



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266-2600
(210) 651-6632
Fax (210) 651-9638

AGENDA

REGULAR CITY COUNCIL MEETING, APRIL 5, 2017 AT 6:00 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, April 5, 2017 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 on March 31, 2017 before 5:00 p.m., 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 48 hours prior to this meeting.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Proclamations, Recognitions and/or events
 - a) Proclamation
 - i. Child Abuse Prevention Awareness Month
 - ii. Sexual Assault Prevention Awareness Month
 - b) Employee recognitions and/or City events
 - i. Recognitions for City employees
 - c) Upcoming City events
5. Presentation
 - a) Comal Independent School District on proposed 2017 School Bond
6. Citizen's Participation - Limit remarks to three (3) minutes per citizen

Rules for Citizen's Participation:

The City Council welcomes citizen participation and comments at all of their Council Meetings. As a courtesy to your fellow citizens and out of respect to our elected officials, we request that if you speak, that you please follow these guidelines.

- a) Direct your comments to the entire Council, not to an individual member, nor to the audience.
- b) Show the City Council the same respect and courtesy that you would like to be shown.
- c) Limit remarks to three (3) minutes per citizen during Item 6 and to three (3) minutes per citizen during Item 9.

- d) Citizens' comments will be limited to one (1) hour in Item 6 and thirty (30) minutes in Item 9.
- e) Citizen comments may be deferred to a specific Business Item set forth in Section 7, below, if such comments pertain to such Business Item.

*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 Council is limited to either a statement of specific factual information or a recitation of existing policy. TEX. GOV'T CODE § 551.042.*

7. Consent Agenda

THE FOLLOWING ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THESE ITEMS WILL BE HELD UNLESS REQUESTED BY A MEMBER OF CITY COUNCIL. PUBLIC COMMENT ON CONSENT AGENDA ITEMS MAY BE HEARD DURING CITIZEN'S PARTICIPATION, BUT COMMENTS HEARD DURING CITIZEN'S PARTICIPATION DOES NOT MEAN THAT THE ITEM WILL BE CONSIDERED OUTSIDE THE CONSENT AGENDA.

- a) Approval of Minutes
 - i. March 1, 2017 City Council Regular Meeting
 - ii. March 6, 2017 City Council Special Meeting
- b) Financial Statement and Investment Report –February 28, 2017
- c) State of the City
 - i. City Administrator Monthly Activity Report
 - Sign approvals since prior Council meeting
 - Community Center usage and financial report
 - Building Permits issued to date for residential, commercial and minor Construction projects
 - ii. Library Monthly Activity Report
 - New Patrons
 - Old Patrons
 - Library activities and classes
 - iii. Water Manager Monthly Activity Report
 - Water pumping/usage from city wells
 - Water system infrastructure maintenance, repairs and/or projects
 - Water and/or Drought Management
 - iv. Public Works Monthly Activity Report
 - Street and Right-Of-Way Maintenance
 - Drainage Facility and Easement Maintenance

- Animal Control (domestic and wild)
- Public Works Projects
- v. Police Department Monthly Activity Report
 - Traffic Enforcement
 - Criminal activity within city
 - Code Compliance Enforcement

ACTION ON THE CONSENT AGENDA

8. Business Items

The following items are for discussion, consideration and action.

- a) Action on items pulled from the Consent Agenda
- b) Report on Tocker Foundation Grant received by the City of Garden Ridge Library.
- c) Request from PC Creative Services for discounted rates for usage of the Garden Ridge Community Center for an event to honor Military Wounded Warriors.
- d) City Engineer Projects Update:
 - i. CIP Project for 2013
 - a. Status report
 - ii. CIP Project for 2015
 - a. Status report
 - b. Trinity Wells pumpage and infrastructure
 - iii. CIP Project for 2016
 - a. Status report
 - b. Prioritization of additional projects
 - c. Seal coating of Municipal Parkway
 - iv. Water Master Plan
 - v. Sewer System (FM 2252)
 - vi. Hickory Bend Drainage
 - vii. Gloxinia Drainage
- e) Presentation on Wastewater Master Plan and Impact Fee Study
 - i. Announce date of Public Hearing on Impact Fee (April 10, 2017, 6:00 p.m.)
- f) Destruction of City Records in accordance to the City of Garden Ridge Records Retention Policy and the State Library of Archive Retention Period (City Administration, Municipal Court and Utility Billing records).
- g) The City of Garden Ridge Designation as Local Rabies Control Authority for the purpose of the Rabies Control Act of 1981.

- i. City of Garden Ridge Animal Control Officer (Eric Lowman)
 - ii. City of Garden Ridge Animal Control Officer Back Up (Chief of Police)
- h) Update on approval of installation of a United States Postal Service letter collection box in the City of Garden Ridge.
- i) Planning and Zoning Commission Recommendations and Possible Action:
 - i. Ordinance amending the City of Garden Ridge Sign Ordinance No. 55-112004; providing for the regulation, installation, and maintenance of signs within the city limits and Extraterritorial Jurisdiction ("ETJ") of the City of Garden Ridge; providing for definitions, exemptions, locations, and size and height restrictions; requiring permits; prohibiting certain types of signs; providing a means for variances thereto; providing a repealing section; providing for enforcement and penalties; providing for severability; and providing for an effective date.
- j) Quarry Commission Recommendations and Possible Action:
 - i. Request from Buckley Powder Co. for a Partial Exemption Permit to conduct blasting activities at the Hanson Quarry until September 30, 2017 to include a \$17,800 fee for the Partial Exemption Permit
- k) Water Commission recommendations and Possible Action:
 - i. An Ordinance 54 adopting Comprehensive Water Ordinance Number 54-042017 for the City of Garden Ridge, Texas and repealing Ordinance 54-032016 adopted March 3, 2016; providing revised Section 15 Cross Connection Control, 15.03 Requirements, B. Policy and C. Inspection; providing definitions; statement of organization; general policies; regulations and rules; and billing cycles; and providing for a penalty; providing for severability; providing for an effective date.
- l) Impact Fee Committee recommendation and update:

No report.
- m) Wildlife Management Advisory Commission:
 - i. Discussion on process of appointments of members to the Wildlife Management Advisory Commission
- n) 2017 Budget Amendment #1
 - i. Resolution 408-042017 approving 2017 Budget Amendment #1 for the City of Garden Ridge General Fund for the period of October 1, 2016 through September 30, 2017

- ii. Resolution 409-042017 approving 2017 Budget Amendment #1 for the City of Garden Ridge Water Fund for the period of October 1, 2016 through September 30, 2017
- iii. Resolution 410-042017 approving 2017 Budget Amendment #1 for the City of Garden Ridge Capital Improvement Fund for the period of October 1, 2016 through September 30, 2017
- o) City Council Communication Projects:
 - i. City Council Idea/Suggestions
 - ii. Citizen Concern/Input Process
 - iii. Update on communication efforts between City and citizens
 - a. Consider approval of additional social media communication efforts
 - b. Update on City website and education opportunity for citizens
 - c. Grapevine calendar changes
- p) Update from the Garden Ridge Parks Committee:
 - i. City Parks plan
 - ii. Update on Walking Trails
- q) Status Reports:
 - i. Animal Control Ordinance amendments
 - ii. Personnel Policy
 - a. Proposal from SeeKing HR on development of Employee Handbook and Personnel Policy
 - iii. City Administrator update on status of Senate Bill 2
 - iv. City Attorney update on possible amendment to Ordinance 54 concerning water leak adjustments
 - v. City Attorney update on nuisance issue concerning odors being observed in Garden Ridge
- r) Future Agenda Items requested by City Council:
 - i. Rolling Agenda

9. Citizen's Participation – Limit remarks to three (3) minutes per citizen
See "Rules for Citizen's Participation" under Item 6.

10. 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 ("MPO") Northeast Partnership
Bexar County
Boy Scouts and/or Girl Scouts
Cibola Valley Local Government Corporation ("CVLGC")

Citizens on Patrol
City Planning & Zoning Commission
City Quarry Commission
City Water Commission
Comal County
Comal ISD/Garden Ridge Elementary
Garden Ridge Lions Club
Garden Ridge Police Academy Alumni Association
Greater Bexar County Council of Cities
Guadalupe County
Joint Base Land Use Study-Randolph
Lonestar Light Rail
Northeast Lakeview Friends of Nighthawk
Schertz-Seguin Local Government Corporation ("SSLGC")
TXDOT
United States Postal Service

11. Executive Session

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

- a) Pursuant to Texas Government Code Chapter 551.071 (legal advice) to seek legal advice in connection with settlement negotiations and other issues related to Hanson Aggregates operations, blasting and possible amendments to Ordinance 34.
- b) Pursuant to Texas Government Code § 551.074, to deliberate the evaluation and duties of the position of City Secretary in connection with the annual review process as part of the development of the City's strategic plan.

12. Reconvene

The City Council will reconvene into Regular Session upon conclusion of the Executive Session and may take action as necessary.

13. 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 City Council may vote and/or act upon any item within this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which

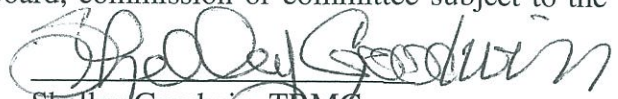
the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

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


Shelley Goodwin, TRMC
City Secretary

This is to certify that I, Shelley Goodwin, posted this Agenda at 10:00 a.m. on March 30, 2017 on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Shelley Goodwin, TRMC
City Secretary

City Administrator

From: Adm Liaison
Sent: Wednesday, March 29, 2017 3:02 PM
To: Ron Eberhardt
Cc: City Administrator
Subject: Compliment to Sgt. Osborne

Larry Andrews, a GR resident, called to express his compliments and gratitude to Sgt. Osborne in assisting his wife and daughter who were caught in a flood on Old Nacoghdoches Road. Sgt. Osborne was very professional, polite, helpful and Mr. Andrews doesn't know what his wife and daughter would have done without his assistance.

I asked Mr. Andrews to go online to submit this to the City.

He can be reached at 210-887-9401.

Lori Claus
Administrative Support Liaison
City of Garden Ridge
210-651-6632
AdmLiaison@ci.garden-ridge.tx.us

Proclamation

WHEREAS there were more than 58,000 confirmed victims of child abuse and neglect in Texas during 2016, with more than 400 of those children living in Comal County; and

WHEREAS effective child abuse prevention is a community responsibility that depends on all people involved in finding solutions; and

WHEREAS everyone in the community should take an active role in abuse prevention by attending a prevention training, becoming a mentor, becoming a foster parent, advocating for children, volunteering in a youth serving organization, supporting local, child focused nonprofit organizations, raising children in a safe, nurturing environment ; and

WHEREAS it is everyone's legal and moral duty to report suspected abuse and neglect; and

WHEREAS effective child abuse prevention succeeds because of partnerships among state agencies, schools, religious organizations, law enforcement agencies, non-profit organizations and the business community; and

WHEREAS community organizations such as Big Brothers/Big Sisters of Comal County, CASA, Children's Advocacy Center of Comal County, St. Jude's Ranch for children, Bulverde Campus and emergency shelter, Comal County Child Welfare Board, Connections, Crisis Center of Comal County, New Braunfels and Comal Independent school districts, Texas Department of Protective and Family Services, Comal County District Attorney's Office, New Braunfels, Bulverde, Garden Ridge Police Departments and Comal County Sheriff's Office work together to top child abuse and neglect.

WHEREAS, NOW THEREFORE BE IT RESOLVED that the Mayor of Garden Ridge, Texas, do hereby proclaim the month of April as

CHILD ABUSE PREVENTION MONTH

In Witness Whereof, I hereunto set my hand and official seal of the City of Garden Ridge this 5th day of April, 2017.

Nadine L. Knaus, Mayor

Proclamation

WHEREAS, Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence is widespread and impacts every community member of Comal County; and

WHEREAS, Statistics indicate that one in five women and one in twenty men in Texas have experienced sexual assault. In 2015, the Crisis Center of Comal County provided support services for more than 400 victims of sexual abuse, including child victims. Approximately 80 percent of sexual assault victims know the person who assaulted them; and

WHEREAS, We must work together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions; and

WHEREAS, Staff and volunteers of sexual assault prevention programs at the Crisis Center of Comal County encourage every person to speak out when witnessing acts of violence, however small; and

WHEREAS, With leadership, dedication and encouragement, there is evidence that we can be successful in preventing sexual violence in Comal County through prevention education, increased awareness and holding perpetrators who commit acts of sexual violence responsible for their actions; and

WHEREAS, We recognize the compassion and dedication of the individuals who respond to provide services to survivors, such as the Crisis Center of Comal County, the Comal County Sheriff's Office, New Braunfels Police Department, Garden Ridge Police Department and our emergency medical workers; and

WHEREAS, It is important that sexual assault be recognized as a problem and vital to understand that alerting the public about this issue can help empower victims and their loved ones. We encourage every resident to actively engage in public and private efforts, including conversations about what sexual violence is, how to prevent it, how to help survivors connect with services, and how every segment of our society can work together to better address sexual violence.

WHEREAS, NOW THEREFORE BE IT RESOLVED that the Mayor of Garden Ridge, Texas, do hereby proclaim the month of April as

SEXUAL ASSAULT AWARENESS MONTH

In Witness Whereof, I hereunto set my hand and official seal of the City of Garden Ridge this 5th day of April, 2017.

Nadine L. Knaus, Mayor



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266-2600
(210) 651-6632
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MINUTES OF CITY COUNCIL REGULAR MEETING, **MARCH 1, 2017**

Members Present:

Mayor Nadine Knaus
Mayor Pro Tem John McCaw
Councilmember Todd Arvidson
Councilmember Bryan Lantzy
Councilmember Larry Thompson
Councilmember Robb Erickson (Beginning on Agenda Item 9)

Member Absent:

Councilmember Shelby Trial

City Staff Present:

Nancy Cain, City Administrator
George Hyde, City Attorney
Cynthia Trevino, City Attorney
Ron Eberhardt, Police Chief
Royce Goddard, Water Department Manager
Steven Steinmetz, Public Works Director
Shelley Goodwin, City Secretary

Commission Chairs Present:

Sam Stocks, Planning and Zoning Commission Chair
David Heier, Water Commission Chair

1. Call to Order

With a quorum of the City Council members present, Mayor Knaus called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, March 1, 2017, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance

Councilmember Arvidson led the Pledge of Allegiance.

3. Proclamations, Recognitions and/or events

a) Employee recognitions and/or City events

No employee recognition or events.

b) Life Saving Award

Ron Eberhardt, Police Chief, read the Commendation for Life Saving Action to Officer Richard McMahan for assisting in saving the life of a resident. He presented Officer McMahan with a pin and certificate.

Ron Eberhardt, Police Chief, read the Commendation for Life-Saving Action to Colonel Lance Cordoni and Allyson Cordoni for assisting in saving the life of a resident. He presented them with a pin and certificate.

Ron Eberhardt, Police Chief, stated he also had a Commendation for Dwayne Dowlearn but he was unable to attend.

c) Upcoming City events

Nancy Cain, City Administrator, reported Saturday, April 29, 2017, the City of Garden Ridge will be holding the annual Household Hazardous Waste Disposal and Disposal of Unused Rx from 8 a.m.-2 p.m. and Shredding of Documents from 10:00 a.m.-1:00 p.m.

4. Citizen's Participation- 3 minute limit per citizen

Linda Crosland, City Librarian, thanked the City Council for the hiring of Kelly Curtright.

Kelly Curtright, Assistant Librarian, thanked the City Council for the opportunity to work for the City of Garden Ridge.

5. Consent Agenda

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- a) **Approval of Minutes**
 - i. **January 17, 2017 City Council Special Meeting**
 - ii. **February 1, 2017 City Council Regular Meeting**
 - iii. **February 13, 2017 City Council Special Meeting**
- b) **Financial Statement and Investment Report –January 31, 2017**
- c) **Recognition of Employee completing 90-day probationary period and receipt of 5% salary increase fee for:**
 - i. **Lori Claus, City Administration, effective February 5, 2017**
 - ii. **Kelly Curtright, Library, effective January 31, 2017**
- d) **Recognition of Employee completing 6-month probationary period and receipt of 5% salary increase fee for:**
 - i. **Keith Osborn, Police Department effective March 3, 2017**
- e) **Approval of new employee selection with 6-month probationary period at a salary set at 5% less than salary set for position in the 2017 Budget applicable to said position:**

- i. **Joseph Thoenke as Police Officer (contingent upon successful completion of the pre-hiring process)**
- f) **State of the City**
 - i. **City Administrator Monthly Activity Report**
 - Sign approvals since prior Council meeting
 - Community Center usage and financial report
 - Building Permits issued to date for residential, commercial and minor Construction projects
 - ii. **Library Monthly Activity Report**
 - New Patrons
 - Old Patrons
 - Library activities and classes
 - iii. **Water Manager Monthly Activity Report**
 - Water pumping/usage from city wells
 - Water system infrastructure maintenance, repairs and/or projects
 - Water and/or Drought Management
 - iv. **Public Works Monthly Activity Report**
 - Street and Right-Of-Way Maintenance
 - Drainage Facility and Easement Maintenance
 - Animal Control (domestic and wild)
 - Public Works Projects
 - v. **Police Department Monthly Activity Report**
 - Traffic Enforcement
 - Criminal activity within city
 - Code Compliance Enforcement

Councilmember McCaw stated he wanted Agenda Items 5. f) i. and f) iv., Councilmember Thompson 5. c) , d) and e) pulled off the Consent Agenda to be considered separately.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Arvidson, to approve the Consent Agenda items 5 a), and b), f) ii., iii., and 5.f) v., remaining items to be considered separately. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

6. Business Items

The following items are for discussion, consideration and action.

- a) **Action on items pulled from the Consent Agenda**
- 5.c) **Recognition of Employee completing 90-day probationary period and receipt of 5% salary increase fee for:**
 - i. **Lori Claus, City Administration, effective February 5, 2017**
 - ii. **Kelly Curtright, Library, effective January 31, 2017**

Councilmember Thompson stated he pulled this item to congratulate them and to add that Lori Claus and Kelly Curtright are both great additions to Garden Ridge.

d) Recognition of Employee completing 6-month probationary period and receipt of 5% salary increase fee for:

i. Keith Osborn, Police Department effective March 3, 2017

Councilmember Thompson stated he pulled this item to congratulate and to add that Keith Osborn is also a great addition to Garden Ridge.

e) Approval of new employee selection with 6-month probationary period at a salary set at 5% less than salary set for position in the 2017 Budget applicable to said position:

i. Joseph Thoenke as Police Officer (contingent upon successful completion of the pre-hiring process)

Councilmember Thompson stated he pulled this item to welcome Joseph Thoenke back to the City of Garden Ridge once all of the pre-hiring process is complete.

f) State of the City

i. City Administrator Monthly Activity Report

- Sign approvals since prior Council meeting
- Community Center usage and financial report
- Building Permits issued to date for residential, commercial and minor Construction projects

Councilmember McCaw stated he pulled this item to verify that the total number of events held in 2014-2015 was 581. He asked that that be verified and forwarded to the City Council.

v. Public Works Monthly Activity Report

- Street and Right-Of-Way Maintenance
- Drainage Facility and Easement Maintenance
- Animal Control (domestic and wild)
- Public Works Projects

Councilmember McCaw stated he pulled this item to verify that the total number for deer carcass disposals is correct. He asked that that be verified and forwarded to the City Council.

Motion: A motion was made by Councilmember Thompson, seconded by Councilmember McCaw, to approve items 5. c), d), e), f) i., and f) iv. pulled from the Consent Agenda. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

b) General Election May 6, 2017

i. Ordinance 199-032017 declaring unopposed candidates in the May 6, 2017, General City Election elected to office; canceling the election; providing a severability clause and providing an effective date

Nancy Cain, City Administrator, stated the Mayor, Councilmember, Place 2, and Councilmember, Place 3 were declared unopposed. Ordinance 199-032017 cancels the May 6, 2017 General City Election.

Motion: A motion was made by Councilmember McCaw, seconded by Councilmember Arvidson, to adopt Ordinance 199-032017 declaring unopposed candidates in the May 6, 2017, General City

Election elected to office; canceling the election; providing a severability clause and providing an effective date. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

ii. Update on upcoming General Election events

Nancy Cain, City Administrator, stated with the cancelling of the General City Election, the law provides a canvassing timeframe for Issuing Election Certificates, which will occur on May 17, 2017 at 6:00 p.m. She stated a reception will also occur following the Special Meeting.

c) Fiscal Year 2016 Audit report (period ending September 30, 2016) (Tabled at February 1, 2017 Regular Meeting and February 13, 2017 Special Meeting)

i. Receive a presentation and review

ii. Consider approval of the Fiscal Year 2016 Audit Report

Debbie Fraser, Armstrong, Vaughan & Associates, stated she is present to answer any questions.

Councilmember Thompson stated he originally asked the adoption of the audit be postponed until his questions could be answered, which they have been.

Motion: A motion was made by Councilmember McCaw, seconded by Councilmember Arvidson, to approve the Fiscal Year 2016 Audit Report (period ending September 30, 2016). The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

d) Resolution 405-032017; a Resolution of compliance with annual review and adoption of the Public Funds Investment Policy for the City of Garden Ridge, Texas as required by the provision of Chapter 2256, the Public Funds Investment Act, as amended, the Texas Government Code.

Nancy Cain, City Administrator, stated the law requires that the City Council annually review the Public Funds Investment Policy of the City.

The City Council discussed the Public Funds Investment Policy and the requirements of the law.

Motion: A motion was made by Councilmember McCaw, seconded by Councilmember Lantzy, to approve the Resolution 405-032017; a Resolution of compliance with annual review and adoption of the Public Funds Investment Policy for the City of Garden Ridge, Texas as required by the provision of Chapter 2256, the Public Funds Investment Act, as amended, the Texas Government Code. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

a) City Engineer Projects Update:

i. CIP Project for 2013

i. Status report

ii. CIP Project for 2015

i. Status report

ii. Trinity Wells pumpage and infrastructure

iii. CIP Project for 2016

a) Status report

b) Prioritization of additional projects

c) Seal coating of Municipal Parkway

iv. Water Master Plan

v. Sewer System (FM 2252)

vi. Hickory Bend Drainage

Garry Montgomery, River City Engineer, reviewed his report (see attached report). He pointed out the Well 9 & 10 Site Development pre-construction conference is scheduled for March 2, 2017 and the contract will be distributed. He stated at this time a construction schedule will be established.

The City Council discussed the concerns with Gloxinia drainage and the concerns with Hickory Bend drainage retention wall.

Garry Montgomery stated he believes that adding an additional 4 inches of wall cap stone and fill will correct the slope and cure the draining issues.

Motion: A motion was made by Councilmember Thompson, seconded by Councilmember McCaw, to approve a 4 inch capstone and not to exceed \$4,000 for the Hickory Bend Drainage. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

b) Consider the Change Order Request No. 1 for the 2015 CIP Project from Qro Mex Construction Co., Inc. for an increase of \$315,772.78 to the original contracted amount of \$4,098,082.32.

Garry Montgomery, River City Engineer, reviewed the Change Order No. 1 for the 2015 CIP Project. He stated the contract has a contingency of \$350,000 and the Change Order No. 1 for the 2015 CIP Project totals \$315,772.78.

The City Council discussed the Change Order Request No. 1 and the cost of each item. They discussed other funding sources and stated they would like to review the cost of additional add-ons closer in the future.

Motion: A motion was made by Councilmember Thompson, seconded by Councilmember Lantzy, to approve the Change Order Request No. 1 for the 2015 CIP Project from Qro Mex Construction Co., Inc. for an increase of \$315,772.78 to the original contracted amount of \$4,098,082.32. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

c) Request for inclusion of Twisted Oaks in Capital Improvement Projects for street, water, and drainage.

Nancy Cain, City Administrator, stated the City received a request from a resident to construct ribbon curb on Twisted Oaks.

Garry Montgomery, River City Engineer, stated to construct ribbon curbing on Twisted Oaks would be \$267,000 without waterlines. He also stated the waterlines usually are set for replacement every 40 years; Twisted Oaks was replaced in 2000 and is not up for replacement.

The City Council discussed the life of a waterline, Transportation Master Plan, and future CIP Projects. They also discussed the Gant Chart on the CIP Projects. They agreed by consensus to add to a future CIP Project.

d) Oak wilt: (Tabled at February 1, 2017 Regular Meeting and February 13, 2017 Special Meeting)

i. Oak Wilt cost analysis

ii. Resolution 404-02207 of the City Council of the City of Garden Ridge, Texas, adopting policies and procedures establishing a cost share

program to reimburse property owners for a portion of their costs for certain oak wilt abatement measures and providing for an effective date for Reimbursement Rebate Program.

Nancy Cain, City Administrator, reviewed the Oak Wilt cost analysis for 25% and 50% at the three different cost levels (High End, Mid-Range and Low End).

The City Council discussed the City's participation in the cost sharing program.

Cynthia Trevino, City Attorney, stated the City can put in rules and regulations regarding the cost sharing program. She recommends the City establish the program first and then enforce the Ordinances on the books.

The City Council discussed the damage Oak Wilt could do to the City and to the property values. They also discussed the different cost levels and percentages of the cost analysis.

Motion: A motion was made by Councilmember McCaw, seconded by Councilmember Thompson, to approve Resolution 404-02207 of the City Council of the City of Garden Ridge, Texas, adopting policies and procedures establishing a cost share program to reimburse property owners for a portion of their costs for certain oak wilt abatement measures and providing for an effective date for Reimbursement Rebate Program, with the reimbursement capped at \$10,000 or (50%) whichever is lessor and to budget \$10,000 for the program. The City Council voted two (2) for, one (1) opposed (Lantzy), and one (1) abstain (Arvidson). The motion carried.

iii. Enforcement of Ordinance 71-112016

The City Council agreed by consensus to enforce Ordinance 71.

iv. Request for City participation in oak wilt mitigation in active event on Glen Cove.

Nancy Cain, City Administrator, stated she will contact the property owner. She also stated with the cancelling of the election, she will amend the budget and move those funds to a new line item for Oak Wilt cost sharing program. She also stated she will be bringing the budget amendments to the April 5, 2017 City Council Regular Meeting.

- i) Planning and Zoning Commission Recommendations and Possible Action:**
 - i. Resignation of Greg Czerniak, Planning and Zoning Commissioner, Place 4**
 - ii. Consider the recommendation of the Planning and Zoning Commission to appoint Dr. Jim Miller to fill a vacant position for Place 1 with term of office expiring September 30, 2017.**
 - iii. Consider the recommendation of the Planning and Zoning Commission to appoint David Ringle to fill a vacant position for Place 4 with term of office expiring September 30, 2017.**

Sam Stocks, Planning and Zoning Commission Chair, stated the Planning and Zoning Commission regrettably unanimously accepted the resignation of Greg Czerniak. He stated with the resignation from Commissioners Czerniak and Dansby, the Commission held interviews of two candidates and then unanimously voted to recommend Dr. Jim Miller and David Ringle to fill the vacancies.

Motion: A motion was made by Councilmember Thompson, seconded by Councilmember Arvidson, to approve the recommendation of the resignation of Greg Czerniak, Planning and Zoning

Commissioner, Place 4, to appoint Dr. Jim Miller to fill a vacant position for Place 1 with term of office expiring September 30, 2017, and to appoint David Ringle to fill a vacant position for Place 4 with term of office expiring September 30, 2017. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

iv. Update on Sign Ordinance amendments

Sam Stocks, Planning and Zoning Commission Chair, stated the Planning and Zoning Commission has received a presentation and update on proposed revisions to Sign Ordinance 55. He stated the Commission has been working on these amendments for some time, but believes a recommendation should be coming before the City Council in the near future.

j) Quarry Commission Recommendations and Possible Action:

No report.

k) Water Commission recommendations and Possible Action:

i. Request from Johanna Lizama, 9251 Blazing Star Trail, for a reduction of water bill for the billing period of November 21, 2016 through December 21, 2016

David Heier, Water Commission Chair, stated the Water Commission received a request from Johanna Lizama for a water bill reduction. He reviewed the request and reported the Water Commission agreed by consensus since the ordinance does not allow for them to consider reductions to a water bill; they recommend the request be forwarded to the City Council.

The City Council discussed the water used, the increases of cost for higher usage, and homeowner's insurance coverage.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember McCaw, to deny the request from Johanna Lizama, 9251 Blazing Star Trail, for a reduction of water bill for the billing period of November 21, 2016 through December 21, 2016. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

Mr. Lizama stated he owns three homes in Garden Ridge. He stated when he moved out of 9251 Blazing Star Trail into another home, the house was checked weekly except for one week while they went out of town. He also stated he received a call from the City regarding water leaking out of his house and that they had turned the water off. He also stated he is currently working with his insurance company, but his deductible is \$3,200, so he is asking for a reduction in his bill for the period of November 21, 2016 to December 21, 2016.

The City Council discussed the rates for water usages and purpose of water rate structure.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember McCaw, to deny the request from Johanna Lizama, 9251 Blazing Star Trail, for a reduction of water bill for the billing period of November 21, 2016 through December 21, 2016. The City Council voted three (3) (Mayor voting to break tie) for and two (2) opposed (Arvidson and Thompson). The motion carried.

The City Council agreed by consensus to review Ordinance 54 and possibly add in a variance process for leak adjustments.

l) Wildlife Management Advisory Commission:

- i. **Discussion on process of appointments of members to the Wildlife Management Advisory Commission**
- ii. **Conducting of a Deer Census prior to March 31, 2017**

The City Council discussed the process and possibly allowing each member of the Council to pick one candidate or they each choose five candidates and then vote for seven members. They also discussed Councilmember McCaw being the Councilmember representation on the Commission.

The City Council agreed by consensus to send them the Volunteer Interest Forms already received so far, to advertise in the Grapevine that applications to serve will end on April 15, 2017, and to appoint members of the Commission at their Regular Meeting scheduled for May 3, 2017.

Councilmember Arvidson stated the Deer Census count is currently underway and if anyone is interested in helping to contact Councilmember Lantzy.

- m) **Impact Fee Committee recommendation and update:**
No report.

- n) **City Council Communication Projects:**
 - i. **City Council Idea/Suggestions**

Nancy Cain, City Administrator, stated the City Council Idea/ Suggestion list has been updated and if Councilmembers want to update an item to contact her.

- ii. **Citizen Concern/Input Process**
 - a) **Complaints received on strong odor observed by citizens**

Nancy Cain, City Administrator, stated residents had notified City Hall of a strong odor and have researched the issue. TCEQ has notified us that the odor was coming from Royal Manufacturing. She stated that residents need to contact TCEQ if they smell the odor, so they can track it.

Astrid Wisser, 9902 Katharine Glen, stated she has been working with TCEQ regarding the odor and is collecting data for them. She encouraged anyone who smells an odor to complete the form online. She stated with the research she has done, the residents are experiencing headaches, dizziness and mainly smelling asphalt, but some residents on Doerr Lane are smelling gas. She also discovered that there are now three asphalt plants in the area.

Cynthia Trevino, City Attorney, stated the smell offenders are outside of the City limits and the City cannot regulate them, however the City could consider the odor a nuisance and violation to air space.

The City Council discussed the odor and the steps to help track the air quality.

- iii. **Update on communication efforts between City and citizens**

Shelley Goodwin, City Secretary, provided the City Council an analytics spreadsheet that reflected the frequent searches and pages reviewed the most on the City website. She also provided a Know the Facts; Ignore the Rumors informational sheet; which would go on the City website in an effort to help clear up some miscommunications. She also encouraged the residents to contact a Councilmember or City Hall if they have questions, or review the Know the Facts; Ignore the Rumors on the webpage.

- o) **Status Reports:**
 - i. **Animal Control Ordinance amendments**
 - ii. **Personnel Policy**

Nancy Cain, City Administrator, stated she is hoping to have the Animal Control Ordinance amendments to the City Council at their April 5, 2017 City Council Regular Meeting. She stated she hasn't had the opportunity to research firms who create Personnel Policy, but she will provide City Council with an update at their April 5, 2017 City Council Regular Meeting

p) Update from the Garden Ridge Parks Committee:

- i. City Parks plan**
- ii. Update on Walking Trails**

Kay Bower, Parks Committee, provided an update on Councilmember Trial and his status on the Parks Committee. She also asked any resident who is interested in serving on the Parks Committee to contact City Hall.

q) Future Agenda Items requested by City Council:

- i. Rolling Agenda**

Nancy Cain, City Administrator, reviewed the Rolling Agenda and reported the City Council will be holding a Special Meeting on Monday, March 6, 2017 at 6:00 p.m. to hold a public hearing on Wastewater Master Plan and Impact Fee Study.

7. Citizen's Participation – Limit remarks to three (3) minutes per citizen

No one wished to speak.

8. 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:

**Northeast Partnership
Schertz-Seguin Local Government Corporation ("SSLGC")
Cibolo Valley Local Government Corporation ("CVLGC")
City Water Commission
City Quarry Commission
City Planning & Zoning Commission
Garden Ridge Police Academy Alumni Association
Citizens on Patrol
Garden Ridge Lions Club
Comal County
Comal ISD/Garden Ridge Elementary
Guadalupe County
Bexar County
Alamo Area Metropolitan Planning Organization ("MPO")
TXDOT
Joint Base Land Use Study-Randolph
Greater Bexar County Council of Cities
Lonestar Light Rail
Northeast Lakeview Friends of Nighthawk
Boy Scouts and/or Girl Scouts**

Councilmember Thompson stated he wrote a letter to Congressman Smith's office asking for an update on a USPS mailbox in Garden Ridge for this meeting, but did not receive an update.

Councilmember Thompson stated the Police Department and GRPAAA are holding a Refuse-to-be-a-Victim class on March 25, 2017 and the Car Show is on April 15, 2017 from 8:00 a.m.-4:00 p.m.

Councilmember Arvidson stated Comal ISD will be presenting a Bond presentation at the City Council Regular Meeting on April 5, 2017.

Councilmember Lantzy provided an update on Councilmember Trial's health. He stated Councilmember Trial will soon be having open heart surgery and to keep him in your thoughts during the surgery and while he is recovering. He stated Councilmember Trial has been an outstanding Councilmember.

Councilmember McCaw stated he has been attending GR Citizen on Patrol classes and they are awesome. He encouraged residents to attend the class next time it is offered.

Councilmember McCaw stated Lone Star Light Rail may be resurrected but way down the road.

9. Business Item Continued:
Resignation of Shelby Trial, City Council, Place 2

Mayor Knaus stated the City Council wishes Councilmember Trial the best.

The City Council discussed Councilmember Trial's accomplishments as a Councilmember. They also stated they hope that Councilmember Trial will continue to do things for the City.

Motion: A motion was made by Councilmember Thompson, seconded by Councilmember McCaw, with regrets to accept the resignation of Shelby Trial, City Council, Place 2. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

10. Executive Session

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

- a. **Pursuant to Texas Government Code Chapter 551.074 (personnel) and 551.071 (legal advice) to deliberate upon and seek legal advice related to the appointment of candidate to fill the unexpired term for the position of City Council, Place 2.**
- b. **Pursuant to Texas Government Code Chapter 551.071 (legal advice) to seek legal advice in connection with settlement negotiations and other issues related to Hanson Aggregates operations, blasting and possible amendments to Ordinance 34.**

Mayor Knaus announced the City Council will recess into Executive Session at 8:14 p.m., in accordance with Section Code 551.074 (personnel) and 551.071 (legal advice) to deliberate upon and seek legal advice related to the appointment of a candidate to fill the unexpired term for the position of City Council, Place 2 and 551.071 (legal advice) to seek legal advice in connection with settlement

negotiations and other issues related to Hanson Aggregates operations, blasting and possible amendments to Ordinance 34.

Mayor Knaus adjourned the Executive Session at 8:20 p.m. and the City Council reconvened back into regular session.

Motion: A motion was made by Councilmember Thompson, seconded by Councilmember Lantzy, to appoint Robert “Robb” Erickson to fill the vacancy of City Council, Place 2. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

Nancy Cain, City Administrator, administered the Oath of Office to Councilmember Erickson.

Mayor Knaus announced the City Council will recess into Executive Session at 8:28 p.m., in accordance with Section Code 551.071 (legal advice) to seek legal advice in connection with settlement negotiations and other issues related to Hanson Aggregates operations, blasting and possible amendments to Ordinance 34.

Mayor Knaus adjourned the Executive Session at 10:45 p.m. and the City Council reconvened back into regular session.

11. Reconvene

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

No action taken.

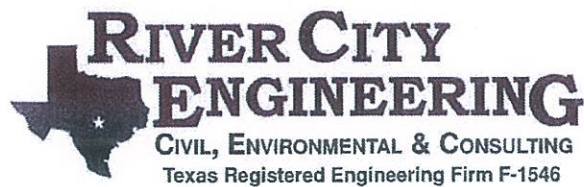
12. Adjournment

There being no further business, the Wednesday, March 1, 2017 Garden Ridge City Council regular meeting was adjourned at 10:45 p.m. by Mayor Knaus.

Nadine Knaus
Mayor

ATTEST

Shelley Goodwin, TRMC
City Secretary



MEMORANDUM

DATE: FEBRUARY 21, 2017
TO: CITY OF GARDEN RIDGE – CITY COUNCIL
FROM: RIVER CITY ENGINEERING (RCE)
RE: PROJECT UPDATES FOR MARCH 1, 2017 COUNCIL MEETING

2013 CIP Project – Warranty Repairs

The contractor will schedule the seal coating for this repair once paving has begun in the new CIP project area, in early spring.

2015 CIP Project – Waterlines, Street and Drainage

The contractor has begun waterline placement on Hoya Lane and adjacent cul-de-sacs have been staked for construction. The northern section of the project has been completed by the waterline contractor. The street contractor has placed topsoil in the areas that can be completed and curbing placement should begin once the City provides a response to Change Order Number 1 for additional base stabilization.

Eight pay requests have been approved for this project totaling \$1,549,943.78. We have been working with the Contractor, City Staff and the City's geotechnical engineer on Change Order Number 1 which will be discussed in a separate memorandum.

2016 CIP Project – Street improvements

The geotechnical work should be completed within the next month. 60% plans and specifications will be submitted to Public Works for review and comment within the next two weeks.

Well 9 & 10 Site Development

The pre-construction conference has been scheduled for March 2, 2017. At that time the contracts will be distributed and the material submittal process and construction schedule will be established.

Commercial Wastewater Service Planning

The wastewater project is currently within the public hearing process to establish the Impact Fees. Staff has started discussion with the financial advisor and he is preparing the debt issuance schedule and plan to finance.

Water Master Plan Update

The Impact Fee committee is scheduled to meet on February 21, 2017 to discuss the Water Master Plan.

Seal Coat and Striping Municipal Pkwy

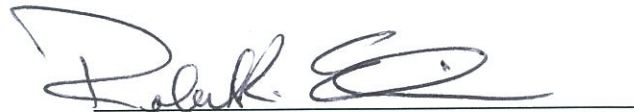
RCE will have bid documents for Staff review within the next two weeks on this project. Once approved by staff we will prepare a bidding schedule to advertise the project.

In the name and by the authority of

The State of Texas

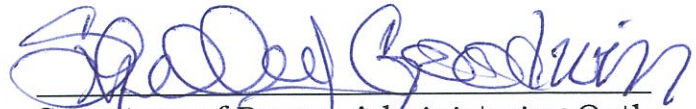
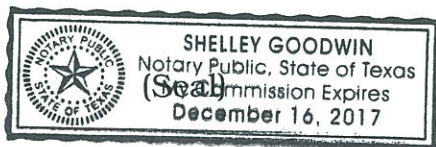
OATH OF OFFICE

I, ^{R.} Robert E. Erickson, do solemnly swear, that I will faithfully execute the duties of the office of Alderman – Place 2 of the City of Garden Ridge, State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.



Affiant

SWORN TO and subscribed before me by affiant on this 1st day of March, 2017.


Signature of Person Administering Oath

Shelley Goodwin
Printed Name

Notary Public
Title

STATEMENT OF ELECTED OFFICER

(Pursuant to Tex. Const. art. XVI, §1(b), amended 2001)

I, Robert E. Erickson, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure any appointment or confirmation whichever the case may be, so help me God.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.

1 MAR 17

Date



Affiant's Signature

Councilmember, Place 2
Position to Which Elected/Appointed

Garden Ridge, Texas
City and/or County



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266-2600
(210) 651-6632
Fax (210) 651-9638

MINUTES OF CITY COUNCIL SPECIAL MEETING, **MARCH 6, 2017**

Members Present:

Mayor Pro Tem John McCaw
Councilmember Todd Arvidson
Councilmember Bryan Lantzy
Councilmember Larry Thompson
Councilmember Robb Erickson

Member Absent:

Mayor Nadine Knaus

City Staff Present:

Nancy Cain, City Administrator
Royce Goddard, Water Department Manager
Shelley Goodwin, City Secretary

1. Call to Order

With a quorum of the City Council members present, Mayor Pro Tem McCaw called the special meeting of the Garden Ridge City Council to order at 6:00 p.m. on Monday, March 6, 2017, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance

Mayor Pro Tem McCaw led the Pledge of Allegiance.

3. Citizen's Participation- 3 minute limit per citizen

No one wished to speak.

4. Land use assumptions and Capital Improvements Plan for a Wastewater System.

- a) **Conduct a Public Hearing for the purpose of considering the land use assumptions and a Capital Improvements Plan for a Wastewater System under which an impact fee may be imposed on new development within the city limits.**

Mayor Pro Tem McCaw opened the public hearing at 6:01 p.m. and asked if anyone wished to speak. No one did, so Mayor Pro Tem McCaw closed the public hearing at 6:02 p.m.

b) Approval or disapproval of Wastewater Master Plan and Impact Fee Study.

i. Resolution No. 406-032017; A Resolution adopting the City of Garden Ridge Wastewater Master Plan and Impact Fee Study.

Mayor Pro Tem McCaw reviewed Resolution 406-032017.

The City Council discussed that a second public hearing will be conducted on April 10, 2017 at 6:00 p.m. on the proposed Impact Fee. They also discussed that the adoption of the Wastewater Master Plan and Impact Fee Study and approval of the Impact Fee for Wastewater will be incorporated into an Ordinance and such Ordinance will ratify the actions taken by the City Council.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Thompson, to approve Resolution No. 406-032017; A Resolution Adopting the City of Garden Ridge Wastewater Master Plan and Impact Fee Study. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

c) Resolution 407-30217; A Resolution Ordering a Public Hearing on the adoption of an Impact Fee for Wastewater (City of Garden Ridge Wastewater Master Plan and Impact Fee Study).

The City Council discussed the proposed Impact Fee of \$5,689 per service unit for Wastewater along F.M. 2252, which would be paid by the developers. They also discussed the development of F.M. 2252 and the need to develop a land use master plan. They also discussed the benefits of developing F.M. 2252 and offsetting of property taxes.

Nancy Cain, City Administrator, stated the Wastewater Master Plan and Impact Fee Study can be viewed at City Hall or on the City website.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Thompson, to approve Resolution 407-30217; A Resolution Ordering a Public Hearing on the adoption of an Impact Fee for Wastewater (City of Garden Ridge Wastewater Master Plan and Impact Fee Study). The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

5. Citizen's Participation – Limit remarks to three (3) minutes per citizen

Bob Woodson, 8933 Tuscan Hills Drive, encouraged the City Council to consider the development of F.M. 2252 along with the traffic and timeframe of construction in relation to TxDOT widening of F.M. 2252.

Garry Montgomery, River City Engineer, reviewed the map of the proposed wastewater service area and stated this project will occur in conjunction with TxDOT widening of F.M. 2252.

Tony Overman, 18955 F.M. 2252, stated his property slopes to the railroad track, so that would mean a wastewater pump system will be required.

Garry Montgomery, River City Engineer, reviewed the pressure of the proposed wastewater line which will be a pressurized system and confirmed that every user on that property will require a grinder pump.

Ken Knuepper, 8891 Schoenthal Road, stated the developers will be required to pay for the \$5,689 per service unit, which he believes will assist the City of Garden Ridge in recovering the funds they put out for the project.

Dr. Jim Miller, 9910 Marie Meadow, inquired about getting more information on the proposed project, so he can help provide it to the members of his neighborhood association.

Jim Morgan, 9409 Magic Falls, stated he would like to see more information regarding the proposed project, because he is not sure there is a need for spending money on a wastewater system.

6. Adjournment

There being no further business, the Monday, March 6, 2017 Garden Ridge City Council special meeting was adjourned at 6:30 p.m. by Mayor Pro Tem McCaw.

John McCaw
Mayor Pro Tem

ATTEST

Shelley Goodwin, TRMC
City Secretary

**SIGN IN TO SPEAK AT THE MARCH 6, 2017
CITY COUNCIL SPECIAL MEETING
CITIZEN COMMENT PERIOD**

Rules for Citizen's Participation:

The City Council welcomes citizen participation and comments at all of their Council Meetings. As a courtesy to your fellow citizens and out of respect to our elected officials, we request that if you speak, that you please follow these guidelines.

- a) Direct your comments to the entire Council, not to an individual member, nor to the audience.
- b) Show the City Council the same respect and courtesy that you would like to be shown.
- c) Limit remarks to three (3) minutes per citizen during Item 5 and to three (3) minutes per citizen during Item 9.
- d) Citizens' comments will be limited to one (1) hour in Item 5 and thirty (30) minutes in Item 9.
- e) Citizen comments may be deferred to a specific Business Item set forth in Section 8, below, if such comments pertain to such Business Item.

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 Council is limited to either a statement of specific factual information or a recitation of existing policy. TEX. GOV'T CODE § 551.042.

Disclaimer:

Any disruptive behavior, including shouting or derogatory statements or comments, will 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.

NAME

ADDRESS

SUBJECT

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

CITY OF GARDEN RIDGE
MONTHLY ACCOUNT BALANCES & INTEREST RATES
PERIOD ENDED AS OF 02/28/2017

CITY FUNDS	BALANCE	CURRENT INTEREST RATE
GF OPERATING ACCOUNT	\$ (214,631.56)	0.0000%
GF MONEY MARKET	1,179,961.29	0.1500%
TEXPOOL INVESTMENTS	1,077,381.86	0.5591%
ASSET/FORFEITURE - STATE	97.67	0.0000%
ASSET/FORFEITURE - FED	84,961.93	0.1000%
2009 REFI	60,326.65	0.1300%
2009 I&S	108,652.62	0.1200%
2012 REFI	142,231.02	0.1500%
2012 I&S	84,609.18	0.1300%
2015 I&S	86,461.23	0.1300%
2012 CIP PROJECT	29,887.09	0.0500%
2015 CIP PROJECT	138,924.36	0.1400%
STREET IMPACT FEES	6,871.00	0.0500%
CONSTRUCTION BOND	313,127.31	0.1500%
TEXPOOL 2015 CIP PROJECT	5,305,972.42	0.5591%
TEXPOOL STREET IMPROV	31,333.84	0.5591%
PEG CAPITAL FEES	86,007.40	0.0000%
TOTAL CITY FUNDS	\$ 8,522,175.31	
AVERAGE INTEREST RATES - CITY		0.1985%

WATER FUNDS	BALANCE	CURRENT INTEREST RATE
WATER IMPACT FEES	\$ 6,207.77	0.0500%
TEXPOOL WATER INVEST	1,596,495.67	0.5591%
TEXPOOL IMPACT FEES	318,214.17	0.5591%
TEXPOOL WATER RIGHTS	4,930.83	0.5591%
WATER SURCHARGE	144,724.51	0.1500%
OPERATING ACCOUNT	277,695.79	0.1500%
TOTAL WATER FUNDS	\$ 2,348,268.74	
AVERAGE INTEREST RATES - WATER		0.3379%

TOTAL ALL ACCOUNTS	\$ 10,870,444.05	
AVERAGE INTEREST RATES - ALL ACCOUNTS		0.2383%

CITY OF GARDEN RIDGE
CASH & INVESTMENTS STATEMENT
PERIOD ENDED AS OF 02/28/2017

GENERAL FUND	BALANCE
GF Operational Checking	\$ (214,631.56)
GF Money Market	1,179,961.29
TexPool Investments	1,077,381.86
TOTAL General Fund Reserves	\$ 2,042,711.59

WATER FUND	BALANCE
Operational Checking	\$ 277,695.79
TexPool Water Invest	1,596,495.67
TOTAL Water Company Reserves	\$ 1,874,191.46

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES
CURRENT AND YEAR TO DATE AS OF 02/28/2017

GENERAL FUND	Feb-17	YTD	FY 2017 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 686,753.88	\$ 1,736,311.30	\$ 2,680,097.00	64.8%	\$ 943,785.70
EXPENDITURES					
ADMINISTRATION	28,030.46	220,965.48	800,993.00	27.6%	580,027.52
COURT	4,465.31	30,740.96	78,022.00	39.4%	47,281.04
POLICE	86,433.82	464,518.66	1,248,554.00	37.2%	784,035.34
PUBLIC FACILITIES	29,977.97	160,295.57	461,510.00	34.7%	301,214.43
COMMUNITY CENTER	4,266.99	18,935.78	60,200.00	31.5%	41,264.22
LIBRARY	4,471.73	19,367.01	59,887.00	32.3%	40,519.99
TOTAL EXPENDITURES	157,646.28	914,823.46	2,709,166.00	33.8%	1,794,342.54
NET POSITION	<u>\$ 529,107.60</u>	<u>\$ 821,487.84</u>	<u>\$ (29,069.00)</u>		<u>\$ (850,556.84)</u>

WATER FUND	Feb-17	YTD	FY 2017 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 79,249.33	\$ 417,483.85	\$ 1,405,596.00	29.7%	\$ 988,112.15
EXPENDITURES	302,863.99	659,195.13	1,549,044.00	42.6%	889,848.87
NET POSITION	<u>\$ (223,614.66)</u>	<u>\$ (241,711.28)</u>	<u>\$ (143,448.00)</u>		<u>\$ 98,263.28</u>

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES - COMMUNITY CENTER
PERIOD ENDED AS OF 02/28/2017

REVENUES	YTD
RENTALS	\$ 14,725.00
DEPOSITS	11,500.00
DEPOSITS REFUNDED	(5,250.00)
DONATIONS	-
TOTAL REVENUES	20,975.00
EXPENDITURES	
MANAGER FEES	6,494.00
TELEPHONE	235.00
UTILITIES	2,664.98
MAINTENANCE	2,288.36
SUPPLIES	324.28
CLEANING	1,670.00
EQUIPMENT	9.16
MARKETING	-
DONATION EXPENDITURES	-
FACILITY ENHANCEMENTS	-
TOTAL EXPENDITURES	13,685.78
NET POSITION	<u><u>\$ 7,289.22</u></u>

City Administrator

From: City Administrator
Sent: Wednesday, March 29, 2017 10:01 AM
To: 'Darrell Roland'
Subject: RE: Easter Banner Request

Pastor Roland,

The temporary sign request to display banners promoting Northeast Bible Church Easter services is approved as requested.

Thanks,
Nancy Cain
City Administrator
City of Garden Ridge
administrator@ci.garden-ridge.tx.us
210-651-6632

From: Darrell Roland [<mailto:Darrell.Roland@nebc.ch>]
Sent: Wednesday, March 29, 2017 9:12 AM
To: City Administrator
Subject: Easter Banner Request

Good morning Nancy.

I trust you and yours are well today.

I want to request permission to place two banners at Northeast Bible Church, for the purpose of promoting Easter service times.

Timeframe: April 1 – April 16th

Location:

Banner #1 Easter Service Times @ East Driveway near our sign
Banner #2 Easter Service Times @ West Driveway near out sign.

Thank you,

DARRELL ROLAND

Executive Pastor
Northeast Bible Church
330.340.8899 | nebc.ch

Facebook: NortheastBibleChurch
Twitter: @Northeastbible

City Administrator

From: City Administrator
Sent: Monday, March 20, 2017 8:28 AM
To: 'Dennis&Mary'
Subject: RE: Easter Banners - Triumphant Lutheran

Ms. Feuge,

The temporary sign request for Triumphant Lutheran Church is approved as submitted.

Thanks,

Nancy Cain
City Administrator
City of Garden Ridge
administrator@ci.garden-ridge.tx.us
210-651-6632

From: Dennis&Mary (<mailto:d-mfeuge@sax.r.com>)
Sent: Saturday, March 18, 2017 2:00 PM
To: City Administrator
Subject: Easter Banners - Triumphant Lutheran

Dear Ms Cain,
Triumphant Lutheran Church requests permission to display one banner on church property and one banner on the Wetz corner of 3009 & 2252 announcing our Easter Sunday services on April 16. We have secured permission from the Wetz family.

One banner is approximately 3 feet by 6 feet and the other banner is approximately 4 feet by 10 feet. Both will be secured with a frame and T-posts. Request permission to display the banners beginning Wednesday, March 21st and will be taken down no later than April 19th.

Thank you.
//Mary Feuge, Triumphant Lutheran Evangelism Team
210-599-4812

City Administrator

From: City Administrator
Sent: Wednesday, March 29, 2017 11:36 AM
To: 'Luanne Schuetze'
Subject: RE: Rummage Sale Signs

Mrs. Schuetze,

The temporary sign request of Bracken United Methodist Church to advertise the rummage sale is approved as requested.

Thanks,
Nancy Cain
City Administrator
City of Garden Ridge
administrator@ci.garden-ridge.tx.us
210-651-6632

From: Luanne Schuetze <mailto:luanne1205@gmail.com>
Sent: Wednesday, March 29, 2017 10:59 AM
To: City Administrator
Subject: Rummage Sale Signs

The Bracken United Methodist Church semi-annual rummage sale will be Saturday, April 8, from 8:00am - 12:00pm.

We request permission to place a rummage sale sign at the corner of 3009 and 2252 on Mr. Wetz's fence, approximately one week prior to the sale, to stay up thru that Saturday. Mr. Wetz has granted his permission.

We would also like to place one in the ground at 19831 FM 2252. We have the Eastman family's permission.

Thank you,
Luanne Schuetze
United Methodist Women
Bracken United Methodist Church
210-722-7522

*God bless,
Luanne*

*"O magnify the Lord with me, and let us exalt His name together."
-Psalm 34:3*

City Administrator

From: City Administrator
Sent: Wednesday, March 15, 2017 3:27 PM
To: 'Jim Morgan'
Subject: RE: Sign Approval Request, Car Show, April 15, 2017

Mr. Morgan,

The sign request for the GRCPAAA Car Show is approved in the revised request below.

Thanks,

Nancy Cain
City Administrator
City of Garden Ridge
administrator@ci.garden-ridge.tx.us
210-651-6632

From: Jim Morgan [mailto:linda2jim@sabx.rr.com]
Sent: Wednesday, March 15, 2017 12:48 PM
To: City Administrator
Subject: RE: Sign Approval Request, Car Show, April 15, 2017

Nancy,

I've deleted Item # 2 (A 20" x 30" sign on the hill (City property) to the right of the Municipal Parkway entrance). That should result in 3 signs. Please see below. I apologize for my confusion.

Please approve the following temporary sign placements on the day of the GRCPAAA Car Show (April 15, 2017). Signs will be removed at the end of the day.

1. A 20" x 30" Sign at the corner of FM 2252 & FM 3009, and on FM 2252 by the city marque
2. One 2-sided sign at the entrance to Municipal Parkway (in front of marquee)

Additionally, we request "GRCPAAA Annual Car Show - April 15 – Community Center" be placed on the City's info board on FM2252 and on the Marquee on Municipal Parkway for 1 to 2 weeks prior to the show if/when possible

CITY OF GARDEN RIDGE BUILDING REPORT

2/21/2017 THRU 3/20/2017

MAJOR PERMITS

Permit #	Address	Builder	Sq Ft.	Value \$	Permit Fees
1142 -17	8214 Shining Elk	Chesmar Homes	4937	641810	\$ 3,912.20
1144 -17	8309 Eskimo Forest	Chesmar Homes	4663	606190	\$ 3,747.80
1150 -17	8427 Orchard Glen	Chesmar Homes	4560	592800	\$ 3,686.00
1158 -17	8305 Eskimo Forest	Chesmar Homes	4163	541190	\$ 3,447.80
TOTAL			18,323	\$ 2,381,990.00	\$ 14,793.80

MINOR PERMITS

Permit #	Address	Builder	Project	Permit Fees
1143 -17	19914 Lloyds Park	Ronald Oswalt	Fence	\$ 125.00
1145 -17	10051 Trophy Oaks	JDM Plumbing	Minor Plumbing	\$ 100.00
1146 -17	9419 Garden Ridge Dr.	Mr. Electric	Minor Electric	\$ 125.00
1147 -17	22211 Quite Moon	Gary Wolfe	Outbuilding	\$ 100.00
1148 -17	8411 Orchard Glen	Aquamarine Pools	Pool, Deck	\$ 612.12
1149 -17	22411 Oro Viejo Ct.	Olivares Builing & Remod	Dog Kennel (mu)	\$ 125.00
1151 -17	21663 Forest Waters Cir.	Rande Hawkinson	Fence	\$ 125.00
1152 -17	9212 Bluebell Drive	Bobo Custom Builders	Addition & Patio	\$ 571.24
1153 -17	22411 Oro Viejo Ct.	Pool Concepts	Pool, Spa, Deck	\$ 648.76
1154 -17	8310 Garden Arbor	Iron Rock Concrete	Driveway	\$ 125.00
1155 -17	21019 Plumb Ranch	Kevin Sloan	Fence	\$ 125.00
1156 -17	8218 Garden Arbor	Brohn Group LLC	Fence	\$ 125.00
1157 -17	8403 Garden Ridge	Mark Ecton	Chicken coop run	\$ 125.00
TOTAL				\$ 3,032.12

TOTAL MAJOR FEES FOR THE MONTH	\$ 14,793.80
TOTAL MINOR FEES FOR THE MONTH	\$ 3,032.12
TOTAL ALL PERMIT FEES FOR THE MONTH	\$ 17,825.92

TOTAL MAJOR PROJECTS VALUE 10/1/2016 thru 2/20/2016	\$ 7,822,854.00
TOTAL MAJOR PROJECTS SQ FT. 10/1/2016 thru 2/20/2016	60,859

TOTAL MAJOR PERMIT FEES 10/1/2016 thru 2/20/2016	\$ 48,882.80
TOTAL MINOR PERMIT FEES 10/1/2016 thru 2/20/2016	\$ 15,107.92
TOTAL ALL PERMIT FEES FOR THE FISCAL YEAR	\$ 63,990.72

GARDEN RIDGE COMMUNITY CENTER MONTHLY REPORT

2017
February 21st thru March 20th

New Events Booked in Current Month	Charged	2
	No Charge	3

2016-2017

Total Number of Events for the Month	8
Total Number of Days used in the Month	14
Total Number cancelled for the Month	1

2015-2016

Total Number of Events for the Year	74
Total Number of Days Used for the Year	248
Total Number cancelled for the Year	2
Wildflower and Bluebonnet Room	

2014-2015

Total Number of Events for the Year	81
Total Number of days Used for the Year	261
Total Number cancelled for the Year	4
Wildflower and Bluebonnet Room	

Past years	# of Events	# of Days
2012-2013	73	252
2011-2012	76	257
2010-2011	72	241
2009-2010	65	208
2008-2009	67	199

Water Managers
Monthly Department Report
Mar-17

	2016						2017							
	Edwards		Trinity		Total	Quarterly	Edwards		Trinity		Total	Quarterly		
	Gallons	Acre Feet	Gallons	Acre Feet	Acre Feet	Acre Feet	Gallons	Acre Feet	Gallons	Acre Feet	Acre Feet	Acre Feet		
January	15,309,000	46.98	431,000	1.32	48.30	170.84	3,046,000	9.35	13,005,000	39.91	49.26	151.63	3/1-3/29	
February	512,000	1.57	19,825,000	60.84	62.41		1,132,000	3.47	15,007,000	46.05	49.53			
March	3,234,000	9.92	16,359,000	50.20	60.13		2,011,000	6.17	15,208,000	46.67	52.84			
April	494,000	1.52	18,620,000	57.14	58.66		-	0.00	-	0.00	0.00			
May	4,348,000	13.34	14,693,000	45.09	58.43	211.78	-	0.00	-	0.00	0.00	0		
June	29,247,000	89.76	1,608,000	4.93	94.69		-	0.00	-	0.00	0.00			
July	38,544,000	118.29	12,725,000	39.05	157.34		-	0.00	-	0.00	0.00			
August	24,439,000	75.00	7,880,000	24.18	99.18		-	0.00	-	0.00	0.00			
September	23,578,000	72.36	1,715,000	5.26	77.62	334.14	-	0.00	-	0.00	0.00	0		
October	27,951,000	85.78	0	0.00	85.78		-	0.00	-	0.00	0.00			
November	17,929,000	55.02	895,000	2.75	57.77		-	0.00	-	0.00	0.00			
December	14,578,000	44.74	888,000	2.73	47.46		-	0.00	-	0.00	0.00			
TOTAL	200,163,000	614.28	95,639,000	293.51	907.78		6,189,000	18.99	43,220,000	132.64	151.63		Total EAA Allocations 682.77	
EAA Stage 0 , Available 882.77 Ac/Ft, Unused 268.49Ac/Ft							EAA Stage 0 , Available 682.77 Ac/Ft, Unused 669.95Ac/Ft							
Current Edwards Permits														
Allocated Pumpage		CO00139	P100-767		511.951	Acre Feet	Year Comparson: January/February							
Purchase		BE 00109I	P100-327		2.000	Acre Feet	2016							
Purchase		ME 00417D	P101-185		1.301	Acre Feet	2017							
Purchase		ME 00479I	P101-315		3.895	Acre Feet	Edwards: 19,055,000 gals 58.47 ac/ft. 6,189,000 gals 18.99 ac/ft.							
Purchase		UV 00437I	P101-699		2.000	Acre Feet	Trinity: 36,615,000 gals 112.36 ac/ft. 43,220,000 gals 132.64 ac/ft.							
Purchase		UV 00461I	P101-752		4.000	Acre Feet	Total: 55,670,000 gals 170.83 ac/ft. 49,409,000 gals 151.63 ac/ft.							
Purchase		UV 00478I	P101-801		2.000	Acre Feet	Difference from 2016 – 2017: 6,261,000 gals 19.21 ac/ft. less usage							
Purchase		UV 00537H	P101-959		2.000	Acre Feet								
Purchase		UV 00576I	P102-040		14.000	Acre Feet	Water Connections: 2016 – 1577 2017 - 1588							
Purchase		UV 00630G	P102-146		1.760	Acre Feet								
Purchase		BE 00081AE	P100-200		62.000	Acre Feet	Avg. usage per connection for March 2017: 10,843.199 gals							
Transfer		CO00119AA	P102-564		0.660	Acre Feet								
Transfer			P103-312		4.500	Acre Feet	Average usage per day for March 2017: 593,758.621 gals							
Transfer			P102-416		2.000	Acre Feet								
Transfer	Keith Zar Pools		P106-186		1.000	Acre Feet	Avg. connections 2016: 1571 Avg. usage per connection for 2016: 188,300.4 gals							
Lease	Lloyd Loehman		P107-429		3.000	Acre Feet								
Lease	M. Friesenhahn		P100-745		65.000	Acre Feet								
Lease	BVFD		P102-302		-0.300	Acre Feet								

Total Edwards Allocations Available **682.77** Acre Feet

Monthly Well Progress Report

Trinity Well Status:	Static Level: Mar 1 st : 207.0'	Mar 29 th : 208.8'	Diff. of: 1.8'
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GPM: 883	Pumping Level: Mar 1 st : 171.0'	Mar 29 th : 173.7'	Diff. of: 2.7'
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Edwards Wells Status:	Static Level: Mar 1 st : 138.6'	Mar 29 th : 139.6'	Diff. of: 0.9'
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New Meter Installations	4	Meter Replacement	1	Main Breaks	1
New Service Line Inspections	3	Service Line Replacement	0	Service Line Leak Repair	2
Irrigation System Inspections	3	Fire Hydrant Maintenance	3	Leak Adjustment	0
Toilet Rebates	0	Washing Machine Rebates	0	Water Heater Safety Inspections	4

Projects:

CIP. Water mains have been installed on all streets in unit 2 of the CIP. Still need to install services and tie-ins. Will Pressure check and Bac "T" sometime next week

Library Report, April, 2017

Activities between February 15 and March 15, 2016:

~There were 923 visits to the library.

~There were 2,119 items checked out.

~We added 21 new patrons.

~126 new items were added to the Library Collection.

Classes and Activities

P.A.T.S (Parents Are Totally Special - A forum for parents and for grandparents who are raising their grandchildren to ask questions and share experiences)

<i>2/16/17</i>	<i>3</i>
<i>Adult Coloring 2/16/17</i>	<i>6</i>
<i>CASA, for those interested in becoming a children's advocate</i>	
<i>2/15/17</i>	
<i>Robotics 2-16-2017</i>	<i>15</i>
<i>Preschool Story time 2-17-2017</i>	<i>15</i>
<i>Privately contracted handgun class 2/18/17</i>	<i>23</i>
<i>Science Club 2/20/17</i>	<i>Holiday</i>
<i>Card-Making 2/21/17</i>	<i>5</i>
<i>Reading Dog: 2/22/17</i>	<i>5</i>
<i>Little's: 2/22/17</i>	<i>7</i>
<i>Coloring 2/23/17</i>	<i>4</i>
<i>Story time 2/24/17</i>	<i>9</i>
<i>Science Club 2/27/17</i>	<i>13</i>
<i>Legos 3/7/17</i>	<i>25</i>
<i>Lunch-n-Learn 3/8/17</i>	<i>7</i>
<i>Adult Coloring 3/9/17</i>	<i>5</i>
<i>Cub Scouts working on merit badge 3/9/17</i>	<i>27</i>
<i>Preschool Story Time 3/10/17</i>	<i>9</i>
<i>Pokemon 3/11/17</i>	<i>20</i>
<i>Lego Robotics 3/14/17</i>	<i>9 (spring break!)</i>
<i>Lunch-n-Learn, Spring Gardening 3/15/17</i>	<i>12</i>

Public Works

January, 20 2017—February, 20 2017

Street and Right of Way Maintenance

Street sign maintenance: Sign cleaning/straiten poles.
City streets: low hanging tree inspections.
Street repairs: 23 potholes.
Bat Cave right of way: Removed concrete.

Storm water Drainage Facility and Easement Maintenance

Outfalls inspected: 19
Detention/Retention ponds inspected: 18
Park Lane: Re grade drainage channel.
Hickory Bend Drainage: Added more trespassing warnings.

Park and City Facility/Property Maintenance

Paul Davis Park: Prep area for new playground.
Treat grounds for ants.
Dragged baseball field.
City Hall: 8, outside light bulbs replaced.

Animal Control

Domestic Animal Apprehensions:	Dogs 5	Cats 3	YTD	Dogs 5	Cats 3
Nuisance Complaint Calls:	0		YTD	0	
Animal Bite Calls :	0		YTD	0	
Deer Carcass Disposals:	9		YTD	9	
Raccoon :	2		YTD	2	
Opossum:	5		YTD	5	
Skunks:	12		YTD	13	
Other:	1 coyote—2 buzzards—1 fox		YTD	4	
Hunters for the hungry animal donations: Deer /Wild Hogs			YTD	0	
Total animal control apprehensions/pickups for 2016:			YTD	40	
Animal transferred to adoption agency:	6		YTD	6	
Animals returned to owners:	3		YTD	3	
Animals adopted:	Dogs. 2	Cats 0	YTD	2	
Current animals in city's care:	Dogs. 1	Cats. 2			
Animals ready for adoption:	Dogs. 0	Cats. 0			

Special Note

Oak wilt: No new cases.



GARDEN RIDGE POLICE DEPARTMENT

APRIL FEBRUARY 21ST – MARCH 20TH CALLS FOR SERVICE

Location	Calls	Code	Water	Total
ARROWOOD	2	0	0	2
BAT CAVE ROAD	2	1	0	3
BINDSEIL	2	0	0	2
COUNTRY OAK ESTATES	3	4	0	7
ENCLAVE AT GARDEN RIDGE	0	0	0	0
FM 2252	27	0	0	27
FM 3009	14	1	0	15
FOREST WATERS	7	0	0	7
GARDEN RIDGE ESTATES	18	3	0	21
GEORG RANCH	6	2	0	8
MUNICIPAL COMPLEX	4	0	0	4
NACOGDOCHES LOOP	0	0	0	0
OAK MEADOW ESTATES	1	0	0	1
PARK LANE ESTATES	1	1	0	2
REGENCY OAKS	4	0	0	4
SCHOENTHAL ROAD	2	0	0	2
THE FOREST OF GARDEN RIDGE	3	0	0	3
THE PARK AT GARDEN RIDGE	0	0	0	0
TROPHY OAKS	6	0	0	6
TWISTED OAKS	1	0	0	1
WILD WIND	3	0	0	3
WOODS OF GARDEN RIDGE	1	1	0	2
COUNTY	10	0	0	10
OTHER	1	0	0	1
TOTALS	118	13	0	131

ARRESTS – 7
ALARM PERMITS – 3
CRASHES – 5

ALARMS –19
SOLICITOR PERMITS –0

Location	Units	Injury	Fatal	Type
19000 BLK FM 2252	2 vehicles	0	0	CR3
20600 BLK FM 3009	2 vehicles	1	0	CR3
8500 BLK Schoenthal Road	vehicle vs. pole	0	0	CR2
21300 BLK FM 3009	1 vehicle	0	0	CR2
19500 BLK FM 2252	2 vehicles	0	0	CR2

ENFORCEMENT (217)

**Citations –81*

**Warnings –136*

INCIDENTS and ARRESTS

- 2/24/2017- After being stopped for expired registration, Ofc. McKay arrested Zack Kinsey for Driving While License Invalid with No Insurance.
- 2/25/2017- Officers responded to an active disturbance where a juvenile was arrested for Assault-Family Violence.
- 2/27/2017- After being stopped for expired registration, Ofc. Sanchez arrested Joe Cruz for Driving While License Invalid with No Insurance.
- 3/5/2017- After being stopped for speeding 66/55, Ofc. McMahan arrested Arturo Candelaria Marin for Driving While License Invalid with an Alcohol Related Suspension.
- 3/13/2017- After being stopped for defective brake light, Ofc. Pelata arrested Steven Singleton for Driving While License Invalid with No Insurance.
- 3/13/2017- Officers served two municipal warrants to a subject already in Comal County Jail.
- 3/19/2017- Officers received a call to a residence where an unwanted subject had previously been issued a criminal trespass warning and then returned. Upon arrival, Officers found Patricia Dunlap inside the residence and arrested her for Criminal Trespassing into a Habitation.

CASES FILED WITH DISTRICT ATTORNEY'S OFFICE

- 2/23/17: CASE #: 17-00033 / OFFENSE: Driving While Intoxicated
CASE #: 17-00071 / OFFENSE: Theft \$100 < \$750
CASE #: 17-00186 / OFFENSE: Possession of Dangerous Drugs
- 3/3/17: CASE #: 17-00221 / OFFENSE: Possession of Marijuana < 2oz.
CASE #: 17-00225 / OFFENSE: Possession of Marijuana < 2oz & Possession of Drug Paraphernalia

TRAINING

- | | |
|--|---|
| <ul style="list-style-type: none">♦ “Basics of Crime Scene Fingerprinting”<ul style="list-style-type: none">○ Ofc. Hackenberg○ Ofc. McKay♦ “Canine Encounters”<ul style="list-style-type: none">○ Ofc. Sanchez | <ul style="list-style-type: none">♦ “Child Safety Check Alert”<ul style="list-style-type: none">○ Ofc. Pelata○ Ofc. Sanchez |
|--|---|

The Tocker Foundation is a group which gives special support to libraries in cities of 12,000 or fewer people. The following is their philosophy:



"Supporting Rural Libraries in Texas Since 1992"

Committed

Public libraries play a vital role as guardians of equal access, intellectual freedom, and objective stewardship of information. This role becomes critical in our state's rural areas where libraries are an intrinsic part of all community activities and gatherings.

Visionary

Libraries of the 21st Century adapt, evolve and innovate to keep up with the rapid pace of change. Creativity, entrepreneurial spirit, current technology, customer-oriented focus, and community engagement are vital parts of the equation to help the library connect with its community.

Impactful

Supporting libraries and organizations across the state with thoughtful grant-making and effective partnerships that align with our mission.

In January 2017 Linda Crosland applied for a grant with the following opening of the proposal:

Revitalization through Rebranding

*This project is all about brand revitalization. Just as companies have seen the need to rebrand themselves when they become outdated or irrelevant, so the Garden Ridge Library needs rebranding in order that people might view it in a more positive light. We need to move from being a stodgy, "Shhh" library to being a center of activity, creativity and enjoyment. We want to become the place to **be** in our community.*

The place is the face of any brand. Whether a store, a website, a retail display, a kiosk or wherever the "place" may be, the experience must be consistent with the intended

brand direction. To revitalize our brand, we need to bring the redefined brand promise to life.

The application was much longer, and there is a lengthy list of specific needs, project beneficiaries, how it will be executed and sustained. The response came in March 16, and they have granted the library the tremendous amount of almost \$50,000 for matching furnishings, tables and chairs, a teen place with an old-fashioned diner booth, armchairs with pop-up tables and children's shelves with dividers which will prevent the unwieldy picture books from falling over.

A library designer's services are included in the grant. He will help us select new furniture and has already planned a new layout which should be more inviting and encourage people to move into the interior. People might even come to realize that there are books in the back of the library!

City Administrator

From: ronnie cain <ronnie@pccreativeservices.com>
Sent: Wednesday, March 22, 2017 4:04 PM
To: City Administrator
Subject: Community Event

PC Creative Services, Inc a 43 year old San Antonio based marketing company, is planning, as one of their community outreach programs to honor Military Wounded Warriors. We are wanting to schedule the event on May 20th, which is Armed Forces Day. Currently the plan calls for dinner, music, auction, with all funds going to the Wounded Warrior

San Antonio. I am requesting the City of Garden Ridge join us in sponsoring this event by providing or discounting the rate for the community center. The public would be invited to the event for a small cover charge. Food and drink would be sold as well. PCCS will handle all the planning for the event as well the advertising.

Please provide your thoughts so that we can complete our plans.

Ronnie Cain



MEMORANDUM

DATE: MARCH 27, 2017
TO: CITY OF GARDEN RIDGE – CITY COUNCIL
FROM: RIVER CITY ENGINEERING (RCE) *[Signature]*
RE: PROJECT UPDATES FOR APRIL 5, 2017 COUNCIL MEETING

2013 CIP Project – Warranty Repairs

The contractor will schedule the seal coating for this repair once paving has begun in the new CIP project area, in early spring.

2015 CIP Project – Waterlines, Street and Drainage

The contractor has begun waterline placement on Azalea Circle. The street contractor prepped the project area last week for curbing. They will begin excavation of the curb trench this week, and curbing will be placed starting next week.

Nine pay requests have been approved for this project totaling \$1,836,590.75.

2016 CIP Project – Street improvements

RCE is finalizing the design for the replacement of several culverts on this project. Plans are 80% complete at this time.

Well 9 & 10 Site Development

The construction of this site is well underway. The contractor has excavated the foundation of the ground storage tank. The bore crossing FM 3009 should begin this week, pending TxDOT approval of the permit. RCE has reviewed several material submittals and continues to work with the contractor to move the project forward.

Commercial Wastewater Service Planning

The wastewater project is currently within the public hearing process to establish the Impact Fees. Staff has started discussion with the financial advisor and he is preparing the debt issuance schedule and plan to finance.

Water Master Plan Update

The Impact Fee committee meeting was canceled due to the lack of a quorum. The meeting will be rescheduled.

Seal Coat and Striping Municipal Pkwy

RCE has provided the stripping layout to Public Works and the Police Chief for review. We will have bid documents prepared within the next two weeks to bid the project upon consensus of Council.



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266-2600
(210) 651-6632
Fax (210) 651-9638

Agenda Request Form

Meeting Date: March 1, 2017

Subject Matter: Destruction of City Records

Department: City Administration

Submitted by: Shelley Goodwin, City Secretary

☐ Consent Agenda ☐ Ordinance # _____ ☐ Resolution # _____

☐ Discussion ☐ Update

Funding Issues: ☐ No impact to budget ☒ Impacted amount on budget: \$ 450
Balance in account line: \$6,800

Description of item: Ordinance 67 designates a Records Management Officer, and established a Records Management Program and used the most current State Library Archive Retention Period for the destruction of records. Ordinance 67 also requires the City Council to approve the destruction of the City Records after the designated City Officials have signed off. The attached Request for Authority To Destroy and Certification of Destruction Forms provide the series of #s, Retention Period and Description and the Date of Destruction (when it can be destroyed). These records are set to be destroyed at the annual Shred Day set for April 29th.

Staff recommendation: To approve the attached City Records in accordance with Ordinance 67. And to keep the Request for Authority To Destroy and Certification of Destruction Forms and Guarantee of Destruction/Certificate of Contents from the shredding company as a permanent record.

City Administrator's Approval to place on the Agenda: Vasey Cain

ACTION TAKEN

APPROVED

SPECIAL INSTRUCTION

☐ YES ☐ NO

REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE:

2/3/2017

REQUESTED BY:

Adm. - City Secretary
DEPARTMENT NAME

Sharon Gooding
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
N/A	N/A	Not picked up within the AG time frame	ORR #2016-158 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-116 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-94 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-78 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-63 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-64 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-62 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-5 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-2 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2015-133 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2015-111 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2015-39 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-34 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2016-4 - Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	ORR #2015-82 - Open records request never picked up	2/3/2017

N/A	N/A	Not picked up within the AG time frame	11/8/12 Request by Daniel Lazo for copy of 11/3/12 police report at Lazo residence -- Open records request never picked up	2/3/2017
N/A	N/A	Not picked up within the AG time frame	2/20/2013 Request from Juan Ramon Vega for copy of 11/4/12 arrest report	2/3/2017
N/A	N/A	Not picked up within the AG time frame	10/17/2011 Request from Corina Berwick for Report #11-00032	2/3/2017
N/A	N/A	Not picked up within the AG time frame	10/17/2011 Request from Bobby Casillas for Report #11-000-31	2/3/2017
N/A	N/A	Not picked up within the AG time frame	10/8/2011 Request from Austin R. Methis for police report for Deb Martinez for auto accident on 10/1/10	2/3/2017
N/A	N/A	Not picked up within the AG time frame	4/19/2011 Request from Christopher P. Brennan for Driver Crash Report Case #11-00505	2/3/2017
N/A	N/A	Not picked up within the AG time frame	Undated request from Michael Boryant with Adam Michael Homes for copy of Ordinance #18	2/3/2017
N/A	N/A	Not picked up within the AG time frame	5/19/10 Request from Rolando Ramirez for copy of Zoning and Subdivision Ordinance	2/3/2017
N/A	N/A	Not picked up within the AG time frame	2/13/09 Request from Annur Arhad for copy of offense report	2/3/2017
N/A	N/A	Not picked up within the AG time frame	10/3/14 Request from James Galles for copy of accident report of 9/23/14.	2/3/2017
N/A	N/A	Not picked up within the AG time frame	10/7/14 Request from Reynaldo Villarreal Jr. for copy of accident report of 9/29/14	2/3/2017
N/A	N/A	Not picked up within the AG time frame	Undated request from Mrs. Nowak for copy of police accident report #10-01040, 7/13/10	2/3/2017
N/A	N/A	Not picked up within the AG time frame	CD labeled Garden Ridge Accident 15-00015 / 7-3-15 / Gabriel Aaron Ream	2/3/2017

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



CITY ADMINISTRATOR



CHIEF OF POLICE



CITY SECRETARY

DATE APPROVED BY CITY COUNCIL: _____

MAYOR

REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE: 03/17/2017

REQUESTED BY:

Admin. - City Secretary
DEPARTMENT NAME

[Signature]
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.

# Emails	RECORD SERIES #	RETENTION PERIOD	DESCRIPTION	DESTRUCTION DATE
115	GR 1000-26a	4 years	Insurance Correspondence - Email 2011 - October 2012	July 2016 and *
3			ADP-timesheet issues-Correspondence	*
104	GR 1000-34b	2 years	2011-2013 PIA	12/31/2015
23		2 years	Audit correspondence 2012	01-Jan-15
28		2years	Bank correspondence 1-1-2012 to 12-31-13	01/01/2015
70		2 years	Newspaper correspondence 2011-2013	
7		2 years	CCR 2012	
68		2 years	City Attorney correspondence 2013	
11		2years	Comal County Treasurer 2014	*
42		2 years	Election correspondence 2012-2013	
			Planning and Zoning Commission correspondence 2011-2013	
22			Police Department correspondence 2012-2013	
87			Quarry Commission correspondence 2012-2013	
10			Water Commission correspondence 2012-2013	
12			Civic Plus-duplicate correspondence 2012- older	
27		2years/anytime		

* Paper copies as well

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

[Signature]
CITY ADMINISTRATOR

[Signature]
CHIEF OF POLICE

[Signature]
CITY SECRETARY

DATE APPROVED BY CITY COUNCIL: _____

REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE: 03/17/2017

REQUESTED BY: Administration - Finance/HR

DEPARTMENT NAME

Kam Ford

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.

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# of Boxes	RECORD SERIES #	RETENTION PERIOD	DESCRIPTION	DESTRUCTION DATE
1	1025-30a	FE+5years	Journal Enteries-FY2011	10/01/2016
2	1025-27a	FE+3years	Accounts receivable 2012-2013	10/01/2016
2	GR1025-26a	FE+3years	Accounts payable 2012-2013	10/01/2016
1	GR1050-56	FE+3years	Leave Balance (not master file) 2011-2012	10/01/2016
	GR1025-01e	FE+3yrs	Audit work papers FY2013	10/1/2016
	GR 1025-04c	2yr	Budget work papers (FY2014)	10/1/16

* Paper copies as well

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

Nancy Cain
CITY ADMINISTRATOR

Ron Elwood #100
CHIEF OF POLICE

Deborah Goodwin
CITY SECRETARY

DATE APPROVED BY CITY COUNCIL: _____

MAYOR

REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE: 03/17/2017

REQUESTED BY: Administration-City Secretary

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.

# files	RECORD SERIES #	RETENTION PERIOD	DESCRIPTION	DESTRUCTION DATE
2012				
1	EL3100-03b	Election Day + 22 months	News paper posting, hours count posting	Apr-14
	EL3100-13	US	Voting system reports	
	EL3125-01a	date of filing + 2 years	Campaign Finance Reports and filings	Apr-14
	EL3125-02a	Election day + 2 years	Application for place on ballot, rejections and withdrawa	Jun-14
2013				
1	EL3100-03b	Election Day + 22 months	News paper posting, hours count posting	Apr-15
	EL3100-13	US	Voting system reports	
	EL3125-01a	date of filing + 2 years	Campaign Finance Reports and filings	Apr-15
	EL3125-02a	Election day + 2 years	Application for place on ballot, rejections and withdrawa	Jun-15
2014				
1	EL3100-03b	Election Day + 22 months	News paper posting, hours count posting	Apr-16
	EL3100-13	US	Voting system reports	
	EL3125-01a	date of filing + 2 years	Campaign Finance Reports and filings	Apr-16
	EL3125-02a	Election day + 2 years	Application for place on ballot, rejections and withdrawa	Jun-16

* Paper copies as well

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

Nancy Cain
CITY ADMINISTRATOR

Ron Elms #100
CHIEF OF POLICE

Shelly Gordon
CITY SECRETARY

DATE APPROVED BY CITY COUNCIL: _____

MAYOR

REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE: 03/17/2017

REQUESTED BY: Administration-City Secretary

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.

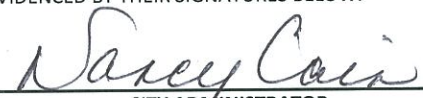
☒ THE RECORDS HAVE EXCEEDED THE REQUIRED RETENTION PERIOD STIPULATED BY THE DEPARTMENT'S RECORDS RETENTION SCHEDULE AND DO NOT NEED ADDITIONAL RETENTION.

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

# Boxes	RECORD SERIES #	RETENTION PERIOD	DESCRIPTION	DESTRUCTION DATE
1	GR1000-03b	90 days after approval	Notes taken during City Council, Water Commission, P & Z, Quarry Jan 2016-Dec 2016	Apr-17
1	GR1000-26c	AV	Duplicate and working copies of Grapevine and calendar:	

* Paper copies as well

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


CITY ADMINISTRATOR


CHIEF OF POLICE


CITY SECRETARY

DATE APPROVED BY CITY COUNCIL: _____

SIGNATURE OF Court Clerk

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

[illegible]

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

Shelly Gordon
CITY SECRETARY

MAYOR



LOCAL RABIES CONTROL AUTHORITY

The _____ of _____
(governing body) (city or county)

designates _____ as the Local Rabies Control
(job title or name)

Authority (LRCA) for the purposes of the RABIES CONTROL ACT OF 1981.

This appointment became effective _____
(date)

AUTHORIZING PERSON'S NAME (print): _____

AUTHORIZING PERSON'S TITLE: _____

AUTHORIZING PERSON'S SIGNATURE: _____

Please print the name and contact information of the appointed individual:

NAME: _____

AGENCY: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

JOB TITLE: _____

TELEPHONE: _____

FAX: _____

E-MAIL ADDRESS: _____

RETURN THIS FORM TO:

Department of State Health Services
Zoonosis Control

MANAGER, ADDRESS MANAGEMENT SYSTEMS
RIO GRANDE DISTRICT



March 3, 2017

Mr. G Larry Thompson
Councilman
City of Garden Ridge
9400 Municipal Pkwy
Garden Ridge TX 78266-2366

Councilman Thompson,

Pursuant to your request for a letter collection box to be placed at the Garden Ridge City Municipal Complex located at 9400 Municipal Pkwy in Garden Ridge TX 78266, the Postal Service is willing to relocate a collection box to that location. It is our understanding that the City of Garden Ridge is willing to arrange and pay for the installation of a concrete slab to accommodate the box.

If that is the case, please send pictures of the proposed location for the box via email to Raul Salazar, Operations Programs Specialist at Raul.Salazar@usps.gov or via regular mail at:

Raul Salazar
Operations Programs Support
1 Post Office Dr
San Antonio TX 78284-9993

Upon receipt of the pictures and approval of the location, Mr. Salazar will forward specifications for the concrete slab. Once the concrete slab is in place and is ready for the collection box to be installed, please advise Mr. Salazar so that the box may be delivered and installed by USPS Maintenance personnel.

Should you have any questions regarding this request or the process in general, please do not hesitate to contact me at 210 368-5587.

Sincerely,

A handwritten signature in blue ink that reads "James L. Lindsey".

James L(Larry) Lindsey

cc: Raul Salazar, Operations Support Specialist
Jaime Fernandez, Mgr Operations Programs Support

1 POST OFFICE DR
SAN ANTONIO TX 78284-9321
PHONE 210 368-5587 FAX 210 368-5526

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY OF GARDEN RIDGE SIGN ORDINANCE NO. 55-112004; PROVIDING FOR THE REGULATION, INSTALLATION, AND MAINTENANCE OF SIGNS WITHIN THE CITY LIMITS AND EXTRATERRITORIAL JURISDICTION ("ETJ") OF THE CITY OF GARDEN RIDGE; PROVIDING FOR DEFINITIONS, EXEMPTIONS, LOCATIONS, AND SIZE AND HEIGHT RESTRICTIONS; REQUIRING PERMITS; PROHIBITING CERTAIN TYPES OF SIGNS; PROVIDING A MEANS FOR VARIANCES THERETO; PROVIDING A REPEALING SECTION; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Garden Ridge previously adopted Ordinance No. 55-112004 setting forth comprehensive sign and billboard regulations for the City of Garden Ridge and its extraterritorial jurisdiction ("ETJ"); and

WHEREAS, it has become necessary to revise the existing sign regulations in a manner that provides the citizens of Garden Ridge a content neutral sign code developed based on the United States Supreme Court decision of *Reed v. Town of Gilbert*; and

WHEREAS, the City Council is authorized to regulate signs by virtue of the Texas Constitution, the City of Garden Ridge's police power, and Texas Local Government Code Chapters 211 and 216; and

WHEREAS, it is the desire of the Planning and Zoning Commission and City Council to adopt this ordinance as a comprehensive amendment to preceding ordinances; and

WHEREAS, City Council finds that the amended regulations are necessary and proper for compliance with state and federal law regulating signs ; and

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

Section 1. Findings. The findings set out herein are found to be true and correct and are hereby adopted by the City Council and made a part of this ordinance for all purposes.

Section 2. Repealing Prior Ordinances. The City of Garden Ridge, Texas, Ordinance No. 55-112004, dated November 3, 2004, and all amendments thereto are hereby superseded.

Section 3. Purpose. The purpose of this ordinance is to provide uniform, content neutral sign standards and regulations in order to ensure public safety and efficient communication and promote a positive city image reflecting order, harmony, and pride, thereby strengthening the economic stability of the City's business, cultural, historical, and residential areas, as follows:

- A. Public Safety. To promote the safety of persons and property by ensuring that signs do not:
1. Create a hazard due to collapse, fire, decay, or abandonment;
 2. Obstruct firefighting or police surveillance; or
 3. Create traffic hazards by confusing, distracting, or obstructing the view of pedestrians or vehicles.
- B. Efficient Communications. To promote the efficient transfer of information in sign messages by ensuring:
1. Those signs which provide public safety messages and information are given priority;
 2. Businesses and services may identify themselves;
 3. Customers and other persons may locate businesses or services;
 4. No person or group is arbitrarily denied the use of sight lines from public rights-of-way for communication purposes;
 5. Persons exposed to signs are not overwhelmed by the number of messages presented and are able to exercise freedom of choice to observe or ignore such messages according to the observer's purpose; and
 6. The right of free speech exercised through the reasonable use of signs is preserved.
- C. Landscape Quality and Preservation. To protect the public welfare and enhance the appearance and economic value of the landscape by ensuring that signs:
1. Do not interfere with scenic views;
 2. Do not create a nuisance to persons using public rights-of-way;
 3. Do not create a nuisance to occupants of adjacent and contiguous property by their brightness, size, height, or movement;
 4. Are not detrimental to land or property values;
 5. Do not contribute to visual blight or clutter; and
 6. Are architecturally compatible and harmonious with the structure to which they pertain and to neighboring structures.

Section 4. Compliance. No person may construct, reconstruct, place, install, relocate, alter, or use a sign after the effective date of this ordinance unless such installation, construction, reconstruction, placement, relocation, alteration, or use meets all the provisions of this ordinance and all other applicable ordinances adopted by the City Council.

Section 5. Area of Jurisdiction. The provisions of this ordinance shall apply within the City limits and ETJ of the city as defined by state law.

Section 6. Definitions. Words and phrases used in this ordinance shall have the meanings set forth in this section. Other words and phrases shall be given their common ordinary meaning unless the context clearly requires otherwise. Headings and captions are for reference purposes only and shall not be used in the interpretation of this ordinance. In the event of conflicting regulations or definitions thereupon, the stricter definition or regulation shall apply.

Abandoned/obsolete sign. A sign that advertises a product, service, or business no longer available or in operation or not being maintained for a certain period of time as hereinafter described in this ordinance.

Address sign. A sign denoting the designated street number for a building or property. See Ordinance 97 for address sign requirements.

Advertising bench. Any bench providing seating to the general public without charge, which may bear advertising.

A-frame. An A-framed style sign, which is typically but not necessarily foldable or collapsible and meant to be easily moved.

Animated or moving sign. Any sign, or part of a sign, which changes physical position by any movement or rotation or which gives the visual impression of such movement or rotation.

Area.

- A. The space enclosed within the extreme edges of the sign for each sign face, not including the supporting structure.
- B. In cases where a sign is composed only of letters, figures, or other characters, the dimensions used to compute the area are the smallest simple imaginary figure (circle, triangle, rectangle, or other) which fully contains the sign content.

Auxiliary sign. Provides information such as hours of operation, delivery instructions, credit cards accepted, restrictions of sale to minors, "no soliciting," or "beware of dog."

Awning, canopy or marquee sign. A sign that is mounted, painted on, or attached to, an awning, canopy, or marquee that is otherwise permitted by this ordinance.

Back-to-back sign. A structure containing two (2) parallel signs whose faces are oriented in opposite directions.

Bandit signs. Any sign not authorized by this ordinance and/or any sign posted on a utility pole, street sign, street furniture, or sign posted in violation of this ordinance in the public right-of-way, of any size, including signs with wood or wire framing, post, or stakes. No sign owned or placed by the City, the State, or a public utility shall be considered a bandit sign.

Banner. Any sign intended to be hung either with or without frames, possessing colors, characters, letters, illustrations, or ornamentation applied to paper, plastic, fabric, or netting of any kind, supported by wire, rope, webbing, or similar means or through the grommets of the sign.

Beacon. Includes any light with a beam directed into the atmosphere or directed at a point which is not on the same property as the light source, or a light with one or more beams that move.

Billboard. All off-premises signs owned by a person, corporation, city, or other entity that engages in the business of selling the advertising space on the sign.

Bill posters. Any advertising poster or handbill.

Changeable copy sign. Any sign or part of a sign, on which content can be changed or rearranged without altering the face or surface of the sign, for example a gasoline price sign.

City. The City of Garden Ridge, Comal County, Texas, an incorporated municipality, and its associated extraterritorial jurisdiction ("ETJ").

Code enforcement officer (CEO). The person or persons designated by the City to enforce city codes and this ordinance.

Commercial complex. Any property such as a shopping center, office park, or industrial park, which consists of two (2) or more establishments on a single platted lot, or which is designed, developed, and managed as a unit.

Electric sign means:

- A. Any sign on which letters, figures, designs, or messages are formed or outlined by electric illumination, or by a transparent or translucent medium which is electrically illuminated, whether the illuminating device is contained within or on the sign;
- B. Outside building outlining;
- C. Any interim decorative displays; and
- D. Any gas tube window outlining.
- E. Any portable sign that has electrical components attached, connected to, or part of the sign, or support, whether electrified or not, shall be considered an electric sign and all provisions of this ordinance pertaining to electric signs shall apply to such signs.

Embellishments. Any feature such as a cutout, neon, or plastic letters, clock, electric device, or space extension, which is added to an outdoor advertising structure. All embellishments shall be included when measuring sign perimeter.

Fireproof structure. A sign constructed entirely of steel members including structural support for the sign face. The sign face and its support members shall be constructed of metal panels or other non-combustible materials, and all electric signs on commercial property shall have a fireproof structure.

Flag/ patriotic. National, state, church, municipal or school flags, or any other flag that constitutes protected noncommercial free speech. A fabric sheet attached at one end to a pole, cable, or rope.

Flashing sign. Message boards that are electronically controlled by intermittent light impulses or alternating panels consisting of letters, words, or numerals that can either change sequentially or travel across the display area. Other than time and temperature signs, emergency signs, school zone signs, or other governmental signs.

Freestanding sign. Any sign not attached to or part of a building. Including, but not limited to, monument signs and self-supported signs.

Ground. Ground level is the lower of:

- A. the existing grade prior to construction of the sign, or
- B. the newly established grade after construction, unless the curb elevation at the street in front of the sign is higher than the established ground level, in which case the height shall be measured from curb level.

Historic sign. A sign that is an integral part of the historical character of a landmark building or erected at a historic site or district.

Holiday sign. A temporary display or decoration customarily associated with any national, state, local, or religious holiday or celebration.

Illuminated sign. Any sign illuminated in any manner by an artificial light source of any kind, either detached from the sign or a part thereof. Signs that are only incidentally and indirectly illuminated as a result of a lighting plan primarily designed as security lighting or landscape lighting are not illuminated signs.

Monument sign. Any ground-mounted structures of masonry, rock, brick, stone or stucco. See Ordinance 13.

Moving sign. Any sign or part of a sign which is animated or moves.

Municipal property. Means property owned by the City. Except for signs authorized in advance by the City Council, no signs of any kind may be posted in a park or on municipal property.

Non-conforming sign. Signs which have been installed prior to the effective date of this ordinance, are in use as of the effective date of this ordinance, and which do not conform to this ordinance.

Permanent sign. A sign that is affixed or attached to the ground or a structure that is intended for long-term use or which cannot be removed without special handling.

Pole sign. A permanent sign that is mounted on a freestanding pole or other support that is placed on, or anchored in the ground and is independent from any building or other structure.

Portable sign. Any sign that is readily capable of being moved or removed, whether attached or affixed to the ground or any structure that is typically not designed nor intended to be permanently affixed to a building, other structure, or the ground. Portable signs include, but are not limited to:

- A. Signs designed and constructed with a chassis or support with or without wheels;
- B. Menu and "sandwich" board signs;
- C. "A" and "T" frame signs;
- D. Wooden, metal, or plastic "stake" or "yard" signs;
- E. Posters, flags or banners affixed to windows, railings, fences, overhangs, trees, hedges, or other structures or vegetation, and homes except for pole-mounted flags;
- F. Signs mounted upon vehicles parked and visible from the public right-of-way, except signs identifying the related business when the vehicle is being used in the normal day-to-day operation of the business, and except for signs advertising for sale the vehicle upon which the sign is mounted;
- G. Searchlights; and
- H. Inflatables.

Premises. A lot or tract within the City or its ETJ, and contiguous tracts in the same ownership, which are not divided by any public highway, street, alley, or right-of-way.

Residential area. Any property within the city limits which is zoned for residential use. Any un-zoned property within the city limits, or any property within the City's ETJ, which is vacant, in any form of agricultural use, on which a residence is the principal use, and any portion within two-hundred (200) feet of any such property.

Responsible party. The owner of the property upon which the sign is located, the lessor of the property, and/or the owner of the sign.

Roof-top sign. A sign placed on the roof of a building.

Safety signs. Signs required by State or Federal statute.

Sail, teardrop, feather, or bow banner. A self-supported wing, feather, blade, cone, or rectangular shaped flag mounted on a flexible pole.

Setback. The area from property lines back to buildings. Signs posted within building setbacks should not be an obstruction to traffic vision.

Sign. any device or surface including exterior walls of buildings, on which figures, letters, photographs, illustrations, logos, designs or outlines are used for such purposes as identification of individuals, partnerships, corporations, or organizations advising of a product and/or a location which is visible to the public. This includes lights, banners, pennants, and similar devices to attract attention, but excludes signs affixed to motor vehicles.

Sign, changeable electronic variable message (CEVMS). A sign which permits light to be turned on or off intermittently or which is operated in a way whereby light is turned on or off intermittently, including any illuminated sign on which such illumination is not kept stationary or constant in intensity and color at all times when such sign is in use, including an LED (light emitting diode) or digital sign, and which varies in intensity or color. A CEVMS sign does not include a sign located within the right-of-way that functions as a traffic-control device and that is described and identified in the Manual on Uniform Traffic Control Devices (MUTCD) approved by the Federal Highway Administrator as the national standard.

Sign code application area. The corporate limits of the City and the area of its extraterritorial jurisdiction as defined by Tex. Loc. Govt. Code section 42.021.

Single commercial building. A structure containing a single commercial establishment, office, business, school, church, nonprofit organization, charity, or government agency.

Sign face. That portion of the sign dedicated to the message, logo, name, etc.; the sign face may be of a different material than the monument it is on. The sign face and its framing, trim molding and/or supporting structure shall not protrude above the premises and shall not be of such a character as to violate any other provisions of this chapter. Other than a monument sign, no sign face shall be deeper than two (2) feet.

Sign height. The dimension of any sign from the ground to the highest point above the around, including any type of framing or supporting structures.

Sign perimeter. The measurement of that part of the sign which contains the textual wording of the sign including any surrounding framing, brickwork, scrollwork, etc. It does not

include the supporting posts that extend below and/or surround the textual wording of the sign to the ground.

Sign supports. The structural members which support and/or surround the sign face.

Street banner. A banner suspended above a right-of-way.

Temporary sign. Any sign not permanently affixed or attached to the ground or to a structure, which can be removed without special handling and intended for temporary display.

Trailer sign. A permanent or temporary sign affixed to a trailer. The primary purpose of said display is to attract the attention of the public to the subject matter advertised on the sign rather than to serve the customary identification purpose of said trailer.

Variance. Written approval to depart from the strict application of the provisions of this ordinance.

Vehicular sign. A permanent or temporary sign attached to, affixed to, or otherwise displayed on a vehicle. The primary purpose of said display is to attract the attention of the public to the subject matter advertised on the sign rather than to serve the customary identification purpose of said vehicle.

Vintage sign. A sign that is representative of events or dates from a period older than forty (40) years and is for decorative purposes only.

Wall sign. A sign erected parallel to or painted on the surface or integral with the outside wall of any building.

Window sign. A permanent or temporary sign attached to, affixed to or otherwise displayed on a window.

Section 7. Prohibited Signs. The following signs are prohibited within the City or its ETJ:

- A. Advertising benches
- B. Animated or moving signs
- C. Bandit signs
- D. Billboards
- E. Bill poster
- F. Electric sign
- G. Flashing sign – except in the case of emergency notifications

- H. Inflatable signs
- I. Pole signs
- J. Portable signs – except those used by the City to inform its citizens of special events on municipal property
- K. Trailer signs
- L. Changeable electronic variable message signs (CEVMS), including but not limited to a new CEVMS and the conversion of an existing non-CEVMS sign to a CEVMS, within the sign code application area.
- M. Other signs: Painted, mounted or otherwise displayed on any roof surface, walls, or fences or installed so that it faces contiguous residential property or any other signs not specifically authorized under this ordinance.

Section 8. Exemptions for Certain Types of Signs. The following are exempt from regulation under this ordinance:

- A. Any sign attached to a window, not exceeding ten percent (10%) of the gross glass area, or door of a building, for example sign indicating open/closed, business hours or help wanted.
- B. Commemorative plaques and historical markers mounted on the face of a building or erected on a site as a freestanding monument sign when placed or approved by a governmental entity, historical society, religious organization, or other nonprofit entity to commemorate a person, event, or other matter of historical interest.
- C. Any sign installed or required to be installed by any governmental entity or public utility to give information, directions, or warnings to the general public, regardless of the sign's location on public or private property.
- D. Vintage or historic signs.
- E. Holiday signs, lights, or decoration with no commercial message.
- F. Signs or banners primarily displayed on Comal Independent School District property promoting or recognizing student success and school activities.
- G. Signs and monuments displaying the address of a commercial building shall not constitute a sign in terms of limiting or eliminating the rights to a sign as allowed in other sections of this ordinance.

Section 9. General Regulations.

- A. Identification of signs. All signs installed after the date of the adoption of this ordinance shall have the sign permit number affixed.
- B. Historic signs. Historic signs existing prior to the effective date of this ordinance that are part of the unique architectural, historic, or scenic characteristics of the building, that enhance its visual character, and that are compatible with the building shall be allowed to remain in place after the effective date of this ordinance. Historic sign designation will be at the discretion of the City Administrator.
- C. Prohibited locations and other restrictions. This section shall apply to all signs located within the city limits or the City's ETJ, with the exception of those referenced in section 13 of this ordinance. No sign or part of a sign shall:
1. Be placed on or attached to any utility pole or pedestal, except by a utility company owning the pole or pedestal or operating facilities mounted on the pole or pedestal;
 2. Be placed upon real property without the consent of the property owner;
 3. Be located in, on, or over any right-of-way, except for directional or informational signs erected by government agencies. Any such sign, other than informational signs erected by government agencies, shall constitute a nuisance;
 4. Be located so that it blocks vehicle or pedestrian views and/or safe sight distances at any intersection, curve, or corner. This includes signs located on private property. Any such sign shall constitute a nuisance;
 5. Imitate or resemble an official traffic-control device or railroad sign or signal, attempt to direct the movement of traffic, or hide from view or hinder the effectiveness of an official traffic-control device or railroad sign or signal. Any such sign shall constitute a nuisance;
 6. Be placed closer than ten (10) feet to the edge of a road surface. Exception: Monument signs that are placed in the center of a divided roadway as an island;
 7. Have unreasonably bright flashing lights or other distracting features such as balloons, streamers or banners. This does not include signs with slowly changing messages such as time or temperature;
 8. Be located so that it is on, or in any way obstructs, any sidewalk, walkway, or pathway used by the public for normal pedestrian access. Any such sign shall constitute a nuisance.

Section 10. Required Signage. The following signs are an important component of measures necessary to protect the public safety and serve the compelling governmental interest of protecting traffic safety, serving the requirements of emergency response and protecting property

rights or the rights of persons on property and are therefore authorized in every District and do not count against a property's maximum signage square footage:

- A. Traffic control devices on private or public property and directional signs, including but not limited to, signs depicting one-way traffic, entrances, and exits that are erected and maintained to comply with the Manual on Uniform Traffic Control Devices adopted in this state.
- B. Where a federal, state or local law requires a property owner to post a sign on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically, the owner must comply with the federal, state or local law to exercise that authority by posting a sign on the property.

Section 11. Flags. Flags may be displayed as provided under the law that adopts or regulates its use and as follows:

- A. Residential Zoning Districts. In a residential zoning district, three flags, one flag pole and one additional mounting/fixture per premises.. The flag pole shall not exceed 25 feet in height, as measured from the ground. Flag poles may not be installed in utility easements.
- B. Non-residential Zoning Districts. In a non-residential zoning district, one flag per 25 feet of frontage on a right-of-way up to a maximum of three flags and three flag poles per premises. Flag poles shall not exceed 35 feet in height, as measured from the ground. Flag poles may not be installed in utility easements.
- C. Flag poles existing at the time of the adoption of this ordinance are grandfathered pursuant to section eighteen of this ordinance.
- D. Flags displayed temporarily in observance of national or state holidays or other events customarily celebrated with a temporary display of flags are excepted from the provisions of this ordinance.
- E. Additional information regarding flag etiquette, including recognized standards for flag size appropriate for height of flagpole may be found at the following websites:

<http://www.usflag.org/flagetiquette.html>
https://www.aflag.com/flag_etiquette.asp

Section 12. Lessor Rights. For purposes of this ordinance the lessor of a property is considered the property owner as to the property the lessor holds a right to use exclusive of others (or the sole right to occupy). If there are multiple lessors of a property then each lessor must have the same rights and duties as the property owner as to the property the lessor leases and has the sole right to occupy and the size of the property must be deemed to be the property that the lessor has the sole right to occupy under the lease.

Section 13. Location, Size, Number, and Design. When determining whether to issue a permit, the following regulations apply:

- A. Business signs. See Zoning Ordinance No. 13 -122008 for requirements.
- B. Church or school signs. See Zoning Ordinance No. 13 -122008 for requirements.
- C. Subdivision signs. See Subdivision Ordinance No. 7-022011 Amendment #3 for requirements.
- D. Changeable copy signs are permitted in areas zoned for commercial, industrial, church, or school use.

Section 14. Temporary Signs. Temporary signs not exceeding an effective area greater than thirty-six (36) feet, which are not illuminated and have no moving parts (unless otherwise stated), posted or erected under the following time, place, and manner conditions:

A. Up to two signs:

1. One (1) sign per property road frontage when posted in residential zoning districts; signs may not exceed six (6) square feet in area and three (3) feet in height; or
2. One (1) sign per property road frontage when posted in other zoning districts; signs may not exceed thirty-two (32) square feet in area and eight (8) feet in height; or
3. When posted during time periods when the property on which the signs are located is for sale or lease and do not remain more than twenty-four (24) hours after the property is sold or leased;

B. Up to four signs:

1. When posted at least one hundred (100') feet or more apart, within the public right-of-way (outside any travel lanes) between the hours of 8:00 a.m. on Fridays and 8:00 p.m. on Sundays and do not remain more than twenty-four (24) hours after an event ends and not exceeding six (6) square feet in area and three (3) feet in height; or
2. When posted at the nearest intersection with a collector or arterial street during time periods when residential property located nearest that intersection is being used for a commercial purpose, such as a Garage or Yard sale and do not remain more than twenty-four (24) hours after an event ends and not exceeding six (6) square feet in area and three (3) feet in height.

Section 15. Political Signs. Political signs are authorized for display on private property in all zoning districts within the City of Garden Ridge in accordance with state and federal law.

Section 16. Maintenance; Nuisances.

- A. Sign maintenance. All signs must be maintained in a structurally safe condition and in good repair at all times. No permit shall be required for the normal maintenance of any existing sign or repainting of the original sign message, provided that the area of the sign is not enlarged, the height of the sign is not increased, the location of the sign is not

changed, and the content of the sign does not materially change. Changing of the complete sign message, alterations to the sign, or major repairs (replacement of more than twenty (20) percent of the sign to the original condition) shall not be considered normal maintenance and will require a permit. All signs shall be kept neatly painted or otherwise maintained, including all metal parts and supports thereof that are not galvanized or of rust-resistant material. The code enforcement officer shall inspect and have authority to order the painting, repair, alteration, or removal of a sign that constitutes a nuisance or a hazard to safety, health, or public welfare by reason of inadequate maintenance, dilapidation, or obsolescence. Changing of the sign message (limited to signs originally designed with removable letters) is limited to changing messages without changing the sign or its components and is considered to be normal maintenance.

B. Maintenance of area around sign. The area around the sign shall be kept clean at all times by cutting vegetation around the sign and the supporting structure.

C. Nuisances.

1. A sign shall constitute a nuisance if it causes injury or threatens to injure the public health, peace, or comfort or is a nuisance per se under the law and is declared to be a nuisance by the code enforcement officer pursuant to this ordinance. The code enforcement officer shall notify, by certified mail or hand delivery, the responsible party of any sign that constitutes a nuisance in order to allow the responsible party the opportunity to cure such nuisance. The responsible party shall cure such nuisance by repair or remove the sign or may seek an appeal of the nuisance determination to the City Council within ten (10) days of receipt of the notice. Any appeal must be filed, in writing, and received by the City Secretary no later than the tenth (10th) day after receipt of the notice of nuisance.
2. If the responsible party chooses not to take the instructed action or institute an appeal, the City may remove the sign, to the extent necessary to abate the nuisance. The City may charge to the responsible party all costs associated with the sign's removal.
3. The City may not remove any sign declared to be a nuisance if an appeal of the nuisance determination is pending. If the City Council does not issue a ruling within thirty (30) days after a written appeal is filed with the City Secretary, the code enforcement officer's determination of a nuisance shall be deemed affirmed. Any determination that a sign does not constitute a nuisance does not prejudice the City, foreclose, or prevent a later determination a sign is a nuisance.

D. Imminent hazards. Any sign which in the judgment of the City Council or the code enforcement officer has become an imminent hazard to public health and safety shall be removed by the responsible party without delay. Notice of the existence of the hazard shall specify the maximum time which may be allowed for repairs or removal and the notice may be served upon the responsible party by any means available. A sign which constitutes an imminent hazard and is not repaired or removed within the time specified in the notice may be removed by the City. The City may charge to the responsible party all costs associated with the sign's removal.

- E. Removal and impound fees; disposal of impounded signs. The cost of removal and an impound fee as established in Ordinance 11 for the storage of any removed sign shall be charged to the responsible party. If a sign has been removed by the City and the sign remains unclaimed for a period of thirty (30) days, the City may destroy, sell, or otherwise dispose of the sign.

Section 17. Nonconforming Signs.

- A. Transfer to new owner or other location. Nonconforming signs are not transferable to a new owner and may not be transferred to another location within the city municipal limits or ETJ without such signs first being brought into full compliance with all requirements of this ordinance, including obtaining a properly authorized permit.
- B. Removal of destroyed or deteriorated signs. A nonconforming sign shall be considered destroyed if the cost of repairing the sign, after a part of it has been destroyed or deteriorated, is more than sixty (60) percent of the cost of erecting a new sign of the same type at the same location. It shall be the responsibility of the responsible party to supply the City with a quote from a reputable sign company that shows the replacement value and the cost to restore the sign to full compliance upon request by the City Council or the code enforcement officer within fifteen (15) days of said request. If the sign is determined to be destroyed by the City Council or the code enforcement officer, it must be removed by the responsible party without compensation by the City within ten (10) days of the determination. A replacement sign must fully comply with this ordinance and shall require a permit to be obtained from the City at the set fee.
- C. Continuation of use. All nonconforming signs existing prior to the effective date of this ordinance shall be allowed to remain in place without the requirement of a permit provided that they otherwise comply with the twenty (20) percent repair standard, the general regulations; and regulations for sign maintenance and nuisances.
- D. Temporary signs. Nonconforming signs existing prior to the effective date of this ordinance that are of a type that are limited to a specified time period for use in this ordinance must abide by those specified time periods beginning with the effective date of this ordinance.

Section 18. Grandfather Provisions.

- A. This ordinance is not intended to require the relocation, reconstruction, or removal of a sign which is already in place at the time of the adoption of the ordinance from which this chapter is derived and which was erected in compliance with local ordinances, laws and regulations applicable at the time of its erection, to the extent that Chapter 216 of the Texas Local Government Code preempts the application of this chapter to those signs or to any signs otherwise approved pursuant to this Ordinance, as amended from time to time, or by City Council approval, provided that all such signs are constructed in accordance with such approval. Nor shall the Ordinance apply to signs in the extraterritorial jurisdiction of the City, which are located in a county, which is exempt

from regulation under Chapter 216 of the Texas Local Government Code. Signs specifically grandfathered by this Ordinance must come into conformance with the Ordinance upon complete replacement or upon partial replacement, refurbishment or other changes of more than fifty percent (50%) of the area of the sign face. Signs, sign spaces, billboards, and advertising rights thereon are strictly nontransferable.

B. All school, church, subdivision, and municipal signs which have been previously approved by variance or as part of the platting process are grandfathered and such previously approved signs do not need to come into conformance with this ordinance upon complete replacement or upon partial replacement, refurbishment or other changes of more than fifty (50%) of the area of the sign face, so long as the replacement sign retains the configuration of the originally approved sign.

Section 19. Permit Required; Issuance; Fee.

A. Permit required; fee.

1. Except as otherwise provided in this ordinance, no person may construct, reconstruct, place, install, or relocate any sign without first obtaining a sign permit from the City. Changing of the complete sign message, alterations to the sign, or major repairs (replacement of more than twenty (20) percent of the original sign) shall not be considered normal maintenance and will require a permit. Each application for a sign permit must be accompanied by the appropriate fee established by the City. See Ordinance 11 for a schedule of fees.
2. No permit will be issued for a proposed sign that will cause the aggregate of all signs on the property to exceed the square footage allowed for in this Ordinance.

Comment [CT1]: Council needs to determine fees and amend Ordinance 11 to include in schedule of fees.

B. Expiration. Properly issued permits expire within sixty (60) days following the issuance of a permit.

C. Temporary Signs. A permit is not required for temporary signs.

D. Application.

1. A person proposing to erect or display a sign shall file an application for permit with the City Secretary. The application must be made on a form provided by the City and shall contain and have attached to it the following information:
 - a) Name, address, and telephone number of the applicant;
 - b) Name, address, telephone number, and firm of the person erecting the sign;
 - c) If the applicant is not the owner of real property where the sign is proposed to be erected, written consent of and name, address, and telephone number of the property owner and a copy of the executed lease agreement;

- d) Location of the building, structure, address, or legal lot and block to which or upon which the sign is to be attached or erected;
 - e) A site plan indicating position, height, and size of the proposed sign and other existing advertising structures on the property in relation to nearby buildings or structures, north arrow and scale of drawing, property lines, curb lines, adjacent streets, alleys, curb cuts, and setback clearance zone;
 - f) Specifications for the construction and display of the sign;
 - g) Copy of stress diagrams or plans, when needed, containing information as to safety and structural integrity of the sign. The City assumes no liability for safety and structural integrity of any sign;
 - h) Statement indicating whether the sign will require electricity. If so, the sign must comply with the International Electrical Code or any successor code as may be adopted and amended by the City;
 - i) Copy of the permit approved by the state department of transportation, the state transportation commission, the county or successor agencies, if state law requires a state permit;
 - j) Date on which the sign is to be erected or displayed;
 - k) Any variance or special use permit that will be requested; and
 - l) Such other information as the City requests to show full compliance with this ordinance and all other standards of the City.
2. The City is not required to act upon a permit application until it is deemed by the City to be administratively complete.

E. Approval or denial; appeals.

1. The code enforcement officer shall promptly review an administratively complete application upon receipt and upon payment of applicable fees by the applicant. The code enforcement officer shall grant or deny an administratively complete permit application within forty-five (45) days after the date that the application was administratively complete, including the payment of all fees. The code enforcement officer shall examine the application, plans, and specifications and may inspect the premises upon which the proposed sign shall be erected, as needed. The code enforcement officer shall issue a permit if the proposed sign complies with the requirements of this ordinance and all other regulations of the City, to include building, electrical, or other similar codes adopted by the City. If the code enforcement officer denies a permit, the code enforcement officer shall state the reasons for the denial in writing and shall mail a certified letter or hand deliver to the applicant stating the reasons for the denial.

2. Any applicant whose permit application is denied by the code enforcement officer may appeal the denial to the board of adjustment. Such an appeal must be filed, in writing, with the City Secretary, within ten (10) days after receipt of the denial. The board shall review the denial and determine if the code enforcement officer incorrectly concluded the proposed sign did not comply with the requirements of this ordinance and all other regulations of the City. If the code enforcement officer fails to grant or deny any application by the forty-fifth (45th) day after the application is administratively complete, the applicant may appeal the refusal to grant or deny the application to the board of adjustment as if it were a denial.
 3. If the board of adjustment does not issue a ruling within thirty (30) days after a written appeal is filed with the City Secretary, the sign application shall be automatically deemed denied.
- F. Modifications. After a sign permit has been issued by the code enforcement officer or at the direction of the board of adjustment, it shall be unlawful to change, modify, alter, or otherwise deviate from the terms and conditions of the permit without prior written approval by the code enforcement officer or the board.

Section 20. Variances.

- A. Application. All requests for variances to this ordinance, with exception in (Item B) 6 (herein), shall be made in writing; they must be signed; and they must be filed with the City Secretary for subsequent presentation to the Planning & Zoning Commission for review and consideration. It is the responsibility of the applicant to apply to the Planning & Zoning Commission for a desired presentation of his or her request for variance. The Planning & Zoning Commission shall have a minimum of thirty (30) days and a maximum of ninety (90) days for review and consideration of such requests and will, upon completion of such review and consideration, forward their recommendations to the City Council with a recommendation for approval or disapproval. Any variance approved by the City Council is valid for a period of one year from the date of approval.
- B. Standards for approval. The City may approve a variance only if it makes affirmative findings, reflected in the minutes of the City Council's proceedings, as to all of the following
1. The variance will not authorize a type of sign which is specifically prohibited by this ordinance;
 2. The variance is not contrary to the goals and objectives outlined by the City;
 3. The variance is not contrary to the public interest;
 4. Due to special conditions applying to the land, buildings, topography, vegetation, sign structures, or other unique matters on adjacent lots or within the adjacent right-of-way, a literal enforcement of this ordinance would result in unnecessary hardship. Ordinarily, hardship that is self-induced or that is common to other similarly

classified properties will not satisfy this requirement. Financial or economic hardship alone will not ordinarily satisfy this requirement;

5. The spirit and purpose of this ordinance will be observed and substantial justice will be done; and
 6. The applicant has not sought a variance from the Planning and Zoning Commission within the past twelve (12) months.
- C. Conditions. The City Council may impose such conditions or requirements in a variance as are necessary in the City Council's judgment to achieve the fundamental purposes of this ordinance. A violation of such conditions or requirements shall constitute a violation of this ordinance. A variance, if granted, shall be for a specific event, use, or other application of a business and shall not continue with the property. If a variance is granted and the sign so authorized is not substantially under construction within three (3) months of the date of approval of the variance, the variance shall lapse and become of no force or effect.

Section 21. Enforcement.

- A. Generally. The City shall have the power to administer and enforce the provisions of this ordinance as may be required by governing law. Any person violating any provision of this ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations.
- B. Criminal prosecution: penalty. Any person violating any provision of this ordinance shall, upon conviction, be fined a sum not exceeding five hundred (\$500.00) dollars, except that the fine for a violation that relates to fire safety, zoning, or public health and sanitation may not exceed two-thousand (\$2,000.00) dollars. Each day that a provision of this ordinance is violated shall constitute a separate offense. An offense under this ordinance is a Class C Misdemeanor.
- C. Civil remedies. Nothing in this ordinance shall be construed as a waiver of the City's right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law, including but not limited to the following:
1. Injunctive relief to prevent specific conduct that violates this ordinance or to require specific conduct that is necessary for compliance with this ordinance;
 2. A civil penalty up to two-hundred fifty (\$250.00) dollars a day, except that a fine for a violation that relates to fire safety, zoning, or public health and sanitation may not exceed one thousand (\$1,000.00) dollars, when it is shown that the defendant was actually notified of the provisions of this ordinance and after receiving notice committed acts in violation of this ordinance or failed to take action necessary for compliance with this ordinance; and
 3. Any and all other available relief allowed by law.

D. Removal of sign.

1. In addition to remedies otherwise provided in this ordinance, whenever the City has evidence of a sign which after the effective date of this ordinance was constructed, reconstructed, placed, installed, repaired, maintained, relocated, altered, or used in violation hereof, or is otherwise in violation hereof, the City Council or the code enforcement officer shall require the party responsible for such sign to remove it. If the responsible party fails to remove the sign within seventy-two (72) hours after being notified to do so or if it appears to the City Council or the code enforcement officer that the sign poses an immediate danger to the public, then such sign may be removed by the City and the City's actual cost of removal shall be charged to the responsible party. Any sign so removed shall be impounded and shall not be returned to the party responsible until all applicable charges are paid. If any sign remains unclaimed for a period of more than thirty (30) days, the City may destroy, sell, or otherwise dispose of the sign.
2. The City shall have the authority to immediately remove and dispose of signs deemed in violation of this ordinance, if such signs are placed on or attached to trees, utility poles, or pedestals, or located on any public land or public right-of-way. The City may enforce this section without notice and without returning the removed signs to the responsible party.

Section 22. Relation to Other Ordinances. This ordinance shall not be construed to require or allow any act which is prohibited by any other ordinance. This ordinance is specifically subordinate to any ordinance or regulations of the City of Garden Ridge pertaining to building and construction safety or to pedestrian and traffic safety.

Section 23. Savings Clause. The repeal or amendment of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting any rights of the City of Garden Ridge under any section or provisions of any ordinances in effect at the time of passage of this ordinance.

Section 24. Cumulative. The provisions of this ordinance shall be cumulative of all ordinances not repealed by this ordinance and ordinances governing or regulating the same subject matter as that covered herein. This ordinance shall not be construed to require or allow any act which is prohibited by any other ordinance.

Section 25. Severability. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance be severable, and, if any phrase, clause, sentence, paragraph, or section of this ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance and the remainder of this ordinance shall be enforced as written.

Section 26. Effective Date. This ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

PASSED AND APPROVED, this, the ____ day of _____, 2017.

Nadine Knaus, Mayor

ATTEST:

Shelley Goodwin, City Secretary



Buckley Powder Co.

A Dyno Nobel Distributor

P.O. Box 1358 Georgetown, Texas 78628 512-686-2107

DYNO
Dyno Nobel

February 21, 2017

City Administrator
City of Garden Ridge
9400 Municipal Parkway
Garden Ridge, TX 78266

To whom it may concern:

Buckley Powder Company would like to be considered for a Partial Exemption Permit with the City of Garden Ridge. We have four gentlemen that will be our representatives for the purpose of this application, Mr. Steve Davis, Mr. Riley Pumphrey, Mr. Rich Weaver and Mr. Bebo Dutton. The complete contact information for these gentlemen is as follows:

Steve Davis, Regional Safety Manager (512) 818-7731
stevend@buckleypowder.com

Riley Pumphrey, Sales, Technical and Account Manager (512) 864-4185
riley.pumphrey@buckleypowder.com

Rich Weaver, Senior Technical Representative (830) 708-2511
richw@buckleypowder.com

Bebo Dutton, Technical Representative (512) 591-1021
Bebo.dutton@buckleypowder.com

Buckley Powder Company
6305 N. IH-35
New Braunfels, TX 78130

Buckley Powder will be blasting for the crushed stone operation of Lehigh Hanson Aggregates for the 2017 fiscal year. If you have any questions or concerns, please feel free to contact either Mr. Davis or Mr. Weaver.

Sincerely,

Steve Davis
Regional Safety Manager



Buckley Powder Co.

A Dyno Nobel Distributor

DYNO
Dyno Nobel

P.O. Box 1358 Georgetown, TX 78628 USA Telephone 512-869-0287 Fax: 512-819-9906

TO: City of Garden Ridge

CC: Riley Pumphrey, Bebo Dutton, Joe Crownover

From: Steve Davis
Health & Safety Manager
Buckley Powder Company

Date: February 17, 2017

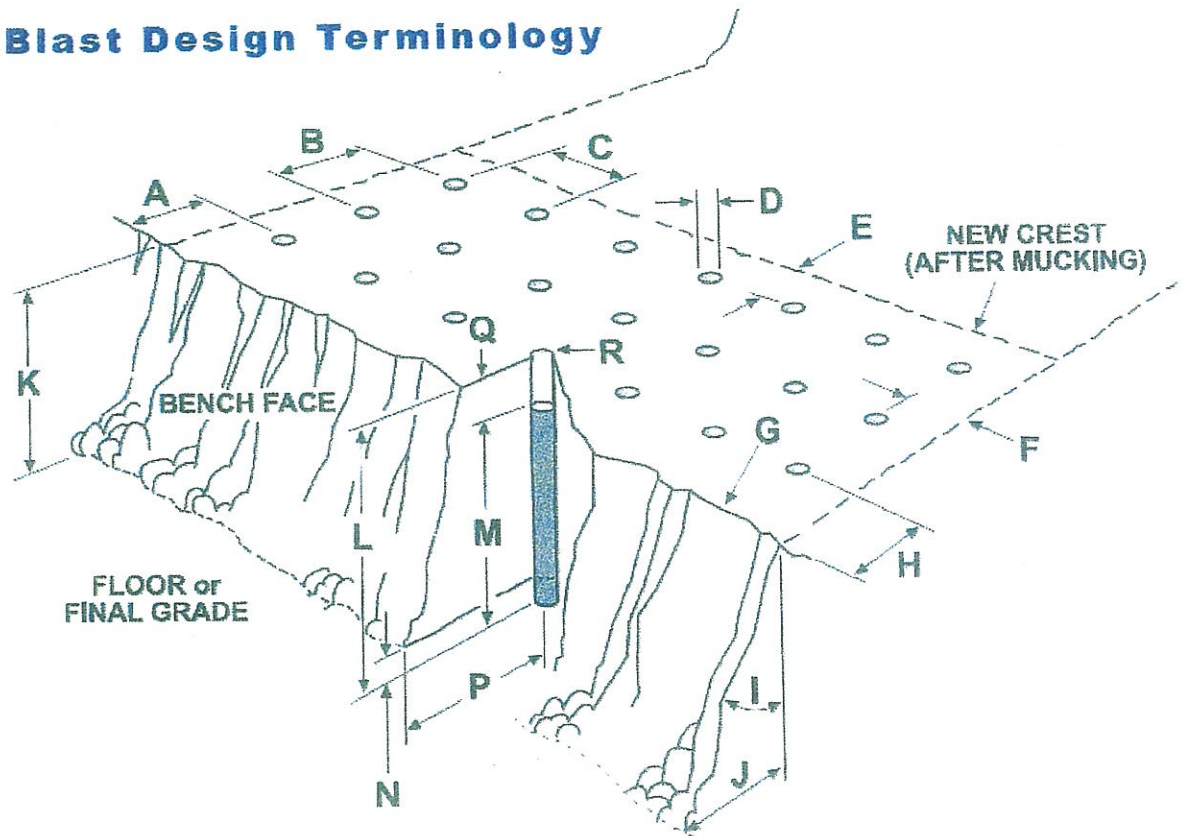
Included with this packet is a copy of the Buckley Powder Blasting Standard Operating Procedures. This document is very specific as to the proper procedures required to provide optimum results for our customer while also providing a safe environment for Buckley Powder employees, those employed by our customer, and the surrounding community. All Buckley Powder blasters are required to attend at least 40 hours of classroom training and testing to ensure they have a complete understanding of these procedures. Along with classroom training, they are provided extensive field training before ever actually being assigned duties as a lead blaster.

Also included is a copy of Open Pit Blaster Training. This course provides a thorough understanding of the fragmentation process and how to minimize vibration and air over pressure which may affect the surrounding community. Blasters are taught all calculations necessary to safely obtain the production goals of the customer while minimizing the environmental effects. Once again they must pass written tests in the classroom and are audited in the field to ensure they are following these calculations and procedures. As new and improved techniques are introduced to the industry, blasters are brought in to be trained on the new information as well as refreshed on previous topics.

Buckley Powder now blasts approximately 30,000,000 tons of rock per year in the San Antonio – New Braunfels area. Our blasters and technical staff are very familiar with the geological abnormalities which must be addressed to keep environmental effects to a minimum. The included documents are quite lengthy – so we will list below the typical process involved for blasting in the Edwards Aquifer area.

Included on the next page is an illustration of a typical bench to be blasted and the terminology for many of the parameters considered in the design of the blast.

Blast Design Terminology



A	Hole - to - Crest	G	Crest	M	Explosive Column Height
B	Apparent Burden*	H	Crest Burden	N	Subdrilling
C	Apparent Spacing*	I	Bank Angle	P	Toe Burden
D	Hole Diameter	J	Toe	Q	Stemming Height
E	Back Break	K	Bench Height	R	Collar
F	Side Break	L	Hole Depth		

* True Burden and True Spacing may be different than Apparent Burden and Apparent Spacing due to delay pattern.

We teach our blasters that there are four things which occur when rock is blasted :

- The rock is broken or fragmented
- There is a heaving affect
- Vibration is created
- Air overpressure is created

If a blast is properly designed, the energy of the explosives will be used to do the first two in the list and there will be less energy left to create vibration and air overpressure. Thus the correct pattern to properly distribute the energy through the rock is the first important consideration. We know from experience how many pounds of explosives per cubic yard or ton of rock (powder factor) will give satisfactory fragmentation. If we under load a blast, it may actually create higher vibration. Extensive research calculations have been developed which aids in predicting vibration at a given distance based on the pounds of explosives detonated at 8 millisecond intervals. Based on the two above factors a blast pattern can be determined.

Laying out the blast pattern

As illustrated in the diagram, previous blasting will create a face which many times will be irregular; depending on the local geology. A two dimensional laser profiler will be used to determine at what distance from the crest holes should be placed in order to have the proper burden (amount of rock in front of the hole). There will be times when geological abnormalities may be observed and require the holes to have additional burden placed on them in order to minimize any venting of energy through the various seams; which may increase air overpressure. If this is necessary the spacing between holes in this row will be reduced to maintain the proper powder factor. The location of each hole is marked by the blaster.

Drilling

The driller will be given documentation of the pattern. This will include a diagram of the hole locations. The required depth of the holes will be indicated. Depths are determined from the initial data from the laser profiler. In order to properly break the rock at the bottom of the hole, the holes will be drilled slightly deeper than the actual bench height. In areas of vibration concern, this subdrill should be kept to a minimum. Excessive subdrill tends to increase vibration due to the over confinement in this area of the blast. The driller will be asked to provide a log of each hole. These logs will provide information concerning variations in geology; with the depths of these variations noted. This is very important data which aids the blaster in making determinations on how the hole should be loaded.

Loading the blast pattern

Before the blast is loaded, a three dimensional auto scan laser profiler will be used. This unit allows the exact location of each hole to be surveyed. It then can be set up to scan the face and collect upwards of 100,000 data points. If there are any "divots" in the face that requires more refinement of resolution, additional points can be scanned in that area. Various reports will be generated from the data, which will aid the blaster in determining what must be done to eliminate problems (examples included at the end). The most important of these reports are the actual profiles of each front row borehole. These profiles show the exact burden in front of the hole. The software can also be set to look a predetermined distance on either side of the hole for any lesser burdens which might be influenced by this hole. With these reports in hand, the blaster will visually examine the face one more time and make notes on the print outs of any variations in the loading which should take place.

All holes will be checked for proper depth. If any have excessive subdrill which may increase vibration, they will be backfilled to the proper depth. Detonators and cast boosters will be placed in the holes as needed and the hole will be loaded with bulk explosives. The blaster will monitor the rise of the product in the hole. If there any abnormalities such as cracks and voids the powder will stop rising and the blaster will immediately stop to address the issue. In most cases an inert

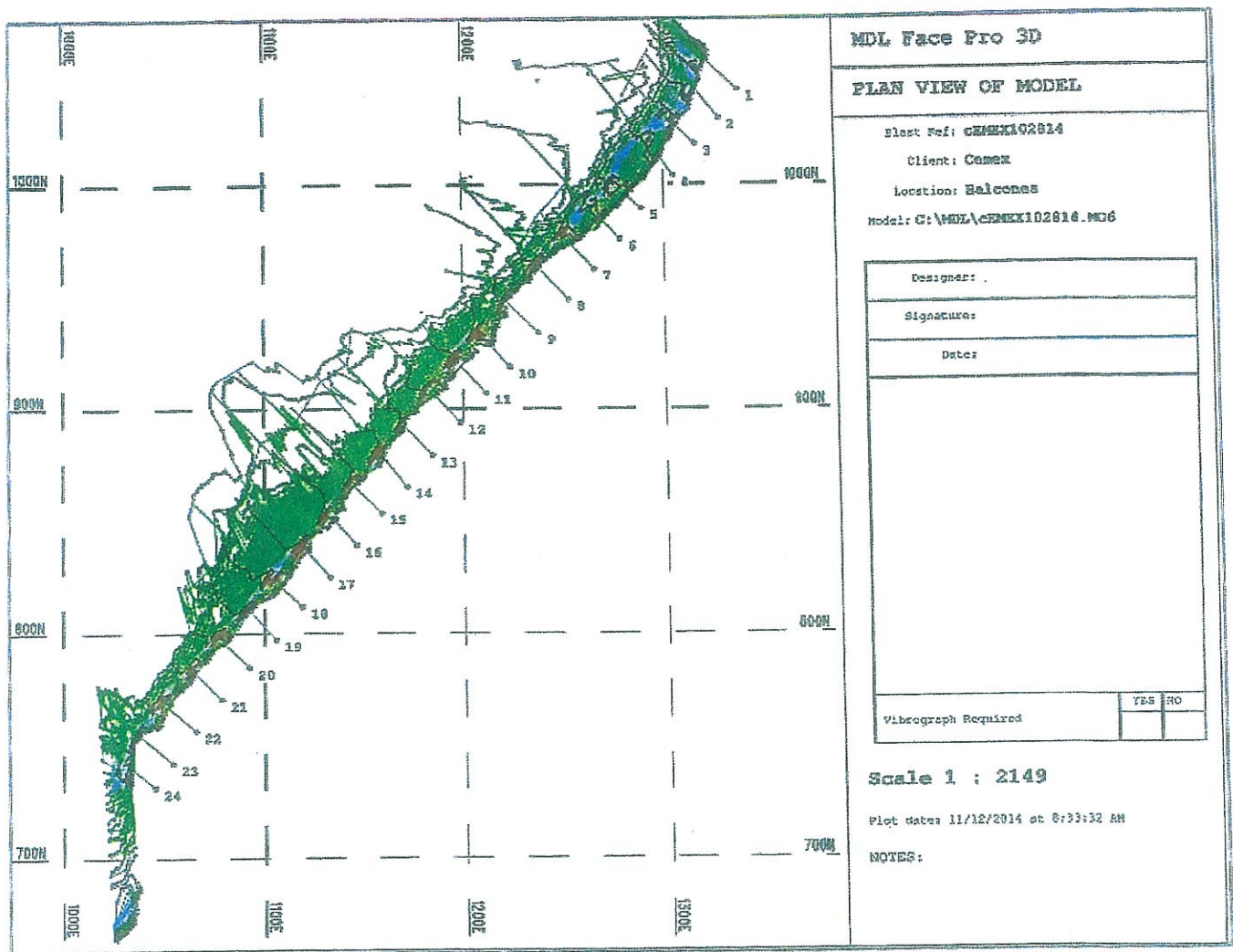
material such as crushed stone will be placed in this area of the borehole to avoid the accumulation of excess explosives. Trucks are equipped with meters as an added check to ensure the proper amount of explosives is being placed in each hole. In the cases where a full column may be too large to maintain the desired vibration level; the load in the hole may be divided into smaller charges separated by inert material. These smaller charges will be timed to detonate separately to reduce vibration. If seams of softer material or clay have been noted on drill logs or observed by the blaster as he inspects the face; inert material will be placed in that area of the column to prevent venting which may increase air overpressure and noise. The powder column will be stopped at a predetermined distance from the top of the hole. This is called the stemming area and will be filled with crushed stone to create confinement at the surface.

Electronic Detonators

The development of electronic detonators has greatly improved the ability of our industry to reduce vibration from blasting. The accuracy of these detonators has allowed us to be very predictive as to our end results. Software has been developed which allows us to blast one hole, collect the vibration data; apply that data to a multiple hole scenario; and with a fair amount of accuracy predict what the results will be from that blast. The software we have allows us to enter the exact parameters of a particular blast pattern, and see what the vibration should be based of various timing sequences. Though our vibration levels are never close to a level which will do damage to a structure, we can many times find a sequence which is less perceivable and acceptable to the community.

Conclusion

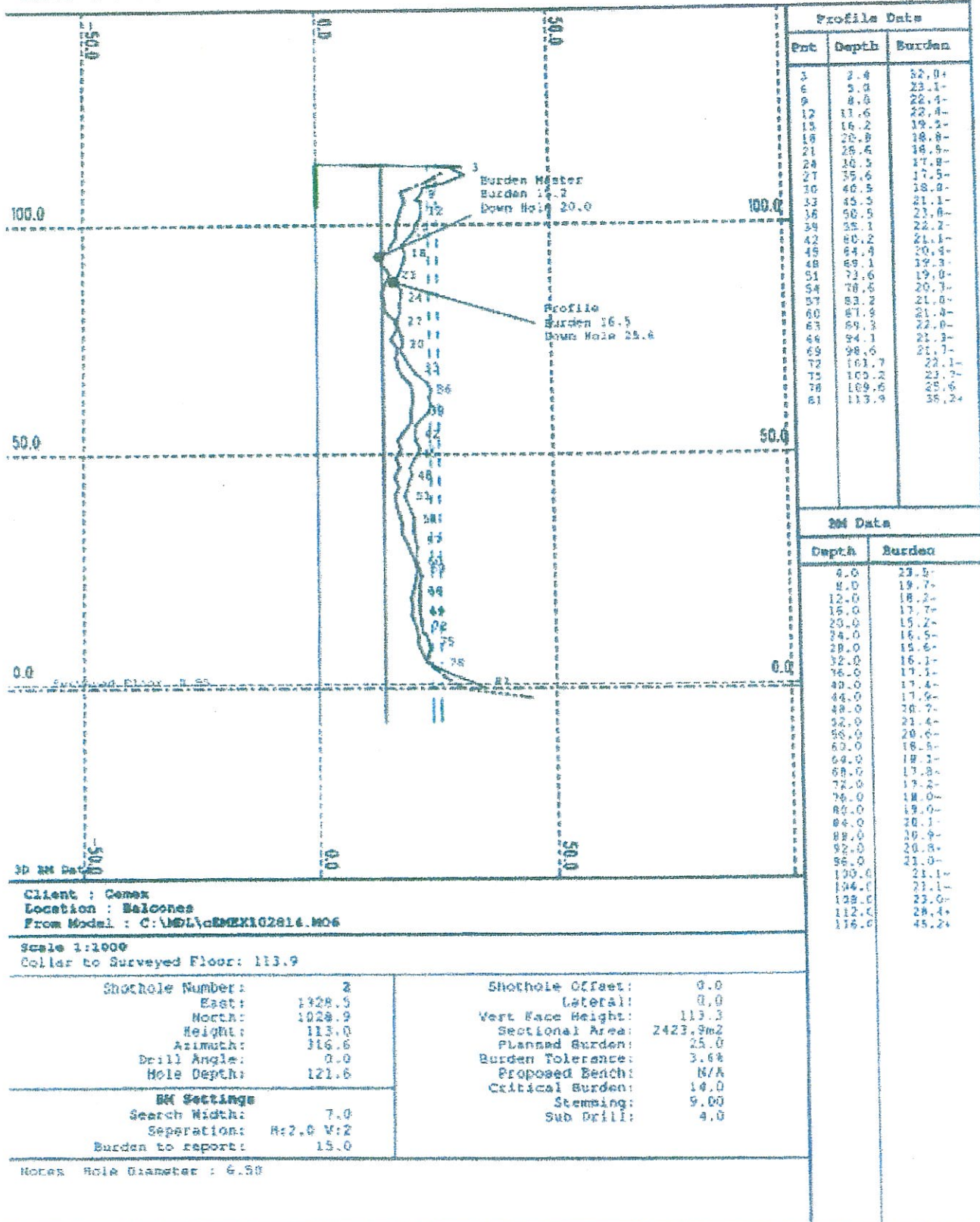
There are few places left where our customers have not had developments build around them. Buckley Powder has been very successful helping those customers deal with community concerns. We take great pride in our education program for our personnel concerning safety and technology. If you have further questions concerning our procedures, please contact us.



Aerial view of blast pattern created from 3D profile software

MDL Face Pro 3D

Shothole No: 2



Profile of a blasthole. Burden master data is from searching 7' on either side of hole

Federal Explosives License/Permit
(18 U.S.C. Chapter 40)

ATF Form 5400.14-5400.15 Part 1
Revised October 2017

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To	ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number	5-TX-091-20-9J-01236
Chief, Federal Explosives Licensing Center (FELC)	<i>Christopher R. Reeves</i>	Expiration Date	September 1, 2019
Name	BUCKLEY POWDER CO		

Premises Address (Changes? Notify the FELC at least 10 days before the move.)

**6305 1H 35 NORTH
NEW BRAUNFELS, TX 78130-**

Type of License or Permit

20-MANUFACTURER OF EXPLOSIVES

Purchasing Certification Statement

The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

**BUCKLEY POWDER CO
42 INVERNESS DRIVE EAST
ENGLEWOOD, CO 80112-**

Lauree Adams

Licensee/Permittee Responsible Person Signature
Lauree Adams

Printed Name

Manager

Position Title
8/18/2016

Date

ATF Form 5400.14-5400.15 Part 1
Revised October 2017

Previous Edition is Obsolete

BUCKLEY POWDER CO 6305 1H 35 NORTH NEW BRAUNFELS, TX 78130-5-TX-091-20-9J-01236 September 1, 2019 20-MANUFACTURER OF EXPLOSIVES

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card	
License/Permit Name: BUCKLEY POWDER CO	
Business Name:	
License/Permit Number: 5-TX-091-20-9J-01236	
License/Permit Type: 20-MANUFACTURER OF EXPLOSIVES	
Expiration	September 1, 2019
Please Note: Not Valid for the Sale or Other Disposition of Explosives.	



U.S. Department of Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives
Federal Explosives Licensing Center (FELC)
www.atf.gov

Federal Explosives Licensing Center
244 Needy Road
Martinsburg, West Virginia 25405
telephone: (877)283-3352 fax: (304)616-4401

NOTICE OF CLEARANCE

for individuals transporting, shipping, receiving, or possessing explosive materials.

ISSUED TO: BUCKLEY POWDER CO

NOTICE DATE: 08/09/2016

EXPIRATION DATE: This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

Federal Explosives license permit no.: 5-TX-091-20-9J-01236

Expiration Date: September 1, 2019

Explosives License Permit Type: MANUFACTURER OF EXPLOSIVES

- WARNING.** Only those individuals listed below as RESPONSIBLE PERSONS and EMPLOYEE POSSESSORS with a background clearance status of "CLEARED" or "PENDING" are authorized to transport, ship, receive, or possess explosive materials in the course of employment with you.
- "DENIED" STATUS.** If an employee possessor has a background clearance status of "DENIED", you MUST take immediate steps to remove the employee from a position requiring the transporting, shipping, receiving, or possessing of explosive materials. Also, if the employee has been listed as a person authorized to accept delivery of explosive materials, you MUST remove the employee from such list and immediately, and in no event later than the second business day after such change, notify distributors of such change, as stated in 27 CFR 555.33(a).
- CHANGE IN RESPONSIBLE PERSONS.** You MUST report any change in responsible persons to the Chief, Federal Explosives Licensing Center, within 30 days of the change and new responsible persons MUST include "appropriate identifying information" as defined in 27 CFR 555.11. Fingerprints and photos are NOT required, however they will be required upon renewal of the license or permit.
- CHANGE OF EMPLOYEES.** You MUST report any change of employee/possessors to the Chief, FELC, within 30 days. Reports relating to newly hired employees must be submitted on ATF Form 5400.28 for EACH employee.

Premises Address: 6305 IH 35 NORTH
NEW BRAUNFELS, TX 78130

Mailing Address:
BUCKLEY POWDER CO
42 INVERNESS DRIVE EAST
ENGLEWOOD, CO 80112

This 'Notice of Clearance' is provided to you as required by 18 U.S.C. 843(h) and MUST be retained as part of your permanent records and be made available for examination or inspection by ATF officers as required by 27 CFR 555.121. If you receive a Notice subsequent to this Notice, this Notice will no longer be valid.

In accordance with 27 CFR 555.33, Background Checks and Clearances, and 27 CFR 555.57, Change of Control, Change in Responsible Persons, and Change of Employees, ATF's Federal Explosives Licensing Center (FELC) has conducted background checks on the individual(s) you identified as a responsible person(s) and an employee/possessor(s) on your application, or reported after the issuance of your license permit.

The following is a SUMMARY of the results of the background checks conducted on the individuals you reported as responsible persons and employee possessors. ATF will be notifying ALL individuals listed on this document of their respective status by separate letter mailed to their residence address.

PLEASE BE ADVISED THAT IT IS UNLAWFUL FOR ANY PERSON REFLECTING A STATUS OF "DENIED" TO TRANSPORT, SHIP, RECEIVE, OR POSSESS EXPLOSIVE MATERIALS.

Please carefully review this Notice to ensure that all the information is accurate. If this Notice is incorrect, please return the Notice to the Chief, FELC, with a statement showing the nature of the error(s). The Chief, FELC, shall correct the error, and return a corrected Notice.

Number of RESPONSIBLE PERSON(S): 7
Number of EMPLOYEE POSSESSOR(S): 25

continued

LAST NAME, First Name, Middle Name
RESPONSIBLE PERSONS: 7

001 ADAMS, LANCE HENRY	Cleared
002 BRETZING, STEPHEN KARL	Cleared
003 BUCKLEY, RAYMOND LEE JR	Cleared
004 BUCKLEY, STEVE LEE	Cleared
005 BRIDMAN, SCOTT EDWARD	Cleared
006 MUEHLIN, PASON AUGUST	Cleared
007 RUMPHREY, TAYLOR	Cleared

LAST NAME, First Name, Middle Name
EMPLOYEE POSSESSORS: 25

008 BATES, DUSTIN WARREN	Cleared
009 BORG, DARRYL JOSEPH	Cleared
010 BROWN, BRADLEY EUGENE	Cleared
011 CYTES, JOSHUA LEE	Cleared
012 CORTEZ, ISAAC	Cleared
013 DAVIS, CRISPEN WARD NORTH	Cleared
014 DAVIS, STEVEN EDWARD	Cleared
015 DIRST, SETH RUSTIN	Cleared
016 DITTON, JENNIS SAMUEL	Cleared

NOTICE OF CLEARANCE

08/09/2016

for individuals transporting, shipping, receiving, or possessing explosive materials.

NOTICE DATE: 08/09/2016

EXPIRATION DATE: This Notice expires when superseded by a newer Notice which will list all current responsible persons and employee possessors, or when the license or permit expires - whichever comes first.

This 'Notice of Clearance' is issued to: BUCKLEY POWDER CO

Federal Explosives license/permit no.: 5-TX-091-20-91-01236

Explosives License/Permit Type : 2-MANUFACTURER OF EXPLOSIVES

Expiration Date : September 1, 2019

6305 IH 35 NORTH

NEW BRAUNFELS, TX 78130

continued from previous page

LAST NAME, First Name, Middle Name	Clearance Status	LAST NAME, First Name, Middle Name	Clearance Status
001 ESPINOZA, DARRELL TIM	Cleared		
002 HADLEY, JOSHUA LOUIS	Cleared		
003 HOPE, JASON LANCE	Cleared		
004 MARRS, BILL	Cleared		
005 MIMS, JOHN J	Cleared		
006 MIRABELLO, LAWRENCE JOHN	Cleared		
007 MITCHELL, ETHAN CHASE	Cleared		
008 MURPHY, ADRIAN RILEY	Cleared		
009 SEEVERS, BRANDON LAMEN	Cleared		
010 STAUFFER, LANE DOSS	Cleared		
011 WALDROP, DIANN RACHELLE	Cleared		
012 WEIR, CHRISTOPHER FRANKLIN	Cleared		
013 WHITING, STEFAN ARTHUR	Cleared		
014 MITCHELL, DEBRIK CHANTZ	Pending		
015 SCHUCH, ROONEY ALBERT	Pending		
016 WEAVER, RICHARD EILEN	Pending		

Lehigh Hanson
HEIDELBERGCEMENT Group

Hanson Aggregate
Servtex Quarry

September 7th, 2016

Nancy Cain
City Administrator
City of Garden Ridge
9500 Municipal Parkway
Garden Ridge, Texas, 78266-2600

RE: Buckley Powder's Application for a Partial Exemption Permit for Blasting in October 2016 through September 2017.

Nancy,

We have asked Buckley Powder to pursue obtaining a Partial Exemption Permit for Blasting within the City Limits of Garden Ridge per Ordinance 34 for the fiscal year of 2017. We will assist with any necessary documentation for the permit. If there is any questions or concerns, please contact me directly at Jacob.Scherer@hanson.com or my office phone (210) 658-7461.

Best Regards,


Jacob Scherer

CC: Jason Mims, Buckley Powder

ATTACHMENT B

TO ORDINANCE 34-082012

City of Garden Ridge, Texas

Request for Partial Exemption Permit to Conduct Blasting

Instruction Sheet

To be considered for a Partial Exemption Permit to conduct Blasting as defined in City of Garden Ridge, Texas Ordinance 34, please prepare a letter addressed to the attention of the City Administrator for the City of Garden Ridge, Texas, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

In the letter, please include:

- 1) The name of the designee;
- 2) The name of the designee's representative for purposes of the application (if the designee is not a natural person);
- 3) Copies of any state or federal licenses and permits authorizing the Requestor to possess and use explosives.
- 4) Complete contact information, including name, address, phone number, facsimile number and e-mail address for the City's use in processing the application. The contact information provided shall be used for all communications in connection with the processing of the application and the operation;
- 5) A full description of the designee's legal and factual relationship to the property(ies) upon which the Blasting shall be conducted;
- 6) A detailed description of the operation to be conducted;
- 7) The period of time the anticipated use shall continue;
- 8) Any supplemental information requested and deemed pertinent by the City Administrator;
- 9) Any supplemental information the designee deems pertinent prior to City Council consideration;

Also, include with your letter, the attachments identified below:

- 1) Identifying all real property where the activity of Blasting shall be conducted by street address (if any) and legal description. Any property not listed will not be included in any permit, if authorized. If multiple properties are to be considered, and some are not within the City limits, but is within the City's extra-territorial jurisdictional limits, please include each property in the list but designate the property with the comment: "ETJ Property".
- 2) A plan view drawing completed under seal by a licensed professional surveyor or civil engineer to appropriate scale, showing all properties listed for inclusion into the Partial Exemption Permit for Blasting.
- 3) If you are not the owner of the real property, a letter from the Owner executed before a notary, that they are the owner of the property and authorize blasting activities on the property.
- 4) Documentation and facts demonstrating that the Requestor's Blasting operation is going to be conducted in a manner that minimizes its related adverse impact on property value, other land use development, the economy, employment, property taxes and the public and communities who live and work adjacent to such land use. Please specifically list all steps taken, such as distance limitations related to adjacent properties, use of berms and any dust and noise remediation efforts, etc.
- 5) Documents and facts demonstrating efforts by designee to protect and mitigate the perceived negative adverse affects such activity has on real property values, public safety, health & welfare interests, including the quality of life within the City, neighboring properties and the public.
- 6) Payment of the appropriate application fee, including any related City fees for monitoring blasting for each permitted Partial Exemption Permit site.

All applications for Partial Exemption Permits to conduct Blasting activities shall be submitted for review at the next regularly scheduled Quarry Commission meeting if received 14 days prior to the date of the meeting. The Commission shall determine whether the request is complete. If incomplete, the City shall inform the designee what aspects of the application are insufficient and will provide the designee seven (7) business days to supplement and/or modify the application to permit it to be placed for City Council consideration as a completed application.

If the application meets all criteria provided by the ordinance as determined by the Commission, or by subsequent supplementation as provided in the determination of the Chair of the Commission, the permit request shall be scheduled for City Council action as provided below for complete applications. Any application considered incomplete shall not be considered for approval by City Council. Any application that remains incomplete for a period of more than 60 days shall be considered withdrawn.

If the request is found complete, the City Administrator shall place the matter on the next regular City Council meeting agenda for action (but may include it on an agenda for a specially called meeting at her discretion). If the City Council approves the permit, the City Administrator shall issue a Partial Exemption Permit to the Requestor, which is not transferable or assignable and is revocable if the permit holder is found to repeatedly violate the blasting regulations under the ordinance or fail to pay any related fees.



CERTIFICATE OF LIABILITY INSURANCE

BUCKPOW-01

CGINN

DATE (MM/DD/YYYY)

9/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
JLT Specialty Insurance Services Inc.
5847 San Felipe St.
Suite 2800
Houston, TX 77057

CONTACT
NAME: Christal Ginn
PHONE (A/C, No, Ext): (713) 325-7618 FAX (A/C, No):
E-MAIL: christal.ginn@jltus.com
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Starr Indemnity & Liability Company 38318

INSURER B: American Guarantee and Liability Insurance Company 26247

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Buckley Powder Co.
42 Inverness Dr. East
Englewood, CO 80112

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:		1000090348161	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS		1000198724161	07/01/2016	07/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$		AUC 3793061-09	10/01/2016	04/01/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	1000002255	07/01/2016	07/01/2017	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Subject always to policy terms, conditions and exclusions, Certificate Holder is named as Additional Insured (excluding Workers' Compensation and Employers' Liability) but only to the extent of risks and liabilities assumed by the Named Insured in a signed written contract.

CERTIFICATE HOLDER

City of Garden Ridge
9400 Municipal Parkway
Garden Ridge, TX 78266

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

JLT Specialty Insurance Services Inc.

ORDINANCE NO. 54-042017

AN ORDINANCE ADOPTING COMPREHENSIVE WATER ORDINANCE NUMBER 54-042017 FOR THE CITY OF GARDEN RIDGE, TEXAS AND REPEALING ORDINANCE 54-032016 ADOPTED MARCH 3, 2016; PROVIDING REVISED SECTION 15 CROSS CONNECTION CONTROL, 15.03 REQUIREMENTS, B. POLICY AND C. INSPECTION; PROVIDING DEFINITIONS; STATEMENT OF ORGANIZATION; GENERAL POLICIES; REGULATIONS AND RULES; AND BILLING CYCLES; AND PROVIDING FOR A PENALTY.; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Water Commission conducted a study of Ordinance No. 54-032016 cross connection control regulations and recommends that the City Council amend Ordinance No. 54-032016 by amending Section 15 Cross Connection Control, 15.03 Requirements, b. Policy (4) (b), (c), (6) and (7) and c. Inspections (1), (2) and (3); and

WHEREAS, the City Council of the City of Garden Ridge determined that a need existed to amend Section 15 Cross Connection Control, 15.03 Requirements, b. Policy (4) (b), (c), (6) and (7) and c. Inspections (1), (2), and (3) contained in Ordinance No. 54-032016; and

WHEREAS, the City Council determined that the Water System Requirements stated in the Policy and Inspection in relation to backflow prevention assemblies needs to be consistent with Texas Commission on Environmental Quality (TCEQ) rules for public water systems; and

WHEREAS, the City Council finds that the Water Commission's recommendation would not have an adverse fiscal impact on the City of Garden Ridge Water Company; and

WHEREAS, the City Council finds that the Water Commission's recommendation will comply with the TCEQ requirements for backflow prevention assemblies;

WHEREAS, the City Council finds that amending Section 15 Cross Connection Control, 15.03 Requirements, b. Policy (4) (b), (c), (6) and (7) and c. Inspections (1), (2) and (3), assists the City Council in its duties as good stewards of the City's resources and protects the City's water resources and the health, safety, and welfare of the community.

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

SECTION 1. The findings set out herein are found to be true and correct and are hereby adopted by the City Council and made a part of this Ordinance for all purposes.

SECTION 2. The City Council hereby amends Section 15 Cross Connection Control, 15.03 Requirements, b. Policy (4) (b), (c), (6) and (7) and c. Inspections (1), (2) and (3) and the Comprehensive Water Ordinance Number 54-042017 is adopted as shows in **Exhibit "A"** and is incorporated herein in its entirety.

SECTION 3. That this ordinance shall be cumulative of all provisions of the City of Garden Ridge, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

SECTION 4. That it is hereby declared to be the intention of the City Council of the City of Garden Ridge that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section. In the event that changes are made to state law, the provisions of state law will govern in the event of a conflict.

SECTION 5. This ordinance shall be effective upon passage and publication as required by law.

PASSED AND APPROVED this ____ day of _____, 2017.

Nadine L. Knaus, Mayor

ATTEST:

Shelley Goodwin, City Secretary

AN ORDINANCE ADOPTING COMPREHENSIVE WATER ORDINANCE NUMBER 54-042017 FOR THE CITY OF GARDEN RIDGE, TEXAS AND REPEALING ORDINANCE 54-032016 ADOPTED March 2, 2016; PROVIDING DEFINITIONS; STATEMENT OF ORGANIZATION; GENERAL POLICIES; REGULATIONS AND RULES; RATES AND BILLING CYCLES; AND PROVIDING FOR A PENALTY

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, COMAL COUNTY, TEXAS:

1. The City Council of the City of Garden Ridge, Texas, hereby repeals Ordinance 54-032016 adopted on March 2, 2016 and adopts Ordinance 54-042017 as the Comprehensive Water Ordinance.

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SECTION 1 -- DEFINITIONS

Words, phrases and terms herein shall be given their usual and customary meaning except where the context clearly indicates a different meaning. Words expressed in the present tense include the future tense; singular words include the plural and the word shall is mandatory. Any office referred to by title means the person employed or appointed to and serving in that position, or that person's duly authorized representative. Definitions not prescribed herein are to be construed in accordance with customary usage in utility and engineering practices.

APPROACH MAIN. A main which brings service to the perimeter of a property.

A.W.W.A. The American Water Work Association.

BILL. A periodic statement containing a list of charges due and payable.

BILLING PERIOD. The time between regularly scheduled meter readings. There will be twelve (12) monthly billing periods in each calendar year.

BOARD/WATER BOARD. The appointed Water Commission for the City of Garden Ridge.

BORDER MAIN. A main which abuts the perimeter of a customer's property and also abuts adjacent property and which may serve additional customers on such abutting or adjacent properties.

CAPITAL RECOVERY CHARGES. An equity recovery fee collected from new customers established for the purpose of recovering the early investment and payments of existing debt service. This charge generates funds for future expansion needed for the increase in water demand by additional customers on the system, or for other such municipal projects deemed appropriate by a majority decision of the City Council, City of Garden Ridge, Texas.

CERTIFICATE OF CONVENIENCE AND NECESSITY. An authorization granted by the Texas Water Commission or the Public Utility Commission to the Water Department for service within a defined territory.

CITY. The City of Garden Ridge, Comal County, Texas.

CONSTRUCTION COST OF MAINS. Construction costs of all mains shall be the costs indicated in the construction contract for the installation of the water system extension, requested by the Single-Customer or the Developer-Customer and signed by said customer and the Water Department.

DELINQUENT ACCOUNT. A past due accounts receivable.

DEVELOPER-CUSTOMER. The person, company, or firm subdividing (or platting) parcel of land for development purposes and who applies for water service for the development of a platted subdivision, a group or groups of platted lots, tracts, etc., upon which more than one residential, commercial or other establishment is to be erected and who has entered into a contract with the Water Department for the extension and installation of certain water distribution and fire protection facilities.

DISCONNECTION OF SERVICE. The locking or removal of a meter.

EASEMENT. See "Utility Easement".

ENGINEER. A person duly authorized and registered under the provisions of the Texas Engineering Registration Act to practice the profession of engineering.

EXTRA TERRITORIAL JURISDICTION or ETJ. The unincorporated areas contiguous to the incorporated limits of any city.

FRONTAGE. That side of the property along which a main is located. If the main is installed within a street Right-of-Way, lots on both sides of the street shall be considered as having frontage.

LOT. An undivided tract or parcel of land having frontage on a public street and which is, or in the future may be offered for sale, conveyance, transfer or improvement: which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed or recorded.

MAIN COVER DEPTH. The depth at which backfill material commences after the prescribed bedding sand has been installed over the main.

MAIN DEPTH. The depth of the ditch bottom on which the main will be installed, after the bottom layer of sand is in place.

MAPS. Maps located of the Water Department depicting line locations size, etc.

METER. An instrument and appurtenances thereto used to measure water volume.

METER CHARGE. A Water Department charge for the water meter installation. The meter charge will depend on the size of the meter requested by the customer.

METER TESTING. Checking or testing the accuracy of a meter.

NORMAL OFFICE HOURS. Monday through Friday from 8:00 AM to 5:00 PM, except for legal or posted holidays.

OFF-DUTY HOURS. All hours that are not normal office hours.

ON-SITE MAIN. A main which provides service within the perimeter of a property or along abutting roadways, alleys, utility easements and/or other Rights-of-Way and which does not meet the definition of a Border Main.

OTHER REGULATORY AGENCY. The Texas Natural Resource Conservation Commission (TNRCC), The Texas Department of Health Resources (TDH), the Texas Water Commission (TWC), U.S. Environmental Protection Agency (EPA), Edward's Aquifer Authority (EAA), and similar agencies as may exercise regulatory authority in the operation of the Water Department.

OVERSIZE MAIN. A main of larger diameter than that required to provide service to and within the customer's property.

PAVEMENT WIDTH. The portion of a street available for vehicular traffic; where curbs are laid, it is the portion between the face of curbs.

PERSON. Any individual, association, firm, corporation, entity, political subdivision, or governmental agency.

PLAT. A complete and exact plan for subdividing a tract of land into lots for building purposes which, if approved, may be submitted to the County Clerk for recording.

POINT OF DELIVERY. The point at which ownership of the water and pipeline transfers from the Water Department to the customer. This is normally the discharge side of the meter.

PRESSURE REGULATOR. An instrument to regulate pressure. If located on the discharge side of a customer's meter, it is owned and maintained by the customer.

P.U.C. The Public Utility Commission of Texas, as established under the Public Utility Regulatory Act of June 1975, Article 1446C, V.A.C.S.

RECORD DRAWINGS. Ink on mylar drawings showing locations and size of the Water Department system as near as possible and conforming to Water Department standards.

RENTER. A person who rents property from another person.

RESTORE SERVICE. To re-establish a disconnected service.

SERVICE. The actual delivery of water to a customer, including all acts done, rendered or performed in the delivery of water by the Water Department.

SERVICE AGREEMENT. A written agreement between the customer and the Water Department outlining the responsibilities of each regarding water service.

SHALL, MAY. The word "shall" is always mandatory. The word "may" is merely directory.

SINGLE-CUSTOMER. A person not qualifying as a Developer-Customer who applies for an extension of water service to one property or lot for a single family dwelling, or other type of establishment, whether existing or to be erected.

SINGLE FAMILY RESIDENTIAL. Service supplied from one meter or one connection to a single building designed, built and used as a single-family residence.

SUBDIVISION. A division of any tract of land within the incorporated limits, or within or partly in the ETJ of the City, or within the County, in two or more parts for the purpose of the laying out any subdivision of any tract of land or any addition of any town or city, or for laying out suburban lots or building lots, or any lots and streets, alleys, or parts or other portions

intended for public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto. Subdivision includes re-subdivision, but does not include a division of land for agricultural purposes in parcels or tracts of 5 acres or more and not involving any new streets, alleys or easements of access.

SUBDIVIDER (DEVELOPER). Any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term 'subdivider' shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner of land sought to be subdivided.

SURVEYOR. A licensed State Land Surveyor or Registered Public Surveyor, as authorized by State statutes to practice the profession of surveying.

TYPES OF CONSUMERS:

- A. **SINGLE RESIDENTIAL CUSTOMER.** A consumer receiving water service to a single-family residence.
- B. **COMMERCIAL CUSTOMER.** A consumer receiving water service for a commercial/business establishment.
- C. **APARTMENT, CONDOMINIUM, AND DUPLEX CUSTOMERS.** A consumer with a single owner, but has several residences or units serviced by one meter.
- D. **MUNICIPAL OR GOVERNMENTAL WHOLESALE CUSTOMERS.** An entity created by the State that owns and operates distribution systems and purchase water from the Water Department.
- E. **OTHER CUSTOMERS.** Any consumer not specifically identified above. This includes dual residential customers, temporary service customers, mobile home park customers, etc.

TARIFF. A Texas Water Commission approved operating policy of the system organized into written format and available for public inspection. As used in the sense of the word, this Ordinance is a Tariff.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY. The State agency designated to regulate water service, water rates, and operation of water systems, or its predecessor or successor agencies.

UTILITY EASEMENT. An interest in land granted to the Water Department for installing or maintaining utilities across, over and under private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said utilities.

WATER BOARD. The six-member Water Commission appointed by the City of Garden Ridge to govern operations of the water Department.

WATER DEPARTMENT. The municipally owned water company for the City of Garden Ridge, Comal County, Texas.

WATER CONNECTION CHARGES. Those charges of the Water Department to the customer, for the connection of water mains of the Water Department.

WATER MAINS. Water pipe installed to carry water to the customer's property, including all fittings, such as T's, crosses, elbows, fire hydrants, valves, etc., needed to install a proper extension system.

SECTION 2 -- ORGANIZATION

2.01 -- STATEMENT OF ORGANIZATION.

The City of Garden Ridge Water Department is a municipally-owned public utility established for the purpose of furnishing a water supply for domestic residential use, business use, and general farm use in the City of Garden Ridge, the extraterritorial jurisdiction of the City of Garden Ridge, as well as areas outside the extra-territorial jurisdiction of the City of Garden Ridge where no Certificate of Convenience and Necessity is held by another water supply system.

2.02 -- THE CITY WATER COMMISSION.

The City of Garden Ridge will establish a seven-member (six voting and one non-voting member) Commission to be known as the City Water Commission. The Mayor of the City of Garden Ridge will serve as the non-voting member. Commission members shall consist of City residents. The purpose of the Commission is to govern the operation of the City-owned water system and to insure that the water system meets regulatory requirements established by federal, state and other regulatory agencies for municipally owned water systems.

The City Water Commission will be governed by and will report to the City Council of Garden Ridge, said City Council having sole authority to approve water policy and all changes to this Water Ordinance. All changes to this Water Ordinance will be designed to govern the supplying and taking of water service in such a manner as will secure for each consumer the greatest possible latitude in the enjoyment of the service that is consistent with good practice and safety to other consumers.

SECTION 3-- APPLICABILITY OF ORDINANCE

3.01 -- RELEVANCE OF ORDINANCE.

All provisions of this Ordinance shall be deemed to be incorporated into every contract between the Water Department and its water customers and each customer shall be charged with knowledge of the provisions of this Ordinance and, by applying for and accepting water service from the Water Department shall be deemed to have acceded to the provisions of this Ordinance.

3.02 -- UNLAWFUL TO TAKE WATER OTHER THAN PROVIDED BY ORDINANCE.

It is a violation of state and municipal law for a person to take or use water from the water system of the Water Department or to utilize the services of the water system, except under the terms and conditions as specified and stipulated in this Ordinance. Any person violating the terms and provisions of this Ordinance shall be prosecuted in the courts having appropriate jurisdiction.

3.03 -- FAILURE TO COMPLY WITH THE ORDINANCE.

Failure to comply with any provision of this Ordinance relating to the water system of the Water Department shall constitute grounds for discontinuance of water service by the Water Department.

3.04 -- VIOLATIONS OF THE WATER ORDINANCE.

A person commits an offense if that person violates by commission or omission any provision of this Ordinance that imposes upon that person a duty or responsibility. In addition to prohibiting or requiring certain conduct of individuals, it is the intent of this ordinance to hold a corporation, partnership or other association criminally responsible for acts or omissions performed by an agent acting in behalf of the corporation, partnership or other association, and within the scope of his employment.

3.05 -- PUNISHMENT AND FINES FOR VIOLATIONS OF THE WATER ORDINANCE.

That a person who violates a provision of this ordinance is guilty of a separate offense for each day or portion of a day during which the violation is committed, continued or permitted, and each offense is punishable according to the following schedule of fines plus cost of replacement of any damaged items. Any offense not listed below will be punishable by a fine of not less than then (10) dollars nor not more than two thousand (2,000) dollars.

a. Intentional Damage or Tampering with Water Department property	\$ 150.00
b. Unauthorized use of fire hydrants or water service connections	\$ 150.00
c. Wasting water	\$ 200.00
d. Resale of service	\$ 150.00
e. Unauthorized connection to water mains or services	\$ 500.00
f. Alteration or removal of devices on customer side required by this Ordinance	\$ 100.00
g. Failure to comply with cross-connection control measures required by this Ordinance.	\$ 500.00*

* Immediate termination of water service until brought into compliance.

Failure to comply with payment of set fees shall result in termination of water service or considered a class C misdemeanor punishable by the appropriate courts of jurisdiction, or both.

SECTION 4-- GENERAL POLICY

4.01 -- WATER DEPARTMENT NOT BOUND TO SELL WATER.

In the sale of water by the Water Department to any person, firm or corporation, and in the supply of water for use in the protection of property against fires, THE CITY OF GARDEN RIDGE WATER DEPARTMENT DOES NOT AGREE, unless by specific contract, nor is the Water Department bound to furnish water of any special or specific or specified amount, but only undertakes to furnish such water and the amount of water that may be supplied from the wells of the Water Department or such other source or sources as the Water Department may select, and in an amount within the capacity of the Water Department's pumping plants.

4.02 -- NON-LIABILITY FOR FAILURE TO SUPPLY WATER FOR FIRE-FIGHTING.

The Water Department exists for the primary purpose of providing a source of potable water for its customers. The Water Department cooperates with its customers in the establishment of fire-fighting support facilities; however, because of the nature of the support facilities, it MAKES NO REPRESENTATION IT IS OFFERING FIRE PROTECTION nor does it contract with its customers to inspect or maintain fire hydrants or tank filling valves. Some areas do not conform with local fire codes.

In the event for any reason the Water Department may become unable to supply water to its customers, or to the municipality for the prevention or suppression of fire, the Water Department will in no manner be liable for damages by reason of any such failure to any customer or customers of the water system, or to any person or persons whose property may have been destroyed by fire, or otherwise damaged.

4.03 -- COMMERCIAL USE OF WATER.

Commercial use of water will be permitted by the Water Department only to the extent of availability to supply domestic needs. Use of water for non-domestic use, such as irrigation, may be curtailed at the Water Department's discretion when the use adversely affects domestic use customers.

4.04 -- WATER SUPPLY TO STEAM BOILERS AND CLOSED WATER HEATERS.

It shall be unlawful for any person to draw water from any Water Department supply pipe directly into any steam boiler which is equipped or arranged for more than fifteen (15) pounds per square inch.

All persons having boilers or closed water heaters supplied with Water Department water are cautioned against the danger of explosion or collapse. The Water Department will not be liable for any damages that may occur on account of the water being shut off for any reason or on account of the breaking of any pipe or fixture by pressure of the water from the Water Department's mains.

Where Water Department water is used to supply a steam boiler of over fifteen (15) pounds of pressure, the owner shall provide a tank of sufficient capacity to afford a supply of at least four (4) hours into which the service pipe must be discharged over the top of the tank, and never into the bottom side.

4.05 -- UNLAWFUL TO WASTE WATER.

It shall be unlawful and subject to the violation provisions of Section 3 of this Ordinance for any person to willfully and negligently waste water supplied by the Water Department in any manner whatsoever, and any person having knowledge of any conditions whereby water is being wasted shall at once notify the Water Department.

The refusal or neglect of an owner or occupant to equip and maintain the premises with proper service connections, utilities or fixtures of approved character and quality to prevent waste of water shall be sufficient grounds for the refusal of the Water Department to connect the premises with the Water Department's water system or to continue water service, after having given notice of the intention to shut off the water, pending the necessary correction.

4.06 -- UNLAWFUL TO OBTAIN WATER BY FRAUD.

It shall be unlawful and subject to the violation provisions of Section 3 of this Ordinance for any person to resort to any fraudulent device or arrangement for the purpose of procuring water for himself or others from private connections on premises contrary to the Water Department's regulation.

4.07 -- NO FREE WATER ALLOWED.

No free water shall be allowed to be given by the Water Department to any customer or consumer.

4.08 -- PRIVACY POLICY

The City of Garden Ridge has adopted a privacy policy for the utilities of the City. Refer to City Ordinance 135-112005.

4.09 – IDENTITY THEFT POLICY

The City of Garden Ridge has adopted an identity theft policy for the utilities of the City. Refer to City Ordinance 152-072009.

SECTION 5-- GENERAL SERVICE RULES AND REGULATIONS

5.01 -- CUSTOMERS.

Every person, firm or corporation connected to the water system of the Water Department of Garden Ridge is considered a customer.

5.02 -- RENTERS.

Any customer who rents or leases property to other parties must transfer customer status to renter or leasor.

5.03 -- TRANSFERS.

All transfers from one customer to another customer must be in writing and approved by the Water Department. If a meter is servicing property that is sold, the customer status must be transferred to the new owner customer.

5.04 -- DELINQUENCY.

Any and all customers that have delinquent accounts for more than 45 days, will have their customer status voided after the Water Department has given written notice, in the form of a disconnect notice to the customer, giving the customer 5 days to cure the delinquency. Any and all customers on meters that have been disconnected more than six months, for any reason, will have their customer status voided. The voided customer status will be renewed only on an "as availability of water permits basis" and will be acted upon as a new meter service.

5.05 -- INTERRUPTIONS OF SERVICE.

The Water Department will exercise reasonable efforts to prevent interruptions of service. When interruptions occur, the Water Department shall re-establish service within the shortest time possible. The Water Department is not obliged to notify customers of service interruptions, but will make all possible efforts to do so.

5.06 -- CUSTOMER AND NON-CUSTOMER COMPLAINTS.

Upon complaint to the Water Department, either at the Water Department office, by letter or by telephone, the Operations Manager will promptly make a suitable investigation and advise the complainant of the results. The manager may respond to the complainant in writing or by telephone. In either case, a written record of the complaint and disposition will be kept by the manager and reported monthly to the City Water Commission. If the results are not to the complainant's satisfaction, the complainant may submit to the Water Department a written request to appear before the City Water Commission. The complainant will be placed on the agenda of the next regular City Water Commission meeting.

5.07 -- SERVICE AGREEMENT.

The Water Department must have an executed service agreement with each customer who is brought into the system subsequent to the effective date of this Ordinance. Persons who were customers of the system when the system was acquired by the City of Garden Ridge will be considered to have a service agreement with the Water Department are such agreement will be in accordance with all requirements of this Ordinance.

Failure of a customer to execute an agreement, when required, shall result in a refusal of service or a disconnection of service. Service agreements will be in written form and will acknowledge an understanding of the Ordinance in force when the service agreement is signed. Subsequent changes to said Ordinance will be published in the official newsletter of the City of Garden Ridge or in the newspaper designated as the official newspaper of the City of Garden Ridge.

5.08 -- PRIORITY OF SERVICE.

Priority of service will be in the order of: (1) Emergency Services (Cooperative effort only); (2) Residential in-home use; (3) Agricultural and livestock; (4) Industrial and Commercial; (5) Other.

5.09 -- OPERATING PRESSURES.

Minimum service pressure shall not be below 20 psi operating pressure. Maximum pressures may be at the Water Department's discretion. It will be the customer's responsibility to protect plumbing on the customer's side of the water meter against excessive pressures or surge using individual pressure regulators or other approved devices set forth in the State Plumbing Codes.

5.10 -- SERVICE AREAS.

The Water Department's service area is that area within which its lines and customers are located and which area is approved by the Certificate of Convenience and Necessity issued by the Texas Water Commission. This area is located in Comal County, Texas, and includes the City of Garden Ridge, Texas, and the ETJ areas of the City of Garden Ridge, Texas, not serviced by another water system having possession of a valid Certificate of Convenience and Necessity to serve said areas.

SECTION 6-- RATES & BILLING (GENERAL)

6.01 -- COMMITTEE TO SET RATES.

The City Council of Garden Ridge, Texas, is empowered to establish water rates, water charges, and special service rates where extenuating circumstances exist. The water rates and charges may be revised from time to time.

6.02 -- BILLS DUE WHEN SENT.

All bills shall be considered rendered when delivered to the U.S. Post Office with postage prepaid for mailing to the customer. Failure of the customer to receive any such bill shall in no way relieve the customer of the duty and obligation to pay for the services rendered.

Charges for each account shall be on a continuous basis, from the date of the initial meter installation until notification for discontinuance is received and accepted by the Water Department. Upon receipt and acceptance of an application for discontinuance, the water meter shall be locked or plugged and no additional charges imposed. Service and charges shall resume when an application for new service has been made and accepted and applicable fees paid by the applicant.

6.03 -- BILLING CYCLE.

Water meters will normally be read on the 23rd day of the month. If the 23rd falls on a weekend or holiday, meters will be read the business day nearest the 23rd (before or after). Statements of charges will be mailed as near the first day of the month following the meter reading as possible and shall include charges for the volume of water used and for any other charges due. Payment shall be received by the Water Department on or before the 15th day of the month immediately following the billing. If the 15th of the month falls on Saturday, Sunday or a legal holiday, payment shall be received on the next business day. Payments not received by the close of business on the 15th day of the month following the billing shall be considered delinquent and will incur a 10% penalty fee on any unpaid portion of the bill. This 10% fee will continue to be added to the charges due for each additional 30-day period the charges remain unpaid.

If the customer's account is considered delinquent, in addition to penalties, actions will be initiated in accordance with Section 7.01.

6.04 -- HOW CHARGES ARE COMPUTED.

Billings for water service will reflect charges computed under a "Net Rate" and a "Gross Rate". The "Net Rate" applies if the charges are paid on or before the 15th day of the month following the billing date. The "Gross Rate" applies if charges are paid after the 15th day of the month following the billing date.

(The "Gross Rate" is a combination of the "Net Rate" plus an additional penalty fee (10% of the "Net Rate") because payment of the charges are overdue. An additional ten percent (10%) of the original "Gross Rate" shall be added for each additional thirty (30) day period for which charges remain unpaid.)

SECTION 7 -- DELINQUENT ACCOUNTS

7.01 -- RESULTS OF NON-PAYMENT.

If water bill charges have not been paid by the close of business on the 15th day of the month following billing, the customer's account is considered to be delinquent. The Water Department will issue a written notice to the customer of the intention to disconnect water service. The due date on this Final notice will allow the customer 10 calendar days within which to request, from the City Water Commission's designated representative, a formal hearing. Failure to make payment on or before the specified due date of the Final notice will result in disconnection of service and the customer will incur a disconnect and

reconnect fee. If the customer wishes to exercise their right to request a formal hearing, they will need to do so within the same 10-day period of the Final notice, or the customer waives the right to such hearing. In addition to immediate disconnection of water, the Water Department may take appropriate legal action to recover any unpaid balances and applicable fees.

The Water Department may waive the disconnection of service for a customer whose delinquent balance is less than the required deposit for service. If a customer has been served by the Water Department from a period preceeding the deposit requirement, then the disconnection of service may be waived as if a deposit has been secured. A deposit will be required from said customer if said customer is due to be disconnected a second time.

The Water Department may waive the disconnect and reconnect charges, one time, if the customer signs up for auto-draft payments.

7.02 -- HEARING PROCEDURES.

If the customer exercises the right to request a hearing within the 10 day period, the City Water Commission, or its representative, shall inform the customer of the date, time, and location of the next regularly scheduled meeting of the Commission at which formal hearings will be conducted. Information pertaining to the date, time, and location of the hearing shall be conveyed to the customer who requested the hearing within five (5) days after the receipt of the request for formal hearing by the City Water Commission or its designated representative.

At the hearing requested by the customer, the City Water Commission or its designated representative shall examine the facts and circumstances of each case and consider the views expressed by interested parties attending the hearing. The City Water Commission shall render a final decision concerning the rationality, propriety, or existence of utility charges assessed to the customer who requested the hearing. Such decision will be rendered with ten (10) days after the formal hearing and will be sent to the customer via certified mail, return receipt requested.

The disconnection process will be suspended until the hearing has been completed and the decision of the City Water Commission has been rendered and mailed to the customer. Upon receiving the Commission's decision, the customer shall immediately (within three (3) days) pay all prescribed fees or late charges or face immediate disconnect procedures.

7.03 -- DISCONNECTION OF SERVICE.

If a customer whose account is deemed delinquent waives the hearing process outlined in Section 7.02, or the City Water Commission completes the hearing process requested by the delinquent customer and has determined that said customer is delinquent, the City Water Commission is authorized to order the immediate physical disconnection of water service.

Water service shall not be reinstated until all charges shown on the bill, plus a disconnect and a reconnect fee as shown in Section 25, are paid in full.

In addition to the foregoing, the customer whose service was disconnected shall deposit with the Water Department an amount to secure the user's future charges if reconnection of water service is authorized. This deposit shall be in an amount sufficient to cover the "Gross Rate" water charges the user incurred for the previous two months of service, or one hundred (100) dollars whichever amount is higher. The deposit shall be collected before water service is reconnected and shall be refunded in accordance with the regulations of the Water Department.

SECTION 8-- DISCONTINUANCE AND/OR DISCONNECTION OF WATER SERVICE

8.01 -- DISCONTINUANCE OF WATER SERVICE.

No user of water services from the Water Department shall sell any such service and no such service shall be furnished to any user thereof. Any person violating any provision of this regulation shall be subject to the violation provisions of Section 3 of this Ordinance and subject to immediate discontinuance of water service after due notice has been given the customer if the illegal service thereafter continues.

8.02 -- DISCONNECTION OF WATER SERVICE.

Water service may be disconnected for any of the following reasons:

- a. Failure to pay a delinquent account or failure to comply with the terms of a deferred payment agreement;
- b. Violation of the Water Department's rules pertaining to the use of service in a manner which interferes with the service of others or the operation of nonstandard equipment, if reasonable attempt has been made to notify the customer and the customer is provided with a reasonable opportunity to remedy the situation;
- c. When a dangerous condition exists for as long as the condition exists;

- d. For the unlawful removal of any water meter that has been placed, installed or is owned by the Water Department, or in any manner change, interfere with, bypass or tamper with any such meter. The provisions of this paragraph shall not apply to the employees of the Water Department when acting in their official capacity.

In the event any of these situations are discovered or determined, the Water Department shall take such steps to discontinue the improper use and disconnect the meter. Service will thereafter not be resumed to the user/customer until such user/customer shall have paid all estimated charges for consumed water together with any damage to the meter or mains, plus a one hundred dollar (\$100.00) reconnection charge. If tampering or bypassing the meter occurs again, the meter will be removed and legal action taken against the user/customer to restrain such activity and recover damages.

SECTION 9-- CONTINUANCE OF SERVICE

9.01 -- GENERAL POLICY ON DISCONNECTION OF WATER SERVICE.

Unless a dangerous condition exists, or unless the customer requests a service disconnection, service shall not be disconnected on a day, or on a day immediately preceding a day, when personnel of the Water System are not available to the public for the purpose of making connection and reconnection services.

The Water Department may not abandon a customer for a certified service area without giving fourteen (14) days written notice to its customers therein and all similar neighboring utilities, and approval from the Texas Water Commission.

9.02 -- REASONS WHY WATER SERVICE MAY NOT BE DISCONNECTED.

Water service to a customer of the Water Department may not be disconnected due to the following reasons or situations:

- a. Delinquency in payment for service by the previous occupant of the premises. This situation should not occur if Section 5.03 has been complied with. However, should such an event occur, it shall not be a reason to disconnect water service.
- b. Failure to pay for merchandise or charges for non-utility services which are not billed to the user/customer. (Professional services are considered a water service.)
- c. Failure to pay for a different type or class of water service unless the fee for such service is included on the same bill as the water service.
- d. Failure to pay the account of another customer a guarantor thereof, unless the Water Department has, in writing, the guarantee as a condition precedent to providing service.
- e. Failure of a user/customer to pay charges arising from an under billing occurring due to any misapplication of rates more than six (6) months prior to the current billing.
- f. Failure of a user/customer to pay an estimated bill other than a bill rendered pursuant to an approved meter-reading plan, unless the Water Department is unable to read the meter due to circumstances beyond its control.
- g. Failure of a user/customer to pay charges arising from an under billing due to any faulty metering, unless the meter has been tampered with.

SECTION 10 -- DISCONNECTION AND RECONNECTION OF SERVICE

10.01 -- CHARGES FOR DISCONNECTION AND RECONNECTION SERVICE.

Whenever a customer terminates water service at one address and renews a service, a disconnection fee and a reconnection fee shall be assessed against the customer. These charges are set forth in Section 25. Reconnection will only be made after the customer has otherwise completed an application for service and has Water Department approval for a meter at the new address.

10.02 -- ALL PAST ACCOUNTS MUST BE PAID FOR RECONNECTION SERVICE.

When any customer who is liable for water charges shall leave or vacate premises to which such charges are applicable, the customer shall not be furnished water service at a new location or premise until all water service charges owed by the customer are paid. The customer may still take the necessary and timely steps to request a formal hearing, as set forth in Section 7 of this Ordinance.

In the event the customer liable for water charges is responsible for payment of water service charges to ignore than one residence, location or premise, the Water Department reserves the right to disconnect water service to all residences for which that customer is responsible for payment of water service. Further, reconnection of service to any or all residences may be withheld until all past due accounts are satisfied.

SECTION 11-- WATER CONNECTIONS AND EXTENSIONS (GENERAL)

11.01 -- GENERAL POLICY REGARDING CONNECTIONS AND EXTENSIONS.

The following policies and procedures will apply to all connections and extensions made from and after the effective date of this section:

- a. The Water Department shall supply water to its customers through mains/lines owned or controlled by the Water Department and which shall be located in the streets, between the curb and sidewalk lines or in alleys, adjacent to property being served, or on easements controlled or owned by the Water Department.
- b. No customer shall be provided service unless the property being served has frontage along a Water Department main line.
- c. The Water Department may assess, in addition to the service connection charge, the estimated cost of breaking and replacing pavement necessary to make such connections; such assessment to be paid prior to the work being performed. If the assessment exceeds the actual cost of such pavement crossings, the difference shall be refunded to the customer upon completion of the work.
- d. If a connection or extension requires boring under or crossing over a highway or street the Water Department may assess the estimated cost of boring under or crossing over that highway or street to furnish water service regardless of the distance from the water main to the property line; such assessment to be paid prior to the work being performed. In the event the assessment exceeds the actual cost of boring under or crossing over the highway or street, the excess is refundable to the customer when work is completed.
- e. When a single customer or group of single customers is required to pay the cost of extending water mains in an area where service demands may be made upon those mains, by new customers, then the single customer or group of single customers may enter into a refund contract with the Water Department. This refund contract shall be for a period of fifteen years from the date of the main extension completion or the receipt by the single customer or group of single customers of 100% of the refund due, whichever occurs first. The refund shall in no case exceed the cost of the mains installed.
- f. The Water Department will set a meter, for use by the customer, at the front of the property to be serviced. The meter will sit a distance not to exceed 2 feet off of an adjoining property line and 1 foot off of a Right-of-Way line. When a connection is made by the Water Department to a main on the opposite side of the street, additional charges will be assessed as specified in Section 25.05 (Reference a-3).
- g. All lines constructed and meters installed under the provisions of this section shall be the property of the Water Department and the Water Department shall have full control and jurisdiction over such lines and meters.
- h. All extensions of water main facilities must conform to the City's master plan, ordinances, codes and regulations and must be reviewed by the City Engineer and must be approved by the City Council of Garden Ridge, Texas.
- i. No water service shall be provided unless and until the water connection charges, meter charges, and all other required charges are paid in advance.

11.02 -- RESPONSIBILITY FOR PAYMENT OF WATER CONNECTIONS.

The person who makes application for water service shall be responsible for payment of all charges provided for in this Ordinance until written notice is given the Water Department by such person of the intention to discontinue such service.

11.03 -- UNLAWFUL CONNECTION TO WATER MAINS OR WATER PIPES.

It shall be unlawful for any person to make, or permit to be made, any connection with or to the water mains or service pipes of the Water Department system. It shall also be unlawful to turn on or use water of the Water Department system without first obtaining a connection therefor. Violations will be subject to the provisions of Section 3 of this Ordinance. Application for connections shall be filed with the Water Department on forms prescribed by the Water Department. If the application or applications are approved, the connection shall be effected.

11.04 -- ALL CONNECTIONS SHALL BE MADE BY THE WATER DEPARTMENT.

Upon approval of a connection and payment of the required connection fee, the Water Department shall make, or cause to have made, the necessary connections and furnishing of a meter box and curb stop, the cost of which are included in the meter connection fee.

11.05 -- EVERY PREMISE SHALL HAVE A SEPARATE SERVICE CONNECTION.

Every premise connected with or to any water main, or being supplied with any water from the Water Department, shall have a separate service connection, curb stop, meter (installed by Water Department) and customer supplied shut-off valve (to be installed by customer's plumber).

11.06 -- COMPLIANCE WITH PLUMBING REQUIREMENTS.

No connection shall be made to any house, building or premise to any portion of the Water Department's system if the customer's plumbing has been determined to contain cross connections or other violations of the Health Department requirements or standard building and plumbing codes. When the Water Department becomes aware of and confirms that the plumbing of any house, building or premise already connected to its water system is not or does not comply with the standards of material or workmanship provided for by appropriate provisions of this Ordinance, the Water Department shall have the right and duty, after notice to the owner, occupant or person in charge of such premises, and the failure or refusal of such owner, occupant or person in charge to immediately remedy such condition, to discontinue all or any portion of service provided by the Water Department as may be required or suggested by the situation.

11.07 -- WATER DEPARTMENT INSPECTIONS ARE NOT A WARRANTY OF LIABILITY.

Plumbing inspections made by the Water Department in regards to effecting a water service connection shall not create any liability or warranty for, by or to the Water Department as to the quality or condition of the plumbing of the house, building or premises and such inspections are separate and apart from similar inspections required by other agencies or municipal offices.

SECTION 12-- WATER DEPARTMENT TO MAKE WATER TAPS, CONNECTIONS, REPAIRS, ETC.

12.01 -- UNLAWFUL TAPS, SERVICE PIPES OR CONNECTIONS.

It shall be unlawful and subject to the violation provisions of Section 3 of this Ordinance for any plumber or other person, other than the tapper employed by the Water Department, to tap any water main, make connection with mains or extend service pipes from the main to the meter or to place a stop cock and stop box at that point. All of this equipment shall be under the exclusive control of the Water Department and such taps and service shall be paid for by the plumber or owner ordering the work to be done before work is commenced.

12.02 -- REPAIR AND RENEWAL OF WATER SERVICE PIPES.

The Water Department will make all repairs and renewals of water service pipes from the main to the meter and it shall be unlawful for any person, other than a duly authorized agent of the Water Department to repair or renew any such service pipe from the main to the meter.

SECTION 13-- EXTENSION OF WATER SERVICE FROM ONE PREMISE TO ANOTHER

13.01 -- EXTENSIONS TO BE MADE ONLY BY WATER DEPARTMENT PERSONNEL.

After water is introduced into a building or upon any premises, the same shall not be extended by any plumber or any other person to any other premises for additional fixtures, except upon consent of the Water Department.

13.02 -- CONNECTING SEPARATE BUILDINGS THROUGH ONE METER.

The connecting of separate buildings through one water meter will not be allowed unless authorized in accordance with Section 24.03 of this Ordinance.

13.03 -- USE OF MORE THAN ONE METER PER BUILDING.

Not more than one meter can be supplied to any one building unless an entire separate piping system and separate service connections are provided by the owner of the building, and each meter shall constitute a separate contract, and pay at least the monthly minimum prescribed by this Ordinance.

SECTION 14-- WATER METERS (GENERAL)

14.01 -- ALL WATER SHALL BE MEASURED BY METERS.

All water furnished by the Water Department to its customers shall be measured by a meter and all meters shall conform to Water Department specifications as to size and type.

All water meters connected to the Water Department system are the property of the Water Department. Meters are not owned by the customer whose residence or business served by the meter. The Water Department shall keep all meters owned by it in repair, without expense to the customer, except that the property owner will be charged for meters, boxes and materials damaged or destroyed through the act of negligence, or carelessness of the owner or occupant and for labor costs incurred in reestablishing service.

14.02 -- ONLY ONE CONSUMER CAN PURCHASE WATER THROUGH A SINGLE METER.

Not more than one consumer shall purchase water through any single meter without the consent of the Water Department unless single metering is authorized for more than one unit of occupancy and provided that responsibility for payment of all water services for the single-meter billing is assumed by the single property owner. In cases where single metering is to be used for more than single-unit occupancy and where one of those occupancies requires a higher water use than a single-family residence, a meter sufficient in size to meet the total requirements will be required. The size of the meter will be determined by the Water Department at the time of request for service.

14.03 -- READING METERS BY CUSTOMER.

As a general policy, each customer meter will be read once a month by the Water Department. Under special circumstances and upon approval by the Water Commission, a customer may be authorized to read his/her meter provided the reading is returned to the Water Department in time to effect billing in the normal, established billing cycle.

If a customer is authorized to effect his/her own meter reading, the meter will be read as nearly as possible on the corresponding day of the month, each month, but may be read other than on monthly intervals if circumstances warrant and authorization is received from the Water Commission.

14.04 -- ESTIMATED BILLINGS DUE TO OBSTRUCTION OF ACCESS TO A METER.

If easy access to a water meter is obstructed in any manner whatsoever by a customer, or if entrance to the premises is made dangerous by a vicious animal or otherwise, thereby preventing a meter reader from procuring a reading of the meter, the charges may be estimated for an amount not to exceed double the normal charge. It is further provided that in case the customer does not remedy the condition or should the customer refuse to pay the estimated bill, the Water Department shall have the right to discontinue water services without further notice and service shall not be resumed until the conditions complained of have been remedied and all charges for water service have been paid.

14.05 -- ESTIMATED BILLINGS DUE TO METER FAILURE.

If a meter fails to register the water actually consumed by reason of the register or meter being out of order, the Water Department shall assess the minimum water bill charges to the customer until the defective meter is repaired or replaced.

14.06 -- METER TEST ON REQUEST OF THE CUSTOMER.

Upon request of a customer, the Water Department shall test the accuracy of the customer's meter. The test shall be made at the Water Department's test facility. If it is found that the meter does not register in error more than two (2) percent fast, the customer shall pay the amount as set forth in Section 25.05(i) for making the test and no adjustment of the charges shall be made. If the meter should register more than two (2) percent fast, the consumer shall pay no fee for the meter test and the Water Department shall make appropriate adjustments in the water service charges. Following the completion of any required test, the Water Department shall promptly advise the customer of the date of removal of the meter, and date of the test, the result of the test, and who made the test.

14.07 -- ADJUSTMENT TO BILL FOR FAST METER, CUSTOMER LEAKS, ETC.

- a. Fast Meter: Whenever any meter tested by the Water Department is found to have an average error of more than two (2) percent fast (in the Water Department's favor), a refund or credit will be issued to the customer for an overcharge

based upon previous usage. An overcharge will not be adjusted for a time period longer than three months prior to the testing and only to the present meter owner.

- b. Non-Registering Meter: When a meter is found not to register for any period, unless bypassed or tampered with, the Water Department shall assess the minimum water bill charges to the customer for the billing period and will take immediate action to repair or replace the defective meter.
- c. Adjustments for any water bill, for any reason, must be applied for no more than three months from the billing date of the bill in question.

14.08 -- RE-READING OF METERS.

The Water Department will re-read a customer's meter upon request of the customer. If the reading is determined to be in error, the Water Department will make the necessary adjustment. No charge is made for re-reading the meter unless the Water Department determines that there is no basis for such requested re-reading.

SECTION 15 -- CROSS CONNECTION CONTROL

15.01 -- GENERAL POLICY.

a. PURPOSE

- (1) To protect the public potable water supply of the City of Garden Ridge, Texas from the possibility of contamination or pollution by isolating within the customer's internal distribution system(s) or the customer's private water system(s) such contaminants or pollutants that could backflow into the public water system.
- (2) To promote the elimination or control of existing cross connections, actual or potential, between the customer's inplant potable water system(s) and non-potable water systems, plumbing fixtures, and industrial piping systems.
- (3) To provide for the maintenance of a continuing program of cross-connection control that will systematically and effectively prevent the contamination or pollution of all potable water systems.

- b. RESPONSIBILITY. The Water System Manager shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. If, in the judgment of said System Manager an approved backflow prevention assembly is required at the customer's water service connection; or, within the customer's private water system for the safety of the water system, the System Manager or his/her designated agent shall give notice in writing to said customer to install such an approved backflow prevention assembly(s) at his/her own expense; and, failure, refusal, or inability on the part of the customer to install, have tested, and maintain said assembly(s) shall constitute grounds for discontinuing water service to the premises until such requirements have been satisfactorily met.

15.02 -- DEFINITIONS.

APPROVAL. Accepted by the authority responsible as meeting an applicable specification stated or cited in this section as suitable for the proposed use.

AUXILIARY WATER SUPPLY. Any water supply on or available to the premises other than the purveyor's approved public water supply. These auxiliary waters may include water from other purveyor's public potable water supply or any natural source(s), such as a well, spring, river, stream, harbor, and so forth; used waters; or industrial fluids. These waters may be contaminated or polluted, or they may be objectionable and constitute an acceptable water source over which the water purveyor does not have sanitary control.

BACKFLOW. The undesirable reversal of flow in a potable water distribution system as a result of a cross connection.

BACKFLOW PREVENTER. An assembly or means designed to prevent backflow.

- (1) Air gap The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water or waste to a tank, plumbing fixture, receptor, or other assembly and the flood level rim of the receptacle. These vertical, physical separations must be at least twice the diameter of the water supply outlet, never less than one (1) inch (25mm).
- (2) Reduced-pressure backflow prevention assembly. The approved reduced-pressure principle backflow-prevention assembly consists of two (2) independently acting approved check

valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and below the first check valve. These units are located between two tightly closing resilient-seated shut-off valves as an assembly and equipped with properly located resilient-seated test cocks.

- (3) Double check valve assembly. The approved double check valve assembly consists of two internally loaded check valves, either spring loaded or internally weighted, installed as a unit between two tightly closing resilient-seated shut-off valves and fittings with properly located resilient-seated test cocks. This assembly shall only be used to protect against a non-health (that is, a pollutant).

BACKPRESSURE. A pressure, higher than the supply pressure, caused by a pump, elevated tank, boiler, or any other means that may cause backflow.

BACKSIPHONAGE. Backflow caused by a negative or reduced pressure in the supply piping.

CONTAMINATION. An impairment of a potable water supply by the introduction or admission of any foreign substance that degrades the quality and creates a health hazard.

CROSS-CONNECTION. A connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances would allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids, such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter that may change the color or add odor to the water.

CROSS CONNECTIONS - CONTROLLED. A connection between a potable water system and a non-potable water system with an approved backflow-prevention assembly properly installed and maintained so that it will continuously afford the protection commensurate with the degree of hazard.

CROSS-CONNECTION CONTROL BY CONTAINMENT. The installation of an approved backflow-prevention assembly at the water service connection to any customer's premises, where it is physically and economically unfeasible to find and permanently eliminate or control all actual or potential cross-connections within the customer's water system; or it shall mean the installation of an approved backflow-prevention assembly on the service line leading to and supplying a portion of a customer's water system where there are actual or potential cross-connections that cannot be effectively eliminated or controlled at the point of the cross-connection.

HAZARD, DEGREE OF. The term is derived from an evaluation of the potential risk to public health and the adverse effect of the hazard upon the potable water system.

- (1) Hazard-health. A cross-connection or potential cross-connection involving any substance that could, if introduced in the potable water supply, cause death, illness, spread disease, or have a high probability of causing such effects.
- (2) Hazard-plumbing. A plumbing-type cross connection in a consumer's potable water system that has not been properly protected by an approved air gap or an approved backflow-prevention assembly.
- (3) Hazard-non-health. A cross connection or potential cross connection involving any substance that generally would not be a health hazard but would constitute a nuisance or be aesthetically objectionable, if introduced into the potable water supply.
- (4) Hazard-system. An actual or potential threat of severe damage to the physical properties of the public potable water system or the consumer's potable water system or of a pollutant or contamination that would have protracted effect on the quality of the potable water in the system.

INDUSTRIAL FLUIDS SYSTEM. Any system containing a fluid or solution that may be chemically, biologically, or otherwise contaminated or polluted in a form a concentration, such as would constitute a health, system, pollution, or plumbing hazard, if introduced into an approved water supply. This may include, but not be limited to: polluted or contaminated waters; all types of process waters and used waters originating from the public potable water system that may have deteriorated in sanitary quality; chemicals in fluid form; plating acids and alkalies; circulating cooling waters connected to an open cooling tower; and/or cooling towers that are chemically or biologically treated or stabilized with toxic substances; contaminated natural waters, such as wells, springs, streams, rivers, bays, harbors, seas, irrigation canals or systems, and so forth; oils, gases, glycerin, paraffins, caustic and acid solutions, and other liquid and gaseous fluids used in industrial or other purposes for fire-fighting purposes.

POLLUTION. The presence of any foreign substance in water that tends to degrade its quality so as to constitute a non-health hazard or impair the usefulness of the water.

SERVICE CONNECTION. The terminal end of a service connection from the public potable water system, that is, where the water purveyor loses jurisdiction and sanitary control over the water at its point of delivery to the customer's water system. If a meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the meter. There should be no unprotected takeoffs from the service line ahead of any meter or backflow-prevention assembly located at the point of delivery to the customer's water system. Service connection shall also include water service connection from a fire hydrant and all other temporary or emergency water service connections from the public potable water system.

WATER.

- (1) **Potable.** Water that is safe for human consumption as described by the public health authority having jurisdiction.
- (2) **Non-potable.** Water that is not safe for human consumption or that is of questionable quality.
- (3) **Used.** Any water supplied by a water purveyor from a public potable water system to a consumer's water system after it has passed through the point of delivery and is no longer under the sanitary control of the water purveyor.

WATER SYSTEM MANAGER. This person is invested with the authority and responsibility for the implementation of an effective cross-connection control program and for the enforcement of the provisions of this section.

15.03 -- REQUIREMENTS

a. WATER SYSTEM

- (1) The water system shall be considered as made up of two (2) parts: the utility system and the customer system.
- (2) Utility system shall consist of the source facilities and the distribution system, and shall include all those facilities of the water system, under the complete control of the utility, up to the point where the customer's system begins.
- (3) The source shall include all components of the facilities utilized in the production, treatment, storage and delivery of water to the distribution system.
- (4) The distribution system shall include the network of conduits used for the delivery of water the source to the customer's system.
- (5) The customer's system shall include those parts of the facilities beyond the termination of the utility distribution system that are utilized in conveying utility-delivered domestic water to points of use.
- (6) The customer's system shall conform to the current plumbing code for backflow prevention adopted by the City in Ordinance 19. In cases where there is conflict, the stricter code will be enforced.

b. POLICY

- (1) No water service connection to any premises shall be installed or maintained by the water purveyor unless the water supply is protected as required by state laws and regulations and this section. Service of water to any premises shall be discontinued by the water purveyor if a backflow-prevention assembly required by this ordinance is not installed, tested, and maintained, or if it is found that a backflow-prevention assembly has been removed, bypassed, or if an unprotected cross connection exists on the premises. Service will not be restored until such conditions or defects are corrected.
- (2) The customer's system should be open for inspection at all reasonable times to authorized representatives of the City of Garden Ridge Water Department to determine whether cross connections or other structural or sanitary hazards, including violations of these regulations exist. When such a condition becomes known, the Water System Manager shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with State and City Statutes relating to plumbing and water supplies and regulations adopted pursuant thereto.
- (3) An approved backflow-prevention assembly shall be installed on each service line to a customer's water system at or near the property line or immediately before the first branch line leading off the service line whenever the following conditions exist:

- (a) In the case of premises having auxiliary water supply that is not or may not be of safe bacteriological or chemical quality and that is not acceptable as an additional source by the Water System Manager, the public water system shall be protected against backflow from the premises by installing an approved backflow-prevention assembly in the service line, appropriate to the degree of hazard.
 - (b) In the case of premises on which any industrial fluids or any other objectionable substances are handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises by installing an approved backflow-prevention assembly in the service line, appropriate to the degree of the hazard. This shall include the handling of process waters and waters originating from the utility system that have been subject to deterioration in quality.
 - (c) In the case of premises having (1) internal cross connections that cannot be permanently corrected and controlled, or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impractical or impossible to ascertain whether or not dangerous cross connections exist, the public water system shall be protected against backflow from the premises by installing an approved backflow-prevention assembly in the service line.
- (4) The type of protective assembly required under the subsections 15.03(a), 15.03(b), and 15.03(c) shall depend upon the degree of hazard that exists as follows:
- (a) In the case of any premises where there is an auxiliary water supply as defined in Section 15.02 and it is not subject to any of the following rules, the public water system shall be protected by an approved air gap separation or an approved reduced-pressure principle backflow-prevention assembly.
 - (b) In the case of any premises where there is an irrigation system installed
 - (i) ~~If the premises has a traditional septic system, the public water system shall be protected by an approved double check valve assembly.~~
 - (ii) If the premises has ~~a septic system with a pump tank~~ *an on-site sewage treatment facility*, the public water system shall be protected by an approved reduced-pressure principle backflow prevention assembly.
 - (c) ~~In the case of any premises where there is water or substance that would be objectionable but not hazardous to health, if introduced into the public water system, the public water system shall be protected by an approved double check valve assembly.~~
 - (d) In the case of any premises where there is any material dangerous to health that is handled in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected by an approved air gap separation or an approved reduced-pressure principle backflow-prevention assembly. Examples of premises where these conditions will exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, mortuaries and plating plants.
 - (e) In the case of any premises where there are “uncontrolled” cross connections, either actual or potential, the public water system shall be protected by an approved air gap separation or an approved reduced-pressure principle backflow-prevention assembly at the service connection.
 - (f) In the case of any premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete in-plant cross connection survey, the public water system shall be protected against backflow from the premises by either an approved air gap separation or an approved reduced-pressure principle backflow-prevention assembly on each service to the premises.
 - (g) In the case of any premises where, in the opinion of the Water System Manager, an undue health threat is posed because of the presence of extremely toxic substances, the Water System Manager may require an air gap at the service connection to protect the public water system. This requirement will be at the discretion of the Water System Manager and is dependent on the degree of the hazard.

In the case of any premises where complete containment is necessary, thermal expansion devices will be required to be properly installed at the water heater.

- (5) Any backflow-prevention assembly required herein shall be a model and size approved by the Water System Manager. The term “approved backflow-prevention assembly” shall mean assembly that has been manufactured in full conformance with the standards by the American Water Works Association titled:

AWWA C510-89-Standard for Double Check Valve Backflow-Prevention Assembly, and

AWWA C511-89-Standard for Reduced-Pressure Principle Backflow Prevention Assembly, and have met completely the laboratory and field performance specifications of the Foundation For Cross-Connection Control and Hydraulic Research of the University of Southern California established by,

“Specification of Backflow-Prevention Assemblies”- Section 10 of the most current issue of the Manual of Cross-Connection Control.

Said AWWA and FCCHR standards and specifications have been adopted by the City of Garden Ridge. Final approval shall be evidenced by a “Certificate of Approval” issued by an approved testing laboratory certifying full compliance with said AWWA standards and FCCHR specifications.

The following laboratory has been qualified by the Water System Manager to test and certify backflow preventers:

Foundation for Cross-Connection Control and Hydraulic Research
University of Southern California
University Park
Los Angeles, Ca. 90089

Testing laboratories, other than the laboratory listed above, will be added to an approved list as they are qualified by the Water System Manager.

Backflow preventers that may be subjected to back-pressure or backsiphonages that have been granted a certificate of approval by said qualified laboratory and are listed on the laboratory’s current list of approved backflow-prevention assemblies may be used without further laboratory testing or qualification.

- (6) It shall be the duty of the customer-user at any premises where backflow-prevention assemblies are installed to have certified inspections and operational tests made at least once per year for high health hazard devices ~~or once every two years for low health hazard devices~~. In those instances where the Water System Manager deems the hazard to be great enough, certified inspections may be required at more frequent intervals. These inspections and tests shall be at the expense of the water user and shall be performed by the assembly manufacturer’s representative, water Department personnel, or by a certified tester approved by the Water System Manager. It shall be the duty of the Water System Manager to see that these tests are made in a timely manner. The customer-user shall notify the Water System Manager in advance when the tests are to be undertaken so that the Water System Manager may witness the tests if so desired. These assemblies shall be repaired, overhauled, or replaced at the expense of the customer-user whenever said assemblies are found to be defective. A copy of all testing results are to be turned in to the Water System Manager. Records by Water Department and customer-user shall be maintained for a minimum period of three years.
- (7) ~~All presently installed backflow prevention assemblies that do not meet the standards of this section but were approved assemblies for the purpose described herein at the time of installation and that have been properly maintained, shall be tested annually and, be excluded from the requirements of these rules so long as the Water System Manager is assured that they will satisfactorily protect the utility system. Whenever the existing assembly is moved from the present location, fails its annual test, or when the Water System Manager finds the existing device constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of this section.~~

c. INSPECTION

- (4) The customer shall provide the Department with a customer inspection certification (as required in Section 290.46 j of ~~TNRCC~~ by TCEQ rules for public water systems) on all new construction with city water service.
 - (a) Inside city limits- This certification shall be presented to the Department prior to the final inspection of the building. If not received, a Certificate of Occupancy will not be issued and service will be terminated until certification is received.
 - (b) Outside city limits- This certification shall be presented to the Department upon construction completion or service will be terminated immediately until certification is received.
- (2) The customer shall provide the Department with a customer inspection certification (as required in Section 290.46 j of ~~TNRCC~~ TCEQ rules for public water systems) on all renovation construction with city water service.
 - (a) Inside city limits- This certification shall be presented to the Department prior to the final inspection of the renovation. If not received, service will be terminated until certification is received.

(b) Outside city limits- This certification shall be presented to the Department upon renovation completion or service will be terminated immediately until certification is received.

(3) The customer shall provide the Department with a customer inspection certification (as required in Section 290.46 j of TNRCC by TCEQ rules for public water systems) if the Department has reason to believe that cross-connections or other potential contaminant hazards exist.

SECTION 16 -- SERVICE OUTSIDE SERVICE AREAS

16.01 -- WATER NOT FURNISHED BEYOND AREAS AUTHORIZED BY TWC.

No water shall be furnished by the Water Department beyond the areas authorized by the Texas Water Commission unless all plumbing, including all fixtures and appliances, through which water from the Water Department is to pass has been approved by the Water Department. In the event additional plumbing is installed on such premises, water service shall be discontinued to such consumer, unless such additional plumbing installation is approved by the Water Department.

16.02 -- SECTIONS CONSTRUING AGAINST THE WATER DEPARTMENT.

Nothing in this section or any other section of this Ordinance shall be now or hereafter be construed to compel the Water Department to furnish water to consumers beyond the Texas Water Commission certificated limits or to continue such service once begun, and the Water Department reserves the right to furnish service to such customers it deems advisable and to, at any time, wholly or partially discontinue the water supply upon violation of any of the terms of this Ordinance, the same as though such customer resided within the certificated territory.

SECTION 17 -- OPERATIONS MANAGER OF THE WATER DEPARTMENT

17.01 -- CREATION OF OFFICE OF OPERATIONS MANAGER.

There is hereby created the office of Operations Manager for the Water Department, which officer shall have general supervision of the water system of the Water Department and shall have general supervision over all employees of the Water Department and shall make repairs deemed necessary and consistent with his or her duties. The Operations Manager shall be given the authority to issue citations for violations of this Ordinance.

17.02 -- REPORTING VIOLATIONS OF THE WATER SYSTEM.

The Operations Manager of the Water Department shall report violations of all regulations governing the establishment, maintenance and operation of the Water Department to the City Water Commission.

17.03 -- AUTHORITY TO TURN WATER ON OR OFF.

Employees of the Water Department are the only individuals having authority to turn water on or off at any Water Department valve. No plumber or other person shall turn water on or off at any Water Department valve without written permission first being obtained from the Operations Manager of the Water Department.

17.04 -- TAMPERING WITH FIRE HYDRANTS AND OTHER WATER DEPARTMENT PROPERTY.

It shall be unlawful and subject to the violation provisions of Section 3 of this Ordinance for any person to open or close any unmetered fire hydrant or stop cock connected with or to the water system of the Water Department or to lift or remove the covers of any gate valves or shutoff thereof, without the permission of the Operations Manager of the Water Department, except in case of fire, and then under the direction of officers of the fire department.

17.05 -- TURNING ON WATER SERVICE AFTER SERVICE HAS BEEN DISCONNECTED.

It shall be unlawful and subject to the violation provisions of Section 3 of this Ordinance for any person to turn on the water supply or service to any building or to any supply pipe where the supply of water has been turned off, for any reason, by the Water Department, without permission of the Operations Manager of the Water Department.

SECTION 18 -- EASEMENTS, ACCESS AND INSPECTIONS

18.01 -- EASEMENTS

Each Water Department customer will, as specified in the Service Agreement, provide any easement required for right-of-way for the purpose of installing, maintaining, and operating such pipe lines and appurtenances which may be deemed necessary for the Water Department for service to the property owner or to other Water Department customers on such form as is required by the Water Department.

18.02 -- REFUSED EASEMENTS.

Any customer who refuses to grant Easements of Right-of-Way, as required by the Water Department, shall be deemed in breach of the Service Agreement and water service will be discontinued.

18.03 -- FAILURE TO GRANT EASEMENT CONSTITUTES A LIEN.

The failure of any customer or non-customer to grant the Water Department an easement may cause the Water Department extra expenses and liability. These extra expenses and liabilities include, but are not limited to, the extra length of following another route and the relocation of water mains when placed in public Right-of-Ways instead of on private easements. In such an event, the Water Department will notify the customer and/or landowner of these damages and will file a notice of record against his or her land in the County Court House records indicating that future water service to this property will be denied until the cost of these damages is recovered.

18.04 -- ACCESS TO CUSTOMERS PREMISES.

A customer of the Water Department shall give the duly authorized agents of the Water Department permission to enter the customer's property at all reasonable times for any purpose incidental to the supplying of water service.

Any person desiring to obtain or to continue to obtain service from the Water Department shall be required to submit to the inspection of his premises by the Operations Manager of the Water Department, or to his representative, when requested to do so.

SECTION 19 -- DUTIES OF CUSTOMERS/CONSUMERS

19.01 -- MAINTAINING CONDITION OF OWN WATER LINES.

Customers/consumers of water from the Water Department shall keep their own service pipelines and apparatus in good repair and condition, protected from freezing at their own risk and expense, and shall prevent all unnecessary waste of water.

It is especially stipulated that no claim shall be made against the Water Department for or by reason of the breakage of any service pipe or service cock, or from any damage by reason of shutting off the water to repair mains, or for any other purpose, and in case of neglect or refusal to promptly repair an imperfection in the service pipes, lines, stops, or other fixtures which the Operations Manager may cause the water to be turned off.

19.02 -- SAFEGUARDING OF WATER DEPARTMENT LINES.

The customer is required to safeguard the Water Department's mains crossing his or her property and prevent construction along or over the easement therein other than as authorized by the terms of the easement.

SECTION 20 -- MAPS OF THE WATER DEPARTMENT'S WATER SYSTEM

20.01 -- MAPS OF THE WATER DEPARTMENT'S WATER SYSTEM.

The Operations Manager shall keep in his or her office maps and plats of the Water Department's water system showing all mains and pipes laid or belonging to the Water Department, giving the size of same and showing the locations of all valves and fire hydrants.

SECTION 21 -- CUSTOMER CREDIT POLICY

21.01 -- DEFERRED PAYMENT AGREEMENTS.

Upon request, a deferred payment agreement may be offered to a residential customer who has expressed an inability to pay all of his or her bill, if the customer's bill exceeds the average monthly bill for that customer for the previous twelve months by three times, and if that customer has not been issued more than two disconnection notices at any time during the preceding twelve months. Such agreements must be applied for in writing and must receive the approval of the City Water Commission. Deferred payment plans will include a finance charge which will be computed at an annual rate of ten percent (10%) simple interest and such charge shall be clearly stated on the deferred payment agreement.

21.02 -- RE-ESTABLISHMENT OF CREDIT.

Every residential customer who was previously served by the Water Department and whose service was discontinued due to nonpayment of billings shall be required to pay all amounts due the Water Department before further water service is rendered. Such applicants are entitled to apply for a deferred payment agreement.

SECTION 22 -- DEPOSITS FOR WATER SERVICE

22.01 -- POLICY

a. RESIDENTIAL OR COMMERCIAL

The Water Department requires a deposit from all permanent residential, commercial and industrial water users in the amount set forth in Section 25.05.

b. TEMPORARY OR SEASONAL

Temporary or seasonal service will be provided at any fire hydrant after the required deposit set forth in Section 25.05 (reference F-1) is received.

22.02 -- RECORD OF DEPOSIT.

When a deposit for service is required, the Water Department shall keep records to show the name and address of each depositor; the amount and date the deposit was made; and each transaction concerning the deposit. In addition:

- a. The Water Department shall issue a receipt of deposit to each applicant from whom a deposit is received and shall provide means whereby a depositor may establish a claim to the deposit if the receipt is lost.
- b. The Water Department shall maintain a record of each unclaimed deposit for a period of at least four years, during which time the Water Department shall make a reasonable effort to return the deposit.

22.03-- REFUND OF DEPOSIT.

If water service is not connected or after disconnection of service, the Water Department shall promptly and automatically refund the customer's deposit in excess of the unpaid bills for service furnished. A transfer of service from one premise to another within the service area of the Water Department shall not be deemed a disconnection within the meaning of these rules, and no additional deposit may be demanded unless permitted by these rules.

SECTION 23 -- WHEN CASH PAYMENT IS REQUIRED

23.01 -- WHEN CASH PAYMENT IS REQUIRED FROM A CUSTOMER.

If a customer pays a bill from the Water Department by check and that check is returned by a financial institution for insufficient or non-sufficient funds, the customer will be required to pay that month's bill in cash and shall be assessed a fee, as set forth in Section 25.05, for a dishonored check. Should the customer refuse to pay the bill or additional fee, the Water Department reserves the right to discontinue service to that customer.

In the event of a second check being returned for the same customer and for the same reasons stated above, the customer shall, in addition to being required to pay the additional fee set forth in Section 25.05, be required to pay all future Water Department bills in cash.

Any deviation from this policy must be approved by a unanimous vote of the City Water Commission.

SECTION 24-- ESTABLISHMENT OF WATER RATES

24.01 -- UNIFORM RATES FOR CUSTOMERS WITHIN CITY LIMITS.

A uniform monthly water usage rate shall be charged to all single-family residence customers who live within the incorporated limits of the City of Garden Ridge and who secure their water service from the City of Garden Ridge Water Department. Such rate is established in Section 25.02.

24.02 -- UNIFORM RATES FOR CUSTOMERS OUTSIDE THE CITY LIMITS.

A uniform monthly water usage rate shall be charged to all single-family residence customers who live outside the incorporated limits of the City of Garden Ridge and who secure water service from the City of Garden Ridge Water Department. Such rate is established in Section 25.02. Justification for a higher rate is that customers within the incorporated limits of Garden Ridge are assessed ad valorem taxes to recover the capital cost of purchasing the water company. The higher rate for customers residing outside the incorporated limits of Garden Ridge enables such customers to enjoy the services of the Water Department and to share a portion of the capital cost of purchasing the water company.

24.03 -- ARRANGEMENTS FOR OTHERS.

Where a residence, business establishment, complete apartment or mobile home unit is not within reach of a water main of the Water Department from which to secure water service, arrangements may be proposed to secure water from another user who receives service from the Water Department. Such arrangements are only authorized with the consent and at the option of the Water Department.

A special permit must be obtained from the Water Department to secure water through another user of the Water Department. The basic monthly water service charge to the customer through which water service is being provided shall be based on the 'minimum' water bill rates established in Section 25.02, multiplied by the number of customer units securing water service through such that customer's meter.

Each "minimum" will entitle the user to the regular minimum quantity of water for the classification of service for which the customer's water rates are billed. The regular minimum, additional minimum, and all water used over the minimums by such consumer shall be charged to the customer having the water meter.

24.04 -- ALL WATER PASSING THROUGH A METER WILL BE CHARGED.

All water that passes through a meter of the Water Department shall be charged for, whether used or not.

24.05 -- PRICE OF WATER PASSING.

Whenever water is purchased by any consumer other than through a service connection through the mains of the Water Department (such as water sold to another municipality) and such water is secured from water taps of the Water Department, such consumer shall pay current applicable rates.

SECTION 25 – RATES AND FEES

25.01 -- APPLICATION OF RATES

All charges for water connections, meter installations, and miscellaneous items detailed in this Section shall be paid in advance of any service being rendered. There will be no exception to this requirement unless approved, in advance, by a majority vote of the City Water Council or unless otherwise authorized in a Section of this Ordinance. Rates outlined in this Section may be changed from time to time by an approved by a majority vote of the Garden Ridge City Council.

25.02 -- BASIC WATER RATES FOR SINGLE FAMILY RESIDENCES

Basic water rates applicable to single-family residential customers depend on whether the residence to receive service is physically located within the incorporated limits of the City of Garden Ridge, Texas. Single family residences physically located within the extra-territorial jurisdiction area of the City of Garden Ridge, Texas, are considered to be outside the city limits of Garden Ridge, Texas. The rates are as follows:

a.

	METERS INSIDE CITY LIMITS	METERS OUTSIDE CITY LIMITS
	Minimum Monthly Charge of \$23.00 (5,000 gallons)	Minimum Monthly Charge of \$38.50 (5,000 gallons)
Each additional 1,000 gallons, up to 15,000	\$2.40	\$3.88
Each additional 1,000 gallons, up to 25,000	\$3.97	\$5.50
Each additional 1,000 gallons, up to 35,000	\$5.69	\$7.96
Each additional 1,000 gallons, up to 45,000	\$7.57	\$10.59
Each additional 1,000 gallons, up to 55,000	\$9.17	\$13.00
Each additional 1,000 gallons, up to 65,000	\$10.77	\$15.39

- b. METERS INSIDE CITY LIMITS: Water rates for usage over 65,000 gallons shall be based upon 10,000 gallon block increments. For each 10,000 gallon block, beginning at 65,000 gallons, the applicable rate shall increase by \$1.60.
- c. METERS OUTSIDE CITY LIMITS: Water rates for usage over 65,000 gallons shall be based upon 10,000 gallon block increments. For each 10,000-gallon block, beginning at 65,000 gallons, the applicable rate shall increase by \$1.60.

25.03 -- BASIC WATER CHARGES FOR COMMERCIAL SERVICE.

- a. Classification C-1 -- One Inch (1") Meter (Capacity 25 GPM)
-- See Section 25.02 --

- b. Classification C-2 -- One and One-Half Inch (1.5") Meter (Capacity 50 GPM)
-- See Section 25.02 --

- c. Classification C-3 -- Two Inch (2") Meter (Capacity 80 GPM)
-- See Section 25.02 --

- d. Classification F-1 -- Water Drawn From City Fire Hydrants
-- See Section 25.02 Outside City Rates --

NOTE: The customer is responsible for the cost of repairing or replacing any damage to the hydrant, meter, or valve associated with the hydrant while under contract for service.

25.04 -- WATER RATES FOR TEMPORARY SERVICE

See Section 25.02 Outside City Rates

25.05 -- CUSTOMER SERVICE CHARGES

All charges for water connections, meter installations, and miscellaneous items detailed in this Section shall be paid in advance of any service being rendered, except in the case of the charge for returned checks. There shall be no exception to this requirement unless approved by a majority vote of the City Water Commission or otherwise authorized by a Section of this Ordinance.

All of the following listed fees and/or charges apply, effective with the date of this Ordinance, for services rendered by the Water Department.

a. Water Connection Charges.

Water connection charges are separate and apart from other fees and charges for water service. The water connection charge is a one-time non-refundable charge to a new customer when providing requested water service. The water connection charge is not an "impact fee" but merely a fee intended to cover the cost of the water meter itself plus the costs of making the connection to the water system.

The applicable charge depends on the classification of the customer, as shown below, and shall be paid when application for the requested water service is submitted to the Water Department. Application for service must be submitted at the time the building permit for that residence is issued. Applicable water connection charges are as follows:

(1) Single-Family Residence:

1" Meter -----	\$ 1325.00
1.5" Meter-----	\$ 1550.00
2" Meter-----	\$ 1850.00

(The installation charge for larger meters will be negotiated)

(2) Commercial Establishment: The charge will depend on the Commercial Classification of the establishment set forth in Section 25.03.

Commercial Classification C-1-----	\$ 1325.00
Commercial Classification C-2-----	\$ 1550.00
Commercial Classification C-3-----	\$ 1850.00

Where the Water Department approves a connection to a main which is across the street from the lot to be served, an additional charge in the amount of the total costs incurred for such additional services and resurfacing of street areas will apply. These costs are in addition to any fees or charges listed in this Section.

- a. Replace a damaged meter box----- \$ 50.00
- b. Replace damaged valve box----- \$ 150.00
- c. Replace damaged fire hydrant----- \$1400.00
- d. Replace sampling station----- \$ 450.00
- e. Replace air relief valve----- \$ 350.00
- f. Replace valve markers----- \$ 50.00
- g. Excavate, install and/or replace a damaged meter valve----- \$ 150.00
- h. Excavate, install and/or replace a damaged curb (meter) valve----- \$ 150.00
- i. Replace a damaged meter:
 - (1) 3/4"-5/8"-1" the cost of the meter plus----- \$ 40.00
 - (2) 1.5" and larger the cost of the meter plus----- \$ 60.00
- j. Upgrading meter size:
 - (1) 5/8" to 3/4": the difference in price of the meters plus----- \$ 40.00
 - (2) All other upgrades, refer to Section 25.05(a-1)
- k. Relocate a water meter at the request of or for the benefit of the customer-----refer to Section 25.05(a-1) – meter cost
- l. Meter Test When The Meter Is Not In Error----- \$ 50.00
- m. Turn-Off/Disconnection Charges.

- n. Resulting from a delinquency or non-payment of water service bills-----\$ 40.00
Turn-On/Reconnection Charges.
- Resulting or following a turn-off or disconnection due to delinquency
or non-payment of water service bills-----\$ 40.00
- (NOTE: An additional charge of \$50.00 will be imposed for a turn-on or
reconnection required to be performed during non-regular working hours.)
- o. Turn-Off & Turn-On Transfer of existing meter service to a new customer-----\$ 40.00
- p. Customer Service Charges. As a general rule, the following service charges will not be assessed the first time Water Department personnel are called to service a problem which is determined, by the Water Department, to be the responsibility of the customer. However, if Water Department personnel are called and respond to a service call which has previously been pointed out (to the customer) as his or her area of responsibility, the following charges apply:
- (1) On-Duty Service Calls
Minimum charge for the first half-hour ----- \$ 30.00
Each hour (or fraction thereof) thereafter ----- \$ 40.00
- (2) Off-Duty Service Calls
Minimum charge for the first half-hour ----- \$ 35.00
Each hour (or fraction thereof) thereafter ----- \$ 45.00
- q. Check returned for insufficient or non-sufficient funds----- \$ 25.00
- r. Deposits
- (1) Residential Water Deposit
- (a) Owner ----- \$ 150.00
(b) Renter ----- \$ 150.00
- (2) Commercial Water Deposit----- \$200.00
- (3) Fire Hydrant or Temporary Service Deposit----- \$400.00
- (Deposits refundable at termination of service minus any balance on account)

25.06 CUSTOMER FEES

The City of Garden Ridge Water Department may be assessed management fees, program fees and pumping fees for water that is allocated from, pumped from and/or supplied from the Edwards Aquifer and/or the Trinity Aquifer. The assessment of such fees as a pass-through fee to all water customers is authorized. Such fees will be collected from all water customers of the Garden Ridge Water Department. The charges will be billed monthly as a separate charge on customer water bills. No pass-through fees shall be charged if there is not metered use by the customer during the billing period. These charges shall be reviewed annually and adjusted as necessary for the full recovery of such fees assessed to the City of Garden Ridge Water Department.

SECTION 26 -- REQUESTS FOR SERVICE - GENERAL POLICY

26.01 -- REQUESTS FOR SERVICE -- GENERAL POLICY

The City of Garden Ridge Water Department has adopted the following Policies relative to requests for services:

Each request for services involving more than one meter, or where there is some question of adequacy of service, may be referred to the Water Department's Engineer for study. The cost of the Engineering Study and report will be paid for in advance by the petitioner.

The Engineer will evaluate the request to determine, under the existing circumstances, what would be the conditions of service and report this to the City Water Commission and to the petitioner.

SECTION 27-- NEW SERVICE APPLICATIONS AND CONNECTIONS

27.01 -- APPLICATIONS FOR SERVICE.

Persons desiring water service are required to complete an "Application For Service" form and submit it to the Water Department. Upon receipt of a properly executed application, the Water Department will notify the applicant in writing, within five (5) working days, as to whether the application has been approved, disapproved, or is being returned for additional information.

27.02 -- APPROVED APPLICATIONS.

If the application is approved, the customer is then required to execute a Customer Service Agreement and return it, along with any required easements and payment for all fees and charges due to the Water Department or the City of Garden Ridge within thirty (30) calendar days of notice. Failure to complete these transactions within the time specified or otherwise agreed upon may, at the Water Department's option, void the approved application for service.

27.03 -- DISAPPROVED APPLICATIONS.

If the application is disapproved on the basis of inability to provide service, the applicant may engage (at the applicant's expense) an Engineer to evaluate the and or determine the water system's capability for providing the requested service. This Engineering report will be used by the Water Department to reevaluate their decision and determine under what conditions water service may or may not be considered for approval.

27.04 -- DEPARTMENT WATER MAIN IN PLACE ON THE CUSTOMER'S PROPERTY.

After approval of the customer's application and receipt by the Water Department of the applicable charges and fees, the Water Department shall effect installation of a standard meter box and a one inch (1") water meter at a mutually agreeable point.

27.05 -- DEPARTMENT WATER MAIN NOT IN PLACE ON THE CUSTOMER'S PROPERTY.

In the event an applicant desires water service on a property which does not currently have adequate Water Department mains in place, or the Water Department mains in place are insufficient to provide the service applied for, the applicant, in addition to paying the appropriate fees and charges, shall pay for additional facilities as may be required to provide the service. Any facilities so provided shall be the property of the Water Department.

27.06 -- APPLICATIONS REQUIRING PROFESSIONAL ENGINEERING SERVICES.

If the services of a registered professional engineer are required as a result of an application for service received by the Water Department, the engineer will be selected by the Water Department and the applicant for service will bear all expenses incurred from these services.

27.07 -- POLICY ON EXTENSIONS.

It is the policy of the Water Department that all extensions or improvements to facilities which are required as a result of an application or applications for service, except those that are part of a program to be financed by a capital improvement program of the City of Garden Ridge and the Water Department, shall be paid for in full by the applicant or applicants for such service, and will include the cost of engineering under Section 28.03. Payment received by the Water Department for such extension or improvement shall be in addition to the water connection and meter charges.
(see Section 11.01)

27.08 -- REQUESTS FOR NON-STANDARD SERVICE.

If an applicant requires other than the standard service and meter provided by the Water Department, such applicant shall be required to pay 'all expenses incurred by the Water Department in excess of the expense that would be incurred in providing the standard service and meter.

27.09 -- REFUSAL TO PROVIDE SERVICE.

The Water Department may decline to provide service to an applicant until such applicant has complied with the state and governmental regulations and approved rules and regulations of the Water Department on file with the Commission governing the service applied for, or for the following reasons:

- a. If the applicant's installation, facilities or equipment is known to be hazardous or of such character that satisfactory service cannot be given; or
- b. If the applicant is indebted to any utility for the same kind of service as that applied for; or
- c. The Water Department's facilities cannot accommodate the requested service.

In the event the Water Department refuses service to an applicant under the provisions of these rules, the Water Department must inform the applicant of the basis of its refusal and inform the applicant that he or she may file a complaint with the Commission regarding the refused service.

27.10 -- INSUFFICIENT GROUNDS FOR REFUSAL TO PROVIDE SERVICE.

The following shall not constitute sufficient cause for the Water Department to refuse to provide service to a present customer or applicant:

- a. Delinquency in payment for service by a previous occupant of the premises to be served; or
- b. Failure to pay for merchandise, or charges for no utility service (except professional services related to service) purchased from the Water Department; or
- c. Failure to pay a bill to correct previous under billing due to misapplication of rates more than six months prior to the date of application; or
- d. Violation of the Water Department's rules pertaining to operation of nonstandard equipment or unauthorized attachments which interferes with the service of others, unless the customer has first been notified and been afforded reasonable opportunity to comply with said rules; or
- e. Failure to pay a bill of another customer as guarantor thereof, unless the guaranty was made in writing to the Water Department as a condition precedent to service; or
- f. Failure to pay the bill of another customer, at the same address, except where the change of customer identity is made to avoid or evade payment of a utility.

27.11 -- TYPES OF SERVICE.

The following are the different categories or types of service authorized by the Water Department:

- a. **Single Residential Customer.** A single residential customer is a consumer who has one meter for one residence on a single property.
- b. **Commercial Customer.** A commercial customer is a consumer who receives water for a commercial or business purpose.
- c. **Dual Residential Customer.** A dual residential customer is a consumer who has one meter for two residences, one of which must be a mobile home. This is considered to be a temporary situation subject to the removal of the second residence from the property. This service may be terminated by the Water Department at any time.
- d. **Temporary Service Customer.** A temporary service customer is a consumer who will receive water service for a limited period of time. Temporary service can be a metered or a non-metered sale. It is usually for the purpose of road or building construction, or for seasonal service. When using this category of service, water service will be delivered to a point in the distribution system designated by the Operations Manager of the Water Department.
- e. **Mobile Home Park Customer.** A mobile home park customer is a consumer that receives water through a single meter service, supplying more than two mobile home rental spaces, and the owner supplies water for each unit. No sub-metering or selling of water is allowed. The owner is billed for all service and is responsible for the piping to each unit. This type of service requires a special service agreement.
- f. **Apartments, Condominiums and Duplex Customer.** These multiple-residence customers are classified as a single consumer having a single owner and are served by one meter. The owner may be a homeowner association or an entity responsible for building maintenance. No sub-metering or selling of water is allowed. The single owner is billed for all service and is responsible for the piping to each unit. This type of service requires a special service agreement.

- g. Municipal Wholesale Customer. Municipal wholesale customers are usually a governmental entity (such as a Municipal Utility District) who own and operate their own distribution systems and purchase water by special contract from the Water Department.

27.12 -- LOCATION OF WATER METERS.

Water meters shall be placed in an easement on the applicant's property or private access road. The Water Department retains the right to choose the location of water meters but, so far as practical, the location should be mutually acceptable to the customer and the Water Department. (see Section 11.01(f))

27.13 -- PERMITS AND EASEMENTS.

It shall be the responsibility of the applicant to secure all permits and easements as deemed necessary or required by the Water Department or by governmental agencies.

SECTION 28-- REQUESTS FOR SERVICE TO SUBDIVISIONS

28.01 -- REQUIREMENT FOR PRELIMINARY PLAT.

If the customer requesting service is a developer of lands (as determined by the Water Department), he or she must provide an overall preliminary plan showing the entire intended development together with a proposed water distribution System layout.

28.02 -- APPROVAL OF SUBDIVISION PLAT.

If the Water Department determines that the customer making application for service is required by law to prepare a subdivision plat for approval by local governmental agencies (County or Municipal), or the subdivision is outside the incorporated limits of the City of Garden Ridge or its extra-territorial jurisdiction, consideration of providing service shall be withheld until the required plat has been reviewed and approved by the Planning & Zoning Commission of Garden Ridge, and properly filed, approved and recorded as required by law with County or Municipal governmental agencies.

28.03 -- WHEN HYDRAULIC CONDITIONS WARRANT STUDY.

If the Water Department determines that the hydraulic conditions for a developer's proposed subdivision warrant a study, they will refer the request for service to the Water Department's Engineer for a study of the conditions. Expenses for such a study shall be paid by the applicant and the Engineer's report will, when completed, be forwarded to the City Water Commission.

Although the Engineer 5 report might indicate that service is possible, the report will not constitute an agreement for service. Prior to a decision by the City Water Commission regarding providing service to the customer, the Commission will review the Engineer 5 report to insure that the conditions will not adversely effect the existing customers or other aspects of the water system. If no adverse impact is determined, the City Water Commission will enter into a water service agreement with the Developer.

28.04 -- APPROVAL OF PRELIMINARY SUBDIVISION PLAN.

Approval of the preliminary subdivision plan by the City Water Commission will not constitute an agreement for service for any or all units of the development.

28.05 -- IF WATER SYSTEM CANNOT ACCOMMODATE THE DEVELOPER'S REQUEST.

If the Water Department determines that the existing water system is inadequate to accommodate the requested services, the Developer will be required to construct any approach mains and all internal lines to the Water Department's specifications and dedicate these to the Water Department.

28.06 -- IF THE SUBDIVISION IS WITHIN CITY LIMITS OR THE CITY E.T.J.

If the subdivision of land is within the City Limits or the extra-territorial jurisdiction of any incorporated city or municipality, the developer must obtain approval or variances from the city or municipality for all proposed water lines.

If any part of a subdivision unit is within or adjacent to the extra-territorial jurisdiction of a city or municipality, as determined by the City Water Commission, the water system within the subdivision will be designed to conform to the

fire protection standards of the municipality but will not be less than the standards of the Water Department. If the offsite supply mains are not sufficient to support fire hydrants, then the internal mains will be constructed so as to support fire hydrants in the future.

28.07 -- APPLICATIONS TO THE TEXAS WATER COMMISSION.

Upon completing the previous requirements of this Section, the Water Department may then apply to the Texas Water Commission for a Certificate of Convenience and Necessity, if such a certificate is not already in force. If a certificate is denied by the Texas Water Commission, the agreement with the Developer will be terminated and all fees, less expenses, will be refunded.

28.08 -- CONSIDERATION OF DEVELOPER'S REQUEST FOR SUBDIVISION SERVICE.

The Water Department will consider each request for service to a subdivision on a first-come, first-served basis.

In the event the Developer has not connected to the water system within the contracted time allowed, the Water Department reserves the right to either (1) require payment of a minimum monthly water charge, as specified in Section 25.02, for each unit (lot) platted in the subdivision; or (2) terminate the service agreement.

28.09 -- SUBMISSION OF CONSTRUCTION PLANS.

Upon approval of the preliminary plan of development, the developer shall then prepare a (1)-subdivision plat which conforms to all State, County and City regulations; and (2) detailed construction plans for the water system. These plans will be submitted for review and approval of the City Water Commission.

The developer's plans for construction of the water system must be submitted by the developer's engineers to the Texas State Department of Health Resources and to the Water Department's Engineer for approval.

Upon approval of the water system construction plans, the developer will, at the option of the Water Department, contract with the Water Department to construct the subdivision water system. The Water Department will, at its option, perform the construction, or have it performed, under contract with the developer at a price determined by bidding from at least three legitimate private contractors experienced at construction of water systems. The Water Department shall not be bound to accept the lowest construction bid submitted.

28.10 -- REIMBURSEMENT OF EXPENSES.

The developer shall reimburse the Water Department for all legitimate expenses incurred by the Water Department for plan reviews, inspections, tests, legal fees, etc. Such reimbursement will be effected on a monthly basis and no acceptance or use of the water mains will be made until all fees or expenses due the Water Department are paid in full.

28.11 -- APPROACH LINES TO SUBDIVISIONS.

All approach lines to the subdivision are required to be located on easements on private lands. These easements are to be secured by the developer on behalf of and in the name of the Water Department.

28.12 -- TERMS OF AGREEMENTS BETWEEN CUSTOMERS AND DEVELOPERS.

The terms of all agreements between customers and developers will be indicated in written agreements signed by both parties. No communications other than this will be recognized by the Water Department. Variances to this policy may be considered by the City Water Commission for sufficient and compelling reasons.

28.13 -- POLICIES, RATES, FEES, ETC., ARE SUBJECT TO CHANGE.

The policies, rates, fees, requirements, and other terms and conditions detailed in this Section are subject to change, without notice, at any time.

SECTION 29 -- CONDITION FOR SUBDIVISION PLAT APPROVAL AND WATER SOURCE

29.01 -- EXECUTION OF AGREEMENT FOR SERVICE.

Upon execution of an agreement for service and payment of the Water Department's expenses to be incurred for engineering and or legal services in this regard, and satisfactory performance of the other terms herein, the Water Department agrees to offer the availability of water service to lots (one 1" meter per lot) in the subdivision for a period of twenty-four (24) months from the date of the agreement.

29.02 -- DEVELOPER AGREEMENT REGARDING CERTIFICATES.

The subdivision developer agrees to include the City Of Garden Ridge Water Department Certificate and the Easement Certificate (Appendix A) on the Subdivision plat prior to recording.

29.03 -- SERVICES TO LOTS WITHIN THE SUBDIVISION.

Services to lots within the subdivision will be installed by the Water Department at their initial cost.

29.04 -- DEVELOPER'S EXPENSES FOR ENGINEERING.

The subdivision developer shall, at the developer's expense, engage a professional engineer to prepare construction plans to conform to the City of Garden Ridge Water Department's design standards and those of the regulatory agencies for the internal water distribution system within the subdivision.

These plans shall be submitted to the Water Department for approval and thereafter the developer shall be responsible for securing other governmental agency plan approvals and permits.

29.05 -- CONSTRUCTION PLANS FOR OFF-SITE IMPROVEMENTS.

Construction plans for off-site improvements shall be prepared, at the developer's expense, by the Water Department.

29.06 -- CONSTRUCTION OF INTERNAL AND OFF-SITE WATER LINE SYSTEM.

Construction of the internal and off-site water line system for the subdivision units shall conform to the City of Garden Ridge Water Department's standards of construction. Approval of the plans will be a responsibility of the Water Department and expenses thereof will be an expense to the developer.

At the option of the Water Department, the developer may be permitted to undertake construction of the internal and off-site water line system.

29.07 -- DEVELOPER'S PAYMENT OF CONSTRUCTION COSTS.

Prior to the Water Department executing the Water Department Certificate which has been affixed by the developer to the subdivision plat, the developer shall agree to remit, to the Water Department, the amount estimated by the Water Department for construction of the approach and internal water lines.

Prior to service being initiated to the subdivision, the Water Department will prepare a Final Statement of Cost which represents the Water Department's cost of making these improvements and the developer will remit the difference between the final cost and the estimated amount above. Similarly, the Water Department will return unexpended amounts to the developer.

29.08 -- OFF-SITE IMPROVEMENTS TO BE DEDICATED TO THE WATER DEPARTMENT

Upon completion, the approach lines, the internal water lines, and all other off-site facilities and improvements become the property of the Water Department for their ownership, use and maintenance. When the construction of these facilities has been accomplished by the developer, a twelve (12) month warranty on all facilities is required.

In addition to dedicating off-site improvements to the Water Department, the developer shall agree to pay an additional amount to the Water Department as a pro-rata cost of existing support facilities required to service the facilities. Such payment is to be made upon execution of the Agreement for Service.

If the developer fails to agree to the above dedication and additional payment to service the off-site improvements, the Water Department may void the agreement without refund or penalty.

29.09 -- WATER DEPARTMENT'S AGREEMENT TO ACCEPT THE FACILITIES.

The Water Department agrees, upon completion, to accept the facilities for operation and maintenance and thereafter to offer water services as requested to lot owners within the approved platted areas under the terms then in existence for customers along existing water mains.

Customers requesting service must pay the then current water connection and all other charges associated with securing water service.

Water service to lot owners will be conditional upon the developer having paid all professional service fees incurred by the Water Department's Engineer or Attorney in behalf of the project.

29.10 -- FAILURE TO COMPLETE TERMS OF THE AGREEMENT.

In the event the terms of an agreement relative to subdivision platting and waterline construction are not completed within twelve (12) months, the Water Department may, at its option, void all parts of or change the conditions of the agreement, including initial developer charges. No refunds of developer charges will be made.

The developer may petition the Water Department for time extensions which will be considered by the City Water Commission in light of then current cash flow and availability of water for others.

SECTION 30 -- VARIANCES TO SUBDIVISION REQUIREMENTS

30.01 -- AUTHORIZATION FOR VARIANCES

The City Water Commission may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the City Water Commission shall prescribe only conditions that it deems necessary to or desirable in the public interest. In making the findings herein below required, the City Water Commission shall take into account the nature of the proposed use of land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such variance upon the public health, safety, convenience and welfare in the vicinity. No variance shall be granted unless the City Water Commission finds:

- a. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of the regulation would deprive the applicant of the reasonable use of his or her land; and
- b. That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant and would deprive the applicant of the reasonable use of his or her land; and
- c. That the granting of the variance will not be injurious to other customers in the area or detrimental to the public health; and
- d. That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this regulation. Such findings of the City Water Commission, together with the specific facts upon which such variance is granted, shall become a part of the minutes of the City Water Commission meeting that determines whether the requested variance will be granted.

Variances may be granted only when in harmony with the general purpose and intent of this regulation so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the developer or subdivider, standing alone, shall not be deemed to constitute undue hardship.

SECTION 31 -- CONSTRUCTION OF SUBDIVISION MAINS

31.01 -- MAINS MUST CONFORM TO THE MASTER PLAN.

All water mains constructed as part of line extension or subdivision agreement will conform to the master plan requirements of the Water Department. All cost of construction will be at the developer's expense.

31.02 -- WHEN OVERSIZED LINES ARE REQUIRED.

Should funds exist and permit, the Water Department may participate in the cost of the materials used to construct the line to a size required beyond that size required be constructed by the developer.

31.03 -- REFUNDS TO THE DEVELOPER.

All refunds due the developer will be in the form of a credit on the charges or pro-rata charges which the developer would owe the Water Department as a result of service to the subdivision.

SECTION 32-- CAPITAL RECOVERY CREDIT FOR CONSTRUCTION COSTS

32.01 -- AUTHORITY AND LIMITS FOR CAPITAL RECOVERY CREDITS.

In the event that a single customer is required to extend off-site mains or approach mains to reach the property to be served, or a subdivision developer is required to construct oversized mains, the City Water Commission may, at its discretion, approve a capital recovery credit to the customer for any and all costs of construction.

If a single customer is required to pay the cost of extending approach mains to his or her property, any capital recovery credit authorized by the City Water Commission shall not exceed the amount the single customer paid in water connection charges for service to his or her lot.

If the Water Department requires that an oversized main or mains be constructed by a subdivision developer (i.e., mains larger than the Water Department minimum size of 6") or requires the subdivision developer to construct mains larger than the developer's subdivision requires, then the difference in the construction cost between the oversized and the regularly required mains can, at the discretion of the City Water Commission, be authorized as a credit against the amount the developer paid in water connection charges.

SECTION 33 -- LINE EXTENSION REQUIREMENTS (GENERAL)

33.01 -- LINE EXTENSION REQUIREMENTS.

The following requirements apply to all line extensions of the Water Department:

- a. All mains shall meet the design and specifications of the Water Department; and
- b. Mains shall be placed in private easements, whenever possible; and
- c. The minimum main size shall be 6"; and,
- d. Main extensions inside the incorporated area of Garden Ridge and its ETJ shall conform with the minimum requirements of the City of Garden Ridge; and
- e. All work done by private contractor and developers shall be guaranteed for a period of one year from the date such work is completed and accepted by the Water Department.
- f. All extensions of water lines shall be across the entire frontage of property being serviced.

SECTION 34 -- CAPITAL IMPROVEMENTS AND ASSESSMENTS

34.01 -- NEED FOR CAPITAL IMPROVEMENTS.

Based on recommendations from the City Water Commission, the City Council of Garden Ridge will determine a need for and effect approval/disapproval of capital improvement project(s) to the city water system. When a capital improvement project(s) is approved, City Council will effect a resolution declaring the need for the improvement project(s) and direct that detailed plans and specifications, to include cost estimates, for the project(s) be prepared and submitted to City Council for approval.

34.02 -- DEFINITIONS. The following definitions apply to this section:

- a. Benefited Property. A lot or tract to which water service is made available.
- b. Cost of improvements. All costs and expenses incident to construction of improvements to the water system

to include associated engineering expenses and fiscal fees.

- c. Water System Improvements. The laying of a water main with gates, tees, crosses, taps, meter boxes, manholes or extensions, and any appurtenances required to furnish water for domestic or commercial purposes to the area in which the improvements are constructed, but does not include any off-site appurtenances required to connect the improvements to the existing water system operated by the municipality.

34.03 -- CAPITAL IMPROVEMENT PROJECT DETERMINATIONS.

Upon receipt of detailed plans, specifications and cost estimates for the improvement project(s), City Council will determine:

- a. If cost of the project(s) is to be paid wholly by the City of Garden Ridge Water Department or partly by the Water Department and partly by the owners of the benefited property. If the project(s) cost is to be paid wholly by the City Water Department, City Council will determine the funding procedure and fiscal year the improvements are to be funded and accomplished.
- b. If the project(s) can be accomplished by using personnel and facilities of the City of Garden Ridge Water Department or if professional (outside contracting) assistance is required or appropriate. If outside contacting is required or deemed appropriate, City Council will direct the Water Department (through the Water Department engineer) to formally solicit bids for the approved project. If determined that the improvements can be accomplished utilizing water Department personnel and facilities, the Water Department will be directed to proceed with the improvement project.

34.04 -- DECLARATION OF COSTS AND ESTIMATED ASSESSMENTS.

If the project(s) cost is to be paid partly by the City of Garden Ridge Water Department and partly by the owners of the benefited property, City Council will:

- a. Prior to authorizing construction of the improvement, determine the amount to be paid by the City Water Department and the amount to be paid by the owners of the benefited property. The amount to be paid by the owners of the benefited property shall not exceed ninety (90%) percent of the estimated cost of the improvements.
- b. Establish a date for a public hearing and provide notice of the time, date and place of the hearing to owners of benefited property. Said notice:
 - (1) Will be published in the Official City Newspaper;
 - (2) Will generally describe the property to be benefited and the nature of the improvement for which the City is making the assessment and to which the notice relates;
 - (3) Will describe the water system to be improved or the portion of the system to which the improvements relate;
 - (4) Will state the estimated amount per front foot proposed to be assessed;
 - (5) Will state the estimated total cost of the improvements to be made; and
 - (6) State the time, date and place of a hearing.
- c. File a notice signed by the Mayor, with the County Clerk which substantially shows that the City Council has determined that the water system improvement(s) are necessary, identify the required improvements by location, stating that a portion of the cost of the improvements is to be specifically assessed as a lien against the benefited property, and describing that property.

34.05 -- HEARING PROCEDURES.

In procedures being implemented by this section, the City shall publish the first notice of a public hearing before the 10th day before the date set for the hearing and must publish the notice at least three times in a newspaper of general circulation in the City. Further:

- a. The City Council shall conduct the hearing and insure that each person who owns or claims benefited property or an interest in that property is entitled to be heard.

- b. The City Council shall have the authority to correct any deficiency and may redetermine the amounts of the assessments and other necessary matters.
- c. The City Council may, by ordinance, close the hearing and may levy the assessment for improvements. If assessments are levied:
 - (1) Such levy may take place before, during, or after the construction of the improvements.
 - (3) Such levy may not make any part of such an assessment mature before the acceptance by the City of the improvements for which the assessments are levied.

34.06 -- RIGHT OF APPEAL.

A person who owns or claims assessed property or an interest in that property may appeal the assessment by bringing suit in a court of competent jurisdiction within fifteen (15) days after the date the assessment is levied.

34.07 -- ASSESSMENT PROCEDURES.

In assessments levied under authority of this section, the following terms and conditions apply;

- a. Amounts assessed will not be more than nine-tenths of the estimated cost of improvements against the benefited property and owners of that property;
- b. Amounts assessed will be due and payable to the City not later than thirty calendar days following completion of the improvements for which the assessment was levied and acceptance of the completed improvements by the City.

34.08 -- ASSESSMENT DEFAULTS.

Assessments not paid within the time limits prescribed in Section 34.05 shall be considered in default and will be subject to an interest charge of ten (10%) percent per annum until paid. In addition:

- a. An assessment considered to be in default is collectable with interest, cost of collection, and reasonable attorney's fees.
- b. An assessment considered to be in default is a first prior lien on the assessed property and the lien takes effect on the date that notice of the proposed improvements (see Section 34.02) is made.
- c. An assessment lien for an assessment considered to be in default is superior to any other lien or claim except a state, county, school district, or municipal tax lien.
- d. An assessment considered to be in default is a personal liability and charge against the owners of the assessed property on the date on which the lien takes effect, whether or not the owners are named in a notice, instrument, certificate, or Ordinance provided for under this section.

SECTION 35—REBATE PROGRAMS AND WATER CONSERVATION INCENTIVES

35.01 – WASHING MACHINE REBATE

Customers of the Water Department are entitled to one (1) rebate per household to be credited to their water bill for the proof of purchase and installation of a high efficiency washing machine at the household for which the rebate is being applied. The rebate is allowed for existing residences and businesses.

- a. Washing machines eligible for rebate are only those rated in the Tier 3 Level by the Consortium for Energy, Efficiency (CEE). Tier 3 Level washing machines have a Water Factor (WF) of 4.5 gallons of water per cubic foot of laundry.
- b. Amount of rebate – one hundred dollars (\$100.00).

35.02 – ULTRA-LOW FLOW TOILET REBATE

Customers of the Water Department are entitled to rebates for toilets meeting the EPA WaterSense specifications of 1.28 gallons per flush or less. Each customer is allowed a one-time rebate for each toilet replaced in an existing residence or business (based on the number of toilet locations). In order for the rebate to be credited to their water bill the customer must provide proof of purchase and installation of the toilet/s.

- a. Ultra-low flow toilets are toilets that use no more than 1.28 gallons per flush.
- b. Amount of rebate – seventy-five dollars (\$75.00).

35.03 – HOT WATER ON DEMAND SYSTEM REBATE

Customers of the Water Department are entitled to a one (1) rebate per household to be credited to their water bill for the proof of purchase and installation of a Tankless Hot Water Heater or Recirculating Hot Water System at the household for which the rebate is applied. The rebate is allowed for existing residences and businesses. The rebate will be 10 percent (10%) of the cost of a Tankless Hot Water Heater or Recirculating Hot Water System excluding labor for installation and the total rebate shall not exceed \$200 (two hundred dollars).

35.04 - RESIDENTIAL IRRIGATION DESIGN REBATE

Customers of the Water Department are entitled to one (1) Residential Irrigation Design rebate per household of up to \$800 (maximum) to be credited to their water bill for the proof of purchase and installation of any combination of options, depending on the number of zones converted or capped, and if the irrigation remains at or below a personalized schedule for water use over a one year period and all rebate requirements as set forth below are complied with. Only existing irrigation systems are eligible for the rebate. All rebates will be applied to customer's water accounts in a series of two installments if the requirements for each installment are met.

- a. Customers will be eligible to receive the first installment of the Residential Irrigation Design Rebate upon completion of the following:
 1. Submission of a licensed irrigator's redesign of a water customer's irrigation system which includes any combination of the Irrigation Design criteria approved by the Water Manager and a personalized schedule for water use over a one year period, and,
 2. The approved irrigation system redesign must be completed in accordance with all city ordinances and state laws governing irrigation system installation and design, and,
 3. The Water Manager will provide the water customer with an approved Residential Irrigation Design Rebate application upon final inspection of the completed irrigation system redesign.
- b. Customers will be eligible to receive the second (final) installment of the Residential Irrigation Design Rebate If water usage has remained at or below the personalized schedule of water usage over a one year period beginning upon the date of the final inspection.

IRRIGATION DESIGN REBATE CRITERIA

\$450	Disabling entire irrigation system	Removal of the backflow device, backflow box, all valve boxes and the controller. Cutting the "T" connection and capping snugly to the mainline. Removal and capping of an existing zone valve.
\$250	Capping a zone	Area is now hardscape, has been converted to bedding area instead of turf, or plants are mature and do not require regular irrigation.
\$200	Converting a pop-up spray zone to drip/bubblers	Converting a zone currently irrigated by pop-up spray or rotor irrigation system. Conversion from fixed sprays and rotors to drip system, emitters must not exceed 1 gallon per hour per emitter. Drip irrigation must consist of: (1) Half-inch tubing with built-in emitters; or (2) Smaller point-source tubing connected laterally with individual emitters for specific plants. Tubing with laser holes is not eligible for rebate. Fittings must not be the barbed connection fittings but compression fittings that are more secure. System must include: (1) Pop-up head with its nozzle closed or capped and the stem painted a bright color; or (2) Manufactured flag indicator. This will indicate that the zone is working properly.

Conversion of a single zone that covers both turf and beds to two separate zones for turf and beds.

Customers of the Water Department are entitled to one (1) Swimming Pool Filter Replacement rebate per household of \$250 to be credited to their water bill for the proof of purchase and installation of a high efficiency cartridge filter system for swimming pools that replace sand and diatomaceous earth (D.E.) filters. The rebate applies only to high-efficiency cartridge filter systems purchased after May 6, 2015.

Customers of the Water Department are entitled to one (1) WaterSaver Patioscape rebate per household of \$100 to be credited to their water bill with proof of replacing 200 square feet of grass with an approved patioscape when complying with the following requirements:

- a. Capping of irrigation system spray heads/rotors or drip lines in the area where the patioscape is installed.
- b. Rebate is for grass/turf replacement with Patioscape only.
- c. Existing beds and /or patios in existence at the time of passage of this ordinance are not eligible.
- d. Patioscape must be at least 200 contiguous feet.
- e. Patioscape must be at least 10 feet wide and cannot be used to create a pathway/walkway.
- f. Foundation for patioscape must be free of debris and be of a hard packed, pervious sub-soil.
- g. Patioscape must be flagstone, stepping stones or pavers. No other materials can be substituted.
- h. A pre inspection of the patioscape location and post inspection of the patioscape must be conducted by the Water Manager.

This ordinance shall take effect immediately upon its passage, approval and publication according to law.

PASSED AND APPROVED THIS 2nd DAY OF March, 2016.

ATTEST:

Shelley Goodwin, TRMC
City Secretary

APPENDIX "A"

DESIGN CRITERIA FOR SUBDIVISION DISTRIBUTION SYSTEMS

A-01 -- FLOW REQUIREMENTS.

In sizing the distribution system water mains, the required design flow shall be the sum of the required fire flow and two-thirds of the required domestic flow as outlined below.

A-02 -- REQUIRED DOMESTIC FLOW -- RESIDENTIAL.

The required flow for domestic use in residential areas shall be in accordance with the following table:

<u>Maximum Number Of Dwelling Units</u>	<u>Maximum Supply Per Dwelling Unit (G.P.M.)</u>
50 -----	4.0
100 -----	3.0
200 -----	2.0
Over 200 -----	$1.65 + 14 - 6/C$

A-03 -- REQUIRED DOMESTIC FLOW -- NON-RESIDENTIAL.

The required flow for commercial, industrial, or other non-residential areas shall be as determined by the Water Department's Engineer. The requirements determined by the Engineer must be approved by the City Water Board and the City Council of Garden Ridge, Texas.

A-04 -- REQUIRED FIRE FLOW -- SINGLE-FAMILY DWELLING AREAS

The required fire flow for single-family dwelling areas shall be in accordance with the following table:

<u>Maximum Number Of Dwelling Units</u>	<u>Minimum Fire Flow (G.P.M.)</u>
50-----	250
100-----	500
200-----	1000
400-----	1500

A-05 -- REQUIRED FIRE FLOW -- OTHER AREAS.

The required fire flow for areas other than those occupied by single-family dwellings shall be as determined by the Water Department's Engineer. The requirements determined by the Engineer must be approved by the City Water Board and the City Council of Garden Ridge, Texas.

A-06 -- DISTRIBUTION MAINS.

Sufficient distribution mains shall be provided to furnish the required flow at pressures and velocities as herein provided. Mains shall be located to provide service to each lot within a subdivision and to provide a loop whenever possible. All mains shall be installed only in dedicated streets, alleys, utility easements, or on public rights-of-way in favor of the City of Garden Ridge Water Department for the use and benefit of the Water Department.

A-07 -- REQUIRED PRESSURE.

Water pressure in the distribution system shall not be less than 35 pounds per square inch under normal operating circumstances or 20 psi under any circumstances.

A-08 -- MINIMUM MAIN SIZE.

Minimum distribution main diameter shall not be less than 6 inches.

A-09 -- STANDARD MAIN SIZE.

Standard sizes of mains used shall have nominal diameters of six inches, eight inches, and twelve inches.

A-10 -- AIR RELEASE VALVES.

Design of distribution system mains shall provide for the installation of adequately sized air release valves at appropriately selected locations, as determined by the Water Department's Engineer.

A-11 -- VALVES.

A sufficient number of valves shall be installed so that no single case or accident, breakage, or repair to the water system will necessitate the shutdown of a length of pipe greater than 2000 feet or the length of one street from each crossroad or street to the next crossroad or street, whichever is the shorter distance. Valves shall be resilient wedge_seated gate valves and will open "left".

A-12 -- FIRE HYDRANTS IN GENERAL.

Fire hydrants shall be located along public right of ways, preferably at street intersections. A six-inch (6.) gate valve shall be installed between the water main and each fire hydrant. Fire hydrants shall be the dry-barrel type with safety flange, steam couplings, and sleeve. Fire hydrants shall be installed on no less than six-inch (6") nominal diameter pipe.

Fire hydrants shall be provided in accordance with State Board of Insurance or municipal requirement. Eddy Iowa and American Darling Fire Hydrants shall not be permitted.

A-13 -- FIRE HYDRANTS IN SINGLE-FAMILY DWELLING AREAS

Fire hydrants in single-family dwelling areas shall be located throughout the distribution system so that every building site is within five hundred (500) feet of a fire hydrant. Sufficient fire hydrants shall be provided so that no more than five hundred (500) feet of fire hose will be required to reach from a fire hydrant to the rear of any building site within the area served unless a variance is granted by the City of Garden Ridge.

A-14 -- CUSTOMER SERVICE LINES.

Customer service lines shall be provided to all lots within a subdivision and will have a nominal diameter of one and one-half inches (1.5") copper on dual services and one inch (1") on single services. All customer service lines are to be encased in larger diameter pipe across all road, sidewalk or driveway crossings.

A-15 -- MINIMUM MATERIAL AND CONSTRUCTION SPECIFICATIONS.

Water mains shall be rated as follows: All valves, fittings, and fire hydrants shall be A.W.W.A. approved and shall have mechanical joints. All valves and fire hydrants shall open "left". Solvent weld plastic joints are prohibited. All pipes will be a minimum of class C-900 or C-909 P.V.C. All mains will be installed so as to have a minimum cover of thirty-six (36) inches upon completion of the subdivision and all pipes is to be bedded with select material.

Compaction of street crossings shall be 90% proctor density of the trench.

Disinfection, testing, and other construction standards shall conform to standards of the Texas Natural Conservation Commission and State Health Department.

APPENDIX "B"

CITY OF GARDEN RIDGE WATER DEPARTMENT CERTIFICATE

Upon request of the customer and payment of all required fees, the City of Garden Ridge Water Department, Garden Ridge, Texas, will provide domestic water service to each lot in this subdivision by Agreement with the Developer.

After _____, the water service will be on an "As Available" and a "First-Come, First-Serve" basis.

(Name of City Water Commissioner)
Water Commissioner
City of Garden Ridge, Texas

(Name of Mayor)
Mayor, City of Garden Ridge, Texas

APPENDIX "C"

EASEMENT CERTIFICATE *

STATE OF TEXAS §

COUNTY OF COMAL §

CITY OF GARDEN RIDGE §

The owner of the land shown on the plat, and whose name is subscribed hereto, and in person or through duly authorized agent, dedicates to the City of Garden Ridge Water Department of Garden Ridge, Texas, its successors and assigns, a perpetual easement with the right to erect, construct, install, and lay over and across those areas marked as "Utility Easement" pipelines, service lines, water meters, and other water system appurtenances as it requires together with the right of ingress and egress, the right to remove from said lands all trees, shrubs, grasses, pavements, fences, structures, improvements, or other obstructions which may interfere with the facility of the access thereto.

It is agreed and understood that no building, concrete slab or walls shall be placed within said easement areas.

Any monetary loss to the City of Garden Ridge Water Department resulting from modifications required of Water Department equipment located within said easement due to grade change, ground elevation alterations, or other alterations to the easement property shall be charged to the person or persons deemed responsible for said changes or alterations

Upon entering in and upon said easement, the Water Department will endeavor to restore the land surface to a usable condition but is not obligated to restore it to a pre-existing condition.

This easement is subject to the provisions of Title VI of the Federal Civil Rights Act of 1964 and the regulations issued pursuant thereto for so long as the easement continues to be used for the same or similar purposes for so long as the Grantee owns it.

* (This Certificate is to be executed and notarized by the property owner.)

APPENDIX "D"

WATER SERVICE AGREEMENT

AGREEMENT made this ____ day of _____ 200__ between the CITY OF GARDEN RIDGE WATER COMPANY, a municipal water department organized and operated under the laws of the State of Texas and hereinafter called the Department, and the following _____ named _____ person, hereinafter referred to as the Customer:(NAME)_____

The Department agrees to sell and deliver water service to the Customer and the Customer agrees to purchase and receive water service from the Department in accordance with rules and regulations as specified in City ordinances governing water operations, as amended from time to time by the City of Garden Ridge.

The Customer shall pay the Department for service herein under at the rates and upon the terms and conditions set forth in the rate schedule adopted and from time to time by the Department.

In the event the Customer shall breach this agreement by (1) refusing or failing without just cause to connect to the Department's facility and use same as soon as the facility is available or (2) refusing or failing, without just cause, to pay the minimum monthly water rate as established by the Department, upon the occurrence of either of said events the Customer agrees to pay the Department liquidated damages.

All water shall be metered by meters to be furnished, installed and owned by the Department. The meter is for the sole use of the Customer and is to serve water to only one dwelling or only one business and does not permit the extension of pipe or pipes to transfer water from one property to any another, nor share, resell, or sub-meter water to any other persons, dwelling, business, property, etc.

In the event the total water supply be insufficient to meet all of the needs of the customers, or in the event there's a shortage of water, the Department may probate the water available among the various customers on such basis as is deemed equitable by the Department and may also prescribe a schedule of hours covering the use of water for garden purposes by particular customers and require adherence thereto to prohibit the use of water for garden purposes; provided that, if at any time the total water supply be insufficient to meet all of the needs of all customers, the Department must first satisfy all of the needs of all customers for domestic and livestock purposes before supplying any water for garden purposes.

The Customer shall install, at his own expense, a service line from the water meter or connection to the point of use in accordance with rules of the Department.

The Customer shall provide a Customer Service Inspection Certification to the Department upon construction completion, or service shall be terminated.

The Customer shall hold the Department harmless from any and all claims or demands for damages to real or personal property occurring from the point the Customer ties on to the water meter to the final destination of the line installed by the Customer. The Customer agrees to grant to the Department an easement of right-of-way for the purpose of installing, maintaining, and operating such pipe lines, meters, valves, and any other equipment which may be deemed necessary for the Department on forms required by the Department.

The Department shall have the right to locate a water meter and the pipe necessary to connect the meter on the property of the Customer at a point to be chosen by the Department and shall have access to its property and equipment located upon the Customer's premises at all reasonable times for any purpose connected with or in the furtherance of its business operations and upon discontinuance of service shall have the right to remove any of its property from Customer's premises.

TDL# : _____

Billing
Name: _____

Service _____ Location: _____

Mailing _____ Address: _____

Phone #: _____ Work #: _____ # in Household: _____

Circle One: Owner Renter Builder

Customer Signature: _____ Date: _____

New Cust. Fee: _____ Security Deposit: _____ Company Rep.: _____

Acct #: _____ First Billing Date: _____

APPENDIX "E"

Customer Service Inspection Certification

City of Garden Ridge Water Department

PWS I.D. #0460027

Location of Service: _____

I _____, upon inspection of the private plumbing facilities connected to the aforementioned public water supply do hereby certify that, to the best of my knowledge at the time of inspection:

- | | Compliance | Non-Compliance |
|--|------------|----------------|
| (1) No direct connection between the public drinking water supply and a potential source of contamination exists. Potential sources of contamination are isolated from the public water system by an air gap or an appropriate backflow prevention assembly in accordance with state and local plumbing regulations. Additionally, all pressure relief valves and thermal expansion devices are in compliance with state and local plumbing codes. | | |
| (2) No cross-connection between the public drinking water supply and a private water system exists. Where an actual air gap is not maintained between the public water supply and a private water supply, an approved reduced pressure-zone backflow prevention assembly is properly installed and a service agreement exists for annual inspection and testing by a certified backflow prevention device tester. | | |
| (3) No connection exists which would allow the return of water used for condensing, cooling or industrial processes back to the public water supply. | | |
| (4) No pipe or pipe fitting which contains more than 8.0% lead exists in private plumbing facilities installed on or after July 1, 1988. | | |
| (5) No solder or flux which contains more than 0.2% lead exists in private plumbing facilities installed on or after July 1, 1988. | | |

Water service shall not be provided or restored to the private plumbing facilities until the above conditions are determined to be in compliance.

I further certify that the following materials were used in the installation of the plumbing facilities:

<u>Service Lines</u>	Lead	Copper	PVC	Other
<u>Solder</u>	Lead	Lead Free	Solvent Weld	Other

I recognize that this document shall become a permanent record of the aforementioned Public Water System and that I am legally responsible for the validity of the information I have provided.

Signature of Inspector

Registration Number

Title

Type of Registration

Date

RESOLUTION 408-042017

A RESOLUTION APPROVING FISCAL YEAR 2017 BUDGET
AMENDMENT #1 FOR THE CITY OF GARDEN RIDGE
GENERAL FUND FOR THE PERIOD OF
OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS:

THAT; the City Council of the City of Garden Ridge, Texas does hereby approve Fiscal Year 2017 Budget Amendment #1 for the City of Garden Ridge General Fund for the period ending September 30, 2017.

The attached Exhibit A is the detail of the Fiscal Year 2017 Budget Amendment #1 for the period beginning October 1, 2016 through September 30, 2017.

PASSED AND APPROVED this 5th day of April, 2017.

Nadine L. Knaus
Mayor

ATTEST:

Shelley Goodwin, TRMC
City Secretary

CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
GENERAL FUND - SUMMARY
2016-17

GENERAL FUND		AUDITED FY 2016	GENERAL FUND		BUDGET FY 2017	AMEND FY 2017	VARIANCE
Beginning Fund Bal 10/01/15		1,561,121	Beginning Fund Bal 10/01/16		1,829,316	1,829,316	0
Revenue		2,529,745	Revenue		2,680,097	2,670,121	(9,976)
		0	% of Chg		5.9%	-0.4%	
Expenses:			Expenses:				
Admin		617,770	Admin		800,993	742,067	(58,926)
Court		74,678	Court		78,022	77,592	(431)
Police Dept		1,077,282	Police Dept		1,248,556	1,206,237	(42,319)
Public Works		395,533	Public Works		461,510	437,111	(24,399)
Library		33,491	Library		59,887	59,522	(366)
Community Ctr		62,797	Community Ctr		60,200	55,948	(4,252)
Total Expenses		<u>2,261,550</u>	Total Expenses		<u>2,709,167</u>	<u>2,578,476</u>	<u>(130,691)</u>
			% of Chg		19.8%	-4.8%	
Ending Fund Bal 9/30/16		<u><u>1,829,316</u></u>	Projected End Fund Bal 9/30/17		<u><u>1,800,245</u></u>	<u><u>1,920,961</u></u>	<u><u>120,716</u></u>
			% of Chg		-1.6%	6.7%	
			+/(-)of Reserves		(29,071)	120,716	

CITY OF GARDEN RIDGE

GENERAL FUND - FY 2017 - PROPOSED BUDGET AMENDMENT - SIGNIFICANT BUDGETARY IMPACTS

Revenue

City Revenues	Amount
State Sales Tax Adj Closer to FY2016	15,000
Franchise Taxes & Fees Adj in Total	(1,405)
Permits Adj to Align with FY2016 Actuals	(30,000)
Fees & Rentals Adj to Align with FY2016 Actuals	(9,036)
Donation Adjustments	970
Court Revenue Adj to Align with FY2016 Actuals	(4,125)
Misc. Revenue Adjustments	18,620
Grand Total Revenue	(9,976)

Expenditures

Payroll & Benefits (All Departments)	Amount
Adj for Hire Date of New Police Officer (Salary/Taxes/Benefits)	(28,600)
State Unemployment Rate Decrease 1.9% to 1.0%	(4,194)
Misc. Payroll & Benefit Adjustments	(349)
	(33,143)

Administrative Department	Amount
Inspector Decreased	(15,000)
Audit Fees Adjusted to FY2017 Actuals	(1,185)
Adjustments to Other Contract Services Items	(147)
Insurances Adjusted to FY2017 Actuals	361
Elections Cancelled	(10,000)
Reduction Copier Lease - Additional Copy Exp Not Needed	(2,692)
Utilities Adjusted for Allocation between Water & GF	(9,844)
Misc. Expenses Decreased	(3,000)
Quarry Commission Consultant Decreased	(10,000)
Adjustments to Misc. Operational Expenses	(7,238)
	(58,745)

Court Department	Amount
Misc. Expense Adjustments	(250)
	(250)

Police Department	Amount
Vehicle Lease/Interest Adjusted for Actuals	(3,427)
Insurances Adjusted to FY2017 Actuals	1,488
Telephone Adjust to Align with FY2016	(2,244)
Gasoline Adjust to Align with FY2016	(7,000)
Other Misc. Adjustments	(16)
	(11,199)

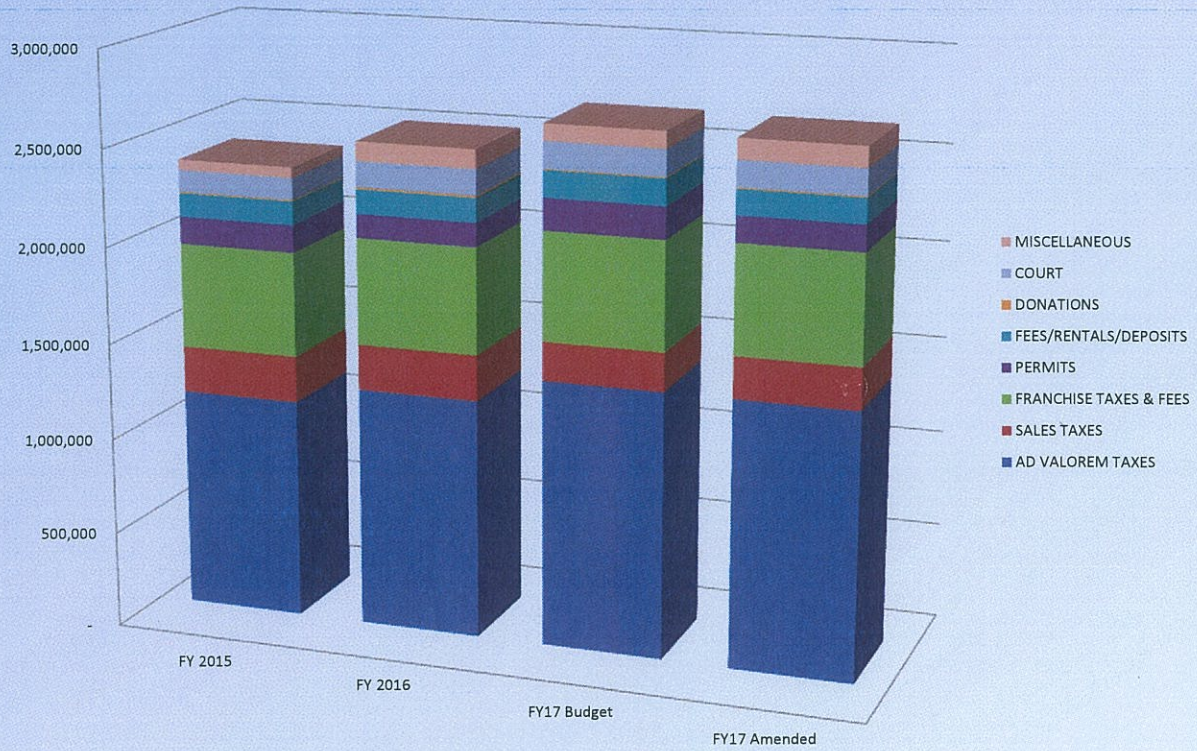
Public Works Department	Amount
Deer Management Adjusted to FY2017 Actuals	(31,577)
Oak Wilt Program - New Program Added	10,000
Vehicle Lease/Interest Adjusted to Actuals	(366)
Utilities Adjusted to Align with FY2016	2,608
Gasoline Decreased	(2,330)
Other Misc. Adjustments	(1,437)
	(23,102)

Community Center	Amount
Utilities Adjusted to Align with FY2016	(2,617)
Maintenance Adjusted to Align with FY2016	(1,610)
Other Misc. Adjustments	(25)
Total Others	(4,252)

Library	Amount
No Adjustments	-

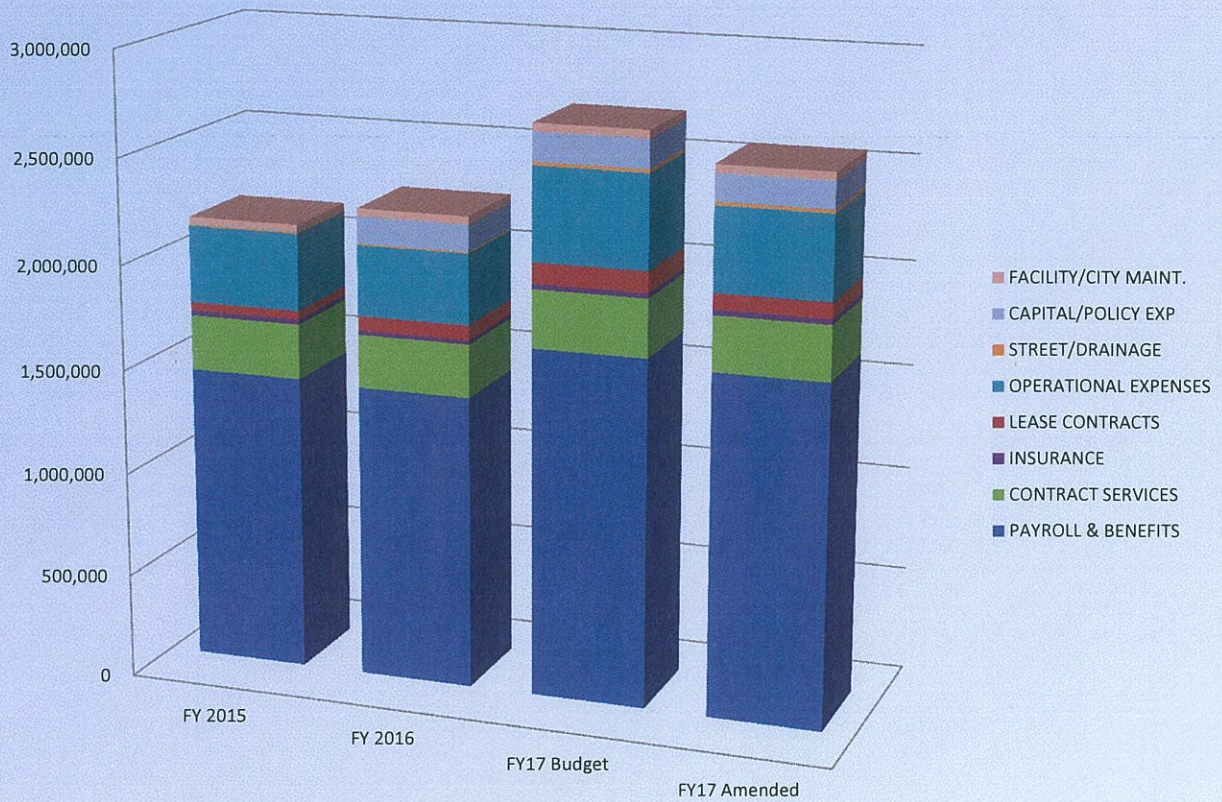
Grand Total Expenditures	(130,691)
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CITY OF GARDEN RIDGE GENERAL FUND REVENUES



FUND SOURCES SHOWN AS % OF TTL	AUDITED FY 2015	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017
AD VALOREM TAXES	48.4%	49.4%	51.8%	52.0%
SALES TAXES	10.1%	9.3%	7.5%	8.1%
FRANCHISE TAXES & FEES	22.9%	21.8%	20.9%	20.9%
PERMITS	6.0%	4.8%	6.1%	5.0%
FEES/RENTALS/DEPOSITS	5.2%	5.0%	5.1%	4.8%
DONATIONS	0.3%	0.4%	0.2%	0.2%
COURT	4.8%	5.2%	5.1%	5.0%
MISCELLANEOUS	2.3%	3.9%	3.2%	4.0%

CITY OF GARDEN RIDGE GENERAL FUND EXPENDITURES

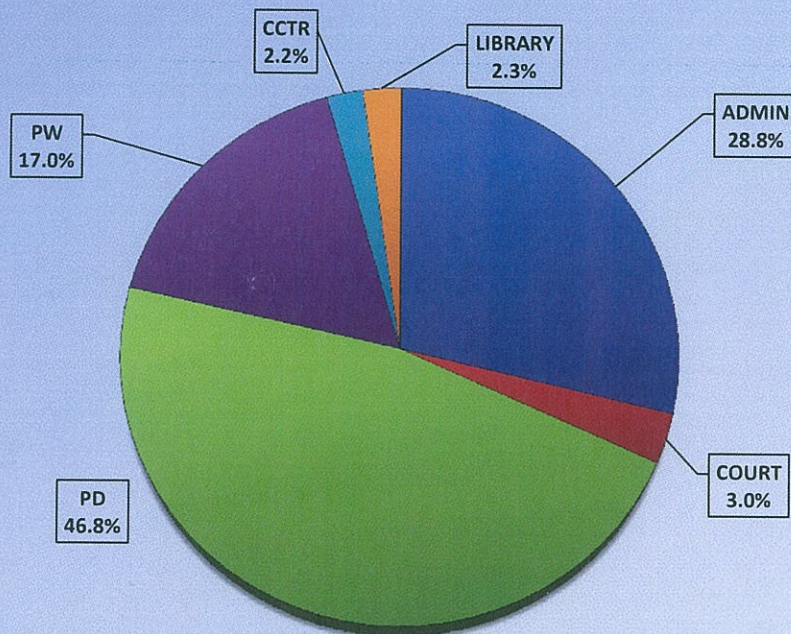


USES OF FUND SOURCES SHOWN AS % OF TTL	AUDITED FY 2015	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017
PAYROLL & BENEFITS	65.8%	62.4%	61.8%	63.6%
CONTRACT SERVICES	12.2%	11.2%	10.2%	10.1%
INSURANCE	1.1%	0.9%	0.9%	1.0%
LEASE CONTRACTS	1.9%	3.0%	3.7%	2.9%
FACILITY/CITY MAINT.	1.4%	1.7%	1.4%	1.5%
OPERATIONAL EXPENSES	17.0%	14.9%	16.4%	15.3%
STREET/DRAINAGE	0.3%	0.3%	0.6%	0.6%
CAPITAL/POLICY EXP	0.2%	5.7%	5.1%	5.0%

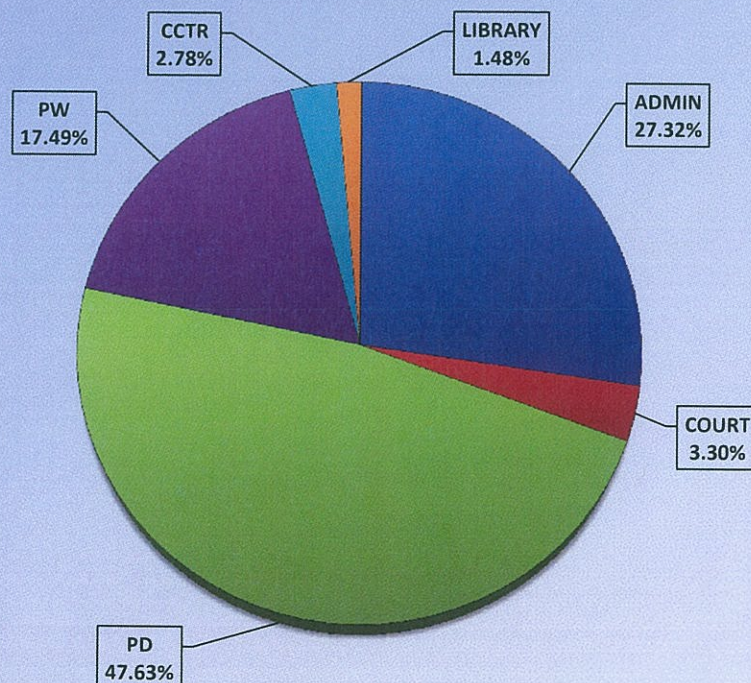
CITY OF GARDEN RIDGE

COMPARISON - EXPENDITURES BY DEPARTMENT

FY17 AMENDED BUDGET

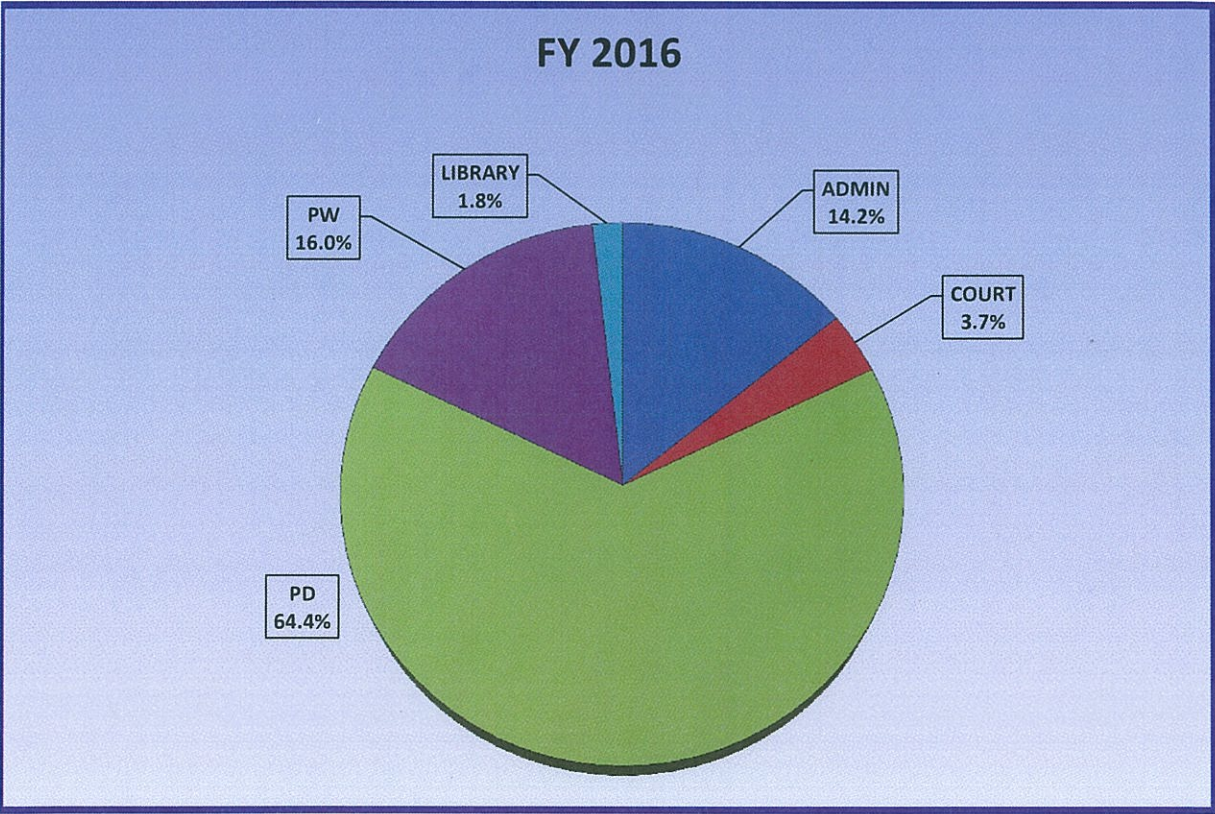
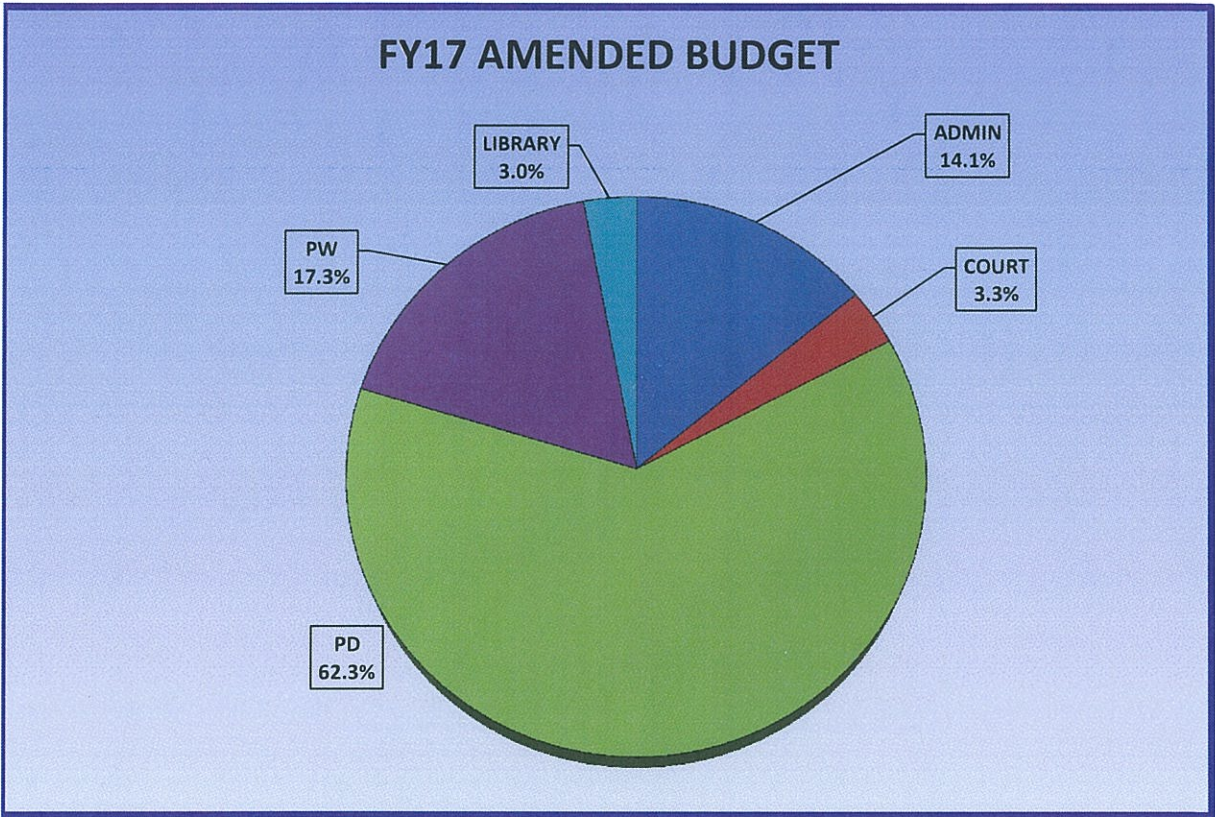


FY 2016



CITY OF GARDEN RIDGE

COMPARISON - DEPARTMENTAL ALLOCATION OF SALARY & BENEFITS



**CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
GENERAL FUND - REVENUE
2016-17**

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY 17 vs FY17A VARIANCE
TAXES	AD VALOREM - TAXES	1,247,665	1,378,161	1,378,161	0
	AD VALOREM TAXES - DELINQUENT	378	6,000	6,000	0
	AD VALOREM TAXES - P & I	2,610	5,000	5,000	0
	MIXED BEVERAGE TAX	23	200	200	0
	STATE SALES TAX	234,985	200,000	215,000	15,000
TAXES Total		1,485,661	1,589,361	1,604,361	15,000
	YOY CHG %	6.9%	7.0%	0.9%	
FRANCHISE TAXES & FEES	CABLE TELEVISION FRANCHISE FEE	58,948	69,360	60,000	(9,360)
	ELECTRICITY FRANCHISE FEE	313,008	306,000	313,000	7,000
	GAS FRANCHISE FEE	16,379	16,707	16,700	(7)
	TELEPHONE FRANCHISE FEE	34,376	30,600	34,400	3,800
	WATER COMPANY FRANCHISE FEES	61,838	61,000	62,000	1,000
	BEXAR WASTE ROLLOFF FEES	0	2,448	0	(2,448)
	15% COLLECTION FEE - TRASH	68,173	67,320	68,200	880
	HOUSEHOLD WASTE FEE - .36 per mt	0	6,800	4,530	(2,270)
FRANCHISE TAXES Total		552,722	560,235	558,830	(1,405)
	YOY CHG %	1.5%	1.4%	-0.3%	
PERMITS	ALARM SYSTEMS	1,575	1,500	1,500	0
	BUILDING PERMITS	119,092	160,000	130,000	(30,000)
	BUSINESS PERMITS	1,630	2,000	2,000	0
	VENDOR (SOLICITOR) PERMITS	125	100	100	0
PERMITS Total		122,422	163,600	133,600	(30,000)
	YOY CHG %	-13.7%	33.6%	-18.3%	
FEES/RENTALS/DEPOSITS	P&Z VARIANCE FILING FEES	3,850	5,000	3,800	(1,200)
	PET TAG REVENUE	2,365	2,500	2,500	0
	TOWER RENTAL	44,808	44,736	44,800	64
	COMMUNITY CENTER RENTAL FEES	35,780	38,400	36,000	(2,400)
	COMMUNITY CENTER DEPOSITS	23,750	27,500	24,000	(3,500)
	PARK RENTAL FEES	1,825	4,000	2,000	(2,000)
	PARK DEPOSITS	165	270	270	0
	RENTAL FORMER CITY COMPLEX	15,180	15,180	15,180	0
FEES/RENTALS/DEPOSITS Total		127,723	137,586	128,550	(9,036)
	YOY CHG %	2.6%	7.7%	-6.6%	
DONATIONS	COMMUNITY CTR DONATIONS	500	500	500	0
	DONATION - POLICE DEPARTMENT	100	300	300	0
	PET DONATIONS	500	100	100	0
	LIBRARY DONATIONS	5,608	4,500	5,000	500
	CHRISTMAS TREE DONATIONS	2,616	0	0	0
	PARK DONATIONS	400	0	60	60
	LIBRARY GRANTS	0	0	410	410
	LANDSCAPE DONATIONS	0	0	0	0
DONATIONS Total		9,724	5,400	6,370	970
	YOY CHG %	58.0%	-44.5%	18.0%	
COURT	MUNICIPAL COURT FINES	104,445	100,000	105,000	5,000
	WARRANT FEES & FINES	10,447	10,000	10,000	0
	STATE FINE REVENUE	-8,746	7,000	-7,000	(14,000)
	NSF-COURT	60	100	100	0
	TIME PMT RESTITUTION FEE	149	180	180	0
	JUDICIAL EFFICIENCY FEE	37	40	40	0
	CHILD SAFETY FUND	6,040	6,000	6,000	0
	STATE JURY FEES	3,474	3,000	3,000	0
	RESTITUTION FEES-STATE	0	0	0	0
	JUDICIAL FEES-STATE	4,674	4,000	4,600	600
	JUDICIAL FEES-CITY	521	500	500	0
	MUNI CT BLDG SECURITY FUND	2,606	2,225	2,600	375
	MUNI CT TECHNOLOGY FUND	3,474	3,000	3,400	400
	OMNIBASE FTA PROGRAM	4,643	1,000	4,500	3,500
COURT Total		131,824	137,045	132,920	(4,125)
	YOY CHG %	16.5%	4.0%	-3.0%	
MISCELLANEOUS	GARBAGE PENALTIES	4,389	3,880	4,300	420
	TASK FORCE REIMBURSEMENT	10,533	17,200	17,200	0
	BANK (MM) INTEREST	3,389	1,400	4,100	2,700
	MISC. INCOME	56,496	45,000	50,000	5,000
	ABANDONED PROPERTY	0	0	0	0
	SALE OF ASSETS	3,600	0	8,000	8,000
	STREET IMPACT FEE	16,929	15,390	15,390	0
	CREDIT CARD USER FEE	1,934	3,000	5,000	2,000
	VENDING MACHINE	158	0	0	0
	VEHICLE INV. FEE	2,240	1,000	1,500	500
MISCELLANEOUS Total		99,668	86,870	105,490	18,620
	YOY CHG %	84.7%	-12.8%	21.4%	
Grand Total		2,529,744	2,680,097	2,670,121	(9,976)
	YOY CHG %	6.5%	5.9%	-0.4%	

CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
GENERAL FUND ADMINISTRATIVE - EXPENDITURES
2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY 17 vs FY17A VARIANCE
PAYROLL & BENEFITS	GROSS PAYROLL	155,927	177,735	177,735	0
	OVERTIME	-	657	657	(0)
	CERTIFICATION	876	900	900	0
	LONGEVITY	1,630	2,036	2,036	0
	FICA	10,148	11,897	11,925	28
	MEDICARE	2,373	2,782	2,789	7
	SUI TAXES	359	594	360	(234)
	WORKERS COMP INSURANCE	2,387	2,506	2,506	0
	HEALTH/DENTAL/VISION INS	11,250	14,263	14,263	0
	LIFE INS	1,540	1,615	1,595	(20)
	RETIREMENT-ER SHARE	13,399	16,061	16,099	38
PAYROLL & BENEFITS Total		199,889	231,046	230,865	(181)
	YOY CHG %	0.9%	15.6%	-0.1%	
CONTRACT SERVICES	ATTORNEY	126,644	125,000	125,000	0
	ENGINEER	25,064	20,000	20,000	0
	INSPECTORS	50,277	75,000	60,000	(15,000)
	CR CARD PROC FEES	3,838	3,750	2,950	(800)
	PAYROLL PROC FEES	3,942	4,540	4,168	(372)
	CUSTODIAL/JANITORIAL	3,252	5,400	6,292	892
	AUDITING FEES	11,700	11,500	10,315	(1,185)
	TAX APPRAISAL FEES	18,438	19,470	19,603	133
	TAX COLLECTION FEES	388	400	400	0
	CONNECT CITY SERVICE	0	1,534	1,534	(0)
CONTRACT SERVICES Total		243,543	266,594	250,262	(16,332)
	YOY CHG %	-3.9%	9.5%	-6.1%	
INSURANCE	GENERAL LIABILITY INS	626	657	840	183
	AUTOMOBILE INS	150	158	158	0
	E&O LIAB INS	1,540	1,617	1,728	111
	PROPERTY INS	6,247	6,559	6,627	68
INSURANCE Total		8,563	8,991	9,352	361
	YOY CHG %	-16.0%	5.0%	4.0%	
OPERATIONAL EXPENSES	TRAINING/TRAVEL/SEMINARS	2,286	6,100	4,275	(1,825)
	COMPUTER MAINTENANCE/TRNG	24,374	42,490	42,490	0
	TELEPHONE	3,299	4,410	3,250	(1,160)
	WEBPAGE-AUDIO/VISUAL MTGS	2,616	4,080	4,080	0
	COPIER LEASE	13,686	16,878	14,186	(2,692)
	POSTAGE	1,764	3,876	2,709	(1,167)
	PRINTING	825	1,224	1,224	0
	LEGAL NOTICES	2,659	3,264	3,264	0
	UTILITIES	17,768	52,500	42,656	(9,844)
	EQUIPMENT MAINTENANCE	2,280	250	250	0
	MEMBERSHIPS/DUES	2,680	2,500	2,680	180
	SUPPLIES	4,155	7,140	6,140	(1,000)
	SPECIAL PROJECTS	1,555	0	0	0
	JULY 4TH EXPENDITURES	0	1,000	1,000	0
	CHRISTMAS TREE EXP	0	1,000	1,000	0
	GASOLINE	69	200	200	0
	ELECTIONS	288	10,000	0	(10,000)
	VEHICLE MAINTENANCE	48	100	100	0
	MISCELLANEOUS	4,398	11,000	8,000	(3,000)
	BUILDING MAINTENANCE	0	1,260	1,260	0
	HOUSEHOLD HAZARDOUS WASTE EVT	484	6,800	4,533	(2,267)
	BAD DEBT EXPENSE	0	0	0	0
OPERATIONAL EXPENSES Total		85,234	176,072	143,298	(32,774)
	YOY CHG %	-40.5%	106.6%	-18.6%	
CAPITAL/POLICY EXP	TMRS SHORT FALL	28,000	0	0	0
	LEAVE ACCRUAL PAYOUT	9,750	9,750	9,750	0
	COMPREHENSIVE LAND USE MP	31,682	75,000	75,000	0
	STREET/DRAINAGE MSTRPLN UPDATE	0	13,540	13,540	0
	QUARRY COMMISSION CONSULTANT	11,107	20,000	10,000	(10,000)
CAPITAL/POLICY EXP Total		80,539	118,290	108,290	(10,000)
	YOY CHG %	1583.1%	46.9%	-8.5%	
Grand Total		617,768	800,993	742,067	(58,926)
	YOY CHG %	1.3%	29.7%	-7.4%	

CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
GENERAL FUND COURT - EXPENDITURES
2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY 17 vs FY17A VARIANCE
PAYROLL & BENEFITS	GROSS PAYROLL	38,405	38,289	38,289	0
	OVERTIME	1,421	2,191	2,191	0
	CERTIFICATION	303	300	300	0
	LONGEVITY	175	360	360	0
	FICA	2,546	2,551	2,551	0
	MEDICARE	597	597	597	0
	SUI	172	270	90	-180
	WORKERS COMP INS	120	126	126	0
	HEALTH/DENTAL/VISION INS	5,357	5,486	5,486	0
	LIFE INSURANCE	72	80	80	0
	RETIREMENT-ER SHARE	3,154	3,443	3,443	0
PAYROLL & BENEFITS Total		52,322	53,693	53,513	-181
	YOY CHG %	4.6%	2.6%	-0.3%	
CONTRACT SERVICES	PROSECUTOR FEES	4,800	4,800	4,800	0
	JUDGE FEES	4,800	4,800	4,800	0
CONTRACT SERVICES Total		9,600	9,600	9,600	0
	YOY CHG %	0.0%	0.0%	0.0%	
OPERATIONAL EXPENSES	TRAINING/TRAVEL/SEMINARS	284	550	300	-250
	POSTAGE	692	500	800	300
	PRINTING	149	800	500	-300
	MEMBERSHIP/DUES/LICENSES	64	75	75	0
	SUPPLIES	318	450	450	-
	COURT TECHNOLOGY EXPENDITURES	5,548	8,534	8,534	-
	REFUND COURT OVERPMTS	141	0	0	-
	REFUND BONDS	0	0	0	-
	COURT SECURITY EXP	5,831	3,120	3,120	-
	COLLECTION AGENCY FEES	(271)	700	700	-
OPERATIONAL EXPENSES Total		12,756	14,729	14,479	(250)
	YOY CHG %	35.1%	15.5%	-1.7%	
Grand Total		74,678	78,022	77,592	(431)
	YOY CHG %	8.2%	4.5%	-0.6%	

CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
GENERAL FUND POLICE DEPARTMENT - EXPENDITURES
2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY 17 vs FY17A VARIANCE
PAYROLL & BENEFITS	GROSS PAYROLL	674,116	749,359	729,738	(19,621)
	OVERTIME	8,847	17,682	17,365	(317)
	DEA O/T EXPENSE	13,809	31,784	31,693	(91)
	CERTIFICATION	10,466	9,780	10,938	1,158
	LONGEVITY	6,140	7,808	7,687	(121)
	FICA	42,490	50,692	49,515	(1,177)
	MEDICARE	9,938	11,855	11,580	(275)
	SUI	2,678	3,780	1,260	(2,520)
	WORKERS COMP INS	21,243	23,702	20,845	(2,857)
	HEALTH/DENTAL/VISION INS	60,679	76,801	73,144	(3,657)
	LIFE INSURANCE	889	1,122	1,069	(53)
	RETIREMENT ER SHARE	56,720	68,434	66,845	(1,589)
PAYROLL & BENEFITS Total		908,015	1,052,801	1,021,680	(31,120)
	YOY CHG %	-2.3%	15.9%	-3.0%	
LEASE CONTRACTS	EQUIPMENT LEASES	5,492	6,528	6,528	0
	VEHICLE LEASE	27,481	30,000	26,885	(3,115)
	INTEREST EXPENSE	1,099	2,000	1,688	(312)
	IN CAR VIDEO LEASE	0	0	0	0
LEASE CONTRACTS Total		34,072	38,528	35,101	(3,427)
	YOY CHG %	-16.3%	13.1%	-8.9%	
INSURANCE	LAW ENFORC LIABILITY	7,366	7,895	10,005	2,110
	AUTOMOBILE INSURANCE	3,216	6,157	5,536	(621)
INSURANCE Total		10,582	14,052	15,541	1,488
	YOY CHG %	-12.8%	32.8%	10.6%	
OPERATIONAL EXPENSES	UNIFORMS	10,774	11,628	11,628	0
	PD ASSESSMENTS	8,500	0	0	0
	TRAINING/TRAVEL/SEMINARS	5,485	7,210	7,210	0
	SPECIAL ASSIGNMENTS	0	3,000	3,000	0
	LEADERSHIP DEVELOPMENT	0	3,500	3,500	0
	COMPUTER MAINTENANCE/TRNG	15,302	15,220	15,220	0
	TELEPHONE	10,993	12,444	10,200	(2,244)
	RADIO REPAIR	6,050	5,100	5,100	0
	RANGE SUPPLIES	4,682	4,590	4,590	0
	POSTAGE	284	459	459	0
	PRINTING	502	612	612	0
	EMERGENCY EVENT CONTINGENCY	0	2,500	2,500	0
	EQUIPMENT/MAINTENANCE	3,119	5,100	5,100	0
	MEMBERSHIP/DUES/LICENSES	632	752	752	0
	SUPPLIES	4,958	5,250	5,250	0
	INVESTIGATION EXPENSES	1,737	2,000	2,000	0
	GASOLINE	17,246	29,000	22,000	(7,000)
	VEHICLE MAINT./REPAIRS	14,085	11,000	11,000	0
	COMMUNITY POLICING	2,683	3,500	3,000	(500)
	NATIONAL NIGHT OUT	85	0	100	100
	PHYSICAL EXAMS	816	684	870	186
	DONATION EXPENDITURES	0	300	300	0
	LEOS/TRNG	(1,031)	0	0	0
OPERATIONAL EXPENSES Total		106,902	123,849	114,391	(9,458)
	YOY CHG %	4.4%	15.9%	-7.6%	
CAPITAL EXPENDITURES	CAPITAL EXPENDITURES	17,713	19,326	19,524	198
CAPITAL EXPENDITURES Total		17,713	19,326	19,524	198
	YOY CHG %	#DIV/0!	9.1%	1.0%	
Grand Total		1,077,284	1,248,556	1,206,237	(42,319)
	YOY CHG %	-0.7%	15.9%	-3.4%	

CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
GENERAL FUND PUBLIC WORKS - EXPENDITURES
2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY 17 vs FY17A VARIANCE
PAYROLL & BENEFITS	GROSS PAYROLL	165,201	206,430	206,101	(329)
	TEMP/SEASONAL EMPLOYEE	1,265	0	0	0
	OVERTIME	2,846	5,571	5,558	(13)
	CERTIFICATION	964	900	900	0
	LONGEVITY	4,117	5,165	5,165	0
	FICA	9,037	13,624	13,603	(21)
	MEDICARE	2,113	3,186	3,181	(5)
	SUI	713	1,350	450	(900)
	WORKERS COMP INS	3,119	3,275	3,275	0
	HEALTH/VISION/DENTAL INS	21,429	27,429	27,429	0
	LIFE INS	289	401	401	(0)
	RETIREMENT-ER SHARE	14,119	18,393	18,364	(29)
PAYROLL & BENEFITS Total		225,212	285,724	284,427	(1,298)
	YOY CHG %	0	0	(0)	
LEASE CONTRACTS	DEER MANAGEMENT	23,749	50,000	18,423	(31,577)
	OAK WILT PROGRAM	0	0	10,000	10,000
	VEHICLE LEASE (TRUCK 3 YEAR)	10,164	9,530	8,904	(626)
	INTEREST ON VEHICLE LEASE	0	1,000	1,260	260
LEASE CONTRACTS Total		33,913	60,530	38,586	(21,944)
FACILITY/CITY MAINT.	BUILDING MAINTENANCE	16,365	12,000	12,000	0
	GROUNDS MAINTENANCE	4,363	5,775	5,775	0
	ANIMAL CONTROL	9,471	12,000	12,000	0
	PARK/RECREATIONS	7,386	6,300	6,300	0
	FORMER CITY COMPLEX	0	2,500	2,500	0
FACILITY/CITY MAINT. Total		37,585	38,575	38,575	0
	YOY CHG %	0	0	0	
INSURANCE	AUTOMOBILE INS	1,850	1,943	1,943	0
INSURANCE Total		1,850	1,943	1,943	0
	YOY CHG %	0	0	0	
OPERATIONAL EXPENSES	UNIFORMS	4,440	5,222	6,213	991
	TRAINING/TRAVEL	292	1,200	500	(700)
	TELEPHONE	1,741	1,692	2,108	416
	UTILITIES	9,627	7,500	10,108	2,608
	EQUIPMENT & MAINTENANCE	5,444	5,000	5,000	0
	CITY FACILITY-HEATING/AC MAINT	3,142	5,500	4,500	(1,000)
	SUPPLIES	1,464	2,354	2,000	(354)
	EQUIPMENT RENTAL	(251)	1,000	1,000	0
	GASOLINE	7,256	11,330	9,000	(2,330)
	CITY FACILITY-PAPER PRODUCTS	700	1,000	1,000	0
	VEHICLE MAINT/REPAIRS	14,937	6,500	6,500	0
	PHYSICAL EXAMS	121	0	0	0
	PARK/ISLAND ELECTRIC	1,174	1,260	1,233	(27)
	LANDSCAPE WATERING	1,046	1,250	1,098	(152)
	CONTINGENCY	762	1,050	1,050	0
	OPERATIONAL MATERIALS	4,851	5,610	5,000	(610)
	SMALL HAND TOOLS	799	1,000	1,000	0
	CHRISTMAS TREE DONATION EXP	2,974	0	0	0
OPERATIONAL EXPENSES Total		60,519	58,468	57,310	(1,158)
	YOY CHG %	0	(0)	(0)	
STREET/DRAINAGE	SIGN MAINTENANCE	4,229	5,150	5,150	0
	STREET IMPROVEMENT	504	9,060	9,060	0
	CULVERT MAINTENANCE	2,016	2,060	2,060	0
STREET/DRAINAGE Total		6,749	16,270	16,270	0
	YOY CHG %	(0)	1	0	
CAPITAL EXPENDITURES	CAPITAL EXPENDITURES	29,709	0	0	0
CAPITAL EXPENDITURES Total		29,709	0	0	0
	YOY CHG %	0	(1)	#DIV/0!	
Grand Total		395,537	461,510	437,111	(24,399)
	YOY CHG %	27.1%	16.7%	-5.3%	

CITY OF GARDEN RIDGE
GENERAL FUND - FY 2017 - **PROPOSED AMENDED BUDGET**
COMMUNITY CENTER - EXPENDITURES
2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY 17 vs FY17A VARIANCE
OPERATIONAL EXPENSES	MANAGER FEES C.C.	17,038	17,500	17,500	0
	MANAGER BACKUP EXPENSE	0	100	100	0
	TELEPHONE CC	564	565	565	0
	UTILITIES CC	8,508	11,550	8,933	(2,617)
	MAINTENANCE CC	5,612	8,610	7,000	(1,610)
	SUPPLIES CC	1,353	1,155	1,350	195
	COMMUNITY CENTER CLEANING	4,495	5,720	5,500	(220)
	EQUIPMENT CC	256	500	500	0
	DEPOSIT REFUNDS CC	13,725	14,000	14,000	0
	DONATION EXPENDITURES CC	650	500	500	0
	FACILITY ENHANCEMENT PROJ	10,596	0	0	0
OPERATIONAL EXPENSES Total		62,797	60,200	55,948	(4,252)
	YOY CHG %	21.2%	-4.1%	-7.1%	
Grand Total		62,797	60,200	55,948	(4,252)
	YOY CHG %	21.2%	-4.1%	-7.1%	

CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
GENERAL FUND LIBRARY - EXPENDITURES
2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY 17 vs FY17A VARIANCE
PAYROLL & BENEFITS	GROSS PAYROLL	23,075	45,941	45,935	(6)
	FICA	1,437	2,848	2,848	(0)
	MEDICARE	336	666	666	0
	SUI	171	540	180	(360)
	CONTRACT LABOR	375	0	0	0
PAYROLL & BENEFITS Total		25,394	49,995	49,629	(366)
	YOY CHG %	4.5%	96.9%	-0.7%	
OPERATIONAL EXPENSES	TELEPHONE LIBRARY	2	10	10	0
	SUPPLIES LIBRARY	1,059	824	824	0
	SPECIAL EVENTS	411	1,100	1,100	0
	COMPUTER SOFTWARE/TRNG	0	430	430	0
	LIBRARY MATERIALS-BOOKS	1,404	1,828	1,828	0
	POSTAGE	241	100	100	0
	PRINTING	0	100	100	0
	DONATION EXPENDITURES	3,480	4,000	4,000	0
	TOCKER GRANT FUND	0	0	0	0
	EBOOK EXPENDITURES	1,500	1,500	1,500	0
OPERATIONAL EXPENSES Total		8,097	9,892	9,892	0
	YOY CHG %	-13.2%	22.2%	0.0%	
Grand Total		33,491	59,887	59,522	(366)
	YOY CHG %	-0.4%	78.8%	-0.6%	

RESOLUTION 409-042017

A RESOLUTION APPROVING FISCAL YEAR 2017 BUDGET
AMENDMENT #1 FOR THE CITY OF GARDEN RIDGE
WATER COMPANY OPERATION AND MAINTENANCE FUND
FOR THE PERIOD OF OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS:

THAT; the City Council of the City of Garden Ridge, Texas does hereby approve Fiscal Year 2017 Budget Amendment #1 for the City of Garden Ridge Water Company Operation and Maintenance Fund for the period ending September 30, 2017.

The attached Exhibit A is the detail of the Fiscal Year 2017 Budget Amendment #1 for the period of October 1, 2016 through September 30, 2017.

PASSED and APPROVED this 5th day of April, 2017.

Nadine L. Knaus
Mayor

ATTEST:

Shelley Goodwin, TRMC
City Secretary

CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
WATER FUND - SUMMARY
2016-17

WATER FUND	AUDITED FY 2016	WATER FUND	BUDGET FY 2017	AMEND FY 2017	VARIANCE IN \$\$
Restricted Balance 10/1/15	326,619	Restricted Balance 10/1/16	468,485	468,485	0
Allocated for 2015 CIP 10/1/15	1,000,000	Allocated for 2015 CIP 10/1/16	1,000,000	1,000,000	0
Unrestricted Balance 10/1/15	2,857,266	Unrestricted Balance 10/1/16	2,774,416	2,774,416	0
Beginning Water Fund Balance 10/1/15	4,183,885	Beginning Water Fund Balance 10/1/16	4,242,901	4,242,901	0
Revenue/Collections	1,585,479	Revenue	1,405,596	1,414,035	8,439
		% of Chg	-11.3%	-10.8%	
Expenses	979,907	Expenses	934,605	967,727	33,122
Transfer to CIP/Bond Pmts	546,559	Transfer to I&S Fund for Bond Pmts	614,439	614,439	0
		Transfer Water Impact Funds to CIP	0	323,848	323,848
		Transfer Restricted Funds to CIP		1,000,000	1,000,000
Total	1,526,466	Total	1,549,044	2,906,014	1,356,970
		% of Chg	1.5%	90.4%	
Restricted Balance 9/30/16	468,485	Restricted Balance 9/30/17	468,485	144,636	(323,849)
Allocated for 2015 CIP 9/30/16	1,000,000	Allocated for 2015 CIP 9/30/17	1,000,000	0	(1,000,000)
Unrestricted Balance 9/30/16	2,774,416	Unrestricted Balance 9/30/17	2,630,968	2,606,286	(24,682)
Ending Water Fund Bal 9/30/16	4,242,899	Projected End Water Fund Bal 9/30/17	4,099,453	2,750,922	(1,348,531)
		% of Chg	-3.4%	-35.2%	
	(82,850)	Increase/(Decrease)of Reserves	(143,448)	(168,130)	

Restricted Fund Balances	AUDITED
Water Impact Fee	323,848
Water Surcharges	144,636
Total Restricted Balances 9/30/16	468,484

Restricted Fund Balances	BUDGET	AMEND
Water Impact Fee	323,848	-
Water Surcharges	144,636	144,636
Total Restricted Balances 9/30/16	468,484	144,636

CITY OF GARDEN RIDGE

WATER FUND - FY 2017 - PROPOSED AMENDED BUDGET - SIGNIFICANT BUDGETARY IMPACTS

Revenue

Water Revenues	Amount
Water Installation Fees Increased To FY2016 Revenues	3,850
Water Penalties Increased To FY2016 Revenues	4,000
EAA Revenue Increased to FY2016 Revenues	1,389
Interest Earned Increased Due to Higher Interest Rate @ TexPool	2,200
Removed Revenue from Credit Card Fees - Moved to GF Only	(3,000)
Grand Total Revenue	8,439

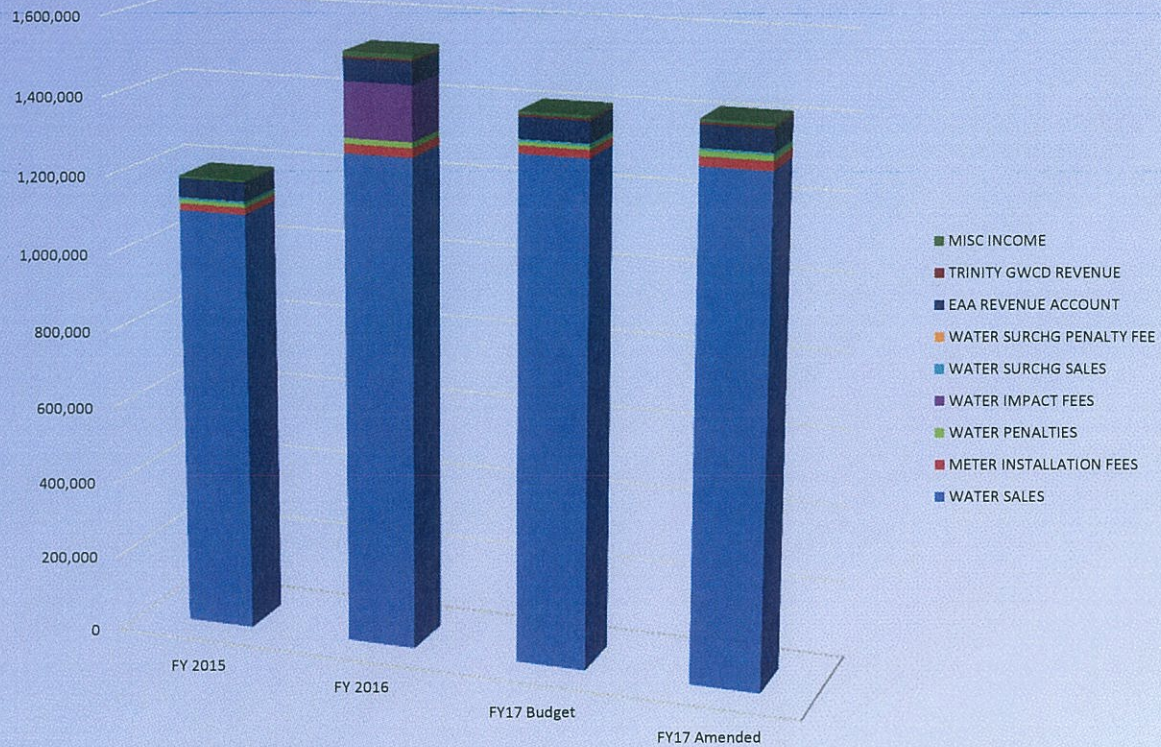
Expenditures

Payroll & Benefits	Amount
Loss of EE in Nov Anticipated New Hire as of May	(23,767)
State Unemployment Rate Decrease 1.9% to 1.0%	(1,386)
Minimal Adjustments to Other PR & Benefits	507
	(24,646)

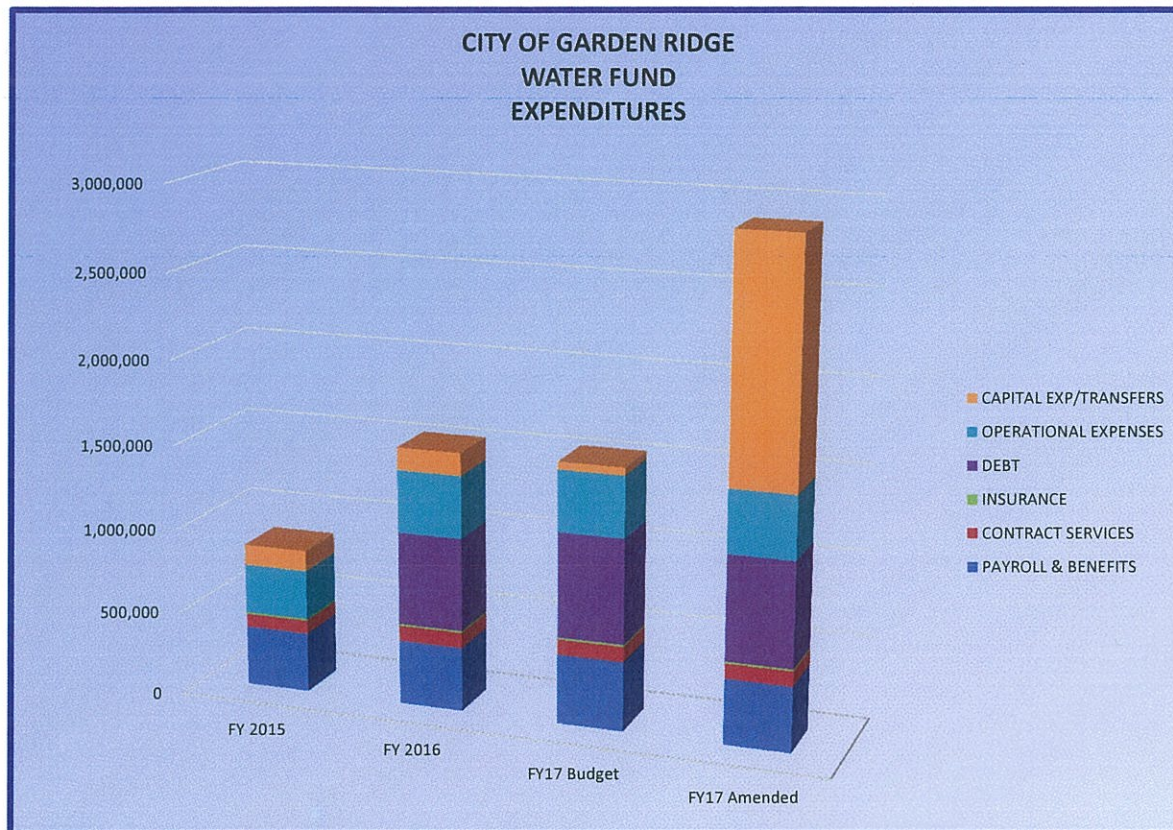
Expenditures	Amount
Credit Card Fees moved to GF to Offset with CC Service Fee	(3,750)
Audit Fees Adjusted to FY2017 Actuals	1,285
Franchise Fee Adj to Align With FY2016	1,000
Insurances Adjusted to FY2017 Actuals	(787)
Council Approved Replacement Water Manager's Truck (3 yr. lease)	10,000
Uniform - Contract increase	2,141
Telephone Adjusted to Align With FY2016	(1,430)
Training Reduction - Less Need than Anticipated	(3,000)
Postage Adjusted to Align With FY2016	1,715
Utilities Increased Due to Allocation Adj Between Water & GF	15,421
Gasoline Reduced Based on Current Usage	(3,550)
Copier Lease Reduced - Additional Copy Fees Reduced	(2,692)
EAA Mgmt. Fees Increased	1,389
Comal Trinity GWCD Fees Increased	1,000
Minimal Adjustments to Other Expenses	(974)
	17,768

Capital Expenditures/Capital Transfers to Other Funds	Amount
Well Rehab	40,000
Water Restricted Funds for FY2015 CIP Project	1,000,000
Water Impact Fees Transferred for FY2015 CIP Project	323,848
	1,363,848
Grand Total Expenditures	1,356,970

CITY OF GARDEN RIDGE WATER FUND REVENUE



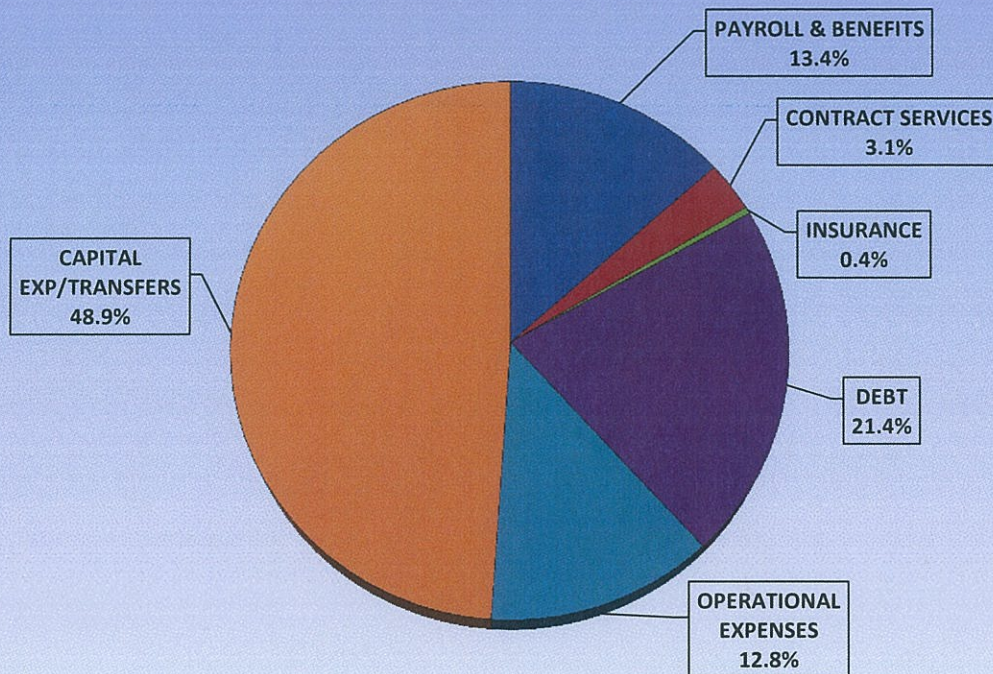
FUND SOURCES SHOWN AS % OF TTL	ACTUAL FY 2015	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017
WATER SALES	92.6%	83.4%	92.6%	92.0%
METER INSTALLATION FEES	1.5%	1.6%	1.4%	1.7%
WATER PENALTIES	0.9%	0.9%	0.7%	1.0%
WATER IMPACT FEES	0.0%	9.3%	0.0%	0.0%
WATER SURCHG SALES	0.5%	0.0%	0.4%	0.4%
WATER SURCHG PENALTY FEE	0.0%	0.0%	0.0%	0.0%
EAA REVENUE ACCOUNT	4.2%	3.7%	3.9%	4.0%
TRINITY GWCD REVENUE	0.0%	0.3%	0.4%	0.4%
MISC INCOME	0.5%	0.8%	0.6%	0.6%



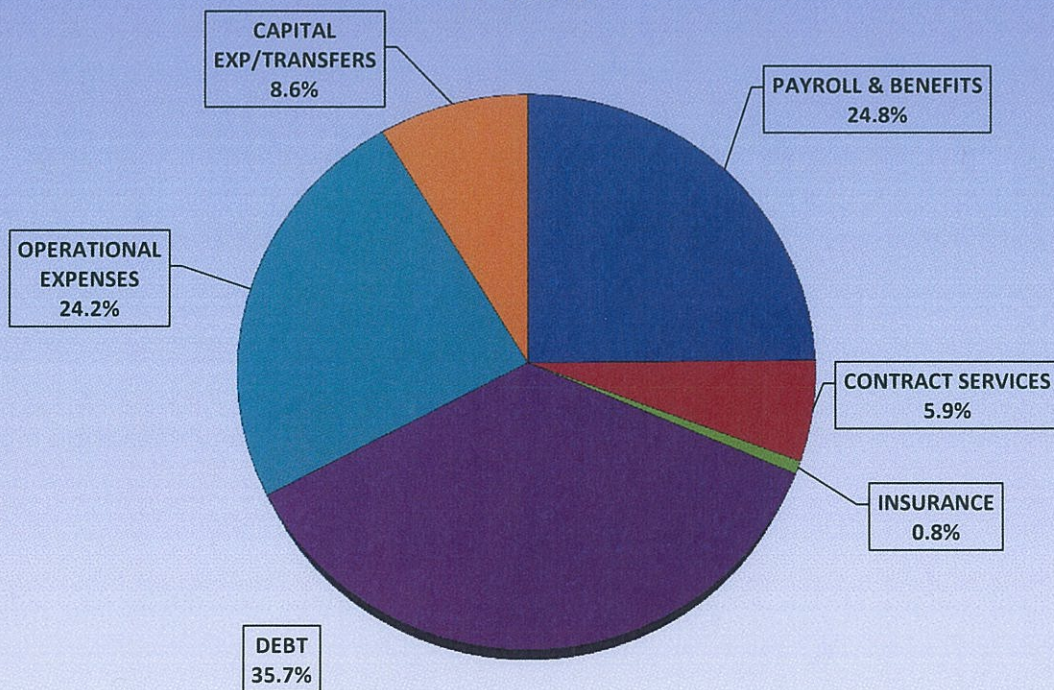
USES OF FUND SOURCES SHOWN AS % OF TTL	AUDITED FY 2015	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017
PAYROLL & BENEFITS	41.4%	24.8%	26.8%	13.4%
CONTRACT SERVICES	9.1%	5.9%	5.8%	3.1%
INSURANCE	1.3%	0.8%	0.8%	0.4%
DEBT	0.0%	35.7%	40.1%	21.4%
OPERATIONAL EXPENSES	34.1%	24.2%	23.4%	12.8%
CAPITAL EXP/CAPITAL TRANSFERS	14.1%	8.6%	3.0%	48.9%

CITY OF GARDEN RIDGE
COMPARISON - EXPENDITURES

FY 2017 Amended Budget



FY 2016



CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
WATER FUND - REVENUE
2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY17 vs FY17A VARIANCE
SALES	METER INSTALLATION FEES	23,850	20,000	23,850	3,850
	WATER SALES	1,271,905	1,301,285	1,301,285	0
	WATER PENALTIES	14,364	10,000	14,000	4,000
	WATER IMPACT FEES	141,207	0	0	0
	WATER SURCHG SALES	0	5,000	5,000	0
	WATER SURCHG PENALTY FEE	0	500	500	0
	EAA REVENUE ACCOUNT	56,403	55,011	56,400	1,389
	TRINITY GWCD REVENUE	4,713	5,000	5,000	0
SALES Totals		1,512,442	1,396,796	1,406,035	9,239
	YOY CHG IN %	28.2%	-7.6%	0.7%	
MISCELLANEOUS	MISC INCOME	6,481	300	300	0
	NSF CHECK INCOME	345	500	500	0
	INTEREST	5,932	5,000	7,200	2,200
	CREDIT CARD USER FEE	0	3,000	0	(3,000)
MISCELLANEOUS Total		12,758	8,800	8,000	(800)
	YOY CHG IN %	125.3%	-31.0%	-9.1%	
REVENUE Total		1,525,200	1,405,596	1,414,035	8,439
	YOY CHG IN %	28.7%	-7.8%	0.6%	

**CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
WATER FUND - EXPENDITURES
2016-17**

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY17 vs FY17A in \$\$
PAYROLL & BENEFITS	GROSS PAYROLL	268,950	302,165	285,648	(16,517)
	OVERTIME	6,857	6,434	5,739	(695)
	CERTIFICATION	3,104	3,120	2,991	(129)
	LONGEVITY	4,142	5,171	4,848	(323)
	FICA	18,199	19,977	18,881	(1,096)
	MEDICARE	4,358	4,672	4,416	(256)
	SUI	1,016	1,836	450	(1,386)
	WORKERS COMP INS	5,504	5,778	5,778	0
	HEALTH/DENTAL/VISION INS	31,608	35,109	31,909	(3,200)
	LIFE INS	888	493	928	435
	RETIREMENT-ER SHARE	35,346	26,969	25,490	(1,479)
PAYROLL & BENEFITS Total		379,972	411,724	387,078	(24,646)
	YOY CHG IN %	7.1%	8.4%	-6.0%	
CONTRACT SERVICES	ATTORNEY	8,775	5,775	5,775	0
	ENGINEER	8,120	8,000	8,000	0
	CR CARD PROC FEES	3,054	3,750	0	(3,750)
	CUSTODIAL/JANITORIAL	1,001	1,800	2,109	309
	AUDITING FEES	5,850	6,000	7,285	1,285
	FRANCHISE FEE TO CITY	61,838	61,000	62,000	1,000
	PAYROLL PROCESSING FEES	1,314	1,513	1,513	0
	CONNECT CITY SERVICE	0	1,504	1,504	0
CONTRACT SERVICES Total		89,952	89,342	88,186	(1,156)
	YOY CHG IN %	15.3%	-0.7%	-1.3%	
INSURANCE	GENERAL LIABILITY INS	626	657	840	183
	AUTOMOBILE INS	3,216	3,377	2,229	(1,148)
	E&O LIABILITY INS	1,388	1,457	1,568	111
	PROPERTY INS	6,247	6,559	6,627	68
INSURANCE Total		11,477	12,051	11,264	(787)
	YOY CHG IN %	1.4%	5.0%	-6.5%	
LEASE CONTRACTS	VEHICLE LEASE (TRUCK 3 YR)	0	0	10,000	10,000
	VEHICLE LEASE (LEAK TRUCK 3 YR)	0	14,500	14,500	0
LEASE CONTRACTS Total		0	14,500	24,500	10,000
	YOY CHG IN %	-100.0%	#DIV/0!	69.0%	
DEBT/DEPRECIATION	BAD DEBT EXPENSE	0	1,500	1,500	0
	TRANSFER TO DEBT SVC	347,764	241,256	241,256	0
	TRANSFER TO DEBT SVC	198,795	373,183	373,183	0
DEBT/DEPRECIATION Total		546,559	615,939	615,939	0
	YOY CHG IN %	#DIV/0!	12.7%	0.0%	
OPERATIONAL EXPENSES	UNIFORMS	4,350	4,276	6,417	2,141
	TRAINING/TRAVEL/SEMINARS	1,441	6,000	3,000	(3,000)
	COMPUTER MAINT TRNG	30,520	35,684	35,684	0
	TELEPHONE	5,355	7,130	5,700	(1,430)
	RADIO REPAIR	0	1,500	1,500	0
	CIVIC PLUS-AUDIO VISUAL MTGS	2,466	2,851	2,851	0
	POSTAGE	10,884	9,200	10,915	1,715
	PRINTING	3,547	3,876	3,876	0
	UTILITIES	147,544	115,500	130,921	15,421
	EQUIPMENT/MAINTENANCE	8,622	10,000	9,000	(1,000)
	MEMBERSHIP/DUES/LICENSES	774	1,200	900	(300)
	SUPPLIES	2,585	3,150	3,150	0
	EQUIPMENT RENTAL	400	1,500	750	(750)
	GASOLINE	6,768	11,550	8,000	(3,550)
	SMALL HAND TOOLS	681	1,200	1,000	(200)
	VEHICLE MAINT/REPAIRS	11,093	10,000	11,000	1,000
	BUILDING MAINTENANCE	6,851	1,400	1,400	0
	MISCELLANEOUS	2,605	2,550	2,550	0

CITY OF GARDEN RIDGE
PROPOSED AMENDED BUDGET
WATER FUND - EXPENDITURES
2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	FY17 vs FY17A in \$\$
	WATER COPIER LEASE	13,686	16,878	14,186	(2,692)
	CONTINGENCY	1,783	2,000	2,000	0
	CHEMICALS	3,794	4,500	4,200	(300)
	OPERATIONAL MATERIALS	19,285	20,000	20,000	0
	PLANT MAINT/REPAIRS	16,054	20,000	20,000	0
	TCEQ	7,757	7,500	8,000	500
	EAA MANAGEMENT FEES	55,036	55,011	56,400	1,389
	PUBLIC EDUCATION	0	300	0	(300)
	COMAL TRINITY GWCD FEES	5,786	5,000	6,000	1,000
OPERATIONAL EXPENSES Total		369,667	359,755	369,400	9,645
	YOY CHG IN %	26.4%	-2.7%	2.7%	
CAPITAL EXP/TRANSFERS	LEAVE ACCRUAL PAYOUT	3,250	3,250	3,250	0
	CAPITAL EXPENDITURES	4,920	6,442	6,508	66
	WATER ACQUISITION	57,871	9,191	9,191	0
	WATER MASTER PLAN UPDATE	0	26,850	26,850	0
	WELL REHABS	34,525	0	40,000	40,000
	TRANSFER TO CAPITAL PROJECT	0	0	1,323,848	1,323,848
	2015 BONDS - COST OF ISSUANCE	31,696	0	0	0
CAPITAL EXP/TRANSFERS Total		132,262	45,733	1,409,647	1,363,914
	YOY CHG IN %	9.3%	-65.4%	2982.4%	
Grand Total		1,529,889	1,549,044	2,906,014	1,356,970
	YOY CHG IN %	78.4%	1.3%	87.6%	

RESOLUTION 410-042017

A RESOLUTION APPROVING FISCAL YEAR 2017 BUDGET
AMENDMENT #1 FOR THE CITY OF GARDEN RIDGE
CAPITAL IMPROVEMENT FUND FOR THE PERIOD OF
OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS:

THAT; the City Council of the City of Garden Ridge, Texas does hereby approve Fiscal Year 2017 Budget Amendment #1 for the City of Garden Ridge Capital Improvement Fund for the period ending September 30, 2017.

The attached Exhibit A is the detail of the Capital Improvement Fund Fiscal Year 2017 Budget Amendment #1 for the period of October 1, 2016 through September 30, 2017.

PASSED and APPROVED this 5th day of April, 2017.

Nadine L. Knaus
Mayor

ATTEST:

Shelley Goodwin, TRMC
City Secretary

CITY OF GARDEN RIDGE
PROPOSED BUDGET AMENDMENT
 CAPITAL IMPROVEMENTS FUND - SUMMARY
 2016-17

DESCRIPTION	AUDITED FY 2016	DESCRIPTION	BUDGET FY 2017	AMEND FY 2017
Restricted Fund Balance 10/1/15	3,838,367	Restricted Fund Balance 10/1/16	3,676,851	3,676,851
Revenue	10,832	Revenue	13,000	12,563
Other Financing Sources	-	Other Financing Sources		
		Transfer Water Impact Fees Funds	0.00	324,285
		Transfer Water Reserve	0.00	1,000,000
Expenses	172,348	Expenses	3,950,000	7,036,694
Restricted Fund Balance 9/30/16	3,676,851	Projected Restricted Fund Balance 9/30/17	(260,149)	(2,022,995)

Increase/(Decrease)of Reserves \$ (3,937,000) \$ (5,699,846)

CITY OF GARDEN RIDGE
PROPOSED BUDGET AMENDMENT
 CAPITAL IMPROVEMENTS FUND - REVENUE
 2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	Variance in \$\$	BUDGET NOTES
REVENUE	INTEREST EARNED	10,832	13,000	13,000	0	
	WATER IMPACT FEES	0	0	323,848	323,848	
	TRANSFER IN WATER FUND RESERVE	0	0	1,000,000	1,000,000	
REVENUE Total		10,832	13,000	1,336,848	1,323,848	

CITY OF GARDEN RIDGE
PROPOSED BUDGET AMENDMENT
 CAPITAL IMPROVEMENTS FUND - EXPENDITURES
 2016-17

CATEGORY	DESCRIPTION	AUDITED FY 2016	BUDGET FY 2017	AMEND FY 2017	Variance in \$\$	BUDGET NOTES
EXPENDITURES	TRINITY WELL	0	800,000	1,641,503	841,503	
	CIP STREETS	139,429	1,200,000	2,979,717	1,779,717	
	HICKORY BEND DRAINAGE PROJECT	0	0	22,595	22,595	
	CIP DRAINAGE	0	500,000	888,988	388,988	
	CIP WATERLINE REPLACEMENT	0	1,400,000	1,434,138	34,138	
	CIP PARKS/COMMUNITY CTR	32,856	50,000	69,663	19,663	
	MISCELLANEOUS	63	0	90	90	
EXPENDITURES Total		172,348	3,950,000	7,036,694	3,086,694	

Council Ideas/Suggestions List by Category

Updated: March 28, 2017

Ongoing items

Items	Status	Completed Council Approval
1. Issues with 2013 CIP project		
a. Warranty issues –		
i. Letter to contractor	Sent	
ii. Meeting with contractor	March 24, 2016	
iii. Status of repairs/corrections	Ongoing and to be completed by May 10 Paving repairs to be completed when paving occurs in current CIP Project	
2. Concealed handguns (Councilman Thompson)		
a. Letter/contact with Judge	Presented at May 5, 2016 Council meeting	Completed-Awaiting Councilman Thompson's approval
b. Cost of wands or other monitoring devices	Presented at May 5, 2016 Council meeting Included in FY 2016 Budget Amendment #1 Equipment installed	Completed-Awaiting Councilman Thompson's approval
3. Sewer Along 2252 (Councilman Lantzy)	City Council, City Engineer, staff, City Attorney, Financial Advisor continue gathering information, discussions and study. Continue as Executive Session item monthly until ready for Council action 6/15/16-City Council authorized staff to move forward with	

	aspects of project Reimbursement Resolution to City Council August 3, 2016 with Council decision on whether to include water line extension on Naco Loop as part of project Reimbursement Resolution approved August 17, 2016 by City Council City Engineer working on Wastewater Master Plan and Impact Fee Study Coordinating Impact Fee Committee Meeting in Dec. 2016 Impact Fee Committee met Dec. 12, 2016 Impact Fee Committee met on Jan. 19, 2017 and developed recommendation to City Council concerning approval of Wastewater Master Plan and Impact Fee Public Hearing requirements in process for adoption of plan and impact fee Plan adopted by City Council on March 6 and Public Hearing on Impact Fee is April 10	
4. iPerl Meter Installation and registration questions (Councilman Trial)	iPerl meter installation ongoing Audit of 80 random iPerl meters ongoing (in 2nd month) Sensus software	

	update complete Tablets utilized for meter reading in April Audit results will be presented to Council upon completion Working with Sensus on review of Iperl meter readings and billings Sensus reviewing meter reading information	
5. Personnel Policy (Mayor Knaus) Incentive Pay (Councilman Thompson)	Meeting scheduled for May 18, 2016 with City Council, staff, City Attorney to begin review of draft document Incentive Pay will be discussed during Personnel Policy draft document discussions 6/15/16 – City Attorney looking at another possible policy for Council Consideration and to bring back to Council upon completion of review City Attorney continues work on revising policy with proposed revised chapters to Council for comment City staff working on plan to complete policy for presentation to Council Presenting City Council (4/5/17) with proposal from SeeKing to complete Employee Handbook and Policy	

6. Hickory Bend erosion /Maintenance (Councilman Thompson)	Meeting with RCE, Staff & homeowners met March 30 City Engineer completing plans and acquiring cost estimate Public Works Director contacting contractors for bids on the project Two bids received with City Engineer awaiting one additional bid One additional bid received and City Engineer reviewing contractor's references. Item on September 7, 2016 Council meeting City Engineering discussed lowest bid received for project at Sept. 7, 2016 Council meeting and Council by consensus awarded bid with ratification of bid award to occur at Oct. 5, 2016 Council meeting Bid award ratified 10/5/16 – 45 days to complete project Project began Dec. 12 and to be completed prior to end of 2016 Project completed Project being placed on March 1st Council meeting to discuss additional work on project Councilman Thompson, City Engineer and City Staff met with property owners and	
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	discussed additional work with additional work update to be discussed with City Council on 4/5/17	
7. Council Chamber Sound System (Mayor Knaus)	Met with contractors and awaiting proposals/cost estimates FY 2017 Budget item Postponed due to budgetary constraints Eric Lowman worked on sound system in Dec. and improved sound in Council Chambers	
8. Electronic Payments (Councilman Thompson)	Researched & cost included in FY 2016 Budget Amendment #1 Software upgrade for Incode on May 19 Service Charge and Convenience fee Ordinance to Council June/July Contract with new credit card provider Design website link Goal for full implementation Oct. 1, 2017 Contract with credit card processor completed Possible revisions to Convenience Fee Ordinance may be necessary-to discuss with City Attorney New credit card machine in use Electronic Water Billing (Councilman Thompson)	Convenience Fee Ordinance adopted May 2016 Software upgrade completed Cost of project included in FY2016 Budget Amendment #1 Software upgrade completed
	Software upgrade on May 19 Include in FY 2017	

	Budget Begin implementation FY 2017 Full implementation TBD Online water bill payments active September 14, 2016 Online Court payments active October 2016	
9. Community Center (Councilman Lantzy)	Comparing pricing of similar venues Developing fully loaded cost for facility Acquiring estimates for removal of overhead doors, sound system, commercial stove, AC system Developing list of aesthetical improvements to center that may affect lighting, energy and electrical improvements Staff working on maintenance items Comparing contracts from other venues for revisions to current contract Bring information at hand to Council in June for discussion and direction Councilman Lantzy discussed Community Center with Council on 6/6/16 Proposals for door removal, new air conditioning and	

	ducting received and to be presented to City Council with funding through CIP Council approved funding on August 3, 2016 through CIP. Doors removed, new air conditioning installed. Awaiting install of duct work on September 12, 2016 Duct work installation completed September 12/13, 2016 City Attorney revising Community Center Contract per Council direction 10/5/16 – Marketing and future projects being discussed by Council Work continues on revising Community Center Contract Council to consider revised agreement in Feb. Council meeting Revised agreement approved Feb. 13, 2017 and being utilized	
10. Training for Commissioners (Councilman Thompson)	Continuous/Ongoing Staff will advise Commissioners of training/seminars as information available Budget Training/Travel annually Councilman Thompson to attend TML Newly Elected	

	Officials training August 18 Councilmen Thompson and Trial attended August 18, 2016 training Two P&Z members and Councilman attended AACOG Planning &Zoning training P&Z Chair Stocks to attend a training session in February 2017 Councilman Trial, P&Z Commissioner Bower, City Secretary and City Administrator participated in a TML Webinar on economic development in February	
11. Update Ordinances (Councilmen Thompson and Lantzy)	Cost for Codifying to be included in FY 2017 Budget Work with legal to develop plan for updating Identify ordinances to be updated Codifying of ordinances postponed due to budgetary constraints	
12. Assistant City Administrator (Mayor Knaus and Councilman Lantzy)	City Administrator to develop job description Include position in FY 2017 Budget Postponed due to budgetary constraints	
13. Code Compliance (Councilman Thompson)	City Council discussion on need for Code Compliance	

	Officer Council objectives for Code Compliance Officer Obtain legal requirement for Code Compliance Officer Determine budgetary impact Place on Council agenda in June for discussion of above Possible inclusion in 2017 Budget Postponed due to budgetary constraints	
14. Quarterly Issues Town Hall Meeting (Councilman Lantzy)	Determine dates for Meetings	
15. Interface with Businesses (Councilman Trial)	Review Grapevine Policy with comments from legal Review website link with comments from from legal Placement of above on June/July agenda	
16. Bat Cave Road widening (Councilman McCaw)	General briefing on future agenda	
Completed Items	Status	Completed Council Approval
1.City Concerns/Ideas (Councilman Thompson)	Review of existing process Communication with Council Process Improvement	Done Done-Monthly list of complaints/issues submitted to Council Done-Call to citizens in April/May Grapevine to submit qualifications for reengineering experience
2. Agenda Tracking (Mayor Knaus)	Short term – methodology developed and in	Done

	use Long term – Determination to made if needed at later date	
3. Citizen Input to Budget (Councilman Lantzy)	Placed in Grapevine – contact your Councilman	Done
4. Training for Council members (Councilman Thompson)	List of recommended training developed and submitted to Council	Done
5. Grapevine and inserts policy (Councilman Thompson)	Policy sent to Councilman – per Councilman, no action required at this time	Done
6. Freezing of Taxes for persons over 65 and/or disabled (Councilman Lantzy)	Placed on April agenda	Discussed in April Council Meeting –Awaiting Councilman Lantzy's approval - Done
7. Finish seating areas for Community Center (Councilman Trial)	Painting of benches can be accomplished by Public Works Future discussion if necessary when Community Center is discussed	Benches painted in May – Awaiting Councilman Trial's approval Done per Councilman Trial – 6/8/16
Pending	Status	Completed Council Approval
8. Annual or semi-annual inspection of buildings and other City facilities (Councilman Trial)	To be implemented semi-annually	Implemented Monthly
9. Disaster recovery plan for City (Councilman Trial)	Discuss at future Council meeting to determine the scope of recovery plan	
10. Disaster recovery plan for Water Department (Councilman Trial)	Discuss at future Council meeting to determine the scope of recovery plan	
11. Complaint system process reengineering (Councilman Thompson)	Pending citizen volunteer response to determine next step	

	June 2016 citizen volunteer Jessie Valdez met with Mayor and staff to begin review of and analyze process Review of process completed with Staff developing report for Public Works and Water Department employees	
12. Location of middle school (Councilman Arvidson and Councilman Trial)	Discussions have begun with CISD	
13. Interpretive Services for meetings (Councilman Thompson)	Identified source for various interpretive services Devices for hearing impaired could be part of sound system upgrade in Council room	
14. Video stream Council meetings (Councilman Trial)	Discuss with legal pros/cons Sound system in Council room can be planned for future streaming capabilities Requires additional technology upgrades and equipment Budget impact	
15. Permit for feeding deer (Councilman Trial)	Discuss at future Council meeting	
16. Videos for website (Councilman Trial)	Maybe prepared by GRES or students to increase civic involvement	
17. Coffee with Mayor and Council (Councilman Trial)	Discuss at future Council meeting and determine dates	
18. Business outreach by Council – walk businesses (Councilman Trial)	Discuss at future Council meeting	



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266-2600
(210) 651-6632
Fax (210) 651-9638

Agenda Request Form

Meeting Date: April 5, 2017

Subject Matter: Communications

Department: Administration

Submitted by: Shelley Goodwin, City Secretary

☐ Consent Agenda ☐ Ordinance # _____ ☐ Resolution # _____

☐ Discussion ☐ Update ☒ Approval

Funding Issues: ☒ No impact to budget ☐ Impact on budget:

☐ Funds to be transferred from Account #: _____

City Administrator Approval to place on Agenda: *Nancy Cain*

Description of item:

Communication avenues are constantly changing and with the current trend of NextDoor would allow the City of Garden Ridge additional conveniences to reach our residents. NextDoor will be used in addition to FaceBook and the City website to provide News Flashes, meeting/events dates and times, as well as other information regarding construction and water main breaks. The NextDoor account could be blocked from making comments to the post, but users could send private messages to account administrators.



This is the proposed profile picture and banner. Under the About on the page: The City of Garden Ridge believes that good communication provides transparency and helps provides information to residents in the most cost effective ways. This page has been created as an additional convenience to reach our residents and

will be used in addition to FaceBook and the City website to provide News Flashes, meeting/events dates and times, as well as other information regarding construction and water main breaks.

The City website is eligible for an update and once that occurs, we will be hosting a Cookies and Communications in the near future to assist residents with educating on communications the City of Garden Ridge currently offers. During this event the marketing of Notify Me, iVolunteer Garden Ridge, Citizen Input/Concerns, Calendar of Events and other items could also occur.

ACTION TAKEN

APPROVED

☐ YES ☐ NO

SPECIAL INSTRUCTION



April 2017

www.ci.garden-ridge.tx.us

City Hall (210) 651-6632

Garden Ridge Police Department general information (210) 651-6441

Police emergencies/assistance— 911 or (830) 609-3921

Water, Animal Control-(including after hours/holidays) (210) 651-6831

Sun	Mon	Tue	Wed	Thu	Fri	Sat
All meetings are subject to change, please refer to calendar on City website. * Early Voting and Election Day is for CISD Bond and Pct. 205 voting is at City Hall * * Household Hazardous Waste, Rx Disposal and Document Shredding—see insert flier * All activities that are underlined will occur at the Library						1
2	3 <u>Science Club 3:15</u> City Council & P&Z Joint Mtg @ 6p.m.	4 <u>Lego Robotics 3:30</u> <u>Lego Robotics 5:30</u>	5 <u>Reading w/ Shiraz 3-5</u> City Council @ 6p.m.	6 <u>Adult Coloring 1:00</u>	7 <u>Preschool Storytime 10:30</u>	8 <u>Pokémon Club 9:00</u>
9	10 <u>Science Club 3:15</u> City Council @ 6p.m.	11 <u>Lego Robotics 3:30</u> <u>Lego Robotics 5:30</u> P&Z Commission @ 6p.m.	12 <u>Reading w/ Shiraz 3-5</u>	13 <u>Adult Coloring 1:00</u>	14 <u>Easter Storytime & Egg Hunt (Preschool) 10:30</u>	15 GRCPAA Car Show 8-4
16 EASTER	17 <u>Science Club 3:15</u>	18 <u>Card-making with Angie 1:30</u> <u>Lego Robotics 3:30</u> <u>Lego Robotics 5:30</u> Impact Fee Committee @ 6	19 <u>Lunch-n-Learn 12 noon, Essential Oils</u> <u>Reading w/ Shiraz 3-5</u>	20 <u>Adult Coloring 1:00</u> <u>P.A.T.S 1:30</u>	21	22
23	24 Early Voting * 8-5 <u>Science Club 3:15</u> City Council @ 6p.m. in Community Center	25 Early Voting * 8-5 Water Commission @ 6p.m.	26 Early Voting * 7-7 <u>Reading w/ Shiraz 3-5</u>	27 Early Voting * 8-4 <u>Adult Coloring 1:00</u>	28 Early Voting * 8-5 <u>Preschool Storytime 10:30</u>	29 **Household Haz- ardous Waste & Rx Disposal 8-2 Document Shredding 10-1
30	May 1 Early Voting * 8-5 <u>Science Club 3:15</u>	2 Early Voting * 7-7 <u>Lego Robotics 3:30</u> <u>Lego Robotics 5:30</u>	3 <u>Reading w/ Shiraz 3-5</u> City Council @ 6p.m.	4 <u>Adult Coloring 1:00</u>	5 <u>Preschool Storytime 10:30</u>	6 Election Day 7-7

City Secretary

From: Melissa Finley <finley@civicplus.com>
Sent: Friday, March 17, 2017 4:59 PM
To: City Secretary
Subject: TX- Garden Ridge CivicPlus Project Kickoff
Attachments: Building Your Internal Website Team.pdf; Signed Original Contract - TX, Garden Ridge.pdf; TX- Garden Ridge Project Scope.xlsx

Hello Shelley!

I would like to officially introduce myself as your CivicPlus Project Manager. I will be working with you to develop your website and will serve as your main point of contact during the production process.

From this point forward, please feel free to contact me at any time regarding your project. My contact information is listed in my signature below for your reference. My normal office hours are Monday – Friday, 8 a.m. – 5 p.m. Central.

Getting Started

I am very excited to work with you on this project, and I am ready to get started. Before we jump in, I ask that you complete the items detailed below:

- Review and confirm project scope
- Establish your project team
- Submit the [Project Kickoff Form](#)

Review & Confirm Project Scope

Before our implementation process begins, I want to ensure we have correctly outlined the scope of work for our project. This will guarantee we are able to deliver on the items you are expecting as a part of your implementation.

Please review the attached Project Scope spreadsheet, which outlines all of the items included in your signed contract (also attached) and lists all optional product enhancements that were not purchased for this implementation.

If there is any discrepancy between the scope of work contained in the document and your understanding of your purchase, please let me know immediately. I will revisit and review your contract for any oversights on my part and reach out to your sales representative for clarification.

Establish Your Project Team

Your project team is crucial to the success of your website project. At CivicPlus, we have worked with project teams of varying size, job responsibilities and workflows. We have some recommendations for you based on our experience. Please see attached the Building Your Internal Project Team document, which provides our guidance for assembling your project team and establishing members' roles and responsibilities.

Submit the Project Kickoff Form

Once we have agreed upon the project scope and you have established your project team, please complete the [Project Kickoff Form](#). This form requests the following:

- Scope of work signoff
- Primary point of contact information
- Project team details
- Approval process outline

Next Steps

When I have received your approval of the project scope and completed Project Kickoff Form, I will want to schedule our Project Kickoff Meeting. Objectives for the Project Kickoff Meeting include:

- Perform introductions to members of the project team from CivicPlus and your organization
- Establish project expectations
- Outline the phases of the CivicPlus development process and detail how your website will be produced
- Discuss important items we will need from you to get started and establish a due date for these items

As we get started on all of the preliminary work for the project, please let me know if you have any questions or there is any additional information you require. I am always happy to help out in any way that I can.

I am eager to get started and hope you are, too!

Missi Finley, CivicPlus

Project Manager

Direct 785-370-7799

Main 888-228-2233 x323

Fax 785-587-8951

www.CivicPlus.com

   Join us on [CivicPlus Connection!](#)

Lead Project Manager Shane Pope is available at pope@civicplus.com should you have any project-related needs.

Building Your Internal Website Team



The internal team you establish to work with the CivicPlus team on the redesign of your website is incredibly important to the success of the project. As with any large-scale project, you should put thoughtful consideration into selecting your team members.

Primary Contact

You must establish a primary point of contact for your team at the beginning of the process. This is the team member to which your project manager will send all communication. By default, your project manager will assume this person is the project contact listed in your contract.

You may also select a secondary contact to be included on communication for the project.

In order to establish ownership of the project and minimize miscommunication, your project manager will only send communication to the primary / secondary contact(s). All communication to your project manager should be filtered through your primary / secondary contact(s).

Decision Makers

Although the main point of contact for your project may take responsibility for the outcome of the project and facilitate movement, they are not always the ultimate decision maker for the website.

In order to establish the decision makers for your website, ask the following questions:

- Who has the authority to approve the design?
- Who is able to place the project on hold?
- Who can confirm the launch of your website?

If at all possible, the people you indicate in your answers above need to be present for our project meetings.

If your decision maker(s) will not be available to attend project meetings during normal business hours, please let your project manager know as soon as possible.

Size

CivicPlus recommends your internal website team consist of 1-5 members.

Because design is a subjective topic, each member of your team may have a different idea of what constitutes good design and may have a different vision for your website.

The larger your team becomes, the more difficult it can be to come to a consensus on design direction. Larger teams typically spend longer in the design revision process and this can result in missing the final design approval date.

If your internal team will consist of more than five members, please let your project manager know as soon as possible.



TX- Garden Ridge Project Scope

Products

CivicPlus Government Content Management System	Included
CivicReady Emergency Alerts System	<i>Not included</i>
CivicHR Applicant Tracking System	<i>Not included</i>
CivicHR Onboarding System	<i>Not included</i>
CivicHR Performance Management System	<i>Not included</i>
CivicMobile App	<i>Not included</i>

Modules

Agenda Center	Included
Alert Center	Included
Archive Center	Included
Bids	Included
Blog	Included
Resource Directory	Included
Calendar	Included
Citizen Request Tracker	Included
5 users	Included
Additional users	<i>Not included</i>
CivicMedia	Included
CivicMedia additional storage	<i>Not included</i>
CivicSend	<i>Not included</i>
Community Connection	Included
Community Voice	Included
Document Center	Included
ePayment Center	Included
Third-party processing fees	<i>Not included</i>
Facilities & Reservations	Included
FAQs	Included
Form Center	Included
Jobs	Included
Custom job application	<i>Not included</i>
My Dashboard	Included
News Flash	Included
Notify Me	Included
Unlimited email subscribers	Included
500 SMS (text) subscribers	Included
Additional SMS (text) subscribers	<i>Not included</i>
Photo Gallery	Included
Quick Links	Included
Real Estate Locator	Included
Spotlight	Included
Staff Directory	Included

Additional Functionality

Design Essentials	Included
Design Center Pro	<i>Not included</i>
Predictive site search	Included
Website statistics	Included
User administration / permissions levels	Included
Intranet capability	Included
Hosting & Security Package	Included
Platinum Hosting & Security Package	<i>Not included</i>

Development

Phase 0: Kickoff	
Expedited timeline (less than 20 weeks)	<i>Not included</i>
Research Consulting	<i>Not included</i>
Project Kickoff Meeting (webinar)	Included
Phase 1: Planning	
Align Consulting	<i>Not included</i>
Design Discovery Meeting (webinar)	Included
Navigate Consulting	<i>Not included</i>
Content Preparation Meeting (webinar)	Included
Phase 2: Design	
Logo / Branding development	<i>Not included</i>
Layout and Color Proposal	Included
Design Presentation Meeting (webinar)	Included
1 initial design concept	Included
Additional design concepts	<i>Not included</i>
Design revisions prior to design approval	Included
Design revisions after website launch	<i>Not included</i>
Custom design options/ add ons:	
Custom buttons for individual pages	<i>Not included</i>
Custom banners for individual pages	<i>Not included</i>
Department Header Packages	<i>Not included</i>
Custom theme (colors, fonts) for department header packages	<i>Not included</i>
PSD design templates for site maintenance - banners, buttons, etc.	Included
Color palette reference guide	Included
Social media avatar	Included
Favicon Application	Included
Favicon Design	<i>Not included</i>
Phase 3: Development	
All content migrated from www.ci.garden-ridge.tx.us	Included
Migration of content from additional URLs	<i>Not included</i>
Migration of documents available via existing page content	Included
Migration of images (excludes clip art) available via existing page content	Included
LDAP integration	<i>Not included</i>
ADFS integration	<i>Not included</i>
Custom programming	<i>Not included</i>
Integration with third-party applications	<i>Not included</i>
Mobile-responsiveness for design	Included
Phase 4: Review	
Final Content Report	Included
Website Review Meeting	Included

Webinar Training: 8 hours	Included
Onsite Training	<i>Not included</i>
Optimize Consulting	<i>Not included</i>
Phase 5: Go Live	
Usability Consulting	<i>Not included</i>
Pre-Launch Meeting	Included
DNS configuration for 1 domain name	Included
DNS configuration for additional domains	<i>Not included</i>
Wild card SSL certificate	Included
Custom SSL certificate	<i>Not included</i>

City Administrator

From: Leanne King <leanne@seekinghr.com>
Sent: Friday, March 24, 2017 1:05 PM
To: City Administrator
Subject: Employee Handbook & Policy Development Proposal
Attachments: CGR EH Proposal 032417.pdf

Good Afternoon Nancy,

Please find attached a fully indexed proposal to provide employee handbook and policy development services for the City of Garden Ridge. Let me know if you have any questions. I look forward to a positive response to our proposal.

Have a wonderful weekend.

Leanne E. King, SPHR, SHRM-SCP
President & CEO



(210) 679-4879 Office
(210) 247-6199 Fax
(210) 219-6993 Mobile
leanne@seekinghr.com
www.seekinghr.com

237 West Travis, Suite 100
San Antonio, Texas 78205



SBE | WBE | SDVOB | HUB | DBE | EDWOSB

City of Garden Ridge
Attention: Nancy Cain, City Administrator
9400 Municipal Parkway
Garden Ridge, Texas 78266-2366

SeeKing HR is uniquely qualified and enthusiastically interested in providing Employee Handbook and Policy Development Services for the City of Garden Ridge. We understand the scope of work encompasses the review and refinement of employee guidelines, operational policies and procedures, the development of a realistic and responsive recommendations and perhaps the training and development of supervisors, leaders and managers.

Our approach to human resources is practical and results oriented. We help clients achieve successful workforce planning outcomes through individual and organizational assessments, market forecasting and trend projections. We are dedicated, dynamic and forward thinking. We support your team and collaborate with you to develop the most effective business solutions. Our consultants are articulate and knowledgeable. We assist in creating a balance between employee needs and shareholder wealth.

We applaud the organization's efforts to fully understand, integrate and take advantage of the resources available to them. Making use of employee strength's through vigilant planning, solid execution and consistent review of talent will improve retention, productivity and organizational culture. It is our intent to assist you in meeting your goals of attracting, retaining and motivating employees.

The fact is change is the only constant in today's marketplace. Virtually no organization is immune from almost daily change — whether in business processes, scope and scale of operations, infrastructure or people strategy and programs. SeeKing HR has a long history of helping organizations not only embrace change, but grow more robust in the process. We do this by focusing as much on strategy as the daily operational needs of the organization and its employees. We shape processes and programs that align employee actions and behavior with business needs, enhance engagement and improve both business and individual performance.

We look forward to your positive response and the opportunity to work with your organization. Please feel free to contact me directly if you have any questions at (210) 679-4879.

Regards,



Leanne E. King, SPHR, SHRM-SCP
President & CEO

PROPOSER'S EXPERIENCE

SeeKing HR, established in 2007, completed nine (9) years of business with consistent growth in knowledge and revenues and an expanding footprint across state lines. We currently have one office in San Antonio, Texas and have served clients in 27 states and two international clients in Italy and Mexico. Our consultants have more than 60 years combined experience in the human resources profession with more than 40 years dedicated to attracting and retaining employees, employee development, performance improvement and policy development. Principal lines of business include 1) Employment, 2) Employee Development and 3) Human Resource Program Management

The **Employment Services** division focuses on finding winning talent for organizations who wish to outsource strategic recruitment, direct hire placements and managed staffing needs. Inclusive within this division are individual assessments, background checks and drug testing. The Employment Services division comprises about 40 percent of our total business revenue. In addition, our Transition Assistance Program (outplacement services) is housed within Employment Services. We have employment services contacts in forty-seven (47) states with an emphasis in the Southwest United States and D.C. areas.

The **Employee Development** division is the smallest of the three divisions accounting for 15 percent of revenue. Many of the programs offered are designed with core content which is tailored to meet the needs of each client. We offer both compliance and leadership programs to meet the needs of our governmental clients. Our office accommodates both one-on-one and small group (up to 20 individuals) training sessions.

Our third division, **HR Program Management** encompasses all other human resource related services. The services include, but are not limited to: organizational and individual assessments, strategic planning, compensation strategy, benefit design, employee handbooks, policy development, employee communication plans, affirmative action planning, program documentation, performance management, succession planning and onsite services. This division is the largest and accounts for nearly one-half of all revenue.

SeeKing HR consultants have been providing variations of comprehensive human resource, organizational development and individual performance improvement opportunities since the early 90's. We bring the experience of multiple industries, including municipalities, quasi-governmental agencies and utilities to bear.

The following examples are provided to demonstrate relevant skills and abilities.

Employee Handbooks & Policy Development

- SeeKing HR was engaged to complete an assessment of all human resource practices for a local municipality. The project was completed in approximately 60 days and included a detailed review of all positions, personal interviews with incumbents and an onsite examination of human resource programs, practices and policies. We benchmarked current practices and policies against similarly sized city best practices. We identified areas of improvement and developed a written plan of action ensuring the municipality was progressing forward in response to increased activity attributed to the Eagle Ford Shale phenomenon.

- A food manufacturing facility was utilizing a 1998 employee handbook with several updated drafts that were never actually communicated to the employees. SeeKing HR was asked to provide a summary narrative of current policies (e.g. what was current, what needed to be updated, policies that were missing, etc.). Approximately two months later the client requested a sit-down review of each recommendation with the organization's Human Resource Committee. SeeKing HR then drafted a completely revised employee handbook including organizationally specific branding.
- A federal IT contractor required specific "Rules of Conduct" for a proposal submission. SeeKing HR was engaged to draft general operating guidelines that met the proposal submission standards and maintained consistency with established organization policies outlined in the employee handbook.

Compliance

- Annual filings of the EEO-1 and VETS-100 report are required for federal contractors and private employees with employee populations above 100. SeeKing HR routinely drafts, completes and files these reports for clients.
- Certain federal contractors are required to draft, communicate and maintain an Affirmative Action Plan. SeeKing HR has written organizational narratives, and completed the job category and utilization analysis for multiple clients. Regulations changed in 2014 increasing the 2015 documentation requirements related to outreach efforts for veterans and individuals with disabilities. SeeKing HR provides this value-add diversity recruiting service for numerous clients across South Texas.
- SeeKing HR has conducted multiple onsite audits of the Form I-9, Employment Verification for companies ranging in size from eight (8) employees to upwards of 12,000. Our "flag and tag" review process is convenient and extremely cost efficient for clients concerned with meeting strict documentation regulations. SeeKing HR received verbal praise in 2016 from a Department of Homeland Security inspector for our work product resulting in zero Form I-9 deficiencies.

Training & Development

- SeeKing was requested to develop and instruct three compliance-based programs for state and federal contractors ensuring they could meet contractual requirements upon award. Three (3) two-hour classes were developed to meet ethics, equal employment opportunity and harassment awareness guidelines.
- A national non-profit wanted to offer specific and engaging training for their front-line supervisors. SeeKing HR created a two-part leadership development session – each four-hours in length. The sessions focused on identifying employee relations issues in the workplace and the process for conducting constructive conversations resulting in resolution of employee conflict. SeeKing HR utilized real-world case studies to illustrate specific learning points and asked participants to work through a dozen role-plays.
- A local university offering small business services across Southern Texas invites subject matter experts and other small business owners to speak on a variety of topics.

SeeKing HR has provided training sessions on a myriad of topics including, but not limited to: Fair Labor Standards Act, Conflict Resolution, Employee Handbook and Policy Development, Change Management, Effective Discipline, Sexual Harassment Awareness, Hiring High Potential Talent, Effective Interviewing, Importance of Job Descriptions, Affirmative Action Planning, Form I-9 Compliance and Human Resources 101.

Employee Relations & Investigations

- Several employees questioned their supervisor about logons required for a security monitoring system used internally to the organization. While the claim of direct spying was never proven, an investigation by SeeKing HR, uncovered spyware and code keystroke software installed on specific company laptops. The employee was questioned regarding his involvement in the installation of the software and he resigned his position nearly immediately.
- An employee who missed several days of work and was otherwise qualified for Family Medical Leave had difficulty in obtaining information from her physician to complete the required certification. The employee asked her supervisor to accept the medical fax and forward it to SeeKing HR for processing. The supervisor subsequently took photos of the fax and in the process of notifying team members of the employee's absence relayed privacy information to the employee's co-workers. The supervisor was counseled and placed on a performance improvement plan. All other company supervisors were given detailed training on the requirement to respect the privacy of employees and their health information.
- A female employee complained that her supervisor was using curse language in front of her, often made reference to other women's body parts and openly discussed his many affairs and one night stands. Due to the sensitive nature of the complaint, SeeKing HR was engaged to conduct an investigation involving the employee, her supervisor and co-workers who had knowledge of these specific conversations. SeeKing HR obtained detailed written statements from the employee and multiple witnesses. The allegation of harassment was made known to the employee who flatly denied having these conversations, saying he was on his personal phone and his co-workers were over hearing private conversations. The supervisor was counseled to keep the conversations at work professional and to handle his personal matters on his own time. Just a few days later, the same female employee complained again that the male supervisor was now after her for getting him in trouble. The supervisor was brought in a second time to now discuss the matter of retaliation. He was provided a clear definition of retaliation and how future instances would not be tolerated. The female employee came back the very next day, with her co-workers in tow, stating the supervisor was impossible to work for and he was making it difficult for everyone to work (e.g. creating a hostile work environment and retaliation). SeeKing HR scheduled a third meeting with the supervisor and he resigned with a very public display of his dissatisfaction.

Unemployment Claims

- A national non-profit utilized SeeKing HR to provide guidance on separations and subsequent unemployment claims. Good documentation is key to a successful

unemployment claim outcome. SeeKing HR completed initial claim requests and guided the interview process with the respective Workforce Commission investigators and acted as lead party in appeal hearings. SeeKing HR provided unemployment claim services in more than 20 states.

Special Projects

- A newly created human resource department was assigned a leader from outside the organization while the “technicians” were transferred from the accounting department. The new leader struggled for months causing two 15-year employees to threaten to leave the organization. SeeKing HR was engaged to facilitate a multi-department meeting regarding standard processes, change management and intended improvements.
- An IT Department run amuck required a neutral facilitation when a prior supervisor made multiple promises to employees regarding work schedules, dress code and internal service times. When the supervisor departed, communications became very strained between several department members. SeeKing HR was able to assist in uncovering the issue of broken promises and worse yet, exceptions to take advantage of loosely written policies. A new Director was hired shortly after the second facilitated meeting and they continue to strive for better communication methods.
- A federal IT and Financial Services contractor experienced exponential growth during its first few years of business and after settling in on core services began to feel tremendous pressure as a significant number of employees voluntarily separated. Employees were not clear on their reasons for leaving except to say things had changed and they no longer liked the environment. SeeKing HR was engaged to conduct an organizational assessment that was short-lived. As personal interviews began, it was clear the remaining employees were very aware the culture of the organization had shifted. SeeKing HR suggested a facilitated meeting with key leaders to discuss the current situation only to determine that the leadership was highly dysfunctional. Trust was an overriding issue as was definition of roles and responsibilities. Key leaders were overstepping boundaries and creating conflict amongst departments. SeeKing HR worked directly with the CEO and COO to create better-aligned job descriptions and decision matrixes. SeeKing HR further guided the leaders on ways to provide constructive feedback to peers. SeeKing HR strongly recommended releasing an employee who was acting inconsistently with established organizational practices and operational standards. SeeKing HR made a conscious decision to release this client as support for this individual remained.
- SeeKing HR was contracted multiple times to provide organizational assessment, department structure, job description development and request for proposal development services to a quasi-governmental agency. Over the past five years, SeeKing HR has been invited back again and again to offer guidance with a variety of organizational design and performance related engagements. Most recently, SeeKing HR conducted onsite interviews with department personnel in an effort to create a more streamlined approach for internal and external customers seeking human resource services. Ultimately, a recommendation was made to restructure the department and fully utilize the strengths of several high performing employees.

- A large electric cooperative was charged with reducing overhead costs, streamlining internal human resource processes and improving employee communications. A competitive bid was issued for a departmental assessment. SeeKing HR was subsequently awarded the contract to provide a comprehensive human resource assessment, supply temporary onsite management of the department and assist in the sourcing and selection of the Department Manager. SeeKing HR completed a full scale human resource assessment in 60 days garnering input from internal and external customers. Recommendations were made and a plan formulated to improve internal compensation processes, reorganize employee relations responsibilities and bring safety and employee training under a single department. The restructuring resulted in a reduction of seven (7) positions with an estimated first year savings over \$488K. Eligible employees were offered retirement packages so no employees were involuntarily separated from the organization.
- SeeKing HR conducted a detailed skills assessment of senior leadership leading to personnel and organizational changes within a utility organization. SeeKing HR reported findings to the General Manager and Board of Directors. The assessment included reviewing corporate strategy, policies, procedures and numerous personal interviews. We created consistent and compliant job descriptions and benchmarked supervisory personnel to known standards.

REFERENCES

Intellica Corp 2009 - Present
Margo Lago, Office Manager & Owner, (210) 341-3101

SeeKing HR was contracted many years ago to provide guidance on policy interpretation and implementation related to medical and physical examinations in the workplace. Subsequent projects have included, but are not limited to: employee handbook and associated revisions, proposal writing, employee relations, performance management, recruitment and selection, employee development and various aspects of regulatory compliance.

King & Sommer, LLP 2011 - Present
Karen Monsen, Attorney, (210) 547-7424

SeeKing HR provides a variety of human resource support services directly and indirectly to the law firm and their clients. SeeKing HR has provided employee handbook and policy development and interpretation services for clients across several industries including, but not limited to: financial services, information technology, municipalities, non-profits and utility companies. SeeKing HR has also provided expert research and witness testimony services related to recruitment, selection and compensation litigation.

City of Karnes City 2012 - Present
Don Tymrak, City Administrator, (210) 355-4453

SeeKing HR has been engaged to complete multiple projects over the years to include, but not limited to: employee handbook and associated revisions, performance evaluation forms and manager training, compensation and classification study, employee relations and employee development.

Security One, Inc 2014 - Present
Donnetta Byrd, VP of Administrative Services, (210) 547-3501

SeeKing HR completed the employee handbook in 2014 and then assisted the organization with a Form I-9 Audit, receiving exemplary remarks from a local ICE Investigator. SeeKing HR continues to advise leadership on policy interpretation and employee relations issues.

South Texas Electric Cooperative 2015 - Present
Mike Kezar, General Manager, (361) 485-6112

SeeKing HR initially provided job description writing services to the South Texas Electric Cooperative. Upon successful completion of job description project, the firm was engaged to provide a human resource risk assessment; delving deeply into an extensive board policy manual. SeeKing HR continues to provide a variety of human resource consulting services to the organization including, but not limited to: recruitment and selection, succession planning, leadership development and employee relations.

PROFESSIONAL QUALIFICATIONS

SeeKing HR leadership is fully committed in providing employee handbook and policy development services. This scope of work for this engagement is fundamental to creating high performing organizations and part of our core offerings.

The team currently selected to participate on this particular engagement consists of two (2) key employees. This team of two individuals has more than 45 years combined experience in recruitment, selection, employee development, performance management, policy development and compliance, benefit management and employee relations. Team member summaries and detailed resumes follow.

Leanne E. King is a certified Senior Professional in Human Resources (SPHR), SHRM Senior Certified Professional (SHRM-SCP) and has been in the field of HR for more than 25 years. She began her career in the United States Air Force working as an Instrument Technician and transitioned to a Manpower Analyst authoring thousands of job descriptions and completing cost comparison and efficiency studies. Leanne separated from the Air Force in 1995 and began a successful career in the private sector holding various Senior Human Resource Management and Director level positions. Leanne opened her own HR consulting firm 2007, SeeKing HR, offering a full suite of human resource services. She holds a BS in Management/Human Resources, a MA in Human Resource Development and an MBA. She completed Leadership San Antonio in 2016, the United Way's Masters Leadership Program in 2010 and the Bexar County Dispute Resolution Center's 40 Hour Mediation Course in 2011. She was awarded the San Antonio Business Journal's Rising Star Award, 40 under 40 in 2003, won the South Texas Women's Business Center's Business Plan Writing competition in 2010, received the 2011 North San Antonio Chamber's Small Business Leaders Award for Community Service, was named #1 Fastest Growing Company in 2012 by the San Antonio Business Journal and in 2013 received the National Association of Women Business Owners – San Antonio Chapter's Visionary Award. She is a Past President of the St. Philip's College Business Advisory Council and currently sits on the Advisory Board for SAMMinistries.

Leanne's Strengths – Achiever, Learner, Analytical, Focus and Strategic

Lydia Sanchez is a certified Professional in Human Resources (PHR) and SHRM Certified Professional (SHRM-CP) and has over 20 years of human resource and management experience. She has worked in the industries of healthcare, food service and PEO (consulting) where she gained extensive HR knowledge in Employee Relations, Change Management and Training & Development. Lydia is a highly organized, detail oriented professional. Her career in Human Resources has allowed her to gain valuable experience in customer service based solutions to human resource opportunities. Lydia is excited about building a strong relationship with clients and helping them achieve success.

Lydia's strengths: Responsibility, Activator, Strategic, Relator and Arranger

LEANNE E. KING, SPHR, SHRM-SCP
SUMMARY

Human resource consultant to senior leadership with nearly 30 years' comprehensive experience in private and public sector. Highly enthusiastic, organized and self-motivated individual known for anticipating needs and solving real issues creatively and efficiently. Proven success and leadership in developing subordinates, redefining business processes and exceeding customer satisfaction needs in a fast-paced global environment.

MAJOR ACCOMPLISHMENTS

- Created human resource processes to include recruitment, compensation strategies, benefit packages, employment contracts, compliance training and site orientation presentations for United States Embassy construction projects.
- Assessed multiple organizations developing comprehensive practices, policies and procedures for public utility companies while providing organizational redesign and workforce analysis.
- Negotiated third-party hiring contracts reducing overhead costs to internal customers by 22%.
- Created more than two dozen instructional and skill development programs for delivery to public and private organizations.
- Created organizational design, compensation and communication plans and initiated related employment related transactions for \$23M organizational restructuring.
- Acted as internal consultant, authoring job descriptions and designing pay grades for more than 120 job families covering 6,000 employees.
- Acted as mediator for Bexar County and local businesses handling disputes ranging from neighborhood grievances to wrongful termination, harassment, hiring biases and general business disputes.
- Conducted 95 misconduct investigations in a 12-month period, providing written summaries, recommendations and ensuring completion of corrective actions.
- Negotiated and administered employee benefit programs to include medical, dental, life, flexible spending and 401(k) retirement plans.
- Supported business development efforts by research and drafting human resource proposal issues and participated in cost comparison studies to determine most efficient use of government resources.
- Drafted and developed human resource proposal and successfully coordinated \$48M project through award, transition and initial execution phases.

EDUCATION & PROFESSIONAL DEVELOPMENT

M.B.A., Webster University	1999
M.A., Human Resource Development, Webster University	1995
B.S., Management and Human Resources, Park University	1993
Mediator Training, Bexar County Dispute Resolution Center	2011
Prevailing Wage & Hour Conference, Department of Labor	2009
Alternative Dispute Resolution, American Arbitration Association	2002

LEANNE E. KING, SPHR, SHRM-SCP
CONTINUED
EMPLOYMENT HISTORY

SeeKing HR, CEO & President	2007 - Present
HEB Grocery, Senior Human Resource Manager	2005 - 2007
Zachry Construction, Employee Relations Division Manager	2001 - 2005
SpawGlass Contractors, Human Resource Manager	1997 - 2001
C&F Alliance, Director of Human Resources & Administration	1995 - 1997
United States Air Force, Manpower Analyst	1986 - 1995

AWARDS

San Antonio Business Journal's Women in Leadership – Business Growth	2013
National Association of Women Business Owners – Visionary Award	2013
Oklahoma State University – Business Pitch Competition, 1 st Place	2013
Oklahoma State University – The B Curtis Hamm Award for Entrepreneurship	2013
San Antonio Business Journal's Fast Track, #1 Business Overall	2012
San Antonio Business Journal's Fast Track, #1 Business Under \$2M	2012
North San Antonio Chamber Small Business Leader – Community Service	2011
South Texas Women's Business Plan Writing Competition	2010
San Antonio Business Journal's Rising Stars, 40 Under 40	2003

CERTIFICATIONS

Certified Senior Professional, Society for Human Resource Management	2015
Certified Mediator, State of Texas	2011
Senior Professional in Human Resources, Human Resource Certification Institute	1997

CLEARANCE

Top Secret/SCI Security Clearance	2002
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ASSOCIATIONS & COMMUNITY SERVICE

San Antonio Greater Chamber of Commerce	2014 - Present
Alamo Area Mediators	2011 - Present
San Antonio United Way Accountability & Stewardship Review	2011 - Present
SAMMinistries, Board of Directors & Advisory Board	2010 - Present
North San Antonio Chamber of Commerce	1997 - Present
San Antonio Human Resource Management Association	1995 - Present

LYDIA SANCHEZ, PHR, SHRM-CP
SUMMARY

Bilingual, certified human resource professional with 22 years' experience in food service, manufacturing, construction and academia. Dynamic trainer with demonstrated track record for realistic scenario and case based learning. Proven success creating and maintaining efficient processes and procedures.

MAJOR ACCOMPLISHMENTS

- Provided strategic direction and professional consultation to senior level leadership at 10 University campus locations across Central & South Texas.
- Coached operational leaders in organizational effectiveness, performance management, engagement and people development topics including progressive discipline, reward and recognition, workforce diversity and interviewing.
- Ensured fair and complete resolution to employee relations issues, considering all risk and liability to the organization.
- Partnered with HR Corporate leadership to develop and establish human resource strategies ensuring alignment with key business goals and overall organization initiatives.
- Maintained personnel records in compliance with Federal and State employment laws and corporate standards.
- Administered employee benefit programs including group health, dental, 401(K), life insurance and stock purchase plan.
- Processed COBRA notifications as required and ensured timely receipt of payments.
- Investigated and responded with appropriate documentation to claims of unemployment with TWC; represented employer at unemployment hearings as needed.
- Processed bi-weekly payroll for as many as 350 employees including resolving employee payroll issues.
- Developed, implemented and coordinated human resource policies to include employee relations, wage and salary administration, employee benefits and Federal and State employment laws.
- Conducted extensive Form I-9 and employee file audits for multiple companies.

PROFESSIONAL DEVELOPMENT

Difficult & Crucial Workplace Conversations	2017
The Current State of the Long-Term Care Industry	2017
Keeping Up with Changes to Employee Benefit Rules	2017
Performance Management Transformation	2016
Employer Shared Responsibility and the ACA	2016
Best Practices for Hiring Talent	2016

LYDIA SANCHEZ, PHR, SHRM-CP**CONTINUED****EMPLOYMENT HISTORY**

SeeKing HR , Human Resource Project Manager	2016 – Present
Aramark Higher Education , Human Resource Manager	2012 – 2016
Monitor Dynamics , Human Resource Manager	2010 – 2011
Insperity (Administaff) , Human Resource Specialist	2007 – 2009
G&A Partners , Human Resource Specialist	2006 – 2007
San Antonio Express News , Administrative Assistant to VP of HR	2005 – 2006
Service Professionals of Texas , Assistant Director of Human Resources	2002 – 2005
SpawGlass Contractors , Human Resource Generalist	2000 – 2002

AWARDS

Monitor Dynamics - Employee of the Month	2011
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CERTIFICATIONS

Certified Professional – Society for Human Resource Management	2015
Professional in Human Resources	2008

ASSOCIATIONS & COMMUNITY SERVICE

Multiple Sclerosis Association – Annual Walk	2011
American Cancer Society – Annual Walk	2011

PRICING

The following outlines SeeKing HR's cost estimate response to provide employee handbook and policy development services:

Employee Handbook	\$6,800.00 - \$7,200.00
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Base Document	\$4,000.00
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Legal Review	\$2,800.00 - \$3,200.00
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Policy & Process Development	\$90.00 per hour
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SeeKing HR will make every attempt to create an integrated employee handbook, while keeping policy development documents to a minimum.

SeeKing HR will invoice no later than the seventh day following the month of project completion. Payment is net 30, unless an early payment discount proposal is requested.

QUALITY CONTROL

Our success and yours is dependent on our combined ability to monitor and provide quality control throughout the life of the project and/or task order. Our team operates from an integrated Quality Control Plan and understands the criticality of an effective quality control process. Our Project Executive will be responsible for internal quality review ensuring the successful execution of our agreement. We will use a variety of standard processes internally to monitor the quality and timeliness of our services. Our approach to project management approach includes:

1. **Creating a planning horizon.** Our tentative work plan will be drafted shortly after award and will be reviewed and approved by interested parties.
2. **Monitoring schedule and budget.** No project ever proceeds entirely as it was estimated and planned. The challenge is having the rigor and discipline needed to apply project management skills correctly and proactively.
3. **Identifying risks.** We will identify, upon award, potential risks to success and also determine the potential impact. Events leading to risk will be identified as high, medium and low and specific plans for mitigation will be discussed and agreed upon.
4. **Resolving issues quickly.** Issues can turn into big problems rapidly. Our project team members are diligent in addressing, with real urgency, any issue.

Our capacity to manage high profile, complex projects is aided by our visual weekly progress reports. Every active project is reviewed internally each week by the assigned Project Executive and Project Manager. Status updates are obtained and any hindrances to timely execution are discussed.

Our policy for handling problems and solutions is “early identification; lowest level resolution”. We believe in identifying and communicating challenges before they become problems. We recognize, however, that occasionally an unforeseeable problem arises. In such cases the best course of action is to conduct a rapid assessment and communicate our findings to our client. Our process would follow these steps:

- Identify the scope of the problem.
- Analyze the impact and risks associated if the problem continues unabated.
- Identify plausible alternatives to resolve the problem.
- Assess the risk associated with each plausible alternative.
- Recommend the best course of action to our client based on risk mitigation.

As with most successful endeavors, early and effective communication is the key, as is a proactive approach to any challenge or problem. Our weekly status reports provide management visibility of activities at the project level including problems and resolutions. We are confident in the experience and professionalism of our consultants to follow our problem solving methodology.

Our team recognizes the importance of efficient and effective contract management and task order management. Toward that end, we have invested in the appropriate infrastructure and

professional talent to handle multiple contracts and task orders. Our Project Executive, has more than 25 years' total experience with 10 years specifically in Federal work, manages that important infrastructure within our team. Each engagement is assigned a Project Manager, who closely interfaces with the client and our contracts manager/quality control officer to ensure service delivery and compliance. We use a standard approach complemented by proven business processes (e.g., project management, continuous feedback and business process reengineering) to ensure the delivery of quality products and services. Both qualitative and budget reviews are conducted monthly by the Project Executive and/or Project Manager. Our centralized contracts management methodology enables us to effectively and efficiently manage multiple contract efforts systematically, while ensuring quality control, timely delivery of service, continuous monitoring and ensuring each effort stays within budget. Our comprehensive approach to quality is built around people, processes, technology and knowledge to ensure quality "cradle to grave."

In keeping with our project management plans and processes, we promise to:

1. **Answer our phone.** Our office is manned Monday through Friday from 8:00 am – 5:00 pm and we offer a 24/7/365 mobile contact number in case of emergency.
2. **Listen to our customers.** We make every effort to keep the lines of communication open. We are technologically savvy and will communicate with you on your terms (e.g. in person, email, regular mail, phone and video conferencing). Our goal is to ensure you are heard, your needs are met and your expectations are exceeded.
3. **Deal with complaints.** No one likes hearing complaints least of all us. We work ahead of the plan so that we can ensure issues are addressed and resolved quickly.
4. **Be helpful - even if there's no immediate profit in it.** One of our greatest strengths is that we will always err on the side of the customer. If we missed a step or failed to articulate our expectation, we will not charge the customer.
5. **Train the staff to always be helpful, courteous and knowledgeable.** Some of our staff are young in their careers, but without fail, they understand the value of customer service. It may not be about knowing the right answer right now, but we know how to find the answer and follow-up.

SeeKing HR has not missed a project deadline. We are absolutely committed to meeting your timeline and budget. We will make every effort to provide the desired level of communication in order to guarantee the required service level.

EMPHASIS ON DIVERSITY

As a small, woman and service disabled veteran owned business we are supportive of working with other diversity business. We currently utilize several diversity firms to support our operation including, but not limited to:

1. Pre-Employment Inc. – Background Checks (small business)
2. Smith Printing – Printing (small, woman owned business)
3. Robot Creative – Graphic Design & Marketing (small, woman owned business)
4. Moody & Associates – Training & Development (small, minority, woman owned business)
5. Nancy Froelich, CPA – Accounting (small, woman owned business)
6. Kerrith K. King - IT Support (small, veteran owned business)
7. King & Sommer, LLP - Legal (small, woman owned business)
8. LK Jordan – Supplemental Staffing Services (small, woman owned business)
9. Hernandez Consulting – Social Media (small, woman owned business)

SeeKing HR diversity certifications are located on the following pages.



South Central Texas Regional Certification Agency

Your unified certification source
www.sctrca.org

September 11, 2015

Leanne King
EmpleYou, LLC DBA SeeKing HR
P.O. Box 201816
San Antonio, TX 78220

Dear Leanne King

We are pleased to inform you that your application for certification in our Small, Minority, Woman, African American, Veteran, and Disabled Individual Business Enterprise (S/M/WAA/V/DI) Program has been approved. Your firm met the requirements of SCTRCA Standards and is currently certified as a

***ESBE SBE VBE WBE**

Certification Number: **215095137**
Certification Renewal: **September 30, 2017**
Certification Expiration: **September 30, 2017**

Providing the following products or services:

NAICS-541811 ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES
NAICS-541812 HUMAN RESOURCES CONSULTING SERVICES
NAICS-541812 ORGANIZATION DEVELOPMENT CONSULTING SERVICES
NAICS-541818 OTHER MANAGEMENT CONSULTING SERVICES
NAICS-561311 EMPLOYMENT AGENCIES
NAICS-561312 EXECUTIVE PLACEMENT CONSULTING SERVICES (DEACTIVATED IN 2007 CODESET)
NAICS-611430 PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING
NAICS-624310 VOCATIONAL REHABILITATION OR HABILITATION SERVICES (E.G. JOB COUNSELING, JOB TRAINING, WORK EXPERIENCE)

On the two year anniversary date of your certification, you are required to provide a renewal application affirming that no changes have occurred affecting your certification status. The SCTRCA will send you a Certification Renewal reminder **sixty (60) days** prior to your expiration date. The SCTRCA will no longer include a certificate upon certification renewals. **Your expiration date is September 30, 2017.**

Please notify this office within **thirty (30) days** of any changes affecting the size, ownership, control requirements, or any material change in the information provided in the submission of the certification application. Thank you in advance.

Sincerely,


Danielle Okukofun,
Interim Director

1301 Cherry Ridge Dr., Building C, Suite #319 San Antonio, TX 78236

Phone: (210) 227-4RCA (4722)

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: 1412259727200
File/Vendor Number: 054695
Approval Date: 30-AUG-2016
Scheduled Expiration Date: 30-AUG-2020

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

EMPLOYOU, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 02-SEP-2016, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Paul A. Gibson

Paul Gibson, Statewide HUB Program Manager
Statewide Support Services Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/16



DEPARTMENT OF VETERANS AFFAIRS
Center for Verification and Evaluation
Washington, DC 20420

MAY 08 2015

18 Reply Refer To: 100VE

Ms. Leanne King
EMPLOYOU LLC
DUNS: 004185407
237 West Travis
Suite 100
San Antonio, TX 78205

Dear Ms. King:

On behalf of the U.S. Department of Veterans Affairs (VA), Center for Verification and Evaluation (CVE), I am writing to inform you that EMPLOYOU LLC has been verified as a service-disabled Veteran-owned small business (SDVOSB) and added to the Veteran business database at www.vip.vetbiz.gov. EMPLOYOU LLC will be eligible to participate in Veterans First Contracting Program opportunities with VA. **This verification is valid for two years from the date of this letter.**

To promote EMPLOYOU LLC's verified status, you may use the following link to download the logo for use on marketing materials and business cards:

http://www.vetbiz.gov/cve_completed_s.jpg

To ensure that EMPLOYOU LLC is correctly listed in the Vendor Information Pages, check EMPLOYOU LLC's profile for the verified logo. Please notify us if the logo is not present within 72 hours of receipt of this letter.

While CVE has confirmed that EMPLOYOU LLC is in compliance with the regulation, EMPLOYOU LLC must inform CVE of any changes or other circumstances that would adversely affect its eligibility. Eligibility changes not reported to CVE within 60 days could result in a referral to the Office of Inspector General (OIG), a referral to the Debarment and Suspension Committee, and the initiation of cancellation proceedings—all of which could result in EMPLOYOU LLC being removed from the VIP Verification Program.

Please be advised that this letter and other information pertaining to EMPLOYOU LLC's verification application may be subject to Freedom of Information Act (FOIA) requests. In addition, all companies approved for the program may be required to participate in one or more post-verification audits. Please retain a copy of this letter to confirm EMPLOYOU LLC's continued program eligibility.

At any time if EMPLOYOU LLC discovers one or more NAICS Code(s) that are other than small on its CVE VIP profile, CVE will require all other than small NAICS Codes to be removed within five (5) business days. If these NAICS Codes are not removed within the allotted five (5) business days, CVE may request the U.S. Small Business Administration

**World Class Professionals
Enabling Veteran Business Opportunities by Protecting the Veteran Advantage - One Vet at a Time*

Page 2

Ms. Leanne King

(SBA) to conduct a formal size determination. In addition, CVE may initiate a referral to OIG, Debarment and Suspension Committee and or pursue cancellation proceedings. All of the aforementioned referrals and procedures could result in EMPLOYOU LLC being removed from the VIP Verification Program.

Thank you for your service to our country and for continuing to serve America through small business ownership.

Sincerely,



J. Gault
Acting Director

CERTIFICATE OF INSURANCE

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 7/6/2018		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Catto & Catto LLP One Alamo Center 106 S. St. Mary's Street, Suite 800 San Antonio TX 78205			CONTACT NAME: Vikki Gregg PHONE (AAC No. Ext): 210-222-2161 FAX (AAC No.): 210-222-1818 E-MAIL ADDRESS: vgregg@catto.com			
INSURED EMPLO-3 EmployYou, LLC dba SeeKing HR Ms. Leanne King 237 West Travis St #100 San Antonio TX 78205			INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Casualty Ins Co of 19046 INSURER B: The Standard Fire Ins. Company 19070 INSURER C: INSURER D: INSURER E: INSURER F:			
COVERAGES CERTIFICATE NUMBER: 489222528 REVISION NUMBER:						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ACORD SUBR (INSR, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXPI (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO ☐ LOC ☐ OTHER:		6609C835665	6/25/2016	6/25/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPI/OF AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☒ SCHEDULED NON-OWNED AUTOS ☐ UMBRELLA LIAB ☐ EXCESS LIAB ☐ RETENTION \$ ☐ CLAIMS-MADE		6609C835665	6/25/2016	6/25/2017	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A		UB9C83536A	6/25/2016	6/25/2017	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability Retro Date 7-7-09 Claims Made		6609C835665	6/25/2016	6/25/2017	Each Claim Aggregate Retention 1,000,000 1,000,000 5,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER For Information Only 237 West Travis St #100 San Antonio TX 78205				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 		

ACORD 25 (2014/01)

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Senate Passes Revenue Cap

On Tuesday, March 22, the Texas Senate approved a five percent revenue cap bill that would restrict the ability of cities to fund police and fire protection, road construction, and economic development incentives, among other things. The bill, S.B. 2, passed the Senate by a vote of 18 to 12.

Senators on both sides of the aisle voiced their concerns with S.B. 2 prior to its passage. Senator Kirk Watson (D – Austin) gave a particularly strong speech about how the bill will harm public safety without providing any significant tax relief. A video of his short speech is available here (<https://www.youtube.com/watch?v=fB3sNmKLAP0&feature=youtu.be>).

The bill now moves on to the Texas House. The House Committee on Ways and Means will likely hold a hearing on S.B. 2 (or a similar house bill, H.B. 15) in the next two weeks.

Now more than ever, city officials need to reach out to their House members to voice their opposition to S.B. 2 and be prepared to come to Austin to testify against the bill.

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[Back to Legislative Update Index \(/legis_updates.asp\)](#)

Texas Municipal League 1821 Rutherford Lane, Suite 400 Austin, Texas 78754 512-231-7400 [Terms & Conditions of Use \(/p/TML%20Website%20Terms%20and%20Conditions%20of%20Use_7%2030%2013_SH.pdf\)](#) ([/p/10reasonsTMLAssociate.pdf](#))



(<http://www.facebook.com/TexasMunicipalLeague>)



(http://www.twitter.com/TML_Texas)



(https://www.instagram.com/tml_texas)

2017 Rolling Agenda

Red=City Council Purple=Quarry Commission
Green= Planning & Zoning Blue= Water Commission
Orange =City Holidays Pink=Impact Fee Committee

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						

April 10, 2017 Special Meeting

Public Hearing- purpose of considering adoption of an impact fee for wastewater in the amount of \$5,689 per service in the defined area.

April 24, 2017 Public Meeting 6:00 p.m. @ Community Center

Planning 101 + Visioning

May 1, 2017 Special Meeting

Land Use + Special Planning Areas

May 3, 2017 Regular Meeting

Topics on Rolling Agenda: (21 days before mtg) 4/12/17
 Items Due to City Secretary: (15 days before mtg) 4/18/17
 Agenda locked @ 10am
 CAdm Final Approval: (14 days before meeting) 4/19/17
 Draft Agenda to Mayor/City Atty (12 days before mtg) 4/21/17
 Agenda posted on (6 days before meeting) 4/27/17

Red=City Council Purple=Quarry Commission
 Green= Planning & Zoning Blue= Water Commission
 Orange =City Holidays Pink=Impact Fee Committee

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			

Proclamations/Awards (Before Citizen Comment Period)

Consent Agenda

1. Minutes 4-5-17
2. Financial Report
3. Staff Reports (Admin, Library, Public Works, Water, PD)

Public Hearings

Non-Consent Agenda

- 1.
- 2.

Ordinances and Resolutions and CIP presentation

1. CIP
 - CIP Project for 2013
Status report
 - CIP Project for 2015
Status report
Trinity Wells pumpage and infrastructure
 - CIP Project for 2016
Status report
Prioritization of additional projects

3/30/2017 11:57:05 AM

- Water Master Plan
- Sewer System Update (FM 2252)

2. Animal Ordinance

Commission Items

1. P&Z
2. Quarry
3. Water
4. Impact Fee
5. Wildlife

Discussion

1. Future Agenda Items requested by City Council

Updates

1. City Attorney Update
 - a. Employee Personnel Policy
2. City Council Communications
 - a. Council Idea/Suggestions
 - b. Citizen/ Issue Process
3. Parks Committee
4. Rolling Agenda

Executive Session

May 17, 2017

Special Meeting and Reception

1. Issue the Certificates of Election and Administer Oaths of Office to Larry Thompson for Mayor, Robb Erickson City Council, Place 2, and Brian Lantzy for City Council, Place 3
2. Election of Mayor Pro-tem for a one year period expiring May 2018
3. Designation of authorized signers on bank accounts held by the City of Garden Ridge with American Bank of Texas and TexPool
4. Bank signature cards

Executive Session:

1. Vacancy City Council, Place 5

RECEPTION TO FOLLOW

PENDING FUTURE AGENDA ITEMS

- 1) 2/2/16 Discussion of issues surrounding Bat Cave Road will be placed on future Council agenda...*J. McCaw*
- 2) Ordinance update plan....*Legal & S. Goodwin*
- 3) 2017 Earth Day Proclamation...*N Knaus*
- 4) Daily cost per animal that Garden Ridge keeps....*S. Trial*
- 5) FY 2018 Budget Calendar... *N. Cain*

Items for further discussion before adding to list

State of City.....*N. Cain*