

**THE MINUTES OF THE SHAVANO PARK CITY COUNCIL
MEETINGS 2011**

- Regular meetings
- Special meetings
- Workshops

TUESDAY, JANUARY 18, 2011

TUESDAY, FEBRUARY 15, 2011

FRIDAY, FEBRUARY 18, 2011

TUESDAY, MARCH 15, 2011

TUESDAY, MARCH 22, 2011

MONDAY, APRIL 18, 2011

TUESDAY, APRIL 19, 2011

TUESDAY, APRIL 26, 2012

MONDAY, MAY 2, 2011

TUESDAY, MAY 17, 2011

FRIDAY, MAY 20, 2011

TUESDAY, JUNE 21, 2011

TUESDAY, JULY 19, 2011

MONDAY, AUGUST 8, 2011

TUESDAY, AUGUST 16, 2011

TUESDAY, AUGUST 30, 2011

TUESDAY, SEPTEMBER 6, 2011

TUESDAY, SEPTEMBER 13, 2011

TUESDAY, SEPTEMBER 20, 2011

THURSDAY, OCTOBER 6, 2011

MONDAY, OCTOBER 24, 2011

MONDAY, NOVEMBER 28, 2011

FRIDAY, DECEMBER 2, 2011

MONDAY, DECEMBER 19, 2011

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL WORK SESSION
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
TUESDAY, JANUARY 18, 2011 AT 6:00 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne Mayor – present
Alderman Bruce Baumann – present
Alderman Al Walea – present

Alderman Ken McClure – present
Alderwoman Mary Werner – present
Alderwoman Etta Fanning – present

Special Guests: Planning & Zoning Commission Members:

Chairman Bob Werner, George Fillis, Michael Janssen, David Jauer and Michele Ross

Call to Order

Mayor Marne called the work session to order at 6:00 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

City Council work session regarding planning and design issues related to N.W. Military Highway and direction to City Staff concerning consulting engineering services to complete the planning design for the project.

Town Plan Evaluation Working Group Chairman, Don Wallace and Gilmore Gaston of Pape Dawson presented a plan for the N.W. Military Highway development. Mr. Wallace said that this plan is not only safer but it is prettier, flows traffic better, it is environmentally safer, and it is better for the recharge zone. Mr. Wallace added that a four lane divided boulevard with a divided median cuts traffic in half. Which should help keep property values up in contrast to a five, six or seven lane highway going through. Mr. Wallace and Mr. Gaston continued with a very detailed presentation followed by questions from the audience as well as comments by the Planning & Zoning members in attendance.

Alderwoman Mary Werner voiced her appreciation to Pape Dawson for all of the generous work and donations they have put toward this project.

Alderman Bruce Baumann thanked Chairman Wallace for the time he puts in from his life to serve this City.

The consensus of the Council was to move forward to gather more data on the NW Military Highway Project. Direction was then given to City Staff, Chairman Wallace and the Planning & Zoning Commission to develop a document outlining the scope of the work. The City Manager then received direction from the Council to negotiate a contract with Pape Dawson and bring back the contract in February to the Council for review and acceptance.

City Council work session to receive presentation on the City Employee’s Retirement Plan administered through the Texas Municipal Retirement System (TMRS).

City Manager, Manuel Longoria, Jr. presented the item and introduced Anthony Mills, Texas Municipal Retirement System (TMRS). Mr. Mills presented the Council with a timeline of where the City has been and how the City got to where it is today, and answered questions from both the Council and citizens. Mayor Marne and the Council expressed their appreciation to Mr. Mills for the manner in which he successfully conveyed very complex information.

Adjournment

Mayor Marne adjourned the Special Work Session of the City of Shavano Park City Council at 8:10 p.m. on Tuesday, January 18, 2011. The motion carried.

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
TUESDAY, JANUARY 18, 2011 AT IMMEDIATELY FOLLOWING THE WORK SESSION**

MINUTES

Roll Call

Honorable, A. David Marne Mayor – present
Alderman Bruce Baumann – present
Alderman Al Walea – present

Alderman Ken McClure – present
Alderwoman Mary Werner – present
Alderwoman Etta Fanning – present

Call to Order

Mayor Marne called the Council Meeting to order at 8:20 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 Alderwoman Etta Fanning the invocation.

Citizens to be heard

- Bill Collins - 139 Wagon Trail – as requested, Mayor Marne read a letter submitted by Mr. Collins in reference to a sewer line issue on his property.
- Kathryn Powers - 109 Elm Spring – voiced a complaint regarding dispatch services.

Mayor & City Council Comments

- Alderman Al Walea thanked those responsible for providing the TMRS presentation this evening.
- Alderwoman Etta Fanning thanked those in the audience for their attendance this evening.

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

- a) Approval of the City Council Minutes from:
December 21, 2010 Regular Meeting**
- b) Acceptance of the Planning & Zoning Commission Minutes from:
September 01, 2010 Meeting
November 03, 2010 Meeting**
- c) Acceptance of the Water Advisory committee Minutes from:
October 25, 2010 Meeting**
- d) Acceptance of the Municipal Court Activity Report**
- e) Acceptance of the Police Department Activity Report**
- f) Acceptance of the Fire 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 Compliance Activity Report**

Upon a motion made by Alderman Bruce Baumann 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.

Presentation and discussion of the Quarterly Report from the Communications Committee.

Communications Committee Chair Michele Ross presented the Communications Committee First Quarter Report. Chairman Ross said the Committee felt it their duty to ask what citizens need to know and what citizens want to know and then recommend the fastest, easiest, most cost efficient way to get that to them. Chairman Ross added that the Committee will develop a communication plan and once that plan has been in implementation for a period of time, a workshop will be conducted along with a survey to get feedback from residents. The Committee is currently reviewing

the Roadrunner Newsletter to be followed by the City website. The Communications Committee has agreed that the newsletter is in need of editorial guidance; they have established a list of content and will prioritize that content at their next meeting. The Committee will be reviewing the new website which is to launch on February 1, 2011. Committee member Jonathan Schmidt elaborated on website concerns, and answered questions from both Council members and citizens regarding the City's newest web site. Chairman Ross concluded by saying that the Committee will also be recommending creating a third tool which will be a community services brochure that will allow citizens to have a document with pertinent information in it. It will have everything to do with police, emergency, utilities, school districts, solid waste collections, etc. This brochure can also be on the website. Alderman Walea clarified that what the Committee is going to do is put together procedures and policies as guidance and then bring this back to the City Council for review and approval.

Presentation of the Fiscal Year 2010-11 1st Quarter Financial Report and acceptance of the Financial Activity Report.

Finance Director, Clara L. Santos presented the Fiscal Year 2010-11 1st Quarter Financial Report which showed that the City currently has a little over 5 million in cash. Historically the General Fund has begun at its lowest amount of cash but then it gradually increases. The General Fund budget right now is at 3.4 million which is 93% of our base budget in cash reserve. The Operating Water Fund is at a little under 1 million dollars in cash reserve. The Trinity Capital Project has expensed 1.3 million and management estimates it will expense an additional 1 million by completion. The Capital Fund is being built up for all future projects so this will increase throughout the fiscal year. General Fund revenues currently are at 45% of the budget, with the bulk of this from Ad Valorem taxes which is at 79% collected. Ad Valorem taxes are at 1.19 million collected to date which is a 4.5% increase from this point last fiscal year. The Sales Tax is at \$53,000 collected to date which is 27% higher than this time last year and 20% higher than the previous year. Permits and licenses are at 30% of the budget. Mrs. Santos said that so far during this 1st quarter a cost of living increase was given; sick leave buy back was given; two police vehicles are on order; and transfers to the Capital Replacement Fund have taken place on a monthly basis. As far as the Water Fund, revenues are at 24% and consumption is also at 24%. The operating cost for the Water System is currently at 23% of expenditures and the Trinity Well Project has a \$378,000 year to date expense but has a budget of \$300,000. Mrs. Santos asked if the council wanted to revise the budget or not or dip into the fund balance. It was agreed to run this by the Water Advisory Committee for approval which will meet on April 5, 2011. Debt Service has received 54% of the taxes year to date. We have closed out the Capital Improvement Fund with the Fire Station Improvement Project being the last 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 the Fiscal Year 2010-11 1st Quarter Financial Report as presented. The motion carried.

Discussion and possible action of Ordinance No. 300-01-11 establishing a policy regarding the public use of City Hall Chambers for meetings and events.

Mayor Marne called for an Executive Session to discuss this item. Having no citizens in the audience for this item, Mayor Marne asked that this item be moved to item 11 of this agenda.

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 7 to item 11 on the January 18, 2011 City Council agenda. The motion carried.

Staff update on Public Works Projects including the Trinity Water Well Project, Huebner Road Ground Storage Tank Painting Project, Speed Humps on Windmill Road and ongoing Drainage Projects.

Public Works Director, David Dimaline reported that the Trinity Water Well Project is now in the final construction phase. The last remaining tasks are as follows:

- Well #5 tie in;
- Water sampling and analysis;
- Booster pump installation;
- Install fencing around Well; and
- Grading and hydro mulch along Wagon Trail and Shavano Drive.

Mr. Dimaline proceeded to say that there have been no change orders since the last update; that delivery of the booster pumps has been delayed once again but that they are here but had to be sent to a coder. The pumps are scheduled to be delivered on January 28th with installation by February 15th; Texas Commission on Environmental Quality (TCEQ) has up to ninety (90) days to review and approve the project once construction is complete, but he does not anticipate it taking this long since there has been close coordination throughout the project.

Public Works Director, David Dimaline reported that the Huebner Ground Storage Tank Painting Project is moving along nicely. The items that have been accomplished to date are as follows:

- Sandblasting is complete and primer coat has been applied to the interior. Exterior has been primed and application of an intermediate coat of paint has begun;
- New interior and exterior ladders and hand rails were added along with a new man way with davit arm in place; and
- This week welding is taking place on the interior, addressing corrosion on rafters and dollar plate support;

Mr. Dimaline went on to say that once welding is completed later this week, the contractor will finish painting the interior and exterior. There have been no change orders to date on this project.

Mr. Dimaline concluded saying that this project is scheduled to be completed by the end of February 2011.

Mr. Dimaline reported on drainage initiatives.

- The department is focusing on Elm Spring and Bikeway; and
- Working on 3819 DeZavala Road to secure a Right of Entry Agreement to clear debris and improvements to grading to improve drainage into the Olmos Creek.

Lastly, Mr. Dimaline updated the Council on the speed humps on Windmill Road.

- Speed humps are currently on order;
- Speed cushions and associated signage will be installed with the next couple of weeks;
- Letter will be sent out to residents of Windmill Road informing them of the humps; and
- Newsletter article will be placed on website

Discuss and consider action on Resolution No. 11-01, a resolution of the City Council of the City of Shavano Park ordering and establishing procedures for a General Election in the City of Shavano Park, Texas to elect one Mayor and two Alderman.

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 accept Resolution No. 11-01 as presented. The motion carried.

Resolución del consejo municipal de la ciudad de Shavano Park, ordenando y estipulando los procedimientos para la celebración de una Elección General en la ciudad de Shavano Park, Texas, para elegir uno mayoral and dos Concejales.

Al ser presentada una moción por el Concejal Al Walea y secundada por el Concejal Ken McClure, el Consejo Municipal votó cinco (5) votos a favor y ninguno (0) en contra para aceptar la Resolución No. 11-01 según enmendada. La moción fue aprobada.

Presentation and discussion regarding the development of the City's new website.

City Manager, Manuel Longoria, Jr. presented the City Council with an update on the City's new website.

- Scheduled to go live on February, 1, 2011;
- A link was sent to the City Council, Communication Committee and City Staff for review and input;
- Expense to date is \$16,302.00; and
- Monthly hosting fee is \$100.00

City Manager Longoria gave the City Council a timeline of events leading to the new website.

- 12/27/07 – During a Strategic Issue Work Session
 - Identified as project to improve communications
 - Enhanced website
- 9/2008 – Staff places \$20,000 in the budget for new redesigned website.
 - City Council approved the budget.
- 12/2/08 – Strategic Issue Work Session
 - Website issue reaffirmed
- 12/2008 – Staff solicits request for proposals
- 2/6/09 – Three proposals were received
 - Boss Creative at \$36,300.00
 - Blue Clover at \$23,475.00
 - Brainstorm at \$20,000.00
- 3/2009 – to current date
 - Working with consultant to complete the site
- 2/1/2011 – Go live with the new website

This presentation was followed by a discussion. No action was taken.

City Manager's Report

a) Employee Update

b) City Council-City Staff Strategic Planning Session (February)

c) Future Agenda Items

- i. Omitted Ordinances and Changes to Ordinances made in codification of City Code – Chapters 1-36**
- ii. Residential Heritage Tree Protection Ordinance**
- iii. Changes in Building Code to address Pool & HVAC equipment in side setbacks.**

City Manager Longoria reported to the City Council on the following: a) one fire department employee resigned to move to North Carolina to go to nursing school. b) We are in the process of setting up another Strategic Planning Work Session and are looking at doing this on February 11, 2011. This will set the plan for the next three years.

Future agenda items: The omitted ordinances are going through Planning & Zoning. These have gone through a review and some will require attention from the Planning & Zoning Commission; we are still working on a heritage tree preservation ordinance; working on the pool equipment, mechanical equipment and HVAC equipment in side setbacks issue which is also being reviewed by Planning & Zoning; a draft change order policy is also being worked on and will be coming to City Council.

Discussion and possible action of Ordinance No. 300-01-11 establishing a policy regarding the public use of City Hall Chambers for meetings and events.

The City Council went into Executive Session at 10:03 p.m.

The City Council reconvened at 10:37 p.m. No action was taken.

Adjournment

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Al Walea, the City Council voted five (5) for and none (0) opposed to adjourn the Regular meeting of the City of Shavano Park City Council at 10:38 p.m. on Tuesday, January 18, 2011. The motion carried.

These minutes approved on the 15th of February, 2011.

A P P R O V E D

A. DAVID MARNE

Mayor

Attest:

SAUNDRA PASSAILAIGUE, TRMC

City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
FEBRUARY 15, 2011
7:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne Mayor – present	Alderman Ken McClure – present
Alderman Bruce Baumann – present	Alderdwoman Mary Werner – present
Alderman Al Walea – present	Alderdwoman Etta Fanning – present

Call to Order

Mayor Marne called the City Council meeting to order at 7:32 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Alderdwoman Mary Werner led the Pledge of Allegiance and Alderman Al Walea the invocation.

Citizens to be heard

None

Mayor & City Council Comments

- Mayor Marne sadly informed everyone of the passing of Eugene Change. Mr. Change was part of the Amateur Radio Club.
- Alderdwoman Etta Fanning asked that Police Chief Curtis Stewart thank his department for notifying her of her open garage door and for looking out for all of the citizens of Shavano Park.

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

- a) Approval of the City Council Minutes from:
January 18, 2011**
- b) Acceptance of the Planning & Zoning Commission Minutes from:
January 05, 2011 Meeting**
- c) Acceptance of the Municipal Court Activity Report**
- d) Acceptance of the Police Department Activity Report**

- e) **Acceptance of the Police Department Annual Racial Profiling Report**
- f) **Acceptance of the Fire Department Activity Report**
- g) **Acceptance of the Building Permit Activity Report**
- h) **Acceptance of the Code Compliance Activity Report**
- i) **Acceptance of the Financial Activity Report**
- j) **Acceptance of the Public Works Department Activity Report**

Upon a motion made by Alderman Bruce Baumann 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.

Discuss and consider action on Ordinance No. 500-01-11, an ordinance authorizing the City Manager to enter into a professional service agreement with Pape-Dawson Engineers, Inc. in the amount of \$24,970.00 for engineering services for the N.W. Military Highway Improvement Project.

City Manager Manuel Longoria, Jr. presented this item. Town Plan Evaluation Working Group Chairman Don Wallace and Gilmer Gaston of Pape-Dawson Engineers were available for questions. This was followed with a lengthy discussion.

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 Ordinance No. 500-01-11 as amended. The motion carried.

Discuss and consider action on the acceptance of the low bid from Ancira Dodge in the amount of \$43,234.00 for the purchase of two police vehicles.

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 the bid from Ancira Dodge in the amount of \$43,234.00 as presented. The motion carried.

Discuss and consider action on Resolution No. 11-02, a resolution of the City Council of the City of Shavano Park, Texas declaring Saturday, April 30, 2011 as City-Wide Garage Sale Day.

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 accept Resolution No. 11-02 as presented. The motion carried.

Staff update on Public Works Projects including the Trinity Water Well Project, Huebner Road Ground Storage Tank Painting Project, Speed Humps on Windmill Road and ongoing Drainage Projects.

Public Works Director, David Dimaline reported the following update on the Trinity Water Well Project:

- Fencing around the Well is complete;
- Grading and hydro mulch is complete;
- Water sampling and testing is complete; and
- Booster pumps have been delivered

Major Remaining tasks are:

- Well #5 tie in at Shavano Drive – should be completed next week;
- Booster pump installation – should be completed this week;
- URS Final completion walk through;
- Texas Commission on Environmental Quality (TCEQ) Approval

Mr. Dimaline proceeded to say that a change order was submitted in the amount of \$8,395.00 for additional work required for the Well #5 tie in. This was due to a requirement from TxDot for an additional utility line to run further up Shavano Drive outside of their right-of-way. With this change order, the current balance is \$215,605.00.

Mr. Dimaline reported next on the Huebner Ground Storage Tank Painting Project as follows:

- Interior and exterior coating has been completed and inspected by Tetra Tech;
- The project is substantially complete;
- Next step will be to disinfect the tank and do a sampling; and
- After sample results are in, water can be delivered into distribution.

Mr. Dimaline went on to say that there have been no change orders to date on this project.

Mr. Dimaline then reported on drainage initiatives.

- 3819 DeZavala Road – brush removal and grading (Olmos Creek); and
- 128 Cliffside - Installation of a twelve inch (12") pipe under two driveways and grading (Salado Creek).

Lastly, Mr. Dimaline updated the Council on the speed humps on Windmill Road.

- Two speed humps and signage were ordered and delivered;
- Locations have been determined; and
- Installation of the speed humps is scheduled for this week.

City Manager's Report

- a. Employee Update**
- b. Update on Salado Creek Hike and Bike trail proposed by the City of San Antonio**
- c. Strategic Planning Work Session – Friday, February 18, 2011**
- d. City Hall Use Policy**
- e. Future Agenda Items**
 - i. Omitted Ordinances and Changes to Ordinances made in codification of City Code – Chapters 1-36**
 - ii. Residential Heritage tree Protection Ordinance**
 - iii. Changes in Building Code to address Pool & HVAC equipment in Side Setbacks**
 - iv. Change Order Policy for Capital Improvements Projects**

City Manager Longoria reported to the City Council on the following: a) no news on employees; b) a meeting was held earlier this month with former Mayor Howard Peak from the City of San Antonio, Brandon Ross from the City of San Antonio's Parks and Recreation Department, Planning & Zoning Commission members, Bob Werner, Mark Kamstra and Michael Janssen, Mayor Marne and the City Manager to discuss hike and bike trails. There will be a GPS survey of the area next week and staff will go along with them; c) Friday, February 18th at 9:00 am is the Strategic Planning Session. This should take about two hours and will be held here in Council Chambers.

Future agenda items: The City Attorney is working on the omitted ordinances and a draft ordinance will be presented to the policy committee as soon as possible; still working on the heritage tree preservation ordinance; Planning & Zoning Commission is working on pool and HVAC equipment ordinance; and the City Manager is working on a change order policy that will possibly be presented to Council in March.

The City Council shall meet in Executive Session under Texas Government Code Section §551.071 *Consultation with Attorney* to discuss the following:

- a. Briefing on the legal issues related to the establishment of a policy regarding the public use of City Hall Chambers for meetings and events.**

The City Council went into Executive Session at 8:40 p.m.

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

The City Council reconvened at 8:58 p.m. No action was taken.

Adjournment

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 adjourn the Regular meeting of the City of Shavano Park City Council at 8:58 p.m. on Tuesday, February 15, 2011. The motion carried.

These minutes approved on the 15th of March, 2011.

A P P R O V E D

A. DAVID MARNE
Mayor

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**SHAVANO PARK SPECIAL CITY COUNCIL WORK SESSION
CITY HALL COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
FRIDAY, FEBRUARY 18, 2011 AT 9:00 A.M.**

Minutes

Roll Call

Honorable, A. David Marne Mayor – present	Alderman Ken McClure – present
Alderman Bruce Baumann – present	Alderdwoman Mary Werner – present
Alderman Al Walea – present	Alderdwoman Etta Fanning – present

Others: Planning & Zoning Commission Members: Chairman Bob Werner and Michele Ross; Board of Adjustments Chairman Don Wallace. Fire Captain Ivan Hernandez

Call to Order

Mayor Marne called the work session to order at 9:15 a.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

City Council Strategic Planning: Goals and objectives work session.

Adjournment

Mayor Marne adjourned the Special Work Session of the City of Shavano Park City Council at 12:15 p.m. on Friday, February 18, 2011.

These minutes approved on the 15th of March, 2011.

A P P R O V E D

A. DAVID MARNE
Mayor

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MARCH 15, 2011
7:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Alderman Al Walea – present

Alderman Ken McClure – absent
Alderdwoman Mary Werner – present
Alderdwoman Etta Fanning – present

Call to Order

Mayor Marne called the City Council 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 Bruce Baumann led the Pledge of Allegiance and Mayor Marne the invocation.

Citizens to be heard

- Kathryn Powers – 109 Elm Spring Lane – Mrs. Powers “complained about a complaint” and would like an answer to her complaint from the previous month.
- Joseph “Jip” Holmes – 132 Long Bow – Mr. Holmes asked that his comments be deferred to Item 9 of tonight’s agenda.
- Jerry Rice – 115 Ripple Creek Road – request that the City get information out to the citizens to inform them of what items can and cannot be recycled in Shavano Park.

Mayor & Council Comments

- Mayor Marne announced that the flags were half staff today at the request of President Obama in honor of the passing of Army Corporal Frank W. Buckles. Mr. Buckles was the last surviving American Veteran of World War I.
- Mayor Marne also announced that Congressman Quico Canseco will hold a Town Hall meeting at the Shavano Park City Hall on Thursday, March 24, 2011 at 6:00 p.m.
- Alderman Al Walea thanked the Police Department for a job well done on a recent arrest related to the robbery at Academy Sports Store.

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

- a) Approval of the City Council Minutes from:
February 15, 2011 Regular Meeting
February 18, 2011 Special Work Session**
- b) Acceptance of the Planning & Zoning Commission Minutes from:
February 02, 2011**
- c) Acceptance of the Building Permit Activity Report**
- d) Acceptance of the Code Compliance Activity Report**
- e) Acceptance of the Financial Activity Report**
- f) Acceptance of the Fire Department Activity Report**
- g) Acceptance of the Municipal Court Activity Report**
- h) Acceptance of the Police Department Activity Report**
- i) Acceptance of the Public Works Department Activity Report**

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 accept the consent agenda as presented. The motion carried.

Public Hearing – Proposed amendment to Chapter 36 of the City of Shavano Park Code of Ordinances to allow for pet grooming and overnight boarding in the City's B-2 Zoning Districts and City Council approval of the use at 4600 Lockhill Selma Road.

The public hearing began at 7:43 p.m.

Owner of Barney's Pet Grooming and Resort Matias Stromberg and property developer John Colglazier, Sr. were both present to answer questions.

- Kathryn Powers – 109 Elm Spring Lane – Mrs. Powers asked questions regarding the type of fencing to be used around the exercise yard to ensure that animals cannot climb or dig out.
- Vicky Maisel – 111 Painted Post – Mrs. Maisel questioned why City Council would need to place any restrictions on supervision of the animals within the ordinance.
- Jonathan Schmidt – 202 Cliffside – Mr. Schmidt requested more information on the differences between grooming and boarding.
- Kathryn Powers – 109 Elm Spring Lane – Mrs. Powers asked questions about night supervision of the animals.

The public hearing was closed at 7:55 p.m.

Discuss and consider action on Ordinance No. 100-01-11, an ordinance amending Chapter 36 of the City of Shavano Park Code of Ordinances to allow for pet grooming and overnight boarding in the City's B-2 Zoning Districts and City Council approval of use of 4600 Lockhill Selma Road.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted four (4) and none (0) opposed to accept Ordinance No. 100-01-11 as presented for 4600 Lockhill Selma Road. The motion carried.

Discussion and consider action on the employee focus groups process. Agenda item requested by Alderwoman Etta Fanning.

Alderwoman Etta Fanning presented the item for discussion requesting that the focus groups not include any member of management that could affect an employee's pay. This was followed by discussion.

Upon a motion made by Alderwoman Etta Fanning and a second by Alderwoman Mary Werner, the City Council voted two (2) for and none (0) opposed with two (2) Alderman Bruce Baumann and Alderman Al Walea abstaining to not have the chief financial officer present in the focus groups with plan of obtaining information of summary and presenting back to our City. The motion failed due to a lack of majority.

Discussion and consider action on the evaluation of employee process. Agenda item requested by Alderwoman Etta Fanning.

Alderwoman Etta Fanning presented the item for discussion requesting that the current evaluation form used for evaluating City staff be reviewed. This was followed by a discussion.

There was a consensus among the member of City Council to have the Employee Benefits Committee review the evaluation process and bring back to City Council and recommendations.

Discussion and possible action regarding the unlawful discharging of fire arms within the Shavano Park City limits. Agenda item requested Alderwoman Mary Werner.

Alderwoman Mary Werner presented the item. Dr. Jip Holmes also spoke on this item referring to a bullet that was lodged in the exterior portion of his home. Dr. Holmes is requesting that

the City Council do something to help protect the citizens from “loose cannons” that may discharge a fire arm within the City limits.

Mr. Joseph “Jip” Holmes – 132 Long Bow – Mr. Holmes stated that his neighbor shot into his yard at Mr. Holmes’ dogs. He is asking that the City Council to look into an ordinance pertaining to the discharge of firearms for the protection of the citizens.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted four (4) for and none (0) opposed to have the Policy Committee, Police Chief Stewart, City Manager, and the City Attorney discuss what the officers’ can and cannot do in this matter. The Policy Committee is to bring back their recommendation to do what needs to be done to protect the Citizens of Shavano Park. The motion carried.

Discussion and possible action regarding the appointment of Municipal Court Associate Judge. Agenda item requested by Alderwoman Mary Werner.

Alderwoman Mary Werner presented this item requesting that we continue to search for an Associate Judge for the Municipal Court.

Mayor Marne asked that Mr. David Ross chair a committee of two (2) other local attorneys to review and bring back the selection.

Upon a motion made by Alderman Bruce and a second by Alderwoman Mary Werner, the City Council voted four (4) for and none (0) opposed to appoint Mr. David Ross as chairman of the Look for a Judge Committee to review resumes for the appointment of a Municipal Court Associate Judge. The motion carried.

Communications Committee report, discussion and possible action. Agenda item requested by Alderwoman Mary Werner.

Communication Committee Chairperson Michele Ross presented a draft *Shavano Park Newsletter Editorial Calendar*. This was followed by a lengthy discussion.

Alderman Al Walea asked that the Committee identify the things that should be a higher priority so that if there is a space issue or a time line issue, staff has a guide of what articles should be included.

Discuss the role and responsibility of the Grievance Committee and role of City Council in regard to grievances, and provide direction to City staff. Agenda item requested by Alderman Al Walea.

Alderman Al Walea presented the item and Grievance Committee Member Tommy Peyton spoke about it. Mr. Peyton said that the Committee was unclear of their role, the city manager's role and City Council's role.

City Manager Manuel Longoria, Jr. explained to the City Council how a grievance is handled as written in the City of Shavano Park Personnel Manual which was adopted by City Council on August 17, 2010.

City Attorney George Hyde added further explanation. Mr. Hyde said that the decision whether to terminate or not terminate an employee typically comes from the department director; that department director may contact the city manager with regards to certain aspects but the decision is done by the department director; that decision made by the department director can be appealed to the city manager with the exception of department director terminations. The fact finder for the city manager's review of that appeal is this Grievance Committee. The Grievance Committee then performs a fact finding session and presents the evidence presented to them both from the department director's side and the employee's side. The city manager administers the municipal business under §25.029 which is the ability to determine whether or not to hire, fire, or terminate or control those employees. That is consistent with your own City Ordinance No. 139 that says "the city manager shall exercise supervision and control over all department heads and departments created, the city manager shall have the power to appoint or remove all subordinate employees". Mr. Hyde emphasized that to modify the ordinance, would appear to deteriorate the separation between the management or daily operation versus the policy making. Mr. Hyde further discussed City Council's role is to ensure that the administration is efficient and if the Council disagrees with the way the city manager is managing the City then the City Council may take action in regard to the city manager. That is the way the City Manager Form of Government is designed.

Alderman Bruce Baumann suggested that once a grievance is filed and the city manager disagrees with the Grievance Committee to let the Council know what the results were and why the city manager made that decision so that when it is time for the city manager's evaluation the Council has a better concept of what is going on. (There was no motion on the suggestion that was made by Alderman Baumann). Mr. Hyde said that the Council could give direction to: 1) direct the city manager to include in his/her report to Council any final determination he/she has made after a grievance decision and the grounds for that purpose. This can be reported in Executive Session under Personnel Matters. 2) instruct the city to

create a procedural format for the committee to conduct their hearing so that they have some direction with regards to how to take care of one of these Grievance Committee hearings so that they are not potentially stuck in a situation where someone wants to spend a month going over their years of service for the city in connection with the grievance because that is not what this is intended.

Alderman Baumann asked Mr. Peyton to make a list of questions he and the committee would like answered and get that list to City Council and the city manager so that the city manager can discuss it with the city attorney and then we have a policy and procedure in place. Alderman Baumann added that he would like to sit in on the conversation with the city manager and city attorney.

Staff update on Public Works Projects including the Trinity Water Well Project; Huebner Road Ground Storage Tank Painting Project; Speed Humps on Windmill Road; and ongoing drainage projects.

Public Works Director, David Dimaline reported the following update on the Trinity Water Well Project:

- Pre-final walk through was conducted;
- 8 items were identified;
- Submitted project to Texas Commission on Environmental Quality (TCEQ) for approval

Major Remaining tasks are:

- User training
- MIOX testing/calibration
- Tank disinfection
- Booster pump testing
- Start up
- System performance

Mr. Dimaline said that no change orders were submitted this past month.

Mr. Dimaline reported next on the Huebner Ground Storage Tank Painting Project as follows:

- Project complete
- Huebner Road pump station is operational

Mr. Dimaline went on to say that no change orders submitted during this project.

Mr. Dimaline then reported on drainage initiatives.

- 128 Cliffside - Installation of a twelve inch (12") pipe under two driveways and grading along Cliffside Drive right-of-way (Salado Creek)
- Elevations this week, and meeting with resident

Lastly, Mr. Dimaline updated the Council on the speed humps on Windmill Road.

- Two speed humps were installed
- Project complete

Staff update on the Special City Council Strategic Planning Work Session held on Friday, February 18, 2011.

City Manager, Manuel Longoria, Jr. said that the information on the Strategic Planning Work Session outcome went out several weeks ago and that he only received one comment. Mr. Longoria asked that City Council forward any comments they have to him as soon as possible. Mr. Longoria would like to put this information in the form of a resolution and bring it back to Council for adoption at the next meeting.

City Manager's Report

a) May 14th General Election Update: Wednesday, March 16th Drawing for position on ballot will be held at 5:00 p.m. in the Office of the City Clerk

b) Future Agenda Items:

- i. Omitted Ordinances and Changes to Ordinances made in codification of City Code – Chapters 1-36**
- ii. Residential Heritage Tree Protection Ordinance**
- iii. Changes in Building Code to address pool and HVAC equipment in side set backs**
- iv. Change Order Policy for Capital Improvements**
- v. Dangerous structure policy**
- vi. Amend Zoning Ordinance to allow Mixed-Use Development along Loop 1604 (May)**

City Manager Longoria reported to the City Council on the following: a) the filing deadline for a place on the ballot was yesterday, March 14th and there will be a drawing tomorrow in the City Clerk's office for place on the ballot.

Future agenda items: The Policy Committee met to discuss the omitted ordinances and the City Attorney is drafting the final ordinance which will go back to the Policy Committee, Planning & Zoning and then to City Council; still working on the residential heritage tree

protection ordinance; the pool and HVAC equipment in setbacks will be brought to Planning & Zoning in April; the change order policy is still pending as is the dangerous structure policy; mixed used development will be discussed at the Planning & Zoning Commission April meeting and then again in May, and go to City Council afterwards.

Adjournment

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted four (4) and none (0) opposed to adjourn the Regular meeting of the City Council Shavano Park City Council at 10:22 p.m. on Tuesday, March 15, 2011. The motion carried.

These minutes approved on the 19th of April, 2011.

A P P R O V E D

A. DAVID MARNE

Mayor

Attest:

SAUNDRA PASSAILAIGUE, TRMC

City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MARCH 22, 2011
5:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Alderman Al Walea – present

Alderman Ken McClure – present
Alderdwoman Mary Werner – absent
Alderdwoman Etta Fanning – present

Call to Order

Mayor Marne called the City Council meeting to order at 5:30 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 Etta Fanning the invocation.

Citizens to be heard

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

a. City Manager Position Vacancy

The City Council went into Executive Session at 5:34 p.m.

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

The City Council reconvened at 6:44 p.m.

Alderman Ken McClure announced that the City Council has accepted the voluntary resignation of City Manager, Manuel Longoria, Jr. effective the 17th day of March. The City Council has established a Search Committee consisting of Alderman Ken McClure and Alderman Bruce Baumann to pursue an interim city manager from an interim city manager company through

Texas Municipal League (TML) named Texas First and at the same time the Committee will be establishing the requirements for the new city manager. The City Attorney added that the voluntary resignation will be codified and memorialized effective tomorrow.

Adjournment

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted four (4) and none (0) opposed to adjourn the Special meeting of the City Council Shavano Park City Council at 6:45 p.m. on Tuesday, March 22, 2011. The motion carried.

These minutes approved on the 17th of May, 2011.

A P P R O V E D

A. DAVID MARNE

Mayor

Attest:

SAUNDRA PASSAILAIGUE, TRMC

City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
APRIL 18, 2011
9:00 A.M.**

MINUTES

Roll Call

Mayor A. David Marne – present
Alderman Bruce Baumann – present
Alderman Al Walea – present

Alderman Ken McClure – present
Alderwoman Mary Werner – present
Alderwoman Etta Fanning – present

Call to order

Mayor Marne called the meeting to order at 9:03 a.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.)

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

To conduct interviews for the position of City Manager.

The City Council went into Executive Session at 9:03 a.m.

Alderman Al Walea removed himself from Executive Session at 9:15 a.m. before the first candidate was called in to the Conference Room.

Reconvene into Open Session and take action and/or give staff direction, if necessary, on items discussed in Executive Session.

The City Council reconvened into open session at 3:10 p.m.

Mayor Marne announced that five (5) interviews were conducted today and that the City Council would be more meeting again to conduct more interviews soon.

Adjournment

Upon a motion made by Alderwoman Etta Fanning and a second by Alderman Bruce Baumann, the City Council voted four (4) and none (0) opposed to adjourn the Special meeting of the City Council Shavano Park City Council at 3:13 p.m. on Monday, April 18, 2011. The motion carried.

These minutes approved on the 17th of May, 2011.

A P P R O V E D

A. DAVID MARNE
Mayor

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
APRIL 19, 2011
7:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Alderman Al Walea – present

Alderman Ken McClure – present
Alderman Mary Werner – present
Alderman Etta Fanning – present

Call to Order

Mayor Marne called the City Council 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 Etta Fanning led the Pledge of Allegiance and Alderman Ken McClure the invocation.

Citizens to be heard

- Kathy Fandel - 102 Cliffside – Said she feels that the new City Council (following the May 14th Election) should select the new city manager.
- Shawn Fitzpatrick - 108 Elm Spring Lane – Expressed his concerns with the powers and authority of the Grievance Committee.
- Belinda Chorn – 402 Hampton Way – concerned with the conduct of an elected official.
- Ken Chorn – 402 Hampton Way – Spoke of the allegations made against him and his wife by a Council member. Mr. Chorn requested that the City Council should address this as an issue that pertains to the City Council.
- Kathryn Powers – 109 Elm Spring Lane – Stated that she also supports Mrs. Fandel's feeling that the new City Council should be included in the selection of the new city manager.
- Dagne Florine – 111 Post Oak Way – talked about stealing of political signs and said that this needs to stop and that it is inappropriate behavior and requested that City Council issue a statement regarding this issue.

Mayor & City Council Comments

- Alderwoman Etta Fanning began to address one of the comments mentioned in the “citizens to be heard” portion of the meeting but was asked to refrain from George Hyde, City Attorney. Alderwoman Fanning then said “Thank You” to our city manager for all of the good things that have happened and been accomplished during his time here with Shavano Park.
- Alderwoman Mary Werner asked that Public Works Director David Dimaline thank his staff for notifying her of a water leak at her residence.
- Alderman Al Walea thanked the Police Department for their excellent actions in an arrest that was made at Exxon.

A proclamation commending Police Officer Richard Page and Police Officer Andrew Torres for outstanding performance exhibited in the apprehension of suspects in an aggravated robbery occurring along Loop 1604.

Mayor Marne called up Officer Richard Page and Officer Andrew Torres and the Mayor along with the City Council members presented them both with a proclamation in commendation for their actions on March 13, 2011.

Mayor Marne then called up City Manager Manuel Longoria, Jr. and the Mayor along with the City Council members presented Mr. Longoria with a token of appreciation for his years of service and dedication to the citizens of Shavano Park.

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

- a) Approval of the City Council Minutes from:
March 15, 2011 Regular Meeting
March 22, 2011 Special Meeting**
- b) Acceptance of the Planning & Zoning Commission Minutes from:
March 02, 2011 Meeting**
- c) Acceptance of the Water Advisory Committee Minutes from:
January 10, 2011 Meeting**
- d) Acceptance of the Building Permit Activity Report**
- e) Acceptance of the Code Compliance Activity Report**
- f) Acceptance of the Fire Department Activity Report**
- g) Acceptance of the Municipal Court Activity Report**

h) Acceptance of the Police Department Activity Report

i) Acceptance of the Public Works Department Activity Report

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

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to amend the March 15, 2011 City Council Minutes to reflect that the motion made on item 7 should read to "not have CFO in the focus groups". The motion carried.

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Al Walea, the City Council voted five (5) for and none (0) opposed to amend the March 15, 2011 City Council Minutes to reflect that Alderwoman Mary Werner seconded the motion on item 10. The motion carried.

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to empower the City Clerk to amend the March 22, 2011 Special City Council minutes and bring back to the May City Council meeting for review. The motion carried.

Presentation of Fiscal Year 2010-2011 2nd Quarter Financial Report and acceptance of Finance Activity.

Clara Santos, Finance Director presented the Fiscal Year 2010-2011 2nd Quarter Financial Report. Mrs. Santos reported that the City's cash position is very good with a little over five million dollars in cash; we are at 3.7 million in General Fund which is more than 100% of our current budget; Ad Valorem taxes are at the highest received which is at 1.9 million; Sales tax is at 107% which is 62% of our budgeted revenues for sales tax; Expenditures show the police and fire department at the City's highest expenditure followed by non-departmental at 11%, personnel at 70%. Mrs. Santos went on to speak of the Water Utility Fund which shows two-hundred-ninety-one thousand in sales compared to one-hundred-eighty-seven thousand this time last year; overall revenues are at 43% of the budget; the consumption shows a little under eighty-two million gallons of water sold. The Debt Service Fund is at 89%; Crime Control is at 60%.

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 approve the Fiscal Year 2010-2011 2nd Quarter Financial Report as presented. The motion carried.

Presentation, demonstration and possible action on the on-line credit card payment option for City of Shavano Park Water Utility Customers and Municipal Court Customers.

Mrs. Santos gave a brief demonstration of the newest service provided to the City of Shavano Park Water System customers and Municipal Court customers. We will now have an option for on-line water payments and traffic tickets on the City's website. Mrs. Santos added that there will be two opportunities for Shavano Water System customers to view a demonstration of this new service. The first opportunity will be on Monday, May 9th at 5:30 p.m. and the other on Tuesday, May 10th at 9:00 a.m. Both demonstrations will be held at City Hall in Council Chambers. This information will be sent out in the newsletter, website, printed on the water bill and sent out in an email.

Staff update of Public Works including the Trinity Water Well Project, the Water leak Detection Report completed by SAMCO and the ongoing Street Seal Coat Plan.

Public Works Director, David Dimaline reported the following update on the Trinity Water Well Project:

- Received Texas Commission on Environmental Quality (TCEQ) approval;
- Booster pumps tested and operational;
- GST Disinfected and sampled; and
- SCADA Programming

Major Remaining tasks are:

- User training
- MIOX testing/calibration
- Booster pump testing
- Start up
- System performance

Mr. Dimaline said that no change orders were submitted this past month.

Mr. Dimaline reported next on the Edwards Aquifer Authority (EAA) Water Conservation Grant Leak Detection Survey as follows:

- City of Shavano Park and six other water utilities were awarded this grant
- Acoustic leak detection survey was conducted by SAMCO to identify leaks and reduce water losses
- Seven leaks were identified (five have already been repaired)
- Final report will be sent to the EAA
- Report findings were favorable for a system this size
- Leak detection survey should be done every couple of years

Mr. Dimaline reported next on the Fiscal Year 2010-2011 Seal Coat schedule showing the following streets as priority streets:

- Princeton Oak
- Berkeley Oak
- Trinity Oak
- Harvard Oak
- Possum Oak
- Pagoda Oak

Mr. Dimaline then reported on drainage initiatives.

- 128 Cliffside - Installation of a twelve inch (12") pipe under two driveways and grading along Cliffside Drive right-of-way (Salado Creek)
- Elevations this week, and meeting with resident

Organizational Performance Review to determine merit pay for City Employees as approved in the Fiscal Year 2010-2011 Budget with discussion and action to follow.

Manuel Longoria, Jr. City Manager reported that the staff evaluations have been completed. The evaluation period was from March 1, 2010 through February 28, 2011. The employees will receive the pay increases on their next pay period.

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 give all eligible employees a 1% one-time performance bonus. The motion carried.

Upon a motion made by Alderman Al Walea and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to have the Employee Benefit Committee reevaluate the performance review process and bring back recommendations in time for next year's evaluations. The motion carried.

City Manager's Report

- a) **May 14th General Election Update: Early Voting begins May 2nd through May 10th with the exception of Sunday, May 8th which is Mother's Day.**
- b) **Employee Update**
- c) **Future agenda Items:**
 - i. **Omitted Ordinances and Changes to Ordinances made in codification of City Code- Chapters 1-36 (May)**
 - ii. **Changes in Building Code to address pool and HVAC equipment in side setbacks (May)**
 - iii. **Amend Zoning Ordinance to allow Mixed-Use Development along Loop 1604 (May)**
 - iv. **Residential Heritage Tree Protection Ordinance**
 - v. **Change Order Policy for Capital Improvements**
 - vi. **Dangerous Structure Policy**

City Manager Longoria reported to the City Council on the following: a) reported that early voting will begin on May 2nd through May 10th except for May 8th which is Mother's Day; b) new hire Emily Gomez to the police department and Ricardo Zua Zua to the fire department.

Future agenda items: still working on the residential heritage tree protection ordinance; the pool and HVAC equipment in setbacks will be brought to Planning & Zoning in May; the change order policy is still pending as is the dangerous structure policy; mixed used development will be discussed at the Planning & Zoning Commission May meeting and then again in June, and go to City Council afterwards.

The City Council shall meet in Executive Session under Texas Government Code Section 551.074 regarding Personnel matters to discuss the Employment of a City Manager.

The City Council went into Executive Session at 9:10 p.m. Alderman Al Walea reclused himself from the Executive Session.

Reconvene into Regular Session and consider any possible actions as appropriate from Executive Session regarding the Employment of a City Manager.

The City Council reconvened into open session at 9:58 p.m.

Alderman Ken McClure began by stating that under the Texas Open Meetings Act, the City Council is not really allowed to respond to citizens to be heard comments. However, the City Council did take into account some of the comments that were made during tonight's citizens to be heard. It has been decided by the City Council that the decision on the hire of a new city manager will be made by the current City Council members instead of waiting for the new City Council members to make that decision.

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 and (1) one abstaining vote which was Alderman Al Walea to close the off receiving any more applications. All applicants should receive a "thank you" letter. We plan to conduct more interviews next week and direction is given to staff to set up a time and date to do so in Executive Session with the possibility of action. The motion carried.

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 meeting of the City Council Shavano Park City Council at 10:02 p.m. on Tuesday, April 19, 2011. The motion carried.

These minutes approved on the 17th of May, 2011.

A P P R O V E D

A. DAVID MARNE

Mayor

Attest:

SAUNDRA PASSAILAIGUE, TRMC

City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
APRIL 26, 2011
9:00 A.M.**

MINUTES

Roll Call

Mayor A. David Marne – present
Alderman Bruce Baumann – present
Alderman Al Walea – present

Alderman Ken McClure – present
Alderman Mary Werner – present
Alderman Etta Fanning – present

Call to order

Mayor Marne called the meeting to order at 9:00 a.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.) Alderman Al Walea led the Pledge of Allegiance and Alderman Mary Werner the invocation.

Citizens to be heard

- Shawn Fitzpatrick - 108 Elm Spring Lane – Asked that the Department Head's decision be reversed on a recent Grievance Committee case.
- Gary Russell – Former employee of the Shavano Park Police Department – asked the City Council to reconsider the recommendation of the Department Head and City Manager to terminate his employment with the City of Shavano Park Police Department.
- Kathryn Powers - 109 Elm Spring Lane – Mrs. Powers would like an answer to her complaint regarding an alarm call to her residence on January 13, 2011.

Update regarding employee grievances filed by Public Works Serviceman Jesse Lopez and Police Sergeant Gary Russell.

City Manager Manuel Longoria, Jr. gave an update on the grievance filed by Public Works Serviceman Jesse Lopez stating that after review of all material as well as the Grievance Committee's review, it was determined that Mr. Lopez' employment be reinstated.

City Manager Manuel Longoria, Jr. then gave an update on the grievance filed by Police Sergeant Gary Russell stating that after review of all material as well as the Grievance Committee's review, it was determined that Mr. Russell's termination be upheld.

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

To conduct interviews for the position of City Manager.

The City Council went into Executive Session at 9:19 a.m.

Alderman Al Walea recused himself from Executive Session at 9:19 a.m. before the City Council members went into the Conference Room.

Reconvene into Open Session and take action and/or give staff direction, if necessary, on items discussed in Executive Session.

The City Council reconvened into Open Session at 12:14 p.m.

Direction was given to staff to post for another Executive Session at 8:30 a.m. on Monday, May 02, 2011.

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 Special meeting of the City Council Shavano Park City Council at 12:15 p.m. on Tuesday, April 26, 2011. The motion carried.

These minutes approved on the 21st of June, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MAY 02, 2011
8:30 A.M.**

MINUTES

Roll Call

Mayor A. David Marne – present
Alderman Bruce Baumann – present
Alderman Al Walea – present

Alderman Ken McClure – present
Alderman Mary Werner – present
Alderman Etta Fanning – present

Call to order

Mayor Marne called the meeting to order at 8:36 a.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Governmental Code.) Mayor Marne led the Pledge of Allegiance and Alderman Bruce Baumann the invocation.

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

To discuss the employment of a City Manager.

The City Council went into Executive Session at 8:37 a.m.

Alderman Al Walea recused himself from Executive Session before the City Council members went into the Conference Room.

Reconvene into Open Session and take action and/or give staff direction, if necessary, on items discussed in Executive Session.

The City Council recessed at 9:30 a.m.

The City Council reconvened into Executive Session at 9:45 a.m.

The City Council reconvened into Open Session at 10:00 a.m.

Upon a motion made by Alderman Bruce Baumann and a second by Alderman Etta Fanning, the City Council voted four (4) for and none (0) opposed to recess the May 02, 2011 Special City Council Meeting to May 03, 2011 at 8:30 a.m. Alderman Al Walea abstained from the vote.

The City Council reconvened at 8:30 a.m. on May 03, 2011 and went into Executive Session at 8:34 a.m. with Alderman Al Walea recusing himself.

The City Council reconvened into Open Session at 9:18 a.m.

Mayor Marne called for a recess at 9:30 a.m.

The City Council reconvened into Open Session at 9:43 a.m.

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 hire Mr. Kyle H. McCain to the position of City Manager pursuant to negotiation of employment contract. Alderman Al Walea abstained from the vote. The motion carried.

Adjournment

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Mary Werner, the City Council voted five (5) and none (0) opposed to adjourn the Special meeting of the City Council Shavano Park City Council at 9:49 a.m. on Wednesday, May 03, 2011. The motion carried.

These minutes approved on the 21st of June, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MAY 17, 2011
7:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Alderman Al Walea – present

Alderman Ken McClure – present
Alderdwoman Mary Werner – present
Alderdwoman Etta Fanning – present

Call to order

Mayor Marne called the City Council meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Alderdwoman Etta Fanning led the Pledge of Allegiance and Alderman Ken McClure the invocation.

Citizens to be heard

- Louise Chumley - 300 Cliffside – voiced concerns about speed humps and the need for more communication on what changes might be coming to the streets of Shavano Park.
- Kerry Dike – 113 Wagon Trail Road – asked that the City Council to use some of the money that is already budgeted to beautify the well head at the Trinity Water Well at Wagon Trail.

Mayor & Council Comments

- Mayor Marne said that he is humbled and honored to be the Mayor of the City of Shavano Park and pledged to work harder every day to continue a high level of City services while being fiscally responsible with our budget and also looks forward to working with the Council in developing a comprehensive emergency plan and furthering our efforts in economic development. Mayor Marne invited anyone who has any comments or concerns to come see him.
- Alderdwoman Etta Fanning thanked the City staff for their hard work during the recent election.

- Alderman Bruce Baumann congratulated the people that were elected to this Council; there were no losers; and he appreciated everyone's participation; we get to start with a brand new slate and a brand new city manager; all of the political rhetoric that went back and forth is now a thing of the past, this Council has a reputation for being able to work together and be together and our job is to work together for the citizens and that is what we plan to do. Alderman Baumann added a "thank you" to Alderman Al Walea saying that Al has been a terrific member of this Council and thanking him for his time and effort.
- Mayor Marne presented Alderman Al Walea with a plaque in appreciation of his time and service on the City Council.
- Alderwoman Mary Werner agreed with everything said thus far; thanked everyone that came out to vote; the politics and election should be over and it is now time to work together and move forward to work with the residents of this city and to better the city for all involved.
- Alderman Ken McClure thanked the citizens that spoke tonight in our *Citizens to be Heard* portion. Alderman McClure added that even though the City Council is unable to react to the comments due to the Open Meeting Act, the Council is listening and taking to heart their comments. Alderman McClure encouraged all citizens of Shavano Park to bring their concerns and comments to the City Council during the *citizens to be heard*.
- Alderman Al Walea thanked everyone and said that he plans to stay involved.
- Mayor Marne read a proclamation from the White House proclaiming this week as Emergency Medical Services Week. Mayor Marne then thanked our EMS Department who continue to show us all how needed they are.

Introduction of new City Manager, Kyle H. McCain.

Mayor Marne introduced Kyle H. McCain, City Manager and gave a brief history on Mr. McCain's background.

Mr. McCain thanked the Council for allowing him this opportunity. Mr. McCain said he looks forward to getting to work.

Presentation of a Proclamation declaring the week of June 20, 2011 as Amateur Radio Week.

Mayor Marne presented a proclamation declaring the week of June 20, 2011 as Amateur Radio Week. This was followed by a brief presentation.

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

a) Approval of the City Council Minutes from:

March 22, 2011 Special Meeting

April 18, 2011 Special Meeting

April 19, 2011 Regular Meeting

b) Acceptance of the Planning & Zoning Commission Minutes from:

April 06, 2011 Meeting

c) Acceptance of the Building Permit Activity Report

d) Acceptance of the Code Compliance Activity Report

e) Acceptance of the Finance Department Activity Report

f) Acceptance of the Fire Department Activity Report

g) Acceptance of the Municipal Court Activity Report

h) Acceptance of the Police Department Activity Report

i) Acceptance of the Public Works Department Activity Report

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 the consent agenda as presented with the exception of item "f". The motion carried.

Alderwoman Etta Fanning asked Fire Chief, Michael Naughton to explain the 23.4% increase in requests for service. Chief Naughton responded that the increase is due to an increase in EMS calls.

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 item "f" of the consent agenda as presented. The motion carried.

Discuss and consider action on Ordinance No. 100-02-11, an ordinance amending the City of Shavano Park Code of Ordinances Chapter 1, 2, 4, 6, 8, 14, 16, 18, 20, 22, 24, 32, and 34; making multiple substantive and form amendments; providing for severability; providing for a repealer; and an effective date.

Alderman Al Walea mentioned that he and Alderman Baumann, former City Manager, Manuel Longoria, Jr., the City Attorney thoroughly reviewed these ordinances and they felt comfortable with what is being presented.

Alderwoman Werner pointed out an error that Section 24-14 should actually be Section 24-13 to which City Attorney Zech concurred.

Alderwoman Etta Fanning asked that the record show that she disagrees with the City Council giving Planning & Zoning Commission duties that belong to City Council.

Mayor Marne questioned the need for an inspection on a water heater because he felt it needed to be inspected.

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Al Walea, the City Council voted four (4) and one (1) opposed with Alderwoman Etta Fanning casting the negative vote to approve Ordinance No. 100-02-11 as amended. The motion carried.

Discuss and consider action on Ordinance No. 100-03-11, an ordinance amending the City of Shavano Park Code of Ordinances Chapter 28 Subdivisions; making multiple substantive and form amendments; providing for severability; providing for a repealer; and providing for an effective date.

City Attorney Zech asked that the Mayor open this item up for public input.

Upon a motion made by Alderman Bruce Baumann and a second by Alderman Al Walea, the City Council voted three (3) for and two (2) opposed with Alderwoman Etta Fanning and Alderman Ken McClure casting the negative votes to approve Ordinance No. 100-03-11 as presented. The motion carried.

Mayor Marne asked that the record reflect that if Planning & Zoning is tasked to do something by City Council that it be done by vote and be recorded by vote.

Public Hearing: Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances.

The public hearing opened at 8:36 p.m.

The City Council recessed at 8:40 p.m.

The City Council reconvened into Open Session at 8:50 p.m.

There being no public comments, the public hearing was closed at 8:58 p.m.

Discuss and consider action on Ordinance No. 100-04-11, an ordinance amending the City of Shavano Park Code of Ordinances to allow for certain equipment in setbacks.

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 approve Ordinance No. 100-04-11 as presented. The motion carried.

Public Hearing: Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances to allow for certain equipment in setbacks.

The public hearing opened at 8:59 p.m.

The public hearing was closed at 9:02 p.m.

Discuss and consider action on Ordinance No. 100-05-11, an ordinance amending the City of Shavano Park Code of Ordinances Chapter 36 Zoning; to allow for certain equipment in setbacks.

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. 100-05-11 as presented. The motion carried.

Public Hearing: Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances creating a mixed use development zoning district.

The public hearing opened at 9:02 p.m.

Mr. Laddie Denton of Denton Communities was present and gave a brief description of the proposed mixed use development zoning district.

There being no public comments, the public hearing was closed at 9:07 p.m.

Discuss and consider action on Ordinance No. 100-06-11, an ordinance amending the City of Shavano Park Code of Ordinances Chapter 36 Zoning; creating mixed use development zoning district.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to approve Ordinance No. 100-06-11 as presented. The motion carried.

Discuss and consider action for a preparedness plan for Shavano Park and appointment of Fire Chief, Michael Naughton to head it up to provide us an overview of what we have now, what are our basic needs, what do we share with Bexar County (pros & cons), and what is the cost of a basic plan to accommodate needs of Shavano Park should a disaster occur.

Fire Chief Michael Naughton distributed a copy of the City's jurisdictional preparedness profile. Chief Naughton said that concerns about emergency preparedness came up during the Council's strategic planning session. Chief Naughton said that what this plans shows is that Shavano Park has a comprehensive emergency management plan in place today. We have the highest level we can get in

the State and that helps us if we need reimbursement from FEMA if we have an issue. We have an advanced level plan that is in place and has been approved by the State. Chief Naughton said that in order to make this plan work we have to have the critical infrastructure in place to make it work and right now the issue we have is that we have no power, no communications, we have none of these things in the event of an emergency as we saw with the recent rolling black outs. We lost telephone service, internet service and computer and those are just the first three that come to mind. Chief Naughton said we need to put the City's infrastructure where it needs to be. Chief Naughton suggested the use of a qualified mechanical, electrical, plumbing (MEP) engineer to look at our power distribution grid that we have and decide with the City Manager, the Fire Chief, the Police Chief and the Public Works Director what needs to be done to put some sort of critical infrastructure together that is going to help the City run in the event of rolling black outs, loss of power, flooding, etc. Alderwoman Etta Fanning asked Chief Naughton what would he "like the Council to consider as action on this item?" Chief Naughton replied that we could put a panel together to look at this and make some decisions on what can be brought to the City Manager through the budgeting process.

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to direct staff to come up with an infrastructure plan to implement our already established emergency preparedness plan in a timely manner so that this could be considered in this fiscal year budget. The motion carried.

Discuss and consider action on Ordinance No. 500-01-11, an ordinance amending the Water Utility Fund budget of the City of Shavano Park for the Fiscal Year beginning October 1, 2010 and ending September 30, 2011 from \$1,408,197.00 to \$1,708,197.00. Funding will be from reserves for Trinity Well Project Fund Balance.

Finance Director, Clara L. Santos presented stating that there is a correction and that the proposed Ordinance is actually Ordinance No. 500-02-11 and not 01-11. Mrs. Santos said that Trinity Water Well Project was a two year project and we had anticipated the bulk of the expenditures being last year at approximately three-hundred thousand to finish it off this fiscal year but that was not the case. We weren't as far along in the project last year as anticipated so this year there were approximately six-hundred thousand year to date expenditures with a three-hundred thousand budget. What this ordinance does is increase the Water Utility Fund from \$1.4 million to \$1.7 million.

Alderman Walea clarified that this is just putting money in the budget that wasn't spent but budgeted last year and not this year; adding that it is not a cost increase to the project and that the project is well within budget and actually about two-hundred thousand under budget. Mrs. Santos responded that this was correct.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to approve Ordinance No. 500-02-11 as presented. The motion carried.

Discuss and consider making the Municipal Court Judge, Alternate Municipal Court Judge, Municipal Court Prosecutor and Alternate Municipal Court Prosecutor part time

employees for the City of Shavano Park as required by Internal Revenue Code (IRC) 3401(c), Treasury Regulation § 31.3401 (c)-1 and § 1.1402 (c)-2(b).

City Attorney Zech presented this item saying that there is a dispute between multiple cities in the State of Texas and the Internal Revenue Service (IRS). The IRS requires you to classify certain people as part time employees rather than contract services so that the IRS can receive the Social Security, etc. There is an analysis done to determine whether or not somebody is an employee or an independent contractor. The IRS has stated that they believe the Municipal Prosecutor and Municipal Judge are public officials and therefore are part time employees and the City should withhold. Mr. Zech and other city attorneys disagree with that for various reasons. Mr. Zech asked that the City Council table this item to allow for him to gather more information and make his recommendation on how the City move forward on this issue.

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 post pone this item to the next City Council meeting. The motion carried.

Update by Fire Chief Michael Naughton on the status of Fire Safety Sprinkler system and emergency lighting.

Chief Naughton presented this item. Chief Naughton had a proposed agreement from Alamo Architect to draw up plans, write specs, do pre-bid meetings, oversee the job and sign off on a completed job. The job would be to install a sprinkler system in this building (City Hall) and to repair the emergency lighting and to replace emergency lighting that was left off of the original building plan. Chief Naughton added that there was a sprinkler system on the original drawing on this building but from one plan to the final plan, the sprinkler system was removed. Chief Naughton has consulted with Don Wallace, Hans Liebe, Mary Werner, Al Walea, Bruce Baumann, the Police Chief and the fire inspector that was here at the time and he has read every memorandum that went back and forth that is in the plan books, all of the plans that we have in the City along with the fire codes that the City had in place at that time and it seems there was some confusion on building codes and zoning at that time. Where we are at today is that we need to install a sprinkler system in this building along with emergency lighting. The price quoted is fifteen-thousand-two-hundred dollars to draw the plans, write specs, do pre-bid meetings, oversee the job and sign off on a completed job.

Staff Report

- a) Employee Update**
- b) Canvassing of Election results and Oath of Office to be administered at a Special City Council meeting on May 20, 2011**
- c) Future Agenda Items:**
 - i. Residential Heritage Tree Protection Ordinance**
 - ii. Change Order Policy for Capital Improvements**
 - iii. Dangerous Structure Policy**

Finance Director Santos gave a brief update on the following: a) Officer Ramos is doing better but is still in the hospital going through physical therapy; b) Canvassing of the election results as well as the Oath of Office will be held at a Special City Council meeting on May 20, 2011; c) the future agenda items are still in progress.

Adjournment

Alderman Al Walea adjourned the Regular meeting of the City Council Shavano Park City Council at 9:50 p.m. on Tuesday, May 17, 2011. The motion carried.

These minutes approved on the 21ST of June, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
MAY 20, 2011
6:00 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Alderman Ken McClure – present
Alderman Bruce Baumann – present	Alderdwoman Mary Werner – present
Alderman Al Walea – present	Alderdwoman Etta Fanning – present
Alderdwoman Michele Bunting Ross - present	

Call to order

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

Citizens to be heard

- Kathryn Powers – 109 Elm Spring Lane – Reminded the City Council that she is still waiting for an answer to her complaint from January 2011

Discuss and consider action on Resolution No. 11-03, a resolution canvassing election returns and declaring official results of the City of Shavano Park, Texas May 14, 2011 General Election to elect one Mayor and two Aldermen.

Resolución y orden de escrutinio y declaración de los resultados oficiales de la elección general de la ciudad de Shavano Park, Texas, celebrada el 14 de Mayo de 2011 para elegir un alcalde y dos concejales.

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 Resolution 11-03 as amended. The motion carried.

Al efectuarse una moción presentada por el Concejal Al Walea y secundada por el Concejal Bruce Baumann, el Consejo Municipal votó para aceptar la Resolución 11-03 tal como fue enmendada, habiendo cinco (5) votos a favor y cero (0) en contra. La moción fue aprobada.

Mayor Marne read out loud the results of the election. For Mayor: David Marne received 358 votes and Tommy Peyton received 292 votes. For Alderman: Vicky Maisel received 324 votes; Michele Bunting Ross received 349 votes; and Mary Werner received 363 votes.

El Alcalde Marne leyó en voz alta los resultados de la elección. Para Alcalde: David Marne recibió 358 votos y Tommy Peyton recibió 292 votos. Para Concejal: Vicky Maisel recibió 324 votos; Michele Bunting Ross recibió 349 votos; y Mary Werner recibió 363 votos.

Administer the Oath of Office to newly elected City Officials.

City Clerk, Sandra Passailaigue administered the Oath of Office to Mayor A. David Marne, Alderwoman Mary C. Werner and Alderwoman Michele Bunting Ross.

Outgoing Alderman Al Walea presented *incoming* Alderwoman Michele Bunting Ross a welcome gift.

Discuss and consider action to appoint a Mayor Pro Tem.

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to re-appoint Alderman Bruce Baumann as Mayor Pro Tem. The motion carried.

Discuss and consider action on the City employee health benefit package for the period commencing on July 01, 2011 through June 30, 2012.

Mrs. Jenni Haff of Wortham Insurance & Risk Management presented recommendations based on meetings with the Employee Benefit Committee and staff.

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 approve the employee health benefit package as presented by Wortham. The motion carried.

Discuss and consider action for the replacement of Michele Ross on the Planning & Zoning Commission and the Communications Committee.

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Ken McClure, the City Council voted five (5) and none (0) opposed to nominate Al Walea to the Planning & Zoning Commission to complete the unexpired term of Michele Ross. The motion carried.

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted four (4) and one (1) opposed with Alderwoman Etta Fanning casting the negative vote to postpone the appointment to the unexpired term of Michele Ross on the Communication Committee until the next regularly scheduled City Council meeting. The motion carried.

Alderman Bruce Baumann suggested that "since there is no policy in place that staff work up some kind of policy whereby we can present to Council to determine on how best to appoint people to certain committees".

Mayor Marne stated "for the record" that there was a suggestion made that this item be placed on the next agenda with an established procedure for filling that spot.

Discuss Grievance Committee purpose, procedures, effectiveness and concerns, and potentially take action.

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 charge the personnel committee of the City Council consisting of Alderman Ken McClure and Alderwoman Mary Werner to include the City Manager and City Attorney reviews this portion of the Personnel Manual and recommends changes. The motion carried.

Discuss and consider action on the Engineer's proposal for an Emergency Services sprinkler system for Fire Safety at City Hall.

Fire Chief Michael Naughton presented the item along with a quote of \$15,200.00 from Cleary Zimmermann which is recommended by Alamo Architects as a mechanical, electrical, plumbing (MEP) engineer who could come out and do a decent job of looking over what we have and put together a functional sprinkler system and emergency lighting system for City Hall that would be esthetically pleasing. The documents that this would produce would allow the City to go out for bid to install the sprinkler system and emergency lighting system.

Alderman Bruce Baumann said he would like to turn this over to the City Manager. Alderwoman Ross concurred.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to have the City Manager get with the Fire Chief to come up with a plan on getting this building back up to code with a sprinkler system and bring back to City Council at the next regularly scheduled Council meeting if possible. The motion carried.

Adjournment

Mayor Marne adjourned the Special meeting of the City Council Shavano Park City Council at 6:58 p.m. on Friday, May 20, 2011. The motion carried.

These minutes approved on the 19th of July, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JUNE 21, 2011
7:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Alderwoman Etta Fanning – present

Alderman Ken McClure – present
Alderwoman Mary Werner – present
Alderwoman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council 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 Bruce Baumann led the Pledge of Allegiance and the Honorable A. David Marne the invocation.

Citizens to be heard

- David Ross – 99 Bent Oak – Deferred his comments to item number 13.
- Kennie Kahn – 206 Cliffside Drive – spoke of two items: 1) newcomers to City politics are not very welcomed, not on the committees and not on the boards. 2) Mrs. Kahn said she has witnessed bad behavior and disrespect toward our Mayor during Council meetings. Mrs. Kahn suggested that maybe term limits should be considered and that Council consider what she has said and open the doors to new people in this community.

Mayor & Council Comments

- Mayor Marne congratulated all of the graduating seniors of Shavano Park. Those graduates are: Katie Gerber, Avi Sless, Megan Rae Anderson, Aaron Joseph Schulze, Ryan McClure, ToniMerie Kincer, Allison Kincer, Kayci Taylor Murphy, Morgan Burger, Hayden Lentz, Hudson Lentz, Lauren Hatch, Sarah Sausman, Chelsea Okoli, Chloe Prudore, Nathan Gresores, Shayna Ratner, Ricky Pollock, Daniela Bucay, and Naomi Marne.
- Alderwoman Etta Fanning complimented the new City Manager, Kyle H. McCain for making an effort to get to know the Council, staff and the City better.

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

- a) Approval of the City Council Minutes from:
April 19, 2011 Regular Meeting (Amendment)
April 26, 2011 Special Meeting
May 02, 2011 Special Meeting
May 17, 2011 Regular Meeting**
- b) Acceptance of the Planning & Zoning Commission Minutes from:
May 11, 2011 Meeting**
- c) Acceptance of the board of Adjustments Minutes from:
October 25, 2011 Meeting
May 23, 2011 Meeting**
- d) Acceptance of the Building Permit Activity Report**
- e) Acceptance of the Code Compliance Activity Report**
- f) Acceptance of the Finance Department Activity Report**
- g) Acceptance of the Fire Department Activity Report**
- h) Acceptance of the Municipal Court Activity Report**
- i) Acceptance of the Police Department Activity Report**
- j) Acceptance of the Public Works Department Activity Report**

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

Quarterly update by Communications Committee.

Marcia Stipek of the Communication Committee reported that the Committee's focus so far has been on developing policies and procedures for the Roadrunner Newsletter. Mrs. Stipek reminded Council that during the Committee's last presentation, Council was given the Newsletter editorial calendar that the Committee developed outlining the various types of articles and the recommended frequency and appropriate authors of those articles. The Committee is now working on the policies and procedures that will work along with the editorial calendar. The Committee is very close to finalizing their recommendation, however the Committee feels that in all fairness the Committee cannot do so without the new member to fill the Committee member vacancy. Mrs. Stipek added that when the new member is in place the Committee should be ready to finish up what they have been working on and make their recommendations to Council. This report should be ready by the next scheduled Committee update and then they will forward with their efforts to the website. Mrs. Stipek added that

the Committee has worked very hard and even though it has been frustrating at times and not always easy to get City Staff support, the Committee remains optimistic and look forward to working with the new City Manager, Kyle McCain and his staff. Mrs. Stipek added that during a meeting with the City Manager, she and Alderwoman Michele Bunting Ross shared ideas, concerns and difficulties they have encountered along the way and were encouraged by Kyle's interest and support for the Committee's goals. Likewise, the Committee is open and receptive to his ideas and concerns. We are confident that with his support and our combined teamwork we can move forward to fulfill the role Council has given us. Mrs. Stipek concluded that the Committee remains determined to provide the Council with well researched, thoughtful, unbiased and good sound policies and procedures that will benefit all Shavano Park residents.

Alderman Bruce Baumann complimented Mrs. Stipek and the Committee pointing out that the June Newsletter was terrific and that he sees nothing but steady improvement. Mrs. Stipek said "Thank you".

Discuss and consider action on Resolution No. 11-04, a resolution of the City Council of the City of Shavano Park, Texas authorizing the City Manager to establish accounts or membership at banks or state or federal credit unions as authorized in the City of Shavano Park investment policy for the sole purpose of purchasing certificates of deposit.

Finance Director, Clara L. Santos said that this item is basically a housekeeping item stating that the City currently has some CD's outstanding and a couple of them had been renewed and the authorization to revise the authorized signatures on those CD's. This is basically removing the old city manager and adding the new.

Alderwoman Michele Bunting Ross expressed her concern with the individuals signing. Alderwoman Bunting Ross said she feels that there should be one signature of the Mayor or Mayor Pro-Tem and that the other signature should be of staff. Alderwoman Bunting Ross also questioned why the City Clerk and the Chief of Police would be signers. Finance Director Santos responded that the City Clerk and Chief of Police are listed as signers as backup in case others are unavailable.

Upon a motion made by Alderwoman Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted three (3) for and two (2) opposed (with Alderwoman Etta Fanning and Alderman Ken McClure casting the negative vote) to accept Resolution No. 11-04 with the following amendment to the second "Whereas" to include "any transaction requires the signatures of two (2) people; one of which must be the Mayor or Mayor Pro-Tem of the following individuals". The motion carried.

Discuss and consider action on Resolution No. 11-05, a resolution amending the authorized representatives to TexPool Investments.

Finance Director Santos said that this is also a housekeeping item and that currently the City Manager and Finance Director are the authorized signatures on the TexPool account and that this item would make the change to the current city manager.

Alderwoman Mary Werner pointed out her concerns with the recommendation that the City Clerk be added as a signer.

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to accept Resolution No. 11-05 with the addition of the City Clerk as an authorized representative as amended. The motion carried.

Discuss and consider action on Resolution No. 11-06, a resolution of the City Council of the City of Shavano Park, Texas to participate in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.

There was a lengthy discussion regarding types of copiers, number of copiers, etc. This discussion was followed by a motion.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to accept Resolution No. 11-06 as presented. The motion carried.

Discuss and consider action authorizing the City Manager to enter into a three (3) year lease with Dahill through the Texas Comptroller of Public Accounts Cooperative Purchasing Program.

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 authorize the City Manager to enter into a three (3) year lease with Dahill through the Texas Comptroller of Public Accounts Cooperative Purchasing Program but asked that the City Manager take another look into lease and see if there isn't some combination of ways that we can improve this deal before you sign. The motion carried.

Discuss and consider action on Resolution No. 11-07, a resolution requesting the swap of municipal boundaries by and between the City of San Antonio, Texas and the City of Shavano Park, Texas.

City Manager McCain presented this item stating that since his arrival in Shavano Park one of the major items of discussions has been the swap of property by adjusting the City limits between the

City of San Antonio and the City of Shavano Park. The part we are talking about is in the northwest corner of the community where Denton Communities is developing Unit 18D. In this unit, the swap of the territory and making the City limits correspond with the use of the property where people living within the proposed townhome section will know they are within the city limits of Shavano Park, they know that they vote here, they know that they pay their taxes. This swap would give .6 acres to the City of San Antonio and 1.3 acres to the City of Shavano Park. In making this proposal to the City of San Antonio, the Planning & Zoning Commission also recommended that we include in this proposed swap the part of the Silk Greenery on the north end of Lockhill Selma where the city limit actually goes through the building to Shavano Park 100%.

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 accept Resolution No. 11-07 as presented. The motion carried.

Discuss and consider action on Resolution No. 11-08, a resolution of the City Council of the City of Shavano Park, Texas establishing a board appointment policy; and providing for an effective date.

Alderman Bruce Baumann corrected the accompanying memo to this item by saying that he did not request a policy but that what he requested was for staff to look and see if there is any ordinance or resolution on how Council should appoint and if there was such a document, to bring it back to this Council. Alderman Baumann said he would be willing to go over the draft that was presented but that he certainly disagreed with a lot of what is in the draft.

There was a lengthy discussion followed by the following motion.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to table Resolution No. 11-08 until the City Council has had a work session to discuss further. The motion carried.

Discussion and appointment of Communication Committee unexpired term of Michele Ross on the Communication Committee.

Upon a motion made by Alderwoman Mary Werner to appoint Mrs. Betty Boazman to fill the unexpired term of Michele Bunting Ross on the Communication Committee. There being no second, the motion failed.

Alderman Bruce Baumann said that since there is a problem with procedure on appointments he would like to table this until the Council has had a chance to hold a work shop and determined proper procedures to follow.

Presentation, discussion and possible action concerning engineering fees for fire safety improvements at City Hall.

- David Ross – 99 Bent Oak – Mr. Ross stated that he met prior to tonight's meeting with the Fire Chief and his comments were addressed at that time. Mr. Ross asked that the City Council ask as many questions as possible with regards to this issue.

Fire Chief, Michael Naughton presented this item stating that three (3) engineers have come to look at the City Hall building and look at our issues. Based on the information Chief Naughton has been given by these engineers, his recommendation would be Cleary-Zimmermann Engineers because they seem to have more direct experience with what we are looking for. Alderwoman Werner asked Chief Naughton if this engineering company would be the ones to do the actual work and Chief Naughton replied "no" but they would oversee the job and the subcontractors. It is estimated that the job would cost around \$110,000.000 but Chief Naughton added that the City could save a considerable amount of money by having the water supply line done by the City's Public Works department. Alderwoman Werner asked Chief Naughton if this was something that really truly has to be done at City Hall or if this was just something we need to do to be able to lease out City Hall. Chief Naughton replied that it had nothing to do with leasing at all but had everything to do with this being a public building, the way the fire codes were written, the way the City's ordinances were and are written, current fire codes, 1997 fire codes, the codes that were in place when the building was built, all of these codes required that this building have a emergency sprinkler system. Alderman McClure asked Chief Naughton if there was anything else that this building is deficient that needs to be included at the same time other than emergency lighting and sprinkling. City Attorney Hyde said that under the City of Houston vs. Houston School District, the City can exempt itself of its own ordinances which may be why City Hall does not have these things. Alderman Baumann suggested that the emergency lighting be considered in next year's budget. Alderman McClure asked the Fire Chief if his assessment, would he consider this building substantially more dangerous by being un-sprinkled. The Fire Chief replied that there are some small modifications that could be made that would make it considerably safer such as the shades that cover the chamber windows which are flammable, exits from the dais, etc.

Upon a motion by Alderman McClure and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to task the Fire Chief/Fire Marshall to look at what could be done other than sprinkling to improve the safety of the building with at least an estimate of expenditures that would be involved and bring it to City Council to make a decision on. In the meantime maybe counsel could give an outline of what would need to be done to research the previous Council exemption. The motion carried.

Discuss and consider action of a policy for water bill adjustments.

City Manager McCain informed the Council that a resident had an \$8000 water bill due to a leak and that this has pushed him to ask for a policy for water bill adjustments. City Manager McCain is asking the Council for some direction on this issue and provided proposed solution for this particular water bill.

There was a lengthy discussion regarding the water meters, leak detection devices as well as how these adjustments have been done in the past.

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 that City Manager McCain do what he is recommending on this particular water bill but send the policy through the Water Advisory Committee. The motion carried.

Discuss and consider action regarding Regular City Council meeting time and date.

The City Attorney's office has requested that the City Council consider moving the regularly scheduled City Council meeting in order for Attorney Charles Zech to be the regular City Council attorney.

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 amend Ordinance No. 300-01-01 amending the Regular City Council meetings to the fourth Monday of the month effective October 2011. The motion carried.

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to amend Ordinance No. 300-01-01 amending the Regular City Council meetings to 6:30 p.m. effective October 2011. The motion carried.

Discuss and consider a cell phone allowance of \$900.00 per year for the City Manager.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to approve the cell phone allowance of \$900.00 per year for the City Manager. The motion carried.

Alderwoman Werner added that she agrees with having a cell phone allowance for the City Manager but would like to discuss during the budget process how much the City is spending on cell phone allowances for department directors.

Presentation, discussion and possible action on the summary report of the employee focus group meetings.

Alderwoman Fanning asked Finance Director Santos that under Public Works that there is a large enough receptacle for dead animals. Mrs. Santos reminded the Council that at the next Council meeting is where the Council will use this information in the summary to provide City staff with their priorities for the next fiscal year.

Presentation, discussion and possible action on the Five-Year Financial Forecast Report.

Finance Director Santos presented the Five-Year Financial Forecast Report highlighting specific items such as: The City has a couple of high revenue sources with the biggest one being property taxes which is 65%, followed by franchise fees at 7% and sales tax at 6%. Property taxes are at about 65% of the total revenues. Approximately \$80,000 has been transferred from the Crime Control District to the General Fund to fund two police officers and this looks like it will continue to be able to support that through our five-year forecast. Mrs. Santos went on to talk about the subdivisions that are growing out are Huntington, Willow Wood and the Garden Villas in Bentley Manor. In Huntington there were four new homes added to the tax roll at a total of \$8,000,000 with three more under construction right now. In Willow Wood are currently seventeen new homes under construction and the Garden Villas still has fourteen lots still available. Mrs. Santos concluded her report by letting everyone know that this information is available on the City's website.

Presentation, discussion and possible action on the budget calendar for Fiscal Year 2011-2012.

Finance Director Santos presented the budget calendar for Fiscal Year 2011-2012. This was followed by a brief discussion.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderman Ken McClure, the City Council voted five (5) for and none (0) opposed to approve of the budget calendar for Fiscal Year 2011-2012 as presented. The motion carried.

Discuss and consider action regarding Water System Ordinances. Planning & Zoning Commission recommends that the Water Committee be directed to review Water Ordinances and return to Council with any recommendations.

Alderwoman Michele Bunting Ross said that the Planning & Zoning Commission did not review every single ordinance and they did not do any of the Water items and are recommending that Council have the water people review the ordinances because there are changes that need to be made.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to have the Water Advisory Committee review the Water ordinances and return to Council with any recommendations. The motion carried.

Discuss and consider action regarding SA Unified Development Code. Recommend that Planning & Zoning work with Denton Communities to determine if Shavano Park should adopt any or all of the latest Code.

Alderwoman Michele Bunting Ross presented saying that there is a San Antonio Unified Development Code and that the Chairman of the Planning & Zoning Commission is asking if they could be directed to work with Denton Development to review that code to determine whether or not they should make recommendations to Council on adoption of any of the code.

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 have the Planning & Zoning Committee review the San Antonio Unified Code along with Denton Development. The motion carried.

City Manager's Report

- a) Employee Update**
- b) Trinity Water Well Treatment Building**
- c) Future Agenda Items:**
 - i. Residential Heritage Tree Protection Ordinance**
 - ii. Change Order Policy for Capital Improvements**
 - iii. Dangerous Structure Policy**
 - iv. Fire Arms**

City Manager McCain updated the Council on the following: a) there are two positions open in the City right now and these are being advertised. One is for a corporal in Police Department and the other is for an EMT/Firefighter in the Fire Department. Ray Ashinhurst in our Public Works Department had back surgery last week and he is back on the job on light duty. Officer Ramos is still going through treatment and rehabilitation. b) the roof at the Trinity Water Well Project treatment building will be having some work done due to an piece of the plan that was left out which was a waterproof membrane. The engineers have proposed to put on a two layered flexible coating on top of the roof to make it waterproof. There will be no additional cost other than the \$600 that was already in the original cost estimate.

The City Council shall meet in Executive Session under Texas Government Code Section 551.071 *Consultation with Attorney* to discuss the following:

Claim of William Collins concerning the City's agreement to provide sanitary sewer service.

The City Council went into Executive Session at 10:47 p.m.

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

The City Council reconvened into open session at 11:30 p.m. Instructions were given to the City Manager and the City Attorney in Executive Session. No further action was taken.

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 meeting of the City Council Shavano Park City Council at 11:31 p.m. on Tuesday, June 21, 2011. The motion carried.

These minutes approved on the 19th of July, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
JULY 19, 2011
7:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Alderman Ken McClure – present
Alderman Bruce Baumann – present	Alderdwoman Mary Werner – present
Alderdwoman Etta Fanning – present	Alderdwoman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council meeting to order at 7:32 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 Etta Fanning the invocation.

Citizens to be heard

Mayor Marne read aloud a new statement that citizens of Shavano Park will be seeing on future agendas that has been recommended by the City Attorney's office regarding *Citizens to be heard*.

- Tim Fandel – 102 Cliffside Drive – Mr. Fandel spoke about the proposed multi-family development that HEB is proposing to develop.
- Bob Werner – 310 Fawn Drive – said that there is an agreement between the City of Shavano Park and the City of San Antonio concerning the development of the previously mentioned property. Mr. Werner suggested that the City staff start looking for that agreement in case it is needed in the future.

Mayor & City Council Comments

None

Presentation by Brandon Ross, AICP Special Projects Manager for the City of San Antonio Parks and Recreation Department on the Greenway Trails Plan and the Salado Creek portion of that plan.

Mr. Brandon Ross, AICP Special Projects Manager for the City of San Antonio Parks and Recreation Department updated the City Council on the Greenway Trails plan and the Salado Creek portion of that plan.

Mr. Ross said that he expects to take this to the City of San Antonio City Council in November 2011 to discuss funding. Then in 2012 they will begin the design of the trail projects. The project should take approximately six years to complete.

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

a) Approval of the City Council Minutes from:

May 20, 2011 Special Meeting

June 21, 2011 Regular Meeting

b) Acceptance of the Planning & Zoning Commission Minutes from:

June 01, 2011 Meeting

c) Acceptance of the Water Advisory Committee Minutes from:

April 05, 2011 Meeting

d) Acceptance of the Building Permit Activity Report

e) Acceptance of the Code Compliance Activity Report

f) Acceptance of the Fire Department Activity Report

g) Acceptance of the Municipal Court Activity Report

h) Acceptance of the Police Department Activity Report

i) Acceptance of the Public Works Department Activity Report

Upon a motion made by Alderwoman Michele Bunting Ross 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.

Presentation of Fiscal Year 2010-2011 3rd Quarter Financial Report and acceptance of Finance Activity Report.

Finance Director, Clara L. Santos presented the Fiscal Year 2010-2011 3rd Quarter Financial Report pointing out that the cash position of the City is at a little over \$5,000,000. overall and right now we have peaked on Ad Valorem taxes; two CD's under a federal fund and two CD's in the Water Fund that were rolled over for an additional year; the Water cash is currently at

approximately a little under \$1,000,000.; Capital Projects for the Water Utility is at a little under \$5,000,000. for the Trinity Water Well; the revenues for the General Fund is at 75% of the fiscal year; taxes are at 68% of revenues; 8.4% coming from permits and approximately 6.3% coming from the Municipal Court; the Ad Valorem tax is coming in at 98% of the budget to date; General Fund expenditures are at 72% and we are projecting that each department will come in under their budget with the bulk of the expenditures for the City is going to Police, Fire and then Administration and Public Works; 66% of the expenditures from the General Fund are personnel related followed by maintenance at 8%, supplies and services at 11%; Water sales is at \$750,000.; the Debt Service Fund has 98% of taxes received; Crime Control Sales Tax is at 91%.

City Council Budget Policy and Service Delivery Priority Setting for Fiscal Year 2011-2012 Budget – Budget Work Session.

City Council was asked to identify priorities for consideration during the preparation for the Fiscal Year 2010-2011 Budget. The following is a list of items addressed by Mayor Marne and the City Council members:

Item	Mayor	Baumann	McClure	Werner	Fanning	Ross
Police Equipment		X		X	X	
Drainage		X		X		X
Summer help for Public Works				X		
Public Works Building					X	X
Water/Public Works Employees				X		X
Salary Study				X	X	
Town Plan			X			X
Town Plan Funding				X		X
Public Safety			X		X	X
Capital Equipment Fund			X		X	X
Quality of Life			X		X	X
Detailed Public Works Plan			X		X	X
Police and Fire	X				X	X

Emergency Preparedness Plan					X	
Property Value Concerns			X		X	X
Use of Surplus			X		X	X
Tax Rate			X		X	X
Street Painting by Public Works					X	

Discuss and consider action on Resolution No. 11-10, a resolution of the City Council of the City of Shavano Park, Texas designating authorized signer of all accounts for the City of Shavano Park, Texas with Frost National Bank.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to accept Resolution No. 11-10 with the following amendment "that any checks over \$5000.00 require the signature of the Mayor or Mayor Pro-Tem plus one of the designated staff members". The motion carried.

Public Hearing: Proposed amendment to City's zoning regulations on a proposed amendment to the City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances to allow for additional uses in certain commercial zoning districts.

The public hearing opened at 8:31 p.m.

Planning & Zoning Commissioner Chairman, Bob Werner presented the proposed amendments to the City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances to allow for additional uses in certain commercial zoning districts.

There being no public comment, the public hearing was closed at 8:48 p.m.

Discuss and consider action on Ordinance No. 100-07-11, an ordinance amending the City of Shavano Park Code of Ordinances Chapter 36 Zoning; providing for additional uses within certain districts; providing for severability; providing for a repealer; and providing for an effective date.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderman Bruce Baumann, the City Council voted four (4) for and none (0) opposed and Alderwoman Mary Werner abstaining from the vote to accept Ordinance No. 100-07-11 with the change of bar/tavern under B-1 to a "CC". The motion carried.

Public Hearing: Proposed amendment to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances amending the City's Zoning Map rezoning 4560 Lockhill Selma, Unit 17L, Block 15, Lots 1805, 1806 and 1807 from B-2 to a Planned Unit Development.

The public hearing opened at 8:59 p.m.

PCI Property owner Steve Dutton and Planning & Zoning Commissioner Chairman, Bob Werner presented the proposed amendments to City's zoning regulations Chapter 36 of the City of Shavano Park Code of Ordinances amending the City's Zoning Map rezoning 4560 Lockhill Selma, Unit 17L, Block 15, Lots 1805, 1806 and 1807 from B-2 to a Planned Unit Development. Chairman Werner informed the City Council that this is basically a building layout that is in two phases. One of the concessions being provided to the City of Shavano Park is 600 linear feet of additional sidewalks. Denton Communities also indicated that future development of undeveloped property will also require sidewalks. There are two existing lots of about 350 linear feet that do not have sidewalks which will eventually get sidewalks. This means that all of the west side of Lockhill Selma will have a sidewalk in turn for 10 parking spaces allowing the PCI tract 4.5 to 1000 foot parking spaces.

There being no public comment, the public hearing was closed at 9:07 p.m.

Discuss and consider action on Ordinance No. 100-08-11, an ordinance amending the City of Shavano Park Code of Ordinances Chapter 36 zoning; rezoning 4560 Lockhill Selma, Unit 17L, Block 15, Lots 1805, 1806 and 1807 from B-2 to a Planned Unit Development; finding this ordinance to have been considered pursuant to the laws governing open meetings; providing a severability clause; and establishing an effective date.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to accept Ordinance No. 100-08-11 as presented. The motion carried.

Discuss and consider action on Resolution No. 11-09, of the City Council of the City of Shavano Park, Texas authorizing the City Manager to execute a Memorandum of Understanding between the San Antonio River Authority and the City of Shavano Park, Texas regarding the collection and exchange of data for modeling standards for hydrology and hydraulic modeling.

Mr. Russell Persyn, P.E., Ph. D. of the San Antonio River Authority presented this item stating that the City of Shavano Park is one of twenty suburban cities along with the City of San Antonio, Bexar County and the San Antonio River Authority that are working together on flood control. This agreement is to help provide more detailed mapping, more detailed models available to the communities for planning, capital improvement projects, and development. This also allows us to have maps updated quicker when needed in essence making the process more user friendly.

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 accept Resolution No. 11-09 as presented. The motion carried.

Discuss and consider Resolution No. 11-11, a resolution of the City of Shavano Park, Texas authorizing the City Manager to enter into Amendment No. 1 to the agreement between the Comptroller of Public Accounts and the City of Shavano Park for American Recovery and Reinvestment Act (ARRA) Energy Efficiency and Conservation Block Grant (EECBG) which was entered into with Resolution No. 09-19.

City Manager Kyle McCain presented this item saying that the City would be receiving a \$23,000 grant and about a \$4800. worth of rebates through City Public Service (CPS) through a grant that was awarded in December of 2010.

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 accept Resolution No. 11-11 as presented. The motion carried.

Presentation, discussion and possible action concerning the appointment of a Municipal Court Associate Judge.

Alderwoman Etta Fanning was opposed to the process of selection of the Municipal Court Associate Judge saying that the Council needed to give clearer direction on the appointment procedures before the selection process.

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 appoint Tom Countryman as Municipal Court Associate Judge for a two (2) year term. The motion carried.

Discuss and consider action on establishing standards, objectives, goals and performance measures for the City Manager’s annual and bi-annual evaluation.

Alderwoman Mary Werner presented this item saying that she and Alderman Bruce Baumann wanted this item on the agenda to sit with new City Manager, Kyle McCain so he could get a feel of where, how and what goals he would be evaluated on. There was a consensus among the City Council members to have this as a work session item on the August Council agenda.

City Manager’s Report

- a) Employee Update**
- b) Trinity Water Well Project Update**
- c) City Council and Senior Staff training with Winslow Consulting**
- d) Future Agenda Items:**
 - i. Residential Heritage Tree Protection Ordinance**
 - ii. Change Order Policy for Capital Improvements**
 - iii. Dangerous Structure Policy**
 - iv. Fire Arms**

City Manager McCain updated the City Council on the following items: a) there are two positions open, one in the Fire Department for a firefighter/EMT and the other in the Police Department for a police officer. Both application periods have now closed and testing is in progress; b) the Trinity Water Well has been flushed and cleaned and it is now perfectly clean on the inside. Last week water samples were done to make sure that the water is in top condition before it goes out to citizens; c) the Mayor and City Manager are making arrangements with Winslow Consulting for training with City Council and Senior staff to help build relationships and goal setting skills. This will be at no charge to the City of Shavano Park; d) future agenda items are still pending completion.

The City Council shall meet in Executive Session under Texas Government Code Section 551.071 (1a) and (1b) *Consultation with Attorney* to discuss the following:

- a) *Gary Cram v. the City of Shavano Park, Texas Cause No. 2007-CI-16060 (37th Judicial District, Bexar County, Texas)*

The City Council went into Executive Session at 10:00 p.m.

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

The City Council reconvened into open session at 10:20 p.m. No further action was taken.

Adjournment

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) and none (0) opposed to adjourn the Regular meeting of the City of Shavano Park City Council at 10:20 p.m. on Tuesday, July 19, 2011. The motion carried.

These minutes approved on the 16th of August, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
AUGUST 08, 2011
6:00 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Alderdwoman Etta Fanning – present

Alderman Ken McClure – present
Alderdwoman Mary Werner – absent
Alderdwoman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council meeting to order at 6:00 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Alderdwoman Michele Bunting Ross led the Pledge of Allegiance and Alderman Ken McClure the invocation.

Presentation of the Proposed Fiscal Year 2011-2012 Operating and Capital Budget and the Proposed Ad Valorem Tax Rate with discussion to follow.

City Manager Kyle H. McCain presented the Proposed Fiscal Year 2011-2012 Operating and Capital Budget and Proposed Ad Valorem Tax Rate. Mr. McCain began by saying that this is a proposed budget of \$4,110,815 opposed to this current budget of \$3,403,857. Major program improvements include: Continued restricted reserve funds for future Capital projects such as street reconstruction; drainage improvement projects; Town Plan items; establish vehicle/equipment replacement fund; upgrade dispatch communication systems (radios); and fire department replacement pumper. Mr. McCain continued by saying that the City continues to be in strong financial condition with the unreserved General Fund balance at \$1,501,598; Water Utility Fund having a reserve fund balance of \$500,000 and unreserved fund balance of \$406,630; Revenue projections based on: prior year revenue activity; current year to-date activity; and future factors – economic vitality. Proposed property tax rate is to maintain \$0.3200 and solid waste fee will be based on the consumer product index (CPI) which we do not have from Allied Waste at this time. The City's largest source of revenue for the General Fund is at 54%. The tax rate of \$0.32 per \$100 evaluation is proposed with 0.29086 for maintenance and operation (M&O) and \$0.029132 for debt service. The proposed rate is below

the effective and rollback rates with the effective tax rate at \$0.333690 and the rollback tax rate at \$0.374046 which means that public hearings and notices are not required. The property tax revenue would be higher if we used the effective tax rate by \$84,394. Mr. McCain went on to say that this is a basic services budget to maintain the current levels of service.

The proposed budget would allow the following changes: In the Police Department – replacement of two patrol cars and upgrade radios to 800Mhz (from the Capital Replacement Fund); the Fire Department – replacement of Pumper No. 2 (Capital Replacement Fund); upgrade radios to 800Mhz (from the Capital Replacement Fund); the addition of one paramedic designation bringing the department up to a total of seven; reclassify Second-in-Command to Fire Lieutenant; add \$10/mo/Firefighter for Emergency Response contact. In Public Safety – extend Helotes Dispatch contract at \$65,000 per year. In Public Works – Capital Improvements would fund a continuation in the slurry-seal program and allow for the replacement of two concrete drainage street crossings. For the Water System – Capital Improvement Fund would allow the installation of variable frequency drives (VFD) at Well No. 7; upgrade the SCADA monitoring system, and equipment to generate SCADA reports. Also, the Edwards Aquifer Administration fee increase of 182% to \$116. Employee Compensation Package – a 3.5% cost of living increase (CPI in July of 3.83%); continuation of the merit/performance pay program; continuation of the sick leave buy-back program; and the continuation of the tuition reimbursement program. Other categories - \$15,000 for the Town Plan project to include the continuation of engineering studies for NW Military Hwy project.

The Capital Replacement Fund has three proposed categories for Capital projects which are equipment replacement fund; significant repair projects; and major Capital improvements. Appropriations would be to upgrade Police and Fire radios to 800Mhz; replace Fire Pumper No. 2; and move \$597,741 from Undesignated General Fund balance to fund appropriations and restricted reserve funds.

Discuss and consider action to schedule date, time and place for Public Hearings and adoption of tax rate.

Mayor Marne announced the date and times of the two public hearings. The first public hearing will be held on August 30, 2011 at 6:00 p.m. and the second will be held on at September 06, 2011 at 6:00 p.m. at the City of Shavano Park City Hall located at 900 Saddletree Court, Shavano Park, Texas.

Adjournment

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 adjourn the Special meeting of the City Council Shavano Park City Council at 7:59 p.m. on Monday, August 08, 2011. The motion carried.

These minutes approved on the 16th of August, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
AUGUST 16, 2011
6:00 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Alderman Ken McClure – present
Alderman Bruce Baumann – present	Alderdwoman Mary Werner – present
Alderdwoman Etta Fanning – present	Alderdwoman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council meeting to order at 6:02 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Budget Work Session – Presentation and discussion of the Fire/EMS Proposed Budget for Fiscal Year 2011-2012.

City Manager, Kyle H. McCain and Fire Chief, Michael Naughton presented the Fire/EMS Proposed Budget for Fiscal Year 2011-2012. The proposed operating fund is \$945,080. Staffing is at sixteen and has been for the last three years. Chief Naughton pointed out that the equipment line for the 2010-2011 Fiscal Year showing \$117,000 which a majority of that was for the brush truck and of that amount, \$79,500 was recuperated from a grant. Chief Naughton went on to say that \$12,000 is budgeted this year for replacement of fire equipment that is broken or worn out. \$569,000 is proposed in the Capital Budget breaks down to \$69,000 for 800 MHz radios and the \$500,000 is a "place holder" for a fire truck. Chief Naughton stressed that this does not mean that a new truck will be purchased but that it is a place holder and a safe guess. Chief Naughton said that the runs in the last five years are up 40%. The department has gone from making 370 calls to 450 this year with five months to go. City Manager McCain went on to discuss *Program Changes* which included adding a Lieutenant classification for the Second-in-Command Officers; Converting an EMT position to Paramedic for a total of seven authorized paramedics; Separating paramedic pay and reclassifying as allowance for paramedic certification; adding phone allowance for all firefighters for call back and emergencies; Continuing dispatch services with the City of Helotes at a 22% increase; purchasing a scheduling module through Fire Programs; maintaining maintenance contracts on aging equipment and on new 800 MHz radios; and finally, Capital replacement fund for the replacement of FMC fire truck Pumper Ex and upgrading radios to the 800 MHz radios. *Staffing* would include one fire chief, three fire captains, three fire lieutenants and nine firefighter/EMT's (a staff total of sixteen). The only difference being proposed in the *Allowances* is a \$10 phone allowance for which is for reimbursement of texting fees for all firefighters. This presentation was followed by a lengthy discussion. This included discussion on the purchasing of a fire engine to \$500,000 being a place holder in the budget; and what to look into as far as whether or not to borrow the money, pay out right or just the different options of purchasing a \$500,000 fire truck.

Mayor Marne asked if there were any citizens that would like to comment at this time.

- Vicky Maisel – 111 Painted Post – distributed a comparative salary of firefighter/EMTs from some of the neighboring cities adding that our department was underpaid.
- Al Walea – 104 Bikeway Lane – said that the City should continue setting aside money for future expenditures; texting within the department is an efficient way of communicating; and encourages the City to look at a serious salary survey before making any salary adjustments.

Adjournment

Alderman Ken McClure adjourned the Special meeting of the City of Shavano Park City Council at 7:30 p.m. on Tuesday, August 16, 2011. The motion carried.

CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
AUGUST 16, 2011
IMMEDIATELY FOLLOWING THE WORK SESSION

MINUTES

Roll Call

Honorable, A. David Marne – present	Alderman Ken McClure – present
Alderman Bruce Baumann – present	Alderman Mary Werner – present
Alderman Etta Fanning – present	Alderman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council meeting to order at 7:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Boy Scout Troop 285 of Coker Methodist Church led the Pledge of Allegiance and Alderman Mary Werner the invocation.

Citizens to be heard

- Dagne Florine – Post Oak Way – Mrs. Florine said she was disappointed in the recent selection of the Alternate Municipal Judge and asked Council to put a procedure in place that fits the City of Shavano Park and that it is professional and transparent for this type of selection in the future.

Mayor & City Council Comments

- Mayor Marne presented the Distinguished Budget Award for the Fiscal Year beginning October 1, 2010 to Finance Director, Clara L. Santos and City Manager, Kyle H. McCain which was awarded to the City of Shavano Park by the Government Finance Officers Association.
- Alderman Etta Fanning thanked all of tonight's guests as well as staff for being here tonight.

- Alderman Bruce Baumann thanked Mrs. Santos for all her hard work and said that this award (the Distinguished Budget Award) is an example of what happens when the City employees qualified, good people. Alderman Baumann thanked all of the Department Directors for the fine job they do for the City.

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

- a) **Approval of the City Council Minutes from:**
 July 19, 2011 Regular Meeting
 August 08, 2011 Special Meeting
- b) **Acceptance of the Planning & Zoning Commission Minutes from:**
 July 06, 2011 Meeting
- c) **Acceptance of the Water Advisory Committee Minutes from:**
 July 05, 2011 Meeting
- d) **Acceptance of the Building Permit Activity Report**
- e) **Acceptance of the Code Compliance Activity Report**
- f) **Acceptance of the Finance Activity Report**
- g) **Acceptance of the Fire Activity Report**
- h) **Acceptance of the Municipal Court Activity Report**
- i) **Acceptance of the Police Department Activity Report**
- j) **Acceptance of the Public Works Department Activity Report**

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 accept the consent agenda with the exception of the July 19, 2011 Regular City Council minutes which were pulled from the consent agenda at the request of Alderwoman Michele Bunting Ross. The motion carried.

Alderwoman Michele Bunting Ross and Alderwoman Etta Fanning asked that changes be made to the City Council's priorities that were listed under the Five-Year Forecast presentation. Alderwoman Fanning also amended the motion on Item 6 of that same meeting.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to accept the July 19, 2011 Regular City Council minutes as amended. The motion carried.

Discuss and consider action on the reappointment of Judge Steven Takas to the Municipal Court.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to reappoint Judge Stephen Takas as the City of Shavano Park Municipal Court for a two year term which will expire on August 16, 2013. The motion carried.

Discuss and consider action on a nomination for the Bexar Appraisal District Board of Directors.

Mayor Marne nominated Alderwoman Michele Bunting Ross for the Bexar Appraisal District Board of Directors.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to name Michele Bunting

Ross as the nominee for the City of Shavano Park, Texas for the Bexar Appraisal District Board of Directors. The motion carried. *This motion will be submitted in the form of Resolution No. 11-12 and submitted by the deadline of October 14, 2011.

Presentation, discussion and consideration of appropriate action concerning the Edwards Aquifer Authority Water Rights that will expire in December 2011; and the recommendation by the Water Advisory Committee to let those water rights expire.

Water Advisory Committee Chairman David Ross presented this item. Chairman Ross said that the City has rights to 1600 acre feet of Edwards Aquifer water. There are 300+ acre feet that are to expire at the end of this year. It is the recommendation of the Water Advisory Committee to let those water rights expire.

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 accept the Water Advisory Committee's recommendation not to renew the 300+ acre feet that are to expire December 2011. The motion carried.

Discuss and consider action on establishing standards, objectives, goals and performance measures for the City Manager's annual and bi-annual evaluation.

There was a brief discussion on types of evaluation forms to use; goals and performance measures and frequency of evaluations of the City Manager.

Alderman Ken McClure suggested that there be a Special Council meeting to discuss this item alone. Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to hold the first semi-annual evaluation of the City Manager in November 2011 which will be a working evaluation to determine the future for the annual report as well as taking the MBO concept, the standardized form, the International City Managers Association (ICMA) recommended form. The motion carried.

Adjournment

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) and none (0) opposed to adjourn the Regular meeting of the City of Shavano Park City Council at 8:22 p.m. on Tuesday, August 16, 2011. The motion carried.

These minutes approved on the 20th of September, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
AUGUST 30, 2011
6:00 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Aldерwoman Etta Fanning – absent

Alderman Ken McClure – present
Aldерwoman Mary Werner – present
Aldерwoman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council meeting to order at 6:00 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Aldерwoman Mary Werner led the Pledge of Allegiance and Alderman Ken McClure the invocation.

Budget Work Session – Presentation and discussion of the Police, Administration, Personnel, Revenues and Other Funds in the Proposed Budget for Fiscal Year 2011-2012.

City Manager Kyle H. McCain and Police Chief Curtis Stewart presented the Proposed Fiscal Year 2011-2012 for the Police Department. This proposed budget included the following: replacement of two patrol cars at a cost of \$65,000; an upgrade to the new 800 MHz radio system at a cost of \$65,000 with a maintenance plan of \$7,000; an increase in dispatch services of 72% at a cost of \$47,000. Alderman Ken McClure, Alderman Bruce Baumann and Aldерwoman Michele Bunting Ross requested that an analysis be conducted to compare repairs versus replacement of police vehicles, if not for the Fiscal Year 2011-2012 then for the Fiscal Year 2012-2013. Alderman McClure also asked for a presentation on the liability to the City of a gun issuance versus a gun allowance.

City Manager McCain and Finance Director Clara Santos then presented the Administrative budget which includes the Office of the City Manager, City Clerk, Finance Office, Municipal

Court, Development Services, City Council, Personnel, Revenues and other funds such as Oak Wilt Fund, Court Restricted Fund and the Pet Documentation Fund. [Alderwoman Mary Werner asked that for the record, it be pointed out that during the budget cycle it was discovered that the beginning Fund Balance was off by \$500,000 which was later corrected]. On the City Council Budget, the City Council asked that the Town Plan be transferred from the Council budget to the Non-Departmental Fund. There was a consensus among the Council that \$600 be budgeted per Council member for training which would include travel and food as well. There was a consensus among the Council that the City goes out for a request for proposal (RFP) for an auditor. On Personnel, it was proposed that there be a salary adjustment which would include a 3.5% cost of living adjustment (COLA) at the cost of \$57,000; merit pay and sick leave buy back at a cost of \$19,000. There was a consensus among the City Council to use \$15,000 to do a compensation study and reduce the COLA to 2.5% which would be about \$47,000. City Manager McCain went on to say that the Permit Clerk/Receptionist and Code Compliance Officer were under temporary supervision during the City Manager transition; the Permit Clerk is working under the supervision of the City Clerk and the Code Compliance Officer is working under the supervision of the Public Works Director. As of October 01, 2011 the Code Compliance Officer will be supervised by the Fire Chief who is a certified code compliance officer as well but still be directly under the City Manager. Mr. McCain added that there are actually three firefighters who are certified code compliance officers. The Permit Clerk/Receptionist will also go back to be supervised under the City Manager sometime in the next fiscal year. Mr. McCain went on with the revenues and expenditures saying that an equipment replacement fund has been started; continuation of putting money in the capital improvement projects trying to make sure that we have adequate or at least fair city wide benefits to employees; building debt service fund to pay off future debt and consider reducing the current tax rate or increasing the debt service tax. Under revenues the ad valorem tax rate of \$2,221,449 is based on the O&M part of a .32 tax rate. Permits and licenses is estimated at \$293,100; Municipal Court at \$273,300; Franchise Fees at \$272,000; Sales and mixed beverage tax at \$207,000; transfers from the Water Utility Fund and Crime Control at \$113,850; and other revenues from interest, police revenues and grants at \$132,375. Total current revenues are at \$3,513,074; total current expenditures are at \$3,122,150 and a balance from current revenues at \$390,924. Mr. McCain went on to improvements with the N.W. Military Highway project at \$15,000; Public Works GIS mapping at \$1,000; Fire Department personnel and radios at \$18,140; Police Department radios at \$7,000; city wide benefits at \$95,000; and transfers to the Capital Replacement Fund of \$852,525; making a total improvements of \$988,665 but of that \$852,525, \$390,924 comes from current revenues. Fiscal Year 2012-2013 equipment replacement would be estimated to be at \$209,525. Next up was an undesignated reserve which has current proposed revenue of \$3,513,074; current proposed expenditures of \$3,122,150; a balance before improvements of \$390,924; and total

proposed improvements of \$988,665. The balance before the proposed improvements is \$597,741. The estimated beginning fund balance is \$2,662,607 with an estimated ending fund balance of \$2,064,866. In other funds is the court restricted fund with an available \$84,814 and appropriations of \$10,750. Crime Control fund at \$103,427 with appropriations to fund two police officers at \$89,000. City Council requested that the budget reflect the two police officers be replaced by two cars and to move the two police officers to the General Fund. The Pet Documentation & Rescue fund is at \$2,295 and the Oak Wilt Fund at \$41,005. The Debt Service is carrying forward \$87,540 with a required tax obligation is \$292,320; the Debt Service is at \$0.029 and generates \$222,490; Debt Services will draw down reserves by \$69,830. Mr. McCain said that the Debt Service tax rate needs to be set at \$0.037 to generate \$292,320.

First Public Hearing: Proposed tax rate for Fiscal Year 2011-2012 of \$0.32000 per \$100 of valuation and on the Proposed Annual Operating and Capital Budget.

The public hearing opened at 9:50 p.m.

- David Ross – 99 Bent Oak – Mr. Ross thanked the Council for their hard work this evening and then went on to speak about the City of Shavano Park tax rate. Mr. Ross asked that the Council consider in their deliberations the unfunded accrued actuarial liability of the City's retirement plan. Mr. Ross pleaded with the Council to adjust the debt service fund to collect enough tax money to adequately fund the debt service.

There being no public comment, the public hearing was closed at 9:52 p.m.

Discussion and action on setting September 06, 2011 as the date for the second public hearing of the City Council for the proposed tax rate and Fiscal Year 2011-2012 Proposed Budget.

Mayor Marne announced Tuesday, September 06, 2011 as the date that has been set for the second public hearing of the City of Shavano Park City Council for the proposed tax rate and Fiscal Year 2011-2012 Proposed Budget.

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 September 06, 2011 as the date for the second public hearing of the City of Shavano Park City Council for the proposed tax rate and Fiscal Year 2011-2012 Proposed Budget.

Discussion and action on setting September 20, 2011 as the date for the final vote of the City Council for the purpose of adopting the proposed tax rate and proposed budget.

Mayor Marne announced Tuesday, September 20, 2011 as the date that has been set for the final vote of the City Council for the proposed tax rate and proposed budget.

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Michele Bunting Ross, the City Council voted four (4) and none (0) opposed to accept September 20, 2011 as the date set for the final vote of the City Council for the proposed tax rate and proposed budget.

Adjournment

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 adjourn the Special meeting of the City Council Shavano Park City Council at 10:00 p.m. on Tuesday, August 30, 2011. The motion carried.

These minutes approved on the 20th of September, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
SEPTEMBER 06, 2011
6:00 P.M.

AGENDA

This meeting was cancelled and rescheduled to Monday, September 12, 2011 at 6:00 p.m. due to a lack of quorum.

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
SEPTEMBER 13, 2011
6:00 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Alderwoman Etta Fanning – present

Alderman Ken McClure – present
Alderwoman Mary Werner – present
Alderwoman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council meeting to order at 6:00 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 Ken McClure the invocation.

Budget Work Session – Presentation and discussion of the Public Works, Water and Capital Improvement Projects in the Proposed Budget for Fiscal Year 2011-2012.

Mr. McCain began the presentation by saying that the estimated Water Utility Fund balance is \$1,064,644; revenues from current sources is at \$975,360; expenditures for regular operations & maintenance (O&M) is at \$681,550; Capital Improvements is at \$94,000; Debt Service is at \$202,814 with a water bond payment of \$150,465 and transfer debt service at \$52,349; Projected unreserved fund balance is at \$536,640; reserved fund balance at \$500,000; meter replacement fund at \$25,000; and estimated fund balance of \$1,061,640. Water revenues for Fiscal Year 2011-2012 are as follows: expected consumption revenue is \$700,000; Debt Service has expected revenue of \$60,000 with a debt requirement of \$202,864; Water Service Fee has expected revenue of \$57,000; Edwards Aquifer Authority (EAA) are \$116,867 net of the rebate; the current EAA management fees are \$.25 per 1000 gallons of water which will bring in about \$48,900. Mr. McCain recommends that the fee be raised to \$.60 per 1000 gallons of water which will give the City the \$117,360 which would be enough to cover the \$116,867 net cost to the City in EAA fees. Mr. McCain added that this is a straight pass through fee. Citizens would be notified of the increase on their October water bill.

On the Water Utility Budget: Capital Expenses would include installation of variable frequency drives (VFD) at Well #7 and an upgrade to the SCADA alarm system. Personnel Expenses would include a 2.5% cost of living adjustment (COLA), merit pay and sick leave buy-back, phone allowances, car

allowances and certification pay. There was a consensus among the City Council to move the Animal Control item to Public Works instead of Water and not to pay certification pay unless the employee passes the certification test. The *water meter fee* has also been changed to *water service fee* on the water bill. This change was recommended by the Water Advisory Committee. It was also recommended by the Water Advisory Committee that a 3% fee which is an administrative fee be transferred to the General Fund.

City Manager McCain went onto Public Works presenting the line items. Alderwoman Bunting Ross asked an explanation on the line item for *total services* which Public Works Director David Dimaline said was for boot replacement for two servicemen and then additional funds for safety wear which is an increase for the purchase of safety vests and gloves. Alderwoman Bunting Ross then asked about the increase in *association dues*. Mr. Dimaline said that this is for additional training for water certifications. Mr. Dimaline added that there is also an increase in *special services* in order to have about twenty-five loads of "spoils" or land fill removed. Alderwoman Werner asked about the increase under *electronic equipment* which Mr. Dimaline said was to replace the Motorola radios that are located at each well site. These radios are almost ten years old and parts for repairs are unable to be located therefore, it was decided to replace them all. The increase also includes an upgrade to the SCADA software. Alderwoman Werner also asked about the Water Fund's *contingency fund* increase which Mr. Dimaline said that it is in case a motor at one of the wells goes down and needs to be replaced. Also funded in this budget is \$30,000 to continue the crack seal project and it was also recommended to re-stripe DeZavala Road and this would also be funded. There will also be repairs done to some of the concrete drainage areas on Chimney Rock, Cliffside and Bent Oak. Mr. McCain continued on to Debt Service saying that the debt service requirement for the year is \$292,320. In order to set the debt service tax rate for the full amount the tax rate would need to be .038 and by leaving the tax rate at \$.32 would lower the O&M tax rate to 20.281 cents.

Second Public Hearing: Proposed tax rate for Fiscal Year 2011-2012 of \$0.32000 per \$100 of valuation and on the Proposed Annual Operating and Capital Budget.

The public hearing opened at 8:47 p.m.

- Vicky Maisel – 111 Painted Post – Ms. Maisel suggested that the City save \$45,000 by cutting the money allocated for the NW Military Highway project (\$15,000.); Municipal Tract Development (\$20,000.) and hike and bike trails (\$10,000.) Ms. Maisel pointed out that during the Town Plan meetings it was stated that no request for money was being made.
- Dagne Florine -111 Post Oak Way – echoed what Ms. Maisel said. Ms. Florine asked the City Council to remember that the budget is for "needed" items not "wanted" items. Ms. Florine also commented on the \$15,000 set aside to do a survey on salaries and asked that the Council look at ways of doing this cheaper.

There being no further comments from the public, the public hearing was closed at 8:50 p.m.

Discussion and possible action on the acceptance of the Water Advisory Committee's recommendation to change the name of the *Water Meter Fee* to *Water Service Fee* on the Shavano Park Water System monthly bill.

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to accept the Water Advisory Committee's recommendation to change *water meter fee* to *water service fee* on the Shavano Park Water System monthly bill. The motion carried.

Discussion and possible action on setting September 20, 2011 as the date for the final vote of the City Council for the purpose of adopting the proposed tax rate and proposed budget.

Mayor Marne announced September 20, 2011 as the date for the final vote of the City Council for the purpose of adopting the proposed tax rate and proposed budget.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to accept September 20, 2011 as the date for the final vote of the City Council for the purpose of adopting the proposed tax rate and proposed budget. The motion carried.

Adjournment

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) and none (0) opposed to adjourn the Special meeting of the City Council Shavano Park City Council at 8:53 p.m. on Tuesday, September 13, 2011. The motion carried.

These minutes approved on the 24th of October, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
SEPTEMBER 20, 2011
7:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Alderman Etta Fanning – present

Alderman Ken McClure – absent
Alderman Mary Werner – present
Alderman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council 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 Michele Bunting Ross led the Pledge of Allegiance and Alderman Etta Fanning the invocation.

Citizens to be heard

- David Ross – 99 Bent Oak – Deferred comments to Item 5 & 6

Mayor & City Council Comments

- Alderman Etta Fanning thanked all of tonight's guests.

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

a) Approval of the City Council Minutes from:

**August 16, 2011 Special Meeting
August 16, 2011 Regular Meeting
August 30, 2011 Special Meeting**

b) Acceptance of the Planning & Zoning Commission Minutes from:

August 03, 2011 Meeting

c) Acceptance of the Building Permit Activity Report

- d) Acceptance of the Code Compliance Activity Report**
- e) Acceptance of the Finance Activity Report**
- f) Acceptance of the Fire Activity Report**
- g) Acceptance of the Municipal Court Activity Report**
- h) Acceptance of the Police Department Activity Report**
- i) Acceptance of the Public Works Department Activity Report**

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted four (4) for and none (0) opposed to accept the consent agenda with the exception of the August 16, 2011 Regular City Council minutes, August 30, 2011, and the Finance Activity Report which were pulled from the consent agenda at the request of Alderwoman Michele Bunting Ross. The motion carried.

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 accept the August 16, 2011 Special/Regular City Council minutes and the August 30, 2011 Special City Council minutes as amended. The motion carried.

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 accept the Finance Activity Report as presented. The motion carried.

Discussion and possible action to authorize the City staff to facilitate the use of the City Hall lobby in support of The Epilepsy Foundation Central & South Texas "Seize the Moment 5k Fun Run" on November 5, 2011 at 8:30 AM, but not to include any paid staff other than the normal functions of the safety and emergency services to insure safety of the participants.

Sindi Rosales, Executive Director of the Epilepsy Foundation Central & South Texas presented the history of how the Seize the Moment 5K Fun Run in Shavano Park was started.

Upon a motion made by Alderwoman Etta Fanning and a second by Alderman Bruce Baumann, the City Council voted four (4) for and none (0) opposed to allow the Epilepsy Foundation Seize the Moment 5k Fun Run/Walk on November 5, 2011 with the proper indemnity insurance as part of the agreement. The motion carried.

Discussion and possible action to authorize the City staff to facilitate the use of the City Hall lobby in support of the San Antonio Gaelic Athletic Club "Celtic Crawl" on January 28, 2012 at 8:00 AM, but not to include any paid staff other than the

normal functions of the safety and emergency services to insure safety of the participants.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted four (4) for and none (0) opposed to allow the San Antonio Gaelic Athletic Club "Celtic Crawl" on January 28, 2012 with the guidance of the City Manager. The motion carried.

Discussion and possible action on preliminary approval for the plat for Shavano Park Unit 18-B, PH III. A 9.90 acre tract of land out of a 55.99 acre tract located in Unit 18/19.

Dan Kossl of Denton Communities presented the preliminary plat for Shavano Park Unit 18-B, Phase III. This is the third phase of the Willow Wood property with lots size staying with the previous phases; it is just a continuation of street. Mr. Kossl added that this is the final phase of Willow Wood and that it has gone through the Planning & Zoning Commission and received their preliminary approval.

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 grant preliminary approval of Shavano Park Unit 18-B, Phase III as presented. The motion carried.

Presentation by Mr. Rudy Rodriguez followed by discussion and possible action on the Solid Waste Collection contract between the City of Shavano Park and BFI Waste Services of Texas, L.P. – B.B.A. – Allied Waste Services of San Antonio for the 2012 calendar year.

Mr. Rudy Rodriguez of Allied Waste Services presented this item with a proposal to waive the consumer price indexing (CPI) and put that rate back rather than issuing an increase of 2.21% as of January 01, 2012. This would mean that Allied Waste would hold the current rate of \$20.68 for the next year so that the City wouldn't have any increase in those rates. Along with this would also be an increase in recycled waste receptacles to the ninety-six (96) gallon container. In exchange for this hold on rate, Allied Waste Services is requesting the City Council to extend the contract between the City of Shavano Park and Allied Waste Services for five (5) years.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted four (4) for and none (0) opposed to have the Mayor appoint a

subcommittee to work with the City Manager and come back to Council with recommendations. Mayor appointed Alderman Baumann, Alderwoman Werner and Vicky Maisel to this subcommittee. The motion carried.

Discussion and possible action on Resolution No. 11-15, a resolution amending the City of Shavano Park Financial Investment Policy.

Mayor Marne said that Alderman Ken McClure and Alderman Bruce Baumann both made a recommendation to keep Mr. Dave Burns on the Investment Committee.

Upon a motion by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted four (4) for and none (0) opposed to adopt Resolution No. 11-15 as presented. The motion carried.

Discussion and possible action classifying the Municipal Court Judge, Alternate Municipal Court Judge, Municipal Court Prosecutor and Alternate Municipal Court Prosecutor part time employees for the City of Shavano Park as required by Internal Revenue Code (IRC) 401(c), Treasury Regulation 31.3401 (c)-1 and 1.1402 (c)-2(b).

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted four (4) for and none (0) opposed to classify the Municipal Court Judge, Alternate Judge, Municipal Court Prosecutor and Alternate Prosecutor as part time employees pursuant to the Internal Revenue Code (IRC) 401(c), Treasury Regulation 31.3401 (c)-1 and 1.1402 (c)-2(b) with the direction that go battle it under TML. The motion carried.

Discussion and possible action on Ordinance No. 200-01-11, an ordinance amending the City of Shavano Park Code of Ordinance Chapter 22 Public Safety Services; providing a weapons discharge prohibition within the City of Shavano Park, Texas; providing a penalty and establishing an effective date.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted four (4) for and none (0) opposed to table this item until the next Council meeting at which time all changes discussed are to be made and if possible, emailed to Council members prior to the October meeting so it can be looked over carefully by each member. The motion carried.

Discussion and possible action of Resolution No. 11-13, a resolution appointing members to the Board of Adjustments, Planning & Zoning Commission, Water

Advisory Committee, Construction Board of Appeals and the Communication Committee with terms beginning October 01, 2011.

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted two (2) for and none (0) opposed with two (2) (Alderwoman Etta Fanning and Alderman Bruce Baumann) abstaining to appoint Charles Brame and Larry Lyons as members of the Board of Adjustment and Adam Rodriguez and Fred Hobbs as alternate members of the Board of Adjustment with terms beginning October 01, 2011. The motion failed for lack of a majority vote.

Mayor Marne appointed Larry Lyons into Fred Hobbs' position and Adam Rodriguez into Charles Brame's position as members of the Board of Adjustment and appoint Vicky Maisel and Kerry Dyke as alternate members of the Board of Adjustment with terms beginning October 01, 2011.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted two (2) for and one (1) opposed with Alderwoman Mary Werner casting the negative vote and one (1) (Alderwoman Michele Bunting Ross) abstaining to confirm the Mayor's appoint of Larry Lyons into Fred Hobbs' position and Adam Rodriguez into Charles Brame's position as members of the Board of Adjustment and appoint Vicky Maisel and Kerry Dyke as alternate members of the Board of Adjustment with terms beginning October 01, 2011. The motion failed for lack of a majority vote.

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted four (4) for and none (0) opposed to table the appointments to the Board of Adjustment until a later date. 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 and (Alderwoman Etta Fanning abstaining) to re-appoint all of the current members of the Planning & Zoning Commission whose term expires on September 30, 2011. The motion carried.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderman Bruce Baumann, the City Council voted four (4) and none (0) opposed to appoint Lee Powers to the Construction Board of Appeals subject to verification of qualifications. The motion carried.

Alderwoman Etta Fanning motioned to appoint Colleen Dietz, Kennie Kahn and Sherrill Oldham to the Communication Committee. There being no second to the motion made, the motion failed.

Alderman Bruce Baumann motioned to re-appoint Marcia Stipek, Randi Wayland and Colleen Dietz to the Communication Committee. There being no second to the motion made, the motion failed.

Alderman Bruce Baumann recommended that the Communication Committee be disbanded for a period of three (3) months or be suspended for three (3) months; allowing this Council to come up with some guidelines for the Communication Committee at which time he would also like to expand the committee to an additional three (3) members to get some new faces involved. After the three (3) months, appointments will be made and each one of the current members, re-apply and we go through the whole process again appointing to one (1) and two (2) year terms.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted four (4) for and none (0) opposed to table the appointments to the Communication Committee until a later date. The motion carried.

Alderman Baumann suggested that the Mayor appoint a committee to include Alderwoman Fanning with either Alderwoman Werner or Alderwoman Ross also on that committee to come up with some guidelines and bring those guidelines back next month for Council review. City Attorney Hyde reminded the Mayor that forming a committee at this time in the agenda could not be done so Mayor Marne said that the appointments to the Communication Committee have been tabled until the next meeting at which time they may expand the group to allow additional positions so that more people can be a part of it.

Discussion and possible action of Ordinance No. 400-01-11, an ordinance approving the annual budget of the City of Shavano Park, Texas for the Fiscal Year beginning October 01, 2011 and ending September 30, 2012, 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 Michele Bunting Ross and a second by Alderman Bruce Baumann, the City Council voted four (4) for and none (0) opposed to accept Ordinance No.

400-01-11 with the change to give each Council member \$1000.33 for training and travel combined. The motion carried.

Discussion and possible action of Ordinance No. 400-02-11, 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 Fiscal Year beginning October 01, 2011 and ending September 30, 2012; 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 Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted four (4) for and none (0) opposed to accept Ordinance No. 400-02-01 as presented. The motion carried.

Discussion and possible action of Ordinance No. 500-03-11, an ordinance approving the Water Utility Fund Budget of the City of Shavano Park, Texas for the Fiscal Year beginning October 01, 2011 and ending September 30, 2012 and establishing a rate structure to be effective with the consumption for the month of October 2011.

Upon a motion made by Alderman Bruce Baumann ad a second by Alderwoman Michele Bunting Ross, the City Council voted four (4) for and none (0) opposed to accept Ordinance No. 500-03-11 with a 3% transfer to the General Fund. The motion carried.

Discussion and possible action of Ordinance No. 300-01-11, an ordinance amending the City of Shavano Park Code of Ordinances Appendix A "Fee Schedule"; to include Shavano Park Water System Rates; and establishing an effective date.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Michele Bunting Ross, the City Council voted four (4) for and none (0) opposed to accept Ordinance No. 300-01-11 as presented. The motion carried.

City Manager's Report

- a) Employee Update**
- b) Trinity Water Well Project Update**
- c) Possible Special Council Meeting – Auditor RFP**
- d) Future Agenda Items:**
 - i. Residential Heritage Tree Protection Ordinance**

- ii. **Change Order Policy for Capital Improvements**
- iii. **Dangerous Structure Policy**

City Manager, Kyle McCain began his report by announcing that a) as of today, the City has 100% of the employment positions filled; b) the Trinity Water Well project is currently being pumped to the pond at Pond Hill in an effort to not waste the water that will need to be pumped from the well over a two week period in order to do the testing. We are testing to see what quality of water we will get; and c) there may need to be a Special Council Meeting in order to select an auditor. The bid has gone out and was published in the NC Times Newspaper, on the City's website and it was faxed to other auditors found with other cities as well as to the GFOAT. The bid opening is scheduled for 4:00 pm this Friday. The City Manager, Finance Director and Investment Committee will review the bids and then bring back their recommendation on October 6, 2011.

Adjournment

Alderwoman Mary Werner adjourned the Regular meeting of the City of Shavano Park City Council at 11:22 p.m. on Tuesday, September 20, 2011. The motion carried.

These minutes approved on the 24th of October, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
OCTOBER 06, 2011
6:00 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Alderman Ken McClure – present
Alderman Bruce Baumann – present	Alderdwoman Mary Werner – present
Alderdwoman Etta Fanning – present	Alderdwoman Michele Bunting Ross – present

Call to order

Mayor Marne called the Special City Council meeting to order at 6:02 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Citizens to be heard

- Don Wallace - 107 Saddletree Road – spoke about the need to appoint members to the Board of Adjustment in order to move along a pending variance. Mr. Wallace also spoke about keeping the members who have the experience on the board if they so wish to remain on.
- Dagne Florine - 111 Post Oak Way - spoke in favor of the good work the Board of Adjustment has done in keeping the City out of any legal issues with the decisions the board needs to make during a variance request. Mrs. Florine also said that new people should also be allowed to serve and learn how the board functions.

Discuss and consider approval of Ordinance No. 500-05-11, an ordinance authorizing the City Manager to enter into a contractual agreement with Thompson, Williams, Biediger, Kastor, Young, LC for professional auditing services for the City of Shavano Park, Texas.

City Manager Kyle McCain introduced the item as well as Mr. Michael Janssen who explained how the bid review group came to their recommendation. The review group consisted of Michael Janssen, Jack Stein, City Manager McCain and Finance Director Clara Santos. The group recommends Thompson, Williams, Biediger, Kastor, Young, LC to provide professional auditing services to the City of Shavano Park.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to approve Ordinance No. 500-05-11 as amended with the removal of the word "competitive". The motion carried.

Discuss and consider approval of Ordinance No. 400-03-11, an ordinance adopting a fund balance policy in accordance with the Governmental Accounting Standards Board (GASB) Statement 54.

Finance Director Clara Santos presented the item. Mrs. Santos said that the Governmental Accounting Standards Board has come up with a new definition of different categories of cities fund balances. This policy approves what the City of Shavano Park's definitions are and which of our accounts will be classified as the different commitments and restrictions. This year's financial reports will reflect these new definitions as well. Mrs. Santos added that she is recommending that the in the policy it state that the unreserved, unsigned fund balance be between 25%-50% of our budgeted expenditures if it is under 25% it would be red flagged and if it is over 50% that is where we can discuss reducing property tax or taking a look at it. This also states that the City Manager is the one authorized to assign fund balances.

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 approve Ordinance No. 400-03-11 as presented. The motion carried.

Discuss and consider approval of Ordinance no. 500-04-11, an ordinance approving the budget adjustments of the FY 2010-11 City of Shavano Park General Fund budget and Water Utility Budget.

Finance Director Clara Santos also presented the item.

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 approve Ordinance No. 500-04-11 as presented. The motion carried.

Discuss and consider approval of Resolution No. 11-16, a resolution appointing the Board of Adjustments with terms beginning October 06, 2011 and ending September 30, 2013.

Alderwoman Michele Bunting Ross reminded the City Council that it is the Mayor who makes the appointments to the Board of Adjustment and that City Council then may ratify that appointment.

Mayor Marne appointed Mr. Charles Brame and Mr. Larry Lyons to the position of Member on the Board of Adjustment and Mrs. Kerry Dike and Mrs. Vicky Maisel to the position of Alternate Member on the Board of Adjustment. This appointment was followed by a discussion.

After the discussion, Mayor Marne amended his appointment to Mr. Charles Brame and Mr. Larry Lyons to the position of Member on the Board of Adjustment and Mr. Fred Hobbs and Mrs. Kerry Dike to the position of Alternate Member on the Board of Adjustment.

There was a consensus among the City Council to accept Mayor Marne's appointment of Mr. Charles Brame and Mr. Larry Lyons to the position of Member on the Board of Adjustment and Mr. Fred Hobbs and Mrs. Kerry Dike to the position of Alternate Member on the Board of Adjustment with terms ending September 30, 2013.

Discussion and or action to approve the hiring of David Ward Creed as the Interim Chief of Police by Kyle McCain, City Manager, subject to the successful completion of the TCLEOSE commissioning requirements. The City Council may adjourn into Executive Session under Section 551.074 of the Texas Government Code to deliberate the employment for the position of Chief of Police.

The City Council went into Executive Session at 7:00 p.m.

The City Council reconvened into Regular Session at 7:35 p.m.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to hire Mr. David Ward Creed as the Interim Chief of Police. The motion carried.

Adjournment

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted five (5) and none (0) opposed to adjourn the Special meeting of the City Council Shavano Park City Council at 7:36 p.m. on Thursday, October 06, 2011. The motion carried.

These minutes approved on the 28th of November, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
OCTOBER 24, 2011
6:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Bruce Baumann – present
Aldерwoman Etta Fanning – present

Alderman Ken McClure – absent
Aldерwoman Mary Werner – present
Aldерwoman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council meeting to order at 6:30 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Aldерwoman Mary Werner and two members of Boy Scout Troop 66 led the Pledge of Allegiance and Alderman Bruce Baumann the invocation.

Citizens to be heard

- Dagne Florine – 111 Post Oak Way – voice her concerns with a weapons discharge ordinance for the City of Shavano Park.
- Colleen Dietz – 112 Tuscany Way – requested that an agenda item to discuss a fundraising run for the Winston School be placed on a future agenda.

Discuss and consider action in regards to the scheduling of the November 2011 and December 2011 Regular City Council meeting dates as they relate to City Holidays/closures.

Upon a motion made by Aldерwoman Michele Bunting Ross and a second by Aldерwoman Mary Werner, the City Council voted four (4) and none (0) opposed to keeping the November 2011 Regular City Council meeting on November 28, 2011 at 6:30 p.m. The motion carried.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted four (4) and none (0) opposed to move the Regular City Council meeting from December 26, 2011 to December 19, 2011. The motion carried.

Mayor & City Council Comments

None

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

- a) Approval of the City Council Minutes from:
September 13, 2011 Special Meeting
September 20, 2011 Regular Meeting**
- b) Acceptance of the Planning & Zoning Commission Minutes from:
September 07, 2011 Meeting**
- c) Acceptance of the Building Permit Activity Report**
- d) Acceptance of the Code Compliance Activity Report**
- e) Acceptance of the Fire Activity Report**
- f) Acceptance of the Municipal Court Activity Report**
- g) Acceptance of the Police Department Activity Report**
- h) Acceptance of the Public Works Department Activity Report**

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted four (4) for and none (0) opposed to accept the consent agenda as presented. The motion carried.

Presentation of Fiscal Year 2010-2011 4th Quarter Financial Report and acceptance of the Finance Activity Report.

Finance Director Clara Santos presented the *preliminary* Financial Report for Fiscal Year 2010-2011. Mrs. Santos informed the City Council that the auditors would begin their work on November 14th to start the audit. The General Fund is at 106% of total revenues; sales tax came in at 122%; Ad Valorem tax came in at 101% of budget which makes up 61% of the revenues; franchise fees came in at 127%; Mrs. Santos went on to speak about expenditures saying that the total budget as far as expenditures goes came in at 98% taking the City to about \$50,000 under total budget. On the Water Fund, consumption came in at 136% of the budget;

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 accept the Fiscal Year 2010-2011 4th Quarter Financial Report as presented. The motion carried.

Discussion and possible action on final approval for the plat for Shavano Park Unit 18-B, Phase III. A 9.90 acre tract of land out of a 55.99 acre tract located in Unit 18/19.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderman Bruce Baumann, the City Council voted four (4) for and none opposed to grant final approval for the plat for Shavano Park Unit 18-B, Phase III with the correction to the notation on impact fees from BexarMet Water System to the San Antonio Water System (SAWS). The motion carried.

Discussion and possible action on preliminary approval for the Subdivision Re-plat in Shavano Park Unit 18-C, Phase I, Subdivision.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted four (4) and none (0) opposed to grant preliminary approval for the Shavano Park Unit 18-C, Phase I, Subdivision re-plat as presented. The motion carried.

Discussion and possible action on the recommendation from the subcommittee in regards to the extension of the contract between the City of Shavano Park and Allied Waste Services.

The subcommittee which consisted of City Manager Kyle McCain, Vicky Maisel, Alderman Bruce Baumann and Alderwoman Mary Werner submitted their recommendation to the City Council.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted four (4) for and none (0) opposed to approve the subcommittee's recommendation to extend the current contract between the City of Shavano Park and Allied Waste for an additional five (5) years in addition to one (1) year remaining on the current contract with the agreement that all increases in fees for 2012 be waived. The motion carried.

Discussion and possible action on Ordinance No. 200-01-11, an ordinance amending the City of Shavano Park Code of Ordinance Chapter 22 Public Safety Services; providing a weapons discharge prohibition within the City of Shavano Park, Texas; providing a penalty and establishing an effective date.

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 table this item to next month. The motion carried.

Discuss and consider approval of Ordinance No. 500-06-11, an ordinance approving the budget adjustments of the Fiscal Year 2010-2011 City of Shavano Park General Fund Budget and Water Utility Budget.

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Etta Fanning, the City Council voted four (4) for and none (0) opposed to approve Ordinance No. 500-06-11 as presented. The motion carried.

Discuss and consider approval of Ordinance No. 300-03-11, an ordinance amending the City of Shavano Park Personnel Manual, Section 6, Grievances; and establishing an effective date.

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 table to the November City Council meeting. The motion carried.

Public Hearing:

A. Public Hearing to provide for the continuation of taxing tangible personal property in transit (Goods-in-Transit).

The public hearing opened at 7:49 p.m.

- Dagne Florine – 111 Post Oak Way – expressed concern about overregulation and over taxing.
- Vicky Maisel – 111 Painted Post – wanted to know who would be checking to see that the taxes are actually being paid.

B. Close Public Hearing

There being no further comments from the public, the public hearing was closed at 8:02 p.m.

Discuss and consider approval of Ordinance No. 400-04-11, an ordinance of the City of Shavano park to tax tangible personal property in transit which would otherwise be exempt pursuant to Texas Tax Code, Section 11.253.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted three (3) for and one (1) opposed with Alderwoman Etta Fanning casting the negative vote to approve Ordinance No. 400-04-11 as presented. The motion carried.

Discuss and consider establishing a sub-committee to make recommendations concerning the Communication Committee.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderman Bruce Baumann, the City Council voted four (4) for and none (0) opposed to have a committee of Alderwoman Etta Fanning and Alderwoman Michele Bunting Ross to establish guidelines for the Communication Committee. The motion carried.

City Manager's Report

- a) Employee Update**
- b) Trinity Water Well Project Update**
- c) Police Department Changes and Planning Update**
- d) Fire Station Update**
- e) Water Utility Bill Adjustment Policy Update**
- f) City Manager Activities Report**

City Manager, Kyle McCain began his report by announcing that a) there are currently two (2) opening one being the Police Department Investigator and the second being in the Fire Department for a paramedic; b) the Trinity Well testing showed that the water quality improves after pumping down to a certain level. Also the roof of the new Water Treatment Building repair has been completed and the beautification of the well site has begun; c) Mr. McCain gave the City Council a proposed plan to reorganize the Police Department; d) Fire Station structure problems have been found and we are awaiting repairs by the contractor; e) the Water Bill adjustment policy is on hold until after the Water Advisory Committee meets to discuss.

Adjournment

Upon a motion made by Alderwomen Mary Werner and a second by Alderwoman Etta Fanning, the City Council voted four (4) for and none (0) opposed to adjourn the Regular City Council meeting at 8:39 p.m. on Monday, October 24, 2011. The motion carried.

These minutes approved on the 28th of November, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
NOVEMBER 28, 2011
6:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Alderman Ken McClure – present
Alderman Bruce Baumann – present	Aldерwoman Mary Werner – present
Alderwoman Etta Fanning – present	Alderwoman Michele Bunting Ross - present

Call to order

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

Citizens to be heard

- Melanie Cox – Epilepsy Foundation – thanked the City Council for allowing the November 05, 2011 Epilepsy Foundation 5K Fun/Run where \$60,000 was raised. This is considered to be the most successful run in the history of the foundation.
- Lee Powers – 109 Elm Spring Lane – voiced concerns about the proposed firearms ordinance being presented this evening. Mr. Powers asked that before any decision is made by the Council on this issue that they do it in a public forum where it is broadcast and allowed to be “chewed over” by the citizenry and where they can get input from them. Please publish it and give it two months for people to look over and give feedback.
- Dagne Florine – 111 Post Oak Way – voiced concerns about the proposed firearms ordinance adding “please don’t pass an ordinance that won’t fix any problems to begin with or conflict with State Laws or open our City up for a lawsuit”. Mrs. Florine also voiced her concerns about Smart Meters coming to Shavano Park.
- David Ross – 99 Bent Oak – voiced concerns with the recent Epilepsy Foundation Fun/Run. Mr. Ross said the event was too big for this location and that parking was an issue in the City Hall, 911 parking lot as well as the streets. There were not enough volunteers to provide crowd control, traffic control or any kind of safe way to cross NW Military Hwy. Mr. Ross asked that there be rules set in place for how many participants a single event may have, where people may legally park, how they can cross the street legally, how many volunteers are needed, what kind of

signs, flares, warning lights, and the use of safety vests for volunteers. Mr. Ross concluded saying that these things need to be considered.

Mayor & City Council Comments

Alderwoman Etta Fanning thanked the citizens and guests that came to the meeting this evening.

Mayor Marne recognized the Police Chief and his staff that were involved over the holiday weekend with an incident on Mossy Cup. They reacted professionally, submitted information in a way that alleviated fears, briefed the media and controlled everything they could and did an outstanding job.

Recognition of Adam Rodriguez for his years of service on the Board of Adjustment.

Due to the absence of Mr. Rodriguez, the City Council will place this item on a future agenda.

Recognition of Michael (Mike) Martinez, employee of UPS, for going above and beyond his job duties in alerting Shavano Park Fire Department to a residence fire.

Mayor Marne, the City Council and homeowner, Richard Sausman presented Mr. Michael Martinez with a proclamation of commendation.

Mr. Sausman thanked Mr. Martinez and the Shavano Park Fire Chief and his staff for doing an outstanding job at saving his home.

Presentation by Jacquelyn Callanen, Bexar County Elections Department, Elections Administrator on Senate Bill 100 and its effect on the future City of Shavano Park General Elections.

Jacquelyn Callanen, Bexar County Elections Administrator began by saying that the County and Shavano Park has a wonderful partnership. Ms. Callanen went on to explain to the City Council and guests how Senate Bill 100 could change the General Elections.

Update on the Epilepsy Foundation's Seize the Moment Fun/Run held on November 05, 2011.

Melanie Cox with the Epilepsy Foundation thanked Mr. Ross for his comments and concerns and added that her organization welcomes input to make their events safer. Mrs. Cox said that the event had more than double the number of participants from last

year making it the most successful event in the foundation's history. The event brought in over \$60,000 in donations.

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

- a) **Approval of the City Council Minutes from:
October 06, 2011 Special Meeting
October 24, 2011 Regular Meeting**
- b) **Acceptance of the Planning & Zoning Commission Minutes from:
October 05, 2011 Meeting**
- c) **Acceptance of the Board of Adjustment Minutes from:
June 13, 2011 Meeting**
- d) **Acceptance of the Building Permit Activity Report**
- e) **Acceptance of the Code Compliance Activity Report**
- f) **Acceptance of the Finance Activity Report**
- g) **Acceptance of the Fire Activity Report**
- h) **Acceptance of the Municipal Court Activity Report**
- i) **Acceptance of the Police Department Activity Report**
- j) **Acceptance of the Public Works Department Activity Report**

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to accept the consent agenda with the exception of items a) and f). The motion carried.

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

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to accept item f). The motion carried.

The City Council shall meet in Executive Session under Texas Government Code Section 551.071 *Consultation with Attorney* to discuss the following:

- a. **Gary Cram v. the City of Shavano Park, Texas Cause No. 2007-CI-16060 (37th Judicial District, Bexar County, Texas).**

The City Council went into Executive Session at 7:30 p.m.

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

The City Council reconvened into Regular Session at 7:55 p.m.

No action was taken.

Discussion and possible action on final approval for the Subdivision Re-plat in Shavano Park Unit 18-C, PH I, Subdivision.

Upon a motion made by Alderman Bruce Baumann and a second by Alderman Ken McClure, the City Council voted four (4) for and none (0) opposed to grant final approval for the Subdivision Re-plat in Shavano Park Unit 18-C, PH I, Subdivision as presented. (Alderwoman Mary Werner was absent for the vote) The motion carried.

Presentation by the Shavano Park Planning & Zoning Commission on their recommendation on the proposed adoption of a mixed-use development-zoning district plan.

Planning & Zoning Commission Chairman Bob Werner, Laddie Denton of Denton Communities and Dixie Watkins presented their recommendation to adopt the proposed mixed-use development-zoning district plan.

Public Hearing: Proposed adoption of mixed-use development-zoning district plan in Unit 18 along the south side of Loop 1604 from the City of Shavano Park western boundary east to the pond north of Pond Hill and discussion concerning the same.

The public hearing was opened at 8:11 p.m.

- Vicky Maisel – 111 Painted Post – voiced her concerns her concerns with a thirty foot (30') setback in this location as it pertained to the mixed-use development-zoning district plan.
- Dagne Florine – 111 Post Oak Way – voiced her concerns with the type of commercial vendors that might be interested in this location.

The public hearing was closed at 8:37 p.m.

Discuss and consider action on the adoption of mixed-use development-zoning district plan in Unit 18 along the south side of Loop 1604 from the City of Shavano Park western boundary east to the pond north of Pond Hill.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderman Bruce Baumann, the City Council voted five (5) for and none (0) opposed to approve the adoption of a mixed-use development-zoning district plan in Unit 18 along the south

side of Loop 1604 from the City of Shavano Park western boundary east to the pond north of Pond Hill as presented. The motion carried.

Discuss and consider action on an amending plat for Shavano Park, Unit 19C, PH I.

Mr. Laddie Denton of Denton Communities presented the amending plat on behalf of Caleb Chance of Pape Dawson saying that this is just a correcting plat to include a call number that was missing from the originally recorded plat.

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to approve the amending plat for Shavano Park, Unit 19C, Phase I. The motion carried.

Discuss and consider action to establish policies and procedures regarding the use of City for public events.

Alderwoman Michele Bunting Ross presented the item in hopes of forming a subcommittee to come up with a policy to be considered for future City events. There was a lengthy discussion.

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to charge the City Manager to come up with a policy and procedure. The motion carried.

Presentation, discussion and possible action on the Winston School San Antonio's 5K run by Colleen Dietz.

Ms. Colleen Dietz who lives at 112 Tuscany Way presented the item by saying she represents eleven children who live in Shavano Park and attend school at the Winston School San Antonio. Ms. Dietz asked that the City Council consider allowing the Winston School San Antonio hold a 5K run in Shavano Park on March 3, 2012.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to accept the run for the Winston School subject to a meeting with the City Manager to discuss the process and procedure on how to do the run. The motion carried.

Staff update on the Trinity Well Project.

Mr. Dan Warth, P.E. and Mr. Mehmet Boz, P.E. both of URS, Corporation. Mr. Warth presented an updated on the Trinity Well Project first by saying that the dissolved iron levels impact both taste and odor in groundwater. The test Well was installed in June of

2007, the Well was pumped until stabilized and a sample was collected at that time and the dissolved iron concentrate was at 0.25mg per liter. The Well was deepened in October-November 2008 and the Well was then pumped and stabilized with a sample result of 0.452mg per liter. In November 2009 the Trinity Well was completed and it resulted with three screens within the Trinity Aquifer when it was completed. The City installed the pump in the Well at the end of 2010 and the Miox treatment system was installed in early 2011. The System started in June-July 2011. The test results indicate an increase in iron concentration in the Trinity groundwater which resulted in additional testing which was done in between September and early November of 2011. The first phase of the initial testing was a continuous pump test which resulted in a sample result of 2.63mg per liter. The continuous pumping began on the 15th of September 2011. The groundwater was tested at regular intervals during the continuous pump testing and the initial part of that was hourly testing and at that time, after eight hours of pumping there was a decrease down to 1.51mg per liter. The second day it had decreased to 1.26mg per liter, the third day, down to 1.31mg per liter, on the fourth day it was 1.08mg per liter. On the 30th of September after the continuous pumping had been turned off the concentration was 0.968mg per liter. The pump was left off for approximately two weeks. The pump was then turned on and a sample was taken and came back at 0.95mg per liter. The pump was then turned off for another two weeks. During this time, more intermittent testing was done. After being off for eight hours the level jumped to 2.34mg per liter. The next day the levels were at 4.17mg per liter. On the fifth day the levels were at 6.62mg per liter and stayed above 6mg for the next three days. The pump has remained off since November 1, 2011. Mr. Warth said that this is an indication that the groundwater in Wells all over this area is the result of the severe drought we are currently experiencing. Mr. Warth went on to give a brief description of the options he and his company are looking into.

This presentation was followed by discussion followed by a request by Alderwoman Mary Werner to call a meeting of the Trinity Project Workgroup with URS, Corporation on a monthly basis starting next week.

Discuss and consider action regarding Citizen Complaints on Trinity Well Site.

Ms. Kerry Dike of 113 Wagon Trail presented a petition signed by homeowners of Wagon Trail and expressed her dislike with the Trinity Well Site and the landscape. Ms. Dike will bring back a copy of the list of homeowners that signed the petition.

Discuss and consider action on Section 20-55 (10) as it pertains to noise at construction sites.

Alderman Bruce Baumann presented this item saying that Code Compliance needs to know the codes and if there is a violation, it needs to be stopped. Alderman Baumann

said the City Manager needs to relay this information to those people who are responsible for making sure that the ordinances are being taken care of.

Discuss and consider action on Ordinance No. 200-01-11, an ordinance providing for an amendment to Chapter 20, providing for an article III of the Code of Ordinances of the City of Shavano Park, Texas concerning the use and discharge of firearms on certain properties within the City of Shavano Park in accordance with the requirements of Chapter 229 of the Texas Local Government Code.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted three (3) for and two (2) opposed with Alderwoman Etta Fanning and Alderman Ken McClure casting the negative vote to accept Ordinance No. 200-01-11 as presented. The motion carried.

Discuss and consider action on Ordinance No. 200-02-11, an ordinance adopting an updated list of traffic control signs located in the City of Shavano Park and repealing all previous ordinances in conflict.

Upon a motion made by Alderwoman Mary Werner and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to accept Ordinance No. 200-02-11 as amended. The motion carried.

Discuss and consider action on Ordinance No. 300-03-11, an ordinance amending the City of Shavano Park Personnel Manual, Section 6, Grievances; and establishing an effective date.

Upon a motion made by Alderwoman Etta Fanning and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to accept Ordinance No. 300-03-11 as presented. The motion carried.

Discuss and consider action on setting parameters for the salary survey.

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 accept the parameters for the salary survey as presented. The motion carried.

Discuss and consider action on the ISO Report.

City Manager McCain updated the City Council on the ISO Report by saying that the recent ISO rating is being held off to give the City Council time to consider adopting an ordinance to adopt the International Codes in order to keep the City's ISO rating to

going to a nine. There will be a Special City Council Meeting scheduled for December 02, 2011 at 10:00 a.m. to discuss and consider the ordinance.

Discuss and consider action on the Police Department's report on the issuance of pistols.

City Manager McCain and Interim Police Chief Creed presented the item. This was followed by a brief discussion.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to the proposal as it stands. The motion carried.

Alderwoman Werner asked if we would need to pass an ordinance for this and the City Manager told her the ordinance would come to Council with everything else.

Discuss and consider action on Resolution No. 11-17, a resolution in support of Alderwoman Michele Bunting Ross to the Bexar Appraisal District Board of Directors.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Mary Werner, the City Council voted five (5) for and none (0) opposed to support Alderwoman Michele Bunting Ross to the Bexar Appraisal District Board of Directors.

City Manager's Report

City Manager, Kyle McCain began his report by announcing that a) there are currently four (4) openings one being the Police Department Investigator; the second being in the Fire Department for a paramedic; the Municipal Court Clerk; and the Finance Director b) the Fire Chief is working on having the contractor fix leaks in the front and back of the Fire Station; c) the land swap issue is valued at \$370,000 for the commercial property and \$360,000 for the residential (townhome) property. This information will be used to propose the change to the City of San Antonio. There will be a meeting in the first quarter of next year with hopefully a decision in March on the swap.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to table the Executive Session to discuss the City Manager's evaluation to the Special City Council meeting on December 02, 2011. The motion carried.

Adjournment

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to adjourn the Regular City Council meeting at 10:58 p.m. on Monday, November 28, 2011. The motion carried.

These minutes approved on the 19th of December, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
SPECIAL CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
DECEMBER 02, 2011
10:00 A.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present	Alderman Ken McClure – present
Alderman Bruce Baumann – present	Alderdwoman Mary Werner – present
Alderdwoman Etta Fanning – present	Alderdwoman Michele Bunting Ross - present

Call to order

Mayor Marne called the City Council meeting to order at 10:02 a.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Alderdwoman Etta Fanning led the Pledge of Allegiance and Alderdwoman Michele Bunting Ross the invocation.

Citizens to be heard

- Kennie Kahn – 206 Cliffside – spoke against the recently adopted firearms ordinance.
- Mike Colemere – 111 Painted Post - spoke against the recently adopted firearms ordinance.
- Dagne Florine – 111 Post Oak Way - spoke against the recently adopted firearms ordinance. Ms. Florine also asked that all proposed ordinances be placed on the City's website at least three days before Council approval. Ms. Florine added that the Shavano Creek HOA Board of Directors President is also against this ordinance.
- John Cole – 111 Post Oak Way - spoke against the recently adopted firearms ordinance.
- Jeff Kahn – 206 Cliffside - spoke against the recently adopted firearms ordinance.
- Vicky Maisel – 111 Painted Post - spoke against the recently adopted firearms ordinance.

Discuss and consider approval of Ordinance No. 100-10-11, an ordinance of the City of Shavano Park, Texas repealing 2003 Editions of certain International Codes and adopting certain 2009 International Codes and Standards.

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Ken McClure, the City Council voted five (5) for and none (0) opposed to accept Ordinance No. 100-10-11 as amended. The motion carried.

Discuss and consider action on an ordinance rezoning Unit 18 along the south side of Loop 1604 from the City of Shavano Park western boundary east to the pond north of Pond Hill from B-2 to Mixed Use District.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderman Bruce Baumann, the City Council voted five (5) for and none (0) opposed to accept the ordinance as amended. The motion carried.

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

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

The City Council went into Executive Session at 10:33 a.m.

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

The City Council reconvened into Special Session at 12:25 p.m.

No action was taken.

Adjournment

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 adjourn the Special City Council meeting at 12:26 p.m. on Friday, December 02, 2011. The motion carried.

These minutes approved on the 19th of December, 2011.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk

**CITY OF SHAVANO PARK
REGULAR CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
DECEMBER 19, 2011
6:30 P.M.**

MINUTES

Roll Call

Honorable, A. David Marne – present
Alderman Ken McClure – present
Alderwoman Etta Fanning – present

Alderman Bruce Baumann – present
Alderwoman Mary Werner – present
Alderwoman Michele Bunting Ross – present

Call to order

Mayor Marne called the Regular City Council meeting to order at 6:31 p.m. Notice was posted as required by the Texas Open Meetings Act (Chapter 551, Texas Government Code). Alderman Bruce Baumann led the Pledge of Allegiance and Alderwoman Mary Werner the invocation.

Recognition of Adam Rodriguez for his years of service on the Board of Adjustment.

Mayor Marne presented Mr. Adam Rodriguez a plaque in appreciation for his years of service on the Board of Adjustment. Mr. Rodriguez served on the Board of Adjustment from 2007 to 2011.

Independent Auditor's Report and acceptance of the City of Shavano Park's Annual Financial Report for the year ended September 30, 2011.

Mike DeToro of Thomas, Williams, Biediger, Kastor, & Young, LC presented the City of Shavano Park's Annual Financial Report for the fiscal year ending September 30, 2011 which was done with the assistance of Clara L. Santos, Finance Director. Mr. DeToro reported that the building permit fees increased by \$79,229.00 from last year to this year; General Fund expenditures decreased by \$807,190.00; Assets exceeded liabilities by \$9,363,567.00 of which \$3,184,806.00 is unrestricted for governmental activities and \$1,624,262 is unrestricted for the business-type activities; Overall net assets increased by \$560,554.00; the City issued no debt during the fiscal year. In the General Fund: there was a fund balance increase to \$3,220,230.00 of which \$2,734,210.00 was unassigned. The Water Fund: Net assets increased to \$3,678,995.00 of which \$1,624,262.00 is unrestricted. The City's

General Fund unassigned Fund Balance meets and exceeds the City's Fund Balance Policy requirement. Mr. DelToro added that there were no issues to report, no weaknesses or deficiencies and that the City is in a healthy financial situation.

Upon a motion made by Alderwoman Mary Werner and a second made by Alderman Bruce Baumann, the City Council voted five (5) for and none (0) opposed to accept the Auditor's Report as presented. The motion carried.

At this time, Mayor Marne and the City Council thanked Clara L. Santos for her years of outstanding service from March 2008 through December 2011. This would be Mrs. Santos last day of employment with the City of Shavano Park.

Citizens to be heard

- Philip Reutzel – 110 Pepper Bush Lane – Spoke against the proposed Ordinance No. 200-01-11.
- Mike Colemere – 111 Painted Post - Spoke against the proposed Ordinance No. 200-01-11.
- John Cole – 111 Post Oak Way - Spoke against the proposed Ordinance No. 200-01-11.
- Gerald Mann – 210 S. Hunters Branch - Spoke against the proposed Ordinance No. 200-01-11.
- Martin Seidler – 412 Happy Trail - Spoke against the proposed Ordinance No. 200-01-11.
- T. Lee Powers – 109 Elm Spring - Spoke against the proposed Ordinance No. 200-01-11.
- Stephen Gonzales – 412 Cliffside Drive - Spoke against the proposed Ordinance No. 200-01-11.
- Jack Wolff – 108 Bent Oak - Spoke against the proposed Ordinance No. 200-01-11.
- Domingo Castellanos – 124 Turkey Creek - Spoke against the proposed Ordinance No. 200-01-11.
- Charles Brame – 103 Box Oak - Spoke against the proposed Ordinance No. 200-01-11. Mr. Brame also requested a sixty (60) day notification be mandated for any proposed ordinance prior to City Council vote.
- Iris Martinez – 103 End Gate - Spoke in regards to the proposed Ordinance No. 200-01-11.
- George Rodriguez – 16423 Lodge Point - Spoke against the proposed Ordinance No. 200-01-11.
- Vicky Maisel – 111 Painted Post - Spoke against the proposed Ordinance No. 200-01-11.
- Dick Zucker – 115 Post Oak Way - Spoke against the proposed Ordinance No. 200-01-11.
- Robert H. Cathey, MD – 203 Bobcat Bend - Spoke against the proposed Ordinance No. 200-01-11.
- Richard Lazor – 103 Lacey Oak - Spoke in favor of the proposed Ordinance No. 200-01-11 excluding the part referring to BB guns.
- Dagne Florine – 111 Post Oak - Spoke against smart meters and the proposed Ordinance No. 200-01-11.
- Glenn Regner – 119 Painted Post - Spoke against the proposed Ordinance No. 200-01-11.
- Greg Gibson – 304 Cliffside Drive - Spoke against the proposed Ordinance No. 200-01-11.
- Jip Holmes – 132 Long Bow - Spoke in favor of the proposed Ordinance No. 200-01-11.

- Tony Liberto – 206 Happy Trail - Spoke against the proposed Ordinance No. 200-01-11.
- Kennie Kahn – 206 Cliffside - Spoke on behalf of Rebecca McMahan against the proposed Ordinance No. 200-01-11.
- The Honorable Tommy Peyton – 121 Shavano Drive - Spoke in regards to the proposed Ordinance No. 200-01-11.
- Richard Briscoe – 90 Mossy Cup - Spoke against the proposed Ordinance No. 200-01-11.
- Basil Karcher – 100 Warbler Way - Spoke against the proposed Ordinance No. 200-01-11.
- Diane Smilgen – 124 Long Bow – Long Bow - Spoke against “airing our dirty laundry in the news”.
- Tim Grona – 115 Shavano Drive - Spoke against the proposed Ordinance No. 200-01-11.
- Terry Reutzel – 110 Pepper Bush Lane – Spoke against the proposed Ordinance No. 200-01-11.
- Edward Blanco – 103 Ripple Creek – signed up to be heard but was not present when recognized by Mayor Marne.

Mayor & City Council Comments

- Alderwoman Etta Fanning thanked everyone that came to the meeting and said that everything said by the citizens would be taken into consideration.
- Alderman Ken McClure said this is a very proud day in Shavano Park when he sees this many people show up to voice their concerns. Alderman McClure added that members of the audience consider running for City Council as we begin election season.
- Alderwoman Michele Bunting Ross thanked everyone for attending this evening and said she appreciated all of their comments.
- Mayor Marne also thanked everyone for attending.

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

a) Approval of the City Council Minutes from:

November 28, 2011 Regular Meeting

December 02, 2011 Special Meeting

b) Acceptance of the Planning & Zoning Commission Minutes from:

November 02, 2011 Meeting

c) Acceptance of the Building Permit Activity Report

d) Acceptance of the Code Compliance Activity Report

e) Acceptance of the Finance Department Activity Report

f) Acceptance of the Fire Department Activity Report

g) Acceptance of the Municipal Court Activity Report

h) Acceptance of the Police Department Activity Report

i) Acceptance of the Public Works Department Activity Report

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

Discuss and consider the vote on Ordinance No. 200-01-11, an ordinance providing for an amendment to Chapter 20, providing for an Article III of the Code of Ordinances of the City of Shavano Park, Texas concerning the use and discharge of firearms on certain properties within the City of Shavano Park.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted made a motion to accept Ordinance No. 200-01-11 with an amendment to the firearm definition to read *pellet gun, BB gun and air gun in excess of 22 caliber, Section 20-41 that it should be unlawful for anyone to discharge any firearm with the exception of BB gun, pellet or air gun, 22 caliber or less or a bow and arrow.*

This was followed by a lengthy discussion.

Alderwoman Mary Werner presented a list of twenty-four (24) residents of Shavano Park who "are concerned with the safety of the caliber of 22 and above being discharged in this City". Alderwoman Werner went on by continuing to read the names of those on the list. Mr. Kaler of 114 Shavano Drive asked that his name be removed from Alderwoman Werner's list stating that he was not in agreement with her.

Mayor Marne then presented e-mails from over sixty (60) residents of the City of Shavano Park that are "in support of terminating Ordinance No. 200-01-11 and don't believe this is the right thing to do".

After discussion, the City Council returned to the previous motion.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Mary Werner, the City Council voted none (0) for and three (3) opposed with Alderman Ken McClure, Alderwoman Etta Fanning and Alderman Bruce Baumann casting the negative votes to accept Ordinance No. 200-01-11 with an amendment to the firearm definition to read *pellet gun, BB gun and air gun in excess of 22 caliber, Section 20-41 that it should be unlawful for anyone to discharge any firearm with the exception of BB gun, pellet or air gun, 22 caliber or less or a bow and arrow.* The motion failed.

Upon a motion made by Alderman Ken McClure and a second by Alderwoman Etta Fanning, the City Council voted none (0) for and five (5) opposed negative votes were cast by all members of the City Council to accept Ordinance No. 200-01-11 in its original form. The motion carried.

The City Council took a recess at 8:31 p.m. and reconvened at 9:02 p.m.

Discuss and consider action on Ordinance No. 100-12-11, an ordinance amending Chapter 36 of the City of Shavano Park Code of Ordinances to allow for covered parking in business and office districts; providing for severability and an effective date.

Mr. Dan Kossl and Mr. James Griffin presented the item which was followed by a brief discussion.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to accept Ordinance No. 100-12-11 as presented. The motion carried.

Discuss and consider action on Resolution No. 11-18, a resolution of the City Council of the City of Shavano Park, Texas designating authorized signers of all accounts for the City of Shavano Park, Texas with Frost National Bank.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to accept Resolution No. 11-18 as presented. The motion carried.

Discuss and consider action to authorize changes in the Shavano Park Police Department Organization.

City Manager McCain presented this item saying that changes are being made to make the department more effective.

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 authorize the organizational changes within the current budget. The motion carried.

Discuss and consider action to authorize the purchase of two Police Department Patrol vehicles as included in the FY12 Budget.

Upon a motion made by Alderwoman Michele Bunting Ross and a second by Alderman Bruce Baumann, the City Council voted five (5) for and none (0) opposed to approve the purchase of two police patrol vehicles as included in the FY12 budget. The motion carried.

Discuss and consider action to authorize the purchase of Tasers for the Shavano Park Police Department.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted two (2) for and three (3) opposed with Alderwoman Mary Werner, Alderwoman Michele Bunting Ross and Alderman Ken McClure casting negative votes to approve the implementation and purchase of tasers. The motion failed.

Discuss and consider action to authorize the purchase of the Incode Police Department Report Module.

Upon a motion made by Alderwoman Mary Werner and a second by Alderman Ken McClure, the City Council voted five (5) for and none (0) opposed to approve the purchase of the Incode Police Department Report Module. The motion carried.

Discuss and consider the amendment of the FY12 Budget to authorize changes in structure and for the purchase of equipment for the Shavano Park Police Department.

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Michele Bunting Ross, the City Council voted five (5) for and none (0) opposed to approve and bring back in the form of an ordinance in the January consent agenda. The motion carried.

Discuss and consider action to establish policies and procedures regarding the use of City facilities for public events.

City Manager McCain said that he has meet with some of the people involved with this such as the Epilepsy Foundation and the Police Department but is not ready to give the Council a policy at this point and requested an additional concerns or additions from Council. Mayor Marne asked that Council members contact the City Manager if they have any other issues. This item will be brought back on a future agenda.

City Manager's Report

- a) Employee Update**
- b) Report on Water Wells**
- c) Report on Police Department Equipment**

City Manager McCain announced a new hire to the Fire Department, Adam Tedrow will begin employment with the City of Shavano Park on January 11, 2012 as a firefighter/paramedic; Libby Davis will begin on January 2, 2012 as the Municipal Court Clerk; and Dorrance "Doug" Roderick will return as Finance Director on December 19th (today).

Alderman Bruce Baumann made a request to have "some vital information from URS, Corp. at the next meeting". Mr. McCain said that he is working on setting up a meeting for the Trinity Project Workgroup.

Adjournment

Upon a motion made by Alderman Bruce Baumann and a second by Alderwoman Etta Fanning, the City Council voted five (5) for and none (0) opposed to adjourn the Regular City Council meeting at 10:15 p.m. on Monday, December 19, 2011. The motion carried.

These minutes approved on the 23rd of January, 2012.

A P P R O V E D

A. DAVID MARNE
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Clerk