



City of Garden Ridge

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

AGENDA CITY COUNCIL REGULAR MEETING WEDNESDAY, JUNE 1, 2022, 6:00 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, June 1, 2022, at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted providing time, place, date, and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

1. **Call to Order/Roll Call**

2. **Pledge of Allegiance**

3. **Presentations**

- a) TriCounty Chamber of Commerce Presentation-Executive Director Mindy Paxton.

4. **Citizen Comment Period – limited to 30 minutes total**

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

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

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

5. **Consent Agenda**

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

- a) Approval of Minutes for the May 4, 2022, City Council Regular Meeting.
- b) Approval of Minutes for the May 18, 2022, City Council Special Meeting.
- c) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – April 30, 2022.
- d) Destruction of City records in accordance with the City of Garden Ridge Records Retention Plan.

6. **Staff Reports**

- a) City Administrator Monthly Activity Report.
 - City/employee recognitions, *Volunteer Garden Ridge!*, Community and Event Center report, building permits, citizen concern/input, upcoming events, personnel updates, and continuity of operations.

9400 Municipal Parkway * Garden Ridge, Texas 78266-2600
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- b) Finance/HR Monthly Activity Report.
 - Financial reporting, audits, employee benefits, communication efforts, upcoming events, personnel updates, and continuity of operations.
- c) City Secretary Monthly Activity Report.
 - Administrative operations and projects, records management, communication efforts, citizen concern/input, upcoming events, personnel updates, and continuity of operations.
- d) Police Department Monthly Activity Report.
 - Traffic/code compliance enforcement, criminal activity, upcoming events, personnel updates, and continuity of operations.
- e) Public Works Department Monthly Activity Report.
 - Public Facilities: Street/right-of-way maintenance, drainage facility/easement maintenance, City facilities maintenance, animal services, personnel updates, and continuity of operations.
 - Utilities: Water pumping/usage from City wells, system infrastructure maintenance/repairs/projects, leak adjustments, water/drought management, personnel updates, and continuity of operations.
- f) Library Monthly Activity Report.
 - Upcoming events and continuity of operations.

7. City Engineer Projects Status Reports

- a) FM 2252 TxDOT Project.
- b) Land Development Projects.

8. City Commission and Committee Reports/Recommendations/Possible Actions

- a) Planning and Zoning Commission:
 - 1. Receive recommendation regarding Master Development Plan for Guadalupe Ready Mix, LLC, for the development of a Concrete Batch Plant on property located at 20762 FM 2252 in Garden Ridge, Texas.
 - 1.1. Discuss and take action on Master Development Plan.
 - 2. Receive monthly activity update as applicable.
- b) Quarry Commission:
 - 1. Receive monthly activity update as applicable.
- c) Water Commission:
 - 1. Receive monthly activity update as applicable.
- d) Wildlife Management Advisory Commission:
 - 1. Receive monthly activity update as applicable.
- e) Parks Committee:
 - 1. Receive monthly activity update as applicable.

9. Approvals and Authorizations

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

- a) Petition by Richard E. Kreutzer for a variance to Ordinance No. 13-122018, Section 5, Residential, 5.1.7.2.4.2. Side Yards, Interior Lots, to allow an encroachment of an existing shed five (5) feet into the fifteen (15) foot side yard setback along the north property line of their property at 8227 Shining Elk; further known as Lot 26, Block 2, The Woods of Garden Ridge Subdivision.
 - 1. Hold a public hearing.
 - 2. Discuss and take action on variance.

- b) Amendments to City of Garden Ridge Personnel Policy Manual.
- c) City partnership with TriCounty Chambers of Commerce.
- d) City of Garden Ridge 50th Anniversary.

10. Updates

- a) City Council Projects.
 - 1. Meeting with Comal County officials concerning new residential development on Bat Cave Road and the impacts on Garden Ridge (Erickson and Swint).
 - 2. Mitigation of growth and encroachment impacts on Garden Ridge (Arvidson).
 - 3. Traffic along FM 3009 (Bower).

11. Discussion of Future Agenda Items

12. Citizen Comment Period – limited to 20 minutes total

See “Rules for Citizens’ Participation” under Item 4.

13. Reports and Comments from Mayor and City Councilmembers

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

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

14. Executive Session

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

- a) Pursuant to Texas Government Code Section 551.071(1) and 551.071(2) – Consultation with Attorney and 551.072 – Deliberations About Real Property.
 - 1. To receive legal advice regarding proposed revisions to Ordinance No. 7 and any potential liability issues.
 - 2. To seek legal advice regarding pending litigation, Cause No. C2022-0615B, Michael C. Domgard II vs. City Council for the City of Garden Ridge, Texas.

15. Business Items

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

16. Adjournment

AGENDA NOTICES:

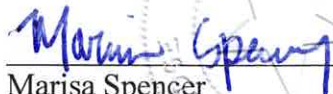
Decorum Required: Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order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

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

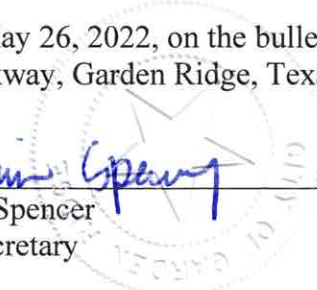
Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

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

This is to certify that I, Marisa Spencer, posted this Agenda at 1:00 p.m. on May 26, 2022, on the bulletin board located at the entrance to Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.



Marisa Spencer
City Secretary





City of Garden Ridge

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

MINUTES CITY COUNCIL REGULAR MEETING WEDNESDAY, MAY 4, 2022, 6:00 P.M.

Councilmembers Present:

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

Councilmembers Absent: None

City Staff Present:

Nancy Cain, City Administrator
Marisa Spencer, City Secretary
Kat Balbi, Assistant City Secretary/Communications Specialist
Ron Eberhardt, Police Chief
Steven Steinmetz, Public Works Director
Linda Crosland, Librarian
Cynthia Trevino, City Attorney

City Commissioners Present:

Kerim Jacaman, Vice-Chair, Planning and Zoning Commission
Michael Crow, Planning and Zoning Commissioner
Roy Leatherberry, Planning and Zoning Commissioner

1. Call to Order/Roll Call

With a quorum of the City Councilmembers present, Mayor Erickson called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, May 4, 2022, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance: Mayor Erickson led the Pledge of Allegiance and the Texas Pledge.

3. Presentations/Proclamations

a) TriCounty Chamber of Commerce Presentation-Executive Director Mindy Paxton.

Mayor Erickson stated this item will be deferred to the June meeting.

b) Professional Municipal Clerks Week Proclamation.

Mayor Erickson presented a Proclamation to City Secretary Marisa Spencer and Assistant City Secretary Kat Balbi declaring May 1-7 as Professional Municipal Clerks Week.

c) National Police Week and Peace Officers Memorial Day Proclamation.

Mayor Erickson presented a Proclamation to Chief Eberhardt declaring May 15-21 as National Police Week.

4. Citizen Comment Period

Billy Williams, 8309 Eskimo Forest, spoke regarding drainage concerns.

Shelby Trial, 21657 Forest Waters Circle, spoke regarding the investigation of former Mayor Thompson.

Sharon Stripling, 21729 Forest Waters Circle, spoke regarding storing recreational vehicles and speed limits within the City.

5. Consent Agenda

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

a) Approval of Minutes for the April 6, 2022, City Council Regular Meeting.

b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – March 31, 2022.

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

6. Staff Reports

a) City Administrator Monthly Activity Report.

City Administrator Nancy Cain reviewed a thank you note recognizing the Police Department, thanked the Garden Ridge Women's Club for their generous donations to the City, and stated *Volunteer Garden Ridge!* reported 247 hours for the month of April. She also spoke regarding First Friday and the Shred Event.

b) Finance/HR Monthly Activity Report.

City Administrator Nancy Cain stated there is nothing to report at this time.

c) City Secretary Monthly Activity Report.

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

d) Police Department Monthly Activity Report.

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

e) Public Works Department Monthly Activity Report.

Public Works Director Steven Steinmetz reviewed the monthly activity report and spoke regarding continuity of operations related to the Public Works Department.

f) Library Monthly Activity Report.

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

7. City Engineer Projects Status Reports

City Engineer Sam Johnson reviewed the Trihydro Engineering Report and spoke regarding the FM 2252 TxDOT Project and Land Development Projects.

8. City Commission and Committee Reports/Recommendations/Possible Actions

a) Planning and Zoning Commission:

Mayor Erickson stated the Commission did not meet in April and there is nothing to report at this time.

b) Quarry Commission:

Mayor Erickson stated the Commission did not meet in April and there is nothing to report at this time.

c) Water Commission:

City Secretary Marisa Spencer reviewed the monthly activity update submitted by Chair Mueller.

d) Wildlife Management Advisory Commission:

Mayor Erickson stated there is no representative present and there is nothing to report at this time.

e) Parks Committee:

City Administrator Nancy Cain reviewed the monthly activity update submitted by Rod Chamberlain.

9. Approvals and Authorizations

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

- a) Petition by Ralph/Beola Bradley for a variance to Ordinance No. 13-122018, Section 5, Residential, 5.1.7.2.4.2. Side Yards, Interior Lots, to allow an encroachment of an existing shed ten (10) feet into the fifteen (15) foot side yard setback along the southeast property line of their property at 19808 Regency Run further known as Lot 2, Block 1, Regency Oaks Subdivision, Unit 1.**

1. Discuss and take action on variance.

Mayor Erickson stated the City Council acting in the official capacity as the Zoning Board of Adjustment will consider a petition by Ralph and Beola Bradley for a variance to Ordinance No. 13 as stated on the agenda.

The City Council discussed the estimates provided by the petitioners to relocate the shed and to remove the shed.

Motion: A motion was made by Councilmember Valdez, seconded by Councilmember McCaw, to deny the petition by Ralph and Beola Bradley for a variance to Ordinance No. 13-122018, Section 5, Residential, 5.1.7.2.4.2. Side Yards, Interior Lots, to allow an encroachment of an existing shed ten (10) feet into the fifteen (15) foot side yard setback along the southeast property line of their property at 19808 Regency Run further known as Lot 2, Block 1, Regency Oaks Subdivision, Unit 1. The City Council voted four (4) for and one (1) opposed (Councilmember Arvidson). The motion passed by a vote of 4-1.

- b) Ordinance No. 18-052022 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing regulations for the control and care of animals in the City of Garden Ridge; establishing related service fees; providing a penalty for violations of this Ordinance; providing a cumulative and savings clause; providing for severability; and declaring an effective date.**

Mayor Pro-Tem Swint spoke regarding the proposed amendments to Ordinance No. 18 regarding pet pigs.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Valdez, to approve Ordinance No. 18-052022 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing regulations for the control and care of animals in the City of Garden Ridge; establishing related service fees; providing a penalty for violations of this Ordinance; providing a cumulative and savings clause; providing for severability; and declaring an effective date. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

- c) City of Garden Ridge Tagline.**

Mayor Erickson spoke regarding the City of Garden Ridge Tagline.

Motion: A motion was made by Councilmember Bower, seconded by Mayor Pro-Tem Swint, approving “Naturally Home” with Adobe Handwriting – Ernie as the new City of Garden Ridge Tagline. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

- d) City of Garden Ridge 50th Anniversary.**

Mayor Erickson and Councilmember Bower provided updates regarding the City of Garden Ridge 50th Anniversary.

10. Updates

- a) City Council Projects.**

1. Davenport High School Homecoming Parade and update on Light The Tower efforts (Erickson).

Mayor Erickson provided an update on Light The Tower efforts and spoke regarding Davenport High School Homecoming Parade.

The City Council agreed by consensus to continue supporting Davenport High School Homecoming Parade and Light The Tower efforts.

2. Meeting with Comal County officials concerning new residential development on Bat Cave Road and the impacts on Garden Ridge (Erickson and Swint).

Mayor Erickson and Mayor Pro-Tem Swint spoke regarding meeting with Comal County officials concerning new residential development on Bat Cave Road and the impacts on Garden Ridge.

The City Council agreed by consensus to continue expressing the City's concerns regarding the impacts these developments have on the City and to consider drafting a resolution of intent to continue working with Comal County Commissioner's Court.

3. Traffic along FM 3009 (Bower).

Councilmember Bower spoke regarding traffic along FM 3009.

11. Discussion of Future Agenda Items

Councilmember Arvidson requested to discuss mitigation of growth and encroachment impacts on Garden Ridge.

Mayor Erickson requested to discuss City partnership with TriCounty Chamber of Commerce.

12. Citizen Comment Period

Billy Williams, 8309 Eskimo Forest, spoke regarding The Woods of Garden Ridge Homeowners Association.

Roger Parker, 22895 Bat Cave Road, spoke regarding development along Bat Cave Road in Comal County.

Ann Hill-Marsh, 8263 Apache Forest, spoke regarding drainage concerns.

Robert Aguilar, 8275 Apache Forest, spoke regarding drainage concerns.

Paula Stampley, 8226 Shining Elk, spoke regarding property tax exemptions and mitigating hog damage.

13. Reports and Comments from Mayor and City Councilmembers

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

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

Councilmember Arvidson spoke regarding recognizing Eagle Scouts and establishing an Adopt-A-Highway program. Mayor Erickson spoke regarding Families of Garden Ridge Adopt-A-Highway Program, County/City Officials Luncheon, Northeast Partnership, Garden Ridge Elementary School, and Davenport High School.

14. Executive Session

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

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

- 1. To receive legal advice regarding a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code, to include the following matters: To discuss dissolution of Boards and Commissions, impact on relevant ordinance provisions, and related matters.**
- 2. To receive legal advice regarding proposed revisions to Ordinance No. 7 and any potential liability issues.**
- 3. To seek legal advice regarding pending litigation, Cause No. C2022-0615B, Michael C. Domgard II vs. City Council for the City of Garden Ridge, Texas.**

Mayor Erickson announced the City Council will recess at 8:25 p.m. and reconvene into Executive Session at 8:35 p.m., to discuss and seek legal advice on the items stated above.

Mayor Erickson adjourned the Executive Session and reconvened back into Regular Session at 9:52 p.m.

15. Business Items

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

No action taken.

16. Adjournment

Motion: A motion was made by Councilmember McCaw, seconded by Councilmember Bower, to adjourn. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Wednesday, May 4, 2022, City Council regular meeting was adjourned at 9:52 p.m. by Mayor Erickson.

ATTEST

Robb Erickson
Mayor

Marisa Spencer
City Secretary



City of Garden Ridge

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

MINUTES CITY COUNCIL SPECIAL MEETING WEDNESDAY, MAY 18, 2022, 7:00 P.M.

Councilmembers Present:

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

Councilmembers Absent:

None

City Staff Present:

Nancy Cain, City Administrator
Marisa Spencer, City Secretary
Kat Balbi, Assistant City Secretary/Communications Specialist
Dan Bellinger, Police Lieutenant
Linda Crosland, Librarian

1. Call to Order/Roll Call

With a quorum of the City Councilmembers present, Mayor Erickson called the special meeting of the Garden Ridge City Council to order at 7:00 p.m. on Wednesday, May 18, 2022, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance: Mayor Erickson led the Pledge of Allegiance and the Texas Pledge.

3. Citizen Comment Period: No one signed up to speak.

4. Business Items

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

a) Davenport High School Art Show.

Mayor Erickson spoke regarding the entries for the Davenport High School Art Show and thanked Davenport High School Art Teacher Mark Harrison. Librarian Linda Crosland announced the winners for 1st-6th place.

b) Canvass the results of the May 7, 2022, General Election and declare the results of said election.

City Secretary Marisa Spencer reviewed the canvass reports prepared by Comal County Elections Office for the City of Garden Ridge General Election. She stated 791 ballots were cast in the May 7, 2022, General Election, with 759 votes cast for Councilmember Place 5 equating to 21.70% of registered voters. She stated Kelly Smith was unopposed declared elected for Place One, Todd Arvidson was unopposed declared elected for Place Four, and Kay Bower received 55.99% of votes cast for Place Five.

Motion: A motion was made by Mayor Pro-Tem Swint, seconded by Councilmember McCaw, to approve the canvass and acceptance of results declaring Kay Bower as City Council Place Five. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

Mayor Erickson recognized Councilmember McCaw for his service and dedication to the City of Garden Ridge.

c) Issue Certificates of Election and Administer Oaths of Office to Kelly Smith for City Council Place One, Todd Arvidson for City Council Place Four, and Kay Bower for City Council Place Five.

Mayor Erickson issued the Certificate of Election for City Council Place One, City Council Place Four, and City Council Place Five. Kelly Smith, Todd Arvidson, and Kay Bower were sworn in and assumed their respective duties at the dais.

d) Election of Mayor Pro-Tem for a one-year period expiring May 2023.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Valdez, to elect Councilmember Swint as Mayor Pro-Tem for a one-year period expiring May 2023. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

e) Designation of authorized signers on bank accounts held by the City of Garden Ridge with First United Bank and TexPool.

Motion: A motion was made by Councilmember Bower, seconded by Mayor Pro-Tem Swint, to designate the Mayor, Mayor Pro-Tem, City Administrator, and City Secretary as the authorized signers on bank accounts held by the City of Garden Ridge with First United Bank and TexPool. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

f) Announcement of reception honoring Councilmember McCaw immediately following adjournment.

Mayor Erickson thanked former Councilmember McCaw and announced there will be a reception held in the City Council Chambers immediately following adjournment.

5. Citizen Comment Period:

Carmen McCaw, 21918 Paseo Corto Drive, spoke regarding John McCaw's service to the City as a City Councilmember.

6. Adjournment

Motion: A motion was made by Councilmember Smith, seconded by Councilmember Valdez, to adjourn. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Wednesday, May 18, 2022, City Council special meeting was adjourned at 7:27 p.m. by Mayor Erickson.

ATTEST

Robb Erickson
Mayor

Marisa Spencer
City Secretary

CITY OF GARDEN RIDGE**MONTHLY ACCOUNT BALANCES & INTEREST RATES**

PERIOD ENDED AS OF 04/30/2022

CITY FUNDS	BALANCE	CURRENT INTEREST RATE
GF OPERATING ACCOUNT	\$ 146,687.80	0.00%
GF MONEY MARKET	3,647,708.51	0.55%
PEG CAPITAL FEES	49,161.44	0.50%
TEXPOOL INVESTMENTS	6,606.53	0.30%
SIB LOAN I&S	4,991.21	0.05%
2017 I&S	2,187.89	0.45%
2012 I&S	36,477.90	0.50%
2012 REFI	23,155.77	0.50%
2015 I&S	53,426.47	0.54%
TEXPOOL WATER IMPACT FEES	170,678.58	0.30%
TEXPOOL STREET IMPACT FEES	59,068.68	0.30%
AMERICAN RECOVERY ACCT	513,183.69	0.15%
SIB LOAN FUNDS (TXDOT)	582,812.77	0.15%
ASSET/FORFEITURE - STATE	99.22	0.00%
ASSET/FORFEITURE - FED	30,235.25	0.50%
TOTAL CITY FUNDS	\$ 5,326,481.71	

WATER FUNDS	BALANCE	CURRENT INTEREST RATE
OPERATING ACCOUNT	1,075,439.42	0.55%
WATER SURCHARGE	149,290.07	0.55%
TEXPOOL WATER INVEST	\$ 2,237.28	0.30%
TOTAL WATER FUNDS	\$ 1,226,966.77	

TOTAL ALL ACCOUNTS	\$ 6,553,448.48	
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CITY OF GARDEN RIDGE
CASH & INVESTMENTS STATEMENT
CURRENT AND YEAR TO DATE AS OF 04/30/2022

GENERAL FUND	BALANCE
GF Operational Checking	\$ 146,687.80
GF Money Market	3,647,708.51
TexPool Investments	6,606.53
Restricted Amounts	(294,434.30)
TOTAL AVAILABLE FUNDS	\$ 3,506,568.54

WATER FUND	BALANCE
Operational Checking	\$ 1,075,439.42
TexPool Water Invest	2,237.28
Water Surcharge	149,290.07
Restricted Amounts	(144,109.82)
TOTAL AVAILABLE FUNDS	\$ 1,082,856.95

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES
CURRENT AND YEAR TO DATE AS OF 04/30/2022

GENERAL FUND	Apr-22	YTD	FY 2022 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 114,091.15	\$ 2,695,024.03	\$ 3,134,286.00	86.0%	\$ 439,261.97
EXPENDITURES					
ADMINISTRATION	52,185.36	440,735.67	889,881.00	49.5%	449,145.33
COURT	3,967.30	50,968.73	96,600.00	52.8%	45,631.27
POLICE	86,099.12	695,242.53	1,383,375.00	50.3%	688,132.47
PUBLIC FACILITIES	64,034.68	312,516.48	601,535.00	52.0%	289,018.52
COMMUNITY CENTER	5,764.26	40,435.32	60,000.00	67.4%	19,564.68
LIBRARY	9,671.77	62,140.44	102,895.00	60.4%	40,754.56
FUND CHANGES/XFER	-	-	-	0.0%	-
TOTAL EXPENDITURES	221,722.49	1,602,039.17	3,134,286.00	51.1%	1,532,246.83
NET POSITION	\$ (107,631.34)	\$ 1,092,984.86	\$ -		\$ (1,092,984.86)

WATER FUND	Apr-22	YTD	FY 2022 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 205,855.94	\$ 940,396.04	\$ 1,893,500.00	49.7%	\$ 953,103.96
EXPENDITURES	76,110.88	717,152.44	1,382,555.00	51.9%	665,402.56
REVENUE +/- EXPENDITURES	129,745.06	223,243.60	510,945.00		287,701.40

OTHER CASH OUTFLOWS	Apr-22	YTD	FY 2022 BUDGET	% OF BUDGET	BUDGET BALANCE
BOND PRINCIPLE PAYMENTS	504,100.00	504,100.00	505,385.00	99.7%	1,285.00
XEROX LEASE PRINCIPLE PMTS	459.96	3,193.18	5,560.00	57.4%	2,366.82
TOTAL OTHER CASH OUTFLOWS	\$ 504,559.96	\$ 507,293.18	\$ 510,945.00		\$ 3,651.82

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES - COMMUNITY CENTER
PERIOD ENDED AS OF 04/30/2022

REVENUES	YTD	Budget
RENTALS	\$ 32,600.00	21,000.00
DEPOSITS	11,750.00	13,000.00
CLEAN-UP FEES	2,950.00	1,800.00
DEPOSITS REFUNDED	(11,450.00)	(10,000.00)
DONATIONS	-	-
TOTAL REVENUES	35,850.00	25,800.00
EXPENDITURES		
PAYROLL/TAXES/RETIREMENT	1,435.80	2,480.00
MANAGER FEES	12,942.50	18,000.00
COMPUTER/INTERNET	970.90	1,680.00
TELEPHONE	350.00	600.00
UTILITIES	4,748.59	10,820.00
MAINTENANCE	4,587.43	8,000.00
SUPPLIES	716.26	1,200.00
CLEANING	3,060.00	5,720.00
EQUIPMENT	173.84	500.00
MARKETING	-	1,000.00
DONATION EXPENDITURES	-	-
FACILITY ENHANCEMENTS	-	-
TOTAL EXPENDITURES	28,985.32	50,000.00
NET POSITION	\$ 6,864.68	\$ (24,200.00)

Management's Discussion and Analysis of Results of Operations – April 2022

GENERAL FUND

Cash

Total available funds as of April 30, 2022, are \$3,506.6k.

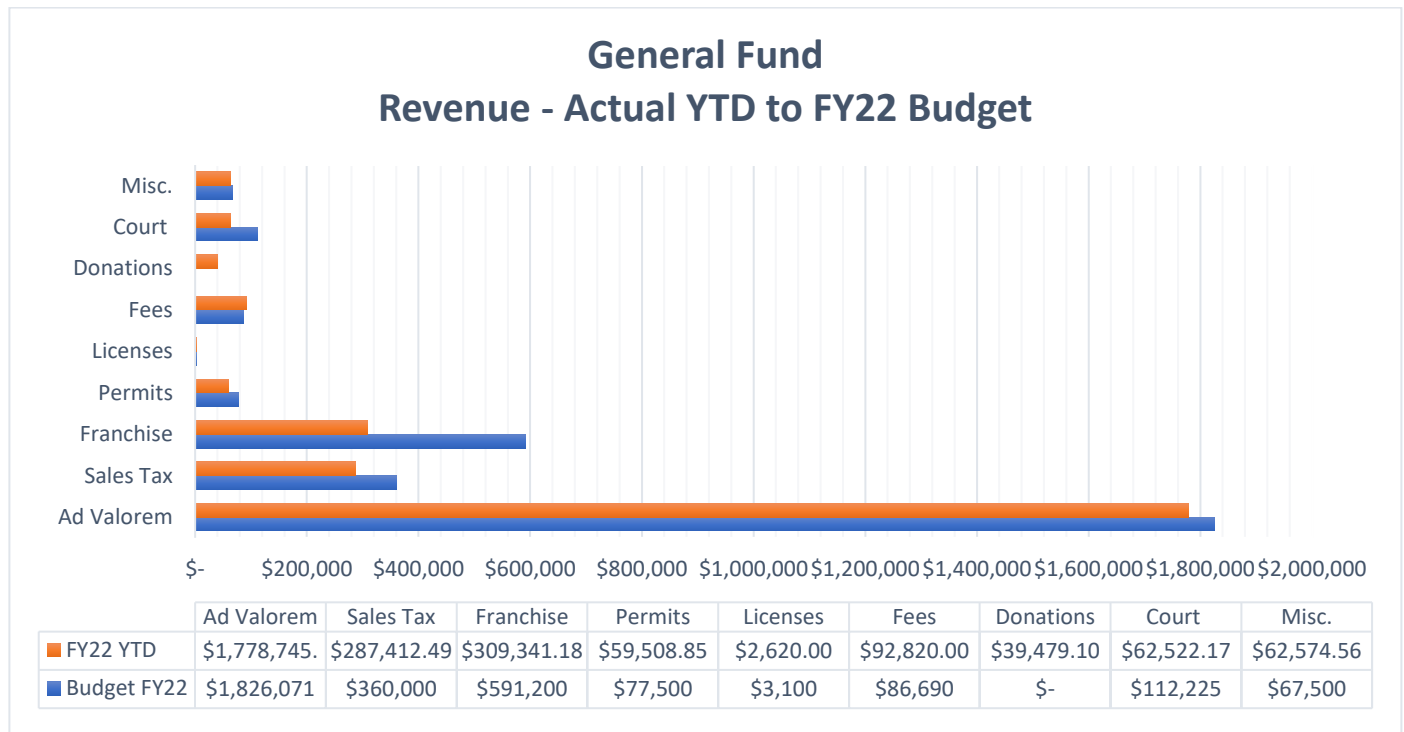
Revenue

Ad Valorem Tax received for April totals \$1.8K. YTD collections total \$1,766.6k or 97.2% of the FY22 budget of \$1.818.1k

Sales Tax Revenue YTD totals \$287.4k or 79.8% of the \$360.0k budgeted for FY22.

Annual Building Permits revenue totals \$58.8k or 78.4% of the \$75k budgeted for FY22.

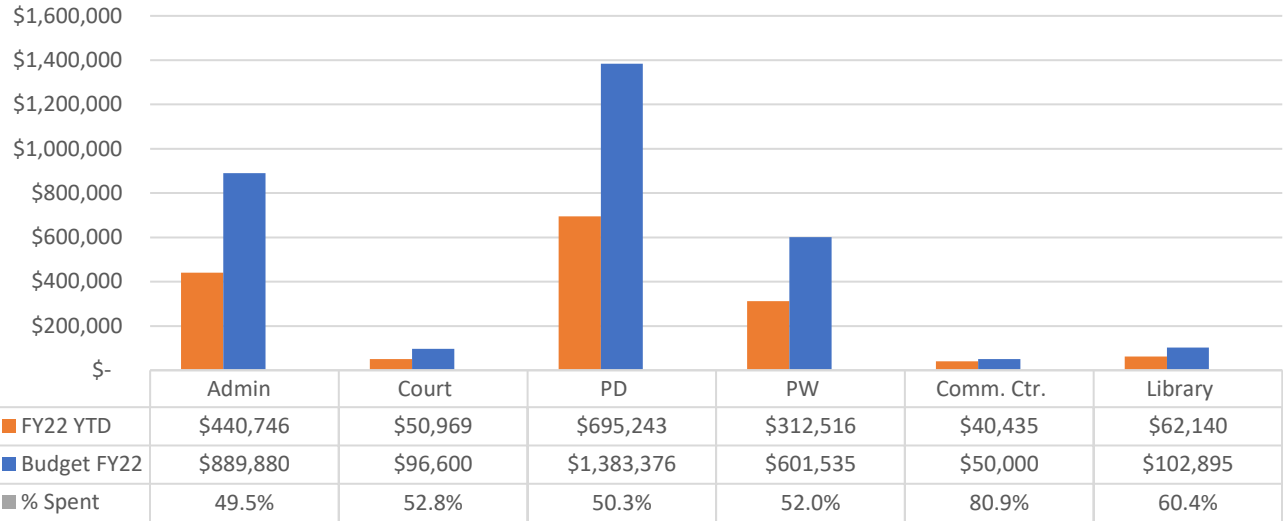
Trash Collections YTD total \$47.4k or 57.9% of the \$82k budgeted for FY22.



Expenditures

All departments are operating within the FY22 budget.

General Fund Expenditures - Actual YTD to FY22 Budget



WATER FUND

Meters

Current meters for April 2022 total 1681 vs 1673 for April 2021.

Cash

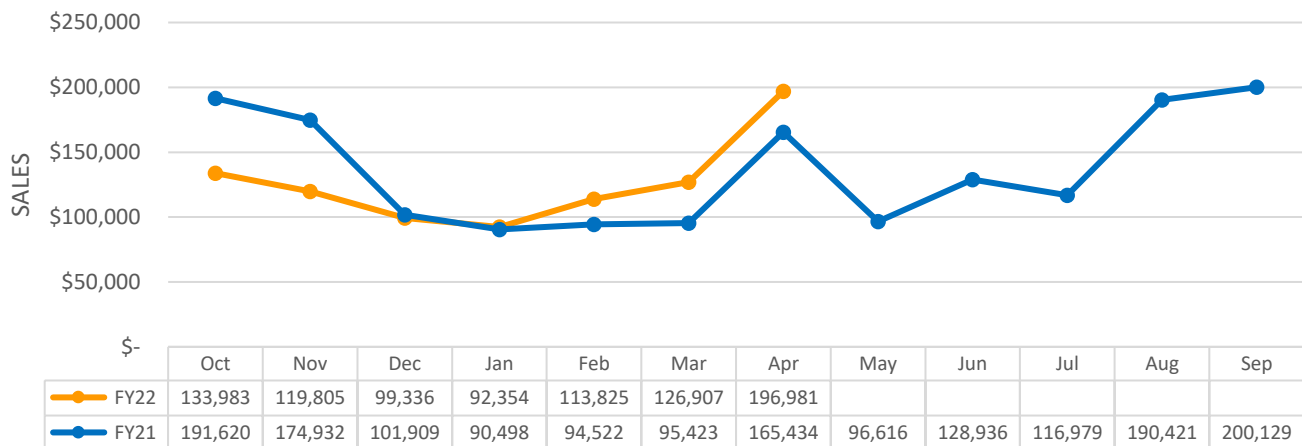
Total available funds as of April 30, 2022, are \$1,082.8k.

Revenue

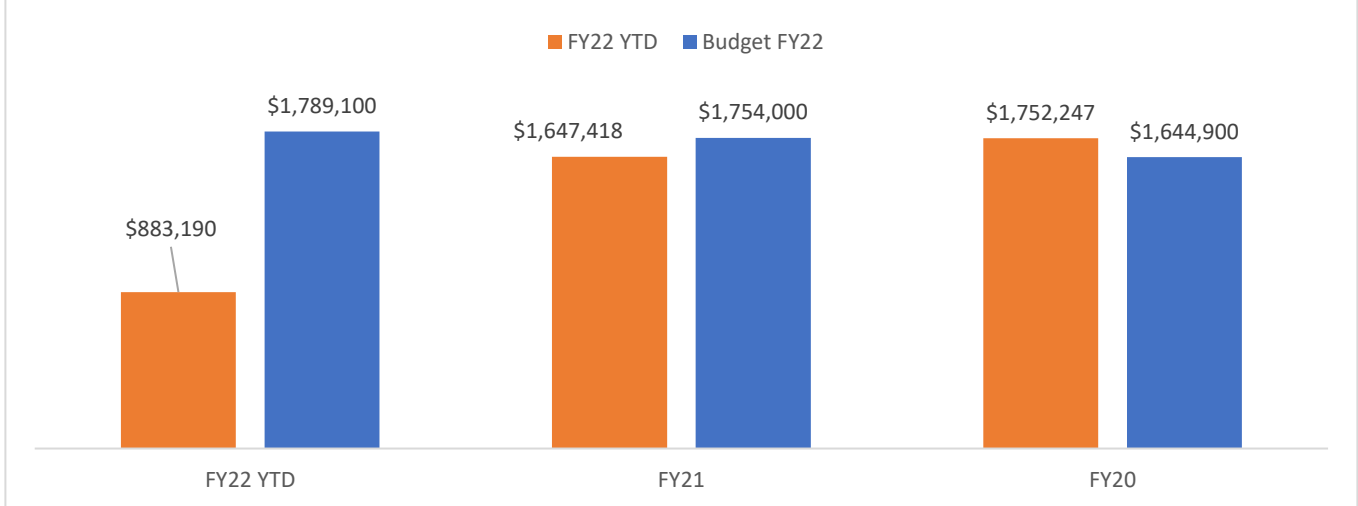
Revenue YTD totals \$940.4K or 49.7% of the \$1,893.5k budgeted for FY22. Total revenue for the same period last year was \$971.5k.

Water Sales for the month total \$197.0k. YTD water sales total \$883.2k or 49.4% of the \$1,789.1k budgeted for FY22.

WATER SALES - FY22 VS FY21 VARIANCE \$



Water Sales Actual vs Budget



Meter installation revenue YTD totals \$6.6k or 66.3% of the \$10k budgeted for FY22.

Expenditures

Expenditures for the month total \$76.1k. YTD expenditures for FY22 total \$641.0k. Next bond payment will be August 2022.

Water Expenditures- Actual YTD vs FY22 Budget

\$1,600,000
\$1,400,000
\$1,200,000
\$1,000,000
\$800,000
\$600,000
\$400,000
\$200,000
\$-

■ FY22 YTD

■ FY22 Budget

■ % Spent

Water

\$717,152

\$1,382,555

51.9%

Interest & Sinking Fund

Revenue

Ad Valorem Tax collections YTD total \$691.3k of the \$719.0k budgeted for FY22.

Expenditures

Next bond payment will be August 2022.

Capital Improvements Fund – (all accounts are restricted)

Cash Balance

Water Impact Fee Balance is \$170.7K.

Street Impact Balance is \$59.1k.

American Recovery Acct. Balance is \$513.2k

SIB Loan (TXDOT) Acct. Balance is \$582.8k

Revenue

No revenue to report for April.

Asset Seizure Fund

Cash Balance

The Restricted Fund Balance is \$30.3k.

Revenue

No revenue reported for April.

Expenditures

No expenditures in April.

Summary

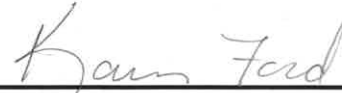
The City of Garden Ridge is financially sound and operating within the Budget set forth by the City Council.

REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE: 5/19/2022

REQUESTED BY: Finance

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.

☒ X

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

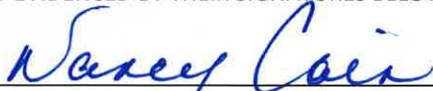
☒ X

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

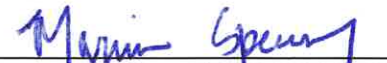
<u>TRACKING #</u>	<u>RECORD SERIES #</u>	<u>RETENTION PERIOD</u>	<u>DESCRIPTION</u>	<u>DESTRUCTION DATE</u>
MISC.	GR1050-08a	Termination of plan + 1 year	Benefit Selection 1980-2021	6/18/2022

APPROVAL OF THE RECORDS MANAGEMENT COMMITTEE, FOR THE DESTRUCTION OF THESE RECORDS HAS BEEN RECEIVED THIS DATE **5/19/2022**

AND EVIDENCED BY THEIR SIGNATURES BELOW:


CITY ADMINISTRATOR


CHIEF OF POLICE


CITY SECRETARY

MAYOR

DATE APPROVED BY CITY COUNCIL

DATE: 5/25/2022

DEPARTMENT NAME

SIGNATURE OF DEPARTMENT HEAD

X

X

<u>TRACKING #</u>	<u>RECORD SERIES #</u>	<u>RETENTION PERIOD</u>	<u>DESCRIPTION</u>	<u>DESTRUCTION DATE</u>
			FY16 Journal Entries/Cash Collection	
MISC.	GR1025-30a	FE + 5 years	Rpts	6/18/2022
MISC.	GR1025-27a	FE + 3 years	AP Check Registers	6/18/2022
MISC.	GR1025-26a	FE + 3 years	AP - Vendor Files (A-Z)	6/18/2022
MISC.	GR 1025-02	3 years	FY18 Audit Workpapers	6/18/2022
MISC.	GR 1025-04c	2 years	FY19 Budget Workpapers	6/18/2022
MISC.	GR 1050-52a &56	4 years	FY17 PR/Timesheets	6/18/2022

AND EVIDENCED BY THEIR SIGNATURES BELOW:

Nancy Cain
CITY ADMINISTRATOR

CHIEF OF POLICE

CITY SECRETARY

MAYOR

DATE APPROVED BY CITY COUNCIL

Knotty Knotters would like
to donate \$250 to the
Garden Ridge Library.

This year we sold raffle
tickets for a hand made
quilt to raise money to
be able to donate.

Thank you for all you do
to enrich our community

Kim Plumer
chairman, Knotty Knotters
21909 Las Cimas Dr
Garden Ridge 78266

To attention of the
Garden Ridge Police
May 12, 2022

I wanted to thank you for the very quick response of the officers who were on duty last night. The officer who took my call was calm, asked pertinent questions and then responded by sending someone quickly to my residence. We have had trouble at our gate at the Wild Wind subdivision (#3) exit, so we watch carefully and have become more aware of the cars more easily coming and going because the gate has been frequently stuck in an opened position. This area is widely exposed when that gate does not closed. To be clear, I do not believe that this gate problem was a factor last evening; however, these concerns added to the anxiety of the night when I heard an unidentified noise.

In the middle of the night, my call to the desk was a call of concern because of an unidentified noise which I heard outside. I also just hoped to have a drive-by check as we are on a regular schedule for an officer in his vehicle to make rounds in the neighborhood. We are so grateful for those regular checks, and I was not sure when we would have that officer in his patrol car make his rounds,

When one of your officers, Officer Jefferson, walked across the front of my residence and took his flashlight out to check the front of the house, I was so grateful to have that quick attention to my concern. The noise was loud enough to have drawn my attention, and because I was up, the follow-on attention was greatly appreciated.

Officer Jefferson was polite and thorough. He asked a few questions and then assuring me that he had observed nothing out of the ordinary,..that he would look once more, and then, he left as quietly as he had come. My thanks is offered to the Garden Ridge Police, and to Officer Jefferson, especially. He did not make me feel like my call was unimportant, and he made sure that I was secure before he closed my gate and drove away.

Being an older resident, I often feel like I am the "squeaky wheel". I must admit getting older makes a person feel like they are more at risk, so having a good, responsive police force is so important to Garden Ridge residents feeling safe and secure.

Again, many many thanks for the courage, and the bold, careful attention I received on such a dark, fearful night, from Officer Jefferson and the call desk last evening. The officers were outstanding representatives of the Garden Ridge Police Force.

Sincerely,

A resident of Garden Ridge,
Wild Wind Park #3
Jean Mihalik
8606 Wild Wind Park
Garden Ridge, Texas

David and Peggy Campbell
9435 Gardenia Bend Drive
Garden Ridge, TX 78266

May 14, 2022

Chief Ron Eberhardt
9400 Municipal Parkway
Garden Ridge, TX 78266

Chief Eberhardt,

David and I have been very blessed and never had a personal medical emergency at our home. However, on Sunday, May 1st, we had a group of friends for dinner and one of our guests suddenly lost consciousness. Needless to say, we called 911 immediately and tried not to panic! Fortunately, one of our other guests was a nurse and took action. But, I must tell you, our anxiety levels were extremely high. Bracken Volunteer Fire Department was first on the scene, followed quickly by Garden Ridge PD, and then Schertz EMS. **Every one of the responders was professional, calming, and competent.** Thankfully, our friend did not have to be transported and is currently doing well.

After all the excitement, each of our friends stated they wanted to move to Garden Ridge. They said where they currently live, they would never get the response time or the care they witnessed at our home for a medical emergency. So, please thank **Sergeant Joe Thoemke and Officer Chin Wang** for representing the Garden Ridge PD so well and preventing the rest of us from needing medical attention too!

With sincere thanks,

A handwritten signature in cursive script, appearing to read "David & Peggy", written in dark ink.

David and Peggy Campbell

City Secretary

From: City Administrator
Sent: Wednesday, May 18, 2022 1:26 PM
To: Public Works; Utilities Foreman
Cc: City Secretary
Subject: Thank You for Robert Mann

I received a phone message today from Royce and Deborah Simmonds stating that when they arrived home from a trip their sprinkler system was running. After attempts to turn the system off he contacted the Water Department and Robert Mann from the Utility Department arrived to assist him in turning off the system. Mr. Simmonds said that Mr. Mann was absolutely fantastic and wanted his and his wife's thank you to Mr. Mann to be publicly stated.

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

City of Garden Ridge
Water Company

To Mr. Scognio and Team:

Thank you so much for
coming out to my residence
and providing such timely
and great service.

Thank you,
Catherine Dumas

City Secretary

From: City Administrator
Sent: Tuesday, May 24, 2022 12:54 PM
To: City Secretary
Subject: FW: [EXTERNAL] A much belated compliment...

Let's put the compliment to Michelle below for Council.

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

From: Debbie Preston
Sent: Sunday, May 22, 2022 7:28 PM
To: City Administrator <administrator@ci.garden-ridge.tx.us>
Subject: [EXTERNAL] A much belated compliment...

Hi, Nancy,

A while back--maybe last summer--I got an alert via email that I might have a water leak. Of course, I freaked out, but then I called the office and got Michelle. She was absolutely great, and walked me through how to look at my water meter after I'd figured out that I had a toilet running upstairs. In fact, she had to wait a bit past the office's closing time for me to get out to my meter, but she was so gracious about it.

I meant to pass along the compliment then, but completely forgot. When I went to pay my bill online, her picture popped up, and that triggered my memory.

Take care, and hope to see you some time.

Debbie Preston



memorandum

To: Garden Ridge City Council
From: Trihydro Corporation
cc: Ms. Nancy Cain, City Administrator, City of Garden Ridge
Date: May 20, 2022
Re: Engineering Report for June 2022 Council Meeting

1. FM 2252 TxDOT Project

- Design plans submitted to utility coordinator for review

2. Public Works

- a. The Woods at Garden Ridge
 - Met with HOA and maintenance group to discuss current drainage issues

3. Land Development Projects

- Guadalupe Readymix: The City Engineer reviewed the master development plan and provided comments.



February 18, 2022

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

Project No.: 10783.018

Subject: Master Plan for Development
Concrete Batch Plant – Garden Ridge
Guadalupe Ready Mix, LLC

To whom it may concern,

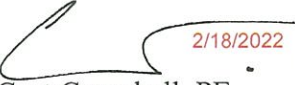
On behalf of Guadalupe Readymix, LLC (Guadalupe), we are providing this submittal letter to the City of Garden Ridge regarding the development of a Concrete Batch Plant (CBP) located at 20762 FM 2252, Garden Ridge, Comal County, Texas. The CBP will be installed in the southwest corner of the property.

The property consists of 34.083 acres and is currently zoned as Industrial (Z-1). The property is intended to be developed and operated as a Concrete Batch Plant (CBP). The proposed CBP site will consist of approximately 4.22 acres. The remaining portion of the property will remain undeveloped. A proposed roadway leading to the site from FM 2252 will consist of paved concrete and a drainage ditch on both sides of the roadway. The drainage ditch will divert runoff towards the rear of the property away from the CBP.

The property is to be developed in one (1) phase with no future planned development.

WESTWARD will serve as the technical contact for Guadalupe Readymix, LLC on this project. If you have any questions, or require further information, please contact our office at 830-249-8284.

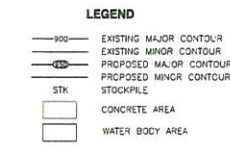
Respectfully submitted,

WESTWARD ENVIRONMENTAL, ENGINEERING & NATURAL RESOURCES, LLC

2/18/2022
Curt Campbell, PE
VP Engineering & Natural Resources
TX License No. 106851 | TX Firm No. 4524



Attachments: Master Plan
Distribution: Addressee (email); Mr. Corby Czajka – Guadalupe Readymix, LLC





SHEET NO.:
01
CF 01

 **WESTWARD**
Environmental Engineering, Natural Resources,
P.O. Box 2205 Boerne, Texas 78006
(850) 249-6284 Fax: (830) 249-0221
TEPE REG. NO. F-4524
TBPE REG. NO. 50112

[illegible]

MASTER PLAN
GARDEN RIDGE CBP
GUADALUPE READYMIX, LLC
20762 FM 2252, GARDEN RIDGE, TX 78266





February 25, 2022

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

Project No.: 10783.018

Subject: Master Plan for Development
Concrete Batch Plant – Garden Ridge
Guadalupe Readymix, LLC

Dear Ms. Cain,

On behalf of Guadalupe Readymix, LLC (Guadalupe), we are providing this response letter in regards to the City of Garden Ridge email provided on Wednesday, Feb. 23, 2022.

1. How will water service be provided to the location?
 - a. Green Valley Special Utility District
2. Will the site be served by an On-Site Septic System? If so, please indicate the type of system and where it will be located on the site?
 - a. Yes, a Conventional Septic System will be installed. See Master Plan Attachment for approximate location of system.
3. Will there be any buildings on site, such as offices and where on the site will they be located, include parking area with sidewalks?
 - a. Yes, an Office, Light Maintenance Building and Parking will be located on the site.
4. Provide a larger more descriptive diagram of the plant facility. Include setbacks lines (side, rear, and front yard) and the distances of the plant boundaries from property lines and setbacks.
 - a. See provided Attachments including Concrete Batch Plant plans.
5. Provide the height of structures to be utilized in the plant.
 - a. See provided Attachments.
6. Provide width and length of roadway indicated on the MDP. How many vehicles/trucks can be stacked on the roadway?
 - a. Roadway width is 30 feet and length is approximately 1095.8 feet. See Master Plan attachment for dimensions.
 - b. Approximately 30 trucks can be stacked on the roadway.
7. Provide width and depth of drainage ditches along roadway.
 - a. Drainage ditch depth is 2 feet and width is approximately 20 feet.
8. Provide impervious cover percentage of total property to include the plant.
 - a. Approximately 13% of the property.
9. Will there be any screening of the plant from public view? If so what type of screening will be utilized?
 - a. No, a natural barrier will exist.
10. Is there any access to the UP Railway planned for the plant now or in the future?
 - a. No, there will be no access.

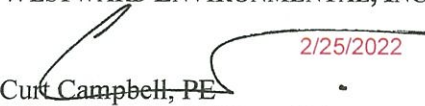


11. How much vehicular/truck traffic will be entering and leaving the plant daily?
 - a. Approximately 200 trips per day.
12. What state and federal permits will the Concrete Batch Plant require to operate? What is the status of application for or acquiring of state and federal permits?
 - a. Air New Source Review (EPR_NSR), Concrete Batch Plants General Permit (EPR_TXG11), Stormwater General Permits (EPR_SW), Aboveground Storage Tank Application (AST)
13. What will the pond be utilized for? Provide dimensions of the pond and materials that it will be constructed of.
 - a. A sediment pond for any water used to wash truck off at end of operations. Ponds will be 60.6 feet long, 5 feet deep and 9 feet wide, constructed of concrete and steel rebar and steel mesh.
 - b. A retention pond will be used for site drainage. It will be approximately 440 feet long, 75 feet (narrow portion) and 160 feet (widest portion), and 3 feet deep.
14. What type of fuel tank will be utilized, above ground or below ground? What type of fuel and tank size?
 - a. 10000G UL 2085 Fireguard, above ground in accordance with NFC and current fire marshal regulations. The fuel will be diesel and the size will be 10,000 gallons.

WESTWARD will serve as the technical contact for Guadalupe Readymix, LLC on this project. If you have any questions, or require further information, please contact our office at 830-249-8284.

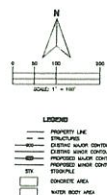
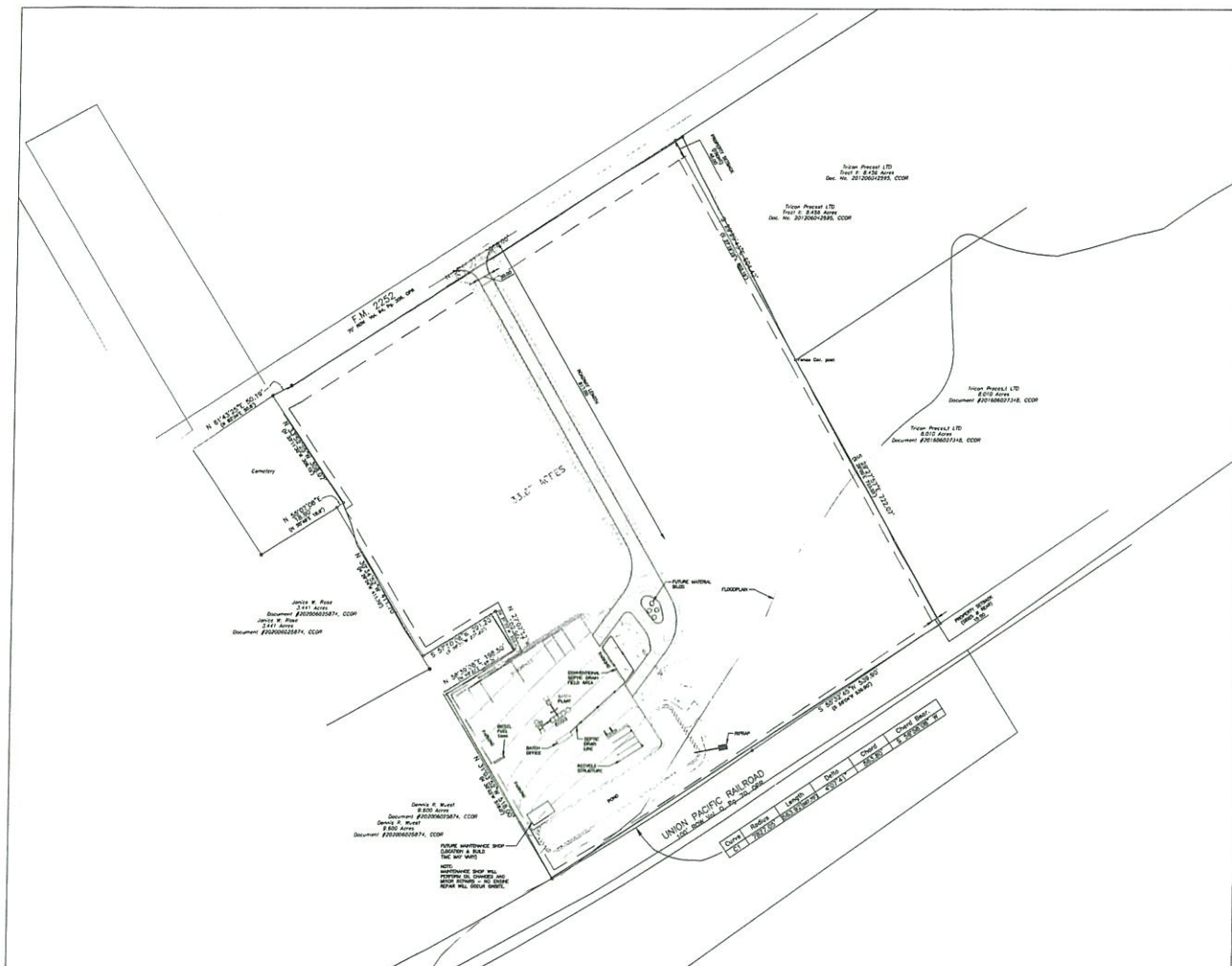
Respectfully submitted,

WESTWARD ENVIRONMENTAL, INC.

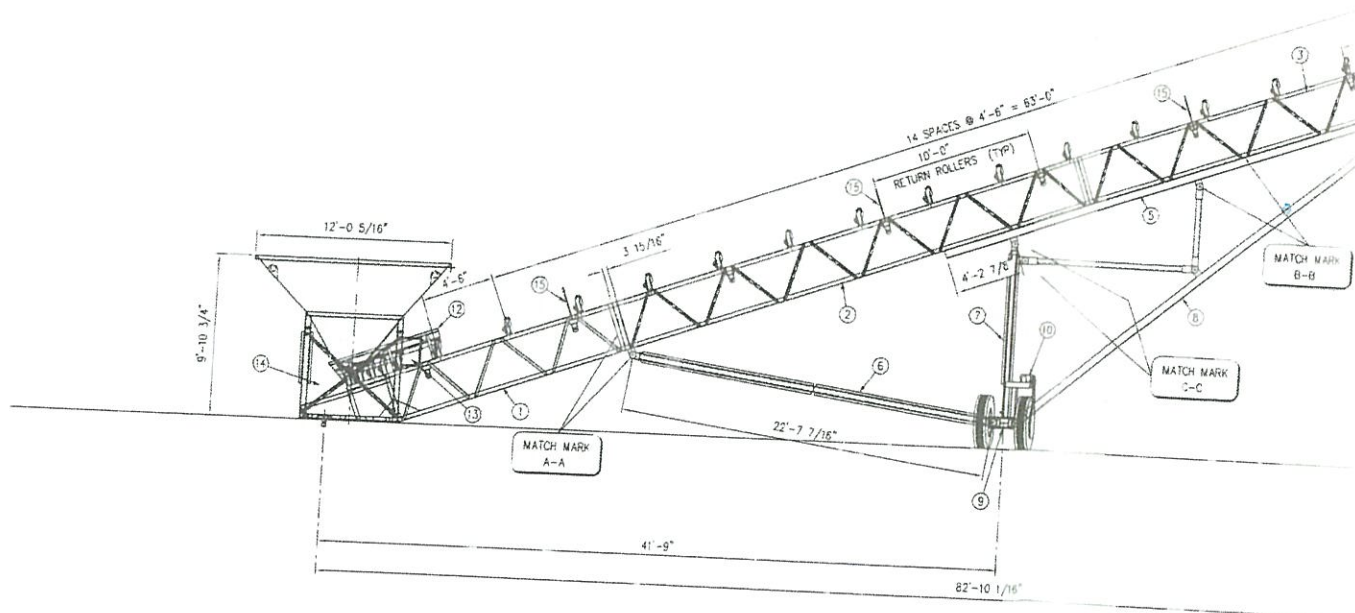

Curt Campbell, PE
VP Engineering & Natural Resources
TX License No. 106851 | TX Firm No. 4524



Attachments	Master Plan, Concrete Batch Plant Dimensions
Distribution:	Addressee (email); Mr. Corby Czajka – Guadalupe Readymix, LLC

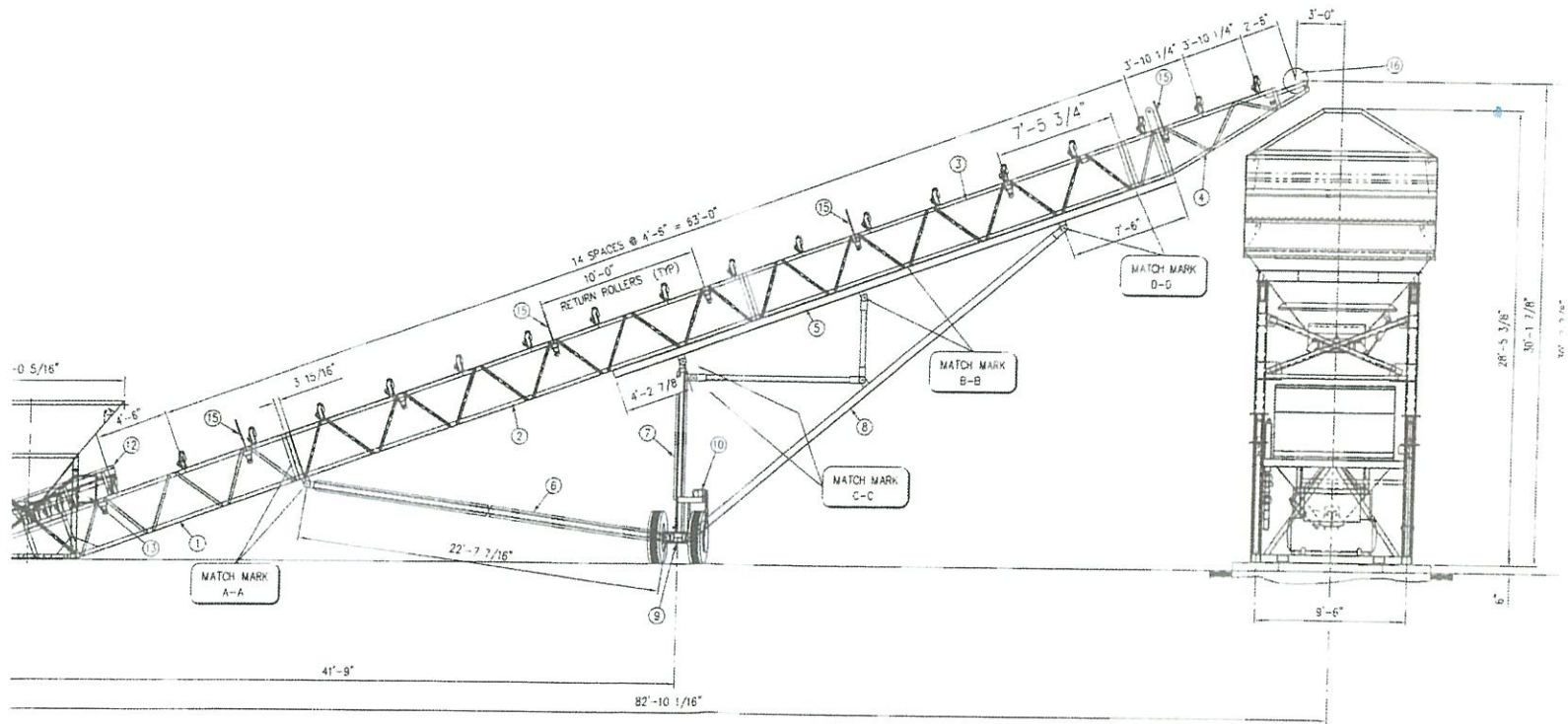


WESTWARD Environmental Engineering Manual Engineering (830) 249-2224 Fax: (830) 249-0221 10000 N. Loop West, Suite 100, Dallas, TX 75243	
MASTER PLAN GARDEN RIDGE CBP GUADALUPE READYMIX, LLC 20762 FM 2252, GARDEN RIDGE, TX 78266	



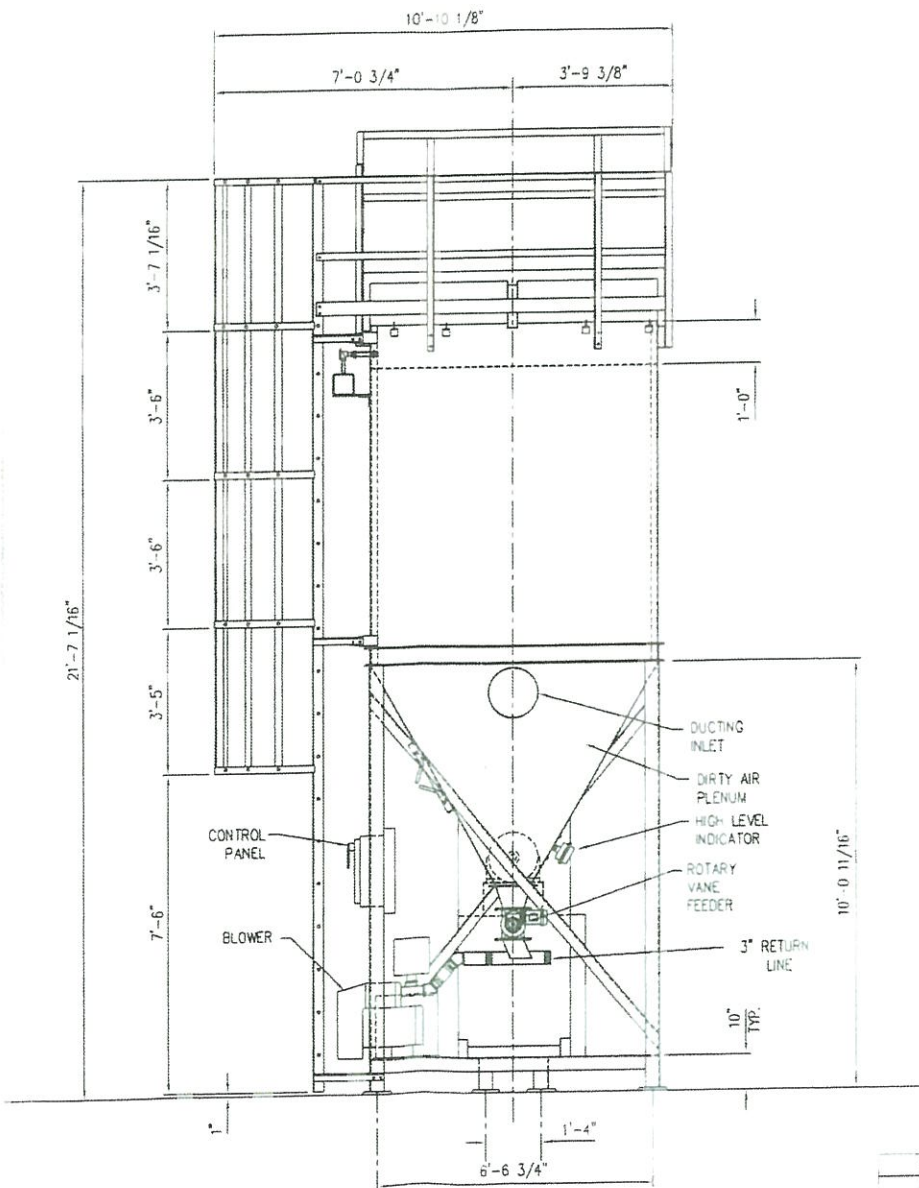
NOTE: PLANT SHOWN IS TYPICAL

ITEM NO.		DESCRIPTION
11	1	12'-0" x 12'-0" LOADING HOPPER
12	1	30" SKIRTBORDS
13	1	POWER BOX LOCATION
14	1	WING PULLEY GUARD
15	4	WIND LOOP
16	1	BELT DRIVE ASSEMBLY
17		
18		
19		
20		

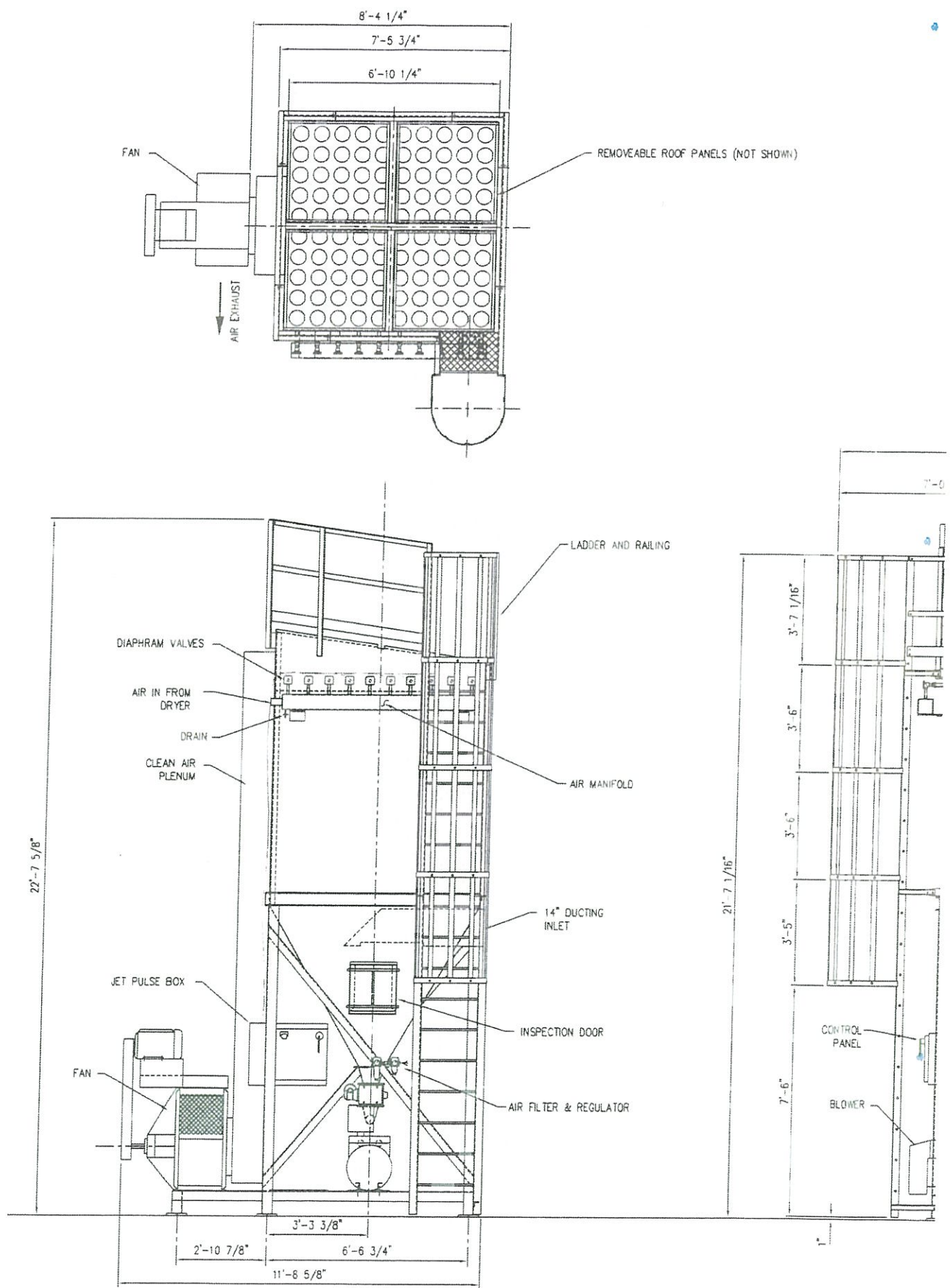


NOTE: DIMENSIONS ARE TYPICAL AND

ANELS (NOT SHOWN)



MADE FROM		REV.
TITLE COLLECTOR		
MODEL NO. VH-1094JP		
OWN. BY	CHKD. BY	DATE REL.
RESALVADOR		5/10/00





March 11, 2022

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

Project No.: 10783.018

Subject: Master Plan for Development-City Engineer Response Letter
Concrete Batch Plant – Garden Ridge
Guadalupe Readymix, LLC

Dear Ms. Cain,

On behalf of Guadalupe Readymix, LLC (Guadalupe), we are providing this response letter in regards to the City of Garden Ridge email provided on Friday, Mar. 3, 2022.

- 1) Add a site data summary table to the master development plan (MDP), which should include the total acreage, total impervious cover acreage, and impervious cover percentage

Response: See attached Master Plan for table including total acreage, total impervious cover acreage, and impervious cover percentage.

- 2) Add a location map

Response: See attached Master Plan for location map.

- 3) Show contour elevations on the MDP, not just in the legend

Response: See attached Master Plan for existing and proposed contour elevations.

- 4) Show drainage system

Response: See attached Master Plan for drainage system.

- 5) Show all ponds. The response letter mentions a sediment pond and retention pond, but there is only one pond on the MDP

Response: The sediment ponds were included on both the original and response plan sheets but were labeled as "Recycle Structure". For this clarity, this label has been changed to "Recycle Structure/Sediment Pond" in the attached Master Plan.

- 6) Show existing water main and proposed water meter location. What size meter will they need for the development?

Response: It is assumed that the water main runs in the ROW of FM 2252 as there is an existing fire hydrant near the northeast corner of the property. We are currently coordinating with Green Valley Special Utility District (GVSUD) to determine appropriate meter size and establishing service.



7) Show fire hydrant(s) location

Response: One (1) fire hydrant is located at the North corner of the property. See attached Master Plan for hydrant location.

8) For the septic system, has a soil analysis been performed where the drain field is located. If the soil is clay, the drain field will not operate properly because the clay soil will not absorb the discharge.

Response: A geotechnical engineering study has been performed at the proposed site. It was determined that the top stratum layer consisted of clay; therefore, it has been determined that a aerobic treatment system is to be utilized for this site.

9) The septic system should not be located within 150 feet of any water well. Verify that there are no water wells within 150 feet of the septic system

Response: There are no known water wells located within 150 feet of the proposed septic system location.

10) Will the existing road conditions support the volume of trucks entering and leaving the facility? Has an analysis been performed to determine the impact on the existing road?

Response: Westward will meet with TxDOT and will design the site entrance in accordance with their specifications.

11) How is the above ground fuel storage tank protected against damage?

Response: The proposed tank will be a UL2085 Fireguard tank which incorporates impact protection in the construction of the tank itself (Concrete lining). In addition, if required by the Comal County Fire Marshal, bollards can be placed around the perimeter of the fuel tank. Bollard construction shall comply with all the following requirements:

- i) Constructed of steel not less than 4 inches in diameter and concrete filled.
- ii) Spaced not more than 4 feet between posts on center.
- iii) Set not less than 3 feet deep in a concrete footing of not less than a 15 inch diameter.
- iv) Set with the top of the posts not less than 3 above the ground. (4 feet recommended)
- v) Located not less than 3 feet from the protected object.

WESTWARD will serve as the technical contact for Guadalupe Readymix, LLC on this project. If you have any questions, or require further information, please contact our office at 830-249-8284.

Respectfully submitted,

WESTWARD ENVIRONMENTAL, INC.
3/11/2022
Curt Campbell, PE
VP Engineering & Natural Resources
TX License No. 106851 | TX Firm No. 4524



Attachments
Distribution:

Master Plan
Addressee (email); Mr. Corby Czajka – Guadalupe Readymix, LLC



March 21, 2022

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

Project No.: 10783.018

Subject: Master Plan for Development – Response to Comments 3
Concrete Batch Plant – Garden Ridge
Guadalupe Readymix, LLC

Dear Ms. Cain,

On behalf of Guadalupe Readymix, LLC (Guadalupe), we are providing this response letter in regards to the City of Garden Ridge email provided on Monday, Mar. 21, 2022.

1) How will ReadyMix combat the air pollution from the dust and particle matter?

Response: There will be a centralized dust collector, which goes directly into a silo (See photograph 1-Plant Diagrams). The approved TCEQ air permit has previously been submitted to the City of Garden Ridge on 11/19/2021.

2) Will the trucks only be allowed to wait for loads in the property and not wait along the road? (This question pertains to the truck emissions)

Response: No, all vehicles will be located on property.

3) What can be done to reduce the noise from the truck traffic? Will there be a sound barrier along FM2252?

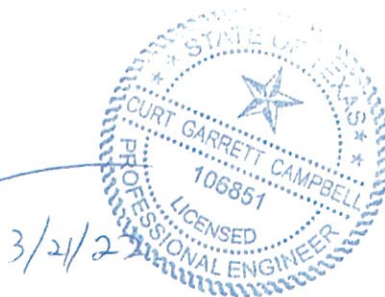
Response: Natural landscaping will remain onsite as it currently sits near the pad's location. The concrete batch plant will be walled off with concrete blocks measuring 2x4x2. (See photographs 2 & 3 for example)

WESTWARD will serve as the technical contact for Guadalupe Readymix, LLC on this project. If you have any questions, or require further information, please contact our office at 830-249-8284.

Respectfully submitted,

WESTWARD ENVIRONMENTAL, INC.

Curt Campbell, PE
VP Engineering & Natural Resources
TX License No. 106851 | TX Firm No. 4524



Attachments

Photographs

Distribution:

Addressee (email); Mr. Corby Czajka – Guadalupe Readymix, LLC

Office P.O. Box 2205 Boerne, TX 78006

Texas Registered Engineering Firm # F-4524



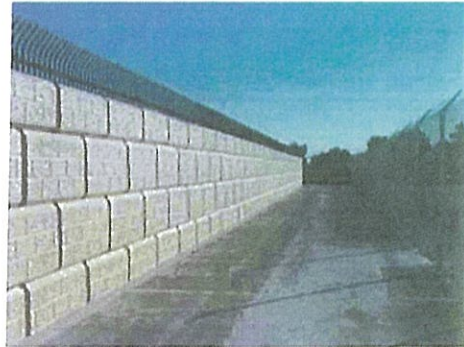
Main 830.249.8284 | Fax 830.249.0221

Texas Registered Geoscience Firm # 50112

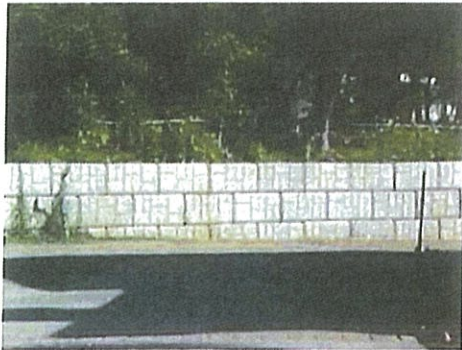
westwardenv.com



Photograph 01: Typical overview of centralized dust collector.



Photograph 02: Typical overview of concrete blocks measuring 2'x4'x2'.



Photograph 03: Typical overview of concrete blocks measuring 2'x4'x2'.

City Secretary

From: City Administrator
Sent: Friday, May 20, 2022 9:08 AM
To: City Secretary
Subject: FW: [EXTERNAL] Guadalupe Readymix MDP Review - Floodplain

Please include this email in the Guadalupe Readymix MDP packet for City Council.

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

From: Sam Johnson
Sent: Friday, May 20, 2022 8:54 AM
To: City Administrator <administrator@ci.garden-ridge.tx.us>
Subject: [EXTERNAL] Guadalupe Readymix MDP Review - Floodplain

Good morning Nancy,

I hope all is well. As the floodplain administrator for the City, I have completed my comparison of the Guadalupe Readymix master development plan and the floodplain map for the area. It appears that a portion of the proposed on-site detention pond will be situated in the 100-year floodplain. I have concluded that the developer does not need to submit a separate drainage study for the detention pond. However, the developer needs to design the detention pond so that the berm of the pond is above the 100-yr flood elevation. Please let me know if you any questions. Thanks.

Sam Johnson Jr., PE
Senior Engineer

1672 Independence Drive, Suite 315
New Braunfels, Texas 78132
(830) 626-3588 (phone)



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CONFIDENTIAL INFORMATION: This electronic message is intended only for the use of the person or entity to which it is addressed and may contain information that is privileged and confidential, the disclosure of which is governed by applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering it to the

City Secretary

From: Councilpl5
Sent: Monday, May 23, 2022 1:19 PM
To: City Secretary
Cc: City Administrator
Subject: FW: [EXTERNAL] RE: Development on FM 2252 in Garden Ridge

Please include this letter in June's Council packet.
Please let me know if you have any questions.

Thanks,
Kay

From: Will Lockett <Will.Lockett@txdot.gov>
Sent: Friday, May 20, 2022 11:32 AM
To: Councilpl5 <Councilpl5@ci.garden-ridge.tx.us>
Subject: [EXTERNAL] RE: Development on FM 2252 in Garden Ridge

Good Morning Councilmember,

My apologies for the delay in my email.

Speaking as a representative for TxDOT, I have to refrain from input on land use and private development . I do agree with you that this development will increase the amount of truck traffic on FM 2252.

For all developments, my office reviews access request to the state maintained roadway. As part of this review we look at the developments site plans, access location(s), land use and other pertinent information to help us determine the safest point of ingress and egress to the development.

In certain cases we have required developers to provide "Right in/Right out only" driveways. However, this too is based on the type of roadway, traffic volume and if the development has other access points they can utilize. It would be difficult to force them to make right turns only from their driveway.

Please let me know if you have any other questions.

Thanks
WL

From: Councilpl5 <Councilpl5@ci.garden-ridge.tx.us>
Sent: Friday, May 20, 2022 9:42 AM
To: Will Lockett <Will.Lockett@txdot.gov>
Subject: Fwd: Development on FM 2252 in Garden Ridge

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning.

By any chance do you have any thoughts on the email I sent Monday?

Thanks, either way.

Kay Bower

Sent from iPhone

Begin forwarded message:

From: Councilpl5 <Councilpl5@ci.garden-ridge.tx.us>

Date: May 16, 2022 at 2:55:35 PM CDT

To: Will Lockett <Will.Lockett@txdot.gov>

Subject: Development on FM 2252 in Garden Ridge

Good afternoon.

We had a presentation at last week's Planning & Zoning meeting that was very disturbing to me. The company wants to lease land from Hanson Quarry for development of a Concrete Batch Plant to be located at 20762 FM 2252.

As you know, the current expansion of 2252 from Evans Road to FM 3009 does not carry through much past the current intersection of 3009 and 2252. As such, the funneling down from those (2) lanes either direction to the current (1) lane either direction will, by that very narrowing, create a traffic problem.

To further aggravate the problem, the representatives estimated there would be 100 trucks entering, then exiting during the day, from approximately 5:00 to 3:00 PM, prime traffic times for both commuters and school children. They admitted this number "is high, over the average" amount of trucks for this facility. They also stated up to (30) trucks could stack up to receive product before exiting. This, of course, could create a backup onto 2252.

There are many problems with this proposed development, one of which is the traffic it will create. Forgetting the air pollution, oversized silos, and potential aquifer damage, none of which are TxDot's purview, I am hoping we can somehow reroute traffic back towards New Braunfels if nothing else. As you probably know, many of our citizens travel that section of 2252 to get their kids - or the kids themselves drive - to and from Danville Middle School, and even some young drivers go that direction to Canyon High School.

This traffic would be completely unacceptable to me and to others, and would be a significant health and safety hazard for anyone travelling there. It also could impede significant development of our City's "gateway" corner at FM 2252 and FM 3009. It could impact potential revenue for the city.

Could a "right turn only" be established for traffic exiting the site, for example?

I welcome any input you might have, and will be happy to reach out to anyone you might recommend to further pursue this. Again, this cannot be a safe pattern for anyone.

Thank you for your time.

Kay Bower
Councilmember Place 5
City of Garden Ridge

A Texas Department of Transportation message

HELP

#EndTheStreakTX

End the streak of daily deaths
on Texas roadways.

Garden Ridge 4th of July Celebration



Thanks to all the Sponsors that make this celebration possible:



Come enjoy a fun day at Paul Davis Park.
20685 Grass Creek, Garden Ridge, Tx.

Activities include: Raising of the Flag,
Parade, Water Slide, Train Ride, Patriotic
Costume Contest (ages 12 and younger),
Cooling off pool for toddlers, Water bowls
for pets.

Food and Refreshments:

Delicious hot dogs, Hamburgers,

Ice Cream, Lemonade and Special Dessert.

Parade Route Information on City's website



City of Garden Ridge

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

LEGAL NOTICE
NOTICE OF PUBLIC HEARING
CITY OF GARDEN RIDGE
CITY COUNCIL
(ZONING BOARD OF ADJUSTMENT)

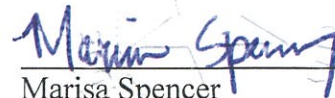
The City Council (Zoning Board of Adjustment) of the City of Garden Ridge, Texas, will conduct a public hearing on Wednesday, June 1, 2022, at 6:00 p.m. in the City Council Chambers of the Garden Ridge City Hall at 9400 Municipal Parkway.

The purpose of the public hearing will be to consider a petition by Richard E. Kreutzer for a variance to Ordinance No. 13-122018, Section 5, Residential, 5.1.7.2.4.2. Side Yards, Interior Lots, to allow an encroachment of an existing shed five (5) feet into the fifteen (15) foot side yard setback along the north property line of their property at 8227 Shining Elk; further known as Lot 26, Block 2, The Woods of Garden Ridge Subdivision.

The public is invited and welcome to attend the public hearing in person and may submit oral comments on this matter. Alternatively, written comments on this matter may be submitted in accordance with the *City of Garden Ridge Notice of Procedures for Written Comments during Public Hearings* posted on the City's Website.

The meeting can be viewed live on the City's YouTube Channel and will be archived on the City's Website for on demand viewing. Please feel free to contact City Hall at 210-651-6632 if you need additional information on this matter.

This is to certify that I, Marisa Spencer, posted this Legal Notice at 1:00 p.m. on May 10, 2022, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Marisa Spencer
City Secretary



City of Garden Ridge

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

NOTICE OF PROCEDURES WRITTEN COMMENTS DURING PUBLIC HEARINGS

In an effort to protect public health and limit the potential spread of COVID-19, the City of Garden Ridge is offering an additional option to submit comments for a posted public hearing.

The public is invited and welcome to attend the public hearing in person and may submit oral comments on the matter. Alternatively, written comments on a matter contained in a posted **Notice of Public Hearing** may be submitted *up to two (2) hours before the meeting in which the public hearing will be held* via email to citysecretary@ci.garden-ridge.tx.us.

If citizens submit a written comment but choose to attend the public hearing and speak in person then be advised the written comment will not be read aloud.

When submitting written comments to be included as an official record during a public hearing, the following guidelines must be strictly adhered to and **any comments that fail to adequately meet these guidelines will not be read aloud:**

1. Comments must be received by the City Secretary before the deadline stated above.
2. Each citizen is limited to one 3-minute period, which also applies when the City Secretary is reading comments. Therefore, written comments should be limited to approximately 350 words or less.
3. State your name and address before your comments begin.
4. Direct your comments to the entire Commission/City Council, not to an individual member, nor to the audience.
5. Show the Commission/City Council the same respect that you would like to be shown.

As a reminder, all City Council and Commission meetings can be viewed live on the City's YouTube Channel or the City's Website. Additionally, these videos are bookmarked and archived on the City's Website for convenient on demand viewing.

Please feel free to contact City Hall at 210-651-6632 if you need additional information.

Respectfully,

Marisa Spencer
City Secretary

Planning and Zoning Form 2
APPLICATION FOR VARIANCE
 (Type or Print)

1. Date: 04/21/2022 Case #: _____

2. Applicant Name: RICHARD E. KREUTZER
 (First) (Middle) (Last)

3. Mailing Address: 8227 SHINING ELK
 (Street)
GARDEN RIDGE, TX 78266
 (City) (State) (Zip)

Phone: (210)-657-7522

4. Applicant's relationship to property:
 Sole owner (☒) Part owner () Other; _____
 (Specify)
 (If not sole owner, furnish a notarized letter of authorization from all owners as attachment 1.)

5. Property location: B227 SHINING ELK
 (Street address or street property front)

6. Legal description:

Plat: Lot(s) 26 Block(s) 2

Subdivision; THE WOODS OF GARDEN RIDGE

Acreage: 1.01 (If acreage, provide separate metes and bounds description as attachment 2.)

Property Deed recorded in Comal County Volume # 210 Page # 767

7. Cite City Ordinance number, page and paragraph from which variance is needed:
Ord. 13-122018 Page 25 Paragraph 5.1.7.2.4.2
15 FT SIDE YARD SETBACK

8. State what you want to do instead: 10 FT SIDE YARD SETBACK (FOR DISTANCE
OF 16 FT - Shed length)

* 9. Give reason why a variance should be granted (cost alone is not acceptable): TUFF SHED
BUILT 12ft x 16ft shed on REAR YARD but only 10 FT FROM SIDE
PROPERTY LINE. SHED IS TOO LARGE TO MOVE WITHOUT
DECREASING STABILITY AND/OR SAFETY. SHED IS 80 FT FROM NEIGHBORS
HOUSE.

10. If you are requesting a variance from City Ordinance 13 requirements, give a dimensioned map with north orientation, scaled 100 or 200 feet per inch, of the property to be rezoned showing all streets and parcels of land within 300 feet of the property as attachment 3. Key each adjoining land parcel to a list of current owners and addresses as attachment 4.

11. Give site plan showing location, dimensions and uses of existing or proposed structures, easements, water sources, fences, curb cuts, street and alley right-of-way lines within one foot of property for which variance is requested, on another map of larger scale, as attachment 5.

* See Next Page

**CITY OF GARDEN RIDGE
APPLICATION FOR VARIANCE
SUPPORTING DOCUMENTATION**

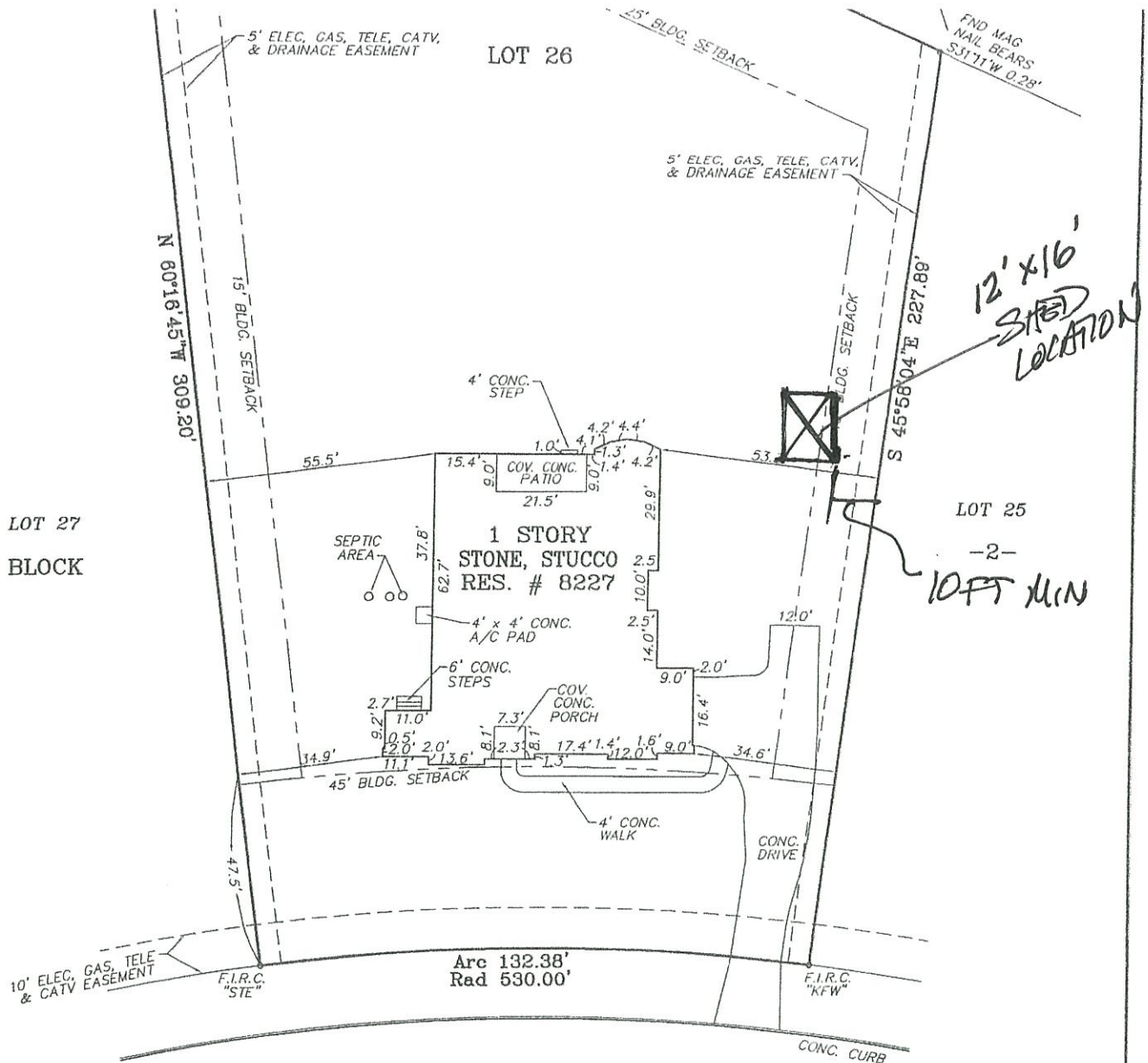
April 21, 2022
for Richard E. Kreutzer
8227 Shining Elk
Garden Ridge, TX 78266

Question 9: Tuff Shed was contracted to construct a 12ft x 16ft shed on our property. Due to the size it was constructed from the footings up on our property. It was properly located in the rear yard, however located a min of 10ft off the side property line. I'm applying for a variance since moving a shed of this size would undoubtedly reduce the structural integrity, the shed's safety, and probably keep it from being leveled as well as it is now. In addition, the shed is now located approximately 75 ft from the nearest wall of my neighbor's home. The shed esthetically looks good where it is, since it's located approximately behind the driveway and gate on that side of the property.

Neighbors:

Chris Abrego
8231 Shining Elk
(On the right side - nearest the shed)

Kevin & Kimberly Schimick
8223 Shining Elk
(On the left side - away from the shed)



LOT NO. 26 BLOCK NO. 2 N.C.B. NO. ---
 SUBDIVISION THE WOODS OF GARDEN RIDGE
 UNIT --- DOC. 201606029745 PAGE(S) ---
 STREET ADDRESS 8227 SHINING ELK
 CITY --- COUNTY, TEXAS COMAL
 SURVEYED FOR N-TITLE CO.
 G.F. NO. PER BUILDER REQUEST: G.F. NUMBER IS NOT SHOWN ON THIS SURVEY
 BUYER(S) ---

NOTES:

1. THE SUBJECT PROPERTY IS ZONE "X" ACCORDING TO THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 48091C0415 F EFFECTIVE SEPTEMBER 02, 2009, DEFINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

2. BEARINGS, EASEMENTS AND SETBACK LINES ARE BASED ON THE RECORDED PLAT.

THIS PROPERTY IS SUBJECT TO RESTRICTIVE COVENANTS RECORDED IN:

DOC. 201406041156, 201306046592, 201306050075, 201406013476
 DOC. 201406013477, 201606031351,

DEED RECORDS:

VOL. 210 PG. 767 VOL. --- PG. --- VOL. --- PG. ---



SOUTH TEXAS ENGINEERING, INC.

CONSULTING ENGINEERS • LAND SURVEYORS

4241 E. PIEDRAS DRIVE, SUITE 116 • SAN ANTONIO, TEXAS 78228-1422
 • TEL. (210) 736-2646 • FAX (210) 736-2359



SETBACK AND OFFSET MEASUREMENTS SHOWN ARE MEASURED TO THE CONCRETE FOUNDATION.

LEGEND

F.I.R. FOUND 1/2" IRON ROD
 S.I.R.C. SET 1/2" IRON ROD W/CAP
 F.I.R.C. FOUND 1/2" IRON ROD W/CAP
 C.M. CONTROLLING MONUMENT
 W.C. WITNESS CORNER
 P.C. POINT OF CURVE
 P.U.D. PLANNED UNIT DEVELOPMENT
 * COMMUNITY RESTRICTIONS

All found property corners shown on this Survey do not exceed horizontal tolerance(s) as defined by the Texas Board of Professional Land Surveying and do not deviate enough from Record information, unless otherwise noted.

I HEREBY CERTIFY THAT THE ABOVE PLAT IS TRUE, CORRECT AND AN ACCURATE REPRESENTATION OF THE PROPERTY ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION AND EXCEPT AS SHOWN ABOVE THERE ARE NO VISIBLE DISCREPANCIES, CONFLICTS, PROTRUSIONS OR INTRUSIONS, OVERLAPPING OF IMPROVEMENTS, EASEMENTS, OR RIGHT-OF-WAYS.

THIS 15th DAY OF JULY, 2019 A.D.

Saul V. Castillo

SURVEY ORDER NO. 20180495

SCALE: 1"=30' UWN BY: NK CHK BY: JMG

DATE OF LAST FIELD VISIT: 07-02-19

DATE	No.	REVISIONS	BY

Map and Listing of Neighbors within 200 Ft

Richard E. Kreutzer Zoning Variance application
8227 Shining Elk, Garden Ridge, TX 78266

(Check attached map for location of neighbors)

Neighbor #1 - Kevin & Kimberly Schimick
8223 Shining Elk
Garden Ridge, TX
(254) 931-0440

Neighbor #2 - Chris Abrego
8231 Shining Elk
Garden Ridge, TX
(210) 478-1880

Neighbor #3 - Robert & Tegan Cornes
8230 Shining Elk
Garden Ridge, TX
(210) 896-3400

Neighbor #4 - Tim & Paula Stampley
8226 Shining Elk
Garden Ridge, TX
(210) 896-4501

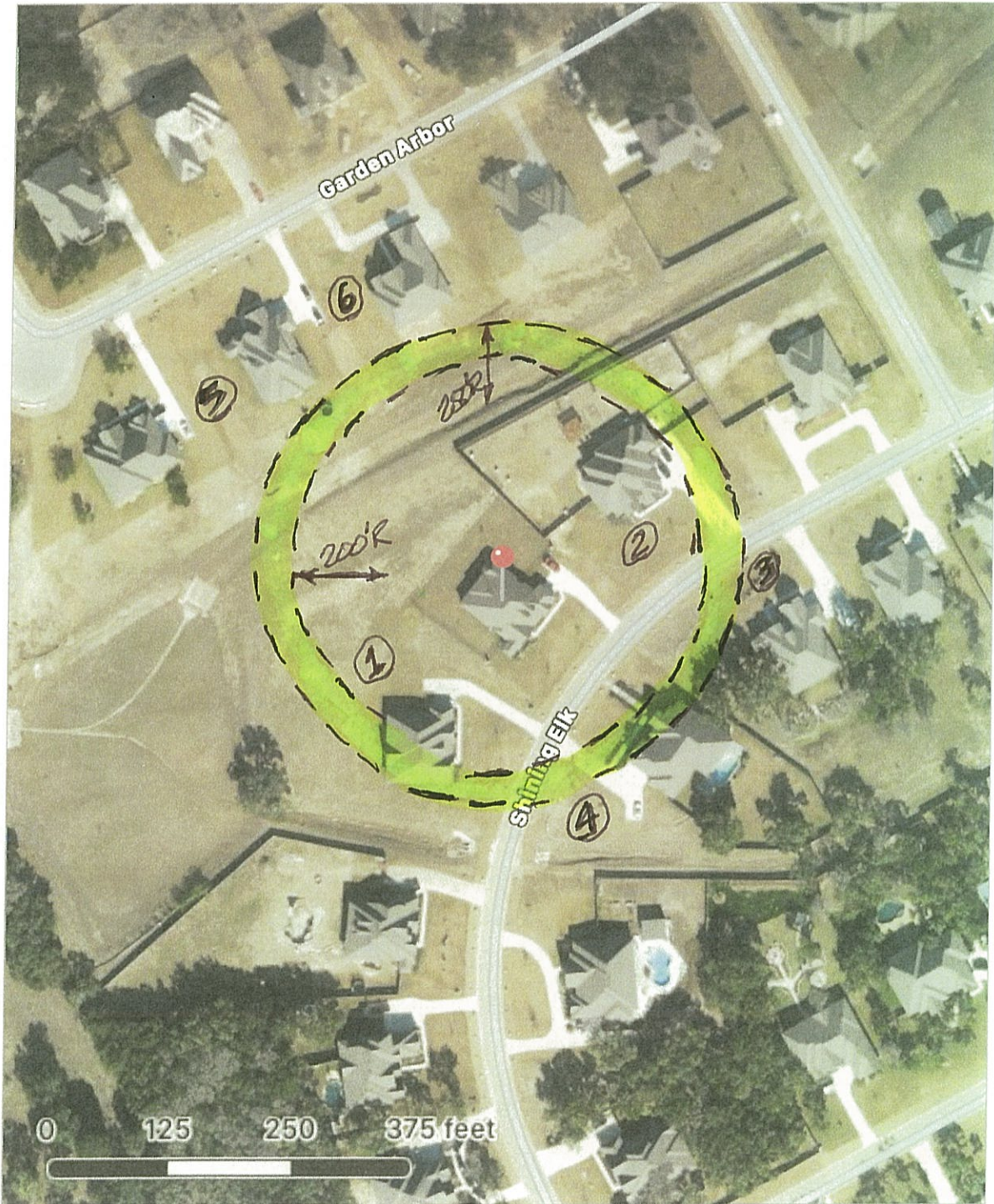
Neighbor #5 - Bryan & Veronica Campos
8206 Garden Arbor
Garden Ridge, TX
(210) 852-5724

Neighbor #6 - Kevin Stuessy
8210 Garden Arbor
Garden Ridge, TX

RICHARD E. KREUTZER
8227 SHINING BLK
GARDEN RIDGE, TX

MAP OF NEIGHBORS

near Garden Ridge — Comal County





BUILDING PERMIT

City of Garden Ridge, Texas

9400 Municipal Parkway • Garden Ridge, TX 78266
(210) 651-6632

PERMIT # **2249** - **22**

PERMIT FOR: Outbuilding

Site Address: 8227 Shining Elk Sub-division: Woods of GR Lot: 26 Block: 2

ALL CONTACT INFORMATION MUST BE CURRENT – Fees may be doubled if site activity commences prior to a building permit being issued.

Owner (Print): Dick Kreutzer Home _____ Cell 210-657-7522

Address: 8227 Shining Elk (No P.O.) City: Garden Ridge Zip: 78266

Builder (Print): Tuff Shed Work _____ Cell 210-739-8212

Address: 6012 Zangs City: San Antonio Zip: 78238

Plans and Specifications: This Permit for the project(s) noted is based upon approval of the plans and specifications submitted.

CONSTRUCTION TERMS

Construction in the City of Garden Ridge must comply with applicable City Ordinances and The International Residential Code, including, but not limited to, the most recently adopted Building, Plumbing, Mechanical and Electrical Codes. Builder must post this Permit or Permit Card on the site before commencing any aspect of the project. Builder is responsible for any encroachment into setbacks. Project(s) must be substantially constructed as approved. Substantive changes, e.g. larger slabs, second floor, spa, etc., must be approved by the City. The approval of this permit does not permit violation of any city or state laws. Builder must call for all required inspections in proper sequence.

Builder must comply with all city ordinances and codes.

Side setback on corner lot 25' from street

Side setback on interior lot is 15'

Outbuilding must be behind rear plane of house

Outbuilding cannot be located in an easement.

If pouring concrete call for a pre-pour inspection

NOTICE TO PROPERTY OWNER AND BUILDER

This permit gives you notice that this property may be located in a potential flood zone, on or near a known or unknown natural spring, near a known or unknown creek or stream, or in an area of low elevation, where natural water runoff could cause flooding or water damage. *The owner and/or builder is solely responsible for any damage to the property or buildings.*

ASSUMPTION OF RISKS – HOLD CITY HARMLESS – RELEASE OF LIABILITY

The owner, or builder (if the house is a "spec" home) *assumes all risks* of damage or loss, for any reason, to any structure covered under this permit. Owner and builder grant a *full and complete release of liability* to the City of Garden Ridge and to all persons involved with this permit in any manner whatsoever, for all time, now and in the future.

INTERNATIONAL CODE ADOPTED – OWNER TO SIGN PERMIT

The International Residential Code, Chapter 1, Administration, covers building officials, permits, liabilities, documents, inspections, violations, and related issues. By adopting the most current edition of the Code, the City of Garden Ridge agrees to all language and terms. By the owner and/or builder signing this permit, he/she also agrees to the language and terms in the Code. Both the owner and builder must sign this permit before commencing construction.

CERTIFICATE OF OCCUPANCY: No person may occupy the residence for which this permit is issued, IN ANY MANNER, until a FINAL INSPECTION has been performed by the City Building Inspector and a CERTIFICATE OF OCCUPANCY is issued. Any occupancy violation may result in a fine in accordance with applicable ordinances of the City of Garden Ridge, Comal County, Texas.

PROJECT(S) FEES:

PRE-PAID.....\$ 00.00

BASIC FEE.....\$ _____

_____ Sq. Ft. (floor area)

X _____ per foot.....\$ _____

HVAC.....\$ _____

PLUMBING.....\$ _____

ELECTRICAL.....\$ _____

FLATWORK.....\$ _____

SECURITY.....\$ _____

Outbuilding 100.00

TOTAL FEES.....\$ 100.00

LESS PRE-PAID.....\$ -00.00

FEES DUE.....\$ 100.00

Permit is ONLY for the project(s) listed.

Owner Sign Here: *Dick Kreutzer*
(Owner agrees to the terms of this permit and all ordinances)

Permit Issued By: Wilbert Lenz Date: 3/24/2022

Builder Sign Here: *Tuff Shed*
(Builder agrees to the terms of this permit and all ordinances)

Permit Processed and Fees Collected By: *[Signature]*

This Permit is good for 365 days from the above date.

ALL BUILDING PROJECTS

The IRS and IBC require the following information be provided for all building permits

Permit # _____ (Office) **PERMIT APPLICATION** Attn: _____

Date 3/24/22 New ☒ As-Built ☐ Remodel ☐ Residence (IBC) ☐ Business (IBC) ☐

Check boxes for items to be permitted. Use **OTHER** for additional items. Check box for **ELECTRICAL** permit ☐

☐ Pool ☐ Spa ☐ Deck ☐ Fence (Is Fence a pool barrier? Yes ☐ No ☐) ☐ Driveway ☐ Sidewalk

☐ Patio ☐ Add-On ☒ Outbuilding ☒ Other (describe) Storage Shed

DATE RECEIVED _____ RETURN DATE _____ REASON _____

PROJECT ADDRESS 8227 Shining Elk IMPERVIOUS COVER _____ %

SUB-DIVISION Woods of Garden Ridge LOT # 26 BLOCK # 2 CORNER: Yes ☐ No ☐

OWNER Dick Kreutzer HOME # 210-657-7522 CELL # _____

ADDRESS 8227 Shining Elk CITY Garden Ridge STATE Tx ZIP 78266

EMAIL _____

PRIMARY BUILDER Tuff Shed WORK# 210-739-8212

SUP'S NAME Rusty Branland CELL# _____

ADDRESS 6012 Zangs Dr. CITY San Antonio STATE Tx ZIP 78238

E-MAIL rbranland@tuffshed.com FAX # _____

OTHER CONTRACTORS - FOUNDATION, PLUMBER, ELECTRICIAN, IRRIGATION, ETC.

TRADE #1/BUS NAME _____ WORK# _____

ADDRESS _____ CITY _____ ZIP _____ SUP _____

LIC # _____ E-MAIL _____ CELL# _____

TRADE #2/BUS NAME _____ WORK# _____

ADDRESS _____ CITY _____ ZIP _____ SUP _____

LIC # _____ E-MAIL _____ CELL# _____

TRADE #3/BUS NAME _____ WORK# _____

ADDRESS _____ CITY _____ ZIP _____ SUP _____

LIC # _____ E-MAIL _____ CELL# _____

DESCRIBE SCOPE OF WORK (make drawing or rendition on separate page)

Premier Pro Tall Ranch 12x18 Storage Shed built on grass

NOTE: Read rear side for additional information or requirements. Plans, drawings, etc., required for your project must be submitted with application. The builder must comply with City Ordinances and Codes. Site must be kept free of trash/debris throughout the entire project. All projects require a **FINAL** inspection. Information provided must be legible.

[Signature]
Applicant Signature

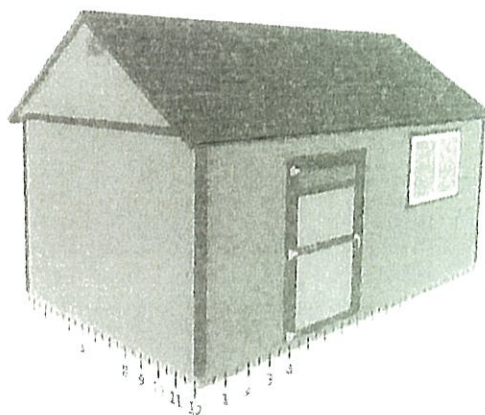
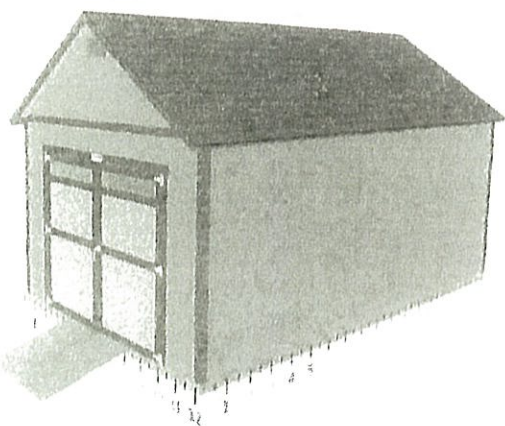
Rusty Branland
Print Name

Processed by _____

NO WORK AT, OR MATERIALS DELIVERED TO, SITE BEFORE A PERMIT IS ISSUED!

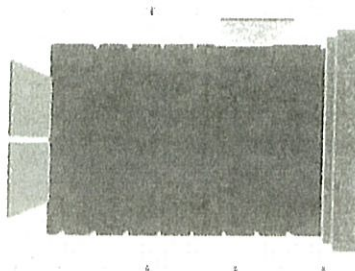


Dick Kreutzer
8227 Shining Elk
Garden Ridge null 78266
Q-1555738



Wall D

Wall A



Wall C

Wall B

Base Details

Building Size & Style

Premier Pro Tall Ranch - 12' wide by 18' long

Door

4' x 6'7" Single Shed Door, Left Hinge Placement, In Door Horizontal Transom (4' door)

Paint Selection

Base: Smoky Slate, Trim: Knight's Armor

Roof Selection

Weathered Wood Dimensional Premium Shingle

Drip Edge

Brown

Is a permit required for this job?

Yes

Who is pulling the permit?

Tuff Shed

Options Details

Doors

4' x 6'7" Double Shed Door (8'), In Door Horizontal Transom (4' door), Heavy Duty Ramp Pair

Windows

4'x3' Insulated Horizontal Sliding Window

Roof

297 Sq Ft Roof - 8/12 Roof Pitch Upgrade

Interior

24 Lin Ft Shelving - 16" deep
48 Sq Ft Overhead Loft

Vents

2 Ea 16"x8" Wall Vent - Brown

Shelving Locations

Shelving on Side C at 39", 60".

Loft

Wall C - Straight Loft, 4' Deep Wall C

Jobsite/Installer Details

Do you plan to insulate this building after Tuff Shed installs it?

No

Is there a power outlet within 100 feet of installation location?

Yes

The building location must be level to properly install the building. How level is the install location?

Within 4" of level

Will there be 18" of unobstructed workspace around the perimeter of all four walls?

Yes

Can the installers park their pickup truck & trailer within approximately 200' of your installation site?

Yes

Substrate Shed will be installed on?

Grass

DocuSigned by:

Signature:

Dick Kreutzer

Date: 3/21/2022

C0AB3957CA774B3...



INSPECTION REPORT

BLDG. DEPT ☐ WATER DEPT ☐

Permit #

2249-22

Time:

M T W Thu F S

Date: 4-18-22

FAILED

(Re-Inspect)

☒

ATI

(Acceptable)

☐

Site Address

8227 SHIRING BLK

Builder

TWIFF SHED

Superintendent

Cell #

INSPECTION PERFORMED AT STAGE(S) CHECKED • BUILDER REQUIRED AT STAGES #5, #6 AND #9 (note *)

Stage (Each Stage Must Pass Inspection Before Continuing) • Missed Inspections @\$100/ea. \$

1. ☐ Environmental – dumpster ☐ port-a-pot ☐ trash fences ☐ site clean ☐ driveway fill ☐ address large/visible ☐
2. ☐ Setbacks – 15' L ☐ 15' R ☐ 45' F ☐ 25' Side-Corner Lot ☐ Builder responsible for encroachment(s) ☐
3. ☐ Sewer rough-in • Water in pipes ☐
4. ☐ Compaction – Tamped firm ☐ • Water in pipes ☐
- 5.* ☐ Slab/Foundation (pre-pour) – engineer approval required – report provided ☐ • Water in pipes ☐
- 6.* ☐ Framing-ATI ☐ Plumbing-ATI ☐ Mechanical-ATI ☐ 4-Hour Gas line pressure test (holding) OK ☐
- 7 ☐ Energy – Exterior walls BATT ☐ BLOWN-IN ☐ FOAM ☐ • Poly applied throughout ☐
8. ☐ Flatwork – Approach steel is #10(x2) ☐ #6 ☐ #3 bars ☐ • Balance is #10 steel ☐ #6 ☐ #3 bars ☐
- 8a ☐ Water line (from meter at street to house) - This Water Department inspection is required for C of O
- 9.* ☐ FINAL (RES) – A TEMP Certificate of Occupancy is issued for _____ days ☐ OK to move in ☐

Positive Grade (6" in 10' Rule) ☐ Address VISIBLE ☐ All Fees Paid ☐ Plumbing Certification ☐

☐ ELECTRICAL - TML ☐ ROUGH-IN ☐ TOPS ☐ FINAL ☐ BONDING ☐

☒ FINAL (other than a residence)

☐ SPECIAL: In-Progress ☐ Ordinance Issue ☐ Owner/Builder Request ☐ Other _____

Residence ☐ Pool ☐ Deck ☐ Spa ☐ Fence ☐ Outbuilding ☒ • Other _____

ITEMS NEXT TO AN ASTERISK (*) MUST BE CORRECTED. A RE-INSPECTION MAY BE REQUIRED.

BUILDING COMPLETE

* SETBACK - 10' FROM SIDE PROPERTY LINE
MUST BE 15'

MUST CORRECT ☐ MUST RE-INSPECT ☐ CORRECT & PROCEED ☐ NO DEFICIENCIES NOTED ☐

☐ FEES for a re-inspection (R-I) to review corrections, a requested on-site visit, a City Ordinance, an IRC violation, or missed inspection(s) must be paid before the next inspection. Items failing to satisfy the IRC, applicable City Ordinances, or approved Plans/Specs, must be re-inspected (R-I) before continuing. Construction progress that meets requirements is "Acceptable to the Inspector" (ATI). Electrical inspections are separate and independent.

Stage # Initial Inspection ☐ R-I to review corrections ☐ • Corrections made - ATI ☐ Today's Fees:

X

Print or sign legibly

Inspector

\$150.00

Rev. 7/2009



City of Garden Ridge

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

To: City of Garden Ridge Council Members
From: Karen Ford – Finance-HR Director
Date: June 1, 2022

The attached document represents recommended changes to the City's Personnel Policy Manual. New sections that are added to the policy will automatically re-number some of the current policies in the Manual.

Since each employee is required to sign the Code of Ethics and Ethical Conduct Rules Ordinance No. 232-042022, it was decided to make it a part of the Personnel Policy Manual.

With the addition of the Code of Ethics and Ethical Conduct Rule we decided that the City needed an Employee Business Code of Conduct. The purpose of this code is to convey our values in how we conduct our business as employees; with the public, with each other, and with other organizations and businesses.

As we continue to work with the policy, we have found that some are lacking in definition and examples, or the current wording does not convey the message as intended. The following changes are recommended.

Section 5.2 – Dress and Grooming Standards. The policy needed further explanation of what is and what is not acceptable attire during business hours.

Section 7.4.2– PTO Eligibility. This policy now clearly explains the eligibility of PTO for non-exempt and exempt employees. Exempt employees are no longer required to wait until the completion of the 180-day probationary period before being able to use accrued PTO time. This change is a great hiring incentive.

Section 5.10.3 – Gifts. Language was required to further explain the gift policy.

Appendix Q – Code of Ethics and Ethical Conduct Rules is added.

Appendix R – Employee Business Code of Conduct is added.

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

5.1.1 CODE OF ETHICS AND ETHICAL CONDUCT RULES

5.1.1 **Policy.** The Code of Ethics and Ethical Conduct Rules has been adopted by Ordinance No. 232-042022 on April 6, 2022. This ordinance may be referenced for specific guidance for employees regarding matters including, but not limited to:

- A. Purpose and Limitations.
- B. Conduct of City Officials and Employees.
- C. Conduct of Public Meetings.
- D. Conflicts of Interest and Disclosure.
- E. Policy Role of City Officials and Employees.
- F. Positive Workplace Environment.

A copy of the Code of Ethics and Ethical Conduct Rules is available in Human Resources, on the City's website www.ci.garden-ridge.tx.us, or see *Appendix Q of the Manual*.

5.1.2 EMPLOYEE BUSINESS CODE OF CONDUCT

5.1.2 **General.** The purpose of the Employee Business Code of Conduct is to further expand on the Code of Ethics and Ethical Conduct Rules, and to convey our values in how we conduct our business as employees; with the public, with each other, and with other organizations and businesses. The Employee Business Code of Conduct may be referenced for specific guidance on the following:

- A. Our Relationship with Each Other.
- B. Our Relationship with Elected and Appointed Officials.
- C. Our Relationship with the City.
- D. Our Relationship with Garden Ridge Citizens and the Public.
- E. Our Relationship with Vendors and Consultants.
- F. Our Stewardship of Information.
- G. Our Stewardship of the Environment.
- H. Our Stewardship of Public Resources.
- I. Our Financial Integrity.
- J. Our Responsibility to Report Violations.

A copy of the Business Code of Conduct is available in Human Resources, on the City's website www.ci.garden-ridge.tx.us, or see *Appendix R of the Manual*.

APPENDIX Q. CODE OF ETHICS AND ETHICAL CONDUCT RULES

ORDINANCE NO. 232-042022

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, ADOPTING CITY COUNCIL CONDUCT POLICIES INCLUDING A CODE OF ETHICS AND ETHICAL CONDUCT RULES; PROVIDING DISCIPLINARY ACTIONS FOR VIOLATIONS OF THIS ORDINANCE; PROVIDING A CUMULATIVE AND SAVINGS CLAUSE, PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the public expects the highest standards of professional conduct from Councilmembers elected to City Council; and

WHEREAS, the Mayor and Councilmembers (“Councilmembers”) represent the City and are entrusted with upholding local, state, and federal laws and must observe a high standard of professional conduct in the course of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal interests; and

WHEREAS, Councilmembers shall respect the presiding officer, other Councilmembers, City employees, and members of the public present during City Council meetings or other proceedings of the City, and meetings should provide an environment for healthy debate on matters before the City Council; and

WHEREAS, Councilmembers shall respect the decision-making process and the decisions of the City Council, even if they disagree with such decisions, such that respect for the decision-making processes of the City Council is fostered; and

WHEREAS, it is incumbent on Councilmembers to treat every person, including other Councilmembers, City employees, and the public with dignity, understanding, and respect while ensuring that their work environment is free from discrimination, bullying, and harassment; and

WHEREAS, City of Garden Ridge (the “City”) Ordinances include certain provisions related to the procedures and conduct of business by boards, committees, and commissions; and

WHEREAS, the City Council has reviewed the existing provisions and has determined that it is in the best interest of the citizens of Garden Ridge for there to be a broader range of specificity in the manner by which the City Council conducts itself and its business; and

WHEREAS, state law allows for the City Council to adopt rules that govern how it conducts business; and

WHEREAS, the City Council desires to adopt City Council Conduct Policies including a Code of Ethics and Ethical Conduct Rules (the “Codes”) to better serve the interest of the public.

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

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. GENERAL PROVISIONS.

2.1. Eligibility

The Mayor and members of the City Council shall meet the eligibility and qualification requirements for candidates for public office established in Local Government Code Chapter 22 and Elections Code Chapter 141.

2.2. Term of Mayor and Councilmembers

The Mayor shall be elected for a two-year term on odd-numbered years and shall serve until his or her successor is elected and qualified as is provided by statute.

The five (5) members of the City Council shall be elected and serve for a two-year term. Two (2) Councilmembers shall be elected in odd-numbered years, and three (3) Councilmembers shall be elected in even-numbered years. Each Councilmember shall serve until his or her successor is elected and qualified as is provided by statute.

2.3. Transition of Mayor and Councilmembers

Upon the election and qualification of a successor to the Office of the Mayor or any City Council place, all records of the outgoing Councilmember shall be transferred and delivered intact to the incoming Councilmember.

2.4. Council Liaison Appointments

A Council Liaison is a Councilmember who is specifically assigned to be the liaison between the City Council and outside agencies, committees, task forces, and boards. The Mayor nominates and the City Council confirms Councilmember appointments to such outside agencies, committees, task forces, and boards. The Council Liaison provides a link for representing the values, beliefs, and position of the City Council to these entities, and the representative will report to the City Council on the activities of these organizations no less than quarterly.

2.5. Councilmember Participation in Community Activities

Councilmembers may choose to participate in community events, community organizations, and/or non-City sponsored committees. When a Councilmember participates in these types of activities, the Councilmember is acting as an interested party rather than acting on behalf of the City Council.

2.6. City Boards/Committees/Commissions

City boards/committees/commissions are formed in accordance with Ordinance No. 210 in order to provide independent recommendations to City Council.

Technical committees are formed on an as needed basis with a clearly defined purpose, term, and reporting requirements. Technical committees may consist of up to two (2) Councilmembers recommended by the Mayor with concurrence through a vote of the majority of Councilmembers.

A Councilmember who is specifically assigned to be an ex-officio member on a City board/committee/commission acts as the representative present to provide guidance and identify procedural and structural issues related to the effective functioning of the board/committee/commission. Therefore, a Councilmember assigned to be an ex-officio member shall have no vote on the City board/committee/commission they are assigned to. A Councilmember who is appointed to sit as a member of a technical committee is not an ex-officio member of that technical committee for purposes of this policy.

SECTION 3. CITY COUNCIL MEETINGS AND ORDER OF BUSINESS.

3.1. Regular Meetings

The regular meetings of the City Council shall be held on the first Wednesday of each month, and are typically held in the City Council Chambers beginning at 6:00 p.m. Any proceeding which may legally be had at a regular meeting of the City Council may be had with the same effect at any special meeting of the City Council.

- a) The City Council may occasionally elect to meet at other locations and, upon such election, shall give public notice of the change of location in accordance with state law.
- b) If by reason of fire, flood, or other emergency, it is unsafe to meet in the City Council Chambers, the meetings may be held for the duration of the emergency at such other place as may be designated by the Mayor or, in the Mayor's absence, by the Mayor Pro-Tem or the City Administrator.
- c) When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for such day shall be deemed canceled unless otherwise specified by the City Council. To ensure regular City Council meetings are held during necessary months, the meeting to be canceled shall be rescheduled at a regular City Council meeting prior to a conflicting holiday. At other times, when the City Council deems appropriate, one (1) or more regular meetings may be canceled and rescheduled by a majority vote of the City Council.

3.2. Workshops and Special Called Meetings

The purpose of a workshop or a special called meeting is to discuss in depth or explore matters of interest to the City, such as a meeting with one (1) of the City's appointed committees or the City Council alone may wish to explore a matter in great detail. The time, place, and purpose will be stated on all legally posted notices. City Council shall not take formal action on items presented at a workshop unless the item has been legally posted as a formal action item. Workshops and special called meetings can be called by the Mayor or the application of three (3) Councilmembers.

3.3. Agenda Officer

The City Secretary shall be the agenda officer with the responsibility for proper and legal posting of the agenda. When necessary, the City Secretary will assume responsibility for issuing a copy of the agenda to any newspaper, radio, or television stations advising them

of any scheduled meeting. The City Secretary shall distribute the agenda packets for all regularly scheduled meetings to the members of the governing body no later than 12:00 p.m. the Friday prior to the meeting date.

3.4. Order of Business

City Council meetings will be generally conducted in the following order, unless otherwise necessary as determined by the Mayor, City Administrator, or City Secretary. A closed session may be held at any time during a meeting consistent with applicable state law. Any proceeding which may legally be had at a regular meeting of the City Council may be had with the same effect at any special meeting of the City Council.

a) Workshop or Special Called Meeting Agenda.

1. Call to Order/Roll Call.
2. Pledge of Allegiance.
3. Public Comments.
4. Workshop Items.
5. Action Items, if required.
6. Public Comments.
7. Adjourn.

b) Regular Meeting Agenda.

1. Call to Order/Roll Call.
2. Pledge of Allegiance.
3. Proclamations/Presentations.
4. Public Comments.
5. Consent Agenda.
6. Reports from Staff.
7. City Commission and Committee Reports/Recommendations/Possible Actions.
8. Approvals and Authorizations.
9. Updates on City Council Projects.
10. Items for Future Agendas.
11. Public Comments.
12. Announcements.
13. Closed Session.
14. Reconvene into open session for possible action resulting from any items posted and legally discussed in closed session.
15. Adjourn.

3.5. Placement of an Item on an Agenda

All items for placement on an agenda shall be coordinated through the Mayor and City Administrator. The City Administrator shall be responsible for coordinating items and supporting documentation for the agenda for timely submission to the City Secretary.

Section 551.042, Local Government Code, V.T.C.A. (i.e. 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, but any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting.

Members of City Council wishing to place any item on an agenda may do so at the end of a City Council meeting during the section provided for "items for future agendas".

The Mayor and any Councilmember may submit agenda items which shall be included on the agenda. Items must be confirmed by the City Secretary by 5:00 p.m. two (2) weeks before the meeting date. Should a Councilmember need a new item placed on the agenda before City Council convenes, the Councilmember shall obtain a written statement from one (1) additional Councilmember explaining the specific item they wish to appear on the next agenda and submit their request in writing to the City Administrator or the City Secretary prior to the deadline for agenda items. The Mayor, City Administrator, or appropriate Councilmember shall be listed as the sponsor for each agenda item that has been individually requested.

3.6. Consent Agenda

The consent agenda shall contain routine, noncontroversial items that require City Council action but do not require deliberation. All items on the consent agenda shall be considered in one (1) motion unless a Councilmember requests any items be removed for discussion. Agenda items removed from the consent agenda by the request of any Councilmember will be considered separately after approval of the remaining consent agenda items.

3.7. Announcements

Members of the City Council, the Mayor, or the City Administrator have the opportunity to notify others of community events, functions, and other activities. The item shall be included on all regular meetings of the City Council.

3.8. Presentations and Public Recognition

All special presentations and public recognitions will be scheduled and coordinated through the City Secretary for placement on the agenda. The following procedures will guide presentations by members of the public at City Council meetings:

- a) Any documentation must be provided to the City Secretary no later than one (1) week prior to the City Council meeting.
- b) When called upon during the meeting, the person should come to the podium, state their name and address for the record, or, if speaking for an organization or other group, identify the group.
- c) All remarks should be addressed to the entire City Council, not to individual members.
- d) Questions, if any, should be directed to the presiding officer who will determine whether, or in what manner, an answer will be provided.

3.9. Public Hearings

- a) Procedures During Public Hearings. The City Council procedure for the conduct of public hearings is generally as follows:
 1. Mayor reads listed topic information for public hearing.
 2. Commission representative and/or City employee presents report/recommendation.
 3. The applicant/appellant has the opportunity to present comments, testimony, or arguments. In the case of an appeal when the appellant is different from the applicant, the appellant should be called upon first to provide comments or testimony. The applicant/appellant shall have a total of fifteen (15) minutes for a

presentation when recognized by the presiding officer. The initial comments or presentation shall be limited to ten (10) minutes and the rebuttal or concluding comments shall be limited to five (5) minutes.

4. Mayor opens the public hearing.
5. Members of the public are provided with the opportunity to speak for or against the issue. Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the City Secretary.
6. The public hearing is closed.
7. The applicant or appellant then has the opportunity to provide clarification, rebuttal, or concluding comments if necessary.
8. Councilmembers may ask questions of the applicant and/or appellant, City employees, or representative.
9. The City Council deliberates and takes action.

b) Policies Pertaining to Public Hearings.

Any public hearing being held, noticed, or ordered to be held by the City Council may, by order, notice, or motion, be continued to any subsequent meeting.

Members of the City Council who wish to ask questions of the speakers during the public hearing portion may do so, but only after first being recognized by the Mayor. Interaction with the speaker shall be limited to a question or questions, rather than an ongoing dialogue.

All persons interested in the matter being heard by the City Council shall be entitled to submit written evidence or remarks, as well as other graphic evidence. All such evidence presented will be retained by the City Secretary's Office as part of the record of the hearing, with the requirements of state law.

During the public hearing, no person will be permitted to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the Mayor, but may be appealed to the full City Council.

3.10. Rules of Decorum

All remarks shall be addressed to the City Council as a body, and not to any individual member thereof. Any person making personal, impertinent, or slanderous remarks while addressing the City Council may be requested to leave the meeting. Issues of the conduct or procedure of public meetings not addressed by these rules or state law shall be determined by the Mayor, or the presiding officer in the Mayor's absence.

a) Citizen Comments.

All individuals wishing to be heard may do so during the citizen comment period of a meeting in accordance with the following rules:

1. *Time limit.* Unless extended by a majority vote of Councilmembers present, the maximum time allocated for citizen comments is 30 minutes. Each speaker shall have no more than three minutes to speak during citizen comments.

2. *Sign in.* Prior to the commencement of the meeting, a person wishing to address the City Council must sign in with the City Secretary, and provide the following information: name, address, and subject matter to be presented.
3. *Speaker rules.* In order for the City Council to properly consider each matter brought to it by citizens, speakers are requested to observe the following rules:
 - a. A citizen comment period shall be scheduled before action items on the agenda.
 - b. Each speaker shall be limited to one 3-minute period, which may be used to address any item on the agenda or other matters of concern to the citizen, except those for which a public hearing is scheduled.
 - c. Only one person may speak at a time and speakers must show the governing body the same respect they would like to be shown.
 - d. The speaker must provide their name and address, which shall be included in the minutes of the meeting.
 - e. Speakers must address their comments to the entire governing body rather than to individual Councilmembers, City employees, or the audience.
 - f. Speakers may file copies of their remarks or supporting information with the City Secretary who shall distribute the information to the City Council and City Administrator upon request.

b) Public Hearings.

A person may express support or opposition to the matter that is the subject of a public hearing in accordance with the following rules:

1. *Sign in.* Upon conclusion of each comment, speakers must sign-in with the City Secretary and indicate their name, address, and whether they spoke in favor or opposition to the matter.
2. *Time limit.* Each person will be allowed a maximum of one 3-minute period, which also applies when the City Secretary is reading any written comments submitted.
3. *Written comments.* Written comments must be received by the City Secretary no later than two (2) hours before the start of the meeting in which the public hearing will be held. Should citizens submit a written comment then choose to attend the public hearing and speak in person, the written comment will not be read aloud.
4. *Closed public hearings.* No person will be permitted to address the City Council during the consideration of an agenda item on which a public hearing has been held by the City Council if the public hearing has been closed. This rule does not prohibit a Councilmember, upon consent of the presiding officer, or successful appeal to City Council, from asking questions of any person with knowledge about the subject matter in order to clarify points before the City Council votes.
5. *Speaker rules.* Speaker rules shall be the same as citizen comments.

c) City Employees.

City employees shall observe the same rules of procedure and decorum applicable to Councilmembers. Although the presiding officer has the authority to preserve decorum in meetings, the City Administrator is also responsible for the orderly conduct and decorum of all City employees under their direction and control. The City Administrator shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by City employees during City Council meetings.

d) Citizen Conduct.

Citizens are welcome to attend all official meetings of the City Council and will be admitted to the Council Chambers up to the fire safety capacity of the room. Overflow crowds may listen to proceedings from the lobby and meetings may be moved to other areas of the municipal building or other locations within the City if more appropriate.

All citizens will remove hats when addressing the City Council and refrain from private conversations in the Council Chambers while the City Council is in session.

The City Administrator, Chief of Police, or such member or members of the police department, shall act as sergeant-at-arms for the City Council, and shall furnish whatever assistance is needed to enforce the rules of decorum herein established. Any person who resists removal by the sergeant-at-arms shall be charged with violating Section 42.05(a) of the Texas Penal Code.

Citizens attending council meetings shall also observe the same rules of propriety, decorum, and good conduct applicable to Councilmembers. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous while addressing the City Council or while attending council meetings, shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the City Council during that session.

Unauthorized remarks from the audience, stomping of feet, whistles, yells, and similar demonstrations shall not be permitted by the presiding officer, who shall direct the sergeant-at-arms to remove such offenders from the room. Aggravated cases shall be prosecuted on the appropriate complaint signed by the presiding officer. Should the presiding officer fail to act, any Councilmember may move to require the presiding officer to enforce the rules, and the affirmative vote of the majority of the Councilmembers shall require the presiding officer to act.

No placards, banners, or signs of any kind will be permitted in the Council Chambers. Exhibits, displays, and visual aids used in connection with scheduled presentations to the City Council that have been legally posted on an agenda are permitted.

Citizens shall not address the City Council or participate in discussion on any matter unless they have been included on the agenda for such purpose, are making remarks during a period set aside for citizen comments, or are recognized by the presiding officer or a Councilmember having the floor with the consent of the presiding officer or successful appeal to the City Council.

SECTION 4. RULES OF CONDUCT.

4.1. Authority of the Chair

In the role of facilitator, the Mayor will assist the City Council in focusing agenda discussions and deliberations. Subject to appeal to the full City Council, the Mayor shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the observation of the business of the City Council by ruling any such matter out of order.

In such ruling, the Mayor shall be courteous and presume that the moving party is acting in good faith. Any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council shall require the presiding officer to act.

4.2. Council Deliberation and Order of Speakers

The Mayor has been delegated the responsibility to control the debate and the order of speakers. Speakers will generally be called upon in the order of the request to speak. With the concurrence of the Mayor, a Councilmember holding the floor may address a question to another Councilmember and that Councilmember may respond while the floor is still held by the Councilmember asking the question. A Councilmember may opt not to answer a question while another Councilmember has the floor.

Councilmembers will limit their comments to the subject matter, time, or motion being currently considered by the City Council.

Councilmembers will govern themselves as to the length of their comments or presentation. As a courtesy, the Mayor will signal by hand to a Councilmember who has been speaking for over five (5) minutes. This procedure is not meant to limit debate or to cut comments short but rather to assist Councilmembers in their efforts to communicate concisely.

Any member of the City Council wishing to speak must first obtain the floor by being recognized by the Mayor. The Mayor must recognize any Councilmember who seeks the floor when appropriately entitled to do so. When two (2) or more Councilmembers wish to speak, the presiding officer shall name the Councilmember who is to speak first. No Councilmember shall interrupt another while speaking except to make a point of order.

4.3. Motions

Motions may be made by any Councilmember who may vote on the motion. Any Councilmember who may vote on the motion, other than the person offering the motion, may second a motion. The following is the general procedure for making motions:

- a) A Councilmember who wishes to make a motion should do so through a verbal request to the Mayor.
- b) A Councilmember who wishes to second a motion should do so through a verbal request to the Mayor. Before a motion can be considered or debated it must be seconded.
- c) Once the motion has been properly made and seconded, the Mayor shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Councilmember recognized by the Mayor.
- d) Once the matter has been fully discussed, the Mayor calls for a vote, thus no further discussion will be allowed.

4.4. Voting and Abstention

Voting, except on unanimous votes, shall be by roll call and the ayes, nays, and abstentions shall be recorded in the minutes.

A Councilmember shall only disqualify themselves from voting in situations where they have a legal conflict of interest in the item. State law requires that when a Councilmember abstains or excuses themselves from a portion of a discussion or vote, the Councilmember must briefly state the nature of the conflict and must file an affidavit with the City Secretary prior to any discussion or action on such items.

SECTION 5. PROCEDURES ADMINISTRATION.

5.1. Adherence to Procedures

Rules adopted to expedite and facilitate the transaction of the business of the City Council in an orderly fashion shall be deemed to be procedural only, and the failure to strictly observe any such rules shall not affect the jurisdiction of, or invalidate any action taken by the City Council.

The City Council will review and revise the City Council rules of order and procedures as needed. During City Council discussions, deliberations, and proceedings, the Mayor has been delegated the primary responsibility to ensure that City officials, employees, and members of the public adhere to the City Council's adopted procedures.

The rules set forth are not exclusive and do not limit the inherent power and general legal authority of the City Council, or of its presiding officer, to govern the conduct of City Council meetings as may be considered appropriate from time to time, or in particular circumstances, for purposes of orderly and effective conduct of the affairs of the City.

5.2. Procedure Advisor

The City Attorney, or in the absence of the City Attorney, the City Secretary assists the Mayor and City Council as a resource and as an advisor for interpreting the City Council's adopted rules and procedures.

5.3. Applicability of Procedures

The City Council rules of order and procedures shall also apply to the City Council when sitting as the City's representative with other entities and agencies or when sitting as the Board of Appeals or Board of Adjustment. The role of Mayor and Mayor Pro-Tem shall be interchangeable with Chair and Vice Chair, or President and Vice-President, when sitting as the City's representative with another entity.

SECTION 6. CODE OF ETHICS AND ETHICAL CONDUCT RULES.

6.1. Purpose and Limitations

The citizens and businesses of the City are entitled to have fair, ethical, and accountable local government that maintains the public's full confidence for integrity. Therefore, the City's strong desire to fulfill this expectation requires that City officials and employees:

- Comply with both the letter and spirit of the laws and policies affecting City operations.
- Be independent, impartial, and fair in their judgment and actions.
- Utilize the office or position for the public good, not for personal gain.

To this end, the City Council adopts this Code of Ethics and Ethical Conduct Rules (the "Codes") to assure public confidence in the integrity of local government and its

effective and fair operation. By adopting the Codes, City officials and employees commit to:

- Transparent and accountable governance.
- Honest, fair, and respectful dealings with fellow City officials and employees as well as members of the public.
- Working together to deliver the best outcomes for the long-term interests of the City.

These standards, together with the ongoing requirement for Councilmembers to abide by City Council policies, will ensure public trust and confidence in the City.

The Codes are intended to support, explain, and assist City Council and its individual Councilmembers to exercise its governmental powers. Nothing contained herein is intended to contradict or supersede state law.

6.2. Act in the Public Interest.

Recognizing that stewardship of the public interest must be the primary concern, City officials and employees will work for the common good of the public and not for any private or personal interest. City officials and employees shall assure fair and equal treatment of all persons, claims, and transactions coming before the City.

6.3. Comply with the Law.

City officials and employees shall comply with the federal, state, and local laws in the performance of their public duties. These laws include but are not limited to: the United States and Texas constitutions as well as laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, open processes of government, and City ordinances.

6.4. Custodian of City Records

It is the policy of the City to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, retention, and disposition of City records. City officials and employees shall adhere to the requirements, policies, and procedures of the City's records management program established in Ordinance No. 67.

A custodian of City records shall, at the expiration of the custodian's term of office, appointment, or employment, deliver to the custodian's successor, if there is one, all City records in custody. If there is no successor, the City Council shall determine which City official or employee shall have custody.

A City official or employee does not have, by virtue of their position, any personal or property right to a City record even though the City official or employee may have developed or compiled it. The unauthorized alteration, destruction, deletion, removal from files, or use of a City record is prohibited. A City record may not be sold, loaned, given away, destroyed, or otherwise alienated from the City's custody unless in accordance with the City's records management program.

A City official or employee who knowingly or intentionally violates a provision adopted under Ordinance No. 67 by destroying or alienating a City record in contravention of the City's records management program or by intentionally failing to deliver City records to a successor in office shall be subject to prosecution and penalties as provided by the Local Government Records Act.

6.5. Conduct of City Officials and Employees

The professional and personal conduct of City officials and employees must be above reproach and avoid even the appearance of impropriety. City officials and employees shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other City officials and employees as well as members of the public.

6.6. Respect for Process

City officials and employees shall perform their duties in accordance with the processes and rules of order established by the City Council governing the public deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions.

6.7. Conduct of Public Meetings

City officials have an obligation to attend meetings and be prepared for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall assist in preserving order and decorum and shall refrain from interrupting other speakers, making personal comments not germane to the business of the body, or otherwise interfere with the orderly conduct of meetings.

During City Council meetings, a Councilmember desiring to speak shall address the presiding officer and, upon recognition by the presiding officer, shall confine discussion to the question under debate, avoid discussion of personalities and indecorous language, and refrain from personal attacks and verbal abuse.

During City Council meetings, a Councilmember desiring to question City employees shall address questions to the City Administrator, who shall be entitled either to answer the question(s) or designate a City employee. Such designation may occur at any time, including prior to a City Council meeting. Councilmembers shall not berate nor admonish City employees.

During City Council meetings, a Councilmember, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, to raise a point of order or procedure, or unless the speaker chooses to yield to questions from another Councilmember. If a Councilmember is called to order while speaking, that Councilmember shall cease speaking immediately until the question of order is determined. If ruled to be in order, the Councilmember shall be permitted to proceed. If ruled to be not in order, the Councilmember shall remain silent or make additional remarks to comply with the rules of the City Council.

During City Council meetings, Councilmembers shall confine their questions to the particular matters before the assembly, and in debate, shall confine their remarks to the issues before the City Council.

During City Council meetings, when there is more than one speaker on the same subject, Councilmembers will delay their comments until after all speakers on the subject have been heard.

Councilmembers shall not speak on behalf of the City Council at any place or time unless they have been so directed by the City Council as a body. Councilmembers shall clearly state when they have been directed by the City Council to speak on behalf of the City Council at the meeting of any board/committee/commission.

6.8. Decisions Based on Merit

It is expected that City officials and employees review material, participate in discussions, and base their decisions on the merits and substance of the matter at hand.

6.9. Communication

Prior to permitting final action to be taken on a matter under consideration City officials and employees shall publicly share substantive information, which they may have received from sources outside the public decision-making process, that is relevant to such action by the City Council or any City board/committee/commission.

6.10. Conflicts of Interest and Disclosure

City officials and employees shall familiarize themselves and abide by the following conflicts of interest and disclosure statutes and principles:

- a) Section 171 of the Local Government Code requires Councilmembers and certain officers to file an affidavit disclosing a substantial interest in a business or property that would be beneficially affected by a decision of the City Council and thereafter abstaining from participating in discussions and voting on the matter. Once the disclosure is made, the City official is to remove themselves from the meeting area to ensure their presence does not hinder the discussion of the item or influence the vote.
- b) Section 176 of the Local Government Code requires Councilmembers and the certain officers to file a conflicts disclosure statement disclosing any business relationship with a person or business doing business with the City or being considered by the City for a business relationship.
- c) Section 176.003(a)(2)(B) of the Local Government Code requires the disclosure of gifts of an aggregate value of more than \$100.00 in the twelve (12) month period preceding a transaction described in Section 176, other than gifts of food, lodging, transportation, or entertainment accepted as a guest.
- d) Sections 553.001-553.003 of the Local Government Code requires the filing of an affidavit before the date the City will acquire a property in which public servants have a legal or equitable interest.
- e) City employees shall disclose potential conflicts of interest to their supervisor and avoid participating in the handling of matters wherein City employees have a personal interest.

- f) In order to assure their independence and impartiality on behalf of the public good, City officials and employees are prohibited from using their positions to influence government decisions in which they have a personal interest.

Any Councilmember who has testified on his or her own behalf or as a witness before a board/committee/commission on any administrative action which then comes to City Council is disqualified from participating as a Councilmember on the matter only if there is a legal conflict of interest.

6.11. Corruption

City officials and employees shall familiarize themselves and abide by the Penal Code mandates concerning corruption, including specifically Section 36.02 prohibiting bribes, Section 36.08(d) prohibiting illegal benefits, Section 36.09 prohibiting receipt of prohibited gifts, Section 39.02 concerning abuse of official capacity, and Section 39.06(a) concerning misuse of official information.

6.12. Political Advocacy

City officials and employees shall not utilize the City's name or logo for purposes of endorsing any political candidate or business. City employees shall not engage in electioneering while on the job. Electioneering means working for the election of a candidate to political office.

City employees shall not be appointed or retained on the basis of their political support or activities. City employees shall not engage in political activities relating to a campaign for elective office while in uniform or on active duty. City employees elected to office shall be required to resign their employment upon acceptance of the office.

City employees are prohibited from using their municipal title or position in any advertisement or endorsement of products, persons, or activities, without exclusive authorization by the City Council.

6.13. Confidential Information

City officials and employees shall respect the confidentiality of information concerning City property, personnel, or proceedings of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal interests. City officials and employees shall keep all matters discussed in executive session confidential. Any City official or employee who shares any part or portion of the discussions, discourse, presentations, or information heard or presented during an executive session shall be deemed to have violated the Codes.

6.14. Use of Public Resources

City officials and employees shall not use public resources generally unavailable to the public such as equipment, supplies, facilities, or City employees' time for private gain or personal purposes.

6.15. Representation of Private Interests

In keeping with their role as stewards of the public interest, City officials and employees shall not appear on behalf of private interests of third parties before the City Council or any board/committee/commission proceeding of the City.

6.16. Advocacy and Media Communications

Effective media relations best serve the City by providing accountability to the public and transparency of government, ensuring accurate information is conveyed to the public, establishing and maintaining an accurate public perception of the City, informing residents of City programs and services, and promoting the City's achievements, activities and significant events. City officials and employees shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose.

The Mayor and Councilmembers have been elected to represent our community and are free to speak to the media on any subject. This policy and the following guidelines are intended to ensure that accurate consistent information is provided to the media and that City Council's integrity and professional image is preserved.

- a) The Mayor and Councilmembers have the right to express personal opinions on any issue, but must make it clear that they are speaking for themselves, are not speaking in an official capacity for the City, and are not speaking on behalf of City Council, unless the position has been adopted by the City Council.
- b) All conversations with a member of the media should be treated as on the record and all interviews with a member of the media shall be reported to the City's Communications Specialist/Public Information Officer as soon as reasonably possible after the interview.
- c) It is highly encouraged that the Mayor and Councilmembers contact the City Administrator for any relevant information prior to commenting on certain highly sensitive issues that may require greater discretion when speaking to media. These issues may include, but are not limited to:
 - 1. Legal issues, including liability issues and pending litigation.
 - 2. Personnel issues, including those surrounding existing and former City employees.
 - 3. Questions that involve police or fire investigations.
 - 4. A community-wide situation or emergency.

6.17. Policy Role of City Officials and Employees

City officials and employees shall respect and adhere to the City governmental structure as outlined in state law in addition to the City's policies and procedures. In this structure, the City Council determines the policies of the City with the advice, information, and analysis provided by the public, boards/committees/commissions, and City employees. Except as provided by this ordinance, Councilmembers therefore shall not interfere with the administrative functions of the City or the professional duties of the City employees; nor shall they impair the ability of City employees to implement City Council policy decisions.

6.18. Independence of Boards, Commissions, and Committees

Because of the value of the independent advice of boards/committees/commissions to the public decision-making process, City officials shall refrain from using their position to influence unduly the deliberations or outcomes of board/committee/commission proceedings. This section should not be interpreted to limit the participation of a Councilmember on a board/committee/commission to which they have been duly appointed by the City Council.

6.19. Positive Workplace Environment

City officials shall support the maintenance of a positive and constructive workplace environment for City employees, and for citizens and businesses dealing with the City. City officials shall recognize their role in dealing with City employees and refrain from creating the perception of inappropriate direction to City employees.

Only the City Council, acting as a body, is permitted to provide individual instruction to City employees, to include the City Attorney's Office, City Engineer's Office, and City Judges/Prosecutors regarding any matter confronting the City, whether policy-related or otherwise.

As the Chief Executive Officer of the City, the Mayor (or Mayor Pro-Tem acting in the Mayor's absence) may give direction and clarification to City employees, to include the City Attorney's Office, City Engineer's Office, and City Judges/Prosecutors to ensure that City rules, policies, and ordinances are properly carried out.

No member of the City Council shall give individual instruction to, attempt to define policy for, make any demand of, or attempt to influence City employees, to include the City Attorney's Office, City Engineer's Office, and City Judges/Prosecutors to circumvent City rules, policies, or ordinances.

Any member of the City Council may make requests of City employees, to include the City Attorney's Office, City Engineer's Office, and City Judges/Prosecutors for information, assistance, or other help as may be necessary, so long as such requests do not hinder the productivity of City employees or the operations of the City and so long as no orders, threats, promises, intimidations, or ultimatums, explicit or implicit, are issued.

Any member of the City Council giving individual instruction or making a demand of City employees, to include the City Attorney's Office, City Engineer's Office, and City Judges/Prosecutors with the exception noted below shall be deemed to have violated the Codes.

The single exception to this rule is that in times of emergencies lawfully declared by the Mayor, the Mayor may act independently as to matters of urgent need until a meeting of the City Council, in quorum, can be called.

6.20. Implementation

As an expression of the standards of conduct for City officials and employees expected by the City, the Codes are intended to be self-enforcing. It therefore becomes most effective when City officials and employees are thoroughly familiar with it and embrace its provisions. Ethical standards shall be included in the regular orientations for newly elected and appointed City officials as well as new City employees.

All City officials and employees shall sign a statement affirming they have read and understood the City of Garden Ridge Code of Ethics and Ethical Conduct Rules. In addition, the Codes shall be reviewed periodically, and the City Council shall consider recommendations from City officials, employees, and citizens for revisions as necessary.

6.21. Compliance

The Codes express standards of ethical conduct expected for elected and appointed City officials and City employees. City officials and employees themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chair of a City boards/committee/commission and the Mayor have the additional responsibility to intervene when any City official's actions appear to be in violation of the Codes and are brought to their attention.

6.22. Violations

Councilmembers are expected to abide by the Codes at all times. Any Councilmember not adhering to the Codes shall be in violation of said Codes.

Any suspected or alleged violation by a Councilmember must be reported to the Mayor. Any suspected or alleged violation by the Mayor shall be reported to the Mayor Pro-Tem and the City Administrator. In the case of a City employee making the report regarding a Councilmember, the report shall be made to the City Administrator, who will then report it to the Mayor (or the Mayor Pro-Tem regarding a report concerning the Mayor). Upon report, the City Administrator and City Attorney will assist the Mayor (or the Mayor Pro-Tem regarding a report concerning the Mayor) in following the procedures for addressing violations or alleged violations.

6.23. Procedure for Conducting Inquiries

The role of leading an inquiry of any Councilmember for any violation or alleged violation of this policy lies with the Mayor, Mayor Pro-Tem, and, if approved by City Council, an independent attorney or investigator. If the Mayor and/or Mayor Pro-Tem is the subject of an inquiry, their respective roles of leading an inquiry will be deferred to the next ranking Councilmember by seniority and, if approved by City Council, an independent attorney or investigator. The City Attorney shall not conduct the investigation of any Councilmember.

Any Councilmember who is the subject of an inquiry shall have the ability to provide a written statement responding to the findings of the inquiry. All Councilmembers who are

not the subject of an inquiry have a right to participate in the inquiry process regarding violations or alleged violations and their subsequent enforcement.

Depending on the circumstances of alleged violations of law or policy, the City Council may approve an independent attorney or investigator to initiate an investigation of the allegations prior to imposing any enforcement actions described in this policy.

In deciding whether or not to open an investigation the City Council should consider:

- a) Whether a City Council investigation may compromise other investigations regarding the same alleged actions, and, if the actions may result in criminal charges, whether the right of the accused Councilmember to a fair jury trial may be compromised by proceeding with an investigation;
- b) If persons involved in the allegations may choose to exercise their constitutional right against self-incrimination, which may limit the investigation's ability to present a full picture of alleged events; and
- c) How to ensure the protection of rights of those accused of violations, those making such accusations, and those who have information regarding the accusations.

At any point during any of the processes described in this policy, the City Council may refer the matter, as appropriate, to the Comal County District Attorney, the Texas Elections Commission, or to another law enforcement agency, for investigation. Following such a referral, the City Council may proceed with any actions it chooses to take under the provisions of the Codes and any other action permitted by state law.

If, upon proper investigation, an inquiry involving a City official is determined to be unfounded, written documentation of this fact will be recorded in the minutes. If, upon proper investigation, an inquiry involving a City employee is determined to be unfounded, written documentation of this fact will be placed in the employee's personnel file.

6.24. Enforcement of Violations

The City Council may impose sanctions, such as reprimand, formal censure, or loss of committee assignment, on City officials whose conduct does not comply with the Codes or City's standards. The City Council also may act to remove members of any City board/committee/commission from office.

Councilmembers have the obligation to govern themselves responsibly in the enforcement of any violation of this policy. The objective for establishing rules of enforcement pertaining to this policy is to provide fair, consistent, concise, and efficient guidelines for the use of enforcement against violations of this policy.

As a general matter, enforcement of this policy may be progressive, but circumstances may indicate that strong actions be taken immediately. Furthermore, City Council is not bound to the enforcement guidelines of this policy and should make decisions on a case-by-case basis. City Council, as a collective body, may change the order of the disciplinary steps listed below, or may choose not to use any step, depending on the circumstances under review.

City Council may take any appropriate disciplinary action including, but not limited to:

- a) Cautioning. Cautioning is identified as a verbal reprimand and shall not be recorded. A cautioning shall be administered in private to the Councilmember by the Mayor with the City Administrator, Chief of Police, or City Attorney present acting as a witness. If the Mayor is receiving the cautioning, it shall be administered in private to the Mayor by the Mayor Pro-Tem with the City Administrator, Chief of Police, or City Attorney present acting as a witness.
- b) Correction. Correction is identified as a verbal reprimand and shall be conducted during a public meeting in accordance with the Texas Open Meetings Act. The correction of any Councilmember, including the Mayor, shall be noted in the minutes but will not otherwise be administered in writing. A quorum of the City Council, including the corrected Councilmember, shall be present during the administration of the correction. The City Attorney shall be notified of the correction in advance and shall be present during the administration of the correction.
- c) Censure. The act of placing a Councilmember under censure is an official and public reprimand of a Councilmember by the governing body for multiple and/or serious infractions against the Codes.

The censure of any Councilmember, including the Mayor, shall be administered in writing. City Council shall assess censure on a case-by-case basis, with any censure period lasting no more than sixty (60) days. At the end of the censure period, the censure has expired and shall not be extended. A Councilmember placed under censure may return to a good standing status once their censure period has ended. The body of the City Council may determine to end the censure period of a Councilmember prior to the conclusion of said period at their discretion.

All censure hearings shall be conducted in accordance with the Open Meetings Act and the City Council may adopt a resolution of censure based on clear and convincing facts supporting the allegations of misconduct giving rise to the censure. A resolution of censure may include the imposition of sanctions against the Councilmember, such sanctions may include removal from committee assignments and restrictions on representing the City in any official capacity. A censure must be publicly voted on in open session of the City Council and must be passed by a 2/3 supermajority vote. A Councilmember under consideration of censure will not vote on their own censure.

SECTION 7. DEFINITIONS.

For purposes of this Ordinance, the following terms, words, and the derivation thereof shall have the meaning given herein. All other terms have their usual and ordinary meaning.

Business means a corporation, partnership, sole proprietorship, firm, holding company, joint stock company, receivership, trust or any other for profit or non-profit entity.

City Council means the legislative and governing body of the City consisting of the Mayor and Councilmembers.

City Official means any member of the City Council and any appointed member of a board, committee, or commission set up by ordinance, resolution, state law, or otherwise on a temporary or permanent basis.

City Records means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officials or employees pursuant to law, including an ordinance, or in the transaction of public business.

Custodian of City Records means any City official or employee who creates or receives City records.

Employee means any person employed by the City, including those individuals on a part-time basis as well as independent contractors hired by the City for repetitive performance of services, but not independent contractors engaged for occasional services.

SECTION 8. CUMULATIVE AND SAVINGS.

This ordinance is cumulative of all provisions of ordinances of the City of Garden Ridge, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. All previous versions of this ordinance to the extent that they are in conflict herewith are repealed.

SECTION 9. SEVERABILITY.

It is hereby declared to be the intention of the City Council 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 is declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality will not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 10. EFFECTIVE DATE.

This ordinance shall become effective immediately upon its passage, approval, and any publication as provided by law.

PASSED AND APPROVED ON this 6th day of April, 2022.

APPENDIX R EMPLOYEE BUSINESS CODE OF CONDUCT

I. OUR RELATIONSHIP WITH EACH OTHER

A. Recognizing and Respecting Diversity

The City is committed to an all-inclusive work culture. We believe and recognize that all people should be respected for their individual abilities and contributions. The City strives to provide challenging, meaningful and rewarding opportunities for personal and professional growth to all employees without regard to race, color, religion, sex, national origin, age, disability or any other legally protected status. We believe that such an attitude contributes greatly to the innovative environment that the City values so greatly. [Refer to Employee Personnel Policy Manual, "Workplace Conduct."]

B. Maintaining Workplace Safety

We are responsible for maintaining a safe workplace for ourselves and for others, by following safety and health rules and practices. We are responsible for immediately reporting accidents, injuries and unsafe equipment, practices or conditions to a supervisor or other designated person. The City is committed to keeping its workplaces free of hazards. [Refer to Employee Personnel Policy Manual, "Safety."]

C. Respecting Each Other's Privacy

The City respects the privacy of its employees and therefore maintains only those employee personnel and medical records necessary for business, legal or contractual purposes. The Texas Public Information Act requires public access to all City records. However, as provided by law, employees may restrict public access to certain personal information:

1. Every employee has the right to see his or her own personnel record.
2. The City will comply with all applicable laws regulating the disclosure of personal information about employees.

The City and its employees recognize and respect the privacy of each other's personal lives. However, as public servants, we are also held to a higher standard, and we must not let our personal conduct impair our work performance or adversely affect the work environment or reputation of the City.

D. Harassment

The City prohibits all forms of harassment and violence towards employees, volunteers, and officers in the Workplace Conduct Policy. This includes demeaning, insulting, embarrassing or intimidating behavior directed at any employee related to race, color, religion, sex, national origin, age, disability or any other legally protected status. We believe harassment of any kind contradicts Garden Ridge Values. [Refer to Employee Personnel Policy Manual, "Workplace Conduct."]

E. Team Environment

The City places great importance upon teamwork. While individual effort is important and necessary, it is also desirable that we recognize and make use of the strength gained through teamwork. Cooperation and consolidation of effort is not only important within each department, but across the entire City as well.

F. Communication

The City promotes an environment of open communication that values discussion of ideas and issues.

II. OUR RELATIONSHIP WITH ELECTED AND APPOINTED OFFICIALS

A. Professionalism

In our relationship with both elected and appointed officials, we must always act with the professionalism that is the hallmark of excellent public service. Throughout the life of the City, there will be continual transitions in leadership through elections and council appointments. The greatest asset we have in ensuring a smooth transition is by our professional demeanor.

B. Political Involvement

As employees of a municipal government, there are limitations on our political activities while at work. These limitations serve to protect our integrity and accountability for our role in the public sector. We can execute our constitutional rights within the political process, but there are certain limitations as they relate to our service in Garden Ridge.

1. Impartiality and Neutrality

It is essential that we perform our duties without regard to any political party, agenda or point of view while acting in an official capacity. Our responsibility is to the citizens of Garden Ridge and to their elected representatives, the City Council.

2. Political Advocacy

We shall not engage in any political activity while working. Although we are not prohibited from expressing our political opinion on an issue, we must clarify that the opinion does not necessarily reflect the opinion of the City or its officers.

3. Influencing Subordinates

We shall not, directly or indirectly, induce or attempt to induce any City subordinate to participate in an election campaign, contribute to a candidate or political committee, or engage in any other political activity relating to a particular party, candidate, or issue, or to refrain from engaging in any lawful political activity.

A general statement merely encouraging another person to vote does not violate this rule.

4. **Paid Campaigning**

We shall not accept anything of value, directly or indirectly, that might reasonably tend to influence us in favor or opposition regarding any political item pending on the ballot. [Refer to Employee Personnel Policy Manual, "Code of Ethics and Ethical Conduct Rules."]

5. **Display Of Campaign Materials**

We shall not display political campaign materials on any City vehicle or property.

C. **Information Distribution**

We have a responsibility to distribute information in a fair and consistent manner to elected and appointed officials. It should be inclusive of all available facts, not just what is needed to make a favorable decision for us. Additionally, we should provide such information in a responsive and timely manner.

While we should always respond in a timely manner to citizen and City Council requests for information, we should also keep our supervisors and the City Manager informed of such requests as applicable.

III. **OUR RELATIONSHIP WITH THE CITY**

A. **Respecting the City's Greater Good**

Our purpose is to serve the citizens of Garden Ridge. To that end, we also must respect the City's greater good. We should never pursue our own goals or personal gain to the detriment of the City.

B. **Outside Employment**

As employees of the City, we accept certain restrictions so that we may better serve the citizens. Specifically, we shall not accept other employment or engage in outside activities that compromise our ability to fulfill our duties and responsibilities with the City, or which might impair our independent judgment in the performance of our official duties. [Refer to Employee Personnel Policy Manual, "Outside Employment."]

C. **Conflicts of Interest**

Maintaining impartiality and neutrality in decisions before the City is essential in preserving not only our individual integrity, but that of the City as well. Conflicts of interest arise when personal involvement and/or gain in a decision could lead to prejudice, or the appearance of prejudice in that decision.

All City employees shall disclose a relationship that exists between the city

employee or family member of the city employee, with a person or business contracting or seeking to contract with the City for any goods or services. [Refer to Employee Personnel Policy Manual, "Employee Standards of Conduct."]

D. Representation of the City

We have a responsibility to represent the City in a manner that does not bring discredit upon it or its employees, nor to represent the City in any manner other than in an official capacity. This responsibility should guide our actions while wearing City clothing or uniforms. We shall not wear uniforms or logos identifying the City while engaging in conduct or activity that by virtue of this association would reflect poorly upon the City. [Refer to Employee Personnel Policy Manual, "Dress and Grooming Standards."]

The Code of Ethics and Ethical Conduct Rules also delineates specific guidelines that prohibit an employee of the City from representing any person or group before the City. Further, we may not represent any person or group in any action or proceeding against the interests of the City or in any litigation in which the City is a party. [Refer to Employee Personnel Policy Manual, "Code of Ethics and Ethical Conduct Rules."]

IV. OUR RELATIONSHIP WITH GARDEN RIDGE CITIZENS AND THE PUBLIC

A. Responsiveness and Equitable Treatment

We should respond in a timely manner to the needs of the public with respect, courtesy, and professionalism. At no time shall we grant any special consideration, treatment, or advantage to any citizen beyond that which is available to any other citizen.

B. Respect For Private Property

We shall respect the private property of our citizens. In circumstances where official City business requires us to work on private property, we shall make every reasonable effort to notify the property owners of such work activity. Whenever possible, the private property shall be returned to its pre-work condition.

V. OUR RELATIONSHIP WITH VENDORS AND CONSULTANTS

A. Gifts

It cannot be overstated that the Garden Ridge Values can be greatly compromised by the improper acceptance of gifts. Even the appearance of accepting gifts can be damaging.

No City officer or employee shall accept any gift that might reasonably tend to influence them in the discharge of their official duties, or grant any improper favor, service or thing of value. Neither shall they use their official position to secure special privileges or exemptions for themselves or others. [Refer to

Employee Personnel Policy Manual, "Code of Ethics and Ethical Conduct Rules" and Gifts Policy."]

B. Bidding and Contracting

Bidding and contracting can bring great discredit upon the City if it is not conducted in a legal and appropriate manner. Any private gain by employees of the City or any gain beyond reasonable compensation for the contractor is prohibited. [Refer to Code of Ethics and Ethical Conduct Rules".]

VI. OUR STEWARDSHIP OF INFORMATION

Information Access and Management

In the course of our official duties, we may have knowledge of, or work with, various types of public and confidential information. We should strive to provide prompt and accurate access of public information in a timely manner. The Texas Public Information Act and the Texas Open Meetings Act provide specific guidance and legal requirements.

In providing information to the media, the City seeks to provide consistent, accurate and timely information. To accomplish this goal, it is desirable that only designated employees provide official responses to the media. This does not prevent any employee from providing a response, but we must always remember that in doing so, whether we intend to or not, we represent the City of Garden Ridge. [Refer to Employee Personnel Policy Manual, "Media Relations and Social Media Policies."]

A. Confidential Information

We shall not use our position as employees of the City to secure official information about any person or entity for any purpose other than the performance of our official responsibilities. We will protect from disclosure or misuse all non- public information pertaining to the City or its actions. Further, we shall not disclose confidential information or use such information to further or impede anyone's personal interests. This does not prohibit any disclosure or use that is authorized by law, or the confidential reporting of illegal or unethical conduct to authorities designated by law.

VII. OUR STEWARDSHIP OF THE ENVIRONMENT

To provide residents with an outstanding quality of life, the City is committed to health, safety and the environment through actions such as recycling and energy conservation. We will abide by all applicable health, safety and environmental laws and regulations as we conduct our business and will seek to maintain standards of excellence in the Garden Ridge environment. Whenever possible and appropriate, we will notify citizens about environmental issues related to our activities. If we are required to use hazardous materials in the

conduct of our operations, we will take all precautions necessary to prevent misuse.

VIII. OUR STEWARDSHIP OF PUBLIC RESOURCES

A. Equipment, Facilities and Technology Systems

Our ability to serve the citizens of Garden Ridge requires the efficient and proper use of the City's assets and resources. This includes not only physical property, equipment, and inventory, but other tangible assets such as office equipment and supplies, and information systems. Safeguarding these assets is the responsibility of all employees. We must use and maintain City equipment and facilities with care and respect while guarding against fraud, waste and abuse. [Refer to Employee Personnel Policy Manual, "Electronic, Communications and Internet Use and Fraud Policies."]

We will use public resources according to City policies and procedures, comply with security programs and procedures that help prevent their unauthorized use or theft, and abide by all regulations or contractual agreements governing their use.

B. Use Of Public Resources

We recognize that the resources of the City have been provided through the taxes of the citizens of Garden Ridge, and are for the purpose of providing service to our citizens. We shall not use, request, or permit the use of City facilities, personnel, equipment, or supplies for private purposes (including political purposes), unless allowed by City policy or approved by City Council.

IX. OUR FINANCIAL INTEGRITY

Financial integrity is one of the most essential concerns a government has to deal with, and it is no less important in the operations of the City. As stewards of public monies, we must always recognize that the funds we utilize are not our own. We act on behalf of the citizens of Garden Ridge. In all things from budget prioritization, administration, records maintenance and reporting, we should strive to make our actions transparent, easily understood, and beneficial to the citizens. To do anything less would be to forsake the public trust that we have been given.

X. OUR RESPONSIBILITY TO REPORT VIOLATIONS

The cornerstone in any team environment is a shared concept of ethics. Therefore, it is imperative that all employees report any ethics violations and ensure that the highest standards are upheld in our daily conduct. Depending upon the situation and personnel involved, violations can be reported to various parties, including the department director, City Administrator, and Human Resources Department,

5.2 DRESS AND GROOMING STANDARDS

- 5.2.1 **General.** The City wishes to project a positive and professional image of Employees representing the City. As such, Employees are expected to dress in a conservative, professional manner that is appropriate to their position. Presenting a professional image creates a favorable impression for the City, promotes confidence in the services the City provides, promotes respect among co-workers, and encourages higher working standards.

All Employees shall refrain from wearing apparel that is overly revealing or distracting clothing, wrinkled, ripped, tattered, or soiled. Apparel shall not have obscene messages or endorse alcohol, tobacco, drugs, pornography, political views, or offensive materials of any kind.

The City Administrator shall determine which dress standard is applicable in order to maintain acceptable dress and appearance. This policy provides guidelines for appropriate appearance, uniform, and grooming of Employees.

- 5.2.2 **Application.** This policy applies to all Employees. An Employee who is in doubt as to which dress standard applies should contact their Department Head.

- 5.2.3 **Business Casual Dress Policy.** Business casual dress allows the Employee to dress in a neat and professional manner which is less formal than business dress. Casual business wear encompasses many looks, but it really means casual clothing that is appropriate for a professional office environment. It is clothing that allows you to be comfortable at work yet always look neat and professional. We ask that you consider each day's activities when determining what to wear (i.e., will you be meeting with a client in our office, attending an offsite meeting, or moving boxes and files, etc.).

Listed below is an overview of acceptable business casual wear, as well as a list of some of the more common items that are not appropriate for our office environment. Obviously, this list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first. Also, it is generally better to be overdressed than underdressed. Your supervisor should be consulted if questions arise regarding the appropriate attire at the office.

Slacks/pants – Slacks and jeans are acceptable, provided they are clean and wrinkle free. Inappropriate items include pants that are excessively worn or faded, ripped jeans, sweatpants, shorts, bib overalls, spandex and other form-fitting pants. Leggings accompanied by a long top, sweater or jacket, or worn with a dress are acceptable. Long is defined as extending beyond one's buttocks.

Shirts – Casual shirts with collars (for men), polo shirts, blouses, sweaters, and turtlenecks are acceptable. Avoid low cut T-shirts, sweatshirts, crop tops, tank tops,

tube tops, halter tops, and any tops with bare shoulders unless worn under another blouse or jacket. Avoid clothes that are distracting and revealing. T-shirts with any writing or graphics are inappropriate during Council, Commissions, offsite meetings and luncheons. Shirts are inappropriate if your midsection or stomach can be seen at any time.

Dresses/skirts – Casual dresses and skirts with modest hemlines are acceptable. Dresses that are sleeveless but do not leave the shoulders bare are acceptable. Mini skirts/dresses and spaghetti strap dresses are considered inappropriate.

Footwear – Items such as sneakers, sandals, loafers, boots, flats, and leather casual shoes are acceptable. Beach style flip flops and house slippers are considered inappropriate.

Supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. Repeated violations may result in corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action*.

A single day exemption may be granted, allowing deviations from this policy for outside City events. Such allowances must be approved in advance by the City Administrator.

- 7.4.2 **PTO Eligibility.** The PTO accrual begins with the first full pay period for all Full-time Employees. PTO is available to new **non-exempt** Employees after the successful completion of the 180-day probationary period. **Exempt Employees are not subject to a waiting period for PTO usage.** Part-time, Temporary and Seasonal Employees are not eligible for PTO. To remain competitive in the job market, City Council may grant an increase in the PTO accrual rate or grant an allotted number of PTO hours to a new Employee of exempt pay status at the beginning of employment.

- 5.10.3 **Gifts.** **An Employee shall not accept cash, checks, or any other form of gratuity or gift having monetary value including gift cards or gift vouchers.** However, customary giving and accepting of food or token gifts for birthdays, holidays, weddings, bereavement, or similar events is not a violation of this policy. Gifts over \$50 must be reported to the City Administrator.

An employee shall not accept gifts from any person or entity that is doing or seeking to do business with the City.

If law or policy does not prohibit acceptance, Employees may accept advertising novelties such as pens, pencils, calendars, or other similar gifts of nominal value of not more than \$50. **An Employee may except door prizes, raffle prizes or any similar type of gift/prize that may be won or presented to them while attending a city sponsored, training, or city related event.**

Perishable gifts given to the City, such as food or flowers, may be accepted but must be placed in a breakroom or area shared by all Employees.

If a gift exceeds \$50 and refusal of the gift would cause embarrassment to the person offering it, the gift may be accepted on behalf of the City. The gift must immediately be delivered to the City Administrator who will donate the gift to a tax-exempt charitable organization formed for educational, religious, or scientific purposes.

MOTHERSHIP

1972-2022

50



50th Anniversary

BROUGHT TO YOU BY



Hanson
HEIDELBERGCEMENT Group



Audi
North Park

7.4.2022 • 6 PM

Garden Ridge Municipal Complex • 9400 Municipal Parkway

LIVE 70's MUSIC BY MOTHERSHIP • LASER LIGHT SHOW BY
FUN ACTIVITIES AND GAMES FOR THE KIDS!



50TH ANNIVERSARY CELEBRATION

FOOD TRUCK COURT

JOIN US BEGINNING AT 6PM
AT CITY HALL FOR A VARIETY
OF FOOD AND DRINKS!

LIVE MUSIC

BEGINNING AT 7PM, COME
LISTEN TO MOTHERSHIP!

LASER LIGHT SHOW

OUR GRAND FINALE KICKS OFF
AT 9:30PM! YOU WON'T WANT
TO MISS THIS!

IMPORTANT INFO

PARKING AT GARDEN RIDGE ELEMENTARY
SCHOOL AND OVERFLOW PARKING AT
DAVENPORT HIGH SCHOOL. TRANSPORTATION
FROM OVERFLOW PARKING TO CITY HALL IS
AVAILABLE.

SPECIAL ANNIVERSARY GOODIES AVAILABLE
WITH A DONATION. CHECK OUT THE CITY'S
EVENT PAGE FOR MORE DETAILS.



DID WE MENTION IT'S
BYO-COOLER?
(PLEASE NO GLASS.)

Future Agenda Items

City Council

July 13, 2022, Regular Meeting

14 days before Meeting	(06/29/2022)	City Council and Staff items are due.
7 days before Meeting	(07/06/2022)	City Administrator and Mayor review agenda. City Attorney is sent agenda.
6 days before Meeting	(07/07/2022)	Post agenda on bulletin board. City Council receives packet (allowing a day for corrections/ request additional information be added)
5 days before Meeting	(07/08/2022)	Post agenda packet to City Website.
Meeting Day	(07/13/2022)	Mayor and City Administrator meet with Department Heads Wednesday @ 10 a.m.

City Council = Red

Planning & Zoning = Green

Water Commission = Blue

Quarry Commission = Purple

Municipal Court = Gray

Events = Yellow (4th of July Celebration/50th Anniversary)

City Holiday = Orange

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

August 3, 2022, Regular Meeting

14 days before Meeting	(07/20/2022)	City Council and Staff items are due.
9 days before Meeting	(07/25/2022)	City Administrator and Mayor review agenda. City Attorney is sent agenda.
6 days before Meeting	(07/28/2022)	Post agenda on bulletin board. City Council receives packet (allowing a day for corrections/ request additional information be added)
5 days before Meeting	(07/29/2022)	Post agenda packet to City Website.
Meeting Day	(08/03/2022)	Mayor and City Administrator meet with Department Heads Wednesday @ 10 a.m.

City Council = Red

Planning & Zoning = Green

Water Commission = Blue

Wildlife Management Advisory Commission = Brown

Municipal Court = Gray

Events = Yellow (First Friday)

City Holiday = Orange

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

PENDING FUTURE AGENDA ITEMS

1. Monitoring Wells in the City of Garden Ridge... *Arvidson*
2. Update on City-funded monument for Paul Davis Park... *Bower*