
The Garden Ridge City Council will meet in a regular session on Wednesday, April 2, 2025, 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. Proclamations/Presentations**

- a) Sexual Assault Awareness Month Proclamation.
- b) Child Abuse Prevention and Awareness Month Proclamation.
- c) National Library Week Proclamation.

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 March 5, 2025, City Council Regular Meeting.
- b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – February 28, 2025.
- c) Destruction of City records in accordance with the City of Garden Ridge Records Retention Plan.
- d) Resolution No. 531-042025 A Resolution of the City Council of the City of Garden Ridge, Texas, amending authorized representatives between TexPool and the City of Garden Ridge.

6. Staff Reports

- a) City Manager 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.
- 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: receive report and provide direction, as needed.
- b) Land Development Projects: receive report and provide direction, as needed.

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

- a) Planning and Zoning Commission:
 - 1. Receive monthly activity update as applicable.
- b) Water Commission:
 - 1. Receive recommendation and take action on request to appeal water loss adjustment denial for 8914 Comanche Path for the billing period of December 20, 2024 – January 23, 2025.
 - 2. Receive monthly activity update as applicable.

9. Approvals and Authorizations

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

- a) Update from The Retail Coach, LLC.
- b) Ordinance No. 244-042025 An Ordinance of the City Council of the City of Garden Ridge, Texas, adopting City Council Policies regarding decorum and process; providing a cumulative and savings clause; providing for severability; and declaring an effective date.
- c) Ordinance No. 232-042025 An Ordinance of the City Council of the City of Garden Ridge, Texas, repealing and replacing the City Council 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.

- d) Resolution No. 532-042025 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2025 General Fund Budget Amendment #1 for the period of October 1, 2024, through September 30, 2025.
- e) Resolution No. 533-042025 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2025 Water Company Operation and Maintenance Fund Budget Amendment #1 for the period of October 1, 2024, through September 30, 2025.
- f) Budget Reserves/Reserve Policy.
- g) Designation of authorized signers for financial accounts held by the City of Garden Ridge.

10. Updates

- a) City Council Projects.
 - 1. Aggregate Production Operations (APO) impacting Garden Ridge (Swint and Arvidson).
 - 2. Mitigation of growth and encroachment impacts on Garden Ridge (Swint and Erickson).
 - 3. Economic Development (Smith and Swint).

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:

- 100 Club of Comal County
- Alamo Area Metropolitan Planning Organization/Technical Advisory Committee
- 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
- Great Springs Project
- Greater Bexar County Council of Cities
- Hill Country Alliance
- Northeast Partnership
- Texas Department of Transportation (TxDOT)
- Tri-County Chamber of Commerce

14. 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 March 27, 2025, on the bulletin board located at the entrance to Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

Marisa Spencer

Marisa Spencer
City Secretary

Proclamation

WHEREAS, Sexual Assault Awareness Month (SAAM) calls attention to the fact that sexual violence is widespread and impacts every person in the community. SAAM aims to raise public awareness about sexual violence and educate communities about how to prevent it; and

WHEREAS, Garden Ridge residents who are sexual assault survivors are valued members of the community as employees, volunteers, business owners, loving family members, friends, role models; and

WHEREAS, since 2001 Sexual Assault Awareness Month has been recognized annually during the month of April and during this 24th anniversary, we as a community will continue to raise public awareness and educate our residents on prevention against sexual violence; and

WHEREAS, the Crisis Center of Comal County has served countless survivors of sexual assault and has provided wrap around services, staff, and volunteers for 38 years; and

WHEREAS, the Crisis Center of Comal County and other prevention-related programs in this county encourage every person to speak out when witnessing acts of violence, however small, and speak up when they hear others making light of sexual violence, stereotypes, or gender bias; and

WHEREAS, with leadership, dedication, and encouragement, there is compelling evidence that we can be successful in reducing sexual violence in our community through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

WHEREAS, we strongly support the efforts of national, state, and local partners, and of every resident, to actively engage in public and private efforts, including conversations about what sexual violence is, how to prevent it, how to help survivors connect with services, and how every segment of our society can work together to better address sexual violence.

NOW, THEREFORE, BE IT RESOLVED that I, Robb Erickson, Mayor of Garden Ridge, Texas, do hereby proclaim April 2025 in the City of Garden Ridge as

SEXUAL ASSAULT AWARENESS MONTH

IN WITNESS WHEREOF, I hereunto set my hand and official seal of the City of Garden Ridge this 2nd day of April, 2025.

Robb Erickson
Mayor

Proclamation

WHEREAS, there were 53,543 confirmed victims of child abuse and neglect in Texas during 2024, with 226 of those being children in Comal County; and

WHEREAS, the Children's Advocacy Center of Comal County received 1,068 reports of child physical and/or sexual abuse and completed 338 Forensic Interviews in 2024; and

WHEREAS, child abuse prevention is a community responsibility and finding solutions depends on involvement among all people; and

WHEREAS, communities must make every effort to promote programs that benefit children and their families; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among agencies, schools, religious organizations, law enforcement agencies, and the business community; and

WHEREAS, everyone in the community should become more aware of child abuse prevention and encourage parents to raise their children in a safe, nurturing environment.

NOW, THEREFORE, BE IT RESOLVED that I, Robb Erickson, Mayor of Garden Ridge, Texas, do hereby proclaim April 2025 in the City of Garden Ridge as

CHILD ABUSE PREVENTION AND AWARENESS MONTH

and urge all citizens to work together to help reduce child abuse and neglect significantly in the years to come.

IN WITNESS WHEREOF, I hereunto set my hand and official seal of the City of Garden Ridge this 2nd day of April, 2025.

Robb Erickson
Mayor

Proclamation

WHEREAS, libraries provide the opportunity for everyone to pursue their passions and engage in lifelong learning, allowing them to live their best life; and

WHEREAS, libraries have long served as trusted institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status; and

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all; and

WHEREAS, libraries adapt to the ever-changing needs of their communities, continually expanding their collections, services, and partnerships; and

WHEREAS, libraries play a critical role in the economic vitality of communities by providing internet and technology access, literacy skills, and support for job seekers, small businesses, and entrepreneurs; and

WHEREAS, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals; and

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all; and

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week.

NOW, THEREFORE, BE IT RESOLVED that I, Robb Erickson, Mayor of Garden Ridge, Texas, do hereby proclaim April 6-12, 2025, in the City of Garden Ridge as

NATIONAL LIBRARY WEEK

and encourage all residents to visit their library to explore the wealth of resources available.

IN WITNESS WHEREOF, I hereunto set my hand and official seal of the City of the Garden Ridge this 2nd day of April, 2025.

Robb Erickson
Mayor

Councilmembers Present:

Mayor Robb Erickson
Mayor Pro-Tem Todd Arvidson
Councilmember Kelly Smith
Councilmember Lisa Swint
Councilmember Jesús Valdez
Councilmember Brian Reyes (left at 8:30 p.m.)

Councilmembers Absent:

None

City Staff Present:

Nancy Cain, City Manager
Marisa Spencer, City Secretary
Cyndi Simmons, Assistant City Secretary
Ron Eberhardt, Chief of Police
Robyn Achu, Finance/HR Director
Steven Steinmetz, Public Works Director
Linda Crosland, Library Director
Natalie Thamm, City Attorney

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, March 5, 2025, 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. Proclamations/Presentations**a) Introduction/Swearing in of Police Officers.**

Chief Eberhardt introduced Officer Bill Forehand and his family.

b) Retirement Presentation honoring City Manager Nancy Cain.

Mayor Erickson spoke regarding City Manager Nancy Cain's retirement and presented a Proclamation to Nancy Cain proclaiming March 21st, 2025, as Nancy Cain Day in the City of Garden Ridge.

4. Citizen Comment Period

Sharon Stripling, 21729 Forest Waters Circle, spoke regarding City Manager Nancy Cain's retirement.

Thomas Klimas, 9610 Meadow Rue, spoke regarding water rates.

5. Consent Agenda

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- a) **Approval of Minutes for the February 5, 2025, City Council Regular Meeting.**
- b) **Approval of Minutes for the February 7, 2025, City Council Special Meeting.**
- c) **Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – January 31, 2025.**
- d) **Resolution No. 530-032025 A Resolution of the City Council of the City of Garden Ridge, Texas, suspending the CenterPoint Energy 2025 Annual GRIP Adjustment for the South Texas Division in the City of Garden Ridge for a period of forty-five (45) days from April 19, 2025.**

Motion: A motion was made by Councilmember Valdez, seconded by Councilmember Smith, to approve consent agenda items a)-d). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

Mayor Erickson reordered the agenda as follows:

9. Approvals and Authorizations

a) 2025 Texas Legislative Session and Presentation from Edra Bush, Linebarger Attorneys at Law.

Edra Bush, Linebarger Attorneys at Law, spoke regarding the 2025 Texas Legislative Session and addressed questions from Councilmembers.

6. Staff Reports

a) City Manager Monthly Activity Report.

City Manager Nancy Cain reviewed employee recognitions and employee anniversaries for the month of March. She stated there were 201.25 *Volunteer Garden Ridge!* hours for the month of February and spoke regarding First Friday and applying for the Scenic City designation.

b) Finance/HR Monthly Activity Report.

Finance/HR Director Robyn Achu spoke regarding continuity of operations related to the Finance/HR Department.

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.

Library Director 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 Hank Crippen reviewed the City Engineer monthly activity report and addressed questions from Councilmembers.

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

a) Planning and Zoning Commission:

1. Receive monthly activity update as applicable.

Mayor Erickson stated the Commission did not meet in February.

b) Water Commission:

1. Receive monthly activity update as applicable.

Chair Pohl provided the City Council with an update on items discussed by the Commission.

9. Approvals and Authorizations

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

a) 2025 Texas Legislative Session and Presentation from Edra Bush, Linebarger Attorneys at Law.

Mayor Erickson stated this item was completed earlier in the meeting.

b) Interlocal Agreement between Region 8 Education Service Center and the City of Garden Ridge to provide cooperative purchasing services through a Program known as The Interlocal Purchasing System (TIPS).

City Manager Nancy Cain spoke regarding the Interlocal Agreement between Region 8 Education Service Center and the City of Garden Ridge and addressed questions from Councilmembers.

Motion: A motion was made by Mayor Pro-Tem Arvidson, seconded by Councilmember Valdez, to approve the Interlocal Agreement between Region 8 Education Service Center and the City of Garden Ridge to provide cooperative purchasing services through a Program known as The Interlocal Purchasing System (TIPS). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

c) City of Garden Ridge City Manager Contract.

Mayor Erickson spoke regarding the City Manager recruitment process and introduced Ryan Rapelye, who spoke regarding his background and experience.

Motion: A motion was made by Councilmember Valdez, seconded by Councilmember Reyes, to appoint Ryan Rapelye as the City Manager for the City of Garden Ridge effective March 19, 2025, and authorize the Mayor to execute the Employment Agreement. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

d) Discussion and consideration on citizen filed ethics complaint against City Councilmember.

Mayor Erickson spoke regarding a citizen filed ethics complaint regarding a City Councilmember, and the City Council discussed the complaint.

The City Council agreed by consensus to not expend any further city resources investigating the complaint and to continue working on revisions to the City Council Conduct Policies and the City Council Code of Ethics and Ethical Conduct Rules.

e) 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.

City Attorney Natalie Thamm spoke regarding comments and proposed revisions to the ordinance. The City Council discussed Ordinance No. 232-042022 and agreed by consensus to direct the City Attorney's Office to incorporate the proposed comments and revisions to bring back for City Council discussion in April.

10. Updates

a) City Council Projects.

1. Aggregate Production Operations (APO) impacting Garden Ridge (Swint and Arvidson).

Councilmember Swint provided updates related to Aggregate Production Operations (APO) impacting Garden Ridge.

2. Mitigation of growth and encroachment impacts on Garden Ridge (Swint and Erickson).

Councilmember Swint provided updates related to mitigation of growth and encroachment impacts on Garden Ridge.

3. Economic Development (Smith and Swint).

Councilmember Smith and Councilmember Swint provided updates related to Economic Development.

11. Discussion of Future Agenda Items

Councilmember Valdez requested to discuss the next steps concerning the Natural Features Overlay (NFO) District, trash collection frequency, and the bulk/brush dumpster schedule.

Councilmember Swint requested to discuss reserves and reserve policies.

12. Citizen Comment Period

Rod Chamberlain, 8807 Cherokee Path, thanked City Manager Nancy Cain and the City Council for their service to the City of Garden Ridge.

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:

100 Club of Comal County, Alamo Area Metropolitan Planning Organization/Technical Advisory Committee, 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 and Garden Ridge Women's Club, Garden Ridge Citizen Police Academy Alumni Association/Citizen Patrol, Great Springs Project, Greater Bexar County Council of Cities, Hill Country Alliance, Northeast Partnership, Texas Department of Transportation (TxDOT), Tri-County Chamber of Commerce.

Councilmember Smith spoke regarding Tri-County Chamber of Commerce. Councilmember Swint spoke regarding the Garden Ridge Lions Club. Councilmember Valdez spoke regarding the 100 Club of Comal County and the Garden Ridge Citizen Police Academy Alumni Association. Mayor Erickson spoke regarding Families of Garden Ridge and Northeast Partnership.

14. Executive Session

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

a) Pursuant to Texas Government Code Section 551.071(1) Pending or Contemplated Litigation and 551.071(2) – Consultation with City Attorney on the following items:

- 1. Petition for Declaratory Judgment (Eric Fischer v. City of Garden Ridge, Cause #: C2024-1164B).**
- 2. Notice of Claim Letter pursuant to Texas Tort Claims Act (Craig Dillard v. City of Garden Ridge, Cause #: C2024-1193E).**
- 3. Notice of Claim Letter for payment of invoice (We Love Trees).**

Mayor Erickson announced the City Council will recess at 8:28 p.m. and reconvene into Executive Session at 8:38 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 9:12 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.

Motion: A motion was made by Councilmember Swint, seconded by Mayor Pro-Tem Arvidson, to approve a settlement in Eric Fischer v. City of Garden Ridge, Cause #: C2024-1164B with conditions and adjustments discussed with the City Attorney's Office. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

Motion: A motion was made by Councilmember Valdez, seconded by Councilmember Swint, to approve a settlement with We Love Trees. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

16. Adjournment

There being no further business, the Wednesday, March 5, 2025, City Council regular meeting was adjourned at 9:14 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 02/28/2025

CITY FUNDS	BALANCE	CURRENT INTEREST RATE
GF OPERATING ACCOUNT	353,315.00	0.40%
GF MONEY MARKET	1,817,342.99	3.67%
PEG CAPITAL FEES	58,468.45	3.67%
TEXPOOL INVESTMENTS	3,360,915.35	4.36%
2017 I&S	2,581.65	3.67%
2012 I&S	92,872.16	3.67%
2012 REFI	56,984.01	3.67%
2015 I&S	101,652.47	3.67%
TEXPOOL WATER IMPACT FEES	193,197.81	4.36%
TEXPOOL STREET IMPACT FEES	66,862.29	4.36%
AMERICAN RECOVERY ACCT	1,602.58	3.67%
TEXPOOL AMERICAN RECOVERY ACCT	312,638.47	4.36%
ASSET/FORFEITURE - FED	291,160.78	3.67%
ASSET/FORFEITURE - STATE	27,894.56	3.67%
TOTAL CITY FUNDS	\$ 6,737,488.57	

WATER FUNDS	BALANCE	CURRENT INTEREST RATE
OPERATING ACCOUNT	777,903.32	3.67%
WATER SURCHARGE	162,545.92	3.67%
TEXPOOL WATER INVEST	1,345,191.96	4.36%
SIB LOAN I&S	3,306.58	3.67%
SIB RESERVE	47,029.34	3.67%
TOTAL WATER FUNDS	\$ 2,335,977.12	
TOTAL ALL ACCOUNTS	\$ 9,073,465.69	

CITY OF GARDEN RIDGE
CASH & INVESTMENTS STATEMENT
PERIOD ENDED AS OF 02/28/2025

GENERAL FUND	BALANCE
GF Operational Checking	\$ 353,315.00
GF Money Market	1,817,342.99
GF Peg Capital Fund	58,468.45
TexPool Investments	3,360,915.35
Restricted Amounts:	(319,955.32)
(Including GF Peg Capital Fund)	
TOTAL AVAILABLE FUNDS	\$ 5,270,086.47

WATER FUND	BALANCE
Operational Checking	\$ 777,903.32
TexPool Water Invest	1,345,191.96
Water Surcharge	162,545.92
Restricted/Unavailable Amounts	(1,085,766.38)
TOTAL AVAILABLE FUNDS	\$ 1,199,874.82

CITY OF GARDEN RIDGE
 STATEMENT OF ACTIVITIES
 PERIOD ENDING AS OF 02/28/2025

GENERAL FUND	Feb-25	YTD	FY 2025 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 460,358.56	\$ 2,797,680.45	\$ 3,806,701.00	73.5%	\$ 1,009,020.55
EXPENDITURES					
ADMINISTRATION	72,933.75	438,637.95	988,239.00	44.4%	549,601.05
COURT	8,177.20	46,094.38	116,181.00	39.7%	70,086.62
POLICE	164,012.05	776,125.35	1,839,581.00	42.2%	1,063,455.65
PUBLIC FACILITIES	49,255.84	286,442.95	762,293.00	37.6%	475,850.05
COMMUNITY CENTER	5,722.15	29,677.07	225,767.00	13.1%	196,089.93
LIBRARY	12,160.74	69,641.61	165,019.00	42.2%	95,377.39
FUND CHANGES/XFER	-	-	-	0.0%	-
TOTAL EXPENDITURES	312,261.73	1,646,619.31	4,097,080.00	40.2%	2,450,460.69
NET POSITION	<u>\$ 148,096.83</u>	<u>\$ 1,151,061.14</u>	<u>\$ (290,379.00)</u>		<u>\$ (1,441,440.14)</u>

WATER FUND	Feb-25	YTD	FY 2025 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 122,392.94	\$ 904,759.63	\$ 2,416,564.00	37.4%	\$ 1,511,804.37
EXPENDITURES					
BOND PRINCIPLE PMTS	545,600.00	545,600.00	547,102.00		1,502.00
ALL OTHER EXPENDITURES	172,835.70	649,680.56	2,670,523.00		2,020,842.44
TOTAL EXPENDITURES	718,435.70	1,195,280.56	3,217,625.00	37.1%	2,022,344.44
REVENUE +/- EXPENDITURES	<u>(596,042.76)</u>	<u>(290,520.93)</u>	<u>(801,061.00)</u>		<u>(510,540.07)</u>

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES - COMMUNITY CENTER
PERIOD ENDING AS OF 02/28/2025

	YTD	Budget
REVENUES		
RENTALS	\$ 41,300.00	75,000.00
DEPOSITS	3,425.00	4,700.00
CLEAN-UP FEES	2,600.00	9,000.00
TOTAL REVENUES	47,325.00	88,700.00
 EXPENDITURES		
PAYROLL/TAXES/RETIREMENT	1,995.84	4,887.00
MANAGER FEES	12,869.50	34,000.00
COMPUTER MAINT/TRNG	703.60	1,680.00
TELEPHONE	250.00	600.00
UTILITIES	4,751.71	12,000.00
MAINTENANCE	1,842.47	7,000.00
SUPPLIES	802.49	2,200.00
CLEANING	2,775.00	7,400.00
EQUIPMENT	1,201.46	6,000.00
MARKETING	-	-
DONATION EXPENDITURES	-	-
CAPITAL EXPENDITURES	2,485.00	150,000.00
TOTAL EXPENDITURES	29,677.07	225,767.00
 NET POSITION	 <u>\$ 17,647.93</u>	 <u>\$ (137,067.00)</u>

Management's Discussion and Analysis of Results of Operations – 2/28/2025

GENERAL FUND

Cash

Total available funds as of February 28, 2025, are \$5,270,086

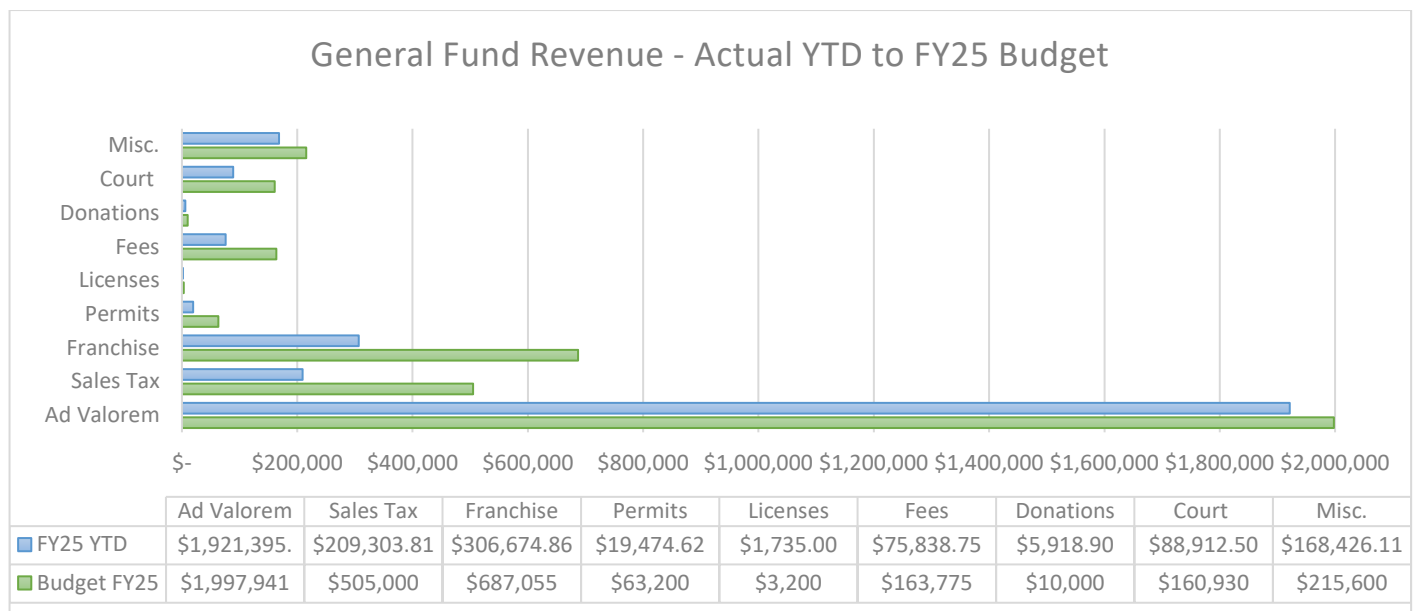
Revenue

Ad Valorem Tax received for February totals \$152,027. YTD collections total \$1,921,396 or 96% of the FY25 budget of \$1,997,941

Sale Tax Revenue received during the month of February totals \$59,844 for FY25. YTD totals \$209,304 or 41% of the \$505,000 budgeted for FY25.

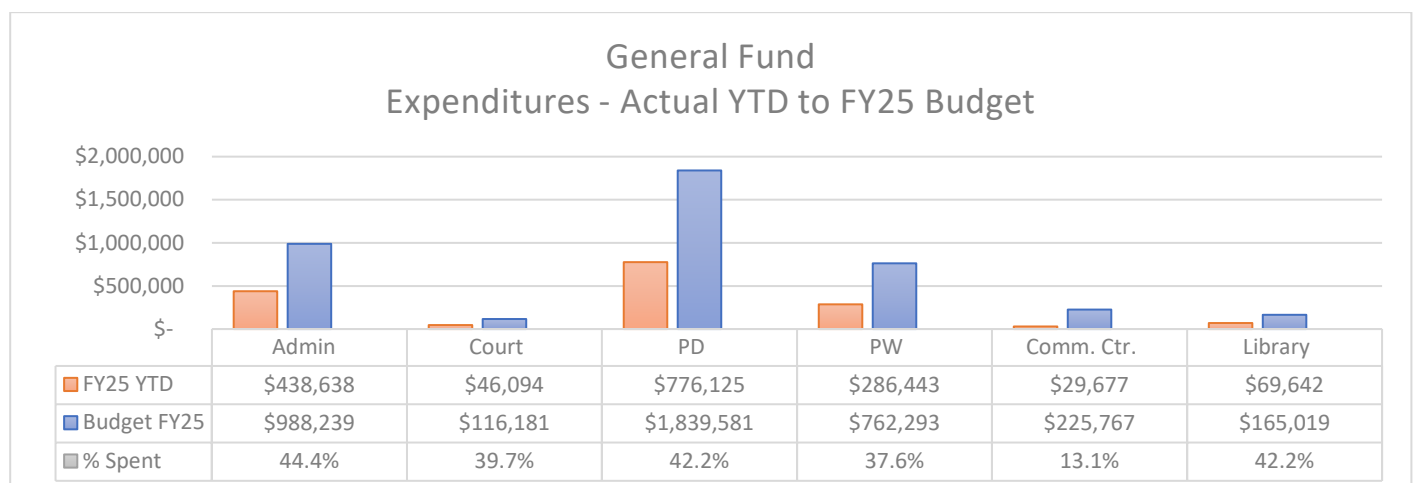
Annual Building Permits revenue totals \$18,925 or 31% of the \$62,000 budgeted for FY25.

Trash Collection YTD totals \$51,645 or 44% of the \$117,120 budgeted for FY25.



Expenditures

Expenditures for the month total \$312,262. YTD expenditures for FY25 total \$1,646,619 or 40% of the \$4,097,080 budget. All departments are operating within the FY25 budget.



WATER FUND

Meters

Current meters for February 2025 total 1692 vs 1692 for February 2024.

Cash

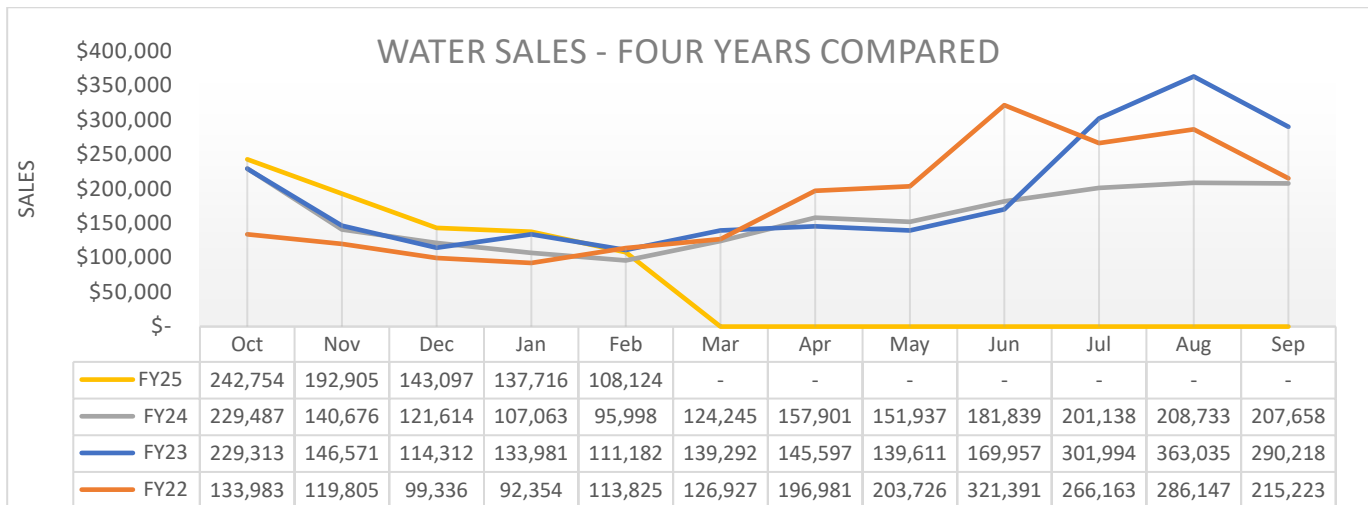
Total available funds as of February 28, 2025, are \$1,199,875.

Revenue

Revenue YTD totals \$904,760 or 37% of the \$2,418,564 budgeted for FY25. Total revenue for the same period last year was \$406,378.

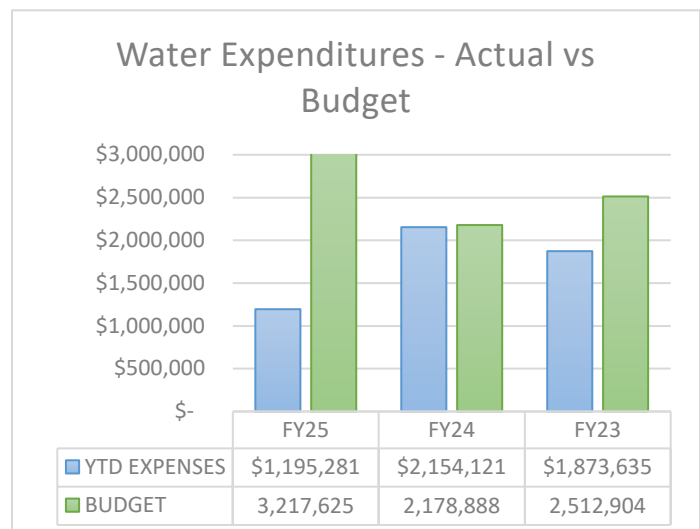
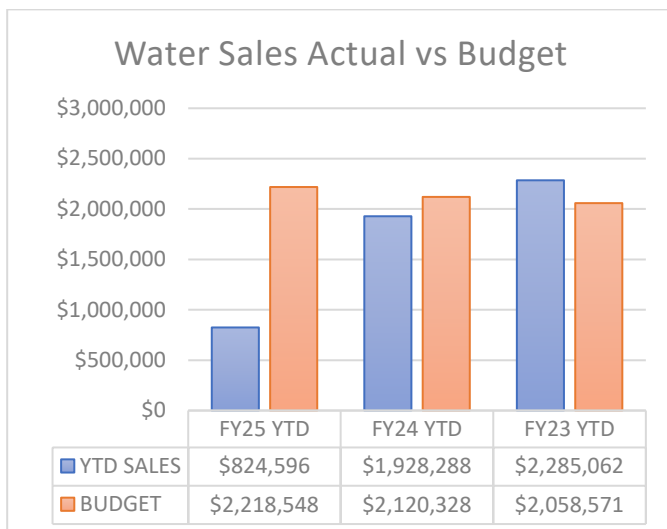
Water Sales for the month total \$108,124. YTD water sales total \$824,596 or 37% of the \$2,218,548 budgeted for FY25.

Meter installation revenue YTD totals \$0 or 00% of the \$10,000 budgeted for FY25.



Expenditures

Expenditures for the month total \$718,436. YTD expenditures for FY25 total \$1,195,281 or 37% of the \$3,217,625 budget.



Interest & Sinking Fund

Revenue

Ad Valorem Tax collections YTD total \$613,234 of the \$660,137 budgeted for FY25.

Expenditures

Bond interest payments and agent fees for February 2025 totaled \$1,171,341. The next bond payments are due in August 2025.

Capital Improvements Fund – (all accounts are restricted)

Cash Balance

Water Impact Fee Balance is \$193,198.

Street Impact Balance is \$66,862.

American Recovery Acct. Balance is \$314,241.

Revenue

No new revenue other than monthly interest which is included in the balances above to report for the month.

Asset Seizure Fund

Cash Balance

The Restricted Fund Balance is \$319,055.

Revenue

Month Revenue to report is \$877.

Expenditures

Month expenditures to report is \$0

Summary

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

REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE: 3/7/2025

REQUESTED BY: Finance

DEPARTMENT NAME

Polyn Achur

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.

TRACKING #	RECORD SERIES #	RETENTION PERIOD	DESCRIPTION	DESTRUCTION DATE
	GR1050-32a			
MISC.	GR1050-32b	CE + 5 years	CY18 Worker's Comp Claim Records	5/17/2025
MISC.	GR1025-30a	FE + 5 years	FY19 Journal Entries	5/17/2025
	GR1025-07a			
MISC.	GR1025-28	FE + 5 year	FY19 Bank Statements, Financial Statements & Managerial Notes	5/17/2025
			CY20 W2's, 1099s, 941s - Federal & State Forms & Reports	5/17/2025
MISC.	GR1050-53b	4 years		5/17/2025
MISC.	GR1050-52a & 56	4 years	CY20 Payroll Cycles & Timesheets	5/17/2025
MISC.	GR1025-27a	FE + 3 years	FY21 AR - Cash Collections Reports	5/17/2025
MISC.	GR1025-26a	FE + 3 years	FY21 AP - Vendor Payments (A-Z)	5/17/2025
MISC.	GR1025-01e	3 years	FY21 Audit Workpapers	5/17/2025
MISC.	GR1025-04c	3 years	FY21 Budget Workpapers	5/17/2025
	GR1050-11, 13, & 14a			
MISC.		2 years	FY22 Job Postings, Applications & Interviews	5/17/2025

APPROVAL OF THE RECORDS MANAGEMENT COMMITTEE, FOR THE DESTRUCTION OF THESE RECORDS HAS BEEN RECEIVED THIS DATE 3/7/25

AND EVIDENCED BY THEIR SIGNATURES BELOW:

Wacey Cain
CITY MANAGER

Ray E. [Signature]
CHIEF OF POLICE

Mark Sperry
CITY SECRETARY

MAYOR

DATE APPROVED BY CITY COUNCIL

REQUEST FOR AUTHORITY TO DESTROY AND CERTIFICATION OF DESTRUCTION

DATE:

3/10/2025

REQUESTED BY:

Police Department

DEPARTMENT NAME

SIGNATURE OF DEPARTMENT HEAD

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

☒ 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.

TRACKING #	RECORD SERIES #	RETENTION PERIOD	DESCRIPTION	DESTRUCTION DATE
n/a	PS4125-01	2yrs (we maintain digital copy)	Paper copy of Activity Reports for 2024	1/1/2025
n/a	PS4125-02	6 months	GRPD Class C misdemeanor cases 2019	6/5/2023
n/a	4.2.005	FE + 3	receipts and purchase vouchers FY 2020-21	1/1/2025
n/a	3.1.001	2 yrs from submission date	Applications for Employment- Not hired	2/28/2025

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

Nancy Cain
CITY ADMINISTRATOR

Ron Glendon #100
CHIEF OF POLICE

Maria G...
CITY SECRETARY

MAYOR

DATE APPROVED BY CITY COUNCIL



*** Required Fields**

1 of 2

1. Resolution (continued)

4.

Name	Title	
Phone	Fax	
Email		
Signature		

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

--

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name	Title	
Phone	Fax	
Email		

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the

 day of

,

.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

--

Name of Participant*

SIGNED

--

Signature*

--

Printed Name*

--

Title*

ATTEST

--

Signature*

--

Printed Name*

--

Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dstsystems.com

Fax: 866-839-3291

From: Deborah
Sent: Sunday, March 30, 2025 2:25 PM
To: Daniel <dbellinger@ci.garden-ridge.tx.us>
Cc: Deborah
Subject: Sincere Thank You

March 30, 2025

Dear Assistant Chief Daniel Bellinger,

I want to personally thank Officer Carlos Rivera for his kindness and professionalism when he and many others responded to my urgent 911 call to help my husband, on March 25, 2025.

Officer Rivera calmly assessed the situation and was patient with me when I could not find my husband's wallet which contained his personal information (license, etc.). While at the same time, he was totally focused on all of the emergency responders and my husband, while helping to keep me calm.

The wonderful news is that my husband was discharged from the hospital on March 27, 2025 and is in the process of developing life-saving plans with medical professionals.

Once again, from my heart, I thank Officer Carlos Rivera, the Bracken Volunteer Fire Department EMS and the Schertz Fire and EMS Station 2 emergency responders for all that they did to save my dear husband's life.

Sincerely,
Deborah (Debbie)
Garden Ridge, TX

THANKS A LOT!

Sgt. McKenzie

Thank you so
much for your
excellent response !!

Carol & Terry Armstrong
9408 Azalea Gate
Garden Ridge, TX

Garden Ridge Community and Event Center
Monthly Report
March 1st thru March 31 ,2025

Utilization (by Days)

FY 24-25	FY 24-25	FY 23-24	FY 22-23
(Current Month)	(Current Year)	(Year to Date)	(Year to Date)
25	123	248	286

Wildflower (Booked Current Month) **Bluebonnet** (Booked Current Month)

15

10

Category Count (by Events)	(Current Month)	(Year to Date)
1. Resident / Non-Resident	6	30
2. City Chartered Non-Profit Organizations	5	19
3. Non-Profit Service Organizations	7	39
4. Non-Profit Associations	7	21
5. City Use	0	14

Administrative Operations and Upcoming Events

City Hall Office Hours

- Monday/Wednesday/Thursday: 8am-5pm, Tuesday: 8am-6pm, and Friday: 8am-4pm.
- Upcoming Holidays/City Offices Closed: Friday, April 18th.
- After hours emergency phone number: 210-651-6831.

City of Garden Ridge General Election

- The City of Garden Ridge holds a General Election annually on the first Saturday of May. The Sample Ballot for the May 3, 2025, General Election is posted on the City's Website.
- The League of Women Voters will be hosting and moderating a Live Candidate Forum on Wednesday, April 16th at the Community and Event Center. Doors open at 6pm, Forum begins at 6:30pm.
- Early Voting will be conducted at City Hall on the following days/times: April 22-25: 8am-5pm and April 28-29: 7am-7pm. Election Day will also be at City Hall on May 3 from 7am-7pm.
- The Election Canvass is scheduled for Tuesday, May 13th at 6pm in the City Council Chambers.
- Visit <https://www.ci.garden-ridge.tx.us/223/Elections> for more information.

First Friday

- First Friday is scheduled for Friday, April 4th from 5:30pm-7:30pm at Paul Davis Park. First Friday is a great opportunity for the community to come together, and we truly hope to see you there!

Communication Efforts

Water Alerts/Customer Portal: Gain a greater understanding of your water usage by signing up for the customer portal, which allows you to see your water usage 24/7/365! Access your water usage information and configure notification preferences easily and securely from the Get My Meter Info web portal (<https://getmymeter.info>) and integrated smart phone apps. See the Advanced Metering Infrastructure (AMI) page on the City's Website for more details (<https://www.ci.garden-ridge.tx.us/557/Advanced-Metering-Infrastructure-AMI>).

Garden Ridge Emergency Alert System: G.R.E.A.S. enhances the City's ability to communicate with residents during an emergency by sending direct notifications to your phone. Go to the City's website and click on the "Emergency Alerts" graphic button on the homepage to SIGN UP/MODIFY your communication preferences.

Notify Me: Stay up-to-date with general news and information from the City by subscribing to Notify Me email and text notifications. By signing up, you can receive automatic notifications for agenda postings, calendar events, general announcements, and other website updates. Go to the City's website and click on the "Emergency Alerts" graphic button on the homepage to SIGN UP/MODIFY your communication preferences.

Streaming of Meetings: City Council – 107 views / Boards and Commissions - 23 views

Public Information Act Summary	
Year	Number of Requests
2025	38
2024	122
2023	124
2022	166
2021	146
2020	207
2019	276
2018	225

Social Media Summary	
Social Media Platform	Number of Posts
Facebook	45
Instagram	45
NextDoor	39
X (Twitter)	39
Total for Month	168





POLICE DEPARTMENT MONTHLY BREAKDOWN

March 1 to March 31

Calls for Service

Dispatched: 126

City Ordinance: 32 (7 Water)

False Alarms: 8

Arrests

* 3 – Possession of a Controlled Substance PG 2 >= 4G < 400G

Traffic Enforcement

Crashes: 13

Citations: 136

Warnings: 128

Total: 264

Training

- * Police Department performed weapons qualifications
- * Sgt Osborn completed Terrorism and Homeland Security Training / New federal database
- * Sgt's McKenzie and Dennis completed Taser 10 Instructor Certification

Outreach Efforts

- * Pizza with the Police is scheduled for 6pm on Thursday, April 3rd
- * 1st Responders Pancake Breakfast is scheduled for 8am on Saturday, June 21st
- * Coffee with the Cops (Monthly)
- * 2025 Citizens Police Academy Graduates on April first with 29 residents
- * GRCPAAA volunteer hours 55

Administrative Comments

- * Cadet Forehand successfully completed block three and passed his exams for this phase
- * The Police Department will be conducting an oral board interview relating to the final open position on April 3rd



City of Garden Ridge

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

MONTHLY PUBLIC WORKS REPORT

March 2025

Activities for the month

Public Works Tasks Completed: 356

Steven Steinmetz
Public Works
Director

Eric Lowman
Public Facilities
Foreman

Stanley Georg
Manuel Troncoso
Ryan Ferguson

Ongoing Responsibilities

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

Upcoming Events

**April Dumpster
Schedule**

Apr 12, 8am to 5pm

Apr 13, 12pm to 4pm

Apr 19, 8am to 5pm

Apr 20, 12pm to 4pm

Storm Water Drainage Facility and Easement Maintenance

- Inspected 10 outfalls.
- Inspected 18 detention ponds.
- Stormwater Public Outreach: 2 messages displayed during bulk dumpsters.
- Trash removed from right of ways: 32lbs
- Rain fall total: 1.02in.

Street/Sign Maintenance

- Continue to replace old street signs.
- Asphalt repairs on Old Nacogdoches, 4 tons.
- Install nine No Parking signs on Tonkawa Pass.
- Replace tether ball at Park Lane Park.

Parks Maintenance

- Ongoing dead tree removal at Davis Park.
- Installed 5 new engraved bricks.

City Facility/Church Buildings/Community Center/Property Maintenance

- Replace ada toilet in PD mens restroom.
- Assembled and set up new stage step with hand rails.
- Repair the Community Center stage velcro trim.
- Replace main service breaker at Church building.
- Prepared dumpster yard for Hanson Mulch Giveaway April 5.

Equipment/Vehicle Maintenance

- Warranty replace steering tires on Mahindra tractor.
- Plug and patch drive tire on new Case backhoe.
- Replace starter on old Scag mower.

Class/Continuing Education

- Eric took Ethics For Code Enforcement and Cities and Free Speech Webinars.
- Eric took Trane Synchrony Part 2 Training.

Oak Wilt

- No new cases.

Future Projects or Needs

- Sound system upgrades for the Community Center and Paul Davis Park.
- More storage space required.
- Covered equipment storage.

Animal Services Monthly Activities

- 2 Live traps loaned out for the month, total for the year is 5.
- 127 Pets registered for the year.

Adoptions

- 1 Dog; 1 Year To Date
- 2 Cats; 2 Year To Date

Returned To Owners

- 2 Dogs; 7 Year To Date
- 0 Cats; 0 Year To Date

Transferred To Other Agencies

- 0 Dogs; 1 Year To Date
- 0 Cats; 1 Year To Date

Currently In City Care

- 1 Dog
- 0 Cat

Ready For Adoption

- 0 Dogs
- 0 Cats



Year to Date Wildlife Report

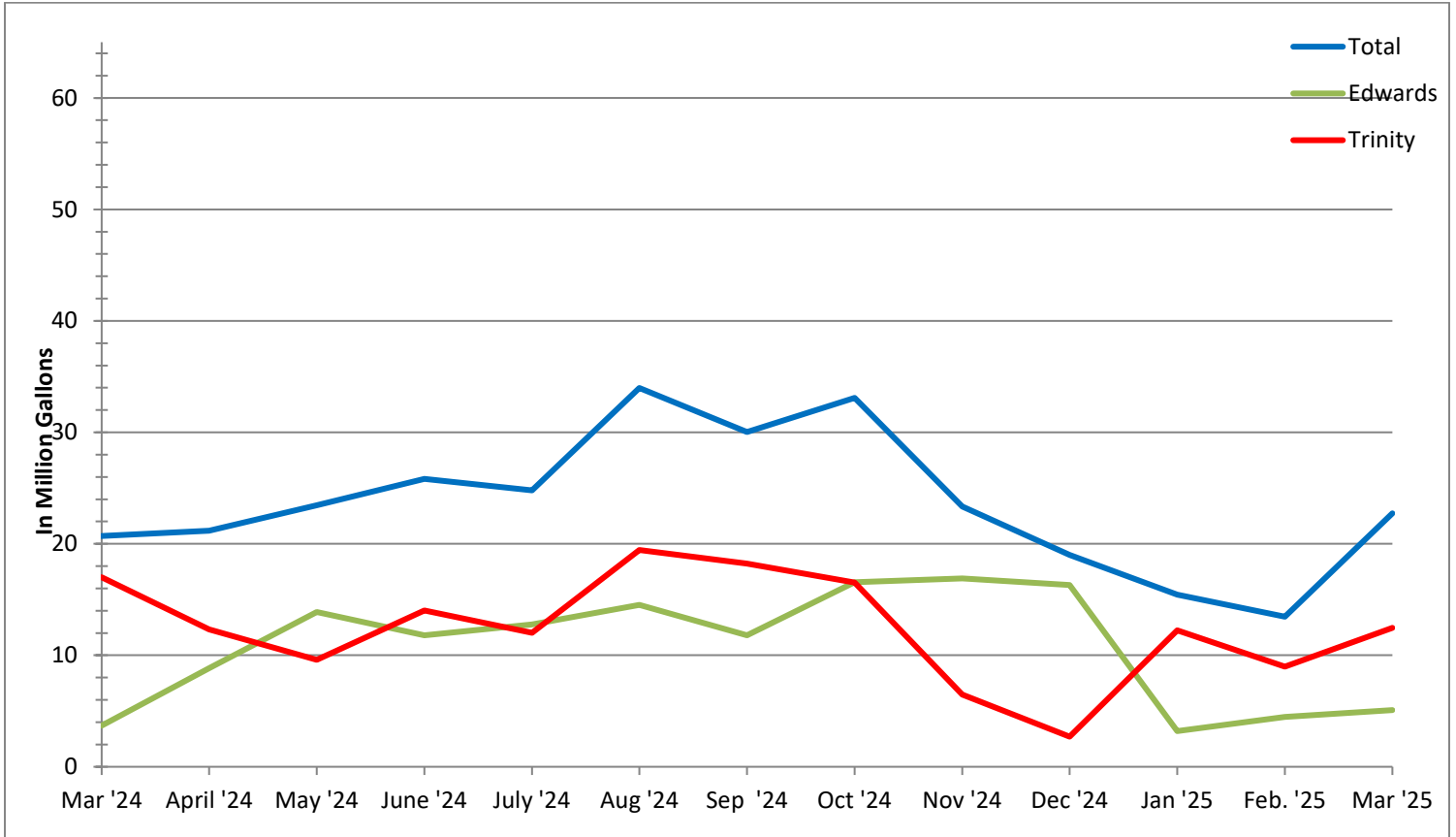
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Utilities Department Report

As of March 31, 2025

City of Garden Ridge Aquifer Usage

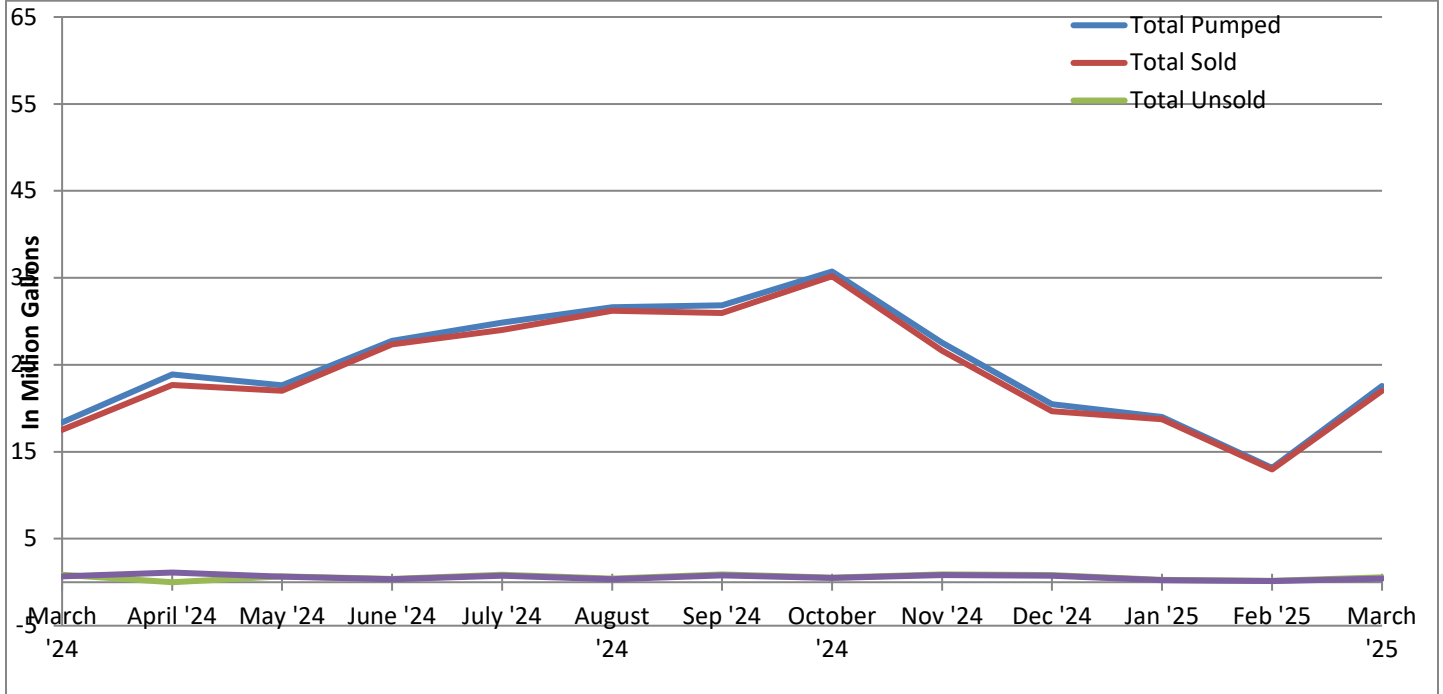


	Month:	Year:	Available:	Stage:
Edwards Well Usage AC/FT:	15.62	39.20	549.64	4
Trinity Well Usage AC/FT:	54.16	119.30	N/A	0

Water Quality

Bacteriological Samples:	Due:	Missed:	Passed:	Failed:
Distribution samples:	6	0	6	0
Chlorine Residual test:	31	0	31	0
Special Samples:	0	0	0	0

2024 – 2025 Pumping Report



	Total Pumped (Thousands)	Total Sold (Thousands)	Total Unsold (Thousands)	Unaccountable Unsold (Thousands)	Unaccountable Unsold %
March '24	18,375	17,527	8,480	679	3.7%
April '24	23,884	22,677	1,207	111	4.6%
May '24	22,660	22,018	692	592	2.9%
June '24	27,746	27,355	391	331	1.2%
July '24	29,853	29,010	843	744	2.5%
August '24	31,637	31,223	404	328	1.0%
September '24	30,972	31,860	888	792	2.5%
Oct '24	35,730	35,186	544	484	1.4%
Nov '24	27,536	26,636	900	813	2.9%
Dec '24	20,478	19,657	821	734	3.6%
Jan '25	19,014	18,175	269	219	1.2%
Feb '25	13,146	12,971	175	135	1.0%
March '25	22,577	22,021	556	407	1.8%
Yearly Average	24,893	24,332	1,244	490	2.3%
	Yearly national average				16%

Utilities Department Monthly Activities:

New Installed Meters	0	Work Orders	329
Meter Replacements	1	Locates	40
City Owned Leaks	0	Irrigations Permits Issued	0
Meters Read	1701	Total Rebates	1
Meter Tests	0		0

AMI Information

Total Portal Customers: 900 up from 9 February

Meter Daily Readability Percentage: 99.57% for 1,694 assigned meters (current bill cycle)

Main Breaks/City Repairs: 0

Estimated Water Loss (gallons):

Location:

Explanation:

Leak Adjustments

New Requests	3	Waiting for Customer	0	Approved	1	Amount Approved	\$ 249.22	Denied	2	Sent to Water Commission	0
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Employee Training/certifications

Andrew Kelin was promoted to the Utilities department from the Public Works Department.



Garden Ridge Library

Volume IX, Issue 7
April 2, 2025

Monthly Library Update

By Linda Crosland, Library Director

For leisure, for learning, for life!

Upcoming Activities for April

Children's Activities

Tuesdays, **Lego Robotics**, 3:50-4:50 pm

Wednesdays, **Lego Robotics for Home Schoolers**, 10:30-11:30 am

Thursdays, **Mad about Science** has finished the course on body systems. It will study a new course next fall.

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

Special Storytime

Friday, April 11, **Easter Bunny Storytime and Easter Egg Hunt**, 10:30 am

Adults' Activities

Special Meeting

Monday, April 7, **Friends of Garden Ridge Library Annual Meeting**, 6:00 pm

Lunch-n-Learn, April 17, **"Rain Barrels and Wicking Gardens"**, 12 Noon

Regular Activities

1st Tuesday, April 1, **Cards for Troops**, 1:00 pm

3rd Tuesday, April 15, **Card-making**, 1:00 pm

Each Thursday, **Adult Coloring**, 1:00 pm

All Ages:

First Saturday (April 5) **Advanced Lego Robotics**, 10:00-12:30

Department Statistics for March

Visits to the Library 849

Items Checked Out 2,420

\$ Saved by checking out hardcopy books

during month \$7,863

\$ Saved by using eBooks \$7,200

New Patrons Added 10

New Items Added, Physical books 74

-Libby Books + Libby Advantage

-Boundless 1,201

Volunteer Hours 112

Activity Statistics

Children's Preschool 94

Children's Elementary Age Activities 160

Adult Classes—Coloring, Book club,
crafts, Lunch-n-Learns 44

Activity Totals 298

"I love the sound of the pages flicking against my fingers. Print against finger-prints. Books make people quiet, yet they are so loud." - Nnedi Okorafor

memorandum

To: Garden Ridge City Council
From: Trihydro Corporation
cc: Mr. Ryan Rapelye, City Manager, City of Garden Ridge
Date: March 21, 2025
Re: Engineering Report for April 2025 Council Meeting

The intent of this memorandum is to provide the status of various projects that Trihydro is currently working on for the City of Garden Ridge. Updates to this memorandum subsequent to submittal will be provided at the council meeting.

FM 2252 TxDOT Project

- Project Background
 - This project is for the relocation of waterline in conjunction with TxDOT's FM 2252 roadway project. Trihydro staff are working with TxDOT to relocate existing waterlines in anticipation of roadway work.
 - Contract Price – \$1,179,737.61
 - Percent Complete – 82%
 - Schedule – Estimated completion date on hold.
- Project Status
 - Change Order #3 was approved on March 20th which included remobilization fee and quantity deductions. The TxDOT pole bracing permit is in administrative processing for approval at the time of this report submittal. Pronto and CPS Energy are coordinating pole bracing and required traffic barrier effort. A remobilization date has not been confirmed at the time of this report.

SAWS Emergency Interconnect Project

- Project Background
 - This project is for a water line connection to SAWS for use in emergency situations. This project provides the City additional resiliency in their water system with an added water source connection. Trihydro staff are working with SAWS to prepare an agreement for Garden Ridge consideration.
 - Project Phase – Preliminary Design
- Project Status

- SAWS engineering team confirmed our requested emergency daily demand is permissible for usage up to 30 calendar days. Focus now shifts to the executed agreement prior to resuming design.

Municipal Ground Storage Tank Rehabilitation Project

- Project Background
 - This project is to rehabilitate the existing 328,000-gallon bolted steel ground storage tank located adjacent to the Public Works Building. This project is intended to extend the life of the deteriorating bolted tank until funding is allocated for construction of a new tank.
 - Project Phase – Preliminary Design
- Project Status
 - Trihydro received notice to proceed with this project on March 20th. Additional updates will be provided as the design phase progresses.

Land Development Projects and Reviews

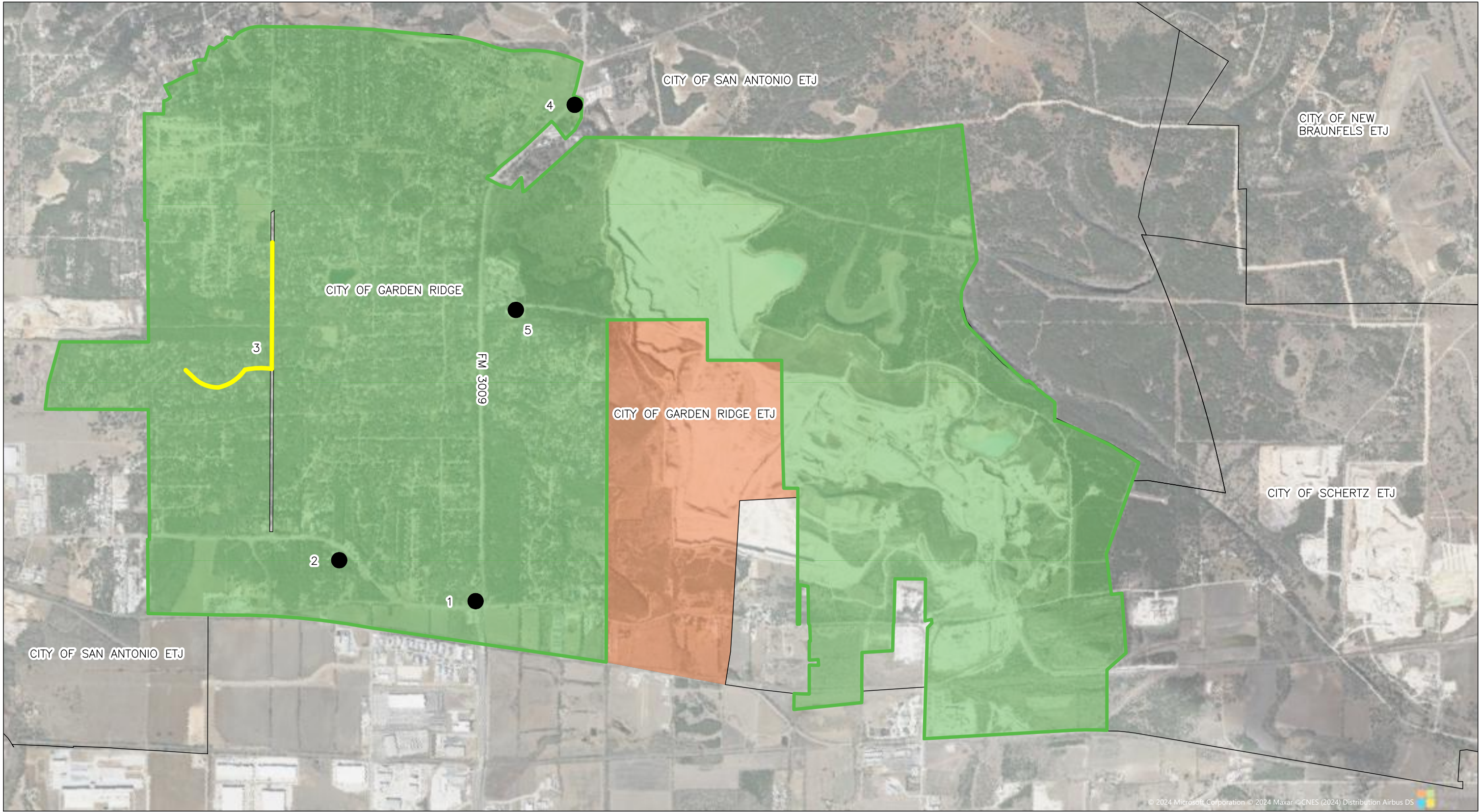
- The Revival
 - Trihydro provided Review 2 comments to the development team on March 21st. The Revival team is working with the adjacent property owner on the sewer path at the time of this report submittal.

Miscellaneous Engineering Services

- FM 2252 Truck Route Analysis
 - AAMPO has not provided an update on their route study at the time of this report submittal. AAMPO invites submittal of any traffic information that may assist their study.
- Bat Cave Rd Improvement Options
 - Trihydro provided cost estimates for roadway improvement options for the city-owned section of Bat Cave Rd. Options included overlay, mill and overlay, and reconstruction with drainage improvements.

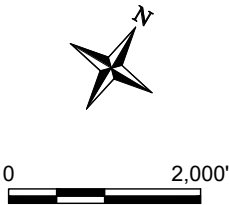
FIGURE

C:\USERS\ALopez\ONEDEVELOPMENT\H825910\GARDENRIDGEPROJECT\LOCATIONS (1)



EXPLANATION

	CITY OF GARDEN RIDGE CITY LIMIT	4	PROJECT - SAWS EMERGENCY CONNECTOR
	CITY OF GARDEN RIDGE ETJ	5	PROJECT - MUNICIPAL GROUND STORAGE TANK REHAB
1	PROJECT - FM 2252 WATER LINE		
2	DEVELOPMENT REVIEW - THE REVIVAL		
3	DEVELOPMENT REVIEW - CENTERPOINT CAPACITY IMPROVEMENT		





Trihydro
CORPORATION

New Braunfels Austin
1672 Independence Dr., Ste. 315 5508 Highway 290 West Suite 201
New Braunfels, Texas 78132 Austin, TX 78735
(P) 830/626.3588 (F) 830/626.3544 (P) 512/442.3008 (F) 512/448.7811
www.trihydro.com

FIGURE 1			
CURRENT PROJECT LOCATIONS			
ENGINEER'S REPORT CITY OF GARDEN RIDGE			
Drawn By: AL	Checked By: HC	Scale: 1" = 2000'	Date: 3/21/2025

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, REPEALING AND REPLACING 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 Council Members elected to City Council; and

WHEREAS, the Mayor and Council Members (“Council Members”) 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, Council Members shall respect the chair, colleagues, staff 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 council; and

WHEREAS, Council Members 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 Council is fostered; and

WHEREAS, it is incumbent on Council Members to treat every person, including other Council Members, City employees, and the public with dignity, understanding and respect and ensure 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.

Commented [NT1]: The ordinance as written includes the most consequence can ordinance can order. Any further consequence would be added to a charter, though those kinds of provisions can be unadvisable as the functional result is the subversion of the voters’ will. If the voters disagree with the actions of a member of Council, they may recall them.

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. REGULATIONS AMENDED.

The City Council Code of Ethics is hereby repealed and replaced as set forth in Exhibit A.

SECTION 3. 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 4. 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 5. EFFECTIVE DATE.

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

PASSED AND APPROVED ON this ____ day of _____, 2025.

Robb Erickson
Mayor

ATTEST:

Marisa Spencer
City Secretary

EXHIBIT A

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.~~

Commented [NT2]: Will need to renumber everything once ready to be voted on.

Commented [NT3]: Covered in charter.

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.~~

2.3.0 ~~Transition of Mayor and Council Members~~

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

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.

Commented [NT4]: These are not really ethics ordinance provisions.

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 ~~Manager/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.

Commented [NT5]: Same comment as above.

3.2. Workshops and Special Called Meeting

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. Workshop meetings may be called by the Mayor or any Councilmember subject to approval of three (3) or more members of the City Council at a properly posted meeting of the City Council. Workshops and special 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 ~~Manager/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 ~~Manager/Administrator~~. The City ~~Manager/Administrator~~ shall be responsible for coordinating items and supporting documentation for the agenda for timely submission to the City Secretary.

Section 551.042, 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 ~~Manager/Administrator~~ or the City Secretary prior to the deadline for agenda items.

The Mayor, City ~~Manager/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 require no City Council 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 ~~Manager/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 City Council as a whole, 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 or appellant then 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 or appellant shall have a total of fifteen (15) minutes for a presentation when recognized by the Mayor or 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 ~~Manager/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 ~~Manager~~Administrator is also responsible for the orderly conduct and decorum of all City employees under their direction and control. The City ~~Manager~~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 City Council and refrain from private conversations in the Council Chambers while the City Council is in session.

The City ~~Manager~~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.

Commented [NT6]: Same comment.

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.

Commented [NT7]: Same comment.

Commented [NT8]: Many of these provisions would be more appropriately addressed in a decorum or a process ordinance, opposed to an ethics ordinance, as they should be things the administration and/or council are self enforcing, opposed to allowing citizens to level complaints against council people.

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 ~~Manager-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 participation in discussion 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 \$250.00 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 participation in the handling of matters wherein City employees have a personal interest.

Commented [NT9]: Keep.

- 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.

Commented [NT10]: Keep.

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.

Commented [NT11]: Keep.

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.

Commented [NT12]: Keep.

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.

Commented [NT13]: Keep.

6.15. Representation of Private Interests

Commented [NT14]: Keep.

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 ~~Manager/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 ~~Manager/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 ~~Manager/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.

Commented [NT15]: This where I think the most discussion and direction is needed. I think it can be made more clear and could benefit from additional provisions related to notice, inquiry v investigation, etc.

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 of law or policy, 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:

Commented [NT16]: There is information sprinkled throughout related to employees and board/committee members. References to employees should be cut and instead included in personnel policies. References for board/committee members are more appropriately addressed in their respective ordinances.

- 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 ~~Manager~~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 ~~Manager~~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. Censure may last up to sixty (60) days or as appropriately defined by City Council on a case-by-case basis. 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 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.

ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, ADOPTING CITY COUNCIL POLICIES REGARDING DECORUM AND PROCESS; 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 Council Members elected to City Council; and

WHEREAS, the Mayor and Council Members (“Council Members”) 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, Council Members shall respect the chair, colleagues, staff 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 council; and

WHEREAS, Council Members 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 Council is fostered; and

WHEREAS, it is incumbent on Council Members to treat every person, including other Council Members, City employees, and the public with dignity, understanding and respect and ensure 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 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. REGULATIONS AMENDED.

The City Council Policy regarding Decorum and Process is hereby repealed and replaced as set forth in Exhibit A.

SECTION 3. 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 4. 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 5. EFFECTIVE DATE.

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

PASSED AND APPROVED ON this _____ day of _____, 2025.

Robb Erickson
Mayor

ATTEST:

Marisa Spencer
City Secretary

EXHIBIT A

SECTION 1. GENERAL PROVISIONS.

1.1 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.

1.2 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.

1.3 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.

1.4 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.

SECTION 2. CITY COUNCIL MEETINGS AND ORDER OF BUSINESS.

2.1 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 Manager.
- 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.

2.2 Workshops and Special Called Meeting

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. Workshop meetings may be called by the Mayor or any Councilmember subject to approval of three (3) or more members of the City Council at a properly posted meeting of the City Council. Workshops and special meetings can be called by the Mayor or the application of three (3) Councilmembers.

2.3 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.

2.4 Order of Business

City Council meetings will be generally conducted in the following order, unless otherwise necessary as determined by the Mayor, City Manager, 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.

2.5 Placement of an Item on an Agenda

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

Section 551.042, 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 Manager or the City Secretary prior to the deadline for agenda items.

The Mayor, City Manager, or appropriate Councilmember shall be listed as the sponsor for each agenda item that has been individually requested.

2.6 Consent Agenda

The consent agenda shall contain routine, noncontroversial items that require City Council action but require no City Council 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.

2.7 Announcements

Members of the City Council, the Mayor, or the City Manager 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.

2.8 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 City Council as a whole, 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.

2.9 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 or appellant then 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 or appellant shall have a total of fifteen (15) minutes for a presentation when recognized by the Mayor or 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.

2.10 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 Manager 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 Manager is also responsible for the orderly conduct and decorum of all City employees under their direction and control. The City Manager 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 City Council and refrain from private conversations in the Council Chambers while the City Council is in session.

The City Manager, 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.

2.11 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 Manager, 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.

SECTION 3. RULES OF CONDUCT.

3.1 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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.

3.6 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.

3.7 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.

3.8 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.

3.9 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 Manager 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.

3.10 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.

3.11 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.

3.12 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.

SECTION 4. PROCEDURES ADMINISTRATION.

4.1 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.

4.2 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.

4.3 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.

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ORDINANCE

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, REPEALING AND REPLACING THE CITY COUNCIL CONDUCT 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 Council Members elected to City Council; and

WHEREAS, the Mayor and Council Members (“Council Members”) 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, Council Members shall respect the chair, colleagues, staff 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 council; and

WHEREAS, Council Members 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 Council is fostered; and

WHEREAS, it is incumbent on Council Members to treat every person, including other Council Members, City employees, and the public with dignity, understanding and respect and ensure 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. REGULATIONS AMENDED.

The City Council Code of Ethics is hereby repealed and replaced as set forth in Exhibit A.

SECTION 3. 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 4. 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 5. EFFECTIVE DATE.

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

PASSED AND APPROVED ON this ____ day of _____, 2025.

Robb Erickson
Mayor

ATTEST:

Marisa Spencer
City Secretary

EXHIBIT A

SECTION 1. 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.

Inquiry means an informal information gathering process carried out to evaluate reports of misconduct.

Investigation means a formal information gathering process authorized by City Council.

SECTION 2. CODE OF ETHICS AND ETHICAL CONDUCT RULES.

2.1 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.

2.2 Act in the Public Interest.

Recognizing that stewardship of the public interest must be the primary concern, City officials 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.

2.3 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.

2.4 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 participation in discussion 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 \$250.00 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 participation 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.

2.5 Corruption

City officials 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.

2.6 Political Advocacy

City officials 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.

2.7 Confidential Information

City officials 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 shall keep all matters discussed in executive session confidential. Any City official 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.

2.8 Use of Public Resources

City officials 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.

2.9 Representation of Private Interests

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

2.10 Implementation

As an expression of the standards of conduct for City officials expected by the City, the Codes are intended to be self-enforcing. It therefore becomes most effective when City officials 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.

All City officials 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.

2.11 Compliance

The Codes express standards of ethical conduct expected for elected and appointed City officials. City officials 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.

SECTION 3. PROCEDURES AND ENFORCEMENT.

3.1 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 and City Manager. Any suspected or alleged violation by the Mayor shall be reported to the Mayor Pro-Tem and the City Manager. In the case of a City employee making the report regarding a Councilmember, the report shall be made to the City Manager, who will then report it to the Mayor (or the Mayor Pro-Tem regarding a report concerning the Mayor). Upon report, the City Manager 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.

The role of leading an inquiry of any Councilmember for any violation or alleged violation of this policy lies with the Mayor and Mayor Pro-Tem. 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. The City Attorney shall not conduct the inquiry of any Councilmember.

The Councilmember subject to the report shall be notified within [insert] days. The Councilmember may provide a written statement to address the report.

3.2 Procedure for Conducting Inquiries.

Upon receipt of the report, the parties responsible for leading the inquiry shall evaluate the alleged violations and available evidence to put together a recommendation on whether an investigation into the conduct is warranted. The Councilmember subject to the inquiry may provide a written statement responding to the findings of the inquiry prior to the parties responsible reporting to the City Council the findings of the inquiry.

Upon conclusion of the inquiry, the parties responsible for leading the inquiry shall provide City Council information regarding the report, the findings of the inquiry, and their recommendation for moving forward. At the next regular meeting, the parties responsible for leading the inquiry shall put forward an agenda item regarding the report to allow City Council the opportunity to decide whether to initiate an investigation.

3.3 Procedure for Conducting Investigations.

All Councilmembers who are not the subject of the inquiry have a right to participate in the discussions related to whether to initiate an investigation into the conduct and subsequent disciplinary actions.

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. The City Attorney shall not conduct any investigations of any Councilmember.

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 of law or policy, 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, the investigation is determined to be unfounded, written documentation of this fact will be recorded in the minutes.

3.4 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.

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 Manager, 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 Manager, 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. Censure may last up to sixty (60) days or as appropriately defined by City Council on a case-by-case basis. 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 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.

DRAFT



March 25, 2025

To: Mayor Erickson and City Council

From: Robyn Achu – Finance Director

FY2025 Budget Amendment #1

The following is an overview of the FY2025 Budget Amendment #1 which details changes within the General Fund Budget and Water Fund Budget:

General Fund

Revenue - Overall Revenue increases \$152,468.

The increase is predominantly due to the increase in the State Sales Taxes expected to receive this fiscal year. Many line items have been adjusted to reflect the year-to-date average for the respective line item. The City's trash collection has increased based on the increase in collection fees and the YTD projection. Our community center rental revenue is increased to reflect the amount of usage the community center has seen this year. We have also updated donations received this year to date. Municipal Court fines have increased based on the YTD projection.

Expenditures - Overall expenditures increased \$575,346.

Administration: Expenses increased \$55,837. This is predominately due to the audio/video refresh done in Council Chambers. Restricted PEG Funds were used to cover this project in its entirety. A Legal Settlements line item for \$10,000 was created for the anticipated settlements to be paid in FY2025. We have adjusted many line items to reflect the year-to-date actual cost of operation.

Court: Expenses increased \$1,266. Postage and Court Security Expenses were adjusted to the year-to-date average.

Police Department: Expenses decreased \$120,281. The decrease is largely due to Personnel Services unfilled vacancies within the department during the fiscal year. We have currently filled one of the two vacant positions with a Police Cadet in February which has us increasing training by \$4,000 to pay for Police Academy. Many line items have been adjusted to reflect the year-to-date actual cost of



operations. Vehicle Maintenance and Repairs was adjusted by 15,000 to cover the new transmission needed in Unit 2002, and the year-to-date actual average cost of maintenance.

Public Works: Expenses increased \$44,669. The increase is primarily for Maintenance Services. We are adding \$10,000 to the Building/Facility maintenance to include renovations and improvements in City Hall. \$7,000 is added to grounds maintenance for the tree trimming needed when enforcing ordinance 107, and the Landscape boulders placed up and down Municipal Pkwy. Vehicle Maintenance was increased by \$12,000 based on the year-to-date actual average cost of maintenance for FY2025. Several line items have been adjusted to reflect the year-to-date actual cost of operation.

Community Center: Expenses increased \$800. The increase is due to increased usage and cost of cleaning.

Library: Expenses increased \$6,075. The increase is allocated from the donations received in revenue for the library, and an increase in overtime to allow library staff to prepare and participate in City special events.

Capital Expenditures: Expenses increased \$586,980. The Admin Capital Expenditures line item has been adjusted by \$5,980 to reflect the final cost of the Recruiter. In Police, we have added \$55,000 to purchase another police vehicle. This is being recouped by the insurance claim revenue. In Public Works, the two original projects of laying asphalt behind the Police Department, and the woodcarving at Paul Davis Park, have not changed, and are still slated to be completed in FY2025. Comal County is preparing to make repairs and overlay their portion of Bat Cave Road starting in April. We are budgeting \$476,000 to make repairs and overlay the City's portion of Bat Cave Road. We have added \$50,000 to purchase and install two shade canopies that will be added to Paul Davis Park's Playgrounds. No changes have been made to the Community Center Lighting and Sound project, or to the Vista Ridge Tie-In project, which are ongoing.

The FY2025 General Fund Budget Amendment #1 causes us to use \$1,580,257 from reserves and will decrease our months of reserves from 18 months to 10 months. With the proposed amendment, the General Fund Budget remains stable and positive, efficiently supporting City services, including the need for Capital Projects throughout the City.



Water Fund

Revenue – Overall Revenue decreases \$65,548.

The decrease is mainly due to having less water sales than anticipated while we are still in stage 2 drought restrictions. With the increase in water rates, we are earning about \$20,000 more per month than FY2024. We have had less meter installs year-to-date as well. A few line items have been adjusted to reflect the year-to-date average for the respective line item.

Expenditures – Overall expenditures decreased \$36,977.

Personnel Services decreased due to the unfilled water operator position. Many line times have been adjusted to reflect the year-to-date actual cost of operations and support. Chemicals have increased due to cost increases, as have maintenance costs for Vehicles. No changes are anticipated for the two Capital Expenditure Projects of the Ground Storage Tank Rehab, and the Vista Ridge Tie-In Project, which remain scheduled to be completed in this fiscal year.

The FY2025 Water Fund Budget Amendment #1 will see a carryover of \$35,368 with 7 months of reserves. The proposed amendment allows the Water Fund to remain stable, increases the reserve, and with increased costs and needs of the department allows continued quality service to water customers.

Capital Improvements Fund

No Amendment is necessary for this Fiscal Year.

Interest & Sinking Fund

No Amendment is necessary for this Fiscal Year.

Conclusion

It is my recommendation that the FY2025 Budget Amendment #1 for the General Fund and Water Fund be approved as presented.

Please, feel free to contact me with any questions you may have regarding the FY2025 Budget Amendment #1.

RESOLUTION NO. 532-042025

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF GARDEN RIDGE, TEXAS, APPROVING
FISCAL YEAR 2025 GENERAL FUND BUDGET
AMENDMENT #1 FOR THE PERIOD OF OCTOBER
1, 2024, THROUGH SEPTEMBER 30, 2025.**

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

The City Council of the City of Garden Ridge, Texas, does hereby approve Fiscal Year 2025 General Fund Budget Amendment #1 for the period of October 1, 2024, through September 30, 2025.

The attached Exhibit A is the detail of the Fiscal Year 2025 General Fund Budget Amendment #1.

PASSED AND APPROVED ON this 2nd day of April, 2025.

Robb Erickson
Mayor

ATTEST:

Marisa Spencer
City Secretary

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
GENERAL FUND - FINANCIAL SUMMARY

GENERAL FUND	FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET
REVENUE SUMMARY					
TAXES	\$ 2,371,041	\$ 2,494,291	\$ 2,502,941	\$ 2,541,264	\$ 38,323
FRANCHISE	609,908	649,196	687,055	696,886	\$ 9,831
PERMITS	65,247	68,794	63,200	63,200	\$ -
FEES	158,407	173,699	166,975	182,475	\$ 15,500
DONATIONS	22,109	40,702	10,000	10,914	\$ 914
COURT	153,769	224,000	160,930	163,030	\$ 2,100
MISCELLANEOUS	264,643	352,272	215,600	301,400	\$ 85,800
TOTAL REVENUES	\$ 3,645,124	\$ 4,002,953	\$ 3,806,701	\$ 3,959,169	\$ 152,468
EXPENDITURE SUMMARY					
ADMINISTRATIVE	\$ 819,828	\$ 776,112	\$ 967,819	\$ 1,023,656	55,837
COURT	95,107	103,062	116,181	117,447	1,266
POLICE DEPARTMENT	1,274,950	1,337,592	1,769,581	1,649,300	(120,281)
PUBLIC WORKS	639,016	727,777	712,293	756,962	44,669
COMMUNITY CENTER	63,662	70,782	75,767	76,567	800
LIBRARY	108,954	138,575	165,019	171,094	6,075
CAPITAL EXPENDITURES		157,436	1,157,420	1,744,400	586,980
TOTAL EXPENDITURES	\$ 3,001,517	\$ 3,311,336	\$ 4,964,079	\$ 5,539,426	\$ 575,346
OVER/UNDER					
	\$ 643,608	\$ 691,617	\$ (1,157,379)	\$ (1,580,257)	← SHORTAGE COVERED BY RESERVES
BEGINNING FUND BALANCE					
	\$ 4,454,737	\$ 5,014,323	\$ 5,225,163	\$ 5,705,940	
ENDING FUND BALANCE					
	\$ 5,098,345	\$ 5,705,940	\$ 4,067,784	\$ 4,125,683	
RESTRICTED & UNCOLLECTED BALANCES					
PREPAID ITEMS	\$ 2,343	\$ -	\$ -	\$ -	
CHILD SAFETY	49,315	54,041	49,315	54,041	
COURT SECURITY	6,813	10,830	892	10,830	
DONATIONS	26,166	36,552	19,220	36,552	
PEG CAPITAL FEES	52,582	54,907	40,050	9,907	
UNCOLLECTED RECEIVABLES & PAYABLES	824,351	824,351	764,301	824,351	
TOTAL RESTRICTED	\$ 961,570	\$ 980,681	\$ 873,778	\$ 935,681	
UNRESTRICTED FUNDS					
	\$ 4,136,775	\$ 4,725,259	\$ 3,194,007	\$ 3,190,002	
EXPENDITURES PER MONTH					
	\$ 250,126	\$ 262,825	\$ 317,222	\$ 316,252	
MONTHS OF EXPENDITURES					
	17	18	10	10	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
GENERAL FUND - REVENUE

REVENUES		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
TAXES							
40012	AD VALOREM - TAXES	\$ 1,853,719	1,927,974	1,984,941	1,977,264	(7,677)	Based on Tax Certification Totals
40014	AD VALOREM TAXES - DELINQUENT	(147)	(8,620)	5,000	8,000	3,000	
40016	AD VALOREM TAXES - P & I	9,526	6,281	8,000	6,000	(2,000)	Based on YTD Avg & Prior Year totals
40100	STATE SALES TAX	507,943	568,656	505,000	550,000	45,000	
TOTAL TAXES		\$ 2,371,041	2,494,291	2,502,941	2,541,264	38,323	
FRANCHISES							
40102	CABLE TELEVISION FRANCHISE FEE	61,406	58,125	61,000	61,000	-	Based on YTD Avg
40104	ELECTRICITY FRANCHISE FEE	388,149	388,687	385,000	390,000	5,000	
40106	GAS FRANCHISE FEE	26,293	26,745	26,744	24,386	(2,358)	Based on Actual
40108	TELEPHONE FRANCHISE FEE	4,382	3,339	6,000	4,000	(2,000)	Based on YTD Avg & Prior Year totals
40110	WATER COMPANY FRANCHISE FEES	67,291	67,407	67,500	67,500	-	Based on YTD Avg
40230	11% COLLECTION FEE - TRASH	25,526	118,104	80,520	83,400	2,880	
	5% TRASH FRANCHISE FEE		0	36,600	36,600	-	Based on YTD Avg
40231	DUMPSTER FEE COLLECTION	21,377	(13,209)	23,691	30,000	6,309	
	DUMPSTER FEE PAID		0	0	0	-	
TOTAL FRANCHISES		\$ 609,908	649,196	687,055	696,886	9,831	
PERMITS							
40202	ALARM SYSTEMS	1,100	1,405	1,200	1,200	-	Based on YTD Avg
40206	BUILDING PERMITS	63,692	66,088	62,000	62,000	-	
40208	BUSINESS PERMITS	455	1,300	0	0	-	
TOTAL PERMITS		\$ 65,247	68,794	63,200	63,200	-	
FEES & LICENSES							
40228	P&Z VARIANCE FILING FEES	2,650	7,597	10,000	10,000	-	Based on YTD Avg & Prior Year Totals
40232	PET TAG LICENSES	3,207	2,891	3,000	3,000	-	
40233	PET IMPOUND FEE	370	230	200	200	-	Based on YTD Avg & Prior Year Totals
40235	TOWER RENTAL	44,295	45,657	44,295	44,295	-	
40236	COMMUNITY CENTER RENTAL FEES	73,825	92,985	75,000	90,000	15,000	Based on YTD Avg & Prior Year Totals
40237	COMMUNITY CENTER DEPOSITS	35,050	(5,341)	2,000	2,000	-	
56600	COMMUNITY CENTER DEPOSIT REFUNDS	(29,475)	0	0	0	-	Based on YTD Avg & Prior Year Totals
40238	COMMUNITY CENTER CLEAN-UP FEES	5,575	9,605	9,000	9,500	500	
40240	PARK RENTAL FEES	5,960	6,320	7,500	7,500	-	Based on YTD Avg & Prior Year Totals
40609	PARK DEPOSITS	505	(160)	800	800	-	
40111	WATER COMPANY RENTAL FEES	0	0	0	0	-	Based on YTD Avg & Prior Year Totals
40630	RENTAL FORMER CITY COMPLEX	16,445	13,915	15,180	15,180	-	
TOTAL FEES		\$ 158,407.2	173,699	166,975	182,475	15,500	
DONATIONS							
40601	COMMUNITY CNTR DONATIONS	0	0	0	0	-	Based on YTD Actual Donations Received
40602	DONATION - POLICE DEPARTMENT	1,075	1,399	0	300	300	
40603	PET DONATIONS	925	10	0	0	-	Based on YTD Actual Donations Received
40604	LIBRARY DONATIONS	11,280	8,866	0	6,344	6,344	
40241	PARK DONATIONS	0	15,000	0	0	-	Based on YTD Actual Donations Received
40242	50th ANNIVERSARY DONATIONS	330	0	0	0	-	
40246	SPECIAL EVENTS DONATIONS	1,000	20	0	50	50	Based on YTD Actual Donations Received
40247	BRICK GARDEN PROGRAM		2,300	10,000	1,500	(8,500)	
40243	PARKS COMMITTEE DONATION	5,430	5,879	0	0	-	Based on YTD Actual Donations Received
40631	LEOS TRAINING DONATION	1,070	2,727	0	2,720	2,720	
40639	COUNCIL EVENT-DONATIONS	1,000	0	0	0	-	Based on YTD Actual Donations Received
40636	LANDSCAPE DONATIONS	0	4,500	0	0	-	
TOTAL DONATIONS		\$ 22,109.1	40,702	10,000	10,914	914	
COURT							
40302	MUNI COURT & WARRANT FINES	130,760	199,162	140,000	140,000	-	Based on YTD Actual Donations Received
multi	OTHER COURT FEES	1,103	1,080	2,180	2,180	-	
40310	CHILD SAFETY/BLDG SECURITY & TECH FUND	15,222	16,475	11,600	13,700	2,100	Based on YTD Actual Donations Received
multi	OTHER COURT REVENUE	6,684	7,283	7,150	7,150	-	
TOTAL COURT		\$ 153,769	224,000	160,930	163,030	2,100	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
GENERAL FUND - REVENUE

REVENUES		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
MISCELLANEOUS							
40010	TRASH PENALTIES	4,809	5,779	5,300	5,300	-	
40410	TASK FORCE REIMBURSEMENT	0	0	20,707	20,707	-	
40411	LESS: TASK FORCE OVERTIME	0	0	(20,707)	(20,707)	-	
40412	REVENUE - LEIGH HANSON, INC.	0	0	37,800	37,800	-	
40413	CONTRA - VIBRA-TECH (PMTS)	0	0	(37,800)	(37,800)	-	
40400	INSURANCE CLAIM REVENUE		6,948	0	53,000	53,000	PD Vehicle Insurance Claim
40402	BANK INTEREST	152,261	214,763	150,000	175,000	25,000	Based on YTD Avg & Projected Rates
41701	BAD DEBT COLLECTIONS	2,864	0	300	300	-	
40600	SALE OF ASSETS	30,157	42,373	3,000	5,800	2,800	
40637	CREDIT CARD USER FEE	24,474	27,825	10,000	15,000	5,000	Based on YTD Avg & Prior Years
40640	VEHICLE IMPOUND FEE	2,871	5,780	5,000	5,000	-	
40418	MISC. INCOME	47,207	48,803	42,000	42,000	-	
TOTAL MISCELLANEOUS		\$ 264,643	352,272	215,600	301,400	85,800	
TOTAL REVENUES		\$ 3,645,124	4,002,953	3,806,701	3,959,169	152,468	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
GENERAL FUND ADMINISTRATIVE - EXPENDITURES

ADMINISTRATIVE		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
PERSONNEL SERVICES							
52012	GROSS PAYROLL	\$ 280,189	\$ 291,771	\$ 374,229	\$ 365,240	\$ (8,989)	based on YTD actual
52013	OVERTIME	10	1,490	1,802	1,817	\$ 15	
52018	CERTIFICATION	900	900	1,800	2,070	\$ 270	
52019	LONGEVITY	2,490	2,821	3,660	3,660	\$ -	
52014	FICA	17,149	18,130	23,783	23,536	\$ (247)	
52016	MEDICARE	4,058	4,240	5,563	5,505	\$ (58)	
52017	SUI TAXES	96	470	468	468	\$ -	
52015	WORKERS COMP INSURANCE	6,815	6,633	7,889	7,889	\$ -	
52020	HEALTH/DENTAL/VISION INS	27,778	28,612	44,660	44,660	\$ -	
52023	LIFE INS	4,057	3,927	5,506	5,506	\$ -	
52025	RETIREMENT-ER SHARE	21,601	23,983	33,296	32,951	\$ (345)	
TOTAL PERSONNEL SERVICES		\$ 365,142	\$ 382,978	\$ 502,656	\$ 493,302	\$ (9,354)	
PROFESSIONAL SERVICES							
52104	ATTORNEY	53,151	53,273	61,000	61,000	\$ -	
52106	ENGINEER	27,712	31,627	50,000	50,000	\$ -	
52407	CONSULTANT/PROFESSIONAL SVCS	0	9,120	20,000	23,000	\$ 3,000	Cost of Actual
52407	CONSULTANT/PROFESSIONAL SVCS			10,000	10,000	\$ -	
52108	INSPECTORS	54,439	46,955	40,000	40,000	\$ -	
52122	TAX APPRAISAL FEES	25,035	28,145	29,489	29,489	\$ -	
52124	TAX COLLECTION FEES	318	379	330	380	\$ 50	
52312	ORDINANCE AMEND/REWRITES	3,291	0	0	0	\$ -	
52120	AUDITING FEES	12,250	12,862	12,862	13,500	\$ 638	Cost of Actual
TOTAL PROFESSIONAL SERVICES		\$ 177,700	\$ 182,361	\$ 223,681	\$ 227,369	\$ 3,688	
CITY SUPPORT SERVICES							
52224	COUNCIL EVENTS	3,569	2,488	4,000	4,000	\$ -	
52215	SPECIAL EVENTS	40,503	875	6,000	6,000	\$ -	
52219	BRICK PROGRAM EXPENSE		700	3,500	1,000	\$ (2,500)	Based on YTD Avg
52223	SPECIAL EVENTS DONATIONS		86			\$ -	
TOTAL CITY SUPPORT SERVICES		\$ 45,105	\$ 4,149	\$ 13,500	\$ 11,000	\$ (2,500)	
STAFF SUPPORT							
52200	TRAINING/TRAVEL/SEMINARS	3,588	4,626	6,000	6,000	\$ -	
52213	MEMBERSHIPS/DUES	8,532	8,821	8,500	8,500	\$ -	
52225	MISCELLANEOUS	7,602	11,087	10,000	10,000	\$ -	
TOTAL STAFF SUPPORT		\$ 19,721	\$ 24,535	\$ 24,500	\$ 24,500	\$ -	
OPERATIONAL SUPPORT							
52201	COMPUTER HARD & SOFTWARE	71,814	62,213	67,408	72,608	\$ 5,200	Cost Increases in Software Support
52204	COPIER/PRINTER LEASE	11,828	10,132	14,300	11,600	\$ (2,700)	Based on YTD Avg
52206	POSTAGE	1,923	2,087	3,000	3,000	\$ -	
52208	PRINTING	156	761	1,200	1,200	\$ -	
52214	SUPPLIES	5,342	3,905	7,000	7,000	\$ -	
52302	GENERAL LIABILITY INS	879	1,787	1,876	4,230	\$ 2,354	Cost of Actual
52308	E&O LIAB INS	2,040	3,715	3,900	2,731	\$ (1,169)	Cost of Actual
52310	PROPERTY INS	12,026	16,259	16,871	19,589	\$ 2,718	Cost of Actual
52409	HOUSEHOLD HAZARDOUS WASTE EVT	3,291	0	0	0	\$ -	
52210	LEGAL NOTICES	13,493	3,793	6,000	6,000	\$ -	
52105	LEGAL SETTLEMENTS				10,000	\$ 10,000	Legal Settlements - 2 Vendors
52677	CONNECT CITY SERVICE	1,504	0	0	0	\$ -	
52203	WEBPAGE	4,243	4,740	4,977	4,977	\$ -	
52110	CR CARD PROC FEES	13,109	9,958	6,000	8,000	\$ 2,000	Based on YTD Avg & Prior Year
52111	PAYROLL PROC FEES	1,941	97	150	150	\$ -	
52116	CUSTODIAL/JANITORIAL	7,812	8,155	7,800	8,400	\$ 600	Based on YTD Avg & Increased Cost
52212	EQUIPMENT MAINTENANCE	0	0	0	0	\$ -	
52218	ELECTIONS	4,488	3,346	6,000	6,000	\$ -	
52615	BAD DEBT	4,949	744	1,000	1,000	\$ -	
TOTAL OPERATIONAL SUPPORT		\$ 160,838	\$ 131,692	\$ 147,482	\$ 166,485	\$ 19,003	

CITY OF GARDEN RIDGE

FY 2025 AMENDED BUDGET

GENERAL FUND ADMINISTRATIVE - EXPENDITURES

ADMINISTRATIVE	FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
UTILITY SERVICES						
52202 TELEPHONE	3,244	3,176	3,500	3,500	\$ -	
52211 UTILITIES	48,078	47,221	52,500	52,500	\$ -	
TOTAL UTILITY SERVICES	\$ 51,322	\$ 50,397	\$ 56,000	\$ 56,000	\$ -	
MAINTENANCE SERVICES						
52670 CITY HALL - CHAMBERS STREAMING	0	0	0	45,000	\$ 45,000	Updating Council Chambers Video
TOTAL MAINTENANCE SERVICES	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	Equipments - From PEGS Funds
52400 CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL ADMINISTRATIVE	\$ 819,828	\$ 776,112	\$ 967,819	\$ 1,023,656	\$ 55,837	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
GENERAL FUND COURT - EXPENDITURES

COURT		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
53012	GROSS PAYROLL	\$ 46,273	\$ 50,661	\$ 55,712	\$ 55,712	\$ -	
53013	OVERTIME	1,212	1,819	2,737	2,738	\$ 1	
53018	CERTIFICATION	584	700	400	400	\$ -	
53019	LONGEVITY	1,066	1,131	1,440	1,440	\$ -	
53014	FICA	2,869	3,188	3,738	3,738	\$ -	
53016	MEDICARE	679	746	875	875	\$ -	
53017	SUI	16	117	117	117	\$ -	
53015	WORKERS COMP INS	230	263	263	263	\$ -	
53020	HEALTH/DENTAL/VISION INS	8,648	9,739	11,165	11,165	\$ -	
53023	LIFE INSURANCE	583	574	621	621	\$ -	
53025	RETIREMENT-ER SHARE	3,785	4,310	5,233	5,234	\$ 1	
TOTAL PERSONNEL SERVICES		\$ 65,947	\$ 73,249	\$ 82,301	\$ 82,303	\$ 2	
<u>PROFESSIONAL SERVICES</u>							
53135	PROSECUTOR FEES	7,200	7,200	8,400	8,400	\$ -	
53136	JUDGE FEES	8,400	8,400	9,800	9,800	\$ -	
TOTAL PROFESSIONAL SERVICES		\$ 15,600	\$ 15,600	\$ 18,200	\$ 18,200	\$ -	
<u>STAFF SUPPORT</u>							
53200	TRAINING/TRAVEL/SEMINARS	496	804	1,000	1,000	\$ -	
53213	MEMBERSHIP/DUES/LICENSES	402	185	450	450	\$ -	
53214	SUPPLIES	850	662	850	850	\$ -	
TOTAL STAFF SUPPORT		\$ 1,747	\$ 1,651	\$ 2,300	\$ 2,300	\$ -	
<u>OPERATIONAL SUPPORT</u>							
53202	TELEPHONE	0	0	0	0	\$ -	
53206	POSTAGE	808	1,265	800	1,300	\$ 500	Based on YTD Avg & Prior Year
53208	PRINTING	0	0	200	200	\$ -	
53602	COMPUTER HARD & SOFTWARE	9,744	10,634	10,700	10,700	\$ -	
53605	COURT SECURITY EXP	1,321	1,244	480	1,244	\$ 764	Based on YTD Avg & Prior Year
53606	COLLECTION AGENCY FEES	(61)	(581)	1,200	1,200	\$ -	
TOTAL OPERATIONAL SUPPORT		\$ 11,813	\$ 12,563	\$ 13,380	\$ 14,644	\$ 1,264	
TOTAL COURT		\$ 95,107	\$ 103,062	\$ 116,181	\$ 117,447	\$ 1,266	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET

GENERAL FUND POLICE DEPARTMENT - EXPENDITURES

POLICE DEPARTMENT		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
PERSONNEL SERVICES							
54012	GROSS PAYROLL	\$ 758,840	832,533	1,130,988	1,019,542	\$ (111,446)	Reduced due to unfilled position(s)
54013	OVERTIME	42,520	38,535	53,756	53,822	\$ 66	
54018	CERTIFICATION	12,430	12,596	13,680	13,680	\$ -	
54022	FTO PAY		1,775	8,000	3,000	\$ (5,000)	Based on YTD actual
54019	LONGEVITY	7,655	8,848	11,520	11,520	\$ -	
54014	FICA	49,855	54,143	76,412	69,507	\$ (6,905)	Reduced due to unfilled position(s)
54016	MEDICARE	11,802	12,663	17,871	16,256	\$ (1,615)	Reduced due to unfilled position(s)
54017	SUI	220	1,872	1,638	1,638	\$ -	
54015	WORKERS COMP INS	27,177	28,013	31,461	31,461	\$ -	
54020	HEALTH/DENTAL/VISION INS	98,055	112,120	145,585	140,003	\$ (5,582)	Reduced due to unfilled position(s)
54023	LIFE INSURANCE	8,046	8,625	10,052	10,052	\$ -	
54025	RETIREMENT ER SHARE	64,680	73,161	104,061	94,393	\$ (9,668)	Reduced due to unfilled position(s)
TOTAL PERSONNEL SERVICES		\$ 1,081,280	1,184,883	1,605,024	1,464,874	(140,150)	
CITY SUPPORT SERVICES							
54221	COMMUNITY POLICING	2,685	1,310	2,500	2,500	\$ -	
54222	NATIONAL NIGHT OUT	1,001	290	500	500	\$ -	
TOTAL CITY SUPPORT SERVICES		\$ 3,686	1,600	3,000	3,000	-	
STAFF SUPPORT							
54118	UNIFORMS	5,666	11,615	11,500	11,500	\$ -	
54200	TRAINING/TRAVEL/SEMINARS	4,077	5,061	5,400	9,400	\$ 4,000	Police Academy Training for Cadet
54199	LEADERSHIP DEVELOPMENT	1,097	1,355	2,000	2,000	\$ -	
54213	MEMBERSHIP/DUES/LICENSES	989	535	700	700	\$ -	
54223	PHYSICAL EXAMS	943	862	1,000	1,000	\$ -	
54601	DONATION EXPENDITURES	492	1,081	-	-	\$ -	
54605	LEOS/TRNG	768	1,312	-	2,720	\$ 2,720	Received in Donations
TOTAL STAFF SUPPORT		\$ 14,032	21,820	20,600	27,320	6,720	
OPERATIONAL SUPPORT							
54201	COMPUTER HARD & SOFTWARE	39,373	31,769	36,000	36,000	\$ -	
54205	RANGE SUPPLIES	4,919	3,849	3,000	3,000	\$ -	
54206	POSTAGE	448	414	500	500	\$ -	
54208	PRINTING	271	530	500	500	\$ -	
54214	SUPPLIES	5,834	4,219	7,000	7,000	\$ -	
54215	INVESTIGATION EXPENSES	2,050	2,509	3,000	3,000	\$ -	
54302	LAW ENFORC LIABILITY	13,414	14,641	15,373	14,888	\$ (485)	Cost of Actual
54304	AUTOMOBILE INSURANCE	4,415	6,557	6,884	5,518	\$ (1,366)	Cost of Actual
TOTAL OPERATIONAL SUPPORT		\$ 70,724	64,488	72,257	70,406	(1,851)	
UTILITY SERVICES							
54202	TELEPHONE	7,883	8,737	8,500	8,500	\$ -	
54217	GASOLINE	25,048	22,080	32,000	32,000	\$ -	
TOTAL UTILITY SERVICES		\$ 32,930	30,817	40,500	40,500	-	
MAINTENANCE SERVICES							
54203	RADIO REPAIR	902	4,646	2,500	2,500	\$ -	
54212	EQUIPMENT/MAINTENANCE	3,551	2,412	5,000	5,000	\$ -	
54220	VEHICLE MAINT./REPAIRS	20,289	21,607	15,000	30,000	\$ 15,000	New Transmission for Unit 2002 &
TOTAL MAINTENANCE SERVICES		\$ 24,742	28,665	22,500	37,500	15,000	Based on YTD Actual and projected need
OPERATING EQUIPMENT							
54140	EQUIPMENT LEASES	5,779	5,318	5,700	5,700	\$ -	
54225	INTEREST EXPENSE	0	-	-	-	\$ -	
TOTAL OPERATING EQUIPMENT		\$ 5,779	5,318	5,700	5,700	-	
CAPITAL OUTLAY							
54400	CAPITAL EXPENDITURES	41,777	-	-	-	\$ -	
TOTAL CAPITAL OUTLAY		\$ 41,777	-	-	-	-	
TOTAL POLICE DEPARTMENT		\$ 1,274,950	1,337,592	1,769,581	1,649,300	(120,281)	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
GENERAL FUND PUBLIC WORKS - EXPENDITURES

PUBLIC WORKS DEPARTMENT		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
PERSONNEL SERVICES							
55012	GROSS PAYROLL	\$ 272,096	\$ 287,245	\$ 317,185	\$ 317,185	\$ -	
55013	OVERTIME	12,455	12,572	15,355	20,939	\$ 5,584	To cover 2 people at Bulk Dumpsters
55018	CERTIFICATION	2,585	2,700	2,400	2,400	\$ -	
55019	LONGEVITY	6,430	7,103	8,460	8,460	\$ -	
55014	FICA	16,397	17,344	21,436	21,783	\$ 347	
55016	MEDICARE	3,882	4,056	5,014	5,095	\$ 81	
55017	SUI	95	644	644	644	\$ -	
55015	WORKERS COMP INS	4,685	4,277	5,040	5,040	\$ -	
55020	HEALTH/VISION/DENTAL INS	51,462	53,567	61,407	61,407	\$ -	
55023	LIFE INS	3,240	3,303	3,569	3,569	\$ -	
55025	RETIREMENT-ER SHARE	22,731	25,099	30,011	30,495	\$ 484	
TOTAL PERSONNEL SERVICES		\$ 396,058	\$ 417,911	\$ 470,521	\$ 477,017	\$ 6,496	
CITY SUPPORT SERVICES							
55221	PARKS DONATION EXPENDITURES	18	15,000	0	0	\$ -	
55224	OAK WILT PROGRAM	0	47,072	0	0	\$ -	
55226	PARKS COMMITTEE	11,306	9,059	0	0	\$ -	
55229	ANIMAL SERVICES	14,029	14,599	12,000	12,000	\$ -	
55236	CONTINGENCY	2,627	3,054	3,000	3,000	\$ -	
TOTAL CITY SUPPORT SERVICES		\$ 27,980	\$ 88,785	\$ 15,000	\$ 15,000	\$ -	
STAFF SUPPORT							
55215	MEMBERSHIP/DUES/LICENSES	526	187	300	300	\$ -	
55118	UNIFORMS	3,378	3,298	3,000	3,000	\$ -	
55200	TRAINING/TRAVEL/SEMINARS	1,904	1,864	3,000	3,000	\$ -	
55223	PHYSICAL EXAMS	0	76	150	150	\$ -	
TOTAL STAFF SUPPORT		\$ 5,807	\$ 5,424	\$ 6,450	\$ 6,450	\$ -	
OPERATIONAL SUPPORT							
55201	COMPUTER HARD & SOFTWARE	6,437	4,515	6,306	6,306	\$ -	
55214	SUPPLIES	8,318	6,943	7,000	7,000	\$ -	
55248	SURVEILLANCE CONNECTIVITY	1,573	3,336	1,320	1,320	\$ -	
55238	OPERATIONAL MATERIALS	4,012	2,197	7,000	7,000	\$ -	
55304	AUTOMOBILE INS	5,122	5,615	5,896	5,569	\$ (327)	Cost of Actual
TOTAL OPERATIONAL SUPPORT		\$ 25,461	\$ 22,606	\$ 27,522	\$ 27,195	\$ (327)	
UTILITY SERVICES							
55202	TELEPHONE	4,756	5,001	4,800	4,800	\$ -	
55211	UTILITIES	12,193	13,831	13,000	13,000	\$ -	
55217	GASOLINE	15,692	14,483	16,000	16,000	\$ -	
55231	PARK/ISLAND ELECTRIC	1,307	1,209	1,800	1,800	\$ -	
55232	LANDSCAPE WATERING	2,685	3,048	2,700	2,700	\$ -	
TOTAL UTILITY SERVICES		\$ 36,633	\$ 37,572	\$ 38,300	\$ 38,300	\$ -	
MAINTENANCE SERVICES							
55227	BLDG/FACILITY MAINTENANCE	26,664	27,892	30,000	40,000	\$ 10,000	Renovations/Improvements in City Hall
55228	GROUND MAINTENANCE	5,585	2,889	3,000	10,000	\$ 7,000	Street Tree Trimming & Landscape Boulders
55247	CITY FACILITY-LANDSCAPE PROJECT	558	0	1,500	1,500	\$ -	
55213	CITY FACILITY-HEATING/AC MAINT	30,540	31,582	20,000	24,500	\$ 4,500	Based on YTD Actual & Dept need
55234	FORMER CITY COMPLEX	2,712	757	7,000	7,000	\$ -	
55212	EQUIPMENT & MAINTENANCE	14,862	19,560	16,000	20,000	\$ 4,000	Based on YTD Actual & Dept need
55220	VEHICLE MAINT/REPAIRS	8,603	23,094	12,000	24,000	\$ 12,000	Based on YTD Actual & Dept need
55230	PARK/RECREATIONS	26,447	19,176	20,000	20,000	\$ -	
55233	SIGN MAINTENANCE	9,541	4,904	9,000	9,000	\$ -	
55702	STREET IMPROVEMENT	9,314	13,395	18,000	18,000	\$ -	
55704	CULVERT MAINTENANCE/MS4	9,559	4,264	9,000	9,000	\$ -	
TOTAL MAINTENANCE SERVICES		\$ 144,384	\$ 147,514	\$ 145,500	\$ 183,000	\$ 37,500	
OPERATING EQUIPMENT							

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET

GENERAL FUND PUBLIC WORKS - EXPENDITURES

PUBLIC WORKS DEPARTMENT		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
55216	EQUIPMENT RENTAL	1,497	6,961	8,000	8,000	\$ -	
55240	SMALL HAND TOOLS	1,196	1,004	1,000	2,000	\$ 1,000	Based on YTD Actual & Dept need
TOTAL OPERATING EQUIPMENT		\$ 2,692	\$ 7,965	\$ 9,000	\$ 10,000	\$ 1,000	
<u>CAPITAL OUTLAY</u>			0	0	0	\$ -	
55400	TOTAL CAPITAL OUTLAY	0	0	0	0	\$ -	
TOTAL PUBLIC WORKS DEPARTMENT		\$ 639,016	\$ 727,777	\$ 712,293	\$ 756,962	\$ 44,669	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET

GENERAL FUND COMMUNITY CENTER - EXPENDITURES

COMMUNITY CENTER		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
56012	GROSS PAYROLL	\$ 2,920	\$ 4,806	\$ 4,200	\$ 4,200	\$ -	
56014	FICA	176	287	261	261	\$ -	
56016	MEDICARE	41	67	61	61	\$ -	
56025	RETIREMENT-ER SHARE	227	385	365	365	\$ -	
TOTAL PERSONNEL SERVICES		\$ 3,365	\$ 5,545	\$ 4,887	\$ 4,887	-	
<u>PROFESSIONAL SERVICES</u>							
56050	MANAGER FEES	31,119	34,897	34,000	34,000	\$ -	
TOTAL PROFESSIONAL SERVICES		\$ 31,119	\$ 34,897	\$ 34,000	\$ 34,000	-	
<u>OPERATIONAL SUPPORT</u>							
56214	SUPPLIES	2,073	3,004	2,200	2,200	\$ -	
56410	EQUIPMENT	226	586	6,000	6,000	\$ -	
56603	MARKETING	0	0	0	0	\$ -	
TOTAL OPERATIONAL SUPPORT		\$ 2,299	\$ 3,591	\$ 8,200	\$ 8,200	-	
<u>UTILITY SERVICES</u>							
56201	COMPUTER HARD & SOFTWARE	1,839	1,718	1,680	1,680	\$ -	
56202	TELEPHONE	600	600	600	600	\$ -	
56211	UTILITIES	11,725	11,112	12,000	12,000	\$ -	
TOTAL UTILITY SERVICES		\$ 14,164	\$ 13,430	\$ 14,280	\$ 14,280	-	
<u>MAINTENANCE SERVICES</u>							
56212	MAINTENANCE	5,425	5,758	7,000	7,000	\$ -	
56216	COMMUNITY CENTER CLEANING	7,290	7,560	7,400	8,200	\$ 800	INCREASED USAGE & FEES
TOTAL MAINTENANCE SERVICES		\$ 12,715	\$ 13,318	\$ 14,400	\$ 15,200	800	
56400	CAPITAL EXPENDITURES		0	0	0	\$ -	
TOTAL COMMUNITY CENTER		\$ 63,662	\$ 70,782	\$ 75,767	\$ 76,567	800	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET

GENERAL FUND LIBRARY - EXPENDITURES

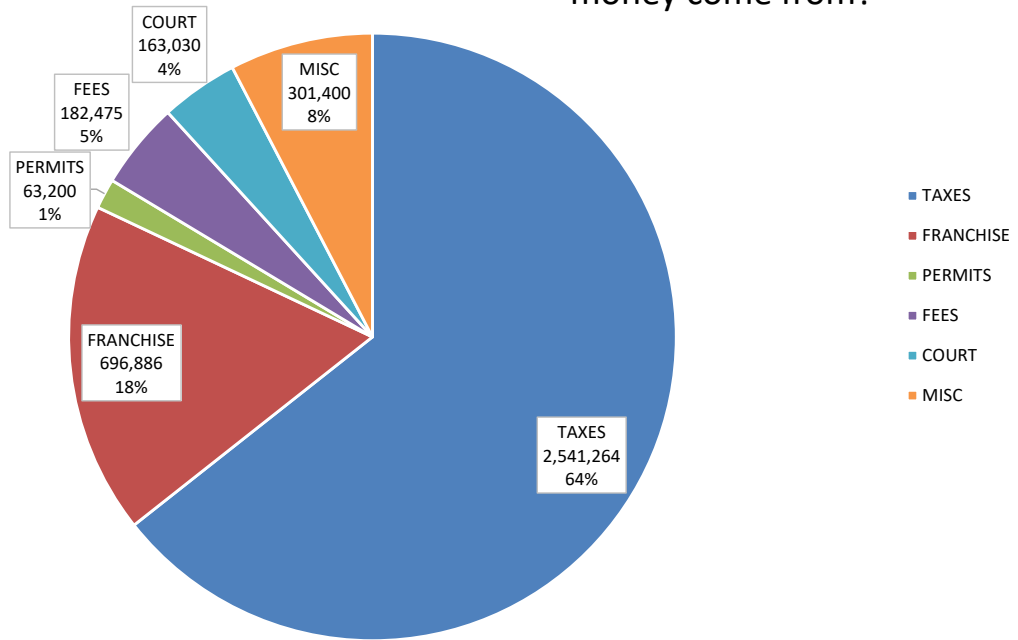
LIBRARY		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
57012	GROSS PAYROLL	\$ 75,221	\$ 99,856	\$ 114,299	\$ 114,299	\$ -	OT ADJUSTED FOR SPECIAL EVENTS
57013	OVERTIME	0	134	0	924	\$ 924	
57019	LONGEVITY	476	600	840	840	\$ -	
57014	FICA	4,709	6,274	7,176	7,234	\$ 58	
57016	MEDICARE	1,113	1,467	1,679	1,692	\$ 13	
57017	SUI	34	243	234	234	\$ -	
57020	HEALTH/VISION/DENTAL INS	0	0	11,165	11,165	\$ -	
57023	LIFE INS	645	1,103	1,489	1,489	\$ -	
57025	RETIREMENT-ER SHARE	4,665	8,184	10,047	10,127	\$ 80	
TOTAL PERSONNEL SERVICES		\$ 86,863	\$ 117,861	\$ 146,929	\$ 148,004	\$ 1,075	
<u>CITY SUPPORT SERVICES</u>							
57215	SPECIAL EVENTS	1,492	1,588	1,500	1,500	\$ -	
57221	CHILDREN'S ACTIVITIES	1,717	1,904	2,000	2,000	\$ -	
TOTAL CITY SUPPORT SERVICES		\$ 3,208	\$ 3,492	\$ 3,500	\$ 3,500	\$ -	
<u>STAFF SUPPORT</u>							
57200	TRAINING/TRAVEL/SEMINARS	0	224	250	250	\$ -	
57213	MEMBERSHIP/DUES	717	607	690	690	\$ -	
TOTAL STAFF SUPPORT		\$ 717	\$ 831	\$ 940	\$ 940	\$ -	
<u>OPERATIONAL SUPPORT</u>							
57214	SUPPLIES	1,104	1,181	1,000	1,000	\$ -	
57216	COMPUTER HARD & SOFTWARE	3,222	4,622	4,750	4,750	\$ -	
57218	LIBRARY MATERIALS-BOOKS	1,261	2,473	3,000	3,000	\$ -	
57219	POSTAGE	136	263	300	300	\$ -	
57220	PRINTING	0	0	100	100	\$ -	
57601	DONATION EXPENDITURES	5,835	4,301	0	5,000	\$ 5,000	Expended from Donations Received
57602	LIBRARY GRANTS	2,556	0	0	0	\$ -	
57603	EBOOK EXPENDITURES	3,107	2,593	3,500	3,500	\$ -	
TOTAL OPERATIONAL SUPPORT		\$ 17,222	\$ 15,433	\$ 12,650	\$ 17,650	\$ 5,000	
<u>UTILITY SERVICES</u>							
57202	TELEPHONE	945	959	1,000	1,000	\$ -	
TOTAL UTILITY SERVICES		\$ 945	\$ 959	\$ 1,000	\$ 1,000	0	
TOTAL LIBRARY		\$ 108,954	\$ 138,575	\$ 165,019	\$ 171,094	\$ 6,075	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
GENERAL FUND CAPITAL - EXPENDITURES

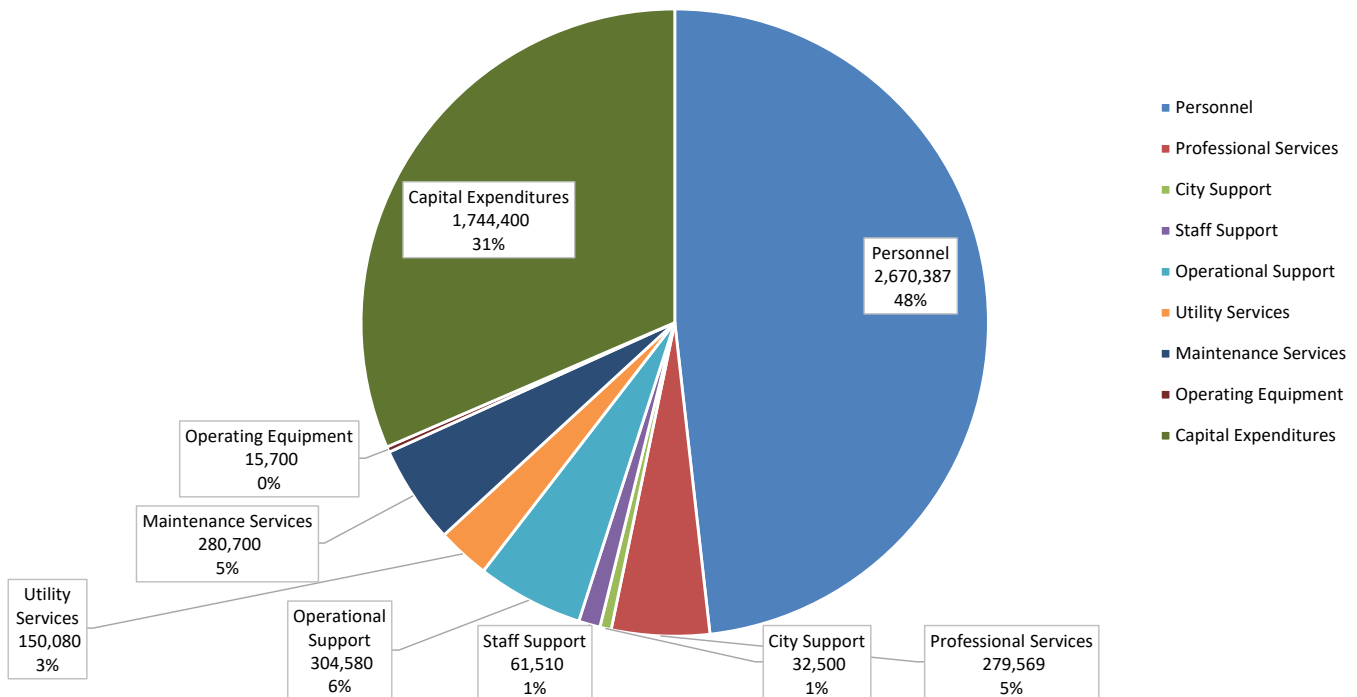
CAPITAL EXPENDITURES		FY 2023 AUDIT	FY 2024 AUDIT	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE FY25 AMENDED TO FY25 BUDGET	FY 2025 BUDGET NOTES
ADMIN							
52400	CAPITAL EXPENDITURES	-	-	20,420	26,400	\$ 5,980	Recruiter for City Manager Hire
52400	CAPITAL EXPENDITURES	-	-	-	-	\$ -	
52400	CAPITAL EXPENDITURES	-	26,805	-	-	\$ -	
TOTAL CAPITAL EXPENDITURES		-	26,805	20,420	26,400	5,980	
COURT							
53400	CAPITAL EXPENDITURES	-	-	-	-	\$ -	
53400	CAPITAL EXPENDITURES	-	-	-	-	\$ -	
TOTAL CAPITAL EXPENDITURES		-	-	-	-	-	
POLICE							
54400	CAPITAL EXPENDITURES	-	-	55,000	55,000	\$ -	PD Vehicle
54400	CAPITAL EXPENDITURES	-	-	15,000	15,000	\$ -	PD Vehicle Outfitted
54400	CAPITAL EXPENDITURES	-	-	-	55,000	\$ 55,000	PD Vehicle - Covered by Insurance Claim
TOTAL CAPITAL EXPENDITURES		-	-	70,000	125,000	55,000	
PUBLIC WORKS							
55400	CAPITAL EXPENDITURES	-	-	40,000	40,000	\$ -	Asphalt & Concrete behind PD
55400	CAPITAL EXPENDITURES	-	-	10,000	10,000	\$ -	Woodcarving @ Paul Davis Park
55400	CAPITAL EXPENDITURES	-	80,228	-	476,000	\$ 476,000	Overlay Road Work on Bat Cave
55401	CAPITAL EXPENDITURES	-	-	-	50,000	\$ 50,000	2 Shade Canopies over Park Playgrounds
TOTAL CAPITAL EXPENDITURES		-	80,228	50,000	576,000	526,000	
COMMUNITY CENTER							
56400	CAPITAL EXPENDITURES	-	-	150,000	150,000	\$ -	CC Lighting & Sound
56400	CAPITAL EXPENDITURES	-	50,403	-	-	\$ -	
TOTAL CAPITAL EXPENDITURES		-	50,403	150,000	150,000	-	
LIBRARY							
57400	CAPITAL EXPENDITURES	-	-	-	-	\$ -	
57400	CAPITAL EXPENDITURES	-	-	-	-	\$ -	
TOTAL CAPITAL EXPENDITURES		-	-	-	-	-	
WATER							
13001	LOAN TO WATER FUND	-	-	867,000	867,000	\$ -	Loan to Water for Vista Ridge Tie-In
13001	LOAN TO WATER FUND	-	-	-	-	\$ -	
13001	LOAN TO WATER FUND	-	-	-	-	\$ -	
TOTAL CAPITAL LOANS		-	-	867,000	867,000	-	
TOTAL CAPITAL EXPENDITURES		-	157,436	1,157,420	1,744,400	586,980	

City of Garden Ridge - General Fund
Sources and Uses of Funding
Total FY25 Budget

Where does the
money come from?



Where does the
money go?



RESOLUTION NO. 533-042025

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF GARDEN RIDGE, TEXAS, APPROVING
FISCAL YEAR 2025 WATER COMPANY
OPERATION AND MAINTENANCE FUND BUDGET
AMENDMENT #1 FOR THE PERIOD OF OCTOBER
1, 2024, THROUGH SEPTEMBER 30, 2025.**

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

The City Council of the City of Garden Ridge, Texas, does hereby approve Fiscal Year 2025 Water Company Operation and Maintenance Fund Budget Amendment #1 for the period of October 1, 2024, through September 30, 2025.

The attached Exhibit A is the detail of the Fiscal Year 2025 Water Company Operation and Maintenance Fund Budget Amendment #1.

PASSED AND APPROVED ON this 2nd day of April, 2025.

Robb Erickson
Mayor

ATTEST:

Marisa Spencer
City Secretary

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
WATER FUND - SUMMARY

WATER FUND	FY 2023 AUDITED	FY 2024 AUDITED	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE AMENDED TO BUDGET
REVENUE SUMMARY					
WATER SALES	\$ 2,285,062	\$ 1,928,288	\$ 2,218,548	\$ 2,150,000	(68,548)
FEES	88,796	84,489	97,016	91,016	(6,000)
MISCELLANEOUS	99,304	134,580	99,000	108,000	9,000
FUND CHANGES/XFERS/LOANS	137,654	414,455	867,000	867,000	-
TOTAL REVENUES	\$ 2,610,816	\$ 2,561,811	\$ 3,281,564	\$ 3,216,016	(65,548)
EXPENDITURE SUMMARY					
PERSONNEL SERVICES	\$ 532,849	\$ 515,190	\$ 710,879	\$ 674,404	(36,475)
PROFESSIONAL SERVICES	81,337	116,977	157,379	159,324	1,945
FEES	70,336	77,364	77,500	77,500	-
CITY SUPPORT SERVICES	806	1,549	2,300	2,300	-
STAFF SUPPORT	10,968	10,422	13,700	13,700	-
OPERATIONAL SUPPORT	124,157	114,973	125,404	127,457	2,053
SUPPLIES	19,052	12,649	14,000	16,000	2,000
UTILITY SERVICES	189,145	186,894	199,536	189,536	(10,000)
MAINTENANCE SERVICES	120,933	81,180	86,000	88,000	2,000
OPERATING EQUIPMENT	1,132	0	2,000	2,000	-
OTHER COST	8,247	9,710	13,000	13,000	-
DEBT SERVICE & LOAN PAYMENTS	677,639	677,021	708,427	708,427	-
FUND CHANGES/TRANSFERS	10,665	192	500	2,000	1,500
CAPITAL OUTLAY	0	106,495	1,107,000	1,107,000	-
TOTAL EXPENDITURES	\$ 1,847,265	\$ 1,910,616	\$ 3,217,625	\$ 3,180,648	(36,977)
OVER/UNDER					
	\$ 763,551	\$ 690,428	\$ 63,940	\$ 35,368	
BEGINNING FUND BALANCE					
	\$ 8,222,155	\$ 8,985,706	\$ 9,034,139	\$ 9,676,134	
ENDING FUND BALANCE					
	\$ 8,985,706	\$ 9,676,134	\$ 9,098,079	\$ 9,711,502	
RESTRICTED FUNDS + SIB RESERVE					
	\$ 188,424	\$ 49,558	\$ 188,424	\$ 50,336	
LESS NET INVESTMENT IN CAPITAL ASSETS					
	\$ 7,429,729	\$ 8,135,400	\$ 7,429,729	\$ 8,135,400	
UNRESTRICTED FUND BALANCE					
	\$ 1,367,553	\$ 1,491,176	\$ 1,479,926	\$ 1,525,766	
NEXT YEAR DEBT SERVICE					
	\$ 710,327	\$ 706,925	\$ 706,924	\$ 706,924	
EXPENDITURES PER MONTH					
	\$ 97,469	\$ 93,925	\$ 116,850	\$ 113,768	
MONTHS OF EXPENDITURES					
	7	8	7	7	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
WATER FUND - REVENUE

REVENUES		FY 2023 AUDITED	FY 2024 AUDITED	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE AMENDED TO BUDGET	FY 2025 BUDGET NOTES
WATER SALES							
40003	WATER SALES	\$ 2,285,062	\$ 1,928,288	\$ 2,218,548	\$ 2,150,000	\$ (68,548)	Based on YTD Avg
TOTAL SALES		\$ 2,285,062	\$ 1,928,288	\$ 2,218,548	\$ 2,150,000	\$ (68,548)	
FEES							
40002	METER INSTALLATION FEES	5,300	3,975	10,000	4,000	\$ (6,000)	Based on YTD avg & Prior Years
40004	WATER PENALTIES	15,197	12,280	14,000	14,000	\$ -	
40014	EAA REVENUE ACCOUNT	55,441	55,596	57,516	57,516	\$ -	
40015	TRINITY GWCD REVENUE	12,185	12,218	15,000	15,000	\$ -	
40005	NSF CHECK INCOME	673	420	500	500	\$ -	
TOTAL FEES		\$ 88,796	\$ 84,489	\$ 97,016	\$ 91,016	\$ (6,000)	
MISCELLANEOUS							
40000	MISC INCOME	7,579	1,503	2,000	2,000	\$ -	
41701	BAD DEBT COLLECTIONS	1,404	0	2,000	1,000	\$ (1,000)	Based on YTD Avg
40006	SALE OF ASSETS	2,925	22,337	4,000	4,000	\$ -	
40637	CREDIT CARD USER FEES			6,000	6,000	\$ -	
40008	INTEREST	87,397	110,740	85,000	95,000	\$ 10,000	Based on YTD Avg
TOTAL MISCELLANEOUS		\$ 99,304	\$ 134,580	\$ 99,000	\$ 108,000	\$ 9,000	
FUND CHANGES/TRANSFERS							
70810	TRANSFER FROM 400 FUND	110,274	414,455	0	0	\$ -	
70808	TRANSFER FROM 220 FUND	27,380	0	0	0	\$ -	
23001	LOAN FROM 100 FUND	0	0	867,000	867,000	\$ -	
TOTAL CHANGES/TRANSFERS		137,654	414,455	867,000	867,000	0	
TOTAL REVENUES		\$ 2,610,816	\$ 2,561,811	\$ 3,281,564	\$ 3,216,016	\$ (65,548)	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
WATER FUND - EXPENDITURES

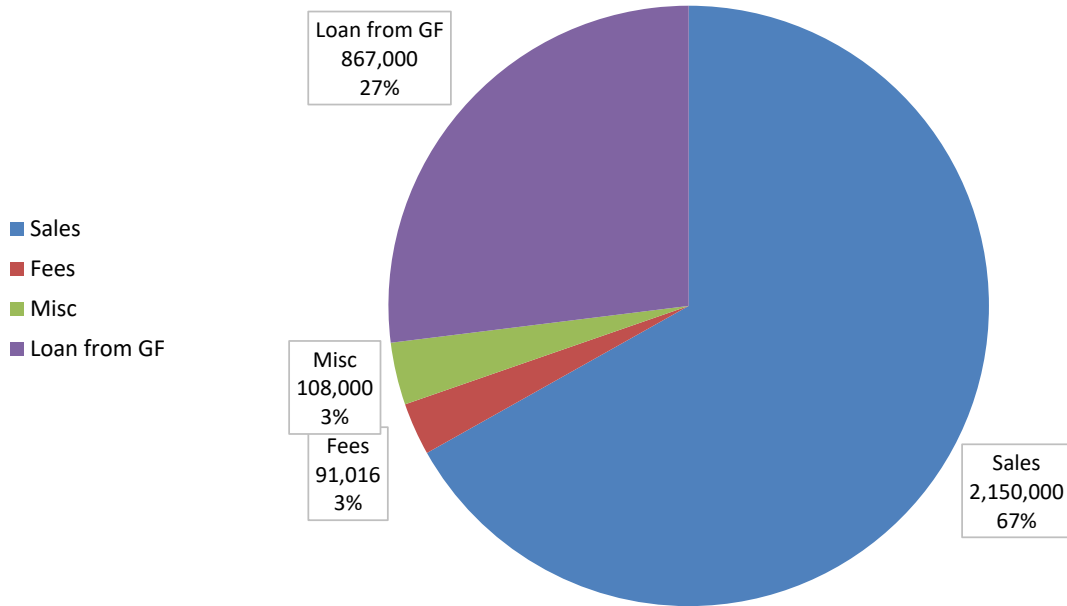
WATER FUND		FY 2023 AUDITED	FY 2024 AUDITED	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE AMENDED TO BUDGET	FY 2025 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
70012	GROSS PAYROLL	\$ 384,050	\$ 353,768	\$ 501,415	\$ 474,354	\$ (27,061)	YTD UNFILLED WATER OPERATOR POSITION
70013	OVERTIME	14,336	24,688	16,902	16,917	\$ 15	
70018	CERTIFICATION	2,974	2,431	3,200	3,470	\$ 270	
70019	LONGEVITY	3,884	4,079	5,220	5,220	\$ -	
70014	FICA	22,999	22,388	32,848	31,285	\$ (1,563)	
70016	MEDICARE	5,408	5,235	7,683	7,317	\$ (366)	
70017	SUI	88	676	878	878	\$ -	
70015	WORKERS COMP INS	6,750	6,565	6,719	6,719	\$ -	
70020	HEALTH/DENTAL/VISION INS	48,281	54,926	83,736	78,154	\$ (5,582)	
70023	LIFE INS	4,379	4,407	6,291	6,291	\$ -	
70025	RETIREMENT-ER SHARE	39,699	36,026	45,987	43,799	\$ (2,188)	
TOTAL PERSONNEL SERVICES		\$ 532,849	\$ 515,190	\$ 710,879	\$ 674,404	\$ (36,475)	
<u>PROFESSIONAL SERVICES</u>							
70104	ATTORNEY	234	102	4,000	4,000	\$ -	
70106	ENGINEER	0	37,299	68,000	68,000	\$ -	
70107	PROFESSIONAL FEES	0	0	0	0	\$ -	
70120	AUDITING FEES	12,250	12,863	12,863	13,500	\$ 637	Cost of Actual
70406	WATER MASTER PLAN UPDATE	1,832	0	0	0	\$ -	
70241	EAA MGMT FEES	54,901	57,516	57,516	58,824	\$ 1,308	Cost of Actual
70244	TRINITY GWCD FEE	12,120	9,198	15,000	15,000	\$ -	
70413	EMERGENCY MGMT	0	0	0	0	\$ -	
TOTAL PROFESSIONAL SERVICES		\$ 81,337	\$ 116,977	\$ 157,379	\$ 159,324	\$ 1,945	
<u>FEES</u>							
70160	FRANCHISE FEE TO CITY	67,291	67,407	67,500	67,500	\$ -	
70110	CREDIT CARD PROCESSING FEES	3,045	9,958	10,000	10,000	\$ -	
TOTAL FEES		\$ 70,336	\$ 77,364	\$ 77,500	\$ 77,500	\$ -	
<u>CITY SUPPORT SERVICES</u>							
70236	CONTINGENCY	806	1,549	2,000	2,000	\$ -	
70242	PUBLIC EDUCATION	0	0	300	300	\$ -	
TOTAL CITY SUPPORT SERVICES		\$ 806	\$ 1,549	\$ 2,300	\$ 2,300	\$ -	
<u>STAFF SUPPORT</u>							
70200	TRAINING/TRAVEL/SEMINARS	6,670	4,273	7,000	7,000	\$ -	
70118	UNIFORMS	1,615	2,414	4,000	4,000	\$ -	
70213	MEMBERSHIP/DUES/LICENSES	1,392	2,136	1,300	1,300	\$ -	
70225	MISCELLANEOUS	1,292	1,600	1,400	1,400	\$ -	
TOTAL STAFF SUPPORT		\$ 10,968	\$ 10,422	\$ 13,700	\$ 13,700	\$ -	
<u>OPERATIONAL SUPPORT</u>							
70302	GENERAL LIABILITY INS	755	759	800	1,730	\$ 930	Cost of Actual
70304	AUTOMOBILE INS	4,682	5,315	5,580	5,570	\$ (10)	Cost of Actual
70308	E&O LIABILITY INS	1,588	1,519	1,596	2,731	\$ 1,135	Cost of Actual
70310	PROPERTY INS	13,960	18,659	19,592	19,590	\$ (2)	Cost of Actual
70201	COMPUTER HARD & SOFTWARE	72,350	60,461	68,000	68,000	\$ -	
70210	PAYROLL PROCESSING FEES	540	0	150	150	\$ -	
70116	CUSTODIAL/JANITORIAL	2,604	2,718	2,784	2,784	\$ -	
70677	CONNECT CITY SERVICE	1,504	0	0	0	\$ -	
70204	WEBPAGE	4,243	4,740	4,977	4,977	\$ -	
70206	POSTAGE	10,240	10,669	10,425	10,425	\$ -	
70208	PRINTING	0	0	1,000	1,000	\$ -	
70226	COPIER/PRINTER LEASE	11,690	10,132	10,500	10,500	\$ -	
TOTAL OPERATIONAL SUPPORT		\$ 124,157	\$ 114,973	\$ 125,404	\$ 127,457	\$ 2,053	
<u>SUPPLIES</u>							
70214	SUPPLIES	5,106	4,572	5,000	5,000	\$ -	
70237	CHEMICALS	13,945	8,077	9,000	11,000	\$ 2,000	BASED ON YTD ACTUAL & PROJECTED NEED
TOTAL SUPPLIES		\$ 19,052	\$ 12,649	\$ 14,000	\$ 16,000	\$ 2,000	
<u>UTILITY SERVICES</u>							
70202	TELEPHONE	7,914	11,171	9,536	9,536	\$ -	
70211	UTILITIES	174,020	168,897	180,000	170,000	\$ (10,000)	BASED ON PRIOR YEARS ACTUAL & YTD ACTUAL
70217	GASOLINE	7,212	6,826	10,000	10,000	\$ -	
TOTAL UTILITY SERVICES		\$ 189,145	\$ 186,894	\$ 199,536	\$ 189,536	\$ (10,000)	

CITY OF GARDEN RIDGE
FY 2025 AMENDED BUDGET
WATER FUND - EXPENDITURES

WATER FUND		FY 2023 AUDITED	FY 2024 AUDITED	FY 2025 BUDGET	FY 2025 AMENDED BUDGET	VARIANCE AMENDED TO BUDGET	FY 2025 BUDGET NOTES
MAINTENANCE SERVICES							
70219	SMALL HAND TOOLS	539	1,588	1,000	1,000	\$ -	
70212	EQUIPMENT/MAINTENANCE	10,458	11,937	15,000	15,000	\$ -	
70220	VEHICLE MAINT/REPAIRS	9,064	8,466	10,000	12,000	\$ 2,000	BASED ON MAINT NEEDS
70238	PLANT/OPS - MAINT & REPAIRS	100,871	59,188	60,000	60,000	\$ -	
TOTAL MAINTENANCE SERVICES		\$ 120,933	\$ 81,180	\$ 86,000	\$ 88,000	\$ 2,000	
OPERATING EQUIPMENT							
70227	INTEREST EXPENSES - EQUIPMENT	0	0	0	0	\$ -	
70216	EQUIPMENT RENTAL	1,132	0	2,000	2,000	\$ -	
TOTAL OPERATING EQUIPMENT		\$ 1,132	\$ -	\$ 2,000	\$ 2,000	\$ -	
OTHER COST							
70240	TCEQ REQUIRED TESTING	8,247	9,710	13,000	13,000	\$ -	
70401	WATER ACQUISITION LEASES	0	0	0	0	\$ -	
TOTAL OTHER COST		\$ 8,247	\$ 9,710	\$ 13,000	\$ 13,000	\$ -	
DEBT SERVICE							
70803	PRINCIPLE ON DEBT SVC	482,700	492,000	505,600	505,600	\$ -	
70227	INTEREST ON DEBT SVC	149,045	136,484	154,826	154,826	\$ -	
70802	AGENT FEES	1,285	1,502	1,502	1,502	\$ -	
70126	PRINCIPLE SIB LOAN (TXDOT)	40,000	40,000	40,000	40,000	\$ -	
70227	INTEREST SIB LOAN (TXDOT)	4,610	7,035	6,499	6,499	\$ -	
TOTAL DEBT SERVICE		\$ 677,639	\$ 677,021	\$ 708,427	\$ 708,427	\$ -	
FUND CHANGES/TRANSFERS							
70801	BAD DEBT	10,665	191	500	2,000	\$ 1,500	BASED ON YTD ACTUAL
TOTAL FUND CHANGES/TRANSFERS		\$ 10,665	\$ 192	\$ 500	\$ 2,000	\$ 1,500	
CAPITAL EXPENDITURES							
70400	CAPITAL EXPENDITURES	0	0	240,000	240,000	\$ -	Ground Storage Tank Rehabs - 20 Year old Tanks Vista Ridge Tie-In Project
70400	CAPITAL EXPENDITURES	0	106,495	867,000	867,000	\$ -	
TOTAL CAPITAL OUTLAY		0	106,495	1,107,000	1,107,000	\$ -	
TOTAL WATER COMPANY		\$ 1,847,265	\$ 1,910,616	\$ 3,217,625	\$ 3,180,648	\$ (36,977)	

City of Garden Ridge - Water Fund
Sources and Uses of Funding
Total FY25 Budget

Where does the money come from?



Where does the money go?

