



City of Garden Ridge

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

AGENDA CITY COUNCIL REGULAR MEETING WEDNESDAY, AUGUST 7, 2019, 6:00 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, August 7, 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 by August 4, 2019, before 6:00 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 note from Barbara Davis to Sgt. Osborn and Citizen's Patrol.
- b) Thank you note from Susan Wright to Linda Crosland, Garden Ridge Library.

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 must follow these guidelines:

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

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

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:
 1. June 24, 2019 City Council Special Meeting
 2. July 2, 2019 City Council Regular Meeting
 3. July 11, 2019 City Council Special Meeting

- b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – June 30, 2019.

7. Staff Reports

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

- a) 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.
- b) Police Department Monthly Activity Report
 - Traffic Enforcement, criminal activity within City, and Code Compliance Enforcement.
- c) 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.
- d) 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).
- e) Library Monthly Activity Report
 - Upcoming events.

8. City Engineer Projects Status Reports

- a) FM 2252 TxDOT Project
- b) FM 2252 Sewer and Water Project
- c) Drainage:
 - 1. Bindseil Lane
 - 2. Sumac Circle
- d) Naco Loop Waterline

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

- a) Planning and Zoning Commission Recommendations and Possible Action:
 - 1. Receive recommendation to waive the requirement in Ordinance No. 210-022018, Section V. Termination A. Three (3) consecutive absences or four (4) total absences in a twelve (12) month period for Commissioner Diaz.
 - 1.1. Take action on recommendation.
 - 2. Receive monthly activity update as applicable.
- b) Quarry Commission Recommendations and Possible Action:
 - 1. Receive monthly activity update as applicable.
- c) Water Commission Recommendations and Possible Action:
 - 1. Receive recommendation from Water Commission regarding Water Leak Adjustments Policy and Procedures.
 - 1.1. Take action on recommendation.
 - 2. Receive monthly activity update as applicable.
- d) Wildlife Management Advisory Commission Recommendations and Possible Action:
 - 1. Receive monthly activity update as applicable.

- e) Garden Ridge Parks Committee:
 - 1. Status of new park areas.
 - 2. Receive monthly activity update as applicable.
- f) *Volunteer Garden Ridge!*
 - 1. Receive monthly activity update as applicable.

10. Approvals/Authorizations

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

- a) Take action on Ordinance No. 54-082019 An Ordinance adopting a Comprehensive Water Company for the City of Garden Ridge; providing definitions; statement of organization; establishing a Water Commission; general policies; regulations and rules; rates and billing cycles; providing for a penalty; providing for severability; and declaring an effective date.
- b) Take action on Ordinance No. 220-082019 An Ordinance of the City Council of the City of Garden Ridge, Texas, repealing Ordinance No. 189-022016, passed and approved February 3, 2016, continuing the suspension of the authority granted to the water department, water operations manager and the water commission to grant an adjustment to a water bill for a leak or other excess water usage; providing for severability; providing for an effective date.
- c) Proposed Fiscal Year 2020 Budgets for the City of Garden Ridge General Fund, Water Company and Maintenance Fund, Interest and Sinking Fund, and Capital Improvement Fund.
 - 1. Presentation of budgets.
 - 2. Hold a public hearing to receive comments.
 - 3. Adoption of Fiscal Year 2020 Budgets:
 - 3.1. Resolution 451-082019 A Resolution of the City of Garden Ridge, Texas, approving Fiscal Year 2020 Budget for the City of Garden Ridge General Fund for the period of October 1, 2019, through September 30, 2020.
 - 3.2. Resolution 452-082019 A Resolution of the City of Garden Ridge, Texas, approving Fiscal Year 2020 Budget for the City of Garden Ridge Water Company and Maintenance Fund for the period of October 1, 2019, through September 30, 2020.
 - 3.3. Resolution 453-082019 A Resolution of the City of Garden Ridge, Texas, approving Fiscal Year 2020 Budget for the City of Garden Ridge Interest and Sinking Fund for the period of October 1, 2019, through September 30, 2020.
 - 3.4. Resolution 454-082019 A Resolution of the City of Garden Ridge, Texas, approving Fiscal Year 2020 Budget for the City of Garden Ridge Capital Improvement Fund for the period of October 1, 2019, through September 30, 2020.
- d) 2019 Tax Rate.
 - 1. Review the 2019 Effective and Rollback Tax Rate Calculations and Tax Rate adoption process.
 - 2. Propose to adopt a tax rate of \$0.321106 for the 2019 tax year after compliance with all requirements related to the adoption of the proposed tax rate.
 - 3. Announce date, time, and place of:
 - 3.1. First public hearing on proposed 2019 Property Tax Rate (Tuesday, August 20, 2019, 6:00 p.m., City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas).
 - 3.2. Second public hearing on proposed 2019 Property Tax Rate (Monday, August 26, 2019, 6:00 p.m., City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas).
 - 3.3. Adoption of the 2019 Property Tax Rate (Wednesday, September 4, 2019, 6:00 p.m., City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas).

- e) Comal Appraisal District Board of Directors Election.
- f) Comal County Emergency Services District #6 Strategic Planning Committee.
 - 1. Take action on appointing Jim Bower to the Comal County Emergency Services District #6 Strategic Planning Committee as the representative for the City of Garden Ridge.

11. Updates

- a) City Administrator Reports.
 - 1. Update on CIP projects.
 - 2. Update on Oak Wilt in the City of Garden Ridge.
 - 3. Update on implementation status of Ordinance No. 34-072019.
 - 4. Update on MS4 Stormwater Management Program and Notice of Intent.
 - 5. Update on TML Training for Supervisors.
 - 6. 16th Annual Hog Wild Local Government Seminar Debrief.
- b) Mayor's Projects.
 - 1. Communication Report.
 - 2. Citizen Contact Report.
 - 3. New Resident Package.
 - 4. Volunteer Appreciation Day.
 - 5. City Facility Update.
 - 5.1. Audio/Visual Upgrades and Streaming.
 - 6. Ordinance Revision Process.
 - 7. TxDOT Coordination.
 - 8. GRES Traffic Flow and FM 3009 Safety.
- c) City Council Projects.
 - 1. Design on Water Tanks at Well Site 9 and 10 (McCaw).
 - 2. Design on Retainer Wall of City Hall (McCaw).
 - 3. Garden Ridge Farmers Market (Swint).
 - 4. Traffic Flow in the City of Garden Ridge (Lantzy).
 - 5. Update on Vulcan Construction Materials, LLC Project (Arvidson).
 - 6. Monitoring Wells in the City of Garden Ridge (Arvidson).

12. Discussion of Future Agenda Items

13. Citizen Comment Period – limited to 20 minutes total **See “Rules for Citizen’s Participation” under Item 5.**

14. Reports and Comments from Mayor and City Councilmembers

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

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

15. 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 deliberating the purchase, lease, exchange, or value of real property and regarding related negotiations for City building projects, and utility projects.
 2. To seek legal advice regarding requirements for Comal County Emergency Services and authority to contract for such services through an interlocal agreement.

16. Business Items

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

17. Adjournment

AGENDA NOTICES:

Decorum Required:

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

Action by Council Authorized:

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

Executive Sessions Authorized:

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

Attendance By Other Elected or Appointed Officials:

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

This is to certify that I, Marisa Spencer, posted this Agenda at 3:00 p.m. on August 2, 2019, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Marisa Spencer
City Secretary



GARDEN RIDGE POLICE DEPARTMENT

9400 MUNICIPAL PARKWAY · GARDEN RIDGE, TX 78266

OFFICE: (210) 651-6441 · FAX: (210) 651-1639

To: Chief Eberhardt
From: Sergeant Osborn
Date: 07/08/2019
Reference: Thank you note

Chief,

On 07/03/2019 shortly after 1700 hours, patrol officers received a telephone call from Citizen's Patrol personnel. They were on patrol and reported a residential water line break at 8811 Cherokee Path. This residence was on their out of town list and when checked, a water line break with water shooting up out of the ground was found. I notified the Water Department and they shut the water off to the residence.

I received a very nice thank you note today from the resident. I feel the kudos in this matter belong to the Citizen's Patrol. I appreciate everything these volunteers do for our community and department. They are an appreciated and wonderful asset to us all.


Sergeant Keith Osborn #104

...IN PURSUIT OF EXCELLENCE

Dear Sgt. Osborn,

July 5, 2017

Can you imagine our panic when a neighbor said in a text to us that water was spurting up in our front yard about 1 gallon a minute! (We are an eleven hours drive from Garden Ridge.)

Thanks to you, we can sleep tonight. I can't say enough good things about your police department.
Thanks again!

Barbara Davis

To: City Administrator <administrator@ci.garden-ridge.tx.us>

Subject: FW: The Latest Library News for You

May I forward this brag note for council meeting? We get little emails from time to time, so I thought it might be good to let others know. It's from Susan Wright whose email shows her as Sam. (husband is Wes).

Thanks!
~Linda

Linda Crosland

Library Director

Garden Ridge Library

library@ci.garden-ridge.tx.us

210-651-6570



"A library is proof that you can never have too much of a good thing."

From: Sam W

Sent: Monday, July 15, 2019 12:31 PM

To: Library <library@ci.garden-ridge.tx.us>

Subject: Re: The Latest Library News for You

Linda, this "Latest Library News For You" is loaded with great activities. I love seeing things like "American Girls is Full" also! What a difference our library makes, and that really means what a difference you make😊. Thank you for all you do.

On Sun, Jul 14, 2019 at 5:05 PM Garden Ridge Library <library@ci.garden-ridge.tx.us> wrote:



Garden Ridge Library News

July 15-20



City of Garden Ridge

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

MINUTES CITY COUNCIL SPECIAL MEETING MONDAY, JUNE 24, 2019, 2:00 P.M.

Councilmembers Present:

Mayor Larry Thompson
Mayor Pro-Tem John McCaw
Councilmember Lisa Swint
Councilmember Bryan Lantzy
Councilmember Kay Bower
Councilmember Todd Arvidson

Councilmembers Absent:

None

City Staff Present:

Nancy Cain, City Administrator
Marisa Spencer, City Secretary
Ron Eberhardt, Police Chief
Jacob Parsons, Water Manager
Steven Steinmetz, Public Works Director
Karen Ford, Finance/HR
Linda Crosland, Librarian

City Commissioners in Attendance:

Ken Kneupper, Wildlife Management Advisory Commissioner

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, June 24, 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 and the Texas Pledge.

4. Citizen Comment Period – limited to 30 minutes total

Ken Kneupper, 8891 Schoenthal Road, thanked City Council and staff for providing storm damage debris dumpsters. He also thanked the Police Department for providing extra patrols during and after recent storms.

5. Business Items

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

- a) Employee benefits for fiscal year 2020 and authorization for City Administrator to negotiate contracts with Texas Municipal League IEBP.**

- 1. Take action on employee benefits and authorization.**

Mayor Thompson spoke regarding the Annual TML Medical Cost Projections for FY2020. He stated the only increase is the 9% increase in healthcare that the City provides to each employee.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Lantzy, to approve employee benefits for fiscal year 2020 and authorize the City Administrator to negotiate contracts with Texas Municipal League IEBP. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

b) FY2019 Budget Amendment #1 for the City of Garden Ridge.

1. General Fund

i. Resolution 447-062019 approving 2019 Budget Amendment #1 for the City of Garden Ridge General Fund for the period of October 1, 2018 through September 30, 2019.

Mayor Thompson reviewed the 2019 Budget Amendment #1 for the City of Garden Ridge General Fund for the period of October 1, 2018, through September 30, 2019. Department Heads answered and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Bower, to approve Resolution 447-062019 approving 2019 Budget Amendment #1 for the City of Garden Ridge General Fund for the period of October 1, 2018, through September 30, 2019. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

2. Water Fund

i. Resolution 448-062019 approving 2019 Budget Amendment #1 for the City of Garden Ridge Water Company Operation and Maintenance Fund for the period of October 1, 2018 through September 30, 2019.

Mayor Thompson reviewed the 2019 Budget Amendment #1 for the City of Garden Ridge Water Company Operation and Maintenance Fund for the period of October 1, 2018, through September 30, 2019. Department Heads answered and addressed questions from Councilmembers.

Motion: A motion was made by Mayor Pro-Tem McCaw, seconded by Councilmember Swint, to approve Resolution 448-062019 approving 2019 Budget Amendment #1 for the City of Garden Ridge Water Company Operation and Maintenance Fund for the period of October 1, 2018, through September 30, 2019. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

3. Interest & Sinking Fund

i. Resolution 449-062019 approving 2019 Budget Amendment #1 for the City of Garden Ridge Interest & Sinking Fund for the period of October 1, 2018 through September 30, 2019.

Mayor Thompson reviewed the 2019 Budget Amendment #1 for the City of Garden Ridge Interest & Sinking Fund for the period of October 1, 2018, through September 30, 2019. Department Heads answered and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Arvidson, seconded by Mayor Pro-Tem McCaw, to approve Resolution 449-062019 approving 2019 Budget Amendment #1 for the City of Garden Ridge Interest & Sinking Fund for the period of October 1, 2018, through September 30, 2019. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

4. Capital Improvement Fund

i. Resolution 450-062019 approving 2019 Budget Amendment #1 for the City of Garden Ridge Capital Improvement Fund for the period of October 1, 2018 through September 30, 2019.

Mayor Thompson reviewed the 2019 Budget Amendment #1 for the City of Garden Ridge Capital Improvement Fund for the period of October 1, 2018, through September 30, 2019. Department Heads answered and addressed questions from Councilmembers.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Lantzy, to approve Resolution 450-062019 approving 2019 Budget Amendment #1 for the City of Garden Ridge Capital Improvement Fund for the period of October 1, 2018, through September 30, 2019. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

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

Mayor Thompson reviewed the fiscal year 2020 budget and 2019 tax rate adoption process and schedule.

6. Citizen Comment Period – limited to 20 minutes total

Ken Kneupper, 8891 Schoenthal Road, spoke regarding upgrades to Paul Davis Park.

7. Adjournment

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Arvidson, to adjourn. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Monday, June 24, 2019, City Council special meeting was adjourned at 3:10 p.m. by Mayor Thompson.

Larry Thompson
Mayor

ATTEST

Marisa Spencer
City Secretary

**SIGN IN TO SPEAK AT THE JUNE 24, 2019
CITY COUNCIL SPECIAL MEETING
CITIZEN COMMENT PERIOD**

Rules for Citizens' Participation:

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- 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. KEN KNEPPER	8841 SCHWENTHAL RD.	CITY'S STORM RESPONSE.
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



City of Garden Ridge

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

MINUTES CITY COUNCIL REGULAR MEETING TUESDAY, JULY 2, 2019, 6:00 P.M.

Councilmembers Present:

Mayor Larry Thompson
Mayor Pro-Tem John McCaw
Councilmember Lisa Swint
Councilmember Bryan Lantzy
Councilmember Todd Arvidson
Councilmember Kay Bower

Councilmembers Absent:

None

City Staff Present:

Nancy Cain, City Administrator
Marisa Spencer, City Secretary
Kat Balbi, Utility Clerk
Sarah Griffin, City Attorney (present until 7:53 p.m. through all items in 10. Approvals/Authorizations)
Cynthia Trevino, City Attorney (arrived at 7:46 p.m. during item b) in 10. Approvals/Authorizations)
Ron Eberhardt, Police Chief
Jacob Parsons, Water Manager
Steven Steinmetz, Public Works Director
Karen Ford, Finance/HR
Linda Crosland, Librarian

City Commission Representatives Present:

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

Other City Commissioners in Attendance:

David Dauer, Planning and Zoning Commissioner
Kerim Jacaman, Planning and Zoning Commissioner
Jesse Valdez, Planning and Zoning Commissioner/Water Commissioner
Joseph Haltaman, Water Commissioner
Keven Harshbarger, Water Commissioner
Ken Kneupper, Wildlife Management Advisory Commissioner
Paul Sullivan, Wildlife Management Advisory 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 Tuesday, July 2, 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 and the Texas Pledge.

4. City/Employee Recognitions/Employee Introductions

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

- a) **Thank you from Hanson Aggregates – Servtex Quarry on behalf of the Randolph Area Christian Assistance Program (RACAP) to the City of Garden Ridge for participating in the 2019 Food Drive.**

Nancy Cain, City Administrator, stated a thank you was received from Hanson Aggregates – Servtex Quarry on behalf of the Randolph Area Christian Assistance Program (RACAP) to the City of Garden Ridge for participating in the 2019 Food Drive.

- b) **Thank you from Councilmember Bower to Sgt. Dennis, the Garden Ridge Police Department, the Garden Ridge Citizens Police Academy Alumni Association, and the City of Garden Ridge for offering the Active Shooter Emergency Care Course (A.S.E.C.C.).**

Nancy Cain, City Administrator, stated a thank you was received from Councilmember Bower to Sgt. Dennis, the Garden Ridge Police Department, the Garden Ridge Citizens Police Academy Alumni Association, and the City of Garden Ridge for offering the Active Shooter Emergency Care Course (A.S.E.C.C.).

5. Citizen Comment Period – limited to 30 minutes total

Mayor Thompson reviewed the rules for Citizen Comment Period.

Ramona Banfield, 8911 Ponderosa Way, spoke regarding the history of the City of Garden Ridge.

Julie Farrar, 9001 Ponderosa Way, spoke regarding the history of the City of Garden Ridge.

Martha Stipp, 21007 Cedar Branch, spoke regarding Ordinance No. 55.

Ken Kneupper, 8891 Schoenthal Road, spoke regarding Ordinance No. 55.

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:

1. June 5, 2019 City Council Regular Meeting

b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – May 31, 2019.

c) 2020 Comal Appraisal District Budget.

d) Ordinance No. 54-072019 An Ordinance adopting Comprehensive Water Ordinance number 54-072019 for the City of Garden Ridge, Texas, and repealing Ordinance 54-042017 adopted April 5, 2017; providing revised section 25, rates and fees, 25.2 basic water rates for single family residences, a., b., c., meters inside city limits, and meters outside city limits; providing definitions; statement of organization; general policies; regulations and rules; rates and billing cycles; providing for a penalty; providing for severability; and declaring an effective date.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Arvidson, to approve the Consent Agenda items 6. a) – d). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

7. Staff Reports

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

a) 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 she had nothing to add to her monthly activity report.

Mayor Thompson thanked City Administrator Nancy Cain, City Secretary Marisa Spencer, and Councilmember Bower for their efforts in the City seal on the wall in the Council Chambers.

b) Police Department Monthly Activity Report

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

Ron Eberhardt, Police Chief, reviewed the police department monthly activity report and stated the first responder's pancake breakfast brought in over \$1,500 to be donated to the Children's Advocacy Center of Comal County.

c) 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 public works monthly activity report.

Mayor Thompson spoke regarding the storm damage debris cleanup efforts by the Public Works and Water Departments. The City Council thanked the Public Works and Water Department for taking immediate action and helping the citizens of Garden Ridge.

d) 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).

Jacob Parsons, Water Manager, reviewed the water department monthly activity report.

e) Library Monthly Activity Report

- Upcoming events.

Linda Crosland, Librarian, reviewed upcoming events at the Garden Ridge Library. She spoke regarding the Code Club and thanked the Garden Ridge Lions Club for their donation to begin the Code Club.

Mayor Thompson thanked Librarian Linda Crosland and the Garden Ridge Library for their creativity and innovation with all the programs they offer. Mayor Thompson also thanked all City of Garden Ridge staff for being instrumental in preparing for the 4th of July Event.

8. City Engineer Projects Status Reports

a) CIP Project for 2015

1. Update on Warranty Items

b) FM 2252 Sewer and Water Project

c) Drainage:

1. Bindseil Lane

2. Sumac Circle

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

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

a) Planning and Zoning Commission Recommendations and Possible Action:

1. Planning and Zoning Commission Place 3 Vacancy.

1.1. Receive recommendation for the appointment of Kerim Jacaman to fill the vacancy with term expiring September 30, 2020.

Chair Dr. Miller stated the Commission interviewed two candidates and recommends the appointment of Kerim Jacaman to fill the Planning and Zoning Commission Place 3 vacancy with term expiring September 30, 2020.

1.2. Take action on recommendation.

Motion: A motion was made by Mayor Pro-Tem McCaw, seconded by Councilmember Bower, to approve the Planning and Zoning Commission's recommendation and appoint Kerim Jacaman to the Planning and Zoning

Commission Place 3 with term expiring September 30, 2020. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

2. Receive monthly activity update as applicable.

Chair Dr. Miller provided City Council with an update on the topics discussed at the Commission's June meetings. He spoke regarding the City Attorney's presentation on temporary signs, Ordinance No. 210, Ordinance No. 55, and the Draft Zoning Ordinance.

The City Council discussed forming a strategic steering committee that consists of two Councilmembers and two Commissioners to create a timeline and plan for implementation of the Zoning Ordinance. Mayor Pro-Tem McCaw and Councilmember Lantzy stated they would be the two representatives from the City Council.

b) Quarry Commission Recommendations and Possible Action:

1. Receive monthly activity update as applicable.

Councilmember Lantzy provided City Council with an update on the items discussed at the Quarry Commission special meeting in June.

c) Water Commission Recommendations and Possible Action:

1. Request for water bill adjustment/credit for 9742 Trophy Oaks Drive for billing period of March 21, 2019 – April 22, 2019.

1.1. Receive information from Water Commission.

Chair Heier stated the resident did not attend the Water Commission meeting and after reviewing the documentation, the Water Commission did not find any reasons to recommend a water bill adjustment/credit.

1.2. Take action on request for water bill adjustment/credit for 9742 Trophy Oaks Drive.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Swint, to deny the request for water bill adjustment for 9742 Trophy Oaks Drive for billing period of March 21, 2019 – April 22, 2019. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

2. Request for water bill adjustment/credit for 21375 Gunther Grove for billing period of April 22, 2019 – May 23, 2019.

2.1. Receive information from Water Commission.

Chair Heier stated the Water Commission reviewed the data, spoke with the resident, and found that the water usage was attributed to the irrigation system usage. Jacob Parsons, Water Manager, stated he also spoke with the resident and agrees with the Water Commission's findings.

2.2. Take action on recommendation.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Bower, to deny the request for water bill adjustment for 21375 Gunther Grove for billing period of April 22, 2019 – May 23, 2019. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

3. Receive monthly activity update as applicable.

Chair Heier provided City Council with an update on the topics discussed at the Water Commission's June meeting. He spoke regarding Ordinance No. 54, creating a leak adjustment process and document, water leases, and educational opportunities.

Councilmember Arvidson stated he was interested in finding out more information regarding monitoring wells in the City of Garden Ridge and would report his findings to City Council.

d) Wildlife Management Advisory Commission Recommendations and Possible Action:

1. Wildlife Management Advisory Commission Place 7 Vacancy.

1.1. Receive recommendation for the appointment of Mark Ecton to fill the vacancy with term expiring September 30, 2020.

Chair Segovia stated the Commission interviewed Mr. Ecton and voted to recommend him to fill the vacancy; however, that evening he sent an email stating he no longer wished to join the Commission. Mayor Thompson stated he reached out to Mr. Ecton to verify his rescinding of interest in the Commission.

1.2. Take action on recommendation.

No action taken.

2. Receive monthly activity update as applicable.

Chair Segovia provided City Council with an update on the topics discussed at the Commission's June meeting. She spoke regarding the Wildlife Management Plan and upcoming educational sessions.

e) Garden Ridge Parks Committee:

1. Status of new park areas.

Shelby Trial, Parks Committee Chair, spoke regarding Park Lane Park. He thanked Linda Potts for her 4th of July decorating at Park Lane Park and encouraged everyone to visit the park.

2. Receive monthly activity update as applicable.

Shelby Trial, Parks Committee Chair, spoke regarding work in Paul Davis Park. He stated Pavilion 3 is complete, the basketball court is near complete, and progress is continuing on the reclaimed area. He stated the Parks Committee is working on preparing for the 4th of July Event. He stated a flyer is available at the table in the Council Chambers, was included with the June water bill, and posted on the City's website.

Mayor Thompson thanked Shelby Trial and the Parks Committee.

f) Volunteer Garden Ridge!

1. Receive monthly activity update as applicable.

Nancy Cain, City Administrator, stated *Volunteer Garden Ridge!* reported 294 hours for June. Mayor Thompson spoke regarding looking for someone to administer and expand this program.

10. Approvals/Authorizations

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

a) Letter of Agreement with Johnny's Wrecker Service to extend the term of current contract for a 90-day period to allow the City of Garden Ridge to conduct the bidding process for wrecker service contract.

1. Take action on Letter of Agreement.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Arvidson, to approve a Letter of Agreement with Johnny's Wrecker Service to extend the term of current contract for a 90-day period to allow the City of Garden Ridge to conduct the bidding process for wrecker service contract. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

b) Ordinance No. 34-072019 An Ordinance of the City of Garden Ridge, Texas, prohibiting blasting within the City limits; providing for partial exemption permit; establishing regulations pertaining to blasting; establishing criminal and civil penalties for violations; providing that this Ordinance shall be cumulative; providing for severability; including a repealer clause; and declaring an effective date.

1. Take action on Ordinance No. 34-072019.

Motion: A motion was made by Mayor Pro-Tem McCaw, seconded by Councilmember Arvidson, to approve Ordinance No. 34-072019 An Ordinance of the City of Garden Ridge, Texas, prohibiting blasting within the City limits; providing for partial exemption permit; establishing regulations pertaining to blasting; establishing criminal and civil penalties for violations; providing that this Ordinance shall be cumulative; providing for severability; including a repealer clause; and declaring an effective date. During the discussion of the motion, Councilmember Lantzy stated he would like blasting limits to remain the same and discussed having an executive session for him to provide more information to City Council. Mayor Thompson expressed concern whether this information was applicable for an executive session and spoke regarding the reasons for such.

Mayor Pro-Tem McCaw spoke regarding the need to put this in place, stating the ordinance could be amended in the future if needed. Mayor Thompson asked for a roll call vote.

Mayor Pro-Tem McCaw – aye
Councilmember Swint – aye
Councilmember Lantzy – nay
Councilmember Arvidson – aye
Councilmember Bower – aye

The motion passed by a vote of 4-1.

- c) Ordinance No. 22-072019 An Ordinance regulating traffic on streets, roads, and highways within the City of Garden Ridge by establishing stop sign locations and placement of traffic control devices; establishing prima facie speed limits and placement of traffic control devices; establishing through truck traffic regulations and placement of traffic control devices; establishing no parking zones; and regulating and requiring permits for certain assemblages and processions, providing for a fine not to exceed five hundred dollars (\$500.00) for each violation concerning assemblages and processions.**

1. Take action on Ordinance No. 22-072019.

Mayor Thompson reminded City Council about the request for additional stop signs that was brought forth by a citizen to Councilmember Lantzy and discussed by the City Council during the June meeting. He stated this Ordinance represents the additional stop signs and their location.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Swint, to approve Ordinance No. 22-072019 An Ordinance regulating traffic on streets, roads, and highways within the City of Garden Ridge by establishing stop sign locations and placement of traffic control devices; establishing prima facie speed limits and placement of traffic control devices; establishing through truck traffic regulations and placement of traffic control devices; establishing no parking zones; and regulating and requiring permits for certain assemblages and processions, providing for a fine not to exceed five hundred dollars (\$500.00) for each violation concerning assemblages and processions. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

11. Updates

a) City Administrator Reports.

1. Update on CIP projects.

Nancy Cain, City Administrator, spoke regarding the remaining 2015 CIP funds.

2. Update on Paul Davis Park fencing.

Nancy Cain, City Administrator, stated the fencing at Paul Davis Park is predominantly complete with only minor finishing touches remaining.

3. Update on signs in the City of Garden Ridge.

Nancy Cain, City Administrator, stated City Council was provided with an attorney/client privileged document regarding the questions raised by Councilmember Lantzy at the June City Council meeting. Councilmember Lantzy stated this answered his questions.

4. Update on inquiries from June 5, 2019, City Council Regular Meeting regarding drainage issues related to The Park at Garden Ridge Subdivision.

Mayor Thompson stated these inquiries arose during the June 5, 2019, public hearing for the Special Use Permit submitted by Northeast Bible Church. Mayor Thompson and Nancy Cain, City Administrator, reviewed the document containing the inquiries as well as answers to each inquiry.

5. Update on Oak Wilt in the City of Garden Ridge.

Mayor Thompson spoke regarding efforts to increase public awareness and vigilance about Oak Wilt. Nancy Cain, City Administrator, stated mitigation and prevention efforts have been effective and there are no new cases of Oak Wilt in the City of Garden Ridge.

6. Update on City use of password management system.

Marisa Spencer, City Secretary, stated implementation training sessions will be scheduled in order to help everyone set up accounts as well as provide training on how to use the many features. Mayor Thompson spoke regarding the benefits, reasoning, and various features of using a password management system, adding this is an effective tool to provide staff in order to protect the City.

b) Mayor's Projects.

1. Communication Report.

Mayor Thompson spoke regarding the efforts in helping citizens after the recent storm and thanked the office staff as well as public works staff.

Mayor Thompson spoke regarding the increased calls and messages pertaining to solicitors in the City of Garden Ridge and encouraged everyone to continue being aware of solicitors and to notify dispatch immediately.

2. Citizen Contact Report.

Mayor Thompson spoke regarding two citizen emails he received and responded to regarding the new fence at Paul Davis Park.

3. City Facility Update.

3.1. Audio/Visual Upgrades and Streaming.

Marisa Spencer, City Secretary, spoke regarding the cost and implementation timeline for the software provider that provides the function of indexing meetings to the agenda. Mayor Thompson thanked City Secretary Marisa Spencer for her continued work on this project.

4. Ordinance Revision Process.

Mayor Thompson stated the Zoning and Subdivision Ordinance is currently in the revision process by the Planning and Zoning Commission and the Water Commission is currently reviewing the Water Ordinance.

5. TxDOT Coordination.

Mayor Thompson stated he has been working with Senator Campbell's office and they have contacted TxDOT. He stated they are waiting to hear back from TxDOT about conducting a traffic study.

6. GRES Traffic Flow and FM 3009 Safety.

Mayor Thompson stated he does not have new updates at this time, but these items are still pending.

c) City Council Projects.

1. Design on Water Tanks at Well Site 9 and 10 (McCaw).

2. Design on Retainer Wall of City Hall (McCaw).

Mayor Pro-Tem McCaw stated he has a meeting tomorrow with an individual to discuss the various options.

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

Councilmember Arvidson spoke regarding the contested case hearings that lasted about two days.

12. Discussion of Future Agenda Items

Councilmember Bower requested to add the park monument back to the agenda.

Councilmember Arvidson requested to add well monitoring.

Councilmember Lantzy requested to discuss traffic flow.

Councilmember Swint requested to add the Garden Ridge Farmers' Market back to the agenda.

Mayor Pro-Tem McCaw requested to discuss potential ordinances regarding drones, small cells, and dark sky.

Councilmember Bower requested to add a Hog Wild Local Government Seminar debrief.

13. Citizen Comment Period – limited to 20 minutes total

Dr. Miller, 9910 Marie Meadow, thanked the City for providing the storm damage debris dumpsters and stated he would be interested in knowing an overall cost amount including staff time.

14. Reports and Comments from Mayor and City Councilmembers

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

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

15. 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 deliberating the purchase, lease, exchange, or value of real property and regarding related negotiations for City building projects, and utility projects.**
- 2. To seek legal advice regarding legal liability for potential claims related to drainage in The Park at Garden Ridge Subdivision.**
- 3. To seek legal advice regarding requirements for Comal County Emergency Services and authority to contract for such services through an interlocal agreement.**
- 4. To seek legal advice in connection with pending or contemplated litigation based on demand letter regarding enforcement of City's Solicitation Ordinance.**

Mayor Thompson spoke regarding the purpose and use of Executive Sessions, reminding everyone that action cannot take place in Executive Sessions. Mayor Thompson announced the City Council will recess at 8:37 p.m. and reconvene into Executive Session at 8:50 p.m., in accordance with Texas Government Code Sections 551.071, to consult with the attorney on the four (4) items stated above.

Mayor Thompson adjourned the Executive Session and reconvened back into Regular Session at 10:20 p.m.

16. Business Items

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

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

17. Adjournment

Motion: A motion was made by Councilmember Swint, seconded by Councilmember Lantzy, to adjourn. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, July 2, 2019, City Council regular meeting was adjourned at 10:21 p.m. by Mayor Thompson.

Larry Thompson
Mayor

ATTEST

Marisa Spencer
City Secretary

**SIGN IN TO SPEAK AT THE JULY 2, 2019
CITY COUNCIL REGULAR MEETING
CITIZEN COMMENT PERIOD**

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/business item period
 - 1. You are required to sign up to speak and you are limited to one 3-minute period.
 - ii. Second citizen comment period
 - 1. You are not required to sign up and you are limited to one 2-minute period.
 - iii. State your name and address before your comments begin.
 - iv. 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. ✓ Ramon Banfield	8911 Ponderosa Way	Name a Park after Harold Miller developer of Garden Ridge
2. ✓ Julie Farrar	9001 Ponderosa Way SA 78266	" "
3. ✓ Martha Stipp	21007 Cedar Branch	Ordinance 55
4. ✓ KEN KNEPPER	9981 SCHWENTHAL RD.	ORDINANCE 55
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

LAST 2 rows
✓

July 2, 2019, City Council Regular Meeting 2nd Citizen Comment Period

	NAME	ADDRESS	SUBJECT
1.	Jim Miller	9910 MARIE MEADOW	Bleach Dumpsters
2.			
3.			
4.			
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City of Garden Ridge

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

MINUTES CITY COUNCIL SPECIAL MEETING THURSDAY, JULY 11, 2019, 6:00 P.M.

Councilmembers Present:

Mayor Larry Thompson
Mayor Pro-Tem John McCaw
Councilmember Lisa Swint
Councilmember Bryan Lantzy
Councilmember Kay Bower

Councilmembers Absent:

Councilmember Todd Arvidson

City Staff Present:

Nancy Cain, City Administrator
Marisa Spencer, City Secretary
Karen Ford, Finance/HR
Ron Eberhardt, Police Chief
Jacob Parsons, Water Manager
Steven Steinmetz, Public Works Director
Linda Crosland, Librarian

1. Call to Order

With a quorum of the City Council members present, Mayor Thompson called the special meeting of the Garden Ridge City Council to order at 6:00 p.m. on Thursday, July 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 and the Texas Pledge.

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) Proposed FY2020 Budget for the City of Garden Ridge.**
 - 1. General Fund**
 - 2. Water Fund**
 - 3. Interest & Sinking Fund**
 - 4. Capital Improvement Fund**

Mayor Thompson reviewed a presentation regarding the FY2020 budget proposals (see attached).

The City Council reviewed the proposed FY2020 budgets for the General Fund, Water Fund, Interest & Sinking Fund, and Capital Improvement Fund with Department Heads.

b) File the proposed FY2020 Budget with the City Secretary.

Motion: A motion was made by Councilmember Lantzy, seconded by Mayor Pro-Tem McCaw, to file the proposed FY2020 Budgets with the City Secretary. The City Council voted four (4) and none (0) opposed. The motion carried unanimously.

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

Mayor Thompson reviewed the Budget and Tax Rate adoption process and schedule.

- Wednesday, August 7th at 6:00 p.m. (City Council regular meeting) – FY2020 Budget Public Hearing/Budget Adoption and Propose 2019 Tax Rate
- Tuesday, August 20th at 6:00 p.m. (City Council special meeting) – 1st Public Hearing on the 2019 Tax Rate
- Monday, August 26th at 6:00 p.m. (City Council special meeting) – 2nd Public Hearing on the 2019 Tax Rate
- Wednesday, September 4th at 6:00 p.m. (City Council regular meeting) – 2019 Tax Rate Adoption

The City Council thanked Mayor Thompson and staff for their hard work put into the budget process.

6. Citizen Comment Period – limited to 20 minutes total

No one wished to speak.

7. Adjournment

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Swint, to adjourn. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously. There being no further business, the Thursday, July 11, 2019, City Council special meeting was adjourned at 8:25 p.m. by Mayor Thompson.

Larry Thompson
Mayor

ATTEST

Marisa Spencer
City Secretary



City of Garden Ridge

FY 2020 Budget Proposals

General Fund
Water Fund
Interest and Sinking Fund
Capital Improvement Fund

1



Session Overview

- Budget Big Picture
- 2019 Budget
 - Successes and in-process
- 2020 Budget
 - New and continuing
- Specific Budget Reviews

First, the schedule...

2

 July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Council Regular Meeting at 6p m	3	4 July 4th Parade City Holiday	5 Arvidson out	6 Arvidson out
7 Arvidson out	8 Arvidson out Quarry at 6pm	9 Arvidson out P&Z at 6pm	10 Arvidson out	11 Arvidson out Council Special Budget Meeting at 6pm	12 Arvidson out	13 Arvidson out
14 Arvidson out	15 Arvidson out WMAC	16 Mayor out Arvidson out	17 Mayor out Arvidson out	18 Mayor out Arvidson out P&Z at 6pm	19 Mayor out Arvidson out	20 Mayor out
21 Mayor out	22 Mayor out	• 2nd Budget Worksession (if needed) • Budget filed with City Secretary if not filed July 11		25 Swint out Council Special Budget Meeting at 1pm (if needed) Municipal Court at 6pm	26 Swint out Hogwild Conference	27
28	29	30 Water at 6pm	31			

3

 August 2019					
Sun	Mon	Tue	Wed	Thu	Fri
				1	2
4	5	6	7 Council Regular Meeting at 6p m	• Budget Public Hearing (if Budget filed on July 11) • Budget Adoption (if Budget Public Hearing held at this mtg) • Propose 2019 Tax Rate	
11	12	13 P&Z at 6pm	14	15 Swint out P&Z at 6pm	16 Swint out
18	19	20 Council Special Tax Rate Meeting at 6pm	21	• Budget Public Hearing (if Budget filed on July 25) • Budget Adoption (if Budget Public Hearing held at this mtg) • 1st Tax Rate Public Hearing	
	26 Council Special Tax Rate Meeting at 6pm	27 Water at 6pm	28	29 Municipal Court at 6pm	30
25					31

4



September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day City Holiday	3	4 Council Regular Meeting at 6pm	5	6	7
8	9 Quarry at 6pm	10 P&Z at 6pm	11	12 Bower out	13 Bower out	14 Bower out
15 Bower out	16 Bower out WMAC at 6pm	17 Bower out	18 Bower out	19 P&Z at 6pm	20	21
22	23	24 Water at 6pm	25	26 Municipal Court at 6pm	27	28
29	30					

** Adopt 2019 Tax Rate*

5



City Budget Big Picture¹

- Substantial & significant progress with 2019 budget
 - 2019 Amendment deliberately payed some expenses forward
- 2020 budget builds on those successes
- Personnel expenses increasing again this year
 - Pay
 - 3% increase to cover Cost of Living (*tbd*) and Performance Program Bonus
 - Benefits
 - Increased: Med (9%), Life (8%), Vision (7%), W. Comp (5%), SUI (1%)
 - Decreased: Retirement (.33%)

6



City Budget Big Picture ₂

- Reserves
 - 9.1 months for General Fund (9.1 in 2019, 10.6 in 2018)
 - 11.8 months for Water Fund (12.8 in 2019, 12.3 in 2018)
- Debt
 - Total Debt \$12.7M is healthy and relatively low at 1.79% of Appraised Value
 - Bond Market Raters accept $\leq 5\%$
 - Municipalities constitutionally limited to $\leq 10\%$
- Conservative philosophy is the bedrock of our budget

7



General Fund Big Picture

- General Fund balanced to near zero (\$328 surplus)
- Assumptions
 - City growth with estimated 3% tax revenue growth
 - Revenue & expenditures remained flat (vs. amended budget)
- All departmental budgets increased except Admin & PW
 - PD: 6.2%, Library: 5.5%, C & E Center: .4%, Court: .3%,
 - PW: -10.9%, Admin: -1.4%,
- All departmental requests fully funded +

8



Water Fund Big Picture

- Water Fund balanced to near zero (+ \$394 surplus)
- Assumptions
 - Overall revenue increase of 6.7%
 - Water sales increase of 5%
 - Additional revenue of \$38.4K (from base rate increase)
- Water budget increased 9.1%
 - Largest increase in Personnel Services: 17.1%
 - Debt service up 27.6%, due to no I&S surplus to reduce 2020 payment
- Water Department requests fully funded +

9



2019 Budget Successes¹

- Personnel
 - City-wide policy approved and implemented
 - "Bench strength" improved
 - Staff succession plan with Deputies for PW & Water in place and working
 - Assistant City Secretary position in place
 - Staff / Commissions received more training & professional development
- Citizen Communications & Gov. Transparency significantly enhanced
 - Video & audio system in City Hall (Council & Conference rooms, Foyer)
 - Live streaming, online video accessibility, hearing impaired assistance
- Water Company on sustainable path
 - Fully-loaded business, new leadership, an engaged Water Commission
 - Rate study complete and new rates effective Aug 2019

10



2019 Budget Successes₂

- Library staffing, equip, activities boosted
- Community & Event Center facility and processes enhanced
 - Blue Bonnet Room fully renovated
 - Counters replaced, LED lighting installed, sound system improved
- Parks activities budget in place
 - Park lands expanded and facilities significantly enhanced
- Studies and Analyses accomplished
 - Water Rate Study complete (Water Markets)
 - CIP Long Range Plan complete (Trihydro)
 - Waste Water Feasibility Study complete (Pegasus)
 - Transportation Master Plan complete and ready for next steps (Trihydro)

11



2019 Budget - Still Working

- Personnel
 - Admin Cross-training to attain "bench-strength" in all reception functions
 - Working/learning evaluations and incentive system
- Studies and Analyses
 - Transportation Master Plan – ready for Impact Fee Committee and Public Hearing
 - Zoning (F&N) and Water Ordinances
- Old City Hall complex
 - Roof replacement
- CIP Closeout
 - Drainage projects
 - Community and Event Center cupolas
 - Parks equipment and landscaping
- Field Force (Workflow) Management

~

12



New/Continuing for 2020 ₁

- Personnel
 - Augment front office with PT, non-benefits employee
 - Increase training
 - Leadership and Professional
- Security
 - Cameras in PD Park
 - Camera systems integration
- Field Force (Workflow) Management
 - Joint Admin, Public Works, Water Team

13



New/Continuing for 2020 ₂

- Municipal Separate Storm Sewer System (MS4)
- FM 2252 Sewer System
 - Budgeting and funding plan
 - Incorporate into Water Utility
- Ordinances
- Plats / permits / variance recordkeeping
- E-Government transition
- Emergency Management

14



Individual Budget Reviews

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

15



Next steps...

- Council review and change as necessary
 - Staff makes requisite modifications
 - Council presents Budgets to City Secretary
 - Council presents Budgets to City in Public Hearing
-
- Council approves Budgets...

16

 July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Council Regular Meeting at 6pm	3	4 July 4th Parade City Holiday	5 Arvidson out	6 Arvidson out
7 Arvidson out	8 Arvidson out Quarry at 6pm	9 Arvidson out P&Z at 6pm	10 Arvidson out	11 Arvidson out Council Special Budget Meeting at 6pm	12 Arvidson out	13 Arvidson out
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17

 August 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
4	5	6	7 Council Regular Meeting at 6pm	8 • Budget Public Hearing (if Budget filed on July 11) • Budget Adoption (if Budget Public Hearing held at this mtg) • Propose 2019 Tax Rate	9	10
11	12	13 P&Z at 6pm	14	15 Swint out P&Z at 6pm	16 Swint out	17
18	19 WMAC at 6pm	20 Council Special Tax Rate Meeting at 6pm	21 • Budget Public Hearing (if Budget filed on July 25) • Budget Adoption (if budget Public Hearing held at this mtg) • 1st Tax Rate Public Hearing	22 Municipal Court at 6pm	23	24
25	26 Council Special Tax Rate Meeting at 6pm	27 • 2nd Tax Rate Public Hearing Water at 6pm	28	29	30	31

18



September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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8	9 Quarry at 6pm	10 P&Z at 6pm	11	12 Bower out	13 Bower out	14 Bower out
15 Bower out	16 Bower out WMAC at 6pm	17 Bower out	18 Bower out	19 P&Z at 6pm	20	21
22	23	24 Water at 6pm	25	26 Municipal Court at 6pm	27	28
29	30					

** Adopt 2019 Tax Rate*

19



City of Garden Ridge

FY 2020 Budget Proposals

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

20

CITY OF GARDEN RIDGE
MONTHLY ACCOUNT BALANCES & INTEREST RATES
PERIOD ENDED AS OF 06/30/2019

CITY FUNDS	BALANCE	CURRENT INTEREST RATE
GF OPERATING ACCOUNT	\$ 120,712.18	0.00%
GF MONEY MARKET	268,567.32	1.87%
PEG CAPITAL FEES	36,764.71	1.87%
TEXPOOL INVESTMENTS	2,463,406.29	2.3812%
2009 I&S	2,516.75	1.86%
2012 I&S	49,369.27	1.87%
2012 REFI	21,888.62	1.87%
2015 I&S	62,265.52	1.87%
TEXPOOL WATER IMPACT FEES	168,008.35	2.3812%
TEXPOOL STREET IMPACT FEES	58,144.54	2.3812%
CONSTRUCTION BOND	137,110.51	1.87%
TEXPOOL WATER RIGHTS	5,120.82	2.3812%
TEXPOOL 2015 CIP PROJECT	54,226.28	2.3812%
2015 CIP PROJECT	28,108.04	1.87%
ASSET/FORFEITURE - STATE	97.95	0.18%
ASSET/FORFEITURE - FED	238,510.75	1.87%
TOTAL CITY FUNDS	\$ 3,714,817.90	

WATER FUNDS	BALANCE	CURRENT INTEREST RATE
TEXPOOL WATER INVEST	\$ 1,078,268.82	2.3812%
WATER SURCHARGE	145,629.55	1.87%
OPERATING ACCOUNT	289,573.78	1.87%
TOTAL WATER FUNDS	\$ 1,513,472.15	
 TOTAL ALL ACCOUNTS	 \$ 5,228,290.05	

CITY OF GARDEN RIDGE
CASH & INVESTMENTS STATEMENT
PERIOD ENDED AS OF 06/30/2019

GENERAL FUND	BALANCE
GF Operational Checking	\$ 120,712.18
GF Money Market	268,567.32
TexPool Investments	2,463,406.29
Restricted Amounts	(212,472.57)
TOTAL General Fund Balance	\$ 2,640,213.22

WATER FUND	BALANCE
Operational Checking	\$ 289,573.78
TexPool Water Invest	1,078,268.82
Restricted Amounts	(126,011.27)
TOTAL Water Fund Balance	\$ 1,241,831.33

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES
CURRENT AND YEAR TO DATE AS OF 06/30/2019

GENERAL FUND	Jun-19	YTD	FY 2019 AMENDED BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 76,051.36	\$ 2,524,965.84	\$ 2,943,609.00	85.8%	\$ 418,643.16
EXPENDITURES					
ADMINISTRATION	50,858.55	558,313.22	856,624.00	65.2%	298,310.78
COURT	4,722.94	57,297.22	85,324.00	67.2%	28,026.78
POLICE	97,367.04	872,964.84	1,250,936.00	69.8%	377,971.16
PUBLIC FACILITIES	36,845.04	350,200.77	666,493.00	52.5%	316,292.23
COMMUNITY CENTER	4,992.43	44,974.96	61,050.00	73.7%	16,075.04
LIBRARY	7,619.99	63,731.94	100,315.00	63.5%	36,583.06
FUND CHANGES/XFER	-	-	-	0.0%	-
TOTAL EXPENDITURES	202,405.99	1,947,482.95	3,020,742.00	64.5%	1,073,259.05
REVENUE +/- EXPENDITURES	\$ (126,354.63)	\$ 577,482.89	\$ (77,133.00)		\$ (654,615.89)

WATER FUND	Jun-19	YTD	FY 2019 AMENDED BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 144,332.33	\$ 832,702.19	\$ 1,670,244.00	49.9%	\$ 837,541.81
EXPENDITURES	63,654.58	685,898.04	1,191,782.00	57.6%	505,883.96
REVENUE +/- EXPENDITURES	80,677.75	146,804.15	478,462.00		331,657.85
BALANCE SHEET PMTS					
BOND PRINCIPLE PMTS	-	370,219.01	419,700.00		49,480.99
AUTO LEASE PMT	-	22,618.94	22,620.00		1.06
NET POSITION	\$ -	\$ 392,837.95	\$ 442,320.00		\$ 49,482.05

CITY OF GARDEN RIDGE
STATEMENT OF ACTIVITIES - COMMUNITY CENTER
PERIOD ENDED AS OF 05/31/2019

REVENUES	YTD
RENTALS	\$ 31,735.00
DEPOSITS	12,175.00
CLEAN-UP FEES	1,500.00
DEPOSITS REFUNDED	(11,575.00)
DONATIONS	-
TOTAL REVENUES	<u>33,835.00</u>

EXPENDITURES	
PAYROLL/TAXES/RETIREMENT	1,561.61
MANAGER FEES	12,548.50
COMPUTER/INTERNET	940.87
TELEPHONE	423.00
UTILITIES	7,041.92
MAINTENANCE	5,698.06
SUPPLIES	758.88
CLEANING	4,055.15
EQUIPMENT	371.97
MARKETING	-
DONATION EXPENDITURES	-
FACILITY ENHANCEMENTS	-
TOTAL EXPENDITURES	<u>33,399.96</u>

NET POSITION	<u><u>\$ 435.04</u></u>
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Management's Discussion and Analysis of Results of Operations – June 2019

GENERAL FUND

Cash

The June 30th Unrestricted Fund Balance is \$2,640.2k.

Revenue

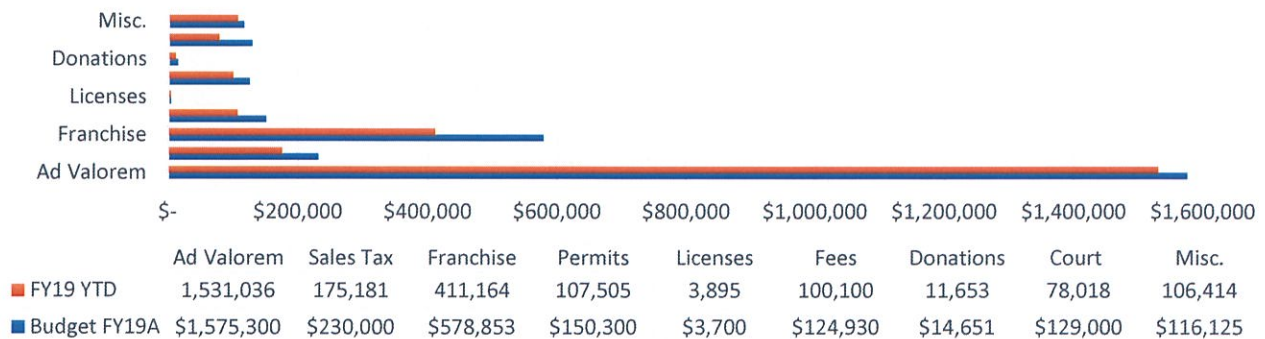
Ad Valorem Tax collections for June total \$6k bringing the YTD collections to \$1,508.5k or 95.8% of the \$1,575.3k budgeted. Collections for Delinquent Ad Valorem Tax totals \$15.3k, exceeding the FY19A budget by \$0.3k.

YTD Sales Tax collections total \$175.2k or 76.2% of the budgeted \$230k. Comparatively, FY18 YTD collections were \$133.5k.

Building Permits YTD are currently at 70.9% or \$105k of the \$148k budgeted. That's a decrease of 11.5% over the same period last year.

YTD revenue for Trash Collections exceed the previous year by 12.2%. Collections total \$61k vs \$54.3k for the same period of the prior year.

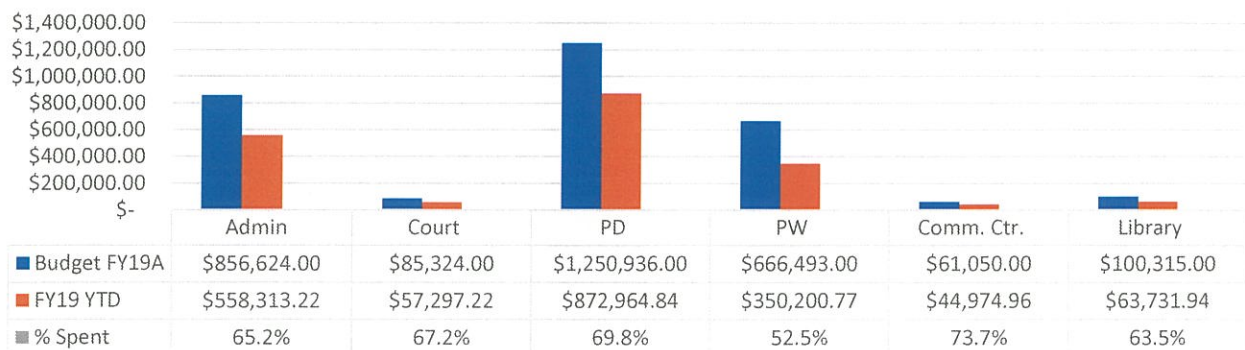
General Fund Revenue - Actual YTD to FY19A Budget



Expenditures

All departments are operating within the FY19A budget.

General Fund Expenditures - Actual YTD to FY19A Budget



WATER FUND

Meters

Current meters for June 2019 total 1636 vs 1612 for June 2018.

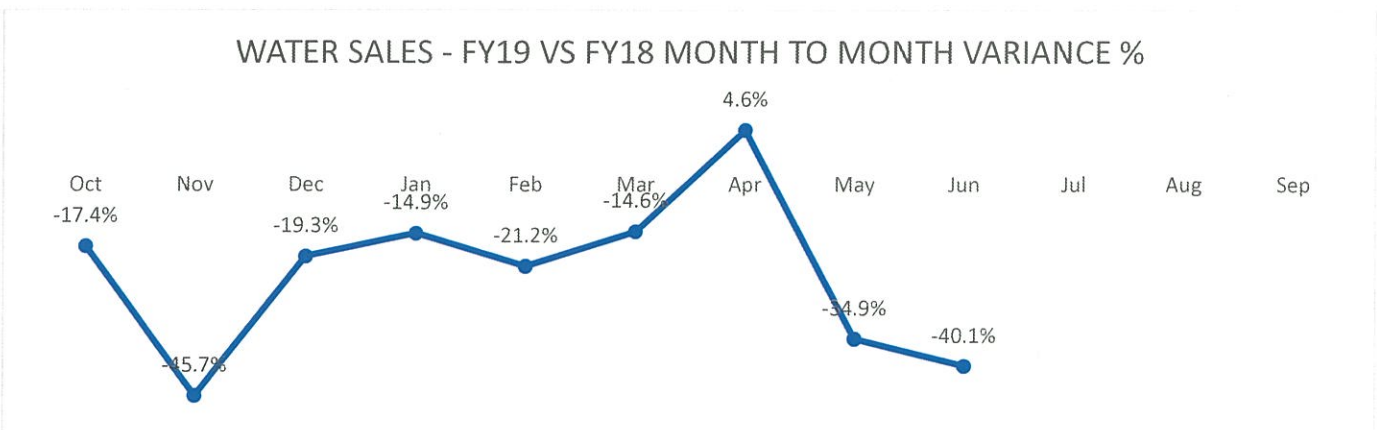
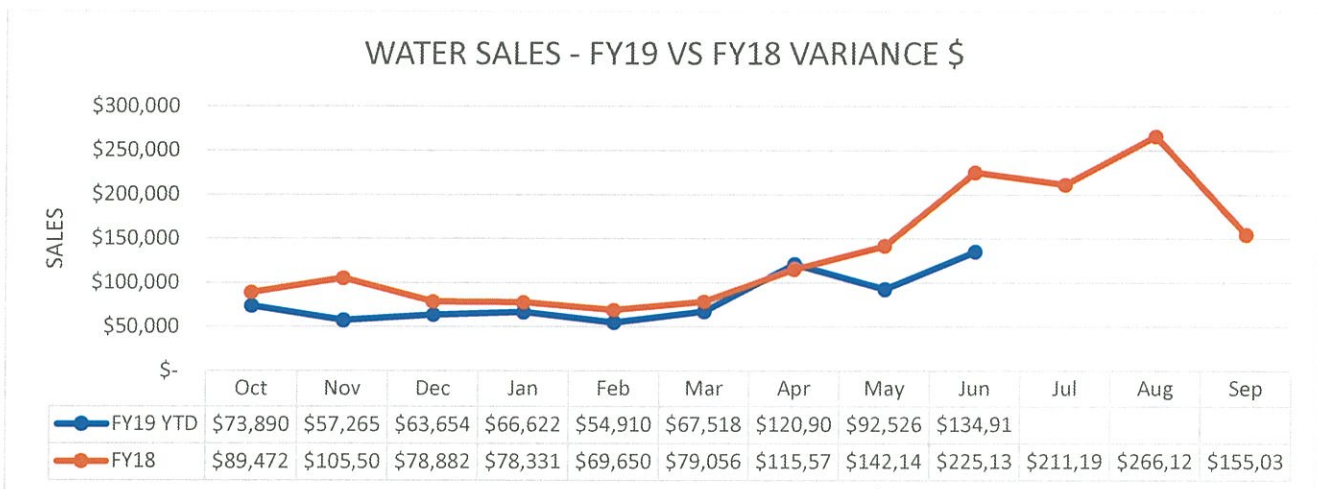
Cash

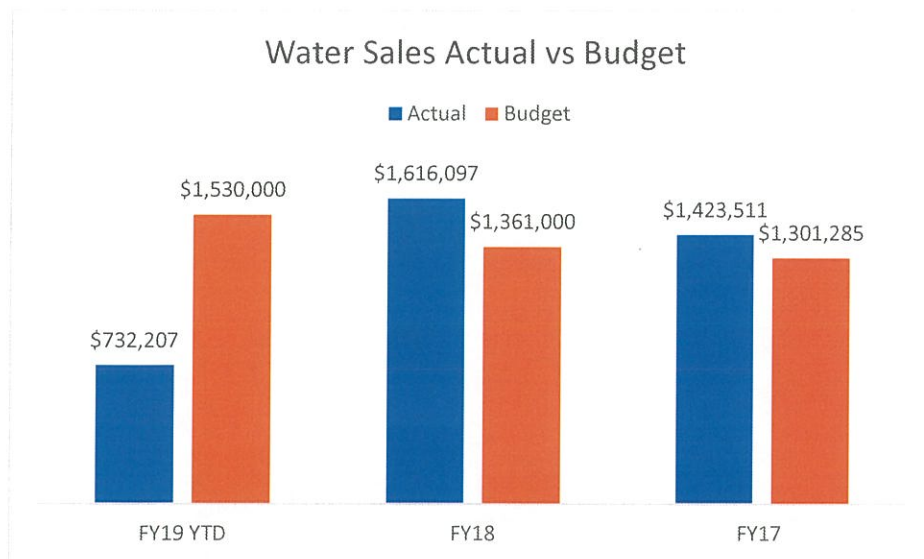
The June 30th Unrestricted Fund Balance is \$1,241.8k.

Revenue

YTD Total Revenue was \$832.7k vs the previous year at \$1,078k, that's a 22.8% decrease YOY. Total Revenue is at 49.9% of the FY19A budget.

Water sales YTD total \$732.2k or 47.9% of the \$1,530k FY19A budget, compared to \$983.7k or 72.3% of the FY18 budget. Water Sales are currently 25.6% lower than the previous year. YTD gallons sold total 152.152k for FY19 vs 215,296k for FY18. Lower sales are attributed to weather.

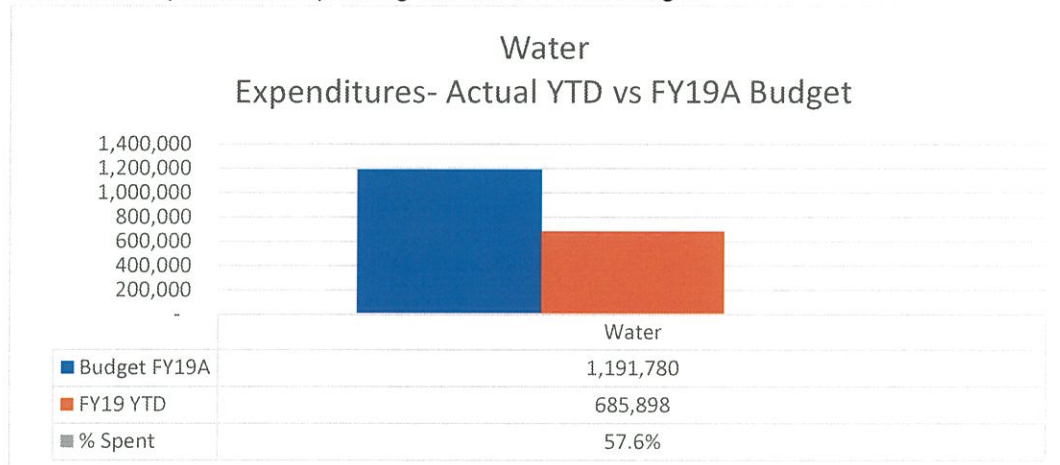




Meter Installations to date total \$18.8k vs \$23.9k for the same period of FY18.

Expenditures

The Water department is operating within the FY19A budget.



Interest & Sinking Fund

Revenue

Ad Valorem Tax collections YTD total \$709.7k or 98.7% of the \$719.1k budget for FY19A.

Expenditures

Next bond payment due in August 2019.

Capital Improvements Fund

Cash Balance

The 2015 CIP Project Balance is \$74.2k. (Balance reflects only items that have been presented for payment.)

Water Impact Fee Balance is \$173.1K.
Street Impact Balance is \$58.1k.

Revenue

Total YTD Interest earned for all CIF accounts is \$6.4k.

Asset Seizure Fund

Cash Balance

The Restricted Fund Balance is \$238.5k.

Revenue

No Revenue reported for June.

Expenditures

No Expenditures were made in June.

Summary

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

Garden Ridge Community and Event Center
Monthly Report
July 1st thru July 31st, 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)
22	16	203	241

Wildflower (Booked Current Month)
7

Bluebonnet (Booked Current Month)
15

Category Count (by Events)	(Current Month)	(Year to Date)
1. Resident / Non-Resident	4	35
2. City Chartered Non-Profit Organizations	2	27
3. Non-Residents Service Organizations	7	72
4. Non-Profit Associations	8	56
5. City Use	1	13

Marketing Activity:

Redoing Video Tour for Bluebonnet Room Improvements!

Facility Improvements:

None this month

CITY OF GARDEN RIDGE BUILDING REPORT

July-19

Major Permits

<u>Permit #</u>	<u>Address</u>	<u>Builder</u>	<u>Sq. Ft.</u>	<u>Value \$</u>	<u>Peermit Fees</u>
1616 -19	8610 Wild Wind Park	Sitterle Homes	7597	\$ 987,610.00	\$ 5,433.20
1624 -19	8206 Garden Arbor	Chesmar Homes	5573	\$ 724,490.00	\$ 4,218.80
1625 -19	8298 Apache Forest	Chesmar Homes	4453	\$ 578,890.00	\$ 3,546.80
TOTAL			17,623	\$ 2,290,990.00	\$ 13,198.80

Minor Permits

<u>Permit #</u>	<u>Address</u>	<u>Builder</u>	<u>Project</u>	<u>Peermit Fees</u>
1613 -19	19806 Lloyds Park	Airtron	Minor HVAC	\$ 100.00
1614 -19	8516 Verano Dr.	Lone Star Custom Decks	Deck	\$ 135.24
1615 -19	9330 Teakwood Lane	Frank Ontiveros	Pergola	\$ 100.00
1021 -19	9276 Cinchona Tr.	Champion A/C	Minor HVAC	\$ 100.00
1617 -19	20267 Grass Creek	JB Woolf Shed	Outbuilding	\$ 100.00
1618 -19	19877 Bat Cave Rd.	Robert Shearer	Outbuilding	\$ 953.68
1619 -19	9408 Bluebell Dr.	Great Wimberley Const.	Parking Pad	\$ 125.00
1620 -19	9207 Blazing Star Tr.	Allen's Foundation Repair	Foundation Repair	\$ 100.00
1036 -19	21402 Liguria Dr.	Airtron	Minor HVAC	\$ 100.00
1621 -19	21770 Bat Cave Rd.	Veteran Solar	Minor Electric	\$ 125.00
1622 -19	19454 Arrowood Pl.	Alex Maartinez	Fence	\$ 125.00
1623 -19	9840 Trophy Oaks	Donald Mooney	Fence	\$ 125.00
1626 -19	20469 Bat Cave Rd.	Powerhouse Electric	Minor Electric	\$ 125.00
1048 -19	22109 Paseo Corto	Airtron	Minor HVAC	\$ 100.00
1627 -19	21410 Fairview Circle	Heartland	Outbuilding	\$ 100.00
1628 -19	21009 Hickory Bend	Wendt Electrical	Minor Electric-Plumbing	\$ 225.00
1629 -19	9315 Berean Way	Liberty Air	Minor HVAC	\$ 100.00
1050 -19	21021 Hickory Bend	Tiger Services A/C	Minor HVAC	\$ 100.00
				\$ 2,938.92

Total Major Fees for the month	\$ 13,198.80
Total Minor Fees for the month	\$ 2,938.92
TOTAL	\$ 16,137.72

Fiscal Year 2019

Total Major Projects value	\$ 10,649,904.20
Total Major Projects Sq. Ft.	81,922
Total major permit fees	\$ 63,150.40
Total minor permit fees	\$ 41,106.60
Total Permit Fees	\$ 104,257.00



POLICE DEPARTMENT MONTHLY BREAKDOWN

July 1 to July 31, 2019

Calls for Service

Dispatched: 167 City Ordinance: 26 Total: 193 False Alarms: 16

Arrests

- *3 - Driving While License Invalid with Previous Convictions
- *3- Driving While License Invalid with No Insurance
- *5- Traffic Arrest Warrant or Other
- *1- Possession CS PG 1< 1G
- *1- Unlawfully Carrying a Weapon
- *1- Evading Arrest/Detention Using Vehicle
- *1- Driving While License Invalid with Alcohol Related Suspension
- *1- Possession CS PG 2 < 1G
- *1- Driving While Intoxicated
- *1- Possession CS PG 1 >= 4G < 200G
- *1- Possession CS PG 3< 28G

Traffic Enforcement

Crashes: 3 Citations: 159 Warnings: 119 Total: 278

Training / Certifications

- * Lt. Bellinger Completed TCIC/TAC Training.
- * Jill Acha completed Evidence Management for Law Enforcement Training.
- * Ofc. Byrne & Ofc. McKay completed ACOG Photographing Family Violence Injuries Training.

Outreach Efforts

- * 4th of July celebration was huge success. No enforcement action was needed during the event which supported approximately 700 citizens.
- * Early reminder regarding National Night Out in October.

Administrative Comments

- * Ofc. Byrne has completed his FTO and now assigned to dayshift.
- * Our next Pizza With The Police is being scheduled for 17 September 2019.
- * Department Evaluations are underway.

Challenges

- * Officers are contacting residents regarding brush debris and COV violations.



MONTHLY PUBLIC WORKS REPORT

July 2019

Steven Steinmetz
Public Works
Director

Eric Lowman
Deputy Public
Works Director

Stanley Georg
Brian Horn
Manuel Troncoso

Ongoing Responsibilities

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

Upcoming Events

Sep. 7th & 8th
Dumpster Weekend

Sep. 14th & 15th
Dumpster Weekend

Sep. 21st & 22nd
Dumpster Weekend

Sep. 28th & 29th
Dumpster Weekend

Activities for the month

Streets

- Potholes filled: 2.
- Signs installed: 2 stop signs installed at Timber Rose at Blazing Star.
- Sign repaired: 3.

Storm water Drainage Facility and Easement Maintenance

- Inspected 19 outfalls, 18 detention/retention ponds.
- Drainages mowed: 2.
- Sumac Circle drainage project underway.
- Stormwater public outreach: 2 messages displayed on FM 2252 sign.

Parks Maintenance

- Paul Davis Park: Mowed 1 time.
Installed basketball backboard and hoop.
- Regency Run park. Mowed 1 time.
Filled in wash out area adjacent to playground.
- Harvey B. Bell park: Mowed 1 time.
Upgraded dedication sign.
Added extra playground mulch.
- Park Lane Park: Mowed 1 time.

City Facility/Property Maintenance

- City Hall: Ongoing landscape work provided by the Comal Master Gardeners.
- Mowed 1 time.
Pressure washed sidewalks.
- Community Center. Mowed 1 time.
Pressure washed patios.
- Rental property: Mowed 1 time.
Repaired well pressure switch (Water Department).

Oak Wilt

- No new cases.
- Continue monitoring live oak trees at Paul Davis Park.
- Calls for oak tree inspections: 2.

Reports Submitted

- Wildlife Management Advisory Commission Report.
- Storm Water Management Plan and Notice of Intent submitted to T.C.E.Q.

Education/Training for Staff

- None at this time.

Events/Conducted Education to residents

- Annual 4th of July celebration at Paul Davis Park.

Future Projects or Needs

- Sumac Circle drainage improvements.
- Upgrade to a bigger flammable material storage building.

Animal Services Monthly Activities

- 9 deer carcasses were disposed of, which makes for the year 60.
- 0 wild hogs or deer were donated this month to Hunters for the Hungry, the year-to-date combined totals for wild hogs and deer donated are 0.
- 2 live traps loaned out this month, traps loaned out year-to-date 8.
- 320 registered/reregistered animals for the year.
- 0 nuisance complaints received.
- 0 animal reported bites.

Adoptions

- 0 dogs; 2 year-to-date.
- 1 cats; 2 year-to-date.

Returned to owners

- 4 dogs; 120 year-to-date.
- 0 cats; 0 year-to-date.

Transferred to other agencies

- 3 dogs for month; 4 year-to-date.
- 0 cats for month; 5 year-to-date.

Currently in City care

- 3 dogs; cats 7.



Year to Date Wildlife Report

	Jan	Feb.	Mar	Apr.	May	Jun	Jul	Aug.	Sep.	Oct	Nov	Dec.	Total
Deer	11	6	10	4	9	11	9						60
Raccoons	4	3	3	0	5	3	2						20
Opossums	5	1	1	4	2	4	4						21
Skunks	2	0	0	0	0	0	0						2
Wild hogs	0	0	0	0	0	0	0						0
Turtles	0	0	0	0	1	2	1						4
Squirrels	0	2	0	0	2	0	2						6
Foxes	5	1	0	0	0	3	0						9
Armadillos	0	1	0	1	1	0	0						3
Hawks	1	0	0	0	0	0	0						1
Bats	0	0	1	0	0	0	0						1
Coyotes	0	0	1	0	0	0	0						1
Buzzards	0	0	0	0	0	0	0						0
Ringtails	0	0	0	0	0	0	0						0
Snakes	0	0	0	1	0	4	1						6
Rabbit	0	1	0	0	0	0	0						1
													0
Total	28	15	16	10	20	27	19						135



Garden Ridge Library

Volume II, Issue I I

August 7, 2019

Monthly Library Update

By Linda Crosland, Library Director

For leisure, for learning, for life!

Upcoming Events in August

Children's Activities

Lego Robotics and Ozobots will go on hiatus from the week of August 5 - September 9. This will give time to regroup and make further plans, especially the plan to add a Regular **Lego Club** and **Prenda Coding Club**.

Storytime and Stay & Play will take a break after August 2 and resume August 30.

Summer Reading Program Wrap-up Celebration, August 16

Teen Activities

Water Day August 17, 4:00-6:00 @ Paul Davis Park (water guns, balloons & a water slide) - Hot dogs (Teens only)

Adult Activities

Northside Knitters, Every Tuesday, 10:00 am

Adult Coloring, Every Thursday, 1:00 pm

Me & the Grands, The last one is **August 8**, @ 2:00 pm at which time we will wrap up with old-fashioned homemade ice cream

First Monday of each month (August 5), Adult Games, 6-9 pm

Every Third Tuesday, (August 20), Card-making class

Department Statistics

Visits to the Library	1,368
Items Checked Out	5,656
New Patrons Added	61
New Items Added to the Collection	130
Volunteer Hours	319*
(greatly enhanced by our teen volunteers!)	

Activity Statistics

Preschool Story Time and Stay & Play	104
Elementary-aged Children's Activities	252
Teen Board Meeting	6
Adult Craft Classes	65

Various Special Activities	139
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Total Activity Attendance 566

Training, Linda attended a webinar on E-Read Texas, a grant program which will bring more E-materials to the library.

"If you think education is expensive, try ignorance." -Derek Bok



memorandum

To: Garden Ridge City Council
From: Mr. Patrick Lackey, P.E./Mr. Daniel Mummert, P.E. – Trihydro Corporation
cc: Ms. Nancy Cain, City Administrator – City of Garden Ridge
Date: July 29, 2019
Re: Trihydro Corporation – Engineering Report August 2019 Meeting

1. FM 2252 TxDOT Project

- Trihydro spoke with representatives from TxDOT on July 26, 2019 regarding utility alignments and locations along the corridor. Phase II (Cibolo Creek to FM 3009) utility coordination and conflict resolution is taking additional time and will extend the design phase. The revised anticipated construction start date has been extended approximately 1 year to the fall of 2022. TxDOT added the additional time for utilities to relocate facilities outside the right-of-way.

2. FM 2252 Sewer and Water Project

- Trihydro conducted a field survey to verify existing outfall line sizes and grades and we are currently working with the service providers to confirm capacities.

3. Bindseil Lane

- The contractor completed the street and driveway cut on July 10, 2019 and installed the reinforced concrete pipes. Concrete crews are schedule to start installation of the cast-in-place concrete headwalls on August 1, 2019. Project completion is anticipated by mid-August.

4. Sumac Circle

- Public Works staff worked with the property owner to clear vegetation along the fence line. The fence contractor is finalizing their schedule to complete the fence installation.

5. Naco Loop Waterline

- The Naco Loop waterline one-year warranty period will end on August 7, 2019. We are working with the contractor to schedule the warranty walkthrough and anticipate completing the punch list by the September 2019 meeting.

2. Any applicant whose permit application is denied by the code enforcement officer may appeal the denial to the board of adjustment. Such an appeal must be filed, in writing, with the City Secretary, within ten (10) days after receipt of the denial. The board shall review the denial and determine if the code enforcement officer incorrectly concluded the proposed sign did not comply with the requirements of this ordinance and all other regulations of the City. If the code enforcement officer fails to grant or deny any application by the forty-fifth (45th) day after the application is administratively complete, the applicant may appeal the refusal to grant or deny the application to the board of adjustment as if it were a denial.
 3. If the board of adjustment does not issue a ruling within thirty (30) days after a written appeal is filed with the City Secretary, the sign application shall be automatically deemed denied.
- F. Modifications. After a sign permit has been issued by the code enforcement officer or at the direction of the board of adjustment, it shall be unlawful to change, modify, alter, or otherwise deviate from the terms and conditions of the permit without prior written approval by the code enforcement officer or the board.

Section 20. Variances.

- A. Application. All requests for variances to this ordinance, with exception in (Item B) 6 (herein), shall be made in writing; they must be signed; and they must be filed with the City Secretary for subsequent presentation to the Planning & Zoning Commission for review and consideration. It is the responsibility of the applicant to apply to the Planning & Zoning Commission for a desired presentation of his or her request for variance. The Planning & Zoning Commission shall have a minimum of thirty (30) days and a maximum of ninety (90) days for review and consideration of such requests and will, upon completion of such review and consideration, forward their recommendations to the City Council with a recommendation for approval or disapproval. Any variance approved by the City Council is valid for a period of one year from the date of approval.
- B. Standards for approval. The City may approve a variance only if it makes affirmative findings, reflected in the minutes of the City Council's proceedings, as to all of the following
1. The variance will not authorize a type of sign which is specifically prohibited by this ordinance;
 2. The variance is not contrary to the goals and objectives outlined by the City;
 3. The variance is not contrary to the public interest;
 4. Due to special conditions applying to the land, buildings, topography, vegetation, sign structures, or other unique matters on adjacent lots or within the adjacent right-of-way, a literal enforcement of this ordinance would result in unnecessary hardship. Ordinarily, hardship that is self-induced or that is common to other similarly

classified properties will not satisfy this requirement. Financial or economic hardship alone will not ordinarily satisfy this requirement;

5. The spirit and purpose of this ordinance will be observed and substantial justice will be done; and
 6. The applicant has not sought a variance from the Planning and Zoning Commission within the past twelve (12) months.
- C. Conditions. The City Council may impose such conditions or requirements in a variance as are necessary in the City Council's judgment to achieve the fundamental purposes of this ordinance. A violation of such conditions or requirements shall constitute a violation of this ordinance. A variance, if granted, shall be for a specific event, use, or other application of a business and shall not continue with the property. If a variance is granted and the sign so authorized is not substantially under construction within three (3) months of the date of approval of the variance, the variance shall lapse and become of no force or effect.

Section 21. Enforcement.

- A. Generally. The City shall have the power to administer and enforce the provisions of this ordinance as may be required by governing law. Any person violating any provision of this ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations.
- B. Criminal prosecution: penalty. Any person violating any provision of this ordinance shall, upon conviction, be fined a sum not exceeding five hundred (\$500.00) dollars, except that the fine for a violation that relates to fire safety, zoning, or public health and sanitation may not exceed two-thousand (\$2,000.00) dollars. Each day that a provision of this ordinance is violated shall constitute a separate offense. An offense under this ordinance is a Class C Misdemeanor.
- C. Civil remedies. Nothing in this ordinance shall be construed as a waiver of the City's right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law, including but not limited to the following:
1. Injunctive relief to prevent specific conduct that violates this ordinance or to require specific conduct that is necessary for compliance with this ordinance;
 2. A civil penalty up to two-hundred fifty (\$250.00) dollars a day, except that a fine for a violation that relates to fire safety, zoning, or public health and sanitation may not exceed one thousand (\$1,000.00) dollars, when it is shown that the defendant was actually notified of the provisions of this ordinance and after receiving notice committed acts in violation of this ordinance or failed to take action necessary for compliance with this ordinance; and
 3. Any and all other available relief allowed by law.

16.07 Adjustment to Bill

c. Leak Adjustment: Upon request from a water customer, the City may authorize an adjustment to a water bill for a water leak or criminal activity which results in increased water usage. Water customers must notify the Water Department no later than the due date of the water bill that a leak adjustment will be requested. After notification to the Water Department, the water customer must submit a Water Leak Adjustment Request form (Appendix "F") with supporting documentation within 90 days to the Water Department.

Water usage that is determined to have resulted from a leak that was not reasonably detectable will be charged at the first-rate tier above 5,000 gallons. All other water usage will be charged at their respective rate tiers. Any leak adjustment spanning more than one billing period shall be considered a single event unless compelling evidence suggests otherwise.

The Water Manager will review each request, research and investigate the circumstances of each claim. Requests for leak adjustments that extend 6 months beyond the billing period in which the leak was detected will not be considered.

1. If the water leak is determined to be the responsibility of the City in part or in full, the Water Manager shall adjust the customer's water bill by crediting the amount of water usage determined to be the City's responsibility.
2. If a water leak is determined not to be the responsibility of the City, the Water Manager may, at his discretion, adjust a water bill up to \$250.00. For higher adjustments, the request will be forwarded to the Water Commission for review and action.
3. Leak adjustment requests that the Water Manager deems do not contain all information necessary for a thorough Water Department investigation will be submitted to the Water Commission.
4. Leak adjustments up to \$500.00 considered by the Water Commission can be recommended to the City Administrator for action. Adjustments over \$500.00 will be forwarded to City Council for review and action.
5. All leak adjustment requests and actions will be reported to the Water Commission and City Council in the Water Manager's Monthly Report.



APPENDIX "F"

WATER LEAK ADJUSTMENT REQUEST

To Be Completed By Customer

Name: _____

Phone: _____

Address: _____

Billing Period: _____

Bill Amount: _____

Please explain circumstances of the higher bill: _____

Do you suspect criminal activity?

Circle:

YES

NO

If yes, please submit a copy of your Police Report.

What corrective measures/repairs have been made? Please provide documentation/receipts.

What are you specifically requesting of the Water Department? _____

Signature

Date

Please attach supporting documentation to this page.



City of Garden Ridge

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

To Be Completed By Water Department

Bill Amount: _____ Average Bill Amount: _____

Date Received: _____ Received By: _____

Historic Usage and Analysis: _____

Customer History of Requests: _____

Water Manager Review and Comments: _____

Additional information requested: _____ Date Requested: _____

Additional Information submitted: _____ Date Received: _____

Amount Approved: _____

Disapproved: _____

Referred to Water Commission: _____

Water Manager or Designee Signature

Date



City of Garden Ridge

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

Water Commission Recommendation: _____

Referred to City Administrator: _____

Date: _____

Referred to City Council: _____

Date: _____

Reason referred to City Council: _____

Water Commission Chair

Date

City Council Action: _____

Amount Approved: _____

Mayor

Date

ORDINANCE 54-082019

AN ORDINANCE ADOPTING A COMPREHENSIVE WATER COMPANY FOR THE CITY OF GARDEN RIDGE; PROVIDING DEFINITIONS; STATEMENT OF ORGANIZATION; ESTABLISHING A WATER COMMISISON; GENERAL POLICIES; REGULATIONS AND RULES; RATES AND BILLING CYCLES; PROVIDING FOR A PENALTY; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council hereby adopts a formal set of policies and procedures for the establishment and operation of a municipal water company for the City of Garden Ridge, Texas; and

WHEREAS, the City Council has determined that maintenance and collection of service within state law is necessary for the public health of the citizens and the protection of the environment and natural resources of the City; and

WHEREAS, the City Council finds that City of Garden Ridge Water Company will comply with all TCEQ requirements; and

WHEREAS, the City Council finds that the proposed revisions promote the health, safety and welfare of the City and Ordinance 54-072019 is amended as contained herein.

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

SECTION 1. FINDINGS.

The findings set out herein are found to be true and correct and are hereby adopted by the City Council and made a part of this Ordinance for all purposes.

SECTION 2. ORDINANCE REVISIONS. Ordinance 54-072019 is revised and provided for below:

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SECTION 3. DEFINITIONS.

Words, phrases and terms herein shall be given their usual and customary meaning except where the context clearly indicates a different meaning. Words expressed in the present tense include the future tense; singular words include the plural and the word shall is mandatory. Any office referred to by title means the person employed or appointed to and serving in that position, or that person's duly authorized representative. Definitions not prescribed herein are to be construed in accordance with customary usage in utility and engineering practices.

Approach Main is a main which brings service to the perimeter of a property.

Approval means accepted by the authority responsible as meeting an applicable specification stated or cited in this section as suitable for the proposed use.

Auxiliary Water Supply means any water supply on or available to the premises other than the purveyor's approved public water supply. These auxiliary waters may include water from other purveyor's public potable water supply or any natural source(s), such as a well, spring, river, stream, harbor, and so forth; used waters; or industrial fluids. These waters may be contaminated or polluted, or they may be objectionable and constitute an acceptable water source over which the water purveyor does not have sanitary control.

A.W.W.A. is the American Water Work Association.

Backflow Preventer is an assembly or means designed to prevent backflow.

- *Air Gap* is the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water or waste to a tank, plumbing

fixture, receptor, or other assembly and the flood level rim of the receptacle. These vertical, physical separations must be at least twice the diameter of the water supply outlet, nevertheless than one (1) inch (25mm).

- *Reduced-Pressure Backflow Assembly* is the approved reduced-pressure principle backflow-prevention assembly consists of two (2) independently acting approved check valves together with a hydraulically operating, mechanically independent pressure differential relief valve located between the check valves and below the first check valve. These units are located between two tightly closing resilient-seated shut-off valves as an assembly and equipped with properly located resilient-seated test cocks.
- *Double Check Value Assembly* is the approved double check valve assembly consists of two internally loaded check valves, either spring loaded or internally weighted, installed as a unit between two tightly closing resilient-seated shut-off valves and fittings with properly located resilient-seated test cocks. This assembly shall only be used to protect against a non-health (that is, a pollutant).

Back Pressure means a pressure, higher than the supply pressure, caused by a pump, elevated tank, boiler, or any other means that may cause backflow.

Backsiphonage is backflow caused by a negative or reduced pressure in the supply piping.

Benefited Property means a lot or tract to which water service is made available.

Bill is the periodic statement containing a list of charges due and payable.

Billing Period is the time between regularly scheduled meter readings. There will be twelve (12) monthly billing periods in each calendar year.

Board or Water Board is the six-member Water Commission appointed by the City of Garden Ridge to govern operations of the water Department.

Border Main is the main which abuts the perimeter of a customer's property and also abuts adjacent property and which may serve additional customers on such abutting or adjacent properties.

Capital Recovery Charges is an equity recovery fee collected from new customers established for the purpose of recovering the early investment and payments of existing debt service. This charge generates funds for future expansion needed for the increase in water demand by additional customers on the system, or for other such municipal projects deemed appropriate by a majority decision of the City Council, City of Garden Ridge, Texas.

Certificate of Convenience and Necessity is an authorization granted by the Texas Water Commission or the Public Utility Commission to the Water Department for service within a defined territory.

City is the City of Garden Ridge, Comal County, Texas.

Construction Cost of Mains is construction costs of all mains shall be the costs indicated in the construction contract for the installation of the water system extension, requested by the Single-Customer or the Developer-Customer and signed by said customer and the Water Department.

Contamination means an impairment of a potable water supply by the introduction or admission of any foreign substance that degrades the quality and creates a health hazard.

Cost of Improvements means all costs and expenses incident to construction of improvements to the water system

Cross-Connection means a connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances would allow such substances to enter the potable water system. Other substances may be gases, liquids, or solids, such as chemicals, waste products, steam, water from other sources (potable or non-potable), or any matter that may change the color or add odor to the water.

Cross Connections- Controlled means a connection between a potable water system and a non-potable water system with an approved backflow-prevention assembly properly installed and maintained so that it will continuously afford the protection commensurate with the degree of hazard.

Cross-Connection Control by Contamination means the installation of an approved backflow-prevention assembly at the water service connection to any customer's premises, where it is physically and economically unfeasible to find and permanently eliminate or control all actual or potential cross-connections within the customer's water system; or it shall mean the installation of an approved backflow-prevention assembly on the service line leading to and supplying a portion of a customer's water system where there are actual or potential cross-connections that cannot be effectively eliminated or controlled at the point of the cross-connection.

Delinquent Account is a past due accounts receivable.

Developer-Customer is the person, company, or firm subdividing (or platting) parcel of land for development purposes and who applies for water service for the development of a platted subdivision, a group or groups of platted lots, tracts, etc., upon which more than one residential, commercial or other establishment is to be erected and who has entered into a contract with the Water Department for the extension and installation of certain water distribution and fire protection facilities.

Disconnection of Service is the locking or removal of a meter.

Easement shall refer to "Utility Easement".

Engineer is a person duly authorized and registered under the provisions of the Texas Engineering Registration Act to practice the profession of engineering.

Extra Territorial Jurisdiction or ETJ is the unincorporated areas contiguous to the incorporated limits of any city.

Frontage is the side of the property along which a main is located. If the main is installed within a street Right-of-Way, lots on both sides of the street shall be considered as having frontage.

Hazard, Degree of is the term is derived from an evaluation of the potential risk to public health and the adverse effect of the hazard upon the potable water system.

- *Hazard-Health* is a cross-connection or potential cross-connection involving any substance that could, if introduced in the potable water supply, cause death, illness, spread disease, or have a high probability of causing such effects.
- *Hazard-Plumbing* is a plumbing-type cross connection in a consumer's potable water system that has not been properly protected by an approved air gap or an approved backflow-prevention assembly.
- *Hazard-Non-Health* is a cross connection or potential cross connection involving any substance that generally would not be a health hazard but would constitute a nuisance or be aesthetically objectionable, if introduced into the potable water supply.
- *Hazard-System* is an actual or potential threat of severe damage to the physical properties of the public potable water system or the consumer's potable water system or of a pollutant or contamination that would have protracted effect on the quality of the potable water in the system.

Industrial Fluids System is any system containing a fluid or solution that may be chemically, biologically, or otherwise contaminated or polluted in a form a concentration, such as would constitute a health, system, pollution, or plumbing hazard, if introduced into an approved water supply. This may include, but not be limited to: polluted or contaminated waters; all types of process waters and used waters originating from the public potable water system that may have deteriorated in sanitary quality; chemicals in fluid form; plating acids and alkalis; circulating cooling waters connected to an open cooling tower; and/or cooling towers that are chemically or biologically treated or stabilized with toxic substances; contaminated natural waters, such as wells, springs, streams, rivers, bays, harbors, seas, irrigation canals or systems, and so forth; oils, gases, glycerin, paraffins, caustic and acid solutions, and other liquid and gaseous fluids used in industrial or other purposes for fire-fighting purposes.

Lot is an undivided tract or parcel of land having frontage on a public street and which is, or in the future may be offered for sale, conveyance, transfer or improvement: which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed or recorded.

Main Cover Depth is the depth at which backfill material commences after the prescribed bedding sand has been installed over the main.

Main Depth is the depth of the ditch bottom on which the main will be installed, after the bottom layer of sand is in place.

Maps are maps located of the Water Department depicting line locations size, etc.

Meter is an instrument and appurtenances thereto used to measure water volume.

Meter Charge is a Water Department charge for the water meter installation. The meter charge will depend on the size of the meter requested by the customer.

Meter Testing is checking or testing the accuracy of a meter.

Normal Office Hours is Monday through Friday from 8:00 AM to 5:00 PM, except for legal or posted holidays.

Off-Duty Hours are all hours that are not normal office hours.

On-Site Main is a main which provides service within the perimeter of a property or along abutting roadways, alleys, utility easements and/or other Rights-of-Way and which does not meet the definition of a Border Main.

Other Regulatory Agency is the Texas Natural Resource Conservation Commission (TNRCC), The Texas Department of Health Resources (TDH), the Texas Water Commission (TWC), U.S. Environmental Protection Agency (EPA), Edward's Aquifer Authority (EAA), Texas Commission on Environmental Quality (TCEQ), and similar agencies as may exercise regulatory authority in the operation of the Water Department.

Oversize Main is a main of larger diameter than that required to provide service to and within the customer's property.

Pavement Width is the portion of a street available for vehicular traffic; where curbs are laid, it is the portion between the face of curbs.

Person is any individual, association, firm, corporation, entity, political subdivision, or governmental agency.

Plat is a complete and exact plan for subdividing a tract of land into lots for building purposes which, if approved, may be submitted to the County Clerk for recording.

Point of Delivery is the point at which ownership of the water and pipeline transfers from the Water Department to the customer. This is normally the discharge side of the meter.

Pollution means the presence of any foreign substance in water that tends to degrade its quality so as to constitute a non-health hazard or impair the usefulness of the water.

Pressure Regulator is an instrument to regulate pressure. If located on the discharge side of a customer's meter, it is owned and maintained by the customer.

P.U.C. is the Public Utility Commission of Texas, as established under the Public Utility Regulatory Act of June 1975, Article 1446C, V.A.C.S.

Records Drawings are ink on mylar drawings showing locations and size of the Water Department system as near as possible and conforming to Water Department standards.

Renter is a person who rents property from another person.

Restore Service means to re-establish a disconnected service.

Service means the actual delivery of water to a customer, including all acts done, rendered or performed in the delivery of water by the Water Department.

Service Agreement is a written agreement between the customer and the Water Department outlining the responsibilities of each regarding water service.

Service Connection means the terminal end of a service connection from the public potable water system, that is, where the water purveyor loses jurisdiction and sanitary control over the water at its point of delivery to the customer's water system. If a meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the meter. There should be no unprotected takeoffs from the service line ahead of any meter or backflow-prevention assembly located at the point of delivery to the customer's water system. Service connection shall also include water service connection from a fire hydrant and all other temporary or emergency water service connections from the public potable water system.

Shall May means the word "shall" is always mandatory. The word "may" is merely directory.

Single-Customer is a person not qualifying as a Developer-Customer who applies for an extension of water service to one property or lot for a single family dwelling, or other type of establishment, whether existing or to be erected.

Single Family Residential means service supplied from one meter or one connection to a single building designed, built and used as a single-family residence.

Subdivision is a division of any tract of land within the incorporated limits, or within or partly in the ETJ of the City, or within the County, in two or more parts for the purpose of the laying out any subdivision of any tract of land or any addition of any town or city, or for laying out suburban lots or building lots, or any lots and streets, alleys, or parts or other portions intended for public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto. Subdivision includes re-subdivision but does not include a division of land for agricultural purposes in parcels or tracts of 5 acres or more and not involving any new streets, alleys or easements of access.

Subdivider (Developer) is any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term 'subdivider' shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner of land sought to be subdivided.

Surveyor is a licensed State Land Surveyor or Registered Public Surveyor, as authorized by State statutes to practice the profession of surveying.

Types of Consumers:

- *Single Residential Customer* is a consumer receiving water service to a single-family residence.
- *Commercial Customer* is a consumer receiving water service for a commercial/business establishment.
- *Apartment, Condominium, and Duplex Customers* is a consumer with a single owner, but has several residences or units serviced by one meter.
- *Municipal or Governmental Wholesale Customers* is an entity created by the State that owns and operates distribution systems and purchase water from the Water Department.
- *Other Customers* is any consumer not specifically identified above. This includes dual residential customers, temporary service customers, mobile home park customers, etc.

Tariff is a Texas Water Commission approved operating policy of the system organized into written format and available for public inspection. As used in the sense of the word, this Ordinance is a Tariff.

Texas Natural Resource Conservation Commission is the State agency designated to regulate water service, water rates, and operation of water systems.

Utility Easement means an interest in land granted to the Water Department for installing or maintaining utilities across, over and under private land, together with the right to enter thereon with machinery and vehicles necessary for the maintenance of said utilities.

Water:

- *Potable* means water that is safe for human consumption as described by the public health authority having jurisdiction.
- *Non-Potable* means water that is not safe for human consumption or that is of questionable quality.
- *Used* means any water supplied by a water purveyor from a public potable water system to a consumer's water system after it has passed through the point of delivery and is no longer under the sanitary control of the water purveyor.

Water Connection Charges are those charges of the Water Department to the customer, for the connection of water mains of the Water Department.

Water Department is the municipally owned water company for the City of Garden Ridge, Comal County, Texas.

Water Mains are water pipes installed to carry water to the customer's property, including all fittings, such as T's, crosses, elbows, fire hydrants, valves, etc., needed to install a proper extension system.

Water System Improvements means the laying of a water main with gates, tees, crosses, taps, meter boxes, manholes or extensions, and any appurtenances required to furnish water for domestic or commercial purposes to the area in which the improvements are constructed, but does not include any off-site appurtenances required to connect the improvements to the existing water system operated by the municipality.

Water System Manager means this person is invested with the authority and responsibility for the implementation of an effective cross-connection control program and for the enforcement of the provisions of this section.

SECTION 4. ORGANIZATION.

4.01 -- STATEMENT OF ORGANIZATION.

The City of Garden Ridge Water Department is a municipally-owned public utility established for the purpose of furnishing a water supply for domestic residential use, business use, and general farm use in the City of Garden Ridge, the extraterritorial jurisdiction of the City of Garden Ridge, as well as areas outside the extra-territorial jurisdiction of the City of Garden Ridge where no Certificate of Convenience and Necessity is held by another water supply system.

4.02 -- THE CITY WATER COMMISSION.

The City of Garden Ridge will establish a seven-member (six voting and one non-voting member) Commission to be known as the City Water Commission. The Mayor of the City of Garden Ridge will serve as the non-voting member. Commission members shall consist of City residents. The purpose of the Commission is to govern the operation of the City-owned water system and to ensure that the water system meets regulatory requirements established by federal, state and other regulatory agencies for municipally owned water systems.

The City Water Commission will be governed by and will report to the City Council of Garden Ridge, said City Council having sole authority to approve water policy and all changes to this Water Ordinance. All changes to this Water Ordinance will be designed to govern the supplying and taking of water service in such a manner as will secure for each consumer the greatest possible latitude in the enjoyment of the service that is consistent with good practice and safety to other consumers.

SECTION 5. APPLICABILITY OF ORDINANCE.

5.01 -- RELEVANCE OF ORDINANCE.

All provisions of this Ordinance shall be deemed to be incorporated into every contract between the Water Department and its water customers and each customer shall be charged with

knowledge of the provisions of this Ordinance and, by applying for and accepting water service from the Water Department shall be deemed to have acceded to the provisions of this Ordinance.

5.02 -- UNLAWFUL TO TAKE WATER OTHER THAN PROVIDED BY ORDINANCE.

It is a violation of state and municipal law for a person to take or use water from the water system of the Water Department or to utilize the services of the water system, except under the terms and conditions as specified and stipulated in this Ordinance. Any person violating the terms and provisions of this Ordinance shall be prosecuted in the courts having appropriate jurisdiction.

5.03 -- FAILURE TO COMPLY WITH THE ORDINANCE.

Failure to comply with any provision of this Ordinance relating to the water system of the Water Department shall constitute grounds for discontinuance of water service by the Water Department.

5.04 -- VIOLATIONS OF THE WATER ORDINANCE.

A person commits an offense if that person violates by commission or omission any provision of this Ordinance that imposes upon that person a duty or responsibility. In addition to prohibiting or requiring certain conduct of individuals, it is the intent of this ordinance to hold a corporation, partnership or other association criminally responsible for acts or omissions performed by an agent acting in behalf of the corporation, partnership or other association, and within the scope of his employment.

5.05 -- PUNISHMENT AND FINES FOR VIOLATIONS OF THE WATER ORDINANCE.

That a person who violates a provision of this ordinance is guilty of a separate offense for each day or portion of a day during which the violation is committed, continued or permitted, and each offense is punishable according to the following schedule of fines plus cost of replacement of any damaged items. Any offense not listed below will be punishable by a fine of not less than then (10) dollars nor not more than two thousand (2,000) dollars.

- | | |
|---|-----------|
| a) Intentional Damage or Tampering with Water Department property | \$150.00 |
| b) Unauthorized use of fire hydrants or water service connections | \$150.00 |
| c) Wasting water | \$200.00 |
| d) Resale of service | \$150.00 |
| e) Unauthorized connection to water mains or services | \$500.00 |
| f) Alteration or removal of devices on customer side required by this Ordinance | \$100.00 |
| g) Failure to comply with cross-connection control measures required by this Ordinance. | \$500.00* |

* Immediate termination of water service until brought into compliance.

Failure to comply with payment of set fees shall result in termination of water service or considered a class C misdemeanor punishable by the appropriate courts of jurisdiction, or both.

SECTION 6. GENERAL POLICY.

6.01 -- WATER DEPARTMENT NOT BOUND TO SELL WATER.

In the sale of water by the Water Department to any person, firm or corporation, and in the supply of water for use in the protection of property against fires, THE CITY OF GARDEN RIDGE WATER DEPARTMENT DOES NOT AGREE, unless by specific contract, nor is the

Water Department bound to furnish water of any special or specific or specified amount, but only undertakes to furnish such water and the amount of water that may be supplied from the wells of the Water Department or such other source or sources as the Water Department may select, and in an amount within the capacity of the Water Department's pumping plants.

6.02 -- NON-LIABILITY FOR FAILURE TO SUPPLY WATER FOR FIRE-FIGHTING.

The Water Department exists for the primary purpose of providing a source of potable water for its customers. The Water Department cooperates with its customers in the establishment of fire-fighting support facilities; however, because of the nature of the support facilities, it **MAKES NO REPRESENTATION IT IS OFFERING FIRE PROTECTION** nor does it contract with its customers to inspect or maintain fire hydrants or tank filling valves. Some areas do not conform with local fire codes.

In the event for any reason the Water Department may become unable to supply water to its customers, or to the municipality for the prevention or suppression of fire, the Water Department will in no manner be liable for damages by reason of any such failure to any customer or customers of the water system, or to any person or persons whose property may have been destroyed by fire, or otherwise damaged.

6.03 -- COMMERCIAL USE OF WATER.

Commercial use of water will be permitted by the Water Department only to the extent of availability to supply domestic needs. Use of water for non-domestic use, such as irrigation, may be curtailed at the Water Department's discretion when the use adversely affects domestic use customers.

6.04 -- WATER SUPPLY TO STEAM BOILERS AND CLOSED WATER HEATERS.

It shall be unlawful for any person to draw water from any Water Department supply pipe directly into any steam boiler which is equipped or arranged for more than fifteen (15) pounds per square inch.

All persons having boilers or closed water heaters supplied with Water Department water are cautioned against the danger of explosion or collapse. The Water Department will not be liable for any damages that may occur on account of the water being shut off for any reason or on account of the breaking of any pipe or fixture by pressure of the water from the Water Department's mains.

Where Water Department water is used to supply a steam boiler of over fifteen (15) pounds of pressure, the owner shall provide a tank of sufficient capacity to afford a supply of at least four (4) hours into which the service pipe must be discharged over the top of the tank, and never into the bottom side.

6.05 -- UNLAWFUL TO WASTEWATER.

It shall be unlawful and subject to the violation provisions of Section 4 of this Ordinance for any person to willfully and negligently waste water supplied by the Water Department in any manner whatsoever, and any person having knowledge of any conditions whereby water is being wasted shall at once notify the Water Department.

The refusal or neglect of an owner or occupant to equip and maintain the premises with proper service connections, utilities or fixtures of approved character and quality to prevent waste of water shall be sufficient grounds for the refusal of the Water Department to connect the premises with the Water Department's water system or to continue water service, after having given notice of the intention to shut off the water, pending the necessary correction.

6.06 -- UNLAWFUL TO OBTAIN WATER BY FRAUD.

It shall be unlawful and subject to the violation provisions of Section 4 of this Ordinance for any person to resort to any fraudulent device or arrangement for the purpose of procuring water for himself or others from private connections on premises contrary to the Water Department's regulation.

6.07 -- NO FREE WATER ALLOWED.

No free water shall be allowed to be given by the Water Department to any customer or consumer.

6.08 -- PRIVACY POLICY

The City of Garden Ridge has adopted a privacy policy for the utilities of the City. Refer to City Ordinance 135-112005.

6.09 -- IDENTITY THEFT POLICY

The City of Garden Ridge has adopted an identity theft policy for the utilities of the City. Refer to City Ordinance 152-072009.

SECTION 7. GENERAL SERVICE RULES AND REGULATIONS.

7.01 -- CUSTOMERS.

Every person, firm or corporation connected to the water system of the Water Department of Garden Ridge is considered a customer.

7.02 -- RENTERS.

Any customer who rents or leases property to other parties must transfer customer status to renter or lessor.

7.03 -- TRANSFERS.

All transfers from one customer to another customer must be in writing and approved by the Water Department. If a meter is servicing property that is sold, the customer status must be transferred to the new owner customer.

7.04 -- DELINQUENCY.

Any and all customers that have delinquent accounts for more than 45 days, will have their customer status voided after the Water Department has given written notice, in the form of a disconnect notice to the customer, giving the customer 5 days to cure the delinquency. Any and all customers on meters that have been disconnected more than six months, for any reason, will have their customer status voided. The voided customer status will be renewed only on an "as availability of water permits basis" and will be acted upon as a new meter service.

7.05 -- INTERRUPTIONS OF SERVICE.

The Water Department will exercise reasonable efforts to prevent interruptions of service. When interruptions occur, the Water Department shall re-establish service within the shortest time possible. The Water Department is not obliged to notify customers of service interruptions but will make all possible efforts to do so.

7.06 -- CUSTOMER AND NON-CUSTOMER COMPLAINTS.

Upon complaint to the Water Department, either at the Water Department office, by letter or by telephone, the Operations Manager will promptly make a suitable investigation and advise the complainant of the results. The manager may respond to the complainant in writing or by telephone. In either case, a written record of the complaint and disposition will be kept by the manager and reported monthly to the City Water Commission. If the results are not to the complainant's satisfaction, the complainant may submit to the Water Department a written request to appear before the City Water Commission. The complainant will be placed on the agenda of the next regular City Water Commission meeting.

7.07 -- SERVICE AGREEMENT.

The Water Department must have an executed service agreement with each customer who is brought into the system subsequent to the effective date of this Ordinance. Persons who were customers of the system when the system was acquired by the City of Garden Ridge will be considered to have a service agreement with the Water Department are such agreement will be in accordance with all requirements of this Ordinance.

Failure of a customer to execute an agreement, when required, shall result in a refusal of service or a disconnection of service. Service agreements will be in written form and will acknowledge an understanding of the Ordinance in force when the service agreement is signed. Subsequent changes to said Ordinance will be published in the official newsletter of the City of Garden Ridge or in the newspaper designated as the official newspaper of the City of Garden Ridge.

7.08 -- PRIORITY OF SERVICE.

Priority of service will be in the order of: (1) Emergency Services (Cooperative effort only); (2) Residential in-home use; (3) Agricultural and livestock; (4) Industrial and Commercial; (5) Other.

7.09 -- OPERATING PRESSURES.

Minimum service pressure shall not be below 20 psi operating pressure. Maximum pressures may be at the Water Department's discretion. It will be the customer's responsibility to protect plumbing on the customer's side of the water meter against excessive pressures or surge using individual pressure regulators or other approved devices set forth in the State Plumbing Codes.

7.10 -- SERVICE AREAS.

The Water Department's service area is that area within which its lines and customers are located, and which area is approved by the Certificate of Convenience and Necessity issued by the Texas Water Commission. This area is located in Comal County, Texas, and includes the City of Garden Ridge, Texas, and the ETJ areas of the City of Garden Ridge, Texas, not serviced by another water system having possession of a valid Certificate of Convenience and Necessity to serve said areas

SECTION 8. RATES & BILLING (GENERAL).

8.01 -- COMMITTEE TO SET RATES.

The City Council of Garden Ridge, Texas, is empowered to establish water rates, water charges, and special service rates where extenuating circumstances exist. The water rates and charges may be revised from time to time.

8.02 -- BILLS DUE WHEN SENT.

All bills shall be considered rendered when delivered to the U.S. Post Office with postage prepaid for mailing to the customer. Failure of the customer to receive any such bill shall in no way relieve the customer of the duty and obligation to pay for the services rendered.

Charges for each account shall be on a continuous basis, from the date of the initial meter installation until notification_for discontinuance is received and accepted by the Water Department. Upon receipt and acceptance of an application for discontinuance, the water meter shall be locked or plugged, and no additional charges imposed. Service and charges shall resume when an application for new service_has been made and accepted and applicable fees paid by the applicant.

8.03 -- BILLING CYCLE.

Water meters will normally be read on the 23rd day of the month. If the 23rd falls on a weekend or holiday, meters will be read the business day nearest the 23rd (before or after). Statements of charges will be mailed as near the first day of the month following the meter reading as possible and shall include charges for the volume of water used and for any other charges due. Payment shall be received by the Water Department on or before the 15th day of the month immediately following the billing. If the 15th of the month falls on Saturday, Sunday or a legal holiday, payment shall be received on the next business day. Payments not received by the close of business on the 15th day of the month following the billing shall be considered delinquent and will incur a 10% penalty fee on any unpaid portion of the bill. This 10% fee will continue to be added to the charges due for each additional 30-day period the charges remain unpaid.

If the customer's account is considered delinquent, in addition to penalties, actions will be initiated in accordance with Section 8.01.

8.04 -- HOW CHARGES ARE COMPUTED.

Billings for water service will reflect charges computed under a "Net Rate" and a "Gross Rate". The "Net Rate" applies if the charges are paid on or before the 15th day of the month following the billing date. The "Gross Rate" applies if charges are paid after the 15th day of the month following the billing date.

(The "Gross Rate" is a combination of the "Net Rate" plus an additional penalty fee (10% of the "Net Rate") because payment of the charges are overdue. An additional ten percent (10%) of the original "Gross_Rate" shall be added for each additional thirty (30) day period for which charges remain unpaid.)

SECTION 9. DELINQUENT ACCOUNTS.

9.01 -- RESULTS OF NON-PAYMENT.

If water bill charges have not been paid by the close of business on the 15th day of the month following billing, the customer's account is considered to be delinquent. The Water Department will issue a written notice to the customer of the intention to disconnect water service. The due date on this Final notice will allow the customer 10 calendar days within which to request, from the City Water Commission's designated representative, a formal hearing. Failure to make payment on or before the specified due date of the Final notice will result in disconnection of service and the customer will incur a disconnect and reconnect fee. If the customer wishes to exercise their right to request a formal hearing, they will need to do so within the same 10-day period of the Final notice, or the customer waives the right to such hearing. In addition to immediate disconnection of water, the Water Department may take appropriate legal action to recover any unpaid balances and applicable fees.

The Water Department may waive the disconnection of service for a customer whose delinquent balance is less than the required deposit for service. If a customer has been served by the Water Department from a period preceding the deposit requirement, then the disconnection of service may be waived as if a deposit has been secured. A deposit will be required from said customer if said customer is due to be disconnected a second time. The Water Department may waive the disconnect and reconnect charges, one time, if the customer signs up for auto-draft payments.

9.02 -- HEARING PROCEDURES.

If the customer exercises the right to request a hearing within the 10 day period, the City Water Commission, or its representative, shall inform the customer of the date, time, and location of the next regularly scheduled meeting of the Commission at which formal hearings will be conducted. Information pertaining to the date, time, and location of the hearing shall be conveyed to the customer who requested the hearing within five (5) days after the receipt of the request for formal hearing by the City Water Commission or its designated representative.

At the hearing requested by the customer, the City Water Commission or its designated representative shall examine the facts and circumstances of each case and consider the views expressed by interested parties attending the hearing. The City Water Commission shall render a final decision concerning the rationality, propriety, or existence of utility charges assessed to the customer who requested the hearing. Such decision will be rendered with ten (10) days after the formal hearing and will be sent to the customer via certified mail, return receipt requested.

The disconnection process will be suspended until the hearing has been completed and the decision of the City Water Commission has been rendered and mailed to the customer. Upon receiving the Commission's decision, the customer shall immediately (within three (3) days) pay all prescribed fees or late charges or face immediate disconnect procedures.

9.03 -- DISCONNECTION OF SERVICE.

If a customer whose account is deemed delinquent waives the hearing process outlined in Section 9.02, or the City Water Commission completes the hearing process requested by the delinquent customer and has determined that said customer is delinquent, the City Water Commission is authorized to order the immediate physical disconnection of water service.

Water service shall not be reinstated until all charges shown on the bill, plus a disconnect and a reconnect fee as shown in Section 27, are paid in full.

In addition to the foregoing, the customer whose service was disconnected shall deposit with the Water Department an amount to secure the user's future charges if reconnection of water service is authorized. This deposit shall be in an amount sufficient to cover the "Gross Rate" water charges the user incurred for the previous two months of service, or one hundred (100) dollars whichever amount is higher. The deposit shall be collected before water service is reconnected and shall be refunded in accordance with the regulations of the Water Department.

SECTION 10. DISCONTINUANCE AND/OR DISCONNECTION OF WATER SERVICE.

10.01 -- DISCONTINUANCE OF WATER SERVICE.

No user of water services from the Water Department shall sell any such service and no such service shall be furnished to any user thereof. Any person violating any provision of this regulation shall be subject to the violation provisions of Section 5 of this Ordinance and subject to immediate discontinuance of water service after due notice has been given the customer if the illegal service thereafter continues.

10.02 -- DISCONNECTION OF WATER SERVICE.

Water service may be disconnected for any of the following reasons:

- a) Failure to pay a delinquent account or failure to comply with the terms of a deferred payment agreement
- b) Violation of the Water Department's rules pertaining to the use of service in a manner which interferes with the service of others or the operation of nonstandard equipment, if reasonable attempt has been made to notify the customer and the customer is provided with a reasonable opportunity to remedy the situation;
- c) When a dangerous condition exists for as long as the condition exists;
- d) For the unlawful removal of any water meter that has been placed, installed or is owned by the Water Department, or in any manner change, interfere with, bypass or tamper with any such meter. The provisions of this paragraph shall not apply to the employees of the Water Department when acting in their official capacity.

In the event any of these situations are discovered or determined, the Water Department shall take such steps to discontinue the improper use and disconnect the meter. Service will thereafter not be resumed to the user/customer until such user/customer shall have paid all estimated charges for consumed water together with any damage to the meter or mains, plus a one hundred dollar (\$100.00) reconnection charge. If tampering or bypassing the meter occurs again, the meter will be removed and legal action taken against the user/customer to restrain such activity and recover damages.

SECTION 11. CONTINUANCE OF SERVICE.

11.01 -- GENERAL POLICY ON DISCONNECTION OF WATER SERVICE.

Unless a dangerous condition exists, or unless the customer requests a service disconnection, service shall not be disconnected on a day, or on a day immediately preceding a day, when personnel of the Water System are not available to the public for the purpose of making connection and reconnection services.

The Water Department may not abandon a customer for a certified service area without giving fourteen (14) days written notice to its customers therein and all similar neighboring utilities, and approval from the Texas Water Commission.

11.02 -- REASONS WHY WATER SERVICE MAY NOT BE DISCONNECTED.

Water service to a customer of the Water Department may not be disconnected due to the following reasons or situations:

Delinquency in payment for service by the previous occupant of the premises. This situation should not occur if Section 7.03 has been complied with. However, should such an event occur, it shall not be a reason to disconnect water service.

- a) Failure to pay for merchandise or charges for non-utility services which are not billed to the user/customer. (Professional services are considered a water service.)
- b) Failure to pay for a different type or class of water service unless the fee for such service is included on the same bill as the water service.
- c) Failure to pay the account of another customer a guarantor thereof, unless the Water Department has, in writing, the guarantee as a condition precedent to providing service.
- d) Failure of a user/customer to pay charges arising from an under billing occurring due to any misapplication of rates more than six (6) months prior to the current billing.
- e) Failure of a user/customer to pay an estimated bill other than a bill rendered pursuant to an approved meter-reading plan, unless the Water Department is unable to read the meter due to circumstances beyond its control.
- f) Failure of a user/customer to pay charges arising from an under billing due to any faulty metering, unless the meter has been tampered with.

SECTION 12. DISCONNECTION AND RECONNECTION OF SERVICE.

12.01 -- CHARGES FOR DISCONNECTION AND RECONNECTION SERVICE.

Whenever a customer terminates water service at one address and renews a service, a disconnection fee and a reconnection fee shall be assessed against the customer. These charges are set forth in Section 27. Reconnection will only be made after the customer has otherwise completed an application for service and has Water Department approval for a meter at the new address.

12.02 -- ALL PAST ACCOUNTS MUST BE PAID FOR RECONNECTION SERVICE.

When any customer who is liable for water charges shall leave or vacate premises to which such charges are applicable, the customer shall not be furnished water service at a new location or premise until all water service charges owed by the customer are paid. The customer may still take the necessary and timely steps to request a formal hearing, as set forth in Section 8 of this Ordinance.

In the event the customer liable for water charges is responsible for payment of water service charges to ignore than one residence, location or premise, the Water Department reserves the right to disconnect water service to all residences for which that customer is responsible for payment of water service. Further, reconnection of service to any or all residences may be withheld until all past due accounts are satisfied.

SECTION 13. WATER CONNECTIONS AND EXTENSIONS (GENERAL).

13.01 -- GENERAL POLICY REGARDING CONNECTIONS AND EXTENSIONS.

The following policies and procedures will apply to all connections and extensions made from and after the effective date of this section:

- a) The Water Department shall supply water to its customers through mains/lines owned or controlled by the Water Department and which shall be located in the streets, between the curb and sidewalk lines or in alleys, adjacent to property being served, or on easements controlled or owned by the Water Department.
- b) No customer shall be provided service unless the property being served has frontage along a Water Department main line.
- c) The Water Department may assess, in addition to the service connection charge, the estimated cost of breaking and replacing pavement necessary to make such connections; such assessment to be paid prior to the work being performed. If the assessment exceeds the actual cost of such pavement crossings, the difference shall be refunded to the customer upon completion of the work.
- d) If a connection or extension requires boring under or crossing over a highway or street the Water Department may assess the estimated cost of boring under or crossing over that highway or street to furnish water service regardless of the distance from the water main to the property line; such assessment to be paid prior to the work being performed. In the event the assessment exceeds the actual cost of boring under or crossing over the highway or street, the excess is refundable to the customer when work is completed.
- e) When a single customer or group of single customers is required to pay the cost of extending water mains in an area where service demands may be made upon those mains, by new customers, then the single customer or group of single customers may enter into a refund contract with the Water Department. This refund contract shall be for a period of fifteen years from the date of the main extension completion or the receipt by the single customer or group of single customers of 100% of the refund due, whichever occurs first. The refund shall in no case exceed the cost of the mains installed.

- f) The Water Department will set a meter, for use by the customer, at the front of the property to be serviced. The meter will sit a distance not to exceed 2 feet off of an adjoining property line and 1 foot off of a Right-of-Way line. When a connection is made by the Water Department to a main on the opposite side of the street, additional charges will be assessed as specified in Section 27.05 (Reference A).
- g) All lines constructed and meters installed under the provisions of this section shall be the property of the Water Department and the Water Department shall have full control and jurisdiction over such lines and meters.
- h) All extensions of water main facilities must conform to the City's master plan, ordinances, codes and regulations and must be reviewed by the City Engineer and must be approved by the City Council of Garden Ridge, Texas.
- i) No water service shall be provided unless and until the water connection charges, meter charges, and all other required charges are paid in advance.

13.02 -- RESPONSIBILITY FOR PAYMENT OF WATER CONNECTIONS.

The person who makes application for water service shall be responsible for payment of all charges provided for in this Ordinance until written notice is given the Water Department by such person of the intention to discontinue such service.

13.03 -- UNLAWFUL CONNECTION TO WATER MAINS OR WATER PIPES.

It shall be unlawful for any person to make, or permit to be made, any connection with or to the water mains or service pipes of the Water Department system. It shall also be unlawful to turn on or use water of the Water Department system without first obtaining a connection therefor. Violations will be subject to the provisions of Section 5 of this Ordinance. Application for connections shall be filed with the Water Department on forms prescribed by the Water Department. If the application or applications are approved, the connection shall be affected.

13.04 -- ALL CONNECTIONS SHALL BE MADE BY THE WATER DEPARTMENT.

Upon approval of a connection and payment of the required connection fee, the Water Department shall make, or cause to have made, the necessary connections and furnishing of a meter box and curb stop, the cost of which are included in the meter connection fee.

13.05 -- EVERY PREMISE SHALL HAVE A SEPARATE SERVICE CONNECTION.

Every premise connected with or to any water main or being supplied with any water from the Water Department, shall have a separate service connection, curb stop, meter (installed by Water Department) and customer supplied shut-off valve (to be installed by customer's plumber).

13.06 -- COMPLIANCE WITH PLUMBING REQUIREMENTS.

No connection shall be made to any house, building or premise to any portion of the Water Department's system if the customer's plumbing has been determined to contain cross connections or other violations of the Health Department requirements or standard building and plumbing codes. When the Water Department becomes aware of and confirms that the plumbing of any house, building or premise already connected to its water system is not or does not comply with the standards of material or workmanship provided for by appropriate provisions of this

Ordinance, the Water Department shall have the right and duty, after notice to the owner, occupant or person in charge of such premises, and the failure or refusal of such owner, occupant or person in charge to immediately remedy such condition, to discontinue all or any portion of service provided by the Water Department as may be required or suggested by the situation.

13.07 -- WATER DEPARTMENT INSPECTIONS ARE NOT A WARRANTY OF LIABILITY.

Plumbing inspections made by the Water Department in regards to effecting a water service connection shall not create any liability or warranty for, by or to the Water Department as to the quality or condition of the plumbing of the house, building or premises and such inspections are separate and apart from similar inspections required by other agencies or municipal offices.

SECTION 14. WATER DEPARTMENT TO MAKE WATER TAPS, CONNECTIONS, REPAIRS, ETC.

14.01 -- UNLAWFUL TAPS, SERVICE PIPES OR CONNECTIONS.

It shall be unlawful and subject to the violation provisions of Section 5 of this Ordinance for any plumber or other person, other than the tapper employed by the Water Department, to tap any water main, make connection with mains or extend service pipes from the main to the meter or to place a stop cock and stop box at that point. All of this equipment shall be under the exclusive control of the Water Department and such taps and service shall be paid for by the plumber or owner ordering the work to be done before work is commenced.

14.02 -- REPAIR AND RENEWAL OF WATER SERVICE PIPES.

The Water Department will make all repairs and renewals of water service pipes from the main to the meter and it shall be unlawful for any person, other than a duly authorized agent of the Water Department to repair or renew any such service pipe from the main to the meter.

SECTION 15. EXTENSION OF WATER SERVICE FROM ONE PREMISE TO ANOTHER.

15.01 -- EXTENSIONS TO BE MADE ONLY BY WATER DEPARTMENT PERSONNEL.

After water is introduced into a building or upon any premises, the same shall not be extended by any plumber or any other person to any other premises for additional fixtures, except upon consent of the Water Department.

15.02 -- CONNECTING SEPARATE BUILDINGS THROUGH ONE METER.

The connecting of separate buildings through one water meter will not be allowed unless authorized in accordance with Section 26.03 of this Ordinance.

15.03 -- USE OF MORE THAN ONE METER PER BUILDING.

Not more than one meter can be supplied to anyone building unless an entire separate piping system and separate service connections are provided by the owner of the building, and each meter shall constitute a separate contract, and pay at least the monthly minimum prescribed by this Ordinance.

SECTION 16. WATER METERS (GENERAL).

16.01 -- ALL WATER SHALL BE MEASURED BY METERS.

All water furnished by the Water Department to its customers shall be measured by a meter and all meters shall conform to Water Department specifications as to size and type.

All water meters connected to the Water Department system are the property of the Water Department. Meters are not owned by the customer whose residence or business served by the meter. The Water Department shall keep all meters owned by it in repair, without expense to the customer, except that the property owner will be charged for meters, boxes and materials damaged or destroyed through the act of negligence, or carelessness of the owner or occupant and for labor costs incurred in reestablishing service.

16.02 -- ONLY ONE CONSUMER CAN PURCHASE WATER THROUGH A SINGLE METER.

Not more than one consumer shall purchase water through any single meter without the consent of the Water Department unless single metering is authorized for more than one unit of occupancy and provided that responsibility for payment of all water services for the single-meter billing is assumed by the single property owner. In cases where single metering is to be used for more than single-unit occupancy and where one of those occupancies requires a higher water use than a single-family residence, a meter sufficient in size to meet the total requirements will be required. The size of the meter will be determined by the Water Department at the time of request for service.

16.03 -- READING METERS BY CUSTOMER.

As a general policy, each customer meter will be read once a month by the Water Department. Under special circumstances and upon approval by the Water Commission, a customer may be authorized to read his/her meter provided the reading is returned to the Water Department in time to effect billing in the normal, established billing cycle.

If a customer is authorized to effect his/her own meter reading, the meter will be read as nearly as possible on the corresponding day of the month, each month, but may be read other than on monthly intervals if circumstances warrant and authorization is received from the Water Commission.

16.04 -- ESTIMATED BILLINGS DUE TO OBSTRUCTION OF ACCESS TO A METER.

If easy access to a water meter is obstructed in any manner whatsoever by a customer, or if entrance to the premises is made dangerous by a vicious animal or otherwise, thereby preventing a meter reader from procuring a reading of the meter, the charges may be estimated for an amount not to exceed double the normal charge. It is further provided that in case the customer does not remedy the condition or should the customer refuse to pay the estimated bill, the Water Department shall have the right to discontinue water services without further notice and service shall not be resumed until the conditions complained of have been remedied and all charges for water service have been paid.

16.05 -- ESTIMATED BILLINGS DUE TO METER FAILURE.

If a meter fails to register the water actually consumed by reason of the register or meter being out of order, the Water Department shall assess the minimum water bill charges to the customer until the defective meter is repaired or replaced.

16.06 -- METER TEST ON REQUEST OF THE CUSTOMER.

Upon request of a customer, the Water Department shall test the accuracy of the customer's meter. The test shall be made at the Water Department's test facility. If it is found that the meter does not register in error more than two (2) percent fast, the customer shall pay the amount as set forth in Section 27.05 (L) for making the test and no adjustment of the charges shall be made. If the meter should register more than two (2) percent fast, the consumer shall pay no fee for the meter test and the Water Department shall make appropriate adjustments in the water service charges. Following the completion of any required test, the Water Department shall promptly advise the customer of the date of removal of the meter, and date of the test, the result of the test, and who made the test.

16.07 -- ADJUSTMENT TO BILL

- a) Fast Meter: Whenever any meter tested by the Water Department is found to have an average error of more than two (2) percent fast (in the Water Department's favor), a refund or credit will be issued to the customer for an overcharge based upon previous usage. An overcharge will not be adjusted for a time period longer than three months prior to the testing and only to the present meter owner.
- b) Non-Registering Meter: When a meter is found not to register for any period, unless bypassed or tampered with, the Water Department shall assess the minimum water bill charges to the customer for the billing period and will take immediate action to repair or replace the defective meter.
- c) Leak Adjustment: Upon request from a water customer, the City may authorize a reduction to a water bill for a water leak or criminal activity which results in increased water usage. Water customers must notify the Water Department no later than the due date of the water bill that a leak adjustment will be requested. After notification to the Water Department, the water customer must submit a Water Leak Adjustment Request form (Appendix "F") with supporting documentation within 90 days to the Water Department. Water usage that is determined to have resulted from a leak that was not reasonably detectable will be charged at the first-rate tier above 5,000 gallons. All other water usage will be charged at their respective rate tiers. Any leak adjustment spanning more than one billing period shall be considered a single event unless compelling evidence suggests otherwise. The Water Manager will review each request, research and investigate the circumstances of each claim. Requests for leak adjustments that extend 6 months beyond the billing period in which the leak was detected will not be considered.
 1. If the water leak is determined to be the responsibility of the City in part or in full, the Water Manager shall adjust the customer's water bill by crediting the amount of water usage determined to be the City's responsibility.
 2. If a water leak is determined not to be the responsibility of the City, the Water Manager may, at his discretion, adjust a water bill up to \$250.00. For higher adjustments, the request will be forwarded to the Water Commission for review and action.

3. Leak adjustment requests that the Water Manager deems do not contain all information necessary for a thorough Water Department investigation will be submitted to the Water Commission.
4. Leak adjustments up to \$500.00 considered by the Water Commission can be recommended to the City Administrator for action. Adjustments over \$500.00 will be forwarded to City Council for review and action.
5. All leak adjustment requests and actions will be reported to the Water Commission and City Council in the Water Manager's Monthly Report.

16.08 -- RE-READING OF METERS.

The Water Department will re-read a customer's meter upon request of the customer. If the reading is determined to be in error, the Water Department will make the necessary adjustment. No charge is made for re-reading the meter unless the Water Department determines that there is no basis for such requested re-reading.

SECTION 17. CROSS CONNECTION CONTROL.

17.01 -- GENERAL POLICY.

a) **PURPOSE**

1. To protect the public potable water supply of the City of Garden Ridge, Texas from the possibility of contamination or pollution by isolating within the customer's internal distribution system(s) or the customer's private water system(s) such contaminants or pollutants that could backflow into the public water system.
2. To promote the elimination or control of existing cross connections, actual or potential, between the customer's implant potable water system(s) and non-potable water systems, plumbing fixtures, and industrial piping systems.
3. To provide for the maintenance of a continuing program of cross-connection control that will systematically and effectively prevent the contamination or pollution of all potable water systems.

- b) **RESPONSIBILITY.** The Water System Manager shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. If, in the judgment of said System Manager an approved backflow prevention assembly is required at the customer's water service connection; or, within the customer's private water system for the safety of the water system, the System Manager or his/her designated agent shall give notice in writing to said customer to install such an approved backflow prevention assembly(s) at his/her own expense; and, failure, refusal, or inability on the part of the customer to install, have tested, and maintain said assembly(s) shall constitute grounds for discontinuing water service to the premises until such requirements have been satisfactorily met.

17.03 -- REQUIREMENTS

a) WATER SYSTEM

1. The water system shall be considered as made up of two (2) parts: the utility system and the customer system.
2. Utility system shall consist of the source facilities and the distribution system and shall include all those facilities of the water system, under the complete control of the utility, up to the point where the customer's system begins.
3. The source shall include all components of the facilities utilized in the production, treatment, storage and delivery of water to the distribution system.
4. The distribution system shall include the network of conduits used for the delivery of water the source to the customer's system.
5. The customer's system shall include those parts of the facilities beyond the termination of the utility distribution system that are utilized in conveying utility-delivered domestic water to points of use.
6. The customer's system shall conform to the current plumbing code for backflow prevention adopted by the City in Ordinance 19. In cases where there is conflict, the stricter code will be enforced.

b) POLICY

1. No water service connection to any premises shall be installed or maintained by the water purveyor unless the water supply is protected as required by state laws and regulations and this section. Service of water to any premises shall be discontinued by the water purveyor if a backflow-prevention assembly required by this ordinance is not installed, tested, and maintained, or if it is found that a backflow-prevention assembly has been removed, bypassed, or if an unprotected cross connection exists on the premises. Service will not be restored until such conditions or defects are corrected.
2. The customer's system should be open for inspection at all reasonable times to authorized representatives of the City of Garden Ridge Water Department to determine whether cross connections or other structural or sanitary hazards, including violations of these regulations exist. When such a condition becomes known, the Water System Manager shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with State and City Statutes relating to plumbing and water supplies and regulations adopted pursuant thereto.
3. An approved backflow-prevention assembly shall be installed on each service line to a customer's water system at or near the property line or immediately before the first branch line leading off the service line whenever the following conditions exist:

- i. In the case of premises having auxiliary water supply that is not or may not be of safe bacteriological or chemical quality and that is not acceptable as an additional source by the Water System Manager, the public water system shall be protected against backflow from the premises by installing an approved backflow-prevention assembly in the service line, appropriate to the degree of hazard.
 - ii. In the case of premises on which any industrial fluids or any other objectionable substances are handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises by installing an approved backflow-prevention assembly in the service line, appropriate to the degree of the hazard. This shall include the handling of process waters and waters originating from the utility system that have been subject to deterioration in quality.
 - iii. In the case of premises having (1) internal cross connections that cannot be permanently corrected and controlled, or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impractical or impossible to ascertain whether or not dangerous cross connections exist, the public water system shall be protected against backflow from the premises by installing an approved backflow-prevention assembly in the service line.
4. The type of protective assembly required under the subsections 17.03(a), 17.03(b), and 17.03(c) shall depend upon the degree of hazard that exists as follows:
- i. In the case of any premises where there is an auxiliary water supply as defined in Section 3 and it is not subject to any of the following rules, the public water system shall be protected by an approved air gap separation or an approved reduced-pressure principle backflow-prevention assembly.
 - ii. In the case of any premises where there is an irrigation system installed
 - a) If the premises has an on-site sewage treatment facility, the public water system shall be protected by an approved reduced-pressure principle backflow prevention assembly.
 - iii. In the case of any premises where there is any material dangerous to health that is handled in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected by an approved air gap separation or an approved reduced-pressure principle backflow-prevention assembly. Examples of premises where these conditions will exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, mortuaries and plating plants.
 - iv. In the case of any premises where there are “uncontrolled” cross connections, either actual or potential, the public water system shall be protected by an approved air gap separation or an approved reduced-pressure principle backflow-prevention assembly at the service connection.

- v. In the case of any premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete in-plant cross connection survey, the public water system shall be protected against backflow from the premises by either an approved air gap separation or an approved reduced-pressure principle backflow-prevention assembly on each service to the premises.
- vi. In the case of any premises where, in the opinion of the Water System Manager, an undue health threat is posed because of the presence of extremely toxic substances, the Water System Manager may require an air gap at the service connection to protect the public water system. This requirement will be at the discretion of the Water System Manager and is dependent on the degree of the hazard.

In the case of any premises where complete containment is necessary, thermal expansion devices will be required to be properly installed at the water heater.

- 5. Any backflow-prevention assembly required herein shall be a model and size approved by the Water System Manager. The term “approved backflow-prevention assembly” shall mean assembly that has been manufactured in full conformance with the standards by the American Water Works Association titled:

AWWA C510-89-Standard for Double Check Valve Backflow-Prevention Assembly, and

AWWA C511-89-Standard for Reduced-Pressure Principle Backflow Prevention Assembly, and have met completely the laboratory and field performance specifications of the Foundation For Cross-Connection Control and Hydraulic Research of the University of Southern California established by,

“Specification of Backflow-Prevention Assemblies”- Section 10 of the most current issue of the Manual of Cross-Connection Control.

Said AWWA and FCCHR standards and specifications have been adopted by the City of Garden Ridge. Final approval shall be evidenced by a “Certificate of Approval” issued by an approved testing laboratory certifying full compliance with said AWWA standards and FCCHR specifications.

The following laboratory has been qualified by the Water System Manager to test and certify backflow preventers:

Foundation for Cross-Connection Control and Hydraulic Research
University of Southern California
University Park
Los Angeles, Ca. 90089

Testing laboratories, other than the laboratory listed above, will be added to an approved list as they are qualified by the Water System Manager.

Backflow preventers that may be subjected to back-pressure or backsiphonages that have been granted a certificate of approval by said qualified laboratory and are listed on the laboratory's current list of approved backflow-prevention assemblies may be used without further laboratory testing or qualification.

6. It shall be the duty of the customer-user at any premises where backflow-prevention assemblies are installed to have certified inspections and operational tests made at least once per year for high health hazard devices or once every two years for low health hazard devices. In those instances where the Water System Manager deems the hazard to be great enough, certified inspections may be required at more frequent intervals. These inspections and tests shall be at the expense of the water user and shall be performed by the assembly manufacturer's representative, water Department personnel, or by a certified tester approved by the Water System Manager. It shall be the duty of the Water System Manager to see that these tests are made in a timely manner. The customer-user shall notify the Water System Manager in advance when the tests are to be undertaken so that the Water System Manager may witness the tests if so desired. These assemblies shall be repaired, overhauled, or replaced at the expense of the customer-user whenever said assemblies are found to be defective. A copy of all testing results are to be turned in to the Water System Manager. Records by Water Department and customer-user shall be maintained for a minimum period of three years.

c) INSPECTION

1. The customer shall provide the Department with a customer inspection certification (as required by TCEQ rules for public water systems) on all new construction with city water service.
 - i. Inside city limits- This certification shall be presented to the Department prior to the final inspection of the building. If not received, a Certificate of Occupancy will not be issued and service will be terminated until certification is received.
 - ii. Outside city limits- This certification shall be presented to the Department upon construction completion or service will be terminated immediately until certification is received.
2. The customer shall provide the Department with a customer inspection certification (as required in Section 290.46 j of TCEQ rules for public water systems) on all renovation construction with city water service.
 - i. Inside city limits- This certification shall be presented to the Department prior to the final inspection of the renovation. If not received, service will be terminated until certification is received.
 - ii. Outside city limits- This certification shall be presented to the Department upon renovation completion or service will be terminated immediately until certification is received.

3. The customer shall provide the Department with a customer inspection certification (as required by TCEQ rules for public water systems) if the Department has reason to believe that cross-connections or other potential contaminant hazards exist.

SECTION 18. SERVICE OUTSIDE SERVICE AREAS.

18.01 -- WATER NOT FURNISHED BEYOND AREAS AUTHORIZED BY TWC.

No water shall be furnished by the Water Department beyond the areas authorized by the Texas Water Commission unless all plumbing, including all fixtures and appliances, through which water from the Water Department is to pass has been approved by the Water Department. In the event additional plumbing is installed on such premises, water service shall be discontinued to such consumer, unless such additional plumbing installation is approved by the Water Department.

18.02 -- SECTIONS CONSTRUING AGAINST THE WATER DEPARTMENT.

Nothing in this section or any other section of this Ordinance shall be now or hereafter be construed to compel the Water Department to furnish water to consumers beyond the Texas Water Commission certificated limits or to continue such service once begun, and the Water Department reserves the right to furnish service to such customers it deems advisable and to, at any time, wholly or partially discontinue the water supply upon violation of any of the terms of this Ordinance, the same as though such customer resided within the certificated territory.

SECTION 19. OPERATIONS MANAGER OF THE WATER DEPARTMENT.

19.01 -- CREATION OF OFFICE OF OPERATIONS MANAGER.

There is hereby created the office of Operations Manager for the Water Department, which officer shall have general supervision of the water system of the Water Department and shall have general supervision over all employees of the Water Department and shall make repairs deemed necessary and consistent with his or her duties. The Operations Manager shall be given the authority to issue citations for violations of this Ordinance.

19.02 -- REPORTING VIOLATIONS OF THE WATER SYSTEM.

The Operations Manager of the Water Department shall report violations of all regulations governing the establishment, maintenance and operation of the Water Department to the City Water Commission.

19.03 -- AUTHORITY TO TURN WATER ON OR OFF.

Employees of the Water Department are the only individuals having authority to turn water on or off at any Water Department valve. No plumber or other person shall turn water on or off at any Water Department valve without written permission first being obtained from the Operations Manager of the Water Department.

19.04 -- TAMPERING WITH FIRE HYDRANTS AND OTHER WATER DEPARTMENT PROPERTY.

It shall be unlawful and subject to the violation provisions of Section 4 of this Ordinance for any person to open or close any unmetered fire hydrant or stop cock connected with or to the water system of the Water Department or to lift or remove the covers of any gate valves or shutoff

thereof, without the permission of the Operations Manager of the Water Department, except in case of fire, and then under the direction of officers of the fire department.

19.05 -- TURNING ON WATER SERVICE AFTER SERVICE HAS BEEN DISCONNECTED.

It shall be unlawful and subject to the violation provisions of Section 5 of this Ordinance for any person to turn on the water supply or service to any building or to any supply pipe where the supply of water has been turned off, for any reason, by the Water Department, without permission of the Operations Manager of the Water Department.

SECTION 20. EASEMENTS, ACCESS AND INSPECTIONS.

20.01 -- EASEMENTS

Each Water Department customer will, as specified in the Service Agreement, provide any easement required for right-of-way for the purpose of installing, maintaining, and operating such pipe lines and appurtenances which may be deemed necessary for the Water Department for service to the property owner or to other Water Department customers on such form as is required by the Water Department.

20.02 -- REFUSED EASEMENTS.

Any customer who refuses to grant Easements of Right-of-Way, as required by the Water Department, shall be deemed in breach of the Service Agreement and water service will be discontinued.

20.03 -- FAILURE TO GRANT EASEMENT CONSTITUTES A LIEN.

The failure of any customer or non-customer to grant the Water Department an easement may cause the Water Department extra expenses and liability. These extra expenses and liabilities include, but are not limited to, the extra length of following another route and the relocation of water mains when placed in public Right-of-Ways instead of on private easements. In such an event, the Water Department will notify the customer and/or landowner of these damages and will file a notice of record against his or her land in the County Court House records indicating that future water service to this property will be denied until the cost of these damages is recovered.

20.04 -- ACCESS TO CUSTOMERS PREMISES.

A customer of the Water Department shall give the duly authorized agents of the Water Department permission to enter the customer's property at all reasonable times for any purpose incidental to the supplying of water service.

Any person desiring to obtain or to continue to obtain service from the Water Department shall be required to submit to the inspection of his premises by the Operations Manager of the Water Department, or to his representative, when requested to do so.

SECTION 21. DUTIES OF CUSTOMERS/CONSUMERS.

21.01 -- MAINTAINING CONDITION OF OWN WATER LINES.

Customers/consumers of water from the Water Department shall keep their own service pipelines and apparatus in good repair and condition, protected from freezing at their own risk and expense, and shall prevent all unnecessary waste of water.

It is especially stipulated that no claim shall be made against the Water Department for or by reason of the breakage of any service pipe or service cock, or from any damage by reason of shutting off the water to repair mains, or for any other purpose, and in case of neglect or refusal to promptly repair an imperfection in the service pipes, lines, stops, or other fixtures which the Operations Manager may cause the water to be turned off.

21.02 -- SAFEGUARDING OF WATER DEPARTMENT LINES.

The customer is required to safeguard the Water Department's mains crossing his or her property and prevent construction along or over the easement therein other than as authorized by the terms of the easement.

SECTION 22. MAPS OF THE WATER DEPARTMENT'S WATER SYSTEM.

22.01 -- MAPS OF THE WATER DEPARTMENT'S WATER SYSTEM.

The Operations Manager shall keep in his or her office maps and plats of the Water Department's water system showing all mains and pipes laid or belonging to the Water Department, giving the size of same and showing the locations of all valves and fire hydrants.

SECTION 23. CUSTOMER CREDIT POLICY.

23.01 -- DEFERRED PAYMENT AGREEMENTS.

Upon request, a deferred payment agreement may be offered to a residential customer who has expressed an inability to pay all of his or her bill, if the customer's bill exceeds the average monthly bill for that customer for the previous twelve months by three times, and if that customer has not been issued more than two disconnection notices at any time during the preceding twelve months. Such agreements must be applied for in writing and must receive the approval of the City Water Commission. Deferred payment plans will include a finance charge which will be computed at an annual rate of ten percent (10%) simple interest and such charge shall be clearly stated on the deferred payment agreement.

23.02 -- RE-ESTABLISHMENT OF CREDIT.

Every residential customer who was previously served by the Water Department and whose service was discontinued due to nonpayment of billings shall be required to pay all amounts due the Water Department before further water service is rendered. Such applicants are entitled to apply for a deferred payment agreement.

SECTION 24. DEPOSITS FOR WATER SERVICE.

24.01 -- POLICY

- a) RESIDENTIAL OR COMMERCIAL - The Water Department requires a deposit from all permanent residential, commercial and industrial water users in the amount set forth in Section 27.05.

- b) TEMPORARY OR SEASONAL - Temporary or seasonal service will be provided at any fire hydrant after the required deposit set forth in Section 27.05 (Reference R-3) is received.

24.02 -- RECORD OF DEPOSIT.

When a deposit for service is required, the Water Department shall keep records to show the name and address of each depositor; the amount and date the deposit was made; and each transaction concerning the deposit. In addition:

- a) The Water Department shall issue a receipt of deposit to each applicant from whom a deposit is received and shall provide means whereby a depositor may establish a claim to the deposit if the receipt is lost.
- b) The Water Department shall maintain a record of each unclaimed deposit for a period of at least four years, during which time the Water Department shall make a reasonable effort to return the deposit.

24.03-- REFUND OF DEPOSIT.

If water service is not connected or after disconnection of service, the Water Department shall promptly and automatically refund the customer's deposit in excess of the unpaid bills for service furnished. A transfer of service from one premise to another within the service area of the Water Department shall not be deemed a disconnection within the meaning of these rules, and no additional deposit may be demanded unless permitted by these rules.

SECTION 25. WHEN CASH PAYMENT IS REQUIRED.

25.01 -- WHEN CASH PAYMENT IS REQUIRED FROM A CUSTOMER.

If a customer pays a bill from the Water Department by check and that check is returned by a financial institution for insufficient or non-sufficient funds, the customer will be required to pay that month's bill in cash and shall be assessed a fee, as set forth in Section 27.05, for a dishonored check. Should the customer refuse to pay the bill or additional fee, the Water Department reserves the right to discontinue service to that customer.

In the event of a second check being returned for the same customer and for the same reasons stated above, the customer shall, in addition to being required to pay the additional fee set forth in Section 27.05, be required to pay all future Water Department bills in cash.

Any deviation from this policy must be approved by a unanimous vote of the City Water Commission.

SECTION 26. ESTABLISHMENT OF WATER RATES.

26.01 -- UNIFORM RATES FOR CUSTOMERS WITHIN CITY LIMITS.

A uniform monthly water usage rate shall be charged to all single-family residence customers who live within the incorporated limits of the City of Garden Ridge and who secure their water service from the City of Garden Ridge Water Department. Such rate is established in Section 27.02.

26.02 -- UNIFORM RATES FOR CUSTOMERS OUTSIDE THE CITY LIMITS.

A uniform monthly water usage rate shall be charged to all single-family residence customers who live outside the incorporated limits of the City of Garden Ridge and who secure water service from the City of Garden Ridge Water Department. Such rate is established in Section 27.02. Justification for a higher rate is that customers within the incorporated limits of Garden Ridge are assessed ad valorem taxes to recover the capital cost of purchasing the water company. The higher rate for customers residing outside the incorporated limits of Garden Ridge enables such customers to enjoy the services of the Water Department and to share a portion of the capital cost of purchasing the water company.

26.03 -- ARRANGEMENTS FOR OTHERS.

Where a residence, business establishment, complete apartment or mobile home unit is not within reach of a water main of the Water Department from which to secure water service, arrangements may be proposed to secure water from another user who receives service from the Water Department. Such arrangements are only authorized with the consent and at the option of the Water Department.

A special permit must be obtained from the Water Department to secure water through another user of the Water Department. The basic monthly water service charge to the customer through which water service is being provided shall be based on the "minimum" water bill rates established in Section 27.02, multiplied by the number of customer units securing water service through such that customer's meter.

Each "minimum" will entitle the user to the regular minimum quantity of water for the classification of service for which the customer's water rates are billed. The regular minimum, additional minimum, and all water used over the minimums by such consumer shall be charged to the customer having the water meter.

26.04 -- ALL WATER PASSING THROUGH A METER WILL BE CHARGED.

All water that passes through a meter of the Water Department shall be charged for, whether used or not.

26.05 -- PRICE OF WATER PASSING.

Whenever water is purchased by any consumer other than through a service connection through the mains of the Water Department (such as water sold to another municipality) and such water is secured from water taps of the Water Department, such consumer shall pay current applicable rates.

SECTION 27. RATES AND FEES.

27.01 -- APPLICATION OF RATES

All charges for water connections, meter installations, and miscellaneous items detailed in this Section shall be paid in advance of any service being rendered. There will be no exception to this requirement unless approved, in advance, by a majority vote of the City Water Council or unless otherwise authorized in a Section of this Ordinance. Rates outlined in this Section may be changed from time to time by an approved by a majority vote of the Garden Ridge City Council.

27.02 -- BASIC WATER RATES FOR SINGLE FAMILY RESIDENCES

Basic water rates applicable to single-family residential customers depend on whether the residence to receive service is physically located within the incorporated limits of the City of Garden Ridge, Texas. Single family residences physically located within the extra-territorial jurisdiction area of the City of Garden Ridge, Texas, are considered to be outside the city limits of Garden Ridge, Texas. The rates are as follows:

a)	METERS INSIDE CITY LIMITS	METERS OUTSIDE CITY LIMITS
	Minimum Monthly Charge of \$25.00 (5,000 gallons)	Minimum Monthly Charge of \$41.25 (5,000 gallons)
Each additional 1,000 gallons, up to 15,000	\$2.82	\$4.46
Each additional 1,000 gallons, up to 25,000	\$4.67	\$6.33
Each additional 1,000 gallons, up to 35,000	\$6.70	\$9.15
Each additional 1,000 gallons, up to 45,000	\$9.89	\$13.38
Each additional 1,000 gallons, up to 55,000	\$13.08	\$17.56
Each additional 1,000 gallons, up to 65,000	\$17.55	\$22.61
Each additional 1,000 gallons, up to 75,000	\$22.02	\$26.16
Each additional 1,000 gallons, up to 85,000	\$26.49	\$29.49
Each additional 1,000 gallons, up to 95,000	\$30.97	\$32.70
b) METERS INSIDE CITY LIMITS: Water rates for usage over 95,000 gallons shall be based upon 1,000 gallon block increments with the applicable rate of 39.84		
c) METERS OUTSIDE CITY LIMITS: Water rates for usage over 95,000 gallons shall be based upon 1,000 gallon block increments with the applicable rate of 39.84		

27.03 -- BASIC WATER CHARGES FOR COMMERCIAL SERVICE.

- a) Classification C-1 -- One Inch (1") Meter (Capacity 25 GPM)
 - 1. See Section 27.02
- b) Classification C-2 -- One and One-Half Inch (1.5") Meter (Capacity 50 GPM)
 - 1. See Section 27.02
- c) Classification C-3 -- Two Inch (2") Meter (Capacity 80 GPM)
 - 1. See Section 27.02
- d) Classification F-1 -- Water Drawn From City Fire Hydrants
 - 1. See Section 27.02 Outside City Rates

NOTE: The customer is responsible for the cost of repairing or replacing any damage to the hydrant, meter, or valve associated with the hydrant while under contract for service.

27.04 -- WATER RATES FOR TEMPORARY SERVICE

See Section 27.02 Outside City Rates

27.05 -- CUSTOMER SERVICE CHARGES

All charges for water connections, meter installations, and miscellaneous items detailed in this Section shall be paid in advance of any service being rendered, except in the case of the charge for returned checks. There shall be no exception to this requirement unless approved by a majority vote of the City Water Commission or otherwise authorized by a Section of this Ordinance.

All of the following listed fees and/or charges apply, effective with the date of this Ordinance, for services rendered by the Water Department.

- a) Water Connection Charges.
Water connection charges are separate and apart from other fees and charges for water service. The water connection charge is a one-time non-refundable charge to a new customer when providing requested water service. The water connection charge is not an "impact fee" but merely a fee intended to cover the cost of the water meter itself plus the costs of making the connection to the water system.

The applicable charge depends on the classification of the customer, as shown below, and shall be paid when application for the requested water service is submitted to the Water Department. Application for service must be submitted at the time the building permit for that residence is issued. Applicable water connection charges are as follows:

- 1. Single-Family Residence:
 - 1" Meter-----\$1325.00
 - 1.5" Meter----- \$1550.00
 - 2" Meter-----\$1850.00

(The installation charge for larger meters will be negotiated)

2. Commercial Establishment: The charge will depend on the Commercial Classification of the establishment set forth in Section 26.03.

Commercial Classification C-1-----\$1325.00

Commercial Classification C-2-----\$1550.00

Commercial Classification C-3-----\$1850.00

Where the Water Department approves a connection to a main which is across the street from the lot to be served, an additional charge in the amount of the total costs incurred for such additional services and resurfacing of street areas will apply. These costs are in addition to any fees or charges listed in this Section.

A. Replace a damaged meter box-----\$50.00

B. Replace damaged valve box-----\$150.00

C. Replace damaged fire hydrant-----\$1400.00

D. Replace sampling station-----\$450.00

E. Replace air relief valve-----\$350.00

F. Replace valve markers-----\$50.00

G. Excavate, install and/or replace a damaged meter valve-----\$150.00

H. Excavate, install and/or replace a damaged curb (meter) valve-----\$150.00

I. Replace a damaged meter:

1) 3/4"-5/8"-1" the cost of the meter plus-----\$40.00

2) 1.5" and larger the cost of the meter plus-----\$60.00

J. Upgrading meter size:

1) 5/8" to 3/4": the difference in price of the meters plus-----\$40.00

2) All other upgrades, refer to Section 27.05(a-1)

K. Relocate a water meter at the request of or for the benefit of the customer refer to Section 27.05(a-1) – meter cost

L. Meter Test When The Meter Is Not In Error-----\$50.00

M. Turn-Off/Disconnection Charges.

Resulting from a delinquency or non-payment of water service bills-----\$40.00

N. Turn-On/Reconnection Charges.

Resulting or following a turn-off or disconnection due to delinquency or

non-payment of water service bills-----\$40.00

(NOTE: An additional charge of \$50.00 will be imposed for a turn-on or reconnection required to be performed during non-regular working hours.)

O. Turn-Off & Turn-On Transfer of existing meter service to a new customer-----\$40.00

P. Customer Service Charges. As a general rule, the following service charges will not be assessed the first time Water Department personnel are called to service a problem which is determined, by the Water Department, to be the responsibility of the customer. However, if Water Department personnel are called and respond to a service call which has previously been pointed out (to the customer) as his or her area of responsibility, the following charges apply:

1) On-Duty Service Calls

Minimum charge for the first half-hour ----- \$30.00

Each hour (or fraction thereof) thereafter-----\$40.00

2) Off-Duty Service Calls

Minimum charge for the first half-hour -----\$35.00

Each hour (or fraction thereof) thereafter ----- \$45.00

Q. Check returned for insufficient or non-sufficient funds-----\$25.00

R. Deposits

1) Residential Water Deposit

a. Owner ----- \$150.00

b. Renter ----- \$150.00

2) Commercial Water Deposit-----\$200.00

3) Fire Hydrant or Temporary Service Deposit-----\$400.00

(Deposits refundable at termination of service minus any balance on account)

27.06 CUSTOMER FEES

The City of Garden Ridge Water Department may be assessed management fees, program fees and pumping fees for water that is allocated from, pumped from and/or supplied from the Edwards Aquifer and/or the Trinity Aquifer. The assessment of such fees as a pass-through fee to all water customers is authorized. Such fees will be collected from all water customers of the Garden Ridge Water Department. The charges will be billed monthly as a separate charge on customer water bills. No pass-through fees shall be charged if there is not metered use by the customer during the billing period. These charges shall be reviewed annually and adjusted as necessary for the full recovery of such fees assessed to the City of Garden Ridge Water Department.

SECTION 28. REQUESTS FOR SERVICE (GENERAL POLICY).

28.01 -- REQUESTS FOR SERVICE -- GENERAL POLICY

The City of Garden Ridge Water Department has adopted the following Policies relative to requests for services:

Each request for services involving more than one meter, or where there is some question of adequacy of service, may be referred to the Water Department's Engineer for study. The cost of the Engineering Study and report will be paid for in advance by the petitioner.

The Engineer will evaluate the request to determine, under the existing circumstances, what would be the conditions of service and report this to the City Water Commission and to the petitioner.

SECTION 29. NEW SERVICE APPLICATIONS AND CONNECTIONS.

29.01 -- APPLICATIONS FOR SERVICE.

Persons desiring water service are required to complete an "Application For Service" form and submit it to the Water Department. Upon receipt of a properly executed application, the Water Department will notify the applicant in writing, within five (5) working days, as to whether the application has been approved, disapproved, or is being returned for additional information.

29.02 -- APPROVED APPLICATIONS.

If the application is approved, the customer is then required to execute a Customer Service Agreement and return it, along with any required easements and payment for all fees and charges due to the Water Department or the City of Garden Ridge within thirty (30) calendar days of notice. Failure to complete these transactions within the time specified or otherwise agreed upon may, at the Water Department's option, void the approved application for service.

29.03 -- DISAPPROVED APPLICATIONS.

If the application is disapproved on the basis of inability to provide service, the applicant may engage (at the applicant's expense) an Engineer to evaluate the and or determine the water system's capability for providing the requested service. This Engineering report will be used by the Water Department to reevaluate their decision and determine under what conditions water service may or may not be considered for approval.

29.04 -- DEPARTMENT WATER MAIN IN PLACE ON THE CUSTOMER'S PROPERTY.

After approval of the customer's application and receipt by the Water Department of the applicable charges and fees, the Water Department shall effect installation of a standard meter box and a one inch (1") water meter at a mutually agreeable point.

29.05 -- DEPARTMENT WATER MAIN NOT IN PLACE ON THE CUSTOMER'S PROPERTY.

In the event an applicant desires water service on a property which does not currently have adequate Water Department mains in place, or the Water Department mains in place are insufficient to provide the service applied for, the applicant, in addition to paying the appropriate fees and charges, shall pay for additional facilities as may be required to provide the service. Any facilities so provided shall be the property of the Water Department.

29.06 -- APPLICATIONS REQUIRING PROFESSIONAL ENGINEERING SERVICES.

If the services of a registered professional engineer are required as a result of an application for service received by the Water Department, the engineer will be selected by the Water Department and the applicant for service will bear all expenses incurred from these services.

29.07 -- POLICY ON EXTENSIONS.

It is the policy of the Water Department that all extensions or improvements to facilities which are required as a result of an application or applications for service, except those that are part of a program to be financed by a capital improvement program of the City of Garden Ridge and the Water Department, shall be paid for in full by the applicant or applicants for such service, and will include the cost of engineering under Section 30.03. Payment received by the Water Department for such extension or improvement shall be in addition to the water connection and meter charges. (see Section 12.01)

29.08 -- REQUESTS FOR NON-STANDARD SERVICE.

If an applicant requires other than the standard service and meter provided by the Water Department, such applicant shall be required to pay 'all expenses incurred by the Water Department in excess of the expense that would be incurred in providing the standard service and meter.

29.09 -- REFUSAL TO PROVIDE SERVICE.

The Water Department may decline to provide service to an applicant until such applicant has complied with the state and governmental regulations and approved rules and regulations of the Water Department on file with the Commission governing the service applied for, or for the following reasons:

- a) If the applicant's installation, facilities or equipment is known to be hazardous or of such character that satisfactory service cannot be given; or
- b) If the applicant is indebted to any utility for the same kind of service as that applied for; or
- c) The Water Department's facilities cannot accommodate the requested service.

In the event the Water Department refuses service to an applicant under the provisions of these rules, the Water Department must inform the applicant of the basis of its refusal and inform the applicant that he or she may file a complaint with the Commission regarding the refused service.

29.10 -- INSUFFICIENT GROUNDS FOR REFUSAL TO PROVIDE SERVICE.

The following shall not constitute sufficient cause for the Water Department to refuse to provide service to a present customer or applicant:

- a) Delinquency in payment for service by a previous occupant of the premises to be served; or
- b) Failure to pay for merchandise, or charges for no utility service (except professional services related to service) purchased from the Water Department; or

- c) Failure to pay a bill to correct previous under billing due to misapplication of rates more than six months prior to the date of application; or
- d) Violation of the Water Department's rules pertaining to operation of nonstandard equipment or unauthorized attachments which interferes with the service of others, unless the customer has first been notified and been afforded reasonable opportunity to comply with said rules; or
- e) Failure to pay a bill of another customer as guarantor thereof, unless the guaranty was made in writing to the Water Department as a condition precedent to service; or
- f) Failure to pay the bill of another customer, at the same address, except where the change of customer identity is made to avoid or evade payment of a utility.

29.11 -- TYPES OF SERVICE.

The following are the different categories or types of service authorized by the Water Department:

- a) Single Residential Customer. A single residential customer is a consumer who has one meter for one residence on a single property.
- b) Commercial Customer. A commercial customer is a consumer who receives water for a commercial or business purpose.
- c) Dual Residential Customer. A dual residential customer is a consumer who has one meter for two residences, one of which must be a mobile home. This is considered to be a temporary situation subject to the removal of the second residence from the property. This service may be terminated by the Water Department at any time.
- d) Temporary Service Customer. A temporary service customer is a consumer who will receive water service for a limited period of time. Temporary service can be a metered or a non-metered sale. It is usually for the purpose of road or building construction, or for seasonal service. When using this category of service, water service will be delivered to a point in the distribution system designated by the Operations Manager of the Water Department.
- e) Mobile Home Park Customer. A mobile home park customer is a consumer that receives water through a single meter service, supplying more than two mobile home rental spaces, and the owner supplies water for each unit. No sub-metering or selling of water is allowed. The owner is billed for all service and is responsible for the piping to each unit. This type of service requires a special service agreement.
- f) Apartments, Condominiums and Duplex Customer. These multiple-residence customers are classified as a single consumer having a single owner and are served by one meter. The owner may be a homeowner association or an entity responsible for building maintenance. No sub-metering or selling of water is allowed. The single owner is billed

for all service and is responsible for the piping to each unit. This type of service requires a special service agreement.

- g) **Municipal Wholesale Customer.** Municipal wholesale customers are usually a governmental entity (such as a Municipal Utility District) who own and operate their own distribution systems and purchase water by special contract from the Water Department.

29.12 -- LOCATION OF WATER METERS.

Water meters shall be placed in an easement on the applicant's property or private access road. The Water Department retains the right to choose the location of water meters but, so far as practical, the location should be mutually acceptable to the customer and the Water Department. (see Section 12.01(f))

29.13 --PERMITS AND EASEMENTS.

It shall be the responsibility of the applicant to secure all permits and easements as deemed necessary or required by the Water Department or by governmental agencies.

SECTION 30. REQUESTS FOR SERVICE TO SUBDIVISIONS.

30.01 -- REQUIREMENT FOR PRELIMINARY PLAT.

If the customer requesting service is a developer of lands (as determined by the Water Department), he or she must provide an overall preliminary plan showing the entire intended development together with a proposed water distribution System layout.

30.02 -- APPROVAL OF SUBDIVISION PLAT.

If the Water Department determines that the customer making application for service is required by law to prepare a subdivision plat for approval by local governmental agencies (County or Municipal), or the subdivision is outside the incorporated limits of the City of Garden Ridge or its extra-territorial jurisdiction, consideration of providing service shall be withheld until the required plat has been reviewed and approved by the Planning & Zoning Commission of Garden Ridge, and properly filed, approved and recorded as required by law with County or Municipal governmental agencies.

30.03 -- WHEN HYDRAULIC CONDITIONS WARRANT STUDY.

If the Water Department determines that the hydraulic conditions for a developer's proposed subdivision warrant a study, they will refer the request for service to the Water Department's Engineer for a study of the conditions. Expenses for such a study shall be paid by the applicant and the Engineer's report will, when completed, be forwarded to the City Water Commission.

Although the Engineer 5 report might indicate that service is possible, the report will not constitute an agreement for service. Prior to a decision by the City Water Commission regarding providing service to the customer, the Commission will review the Engineer 5 report to ensure that the conditions will not adversely effect the existing customers or other aspects of the water system. If no adverse impact is determined, the City Water Commission will enter into a water service agreement with the Developer.

30.04 -- APPROVAL OF PRELIMINARY SUBDIVISION PLAN.

Approval of the preliminary subdivision plan by the City Water Commission will not constitute an agreement for service for any or all units of the development.

30.05 -- IF WATER SYSTEM CANNOT ACCOMMODATE THE DEVELOPER'S REQUEST.

If the Water Department determines that the existing water system is inadequate to accommodate the requested services, the Developer will be required to construct any approach mains and all internal lines to the Water Department's specifications and dedicate these to the Water Department.

30.06 -- IF THE SUBDIVISION IS WITHIN CITY LIMITS OR THE CITY E.T.J.

If the subdivision of land is within the City Limits or the extra-territorial jurisdiction of any incorporated city or municipality, the developer must obtain approval or variances from the city I municipality for all proposed water lines.

If any part of a subdivision unit is within or adjacent to the extra-territorial jurisdiction of a city or municipality, as determined by the City Water Commission, the water system within the subdivision will be designed to conform to the fire protection standards of the municipality but will not be less than the standards of the Water Department. If the offsite supply mains are not sufficient to support fire hydrants, then the internal mains will be constructed so as to support fire hydrants in the future.

30.07 -- APPLICATIONS TO THE TEXAS WATER COMMISSION.

Upon completing the previous requirements of this Section, the Water Department may then apply to the Texas Water Commission for a Certificate of Convenience and Necessity, if such a certificate is not already in force. If a certificate is denied by the Texas Water Commission, the agreement with the Developer will be terminated and all fees, less expenses, will be refunded.

30.08 -- CONSIDERATION OF DEVELOPER'S REQUEST FOR SUBDIVISION SERVICE.

The Water Department will consider each request for service to a subdivision on a first-come, first-served basis.

In the event the Developer has not connected to the water system within the contracted time allowed, the Water Department reserves the right to either (1) require payment of a minimum monthly water charge, as specified in Section 27.02, for each unit (lot) platted in the subdivision; or (2) terminate the service agreement.

30.09 -- SUBMISSION OF CONSTRUCTION PLANS.

Upon approval of the preliminary plan of development, the developer shall then prepare a (1)-subdivision plat which conforms to all State, County and City regulations; and (2) detailed construction plans for the water system. These plans will be submitted for review and approval of the City Water Commission.

The developer's plans for construction of the water system must be submitted by the developer's engineers to the Texas State Department of Health Resources and to the Water Department's Engineer for approval.

Upon approval of the water system construction plans, the developer will, at the option of the Water Department, contract with the Water Department to construct the subdivision water system. The Water Department will, at its option, perform the construction, or have it performed, under contract with the developer at a price determined by bidding from at least three legitimate private contractors experienced at construction of water systems. The Water Department shall not be bound to accept the lowest construction bid submitted.

30.10 -- REIMBURSEMENT OF EXPENSES.

The developer shall reimburse the Water Department for all legitimate expenses incurred by the Water Department for plan reviews, inspections, tests, legal fees, etc. Such reimbursement will be effected on a monthly basis and no acceptance or use of the water mains will be made until all fees or expenses due the Water Department are paid in full.

30.11 -- APPROACH LINES TO SUBDIVISIONS.

All approach lines to the subdivision are required to be located on easements on private lands. These easements are to be secured by the developer on behalf of and in the name of the Water Department.

30.12 -- TERMS OF AGREEMENTS BETWEEN CUSTOMERS AND DEVELOPERS.

The terms of all agreements between customers and developers will be indicated in written agreements signed by both parties. No communications other than this will be recognized by the Water Department. Variances to this policy may be considered by the City Water Commission for sufficient and compelling reasons.

30.13 -- POLICIES, RATES, FEES, ETC., ARE SUBJECT TO CHANGE.

The policies, rates, fees, requirements, and other terms and conditions detailed in this Section are subject to change, without notice, at any time.

SECTION 31. CONDITION FOR SUBDIVISION PLAT APPROVAL AND WATER SOURCE.

31.01 -- EXECUTION OF AGREEMENT FOR SERVICE.

Upon execution of an agreement for service and payment of the Water Department's expenses to be incurred for engineering and or legal services in this regard, and satisfactory performance of the other terms herein, the Water Department agrees to offer the availability of water service to lots (one 1" meter per lot) in the subdivision for a period of twenty-four (24) months from the date of the agreement.

31.02 -- DEVELOPER AGREEMENT REGARDING CERTIFICATES.

The subdivision developer agrees to include the City Of Garden Ridge Water Department Certificate and the Easement Certificate (Appendix A) on the Subdivision plat prior to recording.

31.03 -- SERVICES TO LOTS WITHIN THE SUBDIVISION.

Services to lots within the subdivision will be installed by the Water Department at their initial cost.

31.04 -- DEVELOPER'S EXPENSES FOR ENGINEERING.

The subdivision developer shall, at the developer's expense, engage a professional engineer to prepare construction plans to conform to the City of Garden Ridge Water Department's design standards and those of the regulatory agencies for the internal water distribution system within the subdivision.

These plans shall be submitted to the Water Department for approval and thereafter the developer shall be responsible for securing other governmental agency plan approvals and permits.

31.05 -- CONSTRUCTION PLANS FOR OFF-SITE IMPROVEMENTS.

Construction plans for off-site improvements shall be prepared, at the developer's expense, by the Water Department.

31.06 -- CONSTRUCTION OF INTERNAL AND OFF-SITE WATER LINE SYSTEM.

Construction of the internal and off-site water line system for the subdivision units shall conform to the City of Garden Ridge Water Department's standards of construction. Approval of the plans will be a responsibility of the Water Department and expenses thereof will be an expense to the developer.

At the option of the Water Department, the developer may be permitted to undertake construction of the internal and off-site water line system.

31.07 -- DEVELOPER'S PAYMENT OF CONSTRUCTION COSTS.

Prior to the Water Department executing the Water Department Certificate which has been affixed by the developer to the subdivision plat, the developer shall agree to remit, to the Water Department, the amount estimated by the Water Department for construction of the approach and internal water lines.

Prior to service being initiated to the subdivision, the Water Department will prepare a Final Statement of Cost which represents the Water Department's cost of making these improvements and the developer will remit the difference between the final cost and the estimated amount above. Similarly, the Water Department will return unexpended amounts to the developer.

31.08 -- OFF-SITE IMPROVEMENTS TO BE DEDICATED TO THE WATER DEPARTMENT

Upon completion, the approach lines, the internal water lines, and all other off-site facilities and improvements become the property of the Water Department for their ownership, use and maintenance. When the construction of these facilities has been accomplished by the developer, a twelve (12) month warranty on all facilities is required.

In addition to dedicating off-site improvements to the Water Department, the developer shall agree to pay an additional amount to the Water Department as a pro-rata cost of existing support facilities required to service the facilities. Such payment is to be made upon execution of the Agreement for Service.

If the developer fails to agree to the above dedication and additional payment to service the off-site improvements, the Water Department may void the agreement without refund or penalty.

31.09 -- WATER DEPARTMENT'S AGREEMENT TO ACCEPT THE FACILITIES.

The Water Department agrees, upon completion, to accept the facilities for operation and maintenance and thereafter to offer water services as requested to lot owners within the approved platted areas under the terms then in existence for customers along existing water mains.

Customers requesting service must pay the then current water connection and all other charges associated with securing water service.

Water service to lot owners will be conditional upon the developer having paid all professional service fees incurred by the Water Department's Engineer or Attorney in behalf of the project.

31.10 -- FAILURE TO COMPLETE TERMS OF THE AGREEMENT.

In the event the terms of an agreement relative to subdivision platting and waterline construction are not completed within twelve (12) months, the Water Department may, at its option, void all parts of or change the conditions of the agreement, including initial developer charges. No refunds of developer charges will be made.

The developer may petition the Water Department for time extensions which will be considered by the City Water Commission in light of then current cash flow and availability of water for others.

SECTION 32. VARIANCES TO SUBDIVISION REQUIREMENTS.

32.01 -- AUTHORIZATION FOR VARIANCES

The City Water Commission may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the City Water Commission shall prescribe only conditions that it deems necessary to or desirable in the public interest. In making the findings herein below required, the City Water Commission shall take into account the nature of the proposed use of land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such variance upon the public health, safety, convenience and welfare in the vicinity. No variance shall be granted unless the City Water Commission finds:

- a) That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of the regulation would deprive the applicant of the reasonable use of his or her land; and
- b) That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant and would deprive the applicant of the reasonable use of his or her land; and
- c) That the granting of the variance will not be injurious to other customers in the area or detrimental to the public health; and
- d) That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this regulation. Such findings of the City Water Commission, together with the specific facts upon which

such variance is granted, shall become a part of the minutes of the City Water Commission meeting that determines whether the requested variance will be granted.

Variances may be granted only when in harmony with the general purpose and intent of this regulation so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the developer or subdivider, standing alone, shall not be deemed to constitute undue hardship.

SECTION 33. CONSTRUCTION OF SUBDIVISION MAINS.

33.01 -- MAINS MUST CONFORM TO THE MASTER PLAN.

All water mains constructed as part of line extension or subdivision agreement will conform to the master plan requirements of the Water Department. All cost of construction will be at the developer's expense.

33.02 -- WHEN OVERSIZED LINES ARE REQUIRED

Should funds exist and permit, the Water Department may participate in the cost of the materials used to construct the line to a size required beyond that size required be constructed by the developer.

33.03 -- REFUNDS TO THE DEVELOPER.

All refunds due the developer will be in the form of a credit on the charges or pro-rata charges which the developer would owe the Water Department as a result of service to the subdivision.

SECTION 34. CAPITAL RECOVERY CREDIT FOR CONSTRUCTION COSTS.

34.01 -- AUTHORITY AND LIMITS FOR CAPITAL RECOVERY CREDITS.

In the event that a single customer is required to extend off-site mains or approach mains to reach the property to be served, or a subdivision developer is required to construct oversized mains, the City Water Commission may, at its discretion, approve a capital recovery credit to the customer for any and all costs of construction.

If a single customer is required to pay the cost of extending approach mains to his or her property, any capital recovery credit authorized by the City Water Commission shall not exceed the amount the single customer paid in water connection charges for service to his or her lot.

If the Water Department requires that an oversized main or mains be constructed by a subdivision developer (i.e., mains larger than the Water Department minimum size of 6") or requires the subdivision developer to construct mains larger than the developer's subdivision requires, then the difference in the construction cost between the oversized and the regularly required mains can, at the discretion of the City Water Commission, be authorized as a credit against the amount the developer paid in water connection charges.

SECTION 35. LINE EXTENSION REQUIREMENTS (GENERAL).

35.01 -- LINE EXTENSION REQUIREMENTS.

The following requirements apply to all line extensions of the Water Department:

- a) All mains shall meet the design and specifications of the Water Department; and
- b) Mains shall be placed in private easements, whenever possible; and
- c) The minimum main size shall be 6"; and
- d) Main extensions inside the incorporated area of Garden Ridge and its ETJ shall conform with the minimum requirements of the City of Garden Ridge; and
- e) All work done by private contractor and developers shall be guaranteed for a period of one year from the date such work is completed and accepted by the Water Department.
- f) All extensions of water lines shall be across the entire frontage of property being serviced.

SECTION 36. CAPITAL IMPROVEMENTS AND ASSESSMENTS.

36.01 -- NEED FOR CAPITAL IMPROVEMENTS.

Based on recommendations from the City Water Commission, the City Council of Garden Ridge will determine a need for and effect approval/disapproval of capital improvement project(s) to the city water system. When a capital improvement project(s) is approved, City Council will effect a resolution declaring the need for the improvement project(s) and direct that detailed plans and specifications, to include cost estimates, for the project(s) be prepared and submitted to City Council for approval.

36.02 -- CAPITAL IMPROVEMENT PROJECT DETERMINATIONS.

Upon receipt of detailed plans, specifications and cost estimates for the improvement project(s), City Council will determine:

- a) If cost of the project(s) is to be paid wholly by the City of Garden Ridge Water Department or partly by the Water Department and partly by the owners of the benefited property. If the project(s) cost is to be paid wholly by the City Water Department, City Council will determine the funding procedure and fiscal year the improvements are to be funded and accomplished.
- b) If the project(s) can be accomplished by using personnel and facilities of the City of Garden Ridge Water Department or if professional (outside contracting) assistance is required or appropriate. If outside contacting is required or deemed appropriate, City Council will direct the Water Department (through the Water Department engineer) to formally solicit bids for the approved project. If determined that the improvements can be accomplished utilizing water Department personnel and facilities, the Water Department will be directed to proceed with the improvement project.

36.03 -- DECLARATION OF COSTS AND ESTIMATED ASSESSMENTS.

If the project(s) cost is to be paid partly by the City of Garden Ridge Water Department and partly by the owners of the benefited property, City Council will:

- a) Prior to authorizing construction of the improvement, determine the amount to be paid by the City Water Department and the amount to be paid by the owners of the benefited property. The amount to be paid by the owners of the benefited property shall not exceed ninety (90%) percent of the estimated cost of the improvements.
- b) Establish a date for a public hearing and provide notice of the time, date and place of the hearing to owners of benefited property. Said notice:
 - 1. Will be published in the Official City Newspaper;
 - 2. Will generally describe the property to be benefited and the nature of the improvement for which the City is making the assessment and to which the notice relates;
 - 3. Will describe the water system to be improved or the portion of the system to which the improvements relate;
 - 4. Will state the estimated amount per front foot proposed to be assessed;
 - 5. Will state the estimated total cost of the improvements to be made; and
 - 6. State the time, date and place of a hearing.
- c) File a notice signed by the Mayor, with the County Clerk which substantially shows that the City Council has determined that the water system improvement(s) are necessary, identify the required improvements by location, stating that a portion of the cost of the improvements is to be specifically assessed as a lien against the benefited property, and describing that property.

36.04 -- HEARING PROCEDURES.

In procedures being implemented by this section, the City shall publish the first notice of a public hearing before the 10th day before the date set for the hearing and must publish the notice at least three times in a newspaper of general circulation in the City. Further:

- a) The City Council shall conduct the hearing and insure that each person who owns or claims benefited property or an interest in that property is entitled to be heard.
- b) The City Council shall have the authority to correct any deficiency and may redetermine the amounts of the assessments and other necessary matters.
- c) The City Council may, by ordinance, close the hearing and may levy the assessment for improvements. If assessments are levied:

1. Such levy may take place before, during, or after the construction of the improvements.
2. Such levy may not make any part of such an assessment mature before the acceptance by the City of the improvements for which the assessments are levied.

36.05 -- RIGHT OF APPEAL.

A person who owns or claims assessed property or an interest in that property may appeal the assessment by bringing suit in a court of competent jurisdiction within fifteen (15) days after the date the assessment is levied.

36.06 -- ASSESSMENT PROCEDURES.

In assessments levied under authority of this section, the following terms and conditions apply;

- a) Amounts assessed will not be more than nine-tenths of the estimated cost of improvements against the benefited property and owners of that property;
- b) Amounts assessed will be due and payable to the City not later than thirty calendar days following completion of the improvements for which the assessment was levied and acceptance of the completed improvements by the City.

36.07 -- ASSESSMENT DEFAULTS.

Assessments not paid within the time limits prescribed in Section 36.05 shall be considered in default and will be subject to an interest charge of ten (10%) percent per annum until paid. In addition:

- a) An assessment considered to be in default is collectable with interest, cost of collection, and reasonable attorney's fees.
- b) An assessment considered to be in default is a first prior lien on the assessed property and the lien takes effect on the date that notice of the proposed improvements (see Section 36.02) is made.
- c) An assessment lien for an assessment considered to be in default is superior to any other lien or claim except a state, county, school district, or municipal tax lien.
- d) An assessment considered to be in default is a personal liability and charge against the owners of the assessed property on the date on which the lien takes effect, whether or not the owners are named in a notice, instrument, certificate, or Ordinance provided for under this section.

SECTION 37. REBATE PROGRAMS AND WATER CONSERVATION INCENTIVES.

37.01 – WASHING MACHINE REBATE

Customers of the Water Department are entitled to one (1) rebate per household to be credited to their water bill for the proof of purchase and installation of a high efficiency washing machine at

the household for which the rebate is being applied. The rebate is allowed for existing residences and businesses.

- a) Washing machines eligible for rebate are only those rated in the Tier 3 Level by the Consortium for Energy, Efficiency (CEE). Tier 3 Level washing machines have a Water Factor (WF) of 4.5 gallons of water per cubic foot of laundry.
- b) Amount of rebate – one hundred dollars (\$100.00).

37.02 – ULTRA-LOW FLOW TOILET REBATE

Customers of the Water Department are entitled to rebates for toilets meeting the EPA WaterSense specifications of 1.28 gallons per flush or less. Each customer is allowed a one-time rebate for each toilet replaced in an existing residence or business (based on the number of toilet locations). In order for the rebate to be credited to their water bill the customer must provide proof of purchase and installation of the toilet/s.

- a) Ultra-low flow toilets are toilets that use no more than 1.28 gallons per flush.
- b) Amount of rebate – seventy-five dollars (\$75.00).

37.03 – HOT WATER ON DEMAND SYSTEM REBATE

Customers of the Water Department are entitled to a one (1) rebate per household to be credited to their water bill for the proof of purchase and installation of a Tankless Hot Water Heater or Recirculating Hot Water System at the household for which the rebate is applied. The rebate is allowed for existing residences and businesses. The rebate will be 10 percent (10%) of the cost of a Tankless Hot Water Heater or Recirculating Hot Water System excluding labor for installation and the total rebate shall not exceed \$200 (two hundred dollars).

37.04 - RESIDENTIAL IRRIGATION DESIGN REBATE

Customers of the Water Department are entitled to one (1) Residential Irrigation Design rebate per household of up to \$800 (maximum) to be credited to their water bill for the proof of purchase and installation of any combination of options, depending on the number of zones converted or capped, and if the irrigation remains at or below a personalized schedule for water use over a one year period and all rebate requirements as set forth below are complied with. Only existing irrigation systems are eligible for the rebate. All rebates will be applied to customer's water accounts in a series of two installments if the requirements for each installment are met.

- a) Customers will be eligible to receive the first installment of the Residential Irrigation Design Rebate upon completion of the following:
 - 1. Submission of a licensed irrigator's redesign of a water customer's irrigation system which includes any combination of the Irrigation Design criteria approved by the Water Manager and a personalized schedule for water use over a one-year period, and,

2. The approved irrigation system redesign must be completed in accordance with all city ordinances and state laws governing irrigation system installation and design, and,
 3. The Water Manager will provide the water customer with an approved Residential Irrigation Design Rebate application upon final inspection of the completed irrigation system redesign.
- b) Customers will be eligible to receive the second (final) installment of the Residential Irrigation Design Rebate if water usage has remained at or below the personalized schedule of water usage over a one-year period beginning upon the date of the final inspection.

IRRIGATION DESIGN REBATE CRITERIA

\$450	Disabling entire irrigation system	Removal of the backflow device, backflow box, all valve boxes and the controller. Cutting the "T" connection and capping snugly to the mainline. Removal and capping of an existing zone valve.
\$250	Capping a zone	Area is now hardscape, has been converted to bedding area instead of turf, or plants are mature and do not require regular irrigation.
\$200	Converting a pop-up spray zone to drip/bubblers	Converting a zone currently irrigated by pop-up spray or rotor irrigation system. Conversion from fixed sprays and rotors to drip system, emitters must not exceed 1 gallon per hour per emitter. Drip irrigation must consist of: (1) Half-inch tubing with built-in emitters; or (2) Smaller point-source tubing connected laterally with individual emitters for specific plants. Tubing with laser holes is not eligible for rebate. Fittings must not be the barbed connection fittings but compression fittings that are more secure. System must include: (1) Pop-up head with its nozzle closed or capped and the stem painted a bright color; or (2) Manufactured flag indicator. This will indicate that the zone is working properly. Misterters are not allowed. Bubblers must be nonadjustable, fixed flow – not to exceed 1 gallon/minute per head.
\$150	Splitting a zone to beds and turf	Conversion of a single zone that covers both turf and beds to two separate zones for turf and beds.

37.05 – SWIMMING POOL FILTER REPLACEMENT REBATE

Customers of the Water Department are entitled to one (1) Swimming Pool Filter Replacement rebate per household of \$250 to be credited to their water bill for the proof of purchase and installation of a high efficiency cartridge filter system for swimming pools that replace sand and diatomaceous earth (D.E.) filters. The rebate applies only to high-efficiency cartridge filter systems purchased after May 6, 2015.

37.06 WATERSAVER PATIOSCAPE REBATE

Customers of the Water Department are entitled to one (1) WaterSaver Patioscape rebate per household of \$100 to be credited to their water bill with proof of replacing 200 square feet of grass with an approved patioscape when complying with the following requirements:

- a) Capping of irrigation system spray heads/rotors or drip lines in the area where the patioscape is installed.
- b) Rebate is for grass/turf replacement with Patioscape only.
- c) Existing beds and /or patios in existence at the time of passage of this ordinance are not eligible.
- d) Patioscape must be at least 200 contiguous feet.
- e) Patioscape must be at least 10 feet wide and cannot be used to create a pathway/walkway.
- f) Foundation for patioscape must be free of debris and be of a hard packed, pervious sub-soil.
- g) Patioscape must be flagstone, steppingstones or pavers. No other materials can be substituted.
- h) A pre inspection of the patioscape location and post inspection of the patioscape must be conducted by the Water Manager.

SECTION 38. CUMULATIVE AND SAVINGS.

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

SECTION 39. SEVERABILITY.

The provisions of this Ordinance are declared to be severable. If any section, sentence, clause, or phrase of the Ordinance shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decisions shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance, but they shall remain in effect; it being the legislative intent that this Ordinance shall remain in effect notwithstanding the validity of any part. In the event that changes are made to state law, the provisions of state law will govern in the event of a conflict.

SECTION 40. EFFECTIVE DATE.

This Ordinance shall take effect immediately upon its passage, approval and publication according to law.

PASSED AND APPROVED ON this 8th day of August, 2019.

Larry Thompson
Mayor

ATTEST:

Marisa Spencer
City Secretary

APPENDIX "A"

DESIGN CRITERIA FOR SUBDIVISION DISTRIBUTION SYSTEMS

A-01 -- FLOW REQUIREMENTS.

In sizing the distribution system water mains, the required design flow shall be the sum of the required fire flow and two-thirds of the required domestic flow as outlined below.

A-02 -- REQUIRED DOMESTIC FLOW -- RESIDENTIAL.

The required flow for domestic use in residential areas shall be in accordance with the following table:

<u>Maximum Number Of Dwelling Units</u>	<u>Maximum Supply Per Dwelling Unit (G.P.M.)</u>
50 -----	4.0
100 -----	3.0
200 -----	2.0
Over 200 -----	1.65 + 14 - 6/C

A-03 -- REQUIRED DOMESTIC FLOW -- NON-RESIDENTIAL.

The required flow for commercial, industrial, or other non-residential areas shall be as determined by the Water Department's Engineer. The requirements determined by the Engineer must be approved by the City Water Board and the City Council of Garden Ridge, Texas.

A-04 -- REQUIRED FIRE FLOW -- SINGLE-FAMILY DWELLING AREAS

The required fire flow for single-family dwelling areas shall be in accordance with the following table:

<u>Maximum Number Of Dwelling Units</u>	<u>Minimum Fire Flow (G.P.M.)</u>
50 -----	250
100 -----	500
200 -----	1000
400 -----	1500

A-05 -- REQUIRED FIRE FLOW -- OTHER AREAS.

The required fire flow for areas other than those occupied by single-family dwellings shall be as determined by the Water Department's Engineer. The requirements determined by the Engineer must be approved by the City Water Board and the City Council of Garden Ridge, Texas.

A-06 -- DISTRIBUTION MAINS.

Sufficient distribution mains shall be provided to furnish the required flow at pressures and velocities as herein provided. Mains shall be located to provide service to each lot within a subdivision and to provide a loop whenever possible. All mains shall be installed only in dedicated streets, alleys, utility easements, or on public rights-of-way in favor of the City of Garden Ridge Water Department for the use and benefit of the Water Department.

A-07 -- REQUIRED PRESSURE.

Water pressure in the distribution system shall not be less than 35 pounds per square inch under normal operating circumstances or 20 psi under any circumstances.

A-08 -- MINIMUM MAIN SIZE.

Minimum distribution main diameter shall not be less than 6 inches.

A-09 -- STANDARD MAIN SIZE.

Standard sizes of mains used shall have nominal diameters of six inches, eight inches, and twelve inches.

A-10 -- AIR RELEASE VALVES.

Design of distribution system mains shall provide for the installation of adequately sized air release valves at appropriately selected locations, as determined by the Water Department's Engineer.

A-11 -- VALVES.

A sufficient number of valves shall be installed so that no single case or accident, breakage, or repair to the water system will necessitate the shutdown of a length of pipe greater than 2000 feet or the length of one street from each crossroad or street to the next crossroad or street, whichever is the shorter distance. Valves shall be resilient wedge_seated gate valves and will open "left".

A-12 -- FIRE HYDRANTS IN GENERAL.

Fire hydrants shall be located along public right of ways, preferably at street intersections. A six-inch (6.) gate valve shall be installed between the water main and each fire hydrant. Fire hydrants shall be the dry-barrel type with safety flange, steam couplings, and sleeve. Fire hydrants shall be installed on no less than six-inch (6") nominal diameter pipe.

Fire hydrants shall be provided in accordance with State Board of Insurance or municipal requirement. Eddy Iowa and American Darling Fire Hydrants shall not be permitted.

A-13 -- FIRE HYDRANTS IN SINGLE-FAMILY DWELLING AREAS

Fire hydrants in single-family dwelling areas shall be located throughout the distribution system so that every building site is within five hundred (500) feet of a fire hydrant. Sufficient fire hydrants shall be provided so that no more than five hundred (500) feet of fire hose will be required to reach from a fire hydrant to the rear of any building site within the area served unless a variance is granted by the City of Garden Ridge.

A-14 -- CUSTOMER SERVICE LINES.

Customer service lines shall be provided to all lots within a subdivision and will have a nominal diameter of one and one-half inches (1.5") copper on dual services and one inch (1") on single services. All customer service lines are to be encased in larger diameter pipe across all road, sidewalk or driveway crossings.

APPENDIX "C"

EASEMENT CERTIFICATE *

STATE OF TEXAS §

COUNTY OF COMAL §

CITY OF GARDEN RIDGE §

The owner of the land shown on the plat, and whose name is subscribed hereto, and in person or through duly authorized agent, dedicates to the City of Garden Ridge Water Department of Garden Ridge, Texas, its successors and assigns, a perpetual easement with the right to erect, construct, install, and lay over and across those areas marked as "Utility Easement" pipelines, service lines, water meters, and other water system appurtenances as it requires together with the right of ingress and egress, the right to remove from said lands all trees, shrubs, grasses, pavements, fences, structures, improvements, or other obstructions which may interfere with the facility of the access thereto.

It is agreed and understood that no building, concrete slab or walls shall be placed within said easement areas.

Any monetary loss to the City of Garden Ridge Water Department resulting from modifications required of Water Department equipment located within said easement due to grade change, ground elevation alterations, or other alterations to the easement property shall be charged to the person or persons deemed responsible for said changes or alterations

Upon entering in and upon said easement, the Water Department will endeavor to restore the land surface to a usable condition but is not obligated to restore it to a pre-existing condition.

This easement is subject to the provisions of Title VI of the Federal Civil Rights Act of 1964 and the regulations issued pursuant thereto for so long as the easement continues to be used for the same or similar purposes for so long as the Grantee owns it.

* (This Certificate is to be executed and notarized by the property owner.)

APPENDIX "D"

WATER SERVICE AGREEMENT

AGREEMENT made this ____ day of _____ 200__ between the CITY OF GARDEN RIDGE WATER COMPANY, a municipal water department organized and operated under the laws of the State of Texas and hereinafter called the Department, and the following named _____ person, _____ hereinafter referred to as _____ the Customer:(NAME)_____

The Department agrees to sell and deliver water service to the Customer and the Customer agrees to purchase and receive water service from the Department in accordance with rules and regulations as specified in City ordinances governing water operations, as amended from time to time by the City of Garden Ridge.

The Customer shall pay the Department for service herein under at the rates and upon the terms and conditions set forth in the rate schedule adopted and from time to time by the Department.

In the event the Customer shall breach this agreement by (1) refusing or failing without just cause to connect to the Department's facility and use same as soon as the facility is available or (2) refusing or failing, without just cause, to pay the minimum monthly water rate as established by the Department, upon the occurrence of either of said events the Customer agrees to pay the Department liquidated damages.

All water shall be metered by meters to be furnished, installed and owned by the Department. The meter is for the sole use of the Customer and is to serve water to only one dwelling or only one business and does not permit the extension of pipe or pipes to transfer water from one property to any another, nor share, resell, or sub-meter water to any other persons, dwelling, business, property, etc.

In the event the total water supply be insufficient to meet all of the needs of the customers, or in the event there's a shortage of water, the Department may probate the water available among the various customers on such basis as is deemed equitable by the Department and may also prescribe a schedule of hours covering the use of water for garden purposes by particular customers and require adherence thereto to prohibit the use of water for garden purposes; provided that, if at any time the total water supply be insufficient to meet all of the needs of all customers, the Department must first satisfy all of the needs of all customers for domestic and livestock purposes before supplying any water for garden purposes.

The Customer shall install, at his own expense, a service line from the water meter or connection to the point of use in accordance with rules of the Department.

The Customer shall provide a Customer Service Inspection Certification to the Department upon construction completion, or service shall be terminated.

The Customer shall hold the Department harmless from any and all claims or demands for damages to real or personal property occurring from the point the Customer ties on to the water meter to the final destination of the line installed by the Customer. The Customer agrees to grant

to the Department an easement of right-of-way for the purpose of installing, maintaining, and operating such pipelines, meters, valves, and any other equipment which may be deemed necessary for the Department on forms required by the Department.

The Department shall have the right to locate a water meter and the pipe necessary to connect the meter on the property of the Customer at a point to be chosen by the Department and shall have access to its property and equipment located upon the Customer's premises at all reasonable times for any purpose connected with or in the furtherance of its business operations and upon discontinuance of service shall have the right to remove any of its property from Customer's premises.

Billing

Name: _____

Service Location:

Mailing Address:

Phone #: _____ Work #: _____ Cell #: _____

Customer Signature: _____ Date: _____

New Cust. Fee: \$40.00 Security Deposit: \$150.00 BOTH WILL BE ON FIRST BILL!

Acct #: _____ First Billing Date: _____

APPENDIX "E"

Customer Service Inspection Certification

City of Garden Ridge Water Department

PWS I.D. #0460027

Location of Service:

I _____, upon inspection of the private plumbing facilities connected to the aforementioned public water supply do hereby certify that, to the best of my knowledge at the time of inspection:

	COMPLIANCE	NON-COMPLIANCE
1. No direct connection between the public drinking water supply and a potential source of contamination exists. Potential sources of contamination are isolated from the public water system by an air gap or an appropriate backflow prevention assembly in accordance with state and local plumbing regulations. Additionally, all pressure relief valves and thermal expansion devices are in compliance with state and local plumbing codes.	☐	☐
2. No cross-connection between the public drinking water supply and a private water system exists. Where an actual air gap is not maintained between the public water supply and a private water supply, an approved reduced pressure-zone backflow prevention assembly is properly installed and a service agreement exists for annual inspection and testing by a certified backflow prevention device tester.	☐	☐
3. No connection exists which would allow the return of water used for condensing, cooling or industrial processes back to the public water supply.	☐	☐
4. No pipe or pipe fitting which contains more than 8.0% lead exists in private plumbing facilities installed on or after July 1, 1988.	☐	☐
5. No solder or flux which contains more than 0.2% lead exists in private plumbing facilities installed on or after July 1, 1988.	☐	☐

Water service shall not be provided or restored to the private plumbing facilities until the above conditions are determined to be in compliance.

I further certify that the following materials were used in the installation of the plumbing facilities:

<u>Service Lines</u>	Lead	Copper	PVC	Other
<u>Solder</u>	Lead	Lead Free	Solvent Weld	Other

I recognize that this document shall become a permanent record of the aforementioned Public Water System and that I am legally responsible for the validity of the information I have provided.

Signature of Inspector

Registration Number

Title

Type of Registration

Date



APPENDIX "F"

WATER LEAK ADJUSTMENT REQUEST

To Be Completed By Customer

Name: _____ Phone: _____

Address: _____ Billing Period: _____

Bill Amount: _____

Please explain circumstances of the higher bill: _____

Do you suspect criminal activity? Circle: YES NO

If yes, please submit a copy of your Police Report.

What corrective measures/repairs have been made? Please provide documentation/receipts.

What are you specifically requesting of the Water Department? _____

Signature

Date

Please attach supporting documentation to this page.



City of Garden Ridge

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

To Be Completed By Water Department

Bill Amount: _____ Average Bill Amount: _____

Date Received: _____ Received By: _____

Historic Usage and Analysis: _____

Customer History of Requests: _____

Water Manager Review and Comments: _____

Additional information requested: _____ Date Requested: _____

Additional Information submitted: _____ Date Received: _____

Amount Approved: _____

Disapproved: _____

Referred to Water Commission: _____

Water Manager or Designee Signature

Date



City of Garden Ridge

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

Water Commission Recommendation: _____

Referred to City Administrator: _____ Date: _____

Referred to City Council: _____ Date: _____

Reason referred to City Council: _____

Water Commission Chair Date

City Council Action: _____

Amount Approved: _____

Mayor Date

ORDINANCE NO. 220-082019

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, REPEALING ORDINANCE NO. 189, PASSED AND APPROVED ON FEBRUARY 3, 2016, AMENDING ORDINANCE NO. 54-022010, CONTINUING THE SUSPENSION OF THE AUTHORITY GRANTED TO THE WATER DEPARTMENT, WATER OPERATIONS MANAGER AND THE WATER COMMISSION TO GRANT AN ADJUSTMENT TO A WATER BILL FOR A LEAK OR OTHER EXCESS WATER USAGE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council passed and approved Ordinance No. 189 on February 3, 2016; and

WHEREAS, authorization of the authority granted to the water department, water operations manager, and the water commission to grant an adjustment to a water bill for a leak or other excess water usage has been incorporated into Ordinance No. 54-082019; and

WHEREAS, the City Council deems it necessary to repeal Ordinance No. 189 to avoid confusion and conflicts between Ordinance No. 189 and Ordinance No. 54-082019; and

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

SECTION 1. FINDINGS.

The findings set out herein are found to be true and correct and are hereby adopted by the City Council and made a part of this Ordinance for all purposes.

SECTION 2. REPEALING PRIOR ORDINANCE.

The City of Garden Ridge, Texas, Ordinance No. 189 passed and approved on February 3, 2016, and all amendments thereto, are hereby repealed.

PASSED AND APPROVED ON this 7th day of August, 2019.

Larry Thompson
Mayor

ATTEST:

Marisa Spencer
City Secretary

ORDINANCE NO. 189-022016

AN ORDINANCE AMENDING ORDINANCE NO. 54-022010, CONTINUING THE SUSPENSION OF THE AUTHORITY GRANTED TO THE WATER DEPARTMENT, WATER OPERATIONS MANAGER AND THE WATER COMMISSION TO GRANT AN ADJUSTMENT TO A WATER BILL FOR A LEAK OR OTHER EXCESS WATER USAGE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Garden Ridge previously determined that a need existed to develop a comprehensive water leak adjustment policy and to review and revise the City's existing water leak adjustment policy contained in Ordinance No. 54-022010; and

WHEREAS, the Water Commission has notified the City Council that additional time is needed to complete its research and finalize its determination of the best possible method for granting water leak adjustments and or adjustments for other excessive water usage; and

WHEREAS, the City Council has determined that an additional sixty (60) day suspension of the Water Department, Water Operations Manager and the Water Commissions' authority to grant a water leak adjustment or adjustment for other excessive water usage is necessary in order to allow the Water Commission and City Staff to complete its tasks; and

WHEREAS, the City Council finds that the additional times is needed in order to provide for the best possible policy, rules and regulations to implement a reasonable water leak adjustment policy that protects the City's water resources and the health, safety, and welfare of the community.

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

SECTION 1. The findings set out herein are found to be true and correct and are hereby adopted by the City Council and made a part of this Ordinance for all purposes.

SECTION 2. The City Council hereby continues the suspension of authority granted in Ordinance No. 54-022010 and authorizes an additional sixty (60) day suspension of the Water Department, Water Operations Manager and the Water Commissions' authority to grant a water leak adjustment or adjustment for other excessive water usage from the date this ordinance is passed and approved.

SECTION 3. The City Council hereby authorizes the Water Commission and City Staff to continue its efforts to develop a comprehensive water leak adjustment policy that will be included as an amended to Ordinance No. 54-022010.

SECTION 4. The City Council finds that any leak adjustment application received November 10, 2015, by close of business day shall be processed in accordance with Ordinance No. 54-

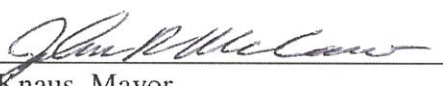
022010 as it existed at that time. Any application received as November 11, 2015, will be processed in due course consistent with Ordinance No. 54-022010 as amended.

SECTION 5. That this ordinance shall be cumulative of all provisions of the City of Garden Ridge, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

SECTION 6. That it is hereby declared to be the intention of the City Council of the City of Garden Ridge that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section. In the event that changes are made to state law, the provisions of state law will govern in the event of a conflict.

SECTION 7. This ordinance shall be effective upon passage and publication as required by law.

PASSED AND APPROVED this 3rd day of February, 2016.


Nadine Knaus, Mayor

John McConfer
(Mayor Pro Tem)

ATTEST:


Shelley Goodwin, City Secretary



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 **Wednesday, August 7, 2019, at 6:00 p.m. in the City Council Chambers** of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas for the purpose of receiving citizen input into the Fiscal Year 2020 Proposed Budget.

This budget will raise more total property taxes than last year's budget by \$52,228.00 (2.2763%), and of that amount \$41,788.94 is tax revenue to be raised from new property added to the roll this year.

The public is invited to attend and may submit oral and/or written comments on this matter. A copy of the Fiscal Year 2020 Proposed Budget is available for review in Garden Ridge City Hall and on the city website at <https://www.ci.garden-ridge.tx.us/358/AuditBudgetReport>.

This is to certify that I, Marisa Spencer, posted this Legal Notice at 12:30 p.m. on July 17, 2019, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.

Marisa Spencer

City Secretary

citysecretary@ci.garden-ridge.tx.us

PROPOSED BUDGET COVER PAGE

This budget will raise more total property taxes than last year's budget by \$52,228.00 (2.2763%), and of that amount \$41,788.94 is tax revenue to be raised from new property added to the roll this year.

RESOLUTION NO. 451-082019

**A RESOLUTION OF THE CITY OF GARDEN RIDGE, TEXAS,
APPROVING FISCAL YEAR 2020 BUDGET FOR THE CITY OF
GARDEN RIDGE GENERAL FUND FOR THE PERIOD OF
OCTOBER 1, 2019, THROUGH SEPTEMBER 30, 2020.**

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

The City Council of the City of Garden Ridge, Texas, does hereby approve Fiscal Year 2020 Budget for the City of Garden Ridge General Fund for the period of October 1, 2019, through September 30, 2020.

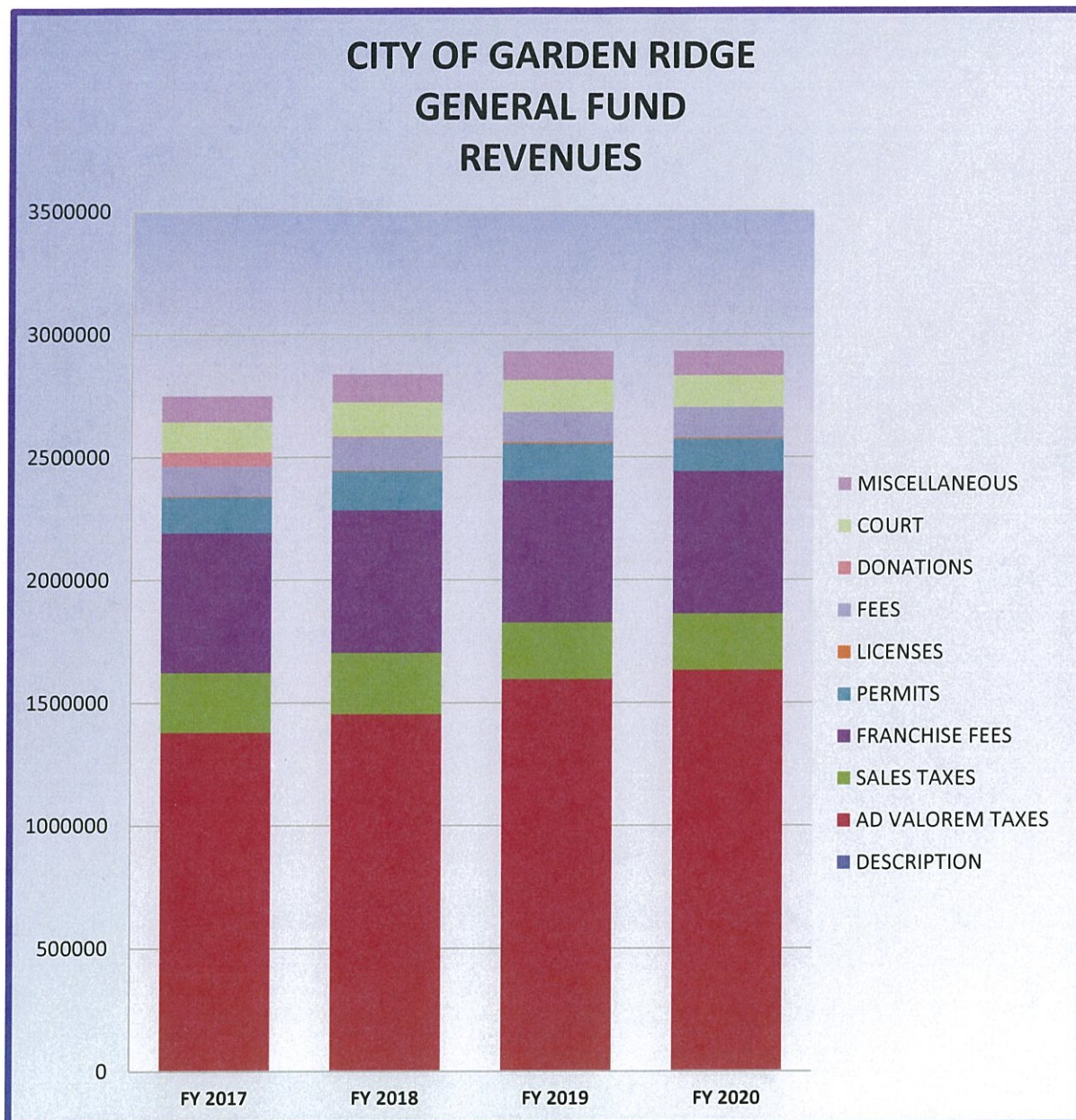
The attached Exhibit A is the detail of the Fiscal Year 2020 Budget for the City of Garden Ridge General Fund for the period of October 1, 2019, through September 30, 2020.

PASSED AND APPROVED ON this 7th day of August, 2019.

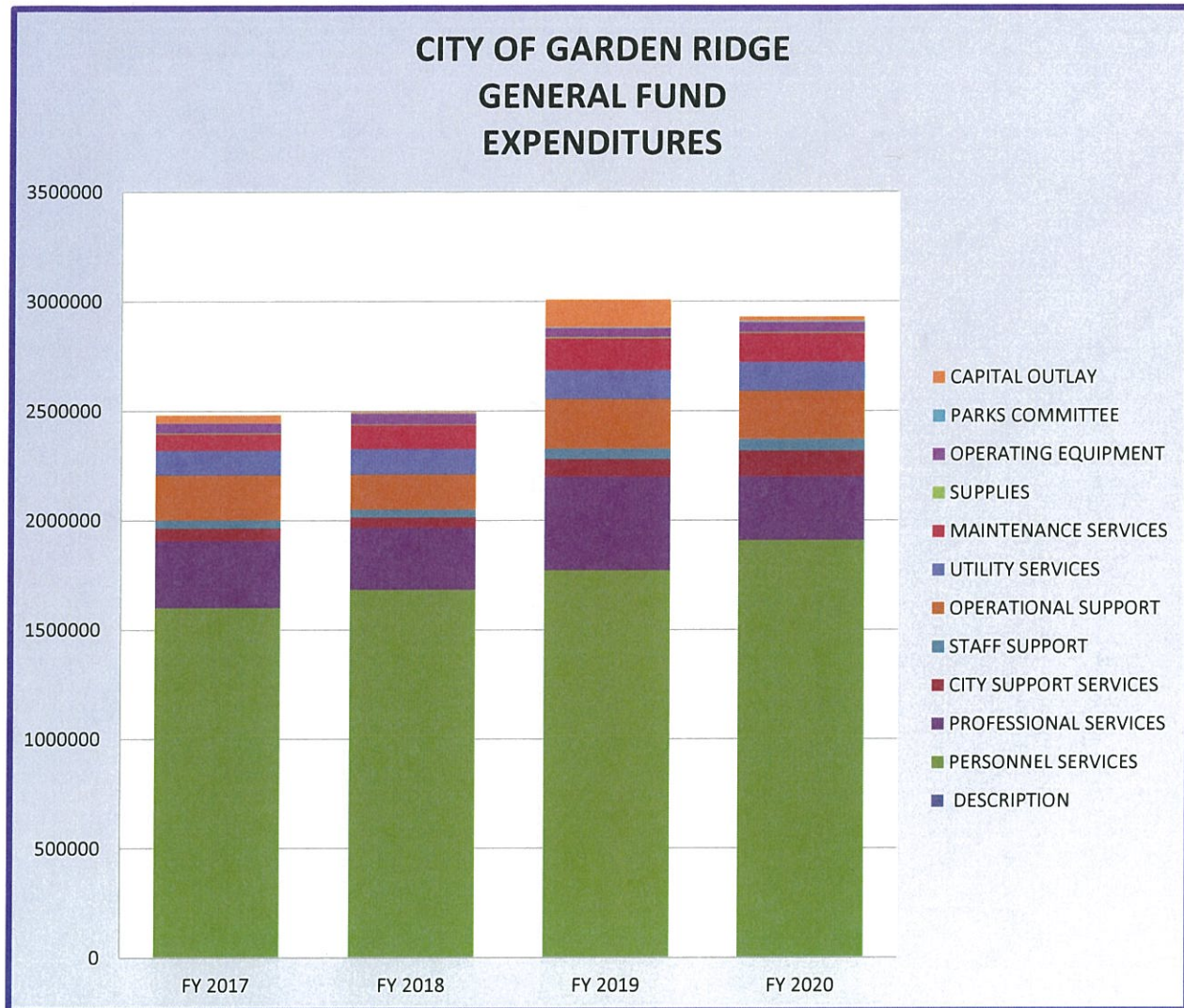
Larry Thompson
Mayor

ATTEST:

Marisa Spencer
City Secretary



DESCRIPTION	FY 2017 AUDITED	FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
AD VALOREM TAXES	50.1%	51.2%	54.5%	55.7%
SALES TAXES	8.9%	8.8%	7.9%	7.8%
FRANCHISE FEES	20.7%	20.5%	19.8%	19.8%
PERMITS	5.3%	5.6%	5.1%	4.5%
LICENSES	0.1%	0.1%	0.1%	0.1%
FEES	4.5%	4.8%	4.3%	4.3%
DONATIONS	2.1%	0.1%	0.0%	0.0%
COURT	4.5%	4.9%	4.4%	4.4%
MISCELLANEOUS	3.8%	4.0%	4.0%	3.3%
Totals	100%	100%	100%	100%

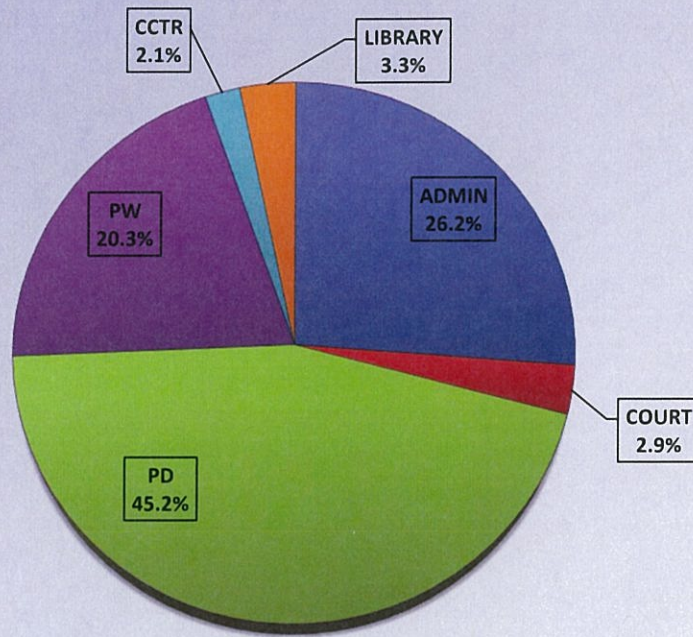


DESCRIPTION	FY 2017 AUDITED	FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
PERSONNEL SERVICES	64.5%	67.5%	58.9%	65.2%
PROFESSIONAL SERVICES	12.3%	11.4%	14.2%	10.0%
CITY SUPPORT SERVICES	2.3%	1.8%	2.6%	3.9%
STAFF SUPPORT	1.6%	1.5%	1.7%	1.9%
OPERATIONAL SUPPORT	8.2%	6.4%	7.5%	7.5%
UTILITY SERVICES	4.6%	4.7%	4.4%	4.5%
MAINTENANCE SERVICES	3.1%	4.4%	4.9%	4.5%
SUPPLIES	0.1%	0.1%	0.1%	0.1%
OPERATING EQUIPMENT	1.8%	1.9%	1.3%	1.5%
PARKS COMMITTEE	0.1%	0.1%	0.2%	0.2%
CAPITAL OUTLAY	1.4%	0.2%	4.1%	0.6%
TOTAL	100%	100%	100%	100%

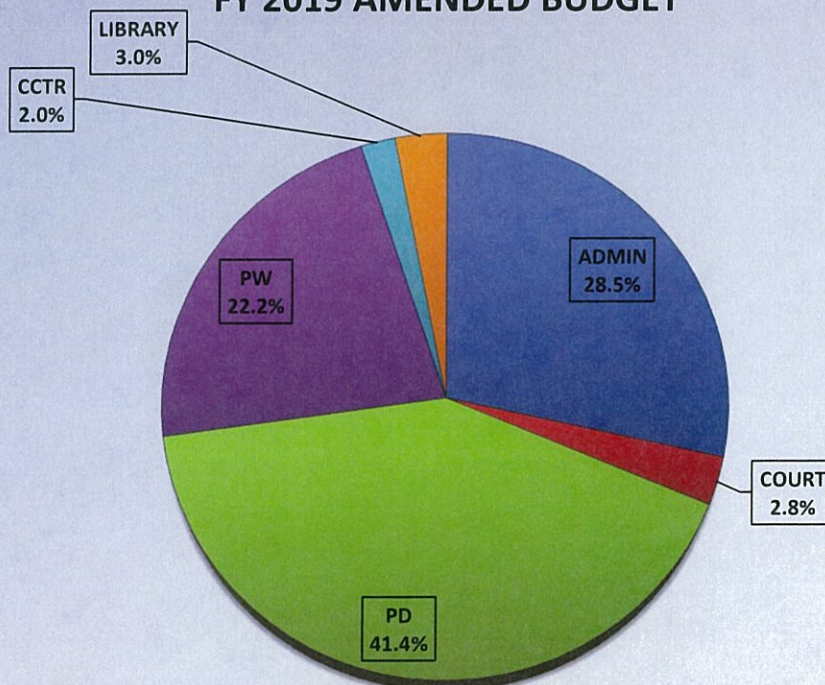
CITY OF GARDEN RIDGE

COMPARISON - EXPENDITURES BY DEPARTMENT

FY 2020 PROPOSED BUDGET

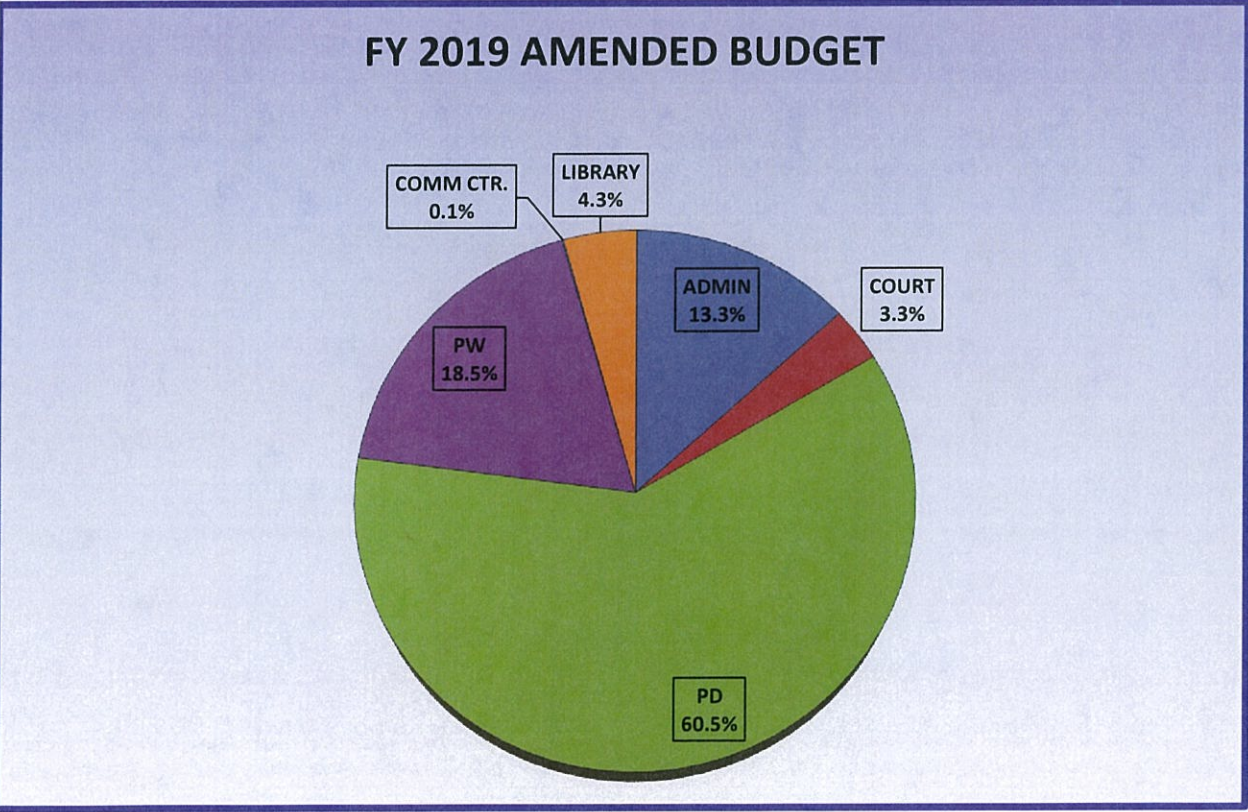
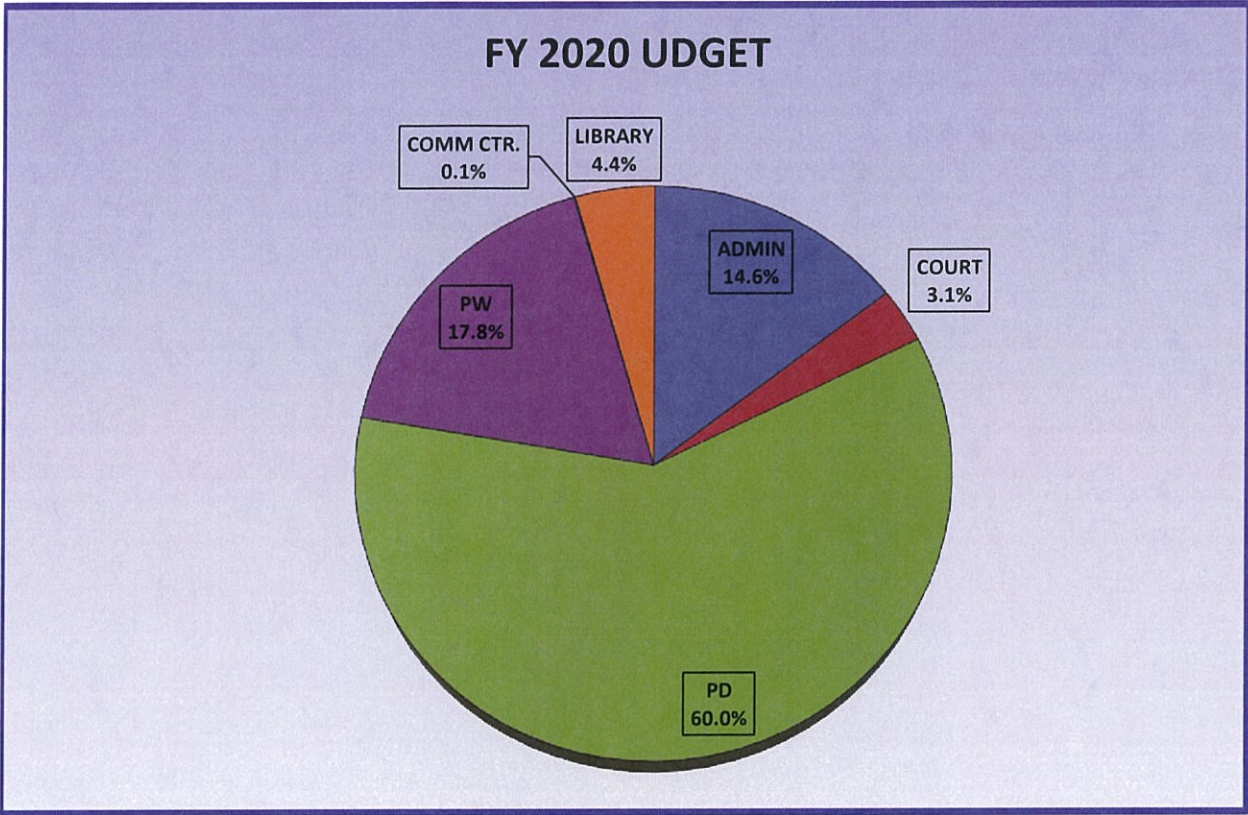


FY 2019 AMENDED BUDGET



CITY OF GARDEN RIDGE

COMPARISON - DEPARTMENTAL ALLOCATION OF SALARY & BENEFITS



CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
GENERAL FUND - SUMMARY
2019 - 20

GENERAL FUND	FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
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FINANCIAL SUMMARY

REVENUE SUMMARY

TAXES	1,704,183	1,826,050	1,861,559
FRANCHISE	580,648	578,853	579,912
PERMITS	159,213	150,300	132,200
LICENSES	2,690	3,700	3,700
FEES	135,639	124,930	125,780
DONATIONS	3,307	782	0
COURT	138,386	129,000	129,000
MISCELLANEOUS	113,564	116,125	98,100
TOTAL REVENUES	2,837,630	2,929,740	2,930,252

EXPENDITURE SUMMARY

ADMINISTRATIVE	651,911	779,343	768,797	26.2%
COURT	77,276	85,323	85,587	2.9%
POLICE DEPARTMENT	1,181,528	1,246,245	1,324,104	45.2%
PUBLIC WORKS	439,119	666,492	593,958	20.3%
COMMUNITY CENTER	62,606	61,050	61,295	2.1%
LIBRARY	67,116	91,138	96,183	3.3%
FUND CHANGES/TRANSFERS	18,468	0	0	0.0%
TOTAL EXPENDITURES	2,498,025	2,929,590	2,929,924	

OVER/UNDER	339,605	150	328
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ENDING FUND BALANCE	2,213,687	2,213,838	2,214,166
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RESTRICTED BALANCES

PREPAID ITEMS	4,082	0	0
CHILD SAFETY	29,758	33,558	37,358
COURT SECURITY	8,803	9,203	6,979
DONATIONS	2,677	0	0
PEG CAPITAL FEES	112,687	116,681	52,488
PEG FEE - EXPENDITURES	0	(77,281)	0
TOTAL RESTRICTED	158,007	82,161	96,825

UNRESTRICTED FUNDS	2,055,680	2,131,677	2,117,341
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CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
GENERAL FUND - REVENUE
2019 - 20

REVENUES	FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
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TAXES

40012	AD VALOREM - TAXES	1,441,454	1,575,300	1,622,559	3% increase over FY19A
40014	AD VALOREM TAXES - DELINQUENT	7,334	15,000	6,000	
40016	AD VALOREM TAXES - P & I	5,195	5,750	3,000	
40100	STATE SALES TAX	250,201	230,000	230,000	
	TOTAL TAXES	1,704,183	1,826,050	1,861,559	

FRANCHISES

40102	CABLE TELEVISION FRANCHISE FEE	57,244	58,000	58,000	
40104	ELECTRICITY FRANCHISE FEE	334,009	325,000	325,000	
40106	GAS FRANCHISE FEE	13,876	18,353	15,000	
40108	TELEPHONE FRANCHISE FEE	32,367	34,000	34,000	
40110	WATER COMPANY FRANCHISE FEES	64,061	64,200	64,800	
40230	15% COLLECTION FEE - TRASH	72,675	73,000	73,000	
40229	HOUSEHOLD WASTE FEE - .525 per mo/per household	6,415	6,300	10,112	Match revenue .525 inc per household
	TOTAL FRANCHISES	580,648	578,853	579,912	

PERMITS

40202	ALARM SYSTEMS	5,425	600	500	
40206	BUILDING PERMITS	152,038	148,000	130,000	
40208	BUSINESS PERMITS	1,660	1,600	1,600	
40216	VENDOR (SOLICITOR) PERMITS	90	100	100	
	TOTAL PERMITS	159,213	150,300	132,200	

LICENSES

40232	PET TAG REVENUE	2,690	3,700	3,700	
	TOTAL LICENSES	2,690	3,700	3,700	

FEES

40228	P&Z VARIANCE FILING FEES	629	1,000	1,000	
40233	PET IMPOUND FEE	0	350	350	
40235	TOWER RENTAL	45,600	46,350	47,400	
40236	COMMUNITY CENTER RENTAL FEES	38,725	32,000	32,000	
40237	COMMUNITY CENTER DEPOSITS	19,450	11,000	11,000	
40238	COMMUNITY CENTER CLEAN-UP FEES	0	2,250	2,250	
40240	PARK RENTAL FEES	4,120	4,700	4,500	
40609	PARK DEPOSITS	(65)	100	100	
40111	WATER COMPANY RENTAL FEES	12,000	12,000	12,000	
40630	RENTAL FORMER CITY COMPLEX	15,180	15,180	15,180	
	TOTAL FEES	135,639	124,930	125,780	

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
GENERAL FUND - REVENUE
2019 - 20

REVENUES		FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
<u>DONATIONS</u>				
40602	DONATION - POLICE DEPARTMENT	1,350	3,831	0
54601	LESS : POLICE DEPT DONATION EXPENDITURES	(1,350)	(3,210)	0
40603	PET DONATIONS	675	700	0
40604	LIBRARY DONATIONS	6,030	2,963	0
57601	LESS LIBRARY DONATION EXPENDITURES	(3,354)	(6,677)	0
40241	PARK DONATIONS	55	0	0
40245	PARK RESTRICTED DONATION - SWING	0	1,000	0
40243	PARKS COMMITTEE DONATIONS	4,778	1,665	0
55246	LESS: PARKS COMMITTEE DONATION EXPENDITURES	(4,778)	0	0
40244	VOLUNTEER GARDEN RIDGE DONATIONS	200	0	0
40633	LIBRARY GRANTS	0	3,010	0
57602	LESS: LIBRARY GRANT EXPENDITURES	0	(2,500)	0
40631	LEOS TRAINING DONATION	1,377	1,482	0
54605	LESS: LEO'S TRAINING	(2,108)	(1,482)	0
40636	LANDSCAPE DONATIONS	431	0	0
TOTAL DONATIONS		3,307	782	0
<u>COURT</u>				
40302	MUNI COURT & WARRANT FINES LESS STATE FINE	112,336	104,000	104,000
40308	TIME PMT & STATE RESTITUTION FEES	275	180	180
40312	STATE JURY FEES	3,239	3,000	3,000
40316	STATE & CITY JUDICIAL FEES	4,852	4,690	4,690
40310	CHILD SAFETY/BLDG SECURITY & TECHNOLOGY FUND	12,090	12,500	12,500
40321	OTHER COURT REVENUE	5,594	4,630	4,630
TOTAL COURT		138,386	129,000	129,000
<u>MISCELLANEOUS</u>				
40010	TRASH PENALTIES	3,498	2,700	2,900
40311	TASK FORCE REIMBURSEMENT	14,038	18,042	18,042
40411	LESS: TASK FORCE OVERTIME	(14,027)	(18,042)	(18,042)
40402	BANK INTEREST	30,328	49,000	52,000
40400	INSURANCE CLAIM REVENUE	2,554	0	0
40600	SALE OF ASSETS	5,000	4,225	3,000
40610	STREET IMPACT FEE	18,468	0	0
40637	CREDIT CARD USER FEE	8,314	7,200	7,200
40640	VEHICLE IMPOUND FEE	3,012	3,000	3,000
40418	MISC. INCOME	42,379	50,000	30,000
TOTAL MISCELLANEOUS		113,564	116,125	98,100
TOTAL REVENUES		2,837,630	2,929,740	2,930,251
			4.6%	0.0%

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
GENERAL FUND ADMINISTRATIVE - EXPENDITURES
2019 - 20

ADMINISTRATIVE		FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET	
PERSONNEL SERVICES					
52012	GROSS PAYROLL	187,977	178,468	212,646	3% wage increase - 50% new PT EE FM-HR 50/50, previously 60/40 split
52013	OVERTIME	193	1,425	618	EE assistance at Council Mtgs.
52018	CERTIFICATION	872	0	0	
52019	LONGEVITY	2,151	2,116	2,371	
52014	FICA	11,447	11,372	13,472	
52016	MEDICARE	2,666	2,660	3,151	
52017	SUI TAXES	620	26	293	Rate estimated at 1% - currently at .1%
52015	WORKERS COMP INSURANCE	2,699	6,368	6,687	5% over FY19A
52020	HEALTH/DENTAL/VISION INS	14,857	15,682	19,915	Medical 9% increase - Dental 0% increase Vision 7% estimated increase
52023	LIFE INS	1,605	2,301	3,215	CA Life - AD&D 8% estimated increase LTD & STD 0% increase
52025	RETIREMENT-ER SHARE	15,880	14,582	16,557	New rate 7.62% previously 7.95%
TOTAL PERSONNEL SERVICES		240,967	234,999	278,924	
PROFESSIONAL SERVICES					
52104	ATTORNEY	86,909	100,000	100,000	
52106	ENGINEER	19,488	50,000	45,000	Engineering for sewer and misc. projects
52108	INSPECTORS	56,849	69,000	72,000	New outside vendor for plumbing inspections
52312	ORDINANCE AMEND/REWRITES	15,446	35,000	10,000	Ongoing ordinance rewrites
52676	STREET/DRAINAGE MSTRPLN UPDATE	28,984	29,000	0	Masterplan completed
52677	CONNECT CITY SERVICE	1,504	1,504	1,540	
52110	CR CARD PROC FEES	4,614	5,030	5,030	
52111	PAYROLL PROC FEES	4,287	6,205	6,800	Upgrade of ADP PR system
52116	CUSTODIAL/JANITORIAL	7,758	7,814	8,000	
52120	AUDITING FEES	11,250	11,863	10,000	50/50 with Water, previously 60/40
52203	WEBPAGE	3,131	8,535	7,000	CivicPlus \$3.2k & \$3.8k Webpage develop.
52681	WASTE WATER FEASIBILITY STUDY	19,070	0	0	Study completed
TOTAL PROFESSIONAL SERVICES		259,290	323,950	265,370	
CITY SUPPORT SERVICES					
52122	TAX APPRAISAL FEES	21,782	22,511	24,800	Est. increase 10%. FY17 to 18 inc 11.1%
52124	TAX COLLECTION FEES	366	400	400	
52410	EMERGENCY MGMT. PROGRAM	0	0	10,000	
TOTAL CITY SUPPORT SERVICES		22,149	22,911	35,200	
STAFF SUPPORT					
52200	TRAINING/TRAVEL/SEMINARS	2,501	3,500	8,000	\$4k admin/\$1k council/\$3k leadership
52213	MEMBERSHIPS/DUES	2,347	2,700	2,800	
52221	FARMERS MARKET	0	3,500	0	
52225	MISCELLANEOUS	8,121	10,300	10,000	Bank Fees/Lunch Fees/Xmas Party/etc.
52226	VOLUNTEER PROGRAMS	1,044	2,000	2,500	
TOTAL STAFF SUPPORT		14,013	22,000	23,300	

CITY OF GARDEN RIDGE
 FY 2020 PROPOSED BUDGET
 GENERAL FUND ADMINISTRATIVE - EXPENDITURES
 2019 - 20

ADMINISTRATIVE	FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
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OPERATIONAL SUPPORT

52201	COMPUTER HARD & SFTWARE/MX/INTERNET	31,855	51,597	53,100	5% over FY19A & actuals
52204	COPIER/PRINTER LEASE	12,533	13,654	12,910	Lease \$11.9k+ \$1k estimated copy overages
52206	POSTAGE	1,870	2,500	2,000	
52208	PRINTING	415	2,000	2,000	
52214	OFFICE SUPPLIES	6,377	17,200	8,000	
52302	GENERAL LIABILITY INS	916	855	900	5% over FY19A
52304	AUTOMOBILE INS	165	179	200	5% over FY19A
52308	E&O LIAB INS	1,726	1,610	1,700	5% over FY19A
52310	PROPERTY INS	7,140	8,012	8,500	5% over FY19A
52409	HOUSEHOLD HAZARDOUS WASTE EVT	710	10,000	10,112	Match revenue .525 per household - previously .36 per household
52210	LEGAL NOTICES	2,054	3,600	2,900	
52212	EQUIPMENT MAINTENANCE	627	250	250	
52218	ELECTIONS	0	7,050	7,500	
TOTAL OPERATIONAL SUPPORT		66,390	118,507	110,073	

UTILITY SERVICES

52202	TELEPHONE	3,454	4,175	4,230	
52211	UTILITIES	44,331	51,500	50,400	5% over actuals
52217	GASOLINE	128	300	300	
TOTAL UTILITY SERVICES		47,913	55,975	54,930	

MAINTENANCE SERVICES

52220	VEHICLE MAINTENANCE	1,191	1,000	1,000	
TOTAL MAINTENANCE SERVICES		1,191	1,000	1,000	

TOTAL ADMINISTRATIVE	651,911	779,343	768,797	
		-4.7%	-1.4%	

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
GENERAL FUND COURT - EXPENDITURES
2019 - 20

COURT	FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
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PERSONNEL SERVICES

53012	GROSS PAYROLL	39,737	40,621	41,839	3% wage increase for COL and Performance Program
53013	OVERTIME	1,361	2,620	1,607	
53018	CERTIFICATION	300	300	300	
53019	LONGEVITY	411	600	720	
53014	FICA	2,634	2,737	2,757	
53016	MEDICARE	616	640	645	
53017	SUI	162	9	90	Rate estimated at 1% - currently at .1%
53015	WORKERS COMP INS	132	190	200	5% over FY19A
53020	HEALTH/DENTAL/VISION INS	5,856	6,673	7,242	Medical 9% increase - Dental 0% increase Vision 7% estimated increase
53023	LIFE INSURANCE	86	354	628	AD&D 8% estimated increase LTD & STD 0% increase
53025	RETIREMENT-ER SHARE	3,418	3,509	3,388	New rate 7.62% previously 7.95%
TOTAL PERSONNEL SERVICES		54,713	58,253	59,416	

PROFESSIONAL SERVICES

53135	PROSECUTOR FEES	4,800	4,800	4,800
53136	JUDGE FEES	4,800	5,200	4,800
TOTAL PROFESSIONAL SERVICES		9,600	10,000	9,600

STAFF SUPPORT

53200	TRAINING/TRAVEL/SEMINARS	806	300	1,600	Additional training for Court Clerk and backup Court Clerks
53213	MEMBERSHIP/DUES/LICENSES	233	136	250	
53214	OFFICE SUPPLIES	337	400	500	
TOTAL STAFF SUPPORT		1,376	836	2,350	

OPERATIONAL SUPPORT

53202	TELEPHONE	360	0	0
53206	POSTAGE	885	900	900
53208	PRINTING	801	700	700
53602	COMPUTER HARD & SFTWARE/MX/INTERNET	7,557	11,709	9,696
53605	COURT SECURITY EXP	1,985	2,624	2,624
53606	COLLECTION AGENCY FEES	0	300	300
TOTAL OPERATIONAL SUPPORT		11,588	16,234	14,221

TOTAL COURT	77,276	85,323	85,587
		4.8%	0.3%

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
GENERAL FUND POLICE DEPARTMENT - EXPENDITURES
2019 - 20

POLICE DEPARTMENT	FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
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PERSONNEL SERVICES

54012	GROSS PAYROLL	755,158	772,161	819,830	3% wage increase for COL and Performance Program
54013	OVERTIME	11,607	25,960	27,017	
54018	CERTIFICATION	12,833	14,100	14,900	
54019	LONGEVITY	8,228	10,687	12,127	
54014	FICA	46,662	52,232	55,415	
54016	MEDICARE	10,913	12,216	12,960	
54017	SUI	2,304	126	1,260	Rate estimated at 1% - currently at .1%
54015	WORKERS COMP INS	21,038	23,341	24,508	5% over FY19A
54020	HEALTH/DENTAL/VISION INS	81,006	90,087	101,384	Medical 9% increase - Dental 0% increase Vision 7% estimated increase
54023	LIFE INSURANCE	1,192	4,615	8,206	AD&D 8% estimated increase LTD & STD 0% increase
54025	RETIREMENT ER SHARE	65,129	66,975	68,106	New rate 7.62% previously 7.95%
TOTAL PERSONNEL SERVICES		1,016,069	1,072,500	1,145,713	

CITY SUPPORT SERVICES

54221	COMMUNITY POLICING	2,324	4,000	4,000	
54210	EMERGENCY EVENT CONTINGENCY	0	2,500	2,500	
TOTAL CITY SUPPORT SERVICES		2,324	6,500	6,500	

STAFF SUPPORT

54118	UNIFORMS	11,909	11,500	11,500	
54200	TRAINING/TRAVEL/SEMINARS	5,344	5,100	5,100	
54198	SPECIAL ASSIGNMENTS	310	1,500	1,500	
54199	LEADERSHIP DEVELOPMENT	1,142	2,000	2,000	
54213	MEMBERSHIP/DUES/LICENSES	599	600	600	
54223	PHYSICAL EXAMS	159	500	500	
TOTAL STAFF SUPPORT		19,463	21,200	21,200	

OPERATIONAL SUPPORT

54201	COMPUTER HARD & SFTWARE/MX/INTERNET	21,734	22,650	22,923	Requested funds for hardware upgrades
54205	RANGE SUPPLIES	4,962	4,200	4,200	
54206	POSTAGE	413	450	450	
54208	PRINTING	179	300	300	
54214	OFFICE SUPPLIES	5,026	4,800	4,800	
54215	INVESTIGATION EXPENSES	1,458	2,000	2,000	
54222	NATIONAL NIGHT OUT	0	100	100	
54302	LAW ENFORC LIABILITY	9,569	11,983	12,583	5% over FY19A
54304	AUTOMOBILE INSURANCE	5,896	5,808	6,099	5% over FY19A
TOTAL OPERATIONAL SUPPORT		49,238	52,292	53,454	

UTILITY SERVICES

54202	TELEPHONE	8,582	8,900	8,900	
54217	GASOLINE	24,381	25,000	25,000	
TOTAL UTILITY SERVICES		32,963	33,900	33,900	

MAINTENANCE SERVICES

54203	RADIO REPAIR	4,412	5,000	5,000	
54212	EQUIPMENT/MAINTENANCE	5,099	5,000	5,000	
54220	VEHICLE MAINT./REPAIRS	17,194	12,500	12,500	
TOTAL MAINTENANCE SERVICES		26,704	22,500	22,500	

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
GENERAL FUND POLICE DEPARTMENT - EXPENDITURES
2019 - 20

POLICE DEPARTMENT		FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
OPERATING EQUIPMENT				
54140	EQUIPMENT LEASES	5,417	5,636	5,636
54619	VEHICLE LEASE	27,693	30,055	33,300
54225	INTEREST EXPENSE	1,657	1,662	1,900
TOTAL OPERATING EQUIPMENT		34,767	37,353	40,836
TOTAL POLICE DEPARTMENT		1,181,528	1,246,245	1,324,104
			-2.3%	6.2%

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
 GENERAL FUND PUBLIC WORKS - EXPENDITURES
 2019 - 20

PUBLIC WORKS DEPARTMENT	FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
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PERSONNEL SERVICES

55012	GROSS PAYROLL	214,724	224,334	229,681	3% wage increase for COL and Performance Program
55021	TEMP/SEASONAL EMPLOYEE	0	6,005	6,005	3% increase for COL and Performance
55013	OVERTIME	8,046	9,847	11,286	3% increase for COL and Performance
55018	CERTIFICATION	2,735	2,400	2,400	
55019	LONGEVITY	5,207	6,365	6,965	
55014	FICA	12,413	15,576	16,034	
55016	MEDICARE	2,903	3,643	3,750	
55017	SUI	810	54	450	Rate estimated at 1% - currently at .1%
55015	WORKERS COMP INS	3,180	4,590	4,820	5% over FY19A
55020	HEALTH/VISION/DENTAL INS	29,279	33,365	36,209	Medical 9% increase - Dental 0% increase Vision 7% estimated increase
55023	LIFE INS	431	1,500	2,604	AD&D 8% estimated increase LTD & STD 0% increase
55025	RETIREMENT-ER SHARE	18,601	19,973	19,707	New rate 7.62% previously 7.95%
TOTAL PERSONNEL SERVICES		298,327	327,653	339,911	

CITY SUPPORT SERVICES

55222	WILDLIFE MANAGEMENT	1,055	24,000	50,000	Requested by Wildlife Commission
55224	OAK WILT PROGRAM	5,823	10,000	10,000	
55229	ANIMAL SERVICES	9,631	10,000	10,000	
55236	CONTINGENCY	1,225	1,200	1,300	
TOTAL CITY SUPPORT SERVICES		17,733	45,200	71,300	

STAFF SUPPORT

55118	UNIFORMS	1,263	4,550	2,600	Full uniforms ordered every other year
55200	TRAINING/TRAVEL/SEMINARS	1,310	2,000	5,500	\$2.5k EE training + \$3k leadership
TOTAL STAFF SUPPORT		2,573	6,550	8,100	

OPERATIONAL SUPPORT

55201	COMPUTER HARD & SFTWARE/MX/INTERNET	474	3,500	2,500	Hardware upgrades
00000	SURVEILLANCE CONNECTIVITY	0	0	5,000	
55238	OPERATIONAL MATERIALS	5,570	6,300	6,600	Includes \$300 for stormwater materials
55304	AUTOMOBILE INS	2,872	2,633	4,865	5% over FY19A + addition 3 vehicles
TOTAL OPERATIONAL SUPPORT		8,916	12,433	18,965	

SUPPLIES

55214	OFFICE SUPPLIES	2,068	3,500	3,000	
55218	CITY FACILITY-PAPER PRODUCTS	149	800	800	
TOTAL SUPPLIES		2,217	4,300	3,800	

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
GENERAL FUND PUBLIC WORKS - EXPENDITURES
2019 - 20

PUBLIC WORKS DEPARTMENT		FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET	
UTILITY SERVICES					
55202	TELEPHONE	2,831	5,770	5,860	EE phones + Workflow Mgmt. (Verizon)
55211	UTILITIES	10,692	11,182	11,741	5% over FY19A
55217	GASOLINE	8,104	9,000	9,000	
55231	PARK/ISLAND ELECTRIC	879	1,400	1,500	5% over FY19A
55232	LANDSCAPE WATERING	1,835	1,600	1,700	5% over FY19A
TOTAL UTILITY SERVICES		24,342	28,952	29,801	
MAINTENANCE SERVICES					
55227	BLDG/FACILITY MAINTENANCE	12,694	15,000	15,000	
55228	GROUNDS MAINTENANCE	5,613	5,250	6,000	
55247	CITY FACILITY-LANDSCAPE PROJECT	1,809	3,200	5,000	
55213	CITY FACILITY-HEATING/AC MAINT	4,191	7,600	6,000	
55234	FORMER CITY COMPLEX	13,072	15,000	15,000	
55212	EQUIPMENT & MAINTENANCE	8,875	7,500	9,000	
55220	VEHICLE MAINT/REPAIRS	3,898	4,734	4,000	
55230	PARK/RECREATIONS	10,826	13,400	15,000	Includes \$1.6k for city events
55235	PAUL DAVIS PARK FACILITY UPGRADE	0	26,000	0	
55233	SIGN MAINTENANCE	4,534	3,000	5,000	
55702	STREET IMPROVEMENT	2,560	5,000	5,000	
55704	CULVERT MAINTENANCE/MS4	856	2,100	8,100	
TOTAL MAINTENANCE SERVICES		68,926	107,784	93,100	
OPERATING EQUIPMENT					
55401	VEHICLE LEASE (TRUCK 3 YEAR)	9,514	0	0	
55402	INTEREST ON VEHICLE LEASE	651	0	0	
55216	EQUIPMENT RENTAL	2,158	2,000	3,000	
55240	SMALL HAND TOOLS	828	800	1,000	
TOTAL OPERATING EQUIPMENT		13,150	2,800	4,000	
PARKS COMMITTEE					
55226	PARKS COMMITTEE	2,936	6,035	6,980	
TOTAL PARKS COMMITTEE		2,936	6,035	6,980	
CAPITAL OUTLAY					
55400	2/3 BACKHOE OVERHAUL	0	4,570	0	
55400	TRAILER CRACK SEAL UNIT	0	52,287	0	
55400	BOBCAT SKID STEER	0	8,843	0	
55400	TRUCK #1	0	27,278	0	
55400	TRUCK #2	0	23,307	0	
55400	TRUCK #3 (PD ASSET SEIZURE)	0	8,500	0	
55400	PARK SECURITY EQUIPMENT	0	8,500	18,000	Camera System
TOTAL CAPITAL OUTLAY		0	124,785	18,000	
TOTAL PUBLIC WORKS DEPARTMENT		439,119	666,492	593,958	
			24.5%	-10.9%	

CITY OF GARDEN RIDGE
 FY 2020 PROPOSED BUDGET
 GENERAL FUND COMMUNITY CENTER - EXPENDITURES
 2019 - 20

COMMUNITY CENTER		FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET	
<u>PERSONNEL SERVICES</u>					
56012	GROSS PAYROLL	540	1,350	1,350	No increase this is paid at a flat rate
56014	FICA	33	84	84	
56016	MEDICARE	8	20	20	
56025	RETIREMENT-ER SHARE	43	107	107	New rate 7.62% previously 7.95%
TOTAL PERSONNEL SERVICES		625	1,561	1,561	
<u>PROFESSIONAL SERVICES</u>					
56050	MANAGER FEES	15,987	17,000	17,000	
56051	MANAGER BACKUP EXPENSE	0	100	100	
TOTAL PROFESSIONAL SERVICES		15,987	17,100	17,100	
<u>OPERATIONAL SUPPORT</u>					
56600	DEPOSIT REFUNDS	15,150	12,000	12,000	
56214	OFFICE SUPPLIES	1,171	1,200	1,260	
56410	EQUIPMENT	250	500	500	
56603	MARKETING	0	1,000	1,000	
TOTAL OPERATIONAL SUPPORT		16,571	14,700	14,760	
<u>UTILITY SERVICES</u>					
56201	COMPUTER HARD & SFTWARE/MX/INTERNET	781	1,495	1,644	Internet provider increase
56202	TELEPHONE	564	564	600	
56211	UTILITIES	9,557	10,600	10,600	Flat due to increased effeciency
TOTAL UTILITY SERVICES		10,902	12,659	12,844	
<u>MAINTENANCE SERVICES</u>					
56212	MAINTENANCE	9,273	9,300	9,300	
56216	COMMUNITY CENTER CLEANING	4,440	5,730	5,730	
TOTAL MAINTENANCE SERVICES		13,713	15,030	15,030	
<u>CAPITAL OUTLAY</u>					
56602	FACILITY ENHANCEMENT PROJECT	4,810	0	0	
TOTAL CAPITAL OUTLAY		4,810	0	0	
TOTAL COMMUNITY CENTER		62,606	61,050	61,295	
			8.5%	0.4%	

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
GENERAL FUND LIBRARY - EXPENDITURES
2019 - 20

LIBRARY		FY 2018 AUDIT	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
<u>PERSONNEL SERVICES</u>				
57012	GROSS PAYROLL	52,716	65,998	67,977
57013	OVERTIME	183	0	0
	LONGEVITY	0	0	120
57014	FICA	3,280	4,092	4,222
57016	MEDICARE	767	957	987
57017	SUI	324	27	180
57020	HEALTH/VISION/DENTAL INS	0	2,224	7,242
57023	LIFE INS	0	296	628
57025	RETIREMENT-ER SHARE	0	3,339	3,296
TOTAL PERSONNEL SERVICES		57,270	76,933	84,653
<u>CITY SUPPORT SERVICES</u>				
57215	SPECIAL EVENTS	402	510	520
57221	CHILDREN'S ACTIVITIES	1,551	1,825	1,900
TOTAL CITY SUPPORT SERVICES		1,952	2,335	2,420
<u>STAFF SUPPORT</u>				
57200	TRAINING/TRAVEL/SEMINARS	20	0	100
57213	MEMBERSHIP/DUES	300	508	300
TOTAL STAFF SUPPORT		320	508	400
<u>OPERATIONAL SUPPORT</u>				
57214	OFFICE SUPPLIES	322	800	800
57216	COMPUTER HARD & SFTWARE/MX/INTERNET	3,405	6,378	3,540
57218	LIBRARY MATERIALS-BOOKS	1,752	1,900	2,000
57219	POSTAGE	201	200	250
57220	PRINTING	0	100	100
57603	EBOOK EXPENDITURES	1,500	1,500	1,500
TOTAL OPERATIONAL SUPPORT		7,180	10,878	8,190
<u>UTILITY SERVICES</u>				
57202	TELEPHONE	394	484	520
TOTAL UTILITY SERVICES		394	484	520
TOTAL LIBRARY		67,116	91,138	96,183
			-1.7%	5.5%

3% wage increase for COL and Performance Program

Rate estimated at 1% - currently at .1%

Medical 9% increase - Dental 0% increase
Vision 7% estimated increase

AD&D 8% estimated increase
LTD & STD 0% increase

New rate 7.62% previously 7.95%

RESOLUTION NO. 452-082019

**A RESOLUTION OF THE CITY OF GARDEN RIDGE, TEXAS,
APPROVING FISCAL YEAR 2020 BUDGET FOR THE CITY OF
GARDEN RIDGE WATER COMPANY AND MAINTENANCE
FUND FOR THE PERIOD OF OCTOBER 1, 2019, THROUGH
SEPTEMBER 30, 2020.**

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

The City Council of the City of Garden Ridge, Texas, does hereby approve Fiscal Year 2020 Budget for the City of Garden Ridge Water Company and Maintenance Fund for the period of October 1, 2019, through September 30, 2020.

The attached Exhibit A is the detail of the Fiscal Year 2020 Budget for the City of Garden Ridge Water Company and Maintenance Fund for the period of October 1, 2019, through September 30, 2020.

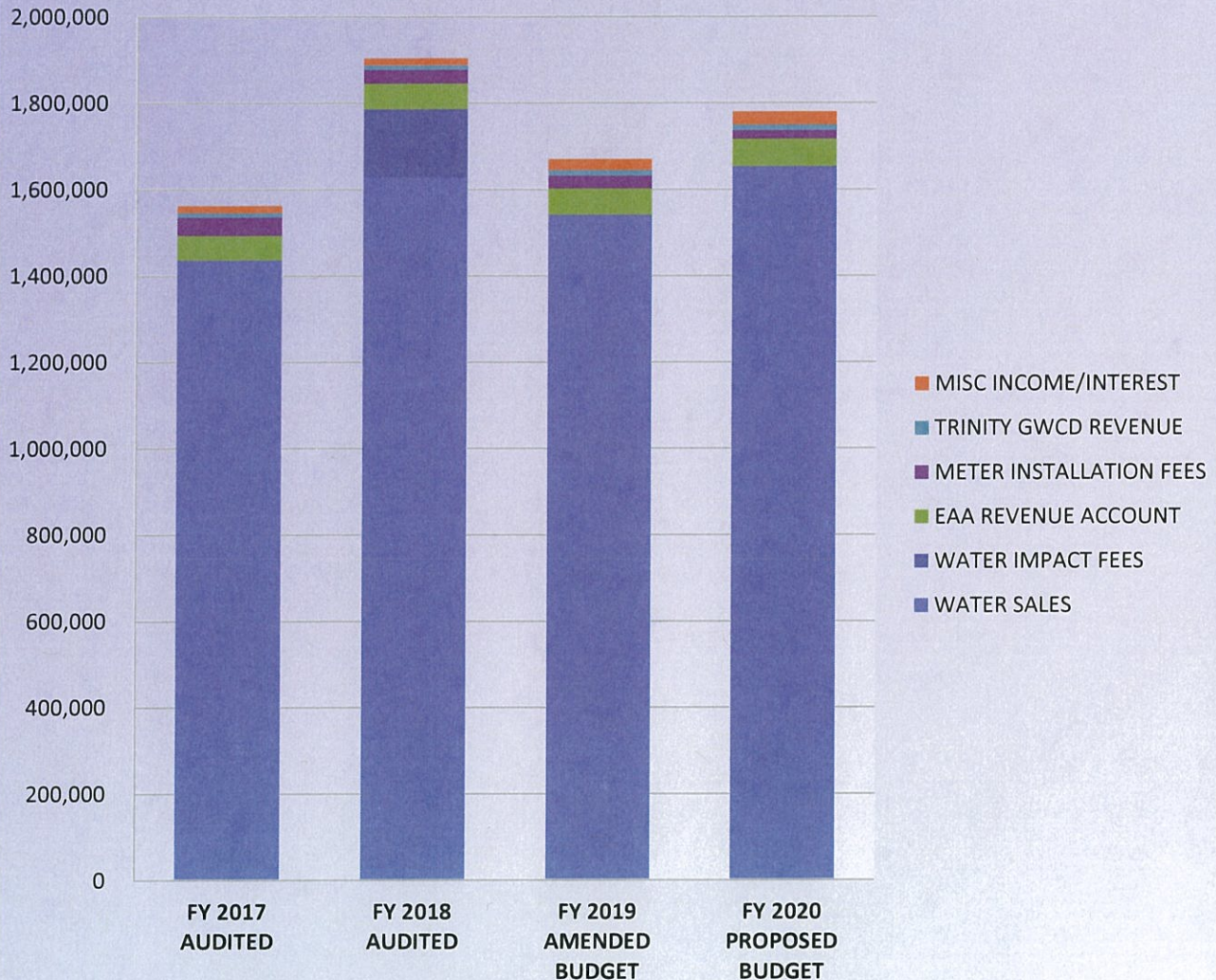
PASSED AND APPROVED ON this 7th day of August, 2019.

Larry Thompson
Mayor

ATTEST:

Marisa Spencer
City Secretary

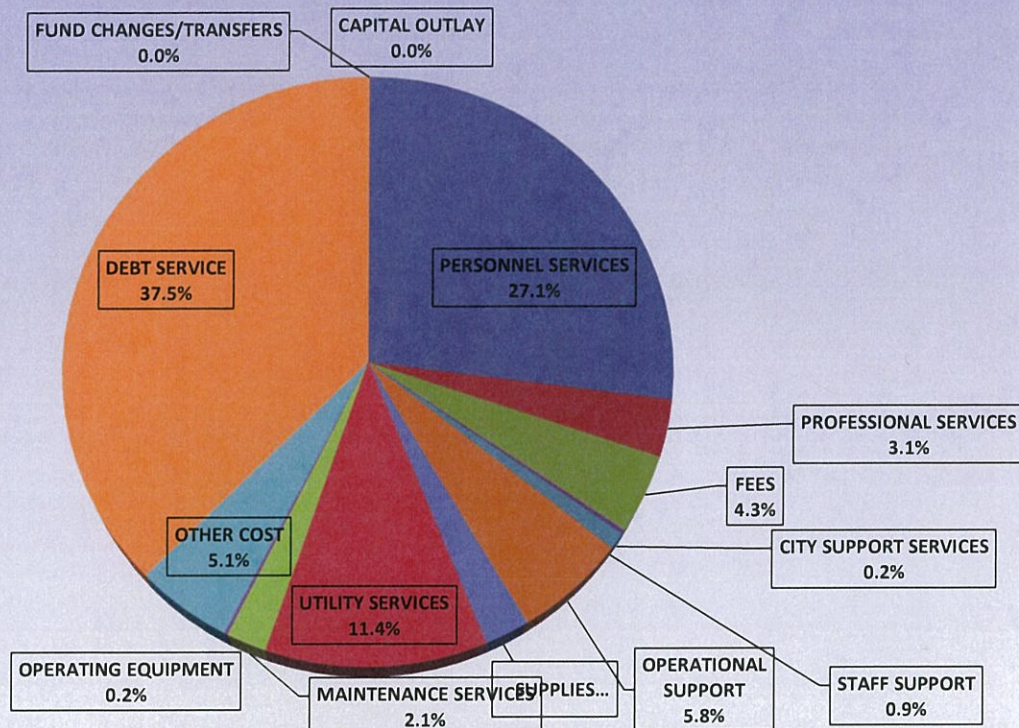
CITY OF GARDEN RIDGE WATER FUND REVENUE



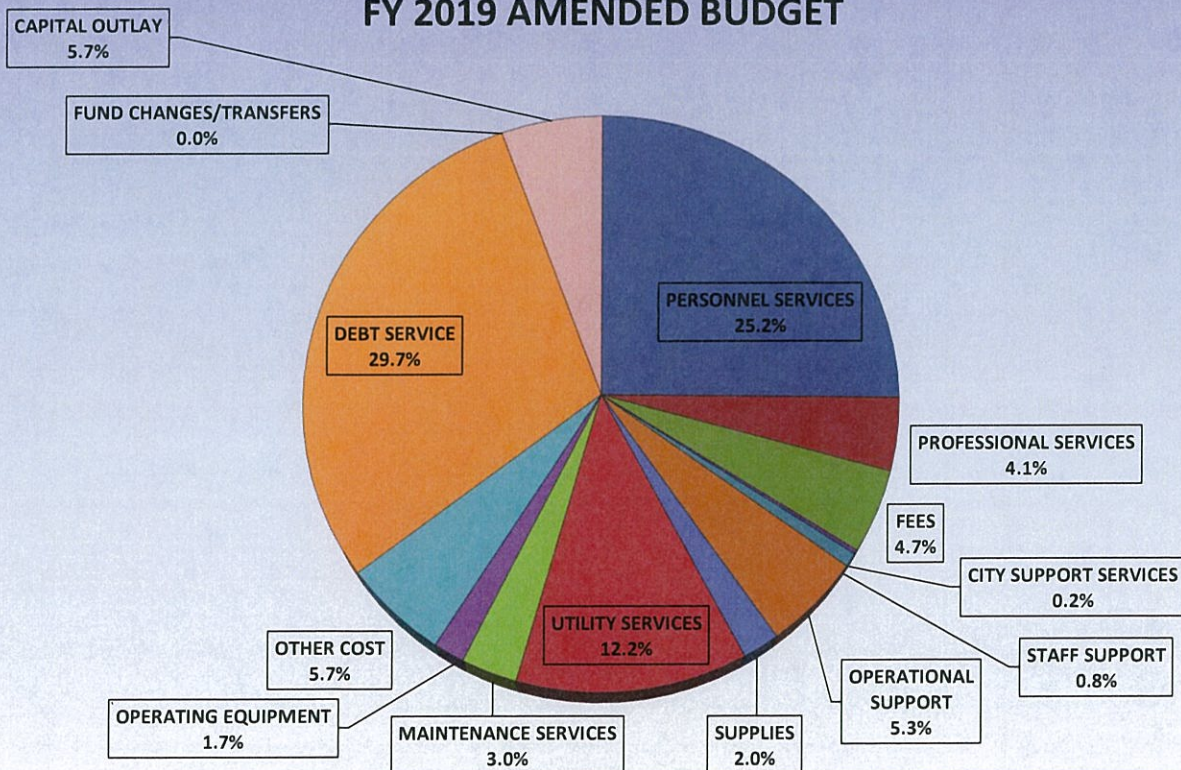
DESCRIPTION	FY 2017 AUDITED	FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
WATER SALES	92.0%	85.5%	92.4%	93.0%
WATER IMPACT FEES	0.0%	8.3%	0.0%	0.0%
EAA REVENUE ACCOUNT	3.7%	3.1%	3.6%	3.5%
METER INSTALLATION FEES	2.6%	1.7%	1.8%	1.1%
TRINITY GWCD REVENUE	0.7%	0.6%	0.8%	0.8%
MISC INCOME/INTEREST	0.9%	0.8%	1.4%	1.6%
TOTAL	100%	100%	100%	100%

CITY OF GARDEN RIDGE
WATER FUND
COMPARISON - EXPENDITURES

FY 2020 PROPOSED BUDGET



FY 2019 AMENDED BUDGET



CITY OF GARDEN RIDGE
FY 2020 - PROPOSED BUDGET
WATER FUND - SUMMARY
2019 - 20

WATER FUND	FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
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FINANCIAL SUMMARY

REVENUE SUMMARY

WATER SALES	1,616,097	1,528,500	1,643,400
FEES	203,676	43,250	30,250
MISCELLANEOUS	14,505	23,800	28,800
TOTAL REVENUES	1,834,277	1,595,550	1,702,450

EXPENDITURE SUMMARY

PERSONNEL SERVICES	430,290	410,847	481,006
PROFESSIONAL SERVICES	31,918	66,861	55,770
FEES	76,061	76,200	76,800
CITY SUPPORT SERVICES	316	3,800	3,800
STAFF SUPPORT	6,785	12,750	16,200
OPERATIONAL SUPPORT	72,868	86,136	103,939
SUPPLIES	39,829	32,100	41,100
UTILITY SERVICES	168,694	199,170	202,970
MAINTENANCE SERVICES	37,600	48,594	37,000
OPERATING EQUIPMENT	27,535	27,065	3,200
OTHER COST	15,876	19,191	14,051
DEBT SERVICE	519,624	484,312	666,220
FUND CHANGES/TRANSFERS	167,778	0	0
CAPITAL OUTLAY	0	92,381	0
TOTAL EXPENDITURES	1,595,172	1,559,406	1,702,056

OVER/UNDER	239,105	36,144	394
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ENDING FUND BALANCE	1,631,008	1,667,152	1,667,546
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RESTRICTED BALANCES

WATER IMPACT FEE		0	0
WATER SURCHARGE	145,100	145,703	146,555
TEXPOOL IMPACT FEE		0	0
TOTAL RESTRICTED FUNDS	145,100	145,703	146,555

UNRESTRICTED FUND BALANCE	1,485,909	1,521,449	1,520,991
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CITY OF GARDEN RIDGE
FY 2020 - PROPOSED BUDGET
 WATER FUND - REVENUE
 2019 - 20

REVENUES		FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
WATER SALES				
40003	WATER SALES	1,616,097	1,530,000	1,644,900
70801	BAD DEBT EXPENSE	0	(1,500)	(1,500)
	TOTAL SALES	1,616,097	1,528,500	1,643,400
FEES				
40002	METER INSTALLATION FEES	31,800	30,000	20,000
40004	WATER PENALTIES	11,307	13,000	10,000
40007	WATER IMPACT FEES	158,323	0	0
40014	EAA REVENUE ACCOUNT	58,921	60,194	62,500
70241	LESS: EAA MGMT FEES	(57,378)	(60,194)	(62,500)
40015	TRINITY GWCD REVENUE	11,668	13,000	13,500
70244	LESS: TRINITY GWCD FEE	(11,213)	(13,000)	(13,500)
40005	NSF CHECK INCOME	248	250	250
	TOTAL FEES	203,676	43,250	30,250
MISCELLANEOUS				
40000	MISC INCOME	0	800	300
40008	INTEREST	14,505	23,000	28,500
	TOTAL MISCELLANEOUS	14,505	23,800	28,800
TOTAL REVENUES		1,834,277	1,595,550	1,702,450
			0.3%	6.7%

5% over FY19A + \$38.4k for \$2.0 rate increase

Assumption - reduced building

CITY OF GARDEN RIDGE
FY 2020 - PROPOSED BUDGET
WATER FUND - EXPENDITURES
2019 - 20

WATER FUND		FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET	
PERSONNEL SERVICES					
70012	GROSS PAYROLL	316,083	293,596	345,033	3% increase for COL and Performance Program - 50% new PT EE - FM-HR 50/50 previously 60/40 split
70013	OVERTIME	5,554	8,931	9,203	
70018	CERTIFICATION	3,111	2,405	2,970	
70019	LONGEVITY	4,983	3,202	3,202	
70014	FICA	19,902	19,247	22,498	
70016	MEDICARE	4,654	4,501	5,262	
70017	SUI	959	55	608	Rate Estimated at 1% - currently at .1% 5% over FY19A
70015	WORKERS COMP INS	5,683	7,167	7,526	
70020	HEALTH/DENTAL/VISION INS	36,870	44,376	52,503	Medical 9% increase - Dental 0% increase Vision 7% estimated increase CA Life - AD&D 8% estimated increase LTD & STD 0% increase
70023	LIFE INS	974	2,686	4,554	
70025	RETIREMENT-ER SHARE	31,516	24,680	27,650	
TOTAL PERSONNEL SERVICES		430,290	410,847	481,006	New rate 7.62% previously 7.95%
PROFESSIONAL SERVICES					
70104	ATTORNEY	3,925	4,000	7,000	
70106	ENGINEER	12,106	8,000	12,000	
70116	CUSTODIAL/JANITORIAL	2,586	2,608	2,650	
70120	AUDITING FEES	6,500	6,400	10,000	Audit Fees 50/50 split previously 60/40
70210	PAYROLL PROCESSING FEES	1,429	1,556	2,050	
70406	WATER MASTER PLAN UPDATE	1,075	0	17,500	Upgrade of ADP PR system
70409	WATER FEE ANALYST	0	18,060	0	Part 3 of project
70410	WATER SYSTEM MAPPING	0	21,800	0	Project completed
70677	CONNECT CITY SERVICE	1,504	1,504	1,540	Mapping Completed
70204	WEBPAGE	2,793	2,933	3,030	
TOTAL PROFESSIONAL SERVICES		31,918	66,861	55,770	
FEES					
70160	FRANCHISE FEE TO CITY	64,061	64,200	64,800	
70311	RENTAL FEES TO GENERAL FUND	12,000	12,000	12,000	
TOTAL FEES		76,061	76,200	76,800	
CITY SUPPORT SERVICES					
70236	CONTINGENCY	316	3,500	3,500	
70242	PUBLIC EDUCATION	0	300	300	
TOTAL CITY SUPPORT SERVICES		316	3,800	3,800	
STAFF SUPPORT					
70200	TRAINING/TRAVEL/SEMINARS	2,670	5,000	10,000	Water \$6.5k/Admin \$1.5k/\$2k Leadership Full uniforms ordered every other year
70118	UNIFORMS	1,095	4,050	2,500	
70213	MEMBERSHIP/DUES/LICENSES	1,208	1,200	1,200	
70225	MISCELLANEOUS	1,812	2,500	2,500	
TOTAL STAFF SUPPORT		6,785	12,750	16,200	
OPERATIONAL SUPPORT					
70302	GENERAL LIABILITY INS	916	828	870	5% increase of FY19A
70304	AUTOMOBILE INS	3,249	3,029	3,900	5% increase of FY19A + New Vehicle
70308	E&O LIABILITY INS	1,559	1,382	1,500	5% increase of FY19A
70310	PROPERTY INS	7,140	7,798	9,250	5% increase of FY19A + Updated Coverage
70201	COMPUTER HARD & SFTWARE/MX/INTERNET	35,462	48,365	57,930	Birds Nest \$3K annual maint. & \$1.5k setup - \$12.5K Online invoice & notifications
00000	SURVEILLANCE CONNECTIVITY	0	0	5,000	
70206	POSTAGE	9,870	10,080	10,080	
70208	PRINTING	2,525	2,500	2,500	
70226	COPIER/PRINTER LEASE	12,146	12,154	12,910	Lease \$11.9k + \$1k estimated copy overages
TOTAL OPERATIONAL SUPPORT		72,868	86,136	103,939	

CITY OF GARDEN RIDGE
FY 2020 - PROPOSED BUDGET
WATER FUND - EXPENDITURES
2019 - 20

WATER FUND	FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 PROPOSED BUDGET
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SUPPLIES

70214	ADMINISTRATIVE SUPPLIES	2,437	3,500	2,600
70237	CHEMICALS	5,786	4,500	6,000
70238	OPERATIONAL SUPPLIES	31,605	24,100	32,500
	TOTAL SUPPLIES	39,829	32,100	41,100

UTILITY SERVICES

70202	TELEPHONE	5,950	7,781	7,600
70211	UTILITIES	151,909	182,389	186,370
70217	GASOLINE	10,834	9,000	9,000
	TOTAL UTILITY SERVICES	168,694	199,170	202,970

5% increase over FY19A

MAINTENANCE SERVICES

70203	RADIO REPAIR	0	500	500
70212	EQUIPMENT/MAINTENANCE	10,917	14,694	11,500
70220	VEHICLE MAINT/REPAIRS	6,299	7,500	7,500
70239	PLANT MAINT/REPAIRS	20,383	25,900	17,500
	TOTAL MAINTENANCE SERVICES	37,600	48,594	37,000

OPERATING EQUIPMENT

70312	VEHICLE LEASE (TRUCK 3 YR)	21,440	22,620	0
70227	INTEREST EXPENSE	2,423	1,245	0
70216	EQUIPMENT RENTAL	2,011	2,000	2,000
70219	SMALL HAND TOOLS	1,661	1,200	1,200
	TOTAL OPERATING EQUIPMENT	27,535	27,065	3,200

OTHER COST

70240	TCEQ REQUIRED TESTING	6,245	10,000	10,020
70401	WATER ACQUISITION LEASES	9,631	9,191	9,191
00000	TRANSFERS IN/OUT	0	0	(5,160)
	TOTAL OTHER COST	15,876	19,191	14,051

Xfer in from CIF - Water Rights acct. to offset payment of Water acquisition leases

DEBT SERVICE

70803	TRANSFER TO DEBT SVC	406,400	484,312	442,600
70227	INTEREST ON DEBT SVC	113,224	0	223,620
	TOTAL DEBT SERVICE	519,624	484,312	666,220

Actual pmt. - no longer have surplus in I&S

FUND CHANGES/TRANSFERS

00000	TRANSFERS IN/OUT	167,778	0	0
	TOTAL FUND CHANGES/TRANSFERS	167,778	0	0

CAPITAL OUTLAY

70400	INCLINE-VAC	0	36,625	0
70400	CHLORINE SCALES/AUTO SWITCHOVER	0	16,450	0
70400	SCADA HARDWARE UPGRADE	0	7,026	0
70400	WATER VEHICLE	0	30,000	0
70400	1/3 JOHN DEER BACKHOE OVER HAUL	0	2,280	0
	TOTAL CAPITAL OUTLAY	0	92,381	0

TOTAL WATER COMPANY	1,595,172	1,559,406	1,702,056
		2.6%	9.1%

RESOLUTION NO. 453-082019

**A RESOLUTION OF THE CITY OF GARDEN RIDGE, TEXAS,
APPROVING FISCAL YEAR 2020 BUDGET FOR THE CITY OF
GARDEN RIDGE INTEREST AND SINKING FUND FOR THE
PERIOD OF OCTOBER 1, 2019, THROUGH SEPTEMBER 30, 2020.**

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

The City Council of the City of Garden Ridge, Texas, does hereby approve Fiscal Year 2020 Budget for the City of Garden Ridge Interest and Sinking Fund for the period of October 1, 2019, through September 30, 2020.

The attached Exhibit A is the detail of the Fiscal Year 2020 Budget for the City of Garden Ridge Interest and Sinking Fund for the period of October 1, 2019, through September 30, 2020.

PASSED AND APPROVED ON this 7th day of August, 2019.

Larry Thompson
Mayor

ATTEST:

Marisa Spencer
City Secretary

Resolution:

Approved:

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
INTEREST & SINKING FUND
2019-20

INTEREST & SINKING FUND		FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 BUDGET	REMAINING PRINCIPLE BALANCE AS OF 9/30/2020
REVENUES					
40022	AD VALOREM TAXES	765,646	719,057	724,026	
40024	AD VALOREM DELINQUENT TAXES	4,166	7,200	4,200	
40026	P&I/DELINQUENT TAX	2,759	3,160	2,800	
40027	BANK INTEREST	510	500	500	
40030	TRANSFERS FROM WATER FUND	361,974	484,312	666,968	
TOTAL I&S REVENUES		1,135,055	1,214,229	1,398,494	
DEBT SERVICE PAYMENTS					
CERTIFICATE OF OBLIGATION - SERIES 2009 (REFI \$2,620,000 AS SERIES 2017 - SEE BELOW)					
50126	PRINCIPAL PAYMENT	180,000	185,000	0	0
50125	INTEREST PAYMENT	11,000	3,700	0	
CERTIFICATE OF OBLIGATION - SERIES 2009 REFI (REFI OF SERIES 1998)					
50126	PRINCIPAL PAYMENT	110,000	0	0	0
50125	INTEREST PAYMENT	2,200	0	0	
CERTIFICATE OF OBLIGATION - SERIES 2012					
<i>DEBT IS CARRIED 56% BY GENERAL FUND AND 44% BY WATER FUND - FINAL PMT 8/15/2031</i>					
50126	PRINCIPAL PAYMENT	185,000	290,000	300,000	4,335,000
50125	INTEREST PAYMENT	146,162	141,412	134,762	
CERTIFICATE OF OBLIGATION - SERIES 2012 REFI (REFI OF SERIES 2002 AND SERIES 2005)					
<i>DEBT IS CARRIED 100% BY GENERAL FUND - FINAL PMT 8/15/2024</i>					
50126	PRINCIPAL PAYMENT	160,000	180,000	190,000	
50125	INTEREST PAYMENT	32,600	29,200	25,025	820,000
CERTIFICATE OF OBLIGATION - SERIES 2015					
<i>DEBT IS CARRIED 58% BY GENERAL FUND AND 42% BY WATER FUND - FINAL PMT 8/15/2034</i>					
50126	PRINCIPAL PAYMENT	250,000	255,000	260,000	5,165,000
50125	INTEREST PAYMENT	205,250	200,200	195,050	
CERTIFICATE OF OBLIGATION - SERIES 2017 REFI (REFI OF SERIES 2009)					
<i>DEBT IS CARRIED 100% BY WATER FUND - FINAL PMT 8/15/2029</i>					
50126	PRINCIPAL PAYMENT	40,000	0	200,000	2,380,000
50125	INTEREST PAYMENT	67,958	85,400	82,400	
50127	AGENT FEES	3,250	4,250	2,500	
52225	BANK FEES/MISCELLANEOUS FEES	68	70	70	
TOTAL DEBT SERVICE PAYMENTS		1,393,488	1,374,232	1,389,807	12,700,000
ENDING FUND BALANCE		189,334	29,331	38,018	

RESOLUTION NO. 454-082019

**A RESOLUTION OF THE CITY OF GARDEN RIDGE, TEXAS,
APPROVING FISCAL YEAR 2020 BUDGET FOR THE CITY OF
GARDEN RIDGE CAPITAL IMPROVEMENT FUND FOR THE
PERIOD OF OCTOBER 1, 2019, THROUGH SEPTEMBER 30, 2020.**

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

The City Council of the City of Garden Ridge, Texas, does hereby approve Fiscal Year 2020 Budget for the City of Garden Ridge Capital Improvement Fund for the period of October 1, 2019, through September 30, 2020.

The attached Exhibit A is the detail of the Fiscal Year 2020 Budget for the City of Garden Ridge Capital Improvement Fund for the period of October 1, 2019, through September 30, 2020.

PASSED AND APPROVED ON this 7th day of August, 2019.

Larry Thompson
Mayor

ATTEST:

Marisa Spencer
City Secretary

Resolution:

Approved:

CITY OF GARDEN RIDGE
FY 2020 PROPOSED BUDGET
CAPITAL IMPROVEMENTS FUND
2019-20

CAPITAL IMPROVEMENTS FUND		FY 2018 AUDITED	FY 2019 AMENDED BUDGET	FY 2020 BUDGET
REVENUES				
40402	INTEREST EARNED	17,520	5,763	5,550
40409	WINCO DEVELOPER CONTRIBUTION	50,000	0	0
40993	TRANSFERS IN STREET IMPACT FEES	18,468	0	0
40500	TRANSFERS IN WATER FUND IMPACT	166,204	0	0
40997	TRANSFER IN- WATER INVESTMENT	154,748	0	0
TOTAL CIP FUND REVENUES		406,940	5,763	5,550
CIP EXPENDITURES				
50202	TRINITY WELL	825,222	0	0
50129	WINCO PROJECT	316,479	275	0
50224	CIP STREETS	99,444	10,379	0
50226	CIP DRAINAGE	3,307	8,614	0
50235	CIP PARKS/COMMUNITY CTR	3,339	185,522	0
00000	TRANSFER TO WATER FUND	0	0	5,160
52225	MISCELLANEOUS	70	50	20
TOTAL CIP EXPENDITURES		1,247,860	204,839	5,180
ENDING FUND BALANCE		429,937	230,861	231,231
DETAILS OF FUND BALANCE				
10011	WATER IMPACT FEES	164,596	0	0
10012	STREET IMPACT FEES	25,349	0	0
10014	WATER IMPACT FEES TX POOL	1,666	167,680	171,760
10017	STREET IMPACT FEES TX POOL	31,978	58,031	59,471
10018	WATER RIGHTS TX POOL	5,032	5,150	0
10053	CIP PROJECT FUNDS	201,316	0	0
		429,937	230,861	231,231



City of Garden Ridge

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

July 29, 2019

To: Mayor Thompson and City Council

From: City Administrator Cain

As a taxing unit the City of Garden Ridge is entitled to vote in the Comal Appraisal District Board of Directors Election and may nominate a candidate for said election. If the City Council desires to nominate a candidate it must be done by Resolution and submitted to the Chief Appraiser before October 15, 2019.

All current members of the Board of Directors have indicated they will serve for the 2020-2021 term. The City of Garden Ridge is entitled to cast 35 total votes in the election which are not many votes in comparison to the votes other entities are entitled to cast in the election.

Should the City Council desire to nominate a candidate to appear on the ballot for the Comal Appraisal District Board of Directors Election nominations will be accepted at the September 4, 2019 City Council meeting with action on a Resolution for submission of a candidate occurring at the October 2, 2019 meeting.

Supporting documents concerning the Comal Appraisal District Board of Directors Election are attached.

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

RUFINO H. LOZANO, RPA-RTA-CCA
CHIEF APPRAISER

July 2, 2019

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

REF: Board of Directors Election

It is time to begin the Board of Directors election process for the 2020-2021 term. Each voting entity may nominate candidates for each position by resolution as stated in the tax code quoted below:

Section 6.03(g) of the Texas Property Tax Code states "Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15."

Each candidate must be eligible to serve as stated in the tax code quoted below:

Regarding eligibility, Section 6.03(a) states "To be eligible to serve on the board of directors, an individual other than a county assessor-collector serving as a nonvoting director must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district."

For your convenience we have attached a list of the current Board of Directors and whether or not the member is willing to serve again. Please submit the names of your nominees to this office no later than October 15, 2019 so they may be placed on the official ballot.

Sincerely,



Rufino H. Lozano, RPA-RTA-CCA
Chief Appraiser

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

RUFINO H. LOZANO, RPA-RTA-CCA
CHIEF APPRAISER

COMAL APPRAISAL DISTRICT BOARD OF DIRECTORS 2020-2021 TERM

POSITION	MEMBER	NOMINATING ENTITY	WILL ACCEPT 2020-2021 SERVE
Chairman	Dan Krueger	Comal ISD	Yes
Vice Chairman	Wade Cleary	Comal ISD	Yes
Secretary	Nancy Pappas	Comal ISD, New Braunfels ISD	Yes
Member	John Kunz	Comal ISD	Yes
Member	John Tyler	Comal County	Yes

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

RUFINO H. LOZANO, RPA-RTA-CCA
CHIEF APPRAISER

July 19, 2019

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

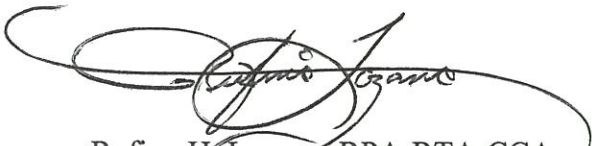
REF: Board of Directors Election

Section 6.03(e) of the Texas Property Tax Code states 'The chief appraiser shall calculate the number of votes to which each taxing unit other than a conservation and reclamation district is entitled and shall deliver written notice to each of those units of its voting entitlement before October 1 of each odd-numbered year.

Below is the voting calculation worksheet that indicates the number of votes you are eligible to submit in the upcoming election of the Board of Directors for Comal Appraisal District. The official ballot will be mailed to each entity no later than October 30, 2019.

TAXING UNITS	2018 TAX LEVY	PERCENTAGE	VOTES
COMAL I.S.D.	\$175,753,981.98	0.53330	2667
COMAL COUNTY	\$60,233,052.52	0.18277	914
NEW BRAUNFELS I.S.D.	\$53,255,743.50	0.16160	808
CITY OF NEW BRAUNFELS	\$30,044,289.41	0.09117	456
CITY OF GARDEN RIDGE	\$2,292,988.95	0.00696	35
CITY OF SCHERTZ	\$4,415,133.74	0.01340	67
BOERNE I.S.D.	\$1,602,470.81	0.00486	24
CITY OF BULVERDE	\$1,135,946.03	0.00345	17
CITY OF FAIR OAKS	\$682,542.19	0.00207	10
CITY OF SELMA	\$70,666.35	0.00021	1
CITY OF SPRING BRANCH	\$55,653.74	0.00017	1
WIMBERLEY I.S.D.	\$15,385.99	0.00005	0
	\$329,557,855.21	100.00000	5000

Sincerely,



Rufino H. Lozano, RPA-RTA-CCA
Chief Appraiser

City Administrator

From: jim
Sent: Friday, July 5, 2019 11:06 AM
To: City Administrator
Subject: ESD #6 Strategic Planning
Attachments: ESD#6 Info for Strat Plan committee 6.20.19.pdf; ESD#6 Strat Plan committee mbr info 6.20.19.docx

Dear Nancy,

The Comal County Emergency Services District #6 (ESD #6) Commissioners are embarking to develop a strategic plan to assist them in meeting today's requirements and to prepare for future requirements for fire services and emergency medical services. To develop the strategic plan, the Commissioners are seeking volunteers from key stakeholders and citizens-at-large to form a Strategic Planning Committee that will be chaired by an ESD #6 Commissioner.

As a significant stakeholder within this district, we are seeking one volunteer from the City of Garden Ridge government to serve as a member of the Strategic Planning Committee.

Please see additional information and the Committee Volunteer Information Sheet attached. We are requesting that the volunteer that you identify complete the Committee Volunteer Information Sheet and return it by 8 July 2019. If not able to meet this date, please respond with your intent to assist in identifying a committee volunteer.

We will keep you updated as we move along in this planning process.

Please feel free to contact me directly for any questions or information.

Thank you for your support to our community.

Jim Solomon
Commissioner, Comal County ESD #6
O: 210-370-3858

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Comal County ESD #6

Strategic Planning Project

The Comal County Emergency Services District #6 Commissioners are embarking to develop a strategic plan to assist them in meeting today's requirements and to prepare for future requirements. To develop the strategic plan, the Commissioners are seeking volunteers from key stakeholders and citizens-at-large to form a Strategic Planning Committee that will be chaired by an ESD #6 Commissioner.

Committee members should:

- be prepared to participate for a year or longer to complete the plan;
- be able to actively participate as a working member prepared to roll up their sleeves to support the committee's needs;
- be able to attend information, planning, and working meetings on a regular basis. Frequency of meetings will be determined by the committee, but anticipate at a minimum, meetings will be conducted monthly (meetings to be conducted at the BVFD Main Fire Station, FM 3009);
- have the community's best interest in mind as it relates to fire related services and emergency medical treatment and transport related services.

Strategic Planning Committee: max 15 standing members plus, as needed, external members

- 2 Commissioners
- 1 BVFD rep
- 1 BVFD BOD rep
- 1 Schertz EMS rep
- 1 City of Garden Ridge City Government rep
- 3-9 Citizen-at-large reps

Strategic Planning: Great leaders envision the future yet to be born. Strategic Plan prepares the organization for that future by meeting current requirements and deliberately planning and preparing for the changes that are predicted to occur.

With a defined Mission and Vision, coupled with Organizational Values, the Strategic Planning Process takes the known, combines it with stakeholder input and feedback, internal and external

planning factors, associated risks (known and assumed), assumptions, and defines goals with objectives and strategies to be incorporated into Action Plans to achieve the desired end state. This strategic planning is for the Emergency Services District, not specific service provider responsibilities.

3 Reasons for Strategic Plan

- Requirement based budgeting
- Compliance to regulatory and other mandates
- Strategic analysis - Clear understanding of the geographic & demographic landscape for the future

Strategic Planning Process: Deliberate vs rapid action drill. It is dynamic - Strategic planning is a process that requires feedback and course correction. What the committee learns during the planning and implementation processes may cause them to recommend that the commissioners go back and adjust their vision, goals, and initiatives.

Strategic Planning Committee Areas of Interest

- Governance, Administration, & Compliance
- Contract Services (Fire, EMS)
- Agreements
- Tax, Budget, Financial, Audit Management
- Asset Accountability and Management
- Annual Cycle of Requirements and Activities
- Process for reoccurring Strat Plan Updates and Reviews

Critical Tasks

- Geographic & Demographic Review - Current, projected
- SWOT Assessment
- Assumptions for planning
- Internal and external input and feedback

ROE for Committee – Committee:

- Reports to commissioners – monthly at commissioner’s meetings
- Makes recommendations for approval by Commissioners
- Members agree to volunteer for a period of 1 year or until Strat Plan has been approved by Commissioners
- Meets as needed
- Develops a Strategic Plan within the guidelines presented by the Commissioners
- Conducts reviews and research
- Researches areas of interest related to the Strat Plan
- Conducts town-hall focus groups
- Meets with SME’s
- Presents final recommendations and report to the Commissions

Comal County ESD#6 Strategic Planning Timeline

Phase/Task	Apr – May 2019	Jun - Aug	Sep - Feb	Mar - Apr	May - Jun	Jul 2020
Research (report June)						
Review existing strat plans, discussions with neighboring ESDs, review SAFE-D guidance, assess scope of project, develop concept of operation						
Development, Planning & Approach (report Sep)						
Seek approval of commissioners for project launch, organize committee, ROE & focus, refine approach and timeline, Commissioners Mission, Vision, Values						
Data Collection, Stakeholder Engagement, & Analysis (report Mar)						
1. Critical Tasks: Geographic & Demographic Review - Current, projected; SWOT Assessment; Assumptions for planning; Internal and external input and feedback – stakeholder engagement. 2.Strategic Planning Committee Areas of Interest: Governance, Administration, & Compliance; Contract Services (Fire, EMS); Agreements, Tax, Budget, Financial, Audit Management; Asset Accountability and Management; Annual Cycle of Requirements and Activities; Process for reoccurring Strat Plan Updates and Reviews. 3. Committee Shall examine and comment on the following as they develop the Strategic Plan: ESD Governance – Compliance & Accountability; Commissioners Compliance; Fiscal, Audit, Budget, Capitol Expenses; Meetings; Assets Management; Services Agreements; Administration & Record Keeping; Reporting; General – Insurance, Bond						
Develop Goals, Objectives & Strategies (report May)						
Establish & Prioritize Goals – each with objectives and strategies that are measurable, that lead to the intended end state.						
Write Strat Plan & Present to Commissioners (report Jul)						
Plan structure shall be simple, effective tool, created for usability						

Points of Contact for the Comal County ESD #6 Strategic Planning Process:

Jim Solomon, Commissioner

Bill Waechter, Commissioner

<http://comalcountyesd6.org/>



Comal County ESD #6

Strategic Planning Project

Committee Volunteer Information Sheet

The Comal County Emergency Services District #6 Commissioners are embarking to develop a strategic plan to assist them in meeting today's requirements and to prepare for future requirements. To develop the strategic plan, the Commissioners are seeking volunteers from key stakeholders and citizens-at-large to form a Strategic Planning Committee that will be chaired by an ESD #6 Commissioner.

You have indicated interest in serving as a member of the Comal County #6 Strategic Planning Committee. Please complete this information sheet and return it to
not later than July 8, 2019.

Volunteer's names will be presented to the Comal County #6 Commissioners for approval at their next scheduled meeting July 8, 2019. You will be contacted after that meeting to discuss service on this committee.

Thank you for your interest in our community!

Comal County Emergency Services District #6 Commissioners

Points of Contact for the Comal County ESD #6 Strategic Planning Process:

Jim Solomon, Commissioner

Bill Waechter, Commissioner

<http://comalcountyesd6.org/>

Strategic Planning Committee Volunteer Information Sheet

1. Name – First, Last:
2. Address:
3. Are you a member of an HOA? Name of HOA:
4. E-mail Address:
5. Phone Number:
6. Volunteer Category:
 - ☐ BVFD
 - ☐ BVFD BOD
 - ☐ Schertz EMS
 - ☐ City of Garden Ridge City Government
 - ☐ Citizen-at-large
7. Please attach a brief bio
8. Please list any background and experience that would be beneficial as a member of this committee:
9. Please list any experience working or volunteering with strategic planning, community planning, fire services, EMS services, or Comal County government.
10. Why do you want to serve on this committee?

Jim Bower

8947 Garden Ridge Drive

Garden Ridge, Texas 78266-2129

Not an HOA member

Citizen at large

Bio, etc attached

Jim Bower

Birthplace: McAlester, Oklahoma

Education: Texas A&M University, B.A., 1957

U.S. Army, Captain, Infantry Honorable Discharge

Co-Owner, Executive VP and Director of Marketing, Western Farm Service

75 branches in five western states

Heavy emphasis on detailed analysis of current industry position and customer perception

Detailed plans, branch by branch, for going forward

Implementation of such

Garden Ridge Water Commission Chairman – 12 years

Comal County Appraisal District Board of Directors – 10 years

Steering Committee Member of Edwards Aquifer Recovery Implementation Program (EARIP) since 2007 when EARIP was established

Founding member of stakeholder group to establish Comal Trinity Groundwater Conservation District

Board Member and Vice President , August 2015 – July 2019

Joint Author of District Management Plan

Current and foreseeable rapid growth in Comal County demands preparation of goals and methodology for handling the future

Remaining 2015 CIP Funds

<u>Estimated Costs</u>		<u>Projects</u>
	\$ 54,057.83	Balance at 8/2/19
-	\$ 5,860.00	Outstanding Engineering Fees
-	\$.00 (Completed)	Municipal Parkway Restriping
-	\$ 35,282.43	Drainage Projects
-	\$ 4,897.00	Community Center
-	<u>\$ 8,018.40</u>	Paul Davis Park
	\$.00	

0-50% completed
50%-100% Completed
Significant change

Community Center

	Planned Completion Date	Projected Cost	Actual Cost paid	Pending Cost	29-Jun	3-Jul	10-Jul	17-Jul	24-Jul	31-Jul	Completed
Blue Bonnet Room	31-Jan	\$18,035	\$11,262	\$0	100%	100%	100%	100%	100%	100%	Completed
Install security camera	6-Dec	\$500	\$450		100%	100%	100%	100%	100%	100%	Completed
Install new TV and wall mount	16-Jan	\$1,000	\$374	\$0	100%	100%	100%	100%	100%	100%	Completed
Replace all ceiling tiles	17-Dec	\$500	\$232	\$0	100%	100%	100%	100%	100%	100%	Completed
Install a new ADA compliant sink	16-Jan	\$1,400	\$428	\$0	100%	100%	100%	100%	100%	100%	Completed
Install grab bars by commode	16-Jan	\$150	\$451	\$0	100%	100%	100%	100%	100%	100%	Completed
Install new steel entry door	16-Jan	\$2,000	\$770	\$0	100%	100%	100%	100%	100%	100%	Completed
Install outside awning	9-Jan	\$1,500	\$1,575	\$0	100%	100%	100%	100%	100%	100%	Completed
Install granite countertop for coffee station	23-Jan	\$850	\$598	\$0	100%	100%	100%	100%	100%	100%	Completed
Replace flooring	30-Jan	\$7,800	\$3,998	\$0	100%	100%	100%	100%	100%	100%	Completed
Paint room	17-Dec	\$1,600	\$1,500	\$0	100%	100%	100%	100%	100%	100%	Completed
Install window treatments	15-Feb	\$250	\$300	\$0	100%	100%	100%	100%	100%	100%	Completed
Test connection between TV and PC	5-Feb	\$75	\$0	\$0	100%	100%	100%	100%	100%	100%	Completed
Hang new mirrors	11-Feb	\$60	\$100	\$0	100%	100%	100%	100%	100%	100%	Completed
Paint new steel entry door	5-Feb	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Completed
Install coffee bar light	11-Feb	\$30	\$28	\$0	100%	100%	100%	100%	100%	100%	Completed
Clean tv screen	12-Feb	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Completed
Clean ceiling return air screens	5-Feb	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Completed
Install tv remote holder		\$20	\$0	\$0	100%	100%	100%	100%	100%	100%	Completed
Purchase and install artwork	11-Feb	\$300	\$458	\$0	100%	100%	100%	100%	100%	100%	Completed
Wildflower Room	10-Feb	\$17,903	\$12,557	\$4,597	100%	100%	100%	100%	100%	100%	Completed
Replace halogen lights and add dimmers	30-Jan	\$11,000	\$11,438	\$0	100%	100%	100%	100%	100%	100%	Completed
Replace plastic/fiberglass cupola panels	23-Jan	\$5,000		\$4,597	50%	50%	50%	50%	50%	50%	No
Replace serving counter	30-Jan	\$603	\$598	\$0	100%	100%	100%	100%	100%	100%	Completed
Install 5 cabinet fire extinguishers	28-Feb	\$1,300	\$520	\$0	100%	100%	100%	100%	100%	100%	Completed
Kitchen	11-Feb	\$2,400	\$281	\$0	100%	100%	100%	100%	100%	100%	Completed
Replace and repurpose kitchen sink	N/A	\$2,300	\$0	\$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Certify the electrical load capacity of all outlets	16-Jan	\$100	\$281	\$0	100%	100%	100%	100%	100%	100%	Completed
BBQ Room	23-Jan	\$950	\$598	\$0	100%	100%	100%	100%	100%	100%	Completed
Fix/replace serving counter	23-Jan	\$950	\$598	\$0	100%	100%	100%	100%	100%	100%	Completed
Repair gap between counter and roll-up door		\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Completed
Main Storage Room	29-Mar	\$1,000	\$0	\$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Install stairs to access loft	N/A	\$1,000	\$0	\$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				\$0							
External Improvements	18-Mar	\$500	\$0	\$0	15%	15%	15%	15%	15%	15%	No
Improve outside landscape	18-Mar	\$500	\$0	\$0	15%	15%	15%	15%	15%	15%	No
Grand Total		\$40,788	\$24,698	\$4,597							

0-50% completed
50%-100% Completed
Significant change

	Planned Completion Date	Projected Cost	Actual Cost paid	Pending Cost	29-Jun	3-Jul	10-Jul	17-Jul	24-Jul	31-Jul	Status
Paul Davis Park		\$124,650	\$172,859	\$4,105	78%	80%	82%	84%	86%	88%	
Trails											
Mark trails for Cedar-Eater	1-Mar	\$22,000	\$21,983	\$0	100%	100%	100%	100%	100%	100%	Complete
Schedule Cedar-Eater	14-Dec	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Notify nearby residents of Cedar-Eater ops	7-Dec	\$18,000	\$17,640	\$0	100%	100%	100%	100%	100%	100%	Complete
Close park for Cedar-Eater ops/trails	14-Jan	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Assign PW employee onsite for Cedar-Eater	16-Jan	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Public Works Director accepts completion	14-Jan	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Take photos during Cedar-Eater ops	25-Jan	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Removal of Mulch from trails	16-Jan	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Purchase four picnic tables for trails and 3 benches			\$460		100%	100%	100%	100%	100%	100%	Complete
Have Parks Committee write GV article	20-Mar	\$4,000	\$3,884	\$0	100%	100%	100%	100%	100%	100%	complete
	11-Feb	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	complete
Concession Building	10-Apr	\$1,400	\$556	\$0	65%	100%	100%	100%	100%	100%	no
Repair gable screens	20-Feb	\$100	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Fix and arrange maintenance on roll-up windows	1-Jul	\$800			80%	100%	100%	100%	100%	100%	Complete
Purchase and install stove	22-Mar	\$500	\$556	\$0	100%	100%	100%	100%	100%	100%	Completed
Flag Pole Gathering Area		\$100	\$0	\$0	100%	100%	100%	100%	100%	100%	complete
Relocate flag pole to increase sodded gathering area	20-Apr	\$100	\$0	\$0	100%	100%	100%	100%	100%	100%	complete
Bathrooms	5-May	\$1,200	\$542	\$0	100%	100%	100%	100%	100%	100%	Complete
Install automatic shut-off faucets	22-Mar	\$600	\$242	\$0	100%	100%	100%	100%	100%	100%	Complete
Install baby changing table in women's restroom	22-Mar	\$300	\$150	\$0	50%	100%	100%	100%	100%	100%	Complete
Install baby changing table in men's restroom	22-Mar	\$300	\$150	\$0	50%	100%	100%	100%	100%	100%	Complete
Basketball/Sports Court	15-May	\$37,000	\$26,941	\$0	99%	100%	100%	100%	100%	100%	Complete
Consult with city engineer about basketball court location	12-Dec	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Parks Committee accepts location	29-Mar				100%	100%	100%	100%	100%	100%	Complete
Get bids for basketball court	30-Apr			\$0	100%	100%	100%	100%	100%	100%	Complete
Close park area for basketball court construction	1-May			\$0	100%	100%	100%	100%	100%	100%	Complete
Construct basketball court	15-May	\$37,000	\$26,941		98%	100%	100%	100%	100%	100%	Complete
Pavilion #3	20-Jun	\$29,100	\$25,927	\$4,105	90%	100%	100%	100%	100%	100%	Complete
Consult with city engineer about pavilion #3 location	12-Dec	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Provide electrical service for pavilion	29-Mar	\$800	\$0	\$4,105	90%	100%	100%	100%	100%	100%	Complete
Purchase topsoil	3-Jul		\$657		70%	80%	90%	100%	100%	100%	Complete
Get bids for pavilion contractor	29-Mar			\$0	100%	100%	100%	100%	100%	100%	Complete
Purchase and install metal benches for pavilion	29-Mar	\$3,300	\$1,270	\$0	100%	100%	100%	100%	100%	100%	Complete
Contractor builds pavilion 3	29-Mar	\$25,000	\$24,000		95%	100%	100%	100%	100%	100%	Complete

Erosion Control	20-Apr	\$3,000	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Consult with city engineer about water run-off issues	12-Dec	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Contract or fix water run-off issues with in-house labor	29-Mar			\$0	100%	100%	100%	100%	100%	100%	Complete
Determine if geogrid will be installed for run-off control	29-Mar			\$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Old Playground Drainage Repair	10-May	\$5,200	\$2,228	\$0	100%	100%	100%	100%	100%	100%	Complete
Consult with city engineer about water run-off issues	12-Dec	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Add mulch to old playground	3-Jul	\$200	\$1,680		100%	100%	100%	100%	100%	100%	Complete
Purchase supplies for correcting drainage issues	25-Mar	\$5,000	\$548		100%	100%	100%	100%	100%	100%	Complete
New Bar-b-cue Pit Construction	20-Jun	\$0	\$0	\$0	20%	30%	30%	30%	30%	30%	
Consult with city engineer about placement of BBQ pit	12-Dec	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Get Parks Committee approval for location	24-Jan	\$0	\$0	\$0	100%	100%	100%	100%	100%	100%	Complete
Get confirmation from volunteer on construction	18-Mar	\$0	\$0	\$0	0%	0%	0%	0%	0%	0%	No
Schedule steps needed for construction		\$0	\$0	\$0	0%	0%	0%	0%	0%	0%	No
Miscellaneous	1-Apr	\$25,650	\$26,942	\$0	60%	60%	60%	60%	60%	65%	no
Install new water fountain(s)	20-Feb	\$4,000	\$0	\$0	10%	10%	10%	10%	10%	10%	No
Run water line to the back of the park	25-Mar	\$5,150	\$6,906		100%	100%	100%	100%	100%	100%	Completed
Add rock border next to parking lot			\$1,875		100%	100%	100%	100%	100%	100%	Complete
Tryhydro Property overlays for parks.			\$2,554		100%	100%	100%	100%	100%	100%	Completed
mulch for pocket parks			\$210		30%	35%	40%	45%	50%	65%	No
Install bulletin board for park announcements	15-Mar	\$1,500	\$0	\$0	0%	0%	0%	0%	0%	0%	No
Pocket park playground equipment/picnic tables/trash cans	16-Jan	\$15,000	\$15,397		75%	80%	90%	95%	96%	98%	No
20% contingency		\$24,930									
Grand Total with 20 % contingency		\$124,650	\$105,119	\$4,105							



City of Garden Ridge

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

August 1, 2019

To: Mayor Thompson and City Council

From: City Administrator Cain

Public Works Director Steven Steinmetz has completed the City of Garden Ridge Notice of Intent (NOI) and Stormwater Management Plan. Both documents were filed with TCEQ on July 23, 2019. The Notice of Intent (NOI) is included in the City Council packet for your convenience. The Stormwater Management Plan was not included due to the size of the document, but it can be viewed at City Hall or sent to you electronically.

Both the NOI and the Stormwater Management Plan are available for public review in the City Hall lobby and on the City's website.



**Notice of Intent (NOI) for Small Municipal
Separate Storm Sewer Systems (MS4) authorized
under TPDES Phase II MS4 General Permit
TXR040000**

IMPORTANT:

Use the INSTRUCTIONS to fill out each question in this form.

Once approved, your permit authorization can be viewed at:

<http://www.tceq.texas.gov/goto/wq-dpa>

APPLICATION FEE:

You must pay the **\$400** Application Fee to TCEQ for the application to be complete.

Payment and NOI must be mailed to separate addresses.

You can pay online at: <http://www.tceq.texas.gov/goto/epay>

Select Fee Type: GENERAL PERMIT MS4 PHASE II STORMWATER DISCHARGE NOI
APPLICATION

Provide your payment information below, for verification of payment:

Mailed Check/Money Order Number:

Check/Money Order Amount:

Name Printed on Check:

EPAY Voucher Number: 426395

Is a copy of the Payment Voucher enclosed? ☒ Yes

One (1) copy of the NOI, Stormwater Management Program (SWMP) cover sheet,
and SWMP MUST be submitted with the original NOI, SWMP cover sheet, and
SWMP.

Is the copy attached? ☒ Yes

REASON FOR APPLICATION:

Select the reason you are submitting this application:

☐ New authorization

☒ Renewal of authorization number: TXR040250

Note: An authorization cannot be renewed after July 23, 2019

Section 1. OPERATOR (Applicant)

- a) If the applicant is currently a customer with TCEQ, what is the Customer Number (CN) issued to this entity? CN 600704270
- b) What is the exact Legal Name of the entity (applicant) applying for this permit?

City of Garden Ridge

- c) Complete and attach a Core Data Form (TCEQ-10400) for this customer.

Section 2. ANNUAL BILLING CONTACT

The operator is responsible for paying the annual water quality fee. The annual fee will be assessed to permits active on September 1 of each year. TCEQ will send a bill to the address provided in this section. The operator is responsible for terminating the permit when it is no longer needed.

Provide the name and contact information of the billing contact.

Prefix (Mr. or Ms.): Ms.

First and Last Name: Nancy Cain

Title: City Administrator

Organization Name: City of Garden Ridge

Phone Number: 210-651-6632

Fax Number: 210-651-9638

Email: cityadministrator@ci.garden-ridge.tx.us

Mailing Address: 9400 Municipal Parkway

City, State, and Zip Code: Garden Ridge Tx. 78266

Section 3. APPLICATION CONTACT

This is the person TCEQ will contact if additional information is needed about this application.

Provide the name and contact information of the application contact.

Prefix (Mr. or Ms.): Mr.

First and Last Name: Steven Steinmetz

Title: Public Works Director

Organization Name: City of Garden Ridge

Phone Number: 210-651-6632

Fax Number: 210-651-9638

Email: publicworks@ci.garden-ridge.tx.us

Mailing Address: 9400 Municipal Parkway

City, State, and Zip Code: Garden Ridge Tx. 78266

Section 4. REGULATED ENTITY (RE) INFORMATION FOR SITE

- a) If this is an existing permitted site, what is the Regulated Entity Number (RN) issued to this site? RN 105569768
- b) Name of site as known by the local community:
City of Garden Ridge
- c) Name of the urbanized area(s) the Phase II MS4 is located within:
Garden Ridge
- d) Provide a brief description of the regulated MS4 boundaries: *Example: Area within the City of XXXX limits that is located within the xxx urbanized area:*
Area within the City of Garden Ridge limits

Section 5. GENERAL CHARACTERISTICS

- a) Is this site located on Indian Country Lands?
- ☒ Yes, do not submit this form. You must obtain authorization through U.S. EPA Region 6.
- ☐ No, continue to item b
- b) Has TCEQ formally "designated" the small MS4 as needing coverage under this general permit?
- ☒ Yes. Attach a copy of the documentation sent to the MS4 by TCEQ.
- ☐ No
- c) Select the MS4 level, which is based on the population served within the urbanized area (UA) **based on the most recent Decennial Census at the time of issuance of the general permit.**
- ☒ **Level 1:** Traditional small MS4s with a population of less than 10,000.
- ☐ **Level 2:** Traditional small MS4s with a population of at least 10,000 but less than 40,000.
- Non-traditional MS4s: This level also includes all non-traditional small MS4s regardless of population unless the non-traditional MS4 can demonstrate that it meets the criteria for a waiver from permit coverage. *Examples of non-traditional small MS4s include counties, drainage districts, transportation entities, military bases, universities, colleges, correctional institutions, municipal utility districts, and other special districts.*
- ☐ **Level 3:** Traditional small MS4s with a population of at least 40,000 but less than 100,000.
- ☐ **Level 4:** Traditional small MS4s with a population of 100,000 or more.
- d) What is the estimated current population served by your MS4 (regulated area?)
3259 People

e) Is the MS4 part of a coalition?

☐ Yes

☒ No

f) If yes, list the entity names of the coalition members responsible for implementation of the SWMP *and* their unique TXR04#### number.

- | | | |
|----|--------------|---|
| 1. | <u>TXR04</u> | - |
| 2. | <u>TXR04</u> | - |
| 3. | <u>TXR04</u> | - |
| 4. | <u>TXR04</u> | - |
| 5. | <u>TXR04</u> | - |
| 6. | <u>TXR04</u> | - |

If needed, add a copy of this page to add more entities.

g) What is your annual reporting year?

☐ Calendar year

☒ Small MS4 General Permit year

☐ MS4 Fiscal year - What is the last month and day of the fiscal year?

h) Stormwater Management Program (SWMP)

1. I certify that the SWMP submitted with this NOI has been developed according to the provisions of the Small MS4 General Permit TXR040000. ☒ Yes

2. I certify that the SWMP Cover Sheet is completed and attached to the front of the SWMP. ☒ Yes

3. Have the program elements in the previous SWMP been re-assessed and modified and new program elements been developed and implemented, as necessary?

☒ Yes

☐ No. This facility did not have a previous authorization.

4. Is the optional 7th Minimum Control Measure (MCM) for Municipal Construction Activities selected and included with the attached SWMP?

☒ No. Continue to Question 5.

☐ Yes.

If yes, is MCM 7 limited to the regulated area within the urbanized area?

☐ Yes. Continue to Question 5.

☐ No

If No, then MCM 7 is included in the geographic area or boundary outside of the urbanized area. *Note: In this case, you must incorporate the entire area (urbanized and non-urbanized areas) in the SWMP and implement all MCMs 1-7*

in the urbanized and non-urbanized areas.

5. Provide the name and contact information of the person responsible for implementing or coordinating implementation of the SWMP.

Prefix (Mr. or Ms.): Mr.

First and Last Name: Steven Steinmetz

Title: Public Works Director

Organization Name: City of Garden Ridge

Phone Number: 210-651-6632

Fax Number: 210-651-9638

Email: publicworks@ci.garden-ridge.tx.us

Mailing Address: 9400 Municipal Parkway

City, State, and Zip Code: Garden Ridge Tx. 78266

i) Discharge Information

1. What is the name of the waterbody(ies) receiving stormwater discharges from the MS4? Dry Comal Creek and upper Cibolo Creek
2. What is the classified segment number(s) that the discharges will eventually reach? 118A-1908

Does the small MS4 discharge directly or indirectly into the classified segment(s)?

☐ Directly

☒ Indirectly

3. Are any of the waterbody(ies) receiving discharges from the small MS4 identified as impaired waters (Category 4 or 5) in the *Texas Integrated Report of Surface Water Quality*?

☒ Yes

What is the name of the impaired waterbody(ies) receiving the discharge from the small MS4? Dry Comal Creek and upper Cibolo Creek

What is/are the pollutants(s) of concern? Bacteria

☐ No

4. Does the impaired water body(ies) have a TMDL (Category 4 waterbody)?

☐ Yes

What is/are the pollutants with a TMDL?

☒ No

5. Does your MS4 discharge into any other MS4 entity's jurisdiction prior to discharge into water in the state?

☒ Yes

What is the name of the MS4 operator? City of Selma Tx. And City of Schertz Tx.

☐ No

6. Edwards Aquifer Rule

Is the discharge or potential discharge within the Recharge Zone, Contributing Zone, within the Contributing Zone within the Transition Zone, or zero to ten (0 to 10) miles upstream of the Recharge Zone of the Edwards Aquifer?

☒ Yes - **NOTE: A copy of the agency approved Water Pollution Abatement Plan (WPAP) required by the Edwards Aquifer Rule (30 TAC Chapter 213) must be either included or referenced in the SWMP.**

☐ No

j) Public Participation Process

1. Provide the name and contact information of the person responsible for publishing notice of the executive director's preliminary determination on the MS4's NOI and SWMP?

Prefix (Mr. or Ms.): Ms.

First and Last Name: Nancy Cain

Title: City Administrator

Company: City of Garden Ridge

Phone Number: 210-651-6632

Fax Number: 210-651-9638

Email: cityadministrator@ci.garden-ridge.tx.us

Mailing Address: 9400 Municipal Parkway

Internal Routing (Mail Code, Etc.):

City, State, and Zip Code: Garden Ridge Tx. 78266

2. Provide the name and location of the public place where copies of the NOI, SWMP, Small MS4 General Permit TXR040000, and general permit fact sheet may be viewed and copied by the public?

Name of Public Place: Garden Ridge City Hall

Address of Public Place: 9400 Municipal Parkway

County of Public Place: Comal

3. Provide the address for the website where the MS4's SWMP and annual report will be posted. https://ci.garden-ridge.tx.us

☐ Do not have a website.

Section 6. CERTIFICATION

I certify that I have obtained a copy and understand the terms and conditions of the Phase II (Small) MS4 General Permit TXR040000 issued January 24, 2019.

☒ Yes

I certify that the small MS4 qualifies for coverage under the Phase II (Small) MS4 General Permit TXR040000.

☒ Yes

I understand that a Notice of Termination (NOT) must be submitted when this authorization is no longer needed.

☒ Yes

I understand that authorizations active on September 1st of each year will be assessed an Annual Water Quality Fee.

☒ Yes

Operator Certification

Operator Signatory Name: *John R. McCaw*

Operator Signatory Title: *Mayor Pro-tem*

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under 30 Texas Administrative Code §305.44 to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature (use blue ink):

John R. McCaw Date: *07-22-2019*

Future Agenda Items

City Council

August 20, 2019

Special Meeting

8 days before Meeting

(08/12/19) City Administrator and Mayor review agenda. Mayor sets the agenda. City Attorney is sent the agenda.

7 days before Meeting

(08/13/19) Post agenda and Council receives packet.

3 days before Meeting

(08/17/19) Post Agenda Packet to City Website.

Meeting Day

(08/20/19) Mayor/City Admin. meet with Dept. Heads if needed

City Council = Red

Impact Fee Committee = Pink

Quarry Commission = Purple

Planning & Zoning = Green

Water Commission = Blue

Wildlife Management Advisory Commission = Brown

Oak Wilt Public Education Session = Orange

Municipal Court = Gray

Farmers Market = Yellow

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

Ordinances/Resolutions/Discussions/Approvals/Authorizations

1. First Public Hearing for 2019 Tax Rate

August 26, 2019

Special Meeting

7 days before Meeting

(08/19/19) City Administrator and Mayor review agenda. Mayor sets the agenda. City Attorney is sent the agenda.

7 days before Meeting

(08/19/19) Post agenda and Council receives packet.

3 days before Meeting

(08/23/19) Post Agenda Packet to City Website.

Meeting Day

(08/26/19) Mayor/City Admin. meet with Dept. Heads if needed

City Council = Red

Impact Fee Committee = Pink

Quarry Commission = Purple

Planning & Zoning = Green

Water Commission = Blue

Wildlife Management Advisory Commission = Brown

Oak Wilt Public Education Session = Orange

Municipal Court = Gray

Farmers Market = Yellow

Sun	Mon	Tues	Wed	Thur	Fri	Sat
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25	26	27	28	29	30	31

Ordinances/Resolutions/Discussions/Approvals/Authorizations

1. First Public Hearing for 2019 Tax Rate

September 4, 2019

Regular Meeting

14 days before Meeting	(08/21/19)	City Council and Staff items are due.
9 days before Meeting	(08/26/19)	City Administrator and Mayor review agenda. Mayor sets the agenda. City Attorney is sent agenda.
7 days before Meeting	(08/28/19)	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	(08/30/19)	Post agenda packet to City Website.
Meeting Day	(09/04/19)	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

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

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

Executive Session

PENDING FUTURE AGENDA ITEMS

1. Update on City-funded monument for Paul Davis Park... **Bower**
2. Dogs and cats being on leases... **Bower**
3. 2/2/16 Discussion of issues surrounding Bat Cave Road (future Council agenda)... **McCaw**
4. Ordinance 54-Water Leak Adjustments.... **Mayor**
5. Discussion on Annexation (waiting until MLUP goes in effect)..... **McCaw**
6. Ethic Ordinance ... **8-30-17 City Council motion**
7. Website and Social Media Policy
8. Structure definition (part of subdivision changes)...**Bower**
9. Drones.....**McCaw**
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...**Mayor**

Items for further discussion before adding to list

State of City..... **Cain**