
The Garden Ridge City Council will meet in a regular session on Wednesday, September 2, 2026, 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. CITIZEN COMMENT PERIOD**

The City Council welcomes citizen participation and comments at all City Council Meetings. First Citizen Comment Period: Speakers are required to sign up to speak before the meeting and shall limit their comments to three (3) minutes each. Second Citizen Comment Period: Speakers are not required to sign up to speak and shall limit their comments to two (2) minutes each. Speakers are only allowed to speak once per topic, unless also speaking during a posted Public Hearing. If you speak, you must follow these guidelines:

- 3.1. Direct your comments to the entire City Council, not to an individual member, nor to the audience.
- 3.2. Show the City Council the same respect that you would like to be shown.
- 3.3. State your name and address before your comments begin.
- 3.4. City Council may not discuss or take action on any presented issue.
- 3.5. Topics of operational concern shall be directed to the City Manager.

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.

4. 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.

- 4.1. Approval of Minutes for the August 5, 2026, City Council Regular Meeting.
- 4.2. Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – July 31, 2026.
- 4.3. Ordinance No. 88-092026 An Ordinance of the City Council of the City of Garden Ridge, Texas, creating a Public Funds Investment Policy for the City of Garden Ridge; establishing policies governing the investment and security of public funds; and complying with the provisions of Chapter 2256; The Public Funds Investment Act (The Act), as amended, Texas Government Code.

5. STAFF REPORTS

- 5.1. City Manager Report.
City/employee recognitions, department updates, upcoming events, and other projects in Garden Ridge.
- 5.2. City Engineer Project Report.

6. APPROVALS AND AUTHORIZATIONS

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

- 6.1. Ordinance No. 252-092026 An Ordinance of the City Council of the City of Garden Ridge, Texas, adopting the Budget for the Fiscal Year beginning October 1, 2026, and ending September 30, 2027; providing for a cumulative clause; a severability clause; and a savings clause; declaring an effective date; and declaring proper notice of meeting. (Rapelye)
- 6.2. Public hearing and action on Ordinance No. 253-092026 An Ordinance of the City Council of the City of Garden Ridge, Texas, adopting a Tax Rate of \$0.254138 per one hundred dollars (\$100.00) consisting of the Maintenance and Operation Rate and Debt Service Rate of assessed valuation for the City of Garden Ridge to be effective for the 2026 Tax Year (Fiscal Year 2027). (Rapelye)
- 6.3. Ratify the property tax increase reflected in the Fiscal Year 2027 Budget for the City of Garden Ridge. (Rapelye)
- 6.4. Ordinance No. 162-092026 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing a nuisance abatement program for the City of Garden Ridge; prohibiting the accumulation of garbage, trash, weeds, brush, rubbish, fugitive dust emissions, and other nuisance matters; establishing general nuisances; setting forth public hearing, abatement, and removal regulations and requirements; establishing criminal and civil penalties for violations; providing a cumulative and savings clause; providing for severability; and declaring an effective date. (Rapelye)
- 6.5. Communication Policy with Exhibit A-Branding Guide and Exhibit B-Crisis Communications Plan. (Rapelye)
- 6.6. Personnel Policy Manual Amendments. (Rapelye)

7. CITIZEN COMMENT PERIOD *(See guidelines under Item 3.)*

8. ANNOUNCEMENTS ON ITEMS OF COMMUNITY INTEREST

The Mayor and/or City Councilmembers may comment, make general announcements, and/or provide progress reports on events, activities, committee/board meetings, and/or other items of community interest.

9. EXECUTIVE SESSION

The City Council will recess the open meeting and reconvene in Closed Session pursuant to Texas Government Code § 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Attorney.

10. BUSINESS ITEMS

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

11. 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.

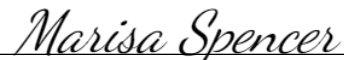
Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and 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.

Budget Statement/Taxpayer Impact Statement: Regarding Agenda Item No. 6.1., 6.2., & 6.3. above, the City provides the following information in compliance with Texas Government Code §551.043(c):

1. A copy of the City's proposed budget, when available, may be located on the City's home page of its website and at: <https://www.ci.garden-ridge.tx.us/358/AuditsBudgetsReports>
2. Taxpayer Impact Statement – For the median-valued homestead property (median taxable value of \$712,130), a comparison of the City of Garden Ridge property tax bill for the current fiscal year, an estimate if the proposed budget is adopted for the upcoming fiscal year, and an estimate if a balanced budget is funded and adopted at the no-new-revenue tax rate for the upcoming fiscal year is as follows:
 - Current FY2025/2026: \$1,755
 - Estimated if the proposed budget is adopted for FY2026/2027: \$1,810
 - Estimated if a balanced budget is funded and adopted at the no-new-revenue tax rate for FY2026/2027: \$1,743

This is to certify that I, Marisa Spencer, posted this Agenda at 4:30 p.m. on August 26, 2026, on the bulletin board located at the entrance to Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.



Marisa Spencer
City Secretary

Councilmembers Present:

Mayor Lisa Swint
Mayor Pro-Tem Kelly Smith
Councilmember Jim Mueller
Councilmember Krendra Harralson
Councilmember Jim Hunter
Councilmember Brian Reyes

Councilmembers Absent:

None

City Staff Present:

Ryan Rapelye, City Manager
Marisa Spencer, City Secretary
Cyndi Simmons, Assistant City Secretary
Ron Eberhardt, Chief of Police
Robyn Achu, Finance/HR Director
Eric Lowman, Public Facilities Foreman
Duane Scognio, Utilities Foreman
Linda Crosland, Library Director
Dan Jones, City Attorney
Hank Crippen, City Engineer

1. CALL TO ORDER/ROLL CALL

With a quorum of the City Councilmembers present, Mayor Swint called the regular meeting of the Garden Ridge City Council to order at 6:01 p.m. on Wednesday, August 5, 2026, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. PLEDGE OF ALLEGIANCE

Mayor Swint led the Pledge of Allegiance and the Texas Pledge.

3. PRESENTATIONS/PROCLAMATIONS**3.1. Introduction of Police Officers/Assistant Chief of Police.**

Chief Eberhardt introduced Assistant Chief McDonald and Officer Campos.

4. CITIZEN COMMENT PERIOD

Merrie Fox, 2224 Sur Ave, thanked City Council for their volunteer service to the City and spoke regarding Texas House District 73.

5. CONSENT AGENDA

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5.1. Approval of Minutes for the July 1, 2026, City Council Regular Meeting.

5.2. Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – June 30, 2026.

5.3. Texas Conviction Reporting (TXCR) Interlocal Cooperation Contract between Texas Department of Public Safety (DPS) and the Municipal Court of the City of Garden Ridge.



Motion: A motion was made by Mayor Pro-Tem Smith, seconded by Councilmember Harralson, to approve consent agenda items 5.1.-5.3. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

6. STAFF REPORTS

6.1. City Manager Report.

City/employee recognitions, department updates, upcoming events, and projects in Garden Ridge.
City Manager Ryan Rapelye spoke regarding continuity of city operations and addressed questions from Councilmembers.

6.2. City Engineer Project Report.

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

7. APPROVALS AND AUTHORIZATIONS

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

7.1. Public hearing and possible action on the Development Application by Scott Felder Homes, LLC, on behalf of Bradley K and Tammara L Miller, for a zoning change (rezoning) from Agriculture and Agricultural Homestead (AG) District to Residential Estate (RE) District, for a 20.16 acre tract of land conveyed to Bradley K. Miller and Tammara L. Miller by deed recorded in Document No. 200306022245 of the Official Public Records of Comal County, Texas, out of the Vicente Micheli Survey No. 114, Abstract 383, and further located at 8474 Bindseil Lane in the City of Garden Ridge, Comal County, Texas. (Planning and Zoning Commission)

City Manager Ryan Rapelye reviewed the Development Process and spoke regarding the Development Application for a zoning change from Agriculture and Agricultural Homestead (AG) District to Residential Estate (RE) District for property located at 8474 Bindseil Lane.

Mayor Swint opened the public hearing at 6:22 p.m. and the following citizens spoke during the public hearing:

- Merrie Armstrong, 8447 Bindseil Lane
- Richard Ure, 8364 Bindseil Lane
- Ruby Montez-Wills, 8467 Bindseil Lane
- Malcolm French, 20519 Cedar Cavern
- Jannalyn Welch, 8329 Bindseil Lane
- Kimberly Schimick, 8223 Shining Elk
- Tammara Miller, 8474 Bindseil Lane
- Bruce Stanfill, 8602 Turner Ridge

City Secretary Marisa Spencer read written comments submitted by the following:

- Brian and Gwen Cobb, 20523 Cedar Cavern
- Angela Friesenhahn, 8049 Bindseil Lane
- Tegan Cornes, 8230 Shining Elk
- Lisa Richter, 9241 Garden Ridge Drive

Mayor Swint closed the public hearing at 6:52 p.m.

Chair Jacaman stated the Planning and Zoning Commission recommends approval of the Development Application for a zoning change from Agriculture and Agricultural Homestead (AG) District to Residential Estate (RE) District for property located at 8474 Bindseil Lane.

Marcus Moreno, Scott Felder Homes LLC, spoke regarding the Development Application and addressed questions from Councilmembers.

The City Council discussed the Development Application.

Motion: A motion was made by Councilmember Hunter, seconded by Councilmember Harralson, to approve the Planning and Zoning Commission's recommendation and approve the Development Application by Scott Felder Homes, LLC, on behalf of Bradley K and Tammara L Miller, for a zoning change (rezoning) from Agriculture and Agricultural Homestead (AG) District to Residential Estate (RE) District, for a 20.16 acre tract of land conveyed to Bradley K. Miller and Tammara L. Miller by deed recorded in Document No. 200306022245 of the Official Public Records of Comal County, Texas, out of the Vicente Micheli Survey No. 114, Abstract 383, and further located at 8474 Bindseil Lane in the City of Garden Ridge, Comal County, Texas. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

7.2. Ordinance No. 18-082026 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing regulations for the control and care of animals in the City of Garden Ridge; establishing related service fees; providing a penalty for violations of this Ordinance; providing a cumulative and savings clause; providing for severability; and declaring an effective date. (Rapelye)

City Manager Ryan Rapelye spoke regarding the proposed amendments to Ordinance No. 18 and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Reyes, seconded by Mayor Pro-Tem Smith, to approve Ordinance No. 18-082026 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing regulations for the control and care of animals in the City of Garden Ridge; establishing related service fees; providing a penalty for violations of this Ordinance; providing a cumulative and savings clause; providing for severability; and declaring an effective date. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

7.3. Ordinance No. 22-082026 An Ordinance of the City Council of the City of Garden Ridge, Texas, regulating traffic on streets, roads, and highways within the City of Garden Ridge by establishing stop sign locations and placement of traffic control devices; establishing prima facie speed limits and placement of traffic control devices; establishing through truck traffic regulations and placement of traffic control devices; establishing "no parking zones"; regulating and requiring permits for certain assemblages and processions; providing a penalty; providing for severability; and declaring an effective date. (Rapelye)

City Manager Ryan Rapelye spoke regarding the proposed amendments to Ordinance No. 22 and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Mueller, seconded by Mayor Pro-Tem Smith, to approve Ordinance No. 22-082026 An Ordinance of the City Council of the City of Garden Ridge, Texas, regulating traffic on streets, roads, and highways within the City of Garden Ridge by establishing stop sign locations and placement of traffic control devices; establishing prima facie speed limits and placement of traffic control devices; establishing through truck traffic regulations and placement of traffic control devices; establishing "no parking zones"; regulating and requiring permits for certain assemblages and processions; providing a penalty; providing for severability; and declaring an effective date. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

7.4. Request from Buckley Powder Co., for a Partial Exemption Permit to conduct blasting activities at Heidelberg Materials Servtex Quarry for the period of October 1, 2026 – September 30, 2027, and set annual permit fee. (Rapelye)

City Manager Ryan Rapelye spoke regarding the request from Buckley Powder Company for a Partial Exemption Permit to conduct blasting activities at Heidelberg Materials Servtex Quarry, including setting the annual permit fee, and addressed questions from Councilmembers.

Motion: A motion was made by Mayor Pro-Tem Smith, seconded by Councilmember Hunter, to approve the request from Buckley Powder Company for a Partial Exemption Permit to conduct blasting activities at Heidelberg Materials Servtex Quarry for the period of October 1, 2026 – September 30, 2027, and set the annual permit fee at \$33,026.22. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

7.5. Interlocal Agreement with the City of Selma for Code Enforcement Services. (Rapelye)

City Manager Ryan Rapelye spoke regarding the Interlocal Agreement with the City of Selma for Code Enforcement Services and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Reyes, seconded by Mayor Pro-Tem Smith, to approve the Interlocal Agreement with the City of Selma for Code Enforcement Services. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

7.6. Interlocal Agreement Regarding Sewer Capacity and Wheeling Between the City of Schertz and the City of Garden Ridge. (Rapelye)

City Manager Ryan Rapelye spoke regarding the Interlocal Agreement Regarding Sewer Capacity and Wheeling Between the City of Schertz and the City of Garden Ridge and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Hunter, seconded by Mayor Pro-Tem Smith, to approve the Interlocal Agreement Regarding Sewer Capacity and Wheeling Between the City of Schertz and the City of Garden Ridge. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

7.7. Fiscal Year 2027 Proposed Budget for the City of Garden Ridge. (Rapelye)

City Manager Ryan Rapelye stated the Fiscal Year 2027 Proposed Budget was filed with the City Secretary on July 30, 2026, in compliance with Texas Local Government Code and Truth-in-Taxation Laws.

City Manager Ryan Rapelye reviewed the Fiscal Year 2027 Proposed Budget for the City of Garden Ridge and addressed questions from Councilmembers.

7.8. 2026 No-New-Revenue, Voter-Approval, and De Minimis Tax Rate Calculations/Propose a tax rate for the 2026 Tax Year. (Rapelye)

City Manager Ryan Rapelye reviewed the 2026 Property Tax Rate Calculations and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Harralson, seconded by Councilmember Mueller, to propose the voter-approval tax rate calculation of \$0.254138 per \$100 valuation for the 2026 tax year, set the required public hearing for September 2, 2026, and authorize publication of the required notices in accordance with the Texas Property Tax Code.

The City Council voted by roll call:

Place 1 Mayor Pro-Tem Smith – aye
Place 2 Councilmember Mueller – aye
Place 3 Councilmember Harralson – aye
Place 4 Councilmember Hunter – aye
Place 5 Councilmember Reyes – aye

The motion carried unanimously.

8. CITIZEN COMMENT PERIOD

Sharon Stripling, 21729 Forest Waters Circle, spoke regarding code enforcement, Coffee with a Councilmember, economic development, and oak wilt.

9. ANNOUNCEMENTS ON ITEMS OF COMMUNITY INTEREST

The Mayor and/or City Councilmembers may comment, make general announcements, and/or provide progress reports on events, activities, committee/board meetings, and/or other items of community interest.

Councilmember Reyes spoke regarding upcoming Coffee with a Councilmember events. Mayor Pro-Tem Smith spoke regarding the Tri-County Chamber of Commerce.

10. EXECUTIVE SESSION

The City Council shall recess the open meeting and reconvene in Closed Session pursuant to Texas Government Code § 551.071 to conduct a private consultation with legal counsel concerning the pending condemnation proceedings styled *Outer Loop Utility, LLC v. City of Garden Ridge, Texas*, Cause No. 2026CV0213, in County Court No. 1, Comal County, Texas. The City Council may reconvene in open session to take any action deemed necessary as a result of said consultation.

Mayor Swint announced the City Council will recess at 8:13 p.m. and reconvene into Executive Session to discuss the item stated above.

Mayor Swint adjourned the Executive Session and reconvened back into Regular Session at 8:31 p.m.

11. BUSINESS ITEMS

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

Motion: A motion was made by Mayor Pro-Tem Smith, seconded by Councilmember Mueller, to authorize the Mayor or their designee to approve and execute a pipeline easement agreement in substantially the same form as presented to the City Council this evening in consideration of the proposed settlement amount presented to the City Council during this evening's closed session. The City Council voted for five (5) for and none (0) opposed. The motion carried unanimously.

12. ADJOURNMENT

There being no further business, the Wednesday, August 5, 2026, City Council regular meeting was adjourned at 8:32 p.m. by Mayor Swint.

ATTEST

Lisa Swint
Mayor

Marisa Spencer
City Secretary

CITY OF GARDEN RIDGE
MONTHLY ACCOUNT BALANCES & INTEREST RATES
PERIOD ENDED AS OF 7/31/2026

CITY FUNDS	BALANCE	CURRENT INTEREST RATE
GF OPERATING ACCOUNT	524,162.54	0.40%
GF MONEY MARKET	1,043,641.94	3.67%
PEG CAPITAL FEES	3,906.19	3.67%
TEXPOOL INVESTMENTS	3,556,184.91	3.65%
2017 I&S	2,914.11	3.67%
2012 I&S	28,721.62	3.67%
2015 I&S	47,691.38	3.67%
TEXPOOL WATER IMPACT FEES	204,422.57	3.65%
TEXPOOL STREET IMPACT FEES	70,747.14	3.65%
ASSET/FORFEITURE - FED	80,763.08	3.67%
ASSET/FORFEITURE - STATE	30,477.14	3.67%
TOTAL CITY FUNDS	\$ 5,593,632.62	

WATER FUNDS	BALANCE	CURRENT INTEREST RATE
OPERATING ACCOUNT	835,624.73	3.67%
WATER SURCHARGE	171,077.32	3.67%
TEXPOOL WATER INVEST	1,423,347.59	3.65%
SIB LOAN I&S	3,511.94	3.67%
SIB RESERVE	49,497.73	3.67%
TOTAL WATER FUNDS	\$ 2,483,059.31	

TOTAL ALL ACCOUNTS	\$ 8,076,691.93	
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CITY OF GARDEN RIDGE

CASH & INVESTMENTS STATEMENT

PERIOD ENDED AS OF 7/31/2026

GENERAL FUND	BALANCE
GF Operational Checking	\$ 524,162.54
GF Money Market	1,043,641.94
GF Peg Capital Fund	3,906.19
TexPool Investments	3,556,184.91
Restricted Amounts:	(483,066.44)
(Including GF Peg Capital Fund)	
TOTAL AVAILABLE FUNDS	\$ 4,644,829.14

WATER FUND	BALANCE
Operational Checking	\$ 835,624.73
TexPool Water Invest	1,423,347.59
Water Surcharge	171,077.32
Restricted/Unavailable Amounts	(867,614.59)
TOTAL AVAILABLE FUNDS	\$ 1,562,435.05

CITY OF GARDEN RIDGE
 STATEMENT OF ACTIVITIES
 PERIOD ENDING AS OF 7/31/2026

GENERAL FUND	Jul-26	YTD	FY 2026 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 157,787.14	\$ 3,714,599.29	\$ 4,335,500.00	85.68%	\$ 620,900.71
EXPENDITURES					
ADMINISTRATION	89,677.28	891,693.79	1,066,128.00	83.64%	174,434.21
COURT	10,192.04	110,713.13	139,831.00	79.18%	29,117.87
POLICE	128,598.92	1,364,352.90	1,840,892.00	74.11%	476,539.10
PUBLIC FACILITIES	69,962.72	712,532.38	1,094,557.00	65.10%	382,024.62
COMMUNITY CENTER	4,362.51	87,895.81	113,263.00	77.60%	25,367.19
LIBRARY	18,445.78	151,719.95	188,366.00	80.55%	36,646.05
FUND CHANGES/XFER	-	-	65,000.00	0.00%	65,000.00
TOTAL EXPENDITURES	321,239.25	3,318,907.96	4,508,037.00	73.62%	1,189,129.04
NET POSITION	\$ (163,452.11)	\$ 395,691.33	\$ (172,537.00)		\$ (568,228.33)

WATER FUND	Jul-26	YTD	FY 2026 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 212,483.33	\$ 1,874,974.14	\$ 2,562,100.00	73.18%	\$ 687,125.86
EXPENDITURES					
BOND PRINCIPLE PMTS	-	566,400.00	567,902.00		1,502.00
ALL OTHER EXPENDITURES	153,559.57	1,550,154.13	2,007,098.00		456,943.87
TOTAL EXPENDITURES	153,559.57	2,116,554.13	2,575,000.00	82.20%	458,445.87
REVENUE +/- EXPENDITURES	58,923.76	(241,579.99)	(12,900.00)		228,679.99

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES - COMMUNITY CENTER
PERIOD ENDING AS OF 7/31/2026

	YTD	Budget	% OF BUDGET
REVENUES			
RENTALS	\$ 71,701.50	95,000.00	75.5%
DEPOSITS	3,057.19	3,000.00	101.9%
CLEAN-UP FEES	1,575.00	6,000.00	26.3%
TOTAL REVENUES	76,333.69	104,000.00	73.4%
 EXPENDITURES			
PAYROLL/TAXES/RETIREMENT	1,387.74	3,283.00	42.3%
MANAGER FEES	30,458.00	38,000.00	80.2%
COMPUTER MAINT/TRNG	5,954.33	7,000.00	85.1%
TELEPHONE	410.45	600.00	68.4%
UTILITIES	10,625.55	12,000.00	88.5%
MAINTENANCE	4,676.33	10,000.00	46.8%
SUPPLIES	5,022.64	5,000.00	100.5%
CLEANING	7,120.00	9,070.00	78.5%
EQUIPMENT	5,242.77	6,000.00	87.4%
MARKETING	-	1,500.00	0.0%
MEMBERSHIPS	-	210.00	0.0%
MISCELLANEOUS	-	2,600.00	0.0%
 CAPITAL EXPENDITURES	16,998.00	18,000.00	94.4%
TOTAL EXPENDITURES	87,895.81	113,263.00	77.60%
 NET POSITION	<u>\$ (11,562.12)</u>	<u>\$ (9,263.00)</u>	

Management's Discussion and Analysis of Results of Operations – 7/31/2026

GENERAL FUND

Cash

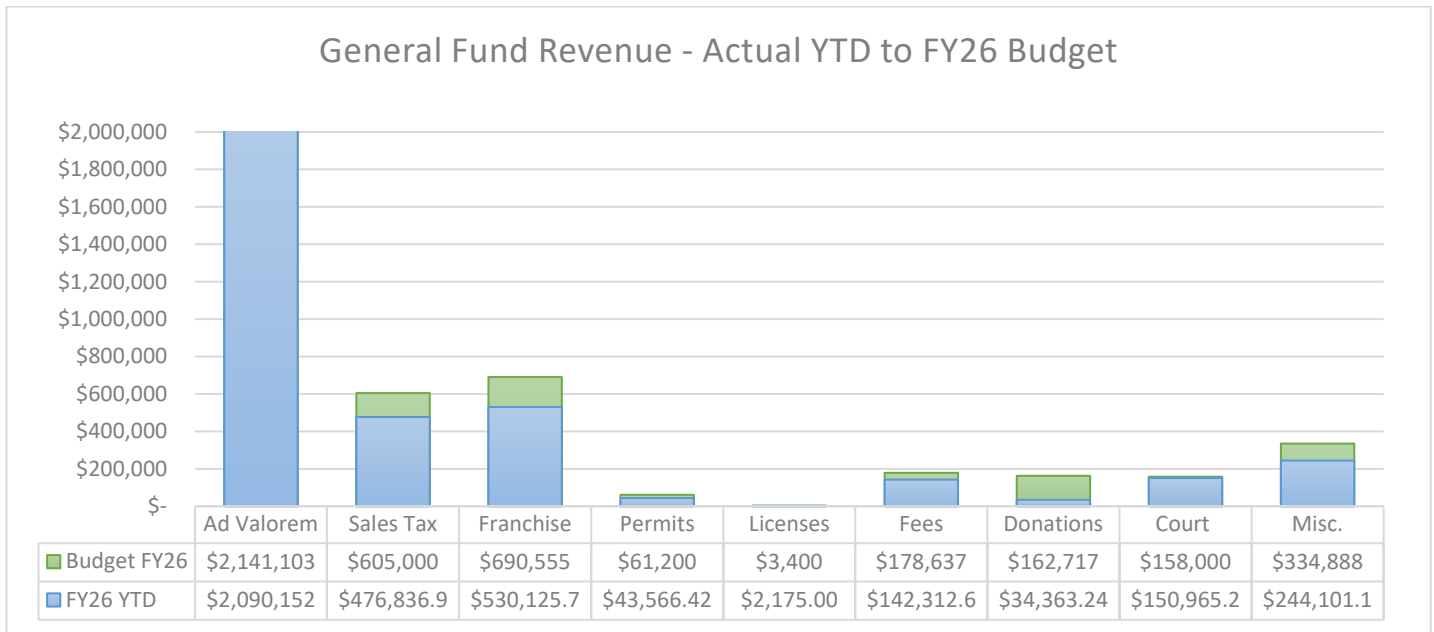
Total available funds as of July 31, 2026, are \$4,644,829

Revenue

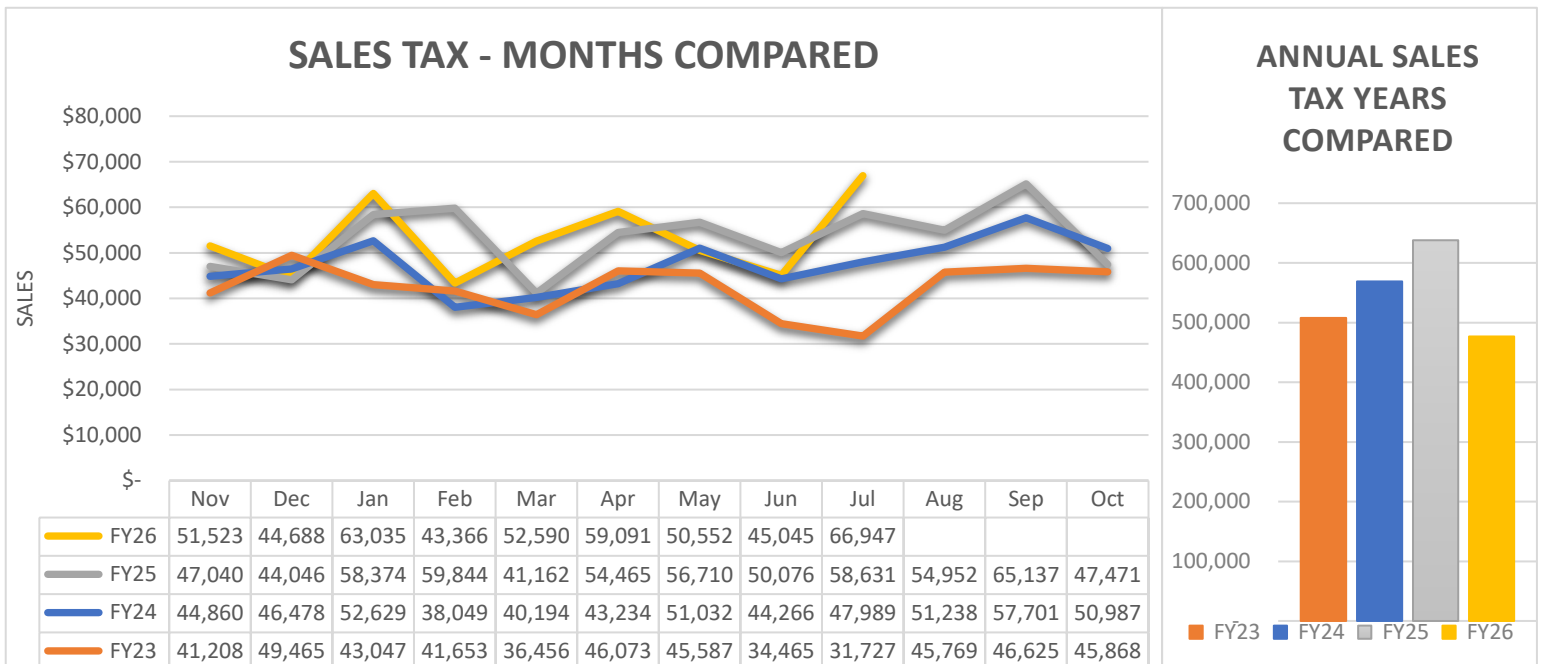
Ad Valorem Tax received for July totals \$17,780. YTD collections total \$2,090,153 or 98% of the FY26 budget of \$2,141,103

Annual Building Permits revenue totals \$41,905 or 70% of the \$60,000 budgeted for FY26.

Trash and Dumpster Collections YTD totals \$133,253 or 93% of the \$157,000 budgeted for FY26.

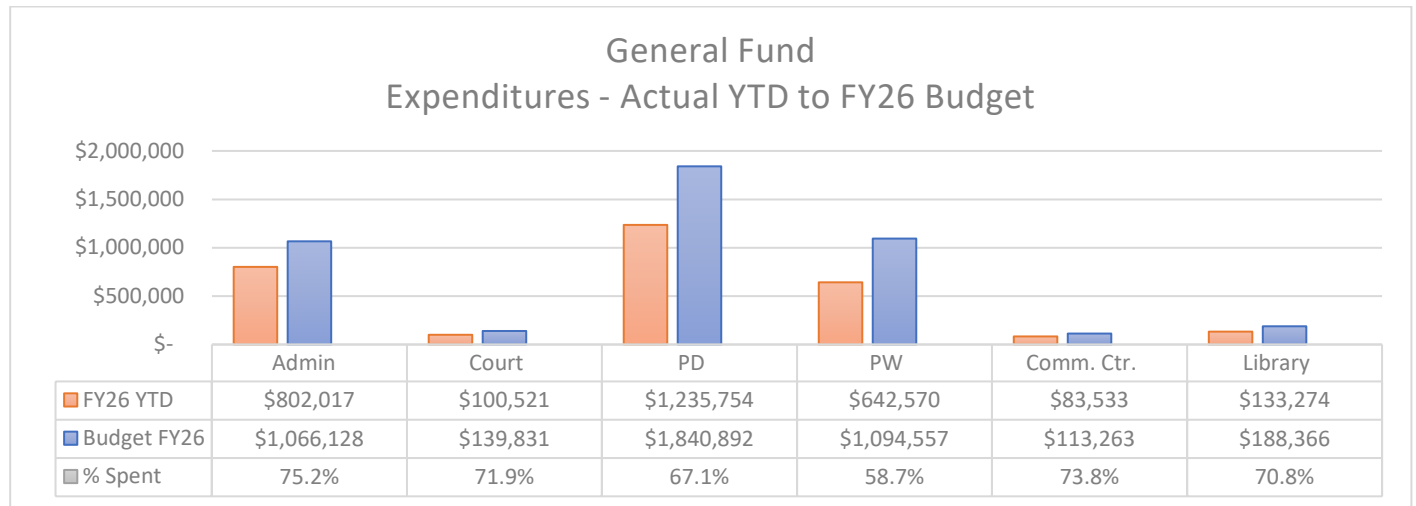


Sale Tax Revenue received during the month of July totals \$66,947 for FY26. YTD totals \$476,837 or 79% of the \$605,000 budgeted for FY26.



Expenditure

Expenditures for the month total \$321,239. YTD expenditures for FY26 total \$3,318,908 or 75% of the \$4,443,037 budget. All departments are operating within the FY26 budget.



WATER FUND

Meters

Current meters for July 2026 total 1708 vs 1694 for July 2025.

Cash

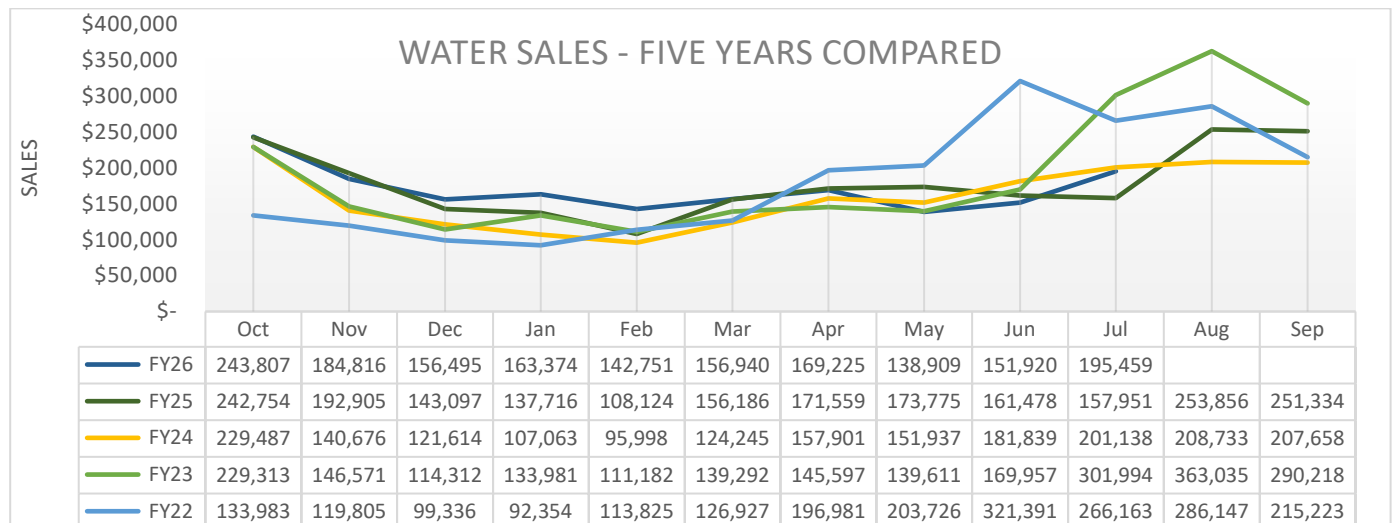
Total available funds as of July 31, 2026, are \$1,562,435.

Revenue

Revenue YTD totals \$1,874,974 or 73% of the \$2,562,100 budgeted for FY26. Total revenue for the same period last year was \$1,808,110.

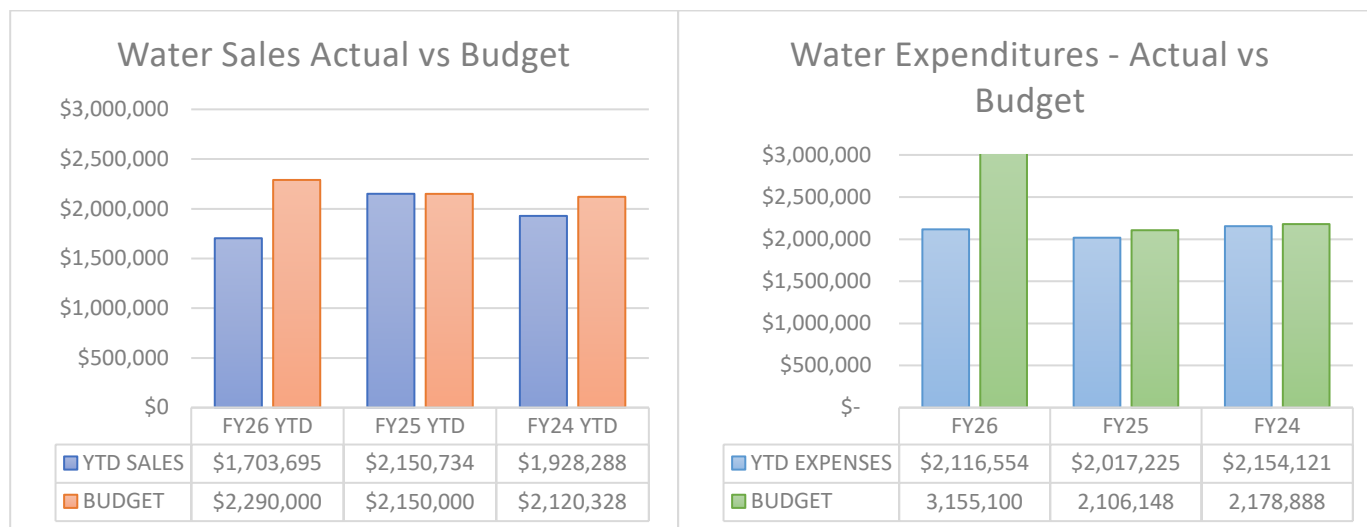
Water Sales for the month total \$195,459. YTD water sales total \$1,703,695 or 74% of the \$2,290,000 budgeted for FY26.

Meter installation revenue YTD totals \$1,325 or 44% of the \$3,000 budgeted for FY26.



Expenditure

Expenditures for the month total \$153,560. YTD expenditures for FY26 total \$2,116,554 or 82% of the \$2,575,000 budget.



Interest & Sinking Fund

Revenue

Ad Valorem Tax collections YTD total \$496,494 of the \$508,891 budgeted for FY26.

Expenditure

Bond interest payments and agent fees for July 2026 totaled \$0. The next bond payments are due in August 2026.

Capital Improvements Fund – (all accounts are restricted)

Cash Balance

Water Impact Fee Balance is \$204,423.

Street Impact Balance is \$70,747.

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 \$111,240.

Revenue

Month Revenue to report is \$18,628.

Expenditure

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.

Investment Officer Certification

I, the undersigned Investment Officer for the City of Garden Ridge, hereby certify that the investment portfolio as of July 2026 is in compliance with the Texas Public Funds Investment Act (Chapter 2256, Texas Government Code) and the City's adopted Investment Policy.

All investments were made in accordance with authorized investment strategies, and the City maintains internal controls designed to safeguard public funds. No known violations of the Act or the Investment Policy occurred during the reporting period.

Signed electronically by:

Robyn Achu

Robyn Achu
Investment Officer
Finance & HR Director
August 28, 2026



AGENDA ITEM:	4.3. Ordinance No. 88 Public Funds Investment Policy
SUBMITTED BY:	City Manager Ryan Rapelye
DATE SUBMITTED:	August 27, 2026
MEETING DATE:	September 2, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

(Consent Agenda Item) Action on Ordinance No. 88-092026 An Ordinance of the City Council of the City of Garden Ridge, Texas, creating a Public Funds Investment Policy for the City of Garden Ridge; establishing policies governing the investment and security of public funds; and complying with the provisions of Chapter 2256; The Public Funds Investment Act (The Act), as amended, Texas Government Code.

BACKGROUND

The proposed amendment maintains the City's existing investment policy and provides updated language in **Section 13 – Depositories** regarding the City's central banking services provider. Specifically, the following sentence has been added to Section 13:

“The City Council may, by action of the City Council, extend or renew the designation of the current central banking services contract for a term not to exceed the maximum term permitted by law if such extension is determined to be in the best interest of the City, without conducting a new competitive process.”

This language provides the City Council with the ability to extend or renew the City's existing central banking services contract, within the maximum term permitted by law, when Council determines that doing so is in the best interest of the City, without requiring a new competitive process. Section 13 also retains the requirement that the City designate a central banking services provider through a competitive process **at least every five (5) years**.

The remainder of the Public Funds Investment Policy establishes guidelines for the investment and security of City funds, including investment objectives, authorized investments, diversification and maturity limitations, safekeeping and collateralization, internal controls, reporting requirements, and the responsibilities of the City's Investment Officer.

ATTACHMENTS: Ordinance No. 88-092026

REQUESTED ACTION

Motion	☒	Resolution	☐
Discussion	☐	Other	☐
Ordinance	☒		

FINANCIAL

Budgeted Item	☐	Original Estimate/Budget:
Non-budgeted Item	☐	Current Estimate:
Not Applicable	☐	Amount Under/Over Budget: \$

PROs / CONs

Pros: Provides Council with flexibility to extend or renew the City's existing banking services contract when in the City's best interest; maintains continuity of banking services; avoids an unnecessary competitive process; and retains Council oversight and compliance with applicable law.

Cons: An extension or renewal without a new competitive process may limit opportunities to compare services, fees, and terms offered by other financial institutions.

STAFF RECOMMENDATION

Staff recommends that the City Council approve Ordinance No. 88-092026 amending the City of Garden Ridge Public Funds Investment Policy.

ORDINANCE NO. 88-092026

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, CREATING A PUBLIC FUNDS INVESTMENT POLICY FOR THE CITY OF GARDEN RIDGE; ESTABLISHING POLICIES GOVERNING THE INVESTMENT AND SECURITY OF PUBLIC FUNDS; AND COMPLYING WITH THE PROVISIONS OF CHAPTER 2256, THE PUBLIC FUNDS INVESTMENT ACT (THE ACT), AS AMENDED, TEXAS GOVERNMENT CODE.

WHEREAS, the City of Garden Ridge, Texas (the “City”) has a prudent and financially conservative policy in place governing the investment and management of the City’s funds and financial resources; and

WHEREAS, the City’s financial management of assets has received favorable review during recurring independent audit examinations; and

WHEREAS, the City Council of the City of Garden Ridge desires to establish documented policies governing the investment and security of public funds as required by Chapter 2256, The Public Funds Investment Act (The Act), as amended, Texas Government Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, THAT: Ordinance No. 88 is hereby amended effective on the date this Ordinance is passed and approved by the City Council of the City of Garden Ridge.

SECTION 1. POLICY STATEMENT.

It is the policy of the City of Garden Ridge, Texas (the “City”) that the administration of its funds and the investment of those funds shall be handled at its highest public trust. Investment shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing investment of public funds.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act (the “Act”). The earnings from investment will be used in a manner that best serves the interests of the City.

SECTION 2. SCOPE.

This investment policy applies to all the financial assets and funds of the City. The City places its funds into one pooled investment fund for investment purposes for efficiency and maximum investment opportunity. These funds are defined in the City’s Comprehensive Annual Financial Report (CAFR) and include: General Fund, Enterprise Fund (Water Fund), Debt Service Fund, Capital Improvement Fund, Special Revenue Fund (Asset/Seizure Funds), Other Funds as required, and any new funds created by the City unless specifically exempted by the City Council and this policy.

SECTION 3. OBJECTIVES AND STRATEGY.

It is the policy of the City that funds shall be managed and invested with four primary objectives, listed in order of the priority: safety, liquidity, diversification, and yield. Investments are to be chosen in a manner which promotes diversity by market sector, credit, and maturity. The choice of high-grade government investments and high-grade money market instruments is designed to assure the marketability of those investments should liquidity needs arise. To match anticipated cash flow requirements, the maximum weighted average maturity of the overall portfolio may not exceed one (1) year.

Safety of principal is the foremost objective of the City. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

The City's investment portfolio will be based on a cash flow analysis of needs and will remain sufficiently liquid to enable it to meet all operating requirements which be reasonably anticipated.

Diversification of the portfolio will include diversification by maturity and market sector.

The City's investment portfolio shall be designed with the objective of attaining a market rate of return, taking into account the City's risk constraints and the cash flow needs of the portfolio. "Market rate of return" may be defined as the average yield of the current six-month U.S. Treasury bill.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, prudent investment of its available cash, disbursement of payments in accordance with invoice terms, and the management of banking services.

SECTION 4. LEGAL LIMITATIONS, RESPONSIBILITIES, AND AUTHORITY.

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

SECTION 5. DELEGATION OF INVESTMENT AUTHORITY.

The Finance Director, acting on behalf of the City, is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. The Finance Director is responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. Procedures will include references to safekeeping, wire transfer agreements, banking services contracts, and other investment related activities.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

The Investment Officer shall comply with training requirements as specified in the Public Funds Investment Act.

SECTION 6. PRUDENCE.

The standard of prudence to be used in the investment function shall be the “prudent person” standard and shall be applied in the context of managing the overall portfolio:

“Investments shall be made with judgment and care, under circumstances then prevailing, which person of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived.”

The Investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security’s credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

SECTION 7. INTERNAL CONTROLS.

The Investment Officer shall establish a system of internal controls which will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City.

SECTION 8. AUTHORIZED INVESTMENTS.

Acceptable investments under this policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act.

- A. Obligations of the United States Government, its agencies and instrumentalities, and government sponsoring enterprises, not to exceed one year to stated maturity, excluding collateralized mortgage obligations (CMOs).
- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed one year to stated maturity.
- C. Constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment by the City until this policy has been amended and the amended version approved by the City Council.

All transactions entered into by the City shall be conducted on a delivery versus payment (DVP) basis.

SECTION 9. AUTHORIZED FINANCIAL INSTITUTIONS.

All investments made by the City will be made through either the City's banking services bank or local government investment pool in accordance with this investment policy.

Every financial institution with who the City transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and that controls are in place in accordance with the City's investment policy.

SECTION 10. DIVERSIFICATION AND MATURITY LIMITATIONS.

It is the policy of the City to diversify its investment portfolio. Invest funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type/issuer shall be:

Security Type	Max % of Portfolio
U.S. Treasury obligations	100%
U.S. Government agencies and instrumentalities	not to exceed 50%
Fully insured or collateralized CDs	not to exceed 30%
Money Market funds	100%
Local Government Investment Pools	100%
Liquidity Pools	100%

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investment with anticipated cash flow requirements. The Investment Officer may not invest for a period greater than one (1) year.

SECTION 11. SAFEKEEPING AND COLLATERALIZATION.

The laws of the state and prudent treasury management require that all purchased securities be bought on a delivery versus payment basis and be held in safekeeping by either the City, an independent third-party financial institution, or the City's designated banking services depository.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third-party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, cusip number and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

All securities pledged to the City for certificates of deposit or demand deposits shall be held by an independent third-party bank doing business in Texas. The safekeeping bank shall be within the same holding company as the bank from which the securities are pledged.

Collateralization on time and demand deposits over the FDIC insurance coverage.

In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 102% of the market value of the principal and accrued interest in banking institutions with exclusion of investment pools. Collateral will be held by an independent third-party safekeeping agent.

SECTION 12. PERFORMANCE EVALUATION AND REPORTING.

The Investment Officer shall submit monthly and quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent with statutory requirements. All reports shall be in compliance with the Act. Market prices for market evaluations will be obtained from an independent source.

SECTION 13. DEPOSITORIES.

The City will designate one banking institution through a competitive process as its central banking services provider at least every five (5) years. The City Council may, by action of the City Council, extend or renew the designation of the current central banking services contract for a term not to exceed the maximum term permitted by law if such extension is determined to be in the best interest of the City, without conducting a new competitive process. This institution will be used for normal banking services including disbursements, collections, and safekeeping of securities. Other banking institutions from which the City may purchase certificates of deposit will also be designated as a depository or as authorized under any applicable laws for investment securities after they provide their latest audited financial statements to the City or require such financial information from a financial institution as the City Council determines appropriate to evaluate the institution's financial condition and the safety and suitability of the investment.

SECTION 14. INVESTMENT POLICY ADOPTION BY THE CITY COUNCIL.

The City's Investment Policy shall be adopted annually by the City Council. The policy and strategies shall be reviewed on an annual basis by the City Council. A written resolution approving that review shall be adopted and such action recorded in the minutes of the City Council. Changes to the policy resulting from review must be adopted through an amended Ordinance and such action recorded in the minutes of the City Council.

PASSED AND APPROVED ON this 2nd day of September, 2026.

ATTEST:

Lisa Swint
Mayor

Marisa Spencer
City Secretary

From: [Assistant City Secretary](#)
To: [Robyn Achu](#); [Ryan Rapelye](#)
Cc: [Public Works](#); [City Secretary](#)
Subject: Kudos - Monica McCaslin and Duane Scognio
Date: Wednesday, August 12, 2026 1:13:54 PM
Attachments: [image.png](#)
[image.png](#)

Juanita Gonzalez left a voicemail Monday, July 27 at 3:46 PM on Steven's voicemail and he forwarded to me this morning for documentation.

Juanita Gonzalez lives at 8806 Timmerman Drive.

On Monday, July 27, she called at approximately 2:30 PM because they received a notice of leak through the water meter automated system. She spoke with Monica who took her call and she told her she would send an employee out to see if they could help her.

She didn't know how this would work, but Monica told her she would put the work order in the system and someone would be in contact with her. Duane arrived within 1 hour.

She can't believe someone came out that quickly! He asked two or three questions and within 5 minutes identified the problem which would require a plumber.

She is grateful to be in a city with the water meter system that notifies of issues and on top of that, the employees that took her concerns and followed it through so quickly.

Thank you so much! She hopes they both get raises because they deserve it! She is truly grateful to be a resident of Garden Ridge.



Cyndi Simmons, TRMC
ASSISTANT CITY SECRETARY/COMMUNICATIONS
SPECIALIST

Office: 210-651-6632
Fax: 210-651-9638
AsstCitySecretary@ci.garden-ridge.tx.us
9400 Municipal Parkway
Garden Ridge, TX 78266
www.ci.garden-ridge.tx.us

Administrative Operations and Upcoming Events

City Hall Office Hours

- City Hall Public Operating Hours: Monday through Friday 8am-4pm. The purpose of this operational adjustment is to improve efficiency, accuracy, and overall service quality while reducing overtime expenses. This operational change is not intended to reduce public access or employee work hours, but rather to strategically align operations in a manner that improves efficiency, enhances service reliability, supports staff productivity, and serves as a fiscally responsible cost-saving measure.
- Upcoming Holidays/City Hall Closed: Monday, September 7th.
- After hours emergency phone number: 210-651-6831.

Training/Professional Development

- The City of Garden Ridge has reported compliance with annual Cybersecurity Training Requirements and Artificial Intelligence (AI) Training Requirements for Fiscal Year 2026.
- City Manager Ryan Rapelye and City Secretary Marisa Spencer attended the Texas City Management Association Region 8 Meeting.
- City Secretary Marisa Spencer and Assistant City Secretary Cyndi Simmons attended the Texas Municipal Clerks Association Alamo Chapter Meeting.

Oak Wilt Informational Seminar led by the Texas A&M Forest Service

- Oak Wilt has been discovered within our city limits in the area of Forest Waters. Join us on Wednesday, September 16th at 6pm at the Community and Event Center to learn more about what you can do to help combat the spread. For more information, visit <https://texasoakwilt.org/resources/materials>.

Communication Efforts

Water Alerts/Customer Portal: 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 and Notify Me: G.R.E.A.S. enhances the City's ability to communicate with residents during an emergency by sending direct notifications to your phone. Notify Me allows residents to sign up to receive 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 – 153 views

Public Information Act Summary	
Year	Number of Requests
2026	109
2025	136
2024	122
2023	124
2022	166
2021	146
2020	207

Social Media Summary	
Social Media Platform	Number of Posts
Facebook	39
Instagram	34
NextDoor	26
X (Twitter)	30
Total for Month	129



POLICE DEPARTMENT MONTHLY BREAKDOWN***AUGUST 1 to AUGUST 31***Calls for Service

Dispatched: 153

City Ordinance: 34 (5 Water)

False Alarms: 9

Arrests

- Driving While License Invalid w/ Previous Convictions/Suspensions without Financial Responsibility
- Possession of Marijuana <=2oz
- Outstanding Bexar County Warrant for Possession of a Controlled Substance PG1
- Outstanding Bexar County Warrant for Unauthorized Use of Motor Vehicle
- Failure to Identify Fugitive Giving False Information

Traffic Enforcement

Crashes: 11

Citations: 96

Warnings: 44

Total: 140

Training

- * Ofc's Forehand, Campos, Carney, Brown and Sgt McKenzie completed required Protecting TCOLE License course
- * Sgt. McKenzie completed Legislative Updates
- * Ofc. McMahan completed several ALERRT classes online
- * Sgt. Valdez completed his Texas narcotics Officers training and conference
- * Chief completed required ALERRT training

Outreach Efforts

- * Coffee with the Cops (Monthly)
- * 47.5 GRCPAAA volunteer hours

Administrative Comments

- * Ofc. Campos in Phase 2 of FTO Program
- * Cadet Mowrer is progressing through the academy
- * Made employment offer to Dominic Manning whose start date is 6 September
- * National Night out block party registration is underway. 10 parties registered to date

MONTHLY PUBLIC WORKS REPORT

Steven Steinmetz
Public Works
Director

Eric Lowman
Public Facilities
Foreman

Stanley Georg
Manuel Troncoso
Ryan Fergason
Colton Jester

Ongoing Responsibilities

- Parks Maintenance
- Facilities Maintenance
- Streets
- All Public Facilities Grass and Right-of-Ways
- Storm Water Drainage
- Animal Control
- Oak Wilt Monitoring

Upcoming Events

September Dumpster
Schedule

Sept 12, 8am to 5pm

Sept 13, 12pm to
4pm

Sept 19, 8am to 5pm

Sept 20, 12pm to
4pm

August 2026

Activities For The Month

Public Works Tasks Completed: 372

Storm Water Drainage Facility and Easement Maintenance

- Inspected 10 outfalls.
- Inspected 18 detention ponds.
- Stormwater Public Outreach: 4 messages displayed during bulk dumpsters.
- Trash removed from right of ways: 20lbs
- Rain fall total: 1.38in

Street/Sign Maintenance

- Continue to replace old street signs.
- Pot hole filling on Bindsiel, Forest Waters Circle, Waterwood, Nacogdoches Loop, and Schoenthal Rd.

Parks Maintenance

- Ongoing dead tree removal at Davis Park.
- Repaired the Baseball Backstop and Pavilion 1 water fountains.
- Had a successful Watermelon Drop First Friday.

City Facility/Church Buildings/Community Center/Property Maintenance

- Repaired PD toilet.
- Set up, take down, and clean up 13 Community Center Rentals.
- Street sweep Municipal Parkway intersection.
- Replaced two door stop rubber bottoms at Comm Center.
- Repaired Comm Center toilet.

Equipment/Vehicle Maintenance

- General daily maintenance on equipment and vehicles.

Class/Continuing Education

- Eric attended a one day pesticide CEU training.

Oak Wilt

- One new case.

Future Projects or Needs

- More storage space required.
- Covered equipment storage.



Animal Services Monthly Activities

- 2 Live traps loaned out for the month, total for the year is 15.
- 165 Pets registered for the year.

Adoptions

- 0 Dog; 3 Year To Date
- 2 Cats; 3 Year To Date

Returned To Owners

- 0 Dog; 7 Year To Date
- 0 Cats; 0 Year To Date

Transferred To Other Agencies

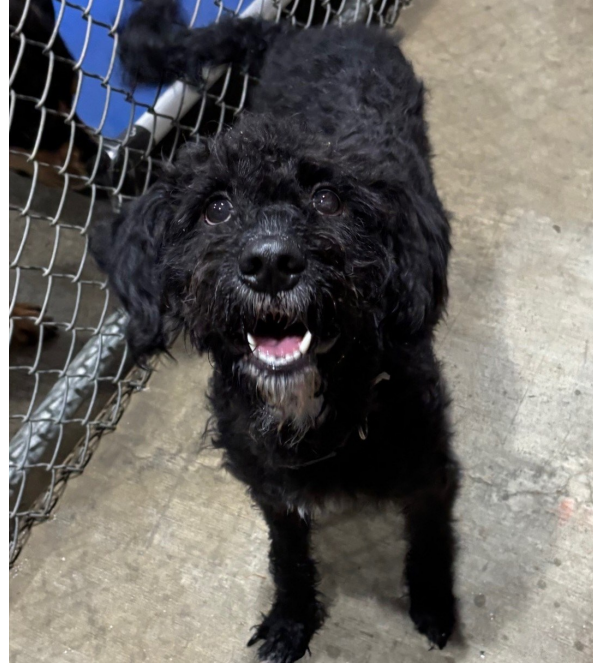
- 0 Dogs; 11 Year To Date
- 0 Cats; 0 Year To Date

Currently In City Care

- 3 Dogs
- 5 Puppies
- 3 Kittens

Ready For Adoption

- 2 Dogs
- 3 Kittens



Year to Date Wildlife Report

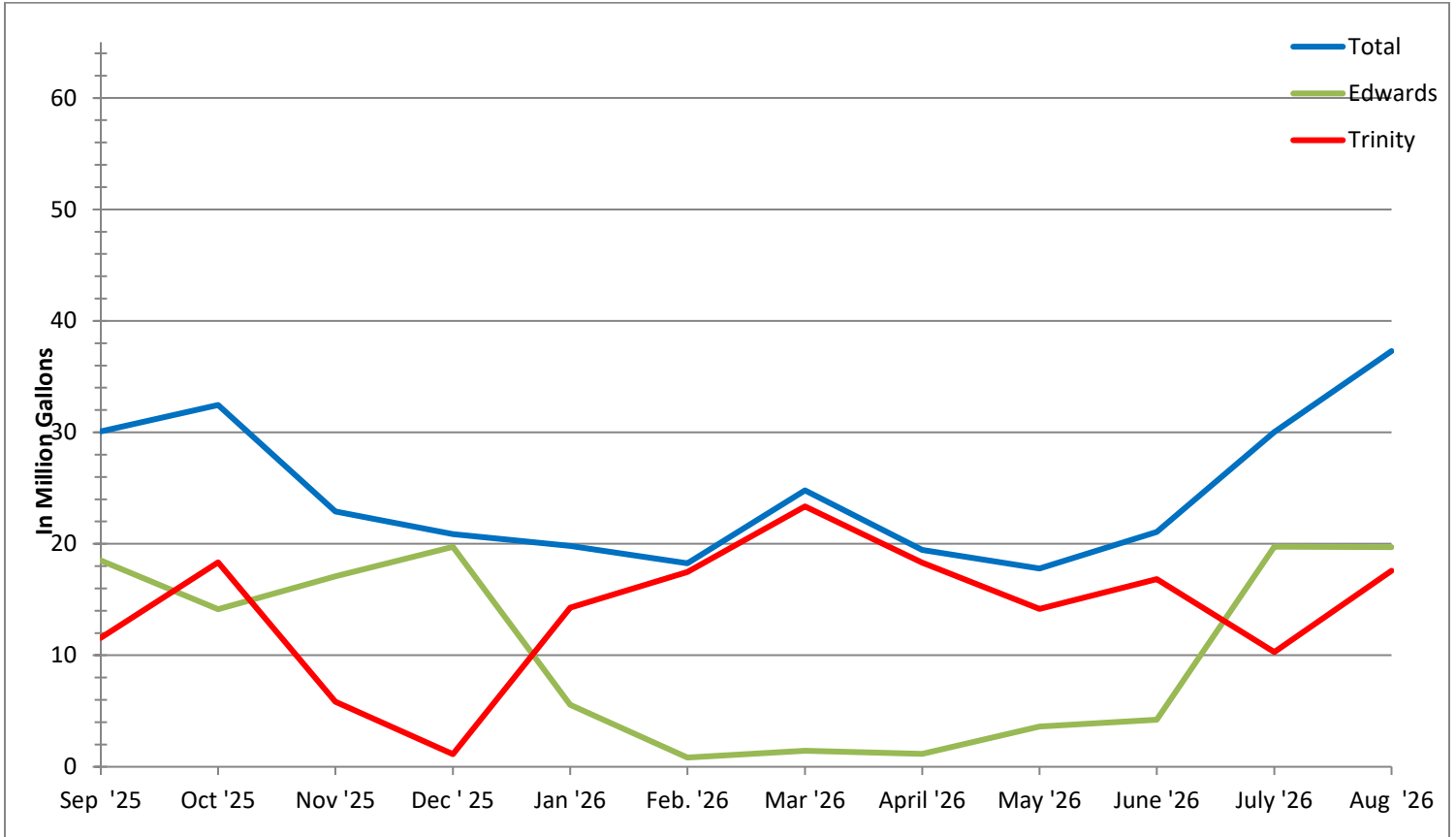
	Jan	Feb.	Mar	Apr.	May	Jun	Jul	Aug.	Sep.	Oct	Nov	Dec.	Total
Deer	7	4	1	5	8	16	14	6					61
Raccoons	4	4	5	5	3	4	8	15					48
Opossums	1		1	2	1		2	3					10
Skunks	5	5		2	2		2	4					20
Wild hogs													
Turtles				2		1							3
Squirrels	1	3	1	3		3	2	1					14
Foxes	1	2			1		1	1					6
Armadillos							2						2
Hawks													
Bats													
Coyotes													
Buzzards	1	4		1	1	3	1						11
Ringtails	2		1										3
Snakes			1	2	1	1							5
Duck					1								1
Porcupine													
Rabbit													
Totals	22	22	10	22	18	28	32	30					184



Utilities Department Report

As of August 31, 2026

City of Garden Ridge Aquifer Usage

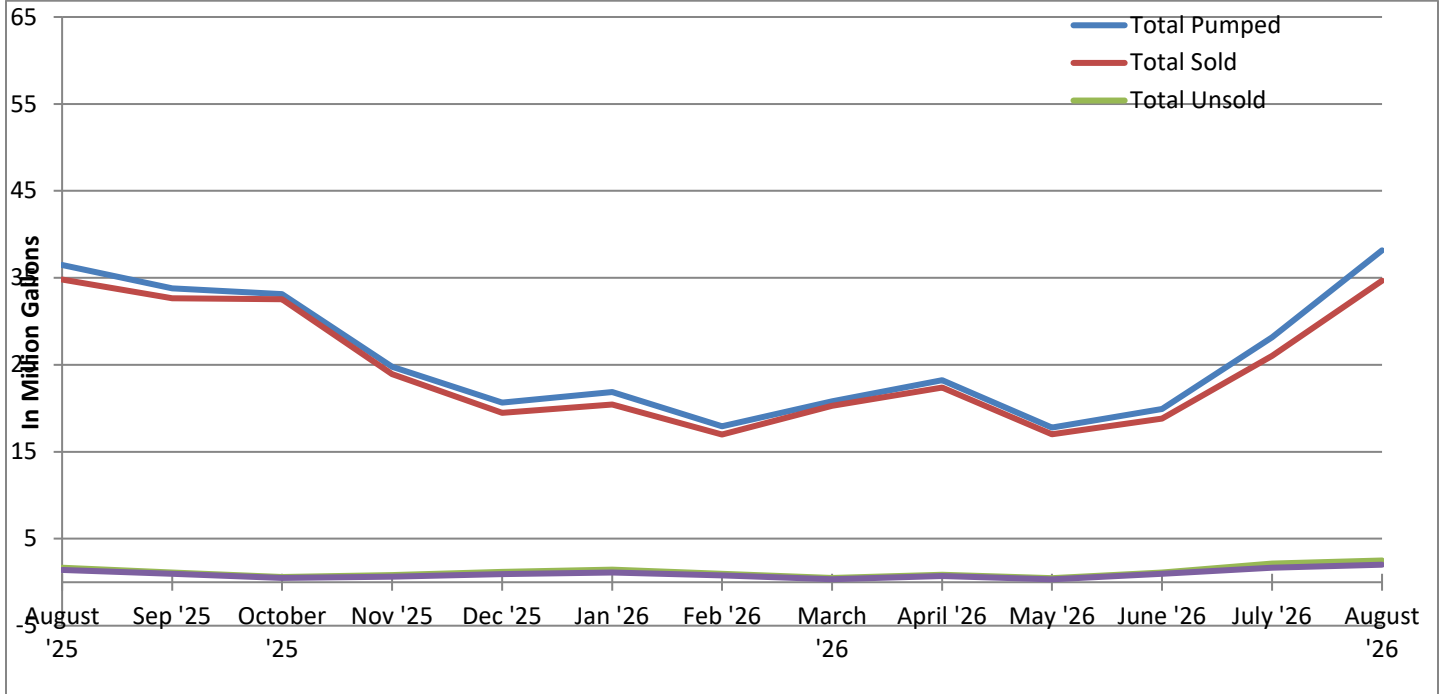


	Month:	Year:	Available:	Stage:
Edwards Well Usage AC/FT:	60.47	172.57	328.43	2
Trinity Well Usage AC/FT:	53.99	405.97	N/A	0

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

2025 – 2026 Pumping Report



	Total Pumped (Thousands)	Total Sold (Thousands)	Total Unsold (Thousands)	Unaccountable Unsold (Thousands)	Unaccountable Unsold %
August '25	36,490	34,809	1,681	1,395	3.8%
September '25	33,786	32,671	1,115	978	2.9%
Oct '25	33,144	32,549	595	507	1.5%
Nov '25	24,779	23,949	830	630	2.5%
Dec '25	20,657	19,474	1,183	936	4.5%
Jan '26	21,864	20,429	1,435	1,099	5.0%
Feb '26	17,936	16,984	952	776	4.3%
March '26	20,786	20,288	501	359	1.7%
April '26	23,246	22,389	857	721	3.1%
May '26	17,465	16,996	469	333	1.9%
June '26	19,920	18,819	1,101	964	4.8%
July '26	28,166	26,037	2,129	1,683	6.0%
August '26	38,165	35,665	2,500	2,014	5.3%
Yearly Average	26,302	24,697	1,181	953	3.6%
	Yearly national average				16%

Utilities Department Monthly Activities:

New Installed Meters	0	Work Orders	287
Meter Replacements	3	Locates	65
City Owned Leaks	1	Irrigations Permits Issued	0
Meters Read	1703	Total Rebates	0
Meter Tests	0	Watering variances	0

AMI Information

Total Portal Customers: 938

Meter Daily Readability Percentage: 98.43% for 1,698 assigned meters (current bill cycle)

Main Breaks/City Repairs: Fire Hydrant

Estimated Water Loss: 50,000

Location: Tommy Trail

Explanation: Seat gasket did not close all the way.

Leak Adjustments

New Requests	4	Waiting for Customer	0	Approved		Amount Approved		Denied	0	Sent to Water Commission	0
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Employee Training/certifications



Monthly Library Update

By Linda Crosland, Library Director

For leisure, for learning, for life!

Upcoming Activities For September

Children

Starting September 1, 2026

Tuesdays, **Mad about Science**, 10:30 – 11:30 am

Wednesdays, **Lego Robotics**, 10:30 am – 12:00 pm and 3:30-4:30 pm

Fridays, **Storytime**, 10:30 am and **Stay & Play**, 11:00 am

Adults

*1st Tuesdays, **Cards for Troops**, 1:00 pm

3rd Tuesdays, **Card Making**, 1:00 pm

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

3rd Thursday, **Seed Cleaning for Seed**

Catalog, 1:00 pm

Thursdays, 12:00 pm, **Mahjong**

Fridays, 12:00 pm, **Mahjong**

1st Monday Mahjong, 7-9 pm (Unfortunately, the 1st Monday in Sept. is Labor Day, so there won't be any 1st Monday Mahjong)

2nd Monday, Poker, 7-9 pm

***Cards for Troops made 570 cards this year, each one beautifully hand-crafted.**

These cards are given to deployed troops so they will have blank cards to send home to loved ones.

Special

Thursday, September 18, **Lunch-n-Learn, "All about Succulents,"** by Melissa Zipp

Saturday, September 19, **Coffee with Councilperson Brian Reyes**, 9:00 am

Department Statistics for August

Visits to the Library 1,215

Items Checked Out 2,043

\$Saved by Checking out hardcopy Books during month \$ 8,442

\$Saved by using eBooks \$11,600

New Patrons Added 17

New Items Added, Physical Books 38

New Items, Libby 7,551

Volunteer Hours 178

Activity Statistics

Children's Preschool 0

Children's Elementary Age 4

Children's Mixed Ages 85

Adult Classes – Card Making, Lunch-n-Learns, Coloring, Yoga, Games 262

Activity Totals 351

"A library is the first step of a thousand journeys, portal to a thousand worlds." – Orson Scott Card



memorandum

To: Garden Ridge City Council
From: Trihydro Corporation
cc: Ryan Rapelye, City Manager, City of Garden Ridge
Date: August 20, 2026
Re: Engineering Report for September 2026 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.

SAWS Emergency Interconnect Project

- Project Background
 - This project is for a water line connection to SAWS for use in emergency situations. This project provides additional resiliency in the City water system with an added water source connection.
 - Project Phase – Final Design and Permitting
- Project Status
 - Trihydro and the City are awaiting the Texas Water Development Board Water Supply Infrastructure Grant (WSIG) application response. We are also awaiting permit approval from Texas Commission of Environmental Quality (TCEQ) and San Antonio Water System (SAWS). Approvals received are from Comal County and Texas Department of Transportation (TxDOT).

Land Development Projects and Reviews

- The Revival
 - Civil comments were cleared and is ready to proceed with Fire Marshall approval.
- 22700 FM 3009 Development Water Line Extension
 - The City is awaiting water main testing, payment of water impact fees, and other closeout documents prior to acceptance of the water line at the time of this report. There has been no movement on this since last month's report.



Miscellaneous Engineering Services

- Wastewater Ordinance
 - Trihydro received clarification from City of Schertz staff required to address July Water Commission meeting comments. Trihydro will make the necessary revisions and plan to present at the September Water Commission meeting.
- Water Rate Study
 - A rate study consultant is engaged to perform a comprehensive five-year water rate study, with the kickoff meeting held on July 21, 2026. The rate study presentation is currently scheduled for the November water commission meeting.



AGENDA ITEM:	6.1. Ordinance No. 252 – FY 2027 Budget
SUBMITTED BY:	City Manager Ryan Rapelye
DATE SUBMITTED:	August 27, 2026
MEETING DATE:	September 2, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Ordinance No. 252-092026 An Ordinance of the City Council of the City of Garden Ridge, Texas, adopting the Budget for the Fiscal Year beginning October 1, 2026, and ending September 30, 2027; providing for a cumulative clause; a severability clause; and a savings clause; declaring an effective date; and declaring proper notice of meeting. (Rapelye)

BACKGROUND

The Fiscal Year 2027 Proposed Budget is presented to City Council for consideration and adoption. The budget serves as a policy document, financial plan, operations guide, and communication tool, aligning the City's financial resources with established priorities, service needs, and the long-term interests of the Garden Ridge community.

The FY 2027 budget has been developed through a collaborative and deliberative process involving City Council, City departments, and outside agencies. As part of the budget development and adoption process, City Council has participated in several budget workshops and a public budget hearing, providing direction, input, and feedback throughout the process. Staff has incorporated Council's feedback and recommendations, as appropriate, into the proposed budget presented for final consideration.

The proposed budget maintains the City's commitment to fiscal responsibility while providing adequate resources for essential municipal services, employee compensation and benefits, capital improvements, and long-term financial stability.

Budget Framework and Financial Principles

- Maintains a balanced and fiscally responsible budget.
- Preserves the City's goal of maintaining a nine-month operating reserve.
- Utilizes reasonable, historically based revenue projections and conservative expenditure estimates.
- Provides adequate funding for employee salaries and benefits, including a 3% cost-of-living adjustment (COLA).
- Preserves unassigned fund balance for emergencies, capital improvements, and other one-time needs rather than recurring operations.
- No additional full-time positions are proposed for FY 2027.
- Includes 3%–5% salary adjustments for six select administrative positions to support market competitiveness and employee retention.
- Includes funding for the reorganization of the Public Works & Utilities Department to improve efficiency and service delivery.

- Includes funding for an Interlocal Agreement with the City of Selma for part-time Code Enforcement Services.
- The proposed budget is based on the FY 2027 Proposed Voter-Approval Tax Rate of \$0.254138.

General Fund

The General Fund is the City's largest operating fund and supports Police, Public Works, Library, Municipal Court, Community Center, Administration, and the majority of City employee salaries and benefits.

- **Revenues:** \$4,305,136
- **Expenditures:** \$5,477,967
- **Reserve Transfer:** \$1,172,831
- **Capital Projects:** \$1,185,000

The proposed transfer from reserves is designated solely for capital projects and is not being used to fund ongoing operations.

Capital Improvements

The FY 2027 budget includes approximately **\$1.185 million in capital expenditures** focused on public safety, infrastructure, facilities, and utility improvements, including:

- **Police:** \$95,000 for a new police unit and partial funding for an unmarked unit.
- **Public Works:** \$160,000 for facility enhancements and street improvement projects.
- **Community Center:** \$20,000 for HVAC replacement.
- **Water/Sewer Projects:** \$910,000 in loans to support the SAWS Interconnect Project (\$560,000) and the Schertz/Garden Ridge Sewer Interconnect Project (\$350,000).

These investments are intended to address priority infrastructure, and facility needs while supporting public safety and future utility connectivity.

Water Fund

The Water Fund remains stable and self-sustaining, with approximately **\$154,405 projected to be added to reserves** in FY 2027. The fund maintains approximately **\$1.95 million in unrestricted reserves**, supporting the City's goal of maintaining a nine-month operating reserve.

The budget continues to provide funding for reliable water and wastewater services, regulatory compliance, infrastructure needs, routine maintenance, and debt service. Key operational investments include handheld radios, chlorine bottle scales, and a wastewater rate study to support communication, compliance, operational efficiency, and future financial planning. Funding also continues for required regulatory testing and fees associated with the Edwards Aquifer Authority and Trinity Groundwater Conservation District.

Overall Budget Objective

Overall, the FY 2027 Proposed Budget focuses on maintaining essential municipal services, supporting City employees, investing in critical infrastructure and facilities, and preserving the City's long-term financial stability. The budget reflects the City's commitment to fiscal responsibility, transparency, and strategic investment while ensuring that Garden Ridge continues to provide high-quality services to its residents.

ATTACHMENTS: Ordinance No. 252-092026 with Exhibit "A"-FY 2027 Proposed Budget

REQUESTED ACTION

Motion	☒	Resolution	☐
Discussion	☒	Other	☐
Ordinance	☒		

FINANCIAL

Budgeted Item	☐	Original Estimate/Budget:
Non-budgeted Item	☐	Current Estimate:
Not Applicable	☐	Amount Under/Over Budget: \$

PROs / CONs

STAFF RECOMMENDATION

Staff recommends approval of Ordinance No. 252-092026 adopting the FY 2027 Budget.

ORDINANCE NO. 252-092026

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027; PROVIDING FOR A CUMULATIVE CLAUSE, A SEVERABILITY CLAUSE, AND A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE; AND DECLARING PROPER NOTICE OF MEETING.

WHEREAS, Section 102.002 of the Texas Local Government Code requires that the budget officer prepare a municipal budget each year to cover the proposed expenditures of the municipal government for the succeeding fiscal year; and

WHEREAS, the proposed budget was prepared by the budget officer for the City of Garden Ridge, Texas ("City") and filed with the City Secretary on July 30, 2026; and

WHEREAS, the proposed budget has been available for inspection by any person at City Hall and on the City's website since July 30, 2026; and

WHEREAS, notice of a public hearing on the City's proposed budget for fiscal year 2027 has been provided in accordance with Chapter 102 of the Texas Local Government Code; and

WHEREAS, prior to the City Council's consideration of this Ordinance, a public hearing was duly held on August 26, 2026, at City Hall as provided for in the notice of such public hearing and all interested persons were given an opportunity to be heard on said proposed budget; and

WHEREAS, the City Council finds that all provisions pertaining to the adoption of a budget have been in all things complied with; and

WHEREAS, after full and final consideration, the City Council is of the opinion that the budget should be approved and adopted.

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

SECTION 1. FINDINGS OF FACT. The above recitals contained in the preamble are hereby found to be true, and such recitals are incorporated herein for all purposes and are adopted as legislative findings of the City Council.

SECTION 2. APPROVAL OF BUDGET. The City Council hereby approves and adopts the budget, attached as Exhibit A and incorporated herein for all purposes, as the City's annual budget for the fiscal year beginning October 1, 2026, and ending September 30, 2027.

SECTION 3. CUMULATIVE CLAUSE. This Ordinance shall be cumulative of all provisions of ordinances of the City 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.

SECTION 4. SEVERABILITY CLAUSE. If any section, subsection, paragraph, clause, phrase, or provision of this Ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or provision thereof, other than the part so adjudged to be invalid or unconstitutional.

SECTION 5. SAVINGS CLAUSE. This Ordinance shall remain in full force and effect, save and except as amended or repealed.

SECTION 6. EFFECTIVE DATE. The necessity for making and approving a budget for the fiscal year, as required by the laws of the State of Texas, requires that this Ordinance shall take effect and be in full force immediately from and after its passage, as the law in such case provides.

SECTION 7. PROPER NOTICE OF MEETING. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, and Chapter 551.

PASSED, APPROVED, AND ADOPTED ON this 2nd day of September, 2026, by a record vote of ____ ayes, ____ nays, and ____ abstentions of the City Council of the City of Garden Ridge, Texas.

Mayor Pro-Tem Kelly Smith, Place 1 Aye____ Nay____ Abstain____ Absent____

Councilmember Jim Mueller, Place 2 Aye____ Nay____ Abstain____ Absent____

Councilmember Krendra Harralson, Place 3 Aye____ Nay____ Abstain____ Absent____

Councilmember Jim Hunter, Place 4 Aye____ Nay____ Abstain____ Absent____

Councilmember Brian Reyes, Place 5 Aye____ Nay____ Abstain____ Absent____

Lisa Swint
Mayor

ATTEST:

Marisa Spencer
City Secretary

Fiscal Year
2027

**PROPOSED
BUDGET**



9400 Municipal Parkway
Garden Ridge TX 78266
210-651-6632



Naturally Home.



Annual Budget

Fiscal Year October 1, 2026 - September 30, 2027

"This budget will raise more revenue from property taxes than last year's budget by an amount of **\$54,259**, which is a **2.054%** percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is **\$5,560**."

City Council Record Vote

The record vote of each member of the governing body by name voting on the adoption of the budget is as follows:

Governing Body	Record Vote
Mayor Lisa Swint	
Kelly Smith	
Jim Mueller	
Krendra Harralson	
Jim Hunter	
Brian Reyes	

The governing body will vote on the proposed budget on August 26, 2026.

	Fiscal Year 2025-2026	Fiscal Year 2026-2027
Property Tax Rate	0.246430	
No-New-Revenue Rate	0.253534	0.244789
No-New Revenue M&O Rate	0.192326	0.199370
Voter Approval Rate	0.246430	0.254138
Debt Rate	0.047373	0.047791

Debt Obligations as of October 1, 2026 - \$6,300,000

The above information is presented on the cover page of the City's FY 2026-27 proposed budget to comply with requirements of section 102.005 of the Texas Local Government Code

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Introduction



Mayor and City Council

The Honorable
Mayor Lisa Swint
Council Members

Kelly Smith	Mayor Pro Tem, Place 1
Jim Mueller	Council Member, Place 2
Krendra Harralson	Council Member, Place 3
Jim Hunter	Council Member, Place 4
Brian Reyes	Council Member, Place 5

City Manager
Ryan Rapelye

Finance – HR Director Robyn Achu	Chief of Police Ron Eberhardt	Public Works & Utilities Director Steven Steinmetz
City Secretary Marisa Spencer		Library Director Linda Crosland

Truth in Taxation

Truth-in-taxation is a concept embodied in the Texas Constitution that requires local taxing units to make taxpayers aware of tax rate proposals and to afford taxpayers the opportunity to limit tax increases. Property owners have the right to know about increases in their properties' appraised value and to be notified of the estimated taxes that could result from the new value. For more information about this act and its impact on the budget and tax rate setting process, visit the Texas Comptroller's website and Truth in Taxation resources.

City of Garden Ridge Governing Body Information can be found here:

Mayor & City Council ↗

Comal Appraisal District: <http://www.comalad.org/> ↗

Comal County Truth in Taxation Website: <https://comal.countytaxrates.com/tax> ↗

City of Garden Ridge Truth in Taxation ↗

BUDGET CALENDAR FOR FY 2027 BUDGET & 2026 TAX RATE SCHEDULE

June 3	Regular City Council Meeting 6 p.m. FY2027 Budget Worksession #1
June 17	Special City Council Meeting 6 p.m FY2027 Budget Worksession #2
July 1	Regular City Council Meeting 6 p.m. FY2027 Budget Worksession #3
<i>July 28 – 31</i>	<i>Appraisal District submits 2026 Certified Values</i>
<i>July 30 – Aug 2</i>	<i>Comal County Tax Office calculates and submits 2026 tax rate calculations</i>
<i>July 30</i>	<i>City Manager submits proposed FY2027 Budget and files with City Secretary.</i>
August 5	Regular City Council Meeting 6 p.m. Present Proposed FY2027 Budget filed with City Secretary Present No-New-Revenue and Voter-Approval Tax Rates
<i>August 14</i>	<i>Publish Notice of Budget Public Hearing for August 26</i>
<i>August 22</i>	<i>Publish Notice of Tax Rate Public Hearing for September 2</i>
August 26	Special City Council Meeting 6 p.m. FY2027 Budget Public Hearing FY2027 Budget Adoption
September 2	Regular City Council Meeting at 6 p.m. 2026 Tax Rate Public Hearing Adoption of 2026 Tax Rate

City Manager Message

September 2, 2026

To: Honorable Mayor Swint, Mayor Pro-Tem Smith, and Members of the City Council



It is with great pride that I submit the Proposed Budget for Fiscal Year 2027, beginning October 1, 2026, for your consideration and adoption. As required by law, this budget is balanced and reflects our continued commitment to delivering high-quality municipal services to the residents of Garden Ridge while maintaining sound fiscal stewardship, transparency, and accountability.

As City Manager, I am responsible for presenting a comprehensive financial plan that identifies the projected revenues necessary to support anticipated expenditures and the City's service and operational obligations. The FY 2027 Proposed Budget builds upon the progress made over the past year by addressing both current operational needs and essential capital investments, while remaining aligned with the priorities established to advance the long-term interests and quality of life of the Garden Ridge community.

I am pleased to present this Proposed Budget as a responsible and forward-looking financial plan that is ready for consideration and adoption. It reflects a careful balance between maintaining the City's financial strength, meeting the needs of our residents, and investing strategically in the future of Garden Ridge.

Progress & Investments

The **FY 2027 Proposed Budget** continues the City's commitment to investing in critical infrastructure across both the General Fund and Water Fund. Building on the momentum established in FY 2026, the proposed budget advances major capital initiatives with a particular focus on streets, water infrastructure, and community facilities.

A key initiative in the **FY 2026 Adopted Budget** was the development of a comprehensive Capital Improvements Plan (CIP). This effort establishes a strategic framework for identifying, prioritizing, and programming future capital investments, enabling the City to better address aging infrastructure, coordinate projects, and support long-term financial planning.

Significant progress has been made on several capital initiatives, including:

- **Street Capital Improvements Plan:** The Street Classification Study was completed in FY 2026, providing the foundation for the City's long-term Street CIP. The plan, targeted for completion by the end of September 2026, will establish a multi-year strategy for street maintenance, rehabilitation, and future transportation improvements.
- **Water Capital Improvements Plan:** City Council adopted the 20-year Water CIP in February 2026, creating a long-range roadmap for maintaining and replacing critical water infrastructure, including aging waterlines and storage tanks. A water rate study is underway to support the funding of the Water CIP. The rate study will guide the City in determining a reliable water rate structure for the City in Fiscal Year 2028-2032.
- **Paul Davis Park Trail System:** Design and construction of the trail system are funded through a Texas Parks and Wildlife Department grant. The project is expected to be completed by the end of October 2026, expanding recreational opportunities for residents and enhancing park amenities.

- **Community Center Improvements:** Throughout the past year, the City has invested in both interior and exterior improvements to the Community Center. These enhancements are intended to improve the facility's appearance and functionality, increasing its marketability for community events and private rentals.
- **Vista Ridge Interconnect:** This project will establish an emergency interconnection with the San Antonio Water System (SAWS), strengthening the City's water system resiliency by providing an additional emergency water supply source.

Budget Principles & Personnel

The **FY 2027 Proposed Budget** follows key financial principles:

- A **balanced budget** with a **9-month reserve**.
- Continuation of **core municipal services** at existing service levels.
- **Conservative revenue estimates** based on historical trends.
- Responsible expenditure planning, including:
 - A **3% Cost-of-Living Adjustment (COLA)** for employees.
 - Annual rate increases to **TMRS contributions** and **health plan premiums**.
 - Reserves maintained for emergencies, capital projects, or one-time needs.

General Fund Overview

The **General Fund**, the City's largest operating fund, supports departments including Police, Court, Public Works, Library, and Administration. All City employee salaries are funded through this fund.

- **Proposed FY 2027 General Fund Revenues:** \$4,305,136
- **Proposed FY 2027 General Fund Expenditures:** \$5,489,967
- **Ending Fund Balance:** \$4,110,978 (equivalent to 9 months of operating reserves)

Key Budget Highlights

- **No new full-time personnel are included in the FY 27 Proposed Budget**
- **Personnel Adjustments** are included; however:
 - Funding is included to reclassify positions within the **Public Works and Water Utilities** divisions as part of the Public Works Department reorganization, which will be implemented effective October 1, 2026.
 - **\$32,500** allocated for a **Part-Time Code Enforcement Officer**, this will support our Interlocal Agreement with the City of Selma for Code Enforcement services.
 - **3-5% positional increases** in addition to the 3% recommended COLA for **Administrative & Utility Positions** to remain competitive with regional markets.
- **\$1,185,000** in capital expenditures, including:
 - **Street Improvements - \$100,000**
 - **Purchase of New Patrol Unit & Half the Purchase of a New Unmarked Unit – Police Department \$95,000**
 - **HVAC Replacement at the Community Center \$20,000**
 - **Public Works – Facility Enhancements - \$60,000**
 - A **loan to the Water Fund** for the Vista Ridge Interconnect project.
 - A **loan to the Water Fund** for the Schertz/Garden Ridge Sewer Interconnect project.
- **Reserve transfer of \$1,184,831** to support capital needs.

Water Fund Overview

The Water Fund supports the City’s utility operations. City employee salaries are funded through this fund.

- **Proposed FY 2027 Water Fund Revenues:** \$3,421,500
- **Proposed FY 2027 General Fund Expenditures:** \$3,267,095
- **Unrestricted Fund Balance:** \$1,946,002 (equivalent to 9 months of operating reserves)

Key Budget Highlights

• No **new full-time positions are proposed** in the FY 2027 Proposed Budget; however, several strategic investments are included:

- Salary adjustments associated with the Public Works Department reorganization will be implemented effective October 1, 2026.
- Additional funding is included for operational equipment, handheld radios, and chlorine bottle scales to support utility operations.
- Funding has been programmed for a Wastewater Rate Study to evaluate long-term rate sustainability and support future utility infrastructure investments.

\$910,000 in capital expenditures is proposed for key utility infrastructure projects, including:

- Construction of the Schertz/Garden Ridge Sewer Interconnect Project. This project will enable the City of Garden Ridge to connect to the City of Schertz’s sanitary sewer system, providing essential infrastructure to support existing and future commercial properties along FM 2252 and facilitating future economic development opportunities.
- Completion of the Vista Ridge Interconnect project to enhance system resiliency and emergency water supply capabilities.

Revenue Breakdown

- **Property & Sales Taxes (combined):** \$2,837,126
- **Franchise Fees:** \$703,555
- **Other Sources:** Permits, fees, and municipal court collections

Sales tax remains the City’s second-largest revenue source and a continued focus of economic development. The City is actively working to attract developers, particularly along the **FM 2252** and **FM 3009** corridor, to further enhance this revenue base.

Property Tax Details

- **Proposed Tax Rate:** \$0.254138 per \$100 of assessed valuation – Voter Approval Rate
- **Total M&O Revenue:** \$2,196,721

Capital Expenditures/Projects (General & Water) – FY 2027

- Purchase of New Patrol Unit & Half the Purchase of a New Unmarked Unit - Police Department \$95,000
- Facility Improvements - Public Works \$60,000
- Street Improvements - \$100,000
- Schertz/Garden Ridge Sewer Interconnect - \$350,000
- Vista Ridge Interconnect Project - \$560,000
- HVAC Replacement for Community Center - \$20,000

***Audio/Visual Improvements for the City Council Chambers - \$10,000 (PEG Funds)**

Final Remarks

The FY 2027 Proposed Budget reflects a fiscally responsible approach that prioritizes essential services, strategic investments, and long-term financial sustainability. It maintains current service levels, funds critical infrastructure and operational improvements, and positions the City to address future opportunities and challenges while preserving its strong financial foundation.

The proposed budget document will be made available on the City's website for public review and inspection. I would like to thank the Mayor and City Council for your continued leadership, guidance, and engagement throughout the FY 2027 budget process. Your collaboration will continue to be instrumental from proposed to adoption.

I also extend my sincere appreciation to Team Garden Ridge and our department directors for their professionalism, dedication, and collaborative efforts in preparing a budget that supports our mission of delivering exceptional public service to our residents.

Respectfully submitted,



Ryan D. Rapelye
City Manager

Community Profile

Welcome to Garden Ridge!

On behalf of the Garden Ridge City Council and the citizens of our community, WELCOME. Located in Comal County and 12 miles south of New Braunfels, we pride ourselves in our tradition and history. Garden Ridge is known for its community and rural style -- where neighbors love helping neighbors. We strive to preserve the natural beauty of the landscape, making Garden Ridge "Naturally Home".

City History

Garden Ridge was incorporated on July 6, 1972, by a group of 200 residents who didn't want to follow the rules of San Antonio or Schertz. They signed a petition and rushed down to the County's office and declared themselves Garden Ridge. The city was operated by its residents for several years before the Council enacted a tax and began hiring employees. We honor those select residents who created our little pocket of the Hill Country.

Garden Ridge City Government

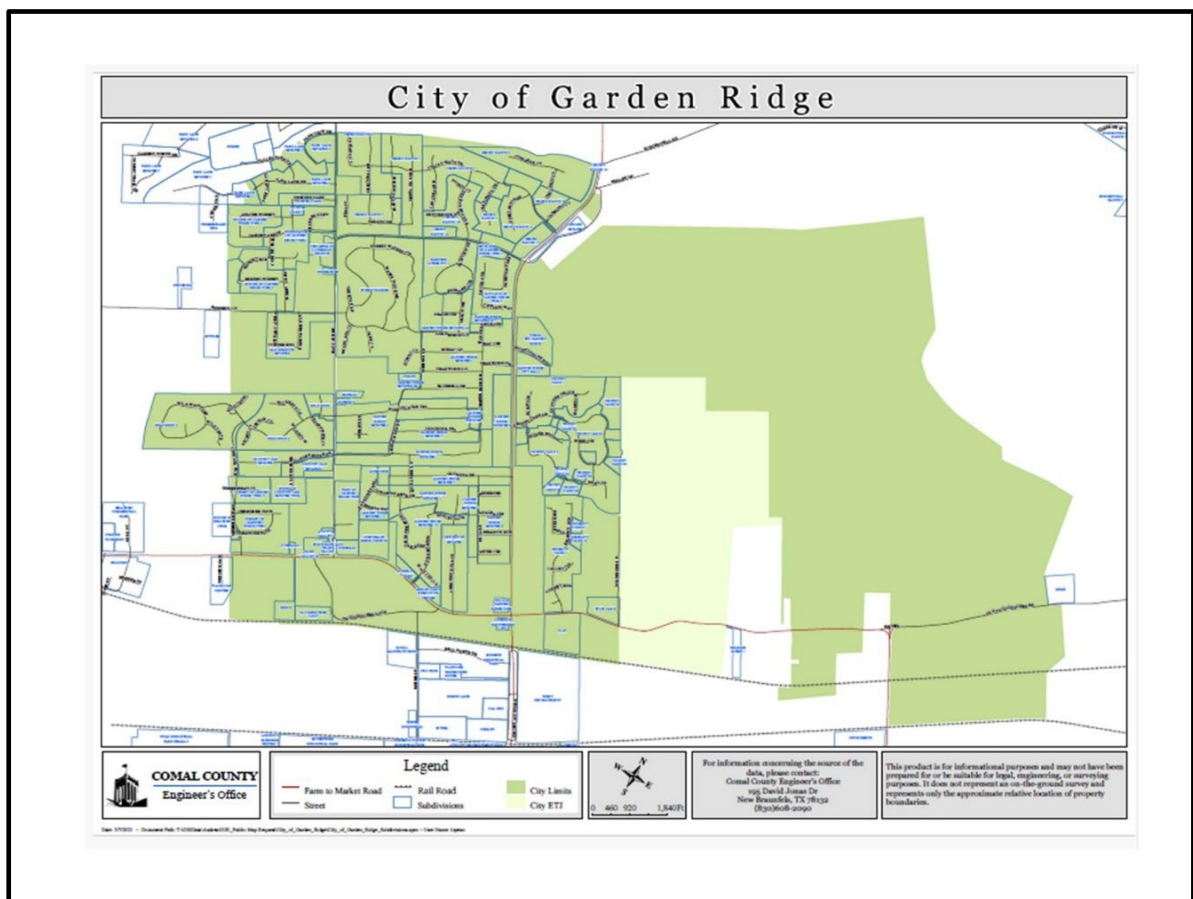
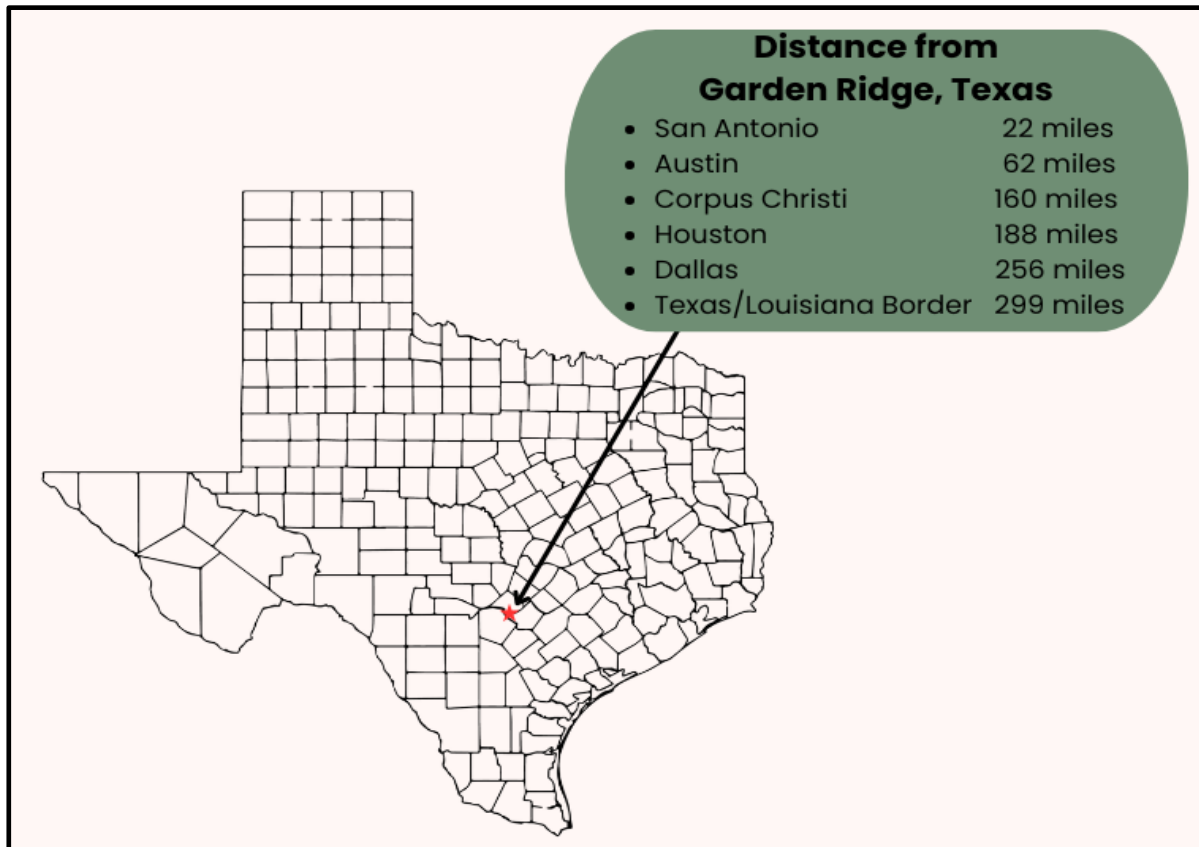
The City of Garden Ridge is a Home Rule Charter City and operates under a Council/Manager form of government. City Council consists of a Mayor and five Council Members. The Mayor and Council Members are elected at-large and serve staggered terms of two years.

The City Council appoints the City Manager, City Attorney, City Judge, and all boards and commissions. All Department Heads and employees serve at the direction of the City Manager.

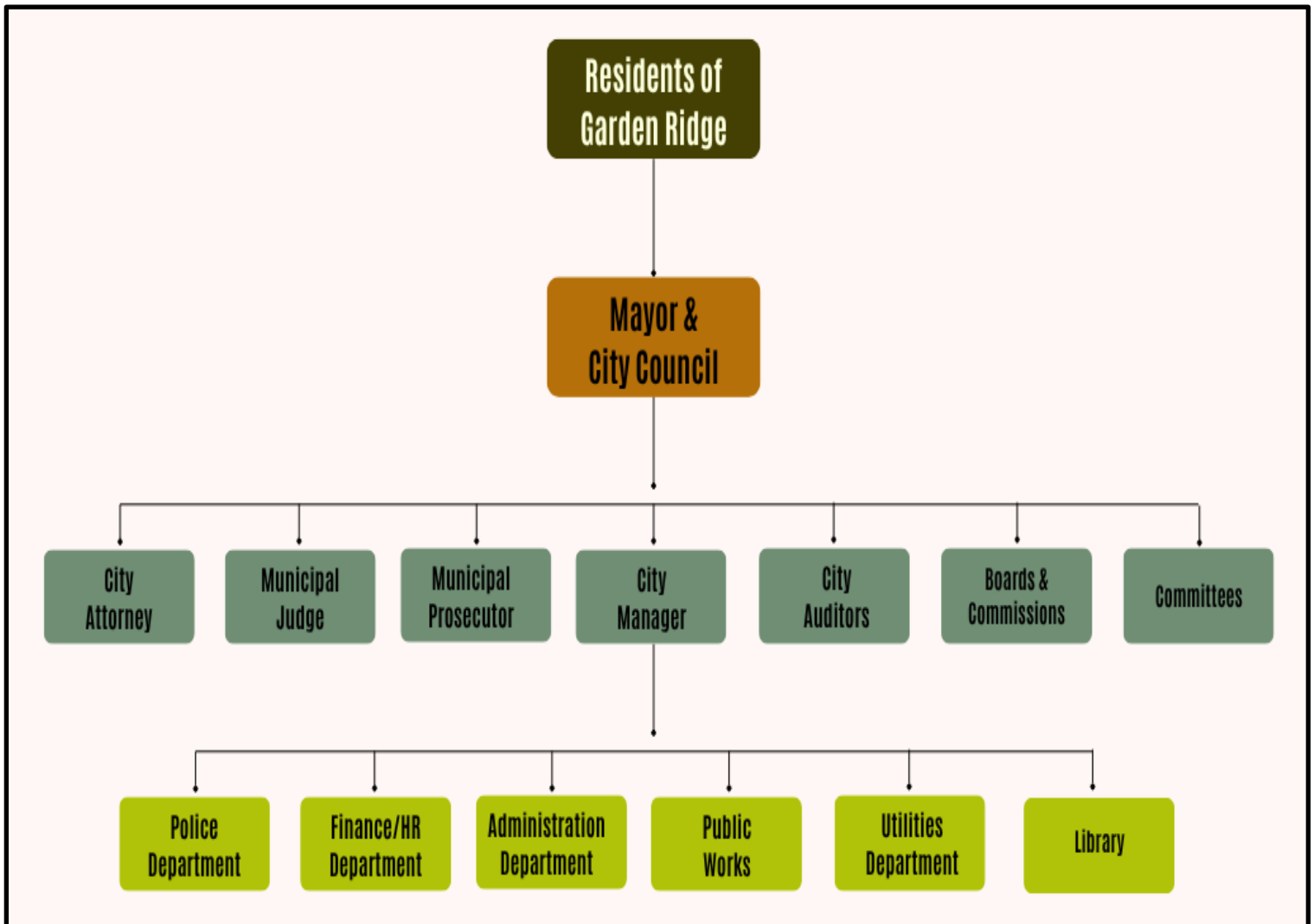
The City of Garden Ridge owns and operates its own water company. The City competitively serves almost 1,800 water customers located in and around the City limits.

MAYORS OF GARDEN RIDGE

Paul A. Davis	May 1972 to October 1978
Betty G. McGranaham	May 1979 to May 1983
Paul A. Davis	May 1983 to November 1986
Walter A. Yohey, Jr.	April 1987 to May 1991
Linda Klekar	May 1991 to May 1992
Jay Millikin	August 1992 to May 1997
Jay F. Feibelman	May 1997 to May 2013
Andrew Dalton	May 2013 to May 2014
Nadine Knaus	May 2014 to May 2017
Larry Thompson	May 2017 to May 2021
Robb Erickson	May 2021 to May 2025
Lisa Swint	May 2025 to Present



Organization Chart



Advisory Boards and Commissions

Planning & Zoning Commission

The Planning and Zoning Commission, established in 1988, reviews and considers master plans and plats and makes recommendations to the [City Council](#) on comprehensive plan amendments, specific use permits, and zoning requests.

Meetings

Meetings are held on the second Wednesday of each month at 6pm in City Hall, 9400 Municipal Pkwy.

AGENDAS AND MINUTES

Agendas are available prior to the meetings. Minutes are available following approval.

[View the most recent agendas and minutes here.](#)

Members

The Planning and Zoning Commission consist of seven appointed residents of the City of Garden Ridge and serve a two-year term. These are non-compensated positions. The current members are:

Commissioner	Position	Appointed	Current Term Expires
Christopher Johnson	Place 1	January 2026	September 2027
VACANT	Place 2		September 2026
Kerim Jacaman, Chair	Place 3	July 2019	September 2026
Joe Maloney	Place 4	February 2023	September 2027
Rodney Apgar	Place 5	January 2026	September 2027
Richard Howard, Vice-Chair	Place 6	December 2023	September 2027
Darren Bates	Place 7	April 2022	September 2026

Water Commission

The Water Commission, established in 1987, governs the operation of the City-owned water system and ensures that the water system meets regulatory requirements established by federal, state, and other regulatory agencies as well as requirements established by the City.

Meetings

Meetings are held on the third Tuesday of each month at 6pm in City Hall, 9400 Municipal Pkwy.

Agendas and minutes

Agendas are available prior to the meetings. Minutes are available following approval.

[View the most recent agendas and minutes here.](#)

Members

The City Water Commission is a recommending body with commissioners appointed by the Garden Ridge [City Council](#) for two-year terms of office. The Commission consists of seven appointed residents of the City of Garden Ridge and one ex-officio City Council member. The current members are:

Commissioner	Position	Appointed	Current Term Expires
William Pohl, Chair	Place 1	January 2023	September 2026
Dr. Richard Carmichael	Place 2	December 2019	September 2027
Don Stone	Place 3	April 2021	September 2026
Steve Stedman	Place 4	December 2023	September 2026
Brian Strickland	Place 5	October 2025	September 2027
Keven Harshbarger	Place 6	November 2015	September 2027
Nathan Dorsey, Vice-Chair	Place 7	August 2024	September 2026
Council Member Jim Mueller, Ex-Officio			

Charter Commission

The Charter Commission, established in 2022, was tasked with drafting a [City Charter](#) to be presented to [City Council](#) and subsequently the voters for consideration in transitioning to a Home Rule City. The Charter Commission completed this task in 2023 and the [City of Garden Ridge City Charter](#) was approved by the voters on May 6, 2023.

Meetings

Meetings are held on an as needed basis as determined by the City Manager.

Agendas and Minutes

Agendas are available prior to the meetings. Minutes are available following approval.

- [View the most recent agendas and minutes here.](#)

Members

The Charter Commission consists of nine members who are residents of the City of Garden Ridge and appointed by [City Council](#). These are non-compensated positions, and the current members are:

- Nadine Knaus
- Diana Tillery
- Autumn Flanagan
- Jim Sturch
- Johnell Holly
- Armando Diaz
- Elizabeth Templeman
- Shawn Willis
- Wayne Mudge

Board of Adjustment

The Board of Adjustment (BOA) holds quasi-judicial public hearings to determine requests made by property owners in the City of Garden Ridge for special exceptions, variances, and appeals of administrative interpretations or decisions, as authorized by state law and local ordinance.

Meetings

Meetings are held on an as needed basis in the City Council Chambers at Garden Ridge City Hall. All meetings are open to the public and agendas are posted at least 72 hours prior to each meeting.

Agendas and Minutes

Agendas are available prior to the meetings. Minutes are available following approval.

[View the most recent agendas and minutes here.](#)

Members

The Board of Adjustment is composed of five regular members and one alternate member appointed by the [City Council](#) for two-year terms. The current members are:

Member	Position	Appointed	Current Term Expires
Veronica Garcia, Chair	Regular Member	December 2023	December 2027
Elizabeth Templeman, Vice-Chair	Regular Member	December 2023	December 2027
Jennifer Dalton	Regular Member	January 2026	January 2028
Roy Leatherberry	Regular Member	December 2023	December 2027
Jesse Valdez	Regular Member	December 2025	December 2027
Carolyn Cohen	Alternate Member	January 2026	January 2028
Karen Diaz	Alternate Member	February 2026	February 2028

Citizen Participation

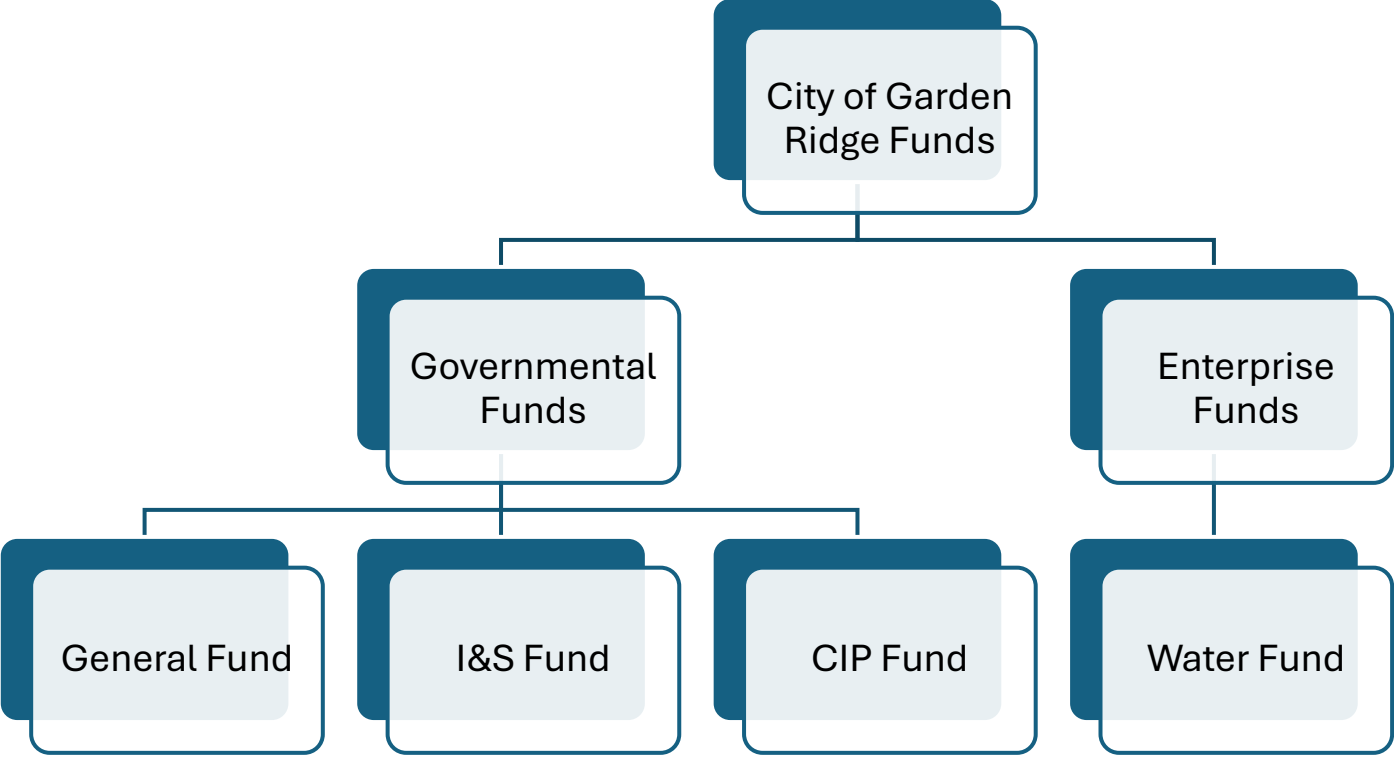
We encourage citizens to attend public hearings. If you are unable to attend, comments for a posted public hearing can be submitted for consideration in writing to the City Secretary by email in accordance with the Notice of Procedures for Written Comments during a Public Hearing.

Fund Structure

Fund Structure of the City

The City maintains budgetary control of its operating accounts using various funds. A “fund” is a self-balancing set of accounts with identifiable revenue sources and expenditures. It is segregated for the purpose of measuring a specific activity. Additionally, these funds are further separated into either major funds or non-major funds based on criteria that compare the amount of assets, liabilities, revenues or expenditures they report in comparison to the total governmental funds or the combination of the governmental funds and the enterprise funds.

- Governmental Funds
Most of the City’s government functions are financed through the governmental funds. These funds are generally used to account for tax-supported activities. Long-term liabilities and fixed assets are not accounted for through governmental funds. The measurement focus is to determine changes in financial position (fund balance) rather than to determine net income.
 - General Fund: The General Fund accounts for all financial resources except those required to be accounted for in another fund. The General Fund includes expenditures for Administration, City Secretary, Human Resources, Finance, IT, Building Codes, Public Safety, Public Works, Engineering and Planning, and the Municipal Court.
 - Debt Service Fund: The Debt Service Fund accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest. These resources are funded through ad valorem property tax at the interest and sinking (I&S) tax rate.
 - Capital Project Funds: Capital Project Funds account for the proceeds of debt issuance and internal funding for the completion of capital or strategic action plan projects outside the scope of general operations and will generally span more than one fiscal year to complete.
- Enterprise Funds
Enterprise funds are used to account for an activity for which a fee is charged to external users for goods and services. The City reports activities for a Utility Fund which includes water services.
 - Utility Operations Fund: The Utility Operations Fund accounts for the revenues from water and wastewater operating activities. It includes expenditures for all operating and maintenance activities that support these services.



The City Budget



Basis of Budgeting

The government-wide funds are reported using the economic resources measurement focus and the accrual basis of accounting. This measurement focus is also used for the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Revenue types, which have been accrued, are revenue from the investments, intergovernmental revenue and charges for services.

Property taxes are recognized in the year for which they are levied. Grants are recognized as revenue when all applicable eligibility requirements imposed by the provider are met.

Governmental fund level financial statements are reported using current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Measurable and available revenues include revenues expected to be received within 60 days after the fiscal year ends. Receivables which are measurable but not collectible within 60 days after the end of the fiscal period are reported as unearned revenue.

Expenditures generally are recorded when a fund liability is incurred; however, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the liability has matured and payment is due. The government reports the following major governmental funds: The General Fund is the general operating fund of the City and is always classified as a major fund.

The General Fund is used to account for all financial resources except those required to be accounted for in another fund. Major revenue sources include property taxes, charges for services, intergovernmental revenues and investment of idle funds. Primary expenditures are for general government, public safety, public facilities, municipal court and capital acquisition.

The Debt Service Fund is used to account for all funds collected and disbursed in the retirement of governmental debt.

The Capital Projects Fund is used to account for the proceeds from bond issues and other resources specifically designated for capital expenditures.

The City's non-major governmental fund is the Asset Forfeiture Fund (a special revenue fund).

Proprietary fund level financial statements are used to account for activities similar to those often found in the private sector. The measurement focus is upon determination of net income, financial position and cash flows. The City's Proprietary Fund is the Water-Works Fund (used to account for the provision of water services to residents). The Proprietary Fund is accounted for using the accrual basis of accounting as follows:

1. Revenues are recognized when earned, and expenses are recognized when the liabilities are incurred.
2. Current-year contributions, administrative expenses and benefit payments, which are not received or paid until the subsequent year, are accrued.

Proprietary funds distinguish operating revenues and expenses from non-operating. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

City of Garden Ridge Budget Process

The fiscal year for the City of Garden Ridge begins on October 1 and ends on September 30 of the following calendar year. In accordance with Texas state law and Generally Accepted Accounting Principles (GAAP), the City adopts a balanced budget each fiscal year, ensuring that estimated revenues equal planned expenditures.

The budget serves as both a financial plan and a policy statement, aligning City operations with the services and priorities desired by Garden Ridge residents.

Phases of the Budget Process

1. Budget Preparation

- **Departmental Requests**

Department heads initiate the process by preparing budget requests based on current needs and long-term goals. A standardized framework is used to develop operating and capital expense estimates.

- **Preliminary Revenue Estimates**

Upon receipt of **preliminary tax roll data**, the **City Manager** and **Finance Director** establish budgeting guidelines. These are informed by estimated property values and projected tax rate scenarios.

- **Departmental Budget Reviews**

Departmental submissions are reviewed collaboratively by the City Manager and Finance Director. Individual review sessions are held with department heads to ensure clarity and alignment with City objectives.

2. Budget Development and Refinement

- **City Council Work Sessions (June - July)**

The **City Council** conducts public budget work sessions to review the draft budget and deliberate on policy priorities. **Citizen participation is encouraged** during these sessions to promote transparency and community engagement.

- **Certified Tax Roll Integration**

Upon receipt of the **certified tax rolls**, the Finance Director updates revenue estimates accordingly. A revised proposed budget is submitted to the City Manager for final review.

3. Budget Presentation and Adoption

- **Filing of the Proposed Budget (July)**

The **City Manager** files the **Proposed Budget** with the **City Secretary**, in compliance with the **Texas Local Government Code** and **Truth-in-Taxation laws**.

- **Public Hearings (August–September)**

Public hearings are held to receive input on both the proposed budget and the tax rate. These forums provide an opportunity for residents to engage with the budget process and offer feedback.

- **Budget and Tax Rate Adoption (August–September)**

Following hearings and deliberations, the **City Council formally adopts the Annual Budget and the corresponding Tax Rate.**

- **Publication of the Adopted Budget (September)**

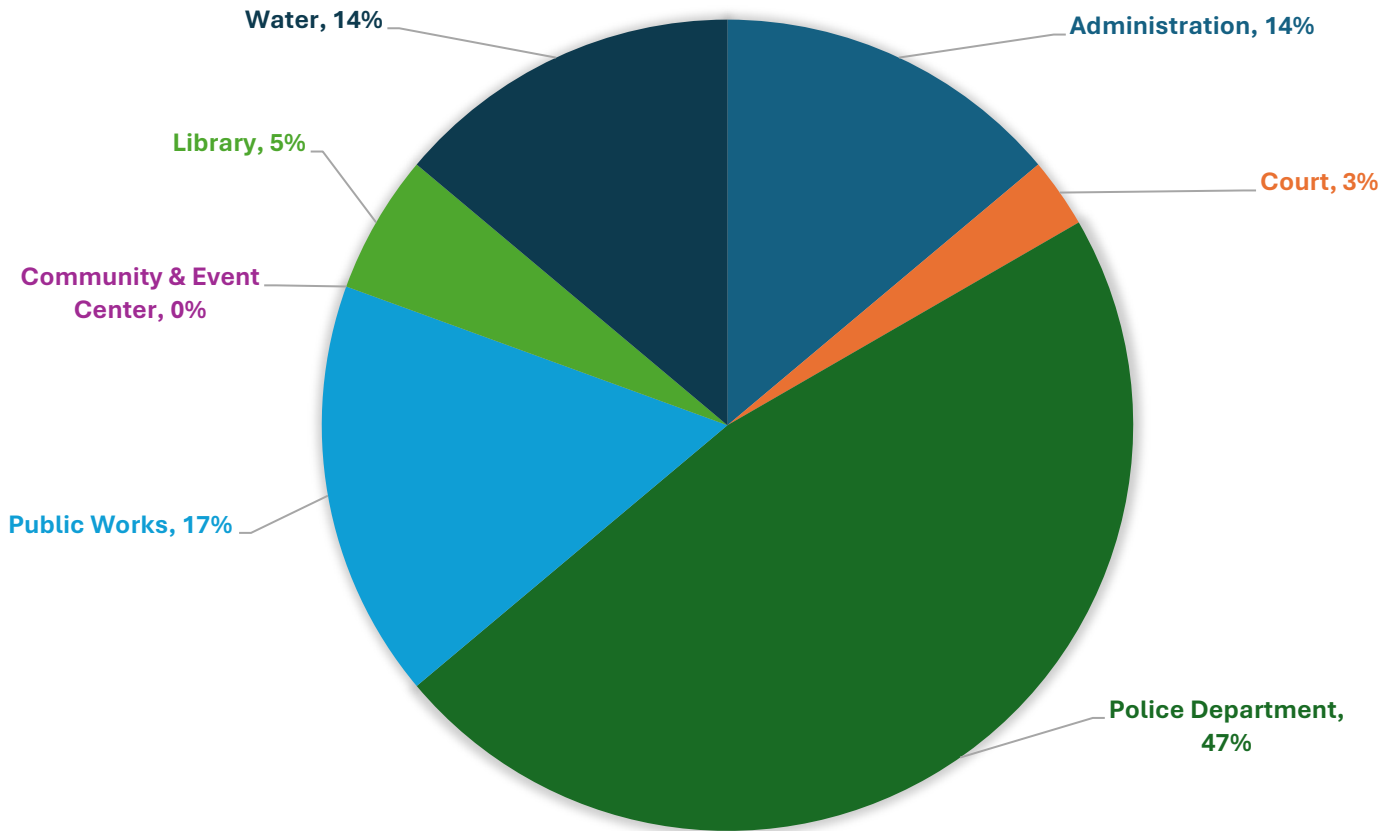
The final budget document is published and made available to the public.

4. Budget Amendments (Post-Adoption)

After the fiscal year begins, **amendments may be made** to the budget as necessary to reflect unforeseen changes or adjustments in funding or priorities. All amendments follow the procedures required by law and City policy.

Personnel Changes

FY 2027 Total Personnel - General Fund & Water



Department	FY23	FY24	FY25	FY26	FY27	Budget
Administration	5	5	5	5	5	484,974
Court	1	1	1	1	1	98,300
Police Department	14	14	15	17	17	1,774,807
Public Works	6	6	6	6	6	528,529
Community & Event Center	0	0	0	0	0	3,283
Library	2	2	2	2	2	165,008
Water	4	4	5	5	5	780,918
City of Garden Ridge Total	32	32	34	36	36	3,835,819

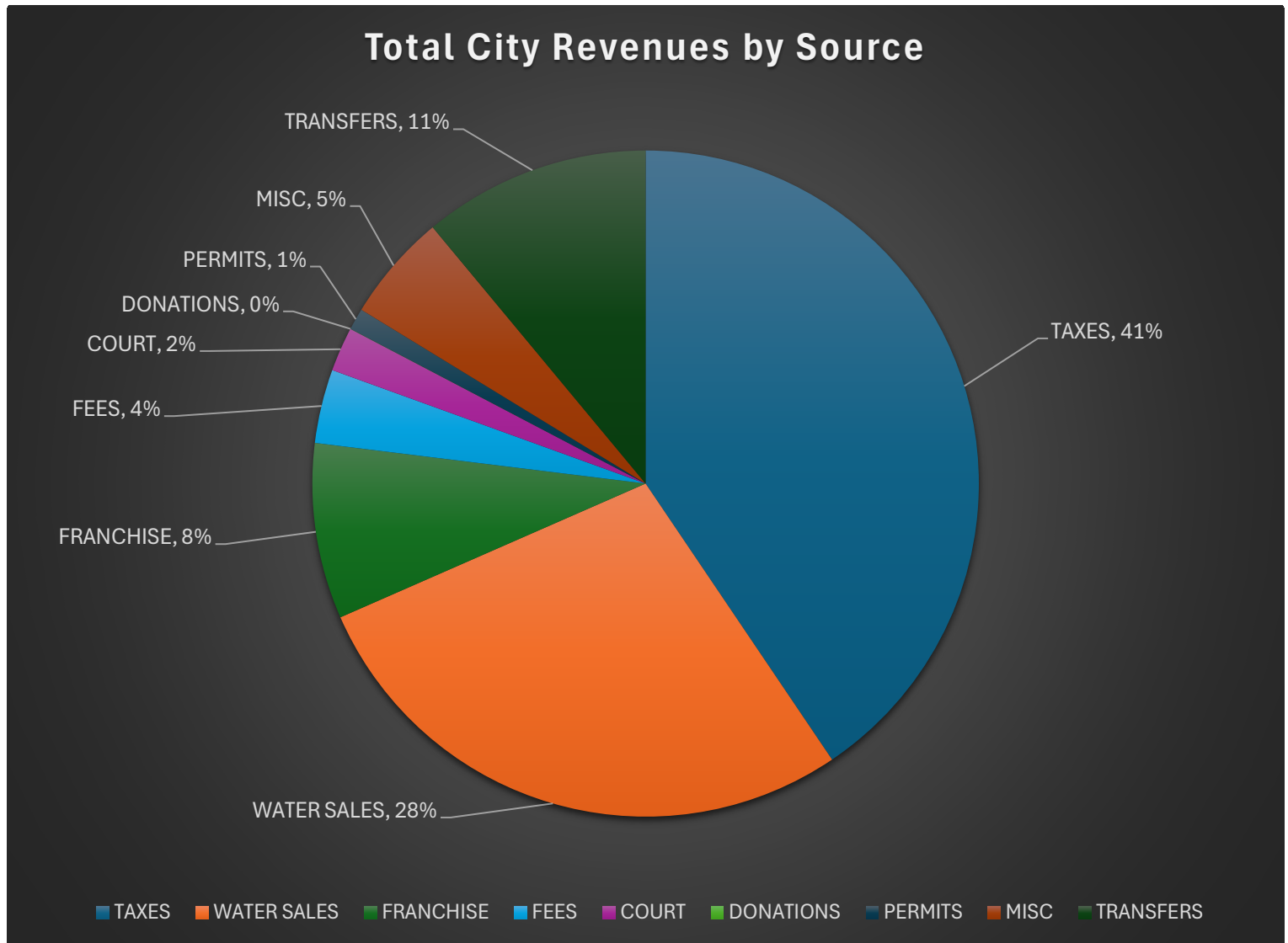
For Fiscal Year 2027, the City of Garden Ridge has made no changes to number of positions.

Overview of Revenue



Overview of Revenue Sources and Assumptions

Revenue is estimated based on historical data, current economic conditions and other demographic data. The City's revenue budget estimation takes into consideration many unique elements that respond to a variety of external factors such as population growth, development, inflation, and interest rates. The City of Garden Ridge applies a conservative philosophy that will produce a long-term goal of neither overstating revenues nor understating expenditures. During our revenue estimation process, the City tries to consider as many factors as possible that may contribute to changes in revenues. The City of Garden Ridge obtains revenue from several sources but relies heavily on residential property tax.



The City's revenue base reflects a diversified mix of funding sources that support both general government operations and enterprise functions like water services. The largest contributors are **taxes** and **water sales**, which together represent over **69% of total revenues**.

Revenue Breakdown:

Taxes – 41%

This includes property tax and other tax revenues, forming the core of the General Fund and supporting essential public services.

Water Sales – 28%

Represents the largest single enterprise revenue source, supporting the City’s Water Fund operations, capital needs, and debt service.

Franchise Fees – 8%

Paid by utility providers for the use of public right-of-way, helping fund general services.

Fees – 4%

Includes building, planning, and service-related fees.

Transfers/Loan – 11%

Includes Inter-city Loan received from the General Fund to the Water Fund for its Capital Improvement Projects (specifically the Vista Ridge Tie-In Project).

Miscellaneous – 5%

Includes interest earnings, insurance proceeds, and other non-recurring revenues.

Court, Donations, Permits – Combined 3%

These smaller sources provide targeted support for specific programs or functions.

Key Insight:

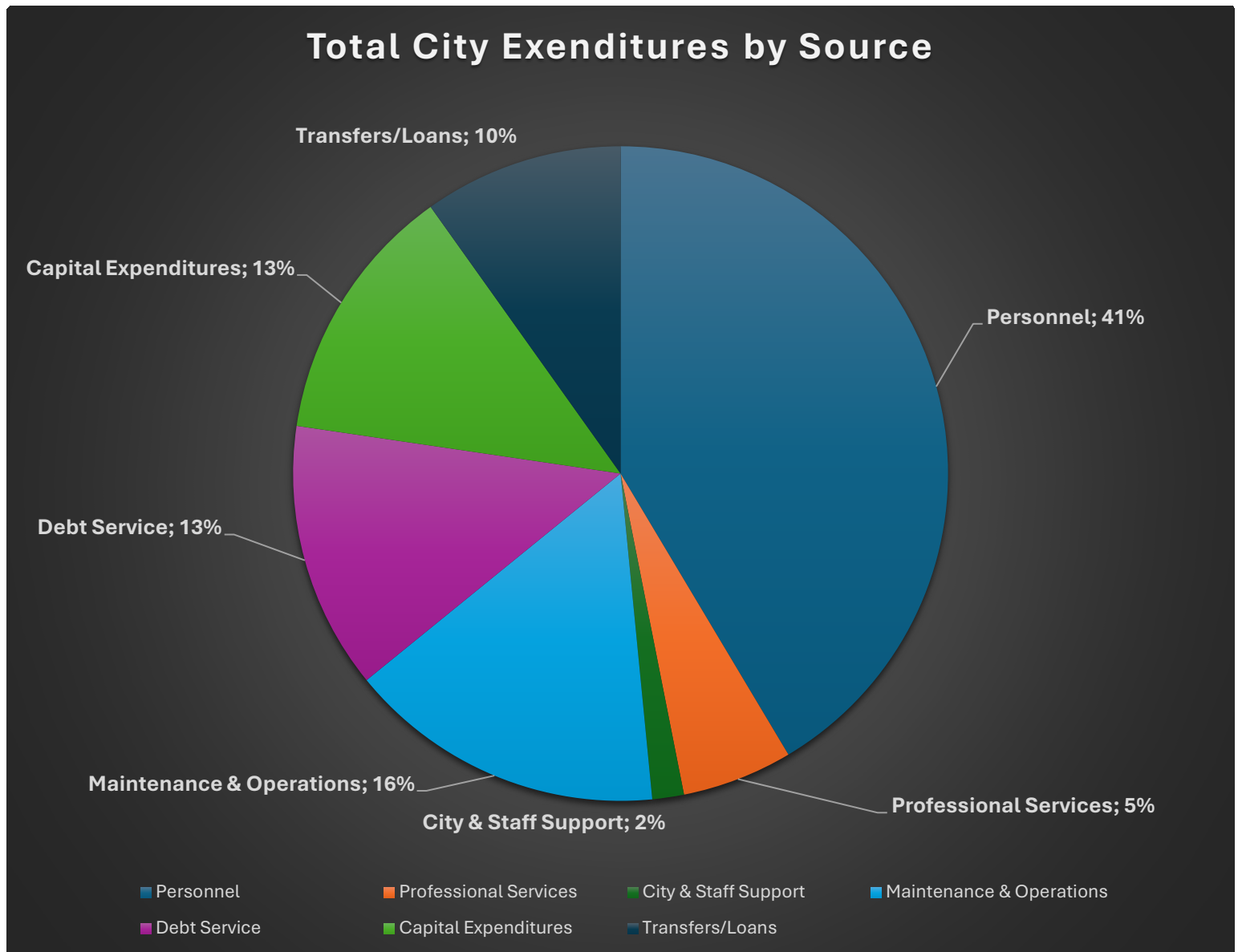
This revenue profile shows the City remains largely self-sustaining, with strong enterprise support and limited reliance on volatile or one-time funding sources. Strategic rate and tax policies ensure long-term service delivery and financial stability.

Overview of Expenditure



Overview of Expense Assumptions

The City of Garden Ridge projects expenditures through a cost build-up approach based on historical data, economic data, and any other policy changes that might affect the expenditures for the fiscal year. The City's goal is to appropriate sufficient monies to provide quality services at a reasonable cost and with available financial resources. An additional goal this year was to keep the M&O expenditure as low as possible while maintaining service levels to offset the increase in the debt service (I&S) expenditures from new debt issuances.



Personnel Expenditures – 41% of Total City Expenditures: Personnel expenditures include the salaries, insurance, taxes, retirement, and workers' compensation for all departments.

Maintenance & Operations Expenditures – 16% of Total City Expenditures: This category of expenditure includes in-house street maintenance, drainage work, vehicle maintenance and repairs, green space maintenance, building and equipment repairs, minor equipment, fuel and supplies/consumables.

Strategic Projects & Capital Outlay – 13% of Total City Expenditures: Capital outlay includes the capital expenditures such as infrastructure and equipment, budgeted to be spent throughout all the funds.

Professional Services Expenditures – 5% of Total City Expenditures: Professional services expenditures include consulting expenses, legal fees, dispatch and jail services, audits, election fees, investigations, training, technology/software, and reporting costs.

Debt Service Expenditures – 13% of Total City Expenditures: Debt Service expenditures include the debt obligations due in FY 2026-27.

Transfers/Loans – 10% of Total City Expenditures: This includes an Inter-City Loan to Water from the General Fund for its Capital Improvement Projects (specifically the Vista Ridge Tie-In Project).

City & Staff Support – 2% of Total City Expenditures: This includes professional development and Council/City Special Events.

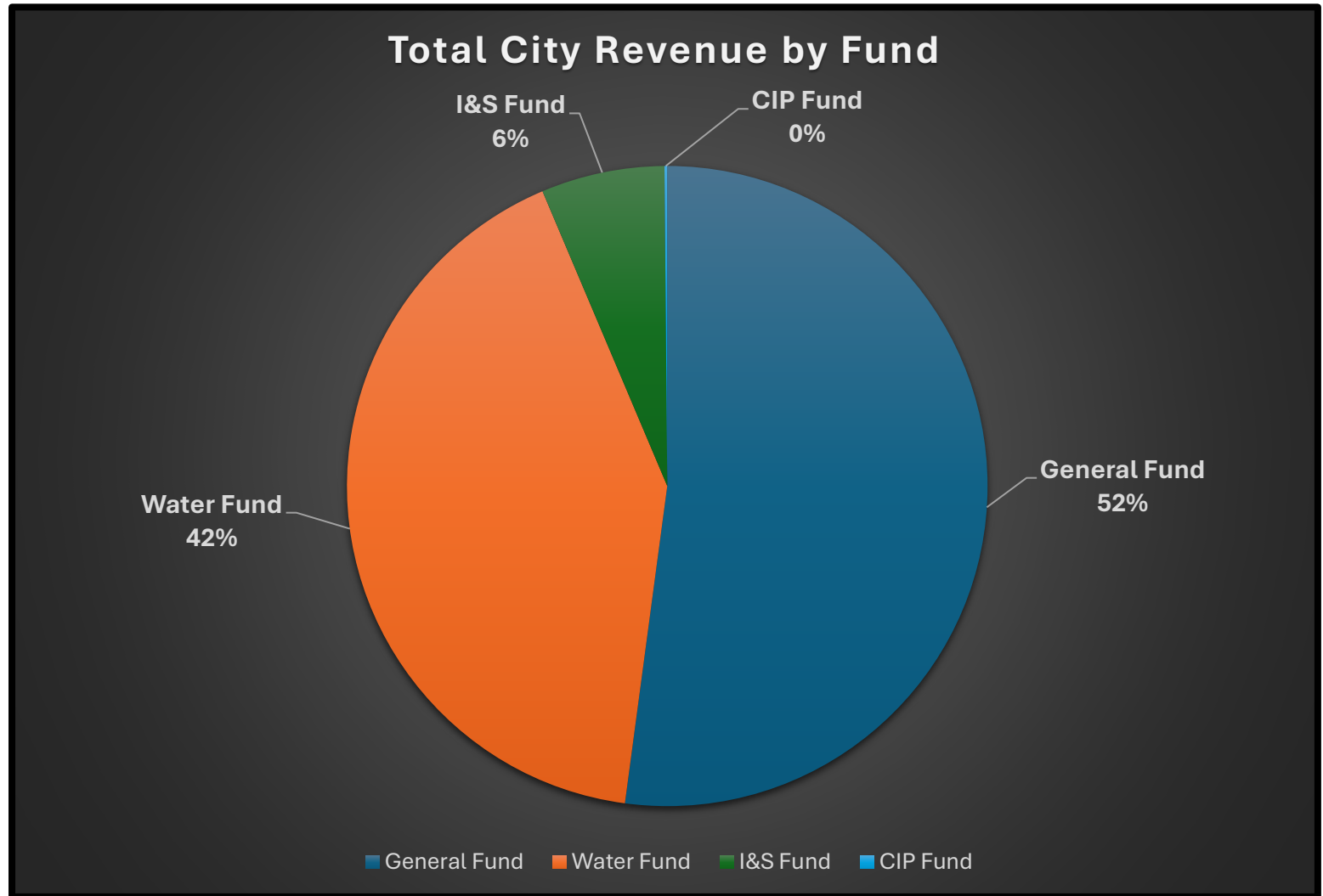


Fund Summaries



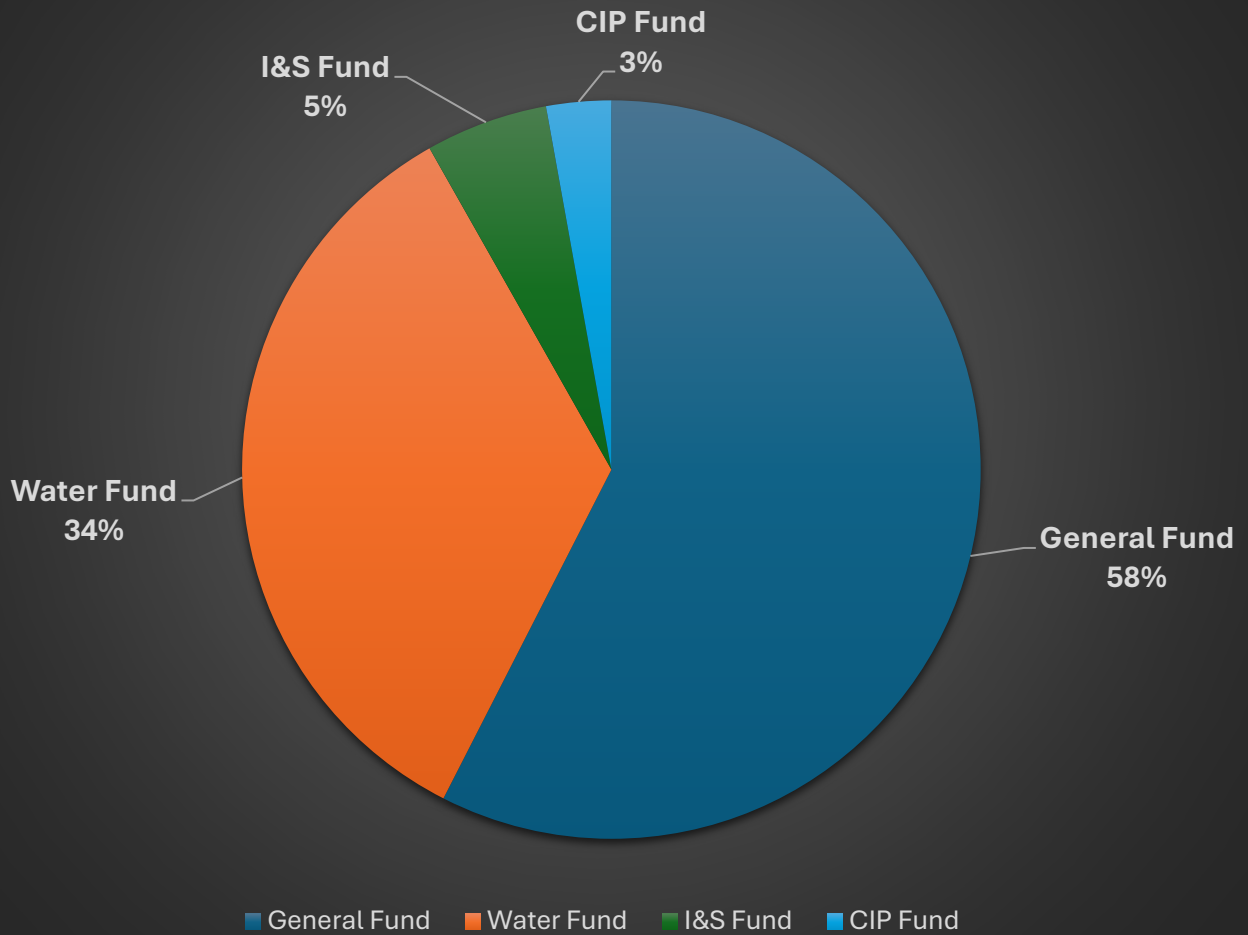
Fund Summary

The City of Garden Ridge is projecting \$8.2M of revenue in FY 2027, which represents a 3.55% increase over the prior year. Budgeted expenditures are projected to increase by 20.39% or from \$7.6M to \$9.5M in FY 2027.



Fund	FY 2024 AUDIT	FY 2025 AMENDED BUDGET	FY 2025 AUDIT	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
General Fund	4,002,953	4,073,158	4,149,698	4,278,307	4,305,136
Water Fund	2,561,811	3,220,016	2,671,199	3,155,100	3,421,500
I&S Fund	652,059	664,637	657,384	512,391	513,277
CIP Fund	578,515	333,635	14,525	12,960	11,600
Total	7,795,338	8,291,446	7,492,806	7,958,758	8,251,513

Total Expenditures by Fund



Fund	FY 2024 AUDIT	FY 2025 AMENDED BUDGET	FY 2025 AUDIT	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
General Fund	3,311,336	4,571,485	4,396,622	4,508,037	5,489,967
Water Fund	1,911,393	3,180,648	1,930,841	2,575,000	3,267,095
I&S Fund	689,976	653,739	655,241	508,720	509,607
CIP Fund	272,427	320,675	320,675	0	270,000
Total	6,185,132	8,726,547	7,303,379	7,591,757	9,536,669

General Fund

The General Fund is the primary operating fund of governmental activities for the City. It accounts for all financial resources except those required to be accounted for in another fund. The services provided within the General Fund include Public Safety, City Administration, City Secretary, Municipal Court, Public Works (Public Works, Streets, Building Maintenance, Fleet), Engineering Services (Development, Planning, Inspections), and Administrative Services (Finance, Purchasing, Human Resources, and Information Technology).

General Fund Revenue by Source

GENERAL FUND	FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
<u>REVENUE SUMMARY</u>				
TAXES	2,682,306	2,738,103	2,746,103	2,837,126
FRANCHISE	680,167	686,700	690,555	703,555
PERMITS	52,386	86,200	61,200	86,200
FEES	202,927	199,275	200,237	200,237
DONATIONS	22,336	134,499	162,717	1,000
COURT	180,361	168,330	167,330	177,330
MISCELLANEOUS	329,215	265,200	316,688	299,688
TOTAL REVENUES	4,149,698	4,278,307	4,344,830	4,305,136

General Fund Expenditure by Type

GENERAL FUND	FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
<u>EXPENDITURE SUMMARY</u>				
ADMINISTRATIVE	999,512	967,060	1,071,328	1,054,504
COURT	98,643	140,168	139,831	141,364
POLICE DEPARTMENT	1,602,536	1,971,551	1,715,692	1,983,106
PUBLIC WORKS	768,990	787,333	833,557	838,509
COMMUNITY CENTER	69,209	83,043	95,263	86,683
LIBRARY	174,993	187,878	188,366	200,801
CAPITAL EXPENDITURES	682,740	996,000	469,200	1,185,000
TOTAL EXPENDITURES	4,396,622	5,133,033	4,513,237	5,489,967

Fund Balance

GENERAL FUND	FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
OVER/UNDER	(246,924)	(854,726)	(168,407)	(1,184,831)
BEGINNING FUND BALANCE	5,705,940	5,129,138	5,459,016	5,295,809
ENDING FUND BALANCE	5,459,016	4,274,412	5,290,609	4,110,978
RESTRICTED & UNCOLLECTED BALANCES				
PREPAID ITEMS	1,134	0	1,134	1,134
CHILD SAFETY	61,751	54,041	61,751	66,821
COURT SECURITY	10,830	10,830	10,830	13,450
DONATIONS	46,117	36,552	46,117	46,117
OPIOID ABATEMENT FUND	3,382	3,382	3,382	4,259
PEG CAPITAL FEES	22,913	9,907	22,913	12,913
UNCOLLECTED RECEIVABLES & PAYABLES	824,351	824,351	824,351	824,351
TOTAL RESTRICTED	970,478	970,478	939,063	970,478
UNRESTRICTED FUNDS	4,488,538	3,335,349	4,320,131	3,141,933
EXPENDITURES PER MONTH	309,490	344,753	337,003	358,747
MONTHS OF EXPENDITURES	15	10	13	9



General Fund Revenue Detail

REVENUES		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
<u>TAXES</u>					
40012	AD VALOREM - TAXES	2,033,934	2,134,103	2,134,103	2,198,126
40014	AD VALOREM TAXES - DELINQUENT	2,555	8,000	5,000	8,000
40016	AD VALOREM TAXES - P & I	7,909	6,000	2,000	6,000
40100	STATE SALES TAX	637,908	590,000	605,000	625,000
TOTAL TAXES		2,682,306	2,738,103	2,746,103	2,837,126
<u>FRANCHISES</u>					
40102	CABLE TELEVISION FRANCHISE FEE	53,973	57,000	57,000	57,000
40104	ELECTRICITY FRANCHISE FEE	383,816	380,000	380,000	383,000
40106	GAS FRANCHISE FEE	24,386	24,000	24,055	24,055
40108	TELEPHONE FRANCHISE FEE	4,091	2,800	5,000	4,000
40110	WATER COMPANY FRANCHISE FEES	67,494	67,500	67,500	67,500
40230	11% COLLECTION FEE - TRASH	124,943	87,153	88,000	88,000
40230	5% TRASH FRANCHISE FEE	0	38,247	39,000	40,000
40231	DUMPSTER FEE COLLECTION	21,464	30,000	30,000	40,000
TOTAL FRANCHISES		680,167	686,700	690,555	703,555
<u>PERMITS</u>					
40202	ALARM SYSTEMS	1,350	1,200	1,200	1,200
40206	BUILDING PERMITS	50,756	85,000	60,000	85,000
40208	BUSINESS PERMITS	280	0	0	0
TOTAL PERMITS		52,386	86,200	61,200	86,200
<u>FEES & LICENSES</u>					
40010	TRASH PENALTIES	7,703	7,200	7,200	7,200
40228	P&Z VARIANCE FILING FEES	1,000	2,100	6,300	6,300
40232	PET TAG LICENSES	2,606	3,000	3,000	3,000
40233	PET IMPOUND FEE	145	200	400	400
40235	TOWER RENTAL	46,922	44,295	45,657	45,657
40236	COMMUNITY CENTER RENTAL FEES	100,263	95,000	95,000	95,000
40237	COMMUNITY CENTER DEPOSITS	0	2,000	3,000	3,000
40238	COMMUNITY CENTER CLEAN-UP FEES	6,200	9,500	6,000	6,000
40240	PARK RENTAL FEES	6,140	5,000	7,500	7,500
40609	PARK DEPOSITS	(300)	800	0	0
40637	CREDIT CARD USER FEE	17,067	15,000	11,000	11,000
40630	RENTAL FORMER CITY COMPLEX	15,180	15,180	15,180	15,180
TOTAL FEES		202,927	199,275	200,237	200,237
<u>DONATIONS</u>					
40601	COMMUNITY CNTR DONATIONS	0	0	0	0
40602	DONATION - POLICE DEPARTMENT	2,659	0	1,442	0
40603	PET DONATIONS	0	0	0	0
40604	LIBRARY DONATIONS	9,487	0	20,350	0
40241	PARK DONATIONS / GRANTS	0	133,499	133,499	0
40242	50th ANNIVERSARY DONATIONS	0	0	0	0
40246	SPECIAL EVENTS DONATIONS	5,771	0	3,656	0
40247	BRICK GARDEN PROGRAM	1,700	1,000	1,000	1,000
40243	PARKS COMMITTEE DONATION	0	0	0	0
40631	LEOS TRAINING DONATION	2,720	0	2,770	0
40639	COUNCIL EVENT-DONATIONS	0	0	0	0
40636	LANDSCAPE DONATIONS	0	0	0	0
TOTAL DONATIONS		22,336	134,499	162,717	1,000

REVENUES		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
<u>COURT</u>					
40302	MUNI COURT & WARRANT FINES	159,673	144,500	151,500	161,500
multi	OTHER COURT FEES	824	2,180	2,180	2,180
40310	CHILD SAFETY/BLDG SECURITY & TECH	13,390	14,500	6,500	6,500
multi	OTHER COURT REVENUE	6,475	7,150	7,150	7,150
TOTAL COURT		180,361	168,330	167,330	177,330
<u>MISCELLANEOUS</u>					
40220	RECYCLING	3,183	3,000	6,000	6,000
40400	INSURANCE CLAIM REVENUE	57,423	0	57,888	57,888
40402	BANK INTEREST	202,505	200,000	170,000	170,000
41701	BAD DEBT COLLECTIONS	2,427	3,000	9,000	9,000
40600	SALE OF ASSETS	0	12,000	6,000	6,000
40640	VEHICLE IMPOUND FEE	5,281	5,200	5,800	5,800
40418	MISC. INCOME	58,395	42,000	62,000	45,000
TOTAL MISCELLANEOUS		329,215	265,200	316,688	299,688
TOTAL REVENUES		4,149,698	4,278,307	4,344,830	4,305,136



Water Fund

The Utility Fund is an Enterprise Fund of the City. Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business enterprises. The intent is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. Services provided by the Utility Fund include utility administration, meter reading, water treatment and distribution, and wastewater collection and treatment. The fund's source of revenue is the charge for water and sewer services. Utility rates are set by the City Council.



Water Fund Revenue By Source

WATER FUND		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
REVENUE SUMMARY					
WATER SALES		2,150,734	2,290,000	2,290,000	2,300,000
FEES		84,060	88,100	90,100	94,500
MISCELLANEOUS		117,082	117,000	117,000	117,000
FUND CHANGES/XFERS/LOANS		319,323	660,000	65,000	910,000
TOTAL REVENUES		2,671,199	3,155,100	2,562,100	3,421,500

Water Expenditure By Source

WATER FUND		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
EXPENDITURE SUMMARY					
PERSONNEL SERVICES		628,561	716,179	723,469	780,918
PROFESSIONAL SERVICES		56,260	129,175	173,500	171,500
STAFF SUPPORT		13,391	15,700	16,300	16,300
OPERATIONAL SUPPORT		214,742	244,889	246,174	251,615
DISTRIBUTION SERVICES		208,186	192,000	194,000	194,000
MAINTENANCE SERVICES		80,734	115,597	125,597	142,000
COMPLIANCE SERVICES		76,420	86,000	90,400	90,400
DEBT SERVICE & LOAN PAYMENTS		652,548	712,560	712,560	710,363
CAPITAL OUTLAY		0	943,000	293,000	910,000
TOTAL EXPENDITURES		1,930,841	3,155,100	2,575,000	3,267,095

Fund Balance

WATER FUND		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
OVER/UNDER		740,358	0	(12,900)	154,405
BEGINNING FUND BALANCE		9,676,134	9,675,357	10,416,492	10,403,592
ENDING FUND BALANCE		10,416,492	9,675,357	10,403,592	10,557,997
RESTRICTED FUNDS + SIB RESERVE		49,558	51,412	50,336	52,530
LESS NET INVESTMENT IN CAPITAL ASSETS		8,135,400	8,559,465	8,135,400	8,559,465
UNRESTRICTED FUND BALANCE		1,805,615	1,489,621	1,792,715	1,946,002
NEXT YEAR DEBT SERVICE		711,058	711,058	711,058	710,363
EXPENDITURES PER MONTH		106,524	124,962	130,787	137,228
MONTHS OF EXPENDITURES		10	6	8	9

Water Fund Revenue Detail

REVENUES		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET
<u>WATER SALES</u>					
40003	WATER SALES	2,150,734	2,290,000	2,290,000	2,300,000
	TOTAL SALES	2,150,734	2,290,000	2,290,000	2,300,000
<u>FEES</u>					
40002	METER INSTALLATION FEES	2,650	3,000	3,000	3,000
40004	WATER PENALTIES	12,765	14,000	15,000	15,000
40014	EAA REVENUE ACCOUNT	55,662	55,600	55,600	60,000
40015	TRINITY GWCD REVENUE	12,233	15,000	15,000	15,000
40005	NSF CHECK INCOME	750	500	1,500	1,500
	TOTAL FEES	84,060	88,100	90,100	94,500
<u>MISCELLANEOUS</u>					
40000	MISC INCOME	-	2,000	2,000	2,000
41701	BAD DEBT COLLECTIONS	-	1,000	1,000	1,000
40006	SALE OF ASSETS	-	4,000	4,000	4,000
40637	CREDIT CARD USER FEES	11,613	10,000	20,000	20,000
40008	INTEREST	105,469	100,000	90,000	90,000
	TOTAL MISCELLANEOUS	117,082	117,000	117,000	117,000
<u>FUND CHANGES/TRANSFERS</u>					
70810	TRANSFER FROM 400 FUND	319,323	-	-	-
70808	TRANSFER FROM 220 FUND	-	-	-	-
40600	LOAN FROM 100 FUND	-	660,000	65,000	910,000
	TOTAL CHANGES/TRANSFERS	319,323	660,000	65,000	910,000
TOTAL REVENUES		\$2,671,199	\$3,155,100	\$2,562,100	\$3,421,500

Interest and Sinking (I&S) Fund

INTEREST & SINKING FUND		FY 2024 AUDIT	FY 2025 AUDIT	FY 2026 BUDGET	FY 2027 BUDGET	REMAINING PRINCIPAL BALANCE AS OF 9/30/2027
REVENUES						
40022	AD VALOREM TAXES	653,832	644,747	507,891	508,777	
40024	AD VALOREM DELINQUENT TAXES	(7,928)	5,473	-	-	
40026	P&I/DELINQUENT TAX	2,114	2,524	1,000	1,000	
40027	BANK INTEREST	4,041	4,640	3,500	3,500	
40030	TRANSFERS FROM WATER FUND	663,292	660,426	666,597	664,936	
TOTAL I&S REVENUES		\$1,315,351	\$1,317,810	\$1,178,987	\$1,178,212	
DEBT SERVICE PAYMENTS						
CERTIFICATE OF OBLIGATION - SERIES 2012						
50126	PRINCIPAL PAYMENT	330,000	340,000	355,000	365,000	2,000,000
50125	INTEREST PAYMENT	100,812	90,762	80,337	69,537	
CERTIFICATE OF OBLIGATION - SERIES 2015						
50126	PRINCIPAL PAYMENT	290,000	300,000	310,000	325,000	3,115,000
50125	INTEREST PAYMENT	163,350	154,500	143,800	131,100	
50126	PRINCIPAL PAYMENT	225,000	230,000	240,000	245,000	800,000
50125	INTEREST PAYMENT	56,825	50,000	42,950	35,675	
50126	TOTAL PRINCIPAL BOND PAYMENTS	990,000	1,015,000	905,000	935,000	
50125	TOTAL INTEREST BOND PAYMENTS	327,512	297,437	267,087	236,312	
50127	AGENT FEES (54% GF & 46% WATER)	3,150	3,150	3,150	3,150	
50131	BANK FEES/MISCELLANEOUS FEES	0	80	80	80	
TOTAL DEBT SERVICE PAYMENTS		\$1,320,662	\$1,315,667	\$1,175,317	\$1,174,542	\$ 5,915,000
BEGINNING FUND BALANCE		30,524	24,900	25,213	27,068	
ENDING FUND BALANCE		\$ 25,213	\$ 23,398	\$ 28,883	\$ 30,738	

Capital Improvements Fund

CAPITAL IMPROVEMENTS FUND		FY 2025 AUDIT	FY 2026 BUDGET	FY 2027 BUDGET
REVENUES				
10014	WATER IMPACT - BEGINNING BALANCE	\$ 189,567	\$ 188,415	\$ 204,558
	REVENUE			
40402	INTEREST WATER IMPACT	8,562	9,600	8,600
50210	EXPENDITURES - SEWER INTERCONNECT			200,000
	WATER IMPACT - ENDING BALANCE	\$ 198,129	\$ 198,015	\$ 13,158
10017	STREET IMPACT - BEGINNING BALANCE	\$ 65,606	\$ 65,198	\$ 70,902
	REVENUE			
40402	INTEREST STREET IMPACT	2,963	3,360	3,000
50221	EXPENDITURES			70,000
	STREET IMPACT - ENDING BALANCE	\$ 68,569	\$ 68,558	\$ 3,902
TOTAL CIP FUND		\$ 253,614	\$ 266,573	\$ 17,060

City Departments





**City of
Garden Ridge
Texas**

ADMINISTRATION

9400 Municipal Parkway
Garden Ridge TX 78266
210-651-6632

www.ci.garden-ridge.tx.us

ADMINISTRATIVE		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
52012	GROSS PAYROLL	359,115	342,898	342,898	358,237	15,339	3% COLA + 3-5% Positional Increases
52013	OVERTIME	1,302	2,110	2,103	2,232	129	
52018	CERTIFICATION	900	2,070	2,250	2,250	0	
52019	LONGEVITY	2,122	1,650	1,650	2,040	390	
52014	FICA	22,283	22,028	22,039	23,067	1,028	
52016	MEDICARE	5,211	5,152	5,155	5,395	240	
52017	SUI TAXES	400	381	855	855	0	
52015	WORKERS COMP INSURANCE	5,850	8,284	8,207	8,617	410	
52020	HEALTH/DENTAL/VISION INS	37,447	37,515	37,515	40,761	3,246	
52022	VEHICLE ALLOWANCE	2,712	4,500	4,500	4,500	0	
52023	LIFE INS	4,326	3,265	3,265	3,537	272	
52025	RETIREMENT-ER SHARE	32,592	31,976	31,991	33,483	1,492	
TOTAL PERSONNEL SERVICES		474,260	461,829	462,428	484,974	22,546	
<u>PROFESSIONAL SERVICES</u>							
52104	ATTORNEY	46,532	61,000	61,000	61,000	0	Return to Average Code Enforcement Partnership w/ Selma
52106	ENGINEER	74,551	75,000	155,000	80,000	(75,000)	
	CONSULTANT/PROFESSIONAL						
52407	SVCS	28,668	5,000	27,000	42,000	15,000	
52108	INSPECTORS	36,725	47,000	47,000	47,000	0	
52122	TAX APPRAISAL FEES	28,376	30,525	28,705	30,430	1,725	
52124	TAX COLLECTION FEES	309	380	433	500	67	
52120	AUDITING FEES	13,500	14,175	13,500	14,175	675	
TOTAL PROFESSIONAL SERVICES		228,661	233,080	332,638	275,105	(57,533)	
<u>CITY SUPPORT SERVICES</u>							
52224	COUNCIL EVENTS	4,878	4,000	6,000	6,000	0	
52215	SPECIAL EVENTS	5,235	6,000	6,000	6,000	0	
52223	SPECIAL EVENTS DONATIONS	2,550	0	5,200	3,000	(2,200)	
52219	BRICK PROGRAM EXPENSE	875	1,000	1,000	1,000	0	
TOTAL CITY SUPPORT SERVICES		13,537	11,000	18,200	16,000	(2,200)	
<u>STAFF SUPPORT</u>							
52200	TRAINING/TRAVEL/SEMINARS	7,811	13,000	13,000	13,000	0	
52213	MEMBERSHIPS/DUES	10,415	10,707	10,707	10,707	0	
52225	MISCELLANEOUS	9,679	10,000	10,000	10,000	0	
TOTAL STAFF SUPPORT		27,904	33,707	33,707	33,707	0	
<u>OPERATIONAL SUPPORT</u>							
52201	COMPUTER HARD & SOFTWARE	69,978	76,308	76,308	78,000	1,692	Final Codification Expenses
52204	COPIER/PRINTER LEASE	10,097	11,600	11,600	11,600	0	
52206	POSTAGE	2,282	3,400	3,400	3,400	0	
52208	PRINTING	0	1,200	1,200	1,200	0	
52214	SUPPLIES	7,304	7,000	7,000	7,000	0	
52302	GENERAL LIABILITY INS	4,230	7,910	4,015	4,216	201	
52308	E&O LIAB INS	2,731	4,752	4,745	4,982	237	
52310	PROPERTY INS	19,589	21,548	21,560	22,638	1,078	

ADMINISTRATIVE		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
52210	LEGAL NOTICES	4,298	6,000	12,000	12,000	0	
52105	LEGAL SETTLEMENTS	10,000	0	0	0	0	
52203	WEBPAGE	4,677	4,977	4,977	4,977	0	
52110	CR CARD PROC FEES	10,475	9,600	11,200	11,200	0	
52111	PAYROLL PROC FEES	95	150	250	250	0	
52116	CUSTODIAL/JANITORIAL	8,285	10,000	8,000	8,000	0	
52218	ELECTIONS	6,620	6,000	6,000	12,000	6,000	Increase in Election Costs
52615	BAD DEBT	300	1,000	300	300	0	
TOTAL OPERATIONAL SUPPORT		160,962	171,445	172,555	181,763	9,208	
UTILITY SERVICES							
52202	TELEPHONE	3,736	3,500	3,800	4,955	1,155	
52211	UTILITIES	44,382	52,500	48,000	48,000	0	
TOTAL UTILITY SERVICES		48,118	56,000	51,800	52,955	1,155	
MAINTENANCE SERVICES							
52670	CITY HALL - CHAMBERS STREAMING	46,069	0	0	10,000	10,000	Updates to Council Streaming Technology
TOTAL MAINTENANCE SERVICES		46,069	0	0	10,000	10,000	
TOTAL ADMINISTRATIVE		999,512	967,060	1,071,328	1,054,504	(16,824)	



**City of
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Texas**

MUNICIPAL COURT

9400 Municipal Parkway
Garden Ridge TX 78266
210-651-6632

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COURT		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
53012	GROSS PAYROLL	47,973	71,991	72,011	66,913	(5,098)	3% COLA + 3% DEPT
53013	OVERTIME	3,094	4,959	4,768	4,613	(155)	
53018	CERTIFICATION	577	900	700	700	0	
53019	LONGEVITY	888	120	150	270	120	
53014	FICA	3,143	4,838	4,815	4,512	(303)	
53016	MEDICARE	735	1,132	1,127	1,056	(71)	
53017	SUI	63	117	171	171	0	
53015	WORKERS COMP INS	230	276	276	289	14	
53020	HEALTH/DENTAL/VISION INS	8,396	11,543	8,769	12,542	3,773	
53023	LIFE INSURANCE	416	630	630	685	55	
53025	RETIREMENT-ER SHARE	4,483	7,023	6,990	6,549	(441)	
TOTAL PERSONNEL SERVICES		69,998	103,529	100,407	98,300	(2,106)	
<u>PROFESSIONAL SERVICES</u>							
53135	PROSECUTOR FEES	7,200	8,400	8,400	8,400	0	
53136	JUDGE FEES	8,400	9,800	9,800	9,800	0	
TOTAL PROFESSIONAL SERVICES		15,600	18,200	18,200	18,200	0	
<u>STAFF SUPPORT</u>							
53200	TRAINING/TRAVEL/SEMINARS	400	1,000	400	400	0	
53213	MEMBERSHIP/DUES/LICENSES	110	450	130	130	0	
53214	SUPPLIES	976	850	850	850	0	
TOTAL STAFF SUPPORT		1,486	2,300	1,380	1,380	0	
<u>OPERATIONAL SUPPORT</u>							
53202	TELEPHONE	152	0	360	600	240	
53206	POSTAGE	1,282	1,495	1,200	1,200	0	
53208	PRINTING	0	200	340	340	0	
53226	JURY TRIAL FEES	0	500	500	500	0	
53602	COMPUTER HARD & SOFTWARE	6,418	10,700	10,700	14,100	3,400	REALLOCATED SOFTWARES SHARED WITH PD
53605	COURT SECURITY EXP	1,252	1,244	1,244	1,244	0	
53606	COLLECTION AGENCY FEES	2,454	2,000	5,500	5,500	0	
TOTAL OPERATIONAL SUPPORT		11,558	16,139	19,844	23,284	3,640	
TOTAL COURT		98,643	140,168	139,831	141,364	1,534	



**City of
Garden Ridge
Texas**

POLICE DEPARTMENT

9400 Municipal Parkway
Garden Ridge TX 78266
210-651-6632

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POLICE DEPARTMENT		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
54012	GROSS PAYROLL	1,022,892	1,270,764	1,054,338	1,240,001	185,663	3% COLA
54013	OVERTIME	41,600	47,428	55,725	46,094	(9,631)	
54018	CERTIFICATION	12,383	13,800	13,200	13,200	0	
54022	FTO PAY	3,075	3,000	4,500	4,500	0	
54019	LONGEVITY	9,628	12,120	9,360	9,600	240	
54014	FICA	64,974	84,861	71,748	82,729	10,981	
54016	MEDICARE	15,195	19,847	16,780	19,348	2,568	
54017	SUI	944	1,872	2,736	2,736	0	
54015	WORKERS COMP INS	26,212	33,034	33,034	34,686	1,652	
54020	HEALTH/DENTAL/VISION INS	136,617	167,372	136,976	188,124	51,148	
54023	LIFE INSURANCE	10,277	12,647	12,647	13,702	1,055	
54025	RETIREMENT ER SHARE	92,930	120,070	102,353	120,087	17,734	
TOTAL PERSONNEL SERVICES		1,436,728	1,786,815	1,513,397	1,774,807	261,410	
<u>CITY SUPPORT SERVICES</u>							
54221	COMMUNITY POLICING	1,592	2,500	2,500	2,500	0	
54222	NATIONAL NIGHT OUT	433	500	500	500	0	
TOTAL CITY SUPPORT SERVICES		2,025	3,000	3,000	3,000	0	
<u>STAFF SUPPORT</u>							
54118	UNIFORMS	7,387	11,500	18,000	18,000	0	NEW EMPLOYEES
54200	TRAINING/TRAVEL/SEMINARS	8,812	9,400	9,400	9,400	0	
54199	LEADERSHIP DEVELOPMENT	2,186	2,000	2,000	4,000	2,000	
54213	MEMBERSHIP/DUES/LICENSES	865	700	700	700	0	
54223	PHYSICAL EXAMS	1,186	1,000	1,000	3,000	2,000	
54601	DONATION EXPENDITURES	1,799	0	1,800	500	(1,300)	
54605	LEOS/TRNG	1,158	2,720	2,720	6,000	3,280	
TOTAL STAFF SUPPORT		23,393	27,320	35,620	41,600	5,980	
<u>OPERATIONAL SUPPORT</u>							
COMPUTER HARD &							
54201	SOFTWARE	31,348	37,800	37,800	35,800	(2,000)	
54205	RANGE SUPPLIES	2,993	3,000	5,000	5,000	0	
54206	POSTAGE	576	575	575	575	0	
54208	PRINTING	457	500	500	500	0	
54214	SUPPLIES	6,086	7,000	7,000	7,000	0	
54215	INVESTIGATION EXPENSES	2,400	3,000	3,000	3,000	0	
54302	LAW ENFORC LIABILITY	14,888	11,226	10,800	11,340	540	
54304	AUTOMOBILE INSURANCE	5,518	7,615	7,300	7,884	584	
TOTAL OPERATIONAL SUPPORT		64,267	70,716	71,975	71,099	(876)	
<u>UTILITY SERVICES</u>							
54202	TELEPHONE	9,232	8,500	8,500	9,400	900	
54217	GASOLINE	21,392	32,000	32,000	32,000	0	
TOTAL UTILITY SERVICES		30,624	40,500	40,500	40,500	900	

POLICE DEPARTMENT		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
<u>MAINTENANCE SERVICES</u>							
54203	RADIO REPAIR	3,940	2,500	2,500	2,500	0	
54212	EQUIPMENT/MAINTENANCE	5,157	5,000	5,000	5,000	0	
54220	VEHICLE MAINT./REPAIRS	30,601	30,000	38,000	38,000	0	
TOTAL MAINTENANCE SERVICES		39,698	37,500	45,500	45,500	0	
<u>OPERATING EQUIPMENT</u>							
54140	EQUIPMENT LEASES	5,802	5,700	5,700	5,700	0	
TOTAL OPERATING EQUIPMENT		5,802	5,700	5,700	5,700	0	
TOTAL POLICE DEPARTMENT		1,602,536	1,971,551	1,715,692	1,983,106	267,414	



**City of
Garden Ridge
Texas**

PUBLIC WORKS

9400 Municipal Parkway
Garden Ridge TX 78266
210-651-6632

www.ci.garden-ridge.tx.us

PUBLIC WORKS DEPARTMENT		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
55012	GROSS PAYROLL	313,948	338,776	336,488	346,651	10,163	3% COLA
55013	OVERTIME	18,780	24,354	24,463	24,847	384	
55018	CERTIFICATION	2,700	4,200	3,900	3,900	0	
55019	LONGEVITY	7,609	8,220	8,220	8,760	540	
55014	FICA	19,457	23,430	23,276	24,051	775	
55016	MEDICARE	4,550	5,480	5,444	5,625	181	
55017	SUI	378	644	1,026	1,026	0	
55015	WORKERS COMP INS	3,720	5,292	5,292	5,557	265	
55020	HEALTH/VISION/DENTAL INS	59,833	63,486	63,486	68,979	5,493	
55023	LIFE INS	3,586	3,879	3,879	4,221	342	
55025	RETIREMENT-ER SHARE	29,664	34,011	33,787	34,912	1,125	
TOTAL PERSONNEL SERVICES		464,225	511,772	509,261	528,529	19,268	
<u>CITY SUPPORT SERVICES</u>							
55224	OAK WILT PROGRAM	0	0	0	12,000	12,000	
55246	PARKS DONATION EXPENDITURES	0	0	7,000	0	(7,000)	
55229	ANIMAL SERVICES	13,412	12,000	16,000	14,000	(2,000)	
55601	PET DONATION EXPENSES	0	0	2,250	0	(2,250)	
55236	CONTINGENCY	2,150	3,000	3,000	3,000	0	
TOTAL CITY SUPPORT SERVICES		15,562	15,000	28,250	29,000	750	
<u>STAFF SUPPORT</u>							
55215	MEMBERSHIP/DUES/LICENSES	302	500	500	500	0	
55118	UNIFORMS	4,534	3,000	5,000	5,000	0	
55200	TRAINING/TRAVEL/SEMINARS	2,115	3,000	3,000	3,000	0	
55223	PHYSICAL EXAMS	338	150	500	500	0	
TOTAL STAFF SUPPORT		7,290	6,650	9,000	9,000	0	
<u>OPERATIONAL SUPPORT</u>							
55201	COMPUTER HARD & SOFTWARE	5,519	6,306	6,306	6,530	224	
55214	SUPPLIES	7,711	7,000	7,000	7,000	0	
55248	SURVEILLANCE CONNECTIVITY	1,206	1,320	1,640	1,640	0	
55238	OPERATIONAL MATERIALS	1,387	7,000	7,000	7,000	0	
55304	AUTOMOBILE INS	5,569	7,685	6,000	6,300	300	
TOTAL OPERATIONAL SUPPORT		21,392	29,311	27,946	28,470	524	
<u>UTILITY SERVICES</u>							
55202	TELEPHONE	4,633	4,800	4,800	4,800	0	
55211	UTILITIES	13,788	13,000	14,000	14,000	0	
55217	GASOLINE	12,049	16,000	16,000	16,000	0	
55231	PARK/ISLAND ELECTRIC	1,454	1,800	1,800	1,800	0	
55232	LANDSCAPE WATERING	2,876	3,000	4,000	3,000	(1,000)	
TOTAL UTILITY SERVICES		34,801	38,600	40,600	39,600	(1,000)	
<u>MAINTENANCE SERVICES</u>							
55227	BLDG/FACILITY MAINTENANCE	82,790	38,000	44,000	44,000	0	
55228	GROUND MAINTENANCE	11,993	13,000	21,000	13,000	(8,000)	
55247	CITY FACILITY-LANDSCAPE PROJECT	0	1,500	1,500	1,500	0	
55213	CITY FACILITY-HEATING/AC MAINT	29,759	24,500	35,000	35,000	0	
55234	FORMER CITY COMPLEX	4,621	7,000	15,000	7,000	(8,000)	
55212	EQUIPMENT & MAINTENANCE	20,774	20,000	20,000	20,000	0	
55220	VEHICLE MAINT/REPAIRS	23,177	20,000	20,000	20,000	0	

		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
PUBLIC WORKS DEPARTMENT							
55230	PARK/RECREATIONS	17,115	20,000	20,000	20,000	0	
55233	SIGN MAINTENANCE	8,034	9,000	9,000	9,000	0	
55702	STREET IMPROVEMENT	16,184	18,000	18,000	18,000	0	
55704	CULVERT MAINTENANCE/MS4	8,249	9,000	9,000	9,000	0	
TOTAL MAINTENANCE SERVICES		222,697	180,000	212,500	196,500	(16,000)	
<u>OPERATING EQUIPMENT</u>							
55216	EQUIPMENT RENTAL	1,720	4,000	4,000	4,000	0	
55240	SMALL HAND TOOLS	1,303	2,000	2,000	2,000	0	
TOTAL OPERATING EQUIPMENT		3,024	6,000	6,000	6,000	0	
TOTAL PUBLIC WORKS DEPARTMENT		768,990	787,333	833,557	838,509	4,952	



**City of
Garden Ridge
Texas**

**COMMUNITY & EVENT
CENTER**

9400 Municipal Parkway
Garden Ridge TX 78266
210-651-6632

www.ci.garden-ridge.tx.us

COMMUNITY & EVENT CENTER		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
56012	GROSS PAYROLL	3,890	5,625	2,813	2,813	0	
56014	FICA	231	349	175	175	0	
56016	MEDICARE	54	82	41	41	0	
56025	RETIREMENT-ER SHARE	344	507	254	254	0	
TOTAL PERSONNEL SERVICES		4,520	6,563	3,283	3,283	0	
<u>PROFESSIONAL SERVICES</u>							
56050	MANAGER FEES	33,163	38,000	38,000	38,000	0	
56603	MARKETING			1,500	1,500	0	
56604	MEMBERSHIPS			210	300	90	
TOTAL PROFESSIONAL SERVICES		33,163	38,000	39,710	39,800	90	
<u>OPERATIONAL SUPPORT</u>							
56214	SUPPLIES	2,780	3,000	5,000	3,000	(2,000)	
56410	EQUIPMENT	2,821	6,000	6,000	2,000	(4,000)	
56605	MISCELLANEOUS			2,600	2,000	(600)	
TOTAL OPERATIONAL SUPPORT		5,601	9,000	13,600	7,000	(6,600)	
<u>UTILITY SERVICES</u>							
56201	COMPUTER HARD & SOFTWARE	1,689	1,680	7,000	7,800	800	
56202	TELEPHONE	600	600	600	600	0	
56211	UTILITIES	10,882	12,000	12,000	12,000	0	
TOTAL UTILITY SERVICES		13,171	14,280	19,600	20,400	800	
<u>MAINTENANCE SERVICES</u>							
56212	MAINTENANCE	5,800	7,000	10,000	7,000	(3,000)	
56216	COMMUNITY CENTER CLEANING	6,955	8,200	9,070	9,200	130	
TOTAL MAINTENANCE SERVICES		12,755	15,200	19,070	16,200	(2,870)	
TOTAL COMMUNITY CENTER		69,209	83,043	95,263	86,683	(8,580)	



**City of
Garden Ridge
Texas**

LIBRARY

9400 Municipal Parkway
Garden Ridge TX 78266
210-651-6632

www.ci.garden-ridge.tx.us

LIBRARY		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
57012	GROSS PAYROLL	114,818	123,700	123,700	127,411	3,711	3% COLA
57013	OVERTIME	818	0	0	0	0	
57019	LONGEVITY	840	840	840	1,440	600	
57014	FICA	6,677	7,759	7,759	8,045	286	
57016	MEDICARE	1,562	1,815	1,815	1,882	67	
57017	SUI	126	234	342	342	0	
57020	HEALTH/VISION/DENTAL INS	11,204	11,543	11,543	12,542	999	
57023	LIFE INS	1,242	1,539	1,539	1,668	129	
57025	RETIREMENT-ER SHARE	10,027	11,263	11,263	11,678	415	
TOTAL PERSONNEL SERVICES		147,313	158,693	158,801	165,008	6,207	
<u>CITY SUPPORT SERVICES</u>							
57215	SPECIAL EVENTS	1,743	2,500	2,500	3,000	500	DEPARTMENT REQUESTED
57221	CHILDREN'S ACTIVITIES	2,000	2,000	2,000	2,000	0	
TOTAL CITY SUPPORT SERVICES		3,744	4,500	4,500	5,000	500	
<u>STAFF SUPPORT</u>							
57200	TRAINING/TRAVEL/SEMINARS	0	500	500	500	0	
57213	MEMBERSHIP/DUES	468	690	690	740	50	
TOTAL STAFF SUPPORT		468	1,190	1,190	1,240	50	
<u>OPERATIONAL SUPPORT</u>							
57214	SUPPLIES	1,241	1,000	1,000	1,000	0	
57216	COMPUTER HARD & SOFTWARE	4,811	7,150	7,150	6,528	(622)	
57218	LIBRARY MATERIALS-BOOKS	2,997	4,000	4,000	4,500	500	DEPARTMENT REQUESTED
57219	POSTAGE	250	345	345	345	0	
57220	PRINTING	0	100	100	100	0	
57601	DONATION EXPENDITURES	9,711	5,000	5,000	10,000	5,000	POTENTIAL DONATION EXPENDITURES
57602	LIBRARY GRANTS	0	0	0	0	0	
57603	EBOOK EXPENDITURES	3,500	4,500	4,500	5,000	500	DEPARTMENT REQUESTED
TOTAL OPERATIONAL SUPPORT		22,509	22,095	22,095	27,473	5,378	
<u>UTILITY SERVICES</u>							
57202	TELEPHONE	959	1,400	1,780	2,080	300	
TOTAL UTILITY SERVICES		959	1,400	1,780	1,780	0	
TOTAL LIBRARY		174,993	187,878	188,366	200,801	12,435	



City of
Garden Ridge
Texas

**GENERAL FUND CAPITAL
EXPENDITURES**

9400 Municipal Parkway
Garden Ridge TX 78266
210-651-6632

www.ci.garden-ridge.tx.us

General Fund Capital Expenditures

CAPITAL EXPENDITURES	FY 2027 BUDGET	FY 2027 BUDGET NOTES
Police	70,000	Purchase and Outfit a New Police Unit
Police	25,000	Purchase of 1/2 Unmarked PD Unit
Public Works	60,000	PW Facilities Enhancements
Public Works	100,000	Street Improvement Projects
Community Center	20,000	HVAC Replacement
Loan to Water	560,000	Vista Ridge Tie-In Project
Loan to Water	350,000	Schertz/Garden Ridge Sewer Interconnect
TOTAL CAPITAL EXPENDITURES	1,185,000	

City of
Garden Ridge
Texas

Fiscal Year

2027

Budget

UTILITIES

9400 Municipal Parkway
Garden Ridge TX 78266
210-651-6632

www.ci.garden-ridge.tx.us

WATER FUND		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
<u>PERSONNEL SERVICES</u>							
70012	GROSS PAYROLL	448,161	508,006	508,006	542,677	34,671	3% COLA & Department Modifications
70013	OVERTIME	15,014	18,353	24,103	25,877	1,774	
70018	CERTIFICATION	2,357	2,170	2,750	2,750	0	
70019	LONGEVITY	3,897	4,830	4,830	5,520	690	
70014	FICA	27,305	33,380	33,735	36,133	2,398	
70016	MEDICARE	6,386	7,807	7,890	8,451	561	
70017	SUI	458	849	855	855	0	
70015	WORKERS COMP INS	5,785	7,055	7,055	7,408	353	
70020	HEALTH/DENTAL/VISION INS	68,922	77,915	77,915	90,927	13,012	
70022	VEHICLE ALLOWANCE	288	1,500	1,500	1,500	0	
70023	LIFE INS	4,884	5,859	5,859	6,370	511	
70025	RETIREMENT-ER SHARE	45,104	48,455	48,971	52,450	3,479	
TOTAL PERSONNEL SERVICES		628,561	716,179	723,469	780,918	57,449	
<u>PROFESSIONAL SERVICES</u>							
70104	ATTORNEY	476	2,000	17,000	17,000	0	Ongoing Projects from CIP
70106	ENGINEER	42,284	83,000	93,000	100,000	7,000	
70107	PROFESSIONAL SERVICES			20,000	6,000	(14,000)	
70120	AUDITING FEES	13,500	14,175	13,500	13,500	0	
70409	WATER RATE ANALYSIS	0	30,000	30,000	35,000	5,000	
TOTAL PROFESSIONAL SERVICES		56,260	129,175	173,500	171,500	(2,000)	
<u>STAFF SUPPORT</u>							
70200	TRAINING/TRAVEL/SEMINARS	9,345	9,000	9,000	9,000	0	
70118	UNIFORMS	2,658	4,000	4,000	4,000	0	
70213	MEMBERSHIP/DUES/LICENSES	473	1,300	1,300	1,300	0	
70225	MISCELLANEOUS	914	1,400	2,000	2,000	0	
TOTAL STAFF SUPPORT		13,391	15,700	16,300	16,300	0	
<u>OPERATIONAL SUPPORT</u>							
70302	GENERAL LIABILITY INS	1,730	3,235	4,100	4,305	205	Increase in Subscription Services
70304	AUTOMOBILE INS	5,569	7,631	4,000	2,000	(2,000)	
70308	E&O LIABILITY INS	2,731	4,752	4,752	4,990	238	
70310	PROPERTY INS	19,589	21,549	21,600	22,680	1,080	
70201	COMPUTER HARD & SOFTWARE	63,916	81,000	81,000	83,897	2,897	
70160	FRANCHISE FEE TO CITY CREDIT CARD PROCESSING	67,500	67,500	67,500	67,500	0	
70110	FEES	10,701	11,000	15,000	15,000	0	
70210	PAYROLL PROCESSING FEES	95	150	150	150	0	
70116	CUSTODIAL/JANITORIAL	2,917	2,784	2,784	3,000	216	
70242	PUBLIC EDUCATION	0	300	300	300	0	
70202	TELEPHONE	7,340	9,536	9,536	12,341	2,805	
70204	WEBPAGE	4,677	4,977	4,977	4,977	0	
70206	POSTAGE	11,966	11,975	11,975	11,975	0	
70208	PRINTING	0	1,000	1,000	1,000	0	
70214	SUPPLIES	4,417	5,000	5,000	5,000	0	
70801	BAD DEBT	1,496	2,000	2,000	2,000	0	
70226	COPIER/PRINTER LEASE	10,097	10,500	10,500	10,500	0	
TOTAL OPERATIONAL SUPPORT		214,742	244,889	246,174	251,615	5,441	

WATER FUND		FY 2025 AUDIT	FY 2026 BUDGET	FY 2026 AMENDED BUDGET	FY 2027 BUDGET	VARIANCE FY27 TO FY26 AMENDED BUDGET	FY 2027 BUDGET NOTES
<u>DISTRIBUTION SERVICES</u>							
70211	UTILITIES	183,165	170,000	170,000	170,000	0	
70237	CHEMICALS	14,850	12,000	12,000	12,000	0	
70217	GASOLINE	10,171	10,000	12,000	12,000	0	
TOTAL DISTRIBUTION SERVICES		208,186	192,000	194,000	194,000	0	
<u>MAINTENANCE SERVICES</u>							
70219	SMALL HAND TOOLS	120	1,000	1,000	1,000	0	
70212	EQUIPMENT/MAINTENANCE	15,829	17,000	17,000	25,000	8,000	Lawn Mower & Handheld Radios
70220	VEHICLE MAINT/REPAIRS	7,676	12,000	12,000	12,000	0	
70216	EQUIPMENT RENTAL	0	2,000	2,000	2,000	0	
DISTRIBUTION MAINT &							
70239	REPAIRS	0	20,000	20,000	20,000	0	
PLANT/OPS - MAINT &							
70238	REPAIRS	56,430	61,597	71,597	80,000	8,403	Continuous Chlorine Monitor for Municipal Well-site
70236	CONTINGENCY	679	2,000	2,000	2,000	0	
TOTAL MAINTENANCE SERVICES		80,734	115,597	125,597	142,000	16,403	
<u>COMPLIANCE SERVICES</u>							
70240	TCEQ REQUIRED TESTING	8,400	12,000	12,000	12,000	0	
70241	EAA MGMT FEES	58,823	59,000	63,400	63,400	0	
70244	TRINITY GWCD FEE	9,197	15,000	15,000	15,000	0	
TOTAL COMPLIANCE SERVICES		76,420	86,000	90,400	90,400	0	
<u>DEBT SERVICE</u>							
70803	PRINCIPAL ON DEBT SVC	505,600	526,400	526,400	542,100	15,700	
70227	INTEREST ON DEBT SVC	154,826	138,695	138,695	121,334	(17,361)	
70802	AGENT FEES	1,502	1,502	1,502	1,502	0	
70126	PRINCIPAL SIB LOAN (TXDOT)	40,000	40,000	40,000	40,000	0	
70227	INTEREST SIB LOAN (TXDOT)	6,499	5,963	5,963	5,427	(536)	
TOTAL DEBT SERVICE		652,548	712,560	712,560	710,363	(2,197)	
<u>CAPITAL EXPENDITURES</u>							
70400	CAPITAL EXPENDITURES	0	240,000	185,000	0	(185,000)	
70400	CAPITAL EXPENDITURES	0	43,000	43,000	350,000	307,000	SEWER INTERCONNECT PROJECT
70400	CAPITAL EXPENDITURES	0	660,000	65,000	560,000	495,000	VISTA RIDGE TIE-IN
TOTAL CAPITAL OUTLAY		0	943,000	293,000	910,000	617,000	
TOTAL WATER COMPANY		1,930,841	3,155,100	2,575,000	3,267,095	692,095	

Debt



Government Wide Debt

Bond Series 2012 - 56% General Fund – 44% Water Fund

PMT DATE	PRINCIPLE	INTEREST	TTL P+I	FY ENDING 9/30 DEBT SERVICE	FY 9/30 BOND PRINCIPLE BALANCE
BOND PRINCIPLE					5,985,000
2/15/2026	355,000	42,831	397,831		2,365,000
8/15/2026		37,506	37,506	435,337	2,365,000
2/15/2027	365,000	37,506	402,506		2,000,000
8/15/2027		32,031	32,031	434,537	2,000,000
2/15/2028	375,000	32,031	407,031		1,625,000
8/15/2028		26,406	26,406	433,437	1,625,000
2/15/2029	385,000	26,406	411,406		1,240,000
8/15/2029		20,150	20,150	431,556	1,240,000
2/15/2030	400,000	20,150	420,150		840,000
8/15/2030		13,650	13,650	433,800	840,000
2/15/2031	415,000	13,650	428,650		425,000
8/16/2031		6,906	6,906	435,556	425,000
2/16/2032	425,000	6,906	431,906	431,906	0
TOTALS	5,985,000	2,058,344	8,043,344	8,043,344	0

Bond Series 2012R – 100% General Fund

Paid in Full as of FY 2025

Bond Series 2015 – 58% General Fund – 42% Water

PMT DATE	PRINCIPLE	INTEREST	TTL P+I	FY ENDING 9/30 DEBT SERVICE	FY 9/30 BOND PRINCIPLE BALANCE
BOND PRINCIPLE					6,275,000
2/15/2026	310,000	75,000	385,000		3,440,000
8/15/2026		68,800	68,800	453,800	3,440,000
2/15/2027	325,000	68,800	393,800		3,115,000
8/15/2027		62,300	62,300	456,100	3,115,000
2/15/2028	340,000	62,300	402,300		2,775,000
8/15/2028		55,500	55,500	457,800	2,775,000
2/15/2029	350,000	55,500	405,500		2,425,000
8/15/2029		48,500	48,500	454,000	2,425,000
2/15/2030	365,000	48,500	413,500		2,060,000
8/15/2030		41,200	41,200	454,700	2,060,000
2/15/2031	380,000	41,200	421,200		1,680,000
8/15/2031		33,600	33,600	454,800	1,680,000
2/15/2032	395,000	33,600	428,600		1,285,000
8/15/2032		25,700	25,700	454,300	1,285,000
2/15/2033	410,000	25,700	435,700		875,000
8/15/2033		17,500	17,500	453,200	875,000
2/15/2034	430,000	17,500	447,500		445,000
8/15/2034		8,900	8,900	456,400	445,000
2/15/2035	445,000	8,900	453,900	453,900	0
TOTALS	6,275,000	2,690,969	8,965,969	8,965,969	0

Bond Series 2017 – 100% Water

PMT DATE	PRINCIPLE	INTEREST	TTL P+I	FY ENDING 9/30 DEBT SERVICE	FY 9/30 BOND PRINCIPLE BALANCE
BOND PRINCIPLE					2,620,000
2/15/2026	240,000	23,275	263,275		1,045,000
8/15/2026		19,675	19,675	282,950	1,045,000
2/15/2027	245,000	19,675	264,675		800,000
8/15/2027		16,000	16,000	280,675	800,000
2/15/2028	255,000	16,000	271,000		545,000
8/15/2028		10,900	10,900	281,900	545,000
2/15/2029	265,000	10,900	275,900		280,000
8/15/2029		5,600	5,600	281,500	280,000
2/15/2030	280,000	5,600	285,600	285,600	0
TOTALS	2,620,000	680,058	3,300,058	3,300,058	0

SIB Loan – 100% Water

PMT DATE	PRINCIPLE	INTEREST	TTL P+I	FY ENDING 09/30 DEBT SERVICE	FY 9/30 BOND PRINCIPLE BALANCE
BOND PRINCIPLE					620,000
2/15/2026	40,000.00	3,115.50	43,115.50		425,000
8/15/2026	-	2,847.50	2,847.50	45,963.00	425,000
2/15/2027	40,000.00	2,847.50	42,847.50		385,000
8/15/2027	-	2,579.50	2,579.50	45,427.00	385,000
2/16/2028	40,000.00	2,579.50	42,579.50		345,000
8/15/2028	-	2,311.50	2,311.50	44,891.00	345,000
2/15/2029	40,000.00	2,311.50	42,311.50		305,000
8/15/2029	-	2,043.50	2,043.50	44,355.00	305,000
2/15/2030	40,000.00	2,043.50	42,043.50		265,000
8/15/2030	-	1,775.50	1,775.50	43,819.00	265,000
2/15/2031	40,000.00	1,775.50	41,775.50		225,000
8/15/2031	-	1,507.50	1,507.50	43,283.00	225,000
2/16/2032	45,000.00	1,507.50	46,507.50		180,000
8/15/2032	-	1,206.00	1,206.00	47,713.50	180,000
2/15/2033	45,000.00	1,206.00	46,206.00		135,000
8/15/2033	-	904.50	904.50	47,110.50	135,000
2/15/2034	45,000.00	904.50	45,904.50		90,000
8/16/2034	-	603.00	603.00	46,507.50	90,000
2/16/2035	45,000.00	603.00	45,603.00		45,000
8/16/2035	-	301.50	301.50	45,904.50	45,000
2/16/2036	45,000.00	301.50	45,301.50	45,301.50	0
TOTALS	620,000.00	53,419.10	673,419.10	673,419.10	0

FY 2027 Debt Obligations

FY 2027 General Fund Debt Payments - Bonds

GOVERNMENTAL				
PMT DATE	Principle	Interest	Total Pmt	Annual Total
2/15/2027	392,900	60,907	453,807	
8/15/2027	0	54,071	54,071	507,879

FY 2027 Water Fund Debt Payments - Bonds

PROPRIETARY				
PMT DATE	Principle	Interest	Total Pmt	Annual Total
2/15/2027	542,100	65,074	607,174	
8/15/2027	0	56,260	56,260	663,433

FY 2027 Water Fund Debt Payments – SIB Loan

PROPRIETARY				
PMT DATE	Principle	Interest	Total Pmt	Annual Total
2/15/2027	40,000.00	2,847.50	42,847.50	
8/15/2027	0	2,579.50	2,579.50	45,427.00

Documents & Property Tax Calculations / Worksheets



Financial Policies

Link to [Investment Policy Ordinance 88 ↗](#)

Link to [Audits, Budgets, & Monthly Reports ↗](#)

Link to [Tax Rates ↗](#)

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TX 78130

JEFFREY J. BOOKER
CHIEF APPRAISER

STATE OF TEXAS
COUNTY OF COMAL

PROPERTY TAX CODE, SECTION 26.01 (a)

CERTIFICATION OF APPRAISAL ROLL FOR: CITY OF GARDEN RIDGE

I, Jeffrey J. Booker, Chief Appraiser of the Comal Appraisal District, do solemnly swear that I have made or caused to be made a diligent inquiry to ascertain all property in the district subject to appraisal by me and that I have included in the records all property I am aware of, at an appraised value determined as required by law. I, Jeffrey J. Booker, do hereby certify the following values are true and correct to the best of my knowledge:

2026 Taxable Value	\$1,077,193,015
2026 Taxable Value Under Protest	\$208,598,204
2026 Estimate of Taxable Value of Protests	\$195,981,387
After Completion per § 26.01(c)	
2026 Certified Taxable Value Excluding Protests	\$868,594,811

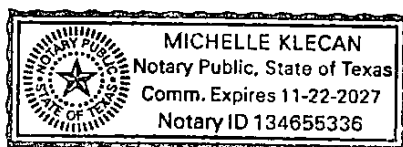
The above values should be used in accordance with the TNT process to calculate the 2026 tax rate. You may receive a supplemental roll later with additional value remaining after the Appraisal Review Board completes its hearings.

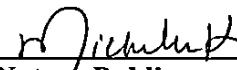
Please remember that the certified values are subject to change resulting from Appraisal Review Board action, correction of clerical errors, and granting of late homestead exemptions.

Approval of the appraisal records by the Comal Appraisal Review Board has not yet occurred.


Jeffrey J. Booker
Chief Appraiser

Sworn to and subscribed before me this 22nd day of July 2026.




Notary Public County of Comal

2026 CERTIFIED TOTALS

Property Count: 1,800

CGR - CITY OF GARDEN RIDGE
ARB Approved Totals

7/21/2026

1:01:26PM

Land		Value			
Homesite:		219,591,070			
Non Homesite:		69,327,507			
Ag Market:		23,877,779			
Timber Market:		0	Total Land	(+)	312,796,356
Improvement		Value			
Homesite:		706,452,304			
Non Homesite:		94,577,245	Total Improvements	(+)	801,029,549
Non Real		Count	Value		
Personal Property:	214		106,954,750		
Mineral Property:	1		2,803,220		
Autos:	1		35,250	Total Non Real	(+)
				Market Value	=
					1,223,619,125
Ag	Non Exempt	Exempt			
Total Productivity Market:	23,877,779	0			
Ag Use:	84,244	0	Productivity Loss	(-)	23,793,535
Timber Use:	0	0	Appraised Value	=	1,199,825,590
Productivity Loss:	23,793,535	0			
			Homestead Cap	(-)	2,650,007
			23.231 Cap	(-)	1,117,125
			Assessed Value	=	1,196,058,458
			Total Exemptions Amount (Breakdown on Next Page)	(-)	327,463,647
			Net Taxable	=	868,594,811

APPROXIMATE TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
 2,140,478.19 = 868,594,811 * (0.246430 / 100)

Certified Estimate of Market Value: 1,223,619,125
 Certified Estimate of Taxable Value: 868,594,811

Tax Increment Finance Value: 0
 Tax Increment Finance Levy: 0.00

2026 CERTIFIED TOTALS

Property Count: 1,800

CGR - CITY OF GARDEN RIDGE
ARB Approved Totals

7/21/2026

1:02:28PM

Exemption Breakdown

Exemption	Count	Local	State	Total
145B	166	0	4,030,240	4,030,240
145D	25	0	531,980	531,980
145D1	9	0	812,710	812,710
DV1	15	0	145,000	145,000
DV1S	2	0	5,000	5,000
DV2	24	0	181,500	181,500
DV2S	1	0	0	0
DV3	38	0	332,000	332,000
DV3S	2	0	10,000	10,000
DV4	252	0	1,266,490	1,266,490
DV4S	18	0	84,000	84,000
DVHS	343	0	261,629,477	261,629,477
DVHSS	20	0	14,648,980	14,648,980
EX	3	0	528,600	528,600
EX-XV	32	0	36,875,632	36,875,632
FR	1	0	0	0
PC	4	3,664,170	0	3,664,170
QVSS	2	0	1,358,950	1,358,950
SO	29	1,358,918	0	1,358,918
Totals		5,023,088	322,440,559	327,463,647

2026 CERTIFIED TOTALS

Property Count: 280

CGR - CITY OF GARDEN RIDGE
Under ARB Review Totals

7/21/2026

1:01:26PM

Land		Value			
Homesite:		43,263,290			
Non Homesite:		8,497,874			
Ag Market:		2,794,940			
Timber Market:		0	Total Land	(+)	54,556,104
Improvement		Value			
Homesite:		140,723,432			
Non Homesite:		13,109,079	Total Improvements	(+)	153,832,511
Non Real		Count	Value		
Personal Property:	2		7,511,790		
Mineral Property:	0		0		
Autos:	0		0	Total Non Real	(+)
				Market Value	=
					7,511,790
					215,900,405
Ag	Non Exempt	Exempt			
Total Productivity Market:	2,794,940	0			
Ag Use:	4,290	0	Productivity Loss	(-)	2,790,650
Timber Use:	0	0	Appraised Value	=	213,109,755
Productivity Loss:	2,790,650	0			
			Homestead Cap	(-)	1,925,057
			23.231 Cap	(-)	100,156
			Assessed Value	=	211,084,542
			Total Exemptions Amount (Breakdown on Next Page)	(-)	2,486,338
			Net Taxable	=	208,598,204

APPROXIMATE TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
 514,048.55 = 208,598,204 * (0.246430 / 100)

Certified Estimate of Market Value: 202,346,659
 Certified Estimate of Taxable Value: 195,981,387

Tax Increment Finance Value: 0
 Tax Increment Finance Levy: 0.00

COMAL County

2026 CERTIFIED TOTALS

As of Certification

Property Count: 280

CGR - CITY OF GARDEN RIDGE
Under ARB Review Totals

7/21/2026

1:02:28PM

Exemption Breakdown

Exemption	Count	Local	State	Total
145B	2	0	125,000	125,000
DV1	6	0	44,000	44,000
DV2	8	0	70,500	70,500
DV3	8	0	90,000	90,000
DV4	21	0	228,000	228,000
DVHS	2	0	1,305,098	1,305,098
SO	11	623,740	0	623,740
Totals		623,740	1,862,598	2,486,338

2026 CERTIFIED TOTALS

Property Count: 2,080

CGR - CITY OF GARDEN RIDGE

Grand Totals

7/21/2026

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Land		Value			
Homesite:		262,854,360			
Non Homesite:		77,825,381			
Ag Market:		26,672,719			
Timber Market:		0	Total Land	(+)	367,352,460
Improvement		Value			
Homesite:		847,175,736			
Non Homesite:		107,686,324	Total Improvements	(+)	954,862,060
Non Real		Count	Value		
Personal Property:	216		114,466,540		
Mineral Property:	1		2,803,220		
Autos:	1		35,250	Total Non Real	(+)
				Market Value	=
					1,439,519,530
Ag	Non Exempt		Exempt		
Total Productivity Market:	26,672,719		0		
Ag Use:	88,534		0	Productivity Loss	(-)
Timber Use:	0		0	Appraised Value	=
Productivity Loss:	26,584,185		0		26,584,185
					1,412,935,345
				Homestead Cap	(-)
				23.231 Cap	(-)
					4,575,064
				Assessed Value	=
					1,407,143,000
				Total Exemptions Amount	(-)
				(Breakdown on Next Page)	329,949,985
				Net Taxable	=
					1,077,193,015

APPROXIMATE TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
 2,654,526.75 = 1,077,193,015 * (0.246430 / 100)

Certified Estimate of Market Value: 1,425,965,784
 Certified Estimate of Taxable Value: 1,064,576,198

Tax Increment Finance Value: 0
 Tax Increment Finance Levy: 0.00

2026 CERTIFIED TOTALS

Property Count: 2,080

CGR - CITY OF GARDEN RIDGE

Grand Totals

7/21/2026

1:02:28PM

Exemption Breakdown

Exemption	Count	Local	State	Total
145B	168	0	4,155,240	4,155,240
145D	25	0	531,980	531,980
145D1	9	0	812,710	812,710
DV1	21	0	189,000	189,000
DV1S	2	0	5,000	5,000
DV2	32	0	252,000	252,000
DV2S	1	0	0	0
DV3	46	0	422,000	422,000
DV3S	2	0	10,000	10,000
DV4	273	0	1,494,490	1,494,490
DV4S	18	0	84,000	84,000
DVHS	345	0	262,934,575	262,934,575
DVHSS	20	0	14,648,980	14,648,980
EX	3	0	528,600	528,600
EX-XV	32	0	36,875,632	36,875,632
FR	1	0	0	0
PC	4	3,664,170	0	3,664,170
QVSS	2	0	1,358,950	1,358,950
SO	40	1,982,658	0	1,982,658
Totals		5,646,828	324,303,157	329,949,985

2026 CERTIFIED TOTALS

Property Count: 1,800

CGR - CITY OF GARDEN RIDGE
ARB Approved Totals

7/21/2026 1:02:28PM

State Category Breakdown

State Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	SINGLE FAMILY RESIDENCE	1,359	1,358.1252	\$2,086,940	\$974,300,670	\$690,867,968
B	MULTIFAMILY RESIDENCE	1	1.1080	\$0	\$297,800	\$297,800
C1	VACANT LOTS AND LAND TRACTS	107	452.4345	\$0	\$13,458,754	\$13,388,228
D1	QUALIFIED AG LAND	34	971.0439	\$0	\$23,877,779	\$84,190
D2	NON-QUALIFIED LAND	7		\$0	\$103,657	\$101,454
E	FARM OR RANCH IMPROVEMENT	18	332.3557	\$3,240	\$9,329,239	\$9,065,806
F1	COMMERCIAL REAL PROPERTY	28	154.3860	\$0	\$41,305,447	\$40,404,410
F2	INDUSTRIAL REAL PROPERTY	22	746.9880	\$0	\$14,083,594	\$13,966,102
J2	GAS DISTRIBUTION SYSTEM	1		\$0	\$1,348,510	\$1,223,510
J4	TELEPHONE COMPANY (INCLUDI	5		\$0	\$509,160	\$196,450
J5	RAILROAD	1		\$0	\$2,447,690	\$2,322,690
J7	CABLE TELEVISION COMPANY	2		\$0	\$450,170	\$200,170
L1	COMMERCIAL PERSONAL PROPE	184		\$0	\$17,333,050	\$13,603,710
L2	INDUSTRIAL PERSONAL PROPERT	20		\$0	\$87,176,040	\$82,678,990
M1	TANGIBLE OTHER PERSONAL, MOB	1		\$0	\$1,000	\$1,000
O	RESIDENTIAL INVENTORY	2	1.7200	\$0	\$192,333	\$192,333
X	TOTALLY EXEMPT PROPERTY	35	128.9439	\$0	\$37,404,232	\$0
Totals			4,147.1052	\$2,090,180	\$1,223,619,125	\$868,594,811

COMAL County

2026 CERTIFIED TOTALS

As of Certification

Property Count: 280

CGR - CITY OF GARDEN RIDGE
Under ARB Review Totals

7/21/2026 1:02:28PM

State Category Breakdown

State Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	SINGLE FAMILY RESIDENCE	264	286.8307	\$268,010	\$197,233,245	\$192,946,850
C1	VACANT LOTS AND LAND TRACTS	5	16.1730	\$0	\$835,220	\$835,220
D1	QUALIFIED AG LAND	3	26.7334	\$0	\$2,794,940	\$4,290
E	FARM OR RANCH IMPROVEMENT	3	5.6700	\$0	\$1,041,820	\$1,041,820
F1	COMMERCIAL REAL PROPERTY	5	26.4330	\$0	\$6,483,390	\$6,383,234
L1	COMMERCIAL PERSONAL PROPE	2		\$0	\$7,511,790	\$7,386,790
Totals			361.8401	\$268,010	\$215,900,405	\$208,598,204

2026 CERTIFIED TOTALS

Property Count: 2,080

CGR - CITY OF GARDEN RIDGE
Grand Totals

7/21/2026 1:02:28PM

State Category Breakdown

State Code Description		Count	Acres	New Value	Market Value	Taxable Value
A	SINGLE FAMILY RESIDENCE	1,623	1,644.9559	\$2,354,950	\$1,171,533,915	\$883,814,818
B	MULTIFAMILY RESIDENCE	1	1.1080	\$0	\$297,800	\$297,800
C1	VACANT LOTS AND LAND TRACTS	112	488.6075	\$0	\$14,293,974	\$14,223,448
D1	QUALIFIED AG LAND	37	997.7773	\$0	\$26,672,719	\$88,480
D2	NON-QUALIFIED LAND	7		\$0	\$103,657	\$101,454
E	FARM OR RANCH IMPROVEMENT	21	338.0257	\$3,240	\$10,371,059	\$10,107,626
F1	COMMERCIAL REAL PROPERTY	33	180.8190	\$0	\$47,788,837	\$46,787,644
F2	INDUSTRIAL REAL PROPERTY	22	746.9880	\$0	\$14,083,594	\$13,966,102
J2	GAS DISTRIBUTION SYSTEM	1		\$0	\$1,348,510	\$1,223,510
J4	TELEPHONE COMPANY (INCLUDI	5		\$0	\$509,160	\$196,450
J5	RAILROAD	1		\$0	\$2,447,690	\$2,322,690
J7	CABLE TELEVISION COMPANY	2		\$0	\$450,170	\$200,170
L1	COMMERCIAL PERSONAL PROPE	186		\$0	\$24,844,840	\$20,990,500
L2	INDUSTRIAL PERSONAL PROPERT	20		\$0	\$87,176,040	\$82,678,990
M1	TANGIBLE OTHER PERSONAL, MOB	1		\$0	\$1,000	\$1,000
O	RESIDENTIAL INVENTORY	2	1.7200	\$0	\$192,333	\$192,333
X	TOTALLY EXEMPT PROPERTY	35	128.9439	\$0	\$37,404,232	\$0
Totals			4,508.9453	\$2,358,190	\$1,439,519,530	\$1,077,193,015

COMAL County

2026 CERTIFIED TOTALS

As of Certification

Property Count: 1,800

CGR - CITY OF GARDEN RIDGE
ARB Approved Totals

7/21/2026 1:02:28PM

CAD State Category Breakdown

State Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A1	SINGLE FAMILY RESIDENCE	1,343	1,336.2020	\$2,033,340	\$972,070,219	\$689,682,381
A2	MH & LAND-SAME OWNER	2	3.7795	\$0	\$391,361	\$391,361
A3	AUXILIARY IMPROVEMENT	11	10.8983	\$53,600	\$425,270	\$312,396
A6	VACANT LAND IN HOMESTEAD GRO	7	7.2454	\$0	\$1,413,820	\$481,830
B2	MULTIFAMILY-DUPLEX	1	1.1080	\$0	\$297,800	\$297,800
C1	VACANT LOTS & TRACTS	107	452.4345	\$0	\$13,458,754	\$13,388,228
D1	QUALIFIED AGRICULTURAL LAND	34	971.0439	\$0	\$23,877,779	\$84,190
D2	AG IMPTS ON QUALIFIED AG LAND	7		\$0	\$103,657	\$101,454
E1	RESIDENTIAL IMPTS ON LARGE NON	11	8.3977	\$3,240	\$4,636,084	\$4,372,631
E2	MANUFACTURED HOUSING ON LAR	1	0.2500	\$0	\$20,260	\$20,260
E3	AUXILIARY IMPTS ON LARGE NON Q	3	0.2500	\$0	\$29,527	\$29,547
E4	LARGE VACANT NON QUALIFYING L	6	323.4580	\$0	\$4,643,368	\$4,643,368
F1	COMMERCIAL IMPROVED	26	123.2990	\$0	\$37,577,950	\$36,676,913
F2	INDUSTRIAL IMPROVED	22	746.9880	\$0	\$14,083,594	\$13,966,102
F4	AUXILIARY IMPRV COMM HBU LAND	2	31.0870	\$0	\$3,727,497	\$3,727,497
J2	GAS DISTRIBUTION SYSTEMS	1		\$0	\$1,348,510	\$1,223,510
J4	TELEPHONE COMPANIES AND TEL C	5		\$0	\$509,160	\$196,450
J5	RAILROAD	1		\$0	\$2,447,690	\$2,322,690
J7	CABLE COMPANIES	2		\$0	\$450,170	\$200,170
L1	PERSONAL PROPERTY: COMMERCIA	184		\$0	\$17,333,050	\$13,603,710
L2C	Conversion	5		\$0	\$27,863,790	\$27,863,790
L2D	Conversion	1		\$0	\$205,770	\$0
L2G	Conversion	8		\$0	\$56,901,990	\$53,068,590
L2H	Conversion	1		\$0	\$1,557,240	\$1,432,240
L2J	Conversion	1		\$0	\$8,100	\$8,100
L2P	Conversion	2		\$0	\$161,940	\$0
L2Q	Conversion	2		\$0	\$477,210	\$306,270
M1	MOBILE HOME WITH NO LAND	1		\$0	\$1,000	\$1,000
O1	RESIDENTIAL INVENTORY	2	1.7200	\$0	\$192,333	\$192,333
X		35	128.9439	\$0	\$37,404,232	\$0
Totals			4,147.1052	\$2,090,180	\$1,223,619,125	\$868,594,811

COMAL County

2026 CERTIFIED TOTALS

As of Certification

Property Count: 280

CGR - CITY OF GARDEN RIDGE
Under ARB Review Totals

7/21/2026 1:02:28PM

CAD State Category Breakdown

State Code Description		Count	Acres	New Value	Market Value	Taxable Value
A1	SINGLE FAMILY RESIDENCE	260	270.8753	\$268,010	\$195,180,301	\$191,003,432
A3	AUXILIARY IMPROVEMENT	6	13.6230	\$0	\$1,674,354	\$1,567,044
A6	VACANT LAND IN HOMESTEAD GRO	2	2.3324	\$0	\$378,590	\$376,374
C1	VACANT LOTS & TRACTS	5	16.1730	\$0	\$835,220	\$835,220
D1	QUALIFIED AGRICULTURAL LAND	3	26.7334	\$0	\$2,794,940	\$4,290
E1	RESIDENTIAL IMPTS ON LARGE NON	2	2.5000	\$0	\$615,780	\$615,780
E3	AUXILIARY IMPTS ON LARGE NON Q	1	3.1700	\$0	\$426,040	\$426,040
F1	COMMERCIAL IMPROVED	5	26.4330	\$0	\$6,483,390	\$6,383,234
L1	PERSONAL PROPERTY: COMMERCIA	2		\$0	\$7,511,790	\$7,386,790
Totals			361.8401	\$268,010	\$215,900,405	\$208,598,204

COMAL County

2026 CERTIFIED TOTALS

As of Certification

Property Count: 2,080

CGR - CITY OF GARDEN RIDGE

Grand Totals

7/21/2026

1:02:28PM

CAD State Category Breakdown

State Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A1	SINGLE FAMILY RESIDENCE	1,603	1,607.0773	\$2,301,350	\$1,167,250,520	\$880,685,813
A2	MH & LAND-SAME OWNER	2	3.7795	\$0	\$391,361	\$391,361
A3	AUXILIARY IMPROVEMENT	17	24.5213	\$53,600	\$2,099,624	\$1,879,440
A6	VACANT LAND IN HOMESTEAD GRO	9	9.5778	\$0	\$1,792,410	\$858,204
B2	MULTIFAMILY-DUPLEX	1	1.1080	\$0	\$297,800	\$297,800
C1	VACANT LOTS & TRACTS	112	468.6075	\$0	\$14,293,974	\$14,223,448
D1	QUALIFIED AGRICULTURAL LAND	37	997.7773	\$0	\$26,672,719	\$88,480
D2	AG IMPTS ON QUALIFIED AG LAND	7		\$0	\$103,657	\$101,454
E1	RESIDENTIAL IMPTS ON LARGE NON	13	10.8977	\$3,240	\$5,251,864	\$4,988,411
E2	MANUFACTURED HOUSING ON LAR	1	0.2500	\$0	\$20,260	\$20,260
E3	AUXILIARY IMPTS ON LARGE NON Q	4	3.4200	\$0	\$455,567	\$455,587
E4	LARGE VACANT NON QUALIFYING L	6	323.4580	\$0	\$4,643,368	\$4,643,368
F1	COMMERCIAL IMPROVED	31	149.7320	\$0	\$44,061,340	\$43,060,147
F2	INDUSTRIAL IMPROVED	22	746.9880	\$0	\$14,083,594	\$13,966,102
F4	AUXILIARY IMPRV COMM HBU LAND	2	31.0870	\$0	\$3,727,497	\$3,727,497
J2	GAS DISTRIBUTION SYSTEMS	1		\$0	\$1,348,510	\$1,223,510
J4	TELEPHONE COMPANIES AND TEL C	5		\$0	\$509,160	\$196,450
J5	RAILROAD	1		\$0	\$2,447,690	\$2,322,690
J7	CABLE COMPANIES	2		\$0	\$450,170	\$200,170
L1	PERSONAL PROPERTY: COMMERCIA	186		\$0	\$24,844,840	\$20,990,500
L2C	Conversion	5		\$0	\$27,863,790	\$27,863,790
L2D	Conversion	1		\$0	\$205,770	\$0
L2G	Conversion	8		\$0	\$56,901,990	\$53,068,590
L2H	Conversion	1		\$0	\$1,557,240	\$1,432,240
L2J	Conversion	1		\$0	\$8,100	\$8,100
L2P	Conversion	2		\$0	\$161,940	\$0
L2Q	Conversion	2		\$0	\$477,210	\$306,270
M1	MOBILE HOME WITH NO LAND	1		\$0	\$1,000	\$1,000
O1	RESIDENTIAL INVENTORY	2	1.7200	\$0	\$192,333	\$192,333
X		35	128.9439	\$0	\$37,404,232	\$0
Totals			4,508.9453	\$2,358,190	\$1,439,519,530	\$1,077,193,015

COMAL County

2026 CERTIFIED TOTALS

As of Certification

Property Count: 2,080

CGR - CITY OF GARDEN RIDGE

Effective Rate Assumption

7/21/2026

1:02:28PM

New ValueTOTAL NEW VALUE MARKET:
TOTAL NEW VALUE TAXABLE:\$2,358,190
\$2,187,800**New Exemptions**

Exemption	Description	Count
-----------	-------------	-------

ABSOLUTE EXEMPTIONS VALUE LOSS

Exemption	Description	Count	Exemption Amount
145B	11.145 (b) Single Situs, Single Owner	161	\$3,447,360
145D	11.145 (d) Multiple Situs, Leases	24	\$406,980
DV1	Disabled Veterans 10% - 29%	2	\$17,000
DV4	Disabled Veterans 70% - 100%	14	\$144,000
DV4S	Disabled Veterans Surviving Spouse 70% - 100	3	\$12,000
DVHS	Disabled Veteran Homestead	9	\$6,600,141
PARTIAL EXEMPTIONS VALUE LOSS		213	\$10,627,481
NEW EXEMPTIONS VALUE LOSS			\$10,627,481

Increased Exemptions

Exemption	Description	Count	Increased Exemption Amount
-----------	-------------	-------	----------------------------

INCREASED EXEMPTIONS VALUE LOSS

TOTAL EXEMPTIONS VALUE LOSS \$10,627,481

New Ag / Timber Exemptions**New Annexations****New Deannexations****Average Homestead Value****Category A and E**

Count of HS Residences	Average Market	Average HS Exemption	Average Taxable
1,484	\$725,482	\$3,083	\$722,399

Category A Only

Count of HS Residences	Average Market	Average HS Exemption	Average Taxable
1,477	\$725,986	\$2,926	\$723,060

Median Homestead Value**Category A and E**

Count of HS Residences	Median Market	Median HS Exemption	Median Taxable
1,484	\$712,130	\$0	\$712,130

Category A Only

Count of HS Residences	Median Market	Median HS Exemption	Median Taxable
1,477	\$712,700	\$0	\$712,700

Lower Value Used

Count of Protested Properties	Total Market Value	Total Value Used
280	\$215,900,405	\$195,910,879

2026 CERTIFIED TOTALS
CGR - CITY OF GARDEN RIDGE
Uncontested Value

Count of Uncontested Properties	Total Market Value	Total Uncontested Value
---------------------------------	--------------------	-------------------------

2026 Tax Rate Calculation Worksheet **Draft 1**

Taxing Units Other Than School Districts or Water Districts

Form 50-856

CITY OF GARDEN RIDGE

(210) 651-6632

Taxing Unit Name

Phone (area code and number)

9400 MUNICIPAL PARKWAY GARDEN RIDGE TX 78266

www.ci.garden-ridge.tx.us

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

Taxing units must include a hyperlink to a document that evidences the accuracy of each entry in the worksheet other than an entry making a mathematical calculation.¹ Source materials must contain data for all worksheets used, including supplemental worksheets.

Insert hyperlink:

Hyperlink

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ²	\$ 1,057,015,149
2.	Prior year tax ceilings. Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. ³	\$ 0
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 1,057,015,149
4.	Prior year total adopted tax rate.	\$ 0.246430 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.	
	A. Original prior year ARB values:.....	\$ 794,733
	B. Prior year values resulting from final court decisions:.....	- \$ 763,674
	C. Prior year value loss. Subtract B from A. ⁴	\$ 31,059

¹ Tex. Tax Code §§5.07(g)(4) and 26.04(d-1)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(14)

⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: \$ 0 B. Prior year disputed value: - \$ 0 C. Prior year undisputed value. Subtract B from A. ⁵	\$ 0
7.	Prior year Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 31,059
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 1,057,046,208
9.	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1 of the prior year. Enter the prior year value of property in deannexed territory. ⁶	\$ 0
10.	Prior year taxable value lost because property first qualified for an exemption in the current year. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: \$ 294,210 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: + \$ 8,958,158 C. Value loss. Add A and B. ⁷	\$ 9,252,368
11.	Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. A. Prior year market value: \$ 0 B. Current year productivity or special appraised value: - \$ 0 C. Value loss. Subtract B from A. ⁸	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 9,252,368
13.	Prior year captured value of property in a TIF. Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. ⁹ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 0
14.	Prior year total value. Subtract Line 12 and Line 13 from Line 8.	\$ 1,047,793,840
15.	Adjusted prior year total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 2,582,078
16.	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. ¹⁰	\$ 18,539
17.	Adjusted prior year levy with refunds. Add Lines 15 and 16. ¹¹	\$ 2,600,617

⁵ Tex. Tax Code §26.012(13)⁶ Tex. Tax Code §26.012(15)⁷ Tex. Tax Code §26.012(15)⁸ Tex. Tax Code §26.012(15)⁹ Tex. Tax Code §26.03(c)¹⁰ Tex. Tax Code §26.012(13)¹¹ Tex. Tax Code §26.012(13) and (15)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
18.	Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.¹² A. Certified values: \$ <u>868,594,811</u> B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ <u>0</u> C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ <u>0</u> D. Tax increment financing: Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment reinvestment zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 24 below.¹³ A calculation of the captured appraised value adjustment for each reinvestment zone using Form 50-110 must be provided to show evidence of this figure.¹⁴ Total the amounts on Line 3 of each form - \$ <u>0</u> E. Total current year value. Add A and B, then subtract C and D. \$ <u>868,594,811</u>	
19.	Total value of properties under protest or not included on certified appraisal roll.¹⁵ A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest.¹⁶ \$ <u>195,981,387</u> B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll.¹⁷ + \$ <u>0</u> C. Total value under protest or not certified. Add A and B. \$ <u>195,981,387</u>	
20.	Current year tax ceilings. Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step.¹⁸	\$ <u>0</u>
21.	Anticipated contested value. Affected taxing units enter the contested taxable value for all property that is subject to anticipated substantial litigation.¹⁹ An affected taxing unit is wholly or partly located in a county that has a population of less than 500,000 and is located on the Gulf of Mexico.²⁰ If completing this line, the taxing unit must include supporting documentation in Section 9.²¹ Taxing units that are not affected, enter 0.	\$ <u>0</u>
22.	Current year total taxable value. Add Lines 18E and 19C, then subtract Lines 20 and 21.²²	\$ <u>1,064,576,198</u>
23.	Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed.²³	\$ <u>0</u>
24.	Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for the current year.²⁴	\$ <u>2,187,800</u>

¹² Tex. Tax Code §§26.012(6) and 26.04(c-2)¹³ Tex. Tax Code §26.03(c)¹⁴ Tex. Tax Code §26.03(e)¹⁵ Tex. Tax Code §26.01(c) and (d)¹⁶ Tex. Tax Code §26.01(c)¹⁷ Tex. Tax Code §26.01(d)¹⁸ Tex. Tax Code §26.012(6)(B)¹⁹ Tex. Tax Code §§26.012(6)(C) and 26.012(1-b)²⁰ Tex. Tax Code §26.012(1-a)²¹ Tex. Tax Code §26.04(d-3)²² Tex. Tax Code §26.012(6)²³ Tex. Tax Code §26.012(17)²⁴ Tex. Tax Code §26.012(17)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
25.	Total adjustments to the current year taxable value. Add Lines 23 and 24.	\$ 2,187,800
26.	Adjusted current year taxable value. Subtract Line 25 from Line 22.	\$ 1,062,388,398
27.	Current year NNR tax rate. Divide Line 17 by Line 26 and multiply by \$100. ²⁵	\$ 0.244789 /\$100
28.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. ²⁶	\$ 0.000000 /\$100

Voter Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the tax rate. The type of taxing unit will determine the rate components that apply to a taxing unit's overall voter-approval tax rate.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

SECTION 2: Maintenance and Operations (M&O) and Debt Tax Rate Worksheet

This section calculates two components of the voter-approval tax rate:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the minimum dollar amount required to be paid toward debt service for the current year.²⁷ This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
29.	Prior year M&O tax rate. Enter the prior year M&O tax rate.	\$ 0.199057 /\$100
30.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,057,046,208
31.	Total prior year M&O levy. Multiply Line 29 by Line 30 and divide by \$100.	\$ 2,104,124
32.	Adjusted prior year levy for calculating NNR M&O rate. A. M&O taxes refunded for years preceding the prior tax year. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2025. This line applies only to tax years preceding the prior tax year..... B. Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0..... C. Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. D. Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function..... E. Add Line 31 to 32D.	+ \$ 13,968 - \$ 0 +/- \$ 0 \$ 13,968 \$ 2,118,092
33.	Adjusted current year taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,062,388,398
34.	Current year NNR M&O rate (unadjusted). Divide Line 32E by Line 33 and multiply by \$100.	\$ 0.199370 /\$100

²⁵ Tex. Tax Code §26.04(c)

²⁶ Tex. Tax Code §26.04(d)

²⁷ Tex. Tax Code §26.012(3)

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
35.	Rate adjustment for state criminal justice mandate. ²⁸	
	A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0	
	B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ 0	
	C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100
36.	Rate adjustment for indigent health care expenditures. ²⁹	
	A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. \$ 0	
	B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2024 and ending on June 30, 2025, less any state assistance received for the same purpose. - \$ 0	
	C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100
37.	Rate adjustment for county indigent defense compensation. ³⁰	
	A. Current year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose. \$ 0	
	B. Prior year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2024 and ending on June 30, 2025, less any state grants received by the county for the same purpose. \$ 0	
	C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100	
	D. Multiply B by 0.05 and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100	
	E. Enter the lesser of C and D. If not applicable, enter 0.	\$ 0.000000 /\$100
38.	Rate adjustment for county hospital expenditures. ³¹	
	A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. \$ 0	
	B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2024 and ending on June 30, 2025. \$ 0	
	C. Subtract B from A and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100	
	D. Multiply B by 0.08 and divide by Line 33 and multiply by \$100. \$ 0.000000 /\$100	
	E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ 0.000000 /\$100

²⁸ Tex. Tax Code §26.044²⁹ Tex. Tax Code §26.0441³⁰ Tex. Tax Code §26.0442³¹ Tex. Tax Code §26.0443

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
39.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year. \$ <u>0</u> B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100 \$ <u>0.000000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0. \$ <u>0.000000</u> /\$100	
40.	Adjusted current year NNR M&O rate. Add Lines 34, 35D, 36D, 37E, and 38E. Subtract Line 39D.	\$ <u>0.199370</u> /\$100
41.	Adjustment for prior year sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ <u>0</u> B. Divide Line 41A by Line 33 and multiply by \$100 \$ <u>0.000000</u> /\$100 C. Add Line 41B to Line 40. \$ <u>0.199370</u> /\$100	
42.	Current year voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 41C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 41C by 1.035.	\$ <u>0.206347</u> /\$100
D42.	Disaster Line 42 (D42): Current year voter-approval M&O rate for taxing unit affected by disaster declaration. ³² If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate a rate equal to the lesser of: A. The voter-approval tax rate calculated in the manner provided for a special taxing unit. Multiply line 41C by 1.08 ³³ \$ <u>0.215319</u> /\$100 - or - B. The voter-approval tax rate calculated in the manner provided for a taxing unit other than a special taxing unit plus the disaster relief rate. ³⁴ a. Enter the disaster relief cost \$ <u>0</u> b. Disaster relief rate. Subtract Line 20 from Line 25 and divide by Line D42(B)(a) \$ <u>0.000000</u> /\$100 The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of: 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or 2) the third tax year after the tax year in which the disaster occurred. Enter the lesser of the voter-approval M&O tax rate calculated as a special taxing unit or the disaster relief rate. ³⁵ If the taxing unit does not qualify, do not complete Disaster Line 42 (Line D42). .	\$ <u>0.000000</u> /\$100

³² Tex. Tax Code §26.042³³ Tex. Tax Code §26.042(a-2)(1)³⁴ Tex. Tax Code §26.042(a-1) and 26.042(a-2)(2)³⁵ Tex. Tax Code §26.042(a-2)

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
43.	Total current year debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes; (2) are secured by property taxes; (3) are scheduled for payment over a period longer than one year; and (4) are not classified in the taxing unit's budget as M&O expenses. A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ³⁶ Enter debt amount \$ <u>508,777</u> B. Subtract unencumbered fund amount used to reduce total debt. - \$ <u>0</u> C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ <u>0</u> D. Subtract amount paid from other resources - \$ <u>0</u> E. Adjusted debt. Subtract B, C and D from A. \$ <u>508,777</u>	
44.	Certified prior year excess debt collections. Enter the amount certified by the collector. ³⁷	\$ <u>0</u>
45.	Adjusted current year debt. Subtract Line 44 from Line 43E.	\$ <u>508,777</u>
46.	Current year anticipated collection rate. A. Enter the current year anticipated collection rate certified by the collector. ³⁸ <u>100.00</u> % B. Enter the prior year actual collection rate <u>99.12</u> % C. Enter the 2024 actual collection rate <u>101.55</u> % D. Enter the 2023 actual collection rate <u>99.31</u> % E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³⁹ 100.00 %	
47.	Current year debt adjusted for collections. Divide Line 45 by Line 46E.	\$ <u>508,777</u>
48.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>1,064,576,198</u>
49.	Current year debt rate. Divide Line 47 by Line 48 and multiply by \$100.	\$ <u>0.047791</u> /\$100
50.	Current year voter-approval M&O rate plus current year debt rate. Add Lines 42 and 49.	\$ <u>0.254138</u> /\$100
D50.	Disaster Line 50 (D50): Current year voter-approval M&O and debt tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval M&O tax rate in the manner provided by Line D42. Add Line D42 and 49.	\$ <u>0.047791</u> /\$100
51.	COUNTIES ONLY. Add together the voter-approval M&O and debt tax rates for each type of tax the county levies. The total is the current year county voter-approval M&O and debt tax rate.	\$ <u>0.000000</u> /\$100

³⁶ Tex. Tax Code §26.012(7)³⁷ Tex. Tax Code §526.012(10) and 26.04(b)³⁸ Tex. Tax Code §26.04(b)³⁹ Tex. Tax Code §26.04(h), (h-1) and (h-2)

SECTION 3: Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
52.	Taxable Sales. For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. ⁴⁰ Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
53.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ⁴¹ Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 52 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ⁴² - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
54.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,064,576,198
55.	Sales tax adjustment rate. Divide Line 53 by Line 54 and multiply by \$100.	\$ 0.000000 /\$100
56.	Current year NNR tax rate, unadjusted for sales tax. ⁴³ Enter the rate from Line 27 or 28, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.244789 /\$100
57.	Current year NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 55 from Line 56. Skip to Line 58 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.244790 /\$100
58.	Current year voter-approval tax rate, unadjusted for sales tax. ⁴⁴ Enter the rate from Line 50, Line D50 (disaster) or Line 51 (counties) as applicable, of the <i>M&O and Debt Tax Rate Worksheet</i> .	\$ 0.254138 /\$100
59.	Current year voter-approval tax rate, adjusted for sales tax. Subtract Line 55 from Line 58.	\$ 0.254138 /\$100

SECTION 4: Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
60.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ⁴⁵ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ⁴⁶	\$ 0
61.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,064,576,198
62.	Additional rate for pollution control. Divide Line 60 by Line 61 and multiply by \$100.	\$ 0.000000 /\$100
63.	Current year voter-approval tax rate, adjusted for pollution control. Add Line 62 to one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties) or Line 59 (taxing units with the additional sales tax).	\$ 0.254138 /\$100

⁴⁰ Tex. Tax Code §26.041(d)

⁴¹ Tex. Tax Code §26.041(i)

⁴² Tex. Tax Code §26.041(d)

⁴³ Tex. Tax Code §26.04(c)

⁴⁴ Tex. Tax Code §26.04(c)

⁴⁵ Tex. Tax Code §26.045(d)

⁴⁶ Tex. Tax Code §26.045(i)

SECTION 5: Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.⁴⁷ The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value.⁴⁸

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;⁴⁹
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁵⁰ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁵¹

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁵²

Line	Unused Increment Rate Worksheet	Amount/Rate
64.	Year 3 Foregone Revenue Amount. Subtract the 2025 unused increment rate and 2025 actual tax rate from the 2025 voter-approval tax rate. Multiply the result by the 2025 current total value	
	A. Voter-approval tax rate (Line 68)	\$ 0.246430 /\$100
	B. Unused increment rate (Line 67)	\$ 0.000000 /\$100
	C. Subtract B from A.	\$ 0.246430 /\$100
	D. Adopted Tax Rate	\$ 0.246430 /\$100
	E. Subtract D from C.	\$ 0.000000 /\$100
	F. 2025 Total Taxable Value (Line 60)	\$ 1,072,106,452
	G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.	\$ 0
65.	Year 2 Foregone Revenue Amount. Subtract the 2024 unused increment rate and 2024 actual tax rate from the 2024 voter-approval tax rate. Multiply the result by the 2024 current total value	
	A. Voter-approval tax rate (Line 67)	\$ 0.255156 /\$100
	B. Unused increment rate (Line 66)	\$ 0.000000 /\$100
	C. Subtract B from A.	\$ 0.255156 /\$100
	D. Adopted Tax Rate	\$ 0.255156 /\$100
	E. Subtract D from C.	\$ 0.000000 /\$100
	F. 2024 Total Taxable Value (Line 60)	\$ 1,058,836,244
	G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.	\$ 0
66.	Year 1 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value	
	A. Voter-approval tax rate (Line 67)	\$ 0.257734 /\$100
	B. Unused increment rate (Line 66)	\$ 0.000000 /\$100
	C. Subtract B from A.	\$ 0.257734 /\$100
	D. Adopted Tax Rate	\$ 0.257734 /\$100
	E. Subtract D from C.	\$ 0.000000 /\$100
	F. 2023 Total Taxable Value (Line 60)	\$ 1,012,293,714
	G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.	\$ 0
67.	Total Foregone Revenue Amount. Add Lines 64G, 65G and 66G	\$ 0
68.	2026 Unused Increment Rate. Divide Line 67 by Line 22 of the No-New-Revenue Rate Worksheet. Multiply the result by 100	\$ 0.000000 /\$100
69.	Total 2026 voter-approval tax rate. Add Line 68 to one of the following lines (as applicable): Line 50, Line 51 (counties), Line 59 (taxing units with additional sales tax) or Line 63 (taxing units with pollution)	\$ 0.254138 /\$100

⁴⁷ Tex. Tax Code §26.013(b)

⁴⁸ Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)

⁴⁹ Tex. Tax Code §26.04(c)(2)(A) and 26.042(a)

⁵⁰ Tex. Tax Code §26.0501(a) and (c)

⁵¹ Tex. Local Gov't Code §120.007(d)

⁵² Tex. Local Gov't Code §26.04(c)(2)(B)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁵³ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁵⁴

Line	De Minimis Rate Worksheet	Amount/Rate
70.	Adjusted current year NNR M&O tax rate. Enter the rate from Line 40 of the <i>M&O and Debt Tax Rate Worksheet</i> .	\$ 0.199370 /\$100
71.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,064,576,198
72.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 71 and multiply by \$100.	\$ 0.046967 /\$100
73.	Current year debt rate. Enter the rate from Line 49 of the <i>M&O and Debt Tax Rate Worksheet</i> .	\$ 0.047791 /\$100
74.	De minimis rate. Add Lines 70, 72 and 73.	\$ 0.294128 /\$100

SECTION 7: Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁵⁵

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
75.	2025 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.246430 /\$100
76.	Adjusted 2025 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. ⁵⁶ If a disaster occurred in 2025 and the taxing unit calculated its 2025 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 42 (D42) of the 2025 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2025 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 42 (D42) in 2025, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2025 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. ⁵⁷ Enter the final adjusted 2025 voter-approval tax rate from the worksheet.	\$ 0.000000 /\$100
77.	Increase in 2025 tax rate due to disaster. Subtract Line 76 from Line 75.	\$ 0.246430 /\$100
78.	Adjusted 2025 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,047,793,840
79.	Emergency revenue. Multiply Line 77 by Line 78 and divide by \$100.	\$ 2,582,078
80.	Adjusted current year taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 1,062,388,398
81.	Emergency revenue rate. Divide Line 79 by Line 80 and multiply by \$100. ⁵⁸	\$ 0.243044 /\$100
82.	Current year voter-approval tax rate, adjusted for emergency revenue. Subtract Line 81 from one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (taxing units with the additional sales tax), Line 63 (taxing units with pollution control) or Line 69 (taxing units with the unused increment rate).	\$ 0.011095 /\$100

⁵³ Tex. Tax Code §26.012(8-a)

⁵⁴ Tex. Tax Code §26.063(a)(1)

⁵⁵ Tex. Tax Code §26.042(b)

⁵⁶ Tex. Tax Code §26.042(c)

⁵⁷ Tex. Tax Code §26.042(b)

⁵⁸ Tex. Tax Code §26.042(b)

SECTION 8: Total Tax RateIndicate the applicable total tax rates as calculated above. **Draft 1**

No-new-revenue tax rate. \$ 0.244789 /\$100
 As applicable, enter the current year NNR tax rate from: Line 27, Line 28 (counties), or Line 57 (adjusted for sales tax).

Indicate the line number used: 27

Voter-approval tax rate. \$ 0.254138 /\$100
 As applicable, enter the current year voter-approval tax rate from: Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (adjusted for sales tax), Line 63 (adjusted for pollution control), Line 69 (adjusted for unused increment), or Line 82 (adjusted for emergency revenue).

Indicate the line number used: 50

De minimis rate. \$ 0.294128 /\$100
 If applicable, enter the current year de minimis rate from Line 74.

SECTION 9: Addendum

An affected taxing unit that enters an amount described by Tax Code Section 26.012(6)(C) in line 21 must include the following as an addendum:

1. Documentation that supports the exclusion of value under Tax Code Section 26.012(6)(C); and
2. Each statement submitted to the designated officer or employee by the property owner or entity as required by Tax Code Section 41.48(c)(2) for that tax year.

Insert hyperlinks to supporting documentation:

addendum

SECTION 10: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁹⁹

print here ▶ Printed Name of Taxing Unit Representative

Printed Name of Taxing Unit Representative

Draft 1

sign here ▶

Taxing Unit Representative

Date

Date

⁹⁹ Tex. Tax Code §26.04(c-2) and (d-2)

Appendix



Glossary

Account: A term used to identify an individual asset, liability, expenditure, revenue, encumbrance, or fund balance.

Accounting Standards: The accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB), which guides the recording and reporting of financial information by state and local governments. The standards establish such guidelines as when transactions are recognized, the types and purposes of funds, and the content and organization of the annual financial report.

Accounting System: The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

Accrued Interest: The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Activity: A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. See also Function.

Adopted Budget: An annual spending plan that is adopted by the City Council.

Ad Valorem Taxes: Taxes levied on real property according to the property's valuation and the tax rate. See Property Taxes.

Amended Budget: Includes the adopted budget for a fiscal year, plus any budget amendments or budget transfers.

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Annual Comprehensive Financial Report (ACFR): This report summarizes financial data for the previous fiscal year in a standardized format.

Appropriation: A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes.

Audit: An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

Audit Report: Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is always accompanied by a management letter which contains supplementary comments and recommendations.

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

Balance Sheet: A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

Balanced Budget: A budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund.

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

Budget: A plan for allocating resources to support particular services, purposes, and functions over a specified period of time.

Budget Amendment: The budget may be formally amended after it has been approved.

Budget Calendar: The schedule of key dates which the City follows in the preparation and adoption of the budget.

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial plan of operations to the City Council.

Budget Ordinance: The official enactment, by the City Council, to legally authorize the City Staff to obligate and expend the resources of the City.

Budget Year: The fiscal year of the City, which begins October 1 and ends September 30.

Capital Assets: All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water, and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Capital Expenditures: Charges for the acquisition at the delivered price including transportation, costs of equipment, land, buildings, or improvements of land or buildings, fixtures, and other permanent improvements with a value in excess of \$5,000 and a useful life expectancy of greater than 1 year.

Capital Improvement Program (CIP): A long-range plan for providing the capital outlays necessary to insure that adequate services are provided to the residents of the City. The plan includes improvements, or the acquisition of structural improvements, and major equipment purchases.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition and/or the construction of major capital facilities or equipment.

Cash: Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.

Chart of Accounts: A way of recording revenues and expenditures that includes all transactions and that fits the organizational structure. A chart of accounts assigns a unique number to each type of transaction and to each budgetary unit in the organization.

City Charter: The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas.

Comal County Appraisal District: An entity established by the State of Texas to ensure uniform property appraisals for all taxing entities in Comal County.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Debt Service Fund: The fund used to account for accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs other than debt serviced by Proprietary Fund Types. The revenue source is principally ad valorem taxes levied by the City.

Deficit: The excess of expenditures over revenues during an accounting period.

Delinquent Taxes: Real or personal property taxes that remain unpaid on or after February 1 of each year upon which penalties and interest are assessed.

Department: A major administrative organizational unit of the City, which indicates overall management responsibility of one or more activities.

Depreciation: The process of estimating and recording the expired useful life of a fixed asset which is used to distribute its cost over its revenue producing years.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Expenditure: An outlay of money made by municipalities to provide the programs and services within their approved budget.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Fiscal Year: A 12-month period to which the annual operating budget applies. (The City of Garden Ridge has established October 1 through September 30 as its fiscal year.)

Fixed Assets: Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

Fund: An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

Fund Accounting: Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

General Fund: The fund used to account for most financial resources and activities governed by the normal appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Governing Body: A board, committee, commission, or other executive or policymaking body of a municipality or school district.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Municipal(s): (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

Note: A short-term loan, typically with a maturity date of a year or less.

Objects of Expenditures: A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Principal: The face amount of a bond, exclusive of accrued interest.

Purchased Services: The cost of services that are provided by a vendor.

Reserve Fund: An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Undesignated Fund Balance: Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved and are therefore available for expenditure once certified as part of free cash.

Unreserved Fund Balance (Surplus Revenue Account): The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected.

Valuation (100 Percent): The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.





AGENDA ITEM:	6.2. Ordinance No. 253 – 2026 Tax Rate
SUBMITTED BY:	City Manager Ryan Rapelye
DATE SUBMITTED:	August 27, 2026
MEETING DATE:	September 2, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Public hearing and action on Ordinance No. 253-092026 An Ordinance of the City Council of the City of Garden Ridge, Texas, adopting a Tax Rate of \$0.254138 per one hundred dollars (\$100.00) consisting of the Maintenance and Operation Rate and Debt Service Rate of assessed valuation for the City of Garden Ridge to be effective for the 2026 Tax Year (Fiscal Year 2027). (Rapelye)

BACKGROUND

The City Council is required by state law to adopt a tax rate for each fiscal year. The proposed tax rate for Tax Year 2026 (FY 2027) is **\$0.254138 per \$100 valuation**. This rate is composed of:

- **Maintenance & Operation Rate (M&O) - \$0.206347:** Supports day-to-day services such as administration, public safety, streets, library, and community programs.
- **Debt Service Rate (I&S) - \$0.047791:** Funds the City's general obligation debt payments, ensuring compliance with bond covenants and long-term financial stability.

This adoption follows the certified appraisal roll provided by the Comal Appraisal District and supports the FY 2027 budget.

ATTACHMENTS: Ordinance No. 253-092026 Adopting the 2026 Tax Rate

REQUESTED ACTION

Motion	☒	Resolution	☐
Discussion	☒	Other	☐
Ordinance	☒		

FINANCIAL

Establishes the City's official property tax rate for FY 2027, providing revenue for general operations and debt service requirements.

PROs / CONs

STAFF RECOMMENDATION

Staff recommends approval of Ordinance No. 253-092026 adopting the tax rate of \$0.254138 per \$100 of assessed valuation for the 2026 Tax Year (FY 2027).



LEGAL NOTICE
NOTICE OF PUBLIC HEARING
CITY COUNCIL

NOTICE OF PUBLIC HEARING ON TAX RATE

PROPOSED TAX RATE \$0.254138 per \$100
NO-NEW-REVENUE TAX RATE \$0.244789 per \$100
VOTER-APPROVAL TAX RATE \$0.254138 per \$100

The no-new-revenue tax rate is the tax rate for the 2026 tax year that will raise the same amount of property tax revenue for the City of Garden Ridge from the same properties in both the 2025 tax year and the 2026 tax year.

The voter-approval rate is the highest tax rate that the City of Garden Ridge may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that the City of Garden Ridge is proposing to increase property taxes for the 2026 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON Wednesday, September 2, 2026, at 6:00 p.m. at GARDEN RIDGE CITY HALL, 9400 MUNICIPAL PARKWAY, GARDEN RIDGE, TX, 78266.

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

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

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

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

FOR the proposal: Mayor Pro-Tem Kelly Smith-Place 1, Councilmember Jim Mueller-Place 2;
Councilmember Krendra Harralson-Place 3; Councilmember Jim Hunter-Place 4;
Councilmember Brian Reyes-Place 5

AGAINST the proposal:
PRESENT and not voting: Mayor Lisa Swint
ABSENT:

Visit www.Texas.gov/PropertyTaxes to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state. The following table compares the taxes imposed on the average residence homestead by the City of Garden Ridge last year to the taxes proposed to be imposed on the average residence homestead by the City of Garden Ridge this year.

	2025	2026	Change
Total tax rate (per \$100 of value)	\$0.246430	\$0.254138	3.82% increase
Average homestead taxable value	\$714,655	\$722,399	1.08% increase
Tax on average homestead	\$1,761	\$1,836	4.26% increase
Total tax levy on all properties	\$2,600,617	\$2,705,493	1.03% increase

For assistance with tax calculations, please contact the tax assessor for the City of Garden Ridge at 830-221-1353 or cctax@co.comal.tx.us, or visit <https://www.comalcounty.gov/180/Tax-Office> for more information.

This is to certify that I, Marisa Spencer, posted this Legal Notice at 1:00 p.m. on August 14, 2026, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Marisa Spencer
City Secretary



ORDINANCE NO. 253-092026

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, ADOPTING A TAX RATE OF \$0.254138 PER ONE HUNDRED DOLLARS (\$100.00) CONSISTING OF THE MAINTENANCE AND OPERATION RATE AND DEBT SERVICE RATE OF ASSESSED VALUATION FOR THE CITY OF GARDEN RIDGE TO BE EFFECTIVE FOR THE 2026 TAX YEAR (FISCAL YEAR 2027).

WHEREAS, the City Council of the City of Garden Ridge, Texas, has duly approved a General Fund Budget for maintenance and operation for Fiscal Year 2027 and an Interest and Sinking Fund Budget for Fiscal Year 2027 beginning October 1, 2026, and ending September 30, 2027; and

WHEREAS, the City Council finds it is necessary to levy an ad valorem tax on all property, both real and personal, within the corporate limits of the City of Garden Ridge, Texas, in accordance with such budget and the Texas Tax Code; and

WHEREAS, pursuant to Texas Tax Code, Chapter 26, the appropriate notices were published and the City Council of the City of Garden Ridge, Texas, conducted a public hearing as required.

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

SECTION 1. ADOPTION OF TAX RATE.

The City Council of the City of Garden Ridge, Texas, does hereby adopt the tax rate of \$0.254138 per one hundred dollars (\$100.00) of assessed valuation for the 2026 tax year with said rate being composed of the following elements:

1. A tax rate of \$0.206347 per one hundred dollars (\$100.00) of assessed valuation for the General Fund maintenance and operations:

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

and

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.6623 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$7.29.

2. A tax rate of \$0.047791 per one hundred dollars (\$100.00) of assessed valuation for the retirement of debt service through the Interest and Sinking Fund.

SECTION 2. 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 3. CUMULATIVE AND SAVINGS.

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

SECTION 4. SEVERABILITY.

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

SECTION 5. PROPER NOTICE AND MEETING.

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

SECTION 6. RECORD VOTE.

Pursuant to Texas Tax Code §26.05(b), this Ordinance must be a record vote; which is reflected below:

Mayor Pro-Tem Smith, Place 1	☐ Yes	☐ No	☐ Abstain	☐ Absent
Councilmember Mueller, Place 2	☐ Yes	☐ No	☐ Abstain	☐ Absent
Councilmember Harralson, Place 3	☐ Yes	☐ No	☐ Abstain	☐ Absent
Councilmember Hunter, Place 4	☐ Yes	☐ No	☐ Abstain	☐ Absent
Councilmember Reyes, Place 5	☐ Yes	☐ No	☐ Abstain	☐ Absent

SECTION 7. EFFECTIVE DATE.

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

PASSED, APPROVED, AND ADOPTED ON this 2nd day of September, 2026.

Lisa Swint
Mayor

ATTEST:

Marisa Spencer
City Secretary



AGENDA ITEM:	6.3. Ratify Property Tax Increase Reflected in Budget
SUBMITTED BY:	City Manager Ryan Rapelye
DATE SUBMITTED:	August 27, 2026
MEETING DATE:	September 2, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Discussion and action to ratify the property tax increase reflected in the Fiscal Year 2027 Budget for the City of Garden Ridge. (Rapelye)

BACKGROUND

State law requires a separate vote of the governing body to ratify the property tax revenue increase reflected in the adopted budget when the total property tax revenues exceed those of the previous fiscal year.

The Fiscal Year 2027 Budget includes property tax revenues that are greater than the prior year due to:

- **Growth in taxable valuations** certified by the Comal Appraisal District.
- Adoption of the voter-approval tax rate of **\$0.254138 per \$100 valuation**.

Ratification of this item does not adopt a higher tax rate, but fulfills a statutory requirement to acknowledge the increase in total property tax revenue resulting from increased property values.

ATTACHMENTS:

REQUESTED ACTION

Motion	☒	Resolution	☐
Discussion	☒	Other	☐
Ordinance	☐		

FINANCIAL

Ensures compliance with truth-in-taxation requirements. Recognizes additional property tax revenue supporting the FY 2027 Budget for operations and debt service.

PROs / CONS

This vote to ratify a property tax increase is in addition to, and separate from, the vote to adopt the budget or the vote to set the tax rate as required by Chapter 26 of the Tax Code.

STAFF RECOMMENDATION

Staff recommends approval to ratify the property tax increase reflected in the Fiscal Year 2027 Budget.



AGENDA ITEM:	6.4. Ordinance No. 162 Nuisance Abatement
SUBMITTED BY:	City Manager Ryan Rapelye
DATE SUBMITTED:	August 28, 2026
MEETING DATE:	September 2, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Consideration and possible action to amend the City of Garden Ridge Nuisance Ordinance by adding a new section addressing nuisance dust abatement.

BACKGROUND

The proposed amendment establishes standards and enforcement procedures to address excessive fugitive dust generated by construction, grading, excavation, land clearing, road construction, and other land-disturbing activities. The amendment is intended to protect public health, safety, and welfare by preventing dust conditions that may impair visibility, create respiratory or safety hazards, damage neighboring property, or interfere with the reasonable use and enjoyment of surrounding properties.

The proposed **Nuisance Dust Abatement** section would:

- Define key terms, including *fugitive dust*, *nuisance dust*, *construction activity*, *Dust Control Plan*, and *responsible party*.
- Require compliance with applicable Texas Commission on Environmental Quality (TCEQ) air-quality regulations.
- Establish objective standards for determining when fugitive dust constitutes a nuisance, including dust crossing property lines or public roadways, accumulating on neighboring property, creating unsafe roadway conditions, or repeatedly interfering with neighboring property.
- Require responsible parties to implement reasonable dust-control measures, such as watering, stabilized construction entrances, street sweeping, covering or stabilizing stockpiles, limiting speeds on unpaved surfaces, stabilizing inactive areas, and suspending operations when effective dust control cannot be maintained.
- Require a Dust Control Plan for grading or earthwork activities disturbing one-half acre or more, as a condition of obtaining the applicable permit.
- Establish criteria for declaring a property a Nuisance Dust Property following repeated documented violations.
- Provide for documentation of nuisance dust violations through inspection reports, photographs or video, weather observations, verified complaints, governmental reports, evidence of tracked material, TCEQ violations, notices, and other competent evidence.
- Maintain an official administrative record to support enforcement actions and appeals.

The proposed amendment is intended to provide the City with clear, objective, and enforceable standards for addressing recurring nuisance dust while establishing reasonable dust-control expectations for property owners, developers, contractors, and other responsible parties.

ATTACHMENTS: *(None at this time.)*

REQUESTED ACTION

Motion ☐
Discussion ☒
Ordinance ☒

Resolution ☐
Other ☐

FINANCIAL

Budgeted Item ☐
Non-budgeted Item ☐
Not Applicable ☐

Original Estimate/Budget:
Current Estimate:
Amount Under/Over Budget: \$

PROs / CONS

STAFF RECOMMENDATION

Staff recommends that City Council discuss the proposed Nuisance Dust Abatement provisions and provide direction to staff regarding any desired revisions. Staff further recommends that an updated version of Ordinance No. 162 incorporating Council's direction be brought back for consideration and potential adoption at the October City Council meeting.

SECTION 7. NUISANCE DUST ABATEMENT

PURPOSE.

The purpose of this Section is to protect the public health, safety, and welfare by preventing excessive fugitive dust emissions that create nuisance dust, impair visibility, create respiratory hazards, damage neighboring property, or interfere with the reasonable use and enjoyment of property.

AUTHORITY.

This Section is adopted pursuant to the City's authority under the Texas Constitution, the Texas Local Government Code, the Texas Health and Safety Code, the Texas Clean Air Act, and all other applicable laws.

DEFINITIONS.

Approved Dust Suppressant means water or a commercially manufactured dust-control product applied in accordance with its labeling and applicable environmental requirements. Used oil, waste oil, hazardous waste, process wastewater, or another prohibited material may not be used for dust suppression.

Aggregate Operation means any activity involving the extraction, excavation, mining, quarrying, crushing, screening, sizing, washing, conveying, loading, unloading, handling, processing, or stockpiling of rock, stone, limestone, gravel, sand, recycled concrete, asphalt pavement, soil, or other aggregate material.

Construction Activity means grading, clearing, excavation, demolition, trenching, filling, utility installation, road construction, landscaping, or any other land-disturbing activity.

Dust Control Plan means a written plan approved by the City identifying the methods used to prevent nuisance dust.

Dust-Generating Activity means construction activity, aggregate operations, demolition, blasting, drilling, excavation, grading, clearing, material handling, crushing, screening, conveying, stockpiling, loading, unloading, hauling, vehicle travel on paved or unpaved surfaces, concrete cutting, abrasive blasting, or any other activity capable of generating fugitive dust.

Fugitive Dust means particulate matter that becomes airborne from disturbed soil, construction operations, vehicle traffic, stockpiles, or similar activities and is not emitted through a controlled stack or vent.

Inactive Disturbed Area means a disturbed surface on which dust-generating activity has ceased or is not expected to occur for seven or more consecutive calendar days.

Nuisance Dust means fugitive dust that:

- a) Leaves the property upon which it originates;
- b) Creates a visible dust plume beyond the property boundary;
- c) Deposits dust upon neighboring property or public rights-of-way;
- d) Reduces roadway visibility;
- e) Interferes with the reasonable use and enjoyment of neighboring property;
- f) Creates conditions harmful to public health or safety; or
- g) Violates applicable state or federal air quality regulations.

Nuisance Dust Property [“Property”] means property that is the source of repeated nuisance dust violations.

Responsible Party means the owner, developer, contractor, subcontractor, operator, tenant, or any person exercising custody or control over the Property.

Sensitive Receptor means a residence, school, childcare facility, healthcare facility, assisted-living facility, public park, place of worship, or other location designated by the City because occupants may be particularly affected by fugitive dust.

Track-Out means soil, aggregate, mud, rock, dust, or other material deposited by vehicles or equipment upon a paved public roadway.

Visible Dust Emission means airborne particulate matter detectable by ordinary unaided observation, excluding condensed water vapor.

RELATIONSHIP TO STATE AND FEDERAL REQUIREMENTS.

- a) Every responsible party shall obtain and continuously comply with all air permits, standard permits, permits by rule, registrations, authorizations, and operating limitations required by the Texas Clean Air Act, TCEQ rules, and applicable federal law.
- b) Applicable requirements include, without limitation, 30 Texas Administrative Code Chapter 111 and the conditions of any TCEQ authorization governing construction, demolition, aggregate handling, mining, quarrying, rock crushing, concrete crushing, screening, conveying, stockpiling, and associated vehicle traffic.
- c) Nothing in this Section authorizes an activity prohibited by state or federal law.
- d) This Section shall be interpreted consistently with Texas Health and Safety Code § 382.113, et. seq., as amended. The City shall not enforce this Section in a manner that makes unlawful an act or condition expressly approved or authorized by TCEQ. However, possession of a TCEQ authorization does not excuse a failure to comply with applicable permit conditions, generally applicable nuisance laws, traffic-safety requirements, street-cleaning requirements, or other municipal requirements that are not inconsistent with City code or state law.
- e) Evidence of noncompliance with a TCEQ permit, standard permit, permit by rule, registration, rule, or order may also constitute evidence of a violation of this Section.

OBJECTIVE STANDARDS FOR NUISANCE DUST.

Nuisance Dust shall be deemed to exist whenever any of the following conditions occur:

- a. A visible dust emission crosses a property boundary and is observed for a cumulative period exceeding thirty seconds during any six-minute observation period, unless the emission is expressly authorized by and complies with an applicable TCEQ authorization.

- b. Regardless of duration, dust constitutes a violation if it:
 - 1. Obscures or materially reduces visibility on a public roadway;
 - 2. Enters an occupied building;
 - 3. Produces a visible deposit on neighboring property;
 - 4. Creates an immediate health or traffic-safety hazard; or
 - 5. Continues after the responsible party has been directed to implement additional reasonably available controls.
- c. Observations may be documented using EPA Method 22 principles, photographs, video, inspection reports, weather records, deposition evidence, or other competent evidence. Formal EPA Method 22 certification is not required for an initial municipal nuisance observation.
- d. Observations should identify the source, observer location, wind direction, approximate wind speed, duration, plume direction, affected property, and controls operating at the time.
 - a) Construction activities create repeated dust emissions that could reasonably have been prevented.
 - b) Dust reduces roadway visibility or creates unsafe driving conditions.
 - c) Dust interferes with neighboring residents' reasonable use and enjoyment of their property.
 - d) Dust creates conditions determined by the Code Enforcement Officer to be harmful to public health, safety, or welfare.

MINIMUM DUST-CONTROL MEASURES.

Each responsible party shall use reasonable and effective controls appropriate to the source. Merely possessing dust-control equipment does not constitute compliance.

The following standards apply for dust control measures:

- a. **Water supply and equipment.** An operational water truck, water source, hoses, spray bars, or equivalent equipment of adequate capacity shall be available whenever dust-generating activities are conducted.
- b. **Watering.** Disturbed surfaces and unpaved travel areas shall be watered before work begins and thereafter as frequently as necessary to prevent nuisance dust. Water shall not be applied in a manner that causes runoff, erosion, sediment discharge, or unsafe roadway conditions.
- c. **Vehicle speeds.** Speeds shall not exceed 10 miles per hour on unpaved haul roads and work areas unless the approved Dust Control Plan establishes that another speed will provide equivalent or better control. The City may require a five-mile-per-hour limit where recurring emissions occur.
- d. **Truck covering.** Trucks transporting soil, sand, aggregate, demolition debris, or other dust-producing material on a public roadway shall be completely covered by a secured tarp or other effective covering. Tailgates shall be closed and loads shall not extend above the sideboards unless adequately covered.
- e. **Track-out controls.** Each active exit shall have a stabilized construction entrance, rumble grid, wheel-wash system, or equivalent control sufficient to prevent track-out.

f. **Street cleaning.** Track-out shall be removed as soon as practicable and no later than the end of the workday. Material creating a traffic or visibility hazard shall be removed immediately. Dry broom sweeping or blowing that causes visible dust is prohibited. Vacuum sweeping, wet sweeping, or another dust-suppressing method shall be used.

g. **Stockpiles.** Stockpiles shall be watered, covered, enclosed, revegetated, crusted, or treated with an approved suppressant. The City may require windbreaks or a reduced stockpile height near property boundaries and sensitive receptors.

h. **Inactive areas.** Inactive disturbed areas shall be temporarily stabilized within seven calendar days using mulch, tackifier, soil binder, gravel, covering, or temporary vegetation.

i. **Final stabilization and revegetation.** Areas where disturbance is complete shall be permanently stabilized or revegetated as soon as practicable. Temporary controls shall remain until uniform vegetative cover or equivalent permanent stabilization has been established.

j. **Haul roads.** Frequently traveled haul roads shall be watered, chemically stabilized, surfaced with low-fines aggregate, or paved. The City may require paving where repeated violations demonstrate that watering or chemical stabilization is ineffective.

k. **Material handling.** Drop heights during loading, unloading, and stockpiling shall be minimized. Where practicable, drop distances shall not exceed three feet.

l. **Dust-control chemicals.** Chemical suppressants may not be applied unless their use complies with manufacturer instructions and applicable stormwater, groundwater, surface-water, and environmental requirements.

m. **Burning prohibited.** Vegetative debris or construction material may not be burned as a dust-control or disposal practice except under a separate lawful authorization.

n. **Complaints and equipment failure.** A responsible party shall promptly investigate a dust complaint. Dust-generating activity affected by an equipment failure shall be reduced or suspended until effective controls are restored.

SPECIAL REQUIREMENTS FOR AGGREGATE OPERATIONS.

In addition to all other requirements, an aggregate operation shall:

a. Operate water sprays or equivalent controls at crushers, screens, feed hoppers, conveyor transfer points, discharge points, and loadout areas whenever necessary to prevent nuisance dust;

b. Maintain spray nozzles, pumps, hoses, enclosures, dust curtains, baghouses, and other control equipment in operating condition;

c. Enclose or shield conveyors and transfer points where reasonably practicable;

d. Use belt wipers, skirting, hoods, drop sleeves, fogging systems, or equivalent controls where recurring dust occurs;

e. Clean spillage promptly without generating additional visible dust;

- f. Minimize the fall distance of aggregate during transfer and loadout;
- g. Maintain haul roads, parking areas, and loading areas so that truck traffic does not generate nuisance dust;
- h. Keep records of water application, road treatment, control-device inspections, equipment failures, complaints, corrective actions, and weather-related work suspensions;
- i. Provide the City, upon request, a copy of the facility's applicable TCEQ air authorization, site plan, maximum authorized production rate, operating schedule, and dust-control requirements; and
- j. Suspend the affected operation when required pollution-control equipment is inoperative and continued operation would create nuisance dust or violate an applicable authorization.

DUST CONTROL PLAN.

Prior to issuance of any grading or earthwork permit involving disturbance of one-half (1/2) acre or more, the Responsible Party shall submit a Dust Control Plan ("Plan") for City approval.

A Plan is required regardless of acreage for:

- Mining, quarrying, crushing, or screening;
- Demolition involving more than 10,000 square feet;
- Projects expected to import or export 1,000 cubic yards or more;
- Projects involving 10 or more heavy-truck trips per day;
- Projects within 500 feet of a sensitive receptor; and
- Any property with a prior documented dust violation.

The Dust Control Plan shall include:

- a) Dust suppression methods;
- b) Watering schedule;
- c) Equipment maintained on-site;
- d) Haul routes;
- e) Street cleaning procedures;
- f) Wind contingency procedures;
- g) Stabilization methods for inactive areas; and
- h) Contact information for the responsible dust-control supervisor.
- i) Site map showing property boundaries, sensitive receptors, disturbed areas, haul roads, stockpiles, crushers, screens, conveyors, loading areas, water sources, and entrances;
- j) Estimated acreage and duration of disturbance;
- k) Anticipated daily heavy-truck trips;
- l) Inspection frequency and inspection checklist;
- m) Wind-monitoring method and operating triggers;
- n) Source-specific controls for crushing, screening, conveying, loading, stockpiles, and haul roads;
- o) Complaint-response procedure;
- p) Employee and subcontractor training;
- q) Maintenance and backup procedures for dust-control equipment;
- r) Daily recordkeeping procedures; and
- s) Final stabilization and revegetation schedule.

Records are required to be retained for at least three years and made available to the City upon reasonable request.

Wind-triggered operation requirements

- a) Each Property subject to a Dust Control Plan shall maintain an operational wind-measuring device on-site or use a reliable nearby weather station approved in the Plan.
- b) When sustained winds reach 15 miles per hour or gusts reach 25 miles per hour, the Responsible Party shall inspect all active dust sources and increase watering, reduce vehicle speeds, reduce drop heights, or implement other enhanced controls.
- c) Dust-generating activity shall be reduced or suspended whenever visible dust crosses the property boundary despite enhanced controls, regardless of measured wind speed.
- d) Excavation, grading, crushing, screening, loading, and similar activity may resume only after controls are restored and can prevent recurrence.
- e) The wind thresholds are operational inspection triggers and do not create a defense to nuisance dust occurring below those speeds.

Failure to comply with an approved Dust Control Plan constitutes a separate violation of this Section.

DECLARATION OF NUISANCE DUST PROPERTY.

The Code Enforcement Officer may declare a property a Nuisance Dust Property whenever:

- a) Three (3) documented nuisance dust violations occur within sixty (60) days; or
- b) Five (5) documented nuisance dust violations occur within any twelve-month period.

After a property is designated a Nuisance Dust Property, the City may require one or more of the following:

- 1. Revised Dust Control Plan prepared by a qualified environmental professional;
- 2. Additional water trucks or water-storage capacity;
- 3. Reduced vehicle speeds;
- 4. Paving or chemical stabilization of haul roads;
- 5. Wheel-wash facilities;
- 6. Vacuum street sweeping;
- 7. Relocation or enclosure of stockpiles and transfer points;
- 8. Wind fencing or vegetative buffers;
- 9. Independent visible-emissions monitoring;
- 10. Increased inspection and reporting;
- 11. Restricted operating hours; or
- 12. A performance bond or financial assurance, if independently authorized by applicable law.

DOCUMENTATION.

- a) The Code Enforcement officer shall maintain documentation supporting any determinations that a nuisance dust violation has occurred or that a property should be declared a Nuisance Dust Property.

- b) Documentation may include:
 - 1. Written inspection reports;
 - 2. Photographs or video recordings;
 - 3. Dates, times, and locations of observations;
 - 4. Weather conditions, including wind speed and direction, when relevant;
 - 5. Verified citizen complaints;
 - 6. Police, Public Works, Fire Department, or other governmental reports;
 - 7. Evidence of dirt or debris tracked onto public streets or neighboring property;
 - 8. Documentation of violations of applicable TCEQ regulations;
 - 9. Copies of notices, stop work orders, and corrective action notices; and
 - 10. Any other competent evidence.
- c) Documentation shall identify the facts supporting the determination that nuisance dust existed and whether the responsible party complied with this Section.
- d) The documentation maintained by the City shall constitute the official administrative record for enforcement and appeals.

NOTICE.

The City shall provide written notice to the Responsible Party describing:

- a) The property;
- b) The documented nuisance dust violations;
- c) Corrective actions required;
- d) Compliance deadline;
- e) Appeal procedures; and
- f) Applicable penalties.

CORRECTIVE ACTION.

- a) Upon receipt of a Notice of Violation, the responsible party shall immediately take all reasonable measures necessary to eliminate nuisance dust and prevent further emissions.
- b) Unless an immediate Stop Work Order is issued, the responsible party shall, within five (5) business days:
 - 1. Correct all deficiencies;
 - 2. Implement required dust-control measures;
 - 3. Submit a Dust Control Plan if required;
 - 4. Provide documentation demonstrating compliance upon request; and
 - 5. Maintain continuous compliance throughout construction.
- c) Failure to complete corrective actions authorized the City to:
 - 1. Declare the property a Nuisance Dust Property;
 - 2. Issue civil penalties;
 - 3. Issue a Stop Work Order;
 - 4. Perform emergency dust suppression and recover costs; and
 - 5. Pursue any other remedy authorized by law.
- d) Completion of corrective actions does not preclude enforcement for prior violations.

PRESUMPTION OF VIOLATION.

The following constitute prima facie evidence of a nuisance dust violation:

- a) Visible dust crossing a property line;
- b) Photographic or video evidence documenting dust migration;
- c) Verified citizen complaints confirmed by City inspection;
- d) Failure to implement required dust-control measures;
- e) Failure to comply with an approved Dust Control Plan; or
- f) A documented violation of applicable TCEQ fugitive dust regulations.

STOP WORK ORDER.

Whenever nuisance dust presents an immediate threat to public health, safety, roadway, visibility, or neighboring property, the Code Enforcement Officer may issue a Stop Work Order requiring land-disturbing activities to cease until adequate dust-control measures are implemented.

CIVIL PENALTIES.

Violations of this Article are subject to civil penalties as authorized by Texas law.

Each day a violation continues constitutes a separate offense.

COST RECOVERY.

The City may recover all reasonable costs incurred for inspection, street cleaning, dust suppression, engineering, legal services, and nuisance abatement.

CONTINUING VIOLATIONS.

A declaration as a Nuisance Dust Property shall remain effective for one (1) year following the final verified violation.

Any additional nuisance dust violation during that period shall restart the one-year designation.

OTHER REMEDIES.

The City may pursue injunctive relief, nuisance abatement, civil remedies and penalties, criminal prosecution, temporary restraining orders, and any other remedy authorized by law.

PUBLIC NUISANCE.

Fugitive dust that causes or contributes to or affects the health, safety, comfort, convenience, and welfare of the citizens of Garden Ridge or unreasonably interferes with neighboring property may be declared a public nuisance.

Nothing in this Section limits the City's authority to immediately abate dangerous conditions or pursue any other remedy authorized by law.



AGENDA ITEM:	6.5. Communication Policy
SUBMITTED BY:	City Manager Ryan Rapelye
DATE SUBMITTED:	August 28, 2026
MEETING DATE:	September 2, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Consideration and Adoption of the City of Garden Ridge Communication Policy

BACKGROUND

The City of Garden Ridge has developed a comprehensive Communication Policy to establish a consistent, transparent, and coordinated approach to communicating with residents, businesses, the media, and other stakeholders. The policy formalizes the City's commitment to providing timely, accurate, accessible, and professional information while promoting public engagement and trust.

The policy establishes guidelines for the City's website, social media, electronic communications, internet use, media relations, and other forms of public communication. It also addresses covered applications and prohibited technology, the processing of open records requests, employee acknowledgement and compliance, and the administration and periodic review of the policy.

Community Communication Tools

The policy formalizes the City's use of multiple communication platforms to provide residents with information and opportunities to remain engaged, including:

- **The Grapevine Newsletter and Monthly Calendar**, distributed with monthly utility bills and published through the City's website and social media channels.
- **City Website**, serving as a primary source for City information, services, meetings, programs, and announcements.
- **Social Media**, provides timely updates, community information, announcements, and public engagement opportunities.
- **CivicReady**, the City's mass notification system, used for emergency alerts, public safety information, general notifications, traffic and road closure updates, and Police Department notifications.
- **Notify Me**, allowing residents and other interested individuals to subscribe to automatic notifications regarding agenda postings, calendar events, and City employment opportunities.
- **Media Releases**, providing a coordinated method for distributing official City information to media outlets, City staff, and City Council.
- **Legal Notices**, ensuring required public notices, meeting notices, and agendas are posted in accordance with the Texas Open Meetings Act and other applicable requirements.

Branding and Crisis Communications

The Communication Policy incorporates two supporting documents that were previously adopted at the August 3, 2022, City Council Meeting:

- **Exhibit A – Branding Guide**: Established standards for the City's visual identity and consistent use of City branding in public communications.

Staff recommends that City Council approve and adopt the *Future Applications: Departmental Logo Versions* on the final page of the Branding Guide.

- **Exhibit B – Crisis Communications Plan:** Established a framework for coordinating timely, accurate, and consistent communications during emergencies, crises, or other significant events affecting the City or community.

Together, these documents provide the City with a consistent approach to both routine and critical communication and help ensure that the public receives clear and reliable information during times when timely communication is particularly important.

Policy Administration and Compliance

The policy provides for periodic review and updates as necessary to address changes in state law, applicable technology requirements, the City's communication needs, and other regulatory or operational changes. The City Manager is authorized to modify or rescind all or part of the policy as appropriate.

The City may monitor compliance through various methods, including IT and security system reports and feedback to City leadership. Employees are required to acknowledge their understanding of the policy and are expected to comply with its provisions and applicable City employment policies.

Adoption of the policy will provide the City with a unified framework for municipal communications, strengthen transparency and community engagement, and establish clear expectations for the use of City communication resources and platforms.

ATTACHMENTS: City of Garden Ridge Communication Policy

REQUESTED ACTION

Motion	☒	Resolution	☐
Discussion	☒	Other	☐
Ordinance	☐		

FINANCIAL

Budgeted Item	☐	Original Estimate/Budget:
Non-budgeted Item	☐	Current Estimate:
Not Applicable	☐	Amount Under/Over Budget: \$

PROs / CONs

STAFF RECOMMENDATION

Staff recommends that City Council adopt the City of Garden Ridge Communication Policy, which includes Exhibit A – Branding Guide and Exhibit B – Crisis Communications Plan, approve the use of the *Future Applications: Departmental Logo Versions* on the final page of the Branding Guide, and authorize implementation of the policy.

COMMUNICATION POLICY



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1. POLICY AND PURPOSE

1.1. Policy.

It is the policy of the City of Garden Ridge (hereafter referred to as “City”) to foster and encourage an atmosphere of openness and transparency with the public. Coordinating timely communication with the public about City programs and information is an important consideration in achieving excellent community relations. Public engagement and communication play vital roles in the overall well-being of the community, and this Communication Policy formalizes the purpose of the City’s public engagement and communication efforts.

This Communication Policy includes the City’s Branding Guide, attached hereto as Exhibit A, and the City’s Crisis Communications Plan, attached hereto as Exhibit B.

1.2. Purpose.

The purpose of this policy is to:

- Ensure open, transparent, and proactive communication. By providing accurate, timely, and accessible information, the City fosters public trust, encourages civic engagement, and empowers residents to make informed decisions about their community.
- Establish a unified framework for City communications to standardize messaging, protect the municipal brand, and ensure that all communications are professional, reliable, and coordinated across all departments.
- Provide clear standards for how City employees and officials represent the municipality across all digital platforms, promoting effective community engagement while establishing responsible use guidelines for social media and official communication channels.
- Provide guidelines for administration, management, and uses of the City’s website and any social media account owned by the City, including department or facility-related accounts, to ensure responsible, effective, and legally compliant communication.

1.3. Policy Review.

This policy will be reviewed and updated as necessary to reflect changes in state law, additions to applications identified under Government Code Section 620.006, updates to the prohibited technology list posted to the Department website, or to suit the needs of the City of Garden Ridge.

The City Manager reserves the right to modify or rescind all or part of this policy at any time.

1.4. Policy Compliance.

The City will verify compliance with this policy through various methods, including but not limited to, IT/security system reports and feedback to leadership. An employee found to have violated this policy may be subject to disciplinary action, including suspension of social media privileges or other measures consistent with City employment policies, or termination of employment.

1.5. Policy Acknowledgement.

All City employees shall sign a document confirming their understanding of each section of this Communication Policy.

2. WEBSITE

The City website (www.ci.garden-ridge.tx.us) includes a broad range of information about the City's departments, visions, goals, and activities. It offers easy access to information about City events, programs, services, interactive documents, and more. Citizens can submit a variety of forms online as well as view live and replay videos concerning City business.

The following departments/employees have access and the responsibility to maintain department pages:

- Homepage, general pages, and calendars – City Secretary and Assistant City Secretary/Communications Specialist
- Public Works (Public Facilities and Utilities) – Administrative Coordinator and Utility Clerk
- Court – Court Administrator
- Police – Police Clerk
- Library – Library Director

3. SOCIAL MEDIA

3.1. Purpose.

It is the purpose of this policy to provide employees guidance regarding appropriate content and use of social media with respect to the use of, but not limited to, City images, material, logos, or references to the City. The City endorses the secure use of social media to enhance communication and information sharing. Social media facilitates discussion of City issues, operations, and services by providing the public with the opportunity to interact with their City government in a variety of ways. A social networking presence has become a powerful tool for vibrant and transparent communication and reaches those that may not consume traditional media as frequently as other segments of the population. This policy establishes the City's position on its management, administration, and oversight.

When properly used, social media can be an effective tool for the City to:

- Openly, directly, and publicly communicate with citizens.
- Develop new and/or informed relationships with constituents and community partners.
- Seek input from citizens on key issues or services.
- Promote educational information directly to the public.
- Potentially recruit employees and volunteers.

This policy does not address personal use of social media and does not impact, nor is it impacted by the Social Media section of the Employee Standards of Conduct in the City Personnel Policy Manual.

This policy applies to all current and future social media accounts owned by the City, all employees who are administrators of a City social media account, and all City departments.

This policy is not meant to address one particular form of social media, but rather social media in general, as advances in technology will occur and new tools will emerge.

3.2. City Social Media Accounts (as of July 2026)

City of Garden Ridge

- Facebook: <https://www.facebook.com/CityofGR/>
- Instagram: <https://www.instagram.com/gardenridgetx/>
- Nextdoor: <https://nextdoor.com/agency-detail/tx/garden-ridge/City-of-garden-ridge/>
- X: <https://twitter.com/GardenRidgeTx>
- YouTube: <https://www.youtube.com/@Cityofgardenridge>

Library Department

- Facebook: <https://www.facebook.com/GardenRidgeLibraryTX/>
- Instagram: <https://www.instagram.com/gardenridgelibrary>

Police Department

- Facebook: <https://www.facebook.com/gardenridgepolice>

3.3. Objectives

- Content posted to social media accounts should enhance communication and engagement with residents and stakeholders.
- Accounts should disseminate accurate and timely information about City services, events, initiatives, meetings, policies, and emergency updates.
- Activity on the accounts should foster transparency and accountability.

3.4. Account Guidelines

- The City's position is that limiting the number of social media accounts is a best practice because it makes it easier for residents to follow City news and information.
- No social media account, including department or facility-related accounts, will be created without prior approval from the City Manager. Consideration will include:
 - Viability: Is the platform offering content in a new or more successful way than existing platforms? Is it expected to be stable for an extended period? Will residents use the platform?
 - Resources: Does the platform consume additional staff time? Does the platform have an additional cost?
- Each City social media account, including department or facility-related accounts, shall have no less than 2 department employee administrators with full access and shall additionally include the Communications Specialist as an administrator.
- Where possible, each social media account should include an introductory statement (such as About on Facebook) that clearly specifies the purpose and scope of the City Department presence on the platform and should provide a link to the City's official website.
- Where possible, social media accounts should clearly indicate they are maintained by the City Department and should have City Department contact information prominently displayed.
- Where possible, social media accounts should state that the opinions expressed by visitors to the page do not reflect the opinions of the City.
- Department personnel representing the City or their Department via social media platforms shall:
 - Always conduct themselves as representatives of the City and adhere to all City standards of conduct and conventionally accepted protocols and proper decorum.
 - Identify themselves as an employee of the City.
 - Not conduct political activities, private business, or promote non-City-related information.
 - Not make statements of personal opinion or speculation.

- Social media content shall adhere to all applicable laws, regulations, and policies, including all information technology and records management policies.
- Pages shall clearly indicate that posted comments will be monitored and that the City reserves the right to remove obscenities, off-topic comments, advertisements, and personal attacks.
- Pages shall clearly state that any content posted or submitted for posting is subject to public disclosure.
- Employees shall observe and abide by all copyright, trademark, and service restrictions in posting materials to electronic media.
- Employees must obey the Terms of Service of any social media platform employed.
- Inappropriate usage of social media can be grounds for disciplinary action.
- Additional and/or special policies may apply to law enforcement and other first responder personnel.

3.5. Content/Posting Guidelines

- Accuracy: All information must be verified for accuracy before posting.
- Relevance: Content shall be related to City services, programs, events, and other matters relevant to the community.
- Departmental Content: Individual departments (Library and Police) shall only create content expressly related to their department. If it is a City event or City business, the content shall be created by the Communications Specialist. Individual departments may then share posts created by the Communications Specialist to their departmental pages and departmental content may also be shared to the City's social media platforms by the Communications Specialist.
- Tone and Professionalism: Posts shall use a neutral or positive, informative, and courteous tone. Content should avoid personal opinions or politically charged language.
- No Endorsements: The City's social media accounts shall not be used to endorse political candidates, private businesses, or external organizations.
- Copyright and Attribution: Posts shall only use content (e.g. images, videos, text) that is owned by the City or properly licensed for use and must give appropriate credit for third-party content.
- City social media accounts shall not publish:
 - Confidential or proprietary information, including but not limited to: information related to pending litigation or legal issues, attorney-client privileged communication, attorney work product, and information not subject to disclosure under the Texas Public Information Act or information that would violate state or federal law if published.
 - Content that violates a legal ownership interest in another party.
 - Profanity, racist, sexist, obscene, derogatory, false, or defamatory content or comments.
 - Content in support of or opposition to political campaigns or ballot measures.
 - Content that solicits or promotes commercial services or products unless it is part of a sponsorship agreement and explicitly approved by the Communications Specialist.
 - Threats of physical harm or intention to disrupt City operations.
 - Advocation for or causing the damage or destruction of City property, illegal discrimination, or harassment.

3.6. Content/Posting Response Guidelines and Retention

The City does not discriminate against viewpoints or opinions posted by visitors. However, if the City social media account allows public posts or comments, the City reserves the right, through the account administrators, to moderate and hide the following types of postings:

- Comments that contain obscene language or content. Obscene language or content that is sexually explicit and/or pornographic that is (1) patently offense, (2) appeals to prurient interest, and (3) lacks serious literary, artistic, political, or scientific value.
- Comments that contain hate speech or offensive terms directed at race, color, religion, sex, age, genetic information, veteran status, disability, national origin, or any other unlawful classification, or comments about gender identity or sexual orientation.
- Comments that suggest or encourage illegal activity.
- Off-thread commentary that is clearly unrelated to the post itself, advertisements, and comments that contain spam.
- Duplicate comments to the same post within a short period of time that appear to be autogenerated or generic in nature.
- Defamatory comments either as determined by a court or comments that are patently defamatory by easily discoverable facts.
- Comments that contain a hyperlink to any website other than those controlled by the City. This will be done without regard to the viewpoint of the comment containing such a link or the content of the site to which the link redirects.
- Comments about a political campaign or political initiative.
- Comments violating copyright or intellectual property rights, the platform's terms of service, or any other laws or regulations.

The City strives to be consistent but may not be able to catch all comments that violate these guidelines. When a comment containing any of the above prohibited content is posted to any City social media account and is hidden or removed according to this policy, a copy or electronic record of that content shall be retained and archived pursuant to the City's record retention policy. Once archived, the content will be hidden or removed, where possible, from the City's social media account.

Social media administrators shall not remove public comments unless they are in violation of the guidelines as outlined above.

3.7. Crisis Communications

Social media can play a crucial role in disseminating vital information during a crisis. In the event of an emergency, appropriate City social media accounts can be used to provide real-time updates but must ensure the information is accurate. During an emergency or crisis situation, suspend all prescheduled posts until cleared to resume normal posting and refer to the City of Garden Ridge Crisis Communications Plan, attached hereto as Exhibit B.

4. ELECTRONIC COMMUNICATIONS AND INTERNET USE

- 4.1. General. This policy sets forth standards for the acceptable use of technical systems for the City. The intent is to clarify the acceptable use of these systems and provide examples of uses which are acceptable or unacceptable. The guidelines specified in this policy apply to all Employees who have access to or use technology systems funded by the City. This policy does not contain all the possible acceptable and unacceptable uses.

- 4.2. User Responsibilities. Employees are representatives of the City in all their communications; therefore, responsible use of the City's technology systems requires discretion, professionalism, and awareness of potential liability. Employees should be aware that when they are utilizing certain technology systems, they are creating City documents. Employees are on notice that communication and use of any of the City's technology systems are a matter of public record under the Public Information Act and are subject to discovery requests.

Employees shall not abuse their access to technology. Abuse may consist of unacceptable or excessive use. Generally, a use is unacceptable if it conflicts with the City's vision, mission, or values, the department's purpose, goal, or mission, or an Employee's job duties or responsibilities. Personal use shall be considered excessive if, in the opinion of the Employee's Supervisor, the use detracts from the individual Employee's or department's productivity.

- 4.3. Guidelines. The following guidelines have been established for using the Internet, City provided computers, laptops, tablets, e-mail, facsimiles, and other technology in an appropriate, ethical, and professional manner:

- City-provided equipment and services must not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, pornographic, or illegal nature.
- Employees must not use technology to play or download any games; communicate disparaging, abusive, profane, or offensive language; create, view, or display materials that might adversely or negatively reflect upon the City; or be contrary to the City's best interests. Employees must not engage in gambling or illegal activities, including but not limited to piracy, hacking, extortion, blackmail, and unauthorized access of any computers and City provided equipment.
- Employees must not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not interfere with or disrupt network users, services, or equipment including, but not limited to damaging equipment, spreading malware, impersonating another user, or destroying communications or electronic files.
- Employees must not use technology systems for personal gain, outside employment, personal business operations, or other financial profit, or to advertise or solicit funds for political, religious, or other personal causes.
- City network user login and password information must not be shared with other Employees or stored in an unsecured or visible location.
- Employees must not open suspicious e-mails, pop-ups, or downloads.
- Employees must immediately notify the City's IT service provider and their Departmental Management of suspicious malware or suspected hacking attempts.
- Employees must ensure that all technology-related purchases are coordinated by the City's IT service provider and Department Head prior to the actual purchase.
- Internal and external e-mails are considered official City records and are subject to the Public Information Act.
- Limited or incidental Internet or electronic communication for personal purposes which does not infringe upon the Employee's or the department's productivity is permitted.

- 4.4. Right to Monitor. All City technology and records belong to the City and not the Employee. The City reserves the right to monitor the use of City supplied technology. E-mails are retained in accordance with the City's Records Retention Policy. Inappropriate or illegal use of communications may be subject to corrective action (refer to the City of Garden Ridge Personnel Policy Manual, Section 9, Policy 9.1.3. – Types of Corrective Action).

5. MEDIA RELATIONS

- 5.1. General. The news media provides an important service for the public, which should be clearly understood by all City Employees. It is the function of the news media to keep the public informed on matters of public interest, including the activities of the various departments and the Employees of the City. Therefore, it is essential that information provided to the media be accurate, released only by the appropriate person or official, and handled in a professional manner.
- 5.2. Official Spokesperson. Because statements made by any City employee to the public or news media may be interpreted as official City statements, only the City Manager, Mayor, or their designees are authorized to respond on behalf of the City to media inquiries. Employees who receive media inquiries must immediately direct them to the City Manager.
- 5.3. Interviews Outside of City Business. The U.S. Constitution holds that U.S. citizens have the right to their personal points of view regarding any issue. City Employees who interact with the media outside their capacity as a City Employee should take measures to ensure that they are not designated as a City spokesperson, or as offering an “official City point of view”.

6. OTHER FORMS OF COMMUNICATION

- 6.1. The Grapevine Newsletter and Monthly Calendar – Printed and distributed as an insert to the monthly utility bills as well as posted to the City’s website and City social media accounts. Any department may submit content for inclusion in the Grapevine Newsletter and/or Monthly Calendar by sending submissions to the Communications Specialist. Submissions are due by the 15th every month unless otherwise specified by the Communications Specialist. Any additional inserts to the monthly utility bills require prior approval from the City Manager.
- 6.2. Media Releases – The City Manager or their designee will provide public information that leads to print and broadcast news stories to the media, staff, and City Council.
- 6.3. Legal Notices – The City Secretary or their designee will ensure that the required meeting notices and agendas for any board/commission meeting are posted in accordance with the Texas Open Meetings Act and any subsequent legislation regulating such postings.
- 6.4. Emergency Notifications – The City uses [CivicReady](#) as a mass notification system to send emergency alerts and other notifications. Subscribers can register to receive emergency alerts via phone call, text message, and/or email. Non-emergency messages will be sent by text and/or email. Examples of messages sent through [CivicReady](#) include:
 - Emergency Alerts
 - General Notifications and Traffic-Road Closure Updates
 - Police Department Notifications
- 6.5. Other Notifications – The City uses [Notify Me](#) for residents to opt to stay up to date with general news and information from the City by receiving automatic notifications for:
 - Agenda Postings
 - Calendar Events
 - Government Job Postings

7. COVERED APPLICATIONS AND PROHIBITED TECHNOLOGY

- 7.1. Scope and Definitions. Pursuant to Senate Bill 1893 prohibiting the use of covered applications on government entity devices, governmental entities must establish a covered applications policy.

Governmental entities include:

- A department, commission, board, office, or other agency that is in the executive or legislative branch of state government and that was created by the constitution or a statute, including an institution of higher education as defined by Education Code Section 61.003.
- The supreme court, the court of criminal appeals, a court of appeals, a district court, or the Texas Judicial Council or another agency in the judicial branch of state government.
- A political subdivision of this state, including a municipality, county, or special purpose district.

A covered application is:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- A social media application or service specified by proclamation of the governor under Government Code Section 620.005.

This policy applies to all City of Garden Ridge full-time and part-time employees, contractors, paid or unpaid interns, and other users of government networks. All City employees are responsible for complying with this policy.

- 7.2. Covered Applications on Government Devices. Except where approved exceptions apply, the use or installation of covered applications is prohibited on all government-owned or government-leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

The City will identify, track, and manage all government-owned or government-leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- Prohibit the installation of a covered application.
- Prohibit the use of a covered application.
- Remove a covered application from a government-owned or government-leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).
- Remove an application from a government-owned or government-leased device if the Governor issues a proclamation identifying it as a covered application.

The City will manage all government-owned or government-leased devices by implementing the security measures listed below:

- Configure agency firewalls to block access to prohibited services statewide on all agency technology infrastructure.
- Restrict access to “app stores” or unauthorized software repositories to prevent the installation of unauthorized applications.
- Maintain the ability to remotely wipe non-compliant or compromised devices.
- Maintain the ability to remotely uninstall unauthorized software from devices.

- 7.3. Ongoing and Emerging Technology Threats. To provide protection against ongoing and emerging technological threats to the government's sensitive information and critical infrastructure, Texas Department of Public Safety (DPS) and Texas Department of Information Resources (DIR) will regularly monitor and evaluate additional social media applications or services that pose a risk to this state.

DIR will annually submit to the Governor a list of social media applications and services identified as posing a risk to Texas. The Governor may proclaim items on this list as covered applications that are subject to this policy.

If the Governor identifies an item on the DIR-posted list described by this section, then the City will remove and prohibit the covered application. The City may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.

- 7.4. Covered Application Exceptions. The City may permit exceptions authorizing the installation and use of a covered application on government-owned or government-leased devices consistent with the authority provided by Government Code Chapter 620.

Government Code Section 620.004 only allows the City to install and use a covered application on an applicable device to the extent necessary for providing law enforcement or developing or implementing information security measures.

If the City authorizes an exception allowing for the installation and use of a covered application, the City must use measures to mitigate the risks posed to the state during the application's use including:

- Approval from the City Manager is required prior to installing a covered application with a specific purpose for the exception.
- The covered application must be removed upon completion of purpose.
- The City must maintain the ability to remotely uninstall the covered application if needed.
- Submission and monitoring of IT/security system reports are required while the covered application is installed.

The City must document whichever measures it took to mitigate the risks posed to the state during the use of the covered application.

8. POLICY FOR PROCESSING OPEN RECORDS REQUESTS

- 8.1. Introduction. The Texas Public Information Act (PIA) provides a mechanism for citizens to inspect or receive copies of government records. It requires governmental agencies to make available for inspection or copying all information that is collected, assembled, or maintained by or for a governmental body if it owns or has a right of access to the information. Requests for public information must be for documents or other information that is already in existence at the time of the request. Governmental bodies are not required to answer questions, perform legal research, create new information in response to a public information request, or comply with a continuing request to supply information on a periodic basis.

The PIA generally requires a governmental body to release information in response to a request; however, it also provides that governmental bodies may withhold records from the public in specific instances. This policy outlines the general procedures for processing requests for public information, also commonly referred to as open records requests.

8.2. General Guidelines. The Office of the City Secretary is responsible for overseeing the care and maintenance of all City records. Pursuant to Local Government Code Section 552.234, requests must be in writing with certain guidelines met in order to trigger the City's obligations under the PIA. Requests must be in writing and delivered to the City Secretary or their designee by one of the following methods:

- Submit the online form found on the City's website at: <https://www.ci.garden-ridge.tx.us/FormCenter/Open-Records-Request-5/OPEN-RECORDS-REQUEST-FORM-70>
- Email the City Secretary at: CitySecretary@ci.garden-ridge.tx.us
- United States Mail or Hand Delivery to City of Garden Ridge City Secretary's Office, 9400 Municipal Parkway, Garden Ridge, Texas, 78266

The City is not required to respond to a written request for public information sent to electronic mail addresses other than the electronic mail address cited above.

8.3. Policy for Receiving Open Records Requests

- If an employee receives a verbal request, the employee is to advise the requestor that they must submit a written request directly to the City Secretary's Office.
- If an employee receives a request by email, the employee is to respond to the requestor that they must submit their request directly to the City Secretary's Office.
- If an employee receives a request by mail, hand delivery, or fax, the employee is to date stamp "received" or "entered", initial, and immediately bring the original request to the City Secretary's Office for processing.

8.4. Responsibilities of the Employee

- The employee is to begin processing a request for public information only after the City Secretary's Office has notified the employee of the request.
- The employee shall not contact the requestor.
- The employee shall not create a new document to respond to a request. However, a database of information may be utilized to produce specific information to respond to a request.
- The employee is not to re-route the request to another department.
- If the employee does not locate documents responsive to the request, the employee is to email the City Secretary's Office indicating they do not possess responsive documents.
- If the employee locates documents responsive to the request, the employee shall not write on the documents or redact any information, with the exception of the police department performing the required redactions to any videos. If the employee believes some information in the documents may be confidential, the employee is to tab the information (with post-it notes/flags) for printed documents or detail such information in an email to the City Secretary's Office so it is easier for the City Secretary's Office to locate when reviewing the documents.
- The employee is to promptly provide any responsive documents to the City Secretary's Office so that the City Secretary's Office may continue processing the request, make any necessary redactions, or work with the City Attorney's Office for further review.
- If the documents are extensive or voluminous, the employee is to make a preliminary determination of the volume of records and time required to collect and compile the records and provide such information to the City Secretary's Office for a cost estimate to be generated.
- If the documents already exist in electronic format, then the employee is to email the documents to the City Secretary and Assistant City Secretary. If the documents do not already exist in electronic format, then the employee is to provide single-sided, unstapled copies of the documents to the City Secretary's Office.

8.5. Responsibilities of the City Secretary's Office

- Receive and process all open record requests.
- Coordinate with departments that may have responsive documents.
- Work with the City Attorney's Office to handle any requests that may include confidential information or require a ruling from the Attorney General's Office.
- As a courtesy, the City Secretary's Office may inform employees (and their supervisor) if information about an employee has been requested.
- Contact the requestor for the purposes of: seeking clarification, providing a cost estimate, or providing the responsive documents promptly and within ten business days from receipt of the request.

9. COMMUNICATION POLICY ACKNOWLEDGEMENT

All City employees shall initial and sign below confirming they have read and understand each section of this Communication Policy including Exhibit A - Branding Guide and Exhibit B - Crisis Communications Plan.

NUMBER	SECTION	EMPLOYEE INITIALS
1.	Policy and Purpose	
2.	Website	
3.	Social Media	
4.	Electronic Communications and Internet Use	
5.	Media Relations	
6.	Other Forms of Communication	
7.	Covered Applications and Prohibited Technology	
8.	Policy for Processing Open Records Requests	
Exhibit A	Branding Guide	
Exhibit B	Crisis Communications Plan	

Employee Signature _____

Date _____



GARDEN RIDGE

TEXAS

BRANDING GUIDE

July 2022

Introduction

A consistent brand that is easily recognized and differentiates the City of Garden Ridge from the other cities across Texas and the region is of tremendous value. In an effort to establish a robust brand identity for the City of Garden Ridge, a new logo has been approved by the City Council. To ensure that the new logo and brand maintains consistency, in both internal and external communications and marketing, guidelines have been developed and clearly identified in this manual. It is important that the City of Garden Ridge not implement arbitrary changes but remain committed to its logo, tagline, fonts, colors, and the graphic design of its identity package, a commitment that will strengthen the City's brand.

Adherence to these Brand and Design Guidelines is required by staff in all instances where the City logo is presented. The communications team in the City Secretary's Office will coordinate with staff as it relates to compliance with the logo policy, procedures, and guidelines. These guidelines will be available to all staff. Digital files of the logo and reproducible artwork will be available from the City Secretary's Office.

For any questions regarding the Guidelines and use of the City logo, please contact the City Secretary's Office.

Logo Policy & Procedures

The logo for the City of Garden Ridge is for official City use only and identifies communications, identification, and participation by the City of Garden Ridge, its elected officials, and City staff. Use of the City logo by outside agencies, entities, and businesses is prohibited unless specifically approved by the City of Garden Ridge.

The City of Garden Ridge logo is not to be reproduced without expressed written consent of the City. All requests must be sent to the City Secretary's Office.

The logo is to be used only on City documents, materials or products, or on documentation or materials of which the City is an official sponsor or participant. Vendors producing documentation or materials for the City may reproduce the logo on plans, presentations, and signage. All advertising, marketing, and promotional materials by outside vendors or organizations that include the City of Garden Ridge logo must be approved by the City Secretary's Office prior to printing or publication.

When reproducing the logo onto approved materials, City vendors must maintain the logo's integrity, size and proportion. The City of Garden Ridge logo may not be altered in any way. The logo must be used as directed in the Brand and Design Guidelines. Any City vendor given permission to use the City logo will be given a copy of the Brand and Design Guidelines.

LOGO VERSIONS

GREEN LOGO

RUST LOGO

Official

Minimum Width
1.5 inches



Vertical

Minimum Width
.75 inches



Horizontal

Minimum Width
2.5 inches



Rectangle

Minimum Width
1.75 inches



LOGO VERSIONS WITH THE TAGLINE

Logos with the "Naturally Home." Tagline are available in the following versions.

Official

GREEN LOGO



RUST LOGO



Vertical



Horizontal



LOGO STANDARDS

GENERAL USAGE, CLEAR SPACE

Brand elements should not be altered in any way from the form in which they're received and should only be used in the brand colors provided. When possible, pair the logo with the designated brand colors and typefaces, and always maintain strong contrast between brand elements and the background color to ensure legibility. Full color logos should only be used on light colored backgrounds, otherwise use a reversed logo in the approved color palette or white.

The logo should be used with proper spacing around it and should never be sized in a way where it becomes illegible.



LOGO STANDARDS

DO NOT

Stretch or change the proportions of the logo. There are a variety of logo options to fit any space.



DO NOT

Place color logos on low contrast backgrounds.



DO NOT

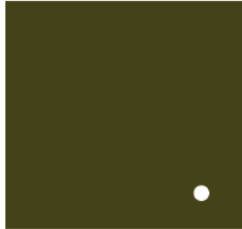
Re-create the logo or change the font.

DO NOT

Change the color of the logo. Logos are available in full-color or reversed in the colors of the approved color palette. Choose a logo that contrasts with the background it's placed on.



COLOR PALETTE



ARMY GREEN

HEX: 444003

RGB: 68, 64, 3

CMYK: 0, 5, 95, 73

PMS: 5815 C



SAP GREEN

HEX: B87A00

RGB: 88, 122, 0

CMYK: 27, 0, 100, 52

PMS: 2280 C



ACID GREEN

HEX: B0C309

RGB: 176, 195, 9

CMYK: 9, 0, 95, 23

PMS: 383 C



DARK GOLDENROD

HEX: B57009

RGB: 181, 112, 9

CMYK: 0, 38, 95, 29

PMS: 5815 C



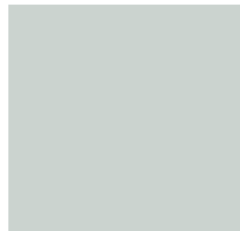
RUSSIAN GREEN

HEX: 6F8E74

RGB: 111, 142, 116

CMYK: 21, 0, 18, 44

PMS: 5815 C



ASH GRAY

HEX: C4D5C5

RGB: 196, 213, 197

CMYK: 7, 0, 7, 16

PMS: 5595 U

COLOR GLOSSARY

PRINT: CMYK + PANTONE

For printing, it's best to use CMYK. All of your print brand files are already formatted in CMYK.

For a large (offset) print run with minimal colors or specialty print methods (letterpress, screen printing, etc), use the Pantone Matching System (PMS) colors listed here.

WEB + DIGITAL: HEX + RGB

For web, use the HEX values (#xxxxxx) and for digital applications, use RGB. Remember that colors may vary on different computers or other digital devices due to inconsistent color calibration.

Note: See the File Format Guide for more information on the different color modes (CMYK vs. RGB).

- Indicates Primary Brand Color

H E X = HEXADECIMAL COLOR CODE

R G B = RED GREEN BLUE

C M Y K = CYAN MAGENTA YELLOW BLACK

P M S = PANTONE MATCHING SYSTEM

FONTS

TYPOGRAPHY

The following fonts work together to lend visual clarity and interest to text, making the brand's written content easy to read.

HEADING 1

BODEGA SANS - MEDIUM
ALL CAPS

SHORT HEADLINES & LARGE TITLES

HEADING 2

CALDER - DARK

SECONDARY HEADINGS AND
DEPARTMENT NAMES ON LOGO

BODY

POPPINS - REGULAR

The body copy style is for normal paragraphs and the majority of your brand text content. It's designed to be pleasant to read and more suitable than the brand's heading styles while prioritizing legibility.

Script

Adobe Handwriting- Ernie

Additional Accents or Quotes

FONTS

WHERE TO FIND BRAND TYPOGRAPHY

In order to use our brand fonts (while editing business card files, etc) they must be purchased and downloaded. To find and download recommended brand fonts, follow the links below.

BODEGA SANS - MEDIUM

Used in all caps, Bodega Sans is the City of Garden Ridge Logo Font. It must be purchased and downloaded to be used.

<https://www.myfonts.com/fonts/northernblock/calder/>

<https://fonts.adobe.com/fonts/calder>

CALDER - DARK

Calder is a display typeface. Only one weight is needed, to be used in all caps. This may be purchased on myfonts.com or synced for free through an Adobe Creative Cloud subscription.

<https://www.myfonts.com/fonts/northernblock/calder/>

<https://fonts.adobe.com/fonts/calder>

Poppins Regular

Available for free download through Google Fonts or can be synced through an Adobe Creative Cloud subscription.

<https://fonts.google.com/specimen/Poppins>

<https://fonts.adobe.com/fonts/poppins>

Adobe Handwriting - Ernie

A script/handwriting font available through Adobe Creative Cloud subscription. Fonts with or can be purchased and downloaded.

<https://fonts.adobe.com/fonts/adobe-handwriting>

<https://store.typenetwork.com/foundry/adobe/fonts/adobe-handwriting>

FILE FORMAT GUIDE

FILE TYPE	APPLICATION	RESOLUTION	TYPE OF COLOR	BACKGROUND
EPS	PRINT	INFINITE	CMYK	TRANSPARENT
AI	PRINT	INFINITE	CMYK	TRANSPARENT
JPG PRINT	PRINT	LIMITED 300	CMYK	WHITE
JPG WEB	DIGITAL	LIMITED 150	RGB	WHITE
PNG	DIGITAL	LIMITED 150	RGB	TRANSPARENT

FILE TYPES

RASTER FILES: JPG + PNG

Raster files are the most commonly used graphic files, but they're limited by their resolution and become pixelated when scaled larger than their original size.

VECTOR FILES: AI + EPS

Defined by algorithms instead of pixels, vector files are infinitely scalable. Vector files are ideal for contexts that require precision in printing or cutting your logo, such as for signage, letterpress, foil, laser cutting, etc.

CMYK: PRINT COLOR

CMYK stands for Cyan Magenta Yellow Black — the 4 inks used by most color printers to create their colors.

RGB: DIGITAL COLOR

Digital devices use Red, Green, and Blue channels of light to produce their color spectrum—hence, RGB.



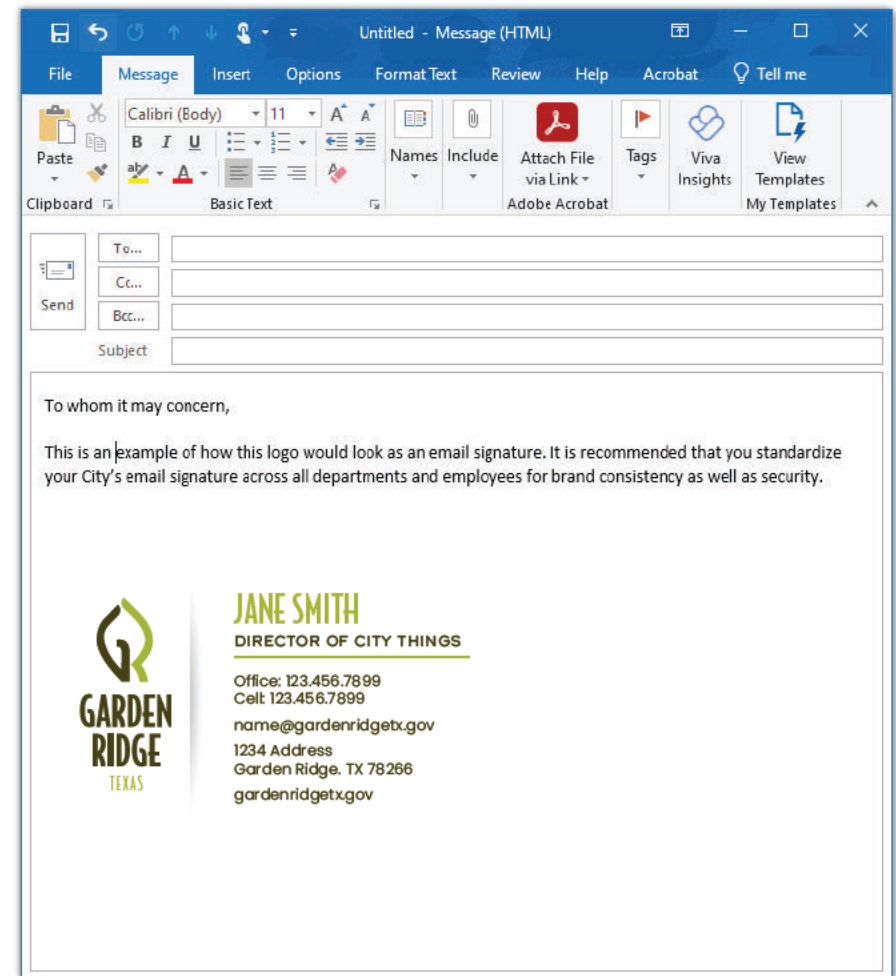
STYLE GUIDE

APPLICATION

BUSINESS CARD EXAMPLE



EMAIL SIGNATURE EXAMPLE



CAR STICKER EXAMPLE



<https://www.stickermule.com/products/die-cut-stickers>

APPLICATION

STATIONERY



APPLICATION

AGENDA 1

AGENDA CITY COUNCIL REGULAR MEETING WEDNESDAY, MAY 4, 2022 | 6 P.M.



The Garden Ridge City Council will meet in a regular session on Wednesday, May 4, 2022, at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted providing time, place, date, and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

1. Call to Order/Roll Call

2. Presentation of Colors/Pledge of Allegiance

3. Presentations/Proclamations

- TriCounty Chamber of Commerce Presentation-Executive Director Mindy Paxton.
- Professional Municipal Clerks Week Proclamation.
- National Police Week and Peace Officers Memorial Day 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:

- Respect and courtesy:
 - Direct your comments to the entire City Council, not to an individual member, nor to the audience.
 - Show the City Council the same respect that you would like to be shown.
 - End your speaking at the time allotted below.
- Speaking:
 - First citizen comment period.
 - You are required to sign up to speak and you are limited to one 3-minute period.
 - Second citizen comment period.
 - You are not required to sign up and you are limited to one 2-minute period.
 - State your name and address before your comments begin.
 - 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.

- Approval of Minutes for the April 6, 2022, City Council Regular Meeting.
- Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – March 31, 2022.

6. Staff Reports

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

9400 Municipal Parkway | Garden Ridge, Texas 78266 | P 210.651.6632 | F 210.651.9638 | ci.garden-ridge.tx.us

AGENDA 2



AGENDA CITY COUNCIL REGULAR MEETING WEDNESDAY, MAY 4, 2022 | 6 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, May 4, 2022, at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted providing time, place, date, and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

1. Call to Order/Roll Call

2. Presentation of Colors/Pledge of Allegiance

3. Presentations/Proclamations

- TriCounty Chamber of Commerce Presentation-Executive Director Mindy Paxton.
- Professional Municipal Clerks Week Proclamation.
- National Police Week and Peace Officers Memorial Day 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:

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

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**FUTURE APPLICATIONS:
DEPARTMENTAL LOGO VERSIONS**

While not currently an approved application, departmental logos may be available for future use in the following orientations. Departmental logos are best in full-color but can be reversed in a color on the approved color palette when needed. The font used on the department name is Calder.

Official

GREEN LOGO



RUST LOGO



Vertical



Horizontal





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CRISIS COMMUNICATIONS **PLAN**

I. PURPOSE

The purpose of the City of Garden Ridge Crisis Communications Plan is to identify the roles and responsibilities of staff and the protocols they will follow for communicating information to the community stakeholders of Garden Ridge during an emergency or crisis situation.

For the purposes of this plan, an "occurrence" is defined as an incident, emergency, crisis or event that could have a significant immediate or ongoing impact to residents and businesses. Examples of those occurrences may include and are not limited to natural disasters such as tornados, flooding, ice storms and hurricanes; man-made disasters such as bomb threats, active shooter or other events that involve a response from police, fire or emergency medical personnel. An occurrence may also include controversial issues such as internal city investigations, police investigations, public protests or other situations that require a response from the City.

II. GOALS

The goal of the crisis communication plan is to provide information to residents and media in a timely manner, update information as the incident progresses, support the public's safety and ensure the continued delivery of essential city services and operations.

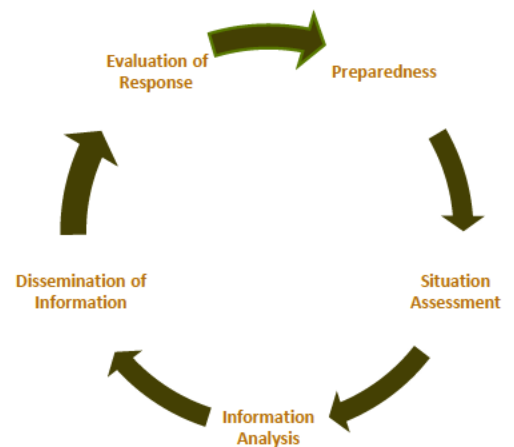
The plan serves as a guide for procedures to follow during an incident, including situation assessment, information analysis and dissemination of information. The communication response goals include:

- Gathering information
- Determining methods of external communications
- Communicating facts in consultation with administration and command
- Minimizing and addressing rumors
- Restoring community confidence
- Protecting the City and the community's reputation

III. PROCEDURES

Emergency operations of the City follow the incident command structure with the City Manager serving as the primary decision maker and leading the emergency operations procedures. In the City Manager's absence, command falls to the Chief of Police or designee.

During crisis or emergency situations, the City's designated Communications Specialist/Public Information Officer will receive direction from the City Manager, Mayor and/or Mayor Pro-Tem. They will also serve as the primary contact for response protocols and media inquiries utilizing specific procedures of the plan.



A. Preparedness

Before a crisis or emergency takes place, the Communications Specialist will work with Mayor and Council, Administration and Department Staff on public education for residents to prepare them for any potential emergency situations. This will include but not limited to:

- Developing educational program and materials on known hazardous and warning systems utilized in emergency situations.
- Preparing pre-scripted messaging for known hazards (ex: severe weather events) for website, social media and alert system.
- Briefing local officials and emergency responders on working with the media.
- Maintaining crisis communications plan.
- Identifying location or facilities for a Joint Information Center or media briefing site.

B. Situation Assessment

The person who encounters the emergency occurrence or is notified of the potential emergency should immediately contact the City Manager, who will then notify the Mayor. The City Manager will also notify the Communications Specialist. In the Communications Specialist's absence, crisis communications will fall to the City Secretary.

C. Information Analysis

The Communications Specialist/Public Information Officer will gather information from appropriate sources including but not limited to:

- City Manager
- Mayor
- Police Chief
- Fire Chief
- Comal County Emergency Management Official
- Public Works Director
- City Secretary

D. Dissemination of Information

The City's Communications Specialist is responsible for drafting all external communications including, but not limited to:

- News Releases
- Social Media Posts
- Website Updates
- Emergency Notification System Posts
- E-Newsletters

E. Evaluating Response

The Communications Specialist will debrief Administration and the Mayor/Mayor Pro-Tem on all communications disseminated during the emergency and actions taken related to public communications.

IV. RESPONSE PROTOCOLS

The City Manager, in consultation with the Mayor, will determine if any official statement from the City should be prepared and released. The City Manager and Mayor will work with the Communications Specialist to draft all official communications as well as develop responses to media questions and inquiries. Once approved, the Communications Specialist will disseminate information. The Mayor (or their designee) will serve as the primary spokesperson

During emergencies and incidents, information will be disseminated by the Communications Specialist to the media and the public once it has been deemed appropriate by public safety and administration in accordance with law enforcement investigative policies and laws of the State of Texas.

The Communications Specialist will disseminate information based on the time of emergency using the following criteria:



High-Level Emergency (natural disaster, bomb threat, active shooter, child abduction, mass casualty event)

- Mass Notification - emergency alert system, email blast, website, social media, news release.
- Media Command Center - determine whether the magnitude of the crisis merits establishing a Crisis Communications Media Command Center for media briefings. Location to be determined.



Low-Level Emergency (high profile investigations, protests, criminal activity, street closures, public works emergencies)

- General Notification - website, social media, email blast.

The Communications Specialist will work with the appropriate command staff from public safety, emergency management, and other City departments to gather information that 1) identifies the time, date, and type of emergency, 2) details the extent of injuries and or damage, and 3) determine any response or remediation involved in the occurrence. The Communications Specialist will keep the Administration and Command Staff updated on all media inquiries.

The Communications Specialist will monitor non-City communication channels, in part to identify factually incorrect information and correct it as soon as possible. The City Manager and Mayor will be alerted to the rumors and misinformation and provide direction to the Communications Specialist on addressing the situation. All responses will reside on the City website with the posting date and time listed at the top of each posting. Social media posts will acknowledge the rumor and provide correct information.

Communications to the media and the public will be based on releasable facts available at the time of dissemination. Official responses either through news releases, news conferences or social media must include verified information and not speculation. All media inquiries during an emergency or incident will be logged and documented.

V. ONGOING PROCEDURES AND PROTOCOLS

The Communications Specialist will monitor the emergency daily, connecting with Administration and Command Staff for updated information.

Based on subsequent information and any new facts, the Communications Specialist will provide updates to all City communication channels, as well as issue any media updates.

The Communications Specialist will keep notes, logs, emails and data related to the crisis for possible review of procedures and protocol, or Open Records requests.

VI. POST OCCURRENCE PROCEDURES AND PROTOCOLS

The Communications Specialist will participate in debriefing sessions with other Administration and Command Staff to evaluate the success of or issues with response procedures and protocols, and assess messaging on all City communication channels.

Evaluate media coverage for accuracy, as well as development of future media strategies.

Review the Crisis Communications Plan annually for possible additions and revisions.

APPENDICES



APPENDIX A – COMMUNICATION CHANNELS

Official City website - ci.garden-ridge.tx.us

All public information regarding emergency incidents and occurrences should be shared on the City's official website. The City website should be considered the first and official location for City news and information concerning any occurrence. Other City information channels will be used and updated as frequently as possible, but the website will also be primary channel.

The website offers several opportunities for information to be presented for residents.

City Newsroom - News stories providing both updates, crucial information and secondary information.

Incident-specific Pages - Website pages specific to the emergency or incident can provide both updated information as well as other related information such as road and traffic reports, cleanup efforts, shelter locations, etc.

Alert banner - Emergency alerts may be placed at the top of the website homepage and other pages using the alert module.

Civic Send - the e-newsletter module may provide an additional outlet for long-term emergency information and follow ups.

Social Media - Official City Facebook Page & Garden Ridge Police Department Page

The City's current social media accounts - and any subsequent platforms added - will be used to provide emergency public information with the following guidelines:

- All information posted during an emergency incident will begin with the time and date of the post.
- Posts will include crucial information as well as links to City website pages for details.
- Posting schedule will be dictated by events and updated information, but minimum posting will be twice daily - morning and evening - during the emergency.

Garden Ridge Emergency Alert System

The City's emergency alert system, Civic Ready, provides notification via email, text or calls during severe weather and other emergencies. The Communications Specialist will activate the system by creating the messaging that will be sent through the system's database.

News Releases

Providing news releases to media during an emergency incident is an opportunity for City officials to share statements as well as information on the incident. News releases may also be used in conjunction with news stories drafted for the City website.

- News releases will be written in inverted pyramid style with critical information at the top and secondary information to follow.
- The news release should end with a boiler plate that provides information on the Garden Ridge community including location, population and any community recognition.
- The news release should also include contact information for the City spokesperson and any City official providing comments to the media.

Email Notification System

Emergency information may be distributed via emails from lists generated by the City from various sources including the website, departmental communications, HOAs and community organizations.

City Hall Phone System

Critical public information for residents during an emergency should be included on any message from the City's phone system.

APPENDIX B – COMMAND STAFF CONTACT

City of Garden Ridge Crisis Communications Plan Contact List

Name	Title	Office Phone	Cell	Email
Ryan Rapelye	City Manager	210-651-6632 ext. 222		citymanager@ci.garden-ridge.tx.us
Lisa Swint	Mayor	210-651-6632 ext. 267		mayor@ci.garden-ridge.tx.us
Kelly Smith	Mayor Pro Tem			councilpl2@ci.garden-ridge.tx.us
Marisa Spencer	City Secretary	210-651-6632 ext. 223		citysecretary@ci.garden-ridge.tx.us
Cyndi Simmons	Asst. City Secretary/Communications Specialist	210-651-6632 ext. 225		asstcitysecretary@ci.garden-ridge.tx.us
Ron Eberhardt	Police Chief	210-651-6632 ext. 227		reberhardt@ci.garden-ridge.tx.us
Donald Zipp	Fire Chief -Bracken Volunteer Fire Dept.	210-651-5762		chief@brackenvfd.org
John McDonald	Assistant Police Chief	210-651-6632 ext. 246		jmcDonald@ci.garden-ridge.tx.us
Steven Steinmetz	Public Works Director	210-651-6632 ext. 230		publicworks@ci.garden-ridge.tx.us
Eric Lowman	Public Works Foreman	210-651-6632 ext. 234		animalservices@ci.garden-ridge.tx.us
Duane Scognio	Utilities Foreman	210-651-6632 ext. 230		utilitiesforeman@ci.garden-ridge.tx.us
Erin Matlock	Community/Event Center Manager (Interim)	210-850-4256		communitycenter@ci.garden-ridge.tx.us

APPENDIX C – MEDIA RELATIONS BEST PRACTICES

1. Whether one-on-one or in a news conference setting, provide reporters with names and titles of anyone speaking to the media.
2. Provide basic information first (who, what, when, where, why and how).
3. Provide a news release or other handout with detailed information.
4. Make your message effective with
 - 2 or 3 key points
 - brief
 - accurate
 - simple
 - facts and stats
 - examples and/or experts
5. Before interviews compile information and data notes
6. During an interview
 - Don't ignore or evade questions - address the topic
 - Don't repeat a negative statement
 - Asked about a problem, talk about a solution
 - Talk about what you know, facts of the situation

APPENDIX D – MEDIA CONTACTS

NEWSPAPERS

Community Impact Newspapers - North San Antonio

3522 Paesanos Parkway, Suite 304
San Antonio, Texas 78231
sanantonio@communityimpact.com

New Braunfels Herald-Zeitung

549 Landa Street
New Braunfels, Texas 78130
830-625-9144 (main)
830-358-7931 (newsroom)
news@nbtzhz.com

Executive Editor - Chris Lykins
830-358-7931

Reporter - Catherine Wilson
830-358-7941

San Antonio Express News

P.O. Box 2171
San Antonio, Texas 78205

Metro Editor - Nora Lopez
nlopez@express-news.net

Political and Government Editor - Sandra Santos
ssantos@express-news.net

Night Editor - September Downing
sdowning@express-news.net

Community Publications - Diana R. Fuentes
DFuentes@express-news.net

TELEVISION

KSAT-TV (ABC)

1408 N. St. Mary's Street
San Antonio, Texas 78215
210-351-1200 (Main)
210-351-1269 (Newsroom)

News Director - Bernice Kearney

KENS-5 (CBS)

5400 Fredericksburg Road
San Antonio, Texas 78229

210-366-5000 (Main)
210-366-2002 (Newsroom)

WOAI-TV News4 San Antonio (NBC)

4335 NW Loop 410
San Antonio, Texas 78229
NewsDesk@news4sanantonio.com

210-366-1129 (Main)
210-442-6397 (Newsroom)

KABB News 29 (Fox)

4335 NW Loop 410
San Antonio, Texas 78229
news@kabb.com

210-366-1129 (Main)
210-442-6397 (Newsroom)

RADIO

WOAI 1200 News Radio

20880 Stone Oak Parkway
San Antonio, Texas 78258

210-736-9700 (Main)

210-737-1200 (Newsroom)

KTSA 107.1/550

4050 Eisenhower Road
San Antonio, Texas 78218

210-654-5100 (Main)

210-599-5555 (Newsroom)

KXTN 107.5 FM/1350 AM

12451 Network Boulevard #140
San Antonio, Texas 78229
844-440-1350 (Main)



About DFW Strategic Communications

DFW Strategic Communications is the product of former municipal public information officers, communications directors, emergency managers, video producers and graphic artists seeking to assist organizational communicators with their efforts to foster two-way communication and enhance stakeholder knowledge.

The information age has dictated that cities, counties, school districts and utility providers be more connected to their communities than ever before. Still, so many do not have a dedicated Communications professional. No matter the size, public agencies need a web presence, video capability and a social media strategy. Our team of experienced government communicators has more than 100 combined years of experience in helping communities tell their stories. We're here to put that collected institutional knowledge to work for cities, counties, school systems and special districts across Texas and beyond.

Contributors to this plan included Senior Consultants Belinda Willis (project lead) and Betsy Deck.

Find out more about us at [TexasPIO.com](https://www.texaspio.com).



 **GARDEN RIDGE** | TEXAS



AGENDA ITEM:	6.6. Personnel Policy Manual Amendments
SUBMITTED BY:	City Manager Ryan Rapelye
DATE SUBMITTED:	August 27, 2026
MEETING DATE:	September 2, 2026

AGENDA FORM

ITEM DESCRIPTION/SUMMARY

Consideration and Possible Action to Approve Amendments to the City of Garden Ridge Personnel Policy Manual.

BACKGROUND

The proposed amendments include:

- **Family and Medical Leave Act (FMLA) and Medical Leave of Absence:** Updates to clarify the City's status and obligations under the FMLA, establish eligibility requirements, and provide a defined process for employees requesting medical leave when FMLA does not apply. The proposed Medical Leave of Absence policy provides for an initial period of medical leave, establishes a general maximum leave period, addresses extensions that may be appropriate as a reasonable accommodation under the Americans with Disabilities Act (ADA), establishes employment status and benefit provisions while on leave, and provides requirements for returning to work.
- **Employee Evaluation Process:** Revisions to the annual employee evaluation process, including establishing the evaluation period as **January 1 through December 30** and requiring completed evaluations to be submitted to Human Resources by **March 15** each year. The revised process continues to require annual evaluations and one-on-one review meetings while providing for employee self-evaluations and ongoing performance feedback.
- **Disability Leave Clarification:** Updates to clarify that Short-Term and Long-Term Disability benefits are administered according to the terms of the City's insurance provider and do not independently establish a leave of absence or extend the City's maximum medical leave period. Employment status and medical leave eligibility will be governed by the Medical Leave of Absence policy.
- **Communications Policy / Appendix S:** Removes duplicative provisions from the Personnel Policy Manual addressing electronic communications and internet use, media relations, and City-sponsored social media. These provisions will be consolidated into the new **Communications Policy, designated as Appendix S** to the Personnel Policy Manual. The Communications Policy establishes comprehensive standards for City communications, including electronic communications, media relations, social media, public information, and other forms of communication.

The proposed changes are identified in the attached draft by **yellow highlighting for additions or amendments** and **green highlighting for provisions being removed**.

ATTACHMENTS: GR EE Manual – Updated as of 09-02-26

REQUESTED ACTION

Motion	☒	Resolution	☐
Discussion	☒	Other	☐
Ordinance	☐		

FINANCIAL

Budgeted Item ☐

Non-budgeted Item ☐

Not Applicable ☐

Original Estimate/Budget:

Current Estimate:

Amount Under/Over Budget: \$

PROs / CONS

STAFF RECOMMENDATION

Staff recommends approval of the proposed amendments to the Personnel Policy Manual and adoption of the Communications Policy as Appendix S.



City of Garden Ridge Personnel Policy Manual

ADOPTED BY THE CITY COUNCIL

Updated 09/02/2026

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

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- 2.7.4. HIPAA's Effect on other Health Care Information.** Neither HIPAA nor this policy protect individually identifiable health care information required for Life Insurance, Disability Insurance, Workers' Compensation, Family Medical Leave Act (FMLA), Americans with Disabilities Act As Amended (ADAAA), or employment records kept by the City in its capacity as an employer.

2.8. FAMILY AND MEDICAL LEAVE ACT

- 2.8.1. General.** The City of Garden Ridge complies with the Family and Medical Leave Act of 1993 (FMLA). As a public agency, the City is a covered employer under FMLA. However, to be entitled to FMLA leave, an Employee must meet the eligibility requirements established by federal law.
- 2.8.2. Eligible Employees.** An Employee is eligible for FMLA leave only if the Employee:
- A. Has worked for the City for at least 12 months.
 - B. Has worked at least 1,250 hours during the twelve (12) months immediately preceding the leave; and
 - C. Works at a location where the City employs at least fifty (50) Employees within seventy-five (75) miles.
- 2.8.3. Applicability.** Due to the City's current staffing levels, the City does not employ fifty (50) Employees within seventy-five (75) miles. Therefore, Employees are not currently eligible for job-protected leave under FMLA. If the City's staffing levels change such that Employees become eligible under federal law, the City will administer FMLA leave in accordance with applicable regulations.
- 2.8.4. Medical Leave.** Medical leave requests shall be governed by Section 2.11 – Medical Leave of Absence.

2.9. EMPLOYEE PAID QUARANTINE LEAVE POLICY

- 2.9.1. General.** The purpose of this policy is to provide for and maintain employment benefits for certain Employees who are ordered to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty. This policy is adopted in accordance with Texas H.B. 2073.
- 2.9.2. Applicability.** This policy applies to the following Employees of the City of Garden Ridge:
- A. Peace Officer, which means an individual described by Article 2.12 of the Code of Criminal Procedure who is actively employed by the City of Garden Ridge.
- 2.9.3. Policy.** Employees in the above positions, who if ordered by the Employee's supervisor or the political subdivision's health authority to quarantine or isolate due to a possible or known exposure to a communicable disease while on duty are eligible for:
- A. All employment benefits and compensation, including PTO accrual, pension benefits, and health benefit plan benefits for the duration of the leave.
 - B. Reimbursement for reasonable cost related to the quarantine, including lodging, medical care, and transportation.
- Lodging may not be more than 15 miles outside the City of Garden Ridge, or the Employees last known residential address on file with Human Resources, unless there is a declared emergency or extreme circumstances prevent such proximity and the location is approved by the City Manager, or where local lodging is not available.

authorized under the personnel policies. If an Employee chooses to use another leave policy, such policy will be administered based on the most recent Employee Personnel Policy Manual.

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

- 2.10.5. Anonymity.** Mental Health Leave hours will be recorded on the timesheet as regular hours, to provide anonymity. The City will keep requests to take mental health leave and any medical information related to mental health leave under this policy confidential to the extent allowed by law; and separate from the Employee's general personnel file. The City cannot guarantee anonymity of information that is otherwise public or necessary to carry out the City's duties under the law.
- 2.10.6. Effect on Paid Leave Balances.** While on paid Mental Health Leave, the Peace Officer will not be required to use any other paid leave type (PTO, holiday, or compensatory time).
- 2.10.7. Outside Employment.** An employee on Mental Health Leave may not work a second job, including self-employment or participate in volunteer work. To do so would be considered a violation of City policy resulting in immediate corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action.*
- 2.10.8. Return to Work.** Following use of Mental Health Leave, the City may require a Peace Officer to undergo a psychological examination, by a professional of the City's choosing, to determine fitness for continued employment, as may be necessary in order for the City to provide a reasonable accommodation and as otherwise permitted in accordance with applicable laws.

2.11. MEDICAL LEAVE OF ABSENCE POLICY

- 2.11.1. General.** The City of Garden Ridge recognizes that Employees may require time away from work due to a serious health condition. While the City is not currently required to provide job-protected leave under the Family and Medical Leave Act (FMLA), the City will evaluate medical leave requests in accordance with this policy and applicable law, including the Americans with Disabilities Act (ADA). Medical leave under this policy is not automatic and must be approved by the City Manager.
- 2.11.2. Initial Medical Leave.** An Employee who is unable to work due to their own serious health condition may request medical leave. The City may approve up to twelve (12) weeks of medical leave within a rolling twelve (12) month period. Medical certification from a licensed health care provider may be required and must include functional limitations and anticipated duration of the condition. The Employee may take paid leave as they see appropriate, otherwise the leave will be unpaid and the City has no obligation to pay for such leave.
- 2.11.3. Extended Leave as a Reasonable Accommodation.** If an Employee is unable to return to work at the conclusion of the initial medical leave period, the City will engage in the interactive process as required under the Americans with Disabilities Act (ADA). The Employee is also required to participate in the interactive process. The City will consider whether additional finite leave beyond the general maximum may be reasonable under the ADA based on the specific circumstances. Additional unpaid leave may be granted as a reasonable accommodation when:
- A. The Employee provides updated medical documentation;
 - B. A definite or reasonably anticipated return-to-work date is identified; and
 - C. The additional leave does not create an undue hardship on City operations.

2.11.4. Maximum Leave Period. The total period of medical leave, including any extended leave granted as a reasonable accommodation, shall generally not exceed sixteen (16) weeks from the first day of absence. If the Employee is unable to return to work within sixteen (16) weeks and no reasonable accommodation would enable the Employee to perform the essential functions of the position, employment may be separated. The City will conduct an individualized assessment under the ADA before any employment separation decision. Nothing in this policy shall be interpreted to require the City to provide indefinite leave or alter the at will status.

2.11.5. Employment Status During Leave. Employees approved for either paid or unpaid medical leave will be placed in Inactive – Medical Leave status. During this period:

- A. Leave accruals shall cease;
- B. The Employee must pay any required employee share of insurance premiums to maintain coverage;
- C. The position is not guaranteed beyond the approved leave period.

Approval of Long-Term Disability (LTD) benefits does not guarantee continued employment and does not extend the maximum leave period established in this policy.

2.11.6. Return to Work. Prior to returning to work following medical leave, the Employee must provide a written fitness-for-duty certification from a licensed health care provider. The certification must confirm that the Employee is able to perform the essential functions of the position, with or without reasonable accommodation. If the Employee is released with restrictions, the City will evaluate the restrictions in accordance with the Americans with Disabilities Act (ADA) and determine whether a reasonable accommodation can be provided.

2.11.7. Effective Date. This policy shall apply prospectively and shall govern medical leave beginning on or after the effective date of adoption.

to suspect that the Employee is under the influence. Testing will be arranged as soon as possible after documentation of the Supervisor's articulable observations.

- B. If an Employee's conduct results in a workplace accident, injury, or reasonable suspicion exists to believe that the Employee has violated this policy, the Employee shall be provided with transportation to the testing facility. A City representative will stay with the Employee during the testing process and make arrangements to have the Employee transported home after the testing.
- C. All substance abuse testing shall be performed by an approved laboratory or health care provider chosen by the City.
- D. Test results shall be maintained in a confidential file separate and apart from the Employee's personnel file. Any medical related information will be confidential and accessible only by Human Resources. Departmental Management will be on a need-to-know basis only.
- E. The City Manager may reassign the Employee or place the Employee on administrative leave with pay until the test results are received.

5.6. ELECTRONIC COMMUNICATIONS AND INTERNET USE

5.6.1. General. This policy sets forth standards for the acceptable use of technical systems for the City. The intent is to clarify the acceptable use of these systems and provide examples of uses which are acceptable or unacceptable. The guidelines specified in this policy apply to all Employees who have access to or use technology systems funded by the City. This policy does not contain all the possible acceptable and unacceptable uses.

5.6.2. User Responsibilities. Employees are representatives of the City in all their communications; therefore, responsible use of the City's technology systems requires discretion, professionalism, and awareness of potential liability. Employees should be aware that when they are utilizing certain technology systems, they are creating City documents. Employees are on notice that communication and use of any of the City's technology systems are a matter of public record under the Public Information Act and are subject to discovery requests.

Employees shall not abuse their access to technology. Abuse may consist of unacceptable or excessive use. Generally, a use is unacceptable if it conflicts with the City's vision, mission, or values, the department's purpose, goal, or mission, or an Employee's job duties or responsibilities. Personal use shall be considered excessive if, in the opinion of the Employee's Supervisor, the use detracts from the individual Employee's or department's productivity.

5.6.3. Guidelines. The following guidelines have been established for using the Internet, City provided cell phones, computers, laptops, tablets, e-mail, facsimiles, and other technology in an appropriate, ethical, and professional manner:

- A. City provided equipment and services must not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, pornographic, or illegal nature.
- B. Employees must not use technology to play or download any games; communicate disparaging, abusive, profane, or offensive language; create, view, or display materials that might adversely or negatively reflect upon the City; or be contrary to the City's best interests. Employees must not engage in gambling or illegal activities, including but not

limited to piracy, hacking, extortion, blackmail, and unauthorized access of any computers and City provided equipment.

- C. Employees must not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only.
- D. Employees must not interfere with or disrupt network users, services, or equipment including, but not limited to damaging equipment, spreading malware, impersonating another user, or destroying communications or electronic files.
- E. Employees must not use technology systems for personal gain, outside employment, personal business operations, or other financial profit, or to advertise or solicit funds for political, religious, or other personal causes.
- F. City network user login and password information must not be shared with other Employees or stored in an unsecured or visible location.
- G. Employees must not open suspicious e-mails, pop-ups, or downloads.
- H. Employees must immediately notify the City's IT service provider and their Departmental Management of suspicious malware or suspected hacking attempts.
- I. Employees must ensure that all technology related purchases are coordinated with the City's IT service provider and Department Head prior to the actual purchase.
- J. Internal and external e-mails are considered official City records and are subject to the Public Information Act.
- K. Limited or incidental Internet or electronic communication for personal purposes which does not infringe upon the Employee's or the department's productivity is permitted.

5.6.4. Right to Monitor. All City technology and records belong to the City and not the Employee. The City reserves the right to monitor the use of City supplied technology. E-mails are retained in accordance with the City's Records Retention Policy. Inappropriate or illegal use of communications may be subject to corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action*.

5.7. FRAUD

5.7.1. General. This policy seeks to establish rules that clearly define unacceptable behavior, prevent fraud, and outline the appropriate response to allegations of fraud in connection with City programs, functions, or activities. This policy applies to all Employees.

Fraudulent activity is prohibited, and all allegations of fraudulent activity will be investigated. Retaliation against any Employee for reporting fraud or for participating or cooperating in an investigation of an allegation of fraud is prohibited.

5.7.2. Definition of Fraud. Fraud is the intentional misappropriation of City assets by any act including, but not limited to:

- A. Forgery or alteration of any document or account.
- B. Misappropriation of funds, securities, supplies, or other assets.
- C. Impropriety in the handling or reporting of money or financial transactions.

Employees who report incidents of fraud or illegality, or who assist in an investigation, shall be protected from retaliation of any sort. An Employee who assists in an investigation but who is found to have participated in the illegal act or fraud being investigated remains subject to corrective action. If it is determined that a report was not made in good faith, or that an Employee intentionally provided false information regarding an allegation, corrective action may be taken. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action*.

Any Employee who believes that they have experienced retaliation for making a report or assisting in an investigation will report it as soon as possible to their Department Head, Human Resources, or the City Manager.

5.8. MEDIA RELATIONS

5.8.1. General. The news media performs an important service for the public, which should be clearly understood by all City Employees. It is the function of the news media to keep the public informed on matters of public interest, including the activities of the various departments and the Employees of the City. Therefore, it is essential that information provided to the media be accurate, released only by the appropriate person or official, and handled in a professional manner.

5.8.2. Official Spokesperson. Since statements by any City Employee to the public or to the news media may be interpreted as an official statement, only the Mayor, City Manager, or their designee are authorized to respond on behalf of the City in response to any media inquiries. Therefore, any media inquiries received by Employees must be immediately directed to the City Manager or Mayor.

5.8.3. Interviews Outside of City Business. The U.S. Constitution holds that U.S. citizens have the right to their personal points of view regarding any issue. City Employees who interact with the media outside their capacity as a City Employee should take measures to ensure that they are not designated as a City spokesperson, or as offering an “official City point of view”.

5.9. SOCIAL MEDIA.

5.9.1. General. An Employee’s use of social media, both on and off duty, shall not interfere with or conflict with the Employee’s duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its Employees, and citizens through electronic media. This includes websites and applications that enable users to create and share content such as video, photographs, written content, or to participate in social networking. The Guidelines for City-Sponsored Social Media Sites is covered in the Communication Policy in Appendices S.

5.9.2. Guidelines for City Sponsored Social Media Sites. Employees shall adhere to the following guidelines:

- A. All content posted to the City’s social media sites shall be aligned with the City and the department’s strategic priorities.
- B. The City Secretary shall be responsible for the City’s social media sites. To facilitate the flow of information, the City Secretary may designate communication liaisons to maintain department social media sites.
- C. Only the City Secretary or the department communication liaison shall update or post on social media sites on behalf of the City.

D. Employees shall not disclose confidential information on social media. Posting of confidential information may violate state law and subject the user to criminal penalty.

5.9.3. Guidelines for Personal Social Media Sites. The City recognizes that many City Employees utilize social media when not at work. The City requires that Employees be aware of the following guidelines regarding posting of work-related information on personal social media sites.

If the Employee's social networking includes any information related to the City, the Employee shall make it clear to the readers that the views expressed are the Employee's alone and not reflective of the views of the City.

Employees will not post anything on a personal social media site that may defame, embarrass, insult, demean, or damage the reputation of the City or any of its Employees.

Employees should be mindful that the City's Workplace Conduct Policy covers both work and non-work time, including postings on social media sites.

Employees are expected to remove postings violating this policy, even when placed by others on their personal social media site.

Employees will not share or comment on privileged information obtained through their City employment.

5.10. TOBACCO-FREE WORKPLACE

5.10.1. General. All Employees are prohibited from the use of all tobacco products, including smokeless electronic cigarettes, at any time in City buildings, City facilities, City vehicles, while using City equipment, or as otherwise directed. Employees may smoke on their breaks outside of the building in designated smoking areas. Smoke breaks which are excessive in frequency or length and interfere with the Employee's job performance will be treated as an attendance issue.

5.11. SAFEGUARDING CITY ASSETS AND INTEREST

5.11.1. General. The City's goal is to provide excellent service in an environment of strong governmental and personal ethics. To grow this reputation and culture, Employees are held to very high standards of loyalty, confidentiality, and security. Although these policies cannot address every situation, Employees will not misuse the City's property, assets, or confidential information of Employees, citizens, vendors, or other business partners.

Information Security. Employees are required to follow all security and other City requirements regarding security, record retention schedules, open records procedures, HIPAA, and other applicable policies and procedures.

Confidential and Proprietary Information. Employees who have access to confidential and/or proprietary information belonging to the City, or others with whom it does business, must affirmatively protect such information and only share on a strict "need-to-know" basis. Confidential and proprietary information may not be used for personal gain or in any way that is averse to the City's interest. All confidential information must be left with the City when an Employee leaves City employment. Employees with questions about confidentiality, legitimate and necessary business reason, or who is an appropriate person with whom to share and discuss

7.16. SOCIAL SECURITY / FICA

The City participates in the Federal Social Security program and therefore, social security taxes will be deducted from the Employee's paycheck.

7.17. DISABILITY INSURANCE

The City provides Short-Term and Long-Term Disability insurance to Regular Full-time Employees. These policies provide partial income protection in the event of a non-work-related injury or illness, subject to the terms and conditions of the insurance provider. Eligibility for disability benefits is determined solely by the insurance carrier. Employees are subject to any applicable waiting period required by the provider. Receipt of Short-Term or Long-Term Disability benefits does not constitute an approved leave of absence under this policy manual, does not guarantee continued employment, and does not extend any maximum leave period established by City policy. Employment status and medical leave eligibility are governed by Section 2.11 – Medical Leave of Absence and will be evaluated under the ADA under the City policies as needed.

While on disability an Employee will not accrue PTO or receive any other type of pay such as longevity, certificate, or holiday. The use of PTO to supplement disability income is not allowed.

Employees are not allowed to work for any other employer while on Short- or Long-term Disability. To do so would be considered a violation of City policy resulting in immediate corrective action and could be prosecuted for fraud by the insurance provider. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action*.

7.17.1. Short-Term Disability. Short-term Disability allows continuation of partial salary when an eligible Employee cannot perform their work duties due to a serious, incapacitating health condition as defined by the insurance provider. Employees may use PTO if available, during any provider defined waiting period.

7.17.2. Long-Term Disability. Long-term Disability provides financial protection for Eligible Employees by paying a portion of their income while they are disabled. Employees may roll from Short- to Long-term Disability with no added waiting period; however, some disabilities may not be covered or may have limited coverage.

The final determination of what is covered is made by the insurance provider. More information on these policies can be obtained from the insurance provider or Human Resources.

SECTION 10. PERFORMANCE REVIEWS

10.1. PERFORMANCE REVIEWS

10.1.1. General. Performance reviews permit the Supervisor and the Employee to discuss the job responsibilities, standards, performance requirements, goals and objectives, and any existing or anticipated problems. Employees may obtain a copy of the performance review form from Human Resources.

10.1.2. Probationary Employees. New Employees must be evaluated prior to the end of their probationary period.

10.1.3. Annual Evaluations. All Employees will be evaluated annually. The evaluation period for each year is January 1st – December 30th. Departmental management will be required to present the Employee's annual evaluation in a one-on-one setting. Completed performance reviews, with all signatures obtained, are due to Human Resources by March 15th of each year.

Department Heads are responsible for providing each Employee with an Employee Performance Self-Evaluation form prior to the performance review. Employees will be responsible for filling out the self-evaluation and returning it to their Department Head prior to the review meeting.

10.1.4. Addressing Deficiencies. Although the City has a required annual evaluation policy, departmental management may elect to prepare a written performance evaluation at any time and are strongly encouraged to provide regular feedback to Employees. Supervisors are expected to address deficiencies at the time they are observed. Nothing in this section shall prevent immediate formal action whenever the interest of the City requires.

10.1.5. Appeals. Employees, with the exception of new-hire probationary employees, may appeal their performance review to the City Manager. A qualifying appeal must be presented in writing to the City Manager within seven (7) business days of the Employee/Supervisor performance review meeting. An appeal must be signed and dated by the Employee and include an explanation of why the Employee believes the performance review rating is not warranted, not justified, or is otherwise wrong. A copy of the Employee's performance review must be attached to the appeal along with any other supporting documentation. Late submissions will not be considered for appeal.

10.2. PERFORMANCE IMPROVEMENT PLANS

10.2.1. General. The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between the Employee and the Supervisor by:

- A. Clarifying the work performance to be improved.
- B. Establishing goals and performance measures when appropriate.
- C. Establishing a timeline for accomplishment.