

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

**This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Regular Meeting on Monday, August 27, 2018 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 - Recognizing American Spirit Alliance - Mayor Werner**
- 5.2. Proclamation – Recognizing National Payroll Week - Mayor Werner**

## **6. REGULAR AGENDA ITEMS**

- 6.1. Presentation / discussion / action - Update from Republic Services on Fees and Recycle - Republic Services**
- 6.2. Presentation - Draft 2018 Town Plan as recommended by the Planning and Zoning Commission - Chairman Janssen**
- 6.3. Discussion - Shavano Park IT contractor HTS to present to City Council their perspective with regard to the system security breach and unauthorized access that took place on our City computer network. Possible Executive Session pursuant to Texas Government Code Section 551.076 and 551.089 deliberation regarding security personnel and devices - MPT Ross**
- 6.4. Discussion / action - Ordinance O-2018-008 amending the Fee Schedule adjusting Permitting Fees (first reading) - Ald. Heintzelman / City Manager**
- 6.5. Discussion / action - Selection of Information Technology Managed Services provider - City Manager**
- 6.6. Discussion / action - Ordinance O-2018-009 amending the FY 2017-18 Budget regarding Development Fees, Police Department vehicle replacement and repair, City Hall emergency lighting funding, Fire Department equipment and vehicle maintenance, drainage projects expenditures, General Fund codification expenses, contract labor, interest income and sale of City assets, Water Utility Fund various revenues and expenses ( administrative) - City Manager**
- 6.7. Discussion / action - Policies and procedures for submissions to City Publications and Communication tools - MPT Ross**
- 6.8. Discussion / action - Code Enforcement Process and Ordinance Review - MPT Ross**
- 6.9. Discussion / action - Permitting Process and Review - MPT Ross**
- 6.10. Discussion - Process for replacement of the City Secretary - MPT Ross**

- 6.11. Discussion / action - Regarding an update on ARDMOR, Inc., Texas ARDMOR Properties, LP, and Texas ARDMOR Management, LLC v. Lockhill Ventures, LLC and City of Shavano Park, in the 407th District Court, Bexar County, Texas and associated annexation issues for the final un-annexed property involved at the corner of Lockhill and Huebner. Possible Executive Session pursuant to Texas Government Code Section 551.071 – City Attorney / MPT Ross**
- 6.12. Discussion / action - recommendations for hiring a firm to conduct 360 review of the City Manager to include discussion of process. Possible Executive Session pursuant to Texas Local Government Code Section 551.074 - MPT Ross**

## **7. CITY MANAGER’S REPORT**

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

- 7.1. Building Permit Activity Report**
- 7.2. Fire Department Activity Report**
- 7.3. Municipal Court Activity Report**
- 7.4. Police Department Activity Report**
- 7.5. Public Works Activity Report**
- 7.6. Finance Report**

## **8. CONSENT AGENDA**

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

- 8.1. Approval - City Council Workshop Minutes, July 11, 2018**
- 8.2. Approval - City Council Meeting Minutes, July 23, 2018**
- 8.3. Approval - City Council Special Meeting Minutes, August 2, 2018**
- 8.4. Approval - City Council Special Meeting Minutes, August 8, 2018**
- 8.5. Approval - City Council Workshop Meeting Minutes, August 8, 2018**

**8.6. Accept - Planning & Zoning Commission Meeting Minutes, July 11, 2018**

**8.7. Approval – City Surplus List**

**8.8. Approval – City Organizational Chart**

## **9. ADJOURNMENT**

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

### **Attendance by Other Elected or Appointed Officials:**

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

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

### **CERTIFICATE:**

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 24th day of August 2018 at 2:30 p.m. at a place convenient and readily accessible to the general public at all times, and to the City’s website, [www.shavanopark.org](http://www.shavanopark.org), in compliance with Chapter 551, Texas Government Code

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Zina Tedford  
City Secretary

## **POTENTIAL FUTURE AGENDA ITEMS**

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

- a. **Refinancing the 2009 Bond - September**
- b. **Ordinance O-2018-010 revising small cell node Design Manual - September**
- c. **Ordinance O-2018-011 adopting the International Fire Code with exceptions - September**
- d. **Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**
- e. **Ordinance approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2017 and ending September 30, 2018 - Annual September**
- f. **Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September**
- g. **Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September**
- h. **Selection - Boards, Commissions, and Committees - Annual September**
- i. **Report on litigation, Texas ARD MOR Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) - Open**
- j. **Selection of subcommittee to make recommendations for hiring a firm to conduct a 360 review of the City Manager - Open**
- k. **Designation of City of Shavano Park Official Paper - Annual October**
- l. **Disposal of City Equipment / Furniture - Annual October**
- m. **Adoption of Official City Holiday Schedule – Annual November**
- n. **Setting the dates for the City sponsored events (Arbor / Earth Day / Independence Day / National Night Out / Holiday) Annual November**
- o. **Approval of the yearly tax roll - Annual November**

- p. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January**
- q. Records Retention Policy - Annual January**
- r. Revisions to Employee Handbook - Annual January**
- s. Schedule the Annual City-Wide Garage Sale – Annual January**
- t. Appointment of Council Appointed Positions - Annual January**
- u. Crime Control Prevention District funding placed on ballot - January 2019**
- v. Street Maintenance Fund funding placed on the ballot - January 2022**
- w. Shavano Park Police Department 2017 Racial Profiling Report - Annual February**
- x. City of Shavano Park Investment Policy - Annual February**
- y. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- z. Set City Manager Annual Performance and Salary Review for April – Annual March**
- aa. City Manager Annual Review / Salary for April - Annual April**
- bb. Annual Budget Calendar - Annual May**
- cc. Approval of Financial Account Signatures - Annual June**
- dd. Annual Compensation Review - Annual June Workshop**
- ee. Update from Republic Services on Fees and Recycle - Annual August**
- ff. City Council adoption of organizational chart - Annual August**
- gg. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- hh. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**

