

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

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct Regular Meeting on Monday, July 25th, 2016 immediately following the Texas Higher Education Facilities Corporation meeting scheduled at 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers for the purpose of considering the following agenda:

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. CITIZENS TO BE HEARD

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

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

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

4. CITY COUNCIL COMMENTS

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

- expressions of thanks, congratulations, or condolences;
- information regarding holiday schedules;
- an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not honorary or salutary recognition for purposes of this subdivision;
- a reminder about an upcoming event organized or sponsored by the governing body;

- information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and
- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

- 5.1. Proclamation – American Spirit Alliance NW Military Hwy Flag Program**
- 5.2. Recognition – ISO Fire and Water Ratings improvement from a class 3 to 2**
- 5.3. Recognition – City of Shavano Park recognition as a Firewise Community**
- 5.4. Recognition – SPPD Officer Cantu, for actions on June 22, 2016**

6. REGULAR AGENDA ITEMS

- 6.1. Discussion / action - Resolution R-2016-014 approving the issuance of tax-exempt revenue notes by City of Shavano Park, Texas Higher Education Facilities Corporation to finance and refinance acquisition and construction of certain educational facilities by the Schreiner University - City Manager**
- 6.2. Presentation / action - City of Shavano Park Compensation Study – City Manager / Stephen Werling, Werling Associates**
- 6.3. Discussion / action - Update regarding CPS employment of smart meters and the City's authority to by ordinance limit the opt out fee or to require the installation of smart meters under supervision of trained journeyman, lineman, or licensed electrician - City Manager / City Attorney**
- 6.4. Discussion / action - O-2016-009 amendments to City of Shavano Park Code of Ordinances, Chapter 6 - Buildings and Building Regulations and Chapter 36 – Zoning to consider proposed changes in accessory and portable building requirements (first reading) - City Manager**
- 6.5. Discussion / action - Selection of Alderman to serve on the Tree Committee Selection - City Manager**
- 6.6. Discussion / action - Adopting a policy requiring all committees and subcommittees of the City Council, Planning and Zoning Commission, Water Board or any other municipal board, corporation or commission to post notice of meetings and conduct its meetings in a location open to the general public - Ald. Simpson**

6.7. Discussion / action - Approval of street name change from Collins Circle to Pond Hill - City Manager

6.8. Discussion / action – Proposed Budget Calendar for FY 2016-17 - City Manager

7. CITY MANAGER’S REPORT

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

7.1. Building Permit Activity Report

7.2. Fire Department Activity Report

7.3. Municipal Court Activity Report

7.4. Police Department Activity Report

7.5. Public Works Activity Report

7.6. Finance Report (June)

8. CONSENT AGENDA

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

8.1. Approval - City Council Meeting Minutes, June 27, 2016

8.2. Accept - Texas Higher Education Facilities Corporation Meeting Minutes, June 27, 2016

8.3. Accept - Planning & Zoning Commission Meeting Minutes, June 1, 2016

8.4. Approval - O-2016-008 amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions (final reading)

8.5. Approval - Preliminary Plat of Napier Park, Unit-1, a 2.250 acre tract of land out of a 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, in County Block 4787

- 8.6. **Approval - Preliminary Plat of Napier Park, Unit-2, a 1.961 acre tract of land out of 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, City County Block 4787**
- 8.7. **Approval - Renewal of Edwards Aquifer water leases that expire in 2016**
- 8.8. **Approval - Engagement letter with ABIP for City of Shavano Park audit for FY ending September 2016**
- 8.9. **Approval – R-2016-015 authorizing the submittal of an application for the Body Cameras Grant Program and the purchase of Body Worn Cameras for inclusion in FY 2016-17 Budget - City Manager**

9. ADJOURNMENT

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

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

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

CERTIFICATION:

I, the undersigned authority, do hereby certify that the above Notice of Meeting was posted at Shavano City Hall, 900 Saddletree Court, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the 18th day of July 2016 at 6:30 p.m.

Zina Tedford
City Secretary

POTENTIAL FUTURE AGENDA ITEMS

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

- a. Discussion / action - Ordinance O-2016-010 amendments to City of Shavano Park Code of Ordinances, Chapter 24 – Signs - August**
- b. Approval - Resolution requesting suburban cities representation on the San Antonio Water System (SAWS) Board of Trustees**
- c. Veterans' Memorial**
- d. Consideration for improvements to the City of Shavano Park's Water Supervisory Control and Data Acquisition (SCADA) system - May / June**
- e. Request for Proposals for City of Shavano Park Auditors – August 2016 for 2016-2017 Fiscal Year**
- f. Policy on use of CoSP resources - Alderman Hisel / Mayor Pro Tem Ross**
- g. Report on litigation, Texas ARD MOR Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) - City Manager / City Attorney**
- h. Consideration for creating additional citizen committees - Mayor Pro Tem Ross**
- i. City Council Orientation - Ald. Hisel**
- j. Appointment of Council Appointed Positions - Annual January**
- k. City of Shavano Park Investment Policy - Annual February**
- l. Scheduling the Date for the Annual City - Wide garage sale - Annual February**
- m. City Manager Review - Annual April**
- n. Resolution reflecting signatories for the City of Shavano Park – June**
- o. Auditors Engagement Letter - July**
- p. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities - August/February**

- q. Selection of city committee and board members - Annual September**
- r. City Council adoption of organizational chart - Annual September**
- s. Designation of City of Shavano Park Official Paper - Annual October**
- t. Disposal of City Equipment / Furniture - Annual October**
- u. Official City Holidays - Annual November**
- q. Records Retention Policy - Annual December**
- r. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual December or January**



PROCLAMATION

WHEREAS, Americans have a great national unity and a deep appreciation of the things that matter most in our lives -- our faith, our love of family and friends, and our freedom; and

WHEREAS, American Spirit Alliance is dedicated to helping business owners grow while honoring our military and fundraising for youth organizations that actively contribute to their communities; and

WHEREAS, groups like American Spirit Alliance embodies our nation's unshakable faith in traditions, values, strength and humility; and

WHEREAS, American Spirit Alliance carries forward the tradition of service embedded in our character as a people by honoring our history, our military and military families by coordinating events designed to keep our history and show that the American Spirit is More ALIVE than ever;

NOW, THEREFORE BE PROCLAIMED, I, Robert Werner, Mayor of the City of Shavano Park, Texas, am honored to present this proclamation to American Spirit Alliance for their outstanding dedication and commitment to bringing communities together to keep our history and the American Spirit ALIVE.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of July 2016.

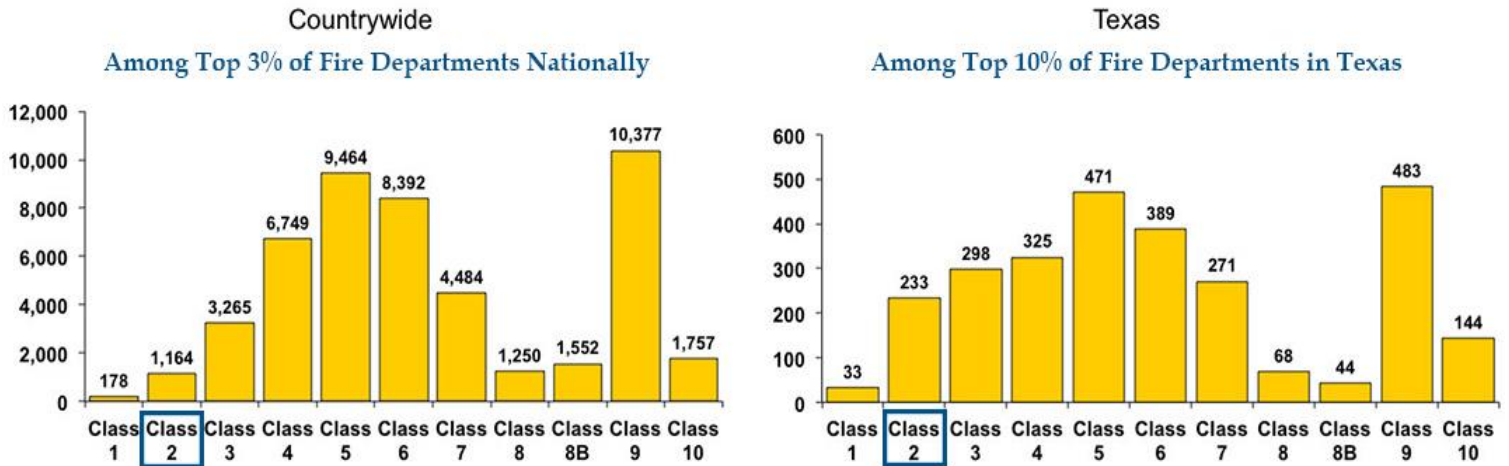
Robert Werner
Mayor

Shavano Park receives a Class 2 status on ISO Public Protection Classification



The Insurance Services Office, Inc (ISO) collects information on municipal fire protection efforts in communities and analyzes the data using a Fire Suppression Rating Schedule. ISO will then assign a Public Protection Classification ranging from 1 to 10, with 1 being the best and 10 the worst. **On June 10, 2016 the City of Shavano Park received a classification of 2, effective November 1, 2016.** The City’s Fire Department and Water Utilities received 80.07 out of 109.76 points possible in an audit conducted February 17, 2016.

This places the Shavano Park Fire Department in elite company among the nation's fire departments:



This rating entitles the property owners within the City of Shavano Park to receive the maximum credit on their insurance premiums. Property owners should contact their insurance providers to inquire if their premiums will be impacted by the new classification rating.



**Texas Department of Insurance
State Fire Marshal's Office**

Mail Code 112-FM, 333 Guadalupe • P.O. Box 149221, Austin, Texas 78714-9104
512-676-6800 telephone • 512-490-1063 fax • www.tdi.texas.gov

June 10, 2016

Mr. Mike Naughton
Fire Chief of Shavano Park
15604 NW Military Highway
Shavano Park, Texas 78231

Place Code: Bexar: 02950

Dear Mr. Naughton:

Insurance Services Office (ISO) has submitted a recommendation concerning your community's Public Protection Classification (PPC). Currently, the Community's Public Protection Classification is a Class 03.

Insurance Services Office is recommending that the classification be changed to a split Class 02/2X, with an effective date of 11/01/2016. The recommendation is based on a review of your community performed on 02/17/2016 and does include application of the Addendum to the Fire Suppression Rating Schedule.

With a split **Class 02/2X**, all class-rated properties located within 1000 feet of a fire hydrant or water supply suction point and within 5 miles of a fire station will use **Class 02**. All class-rated properties located farther than 1000 feet of a fire hydrant or water supply suction point and within 5 miles of a fire station will use **Class 2X**.

Public Protection Classifications range from 1 (best) to 10 (worst).

We have reviewed the information provided and believe it is sufficient to grant approval. Enclosed is a PPC Submittal sheet indicating point totals for the major areas associated with the review. The Insurance Services Office will be notified of our approval of their recommendation and the 11/01/2016 effective date.

If you have any questions regarding this change, I may be reached at the address indicated above or by telephone at (512) 676-6784.

Please make sure all community officials and residents within your district are notified of the new Public Protection Classification rating for your community, and the effective date.

Sincerely,

Jesse James Williams
Deputy State Fire Marshal
PPC Oversight Officer
jesse.williams@tdi.texas.gov

Texas Department of Insurance
Approved by

JUN 10 2016

State Fire Marshal



Texas Department of Insurance State Fire Marshal's Office

Mail Code 112-FM, 333 Guadalupe • P.O. Box 149221, Austin, Texas 78714-9104
512-676-6800 telephone • 512-490-1063 fax • www.tdi.texas.gov

PPC SUBMITTAL

Municipality:	Shavano Park	County:	Bexar	Population:	2768
Surveyed:	02/17/2016	Total Credit:	80.07	Class:	02/2X
Submitted:	06/01/2016	Effective Date:	11/01/2016		
Place Code:	02950	Addendum Applied:	02/17/2016		

SUMMARY OF ASSIGNED CREDIT

Feature	Assigned Credit	Addendum Credit	Maximum Credit
			Texas
Emergency Communications	7.79		10.00
Water Supply	38.56		40.00
Fire Department	31.21		50.00
Texas State Training (CTT)		2.31	3.26
FSRS Community Risk Reduction		5.07	5.50
Texas Addendum Credit (CAFS)		1.00	1.00
* Divergence:	< 5.87 >		
Total Points:	71.69	8.38	109.76

The Public Protection Class is based on the total percentage credit as follows:

Texas Department of Insurance
Approved by

Chris Combs

JUN 10 2016

State Fire Marshal

Class	Percentage %
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0 to 9.99

Divergence is a reduction in credit to reflect a difference in the relative credits for the Fire Department and Water Supply.

The difference in protection provided by the fire department and the water supply prevents the better feature from being utilized to its fullest extent. Therefore, an adjustment (divergence) is made to reflect any difference between these two features. Because of the difference in the total weights assigned to the two features, the total for the Fire Department is adjusted to make the comparison reflect the relative adequacies of the two features.

Divergence = 50% (100% water supply credit - 80% of fire department credit)

Shavano Park recognized as a Firewise Community



In recognition of the City's active efforts to reduce wildfire risks, the Firewise Communities/USA program has designated Shavano Park as a Firewise Community! This recognition is the result of a joint effort by the Shavano Park Tree Committee and the Fire Department to raise awareness of wildfire prevention over the past year.

Since 2002, The Firewise Communities/USA Recognition Program has empowered neighbors to work together in reducing their wildfire risk. The City is joining the growing network of more than 1200 recognized Firewise communities from across the nation taking action and ownership in preparing and protecting their homes against the threat of wildfire.

As a part of this program, on August 6th from 9am to noon the Fire Department will be hosting a Chipper Day for residents for brush and yard debris. This event will allow resident to bring brush and yard debris to the Shavano Park Fire Department for chipping and disposal. This is a perfect opportunity to clean brush and undergrowth from your yards while helping to prevent the spread of wildfires.

The chipper will be located in the parking lot in front of Public Works (99 Saddletree Rd.). No material larger than 4" will be accepted.

Please contact Chief Michael Naughton at 210-492-1111 if you have any questions.



INTEROFFICE MEMORANDUM

TO: Bill Hill
City Manager

FROM: David Creed
Chief of Police

DATE: July 14, 2016

SUBJECT: Mayor's Recognition of Police Officers

For the July city council and the Mayor's recognition of SPPD Ofc. Gilbert Cantu:

"While on patrol on June 22nd at about 2:20 a.m., Ofc. Gilbert Cantu was patrolling the 500 block of Possum Oak when he noticed a man dressed in dark clothing standing outside a car parked in the driveway of a home with the car door open. Unsure whether this was the homeowner coming home late or if this was someone burglarizing a car in an area where car burglaries had been recently reported, Ofc. Cantu stopped his car to identify the man. The man turned and ran, then jumped a wrought iron fence into the back yard. Cantu called for other police units to assist, but was unable to re-locate the fleeing suspect.

The homeowner and owner of the car were notified, revealing that no one should have been in or around the car. A check of the car revealed that the owner had left the car unlocked but that nothing had been taken.

Officer Gilbert Cantu has served with the Shavano Park PD for 6 months."

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 6.1

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.1. Discussion / action - Resolution R-2016-014 approving the issuance of tax-exempt revenue notes by City of Shavano Park, Texas Higher Education Facilities Corporation to finance and refinance acquisition and construction of certain educational facilities by the Schreiner University - City Manager

X

Attachments for Reference:

1) 6.1a Resolution R-2016-014

BACKGROUND / HISTORY: The City of Shavano Park created the City of Shavano Park, Texas Higher Education Facilities Corporation (HEFC) on October 19, 1999. The creation of the corporation is allowed under Section 53.35 (b) of the Texas Education Code and facilitates the ability of non-profit educational institutions such as San Antonio Christian Schools to obtain tax-exempt debt thru the corporation. This type of conduit allows the corporation to issue debt for the institutions, but the City has no financial burden per the language required by the code. In 1999, the City supported the debt of San Antonio Christian Schools and received a one-time fee of \$35,000.

In November 2014, Shavano Park City Council reinstated the HEFC. In March 2015, City Council approved minor revisions to the Bylaws and Articles. On March 23, 2015, the Board of the Corporation authorized and approved the issuance of bonds in support of the Montessori School of San Antonio for a fee of \$25,000.

DISCUSSION: Staff has been coordinating with bond attorney, Jeff Kuhn, Norton, Rose, Fulbright US LLP for several months to support a bond issuance for Schreiner University, a private university. The University plans to utilize the funds from the HEFC's issuance of debt to improve facilities on the University's campus, including construction of a new music hall to accommodate additional students. The University hopes to close on the financing by the end of the third quarter.

Earlier on July 25, it is anticipated that the Shavano Park Higher Education Facility Corporation Board approved Resolution R-2016-014.

COURSES OF ACTION: Approve Resolution R-2016-014 approving the issuance of tax-exempt revenue notes by City of Shavano Park, Texas Higher Education Facilities Corporation

to finance and refinance acquisition and construction of certain educational facilities by the Schreiner University, or alternatively take no action and provide further guidance to staff.

FINANCIAL IMPACT: The City will receive a \$15,000 fee reimbursement for the action.

MOTION REQUESTED: A MOTION BY COUNCILMEMBER _____ AND
SECONDED BY COUNCILMEMBER _____ THAT THE CITY COUNCIL ADOPT
A RESOLUTION APPROVING THE ISSUANCE OF REVENUE BONDS DESIGNATED AS
THE “CITY OF SHAVANO PARK, TEXAS HIGHER EDUCATION FACILITIES
CORPORATION HIGHER EDUCATION REVENUE BONDS (SCHREINER UNIVERSITY
PROJECT), SERIES 2016”

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS APPROVING THE ISSUANCE OF REVENUE BONDS DESIGNATED AS THE “CITY OF SHAVANO PARK, TEXAS HIGHER EDUCATION FACILITIES CORPORATION HIGHER EDUCATION REVENUE BONDS (SCHREINER UNIVERSITY PROJECT), SERIES 2016” BY CITY OF SHAVANO PARK, TEXAS HIGHER EDUCATION FACILITIES CORPORATION; SATISFYING THE REQUIREMENTS CONTAINED IN SECTION 147(f) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED; AND AUTHORIZING THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH

WHEREAS, the City of Shavano Park, Texas (the *City*) has, pursuant to Chapter 53A, as amended, Texas Education Code (the *Act*), approved and created the City of Shavano Park, Texas Higher Education Facilities Corporation, a Texas non-profit corporation (the *Issuer*); and

WHEREAS, the Issuer is empowered to finance the cost of “educational facilities” and “housing facilities”, as defined in the Act, as well as facilities incidental, subordinate, or related thereto or appropriate in connection therewith, by the issuance of obligations of the Issuer; and

WHEREAS, the Issuer’s Board of Directors (the *Board*) has, by a resolution adopted on July 27, 2016 (the *Issuer Resolution*), declared its intent to issue its limited obligation revenue bonds pursuant to the terms of the Act, to finance the costs of educational facilities and housing facilities and/or facilities incidental, subordinate, or related thereto or appropriate in connection therewith (the *Project*), for the benefit of Schreiner University (the *University*); and

WHEREAS, the bylaws of the Issuer require that the City Council of the City (the *City Council*) approve the Issuer Resolution and the contemplated sale of the bonds described in the Issuer Resolution (the *Bonds*) by the Issuer; and

WHEREAS, the City Council finds and declares that the action of the Board should be approved and the Project and the issuance of the Bonds described in the Issuer Resolution are in the best interests of the inhabitants of the City for the reasons therein set forth; and

WHEREAS, pursuant to section 147(f) of the Internal Revenue Code of 1986, as amended (the *Code*), the Issuer’s Bond Counsel, Norton Rose Fulbright US LLP, will conduct a public hearing following reasonable public notice with respect to the Bonds and the Project on _____, 2016 in the City (the *Hearing*); and

WHEREAS, in order to satisfy the requirements of section 147(f) of the Code, it is necessary for the City Council or the Mayor of the City to approve the Bonds after the conduct of the Hearing, within a reasonable distance from the City, has been held, together with any other necessary elected official or governing body pursuant to the Code; and

WHEREAS, it is deemed necessary and advisable that this Resolution be adopted; now, therefore,

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

Section 1. The Issuer Resolution, as adopted by the Board, agreeing to and declaring an intent to issue limited obligation revenue bonds for the purposes set forth in the Issuer Resolution, and authorizing matters related or incidental to the foregoing, is hereby approved, and the Mayor or Mayor Pro Tem, as appropriate, is hereby authorized to execute and deliver the Approval Certificate attached hereto in substantially final form as Exhibit A.

Section 2. This Resolution is adopted for the purpose of satisfying the conditions and requirements of the Act, the bylaws of the Issuer, and sections 103 and 147(f) of the Code and the regulations promulgated thereunder.

Section 3. The Bonds, which are issued in a maximum aggregate principal amount not to exceed \$3,000,000 to finance the costs associated with the Project and to pay certain costs of issuance of the Bonds, are hereby approved pursuant to section 147(f) of the Code.

Section 4. The approvals herein given are in accordance with the provisions of section 147(f) of the Code, and are not to be construed as any undertaking by the City, and the Bonds shall never constitute an indebtedness or pledge of the City, or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the City, or the State of Texas, except those revenues assigned and pledged by the Issuer in the Indenture of Trust and Security Agreement, dated as of July 27, 2016, to be executed by and among the Issuer, U.S. Bank National Association, Dallas, Texas, and the University, in connection with the issuance of the Bonds.

Section 5. The Mayor and the City Secretary and the other officers of the City are hereby authorized, jointly and severally, to execute and deliver such additional endorsements, instruments, certificates, documents, or paper necessary and advisable to carry out the intent and purposes of this Resolution and the Issuer Resolution on behalf of the City.

Section 6. The City Manager of the City, or his designee, is authorized to accomplish all administrative matters (as may be necessary or desired) to effectuate the subject matter of this Resolution. The public purposes of the City, which the Issuer may further on behalf of the City, are as set forth in the Act and the Articles.

Section 7. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council of the City.

Section 8. All resolutions or ordinances, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such

conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 9. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 10. If any section, paragraph, clause, or provisions of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution. In case any obligation of the Issuer authorized or established by this Resolution or the Bonds is held to be in violation of law as applied to any person or in any circumstance, such obligation shall be deemed to be the obligation of the Issuer to the fullest extent permitted by law.

Section 11. This Resolution shall take effect on the date of its adoption by the City Council.

[The remainder of this page intentionally left blank]

PASSED AND APPROVED, this the 27th day of July, 2016.

CITY OF SHAVANO PARK, TEXAS

Mayor

ATTEST:

City Secretary

(CITY SEAL)

EXHIBIT A

Approval Certificate

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 6.2

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.2. Presentation / Discussion - City of Shavano Park Compensation Study - City Manager / Stephen Werling, Werling Associates

X

Attachments for Reference:

1) 6.2a Compensation Report

BACKGROUND / HISTORY: Council approved in the FY2015-16 Budget a compensation study with recommendations for salary pay scale update. After requesting bid proposals, the City Council awarded the contract to Werling Associates, Inc. The survey was distributed to 20 local cities with 17 participating. Werling Associates also did a study for the City of Converse concurrent with our survey.

DISCUSSION: On July 13th, Werling Associates presented the Compensation Report. Bottom line is that our current wages are approximately 14% below market averages.

1. An important aspect to understand was the how the Pay Structure Grade Assignment Table recommendations were made. We currently have a pay table that includes a pay grade system with each grade having 12 steps. You will see that Werling proposes using the same grade system with a Pay Grade Minimum, a Pay Grade Mid, and a Pay Grade Max (we can add in the steps if that is what Council decides). Both our current tables and Werling's table propose a span of 45% difference from the Minimum (Step 1) and Maximum (Step 12). Werling's report indicates that most of our positions are placed in the wrong grade (too low) based upon the current job market wages.

Werling gives two examples of how he determined the recommended grades on pages 8-11 in the report. He explained this in detail at the workshop, but below may assist.

To determine if we have the positions classified in the correct grade, Werling averages the wages of all employees in the same position to get an average salary and then compares that number to the midpoint of each grade in the table (page 17). The grade selected is then determined by the closest to the mid-point. The minimum and maximum pay is determined by the 45% range.

In some cases where the majority of employees never spend more than a few years in that position (police and firemen), if you use the average pay to determine the minimum pay, then the

minimum pay is moved too low and is not reflective of the market. Werling thinks that this may be what the previous compensation study did and why we are not competitive after four years.

In these cases, Werling took the lowest paid employee from each city and averaged that amount to get the actual average minimum salary from each city. Then instead of using the mid-point to select the grade, he compared the average minimum pay to the minimum pay (step 1) in the pay table and then selected that grade closest to it.

In some cases, the grade selected using the “Minimum Average” is higher than the grade selected using the “Total Average” – that will probably have to be reviewed in more detail in person tomorrow.

2. Werling also recommends that we implement an Individual Pay Model, which uses minimum pay as the base and then calculates awarded pay based upon experience, tenure, education, certifications, and other factors. He discusses this on page 15 and he demonstrated it in further detail at the workshop. He has not yet calculated the cost implications using this method, which may be more or less than above. **This Individual Pay Model may be available to present and discuss at the Council meeting.**

Work must be done to review the recommendations of the report and concur or revise in order to tailor specifically to Shavano Park. The first step is to assign recommendations for each position, **which was presented at the July 19th Workshop.** Afterwards, each employee must then be assigned a recommended salary. Finally, an implementation strategy must be determined based upon available revenues and cost implications. Periodic reviews will occur in progress with Council.

Staff and or Steve Werling will present an update as appropriate at the meeting. On August 4th, staff will present the City Manager’s FY2016-17 Budget with implementation recommendations. It is anticipated that Council will review, provide guidance and adjustment will be made. After adjustments are made, Staff will present the Compensation Study and implementation plan to Council for Council approval.

COURSES OF ACTION: Varies

FINANCIAL IMPACT: Varies. On page 12, Werling summarizes cost implications:

COST IMPLICATIONS

The cost to bring the employee’s pay to the minimum of the recommended pay grades is \$253,031. The cost to bring all employees to the appropriate step in the new pay grade is \$446,685.

The City will not likely be in a position to fully implement this increase (at least in one year). Based upon guidance, Werling can tailor the final pay table to meet our requirements.

MOTION REQUESTED: N/A



Solutions and Leadership
for Human Resource Management

**Compensation Review and Update Report
for
City of Shavano Park**

Prepared by:

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July 12, 2016

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TABLE OF CONTENTS

INTRODUCTION	1
WERLING ASSOCIATES, INC.’S ROLE	1
BASE PAY PLAN UPDATE	2
OBJECTIVES	2
ASSUMPTIONS AND LIMITATIONS	2
LABOR MARKET	2
WAGE SURVEY DATA	3
BASE PAY AUDIT	5
MARKET BASED JOB EVALUATION PROCESS	7
EMPLOYEE PAY EVALUATION	12
COST IMPLICATIONS	12
ADDITIONAL PAY AND BENEFIT ANALYSIS	13
RECOMMENDATIONS	14
EXHIBITS	
Exhibit 1 - Base Pay Structure	17
Exhibit 2 - Competitive Compa Ratio Analysis.....	18
Exhibit 3 - Pay Grades	20
Exhibit 4 - Individual Pay Analysis	21
Exhibit 5 - Pay Options	23
Exhibit 6 - Survey Benefits	25
Exhibit 7 – Sample Individual Pay Model.....	27

INTRODUCTION

Werling Associates, Inc. provides this base pay plan update for the City of Shavano Park. The report provides the City Manager and City Council with the information to support the updated base pay plan. The updated base pay plan focuses on the organization's concern for maintaining competitive pay relative to other similarly sized municipalities and follows standard compensation practice in providing salary survey information from various municipalities. The report provides: a recommended pay range for each job; based on the market estimates and internal considerations; a recommended model for determining individual pay rates, as an option to the current step plan; and survey information on various pay differentials, additional pay, and benefits levels.

WERLING ASSOCIATES, INC.'S ROLE

Werling Associates, Inc. is a San Antonio, Texas based human resource management consulting firm specializing in compensation system design. The analysis and recommendations reflect our knowledge of sound compensation practice. Werling Associates, Inc. is a consulting firm and does not practice law. As such, the analysis and recommendations represent our view as management consultants from a business perspective. The organization should consider the information and interpretations contained in this report as reference points for decision-making, not as legal opinion or legal advice. The organization should consult with an attorney on any legal matters associated with this report.

The primary role of Werling Associates, Inc. in the base pay system update process is that of a technical consultant and advisor. It is the responsibility of the management to make all final compensation decisions.

BASE PAY PLAN UPDATE

OBJECTIVES

To achieve the compensation philosophy, the compensation system has several specific objectives:

- Enhance and support the organization's culture, strategies, and objectives.
- Ensure pay decisions are made within the organization's long-term financial objectives, as with any financial decision, be conservative.
- Standardize the wage determination process.
- Establish wage levels that are competitive with those paid for similar work in the relevant labor market.
- Assure that the organization meets the FLSA requirements with respect to exempt status.

ASSUMPTIONS AND LIMITATIONS

There are several limitation to any base pay plan update.

- The survey process depends on the survey participants to provide accurate information with respect to base pay, total compensation, job matches and benefit information. While errors may occur, the survey process assumes that any errors do not influence the final decision, when aggregated with the accurate survey data.
- The survey process does not include information on individual characteristics that influence wages, such as performance, tenure in the organization, and previous experience.
- The market analysis and job evaluation process assumes that the average reported wages reflect the pay of a fully qualified employee.

LABOR MARKET

There are three elements of the labor market that directly influence the base pay plan update. The relevant labor market, the labor market conditions, and the level of wage inflation. A brief review of these elements will assist in understanding the dynamics involved in determining the appropriate pay rate for the jobs under review.

Relevant Labor Market

The definition of the relevant labor market is one of the most important decisions in establishing a competitive compensation system. Organizations define the relevant labor market in terms of demand for employees, competitors, and the supply of employees available in a geographical area. The relevant labor market, in turn, determines the sources of comparative market data for the study.

The base pay update defines the relevant labor market for most of the jobs in the organization as cities in the San Antonio area with a population below 25,000. This definition, while appropriate, does not allow for comparison of wages paid by larger municipalities who may attract employees from Shavano Park or other small municipalities.

Labor Market Conditions

San Antonio's current unemployment rate of 3.4% is below the 4.0% to 5.0% rate that the government considers being full employment. While the overall unemployment rate has not translated into any shortages of workers or any significant wage inflation for most jobs, there have been continuing reports of shortages for many skilled positions.

The availability of or interest in training opportunities relative to the demand for new employees has created a shortage of skilled employees in a broad range of industries. For example, the lack of formal training opportunities for some jobs specific to municipalities, such as City Secretary and Finance Director, significantly limits the supply of workers to all municipalities. In other instances, the limited training opportunities tied with the increased scrutiny of employee characters, limits the availability of police and firefighter candidates. These factors, when combined with the expansion of job opportunities in major cities, create a potentially difficult situation for small municipalities.

Wage Inflation

Several factors contribute to wage inflation. The tight labor market for skilled positions places significant pressure on smaller municipalities to pay competitive wages to attract and retain employees. The compensation management process also contributes to wage inflation. First, municipalities typically adjust their entire pay structures by the cost of living. This inflates wages even in situations where there is no underlying wage inflation.

Secondly, organizations conduct periodic market studies to correct for any under payment of wages. This process causes a significant increase in wages, especially at the entry level, which in turn causes other organizations to react in subsequent years. This process causes a ratcheting effect on wages that increases the actual wage inflation. There are at least four area municipalities who are conducting compensation studies at this time: Shavano Park, Converse, Balconies Heights, and Schertz. These studies create a moving target in the pay determination process and require ongoing analysis rather than the typical two to three year cycle.

A comparison of data from the 2010 Texas Municipal League, the 2012 San Antonio area municipality survey, and the current 2016 municipality survey confirms the impact of these factors on the wages for Police Officers, Firefighters, and some executive positions. There has been significant wage inflation over the past five to six years for jobs in these areas.

WAGE SURVEY DATA

The availability of market data is critical to the success of the base pay plan update. The update process uses a customized survey of local municipalities that match the relevant labor market. The update process also uses data from the 2016 San Antonio Area Wage and Benefit Survey to augment the municipality survey.

Municipality Survey

Werling Associates, Inc. conducted a survey of San Antonio area municipalities. The City of Shavano Park Executives: William Hill, City Manager; Lara Feagins, Finance Director; and Zina Tedford, City Secretary; provided extensive support to increase the participation rate.

Seventeen organizations provided actual wage data for 91 jobs. The highlighted list identifies the organizations that have populations less than 25,000. The analysis also excluded Boerne due to the relatively high wages that skew the reported averages in a small sample size.

Table 1

City of Alamo Heights	City of Live Oak
City of Balcones Heights	City of New Braunfels
City of Boerne	City of Olmos Park
City of Castle Hills	City of Schertz
City of Castroville	City of Seguin
City of Cibolo	City of Selma
City of Converse	City of Shavano Park
City of Fair Oaks Ranch	City of Terrell Hills
City of Leon Valley	City of Universal City*

* Provided minimum range information only. Data not included in raw data or computations.

Each city received a questionnaire containing 95 jobs with a short job description. The questionnaire asked the participants to provide the actual hourly base pay and hourly total compensation for all employees in the designated jobs. Werling Associates, Inc. personnel reviewed the data for accuracy and if necessary, contacted survey respondents to confirm data submitted. Additional emails and phone calls collected the related budgeted hours to allow the survey to report annual wages.

The questionnaire also included a series of wage administration questions covering pay increases, auto and phone allowance, and additional pay options. The respondents also provided responses to a series of benefit questions including leave, benefits offered, types of benefits plans, medical insurance, and retirement plans.

The final survey report includes the actual data submitted by each respondent and summary statistic for each job including the average base pay and total compensation along with the average minimum base pay and total compensation. The survey report also includes a summary of the wage administration and benefit questions.

The accompanying wage survey report provides the market data used in the project.

BASE PAY AUDIT

The first step in the base pay plan update is a review of the current base pay plan. The process included a complete review of all data related to the base pay plan including employee and job information, an

analysis of the current pay structure and step plan, and as analysis of the current pay relating to the survey data.

Collect Relevant Base Information

The organization provided the following information for all jobs and employees included in the project:

- Current pay practices;
- The job descriptions;
- Departmental job hierarchy;
- Career path;
- Employee data; and
- Other related information.

Conduct employee meetings

The senior consultant met with each employee to review the job description, to verify the employee's work history, and to discuss any concerns relating to their current pay and pay expectations.

The employees were extremely professional and had a very positive view about working for the City. Their comments reflected a clear desire to provide information without any negative comments.

Work History

Each employee reviewed his/her work history. The update process will use this information if the Council decides to modify the pay determination process.

Job Descriptions and Additional Duties

The current job descriptions appear to be relatively accurate. Only four employees identified any major errors in their job descriptions. Werling Associates, Inc. will provide modified job descriptions to the City Secretary, Finance Director, Planning/Information Tech and the Investigator/Sergeant. Most of the employees identified some additional duties that are not listed in the job description. Most of the duties consisted of activities that organizations typically assign to employees in specific jobs. For example, several Firefighters stated that they conducted Fire Inspections; others stated that they did vehicle repairs, plumbing and other similar activities while on duty. The employees did not intend for the discussion of additional activities to solicit more pay, only to identify the full range of their contributions to the City.

The discussion of job duties provided a clear indication that the City maintains a very lean workforce. The additional activities also indicate that the employees are very willing to provide extra support to the City. Their only concerns appear to be recognition for the additional work and a concern that the additional work may interfere with their primary duties.

Pay Rates

Most of the employees expressed an understanding that the City pays lower wages than most of the surrounding cities. This awareness has a direct impact on the retention of employees. This is especially important as the City responds to the current market rates, and to the rates that the surrounding cities will establish for 2016 - 2017.

Review Current Pay Structure

The organization uses a standard pay structure with a minimum salary of \$22,479, a 45% spread from the minimum to the maximum rate in each pay grade, a 5% differential between pay grades. The current structure closely matches the general pay structures used by most organizations. Exhibit 1 provides an expanded current structure that includes all potential pay grades.

The City also uses a step plan that is common in government entities, but seldom used in the private sector. The City's step plan consists of twelve steps within each pay grade with a 3.44% step differential. In most instances the City hires an employee at the starting pay regardless of previous experience. The employee then receives an annual increase to the next step. The employee's pay reaches the maximum pay rate after 11 years of service.

Organizations typically update the step plan with cost-of-living adjustments to the entire structure on an annual basis. Organizations also conduct periodic market studies every 3 to 5 years to reassign jobs to pay grades as needed.

The step plans were popular from the beginning of pay plan design through the 1970s and remain in use by any government entities. The step plans matched the labor market and employment practices through the 1940s to the 1970s. There was a ready supply of entry-level workers and very limited wage inflation during the time-period. The production and basic administrative jobs required limited training and did not provide an opportunity for significant variations in performance. In addition, most employees stayed with the same employer for most of their career, especially in government entities.

The change in the labor markets and employee expectations in the mid-1970s identified several weaknesses of the step plans. The organizations could not easily adjust the step plans to incorporate significant changes in the inflation or unequal wage inflation across jobs. The step plan locked the organization into a standard increase even if the economy experienced a recession. The step plan provides all employees the same increase regardless of the wage inflation for a particular job. The standard structure increase using the cost of living overpaid employees in jobs with low wage inflation and underpaid employees in jobs with higher wage inflation.

Many managers responded to the inefficiencies of the step plan by inflating job titles to obtain higher pay grades, using previous experience to move employees to a higher step, or, in the case of executives, ignoring the step plan completely.

Most private sector organizations retained the pay structures but eliminated the steps. The open pay grades provided the flexibility necessary to pay employees in the new marketplace, but caused other problems. The open pay grades gave managers nearly complete control of pay decisions. This led to inequities in pay between employees, preferential treatment of certain employees, and inefficient pay decisions.

The City's step plan faces the same problem as other organizations. First, the plan limits the City's ability to hire experienced employees. In effect, the City becomes a training opportunity for new employees entering a profession. Second, the steps lock the City into guaranteed increases that may not match the marketplace. The current step plan provides a 3.44% increase while the average increases have been at or below 3.0% since the recession.

Third, the steps and the typical structure update process does not correct for wage inflation that is higher than the cost of living. The steps overpay some employees while significantly underpaying employee in jobs with high wage inflation. This is the reverse of what should occur if organization want to retain employees. Fourth, the current step plan includes some illogical results. For example, a Police Officer at step 3 would take a pay cut with a promotion to Corporal, step 1.

The base pay plan update proposes an Individual Pay Model to replace the step plan and address the current market conditions.

Conduct Initial Pay Audit

The pay audit compares the employee's current salary to the average total compensation reported in the survey. The analysis uses the competitive compa ratio (current pay/market average) to evaluate the current salaries. The expected competitive compa ration for a mature organization is 1.00, where the average salaries match the average market estimates.

Exhibit 2 provides the current pay, market estimate, and competitive compa ratio for each employee. The analysis shows that the average competitive compa ratio is 0.87 indicating that the salaries, on average, are 113% below the market estimates. In addition, the City pays 83% of the employees less than the market average.

Several factors may cause the lower than expected compa ratios. The most common causes are the relatively low time on the job, the low starting wages, the step plan that does not give credit for previous experience, and the lack of additional pay provided by other cities.

MARKET BASED JOB EVALUATION PROCESS

The base pay plan update follows a standard process for establishing market based pay grades. The process starts with a policy statement relating to the pay policy relative to the relevant labor market. The market based job evaluation process assigns jobs to the appropriate pay grade based on market rates and internal considerations.

Establish the Pay Level Policy

The City maintains a pay policy of meeting the average total compensation wages within the relevant labor market of similar sized cities in the San Antonio area.

Implement a Market Based Job Evaluation Process

The job evaluation process establishes general rules to provide a standard treatment of jobs based on the market data and internal organizational considerations.

The market-based process assigns each benchmark job with market data to the pay grade where there is the closest match between the adjusted market rate and the midpoint of the pay grade. This ensures that the midpoint of the pay grade is within 2.5% of the adjusted market average. The market-based process also considers the average minimum pay compared to the minimum of the pay grade in establishing the appropriate pay grade for some jobs.

Example: Chief of Police

The Chief of Police data illustrates the job evaluation process. The market average, highlighted in Table 2, shows that average total compensation for the Police Chief is \$87,503. The job evaluation process compares the average to the midpoints in the pay structure shown in Table 3. The process assigns the Chief of Police job to the pay grade with the closest midpoint, pay grade 34. A comparison of the resulting pay range to the survey data shows that the minimum of the pay range is slightly above the pay for the lowest two Chiefs in the survey; the midpoint matches the average pay; and the grade maximum is slightly below the top pay in the survey.

Table 2 – Police Chief Survey Data

Org Name	Survey Job Title	Annual Total Comp	Minimum Annual Total Comp
Average	Chief of Police	87,503	87,503
Alamo Heights	Chief of Police	115,419	115,419
Fair Oaks Ranch	Chief of Police	107,326	107,326
Selma	Chief of Police	97,573	97,573
Castle Hills	Chief of Police	92,290	92,290
Leon Valley	Chief of Police	82,732	82,732
Balcones Heights	Chief of Police	81,474	81,474
Olmos Park	Chief of Police	71,770	71,770
Castroville	Chief of Police	70,656	70,656
Shavano Park	Chief of Police	68,283	68,283

Table 3 – Pay Structure

Pay Grade	Minimum	Midpoint	Maximum
30	59,643	73,064	86,484
31	62,625	76,717	90,808
32	65,756	80,553	95,348
33	69,044	84,580	100,116
34	72,496	88,809	105,121
35	76,121	93,249	110,377

The City recently posted for the Chief of Police position. The recommended pay grade allows the City potentially hire most of the Police Chiefs represented in the survey. The City could potentially hire most of the Assistant Chief in the survey. Table 4 provides the survey data for the Assistant Chief of Police.

Table 4 – Assistant Chief of Police Survey Data

Org Name	Survey Job Title	Annual Total Comp	Minimum Annual Total Comp
Average	Assistant Chief of Police	80,013	80,013
Live Oak	Assistant Chief of Police	106,239	106,239
Converse	Assistant Chief of Police	85,773	85,773
Castle Hills	Assistant Chief of Police	77,189	77,189
Leon Valley	Assistant Chief of Police	65,399	65,399
Terrell Hills	Assistant Chief of Police	65,466	65,466

The analysis also uses the market average minimum total compensation for jobs with relatively high turnover, significant employment growth, and/or where organizations hire mostly entry-level employees. This ensures that the City's starting pay matches the starting pay in the relevant labor market. This applies to the Police and Fire Department for the City. The job evaluation for the Police Corporal demonstrates the weakness in assigning pay grades based solely on the market average.

Example: Police Corporal

The market average total compensation for the Police Corporal is \$52,242, according to Table 5. This translates to pay grade 23 in Table 6. A comparison of the minimum of pay grade 23 to the minimum annual total compensation in Table 5 indicates the proposed minimum is slightly lower than the lowest minimum pay of any City, excluding Shavano Park. In effect, the market average pay grade would not allow the organization to attract and retain employee.

The average minimum annual total compensation in Table 5 is \$50,509. The job evaluation process compares the \$50,509 to the minimum of the pay grades in Table 6. The closest grade minimum is in pay grade 27. The minimum of pay grade 27 falls in the middle of the market data for starting pay and allows the City to attract and retain Police Corporals more easily than the market average pay grade.

The comparison between the two methods identifies the potential weakness of using the market averages without considering the potential impact on wages.

Table 5 – Police Corporal Survey Data

Org Name	Survey Job Title	Annual Total Comp	Minimum Annual Total Comp
Average	Corporal	52,242	50,509
Selma	Corporal	64,792	
Selma	Corporal	63,794	
Selma	Corporal	63,794	
Selma	Corporal	62,691	62,691
Castle Hills	Corporal	59,363	
Live Oak	Corporal	58,962	
Castle Hills	Corporal	58,365	
Leon Valley	Corporal	57,187	
Castle Hills	Corporal	56,867	56,867
Live Oak	Corporal	56,784	
Leon Valley	Corporal	56,151	
Live Oak	Corporal	56,120	
Alamo Heights	Corporal	55,910	
Alamo Heights	Corporal	54,954	
Leon Valley	Corporal	54,324	54,324
Converse	Corporal	54,222	
Live Oak	Corporal	54,051	54,051
Alamo Heights	Corporal	53,310	
Alamo Heights	Corporal	52,936	
Alamo Heights	Corporal	51,896	51,896
Terrell Hills	Corporal	51,123	
Terrell Hills	Corporal	50,654	
Terrell Hills	Corporal	50,654	50,654
Balcones Heights	Corporal	50,523	
Converse	Corporal	48,803	
Balcones Heights	Corporal	48,360	
Olmos Park	Corporal	48,195	48,195
Converse	Corporal	47,890	
Balcones Heights	Corporal	47,320	
Balcones Heights	Corporal	46,134	
Converse	Corporal	45,553	
Balcones Heights	Corporal	43,430	43,430
Converse	Corporal	43,212	43,212
Shavano Park	Corporal	42,553	
Shavano Park	Corporal	42,553	
Shavano Park	Corporal	39,770	
Shavano Park	Corporal	39,770	39,770

Table 6 – Pay Structure

Pay Grade	Minimum	Midpoint	Maximum
22	40,369	49,453	58,537
23	42,387	51,926	61,464
24	44,507	54,522	64,537
25	46,732	57,248	67,764
26	49,069	60,111	71,152
27	51,522	63,116	74,709

The final step of the market based job evaluation process assigns non-benchmark jobs to pay grades based on an analysis of internal job related factors that may influence compensation for the job. The internal analysis may also adjust the market pay grades to reflect the internal relationships based on the same factors. These factors include, but are not limited to reporting relationships within the organization, grade assignments of similar jobs in the organization, differences in job responsibilities, scope of responsibilities, skill requirements, specific knowledge requirements, managerial input, and other compensable factors. The current analysis attempts to maintain the existing relationships between pay grades whenever possible.

Example: Police Department

The Police Department recommendation provides an example of the internal considerations and the combined impact of the job evaluation options. The average total compensation minimum from the survey established the initial pay grade for all jobs, except the Chief of Police. The average total compensation from the survey establishes the Chief of Police pay grade. The internal consideration established the relationships between the various jobs. This reduces the pay grade for the Corporal in order to match the higher change in responsibility for a promotion to Sergeant.

Table 7 – Police Department

Job Title	Current Pay Grade	Total Comp Avg Pay Grade	Total Comp Min Pay Grade	Job Title	Relation	Relation Pay Grade	Pay Grade	Pay Grade Min	Pay Grade Max
Police Chief	30	34	38	Police Lieut.	2	34	34	72,496	105,121
Police Lieutenant	26	29	32	Police Sergeant	3	32	32	65,756	95,348
Police Investigator	24			Police Sergeant	0	29	29	56,803	82,366
Police Sergeant	24	26	29	Police Corporal	4	29	29	56,803	82,366
Police Corporal	21	23	27	Police Officer	2	25	25	46,732	67,764
Police Officer	20	21	23				23	42,387	61,464

Exhibit 3 provides the job title, various market pay grades, the recommended pay grade, and the pay range for each job based on the market estimates and the internal relationships.

EMPLOYEE PAY EVALUATION

The employee pay determination component involves an evaluation of individual wages compared to the recommended pay ranges and an alternative process for establishing employee pay. The analysis uses the compa ratio to evaluate the employee's pay relative to the midpoint of the pay grades. The compa ratio is the employee's pay relative to the pay grade midpoint. The compa ratio for the minimum of the pay range is 0.82. The compa ratio for the maximum of the pay range is 1.18. A compa ratio of 1.00 indicates the employee's pay is at the midpoint of the pay grade.

The expected average pay grade in a mature organization is between 0.95 and 1.05. A fully qualified employee with seven years on the job should have a compa ratio of approximately 1.00.

Exhibit 4 provides the individual pay analysis. The current average compa ratio is 0.83. The average compa ratio indicates that the City's wages are approximately 17% below the expected wages in the marketplace. In addition, the City currently pays 83% of the employees below the midpoint of the proposed pay grades and 64% below the recommended pay grade minimums. The City currently pays one employee above the maximum of the pay grade.

COST IMPLICATIONS

The cost to bring the employee's pay to the minimum of the recommended pay grades is \$253,031. The cost to bring all employees to the appropriate step in the new pay grade is \$446,685.

ADDITIONAL PAY AND BENEFIT ANALYSIS

The compensation plan update also reviews the City's additional pay and benefit package compared to the results of the Municipality survey. Overall, the City maintains competitive benefits compared to the other municipalities. The following section provide a brief review of the pay and benefit options.

Direct Compensation

Annual Increases

	Survey	Shavano Park
Average percentage wage increase provided for FY 2015 -2016.	2.83%	3.44%
Average percentage anticipated wage increase for FY 2016 -2017.	2.68%	3.44%

Auto and Phone Allowance

Position	Auto Allowance		Cell Phone Allowance		Shavano Park	
	# of Responses	Average	# of Responses	Average	Amount	
City Manager	7	5,443	10	842	\$4,500	\$900
City Secretary	1	2,400	5	684		
Chief of Police	3	6,400	6	603	City Car	City Phone
Fire Chief	3	6,400	7	577	City Car	City Phone
Public Works Director	1	4,500	6	653	\$4,500	\$900

Pay Options

Exhibit 5 provides a complete summary of the pay options provided by the other municipalities along with the Shavano Park comparisons.

Benefits

Exhibit 6 provides the summary of the benefits comparisons.

RECOMMENDATIONS

The compensation analysis presents a very challenging but unique opportunity to the City. The base pay analysis shows that the City's wages significantly lag the wages paid in other area municipalities. In contrast, the benefit analysis shows that the City provide benefits that are at or above those offered by the other municipalities. The lower wages provide the City with the unique opportunity to develop a strategic total compensation package without being encumbered by past practice or current obligations. This allows the City to develop a compensation package that truly meets the needs of the City and the employees.

The total compensation package may include the following elements: a pay level policy that identifies the desired mix of wages and benefits, a pay determination process that maintains equitable and competitive wages, pay incentives that focus employee activities on the City's needs; and a flexible benefit package that allows for the city to provide exceptional benefits that meet the needs of the diverse workforce and maintains adequate cost controls.

Pay Level Policy

The total compensation pay level policy identifies the competitive level of overall compensation along with the desired mix of wages and benefits offered by the City. The policy may include wages that are slightly lower than the market averages combined with flexible benefits that are more cost effective and more desirable to the employees than extra wages.

Individual Pay Model (IPM)

The primary decision in a base pay system is the pay for each employee. The project uses an Individual Pay Model to determine the pay for each employee. The Individual Pay Model (IPM) combines multiple job-related factors into a weighted equation to determine a target pay for each employee within a competitive pay range. The IPM includes previous experience, time on the job, performance, and the current additional pay provided by the City, and certification pay. The City may easily expand the IPM to fit any situation.

The Individual Pay Model re-computes the employee's pay each year rather than determining a percentage increase to the previous pay. This insures that the employee's pay is correct based on the factors in the model and breaks the link between the employee's current pay and any past decisions; thus improving efficiency and reducing any potential liability for past pay decisions. The IPM, when matched with a market based structure, provides the most complete and equitable process for determining the appropriate pay for all employees.

Advantages

- The most efficient model to allocate wages based on the need to retain and reward the best employees.
- Provides a conservative estimate of the ideal expected pay.
- Matches the organization's overall pay philosophy in a competitive market.
- Corrects many compensation problems including pay inequities, pay compression, inefficient pricing decisions, etc.
- Provides an efficient pay determination process that mirrors the sophistication of other substantial financial decisions.

- Significantly reduces the risk of legal actions related to pay decisions.

Disadvantages

- Requires additional processes to evaluate the factors used in the model.
- Requires a change in organizational culture related to compensation.
- Requires a process to reduce overpayments to employees that are due to past inefficient pay decisions.
- Results in a short term increase in labor costs to correct any past inequities.
- Requires training for managers and employees to explain the change in pay practices.

The initial Individual Pay Model equation is:

Target Pay =

Minimum of the pay grade * (1+
 [(w) Previous experience +
 (w) Tenure in the job +
 (w) Performance +
 (w) Addl. job responsibilities+
 (w) Addl. education +
 (w) Marketability +
 (w) Certifications +
 (w) Any other job related factor
 (w) Managerial judgment])]

Please note: (w) = weights either dollars or percentage

The City can use the Individual Pay Model for computing starting pay, promotional pay increases, and future equity adjustments. The Excel program that supports the base pay plan contains all of the employee information to support the individual adjustments.

Exhibit 7 provides sample Individual Pay Model computations for generic employees.

Additional Pay

The City offers very limited additional pay to employees. The discussions with the employees indicated that the City offered additional pay in the past but discontinued the practice sometime around 2007 and 2011. The City currently provides certification pay for Paramedics and for PW/Wastewater Serviceman with Class C and Class D certifications. The City previously offered additional pay for other certifications.

The City should consider providing additional pay for job related certifications that provide direct benefit to the City, such as the Fire Inspector certification or the Fire Instructor certification. The certifications directly save the City the cost of employing a Fire Marshall or Inspector. The Instructor certifications also save the cost of hiring an outside consultant to train new employees. The certification pay may also assist the City in developing employees for promotions.

The Survey Benefits report in Exhibit 5 provides information showing the number of municipalities offering the various additional pay options and the average amount of the additional pay.

Recommendation

The City may consider paying for the additional incentive by reducing the recommended pay grade assignments by one pay grade and adding the certification pay and other incentives to raise the potential pay to the market averages. This process matches the practices in many of the other municipalities and ensures that the City receives a return for the additional pay.

Flexible Benefits

Flexible benefits provide an opportunity to provide additional benefits to the employees while actually reducing the overall compensation cost compared to offering higher wages. Flexible benefits are non-taxable, saving the City the cost associated with additional retirement contributions. The flexible benefits also reduce the employee's taxable income.

Recommendation

Provide a flexible benefit that has a defined level of benefits to increase employee satisfaction and at the same time maintain the costs for the City. The City can develop the plan as stage two of the pay adjustment process.

Market Adjustment Process

The City faces two conflicting issues. The relatively low pay compared to the market averages, coupled with the potential pay increases in several cities with similar pay levels, puts pressures on the City to raise wages in order to attract and retain good employees. Conversely, the gap in wages is significantly higher than the annual budget for pay increases. It will likely be significantly challenging to close the gap within two or even three years, especially given the continuing wage inflation for the police and fire department jobs.

Recommendation

The specific response depends on the availability of funds in 2016. The City should increase wages to the extent possible over the next several years.

Exhibit 1 - Base Pay Structure

Grade	Min						Midpoint					Max
10	22,479	23,252	24,052	24,880	25,735	26,621	27,538	28,483	29,460	30,470	31,516	32,597
11	23,603	24,415	25,255	26,124	27,022	27,952	28,915	29,907	30,933	31,994	33,091	34,226
12	24,783	25,636	26,517	27,430	28,373	29,349	30,361	31,402	32,479	33,593	34,746	35,937
13	26,022	26,917	27,843	28,801	29,792	30,817	31,879	32,972	34,103	35,273	36,483	37,734
14	27,323	28,263	29,235	30,241	31,281	32,358	33,473	34,621	35,808	37,036	38,307	39,621
15	28,689	29,676	30,697	31,753	32,845	33,975	35,146	36,351	37,598	38,888	40,221	41,601
16	30,124	31,160	32,232	33,341	34,488	35,674	36,903	38,169	39,478	40,833	42,233	43,682
17	31,630	32,718	33,844	35,008	36,212	37,458	38,749	40,078	41,452	42,874	44,345	45,866
18	33,212	34,354	35,536	36,759	38,023	39,331	40,686	42,082	43,525	45,018	46,562	48,159
19	34,872	36,072	37,312	38,596	39,924	41,297	42,720	44,185	45,701	47,268	48,889	50,566
20	36,616	37,876	39,179	40,526	41,920	43,362	44,856	46,395	47,986	49,632	51,334	53,095
21	38,447	39,770	41,138	42,553	44,017	45,531	47,099	48,715	50,385	52,114	53,901	55,750
22	40,369	41,758	43,194	44,680	46,217	47,807	49,453	51,150	52,904	54,719	56,596	58,537
23	42,387	43,846	45,354	46,914	48,528	50,197	51,926	53,707	55,549	57,455	59,425	61,464
24	44,507	46,038	47,622	49,260	50,954	52,707	54,522	56,393	58,327	60,327	62,397	64,537
25	46,732	48,340	50,003	51,723	53,502	55,343	57,248	59,212	61,243	63,344	65,516	67,764
26	49,069	50,757	52,503	54,309	56,177	58,110	60,111	62,173	64,305	66,511	68,792	71,152
27	51,522	53,295	55,128	57,025	58,986	61,015	63,116	65,281	67,520	69,836	72,232	74,709
28	54,099	55,960	57,885	59,876	61,936	64,066	66,272	68,545	70,896	73,328	75,843	78,445
29	56,803	58,757	60,779	62,869	65,032	67,269	69,585	71,972	74,441	76,994	79,635	82,366
30	59,643	61,695	63,817	66,012	68,283	70,632	73,064	75,570	78,162	80,843	83,616	86,484
31	62,625	64,779	67,008	69,313	71,697	74,164	76,717	79,348	82,070	84,885	87,797	90,808
32	65,756	68,018	70,358	72,779	75,282	77,872	80,553	83,316	86,173	89,129	92,186	95,348
33	69,044	71,419	73,876	76,418	79,046	81,765	84,580	87,481	90,482	93,585	96,795	100,116
34	72,496	74,990	77,570	80,238	82,999	85,854	88,809	91,855	95,006	98,265	101,635	105,121
35	76,121	78,740	81,448	84,250	87,149	90,146	93,249	96,448	99,756	103,178	106,717	110,377
36	79,927	82,677	85,521	88,463	91,506	94,654	97,912	101,270	104,744	108,336	112,052	115,896
37	83,924	86,811	89,797	92,886	96,081	99,386	102,807	106,334	109,981	113,753	117,655	121,691
38	88,120	91,151	94,287	97,530	100,885	104,356	107,948	111,650	115,480	119,441	123,538	127,775
39	92,526	95,709	99,001	102,407	105,930	109,574	113,345	117,233	121,254	125,413	129,714	134,164
40	97,152	100,494	103,951	107,527	111,226	115,052	119,012	123,094	127,316	131,683	136,200	140,872
41	102,010	105,519	109,149	112,903	116,787	120,805	124,963	129,249	133,682	138,267	143,010	147,915
42	107,110	110,795	114,606	118,549	122,627	126,845	131,211	135,711	140,366	145,181	150,160	155,311
43	112,466	116,335	120,337	124,476	128,758	133,187	137,771	142,497	147,384	152,439	157,668	163,076

Exhibit 2 - Competitive Compa Ratio Analysis

Name	Job Title	Annual Pay	Total Compensation Average	Competitive Compa Ratio
Hill, William	City Manager	120,182	122,954	0.98
Tedford, Zina	City Secretary	71,972	58,923	1.22
Feagins, Lara	Finance Director	71,972	74,744	0.96
Vaccant	AP/HR Assistant			
Knuffke, Marisa	Permit/Receptionist Clerk	33,975	34,238	0.99
Leeth, Curtis	Planner/Information Tech	41,758		
Robles, Dawn	Court Clerk	36,352	43,159	0.84
Peterson, Brandon	Director PW	62,869	82,319	0.76
Stone, Peggy	Pw/Water Office Mgr	43,681	41,557	1.05
Barrera, Benjamin	PW Serviceman	35,936	29,871	1.20
Salgado, Rudolpho B	PW Serviceman	31,401	29,871	1.05
Graff, Christopher	Water Serviceman	30,360	29,871	1.02
Ramirez III, Mike	Water Serviceman	29,349	29,871	0.98
Lynch Jr, William F	PW/Water Foreman	37,598	43,068	0.87
Morales, Daniel	PW/Water Serviceman	31,401	29,871	1.05
Cantu, Gilbert	Police Officer	36,616	46,264	0.79
Casares, Robert M	Police Sergeant	46,038	60,507	0.76
Catoe, Amanda	Police Officer	37,876	46,264	0.82
Creed, David W	Police Chief	68,283	87,503	0.78
De Leon, Blanca Gisela	Investigator/Sgt	49,260	61,860	0.80
Ebrom, Matthew J	Police Sergeant	47,622	60,507	0.79
Flores, Ricardo	Police Sergeant	47,622	60,507	0.79
Garcia, Karen E	Police Secretary	41,601	38,026	1.09
Kerr, Michael Q	Police Officer/Code	37,876	47,485	0.80
Martinez, Carlos A	Police Officer	40,526	46,264	0.88
Nakazono, Mario K	Police Sergeant	52,707	60,507	0.87
Page III, Richard	Interim Police Lt	50,757	68,961	0.74
Quintanilla, Roland V	Police Corporal	42,553	52,242	0.81
Semlinger, Aaron A	Police Corporal	42,553	52,242	0.81
Torres, Aaron	Police Officer	41,920	46,264	0.91
Trimble, Christopher	Police Corporal	39,770	52,242	0.76
Villanueva, Jamie	Police Corporal	39,770	52,242	0.76
Ambriz, Eric M	Firefighter/Paramedic	48,955	55,638	0.88
Dehart, Gregory S	Lieutenant/A-Shift	49,397	57,710	0.86
Fennell, Larry A	Firefighter	43,313	55,638	0.78
Garner, Jared N	Firefighter/Paramedic	47,515	56,447	0.84
Grose, Thomas C	Lt/Paramedic	48,788	57,710	0.85

Name	Job Title	Annual Pay	Total Compensation Average	Competitive Compa Ratio
Hernandez, Ivan A	Capt/Paramedic B-Shift	62,824	65,807	0.95
Keuper, Jeffrey	Lt/Paramedic	48,788	57,710	0.85
Lara, Michael	Firefighter/Paramedic	44,776	55,638	0.80
Mccord, Eric J	Firefighter	39,134	55,638	0.70
Mendoza, Angel	Firefighter	39,134	55,638	0.70
Mullins, Kyle W	Captain/B-Shift	51,665	65,807	0.79
Naughton, Michael P	Fire Chief	80,845	86,779	0.93
Rubio, Jason L	Firefighter	41,873	55,638	0.75
Richards, II Samuel J	Captain/C-Shift	57,182	65,807	0.87
Tedrow, Adam W	Firefighter/Paramedic	47,515	56,447	0.84
Weaver, Sean M	Firefighter/Paramedic	44,776	56,447	0.79
Woodruff, Gregory A	Firefighter	47,099	55,638	0.85

Exhibit 3 – Pay Grades

Job Title	Current Pay Grade	San Antonio Survey Pay Grade	Total Comp Avg. Pay Grade	Total Comp Min Pay Grade	Link to Job Title	Relation	Relation Pay Grade	Pay Grade	Pay Grade Min	Pay Grade Mid	Pay Grade Max
City Manager	36		41	30				41	102,010	124,963	147,915
Police Chief	30		34	38	Police Lieut.	2	36	34	72,496	88,809	105,121
Dir. Public Works	29		32	37				32	65,756	80,553	95,348
Fire Chief	30		34	38				34	72,496	88,809	105,121
Finance Director	29		30	35				30	59,643	73,064	86,484
Police Lieutenant	26		29	32	Police Sergeant	3	32	32	65,756	80,553	95,348
Fire Captain	24		28	30	Fire Lieutenant	2	30	30	59,643	73,064	86,484
Fire Lieutenant	21		25	29	Firefighter	3	28	28	54,099	66,272	78,445
Police Investigator	24				Police Sergeant	0	29	29	56,803	69,585	82,366
Police Sergeant	24		26	29	Police Corporal	4	29	29	56,803	69,585	82,366
Police Corporal	21		23	27	Police Officer	2	25	25	46,732	57,248	67,764
City Secretary	29		26	30				26	49,069	60,111	71,152
Firefighter	19		24	25				25	46,732	57,248	67,764
Firefighter/EMT	19		25	25				25	46,732	57,248	67,764
Planner/Inform Systems	22	22						22	40,369	49,453	58,537
Police Officer	20		21	23				23	42,387	51,926	61,464
Police Officer/Code	20							23	42,387	51,926	61,464
Court Clerk	15		19	23				19	34,872	42,720	50,566
PW Office Manager	16	16	18	23	Police Secretary	1	18	18	33,212	40,686	48,159
Police Secretary	15	16	17	21				17	31,630	38,749	45,866
AP/HR Asst.	15	16	16	20				16	30,124	36,903	43,682
Permits Clerk/Recept..	15	16	14	19				15	28,689	35,146	41,601
PW Foreman	15		19	24	PW Serviceman	3	15	15	28,689	35,146	41,601
PW Serviceman	12		12	15				12	24,783	30,361	35,937

Exhibit 4 – Individual Pay Analysis

Name	Job Title	Annual Pay	Pay Grade	Grade Min	Grade Mid	Grade Max	Current Compa Ratio
Hill, William	City Manager	120,182	41	102,010	124,963	147,915	0.96
Tedford, Zina	City Secretary	71,972	26	49,069	60,111	71,152	1.20
Feagins, Lara	Finance Director	71,972	30	59,643	73,064	86,484	0.99
Vaccant	AP/HR Assistant		16	30,124	36,903	43,682	
Knuffke, Marisa	Permit/Recp. Clerk	33,975	15	28,689	35,146	41,601	0.97
Leeth, Curtis	Planner/Info.Tech.	41,758	22	40,369	49,453	58,537	0.84
Robles, Dawn	Court Clerk	36,352	19	34,872	42,720	50,566	0.85
Peterson, Brandon	Director Pw	62,869	32	65,756	80,553	95,348	0.78
Stone, Peggy L	PWWater Office Mgr	43,681	18	33,212	40,686	48,159	1.07
Barrera, Benjamin	PW Serviceman	35,936	12	24,783	30,361	35,937	1.18
Salgado, Rudolpho	PW Serviceman	31,401	12	24,783	30,361	35,937	1.03
Graff, Christopher	Water Serviceman	30,360	12	24,783	30,361	35,937	1.00
Ramirez III, Mike	Water Serviceman	29,349	12	24,783	30,361	35,937	0.97
Lynch Jr, William	PW/Water Foreman	37,598	15	28,689	35,146	41,601	1.07
Morales, Daniel	PW/Water Serviceman	31,401	12	24,783	30,361	35,937	1.03
Cantu, Gilbert	Police Officer	36,616	23	42,387	51,926	61,464	0.71
Casares, Robert M	Police Sergeant	46,038	29	56,803	69,585	82,366	0.66
Catoe, Amanda	Police Officer	37,876	23	42,387	51,926	61,464	0.73
Creed, David W	Police Chief	68,283	34	72,496	88,809	105,121	0.77
De Leon, Blanca	Investigator/Sgt	49,260	29	56,803	69,585	82,366	0.71
Ebrom, Matthew J	Police Sergeant	47,622	29	56,803	69,585	82,366	0.68
Flores, Ricardo	Police Sergeant	47,622	29	56,803	69,585	82,366	0.68
Garcia, Karen E	Police Secretary	41,601	17	31,630	38,749	45,866	1.07
Kerr, Michael Q	Police Officer/Code	37,876	23	42,387	51,926	61,464	0.73
Martinez, Carlos	Police Officer	40,526	23	42,387	51,926	61,464	0.78
Nakazono, Mario	Police Sergeant	52,707	29	56,803	69,585	82,366	0.76
Page III, Richard	Interim Police Lt	50,757	32	65,756	80,553	95,348	0.63
Quintanilla, Roland	Police Corporal	42,553	25	46,732	57,248	67,764	0.74
Semlinger, Aaron	Police Corporal	42,553	25	46,732	57,248	67,764	0.74
Torres, Aaron	Police Officer	41,920	23	42,387	51,926	61,464	0.81
Trimble, Christopher	Police Corporal	39,770	25	46,732	57,248	67,764	0.69
Villanueva, Jamie	Police Corporal	39,770	25	46,732	57,248	67,764	0.69
Ambriz, Eric M	Firefighter/Paramedic	48,955	25	46,732	57,248	67,764	0.86
Dehart, Gregory S	Lieutenant/A-Shift	49,397	28	54,099	66,272	78,445	0.75
Fennell, Larry A	Firefighter	43,313	25	46,732	57,248	67,764	0.76
Garner, Jared N	Firefighter/Paramedic	47,515	25	46,732	57,248	67,764	0.83

Name	Job Title	Annual Pay	Pay Grade	Grade Min	Grade Mid	Grade Max	Current Compa Ratio
Grose, Thomas C	Lt/Paramedic	48,788	28	54,099	66,272	78,445	0.74
Hernandez, Ivan A	Capt/Paramedic B-Shift	62,824	30	59,643	73,064	86,484	0.86
Keuper, Jeffrey	Lt/Paramedic	48,788	28	54,099	66,272	78,445	0.74
Lara, Michael	Firefighter/Paramedic	44,776	25	46,732	57,248	67,764	0.78
Mccord, Eric J	Firefighter	39,134	25	46,732	57,248	67,764	0.68
Mendoza, Angel	Firefighter	39,134	25	46,732	57,248	67,764	0.68
Mullins, Kyle W	Captain/B-Shift	51,665	30	59,643	73,064	86,484	0.71
Naughton, Michael	Fire Chief	80,845	34	72,496	88,809	105,121	0.91
Rubio, Jason L	Firefighter	41,873	25	46,732	57,248	67,764	0.73
Richards, II Samuel	Captain/C-Shift	57,182	30	59,643	73,064	86,484	0.78
Tedrow, Adam W	Firefighter/Paramedic	47,515	25	46,732	57,248	67,764	0.83
Weaver, Sean M	Firefighter/Paramedic	44,776	25	46,732	57,248	67,764	0.78
Woodruff, Gregory	Firefighter	47,099	25	46,732	57,248	67,764	0.82

Exhibit 5 – Pay Options

Benefit	# of Responses	Average	Shavano Park
Education Reimbursement	1	1,350	
Education Level			
Associate's Degree			
All Employees	3	667	
Police	4	750	
Fire	3	667	
Bachelor's Degree			
All Employees	3	1,233	
Police	4	1,425	
Fire	3	1,233	
Master's Degree			
All Employees	2	1,350	
Police	2	1,350	
Fire	2	1,350	
Longevity Pay	7	166	
Certification Pay			
Public Works	3	417	
Level 1	2	440	\$600
Level 2	2	480	\$1,200
Level 3	1	900	
Level 4			
EMS	2	520	
Basic	2	650	
Intermediate			
EMT	1	600	
Basic	2	1,490	
Intermediate	1	1,200	
Advanced	2	4,180	
Paramedic			\$5,200
Police	0	0	
Basic	4	775	
Intermediate	4	1,335	
Advanced	4	1,863	
Master			
Fire Department	2	260	
Basic	4	580	
Intermediate	4	1,010	
Advanced	4	1,440	

Benefit	# of Responses	Average	Shavano Park
Master			
Shift Differentials	1	2.00	
All Employees	1	3.00	
Low	2	2.52	
High	3	417	
Police Department	2	440	\$0.87

Exhibit 6 – Benefit Coverage
Benefits

Paid Leave - Employees Other Than Fire	# of Responses	Avg. # of Days	# of Responses	Maximum Accrual	Shavano Park
Paid Holidays	10	11.50			11
Bereavement	9	3.25			3
Jury Duty	8	6.00			10
Paid Personal Days*	2	1.00			
Paid Vacation Days					
During 1st year of service	11	7.18	7	22.43	5
1 – 5 years of service	11	9.64	8	27.13	8
6 – 10 years of service	11	12.00	8	30.28	12
11 – 15 years of service	11	14.73	8	31.94	20
Over 15 years of service	11	18.77	8	35.22	20
Paid Sick Days					
During 1st year of service	9	11.67	6	0.00	13
1 – 5 years of service	8	11.75	6	79.40	13
6 – 10 years of service	8	12.00	6	79.80	13
11 – 15 years of service	8	12.13	6	80.00	13
Over 15 years of service	8	12.13	6	80.00	13

Healthcare

Coverage - Medical*	Employer Monthly Contribution		Employee Monthly Contribution		Shavano Park	
	#	Avg. Contribution	#	Avg. Contribution	Avg. Contribution	Avg. Contribution
Employee	11	\$445.99	11	\$37.71	\$450	
Employee & Spouse	11	\$528.32	11	\$450.33		
Employee & Dependents	11	\$521.70	11	\$320.75		
Employee & Family	11	\$610.03	11	\$743.60		

Coverage - Dental	Employer Monthly Contribution		Employee Monthly Contribution		Shavano Park	
	#	Avg. Contribution	#	Avg. Contribution	Avg. Contribution	Avg. Contribution
Employee	10	\$24.24	11	\$3.66	26.08	\$0.00
Employee & Spouse	10	\$28.43	11	\$26.90	34.88	\$26.40
Employee & Dependents	10	\$29.05	11	\$32.85	33.57	\$22.47
Employee & Family	10	\$32.98	11	\$54.51	39.11	\$39.07

Coverage - Vision*	Employer Monthly Contribution		Employee Monthly Contribution		Shavano Park	
	#	Avg. Contribution	#	Avg. Contribution	Avg. Contribution	Avg. Contribution
Employee	9	\$4.72	12	\$3.30	\$6.76	\$0.00
Employee & Spouse	8	\$5.03	11	\$10.13	\$10.14	\$10.12
Employee & Dependents	8	\$4.90	11	\$10.99	\$10.14	\$10.12
Employee & Family	9	\$5.77	12	\$15.90	\$10.14	\$10.12

Flexible Benefits Plan/Cafeteria Plan

	Number	Average
Organization's monthly contribution	4	305.00

Retirement

	Average	Shavano Park
Average percent contribution to all employees' retirement accounts as a percentage of total wages in 2015.	15.10%	13.74%

* The city of Shavano Park pay 2:1 @ 7%

Exhibit 7 – Sample Individual Pay Model

Employee Information				
Employee Name:	Jack Reynolds		Date in Org:	1/1/2005
Employee Number:	13		Date on Job:	1/1/2010
Education:	2			
Job Information				
Job Title:	PW Serviceman		Pay Grade:	12
Job #:	1		Grade Minimum:	24,783.00
Required Education:	2		Stating Pay:	24,783.00
Required Experience:	3		Grade Midpoint:	30,360.82
IPM Category:	0		Grade Maximum:	35,937.36
Pay Computation				
	Factor	Score	Dollar Value	
		Starting Pay:	\$24,783.00	
	External experience beyond job requirements (Same job):	0.00		
	External experience beyond job requirements (Related jobs):	0.00		
	Internal experience beyond job requirements (Same Job):	0.00		
	Internal experience beyond job requirements (Related Jobs):	4.84		
	Credited Job Exerience:	4.11	1,529.36	
	Time on job at implementation:	6.50	3949.45	
Additional Pay				
	Longevity Pay:			
	Additional Pay \$ Education:	0	0.00	
	Additional Pay \$ Certification:	0	0.00	
	Additional Pay \$:	0	0.00	
	Additional Pay \$ Job Duties:	0	0.00	
	2016 Performance	0.00	\$0.00	
	2017 Performance	0.00	\$0.00	
	Additional pay discretion:		0.00	
	2015 Base Pay:		30,000	
	2016 Minimum Increase:		1.80%	
	2016 Minimum Base Pay:		30,540	
	2016 Target Base Pay:		30,262	
	2016 Base Pay:		30,540	
	2016 Increase:		1.80%	

Exhibit 7 – Sample Individual Pay Model

Employee Information			
Employee Name:	John Smith	Date in Org:	6/1/2015
Employee Number:	45	Date on Job:	6/1/2015
Education:	3		
Job Information			
Job Title:	Firefighter	Pay Grade:	25
Job #:	1	Grade Minimum:	46,732.35
Required Education:	2	Stating Pay:	46,732.35
Required Experience:	1	Grade Midpoint:	57,248.47
IPM Category:	0	Grade Maximum:	67,763.60
Pay Computation			
Factor	Score	Dollar Value	
Starting Pay:		\$46,732.35	
External experience beyond job requirements (Same job):	5.58		
External experience beyond job requirements (Related jobs):	0.00		
Internal experience beyond job requirements (Same Job):	0.00		
Internal experience beyond job requirements (Related Jobs):	0.00		
Credited Job Exerience:	5.58	3,843.74	
Time on job at implementation:	1.08	3042.28	
Additional Pay			
Longevity Pay:			
Additional Pay \$ Education:	0	0.00	
Additional Pay \$ Certification:	0	0.00	
Additional Pay \$:	0	0.00	
Additional Pay \$ Job Duties:	0	0.00	
2016 Performance	0.00	\$0.00	
2017 Performance	0.00	\$0.00	
Additional pay discretion:		0.00	
2015 Base Pay:		42,000	
2016 Minimum Increase:		1.80%	
2016 Minimum Base Pay:		42,756	
2016 Target Base Pay:		53,618	
2016 Base Pay:		53,618	
2016 Increase:		27.66%	

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 6.3

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.3. Discussion / action - Update regarding CPS employment of smart meters and the City's authority to by ordinance limit the opt out fee or to require the installation of smart meters under supervision of trained journeyman, lineman, or licensed electrician - City Manager / City Attorney

X

Attachments for Reference:

- 1) 6.3a Letters to CPS & San Antonio City Council
- 2) 6.3b CPS Response Letter *Added 7/22/16*

BACKGROUND / HISTORY: City Public Service (CPS) has notified Shavano Park that CPS intends to commence installation of “smart meters” as part of the “smart grid” in the September – November 2016 time frame. The City Manager alerted Council and the Mayor of CPS intentions on May 25, 2016 and CPS presented the smart meter deployment to City Council at the June 25, 2016 meeting.

At the June 25, 2016 meeting, City Council directed the City Attorney to investigate and prepare a memorandum advising the City Council of its authority to, by ordinance, limit the smart meter opt out fee and to require the installation of smart meters under supervision of trained journeyman, lineman, or licensed electrician.

The City Council also at the June 25 meeting directed staff to prepare letters requesting CPS delay the implementation of the smart grid in Shavano Park by six months. Those letters were mailed on June 29th, 2016.

DISCUSSION: As of July 18th, Shavano Park has not received a reply from our letter to CPS requesting that we delay the employment of smart meters. A reply is expected and this staff summary will be updated when possible.

Of note, CPS has continued installation of digital electric and updated gas meters (not smart meters). One resident who was on the opt out list was attempted to replace their gas meter by the subcontractor CORIX. The resident called CORIX and asked if they were on the opt out list and was told a list does not exist. The City Manager called and CORIX and confirmed an opt out list does not exist, but explained that they have a group listing of residential homes with codes

identifying work requirements. Those residents that have opted out are supposed to have a code indicating no installation. CPS indicates that they are continuing to replace and upgrade meters.

When CPS is scheduled to begin installation of the smart meters (whether the schedule remains as planned or if delayed), the City should schedule town halls in order to ensure citizens have an opportunity to make informed decisions regarding the smart meters.

COURSES OF ACTION: Varies depending upon CPS response and Attorney Review. Town Halls to be scheduled in future.

FINANCIAL IMPACT: Attorney fees not to exceed \$5,000.

MOTION REQUESTED: N/A

CITY OF SHAVANO PARK



June 29, 2016

Edward Kelley
Board Chair, Board of Trustees
CPS Energy
P.O. Box 1771 (Mail Drop: 101001)
San Antonio, TX 78296-1771

RE: Smart Meter /Smart Grid Initiative - City of Shavano Park

Dear Chairman Edward Kelley and Trustees:

At the June 27, 2016 City Council Meeting, CPS Energy Representatives presented the CPS Energy Smart Grid Initiative for the City of Shavano Park. Prompted by citizen concerns, City Council voted unanimously to submit this letter to CPS Energy and City of San Antonio City Council requesting the delay of the full installation of Smart Meters within the City of Shavano Park for six (6) months. Please accept this as the City of Shavano Park's official request to delay this initiative.

If you would like to discuss this request further, please contact me or City Manager Hill at 210.493.3478.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bob Werner', with a long, thin vertical line extending upwards from the end of the signature.

Bob Werner
Mayor

A handwritten signature in blue ink, appearing to read 'Bill Hill', written in a cursive style.

Bill Hill
City Manager

CC:

John C. Leal, CPS Energy Director of Local Government Relations
Lynda C. Rodriguez, CPS Energy Local Government Relations
City of San Antonio Mayor Ivy and City Council

CITY OF SHAVANO PARK



June 29, 2016

City of San Antonio Mayor Ivy and City Council
P.O. Box 839966
San Antonio, TX 78283

RE: Smart Meter /Smart Grid Initiative - City of Shavano Park

Honorable Mayor Ivy and City Council:

At the June 27, 2016 City Council Meeting, CPS Energy Representatives presented the CPS Energy Smart Grid Initiative for the City of Shavano Park. Prompted by citizen concerns, City Council voted unanimously to submit this letter to CPS Energy and City of San Antonio City Council requesting the delay of the full installation of Smart Meters within the City of Shavano Park for six (6) months. Please accept this as the City of Shavano Park's official request to delay this initiative.

If you would like to discuss this request further, please contact me or City Manager Hill at 210.493.3478.

Sincerely,

Bob Werner
Mayor

Bill Hill
City Manager

CC:

John C. Leal, CPS Energy Director of Local Government Relations
Lynda C. Rodriguez, CPS Energy Local Government Relations
Edward Kelley, Board Chair, Board of Trustees, CPS Energy



July 15, 2016

Mayor Werner, City Council and City Manager Hill,
Shavano Park, Texas

It was a pleasure to brief the City Council and the residents of Shavano Park on our Smart Grid initiative and Smart Meter program on June 27. CPS Energy looks forward to future and continued discussions regarding customer benefits, smart meters and to address any concerns related to this initiative.

In addition, we are in receipt of your letter dated June 29 requesting that the deployment of Smart Meters in Shavano Park be delayed. Your interest regarding this program prompted CPS Energy to review a more flexible timeline for the deployment process. This review has led to the conclusion that the deployment of smart meters within the City of Shavano Park will not commence until late December 2016 or early January 2017.

As a late adopter within the industry, there are over 50 million meters in the U.S. and CPS Energy is the last major metropolitan area within Texas to implement smart grid technology that will provide:

For the customer:

- Faster restoration following outages of all types
- Future programs/services that will be available, such as new payment options
- Information which will allow customers to manage their energy usage

For our utility:

- Opportunities to offer a more efficient level of customer service
- Faster connection of service
- Opportunity to eliminate the need for billing estimates and potential meter reading errors

CPS Energy is committed to engage in constructive dialogue with your community to provide clarity regarding our initiative. We believe this time frame will allow our team to meet with customers to answer their questions and explain the modernization of our grid, the Simply Solar initiatives, energy efficiency, conservation and rebates.

Thank you for providing this opportunity, if you have any questions, please feel free to contact me.

Kindest regards,

A handwritten signature in blue ink, appearing to read "John C. Leal".

John C. Leal
Director, Local Government Relations
210-353-3072

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 6.4

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.4. Discussion / action - O-2016-009 amendments to City of Shavano Park Code of Ordinances, Chapter 6 – Buildings and Building Regulations and Chapter 36 – Zoning to consider proposed changes in accessory and portable building requirements (first reading) - City Manager

X

Attachments for Reference:

- 1) 6.4a Changes Summary
- 2) 6.4b Track Changes Document
- 2) 6.4c Ordinance O-2016-009

BACKGROUND / HISTORY: There recently has been some question as to how many accessory buildings Shavano Park allows in residential zoning districts. The general perception was that our ordinances limited each property to one. City Council directed that Planning and Zoning Commission review the ordinance.

At the November 4, 2015 meeting the Planning & Zoning Commission formed a working group composed of Commissioners Aleman, Dike, Kuykendall and Harr.

On January 11, 2016 the sub-committee met with staff and formed the nucleus of the Key Questions document. Staff produced an analysis document filled with suggestions, code rewrites and discussion points and delivered it to Commissioner Aleman on February 24, 2016. On March 24, 2016 City staff meet with Commissioner Aleman to discuss staff proposals.

At the April 6, 2016 P&Z meeting there was discussion on staff proposals. Staff, incorporating feedback from P&Z meeting, created draft amendments from the staff analysis document. On April 26, 2016 the accessory building subcommittee met to review the draft amendments.

At the May 4, 2016 P&Z meeting there was discussion and consensus reached on several items. On May 18, 2016 the accessory building subcommittee met to review staff incorporation of consensus items and prep proposed amendments for the June meeting. At June 1, 2016 P&Z meeting, the Commission recommended proposed amendments (attachment 6.4a) for City Council.

At the June 27, 2016 meeting, City Council conducted a public hearing and thereafter tabled the item without further feedback to staff.

DISCUSSION: Staff review of our ordinances indicate that there is no limitation on the number, size, or height of accessory buildings in residential districts. There are limitations on portable buildings, but regulations in Chapter 6 and 36 do not conform with each other. Additionally, the term “outbuildings” is used in chapter 6 and no definition is provided, nor is the term referenced anywhere else in the code.

Micah Kerr, the City of Shavano Park Code Enforcement Officer reported the following on his experience enforcing the current code: (1) Confusing for residents to understand difference between portable and accessory buildings; (2) No size, quantity or construction limitations for accessory buildings; and (3) Numerous code investigations across city, many involve portable buildings in setbacks.

Goal of these amendments are to provide clarity and consistency to the code as well as provide new regulations for accessory buildings in residential districts.

COURSES OF ACTION: Approve O-2016-009 amendments to City of Shavano Park Code of Ordinances, Chapter 6 – Buildings and Building Regulations and Chapter 36 – Zoning (first reading); approve with modifications; or take no action and provide further guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve O-2016-009 amendments to City of Shavano Park Code of Ordinances, Chapter 6 – Buildings and Building Regulations and Chapter 36 – Zoning (first reading).



- ❖ **Accessory buildings restricted in size by primary residence and rear yard size and 16 feet in height**
 - ❖ **20% of rear yard size, 30% of residence square footage for lots under 1 acre; 20% of rear yard, 40% of residence square footage for lots over 1 acre**
 - ❖ **A-2, A-3, A-4, A-5 PUD restricted to 1 accessory building, A-1 less than 3 acres limited to 2 and A-1 greater than 3 acres limited to three.**
 - ❖ **Accessory buildings must meet masonry construction requirements if over 600 ft²**
 - ❖ **Detached garages and animal shelters are regulated as accessory buildings**

Summary of Accessory Building Changes



Together We Can!

All Data from BCAD and Sitemap calculations				Max Accessory Building Size at % of primary residence square footage		Max Accessory Building Size at % of rear yard size	
Property	Zoning	Acreage	Primary Residence Square Footage	40%	30%	Rear Yard Size (in square footage)	20%
				1	A-3		0.7524
2	A-3	0.7392	3475		1042.5	16,895	1689.5
3	A-1	2.55	2291	916.4		50,221	5022.1
4	A-4	1.469	6062	2424.8		45,666	4566.6
5	A-3	0.7595	3162		948.6	15,878	1587.8
6	A-1	1.46	3956	1582.4		47,744	4774.4
7	A-3	0.6352	2835		850.5	17,160	1716
8	A-1	2.56	6218	2487.2		92,000	9200

<i>Typical Accessory Buildings</i>	<i>Sq Feet</i>
24x24 2-car Garage	576
16x10 Large Shed	160
Guest House	700



All examined properties could build a guest house accessory building of this configuration on their property (Plan #116-115 from houseplans.com):



MAIN FLOOR PLAN



- ❖ **Portable buildings restricted to 144 ft² and 8 feet in height**
 - ❖ **2 portable buildings in A-1, 1 portable building in all other residential zoning districts**
 - ❖ **Portable buildings allowed in setbacks**
 - ❖ **Portable building is now defined**

- ❖ **Currently existing structures would become a non-conforming use**

- ❖ **PODS (portable on-demand storage structures) allowed but require a no cost 30-day permit.**

- ❖ **Clarifications and corrections for consistency in Chapter 36 Zoning and Chapter 6 Building Regulations**

Chapter 6 - BUILDINGS AND BUILDING REGULATIONS

ARTICLES I – III – NO PROPOSED CODE CHANGES

ARTICLE IV. - MISCELLANEOUS CONSTRUCTION REQUIREMENTS

Sec. 6-87. - Preliminary construction requirement.

Prior to beginning construction, the following must be complied with:

- (1) Side and rear property lines shall be staked and marked with either wire or nylon cord running the entire distance.
- (2) The City Building Official shall be notified when batter boards are erected and shall verify the setbacks before construction can proceed.
- (3) Where street curbs exist, the holder of the permit shall be responsible to repair any damage before the certificate of occupancy is issued.
- (4) A temporary construction driveway, unless a permanent surface exists, shall be established consisting of not less than four inches of flex base material extending ten feet into the property.
- (5) Cut trees, brush and other debris shall be removed within 30 days and shall not be permitted to accumulate during the construction period so as to become unsightly, present a fire hazard or become a nuisance.
- (6) New construction shall require a dumpster on site to prevent the accumulation of trash and debris. The City Building Official may require a dumpster on any other project where a permit is to be issued. Dumpsters shall be obtained only from those businesses having a franchise or other contractual agreement with the City to provide solid waste disposal services.

Sec. 6-88. - Foundations.

- (a) Commercial foundations must be engineered.
- (b) Foundation preparation must be inspected by a registered professional engineer to include a joint pre-pouring inspection and approval by that registered professional engineer and a City Building Official. Copies of the final report of the supervising registered professional engineer will be provided the City before framing and made a part of the building records file.

~~(1) Exterior beams shall be a minimum of 12 inches by 30 inches reinforced with four three-quarter inch bars and three eighths inch stirrups 18 inches on center. All beams shall extend a minimum of six inches into undisturbed soil.~~

~~(2) The slab shall be a minimum of four inch thick reinforced with three eighths inch steel 12 inches on center both ways. The maximum clear panel between beams is 15 feet zero inches.~~

~~(3) Concrete shall be minimum 2500# psi as per IBC 2003.~~

~~(4) Slab shall be waterproofed with six mil polyethylene.~~

- ~~(5) Reinforcing steel shall have a minimum of 30 diameters at all laps or splices.~~
- ~~(6) No. 6 corner bars shall be provided in all corners of the perimeter or exterior beams; install two both ways at top, and two both ways at bottom.
Exception: Where a deviation from the above design standard is proposed, standards not less than those recommended in the Brabb report may be approved by the Building Official providing these additional requirements are met and these additional procedures are followed: The foundation design must be approved by a registered professional engineer certifying that the design meets or exceeds the criteria set forth in the Brabb report based on an on-site soil profile.~~
- ~~(7) The Inspector, at his discretion, may examine the concrete mix report on each truckload of concrete.~~
- ~~(8) These additional requirements will be met and procedures followed at no cost to the City.~~

~~Sec. 6-89. Residential slabs for outbuildings up to 1,800 square feet.~~

~~Residential slabs for outbuildings up to 1,800 square feet shall comply with the following:~~

- ~~(1) All topsoil and organic matter shall be stripped from the slab site.~~
- ~~(2) All slabs shall be of 2,500 psi (minimum) concrete and provide six inches (minimum) of select fill under the slab.~~
- ~~(3) All perimeter beams shall be eight inches by 12 inches with two No. 3 bars on top, two No. 4 bars on the bottom, No. 3 stirrups three feet on center and four No. 4 corner bars, and penetrate six inches into undisturbed soil.~~
- ~~(4) All interior beams shall be eight inches by ten inches (minimum) and have four No. 4 bars with two corner bars at each intersection, top and bottom.~~
- ~~(5) Slab thickness shall be a minimum of four inches.~~
- ~~(6) The distance from beam to beam shall not exceed 15 feet.~~
- ~~(7) All slab steel shall be No. 3 or greater, spaced 12 inches on center each way and supported to center steel in slab.~~
- ~~(8) All beam steel shall be free from touching earth by two inches (minimum).~~
- ~~(9) All slab foundations must be inspected and approved by City Building Official before pouring, engineered or not.~~

~~Sec. 6-8990. - Exterior architectural features.~~

~~In areas zoned A-1, A-2, A-3, A-4, or A-5 PUD, each new structure must possess an exterior in keeping with the residence and general atmosphere of the surrounding areas. The Building Official shall have the authority to require additional sketches or studies of the exterior elevations if, in the Building Official's opinion, the plan as submitted is inadequate, incomplete or not in keeping with the setting, location and general atmosphere.~~

~~Sec. 6-901. - Exterior walls.~~

- (a) Exterior walls of residences in areas zoned A-1 shall have a minimum of 60 percent masonry, exclusive of openings. Exterior walls of residences in areas zoned A-2, A-3, A-4, or A-5 PUD shall have a minimum of 75 percent masonry, exclusive of openings. Permastone or asbestos shingles, concrete block and cinder block, and metal exterior wall coverings are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco in accordance with the International Building Code.
- (b) In a CE Single-Family Cottage Estates Residential District, exterior walls of residences shall have a minimum of 90 percent masonry, exclusive of openings. Permastone or asbestos shingles, concrete block, metal panels, metal curtain walls and cinder block are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco, in accordance with the International Building Code.
- (c) In an O-1 Office District or B-1 and B-2 Business District, exterior walls shall have a minimum of 90 percent masonry construction of a residential character, exclusive of openings. Permastone or asbestos shingles, concrete block and cinderblock are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco, in accordance with the International Building Code.

Sec. 6-912. - Garages and carports.

Also see Chapter 36 – Zoning, for these regulations organized by zoning district.

(a) Garages.

- (1) In A-1, A-2, A-3, A-4, and A-5 PUD Single-Family Residential Districts, a minimum two-car garage shall be provided ~~for~~ at each residence. Residential garage doors are not to exceed ten feet zero inches in height, ~~maximum. Substitution of another type of structure (accessory building, workshop, storage building, etc.) for an existing garage shall not be permitted; however, A~~an additional garage may be provided as an accessory building pursuant to regulations in Sec. 36-36(a)(2). No garage shall open onto any street, roadway or cul-de-sac unless the lot in question fronts two streets which will allow the garage to face the street perpendicular to the front of the residential structure. All attached garages shall be rear or 90-degree side loaded. ~~Detached garages shall conform to building setback lines and structural regulations and may or may not face the street (final decision is the Building Official's decision), but may not be substantially visible from the street.~~ Conversion of an existing garage to another use shall be permitted only where replacement garage space is provided. Doors on secondary garages for the purpose of storing recreational vehicles may be of a height necessary to store the vehicle. Detached garages shall conform to building setback lines and structural regulations and may or may not face the street (final decision is the Building Official's decision), but may not be substantially visible from the street.
- (2) In a CE Single-Family Cottage Estates Residential District, a minimum two-car garage shall be provided for at each residence. Substitution of another type of structure (accessory building, workshop, storage building, etc.) for an existing garage shall not be permitted;

however, an additional garage may be provided as an accessory building pursuant to regulations in Sec. 36-36(a)(2). Conversion of an existing garage to another use shall be permitted only where replacement garage space is provided.

- (b) Carports. Carports may not, under any circumstances, be substituted for garage space. No carport in A-1, A-2, A-3, A-4, and A-5 PUD Single-Family Residential Districts may open on any street, roadway or cul-de-sac. In situations where a lot fronts two streets and the garage opens to the street perpendicular to the front of the structure, no carport will be allowed. All carports shall conform to all building setback lines, structural regulations and be rear or 90-degree loaded. All carports must be built in conjunction with existing garage space and not as freestanding structures.

Sec. 6-923. - Fences.

Front fencing past the front edge of a residence or building is only allowed in an A-1 zoning district. A-2, A-3, A-4, and A-5 PUD zoning districts can have front fencing but cannot be past the front edge of the residence or building. Side and rear fencing is allowed in all districts. All Side and rear fencing must is allowed in all districts provided they meet the following criteria, ~~including front fences:~~

- (1) Fences not more than eight feet in height are permitted, provided that said fences are constructed of wood, concrete, brick, wrought iron or other materials approved by the Building Official and the materials are architecturally and aesthetically consistent with the surrounding area.
- (2) On a corner lot, no shrubbery, when mature height is greater than 18 inches, may be planted within the area created by a straight line connecting two points that are respectively 30 feet along the side and front property lines from a street intersection.
- (3) Fences should be constructed in such a way as to not be an obstruction or change the natural drainage of water. Solid front fencing is not permitted, except in A-1 PUD Zoning District.
- (4) Front gates must be wide enough as to provide access for any and all emergency vehicles.
- (5) Any shrubbery, when mature height is greater than 18 inches, must not be within three feet of a fire hydrant.
- (6) No fence shall encompass any fire hydrant.

Sec. 6-934. - Flood hazard areas.

Construction in flood hazard areas is prohibited.

Sec. 6-945. - Impounding and/or diversion of surface water.

It is unlawful for any person, firm or private corporation to divert the natural flow of surface waters or to permit the impounding of such surface water, or to permit the impounding thereof, in such manner as to block, hinder or hamper the drainage of the streets, alleys or other property of the City.

Sec. 6-9~~5~~⁶. - Portable buildings.

. Except in A-1 District, a single unattached portable building (movable) constructed of light metal, wood or fiberglass of not more than 144 square feet of area and used for storage only may be erected in the rear yard providing the building is suitably screened from adjacent property, ~~is not more than eight feet high measured from grade level to the top of the side wall,~~ is not used temporarily or permanently as a habitation, is unattached ~~to a~~ and without solid foundation, and is not obtrusive or inappropriate in design or color. The highest point of the building may not exceed 12 feet from existing grade. No portable building higher than eight feet in height measured from grade level to the buildings highest point shall be permitted in the building setbacks. In A-1 District no more than two unattached portable buildings as described in this subsection shall be permitted. See Section 36-36(h) for these regulations by zoning district

Sec. 6-9~~6~~⁷. - Swimming pools.

A private swimming pool should be constructed to the rear and normally separate from the main residence or any of its extensions, as provided in this section:

- (1) A pool may be located ten or more feet from the main residence and any extension and conforming to the side and rear set back lines specified on the particular lot with no restrictions.
- (2) A pool located less than ten feet from the main residence or any extension to the foundation will require a feasibility study by the registered professional engineer of record, certifying the design. Items to be investigated are stable soil condition, possibility of seepage and damage to the structure.
- (3) Any pool constructed within the 100-year floodplain shall be at ground level and not impede the flow of floodwaters.
- (4) The physical location of any swimming pool shall be upstream from the location of a septic tank holding tank or septic tank drainfield. There shall be no direct connection between the sanitary sewer system and any drain from the swimming pool.
- (5) It is recommended that the invert elevation/or the drain of the proposed pool be lower than the floor level of the main residence.
- (6) Unless the yard is otherwise fenced and securely locked at all times, the immediate pool area will be surrounded by a fence not less than 40 inches in height, with all entry gates protected by a secure locking mechanism. Such an inner fence is recommended in all instances to prevent unauthorized entry into the pool area of small children and animals. The house can be the fourth side of the barrier as long as all doors and gates leading to the pool have self-latching and self-closing devices that are not less than 40 inches from floor level. The builder or installer or the person obtaining the permit to install the pool on or after the effective date of the ordinance from which this chapter is derived is responsible for ensuring compliance with this chapter. All gates and doors into the

swimming pool enclosures which existed before the effective date of the ordinance from which this chapter is derived shall be made to comply with the current NSPI Standards for Residential Swimming Pools Code or whenever an addition, remodeling, or repair is made to any structure on the same tract, lot, or site.

- (7) The pool should be in the rear yard; however, the Building Official shall consider, on a case-by-case basis, approval of a pool not completely designed in the rear yard in cases where site and terrain limits restrict rear yard pool location.

Sec. 6-9~~78~~. - Driveway curb cut.

On any street having a concrete curb, the builder may completely remove the section of curbing at the driveway entrance and pour a concrete approach extending a minimum of five feet back from the curb or have the curb saw cut. The approach must in no way interfere with the normal flow of water along the edge of the street.

Sec. 6-9~~89~~. - Mailboxes.

All mailboxes and newspaper standards shall be constructed in accordance with the United States Postal Service regulations.

Sec. 6-~~99+00~~. - Stables and animal shelters.

Where housing of domestic animals is permitted by applicable use and zoning regulations, stables or other suitable shelters shall conform to those provisions for detached accessory buildings described in [Sec. 36-36\(a\)\(2\) the City's zoning ordinance](#), provided that the stable or other shelter used for the housing of any large domestic animal shall not be located closer than 100 feet from any property line nor closer than 300 feet to any residential building.

Sec. 6-~~1000+~~. - Blocking of easements.

No construction is permitted in, above or below ground level on any easement. Fences otherwise permitted must include access to easements through gates, removable sections or other similar openings. Easements will be kept free of plantings or other obstructions which might impede drainage and/or access to and through the area by personnel and wheeled vehicles.

Sec. 6-~~101+02~~. - Wooden roofs.

Any residence or building to be covered with a wooden roof (shingle, shake, etc.) shall first be covered with "CDX" plywood or material which is its equal or better.

Sec. 6-10~~23~~. - Height regulations.

No residential building shall exceed two livable stories in height and the permitted maximum vertical height shall not exceed the height specified in the City's zoning provisions.

Sec. 6-10~~34~~. - Area regulations.

- (a) Lot area. All building plots refer to City's current planning and zoning ordinance for lot area requirements.
- (b) Buildings on the lot. Except as permitted in CE District, the buildings on any one lot must not cover more than one-third of the entire area of the lot.
- (c) Parking spaces. Off-street parking space shall be provided on the lot to accommodate a minimum of two motor cars for each dwelling unit; however, no automobile storage structure shall be located within the required front yard.

| Sec. 6-10~~45~~⁵. - Sport courts.

- (a) A private sports court must be constructed to the rear of the main building in accordance with the side and rear setbacks as specified for that particular lot and zoning in accordance with the City's then-current zoning ordinance.
- (b) Sport court lighting shall be directed onto the court and there shall be no light spillage onto surrounding properties. Light usage shall not exceed past 10:00 p.m. Central Standard Time on any day of the week.

| Secs. 6-10~~56~~⁶—6-123. - Reserved.

ARTICLES V AND VI – NO PROPOSED CODE CHANGES

Chapter 36 – ZONING

ARTICLE I. - IN GENERAL

Sec. 36-1. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning; terms not expressly defined herein are to be construed in accordance with customary usage in municipal planning and engineering practices:

Accessory building or use. means a building or use customarily incident to a principal building or principal use; and is subordinate in area, extent or purpose to the comfort, convenience and necessity of occupants of the principal building or principal use served; and contributes to the comfort, convenience and necessity of and is located on the same building lot as the principal building or principal use served. An accessory use may be part of the principal building. Servants' quarters; [if unattached from the principal building](#), as herein defined, are an accessory building or use.

Administrative official means any official designated to perform administrative functions that involve, relate to and/or have an effect on this chapter.

Alley means a minor public right-of-way not intended to provide the primary means of access to abutting lots and, which is used primarily for vehicular service access to the back or side of properties otherwise abutting on a public or private alley and affords only secondary means of access to property abutting thereon.

Assisted living facility means an establishment under Tex. Health and Safety Code Ch. 247 that furnishes food and shelter to four or more persons who are unrelated to the proprietor of the establishment and provides personal care services. Types of assisted living facilities as established by the State of Texas are as follows:

- (1) Type A. In a Type A facility, a resident:
 - a. Must be physically and mentally capable of evacuating the facility unassisted. This may include mobile or ambulatory persons such as those who are in wheelchairs or electric carts and have the capacity to transfer and evacuate themselves in an emergency;
 - b. Does not require routine attendance during nighttime sleeping hours; and
 - c. Must be capable of following directions under emergency conditions.
- (2) Type B. In a Type B facility, a resident may:
 - a. Require staff assistance to evacuate;

- b. Be incapable of following directions under emergency conditions;
- c. Require attendance during nighttime sleeping hours; or
- d. Not be permanently bedfast, but may require assistance in transferring to and from a wheelchair.

Basement means a story, wholly or partly, at least 50 percent, measured from floor to ceiling, below the average level of the ground surrounding the building. A basement or cellar is not counted when measuring the height of a building.

Block means an area within the City enclosed by streets and occupied by or intended for buildings.

Board, unless otherwise specified, means the Board of Adjustment of the City of Shavano Park.

Boutique automobile sales means low-volume sales of automobiles on lots not exceeding two acres. Low-volume shall mean that no more than 20 automobiles shall be kept on the lot at any given time.

Breezeway means a covered passage one standard story in height connecting a main building and an accessory building.

Building line or setback means the line within a lot defining the minimum horizontal distance between a building and the adjacent street and/or property line.

Building lot or lot means an undivided tract or parcel of land having frontage on a public or private street and which is, or in the future may be offered for sale, conveyance, transfer or improvement; or which is designated as a distinct and separate tract, and which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed of record.

Carport means a covered parking area that is open on two or more sides.

CC uses means uses approved by the City Council, after Planning and Zoning Commission hearings, permitting specific uses as authorized in the district and prescribing conditions of such use.

Commercial vehicle means any motor vehicle or piece of equipment one ton and over designed for or used primarily in connection with a commercial business enterprise.

Commission means the Planning and Zoning Commission of the City of Shavano Park, Texas.

Community Homes for Disabled Persons as used in this Chapter shall mean a shared residential living arrangement which provides a family type environment for up six persons with disabilities, supervised by no more than two primary care givers and qualifies as a Community Home under Tex. Human Resources Code § 123.004, as amended.

- (1) As used in this section "person with a disability" means a person whose ability to care for himself, perform manual tasks, learn, work, walk, see, hear, speak, or breathe is substantially limited because the person has:
 - a. An orthopedic, visual, speech, or hearing impairment;
 - b. Alzheimer's disease;
 - c. Pre-senile dementia;
 - d. Cerebral palsy;
 - e. Epilepsy;
 - f. Muscular dystrophy;
 - g. Multiple sclerosis;
 - h. Cancer;
 - i. Heart disease;
 - j. Diabetes;
 - k. Mental retardation;
 - l. Autism; or
 - m. Emotional illness.

Constructed landscape structures means any element of nature that would normally be found in a natural state but is artificially created for the purposes of adding the natural element as a feature to a yard.

Convenience Store means a retail store with inside grocery and small convenience sales and may include outdoor pay at the pump gasoline sales and stand-alone self-service car wash.

Court means an open, unoccupied space, bounded on more than two sides by the walls of a building. An inner court is a court entirely surrounded by the exterior walls of a building. An outer court is a court having one side open to a street, alley, yard, or other permanently open space.

Covered vehicle/equipment means any vehicle or equipment covered with a cover or tarp type material with or without framework.

District means a geographical zoned area of the City, that has regulations governing the height, numbers of stories, and size of buildings and other structures; the percentage of a lot that

may be occupied; the size of yards, courts and other open spaces; population density and the location and use of buildings, other structures and land.

Dwelling, single-family, means a building containing only one dwelling unit and occupied by only one family. The term does not include a mobile home.

Dwelling unit means a structure or portion of a structure which is arranged, occupied or intended to be occupied as human living quarters.

Family means any number of individuals living together as a single housekeeping unit, in which not more than two individuals are unrelated by blood, marriage or adoption.

Farm means an area of five acres or more, which is used for growing, for personal use, customary farm products such as vegetables, fruits, trees, and grain (not for profit) and their storage on the area, as well as the raising thereon of customary farm poultry and farm animals, such as horses, cattle, and sheep, and including dairy farms with the necessary accessory uses for treating and storing the produce; provided, however, that the operation of such accessory use shall be secondary to that of the normal activities.

Fence means a freestanding structure of metal, masonry, or wood, or any combination thereof, resting on or partially buried in the ground and rising above ground level, and used for confinement, screening, landscaping, or partition purposes, but which does not pose a threat to public safety or health.

Garage, attached, means a structure designed to house motor vehicles and is attached to the main dwelling house either as an integral part thereof or by a connection such as a breezeway.

Gross floor area means the total interior area of a building lying within the outside dimensions of the building at each floor level, excluding, however, the floor area of basements or attics not used for residential or commercial purposes.

Height. The "height" of a building or portion of a building shall be measured from the average finished ground level to the highest point of the roof's surface if a flat surface; or to the deck line of mansard roofs; or to the mean height level between eaves and ridge for hip and gable roofs. In measuring the height of a building, the following structures shall be excluded: chimneys, cooling towers, ornamental cupolas, domes or spires, parapet walls not exceeding four feet in height, and basements.

Home occupations means any occupation or activity that is clearly incidental and secondary to the use of the premises for dwelling purposes.

Landscaping means any plant material, including, but not limited to, grass, ground covers, shrubs, vines, hedges, trees or palms; and nonliving durable material commonly used in landscaping, including, but not limited to, rocks, pebbles, sand, walls or fences, but excluding permanent, nonporous paving, except for pedestrian walkways.

Long-term rental means a rental of real property for a period of 90 or more consecutive days whereby the owner of the real property and tenant have entered into a written rental or lease agreement in which the tenant acquires the right to reside in the single-family residence for a period of 90 or more days and in which the tenant is required to pay the owner periodic monthly based rent for the privilege of residing in the residence, including a fractional payment for the first and/or last month of such residence. In the event an owner sells such property to a new owner and immediately following the sale date the selling party continues to occupy such real property as a single-family dwelling, then notwithstanding the rental period and payment terms, such occupancy shall be deemed a long-term rental. In the event a written rental or lease agreement authorizes a tenant to sublease real property and a tenant enters into a sublease agreement, such tenant shall be treated as the owner when applying this definition. Except as provided above, all rental or lease agreements shall be treated as short-term rentals.

Lot means land occupied or to be occupied by a building, its accessory building, and including such open spaces as are required under this chapter, and having its principal frontage upon a public or private street; or an area of land designated as a lot on a plat of a subdivision recorded pursuant to statutes of the State of Texas with the County Clerk of Bexar County, Texas; or, an area of land in single ownership described by metes and bounds upon a deed recorded or registered with the Bexar County Clerk.

Manufactured home means a structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

Manufactured home park or subdivision means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale. Manufactured homes shall only be allowed to be placed in a manufactured home park.

Mobile home means a structure constructed before June 15, 1976; built on a permanent chassis; designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities; transportable in one or more sections; and in the traveling mode, at least eight body feet in width or at least 40 feet in length or, when erected on site, at least

320 square feet. The structure includes the plumbing, heating, air conditioning, and electrical systems of the home.

Nonconforming use means the use of any building, structure, or land that is prohibited by any zoning, building, or other regulatory ordinance, but which lawfully existed prior to the effective date of such ordinance.

Open storage means the storage of any equipment, machinery, commodities, raw or, semi-finished materials, and building materials, not accessory to a residential use, which is visible from any point on the building lot line when viewed from ground level to six feet above ground level.

Parking space means a surfaced area as referenced in Ordinance 200-03-07, being not less than 200 square feet with minimum dimensions of ten feet by 20 feet, enclosed or unenclosed, sufficient in size to store one automobile together with a surfaced driveway connecting the parking space with the street or alley and permitting ingress and egress.

[Portable building means a building designed and built to be movable rather than permanently located. See Section 6-95 for portable building regulations. All portable buildings not meeting the requirements of Section 6-95 will be regulated as accessory building\(s\).](#)

Portable construction building means a structure transportable in one or more sections, which is built on a permanent chassis and is used solely as a construction office with or without a permanent foundation when connected to the required utilities. The structure shall not provide for and shall not be used as a temporary or permanent dwelling unit.

[Portable on-demand storage structures means any container, storage unit, shed-like container or other portable structure that can or is used for the storage of personal property of any kind and which is located for such purposes outside an enclosed building other than an accessory building or shed complying with all building codes and land use requirements. See Section 36-45 for portable on-demand storage structure regulations.](#)

Recreational vehicle means a vehicle or piece of equipment designed or intended for recreational use, including but not limited to all terrain vehicles, airplanes, golf carts, boats, floats, camping or travel trailers, motor homes, detachable travel equipment of a type adaptable to light duty trucks, boat trailers, utility trailers over eight feet in length, and other equipment or vehicles of similar nature.

Religious, cultural and fraternal activity means a use or building owned or maintained by organized religious organizations or nonprofit associations for social, civic or philanthropic purposes, or the purpose for which persons regularly assemble for worship.

Screening device. A "screening device" shall consist of a barrier of stone, brick (pierced or block), uniformly colored wood, or other permanent affixed material of quality character, density, and acceptable design, where the solid area equals at least 65 percent of the wall surface, including an entrance gate or gates. Such screening device shall be regularly maintained.

Short-term rental means a rental of real property for a period shorter than 90 consecutive days. Except as specifically permitted under the definition of long-term rental, short-term rental of real property is considered for all purposes a commercial use of real property. Short-term rental includes vacation rentals and similar uses as well as rental for a period during which renters pay the owner, or such other person with authority to lease the property, a fee to stay in the residence or other structure.

Sign. The definition of signs is set forth in Ordinance No. 100-02-07, City of Shavano Park Sign Ordinance, as may be amended from time to time.

Single-family residence means a structure designed for use as one dwelling unit and actually used for permanent or seasonal occupation by the owner, the owner's family or long term rental tenant under a written long-term rental agreement as a principal residence where the owner, owner's family or long term rental tenant intends to maintain a permanent or long-term residence. Short-term rentals are expressly excluded from this definition and shall not constitute single-family residential use.

Street means a public or private right-of-way, however designated, which provides vehicular access to adjacent land.

Street line means the dividing line between a lot, tract or parcel of land, and a contiguous street.

Use means the purpose or activity for which the land, or structures thereon is designed, arranged or intended, to be occupied or used, or for which it is occupied, maintained, rented or leased.

Yard, front, means a yard extending along the whole length of the front lot line between the side lot lines, and being the minimum horizontal distance between the street line and the main building or any projections thereof, other than any steps, planter boxes, and open porch or porte corchere.

Yard, rear, means a yard extending across the rear of a lot between the side lot lines and being the minimum horizontal distance between the rear lot line and the rear of the principal building or any projections thereof, other than any steps, balcony or open porch.

Yard, side, means a yard extending along the side lot line from the front yard to the rear yard, being the minimum horizontal distance between any building sidewall or projections thereof, except any steps, balcony or open porch.

Zoning district map means the map or maps delineating the boundaries of an area within each zoning district which map are incorporated into this chapter as part hereof by reference thereto, as amended from time to time in accordance with this chapter.

Sec. 36-2. - Phasing of certain regulations.

Any existing violations of the storage or parking of recreational/commercial and covered vehicles/equipment as prohibited in this chapter are hereby given six months to come into compliance with said regulations.

Sec. 36-3. - Criminal penalty.

Any person violating any provisions of this chapter shall, upon conviction, if convicted in the Municipal Court of the City of Shavano Park shall be subject to a fine not to exceed \$2,000.00. This provision shall not, however, be preclusive of any criminal prosecutions which may involve violations prosecutable only in either the District Courts or County Courts at Law of Bexar County, Texas.

Sec. 36-4. - Effect and compliance.

- (a) Effect. All buildings erected hereafter, all uses of land or buildings established or changed hereafter, and all structural alterations, enlargements, relocations, and restorations of existing buildings occurring hereafter shall be subject to the requirements and regulations of this chapter, and no land shall be used for and no building shall be erected for or converted to any use other than provided in the regulations for the district in which such land or building is located, except as hereinafter provided.
- (b) Compliance. Except as herein provided:
 - (1) The minimum yards, parking spaces, and open spaces including lot area required by this chapter for each and every building existing on the effective date of this chapter or for any building hereafter erected, shall not be encroached upon or considered as part of the yard or parking space or open space required for any other building, nor shall any lot area be reduced below the requirements of this chapter.
 - (2) A lot previously recorded which, on the effective date of this chapter, has an area or width less than herein required, may be used for a single family dwelling provided that it has direct street access.

- (3) The drilling of private wells on any building lot is prohibited.

Sec. 36-5. - Enforcement and remedies.

- (a) Penalties. Violations of this chapter are hereby declared to be a misdemeanor and subject to fine. Each week or fraction thereof the violation is allowed to continue will constitute a separate offense. The fine for each such misdemeanor shall be no less than \$100.00 or more than \$2,000.00 as determined by the Municipal Court.
- (b) Remedies. If a building or other structure is erected, constructed, reconstructed, altered, repaired, converted, or maintained, or if a building, or other structure, or land is used in violation of this chapter, the City, in addition to other remedies, may institute appropriate action to:
 - (1) Prevent the unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance, or use;
 - (2) Restrain, correct or abate the violation;
 - (3) Prevent the occupancy of the building, structure or land; or
 - (4) Prevent any illegal act, conduct, business, or use on or about the premises.

Sec. 36-6. - Nonconforming uses.

Nonconforming uses are regulated as follows:

- (1) The building may not be expanded and/or structurally altered unless they are brought into conformity with the provisions of this chapter.
- (2) The building may not be enlarged or expanded vertically except for the addition of cooling, heating, exhaust, and ventilating appurtenances or facilities.
- (3) If a structure in which a nonconforming use is operated, is damaged or destroyed to the extent of more than 60 percent of its fair market value, by fire, explosion, act of God, or the public enemy, then any restoration or new construction shall be for a permitted or conforming use, except that if the lot upon which such damaged or destroyed nonconforming use was located is adjacent on both side lines to lots each occupied by a nonconforming use at the time a building is requested for restoration or new construction, then such building permit may be granted, provided that there shall be no open storage upon the lot premises and that there is compliance with the yard requirements for permitted uses in the district in which the use is to be located.
- (4) The computing of the percentage of damage or destruction to a nonconforming use composed of a group of individual structures which are principal buildings shall be based on the fair market value of the entire development comprising the group and not the individual structure.
- (5) If a nonconforming use of any land or structure or premise is voluntarily discontinued for a period of one year, the use of the same shall there after conform to the requirements of the district in which it is located. The Board of Adjustment shall have the power to grant

extensions not to exceed six calendar months each when warranted by evidence presented to the Board.

Secs. 36-7—36-30. - Reserved.

ARTICLE II. - DISTRICTS

Sec. 36-31. - Established; boundaries.

For the purpose of this chapter, the City is hereby divided into zoning districts as follows:

A-1	Single-Family Residential District
A-2	Single-Family Residential District
A-3	Single-Family Residential District
A-4	Single-Family Residential District
A-5 PUD	Single-Family Residential Planned Unit Development
CE	Single-Family Cottage Estates Residential District
M-U	Municipal and Utility District
O-1	Office District
B-1	Business District
B-2	Business District
PUD	Planned Unit Development District
MXD	Mixed-Use District

Sec. 36-32. - Zoning district map.

The location and boundaries of each of the districts herein established are shown on the official Zoning District Map, which is hereby incorporated into this chapter. The Zoning District Map, together with all notations, references and other information shown thereon and all amendments thereto, is hereby adopted and approved, incorporated herein and made a part hereof and collectively shall constitute the official Zoning District Map, and shall be as much a part of this chapter as if fully set forth and described herein. The Zoning District Map, properly attested, is on file in the office of the City Secretary.

Sec. 36-33. - Rules for the interpretation of district boundaries.

Where uncertainty exists with respect to the boundaries of any of the districts described above and as shown on the Zoning District Map, the following rules shall apply:

- (1) Where district boundaries are indicated as approximately following the right-of-way lines or centerline of streets, alleys or highway rights-of-way, such right-of-way lines or

centerline of streets, alleys, or highway rights-of-way shall be construed to be the boundaries.

- (2) Where district boundaries are indicated that they approximately follow the lot lines, such lot lines shall be construed to be the boundaries.
- (3) Where district boundaries are so indicated that they are approximately parallel to the centerline of street lines of streets, or highways, such district boundaries shall be construed as being parallel to the centerline of such streets or highways and at such distance there from as indicated on the Zoning District Map. If no distance is given, such dimension shall be determined by use of the scale appearing on the Zoning District Map.
- (4) The district boundary lines on the Zoning District Map shall be determined by the scale appearing on the Zoning District Map.
- (5) In the case of a district boundary line dividing a property into two parts, the district boundary line shall be determined by use of the scale appearing on the Zoning District Map.
- (6) Whenever any street, alley, or other public way is vacated by official action of the City Council, the zoning district adjoining each side of such street, alley or public way shall be automatically extended to the center of such vacated area, and the vacated area shall then and henceforth be subject to all regulations of the respective extended districts.
- (7) Where the streets or alleys on the ground differ from the streets or alleys shown on the Zoning District Map, the streets or alleys as existing on the ground shall control.

Sec. 36-34. - Uniform regulations.

The regulations herein established shall apply uniformly to all areas having the same district classification and bearing the same designation on the Zoning District Map.

Sec. 36-35. - Zoning in conjunction with annexation.

Property which is within the extraterritorial jurisdiction (ETJ) and is contiguous to the existing limits of the City may be annexed prior to, concurrent with, or subsequent to development and/or subdivision. The owner is required to submit to the City a petition requesting annexation which is in compliance with all provisions of the Tex. Local Government Code §§ 43.025 and 43.028. Property so annexed will be temporarily zoned A-2 Single-Family Residential subject to any prior nonconforming use, provided that the owner(s) of property being annexed to the City may apply for zoning on such property on or after the date on which such annexation proceedings are initiated, and such zoning approval may be effective as of the effective date of such annexation.

Sec. 36-36. - A-1, A-2, A-3, A-4 and A-5 PUD Single-Family Residential Districts.

- (a) Use regulations. In A-1, A-2, A-3, A-4 and A-5 PUD Single-Family Residential Districts, no land shall be used and no building shall be erected for or converted to any use other than:
 - (1) Single-family residence.
 - (2) Accessory buildings.

- a. A-2, A-3, A-4 and A-5 PUD Districts are limited to one accessory building per lot. A-1 District lots less than 3 acres in size are limited to two accessory buildings. A-1 District lots greater than 3 acres in size are limited to three accessory buildings.
- b. Size limitations.
 - i. For lots under one (1) acre no accessory building(s) may occupy more than 20 percent of the rear yard area nor shall the gross floor area of all accessory buildings on one lot exceed 30 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all accessory buildings on one lot to less than 144 square feet. This regulation shall not reduce the floor area of an unattached garage, as described in Sec. 36-36(e), to less than 576 square feet.
 - ii. For lots greater than one (1) acre no accessory building(s) may occupy more than 20 percent of the rear yard area nor shall the gross floor area of all accessory buildings on one lot exceed 40 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all accessory buildings on one lot to less than 144 square feet. This regulation shall not reduce the floor area of an unattached garage, as described in Sec. 36-36(e), to less than 576 square feet.
 - iii. In no case shall any accessory building be built closer than ten feet to the principal main building. The height of an accessory building shall not exceed 16 feet from grade.
- c. Exterior Walls. The exterior walls of accessory buildings over 600 square feet must meet the construction requirements of Sec. 6-90. The masonry used on the accessory building shall closely resemble the masonry used on the main building.
- d. An unattached garage, as described in Sec. 36-36(e) and Sec. 6-91 is regulated as an accessory building.
- e. A stable or animal shelter, as described in Sec. 6-99 is regulated as an accessory building.
- f. Accessory building(s) as described in this subsection shall not be obstructive or inappropriate in design or color.

(3) Portable construction buildings under the following conditions:

- a. Authorization may be issued by the City Building Official to permit a portable construction building to be temporarily located on a lot upon which a building permit has been previously issued for construction of any building or structure.
- b. A certificate of occupancy related to construction shall not be issued by the City Building Official until the portable construction building has been removed from the

premises and further, that the certificate of occupancy shall not be issued until the electrical connection which served the portable construction building has been removed from the lot in question.

- c. A temporary permit issued pursuant to this section shall be void upon issuance of the certificate of occupancy, or 12 months after issuance of the building permit, whichever time is shorter.
 - d. In any case in which construction is not completed within the 12-month period, the City Building Official, after due consideration and determination that active construction is being accomplished, may issue an extension of time for the temporary permit, not to exceed a six-month period.
- (4) Swimming pools pursuant to all applicable City regulations.
 - (5) Private tennis courts pursuant to all applicable City regulations.
 - (6) A porte cochere must be attached to the main building, remain open on three sides and must not project more than 25 feet from the main building. A porch must not project more than ten feet from the main building.
- (b) Storage or parking of recreational/commercial and covered vehicles/equipment. Storage or parking of recreational/commercial and covered vehicles/equipment is prohibited in all residential districts. This restriction and the following requirements do not apply when any such vehicle is used for the primary transportation of the owner:
- (1) Storage or parking of recreational/commercial and covered vehicles/equipment is allowed when such vehicles and equipment is placed within a completely enclosed/building on any residential lot;
 - (2) Any such vehicle eight feet or less in height may be placed on a residential lot behind the dwelling unit to include side setbacks, if properly screened from the view from the front property line by either a fence or screening device; or
 - (3) Any such vehicle greater than eight feet in height may be placed on a residential lot that is greater than 0.7 acre if properly screened from view by a fence that is at least eight feet in height or a screening device. The vehicle must be placed behind the front face of the dwelling unit. Side and rear setbacks may be used provided that a five-foot side and rear setback be maintained at all times.
 - (4) Properly permitted recreational vehicles and boats are excepted from the regulations of this subsection. A recreational vehicle or boat is properly permitted if the owner of a recreational vehicle or boat is issued a recreational vehicle or boat storage permit ("RVBSP") by the City prior to 90 days after approval of this ordinance by the City Council. RVBSPs are nontransferable and may be issued to an owner of [a] recreational vehicle including owners with residential lots of less than one acre upon receipt of the following:
 - a. A completed, signed, RVBSP application;
 - b. Documentary proof that the recreational vehicle or boat was purchased prior to January 1, 2011;

- c. A copy of the recreational vehicle's title; indicating owner and homeowner are the same;
 - d. Proof of insurance for the recreational vehicle if applicable;
 - e. The RVBSP can be transferred to a replacement recreational vehicle or boat, only when the new or replacement recreational vehicle or boat does not exceed the size in length and height of the original recreational vehicle or boat being replaced; and
 - f. An administrative processing fee in the amount of \$10.00 for the original RVBSP or to transfer it to a replacement recreational vehicle or boat.
- (c) Other use regulations. See Table No. 1.
- (d) Exterior architectural features. Each new structure must possess an exterior in keeping with the residence and general atmosphere of the surrounding area.
- (1) Exterior walls in A-1 Districts. Exterior walls of residences in areas zoned in A-1 shall have a minimum of 60 percent masonry, exclusive of openings.
 - (2) Exterior walls A-2, A-3, A-4 and A-5 PUD. Exterior walls of residences shall have a minimum of 75 percent masonry, exclusive of openings. Perm stone or asbestos shingles, concrete block and cinder block, and metal exterior wall coverings, are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco in accordance with the International Building Code most recently adopted by the City of Shavano Park.
- (e) Garages and carports.
- (1) Garages. A minimum two-car garage shall be provided ~~for~~ at each residence. Residential garage doors are not to exceed ten feet in height, ~~maximum. Substitution of another type of structure (accessory building, workshop, storage building, etc.) for an existing garage shall not be permitted, however, An~~ additional garage may be provided as an accessory building pursuant to regulations in -Sec. 36-36(a)(2) this chapter. No garage shall open onto any street, roadway or cul-de-sac unless the lot in question fronts two streets which will allow the garage to face the street perpendicular to the front of the residential structure. All attached garages shall be rear or 90-degree side loaded. Conversion of an existing garage to another use shall be permitted only where replacement garage space is provided. Doors on secondary garages for the purpose of storing recreational vehicles may be of a height necessary to store the vehicle. Detached garages shall conform to building setback lines and structural regulations and may or may not face the street (final decision is the Building Official's decision), but may not be substantially visible from the street.
 - (2) Carports. Carports may not, under any circumstances, be substituted for garage space. No carport may open on any street, roadway or cul-de-sac. In situations where a lot fronts two streets and the garage opens to the street perpendicular to the front of the structure, no carport will be allowed. All carports shall conform to all building setback lines,

structural regulations and be rear or 90-degree loaded. All carports must be built in conjunction with existing garage space and not as freestanding structures.

(f) Fences.

- (1) Front fencing past the front edge of a residence or building is only allowed in an A-1 zoning district.
 - (2) Front fencing in A-2 zoning shall not be past the front edge of the residence or building.
 - (3) Side and rear fencing is allowed in all districts provided they meet the following criteria, including front fences:
 - a. Fences not more than eight feet in height are permitted and shall be constructed of masonry, brick or stone, wood, concrete, or wrought iron. In A-1 District, chainlink and hog-wire style fences are additionally permitted.
 - b. On a corner lot, no shrubbery, when mature with a height greater than 18 inches, may be planted within the area created by a straight line connecting two points that are respectively 30 feet along the side and front property lines from a street intersection.
 - c. Fences must be constructed in such a way that does not change the natural drainage of water.
 - d. Except in A-1 District and Unit 19 (Huntington Subdivision) A-1 PUD District, fencing shall not be permitted beyond the front face of the residence. Front driveway gates shall have at least a minimum of a 12-foot opening. In A-1 District and excluding Unit 19 (Huntington Subdivision) A-1 PUD, no one shall construct fencing beyond the front face of the residence in a manner that impedes the view of persons beyond the residence's property line. In no event shall a base footer exceed 36 inches.
 - e. No shrubbery, when mature height is greater than 18 inches may be within three feet of a fire hydrant.
 - f. Front fences must not encompass any fire hydrant that may be present.
 - g. For any property within the City limits with a property line abutting one or more of the City streets known as Lockhill Selma Road, NW Military Hwy., De Zavala Road and Huebner Road (where such property presently has a solid wall along or parallel to one or more of such streets at the property line), such property owner may not construct a gate or other opening on such property line. Any property with an existing gate on property lines described above is considered a non-conforming use and may continue to exist.
- (g) Height regulations. No residential building shall exceed the maximum vertical height specified in Tables 1, 2 and 6 of this chapter, and no residential building shall have more than two livable stories.
- (h) Portable buildings. Except in A-1 District, a single unattached portable building (movable) constructed of light metal, wood or fiberglass used for storage only, not greater than 144200 square feet in size ~~and not more than eight feet high measured from grade level to the top of the side wall~~ may be erected in the rear yard providing the building is suitably screened from adjacent property, is not used temporarily or permanently as a habitation, ~~and~~ is unattached

to a and without solid foundation, and is not obstructive or inappropriate in design or color. The highest point of the building may not exceed 12 feet from existing grade. ~~In A-1 District, two unattached portable buildings described in this subsection shall be permitted.~~ No portable building higher than eight feet in height measured from grade level to the buildings highest point shall be permitted in the building setbacks. In A-1 District no more than, two unattached portable buildings described in this subsection shall be permitted.

- (i) Certain equipment allowed in setbacks. Notwithstanding any other provision found within the City of Shavano Park Code of Ordinances, HVAC equipment and pool equipment are allowed within setbacks, so long as an unobstructed width of five feet exists to allow for emergency services access.

Sec. 36-37. - CE Single-Family Cottage Estates Residential District.

- (a) Use regulations.
 - (1) In a CE Single-Family Cottage Estates Residential Districts, no land shall be used for any purpose other than a single-family residence and related amenity purposes.
 - (2) Home occupation by special use permit; exceptions to special use permit requirement. Certain home occupations present no perturbation to the neighborhood. They do not directly interact with the public. Communications with the sponsors or users of these services are by mail or telephone or by electronic means. Home occupations within the spirit of the above that do not have signs or any evidence of a business are not required to obtain a Special Use Permit.
- (b) Density regulations. No more than four dwelling units may be constructed per gross acre of land within each CE Zoning District.
- (c) Other use regulations. See Table No. 2.
- (d) Exterior architectural features.
 - (1) Each new structure must possess an exterior in keeping with the residence and general atmosphere of the surrounding area.
 - (2) Exterior walls. Exterior walls of residences shall have a minimum of 90 percent masonry, exclusive of openings. Perm stone or asbestos shingles, concrete block, metal panels, metal curtain walls and cinder block are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco, in accordance with the International Building Code most recently adopted by the City.
- (e) Garages. A minimum two-car garage shall be provided for each residence. An additional garage may be provided as an accessory building pursuant to regulations in Sec. 36-36(a)(2). ~~Substitution of another type of structure (accessory building, workshop, storage building, etc.) for an existing garage shall not be permitted, however, an additional garage may be provided as an accessory building pursuant to this chapter.~~ Conversion of an existing garage to another use shall be permitted only where replacement garage space is provided.

- (f) Height regulations. No residential building shall exceed two livable stories in height and the permitted maximum vertical height shall not exceed the height specified in Tables 1, 2 and 6 of this chapter.
 - (g) Storage or parking of recreational/commercial and covered vehicles/equipment. Storage or parking of recreational/commercial and covered vehicles/equipment is prohibited in all residential districts. Except where the primary use of any such vehicle is for the personal transportation of the owner, the following exceptions shall apply:
 - (1) Such vehicles and equipment may be placed within a completely enclosed building on any residential lot; or
 - (2) Any such vehicles eight feet in height or less may be placed on any residential lot behind the front face of the dwelling unit, to include the side setbacks, if properly screened from view by either a fence or screening device.
- Storage or parking pursuant to these exceptions shall be limited to the parcel of land upon which an inhabited dwelling unit is located and the vehicle or equipment so stored or parked shall be owned by the occupant of that unit.
- (h) Certain equipment allowed in setbacks. Notwithstanding any other provision found within the City of Shavano Park Code of Ordinances, HVAC equipment and pool equipment are allowed within setbacks, so long as an unobstructed width of five feet exists to allow for emergency services access.

Sec. 36-38. - M-U Municipal and Utility District.

Use regulations. In a M-U Municipal and Utility District, the land and any improvements thereon shall be used solely for municipal offices; fire and police stations; municipal repair, maintenance and storage facilities; governmental or private emergency relief facilities; telephone exchange, without business offices; electrical utility facilities and related, electrical energy facilities, transformers, relay and substations, poles and wires; natural gas handling and regulating stations, and common, private and public utility pipelines subject to the approval required under other ordinances; and community recreational maintenance facilities, and generating facilities. No land shall be used for residential or commercial purposes.

Certain equipment allowed in setbacks. Notwithstanding any other provision found within the City of Shavano Park Code of Ordinances, HVAC equipment and pool equipment are allowed within setbacks, so long as an unobstructed width of five feet exists to allow for emergency services access.

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

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

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

1. Composition. Off street parking facilities graded for drainage and surfaced of concrete, asphaltic concrete or asphalt shall be located on the lot on which the user is located.
 2. Ingress/egress and lane width.
 - (i) Ingress/egress shall be provided for each parking space. All circulation shall be internal with a minimum of 24-foot-wide lanes for maneuvering areas.
 - (ii) Ratio to building area. Parking stalls shall be provided so as to maintain a ratio of at least one space (stall) per the number of square feet of gross building area specified in Table No. 6.
 3. Landscaping buffer. A landscaped buffer shall be maintained in accordance with Table No. 6. In addition to any other landscape buffer requirement, a container grown tree having a trunk diameter of at least three inches and a minimum height of ten feet with 100 square feet of planting shall be present for each ten parking spaces. All such trees shall be within planting areas having a width of at least five feet.
 4. Covered parking. Covered parking shall only be permitted in a fully enclosed garage or in a carport meeting the criteria listed below. In no event shall this section be construed as to allow carports in single-family residential areas.
 - (i) Carports shall be set back from the front building wall at a distance of not less than twenty-five (25) percent of the length of the side building wall. See illustration below.
 - (ii) Carports visible from public right of ways shall have a solid masonry end wall on the portion of the carport facing the public right of way. The end wall shall be constructed with masonry that matches that of the primary structure.
 - (iii) Carports shall have support columns constructed of steel and roofs constructed of standing seam metal rated at twenty (20) gauge or higher. Roofs shall be constructed at a minimum pitch ratio of three (3) to twelve (12).
 - (iv) Carports shall only be permitted in the shaded areas on the illustration below.
 - b. Exterior walls. Exterior walls shall have a minimum of 90 percent masonry construction of a residential character, exclusive of openings. Perm stone or asbestos shingles, concrete block and cinder block are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco, in accordance with the International Building Code most recently adopted by the City.
- (2) Setbacks.
- a. Certain equipment allowed. Notwithstanding any other provision found within the City of Shavano Park Code of Ordinances, HVAC and pool equipment are allowed

within setbacks, so long as an unobstructed width of five feet exists to allow for emergency services access.

- b. Other use regulations. See Table No. 6.
- (3) Permitted uses. Except as otherwise allowed by this chapter, only the uses listed on Table No. 3, Table No. 4, or Table No. 5 are permitted in zoning districts O-1, B-1 and B-2, respectively.
- (4) Other regulations.
 - a. Sanitary sewer. All permitted uses under B-1, B-2 and O-1 shall be connected to a public sanitary sewer system to insure proper disposal of waste.
 - b. Edwards recharge zone. All land use or development occurring in the Edwards Aquifer recharge zone, or watersheds draining into the recharge zone, must comply with applicable requirements prescribed by the Texas Natural Resources Conservation Commission ("TNRCC") regarding the production of products or waste which could adversely affect the water supply if introduced into the aquifer through the recharge zone.
 - c. Display signs. All signs shall conform to the sign criteria set forth in Ordinance No. 100-02-07, as may be amended from time to time.
 - d. Portable construction buildings. Portable construction buildings are only allowable under the following conditions:
 - 1. Authorization may be issued by the City Building Official to permit a portable construction building to be temporarily located on a lot upon which a building permit has been previously issued for construction of any building or structure.
 - 2. A certificate of occupancy related to construction shall not be issued by the City Building Official until the portable construction building has been removed from the premises and further, that the certificate of occupancy shall not be issued until the electrical connection which served the portable construction building has been removed from the lot in question.
 - 3. A temporary permit issued pursuant to this section shall be void upon issuance of the certificate of occupancy, or 12 months after issuance of the building permit, whichever time is shorter.
 - 4. In any case in which construction is not completed within the 12-month period, the City Building Official, after due consideration and determination that active construction is being accomplished, may issue an extension of time for the temporary permit, not to exceed a six-month period.
- (5) O-1 Office District.
 - a. Use regulations. This district is composed of land and structures occupied by or suitable for general office use only.
 - b. Other regulations.
 - 1. See Table No. 6.

2. Accessory buildings. No accessory buildings may occupy more than 30 percent of the rear yard area nor shall the gross floor area of all accessory buildings on one lot exceed 50 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all necessary accessory buildings on one lot to less than 400 square feet and in no case shall any accessory building be built closer than ten feet to the principal main building. The height of an accessory building shall not exceed ~~one story~~16 feet.

(6) B-1 Business District.

a. Use regulations.

1. This district is composed of light commercial uses, provided all business activities, except for outdoor dining and Convenience Store activities, (including outdoor pay at the pump gasoline sales and stand-alone self-service car wash), are completely contained within an enclosed structure or court.
2. Except as otherwise allowed by this chapter, only the uses specified on Table No. 4 are permitted in the B-1 Business District.

b. Other regulations.

1. See Table No. 6.
2. Accessory buildings. No accessory buildings may occupy more than 30 percent of the rear yard area nor shall the gross floor area of all accessory buildings on one lot exceed 50 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all necessary accessory buildings on one lot to less than 400 square feet and in no case shall any accessory building be built closer than ten feet to the principal main building. The height of an accessory building shall not exceed ~~one story~~16 feet.

(7) B-2 Business District.

a. Use regulations.

1. This district allows for general commercial uses, provided all business activities, except for outdoor dining and Convenience Store activities, (including outdoor pay at the pump gasoline sales and stand-alone self-service car wash), are completely contained within an enclosed structure or court.
2. Except as otherwise allowed by this chapter, only the uses specified on Table No. 5 are permitted in the B-2 Business District.

b. Other regulations.

1. See Table No. 6.
2. Accessory buildings. All accessory buildings may not occupy more than 30 percent of the rear yard area nor shall the gross floor area of all accessory

buildings on one lot exceed 50 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all necessary accessory buildings on one lot to less than 400 square feet and in no case shall any accessory building be built closer than ten feet to the principal main building. The height of an accessory building shall not exceed ~~one-story~~16 feet.

Sec. 36-40. - Planned Unit Development.

- (a) Purpose. The Planned Unit Development District (PUD District) is a free-standing district designed to provide for the development of land as an integral unit for single or mixed uses in accordance with a plan that may vary from the established regulations of other zoning districts. It is the intent in such a district to insure compliance with good zoning practices while allowing certain desirable departures from the strict provisions of specific zoning classifications.
- (b) Application. An application for a planned unit development district shall be processed in accordance with this chapter. A pre-planning conference is required between the applicant and the City prior to the actual filing of the application.
- (c) Base district. A base zoning district shall be specified. The regulations in the base zoning district shall control unless specifically stated otherwise in the PUD District.
- (d) District plans and requirements. There are two types of plans that may be used in the planned unit development process. The general purpose and use of each plan is described as follows:
 - (1) Concept plan. This plan is intended to be used as the first step in the planned unit development process. It establishes the most general guidelines for the district by identifying the land use types, development standards, approximate road locations and project boundaries and illustrates the integration of these elements into a master plan for the whole district.
 - (2) Detail plan. The detail plan is the final step of the planned unit development process. It contains the details of development for the property.
- (e) Concept plan requirements. Said concept plan shall include the following:
 - (1) Relation to the Master Plan. A general statement setting forth how the proposed district will relate to the City's master plan and the degree to which it is or is not consistent with that plan and the proposed base zoning district.
 - (2) Acreage. The total acreage within the proposed district.
 - (3) Survey. An accurate legal description of the boundaries of the district.
 - (4) Land uses. Proposed general land uses and the acreage for each use, including open space. For residential development, the total number of units and the number of units per acre.
 - (5) General thoroughfare layout. Proposed streets, as a minimum to arterial street level. (Showing collector and local streets is optional.)

- (6) Development standards. Development standards, if different from the base zoning district, for each proposed land use, as follows:
 - a. Minimum lot area.
 - b. Minimum lot width and depth.
 - c. Minimum front, side, and rear building setback areas.
 - d. Maximum height of buildings.
 - e. Maximum building coverage.
 - f. Maximum floor to area ratios for nonresidential uses.
 - g. Minimum parking standards for each general land use.
- (7) Existing condition. On a scaled map sufficient to determine detail, the following shall be shown for the area within the proposed district.
 - a. Topographic contours of ten feet or less.
 - b. Existing streets.
 - c. Existing 100-year floodplain, floodway and major drainage ways.
 - d. City limits and E.T.J. boundaries.
 - e. Zoning districts within and adjacent to the proposed district.
 - f. Land use.
 - g. Utilities, including water, wastewater and electric lines.
- (f) Detail plan requirements. The application for a planned unit development district shall include a detail plan consistent with the concept plan. Said detail plan shall include the following:
 - (1) Acreage. The acreage in the plan as shown by a survey, certified by a registered surveyor.
 - (2) Land uses. Permitted uses, specified in detail, and the acreage for each use.
 - (3) Off-site information. Adjacent or surrounding land uses, zoning, streets, drainage facilities and other existing or proposed off-site improvements, as specified by the City Manager, sufficient to demonstrate the relationship and compatibility of the district to the surrounding properties, uses, and facilities.
 - (4) Traffic and transportation. The location and size of all streets, alleys, parking lots and parking spaces, loading areas or other areas to be used for vehicular traffic; the proposed access and connection to existing or proposed streets adjacent to the district; and the traffic generated by the proposed uses.
 - (5) Buildings. The locations, maximum height, maximum floor area and minimum setbacks for all nonresidential buildings.
 - (6) Residential development. The numbers, location, and dimensions of the lots, the minimum setbacks, the number of dwelling units, and number of units per acre (density).
 - (7) Water and drainage. The location of all creeks, ponds, lakes, floodplains or other water retention or major drainage facilities and improvements.
 - (8) Utilities. The location and route of all major sewer, water, or electrical lines and facilities necessary to serve the district.
 - (9) Open space. The approximate location and size of greenbelt, open, common, or recreation areas, the proposed use of such areas, and whether they are to be for public or private use.

(10) Sidewalks and bike paths. Sidewalks or other improved ways for pedestrian or bicycle use.

(11) Landscape plan. If multifamily or nonresidential development, a landscape plan unless the project will fully comply with the landscape ordinance, as amended.

A detailed plan, with all of the information required of a concept plan, may be submitted in lieu of a concept plan.

(g) Phasing schedule. PUD Districts larger than ten acres shall provide a phasing schedule depicting the different construction phases.

(h) Approval of district.

(1) City Council may, after receiving a recommendation from the Planning and Zoning Commission, approve by ordinance the creation of a district based upon a concept plan. The approved plan shall be made part of the ordinance establishing the district. Upon approval said change shall be indicated on the zoning maps of the City. A concept plan and a detail plan may be submitted simultaneously for approval.

(2) The development standards and requirements including, but not limited to, maximum height, lot width, lot depth, floor area, lot area, setbacks and maximum off-street parking and loading requirements for uses proposed shall be established for each planned development district based upon the particular merits of the development design and layout. Such standards and requirements shall comply with or be more restrictive than the standards established in the base zoning district for the specific type uses allowed in the district, except that modifications in these regulations may be granted if it shall be found that such modifications are in the public interest, are in harmony with the purposes of this chapter and will not adversely affect nearby properties.

(i) Approval of detail plan. If not approved simultaneously the City Council may, after receiving a recommendation from the Planning and Zoning Commission, approve the detail plan for which a concept plan has previously been approved. The approved detail plan shall be permanently filed with the City. The Planning and Zoning Commission shall approve the detail plan or an amended detail plan if it finds that:

(1) Compliance. The plan complies with the concept plan approved for that property and the standards and conditions of the PUD district;

(2) Compatibility. The plan provides for a compatible arrangement of buildings and land uses and would not adversely affect adjoining neighborhood or properties outside the plan; and

(3) Circulation of vehicular traffic. The plan provides for the adequate and safe circulation of vehicular traffic.

A previously approved detail plan may only be amended by the City Council upon recommendation by the Planning and Zoning Commission except to the extent allowed under subsection (l) of this section.

(j) Expiration of detail plan. A detail plan shall be valid for five years from the date of its approval. If a building permit has not been issued or construction begun on the detail plan

within the five years, the detail plan shall automatically expire and no longer be valid. The Planning and Zoning Commission may, prior to expiration of the detail plan, for good cause shown, extend for up to 24 months the time for which the detail plan is valid.

- (k) Appeals from Planning and Zoning Commission action. If the Planning and Zoning Commission imposes conditions, or refuses to grant an extension of time for which a detail plan is valid, the applicant may appeal the decision to the City Council by filing a written request with the City within ten days of the decision.
- (l) Changes in detail plan.
 - (1) Except as provided in subsection (l)(2) of this section, changes in the detail plan shall be considered the same as changes in the this chapter and shall be processed as such.
 - (2) Those changes which do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, floor area ratio or reduce the front, rear or side yards provided at the boundary of the site, as indicated on the approved detail plan, may be authorized by the City Manager.
 - (3) Any applicant may appeal the decision of the City Manager to the Planning and Zoning Commission for review and decision as to whether an amendment to the Planned Unit Development District Ordinance shall be required.
- (m) Minimum development size. The total initial development of any Planned Unit Development District shall not be less than two acres for nonresidential developments and 25 acres for residential developments.
- (n) Deviation from Code standards. The City Council may approve a PUD concept plan with deviations from any provision in this Code. Such deviations shall be listed or shown as part of the ordinance that approves the concept plan.

Sec. 36-41. - MXD—Mixed-Use District.

(a) Definitions:

As used herein the term "Density Single-Family Residential" shall refer to such uses as townhomes, condominiums, and garden homes, which are generally defined as, but not limited to, buildings containing one-family dwelling units erected as a single building or multiple buildings on a single lot. It may include horizontally-stacked dwelling units but shall in no event include apartments, which are generally defined as multi-family dwelling units at a density greater than 25 units per acre.

(b) Use regulations:

- (1) This district allows a combination of residential, office, and commercial uses, which may or may not be in the same building, and flexibility in the planning and construction of the development in accordance with an approved site plan that allows for a broad range of mixed uses.
- (2) All uses permitted in Tables 3, 4 and 5 shall be permitted in the MXD District, except that uses requiring City Council approval ("CC" uses) shall be permitted by right pursuant

to an approved MXD site plan. Additionally, Density Single-Family residential uses shall be permitted pursuant to an approved MXD site plan.

- (c) Area regulations: A MXD District shall only be permitted on tracts fronting on Texas State Highway Loop 1604 and which consist of a minimum of three acres in area.
- (d) Height, density, setbacks and other limitations: A MXD District shall not be subject to the use, height, density, commercial intensity, setbacks, parking and other regulations of the City zoning regulations, currently codified as chapter 36 of the Code of Ordinances. The height, density, commercial intensity, setbacks, parking and other requirements shall be established pursuant to an approved MXD site plan, provided, however, the following regulations shall apply:
 - (1) A ten-foot minimum building setback shall be required where a non-single-family residential use within the MXD District abuts a single-family use or single-family zoning district.
 - (2) A 20-foot minimum setback shall be required for front-load residential garages and a ten-foot minimum setback shall be required for side-load residential garages.
 - (3) A ten-foot minimum building setback shall be required where any residential or nonresidential use abuts a public or private street.
 - (4) Exterior fences and walls shall be permitted along the property line of any residential use.
 - (5) All streets within a MXD District may be publicly accessible and may be located adjacent to the property line of any developed or undeveloped land, provided a minimum 30-foot buffer is installed when such street is adjacent to any residential rear property line. If streets are privately owned and maintained they may be gated.
 - (6) Parking on public streets shall only be permitted on one side of the street and shall not be permitted between the hours of 2:00 a.m. and 5:00 a.m., except that on-street cut-out parking shall be allowed at any time pursuant to an approved MXD site plan. Public streets are defined, for the purpose of this section, as that portion of the roadway and shoulder from the property line on one side of the street to the property line on the opposite side of the street.
 - (7) The height of any commercial or residential structure shall not exceed 45 feet unless authorized by an approved MXD site plan and serviceable by the Fire Department.
 - (8) Where residential areas are developed with private common areas and/or privately shared open space, a mandatory homeowner's association shall be created. The homeowner's association shall be responsible for maintenance and upkeep of all private common and shared areas within the boundaries of the residential development. Board composition, dues, and other procedural aspects of the homeowner's association shall be determined by the developer of the residential area.
 - (9) A minimum two-car garage shall be required for each density single-family residence and may be rear, side, or front loaded.
- (e) MXD site plan: A MXD site plan shall be approved by City Council as part of a rezoning to the MXD District and shall include:

- (1) Legal description and exhibit of the property on a scaled map sufficient to determine detail showing the area to be zoned MXD.
 - (2) The general location of all land use categories. Multiple categories may be designated where a lot or building is sited to include two or more categories of uses.
 - (3) The general location of all existing and proposed streets.
 - (4) The proposed maximum heights, densities, commercial intensities, and parking ratios.
 - (5) The following existing conditions, where applicable:
 - a. Topographic contours of ten feet or less.
 - b. Existing 100-year floodplain, floodway and major drainage ways.
 - c. Utilities, including water, wastewater and electric lines.
- (f) Amendments to approved MXD site plan:
- (1) Classification: Amendments to a previously approved MXD site plan shall be classified as a minor or major amendment. Minor amendments may be administratively accepted. Within 20 working days after the filing of the proposed amendments, the City Manager or his/her designee shall provide a written response to the applicant indicating whether or not the revised MXD site plan has been approved as a minor amendment. All revisions to an approved MXD site plan not considered a major amendment shall be considered a minor amendment. Major amendments shall require a new application for rezoning and shall be processed in the same manner as the initial MXD site plan.
 - (2) Major amendments—Applicability: Increasing the area or intensity of nonresidential uses shall be considered a major amendment.

Sec. 36-42. - Manufactured home parks.

- (a) Purpose. The purpose of this section to achieve orderly development of manufactured home parks, to promote and develop the use of land to assure the best possible community environment in accordance with the City's town plan, and to protect and promote the health, safety and general welfare. Adequate protection shall be provided against any undesirable off-site conditions or any adverse influence from adjoining streets or areas.
- (b) Manufactured home park plan.
 - (1) The City Building Official shall not issue building or repair permits or certificates of occupancy for structures in manufactured home parks within the incorporated areas of the City until a plan has been approved in the manner prescribed by this section and duly filed in the office of the City Building Official. The City will withhold all public improvements and services from manufactured home parks, including wastewater, water, gas and electric service until a manufactured home park has been approved in the manner prescribed by this section. Property to be developed as a manufactured home park shall be platted prior to obtaining any building permits or utility services. Such plats shall be annotated with a statement that it is a "manufactured home community," and shall annotate the plan with the same name as the subdivision plat.

- (2) Each applicant seeking approval of a manufactured home park shall submit a manufactured home park plan to the City Building Official using the same standards as described in sections 28-41 to 28-44 of the City's Code.
 - (3) Upon receipt of a manufactured home park plan, the City Building Official shall distribute copies to various City departments and agencies as the City Building Official deems appropriate for their review. The departments/agencies receiving copies of the plan shall submit their comments and recommendations for approval or disapproval in writing back to the City Building Official within 30 days of receipt of the plan.
 - (4) Within 45 days of the date of submission of the manufactured home park plan, the City Building Official shall submit the plan with his recommendations and comments received from other City departments and agencies to the Planning and Zoning Commission for consideration. The Planning and Zoning Commission may approve the plan as submitted, amend and approve the plan as amended or disapprove the plan.
 - (5) Property to be developed as a manufactured home park shall be platted prior to obtaining any building permits or utility services.
 - (6) After favorable action by the Planning and Zoning Commission, minor changes to the plan that do not increase the density or affect platting, the general character or overall design of the manufactured home park plan may be approved by the City Building Official. Major changes shall be submitted for consideration by the Planning and Zoning Commission following the same procedure required for the original adoption of the plan. The Planning and Zoning Commission shall interpret what constitutes a major change in the plan.
- (c) The site including manufactured home stands, patios, buildings and all site improvements shall be harmoniously and efficiently organized in relation to topography, the shape of the parcel, the shape, size and position of buildings and common facilities and with full regard to use and appearance.
 - (d) Stand requirements. The objective of the manufactured home stand requirements set forth in this section is to provide for the following:
 - (1) Practical placement of a manufactured home on its stand by means of a car or conveyor truck.
 - (2) Retention of the manufactured home on the stand in a stable condition and a satisfactory relationship to its surroundings.
 - (3) Practical removal of the manufactured home from the lot by means of a car, conveyor truck, or other customary moving equipment.
 - (e) Standard fire hydrants, in workable condition, shall be located within 500 feet of each manufactured home. All such fire hydrants shall be connected to not less than an eight-inch diameter water line.
 - (f) Every manufactured home park shall comply with the provisions of the City's floodplain ordinance.

- (g) Manufactured homes and manufactured home parks shall only be located in B-2 zoning districts and they shall be required to comply with all of the A-2 Single-Family Residential District construction and use requirements.

Sec. 36-43. - Special uses.

- (a) Community Homes for Disabled Persons are allowed in A-1, A-2, A-3, A-4, A-5 PUD, CE and MXD Single-Family Dwelling Districts.
 - (1) Residents of a Community Home for Disabled persons may not keep for the use of the residents of the home, either on the premises of the home or on a public right-of-way adjacent to the home, motor vehicles in numbers that exceed the number of bedrooms in the home.

Sec. 36-44. - Home occupations.

- (a) General. Home occupations shall be permitted in all residential zoning districts, provided the home occupation is clearly and obviously subordinate to the main use of dwelling for residential purposes and is not prohibited by subsection (c) and complies with the conditions set forth in subsection (b). Standards for controlling home occupations are set forth to minimize annoyance and inconvenience to neighboring property owners within residential areas. These standards are intended to allow reasonable and comfortable enjoyment of adjacent and nearby property by their owners and by occupants of neighboring residential dwellings, while providing opportunities for the pursuit of home-based businesses. Administrative, office and clerical functions performed at a residence by members of the family occupying the dwelling are specifically allowed and are not considered a home occupation.
- (b) Conditions.
 - (1) The home occupation must be compatible with the residential use of the property and surrounding residential uses and not alter the residential character of the premises by reason of activity, color, design, materials, storage, construction, lighting, sounds, noises, vibrations, dust, odors, noxious fumes, etc., nor shall it unreasonably disturb the peace and quiet of an individual and/or the residential neighborhood, nor interfere with the area radio or television reception;
 - (2) The home occupation must be confined completely within the dwelling and/or a single accessory building, and occupy in total not more than 25 percent of the gross floor area of one floor of the residential dwelling thereof;
 - (3) The home occupation may only be carried on by members of the family occupying the dwelling, with the exception of one other person either by employment or as an independent contractor;
 - (4) The home occupation must not generate pedestrian or vehicular traffic in excess of five visits a day, with not more than two client vehicles at the premises at any one time;

- (5) The home occupation shall require no exterior structural, electrical or plumbing alterations to the dwelling;
 - (6) The home occupation may not involve outdoor storage or on-premises outdoor signage or advertising;
 - (7) The home occupation must not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood;
 - (8) On-premises parking of commercial vehicles, as defined in section 36-1, used in conjunction with the home occupation is prohibited, except as provided in section 36-36(b)(1) and section 36-36(b)(2); and
 - (9) On-premises retail sales are prohibited.
- (c) Prohibited home occupations. Examples of prohibited home occupations include the following:
- (1) Barbershops;
 - (2) Beauty shops;
 - (3) Commercial auto or boat sales, repair or maintenance;
 - (4) Auto painting;
 - (5) Sexually oriented businesses;
 - (6) Restaurants;
 - (7) Catering, or the preparation of food for resale except for Cottage Food Operations as that term is defined by the Tex. Health and Safety Code § 437.001; and
 - (8) Animal hospitals and kennels.

Sec. 36-45. – Portable on-demand storage structures

A portable on-demand storage structure may be utilized as a temporary structure within the city when in compliance with the standards of this subsection. Any use of such structures within the city not in compliance with this subsection shall be unlawful.

(a) Permit. No person shall store, maintain or otherwise keep a portable on-demand storage structure on any lot or parcel of property within the City of Shavano Park without first having obtained and possessing an active permit issued by the City. Permits are valid for a period not to exceed thirty (30) days. The City Manager may grant an additional ten (10) day extension of the permit upon request from the permit holder.

(b) Terms of Use. Portable on-demand storage structures may be installed in all zoning districts with the following restrictions:

- (1) No portable on-demand storage structure can be stacked on top of one another or on top of any other object;
- (2) No portable on-demand storage structures shall be used for human habitation or commercial business purposes;
- (3) Any portable on demand storage structure shall be secure, structurally sound, stable and in good repair;

(4) No portable on-demand storage structure shall be used to store hazardous materials; and

(5) No portable on-demand storage structure shall be used to store refuse or debris.

(c) Revocation. Any permit issued under this Ordinance may be revoked upon ten (10) days written notice to the owner, occupant or person in control of the property if such person is storing, maintaining, or otherwise keeping a portable on-demand storage structure in violation of this ordinance.

(d) Fees. The permit described in this subsection shall have no City fee associated with it.

Secs. 36-4~~65~~—36-68. - Reserved.

ARTICLE III – NO PROPOSED CODE CHANGES

ARTICLE IV. - SPECIAL USE PERMITS

Sec. 36-101. - Special use permits for certain uses in districts O-1, B-1, and B-2.

The City Council may, after public hearing and notice to all parties affected, and after recommendation of the Planning and Zoning Commission containing such requirements and safeguards as are necessary to protect adjoining property, authorize the development of the uses designated as "CC" uses for zoning districts O-1, B-1, and B-2.

- (1) Public hearing. City Council and the Commission shall hold public hearings in compliance with Article III of this chapter. The purpose of such hearings shall be to determine that such use will not adversely affect the character of the area or the neighborhood in which it is proposed to locate; will not substantially depreciate the value of adjacent and nearby properties; will be in keeping with the spirit and intent of this chapter; will comply with applicable standards of the district in which located; and will not adversely affect traffic, public health, public utilities, public safety, and the general welfare.
- (2) Application. All applications for CC uses shall be submitted to the Zoning Administrative Official with site plans drawn to scale and showing the general arrangement of the project, together with the essential requirements, such as off-street parking facilities, locations of buildings and uses to be permitted, means of ingress and egress to public streets, the type of visual screening such as walls, planting and fences, the location and existing ownership of adjacent residences and buildings, and the location and area of coverage of all outside lighting, especially any which might shine into an adjacent residential area. The Zoning Administrative Official shall file the application and report same to the Planning and Zoning Commission.

- (3) Criteria. In recommending a CC use under the conditions specified, the Planning and Zoning Commission shall determine that such uses are harmonious with and adaptable to buildings, structures, and uses of abutting property and other property in the vicinity of the premises under consideration, and shall make recommendations as to requirements for the paving of streets, alleys, and sidewalks, means of ingress and egress to public streets, provisions for drainage, adequate off-street parking and protective screening and open space, and other matters.
- (4) Conditions. No CC use shall be permitted unless the applicant and owner of the property shall in writing accept and agree to be bound by and comply with the terms imposed for such CC use, in writing and in such form as may be approved by the City Council.
- (5) Board without jurisdiction. The Board of Adjustment shall not have jurisdiction to hear, review, reverse, or modify any decision, determination, or ruling with respect to the granting, extension, revocation, modification, or any other action taken relating to CC uses.
- (6) Amendment. Every CC use granted under the provisions of this section shall be considered as an amendment to the Zoning Ordinance as applicable to such property. In granting such CC use, the City Council may impose conditions which shall be complied with by the grantee for use of the buildings on such property.
- (7) Note on map. Final action of the City Council shall be noted, as soon as practicable, on the official Zoning District Map and on any other administrative copies, as to the location of property and type of use permitted by each CC use approved as herein provided.

Sec. 36-102. - Special use permits for home occupations.

- (a) Special use permits for a home occupations shall be processed consistent with Article III of this chapter.
- (b) Special use permit requirements.
 - (1) The home occupation must be compatible with the residential use of the property and surrounding residential uses and does not alter the residential character of the premises by reason of activity, color, design, materials, storage, construction, lighting, sounds, noises, vibrations, dust, odors, noxious fumes, etc., nor shall it unreasonably disturb the peace and quiet of an individual and/or the residential neighborhood, nor interfere with area radio or television reception;
 - (2) The home occupation must be confined completely within the dwelling, and occupy not more than 25 percent of the gross floor area of one floor thereof;
 - (3) Use of accessory buildings in the home occupation is not allowed;
 - (4) The home occupation may only be carried on by members of the family occupying the dwelling, with the exception of one other person either by employment or as an independent contractor;
 - (5) The home occupation must not generate pedestrian or vehicular traffic in excess of five visits a day;

- (6) The home occupation require no visible, structural, electrical or plumbing alterations in the dwelling;
 - (7) The home occupation may not involve outdoor storage or on-premises outdoor advertising;
 - (8) The home occupation must not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood; and
 - (9) Only one commercial vehicle is allowed to be parked on-premises in the operation of the home occupation.
- (c) Existing Non-Conforming Home Occupations. Any home occupation that was legally in existence as of November 1, 2015 ("the Effective Date") and that is not in full conformity with the provisions herein shall be deemed a legal nonconforming use, provided that the home occupation use was not in violation of any other local, state or federal law or regulation on that date. Proof of the existence of such home occupation use prior to the effective date of this Code may be required by the City. Any legal nonconforming use may continue until not later than December 1, 2017. After that date, nonconforming home occupations are prohibited.

Sec. 36-103. - Special use permits for certain fences.

- (a) Special use permits for certain fences shall be processed consistent with this subsection.
- (b) Special use permit requirements. A special use permit for a fence in any residential area exceeding eight feet in height shall be granted if the following conditions are met:
 - (1) A neighboring property owner is legally storing a recreational vehicle on their property; and
 - (2) The requested fence does not exceed ten feet in height.
- (c) Permitting process
 - (1) An applicant shall submit a request for the special use permit to the City Secretary's office.
 - (2) The Commission shall consider the approval or denial of the permit based solely on the requirements within this chapter at its next regularly scheduled meeting.

Sec. 36-104. - Special use permits for constructed landscape structures within a setback.

- (a) Special use permits for constructed landscape structures within a setback shall be processed consistent with this subsection.
- (b) Special use permit requirements. Special use permit for a landscape structure within a setback shall be granted if the following conditions are met:
 - (1) The structure does not exceed six feet in height; and
 - (2) Any walls associated with the structure do not exceed 30 inches in height.
- (c) Permitting process.
 - (1) An applicant shall submit a request for the special use permit to the City Secretary's office.
 - (2) An applicant shall submit the following documents in order for the request to be considered:
 - a. Survey of the property upon which the structure will be located;

- b. Drawing and specifications of the structure;
 - c. Scaled map indicating the location of the structure on the property.
- (d) The Commission shall consider the approval or denial of the permit based solely on the requirements within this chapter at its next regularly scheduled meeting after all required documents and request has been submitted to the City Secretary.

Secs. 36-105—36-121. - Reserved.

ARTICLE V – NO PROPOSED CODE CHANGES

ARTICLE VI. - TABLES

Table No. 1
A-1, A-2, A-3, A-4 and A-5 PUD
Single-Family Dwelling Districts

- (a) Specifications.
 - A-1, minimum gross floor area: 1,600 square feet;
 - A-2, A-3, A-4 and A-5 PUD, minimum gross floor area: 1,800 square feet.
- (b) Height regulations. No building shall exceed two stories in height, excluding basements and attics, and the permitted maximum vertical height shall not exceed 45 feet.
- (c) Area regulations.
 - (1) Lot Area. All building lots in A-1 and A-4 Single-Family Dwelling Districts shall contain not less than 1.00 acre of land. All building lots in A-2, A-3 and A-5 PUD Single-Family Dwelling Districts shall contain not less than 0.70 acres of land.
 - (2) Parking Spaces. Off-street parking space shall be provided on the lot to accommodate a minimum of two motor cars for each dwelling unit; however, no automobile storage structure shall be located within the required front yard. For purposes of computing the required number of parking spaces for any improvements, no "parking space" located on public land, such as the public right-of-way of a street or alley, shall be included, except for parking in a utility or drainage easement area, whether public or private.
 - (3) Setback lines for A-1, A-3, A-4 and A-5 PUD Single-Family Dwelling Districts.
 - a. Front Setbacks - 80 feet. The front setback on corner lots shall be measured from and apply only to the street from which the residence address is assigned.
 - b. Side Setbacks - 30 feet
 - c. Rear Setbacks - 30 feet
 - (4) Setback lines for A-2 Single-Family Dwelling Districts.
 - a. Front Setbacks -
 - 1. Rectangular Lots - 56 feet
 - 2. Cul-de-sac Lots - 35 feetThe front setback on corner lots shall be measured from and apply only to the street from which the residence address is assigned.
 - b. Side Setbacks - 21 feet
 - c. Rear Setbacks - 21 feet
- (d) Fences.
 - (1) Fences in General. All fences shall comply with the other applicable ordinances of the City.
 - (2) Front Fences. Except where deed restrictions do not permit front fencing, front fencing shall be permitted. Front gates must be wide enough as to provide access for any and all emergency vehicles. Any front fence must not encompass any fire hydrant that may be present.

Table No. 2

CE Cottage Estates Residential District

- (a) Specifications. In a CE Cottage Estates Residential District, each residence shall have a minimum gross floor area of not less than 2,000 square feet.
- (b) Height regulations. No building shall exceed two stories in height and the permitted maximum vertical height shall not exceed 45 feet.
- (c) Area regulations.
 - (1) Lot Area. All building lots in this district shall contain not less than 0.15 acres of land and have not less than 55 feet of average width per lot. The average width shall be calculated based on the linear width of such lot measured at the front property line and the rear property line. If any property line is curved, the measurement shall be based on a straight line running from the corners of such lot.
 - (2) Parking spaces. Off-street parking space shall be provided on the lot to accommodate a minimum of two motor cars for each dwelling unit. For purposes of computing the required number of parking spaces for any improvements, no "parking space" located on public land, such as the public right-of-way of a street or alley, shall be included, except for parking in a utility or drainage easement area, whether public or private.
 - (3) Setback lines.
 - a. Front: Minimum front setbacks shall be as follows:
Front entry garages: 25 feet
20 feet - Cul-de-sac Lots
Side entry garages: 15 feet; ten feet, cul-de-sac lots
 - b. Side: Minimum side setbacks shall be ten feet on one side and zero (0) feet on the side abutting an adjoining lot having a minimum ten-foot setback; provided that no side setback shall be required on any lot if there is at least a ten-foot separation between buildings with no side setback less than five feet.
 - c. Rear: The minimum rear setback shall be ten feet.
- (d) Fences.
 - (1) Fences in general. All fences shall comply with the other applicable ordinances of the City.
 - (2) Front fences. Except where deed restrictions do not permit front fencing, front fencing shall be permitted. Front gates must be wide enough as to provide access for any and all emergency vehicles. Any front fence must not encompass any fire hydrant that may be present.
- (e) Swimming pools.
 - (1) Definitions.
 - a. Swimming pools shall mean and include all in-ground pools, including swimming, wading and lap pools, and all in-ground and above-ground water spas.
 - b. Swimming pool edge shall mean the edge formed where the swimming pool water meets the adjacent wall of the swimming pool.

- (2) Restrictions. The setback requirements set forth in Section C.3. above shall not apply to swimming pools in Unit 18 of the CE District and the following regulations shall apply. The pool edge shall be located no closer than:
- a. Ten feet from the main residence building.
 - b. Ten feet from any side lot line.
 - c. The existing width of any easement located along or parallel to the rear property line unless a waiver is granted by the easement holder, but in no event closer than ten feet from the rear lot line.
 - d. Ten feet from the rear lot line if there are no easements adjacent to or parallel to the rear lot line.
 - e. Three feet from the rear lot line if the lot abuts a greenbelt or street right-of-way adjacent or parallel to the rear lot line.
 - f. Above ground water spas and other swimming pool appurtenances shall be limited to no more than 30 inches in height for all areas within the prescribed setbacks.

TABLES 3 – 6 – NO PROPOSED CODE CHANGES

ORDINANCE NO. O-2016-009

AN ORDINANCE AMENDING CHAPTER 6, ARTICLE IV AND CHAPTER 36, ARTICLES I-II OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES TO DEFINE AND REGULATE ACCESSORY BUILDINGS, PORTABLE BUILDINGS AND PORTABLE ON-DEMAND STORAGE STRUCTURES; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Texas Local Government Code Chapter 211 authorizes the City of Shavano Park City Council to regulate the height, number of stories, and size of buildings and other structures; and

WHEREAS, Texas Local Government Code Chapter 211 authorizes the authorizes the City of Shavano Park City Council to regulate the percentage of a lot that may be occupied; and

WHEREAS, Texas Local Government Code Chapter 211 authorizes the authorizes the City of Shavano Park City Council to regulate the location and use of buildings, other structures, and land for business, industrial, residential or other purposes; and

WHEREAS, the City Council of the City of Shavano Park believes this zoning ordinance improves the clarity and consistency of the City's zoning regulations; and

WHEREAS, on June 1, 2016 the Planning and Zoning Commission has conducted a public hearing and has rendered a recommendation to the City Council with respect to this ordinance; and,

WHEREAS, the City Council has conducted a public hearing on June 27, 2016, considered the recommendation of the Planning and Zoning Commission, and has determined that the proposed change is in the best interest of the general welfare of the City of Shavano Park.

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

I
CODE AMENDMENT

Chapter 6, Article IV, of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 6-87. - Preliminary construction requirement.

Prior to beginning construction, the following must be complied with:

- (1) Side and rear property lines shall be staked and marked with either wire or nylon cord running the entire distance.
- (2) The City Building Official shall be notified when batter boards are erected and shall verify the setbacks before construction can proceed.
- (3) Where street curbs exist, the holder of the permit shall be responsible to repair any damage before the certificate of occupancy is issued.
- (4) A temporary construction driveway, unless a permanent surface exists, shall be established consisting of not less than four inches of flex base material extending ten feet into the property.
- (5) Cut trees, brush and other debris shall be removed within 30 days and shall not be permitted to accumulate during the construction period so as to become unsightly, present a fire hazard or become a nuisance.
- (6) New construction shall require a dumpster on site to prevent the accumulation of trash and debris. The City Building Official may require a dumpster on any other project where a permit is to be issued. Dumpsters shall be obtained only from those businesses having a franchise or other contractual agreement with the City to provide solid waste disposal services.

Sec. 6-88. - Foundations.

- (a) Commercial foundations must be engineered.
- (b) Foundation preparation must be inspected by a registered professional engineer to include a joint pre-pouring inspection and approval by that registered professional engineer and a City Building Official. Copies of the final report of the supervising registered professional engineer will be provided the City before framing and made a part of the building records file.
 - ~~(1) Exterior beams shall be a minimum of 12 inches by 30 inches reinforced with four three-quarter inch bars and three eighths inch stirrups 18 inches on center. All beams shall extend a minimum of six inches into undisturbed soil.~~
 - ~~(2) The slab shall be a minimum of four inch thick reinforced with three eighths inch steel 12 inches on center both ways. The maximum clear panel between beams is 15 feet zero inches.~~

- ~~(3) Concrete shall be minimum 2500# psi as per IBC 2003.~~
 - ~~(4) Slab shall be waterproofed with six mil polyethylene.~~
 - ~~(5) Reinforcing steel shall have a minimum of 30 diameters at all laps or splices.~~
 - ~~(6) No. 6 corner bars shall be provided in all corners of the perimeter or exterior beams; install two both ways at top, and two both ways at bottom.~~
- ~~Exception: Where a deviation from the above design standard is proposed, standards not less than those recommended in the Brabb report may be approved by the Building Official providing these additional requirements are met and these additional procedures are followed: The foundation design must be approved by a registered professional engineer certifying that the design meets or exceeds the criteria set forth in the Brabb report based on an on-site soil profile.~~
- ~~(7) The Inspector, at his discretion, may examine the concrete mix report on each truckload of concrete.~~
 - ~~(8) These additional requirements will be met and procedures followed at no cost to the City.~~

~~Sec. 6-89. Residential slabs for outbuildings up to 1,800 square feet.~~

~~Residential slabs for outbuildings up to 1,800 square feet shall comply with the following:~~

- ~~(1) All topsoil and organic matter shall be stripped from the slab site.~~
- ~~(2) All slabs shall be of 2,500 psi (minimum) concrete and provide six inches (minimum) of select fill under the slab.~~
- ~~(3) All perimeter beams shall be eight inches by 12 inches with two No. 3 bars on top, two No. 4 bars on the bottom, No. 3 stirrups three feet on center and four No. 4 corner bars, and penetrate six inches into undisturbed soil.~~
- ~~(4) All interior beams shall be eight inches by ten inches (minimum) and have four No. 4 bars with two corner bars at each intersection, top and bottom.~~
- ~~(5) Slab thickness shall be a minimum of four inches.~~
- ~~(6) The distance from beam to beam shall not exceed 15 feet.~~
- ~~(7) All slab steel shall be No. 3 or greater, spaced 12 inches on center each way and supported to center steel in slab.~~
- ~~(8) All beam steel shall be free from touching earth by two inches (minimum).~~
- ~~(9) All slab foundations must be inspected and approved by City Building Official before pouring, engineered or not.~~

~~Sec. 6-89. - Exterior architectural features.~~

~~In areas zoned A-1, A-2, A-3, A-4, or A-5 PUD, each new structure must possess an exterior in keeping with the residence and general atmosphere of the surrounding areas. The Building Official shall have the authority to require additional sketches or studies of~~

the exterior elevations if, in the Building Official's opinion, the plan as submitted is inadequate, incomplete or not in keeping with the setting, location and general atmosphere.

Sec. 6-90. - Exterior walls.

- (a) Exterior walls of residences in areas zoned A-1 shall have a minimum of 60 percent masonry, exclusive of openings. Exterior walls of residences in areas zoned A-2, A-3, A-4, or A-5 PUD shall have a minimum of 75 percent masonry, exclusive of openings. Permastone or asbestos shingles, concrete block and cinder block, and metal exterior wall coverings are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco in accordance with the International Building Code.
- (b) In a CE Single-Family Cottage Estates Residential District, exterior walls of residences shall have a minimum of 90 percent masonry, exclusive of openings. Permastone or asbestos shingles, concrete block, metal panels, metal curtain walls and cinder block are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco, in accordance with the International Building Code.
- (c) In an O-1 Office District or B-1 and B-2 Business District, exterior walls shall have a minimum of 90 percent masonry construction of a residential character, exclusive of openings. Permastone or asbestos shingles, concrete block and cinderblock are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco, in accordance with the International Building Code.

Sec. 6-91. - Garages and carports.

Also see Chapter 36 – Zoning, for these regulations organized by zoning district.

(a) Garages.

- (1) In A-1, A-2, A-3, A-4, and A-5 PUD Single-Family Residential Districts, a minimum two-car garage shall be provided ~~for~~ at each residence. Residential garage doors are not to exceed ten feet zero inches in height, ~~maximum. Substitution of another type of structure (accessory building, workshop, storage building, etc.) for an existing garage shall not be permitted; however,~~ ~~a~~An additional garage may be provided as an accessory building pursuant to regulations in Sec. 36-36(a)(2). No garage shall open onto any street, roadway or cul-de-sac unless the lot in question fronts two streets which will allow the garage to face the street perpendicular to the front of the residential structure. All attached garages shall be rear or 90-degree side loaded. ~~Detached garages shall conform to building setback lines and structural regulations and may or may not face the street (final decision is the Building Official's decision), but may not be substantially visible from the street.~~

Conversion of an existing garage to another use shall be permitted only where replacement garage space is provided. Doors on secondary garages for the purpose of storing recreational vehicles may be of a height necessary to store the vehicle. Detached garages shall conform to building setback lines and structural regulations and may or may not face the street (final decision is the Building Official's decision), but may not be substantially visible from the street.

(2) In a CE Single-Family Cottage Estates Residential District, a minimum two-car garage shall be provided for at each residence. Substitution of another type of structure (accessory building, workshop, storage building, etc.) for an existing garage shall not be permitted; however, an additional garage may be provided as an accessory building pursuant to regulations in Sec. 36-36(a)(2). Conversion of an existing garage to another use shall be permitted only where replacement garage space is provided.

(b) Carports. Carports may not, under any circumstances, be substituted for garage space. No carport in A-1, A-2, A-3, A-4, and A-5 PUD Single-Family Residential Districts may open on any street, roadway or cul-de-sac. In situations where a lot fronts two streets and the garage opens to the street perpendicular to the front of the structure, no carport will be allowed. All carports shall conform to all building setback lines, structural regulations and be rear or 90-degree loaded. All carports must be built in conjunction with existing garage space and not as freestanding structures.

Sec. 6-92. - Fences.

Front fencing past the front edge of a residence or building is only allowed in an A-1 zoning district. A-2, A-3, A-4, and A-5 PUD zoning districts can have front fencing but cannot be past the front edge of the residence or building. Side and rear fencing is allowed in all districts. All side and rear fencing must ~~is allowed in all districts provided they meet the following criteria, including front fences:~~

- (1) Fences not more than eight feet in height are permitted, provided that said fences are constructed of wood, concrete, brick, wrought iron or other materials approved by the Building Official and the materials are architecturally and aesthetically consistent with the surrounding area.
- (2) On a corner lot, no shrubbery, when mature height is greater than 18 inches, may be planted within the area created by a straight line connecting two points that are respectively 30 feet along the side and front property lines from a street intersection.
- (3) Fences should be constructed in such a way as to not be an obstruction or change the natural drainage of water. Solid front fencing is not permitted, except in A-1 PUD Zoning District.

- (4) Front gates must be wide enough as to provide access for any and all emergency vehicles.
- (5) Any shrubbery, when mature height is greater than 18 inches, must not be within three feet of a fire hydrant.
- (6) No fence shall encompass any fire hydrant.

Sec. 6-93. - Flood hazard areas.

Construction in flood hazard areas is prohibited.

Sec. 6-94. - Impounding and/or diversion of surface water.

It is unlawful for any person, firm or private corporation to divert the natural flow of surface waters or to permit the impounding of such surface water, or to permit the impounding thereof, in such manner as to block, hinder or hamper the drainage of the streets, alleys or other property of the City.

Sec. 6-95. - Portable buildings.

Except in A-1 District, a single unattached portable building (movable) constructed of light metal, wood or fiberglass of not more than 144 square feet of area and used for storage only may be erected in the rear yard providing the building is suitably screened from adjacent property, is not more than eight feet high measured from grade level to the top of the side wall, is not used temporarily or permanently as a habitation, is unattached to a and without solid foundation, and is not obtrusive or inappropriate in design or color. The highest point of the building may not exceed 12 feet from existing grade. No portable building higher than eight feet in height measured from grade level to the buildings highest point shall be permitted in the building setbacks. In A-1 District no more than two unattached portable buildings as described in this subsection shall be permitted. See Section 36-36(h) for these regulations by zoning district.

Sec. 6-96. - Swimming pools.

A private swimming pool should be constructed to the rear and normally separate from the main residence or any of its extensions, as provided in this section:

- (1) A pool may be located ten or more feet from the main residence and any extension and conforming to the side and rear set back lines specified on the particular lot with no restrictions.
- (2) A pool located less than ten feet from the main residence or any extension to the foundation will require a feasibility study by the registered professional engineer of record, certifying the design. Items to be investigated are stable soil condition, possibility of seepage and damage to the structure.

- (3) Any pool constructed within the 100-year floodplain shall be at ground level and not impede the flow of floodwaters.
- (4) The physical location of any swimming pool shall be upstream from the location of a septic tank holding tank or septic tank drainfield. There shall be no direct connection between the sanitary sewer system and any drain from the swimming pool.
- (5) It is recommended that the invert elevation/or the drain of the proposed pool be lower than the floor level of the main residence.
- (6) Unless the yard is otherwise fenced and securely locked at all times, the immediate pool area will be surrounded by a fence not less than 40 inches in height, with all entry gates protected by a secure locking mechanism. Such an inner fence is recommended in all instances to prevent unauthorized entry into the pool area of small children and animals. The house can be the fourth side of the barrier as long as all doors and gates leading to the pool have self-latching and self-closing devices that are not less than 40 inches from floor level. The builder or installer or the person obtaining the permit to install the pool on or after the effective date of the ordinance from which this chapter is derived is responsible for ensuring compliance with this chapter. All gates and doors into the swimming pool enclosures which existed before the effective date of the ordinance from which this chapter is derived shall be made to comply with the current NSPI Standards for Residential Swimming Pools Code or whenever an addition, remodeling, or repair is made to any structure on the same tract, lot, or site.
- (7) The pool should be in the rear yard; however, the Building Official shall consider, on a case-by-case basis, approval of a pool not completely designed in the rear yard in cases where site and terrain limits restrict rear yard pool location.

Sec. 6-97. - Driveway curb cut.

On any street having a concrete curb, the builder may completely remove the section of curbing at the driveway entrance and pour a concrete approach extending a minimum of five feet back from the curb or have the curb saw cut. The approach must in no way interfere with the normal flow of water along the edge of the street.

Sec. 6-98. - Mailboxes.

All mailboxes and newspaper standards shall be constructed in accordance with the United States Postal Service regulations.

Sec. 6-99. - Stables and animal shelters.

Where housing of domestic animals is permitted by applicable use and zoning regulations, stables or other suitable shelters shall conform to those provisions for detached accessory buildings described in Sec. 36-36(a)(2) ~~in the City's zoning ordinance~~, provided that the stable or other shelter used for the housing of any large domestic animal shall not be located closer than 100 feet from any property line nor closer than 300 feet to any residential building.

Sec. 6-100. - Blocking of easements.

No construction is permitted in, above or below ground level on any easement. Fences otherwise permitted must include access to easements through gates, removable sections or other similar openings. Easements will be kept free of plantings or other obstructions which might impede drainage and/or access to and through the area by personnel and wheeled vehicles.

Sec. 6-101. - Wooden roofs.

Any residence or building to be covered with a wooden roof (shingle, shake, etc.) shall first be covered with "CDX" plywood or material which is its equal or better.

Sec. 6-102. - Height regulations.

No residential building shall exceed two livable stories in height and the permitted maximum vertical height shall not exceed the height specified in the City's zoning provisions.

Sec. 6-103. - Area regulations.

- (a) Lot area. All building plots refer to City's current planning and zoning ordinance for lot area requirements.
- (b) Buildings on the lot. Except as permitted in CE District, the buildings on any one lot must not cover more than one-third of the entire area of the lot.
- (c) Parking spaces. Off-street parking space shall be provided on the lot to accommodate a minimum of two motor cars for each dwelling unit; however, no automobile storage structure shall be located within the required front yard.

Sec. 6-104. - Sport courts.

- (a) A private sports court must be constructed to the rear of the main building in accordance with the side and rear setbacks as specified for that particular lot and zoning in accordance with the City's then-current zoning ordinance.

(b) Sport court lighting shall be directed onto the court and there shall be no light spillage onto surrounding properties. Light usage shall not exceed past 10:00 p.m. Central Standard Time on any day of the week.

Secs. 6-105—6-123. - Reserved.

II CODE AMENDMENT

Chapter 36, Article I, Section 36-1 of the City of Shavano Park Code of Ordinances is hereby amended to add the following:

Accessory building or use. means a building or use customarily incident to a principal building or principal use; and is subordinate in area, extent or purpose to the comfort, convenience and necessity of occupants of the principal building or principal use served; and contributes to the comfort, convenience and necessity of and is located on the same building lot as the principal building or principal use served. An accessory use may be part of the principal building. Servants' quarters if unattached from the principal building, as herein defined, are an accessory building or use.

Portable building means a building designed and built to be movable rather than permanently located. See Section 6-95 for portable building regulations. All portable buildings not meeting the requirements of Section 6-95 will be regulated as accessory building(s).

Portable on-demand storage structures means any container, storage unit, shed-like container or other portable structure that can or is used for the storage of personal property of any kind and which is located for such purposes outside an enclosed building other than an accessory building or shed complying with all building codes and land use requirements. See Section 36-45 for portable on-demand storage structure regulations.

III CODE AMENDMENT

Chapter 36, Article II of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 36-36. - A-1, A-2, A-3, A-4 and A-5 PUD Single-Family Residential Districts.

- (a) Use regulations. In A-1, A-2, A-3, A-4 and A-5 PUD Single-Family Residential Districts, no land shall be used and no building shall be erected for or converted to any use other than:
- (1) Single-family residence.
 - (2) Accessory buildings.
 - a. A-2, A-3, A-4 and A-5 PUD Districts are limited to one accessory building per lot. A-1 District lots less than 3 acres in size are limited to two accessory buildings. A-1 District lots greater than 3 acres in size are limited to three accessory buildings.
 - b. Size limitations.
 - i. For lots under one (1) acre no accessory building(s) may occupy more than 20 percent of the rear yard area nor shall the gross floor area of all accessory buildings on one lot exceed 30 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all accessory buildings on one lot to less than 144 square feet. This regulation shall not reduce the floor area of an unattached garage, as described in Sec. 36-36(e), to less than 576 square feet.
 - ii. For lots greater than one (1) acre no accessory building(s) may occupy more than 20 percent of the rear yard area nor shall the gross floor area of all accessory buildings on one lot exceed 40 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all accessory buildings on one lot to less than 144 square feet. This regulation shall not reduce the floor area of an unattached garage, as described in Sec. 36-36(e), to less than 576 square feet.
 - iii. In no case shall any accessory building be built closer than ten feet to the principal main building. The height of an accessory building shall not exceed 16 feet from grade.
 - c. Exterior Walls. The exterior walls of accessory buildings over 600 square feet must meet the construction requirements of Sec. 6-90. The masonry used on the accessory building shall closely resemble the masonry used on the main building.
 - d. An unattached garage, as described in Sec. 36-36(e) and Sec. 6-91 is regulated as an accessory building.

e. A stable or animal shelter, as described in Sec. 6-99 is regulated as an accessory building.

f. Accessory building(s) as described in this subsection shall not be obstructive or inappropriate in design or color.

(3) Portable construction buildings under the following conditions:

a. Authorization may be issued by the City Building Official to permit a portable construction building to be temporarily located on a lot upon which a building permit has been previously issued for construction of any building or structure.

b. A certificate of occupancy related to construction shall not be issued by the City Building Official until the portable construction building has been removed from the premises and further, that the certificate of occupancy shall not be issued until the electrical connection which served the portable construction building has been removed from the lot in question.

c. A temporary permit issued pursuant to this section shall be void upon issuance of the certificate of occupancy, or 12 months after issuance of the building permit, whichever time is shorter.

d. In any case in which construction is not completed within the 12-month period, the City Building Official, after due consideration and determination that active construction is being accomplished, may issue an extension of time for the temporary permit, not to exceed a six-month period.

(4) Swimming pools pursuant to all applicable City regulations.

(5) Private tennis courts pursuant to all applicable City regulations.

(6) A porte corchere must be attached to the main building, remain open on three sides and must not project more than 25 feet from the main building. A porch must not project more than ten feet from the main building.

(b) Storage or parking of recreational/commercial and covered vehicles/equipment. Storage or parking of recreational/commercial and covered vehicles/equipment is prohibited in all residential districts. This restriction and the following requirements do not apply when any such vehicle is used for the primary transportation of the owner:

(1) Storage or parking of recreational/commercial and covered vehicles/equipment is allowed when such vehicles and equipment is placed within a completely enclosed/building on any residential lot;

(2) Any such vehicle eight feet or less in height may be placed on a residential lot behind the dwelling unit to include side setbacks, if properly screened from the view from the front property line by either a fence or screening device; or

- (3) Any such vehicle greater than eight feet in height may be placed on a residential lot that is greater than 0.7 acre if properly screened from view by a fence that is at least eight feet in height or a screening device. The vehicle must be placed behind the front face of the dwelling unit. Side and rear setbacks may be used provided that a five-foot side and rear setback be maintained at all times.
 - (4) Properly permitted recreational vehicles and boats are excepted from the regulations of this subsection. A recreational vehicle or boat is properly permitted if the owner of a recreational vehicle or boat is issued a recreational vehicle or boat storage permit ("RVBSP") by the City prior to 90 days after approval of this ordinance by the City Council. RVBSPs are nontransferable and may be issued to an owner of [a] recreational vehicle including owners with residential lots of less than one acre upon receipt of the following:
 - a. A completed, signed, RVBSP application;
 - b. Documentary proof that the recreational vehicle or boat was purchased prior to January 1, 2011;
 - c. A copy of the recreational vehicle's title; indicating owner and homeowner are the same;
 - d. Proof of insurance for the recreational vehicle if applicable;
 - e. The RVBSP can be transferred to a replacement recreational vehicle or boat, only when the new or replacement recreational vehicle or boat does not exceed the size in length and height of the original recreational vehicle or boat being replaced; and
 - f. An administrative processing fee in the amount of \$10.00 for the original RVBSP or to transfer it to a replacement recreational vehicle or boat.
- (c) Other use regulations. See Table No. 1.
- (d) Exterior architectural features. Each new structure must possess an exterior in keeping with the residence and general atmosphere of the surrounding area.
- (1) Exterior walls in A-1 Districts. Exterior walls of residences in areas zoned in A-1 shall have a minimum of 60 percent masonry, exclusive of openings.
 - (2) Exterior walls A-2, A-3, A-4 and A-5 PUD. Exterior walls of residences shall have a minimum of 75 percent masonry, exclusive of openings. Perm stone or asbestos shingles, concrete block and cinder block, and metal exterior wall coverings, are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco in accordance with the International Building Code most recently adopted by the City of Shavano Park.
- (e) Garages and carports.

- (1) Garages. Garages. A minimum two-car garage shall be provided for at each residence. Residential garage doors are not to exceed ten feet in height, maximum. ~~Substitution of another type of structure (accessory building, workshop, storage building, etc.) for an existing garage shall not be permitted, however,~~ An additional garage may be provided as an accessory building pursuant to regulations in Sec. 36-36(a) this chapter. No garage shall open onto any street, roadway or cul-de-sac unless the lot in question fronts two streets which will allow the garage to face the street perpendicular to the front of the residential structure. All attached garages shall be rear or 90-degree side loaded. Conversion of an existing garage to another use shall be permitted only where replacement garage space is provided. Doors on secondary garages for the purpose of storing recreational vehicles may be of a height necessary to store the vehicle. Detached garages shall conform to building setback lines and structural regulations and may or may not face the street (final decision is the Building Official's decision), but may not be substantially visible from the street.
 - (2) Carports. Carports may not, under any circumstances, be substituted for garage space. No carport may open on any street, roadway or cul-de-sac. In situations where a lot fronts two streets and the garage opens to the street perpendicular to the front of the structure, no carport will be allowed. All carports shall conform to all building setback lines, structural regulations and be rear or 90-degree loaded. All carports must be built in conjunction with existing garage space and not as freestanding structures.
- (f) Fences.
- (1) Front fencing past the front edge of a residence or building is only allowed in an A-1 zoning district.
 - (2) Front fencing in A-2 zoning shall not be past the front edge of the residence or building.
 - (3) Side and rear fencing is allowed in all districts provided they meet the following criteria, including front fences:
 - a. Fences not more than eight feet in height are permitted and shall be constructed of masonry, brick or stone, wood, concrete, or wrought iron. In A-1 District, chainlink and hog-wire style fences are additionally permitted.
 - b. On a corner lot, no shrubbery, when mature with a height greater than 18 inches, may be planted within the area created by a straight line connecting two points that are respectively 30 feet along the side and front property lines from a street intersection.
 - c. Fences must be constructed in such a way that does not change the natural drainage of water.

- d. Except in A-1 District and Unit 19 (Huntington Subdivision) A-1 PUD District, fencing shall not be permitted beyond the front face of the residence. Front driveway gates shall have at least a minimum of a 12-foot opening. In A-1 District and excluding Unit 19 (Huntington Subdivision) A-1 PUD, no one shall construct fencing beyond the front face of the residence in a manner that impedes the view of persons beyond the residence's property line. In no event shall a base footer exceed 36 inches.
 - e. No shrubbery, when mature height is greater than 18 inches may be within three feet of a fire hydrant.
 - f. Front fences must not encompass any fire hydrant that may be present.
 - g. For any property within the City limits with a property line abutting one or more of the City streets known as Lockhill Selma Road, NW Military Hwy., De Zavala Road and Huebner Road (where such property presently has a solid wall along or parallel to one or more of such streets at the property line), such property owner may not construct a gate or other opening on such property line. Any property with an existing gate on property lines described above is considered a non-conforming use and may continue to exist.
- (g) Height regulations. No residential building shall exceed the maximum vertical height specified in Tables 1, 2 and 6 of this chapter, and no residential building shall have more than two livable stories.
- (h) Portable buildings. Except in A-1 District, a single unattached portable building (movable) constructed of light metal, wood or fiberglass used for storage only, not greater than ~~144~~ 200 square feet in size and ~~not more than eight feet high measured from grade level to the top of the side wall~~ may be erected in the rear yard providing the building is suitably screened from adjacent property, is not used temporarily or permanently as a habitation, and is unattached and ~~without~~ to a solid foundation. The highest point of the building may not exceed 12 feet from existing grade. ~~In A-1 District, two unattached portable buildings described in this subsection shall be permitted.~~ No portable building higher than eight feet in height measured from grade level to the buildings highest point shall be permitted in the building setbacks. In A-1 District no more than two unattached portable buildings described in this subsection shall be permitted.
- (i) Certain equipment allowed in setbacks. Notwithstanding any other provision found within the City of Shavano Park Code of Ordinances, HVAC equipment and pool equipment are allowed within setbacks, so long as an unobstructed width of five feet exists to allow for emergency services access.

Sec. 36-37. - CE Single-Family Cottage Estates Residential District.

- (a) Use regulations.
 - (1) In a CE Single-Family Cottage Estates Residential Districts, no land shall be used for any purpose other than a single-family residence and related amenity purposes.
 - (2) Home occupation by special use permit; exceptions to special use permit requirement. Certain home occupations present no perturbation to the neighborhood. They do not directly interact with the public. Communications with the sponsors or users of these services are by mail or telephone or by electronic means. Home occupations within the spirit of the above that do not have signs or any evidence of a business are not required to obtain a Special Use Permit.
- (b) Density regulations. No more than four dwelling units may be constructed per gross acre of land within each CE Zoning District.
- (c) Other use regulations. See Table No. 2.
- (d) Exterior architectural features.
 - (1) Each new structure must possess an exterior in keeping with the residence and general atmosphere of the surrounding area.
 - (2) Exterior walls. Exterior walls of residences shall have a minimum of 90 percent masonry, exclusive of openings. Perm stone or asbestos shingles, concrete block, metal panels, metal curtain walls and cinder block are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco, in accordance with the International Building Code most recently adopted by the City.
- (e) Garages. A minimum two-car garage shall be provided for each residence. An additional garage may be provided as an accessory building pursuant to regulations in Sec. 36-36(a)(2). ~~Substitution of another type of structure (accessory building, workshop, storage building, etc.) for an existing garage shall not be permitted, however, an additional garage may be provided as an accessory building pursuant to this chapter.~~ Conversion of an existing garage to another use shall be permitted only where replacement garage space is provided.
- (f) Height regulations. No residential building shall exceed two livable stories in height and the permitted maximum vertical height shall not exceed the height specified in Tables 1, 2 and 6 of this chapter.
- (g) Storage or parking of recreational/commercial and covered vehicles/equipment. Storage or parking of recreational/commercial and covered vehicles/equipment is prohibited in all residential districts. Except where the primary use of any such vehicle is for the personal transportation of the owner, the following exceptions shall apply:
 - (1) Such vehicles and equipment may be placed within a completely enclosed building on any residential lot; or

- (2) Any such vehicles eight feet in height or less may be placed on any residential lot behind the front face of the dwelling unit, to include the side setbacks, if properly screened from view by either a fence or screening device.

Storage or parking pursuant to these exceptions shall be limited to the parcel of land upon which an inhabited dwelling unit is located and the vehicle or equipment so stored or parked shall be owned by the occupant of that unit.

- (h) Certain equipment allowed in setbacks. Notwithstanding any other provision found within the City of Shavano Park Code of Ordinances, HVAC equipment and pool equipment are allowed within setbacks, so long as an unobstructed width of five feet exists to allow for emergency services access.

Sec. 36-38. - M-U Municipal and Utility District.

Use regulations. In a M-U Municipal and Utility District, the land and any improvements thereon shall be used solely for municipal offices; fire and police stations; municipal repair, maintenance and storage facilities; governmental or private emergency relief facilities; telephone exchange, without business offices; electrical utility facilities and related, electrical energy facilities, transformers, relay and substations, poles and wires; natural gas handling and regulating stations, and common, private and public utility pipelines subject to the approval required under other ordinances; and community recreational maintenance facilities, and generating facilities. No land shall be used for residential or commercial purposes.

Certain equipment allowed in setbacks. Notwithstanding any other provision found within the City of Shavano Park Code of Ordinances, HVAC equipment and pool equipment are allowed within setbacks, so long as an unobstructed width of five feet exists to allow for emergency services access.

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

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

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

- a. Parking.

1. Composition. Off street parking facilities graded for drainage and surfaced of concrete, asphaltic concrete or asphalt shall be located on the lot on which the user is located.
2. Ingress/egress and lane width.
 - (i) Ingress/egress shall be provided for each parking space. All circulation shall be internal with a minimum of 24-foot-wide lanes for maneuvering areas.

- (ii) Ratio to building area. Parking stalls shall be provided so as to maintain a ratio of at least one space (stall) per the number of square feet of gross building area specified in Table No. 6.
 - 3. Landscaping buffer. A landscaped buffer shall be maintained in accordance with Table No. 6. In addition to any other landscape buffer requirement, a container grown tree having a trunk diameter of at least three inches and a minimum height of ten feet with 100 square feet of planting shall be present for each ten parking spaces. All such trees shall be within planting areas having a width of at least five feet.
 - 4. Covered parking. Covered parking shall only be permitted in a fully enclosed garage or in a carport meeting the criteria listed below. In no event shall this section be construed as to allow carports in single-family residential areas.
 - (i) Carports shall be set back from the front building wall at a distance of not less than twenty-five (25) percent of the length of the side building wall. See illustration below.
 - (ii) Carports visible from public right of ways shall have a solid masonry end wall on the portion of the carport facing the public right of way. The end wall shall be constructed with masonry that matches that of the primary structure.
 - (iii) Carports shall have support columns constructed of steel and roofs constructed of standing seam metal rated at twenty (20) gauge or higher. Roofs shall be constructed at a minimum pitch ratio of three (3) to twelve (12).
 - (iv) Carports shall only be permitted in the shaded areas on the illustration below.
 - b. Exterior walls. Exterior walls shall have a minimum of 90 percent masonry construction of a residential character, exclusive of openings. Perm stone or asbestos shingles, concrete block and cinder block are not acceptable except that concrete and cinder blocks may be used structurally if faced with rock, brick or stucco, in accordance with the International Building Code most recently adopted by the City.
- (2) Setbacks.
- a. Certain equipment allowed. Notwithstanding any other provision found within the City of Shavano Park Code of Ordinances, HVAC and pool equipment are allowed within setbacks, so long as an unobstructed width of five feet exists to allow for emergency services access.
 - b. Other use regulations. See Table No. 6.

- (3) Permitted uses. Except as otherwise allowed by this chapter, only the uses listed on Table No. 3, Table No. 4, or Table No. 5 are permitted in zoning districts O-1, B-1 and B-2, respectively.
- (4) Other regulations.
 - a. Sanitary sewer. All permitted uses under B-1, B-2 and O-1 shall be connected to a public sanitary sewer system to insure proper disposal of waste.
 - b. Edwards recharge zone. All land use or development occurring in the Edwards Aquifer recharge zone, or watersheds draining into the recharge zone, must comply with applicable requirements prescribed by the Texas Natural Resources Conservation Commission ("TNRCC") regarding the production of products or waste which could adversely affect the water supply if introduced into the aquifer through the recharge zone.
 - c. Display signs. All signs shall conform to the sign criteria set forth in Ordinance No. 100-02-07, as may be amended from time to time.
 - d. Portable construction buildings. Portable construction buildings are only allowable under the following conditions:
 1. Authorization may be issued by the City Building Official to permit a portable construction building to be temporarily located on a lot upon which a building permit has been previously issued for construction of any building or structure.
 2. A certificate of occupancy related to construction shall not be issued by the City Building Official until the portable construction building has been removed from the premises and further, that the certificate of occupancy shall not be issued until the electrical connection which served the portable construction building has been removed from the lot in question.
 3. A temporary permit issued pursuant to this section shall be void upon issuance of the certificate of occupancy, or 12 months after issuance of the building permit, whichever time is shorter.
 4. In any case in which construction is not completed within the 12-month period, the City Building Official, after due consideration and determination that active construction is being accomplished, may issue an extension of time for the temporary permit, not to exceed a six-month period.
- (5) O-1 Office District.
 - a. Use regulations. This district is composed of land and structures occupied by or suitable for general office use only.
 - b. Other regulations.
 1. See Table No. 6.

2. Accessory buildings. No accessory buildings may occupy more than 30 percent of the rear yard area nor shall the gross floor area of all accessory buildings on one lot exceed 50 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all necessary accessory buildings on one lot to less than 400 square feet and in no case shall any accessory building be built closer than ten feet to the principal main building. The height of an accessory building shall not exceed ~~one-story~~ 16 feet.

(6) B-1 Business District.

a. Use regulations.

1. This district is composed of light commercial uses, provided all business activities, except for outdoor dining and Convenience Store activities, (including outdoor pay at the pump gasoline sales and stand-alone self-service car wash), are completely contained within an enclosed structure or court.
2. Except as otherwise allowed by this chapter, only the uses specified on Table No. 4 are permitted in the B-1 Business District.

b. Other regulations.

1. See Table No. 6.
2. Accessory buildings. No accessory buildings may occupy more than 30 percent of the rear yard area nor shall the gross floor area of all accessory buildings on one lot exceed 50 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all necessary accessory buildings on one lot to less than 400 square feet and in no case shall any accessory building be built closer than ten feet to the principal main building. The height of an accessory building shall not exceed ~~one-story~~ 16 feet.

(7) B-2 Business District.

a. Use regulations.

1. This district allows for general commercial uses, provided all business activities, except for outdoor dining and Convenience Store activities, (including outdoor pay at the pump gasoline sales and stand-alone self-service car wash), are completely contained within an enclosed structure or court.
2. Except as otherwise allowed by this chapter, only the uses specified on Table No. 5 are permitted in the B-2 Business District.

- b. Other regulations.
 - 1. See Table No. 6.
 - 2. Accessory buildings. All accessory buildings may not occupy more than 30 percent of the rear yard area nor shall the gross floor area of all accessory buildings on one lot exceed 50 percent of the gross floor area of the principal building structure thereon, exclusive of breezeways and attached garage; provided, however, that this regulation shall not reduce the gross total floor area of all necessary accessory buildings on one lot to less than 400 square feet and in no case shall any accessory building be built closer than ten feet to the principal main building. The height of an accessory building shall not exceed ~~one-story~~ 16 feet.

Sec. 36-40. - Planned Unit Development.

- (a) Purpose. The Planned Unit Development District (PUD District) is a free-standing district designed to provide for the development of land as an integral unit for single or mixed uses in accordance with a plan that may vary from the established regulations of other zoning districts. It is the intent in such a district to insure compliance with good zoning practices while allowing certain desirable departures from the strict provisions of specific zoning classifications.
- (b) Application. An application for a planned unit development district shall be processed in accordance with this chapter. A pre-planning conference is required between the applicant and the City prior to the actual filing of the application.
- (c) Base district. A base zoning district shall be specified. The regulations in the base zoning district shall control unless specifically stated otherwise in the PUD District.
- (d) District plans and requirements. There are two types of plans that may be used in the planned unit development process. The general purpose and use of each plan is described as follows:
 - (1) Concept plan. This plan is intended to be used as the first step in the planned unit development process. It establishes the most general guidelines for the district by identifying the land use types, development standards, approximate road locations and project boundaries and illustrates the integration of these elements into a master plan for the whole district.
 - (2) Detail plan. The detail plan is the final step of the planned unit development process. It contains the details of development for the property.
- (e) Concept plan requirements. Said concept plan shall include the following:
 - (1) Relation to the Master Plan. A general statement setting forth how the proposed district will relate to the City's master plan and the degree to which it is or is not consistent with that plan and the proposed base zoning district.

- (2) Acreage. The total acreage within the proposed district.
- (3) Survey. An accurate legal description of the boundaries of the district.
- (4) Land uses. Proposed general land uses and the acreage for each use, including open space. For residential development, the total number of units and the number of units per acre.
- (5) General thoroughfare layout. Proposed streets, as a minimum to arterial street level. (Showing collector and local streets is optional.)
- (6) Development standards. Development standards, if different from the base zoning district, for each proposed land use, as follows:
 - a. Minimum lot area.
 - b. Minimum lot width and depth.
 - c. Minimum front, side, and rear building setback areas.
 - d. Maximum height of buildings.
 - e. Maximum building coverage.
 - f. Maximum floor to area ratios for nonresidential uses.
 - g. Minimum parking standards for each general land use.
- (7) Existing condition. On a scaled map sufficient to determine detail, the following shall be shown for the area within the proposed district.
 - a. Topographic contours of ten feet or less.
 - b. Existing streets.
 - c. Existing 100-year floodplain, floodway and major drainage ways.
 - d. City limits and E.T.J. boundaries.
 - e. Zoning districts within and adjacent to the proposed district.
 - f. Land use.
 - g. Utilities, including water, wastewater and electric lines.
- (f) Detail plan requirements. The application for a planned unit development district shall include a detail plan consistent with the concept plan. Said detail plan shall include the following:
 - (1) Acreage. The acreage in the plan as shown by a survey, certified by a registered surveyor.
 - (2) Land uses. Permitted uses, specified in detail, and the acreage for each use.
 - (3) Off-site information. Adjacent or surrounding land uses, zoning, streets, drainage facilities and other existing or proposed off-site improvements, as specified by the City Manager, sufficient to demonstrate the relationship and compatibility of the district to the surrounding properties, uses, and facilities.
 - (4) Traffic and transportation. The location and size of all streets, alleys, parking lots and parking spaces, loading areas or other areas to be used for vehicular traffic;

the proposed access and connection to existing or proposed streets adjacent to the district; and the traffic generated by the proposed uses.

- (5) Buildings. The locations, maximum height, maximum floor area and minimum setbacks for all nonresidential buildings.
- (6) Residential development. The numbers, location, and dimensions of the lots, the minimum setbacks, the number of dwelling units, and number of units per acre (density).
- (7) Water and drainage. The location of all creeks, ponds, lakes, floodplains or other water retention or major drainage facilities and improvements.
- (8) Utilities. The location and route of all major sewer, water, or electrical lines and facilities necessary to serve the district.
- (9) Open space. The approximate location and size of greenbelt, open, common, or recreation areas, the proposed use of such areas, and whether they are to be for public or private use.
- (10) Sidewalks and bike paths. Sidewalks or other improved ways for pedestrian or bicycle use.
- (11) Landscape plan. If multifamily or nonresidential development, a landscape plan unless the project will fully comply with the landscape ordinance, as amended.

A detailed plan, with all of the information required of a concept plan, may be submitted in lieu of a concept plan.

- (g) Phasing schedule. PUD Districts larger than ten acres shall provide a phasing schedule depicting the different construction phases.
- (h) Approval of district.
 - (1) City Council may, after receiving a recommendation from the Planning and Zoning Commission, approve by ordinance the creation of a district based upon a concept plan. The approved plan shall be made part of the ordinance establishing the district. Upon approval said change shall be indicated on the zoning maps of the City. A concept plan and a detail plan may be submitted simultaneously for approval.
 - (2) The development standards and requirements including, but not limited to, maximum height, lot width, lot depth, floor area, lot area, setbacks and maximum off-street parking and loading requirements for uses proposed shall be established for each planned development district based upon the particular merits of the development design and layout. Such standards and requirements shall comply with or be more restrictive than the standards established in the base zoning district for the specific type uses allowed in the district, except that modifications in these regulations may be granted if it shall be found that such

modifications are in the public interest, are in harmony with the purposes of this chapter and will not adversely affect nearby properties.

- (i) Approval of detail plan. If not approved simultaneously the City Council may, after receiving a recommendation from the Planning and Zoning Commission, approve the detail plan for which a concept plan has previously been approved. The approved detail plan shall be permanently filed with the City. The Planning and Zoning Commission shall approve the detail plan or an amended detail plan if it finds that:
 - (1) Compliance. The plan complies with the concept plan approved for that property and the standards and conditions of the PUD district;
 - (2) Compatibility. The plan provides for a compatible arrangement of buildings and land uses and would not adversely affect adjoining neighborhood or properties outside the plan; and
 - (3) Circulation of vehicular traffic. The plan provides for the adequate and safe circulation of vehicular traffic.

A previously approved detail plan may only be amended by the City Council upon recommendation by the Planning and Zoning Commission except to the extent allowed under subsection (l) of this section.

- (j) Expiration of detail plan. A detail plan shall be valid for five years from the date of its approval. If a building permit has not been issued or construction begun on the detail plan within the five years, the detail plan shall automatically expire and no longer be valid. The Planning and Zoning Commission may, prior to expiration of the detail plan, for good cause shown, extend for up to 24 months the time for which the detail plan is valid.
- (k) Appeals from Planning and Zoning Commission action. If the Planning and Zoning Commission imposes conditions, or refuses to grant an extension of time for which a detail plan is valid, the applicant may appeal the decision to the City Council by filing a written request with the City within ten days of the decision.
- (l) Changes in detail plan.
 - (1) Except as provided in subsection (l)(2) of this section, changes in the detail plan shall be considered the same as changes in the this chapter and shall be processed as such.
 - (2) Those changes which do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, floor area ratio or reduce the front, rear or side yards provided at the boundary of the site, as indicated on the approved detail plan, may be authorized by the City Manager.

- (3) Any applicant may appeal the decision of the City Manager to the Planning and Zoning Commission for review and decision as to whether an amendment to the Planned Unit Development District Ordinance shall be required.
- (m) Minimum development size. The total initial development of any Planned Unit Development District shall not be less than two acres for nonresidential developments and 25 acres for residential developments.
- (n) Deviation from Code standards. The City Council may approve a PUD concept plan with deviations from any provision in this Code. Such deviations shall be listed or shown as part of the ordinance that approves the concept plan.

Sec. 36-41. - MXD—Mixed-Use District.

(a) Definitions:

As used herein the term "Density Single-Family Residential" shall refer to such uses as townhomes, condominiums, and garden homes, which are generally defined as, but not limited to, buildings containing one-family dwelling units erected as a single building or multiple buildings on a single lot. It may include horizontally-stacked dwelling units but shall in no event include apartments, which are generally defined as multi-family dwelling units at a density greater than 25 units per acre.

(b) Use regulations:

- (1) This district allows a combination of residential, office, and commercial uses, which may or may not be in the same building, and flexibility in the planning and construction of the development in accordance with an approved site plan that allows for a broad range of mixed uses.
- (2) All uses permitted in Tables 3, 4 and 5 shall be permitted in the MXD District, except that uses requiring City Council approval ("CC" uses) shall be permitted by right pursuant to an approved MXD site plan. Additionally, Density Single-Family residential uses shall be permitted pursuant to an approved MXD site plan.

(c) Area regulations: A MXD District shall only be permitted on tracts fronting on Texas State Highway Loop 1604 and which consist of a minimum of three acres in area.

(d) Height, density, setbacks and other limitations: A MXD District shall not be subject to the use, height, density, commercial intensity, setbacks, parking and other regulations of the City zoning regulations, currently codified as chapter 36 of the Code of Ordinances. The height, density, commercial intensity, setbacks, parking and other requirements shall be established pursuant to an approved MXD site plan, provided, however, the following regulations shall apply:

- (1) A ten-foot minimum building setback shall be required where a non-single-family residential use within the MXD District abuts a single-family use or single-family zoning district.

- (2) A 20-foot minimum setback shall be required for front-load residential garages and a ten-foot minimum setback shall be required for side-load residential garages.
 - (3) A ten-foot minimum building setback shall be required where any residential or nonresidential use abuts a public or private street.
 - (4) Exterior fences and walls shall be permitted along the property line of any residential use.
 - (5) All streets within a MXD District may be publicly accessible and may be located adjacent to the property line of any developed or undeveloped land, provided a minimum 30-foot buffer is installed when such street is adjacent to any residential rear property line. If streets are privately owned and maintained they may be gated.
 - (6) Parking on public streets shall only be permitted on one side of the street and shall not be permitted between the hours of 2:00 a.m. and 5:00 a.m., except that on-street cut-out parking shall be allowed at any time pursuant to an approved MXD site plan. Public streets are defined, for the purpose of this section, as that portion of the roadway and shoulder from the property line on one side of the street to the property line on the opposite side of the street.
 - (7) The height of any commercial or residential structure shall not exceed 45 feet unless authorized by an approved MXD site plan and serviceable by the Fire Department.
 - (8) Where residential areas are developed with private common areas and/or privately shared open space, a mandatory homeowner's association shall be created. The homeowner's association shall be responsible for maintenance and upkeep of all private common and shared areas within the boundaries of the residential development. Board composition, dues, and other procedural aspects of the homeowner's association shall be determined by the developer of the residential area.
 - (9) A minimum two-car garage shall be required for each density single-family residence and may be rear, side, or front loaded.
- (e) MXD site plan: A MXD site plan shall be approved by City Council as part of a rezoning to the MXD District and shall include:
- (1) Legal description and exhibit of the property on a scaled map sufficient to determine detail showing the area to be zoned MXD.
 - (2) The general location of all land use categories. Multiple categories may be designated where a lot or building is sited to include two or more categories of uses.
 - (3) The general location of all existing and proposed streets.

- (4) The proposed maximum heights, densities, commercial intensities, and parking ratios.
- (5) The following existing conditions, where applicable:
 - a. Topographic contours of ten feet or less.
 - b. Existing 100-year floodplain, floodway and major drainage ways.
 - c. Utilities, including water, wastewater and electric lines.
- (f) Amendments to approved MXD site plan:
 - (1) Classification: Amendments to a previously approved MXD site plan shall be classified as a minor or major amendment. Minor amendments may be administratively accepted. Within 20 working days after the filing of the proposed amendments, the City Manager or his/her designee shall provide a written response to the applicant indicating whether or not the revised MXD site plan has been approved as a minor amendment. All revisions to an approved MXD site plan not considered a major amendment shall be considered a minor amendment. Major amendments shall require a new application for rezoning and shall be processed in the same manner as the initial MXD site plan.
 - (2) Major amendments—Applicability: Increasing the area or intensity of nonresidential uses shall be considered a major amendment.

Sec. 36-42. - Manufactured home parks.

- (a) Purpose. The purpose of this section to achieve orderly development of manufactured home parks, to promote and develop the use of land to assure the best possible community environment in accordance with the City's town plan, and to protect and promote the health, safety and general welfare. Adequate protection shall be provided against any undesirable off-site conditions or any adverse influence from adjoining streets or areas.
- (b) Manufactured home park plan.
 - (1) The City Building Official shall not issue building or repair permits or certificates of occupancy for structures in manufactured home parks within the incorporated areas of the City until a plan has been approved in the manner prescribed by this section and duly filed in the office of the City Building Official. The City will withhold all public improvements and services from manufactured home parks, including wastewater, water, gas and electric service until a manufactured home park has been approved in the manner prescribed by this section. Property to be developed as a manufactured home park shall be platted prior to obtaining any building permits or utility services. Such plats shall be annotated with a statement that it is a "manufactured home community," and shall annotate the plan with the same name as the subdivision plat.

- (2) Each applicant seeking approval of a manufactured home park shall submit a manufactured home park plan to the City Building Official using the same standards as described in sections 28-41 to 28-44 of the City's Code.
 - (3) Upon receipt of a manufactured home park plan, the City Building Official shall distribute copies to various City departments and agencies as the City Building Official deems appropriate for their review. The departments/agencies receiving copies of the plan shall submit their comments and recommendations for approval or disapproval in writing back to the City Building Official within 30 days of receipt of the plan.
 - (4) Within 45 days of the date of submission of the manufactured home park plan, the City Building Official shall submit the plan with his recommendations and comments received from other City departments and agencies to the Planning and Zoning Commission for consideration. The Planning and Zoning Commission may approve the plan as submitted, amend and approve the plan as amended or disapprove the plan.
 - (5) Property to be developed as a manufactured home park shall be platted prior to obtaining any building permits or utility services.
 - (6) After favorable action by the Planning and Zoning Commission, minor changes to the plan that do not increase the density or affect platting, the general character or overall design of the manufactured home park plan may be approved by the City Building Official. Major changes shall be submitted for consideration by the Planning and Zoning Commission following the same procedure required for the original adoption of the plan. The Planning and Zoning Commission shall interpret what constitutes a major change in the plan.
- (c) The site including manufactured home stands, patios, buildings and all site improvements shall be harmoniously and efficiently organized in relation to topography, the shape of the parcel, the shape, size and position of buildings and common facilities and with full regard to use and appearance.
- (d) Stand requirements. The objective of the manufactured home stand requirements set forth in this section is to provide for the following:
- (1) Practical placement of a manufactured home on its stand by means of a car or conveyor truck.
 - (2) Retention of the manufactured home on the stand in a stable condition and a satisfactory relationship to its surroundings.
 - (3) Practical removal of the manufactured home from the lot by means of a car, conveyor truck, or other customary moving equipment.

- (e) Standard fire hydrants, in workable condition, shall be located within 500 feet of each manufactured home. All such fire hydrants shall be connected to not less than an eight-inch diameter water line.
- (f) Every manufactured home park shall comply with the provisions of the City's floodplain ordinance.
- (g) Manufactured homes and manufactured home parks shall only be located in B-2 zoning districts and they shall be required to comply with all of the A-2 Single-Family Residential District construction and use requirements.

Sec. 36-43. - Special uses.

- (a) Community Homes for Disabled Persons are allowed in A-1, A-2, A-3, A-4, A-5 PUD, CE and MXD Single-Family Dwelling Districts.
 - (1) Residents of a Community Home for Disabled persons may not keep for the use of the residents of the home, either on the premises of the home or on a public right-of-way adjacent to the home, motor vehicles in numbers that exceed the number of bedrooms in the home.

Sec. 36-44. - Home occupations.

- (a) General. Home occupations shall be permitted in all residential zoning districts, provided the home occupation is clearly and obviously subordinate to the main use of dwelling for residential purposes and is not prohibited by subsection (c) and complies with the conditions set forth in subsection (b). Standards for controlling home occupations are set forth to minimize annoyance and inconvenience to neighboring property owners within residential areas. These standards are intended to allow reasonable and comfortable enjoyment of adjacent and nearby property by their owners and by occupants of neighboring residential dwellings, while providing opportunities for the pursuit of home-based businesses. Administrative, office and clerical functions performed at a residence by members of the family occupying the dwelling are specifically allowed and are not considered a home occupation.
- (b) Conditions.
 - (1) The home occupation must be compatible with the residential use of the property and surrounding residential uses and not alter the residential character of the premises by reason of activity, color, design, materials, storage, construction, lighting, sounds, noises, vibrations, dust, odors, noxious fumes, etc., nor shall it unreasonably disturb the peace and quiet of an individual and/or the residential neighborhood, nor interfere with the area radio or television reception;

- (2) The home occupation must be confined completely within the dwelling and/or a single accessory building, and occupy in total not more than 25 percent of the gross floor area of one floor of the residential dwelling thereof;
 - (3) The home occupation may only be carried on by members of the family occupying the dwelling, with the exception of one other person either by employment or as an independent contractor;
 - (4) The home occupation must not generate pedestrian or vehicular traffic in excess of five visits a day, with not more than two client vehicles at the premises at any one time;
 - (5) The home occupation shall require no exterior structural, electrical or plumbing alterations to the dwelling;
 - (6) The home occupation may not involve outdoor storage or on-premises outdoor signage or advertising;
 - (7) The home occupation must not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood;
 - (8) On-premises parking of commercial vehicles, as defined in section 36-1, used in conjunction with the home occupation is prohibited, except as provided in section 36-36(b)(1) and section 36-36(b)(2); and
 - (9) On-premises retail sales are prohibited.
- (c) Prohibited home occupations. Examples of prohibited home occupations include the following:
- (1) Barbershops;
 - (2) Beauty shops;
 - (3) Commercial auto or boat sales, repair or maintenance;
 - (4) Auto painting;
 - (5) Sexually oriented businesses;
 - (6) Restaurants;
 - (7) Catering, or the preparation of food for resale except for Cottage Food Operations as that term is defined by the Tex. Health and Safety Code § 437.001; and
 - (8) Animal hospitals and kennels.

Sec. 36-45. – Portable on-demand storage structures

A portable on-demand storage structure may be utilized as a temporary structure within the city when in compliance with the standards of this subsection. Any use of such structures within the city not in compliance with this subsection shall be unlawful.

(a) *Permit.* No person shall store, maintain or otherwise keep a portable on-demand storage structure on any lot or parcel of property within the City of Shavano Park

without first having obtained and possessing an active permit issued by the City. Permits are valid for a period not to exceed thirty (30) days. The City Manager may grant an additional ten (10) day extension of the permit upon request from the permit holder.

(b) Terms of Use. Portable on-demand storage structures may be installed in all zoning districts with the following restrictions:

- (1) No portable on-demand storage structure can be stacked on top of one another or on top of any other object;
- (2) No portable on-demand storage structures shall be used for human habitation or commercial business purposes;
- (3) Any portable on demand storage structure shall be secure, structurally sound, stable and in good repair;
- (4) No portable on-demand storage structure shall be used to store hazardous materials; and
- (5) No portable on-demand storage structure shall be used to store refuse or debris.

(c) Revocation. Any permit issued under this Ordinance may be revoked upon ten (10) days written notice to the owner, occupant or person in control of the property if such person is storing, maintaining, or otherwise keeping a portable on-demand storage structure in violation of this ordinance.

(d) Fees. The permit described in this subsection shall have no City fee associated with it.

Secs. 36-46—36-68. - Reserved.

III CUMULATIVE CLAUSE

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

IV SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of

competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

V
PROPER NOTICE AND MEETING

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

VI
EFFECTIVE DATE

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

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park this the 25th day of July, 2016.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park this the ____ day of _____, 2016.

ROBERT WERNER, MAYOR

Attest:

ZINA TEDFORD, City Secretary

Approved as to Form:

CHARLES E. ZECH, City Attorney

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 6.6

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.5. Discussion / action - Selection of Alderman to serve on the Tree Committee Selection - City Manager



Attachments for Reference: 1)

BACKGROUND / HISTORY: The Shavano Park Citizen's Tree Committee, formed in 2015, requires the appointment of a member of City Council to serve on the Committee:

Sec. 14-121. - Tree Committee creation; membership; terms

(a) . . .

(b) *Membership.* Membership of the committee shall be as follows:

(1) One City Council member appointed by City Council.

(2) One City staff member appointed by the City Manager;

(3) A minimum of seven residents of the City of Shavano Park appointed by the City Council to represent the community at large; as described in chapter 2, article IV, section 2-87.

(4) One International Society of Arboriculture Certified Arborist or forester appointed by the City Council, preferably a resident, to serve as subject matter expert for the committee;

DISCUSSION: Former Alderman Vicky Maisel's Tree Committee membership is currently vacant.

COURSES OF ACTION: Select an Alderman to serve on the Tree Committee, or alternatively decline and provide further guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Select an Alderman to serve on the Tree Committee.

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 6.6

Prepared by: Ald. Simpson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.6. Discussion / action - Adopting a policy requiring all committees and subcommittees of the City Council, Planning and Zoning Commission, Water Board or any other municipal board, corporation or commission to post notice of meetings and conduct its meetings in a location open to the general public - Ald. Simpson



Attachments for Reference:

1) N/A

BACKGROUND / HISTORY: Many times, issues and actions that require detailed research and coordination before formal action by Council, Commissions, Boards or corporations of the City are assigned to committees or subcommittees of less than a quorum of the governmental body appointing the committee or subcommittee. The committee or subcommittee generally meets and debates the content of a proposed report to the governmental body that appointed the committee. Past practice has seen these committees meeting at private homes or restaurants to do the detailed work on the proposal to go to the governmental body.

This practice of meetings conducted out of the public sight, while complying with the letter of the Open Meetings Act (OMA) does not allow transparency to the Citizens of the debates and supporting positions that end up being presented to the governmental body that appointed the committee. Additionally, the committee meetings conducted in non-public areas preclude the Citizens of Shavano Park to provide input to the Committee during its deliberations.

Requiring committees to post notice of their meetings and conduct their meetings in a location generally open to the public will allow the Citizens to understand the processes and possibly provide input (at least after the meeting if not during the meeting) in an effort to impact public policy.

DISCUSSION:

Proposed Policy:

All committees and subcommittees consisting of less than a quorum of the Council, a commission, board or corporation shall comply with the following requirements while conducting business:

1. Notice of the meeting of the committee or subcommittee meeting shall be posted on the municipal website at least 72 hours prior to the committee or subcommittee meeting.
2. The notice shall generally describe
 - a. The topic of the committee or subcommittee deliberation,
 - b. The time and place of the committee or subcommittee deliberation, and
 - c. The members of the committee or subcommittee.
3. All meetings of committees or subcommittees shall be conducted in a location that is open to the public.

COURSES OF ACTION: Direct staff to draft City policy requiring all committees and subcommittees of the City Council, Planning and Zoning Commission, Water Board or any other municipal board, corporation or commission to post notice of meetings and conduct its meetings in a location open to the general public, or alternatively decline and provide further guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: N/A

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 6.7

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.7. Discussion / action - Approval of street name change from Collins Circle to Pond Hill - City Manager

Attachments for Reference:

1) 6.7a Request letter from Bitterblue

BACKGROUND / HISTORY: On July 15, 2016 City staff received a request and payment from Denton Communities / Bitterblue to change the street name of Collins Circle to Pond Hill in accordance with the City of Shavano Park Code of Ordinances.

DISCUSSION: All street name changes require City Council approve according to Chapter 28 of the Code of Ordinances:

Sec. 28-133. - Street name changes.

Requests for street name changes within the City limits shall be submitted to the City Secretary. An application processing fee shall be paid to the City Secretary for each street name change request prior to consideration of the request by the City Council. Additionally, an installation fee for each sign that needs to be changed per each street intersection shall also be paid to the City Secretary prior to the City Council consideration. The installation fee shall be refunded if the request is not approved.

Denton states, “With a current traffic signal warrant study on-going, we feel now is the best opportunity to change the street name so that this future signalized intersection will only have on street name and confusion will be avoided for drivers trying to reconcile multiple cross – street names.”

Denton also states that there are no existing business or residences with Collins Circle addresses.

COURSES OF ACTION: Approve street name change from Collins Circle to Pond Hill, or alternatively decline and provide further guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve street name change from Collins Circle to Pond Hill.

Bitterblue, Inc.
...developing a difference.

July 15, 2016

Mr. Bill Hill
City Manager
City of Shavano Park
900 Saddletree
Shavano Park, TX 78231

Re: Collins Circle Street Name Change


Dear Sir:

In accordance with Section 28-133 of the City of Shavano Park's Unified Development Code, please find this letter as a formal request to change the street name Collins Circle to Pond Hill. With a current traffic signal warrant study on-going, we feel now is the best opportunity to change the street name so that this future signalized intersection will only have one street name and confusion will be avoided for drivers trying to reconcile multiple cross – street names. Additionally, there are no existing businesses or residences with Collins Circle addresses, so there will be no impact.

Attached is the \$250 application fee. We do understand an installation fee will be required for each street sign that will need to be changed. Once this fee is confirmed, we'll provide those additional funds.

Please process this requires tot be placed on the earliest possible city County Agenda.

Sincerely,



Laddie Denton
Denton Communities

LAD:su



CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 6.8

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action – Proposed Budget Calendar for FY 2016-17 - City Manager

Attachments for Reference:

1) 2016-17 Proposed Budget Calendar

BACKGROUND / HISTORY:

Staff has drafted the 2016/17 Budget Calendar in order to allow Council / Staff to arrange their schedules for the required meetings over the next several months.

DISCUSSION: Attached is a copy of the Proposed 2016/2017 Budget Calendar.

In May, Council previously approved moving the Regular Council meetings from August 22nd to August 29th. See below for justification.

Note that the week of August 22th thru 26th, the regularly scheduled Council meeting (4th Monday) would be Monday August 22th. However, a special meeting to hold 1st Tax Hearing may be required as early as Thursday the 26th due to the required timing between publications and hearings. In previous years, Council has opted to move the regularly scheduled Monday meeting to the Thursday special meeting. Staff proposes to move this year's August Regular Council meeting from the 4th Monday (22nd) to the 5th Monday (29th) to meet this requirement.

At this meeting, Council should consider finalizing the remaining budget calendar meetings for August and September.

Thursday 4 August (T) Special Council Meeting/Budget Work Shop –

- City Manager Submits Proposed FY 16/17 Budget (No anticipated Council action)
- Receive Effective and Rollback Calculation

Thursday 11 August (T) Special Council Meeting/Budget Work Shop

- Discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower), take record vote and Schedule Public Hearings.

Wednesday 17 August Publication of Notice of 2016 Proposed Tax Rate

Wednesday 17 August (T) Special Council Budget Workshop –

(Dates of Public Hearings Published in News Paper)

Monday 29 August (T) Regular Council Meeting/Budget Work Shop

- Hold 1st Tax Hearing (If Required)

Wednesday 2 September Publication Notice of 1st and 2nd Budget Reading

Monday 12 September (T) Special Council Meeting –

- 1st Reading of Budget
- Hold 2nd Tax Hearing (If Required)
- Schedule and announce meeting to adopt tax rate 3-14 days from this date.

Monday 19 September (T) Regular Council Meeting –

- 2nd Reading of Budget
- Adopt Budget and Tax Rate

Staff recommends moving the September Regular Council meeting from the 26th to the 19th in order to meet requirement from the Bexar County Tax Assessor's Office. The other option is to meet on the 19th as a special meeting and retain the 26th as the normal City Council Meeting.

COURSES OF ACTION: 1.) Accept or modify a portion of the Calendar.
2.) Accept or modify the Budget Calendar as submitted.
3.) Take no action at this time

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Accept the 2016/2017 Budget Calendar as submitted

PROPOSED BUDGET CALENDAR FOR FY 2016-2017

2016

15-30 April	Receive Preliminary Property Tax Report; pass to Council
4- April – 16 May	Budget Kick Off with Departments- FY 16/17 Goals, Objectives, Unfunded Requirements
Monday 9 May	Brief Water Advisory Committee FY16/17 Goals and Objectives
Wednesday 17-20 May	Department Budget Meetings - FY 16/17 Goals, Objectives, Unfunded Requirements
Monday 6 June	Council Workshop – Goals, Objectives, Guidance
Monday 13 June	Water Advisory Committee Meeting/Budget Workshop (Rev/Unfunded Requirements)
1-15 June	Create Revenues for Straw-man Budget
Monday 27 June (T)	Council Workshop - Budget Basics and Staff Analysis of Council Objectives
Monday 11 July	Water Advisory Committee Meeting- Budget Workshop - Water Fund Expenses
Wednesday 13 July	Council Workshop – Health Insurance Update – Compensation Study
Tuesday 19 July	Budget Work Shop –Compensation Study-Budget Basics and Staff Analysis of Council Objectives
~ 25 July	Bexar County Appraisal District Provides - Certified Tax Roll; pass to Council
~ July 25 - 3 August (T)	Bexar County Tax Assessor Collector Calculates/Provides Effective and Roll Back Rates
Monday 1 August	Water Advisory Committee Meeting - Approve initial Water Fund Budget
Thursday 4 August (T)	Special Council Meeting/Budget Work Shop – <ul style="list-style-type: none"> - City Manager Submits Proposed FY 16/17 Budget (No anticipated Council action) - Receive Effective and Rollback Calculation
Thursday 11 August (T)	Special Council Meeting/Budget Work Shop <ul style="list-style-type: none"> - Discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective rate (whichever is lower), take record vote and Schedule Public Hearings.
Wednesday 17 August	Publication of Notice of 2016 Proposed Tax Rate
Wednesday 17 August (T)	Special Council Budget Workshop – (Dates of Public Hearings Published in News Paper)
Monday 29 August (T)	Regular Council Meeting/Budget Work Shop <ul style="list-style-type: none"> - Hold 1st Tax Hearing (If Required)
Wednesday 2 September	Publication Notice of 1 st and 2 nd Budget Reading
Monday 12 September (T)	Special Council Meeting – <ul style="list-style-type: none"> - 1st Reading of Budget - Hold 2nd Tax Hearing (If Required) - Schedule and announce meeting to adopt tax rate 3-14 days from this date.
Monday 19 September (T)	Regular Council Meeting – <ul style="list-style-type: none"> - 2nd Reading of Budget - Adopt Budget and Tax Rate

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

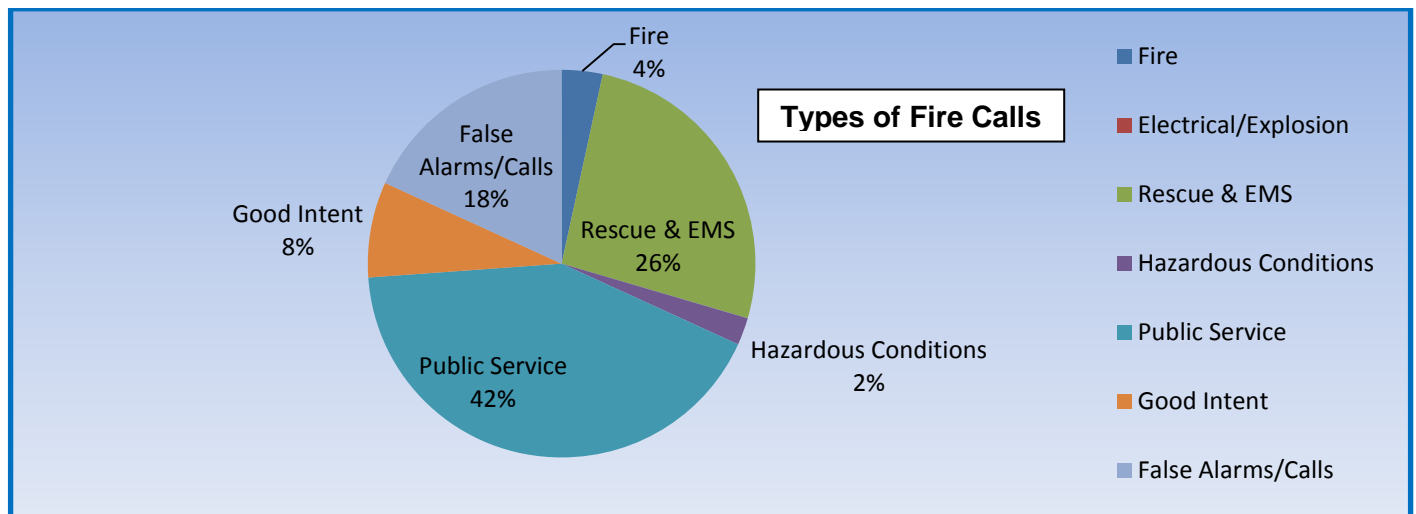
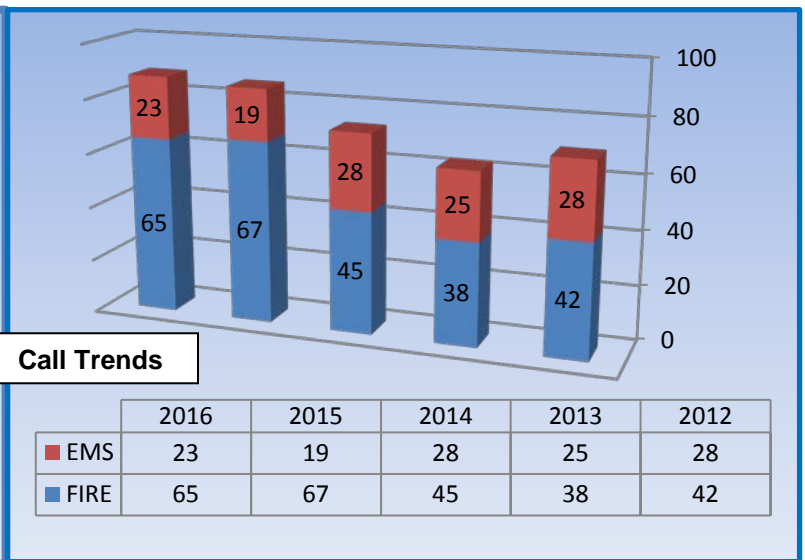
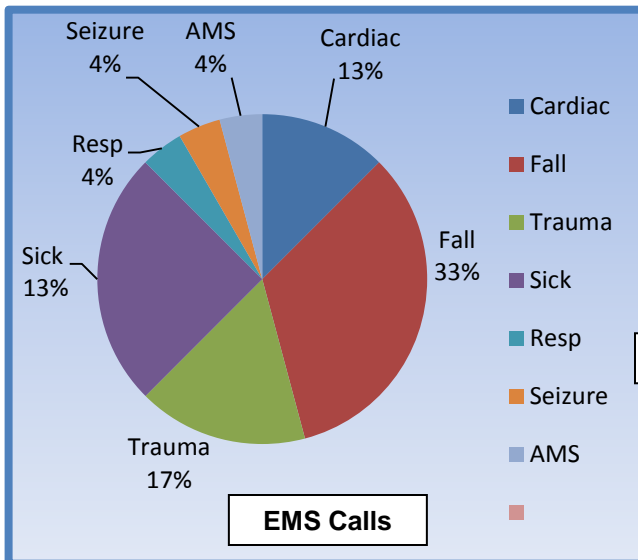
Printed: 07-06-2016

	[Designated period: 06/01/16 to 06/30/16]				[Prior period: 06/01/15 to 06/30/15]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
NEW RESIDENTIAL HOUSEKEEPING BLDGS:									
SINGLE FAMILY HOUSES DETACHED	101	4	2,517,808.00	17,318.12	4	7	2,982,642.00	25,007.56	7
SINGLE FAMILY HOUSES ATTACHED	102		.00	.00	0	0	.00	.00	0
IF - IMPROVEMENTS	105	3	38,564.86	1,000.00	3	1	9,000.00	218.00	1
RESIDENTIAL NON-HOUSEKEEPING BLDGS:									
HOTELS, MOTELS & TOURIST CABINS	213		.00	.00	0	0	.00	.00	0
OTHER NON-HOUSEKEEPING SHELTER	214	3	69,210.82	1,341.20	2	1	1,747.64	72.10	1
NEW NON-RESIDENTIAL BUILDINGS:									
AMUSEMENT, SOCIAL & RECREATIONAL	318		.00	.00	0	0	.00	.00	0
SERVICE STATIONS & REPAIR GARAGES	322		.00	.00	0	0	.00	.00	0
OFFICES, BANKS, & PROFESSIONAL	324		.00	.00	0	1	717,500.00	6,299.70	1
PUBLIC WORKS & UTILITIES	325		.00	.00	0	0	.00	.00	0
STORES & CUSTOMER SERVICE	327		.00	.00	0	0	.00	.00	0
OTHER NON-RESIDENTIAL BLDGS	328		.00	.00	0	1	385,679.72	3,742.24	0
STRUCTURES OTHER THAN BUILDINGS	329		.00	.00	0	2	32,004.00	520.00	2
ADDITIONS, ALTERATIONS, & CONVERSION									
RESIDENTIAL	434		.00	.00	0	0	.00	.00	0
NON-RESIDENTIAL & NON-HOUSEKEEPING	437	2	81,329.88	1,568.00	1	2	440,011.00	4,692.16	2
ADDS OF RESID. GARAGES (ATCH/DETC)	438	2	200.00	200.00	2	1	35,700.00	850.00	35
Solar Panels Install	439		.00	.00	0	0	.00	.00	0
DEMOLITION AND RAZING OF BUILDINGS									
SINGLE FAMILY HOUSES (ATCH/DETACH)	645		.00	.00	0	0	.00	.00	0
ALL OTHER BUILDINGS & STRUCTURES	649	1	2,883.42	100.00	1	3	43,678.29	740.00	3
FENCE	650	3	15,627.80	500.00	1	2	5,778.00	182.00	2
FIRE ALARM & SPRINKLERS	675	2	52,500.00	750.00	1	5	35,361.86	1,158.10	3
PLUMBING	701	10	91,894.00	2,480.00	7	9	442,779.00	6,797.60	9
GAS	702		.00	.00	0	0	.00	.00	0
ELECTRICAL	705	8	146,311.59	2,666.00	6	8	184,408.06	2,815.00	7
HVAC	710	15	152,871.28	4,700.00	18	21	242,730.32	5,562.00	23
IRRIGATION	715	5	39,546.46	1,200.00	4	1	6,670.00	175.00	1
POOL	720		.00	.00	0	2	173,300.00	2,272.50	2
ROOF	725	7	189,579.85	4,000.00	6	0	.00	.00	0
SEPTIC SYSTEM	730	2	32,800.00	1,132.50	0	1	10,720.00	550.00	0
WATER SOFTENER	735		.00	.00	0	0	.00	.00	0
CONTRACTORS	800	1	10.00	10.00	1	1	.00	10.00	1
TREE PERMIT	801	1	35.00	35.00	0	4	45.00	45.01	1
TOTALS FOR PERMITS SHOWN ABOVE									
		69	3,431,172.96	39,000.82	57	73	5,749,754.89	61,708.97	101
Totals of other permits in the period									
		4	165,667.01	2,251.01	2	7	158,777.00	2,877.50	4
TOTAL FOR ALL PERMITS IN THE PERIOD									
		73	3,596,839.97	41,251.83	59	80	5,908,531.89	64,586.47	105

Shavano Park Fire Department

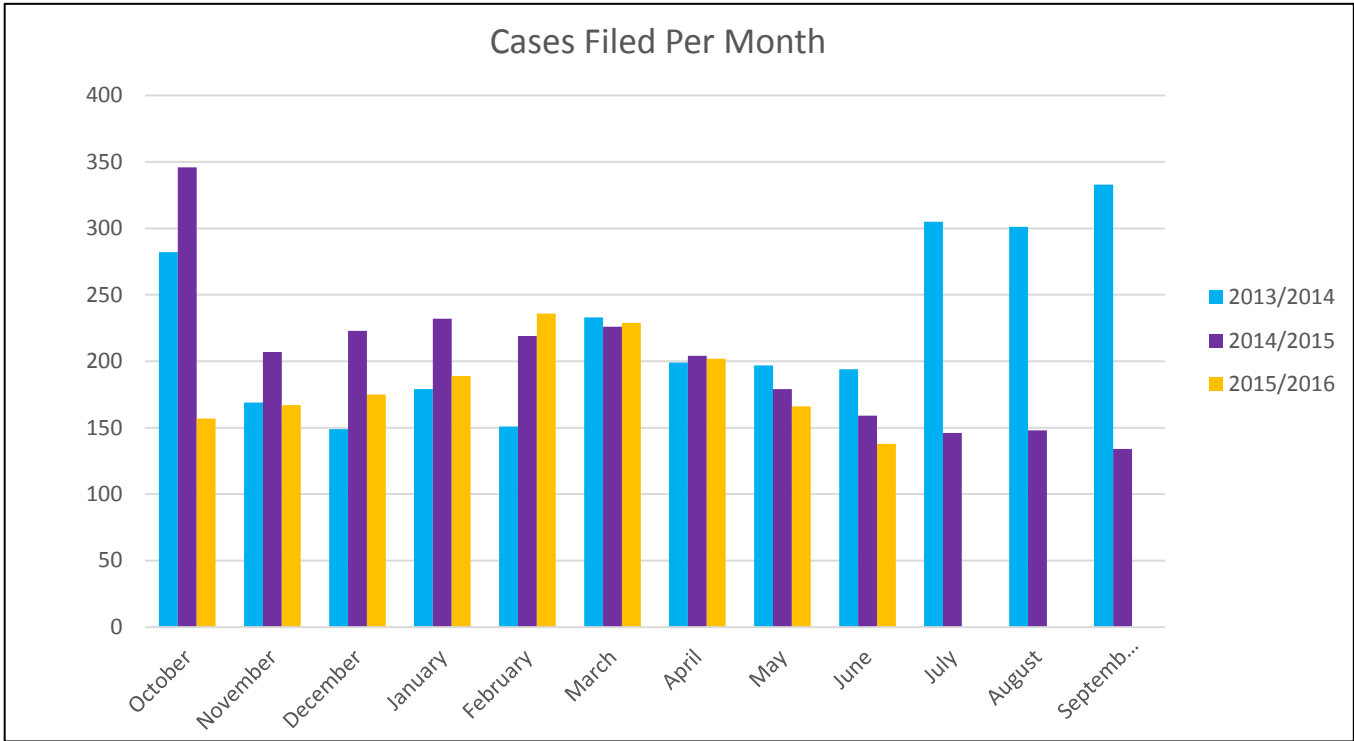
Summary of Events for June 2016

- Shavano Park FD responded to **88** requests for service in June.
- This is a **2.33% increase** from the previous June.
- Shavano Park FD responded to **12** automatic aid requests from Hollywood Park FD and Castle Hills.
- Shavano Park FD received **13** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **33** mutual aid request from other departments
- The average response time for calls within Shavano Park is **4 minutes, 56 seconds** this month.
- Fire Fighters completed a total of **1021.25** hours of training in the month of June
- Certified Fire Inspector inspected **36** commercial buildings and performed **5** construction inspections.
- Fire crews performed **5** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **6** sets of commercial building/renovation plans/changes to previously submitted plans



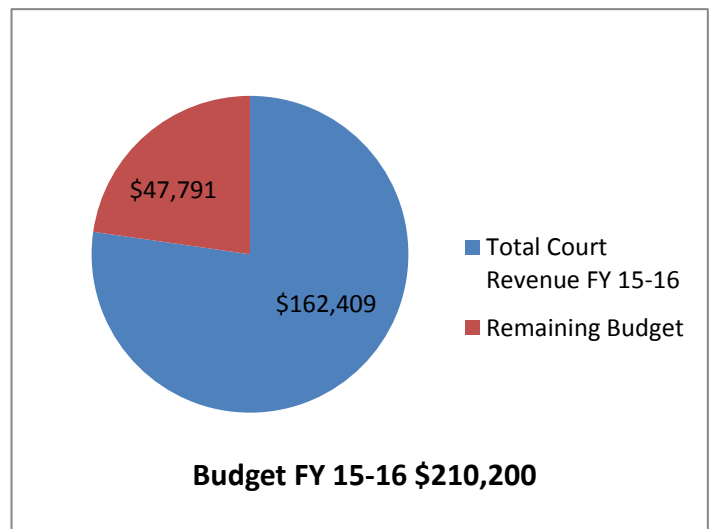
City of Shavano Park

Municipal Court Activity June 2016



Cases Resolved	Current Month	Prior Year
Fine	36	65
Not Guilty By Judge	17	8
Guilty	31	23
Dismissed	0	4
Compliance Dismissal	49	47
Defensive Driving	17	12
Deferred Disposition	31	33
Proof of Insurance	4	6
TOTAL	185	198

Court Revenue	Current 15/16	Prior 14/15
October	\$ 16,270	\$ 20,742
November	\$ 13,911	\$ 22,199
December	\$ 14,868	\$ 14,289
January	\$ 11,670	\$ 16,662
February	\$ 20,240	\$ 28,403
March	\$ 28,780	\$ 28,319
April	\$ 20,684	\$ 20,130
May	\$ 19,176	\$ 18,319
June	\$ 16,810	\$ 22,436
July	\$ -	\$ 15,320
August	\$ -	\$ 14,224
September	\$ -	\$ 13,069
TOTAL	\$ 162,409	\$ 234,111



Monthly Activity Report
City of Shavano Park Police Department
June 2016

Criminal Calls Handled

	June	Calendar Year				
		2016	2015	2014	2013	2012
Alcohol Beverage Code Violations	0	0	0	0	1	0
Arrest of Wanted Persons (Outside Agency)	2	15	39	27	12	16
Assault	2	2	2	1	3	0
Burglary Building / Habitation	1	12	15	8	13	19
Burglary Vehicle	5	22	29	26	34	51
Criminal Mischief / Reckless Damage	0	11	11	13	19	21
Criminal Trespass	0	0	1	0	0	0
Cruelty to Animals	0	0	0	0	0	0
D.U.I. - Minor	0	0	0	0	0	2
D.W.I. / D.U.I.	1	3	2	3	1	3
Driving while License Suspended / Invalid	0	0	2	4	0	6
Evading Arrest	0	2	2	2	1	2
Failure to Identify	0	0	1	0	0	0
Family Violence	0	0	2	2	3	0
Fraud / Forgery / False Reports / Tamper w/ Govt. Record	0	2	6	2	8	1
Harassment / Retaliation / Terroristic Threat	0	1	0	4	5	1
M.I.P. Alcohol / Tobacco	1	1	0	0	0	0
Murder / Suicide	0	0	0	0	0	2
Narcotics Violation	7	38	43	27	18	34
Possession of Prohibited Weapon / Unlawful Carry	0	1	1	0	1	0
Public Intoxication	0	3	3	4	1	0
Resisting Arrest	0	0	0	1	0	3
Robbery	0	0	2	0	0	0
Sexual Assault	0	0	1	0	1	0
Theft	0	8	40	36	33	25
Theft of Motor Vehicle / Unauthorized Use of Motor Veh.	0	1	3	2	1	4
Total Criminal Calls Handled	19	122	205	162	155	190

Activity Report: During the month of June 2016, the Shavano Park Police Department received 705 calls for service. For the calendar year 2016, the Shavano Park Police Department has received 3825 calls for service.

Monthly Activity Report
City of Shavano Park Police Department
June 2016

Non-Criminal Calles Handled

	Calendar Year					
	May	2016	2015	2014	2013	2012
Accidents Major (With Injuries)	1	4	11	9	3	3
Accidents Minor (Non-Injury)	3	33	47	44	45	32
Alarm Calls	53	271	528	495	472	458
Animal Calls / Complaints	8	73	143	170	143	172
Assist Fire Department / EMS	31	156	276	285	269	300
Assist Other Law Enforcement Agencies	3	29	69	69	47	59
Assist the Public	6	30	87	108	156	169
City Ordinance Violations	37	173	343	289	100	266
parking 5 solicitor 9 building 2 sign 9						
tree 3 nuisance 2 pool 1 grass 1						
dumpster 1 permit 3 trailer 1						
Crime Prevention	346	2437	2751	2119	1519	1364
Disturbance / Keep the Peace	9	36	86	66	48	55
Emergency Detention	1	11	26	12	5	7
Health & Safety Violations	0	0	0	0	1	0
Information Reports	16	84	137	78	10	25
Missing Person / Runaway	0	1	1	5	2	1
Out of Town / Patrol-By Reports	44	227	568	626	583	514
Recovered Property / Found Property	4	11	19	15	11	21
Sudden Death / Natural / Unattended	0	8	8	11	8	13
Suspicious Circumstances	3	22	40	57	32	34
Suspicious Persons	9	51	100	73	91	74
Suspicious Vehicles	8	68	120	104	99	125
Traffic Hazard	2	30	55	42	26	48
Welfare Concern	4	16	38	18	35	20
911 Hang-up Calls	14	54	109	90	111	60
Total Non-Criminal Calls Handled	602	3825	5562	4785	3816	3820

There was no reported gang activity for the month of June 2016. For the year 2016 there have been no reported gang activity.

June 2016 Breakdown

Arrest of Wanted Person

- 1. Paesanos Pkwy. - Bexar County warrants
- 2. N.W. Military Hwy. - San Antonio warrants

Assault

- 1. Lockhill-Selma Road - victim sprayed with pepper spray
- 2. Blackjack Oak - domestic disturbance

Burglary

- 1. Warbler Way - forced entry, items taken

Burglary of Vehicle

- 1. Granville Way - no force, items taken
- 2. Paesanos Pkwy. - forced entry, items taken
- 3. Limestone Oak - forced entry, items taken
- 4. Post Oak Way - no force, items taken
- 5. Box Oak - no force, items taken

DWI

- 1. Lockhill-Selma Road - intoxicated person

MIP

- 1. Geddington - MIP alcohol

Narcotics Violations

- 1. DeZavala Road - possession of drug paraphernalia
- 2. Lockhill-Selma Road - possession of drug paraphernalia
- 3. N.W. Military Hwy. - possession of drug paraphernalia
- 4. Paesanos Pkwy. - possession of drug paraphernalia
- 5. Blackjack Oak - possession of drug paraphernalia
- 6. DeZavala Road - possession of drug paraphernalia
- 7. Harvard Oak - possession of drug paraphernalia

**City of Shavano Park Police Department
June 2016**

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Total
Warnings	37	44	1	8	23	23	35	23	26	14	6	3	1	42	20	306
Citations	0	33	0	4	10	10	3	4	2	2	3	2	2	18	10	103
Cases	15	12	21	23	31	19	11	24	26	3	5	4	11	19	7	231
Activity Totals	52	89	22	35	64	52	49	51	54	19	14	9	14	79	37	640
Vehicles Stopped	36	54	1	12	30	35	36	25	25	14	6	5	2	48	25	354
Mileage	1030	843	736	510	963	866	914	713	1035	331	0	166	635	855	980	10577
Crime Prevention	48	0	2	0	20	102	38	37	0	3	0	0	63	1	32	346

Public Works Department

Monthly Report - JUNE , 2016

- * Distribution and production wells checked daily, filters at # 1 backwashed & replaced
- * Water samples taken
- * Landscape maintenance done at well sites, pump stations and City Hall
- * WAC Meeting held
- * Preparations made for 4th of July events
- * Fixed leaks on City Hall roof
- * Drainage complaints investigated
- * Sent 3 boxes of meter registers to Badger Meter for warranty work or replacement
- * Met with engineer & Bob Johnson regarding sand medium replacement at Shavano pump station
- * Sent CCR (Consumer Confidence Report) to residents and TCEQ per requirement
- * Mapped out streets with pot holes for repair
- * Landscape contractor cleaned up the island and in front of City Hall
- * Removed base material from backside of City Hall - should've been millings
- * Submitted Water Loss Audit Report to TCEQ for 2015
- * Dead end mains and Fire Hydrants were exercised and flushed

Water Utility	JUNE	MO	FY
Water used by City		138,000	1,009,000
- Water Used by City Cost		\$864.65	\$7,697.70
# of Gallons Pumped		12,417,139	89,635,931
# of Gallons Pumped from Trinity		2,495,313	20,724,858
Total Pumped		<u>14,912,452</u>	
# of Gallons Sold		13,829,000	
Water loss in gallons		1,083,452	
Loss due to fire		685,478	
% of loss		2.6%	
% of loss including fire		7.2%	
Water Revenue		\$49,830.01	\$367,483.51
EAA Fees Collected		\$6,914.50	\$49,434.31
Water Service Fees		\$4,833.28	\$42,750.28
Debt Service Collected		\$4,448.00	\$40,817.64
Late Fees			\$6,643.29

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25 2016

Agenda item: 7.6

Prepared by: Lara Feagins

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation of June 2016 Monthly Reports

X

Attachments for Reference:

- 1) June 2016 Power Point Presentation
- 2) June 2016 Revenue and Expense Report
- 3) June Check Register

BACKGROUND / HISTORY: The current data provided within the attachments are for the FY 2015-16 Budget period month ending June 30, 2016. The “Current Budget” column within attachment #2 report contains the original adopted budget, plus budget amendments approved in February & April. This summary sheet highlights in more detail a number of key points related to the current month’s activity for General Fund and Water Fund. Staff is also prepared to present the power point briefing attached at the council meeting.

DISCUSSION:**10 - General Fund** (Page 1 of Revenue and Expense Report)

As of June 30, 2016, General Fund revenues total \$3,667,783 or 60.60% of the budget per the Incode report. The Fund Balance Reserve-8099 is for budgeting purposes only, with the deduction of this figure 84.08% is the revenue collected. General Fund expenditures total \$4,701,549 or 77.68% of the budget with 9 months or 75% of the year complete.

Revenues (GF) (Page 2 & 3)

- Current M&O property tax (10-599-1010) posted in June for May are \$18,605 or 90.54%. The total deposits for M&O/I&S received for June were \$150,713 and will be posted the following month once the month end report is received. Collections are on target.
- Sales Tax revenue for the month is \$30,312 which is for sales in May.
- Franchise Fees are paid quarterly generally received two months after the quarter, none collected.
- Permits and Licenses revenues total \$40,627 for the month of June, with \$50 in development fees.
- Court fines & fees for the month are \$15,836, slightly under projected revenue.
- Police/Fire revenues total \$3,585 for the month, EMS Fees (6060) were \$3,144 of this total.
- Miscellaneous/Grant/Interest revenues for the month are \$12,784 for yearly total of 95.83% of budget. Donations of \$4,245 were received for the July 4th Holiday event, and insurance proceeds of \$3,099 for damages received during the hail events.

Expenditures (GF) (Pages 4-14)

-The Council (600) department is at 70.72% spent, and is on track with budgeted amounts. The City Sponsored Event (2037) is at 121%, however the overage was covered with donations received, as mentioned above.

- The Administration (601) department remains on target for total of 73.71% of budget. Operating expenses remain on target. Professional Services-Legal (3015) is at \$47,054 for billing thru May. Contract Labor (4086) is temporary service for the vacant AP/HR position and is being covered with the personnel costs. Building Maintenance (5030) remains over budget even after the amendment due to continued required repairs.

-The Court (602) department is at 69.41% with regular expenditures for the month.

- The Public Works (603) Department shows 86.45% spent as the Transfer to Capital Replacement (9010) for \$1,020,445 from the February budget amendment skews the calculation. Operational expenses are \$281,252 or 56.72% for the month. With relatively low monthly expenditures. Salary related line items are at 60.45% which is below the 73.07% related to the Public Works Director position not being filed until end of October, however the difference will be offset with the Contract Labor (4086) line.

- The Fire Department (604) is on track for day-to-day operations within the budget for total of \$919,648 or 69.06% spent for operational expenditures. The same scenario above for transfer out to capital skews the overall of 80.50% spent. Operation expenditures were on track for the month with no major purchases.

- The Police Department (605) is within budget for day-to-day expenses. Total expenses are at 65.72% with few regular monthly expenditures.

- The Development Services (606) maintains the Professional Services paid for engineering, outside permit inspection, sanitary, and health inspection services with total expenses at 80.02% of the budget. Professional Services – Building Inspections Services (3015) is currently at 100.69% of budget thru June staff is expecting to cover the expected overage of approximately \$20,000 with additional permit revenues collected over budget.

20-WATER FUND

As of June 30, 2016, the Water Fund total revenues are \$616,990 or 52.41% of the total budget. Similarly to the calculations of budget % spent, Trf-In Reserves (8099) is a budgetary line item, but will never have an entry. The actual percent collected in actual revenues is 65.42% which are on track. Water Fund (Water Department & Debt Service) expenditures total \$638,462 or 54.51% of budget.

Revenues (Water)

- Water consumption (5015) billed in June for the month of May is \$28,683. Total consumption for the month is approximately 1,394,000 gallons more than the previous year.
- The Debt Service (5018) and Water Service Fee (5019) remain on target with budget as these are flat fees and are not related to volume charges collected at 72.88% and 75.57% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$4,221 was collected for the month for 64.62% of budget collected.

Expenditures (Water)

Water Department (606) expenditures for the day-to-day operations remain on target with a total of 76.25% spent. Within the Department Materials-Services category expenditures are elevated related to additional needs at the well sites for repairs in June. Capital Outlay – Water Tower/Storage (8085) no payment has been made to the contractor for the painting of the tower.

Water Debt Service Department (607) is for principal and interest which occur in February and August. No principal or interest payments made in June.

PAYROLL

The City is on a bi-weekly payroll; there have been 19 pay periods out of 26 so approximately 73.07% should be expensed in the line items directly related to salaries. Workers Comp Insurance (1037) is at approximately 50%, expensed quarterly and is on target. TMRS (1040) expenditures for all departments are around 62% which is related to how the payroll module process these amounts the month following, at year end an entry has be completed to account for them in the correct month. Departments are currently on track for the budgeted amounts for all line items related to payroll.

COURSES OF ACTION: None related to the Report.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A



City of Shavano Park

Together We Can!



Monthly Financial Report (June 30, 2016)

**Lara Feagins,
Finance Director**



- Cash and Investments
- General Fund Overview
- General Fund Revenues
- General Fund Expenditures
- Water Fund Overview
- Utility Fund Revenues & Expenditure
- Special Revenue Funds



Total Cash & Investment Update *

Together We Can!



CASH BY FUND	June 30, 2016
General Fund (10)	\$ 3,149,125
Water Fund (20)	\$ 1,431,816
Debt Service Fund (30)	\$ 316,683
Crime Control District Fund (40)	\$ 839,460
PEG Funds (42)	\$ 85,176
Oak Wild Fund (45)	\$ 45,727
Street Maintenance Fund (48)	\$ 148,109
Court Security/Technology (50)	\$ 56,506
Child Safety Fund (52)	\$ 6,075
LEOSE Fund (53)	\$ 3,885
Police Forfeiture (54)	\$ 6,226
GF Capital Replacement Fund (70)	\$ 3,336,770
Pet Documation and Rescue Fund (75)	\$ 2,293
Total Cash & Investments **	\$ 9,427,851

***Total cash and investments represents all Funds per general ledger, not cash at bank.**

**** Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**



Total Cash & Investment Update *



Together We Can!

SECURITY TYPE	June 30, 2016	
OPERATING BANK ACCOUNTS		
Frost Bank	\$	2,139,512
SAVINGS & BANK ACCOUNTS		
Frost Bank	\$	4,182,257
POOLS		
Tex Star	\$	2,100,340
Texpool	\$	466
SUBTOTAL	\$	2,100,806
CERTIFICATE OF DEPOSITS		
Security Service Credit Union	\$	256,317
United SA Credit Union		248,211
Crocket National Bank		248,000
Generation Credit Union		252,749
SUBTOTAL	\$	1,005,276
Total Cash & Investments **	\$	9,427,851

***Total cash and investments represents all Funds (Water, CCPD, etc... - not just General Fund).**

**** Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**

10- General Fund Overview



Together We Can!

- General Fund property tax collection through June 2016.
 - Current and delinquent collections deposited at the bank for June total \$150,713 for both M&O and I&S.

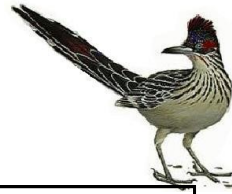
(June reports are not available at time of month end close for the General and Debt Service Fund split.)

- June 2016 Sales Tax revenue was \$30,312, YTD is on track.
 - (Collections are for May sales reported to the State.)
- Building Permits and Licenses revenue for the month were \$40,627 with \$34,442 collected in building permit fees.
- Major Projects/Improvements in FY 15/16

	Budget	Spent	Balance	Completed
Exchange Server	\$ 13,500	\$ 13,500	\$ (0)	Completed
Roller/Compactor	\$ 35,000	\$ -	\$ 35,000	In process
4 Vehicle Radios (Fire)	\$ 18,000	\$ 18,006	\$ (6)	Completed
IRSA Server (Police)	\$ 9,400	\$ 10,085	\$ (685)	Completed

Un-Reserved General Fund Balance at 2015 year end = \$3,838,049 (Audited)
 Un-Reserved General Fund Balance at 2014 year end = \$3,450,999 (Audited)

10 - General Fund Revenues



Together We Can!

	FY 2015-16 AMENDED BUDGET	FY 2015-16 JUNE 2016	FY 2015-16 YEAR TO DATE	FY 2015-16 % BUDGET COLLECTED
CURRENT PROPERTY TAXES \$	2,634,913 \$	18,605 *	2,385,732	90.54%
DELINQUENT TAXES/PENALTIES	26,485	306 *	30,483	115.10%
SALES TAX	384,000	30,312	283,897	73.93%
MIXED BEVERAGE	18,000	0	13,611	75.62%
FRANCHISE REVENUES	419,122	0	309,055	73.74%
PERMITS & LICENSES	390,450	40,627	368,350	94.34%
FINES AND FORFEITURES	210,200	15,836	152,594	72.59%
POLICE/FIRE REVENUES	68,177	3,585	46,558	68.29%
MISC/INTEREST/GRANTS	80,879	12,784	77,502	95.83%
TRANSFERS IN	141,430	0	0	0.00%
TRF FROM FUND BALANCE	1,678,749	0	0	0.00%
TOTAL REVENUES \$	6,052,405 \$	122,055 \$	3,667,783	60.60%

• Property tax payments are wired from Bexar County Tax Assessor Collector through the month, however the report for the break down by the General Fund and Debt Fund are not received until the third week of the following month which does not allow for the proper posting for monthly reporting purposes. Amounts reported are for previous month.

10- General Fund Expenditures



Together We Can!

	FY 2015-16 AMENDED BUDGET	FY 2015-16 JUNE 2016	FY 2015-16 YEAR TO DATE	FY 2015-16 % BUDGET SPENT
CITY COUNCIL	\$ 37,250	\$ 10,606	\$ 26,342	70.72%
ADMINISTRATION	825,631	87,118	608,550	73.71%
COURT	72,204	5,275	50,115	69.41%
PUBLIC WORKS	1,583,797	118,234	1,369,252	86.45% *
FIRE DEPARTMENT	2,112,037	291,590	1,700,163	80.50% *
POLICE DEPARTMENT	1,330,682	91,933	874,469	65.72%
DEVELOPMENT SERVICES	90,804	5,813	72,657	80.02%
TOTAL EXPENDITURES	\$ 6,052,405	\$ 610,570	\$ 4,701,549	77.68%
REVENUES OVER/(UNDER) EXPENDITURES	\$ -	\$ (488,515)	\$ (1,033,766)	

Expenditures total \$4,701,549 thru June or 77.68% of budget spent with 75% of budget complete/9 months.

* % Budget spent includes the transfer of Funds from Fund Balance to Capital Replacement, which reflects a higher percentage spent than has occurred for general operations.

20 - Water Fund Overview



Together We Can!

- Total revenues through June are at \$616,990 for a total 65.42% (does not include transfers in) of budget.
- Water consumption revenue sales for the month of June are higher in comparison to the prior year by \$5,515.
- Total June water consumption is approximately 1,394,000 gallons more than previous year.
- Water Department expenditures remain on target thru the month of June at \$494,427 with a total of 50.94% of budget spent with 75% of year complete.
- Debt service payments are made in February and August, no expenditures occurred for the month budget spent is at 71.78%.
- Major Projects/Improvements in FY 15/16

	Budget	Spent	Balance	Completed
Water Tower Painting	\$ 195,500	\$ 26,458	\$ 169,042	In process

20 - Utility Fund Revenues & Expenditures

Together We Can!



	FY 2015-16 AMENDED BUDGET	FY 2015-16 JUNE 2016	FY 2015-16 YEAR TO DATE	FY 2015-16 % BUDGET COLLECTED
WATER CONSUMPTION	\$ 675,000	\$ 28,683	\$ 409,845	60.72%
DEBT SERVICE	55,000	4,480	40,083	72.88%
WATER SERVICE FEE	57,600	4,863	43,528	75.57%
EAA PASS THRU CHARGE	87,236	4,221	56,376	64.62%
MISC/INTEREST/GRANTS	67,903	30,791	67,159	98.90%
TRANSFERS IN	234,425	0	0	0.00%
TOTAL REVENUES	\$ 1,177,164	\$ 73,037	\$ 616,990	52.41%
				SPENT
WATER DEPARTMENT	\$ 970,654	54,598	494,427	50.94%
DEBT SERVICES	200,668	0	144,034	71.78%
TOTAL EXPENDITURES	\$ 1,171,322	\$ 54,598	\$ 638,462	54.51%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 5,842	\$ 18,440	\$ (21,472)	

Special Revenue Funds

Together We Can!



40- Crime Control Prevention District

	FY 2015-2016 AMENDED BUDGET	FY 2015-2016 JUNE 2016	FY 2015-2016 YEAR TO DATE	FY 2015-2016 % OF BUDGET
BEGINNING FUND BALANCE	\$ 643,018	\$ 643,018	\$ 643,018	
	COLLECTED			
Crime Control Sales Tax	\$ 96,000	\$ 7,662	\$ 72,072	75.07%
Interest/Misc.	\$ 30	\$ 6	\$ 48	159.83%
Transfer In - Capital Repl. Fund	148,782	0	148,782	100.00%
TOTAL REVENUES	\$ 244,812	\$ 7,668	\$ 220,902	90.23%
	SPENT			
Police Expenditures	\$ 7,550	\$ 1,155	\$ 6,638	87.92%
Capital Transfers	\$ 89,750	0	0	0.00%
TOTAL EXPENDITURES	\$ 97,300	\$ 1,155	\$ 6,638	6.82%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 147,512	\$ 6,513	\$ 214,264	
PROJECTED ENDING FUND BALANCE	\$ 790,530	\$ 649,531	\$ 857,282	

Special Revenue Funds



Together We Can!

42- PEG Fund

	FY 2015-2016 AMENDED BUDGET	FY 2015-2016 JUNE 2016	FY 2015-2016 YEAR TO DATE	FY 2015-2016 % OF BUDGET
BEGINNING FUND BALANCE	\$ 73,519	\$ 73,519	\$ 73,519	
				COLLECTED
Franchise Fee- PEG	15,000	0	11,652	77.68%
Misc/Interest	5	1	5	106.20%
TOTAL REVENUES	\$ 15,005	\$ 1	\$ 11,657	77.69%
				SPENT
PEG Expenditures	\$ -	-	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	0.00%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 15,005	\$ 1	\$ 11,657	
PROJECTED ENDING FUND BALANCE	\$ 88,524	\$ 73,520	\$ 85,176	

Special Revenue Funds

Together We Can!



45- Oak Wilt Fund

	FY 2015-2016 AMENDED BUDGET	FY 2015-2016 JUNE 2016	FY 2015-2016 YEAR TO DATE	FY 2015-2016 % OF BUDGET
BEGINNING FUND BALANCE	\$ 18,922	\$ 18,922	\$ 18,922	
	COLLECTED			
Tree Trimming Permits	10,500	0	6,805	64.81%
Transfers In- General Fund	20,000	0	20,000	0.00%
TOTAL REVENUES	\$ 30,500	\$ 0	\$ 26,805	87.89%
	SPENT			
Oak Wilt Expenditures	\$ -	0	0	0.00%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	0.00%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 30,500	\$ 0	\$ 26,805	
PROJECTED ENDING FUND BALANCE	\$ 49,422	\$ 18,922	\$ 45,727	

Special Revenue Funds



Together We Can!

48- Street Maintenance Fund

	FY 2015-2016 AMENDED BUDGET	FY 2015-2016 JUNE 2016	FY 2015-2016 YEAR TO DATE	FY 2015-2016 % OF BUDGET
BEGINNING FUND BALANCE	\$ 94,943	\$ 94,943	\$ 94,943	
				COLLECTED
Sales Tax	96,000	7,578	70,974	73.93%
TOTAL REVENUES	\$ 96,000	\$ 7,578	\$ 70,974	73.93%
				SPENT
Materials/Supplies	\$ -	0	0	0.00%
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	0.00%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 96,000	\$ 7,578	\$ 70,974	
PROJECTED ENDING FUND BALANCE	\$ 190,943	\$ 102,521	\$ 165,917	



City of Shavano Park

Together We Can!



Questions

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

10 -GENERAL FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	6,052,405.00	122,054.93	3,667,783.17	2,384,621.83	60.60
TOTAL REVENUES	6,052,405.00	122,054.93	3,667,783.17	2,384,621.83	60.60
EXPENDITURE SUMMARY					
CITY COUNCIL	37,250.00	10,606.02	26,341.98	10,908.02	70.72
ADMINISTRATION	825,631.00	87,117.97	608,549.83	217,081.17	73.71
COURT	72,204.00	5,274.97	50,115.35	22,088.65	69.41
PUBLIC WORKS	1,583,797.00	118,234.33	1,369,252.05	214,544.95	86.45
FIRE DEPARTMENT	2,112,037.00	291,590.38	1,700,162.92	411,874.08	80.50
POLICE DEPARTMENT	1,330,682.00	91,933.22	874,469.24	456,212.76	65.72
DEVELOPMENT SERVICES	90,804.00	5,813.28	72,657.32	18,146.68	80.02
TOTAL EXPENDITURES	6,052,405.00	610,570.17	4,701,548.69	1,350,856.31	77.68
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	(488,515.24)	(1,033,765.52)	1,033,765.52	0.00

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
TAXES					
10-599-1010 CURRENT ADVALOREM TAXES	2,634,913.00	18,605.00	2,385,732.17	249,180.83	90.54
10-599-1020 DELINQUENT ADVALOREM TAXES	23,485.00	82.14	25,377.23 (1,892.23)	108.06
10-599-1030 PENALTY & INTEREST REVENUE	3,000.00	224.18	5,105.96 (2,105.96)	170.20
10-599-1040 MUNICIPAL SALES TAX	384,000.00	30,312.30	283,896.63	100,103.37	73.93
10-599-1060 MIXED BEVERAGE TAX	18,000.00	0.00	13,611.14	4,388.86	75.62
TOTAL TAXES	3,063,398.00	49,223.62	2,713,723.13	349,674.87	88.59
FRANCHISE REVENUES					
10-599-2020 FRANCHISE FEES - ELECTRIC	251,200.00	0.00	187,353.37	63,846.63	74.58
10-599-2022 FRANCHISE FEES - GAS	33,000.00	0.00	21,799.18	11,200.82	66.06
10-599-2024 FRANCHISE FEES - CABLE	75,185.00	0.00	58,257.85	16,927.15	77.49
10-599-2026 FRANCHISE FEES - PHONE	25,000.00	0.00	18,857.48	6,142.52	75.43
10-599-2027 FRANCHISE FEES - SAWS	10,737.00	0.00	0.00	10,737.00	0.00
10-599-2028 FRANCHISE FEES - REFUSE	24,000.00	0.00	22,787.52	1,212.48	94.95
TOTAL FRANCHISE REVENUES	419,122.00	0.00	309,055.40	110,066.60	73.74
PERMITS & LICENSES					
10-599-3010 BUILDING PERMITS	249,300.00	34,441.60	246,376.25	2,923.75	98.83
10-599-3012 PLAN REVIEW FEES	62,000.00	3,865.22	40,595.33	21,404.67	65.48
10-599-3018 CERTIFICATE OF OCCUPANCY PE	2,000.00	200.00	5,840.00 (3,840.00)	292.00
10-599-3020 PLATTING FEES	14,000.00	1,125.00	8,721.80	5,278.20	62.30
10-599-3025 VARIANCE/RE-ZONE FEES	500.00	0.00	2,440.00 (1,940.00)	488.00
10-599-3045 INSPECTION FEES	10,000.00	635.00	8,655.00	1,345.00	86.55
10-599-3050 GARAGE SALE & OTHER PERMITS	250.00	110.00	350.00 (100.00)	140.00
10-599-3055 HEALTH INSPECTIONS	2,400.00	200.00	2,400.00	0.00	100.00
10-599-3060 DEVELOPMENT FEES	50,000.00	50.00	52,972.00 (2,972.00)	105.94
TOTAL PERMITS & LICENSES	390,450.00	40,626.82	368,350.38	22,099.62	94.34
COURT FEES					
10-599-4010 MUNICIPAL COURT FINES	170,000.00	13,549.88	126,893.07	43,106.93	74.64
10-599-4021 ARREST FEES	10,000.00	380.85	4,019.35	5,980.65	40.19
10-599-4028 STATE COURT COST ALLOCATION	5,000.00	0.00	0.00	5,000.00	0.00
10-599-4030 WARRANT FEES	24,000.00	1,850.00	21,103.10	2,896.90	87.93
10-599-4036 JUDICIAL FEE - CITY	1,200.00	55.29	578.68	621.32	48.22
TOTAL COURT FEES	210,200.00	15,836.02	152,594.20	57,605.80	72.59
POLICE/FIRE REVENUES					
10-599-6010 POLICE REPORT REVENUE	400.00	80.80	351.80	48.20	87.95
10-599-6030 POLICE DEPT. REVENUE	2,777.00	360.00	3,530.00 (753.00)	127.12
10-599-6060 EMS FEES	65,000.00	3,144.00	42,675.82	22,324.18	65.66
TOTAL POLICE/FIRE REVENUES	68,177.00	3,584.80	46,557.62	21,619.38	68.29

10 -GENERAL FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MISC./GRANTS/INTEREST					
10-599-7000 INTEREST INCOME	6,500.00	975.29	8,075.96 (1,575.96)	124.25
10-599-7025 US DOJ VEST GRANT	2,000.00	0.00	797.88	1,202.12	39.89
10-599-7037 STRAC	9,769.00	0.00	9,261.52	507.48	94.81
10-599-7040 PUBLIC RECORDS REVENUE	200.00	0.00	17.80	182.20	8.90
10-599-7050 ADMINISTRATIVE INCOME	5,250.00	903.48	910.98	4,339.02	17.35
10-599-7070 RECYCLING REVENUE	1,500.00	150.40	1,585.67 (85.67)	105.71
10-599-7075 SITE LEASE/LICENSE FEES	38,640.00	3,410.43	30,292.21	8,347.79	78.40
10-599-7086 DONATIONS- ADMINISTRATION	0.00	4,245.00	6,810.00 (6,810.00)	0.00
10-599-7090 SALE OF CITY ASSETS	15,000.00	0.00	14,961.33	38.67	99.74
10-599-7097 INSURANCE PROCEEDS	810.00	3,099.07	3,908.98 (3,098.98)	482.59
10-599-7099 MISC REVENUE	1,210.00	0.00	880.11	329.89	72.74
TOTAL MISC./GRANTS/INTEREST	80,879.00	12,783.67	77,502.44	3,376.56	95.83
TRANSFERS IN					
10-599-8020 TRF IN -WATER FUND	22,050.00	0.00	0.00	22,050.00	0.00
10-599-8040 TRF IN -CRIME CONTROL	89,750.00	0.00	0.00	89,750.00	0.00
10-599-8050 TRF IN -COURT RESTRICTED	8,530.00	0.00	0.00	8,530.00	0.00
10-599-8070 TRF IN -CAPITAL REPLACEMENT	21,100.00	0.00	0.00	21,100.00	0.00
10-599-8099 FUND BALANCE RESERVE	1,678,749.00	0.00	0.00	1,678,749.00	0.00
TOTAL TRANSFERS IN	1,820,179.00	0.00	0.00	1,820,179.00	0.00
TOTAL NON-DEPARTMENTAL	6,052,405.00	122,054.93	3,667,783.17	2,384,621.83	60.60
TOTAL REVENUES	6,052,405.00	122,054.93	3,667,783.17	2,384,621.83	60.60
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10 -GENERAL FUND
CITY COUNCIL

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
SUPPLIES					
10-600-2020 GENERAL OFFICE SUPPLIES	300.00	24.00	95.41	204.59	31.80
10-600-2035 COUNCIL/EMPLOYEE APPRECIATI	1,000.00	29.94	683.10	316.90	68.31
10-600-2037 CITY SPONSORED EVENTS	16,000.00	9,519.04	19,412.07 (3,412.07)	121.33
10-600-2040 MEETING SUPPLIES	2,000.00	105.04	478.63	1,521.37	23.93
TOTAL SUPPLIES	19,300.00	9,678.02	20,669.21 (1,369.21)	107.09
SERVICES					
10-600-3018 CITY WIDE CLEAN UP	1,350.00	0.00	1,278.00	72.00	94.67
10-600-3020 ASSOCIATION DUES & PUBS	1,700.00	928.00	1,528.00	172.00	89.88
10-600-3030 TRAINING/EDUCATION	2,000.00	0.00	80.17	1,919.83	4.01
10-600-3040 TRAVEL/LODGING/MEALS	3,500.00	0.00	154.75	3,345.25	4.42
TOTAL SERVICES	8,550.00	928.00	3,040.92	5,509.08	35.57
CONTRACTUAL					
10-600-4088 ELECTION SERVICES	3,000.00	0.00	2,232.85	767.15	74.43
TOTAL CONTRACTUAL	3,000.00	0.00	2,232.85	767.15	74.43
CAPITAL OUTLAY					
10-600-8015 NON CAPITAL-COMPUTER EQUIPM	400.00	0.00	399.00	1.00	99.75
10-600-8080 CAPITAL - IMPROVEMENT PROJE	6,000.00	0.00	0.00	6,000.00	0.00
TOTAL CAPITAL OUTLAY	6,400.00	0.00	399.00	6,001.00	6.23
TOTAL CITY COUNCIL	37,250.00	10,606.02	26,341.98	10,908.02	70.72

10 -GENERAL FUND
ADMINISTRATION

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
10-601-1010 SALARIES	369,528.00	26,468.00	252,128.27	117,399.73	68.23
10-601-1020 MEDICARE	5,450.00	376.22	3,561.16	1,888.84	65.34
10-601-1025 TWC (SUI)	1,242.00	0.00	855.00	387.00	68.84
10-601-1030 HEALTH INSURANCE	27,000.00	1,800.00	18,900.00	8,100.00	70.00
10-601-1031 HSA	0.00	14.80	159.10	159.10	0.00
10-601-1033 DENTAL INSURANCE	2,245.00	161.04	1,728.40	516.60	76.99
10-601-1035 VISION CARE INSURANCE	608.00	33.80	385.98	222.02	63.48
10-601-1036 LIFE INSURANCE	377.00	33.20	338.64	38.36	89.82
10-601-1037 WORKERS' COMP INSURANCE	1,321.00	213.71	684.08	636.92	51.79
10-601-1040 TMRS RETIREMENT	51,639.00	3,659.28	31,578.52	20,060.48	61.15
10-601-1070 SPECIAL ALLOWANCES	6,300.00	490.40	4,658.80	1,641.20	73.95
TOTAL PERSONNEL	465,710.00	33,250.45	314,977.95	150,732.05	67.63
SUPPLIES					
10-601-2020 GENERAL OFFICE SUPPLIES	7,000.00	198.82	3,930.56	3,069.44	56.15
10-601-2025 BENEFITS CITYWIDE	2,955.00	150.00	3,300.00	345.00	111.68
10-601-2030 POSTAGE/METER RENTAL	12,960.00	578.61	7,063.76	5,896.24	54.50
10-601-2035 EMPLOYEE APPRECIATION	2,000.00	1,385.55	1,675.55	324.45	83.78
10-601-2050 PRINTING & COPYING	1,000.00	97.00	754.79	245.21	75.48
10-601-2060 MED EXAMS/SCREENING/TESTING	750.00	0.00	213.00	537.00	28.40
10-601-2080 UNIFORMS	900.00	0.00	0.00	900.00	0.00
TOTAL SUPPLIES	27,565.00	2,409.98	16,937.66	10,627.34	61.45
SERVICES					
10-601-3010 ADVERTISING EXPENSE	2,500.00	533.30	3,858.14	1,358.14	154.33
10-601-3013 PROFESSIONAL SERVICES	17,500.00	0.00	0.00	17,500.00	0.00
10-601-3015 PROFESSIONAL SERVICES-LEGAL	70,000.00	5,852.14	47,053.81	22,946.19	67.22
10-601-3016 CODIFICATION EXPENSE	6,000.00	0.00	3,791.69	2,208.31	63.19
10-601-3020 ASSOCIATION DUES & PUBLICAT	4,000.00	298.00	2,793.84	1,206.16	69.85
10-601-3030 TRAINING/EDUCATION	7,500.00	260.00	2,406.70	5,093.30	32.09
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	6,000.00	3,047.30	5,235.35	764.65	87.26
10-601-3050 LIABILITY INSURANCE	3,232.00	0.00	4,010.43	778.43	124.09
10-601-3075 BANK/CREDIT CARD FEES	2,400.00	212.24	2,781.61	381.61	115.90
10-601-3080 SPECIAL SERVICES	3,750.00	0.00	0.00	3,750.00	0.00
10-601-3085 WEBSITE TECHNOLOGY	4,710.00	0.00	4,702.50	7.50	99.84
10-601-3087 CITIZENS COMMUNICATION/EDUC	6,000.00	0.00	2,695.79	3,304.21	44.93
TOTAL SERVICES	133,592.00	10,202.98	79,329.86	54,262.14	59.38
CONTRACTUAL					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	4,992.00	618.00	2,268.00	2,724.00	45.43
10-601-4060 IT SERVICES	38,173.00	2,395.00	25,314.65	12,858.35	66.32
10-601-4075 COMPUTER SOFTWARE/INCODE	14,006.00	3,055.30	13,716.99	289.01	97.94
10-601-4083 AUDIT SERVICES	16,500.00	0.00	16,500.00	0.00	100.00
10-601-4084 BEXAR COUNTY APPRAISIAL DIS	15,447.00	3,400.00	10,935.00	4,512.00	70.79
10-601-4085 BEXAR COUNTY TAX ASSESSOR	2,979.00	0.00	2,926.56	52.44	98.24
10-601-4086 CONTRACT LABOR	0.00	5,217.44	23,816.50	23,816.50	0.00
TOTAL CONTRACTUAL	92,097.00	14,685.74	95,477.70	3,380.70	103.67

10 -GENERAL FUND
ADMINISTRATION

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MAINTENANCE					
10-601-5005 EQUIPMENT LEASES	5,160.00	499.14	3,994.32	1,165.68	77.41
10-601-5010 EQUIPMENT MAINT & REPAIR	500.00	0.00	0.00	500.00	0.00
10-601-5015 ELECTRONIC EQPT MAINT	2,000.00	214.95	885.38	1,114.62	44.27
10-601-5030 BUILDING MAINTENANCE	12,840.00	420.67	14,710.51 (1,870.51)	114.57
TOTAL MAINTENANCE	20,500.00	1,134.76	19,590.21	909.79	95.56
DEPT MATERIALS-SERVICES					
UTILITES					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	15,943.00	1,474.06	12,464.58	3,478.42	78.18
TOTAL UTILITES	15,943.00	1,474.06	12,464.58	3,478.42	78.18
CAPITAL OUTLAY					
10-601-8015 NON-CAPITAL-COMPUTER	374.00 (40.00)	323.18	50.82	86.41
10-601-8025 NON-CAPTIAL-OFFICE FURNITUR	2,350.00	0.00	1,948.24	401.76	82.90
10-601-8045 CAPITAL - COMPUTER EQUIPMNE	13,500.00	0.00	13,500.45 (0.45)	100.00
TOTAL CAPITAL OUTLAY	16,224.00 (40.00)	15,771.87	452.13	97.21
INTERFUND TRANSFERS					
10-601-9010 TRANSFERS/CAPITAL REPLACEME	34,000.00	24,000.00	34,000.00	0.00	100.00
10-601-9018 TRANSFER TO OAK WILT	20,000.00	0.00	20,000.00	0.00	100.00
TOTAL INTERFUND TRANSFERS	54,000.00	24,000.00	54,000.00	0.00	100.00
TOTAL ADMINISTRATION	825,631.00	87,117.97	608,549.83	217,081.17	73.71

10 -GENERAL FUND
COURT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
10-602-1010 SALARIES	36,352.00	2,796.80	26,523.20	9,828.80	72.96
10-602-1015 OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
10-602-1020 MEDICARE	542.00	40.56	384.64	157.36	70.97
10-602-1025 TWC (SUI)	207.00	0.00	171.00	36.00	82.61
10-602-1030 HEALTH INSURANCE	262.00	0.00	0.00	262.00	0.00
10-602-1035 VISION CARE INSURANCE	122.00	0.00	6.76	115.24	5.54
10-602-1036 LIFE INSURANCE	63.00	6.64	63.08	0.08	100.13
10-602-1037 WORKERS' COMP INSURANCE	131.00	22.35	70.66	60.34	53.94
10-602-1040 TMRS RETIREMENT	5,132.00	384.28	3,260.00	1,872.00	63.52
TOTAL PERSONNEL	43,811.00	3,250.63	30,479.34	13,331.66	69.57
SUPPLIES					
10-602-2020 OFFICE SUPPLIES	700.00	0.00	425.26	274.74	60.75
10-602-2050 PRINTING & COPYING	1,200.00	288.00	659.00	541.00	54.92
TOTAL SUPPLIES	1,900.00	288.00	1,084.26	815.74	57.07
SERVICES					
10-602-3015 JUDGE/PROSECUTOR	15,600.00	1,200.00	10,800.00	4,800.00	69.23
10-602-3020 ASSOCIATION DUES & PUBS	200.00	36.00	186.00	14.00	93.00
10-602-3030 TRAINING/EDUCATION	800.00	0.00	130.95	669.05	16.37
10-602-3040 TRAVEL/MILEAGE/LODGING/PERD	800.00	0.00	666.28	133.72	83.29
10-602-3050 LIABILITY INSURANCE	80.00	0.00	79.96	0.04	99.95
10-602-3070 PROPERTY INSURANCE	40.00	0.00	39.98	0.02	99.95
10-602-3075 BANK/CREDIT CARD FEES	3,600.00	325.45	1,955.66	1,644.34	54.32
TOTAL SERVICES	21,120.00	1,561.45	13,858.83	7,261.17	65.62
CONTRACTUAL					
10-602-4075 COMPUTER SOFTWARE/INCODE	4,184.00	0.00	3,769.66	414.34	90.10
TOTAL CONTRACTUAL	4,184.00	0.00	3,769.66	414.34	90.10
MAINTENANCE					
UTILITIES					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	1,020.00	174.89	754.26	265.74	73.95
TOTAL UTILITIES	1,020.00	174.89	754.26	265.74	73.95
CAPITAL OUTLAY					
10-602-8015 NON-CAPITAL-COMPUTER	169.00	0.00	169.00	0.00	100.00
TOTAL CAPITAL OUTLAY	169.00	0.00	169.00	0.00	100.00
TOTAL COURT	72,204.00	5,274.97	50,115.35	22,088.65	69.41

10 -GENERAL FUND
 PUBLIC WORKS

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
10-603-1010 SALARIES	160,596.00	10,800.45	100,017.98	60,578.02	62.28
10-603-1015 OVERTIME	4,000.00	135.22	2,923.93	1,076.07	73.10
10-603-1020 MEDICARE	2,835.00	158.47	1,512.89	1,322.11	53.36
10-603-1025 TWC (SUI)	828.00	0.00	687.77	140.23	83.06
10-603-1030 HEALTH INSURANCE	21,600.00	1,547.56	15,328.56	6,271.44	70.97
10-603-1031 HSA	0.00	10.88	109.44 (109.44)	0.00
10-603-1033 DENTAL INSURANCE	1,357.00	96.22	947.14	409.86	69.80
10-603-1035 VISION CARE INSURANCE	365.00	24.94	245.48	119.52	67.25
10-603-1036 LIFE INSURANCE	251.00	22.84	219.97	31.03	87.64
10-603-1037 WORKERS' COMP INSURANCE	7,669.00	1,084.10	3,160.58	4,508.42	41.21
10-603-1040 TMRS RETIREMENT	26,868.00	1,647.72	13,310.20	13,557.80	49.54
10-603-1070 SPECIAL ALLOWANCES	7,200.00	323.10	2,734.81	4,465.19	37.98
TOTAL PERSONNEL	233,569.00	15,851.50	141,198.75	92,370.25	60.45
SUPPLIES					
10-603-2020 OFFICE SUPPLIES	250.00	5.00	438.82 (188.82)	175.53
10-603-2040 OTHER SUPPLIES	0.00 (5.00)	0.00	0.00	0.00
10-603-2050 PRINTING & COPYING	250.00	0.00	40.00	210.00	16.00
10-603-2060 MEDICAL EXAMS/SCREENING/TES	100.00	0.00	145.50 (45.50)	145.50
10-603-2070 JANITORIAL SUPPLIES	3,000.00	299.76	1,796.86	1,203.14	59.90
10-603-2080 UNIFORMS	625.00	0.00	200.00	425.00	32.00
10-603-2090 SMALL TOOLS	750.00	228.95	1,041.94 (291.94)	138.93
10-603-2091 SAFETY GEAR	1,200.00	72.81	917.16	282.84	76.43
TOTAL SUPPLIES	6,175.00	601.52	4,580.28	1,594.72	74.17
SERVICES					
10-603-3012 PROFESSIONAL - ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
10-603-3013 PROFESSIONAL SERVICES	52,000.00	13,783.00	26,783.00	25,217.00	51.51
10-603-3020 ASSOCIATION DUES & PUBS	195.00	0.00	0.00	195.00	0.00
10-603-3030 TRAINING/EDUCATION	250.00	0.00	824.00 (574.00)	329.60
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	250.00	0.00	0.00	250.00	0.00
10-603-3050 LIABILITY INSURANCE	2,703.00	0.00	2,701.69	1.31	99.95
10-603-3060 UNIFORM SERVICE	1,500.00	111.90	1,173.97	326.03	78.26
10-603-3070 PROPERTY INSURANCE	1,344.00	0.00	1,333.35	10.65	99.21
TOTAL SERVICES	63,242.00	13,894.90	32,816.01	30,425.99	51.89
CONTRACTUAL					
10-603-4086 CONTRACT LABOR	0.00	0.00	9,745.57 (9,745.57)	0.00
TOTAL CONTRACTUAL	0.00	0.00	9,745.57 (9,745.57)	0.00
MAINTENANCE					
10-603-5005 EQUIPMENT LEASES	3,000.00	38.00	1,052.96	1,947.04	35.10
10-603-5010 EQUIPMENT MAINT & REPAIR	3,500.00	622.90	6,903.71 (3,403.71)	197.25
10-603-5020 VEHICLE MAINTENANCE	3,500.00	389.32	5,377.42 (1,877.42)	153.64
10-603-5030 BUILDING MAINTENANCE	8,500.00	5,299.19	9,801.19 (1,301.19)	115.31
10-603-5060 VEHICLE & EQPT FUELS	5,400.00	308.46	2,114.83	3,285.17	39.16
TOTAL MAINTENANCE	23,900.00	6,657.87	25,250.11 (1,350.11)	105.65

10 -GENERAL FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
DEPT MATERIALS-SERVICES					
10-603-6011 CHEMICALS	2,300.00	48.76	658.77	1,641.23	28.64
10-603-6080 STREET MAINTENANCE	37,089.00	631.06	6,292.36	30,796.64	16.97
10-603-6081 SIGN MAINTENANCE	3,000.00	0.00	927.06	2,072.94	30.90
TOTAL DEPT MATERIALS-SERVICES	42,389.00	679.82	7,878.19	34,510.81	18.59
UTILITIES					
10-603-7040 UTILITIES - ELECTRIC	44,000.00	6,527.28	26,215.19	17,784.81	59.58
10-603-7041 UTILITIES - GAS	4,200.00	51.18	1,060.84	3,139.16	25.26
10-603-7042 UTILITIES - PHONE	2,120.00	0.00	0.00	2,120.00	0.00
10-603-7044 UTILITIES - WATER	7,200.00	679.68	6,469.89	730.11	89.86
10-603-7045 STREET LIGHTS	34,000.00	5,735.58	26,037.22	7,962.78	76.58
TOTAL UTILITIES	91,520.00	12,993.72	59,783.14	31,736.86	65.32
CAPITAL OUTLAY					
10-603-8060 CAPITAL - EQUIPMENT	35,000.00	0.00	0.00	35,000.00	0.00
10-603-8080 CAPITAL IMPROVEMENT PROJECT	2.00	0.00	0.00	2.00	0.00
TOTAL CAPITAL OUTLAY	35,002.00	0.00	0.00	35,002.00	0.00
INTERFUND TRANSFERS					
10-603-9010 TRF TO CAPITAL REPLACEMENT	1,088,000.00	67,555.00	1,088,000.00	0.00	100.00
TOTAL INTERFUND TRANSFERS	1,088,000.00	67,555.00	1,088,000.00	0.00	100.00
TOTAL PUBLIC WORKS	1,583,797.00	118,234.33	1,369,252.05	214,544.95	86.45

10 -GENERAL FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
10-604-1010 SALARIES	842,089.00	64,943.80	605,734.09	236,354.91	71.93
10-604-1015 OVERTIME	15,000.00	3,415.95	13,825.18	1,174.82	92.17
10-604-1020 MEDICARE	12,415.00	959.31	8,691.72	3,723.28	70.01
10-604-1025 TWC (SUI)	3,519.00	0.00	2,885.16	633.84	81.99
10-604-1030 HEALTH INSURANCE	91,800.00	7,200.00	75,150.00	16,650.00	81.86
10-604-1031 HSA	0.00	51.80	543.90	543.90	0.00
10-604-1033 DENTAL INSURANCE	6,040.00	494.52	5,127.81	912.19	84.90
10-604-1035 VISION CARE INSURANCE	1,622.00	128.44	1,327.64	294.36	81.85
10-604-1036 LIFE INSURANCE	1,067.00	106.24	1,065.73	1.27	99.88
10-604-1037 WORKERS' COMP INSURANCE	21,872.00	3,948.54	11,886.14	9,985.86	54.34
10-604-1040 TMRS RETIREMENT	117,638.00	9,423.85	75,333.35	42,304.65	64.04
10-604-1070 SPECIAL ALLOWANCES	2,820.00	217.08	2,048.40	771.60	72.64
TOTAL PERSONNEL	1,115,882.00	90,889.53	803,619.12	312,262.88	72.02
SUPPLIES					
10-604-2020 OFFICE SUPPLIES	1,762.00	75.48	789.00	973.00	44.78
10-604-2060 MEDICAL EXAMS/SCREENING/TESTS	2,300.00	0.00	638.00	1,662.00	27.74
10-604-2070 JANITORIAL SUPPLIES	3,000.00	128.49	1,862.60	1,137.40	62.09
10-604-2080 UNIFORMS & ACCESSORIES	8,000.00	506.70	2,972.52	5,027.48	37.16
TOTAL SUPPLIES	15,062.00	710.67	6,262.12	8,799.88	41.58
SERVICES					
10-604-3017 PROFESSIONAL - MEDICAL DIRECT	5,300.00	350.00	3,150.00	2,150.00	59.43
10-604-3020 ASSOCIATION DUES & PUBLICATIONS	5,905.00	0.00	2,085.00	3,820.00	35.31
10-604-3030 TRAINING/EDUCATION	6,540.00	855.00	4,269.70	2,270.30	65.29
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	2,500.00	163.94	711.95	1,788.05	28.48
10-604-3050 LIABILITY INSURANCE	13,224.00	0.00	13,217.60	6.40	99.95
10-604-3070 PROPERTY INSURANCE	6,576.00	0.00	6,572.82	3.18	99.95
10-604-3080 SPECIAL SERVICES	1,250.00	0.00	0.00	1,250.00	0.00
10-604-3090 COMMUNICATIONS SERVICES	4,200.00	333.44	2,800.41	1,399.59	66.68
TOTAL SERVICES	45,495.00	1,702.38	32,807.48	12,687.52	72.11
CONTRACTUAL					
10-604-4045 RADIO ACCESS FEES - COSA	8,900.00	0.00	5,832.00	3,068.00	65.53
10-604-4075 COMPUTER SOFTWARE/MAINTENANCE	7,000.00	0.00	0.00	7,000.00	0.00
TOTAL CONTRACTUAL	15,900.00	0.00	5,832.00	10,068.00	36.68
MAINTENANCE					
10-604-5010 EQUIPMENT MAINT & REPAIR	6,000.00	2,291.48	3,434.60	2,565.40	57.24
10-604-5020 VEHICLE MAINTENANCE	12,250.00	1,113.96	5,348.58	6,901.42	43.66
10-604-5030 BUILDING MAINTENANCE	10,500.00	298.54	5,608.24	4,891.76	53.41
10-604-5060 VEHICLE & EQPT FUELS	12,000.00	731.44	5,682.19	6,317.81	47.35
TOTAL MAINTENANCE	40,750.00	4,435.42	20,073.61	20,676.39	49.26

10 -GENERAL FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
DEPT MATERIALS-SERVICES					
10-604-6015 ELECTRONIC EQPT MAINT	9,725.00	1,840.30	3,616.78	6,108.22	37.19
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	500.00	0.00	562.48 (62.48)	112.50
10-604-6040 EMS SUPPLIES	23,379.00	1,795.44	10,796.52	12,582.48	46.18
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	14,880.00	878.09	4,304.53	10,575.47	28.93
10-604-6060 PPE MAINTENENCE	15,100.00	359.00	1,984.09	13,115.91	13.14
TOTAL DEPT MATERIALS-SERVICES	63,584.00	4,872.83	21,264.40	42,319.60	33.44
UTILITES					
10-604-7044 UTILITIES - WATER	2,400.00	160.62	1,010.27	1,389.73	42.09
TOTAL UTILITES	2,400.00	160.62	1,010.27	1,389.73	42.09
CAPITAL OUTLAY					
10-604-8010 NON-CAPITAL- ELECTRONIC EQU	18,000.00	0.00	18,006.12 (6.12)	100.03
10-604-8015 NON-CAPITAL -COMPUTER EQUIP	8,417.00	0.00	5,316.87	3,100.13	63.17
TOTAL CAPITAL OUTLAY	26,417.00	0.00	23,322.99	3,094.01	88.29
INTERFUND TRANSFERS					
10-604-9000 STRAC Grant Expenditures	6,033.00	1,608.93	5,456.93	576.07	90.45
10-604-9010 TRF TO CAPITAL REPLACEMENT	780,514.00	187,210.00	780,514.00	0.00	100.00
TOTAL INTERFUND TRANSFERS	786,547.00	188,818.93	785,970.93	576.07	99.93
TOTAL FIRE DEPARTMENT	2,112,037.00	291,590.38	1,700,162.92	411,874.08	80.50

10 -GENERAL FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
10-605-1010 SALARIES	763,420.00	61,141.22	560,044.36	203,375.64	73.36
10-605-1015 OVERTIME	4,000.00	0.00	5,992.96 (1,992.96)	149.82
10-605-1020 MEDICARE	11,354.00	879.18	8,151.31	3,202.69	71.79
10-605-1025 TWC (SUI)	3,519.00	0.00	2,852.87	666.13	81.07
10-605-1030 HEALTH INSURANCE	91,800.00	7,896.22	74,946.22	16,853.78	81.64
10-605-1031 HSA	0.00	62.90	580.90 (580.90)	0.00
10-605-1033 DENTAL INSURANCE	5,711.00	448.52	4,620.36	1,090.64	80.90
10-605-1035 VISION CARE INSURANCE	1,582.00	138.58	1,291.14	290.86	81.61
10-605-1036 LIFE INSURANCE	1,067.00	119.51	1,052.43	14.57	98.63
10-605-1037 WORKERS' COMP INSURANCE	23,489.00	4,480.21	13,429.80	10,059.20	57.17
10-605-1040 TMRS RETIREMENT	107,587.00	8,520.85	70,410.47	37,176.53	65.45
10-605-1070 SPECIAL ALLOWANCES	12,600.00	588.48	8,140.56	4,459.44	64.61
TOTAL PERSONNEL	1,026,129.00	84,275.67	751,513.38	274,615.62	73.24
SUPPLIES					
10-605-2020 OFFICE SUPPLIES	2,200.00	154.63	1,824.71	375.29	82.94
10-605-2050 PRINTING & COPYING	1,600.00	225.00	698.00	902.00	43.63
10-605-2060 MEDICAL/SCREENING/TESTING/B	1,900.00	0.00	306.00	1,594.00	16.11
10-605-2070 JANITROIAL/BUILDING SUPPLIE	500.00	43.43	239.43	260.57	47.89
10-605-2080 UNIFORMS & ACCESSORIES	10,000.00	72.94	5,781.84	4,218.16	57.82
TOTAL SUPPLIES	16,200.00	496.00	8,849.98	7,350.02	54.63
SERVICES					
10-605-3020 ASSOCIATION DUES & PUBS	2,790.00	0.00	744.00	2,046.00	26.67
10-605-3030 TRAINING/EDUCATION	2,000.00	0.00	43.40	1,956.60	2.17
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	2,000.00	0.00	150.00	1,850.00	7.50
10-605-3050 LIABILITY INSURANCE	10,913.00	0.00	10,907.71	5.29	99.95
10-605-3060 UNIFORM MAINTENANCE	3,000.00	0.00	1,047.32	1,952.68	34.91
10-605-3071 PROPERTY INSURANCE	5,426.00	0.00	5,423.37	2.63	99.95
10-605-3072 ANIMAL CONTROL SERVICES	12,000.00	1,000.00	9,000.00	3,000.00	75.00
10-605-3087 CITIZENS COMMUNICATION/ED	200.00	0.00	0.00	200.00	0.00
10-605-3090 COMMUNCIATIONS SERVICES	4,200.00	365.91	3,408.01	791.99	81.14
TOTAL SERVICES	42,529.00	1,365.91	30,723.81	11,805.19	72.24
CONTRACTUAL					
10-605-4035 CONTRACT/DISPATCH SERVICES	30,000.00	0.00	0.00	30,000.00	0.00
10-605-4045 CONTRACT/RADIO FEES COSA	7,000.00	0.00	6,696.00	304.00	95.66
10-605-4075 COMPUTER SOFTWARE/INCODE	12,304.00	33.00	10,351.91	1,952.09	84.13
TOTAL CONTRACTUAL	49,304.00	33.00	17,047.91	32,256.09	34.58
MAINTENANCE					
10-605-5005 EQUIPMENT LEASES	2,900.00	310.69	2,956.95 (56.95)	101.96
10-605-5010 EQUIPMENT MAINT & REPAIR	4,000.00	0.00	552.27	3,447.73	13.81
10-605-5015 ELECTRONIC EQPT MAINT	8,300.00	263.78	2,473.08	5,826.92	29.80
10-605-5020 VEHICLE MAINTENANCE	20,810.00	1,225.71	11,590.24	9,219.76	55.70
10-605-5060 VEHICLE & EQPT FUELS	40,905.00	2,514.26	19,103.08	21,801.92	46.70
TOTAL MAINTENANCE	76,915.00	4,314.44	36,675.62	40,239.38	47.68

10 -GENERAL FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
DEPT MATERIALS-SERVICES					
10-605-6030 INVESTIGATIVE SUPPLIES	1,700.00	349.89	934.58	765.42	54.98
10-605-6032 POLICE SAFETY SUPPLIES	2,250.00	0.00	1,629.44	620.56	72.42
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	5,110.00	0.00	0.00	5,110.00	0.00
TOTAL DEPT MATERIALS-SERVICES	9,060.00	349.89	2,564.02	6,495.98	28.30
UTILITIES					
10-605-7042 UTILITIES- PHONE	3,800.00	364.31	3,182.52	617.48	83.75
TOTAL UTILITIES	3,800.00	364.31	3,182.52	617.48	83.75
CAPITAL OUTLAY					
10-605-8010 NON-CAPITAL-ELECTRONIC EQUI	8,750.00	0.00	861.71	7,888.29	9.85
10-605-8030 CAPITAL - ELECTRONIC EQUIPM	12,595.00	0.00	12,231.00	364.00	97.11
10-605-8045 CAPITAL-COMPUTER EQUIPMENT	9,400.00	0.00	10,085.29 (685.29)	107.29
10-605-8050 CAPITAL - VEHICLES	76,000.00	734.00	734.00	75,266.00	0.97
TOTAL CAPITAL OUTLAY	106,745.00	734.00	23,912.00	82,833.00	22.40
INTERFUND TRANSFERS					
TOTAL POLICE DEPARTMENT	1,330,682.00	91,933.22	874,469.24	456,212.76	65.72

10 -GENERAL FUND
 DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
SUPPLIES					
10-607-2020 OFFICE SUPPLIES	0.00 (80.24)	0.00	0.00	0.00
10-607-2050 PRINTING & COPYING	1,100.00	105.52	105.52	994.48	9.59
TOTAL SUPPLIES	1,100.00	25.28	105.52	994.48	9.59
SERVICES					
10-607-3012 PROF -ENGINEERING REVIEW	21,000.00	0.00	6,211.80	14,788.20	29.58
10-607-3015 PROF -BLDG INSPECTION SERVI	61,404.00	5,238.00	61,830.00 (426.00)	100.69
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	300.00	1,680.00	320.00	84.00
10-607-3017 SANITARY INSPECTION SERVICE	4,000.00	250.00	1,530.00	2,470.00	38.25
TOTAL SERVICES	88,404.00	5,788.00	71,251.80	17,152.20	80.60
CONTRACTUAL					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	1,300.00	0.00	1,300.00	0.00	100.00
TOTAL CONTRACTUAL	1,300.00	0.00	1,300.00	0.00	100.00
MAINTENANCE					
CAPITAL OUTLAY					
INTERFUND TRANSFERS					
TOTAL DEVELOPMENT SERVICES	90,804.00	5,813.28	72,657.32	18,146.68	80.02
TOTAL EXPENDITURES	6,052,405.00	610,570.17	4,701,548.69	1,350,856.31	77.68
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (488,515.24)	(1,033,765.52)	1,033,765.52	0.00

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	1,177,164.00	73,037.30	616,990.19	560,173.81	52.41
TOTAL REVENUES	1,177,164.00	73,037.30	616,990.19	560,173.81	52.41
	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY					
WATER DEPARTMENT	970,654.00	54,597.69	494,427.32	476,226.68	50.94
DEBT SERVICE	200,668.00	0.00	144,034.41	56,633.59	71.78
TOTAL EXPENDITURES	1,171,322.00	54,597.69	638,461.73	532,860.27	54.51
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	5,842.00	18,439.61	(21,471.54)	27,313.54	367.54-

20 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
WATER SALES					
20-599-5015 WATER CONSUMPTION	675,000.00	28,683.02	409,844.59	265,155.41	60.72
20-599-5016 LATE CHARGES	7,000.00	702.16	7,431.68 (431.68)	106.17
20-599-5018 DEBT SERVICE	55,000.00	4,480.00	40,083.20	14,916.80	72.88
20-599-5019 WATER SERVICE FEE	57,600.00	4,863.26	43,527.88	14,072.12	75.57
20-599-5036 EAA PASS THRU CHARGE	87,236.00	4,220.50	56,375.50	30,860.50	64.62
TOTAL WATER SALES	881,836.00	42,948.94	557,262.85	324,573.15	63.19
MISC./GRANTS/INTEREST					
20-599-7000 INTEREST INCOME	3,203.00	110.50	2,373.33	829.67	74.10
20-599-7011 OTHER INCOME	1,000.00	0.00	1,183.72 (183.72)	118.37
20-599-7012 LEASE OF WATER RIGHTS	7,200.00	2,393.68	7,042.68	157.32	97.82
20-599-7040 ASR LEASE PROGRAM	36,000.00	24,000.00	36,000.00	0.00	100.00
20-599-7075 SITE/TOWER LEASE REVENUE	13,500.00	1,194.05	10,737.48	2,762.52	79.54
20-599-7097 INSURANCE PROCEEDS	0.00	2,390.13	2,390.13 (2,390.13)	0.00
TOTAL MISC./GRANTS/INTEREST	60,903.00	30,088.36	59,727.34	1,175.66	98.07
TRANSFERS IN					
20-599-8072 TRF IN - CAPITAL REPLACEMEN	12,285.00	0.00	0.00	12,285.00	0.00
20-599-8099 TRF IN - RESERVES	222,140.00	0.00	0.00	222,140.00	0.00
TOTAL TRANSFERS IN	234,425.00	0.00	0.00	234,425.00	0.00
TOTAL NON-DEPARTMENTAL	1,177,164.00	73,037.30	616,990.19	560,173.81	52.41
TOTAL REVENUES	1,177,164.00	73,037.30	616,990.19	560,173.81	52.41

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
20-606-1010 SALARIES	147,682.00	12,582.84	105,307.28	42,374.72	71.31
20-606-1015 OVERTIME	16,000.00	593.97	15,008.84	991.16	93.81
20-606-1020 MEDICARE	1,932.00	198.01	1,767.15	164.85	91.47
20-606-1025 TWC (SUI)	828.00	0.00	615.22	212.78	74.30
20-606-1030 HEALTH INSURANCE	21,600.00	2,052.44	18,421.44	3,178.56	85.28
20-606-1031 HSA	0.00	15.02	131.06 (131.06)	0.00
20-606-1033 DENTAL INSURANCE	1,357.00	125.46	1,126.22	230.78	82.99
20-606-1035 VISION CARE INSURANCE	365.00	32.52	291.94	73.06	79.98
20-606-1036 LIFE INSURANCE	251.00	30.28	261.42 (10.42)	104.15
20-606-1037 WORKERS' COMP INSURANCE	5,225.00	1,243.79	3,297.14	1,927.86	63.10
20-606-1040 TMRS RETIREMENT	18,307.00	2,115.08	15,176.86	3,130.14	82.90
20-606-1070 SPECIAL ALLOWANCES	5,250.00	784.68	5,423.59 (173.59)	103.31
TOTAL PERSONNEL	218,797.00	19,774.09	166,828.16	51,968.84	76.25
SUPPLIES					
20-606-2020 OFFICE SUPPLIES	1,255.00	132.80	929.40	325.60	74.06
20-606-2030 POSTAGE	4,500.00	636.91	2,442.65	2,057.35	54.28
20-606-2050 PRINTING & COPYING	2,000.00	0.00	383.94	1,616.06	19.20
20-606-2060 MED EXAMS/SCREENING/TESTING	0.00	0.00	39.00 (39.00)	0.00
20-606-2070 JANITORIAL SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
20-606-2075 BANK/CREDITCARD FEES	2,500.00	362.22	3,601.30 (1,101.30)	144.05
20-606-2080 UNIFORMS	0.00	0.00	224.97 (224.97)	0.00
20-606-2090 TOOLS & ACCESSORIES	1,250.00	235.94	907.81	342.19	72.62
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	0.00	21.54	545.91 (545.91)	0.00
TOTAL SUPPLIES	13,005.00	1,389.41	9,074.98	3,930.02	69.78
SERVICES					
20-606-3012 ENGINEERING SERVICES	3,000.00	0.00	1,010.00	1,990.00	33.67
20-606-3020 ASSOCIATION DUES & PUBS	1,500.00	0.00	640.98	859.02	42.73
20-606-3030 TRAINING/EDUCATION	1,000.00	180.00	4,352.71 (3,352.71)	435.27
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	2,000.00	0.00	1,678.26	321.74	83.91
20-606-3050 INSURANCE - LIABILITY	2,881.00	0.00	2,879.61	1.39	99.95
20-606-3060 UNIFORM SERVICES	2,000.00	111.90	1,088.12	911.88	54.41
20-606-3070 INSURANCE - PROPERTY	1,433.00	0.00	1,432.30	0.70	99.95
20-606-3075 WATER CONSERVATION EDUCATIO	500.00	0.00	0.00	500.00	0.00
20-606-3082 WATER ANALYSIS FEES	11,955.00	217.00	3,306.55	8,648.45	27.66
TOTAL SERVICES	26,269.00	508.90	16,388.53	9,880.47	62.39
CONTRACTUAL					
20-606-4075 COMPUTER SOFTWARE/INCODE	5,921.00	128.00	4,754.09	1,166.91	80.29
20-606-4085 EAA -WATER MANAGEMENT FEES	83,424.00	5,936.23	57,926.11	25,497.89	69.44
20-606-4086 CONTRACT LABOR	0.00	703.00	5,512.93 (5,512.93)	0.00
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	48,000.00	0.00	47,969.40	30.60	99.94
TOTAL CONTRACTUAL	137,345.00	6,767.23	116,162.53	21,182.47	84.58

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MAINTENANCE					
20-606-5005 EQUIPMENT LEASES	1,700.00	52.00	481.80	1,218.20	28.34
20-606-5010 EQUIPMENT MAINT & REPAIR	8,000.00	1,020.16	6,862.23	1,137.77	85.78
20-606-5015 ELECTRONIC EQPT MAINTENANCE	1,000.00	0.00	370.47	629.53	37.05
20-606-5020 VEHICLE MAINTENANCE	3,000.00	677.63	4,288.51 (1,288.51)	142.95
20-606-5030 BUILDING MAINTENANCE	3,500.00	0.00	1,060.23	2,439.77	30.29
20-606-5060 VEHICLE & EQPT FUELS	7,500.00	297.66	2,956.57	4,543.43	39.42
TOTAL MAINTENANCE	24,700.00	2,047.45	16,019.81	8,680.19	64.86
DEPT MATERIALS-SERVICES					
20-606-6011 CHEMICALS	15,000.00	616.94	9,939.85	5,060.15	66.27
20-606-6050 WATER METERS & BOXES	1,890.00	34.20	56.20	1,833.80	2.97
20-606-6055 FIRE HYDRANTS	2,000.00	0.00	218.66	1,781.34	10.93
20-606-6060 HUEBNER STORAGE TANK	9,000.00	440.00	2,588.82	6,411.18	28.76
20-606-6061 ELEVATED STORAGE TANK	4,000.00	1,172.30	4,711.29 (711.29)	117.78
20-606-6062 WELL SITE #2-EAA MONITORED	2,000.00	432.19	432.19	1,567.81	21.61
20-606-6065 WELL SITE #5-EDWARDS BLENDI	6,000.00	0.00	1,400.42	4,599.58	23.34
20-606-6066 WELL SITE #6	6,000.00	48.37	2,039.60	3,960.40	33.99
20-606-6067 WELL SITE #7	8,000.00	0.00	805.54	7,194.46	10.07
20-606-6068 WELL SITE #8	11,000.00	0.00	1,280.98	9,719.02	11.65
20-606-6069 WELL SITE #9 - TRINITY	10,000.00	0.00	2,287.05	7,712.95	22.87
20-606-6070 SCADA SYSTEM MAINTENANCE	15,000.00	0.00	8,569.04	6,430.96	57.13
20-606-6071 SHAVANO DRIVE PUMP STATION	18,772.00	7,775.29	41,091.07 (22,319.07)	218.90
20-606-6072 WATER SYSTEM MAINTENANCE	25,000.00	1,794.90	15,459.83	9,540.17	61.84
20-606-6080 STREET MAINT SUPPLIES	2,000.00	0.00	186.98	1,813.02	9.35
TOTAL DEPT MATERIALS-SERVICES	135,662.00	12,314.19	91,067.52	44,594.48	67.13
UTILITIES					
20-606-7020 UTILITIES - PHONE/CELL	2,400.00	0.00	0.00	2,400.00	0.00
20-606-7040 UTILITIES - ELECTRIC	60,000.00	10,597.07	44,285.89	15,714.11	73.81
20-606-7044 UTILITIES - WATER	0.00	24.35	217.71 (217.71)	0.00
TOTAL UTILITIES	62,400.00	10,621.42	44,503.60	17,896.40	71.32
CAPITAL OUTLAY					
20-606-8010 NON-CAP ELECTRONIC EQUIPMEN	0.00	0.00	4,484.47 (4,484.47)	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	7,958.00	1,175.00	3,440.04	4,517.96	43.23
20-606-8081 WATER METER REPLACEMENT	12,285.00	0.00	0.00	12,285.00	0.00
20-606-8085 CAPITAL - WATER TOWER/STORA	195,500.00	0.00	26,457.68	169,042.32	13.53
TOTAL CAPITAL OUTLAY	215,743.00	1,175.00	34,382.19	181,360.81	15.94
INTERFUND TRANSFERS					
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	0.00	22,050.00	0.00
20-606-9020 TRF TO CAPITAL REPLACEMENT	114,683.00	0.00	0.00	114,683.00	0.00
TOTAL INTERFUND TRANSFERS	136,733.00	0.00	0.00	136,733.00	0.00
TOTAL WATER DEPARTMENT	970,654.00	54,597.69	494,427.32	476,226.68	50.94

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

20 -WATER FUND
 DEBT SERVICE

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CAPITAL OUTLAY					
20-607-8012 2009 CO - PRINCIPAL	50,000.00	0.00	50,000.00	0.00	100.00
20-607-8013 2009 CO - INTEREST	96,830.00	0.00	48,790.00	48,040.00	50.39
20-607-8014 2009 GO REFUND - PRINCIPAL	35,963.00	0.00	35,962.50	0.50	100.00
20-607-8015 2009 GO REFUND - INTEREST	17,725.00	0.00	9,131.91	8,593.09	51.52
20-607-8030 BOND AGENT FEES	150.00	0.00	150.00	0.00	100.00
TOTAL CAPITAL OUTLAY	200,668.00	0.00	144,034.41	56,633.59	71.78
<hr/>					
TOTAL DEBT SERVICE	200,668.00	0.00	144,034.41	56,633.59	71.78
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TOTAL EXPENDITURES	1,171,322.00	54,597.69	638,461.73	532,860.27	54.51
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	5,842.00	18,439.61	(21,471.54)	27,313.54	367.54-
=====					

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

30 -DEBT SERVICE FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	208,564.00	1,726.69	217,323.23 (8,759.23)	104.20
TOTAL REVENUES	208,564.00	1,726.69	217,323.23 (8,759.23)	104.20
	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY					
DEBT SERVICE	208,564.00	150.00	174,493.09	34,070.91	83.66
TOTAL EXPENDITURES	208,564.00	150.00	174,493.09	34,070.91	83.66
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,576.69	42,830.14 (42,830.14)	0.00

30 -DEBT SERVICE FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
TAXES					
30-599-1010 CURRENT ADVALOREM TAXES	178,230.00	1,668.15	213,903.20 (35,673.20)	120.02
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00	10.93	2,801.52 (2,801.52)	0.00
30-599-1030 PENALTY & INTEREST	0.00	22.01	450.93 (450.93)	0.00
TOTAL TAXES	178,230.00	1,701.09	217,155.65 (38,925.65)	121.84
TRANSFERS IN					
30-599-8010 INTEREST INCOME	0.00	25.60	167.58 (167.58)	0.00
30-599-8030 FUND BALANCE - TRANSFER IN	30,334.00	0.00	0.00	30,334.00	0.00
TOTAL TRANSFERS IN	30,334.00	25.60	167.58	30,166.42	0.55
TOTAL NON-DEPARTMENTAL	208,564.00	1,726.69	217,323.23 (8,759.23)	104.20
TOTAL REVENUES	208,564.00	1,726.69	217,323.23 (8,759.23)	104.20

30 -DEBT SERVICE FUND
 DEBT SERVICE

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CAPITAL OUTLAY					
30-607-8050 2009 GO REFUNDING-PRINCIPAL	139,038.00	0.00	139,037.50	0.50	100.00
30-607-8052 2009 GO REFUNDING-INTEREST	68,526.00	0.00	35,305.59	33,220.41	51.52
30-607-8054 BOND AGENT FEE - 2009 REF	1,000.00	150.00	150.00	850.00	15.00
TOTAL CAPITAL OUTLAY	208,564.00	150.00	174,493.09	34,070.91	83.66
<hr/>					
TOTAL DEBT SERVICE	208,564.00	150.00	174,493.09	34,070.91	83.66
<hr/>					
TOTAL EXPENDITURES	208,564.00	150.00	174,493.09	34,070.91	83.66
=====					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,576.69	42,830.14 (42,830.14)	0.00
=====					

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

40 -CRIME CONTROL DISTRICT
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	244,812.00	7,668.23	220,901.51	23,910.49	90.23
TOTAL REVENUES	244,812.00	7,668.23	220,901.51	23,910.49	90.23
	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY					
POLICE DEPARTMENT	97,300.00	0.00	6,637.65	90,662.35	6.82
TOTAL EXPENDITURES	97,300.00	0.00	6,637.65	90,662.35	6.82
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	147,512.00	7,668.23	214,263.86 (66,751.86)	145.25

40 -CRIME CONTROL DISTRICT
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
TAXES					
40-599-1050 SALES TAX-CRIME CONTROL DIS	96,000.00	7,662.05	72,071.56	23,928.44	75.07
TOTAL TAXES	96,000.00	7,662.05	72,071.56	23,928.44	75.07
MISC./GRANTS/INTEREST					
TRANSFERS IN					
40-599-8005 INTEREST INCOME	30.00	6.18	47.95 (17.95)	159.83
40-599-8070 TRF IN - CAPITAL FUND	148,782.00	0.00	148,782.00	0.00	100.00
TOTAL TRANSFERS IN	148,812.00	6.18	148,829.95 (17.95)	100.01
TOTAL NON-DEPARTMENTAL	244,812.00	7,668.23	220,901.51	23,910.49	90.23
TOTAL REVENUES	244,812.00	7,668.23	220,901.51	23,910.49	90.23

40 -CRIME CONTROL DISTRICT
FIRE DEPARMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CAPITAL OUTLAY	_____	_____	_____	_____	_____
INTERFUND TRANSFERS	_____	_____	_____	_____	_____

40 -CRIME CONTROL DISTRICT
 POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
SERVICES					
40-605-3030 TRAINING/EDUCATION	2,050.00	0.00	1,974.45	75.55	96.31
40-605-3087 CITIZENS COMMUNICATION/EDUC	5,500.00	0.00	4,663.20	836.80	84.79
TOTAL SERVICES	7,550.00	0.00	6,637.65	912.35	87.92
MAINTENANCE					
CAPITAL OUTLAY					
INTERFUND TRANSFERS					
40-605-9011 TRANSFER TO - GENERAL FUND	89,750.00	0.00	0.00	89,750.00	0.00
TOTAL INTERFUND TRANSFERS	89,750.00	0.00	0.00	89,750.00	0.00
TOTAL POLICE DEPARTMENT	97,300.00	0.00	6,637.65	90,662.35	6.82
TOTAL EXPENDITURES	97,300.00	0.00	6,637.65	90,662.35	6.82
REVENUES OVER/ (UNDER) EXPENDITURES	147,512.00	7,668.23	214,263.86	(66,751.86)	145.25

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

42 -PEG FUNDS
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	15,005.00	0.63	11,656.86	3,348.14	77.69
TOTAL REVENUES	15,005.00	0.63	11,656.86	3,348.14	77.69
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	15,005.00	0.63	11,656.86	3,348.14	77.69

42 -PEG FUNDS
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
FRANCHISE REVENUES					
42-599-2024 FRANSICSE - PEG FEES	15,000.00	0.00	11,651.55	3,348.45	77.68
TOTAL FRANCHISE REVENUES	15,000.00	0.00	11,651.55	3,348.45	77.68
MISC./GRANTS/INTEREST					
42-599-7000 INTEREST	5.00	0.63	5.31 (0.31)	106.20
TOTAL MISC./GRANTS/INTEREST	5.00	0.63	5.31 (0.31)	106.20
TOTAL NON-DEPARTMENTAL	15,005.00	0.63	11,656.86	3,348.14	77.69
TOTAL REVENUES	15,005.00	0.63	11,656.86	3,348.14	77.69
REVENUES OVER/(UNDER) EXPENDITURES	15,005.00	0.63	11,656.86	3,348.14	77.69

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

45 -OAK WILT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	30,500.00	0.01	26,805.04	3,694.96	87.89
TOTAL REVENUES	30,500.00	0.01	26,805.04	3,694.96	87.89
	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY					
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	30,500.00	0.01	26,805.04	3,694.96	87.89

45 -OAK WILT FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
PERMITS & LICENSES					
45-599-3015 TREE TRIMMING PERMITS	10,500.00	0.01	6,805.04	3,694.96	64.81
TOTAL PERMITS & LICENSES	10,500.00	0.01	6,805.04	3,694.96	64.81
MISC./GRANTS/INTEREST					
TRANSFERS IN					
45-599-8010 TRF IN - GENERAL FUND	20,000.00	0.00	20,000.00	0.00	100.00
TOTAL TRANSFERS IN	20,000.00	0.00	20,000.00	0.00	100.00
TOTAL NON-DEPARTMENTAL	30,500.00	0.01	26,805.04	3,694.96	87.89
TOTAL REVENUES	30,500.00	0.01	26,805.04	3,694.96	87.89

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

45 -OAK WILT FUND
ADMINISTRATION

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
SERVICES	_____	_____	_____	_____	_____
DEPT MATERIALS-SERVICES	_____	_____	_____	_____	_____
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	30,500.00	0.01	26,805.04	3,694.96	87.89
=====					

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

48 -STREET MAINTENANCE FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	96,000.00	7,578.07	70,974.17	25,025.83	73.93
TOTAL REVENUES	96,000.00	7,578.07	70,974.17	25,025.83	73.93
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	96,000.00	7,578.07	70,974.17	25,025.83	73.93

48 -STREET MAINTENANCE FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
TAXES					
48-599-1040 SALES TAX - STREET MAINTENA	96,000.00	7,578.07	70,974.17	25,025.83	73.93
TOTAL TAXES	96,000.00	7,578.07	70,974.17	25,025.83	73.93
TOTAL NON-DEPARTMENTAL	96,000.00	7,578.07	70,974.17	25,025.83	73.93
TOTAL REVENUES	96,000.00	7,578.07	70,974.17	25,025.83	73.93
REVENUES OVER/ (UNDER) EXPENDITURES	96,000.00	7,578.07	70,974.17	25,025.83	73.93

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

50 -COURT RESTRICTED FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	11,950.00	650.21	6,963.08	4,986.92	58.27
TOTAL REVENUES	11,950.00	650.21	6,963.08	4,986.92	58.27
	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY					
OPERATING EXPENSES	8,530.00	0.00	0.00	8,530.00	0.00
TOTAL EXPENDITURES	8,530.00	0.00	0.00	8,530.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	3,420.00	650.21	6,963.08 (3,543.08)	203.60

50 -COURT RESTRICTED FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
COURT FEES					
50-599-4022 COURT EFFICIENCY REVENUE	200.00	5.00	102.34	97.66	51.17
50-599-4023 COURT SECURITY REVENUE	5,400.00	276.50	2,940.33	2,459.67	54.45
50-599-4025 COURT TECHNOLOGY REVENUE	6,350.00	368.71	3,920.41	2,429.59	61.74
TOTAL COURT FEES	11,950.00	650.21	6,963.08	4,986.92	58.27
TRANSFERS IN					
TOTAL NON-DEPARTMENTAL	11,950.00	650.21	6,963.08	4,986.92	58.27
TOTAL REVENUES	11,950.00	650.21	6,963.08	4,986.92	58.27

50 -COURT RESTRICTED FUND
 OPERATING EXPENSES

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
SUPPLIES	_____	_____	_____	_____	_____
SERVICES	_____	_____	_____	_____	_____
CONTRACTUAL	_____	_____	_____	_____	_____
MAINTENANCE	_____	_____	_____	_____	_____
CAPITAL OUTLAY	_____	_____	_____	_____	_____
INTERFUND TRANSFERS					
50-602-9010 TRANSFER TO GENERAL FUND	8,530.00	0.00	0.00	8,530.00	0.00
TOTAL INTERFUND TRANSFERS	8,530.00	0.00	0.00	8,530.00	0.00
TOTAL OPERATING EXPENSES	8,530.00	0.00	0.00	8,530.00	0.00
TOTAL EXPENDITURES	8,530.00	0.00	0.00	8,530.00	0.00
REVENUES OVER/ (UNDER) EXPENDITURES	3,420.00	650.21	6,963.08 (3,543.08)	203.60

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

52 -CHILD SAFETY FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON DEPARTMENTAL	3,400.00	328.51	2,917.70	482.30	85.81
TOTAL REVENUES	3,400.00	328.51	2,917.70	482.30	85.81
	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY					
FIRE DEPARTMENT	1,000.00	0.00	1,384.28 (384.28)	138.43
POLICE DEPARTMENT	2,080.00	0.00	0.00	2,080.00	0.00
TOTAL EXPENDITURES	3,080.00	0.00	1,384.28	1,695.72	44.94
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	320.00	328.51	1,533.42 (1,213.42)	479.19

52 -CHILD SAFETY FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON DEPARTMENTAL					
MISC./GRANTS/INTEREST					
52-599-7010 SCHOOL GROSSING GUARD FUNDS	3,400.00	328.51	2,917.70	482.30	85.81
TOTAL MISC./GRANTS/INTEREST	3,400.00	328.51	2,917.70	482.30	85.81
TRANSFERS IN					
TOTAL NON DEPARTMENTAL	3,400.00	328.51	2,917.70	482.30	85.81
TOTAL REVENUES	3,400.00	328.51	2,917.70	482.30	85.81

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

52 -CHILD SAFETY FUND
 FIRE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
SERVICES					
52-604-3087 CITIZENS COMMUNICATION/EDUC	1,000.00	0.00	1,384.28 (384.28)	138.43
TOTAL SERVICES	1,000.00	0.00	1,384.28 (384.28)	138.43
<hr/>					
TOTAL FIRE DEPARTMENT	1,000.00	0.00	1,384.28 (384.28)	138.43

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

52 -CHILD SAFETY FUND
 POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
SERVICES					
52-605-3087 CITIZENS COMMUNICATION/EDUC	2,080.00	0.00	0.00	2,080.00	0.00
TOTAL SERVICES	2,080.00	0.00	0.00	2,080.00	0.00
TOTAL POLICE DEPARTMENT	2,080.00	0.00	0.00	2,080.00	0.00
TOTAL EXPENDITURES	3,080.00	0.00	1,384.28	1,695.72	44.94
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	320.00	328.51	1,533.42 (1,213.42)	479.19
=====					

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

53 -LEOSE
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	1,500.00	1.18	1,590.70 (90.70)	106.05
TOTAL REVENUES	1,500.00	1.18	1,590.70 (90.70)	106.05
	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY					
POLICE DEPARTMENT	3,900.00	662.50	2,393.66	1,506.34	61.38
TOTAL EXPENDITURES	3,900.00	662.50	2,393.66	1,506.34	61.38
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	(2,400.00)	(661.32)	(802.96)	(1,597.04)	33.46

53 -LEOSE
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
POLICE/FIRE REVENUES					
53-599-6020 LEOSE FUNDS	1,500.00	0.00	1,583.44 (83.44)	105.56
TOTAL POLICE/FIRE REVENUES	1,500.00	0.00	1,583.44 (83.44)	105.56
TRANSFERS IN					
53-599-8010 INTEREST	0.00	1.18	7.26 (7.26)	0.00
TOTAL TRANSFERS IN	0.00	1.18	7.26 (7.26)	0.00
TOTAL NON-DEPARTMENTAL	1,500.00	1.18	1,590.70 (90.70)	106.05
TOTAL REVENUES	1,500.00	1.18	1,590.70 (90.70)	106.05
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

53 -LEOSE
 POLICE DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
SERVICES					
53-605-3030 TRAINING/EDUCATION	3,900.00	662.50	2,393.66	1,506.34	61.38
TOTAL SERVICES	3,900.00	662.50	2,393.66	1,506.34	61.38
TOTAL POLICE DEPARTMENT	3,900.00	662.50	2,393.66	1,506.34	61.38
TOTAL EXPENDITURES	3,900.00	662.50	2,393.66	1,506.34	61.38
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	(2,400.00)	(661.32)	(802.96)	(1,597.04)	33.46
=====					

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

54 -POLICE FORFIETURE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	0.00	0.05	0.44 (0.44)	0.00
TOTAL REVENUES	0.00	0.05	0.44 (0.44)	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.05	0.44 (0.44)	0.00

54 -POLICE FORFIETURE
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
POLICE/FIRE REVENUES					
TRANSFERS IN					
54-599-8005 INTEREST	0.00	0.05	0.44 (0.44)	0.00
TOTAL TRANSFERS IN	0.00	0.05	0.44 (0.44)	0.00
TOTAL NON-DEPARTMENTAL					
TOTAL NON-DEPARTMENTAL	0.00	0.05	0.44 (0.44)	0.00
TOTAL REVENUES					
TOTAL REVENUES	0.00	0.05	0.44 (0.44)	0.00
REVENUES OVER/ (UNDER) EXPENDITURES					
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.05	0.44 (0.44)	0.00

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

70 -CAPITAL REPLACEMENT FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
OTHER SOURCES	1,914,281.00	278,787.56	1,902,655.01	11,625.99	99.39
TOTAL REVENUES	1,914,281.00	278,787.56	1,902,655.01	11,625.99	99.39
	=====	=====	=====	=====	=====
EXPENDITURE SUMMARY					
FIRE	21,100.00	0.00	0.00	21,100.00	0.00
POLICE	0.00	0.00	148,782.00 (148,782.00)	0.00
TOTAL EXPENDITURES	21,100.00	0.00	148,782.00 (127,682.00)	705.13
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	1,893,181.00	278,787.56	1,753,873.01	139,307.99	92.64

70 -CAPITAL REPLACEMENT FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
OTHER SOURCES					
MISC./GRANTS/INTEREST					
TRANSFERS IN					
70-599-8010 INTEREST INCOME	100.00	22.56	141.01 (41.01)	141.01
70-599-8020 TRF IN - GENERAL FUND	1,914,181.00	278,765.00	1,902,514.00	11,667.00	99.39
TOTAL TRANSFERS IN	1,914,281.00	278,787.56	1,902,655.01	11,625.99	99.39
TOTAL OTHER SOURCES	1,914,281.00	278,787.56	1,902,655.01	11,625.99	99.39
TOTAL REVENUES	1,914,281.00	278,787.56	1,902,655.01	11,625.99	99.39

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

70 -CAPITAL REPLACEMENT FUND
COUNCIL

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL	_____	_____	_____	_____	_____

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

70 -CAPITAL REPLACEMENT FUND
ADMIN

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL	_____	_____	_____	_____	_____

70 -CAPITAL REPLACEMENT FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL	_____	_____	_____	_____	_____

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

70 -CAPITAL REPLACEMENT FUND
 FIRE

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
CONTRACTUAL					
70-604-4030 ELECTRONIC EQUIPMENT	21,100.00	0.00	0.00	21,100.00	0.00
TOTAL CONTRACTUAL	21,100.00	0.00	0.00	21,100.00	0.00
<hr/>					
TOTAL FIRE	21,100.00	0.00	0.00	21,100.00	0.00

70 -CAPITAL REPLACEMENT FUND
 POLICE

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL	_____	_____	_____	_____	_____
MAINTENANCE	_____	_____	_____	_____	_____
INTERFUND TRANSFERS					
70-605-9018 TRF TO CRIME CONTROL DIST.	0.00	0.00	148,782.00 (148,782.00)	0.00
TOTAL INTERFUND TRANSFERS	0.00	0.00	148,782.00 (148,782.00)	0.00
TOTAL POLICE	0.00	0.00	148,782.00 (148,782.00)	0.00
TOTAL EXPENDITURES	21,100.00	0.00	148,782.00 (127,682.00)	705.13
REVENUES OVER/ (UNDER) EXPENDITURES	1,893,181.00	278,787.56	1,753,873.01	139,307.99	92.64

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

72 -WATER CAPITAL REPLACEMENT
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
NON-DEPARTMENTAL	114,683.00	0.00	0.00	114,683.00	0.00
TOTAL REVENUES	114,683.00	0.00	0.00	114,683.00	0.00
=====					
EXPENDITURE SUMMARY					
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	114,683.00	0.00	0.00	114,683.00	0.00
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	114,683.00	0.00	0.00	114,683.00	0.00
=====					

72 -WATER CAPITAL REPLACEMENT
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENTAL					
TRANSFERS IN					
72-599-8020 TRANSFER FROM WATER FUND	114,683.00	0.00	0.00	114,683.00	0.00
TOTAL TRANSFERS IN	114,683.00	0.00	0.00	114,683.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	114,683.00	0.00	0.00	114,683.00	0.00
<hr/>					
TOTAL REVENUES	114,683.00	0.00	0.00	114,683.00	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JUNE 30TH, 2016

72 -WATER CAPITAL REPLACEMENT
 WATER DEPARTMENT

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL					
REVENUES OVER/ (UNDER) EXPENDITURES	114,683.00	0.00	0.00	114,683.00	0.00
OTHER FINANCING SOURCES					
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	114,683.00	0.00	0.00	114,683.00	0.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

75 -PET DOC & RESCUE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY					
ADMINISTRATION	0.00	0.02	0.18 (0.18)	0.00
TOTAL REVENUES	0.00	0.02	0.18 (0.18)	0.00
=====					
EXPENDITURE SUMMARY					
=====					
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.02	0.18 (0.18)	0.00

75 -PET DOC & RESCUE FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
ADMINISTRATION					
TAXES					
MISC./GRANTS/INTEREST					
75-599-7000 INTERES INCOME	0.00	0.02	0.18 (0.18)	0.00
TOTAL MISC./GRANTS/INTEREST	0.00	0.02	0.18 (0.18)	0.00
TOTAL ADMINISTRATION	0.00	0.02	0.18 (0.18)	0.00
TOTAL REVENUES	0.00	0.02	0.18 (0.18)	0.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

75 -PET DOC & RESCUE FUND
ADMINISTRATION

% OF YEAR COMPLETED: 75.00

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.02	0.18 (0.18)	0.00

7/18/2016 1:31 PM

CHECK RECONCILIATION REGISTER

PAGE: 1

COMPANY: 10 - GENERAL FUND

CHECK DATE: 6/01/2016 THRU 6/30/2016

ACCOUNT: 11131 PAYROLL CHECKING

CLEAR DATE: 0/00/0000 THRU 99/99/9999

TYPE: All

STATEMENT: 0/00/0000 THRU 99/99/9999

STATUS: All

VOIDED DATE: 0/00/0000 THRU 99/99/9999

FOLIO: A, P

AMOUNT: 0.00 THRU 999,999,999.99

CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
11131	6/03/2016	BANK-DRAFT		FROST NATIONAL BANK 941 TAX	13,416.65CR	POSTED	A	6/30/2016
11131	6/03/2016	BANK-DRAFT000001		City of Shavano Park GF/PAYROL	62,048.26CR	POSTED	A	6/30/2016
11131	6/17/2016	BANK-DRAFT		FROST NATIONAL BANK 941 TAX	14,416.85CR	POSTED	A	6/30/2016
11131	6/17/2016	BANK-DRAFT000001		City of Shavano Park GF/PAYROL	65,306.76CR	POSTED	A	6/30/2016
TOTALS FOR ACCOUNT 11131				CHECK	TOTAL:	0.00		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	155,188.52CR		

COMPANY: 10 - GENERAL FUND
 ACCOUNT: 11132 FROST OPERATING CHECKING
 TYPE: All
 STATUS: All
 FOLIO: A, P

CHECK DATE: 6/01/2016 THRU 6/30/2016
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
11132	6/03/2016	CHECK	037513	TX CSDU	69.23CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037514	ICMA - Vantagepoint Transfer-4	875.00CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037515	Time Warner Cable	540.83CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037516	Tyler Technologies, Inc. INCO	128.00CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037517	HORIZON TELEPHONE SYSTEMS, INC	2,395.00CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037518	Ancira-Winton Chevrolet, Inc.	26.25CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037519	O'Reilly Auto Parts	385.28CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037520	The Reinalt-Thomas Corporation	311.00CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037521	BizDoc, Inc.	368.00CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037522	AutoZone	70.40CR	OUTSTND	A	0/00/0000
11132	6/03/2016	CHECK	037523	NATIONAL ASSOCIATIONOF TOWN WA	349.00CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037524	KFORCE INC.	1,916.53CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037525	Intruder Alert Systems	85.90CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037526	GICON PUMPS & EQUIPMENT	4,139.40CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037527	Bound Tree Medical LLC	1,046.57CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037528	Cummins Southern Plains, Ltd.	949.06CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037529	Orkin Inc.	102.15CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037530	The Police and Sheriffs Press,	17.49CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037531	Leonard D. Young, PE	11,634.80CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037532	Michael D. Harrison	1,000.00CR	CLEARED	A	6/30/2016
11132	6/03/2016	CHECK	037533	Pollution Control Services	81.00CR	CLEARED	A	6/30/2016
11132	6/06/2016	CHECK	037534	Colonial Supplemental Ins	2,031.32CR	CLEARED	A	6/30/2016
11132	6/06/2016	CHECK	037535	Pre-Paid Legal Services, Inc.	449.38CR	CLEARED	A	6/30/2016
11132	6/06/2016	CHECK	037536	American Fidelity Assurance	202.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037537	Stephen P. Takas, Jr.	600.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037538	Ewing Irrigation Systems	589.40CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037539	Petty Cash - Water Department	120.38CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037540	Praxair Distribution Inc.	597.91CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037541	Castle Hills Auto Parts Inc.	295.25CR	OUTSTND	A	0/00/0000
11132	6/13/2016	CHECK	037542	DeWinne Equipment Co.	104.93CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037543	Home Depot Credit Service	757.77CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037544	John A. Hrnrcir	600.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037545	Bexar Appraisal District	3,400.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037546	Neighborhood News	578.61CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037547	BizDoc, Inc.	332.65CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037548	Verizon	523.43CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037549	Davis & Stanton	59.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037550	Positive Promotions	806.35CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037551	Interstate Batteries (Chulie)	214.99CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037552	ACT LLC	298.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037553	KARENS HOUSE OF FLOWERS & CREA	60.00CR	OUTSTND	A	0/00/0000
11132	6/13/2016	CHECK	037554	MONTY JOE MCGUFFIN	300.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037555	Hank Storbeck Garage, Inc.	150.61CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037556	Grainger	431.65CR	CLEARED	A	6/30/2016

COMPANY: 10 - GENERAL FUND
 ACCOUNT: 11132 FROST OPERATING CHECKING
 TYPE: All
 STATUS: All
 FOLIO: A, P

CHECK DATE: 6/01/2016 THRU 6/30/2016
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
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 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
11132	6/13/2016	CHECK	037557	JASON RUBIO	450.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037558	ERIC AMBRIZ	450.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037559	KFORCE INC.	995.60CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037560	OLDCASTLE MATERIALS, TEXAS	121.20CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037561	UNIFIRST	361.33CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037562	REV RTC	807.13CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037563	CENTRAL TEXAS WATER MAINTENANC	3,552.92CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037564	AG-PRO COMPANIES	633.03CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037565	CHERYL L. MCCALL	450.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037566	Ralph N. Terpolilli	350.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037567	D & E Enterprises, Ltd.	200.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037568	Interstate Batteries	370.66CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037569	Texas Comptroller of Public Ac	100.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037570	AMERICAN SIGNAL EQUIPMENT COMP	99.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037571	Sorcerers apPRINTice	129.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037572	Northern Tool and Equipment Co	239.98CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037573	Rocky Hill Equipment Rentals	299.35CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037574	Ferguson Waterworks	423.13CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037575	GALLS	170.37CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037576	Linebarger, Goggan, Blair & Sa	3,848.70CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037577	Stone & Soil Depot	125.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037578	Ivan Hernandez	450.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037579	Alert-All Corp	1,087.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037580	Quick Courier	10.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037581	Bruce C. Bealor	5,900.00CR	CLEARED	A	6/30/2016
11132	6/13/2016	CHECK	037582	Safesite, Inc.	408.00CR	CLEARED	A	6/30/2016
11132	6/14/2016	CHECK	037583	J's PARTY RENTALS	6,550.00CR	CLEARED	A	6/30/2016
11132	6/16/2016	CHECK	037584	BIERSCHWALE UTILITY CONSTRUCTI	1,666.75CR	CLEARED	A	6/30/2016
11132	6/16/2016	CHECK	037585	TMRS	38,870.19CR	CLEARED	A	6/30/2016
11132	6/20/2016	CHECK	037586	TX CSDU	69.23CR	CLEARED	A	6/30/2016
11132	6/20/2016	CHECK	037587	ICMA - Vantagepoint Transfer-4	875.00CR	CLEARED	A	6/30/2016
11132	6/23/2016	CHECK	037588	LEVEL 3 COMMUNICATIONS, LLC	783.81CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037589	San Antonio Express News	436.64CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037590	Goodyear Auto Service Ctr.	7.00CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037591	AT&T	487.71CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037592	BizDoc, Inc.	368.00CR	CLEARED	A	6/30/2016
11132	6/23/2016	CHECK	037593	US BANK VOYAGER FLEET SYSTEM	3,438.34CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037594	Hank Storbeck Garage, Inc.	107.04CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037595	WELSCO Inc.	73.02CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037596	JOHNSON CONTROLS	4,950.00CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037597	Waterworks	69.98CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037598	Office Depot	711.06CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037599	VOID CHECK	0.00	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037600	Drago Investments LTD	193.59CR	OUTSTND	A	0/00/0000

COMPANY: 10 - GENERAL FUND
 ACCOUNT: 11132 FROST OPERATING CHECKING
 TYPE: All
 STATUS: All
 FOLIO: A, P

CHECK DATE: 6/01/2016 THRU 6/30/2016
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
11132	6/23/2016	CHECK	037601	Petty Cash - Police Department	55.52CR	CLEARED	A	6/30/2016
11132	6/23/2016	CHECK	037602	Ron Perrin Water Technologies	830.00CR	CLEARED	A	6/30/2016
11132	6/23/2016	CHECK	037603	Parking Lot Store	84.00CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037604	Light Bulb Depot	60.00CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037605	Zep Manufacturing Company	723.20CR	CLEARED	A	6/30/2016
11132	6/23/2016	CHECK	037606	Michael D. Harrison	1,000.00CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037607	Dailey Wells Communications, I	223.75CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037608	City of Shavano Park Water Dep	1,269.35CR	CLEARED	A	6/30/2016
11132	6/23/2016	CHECK	037609	T.M.C.J.C.N.	36.00CR	OUTSTND	A	0/00/0000
11132	6/23/2016	CHECK	037610	Pollution Control Services	30.00CR	CLEARED	A	6/30/2016
11132	6/23/2016	CHECK	037611	B. Rhodes Electric, Inc.	1,000.00CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037612	MEJIA, MARILYN VANESSA	200.00CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037613	RODRIGUEZ, DANNY JUAREZ	100.00CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037614	City Public Service	2,584.19CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037615	City Public Service	1,346.07CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037616	City Public Service	5,010.61CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037617	Edwards Aquifer Authority	5,936.23CR	CLEARED	A	6/30/2016
11132	6/24/2016	CHECK	037618	AT&T Mobility	373.83CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037619	Denton, Navarro, Rocha, Bernal	966.00CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037620	Denton, Navarro, Rocha, Bernal	4,988.83CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037621	Denton, Navarro, Rocha, Bernal	4,135.00CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037622	HORIZON TELEPHONE SYSTEMS, INC	2,395.00CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037623	'QUARTER MOON PLUMBING'	50.00CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037624	Pitney Bowes - PURCHASE POWER	636.91CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037625	Zina Tedford	486.03CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037626	WILLIAM HILL	486.03CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037627	KFORCE INC.	995.60CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037628	OLDCASTLE MATERIALS, TEXAS	489.60CR	CLEARED	A	6/30/2016
11132	6/24/2016	CHECK	037629	UNIVERSITY OF NORTH TEXAS	260.00CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037630	Petty Cash - Administration	323.31CR	CLEARED	A	6/30/2016
11132	6/24/2016	CHECK	037631	Wells Fargo	150.00CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037632	TML MULTISTATE IEBP	27,581.56CR	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037633	VOID CHECK	0.00	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037634	VOID CHECK	0.00	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037635	VOID CHECK	0.00	OUTSTND	A	0/00/0000
11132	6/24/2016	CHECK	037636	VOID CHECK	0.00	OUTSTND	A	0/00/0000
11132	6/28/2016	CHECK	037637	GE Money Bank	554.83CR	OUTSTND	A	0/00/0000
11132	6/28/2016	CHECK	037638	AMANDA DIMAS	265.00CR	OUTSTND	A	0/00/0000
11132	6/28/2016	CHECK	037639	RAY FLORES	200.00CR	OUTSTND	A	0/00/0000
11132	6/28/2016	CHECK	037640	KFORCE INC.	995.60CR	OUTSTND	A	0/00/0000
11132	6/29/2016	CHECK	037641	Colonial Supplemental Ins	1,979.30CR	OUTSTND	A	0/00/0000
11132	6/29/2016	CHECK	037642	Pre-Paid Legal Services, Inc.	394.62CR	OUTSTND	A	0/00/0000
11132	6/29/2016	CHECK	037643	American Fidelity Assurance	202.00CR	OUTSTND	A	0/00/0000
11132	6/29/2016	CHECK	037644	TX CSU	69.23CR	OUTSTND	A	0/00/0000

7/18/2016 1:31 PM

CHECK RECONCILIATION REGISTER

PAGE: 5

COMPANY: 10 - GENERAL FUND
ACCOUNT: 11132 FROST OPERATING CHECKING
TYPE: All
STATUS: All
FOLIO: A, P

CHECK DATE: 6/01/2016 THRU 6/30/2016
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
11132	6/29/2016	CHECK	037645	ICMA - Vantagepoint Transfer-4	875.00CR	OUTSTND	A	0/00/0000
11132	6/29/2016	CHECK	037646	ANTHONY IANNO	500.00CR	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 11132	CHECK	TOTAL:	192,525.48CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

COMPANY: 10 - GENERAL FUND
 ACCOUNT: 11133 VISA- FROST SPECIAL ACCOUNT
 TYPE: All
 STATUS: All
 FOLIO: A, P

CHECK DATE: 6/01/2016 THRU 6/30/2016
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE

BANK DRAFT:								
11133	6/30/2016	BANK-DRAFT		FROST - VISA DEBIT CARD	7,049.49CR	POSTED	A	6/30/2016
TOTALS FOR ACCOUNT 11133								
		CHECK		TOTAL:	0.00			
		DEPOSIT		TOTAL:	0.00			
		INTEREST		TOTAL:	0.00			
		MISCELLANEOUS		TOTAL:	0.00			
		SERVICE CHARGE		TOTAL:	0.00			
		EFT		TOTAL:	0.00			
		BANK-DRAFT		TOTAL:	7,049.49CR			
TOTALS FOR GENERAL FUND								
		CHECK		TOTAL:	192,525.48CR			
		DEPOSIT		TOTAL:	0.00			
		INTEREST		TOTAL:	0.00			
		MISCELLANEOUS		TOTAL:	0.00			
		SERVICE CHARGE		TOTAL:	0.00			
		EFT		TOTAL:	0.00			
		BANK-DRAFT		TOTAL:	162,238.01CR			

COMPANY: 20 - WATER FUND
ACCOUNT: 11131 FROST-CHECKING
TYPE: All
STATUS: All
FOLIO: A, P

CHECK DATE: 6/01/2016 THRU 6/30/2016
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
11131	6/03/2016	BANK-DRAFT		City of Shavano Park GF/PAYROL	5,174.36CR	CLEARED	A	6/30/2016
11131	6/17/2016	BANK-DRAFT		City of Shavano Park GF/PAYROL	5,346.28CR	CLEARED	A	6/30/2016
CHECK:								
11131	6/23/2016	CHECK	006773	GARZA, MARCO	203.79CR	OUTSTND	A	0/00/0000
11131	6/23/2016	CHECK	006774	BROUILLETTE, DANNY	171.07CR	OUTSTND	A	0/00/0000
11131	6/24/2016	CHECK	006775	KHALADJ ESMAILY, REZ	250.00CR	OUTSTND	A	0/00/0000
11131	6/24/2016	CHECK	006776	CONE, ROBERT	250.00CR	OUTSTND	A	0/00/0000
11131	6/24/2016	CHECK	006777	SHELLEDY, DAVID	250.00CR	OUTSTND	A	0/00/0000
11131	6/24/2016	CHECK	006778	TORRES, ALBERTO	250.00CR	OUTSTND	A	0/00/0000
11131	6/24/2016	CHECK	006779	FERNANDEZ, CHRISTINE	250.00CR	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 11131	CHECK	TOTAL:	1,624.86CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	10,520.64CR

TOTALS FOR WATER FUND	CHECK	TOTAL:	1,624.86CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	10,520.64CR

7/18/2016 1:31 PM

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PAGE: 8

COMPANY: 98 - PAYROLL FUND
ACCOUNT: 11131 PAYROLL CASH
TYPE: All
STATUS: All
FOLIO: A, P

CHECK DATE: 6/01/2016 THRU 6/30/2016
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
MISCELLANEOUS:								
11131	6/03/2016	MISC.		PAYROLL DIRECT DEPOSIT	67,222.62CR	OUTSTND	P	0/00/0000
11131	6/17/2016	MISC.		PAYROLL DIRECT DEPOSIT	70,012.10CR	OUTSTND	P	0/00/0000
11131	6/21/2016	MISC.		PAYROLL DIRECT DEPOSIT	640.94CR	OUTSTND	P	0/00/0000
TOTALS FOR ACCOUNT 11131				CHECK	TOTAL:	0.00		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	137,875.66CR		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR PAYROLL FUND				CHECK	TOTAL:	0.00		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	137,875.66CR		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

1. CALL MEETING TO ORDER

Mayor Werner called the meeting to order at 6:50 p.m.

PRESENT: ABSENT:

Alderman Berrier

Mayor Pro Tem Ross

Alderman Heintzelman (arrived at 7:40 p.m.)

Alderman Hisel

Alderman Maisel

Mayor Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Alderman Simpson led the Pledge of Allegiance to the Flag. Mayor Pro Tem Ross followed with the Invocation.

3. CITIZENS TO BE HEARD

Citizen Owen addressed City Council regarding a proposed basketball court.

Citizens Bradley, Fanning, Pierce, Vasquez, Stein, Florine, Smoot, Cole, Myers, Martinez, Smoot, and Lazor addressed City Council regarding smart meters, signs and general comments.

4. CITY COUNCIL COMMENTS

City Council welcomed all to the meeting.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

5.1. Recognition - Sgt. Ebrom and Cpl. Trimble for outstanding performance

Mayor Werner recognized Sgt. Ebrom and Cpl. Trimble for outstanding performance and dedication to the citizens of Shavano Park.

5.2. City of Shavano Park Independence Day Celebration July, 2nd, 2016

Mayor Pro Tem invited all to the upcoming City of Shavano Park Independence Day Celebration on July 2nd from 10-2.

6. REGULAR AGENDA ITEMS

6.1. Discussion / presentation - CPS Energy Smart Grid Initiative for the City of Shavano Park - Lynda Rodriguez, CPS Local Government Relations

John C. Leal, CPS Energy Director of Local Government Relations presented the CPS Energy Smart Grid Initiative for the City of Shavano Park.

6.2. Discussion / action - Proposed installation of "Smart Meters" by CPS Energy for ratepayers in Shavano Park - Ald. Simpson

Alderman Simpson made a motion to have a letter executed by Mayor Werner and City Manager Hill requesting a 6 month delay in the installation of smart meters within the City of Shavano Park be sent to the City of San Antonio City Council and CPS Energy.

Mayor Pro Tem Ross seconded the motion.
The motion carried unanimously.

Alderman Simpson made a motion to direct City Attorney to determine if the City of Shavano Park (by ordinance) can limit the opt out fee to the actual costs CPS Energy pays to read the meters and our franchise agreement with attorney fees not to exceed \$5000.00.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

Alderman Simpson made a motion to direct City Attorney to determine if the City of Shavano Park can (by ordinance) as a requirement that the installation of smart meters be completed under the supervision of a trained CPS “journeyman”, “lineman” or licensed electrician with no additional costs to the citizens.

Alderman Hisel seconded the motion.

The motion carried unanimously.

6.3. Public Hearing - Public hearing to receive comments and testimony from members of the public regarding the proposed amendments to City of Shavano Park Code of Ordinances, Chapter 6 – Buildings and Building Regulations and Chapter 36 – Zoning to consider proposed changes in accessory and portable building requirements

Public hearing opened – 8:46 p.m.

Mayor Werner asked for a motion to suspend the public hearing for 5 minutes recess.

Mayor Pro Tem made a motion to suspend the public hearing for 5 minutes recess.

Alderman Berrier seconded the motion at 8:51 p.m.

Public hearing reconvened at 8:51 p.m.

City Manager Hill presented a brief update on the proposed amendments to City of Shavano Park Code of Ordinances, Chapter 6 – Buildings and Building Regulations and Chapter 36 – Zoning to consider proposed changes in accessory and portable building requirements

Public hearing closed at 8:59 p.m.

6.4. Discussion / action - O-2016-009 amendments to City of Shavano Park Code of Ordinances, Chapter 6 – Buildings and Building Regulations and Chapter 36 – Zoning to consider proposed changes in accessory and portable building requirements (first reading) - City Manager

Mayor Pro Tem Ross made a motion to table this item.

Alderman Simpson seconded the motion.

Motion to table O-2016-009 was approved unanimously.

6.5. Public Hearing - Public hearing to receive testimony and comments from members of the public regarding proposed amendments to Chapter 36, Article V - Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions

Public hearing opened at 9:02 P.M.

City Manager Hill presented an overview of the proposed amendments to Chapter 36, Article V - Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions.

Public hearing closed at 9:13 p.m.

6.6. Discussion / action - O-2016-008 amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions (first reading) - City Manager

Alderman Berrier made a motion to approve O-2016-008 authorizing the Board of Adjustment to grant special exceptions for reducing rear setbacks up to 50% for first reading. Mayor Pro Tem Ross seconded the motion.

The motion to approve O-2016-008 as amended carried unanimously.

6.7. Public Hearing - Public hearing to receive comments from the members of the public regarding the proposed amendments to City of Shavano Park Code of Ordinances, Chapter 24 – Signs - City Manager

Public hearing opened at 9:44 p.m.

City Manager Hill presented an overview of the proposed amendment to City of Shavano Park Code of Ordinances, Chapter 24 – Signs - City Manager

Public Hearing closed at 9:55 p.m.

6.8. Discussion / action - Ordinance O-2016-010 amendments to City of Shavano Park Code of Ordinances, Chapter 24 (first reading) - Signs - City Manager

Alderman Hisel made a motion to consider O-2016-010.

Alderman Simpson seconded the motion.

Alderman Simpson made a motion to return the proposed ordinance back to the Planning & Zoning Commission for review and recommend options that allow “community spirit” and also reconsider Section 24.3 Prohibited Signs language referencing prohibited signs.

Alderman Heintzelman seconded the motion.

The motion carried unanimously.

6.9. Discussion / action - Report on all receipts / costs associated with the Shavano Park Arbor Day event - City Manager

City Manager Hill submitted the report on all receipts / costs associated with the Shavano Park Arbor Day event.

6.10. Discussion / action - Resolution R-2016-012 seeking Shavano Park's State Representative and Senator to sponsor legislation to amend the TEXAS OPEN MEETINGS ACT to enable elected officials to participate in candidate forums in which no action is taken during election season without regard to quorums - Ald. Simpson

Alderman Simpson made a motion to approve R-2016-012.

Alderman Berrier seconded the motion.

The motion to approve R-2016-012 was approved unanimously.

7. CITY MANAGER'S REPORT

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

7.1. Building Permit Activity Report

7.2. Fire Department Activity Report

7.3. Municipal Court Activity Report

7.4. Police Department Activity Report

7.5. Public Works Activity Report

7.6. Finance Report (May)

City Council did not request discussion of any of the above agenda items 7.1-7.6.

8. CONSENT AGENDA

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

8.1. Approval - City Council Meeting Minutes, May 16, 2016

8.2. Approval - City Council Special Minutes, June 6, 2016

8.3. Approval – City Council Workshop Minutes, June 6, 2016

- 8.4. **Accept - Planning & Zoning Commission Meeting Minutes, May 4, 2016**
- 8.5. **Approval - O-2016-007 - Proposed amendment to Chapter 36, Table No. 1, for minimum lot sizes in Single-Family Dwelling Districts A-1, A-2, A-3, A-4 and A-5 PUD (final reading) - City Manager Hill / Chairman Janssen**
- 8.6. **Approval - final replat of Shavano Park, Unit 19-C, Phase III (PUD) Lots 2053 and 2054, which are proposed to be replatted to create one lot (Huntington subdivision, Shavano Park, TX)**
- 8.7. **Approval - Resolution R-2016-013 approving City of Shavano Park, Texas Higher Education Facilities Corporation resolution R-2016-001 authorizing and approving amendments to the Bylaws; approving other provisions relating to matters incidental thereto; and providing an effective date**

Alderman Simpson made a motion to approve Consent agenda items 8.1-8.6.

Mayor Pro Tem Ross seconded the motion.

The motion to approve Consent agenda items 8.1-8.6 was approved unanimously

Alderman Heintzelman made a motion to approve Consent agenda item 8.7 Resolution R-2016-013 as amended by the Texas Higher Education Facilities Corporation.

Alderman Simpson seconded the motion.

The motion to approve Consent agenda item 8.7 Resolution R-2016-013 as amended was approved unanimously.

9. ADJOURNMENT

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

Alderman Berrier seconded the motion.

The meeting adjourned at 10:17 p.m.

Zina Tedford
City Secretary

Robert Werner
Mayor

1. CALL MEETING TO ORDER

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

2. ROLL CALL

PRESENT:

Director Berrier
Vice President Ross
Director Hisel
Director Simpson
President Werner

ABSENT:

Director Heintzelman
Director Walea

3. REGULAR AGENDA ITEMS

3.1. Discussion / action – Resolution R-2016-001 by the Board of Directors of the City of Shavano Park, Texas Higher Education Facilities Corporation authorizing and approving amendments to the Bylaws; approving other provisions relating to matters incidental thereto; and providing an effective date – City Manager

Director Berrier made a motion to approve R-2016-001.
Vice President Ross seconded the motion.

Director Simpson made a motion to delete Section 2.7 – Executive Committee and number accordingly.
Vice President Ross seconded the motion.
The motion to amend the resolution was approved unanimously.

Director Simpson made a motion to amend Section 2.4 Special Meetings to read “Special meetings of the Board of Directors shall be held whenever called by the president, by the secretary, or by three (3) members at the time in office....”
Vice President Ross seconded the motion.
The motion carried unanimously.

The motion to approve R-2016-001 as amended carried unanimously.

3.2. Discussion / action – Approval by the Board of Directors of the City of Shavano Park, Texas Higher Education Facilities Corporation authorizing a change to the Corporation’s Registered Agent – City Manager

President Werner asked City Manager Hill to provide his written consent to serve as the City’s Registered Agent.
Director Simpson made a motion to change the City of Shavano Park’s Corporation’s Registered Agent to reflect City Manager Hill as the City of Shavano Park’s Registered Agent.
Director Berrier seconded the motion.
The motion carried unanimously.

4. CONSENT AGENDA

**4.1. Approval - Texas Higher Education Facilities Corporation Meeting Minutes,
March 23, 2015**

Vice President Ross made a motion to approve the minutes of March 23, 2015.

Director Simpson seconded the motion.

Motion to approve the minutes of March 23, 2015 carried unanimously.

5. ADJOURNMENT

Director Simpson made a motion to adjourn the meeting.

Vice President Ross seconded the motion.

The meeting adjourned at 6:50 p.m.

Robert Werner
President

Zina Tedford
City Secretary

**CITY OF SHAVANO PARK
PLANNING & ZONING COMMISSION MEETING
CITY HALL, COUNCIL CHAMBERS
900 SADDLETREE COURT, SHAVANO PARK, TEXAS 78231
June 1, 2016**

6:30 P.M.

MINUTES

1. Call to order

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

PRESENT:

Carlos Ortiz

Konrad Kuykendall

Kathy Fandel

Richard Lazor

Albert Aleman

Brian Harr

Michael Janssen

David Jauer

ABSENT:

Kerry Dike

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

Upon a motion made by Commissioner Lazor and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. Citizens to be heard

No citizens signed up to be heard.

4. Consent Agenda:

A. Approval - Planning & Zoning Commission minutes, May 4, 2016

Upon a motion made by Commissioner Aleman and a second made by Commissioner Ortiz, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve minutes the Planning & Zoning Commission Meeting held May 4, 2016. The motion carried.

5. Discussion / action - Final replat of Shavano Park, Unit 19-C, Phase III (PUD). Lots 2053 and 2054 of the replat of Shavano Park Unit -19C, Phase III are proposed to be replatted to create one lot (Huntington subdivision Shavano Park, Texas) - City Manager Hill

Upon a motion made by Commissioner Lazor and a second made by Commissioner Jauer, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve final replat of Shavano Park, Unit 19-C, Phase III (PUD). Lots 2053 and 2054 of the replat of Shavano Park Unit -19C, Phase III to be replatted to create one lot. The motion carried.

6. **Public Hearing**

The Planning & Zoning Commission shall hold a public hearing to receive testimony and comments from members of the public regarding proposed amendments to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable buildings.

Public Hearing opened at 6:35 p.m.

City Manager Hill presented an overview of the proposed amendments to Chapter 6 and Chapter 36 regarding accessory building, outbuildings, and portable buildings.

Public hearing closed at 6:41 p.m.

7. **Discussion / action - Proposed amendments to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable buildings - City Manager Hill and Commissioner Aleman.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve amendments to Chapter 6 and Chapter 36 regarding accessory buildings, outbuildings, and portable buildings, subject to the changes discussed regarding Section 36-36(a)(2)(b)(i) and (ii) to include the language “If the accessory building is a detached garage this regulation shall not reduce the gross total floor area of the building to less than 576 square feet” and adding Section 36-36 (a)(2)(f) stating “ The accessory building is not obstructive or inappropriate in design or color”. The motion carried.

8. **Public Hearing**

The Planning & Zoning Commission shall conduct a public hearing to receive testimony and comments from the public regarding proposed amendments to Chapter 24 – Signs, required by a recent Supreme Court ruling.

Public Hearing opened at 7:13 p.m.

City Manager Hill presented an overview of the proposed amendments to Chapter 24 – Signs, required by a recent Supreme Court ruling.

Public hearing closed at 7:17 p.m.

9. **Discussion / action - Proposed changes to the City’s sign ordinance in accordance with a recent Supreme Court ruling - City Manager Hill and Commissioner Janssen.**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Fandel, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve proposed changes to the City’s sign ordinance in accordance with a recent Supreme Court ruling, subject to changes in Sec. 24-6(3) allowing one additional sign for each street frontage. The motion carried.

10. **Discussion / action - Proposed amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions – City Manager Hill and Commissioner Janssen.**

Upon a motion made by Commissioner Lazor and a second made by Commissioner Harr, the Planning & Zoning Commission voted seven (7) for and none (0) opposed to approve proposed amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions with changes as discussed. The motion carried.

11. **Report /update - Status of the proposed sidewalks and discussion concerning the same – City Manager Hill.**

City Manager Hill presented an update on the status of proposed sidewalks.

12. **Notice of administrative approval - Amending plat of Pond Hill Extension to reflect survey corrections in the Pond Hill Road right-of-way - City Manager Hill**

City Manager Hill informed the Planning & Zoning Commission of an administrative plat he approved upon receipt of a favorable recommendation for approval from the City Engineer as outlined in the City of Shavano Park Code of Ordinances.

13. Notice of administrative approval - Amending plat of Shavano Park, Unit 19C, Phase III to revise the wall easement on lots 2040, 2047, 2048 and 2059, Block 32 - City Manager Hill

City Manager Hill informed the Planning & Zoning Commission of an administrative plat he approved upon receipt of a favorable recommendation for approval from the City Engineer as outlined in the City of Shavano Park Code of Ordinances.

14. Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager Hill

City Manager Hill presented update on the City Council items considered at the May City Council meeting.

15. Chairman Announcements:

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
 - i. July - Discussion and possible action of possible changes to the City's ordinances regarding accessory buildings, outbuildings and portable buildings.
 - ii. July - Discussion possible action on the City's sign ordinance and the location of signs within the City of Shavano Park.
 - iii. July - Presentation by City Manager Hill on the status of the proposed sidewalks and discussion concerning the same.
 - iv. August - Semiannual presentation by Denton communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

16. Adjournment

Upon a motion made by Commissioner Jauer and a second made by Commissioner Kuykendall, the Planning & Zoning Commission voted seven (7) and none (0) opposed to adjourn the meeting. The motion carried.

Meeting adjourned at 8:15 p.m.

Michael Janssen
Chairman

Zina Tedford
City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: June 27, 2016

Agenda item: 8.4

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

6.6 Discussion / action - O-2016-008 amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions (second reading) - City Manager

X	Attachments for Reference:	1) 8.4a Track Changes Document
		3) 8.4b Ordinance O-2016-008

BACKGROUND / HISTORY: During review of the Accessory Building regulations under Chapter 36, staff noted is that almost no two portable, accessory buildings or properties are the same. While a general rule of application should certainly be sustained, the City’s Code of Ordinances don’t allow for a resident to request a reasonable “special exception” to the City’s zoning regulations. The Board of Adjustment can only grant a variance when all conditions (very strict constraints) of Sec. 36-132 are met, and often condition (6) cannot be met by even a reasonable request. The Commission considered and recommended allowing a homeowner to gain a “special exception” approved by the Board of Adjustments through a process identical to variance (application, fee, letter notice to nearby property owners, public hearing and a vote).

Section 211.008 of Texas Local Government Code allow municipalities to grant an appointed Board of Adjustment the power to authorize special exceptions:

Sec. 211.008. BOARD OF ADJUSTMENT.
(a) The governing body of a municipality may provide for the appointment of a board of adjustment. In the regulations adopted under this subchapter, the governing body may authorize the board of adjustment, in appropriate cases and subject to appropriate conditions and safeguards, to make special exceptions to the terms of the zoning ordinance that are consistent with the general purpose and intent of the ordinance and in accordance with any applicable rules contained in the ordinance.

A special exception is narrow in scope because it can only be granted in instances as authorized by ordinance. In addition the Board of Adjustment has the authority, when granting a special exception, to promulgate additional conditions to ensure the special exception is consistent with the general purpose and intent of the zoning ordinances.

DISCUSSION:

In March, staff reviewed special exception ordinances of Abilene, TX and Kennedale, TX (population 6,800 in Tarrant County) and drafted proposed ordinance language authorizing special exceptions in one instance: reducing rear and side setback requirements by up to 50% for residential properties that meet the a defined set of circumstances.

On March 17, 2016 Attorney Santee reviewed the proposed language; his recommended changes were incorporated.

On April 20, 2016 the City placed a notice in the paper for the public hearing. On May 5, 2015 the Planning & Zoning commission recommended granting the Board of Adjustments the authority to grant Special Exceptions for reducing rear and side setbacks that meet a specific set of circumstances in up to 75% setback.

At the May 16, 2016 the City Council voted to table the proposed Ordinance until the accessory building amendments were completed by the Planning & Zoning Commission. Additionally, Mayor Werner provided the staff input for revisions that included track changes. Chairman Janssen additionally made several minor revisions. Finally, City Attorney reviewed the modified revisions and recommended deleting one section and adding another.

At the June 1, 2016 meeting the Planning & Zoning commission recommended the cumulative changes in attachment 10a, which represents a fairly substantial number of changes.

The proposed changes are underlined in the attachment, which is an extract from the Code of Ordinances Section 36, Article V – Board of Adjustment. First change is within Sec. 36-124 (3), which authorizes the BOA to make special exceptions. The second changes adds Sec 36-132 – Special Exceptions, which regulates the special exception process.

(1) ~~To reduce up to 50%~~ Reduce the side or rear setbacks requirements in A-1, A-2, A-3, A-4 and A-5 PUD single family residential zoning districts, ~~provided that by up to seventy-five percent (75%) if the application satisfies the conditions provided for in Subsections (d) and (e) and includes permanent screening and/or fence enhancements to such property and~~ the side or rear setback in question abuts the following:

- (a) The streets of ~~Huebner~~, N.W. Military, ~~Loekhill Selma~~ and DeZavala;
- (b) City of San Antonio zoning districts;
- (c) ~~M-U~~, O-1, B-1 or B-2 zoning districts; or
- (d) Greenbelts as designated on a plat.

(2) Reduce the side or rear setbacks requirements in A-1, A-2, A-3, A-4 and A-5 PUD single family residential zoning districts by up to fifty percent (50%) if the application satisfies the conditions provided for in Subsections (d) and (e) and the side or rear setback in question abuts the following:

- (a) The streets of Huebner, N.W. Military, Lockhill Selma and DeZavala;
- (b) City of San Antonio zoning districts;
- (c) O-1, B-1 or B-2 zoning districts; or
- (d) Greenbelts as designated on a plat.

At the June 27, 2016 meeting the City Council approved Ordinance O-2016-008 (first reading) with the following amendments: (1) replace 15 foot height limit with 16; (2) remove 75% reduction of setbacks provision, and (3) setback reduction only applies to rear setbacks. These changes are reflected in attachment 8.5c.

COURSES OF ACTION: Approve Ordinance O-2016-008 amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions (second reading); or disapprove and provide further guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Ordinance O-2016-008 amendments to Chapter 36, Article V – Board of Adjustment, to implement Section 36-124 that will authorize the Board of Adjustment to grant special exceptions (second reading).

Sec. 36-132. – Special Exceptions

(a) *Applications for special exception.* All applications for special exceptions from the terms of the Chapter shall be in writing and shall specify the facts involved, the special exception desired and grounds therefore. The property owner shall file such application with the City Secretary who, after investigation by the City Manager or his designee(s), shall transmit such application together with a report to the Board of Adjustment within sixty (60) days after receipt. The non-refundable fee for an application shall be the same as the fee for an application for variance as described in Appendix A – City of Shavano Park Fee Schedule.

(b) *Hearings on applications for special exceptions.* The Board of Adjustment shall fix a reasonable time for the hearing of all applications for special exceptions, give public notice thereof, as well as due notice to all persons entitled to notice under Section 36-130, and such hearing shall be held within ninety (90) days after receipt of the City Manager’s report. At each hearing, any person may appear in person or by agent or by attorney.

(c) *Granting special exceptions.* The Board of Adjustment may grant special exceptions to the ~~side and~~ rear setbacks provided for under this Chapter and solely in accordance with the following:

~~(1) Reduce the side or rear setbacks requirements in A-1, A-2, A-3, A-4 and A-5 PUD single family residential zoning districts by up to seventy five percent (75%) if the application satisfies the conditions provided for in Subsections (d) and (e) and includes permanent screening and/or fence enhancements to such property and the side or rear setback in question abuts the following:~~

~~(a) The streets of N.W. Military and DeZavala;~~

~~(b) City of San Antonio zoning districts;~~

~~(c) O-1, B-1 or B-2 zoning districts; or~~

~~(d) Greenbelts as designated on a plat.~~

(12) Reduce the side ~~or rear~~ setbacks requirements in A-1, A-2, A-3, A-4 and A-5 PUD single family residential zoning districts by up to fifty percent (50%) if the application satisfies the conditions provided for in Subsections (d) and (e) and the ~~side or~~ rear setback in question abuts the following:

(a) The streets of N.W. Military and DeZavala;

(b) City of San Antonio zoning districts;

(c) O-1, B-1 or B-2 zoning districts; or

(d) Greenbelts as designated on a plat.

(d) *Conditions for granting special exceptions.* If the Board of Adjustment finds that all of the conditions in this Subsection have been satisfied, the Board of Adjustment may approve the special exception application. This Subsection’s conditions are as follows:

(1) That the special exception will not endanger public health, safety, or general welfare;

(2) That the special exception will not be materially detrimental to public health, safety, or general welfare;

(3) That as of the hearing date, it is not foreseeable that the special exception will substantially impair or diminish the presently permitted neighborhood uses, values and enjoyment of neighboring properties;

(4) That the special exception will not significantly impede the normal and orderly development and/or improvement of surrounding properties as to uses permitted in the district and/or immediately contiguous district;

(5) That the special exception will not result in such property violating any height, lot coverage, building size and/or exterior requirements;

(6) That the special exception will not result in such property violating any district parking space regulations and/or tree preservation requirements;

(7) That the special exception will not result in such property being incompatible with other properties within the zoning district;

(8) That the conditions provided for in Subsection (e) have been satisfied; and

(9) That any accessory building allowed under this Subsection shall be neither larger than 500 square feet nor taller than ~~165~~ feet from the lowest grade point of such building.

(e) *Conditions and guarantees.* In order to protect the public health, safety and general welfare of the community and prior to the granting of any special exception, the Board of Adjustment shall stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special exception as deemed necessary in its sole discretion to protect the public health, safety and general welfare of the community and to secure compliance with the standards and requirements specified in Subsection (d) above. When the Board of Adjustment grants a special exception, the Board of Adjustment shall require such evidence and written guarantees as it deems necessary as proof that the property owner has and/or will comply with all conditions stipulated in connection therewith.

(f) *Effect of denial of application.* If the Board of Adjustment denies a special exception in whole or in part, the property owner must wait at least one-year from the date of said denial to make a resubmission under this Section.

(g) *Failure to comply with conditions.* Should a property owner fail to comply with any conditions of the Board of Adjustment in granting a special exception to a property, the City shall seek appropriate enforcement and remedies as stated in Section 36-5 of this chapter.

ORDINANCE NO. O-2016-008

AN ORDINANCE AMENDING CHAPTER 36, ARTICLE V OF THE CITY OF SHAVANO PARK CODE OF ORDINANCES PROVIDING THE BOARD OF ADJUSTMENT THE POWER AND DUTY OF AUTHORIZING SPECIAL EXCEPTIONS IN ACCORDANCE WITH SECTION 36-132; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Texas Local Government Code Chapter 211.008 authorizes the City of Shavano Park City Council to authorize the board of adjustment, in appropriate cases and subject to appropriate conditions and safeguards, to make special exceptions to the terms of the zoning ordinance; and

WHEREAS, Texas Local Government Code Sec. 211.009 authorizes the Board of Adjustment to hear and decide special exceptions to the terms of a zoning ordinance when an ordinance requires the board to do so; and

WHEREAS, on May 4, 2016 the Planning and Zoning Commission has conducted a public hearing and has rendered a recommendation to the City Council with respect to this ordinance; and,

WHEREAS, the City Council has conducted a public hearing on June 27, 2016, considered the recommendation of the Planning and Zoning Commission, and has determined that the proposed change is in the best interest of the general welfare of the City of Shavano Park.

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

**I
CODE AMENDMENT**

Chapter 36, Article V, of the City of Shavano Park Code of Ordinances is hereby amended as follows:

Sec. 36-122. - Organization.

There is hereby created a Board of Adjustment consisting of five members who are citizens of the City and who are not members of the City Council or the Planning and Zoning Commission, shall be appointed as described in Chapter 2, Article IV, Section 2-

87. Positions shall exist for a term of two years, beginning on October 1 of each odd numbered year and ending on May 31 of the next succeeding odd-numbered year and continuing thereafter. Board members may be removable for cause by the City Council upon a written charge and after public hearing. The City Council shall confirm four alternate members of the Board of Adjustment who shall serve in the absence of one or more of the regular members when requested to do so by the Mayor, all cases to be heard by the Board of Adjustment will always be heard by a minimum number of four members. These alternate members, when appointed, shall serve for the same period as the regular members, and any vacancy shall be filled in the same manner and shall be subject to removal as the regular members.

Sec. 36-123. - Rules and meetings.

The Board of Adjustment shall adopt rules of procedure in accordance with the provisions of this section. Meetings of the Board of Adjustment shall be held at the call of the Chairperson, who shall be selected by the Board at its June meeting each year, and at such other times as the Board of Adjustment may determine. Such Chairperson, or in their absence the Acting Chairperson, may administer oaths and compel the attendance of witnesses. All meetings of the Board of Adjustment shall be open to the public. The Board of Adjustment shall keep minutes to proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations, findings, and other official actions, all of which shall be immediately filed in the office of the City and shall be a public record.

Sec. 36-124. - Powers and duties.

The Board of Adjustment shall have the following powers:

- (1) To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official of the City in the enforcement of this chapter.
- (2) To authorize upon appeal in specific cases a variance from the terms of this chapter as will not be contrary to the public interest, where, due to special conditions, a literal enforcement of the provisions of this chapter will result in unnecessary hardship, and so that the spirit of this chapter shall be observed and substantial justice done.
- (3) To authorize special exceptions, in accordance with Sec. 36-132, to a zoning standard applicable to particular types of development within any zoning district, which is consistent with the overall intent of the zoning regulations and for which express standards are prescribed, but that requires additional review to determine whether the development with the modification is compatible with

adjoining land uses and the character of the neighborhood in which the development is proposed.

(4) To hear and decide other matters authorized by the City Council.

Sec. 36-125. - Appeals to the Board of Adjustment.

Appeals to the Board of Adjustment may be taken by any person aggrieved by the decision of an administrative official of the City or by any officer, department or board of the City affected by the decision. Such appeal shall be taken within a reasonable time, as provided by the rules of procedure of the Board of Adjustment, by filing with the administrative official from whom the appeal is taken and with the Board of Adjustment a notice of appeal specifying the grounds thereof. The administrative official from whom the appeal is taken shall forthwith transmit to the Board of Adjustment all papers constituting the record of the action that is appealed.

Sec. 36-126. - When appeal stays all proceedings.

An appeal stays all proceedings in furtherance of the action appealed from, unless the administrative official from whom the appeal is taken certifies in writing to the Board of Adjustment after notice of appeal shall have been filed with him that by reason of facts stated in the certificate a stay would, in his opinion, cause immediate peril to life or property. In such case proceedings shall not be stayed other than by a restraining order which may be granted by the Board of Adjustment or by a court of record on application after notice to the administrative official from whom the appeal is taken and if due cause is shown.

Sec. 36-127. - Time for notice and hearing of appeal.

The Board of Adjustment shall fix a reasonable time for hearing of the appeal, give public notice thereof, as well as due notice to the parties in interest and decide the same within a reasonable time. Upon the hearing any party may appear in person or by agent or by attorney.

Sec. 36-128. - Action on appeal.

In exercising the powers set forth in section 36-124, the Board of Adjustment may, in conformity with the provisions of this chapter, reverse or affirm, wholly or partly, or may modify the administrative official's order, requirement, decision, or determination appealed from and may make the correct order, requirement, decision, or determination and to that end shall have all the powers of the administrative official from whom the appeal is taken.

Sec. 36-129. - Vote necessary for decision of Board of Adjustment.

The concurring vote of four members of the Board of Adjustment shall be necessary to reverse any order, requirement, decision, or determination of an administrative official, to decide in favor of the applicant on any matter on which it is required to pass under this chapter, or to authorize a variance from the terms of in this chapter.

Sec. 36-130. - Notice of public hearings before the Board of Adjustment.

The notice of public hearing, provided for in this section, shall be given by publication one time in the City's official newspaper, stating the time and place of such hearing, which time shall not be earlier than 15 days from date of such publication, and in addition thereto, the Board of Adjustment shall mail notices of such hearing to the petitioner and to all owners of property lying within 200 feet of any point of the lot or portion thereof, on which a variance or special exception is desired, and to all other persons deemed by the Board of Adjustment to be affected thereby; such owners and persons shall be determined according to the last approved tax roll of the City. Such notice may be served by depositing the same, property addressed and postage paid, in any post office.

Sec. 36-131. - Variances

(a) *Requests for Variance.* All requests for variations from the terms of this chapter shall be in writing and shall specify the facts involved, the relief desired, and grounds therefore. Each such application shall be filed with the City Secretary who, after investigation, shall transmit such application together with his report to the Board of Adjustment within thirty (30) days after receipt.

(b) *Hearings on applications for variances.* The Board of Adjustment shall fix a reasonable time for the hearing of all applications for variances, give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Any party may appear in person or by agent or by attorney at this hearing.

(c) *Granting variances.* The Board of Adjustment is hereby authorized upon appeal from the decision of the City to grant in specific cases a variance from the terms of this chapter as will not be contrary to the public interest, where, due to special conditions, a literal enforcement of the provisions of this chapter shall be observed and substantial justice is done.

(d) *Criteria for granting variances.* No variance can be granted unless:

- (1) Such variance will not be contrary to public interest.
- (2) Such variance will not authorize the operation of a use other than those uses specifically authorized for the district in which the property for which the variance sought is located.

- (3) Such variance will not substantially or permanently injure the appropriate use of adjacent conforming property in the same district.
- (4) Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
- (5) Such variance will be in harmony with the spirit and purposes of this chapter.
- (6) The plight of the owner of the property for which the variance is sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial, and are not due to or the result of general conditions in the district in which the property is located.
- (7) The variance will not substantially weaken the general purposes of this chapter or the regulations herein established for the specified district.
- (8) The variance will not adversely affect the public health, safety or welfare of the public.

(e) *Limitation on variances.* Any variance authorized by the Board of Adjustment shall constitute authority to authorize the issuance of a building permit or a certificate of occupancy, as the case may be, if applied for within 120 days from the date of favorable action on the part of the Board of Adjustment, unless such Board of Adjustment authorizes a longer period. If the permit or certificate of occupancy shall not be applied for within said 120-day period, or such extended period as the Board of Adjustment may have authorized, then the grant of the variance shall terminate. Such termination shall be without prejudice to a subsequent application to said Board of Adjustment in accordance with the rules and regulations regarding applications. No application to the Board of Adjustment shall be allowed on the same piece of property prior to the expiration of six months from a ruling of the Board of Adjustment on any application to such body unless other property in the same block within 200 feet thereof, within such six-month period, has been altered or changed by a ruling of the Board of Adjustment, in which case such change of circumstances shall permit the allowance of such application but in no way force in law to compel the Board of Adjustment, after a hearing, to grant such subsequent application, but, such application shall be considered on its merits as in all other cases.

Sec. 36-132. – Special Exceptions

(a) Applications for special exception. All applications for special exceptions from the terms of the Chapter shall be in writing and shall specify the facts involved, the special exception desired and grounds therefore. The property owner shall file such application with the City Secretary who, after investigation by the City Manager or his designee(s), shall transmit such application together with a report to the Board of Adjustment within

sixty (60) days after receipt. The non-refundable fee for an application shall be the same as the fee for an application for variance or as described in Appendix A – City of Shavano Park Fee Schedule.

(b) *Hearings on applications for special exceptions.* The Board of Adjustment shall fix a reasonable time for the hearing of all applications for special exceptions, give public notice thereof, as well as due notice to all persons entitled to notice under Section 36-130, and such hearing shall be held within ninety (90) days after receipt of the City Manager's report. At each hearing, any person may appear in person or by agent or by attorney.

(c) *Granting special exceptions.* The Board of Adjustment may grant special exceptions to the rear setbacks provided for under this Chapter and solely in accordance with the following:

(1) Reduce the rear setbacks requirements in A-1, A-2, A-3, A-4 and A-5 PUD single family residential zoning districts by up to fifty percent (50%) if the application satisfies the conditions provided for in Subsections (d) and (e) and the rear setback in question abuts the following:

(a) The streets of N.W. Military, and DeZavala;

(b) City of San Antonio zoning districts;

(c) O-1, B-1 or B-2 zoning districts; or

(d) Greenbelts as designated on a plat.

(d) *Conditions for granting special exceptions.* If the Board of Adjustment finds that all of the conditions in this Subsection have been satisfied, the Board of Adjustment may approve the special exception application. This Subsection's conditions are as follows:

(1) That the special exception will not endanger public health, safety, or general welfare;

(2) That the special exception will not be materially detrimental to public health, safety, or general welfare;

(3) That as of the hearing date, it is not foreseeable that the special exception will substantially impair or diminish the presently permitted neighborhood uses, values and enjoyment of neighboring properties;

(4) That the special exception will not significantly impede the normal and orderly development and/or improvement of surrounding properties as to uses permitted in the district and/or immediately contiguous district;

(5) That the special exception will not result in such property violating any height, lot coverage, building size and/or exterior requirements;

(6) That the special exception will not result in such property violating any district parking space regulations and/or tree preservation requirements;

(7) That the special exception will not result in such property being incompatible with other properties within the zoning district;

(8) That the conditions provided for in Subsection (e) have been satisfied; and

(9) That any accessory building allowed under this Subsection shall be neither larger than 500 square feet nor taller than 16 feet from the lowest grade point of such building.

(e) *Conditions and guarantees.* In order to protect the public health, safety and general welfare of the community and prior to the granting of any special exception, the Board of Adjustment shall stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special exception as deemed necessary in its sole discretion to protect the public health, safety and general welfare of the community and to secure compliance with the standards and requirements specified in Subsection (d) above. When the Board of Adjustment grants a special exception, the Board of Adjustment shall require such evidence and written guarantees as it deems necessary as proof that the property owner has and/or will comply with all conditions stipulated in connection therewith.

(d) *Effect of denial of application.* If the Board of Adjustment denies a special exception in whole or in part, the property owner must wait at least one-year from the date of said denial to make a resubmission under this Section.

(f) *Failure to comply with conditions.* Should a property owner fail to comply with any conditions of the Board of Adjustment in granting a special exception to a property, the City shall seek appropriate enforcement and remedies as stated in Section 36-5 of this Chapter.

~~Sec. 36-134. Vote necessary for decision of Board of Adjustment.~~

~~The concurring vote of four members of the Board of Adjustment shall be necessary to reverse any order, requirement, decision, or determination of an administrative official, to decide in favor of the applicant on any matter on which it is required to pass under this chapter, or to authorize a variance from the terms of in this chapter.~~

~~Sec. 36-135. Notice of public hearings before the Board of Adjustment.~~

~~The notice of public hearing, provided for in this section, shall be given by publication one time in the City's official newspaper, stating the time and place of such hearing, which time shall not be earlier than 15 days from date of such publication, and in addition thereto, the Board of Adjustment shall mail notices of such hearing to the petitioner and to all owners of property lying within 200 feet of any point of the lot or portion thereof, on which a variance or special exception is desired, and to all other persons deemed by the Board of Adjustment to be affected thereby; such owners and persons shall be~~

~~determined according to the last approved tax roll of the City. Such notice may be served by depositing the same, properly addressed and postage paid, in any post office.~~

Sec. 36-133. - Appeals from the Board of Adjustment.

Any person, jointly or severally, aggrieved by any decision of the Board of Adjustment, or any taxpayer, or any officer, department, board of the City, may present to a court of record a verified petition as provided by Tex. Local Government Code § 211.011, setting forth that such decision is illegal, in whole or in part, specifying the grounds of illegality. Such petition shall be presented to the Court within ten days after the filing of the decision Board in the office of the City Secretary.

Sec. 36-134. - Fees.

The Board shall be empowered to assess and collect the fees specified in Appendix A – City of Shavano Park Fee Schedule to defray administrative costs. Such fees shall be deposited with the Secretary of the City, for deposit in the General Fund of the City.

Secs. 36-135—36-137. - Reserved.

II CUMULATIVE CLAUSE

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

**III
SEVERABILITY**

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

**IV
PROPER NOTICE AND MEETING**

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

**V
EFFECTIVE DATE**

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

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park on this the 27th day of June, 2016.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park on this the 25th day of July, 2016.

ROBERT WERNER, MAYOR

Attest:

ZINA TEDFORD, City Secretary

Approved as to Form:

CHARLES E. ZECH, City Attorney

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 8.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion / action – Preliminary Plat of Napier Park, Unit-1, a 2.250 acre tract of land out of a 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, in County Block 4787 – City Manager Hill

X

Attachments for Reference:

- 1) 8.5a Napier Park Unit-1 Preliminary Plat
- 2) 8.5b Preliminary Plat Checklist
- 3) 8.5c Engineer Letter

BACKGROUND / HISTORY: On June 15, 2016 City staff and Pape-Dawson meet for a preliminary plat conference on both Unit-1 and Unit-2 of Napier Park.

On June 20, 2016 Pape-Dawson submitted Napier Park Unit-1 Preliminary Plat together with preliminary plat Checklist (attachments 8.5a and 8.5b). On June 28, 2016 the City Engineer completed review of the preliminary plat (8.5c).

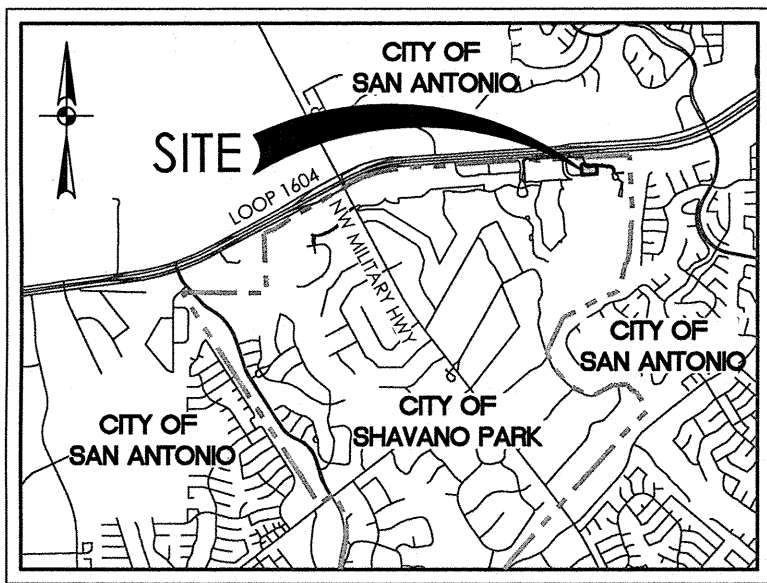
At the July 6, 2016 meeting the Planning & Zoning Commission recommended approval of the preliminary plat pending two modifications: (1) adding a PUD designation to the plat title and (2) adding PUD exemptions to B-2 zoning regulations to the plat. These changes are incorporated in attachment 8.6a.

DISCUSSION: This preliminary plat is one of two Napier Park Units submitted at this time. They are the first plats of Napier Park Business Park.

COURSES OF ACTION: Approve of Preliminary Plat of Napier Park, Unit-1, a 2.250 acre tract of land out of a 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, in County Block 4787, or decline and provide further guidance to staff.

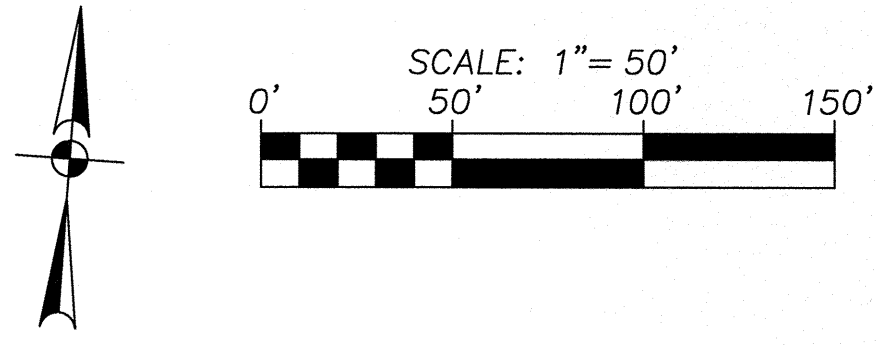
FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Preliminary Plat of Napier Park, Unit-1, a 2.250 acre tract of land out of a 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, in County Block 4787.



LEGEND

- DPR DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
- OPR OFFICIAL PUBLIC RECORDS (OFFICIAL PUBLIC RECORDS OF REAL PROPERTY) OF BEXAR COUNTY, TEXAS
- CB COUNTY BLOCK
- FOUND 1/2" IRON ROD (UNLESS NOTED OTHERWISE)
- SET 1/2" IRON ROD
- 1140— EXISTING CONTOURS
- 1140— PROPOSED CONTOURS
- ⑤ 10' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT
- ⑥ 10' BUILDING SETBACK LINE
- ⑦ 14' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT (VOLUME 9668, PAGE 22 DPR)
- ⑧ 25' BUILDING SETBACK LINE (VOLUME 9668, PAGE 22 DPR)
- ⑨ VARIABLE WIDTH GAS, ELECTRIC, TELEPHONE, CATV AND WATER EASEMENT (VOLUME 10010, PAGES 292-297 OPR)
- ⑩ VARIABLE WIDTH GAS, ELECTRIC, TELEPHONE, CATV AND WATER EASEMENT (VOLUME 9554, PAGE 52 DPR)
- ⑪ VARIABLE WIDTH WATER EASEMENT (SHAVANO PARK, UNIT-19B PHASE V (PUD))
- ⑫ 16' WATER EASEMENT (SHAVANO PARK, UNIT-19B PHASE V (PUD))



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

A 2.250 ACRE TRACT OF LAND OUT OF A 289.5 ACRE TRACT DESCRIBED IN DEED TO ROGERS SHAVANO PARK UNIT 18/19, LTD. RECORDED IN VOLUME 12007, PAGE 2490, OF THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, IN THE CITY OF SHAVANO PARK, BEXAR COUNTY, TEXAS, OUT OF THE REFUGIO VARGAS, SURVEY NUMBER 80, ABSTRACT NUMBER 781, IN COUNTY BLOCK 4787 OF BEXAR COUNTY, TEXAS.



SAN ANTONIO | AUSTIN | HOUSTON | FORT WORTH | DALLAS
 2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000
 TBPE FIRM REGISTRATION #470 | TBPLS FIRM REGISTRATION #10028800

DATE OF PREPARATION: July 7, 2016

STATE OF TEXAS
 COUNTY OF BEXAR

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

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

STATE OF TEXAS
 COUNTY OF BEXAR

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

NOTARY PUBLIC, BEXAR COUNTY, TEXAS

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

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

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

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

SAWS HIGH PRESSURE NOTE:
 A PORTION OF THE TRACT IS BELOW GROUND ELEVATION OF 985 FEET WHERE THE STATIC PRESSURE WILL NORMALLY EXCEED 80 PSI. AT ALL SUCH LOCATIONS, THE DEVELOPER OR BUILDER SHALL INSTALL AT EACH LOT, ON THE CUSTOMER'S SIDE OF THE METER, AN APPROVED TYPE PRESSURE REGULATOR IN CONFORMANCE WITH THE PLUMBING CODE OF THE CITY OF SAN ANTONIO.

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

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

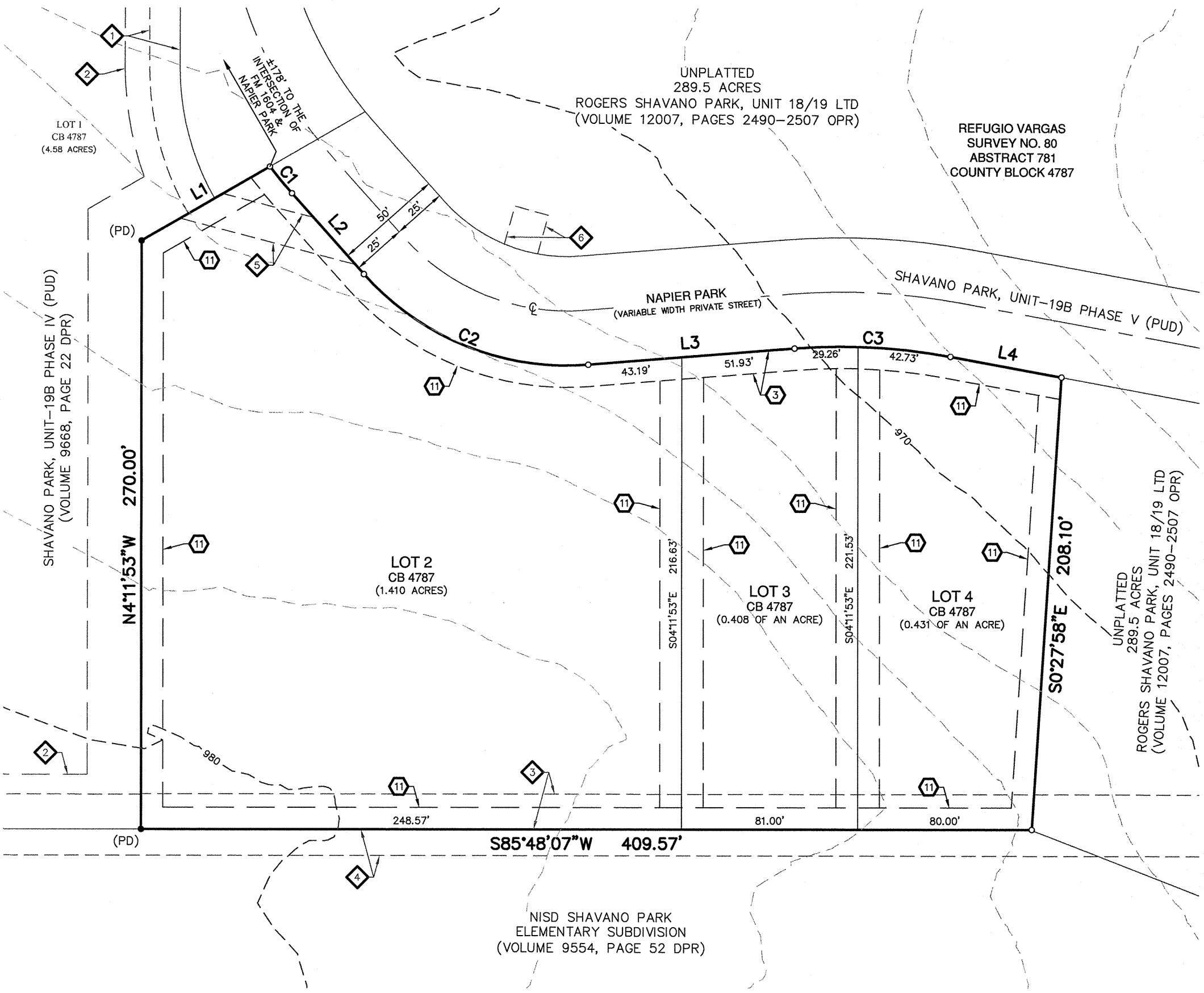
EDU IMPACT FEE PAYMENT NOTE:
 WATER AND/OR WASTEWATER IMPACT FEES WERE NOT PAID AT THE TIME OF PLATTING FOR THIS PLAT. ALL IMPACT FEES MUST BE PAID PRIOR TO WATER METER SET AND/OR PRIOR TO THE WASTEWATER SERVICE CONNECTION.

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

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

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

LICENSED PROFESSIONAL ENGINEER
 STATE OF TEXAS
 COUNTY OF BEXAR
 I HEREBY CERTIFY THAT THE ABOVE PLAT CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY: PAPE-DAWSON ENGINEERS, INC.
PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.
 REGISTERED PROFESSIONAL LAND SURVEYOR



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

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

DATED: THIS THE _____ DAY OF _____, A.D. 20_____.
 BY: _____ CHAIRMAN
 BY: _____ CITY CLERK

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

DATED: THIS _____ DAY OF _____, A.D. 20_____.
 BY: _____ MAYOR
 BY: _____ CITY CLERK

STATE OF TEXAS
 COUNTY OF BEXAR
 I, _____, COUNTY CLERK OF BEXAR COUNTY, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, ON THE _____ DAY OF _____, A.D. 20_____, AT _____ M. AND DULY RECORDED THE _____ DAY OF _____, A.D. 20_____, AT _____ M. IN THE DEED AND PLAT RECORDS OF BEXAR COUNTY, IN BOOK/ VOLUME _____ ON PAGE _____ IN TESTIMONY WHEREOF, WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE, THIS _____ DAY OF _____, A.D. 20_____.
 COUNTY CLERK, BEXAR COUNTY, TEXAS
 BY: _____, DEPUTY

Civil Job No. 7118-85; Survey Job No. NAPIER PARK, UNIT-1 (PUD)

Date: Jul 07, 2016, 5:09pm User ID: Alowry File: P:\7118\85\Design\Civil\Plat\711885 - Unit-1.dwg

CITY OF SHAVANO PARK

Preliminary Plat Submittal Checklist

This checklist is to be completed by the developer or his representative and submitted with the preliminary plat and accompanying data. If any areas are incomplete, the plat will not be accepted. Any items labeled N/A must be explained in writing. This checklist does not supercede the City of Shavano Park Development Ordinances.

Name of Subdivision: Napier Park, Unit-1
 Proposed Use of Property: Commercial
 Property Description: 0.25 miles east of Huntington Pl and
 (lot & block, address or Loop 1604 intersection
 location) _____

Owner	Engineer
Name: <u>Rogers Shavano Park Unit 18/19, Ltd.</u>	Name: <u>Pape-Dawson Engineers, Inc.</u>
Address: <u>11 Lynn Batts Lane, Suite 100</u>	Address: <u>2000 NW Loop 410</u>
Phone: <u>(210) 828-6131</u>	Phone: <u>(210) 375-9000</u>
Fax: <u>(210) 828-6137</u>	Fax: <u>(210) 375-9010</u>
Email: <u>dankossl@bitterblue.com</u>	Email: <u>cchance@pape-dawson.com</u>

Current Zoning: B-2 Total Acreage: 2.25
 Total Platting Fees: _____
 (Coordinate with Staff)

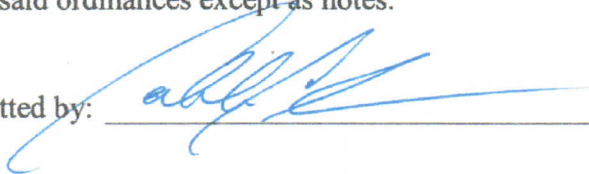
S.A.W.S. Sewer	✓ Yes ___ No	Septic System	___ Yes ✓ No
S.A.W.S. Water	✓ Yes ___ No	Shavano Park Water	___ Yes ✓ No

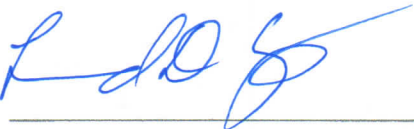
- | | Yes | No | N/A |
|--|-----|-----|-----|
| 1. This is an original plat of property | ✓ | ___ | ___ |
| 2. This is a combination original plat and replat | ___ | ✓ | ___ |
| 3. If item 1 was answered "No," then: | | | |
| a. this is a vacate and replat | ___ | ___ | ✓ |
| b. this is a replat with out vacating | ___ | ___ | ✓ |
| c. this is an amending plat | ___ | ___ | ✓ |
| d. this is a scrivener correction plat | ___ | ___ | ✓ |
| 4. If item 1 was answered "No," a copy of the original plat is included in the submittal | ___ | ___ | ✓ |
| 5. This subdivision is one phase of a larger development | ✓ | ___ | ___ |
| 6. If item 5 was answered "Yes," a master plan is included in this submittal | ✓ | ___ | ___ |
| 7. Some portion of this property is located over the Edwards Recharge Zone | ✓ | ___ | ___ |

The following items pertain to the proposed preliminary drawing:		Yes	No	N/A
8.	If Item 7 was answered "Yes," a Water Pollution Abatement Plan (WPAP) has been prepared for this site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	This site requires offsite drainage or utility improvements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	If item 9 was answered "Yes," 3 copies of the offsite improvement plans are included	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	The plat is drawn on an 18"x 24" sheet, not a 24"x 36" sheet as incorrectly stated on City Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	15 Folded copies of the plat are included in this submittal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	The plat contains the names, addresses, and Contact information of the owner and engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	The plat shows complete bearings and distances are shown on all lot line and easements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	The plat shows the location of the subject Property in relation to an original survey corner or public street intersection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	The plat illustrates and identifies all adjacent properties including recording information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	The plat contains the total acreage being platted and individual lot acreage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	The plat shows location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public right-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	The plat shows location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, and other sites within or contiguous with the subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	The plat shows location and dimension of all existing improvements on the property to be platted, including building, utilities, and parking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21.	The plat shows location, dimensions, description, and name of all proposed streets, alleys, parks, public areas reservations, easements or other rights-of-way, blocks, lots, and other sites within the subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	The plat shows the date of preparation, scale of plat and north arrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	The plat shows the topographical information with contour lines on a basis of two (2) vertical feet in terrain with an average slope of five percent (5%)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	The plat shows a number or letter to identify each lot or site and each block. Said number shall be coordinated by the developer with the Clerk of Bexar County to prevent duplication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following items pertain to the proposed preliminary drawing:		Yes	No	N/A
25.	The plat shows front building setback lines on all lots and sites. Side yard building setback lines at street intersection and crosswalk ways and rear building setback lines.	<u>✓</u>	<u> </u>	<u> </u>
26.	The plat shows location map at a scale of not more than 4000 feet to an inch which shall show existing adjacent subdivisions and major streets	<u>✓</u>	<u> </u>	<u> </u>
27.	The plat shows existing flood plain boundaries	<u> </u>	<u> </u>	<u>✓</u>
28.	Structure is compliant with current zoning	<u>✓</u>	<u> </u>	<u> </u>

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

Submitted by:  Date: 6/16/16

Accepted by:  Date: 6-29-16



YOUNG PROFESSIONAL RESOURCES – 8209 ROUGHRIDER DR. STE. 101 WINDCREST, TX. 78239
FIRM F-8635 TELE: 210-590-9215 CELL: 210-373-3204 FAX: 210-590-9346

June 29, 2016

Zina Tedford
City Secretary
City of Shavano Park
900 Saddletree Court
Shavano Park, TX 78231

Re: City of Shavano Park – Napier Park Unit 1
0.25 miles east of Huntington Place & Loop 1604 (2.25 acres – Commercial)
Preliminary Plat Review Response Letter

Dear Ms. Tedford,

Young Professional Resources (YPR) has completed its review of the reference Preliminary Subdivision Plat as submitted by Pape-Dawson Engineers, Inc.

We are recommending that the preliminary plat be approved and forwarded to the Planning and Zoning Commission for review and consideration.

If you have any comments or questions, please contact Leonard D. Young or me at (210) 590-9215.

Sincerely,
Young Professional Resources

A handwritten signature in blue ink that reads "Jaime Noriega".

Jaime Noriega, PE
Senior Project Manager

Cc: Caleb Chance, PE, Pape-Dawson Engineers, Inc.

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 8.6

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion / action – Preliminary Plat of Napier Park, Unit-2, a 1.961 acre tract of land out of a 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, in County Block 4787 – City Manager Hill

X

Attachments for Reference:

- 1) 8.6a Napier Park Unit-2 Preliminary Plat
- 2) 8.6b Preliminary Plat Checklist
- 3) 8.6c Engineer Letter

BACKGROUND / HISTORY: On June 15, 2016 City staff and Pape-Dawson meet for a preliminary plat conference on both Unit-1 and Unit-2 of Napier Park.

On June 20, 2016 Pape-Dawson submitted Napier Park Unit-2 Preliminary Plat together with preliminary plat Checklist (attachments 8.6a and 8.6b). On June 28, 2016 the City Engineer completed review of the preliminary plat (8.6c).

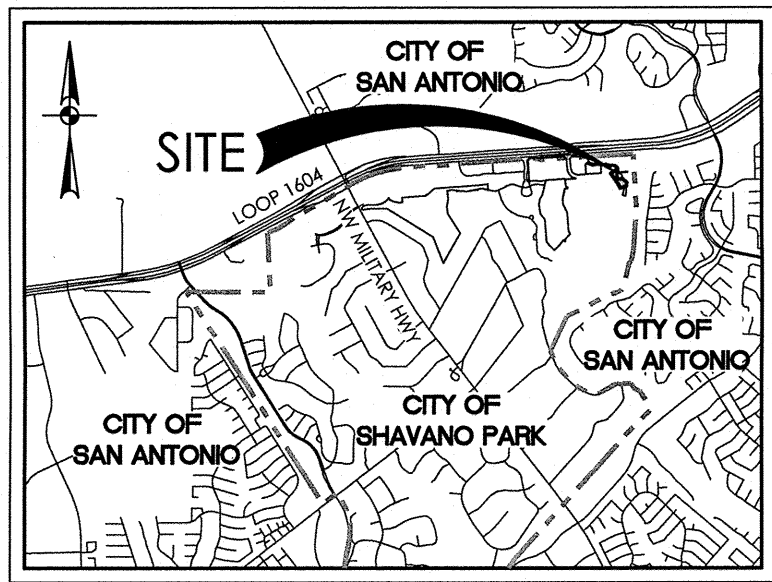
At the July 6, 2016 meeting the Planning & Zoning Commission recommended approval of the preliminary plat pending two modifications: (1) adding a PUD designation to the plat title and (2) adding PUD exemptions to B-2 zoning regulations to the plat. These changes are incorporated in attachment 8.6a.

DISCUSSION: This preliminary plat is one of two Napier Park Units submitted at this time. They are the first plats of Napier Park Business Park.

COURSES OF ACTION: Approval of Preliminary Plat of Napier Park, Unit-2, a 2.250 acre tract of land out of a 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, in County Block 4787, or decline and provide further guidance to staff.

FINANCIAL IMPACT: N/A

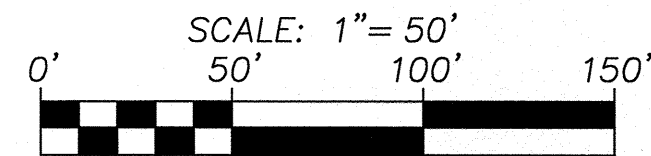
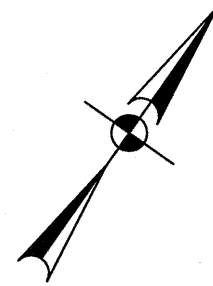
MOTION REQUESTED: Approve Preliminary Plat of Napier Park, Unit-2, a 2.250 acre tract of land out of a 289.5 acre tract out of the Refugio Vargas, Survey Number 80, Abstract Number 781, in County Block 4787.



LOCATION MAP
NOT-TO-SCALE

LEGEND

- DPR DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
- OPR OFFICIAL PUBLIC RECORDS (OFFICIAL PUBLIC RECORDS OF REAL PROPERTY) OF BEXAR COUNTY, TEXAS
- CB COUNTY BLOCK
- FOUND 1/2" IRON ROD (UNLESS NOTED OTHERWISE)
- SET 1/2" IRON ROD
- 1140 EXISTING CONTOURS
- 1140 PROPOSED CONTOURS
- 10' GAS, ELECTRIC, TELEPHONE AND CABLE TV EASEMENT
- 10' BUILDING SETBACK LINE
- VARIABLE WIDTH GAS, ELECTRIC, TELEPHONE, CATV AND WATER EASEMENT (VOLUME 10010, PAGES 292-297 OPR)
- 16' WATER EASEMENT (SHAVANO PARK, UNIT-19B PHASE V (PUD) (VOLUME xxxx, PAGE xx DPR))
- VARIABLE WIDTH SANITARY SEWER EASEMENT (VOLUME 9811, PAGES 1867-1872 OPR)
- VARIABLE WIDTH WATER EASEMENT (SHAVANO PARK, UNIT-19B PHASE V (PUD) (VOLUME xxxx, PAGE xx DPR))
- 16' WATER EASEMENT (SHAVANO PARK, UNIT-19B PHASE V (PUD) (VOLUME xxxx, PAGE xx DPR))



SUBDIVISION PLAT OF NAPIER PARK, UNIT-2 (PUD)

A 1.961 ACRE TRACT OF LAND OUT OF A 289.5 ACRE TRACT DESCRIBED IN DEED TO ROGERS SHAVANO PARK UNIT 18/19, LTD, RECORDED IN VOLUME 12007, PAGE 2490, OF THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, IN THE CITY OF SHAVANO PARK, BEXAR COUNTY, TEXAS, OUT OF THE REFUGIO VARGAS, SURVEY NUMBER 80, ABSTRACT NUMBER 781, IN COUNTY BLOCK 4787 OF BEXAR COUNTY, TEXAS.



SAN ANTONIO | AUSTIN | HOUSTON | FORT WORTH | DALLAS
2000 NW LOOP 410 | SAN ANTONIO, TX 78213 | 210.375.9000
TBPB FIRM REGISTRATION #470 | TBPB FIRM REGISTRATION #10028800

DATE OF PREPARATION: July 7, 2016

STATE OF TEXAS
COUNTY OF BEXAR

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

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

STATE OF TEXAS
COUNTY OF BEXAR

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

NOTARY PUBLIC, BEXAR COUNTY, TEXAS

SURVEYOR'S NOTES:

- PROPERTY CORNERS ARE MONUMENTED WITH CAP OR DISK MARKED "PAPE-DAWSON" UNLESS NOTED OTHERWISE.
- COORDINATES SHOWN ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (CORS 1994) FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE DISPLAYED IN GRID VALUES DERIVED FROM THE NGS COOPERATIVE CORS NETWORK.
- DIMENSIONS SHOWN ARE SURFACE.
- BEARINGS ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (CORS 1994), FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE.

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

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

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

SAWS HIGH PRESSURE NOTE:
A PORTION OF THE TRACT IS BELOW GROUND ELEVATION OF 985 FEET WHERE THE STATIC PRESSURE WILL NORMALLY EXCEED 80 PSI. AT ALL SUCH LOCATIONS, THE DEVELOPER OR BUILDER SHALL INSTALL AT EACH LOT, ON THE CUSTOMER'S SIDE OF THE METER, AN APPROVED TYPE PRESSURE REGULATOR IN CONFORMANCE WITH THE PLUMBING CODE OF THE CITY OF SAN ANTONIO.

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

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

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

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

CERTIFICATION OF CITY'S ENGINEER

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

CITY ENGINEER

STATE OF TEXAS
COUNTY OF BEXAR

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

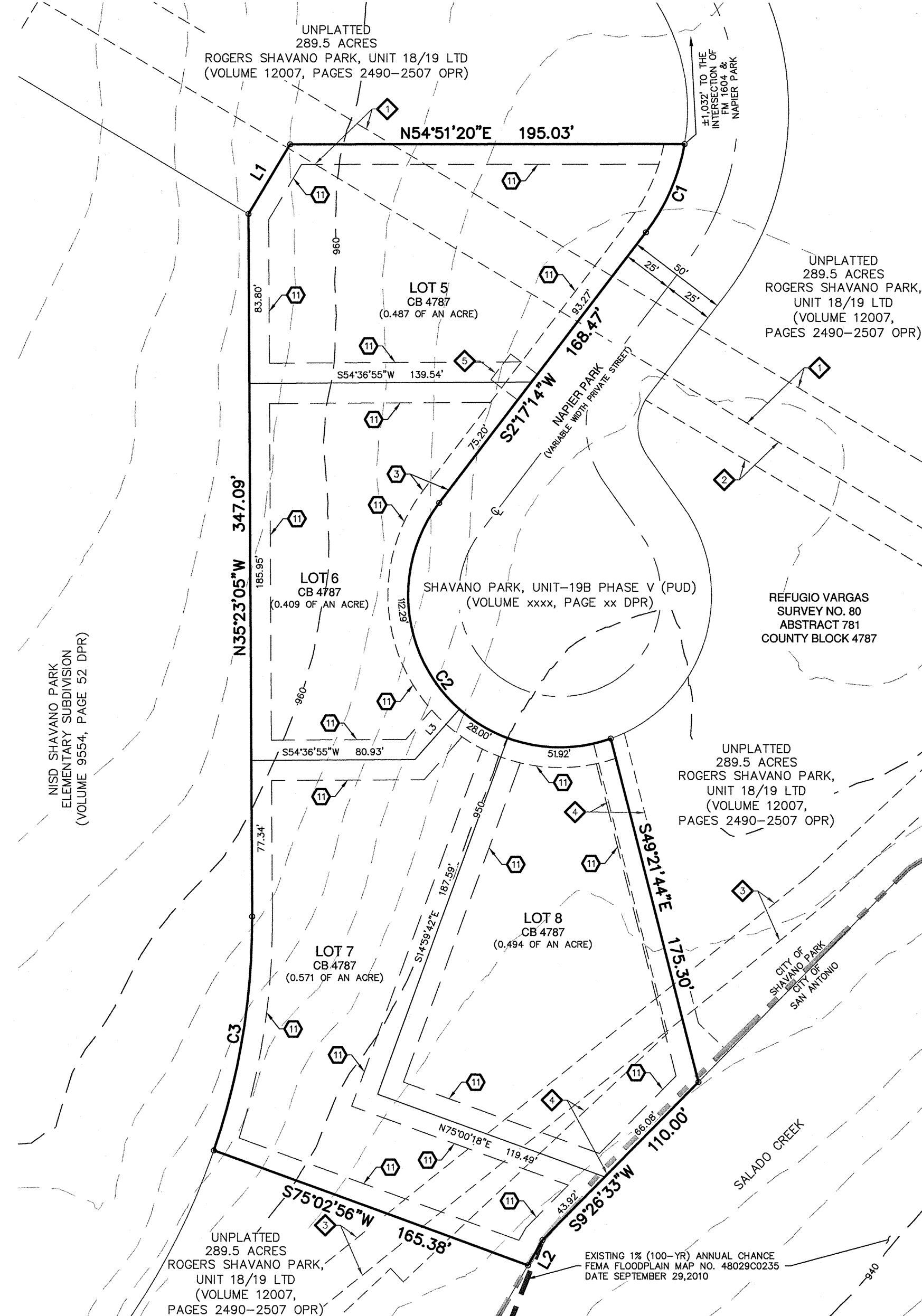
LICENSED PROFESSIONAL ENGINEER

STATE OF TEXAS
COUNTY OF BEXAR

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

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

REGISTERED PROFESSIONAL LAND SURVEYOR



LINE TABLE

LINE #	BEARING	LENGTH
L1	N04°11'53"W	40.17'
L2	S05°07'00"E	14.33'
L3	N06°23'44"E	33.22'

CURVE TABLE

CURVE #	RADIUS	DELTA	CHORD BEARING	CHORD	LENGTH
C1	100.00'	027°32'23"	S11°28'57"E	47.60'	48.07'
C2	75.00'	146°50'18"	S71°14'16"E	143.76'	192.21'
C3	350.00'	019°16'17"	N25°44'57"W	117.17'	117.72'

THIS PLAT OF _____ NAPIER PARK, UNIT-2 _____ HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH PLANNING AND ZONING COMMISSION.

DATED: THIS THE _____ DAY OF _____, A.D. 20_____.

BY: _____ CHAIRMAN

BY: _____ CITY CLERK

THIS PLAT OF _____ NAPIER PARK, UNIT-2 _____ HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS, AND IS HEREBY APPROVED BY SUCH CITY COUNCIL.

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

BY: _____ MAYOR

BY: _____ CITY CLERK

STATE OF TEXAS
COUNTY OF BEXAR

I, _____, COUNTY CLERK OF BEXAR COUNTY, DO HEREBY CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, ON THE _____ DAY OF _____, A.D. 20_____ AT _____ M. AND DULY RECORDED THE _____ DAY OF _____, A.D. 20_____ AT _____ M. IN THE DEED AND PLAT RECORDS OF BEXAR COUNTY, IN BOOK/ VOLUME _____ ON PAGE _____ IN TESTIMONY WHEREOF, WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE, THIS _____ DAY OF _____, A.D. 20_____.

COUNTY CLERK, BEXAR COUNTY, TEXAS

CITY OF SHAVANO PARK

Preliminary Plat Submittal Checklist

This checklist is to be completed by the developer or his representative and submitted with the preliminary plat and accompanying data. If any areas are incomplete, the plat will not be accepted. Any items labeled N/A must be explained in writing. This checklist does not supercede the City of Shavano Park Development Ordinances.

Name of Subdivision: Napier Park, Unit-2
 Proposed Use of Property: Commercial
 Property Description: 0.25 miles east of Huntington Pl and
 (lot & block, address or Loop 1604 intersection
 location) _____

Owner Name: <u>Rogers Shavano Park Unit 18/19, Ltd.</u> Address: <u>11 Lynn Batts Lane, Suite 100</u> Phone: <u>(210) 828-6131</u> Fax: <u>(210) 828-6137</u> Email: <u>dankossl@bitterblue.com</u>	Engineer Name: <u>Pape-Dawson Engineers, Inc.</u> Address: <u>2000 NW Loop 410</u> Phone: <u>(210) 375-9000</u> Fax: <u>(210) 375-9010</u> Email: <u>cchance@pape-dawson.com</u>
--	---

Current Zoning: B-2 Total Acreage: 1.84
 Total Platting Fees: _____
 (Coordinate with Staff)

S.A.W.S. Sewer	✓ Yes ___ No	Septic System	___ Yes ✓ No
S.A.W.S. Water	✓ Yes ___ No	Shavano Park Water	___ Yes ✓ No

- | | Yes | No | N/A |
|--|-----|-----|-----|
| 1. This is an original plat of property | ✓ | ___ | ___ |
| 2. This is a combination original plat and replat | ___ | ✓ | ___ |
| 3. If item 1 was answered "No," then: | | | |
| a. this is a vacate and replat | ___ | ___ | ✓ |
| b. this is a replat with out vacating | ___ | ___ | ✓ |
| c. this is an amending plat | ___ | ___ | ✓ |
| d. this is a scrivener correction plat | ___ | ___ | ✓ |
| 4. If item 1 was answered "No," a copy of the original plat is included in the submittal | ___ | ___ | ✓ |
| 5. This subdivision is one phase of a larger development | ✓ | ___ | ___ |
| 6. If item 5 was answered "Yes," a master plan is included in this submittal | ✓ | ___ | ___ |
| 7. Some portion of this property is located over the Edwards Recharge Zone | ✓ | ___ | ___ |

The following items pertain to the proposed preliminary drawing:		Yes	No	N/A
8.	If Item 7 was answered "Yes," a Water Pollution Abatement Plan (WPAP) has been prepared for this site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	This site requires offsite drainage or utility improvements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	If item 9 was answered "Yes," 3 copies of the offsite improvement plans are included	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11.	The plat is drawn on an 18"x 24" sheet, not a 24"x 36" sheet as incorrectly stated on City Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	15 Folded copies of the plat are included in this submittal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	The plat contains the names, addresses, and Contact information of the owner and engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	The plat shows complete bearings and distances are shown on all lot line and easements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	The plat shows the location of the subject Property in relation to an original survey corner or public street intersection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	The plat illustrates and identifies all adjacent properties including recording information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	The plat contains the total acreage being platted and individual lot acreage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	The plat shows location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public right-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	The plat shows location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, and other sites within or contiguous with the subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	The plat shows location and dimension of all existing improvements on the property to be platted, including building, utilities, and parking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21.	The plat shows location, dimensions, description, and name of all proposed streets, alleys, parks, public areas reservations, easements or other rights-of-way, blocks, lots, and other sites within the subdivision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	The plat shows the date of preparation, scale of plat and north arrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	The plat shows the topographical information with contour lines on a basis of two (2) vertical feet in terrain with an average slope of five percent (5%)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	The plat shows a number or letter to identify each lot or site and each block. Said number shall be coordinated by the developer with the Clerk of Bexar County to prevent duplication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

- | | | | | |
|-----|--|------------|------------|------------|
| 25. | The plat shows front building setback lines on all lots and sites. Side yard building setback lines at street intersection and crosswalk ways and rear building setback lines. | <u>✓</u> | <u> </u> | <u> </u> |
| 26. | The plat shows location map at a scale of not more than 4000 feet to an inch which shall show existing adjacent subdivisions and major streets | <u>✓</u> | <u> </u> | <u> </u> |
| 27. | The plat shows existing flood plain boundaries | <u> </u> | <u> </u> | <u>✓</u> |
| 28. | Structure is compliant with current zoning | <u>✓</u> | <u> </u> | <u> </u> |

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

Submitted by:  Date: 6/16/16

Accepted by: _____ Date: _____



YOUNG PROFESSIONAL RESOURCES – 8209 ROUGHRIDER DR. STE. 101 WINDCREST, TX. 78239
FIRM F-8635 TELE: 210-590-9215 CELL: 210-373-3204 FAX: 210-590-9346

July 5, 2016

Zina Tedford
City Secretary
City of Shavano Park
900 Saddletree Court
Shavano Park, TX 78231

Re: City of Shavano Park – Napier Park Unit 2
0.25 miles east of Huntington Place & Loop 1604 (1.84 Acres – Commercial)
Preliminary Plat Review Response Letter

Dear Ms. Tedford,

Young Professional Resources (YPR) has completed its review of the reference Preliminary Subdivision plat as submitted by Pape-Dawson Engineers, Inc. Our comments were as follows:

- 1) Please show the setbacks for each lot.
- 2) Please show ownership information on lot adjacent to Lot 8.

YPR forwarded the comments to Pape-Dawson. Pape-Dawson submitted a PDF of the changes. We are recommending that the preliminary plat be approved and forwarded to the Planning and Zoning Commission for review and consideration. These revisions shall be reflected on the final plat submittal.

If you have any comments or questions, please contact Leonard D. Young or me at (210) 590-9215.

Sincerely,
Young Professional Resources

Jaime Noriega, PE
Senior Project Manager

Cc: Caleb Chance, PE, Pape-Dawson Engineers, Inc.

CITY COUNCIL STAFF SUMMARY

Meeting Date: July 25, 2016

Agenda item: 8.7

Prepared by: Brandon Peterson

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

8.7. Approval - Renewal of Edwards Aquifer water leases that expire in 2016

Attachments for Reference: 1) N/A

BACKGROUND / HISTORY:

Initially, the City drilled a number of water wells and simply drew enough water to supply the City. As water and the Edwards Aquifer became regulated, entities and individuals were assigned a number of acre feet authorized to pump.

The Edwards Aquifer Authority initially was using Senior and Junior Rights to allocate these amounts to different entities until water became a highly valuable resource that everyone needed. The Edwards Aquifer Authority started a program to help regulate who received how many acre feet each year.

In 1979 the City of Shavano Park purchased approximately 176.00 acre feet at a cost of \$900 per acre foot from the Edwards Aquifer Authority.

In 1996 the City purchased an additional 589.48 acre feet at a cost of \$900 per acre foot and 164.000 acre feet at \$800 per acre foot bringing the City to a total of 929.48 acre feet.

In 2005 the City purchased another 20.000 acre feet for \$104.98 per acre foot.

The City owned a total of 949.48 acre feet before the Edwards Aquifer Authority in 2008 balanced out the small municipalities and county, which reduced the City to 872.003 acre feet that is City owned.

As the EAA implemented water restrictions because of growing population (demand) and periods of drought, the City's owned amount of water rights did not meet the amounts that could potentially be required. The City then leased additional acre feet as displayed below.

Lease #	Amount	Cost (per ac/ft)	Expires
1	33.28	\$90	12/31/11 (Expired)
2	295.16	\$90	12/31/11 (Expired)
3	11.53	\$99	12/31/12 (Expired)
4	151.4	\$104.98	12/31/16
5	20.16	\$104.98	12/31/16
6	49.43	\$120	12/31/17
7	26.43	\$115-\$140	12/31/17
8	100	\$121	12/31/19

DISCUSSION: The table below summarizes water usage with EAA imposed restrictions:

Year	EAA Allowed (ac/ft)	EAA Used (ac/ft)	EAA Restriction (ac/ft) if stage IV	Trinity Used (ac/ft)
2013	1258.672	596.821	755.203	0
2014	1241.892	451.918	745.135	117.820
2015	1050.892	394.718	630.535	138.404
As of May 31, 2016	1050.892	128.729	630.535	38.843

The City has used an average of 481.15 acre feet of water from the Edwards Aquifer over past three years. Recently, the Trinity well was employed and the City averaged 128.11 acre feet in 2014/2015.

Challenge is to balance what we actually use and potential restrictions with the amount of water available (owned/leased).

Biggest threat to reducing available water would be if Trinity well become unusable. It would not appear that this will happen in the next few years, but could be possible.

If we experience severe drought conditions, Edwards Aquifer Authority could impose water restrictions in Stage IV requiring use of only 40% of available water rights. If we only had 872.003 acre feet that we own that restriction could go as low as Stage IV for the entire year, this would only allow actual pump-age from Edwards of 523.2 acre feet.

If we lost the Trinity and experienced server drought, the City would need additional water rights.

The question becomes how many acre feet should we maintain access to next year, next five years, over time? To make sure Shavano Park residents have an adequate water supply.

Estimated costs to renew 171.56 acre feet: A two (2) year lease at \$120 per acre foot is \$20,587.20. A five (5) year lease at \$140 per acre foot is \$24,018.40. A ten (10) year lease at \$160 per acre foot is \$27,449.60

At the July 11, 2016 Water Advisory Committee Meeting, the Committee recommended renewing both the Edwards Aquifer Water leases for ten years.

COURSES OF ACTION:

- 1) Let leases expire;
- 2) Renew both leases (2 yr, 5 yr, or 10 yr)
- 3) Renew only one (2 yr, 5 yr, or 10 yr)

FINANCIAL IMPACT: Varies (cost of lease minus revenues received from sub-lease and other programs such as ASR).

The potential cost for the leases will be substantially mitigated from revenue we receive if we enroll those same acres into the ASR program. The price increase is \$15.02 per ac-ft if the City renews the contract for a two year lease. Current cost is \$104.98/ ac-ft; the new lease will be \$120 per ac-ft. Cost increase for longer leases (see below).

COST

	Cost (per ac/ft)	151.4 ac lease	20.16 ac lease	EAA Fee (ac/ft)	Total Cost
2 years	\$120	\$18,168	\$2,419.20	\$84 x 171.56	\$34,998.24
5 years	\$140	\$21,196	\$2,822.40	\$84 x 171.56	\$38,429.44
10 years	\$160	\$24,224	\$3,225.60	\$84 x 171.56	\$41,860.64

POTENTIAL REVENUE

	Revenue (per ac/ft)	151.4 ac lease	20.16 ac lease	EAA Fee (ac/ft) Waived	Total Revenue
1 years	\$120	\$18,168	\$2,419.20	\$84 x 171.56	\$34,998.24
5 years	\$140	\$21,196	\$2,822.40	\$84 x 171.56	\$38,429.44
10 years	\$160	\$24,224	\$3,225.60	\$84 x 171.56	\$41,860.64

STAFF RECOMMENDATION: Approve the renewal of both expiring water leases for a ten (10) year leasing period.

CITY COUNCIL STAFF SUMMARY

Meeting Date: 07-25-16

Agenda item: 8.8

Prepared by: Lara Feagins

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Approval - Engagement letter with ABIP for City of Shavano Park audit for FY ending September 2016

Attachments for Reference:

1.) AIBP Engagement Letter

BACKGROUND / HISTORY: Local Government Code - Chapter 103. "Audit of Municipal Finances" requires an audit and financials to be prepared annually by a certified public accountant who is licensed in the state. ABIP Certified Public Accountants have performed the audits for the City of Shavano Park fiscal year 2012, 2013, 2014, and 2015. Attached is a copy of the required engagement letter outlining the services to be provided based on generally accepted accounting standards.

DISCUSSION: Staff is expecting to follow the same timeline as in prior years, with field work to begin the last week of November 2016 thru the first week of December 2016, follow up of during third week of December and the report to be issued by the end of January 2017. The time frame is tentative and will be confirmed as soon possible by both the Firm and Staff, only unexpected issues or delays in information/document collecting would be a factor in the schedule.

ABIP has performed the audit for the last 4 years plus the upcoming ending September 30, 2016 year. Staff will be completing Requests for Qualification's (RFQ) document during the month of December to be circulated for the response in the January 2017 for the year ending September 30, 2017. There are no statutory requirements to change auditors and staff is not recommending a necessary change at this time.

COURSES OF ACTION:

Approval of the engagement letter with ABIP, for the City of Shavano Park audit for fiscal year ending September 30, 2015

FINANCIAL IMPACT: Fees per the engagement letter are expected to be \$16,900, based on staff preparing the required year end processes and "the assumption of that unexpected

circumstances will not be encountered during the audit”, if any issues were to arise during the audit and additional cost were expected this would be discussed before proceeding.

STAFF RECOMMENDATION: Approval of the engagement letter with ABIP, for the City of Shavano Park audit for fiscal year ending September 30, 2016.



July 5, 2016

The Honorable Mayor Bob Werner
City of Shavano Park
990 Saddletree Court
Shavano Park, Texas 78231

We are pleased to confirm our understanding of the services we are to provide to the City of Shavano Park, for the year ended September 30, 2016. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Shavano Park, as of and for the year ended September 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Shavano Park's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Shavano Park's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) Municipal Retirement System- Schedules on Net Pension Liability and Funding Progress

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Shavano Park's, financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of

America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1) Other Supplementary Information

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Shavano Park's financial statements. Our report will be addressed to the Honorable Mayor and Members of City Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards.

In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Shavano Park's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the City of Shavano Park in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of ABIP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to federal or state grantors or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of ABIP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to federal or state grantors or its designee. The federal or state grantors or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately November 2016 and to issue our reports no later than February 2017. Mike Del Toro is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign. Our fee for these services will be at our standard hourly rates except that we agree that our gross fee, including expenses will not exceed \$16,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Shavano Park, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



ABIP, P.C.
Certified Public Accountants
San Antonio, Texas

RESPONSE: This letter correctly sets forth the understanding of the City of Shavano Park.

Governance Signature: _____

Title: _____

Date: _____

CITY COUNCIL STAFF SUMMARY

Meeting Date: 7-25-16

Agenda item: 8.9

Prepared by: David Creed

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

8.9 Approval – R-2016-015 authorizing the submittal of an application for the Body Cameras Grant Program and the purchase of Body Worn Cameras for inclusion in FY 2016-17 Budget - City Manager

Attachments for Reference:

- 1) 8.9a Proposed Resolution
- 2) 8.9b Memo outlining Body Cam Requirement
- 2) 8.9c Proposal Quote
- 3) 8.9d Body Cam Policy

BACKGROUND / HISTORY:

In an effort to provide department transparency and mitigate possible vicarious liability to the City of Shavano Park (CoSP), a body worn camera study was conducted by the SPPD to determine what body worn audio/video products are currently available to law enforcement. Research was conducted to determine which BWCs are commonly used by U.S. law enforcement, especially in the Bexar metro area, in an effort to determine which BWCs would best suit the police department's needs and provide satisfactory service.

Body worn cameras are audio/video recording system commonly worn attached to the uniform and are typically utilized by law enforcement to record police interactions with the public or gather video evidence at crime scenes. BWC provide audio/video recording from the first-person perspective of the police officer and allow video reviews of events from the police officer's perspective.

Body worn cameras increase both officer and citizen accountability. BWCs are notable because the placement, often attached to the front of the officer's shirt, or worn as an attachment to eyewear worn by the officer.

Video footage is maintained on file for a period of 90 days, or in the event the video is connected to a criminal investigation the footage is maintained until the criminal case is adjudicated or as directed by the Court.

DISCUSSION:

ADVANTAGES

BWCs allow investigators to review what the officer encountered from a near first person view. Body worn cameras may reduce the likelihood that citizens will file untruthful complaints. Although false reports are not the norm, false reports against police officers do occur. Some citizens are not beyond making frivolous complaints against officer they encounter. Usually the reason is to attempt to deflect the center of attention away from the offender and

onto the officer, either in an attempt to get the officer in trouble or to pursue frivolous legal action against the Department. Evidence indicates that the BWC technology reduces officers' paperwork, enhances their ability to determine whether a crime occurred, and increases the likelihood that cases will end in a guilty plea rather than a criminal trial. BWCs allow an officer to replay recordings of an event. Using the device in this manner allows the officer to review recorded events for information that may have been missed by the officer initially. Inclusion of this information can be crucial in some instances when writing reports or detailing accounts of a call.

Body-worn cameras provide opportunities for police training. The ability to playback recordings of events witnessed by the BWC allows for after-action review. The recorded account can be utilized for review by the officer or other members of the department to see what worked or what failed to work so that plans can then be put into place on how better to handle a given call. On calls where several officers are present there often are multiple viewpoints available due to the number of cameras available on-site.

The impact of body-worn cameras is mostly positive on policing. Charley Wilkson, executive director of Combined Law Enforcement Associations of Texas (CLEAT) told news media after a recent south central Texas police shooting, "People may pick up a cellphone and film at 200 feet or yards away with a telephone pole in the way," he said. "They're not there. They're not in the place. Officers are doing their job just like they always did." Wilkson said video shot by non-law enforcement show one angle of a scenario, but suggested video captured by dash cameras or body-worn cameras on officers would capture the true story.¹

DISADVANTAGES

Body-worn cameras create citizen privacy concerns. There are occasions where privacy concerns outweigh the need for police transparency. Such video "sometimes captures people at the worst moments of their lives," ACLU senior policy analyst Jay Stanley told the Los Angeles Times last September. "You don't want to see videos of that uploaded to the Internet for titillation and gawking."

Common situations that especially concern citizen privacy include sexual assault investigations, domestic disturbances, or major crime scenes involving the death of any person. On what calls should officers use the body cameras? When should the cameras be activated or de-activated? These issues and others are commonly addressed in department policies governing the use of BWCs and must be determined prior to implementation and deployment of the cameras. Including privacy requirements in policy development allows for training after policy implementation, training that will lessen the chance of liability tort. See attachment 3 for Shavano Park policy.

Citizens are not the only ones concerned with privacy issues. Body-worn cameras create police officer privacy concerns as well. Police officers respond to scenes of violence, personal injury, and human exploitation. Police officers, although trained to work through these

¹ CLEAT: Impact of Cameras on Policing Mostly Positive
<http://www.ksat.com/news/cleatimpactofcamerasonpolicingmostlypositive3/6>

situations and not respond negatively, are not immune to suffering negative emotional responses to these events. One common negative response of officers is that of dark humor, commonly referred to as “morgue humor”, often used in an attempt to make sense out of a senseless, destructive, or unusually cruel crime scene. Proper training can ward off this type of objectionable response by officers.

Other officer privacy concerns regard conversations among or between officers away from citizens. These conversations often concern legitimate observations by the officers regarding the interview of people on-scene, conditions of the crime scene, or personal speculation regarding the nature of a call. Often these comments are not intended for public ears as they concern the officers’ personal thoughts about a person or location, thoughts that are justifiable because they are based on the officer’s experience and training.

Body-worn cameras require investments in terms of training and policy development. As with the introduction of any new piece of equipment there are concerns on training. BWCs are fairly simple and straight-forward in their operation; turn the device on for recording, turn it off to end recording, to playback recording, and to download saved data. Training for BWCs is expected to take less than four (4) hours per officer and classes can be held in-service with no overtime expended. Shavano Park PD already has a department policy written and awaiting approval by city attorneys and senior City staff.

COURSES OF ACTION: Approve or Disapprove employment of Body Worn Cameras or request clarifying information.

FINANCIAL IMPACT: The City has applied for a U.S. Department of Justice 75%/25% grant and staff needs Council approval to finalize. The Office of the Governor of the State of Texas Criminal Justice Division (CJD) is responsible for managing a Body Camera Grant Program and grant. Total cost is approximately \$13,000.00 with the City’s funding responsibility equaling \$3,250, which will be budgeted from Police Forfeiture funds next year. See attachment 2 – proposal quote.

MOTION REQUESTED: Approve R-2016-015 authorizing the submittal of an application for the Body Cameras Grant Program and the purchase of Body Worn Cameras for inclusion in FY 2016-17 Budget

A RESOLUTION BY THE CITY COUNCIL OF SHAVANO PARK, TEXAS AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR THE BODY CAMERA GRANT PROGRAM ADMINISTERED BY THE OFFICE OF THE GOVERNOR OF THE STATE OF TEXAS CRIMINAL JUSTICE DIVISION FOR 2016-17 FISCAL YEAR

WHEREAS, the City of Shavano Park finds it in the best interest of the citizens of the City of Shavano Park, Bexar County, Texas, that the Body Camera Grant Program be operated for the 2016-17 Fiscal Year; and

WHEREAS, the City of Shavano Park agrees to provide applicable matching funds for the said project as required by the Office of the Governor of the State of Texas Criminal Justice Division grant application; and

WHEREAS, the City of Shavano Park agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Shavano Park, Texas assures that the funds will be returned to the Office of the Governor in full.

WHEREAS, the City of Shavano Park, Texas designates Bill Hill, City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the City of Shavano Park, Texas approves submission of the grant application for the Body Camera Grant Program to the Office of the Governor.

Passed and approved this the 25th day of July, 2016

Robert Werner
Mayor

ATTEST: _____
Zina Tedford
City Secretary

Grant Number: _____



INTEROFFICE MEMORANDUM

TO: Bill Hill, City Manager

FROM: David Creed, Chief of Police

DATE: May 24, 2016

SUBJ: Body Worn Camera Research Project

PROBLEM

Should the City of Shavano Park Police Department (SPPD) employ body worn cameras (BWC), and, if so, which BWCs should be chosen and how?

BACKGROUND

In an effort to provide department transparency and mitigate possible vicarious liability to the City of Shavano Park (CoSP), a body worn camera study was conducted by the SPPD to determine what body worn audio/video products are currently available to law enforcement. Research was conducted to determine which BWCs are commonly used by U.S. law enforcement, especially in the Bexar metro area, in an effort to determine which BWCs would best suit the police department's needs and provide satisfactory service.

Body worn cameras are audio/video recording system commonly worn attached to the uniform and are typically utilized by law enforcement to record police interactions with the public or gather video evidence at crime scenes. BWCs provides audio/video recording from the first-person perspective of the police officer and allow video reviews of events from the police officer's perspective.

Body worn cameras increase both officer and citizen accountability. BWCs are notable because their placement, often attached to the front of the officer's shirt, or worn as an attachment to eyewear worn by the officer.

Senate Bill (SB) 1074, signed into law in 2001, asserts that "a police officer may not engage in racial profiling." Additionally, the law requires that each law enforcement agency in Texas submit a Report of Racial Profiling annually. Racial profiling information reported includes race or ethnicity and information on whether or not a search was conducted.¹ Racial profiling information required by law is captured in one of two approved methods. One is to capture the data on citations or warning forms. The second is to utilize in-car video cameras to

¹ Texas Code of Criminal Procedure, Sec. 1, Chap. 2 "Law Enforcement Policy on Racial Profiling", 2.132 (b) (6) (A & B)

record stops. The use of in-car video cameras negates the need to capture racial profiling data on citations and warnings; however SPPD uses both in an effort to insure compliance and transparency in reporting.

Video footage is maintained on file for a period of 90 days, or in the event the video is connected to a criminal investigation the footage is maintained until the criminal case is adjudicated or as directed by the Court.

MISCONCEPTIONS REGARDING BODY WORN CAMERAS INCLUDE:

- “All BWCs are the same.”
 - BWCs are not the same any more than any other video camera selection. BWCs vary by quality and features
- “The only cost involved is the cost of the camera itself.”
 - Cost of body worn cameras must be based on the system. In addition to the camera, ancillary components required to maintain the system include:
 - Media storage – stores audio and video data
 - Batteries – provides power storage for portable BMV
 - Docking stations – charges battery and allows data download
 - Management software – proprietary software required to operate program
 - Warranty – covers repair/replacement of parts and service calls
- “The video can be edited after the fact.”
 - The video cannot be altered after the fact except to redact images as required by policy or law; I.e., faces of juveniles, faces of sexual assault victims, HIPPA-regulated information, etc. Redaction of images requires proprietary software provided by the manufacturer.

RESTRICTION/CONSTRAINTS

The use of body worn cameras has some legal restrictions. There are also some ethical restrictions that apply to the use of body worn cameras by police. Restrictions include

- Avoidance of video in certain crime scenes such as sexual assault, homicide, and aggravated assault.
- Avoidance of use of cameras by officers involved in post-critical incident conversations or interviews.
- Avoidance of video in certain juvenile-involved crimes
- Avoidance of video in HIPPA-regulated scenarios.

Department policy should require the use of BWC during:

- Consensual encounters;
- Traffic stops or Terry stops
- Service-oriented calls;
- Accident or crime investigation other than those investigations involving previously specified restrictions.

COMPONENTS REQUIRED/OTHER COSTS:

In addition to the body worn cameras, support equipment is required to power, connect/upload, and manage the cameras and information gathered from them, and service the equipment after the purchase as required. While camera costs range from \$300-\$900 each, other required components and service warranty cost about \$600 for each camera (see attached invoices). This equipment includes:

- Battery packs
- Docking station
- Evidence management software
- Service warranty

STUDY

In anticipation of merging with the growing trend of police departments issuing and requiring their officers to carry and use BWCs, SPPD initiated research into BWCs to include available products and features.

Some of the features studied included:

- Lens viewing angle
- Size of device
- Simplicity of operation
- Attachment features and options
- Memory capacity
- Battery life
- Compatibility with current storage assets
- Previous research
- Cost

Shavano Park PD initially tested four (4) BWC systems:

- TASER Axon Body (\$399.00)
- TASER Axon Flex (\$599.00)
- Wolfcom Vision (\$299.00)
- VieVu L-3 Mobile Vision Body Vision (\$899.00)

The VIEVU was disqualified after officers' initial evaluation discovered the attachment clips failed to remain attached or the clips attached to the garment so loosely that the camera tended to fall off. SPPD officers Nakazono, Page, Spirt and Ebrom each used each one of the three (3) remaining BWCs over a period of approximately four (4) months.

Each officer wore the camera being tested for about a month and utilized the camera as its purpose intended on each duty shift, activating the camera only on calls and stops. Each officer tested the body camera in two carry positions:

1. Worn on the front placket of the uniform shirt with the lens facing forward, and;
2. Worn on the shoulder lapel strap of the uniform shirt with the lens facing forward.
3. The TASER Axon Flex is a camera attached to safety glasses.

BWCs were tested on both day and on night shifts to determine camera video capability in dark conditions.

RESULTS

Each of the four officers stated their final preference/s were either the Taser Axon Body or the Wolfcom. Comments from the officers included that both the Taser Axon Body and the Wolfcom were easier to operate than the other brands, both held a reliable battery charge, both appeared rugged enough to hold up under normal patrol wear and tear, and both provided good data capture. Officers remarked that the eyeglass-style TASER Axon Flex, although versatile in that it captured whatever the officer's head was turned towards, was not comfortable and all were concerned that the lenses in the safety glasses would become dirty or scratched and might occlude clear vision at a crucial moment. All four officers stated that their preference would be the Wolfcom Vision if they bought the system for themselves due to its lower cost than the TASER Axon Body (\$299.99 versus \$399.99)

ADVANTAGES

Body-worn cameras may reduce the likelihood that citizens will file untruthful complaints. Although false reports are not the norm, false reports against police officers do occur. Some citizens are not beyond making frivolous complaints against officers they encounter. Usually the reason is to attempt to deflect the center of attention away from the offender and onto the officer, either in an attempt to get the officer in trouble or to pursue frivolous legal action against the Department. BWCs allow investigators to review what the officer encountered from a near first person view.

Evidence indicates that the technology reduces officers' paperwork, enhances their ability to determine whether a crime occurred, and increases the likelihood that cases will end in a guilty plea rather than a criminal trial. BWCs allow an officer to replay recordings of an event. Using the device in this manner allows the officer to review recorded events for information that may have been missed by the officer initially. Inclusion of this information can be crucial in some instances when writing reports or detailing accounts of a call.

Body-worn cameras provide opportunities for police training. The ability to playback recordings of events witnessed by the BWC allows for after-action review. The recorded account can be utilized for review by the officer or other members of the department to see what worked or what failed to work so that plans can then be put into place on how better to handle a given call. On calls where several officers are present there often are multiple viewpoints available due to the number of cameras available on-site.

The impact of body-worn cameras is mostly positive on policing. Charley Wilkison, executive director of Combined Law Enforcement Associations of Texas (CLEAT) told news media after a recent south central Texas police shooting, "People may pick up a cellphone and film at 200 feet or yards away with a telephone pole in the way," he said. "They're not there. They're not in the place. Officers are doing their job just like they always did." Wilkison said videos shot by non-law enforcement show one angle of a scenario, but suggested video captured by dash cameras or body-worn cameras on officers would capture the true story. 9/15/2015 "It's just going to prove up, in the end, when the whole video was seen that the officers are out there to protect the public and they do a very difficult job in a very violent world," Wilkison said.²

DISADVANTAGES

Body-worn cameras create citizen privacy concerns. There are occasions where privacy concerns outweigh the need for police transparency. Such video "sometimes captures people at the worst moments of their lives," ACLU senior policy analyst Jay Stanley told the Los Angeles Times last September. "You don't want to see videos of that uploaded to the Internet for titillation and gawking."

Common situations that especially concern citizen privacy include sexual assault investigations, domestic disturbances, or major crime scenes involving the death of any person. On what calls should officers use the body cameras? When should the cameras be activated or de-activated? These issues and others are commonly addressed in department policies governing the use of BWCs and must be determined prior to implementation and deployment of the cameras. Including privacy requirements in policy development allows for training after policy implementation, training that will lessen the chance of liability tort.

Citizens are not the only ones concerned with privacy issues. Body-worn cameras create police officer privacy concerns as well. Police officers respond to scenes of violence, personal injury, and human exploitation. Police officers, although trained to work through these situations and not respond negatively, are not immune to suffering negative emotional responses to these events. One common negative response of officers is that of dark humor, commonly referred to as "morgue humor", often used in an attempt to make sense out of a senseless, destructive, or unusually cruel crime scene. Proper training can ward off this type of objectionable response by officers.

Other officer privacy concerns regard conversations among or between officers away from citizens. These conversations often concern legitimate observations by the officers regarding the interview of people on-scene, conditions of the crime scene, or personal

² CLEAT: Impact of Cameras on Policing Mostly Positive <http://www.ksat.com/news/cleatimpactofcamerason-policingmostlypositive> 3/6

speculation regarding the nature of a call. Often these comments are not intended for public ears as they concern the officers' personal thoughts about a person or location, thoughts that are justifiable because they are based on the officer's experience and training.

Body-worn cameras require investments in terms of training and policy development. As with the introduction of any new piece of equipment there are concerns on training. BWCs are fairly simple and straight-forward in their operation; turn the device on for recording, turn it off to end recording, to playback recording, and to download saved data. Training for BWCs is expected to take less than four (4) hours per officer and classes can be held in-service with no overtime expended. Shavano Park PD already has a department policy written and awaiting approval by city attorneys and senior City staff.

POLICY

A good police department policy governing the use of BWC's by police officers and the storage of data recorded by the BWC's is paramount to lessening the chance of complaints and attending litigation. As a part of best practices, the Shavano Park Police Department has a policy covering BWC's.

Texas Police Chief's Association, as part of its Texas Best Police Practices program, has authored a policy governing body worn cameras by police officers. Shavano Park PD, after presenting the draft policy to the city manager and having been vetted by city attorneys, adopted this policy effective November 1, 2015 as part of the Department's general orders.³ (See attached). An excerpt of approved SPPD Standard Operating Procedures (Sec. VI, e) and a copy of a similar policy used by Hollywood Park PD is attached⁴ (Hollywood Park PD has a similar number of officers and manning assignments.)

Texas Occupations Code 1701.655⁵ (attached) establishes the requirements for body worn cameras in Texas and Texas Commission on Law Enforcement (TCOLE) has established the standard to which Texas law enforcement agencies must conform when establishing, writing, or adopting policies with regards to BWCs^{6,7}.

EMPLOYMENT

Practice among local police agencies using body worn cameras is to first invest in body worn cameras for first-line police personnel; that is, outfit BWCs to officers whose primary responsibilities include responding to emergency calls and calls for police service, or traffic enforcement. Investigators and crime scene technicians are the second-line personnel to be issued BWCs so that crime scenes and interviews or interrogations are captured on

³ General Order 7.50 "Body Worn Video", Shavano Park Police Department, Nov. 2015. (attached)

⁴ SOP 161 "Police Worn Cameras", Hollywood Park PD,, Jan. 2016 (attached)

⁵ TX. Occupations Code 1701.655, attached

⁶ www.tcole.texas.gov/content/body-worn-camera-policies

⁷ TCOLE Sample policy, attached

audio/video. Finally, staff personnel, or personnel that have less-frequent contact with the public are usually the last to have BWC equipment issued.

Shavano Park PD has 12 full-time police officers assigned to Patrol functions. The Code Enforcement Officer shares patrol duties when not actively engaged in Code Enforcement duties, totaling 13 officers with patrol as their primary duty.

All of the police departments in the area contacted reported that they prefer to issue the BWCs to a single officer rather than use the cameras as part of an equipment pool. By issuing the BWC to a single officer it allows for better equipment accountability and responsibility, and it allows the camera to be programmed with the issued officer's name and ID for video/audio recording playback identification for evidence purposes.

BUDGET

Funds for this project are covered under Crime Control and Prevention lines. Alternatively City Council may wish to designate funds for Electronic Equipment line in Police budget.

The Office of the Governor of the State of Texas Criminal Justice Division (CJD) is responsible for managing a Body Camera Grant Program offered by the U.S. Department of Justice for initial purchase of body worn cameras by law enforcement agencies in Texas. This grant is a 75%/25% grant with the State picking up 75% of the funds and the local agency picking up the remaining 25%. This grant program opened in October 2015 and the City of Shavano Park Police Department applied to the program and was granted pre-approval. The final grant documents are due to the CJD no later than July 15, 2016 for final approval. If approved, the City would be responsible for approximately \$3,250.00 of the \$13,000.00 total cost of the BWCs. The funds would be awarded on or after October 1, 2016 if approved by the Office of the Governor.

RECOMMENDATION

The Shavano Park Police Department recommends approving a budget amount of \$13,000 for the purchase of 13 body worn cameras and ancillary support hardware and software for the 2016-2017 fiscal year. Monies for this expenditure are available from the Crime Control and Prevention Fund.

Wolfcom Vision body worn cameras are the recommended brand due to the existence of preferred features, compatibility with existing server, and cost. A quote from Wolfcom for the amount of \$12,994.87 has been received by SPPD (see attachment).

Non-crucial cameras for the Department's remaining officers (Chief, lieutenant, and criminal investigator) could be scheduled and budgeted for purchase the following year so as to lessen impact on the city's budget.

Extended cost includes battery replacement in the BWCs in approximately four (4) years; the affected BWC would require removal from service and shipment to the manufacturer for battery replacement resulting in a cost of approximately \$150.00 per unit.



WOLFCOM®

"Because Cops Deserve The Best"

Quote

Quote #
2251
Date
5/24/2016

www.WolfcomUSA.com

The Quotation is Valid for 15 days

Name / Address
Shavano PD- TX Chief David Creed 900 Saddletree Ct. Shavano Park, Texas 78231

Ship To
Shavano PD- TX Chief David Creed 900 Saddletree Ct. Shavano Park, TX 78231

Account #	Terms	Due Date	Rep	P.O. No.	FOB	Ship By
	Due on receipt	5/24/2016	MK			

Item	Description	Qty	Class	Cost	Total
Vision PLUS P...		13			
Wolfcom Visio...	Wolfcom Vision PLUS 1080p Body Camera with Pre Record, Rotatable Camera Head and 32GB of memory PLUS with Pre-Record	13	Police Departm...	399.99	5,199.87
Battery Pack 4...	Extra 4 hour battery pack for the Wolfcom Vision	13	Police Departm...	89.99	1,169.87
GPS/Battery Pa...	GPS and Extra 1 hour battery pack for the Wolfcom Vision	13	Police Departm...	89.99	1,169.87
Docking Statio...	3 port docking station for the Wolfcom Vision and/or external battery packs	13	Police Departm...	199.99	2,599.87
	Vision Plus Premiere Package with Pre-Record, includes Battery Pack 4 hour, GPS/Battery Pack and Docking Station				10,139.48
Discount	Promo Package - \$229.97 per		Police Departm...	-2,989.61	-2,989.61
WEMS	Wolfcom Evidence Management Solutions Software	13	Police Departm...	265.00	3,445.00
2 year Extende...	2 Year Extended Warranty for the Vision	13	Police Departm...	175.00	2,275.00
Shipping	Shipping		Police Departm...	125.00	125.00


All of our body cameras are made to order. Due to the high demand for our product and services This quotation is only valid for 15 days.

Subtotal	\$12,994.87
Sales Tax (0.0%)	\$0.00
Total	\$12,994.87

Wolfcom Enterprises
Hollywood, CA 90028
United States of America

To place your order, please send us a Purchase order and reference the Quotation Number located on the top of this page

Phone #	323-962-1061	Fax #	323-962-1068
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	SHAVANO PARK POLICE DEPARTMENT	
	Policy 7.50 Body Worn Video	
	Effective Date: May 24, 2016	Replaces: Nov. 1, 2015
	Approved: <i>D. W. Creed</i> Chief of Police	
	Reference:	

I. POLICY

It will be the position of the Chief of Police that the employment/deployment of body worn cameras or video recording devices will be required for the officers of the Shavano Park Police Department. The decision to employ/deploy such systems shall rest solely with the Chief of Police.

II. PURPOSE

This guidance is based the premises that democratic policing should be an open and transparent process, that the use of body worn cameras or video recording devices can further establish the legitimacy and credibility of the police department, and that their use can further strengthen police-community relationships as well as reaffirm the concept of accountability for Jaw enforcement. At the same time it is understood that the use of such systems can invite legitimate questions regarding concerns such as individual privacy, crime victims' rights and public access to the recordings.

It is generally acknowledged that the use of body worn cameras or video recording devices can be of evidentiary value in the investigation and prosecution of criminal offenses; can, with limitations, objectively and accurately document encounters between police officers and members of the public; and provide, again with limitations, accurate depictions of circumstances leading to an officer's decision to use force. At the same time, this policy acknowledges that the use of such systems is not an exclusive or sole solution to concerns that may arise regarding encounters between police officers and members of the public and should not be relied upon as such. Similarly, this policy acknowledges the inherent technological limitations of such systems which may impact the interpretation or understanding of such recordings.

For the purposes of guidance police officers shall activate their authorized body worn camera or video recording device during every, call for law enforcement service or encounter with a person in a public place unless:

- A. There is no criminal nexus to the activity encountered.
- B. A legitimate concern for privacy is reasonably established.
- C. The protection of persons as crime victims is a concern.
- D. The circumstances that exist are unsafe for recording purposes.

- E. The circumstances that exist make it logistically impractical or impossible to record events.
- F. A victim or witness expresses a reluctance to be recorded.
- G. Those likely to be recorded are in a state of undress and the prevailing circumstances reasonably suggest discretion should be employed.
- H. Investigations where juveniles are involved.
- I. Interviews involving sexual assault victims.
- J. The encounter spontaneously or inadvertently produced law enforcement sensitive information or intelligence, in which case the recording should be concluded.
- K. The encounter is with a confidential informant, a witness to a criminal offense who is requesting anonymity or an undercover police officer.
- L. The conversation to be recorded includes discussion of investigative tactics or intelligence information,

This policy applies only to uniformed patrol officers wearing an authorized uniform while performing in an on duty capacity and generally applies to encounters or activities that occur in a public place or space.

This policy conforms to the requirements found in SB 158, Texas Occupation Code 1701, Subchapter N and the Texas Code of Criminal Procedure Sections 2.131-2.138; 3.05 and 18.20 respectively.

III. DEFINITIONS

Body Worn Video - For the purposes of this policy, a body worn camera or video recording device (also referred to as "BWV" (or the "system") refers to that technology which is physically attached in some way to the body of a police officer or worn by a police officer and does not refer to mobile video recording systems in police vehicles.

IV. TRAINING

- A. The officers and employees utilizing such a system must receive training consistent with the curriculum and learning objectives identified in Section 411.443 of the *Texas Government Code*.
- B. This training, to be developed by the Texas Commission on Law Enforcement, shall be made available to all Shavano Park Police officers using such systems and shall be considered required training.

V. PROCEDURES

As defined in *Texas Penal Code* Section 16.02, Unlawful Interception, Use, or Disclosure or Wire, Oral, or Electronic Communications, it is an affirmative defense to prosecution for unlawful recording if one of the parties involved is a party to the communication or one of the parties has given consent to the recording. This qualifies Texas as a "one-party consent" state for the purposes of the use of the systems described in this policy under certain conditions.

All officers who use such equipment shall be trained on the processes by which the

system shall be utilized, tested and maintained as well as the process by which the recordings shall be considered properly documented, secured and maintained.

- A.** It is the responsibility of each individual officer to test the system equipment at the beginning of each tour of duty. Officers equipped with such equipment will ensure that the batteries are fully charged prior to the beginning of the tour of duty. In the event that the equipment is found to be malfunctioning, the officer shall immediately report the concern to an immediate supervisor so that the information can be documented and arrangements made for repair.
- B.** Uniformed patrol officers assigned such equipment shall wear the equipment at all times while on duty as covered by Shavano Park General Orders 4.5 *Uniforms, Personal Appearance, and Equipment*
- C.** Such equipment should be worn and employed/deployed as recommended by the manufacturer of the particular device to optimize the video/audio capabilities.
- D.** Uniformed officers who are assigned such equipment should activate the system during the following police activities, make note of that activation in any corresponding reports and continue the recording to the conclusion of the event or encounter:
 - 1. Calls for service in which a citizen contact is made;
 - 2. Traffic stops when the in-car system is not working;
 - 3. Foot pursuits;
 - 4. Arrests;
 - 5. Searches other than strip searches or body cavity searches;
 - 6. Seizure of evidence to include asset forfeitures;
 - 7. Requests for consent to search;
 - 8. Miranda warnings and responses from in-custody suspects;
 - 9. K-9 searches;
 - 10. Issuance of written citations;
 - 11. When arriving at law enforcement events and/or citizen contacts initiated by other officers and camera activation is deemed necessary;
 - 12. Other incidents the officer reasonably believes should be recorded for law enforcement purposes;
 - 13. Any encounter with a member of the public that escalates and becomes adversarial after the initial contact.
- E.** Officers will make every reasonable effort to ensure that the recording equipment is accurately capturing events. A reasonable effort includes:
 - 1. Activating the video/audio recording as soon as the officer makes citizen contact and the citizen has been informed that a recording is taking place if appropriate.
 - 2. Activating the video/audio when citizen contact is initiated by another officer and the arriving officer is present at the event.
 - 3. Positioning and activating the equipment to record the event to the extent this can be accomplished without compromising officer safety.

4. Unless special circumstances addressed elsewhere in this policy exist, officers are not required to discontinue recording simply because those citizens they encounter ask them to do so.
- F.** If an officer deems it necessary to stop recording during the event, he/she will make every effort to verbalize his/her intentions to stop the recording and subsequently be prepared to articulate his/her reasoning for doing so in any associated written report.
- G.** When a system recording is being entered into the property and evidence storage area of the agency, a chain of custody log shall be initiated to include, but need not be limited to:
1. Case tracking number;
 2. Date recorded;
 3. Time of recording;
 4. Date submitted;
 5. Specific location where recording occurred;
 6. Name or names of one or more persons known to be the subject of the recording;
 7. Name of officer submitting the media;
 8. Hold for evidence and properly labeled as such; and
 9. Hold for training purposes.
- H.** The use of a personally owned body worn camera or video recording device by an officer is permissible.
1. Must be authorized by the Chief of Police.
 2. Should officers use a personally owned system to record duty events, it is understood that all related recordings and digital images shall become the property of the institution police department for evidentiary, investigative or administrative purposes and shall be subject to disclosure under the Texas Public Information Act or discovery.
- I.** The disclosure (or exemption from disclosure) of recordings and images captured on systems governed by this policy shall be consistent with the Texas Public Information Act, the Rules of Discovery, and guided by the Office of General Counsel. Additionally:
1. During the course of an interview with a sexual assault victim or a juvenile victim or offender, officers shall discontinue any recording and document the decision accordingly. The victim or offender, respectively, shall be so informed. The officer should cite the need for sexual assault victim privacy and the statutory protection for juveniles.
 2. The system shall not be activated when the officer is on break, engaged in personal activities, engaged in casual conversation with fellow officers or when the officer is in a location where there is a reasonable expectation of privacy, such as a restroom, locker room or a similar environment.
 3. For officer safety and investigative confidentiality reasons, encounters with undercover officers or confidential informants should not be recorded.
 4. When entering a private residence that may include, but not be limited to, a campus dormitory room, an on or off campus apartment residence, a hospital room or other similar location where there is a heightened degree and expectation of privacy: an officer shall weigh the appropriateness of discontinuation of the recording (unless consent is given to proceed by the resident) against the exigent or criminal circumstances that are occurring in the officer's presence, the recording of which would be evidentiary in nature or critical to the documentation of what has occurred.

- J.** RETENTION: The guidelines for electronic storage of the images and recordings captured with systems governed by this policy are as follows:
1. Non-evidentiary video/audio recordings should be maintained in the network server or via an equivalent process or technology for a period of 90 days from the date of the recorded incident unless it has been determined that such video/audio, by definition, constitutes a public record, in which case the video/audio shall be maintained in accordance with the State of Texas Records Retention Act.
 2. Video/Audio recordings storage management is the responsibility of the Property/Evidence officer
 3. Recordings retained as part of a criminal investigation shall be maintained until the case is completed and/or closed and in accordance with the State of Texas Records Retention Schedule. Such recordings may also be subject to discovery.
 4. All official recording media, recorded images and audio recordings are the property of the institution police department. Any reproduction or dissemination outside of the police department shall be authorized only by the Chief of Police.
 5. Recordings used in support of employee disciplinary action shall be maintained in accordance with the Texas State Records Retention Schedule.
 6. A copy of the recording referenced in (4) above shall be added to the officer's personnel file with the Chief of Police in a DVD media format,
 7. As a general rule, only first line supervisors or higher will initiate a review of a recorded incident and the supervisor shall document that review.
 8. Should such reviews reveal misconduct, apparent misconduct, unprofessional conduct or criminal conduct on the part of the officer or officers being recorded, an appropriate investigation shall be initiated.
 9. In certain circumstances to include, but not limited to, officer involved shootings, in custody deaths or other incidents involving an officer and resulting in serious bodily injury or death, a supervisor shall immediately take physical custody of the involved camera recording devices.
- K.** Exceptions to the use of systems governed by this policy shall include the following:
1. There is no criminal nexus to the activity encountered.
 2. A legitimate concern for privacy is reasonably established.
 3. The protection of persons as crime victims is a concern.
 4. The circumstances that exist are unsafe for recording purposes.
 5. The circumstances that exist make it logistically impractical or impossible to record events.
 6. A victim or witness expresses a reluctance to be recorded.
 7. Those likely to be recorded are in a state of undress and the prevailing circumstances reasonably suggest discretion should be employed.
 8. Investigations where juveniles are involved.

9. Interviews involving sexual assault victims.
10. The encounter spontaneously or inadvertently produced law enforcement sensitive information or intelligence, in which case the recording should be concluded.
11. The encounter is with a confidential informant, a witness to a criminal offense who is requesting anonymity or an undercover police officer.
12. The conversation to be recorded includes discussion of investigative tactics or intelligence information.

L. Wear of BWV Cameras on the Police Uniform

1. Placement of body worn cameras or video recording devices shall be dictated by determining what location will best utilize the capabilities of the equipment, capture the objectives of the recording most completely and accurately and conform to the recommendations of the manufacturer. Field of vision, functionality, comfort and ease of operation must be considered.
2. Any officer assigned such equipment is responsible for the care and cleaning of the camera and camera lens during their individual tour of duty.
3. The officer will also ensure that the camera lens is clear of any equipment obstructions that could interfere with the camera use during his/her of tour duty.