



# City of Garden Ridge

*"A way of life, not just a place to live"*

## AGENDA CITY COUNCIL REGULAR MEETING WEDNESDAY, SEPTEMBER 1, 2021, 6:00 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, September 1, 2021, at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted providing time, place, date, and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

### 1. Call to Order

### 2. Roll Call

### 3. Pledge of Allegiance

### 4. City/Employee Recognitions/Employee Introductions

- a) Recognition of Employee Service Years with the City of Garden Ridge.

### 5. Citizen Comment Period – limited to 30 minutes total

**Rules for Citizens' Participation:** The City Council welcomes citizen participation and comments at all City Council Meetings. If you speak, you must follow these guidelines:

- a) Respect and courtesy:
  - 1. Direct your comments to the entire City Council, not to an individual member, nor to the audience.
  - 2. Show the City Council the same respect that you would like to be shown.
  - 3. End your speaking at the time allotted below.
- b) Speaking:
  - 1. First citizen comment period.
    - 1.1. You are required to sign up to speak and you are limited to one 3-minute period.
  - 2. Second citizen comment period.
    - 2.1. You are not required to sign up and you are limited to one 2-minute period.
  - 3. State your name and address before your comments begin.
  - 4. You are only allowed to speak once per topic, unless also speaking during a posted Public Hearing.

*NOTE: The Texas Open Meetings Act permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting. However, any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting and any response to a question posed to the City Council is limited to either a statement of specific factual information or a recitation of existing policy. TEX. GOV'T CODE § 551.042.*

### 6. Consent Agenda

**THESE ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS WILL BE HELD UNLESS REQUESTED BY A COUNCILMEMBER. PUBLIC COMMENT ON THESE ITEMS MAY BE HEARD DURING CITIZENS' PARTICIPATION; HOWEVER, THAT DOES NOT MEAN THE ITEM WILL BE CONSIDERED OUTSIDE THE CONSENT AGENDA.**

- a) Approval of Minutes for the August 4, 2021, City Council Regular Meeting.
- b) Approval of Minutes for the August 17, 2021, City Council Special Meeting.
- c) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – July 31, 2021.
- d) Destruction of City records in accordance with the City of Garden Ridge Records Retention Plan.
- e) Designation of Assistant City Secretary/Public Relations Kat Balbi as an authorized signer on bank accounts held by the City of Garden Ridge with First United Bank.



## **7. Staff Reports**

- a) City Administrator Monthly Activity Report.
  - Community and Event Center usage/financial report, Building Permits issued to date for residential, commercial, and minor construction projects, City Council ideas/suggestions, communication efforts, citizen concern/input, upcoming events, personnel updates, and continuity of operations.
- b) Finance/HR Monthly Activity Report.
  - Financial reporting, audits, employee benefits, communication efforts, upcoming events, personnel updates, and continuity of operations.
- c) City Secretary Monthly Activity Report.
  - Administrative operations and projects, records management, communication efforts, citizen concern/input, upcoming events, personnel updates, and continuity of operations.
- d) Police Department Monthly Activity Report.
  - Traffic/code compliance enforcement, criminal activity, upcoming events, and continuity of operations.
- e) Public Works Department Monthly Activity Report.
  - Public Facilities: Street/right-of-way maintenance, drainage facility/easement maintenance, City facilities maintenance, Animal Services (domestic and wild), projects, and continuity of operations.
  - Utilities: Water pumping/usage from City wells, system infrastructure maintenance/repairs/projects, leak adjustments, water/drought management, and continuity of operations.
- f) Library Monthly Activity Report.
  - Upcoming events and continuity of operations.

## **8. City Engineer Projects Status Reports**

- a) FM 2252 TxDOT Project.
- b) FM 2252 Wastewater Project.

## **9. City Commission and Committee Reports/Recommendations/Possible Actions**

- a) Planning and Zoning Commission:
  - 1. Planning and Zoning Commission Place 6 Vacancy.
    - 1.1. Receive recommendation to appoint Roy Leatherberry to the Planning and Zoning Commission Place 6 Vacancy with term expiring September 30, 2023.
    - 1.2. Take action on recommendation.
  - 2. Expiring terms (September 30, 2021) of Commissioners.
    - 2.1. Receive recommendation to reappoint Commissioner Dr. Miller, Commissioner Hill, and Commissioner Deaver to serve another term with terms expiring September 30, 2023.
    - 2.2. Take action on recommendation.
  - 3. Master Development Plan for Pensionmark Office Center located approximately 440 feet southwest of the intersection of Nacogdoches Road (FM 2252) and Nacogdoches Loop (Old Nacogdoches Road).
    - 3.1. Receive recommendation from the Commission.
    - 3.2. Take action on recommendation.
  - 4. Receive monthly activity update as applicable.
- b) Quarry Commission:
  - 1. Receive monthly activity update as applicable.
- c) Water Commission:
  - 1. Expiring terms (September 30, 2021) of Commissioners.
    - 1.1. Receive recommendation to reappoint Commissioner Mueller, Commissioner Harshbarger, and Commissioner Dr. Carmichael to serve another term with terms expiring September 30, 2023.
    - 1.2. Take action on recommendation.

2. Request for water leak adjustment for 19023 Seminole Pass for the billing period of October 23, 2020 – November 23, 2020.
  - 2.1. Receive recommendation from the Commission.
  - 2.2. Take action on recommendation.
3. Receive monthly activity update as applicable.
- d) Wildlife Management Advisory Commission:
  1. Expiring terms (September 30, 2021) of Commissioners.
    - 1.1. Receive recommendation to reappoint Commissioner Krawczynski, Commissioner Sullivan, and Commissioner Lemmers to serve another term with terms expiring September 30, 2023.
    - 1.2. Take action on recommendation.
  2. Receive monthly activity update as applicable.
- e) Parks Committee:
  1. Receive monthly activity update as applicable.
- f) *Volunteer Garden Ridge!*
  1. Receive monthly activity update as applicable.

## **10. Approvals and Authorizations**

The following items are for discussion, consideration, and action.

- a) 2021 Tax Rate.
  1. Review and discuss the 2021 Tax Rate Proposal of \$0.305149.
  2. Hold a public hearing.
  3. Approve \$0.219497 as the 2021 Maintenance and Operation Rate for the City of Garden Ridge.
  4. Approve \$0.085652 as the 2021 Debt Service Rate for the City of Garden Ridge.
  5. Take action on Ordinance No. 230-092021 An Ordinance of the City Council of the City of Garden Ridge, Texas, adopting a Tax Rate of \$0.305149 per one hundred dollars (\$100.00) consisting of the approved Maintenance and Operation Rate and Debt Service Rate of assessed valuation for the City of Garden Ridge to be effective for the 2021 Tax Year (Fiscal Year 2022).
- b) Comal Appraisal District Board of Directors Election.
- c) CenterPoint Energy.
- d) Amendments to City of Garden Ridge Personnel Policy Manual.
- e) Paid Time Off (PTO) Donations.
- f) Authorize the City Administrator and Mayor to negotiate and execute an agreement between the City of Garden Ridge and Davenport High School for placement of the school mascot on the water tower.

## **11. Updates**

- a) City Council Projects.
  1. City of Garden Ridge 50<sup>th</sup> Anniversary (Bower).
  2. Pet Registrations at National Night Out (Bower).

## **12. Discussion of Future Agenda Items**

## **13. Citizen Comment Period – limited to 20 minutes total**

*See “Rules for Citizens’ Participation” under Item 5.*

## **14. Reports and Comments from Mayor and City Councilmembers**

The Mayor and/or City Councilmembers may comment, make general announcements, and/or provide progress reports on events, activities and/or committees/board meetings concerning the following:



Alamo Area Metropolitan Planning Organization  
Boy Scouts and/or Girl Scouts  
City of Garden Ridge sponsored events and outreach efforts  
Comal ISD (Garden Ridge Elementary School/Danville Middle School/Davenport High School)  
Counties (Bexar/Comal/Guadalupe)  
Families of Garden Ridge  
Garden Ridge Lions Club and Garden Ridge Women's Club  
Garden Ridge Citizen Police Academy Alumni Association/Citizen Patrol  
Greater Bexar County Council of Cities  
Northeast Partnership

## **15. Executive Session**

The City Council will recess its open meeting and reconvene in Executive Session:

- a) Pursuant to Texas Government Code Section 551.071(1) and 551.071(2) – Consultation with Attorney and 551.072 – Deliberations About Real Property.
  1. To deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person and legal advice on same: wastewater utility easement acquisition and property acquisition for city building project and related matters.
  2. A matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Texas Government Code Chapter 551 regarding possible computer/data breach (Mayor's Access & PC) and related investigation.

## **16. Business Items**

The City Council will reconvene into Regular Session upon conclusion of the Executive Session and may recall any item posted for Executive Session for action, as necessary.

## **17. Adjournment**

### **AGENDA NOTICES:**

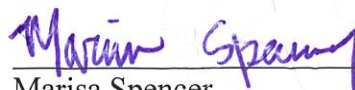
**Decorum Required:** Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

**Action by Council Authorized:** The Council may vote or act upon any item within this Agenda. The Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Title 5, Chapter 551, of the Texas Government Code.

**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 Texas Government 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 Texas Government Code Chapter 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 the other city boards, 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 City Council, 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 are specifically provided for on an agenda for that board, commission, or committee subject to the Texas Open Meetings Act.

This is to certify that I, Marisa Spencer, posted this Agenda at 12:00 p.m. on August 26, 2021, on the bulletin board located at the entrance to Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

  
Marisa Spencer  
City Secretary





# City of Garden Ridge

*"A way of life, not just a place to live"*

## MINUTES CITY COUNCIL REGULAR MEETING WEDNESDAY, AUGUST 4, 2021, 6:00 P.M.

### **Councilmembers Present:**

Mayor Robb Erickson  
Mayor Pro-Tem Lisa Swint  
Councilmember John McCaw  
Councilmember Jesse Valdez  
Councilmember Todd Arvidson  
Councilmember Kay Bower

### **Councilmembers Absent:** None

### **City Staff Present:**

Nancy Cain, City Administrator  
Marisa Spencer, City Secretary  
Kat Balbi, Assistant City Secretary  
Karen Ford, Finance/HR Director  
Ron Eberhardt, Police Chief  
Eric Lowman, Public Facilities Foreman/Animal Services  
Duane Scognio, Utilities Foreman  
Linda Crosland, Librarian  
Cynthia Trevino, City Attorney

### **City Commissioners Present:**

Dr. Jim Miller, Chair, Planning and Zoning Commission  
James Mueller, Chair, Water Commission  
Johnell Holly, Chair, Quarry Commission  
Dr. Richard Carmichael, Water Commissioner  
Wayne Mudge, Quarry Commissioner

### **1. Call to Order**

With a quorum of the City Councilmembers present, Mayor Erickson called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, August 4, 2021, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

### **2. Roll Call:** See above.

### **3. Pledge of Allegiance:** Mayor Erickson led the Pledge of Allegiance and the Texas Pledge.

### **4. CPS Energy Presentation**

Mayor Erickson introduced John Leal, Director of Local Government Relations at CPS Energy.

Mr. Leal spoke regarding Winter Storm Uri and CPS Energy's efforts related to weatherization, resiliency, reliability, and communication. He addressed questions from Councilmembers.

### **5. City/Employee Recognitions/Employee Introductions**

#### **a) Thank you note from Kitty Owen to the Public Works Department.**

City Administrator Nancy Cain stated a thank you note was received from Kitty Owen to the Public Works Department for maintaining landscaping within the City.



**b) Thank you note from Royce and Debra Simmonds to Librarian Linda Crosland.**

City Administrator Nancy Cain stated a thank you note was received from Royce and Debra Simmonds to Librarian Linda Crosland for her efforts in making the Garden Ridge Library a great place for all.

**c) Recognition of Employee Service Years with the City of Garden Ridge.**

City Administrator Nancy Cain recognized employees with anniversary dates in the month of August for their hard work, dedication, and tenure with the City. This recognition included: Michelle Hinojosa-1 year of service.

**6. Citizen Comment Period**

Paul Klinge, 9305 Bluebell Drive, spoke regarding activities at Paul Davis Park.

**7. Consent Agenda**

**THESE ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS WILL BE HELD UNLESS REQUESTED BY A COUNCILMEMBER. PUBLIC COMMENT ON THESE ITEMS MAY BE HEARD DURING CITIZENS' PARTICIPATION; HOWEVER, THAT DOES NOT MEAN THE ITEM WILL BE CONSIDERED OUTSIDE THE CONSENT AGENDA.**

**a) Approval of Minutes for the July 7, 2021, City Council Regular Meeting.**

**b) Approval of Minutes for the July 28, 2021, City Council Special Meeting.**

**c) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – June 30, 2021.**

**Motion:** A motion was made by Mayor Pro-Tem Swint, seconded by Councilmember Arvidson, to approve Consent Agenda items a)-c). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

**8. Staff Reports**

**a) City Administrator Monthly Activity Report.**

City Administrator Nancy Cain provided City Council with an update on upcoming meetings, upcoming events, and the new position titles in the Public Works Department.

**b) Finance/HR Monthly Activity Report.**

Finance/HR Director Karen Ford provided City Council with an update regarding the American Rescue Plan.

**c) City Secretary Monthly Activity Report.**

City Secretary Marisa Spencer reviewed the monthly activity report and spoke regarding continuity of operations related to the Administrative Department.

**d) Police Department Monthly Activity Report.**

Chief Eberhardt reviewed the monthly activity report and spoke regarding continuity of operations related to the Police Department.

**e) Public Works Department Monthly Activity Report.**

Public Facilities Foreman/Animal Services Eric Lowman reviewed the monthly activity report and spoke regarding continuity of operations related to the Public Facilities Department.

Utilities Foreman Duane Scognio reviewed the monthly activity report and spoke regarding continuity of operations related to the Utilities Department.

**f) Library Monthly Activity Report.**

Librarian Linda Crosland reviewed the monthly activity report and spoke regarding continuity of operations related to the Library.

## **9. City Engineer Projects Status Reports**

City Engineer Sam Johnson reviewed the Trihydro Engineering Report. He spoke regarding the FM 2252 TxDOT Project and FM 2252 Wastewater Project and addressed questions from Councilmembers.

## **10. City Commission and Committee Reports/Recommendations/Possible Actions**

### **a) Planning and Zoning Commission**

Chair Dr. Miller provided City Council with an update on the topics discussed at the Commission's July meeting.

### **b) Quarry Commission**

#### **1. Receive recommendation regarding a request from Buckley Powder Co., for a Partial Exemption Permit to conduct blasting activities at the Hanson Quarry for the period of October 1, 2021 – September 30, 2022.**

Chair Holly stated the Commission recommends approval of the request from Buckley Powder Company for a Partial Exemption Permit to conduct blasting activities at the Hanson Quarry for the period of October 1, 2021 – September 30, 2022.

##### **1.1. Take action on recommendation.**

**Motion:** A motion was made by Councilmember McCaw, seconded by Councilmember Valdez, to approve the Quarry Commission's recommendation and approve the request from Buckley Powder Company for a Partial Exemption Permit to conduct blasting activities at the Hanson Quarry for the period of October 1, 2021 – September 30, 2022. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

##### **1.2. Set annual fee for the Partial Exemption Permit.**

**Motion:** A motion was made by Councilmember Bower, seconded by Mayor Pro-Tem Swint, to set the annual fee for the Partial Exemption Permit at \$28,529.31 for the period of October 1, 2021 – September 30, 2022. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

#### **2. Expiring terms (September 30, 2021) of Commissioners.**

##### **2.1. Receive recommendation and take action on the reappointment of Commissioner Diaz to serve another term (term expiring September 30, 2023).**

Chair Holly stated the Commission recommends the reappointment of Commissioner Diaz to serve another term.

**Motion:** A motion was made by Councilmember Valdez, seconded by Councilmember Arvidson, to approve the Quarry Commission's recommendation and reappoint Commissioner Diaz to serve another term with term expiring September 30, 2023. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

##### **2.2. Receive recommendation and take action on the reappointment of Commissioner Mudge and Commissioner Shands to serve another term (terms expiring September 30, 2023) as specified in Ordinance No. 210-022018 Section III. E. for the purpose of good cause.**

Chair Holly stated the Commission recommends the reappointment of Commissioner Mudge and Commissioner Shands to serve another term as specified in Ordinance No. 210 Section III. E. for the purpose of good cause due to their knowledge and the lack of candidates showing interest in serving on the Quarry Commission.

**Motion:** A motion was made by Councilmember McCaw, seconded by Mayor Pro-Tem Swint, to approve the Quarry Commission's recommendation and reappoint Commissioner Mudge and Commissioner Shands to serve another term with terms expiring September 30, 2023, as specified in Ordinance No. 210-022018 Section III. E. for the purpose of good cause. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

#### **3. Receive monthly activity update as applicable.**

Chair Holly provided City Council with an update on the topics discussed at the Commission's July meeting.



**c) Water Commission**

- 1. Receive recommendation to appoint Brenda Reynolds to the Water Commission Place 1 Vacancy (term expiring September 30, 2022).**

Chair Mueller stated the Commission recommends the appointment of Brenda Reynolds.

**1.1. Take action on recommendation.**

**Motion:** A motion was made by Councilmember Bower, seconded by Mayor Pro-Tem Swint, to approve the Water Commission's recommendation and appoint Brenda Reynolds to the Water Commission Place 1 Vacancy with term expiring September 30, 2022. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

- 2. Receive monthly activity update as applicable.**

Chair Mueller provided City Council with an update on the topics discussed at the Commission's July meeting.

**d) Wildlife Management Advisory Commission**

Mayor Erickson stated the Commission did not meet in July and does not have anything to report at this time.

**e) Parks Committee**

Rod Chamberlain, Parks Committee, provided City Council with an update on the Parks Committee's projects.

**f) *Volunteer Garden Ridge!***

City Administrator Nancy Cain stated *Volunteer Garden Ridge!* reported 837 hours for the month of July.

**11. Approvals and Authorizations**

**The following items are for discussion, consideration, and action.**

**a) 2021 Tax Rates.**

- 1. Review the 2021 No-New-Revenue, Voter-Approval, and De Minimis Tax Rate Calculations.**

City Administrator Nancy Cain reviewed the 2021 No-New-Revenue, Voter-Approval, and De Minimis Tax Rate Calculations. She spoke regarding the tax rate proposal of \$0.305149 for the 2021 tax year and addressed questions from Councilmembers.

- 2. Propose, by record vote, a tax rate for the 2021 tax year.**

**Motion:** A motion was made by Councilmember McCaw, seconded by Councilmember Valdez, to propose a tax rate of \$0.305149 for the 2021 tax year. The City Council voted by roll call:

Councilmember McCaw, Place 1 – aye

Mayor Pro-Tem Swint, Place 2 – aye

Councilmember Valdez, Place 3 – aye

Councilmember Arvidson, Place 4 – aye

Councilmember Bower, Place 5 – aye

The motion carried unanimously.

- 3. Announce date, time, and place of 2021 Tax Rate Public Hearing and Adoption.**

Mayor Erickson announced the 2021 Tax Rate Public Hearing and Adoption is scheduled for Wednesday, September 1<sup>st</sup>, 2021, at 6:00 p.m. in the City Council Chambers.

**b) Comal Appraisal District Board of Directors Election.**

City Administrator Nancy Cain spoke regarding nominations for the Comal Appraisal District Board of Directors Election.

The City Council discussed canvassing residents in order to make a nomination during the September meeting.

## **12. Updates**

### **a) City Council Projects.**

#### **1. Traffic and Development along FM 3009/FM 2252 Corridor (Swint and Arvidson).**

Mayor Pro-Tem Swint spoke regarding construction and traffic along FM 3009 and Councilmember Arvidson spoke regarding development along FM 3009/FM 2252 Corridor.

The City Council discussed TxDOT communications and inviting TxDOT Representative Will Lockett to a future City Council meeting.

#### **2. Bulk Dumpsters/Brush along FM 3009 (Valdez).**

Councilmember Valdez spoke regarding brush along FM 3009 during bulk dumpster weekends.

#### **3. City of Garden Ridge 50<sup>th</sup> Anniversary (Bower).**

Councilmember Bower spoke regarding the City of Garden Ridge 50<sup>th</sup> Anniversary.

## **13. Discussion of Future Agenda Items**

Mayor Erickson stated CenterPoint Energy will be on the next agenda.

## **14. Citizen Comment Period**

Johnell Holly, 9916 Trophy Oaks Drive, spoke regarding CPS Energy and generators.

Dr. Jim Miller, 9910 Marie Meadow, spoke regarding illegal dumping.

## **15. Reports and Comments from Mayor and City Councilmembers**

**The Mayor and/or City Councilmembers may comment, make general announcements, and/or provide progress reports on events, activities and/or committees/board meetings concerning the following:**

**Alamo Area Metropolitan Planning Organization, Boy Scouts and/or Girl Scouts, City of Garden Ridge sponsored events and outreach efforts, Comal ISD (Garden Ridge Elementary/Danville Middle School/Davenport High School), Counties (Bexar/Comal/Guadalupe), Families of Garden Ridge, Garden Ridge Lions Club, Garden Ridge Citizen Police Academy Alumni Association/Citizen Patrol, Garden Ridge Women's Club, Greater Bexar County Council of Cities, Northeast Partnership.**

Mayor Pro-Tem Swint spoke regarding Comal ISD participating in the next Garden Ridge Market Days.

## **16. Executive Session**

**The City Council will recess its open meeting and reconvene in Executive Session:**

### **a) Pursuant to Texas Government Code Section 551.071(1) and 551.071(2) – Consultation with Attorney and 551.072 – Deliberations About Real Property.**

- 1. To deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person and legal advice on same: wastewater utility easement acquisition and property acquisition for city building project and related matters.**
- 2. A matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Texas Government Code Chapter 551 regarding possible computer/data breach (Mayor's Access & PC) and related investigation.**

Mayor Erickson announced the City Council will recess at 8:00 p.m. and reconvene into Executive Session at 8:10 p.m., in accordance with Texas Government Code Sections 551.071 – Consultation with Attorney and 551.072 – Deliberations About Real Property to discuss and seek legal advice on the items stated above.

Mayor Erickson adjourned the Executive Session and reconvened back into Regular Session at 8:19 p.m.

**17. Business Items**

**The City Council will reconvene into Regular Session upon conclusion of the Executive Session and may recall any item posted for Executive Session for action, as necessary.**

No action taken.

**18. Adjournment**

**Motion:** A motion was made by Councilmember Bower, seconded by Mayor Pro-Tem Swint, to adjourn. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Wednesday, August 4, 2021, City Council regular meeting was adjourned at 8:20 p.m. by Mayor Erickson.

ATTEST

---

Robb Erickson  
Mayor

---

Marisa Spencer  
City Secretary





# City of Garden Ridge

*"A way of life, not just a place to live"*

## MINUTES CITY COUNCIL SPECIAL MEETING TUESDAY, AUGUST 17, 2021, 6:00 P.M.

### **Councilmembers Present:**

Mayor Robb Erickson  
Councilmember John McCaw  
Councilmember Jesse Valdez  
Councilmember Todd Arvidson  
Councilmember Kay Bower

### **Councilmembers Absent:**

Mayor Pro-Tem Lisa Swint

### **City Staff Present:**

Nancy Cain, City Administrator  
Marisa Spencer, City Secretary  
Kat Balbi, Assistant City Secretary  
Karen Ford, Finance/HR Director  
Ron Eberhardt, Police Chief  
Steven Steinmetz, Public Works Director  
Linda Crosland, Librarian

### **1. Call to Order**

With a quorum of the City Councilmembers present, Mayor Erickson called the special meeting of the Garden Ridge City Council to order at 6:01 p.m. on Tuesday, August 17, 2021, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

### **2. Roll Call:** See above.

### **3. Pledge of Allegiance:** Mayor Erickson led the Pledge of Allegiance and the Texas Pledge.

### **4. Citizen Comment Period:** No one signed up to speak.

### **5. Business Items**

**The following items are for discussion, consideration, and action.**

#### **a) Proposed FY2022 Budgets for the City of Garden Ridge General Fund, Water Company Operation and Maintenance Fund, Interest and Sinking Fund, and Capital Improvements Fund.**

##### **1. Presentation of budgets.**

Finance/HR Director Karen Ford reviewed the proposed FY2022 budgets for the General Fund, Water Company Operation and Maintenance Fund, Interest and Sinking Fund, and Capital Improvements Fund.

##### **2. Hold a public hearing.**

Mayor Erickson opened the public hearing at 6:13 p.m.

No one wished to speak and City Secretary Marisa Spencer stated no written comments were submitted.

Mayor Erickson closed the public hearing at 6:14 p.m.

### **3. Adoption of Fiscal Year 2022 Budgets:**

#### **1.1. Resolution No. 476-082021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2022 General Fund Budget for the period of October 1, 2021, through September 30, 2022.**

**Motion:** A motion was made by Councilmember McCaw, seconded by Councilmember Bower, to approve Resolution No. 476-082021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2022 General Fund Budget for the period of October 1, 2021, through September 30, 2022. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

**1.2. Resolution No. 477-082021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2022 Water Company Operation and Maintenance Fund Budget for the period of October 1, 2021, through September 30, 2022.**

**Motion:** A motion was made by Councilmember Valdez, seconded by Councilmember Arvidson, to approve Resolution No. 477-082021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2022 Water Company Operation and Maintenance Fund Budget for the period of October 1, 2021, through September 30, 2022. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

**1.3. Resolution No. 478-082021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2022 Interest and Sinking Fund Budget for the period of October 1, 2021, through September 30, 2022.**

**Motion:** A motion was made by Councilmember Bower, seconded by Councilmember McCaw, to approve Resolution No. 478-082021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2022 Interest and Sinking Fund for the period of October 1, 2021, through September 30, 2022. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

**1.4. Resolution No. 479-082021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2022 Capital Improvements Fund Budget for the period of October 1, 2021, through September 30, 2022.**

**Motion:** A motion was made by Councilmember Bower, seconded by Councilmember Arvidson, to approve Resolution No. 479-082021 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2022 Capital Improvements Fund Budget for the period of October 1, 2021, through September 30, 2022. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

**b) Ratify the property tax increase of \$58,643.00 as reflected in the 2022 Budget for the City of Garden Ridge General Fund and Interest and Sinking Fund.**

**Motion:** A motion was made by Councilmember Bower, seconded by Councilmember Valdez, to ratify the property tax increase of \$58,643.00 as reflected in the 2022 Budget for the City of Garden Ridge General Fund and Interest and Sinking Fund. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

**c) Review Tax Rate adoption process and schedule.**

City Administrator Nancy Cain reviewed the Tax Rate adoption process and schedule.

**6. Citizen Comment Period:** No one wished to speak.

**7. Adjournment**

**Motion:** A motion was made by Councilmember Bower, seconded by Councilmember Valdez, to adjourn. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, August 17, 2021, City Council special meeting was adjourned at 6:20 p.m. by Mayor Erickson.

ATTEST

\_\_\_\_\_  
Robb Erickson  
Mayor

\_\_\_\_\_  
Marisa Spencer  
City Secretary

## CITY OF GARDEN RIDGE

### CASH & INVESTMENTS STATEMENT

CURRENT AND YEAR TO DATE AS OF 07/31/2021

| GENERAL FUND                 | BALANCE                |
|------------------------------|------------------------|
| GF Operational Checking      | \$ 144,907.19          |
| GF Money Market              | 3,143,408.18           |
| TexPool Investments          | 6,602.50               |
| Restricted Amounts           | (352,340.97)           |
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$ 2,942,576.90</b> |

| WATER FUND                   | BALANCE                |
|------------------------------|------------------------|
| Operational Checking         | \$ 1,201,541.11        |
| TexPool Water Invest         | 2,236.48               |
| Water Surcharge              | 148,677.33             |
| Restricted Amounts           | (159,669.81)           |
| <b>TOTAL AVAILABLE FUNDS</b> | <b>\$ 1,192,785.11</b> |

**CITY OF GARDEN RIDGE**  
**STATEMENT OF ACTIVITIES**  
**CURRENT AND YEAR TO DATE AS OF 07/31/2021**

| GENERAL FUND       | Jul-21          | YTD             | FY 2021<br>BUDGET | % OF<br>BUDGET | BUDGET<br>BALANCE |
|--------------------|-----------------|-----------------|-------------------|----------------|-------------------|
| REVENUES           | \$ 95,178.53    | \$ 2,899,389.03 | \$ 3,080,039.00   | 94.1%          | \$ 180,649.97     |
| EXPENDITURES       |                 |                 |                   |                |                   |
| ADMINISTRATION     | 67,831.55       | 543,365.79      | 850,768.00        | 63.9%          | 307,402.21        |
| COURT              | 6,663.25        | 72,570.77       | 92,338.00         | 78.6%          | 19,767.23         |
| POLICE             | 96,852.63       | 1,001,437.48    | 1,301,987.00      | 76.9%          | 300,549.52        |
| PUBLIC FACILITIES  | 41,537.09       | 446,736.22      | 608,906.00        | 73.4%          | 162,169.78        |
| COMMUNITY CENTER   | 5,469.94        | 34,560.36       | 53,843.00         | 64.2%          | 19,282.64         |
| LIBRARY            | 6,677.24        | 74,778.15       | 112,143.00        | 66.7%          | 37,364.85         |
| FARMERS MARKET     | -               | -               | -                 | -              | -                 |
| FUND CHANGES/XFER  | -               | -               | -                 | 0.0%           | -                 |
| TOTAL EXPENDITURES | 225,031.70      | 2,173,448.77    | 3,019,985.00      | 72.0%          | 846,536.23        |
| NET POSITION       | \$ (129,853.17) | \$ 725,940.26   | \$ 60,054.00      |                | \$ (665,886.26)   |

| WATER FUND                             | Jul-21        | YTD             | FY 2021<br>BUDGET | % OF<br>BUDGET | BUDGET<br>BALANCE |
|----------------------------------------|---------------|-----------------|-------------------|----------------|-------------------|
| REVENUES                               | \$ 124,706.35 | \$ 1,336,654.93 | \$ 1,855,402.00   | 72.0%          | \$ 518,747.07     |
| EXPENDITURES                           | 165,940.38    | 1,054,458.33    | 1,334,665.00      | 79.0%          | 280,206.67        |
| AMI SYSTEM <i>(Funded by Reserves)</i> | 1,020.00      | 634,682.17      | 650,000.00        |                | 15,317.83         |
| REVENUE +/- EXPENDITURES               | (42,254.03)   | (352,485.57)    | (129,263.00)      |                | 223,222.57        |

| OTHER CASH OUTFLOWS        | Jul-21        | YTD           | FY 2021<br>BUDGET | % OF<br>BUDGET | BUDGET<br>BALANCE |
|----------------------------|---------------|---------------|-------------------|----------------|-------------------|
| BOND PRINCIPLE PAYMENTS    | 450,500.00    | 450,500.00    | 451,900.00        | 99.7%          | 1,400.00          |
| XEROX LEASE PRINCIPLE PMTS | 444.92        | 4,383.42      | 5,284.00          | 83.0%          | 900.58            |
| TOTAL OTHER CASH OUTFLOWS  | \$ 450,944.92 | \$ 454,883.42 | \$ 457,184.00     |                | \$ 2,300.58       |



**CITY OF GARDEN RIDGE**  
**STATEMENT OF ACTIVITIES - COMMUNITY CENTER**  
**PERIOD ENDED AS OF 07/31/2021**

| <b>REVENUES</b>          | <b>YTD</b>       | <b>Budget</b>         |
|--------------------------|------------------|-----------------------|
| RENTALS                  | \$ 24,187.50     | 19,000.00             |
| DEPOSITS                 | 9,630.00         | 13,000.00             |
| CLEAN-UP FEES            | 1,675.00         | 1,200.00              |
| DEPOSITS REFUNDED        | (8,825.00)       | (10,000.00)           |
| DONATIONS                | -                | -                     |
| TOTAL REVENUES           | 26,667.50        | 23,200.00             |
| <b>EXPENDITURES</b>      |                  |                       |
| PAYROLL/TAXES/RETIREMENT | 899.54           | 2,285.00              |
| MANAGER FEES             | 10,870.75        | 15,000.00             |
| COMPUTER/INTERNET        | 1,378.95         | 1,680.00              |
| TELEPHONE                | 476.00           | 576.00                |
| UTILITIES                | 6,401.06         | 10,300.00             |
| MAINTENANCE              | 2,507.55         | 6,500.00              |
| SUPPLIES                 | 501.51           | 900.00                |
| CLEANING                 | 2,700.00         | 5,000.00              |
| EQUIPMENT                | -                | 600.00                |
| MARKETING                | -                | 1,000.00              |
| DONATION EXPENDITURES    | -                | -                     |
| FACILITY ENHANCEMENTS    | -                | -                     |
| TOTAL EXPENDITURES       | 25,735.36        | 43,841.00             |
| <b>NET POSITION</b>      | <b>\$ 932.14</b> | <b>\$ (20,641.00)</b> |

## Management's Discussion and Analysis of Results of Operations – July 2021

### **GENERAL FUND**

#### **Cash**

Total available funds as of July 31, 2021, are \$2,942.6k.

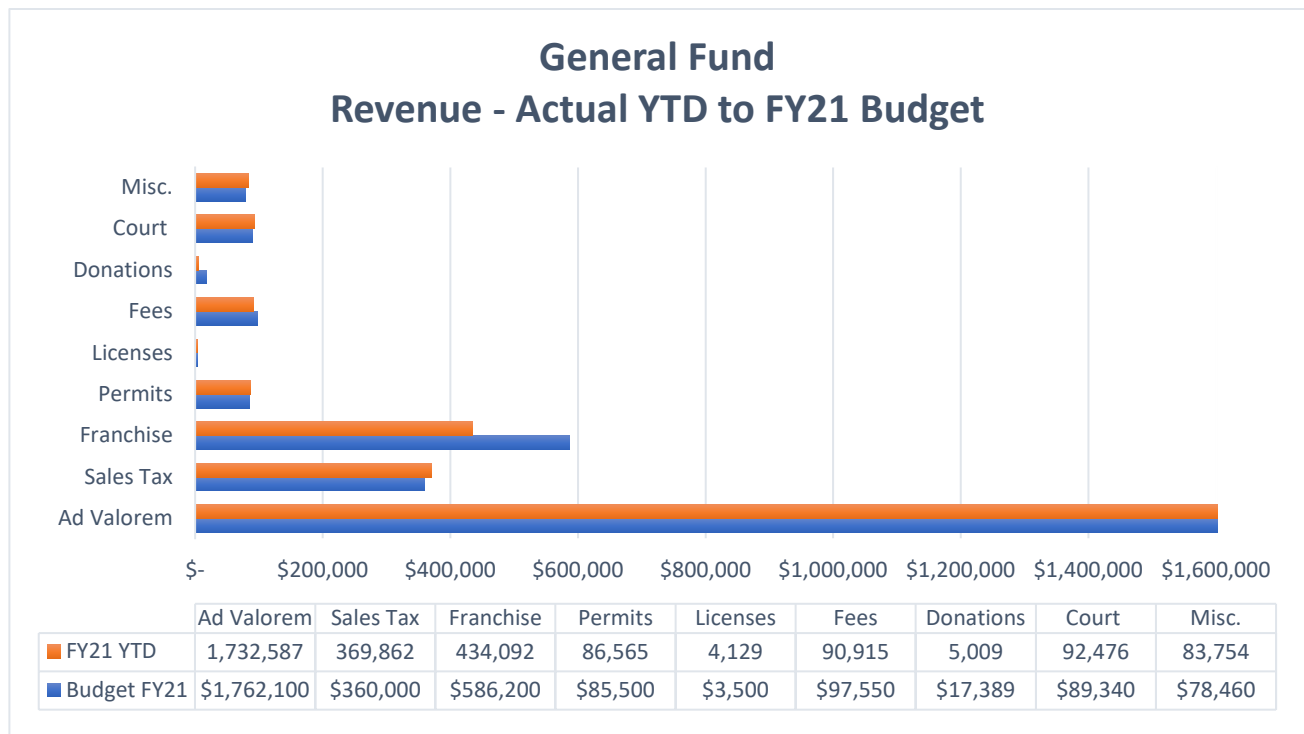
#### **Revenue**

Ad Valorem Tax collections for July total \$14.5k. YTD collections total \$1,725.0k or 98.2% of the FY21 budget of \$1,756.6k.

Sale Tax Revenue YTD totals \$369.9k or 102.7% of the \$360k FY21 budget.

Building Permits revenue YTD totals \$84.2k or 101.5% of the \$83.0k budgeted for FY21.

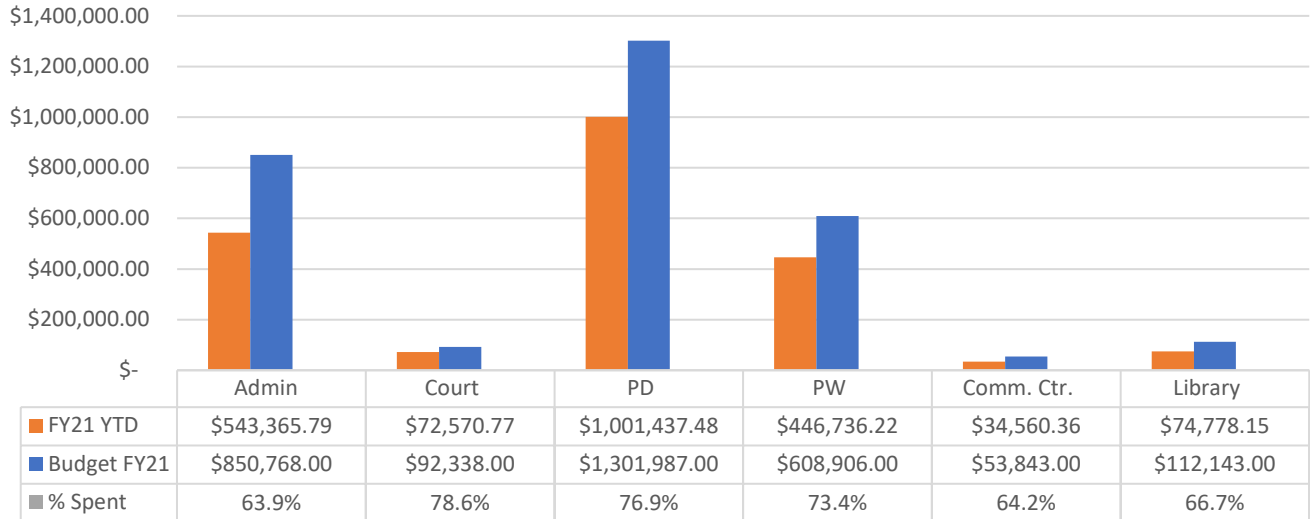
Trash Collections YTD total \$68.5k vs \$67.5k for the previous year. Current collections total 83.6% of the \$82k budgeted for FY21.



#### **Expenditures**

All departments are operating within the FY20 budget.

## General Fund Expenditures - Actual YTD to FY21 Budget



## **WATER FUND**

### **Meters**

Current meters for July 2021 total 1673 vs 1657 for July 2020.

### **Cash**

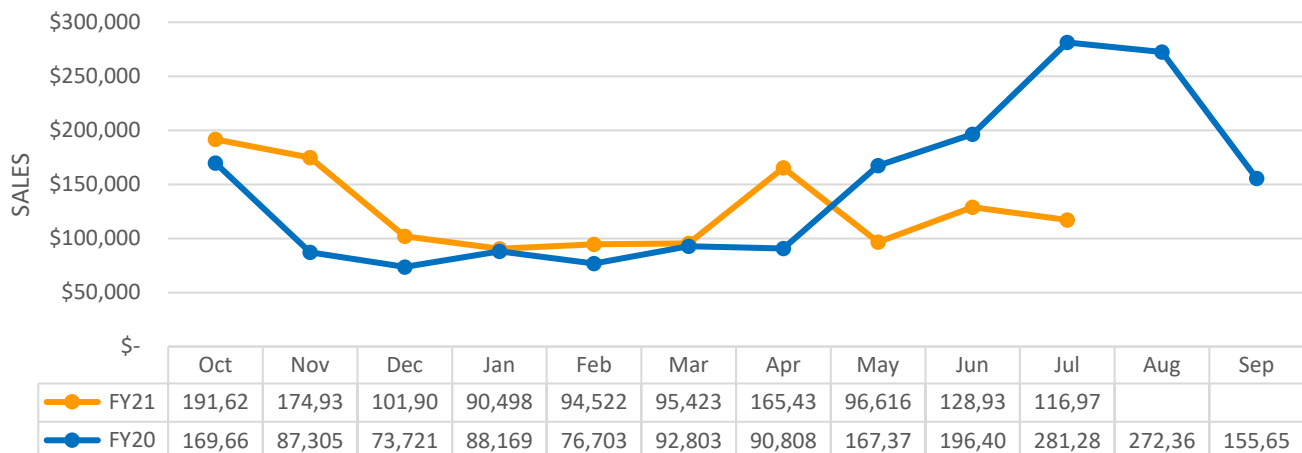
Total available funds as of July 31, 2021, are \$1,192.8k.

### **Revenue**

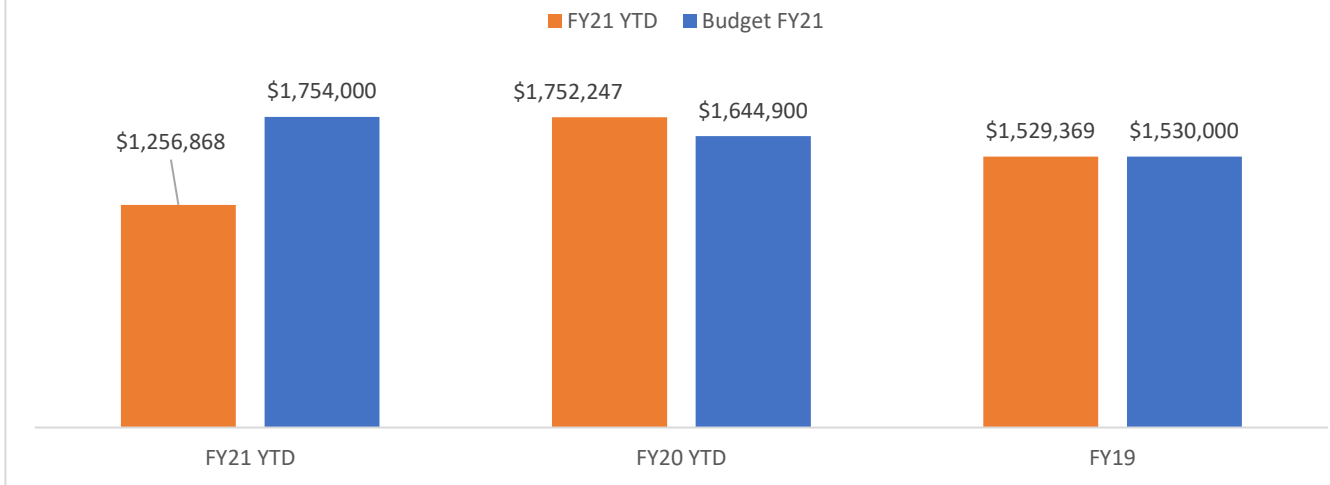
Revenue YTD totals \$1,336.6k or 72.0% of the \$1,855.4k budget for FY21. Total YTD revenue for the same period last year was \$1,443.2k

YTD water sales total \$1,256.9k or 71.7% of the \$1,754.0 budgeted for FY21.

## WATER SALES - FY21 VS FY20 VARIANCE \$



## Water Sales Actual vs Budget



Meter installation revenue totals \$4.8k or 69.1% of the \$7k budgeted for the year.

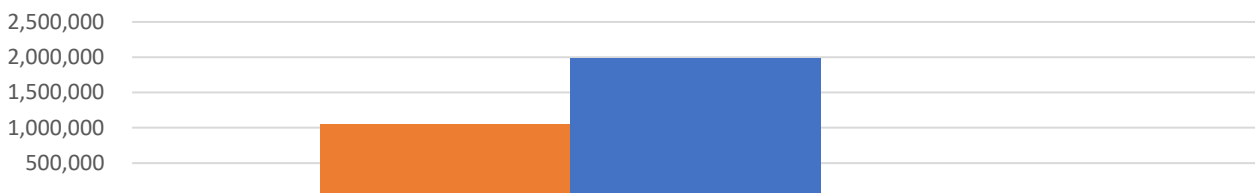
### Expenditures

The next bond payments are due in August.

During the FY21 budget process Council approved the use of the Water Fund's reserves to pay for a new AMI system. Issued funds for this project to date total \$634.7k.

The Water department is operating within the FY21 budget.

## Water Expenditures- Actual YTD vs FY21 Budget



|             |           |
|-------------|-----------|
|             | Water     |
| FY21 YTD    | 1,054,458 |
| FY21 Budget | 1,984,663 |
| % Spent     | 53.1%     |

## Interest & Sinking Fund

### Revenue

Ad Valorem Tax collections YTD total \$719.9k of the \$721.8k budget for FY21.

### Expenditures

Next bond payments are due in August 2021.

### **Capital Improvements Fund**

#### **Cash Balance**

Water Impact Fee Balance is \$170.6K.

Street Impact Balance is \$59k.

#### **Revenue**

No revenue to report for July.

---

### **Asset Seizure Fund**

#### **Cash Balance**

The Restricted Fund Balance is \$185.3k.

#### **Revenue**

No revenue received for the July.

#### **Expenditures**

Purchases of less than \$1.0k were made for equipment in July.

---

### **Summary**

The City of Garden Ridge is financially sound and operating within the Budget set forth by the City Council.



## REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE: 8/16/2021

REQUESTED BY: Police Department  
DEPARTMENT NAME

  
SIGNATURE OF DEPARTMENT HEAD

HEREBY REQUEST DESTRUCTION OF THE RECORDS CORRECTLY LISTED BELOW. THE RECORDS WERE REVIEWED FOR HISTORICAL SIGNIFICANCE AND ANY FOUND HAVE BEEN TURNED OVER THE TO THERECORDS MANAGEMENT OFFICE.

☒ THE RECORDS HAVE EXCEEDED THE REQUIRED RETENTION PERIOD STIPULATED BY THE DEPARTMENT'S RECORDS RETENTION SCHEDULE AND DO NOT NEED ADDITIONAL RETENTION.

☒ THE RECORDS HAVE BEEN PRESERVED IN ACCORDANCE WITH LOCAL GOVERNMENT CODE, CHAPTER 204, AND THE RULES ADOPTED UNDER IT.

| TRACKING # | RECORD SERIES # | RETENTION PERIOD | DESCRIPTION                     | DESTRUCTION DATE |
|------------|-----------------|------------------|---------------------------------|------------------|
| Misc.      | GR1000-26c      | AV               | Routine Correspondence (Emails) | 9/2/2021         |

APPROVAL OF THE RECORDS MANAGEMENT COMMITTEE, FOR THE DESTRUCTION OF THESE RECORDS HAS BEEN RECEIVED THIS DATE **08/16/2021** AND EVIDENCED BY THEIR SIGNATURES BELOW:

  
CITY ADMINISTRATOR

  
CHIEF OF POLICE

  
CITY SECRETARY

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE APPROVED BY CITY COUNCIL



# City of Garden Ridge

*"A way of life, not just a place to live"*

August 25, 2021

To: Mayor Erickson and City Council  
From: City Administrator Cain  
Re: Authorizing Additional Signer on City of Garden Ridge Bank Accounts

It is recommended that Kat Balbi be added as an additional signer on bank accounts of the City of Garden Ridge held at First United Bank. This is recommended to assure that there is an adequate number of signers available for checks and transfers at all times.

Respectfully,

Nancy Cain  
City Administrator





# *First Friday*

**FRIDAY,  
SEPTEMBER  
3RD**

**5:30pm -  
7:30pm**

**PAUL DAVIS PARK**

Join the Mayor and City Council for fun and conversation! Bring your family, neighbors, & refreshments to enjoy some fresh air and discuss any concerns. Gracie's Ice Cream, water, and soda will be available complimentary of Audi North Park and The Erickson Family. JustDogs34, a local food truck, will be there if you wish to purchase artisan style dogs.

**Garden Ridge Community and Event Center  
Monthly Report  
August 1<sup>st</sup> thru August 31<sup>st</sup> 2021**

**Utilization (by Days)**

| FY 20-21<br>(Current Month) | FY 19-20<br>(Current Month) | FY 20-21<br>(Year to Date) | FY 19-20<br>(Year to Date) |
|-----------------------------|-----------------------------|----------------------------|----------------------------|
| 15                          | 13                          | 199                        | 182                        |

**Wildflower** (Booked Current Month)

5

**Bluebonnet** (Booked Current Month)

10

**Category Count (by Events)**

(Current Month)

(Year to Date)

|                                            |   |    |
|--------------------------------------------|---|----|
| 1. Resident / Non-Resident                 | 5 | 24 |
| 2. City Chartered Non-Profit Organizations | 1 | 26 |
| 3. Non-Residents Service Organizations     | 5 | 48 |
| 4. Non-Profit Associations                 | 2 | 30 |
| 5. City Use                                | 2 | 71 |

# CITY OF GARDEN RIDGE BUILDING REPORT

August-21

## Major Permits

| Permit # | Address           | Builder             | Sq. Ft. | Value \$      | Permit Fees |
|----------|-------------------|---------------------|---------|---------------|-------------|
| 2138 -21 | 19810 Zephyr Cove | Ubildit Consultants | 5193    | \$ 675,090.00 | \$ 3,867.60 |
|          |                   | Total               | 5193    | \$ 675,090.00 | \$ 3,867.60 |

## Minor Permits

| Permit # | Address                  | Builder                      | Project                  | Permit Fees |
|----------|--------------------------|------------------------------|--------------------------|-------------|
| 2113 -21 | 20809 Woodland Cove      | AAA Fence Pros               | Fence                    | \$ 125.00   |
| 1462 -21 | 9118 Tuscan Hills Dr.    | Aramendia Plumbing           | Water Heater             | \$ -        |
| 1463 -21 | 21919 Paseo Corto        | Couling A/C                  | Minor HVAC               | \$ 100.00   |
| 2114 -21 | 9531 Sumac Circle        | Justin Chavret               | Fence                    | \$ 125.00   |
| 2115 -21 | 9534 Goldenrod Circle    | A&A Plumbing                 | Minor Plumbing           | \$ 100.00   |
| 2116 -21 | 8207 Garden Arbor        | Ultimate Backyard Escapes    | Pool, Spa, Deck          | \$ 475.00   |
| 2117 -21 | 20211 Hoya Lane          | Steven Cowber                | Fence                    | \$ 125.00   |
| 2118 -21 | 9446 Sumac Lane          | Superior Fence of S A        | Fence                    | \$ 125.00   |
| 2119 -21 | 9315 Berean Way          | Mr. Electric                 | Minor Electric           | \$ 125.00   |
| 2120 -21 | 21125 Paradise Pass      | Dean Lemmers                 | Fence                    | \$ 125.00   |
| 2121 -21 | 21926 Peso Cove          | Cody Pools                   | Pool, Deck               | \$ 505.24   |
| 2122 -21 | 8403 Orchard Glen        | Delando Johnson              | Outbuilding              | \$ 100.00   |
| 2123 -21 | 8925 Schoenthal Rd.      | Bradley Signature Pools      | Pool, Spa, Deck, Kitchen | \$ 985.00   |
| 2124 -21 | 21410 Forest Waters Cir. | Alamo Outdoor Contracting    | Pergola                  | \$ 100.00   |
| 2125 -21 | 9317 Teakwood Lane       | Zaane Jones                  | Outdoor Kitchen          | \$ 350.00   |
| 2126 -21 | 9315 Cinchona Trail      | Coats of Armor               | Driveway                 | \$ 125.00   |
| 2127 -21 | 21418 Liguria Dr.        | Sonny Monteverdi             | Fence                    | \$ 125.00   |
| 2128 -21 | 19084 Nacogdoches Loop   | Advanced Electrical Services | Minor Electric           | \$ -        |
| 2129 -21 | 19803 Lloyds Park        | Cardenas Plumbing            | Minor Plumbing           | \$ 200.00   |
| 2130 -21 | 19803 Wild Hollow        | Tx Pools & Patio             | Pool, Spa, Deck          | \$ 848.44   |
| 2131 -21 | 21246 Stams Circle       | Quarter Moon Plumbing        | Minor Plumbing           | \$ 100.00   |
| 2132 -21 | 20469 Bat Cave Rd.       | Powerhouse Electric          | Minor Electric           | \$ 125.00   |
| 2133 -21 | 20725 Wahl Lane          | Superior Fence of S A        | Fence                    | \$ 125.00   |
| 2134 -21 | 8303 Wild Wind Park      | Clayton Rogers               | Outbuilding              | \$ 100.00   |
| 2135 -21 | 9002 Cinnabar Ct.        | Jake Sadler S4 Concrete      | Driveway                 | \$ 125.00   |
| 2136 -21 | 19830 Wild Hollow        | Olguin Brothers Fence        | Fence                    | \$ 125.00   |
| 2137 -21 | 20637 Wahl Lane          | WR Diamond                   | Fence                    | \$ 125.00   |
| 2139 -21 | 9616 Azalea Circle       | 5th Street Services          | Minor Plumbing           | \$ 100.00   |
| 2140 -21 | 21835 Bat Cave Rd.       | Multi Electric               | Minor Electric           | \$ 125.00   |
| 2141 -21 | 8206 Garden Arbor        | G M Squared                  | Fence                    | \$ 125.00   |
| 2142 -21 | 20814 Woodland Cove      | AAA Fence Pros               | Fence                    | \$ 125.00   |
| 2143 -21 | 9436 Sumac Lane          | Tri County Fencing           | Fence                    | \$ 125.00   |
| 2144 -21 | 19450 Arrowood Place     | Diamond Decks                | Deck                     | \$ 277.76   |
|          |                          |                              |                          | \$ 6,466.44 |

|                                |              |
|--------------------------------|--------------|
| Total Major Fees for the month | \$ 3,867.60  |
| Total Minor Fees for the month | \$ 6,466.44  |
| TOTAL                          | \$ 10,334.04 |

## Fiscal Year 2021

|                              |                 |
|------------------------------|-----------------|
| Total major projects value   | \$ 3,443,180.00 |
| Total major projects sq. ft. | 26,486          |
| Total major permit fees      | \$ 20,018.40    |
| Total minor permit fees      | \$ 60,586.50    |
| Total permit fees            | \$ 80,604.90    |



# City of Garden Ridge

*"A way of life, not just a place to live"*

## City Secretary Monthly Activity Report Reporting Period: August 2021

---

### Administrative Operations and Upcoming Events

#### *City Hall Office Hours*

- Monday/Wednesday/Thursday: 8am-5pm, Tuesday: 8am-6pm, and Friday: 8am-4pm.
- Upcoming Holiday (City Hall closed): Monday, September 6<sup>th</sup>.
- After hours emergency phone number: 210-651-6831.

#### *Bulk Dumpsters*

- Bulk Dumpsters will be available from 8am-5pm on the following weekends in September: 4-5, 11-12, 18-19, and 25-26. Don't forget to bring your ID or utility bill for proof of Garden Ridge residency.

#### *First Friday*

- Join the Mayor and City Council at Paul Davis Park on Friday, September 3<sup>rd</sup> from 5:30pm to 7:30pm for fun and conversation. See the City's website or the City's social media pages for details.

#### *Garden Ridge Blood Drive*

- The City of Garden Ridge and the Garden Ridge Lions are co-sponsoring a blood drive on Saturday, September 11<sup>th</sup> from 9am to 3pm at the Community and Event Center. See the City's website or the City's social media pages for details and to make an appointment.

#### *Zoning Ordinance Public Hearing*

- The Planning and Zoning Commission will hold a public hearing on Tuesday, September 14<sup>th</sup> at 6pm in the City Council Chambers regarding comprehensive amendments to the Zoning Ordinance. The proposed Zoning Ordinance and a presentation summarizing the amendments can be found on the City's website.

---

### Communication Efforts

**High Resolution Pictures of Garden Ridge:** If you have any high resolution pictures that represent our beautiful City that you would like to be considered for updating the City's website, please submit them to Assistant City Secretary/Public Relations Kat Balbi via email at [asstcitysecretary@ci.garden-ridge.tx.us](mailto:asstcitysecretary@ci.garden-ridge.tx.us).

**"My Meter Info":** Did you know the City of Garden Ridge has an app for viewing your water usage? Download "My Meter Info" to view your usage and sign up to receive notifications about possible leaks/any abnormal usage.

**Other Information/Announcements from Grapevine/Website/Social Media:** City Communications Flyer, National Night Out Event, Families of Garden Ridge Adopt-A-Highway Program, 6<sup>th</sup> Annual Garden Ridge Open Car Show, 2<sup>nd</sup> Annual Run with the Wolves 5K, Energy Saving Tips, Road Hazards Reminder, Tree Trimming Reminder, Commission Vacancies, and City Council Actions.

**Streaming of Meetings:** City Council - 90 views / Commissions - 49 views.

---

### Public Information Act (PIA) Summary

| Year | Number of Requests |
|------|--------------------|
| 2021 | 109                |
| 2020 | 207                |
| 2019 | 276                |
| 2018 | 225                |



Posted on: August 11, 2021

## **DRAFT ZONING ORDINANCE**

The City of Garden Ridge has been in the process of updating the Zoning Ordinance and it's now ready for the public to view. The document is 172 pages and contains information pertaining to zoning regulations and districts. There are many changes compared to the current Zoning Ordinance, but we have created a presentation that explains the major differences. After reviewing the below documents, if you still have questions please feel free to contact the City Administrator at [administrator@ci.garden-ridge.tx.us](mailto:administrator@ci.garden-ridge.tx.us).



The City of Garden Ridge is required by Texas State Law to conduct public hearings on the Draft Zoning Ordinance to allow for public input. The first public hearing will be conducted on September 14, 2021, at 6pm at the Planning and Zoning Regular Meeting. The City of Garden Ridge will notify residents of the public hearings through a letter, which will be sent to the individuals listed on the Comal County Tax Roll.

## **DRAFT ZONING ORDINANCE PRESENTATION**

## **DRAFT ZONING ORDINANCE**

## **PROCEDURE FOR COMMENTS AT PUBLIC HEARINGS**

# CITY COMMUNICATIONS



## WEBSITE

*The City of Garden Ridge website is the best way for us to share news and upcoming events. You can receive notifications from the City through email or text message. All you need to do is sign up! Go to [www.ci.garden-ridge.tx.us](http://www.ci.garden-ridge.tx.us) today and click on Notify Me. It's so simple and a great way to stay informed!*



## FACEBOOK – @CITYOFGR

*The City of Garden Ridge loves using Facebook to communicate with residents! We post information quickly that can be shared easily to reach other residents. It's important to follow us so that you can receive quick, fun, and informative post at the speed of light!*

## NEXTDOOR



*The City of Garden Ridge puts as much information on NextDoor as possible! That's because the information goes directly to the people affected, YOU! If you want to receive notifications from the City on NextDoor, all you have to do is make an account.*



## ***POLICE DEPARTMENT MONTHLY BREAKDOWN***

***August 1 to August 31, 2021***

### Calls for Service

Dispatched: 127      City Ordinance: 25      Total: 152      False Alarms: 11

### Arrests

No arrests

### Traffic Enforcement

Crashes: 3      Citations: 94      Warnings: 84      Total: 178

### Training / Certifications

- \* Officer McMahan completed The Leadership Role in Public Service
- \* All sworn Officers completed Firearms Proficiency Training

### Outreach Efforts

- \* Coffee with the Cops was held at Blackwell Insurance. Great turnout
- \* Pizza with the Police coming on Oct 14<sup>th</sup>
- \* Gearing up for National Night Out on October 5<sup>th</sup>
- \* Comal County Fair September 22<sup>nd</sup> to 26<sup>th</sup>

### Administrative Comments

- \* Municipal Court was held as normal
- \* Made conditional offer of employment to replace DEA slot. Details next month
- \* Limiting officer interaction slightly due to current COVID situation



# City of Garden Ridge

*"A way of life, not just a place to live"*

## MONTHLY PUBLIC WORKS REPORT

**August 2021**

### Activities for the month

**Steven Steinmetz**  
Public Works  
Director

Eric Lowman  
Public Facilities  
Foreman

Stanley Georg  
Manuel Troncoso  
Ryan Furgason

### Ongoing Responsibilities

- Parks maintenance
- Facilities maintenance
- Streets
- All public facilities grass and right-of-way's
- Storm water Drainage
- Oak Wilt monitoring

### Upcoming Events

September Dumpster  
Schedule

Sept 4 & 5

Sept 11 & 12

Sept 18 & 19

Sept 25 & 26

### Storm Water Drainage Facility and Easement Maintenance

- Inspected 11 outfalls.
- Inspected 18 detention ponds.
- Stormwater public outreach: 0 message displayed on FM 2252 sign.
- Trash removed from Right of ways by volunteers: 51 pounds
- Continue to make progress mowing drainages and easements
- Rain fall total : 1.5 in.

### Parks Maintenance

- Paul Davis Park: Ongoing sanitizing of facilities.  
Mowed 2 times.  
Complete second scout project installation  
Drug the ball field
- Pocket Parks: Mowed 1 time

### City Facility/Property Maintenance

- City Hall: Daily cleaning  
Repair chilled water line over council room
- Community Center: Mowed 2 times
- Old City Complex: Mowed 1 time

### Oak Wilt

No new reported cases.

### Reports Submitted

Wildlife Management Advisory Commission Report.

### Street/ Sign Maintenance

- Old Nacogdoches Rd pot holes filled
- Stop sign replaced

### Future Projects or Needs

- Increase office space at the Public Works building.
- More storage space required

## Animal Services Monthly Activities

- 8 deer carcasses were disposed of, which makes for the year 40.
- 2 wild hog was donated this month to Hunters for the Hungry, the year-to-date combined totals for wild hogs and deer donated are 2.
- 2 live traps loaned out this month, 9 traps loaned out year-to-date .
- 316 registered/reregistered animals for the year.
- 0 Nuisance complaints received.
- 0 Animal reported bites.

### Adoptions

- 1 Dog; 3 year-to-date.
- 1 Cats; 1 year-to-date.

### Returned to owners

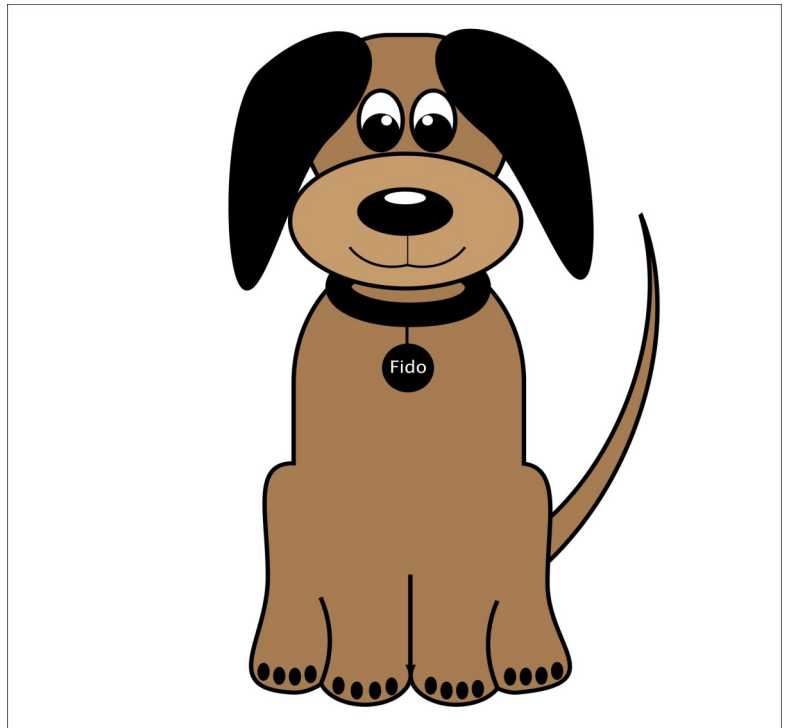
- 6 Dogs; 20 year-to-date.
- 0 Cats; 0 year-to-date.

### Transferred to other agencies

- 2 Dogs for month; 3 year-to-date.
- 0 Cats for month; 3 year-to-date.

### Currently in City care

- 0 Dogs; 12 Cats:



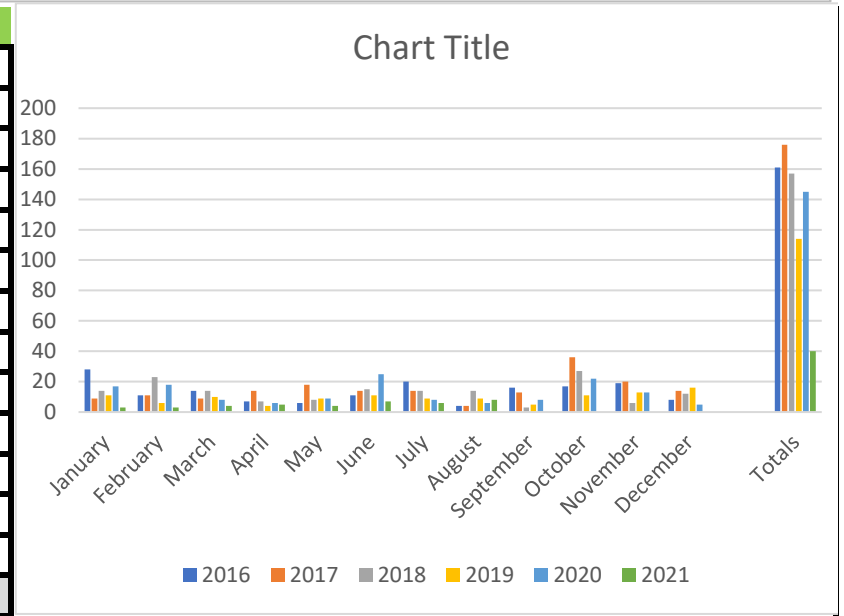
## Year to Date Wildlife Report

|              | Jan       | Feb.      | Mar       | Apr.      | May       | Jun       | Jul       | Aug.      | Sep. | Oct | Nov | Dec. | Total      |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------|-----|-----|------|------------|
| Deer         | 3         | 3         | 4         | 5         | 4         | 7         | 6         | 8         | 0    | 0   | 0   | 0    | 40         |
| Raccoons     | 3         | 0         | 5         | 5         | 4         | 3         | 6         | 3         | 0    | 0   | 0   | 0    | 29         |
| Opossums     | 3         | 1         | 5         | 5         | 4         | 3         | 2         | 0         | 0    | 0   | 0   | 0    | 23         |
| Skunks       | 5         | 6         | 0         | 1         | 1         | 1         | 1         | 3         | 0    | 0   | 0   | 0    | 18         |
| Wild hogs    | 0         | 0         | 0         | 1         | 0         | 0         | 0         | 2         | 0    | 0   | 0   | 0    | 3          |
| Turtles      | 0         | 0         | 0         | 0         | 2         | 0         | 0         | 0         | 0    | 0   | 0   | 0    | 2          |
| Squirrels    | 1         | 1         | 1         | 2         | 5         | 2         | 2         | 2         | 0    | 0   | 0   | 0    | 16         |
| Foxes        | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0    | 0   | 0   | 0    | 1          |
| Armadillos   | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 2         | 0    | 0   | 0   | 0    | 3          |
| Hawks        | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0    | 0   | 0   | 0    | 0          |
| Bats         | 0         | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0    | 0   | 0   | 0    | 1          |
| Coyotes      | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0    | 0   | 0   | 0    | 0          |
| Buzzards     | 1         | 1         | 0         | 0         | 0         | 0         | 0         | 0         | 0    | 0   | 0   | 0    | 2          |
| Ringtails    | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0    | 0   | 0   | 0    | 0          |
| Snakes       | 0         | 0         | 0         | 1         | 0         | 1         | 2         | 1         | 0    | 0   | 0   | 0    | 5          |
| Bobcat       | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0    | 0   | 0   | 0    | 0          |
| Porcupine    | 0         | 0         | 0         | 0         | 0         | 1         | 0         | 0         | 0    | 0   | 0   | 0    | 1          |
| Chicken      | 1         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0    | 0   | 0   | 0    | 1          |
| <b>Total</b> | <b>17</b> | <b>12</b> | <b>15</b> | <b>20</b> | <b>20</b> | <b>20</b> | <b>20</b> | <b>21</b> |      |     |     |      | <b>145</b> |



## Deer Carcass Removal Totals for 2016 - 2021

|           | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|-----------|------|------|------|------|------|------|
| January   | 28   | 9    | 14   | 11   | 17   | 3    |
| February  | 11   | 11   | 23   | 6    | 18   | 3    |
| March     | 14   | 9    | 14   | 10   | 8    | 4    |
| April     | 7    | 14   | 7    | 4    | 6    | 5    |
| May       | 6    | 18   | 8    | 9    | 9    | 4    |
| June      | 11   | 14   | 15   | 11   | 25   | 7    |
| July      | 20   | 14   | 14   | 9    | 8    | 6    |
| August    | 4    | 4    | 14   | 9    | 6    | 8    |
| September | 16   | 13   | 3    | 5    | 8    |      |
| October   | 17   | 36   | 27   | 11   | 22   |      |
| November  | 19   | 20   | 6    | 13   | 13   |      |
| December  | 8    | 14   | 12   | 16   | 5    |      |
| Totals    | 161  | 176  | 157  | 114  | 145  | 40   |

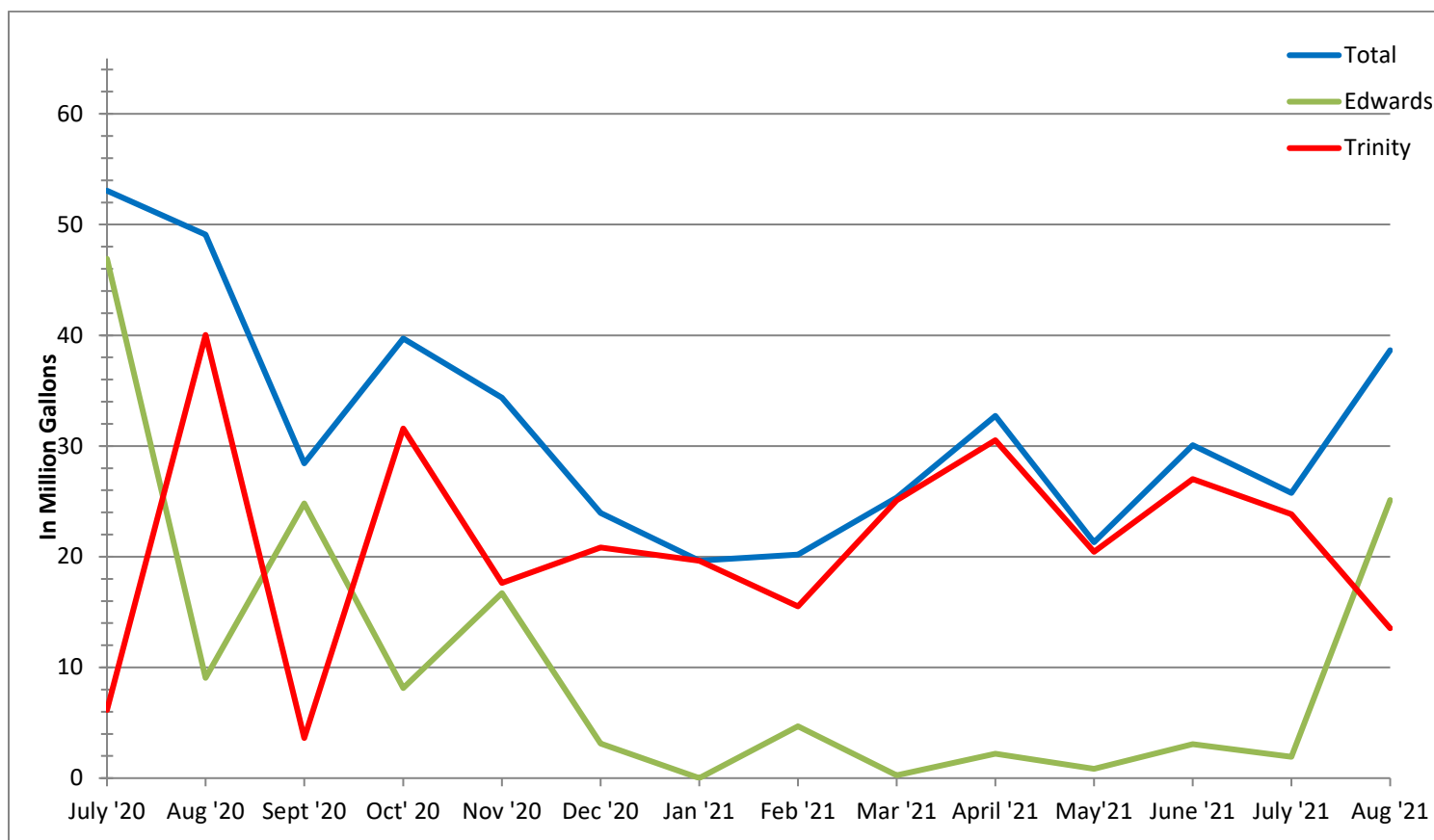




## Water Department Report

As of August 31, 2021

### City of Garden Ridge Aquifer Usage

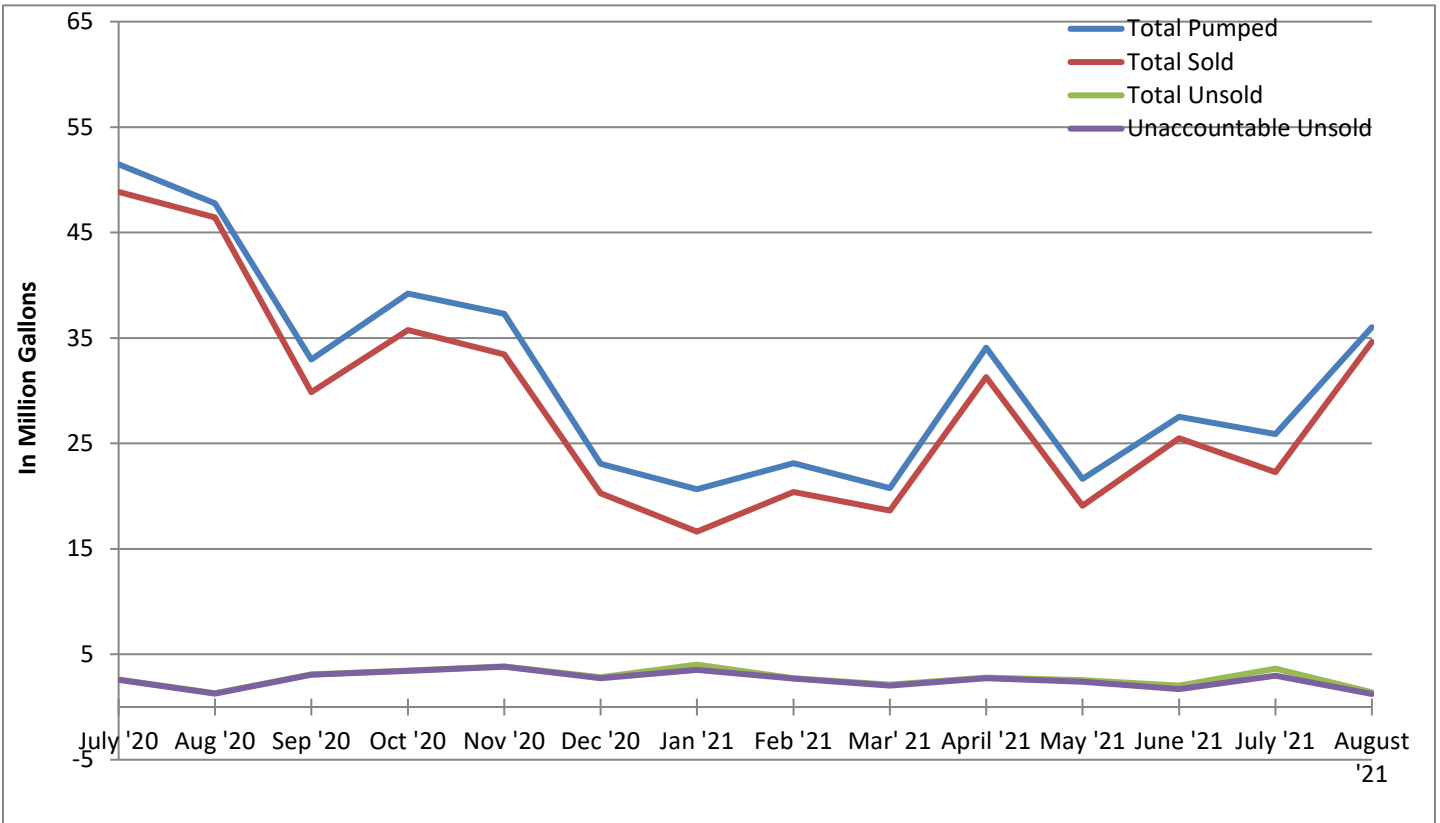


|                           | Month: | Year:  | Available: | Stage: |
|---------------------------|--------|--------|------------|--------|
| Edwards Well Usage AC/FT: | 77.21  | 116.83 | 485.57     | 0      |
| Trinity Well Usage AC/FT: | 41.52  | 430.99 | N/A        | 0      |

### Water Quality

| Backteriological Samples | Due: | Missed: | Passed: | Failed: |
|--------------------------|------|---------|---------|---------|
| Distribution Samples:    | 6    | 0       | 6       | 0       |
| Raw Water Samples:       | 4    | 0       | 4       | 0       |
| Chlorine Residual Test:  | 31   | 0       | 31      | 0       |
|                          |      |         |         |         |

## 2020 – 2021 Pumping Report



|                         | Total Pumped<br>(Thousands) | Total Sold<br>(Thousands) | Total Unsold<br>(Thousands) | Unaccountable<br>Unsold<br>(Thousands) | Unaccountable<br>Unsold % |
|-------------------------|-----------------------------|---------------------------|-----------------------------|----------------------------------------|---------------------------|
| Aug '20                 | 48,799                      | 46,446                    | 2,333                       | 2,286                                  | 4.7%                      |
| Sept '20                | 32,959                      | 29,855                    | 3,104                       | 3,057                                  | 9.3%                      |
| Oct '20                 | 39,216                      | 35,752                    | 3,464                       | 3,418                                  | 8.7%                      |
| Nov '20                 | 37,299                      | 33,440                    | 3,860                       | 3,821                                  | 10.2%                     |
| Dec '20                 | 23,077                      | 20,270                    | 2,807                       | 2,736                                  | 11.9%                     |
| Jan '21                 | 20,655                      | Insufficient              | Data                        | -                                      |                           |
| Feb '21                 | 23,123                      | 20,390                    | 2,733                       | 2,696                                  | 11.7%                     |
| Mar '21                 | 20,744                      | 18,627                    | 2,117                       | 2,030                                  | 9.8%                      |
| April '21               | 34,076                      | 31,287                    | 2,789                       | 2,728                                  | 8.0%                      |
| May '21                 | 21,642                      | 19,080                    | 2,562                       | 2,391                                  | 11.0%                     |
| June '21                | 27,531                      | 25,505                    | 2,026                       | 1,684                                  | 6.1%                      |
| July '21                | 25,895                      | 22,262                    | 3,633                       | 1,883                                  | 7.3%                      |
| Aug '21                 | 36,036                      | 34,630                    | 1,406                       | 1,236                                  | 3.4%                      |
| Yearly Average          | 29,585                      | 27,538                    | 2,857                       | 2,612                                  | 8.5%                      |
| Yearly national average |                             |                           |                             |                                        | 16%                       |
|                         |                             |                           |                             |                                        |                           |

## Water Department Monthly Activities:

|                      |      |                              |     |
|----------------------|------|------------------------------|-----|
| New Installed Meters | 0    | Work Orders                  | 232 |
| Meter Replacements   | 0    | Locates                      | 49  |
| City Owned Leaks     | 2    | Irrigations Permits Issued   | 2   |
| Meters Read          | 1685 | Total Rebates                | 0   |
| Meter Tests          | 0    | Active Leak info code alerts | 97  |

\*Active Leak Info Code Alerts – The firmware on the meter is measuring the flow rate through the meter and will only be triggered if water is flowing continuously above the configurable parameter of the meter’s max-flow rate threshold for 24 hours. The city has set a standard max-flow rate of .1% and is notified of any triggered alert.

## Leak Adjustments

|              |   |                      |  |          |   |                 |     |        |   |                          |   |
|--------------|---|----------------------|--|----------|---|-----------------|-----|--------|---|--------------------------|---|
| New Requests | 1 | Waiting for Customer |  | Approved | 0 | Amount Approved | \$0 | Denied | 0 | Sent to Water Commission | 1 |
|--------------|---|----------------------|--|----------|---|-----------------|-----|--------|---|--------------------------|---|

## Projects & Announcements:

| Project                 | Status Update               | Estimated Completion                                | Issues/Required Actions |
|-------------------------|-----------------------------|-----------------------------------------------------|-------------------------|
| Whispering Oaks Project | Reviewing project As-Builts | 99% Complete                                        |                         |
| 2252 Wastewater Project | Ongoing                     | Contractor has installed 85% of the Wastewater Main |                         |
| 2252 TxDOT Water Line   | Ongoing                     |                                                     | Working on Funding      |

## COVID-19 Pandemic

The Water Department is continuing to be vigilant to keep our staff and infrastructure safe from the spread of the Coronavirus. We are still cleaning facilities, vehicles, and equipment daily to ensure our staff and water system stay safe.



Garden Ridge Library

Volume IV, Issue 11

September 1, 2021

# Monthly Library Update

By Linda Crosland, Library Director

**For leisure, for learning, for life!**

## Upcoming Activities for September

### Children's Activities

**Tuesdays**, Lego Robotics @ 3:15 PM

**Wednesdays**, Regular Legos Building @ 3:15 PM

**Thursdays**, Coding Club @ 3:15 PM

**Fridays**, Preschool Storytime, 10:30 am with  
**Stay & Play** immediately following

### Adults' Activities

**Tuesdays**, Northside Knitters, 10:00 am

**Wednesdays & Fridays**, Virtual Matter of Balance Class, 2:00-3:30 pm

**Thursdays**, Adult Coloring, 1:00 pm

**3rd Tuesdays**, Regular Card-making, 1:00 pm

### Lunch-n-Learn

Beginning the Master Gardeners Classes, usually held on the 2nd Wednesday of each month

September 8, @ 12 Noon, "Water Conservation & Rainwater Harvesting."

We had a good meeting about Trunk or Treat. It should be bigger and better than last year.

**Training:** "How to Upgrade your Library's Tech Equipment."

## Department Statistics for August

|                                   |       |
|-----------------------------------|-------|
| Visits to the Library             | 1,110 |
| Items Checked Out                 | 2,898 |
| New Patrons Added                 | 23    |
| New Items Added to the Collection | 28    |
| Volunteer Hours                   | 101   |

### Activity Statistics

|                                                                  |     |
|------------------------------------------------------------------|-----|
| Children's Preschool Storytime                                   | 94  |
| Children's Lego Robotics, Coding, &<br>Regular Legos (on hiatus) | 0   |
| End of Summer Reading Send-off                                   | 18  |
| Adult Classes,                                                   | 64  |
| <b>Special</b> : "Mommy & Me Tea Party"                          | 34  |
| "Stuffed Animal Sleepover & Pickup"                              | 124 |

**Activity Totals** **334**

\*\*\*\*\*

**We had a good meeting about Trunk or Treat. It should be bigger and better than last year.**

**"In the case of good books, the point is not to see how many of them you can get through, but rather how many can get through to you." - Mortimer J. Adler**





## memorandum

**To:** Garden Ridge City Council  
**From:** Trihydro Corporation  
**cc:** Ms. Nancy Cain, City Administrator, City of Garden Ridge  
**Date:** August 24, 2021  
**Re:** Engineering Report for September 2021 Council Meeting

---

### 1. FM 2252 TxDOT Project

- Trihydro prepared documents required for a funding application for the TxDOT FM 2252 Water Line Relocation Project. Funding will be provided by the State Infrastructure Bank (SIB). The requested interest rate is 1% for 15 years. The loan amount is \$620,000.
- Trihydro has a task order in place to begin the design efforts.
- Once the loan is approved, Trihydro will complete the design/bid documents for proposed water line relocation, finalize project budget, solicit construction bids, and finalize TxDOT approval.

### 2. FM 2252 Wastewater Project

- Quo Mex has installed the force main and a pre-final walk-through was performed. The tank site is currently being set-up.
- Trihydro is in the process of preparing the City's Sewer Ordinance.

### 3. Land Development Projects

- Pensionmark Office Center: The master development plan has been approved by the City Engineer and Planning and Zoning.
- QuikTrip: The master development plan is currently being reviewed by the City Engineer.

**Print**

**City Commission Volunteer Interest Form - Submission #2891**

---

**Date Submitted: 7/24/2021**



**City of Garden Ridge**

*"A way of life, not just a place to live"*

## City Commission Volunteer Interest Form

**First Name\***

Roy

**Last Name**

Leatherberry

**Address\***

20711 FM 3009, Garden Ridge, Texas 78266-2320

**Phone Number**

210 314-2509

**Email Address**

[REDACTED]

**Date of Birth\***

[REDACTED]

### Voter Unique Identifier (VUID)

#### Qualifications from Ordinance No. 210\*

Please check all the boxes that apply to you.

- ☒ A registered voter in Garden Ridge, TX
- ☒ Has resided in the City for at least six (6) months
- ☒ Has not been convicted of a felony
- ☒ Has not been found mentally incompetent by a final judgment of a court

### Occupation

United States ARMY (Colonel) (retired)

#### Please check which of the following Commission you have a desire to serve on:

- |                                                                    |                                                                  |
|--------------------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Planning and Zoning Commission | <input type="checkbox"/> Wildlife Management Advisory Commission |
| <input type="checkbox"/> Quarry Commission                         | <input type="checkbox"/> Any City Commission                     |
| <input type="checkbox"/> Water Commission                          |                                                                  |

### Tell us why you desire to serve on a City Commission.

We moved to Garden Ridge eight years ago, not knowing much about the community. Since then we have discovered that Garden Ridge is real gem, not only in Texas, but in the United States. I believe members of this community should work to preserve what others have established. I believe my best contribution would be to serve on the Planning and Zoning Commission.

### List any Boards, Commissions or Committees you have previously served on in Garden Ridge or other entities.

None

### Please attach your resume or a bio.\*

biograph..doc

### Date

7/24/2021

**A resume or a bio is required to be submitted with Volunteer Interest Form.**

BIOGRAPHICAL SKETCH

NAME: COLONEL (RET) ROY J LEATHERBERRY III

DATE OF RANK: 1 October 1990

DATE OF BIRTH: [REDACTED]

LAST ASSIGNMENT: Inspector General  
Walter Reed Army Medical Center  
Washington, DC 20307-5000

SOURCE OF COMMISSION: ROTC, Ouachita University, Arkadelphia,  
Arkansas (Distinguished Military  
Graduate)

CIVILIAN EDUCATION: Ouachita University, Bachelor of Science,  
Chemistry  
University of Oklahoma, Master of Public  
Administration

MILITARY EDUCATION: Parachute Qualification Course  
AMEDD Officers Orientation Course  
Rotary Wing Flight School  
Jungle Survival School  
AMEDD Officers Advance Course  
Essential Medicine for AMEDD Aviators  
Crash Survival Investigation Course  
Fixed Wing Qualification Course  
American Salesmanship Course  
Armed Forces Staff College  
Personnel Management for Executives  
Senior Officer Preventive Logistics  
Course  
Multiple Discipline Pre-Command Course  
Air Assault School  
U.S. Army Inspector General Course

MAJOR AWARDS: Legion of Merit  
Distinguished Flying Cross  
Bronze Star  
Meritorious Service Medal (5 awards)  
Army Commendation Medal (3 awards)  
Air Medal ("V" Device & 19 awards)  
Army Achievement Medal  
Vietnamese Cross of Gallantry w\Silver  
Star  
Combat Medical Badge  
Master Aviator Badge  
Parachute Qualification Badge  
Air Assault Badge  
Order of Military Medical Merit

SECURITY CLEARANCE: Top Secret (SCI)

ASSIGNMENTS:

August 92 - June 94

The Inspector General  
Walter Reed Army Medical Center  
Walter Reed Army Institute of Research  
The Army Medical Board  
The Armed Forces Institute of Pathology  
Washington, DC

April 90 - August 92

Chief, Concepts Division  
Directorate of Combat and Doctrine  
Development  
U.S. Army Medical Department Center and  
School  
Fort Sam Houston, Texas

April 88 - April 90

Chief, Concepts Branch  
Directorate of Combat Developments  
Academy of Health Sciences  
Fort Sam Houston, Texas

June 87 - April 88

Plans Officer, Concepts Branch  
Directorate of Combat Developments  
Academy of Health Sciences  
Fort Sam Houston, Texas

June 85 - June 87

Commander  
2nd Forward Support Battalion  
3rd Armored Division  
Gelnhausen, FRG

July 82 - June 85

Adjutant  
Frankfurt Army Medical Center  
Frankfurt, FRG

October 80 - July 82

Commander  
498th Medical Company (Air Ambulance)  
Fort Benning, Georgia

July 77 - January 80

AMEDD Personnel Counselor (Physician  
Recruiter)  
Army Medical Department Personnel Support  
Activity

Washington, DC with duty in Raleigh, NC

July 75 - July 77

Executive Officer\Operations Officer  
Fort Sam Houston Flight Detachment  
Randolph Air Force Base, Texas

November 74 - July 75

Operations Officer  
Health Services Command Flight Detachment  
San Antonio International Airport, Texas

July 73 - July 74

S-1 (Personnel Officer)  
55th Medical Group  
Fort Bragg, NC

March 72 - July 73

Commander  
57th Medical Detachment (Air Ambulance)  
Fort Bragg, NC

June 70 - June 71

Commander  
B Company, 1st Battalion  
Medical Training Center  
Fort Sam Houston, Texas

April 69 - April 70

Operations Officer\Executive Officer  
Air Ambulance Platoon  
326 Medical Battalion  
101st Airborne Division  
Republic of Vietnam

November 68 - April 69

Maintenance Officer  
507th Medical Company (Air Ambulance)  
Fort Sam Houston, Texas

November 67 - April 68

Ambulance Platoon Leader  
307th Medical Battalion  
82nd Airborne Division  
Fort Bragg, NC

MARITAL STATUS:

Married

WIFE'S NAME:

Rose Gail



# PLANNING AND ZONING COMMISSION TERMS OF OFFICE

| Name                                                     | Place | Appointment & Expiration              | Appointment & Expiration         | Appointment & Expiration         | Appointment & Expiration | Appointment & Expiration |
|----------------------------------------------------------|-------|---------------------------------------|----------------------------------|----------------------------------|--------------------------|--------------------------|
| Dr. Jim Miller<br>(Appointed Chair<br>June 2018-current) | 1     | March 2016<br>September 2017          | September 2017<br>September 2019 | September 2019<br>September 2021 |                          |                          |
| Karen Diaz<br>(Appointed Vice-Chair<br>May 2019-current) | 2     | October 2017<br>September 2018<br>(P) | September 2018<br>September 2020 | October 2020<br>September 2022   |                          |                          |
| Kerim Jacaman                                            | 3     | July 2019<br>September 2020           | October 2020<br>September 2022   |                                  |                          |                          |
| Todd Hill                                                | 4     | June 2021<br>September 2021<br>(P)    |                                  |                                  |                          |                          |
| Jesse Deaver                                             | 5     | July 2021<br>September 2021<br>(P)    |                                  |                                  |                          |                          |
|                                                          | 6     | September 2021<br>September 2023      |                                  |                                  |                          |                          |
| Art Porter                                               | 7     | November 2020<br>September 2022       |                                  |                                  |                          |                          |

**(P)**= Partial term of less than ½ the term remaining



June 22, 2021

Nancy Cain  
City Administrator  
City of Garden Ridge  
9400 Municipal Pkwy,  
Garden Ridge, TX 78266

**RE: Pensionmark Office Center  
Master Development Plan**

Dear Ms. Cain:

This letter is to present our plans for the Pensionmark Office Center approximately 440 feet southwest of the intersection of Nacogdoches Road (FM 2252) and Nacogdoches Loop (Old Nacogdoches Road). This property will be developed in phases as a professional office center. Phase one will contain one (1) building totaling approximately 11,500 SF with associated parking and a detention pond. Phase 2 will contain three (3) buildings totaling 21,200 SF with associated parking.

The property's current zoning is Neighborhood Service (B-1). Office and zoning would include clinics, banking offices, and professional parks. This development will be a step towards improving the area along FM 2252 that is currently vacant and unplatted land.

It is our understanding that TXDOT is expanding the infrastructure along FM 2252. The site will be designed to accommodate future TXDOT plans. This site will also tie into the existing 12" line along FM 2252 for water service. For sewer service, the site will utilize a system of grinder pumps and lift stations and tie into the new sewer line recently constructed along Nacogdoches Loop.

In existing conditions, the property slopes from northwest to southeast. The planned detention pond will be along the eastern property to take advantage of the natural slope. The additional surface runoff will continue as in existing condition into Nacogdoches Loop.

Please accept this letter for the Pensionmark Office Center Master Development Plan. If you should have any questions or need additional information, please do not hesitate to give me a call at (210) 581-1111.

Regards,

A handwritten signature in black ink, appearing to read 'Steve Lin', written over a horizontal line.

**Steve Lin, PE**  
Senior Project Manager

Enclosed (1): 1. Master Development Plan







Area Map

NOT TO SCALE



















# WATER COMMISSION TERMS OF OFFICE

---

| Name                                                                | Place | Appointment & Expiration        | Appointment & Expiration       | Appointment & Expiration       | Appointment & Expiration | Appointment & Expiration |
|---------------------------------------------------------------------|-------|---------------------------------|--------------------------------|--------------------------------|--------------------------|--------------------------|
| Brenda Reynolds                                                     | 1     | August 2021<br>September 2022   |                                |                                |                          |                          |
| Dr. Richard Carmichael                                              | 2     | December 2019<br>September 2021 |                                |                                |                          |                          |
| Don Stone                                                           | 3     | April 2021<br>September 2022    |                                |                                |                          |                          |
| Joseph Haltaman                                                     | 4     | June 2019<br>September 2020     | October 2020<br>September 2022 |                                |                          |                          |
| James Mueller<br>(Appointed Chair<br>April 2021-current)            | 5     | October 2019<br>September 2021  |                                |                                |                          |                          |
| Keven Harshbarger<br>(Appointed Vice-Chair<br>October 2019-current) | 6     | October 2015<br>September 2017  | October 2017<br>September 2019 | October 2019<br>September 2021 |                          |                          |

**(P)= Partial term of less than ½ the term remaining**

# WILDLIFE MANAGEMENT ADVISORY COMMISSION TERMS OF OFFICE

| Name                                                           | Place | Appointment & Expiration     | Appointment & Expiration | Appointment & Expiration | Appointment & Expiration |
|----------------------------------------------------------------|-------|------------------------------|--------------------------|--------------------------|--------------------------|
| David Krawczynski<br>(Appointed Chair<br>October 2019-current) | 1     | May 2017<br>Sept 2019        | Oct 2019<br>Sept 2021    |                          |                          |
| Dean Lemmers                                                   | 2     | Feb 2021<br>Sept 2021<br>(P) |                          |                          |                          |
| Ken Kneupper<br>(Appointed Vice-Chair<br>October 2019-current) | 3     | May 2017<br>Sept 2019        | Oct 2019<br>Sept 2021    |                          |                          |
| Dr. Denise<br>Miner-Williams                                   | 4     | Nov 2019<br>Sept 2020 (P)    | Oct 2020<br>Sept 2022    |                          |                          |
| Paul Sullivan                                                  | 5     | May 2017<br>Sept 2019        | Oct 2019<br>Sept 2021    |                          |                          |
| Troy Bippert                                                   | 6     | May 2017<br>Sept 2018 (P)    | Oct 2018<br>Sept 2020    | Oct 2020<br>Sept 2022    |                          |
| Shannon Drichta                                                | 7     | Sept 2019<br>Sept 2020 (P)   | Oct 2020<br>Sept 2022    |                          |                          |

**(P)**= Partial term of less than ½ the term remaining



### 2021 Tax Rate Proposal

| Tax Year                                                                                                    | Adjusted Taxable Value | M&O Rate | Debt Rate | Total Tax Rate | Tax Revenue | General Fund Revenue | Required Actions                                  | Average Home Value (AHV) | Taxes Paid on Average Home Value |
|-------------------------------------------------------------------------------------------------------------|------------------------|----------|-----------|----------------|-------------|----------------------|---------------------------------------------------|--------------------------|----------------------------------|
| 2020                                                                                                        | \$769,336,638          | 0.226559 | 0.094547  | 0.321106       | \$2,470,386 | \$1,743,001          |                                                   | \$495,757                | \$1,591.90                       |
| 2021                                                                                                        |                        |          |           |                |             |                      |                                                   |                          |                                  |
|                                                                                                             |                        |          |           |                |             |                      |                                                   |                          |                                  |
| No New Revenue Rate                                                                                         | \$825,227,347          | 0.210471 | 0.085652  | 0.296123       | \$2,443,688 | \$1,736,864          | No Public Hearing                                 | \$535,638                | \$1,586.14                       |
| Voter Approval Rate<br>(No New Revenue + 3.5%)                                                              | \$825,227,347          | 0.219311 | 0.085652  | 0.304963       | \$2,516,638 | \$1,809,814          | Public Hearing                                    | \$535,638                | \$1,633.49                       |
| Unused Increment Rate of \$0.000186<br>(Voter Approval Rate + 2020 unused increment of Voter Approval Rate) | \$825,227,347          | 0.219497 | 0.085652  | 0.305149       | \$2,518,173 | \$1,811,349          | Public Hearing                                    | \$535,638                | \$1,634.49                       |
| De minimus Rate                                                                                             | \$825,227,347          | 0.271461 | 0.085652  | 0.357113       | \$2,946,994 | \$2,240,170          | Public Hearing & Subject to Petition for Election | \$535,638                | \$1,912.83                       |
| 2021 Tax Rate Proposed                                                                                      |                        |          |           |                |             |                      |                                                   |                          |                                  |
| Voter Approval Rate + Unused Increment Rate of \$0.000186                                                   | \$825,227,347          | 0.219497 | 0.085652  | 0.305149       | \$2,518,173 | \$1,811,349          | Public Hearing                                    | \$535,638                | \$1,634.49                       |

\$28,221,275 Taxable Value remains under protest (included in Adjusted Taxable Value)

\$14,166,066 New Value (not included in Adjusted Taxable Value) = \$31,094 additional General Fund revenue at proposed M&O rate of \$0.219497

If property remained at 2020 Average Home Value of \$495,757 taxes paid at 2021 Proposed Tax Rate of \$0.305149 would be \$1,512.79



# City of Garden Ridge

*"A way of life, not just a place to live"*

## NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.305149 per \$100 valuation has been proposed by the governing body of CITY OF GARDEN RIDGE.

PROPOSED TAX RATE \$0.305149 per \$100  
NO-NEW-REVENUE TAX RATE \$0.296123 per \$100  
VOTER-APPROVAL TAX RATE \$0.305149 per \$100

The no-new-revenue tax rate is the tax rate for the 2021 tax year that will raise the same amount of property tax revenue for CITY OF GARDEN RIDGE from the same properties in both the 2020 tax year and the 2021 tax year.

The voter-approval rate is the highest tax rate that CITY OF GARDEN RIDGE may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that CITY OF GARDEN RIDGE is proposing to increase property taxes for the 2021 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 1, 2021, at 6:00 PM in the City Council Chambers at Garden Ridge City Hall located at 9400 Municipal Parkway, Garden Ridge, Texas 78266.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, CITY OF GARDEN RIDGE is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City of Garden Ridge at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE TAX RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

Property tax amount = ( tax rate ) x ( taxable value of your property ) / 100

*(List names of all members of the governing body below, showing how each voted on the proposal to consider the tax increase or, if one or more were absent, indicating absences.)*

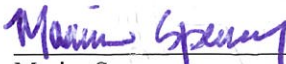
FOR the proposal: Councilmember John McCaw; Councilmember Lisa Swint; Councilmember Jesse Valdez;  
Councilmember Todd Arvidson and Councilmember Kay Bower  
AGAINST the proposal:  
PRESENT and not voting: Mayor Robb Erickson  
ABSENT:

The 86<sup>th</sup> Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state. The following table compares the taxes imposed on the average residence homestead by CITY OF GARDEN RIDGE last year to the proposed taxes to be imposed on the average homestead by CITY OF GARDEN RIDGE this year.

|                                            | 2020        | 2021        | Change         |
|--------------------------------------------|-------------|-------------|----------------|
| <b>Total tax rate (per \$100 of value)</b> | \$0.321106  | \$0.305149  | 4.96% decrease |
| <b>Average homestead taxable value</b>     | \$495,664   | \$536,114   | 8.16% increase |
| <b>Tax on average homestead</b>            | \$1,592     | \$1,636     | 2.76% increase |
| <b>Total tax levy on all properties</b>    | \$2,435,630 | \$2,561,401 | 5.16% increase |

For assistance with tax calculations, please contact the tax assessor for CITY OF GARDEN RIDGE at 210-651-6632 or [administrator@ci.garden-ridge.tx.us](mailto:administrator@ci.garden-ridge.tx.us), or visit [www.ci.garden-ridge.tx.us](http://www.ci.garden-ridge.tx.us).

This is to certify that I, Marisa Spencer, posted this Notice at 6:00 p.m. on August 16, 2021, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

  
Marisa Spencer  
City Secretary

9400 Municipal Parkway \* Garden Ridge, Texas 78266-2600  
Phone (210) 651-6632 \* Fax (210) 651-9638 \* [www.ci.garden-ridge.tx.us](http://www.ci.garden-ridge.tx.us)

**ORDINANCE NO. 230-092021**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, ADOPTING A TAX RATE OF \$0.305149 PER ONE HUNDRED DOLLARS (\$100.00) CONSISTING OF THE APPROVED MAINTENANCE AND OPERATION RATE AND DEBT SERVICE RATE OF ASSESSED VALUATION FOR THE CITY OF GARDEN RIDGE TO BE EFFECTIVE FOR THE 2021 TAX YEAR (FISCAL YEAR 2022).**

**WHEREAS**, the City Council of the City of Garden Ridge, Texas, has duly approved a General Fund Budget for maintenance and operation for Fiscal Year 2022 and an Interest and Sinking Fund Budget for Fiscal Year 2022 beginning October 1, 2021 and ending September 30, 2022.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, THAT:**

**SECTION 1. ADOPTION OF TAX RATE.**

The City Council of the City of Garden Ridge, Texas, does hereby adopt the tax rate of \$0.305149 per one hundred dollars (\$100.00) of assessed valuation for the 2021 tax year with said rate being composed of the following elements:

1. A tax rate of \$0.219497 per one hundred dollars (\$100.00) of assessed valuation for the General Fund maintenance and operations:

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

and

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4.288 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$9.03.**

2. A tax rate of \$0.085652 per one hundred dollars (\$100.00) of assessed valuation for the retirement of debt service through the Interest and Sinking Fund.

**SECTION 2. CUMULATIVE AND SAVINGS.**

All ordinances or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters herein.



**SECTION 3. SEVERABILITY.**

If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Ordinance would have been enacted without such invalid provision.

**SECTION 4. EFFECTIVE DATE.**

This Ordinance shall be in force and effect from and after its final passage, and any publication required by law.

**PASSED, APPROVED, AND ADOPTED ON** this 1st day of September, 2021.

---

Robb Erickson  
Mayor

ATTEST:

---

Marisa Spencer  
City Secretary

# COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE  
NEW BRAUNFELS, TEXAS 78130

RUFINO H. LOZANO, RPA-RTA-CCA  
CHIEF APPRAISER

July 15, 2021

Ms. Nancy Cain  
City of Garden Ridge  
9400 Municipal Parkway  
Garden Ridge, TX 78266

REF: Board of Directors Election

It is time to begin the Board of Directors election process for the 2022-2023 term. Each voting entity may nominate candidates for each position by resolution as stated in the tax code quoted below:

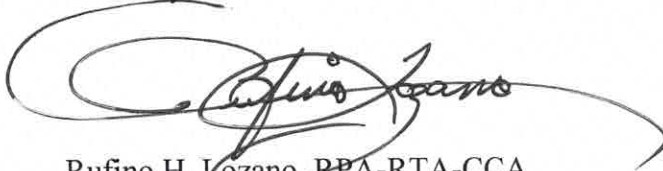
Section 6.03(g) of the Texas Property Tax Code states *"Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15."*

Each candidate must be eligible to serve as stated in the tax code quoted below:

Regarding eligibility, Section 6.03(a) states *"To be eligible to serve on the board of directors, an individual other than a county assessor-collector serving as a nonvoting director must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district."*

For your convenience we have attached a list of the current Board of Directors and whether or not the member is willing to serve again. Please submit the names of your nominees to this office no later than October 15, 2021 so they may be placed on the official ballot.

Sincerely,



Rufino H. Lozano, RPA-RTA-CCA  
Chief Appraiser

# COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE  
NEW BRAUNFELS, TEXAS 78130

RUFINO H. LOZANO, RPA-RTA-CCA  
CHIEF APPRAISER

## COMAL APPRAISAL DISTRICT BOARD OF DIRECTORS 2022-2023 TERM

| <b>POSITION</b> | <b>MEMBER</b> | <b>NOMINATING<br/>ENTITY<br/>2020-2021 YEAR</b> | <b>WILLING TO<br/>SERVE<br/>2022-2023</b> |
|-----------------|---------------|-------------------------------------------------|-------------------------------------------|
| Chairman        | Dan Krueger   | Comal ISD<br>City of Schertz<br>Boerne ISD      | No                                        |
| Vice Chairman   | Wade Cleary   | Comal ISD<br>Boerne ISD                         | No                                        |
| Secretary       | Nancy Pappas  | Comal ISD,<br>Boerne ISD                        | Yes                                       |
| Member          | John Kunz     | Comal ISD<br>Boerne ISD                         | Yes                                       |
| Member          | John Tyler    | Comal County<br>CISD<br>Boerne ISD              | Yes                                       |





July 30, 2021

CenterPoint Energy  
1111 Louisiana Street  
Houston, TX 77002-5231  
P.O. Box 2628  
Houston, TX 77252-2628

Mayor and City Council  
City of Garden Ridge  
Garden Ridge, Texas

**Delivered by Certified Mail**

RE: Customer Rate Relief and Regulatory Asset Determination Filing

Dear Madam or Sir:

On July 30, 2021, CenterPoint Energy Resources Corp. ("CERC") d/b/a CenterPoint Energy Entex, CenterPoint Energy Arkla, and CenterPoint Energy Texas Gas ("CenterPoint" or the "Company"), on behalf of its Texas local distribution systems, filed an Application for Customer Rate Relief and Related Regulatory Asset Determination ("Application") with the Railroad Commission of Texas ("Commission"). The Application was filed pursuant to the Commission's exclusive authority to provide customer rate relief based on provisions under H.B. 1520, Texas Utilities Code, Chapter 104, Subchapter I, and the Commission Notice to Gas Utilities issued on June 17, 2021.

CenterPoint's Application seeks a determination as to the reasonableness and necessity of the Company's extraordinary costs incurred to provide service during Winter Storm Uri, which occurred in February 2021. The Application also requests a Commission determination to utilize securitization financing to recover the extraordinary costs. The use of securitization financing is expected to provide the most cost effective and affordable method of recovering these costs and will thereby provide customers with rate relief. CenterPoint is also requesting that the Commission establish a financing order proceeding and, if securitization financing is not approved, to authorize recovery of the extraordinary costs through the Company's approved gas cost recovery tariffs over a three-year period.

The extraordinary costs that CenterPoint seeks to recover include gas procurement costs incurred during Winter Storm Uri; carrying costs, financing and other costs incurred to secure and pay for natural gas volumes purchased during the storm; and the Company's extraordinary legal and consulting expenses relating to that event and this proceeding. Other extraordinary costs associated with Winter Storm Uri have been recorded in a separate regulatory asset and CenterPoint will seek review of these costs for reasonableness in a subsequent rate proceeding, as applicable.

Recovery of the extraordinary costs CenterPoint incurred to provide service during Winter Storm Uri will affect all rate-regulated sales customers the Company serves in Texas. If securitization financing is approved, it is expected that customer bills will begin to reflect the recovery of Winter Storm Uri costs upon the issuance of customer rate relief bonds. In the absence of securitization financing, gas procurement expenses are passed through to customers through the

City of Garden Ridge

July 30, 2021

Page 2

Company's Purchased Gas Adjustment ("PGA") Rate Tariff. A draft copy of the notice that customers in the City of Garden Ridge will receive regarding the filing is enclosed.

No action is required of the City of Garden Ridge. However, persons with specific questions or desiring additional information about this filing may contact Mike Maxwell at 830-643-6914. Complete copies of the Application for Customer Rate Relief and Related Regulatory Asset Determination are available for inspection at the Company's offices located at 1111 Louisiana, Houston, Texas 77002 and on our website at [CenterPointEnergy.com/txcustomerraterelief](http://CenterPointEnergy.com/txcustomerraterelief). In addition, any affected customer may file in writing comments or a protest concerning the application with the Docket Services Section of the Office of the Hearings Division, Railroad Commission of Texas, P.O. Box 12967, Austin, Texas 78711-2967, at any time within 60 days following the receipt of the notice. Please reference Case No. 00007064.

Sincerely,

A handwritten signature in black ink, appearing to read "Keith L. Wall". The signature is fluid and cursive, with the first name "Keith" and last name "Wall" clearly distinguishable.

Keith L. Wall  
Director of Regulatory Affairs

Attachments

cc: Mr. Mark Evarts  
Mr. Tal Centers  
Mr. Patrick Peters III



## **NOTICE OF CUSTOMER RATE RELIEF AND RELATED REGULATORY ASSET DETERMINATION APPLICATION**

On July 30, 2021, CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Entex, CenterPoint Energy Arkla and CenterPoint Energy Texas Gas ("CenterPoint" or the "Company") on behalf of its Texas local distribution systems filed an Application for Customer Rate Relief and Related Regulatory Asset Determination ("Application") with the Railroad Commission of Texas ("Commission"). The Application was filed pursuant to the Commission's authority to provide customer rate relief based on provisions under H.B. 1520, Texas Utilities Code, Chapter 104, Subchapter I, and the Commission Notice to Gas Utilities issued on June 17, 2021.

CenterPoint's Application seeks a determination as to the reasonableness and necessity of the Company's extraordinary costs incurred to provide service during Winter Storm Uri, which occurred in February 2021. The Application also requests a Commission determination to utilize securitization financing to recover the extraordinary costs it incurred to provide service during Winter Storm Uri. The use of securitization financing is expected to provide the most cost effective and affordable method of recovering these costs and will thereby provide customers with rate relief. The Company is also requesting that the Commission establish a financing order proceeding and, if securitization financing is not approved, to authorize recovery of the extraordinary costs through the Company's approved gas cost recovery tariffs over a three-year period.

The extraordinary costs CenterPoint seeks to recover include gas procurement costs incurred during Winter Storm Uri; carrying costs, financing and other costs incurred to secure and pay for natural gas volumes purchased during the storm; and the Company's extraordinary legal and consulting expenses relating to that event and this proceeding. Other extraordinary costs associated with Winter Storm Uri have been recorded in a separate regulatory asset and the Company will seek review of these costs for reasonableness in a subsequent rate proceeding, as applicable.

*Continued ...*



Recovery of the extraordinary costs CenterPoint incurred to provide service during Winter Storm Uri will affect all rate-regulated customers the Company serves in Texas. If securitization financing is approved, it is expected that customer bills will begin to reflect the recovery of Winter Storm Uri costs upon the issuance of customer rate relief bonds, which, if approved, are expected to be issued in September 2022. In the absence of securitization financing, gas procurement expenses are passed through to customers through the Company's South Texas Division's Rate Schedule No. PGA-16. The estimated monthly impact to gas costs for the average residential customer if the Winter Storm Uri extraordinary costs were recovered pursuant to the Company's South Texas Division's currently approved Rate Schedule No. PGA-16 is estimated to be \$6.50/Mcf per month, for twelve months. The estimated monthly customer rate relief charge to recover Winter Storm Uri's extraordinary costs pursuant to the securitization process is expected to be less than this amount.

Persons with specific questions or desiring additional information about this filing may contact the Company at 800-427-7142. Complete copies of the Application for Customer Rate Relief and Related Regulatory Asset Determination is available for inspection at the Company's offices located at 1111 Louisiana, Houston, Texas 77002 and on our website at [CenterPointEnergy.com/txcustomerraterelief](http://CenterPointEnergy.com/txcustomerraterelief). In addition, any affected person may file in writing comments or a protest concerning the application with Docket Services Section of the Office of the Hearings Division, Railroad Commission of Texas, P.O. Box 12967, Austin, Texas 78711-2967, at any time within 60 days following the receipt of this notice. Please reference Case No. 00007064.

Las personas con preguntas específicas o que deseen información adicional sobre esta presentación pueden comunicarse con la Compañía al 800-427-7142. Copias completas de la Solicitud de alivio de tarifas para clientes y determinaciones regulatorias de activos relacionados están disponibles para su inspección en las oficinas de la Compañía ubicadas en 1111 Louisiana, Houston, Texas 77002 y en nuestro sitio web en [CenterPointEnergy.com/txcustomerraterelief](http://CenterPointEnergy.com/txcustomerraterelief). Además, cualquier persona afectada puede presentar comentarios por escrito o una protesta con respecto a la solicitud con la Sección de Servicios de Expediente de la Oficina de la División de Audiencias, Comisión de Ferrocarriles de Texas, P.O. Box 12967, Austin, Texas 78711-2967, en cualquier momento durante 60 días, contados a partir de que la notificación sea recibida. Por favor haga referencia al Case No. 00007064.



# City of Garden Ridge

*"A way of life, not just a place to live"*

**To:** City of Garden Ridge Council Members  
**From:** Karen Ford – Finance-HR Director  
**Date:** August 31, 2021

On August 26<sup>th</sup> I sent a memo to Council with copies of recommended policies for both the Quarantine and Mental Health Leave. Since then, the City Attorney's Office developed a generic policy for each of these leaves for all of their clients. I have reworked mine to include some of the items highlighted in the City Attorney's. The attached updated policies have been approved by the Chief of Police, City Administrator and Attorney. Attached are the final policies for your review and approval during the Sep 1<sup>st</sup> council meeting.

**Section 2.9** - The Employee Paid Quarantine Leave Policy is a new policy that has been mandated by the State. This policy is for Peace Officers only, who have had a possible or known exposure to a communicable disease while on duty. The mandated policy is to ensure that the Peace Officers are provided for and maintain employment compensation and benefits while under quarantine or isolation. It specifically negates the City from requiring Peace Officers to use PTO **while** on Quarantine Leave if the employee is exposed while on duty.

**Section 2.10** – Mental Health Leave for Peace Officers is another new policy that has been mandated by the State. This policy allows Peace Officers to use mental health leave after experiencing a traumatic event in the course and scope of employment. H.B. 1359 requires that a policy be made, it is up to the City to develop the details. Our policy allows for a 2-week period of leave per each calendar year. The Chief of Police, at his discretion will determine how long the initial leave will be if there is no medical documentation. If the leave is directed by a medical provider, the Chief of Police will yield to their recommendation. If leave extends past the leave policy an employee would be required to use PTO. Employees who use the mental health leave policy are assured that no reduction will be made to an employee's compensation, benefits, or seniority.

No other changes have been made to the other policies previously sent to Council on August 26, 2021.



# City of Garden Ridge

*"A way of life, not just a place to live"*

**To:** City of Garden Ridge Council Members  
**From:** Karen Ford – Finance-HR Director  
**Date:** August 25, 2021

The attached documents are recommended changes for the City's Personnel Policy Manual. As we continue to work with the policy adopted on March 6, 2019, we find that some policies are lacking in definition and examples, or the current wording does not convey the message as intended. Also, there are several new policies that have been mandated by the State that need to be added to the City's policy. To make the changes easy to identify I have highlighted each in yellow.

**Section 2.9** - The Employee Paid Quarantine Leave Policy is a new policy that has been mandated by the State. This policy is for Peace Officers only, who have had a possible or known exposure to a communicable disease while on duty. The mandated policy is to ensure that the Peace Officers are provided for and maintain employment compensation and benefits while under quarantine or isolation. It specifically negates the City from requiring Peace Officers to use PTO **while** on Quarantine Leave if the employee is exposed while on duty.

**Section 2.10** – Mental Health Leave for Peace Officers is another new policy that has been mandated by the State. This policy allows Peace Officers to use mental health leave after experiencing a traumatic event in the course and scope of employment. H.B. 1359 requires that a policy be made, it is up to the City to develop the details. Our policy allows for a 2-week period of leave per each calendar year. The Chief of Police, at his discretion will determine how long the initial leave will be if there is no medical documentation. If the leave is directed by a medical provider, the Chief of Police will yield to their recommendation. If leave extends past the leave policy an employee would be required to use PTO. Employees who use the mental health leave policy are assured that no reduction will be made to an employee's compensation, benefits, or seniority.

**Section 4.4.5** – Outside Employment While on Leave. This section covering outside employment was amended to include the new Quarantine and Mental Health Leave policies.

**Section 5.12.4** – Workplace Violence. This policy did not previously mention excessive arguing or belligerent speech that could also be construed as workplace violence.

**Section 7.5** - PTO Donation. This policy has never been used up to this point. With the recent event, employees wished to donate their PTO to a fellow employee and in the process, we realized that we could potentially be faced with an issue if having to wait until the next Council meeting to have the donations approved. Therefore, we request that the donations





# City of Garden Ridge

*"A way of life, not just a place to live"*

actually be approved by the Mayor when needed and an update provided to Council whenever the policy is being used.

The PTO donation policy stipulates that an employee must have a remaining balance of at least 80 hours after a donation. Given the current event, the City has employees that fall outside this requirement but would still like to be able to contribute. We are asking that employees be allowed to donate their annual floating holiday and any City Administrator approved award of hours, such as the Employee Appreciation Certificate.

**Appendix K** – Paid Time off Donation. The PTO donation form has been updated to reflect the allowance of donating an employee's floating holiday or other award of hours received from the City. It has also been updated to show that the donations must be approved by the Mayor.

**Section 9.1.4** – Acts Constituting Corrective Action. During the creation of the Personnel Policy Manual the list of acts was excluded. It became apparent recently when a supervisor needed to site a particular section during corrective action, we were severely limited. We want to make sure the section we site during a corrective action is exceedingly clear.

If you have any questions or need further clarification, please contact me.

- 2.7.2. **Applicability.** This policy applies only to those administrative functions associated with health, dental, vision, prescription drug, and flexible spending account benefits provided by the City. This policy does not apply to the responsibilities of the carriers that provide the City's health, dental, vision, prescription drug, and flexible spending account benefit plans to comply with the Privacy Rule. Further, this policy does not apply to individually identifiable health information that is maintained by the City in its role as an employer. For example, this policy does not apply to information learned during pre-employment or drug testing, in processing Workers' Compensation, or in complying with the Family and Medical Leave Act. As such, the City designates itself as a "hybrid entity" under the provisions of the Privacy Rule, and this policy shall apply only to the health care components previously described.
- 2.7.3. **Safeguards.** The City will maintain reasonable and appropriate administrative, technical, and physical safeguards to protect the privacy of protected health information. These safeguards reasonably prevent the intentional or unintentional use or disclosure of protected health information and limit incidental use and disclosure of protected health information. Human Resources is designated as the City's Privacy and Security Officer and therefore responsible for compliance with the HIPAA rules concerning the health care components.
- 2.7.4. **HIPAA's Effect on other Health Care Information.** Neither HIPAA nor this policy protect individually identifiable health care information required for Life Insurance, Disability Insurance, Workers' Compensation, Family Medical Leave Act (FMLA), Americans with Disabilities Act As Amended (ADAAA), or employment records kept by the City in its capacity as an employer.

## **2.8. FAMILY AND MEDICAL LEAVE ACT**

- 2.8.1. **General.** The City complies with the Family and Medical Leave Act of 1993 (FMLA), which states all cities, as public entities are covered by FMLA regardless of the city's size. However, only Eligible Employees are entitled to FMLA.

Based on the qualifications listed below, none of the City's Employees are currently eligible for FMLA.

- 2.8.2. **Eligible Employees.** An eligible Employee is one who:
- A. Works for a covered employer.
  - B. Has worked for the employer for at least 12 months.
  - C. Has at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave, and
  - D. Works at a location where the employer has at least 50 Employees within 75 miles.

## **2.9. EMPLOYEE PAID QUARANTINE LEAVE POLICY**

- 2.9.1. **General.** The purpose of this policy is to provide for and maintain employment benefits for certain Employees who are ordered to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty. This policy is adopted in accordance with Texas H.B. 2073.



**2.9.2. Applicability.** This policy applies to the following Employees of the City of Garden Ridge:

A. Peace Officer, which means an individual described by Article 2.12 of the Code of Criminal Procedure who is actively employed by the City of Garden Ridge.

**2.9.3. Policy.** Employees in the above positions, who if ordered by the Employee's supervisor or the political subdivision's health authority to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty are eligible for:

A. All employment benefits and compensation, including PTO accrual, pension benefits, and health benefit plan benefits for the duration of the leave.

B. Reimbursement for reasonable cost related to the quarantine, including lodging, medical care, and transportation.

Lodging may not be more than 15 miles outside the City of Garden Ridge, or the Employees last known residential address on file with Human Resources, unless there is a declared emergency or extreme circumstances prevent such proximity and the location is approved by the City Administrator, or where local lodging is not available.

All lodging and meals shall be reimbursed up to the published [www.gsa.gov](http://www.gsa.gov) website hotel and per diem rates for the year in which the quarantine occurs. Request for reimbursement must be made within five (5) days after returning from the leave ordered under this policy. An Employee must provide receipts or proof of payment with the reimbursement request. Expenses the City deems unreasonable or unrelated to the quarantine may be denied.

C. No requirement to use any other paid leave type (PTO, holiday, compensatory time).

Any Employee exposed to a communicable disease while on duty must report such exposure immediately to the supervisor on duty. Failure to immediately report the exposure may be subject to corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action*.

**2.9.4. Workers' Compensation.** Applicable employees on paid quarantine leave must file the exposure to a communicable disease while on duty as a workers compensation claim. Should the employee be approved for and receive workers' compensation benefits, the City's salary payment (i.e., employee wages) will be offset to reflect total eligible/paid compensation.

**2.9.5. Procedure.** If an Employee reports an exposure to a Communicable Disease, the Employee will be sent home to obtain a test. The test shall be taken within the CDC's or Texas Department of State Health Services recommended period for the disease in question. If the Employee refuses to test, this policy shall not apply, and the benefits of this policy are void.

Employees who test positive for the disease must quarantine or isolate (see below) as directed by the local public health official and may be placed in an off-duty status. An Employee, who is in quarantine, should notify Human Resources of any changes to their health status.

A. Quarantine is a period recommended by public health authorities that is intended to minimize person-to-person contact during the incubation period of the specific communicable disease from co-workers and other acquaintances, strangers, and family and friends when possible. Employees who have been ordered to quarantine should restrict movements and avoid contact with others to prevent the possible spread of disease.



B. Isolation is an exclusion from all person-to-person contact except necessary healthcare professional and necessary first responders.

All test results must be provided to the Human Resources Director to qualify for benefits. An Employee who refuses to test or share test results with Human Resources shall reimburse the City for the cost of all benefits paid to them while under quarantine or isolation.

2.9.6. **Outside Employment.** An Employee on paid quarantine leave may not work a second job, including self-employment or participate in volunteer work. To do so would be considered a violation of City policy resulting in immediate corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action.*

2.9.7. **Remote Work.** While pending test results and under quarantine, Employees who are able and have the tools and capability of working remotely based on their job duties, may be asked to do so by the Department Head or City Administrator.

## **2.10. MENTAL HEALTH LEAVE FOR PEACE OFFICERS**

2.10.1. **General.** The purpose of this policy is to allow the use of mental health leave by Peace Officers employed by the City who experience a traumatic event in the scope of their employment. Peace Officers are entitled to mental health leave without a deduction in salary, other compensation, or seniority. This policy is adopted in accordance with Texas H.B. 1359.

2.10.2. **Applicability.** This policy applies to the following Employees of the City of Garden Ridge:

A. Peace Officer, which means an individual described by Article 2.12 of the Code of Criminal Procedure who is actively employed by the City of Garden Ridge.

2.10.3. **Conditions.** Mental Health Leave for licensed Peace Officers is intended to provide full-time Peace Officers who experience a traumatic event that occurs while on duty, time away from work to receive assistance in dealing with the event that was experienced.

The following are examples that may be considered a traumatic event. As these examples will not encompass all traumatic events Peace Officers may potentially encounter, the Police Chief will evaluate requests for leave under this policy to determine if Mental Health Leave is applicable.

A. Officer involved shooting.

B. Violent attack on an officer causing serious bodily injury.

C. Other crimes or scenes which expose the officer to the serious injury/death of any person by means that would cause a reasonable person to suffer mental debilitating stress.

2.10.4. **Policy.** Peace Officer Mental Health Leave provides the Employee with up to 5 calendar days from work, per traumatic event that occurred while on duty, to seek professional treatment for the handling of the traumatic event in which they were involved. Request for additional leave must be substantiated in writing by the Employee's treating medical provider.



The Peace Officer will contact the Chief of Police and request the use of the leave to obtain mental health assistance. The Chief may consult with Human Resources and the City Administrator prior to granting the leave.

Based upon the information provided to the Chief of Police after the event, Mental Health Leave will be granted if ordered by a mental health professional or the Chief of Police/designee.

Mental Health Leave provides that Peace Officers will continue to be eligible for all employment benefits and compensation, including continuing their leave accrual, pension benefits and eligibility for health benefit plan benefits for the duration of the leave.

After being declared fit for duty by the Employee's treating medical provider, and additional time off is needed, an Employee may apply if applicable, for a Leave of Absence or other leave as authorized under the personnel policies. If an Employee chooses to use another leave policy, such policy will be administered based on the most recent Employee Personnel Policy Manual.

If a Peace Officer is off work due to Mental Health Leave and the employee qualifies for family and medical leave, it will run concurrently with the Mental Health Leave.

**2.10.5. Anonymity.** Mental Health Leave hours will be recorded on the timesheet as regular hours, to provide anonymity. The City will keep requests to take mental health leave and any medical information related to mental health leave under this policy confidential to the extent allowed by law; and separate from the Employee's general personnel file. The City cannot guarantee anonymity of information that is otherwise public or necessary to carry out the City's duties under the law.

**2.10.6. Effect on Paid Leave Balances.** While on paid Mental Health Leave, the Peace Officer will not be required to use any other paid leave type (PTO, holiday, or compensatory time).

**2.10.7. Outside Employment.** An employee on Mental Health Leave may not work a second job, including self-employment or participate in volunteer work. To do so would be considered a violation of City policy resulting in immediate corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action.*

**2.10.8. Return to Work.** Following use of Mental Health Leave, the City may require a Peace Officer to undergo a psychological examination, by a professional of the City's choosing, to determine fitness for continued employment, as may be necessary in order for the City to provide a reasonable accommodation and as otherwise permitted in accordance with applicable laws.



- 4.3.5. **Relatives after Employment.** If Employees working in the same department become related after employment, one of the Employees must secure a position in another department within six (6) months of the date the Employees become relatives. If no other position is available within the City, one of the Employees must vacate employment or the Employee hired most recently shall be involuntarily terminated. At no time will the City create a position.

With approval by the City Administrator, Employees in different departments who are related or become related may continue employment, provided the Employees are not in a Supervisor/Subordinate relationship.

#### 4.4. OUTSIDE EMPLOYMENT

- 4.4.1. **General.** Employees may engage in an outside employment activity or enterprise provided it does not constitute a conflict of interest, adversely affect their job performance, or unfavorably reflect upon the City.
- 4.4.2. **Authorization.** Employees may engage in outside employment only with the approval from their Department Head.
- 4.4.3. **Interests of the City.** With the exception of Part-time, Temporary, or Seasonal Employees, the City is the primary employer.
- 4.4.4. **Workers' Compensation Insurance.** The Employee shall not be covered by the City's Workers' Compensation insurance for work performed for another employer.
- 4.4.5. **Outside Employment while on Leave.** Employees on Disability, Workers' Compensation, Administrative Leave, **Quarantine Leave, Mental Health Leave,** Unpaid Leave of Absence, or on modified/light duty may not engage in any outside employment even if previously approved. Any exceptions must be authorized in writing by the City Administrator or their designee.

#### 4.5. PROBATION

- 4.5.1. **Probationary Period.** All new Employees (including rehires) hired to fill a specifically budgeted position must satisfactorily complete a 180-day probationary period. Employees who have been promoted, transferred, or demoted may be required to complete a 180-day probationary period. The purpose of the probationary period is to give the City time to evaluate an Employee's ability and desire to meet acceptable standards of work performance and conduct in a new role. The probationary period allows time for Department Heads to closely observe and evaluate the work of Probationary Employees and to aid and encourage them while adjusting to the position.

Employees have no guarantee of employment either during or after their probationary period. Employees who meet acceptable performance, conduct, attendance, and other standards during probation will be kept as an Employee. Employees who successfully complete probation will be granted regular status and become eligible for progressive discipline and disciplinary appeals.



Sex or gender-based and/or sexually oriented jokes, remarks, gestures, or pictures may be offensive to other Employees and will not be tolerated. Any Employee who engages in such objectionable conduct is subject to corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action*.

5.12.3. **Unlawful Harassment and Discrimination.** Harassment or discrimination as defined by state and federal government against any legally protected group and/or characteristic is strictly prohibited.

This means that demeaning, hostile, or offensive verbal or physical conduct that singles out, denigrates, or shows hostility or aversion toward anyone because of a characteristic defined by state and federal law as protected by the law is prohibited.

Prohibited conduct includes, but is not limited to epithets, slurs, and negative stereotyping, threatening, intimidating or hostile conduct, denigrating jokes and comments, and writings or pictures that single out, denigrate, or show hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes perceived by others as offensive are inappropriate and are strictly prohibited.

This policy also prohibits sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc. Sharing includes, but is not limited to cell phones, computers, laptops, tablets, e-mail, facsimiles, or other electronic devices, social media, and/or the Internet, such as YouTube, Twitter, and Facebook.

5.12.4. **Workplace Violence.** Workplace violence is prohibited. Workplace violence is physically aggressive, violent, or threatening behavior intended to instill fear in another person or persons through intimidation, including verbal or physical threats of any kind or any other conduct that suggests a tendency toward violent behavior. Examples include, but are not limited to:

- A. Excessive arguing, and or belligerent speech that is threatening or intimidating to Employees or customers.
- B. Sabotage or threats of sabotage to City resources or another's property.
- C. Causing physical damage to City facilities or defacing City resources.
- D. Displaying a weapon of any kind in the workplace with the intent to threaten or alarm.

5.12.5. **Bullying.** The City does not condone bullying in the workplace. Bullying often comes in subtle ways and affects the overall workplace climate; therefore, it must be addressed immediately when detected.

The City defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Furthermore, sabotage or undermining an Employee's work performance or opportunity for promotion or advancement will not be tolerated. Such behavior violates this Manual, which clearly states that all Employees will be treated with dignity and respect.

Workplace bullying is intentional behavior that a reasonable person would find hostile, intimidating, and offensive or intended to create an abusive work environment.

In the event a previously terminated Employee is rehired by the City, the Employee will be subject to all conditions of a new Employee, including accrual/use of PTO.

With Council approval, an Employee who is terminating from the City due to a catastrophic or life-altering medical event, and not able to give proper notice, may be paid for any unused PTO not to exceed 208 hours.

PTO cannot be used in lieu of working through an Employee's resignation. PTO cannot be used after notice of resignation has been given without the approval of the City Administrator.

## 7.5. PTO DONATION

The City **Council** may allow Employees to donate PTO for the benefit of another Employee as specified in this policy if the receiving Employee's PTO balance has been exhausted and if circumstances exist to justify such a donation.

Donated PTO will be approved on a case-by-case basis, at the sole and exclusive discretion of the **City Council Mayor**. Donated hours will not transfer until approved by **City Council the Mayor**. Once approved, the donated PTO stays with the receiving Employee and may not be rescinded or returned to the donating Employee. Donated PTO will be paid based on the hourly rate of the person who receives the donated hours, not at the rate of the donating Employee.

To qualify for a donation, the Employee receiving a donation **must** first meet the following criteria:

- A. Exhausted all PTO and compensatory time if any.
- B. Be on an active status with the City.
- C. Have a reasonable probability of returning to work on a full-time status.

To qualify as a donor, the Employee willing to donate PTO **must** first meet the following criteria:

- A. Be on an active work status with the City.
- B. Donated PTO in increments of whole hours.
- C. Have a minimum of 40 **80** hours of PTO remaining after the donation.
- D. Sign a PTO Donation form, irrevocably donating a specified amount of PTO hours to a specific Employee. See *Appendix K* of this Manual or obtain a copy from Human Resources.

***An Employee with fewer than 80 hours of PTO may donate a Floating holiday or any unused, City Administrator approved, award of hours, such as an Employee Appreciation Certificate, in lieu of PTO hours.***



APPENDIX K.  
PAID TIME OFF DONATION

|                            |  |
|----------------------------|--|
| Donor Name:                |  |
| Hours PTO Donated:         |  |
| Other Donated Hours & Type |  |
| Donation To:               |  |

I understand that the decision to donate my Paid Time Off (PTO, Floating Holiday, or other award of hours that I might have received from the City) is voluntary and that state law expressly prohibits me from receiving remuneration or a gift in exchange for donated Paid Time Off. I understand that my balance will be decreased by the number of donated hours stated above, if approved. I understand that my PTO donation will not be accepted if my balance is less than 80 hours (10 days) or if the amount donated will decrease my balance to fewer than 80 hours. I understand in lieu of PTO I may donate other forms of hours I might have without affecting my PTO balance. Other donations may include my Floating Holiday and/or any unused City Administrator approved award of hours, such as an Employee Appreciation Certificate, (award certificate must be attached to this form). Further, I understand that the City may limit the total number of hours that I may donate at its discretion. Finally, I understand that I am not entitled to the return of any hours that I donate even if the Employee who receives the donated hours does not use them.

**PLEASE NOTE:** This is an official leave document authorizing the deduction of your accrued PTO and elimination of other types of hours earned. The Finance Department will adjust your leave to reflect your donation. Donations must be approved by the Mayor prior to the transfer of hours.

\_\_\_\_\_  
Donor's Signature

\_\_\_\_\_  
Date

.....  
**DECISION ON THE DONATION:**

\_\_\_\_\_  
Hours Approved for Donation

\_\_\_\_\_  
1<sup>st</sup> Endorsement - Human Resources

\_\_\_\_\_  
Date

.....  
\_\_\_\_\_  
2<sup>nd</sup> Endorsement – Mayor

\_\_\_\_\_  
Date



**9.1.4. Acts Constituting Corrective Action.** Corrective disciplinary action will be imposed for violations of City or departmental policies and procedures, rules and regulations, either written or verbal. In addition, action may be taken against an Employee for act(s) constituting unsatisfactory behavior or conduct relative to inadequate job performance and fitness for public employment. These acts include, but are not limited to the following:

- A. Insubordination or other disrespectful or unprofessional conduct.
- B. Refusal or failure to perform assigned work after being directed to do so by an immediate supervisor or higher authority.
- C. Absence without leave, including failure to notify a supervisor of PTO, or failure or refusal to report to work after being directed to do so by the Employee's immediate supervisor or higher authority.
- D. Job abandonment, occurring when an Employee is absent from work, without notification, for three (3) consecutive days or longer.
- E. Repeated tardiness or early departure.
- F. Repeated tardiness to meetings or other required work events.
- G. Excessive unscheduled or unapproved time off or absenteeism.
- H. Endangering the safety of other persons through negligent or willful acts.
- I. Intoxication or drug abuse while on duty or while in City uniform or on City property.
- J. The illegal use or possession of any controlled substance, narcotic or drug.
- K. Unauthorized use of public funds or property.
- L. Falsification of documents or records.
- M. Unauthorized use of official information or unauthorized disclosure of confidential information.
- N. Unauthorized or abusive use of official authority.
- O. Inefficiency, incompetence or neglect of duty.
- P. Excessive use of personal technology devices on City time affecting or disrupting work performance.
- Q. Engaging in outside employment that interferes with the performance of duties for the City.
- R. Any action that impairs the performance of others.
- S. Coercion, intimidation, or threats against citizens, supervisors, co-workers, City officials, or others.
- T. Fighting, horseplay, provoking or instigating a fight, or threatening violence.
- U. Sleeping on duty.
- V. Fraudulent timekeeping.
- W. Violation of safety rules or practices.
- X. Positive drug test.



- Y. Theft or inappropriate removal or use of City property or other property not belonging to the Employee.
- Z. Unauthorized use of telephones, technology, or other City-owned equipment.
- AA. Smoking or use of nicotine or e-cigarettes in prohibited areas.
- BB. Sexual or other harassment.
- CC. Refusal to cooperate in an official investigation of a violation of City, State or Federal law, rule, regulation or policy.
- DD. Unsatisfactory performance or conduct.
- EE. Accumulating three (3) or more written warnings during a twelve (12) month period.
- FF. Violation of departmental policy or procedure.
- GG. Violation of any of the provisions of this Personnel Policy Manual.
- HH. Any conduct which is so egregious in nature that it has an adverse effect on the City or on the confidence or trust of the public in City government.
- II. Unlawful discriminatory treatment of others.

- 9.1.5. **Administrative Leave.** When an Employee is suspected of a violation of a City, State, or Federal law, rule, regulation, or policy, they may be placed on administrative leave. Administrative leave may be with or without pay.
- 9.1.6. **Corrective Action Review.** Any corrective action involving time off, reduction in pay, or termination must be approved by the City Administrator.
- 9.1.7. **Record Retention.** The original corrective action documentation must be forwarded to Human Resources to be placed in the Employee's personnel file. Retention of corrective action documentation shall be dictated by State retention laws, after which disposition will be at the discretion of the Employee's Supervisor. Corrective action documentation for sworn law enforcement officers are subject to Texas Commission on Law Enforcement (TCOLE) requirements.
- 9.1.8. **Termination of an Employee.** The City Administrator's approval is required, along with City Council approval, prior to termination of any Employee.

## 9.2. APPEAL PROCESS AND PROCEDURE

- A. Employees, with the exception of new-hire probationary, may appeal any corrective action that results in a loss of pay or benefits. If the results of an investigation support the Employee's complaint, they will be reinstated with full recovery of back pay and benefits, or other action as determined by the City Administrator.
- B. Any other type of corrective action, including but not limited to verbal counseling, written reprimands, changes to job duties or functions, or changes to scheduling or work shifts are not appealable.
- C. Any qualifying appeal must be presented in writing with a copy provided to Human Resources. Untimely filings will not be considered at any step.

# Future Agenda Items

## City Council

### October 6, 2021, Regular Meeting

- |                                                                                                                                                             |                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14</b> days before Meeting<br><b>9</b> days before Meeting<br><br><b>6</b> days before Meeting<br><br><b>5</b> days before Meeting<br><b>Meeting Day</b> | (09/22/2021)<br>(09/27/2021)<br><br>(09/30/2021)<br><br>(10/01/2021)<br>(10/06/2021) | City Council and Staff items are due.<br>City Administrator and Mayor review agenda. Mayor sets the agenda. City Attorney is sent agenda.<br>Post agenda on bulletin board. City Council receives packet (allowing a day for corrections/ request additional information be added)<br>Post agenda packet to City Website.<br>Mayor and City Administrator meet with Department Heads Wednesday @ 10 a.m. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

City Council = Red  
 Planning & Zoning = Green  
 Water Commission = Blue  
 Wildlife Management Advisory Commission = Brown  
 Municipal Court = Gray  
 Events = Yellow (10/1: First Friday, 10/5: National Night Out, 10/14: Pizza with the Police, 10/31: Trunk or Treat)  
 City Holiday = Orange

| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
|-----|-----|------|-----|------|-----|-----|
|     |     |      |     |      | 1   | 2   |
| 3   | 4   | 5    | 6   | 7    | 8   | 9   |
| 10  | 11  | 12   | 13  | 14   | 15  | 16  |
| 17  | 18  | 19   | 20  | 21   | 22  | 23  |
| 24  | 25  | 26   | 27  | 28   | 29  | 30  |
| 31  |     |      |     |      |     |     |

### November 3, 2021, Regular Meeting

- |                                                                                                                                                             |                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14</b> days before Meeting<br><b>9</b> days before Meeting<br><br><b>6</b> days before Meeting<br><br><b>5</b> days before Meeting<br><b>Meeting Day</b> | (10/20/2021)<br>(10/25/2021)<br><br>(10/28/2021)<br><br>(10/29/2021)<br>(11/03/2021) | City Council and Staff items are due.<br>City Administrator and Mayor review agenda. Mayor sets the agenda. City Attorney is sent agenda.<br>Post agenda on bulletin board. City Council receives packet (allowing a day for corrections/ request additional information be added)<br>Post agenda packet to City Website.<br>Mayor and City Administrator meet with Department Heads Wednesday @ 10 a.m. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

City Council = Red  
 Planning & Zoning = Green  
 Water Commission = Blue  
 Quarry Commission = Purple  
 Municipal Court = Gray  
 Events = Yellow (11/5: First Friday Event, 11/10: Veterans Day Celebration)  
 City Holiday = Orange

| Sun | Mon | Tues | Wed | Thur | Fri | Sat |
|-----|-----|------|-----|------|-----|-----|
|     | 1   | 2    | 3   | 4    | 5   | 6   |
| 7   | 8   | 9    | 10  | 11   | 12  | 13  |
| 14  | 15  | 16   | 17  | 18   | 19  | 20  |
| 21  | 22  | 23   | 24  | 25   | 26  | 27  |
| 28  | 29  | 30   |     |      |     |     |

### **PENDING FUTURE AGENDA ITEMS**

1. Design on Water Tanks at Well Site 9 and 10/Retainer Wall of City Hall...**McCaw**
2. Monitoring Wells in the City of Garden Ridge...**Arvidson**
3. Update on City-funded monument for Paul Davis Park... **Bower**
4. Ethics Ordinance ... **8-30-17 City Council motion**
5. Website and Social Media Policy