MINUTES OF CITY COUNCIL SPECIAL MEETING, JUNE 25, 2018

Members Present:
Mayor Larry Thompson
Mayor Pro-Tem John McCaw
Councilmember Todd Arvidson
Councilmember Kay Bower
Councilmember Robb Erickson
Councilmember Bryan Lantzy

Member Absent:
None

City Staff Present:
Nancy Cain, City Administrator
Ron Eberhardt, Police Chief
Brad Olivarri, Deputy Water Manager
Steven Steinmetz, Public Works Director
Linda Crosland, Library Director
Karen Ford, Finance/HR Manager
Shelley Goodwin, City Secretary

Commission Representatives Present:
None

Other City Commissioners in attendance:
Dr. Jim Miller, Chair, Planning and Zoning Commission
Ken Knuepper, Commissioner, Wildlife Management Advisory Commission

1. Call to Order
With a quorum of the City Council members present, Mayor Thompson called the special meeting of the Garden Ridge City Council to order at 6:00 p.m. on Monday, June 25, 2018, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance
Mayor Thompson led the Pledge of Allegiance.

3. Citizen's Participation – Limited to (30) minutes
None one signed up to speak.

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

a) **Approval/Disapproval of employee benefits for fiscal year 2019 and authorize City Administrator to negotiate contracts with Texas Municipal League IEBP:**
   i. **Health insurance at $522.12/month/employee (increase of 15% which is $68.10 per month per employee)**
   ii. **Dental insurance at $29.01/month/employee (no increase)**

Mayor Thompson reviewed the cost of the Health and Dental insurance plans.

The City Council discussed that the City pays for the employee's coverage and that family members coverage is paid for by the individual employee.

Motion: A motion was made by Mayor Pro-Tem McCaw, seconded by Councilmember Lantzy, to approve the employee benefits for fiscal year 2019 and authorize the City Administrator to negotiate contracts with Texas Municipal League IEBP for the Health insurance at $522.12/month/employee and Dental insurance at $29.01/month/employee. The City Council voted five (5) for and none (0) against. The motion passed unanimously.

b) **Presentation, discussion, review and possible direction on proposed FY 2019 Budget for the City of Garden Ridge**
   i. **General Fund**
   ii. **Water Fund**
   iii. **Interest & Sinking Fund**
   iv. **Capital Improvement Fund**

Mayor Thompson provided a PowerPoint presentation (see attached) regarding the FY 2019 Budget Proposals. He presented an overview of the budget proposals, highlights, new budget items, challenges and 2018 budget items still being worked on. He reviewed the Water Fund, General Fund and future needs of the City.

The City Council reviewed the proposed budget. They discussed the following line items:

- Ad Valorem Taxes
- Building Permits
- Vehicle Inventory Fee
- Professional Services- Administrative and Court
- Personnel Services-Police Department and Library
- Wildlife Management Advisory Commission
- Maintenance Services-Public Works and Water Department
- Utility Services-Water Department
- Capital Outlay-Water Department
- Water Leases
- Remaining expenses for 2015 CIP Projects

The City Council directed Staff to provide copies at the July 5, 2018 Regular Meeting of the cost for an Automatic Water Read/Notification of High Usage system and annual totals paid to the City Attorney and City Engineers in 2017.

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

Nancy Cain, City Administrator, reviewed the proposed calendar for the proposed Special Meetings on the budget and tax rate. She stated if the City Council files the FY2019 Budget with the City Secretary on July 5, 2018 then the July 12, 2018 Special Meeting may be canceled. She stated she is hoping that the Comal Appraisal District provides the appraisal value information early, which means that the City could have the tax rate calculation earlier and a Special Meeting in August could be eliminated as well.

8. Citizen Comment Period – limited to 20 minutes total

Dr. Jim Miller, 9910 Marie Meadows, stated he wished that the audience could have received copies of the proposed budget so they could follow along with the figures being discussed.

9. Adjournment

There being no further business, the Monday, June 25, 2018, Garden Ridge City Council regular meeting was adjourned at 8:10 p.m. by Mayor Thompson.

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Larry Thompson
Mayor

ATTEST

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Shelley Goodwin, TRMC
City Secretary

CITY OF GARDEN RIDGE

JULY 2018

RECOMMENDED CAPITAL IMPROVEMENT PROGRAM OVERVIEW

Recommended Capital Improvements Program (RCIP)

- Objective
  - Create CIP Timeline and Priority
  - Decision Making Tool
  - Designed to be Updated

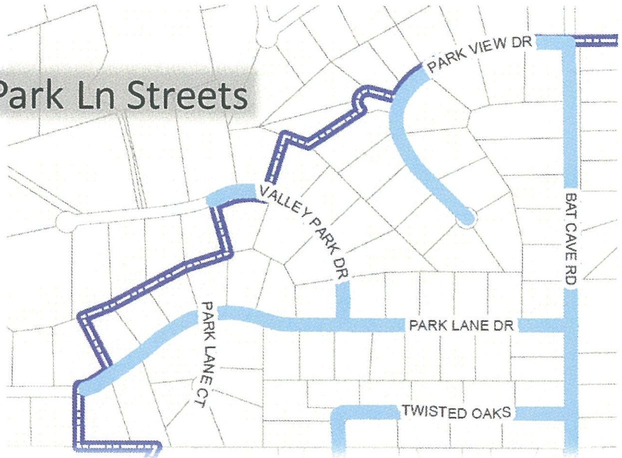
- CIP Data Sources
  - Plats & Construction Drawings
  - City Master Plans
  - Comal County Planning Documents
  - Comal County GIS

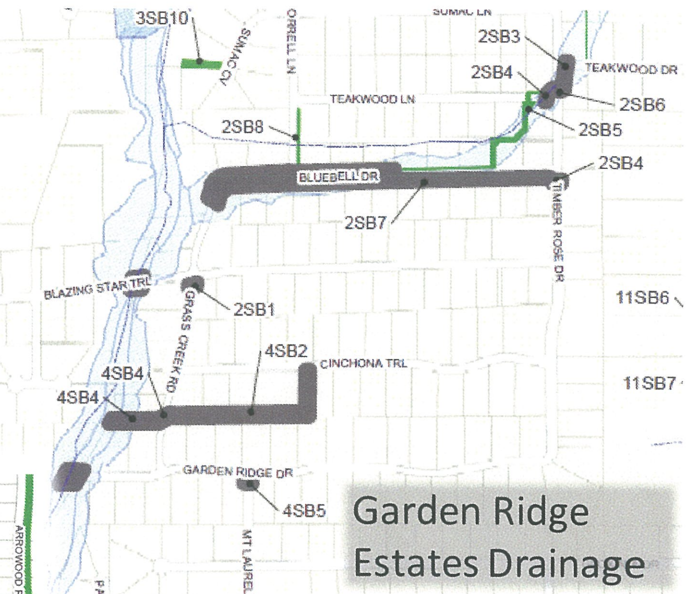
Infrastructure Service Life

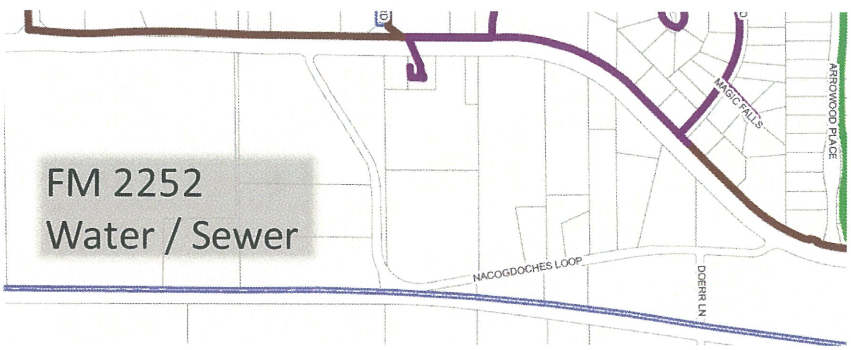
- Waterlines
  - Basis of CIP Phasing Timeline
  - ~50 Year Service Life
  - Based on Regional PVC Studies
  - Installation Failures Occur Within 10 Years
  - Average Failure Age of 47 Years
  - PVC Quality Has Improved Since 1970's
- Roadway
  - Basis of CIP Phasing Location
    - ~20 Year Service Life
    - Variable – Based on O&M and Environment
    - Can Extend Service Life with O&M
    - Can Specify Condition with PCI
- Drainage
  - Service Life Highly Variable
  - Greater Accuracy to Visually Identify Drainage CIPS
  - CIPs were Identified in Current Stormwater Master Plan

CIP PHASE	ROADWAY NAME	SUBDIVISION	CRITICALITY	PROJECTS	CONSTRUCTION COST
Phase 1 0-5 Years	Park Ln Estates Streets	Park Lane Estates	-	Street	$ 552,000.00
	City Drainage	Garden Ridge / Park Lane Estates	-	Drainage	$ 500,000.00
	FM 2252 Water Sewer	City of Garden Ridge	-	Water & Sewer	$ 2,500,000.00
					$ 3,552,000.00
Phase 2 5-15 Years	Azalea Gate	Garden Ridge Estates	100%	Water & Drainage & Street	$ 752,400.00
	Hickory Bend	Garden Ridge Estates	89%	Water & Street	$ 992,400.00
	Magic Falls	Garden Ridge Estates	89%	Water & Street	$ 165,600.00
	Cedar Branch [S]	Garden Ridge Estates	82%	Water & Street	$ 240,000.00
	Lloyds Park	County Oak Estates	82%	Water & Street	$ 560,400.00
	Oak Rush	Garden Ridge Estates	82%	Water & Street	$ 254,400.00
	Plum Ranch Rd [S]	Garden Ridge Estates	82%	Water & Street	$ 108,000.00
					$ 3,073,200.00
Phase 3 10-20 Years	Forest Waters Cir	Forest Waters	86%	Water & Street	$ 4,096,800.00
	Water Wood Dr	Forest Waters	86%	Water & Street	$ 1,364,400.00
	Glen Cv	Forest Waters	86%	Water & Street	$ 369,600.00
	Tree Top Ln	Forest Waters	86%	Water & Street	$ 190,800.00
	Woodland Cv	Forest Waters	86%	Water & Street	$ 333,600.00
					$ 6,355,200.00
Phase 4 15-25 Years	Cedar Branch [N]	Garden Ridge Estates	71%	Water & Drainage & Street	$ 594,000.00
	Plum Ranch Rd [N]	Garden Ridge Estates	71%	Water & Drainage & Street	$ 140,400.00
	Mt Laurel Ln [S]	Garden Ridge Estates	59%	Water & Street	$ 307,200.00
	Gardenia Bend Dr	Garden Ridge Estates	58%	Water & Street	$ 860,400.00
	Berean Way	Garden Ridge Estates	52%	Water & Street	$ 253,200.00
	Paradise Pass	Garden Ridge Estates	52%	Water & Street	$ 528,000.00
					$ 2,683,200.00

RECOMMENDED CAPITAL IMPROVEMENTS PROGRAM







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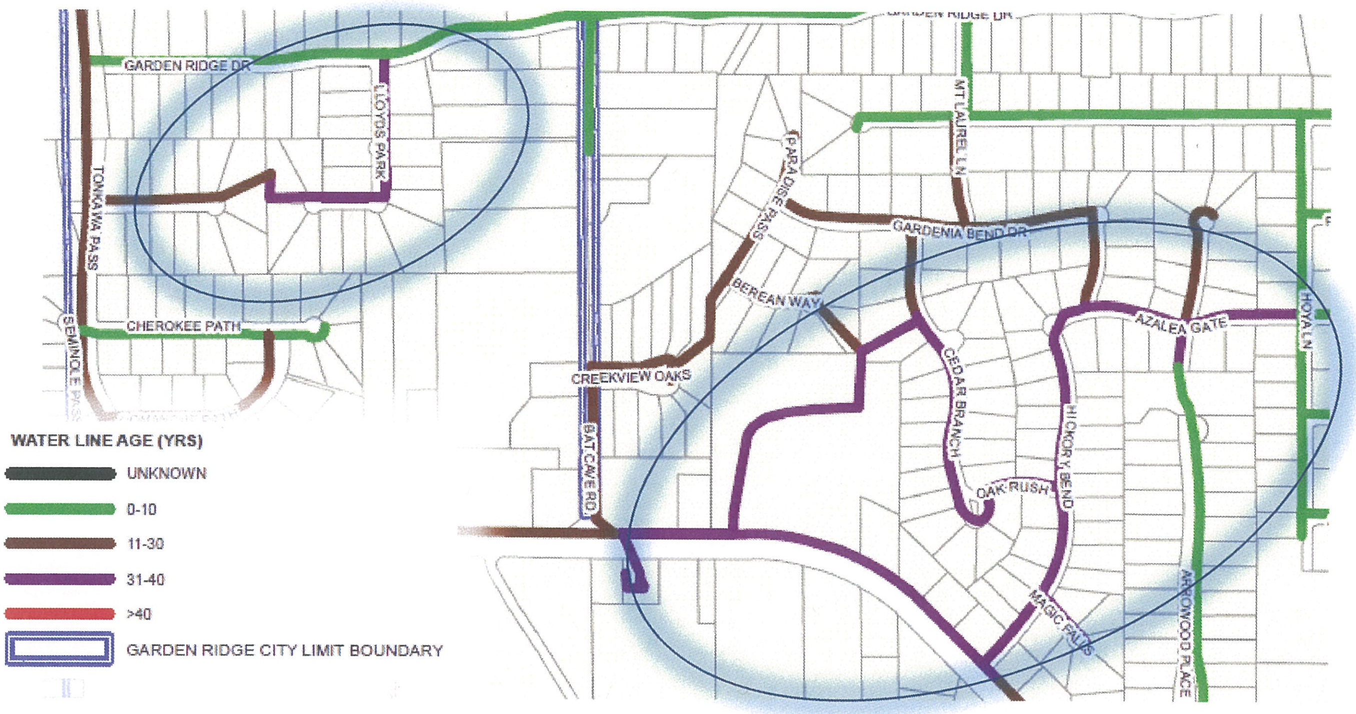

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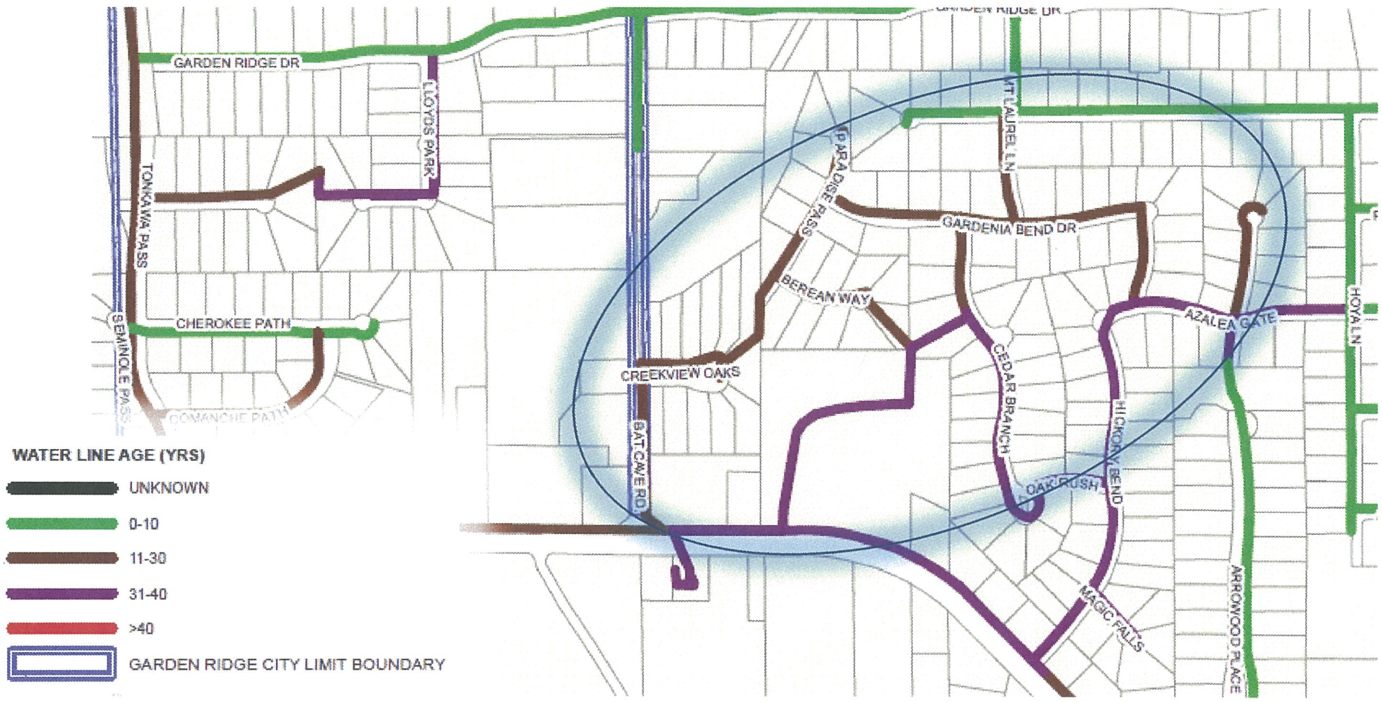

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RECOMMENDED CAPITAL IMPROVEMENTS PROGRAM

City of Garden Ridge Budget Public Hearing

Regarding FY 2019 Budgets for:

- General Fund
- Water Fund
- Interest and Sinking Fund
- Capital Improvement Fund

Highlights

- General Fund: $56K deficit, drawn from reserves (3.0% of avail.)
  - 2018 balance returned to reserves will most likely meet this draw
- Water Fund: $69K surplus, attributed to 2018 bond overpayment to I&S
  - Without this "credit," would have to draw $103K from reserves
- Departments funded+ , except additional PD position ($70K)
  - Financial position / priorities cannot support at this time
- Growth assumptions of 5% Revenue and 2.9% Water Sales
- Most significant increase is Personnel
  - Pay:
    - Increased 3%
  - Benefits:
    - Up: Med 15%, W. Comp 5%, SUI 1.9%, Life 8%, Down: Ret .07%, No Change: Vision
  - Converted positions in PW, Water and Library

2018 Budget Successes

- Water now a fully-loaded business
- Staff succession planning approved for Water & PW
- Staff & Commissions receiving more Training & Prof. Development
- Court of Record established
- Community Center facility and processes enhanced
- Volunteer Programs developed and promoted
- Parks Activities Budget established
- Citizen Communications improved
- Library staffing, equip, activities boosted

New / Continuing for 2019 Budget[1]

- Studies & Analyses
  - Water Rate, Zoning, Street MP, Long Range CIP
- Personnel
  - Comprehensive Policy Manual
  - Evaluations, Incentives and Recognition
  - Staff Succession Planning
- Operations
  - Workflow Management for Admin, Public Works and Water
  - Continuity & Emergency Management

New / Continuing for 2019 Budget 2

- Facilities
  - Community Center, Parks and Council Chambers
- Ordinance Clean-up and Codification
- Water
  - Electronic Water Billing
  - Aquifer Management
- Sewer System
  - Feasibility Study → Budgeting and Funding Plan → Incorporate into Water Utility

Individual Budget Reviews

- General Fund
- Water Fund
- Interest and Sinking Fund
- Capital Improvement Fund