













































































































Mayor Marne announced the date and times of the two public hearings. The first Public Hearing will be held on August 27, 2009 at 6:00 p.m. and the second will be held on September 01, 2009 at 6:00 p.m. Both will be held at the Shavano Park City Hall at 900 Saddletree Court, Shavano Park, Texas.

### **Adjournment**

Upon a motion made by Alderman Al Walea and a second by Alderman Bruce Baumann, the City Council voted four (4) for and none (0) opposed to adjourn the Special session of the City of Shavano Park City Council at 7:05 p.m. on Tuesday, August 11, 2009. The motion carried.

**These minutes approved on the 18th of August, 2009.**

**APPROVED**



**A. DAVID MARNE** Mayor

Attest: 

**SAUNDRA PASSAILAIGUE**

City Clerk











**Discuss and consider action on Ordinance No. 500-02-09, an ordinance accepting the proposal from Crownhill Builders Inc. General Contractor for Fire Station Improvements; and authorizing the City Manager to enter into a contractual agreement with Crownhill Builders Inc. General Contractor for this project.**

City Manager Manuel Longoria, Jr. gave City Council background on the project.

Upon a motion made by Alderman Al Walea and a second by Alderman Bruce Baumann the City Council voted five (5) for and none (0) opposed to accept Ordinance No. 500-02-09 as captioned. The motion carried.

### **Staff update on the Trinity Aquifer Well Project.**

City Manager Manuel Longoria, Jr. told the City Council that the project is running on schedule. The design is complete and being reviewed by the city engineer. The plan review package was submitted to Texas Commission on Environmental Quality (TCEQ) on August 12<sup>th</sup>. This review will take up to 60 days.

### **2<sup>nd</sup> Public Hearing on proposed Water Utility Rate increase to fund the Trinity Aquifer Water Well project.**

The Public Hearing opened at 8:07 p.m. and closed at 8:11 p.m.

### **Presentation of the Fire/EMS Proposed Budget for Fiscal Year 2009-2010.**

Acting Fire Chief Michael Naughton gave a presentation on the Fire/EMS Proposed Budget for Fiscal Year 2009-2010. Proposed program improvements include the following:

- \$25,000 for a citizen fire brigade
- \$925,000 to complete the Fire Station Improvements
- \$178,000 to replace the quick attack truck
- \$34,000 for a fire utility vehicle
- \$12,000 for two breathing apparatuses

### **City Manager's Report**

- a. **Report on the Variable Frequency Drives Project at Well Site # 8.**
- b. **Street Maintenance Program Update**
- c. **Town Plan Update**
- d. **Shavano Park Roadrunner Newsletter**
- e. **Future Agenda Items**
  - i. **Ordinance identifying Traffic Control Signs in Shavano Park**

- ii. **Discussion on Residential Tree Preservation and Maintenance Policy**
- iii. **Safety Program**
- iv. **Update of City's Personnel Manual**
- v. **Restaurant Food Inspection Ordinance**
- vi. **Contract Award on General Contractor for Fire Station Facility**  
**"Seize The Moment" Epilepsy Run through Shavano Park on November 7th**

City Manager Longoria reported on the following: a) the Variable Frequency Drives (VFD's) at Well Site #8 should be completed within the next couple of weeks; b) three streets were completed with a job well done and Shavano Drive and Windmill are scheduled next; c) Second workshop was held August 01, 2009 and a summary was send to City Council today and is moving along very well; and d) Newsletter Committee meet for the last time and all members were pleased with the changes.

### **Adjournment**

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner the City Council voted five (5) and none (0) opposed to adjourn the Regular session of the City of Shavano Park City Council at 9:23 p.m. on Tuesday, August 18, 2009. The motion carried.

**These minutes approved on the 15th of September, 2009.**

**APPROVED**

  
**A. DAVID MARNE**  
Mayor

Attest:

**SAUNDRA PASSAILAIGUE**  
City Clerk



**CITY OF SHAVANO PARK  
SPECIAL CITY COUNCIL MEETING  
AT SHAVANO PARK CITY HALL  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
THURSDAY, AUGUST 27, 2009 AT 6:00 P.M.**

**MINUTES**

**Roll Call**

Honorable A. David Marne Mayor - present  
Alderswoman Mary Werner - present  
Alderman Bruce Baumann -- present

Alderman Ken McClure - present  
Alderman Dave Burns - present  
Alderman Al Walea - present

**Call to Order**

Alderman Bruce Baumann called the meeting to order at 6:05 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.) Alderman Bruce Baumann led the Pledge of Allegiance and Alderman Ken McClure the invocation.

**Citizens to be heard**

- Louise Chumley - 300 Cliffside - expressed her concern with the Proposed Budget.

**Public Hearing - Proposed Tax Rate for fiscal Year 2009-2010 of \$0.3248 per \$100 of valuation and on Proposed Annual Operating and Capital Budget.**

The Public Hearing opened at 6:17 p.m. and closed at 6:54 p.m.

- Pat Burnett - 302 Cliffside - voiced her concern with the proposed budget.
- Louise Chumley - 300 Cliffside - reiterated what she stated earlier in the Citizens to be heard portion of tonight's meeting.
- David Ross - 99 Bent Oak - asked that City Council use "caution and care" when setting the tax rate for the City of Shavano Park. Mr. Ross also asked that the City Council look at salaries in the Fire and Police departments.
- Diane Smilgin - 124 Long Bow - asked that the City Council not lose sight of the elderly members of the community.

This was followed by comments from the City Council.



**Announcement regarding setting Tuesday, September 01, 2009 as the date for the second public hearing of the proposed tax rate and proposed budget.**

Mayor Pro Tern Mary Werner made the announcement as captioned above.

**Announcement regarding setting Tuesday, September 15, 2009 as the date for the final vote of the City Council for the purpose of adopting the proposed tax rate and proposed budget.**

Mayor Pro Tern Mary Werner made the announcement as captioned above.

**Budget Work Session - Police Services, Administrative Services, Revenues and Other Funds.**

*City* Manager Manuel Longoria gave a re-cap of the Fire Department Proposed Budget.

Police Chief Curtis Stewart gave a presentation on the Proposed Police Department Budget for Fiscal Year 2009-2010 of \$994,050,00.

Police Department Program Improvements include:

- 2 Police Vehicles
- 3 MDT's
- 1 Computer
- 1 Video Camera
- 1 Speed Warning Device

Total cost of proposed improvements is \$88,400.00

There was a discussion after Chief Stewart's presentation.

City Manager Longoria presented the Administrative Services Proposed Budget for Fiscal Year 2009-2010 of \$509,353.00

Mr. Longoria proceeded to the Human Resources Program Improvements presentation on the Proposed Budget for Fiscal Year 2009-2010 of \$98,140.00

Lastly, Mr. Longoria went over a list of Other Funds.

## **Adjournment**

Upon a motion made by Alderman Al Walea and a second by Alderman Ken McClure, the City Council voted five (5) for and none (0) opposed to adjourn the Special session of the City of Shavano Park City Council at 8:57 p.m. on Thursday, August 27, 2009. The motion carried.

These minutes approved on the 17th of November, 2009.

APPROVED



Attest:

**SAUNDRA PASSAILAIGUE**  
City Clerk



**CITY OF SHAVANO PARK  
SPECIAL CITY COUNCIL MEETING  
CITY HALL, COUNCIL CHAMBERS  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
TUESDAY, SEPTEMBER 01, 2009 AT 6:00 P.M.**

**MINUTES**

**Roll Call**

Honorable A. David Marne Mayor - absent  
Alderswoman Mary Werner - present  
Alderman Bruce Baumann - present

Alderman Ken McClure -- present  
Alderman Dave Burns - present  
Alderman Al Walea - present

**Call to Order**

Mayor Pro Tern Mary Werner called the meeting to order at 6:02 p.m.

**Second Public Hearing - Proposed Tax Rate for Fiscal Year 2009-2010 of \$0.3248 per \$100 of value and on Proposed Annual Operating and Capital Budget**

The Public Hearing opened at 6:03 p.m. and closed at 6:27 p.m.

- David Ross - 99 Bent Oak - asked that City Council not use money from the reserves to pay for current projects. Mr. Ross asked that current projects be funded from current revenues.

**Announcement regarding setting Tuesday, September 15, 2009 as the date for the vote of the City Council for the Proposed Tax Rate for Fiscal Year 2009-2010 of \$0.3248 per \$100 of value and on the Proposed Annual Operating and Capital Budget**

Mayor Pro Tern Mary Werner made the announcement as captioned above.

**Budget Work Session - Public Works, Water and Capital Improvement Projects**

City Manager Manuel Longoria, Jr. gave a presentation on the proposed Public Works as well as the proposed Water and Capital Improvement projects which included the proposed water rate increases. Proposed program improvements include the following:

- \$2,560,000 for the Trinity Water Well construction;
- \$90,000 painting of the Huebner Road ground storage tank;
- \$10,000 to replace fire hydrants; and
- \$30,000 to replace 2" galvanized water pipes at 3 cul-de-sacs

## Adjournment

Upon a motion made by Alderman Bruce Baumann and a second by Alderman Ken McClure, the City Council voted five (5) for and none (0) opposed to adjourn the Special session of the City of Shavano Park City Council at 8:44 p.m. on Tuesday, September 01, 2009. The motion carried.

**These minutes approved on the 17th of November, 2009.**

**APPROVED**



**A. DAVID MARNE** Mayor

Attest:

**SAUNDRA PASSAILAIGUE**  
City Clerk



**CITY OF SHAVANO PARK  
REGULAR CITY COUNCIL MEETING  
CITY HALL, COUNCIL CHAMBERS  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
TUESDAY, SEPTEMBER 15, 2009 AT 7:30 P.M.**

**MINUTES**

**Roll Call**

Honorable A. David Marne Mayor - present  
Alderwoman Mary Werner - present  
Alderman Bruce Baumann - present

Alderman Ken McClure - present  
Alderman Dave Burns - present  
Alderman Al Walea - absent

**Call to Order**

Mayor A. David Marne called the meeting to order at 7:31 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Alderman Dave Burns led the Pledge of Allegiance and Alderman Bruce Baumann the Invocation.

**Citizens to be heard**

- Margaret Kautz (122 W. Mossy Cup) and Marcia Stipek (622 Bentley Manor) - talked about Texas National Night Out which is scheduled for Tuesday, October 06, 2009 from 6:00 p.m. to 8:00 p.m. Mrs. Stipek asked the City Council to assist the Women's Club in serving food at the event.
- Steven Peters - 139 Hampton Way - spoke in favor for the traffic ordinance for Bentley Manor.
- Kenneth Chorn - 402 Bentley Manor - spoke against the traffic ordinance for Bentley Manor and asked that the matter be turned back over to the City Council.
- Ron Heller - 519 Bentley Manor - spoke for the traffic ordinance for Bentley Manor and Mr. Heller is in favor of the 25 mph through Bentley Manor.
- Etta Fanning - 418 Hampton Way - Mrs. Fanning thanked the City Council for their support and patience over the last few months over the issue of traffic control in Bentley Manor. Mrs. Fanning asked the City Council to consider the ordinance for the citizens of Bentley Manor since the home owners association has decided NOT to act on it.
- Kathy Butcher - 114 Manchester Way - spoke against the traffic ordinance for Bentley Manor.

**Mayor & City Council Comments**

Alderman Bruce Baumann asked that everyone please consider issues for the good of the City as a whole.

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

- a) **Approval of the City Council Minutes from:**
  - August 11, 2009 Special Meeting**
  - August 18, 2009 Regular Meeting**
- b) **Acceptance of the Planning & Zoning Minutes from:**
  - August 05, 2009 Regular Meeting**
- c) **Acceptance of the Municipal Court Activity Report**
- d) **Acceptance of the Fire Department Activity Report**
- e) **Acceptance of the Police Department Activity Report**
- f) **Acceptance of the Public Works Department Activity Report**
  - i. July Water Pumpage Report by Public Works Director**
- g) **Acceptance of the Building Permit Activity Report**
- h) **Acceptance of the Code Enforcement Activity Report**
- i) **Acceptance of the Financial Activity Report**

Upon a motion made by Alderman Ken McClure and a second by Alderman Dave Burns the City Council voted four (4) for and none (0) opposed to accept the consent agenda as presented. The motion carried.

**Update and report from Mr. Todd Helmer, Board President of Bentley Manor Home Owner's Association Board of Directors on the Bentley Manor Traffic Enforcement Issue**

Mr. Todd Helmer, Board President of Bentley Manor Home Owner's Association said that the Board feels like this is an issue brought up by an individual and not the community as a whole.

City Attorney Lowell Denton said that there are two options were the City is empowered

**Discussion and action on Fire Station Improvements Color Scheme**

Casey Annunzio from Alamo Architects brought color schemes for the City Council to pick from.

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Bruce Baumann the City Council voted four (4) for and none (0) opposed to approve of the tan ("not red") color scheme. The motion carried.

**Discussion and action on Ordinance No. 400-01-09, an ordinance approving the annual budget of the City of Shavano Park for the Fiscal Year beginning October 01, 2009 and ending September 30, 2010, to include the following funds: General Fund, Debt Service Fund, Court Restricted Funds (Court Security, Court Technology and Court Efficiency), Capital Replacement Fund and Capital Improvement;**

**approving the authorized personnel schedule, employee compensation package and employee holiday schedule**

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Dave Burns, the City Council voted four (4) for and none (0) opposed to accept amend Ordinance No. 400-0109 with an amendment to the merit pay bonus that both (i) and (2) become a onetime bonus. The motion carried.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted three (3) for and none (0) opposed with Alderman Dave Burns abstaining to remove the \$1000 that was designated for a new City logo. The motion carried.

Upon a motion made by Alderman Dave Burns and a second by Alderman Ken McClure, the City Council voted one (1) for and three (3) opposed with Alderwoman Mary Werner, Alderman Bruce Baumann and Alderman Ken McClure casting the negative votes to accept the line item regarding the holiday party. The motion failed.

Upon a motion made by Alderman Bruce Baumann and a second by Alderman Ken McClure, the City Council voted four (4) and none (0) opposed to accept Ordinance No. 400-01-09 as amended. The motion carried.

**Discussion and action on Ordinance No. 400-02-09, an ordinance of the City of Shavano Park, Texas levying Ad Valorem taxes for use and support of the municipal government of the City for the Fiscal Year beginning October 01, 2009 and terminating September 30, 2010; providing for apportioning each levy for specific purposes; and providing when taxes shall become due and when same shall become delinquent if not paid**

Upon a motion made by Alderman Ken McClure and a second by Alderman Dave Burns the City Council voted four (4) for and none (0) opposed to accept Ordinance No. 400-02-09 as captioned. The motion carried.

**Discussion and action on Ordinance No. 500-02-09, an ordinance approving the Water Utility Fund Budget of the City of Shavano Park for the Fiscal Year beginning October 01, 2009 and ending September 30, 2010 and establishing a rate structure to be effective with the consumption for the month of October 2009**

Upon a motion made by Alderman Ken McClure and a second by Alderman Dave Burns the City Council voted four (4) for and none (0) opposed to accept Ordinance No. 500-02-09 as amended as in the previous budget adjustment to the bonus as in Ordinance No. 400-01-09. The motion carried.

**Discussion and action on Ordinance No. 200-03-09, an ordinance amending the City of Shavano Park Code of Ordinances Chapter 22 Public Safety Services,**

**amending fees for EMS/Fire Department for City services and establishing an effective date**

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Ken McClure the City Council voted four (4) for and none (0) opposed to not accept Ordinance No. 200-0309 as part of Fiscal Year 2009-2010 Budget at this time. The motion carried.

**Discussion and action on Ordinance No. 200-04-09, an ordinance amending the City of Shavano Park Code of Ordinances Chapter 2-112 (4) (a, b) amending the terms for the Water Advisory Committee; and providing an effective date**

Upon a motion made by Alderman Dave Burns and a second by Alderman Ken McClure the City Council voted four (4) for and none (0) opposed to accept Ordinance No. 200-04-09 as captioned. The motion carried.

**Discussion and action to approve Resolution 09-16, a resolution appointing members to the Board of Adjustments and Planning & Zoning Commission and the Water Advisory Committee with terms beginning October 01, 2009**

Upon a motion made by Alderman Dave Burns and a second by Alderman Bruce Baumann, the City Council voted four (4) for and none (0) opposed to extend the term of Water Advisory Committee Member David Ross to September 30, 2010. The motion carried.

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Dave Burns, the City Council voted four (4) and none (0) opposed to appoint Mr. John Green to the Planning & Zoning Commission to fulfill Mr. Basil Karcher's term ending September 30, 2010. The motion carried.

Upon a motion made by Alderman Dave Burns and a second by Alderman Bruce Baumann, the City Council voted four (4) and none (0) opposed to extend Planning & Zoning Members Bob Werner, Mark Kamstra, Richard Lazor, Michael Janssen, Michele Ross and Jip Holmes to a term ending September 30, 2011. The motion carried.

Mayor Marne appointed Mr. Fred Hobbs to the position of Member on the Board of Adjustments and Mrs. Etta Fanning to an Alternate position on the Board of Adjustments. Upon a motion made by Alderwoman Mary Werner and a second by Alderman Ken McClure, the City Council voted four (4) and none (0) opposed to confirm the Mayor's appointments to the Board of Adjustments. The motion carried.

**Report on Residential Tree Preservation Policy**

City Manager, Manuel Longoria presented information on the results of his research with other cities regarding residential tree preservation. Based on that information Mr. Longoria



recommends that City Council direct staff and the City Attorney to develop a draft ordinance and bring back at a future City Council meeting for their review.

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Ken McClure, the City Council voted four (4) and none (0) opposed to not take any action on this item. The motion carried.

**Discussion and action to move the October 20, 2009 regularly scheduled meeting of the City Council to Tuesday, October 13, 2009 in order to accommodate the Amendment and General Election early voting being held at the City of Shavano Park City Hall from October 19, 2009 through October 30, 2009**

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Dave Burns, the City Council voted four (4) and none (0) opposed to move the October Regular City Council meeting to October 13, 2009 from October 20, 2009. The motion carried.

**discussion and action to approve Resolution 09-18, a resolution establishing a moratorium on Fence Permits in "A-1" Zoning Districts as requested by Alderwoman Mary Werner**

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Ken McClure, the City Council voted four (4) and none (0) opposed to approve Resolution 09-18 as amended. The motion carried.

**Discussion and action to approve Resolution 09-17, a resolution in support of the creation of a League of Suburban Cities to evaluate and recommend methods to improve the suburban cities franchise agreement with CPS Energy (CPS) and authorizing the City of Shavano Park's participation in this organization**

Upon a motion made by Alderman Bruce Baumann and a second by Alderman Dave Burns, the City Council voted four (4) and none (0) opposed to approve Resolution 09-17 as captioned. The motion carried.

**City Manager's Report**

- a. Report on the Variable Frequency Drives Project at Well Site # 8.**
- b. Trinity Aquifer Water Well Project Update**
- c. Street Maintenance Program Update**
- d. Fire Station Improvement Project**
- e. Future Agenda Items**
  - i. Ordinance identifying Traffic Control Signs in Shavano Park**
  - ii. Safety Program**
  - iii. Update of City's Personnel Manual**
  - iv. Restaurant Food Inspection Ordinance**
  - v. Residential Tree Preservation Ordinance**

**vi. False Alarm Policy**

City Manager Longoria reported on the following: a) the Variable Frequency Drives (VFD's) at Well Site #8 is complete and Prime Controls will be here tomorrow to run the testing; b) the Trinity Aquifer Project bids are out and are due this Friday; c) all of east Shavano Park streets have been slurry sealed and will move onto Broken Bough next; d) ground breaking was held and construction has begun.

**The City Council shall meet in Executive Session under Texas Government Code §551.072 Deliberations about Real Estate and §551.074 Personnel Matters to discuss the following:**

- a. To deliberate the purchase of real property.**
- b. To deliberate the duties of the City Manager.**

**Reconvene into Regular Session and take action on the purchase of real property if necessary.**

**Adjournment**

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Bruce Baumann the City Council voted four (4) and none (0) opposed to adjourn the Regular session of the City of Shavano Park City Council at 1:03 p.m. on Wednesday, September 16, 2009. The motion carried.

**These minutes approved on the 15th of December, 2009.**

**APPROVED**

**A. DAVID MARNE**

Mayor

Attest:

**SAUNDRA PASSAILAIGUE**

City Clerk



**CITY OF SHAVANO PARK  
REGULAR CITY COUNCIL MEETING  
CITY HALL, COUNCIL CHAMBERS  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
TUESDAY, OCTOBER 13, 2009 AT 7:30 P.M.**

**MINUTES**

**Roll Call**

Honorable A. David Marne Mayor - absent  
Alderdwoman Mary Werner - present  
Alderman Bruce Baumann - present

Alderman Ken McClure - present  
Alderman Dave Burns - present  
Alderman Al Walea - present

**Call to Order**

Mayor Pro-Tern Mary Werner called the meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Alderman Ken McClure led the Pledge of Allegiance and Alderdwoman Mary Werner the Invocation.

**Citizens to be heard**

- Sam Bowker - 130 Hampton Way - spoke regarding item 6 of this agenda saying how he feels about the Board of Directors of the Bentley Manor Home Owner's Association
- Marc Weiner - 134 Hampton Way - also spoke of the speeding of vehicles through Bentley Manor and pedestrian safety.
- Leon Nelson - 126 Broken Bough - spoke about public nuisances
- Ron Heller - 519 Bentley Manor - also spoke of the speeding of vehicles through Bentley Manor and pedestrian safety.
- Lee Powers - 109 Elm Spring - spoke about the Shavano Park Fire Brigade and the staffing issues of our current fire department. Mr. Powers was also concerned with the height of some of the commercial buildings on Lockhill Selma and suggest that City Council consider a future budget item to purchase an aerial device to assist in putting out the fires in some of the taller buildings.

**Mayor's & City Council Comments**

No discussion

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

- a) Approval of the City Council Minutes from:  
August 27, 2009 Special Meeting  
September 01, 2009 Special Meeting**

**September 15, 2009 Regular Meeting**

- b) Acceptance of the Planning & Zoning Minutes from: September 02, 2009 Regular Meeting**
- c) Acceptance of the Municipal Court Activity Report**
- d) Acceptance of the Fire Department Activity Report**
- e) Acceptance of the Police Department Activity Report**
- f) Acceptance of the Public Works Department Activity Report**
- g) Acceptance of the Building Permit Activity Report**
- h) Acceptance of the Code Enforcement Activity Report**
- i) Acceptance of Finance Activity Report**

Upon a motion made by Alderman Ken McClure and a second by Alderman Al Walea, the City Council voted five (5) for and none (0) opposed to accept the consent agenda as presented. The motion carried.

**Discussion and action on Ordinance No. 500-03-09, an ordinance authorizing the City Manager to enter into a contractual agreement with Henkel Drilling & Supply, Incorporated for construction of the Wagon Trail Trinity Aquifer Water Well.**

Grant Snyder of URS, Corporation gave an update on the Trinity Aquifer Water Well.

Upon a motion made by Alderman Al Walea and a second by Alderman Bruce Baumann, the City Council voted five (5) for and none (0) opposed to approve Ordinance No. 500-03-09 as captioned. The motion carried.

**Discussion and possible action on the Bentley Manor Traffic Enforcement Petition**

Upon a motion made by Alderman Ken McClure and a second by Alderman Dave Burns, the City Council voted five (5) for and none (0) opposed to table this item to the November regular City Council meeting. The motion carried.

**An item providing authorization for the expenditure of funds from Fiscal Year 0809 budget; \$3,375 for the purchase and installation of an Air Conditioning/Heating System for the Public Works Shop; \$5,482 for a Water Pump Motor Replacement at Well Site #3; and \$6,500 for software upgrades to the Water System's SCADA Program**

Upon a motion made by Alderman Al Walea and a second by Alderman Dave Burns, the City Council voted five (5) for and none (0) opposed to use Fiscal Year 2009-2010 funds in the amount of \$3,375 for the air conditioning/heating system; \$5,483 for the water pump motor replacement and to defer the amount for the SCADA system until later consideration. The motion carried.

**Discuss and consider action on Ordinance No. 100-06-09, an ordinance amending the City of Shavano Park Code of Ordinances Chapter 36 Zoning; establishing side setback requirements for the Unit 18 Willow Wood Subdivision**

Upon a motion made by Alderman Ken McClure and a second by Alderman Bruce Baumann, the City Council voted five (5) for and none (0) opposed to accept Ordinance No. 100-06-09 as captioned. The motion carried.

**Discussion of City nuisance ordinances and management of neighborhood aesthetics as requested by Alderman Bruce Baumann**

Alderman Bruce Baumann directed staff to send him a weekly report on code enforcement activities and Alderman Ken McClure directed staff to make this a monthly item on the next several agendas.

**Bi-annual review of the City's code of ethics and conduct for elected officials and members of appointed Boards, Commissions, and Committees; as required by the code of ethics ordinance**

No action taken

**Report, discussion and action related to the Allied Waste Solid Waste Collection Rates for calendar year 2010**

Upon a motion made by Alderman Al Walea and a second by Alderman Dave Burns, the City Council voted five (5) for and none (0) opposed to defer a rate increase until the subsequent year on Allied Waste contract. The motion carried.

**Discussion and direction to staff on the feeding of native animals within Shavano Park**

No action taken

**City Manager's Report**

- a. **New City Employees**
- b. **1<sup>st</sup>. Annual Epilepsy Awareness 5K Run/Walk, Saturday, November 7, 2009 @ 8:00 a.m.**
- c. **Town Plan Update**
- d. **Fire Station Improvement Project Update**
- e. **Future Agenda Items**
  - i. **Fiscal Year 2008-09 Year-End Preliminary Financial Report (November)**
  - ii. **Purchasing Policy (November)**
  - iii. **Budget Adjustment Policy (November)**

- iv. **Update of City's Personnel Manual (December)**
- v. **Restaurant Food Inspection Ordinance (December)**
- vi. **False Alarm Policy (January)**
- vii. **Fee Schedule**

City Manager, Manuel Longoria, Jr. updated the City Council of the following: a) Kevin Briggs has joined the Fire Department and Blanca Esquivel has joined the Police Department; b) briefed Council on the upcoming Epilepsy 5K Run; c) next Town Plan Event will be held on October 31<sup>st</sup> at the Greater San Antonio Builders Association; d) contract has been signed but

now we are getting rain which has delayed the pouring of the slab.

### **Adjournment**

Upon a motion made by Alderman Dave Burns and a second by Alderman Bruce Baumann the City Council voted five (5) and none (0) opposed to adjourn the Regular session of the City of Shavano Park City Council at 9:24 p.m. on Tuesday, October 13, 2009. The motion carried.

**These minutes approved on the 15th of December, 2009.**

**APPROVED**



**A. DAVID MARNE**  
Mayor

Attest: **SAUNDRA PASSAILAIG** City Clerk



**CITY OF SHAVANO PARK  
REGULAR CITY COUNCIL MEETING  
CITY HALL, COUNCIL CHAMBERS  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
TUESDAY, NOVEMBER 17, 2009 AT 7:30 P.M.**

**MINUTES**

**Roll Call**

Honorable A. David Marne Mayor - present  
Alderwoman Mary Werner - present  
Alderman Bruce Baumann - present

Alderman Ken McClure - present  
Alderman Dave Burns - present  
Alderman Al Walea - present

**Call to Order**

Mayor A. David Marne called the meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Mayor Marne led the Pledge of Allegiance and Alderman Al Walea the Invocation.

**Citizens to be heard**

- James Moore - 9506 Jason Bend - tenant on Paesanos Parkway - covered parking issue and would like to have on next agenda for the City Council to discuss. City Manager Manuel Longoria, Jr. said he would work with Mr. Moore to come to a resolution on this issue.
- Sam Bowker - 130 Hampton Way - spoke in favor of traffic enforcement in Bentley Manor.
- Henry Green - 122 Turkey Creek - asked that the City Council suspend enforcement of the ordinance restricting recreational vehicles in Shavano Park.
- Rickey Psencik - 119 Broken Bough - would like more enforcement of the City's ordinances.
- Leon Nelson - 126 Broken Bough - comment made on color of paint to be used in painting wounds on trimmed Oak trees.
- Etta Fanning - 418 Hampton Way - spoke about the traffic enforcement in Bentley Manor.
- Ron Keller - 519 Bentley Manor - spoke in favor of traffic enforcement in Bentley Manor.

**Mayor's & City Council Comments**

Alderman Bruce Baumann once again stressed the need for code enforcement and better communication.

**Mayor Marne's presentation of Certificate of Achievement to Austin Salter for his participation in the 2009 National Bible Bee**

Austin Salter was not in attendance this evening but Mayor Marne recognized Austin for his participation in the National Bible Bee where he was one of 17,000 who competed. Austin and his family are residents of the City of Shavano Park.

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

- a) **Approval of the City Council Minutes from:  
August 27, 2009 Special Meeting  
September 01, 2009 Special Meeting**
- b) **Acceptance of the Planning & Zoning Minutes from:  
October 07, 2009 Regular Meeting**
- c) **Acceptance of the Board of Adjustments Minutes from:  
January 07, 2008 Meeting  
September 15, 2008 Meeting  
September 14, 2009 Meeting**
- d) **Acceptance of the Municipal Court Activity Report**
- e) **Acceptance of the Fire Department Activity Report**
- f) **Acceptance of the Police Department Activity Report**
- g) **Acceptance of the Public Works Department Activity Report**
- h) **Acceptance of the Building Permit Activity Report**
- i) **Acceptance of the Code Enforcement Activity Report**
- j) **Acceptance of Finance Activity Report**

Upon a motion made by Alderman Bruce Baumann and a second by Alderman Dave Burns, the City Council voted five (5) for and none (0) opposed to accept the consent agenda as presented. The motion carried.

**Presentation of Fiscal Year 2008-2009 Year-End Preliminary Financial Report (Clara Santos, Finance Director)**

Mrs. Santos presented the Fiscal Year 2008-2009 Year-End Preliminary Financial Report to the City Council.

*Upon a motion made by Alderman Ken McClure and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to move item II on this agenda to this place in the meeting tonight. The motion carried.*

**Discuss and consider action on Ordinance No. 100-09-09, an ordinance of the City of Shavano Park, Texas, providing for findings of fact; extension of speed limits into the Bentley Manor Planned Unit Development Subdivision; establishing speed limits; authorizing placement of signs; enforcement; administration; penalties and**



**finer not to exceed \$200.00; effective date; repealer; preemption clause; severability; and proper notice of meeting**

Mr. Joe Nicks, Civil Engineer and Senior Traffic Engineer, presented the results of his traffic study in Bentley Manor. Mr. Nicks recommendation for any residential community without sidewalks would be a speed limit of 20 mph.

Upon a motion made by Alderman Dave Burns and a second by Alderwoman Mary Werner, the City Council voted four (4) for and none (0) opposed to adopt Ordinance No. 100-09-09 as captioned. Alderwoman Mary Werner abstained from the vote. The motion carried.

**Discussion, update and action on vacant Fire Chief Position as requested by Alderwoman Mary Werner**

Alderwoman Mary Werner asked that the City Council consider possibly having a Director of Public Safety over police and fire. City Manager Longoria said he would be advertising in the December and having an interview process; then give City Council his recommendation in February 2010. Alderwoman Werner asked that two Council members sit be on the selection committee along with the two fire chiefs.

Upon a motion made by Ken McClure and a second by Alderman Dave Burns, the City Council voted five (5) for and none (0) opposed to form a selection process of two City Council members, two fire chiefs and the City Manager to review applicants for the position of fire chief. The motion carried.

**Discussion and action on development of communication committee and selection of editor-in-chief as requested by Alderwoman Mary Werner**

Alderwoman Mary Werner proposed that an official communication committee be created to include an editor-in-chief. Alderman Al Walea suggested that a charter be created first.

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Bruce Baumann the City Council voted five (5) for and none (0) opposed to have the Newsletter Group which consists of Margaret Kautz, Michele Ross, Carlota Dwyer, Randi Wayland and Michele Campbell create a charter for a Communication Committee to oversee the website and the Roadrunner and bring back to City Council for review. The motion carried.

**Discussion and action on the City's Organizational Chart as requested by Alderwoman Mary Werner**

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Bruce Baumann, the City Council voted four (4) for and one (1) opposed with Alderman Al Walea

casting the negative vote, to move the position of Code Enforcement Officer under the "*Administrative Development*" box on the organizational chart. The motion carried.

Upon a motion made by Alderman Ken McClure and a second by Alderman Dave Burns, the City Council voted two (2) for and three (3) opposed with Alderwoman Mary Werner, Alderman Bruce Baumann and Alderman Al Walea casting negative votes, to create a "dotted line" from the Code Enforcement Officer to the City Clerk on the organizational chart. The motion failed.

**Discussion and action on light work policy for employees under Doctor's instructions as requested by Alderwoman Mary Werner**

Direction was given to staff to review the policy on catastrophic leave,

**Discuss and consider action on Ordinance No. 100-07-09, an ordinance amending Chapter 36 § 36-41 of the City of Shavano Park Code of Ordinances to require that lots within the City limits of the City of Shavano Park, Texas that maintain fences abutting the streets of Lockhill Selma Road, De Zavala Road, N.W. Military Hwy or Huebner Road may not erect gates on such fence; providing for severability and an effective date**

Upon a motion made by Alderman Bruce Baumann and a second by Alderman Dave Burns, the City Council voted four (4) for and one (1) opposed with Alderman Al Walea casting the negative vote, to adopt Ordinance No. 100-07-09 as captioned. The motion carried.

**Discuss and consider action on Ordinance No. 100-08-09, an ordinance amending Chapter 36 § 36-36 (f) (3) d. of the City of Shavano Park Code of Ordinances to require that lots generally within the residential A-1 district zoning classification of the City limits of the City of Shavano Park, Texas that maintain fences may not do so beyond the front face of the residence with solid materials; providing for severability and an effective date**

Upon a motion made by Alderwoman Ken McClure and a second by Alderman Dave Burns, the City Council voted five (5) for and none (0) opposed to adopt Ordinance No. 100-08-09 as amended. The motion carried.

**Discuss and consider a Resolution authorizing the submission of a grant application for an energy efficiency and conservation block grant sponsored by the State of Texas Comptroller of Public Accounts**

Upon a motion made by Alderman Al Walea and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to authorize the submission of a grant application as captioned. The motion carried.

**City Manager's Report**

- a. **Trinity Aquifer Water Well Project Update.**
- b. **Town Plan Update**
- c. **Update on the Citizen's Fire Brigade (Acting Fire Chief Michael Naughton)**
- d. **Fire Station Improvement Project Update**
- e. **Employee Update**
- f. **Future Agenda Items**
  - i, **Purchasing Policy (December)**
  - ii. **Budget Adjustment Policy (December)**
  - iii. **Update of City's Personnel Manual (January)**
  - iv. **Restaurant Food Inspection Ordinance (January)**
  - v. **False Alarm Policy (March)**
  - vi. **Fee Schedule (February)**

City Manager Manuel Longoria, Jr. updated the City Council on the following: a) Mr. Grant Snyder of URS Corporation gave the City Council an update on the Trinity Aquifer Water Well Project; b) the next Town Plan event will be held on Saturday, February 13, 2010; c) Acting Fire Chief Michael Naughton updated Council on the Citizens Fire Brigade; d) City Manager Longoria updated Council on the Fire Station Improvements saying that the structure is moving right along; e) Mr. Longoria informed Council of new Court Clerk Tammy Dines and added that the Thanksgiving Potluck (November 20<sup>th</sup>) and the Holiday Celebration Luncheon (December 11<sup>th</sup>).

**Adjournment**

Upon a motion made by Alderman Bruce Baumann and a second by Alderman Dave Burns the City Council voted five (5) and none (0) opposed to adjourn the Regular session of the City of Shavano Park City Council at 10:46 p.m. on Tuesday, November 17, 2009. The motion carried.

**These minutes approved on the 15th of December, 2009.**

**APPROVED**

**A. DAVID MARNE** \* \* \*  
Mayor

**SAUNDRA  
PASSAILAIGUE**

Attest:

City Clerk



**CITY OF SHAVANO PARK  
REGULAR CITY COUNCIL MEETING  
CITY HALL, COUNCIL CHAMBERS  
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231  
TUESDAY, DECEMBER 15, 2009 AT 7:30 P.M.**

**MINUTES**

**Roll Call**

Honorable A. David Marne Mayor - present  
Alderman Mary Werner - present  
Alderman Bruce Baumann - present

Alderman Ken McClure - present  
Alderman Dave Burns - present  
Alderman Al Walea - present

**Call to Order**

Mayor For the Day, Lane Ashby Kuykendall called the meeting to order at 7:31 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). "Mayor Kuykendall" led the Pledge of Allegiance and Alderman Ken McClure the invocation.

**Citizens to be heard**

None

**Mayor's & City Council Comments**

- Alderman Mary Werner wished everyone a Happy Hannukah and a Merry Christmas
- "Mayor Kuykendall" wished everyone a Happy Hannukah and a Merry Christmas
- Alderman Ken McClure asked that the City Manager update the audience on code issues during the consent agenda
- Alderman Al Walea wished everyone a happy and safe holiday

**Presentation by Mayor A. David Marne of a Proclamation declaring Lane Ashby Kuykendall as Mayor For the Day**

Mayor Marne introduced Miss Lane Ashby Kuykendall and presented her with a Proclamation declaring her as Mayor For the Day. Miss Kuykendall received this honor from Blattman Elementary School's Black Bear Bash. Miss Kuykendall spent the entire afternoon performing some of the Mayor's duties and taking tours of the City.

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

- a) Approval of the City Council Minutes from:  
September 15, 2009 Regular Meeting  
October 13, 2009 Regular Meeting  
November 17, 2009 Regular Meeting**
- b) Acceptance of the Planning & Zoning Minutes from:  
November 04, 2009 Regular Meeting**
- c) Acceptance of the Municipal Court Activity Report**
- d) Acceptance of the Fire Department Activity Report**
- e) Acceptance of the Police Department Activity Report**
- f) Acceptance of the Public Works Department Activity Report**
- g) Acceptance of the Building Permit Activity Report**
- h) Acceptance of the Code Enforcement Activity Report**
- i) Acceptance of Finance Activity Report**

The City Manager gave a brief update on code enforcement issues. Mr. Longoria said much progress had been made and also that residents could view the code enforcement activity report on the City's website.

Alderman Ken McClure asked that more information be added to the Bentley Manor traffic enforcement to the September 15, 2009 Regular City Council minutes.

Upon a motion made by Alderman Al Walea and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to accept the consent agenda as amended. The motion carried.

**Interview with candidates that have been nominated to serve on the VIA Metropolitan Board of Trustees to represent the Greater Bexar County Council of Cities; discussion; and recommendation by the City Council to Mayor A. David Marne on the preferred candidate**

Mr. Stephen Allison, Elena Guajardo and Mike McClone each gave a presentation asking City Council to consider voting for them.

Alderman Dave Burns asked that it go on record that this just wasn't right" putting Council in a position of voting without much notice or information.

After a discussion, the consensus of the City Council was to vote for Mr. Mike McClone.

## **Independent Auditor's Report of the Fiscal Year 2008-2009 City of Shavano Park Financial Statements (Roger Harrison, CPA)**

Mr. Roger Harrison, City Auditor mentioned that his report is normally presented in January or later and praised staff for a job well done. Mr. Harrison went over the audit in detail and said that this audit is available to the public to view on the City's website. Mr. Harrison said that the financial health of the City is very sound.

Alderwoman Werner asked that it be noted in the minutes that Mr. Harrison has been authorized to contact members of Council any time during his audit that he may find an item he wishes to discuss with them.

Upon a motion made by Alderman Al Walea and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to accept the Fiscal Year 2008-2009 City of Shavano Park Financial Audit as presented by Roger Harrison, CPA. The motion carried.

## **Trinity Aquifer Water Well Project Update (Grant Snyder, Project Manager)**

Mr. Grant Snyder presented the City Council with an update on the Trinity Aquifer Water Well Project stating that everything was on schedule.

## **Discussion and action on a budget and purchasing policy**

City Manager Longoria presented a draft budget and purchasing policy for discussion and direction from City Council. Mr. Longoria added that a draft policy will be included in the January agenda.

Alderman Al Walea asked that City Council receive a monthly report of all transfer funds.

## **City Manager's Report**

- a. Report on the Insurance Service Office (ISO) Fire Rating for Shavano Park**
- b. Town Plan Update**
- c. Fire Station Improvement Project Update**
- d. Employee Update**
- e. Future Agenda Items**
  - i. Update of City's Personnel Manual (January)**
  - ii. Restaurant Food Inspection Ordinance (January)**
  - iii. False Alarm Policy (March)**
  - iv. Fee Schedule (February)**
  - v. Fire Department/EMS Authorization Ordinance**

City Manager Longoria updated the City Council on the following: a) Acting Fire Chief Michael Naughton announced the official rating from the ISO but that this is a preliminary grade of a 3 which is up from 6. Naughton added that this is a grade for the City and NOT the Fire Station;

b) City Manager Longoria said that December would be used to write the first draft which would then go to Planning & Zoning for review followed by presentation would be made on February 13, 2010. City Council should have a final product in March of 2010; c) City Manager Longoria said that the Fire Station project is on schedule; d) Robert Martinez, Jr. is the newest hire to the Municipal Court as Court Clerk. Mr. Martinez has a level I certification also Kendall Webster, Code Enforcement Officer has turned in her resignation; e) future agenda items as listed which included one more item of the contract with DeZavala Veterinary Clinic.

**The City Council shall meet in Executive Session under Texas Government Code Section 551.074 *Personnel Matters* to discuss the following:**

**a. Bi-annual evaluation of the City Manager as required in employment agreement**

The City Council went into Executive Session at 9:20 p.m.

**Reconvene into Regular Session**

The City Council reconvened at 10:40 p.m.

**Adjournment**

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Bruce Baumann the City Council voted five (5) and none (0) opposed to adjourn the Regular session of the City of Shavano Park City Council at 10:47 p.m. on Tuesday, December 15, 2009. The motion carried.

**These minutes approved on the 19th of January, 2010.**

Attest:

**SAUNDRA PASSAIGUE**  
City Clerk

*Large*  
**APPROVED**  
*[Signature]*  
**A. DAVID MARNE**  
Mayor

