



City of Garden Ridge

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

AGENDA CITY COUNCIL REGULAR MEETING WEDNESDAY, MARCH 6, 2019, 6:00 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, March 6, 2019, at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted on March 1, 2019, before 5:00 p.m. providing time, place, date, and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **City/Employee Recognitions/Employee Introductions**

- a) Thank you from Inge Yohey, Garden Ridge resident, to Officer Oehler, Garden Ridge Police Department, for being attentive and helpful while responding to a call for service.
- b) Thank you from David and Diana Padden, Garden Ridge residents, to Officer McKay and the Garden Ridge Police Department for exhibiting extra efforts and outstanding service.
- c) Thank you from Robert and Hannah Inglis, 20720 Timber Rose Drive, to the Garden Ridge Police Department for always doing an amazing job to protect and serve the City.
- d) Thank you from Cyndie Segovia, Garden Ridge resident and Wildlife Management Advisory Commission Chair, to Eric Lowman, Animal Services, for his continuing extra efforts and patience.

5. **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. The City Council offers citizens the opportunity to address them by signing up to speak prior to the meeting. If you speak, you should follow these guidelines:

- a) Respect and courtesy:
 - i. Direct your comments to the entire City Council, not to an individual member, nor to the audience.
 - ii. Show the City Council the same respect that you would like to be shown.
 - iii. End your speaking at the time allotted below.
- b) Speaking:
 - i. First citizen comment period
 1. You are required to sign up to speak.
 2. You are limited to one 3-minute period.
 - ii. Business item period
 1. You are required to sign up to speak.
 2. You are limited to one 3-minute period.
 - iii. Second citizen comment period
 1. You are not required to sign up.
 2. You are limited to one 2-minute period.
 - iv. State your name and address before your comments begin.

v. 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.

6. Consent Agenda

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

- a) Approval of Minutes:
 - i. February 6, 2019 City Council Regular Meeting
 - ii. February 11, 2019 City Council Special Meeting
- b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – January 31, 2019.
- c) Ordinance No. 218-032019 An Ordinance amending the Early Voting Clerk provisions for the General Election on May 4, 2019 for the City of Garden Ridge for the purpose of electing the Mayor and Aldermen to City Council, Places Two and Three; such election shall be a joint election between the City of Garden Ridge and the Comal Independent School District; making provisions for the conduct of such election; and resolving other matters related to the conduct of such election.
- d) Consider the appointment of Marisa Spencer as City Secretary with no probationary period required.

ACTION ON THE CONSENT AGENDA

7. Business Items

The following items are for discussion, consideration and action.

- a) Action on items pulled from the Consent Agenda.
- b) Staff Reports
 - i. City Administrator Monthly Activity Report
 - Community Center usage and financial report, Building Permits issued to date for residential, commercial and minor construction projects, City Council Idea/Suggestions, communication efforts, Citizen Concern/Input, and upcoming events.
 - ii. Police Department Monthly Activity Report
 - Traffic Enforcement, criminal activity within City, and Code Compliance Enforcement.
 - iii. Public Works Monthly Activity Report
 - Street and right-of-way maintenance, drainage facility and easement maintenance, City facility maintenance, Animal Services (domestic and wild), Oak Wilt, Public Works Projects, and City parking lots.
 - iv. Water Department Monthly Activity Report
 - Water pumping/usage from City wells, water system infrastructure maintenance, repairs and/or projects, Water and/or Drought Management (current Watering Stage).
 - Update on tank overflow occurrence findings.

- v. Library Monthly Activity Report
 - Upcoming events.
- c) City Engineer Projects Status Reports
 - i. CIP Project for 2015
 - 1. Update on Warranty Items
 - ii. FM 2252 Sewer and Water Project
 - iii. Drainage:
 - 1. Creekview
 - 2. Sumac Circle
 - 3. Bindseil Lane
 - iv. Municipal Parkway
 - v. City of Selma Water CCN
 - vi. MS4 Permit Preparation
- d) City Commission and Committee Reports/Recommendations/Possible Actions
 - i. Planning and Zoning Commission Recommendations and Possible Action:
 - 1. Ordinance No. 13-032019 An amended comprehensive Planning and Zoning Ordinance for the City of Garden Ridge, Texas; establishes a Planning and Zoning Commission; establishes a board of adjustment; regulates and restricts the use and location of buildings and outbuildings, exterior lighting, fencing and landscaping; includes definitions, divides the City into zoning districts with regulations for each; sets special use permit requirements; sets broadcast and reception antenna rules; adopts a map of the City showing the boundaries and classifications of zoning districts; incorporating sign regulations herein; prescribes a penalty of not less than \$10.00 nor more than \$2000.00 for violation of this Ordinance; and repeals Ordinance 13-122018 adopted on December 5, 2018.
 - a. Receive recommendation to amend Ordinance No. 13-122018 as follows:
 - 1) 4.1.1.2. Farm and ranch outbuildings and accessory buildings (including but not limited to Barns, Sheds, Tool Rooms, Greenhouses, Cabanas, Gazebos, and Structures other than a primary residence).
 - 2) 4.1.1.3. Farm and ranch outbuildings and accessory buildings, including detached garages, shall not be used as a dwelling unit. Any use as a residence, apartment, guesthouse or servant's quarters temporarily or permanently; including short term and long term rental, or any other type of residential use or occupancy by a single family, individual or group of individuals is prohibited.
 - 3) 4.1.1.4. Any use of a vehicle, boat, tent, trailer, utility trailer, recreational vehicle, or any other type of vehicle having sleeping accommodations as temporary or permanent accessory living quarters or for any other type of residential use or occupancy is prohibited.
 - 4) 5.1.2. Residential outbuildings and accessory buildings (including but not limited to Garages, Sheds, Tool Rooms, Greenhouses, Cabanas, Gazebos, and Structures other than a primary residence).
 - 5) 5.1.2.1. Residential outbuildings and accessory buildings, including detached garages, shall not be used as a dwelling unit. Any use as a residence, apartment, guesthouse or servant's quarters temporarily or permanently; including short term and long term rental, or any other type of residential use or occupancy by a single family, individual or group of individuals is prohibited.
 - 6) 5.1.3.1. Any use of a vehicle, boat, tent, trailer, utility trailer, recreational vehicle, or any other type of vehicle having sleeping accommodations as temporary or permanent accessory living quarters or for any other type of residential use or occupancy is prohibited.

- b. Hold a public hearing to receive comments for or against amending Ordinance No. 13-122018.
 - c. Take action on amending Ordinance No. 13-122018 with approval of Ordinance No. 13-032019.
 - 2. Planning and Zoning Commission Place 4 vacancy.
 - a. Receive recommendation for the appointment of Jesus Valdez to fill the vacancy with term expiring September 30, 2019.
 - b. Take action on recommendation.
 - 3. Proposed Northeast Bible Church Master Plan for future expansion.
 - a. Receive recommendation from Planning and Zoning Commission.
 - b. Take action on proposed Northeast Bible Church Master Plan.
 - 4. Receive monthly activity update as applicable.
 - ii. Quarry Commission Recommendations and Possible Action:
 - 1. Receive monthly activity update as applicable.
 - iii. Water Commission Recommendations and Possible Action:
 - 1. Receive monthly activity update as applicable.
 - iv. Wildlife Management Advisory Commission Recommendations and Possible Action:
 - 1. Receive monthly activity update as applicable.
 - v. Garden Ridge Parks Committee:
 - 1. Status of new park areas.
 - 2. Receive recommendation on naming pocket park in Oak Meadows Subdivision.
 - 3. Take action on recommendation.
 - 4. Receive monthly activity update as applicable.
 - vi. *Volunteer Garden Ridge!*
 - 1. Receive monthly activity update as applicable.
- e) Approvals/Authorizations/Reports/Discussion
- i. Ordinance No. 24-032019 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing regulations for the use of City parks and recreational areas controlled by the City of Garden Ridge, Comal County, Texas; providing a permit for those who are authorized to use the facilities; regulating possession and use of alcoholic beverages in these facilities; establishing policies governing permit fees, hours of availability, closing times, and cleanup requirements; providing for repeal and superseding of Ordinance No. 24 approved on July 3, 2001; providing a penalty for violations of this Ordinance; providing for publication and severability.
 - 1. Take action on Ordinance No. 24-032019.
 - ii. City of Garden Ridge Personnel Policy Manual.
 - 1. Take action on minor policy changes.
 - 2. Take action on expenditure for short-term and long-term disability insurance and inclusion in budget amendment.
- f) Updates
- i. City Administrator Report on Projects.
 - 1. Update on CIP projects.
 - 2. Update on City use of password management system.

- ii. Mayor's Projects.
 - 1. Communication Report.
 - 2. Citizen Contact Report.
 - 3. City Facility Update.
 - a. Audio/Visual Upgrades and Streaming.
 - 4. Ordinance Revision Process.
 - 5. TxDOT Coordination.
 - 6. GRES Traffic Flow and FM 3009 Safety.
- iii. City Council Projects.
 - 1. Adopt a highway program for "Families of Garden Ridge" along FM 2252 (Erickson).
 - 2. City of Garden Ridge Farmers Market (Erickson).
 - 3. Dog park in Paul Davis Park (Erickson).
 - 4. City website updates and maintenance (Erickson).
 - 5. Open Records Requests (Lantzy).
 - 6. City Meeting Security (Lantzy).
 - 7. Update on Vulcan Construction Materials, LLC Project (Arvidson).
 - 8. Social Media (Arvidson).
 - 9. Marketing Plan for the City (Bower).

g) Future Agenda Items

8. Citizen Comment Period – limited to 20 minutes total
See "Rules for Citizen's Participation" under Item 5.

9. Reports and Comments from Mayor and City Councilmembers

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

- Alamo Area Metropolitan Planning Organization ("AAMPO")
- Boy Scouts and/or Girl Scouts
- City Commissions (Planning and Zoning, Quarry, Water, and Wildlife Management Advisory)
- City of Garden Ridge sponsored events and outreach efforts
- Comal ISD/Garden Ridge Elementary
- Counties (Bexar, Comal and Guadalupe)
- Garden Ridge Lions Club
- Garden Ridge Citizen Police Academy Alumni Association/Citizen Patrol
- Greater Bexar County Council of Cities
- Joint Base Land Use Study-Randolph
- Northeast Partnership

10. Executive Session

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

- a) Pursuant to Texas Government Code Section 551.071 – Consultation with Attorney
 - 1. To seek legal advice in connection with Plaza Oaks Subdivision/Whisper Oak water services agreement.
 - 2. To consult with and receive legal advice on the application of Code of Criminal Procedures requirements related to Ordinance 217-012019.

11. Business Items (continued)

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

12. 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:

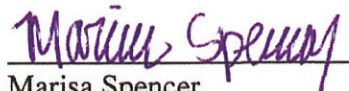
The Council may vote or act upon any item within this Agenda. The Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Title 5, Chapter 551, of the Texas Government Code.

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.

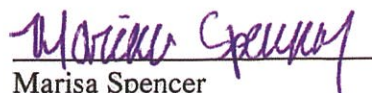
Attendance By Other Elected or Appointed Officials:

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.



Marisa Spencer
Interim City Secretary

This is to certify that I, Marisa Spencer, posted this Agenda at 7:30 p.m. on February 28, 2019, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.



Marisa Spencer
Interim City Secretary

Assistant City Secretary

From: City Administrator
Sent: Tuesday, February 5, 2019 12:48 PM
To: Assistant City Secretary
Subject: FW: Christian got a kudos phone call

For March City Council meeting.

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

From: Ron Eberhardt
Sent: Tuesday, February 05, 2019 12:23 PM
To: City Administrator; Mayor
Subject: FW: Christian got a kudos phone call

Just FYI. We do not have a written document for this.

Thanks

Ron Eberhardt
Chief of Police
City of Garden Ridge
9400 Municipal Parkway
Garden Ridge, Texas 78266
Ph; (210) 651-6441
Fax; (210) 651-1639

From: Jill Acha
Sent: Tuesday, February 05, 2019 11:42 AM
To: Ron Eberhardt
Subject: Christian got a kudos phone call

Inge Yohey called, to speak about when Christian responded to her call about the lights from the neighbor behind her. She said he was so kind and attentive and was a great help to her and she thanked us for sending him out when she called.

19-000132

Jill K. Acha
Administrative Assistant
Garden Ridge Police Department
210-651-6441 (office)
210-651-1639 (fax)

Assistant City Secretary

From: Ron Eberhardt
Sent: Tuesday, February 5, 2019 9:35 PM
To: City Administrator; Assistant City Secretary
Subject: Fwd: Outstanding Service by Officer McKay

Forwarding this on. If not this Council Meeting maybe next.

Thanks

Sent from my T-Mobile 4G LTE Device

----- Original message -----

From: DaveandDiana Padden
Date: 2/5/19 17:18 (GMT-06:00)
To: Ron Eberhardt <reberhardt@ci.garden-ridge.tx.us>
Subject: Outstanding Service by Officer McKay

Dear Chief Eberhardt,

My wife and I were away on vacation in January. As such, we used the Away House Check Service provided by the Garden Ridge Police Department. On 11 Jan about 1:30PM. A UPS driver left an unexpected package in front of our front door. On 12 Jan, at approximately 4:25PM, Officer McKay performed the house check of our home. She noticed the UPS package from the day before and moved it out of sight, to behind one of the columns on our front porch. At 5:25PM on the 12th, our neighbor whom we identified as our contact while away, came and got the package. When we returned, we learned that Officer McKay, had returned to the station after relocating the package and called the Doerrs, our contact, to advise of the package and its location. She suggested to them that they might want to get it and put it inside the house for us. Which they did. We were very impressed with the extra effort exhibited by Officer McKay. We wish to thank her and the Department for Outstanding Service. Sincerely, David & Diana Padden

Dear Garden Ridge Police Department,

Thank you for always protecting our house and helping us feel safe. You guys do an amazing job, we just wanted to say thank you!

Thank
You!

-Robert & Hannah Inglis
20120 Timber Rose

Assistant City Secretary

From: City Administrator
Sent: Monday, February 25, 2019 9:04 AM
To: Assistant City Secretary
Subject: FW: Kudos to Eric

Please place in the City Council packet.

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

From: Cyndie Segovia
Sent: Friday, February 22, 2019 11:06 AM
To: City Administrator
Subject: Kudos to Eric

Nancy

I just wanted to give Eric a commendation for his continuing extra effort to support Garden Ridge!! I had several questions concerning his report on deer mortality that I sent to him via email. I received immediate answers, as usual. Then this morning he had been called to respond to a deer-predator case. He took the extra time to call me and offer me an on the spot lesson, answering all of my questions with great patience.

I really appreciate his time and extra effort.

--

Cyndie Segovia



City of Garden Ridge

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

MINUTES CITY COUNCIL REGULAR MEETING WEDNESDAY, FEBRUARY 6, 2019, 6:00 P.M.

Councilmembers Present:

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

Councilmembers Absent:

None

City Staff Present:

Nancy Cain, City Administrator
Marisa Spencer, Interim City Secretary
Shannon Del Toro, Municipal Court Clerk
Cynthia Trevino, City Attorney
Ron Eberhardt, Police Chief
Brad Olivarri, Interim Water Manager
Steven Steinmetz, Public Works Director
Linda Crosland, Librarian
Karen Ford, Finance/HR

City Commission Representatives Present:

Dr. Jim Miller, Chair, Planning and Zoning Commission
Cynthia Shanahan-Segovia, Chair, Wildlife Management Advisory Commission
David Heier, Chair, Water Commission

Other City Commissioners in Attendance:

Ken Kneupper, Wildlife Management Advisory Commissioner
Dawn Hatch, Wildlife Management Advisory Commissioner
Richard Holloway, Vice-Chair, Water Commission
Jesse Valdez, Water Commissioner
Wayne Mudge, Quarry Commissioner

1. Call to Order

With a quorum of the City Council members present, Mayor Thompson called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, February 6, 2019, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Roll Call

See above.

3. Pledge of Allegiance

Members of Cub Scout Troop 343 Pack 5, along with Mayor Thompson, led the Pledge of Allegiance.

4. Proclamation

a) Teen Dating Violence Awareness Month

Mayor Thompson presented a proclamation to Briana Saltis representing the Crisis Center of Comal County declaring February 2019 as Teen Dating Violence Awareness Month.

Briana Saltis thanked Mayor Thompson and the City of Garden Ridge for helping the Crisis Center of Comal County raise awareness about Teen Dating Violence.

5. City/Employee Recognitions/Employee Introductions

a) Thank you notes from Rose and John Andrews to Officer McKay and the Garden Ridge Police Department for their quick response to calls.

Nancy Cain, City Administrator, stated thank you notes were received from Rose and John Andrews to Officer McKay and the Garden Ridge Police Department for their quick response to calls.

b) Thank you from Charlene Bryant, 9317 Teakwood Lane, to the Garden Ridge Police Department for checking their property daily while they were out of town.

Nancy Cain, City Administrator, stated a thank you was received from Charlene Bryant, 9317 Teakwood Lane, to the Garden Ridge Police Department for checking their property daily while they were out of town.

c) Thank you from the Parks Committee to Manuel Troncoso, Public Works Department, for his excellent job in working with the Cedar Eaters of Texas at Paul Davis Park.

Nancy Cain, City Administrator, stated a thank you was received from the Parks Committee to Manuel Troncoso, Public Works Department, for his excellent job in working with the Cedar Eaters of Texas.

Mayor Thompson thanked Manuel Troncoso, Public Works Department, who was in the audience.

6. Citizen Comment Period – limited to 30 minutes total

Mayor Thompson reviewed the rules and laws for Citizen Comment Period.

Tony Frasco, 8802 Wild Wind Park, spoke regarding Galo Materials located outside of Garden Ridge City limits, town hall meetings, funding for capital projects, and Paul Davis Park.

David Ringle, 9234 Blazing Star Trail, spoke regarding Advocates for Garden Ridge Wildlife – a non-profit 501(c)(3) that he is the current president of, Paul Davis Park, and the Parks Committee.

Amanda Hagy, 10931 Dedek Drive, spoke regarding Paul Davis Park, social media posts, transparency, and accountability.

Mary Rethman, 9450 Cinchona Trail, spoke regarding Paul Davis Park, the Parks Committee, and City Councilmembers.

Lisa Richter, 9241 Garden Ridge Drive, spoke regarding deer management and speed limits in the City of Garden Ridge, and Texas Parks and Wildlife Department.

Martha Stipp, 21007 Cedar Branch, spoke regarding the update provided by Ryan Murphy at the Wildlife Management Advisory Commission meeting, and Texas Parks and Wildlife Department exemptions.

Shelby Trial, 21657 Forest Waters Circle, spoke regarding the Homes for our Troops kickoff event for SGT LisaMarie Wiley, USA (RET.), Homes for our Troops website to make donations, and joining Operation Lasting Support.

Ken Kneupper, 8891 Schoenthal Road, spoke regarding other meetings he attends where citizens do not receive an opportunity to speak, trail riders coming through the City, and Paul Davis Park.

Amy Layne, 9409 Teakwood Lane, spoke regarding Paul Davis Park.

Rex Layne, 9409 Teakwood Lane, spoke regarding being 7 years old, Paul Davis Park, and deer management in the City.

7. Consent Agenda

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

- a) Approval of Minutes:**
 - i. January 2, 2019 City Council Regular Meeting**
 - ii. January 7, 2019 City Council and Quarry Commission Special Joint Meeting**
- b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – December 31, 2018.**
- c) Ordinance No. 218-022019 An Ordinance to order a General Election on May 4, 2019 for the City of Garden Ridge for the purpose of electing the Mayor and Aldermen to City Council, Places Two and Three; such election shall be a joint election between the City of Garden Ridge and the Comal Independent School District; making provisions for the conduct of such election; and resolving other matters related to the conduct of such election.**
- d) Resolution No. 444-022019 A Resolution of compliance with annual review and adoption of the Public Funds Investment Policy for the City of Garden Ridge, Texas, as required by the provisions of Texas Government Code Chapter 2256, the Public Funds Investment Act, as amended.**

ACTION ON THE CONSENT AGENDA

Motion: A motion was made by Councilmember Erickson, seconded by Councilmember Lantzy, to approve the Consent Agenda items 7. a) – d). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

8. Business Items

The following items are for discussion, consideration and action.

- a) Action on items pulled from the Consent Agenda.**

No Consent Agenda items were pulled.

- b) Fiscal Year 2018 Audit Report (period ending September 30, 2018).**

- i. Receive a presentation and review.**

Deborah Fraser, Armstrong, Vaughan & Associates, P.C. Certified Public Accountants, summarized the Fiscal Year 2018 Audit Report by reviewing the attached presentation. She addressed questions and comments from Councilmembers regarding various topics in the report.

Councilmembers showed their appreciation of City staff and Ms. Fraser for the cooperative efforts and great report. Councilmember Erickson thanked Karen Ford, Nancy Cain, Mayor Thompson, current Councilmembers, and previous Councilmembers for their hard work on the budget, adding they are all an asset to the City.

Mayor Thompson thanked Ms. Frasier for sharing her knowledge, adding he is confident she provides a solid independent look. Mayor Thompson stated receiving a great audit report also shows how fortunate the City is to have Karen Ford, Finance/HR Director, and thanked her for all of the long days and weekends.

ii. Take action on the Fiscal Year 2018 Audit Report.

Motion: A motion was made by Mayor Pro-Tem McCaw, seconded by Councilmember Erickson, to approve the Fiscal Year 2018 Audit Report. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

c) Staff Reports

i. City Administrator Monthly Activity Report

- **Community Center usage and financial report, Building Permits issued to date for residential, commercial and minor construction projects, City Council Idea/Suggestions, communication efforts, Citizen Concern/Input, and upcoming events.**

Nancy Cain, City Administrator, stated the Household Hazardous Waste and Spring Clean-Up Event will be held Saturday, April 6th from 8am-2pm with shredding services from 10am-1pm. She stated a detailed flyer will be sent out with the next water bill.

Mayor Thompson spoke regarding citizens stating it would be nice to know what could be recycled. He reminded everyone a detailed flyer regarding garbage and recycling was sent out with the water bill in December and is on the City's website.

ii. Police Department Monthly Activity Report

- **Traffic Enforcement, criminal activity within City, and Code Compliance Enforcement.**

Ron Eberhardt, Police Chief, stated he was contacted by a TxDOT contractor informing him about a total closure of FM 3009 for a few hours in the middle of the night. He stated he has not been provided with a date yet; however, signs will be posted prior to the closure.

Ron Eberhardt, Police Chief, spoke regarding efforts taken to more efficiently move school traffic on Municipal Parkway and how the City is also working with the school district on additional options.

- **2018 Racial Profiling Report.**

Ron Eberhardt, Police Chief, presented the 2018 Racial Profiling Report and addressed questions from Councilmembers.

iii. Public Works Monthly Activity Report

- **Street and right-of-way maintenance, drainage facility and easement maintenance, City facility maintenance, Animal Services (domestic and wild), Oak Wilt, Public Works Projects, and City parking lots.**

Steven Steinmetz, Public Works Director, reviewed the monthly activity report, adding there are currently two dogs and eight cats ready for adoption. Mayor Pro-Tem McCaw stated the improvements to the Bluebonnet Room in the Garden Ridge Community and Event Center look great. Councilmember Erickson stated the restriping on Municipal Parkway also looks great and inquired about the dogs ready for adoption being on the City website. Marisa Spencer, Interim City Secretary, stated these dogs are posted within the news carousel

on the homepage of the City's website. Mayor Thompson reminded everyone that trimming of Oak trees is prohibited during the months of February through June.

iv. Water Department Monthly Activity Report

- **Water pumping/usage from City wells, water system infrastructure maintenance, repairs and/or projects, Water and/or Drought Management (current Watering Stage).**

Brad Olivarri, Interim Water Manager, stated he is continuing to work with the Water Commission on improving the Water Department monthly reports and spoke regarding the estimates he provided to the City Council concerning future maintenance.

Mayor Thompson thanked Brad Olivarri, Interim Water Manager, for his continued hard work and being proactive by obtaining these estimates.

- **Update on tank overflow occurrence findings.**

Brad Olivarri, Interim Water Manager, spoke regarding having more controlled access to each well site and stated he is expecting further information and training from MICRO-COMM.

Mayor Thompson thanked Brad Olivarri, Interim Water Manager, for taking the tank overflow incident very seriously and providing thorough information. Councilmember Bower thanked Brad Olivarri for being proactive as well as reactive. Councilmember Erickson also thanked Brad Olivarri for his hard work on preventative measures.

v. Library Monthly Activity Report

- **Upcoming events.**

Linda Crosland, Librarian, spoke regarding the 1st Friday Family Night on March 1st, adding it will be a Texas theme in honor of Texas Independence Day with some western themed games, activities, and food. She also spoke regarding Kelly Curtright and Wendy Bippert working great together, stating how appreciative and fortunate she is to have two wonderful assistants.

d) City Engineer Projects Status Reports

- i. **CIP Project for 2015**
 - 1. **Update on Warranty Items**
- ii. **FM 2252 TxDOT Project**
- iii. **FM 2252 Sewer and Water Project**
- iv. **Drainage:**
 - 1. **Creekview**
 - 2. **Sumac Circle**
 - 3. **Bindseil Lane**
- v. **Municipal Parkway**
- vi. **City of Selma Water CCN**
- vii. **MS4 Permit Preparation**

Dan Mummert, City Engineer, reviewed the Trihydro Corporation – Engineering Report for February 2019 and addressed questions from Councilmembers.

e) City Commission and Committee Reports/Recommendations/Possible Actions

- i. **Planning and Zoning Commission Recommendations and Possible Action:**
 - 1. **Receive monthly activity update as applicable.**

Chair Dr. Miller provided City Council with an update on the topics discussed at the Commission's January meetings. He thanked Cynthia Trevino, City Attorney, for providing a thorough presentation regarding various definitions relating to the Commission's Zoning and Subdivision Ordinance rewrites.

Mayor Thompson thanked Chair Dr. Miller.

ii. Quarry Commission Recommendations and Possible Action:

1. Receive monthly activity update as applicable.

No Quarry Commission monthly activity update.

iii. Water Commission Recommendations and Possible Action:

1. Request for water bill adjustment/credit for 8297 Eskimo Forest for billing period of November 20, 2018 – December 19, 2018.

a. Receive information and background from Water Commission.

Chair Heier stated the Water Commission discussed this incident and felt the City should not be held liable because the builder did not connect something properly, adding that warranty covered the repair but not the cost of the leak. Chair Heier stated the resident was advised to appear in front of City Council to request a water bill adjustment/credit; however, he is not in attendance.

b. Take action on request for water bill adjustment/credit.

Mayor Thompson asked if any Councilmembers wanted to take action on the request for a water bill adjustment/credit. Receiving no responses from any Councilmembers, he stated Chair Heier could then continue with the monthly report.

2. Receive monthly activity update as applicable.

Chair Heier provided City Council with an update on the topics discussed at the Commission's January meeting. He spoke regarding the Water Rate Study presentation; however, the Water Commission is still discussing aspects of the study and expects to have a recommendation for City Council after the next Water Commission meeting.

Chair Heier thanked Brad Olivarri, Interim Water Manager, for doing a great job in working exceptionally well with the Commission. Mayor Thompson thanked Chair Heier and the Water Commission for working hard on groundbreaking analyses like the Water Rate Study as well as their additional projects.

iv. Wildlife Management Advisory Commission Recommendations and Possible Action:

1. Mayors' Monarch Pledge Action Items.

a. Receive recommendation from Wildlife Management Advisory Commission.

Chair Segovia spoke regarding the Mayors' Monarch Pledge Action Items and stated the Wildlife Management Advisory Commission unanimously voted to recommend taking the pledge to City Council for approval.

b. Take action on recommendation.

Motion: A motion was made by Councilmember Erickson, seconded by Mayor Pro-Tem McCaw, to approve the Wildlife Management Advisory Commission's recommendation to take the Mayors' Monarch Pledge and commit to implement at least eight action items from the Mayors' Monarch Pledge Action Items to receive special recognition as part of the National Wildlife Federation's Mayors' Monarch Leadership Circle. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

2. Receive monthly activity update as applicable.

Chair Segovia provided City Council with an update on the topics discussed at the Commission's January meeting. She spoke regarding an exemption request for release of any melanistic deer, Texas Parks and Wildlife laws and regulations, chronic wasting disease testing, and the Commission's draft of a comprehensive Wildlife Management Plan for the City of Garden Ridge.

Councilmember Erickson stated he is impressed with the comprehensive Wildlife Management Plan and thanked the Wildlife Management Advisory Commission for their work on this. Councilmember Arvidson stated the City has many passionate and vocal people about wildlife and parks and hopefully they could be of assistance in some of the draft ideas.

Mayor Thompson and Councilmember Bower thanked Chair Segovia for her leadership.

v. Garden Ridge Parks Committee:

1. Receive monthly activity update as applicable.

Shelby Trial stated the Parks Committee Chair, Kathy Trial, sends her regrets that she could not be here, so he volunteered to provide City Council with the monthly activity update. Shelby Trial spoke regarding the 2016 Park Master Plan which identified potential pocket parks; however, the funds were not available then. He spoke regarding members of the Parks Committee attending grant writing trainings. Shelby Trial stated last November City Council approved the plan to hire Cedar Eaters and the three main objectives for Paul Davis Park are to make it safe, healthy, and fun. He spoke regarding a child from a homeschool group that got lost in the wooded area two weeks prior to the work done to open the area up. He stated that opening the area up has allowed the Parks Committee to have a better idea of what will work in their plan and allowed the City Engineer to help find the property lines (see attached). He stated a buffer as well as diversity remains, and they will be adding a butterfly garden. He stated no Oak trees were cut down, since there was only one Oak tree in this area of Paul Davis Park. He spoke regarding obtaining proposals for a fence with a double gate at an easement area.

Councilmember Bower stated the City Engineer provided references and the City will be obtaining bids for the fencing. She also stated that neighbors around Paul Davis Park were notified and none of which complained about the Cedar Eaters. Councilmember Arvidson stated this is a long-range plan and he is looking forward to what happens next. Councilmember Lantzy congratulated the Parks Committee for finding a way to double the size of the park, adding there is a great opportunity to do many nice things now. Councilmember Erickson thanked Shelby Trial, Parks Committee, and Public Works for their time and efforts put into Paul Davis Park. Mayor Pro-Tem McCaw expressed how Paul Davis Park will look great and be a better environment, adding that a project takes some patience.

Mayor Thompson stated the City Council Chambers was recently filled with over 30 people that are volunteers in some aspect of the City at Coffee with the Mayor, and they commended the Parks Committee for their hard work. Mayor Thompson thanked Shelby Trial and the Parks Committee for being involved and stepping up to do something since there have been many situations where citizens told him about being scared to go to the back of the park. Mayor Thompson spoke regarding getting the scouts involved and expressed his appreciation for everything the Parks Committee is doing.

vi. *Volunteer Garden Ridge!*

1. Receive monthly activity update as applicable.

Nancy Cain, City Administrator, stated *Volunteer Garden Ridge!* reported 361.25 hours, with 147 of those hours being in the Garden Ridge Library, and Comal Master Gardeners reported 53.75 hours for a total of 415 hours for January.

f) Approvals/Authorizations/Reports/Discussion

- i. Ordinance No. 24-022019 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing regulations for the use of the City park and recreational areas controlled by the City of Garden Ridge, Comal County, Texas; providing a permit for those who are authorized to use the facilities; regulating possession and use of alcoholic**

beverages in these facilities; establishing policies governing permit fees, hours of availability, closing times, and cleanup requirements; providing for repeal and superseding of Ordinance No. 24 approved on October 4, 1995, and Amendment No. 1 approved on November 5, 1997; providing a penalty for violations of this Ordinance; providing for publication and severability.

Mayor Thompson stated revising this Ordinance was a great effort between City staff and volunteers during multiple meetings with all stakeholders. He reminded Councilmembers since they have only had this revised Ordinance for a week, they can have more time to review if they would like.

Nancy Cain, City Administrator, stated Section 12 contained an error that was noticed after the Ordinance was sent to City Council; however, the correction was made and provided to all Councilmembers.

1. Take action on Ordinance No. 24-022019.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Arvidson, to approve Ordinance No. 24-022019 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing regulations for the use of the City park and recreational areas controlled by the City of Garden Ridge, Comal County, Texas; providing a permit for those who are authorized to use the facilities; regulating possession and use of alcoholic beverages in these facilities; establishing policies governing permit fees, hours of availability, closing times, and cleanup requirements; providing for repeal and superseding of Ordinance No. 24 approved on October 4, 1995, and Amendment No. 1 approved on November 5, 1997; providing a penalty for violations of this Ordinance; providing for publication and severability with the correction of section 12. During the discussion of the motion, Councilmember Erickson inquired about glass containers and having pets on a leash at all times. Mayor Thompson stated this is not intended to unnecessarily restrict anyone or anything; however, research would need to be done to see if removing the requirement of pets being on a leash at all times would put any liability on the City. Councilmember Bower suggested to postpone taking action on this for another month to allow further information to be obtained and researched. The City Council discussed taking more time to look over Ordinance No. 24-022019.

Motion Withdrawn: Councilmember Lantzy and Councilmember Arvidson both withdrew their motions.

- ii. Ordinance No. 219-022019 An Ordinance of the City Council of the City of Garden Ridge, Texas ratifying Ordinance No. 185-102015 annexing approximately thirteen (13) acres generally located in Comal County, north of Bindseil Road, south of Park Lane Drive, and west of Bat Cave Road within 107.14 acres commonly known as Daphne Development, and being further described as being out of the Charles P. Hanlon survey no. 72, abstract 253, Comal County, Texas and of record in document no. 201206013370 of official public records of Comal County, Texas, in the extraterritorial jurisdiction of the City of Garden Ridge, Texas and approving a service plan for such area; providing that this Ordinance shall be cumulative of all Ordinances; providing a severability clause; providing a savings clause; and providing an effective date.**

Nancy Cain, City Administrator, stated in 2015 the City worked with the developer for the Woods of Garden Ridge and the City of San Antonio for the release of approximately 13 acres from the City of San Antonio ETJ for annexation into the Garden Ridge City limits. She stated after receiving a complaint about an unclean property in late 2018, the City discovered the Comal County GIS maps were not correctly reflecting the Garden Ridge city limits. She explained while working with Comal County on rectifying the city limit adjustment, an administrative oversight was discovered. The oversight was the result of the then City Secretary failing to obtain the then Mayor's signature on Ordinance No. 185-102015 which approved the annexation. She stated the City Attorney's office was contacted for guidance

on correcting the administrative oversight. The City Attorney reviewed all documents associated with the annexation and confirmed that the City of Garden Ridge took all actions required by law for the annexation beginning with the ETJ release from the City of San Antonio, the conducting of public hearings, and approval of the annexation by adoption of Ordinance No. 185-102015 bringing the property into the city limits. After review and determination that the property was legally annexed, the City Attorney drafted Ordinance No. 219-022019. She explained City Council adoption of Ordinance No. 219-022019 corrects the administrative oversight by ratifying the action taken by the Garden Ridge City Council in October 2015 annexing the 13-acre tract located in the Woods of Garden Ridge.

1. Take action on Ordinance No. 219-022019.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Erickson, to approve Ordinance No. 219-022019 An Ordinance of the City Council of the City of Garden Ridge, Texas ratifying Ordinance No. 185-102015 annexing approximately thirteen (13) acres generally located in Comal County, north of Bindseil Road, south of Park Lane Drive, and west of Bat Cave Road within 107.14 acres commonly known as Daphne Development, and being further described as being out of the Charles P. Hanlon survey no. 72, abstract 253, Comal County, Texas and of record in document no. 201206013370 of official public records of Comal County, Texas, in the extraterritorial jurisdiction of the City of Garden Ridge, Texas and approving a service plan for such area; providing that this Ordinance shall be cumulative of all Ordinances; providing a severability clause; providing a savings clause; and providing an effective date. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

iii. Resolution No. 445-022019 A Resolution of the City of Garden Ridge, Texas, authorizing the use of certain City property for public park purposes and authorizing the City Administrator to take such action as necessary to implement the purpose of the Resolution.

Mayor Thompson stated this Resolution is consistent with the Parks Master Plan from three years ago. He explained how City Council can designate an area as a park and the area can also go back to the original use if undesignated. Mayor Thompson stated there are currently three areas of City property where such park designation can occur and if approved, people could donate equipment or land for this use.

1. Take action on Resolution No. 445-022019.

Motion: A motion was made by Councilmember Erickson, seconded by Councilmember Lantzy, to approve Resolution No. 445-022019 A Resolution of the City of Garden Ridge, Texas, authorizing the use of certain City property for public park purposes and authorizing the City Administrator to take such action as necessary to implement the purpose of the Resolution. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

iv. Discussion regarding communication between City Staff and City Council.

Mayor Thompson stated there have been multiple occasions where staff has reached out to Councilmembers about various things that require a response and did not receive all responses; therefore, he asked Councilmembers to provide Marisa Spencer, Interim City Secretary, with the best way to contact them or updated contact information if needed.

v. Discussion and update on Homes For Our Troops in Garden Ridge.

Mayor Pro-Tem McCaw stated the Homes For Our Troops kickoff event for SGT LisaMarie Wiley, USA (RET) was very successful and welcoming, adding he was amazed by the number of people in attendance. He stated SGT Wiley arrived with a police escort and veterans and spoke about her excitement to get involved in the community.

Mayor Thompson thanked Mayor Pro-Tem McCaw for attending this event and providing an update.

vi. Status and update on deer management.

Mayor Pro-Tem McCaw spoke regarding the falsehoods on social media relating to discussions occurring at the Wildlife Management Advisory Commission meetings. He explained how trapping may not be necessary every year and depends on the population of deer in Garden Ridge provided by Texas Parks and Wildlife. He also strongly encouraged people to stop violating a City Ordinance by feeding the deer, adding that the Humane Society, Texas Parks and Wildlife, and even People for the Ethical Treatment of Animals (PETA) state to not feed deer.

vii. Status and updates on Paul Davis Park and other City parks.

Mayor Thompson stated this has already been previously covered throughout the meeting.

g) Updates

i. Workflow Management Program and Policy – Field Force Manager.

1. Receive a status report.

Marisa Spencer, Interim City Secretary, stated they have added another user to the equipment testing for providing feedback during this stage of implementation. She thanked Mayor Thompson for coordinating and ordering the yellow tags that will be attached to each tablet with the City's phone number on it.

ii. City of Garden Ridge Personnel Policy Manual.

Mayor Thompson stated the City of Garden Ridge Personnel Policy Manual was sent to Councilmembers on January 31st for them to begin reviewing and providing questions, comments, or concerns. Mayor Thompson reminded Councilmembers of the work session scheduled for Monday, February 11, 2019 at 2:00 p.m.

iii. City Administrator Report on Projects.

1. Update on CIP projects.

Nancy Cain, City Administrator, stated City Council was provided with an updated CIP project spreadsheet and she will continue providing a monthly update on these projects. Steven Steinmetz, Public Works Director, spoke regarding progress to improving the Garden Ridge Community and Event Center (see attached pictures).

Nancy Cain, City Administrator, and Mayor Thompson thanked Public Works, the Parks Committee, and City staff for their hard work and efforts while also finding ways to save money throughout these projects.

iv. Mayor's Projects.

1. Communication Report.

Mayor Thompson stated someone came to adopt cats after seeing the communication on the City sign on FM 2252.

2. Citizen Contact Report.

Mayor Thompson stated a citizen made him aware of a concern they had about people parking in the grass. He stated he passed the information along to Ron Eberhardt, Police Chief, and within a day the Police Department took care of it. Mayor Thompson commended the Police Department for their constant sense of urgency.

Mayor Thompson also spoke regarding an email from a citizen that was sent to Councilmembers today.

3. City Facility Update.

a. Audio/Visual Upgrades and Streaming.

Marisa Spencer, Interim City Secretary, stated the equipment provider is scheduled to begin work in the City Council Chambers as early as Monday, February 11th and expects all the new equipment to be installed by the March 6th City Council meeting. She spoke regarding the software provider's implementation process and provided City Council with a tentative timeline plan, adding she would be able to provide a more detailed plan at the March 6th City Council meeting.

4. Ordinance Revision Process.

Mayor Thompson stated the Zoning and Subdivision Ordinance is currently in the revision process by the Planning and Zoning Commission, Freese and Nichols, Inc., and City staff. He also stated the Water Commission is discussing revisions to the Water Ordinance.

5. TxDOT Coordination.

Mayor Thompson stated concerns regarding reducing the speed limit on FM 3009 and concerns regarding Schoenthal Loop have been going on for a while and he is continuing his ongoing efforts to work with TxDOT about options and solutions.

v. City Council Projects.

1. Update on Water Rate Study (McCaw and the Mayor).

Mayor Thompson stated the Water Commission is now working on this, adding this item could be removed from this section of the agenda.

2. Update on Vulcan Construction Materials, LLC Project (Arvidson).

Mayor Thompson stated Councilmembers received a letter in the mail regarding a contested case hearing that will be held at 9am on March 6th at the Comal County Courthouse (see attached).

Councilmember Arvidson stated he plans to attend if he is available or he will have someone else attend to report information to him.

3. Adopt a highway program for "Families of Garden Ridge" along FM 2252 (Erickson).

Councilmember Erickson stated the Adopt-A-Highway program for Families of Garden Ridge had a cleanup on Saturday, February 2nd. He expressed his appreciation of everyone that volunteered to help and reported a total of over 60 volunteer hours for the year so far. He particularly thanked the following volunteers: Curtis, Karin, Emily, and Ryan Johnson, Bruce Phillips, Monica Valeria, Tami Driscoll, Linda Potts, Michael Pelszynski-Stover, Lisa Richter, Bailey Reeves, and Maggie and John William Erickson. He stated the next cleanup will be Saturday, April 6th from 9am-11am and requested that date be included in the Grapevine.

4. City of Garden Ridge Farmers Market (Erickson).

Councilmember Erickson stated while attending the New Braunfels Farmers Market he spoke with a few vendors in order to get more information about having a Farmers Market. He stated each vendor pays a weekly amount to rent their space since the New Braunfels Farmers Market is every Saturday. He stated some of the money was used to build shade covers in the parking lot for the vendors. He stated multiple vendors expressed interest in being a part of a City of Garden Ridge Farmers Market. The City Council discussed possible locations and setup options. Councilmember Erickson proposed looking into Saturday, May 11th and Saturday, June 15th from 10am-1pm to see how the event goes before deciding on a frequency for this event. Councilmember Erickson stated he would head this project; however, would need some help. The City Council agreed to pursue this idea and each expressed they would volunteer to help.

h) Future Agenda Items

Councilmember Bower requested the update on City-funded monument for Paul Davis Park to be placed back on the agenda and suggested discussing fencing for Paul Davis Park.

Councilmember Arvidson requested to discuss social media, to include how to address social media issues and obtaining facts regarding use of social media.

Councilmember Lantzy requested to discuss Open Records Requests as well as City official and City staff reimbursement.

Councilmember Erickson requested to discuss a dog park in Paul Davis Park as well as City website updates and maintenance.

9. Citizen Comment Period – limited to 20 minutes total

Martha Stipp, 21007 Cedar Branch, spoke regarding social media, respect, and the deer management update provided by Ryan Murphy with RMH Ranch Services LLC at the Wildlife Management Advisory Commission meeting.

Shelby Trial, 21657 Forest Waters Circle, spoke regarding Ordinance No. 24 and Resolution No. 445. He thanked City Council for their support of the Parks Committee and thanked all volunteers in attendance at the meeting.

Amanda Hagy, 10931 Deducky Drive, spoke regarding the Garden Ridge Community and Event Center, the 2019 City Park Facts Report for the State of Texas, and trash clean-up on Bat Cave Road. She thanked City Council for their time and hard work.

Dr. Jim Miller, 9910 Marie Meadow, spoke regarding motorized vehicles and Resolution No. 445, adding the City has been great with transparency.

Diane Kruse, 9315 Gardenia Bend Drive, spoke regarding deer management, including feeding and trapping of deer.

David Heier, 9185 Garden Ridge Drive, spoke regarding Paul Davis Park and enforcing animals being on leashes.

David Ringle, 9234 Blazing Star Trail, spoke regarding the Wildlife Management Advisory Commission's monthly activity report to City Council and the TxDOT expansion project for FM 2252.

Ken Kneupper, 8891 Schoenthal Road, spoke regarding Game Wardens providing a presentation at the February 25th Wildlife Management Advisory Commission meeting, the Garden Ridge Elementary School Bike Rodeo, Comal ISD high school naming committee, and the new lighting in the Garden Ridge Community and Event Center. He thanked City Council for everything they are doing for the City.

Mary Rethman, 9450 Cinchona Trail, spoke regarding the citizen comment period rules.

Amy Layne, 9409 Teakwood Lane, spoke regarding her appreciation of City Council and allowing her son to feel safe and able to speak.

10. Reports and Comments from Mayor and City Councilmembers

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

Alamo Area Metropolitan Planning Organization ("AAMPO")

Boy Scouts and/or Girl Scouts
City Commissions (Planning and Zoning, Quarry, Water, and Wildlife Management Advisory)
City of Garden Ridge sponsored events and outreach efforts
Comal ISD/Garden Ridge Elementary
Counties (Bexar, Comal and Guadalupe)
Garden Ridge Lions Club
Garden Ridge Citizen Police Academy Alumni Association/Citizen Patrol
Greater Bexar County Council of Cities
Joint Base Land Use Study-Randolph
Northeast Partnership

Mayor Thompson stated Northeast Partnership has a bus going to Austin to speak with legislators on Thursday February 21st and for anyone interested to let him or Nancy Cain, City Administrator, know.

11. Executive Session

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

a) Pursuant to Texas Government Code Section 551.071 – Consultation with Attorney

- 1. To seek legal advice in connection with Plaza Oaks Subdivision/Whisper Oak water services agreement.**

Mayor Thompson announced the City Council will recess at 10:29 p.m. and reconvene into Executive Session at 10:40 p.m., in accordance with Texas Government Code Section 551.071, to consult with the City Attorney on the one (1) item stated above.

Mayor Thompson adjourned the Executive Session and reconvened back into Regular Session at 11:09 p.m.

12. Business Items (continued)

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

Mayor Thompson asked if any Councilmembers wanted to recall the item posted for Executive Session to allow for any action they wanted to take. Receiving no responses from Councilmembers to recall the item for any action, Mayor Thompson closed Business Items.

13. Adjournment

Motion: A motion was made by Mayor Pro-Tem McCaw, seconded by Councilmember Bower, to adjourn. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Wednesday, February 6, 2019, City Council regular meeting was adjourned at 11:09 p.m. by Mayor Thompson.

Larry Thompson
Mayor

ATTEST

Marisa Spencer
Interim City Secretary

**SIGN IN TO SPEAK AT THE FEBRUARY 6, 2019
CITY COUNCIL REGULAR MEETING
CITIZEN COMMENT PERIOD**

Ph ①

Rules for Citizens' Participation:

The City Council welcomes citizen participation and comments at all City Council Meetings. The City Council offers citizens the opportunity to address them by signing up to speak prior to the meeting. If you speak, you follow these guidelines:

- a) Respect and courtesy:
 - i. Direct your comments to the entire City Council, not to an individual member, nor to the audience.
 - ii. Show the City Council the same respect that you would like to be shown.
 - iii. End your speaking at the time allotted below.
- b) Speaking:
 - i. First citizen comment period
 - 1. You are required to sign up to speak.
 - 2. You are limited to one 3 minute period.
 - ii. Business item period
 - 1. You are required to sign up to speak.
 - 2. You are limited to one 3 minute period.
 - iii. Second citizen comment period
 - 1. You are not required to sign up.
 - 2. You are limited to one 2 minute period.
 - iv. State your name and address before your comments begin.
 - v. 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*

NAME	ADDRESS	SUBJECT
✓ 1. Tony FRASCO	8802 Wild Wind PARK	Our Town
✓ 2. David Ringle	9234 Blazing Star Trl.	Paul Davis Park
✓ 3. Amanda Hagy	10931 Dedek Dr.	Park / Social Media
✓ 4. Mary Rothman	9450 Cinchona	Park
✓ 5. Lisa Richter	9241 Garden Ridge Tr.	Deer
✓ 6. Martha Stapp	21007 Cedar Branch	Trapping
✓ 7. SHELBY TRIM	21657 FOREST WATERS	HFOI
✓ 8. KEN KWEPPER	8891 SCHOENTHAL RD.	PARK
✓ 9. Amy Layne	9409 Teakwood Ln	Paul Davis Park
✓ 10. Rex Layne		Park

~~Comments on New~~
or
LAST ITEM (2nd pg was A MISTAKE)

**SIGN IN TO SPEAK AT THE FEBRUARY 6, 2019
CITY COUNCIL REGULAR MEETING
CITIZEN COMMENT PERIOD**

Pr ②

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NAME	ADDRESS	SUBJECT
1. Deborah Fraser	AVA	AUDIT
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Arday Paul
off Business Items
86*



Armstrong, Vaughan *&* Associates, P.C.
Certified Public Accountants

City of Garden Ridge Annual Financial Report

Year Ended September 30, 2018

What is in the Annual Financial Report

- Introduction
- Independent Auditor's Report
- Management Discussion & Analysis
- Government-Wide Financial Statements
- Fund Financial Statements
- Notes to the Financial Statements
- Required Supplementary Information
- Supplemental Comparative Financial Statements
- Statistical Section

Independent Auditor's Report

- Audit Standards to follow
 - Generally Accepted Auditing Standards
 - Government Auditing Standards
- Purpose
 - To form an independent opinion on whether the financial statements are presented in accordance with Generally Accepted Accounting Principles (GAAP).
- Independent opinion on the financial statements
 - Audit in “unmodified”
 - This is the best opinion that can be given for an independent audit. It means we have no modifying statements in our opinion letter.

Management Discussion & Analysis

- Financial Highlights
- Overview of the Financial Statements
- Government-wide Financial Analysis
- Financial Analysis of the City's Funds
- Budgetary Highlights
- Capital Assets and Debt
- Requests for Information

Financial Highlights

- **Government-Wide Financial Statement**
 - **Governmental Activities**
 - Assets of the City exceeded its liabilities by \$6.6 million at September 30, 2018.
 - Net position decreased by \$415 thousand primarily due to the effects of your OPEB Liability and depreciation expense.
 - **Business Type Activities**
 - Assets of the Water Fund exceeded its liabilities by \$7.3 million at September 30, 2018.
 - Unrestricted Net Position increased by 1.2 to \$1.5 million at September 30, 2018 as a result of transfers of infrastructure from the capital projects.

Financial Highlights (Continued)

NET POSITION				
Net Investment in Capital Assets	3,829,106	5,715,624	9,544,730	
Restricted for:				
Child Safety	29,758	-	29,758	
Court Security/Technology	8,803	-	8,803	
Impact Fees	-	145,100	145,100	
Debt Service	168,499	-	168,499	
Donations	2,677	-	2,677	
Public, Educational, & Governmental (PEG) Capital Fees	112,687	-	112,687	
Police Asset Forfeiture	276,679	-	276,679	
Unrestricted	2,161,293	1,485,909	3,647,202	
TOTAL NET POSITION	\$ 6,589,502	\$ 7,346,633	\$ 13,936,135	

Financial Highlights (Continued)

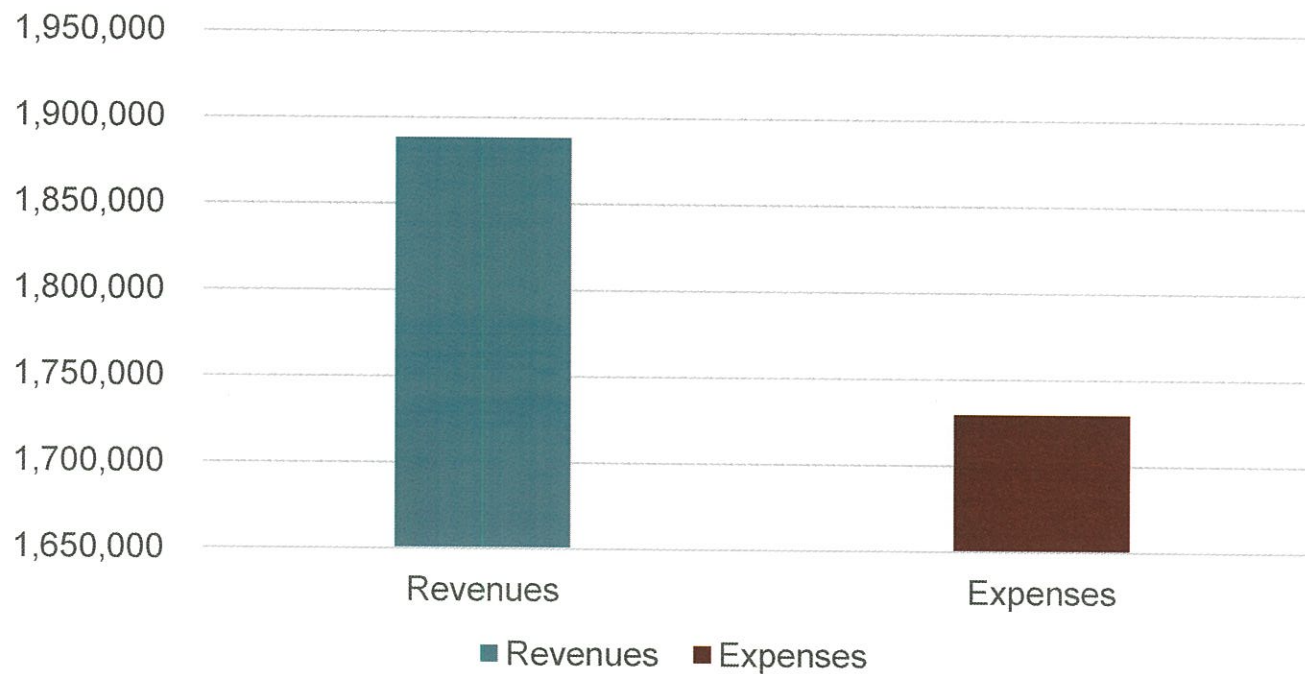
- Fund Financial Statements
 - The General Fund's fund balance at the end of the 2018 fiscal year was \$2.2 million and the combined fund balance for all funds was \$3,1.
 - Unassigned Fund Balance for the General Fund was \$2.1 million or approximately 10 months average operating expenditures.
 - Fund balance for the general fund increased \$340 thousand. The increase is the result of lower than expected expenses; \$146 thousand of the general administration.
 - The combined fund balance decreased by \$594 thousand due to capital outlay expenditures.

Financial Highlights (Continued)

<i>Fund Balances:</i>					
Non-Spendable:					
Prepaid Items	4,082	-	-	-	4,082
Restricted for:					
Child Safety	29,758	-	-	-	29,758
Court Security	8,803	-	-	-	8,803
Debt Service	-	189,334	-	-	189,334
Donations	2,677	-	-	-	2,677
PEG Capital Fees	112,687	-	-	-	112,687
Police Asset Forfeiture	-	-	-	276,679	276,679
Assigned for:					
Capital Projects	-	-	429,938	-	429,938
Unassigned:	2,055,679	-	-	-	2,055,679
<i>Total Fund Balances</i>	<u>2,213,686</u>	<u>189,334</u>	<u>429,938</u>	<u>276,679</u>	<u>3,109,637</u>
TOTAL LIABILITIES, DEFERRED					
INFLOWS OF RESOURCES, &					
FUND BALANCES	<u>\$ 2,461,552</u>	<u>\$ 211,710</u>	<u>\$ 848,505</u>	<u>\$ 278,275</u>	<u>\$ 3,800,042</u>

Financial Highlights (Continued)

- Business-Type Activities net position decreased by \$1.3 million.



Letters on Conduct of Audit

- Accounting Policies
- Accounting Estimates
- Difficulties
- Misstatements
- Disagreements
- Management Representations
- Consultations with other Independent Accountants
- Compliance with the Public Funds Investment Act



Armstrong, Vaughan & Associates, P.C.
Certified Public Accountants

QUESTIONS?

CONTACT INFORMATION

Deborah F. Fraser, CPA

fraser@avacpa.com

(210) 658-6229

Paul Davis Park

201901 - Aerial Image

Google Earth

© 2018 Google

300 ft











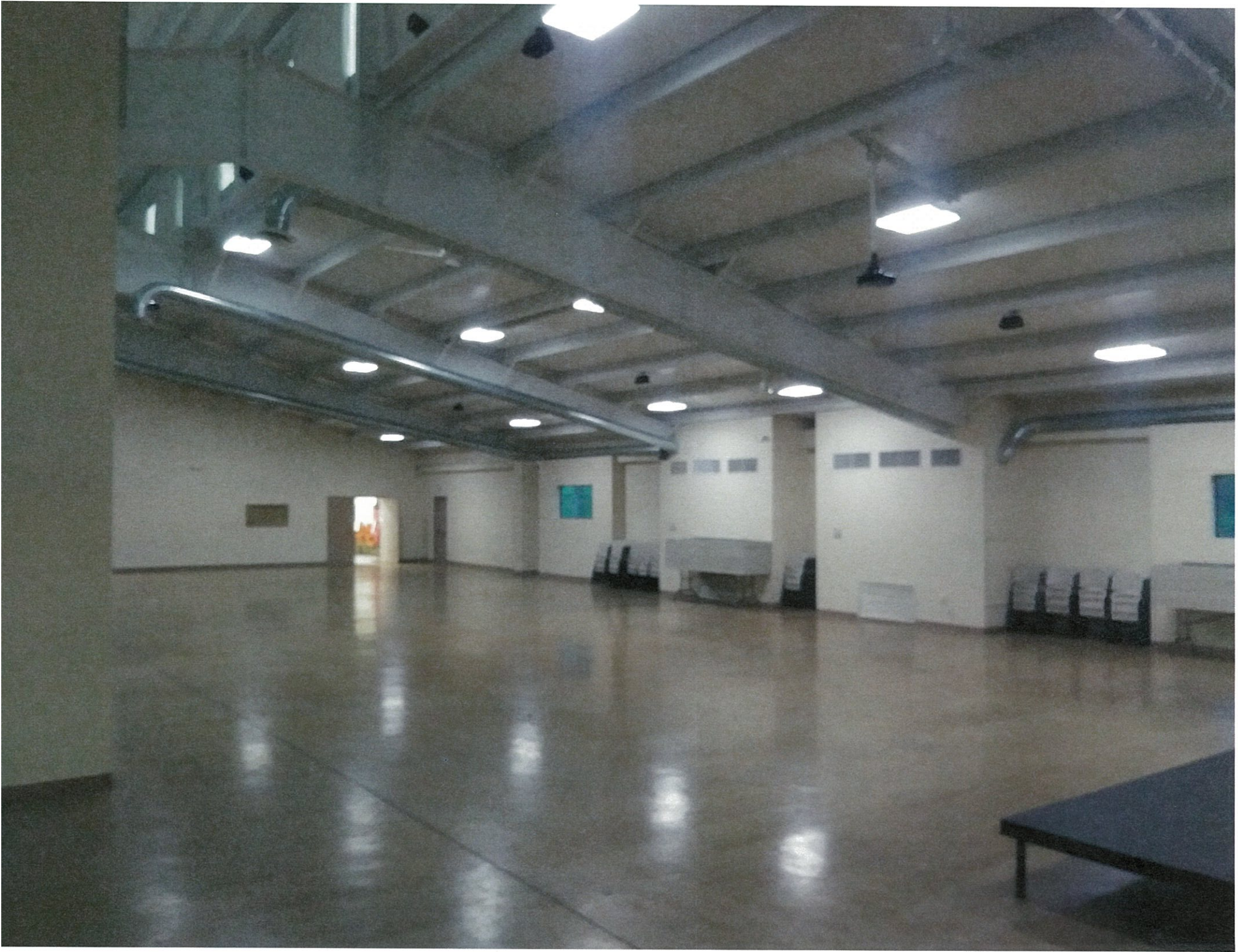












TEXAS COMMISSION ON ENVIRONMENTAL QUALITY



NOTICE OF HEARING VULCAN CONSTRUCTION MATERIALS, LLC SOAH Docket No. 582-19-1955 TCEQ Docket No. 2018-1303-AIR Proposed Permit No. 147392L001

APPLICATION.

Vulcan Construction Materials, LLC, P.O. Box 791550, San Antonio, Texas 78279-1550, has applied to the Texas Commission on Environmental Quality (TCEQ) for issuance of Proposed Air Quality Permit Number 147392L001, which would authorize construction of a Portable Crushing Plant located on property whose northeast corner is the southwest corner of the intersection of Highway 46 and Farm-to-Market Road 3009, Bulverde, Comal County, Texas 78132. This application was processed in an expedited manner, as allowed by the commission's rules in 30 Texas Administrative Code (TAC), Chapter 101, Subchapter J. This application was submitted to the TCEQ on June 27, 2017. The proposed facility will emit the following contaminants: particulate matter including particulate matter with diameters of 10 microns or less and 2.5 microns or less, carbon monoxide, nitrogen oxides, organic compounds, and sulfur dioxide.

The TCEQ Executive Director has prepared a draft permit which, if approved, would establish the conditions under which the facility must operate. The Executive Director has made a preliminary decision to issue the permit because it meets all rules and regulations. The permit application, executive director's preliminary decision, and draft permit are available for viewing and copying at the TCEQ central office, the TCEQ San Antonio regional office, and the Bulverde-Spring Branch Library, 131 Bulverde Crossing Road, Bulverde, Comal County, Texas. The facility's compliance file, if any exists, is available for public review at the TCEQ San Antonio Regional Office, 14250 Judson Road, San Antonio, Texas. As a public courtesy, we have provided the following Web page to an online map of the site or the facility's general location. The online map is not part of the application or the notice:

<<http://www.tceq.texas.gov/assets/public/hb610/index.html?lat=29.76833&lng=-98.30861&zoom=13&type=r>>. For the exact location, refer to the application.

CONTESTED CASE HEARING.

The State Office of Administrative Hearings (SOAH) will conduct a formal preliminary hearing to a contested case hearing at:

**9:00 a.m. - March 6, 2019
Comal County Courthouse
Main Courtroom, 2nd Floor
100 Main Plaza
New Braunfels, Texas 78130**

The contested case hearing (hearing) will be a legal proceeding similar to a civil trial in state district court. The hearing will address the disputed issues of fact identified in the TCEQ order concerning this application issued on December 13, 2018. In addition to these issues, the judge may consider additional issues if certain factors are met.

The hearing will be conducted in accordance with the Chapter 2001, Texas Government Code; Chapter 382, Texas Health and Safety Code; TCEQ rules including 30 TAC Chapter 116, Subchapters A and B; and the procedural rules of the TCEQ and SOAH, including 30 TAC Chapter 80 and 1 TAC Chapter 155. The hearing will be held unless all timely hearing requests have been withdrawn or denied.

To request to be a party, you must attend the preliminary hearing and show you would be affected by the application in a way not common to the general public. Any person may attend the preliminary hearing and request to be a party. Only persons named as parties may participate at the contested case hearing.

MAILING LIST.

You may ask to be placed on a mailing list to obtain additional information on this application by sending a request to the Office of the Chief Clerk at the address below.

AGENCY CONTACTS AND INFORMATION.

Public comments and requests must be submitted either electronically at www.tceq.texas.gov/goto/comments, or in writing to the Texas Commission on Environmental Quality, Office of the Chief Clerk, MC-105, P.O. Box 13087, Austin, Texas 78711-3087. If you communicate with the TCEQ electronically, please be aware that your email address, like your physical mailing address, will become part of the agency's public record. For more information about this permit application, the permitting process, or the contested case hearing process, please call the Public Education Program toll free at (800) 687-4040. Si desea información en Español, puede llamar al (800) 687-4040. General information regarding the TCEQ may be obtained electronically at <http://www.tceq.texas.gov>

In accordance with 1 Tex. Admin. Code § 155.401(a), Notice of Hearing, "Parties that are not represented by an attorney may obtain information regarding contested case hearings on the public website of the State Office of Administrative Hearings at www.soah.texas.gov, or in printed format upon request to SOAH."

INFORMATION.

If you need more information about the hearing process for this application, please call the Public Education Program, toll free, at (800) 687-4040. General information regarding the TCEQ can be found at <http://www.tceq.texas.gov/>.

Persons with disabilities who need special accommodations at the hearing should call the SOAH Docketing Department at (512) 475-3445, at least one week prior to the hearing.

Further information may also be obtained from Vulcan Construction Materials, LLC at the address stated above or by calling Ms. Katy Sipe, Environmental Specialist, Westward Environmental, Inc. at (830) 249-8284.

Issued: January 29, 2019

A handwritten signature in cursive script that reads "Bridget C. Bohac". The ink is dark and the signature is fluid.

Bridget C. Bohac, Chief Clerk
Texas Commission on Environmental Quality

February 6th, 2019 City Council Regular Meeting

2nd Citizen Comment Period (limited to 20 minutes total)

NAME	ADDRESS	SUBJECT
1. Maryna Stipp	21007 Cedar Branch	melanistic deer
2. SITELY TRAIL	21657 FOREST WATERS CIR.	VARIOUS
3. Amelia Hays	10931 Deedle Dr.	Various
4. Jim Smith	9910 Marie Meadow	PARKS Reservoir
5. Diane Kruse	9315 Gardenia Bend	Deer
6. David Hays	5555 Gardenia Bend	Park Reservoir
7. David C. Ring's	9274 Blooming Star Trl.	Deer
8. KEVIN KUEPPER	5991 SCHOENTHAL RD	MANY
9. Amy Layne	9409 Teakwood Ln	Thanks, Park
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		



City of Garden Ridge

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

MINUTES CITY COUNCIL SPECIAL MEETING MONDAY, FEBRUARY 11, 2019, 2:00 P.M.

Councilmembers Present:

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

Councilmembers Absent:

None

City Staff Present:

Nancy Cain, City Administrator
Marisa Spencer, Interim City Secretary
Karen Ford, Finance/HR
Ron Eberhardt, Police Chief
Dan Bellinger, Police Lieutenant
Brad Olivarri, Interim Water Manager
Steven Steinmetz, Public Works Director
Cynthia Trevino, City Attorney

City Commissioners in Attendance:

None

1. Call to Order

With a quorum of the City Council members present, Mayor Thompson called the special meeting of the Garden Ridge City Council to order at 2:00 p.m. on Monday, February 11, 2019, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Roll Call

See above.

3. Pledge of Allegiance

Mayor Thompson led the Pledge of Allegiance followed by the Texas Pledge of Allegiance.

4. Citizen Comment Period – limited to 30 minutes total

No one signed up to speak.

5. Business Items

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

a) City of Garden Ridge Personnel Policy Manual

- i. Review and discuss proposed City of Garden Ridge Personnel Policy Manual.**

Mayor Thompson spoke regarding the amount of time, effort, and patience put into this proposed Personnel Policy Manual. He thanked all Department Heads for their commitment and in specifically thanked Karen Ford, Finance/HR. Karen Ford, Finance/HR, stated the last personnel policy manual was done in 2009; therefore, this proposed Personnel Policy Manual contains substantial changes as well as additions.

Mayor Thompson stated the group will go through the proposed Personnel Policy Manual chapter by chapter discussing substantial changes and additions first then address any minor concerns such as grammar or spelling errors that anyone found. Karen Ford, Finance/HR, led the discussion and Department Management addressed Councilmembers questions, comments, and concerns throughout the discussion.

Mayor Thompson announced the City Council will recess at 4:10 p.m. for a 10-minute break.

Mayor Thompson reconvened the City Council Special Meeting at 4:20 p.m., and the City Council continued to review and discuss the proposed City of Garden Ridge Personnel Policy Manual with Department Management.

ii. Take action and/or possible direction to City staff on City of Garden Ridge Personnel Policy Manual.

Motion: A motion was made by Councilmember Erickson, seconded by Mayor Pro-Tem McCaw, to approve the proposed City of Garden Ridge Personnel Policy Manual with additions, subtractions, and corrections provided during this session. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

Karen Ford, Finance/HR, spoke regarding conducting roll-out meetings with employees and implementation of the Personnel Policy Manual. She also addressed estimated amounts for short-term and long-term disability insurance.

Mayor Thompson stated an advisory note action will be placed on the March 6th City Council regular meeting agenda to approve the expenditure for short-term and long-term disability insurance and include the expenditure in the upcoming budget amendment.

6. Citizen Comment Period – limited to 20 minutes total

No one wished to speak.

7. Adjournment

Motion: A motion was made by Councilmember Erickson, seconded by Mayor Pro-Tem McCaw, to adjourn. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Monday, February 11, 2019, City Council special meeting was adjourned at 6:45 p.m. by Mayor Thompson.

Larry Thompson
Mayor

ATTEST

Marisa Spencer
Interim City Secretary

CITY OF GARDEN RIDGE
MONTHLY ACCOUNT BALANCES & INTEREST RATES
PERIOD ENDED AS OF 01/31/2019

CITY FUNDS	BALANCE	CURRENT INTEREST RATE
GF OPERATING ACCOUNT	\$ 121,093.73	0.00%
GF MONEY MARKET	260,204.97	0.32%
PEG CAPITAL FEES	67,440.18	0.28%
TEXPOOL INVESTMENTS	2,308,964.79	2.3892%
2009 I&S	3,506.95	0.11%
2009 REFI	3,488.10	0.11%
2012 I&S	310,689.29	0.32%
2012 REFI	128,190.30	0.31%
2015 I&S	169,525.44	0.28%
WATER IMPACT FEES	164,742.82	0.31%
TEXPOOL WATER IMPACT FEES	1,678.81	2.3892%
STREET IMPACT FEES	25,363.07	0.21%
TEXPOOL STREET IMPACT FEES	32,221.61	2.3892%
CONSTRUCTION BOND	136,689.51	0.35%
TEXPOOL WATER RIGHTS	5,070.57	2.3892%
TEXPOOL 2015 CIP PROJECT	138,036.94	2.3892%
2015 CIP PROJECT	37,218.29	0.24%
ASSET/FORFEITURE - STATE	97.90	0.16%
ASSET/FORFEITURE - FED	279,503.19	0.31%
TOTAL CITY FUNDS	\$ 4,193,726.46	

WATER FUNDS	BALANCE	CURRENT INTEREST RATE
TEXPOOL WATER INVEST	\$ 1,437,647.04	2.3892%
WATER SURCHARGE	145,229.30	0.31%
OPERATING ACCOUNT	199,947.06	0.31%
TOTAL WATER FUNDS	\$ 1,782,823.40	

TOTAL ALL ACCOUNTS	\$ 5,976,549.86	
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CITY OF GARDEN RIDGE
CASH & INVESTMENTS STATEMENT
PERIOD ENDED AS OF 01/31/2019

GENERAL FUND	BALANCE
GF Operational Checking	\$ 121,093.73
GF Money Market	260,204.97
TexPool Investments	2,308,964.79
Restricted Amounts	(172,341.52)
TOTAL General Fund Balance	\$ 2,517,921.97

WATER FUND	BALANCE
Operational Checking	\$ 199,947.06
TexPool Water Invest	1,437,647.04
Restricted Amounts	(221,919.51)
TOTAL Water Fund Balance	\$ 1,415,674.59

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES
CURRENT AND YEAR TO DATE AS OF 01/31/2019

GENERAL FUND	Jan-19	YTD	FY 2019 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 857,425.83	\$ 1,269,772.25	\$ 2,805,533.00	45.3%	\$ 1,535,760.75
EXPENDITURES					
ADMINISTRATION	96,473.73	233,206.38	817,682.00	28.5%	584,475.62
COURT	7,225.12	29,669.18	81,445.00	36.4%	51,775.82
POLICE	140,614.87	427,674.10	1,275,118.00	33.5%	847,443.90
PUBLIC FACILITIES	47,717.31	152,389.32	535,463.00	28.5%	383,073.68
COMMUNITY CENTER	2,856.66	19,542.79	56,292.00	34.7%	36,749.21
LIBRARY	8,188.03	27,902.53	96,699.00	28.9%	68,796.47
FUND CHANGES/XFER	-	-	-	0.0%	-
TOTAL EXPENDITURES	303,075.72	890,384.30	2,862,699.00	31.1%	1,972,314.70
REVENUE +/- EXPENDITURES	<u>\$ 554,350.11</u>	<u>\$ 379,387.95</u>	<u>\$ (57,166.00)</u>		<u>\$ (436,553.95)</u>

WATER FUND	Jan-19	YTD	FY 2019 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 75,677.20	\$ 308,859.80	\$ 1,673,300.00	18.5%	\$ 1,364,440.20
EXPENDITURES	122,760.92	378,066.64	1,161,893.00	32.5%	783,826.36
REVENUE +/- EXPENDITURES	<u>(47,083.72)</u>	<u>(69,206.84)</u>	<u>511,407.00</u>		<u>580,613.84</u>
BALANCE SHEET PMTS					
BOND PRINCIPLE PMTS	-	-	419,700.00		419,700.00
AUTO LEASE PMT	-	-	22,620.00		22,620.00
NET POSITION	<u>\$ (47,083.72)</u>	<u>\$ (69,206.84)</u>	<u>\$ 69,087.00</u>		<u>\$ 138,293.84</u>

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES - COMMUNITY CENTER
PERIOD ENDED AS OF 01/31/2019

REVENUES	YTD
RENTALS	\$ 11,110.00
DEPOSITS	4,475.00
CLEAN-UP FEES	300.00
DEPOSITS REFUNDED	(4,675.00)
DONATIONS	-
TOTAL REVENUES	<u>11,210.00</u>

EXPENDITURES	
PAYROLL/TAXES/RETIREMENT	728.75
MANAGER FEES	4,672.50
COMPUTER/INTERNET	448.68
TELEPHONE	188.00
UTILITIES	3,453.06
MAINTENANCE	3,213.90
SUPPLIES	215.93
CLEANING	1,575.00
EQUIPMENT	371.97
MARKETING	-
DONATION EXPENDITURES	-
FACILITY ENHANCEMENTS	-
TOTAL EXPENDITURES	<u>14,867.79</u>

NET POSITION	<u><u>\$ (3,657.79)</u></u>
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Management's Discussion and Analysis of Results of Operations – January 2019

GENERAL FUND

Cash

The January 31st Unrestricted Fund Balance is \$2,517.9k.

Revenue

Ad Valorem Tax collections for January total \$777.3k bringing the YTD collections to \$888.0k or 58.4% of the \$1,519.4k budgeted. Collections for Delinquent Ad Valorem Tax are currently 100.7% of the \$6k budgeted.

YTD Sales Tax collections total \$38.4k or 16.7% of the budgeted \$230k. Comparatively, FY18 YTD collections were \$32.3k.

Building Permits YTD are currently at 43.4% or \$56.4k of the \$130k budgeted. That's an increase of 5.5% over the same period last year.

YTD revenue for Trash Collections total \$29k vs \$24k for the same period of the prior year.

Expenditures

All departments are operating within the FY19 budget.

Highlights

- The following employees attended training in January; M. Spencer – Elections Law, S. DeToro – Annual training to maintain her Court Clerk Certification.
 - Payment of \$9k issued for audit fees.
 - Disbursement of \$42.9k from the PEG Fund was issued to Digital Display Solutions for partial payment (50%) of equipment, training and installation of Council Chambers live streaming set-up.
 - PD vehicle lease payments of \$20k paid for 3rd and final payment on 2017 Ford and 2nd payment on the 2018 Ford. The 2017 Ford after paying the \$1.00 buyout is now owned by the City.
 - City Hall A/C repair and building maintenance totaled \$5.7k.
 - Agent fee of \$2.5k paid to RMH Ranch.
-

WATER FUND

Meters

Current meters for January 2019 total 1631 vs 1606 for January 2018.

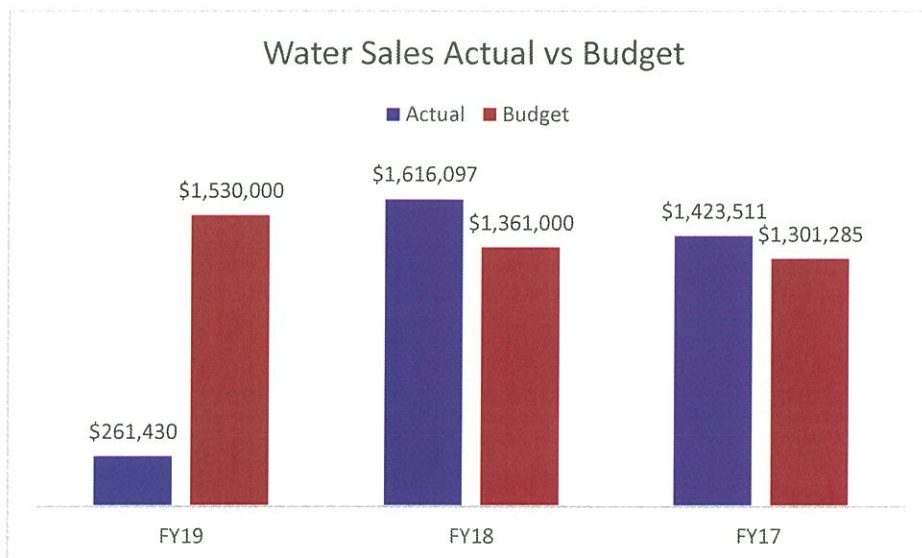
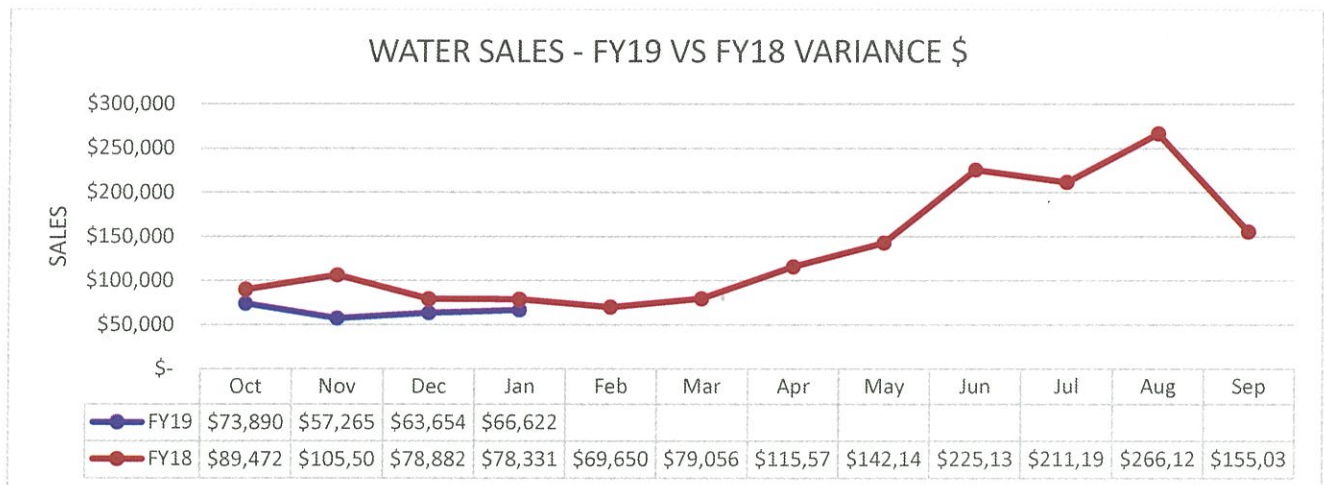
Cash

The January 31st Unrestricted Fund Balance is \$1,415.7k.

Revenue

YTD Revenue was \$308.6k vs the previous year at \$396.8k, that's a -22.2% decrease YOY. Total Revenue is at 18.6% of the FY19 budget.

Water sales YTD total \$261.4k or 17.1% of the \$1,530k FY19 budget, compared to \$352.2k or 25.9% of the FY18 budget. Water Sales are currently -25.8% lower than the previous year. YTD gallons sold total 83,760k for FY19 vs 57,517k for FY18. Lower sales are attributed to weather.



Meter Sales to date total \$10.6k vs \$13.2k for the same period of FY18.

Expenditures

The Water department is operating within the FY19 budget.

Highlights

- The 2019 Edwards Aquifer Management Fees accrued in the amount of \$60.2k.
 - Payment of \$3k issued for audit fees.
 - Vacation payout to former employee totaled \$8.4k.
-

Interest & Sinking Fund

Revenue

Ad Valorem Tax collections YTD total \$417.7k.

Expenditures

Next bond payment due in February 2019.

Capital Improvements Fund

Cash Balance

The CIP Project Fund Balance is \$162.7k.

Water Impact Fee Balance is \$169.8K.

Street Impact Balance is \$57.6k.

Revenue

Interest Earned on the CIP funds YTD is \$2.9k.

Asset Seizure Fund

Cash Balance

The Restricted Fund Balance is \$279.6k.

Revenue

Revenue received during the month of January totaled \$0.0k.

Expenditures

No expenditures were made during January.

Summary

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



City of Garden Ridge

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

MEMORANDUM

To: City Council

From: Marisa Spencer – Interim City Secretary

Date: March 1, 2019

Reference: Ordinance No. 218-032019

Council,

The City of Garden Ridge began discussing election equipment and services needs for the May 4, 2019, General Election with the Comal County Clerk's Office at the beginning of January 2019. Due to the statutory deadline for ordering an election, City Council approved Ordinance No. 218-022019 on February 6, 2019. The City received the attached Contract for Election Services from Cynthia Jaqua, Comal County Elections Coordinator, on February 20, 2019, and is requesting the Ordinance be amended to correspond with the Contract for Election Services by approving Ordinance No. 218-032019.

The only change in Ordinance No. 218-032019 is amending the Early Voting Clerk provisions in section 8 of the Ordinance to reflect the attached contract. Please let me know if you have any questions.

Respectfully,

Marisa Spencer
Interim City Secretary



**CYNTHIA JAQUA
COMAL COUNTY
ELECTIONS COORDINATOR**

396 N. Seguin Ave. • New Braunfels • Texas • 78130
(830) 221-1352 Fax: (830) 608-2013
e-mail: jaquac@co.comal.tx.us

February 20, 2019

**CITY OF GARDEN RIDGE
CONTRACT FOR ELECTION SERVICES
May 4, 2019 General Election**

This contract for election services made by and between **City of Garden Ridge** hereinafter called ENTITY and **Bobbie Koepp, Comal County Clerk**, hereinafter called CONTRACTING OFFICER is based on the following:

The ENTITY and CONTRACTING OFFICER have determined that it is in the public interest of the inhabitants of the ENTITY that the following contract be made and entered into for the purpose of having the CONTRACTING OFFICER furnish the ENTITY certain election services and equipment needed by the ENTITY for their May 4, 2019 General Election. Electronic voting equipment will be used, specifically the Hart DRE'S known as Verity Touch, Verity Access Touch, and Controller.

DUTIES AND SERVICES OF THE CONTRACTING OFFICER:

1. Bobbie Koepp, Comal County Clerk, shall be designated the Early Voting Clerk for the election, and shall conduct early voting in person and by mail.
2. Forward all information to vendor (Hart) for the Coding and Audio files for Verity Touch, Verity Access Touch, and Controller
3. Advertise, prepare, and conduct the Logic and Accuracy Tests as required by State Law.
4. Conduct Early Voting for Ballot by Mail at main Early Voting location 396 N. Seguin, New Braunfels, Texas 78130.
5. Provide training on conducting an election, with Hart Verity Touch, Verity Access Touch, Controller, and Knowink Poll Pads for all Early Voting and Election Day workers.
6. Require HART to provide screen shot proofs for ENTITY's approval.
7. Procure and provide election supplies, including but not limited to the preparation, printing of ballots for Ballot by Mail requests, and distribution of sample ballots.

8. Prepare and provide adequate election equipment for the election (Hart Verity Touch, Verity Access Touch, Controller, and Knowink Poll Pads)
9. Prepare Early Voting and Election Day packets and supply bags for Early Voting and Election Day Polling Locations.
10. Provide the Official Registered Voter Lists for the City of Garden Ridge for use on Knowink Poll Pad.
11. Deliver all voting equipment Verity Touch, Verity Access Touch, Controller, and Knowink Poll Pads) and election supplies for Early Voting and Election Day to polling location.
12. Ensure Election Judge returns specified voting equipment and supplies from Early Voting after polls close on April 30, 2019.
13. Ensure Election Judge returns specified voting equipment and supplies from Election Day Polling Location after polls close on May 4, 2019.
14. Procurement and payment of Early Voting Ballot Board personnel who will meet at the Comal County Elections Office, 396 N. Seguin Ave., New Braunfels, Texas 78130, on Election Day and other dates as prescribed by law to process Ballots by Mail and Provisional Ballots.
15. Set up the Central Accumulation Station and appoint personnel to tabulate the results of the Early and Election Day votes; provide Final Unofficial results for Canvass.
16. Provide advisory services for the administration and supervision of the election.
17. Meet ADA requirements for the election, as the law relates to polling locations, voter assistance, and other ADA requirements, if any.
18. Reporting precinct results to the Secretary of State, if required.
19. Maintain election materials and paperwork in storage for the allotted time as prescribed by law.

DUTIES OF THE ENTITY:

1. Prepare all Election Orders, and Notice of Election as required by law and prepare and publish the Notice of Election.
2. Provide the County Elections Office with ENTITY's ballot information, etc. ENTITY shall conduct its ballot position drawing on or about, February 22, 2019, and send the CONTRACTING OFFICER the ballot order so that it may be forwarded for Coding and Audio to Hart. ENTITY will be responsible for approving the screen shot proofs from Hart.
3. ENTITY shall be responsible for any loss and/or physical damage to the equipment while it is in ENTITY's possession and control.
4. Only the actual expenses directly attributable to the Contract may be charged. (Section 31.100(b), Texas Election Code) The County Elections Officer will submit the actual costs for items contracted for pursuant to this Contract with the ENTITY as soon as all invoices are received from the vendors. The ENTITY agrees to pay costs of the election within ten (10) ENTITY workdays of receipt of the statement.

GENERAL PROVISIONS:

- A. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties and correctly sets forth the rights, duties, and obligations of each to the other as of the Effective Date. Any oral representations or modifications concerning this Agreement will be of no force or effect excepting a subsequent written modification executed by both parties.
- B. **SEVERABILITY:** If a court of competent jurisdiction determines that any term of this contract is invalid or unenforceable to any extent under applicable law, the remainder of this Agreement (and the application of this Agreement to other circumstances) shall not be affected thereby; and each remaining term shall be valid and enforceable to the fullest extent permitted by law.
- C. **CHOICE OF LAW AND VENUE:** This agreement is entered into under and pursuant to, and is to be construed and enforceable in accordance with the laws of the State of Texas, without regard to its conflict of laws principles. Exclusive venue shall be in a court of competent jurisdiction in Comal County, Texas.
- D. **RELATIONSHIP OF THE PARTIES:** Each party to this contract, in the performance of this contract, shall act in an individual capacity and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever.
- E. **FORCE MAJEURE:** In the event that CONTRACTING OFFICER shall be prevented from performing any of its obligations due under the terms of this contract by an act of God, by acts of war, riot, or civil commotion, by an act of State, by strikes, fire, flood, or by the occurrence of any other event beyond the control of the parties hereto. CONTRACTING OFFICER shall be excused from such obligations beyond its control and undertakings set forth under the terms of this agreement.

DATED this the 6th day of March, 2019

NANCY CAIN
City Administrator
City of Garden Ridge

BOBBIE KOEPP
Comal County Clerk

ESTIMATE OF EXPENSES

ITEM	QUANTITY	COST PER ITEM	TOTAL COST
Rental of Hart Verity Touch and Access Touch	6	\$150.00	\$900.00
Rental of Hart Controller	2	\$150.00	\$300.00
Advertise Logic and Accuracy Testing in New Braunfels Herald			\$50.00
Logic and Accuracy Testing			\$25.00
Coordinating and forwarding all election info to Hart, proofing eSlates Screen Shots, etc.			\$50.00
Hart Coding and Audio Fees			\$1,600.00
Tabulation of Early and Election Days Results and prepare Canvass Forms			\$75.00
Early Voting and Election Day Kits	2	\$25.00	\$50.00
Early Voting Ballot Board (3 Members)	3	\$50.00	\$150.00
Processing Ballot by Mail Requests, postage, etc.	25	\$1.50	\$37.50
		SUBTOTAL	\$3,237.50
Administrative Costs (10% of total)			\$323.75
		GRAND TOTAL	\$3,561.25

ORDINANCE NO. 218-032019

AN ORDINANCE AMENDING THE EARLY VOTING CLERK PROVISIONS FOR THE GENERAL ELECTION ON MAY 4, 2019 FOR THE CITY OF GARDEN RIDGE FOR THE PURPOSE OF ELECTING THE MAYOR AND ALDERMEN TO CITY COUNCIL, PLACES TWO AND THREE; SUCH ELECTION SHALL BE A JOINT ELECTION BETWEEN THE CITY OF GARDEN RIDGE AND THE COMAL INDEPENDENT SCHOOL DISTRICT; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION; AND RESOLVING OTHER MATTERS RELATED TO THE CONDUCT OF SUCH ELECTION.

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

- 1) A General Election is hereby ordered to be held on May 4, 2019 in the City of Garden Ridge, Texas, for the purpose of electing the Mayor and Aldermen to City Council, Place Two and City Council, Place Three. Each Alderman elected shall serve a term of two years, with their terms terminating in May 2021, or when their successors are duly elected and qualified.
- 2) Said election shall be a joint election between the City of Garden Ridge and the Comal Independent School District with such joint election conducted in accordance with the terms as set forth in an Agreement to Conduct Joint Elections between Comal Independent School District and the City of Garden Ridge for the May 4, 2019 Elections.
- 3) At said election each of the aforementioned named City Council positions shall be voted upon separately and the candidate receiving the highest number of votes for each said City Council position shall be elected to such office.
- 4) Qualified persons desiring to be candidates in the aforementioned City Council positions shall file for election as such candidates with the City Secretary beginning at 8:00 a.m. on the 16th day of January, 2019, and not later than 5:00 p.m. on the 15th day of February, 2019.
- 5) Voting on Election Day and during Early Voting shall be done on Hart Verity Touch DRE, Verity Touch with Access DRE, and Verity Controller with paper ballots being used for voting by mail and emergency voting. Votes cast in the May 4, 2019 election will be counted on Election Day at the polling place designated in this Ordinance.
- 6) The polling place designated for Garden Ridge voting precinct 205 for voting in the May 4, 2019 General Election shall be the Garden Ridge City Council Chambers located at 9400 Municipal Parkway, Garden Ridge, Texas, and such polling place shall be open on said Election Day from 7:00 a.m. to 7:00 p.m.

- 7) The polling place designated for Garden Ridge voting precinct 205 for Early Voting for the May 4, 2019 General Election shall be the Garden Ridge City Council Chambers located at 9400 Municipal Parkway, Garden Ridge, Texas. Early Voting will be conducted from April 22 through April 30, 2019 and include the two required 12-hour voting days; voting dates and times are as follows:

Early Voting

Monday: April 22 nd	8am-5pm
Tuesday: April 23 rd	8am-4pm
Wednesday: April 24 th	7am-7pm
Thursday: April 25 th	8am-4pm
Friday: April 26 th	7am-7pm
Monday: April 29 th	8am-5pm
Tuesday: April 30 th	8am-5pm

Election Day

Saturday: May 4 th	7am-7pm
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- 8) Pursuant to section 31.092 of the Texas Election Code the City has contracted with the Comal County Clerk for the provisions of certain election services and equipment required for the election. The Comal County Clerk is designated as the Early Voting Clerk. Applications for ballot by mail shall be mailed to Bobbie Koepp, Early Voting Clerk, 396 N. Seguin, New Braunfels, Texas, 78130. Applications for ballots by mail must be received by the Early Voting Clerk no later than the close of business on April 23, 2019.

- 9) The Election Judges appointed to conduct the May 4, 2019 General Election are as follows:

Election Judge:	Peggy Campbell 9435 Gardenia Bend Garden Ridge, Texas 78266
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Alternate Election Judge:	Marilyn Winters 8450 Park Lane Drive Garden Ridge, Texas 78266
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- 10) The Election Judge shall appoint at least two (2) clerks to assist in the proper conduct of the election.
- 11) The Election Judge and at least two (2) clerks shall serve as the Early Voting Ballot Board of said election.
- 12) The Election Judge, Alternate Judge, and election clerks shall be paid at the rate of \$10.00 per hour.

- 13) The Early Voting Clerk shall appoint Deputy Early Voting Clerks in accordance with section 83.031 of the Texas Election Code to assist the Early Voting Clerk in the proper conduct of Early Voting for the May 4, 2019 General Election. At least one Deputy Early Voting Clerk shall be paid \$10.00 per hour and not an employee of the City of Garden Ridge.
- 14) Notice of the May 4, 2019 General Election of the City of Garden Ridge be posted and published in accordance with the Election Code of the State of Texas.
- 15) If any portion of this Ordinance is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect.
- 16) This Ordinance shall become effective immediately upon adoption.

PASSED AND APPROVED ON this 6th day of March, 2019.

Larry Thompson
Mayor

ATTEST:

Marisa Spencer
Interim City Secretary

ORDENANZA NO. 218-032019

UNA ORDENANZA ENMENDANDO EL EMPLEADO DE VOTACIÓN TEMPRANA PARA EL ELECCIONES GENERAL EL 4 DE MAYO, 2019 DE LA CIUDAD DE GARDEN RIDGE CON EL FIN DE ELEGIR EL ALCALDE Y LOS CONCEJALES AL AYUNTAMIENTO, LOS LUGARES DOS Y TRES; TAL ELECCIÓN SERÁ UNA ELECCIÓN COMÚN ENTRE LA CIUDAD DEL CRESTA DE JARDÍN (GARDEN RIDGE) Y EL DISRITO ESCOLAR INDEPENDIENTE DE (COMAL INDEPENDENT SCHOOL DISTRICT); ADOPTAR DISPOSICIONES PARA LA REALIZACIÓN DE DICHA ELECCIÓN Y RESOLVER OTROS ASUNTOS RELACIONADOS CON EL DESARROLLO DE ESTAS ELECCIONES AHORA.

POR, LO TANTO, SER ORDENADO POR EL AYUNTAMIENTO DE LA CIUDAD DE CRESTA DE JARDÍN (GARDEN RIDGE, TEXAS), QUE;

- 1) una elección General se ordena por la presente que se celebrará el 04 de mayo de 2019, en la ciudad de Garden Ridge, Texas con el fin de elegir el alcalde y los concejales al Ayuntamiento, lugar dos y Consejo de ciudad, lugar tres. Cada concejal elegida ejercerá un mandato de dos años, con su mandato que termina en mayo de 2021, o sus sucesores debidamente electos y calificados.
- 2) dice elecciones serán una elección conjunta entre la ciudad del jardín y el distrito independiente escolar de Comal con tal elección conjunta realizada de conformidad con los términos como conjunto adelante en un acuerdo para realizar elecciones conjuntas entre el distrito escolar independiente de Comal y la ciudad de Garden Ridge para las elecciones del 04 de mayo de 2019.
- 3) en dicha elección lo anterior nombrado Ayuntamiento posiciones votará sobre por separado y que el candidato recibe el mayor número de votos para cada posición del Concejo Municipal será elegida a dicha oficina.
- 4) calificó las personas que deseen ser candidatos en los lugares ya mencionados del Concejo Municipal deberán presentar a las elecciones como tales candidatos con el Secretario de la ciudad inicio a las 8:00 el día 16 de enero de 2019 y no más tarde de 17:00 el día 15 de febrero de 2019.
- 5) voto en la jornada electoral y durante la votación anticipada se hará en Hart Verity Touch DRE, Verity Touch with Access DRE, and Verity Controller de pantalla táctil con papeletas para la votación por correo y voto de emergencia. Votos emitidos en las elecciones del 04 de mayo de 2019 se computará en la jornada electoral en el lugar de votación señalado en esta ordenanza.

- 6) el lugar de votación designado para Garden Ridge voto electoral 205 para votar en el 04 de mayo de 2019 elecciones generales será la cámara del Concilio Ridge Garden situado en 9400 Municipal Parkway, Garden Ridge, Texas y dicha votación será abierto en dicho día de la elección de 7:00 a 19:00.
- 7) el lugar de votación designado para Garden Ridge recinto 205 la votación para la votación temprana para el 04 de mayo de 2019 elecciones generales será la cámara del Concilio Ridge Garden situado en 9400 Municipal Parkway, Garden Ridge, Texas. Votación temprana se realizará desde el 22 de abril al 30 de abril de 2019 e incluyen los dos días de votación requiere 12 horas; voto las fechas y horarios son los siguientes:

La votación anticipada

El lunes: 22 de abril	8:00-17:00
El martes: 23 de abril	8:00-16:00
Miércoles: 24 de abril	7:00-19:00
Jueves: 25 de abril	8:00-16:00
Viernes: 26 de abril	7:00-19:00
El lunes: 29 de abril	8:00-17:00
El martes: 30 de abril	8:00-17:00

Día de las elecciones

El sábado: 04 de mayo	7:00-19:00
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- 8) conforme a la sección 31.092 de la código electoral de Texas la ciudad ha contratado con el condado de Comal para la provision de ciertos servicios y equipos electorales requerido parala elección. El secretario del condado de Comal es designdo como el secretario de votación adelantada. Solicitudes de votación por correo se le enviará a Bobbie Koepp, votación adelantada, 396 N. Seguin, New Braunfels, Texas, 78130. Aplicaciones para las papeletas por correo deben recibirse la votación adelantada no más adelante que el cierre de las operaciones el 23 de abril de 2019.
- 9) los elección de jueces designado para llevar a cabo el 04 de mayo de 2019 elecciones generales son las siguientes:

Juez de Elecciones:	Peggy Campbell 9435 Gardenia Bend Garden Ridge, Texas 78266
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Magistrado electoral Suplente:	Marilyn Winters Dr. 8450 Park Lane Garden Ridge, Texas 78266
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- 10) el juez electoral designará al menos dos 2 Secretarios para ayudar en la regularidad de la elección.

- 11) el juez de la elección y por lo menos dos 2 Secretarios deberán servir como Consejo temprano de boleta de votación de dicha elección.
- 12) los secretarios de juez electoral, Juez suplente y la elección se abonará a razón de \$10.00 por hora.
- 13) la votación adelantada nombrará diputado secretarios votar temprano para asistir a la votación adelantada de conformidad con sección 83.031 del código electoral de Texas en la regularidad de la votación temprana para el 04 de mayo de 2019 elecciones generales. Al menos un diputado de votación adelantada se abonará \$10.00 por hora y no un empleado de la ciudad de Garden Ridge.
- 14) el aviso del 04 de mayo de 2019 elecciones generales de la ciudad de Garden Ridge publicada y publicado de conformidad con el código electoral del estado de Texas.
- 15) Si cualquier parte de esta Ordenanza se considera inválida por un tribunal de jurisdicción competente, las disposiciones restantes de esta Ordenanza permanecerán en pleno vigor y efecto.
- 16) esta Ordenanza entrará será efectiva inmediatamente después de la adopción.

PASADO Y APROBADO el día 06 de marzo de 2019.

Larry Thompson
Alcalde

ATESTIGUAR:

Marisa Spencer
Secretario de la ciudad



City of Garden Ridge

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

February 28, 2019

To: Mayor Thompson and City Council

From: City Administrator Cain

On February 26, 2019 an Interview Panel consisting of Councilmember McCaw, Finance/HR Karen Ford, and myself interviewed two candidates for the Garden Ridge City Secretary position.

Miss Spencer has served as the Interim City Secretary since October 3, 2019 and continues to demonstrate that she is a quick learner, resourceful, and highly capable of performing the duties of the City Secretary. In addition, Miss Spencer has taken a strong role in various ongoing projects in the City. She is actively enrolled in the Texas Municipal Clerks Certification Program and has completed the first of four program courses.

The other applicant interviewed was well qualified and more than met the responsibilities and requirements of the position however, the Interview Panel felt that Miss Spencer was the best fit for the City.

The Interview Panel unanimously recommends that Marisa Spencer be appointed to the position of City Secretary for the City of Garden Ridge. We further recommend the appointment becomes effective March 3, 2019 with no probationary period required and an annual salary of \$61,000.

This recommendation does not have a negative budgetary impact and would be effective at the beginning of a new pay period.

Respectfully,

Nancy Cain

City Administrator

Garden Ridge Community Center
Monthly Report
February 1st thru February 28th, 2019

Utilization (by Days)

FY 18-19 (Current Month)	FY 17-18 (Current Month)	FY 18-19 (Year to Date)	FY 17-18 (Year to Date)
27	22	88	241

Wildflower (Booked Current Month)
15

Bluebonnet (Booked Current Month)
12

Category Count (by Events)	(Current Month)	(Year to Date)
1. Resident / Non-Resident	3	12
2. City Chartered Non-Profit Organizations	4	17
3. Non-Residents Service Organizations	8	35
4. Non-Profit Associations	5	23
5. City Use	1	5

Marketing Activity:

City Sign Advertisement!

Facility Improvements:

Bluebonnet Room: Restroom toilet grab bar!

Remarks:

Bluebonnet Room: Purchase of two new pictures and mirrors!



City of Garden Ridge

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

MEMORANDUM

To: City Council

From: Marisa Spencer – Interim City Secretary

Date: March 1, 2019

Reference: January 2019 City of Garden Ridge Building Report

Council,

The January 2019 City of Garden Ridge Building Report presented to City Council in the February 6, 2019 City Council regular meeting packet contained errors in the amounts of "Total Major Permit Fees", "Total Minor Permit Fees", and "Total Permit Fees" for Fiscal Year 2019. Therefore, the corrected January 2019 City of Garden Ridge Building Report is attached. Please let me know if you have any questions.

Respectfully,

Marisa Spencer
Interim City Secretary

CITY OF GARDEN RIDGE BUILDING REPORT

January 2019

MAJOR PERMITS

Permit #	Address	Builder	Sq Ft.	Value \$	Permit Fees
1509 -19	8211 Shining Elk	Chesmar Homes	4,663	\$ 606,190.00	\$ 3,672.80
1510 -19	8207 Shining Elk	Chesmar Homes	3,609	\$ 469,170.00	\$ 3,040.40
1523 -19	22141 Paseo Corto Dr.	Milford Construction	5,141.34	\$ 668,374.20	\$ 3,956.80
1525 -19	19803 Wild Hollow	Pencsak Builders	7,683	\$ 998,790.00	\$ 5,484.80
		TOTAL	21,096	\$2,742,524.20	\$ 16,154.80

MINOR PERMITS

Permit #	Address	Builder	Project	Permit Fees
1507 -19	9015 Tuscan Hills	Max Conteras	Retaining Wall	\$ 125.00
1508 -19	9546 Teakwood Dr.	TNT Fence Co.	Fence	\$ 125.00
805 -19	20631 FM 3009	Air Clinic of SA	Minor HVAC	\$ 100.00
1511 -19	9158 Garden Ridge Dr.	Christianson A/C & Plumbing	Minor HVAC	\$ 100.00
1512 -19	9321 Gardenia Bend	Earl Jarrett	Fence	\$ 125.00
1513 -19	9115 Tuscan Hills Dr.	Cam Solar	Minor Electric	\$ 125.00
1514 -19	20320 Regency Run	Clark Landscaping INC	Pergola, Sidewalk	\$ 225.00
1515 -19	9110 Cinnabar Ct.	Liberty Builders of TX	Garage	\$ 317.00
1516 -19	20887 Misty Arbor	Keith Zars Pools	Spa	\$ 100.00
837 -19	9722 Trophy Oaks	4 Seasons Cooling & Heating	Minor HVAC	\$ 100.00
1517 -19	20902 Misty Arbor	Cody Pools	Pool, Spa, Deck	\$ 844.28
1518 -19	21165 FM 3009	Stewart Plumbing	Minor Plumbing	\$ 100.00
1519 -19	22022 Deer Canyon	Soto's Construction	Driveway	\$ 125.00
1520 -19	9401 Municipal Parkway	Comal ISD	Portable Building	\$ 487.36
1521 -19	19693 Bat Cave Rd.	Rafael Marfil	Outbuilding	\$ 100.00
1522 -19	20902 Misty Arbor	Doug Meiske Enterprise	Fence	\$ 125.00
845 -19	9610 Aster Circle	Armendia Plumbing	Minor Plumbing	\$ 100.00
1524 -19	9680 Trophy Oaks	Kieth Zars Pools	Pool, Deck	\$ 509.72
		TOTAL		\$ 3,833.36

TOTAL MAJOR FEES FOR THE MONTH	\$ 16,154.80
TOTAL MINOR FEES FOR THE MONTH	\$ 3,833.36
TOTAL PERMIT FEES FOR THE MONTH	\$ 19,988.16

Fiscal Year 2019

TOTAL MAJOR PROJECTS VALUE	\$ 7,105,194.20
TOTAL MAJOR PROJECTS SQ FT.	54,655
TOTAL MAJOR PERMIT FEES	\$ 42,415.20
TOTAL MINOR PERMIT FEES	\$ 16,519.79
TOTAL PERMIT FEES	\$ 58,934.99

CITY OF GARDEN RIDGE BUILDING REPORT

February 2019

MAJOR PERMITS

Permit #	Address	Builder	Sq Ft.	Value \$	Permit Fees
1534 -19	8219 Shining Elk	Chesmar Homes	4765	\$ 619,450.00	\$ 3,734.00
		TOTAL	4,765	\$ 619,450.00	\$ 3,734.00

OR PERMITS

Permit #	Address	Builder	Project	Permit Fees
1526 -19	20438 Wahl Lane	Villa Inn Construction	Fence	\$ 125.00
1527 -19	8522 Wild Trace	Pools by Blue Haven	Pool, Spa, Deck	\$ 802.36
1528 -19	9045 Sumac Cove	L. Morales A/C	Minor HVAC	\$ 100.00
1529 -19	22168 Via Posada Dr.	Pargas Enterprise LLC	Outdoor Kitchen & Pergola	\$ 428.68
1530 -19	8502 Tuscan Hills	Pools by Blue Haven	Pool, Deck	\$ 511.00
1531 -19	8921 Tuscan Hills	Michael B. Dawson Inc.	Fence	\$ 125.00
1532 -19	9180 Garden Ridge Dr.	KPKC Services	Spa	\$ 100.00
877 -19	20002 Buckhead Ln.	Airtron	Minor HVAC	\$ 100.00
1533 -19	VOID			\$ -
1535 -19	8234 Eskimo Forest	Marc Jones Const.	Minor Electric	\$ 125.00
1536 -19	19915 Lloyds Park	Frankie Mercado	Minor Electric	\$ 125.00
1537 -19	21165 FM 3009	D & R Electric	Minor Electric	\$ 125.00
1538 -19	9609 Meadow Rue	JAT Home Services	Patio Cover & Pergola	\$ 325.00
1539 -19	20887 Misty Arbor	Benjamin Bott	Outbuilding	\$ 100.00
1540 -19	20507 Deer Garden	O'Haver Plumbing	Minor Plumbing	\$ 100.00
1541 -19	8319 Apache Forest	Momentum Solar	Minor Electric	\$ 125.00
1542 -19	19710 Secret Cove	Bradley Signature Pools	Pool, Spa, Deck	\$ 1,055.00
1543 -19	21928 Las Cimas	Liquefied Propane	Minor Plumbing	\$ 100.00
			TOTAL	\$ 4,472.04

TOTAL MAJOR FEES FOR THE MONTH	\$ 3,734.00
TOTAL MINOR FEES FOR THE MONTH	\$ 4,472.04
TOTAL PERMIT FEES FOR THE MONTH	\$ 8,206.04

Fiscal Year 2019

TOTAL MAJOR PROJECTS VALUE	\$ 7,724,644.20
TOTAL MAJOR PROJECTS SQ FT.	59,420
TOTAL MAJOR PERMIT FEES	\$ 46,149.20
TOTAL MINOR PERMIT FEES	\$ 20,991.83
TOTAL PERMIT FEES	\$ 67,141.03

Council Ideas/Suggestions List by Category

Updated: February 28, 2019

Ongoing items

Items	Status	Completed Council Approval
1. Personnel Policy (Mayor Thompson) Incentive Pay (Mayor Thompson)	Meeting scheduled for May 18, 2016 with City Council, staff, City Attorney to begin review of draft document Incentive Pay will be discussed during Personnel Policy draft document discussions 6/15/16 – City Attorney looking at another possible policy for Council Consideration and to bring back to Council upon completion of review City Attorney continues work on revising policy with proposed revised chapters to Council for comment City staff working on plan to complete policy for presentation to Council Presenting City Council (4/5/17) with proposal from SeeKing to complete Employee Handbook and Policy Further discussion and direction on proposal to be provided by City Council on May 3, 2017 Staff reviewing a policy reviewed by an attorney at Hogwild for possible presentation to City Council Staff working on a draft policy for Council consideration prior to beginning of new fiscal year Staff continues work on a draft policy for City Council consideration Draft Policy completed Mayor and Department Heads in process of reviewing document prior to submission to City Council Mayor and Staff have a schedule of meetings beginning 3/7-5/16 to review the proposed policy Mayor and Staff continued to discuss and review proposed policy. Review sessions have been extended to 5/30 Mayor and Staff continue discussion and review of proposed policy Discussion on and review of proposed policy continue with recent focus on developing a merit/incentive/step program Staff continues work on proposed policy Possible special City Council meeting will be conducted in October/November for Council review of proposed policy Final review of proposed policy by staff is occurring in preparation of presentation of proposed policy to City Council	

	City staff and Mayor Thompson continue work on the policy Work continues on the proposed policy with additional meetings with staff and Mayor Thompson scheduled for January Goal for presentation of proposed policy to City Council in February Proposed Personnel Policy being reviewed by the City Attorney Presentation to City Council after review City Council consideration and possible action at Special Meeting on February 11 at 2 p.m. City Council approved the Personnel Policy on February 11, 2019 with changes recommended at the meeting Additional changes and approval of expenditure for Short and Long Term Disability insurance will be presented to City Council for consideration on March 6, 2019	
2. Electronic Water Billing (Mayor Thompson)	Software upgrade on May 19 Include in FY 2017 Budget Begin implementation FY 2017 Full implementation TBD Online water bill payments active September 14, 2016 Online Court payments active October 2016 Electronic utility billing being researched for implementation during 2018 Fiscal Year Software purchase with Incode placed in the proposed FY2018 Budget	Software upgrade completed for online utility and court payments
3. Community Center (Councilman Lantzy)	Comparing pricing of similar venues Developing fully loaded cost for facility Acquiring estimates for removal of overhead doors, sound system, commercial stove, AC system Developing list of aesthetical improvements to center that may affect lighting, energy and electrical improvements Staff working on maintenance items Comparing contracts from other venues for revisions to current contract Bring information at hand to Council in June for discussion and direction Councilman Lantzy discussed Community Center with Council on 6/6/16 Proposals for door removal, new air conditioning and ducting received and to be presented to City Council with funding through CIP Council approved funding on August 3, 2016 through	New A/C installed, inside doors replaced with windows, interior door frames and doors painted

CIP. Doors removed, new air conditioning installed. Awaiting install of duct work on September 12, 2016
Duct work installation completed September 12/13, 2016
City Attorney revising Community Center Contract per Council direction 10/5/16 – Marketing and future projects being discussed by Council
Work continues on revising Community Center Contract
Council to consider revised agreement in Feb. Council meeting
Revised agreement approved Feb. 13, 2017 and being utilized
Interior door/window frames and doors painted a neutral color to enhance appearance
Rate structure for Community Center and presence on the City's webpage are being worked on
Additional renovations to the Community Center being discussed and evaluated
Overhead storage area under construction, window tinting completed and drainage being evaluated
New stairway for overhead storage to be constructed, Wi-Fi installed in April, and enhancement of sound system under evaluation
Enhancement of the Community Center sound system is underway and additional enhancements to the Community Center continue to be evaluated
Concrete of outdoor pavilion areas was stained by City staff
Possible future facility enhancements continue being researched
Lighting and electrical work at the Center has been the focus during August. A new brochure for the Center is being worked on. In August Council approved adding Event to the Center's name
New brochure for the Center is completed and will be utilized to market facility
Evaluation and prioritization of enhancement projects for the Center is underway for possible future funding
Public Works and the Community Center Manager are proceeding with the additional work on the Community Center approved by Council in November
Bids being obtained and work proceeding along in the Community Center
Bids being obtained for work in Paul Davis Park
Upgrades continue with completion of upgrades in near future
Status of upgrades to the Community Center will be reviewed with City Council on March 6, 2019

4. Rental Agreement and Pricing Structures (Mayor Thompson)	Proposed changes to the Community Center Rental Agreement related to event security being discussed and prepared Pricing structure for the Center is in the process of being reviewed for future adjustment Revised rate schedule to be presented to City Council in February	Council approved revised rate schedule on 2/7/18 and it is being utilized
5. Video stream Council meetings (Mayor Thompson)	Discuss with legal pros/cons Sound system in Council room can be planned for future streaming capabilities Requires additional technology upgrades and equipment Budget impact Video streaming of Council meetings will be studied during the fiscal year Mayor and City Staff researching process and equipment for video streaming Council and Commission meetings Audio and video equipment in the City Council Chambers is being evaluated for video streaming capabilities and sound improvement City is awaiting proposals for audio and video upgrades for Council room and large conference room from 3 vendors Proposals received being reviewed Proposals are being reviewed with vendors The evaluation of proposals with vendors continues City Council will receive an update on the status of the project in November Evaluation of proposals for the project and evaluation of third party vendors for streaming of meetings are in the final processes Project pricing is being negotiated and finalized with vendors Project contracts being reviewed and adjusted with City Attorney recommendations Scheduling of work for the project being coordinated Finalizing project work schedule for possible completion of project in February 2019 Installation of audio and video equipment other than the encoder for streaming of meeting are expected to be completed for the March 6, 2019 City Council meeting	
6. Videos for website (Mayor Thompson)	Maybe prepared by GRES or students to increase civic involvement Volunteer Garden Ridge! Coordinator Shelby Trial has been filming videos that have been placed on City Website and NextDoor. City Secretary Goodwin is working on a YouTube channel for the City The City's YouTube channel is up and videos have	

	been posted to it New videos have been added to the website	
7. Coffee with Mayor and Council (Mayor Thompson)	Discuss at future Council meeting and determine dates Mayor Thompson began conducting Coffee with the Mayor the first Monday in July	
8. Quarterly Issues Town Hall Meeting (Councilman Lantzy)	Determine dates for Meetings	

Pending	Status	Completed Council Approval
1. Annual or semi-annual inspection of buildings and other City facilities (Mayor Thompson)	To be implemented semi-annually	Implemented Monthly
2. Disaster recovery plan for City (Mayor Thompson)	Discuss at future Council meeting to determine the scope of recovery plan To be incorporated into the Emergency Management Plan for the City	
3. Disaster recovery plan for Water Department (Mayor Thompson)	Discuss at future Council meeting to determine the scope of recovery plan To be incorporated into the Emergency Management Plan for the City	
4. Business outreach by Council – walk businesses (Mayor Thompson)	Discuss at future Council meeting	



POLICE DEPARTMENT MONTHLY BREAKDOWN

February 1, 2019 to February 28, 2019

Calls for Service

Dispatched: 123 City Ordinance: 16 Total: 139 False Alarms: 16

Arrests

- *2 – Possession of a Controlled Substance PG 1< 1G
- *1 – Possession of a Controlled Substance PG 2>= 1G< 4G
- *1 – Driving while License Invalid With No Insurance
- *1 – Violation of Occupational Drivers License
- *1 – Driving While License Invalid With An Alcohol Related Suspension
- *2 – Driving While License Invalid With Previous Convictions

Traffic Enforcement

Crashes: 8 Citations: 73 Warnings: 89 Total: 162

Training / Certifications

Recent Challenges

- *Sgt Osborn returned from medical leave.
- *Applicant testing was administered. 1 Applicant proceeding through process.

Outreach Efforts

- *The Citizens Academy is progressing well. Members had a range day on Saturday March 2nd.
- *Coffee with the Cops still a great meeting venue for the community.
- *Preparing for RTBAV Class on March 9, 2019. Slots still available.

Administrative Comments

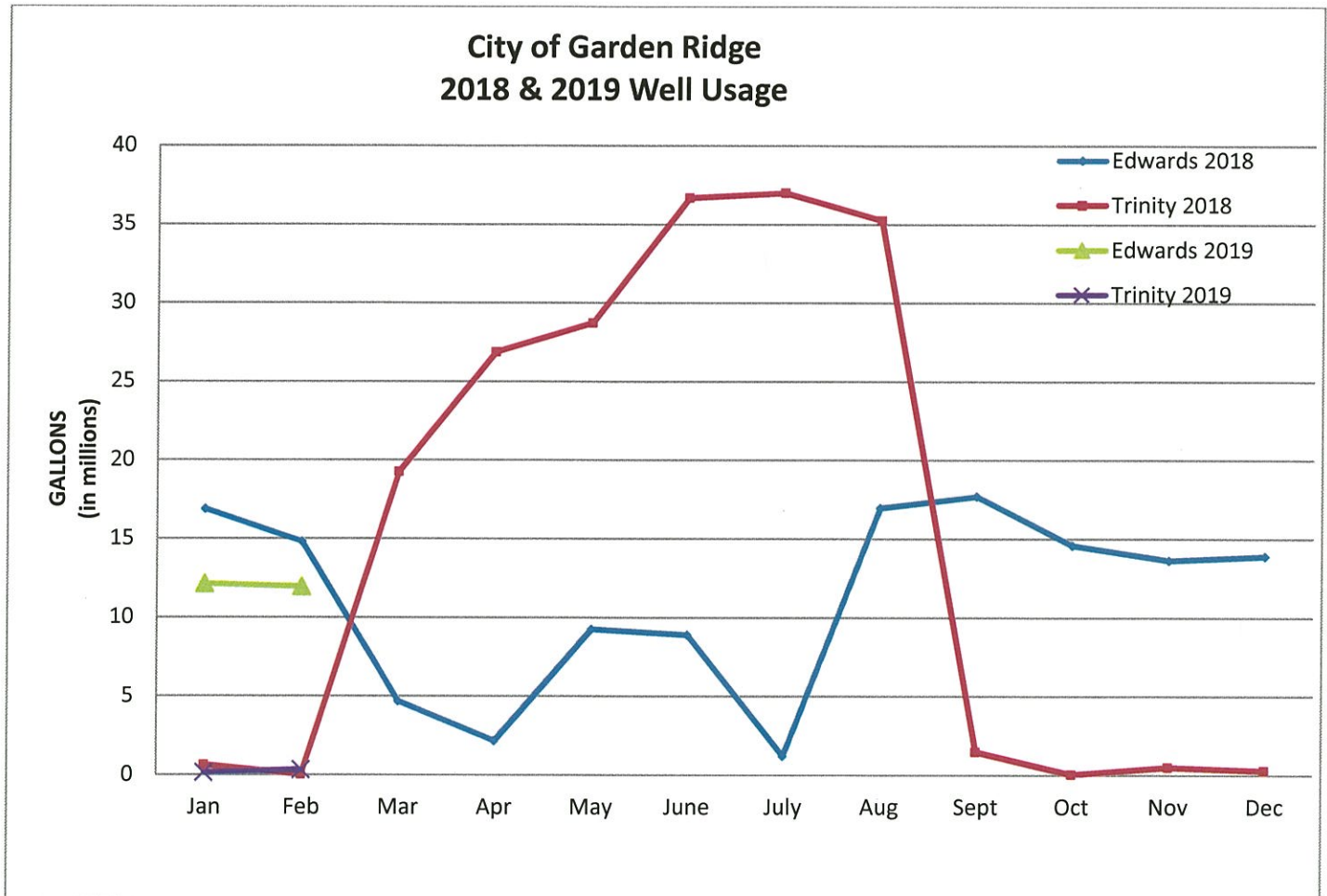
- *Attempting to work with CISD for remedies to the traffic issue for children drop off and pick up.



Water Department Report

As of February 28, 2019

2018 & 2019 City of Garden Ridge Well Usage



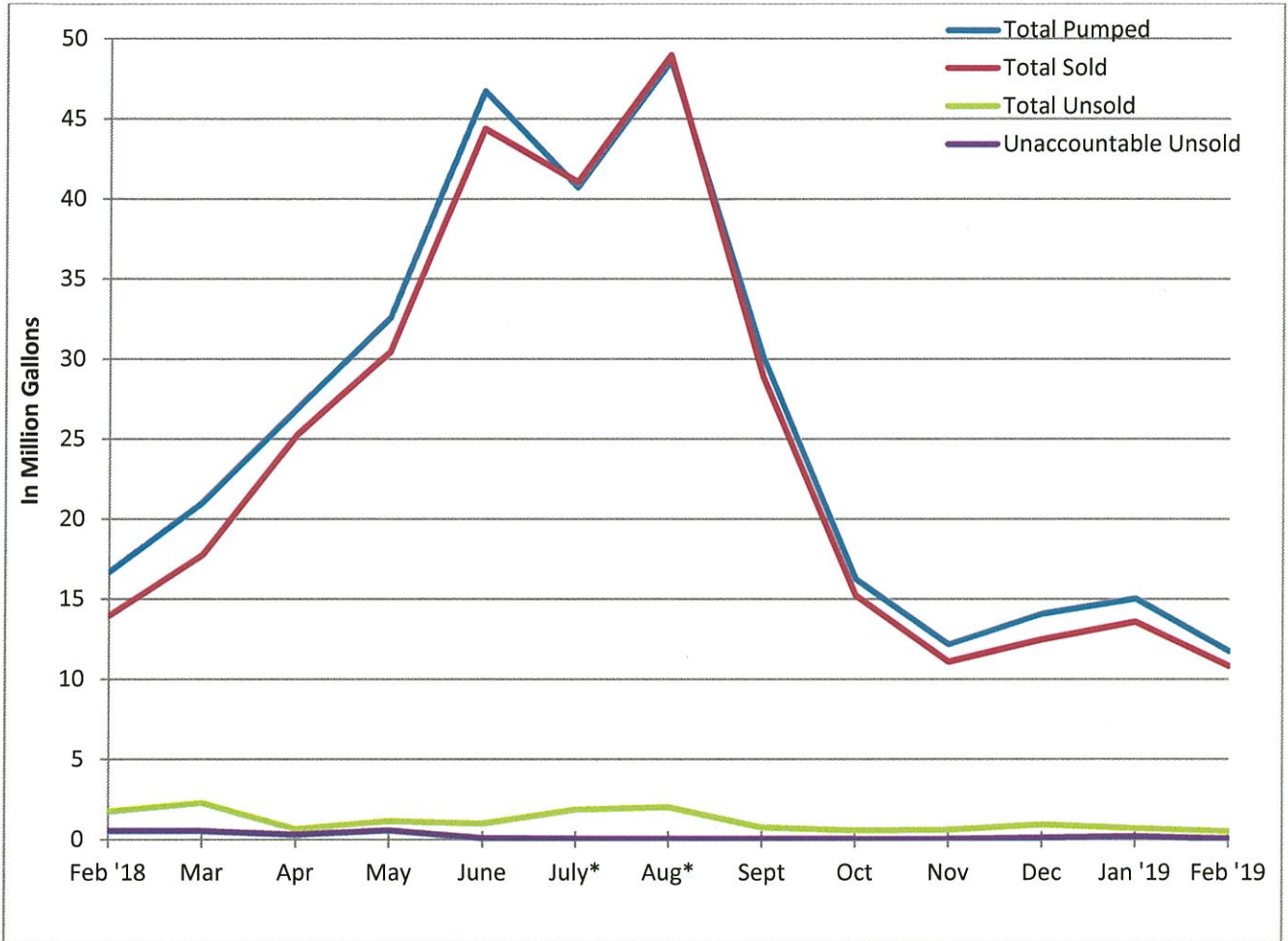
As of February 28, 2019:

Edwards Wells – 11,960,000 (36.70 acre feet) have been used.

Trinity Well – 313,000 (0.96 acre feet) have been used.

The City of Garden Ridge has a total of 712.287 acre feet of Edwards Permits. Current amount pumped is 73.957 acre feet, leaving 638.329 acre feet available to pump after EAA reductions. Currently the City of Garden Ridge is not in an EAA Drought Stage.

2018 – 2019 Water Usage Report



	Total Pumped (Thousands)	Total Sold (Thousands)	Total Unsold (Thousands)	Unaccountable Unsold (Thousands)	Unaccountable Unsold %
Feb '18	16,695	13,932	1,738	527.4	3.2%
Mar	21,011	17,718	2,268	503.8	2.4%
Apr	26,855	25,195	635	282.7	1.1%
May	32,555	30,405	1,125	544.0	1.7%
June	46,719	44,332	987	72.0	0.2%
July*	40,697	41,002	1,842	25.7	0.1%
Aug*	48,604	48,945	2,009	25.7	0.1%
Sept	30,118	28,871	747	31.9	0.1%
Oct	16,256	15,198	558	5.9	0.0%
Nov	12,153	11,057	583	8.8	0.1%
Dec	14,073	12,447	926	92.2	0.7%
Jan '19	15,035	13,556	679	157.4	1.0%
Feb '19	11,738	10,795	493	25.2	0.2%

* July and August inaccurate due to inaccuracy of new meters at 3009 wellsite at time.

2019 Edwards Permits

Type of Permit	TCEQ Permit #	EAA Permit #	Acre Feet
Allocated	CO 00139	P100-767	541.471
Purchased	BE 00109I	P100-327	2.000
Purchased	ME 00417D	P101-185	1.301
Purchased	ME 00479I	P101-315	3.895
Purchased	UV 00437I	P101-699	2.000
Purchased	UV 00461I	P101-752	4.000
Purchased	UV 00478I	P101-801	2.000
Purchased	UV 00537H	P101-959	2.000
Purchased	UV 00576I	P102-040	14.000
Purchased	UV 00630G	P102-146	1.760
Purchased	BE 00081AE	P100-200	62.000
Transfer	CO 00119AA	P102-564	0.660
Transfer		P103-312	4.500
Transfer		P102-416	2.000
Lease	Lloyd Loehman	P107-429	3.000
Lease	M. Friesenhahn	P100-745	65.000
Transfer	Keith Zars Pools	P108-775	1.000
Transfer	BVFD	CO 00139	P107-767
			-0.300
Total			712.287

Monthly Averages as of February 28, 2019

Average usage per connection	7,524.83 gallons
Average usage per day	426,285.7 gallons

	Year to date for 2019	2018
Water Connections	1,637	1,631

Service Pumps and Well Motors Maintenance Schedules

Location of High Speed Service Pumps shp: Shaft Horse Power	Maintenance preformed based on 2,000 hours or semi-annually.	Well motors maintenance based on 3,000 Hours or annually, Submersible based on run to fail.	Last time well motor was serviced or well motor pulled
F.M. 2252 Pump #1 125 shp	January 2019	Well #2 Turbine Motor	June 2016
F.M. 2252 Pump #2 125 shp	January 2019	Well #5 Turbine Motor	May 2017
Timber Rose Pump #1 50 shp	January 2019	Well #1 Submersible	May 2005
Timber Rose Pump #2 50 shp	January 2019	Well #3 Submersible	May 2005
Elevated Pump #1 125 shp	January 2019	Trinity Well #8 Submersible	June 2016
Elevated Pump #2 125 shp	January 2019	N/A	N/A
F.M. 3009 Pump #1 125 shp	January 2019	Well #9 Submersible	April 2017
F.M. 3009 Pump #2 125 shp	January 2019	Well #10 Submersible	April 2017

Water Department Monthly Activities:

New Meter Installs	2	Work Orders	74
Meter Replacements	2	Locates	25
City Owned Leaks	0	Irrigations Permits Issued	3
Meters Read February 2019	1,639	Water Rebates	3 (\$515)

Projects:

- Implementing Field Force Management for more efficient everyday operations.
- Working with Parks and Public Works for estimate in upcoming parks project.
- Working with Water Commission to improve information within Monthly Water Report.
- Updated Water Loss Report to show more accurate and properly formatted information.
- Working on improving maintenance program, proper maintenance logs and accountability properly documented.
- In contact with Micro-Comm, received quote on upcoming maintenance of Scada and training.

Type of Report	Due Date	Date Submitted
Daily Well/Max EAA Usage/Total Usage	Daily	Run daily
Monthly Well Totals/State Report/ Water Loss	By 5 th of following month	January 2, 2019
EAA Drought Condition Monthly Report	By 10 th of following month	November 5, 2018
Monthly Bacteriological Samples	Monthly 1 st – 7 th	January 9, 2019
Water Commission Report	2 weeks prior to meeting	February 1, 2019
City Council Meeting Report	2 weeks prior to meeting	February 1, 2019
DLQOR 1 st Quarter	April 10 th of current year	April 3, 2018
DLQOR 2 nd Quarter	July 10 th of current year	July 2, 2018
DLQOR 3 rd Quarter	October 10 th of current year	October 2, 2018
DLQOR 4 th Quarter	January 10 th of following year	January 3, 2019
CCTGWCD 1 st Quarter	April 10 th of current year	April 3, 2018
CCTGWCD 2 nd Quarter	July 10 th of current year	July 2, 2018
CCTGWCD 3 rd Quarter	October 10 th of current year	October 2, 2018
CCTGWCD 4 th Quarter	January 10 th of following year	January 3, 2019
EAA Annual Meter Report	January 31 st of current year	January 4, 2019
TWBD Annual Water Survey	March 1 st of current year	January 31, 2018
EAA Groundwater Conservation Plan	March 31 st , 2018 Due every 3 years	March 28, 2018
TWDB Annual Water Loss Audit	May 1 st of current year	April 24, 2018
Annual Consumer Confidence Report	July 1 st of current year	June 30, 2018
Lead & Copper Samples	June – September 2019 Due every 3 years	

CCTGWCD=Comal County Trinity Groundwater Conservation District

DLQOR=Disinfectant Level Quarterly Operating Report

EAA=Edwards Aquifer Authority

TWBD=Texas Water Development Board

Employee Updates:

Proposal

Ver. 8.2001

Prepared by

Cintas Fire Protection
3349 SE Loop 410
San Antonio, TX 78222
210-249-0442



Prepared for

2149 City of Gardenridge
9400 Municipal Pwky
Garden Ridge TX 78266

Attention

Brad

water2@ci.garden-ridge.tx.us

Date: 2.8.19
Quoted by: Angela Salinas
Phone: 210-249-0442
E-mail: salinasa@cintas.com

We hereby provide the following price quotations. Changes in quantities may affect unit pricing.

Quantity	Stock Num	Description	Unit Price	Each
1	B21106	10#CO2	\$432.09	\$432.09
1	B23082	11# halotron	\$720.12	\$720.12
Unless Otherwise Noted, Total Does Not Include Sales Tax			Total	

Scope of Work

Payment Terms are Net 10 Days from Invoice with approved credit. A Finance Charge of 1.5% per month will be assessed if Invoices are not paid within specified terms. All items are quoted FOB origin. Shipping and delivery charges and sales, use and excise taxes are additional and shall be paid by Buyer. All returns must be pre-approved and are subject to restocking and additional freight charges. Special Order items may not be returned. This Quotation is valid for 60 Days and is subject to the Additional Terms & Conditions appearing on the attached

Acceptance

Cintas Fire Protection Company ("Seller")

Accepted by ("Buyer")

Signature

Signature

Name/Title

Name/Title

Date of Quotation

Date of Acceptance

Additional Terms & Conditions

ALL QUOTATIONS OF AND PERFORMANCE OF SERVICES BY SELLER
ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. Acceptance. The quotation provided on the face hereof constitutes Seller's offer to Buyer upon the terms and conditions stated herein and shall become a binding contract on the terms set forth herein when it is accepted by Buyer, either by formal acknowledgement or by acceptance of the equipment or services ordered by Buyer hereunder. By acceptance hereof, Buyer understands and agrees that (i) Seller need not analyze or review any of the terms, conditions or other provisions contained in any proposal, purchase order or other communication submitted by Buyer, other than to determine the equipment or service ordered, quantities and shipping data, and (ii) the terms and conditions stated herein, including any riders or addenda attached hereto, shall prevail notwithstanding the terms and conditions of any proposal, purchase order or other communication submitted by Buyer. Any variation of the terms and conditions herein must be specifically accepted in writing by Seller. The terms and conditions set forth in this contract, including any riders and addenda attached hereto, shall constitute the entire agreement between Seller and Buyer.

2. Delivery. Delivery of the equipment ordered hereunder to carrier shall constitute delivery to Buyer and all risk of loss or damage after delivery to carrier shall be borne solely by Buyer. Delivery dates are approximate and are not guaranteed. Absent an agreement in writing to the contrary, Seller reserves the right to make deliveries in installments. Delay in delivery of any installment of equipment ordered hereunder shall not relieve Buyer of (i) its obligation to pay for any installments received prior to such delay and (ii) its obligation to accept remaining deliveries. Standard commercial packing and shipment shall be provided for equipment unless otherwise specified on the face hereof.

3. Force Majeure. Seller shall not be liable for any failure to deliver or perform or for delays in delivery or performance occasioned by causes beyond Seller's reasonable control, including without limitation, strikes, labor slow-downs, civil unrest, interruptions or shortages in the supply of materials, equipment breakdowns, delays in carriers or suppliers, governmental actions and regulations, fires, floods, tornadoes and other acts of God.

4. Warranty. Seller makes no warranty with respect to equipment manufactured by others and sold to Buyer. However, Seller shall extend to Buyer any warranties which it received from such manufacturers. Seller warrants that services to be provided by Seller hereunder shall be performed according to standard industry practices and standards.

THE FOREGOING WARRANTY IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED BY OPERATION OF LAW OR OTHERWISE INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Seller's sole obligation for breach of any warranty hereunder is limited to the replacement or repair of equipment damaged by Seller, as determined by Seller. Seller shall not be liable in any respect for other loss, damage or expense, including consequential, special or incidental damages, directly or

indirectly arising from the condition or use of the equipment or from any other cause, the exclusive remedy against the Seller being to require the replacement or repair of equipment damaged by Seller, as determined by Seller.

This warranty does not apply where any equipment has been tampered with by Buyer or a third party, or improperly stored, installed, or maintained by Buyer or a third party.

5. Law Govering. This contract shall be deemed for all purposes to have been made in Missouri and shall be governed by and construed in accordance with the laws of Missouri.

6. Miscellaneous. Seller's failure to strictly enforce any term or condition of this contract or to exercise any right arising hereunder shall not constitute a waiver of Seller's right to strictly enforce such terms or conditions or exercise such right hereafter. All rights and remedies under this contract are cumulative and are in addition to any other rights and remedies Seller may have at law or in equity. Any waiver of a default by Buyer hereunder shall be in writing and shall not operate as a waiver of any other default or of the same default thereafter. If any provision of this contract shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired hereby.

This contract shall be binding upon, inure to the benefit of and be enforceable by the parties hereto, and their successors and assigns. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

7. Claims. All claims by Buyer of damages, regardless of their nature, shall be deemed to have been waived unless made in writing to Seller within one (1) year from the date the services to be provided hereunder were completed.

8. Collection. Buyer shall pay Seller for all costs of collection on overdue accounts, including, but not limited to, reasonable attorneys' fees, whether or not litigation is commenced.

9. Notice to Owner. (Missouri Residents) FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT PURSUANT TO CHAPTER 429, RSMO. TO AVOID THIS RESULT YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIALS TWICE.

EQUIPMENT/ENGINEERED SYSTEMS QUOTATION (Rev 11/94) P:\Forms\TermsConditionsService.pdf

US Underwater Services, LLC



U.S. Underwater Services, LLC
123 Sentry Drive
P.O. Box 2168
Mansfield, TX 76063
1 800 860 2178
P 817 447 7321
F 817 447 0021
www.usunderwaterservices.com
sales@usunderwaterservices.com

Service Quote

Account Name	City of Garden Ridge	Date	1/30/2019
Contact Name	Brad Olivarri	Prepared By	Ashleigh Spinks
Bill To	9400 Municipal Parkway Garden Ridge, TX 78266	Email	ashleighspinks@usunderwaterservices.com
Phone	(210) 651-6831	Quote Number	00003785
Email	watermanager@ci.garden-ridge.tx.us	Quote Name	Water Level Indicator Repairs
Description	Replacement of the guide cables only; no warranty	Expiration Date	4/30/2019

Product	Line Item Description	Sales Price	Quantity	UOM	Total Price
Dive Inspection - EST		\$650.00	2.00	each	\$1,300.00
Dive Inspection - GST		\$550.00	4.00	each	\$2,200.00
Misc. Repairs	Replacing guide cables to Water Level Indicator - 300K GST - FM 2252	\$2,300.00	1.00	each	\$2,300.00
Misc. Repairs	Replacing guide cables to Water Level Indicator - 328K GST - FM 3009	\$2,300.00	1.00	each	\$2,300.00
Mobilization/Demobilization		\$900.00	1.00	trip	\$900.00

Estimated Total Project Cost

Total Price \$9,000.00

Total Price is based off our best, good faith evaluation of the effort required to complete the scope of work given the information available at the time of the quote. We reserve the right to adjust prices due to changes in the work scope, errors or omission of information

Standard Terms & Conditions

1. Unless otherwise stated, U.S. Underwater Services (USUS) quoted prices are valid for 90 days.
2. Service Quote is contingent upon availability of personnel and equipment.
3. Standard payment terms are Net 30 days.
4. USUS accepts Visa and MasterCard for invoice payment. A 3% processing fee will be added to the total amount invoiced for all payments made using a credit or purchase card.
5. Scope of work will be performed by ADCI certified commercial divers and will meet all American Water Works Association (AWWA) requirements and OSHA 29 CFR specifications, including AWWA current standards (ANSI/AWWA c652-92) regarding disinfection procedures when conducting underwater activities in potable water storage facilities. All equipment used will be for potable water only.
6. Water access hatches must have dimensions of 24" x 24" or greater for diver entry.
7. Client is responsible for coordinating the turning off of all radio frequency (RF) antennas/transmitters which could create an unsafe work environment. USUS will charge \$250.00 per hour for all downtime caused by delays related to unsafe RF activity.
8. In order to efficiently complete work, USUS requires 10 hours access to tank sites per day. If tanks are not accessible for at least the 10 hour minimum, Client may be subject to additional fees and/or mobilization charges. Client must have tanks full prior to arrival of the dive team. Additional onsite delays not caused by USUS will be subject to an hourly charge of \$250.00. This includes but is not limited to: waiting on Client to arrive, waiting for keys, insect infestations, tanks not being full and baffle walls not revealed to USUS prior to agreement in scope of work. Baffle walls create a larger scope of work; please disclose whether or not a tank has baffle walls so that USUS may properly cost & forecast the job.
9. Dive Supervisor will consult with the client representative on the final decision regarding safe working conditions.

10. If additional mobilization is required to complete a project caused by customer related downtime, USUS will invoice additional mobilization fees. Should contractor be inhibited or denied access to a facility to perform a dive inspection, contractor will complete a standard exterior inspection checklist and client will be billed for full quoted inspection price.
11. Unless otherwise noted, standpipes will be diver inspected to 60', and the remainder will be inspected by drop camera.
12. Inspection reports will include a proposal of recommendations for compliance with all applicable AWWA, OSHA, TCEQ (Texas only) or state standards/requirements.
13. Unless otherwise specified, USUS will provide digital copies of the completed report. Paper copies of the report can be obtained but may be subject to a processing/mailling fee.
14. Sediment Removal Clause, if applicable:
Sediment removal prices are based on the removal of up to 2" unless otherwise indicated. Sediment removed will be discharged on-site and will the responsibility of the Client to dispose of. Should Client require the sediment hauled offsite, USUS must reconsider the scope of work and adjust pricing accordingly. In the event sediment exceeds levels quoted, USUS will immediately contact Client to discuss rates for excess sediment removal. Unless otherwise stated, rock & other debris are not included in standard sediment removal. Should these items be found, USUS will notify Client and adjust the price according to the new scope of work. Client must be able to maintain a full water level during the sediment removal process. In the event that the water level cannot be maintained, USUS will charge \$250.00 per hour while tank is being filled. Per EPA regulation, sediment discharged into a storm drain or waterway must be dechlorinated prior to discharge. If Client fails to disclose discharge location at the time of estimate, additional charges may be incurred.
15. Pressure Tank Clause, if applicable:
A full internal (if accessible) and external inspection will be conducted. Client understands tanks must be drained, de-pressurized and opened prior to inspection. Client is responsible for resealing hatches and drains as well as replacing gaskets.
16. If client requires a third party onsite for the project, it is the responsibility of the client to pre-arrange said parties arrival to coincide with the commencement of the work. Any delays caused waiting on a client-required third party [i.e. health department, engineering firm, management company] will be billed at a standby rate of \$250.00 per hour.
17. Indemnity/Hold Harmless agreements required to be signed by field staff must be reviewed and approved by USUS prior to mobilization. Any delays caused by presentation of paperwork onsite will be billed at a rate of \$250.00 per hour.

I hereby certify that I have read and agree to the above terms and conditions of this service quote.

Customer PO# _____

Quote Acceptance Information

Signature _____
Name _____
Title _____
Date _____

US Underwater Services, LLC



U.S. Underwater Services, LLC
123 Sentry Drive
P.O. Box 2168
Mansfield, TX 76063
1 800 860 2178
P 817 447 7321
F 817 447 0021
www.usunderwaterservices.com
sales@usunderwaterservices.com

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Bill To	9400 Municipal Parkway Garden Ridge, TX 78266	Email	ashleighspinks@usunderwaterservices.com
Phone	(210) 651-6831	Quote Number	00003787
Email	watermanager@ci.garden-ridge.tx.us	Quote Name	New Water Level Indicator System
		Expiration Date	4/30/2019

Product	Line Item Description	Sales Price	Quantity	UOM	Total Price
Dive Inspection - EST		\$650.00	2.00	each	\$1,300.00
Dive Inspection - GST		\$550.00	4.00	each	\$2,200.00
Water Level Indicator	Installation of New Cables, Float, Hardware and Target Board	\$3,675.00	1.00	each	\$3,675.00
Water Level Indicator	Installation of New Cables, Float, Hardware and Target Board	\$3,675.00	1.00	each	\$3,675.00
Mobilization/Demobilization		\$900.00	1.00	trip	\$900.00

Estimated Total Project Cost

Total Price \$11,750.00

Total Price is based off our best, good faith evaluation of the effort required to complete the scope of work given the information available at the time of the quote. We reserve the right to adjust prices due to changes in the work scope, errors or omission of information

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16. If client requires a third party onsite for the project, it is the responsibility of the client to pre-arrange said parties arrival to coincide with the commencement of the work. Any delays caused waiting on a client-required third party [i.e. health department, engineering firm, management company] will be billed at a standby rate of \$250.00 per hour.
17. Indemnity/Hold Harmless agreements required to be signed by field staff must be reviewed and approved by USUS prior to mobilization. Any delays caused by presentation of paperwork onsite will be billed at a rate of \$250.00 per hour.

I hereby certify that I have read and agree to the above terms and conditions of this service quote.

Customer PO# _____

Quote Acceptance Information

Signature _____
Name _____
Title _____
Date _____

Park Project Estimate

8 inch x 1 ½ in Main Saddle - 1	\$1,550
1 ½ inch corporation stop - 1	
1 ½ inch flange curb stop - 1	
1 ½ inch Meter - 1	
1 ½ inch union ball valves - 7	\$ 117.18
1 ½ inch PVC – 640 feet	\$ 438.52
1 inch PVC – 760 feet	\$ 346.40
3 inch sleeve under creek – 30 feet	\$ 43.50
1 ½ inch Municipex – 300 feet	\$ 1,422
Trencher 18 inch deep – 2 days	\$ 960
Irrigation boxes for hose bibs - 6	\$ 145.08
Concrete for creek bed – 5 bags	\$ 19
¾ inch keyed hose bibs - 6	\$ 69

Total Amount for Project: \$ 5,150

Without Man Hours

Tank Overflow at Elevated Site Event Report

Date and Time: December 1, 2018 at 0608 hours

Summary of Event: While refilling Elevated Ground Storage tank to refresh water, water was observed flowing under FM 3009 and across Sumac Cove.

11/30/18 – 1450 hrs. Water Manager turned on booster pumps to drain down the ground storage tank

11/30/18 – 1530 hrs. Well pump started automatically. Water Manager turned off the booster pumps.

12/01/18 – 0608 hrs. Water Manager missed 2 restricted calls and a call from Stanley Georg

12/01/18 – 0612 hrs. Water Manager answered a call from Stanley Georg about water flowing from the ground storage tank. Water Manager checked the well status on his phone and found that the Trinity Well pump was still running.

12/01/18 – 0615 hrs. Water Manager logged into the system via cell phone and reset the well pump to off and the well pump stopped. Water Manager checked all the parameters and found that the tank hi/low numbers were at 0.0 instead of 29.6'/11.5'. Water Manager reset the parameters on his phone.

Financial Impact: 518,000 gals of water overflowed from the storage tank at a retail cost of \$22,078.31.

Investigation:

It is believed that water started to overflow the storage tank around 2000 hrs. November 30, 2018.

Ground storage tank was last drained down to refresh the water in the tank on October 2018. No issues were experienced at that time.

Only Water Manager and Public Works Manager have the access to change the set points. The data log shows that no changes to the set points had been made.

The Scada data log showed that the city water system experienced 11 power surges during the month of November.

The Scada dialer to call out alarms was not working at time of overflow. Has been replaced and is working.

Root Cause:

Parameters for high/low tank set points were at zero. I have contacted Micro-Com and they have emailed me at my request. See Email attached.

Preventive Actions:

1. Add a line of code to shutoff off the well pumps when parameters are at 0.0'. (Status- Quote attached)
2. Implement an inspection procedure for checking set points when well is put into auto and on a bi-weekly basis thereafter. (Status- Active)
3. Limit draining down the ground storage tank manually by starting the process during mornings. (Status- Active)
4. Add a visual of hi/low parameters on tank overview. (Status- Quote attached)
5. Add a float device in every tank for a mechanical overflow shutoff. (Status- Emailed Engineer)
6. Micro-Com suggested holding a training session and checking over all equipment as well as updating software. (Status- Quote attached)
7. Scada dialer working and being tested on a weekly basis. (Status- Active)
8. Remote Telemetry Unit has been disconnected at wellsite for more controlled access to important set points. The Scada system is not affected by RTU disconnection. (Status- Active)

System Checkout and Training

ATTN: Gary

2/6/2019

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

Gary,

Code Modifications:

Can we add a line of code that will alarm/notify in scadaview if any analog low alarm gets set to zero?

Add passcode to RTU's so that changes can't be made at the SMT unless operator has code (PIN) number?

He would like a quote for system checkout and training.

Wants high low alarms to be added to graphic screens, if possible, show the current values on the screen?

8 hrs. Programming and Graphics Labor @ \$90 per hour = \$720.00

System Checkout/Training:

Verify correct antenna operation, check alignment, and realign as needed. (Antennas and/or coax that are out of spec will be replaced).

Path study, measurements will be taken and noted in dB to determine path reliability site to site and CTU to all RTU's. Recorded reading will be used in updating drawings and software description.

Test all battery backup and entry alarm circuits, repair and/or replace parts as needed i.e. battery, battery cables, door switches, and key switches as needed.

Micro-Comm, Inc. will supply technician, coax, antennas, connectors, batteries, switches, and parts needed to repair issues found during system checkout through system Service Contract Coverage, field service pricing listed below.

Customer will need to have at least 1 person available to travel to all sites and assist Micro-Comm, Inc. technician as needed. Conduit repairs or replacement work to be supplied by customer.

Bucket lift will need to be rented to change antenna and coax at all sites with antennas mounted on wood poles. Lift will be rented from local provider, it can be rented by Micro-Comm, Inc. service technician or by District Name. Whatever you prefer, if tech does rental then a 10% handling charge will be added to invoicing.

Upon receiving signed proposal a Micro-Comm, Inc. Service Technician will be assigned, tech contacts customer to schedule proposed service. Tech will assemble, and ship parts that could be

needed during service call. Upon completion of service call, unused and bad parts will be returned by technician to Micro-Comm, Inc.

TYPE		Units	Rate	Total
Service Contract	Field Service	16	\$90 hr.	\$1440.00
Service Contract	Travel Time	12	\$40 hr.	\$480.00
Overnight Chg.	Expenses	3	\$200 night	\$600.00
Airfare Est	Round Trip	1	\$750 trip	\$750.00
Car Rental Est	Daily Chg.	3	\$125 day	\$375.00
Trip Total				\$3645.00
		8 hrs. Programming and Graphics Labor @ \$90 per hour =		\$ 720.00
		TOTAL =		\$4365.00
		Cost After SC Adjustment =		\$3500.00

Most repairs can be completed in less time than quoted/time requested. Service call will be billed at actual cost not to exceed **\$3500**. When additional time or equipment is needed, customer will be advised before work being done. This pricing does not include any necessary parts that may need replaced/supplied. Parts needing replaced will be through customer Service Contract coverage. Additional equipment or services can to be purchased as needed through customer Service Contract.

- 1) Price does not include any applicable taxes, insurance or bonding.
- 2) Proposal good for 90 days from date above, please call for revision after that date.

If you should have any questions or concerns please give me a call at your convenience.

Sincerely,

Mark Stockton
Service Manager

Micro-Comm, Inc.
15895 S. Pflumm Rd.
Olathe, Kansas 66062
913-390-4500 office
913-909-3195 cell
mstockton@mc-mail.com

Accepted By: _____ Date ____/____/____ P.O.# _____



memorandum

To: Garden Ridge City Council
Cc: Ms. Nancy Cain, City Administrator – City of Garden Ridge
From: Mr. Patrick Lackey, P.E./Mr. Daniel Mummert, P.E. – Trihydro Corporation
Date: February 25, 2019
Re: Trihydro Corporation – Engineering Report March 2019 Meeting

1. 2015 CIP Street, Water and Drainage Project – Qro-Mex Construction
 - The contractor started warranty work on February 21, 2019 and will continue crack sealing and curb repairs through the week of February 25, 2019.
2. FM 2252 TxDOT Project
 - No update from TxDOT this month.
3. FM 2252 Sewer and Water Project
 - A meeting is scheduled for February 27, 2019 between Garden Ridge, CCMA, Schertz and Titan Development to review potential Garden Ridge connection points and outfall routes for the sewer system.
 - Discussions are ongoing with the City, Financial Advisor and Trihydro to evaluate funding scenarios and project scope.
4. Creekview Drainage
 - Northeast Bible Church has submitted an updated site Master Plan, including a proposed modification to the detention pond outlet structure. The preliminary outlet structure modification is anticipated to decrease the detention pond discharge flowrates for the 2-, 5-, and 10- year storm events by approximately 50 percent.
5. Bindseil Lane
 - The contractor provided updated quote for the project and the outstanding questions have been resolved. We are working with the developer, their engineer and the City to finalize the contract. The contractor will mobilize to the site after CPS Energy completes their utility installation for the Wood of Garden Ridge Unit 3.



6. Municipal Parkway

- Wheeler Coatings completed cross-hatch striping the anti-congestion box at the entrance to City Hall on February 16, 2019.

7. Sumac Circle

- A letter has been prepared to advise the property owner of the proposed plan and their responsibilities related to the easement. Work will begin on the project pending property owner acknowledgement of the proposed responsibilities outlined in the letter.

8. City of Selma Water CCN

Trihydro reviewed the request status with the City of Selma on February 20, 2019. Their engineer is currently conducting a feasibility study. A decision on requested CCN release will be made based on the feasibility study results.

9. MS4 Permit Preparation

- The MS4 permit is complete and ready for submittal.



City of Garden Ridge

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

LEGAL NOTICE **NOTICE OF PUBLIC HEARING** **CITY OF GARDEN RIDGE** **CITY COUNCIL**

The City of Garden Ridge City Council will conduct a Public Hearing on **March 6, 2019, at 6:00 p.m. in the City Council Chambers** of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

The public hearing will consider amending Ordinance No. 13-122018 of the City of Garden Ridge as follows:

- 1) **4.1.1.2.** Farm and ranch outbuildings and accessory buildings (including but not limited to Barns, Sheds, Tool Rooms, Greenhouses, Cabanas, Gazebos, and Structures other than a primary residence).
- 2) **4.1.1.3.** Farm and ranch outbuildings and accessory buildings, including detached garages, shall not be used as a dwelling unit. Any use as a residence, apartment, guesthouse or servant's quarters temporarily or permanently; including short term and long term rental, or any other type of residential use or occupancy by a single family, individual or group of individuals is prohibited.
- 3) **4.1.1.4.** Any use of a vehicle, boat, tent, trailer, utility trailer, recreational vehicle, or any other type of vehicle having sleeping accommodations as temporary or permanent accessory living quarters or for any other type of residential use or occupancy is prohibited.
- 4) **5.1.2.** Residential outbuildings and accessory buildings (including but not limited to Garages, Sheds, Tool Rooms, Greenhouses, Cabanas, Gazebos, and Structures other than a primary residence).
- 5) **5.1.2.1.** Residential outbuildings and accessory buildings, including detached garages, shall not be used as a dwelling unit. Any use as a residence, apartment, guesthouse or servant's quarters temporarily or permanently; including short term and long term rental, or any other type of residential use or occupancy by a single family, individual or group of individuals is prohibited.
- 6) **5.1.3.1.** Any use of a vehicle, boat, tent, trailer, utility trailer, recreational vehicle, or any other type of vehicle having sleeping accommodations as temporary or permanent accessory living quarters or for any other type of residential use or occupancy is prohibited.

The public is invited to attend and submit oral or written comments on this matter.

S/: Marisa Spencer
Interim City Secretary
citysecretary@ci.garden-ridge.tx.us

9400 Municipal Parkway * Garden Ridge, Texas 78266-2600
Phone (210) 651-6632 * Fax (210) 651-9638 * www.ci.garden-ridge.tx.us

ORDINANCE NO. 13-032019

AN AMENDED COMPREHENSIVE PLANNING AND ZONING ORDINANCE FOR THE CITY OF GARDEN RIDGE, TEXAS; ESTABLISHES A PLANNING AND ZONING COMMISSION; ESTABLISHES A BOARD OF ADJUSTMENT; REGULATES AND RESTRICTS THE USE AND LOCATION OF BUILDINGS AND OUTBUILDINGS, EXTERIOR LIGHTING, FENCING AND LANDSCAPING; INCLUDES DEFINITIONS, DIVIDES THE CITY INTO ZONING DISTRICTS WITH REGULATIONS FOR EACH; SETS SPECIAL USE PERMIT REQUIREMENTS; SETS BROADCAST AND RECEPTION ANTENNA RULES; ADOPTS A MAP OF THE CITY SHOWING THE BOUNDARIES AND CLASSIFICATIONS OF ZONING DISTRICTS; INCORPORATING SIGN REGULATIONS HEREIN; PRESCRIBES A PENALTY OF NOT LESS THAN \$10.00 NOR MORE THAN \$2000.00 FOR VIOLATION OF THIS ORDINANCE; AND REPEALS ORDINANCE 13-122018 ADOPTED ON DECEMBER 5, 2018.

- A. BE IT ORDAINED BY THE CITY COUNCIL OF GARDEN RIDGE, TEXAS.
- A.1. The City of Garden Ridge, Texas, Ordinance 13-122018 dated, December 5, 2018 and all amendments thereto, are hereby superseded.
- A.2. The zoning regulations and districts herein are according to the City of Garden Ridge (City) Master Plan for health, morale, and the general welfare of the community. The requirements for the districts derive from consideration of the desired character for each and their particular suitability for the allowed uses. There is also intent to conserve property values and to encourage the most appropriate land use throughout the community.
- A.3. No interpretation of this Ordinance by any person shall be binding upon the City unless given in response to written inquiry and approved by the City Council of the City of Garden Ridge, hereinafter referred to as Council or City Council, in session.
- A.4. The provisions of this Ordinance shall not apply to property belonging to the City, or to the property used to provide public utilities except as set out in the Municipal Use District regulations.
- B. COMPLIANCE AND EFFECT. No person shall erect any building nor use any building or land for any purposes other than those specified in this Ordinance for the Zoning District containing such land or building. No person shall erect, reconstruct, or structurally alter any building to exceed the height or bulk limit set for the district in which the building exists. No person shall reduce or diminish any lot such that the yards or other open spaces are smaller than prescribed by this ordinance. For the purpose of complying with the provisions of this Ordinance, no yard or open space about any building shall serve as a yard or open space for any other building. Every building hereafter shall be located on a lot and in no case shall there be more than one building on one lot except as provided in this Ordinance. Should this Ordinance specify different

**SECTION 4
AGRICULTURAL**

4.1. RESIDENCE-AGRICULTURE (RA) DISTRICT.

- 4.1.1. Use restrictions: In the RA Residential- Agriculture District, use no land and erect no building to any other use than the following:
- 4.1.1.1. Farm and ranch agriculture uses, together with farm dwelling and customary agricultural accessory uses and buildings, provided such uses shall not constitute a public health threat or nuisance.
- 4.1.1.2. *Farm and ranch outbuildings and accessory buildings (including but not limited to Barns, Sheds, Tool Rooms, Greenhouses, Cabanas, Gazebos, and Structures other than a primary residence).*
- 4.1.1.3. *Farm and ranch outbuildings and accessory buildings, including detached garages, shall not be used as a dwelling unit. Any use as a residence, apartment, guesthouse or servant's quarters temporarily or permanently; including short term and long term rental, or any other type of residential use or occupancy by a single family, individual or group of individuals is prohibited.*
- 4.1.1.4. *Any use of a vehicle, boat, tent, trailer, utility trailer, recreational vehicle, or any other type of vehicle having sleeping accommodations as temporary or permanent accessory living quarters or for any other type of residential use or occupancy is prohibited.*
- 4.1.15. A school or church conditioned on City approval of a Special Use Permit according to requirements in Section 12 of this Ordinance.
- 4.1.1.6. A public park.
- 4.1.1.7. Home business or occupation as authorized in this Ordinance.

4.2. AQUIFER PROTECTION (AP) DISTRICT.

- 4.2.1. Use restrictions. The AP District is an overlay district for protection of City well sites and aquifer recharge features from biological and chemical contamination. The District surrounds each City well site and geologic recharge feature, within the Edwards Aquifer recharge zone, for a radius of fifteen hundred (1500) feet. Within the AP District, no use or activity is permitted that presents a danger of bacteriologic, chemical or radiologic pollution of the ground water aquifer.
- 4.2.2. Specific prohibitions include: cemeteries; liquid transmission pipelines; petroleum and chemical processing, production, mixing, transmission or transfer facilities; petroleum or chemical storage tanks and vats; wood treatment facilities; sewage treatment plants, wet wells, pumping station or drainage ditch for industrial waste discharges or wastes from sewage treatment systems, sewage sludge disposal or effluent irrigation areas; livestock and animal pens, feedlots, or abandoned and improperly sealed wells

**SECTION 5
RESIDENTIAL**

5.1. SINGLE FAMILY DWELLING (R) DISTRICT.

5.1.1. Use Restrictions: In Single Family Dwelling (R) District no land shall be used and no building shall be erected for or converted to any use other than the following:

5.1.1.1. A one family dwelling and associated outbuildings limited to accessory use.

5.1.1.2. A school or church conditioned on City approval of a Special Use Permit according to requirements in Section 12 of this Ordinance.

5.1.1.3. A public park or private social and recreational facilities developed as an integral part of an approved subdivision designed to serve the community.

5.1.1.4. This district shall have no mobile homes, manufactured homes, and accessory living quarters or other non-permanent living structures.

5.1.2. Residential outbuildings *and accessory buildings (including but not limited to* Garages, Sheds, Tool Rooms, Greenhouses, Cabanas, Gazebos, and Structures other than a primary residence).

~~5.1.2.1. Residential outbuildings, including detached garages shall not be used as a residence or guesthouse or servant's quarters temporarily or permanently.~~

5.1.2.1. Residential outbuildings and accessory buildings, including detached garages, shall not be used as a dwelling unit. Any use as a residence, apartment, guesthouse or servant's quarters temporarily or permanently; including short term and long term rental, or any other type of residential use or occupancy by a single family, individual or group of individuals is prohibited.

5.1.2.2. When a residential outbuilding attaches permanently to a main building by a slab continuous with that of the main building, it becomes part of the main building.

5.1.2.3. Residential outbuildings (not attached), together with any breezeways, shall not occupy more than thirty (30) percent of the rear yard.

5.1.2.4. Every house (main building) constructed or renovated shall have at least a two (2) car garage, either attached or detached. Attached garages shall open only to an interior lot side or to the rear of the house. Garages connected to the main structure by breezeway or gallery shall not be forward of the front plane of the house and shall not face a paved street. Detached garages shall not extend forward of the rear plane of the house and shall not face a paved street. Also, they shall be at least fifteen (15) feet from the side property line and at least seventy-five (75) feet from the front property line.

5.1.2.5. These requirements apply within subdivisions and to residential lots of less than ten (10) acres:

5.1.2.5.1. All structures shall anchor to a reinforced concrete pad or slab or shall be held by ground anchor bolts and straps installed according to manufacturer's recommendations.

5.1.2.5.2. Total impervious cover for a lot including residence, driveway, pools, outbuildings and other structures shall not exceed Thirty-five (35) percent of the lot area.

5.1.2.5.3. No more than one (1) structure of a given type or more than three (3) total structures excluding the residence shall be on a single lot. No single outbuilding or other structure shall exceed 1000 square foot (ft²) in area.

- 5.1.2.5.4. Structures with a floor area less than 100 square foot (ft²) may be of metal, wood, glass, fiberglass or masonry (brick, stone, or stucco). Structures shall not exceed fifteen (15) feet in total height. Structures shall be behind the rear plane of the residence and shall not be in any right-of-way or easement, nor block access to any right-of-way or easement. Structures shall match the exterior colors of the residence. Masonry used shall match that of the residence. Planting of perennial plants -- which will block fifty (50) percent of the structure from view from adjoining lots or streets when fully grown -- is required within ninety (90) days of completion of the structure. Plants are not necessary when a six- (6) foot in height wall or fence blocks view of the structure from adjoining lots or streets.
- 5.1.2.5.5. Structures with a floor area of 100 square foot (ft²) to 300 ft² may be metal, wood, glass, fiberglass or masonry (brick, stone, or stucco). Total structure height shall not exceed the height of the roofline of the residence. Structures shall be behind the rear plane of the residence and shall not be in any right-of-way or easement, nor block access to any right-of-way or easement. (Exception: Gazebos may be anywhere on a lot except in a right-of-way or easement if the responsible architectural review committee and City Planning and Zoning Commission approve the design and site.) Structures shall be on a gravel or reinforced concrete pad. Gravel pads shall be at least four (4) inches above grade and extend twelve (12) inches beyond all sides of the structure. Planting of perennial plants -- which will block fifty (50) percent of the structure from view from adjoining lots or streets when fully grown -- is required within ninety (90) days of completion of the structure. Plants are not necessary if a six- (6) foot in height wall or fence blocks view of the structure from adjoining lots or streets. Structures shall match the exterior colors of the residence. Masonry shall match that of the residence. Design and location require approval of the responsible architectural control committee before the City will issue a building permit.
- 5.1.2.5.6. Structures with a floor area greater than 300 ft² shall meet the building code requirements, architecture, materials and color of the residence. Total structure height shall not exceed the height of the roofline of the residence. Design and location -- to include a landscape plan for limiting visual impact to adjoining lots -- require approval of the responsible architectural control committee and City Council (with recommendation of the City Planning and Zoning Commission). Swimming pools are excepted from requiring City Council site approval under this paragraph when the pool and all its associated structures and components are: a) located entirely behind the rear plane of the residence and; b) built in-ground with an average deck height less than twenty-five (25) inches above grade with no elevated component (waterfall, slide, etc.) more than four (4) foot above grade. On corner lots, the pool must also be located behind the extended side plane of the house on the side facing the exterior lot line. Pools enclosed, or surrounded by, the house structure so as to not be visible from front or side streets shall be deemed as meeting the requirements of this exception.
- 5.1.3. Unrestricted parking of vehicles, trailers, and boats in yards adds to the deterioration of residential areas and creates a nuisance. The following may not be parked in a residential zoned area except where concealed from view in a garage or as permitted in 5.1.3.4: all types of recreational vehicles, trailers, boats, inoperable vehicles, commercial or farm vehicles (except pickup trucks) on platted residential lots.

No vehicles, trailers, boats, house trailers or any other recreational vehicles may be parked in an unpaved area of the yard outside a defined driveway or parking space except construction equipment, trucks and other vehicles and equipment necessary for delivery, construction, repairs or maintenance (e.g. roofers, tree trimmers, landscapers, etc.) may park on lawns while the project work is ongoing. Such parking may not exceed the length of the project.

Parking spaces may be constructed of concrete, pavers, bricks, crushed granite or similar materials with the same attributes and characteristics, the use of asphalt or wood is prohibited. The parking space must be of sufficient size so perimeter extends beyond the length and width of any vehicle parked in the space. If materials used do not create a clearly defined border then the space must be defined by a border of concrete, rock, brick, metal or wood. Parking spaces must be kept free of grass, weeds and other vegetation.

~~5.1.3.1. No travel, house, or utility trailer, recreational vehicle, tent, garage, barn, or other outbuilding erected on, or transported to a lot (tract), shall serve as a temporary or permanent residence. No temporary structure located on the lot (tract) shall serve as a residence or living quarters.~~

5.1.3.1. Any use of a vehicle, boat, tent, trailer, utility trailer, recreational vehicle, or any other type of vehicle having sleeping accommodations as temporary or permanent accessory living quarters or for any other type of residential use or occupancy is prohibited.

5.1.3.2. No person shall use a travel trailer, or other type of recreational vehicle, having sleeping accommodations, as temporary lodging for a period exceeding seven (7) consecutive days on any homeowner's property.

5.1.3.3. No person shall keep inoperable vehicles, vehicles with invalid registration, invalid inspection sticker, or expired license on residential zoned property unless the vehicle is out of sight from the front street view of the house either in a garage or rear yard.

5.1.3.4. No person shall store house, travel, or utility trailer of any type, semi-trailers, boats, motor homes, and campers in the front yard, any portion of driveway within the front yard, or exterior side yard (see Figure 1). Property owners and tenants may use only rear or interior side yards to store these classes of vehicles and trailers and boats.

5.1.3.5. No person shall load, unload, or park travel, or utility trailers of any type, semi-trailers, boats, motor homes, and campers in the front portion of their driveway for a period to exceed ten (10) consecutive days, nor for more than four (4) such periods in a year. No person shall use City right-of-way (streets, shoulders or ditches) as parking space for RV's, commercial vehicles, farm vehicles, camping trailers, utility trailers, or boats.

5.1.3.6. No person shall store commercial or farm vehicles exceeding 3,000 pounds of carrying capacity or truck tractors except in the rear or side yards on interior lots. On corner lots, parking or storage of these vehicles shall only be in the rear yard.

5.1.3.7. Subdivisions within the City may have deed restrictions or covenants with increased requirements for the parking or storage of vehicles, trailers or boats. These added requirements are "Neighborhood Association" issues and are not a City responsibility to enforce, except at the City's option.

5.1.4. No person shall use a lot as a dumping ground for rubbish or any other materials. Persons shall store trash, garbage, or any other waste only in sanitary containers. Owners shall keep incinerators or other equipment for the storage or disposal of wastes in a clean and sanitary condition, and all such items shall be of a neat and attractive appearance.

5.1.5. No person shall keep any animals other than household pets. Pets shall not be in such numbers as to be a nuisance or annoyance to other pet owners or residents.

5.1.6. No person shall initiate any noxious or offensive act or activity upon any lot, nor engage in anything thereon, that may be, or become, a nuisance to other owners or residents.

5.1.7. The following height and area regulations shall apply.

5.1.7.1. Height Regulations. No building shall exceed two and one-half (2 1/2) standard stories or thirty-five (35) feet in height.

5.1.7.2. Area Regulations.

5.1.7.2.1. Lot Size: Any lot or tract of land located within the City of Garden Ridge and served by a public water supply system, as defined by the Texas Water Commission, shall have a minimum area of thirty-two thousand six hundred seventy square feet (32,670 ft²). However, if such lot or tract of land is partially or entirely over the Edward Aquifer Recharge Zone, or is not served by a public water supply system,

then it shall have a minimum area of forty-three thousand five hundred sixty square feet (43,560 ft²) as provided for in the "Rules of Comal County, Texas, for Private Sewerage Facilities, 1987" and Amendments thereto.

- 5.1.7.2.2. Lot Width. Each lot shall front upon a public street and shall have a minimum of one hundred twenty (120) feet at the front property line as shown on the plat. On a cul-de-sac, the frontage shall be a minimum of fifty (50) feet at the front property line.
- 5.1.7.2.3. Front Yard. There shall be a front yard having a minimum setback of forty-five (45) feet.
- 5.1.7.2.4. Side Yards:
 - 5.1.7.2.4.1. Corner Lots. The street-adjacent side yards of corner lots shall have a minimum setback of twenty-five (25) feet. The side yard not adjacent to the street shall have a minimum setback of fifteen (15) feet, or as modified for interior lots.
 - 5.1.7.2.4.2. Interior Lots. There shall be a side yard on each side of all interior lots of not less than fifteen (15) feet.
- 5.1.7.2.5. Rear Yard. There shall be a rear yard having a depth of at least twenty-five (25) feet.
- 5.1.8. Exceptions:
 - 5.1.8.1. Regarding new construction, builders shall construct mailboxes of the same masonry material as the house, except in those cases where the mailbox is across the street from the new house according to the United States Postal Service requirements. In such cases, the new mailbox must conform as closely as possible to the masonry of the existing house in front of which the new mailbox will be located and to the design and construction of the existing homeowner's mailbox.. Base dimension for mailboxes shall not exceed the dimensions of the mailbox by more than six (6) inches on any side above two (2) foot elevation. Positioning of mailboxes shall be in accordance with the United States Postal Service regulations

Masonry mailboxes which are replaced must conform to new construction specifications as stated herein. Non-masonry mailboxes which are replaced must conform to size, height and positioning specifications of the United States Postal Service regulations.
 - 5.1.8.2. A detached garage or detached residential outbuilding shall have a side yard of not less than fifteen (15) feet. Also, such garage or residential outbuilding shall set back seventy-five (75) feet or more from the front property line.
- 5.1.9. House Size. The main residential structure on each lot, exclusive of basements, porches, garages, breezeways and residential outbuildings, shall contain at least two thousand (2,000) square feet of habitable space.
- 5.1.10. Masonry Construction. Single family dwellings shall be of no less than ninety (90) percent masonry or masonry veneer construction on the first floor level excluding openings. Fireplace chimneys exterior to the residence shall be constructed of the same masonry material as the residence.
- 5.1.11. Regarding new construction, roof surfaces shall be of tile, standing seam metal, concrete tile, slate, or asphalt shingles having a minimum thirty (30) year life, certified, in writing, by the manufacturer. Use of other types of roofing materials with a 30-year minimum life expectancy requires prior written approval by the City Architect. For repair of existing roofs involving less than twenty (20) percent of the roof area, or extensions to existing roofs in good condition as a result of additions to the main structure not exceeding fifty (50) percent of the ground floor area, roofing most closely matching the existing roof may be used.

5.1.12. Regarding new construction, driveways shall be constructed only of concrete, stone, or brick pavers unless City Engineer approval is given for use of an alternate masonry material. No person shall use asphalt pavement for a driveway surface.

5.1.13. Exterior Lighting.

5.1.13.1. Light fixtures shall be below the building roofline.

5.1.13.2. Lights shall not aim beyond the owner's property line nor illuminate adjoining property to more than five (5) foot-candles measured at the point of highest intensity.

5.1.13.3. No single light fixture or cluster of fixtures shall exceed 150-watt capacity.

5.1.13.4. Any variance shall meet the criteria of not causing increased illumination off the property.

PUBLICATION OF THIS ORDINANCE. This ordinance shall take effect immediately upon its passage, approval and publication according to law.

PASSED AND APPROVED ON this 6th day of March, 2019.

Larry Thompson
Mayor

ATTEST:

Marisa Spencer
Interim City Secretary

Assistant City Secretary

From: noreply@civicplus.com
Sent: Tuesday, January 29, 2019 12:11 AM
To: City Secretary; City Administrator
Subject: Online Form Submittal: City Commission Volunteer Interest Form

City Commission Volunteer Interest Form

City Commission
Volunteer Interest Form

Date 1/29/2019

First Name Jesus

Last Name Valdez

Address 9035 Cinnabar Ct

City Garden Ridge

State TX

Zip Code 78266

Phone Number 361-484-4582

Other contact number 210-651-0356

Email Address

Occupation Retired

Please check which of the following Commission you have a desire to serve on:

Planning and Zoning Commission

Tell us why you desire to serve on a City Commission.

I am a Registered Professional Engineer in Texas (Inactive) with a Mechanical Engineering background. I have more 40 years experience in manufacturing operation sites. I believe that my engineering and managerial background can be of benefit to the P&Z Commission meet it purpose of recommending short-term and long-term goals in the planning for the future of Garden Ridge.

List any Boards, Commissions or

City of Garden Ridge - City Water Commission (2018-present);
Knights of Columbus Council 6856 - OLPH, Selma (2017 –

Committees you have previously served on in Garden Ridge or other entities.

present); Garden Ridge Citizens Police Academy Alumni Association (2015 – present); Georg Ranch HOA – Chairman Architectural Review Committee (2014 – 2017); Victoria Chamber of Commerce – Board of Directors (2006 – 2008); Victoria Chamber of Commerce – Minority Business Council (2004 – 2008); School of Business Advisory Council – University of Houston – Victoria (2004 – 2008); Making the Grade World Scholars – Steering Committee Member (1993 to 1999)

A resume or a bio is required to be submitted with Volunteer Interest Form.

Email not displaying correctly? [View it in your browser.](#)

JESUS VALDEZ, JR., P.E.

**9035 Cinnabar Ct.
Garden Ridge, TX 78266
361-484-4582**

PROFESSIONAL EXPERIENCE

MARSHALL INSTITUTE, INC

Senior Consultant, North America

2017 to 2018

Maintenance and Reliability Consultant in the Manufacturing Industry implementing world class strategic asset maintenance management practices, based on the established concepts of Total Production Maintenance (TPM).

COMPETITIVE CAPABILITIES INTERNATIONAL, INC

Senior Consultant, North America

2015 to 2017

Consultant at blue chip companies to drive sustainable bottom line results by building world-class capability and best practices across the entire value chain.

- Coached and mentored client site leaders; manage client project implementations; build capability to client resources.
- Facilitated TRACC® workshops on leading & managing change, teamwork, 5S, visual management, focused improvement, asset care, autonomous maintenance, set-up time reduction, and quality.

E. I. DUPONT DE NEMOURS AND COMPANY

1976 to 2014

Program Manager - DuPont Production System (DPS) Mentor, North America

2012 to 2014

Collaborate with business, regional, marketing and leaders to ensure that manufacturing sites are achieving desired business objectives through utilization of DPS, building continuous improvement capabilities.

- Co-developed broad change plans; incorporated systems thinking to interconnect industry best practices and change management with organizational goals.
- Coached and mentored business and sites leaders including providing constructive feedback
- Facilitate the development of a continuous improvement vision and building in-house capabilities.
- Implemented decision board processes for setting priorities, assigning resources, analyzing match to business objectives, and monitoring progress against set targets.

Program Manager – DPS Deployment Champion, North America

2008 to 2012

Led cross-functional teams to deploy the DuPont Production System at 11 manufacturing sites across U.S., Puerto Rico and Brazil.

- Identified over \$110M in opportunities by facilitating deployment teams, analyzing uptime, operating plan, quality, yield, productivity, reliability, materials, contractor, energy, supply chain and inventory data.
- Led comprehensive diagnostics to identify critical organizational issues and facilitate the leadership team through the development of a commitment to change.
- Drove change, released value, and made improvements by utilizing new systems, leveraging best practices, influencing site leadership and shop floor employees.
- Implemented integrated change management strategies and achieved opportunities by collaborating with colleagues, developing project charters with implementation plans and resource loading for each site to help clients work smarter; eliminate waste; and optimize time, resources, assets, and productivity.
- Trained leadership teams on Feedback & Coaching; Performance Management; Leader Standard Work; Making the Vision Real & Inspirational Leadership; Difficult Conversations; and Prioritization, Delegation and Delegation.

E. I. DUPONT DE NEMOURS AND COMPANY, (Continued)**Program Consultant – DPS Site Leader, Victoria, TX****2007 to 2008**

Site Implementation Leader for DPS, providing overall guidance and leadership, ensuring progress and sustainability to the deployment team.

- Identified over \$4M in improvement opportunities by leading team through diagnostic phase, analyzing uptime, yield, operation plans, quality, productivity, reliability, materials, contractor, energy, supply chain and inventory data.
- Improved project completion by developing implementation plan with internal and external resource, collaborating with teams, compiling opportunity list, assigning completion complexity score, plotting metrics, determining site resources, identifying if assistance needed at corporate level.

Site Engineering Manager, Victoria, TX**2004 to 2007**

Led technical engineering function and process quality laboratory. Managed \$2.1M technical fixed cost budget and \$10M capital improvement budget.

- Improved safety, environmental, costs, uptime and quality, meeting business strategy by collaborating with business and site leadership, developing business critical operating tasks (COTs) annually.
- Delivered \$2M savings year-over-year by establishing decision board process, resourcing Six Sigma programs, selecting new black belt and green belt candidates assigning projects.
- Lead site annually review of a 5-year succession planning process to identify needs to address potential retirement, promotions and transfers.
- Enhanced productivity and workflow by facilitating and developing Process Safety Management (PSM) system for stand-alone unit, updating overall site PSM procedures with 14 elements for application unit.

Technical Associate, Victoria, TX**2002 to 2004**

Mechanical technology steward for high pressure, low-density polyethylene facility

- Increased unit capacity by leading several teams, developing, and implementing technical programs, expanding and improving manufacturing facilities in support of business strategy.
- Coached and mentored young engineering and operations supervisors.

Six Sigma Black Belt, Victoria, TX**1999 to 2002**

Identified and led Six Sigma and continuous improvement projects addressing increasing time between turnarounds, improving hyper compressor cylinder and valve life, reducing telogen purge, extending purge compressor PM's, improving cooling tower efficiency, and addressing waste water upset.

Joint Venture/Licensee Consultant, Victoria, TX**1997 to 1999**

Coordinated liaison activities for joint venture between Mitsui-DuPont Polychemicals (MDP) in Japan and DuPont's Ethylene Copolymer Units in Texas.

Various Engineering Positions, Victoria, TX**1976 to 1997**

Held various positions in 3 different businesses at the Victoria, TX plant focused on process safety management, mechanical engineering, maintenance reliability, capital project management, improving process productivity and developing others.

UNIVERSITY OF HOUSTON – VICTORIA, Victoria, TX**2006 to 2008****Adjunct Faculty Instructor, School of Business**

Taught undergraduate level Business Statistic course to Business majors

EDUCATION

Master in Business Administration (MBA), University of Houston – Victoria, Victoria, TX 2003

Bachelor of Science (BS), Mechanical Engineering, Texas A&M University, College Station, TX 1976

CERTIFICATIONS

Six Sigma Black Belt
Registered Professional Engineer Texas - Inactive

COMMUNITY SERVICE

City of Garden Ridge – City Water Commission (2018 – present)
Knights of Columbus Council 6856 - OLPH, Selma (2017 – present)
Garden Ridge Citizens Police Academy Alumni Association (2015 – present)
Georg Ranch HOA – Chairman Architectural Review Committee (2014 – 2017)
Victoria Chamber of Commerce – Board of Directors (2006 – 2008)
Victoria Chamber of Commerce – Minority Business Council (2004 – 2008)
School of Business Advisory Council – University of Houston – Victoria (2004 – 2008)
Making the Grade World Scholars – Steering Committee Member (1993 to 1999)
Boy Scouts of America – District Advancement Chairman, Troop Advancement Chairman, Pack Committee Chairman, Cub Master (1986 – 2004)
Golden Crescent Alliance for Minorities in Engineering – Role Model (1978 to 1992)
YMCA Soccer – Coach (1985 to 1986)
Victoria Little League – League official, League President and Coach (1977-1981 & 1986-1988)



February 15, 2019

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

RE: Northeast Bible Church Site Improvements, 2019 Improvement Site Master Plan

Ms. Cain:

Trihydro Corporation reviewed the Northeast Bible Church (NEBC) Site Improvement Plan (Site Plan) prepared by KFW Engineers, dated January 21, 2019. We are providing the following comments for your consideration.

1. We verified the building square footage and proposed use presented in the Site Plan Parking Tabulation Table are consistent with the City of Garden Ridge (City) Ordinance 13-062017 (Zoning), Table 1, Table of Off-Street Parking Requirements. The site currently provides 332 parking stalls and the total site parking week parking requirement, including existing and proposed buildings, is 271 stalls. Based on the Site Plan building footprints and proposed use, no additional parking stalls are required for the proposed site improvements.
2. We reviewed the Site Plan to verify the proposed impervious cover, building footprints, and watersheds are consistent with the values presented in the October 20, 2006 NEBC Storm Water Drainage Study (2006 Drainage Study) prepared by Matkin-Hoover Engineering. The 2006 Drainage Study detention pond design included two additional future buildings. While the proposed building locations have shifted, the percent of impervious building cover within each watershed remains consistent with the 2006 Drainage Study. Based on the design data presented in the 2006 Drainage Study and the proposed building footprints and locations provided on the Site Plan, no addition stormwater improvements are required to comply with the City drainage requirements presented in Ordinance 7-042006 (Platting), Section 7, F.
3. NEBC has submitted preliminary plans prepared by KFW Engineers to modify the outfall structure of the existing detention pond attempting to reduce the outflow discharge rate from the detention pond to below pre-development conditions. The proposed modification will decrease discharge flowrates for the 2-, 5-, and 10- year storm events by approximately 50 percent.



Ms. Nancy Cain
February 15, 2019
Page 2

Based on our review of the documents provided, we recommend approval of the proposed NEBC Site Plan.

If you have any questions, please do not hesitate to contact us.

Sincerely,
Trihydro Corporation

Daniel C. Mummert
Senior Engineer

609-214-700

January 15, 2019



City of Garden Ridge
City Administrator
Attn: Nancy Cain
9400 Municipal Parkway
Garden Ridge, TX 78266

Re: Northeast Bible Church
Master Plan Update

Ms. Cain;

This letter is being submitted as part of the Master Plan update for the Northeast Bible Church property located at 19185 FM 2252. The proposed Master Plan update will include two buildings similar to the latest update in 2009 that was never constructed. The two buildings will include a new Worship Center & Waypoint Lobby.

If you require additional information, please contact our office.

Sincerely,
KFW Engineers

A handwritten signature in blue ink, appearing to read "F. Corey".

Frank Corey, PE
Senior Project Manager



12/17/18

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

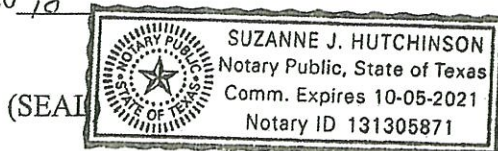
This letter hereby authorizes KFW Engineering & Surveying to act as an authorized agent for Northeast Bible Evangelical Free Church for all City documents and coordination pertaining to the Northeast Bible Church Site Improvements Project.


Drew Leaver
Senior Pastor
Northeast Bible Church

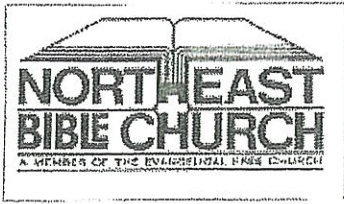
State of Texas §
 §
County of Bexar §

Before me, the undersigned authority, a notary public for the State of Texas, on this day personally appeared DREW LEAVER, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledge to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office, this the 20 day of December, 20 18




commission exp. 10/05/2021



• 19185 FM 2252 * Garden Ridge, Texas 78266-2516

• (210) 651-5462 * Fax (210) 651-5136 *

April 1, 2009

City of Garden Ridge Planning and Zoning
9400 Municipal Parkway
Garden Ridge, TX 78266

RE: Northeast Bible Church Parking Master Plan

We are following our master plan as previously submitted to P&Z several years ago as the planned assumptions are still valid.

Currently we have seating capacity for 350 in the existing Sanctuary and 400 in the Fellowship Center for "overflow" that occurs at the same worship hour. We will continue this until such time we can build the Phase 2 Worship Center with a planned capacity of 1,000. When the Phase 2 Worship Center is completed, we will no longer need the smaller existing Sanctuary and Fellowship space for worship activities.

In summary the capacities as they relate to parking requirements are as follows:

- 1). Phase 1: 350 capacity in existing Sanctuary
 400 capacity in fellowship
 750 total maximum seating capacity
 Required paved parking is $750 / 4 \text{ seats per car} = 188 \text{ parking spaces}$
- 2). Phase 2: 1,000 capacity in new Worship Center
 Required parking is $1000 / 4 \text{ seats per car} = 250 \text{ parking spaces.}$

The existing paved parking spaces on campus is currently 325 paved spaces.

Respectfully,

Brad Sullard
Executive Pastor
Northeast Bible Church

*The mission of NEBC is to guide every person
to a life-changing relationship with Jesus Christ.
Matthew 28:18-20*



601	STUDIO FINISH - TO BE PAINTED
602	STONE VENEER - REFER TO DETAILS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION
603	TYP METAL DOOR AND FRAME
610	STANDING SEAM METAL ROOF

WWW.PLANJOURNAL.COM 7245 MYRTLE CREEK DR., CORONA, CA 92681

- 1 REFER TO BUILDING SECTIONS, WALLS SECTIONS, DOOR & WINDOW SCHEDULES, FLOOR PLAN ETC. FOR ADDITIONAL DETAIL INFORMATION
- 2 FOR DOOR WINDOW TYPES AND DIMENSIONS SEE DETAIL REFERENCE, SEE SHEET A1-A8
- 3 PROVIDE A MINIMUM 4" MINIMUM GLASS VISIBLE FROM THE DOMINANT STREET FACING THE PROJECT. REMAINS SHALL BE A MINIMUM OF 8' TALL AND 10' WIDE. ALL GLASS SHALL BE LOW EMISSION GLASS
- 4 PROVIDE A MINIMUM 4" MINIMUM GLASS VISIBLE FROM THE DOMINANT STREET FACING THE PROJECT. REMAINS SHALL BE A MINIMUM OF 8' TALL AND 10' WIDE. ALL GLASS SHALL BE LOW EMISSION GLASS
- 5 PROVIDE A WEED SCREEN FOR STUCCO AT THE FOUNDATION PLATE USING A MINIMUM OF 4" RIGID AND THE EARTH OR 2" RIGID AND FIVE PLYS
- 6 PROVIDE A WEED SCREEN FOR STUCCO AT THE FOUNDATION PLATE USING A MINIMUM OF 4" RIGID AND THE EARTH OR 2" RIGID AND FIVE PLYS
- 7 PROVIDE A WEED SCREEN FOR STUCCO AT THE FOUNDATION PLATE USING A MINIMUM OF 4" RIGID AND THE EARTH OR 2" RIGID AND FIVE PLYS
- 8 PROVIDE WITH GRATED COVERS TO ALL EXTERIOR WALLS AND DOORS AT 3" MINIMUM
- 9 PROVIDE WITH GRATED COVERS TO ALL EXTERIOR WALLS AND DOORS AT 3" MINIMUM
- 10 PROVIDE WITH GRATED COVERS TO ALL EXTERIOR WALLS AND DOORS AT 3" MINIMUM

[illegible]

CLIENT NAME	PROJECT NAME	ADDRESS	SHEET NAME
BUILDING PERMIT NO.			
Checker			
USE PERMIT NO.			
Approver			
PROJECT MANAGER			
Designer			
PROJ. NO.		C3135	
DATE		1/21/2019	
PROJECT STATUS			
DESIGN DEVELOPMENT			

AA6.2



202019 10 47:47 AM C:\Users\j\My Documents\My Documents - NC DGS Central - classes\NCES IV

EAST ELEVATION

SCALE	2
1" = 10'	

KEYED NOTES

- 601 STUCCO FINISH- TO BE PAINTED
602 STONE VENEER - REFER TO DETAILS AND SPECIFICATIONS FOR
603 ADDITIONAL INFORMATION
604 TYP. METAL DOOR AND FRAME
605 TYP. ALUMINUM DOOR/HOOD STOREFRONT SYSTEM
610 STANDING SEAM METAL ROOF



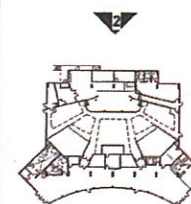
WWW.PLANETVSTUDIO.COM 7348 WHITE CREEK RD. CORONA, CA 92618

GENERAL NOTES

1. REFER TO BUILDING SECTIONS, WALLS SECTION, DOORS & WINDOW SCHEDULES, ROOF PLAN/TYPE, FOR ADDITIONAL DETAILS OF DOORS/ROOF.
2. FOR DOORS, WINDOW TYPES AND WINDOW/CEILING DETAILS REFERENCES SEE ARCHITECTURAL SCHEDULES.
3. MOST ADDRESSES IN A MANNER EASILY VISIBLE FROM THE DOMINANT STREET, FRONTING THE PROJECT. NEARLY ALWAYS SHALL BE A MINIMUM OF 1' TALL AND 10" WIDE, UNLESS OTHERWISE SPECIFIED.
4. MOST ADDRESSES IN A MANNER EASILY VISIBLE FROM THE DOMINANT STREET, FRONTING THE PROJECT. NEARLY ALWAYS SHALL BE A MINIMUM OF 1' TALL AND 10" WIDE, UNLESS OTHERWISE SPECIFIED.
5. PROVIDE A DEEP SCORED FOR STUCCO AT THE FOUNDATION/PLUMB LINE. MARKING SHALL BE MADE ABOVE THE EARTH OR 1' HIGHER ABOVE FINISH MARK. DEEP SCORED SHALL ALLOW TRAFFIC WHEELS TO BURN TO THE EXTERIOR WALL SURFACE. PROVIDE A DEEP SCORED ON THE FOUNDATION SETBACK. DRAWING SECTION 2512.12.
6. PROVIDE AN GRAB-BARS LOCATED 1/4" EXTERIOR WALLS AND DOORS AT 4' 0" ON CENTER.
7. FOR THE PURPOSE OF STORM WATER TREATMENT, ALL DOWNSPUTS SHALL BE CONNECTED TO THE STORM DRAINAGE SYSTEM AND DISCHARGED INTO EXISTING FILTRATION BASIN. SEE CIVIL PLANS FOR DETAILS.

[illegible]

KEY PLAN



NORTHEAST BIBLE CHURCH
WORSHIP CENTER
Garden Ridge, TX
NORTH & EAST ELEVATIONS

NORTH & EAST ELEVATIONS

CLIENT NAME: _____
PROJECT NAME: _____
ADDRESS: _____
SHEET NAME: _____

BUILDING PERMIT NO.

Checker
USE PERMIT NO.

Approver
PROJECT MANAGER

Designer

PROJ. NO. C31

DATE 1/21/20

PROJECT STATUS

DESIGN DEVELOPMENT

AAE 1

AA6.1

NORTH ELEVATION

SCALE	1
1" = 1'-0"	



City of Garden Ridge

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

MEMORANDUM

To: City Council

From: Marisa Spencer – Interim City Secretary

Date: March 1, 2019

Reference: Ordinance No. 24-032019

Council,

Additional edits, revisions, and comments were recently received for the Parks Ordinance No. 24-032019. We are still in the process of reviewing and incorporating these; therefore, you will be receiving another version of this Ordinance once that is complete. I expect to have the new version to everyone by the end of the day on Monday, March 4th, for your review and consideration of possible approval. Please let me know if you have any questions.

Respectfully,

Marisa Spencer
Interim City Secretary



City of Garden Ridge

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

To: City of Garden Ridge Council Members

From: Karen Ford
Human Resources Director

Attached are several pages of the Personnel Policy Manual that have had some minor changes, (highlighted in yellow), at the request of our Attorneys. Some are self-explanatory; however, a few require some additional explanation, see below.

The approval of these changes will be on the March 6th agenda. If you have any questions, comments, additions, or corrections please let me know prior to the meeting so we can get them addressed.

- Pg. 8 – The City needs to be careful about inhibiting the Interactive Process required by the ADA. This wording suggests a better open dialog process between the City and the Employee.
- Pg. 19 – Previous wording was too broad, lots of people have unnatural hair colors. It was recommended that we limit to unnatural hair colors such as pink, purple, blue, etc. Spiked hair was removed for the same reasons as discussed in the working meeting. We kept mohawk and added the "similar extreme hair styles".
- Pg. 20 – 5.3 Section title was changed to include "Alcohol" since the section discusses both Alcohol and Drugs.
- Pg. 21 - Added the reference to a new Appendix, Appendix P.
- Pg. 32 – The detail under 5.12.7 was eliminated in this section and reader is referred to Section 8, Investigations. Everything in 5.12.7 is stated in Section 8 so by removing we eliminate duplication in the policy.
- Pg. 47 – Our Attorney suggested we add "Non-uniformed" since this is a one-day event and not to be confused with our uniformed Employees who regularly work holidays.
- Pg. 108 - Our Attorney pointed out that we did not have an acknowledgement form for Drug and Alcohol Testing. Appendix P has been approved by our Attorney and added to the Personnel Policy Manual.

- C. Employees must have on file with Human Resources a signed and executed Public Access Option form. Absence of this form operates as consent to release the Employee's personal information in accordance with the law. See *Appendix B* of this Manual or obtain a copy from Human Resources.
- D. Employees must have on file with Human Resources a signed and executed Wage Deduction Authorization form. See *Appendix C* of this Manual or obtain a copy from Human Resources.
 - 1. Wage deductions for Employee-incurred obligations to the City may be deducted only after a notice of specific amounts owed has been presented to the Employee and any disputes over the amounts owed have been resolved.
 - 2. Employees must notify Human Resources in writing, within three (3) days of notice of debt to the City that the amounts owed are being disputed.
 - 3. Any disputes about proposed wage deductions authorized by this form shall be initially referred to the City Administrator. If the dispute cannot be resolved by the City Administrator, the matter shall be referred to the City Council, whose decision on the dispute shall be final.

1.4. DEPARTMENTAL POLICIES

- 1.4.1. **General.** Each Department Head, with the approval of the City Council, may develop and implement department policies, procedures, codes of conduct, practices, rules, and regulations which are separate from, or in addition to, the personnel policies contained within this Manual. All departmental policies and procedures may be more restrictive, but not less restrictive than this Manual. In the event of any conflict or incompatibility between departmental policies and this Manual, the more restrictive shall govern. Department Heads will review department policies and correct any inconsistencies, conflicts, or incompatible provisions with this Manual, and future amendments to this Manual.

Department manuals are not executable without City Council approval. Once approved, the Department Head will file a copy with Human Resources and distribute to all affected Employees. It is the responsibility of the issuing Department Head, or their designee, to distribute and enforce the department policy.

The procedure for reporting incidents of harassing behavior is not intended to impair, replace, or limit the right of any Employee to seek remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

2.3. RETALIATION

- 2.3.1. General.** The City strictly prohibits any form of retaliation against an Employee who in good faith makes a complaint, raises a concern, provides information, or otherwise assists in an investigation or proceeding. Further, the City encourages Employees to report any conduct that they reasonably believe to be in violation of the City's ordinances, policies, or applicable laws, rules or regulations. Refusal to participate in the investigation may result in corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action*.

This policy is designed to ensure that all Employees feel comfortable speaking up without fear of retaliation when they see or suspect illegal or unethical conduct. It is also intended to encourage all Employees to cooperate with the City in the internal investigation of any matter by providing honest, truthful, and complete information without fear of retaliation.

No Employee will be discharged, demoted, suspended, threatened, harassed, intimidated, coerced, or retaliated against in any manner as a result of making a good faith complaint or assisting in the investigation of a good faith complaint, implying the City's ordinances, policy, or an applicable law, rule or regulation has been violated. However, Employees who in good faith make a complaint or participate in an investigation or proceeding under this policy remain subject to the same standards of performance and conduct as other Employees.

Employees have an obligation to participate in good faith in any internal investigation of retaliation. The City prohibits Employees from being retaliated against even if their complaints are proven unfounded by an investigation. Disciplinary measures will be taken against an Employee who knowingly made a false allegation, provided false or misleading information in an investigation, or otherwise acted in bad faith. The City takes all complaints of retaliation very seriously. All such complaints will be reviewed promptly and, when appropriate, investigated.

- 2.3.2. Reporting.** If an Employee feels that they have been retaliated against or that any other violation of this policy has occurred, they should report it immediately to Departmental Management or Human Resources.

- B. Employees with qualifying disabilities may request reasonable accommodations to perform essential job functions. Employees seeking reasonable accommodations shall contact Human Resources to request accommodations. An ADA Request for Disability Accommodation form should be used, **but is not required**, when making a request. See *Appendix D* of this Manual or obtain a copy from Human Resources. The request shall say why the individual believes the accommodation is necessary, the expected duration of the requested accommodation, and what reasonable accommodation is sought.
- C. When an individual seeks accommodation, **and the request is not obvious to the City**, Human Resources will request written documentation from a Medical Professional; Federal, State or Local rehabilitation agency; or disability constituent organization that has knowledge of the Employee's condition.

Written documentation must include all the following:

1. Nature, severity, and duration of the impairment.
2. Activities limited by the impairment.
3. Extent to which the impairment limits the Employee's ability to perform assigned job duties.

If a review of the requested and supporting documentation is inconclusive, or it is determined that medical documentation is inadequate or otherwise problematic, Human Resources will inform the applicant as to why the documentation is unacceptable. After notification by Human Resources, the applicant **and the City will work together** to obtain additional supporting documentation. If, after this additional documentation has been submitted and the need for an accommodation is still not clearly established, the Employee may be asked to submit to a medical examination or see an appropriate medical professional designated and paid for by the City.

2.6. FAIR LABOR STANDARDS ACT

The City complies with the Fair Labor Standards Act (FLSA). The FLSA establishes minimum wage, overtime, record keeping, and child labor standards as applied to all Employees. The FLSA provides the option for compensatory time in lieu of overtime compensation for non-exempt Employees. Refer to *Section 6, Policy 6.4. Overtime and Compensatory Time* for additional information.

2.7. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

- 2.7.1. General.** The Health Insurance Portability and Accountability Act (HIPAA) requires the City to ensure that all medical information regarding an Employee is maintained in a confidential manner and protects health insurance coverage for Employees and their families when they change or lose their jobs. In compliance with this Act, the City maintains all medical information separate from all personnel files, provides Employees with notices regarding their rights to continued coverage, and ensures the City's health insurance providers comply with this Act. It is the policy of the City to limit the use or disclosure of protected health information (1) only as permitted or required by the Privacy Rule, as described in the Notice of Privacy Practices, or (2) as authorized in writing by the individual who is the subject of the information.

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- 2.7.2. Applicability.** This policy applies only to those administrative functions associated with health, dental, vision, prescription drug, and flexible spending account benefits provided by the City. This policy does not apply to the responsibilities of the carriers that provide the City's health, dental, vision, prescription drug, and flexible spending account benefit plans to comply with the Privacy Rule. Further, this policy does not apply to individually identifiable health information that is maintained by the City in its role as an employer. For example, this policy does not apply to information learned during pre-employment or drug testing, in processing Workers' Compensation, or in complying with the Family and Medical Leave Act. As such, the City designates itself as a "hybrid entity" under the provisions of the Privacy Rule, and this policy shall apply only to the health care components previously described.
- 2.7.3. Safeguards.** The City will maintain reasonable and appropriate administrative, technical, and physical safeguards to protect the privacy of protected health information. These safeguards reasonably prevent the intentional or unintentional use or disclosure of protected health information and limit incidental use and disclosure of protected health information. Human Resources is designated as the City's Privacy and Security Officer and therefore responsible for compliance with the HIPAA rules concerning the health care components.
- 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 complies with the Family and Medical Leave Act of 1993 (FMLA), which states all cities, as public entities are covered by FMLA regardless of the city's size. However, only Eligible Employees are entitled to FMLA.

Based on the qualifications listed below, none of the City's Employees are currently eligible for FMLA.

- 2.8.2. Eligible Employees.** An eligible Employee is one who:
- A. Works for a covered employer.
 - B. Has worked for the employer for at least 12 months.
 - C. Has at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave, and
 - D. Works at a location where the employer has at least 50 Employees within 75 miles.

5.2.3. Business Casual Dress Policy. Business casual dress allows the Employee to dress in a neat and professional manner which is less formal than business dress. Generally, Employees who work indoors or in an office are required to wear business casual dress. Department Heads are responsible for ensuring the business casual dress standard is adhered to in order to maintain acceptable dress and appearance.

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

5.2.4. Uniformed Dress Policy. Department Heads shall determine which positions must wear uniforms and will establish uniform standards for each position.

Non-sworn Employees who are assigned uniforms will be required to sign and comply with the City's Uniform Policy. See *Appendix E* of this Manual or obtain a copy from Human Resources.

Sworn Police Employees who are assigned uniforms will be required to sign and comply with the uniform procedures as directed and administered by the Police Department.

5.2.5. Grooming. Each Employee shall maintain a personal hygiene, grooming, and general appearance standard that is neat, clean, professional, and reflective of the City's standards and philosophy on professionalism. Such grooming standards prohibit overly casual clothing, distracting or extreme hairstyles, clothing or jewelry that does not present a professional appearance.

Examples include, but are not limited to:

- A. Unnatural hair colors (such as pink, purple, blue, etc.), mohawks and similar extreme hair styles.
- B. Visible body piercings with the exception of no more than three (3) piercings per ear and a single nose piercing with a stud no larger than .25 cm.
- C. Face and neck tattoos are prohibited, other tattoos must be covered at all times.
- D. Unkempt or unclean hair.
- E. Lack of personal hygiene.

Nothing in this policy shall prohibit a Department Head from restricting clothing or other personal grooming attributes that may create a safety hazard based on the Employee's job duties or does not project the professional image that is expected of an Employee representing the City.

With the approval of the City Administrator, a single day exemption may be granted for special activities.

5.2.6. City Logo Wear. An Employee shall refrain from wearing attire that displays the City's logo except when on duty, representing the City, or en route to or from such duty. While wearing the City's logo, Employees are prohibited from engaging in conduct or activity that by association discredits the City. Employees may wear informal apparel such as a t-shirt or ball cap, which displays the City logo while off-duty and not otherwise engaging in an activity that by association discredits the City or violates a City or department policy.

5.2.7. Enforcement and Compliance. It is the Employee's responsibility to follow the City's dress and grooming standards. Employees in violation of this policy may be sent home. Under such circumstances, non-exempt Employees will not be paid for the work time missed. Failure to follow the established standards may result in appropriate corrective action. Departmental Management is responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.

5.2.8. Return of Uniforms and Equipment upon Termination. City-owned uniforms and equipment which the Employee possesses must be returned in good condition before final pay will be authorized. The cost of lost, damaged, and unreturned City property will be deducted from the Employee's final paycheck in accordance with state and federal law.

5.3. ALCOHOL AND DRUG-FREE WORKPLACE

5.3.1. General. The City is committed to providing an alcohol and drug-free, healthy, productive, and safe workplace. Employees must report to work in appropriate mental and physical condition to perform their jobs in a satisfactory and safe manner.

5.3.2. Prohibition Against Alcohol and Illegal or Unauthorized Drugs. No Employee may use, possess, distribute, sell, or be under the influence of alcohol, inhalants, or illegal drugs while on duty. Duty includes conducting City-related business or other activities regardless of location and operating City-owned or leased equipment. This also includes drugs which are legally obtainable from the manufacturer but are not being used as prescribed or as intended by the manufacturer.

5.3.3. On-duty and Pre-duty Use. Reporting for or remaining on duty is prohibited under the following conditions:

- A. While having any detectable amount of an alcoholic beverage.
- B. While having an open container of an alcoholic beverage.
- C. Within eight (8) hours after consuming an alcoholic beverage.
- D. After the legal use of prescribed or over-the-counter drugs that impair an Employee's ability to perform the essential functions of their job.

5.3.4. Prohibited Drug Use. An Employee shall not report for duty or remain on duty when consuming or after the consumption of any controlled substance. An exception will be considered only when a licensed medical practitioner has explicitly stated the substance prescribed will not adversely affect the Employee's ability to safely operate a vehicle or equipment.

- 5.3.5. Permissive Use of Prescribed and Over-The-Counter Drugs.** The legal use of prescribed and over-the-counter drugs is permitted only if it does not impair an Employee's ability to effectively and safely perform the essential functions of their job. The use of the drug must not endanger the Employee, citizens, or other individuals in the workplace. Examples of impairment include, but are not limited to signs of: slurred speech, drowsiness, dizziness, or confusion.
- 5.3.6. Mandatory Disclosure by Employees.** Employees taking prescription or over-the-counter medication shall report such use to their Supervisor if there is a reasonable likelihood the medication will impair the Employee's ability to effectively and safely perform the essential functions of their job.
- 5.3.7. On-Call Employees.** Employees scheduled to be on-call are expected to be fit for duty upon reporting to work. Any Employee scheduled to be on-call, and who is called out, is governed by this policy. An Employee who is not scheduled to be on-call may nevertheless be called out. If this or any other situation occurs when the Employee called out is under the influence of alcohol or has a presence of drugs in their system, such that reporting to work would result in a violation of this policy, the Employee must so advise the appropriate Supervisor. The Employee will not be required to report to work.
- 5.3.8. Mandatory Reporting of Arrests and Convictions.** Employees must notify their Department Head, in writing, of any alcohol or drug-related charge and/or conviction. Written notification of being charged or released from confinement must be received within 24 hours of the incident or prior to the Employee's next shift, whichever is earliest.
- 5.3.9. Off-Duty Conduct.** If an Employee's off-duty use of or involvement with drugs or alcohol is damaging to the City's reputation or business, is inconsistent with the Employee's job duties, or adversely affects the Employee's job, the City may take corrective action. Refer to *Section 9, Policy 9.1.3. – Types of Corrective Action.*

5.4. DRUG AND ALCOHOL TESTING

- 5.4.1. Types of Tests.** Testing may include one or more of the following: urine, hair, blood, or other generally-accepted testing procedure. *See Appendix P or obtain a copy from Human Resources.*
- 5.4.2. Testing of Applicants.** All applicants to whom a conditional offer of employment has been made will be required to submit to testing for alcohol and illegal or unauthorized drugs. A positive test result, refusal to test, or attempts to alter or tamper with a sample or any other part of the test will render the applicant ineligible for consideration of employment or future employment with the City.
- 5.4.3. Testing of Employees.** Employees may be tested for alcohol and drugs for the following:
- A. After any City vehicle crash or equipment accident, with or without injury.
 - B. In the connection with any required treatment or rehabilitation.
 - C. When reasonable suspicion exists. For purposes of this policy, reasonable suspicion is a belief based on articulable observations.

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- B. The Employee's complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, the date and time of the incident, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etc.).
- C. An Employee wishing to file a complaint should do so within two (2) business days of the occurrence or discovery of the occurrence. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived discrimination.
- D. Any Supervisor who receives a formal or informal complaint must notify Human Resources immediately upon receipt. If Human Resources is not available, the Supervisor should go to the City Administrator.
- E. Human Resources, or their designee, shall immediately notify the City Administrator of all complaints of prohibited conduct reported pursuant to this policy.

5.12.7. Investigation Process. All reports of prohibited conduct will be investigated promptly, in as confidential a manner as possible. ~~Refer to Section 8, Investigations. The investigation will normally be coordinated by Human Resources unless the City Administrator or Mayor direct otherwise. All Employees are required to cooperate with the investigation. Human Resources, or their designee, shall promptly investigate all complaints and reports of prohibited conduct. Refer to Section 8, Policy 8.8 – Investigations.~~

~~Human Resources or their designee, shall interview the complainant, the Employee against whom the complaint is filed, and all other persons having any information on the matter. Employees may be placed on administrative leave pending the outcome of the investigation. Any Employee who fails to cooperate in an investigation will be subject to corrective action. Refer to Section 9, Policy 9.1.3. – Types of Corrective Action.~~

5.12.8. Retaliation. Retaliation against an Employee who in good faith makes a charge, or reports prohibited conduct, or who assists in a complaint investigation is prohibited. Acts of retaliation must be reported immediately as set out above.

5.12.9. Responsive Action. The City takes violations of this policy very seriously and will act promptly to stop prohibited conduct. Employees who violate this policy will be subject to corrective action. Employees who intentionally make false or exaggerated claims are also subject to corrective action. Refer to Section 9, Policy 9.1.3. – Types of Corrective Action.

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Commented [F1]: Suggested to remove this part of section 5.12.7 and refer to Section 8, Investigations. Everything here is stated in Section 8 so eliminating avoids duplication.

It shall be the responsibility of the City Administrator, or Mayor, to propose a rescheduling of any designated holidays to accommodate City activities.

7.3.2. Independence Day. **Non-uniformed** City Employees may be required to work on Independence Day. Staffing requirements on Independence Day change from year to year. Employees are advised to check with their Supervisor prior to making any arrangements.

7.3.3. Floating Holiday. With prior supervisory approval, a Floating holiday can be used to replace the Employee's regularly scheduled shift at the Employee's discretion.

- A. Floating holiday will be used in full shift increments and are paid at an Employee's regular rate of pay.
- B. No Floating holiday will be granted to any Employees during December.
- C. Floating holidays expire at the end of November each calendar year and shall not be carried forward.
- D. Unused Floating holidays are not paid upon termination from the City and shall not be used during a notice of termination of employment period.

7.3.4. Holidays on Weekends. When a holiday falls on a Saturday, the City will observe the holiday the Friday prior to the holiday. When a holiday falls on a Sunday, the City will observe the holiday on the Monday following the holiday.

7.3.5. Holiday Pay. Observed holiday pay, consisting of one eight (8) hour shift per holiday, shall be paid at the qualifying Employee's regular rate of pay in the payroll period following the holiday, regardless of whether the Employee in fact works on the recognized holiday. Note that holiday pay hours do not count as "time worked" for purposes of calculation of the City's FLSA overtime obligations, if any.

An Employee shall not receive pay for a holiday if he or she is absent without approved leave either the day before or the day following a City holiday. An Employee who is absent without approved leave, on a holiday which the Employee is scheduled to work, will not receive holiday pay.

An official holiday occurring while PTO or compensatory time is being taken will be reflected as a holiday on the payroll and not be deducted from any leave balance.

Non-exempt Employees who work on a City holiday will receive their regular rate of pay for actual hours worked in addition to the holiday pay.

Exempt Employees who work on a designated City holiday for a City sponsored event, will receive an added alternate holiday to be used at another time of the Employee's choice. The alternate holiday will expire at the end of November each calendar year. Alternate holidays shall not be carried forward and shall be forfeited upon termination.

**APPENDIX P.
DRUG AND ALCOHOL TESTING CONSENT**

In accordance with the City's Personnel Policy Manual, *Section 5.3. – Alcohol and Drug-Free Workplace*, I hereby agree to submit to a drug and/or alcohol test and to furnish for analysis a sample of my urine, breath, hair, blood, or other generally-accepted testing method. I understand that if I fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to allow the City's physician to send any specimens collected to a laboratory for a screening test for the presence of any substances prohibited under the policy. I further authorize the testing facility or laboratory to release any and all documentation relating to such test to the City and/or any governmental entity involved in any legal proceeding or investigation connected with the test. Finally, I authorize the City to disclose any documentation relating to such test to any governmental entity involved in any legal proceeding or investigation connected with the test.

I understand that only duly-authorized City Employees and agents will have access to information furnished or obtained in connection with the test. Employees with access to results will maintain and protect the confidentiality of such information to the greatest extent possible. Information will be shared only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless the City, its physician, and any testing laboratory the City might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing. This includes, but not limited to, loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a City or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless the City, its physician, and any testing laboratory the City might use, for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of the City's policy and the procedures as explained in this acknowledgement form.

I understand that if and when I am involved in an on-the-job accident or injury under circumstances that suggest possible involvement or influence of drugs or alcohol in the accident or injury event, the City will require a drug screen and/or alcohol test, and I agree to submit to any such test.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy they will be answered. Refer to *Section 5.3. - Alcohol and Drug-Free Workplace* of the Personnel Policy Manual.

Employee's Printed Name

Employee's Signature

Date

VERSION 26 - Feb. 25, 2019

City of Garden Ridge
Personnel Policy Manual 2019

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City of Garden Ridge

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

To: City of Garden Ridge Council Members

From: Human Resource Director

With the implementation of the new Employee Personnel Manual, we are requesting an addition to the FY 2019 budget for funding of the Short- and Long-Term Disability Insurance Benefit. If approved, this benefit will become effective as of 3/15/19 and will be offered to all Full-Time Employees of the City. The annual cost for Short- and Long-Term Disability Insurance will be \$205 and \$285 respectively per Employee. These rates will be in effect for 2 years.

The additional expense requested is 6.5 months of premiums and is distributed as follows:

Insurance	General Fund	Water Company	Total
Short-Term	\$2,648	\$683	\$3,331
Long-Term	\$3,682	\$949	\$4,631
Total	\$6,330	\$1,632	\$7,963

The City will be contracting with MetLife, who currently provides the City with Life & AD&D Insurance, to administer the disability benefits.

Future Agenda Items

City Council

April 3, 2019

Regular Meeting

14 days before Meeting	(03/20/19)	City Council and Staff items are due.
9 days before Meeting	(03/25/19)	City Administrator and Mayor review agenda. Mayor sets the agenda. City Attorney is sent agenda.
7 days before Meeting	(03/27/19)	Post agenda on bulletin board. City Council receives packet (allowing a day and half for corrections/request additional information be added)
5 days before Meeting	(03/29/19)	Post agenda packet to City Website.
Meeting Day	(04/03/19)	Mayor and City Administrator meet with Department Heads Wednesday @ 10 a.m.

City Council = Red

Impact Fee Committee = Pink

Quarry Commission = Purple

Planning & Zoning = Green

Water Commission = Blue

Wildlife Management Advisory Commission = Brown

City Holiday = Orange

Municipal Court = Gray

Early Voting = Yellow

- 8am-5pm: 4/22, 4/29, & 4/30
- 8am-4pm: 4/23 & 4/25
- 7am-7pm: 4/24 & 4/26

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

Proclamations/Awards/Recognitions

- Child Abuse Prevention Awareness Month

Consent Agenda

1. Minutes
2. Financial Report

Reports

1. Staff Reports (Admin, Police Department, Public Works, Water, Library)
2. CIP Engineer Projects Status Reports
3. City Commission and Committee Reports/Recommendations/Possible Actions
 - a. Planning and Zoning Commission
 - b. Quarry Commission
 - c. Water Commission
 - d. Wildlife Management Advisory Commission
 - e. Parks Committee Activities/Project Updates
 - f. Volunteer Garden Ridge!

Ordinances/Resolutions/Discussions/Approvals/Authorizations

Updates:

1. City Administrator Projects
2. Mayor's Projects
3. City Council Projects

Future Agenda Items

1. Date of Canvass for May 4, 2019 General Election

Executive Session

May 1, 2019

Regular Meeting

14 days before Meeting	(04/17/19)	City Council and Staff items are due
9 days before Meeting	(04/22/19)	City Administrator and Mayor review agenda. Mayor sets the agenda. City Attorney is sent the agenda.
7 days before Meeting	(04/24/19)	Post agenda on bulletin board. City Council receives packet (allowing a day and half for corrections/request additional information to be added)
5 days before Meeting	(04/26/19)	Post Agenda Packet to City Website.
Meeting Day	(05/01/19)	Mayor and City Administrator meet with Department Heads Wednesday @ 10 a.m.

City Council = Red
 Impact Fee Committee = Pink
 Quarry Commission = Purple
 Planning & Zoning = Green
 Water Commission = Blue
 Wildlife Management Advisory Commission = Brown
 City Holiday = Orange
 Election Day (7am-7pm) = Yellow
 Municipal Court = Gray

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

Proclamations/Awards/Recognitions

Consent Agenda

1. Minutes
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1. Staff Reports (Admin, Police Department, Public Works, Water, Library)
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 - d. Wildlife Management Advisory Commission
 - e. Parks Committee Activities/Project Updates
 - f. *Volunteer Garden Ridge!*

Ordinances/Resolutions/Discussions/Approvals/Authorizations

Updates:

1. City Administrator Projects
2. Mayor's Projects
3. City Council Projects

Future Agenda Items

Executive Session

PENDING FUTURE AGENDA ITEMS

1. Update on City-funded monument for Paul Davis Park (Bower)
2. 2/2/16 Discussion of issues surrounding Bat Cave Road will be placed on future Council agenda...
McCaw
3. Ordinance 54-Water Leak Adjustments/Water Rate Study.... *Mayor*
4. Discussion on Annexation (waiting until MLUP goes in effect)..... *McCaw*
5. Ethic Ordinance ... *8-30-17 City Council motion*
6. Website and Social Media Policy
7. Structure definition (part of subdivision changes)...*Bower*
8. Drones.....*McCaw*
9. External lighting*Erickson*
10. Purchasing Policy....*Cain*
11. City Seal and Logo Ordinance...*Cain*
12. Building and Plumbing Ordinance...*Lenz*
13. Expansion of Garden Ridge boundaries and controlling growth... *Erickson with the Mayor*

Items for further discussion before adding to list

State of City..... *Cain*