

**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 Workshop Meeting on Monday, June 27, 2016 scheduled at 5:00 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. REGULAR AGENDA ITEMS**

- 5.1. Presentation / discussion – Overview of the FY 2016-17 budget process, current status and orientation on proposed FY2016-17 budget - City Manager / Finance Director**
- 5.2. Presentation / discussion – Goals, Objectives and City Council guidance for FY 2016-17 budget - City Manager**

## **6. 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 20th day of June 2016 at 1:30 p.m.

**Zina Tedford**  
**City Secretary**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: 6-27-16

Agenda item: 5.1

Prepared by: Lara Feagins

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Presentation / discussion – Overview of the FY 2016-17 budget process, current status and orientation on proposed FY2016-17 budget - City Manager / Finance Director**



**Attachments for Reference:**

Hard Copies provided at workshop

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### **BACKGROUND / HISTORY:**

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#### **DISCUSSION:**

Budget binders will be passed out at the meeting with information regarding budget basics, chart of accounts and historical data. Throughout the budget process, you will receive additional information which will be added to your binders.

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**COURSES OF ACTION:** N/A

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**FINANCIAL IMPACT:** None Specific to this discussion.

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**MOTION REQUESTED:** N/A

## CITY COUNCIL STAFF SUMMARY

Meeting Date: 6-27-16

Agenda item: 5.2

Prepared by: Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Presentation / Discussion – goals, objectives and City Council Guidance for FY 2016-17 – City Manager**

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**Attachments for Reference:**

- 1) Draft FY 2016-17 Goals and Objectives
- 2) Staff Draft FY 2016-17 Goals and Objectives

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**BACKGROUND / HISTORY:** The past two years during the budget process, City Council has prepared Goals and Objectives. Last year, City Council selected seven overarching goals and then assigned various objectives to each goal. This approved list was included in the annual budget as well as the Staff Department Goals and Objectives.

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**DISCUSSION:** Using last year's approved list of goals and objectives, Staff updated the list by removing strike though those objectives that have been or will be completed as a starting point (Attachment 1). Council should first review the Goals and revise / add to the list. Once goals are established, Council should establish supporting objectives. Staff has worked a draft listing of FY 2016-17 goals and objectives by department (Attachment 2). Council should review this list as a starting point for adopting some of the Staff objectives as Council objectives.

During the Workshop on June 6<sup>th</sup>, Council reviewed the Mission, Values, Essential Task List, Strategic Goals and the objectives for the first four goals. Staff has made revisions as discussed. The objectives supporting the last four goals require review and update.

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**COURSES OF ACTION:** Revise Draft FY 2016-17 goals and objectives as required

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**FINANCIAL IMPACT:** None directly, but approved objectives often have funding requirements in the future budget.

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**MOTION REQUESTED:** N/A

# Strategic Goals and Objectives

## Strategic Vision

Shavano Park is a premier, diverse and welcoming community that celebrates our small town character, multigenerational heritage, urban energy, and natural habitat.

## Mission

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

## Values

- Honesty
- Integrity
- Accountability
- Excellence
- Professionalism
- Innovation
- Inclusiveness
- ~~A commitment to~~ Open, clear, **proactive** and transparent communications and Government
- Responsiveness and Customer Service

## Essential Task List

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

## Strategic Goals

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

## Objectives

### Provide excellent municipal services while anticipating future requirements

- Provide exceptional customer service to citizens and visitors
- Enforce ordinances / policies consistently
- ~~• Create a Policy Continuity Book~~
- ~~• Conduct a staff Compensation Study~~
- Engage residents to participate in municipal planning
- Review Contracts /Professional Services and request RFQs as appropriate

### Protect and provide a city-wide safe environment

- Effectively conduct “Community Policing” to keep Shavano Park citizens safe
- Actively respond to citizen concerns
- Proactively enforce city ordinances, criminal statutes and Texas Transportation Code ~~provisions~~ ~~violations~~
- Proactively pursue reduction of neighborhood crime across the city
- Consistently maintain average police and fire response times to 3-4 minutes
- Routinely emphasize friendly “customer service” and image of ~~to~~ City while patrolling
- Effectively communicate to citizens police security efforts in crime control measures and trends
- ~~• Install a barbed wire fence along Cliffside Road as recommended by the City Engineer~~

### Protect City property values, ~~while~~ enhance ~~ing~~ resources and ~~maintaining~~ fiscal discipline

- Investigate revenue enhancement options
- ~~• Establish Reserve Policies~~
- ~~• Initiate replenishment of the~~ -Continue growth of the Oak Wilt Fund

- Earn the Texas Comptroller **Transparency Star Circle** Award
- Earn Government Finance Officers Association Budget Award
- **Continue funding of the Capital Replacement Fund**
- **Maintain Reserves IAW our Fund Balance Policy**

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

- Develop ~~/maintain~~ a city-wide street assessment, ~~maintenance~~, and replacement schedule
- ~~Assess options for NW Military Hwy; possible Metropolitan Planning Organization (MPO) Project~~
- Continue to implement asphalt preservation applications **from DeZavala south through the “Estates”** ~~beginning on the west side of NW Military from Pond Hill to DeZavala~~ – applications include crack seal and seal coat to assist in maintaining pavement conditions
- **Implement environmentally friendly parking options (City Hall South)**
- ~~Establish a plan to paint, repair Elevated Storage Tank including efficient plan for supplying water to the residents of City of Shavano Park (CoSP) during refurbishing and repair period~~
- Develop plan to replace the two (2”) inch water mains along the easement in vicinity of Cliffside Drive (200 block)
- ~~Investigate~~ **Replace** the SCADA ~~communications~~ system
- Assess existing street lights for cost savings and down lighting
- Assess water system dead end issues Investigate water system looping issues along Cliffside Drive
- **Initiate Assessment of city requirements for NW Military MPO project scheduled for 2020.**
- ~~Assess requirements of the Ground Storage Tank (GST) top (paint)~~
- **Develop a plan to replace street signs in the Shavano Creek subdivision**

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

- ~~Prepare a business directory as a Supplement to the Shavano Park Directory~~
- ~~Update Technical Codes~~
- ~~Complete a Certificate of Occupancy Ordinance~~
- ~~Revise the Table of Uses to require “CC” designation for Assisted Living Facilities~~
- Review and update the Table of Uses for new business opportunities (O-1, B-1, and B-2 Zoning Categories)
- Consider a business fair

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

- ~~Develop a “branding” campaign; rebrand Roadrunner Stickers~~
- ~~Gain “stylized” intellectual property rights to the Roadrunner image used on City Pylon signs~~
- Emphasis friendly customer service and make opportunities to engage with public
- Establish Hike and Bike trail north from Lockhill Selma to Salado Creek
- ~~Establish an effective tree plan and perform tree maintenance on all municipal property as needed~~
- Consider solicitation of donation of a pavilion to the City for the City
- ~~Contract a professional landscaper for maintenance of City Hall property~~
- Install monument signs on Cliffside
- ~~Monument completion, lighting and beautification for South and Southwest entrances to City~~
- Plan the creation of a Veteran’s Memorial
- ~~Establish an effective Tree Committee~~
- Earn Tree City USA recognition
- Consider permanent green space on the municipal tract

### Promote effective communications and outreach with citizens

- Develop a City Communications Plan
- Develop a City Publications Policy
- ~~Create a Use of City Hall Policy~~
- Conduct four City sponsored events (Arbor Day, Independence Day, National Night Out, December Celebration)
- ~~Create and~~ maintain a new and improved website
- Conduct written engagements with Citizens (Recycle Program, RR Stickers, Key Numbers, i-INFO)
- Develop a plan for Movie night – 1x year

### Mitigate storm water runoff

- Develop a prioritized plan to address City drainage issues
- Consider drainage improvements
- Provide maintenance of our storm water to include inlets and channels, ensuring proper drainage into our watersheds
  - Conduct a brush clearing project in the drainage from Bent Oak to Cliffside
  - Conduct a brush clearing project in the drainage from Cliffside to NW Military

# Administration Department – 601

## DRAFT

### Goals:

- Provide exceptional customer service to citizens and visitors.
- Provide, efficiently use, and protect fiscal resources through sound financial practices and procedures.
- Hire and Maintain the best team possible based upon the resources available
- Conduct effective master planning.
- Enforce ordinances / policies consistently.
- Improve communications effectiveness with citizens.
- Provide planning and research support to City Staff and Council.
- Maintain city IT infrastructure in coordination with IT contractor.

### Objectives:

- Improve the accessibility of City communications by growing digital presence.
- Maintain an informative and useful website.
- Earn the Texas Comptroller Transparency Award.
- Earn Government Finance Officers Association Budget Award.
- Conduct a review and update the Employee Handbook.
- Coordinate the completion of the Hike and Bike trail north from Lockhill Selma to Salado Creek.
- **Initiate** assessment of city requirements for NW Military Hwy MPO Project scheduled for 2020.
- Analyze the current phone and internet system for upgrade / cost savings.
- Continue to provide quality City presentations.
- Improve the visual quality of City Council presentations.

# **Public Works Department – 603**

DRAFT

## **Mission Statement**

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

## **Goals:**

- Provide high quality services in the design, construction and renovation of streets, drainage, and transportation facilities.
- Improve employee development to include educational training and development opportunities.
- Maintain strategic partnerships with governmental agencies, private construction and consulting organizations to leverage resources essential to improving service, delivery and maximizing efficiencies.
- Provide maintenance of our storm water to include inlets and channels, ensuring proper drainage into our watersheds.
- Provide a service in a “customer first” manner.

## **Objectives:**

- Implement a tree maintenance program around Fire Station, Public Works and the triangle property.
- Continue to implement asphalt preservation applications beginning on the west side of NW Military from DeZavala to Huebner. Applications include crack seal and fog seal to assist in maintaining pavement conditions within City.
- Continue to provide ground maintenance for the City Hall building, municipal tract, garden areas and islands throughout Shavano Park as well as maintain the integrity of the monuments throughout the City.
- Replace the side shingle roof on City Hall, due to deterioration as a result of the six (6) recent leaks in the building
- Build an additional overhang to house Public Works / Water heavy equipment
- Investigate energy efficient ideas to help ensure city facilities are energy efficient.
- Provide a full street evaluation and propose a 5 to 10 year street maintenance program.
- Maintain a zero (0) lost time accident rate.
- Improve the preventative maintenance program for Public Works equipment to include daily, weekly and monthly checks.

- Provide effective safety and occupational training opportunities.
- Improve work order communication and efficiency with field staff.
- Partner with TxDOT to provide a clean right of way (ROW) along NW Military Hwy.
- Coordinate as required with other service providers (City Public Service, San Antonio Water System, Bexar County, Cable providers, etc.)
- Conduct brush clearing projects as required within public ROW within capability and include storm water clearance. (Cliffside/Bent Oak/NW Military).
- Initiate an engineer study of Elm Springs to provide drainage solution to go along with TxDOT MPO improvements to NW Military.
- Respond in a prompt manner to earn the trust of residents.
- Begin assessment of city requirements for NW Military Hwy MPO Project scheduled for 2020.
- Provide mobile access to City inventory and service requests in Public Works trucks.
- Provide additional computer in PW/W building for servicemen training.



## **Fire Department -604 DRAFT**

### **Mission Statement**

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

### **Goals:**

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

### **Objectives:**

- Effectively communicate the Department's mission and vision to employees, partners and stakeholders.
- Recognize and scale to changing budgetary, fiscal, and regulatory conditions.
- Seek to improve operational efficiency and effectiveness by shaping, enhancing, and adapting to changing circumstances.
- Seek to maintain / improve our current ISO rating.
- Cultivate and strengthen relationships with stakeholders, governing bodies, and our customers.
- Foster a culture that emphasizes and enhances employee health and safety.
- Promote a highly motivated and well-trained workforce.
- Strive to complete the Texas Best Practice program.
- Strive to maintain an average response time under 4 minutes.
- Purchase a replacement ambulance with a new stretcher (12-14 month delivery).
- Rebuild our current breathing air compressor.
- Replace roof on fire department living quarters.
- Replace 2 thermal imaging cameras, 3 EMS computers and 3 mobile data terminals.
- Add two additional Paramedic pay slots to staff the second out EMS Unit.



## **Police Department -605**

### **DRAFT**

### **Mission Statement**

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

### **Goals:**

- Effectively conduct Community-Oriented Policing to provide safety and security of the citizens and visitors of Shavano Park.
- Provide proactive enforcement of Texas Transportation Codes and criminal statutes.
- Increase safety of citizens and officers through technology and training.
- Reduce potential legal liabilities for City and employees by having a trained and prepared police force.
- Publish and execute an annual training plan to increase professional development of employees, improve job performance, and mitigate safety hazards.
- Work to acquire accreditation with Texas Police Chiefs Association (TPCA) Texas Best Practices.

### **Objectives:**

- Reduce crime rates across the City.
- Maintain average police response times to less than 3 minutes.
- Assess manning requirements for Police Department.
- Update 5 year historical crime assessment.
- Upgrade the City Building Security System.
- Improve comprehensive training program.
- Continue to pursue grant opportunities
- Work diligently to publish quarterly crime update
- Secure replacement for Lt. position

- Obtain Body Worn Cameras for PD transparency, officer safety and evidence enhancement
- Continue to seek positive methods for enhancing Community Policing
- Identify capital assets
- Improving candidate pool and selection process.
- Improve citizen/officer interaction through increasing public contact.
- Improve communications with public through use of website.
- Provide for CID officer training.
- Assess emerging technology for officer safety.
- Conduct study on TASERs and present to Council.
- Submit final draft of revised Police Department policy manual (General Orders) to TPCA Best Practices.
- Obtain barcode program and associated equipment for improved PD property and evidence inventory-keeping.
- Assess current and future needs of police coverage.

# Water Utility Department - 606

DRAFT

## Mission Statement

The City of Shavano Park Water Utility Department continuously provides safe and reliable drinking water and maintains essential public water infrastructure for the 685 connections within Shavano Park in order to provide long-term first-class water utility support to our citizens.

## Goals:

- Continually provide safe and reliable drinking water through efficient treatment and delivery of water, exceeding environmental and public health standards.
- Maintain essential public water infrastructure to include a capital replacement program.
- Resource and maintain appropriate equipment and assets.
- Maintain enough money in reserve to handle emergencies and long term capital equipment replacement.
- Improve employee development to include educational training and development opportunities.
- No preventable accidents.

## Objectives:

- Maintain 100% compliance of all State and Federal regulations and laws associated with a water system.
- Maintain a Superior Water System rating.
- ~~Replace communications for~~ SCADA system
- Install Cathodic protection at Shavano Ground Storage Tank
- Maintain a safe working environment
- Develop and implement a safety awareness and training program.
- Develop and execute a fiscally responsible budget that meets mission requirements.
- Refine capital equipment replacement schedule
- Assess the water system dead end mains issue, ~~that can be looped~~ for looping solutions to lessen flushing and reduce loss ratio rate
- Investigate relocation of water mains on NW Military prior to MPO project
- Assess the needs and establish schedule to replace all undersized water mains within the system.
- Continue to replace meters that have registered over 1 million gallons.

- Insure State requirements are met by having two (2) additional certified licensed groundwater operators.
- Provide additional educational opportunities when available
- Send crews to continuing education training to earn credits and to improve knowledge of water systems.
- Develop and implement a vehicle and equipment maintenance check list
- Insure a strong preventative maintenance program by established daily, weekly and monthly maintenance program on water equipment, backhoe, bobcat, trucks, pumps and small equipment.
- Investigate and provide documentation regarding other equipment requirements that would make crews more efficient.
- Investigate emergency power supply for City buildings and water system.
- Implement a Geographic Information System (GIS) program to include utilities, streets, and drainage information.
- Improve SCADA monitoring by providing mobile access to SCADA in water trucks.
- Provide additional computer in PW/W building for servicemen training.