



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** {{item.number}}

**Agenda Date:** June 10, 2025

**In Control:** Southern Edwards Plateau Habitat Conservation Plan Coordinating Committee Meeting

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**DEPARTMENT:** Development Services Department

**DEPARTMENT HEAD:** Michael Shannon

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

SEP-HCP Permit USFWS Annual Reports

**SUMMARY:**

Discussion and possible action on the 2023-2024 SEP-HCP Annual Report

**BACKGROUND INFORMATION:**

The SEP-HCP Permit requires the submission of “An annual report will describe the previous calendar year's activities in compliance with this permit and Section 12 of the SEP-HCP. Annual reports will be submitted each year for the duration of this permit area.” SEP-HCP Section 12.1 requires the submission of an annual report “to document progress towards achieving the goals and objectives of the SEP-HCP and demonstrate compliance with the terms and conditions of the Permit.”

## SEP-HCP 12.1 ANNUAL REPORTS AND ROUTINE COORDINATION

The Permittees will submit an annual report to the local field office of the Service by July 1 of each year to document progress towards achieving the goals and objectives of the SEP-HCP and demonstrate compliance with the terms and conditions of the Permit.

Annual reports will cover the period of October 1 through September 30, to coincide with the Bexar County and City of San Antonio fiscal years.

Specifically, annual reports shall include:

1. A summary of participation in the SEP-HCP, including a list of Participants and Enrolled Properties and the corresponding acreages covered for incidental take for each of the Covered Species;
2. A summary of the lands and habitats included in the SEP-HCP preserve system, including the total preserve acres and the acres of suitable habitat for each of the Covered Species;
3. A copy of the conservation ledger documenting Preservation Credits generated and deducted for the GCW and BCV;
4. A summary of the financial status of the SEP-HCP, including the balance and performance of the non-wasting management endowment;
5. A summary of management activities conducted on SEP-HCP preserve lands and a copy of Preserve Management Plan updates for the previous year;
6. The results of biological monitoring activities conducted on SEP-HCP preserve lands, including all reports documenting surveys of the Covered Species and their habitats;
7. A summary of the status of community education and outreach programs and other conservation measures for the Covered Species, including the results of any research conducted with the support of the SEP-HCP;
8. Recommended modifications to Preserve Management Plans or the SEP-HCPs conservation programs that may be warranted via the adaptive management process or changed circumstances;
9. A summary of any compliance-related issues or actions involving Participants, Enrolled Properties, or preserves (including conservation easements); and
10. Other pertinent information or recommendations, as appropriate.

The Annual Report for 2023 - 2024 Fiscal Year as required by Endangered Species Act Incidental Take Permit TE-48571B-0 for the Southern Edwards Plateau Habitat Conservation Plan (SEP-HCP) will be submitted to the USFWS on or before July 1, 2025 and is attached hereto for reference.

The USFWS issued the Permit to the Permittees on February 5, 2016. In accordance with SEP-HCP Section 12.1, activities for the 2023– 2024 Fiscal Year (October 1, 2023 through September 30, 2024) are included in the Annual Report and any required supporting information included as attachments.

**ISSUE:**

The terms of the incidental take permit requires an annual report to the Coordinating Committee in June of each year. This item complies with that requirement.

**FISCAL IMPACT:**

The SEP-HCP Coordinating Committee may choose to approve the 2023-2024 SEP-HCP Annual Report. The SEP-HCP Coordinating Committee may also choose not to approve the 2023-2024 SEP-HCP Annual Report and cite needed changes to the Annual Report.

**ALTERNATIVES:**

None.

**RECOMMENDATION:**

Staff recommends Approval.