THE UPS STORE #4997	SHIPPING OF PERMIT APPLICA	WATER FUND	WATER DEPARTMENT	49.81
8/06/19	POLLARDWATER	STRETCHS TOP 2 LEG HOOKS	WATER FUND	WATER DEPARTMENT	225.56
8/06/19	POLLARDWATER	SERAPH	WATER FUND	WATER DEPARTMENT	275.50
8/06/19	SUN COAST RESOURCES, INC	FLEET FUEL	WATER FUND	WATER DEPARTMENT	474.23
8/06/19	T MOBILE	SECURITY	WATER FUND	WATER DEPARTMENT	35.04
8/06/19	RVS SOFTWARE	PRINTING OF WATER BILLS	WATER FUND	WATER DEPARTMENT	401.94
8/06/19	RVS SOFTWARE	PRINTING OF WATER BILLS	WATER FUND	WATER DEPARTMENT	31.08
8/06/19	FERGUSON WATERWORKS	REDI CLAMPS	WATER FUND	WATER DEPARTMENT	263.24
8/06/19	FERGUSON WATERWORKS	WORK BOOTS	WATER FUND	WATER DEPARTMENT	159.99
8/06/19	FERGUSON WATERWORKS	PIPE	WATER FUND	WATER DEPARTMENT	1,125.00
8/06/19	FERGUSON WATERWORKS	CLAMPS, BUSHINGS	WATER FUND	WATER DEPARTMENT	260.97
8/06/19	POLLUTION CONTROL SERVICES	TESTS, FILTERS, SULFATE	WATER FUND	WATER DEPARTMENT	393.00
8/06/19	ALTEX ELECTRONICS, LTD.	KEYBOARD AND MOUSE	CRIME CONTROL DIST	POLICE DEPARTMENT	122.39
8/07/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	11,596.79
8/07/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,490.98
8/07/19	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	78,367.33
8/07/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	231.98
8/07/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	26.28
8/07/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	86.40
8/07/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	565.57
8/07/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	580.77
8/07/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	665.34
8/07/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	108.62
8/07/19	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,806.11
8/07/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	108.60
8/13/19	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
8/13/19	TX CSDU	0012999273 DAVIS	GENERAL FUND	NON-DEPARTMENTAL	366.86
8/13/19	TX CSDU	0013403078CCL13316F	GENERAL FUND	NON-DEPARTMENTAL	111.45
8/13/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00
8/13/19	CIVIL SYSTEMS INC	JULY 15-JULY 30	GENERAL FUND	NON-DEPARTMENTAL	63.25-

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/13/19	CIVIL SYSTEMS INC	JULY 15-JULY 30	GENERAL FUND	NON-DEPARTMENTAL	47.25-
8/13/19	HOME DEPOT CREDIT SERVICE	MISC ITEMS FOR CITY EVENT	GENERAL FUND	CITY COUNCIL	53.70
8/13/19	HOME DEPOT CREDIT SERVICE	REFRIDGERATOR FOR CHAMBERS	GENERAL FUND	CITY COUNCIL	379.00
8/13/19	HOME DEPOT CREDIT SERVICE	4TH OF JULY***DUCT TAPE	GENERAL FUND	CITY COUNCIL	10.71
8/13/19	HOME DEPOT CREDIT SERVICE	SPRINKLER HEADS	GENERAL FUND	CITY ADMINISTRATION	6.94
8/13/19	AT&T	PHONE AND FAX	GENERAL FUND	CITY ADMINISTRATION	67.02
8/13/19	BIZDOC, INC.	MONTHLY COPIER FEES	GENERAL FUND	CITY ADMINISTRATION	392.94
8/13/19	UNIFIRST	MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
8/13/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
8/13/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.00
8/13/19	UNIFIRST	UNIFIRST	GENERAL FUND	CITY ADMINISTRATION	0.75
8/13/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
8/13/19	DELUKE	BANK CHECKS - REORDER	GENERAL FUND	CITY ADMINISTRATION	1,026.81
8/13/19	KFW ENGINEERS	DRAINAGE MEETING	GENERAL FUND	CITY ADMINISTRATION	150.00
8/13/19	BARCOM TECHNOLOGY	NON CONTRACT IT TICKETS	GENERAL FUND	CITY ADMINISTRATION	150.00
8/13/19	BARCOM TECHNOLOGY	SEPTEMBER CONTRACT FEES	GENERAL FUND	CITY ADMINISTRATION	1,920.00
8/13/19	BARCOM TECHNOLOGY	SEPT BACKUP FEES	GENERAL FUND	CITY ADMINISTRATION	730.00
8/13/19	QUICK COURIER	COURIER TO C. FRIGERIO	GENERAL FUND	CITY ADMINISTRATION	10.00
8/13/19	KOETTER FIRE PROTECTION OF SAN ANTONIO	FIRE ALARM SERVICE CALL	GENERAL FUND	CITY ADMINISTRATION	690.48
8/13/19	SAFESITE, INC.	DOCUMENT STORAGE	GENERAL FUND	CITY ADMINISTRATION	198.00
8/13/19	AT&T	PHONE AND FAX	GENERAL FUND	MUNICIPAL COURT	94.99
8/13/19	DAWN E. ROBLES	LEGISLATIVE UPDATE 2019	GENERAL FUND	MUNICIPAL COURT	88.28
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	186.41
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,417.71
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.96
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	904.69
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.87
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,613.13
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	506.68
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	14.13
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.94
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	198.18
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.75
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.49
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	14.30
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.21
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.14
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	19.86
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.86
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.15
8/13/19	GE MONEY BANK	HYDRATION	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	88.20
8/13/19	AT&T MOBILITY	FIRSTNET PHONES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.00
8/13/19	DEWINNE EQUIPMENT CO.	CHAINSAW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	623.96
8/13/19	DEWINNE EQUIPMENT CO.	MYSTIK BAR & CHAIN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	19.99
8/13/19	DEWINNE EQUIPMENT CO.	REPAIR CHAINSAW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.04
8/13/19	DEWINNE EQUIPMENT CO.	REPAIR HEDGE TRIMMERS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.47
8/13/19	DEWINNE EQUIPMENT CO.	REPAIR POLE SAW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	45.50
8/13/19	DEWINNE EQUIPMENT CO.	REPAIR 280U	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	96.23
8/13/19	DEWINNE EQUIPMENT CO.	REPAIR TO BRUSH CUTTER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	140.20
8/13/19	DEWINNE EQUIPMENT CO.	REPAIR CHAINSAW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	71.64
8/13/19	HOME DEPOT CREDIT SERVICE	SEPTIC MAINTENANCE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	29.86
8/13/19	HOME DEPOT CREDIT SERVICE	MISC ITEMS FOR CITY EVENT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	131.94
8/13/19	HOME DEPOT CREDIT SERVICE	CABLE TIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.98
8/13/19	HOME DEPOT CREDIT SERVICE	WASP SPRAY/STORAGE BINS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	29.94
8/13/19	SOUTHWEST PUBLIC SAFETY	TRAILER REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	719.08
8/13/19	HANK STORBECK GARAGE, INC.	VEH INSPECTION S	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/13/19	SAFELANE TRAFFIC SUPPLY LLC	SIGNS AND STICKERS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	92.00
8/13/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.74
8/13/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.05
8/13/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.74
8/13/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	29.43
8/13/19	UNIFIRST	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	135.05
8/13/19	KFW ENGINEERS	GIS UPDATES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	63.75
8/13/19	KFW ENGINEERS	MS4 PERMIT RENEWAL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,677.38
8/13/19	TEXAS MATERIALS GROUP INC	ROAD PATCHES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	472.68
8/13/19	VULCAN CONSTRUCTION MATERIALS, LP	POT HOLE REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	233.95
8/13/19	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.12
8/13/19	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,879.32
8/13/19	GE MONEY BANK	GATORADE	GENERAL FUND	FIRE DEPARTMENT	38.94
8/13/19	GE MONEY BANK	CLEANING SUPPLIES ETC.	GENERAL FUND	FIRE DEPARTMENT	114.40
8/13/19	GE MONEY BANK	CLEANING SUPPLIES ETC.	GENERAL FUND	FIRE DEPARTMENT	288.58
8/13/19	GE MONEY BANK	CLEANING SUPPLIES ETC.	GENERAL FUND	FIRE DEPARTMENT	84.76
8/13/19	AT&T MOBILITY	FIRSTNET PHONES	GENERAL FUND	FIRE DEPARTMENT	259.00
8/13/19	HOME DEPOT CREDIT SERVICE	REPELLENATS	GENERAL FUND	FIRE DEPARTMENT	64.01
8/13/19	HOME DEPOT CREDIT SERVICE	HARDWARE	GENERAL FUND	FIRE DEPARTMENT	15.29
8/13/19	AT&T	PHONE AND FAX	GENERAL FUND	FIRE DEPARTMENT	89.99
8/13/19	SOUTHWEST PUBLIC SAFETY	VEHICLE WIRING REPAIR	GENERAL FUND	FIRE DEPARTMENT	135.00
8/13/19	VALVOLINE INC	OIL CHANGE CH139	GENERAL FUND	FIRE DEPARTMENT	61.18
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS-SANDOVAL	GENERAL FUND	FIRE DEPARTMENT	196.90
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS-RICHARDS	GENERAL FUND	FIRE DEPARTMENT	256.85
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS - HERNANDEZ	GENERAL FUND	FIRE DEPARTMENT	119.90
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS - KEUPER	GENERAL FUND	FIRE DEPARTMENT	119.90
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS - MULLINS	GENERAL FUND	FIRE DEPARTMENT	179.85
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS - FENNEL	GENERAL FUND	FIRE DEPARTMENT	119.90
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS - GARNER	GENERAL FUND	FIRE DEPARTMENT	59.95
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS - MCKINNON	GENERAL FUND	FIRE DEPARTMENT	119.90
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS - WEAVER	GENERAL FUND	FIRE DEPARTMENT	59.95
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS - MENDOZA	GENERAL FUND	FIRE DEPARTMENT	119.90
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS - TEDROW	GENERAL FUND	FIRE DEPARTMENT	256.85
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	113.90
8/13/19	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	23.00
8/13/19	DOOLEY TACKABERRY, INC.	RESCUE EQUIPMENT	GENERAL FUND	FIRE DEPARTMENT	185.29
8/13/19	DOOLEY TACKABERRY, INC.	RESCUE EQUIP	GENERAL FUND	FIRE DEPARTMENT	382.68
8/13/19	THOMAS C GROSE	FF COURSE IN COLLEGE STATI	GENERAL FUND	FIRE DEPARTMENT	308.00
8/13/19	JARED GARNER	FF COURSE IN COLLEGE STATI	GENERAL FUND	FIRE DEPARTMENT	308.00
8/13/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	1,195.42
8/13/19	BOUND TREE MEDICAL LLC	BOUND TREE MEDICAL LLC	GENERAL FUND	FIRE DEPARTMENT	30.00-
8/13/19	BOUND TREE MEDICAL LLC	BOUND TREE MEDICAL LLC	GENERAL FUND	FIRE DEPARTMENT	36.00-
8/13/19	IVAN HERNANDEZ	FF COURSE IN COLLEGE STATI	GENERAL FUND	FIRE DEPARTMENT	308.00
8/13/19	ZEP MANUFACTURING COMPANY	JANITORIAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	247.71
8/13/19	LEE HENRY / CE SOLUTIONS	EMS CE TRAINING	GENERAL FUND	FIRE DEPARTMENT	903.00
8/13/19	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	FIRE DEPARTMENT	182.23
8/13/19	HOME DEPOT CREDIT SERVICE	CABLE CUTTERS	GENERAL FUND	POLICE DEPARTMENT	47.82
8/13/19	HOME DEPOT CREDIT SERVICE	CABLE CUTTERS	GENERAL FUND	POLICE DEPARTMENT	23.91
8/13/19	HOME DEPOT CREDIT SERVICE	CABLE CUTTERS	GENERAL FUND	POLICE DEPARTMENT	15.94
8/13/19	AT&T	PHONE AND FAX	GENERAL FUND	POLICE DEPARTMENT	124.32
8/13/19	LEADSONLINE LLC	INVESTIGATIVE TOOL	GENERAL FUND	POLICE DEPARTMENT	1,758.00
8/13/19	BIZDOC, INC.	MONTHLY COPIER FEES	GENERAL FUND	POLICE DEPARTMENT	199.34
8/13/19	RED MCCOMBS AUTOMOTIVE	REPAIRS UNIT 518	GENERAL FUND	POLICE DEPARTMENT	406.66
8/13/19	SOUTHWEST PUBLIC SAFETY	REPLACEMENT LIGHT	GENERAL FUND	POLICE DEPARTMENT	95.30
8/13/19	NARDIS GUN CLUB	FIREARM MAGAZINES	GENERAL FUND	POLICE DEPARTMENT	768.00
8/13/19	LEXISNEXIS RISK SOLUTIONS	INVESTIGATIONS TOOL	GENERAL FUND	POLICE DEPARTMENT	33.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/13/19	NARDIS PUBLIC SAFETY	BODY ARMOR VILLANUEVA	GENERAL FUND	POLICE DEPARTMENT	874.92
8/13/19	NARDIS PUBLIC SAFETY	ARMOR	GENERAL FUND	POLICE DEPARTMENT	333.98
8/13/19	NARDIS PUBLIC SAFETY	UNIFORM PANTS - CHIEF LACY	GENERAL FUND	POLICE DEPARTMENT	109.98
8/13/19	MICHAEL D. HARRISON	MONTHLY CONTRACT	GENERAL FUND	POLICE DEPARTMENT	1,000.00
8/13/19	CIVIL SYSTEMS INC	JULY 15-JULY 30	GENERAL FUND	DEVELOPMENT SERVICES	1,029.00
8/13/19	BRUCE C. BEALOR	PERMIT INSPECTIONS	GENERAL FUND	DEVELOPMENT SERVICES	4,750.00
8/13/19	TX CSDU	0013403078CCL13316F	WATER FUND	NON-DEPARTMENTAL	107.78
8/13/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	296.75
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	302.15
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	10.60
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	160.75
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	30.66
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	188.75
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	8.75
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	2,131.10
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	2,145.66
8/13/19	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	2,156.92
8/13/19	TILLER AUTOMOTIVE	REPAIRS: 2015 FORD	WATER FUND	WATER DEPARTMENT	780.50
8/13/19	PRAXAIR DISTRIBUTION INC.	MONTHLY CYLINDER RENTAL	WATER FUND	WATER DEPARTMENT	680.17
8/13/19	HOME DEPOT CREDIT SERVICE	BOLTS AND NUTS	WATER FUND	WATER DEPARTMENT	12.96
8/13/19	HOME DEPOT CREDIT SERVICE	WASP SPRAY/STORAGE BINS	WATER FUND	WATER DEPARTMENT	95.88
8/13/19	TYLER TECHNOLOGIES, INC. INCODE DIVIS	MONTHLY UTILITY BILLING	WATER FUND	WATER DEPARTMENT	128.00
8/13/19	PITNEY BOWES - PURCHASE POWER	POSTAGE UTILITY BILLING	WATER FUND	WATER DEPARTMENT	231.35
8/13/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	25.75
8/13/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	32.04
8/13/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	25.75
8/13/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	29.43
8/13/19	TX DEPARTMENT OF STATE HEALTH SERVICES	CHEMICAL TESTING	WATER FUND	WATER DEPARTMENT	53.72
8/13/19	USA BLUEBOOK	CHEMICAL PACKETS	WATER FUND	WATER DEPARTMENT	1,051.04
8/13/19	SORCERERS APPRINTICE	BUSINESS CARDS	WATER FUND	WATER DEPARTMENT	124.00
8/13/19	Badger Meter, Inc.	BEACON HOSTING	WATER FUND	WATER DEPARTMENT	42.60
8/13/19	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	WATER FUND	WATER DEPARTMENT	25.12
8/13/19	WRC LLC	SERVICE CALL	WATER FUND	WATER DEPARTMENT	563.55
8/13/19	FIRST NATIONAL BANK TEXAS	INTEREST PAYMENT	WATER FUND	DEBT SERVICE	3,759.01
8/13/19	BOK FINANCIAL	INTERENST PMY 2017 GO REF	WATER FUND	DEBT SERVICE	33,550.00
8/13/19	BOK FINANCIAL	AGENT FEE	WATER FUND	DEBT SERVICE	200.00
8/13/19	Wells Fargo	INTEREST PAYMENT	WATER FUND	DEBT SERVICE	801.45
8/13/19	FIRST NATIONAL BANK TEXAS	INTEREST PAYMENT	DEBT SERVICE FUND	DEBT SERVICE	14,532.99
8/13/19	Wells Fargo	INTEREST PAYMENT	DEBT SERVICE FUND	DEBT SERVICE	3,098.55
8/13/19	AXON ENTERPRISES INC	TASER CONTRACT	CRIME CONTROL DIST	POLICE DEPARTMENT	8,640.00
8/13/19	KFW ENGINEERS	TASK #4 AREA1,2,12	CAPITAL REPLACEMENT	PUBLIC WORKS	15,507.00
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	18.46
8/14/19	OFFICE DEPOT	OFFICE DEPOT	GENERAL FUND	CITY ADMINISTRATION	246.68
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	92.63
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	46.81
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	17.34
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	203.40
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	5.49
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	137.47
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	74.87
8/14/19	RALPH N. TERPOLILLI	MEDICAL DIRECTION	GENERAL FUND	FIRE DEPARTMENT	450.00
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	54.99
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	11.99
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	16.14
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	25.03-

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	22.73
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	21.12
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	14.60
8/14/19	EDWARDS AQUIFER AUTHORITY	EDWARDS AQUIFER AUTHORITY	WATER FUND	WATER DEPARTMENT	3,836.91
8/14/19	EDWARDS AQUIFER AUTHORITY	EDWARDS AQUIFER AUTHORITY	WATER FUND	WATER DEPARTMENT	3,169.62
8/14/19	OFFICE DEPOT	OFFICE SUPPLIES	WATER FUND	WATER DEPARTMENT	40.97
8/19/19	MK CONSTRUCTION AN AQUATIC SVC	CH BATHROOM REMODEL	GENERAL FUND	CITY ADMINISTRATION	12,231.25
8/20/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12,696.07
8/20/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,564.98
8/20/19	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	81,637.55
8/20/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	232.61
8/20/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	26.28
8/20/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	86.50
8/20/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	618.90
8/20/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	600.71
8/20/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	676.24
8/20/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	110.04
8/20/19	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,842.63
8/20/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	110.02
8/23/19	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
8/23/19	TX CSDU	0012999273 DAVIS	GENERAL FUND	NON-DEPARTMENTAL	366.86
8/23/19	TX CSDU	0013403078CCL13316F	GENERAL FUND	NON-DEPARTMENTAL	111.45
8/23/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00
8/23/19	PEERY, ANTHONY	Bond Refund:133697 -01	GENERAL FUND	NON-DEPARTMENTAL	66.60
8/23/19	PEERY, ANTHONY	Bond Refund:133697 -02	GENERAL FUND	NON-DEPARTMENTAL	188.60
8/23/19	PEERY, ANTHONY	Bond Refund:133697F -01	GENERAL FUND	NON-DEPARTMENTAL	364.00
8/23/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	200.82
8/23/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	200.82
8/23/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	136.89
8/23/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	136.89
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	542.25
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	542.25
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	35.25
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	35.25
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	117.44
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	117.44
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	758.10
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	758.10
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	422.70
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	422.70
8/23/19	TML MULTISTATE IEBP	ADJUSTMENT 8/23/19	GENERAL FUND	NON-DEPARTMENTAL	1,490.29-
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	36.75
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	36.75
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	245.40
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	245.40
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
8/23/19	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	523.52
8/23/19	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	523.52
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.22
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.22
8/23/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	199.90
8/23/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	197.44
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	58.30
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	58.30
8/23/19	CIVIL SYSTEMS INC	AUG 1 - AUG 15	GENERAL FUND	NON-DEPARTMENTAL	40.25-

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/23/19	CIVIL SYSTEMS INC	AUG 1 - AUG 15	GENERAL FUND	NON-DEPARTMENTAL	47.25-
8/23/19	NEIGHBORHOOD NEWS	SEPTEMBER RR	GENERAL FUND	CITY ADMINISTRATION	677.80
8/23/19	SAN ANTONIO EXPRESS NEWS	NOTICE PUBLIC HEARING	GENERAL FUND	CITY ADMINISTRATION	132.25
8/23/19	SAN ANTONIO EXPRESS NEWS	NOTICE PUBLIC HEARING	GENERAL FUND	CITY ADMINISTRATION	117.50
8/23/19	PITNEY BOWES - PURCHASE POWER	POSTAGE METER OVER REFILL	GENERAL FUND	CITY ADMINISTRATION	3.50
8/23/19	ZINA TEDFORD	TRAVEL TO SAN MARCOS	GENERAL FUND	CITY ADMINISTRATION	70.06
8/23/19	JASON RUBIO	SUMMER 2019 COURSES	GENERAL FUND	CITY ADMINISTRATION	300.00
8/23/19	ALLIANCE FOR COMMUNITY SOLUTIONS	I-INFO PHONE TREE 2016-201	GENERAL FUND	CITY ADMINISTRATION	800.00
8/23/19	TML MULTISTATE IEBP	PLAN 2 CHILB BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	276.50
8/23/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	276.50
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	218.18
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	218.18
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	58.32
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	58.32
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	271.95
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	271.95
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	154.51
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	154.51
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	154.51
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	154.51
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.55
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.55
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	121.99
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	121.99
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	121.99
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	121.99
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.31
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.31
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	63.96
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	63.96
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	19.02
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	19.02
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	7.40
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	7.40
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	16.60
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	16.60
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	3.32
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	3.32
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
8/23/19	LOGIX COMMUNICATIONS	INTERNET / PHONE	GENERAL FUND	CITY ADMINISTRATION	1,448.51
8/23/19	MUELLER & WILSON INC	REPAIR OF WATER FOUNTAIN	GENERAL FUND	CITY ADMINISTRATION	264.76
8/23/19	ORKIN, INC.	PEST CONTROL	GENERAL FUND	CITY ADMINISTRATION	124.06
8/23/19	KOETTER FIRE PROTECTION OF SAN ANTONIO	FIRE ALARM INSPECTIONS	GENERAL FUND	CITY ADMINISTRATION	728.98
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	3.32
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	3.32
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	140.56
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	140.56
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	170.38
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	170.38
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	106.12
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	106.12

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	154.51
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	154.51
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	144.06
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	144.06
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	121.99
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	121.99
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.67
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.67
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.10
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.10
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.70
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.70
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.67
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.67
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.39
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.39
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.48
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.48
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
8/23/19	EDD LEIGH	A/C REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	325.00
8/23/19	AMAZON.COM SERVICES INC	COMPUTER MONITOR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	139.00
8/23/19	AMAZON.COM SERVICES INC	COMPUTER MONITOR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	258.00
8/23/19	ROCKY HILL EQUIPMENT RENTALS	RENTAL OF ROCKSAW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	420.75
8/23/19	PARKING LOT STORE	POT HOLE REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	86.50
8/23/19	ARROW INTERNATIONAL, INC	EMS SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	562.50
8/23/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	553.00
8/23/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	553.00
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	218.18
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	218.18
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	58.32
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	58.32
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	170.38
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	170.38
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	106.12
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	106.12
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,390.59
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,390.59
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,097.91
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,097.91
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	170.64
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	170.64
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	43.16
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	43.16
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	9.96
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	9.96

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	40.56
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	40.56
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	20.28
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	20.28
8/23/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	234.88
8/23/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	234.88
8/23/19	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	41.62
8/23/19	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	41.62
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	218.18
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	218.18
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	58.32
8/23/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	58.32
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	340.76
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	340.76
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	212.24
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	212.24
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	543.90
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	543.90
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,545.10
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,545.10
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	276.50
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.10
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.10
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,219.90
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,219.90
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	36.62
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	36.62
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	170.64
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	170.64
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	46.48
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	46.48
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	13.28
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	13.28
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	47.32
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	47.32
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	20.28
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	20.28
8/23/19	COWBOY CLEANERS	DRY CLEANING UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	370.83
8/23/19	CIVIL SYSTEMS INC	AUG 1 - AUG 15	GENERAL FUND	DEVELOPMENT SERVICES	650.50
8/23/19	TX CSDU	0013403078CCL13316F	WATER FUND	NON-DEPARTMENTAL	107.78
8/23/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
8/23/19	BASHKIROFF, NICHOLAS	1-0344-01	WATER FUND	NON-DEPARTMENTAL	250.00
8/23/19	BELMARES, MARY	1-0158-00	WATER FUND	NON-DEPARTMENTAL	250.00
8/23/19	SHARMA, SANDEEP	1-0608-01	WATER FUND	NON-DEPARTMENTAL	250.00
8/23/19	KING, AARON	1-0654-01	WATER FUND	NON-DEPARTMENTAL	250.00
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	WATER FUND	NON-DEPARTMENTAL	11.49
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	WATER FUND	NON-DEPARTMENTAL	11.49
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	144.03
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	144.03



DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.20
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.20
8/23/19	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	42.67
8/23/19	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	42.67
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
8/23/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	23.80
8/23/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	21.42
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.42
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.42
8/23/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	234.88
8/23/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	234.88
8/23/19	TML MULTISTATE IEBP	3-P85-20-30 SPOUSE HRA FUN	WATER FUND	WATER DEPARTMENT	41.62
8/23/19	TML MULTISTATE IEBP	3-P85-20-30 SPOUSE HRA FUN	WATER FUND	WATER DEPARTMENT	41.62
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	WATER FUND	WATER DEPARTMENT	135.94
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	WATER FUND	WATER DEPARTMENT	135.94
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	170.38
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	170.38
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	106.12
8/23/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	106.12
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	154.51
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	154.51
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	132.44
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	132.44
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	121.99
8/23/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	121.99
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	49.65
8/23/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	49.65
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
8/23/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	5.55
8/23/19	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	5.55
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	3.29
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	3.29
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.89
8/23/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.89
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	11.80
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	11.80
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
8/23/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
8/23/19	TEXAS MUNICIPAL UTILITIES ASSOCIATION	MEMBERSHIP 2019-2020	WATER FUND	WATER DEPARTMENT	75.00
8/23/19	ONE CALL CONCEPTS	LOCATOR TICKETS	WATER FUND	WATER DEPARTMENT	13.00
8/23/19	POLLUTION CONTROL SERVICES	WATER TESTING	WATER FUND	WATER DEPARTMENT	226.00
8/23/19	AMAZON.COM SERVICES INC	MONITORS	CRIME CONTROL DIST	POLICE DEPARTMENT	258.00
8/31/19	FROST - VISA DEBIT CARD	FROST - NAPLES PIZZA	GENERAL FUND	CITY COUNCIL	44.26
8/31/19	FROST - VISA DEBIT CARD	FROST - NAPLES	GENERAL FUND	CITY COUNCIL	39.79
8/31/19	FROST - VISA DEBIT CARD	FROST - MCALISTERS	GENERAL FUND	CITY COUNCIL	174.13
8/31/19	FROST - VISA DEBIT CARD	FROST - MCALISTERS	GENERAL FUND	CITY COUNCIL	174.13
8/31/19	FROST - VISA DEBIT CARD	FROST - MIRELES *HOLIDAY	GENERAL FUND	CITY COUNCIL	1,250.00
8/31/19	FROST - VISA DEBIT CARD	FROST - TX MUNICIPAL CLERK	GENERAL FUND	CITY ADMINISTRATION	295.00
8/31/19	FROST - VISA DEBIT CARD	FROST - MCALISTERS	GENERAL FUND	CITY ADMINISTRATION	19.03
8/31/19	FROST - VISA DEBIT CARD	FROST - BEXAR VEHREG	GENERAL FUND	FIRE DEPARTMENT	7.50
8/31/19	FROST - VISA DEBIT CARD	FROST - BEXAR VEHREG	GENERAL FUND	FIRE DEPARTMENT	2.00
8/31/19	FROST - VISA DEBIT CARD	FROST -MICHAELS	GENERAL FUND	DEVELOPMENT SERVICES	80.00
8/31/19	FROST - VISA DEBIT CARD	FROST - TCEQ	WATER FUND	WATER DEPARTMENT	111.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	RAUSCHUBER, J. A.	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	239.65
	KUKRAL, ROBERT	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	181.65
	PENGILLY, SAM	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	<u>250.00</u>
				TOTAL:	493,959.60

## ===== FUND TOTALS =====

10	GENERAL FUND	368,708.26
20	WATER FUND	83,092.41
30	DEBT SERVICE FUND	17,631.54
40	CRIME CONTROL DISTRICT	9,020.39
70	CAPITAL REPLACEMENT FUND	15,507.00
-----		
GRAND TOTAL:		493,959.60
-----		

## SELECTION CRITERIA

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SELECTION OPTIONS

VENDOR SET: 01-CITY OF SHAVANO PARK  
VENDOR: All  
CLASSIFICATION: All  
BANK CODE: All  
ITEM DATE: 0/00/0000 THRU 99/99/9999  
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00  
GL POST DATE: 0/00/0000 THRU 99/99/9999  
CHECK DATE: 8/01/2019 THRU 8/31/2019

-----  
PAYROLL SELECTION

PAYROLL EXPENSES: NO  
EXPENSE TYPE: N/A  
CHECK DATE: 0/00/0000 THRU 99/99/9999

-----  
PRINT OPTIONS

PRINT DATE: Check Date  
SEQUENCE: By Date  
DESCRIPTION: Distribution  
GL ACCTS: YES  
REPORT TITLE: C O U N C I L A / P R E P O R T  
SIGNATURE LINES: 0

-----  
PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO

-----

**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to 5:30 p.m.

PRESENT: ABSENT:

Alderman Colemere

Alderman Kautz

Alderman Heintzelman

Mayor Pro Tem Ross

Alderman Powers

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

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

**3. CITIZENS TO BE HEARD**

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

**4. CITY COUNCIL COMMENTS**

Mayor Werner with the consensus of City Council dispensed with City Council Comments.

**5. AGENDA ITEMS**

**5.1. Discussion - FY 2019-20 Budget – City Council / Staff**

City Council and City Staff reviewed the proposed FY 2019-20 budget.

**6. ADJOURNMENT**

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

Alderman Powers seconded the motion.

The meeting adjourned at 6:58 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

**1. CALL MEETING TO ORDER**

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

PRESENT:

ABSENT:

Alderman Colemere

Alderman Kautz

Mayor Pro Tem Ross

Alderman Powers

Alderman Heintzelman

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Alderman Powers led the Pledge of Allegiance to the Flag. Mayor Werner followed with the Invocation.

**3. CITIZENS TO BE HEARD**

No one signed up to address City Council.

**4. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting.

**5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

**5.1. Proclamation - National Night Out - October 1, 2019**

Mayor Pro Tem Ross invited all to participate in the City of Shavano Park National Night Out.

**6. REGULAR AGENDA ITEMS**

**6.1. Presentation / discussion - Shavano Park Commercial and Residential Development  
Semi-annual Presentation - Bitterblue, Inc. / Denton Communities**

Mr. Lange presented the Semi-annual presentation regarding residential and commercial development in Shavano Park and surrounding areas.

**6.2. Public Hearing - To receive testimony and comments from members of the public  
regarding proposed amendments to Sec. 36-39 regarding covered parking  
regulations in O-1, B-1, and B-2 zoning districts**

Public hearing opened at 7:07 p.m.

City Manager Hill presented an overview of the proposed amendments to Sec. 36-39 regarding covered parking regulations in O-1, B-1, and B-2 zoning districts.

Public hearing closed 7:10 p.m.

**6.3. Discussion / action - Ordinance O-2019-008 proposed amendments to Sec. 36-39  
regarding covered parking regulations in O-1, B-1, and B-2 zoning districts (final  
reading) - City Manager**

Alderman Heintzelman made a motion to approve Ordinance O-2019-008 proposed amendments to Sec. 36-39 regarding covered parking regulations in O-1, B-1, and B-2 zoning districts (final reading),

Mayor Pro Tem Ross seconded the motion.

The motion to approve Ordinance O-2019-008 proposed amendments to Sec. 36-39 regarding covered parking regulations in O-1, B-1, and B-2 zoning districts (final reading) carried with a unanimous vote.

**6.4. Discussion / action - City Council adoption of organizational chart - City Manager**

Alderman Powers made a motion to approve the organizational chart with the relocation of the Asst. to the City Manager from current location.

Alderman Heintzelman seconded the motion.

The motion to approve the organization chart with the relocation of the Asst. to the City Manager carried with a unanimous vote.

**6.5. Discussion / action - Resolution No. R-2019-008 nominate 1-5 candidates during the nomination phase of the selection process for Election of Bexar Appraisal District Board of Directors 2020 -21 - City Manager**

Alderman Colemere made a motion to nominate Michele Bunting Ross for the nomination phase of the selection process for Election of Bexar Appraisal District Board of Directors 2020-21,

Alderman Powers seconded the motion.

The motion to nominate Michele Bunting Ross for the nomination phase of the selection process for Election of Bexar Appraisal District Board of Directors 2020-21 carried with a unanimous vote.

**6.6. Discussion / action - Amending City of Shavano Park Code of Ordinances Section 14-121 (b) reducing the members required - Alderman Colemere**

Alderman Colemere made a motion to amending City of Shavano Park Code of Ordinances Section 14-121 (b) reducing the total members Tree Committee to six members.

Mayor Pro Tem Ross seconded the motion.

The motion to amending City of Shavano Park Code of Ordinances Section 14-121 (b) reducing the total members Tree Committee to six members carried with a unanimous vote.

**6.7. Discussion / action - Ordinance No. O-2019-007 amending the City of Shavano Park Code of Ordinances Chapter 6 - Buildings and Building Regulations, Sec. 6-165 and Chapter 34 - Utilities, Article II. - Water to update Backflow Prevention Assembly requirements (final reading) - City Manager**

Alderman Heintzelman made a motion to approve Ordinance No. O-2019-007 amending the City of Shavano Park Code of Ordinances Chapter 6 - Buildings and Building Regulations, Sec. 6-165

and Chapter 34 - Utilities, Article II. - Water to update Backflow Prevention Assembly requirements version 3 as amended regarding Sections (b)(2) and b(3).

Alderman Colemere seconded the motion.

The vote to approve to approve Ordinance No. O-2019-007 amending the City of Shavano Park Code of Ordinances Chapter 6 - Buildings and Building Regulations, Sec. 6-165 and Chapter 34 - Utilities, Article II. - Water to update Backflow Prevention Assembly requirements version 3 as amended regarding Sections (b)(2) and b(3) carried with the following vote:

AYES: 4; NAYES: 1 (Alderman Powers)

**6.8. Discussion / action - Adoption of Ordinance O-2019-009 amending the City of Shavano Park Code of Ordinances, Chapter 8, Article II Soliciting and Peddling, Section 8.24 (Hours of Solicitation) by temporarily extending of evening solicitation hours. Possible Executive Session pursuant to Texas Government Code, §551.071, Consultation with Attorney - City Manager**

Alderman Kautz made a motion to approve O-2019-009 amending the City of Shavano Park Code of Ordinances, Chapter 8, Article II Soliciting and Peddling, Section 8.24 (Hours of Solicitation) by temporarily extending of evening solicitation hours and direct City Attorney to review the Code of Ordinances, Section 8.24 – hours of solicitation.

Alderman Powers seconded the motion.

The motion to approve motion to approve O-2019-009 amending the City of Shavano Park Code of Ordinances, Chapter 8, Article II Soliciting and Peddling, Section 8.24 (Hours of Solicitation) by temporarily extending of evening solicitation hours and direct City Attorney to review the Code of Ordinances, Section 8.24 – hours of solicitation carried with a unanimous vote.

**6.9. Discussion - Legislative Update. Possible Executive Session pursuant to Texas Government Code, §551.071, Consultation with Attorney - City Attorney**

City Attorney Mueller made a presentation on the legislative update.

**6.10. Discussion - City Attorney duties, roles, processes. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney, § 551.074, Personnel Matters - City Attorney Laura Mueller**

The Open Meeting closed at 8:17 p.m.

The Open Meeting reconvened at 8:49 p.m.

No action was taken on this item.

**7. CITY MANAGER'S REPORT**

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

**7.1. Building Permit Activity Report**

**7.2. Fire Department Activity Report**

**7.3. Municipal Court Activity Report**

**7.4. Police Department Activity Report**

**7.5. Public Works Activity Report**

**7.6. Finance Report**

**8. CONSENT AGENDA**

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

**8.1. Approval - City Council Workshop Minutes, July 9, 2019**

**8.2. Approval - City Council Meeting Minutes, July 22, 2019**

**8.3. Approval – City Council Special Meeting Minutes, July 31, 2019**

**8.4. Approval - City Council Meeting / Workshop Minutes, August 8, 2019**

**8.5. Approval - City Council Meeting Special Meeting, August 14, 2019**

**8.6. Approval - City Council Meeting Workshop, August 14, 2019**

**8.7. Accept - Planning & Zoning Meeting Minutes, June 5, 2019**

Alderman Colemere made a motion to approve Consent Agenda Items 8.1-8.7 as presented.

Mayor Pro Tem Ross seconded the motion.

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

**9. ADJOURNMENT**

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

Alderman Heintzelman seconded the motion.

The meeting adjourned at 8:51 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary



**1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to 5:30 p.m.

PRESENT: ABSENT:

Alderman Colemere

Alderman Kautz

Alderman Heintzelman

Mayor Pro Tem Ross

Alderman Powers

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

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

**3. CITIZENS TO BE HEARD**

No one signed up to address City Council.

**4. CITY COUNCIL COMMENTS**

Mayor Werner with the consensus of City Council dispensed with City Council Comments.

**5. AGENDA ITEMS**

**5.1. Discussion - FY 2019-20 Budget – City Council / Staff**

Discussion was held regarding use of PEG funds for videoconferencing city council meetings and researching what cities use for additional source of power i.e. generators. Staff will research bond issuance consideration for future street repairs and the impact to properties not subject to over 65 tax freeze.

**6. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 6:10 p.m.

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**Robert Werner**  
**Mayor**

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**Zina Tedford**  
**City Secretary**

1. **Call to order**

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

**PRESENT:**

Konrad Kuykendall

Albert Aleman

Carla Laws

Jason Linahan

Michael Janssen

**ABSENT:**

Carlos Ortiz

Bill Simmons

Kerry Dike

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 Linahan, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. **Citizens to be heard**

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

4. **Consent Agenda:**

**A. Approval - Planning & Zoning Commission minutes, June 5, 2019**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the Planning & Zoning Commission June 5, 2019 minutes as presented. The motion carried.

5. **Discussion / update – Semi-annual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning same – Commissioner Janssen.**

Mr. Lange and Mr. Denton presented the Semi-annual presentation regarding residential and commercial development in Shavano Park and surrounding areas.

6. **Discussion / action – Possible amendments to Chapter 36 – Zoning and Chapter 32 – Traffic and Vehicles to clarify if porte cocheres, porches and other entryway features are allowed in residential front setbacks. The Planning & Zoning Commission discussed possible amendments to Chapter 36 – Zoning and Chapter 32 – Traffic and Vehicles to clarify if porte cocheres, porches and other entryway features are allowed in residential front setbacks.**

7. **Discussion / update – Update on results of the July 16, 2019 TxDOT public open house meeting regarding the improvements to NW Military Highway and discussion concerning the same – City Manager Hill.**

City Manager Hill provided an update on the July 16, 2019 TxDOT public open house meeting regarding the improvements to NW Military Highway.

8. **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.

9. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Remind members concerning the September 1, 2019 Boards / Commissions application deadline.
- C. Advise members of pending agenda items, as follows:
  - i. September, 2019 – Consider rezoning of three tracts vicinity of Lockhill Selma and Huebner Road to B-2 Planned Unit Development (PUD)
  - ii. September, 2019 – Consider proposed changes to Sec. 24 of the City of Shavano Park Code of Ordinances regarding signs.
  - iii. October, 2019 – Welcome to new commissioners and thank you departing members.
  - iv. October, 2019 – Nomination and appointment of Chairman.
  - v. October, 2019 – Nomination and appointment of Vice-chairman.
  - vi. February, 2020 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

10. **Adjournment**

Upon a motion made by Commissioner Laws and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted five (5) for and none (0) opposed to adjourn the meeting. The meeting adjourned at 7:51 p.m.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 8.5

Prepared by: MPT Ross

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Approval - Setting the dates for the City sponsored events for FY 2019-20 - City Manager

**x**

**Attachments for Reference:** 1) Calendar 2019 / 2020

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### **BACKGROUND / HISTORY:**

Good Friday	April 10th
Easter	April 12
Early Voting	April 20 <sup>th</sup> – 28 <sup>th</sup>
Battle of Flowers	April 24 <sup>th</sup>
Election	May 2nd

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### **DISCUSSION:**

To assist with the upcoming year, 2019, Staff is requesting that Council approve the dates for the upcoming events.

Picnic in the Park - April 4<sup>th</sup> (Saturday)

Arbor / Earth Day - April 18th (Saturday)

July 4<sup>th</sup> - Saturday, July 4<sup>th</sup> (Saturday)

National Night Out – October 6<sup>th</sup>. Texas celebrates National Night Out (NNO) on the first Tuesday in October (October 6<sup>th</sup>). Shavano Park traditionally has hosted NNO on the first Tuesday in October along with the rest of the state.

Holiday Event – December 5<sup>th</sup>. Traditionally Shavano Park has conducted the Holiday Event on the first weekend (Saturday) in December (Dec 5<sup>th</sup>)

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### **COURSES OF ACTION:**

Picnic in the Park: 4 April or 28 March

Arbor / Earth Day: April 18 or other

Independence Day: July 4 or June 27

NNO: October 6 or other

Holiday Event: December 5 or other

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**FINANCIAL IMPACT:** \$5,000.00 is budgeted for NNO; \$2,000 for Picnic in Park; and \$7,000 each for Arbor / Earth Day; Independence Day; and Holiday Event.

---

**MOTION REQUESTED:** Approve the proposed date for the City sponsored events (Picnic in the Park / Arbor / Earth Day / Independence Day / National Night Out / Holiday event)

# April 2020

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1	2	3	4 City WIDE GARAGE SALE  PICNIC IN THE PARK
5	6	7	8	9	10  GOOD FRIDAY	11
12  Easter	13	14	15	16	17	18  ARBOR/ EARTH DAY
19	20	21	22	23	24  BAGIE OF THE FLOWERS	25
	EARLY VOTING					
26	27	28	29	30	May 1	2  Election
EARLY VOTING						

# July 2020

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1	2	3 <i>City Holiday ?</i>	4 <i>Independence DAY Event</i>
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Aug 1

# October 2020

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
4	5	6 NATIONAL NIGHT OUT	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 TRUNK OR TREAT



# December 2020

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1	2	3	4	5 <i>Holiday Event</i>
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 <i>Christmas</i>	26
27	28	29	30	31	Jan 1, 21 <i>New Year</i>	2

## CITY COUNCIL STAFF SUMMARY

Meeting Date: September 23, 2019

Agenda item: 8.5

Prepared by: MPT Ross

Reviewed by: Bill Hill

---

### **AGENDA ITEM DESCRIPTION:**

Approval - Setting the dates for the City sponsored events for FY 2019-20 - City Manager

**x**

**Attachments for Reference:** 1) Calendar 2019 / 2020

---

### **BACKGROUND / HISTORY:**

Good Friday	April 10th
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---

### **DISCUSSION:**

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---

### **COURSES OF ACTION:**

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---

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---

**MOTION REQUESTED:** Approve the proposed date for the City sponsored events (Picnic in the Park / Arbor / Earth Day / Independence Day / National Night Out / Holiday event)

# April 2020

April 2020

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1	2	3	4 City WIDE GARAGE SALE  PICNIC IN THE PARK
5	6	7	8	9	10  GOOD FRIDAY	11
12  Easter	13	14	15	16	17	18  ARBOR/ EARTH DAY
19	20	21	22	23	24 BAGIE OF THE FLOWERS	25
	EARLY VOTING					
26	27	28	29	30	May 1	2  Election
EARLY VOTING						

# July 2020

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 28	29	30	Jul 1	2	3 <i>City Holiday ?</i>	4 <i>Independence DAY Event</i>
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Aug 1

# October 2020

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
4	5	6 NATIONAL NIGHT OUT	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 TRUNK OR TREAT

# December 2020

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 29	30	Dec 1	2	3	4	5 <i>Holiday Event</i>
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 <i>Christmas</i>	26
27	28	29	30	31	Jan 1, 21 <i>New Year</i>	2