



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266-2600
(210) 651-6632
Fax (210) 651-9638

AGENDA REGULAR CITY COUNCIL MEETING, JULY 1, 2015 AT 6:00 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, July 1, 2015 at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted on June 26, 2015 before 5:00 p.m., providing time, place, date and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made 48 hours prior to this meeting.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Citizen's Participation - Limit remarks to three (3) minutes per citizen

Rules for Citizen's Participation:

The City Council welcomes citizen participation and comments at all of their Council Meetings. As a courtesy to your fellow citizens and out of respect to our elected officials, we request that if you speak, that you please follow these guidelines.

- a) Direct your comments to the entire Council, not to an individual member, nor to the audience.
- b) Show the City Council the same respect and courtesy that you would like to be shown.
- c) Limit remarks to three (3) minutes per citizen during Item 4 and to three (3) minutes per citizen during Item 8.
- d) Citizens' comments will be limited to one (1) hour in Item 4 and thirty (30) minutes in Item 8.
- e) Citizen comments may be deferred to a specific Business Item set forth in Section 6, below, if such comments pertain to such Business Item.

*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 Council is limited to either a statement of specific factual information or a recitation of existing policy. TEX. GOV'T CODE § 551.042.*

5. Consent Agenda

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 June 3, 2015 Regular City Council Meeting Minutes
- b) Recognition of Employees completing probationary period and receipt of 5% salary increase for:
 - i. 90 day Probationary Period:
Karen Ford as the Finance/HR position effective June 1, 2015
- c) Financial Statement and Investment Report –May 30, 2015

ACTION ON THE CONSENT AGENDA

6. Business Items

The City Council may discuss, consider and/or take possible action on the following items:

- a) City Engineer Projects Update:
 - i. CIP Project for 2015
 - a. Status report
 - b. Forest Waters Circle Roadway Condition
 - c. Trinity Wells
- b) FY 2015 Proposed Bond discussion and update.
- c) Discussion and Approval/Disapproval of the Bexar Metro 9-1-1 Network District's Proposed Fiscal Year 2015 Budget in accordance with Texas Health & Safety Code, Chapter 772.309 (previously discussed on June 3, 2015).
- d) Discussion and Approval/Disapproval of Comal Appraisal District's proposed Fiscal Year 2016 Budget in accordance with Section 6.06(b) of the Property Tax Code.
- e) Discussion and possible nomination to the Comal Appraisal District Board of Directors in accordance with Section 6.03 (1) of the Texas Property Tax Code due to vacancy created by resignation of Gary Boldt.

- f) Planning and Zoning Commission Recommendations and Possible Action to City Council:
No business to report or consider
- g) Water Commission Recommendations and Possible Action:
 - i. Request for water bill adjustment from Kevin Vaille, 8830 Cherokee Path, seeking relief on April 23, 2015 to May 22, 2015 water bill due to water leak.
 - ii. Review and discussion on a request from Daniel J. Post, 22016 Deer Canyon, regarding Ordinance 54, Section 6.03 and 7.01 as they concern utility billing processes.
- h) Quarry Commission Recommendations and Possible Action:
No business to report or consider
- i) Update from the Garden Ridge Deer Management Committee
- j) Update from the Garden Ridge Parks Committee
- k) Discuss proposed 2016 Budget and 2015 Tax Rate Calendar
- l) Discuss sending letters to area cities acknowledging support of citizen concerns related to the asphalt plant location adjacent to the City of Garden Ridge.
- m) Any item removed from the consent agenda will be recalled for discussion and possible action at this time.

7. State of the City

The City Council may discuss, consider and/or take possible action on the following items:

- a) City Administrator Monthly Activity Report
 - Sign approvals since prior Council meeting
 - Community Center usage and financial report
 - Building Permits issued to date for residential, commercial and minor Construction projects
 - Recognition of employees and/or city events
 - Website and Facebook
- b) Library Monthly Activity Report
 - New Patrons
 - Old Patrons
 - Library activities and classes
- c) Water Manager Monthly Activity Report
 - Water pumping/usage from city wells

- Water system infrastructure maintenance, repairs and/or projects
- Water and/or Drought Management

- d) Public Works Monthly Activity Report
 - Street and Right-Of-Way Maintenance
 - Drainage Facility and Easement Maintenance
 - Animal Control (domestic and wild)
 - Public Works Projects

- e) Police Department Monthly Activity Report
 - Traffic Enforcement
 - Criminal activity within city
 - Code Compliance Enforcement

8. Citizen's Participation – Limit remarks to three (3) minutes per citizen
See “Rules for Citizen's Participation” under Item 4.

9. Reports and Comments from Mayor and City Councilmembers

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

Northeast Partnership
 Schertz-Seguin Local Government Corporation (“SSLGC”)
 Cibolo Valley Local Government Corporation (“CVLGC”)
 City Water Commission
 City Quarry Commission
 City Planning & Zoning Commission
 Garden Ridge Police Academy Alumni Association
 Citizen on Patrol
 Garden Ridge Lion's Club
 Comal County
 Comal ISD
 Guadalupe County
 Bexar County
 Alamo Area Metropolitan Planning Organization (“MPO”)
 TXDOT
 Joint Base Land Use Study-Randolph
 Greater Bexar County Council of Cities
 Lonestar Light Rail
 Northeast Lakeview Friends of Nighthawk
 Forest Waters Club

11. Adjournment

AGENDA NOTICES:

Decorum Required:

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

Action by Council Authorized:

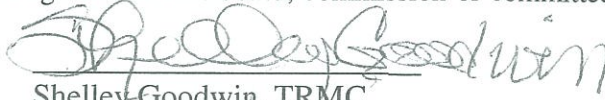
The City Council may vote and/or act upon any item within this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

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 other city board, 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 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 is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.


Shelley Goodwin, TRMC
City Secretary

This is to certify that I, Shelley Goodwin, posted this Agenda at 10:45 a.m. on June 26, 2015 on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.


Shelley Goodwin, TRMC
City Secretary



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266-2600
(210) 651-6632
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MINUTES OF CITY COUNCIL REGULAR MEETING, **June 3, 2015**

Members Present:

Mayor Nadine Knaus
Councilmember Todd Arvidson
Councilmember Bryan Lantzy
Mayor Pro-Tem John McCaw
Councilmember Shelby Trial

Member Absent:

Councilmember Bobby Roberts

City Staff Present:

Nancy Cain, City Administrator
Ron Eberhardt, Police Chief
Royce Goddard, Water Department Manager
Steven Steinmetz, Public Works Director
Shelley Goodwin, City Secretary

Commission Chairs Present:

1. Call to Order

With a quorum of the City Council Members present, Mayor Knaus called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, June 3, 2015, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Pledge of Allegiance

Councilmember Trial led the Pledge of Allegiance.

3. Citizen's Participation - 3 minute limit per citizen

Daniel Post, 22016 Deer Canyon Dr., requested the City Council review Ordinance 54 and the water billing process so they are more in line with each other.

Mark Freisenhahn, 4289 Forest Waters, stated most Municipalities freeze residents over 65 years old property taxes, but the City of Garden Ridge does not. He encouraged the City Council to put this item on a future agenda to be discussed. He also stated he has researched TCEQ requirements regarding backflow. He stated the only thing he can find is that there is a backflow inspection requirement for new constructions. He encouraged the City Council to grandfather the older homes.

4. Special Presentations

a) Presentation of an overview of North East Lakeview College by Dr. Follins, College President,

Dr. Craig T. Follins, President of Northeast Lakeview College presented a video and PowerPoint on "Who we are and who we serve" (see attached).

b) Air Quality Stewardship Award presented by AACOG region

Councilmember McCaw reported the City of Garden Ridge was awarded an Honorable Mention Air Quality Stewardship Award at the AACOG Earth Day event held in April.

5. Consent Agenda

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- a) Approval of April 15, 2015 Joint City Council and Quarry Commission Meeting Minutes**
- b) Approval of May 6, 2015 Regular City Council Meeting Minutes**
- c) Approval of May 20, 2015 Special City Council Meeting Minutes**
- d) Recognition of Employees completing probationary period and receipt of 5% salary increase for:
 - i. 6 Month Probation Period:
Officer Vicente Mongrell effective June 1, 2015****
- e) Financial Statement and Investment Report –April 30, 2015**

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

6. Business Items

The City Council may discuss, consider and/or take possible action on the following items:

- a) City Engineer Projects Update:
 - i. CIP Project for 2013 -
 - a. Status report******

ii. CIP Project for 2015 – Trinity Wells
a. Status report

Garry Montgomery, River City Engineering, provided a PowerPoint regarding the CIP Projects for 2013 and 2015 (see attached PowerPoint). He provided an update on the remainder of the 2013 CIP Bonds and what project could be funded with the remaining funds.

b) Discussion on Financing Time Table of Events and Preliminary Plan of Finance for Capital Improvement Plan 2015 to include possible approval of stated plan

Garry Montgomery, River City Engineering, provided a PowerPoint regarding the different projects and the financing timetable of events.

Bob Henderson, Financial Advisory, provided a PowerPoint (see attached) explaining the maturity dates, rates and interests for the proposed 2015 debt issuance. He also explained the City's overall debt and impact of additional funding.

The City Council discussed the different projects, timeline, cost, additional debt, process and fees.

Motion: A motion was made by Councilmember McCall, seconded by Councilmember Lantzy, to approve the Preliminary Financial Plan and to work with Leon Johnson of George K. Baum & Company as the underwriter for the issuance. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

c) Consideration and action on a Resolution Authorizing Publication of Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation

Motion: A motion was made by Councilmember Trial, seconded by Councilmember Lantzy, to approve Resolution 355-2015 authorizing publication of notice of intention to issue combination tax and revenue certificates of obligations. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

d) Authorizing the replacement and purchase of dump truck for the Public Works Department and the Water Department in the 2015 Fiscal Year in the amount of \$45,467.82 from the Texas Local Government Purchasing Cooperative Buyboard with such purchase split 50% between said departments; authorizing the City Administrator to execute the appropriate documents on behalf of the City

Nancy Cain, City Administrator, stated the purposed dump truck will be used by the Public Works and Water Departments. She also stated the cost of the dump truck will be split 50/50 between the two departments, with the water's portion being taken from reserves.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember McCall, to authorize the replacement and purchase of dump truck for the Public Works Department and

the Water Department in the 2015 Fiscal Year in the amount of \$45,467.82 from the Texas Local Government Purchasing Cooperative Buyboard with such purchase split 50% between said departments; authorizing the City Administrator to execute the appropriate documents on behalf of the City. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

e) Approving the terms and conditions of Regional Mutual Aid Agreement with the Alamo Area Council of Governments (AACOG)

Jeff Kelly, Comal County Emergency Management Coordinator, reported the Regional Mutual Aid Agreement is an agreement between local governmental entities and local organizations within a geographic area. He stated this agreement will secure for each party the benefits of Regional Mutual Aid and protection of life and property in the event of an emergency.

The City Council discussed the agreement and requirements to the agreement.

Motion: A motion was made by Councilmember McCall, seconded by Councilmember Trial, to approve the terms and conditions of Regional Mutual Aid Agreement with the Alamo Area Council of Governments (AACOG). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

f) Approval/Disapproval of the Bexar Metro 9-1-1 Network District's Proposed Fiscal Year 2015 Budget in accordance with Texas Health & Safety Code, Chapter 772.309

Nancy Cain, City Administrator reported the Bexar Metro 9-1-1 Network District has asked the City of Garden Ridge to approve or disapprove their proposed fiscal year 2015 Budget. She stated nothing stood out to her in comparison to last year's budget.

The City Council discussed the portion of the fee that residents pay on their phone bills compared to the portion Bexar Metro noted in their budget.

Motion: A motion was made by Councilmember McCall, to approve the Bexar Metro 9-1-1 Network District's Proposed Fiscal Year 2015 Budget in accordance with Texas Health & Safety Code, Chapter 772.309, with no second the motion died.

Motion: A motion was made by Councilmember Trial, seconded by Councilmember Lantzy, to postpone the Approval/Disapproval of the Bexar Metro 9-1-1 Network District's Proposed Fiscal Year 2015 Budget in accordance with Texas Health & Safety Code, Chapter 772.309 until the July 1, 2015 Regular City Council Meeting. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

g) Planning and Zoning Commission Recommendations and Possible Action to City Council:

No business to report or consider

h) Water Commission Recommendations and Possible Action:

No business to report or consider

i) Quarry Commission Recommendations and Possible Action:

No business to report or consider

j) Update from the Garden Ridge Deer Management Committee

Councilmember Arvidson reported he feels more residents are coming to a consensus on restricting feeding of the deer and he provided information regarding the dangers of feeding the deer. He stated the Committee is looking at the possibility of archery hunting of deer inside the City. He also announced the next meeting will be held on June 18, 2015 at 6:00 pm in the City Council Chambers.

k) Update from the Garden Ridge Parks Committee

Councilmember Trial reported that the Garden Ridge Parks Committee held a meeting in May and they began to work on survey questionnaire for the residents. He stated the next meeting will be held on June 19, 2015 in the room behind the City Council Chambers.

l) Any item removed from the consent agenda will be recalled for discussion and possible action at this time

No items were removed from the consent agenda.

7. State of the City

The City Council may discuss, consider and/or take possible action on the following items:

a) City Administrator Monthly Activity Report

- Sign approvals since prior Council meeting
- Community Center usage and financial report
- Building Permits issued to date for residential, commercial and minor
- Construction projects
- Recognition of employees and/or city events
- Website and Facebook
- TML Municipal Excellence Awards

Nancy Cain, City Administrator reported:

Sign approvals since the last Council meetings-

- Hanson Quarry – RACAP Food Drive banner

Community Center usage and financial report-

- Booked 5 new events and the center was used 6 times this last month

Building Permits

- Major Permits and Minor Permits - total revenue of \$24,921.76 for the month.

Recognition of employees and/or events.

- Garden Ridge Women Club gave \$500 to Garden Ridge Community Center and \$500 to Garden Ridge Library

Website and Facebook

- Website and Facebook is being updated regularly and residents are using them more

TML Municipal Excellence Award

- Copies of submitted TML Municipal Excellence Award entries for City Spirit and Communication were provided to City Council

b) Library Monthly Activity Report

- New Patrons
- Old Patrons
- Library activities and classes

Nancy Cain, City Administrator reported on behalf of Linda Crosland:

- April 616 visitors
- April 679 items checked out
- Events
 - Drip Irrigation on May 6, 2015
 - Xeriscaping on May 20, 2015

c) Water Manager Monthly Activity Report

- Water pumping/usage from city wells
- Water system infrastructure maintenance, repairs and/or projects
- Water and/or Drought Management

Royce Goddard, Water Manager, reported:

- May – 24.75 total acre feet from the Trinity Well was pumped and 25.0 pumped from Edwards Wells. Water system infrastructure maintenance, repairs and/projects- 2 new meters installed, 54 meters replaced, 2 new service line installations and 2 leak adjustments.

d) Public Works Monthly Activity Report

- Street and Right-Of-Way Maintenance
- Drainage Facility and Easement Maintenance
- Animal Control (domestic and wild)
- Public Works Projects

Steven Steinmetz, Public Works Director, reported:

Street and Right-Of-Way Maintenance – 1 street sign replaced, 6 right-of-ways shredded

Drainage Facility and Easement Maintenance –18 detention pond inspections were performed.

Animal Control apprehensions, nuisance/complaints, animal bites - apprehended 7 dogs and 2 cats for the month, which totals 27 dogs and 18 cats for the year

e) Police Department Monthly Activity Report

- Traffic Enforcement
- Criminal activity within city
- Code Compliance Enforcement

Ron Eberhardt, Police Chief, reported 19 alarm calls, 24 arrests, 110 citations were issued and 275 warnings.

8. Citizen's Participation – Limit remarks to three (3) minutes per citizen

See “Rules for Citizen’s Participation” under Item 4.

Mr. Brockman, 21820 Tommy Trail, stated he has some concerns after reading the article in the Grapevine regarding calling the Comal County Dispatch instead of contacting the Garden Ridge Police Department.

9. Reports and Comments from Mayor and City Councilmembers

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

**Northeast Partnership
Schertz-Seguin Local Government Corporation (“SSLGC”)
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City Planning & Zoning Commission
Garden Ridge Police Academy Alumni Association
Citizen on Patrol
Garden Ridge Lion’s Club
Comal County
Comal ISD
Guadalupe County
Bexar County
Alamo Area Metropolitan Planning Organization (“MPO”)
TXDOT
Joint Base Land Use Study-Randolph
Greater Bexar County Council of Cities
Lonestar Light Rail
Northeast Lakeview Friends of Nighthawk
Forest Waters Club**

Councilmember Arvidson reported he was able to attend the Comal ISD meeting, and they are working on the plans for the new Middle School with hopes it will be completed in the next couple of years.

Councilmember Lantzy thanked Nancy Cain, City Administrator of working with City of Schertz animal control regarding the rescued animals from the flood.

Mayor Knaus mentioned the Comal County Appraisal District budget meeting on June 4, 2015.

10. Adjournment

There being no further business, the Wednesday, June 3, 2015 Garden Ridge City Council regular meeting was adjourned at 8:07 pm by Mayor Knaus.

Nadine L. Knaus
Mayor

ATTEST

Shelley Goodwin, TRMC
City Secretary

SIGN IN TO SPEAK AT THE JUNE 3, 2015 CITY COUNCIL SPECIAL MEETING CITIZEN COMMENT PERIOD

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Disclaimer: Any disruptive behavior, including shouting or derogatory statements or comments, will 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.		
NAME	ADDRESS	SUBJECT
1. Jeff Kelley	100 MAW PLAZA New Braunfels	Moral Aid Agreement
2. Daniel Post	22016 Deer Canyon Drive	Water billing
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4.		
5.		
6.		
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9.		
10.		

SIGN IN TO SPEAK AT THE June 3, 2015 CITY COUNCIL SPECIAL MEETING CITIZEN COMMENT PERIOD

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NAME	ADDRESS	SUBJECT
1. MARK FLETCHER	4209 Forestview Cir	Topic: ceiling Tax ceiling
2.		TECO
3.		
4.		
5.		
6.		
7.		
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10.		



Robert V. Henderson
Managing Director,
Phone: (210) 805-1118
Facsimile: (210) 805-1119
robert.henderson@RBCDain.com

CITY OF GARDEN RIDGE, TEXAS

CAPITAL IMPROVEMENT PLAN – 2015

PRELIMINARY PLAN OF FINANCE

DATED: MAY 29, 2015

INTRODUCTION:

The City of Garden Ridge is considering a variety of capital improvement projects collectively known as the CIP 2015. This Preliminary Plan of Finance is intended to provide the Council with a comprehensive overview of the options and impact of this potential project to assist in the decision making process.

CURRENT PROJECTS ESTIMATES:

The current preliminary cost estimate of these projects total \$9,313,960.28 before costs of issuance or other potentially financed items such as capitalized interest, if advisable.

Trinity Well 2 & 3 Design and Construction	\$2,308,000
Other Water Utility System Improvements	2,116,391
Street Improvements	3,867,936
Drainage Improvements	921,634
Park and Community Center Improvements	100,000
	<u>\$9,313,960</u>

CASH RESOURCES AVAILABLE:

Surplus Debt Proceeds from 2012 CO issue: Due to projects coming in significantly under budget, the City has approximately \$1,475,000 in left over debt proceeds that can be spent on the projects. This use of funds has been reviewed and approved by bond counsel.

Water System: The City currently has approximately \$181,000 in Water Impact Fees available to contribute to the cost of the Water System improvements provided that the improvements are properly identified in the Master Plan. Additionally, as of April 30, 2015, the City has approximately \$3.6 million in Water Fund balances. It is recommended the City maintain two years of operating expenses as reserves. Based on FYE 2014 expenditures, this would be approximately \$2.6 million leaving an additional \$1.0 million that could be dedicated to project costs.

Street, Drainage and Park Projects: Street, Drainage and Park improvements are handled by the General Fund (GF). Following a number of street and drainage projects funded with cash during the FYE 2014, the GF balance was \$1,346,936 at September 30, 2014 and is expected to be approximately \$1,417,040 at September 30, 2015. With a 2015 General Fund Expenditure Budget of approximately \$2,359,586, this projection represents an approximate 60% fund balance. This is a contributing factor to the City's AA- rating. Therefore, it is not recommended that the City draw down the GF balances.

The total cash resources available then total \$2,656,000. With total project costs at \$9,313,960 (plus costs of issuance), it is anticipated that the City would need approximately \$6,785,000 in additional funding through Certificates of Obligation. With that preface, the following discusses debt.

CURRENTLY OUTSTANDING DEBT BACKGROUND:

The City has four authorized debt issues outstanding. These include the Series 2009 and 2012 Certificates of Obligation (COs) and the Series 2009 and 2012 General Obligation Refunding Bonds. The interest rates on the Series 2009 and 2012 Certificates of Obligation, given the call date (the earliest date prepayments are allowed) do not afford the opportunity to refinance any portions of those issues for savings. This may or may not change as we approach those call dates depending on market conditions at that time. The average annual debt service on these issues is approximately \$940,000 per year until FYE 2022, \$880,000 per year from 2023-2025, \$732,500 per year from 2026-2030, and then \$435,000 per year until final maturity of these debt issues in FYE 2032. This structure would allow some deferral of principal to minimize the rate impact of any new debt issues. However, to reduce total interest payments over the life of the issue and to preserve future debt capacity for anticipated projects in the intermediate future, this is not recommended.

THE PLAN OF FINANCE:

Given the above, the plan of finance is recommended as follows: Issue Certificates of Obligation in an amount not to exceed \$6,750,000 to cover the estimated net total project funding requirements and the anticipated costs of issuance (see attached). The debt would be structured on a 20-year final amortization basis with level average annual debt service payments.

It is anticipated that the COs would be paid from a combination of utility system revenues and property taxes. The City of Garden Ridge currently has 1,527 utility customers. Additionally, the City's 2015 preliminary Tax Roll came in at an estimated taxable value of \$653,517,017. The City Council will need to consider and decide how much of the debt service should be paid from utility rates and how much from property taxes. Given the assumptions outlined in the May 20th presentation of 53% allocation to the Utility System and 47% allocation to the General Fund, the utility rate impact is currently estimated to be approximately \$7.25 per month, per customer and the I & S tax rate impact is estimated to be about 3.2 cents. The Council does not need to make a final decision as to how to allocate debt service until it adopts its 2015-2016 budget and sets its 2015 tax rate.

Procedurally, it is anticipated that the COs would be rated by Standard and Poor's Rating Services which currently has the City rated at AA-. As this is the same rating as the highest rated municipal bond insurance companies still active, we would not expect to make an application for municipal bond insurance as it would not provide any incremental benefit to the City.

SELLING THE DEBT:

There are three generally prescribed methods for selling public debt including selling by competitive bid, selling on a negotiated sale basis and conducting a private placement. The first two methods involve sales to the general public and would require obtaining bond ratings, preparing public offering documents and involve the use of underwriters either through City selection or the bid process. The private placement method entails presenting the debt to a number of commercial banks (both locally and on a regional basis)

and asking them to bid based on a prescribed term sheet and bid form. If the bids fairly represent current market conditions, we would present the City with a bond purchase agreement between the winning bidder and the City reflecting those terms. Due to the size of the transaction and credit rating of the City, we would not recommend the private placement method of sale. In our opinion, either a competitive or negotiated sale method could achieve acceptable results for the City. Given the current market conditions, we would recommend a negotiated method of sale and, given the size of this issue, we would recommend the use of a single underwriter to handle distribution. The selection of that firm is entirely up to the City. We would be happy to assist the City in underwriter selection if requested.

TIMING AND PROCEDURAL ISSUES:

Certificates of Obligation require the publication of a Notice of Intent to issue not less than 30 days in advance of the date the Council expects to authorize the issuance of the debt. Attached to this POF is a proposed timetable of events to complete the transaction.

City of Garden Ridge, Texas

Capital Improvement Plan - 2015

Estimated Sources & Uses

<u>Sources:</u>	<u>Estimate:</u> <u>5/29/2015</u>	<u>Estimate:</u>
Par Value of Certificates:	\$ 6,215,000	\$ -
Original Issue Premium	570,138	-
Suprlus Series 2012 Debt Proceeds	1,475,000	-
Water Impact Fees	181,000	-
Water Utility Fund Balances	1,000,000	-
Street Impact Fees	-	-
General Fund Balances	-	-
Total Sources:	\$ 9,441,138	\$ -
<u>Uses:</u>		
Trinity Well 2 & 3	\$ 2,308,000	\$ -
Other Water Utility System Imprvmnts	2,116,391	-
Street Improvements	3,867,936	-
Drainage Improvements	921,634	-
Park Improvements	100,000	-
Contingencies	2,039	-
Cost of Issuance/Rounding	77,500	-
Underwriter's Discount	44,437	-
Deposit to I & S Fund	3,200	-
Total Uses:	\$ 9,441,138	\$ -

Last Revised:

5/29/2015



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266
(210) 651-6632
Fax: (210) 651-9638

June 19, 2015

To: Mayor Knaus and City Council

From: City Administrator Cain

Effective June 1, 2015, Karen Ford has successfully completed the 90 day probationary period for the Finance/HR position with the City of Garden Ridge. Mrs. Ford has demonstrated that she has the knowledge, experience and initiative necessary to perform the duties and responsibilities of the Finance/HR position. She has also demonstrated that she learns quickly and is a self-starter.

It is recommended that Karen Ford be released from the 90 day probationary period for the position of Finance/HR effective June 1, 2015 and that she receives the 5% salary increase retroactive to June 1, 2015.

MONTHLY REPORT

CITY OF GARDEN RIDGE BALANCE OF ALL FUNDS AS OF 5/31/15

ACCOUNT	BALANCE	CURRENT RATE
CITY FUNDS		
OPERATING ACCOUNT	\$ 893,802.16	0%
MONEY MARKET	\$ 1,202,355.98	.15%
ASSET FORFEITURE/SEIZURE (STATE)	\$ 1,478.13	.10%
ASSET FORFEITURE/SEIZURE (FED)	\$ 15,418.51	.05%
2002 WATER IMPROVEMENT		
INTEREST & SINKING	\$.00	0%
2005 MUNICIPAL COMPLEX I&S	\$.00	0%
2005 I&S – TAX NOTE	\$.00	0%
2009 REFINANCE 98 I&S	\$ 74,577.27	.10%
2009 INTEREST & SINKING	\$ 116,772.79	.15%
2012 REFINANCE I&S	\$ 157,962.87	.15%
2012 INTEREST & SINKING	\$ 126,610.95	.15%
2012 CIP PROJECT	\$ 1,504,113.84	.15%
STREET IMPACT FEE	\$ 20,832.11	.05%
TEXPOOL STREET IMPACT FEE	\$ 408.94	0%
TEXPOOL INVESTMENT	\$ 399.67	0%
PEG FEES	\$ 43,984.34	0%
 SUBTOTAL OF CITY FUNDS	 \$ 4,158,717.56	
AVERAGE CITY INTEREST RATE		.11666%
 WATER FUNDS		
2009 WATER IMPROVEMENTS	\$.00	0%
IMPACT FEES	\$ 181,698.41	.15%
TEXPOOL WATER RIGHTS/INFRASTR	\$ 4,905.97	.0553%
TEXPOOL WATER INVESTMENT	\$ 604.91	0%
TEXPOOL IMPACT FEE	\$ 411.31	0%
WATER SURCHARGE	\$ 144,704.51	.15%
WATER COMPANY OPERATING	\$ 2,126,177.36	.15%
CAPITAL IMPROVEMENT CONSTRUCTION BOND	\$.00	0%
 SUBTOTAL WATER FUNDS	 \$ 2,458,502.47	
AVERAGE WATER INTEREST RATE		.125632%
 TOTAL ALL FUNDS	 \$ 6,617,220.03	
TOTAL AVERAGE INTEREST RATE		.12149%

CITY OF GARDEN RIDGE

GENERAL FUND

CASH & INVESTMENTS AS OF 5/31/15

OPERATING CHECKING	\$ 893,802.16
MONEY MARKET	<u>\$ 1,202,355.98</u>
TOTAL GENERAL FUND	\$ 2,096,158.14
TEXPOOL INVESTMENT	<u>\$ 399.67</u>
TOTAL INVESTMENT	\$ 399.67
TOTAL RESERVES FOR CITY	\$ 2,096,557.81

WATER FUND

INVESTMENTS AS OF 5/31/15

WATER COMPANY OPERATING	\$ 2,126,177.36
TEXPOOL WATER INVESTMENT FUND	<u>\$ 604.91</u>
TOTAL WATER COMPANY RESERVES	\$2,126,782.27

EXPENDITURE & REVENUES

PERIOD OF 5/31/15

66.66% OF FISCAL YEAR

REVENUE YEAR TO DATE

GENERAL FUND	\$1,864,200	75.47% of Budget
WATER FUND	\$ 482,165	33.02% of Budget

EXPENDITURES YEAR TO DATE

GENERAL FUND	\$1,308,384	54.01% of Budget
WATER FUND	\$ 732,493	56.05% of Budget

EXCESS REVENUE OVER/(UNDER) EXPENDITURES YEAR TO DATE

GENERAL FUND	\$ 555,816
WATER FUND	\$(250,328)

REVENUE FOR MONTH ENDING 5/31/15

GENERAL FUND	\$ 132,505
WATER FUND	\$ 62,087

EXPENDITURES FOR MONTH ENDING 5/31/15

GENERAL FUND	\$ 155,515
WATER FUND	\$ 71,842

EXCESS REVENUE OVER/(UNDER) EXPENDITURES FOR MONTH ENDING 5/31/15

GENERAL FUND	\$(23,010)
WATER FUND	\$ (9,755)

Garden Ridge Community Center

5/31/15

Revenues

Rentals	\$ 23,275
Deposits	\$ 6,875*
Donations	\$ 0

Total Deposits Received:	\$ 16,925
Deposits refunded to date:	<u>\$ 10,050</u>
Revenue from deposits to date:	\$ 6,875*

Total Revenue: \$ 30,150

Expenditures

Telephone	\$ 376
Supplies	\$ 622
Utilities	\$ 6,470
Maintenance	\$ 3,770
Cleaning	\$ 2,600
Equipment	\$ 127
Facility Enhancements	\$ 0
Manager	\$ 10,048
Marketing	\$ 0
Donation Expenditures	<u>\$ 0</u>
Total Expenditures:	\$24,013

Revenue Over/ (Under) Expenditures: \$ 6,137

CITY OF GARDEN RIDGE

2015 CIP Project

River City Engineering, Ltd.

July 1, 2015

Garry Montgomery, P.E.

- ▶ Survey work is in progress to establish base files and right-of-way lines
- ▶ Letters will be sent to property owners once survey crews are scheduled to mobilize and utility locators have provided as-builts and locations of all utilities.
- ▶ Geotechnical work will be completed during the survey phase of the project. This includes the intersection at Forest Waters Circle.
- ▶ Once the geotechnical work is complete and their design recommendations are reviewed, RCE will finalize plans for the Forest Waters Circle intersection. This will be the first priority CIP Project of the 2015 Series.
- ▶ Design will begin on a street by street basis as existing condition surveys are available

2015 CIP PROJECT UPDATE

- ▶ Well No. 2 & 3 Drilling & Site Development
 - ▶ LBG Guyton has submitted documents to TCEQ for the drilling of Well No. 3 and the associated exception requests
 - ▶ Once TCEQ has approved the plans, specifications and exception requests the project will be competitively bid for construction.
 - ▶ At that time the EAA pass through permit will be submitted to EAA for approval.
 - ▶ RCE has begun preliminary design and layout of the infrastructure required at the well site.
 - ▶ Geotechnical evaluation for the design of the tank will begin within the next month

2015 WELL 2 & 3 SITE DEVELOPMENT

BEXAR METRO

9-1-1 Network District

MEMORANDUM

TO: County Judges and City Mayors
FROM: W. H. Buchholtz, Executive Director
SUBJECT: Fiscal Year 2016 *Proposed* Budget
DATE: May 15, 2015

Enclosed for your review and comment is the Bexar Metro 9-1-1 Network District's *Proposed* Fiscal Year 2016 Budget. The Bexar Metro Board approved this *proposed* budget at their regularly scheduled and properly noticed meeting held on May 14, 2015.

Please address your written comments to the Chairman of the Board at the address on the bottom of this memorandum. The Bexar Metro Board will review your comments, make changes as necessary, and adopt the Fiscal Year 2016 Budget at the board meeting scheduled on July 20, 2015. Please forward your comments to ensure arrival at the Bexar Metro office not later than 4:00 p.m. on July 17, 2015.

Enclosed is a post card to facilitate your response. The contents of this post card are consistent with the provisions of the Texas Health & Safety Code, Chapter 772.309, which enables each participating jurisdiction to either approve or disapprove the Bexar Metro Fiscal Year 2016 Budget. Should a jurisdiction choose to take no action, budget approval is by operation of law on the sixty-first day following the jurisdiction's receipt of the proposed budget.

Please call me if you have questions or require further information or clarification.

Sincerely,


W. H. Buchholtz
Executive Director

Bexar Metro 9-1-1 Network District

Fiscal Year 2016 Budget

PURPOSE: The purpose of this document is to obtain consensus approval of the District's Fiscal Year 2016 operational and financial plans by the District's Board of Directors and the governing bodies of the thirty-eight participating jurisdictions; and provide the continuing operational and fiscal authority necessary for the staff to aggressively establish and maintain a "world-class" 9-1-1 system.

AUTHORITY: The authority for the Bexar Metro 9-1-1 Network District is the Texas Health and Safety Code, Chapter 772, Subchapter D, Section 772.301—formerly Vernon's Annotated Civil Statutes Article 1432e, as approved by the Texas 69th Regular Legislative Session in Senate Bill 750 on May 21, 1985; and subsequently approved by a local election on January 17, 1987. This legislation's purpose is to enable the provision of affordable, high quality, countywide Enhanced 9-1-1 service through implementation of emergency communication districts.

MANAGEMENT: A governing board of directors, appointed according to criteria in the enabling legislation, establishes policy and provides oversight of the District. The board members and their appointing authority include:

Member

James C. Hasslocher (Chair)
Stephen R. Schneider
Sherman Krause
Dudley Wait
Heberto Gutierrez
Bill McManus
Cathy C. Talcott
Suzanne de Leon
Principal Service Provider (Non-Voting)

Authority

Bexar County
Bexar County
Comal County
Guadalupe County
City of San Antonio
City of San Antonio
City of New Braunfels
Member at Large
Vacant

To implement board policy and to manage the conduct of day-to-day operations, the board of directors appointed W. H. Buchholtz as Executive Director.

MISSION: The District's mission is to deploy and maintain a state-of-the-art 9-1-1 emergency communication system that enables citizens in distress to quickly communicate their request for police, fire, or emergency medical assistance; and to ensure member jurisdictions have the appropriate 9-1-1 tools necessary to efficiently and accurately receive and process those requests.

RESPONSIBILITY: To successfully accomplish the mission, the District must deploy and manage a technology neutral network that routes all 9-1-1 requests to the appropriate answering and responding jurisdiction; create and maintain a time-sensitive, highly accurate database that displays the location, callback number, and owner's name of the specific

instrument used to call 9-1-1; procure, install, and maintain the specialized 9-1-1 equipment utilized by each authorized answering and responding jurisdiction; coordinate with municipal and jurisdictional addressing authorities to ensure the database contains accurate, standardized, and logical location information to ensure each citizen is easily and quickly locatable during time critical emergencies; and construct, deploy, and maintain a spatially accurate geographic digital map to support location determination technologies and enhance computer aided dispatch systems. Bexar Metro also is responsible for providing effective backup solutions for its PSAPs that may be required to evacuate their local facility in the event of a disaster.

FUNDING: The District's source of revenue is the 9-1-1 emergency service fee applied to specified telephone access lines located in Bexar, Comal, and Guadalupe Counties. The Texas Health and Safety Code, Chapter 772, Section 772.314, authorizes the board to impose a 9-1-1 emergency service fee not exceeding six percent of the monthly base rate charged by the principal service supplier. The fee applies to all residential lines and up to the first one hundred business lines at one location. The fee does not apply to state and federal lines. Each year the board calculates the amount of the fee in conjunction with development and approval of the annual budget. By law, the fee has uniform application in each participating jurisdiction and must generate revenue sufficient to match current and projected operational expenses directly related to the District's mission and responsibilities, as well as providing reasonable reserves for contingencies and equipment replacement.

The board of directors initially established the emergency service fee on March 6, 1987, and it remains unchanged. The Fiscal Year 2015 emergency service fee is:

Residential Lines	\$ 0.22
Business Lines	\$ 0.51
Business Trunks	\$ 0.77
Nomadic VoIP	\$ 0.50

In addition to fees assessed on wireline telephones, the District also receives an emergency service fee from each wireless access line in the district. This monthly fee, set by Texas law at \$0.50 per line, recognizes that the wireless telephone is a link to 9-1-1 services and a wireless telephone user should therefore share a portion of the financial burden for provisioning the network. It also is in recognition of the cost recovery mechanism required to defray a fair and reasonable portion of the network infrastructure expense the wireless providers incur in meeting the federal mandate for wireless Enhanced 9-1-1. The current fee structure is adequate to support programmed spending in Fiscal Year 2016.

OVERVIEW: The District's provision of 9-1-1 service to member entities began in January 1987 with the provision of Basic 9-1-1. Since that time we made a number of significant upgrades that enabled keeping pace with the explosion in communication and computer technology that is the foundation of our current next generation network. We also developed and deployed a sophisticated Geographic Information System that is the backbone of our call delivery system; and we installed and managed various iterations of Customer Premise Equipment culminating in the current state-of-the-art IP equipment. Collectively these

enhancements position us for Next Generation 9-1-1 implementation. Our Call Delivery network has grown in features and functionality concurrent with the technology changes and complexity of emergency communications. Now, as we stand on the threshold of full implementation of next generation capability, nearly all the pieces are in place: a fully redundant high-speed fail-safe optical IP network ties the SAPD/SAFD PSAPs, the BCSO PSAP, and the REOC together with two fully redundant and geographically separated control facilities, and a dedicated MPLS optical IP network with dual route copper backup and two fully redundant and geographically separated control facilities connects each of the remaining PSAPs serving all other jurisdictions. Perhaps the best news is that we paid cash for all of this development and expansion using the service fee structure established in 1987. Finally, we are currently in the process of applying the final touch and become truly survivable by incorporating a backup facility into the network. The new facility, scheduled to be operational in 2016, will incorporate a redundant emergency communications system capable of providing fully functional PSAP operations for any PSAP served by the District. In the interim we have a transportable PSAP capability that can be in place and operational in less than twenty-four hours of a significant incident. The journey has not been without obstacles and pitfalls, but the result is one of the most capable emergency communication systems in the country.

The Fiscal Year 2016 budget is comprised of operations and maintenance (O&M) expense, capital projects, and capital reserve. In addition to funding current operations, the O & M budget continues to focus on our most critical resource—our employees. We plan to increase funding to our personnel account to enable modest salary adjustments and to defray a significant increase in health care premiums; and as we have for the past several years, we will set-aside \$250 thousand for a year-end lump sum TCDRS contribution. The capital budget funds the remaining outstanding items in our strategic survivability plan: the completion of our ESInet (IP Selective Routing) and the Quarry Run facility. Consequently, the previously authorized \$10 million for the completion of the ESInet project is reduced by \$4.5 Million and the remainder is set-aside for future 9-1-1 improvements; and the \$15 million previously authorized for the backup PSAP will be applied in Fiscal Year 2015 to construction of the Quarry Run facility, scheduled to achieve Initial Operational Capability in Fiscal Year 2016. Unlike previous years, all current revenue is expensed and no funds are transferred to capital reserve.

EXPENDITURES: The Fiscal Year 2016 budget total is \$42,012,000. The budget total includes \$6,341,000 for operations and maintenance and \$35,671,000 for capital improvements. O & M supports current operations and capital improvements include ESInet implementation, PSAP Equipment Upgrades, and enhancements to the District's regional backup radio system. Also included in capital improvements is the construction of the Quarry Run Regional Emergency Operations Center (REOC), and acquisition of the 9-1-1 call taking and other IT equipment required to support PSAP operations. The REOC will host the Bexar County Sheriff's Office Public Safety Communications Center and also serve as an alternate operating location for all PSAPs in the District's area of responsibility.

The District has zero debt (it operates in a cash-and-carry, net 30 mode) and is not authorized to incur debt. Therefore, capital recovery is typically an expense item into reserves to ensure the timely availability of sufficient funds necessary for facilities, technology advancement, modernization, and general equipment replacement. Projected service fee revenue normally fully funds the O & M and new capital improvements, while continuing to invest in reserves. However, the 2016 proposed budget does not include a transfer to reserve, instead it requires

a transfer of \$28,632,000 from the reserve account to fund construction of the new REOC.

This budget matches projected revenue and expense as required by Texas law. To ensure responsiveness and operational flexibility, the Executive Director may authorize the transfer of funds among budget line items as long as the overall annual budget amount remains unchanged. This budget does not necessitate an adjustment to the current emergency service fee; and based on known and projected requirements, a near-term adjustment to the emergency service fee, provided capital recovery remains fully funded, is not projected.

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Proposed Fiscal Year 2016 Budget

Income

Wireline Service Fees	\$ 2,696,960
Wireless Service Fees	\$ 10,672,000
Interest Earned	\$ 11,040
Transfer from Reserve Funds	<u>\$ 28,632,000</u>
Total Available Funds	\$ 42,012,000

Proposed Fiscal Year 2016 Operations & Maintenance

Expense

Personnel	\$ 2,049,000
Operations	\$ 3,173,000
Facilities	\$ 468,000
Education & Training	\$ 151,000
Contingencies	<u>\$ 500,000</u>
Total O & M Expense	\$ 6,341,000

Proposed Fiscal Year 2016 Capital Budget

PSAP Upgrades	\$ 48,000
Vehicles	\$ 75,000
9-1-1 Systems Network	\$ 4,500,000
Saddletree REOC	\$ 785,000
Quarry Run REOC	<u>\$ 30,263,000</u>
Total Capital Expense	\$ 35,671,000

Total FY 2015 Budget \$ 42,012,000

BEXAR METRO 9-1-1 NETWORK DISTRICT

Approved by the Bexar Metro Board this Fourteenth Day of May 2015.

By:
Name:
Title:


James C. Hasslocher
Chairman

Bexar Metro 9-1-1 Network
Fiscal Year 2016 Budget
October 1, 2015 through September 30, 2016

Current as of April 30, 2015

	Category	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget
Revenue	Wireline Fees	\$ 2,638,000	\$ 2,723,758	\$ 2,696,960
	Wireless Fees	\$ 10,410,000	\$ 10,361,000	\$ 10,672,000
	Interest	\$ 22,000	\$ 31,242	\$ 11,040
	Miscellaneous	<u>\$ 1,000</u>	<u>\$ 0</u>	<u>\$ 0</u>
	Total Revenue	\$ 13,071,000	\$ 13,116,000	\$ 13,380,000
	Reserve Transfer	\$ 7,750,000	\$ 2,772,000	\$ 28,632,000
	Carryover for PSAP	<u>\$ 15,000,000</u>	<u>\$ 15,000,000</u>	<u>\$ 0</u>
	Total Available Funds	<u>\$ 35,821,000</u>	<u>\$ 30,888,000</u>	<u>\$ 42,012,000</u>
Expense	Personnel	\$ 1,752,660	\$ 1,691,000	\$ 2,049,000
	Operations	\$ 2,649,400	\$ 3,010,000	\$ 3,173,000
	Facilities	\$ 367,940	\$ 89,000	\$ 468,000
	Education & Training	\$ 151,000	\$ 151,000	\$ 151,000
	Contingencies	<u>\$ 500,000</u>	<u>\$ 250,000</u>	<u>\$ 500,000</u>
	Total O&M	\$ 5,421,000	\$ 5,191,000	\$ 6,341,000
Capital	Expense	\$ 30,400,000	\$ 25,697,000	\$ 35,671,000
	Reserve	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
	Total Capital	\$ 30,400,000	\$ 25,697,000	\$ 35,671,000
	Total Expense	<u>\$ 35,821,000</u>	<u>\$ 30,888,000</u>	<u>\$ 42,012,000</u>

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

CURTIS KOEHLER
CHIEF APPRAISER

June 5, 2015

Mr. Nadine Knaus
City of Garden Ridge
9400 Municipal Parkway
Garden Ridge, TX 78266

RE: 2016 Approved Comal Appraisal District Budget

Please find enclosed the 2016 Comal Appraisal District budget that was presented at the Board of Directors' Formal Budget Hearing and approved at the Board of Directors' Regular Meeting on June 4, 2015.

This budget will take effect automatically; however, section 6.06(b) of the Texas Property Tax Codes states, "if a majority of the governing bodies of the taxing entities entitled to vote on the appointment of board members adopt resolutions disapproving the budget and files them with the secretary of the board within 30 days after its adoption, the budget does not take effect; and the board shall adopt a new budget within 30 days of the disapproval."

If you have any questions or would care to discuss the enclosed budget, please contact me.

Sincerely,



Curtis Koehler, RPA
Chief Appraiser

Enclosure

COMAL APPRAISAL DISTRICT
2016 Proposed Budget

2015 Adopted Budget		2016 Proposed Budget	
Employee Expenses	1,707,179.84	7100 Employee Expenses	1,896,814.12
Office Lease	36,550.00	7200 Office Lease	25,686.33
Telephone & Utilities	20,260.00	7300 Telephone & Utilities	21,000.00
Education	20,000.00	7400 Education	20,000.00
Directors Expense	1,000.00	7450 Directors Expense	1,000.00
Dues & Subscriptions	10,000.00	7500 Dues & Subscriptions	11,500.00
Advertisements	3,200.00	7600 Advertisements	3,200.00
Deeds & Mapping	3,700.00	7700 Deeds & Mapping	1,200.00
Capital Expenses	76,520.05	7800 Capital Expenses	31,500.00
Maintenance	5,000.00	7900 Maintenance	6,000.00
Office Supplies/Forms	14,500.00	8000 Office Supplies/Forms	16,000.00
Postage	36,250.00	8200 Postage	36,250.00
Copier/Printing Paper	4,300.00	8300 Copier/Printing Paper	4,300.00
Vehicle Allowance/Mileage	450.00	8400 Vehicle Allowance/Mileage	500.00
Data Processing	2,000.00	8500 Data Processing	2,000.00
Contract Services	310,861.40	8600 Contract Services	336,056.23
Insurance & Bonding	9,250.00	8700 Insurance & Bonding	10,000.00
Appraisal Review Board	45,000.00	8900 Appraisal Review Board	57,500.00
Contingency	10,000.00	9001 Contingency	10,000.00
Total	2,316,021.29	Total	2,490,506.68
2015 Adopted Budget		2016 Proposed Budget	

TAXING UNIT	2015 Budget Contribution	*2014 Tax Levy	% of Budget	2016 Budget Contribution
Comal ISD	1,197,541.43	\$127,259,573.23	0.5170685945	1,287,762.79
Comal Co	391,789.05	41,634,376.89	0.1691647095	421,305.84
New Braunfels ISD	361,011.90	38,363,780.29	0.1558759428	388,210.08
City of New Braunfels	196,566.98	20,888,641.04	0.0848726739	211,375.96
Emergency Serv Dist #1	23,555.79	2,503,208.38	0.0101707903	25,330.42
Emergency Serv Dist #3	21,965.15	2,334,167.77	0.0094839611	23,619.87
City of Schertz	30,089.98	3,197,577.94	0.0129920845	32,356.87
City of Garden Ridge	15,887.67	1,688,346.83	0.0068599250	17,084.69
Emergency Serv Dist #7	12,240.17	1,300,732.41	0.0052850081	13,162.35
Emergency Serv Dist #2	16,473.63	1,750,606.36	0.0071128918	17,714.70
Emergency Serv Dist #5	11,621.56	1,234,998.67	0.0050179253	12,497.18
Emergency Serv Dist #4	9,580.22	1,018,053.52	0.0041364550	10,301.87
Emergency Serv Dist #6	8,911.12	946,965.10	0.0038476156	9,582.51
Boerne ISD	9,159.40	973,338.73	0.0039547743	9,849.39
City of Bulverde	6,694.69	711,417.38	0.0028905612	7,198.96
Rebecca Creek MUD	0.00	0.00	0.0000000000	0.00
Fair Oaks Ranch	2,351.22	249,851.38	0.0010151716	2,528.29
York Creek Imp Dist	208.67	22,165.65	0.0000900613	224.30
Wimberly ISD	142.44	15,140.77	0.0000615185	153.21
City of Selma	106.31	11,290.66	0.0000458751	114.25
Johnson Ranch MUD	123.91	13,157.58	0.0000534606	133.14

**Comal Water Improvement District #6

2015 Adopted Budget	2,316,021.29	246,117,390.58	1.00	2,490,506.68
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*Will be replaced with 2015 levy when available

**New jurisdiction for 2015, contribution amount unknown as of 5/18/15

**COMAL APPRAISAL DISTRICT
2016 Proposed Budget**

7100 EMPLOYEE EXPENSES

1,896,814.12

Administrative Salaries

402,922.06

1) Chief Appraiser Salary	98,750.00
Taxable Vehicle Allowance	4,800.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	7,921.58
Retirement Contribution	20,710.00
TOTAL EXPENSE	141,366.62

2) Administrative Assistant Salary	40,314.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,084.02
Retirement Contribution	8,062.80
TOTAL EXPENSE	60,645.86

3) Director of Operations Salary	75,000.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	5,967.00
Retirement Contribution	15,600.00
TOTAL EXPENSE	108,752.04

4) Assistant Director of Operations Salary	62,000.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,972.50
Retirement Contribution	13,000.00
TOTAL EXPENSE	92,157.54

Appraisal Salaries

1,039,265.25

5) Team Leader	53,550.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,326.08
Retirement Contribution	11,310.00
TOTAL EXPENSE	81,371.12

6) Team Leader	51,000.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,131.00
Retirement Contribution	10,800.00
TOTAL EXPENSE	78,116.04
7) Customer Service Manager Salary	53,550.00
Taxable Vehicle Allowance	3,000.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,326.08
Retirement Contribution	11,310.00
TOTAL EXPENSE	81,371.12
8) Land Analyst/Appraiser IV Salary	45,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,863.25
Retirement Contribution	10,100.00
TOTAL EXPENSE	73,648.29
9) Special Valuation-Commercial Salary	51,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	4,322.25
Retirement Contribution	11,300.00
TOTAL EXPENSE	81,307.29
10) Special Valuation-Unique Prop Salary	45,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,863.25
Retirement Contribution	10,100.00
TOTAL EXPENSE	73,648.29
11) Special Valuation-BPP Salary	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67

12) Special Valuation-Agriculture Salary	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67
13) Appraiser IV Salary	43,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,710.25
Retirement Contribution	9,700.00
TOTAL EXPENSE	71,095.29
14) Appraiser II Salary	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67
15) Appraiser II Salary	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67
16) Appraiser I Salary	34,250.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,040.88
Retirement Contribution	7,950.00
TOTAL EXPENSE	59,925.92
17) Appraiser I-Spec Valuation/Exemptons	35,750.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	3,155.63
Retirement Contribution	8,250.00
TOTAL EXPENSE	61,840.67

18) Appraiser I	33,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,945.25
Retirement Contribution	7,700.00
TOTAL EXPENSE	58,330.29

19) Appraiser I	33,000.00
Taxable Vehicle Allowance	5,500.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,945.25
Retirement Contribution	7,700.00
TOTAL EXPENSE	58,330.29

Temporary IV Appraiser	12,000.00
FICA Contribution	918.00
TOTAL EXPENSE	12,918.00

Operational Support Salaries

256,937.03

20) Systems Operator Salary	35,700.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,731.05
Retirement Contribution	7,140.00
TOTAL EXPENSE	54,756.09

21) Customer Service Exemption Specialist	32,457.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,482.96
Retirement Contribution	6,491.40
TOTAL EXPENSE	50,616.40

22) Customer Service Exemption Specialist	27,295.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,088.07
Retirement Contribution	5,459.00
TOTAL EXPENSE	44,027.11

23) Customer Service Specialist	30,600.00
Medical Insurance Premium	8,760.00
Dental Insurance Premium	371.00
Life Insurance Premium	54.04
FICA Contribution	2,340.90
Retirement Contribution	6,120.00
TOTAL EXPENSE	48,245.94

24) GIS/Abstract Technician Salary	39,253.00	
Medical Insurance Premium	8,760.00	
Dental Insurance Premium	371.00	
Life Insurance Premium	54.04	
FICA Contribution	3,002.85	
Retirement Contribution	7,850.60	
TOTAL EXPENSE	59,291.49	
Salary Reserve	65,605.00	65,605.00
Chief Appraiser Salary Reserve	10,000.00	10,000.00
FICA Contribution	5,783.78	5,783.78
Retirement Contribution	15,121.00	15,121.00
Texas Employment Commission	6,480.00	6,480.00
Sick/Vacation Reserve	94,700.00	94,700.00
7100 Salary Total		1,896,814.12
7200 MORTGAGE		25,686.33
Building Mortgage	25,686.33	
7300 TELEPHONE & UTILITIES		21,000.00
Electric	10,000.00	
Garbage	1,500.00	
Gas	650.00	
Line Charges	4,500.00	
Long Distance	1,710.00	
Maintenance & Repair	200.00	
Sewer	1,440.00	
Water	1,000.00	
7400 EDUCATION		20,000.00
Schools	17,000.00	
Travel	3,000.00	
7450 DIRECTORS EXPENSES		1,000.00
Directors Expenses	500.00	
Employee Recognition	500.00	
7500 DUES & SUBSCRIPTIONS		11,500.00
Dues	5,000.00	
Subscriptions	6,500.00	
7600 ADVERTISEMENTS		3,200.00
Help Wanted	500.00	
Legal	700.00	
Public Service	2,000.00	
7700 DEEDS & MAPPING		1,200.00
Equipment Repair	600.00	
Maps & Plats	400.00	
Supplies	200.00	

7800 CAPITAL EXPENSES		31,500.00
Building Equipment Replacement	8,000.00	
Computer Equipment	7,000.00	
Furniture	5,000.00	
Plotter	10,000.00	
Software	1,500.00	
7900 MAINTENANCE		6,000.00
Building Maintenance	1,000.00	
Janitorial Supplies	1,500.00	
Repairs & Supplies	3,500.00	
8000 OFFICE SUPPLIES/FORMS		16,000.00
Certified Mailers	3,000.00	
Operating Supplies	13,000.00	
8200 POSTAGE		36,250.00
Annual Permit	400.00	
Maintenance	600.00	
Meter Rental	2,600.00	
Postage Fees-General	1,000.00	
Postage Fees-Notices	27,000.00	
Postage-Reserve	4,350.00	
Supplies	300.00	
8300 COPIER/PRINTING PAPER		4,300.00
Lease	3,500.00	
Maintenance Usage Charge	800.00	
8400 MILEAGE REIMBURSEMENT		500.00
Mileage Allowance	500.00	
8500 DATA PROCESSING		2,000.00
Software Maintenance	2,000.00	
8600 CONTRACT SERVICES		336,056.23
Appraisal Service	41,825.00	
Audit	10,300.00	
Bank Analysis Charges	1,500.00	
Cable Connection	19,488.00	
CAMA Systems	146,574.03	
CAMA GIS License	7,000.00	
Janitor Service	9,300.00	
Laser Processing	26,000.00	
Lawn Care	1,200.00	
Legal	45,000.00	
Mobile Device Air Time	8,400.00	
Mobile Device Maintenance	18,869.20	
Pest Control	600.00	
8700 INSURANCE/BONDING/WORKERS COMPENSATION		10,000.00
Bonding	350.00	
Operational Insurance	4,150.00	
Workers Compensation	5,500.00	

8900 APPRAISAL REVIEW BOARD		57,500.00
Arbitration	6,300.00	
Equipment	4,000.00	
Legal	4,600.00	
Per Diem	42,600.00	
9001 CONTINGENCY	10,000.00	10,000.00
TOTAL EXPENSES	593,692.56	2,490,506.68
PROJECTED INCOME		
Copies & Other Income		13,200.00
Interest Income		1,200.00
Reserved-Capital Imps & Replacements		-14,400.00
2016 Proposed Budget	2,490,506.68	2,490,506.68

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

CURTIS KOEHLER
CHIEF APPRAISER

June 4, 2015

Nadine Knaus
City of Garden Ridge
9400 Municipal Parkway
Garden Ridge, TX 78266

Dear Ms. Knaus:

At the meeting of June 4, 2015, the Board of Directors accepted the resignation of Gary Boldt and authorized the Chief Appraiser to notify each taxing unit entitled to vote of the vacancy. Section 6.03 (1) of the Texas Property Tax Code states:

(1) If a vacancy occurs on the board of directors other than a vacancy in the position held by a county assessor-collector serving as a nonvoting director, each taxing unit that is entitled to vote by this section may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall elect by majority vote of its members one of the nominees to fill the vacancy.

If your governing body intends to submit a nominee, please deliver to the appraisal district office by 5:00 p.m. on Monday, July 20, 2015, a resolution naming their nominee.

Thank you for your attention in this matter.

Sincerely,



Curtis Koehler, RPA
Chief Appraiser

RECEIVED

JUN 15 2015

Kevin Vaille
8830 Cherokee Path
Garden Ridge, TX 78266
June 12, 2015

PER JH

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

Ladies and Gentlemen,

I am asking to be relieved of paying the excess portion of my 04/23/15 – 05/22/15 water bill, as well as the excess portion of my next water bill, which resulted from a leak in the main water supply line to my house.

I was notified on the evening of May 22, 2015 by Stanley of the Garden Ridge Water Department that my water meter reading for the month was very high, over 90,000 gallons, and that he suspected a leak. I immediately hired a plumbing service. The plumbers began digging that evening in search of the leak but, due to the late hour and complications with finding parts and equipment over the Memorial Day Weekend, were not able to find and repair the leak until May 26th, the first day after the holiday weekend, and four days into the next billing cycle. The leak occurred at the collar that connects the city water supply to the water line into my house, near the foundation at the front of the house. The repair receipt is attached for your review.

As a result of this leak, the water consumption on my 04/23/15 – 05/22/15 water bill is 97,000 gallons, costing \$672.34. This compares to my previous three water bills (attached) that averaged 7,700 gallons at an average cost of \$23.55 per month. My actual household water use during the 04/23/15 – 05/22/15 billing cycle was about the same as these previous three cycles, kept low by the rainy spring weather that has allowed me not to run my yard's sprinkler system.

My next water bill (beginning 5/22/15) will also be affected by this leak, which continued four days into this billing cycle. Mr. Goddard, Garden Ridge Water Manager, took an out-of-cycle water meter reading at my house on June 5th, 11 days after the leak was repaired, and less than half way through the current billing cycle. My water consumption in this billing cycle to that date was already 14,000 gallons, 6,300 gallons more than my previous 3-month average.

Pending your review and approval of this request, the City Water Manager reduced my 04/23/15 – 05/22/15 water bill by half, and I paid the adjusted amount on June 12th (receipt attached).

My requests are:

1. Treat this leak, which crosses two billing cycles, as one event, and approve a bill reduction for both affected billing periods.
2. Reduce my 04/23/15 – 05/22/15 water bill from \$672.34 to \$23.55, my average bill for the past three months, during which time my actual water consumption was comparable.
3. Adjust my next water bill, beginning 5/22/15, to account for the portion of the period when the leak was still ongoing (see calculations on next page).

Thank you for your consideration.

Sincerely,



Kevin Vaille

Thank You



City of Garden Ridge Water Department

9400 Municipal Parkway
Garden Ridge, Texas 78266
(210) 651-6831
Fax: (210) 651-9638



CRRT R164
KEVIN/NANCY S VAILLE
8830 CHEROKEE PATH
SAN ANTONIO TX 78266-2925

"Important Information on"
Reverse Side

ACCOUNT NUMBER	DATE BILL MAILED	SERVICE FROM	SERVICE TO	DAYS USED	DUE DATE
24-5061-01	05/31/2015	04/23/15	05/22/15	29	06/15/2015
PREVIOUS READING	PRESENT READING	GALLONS USED	DESCRIPTION	AMOUNT DUE	
3289000	3386000	97000	RI WATER TR1 GARBAGE EAA EAA FEE TAX	672.34 24.56 2.67 2.03	
WATERING ALLOWED ANY DAY FROM 12AM-10AM & 8PM-12AM SEE GRAPEVINE OR CITY WEBSITE WWW.CI.GARDEN-RIDGE.TX.US FOR MEETINGS & EVENTS NON-EMERGENCY/AFTER HOURS/LOST&FOUND PETS CALL 651-6831					

SERVICE ADDRESS ► 8830 CHEROKEE PATH

AMOUNT
DUE

AFTER DUE DATE	BY DUE DATE
\$771.56	\$701.60

KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION
WITH YOUR PAYMENT TO:



City of Garden Ridge Water Department

9400 Municipal Parkway
Garden Ridge, Texas 78266
(210) 651-6831
Fax: (210) 651-9638



AMOUNT
DUE

DUE DATE	ACCOUNT NUMBER
06/15/15	24-5061-01
AFTER DUE DATE	BY DUE DATE
\$771.56	\$701.60



CRRT R164
KEVIN/NANCY S VAILLE
8830 CHEROKEE PATH
SAN ANTONIO TX 78266-2925

SERVICE ADDRESS ► 8830 CHEROKEE PATH



City of Garden Ridge Water Department

9400 Municipal Parkway
Garden Ridge, Texas 78266
(210) 651-6831
Fax: (210) 651-9638



CRRT R164
KEVIN/NANCY S VAILLE
8830 CHEROKEE PATH
SAN ANTONIO TX 78266-2925

Important Information on
Reverse Side

ACCOUNT NUMBER	DATE BILL MAILED	SERVICE FROM	SERVICE TO	DAYS USED	DUE DATE
24-5061-01	03/31/2015	02/20/15	03/23/15	31	04/15/2015
PREVIOUS READING	PRESENT READING	GALLONS USED	DESCRIPTION		AMOUNT DUE
3270000	3276000	6000	RI WATER TR1 GARBAGE EAA EAA FEE TAX		19.85 24.56 2.67 2.03
SEE FLYER FOR SHRED DAY, HAZARDOUS WASTE DISPOSAL & SPRING CLEAN UP EVENT APRIL 25TH AT MUNICIPAL COMPLEX STAGE II WATER RESTRICTIONS IN EFFECT NON-EMERGENCY/AFTER HOURS/LOST&FOUND PETS CALL 651-6831					
SERVICE ADDRESS ► 8830 CHEROKEE PATH			AMOUNT DUE ►		
			AFTER DUE DATE		BY DUE DATE
			\$53.83		\$49.11

KEEP THIS PORTION FOR YOUR RECORDS



REC#: 0014524 6/12/2015 1:19 PM TRAN: 1.0000 UTILITY PAYMENT
OPER: CASH TERM: 001 24-5061-01 VAILLE, KEVIN/NANCY S
PAYMENT ON ACCOUNT 374.43 PAID IN FULL
TENDERED: 374.43 1.0000
APPLIED: 374.43-6/12/15

City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266
(210) 651-8832
Fax: (210) 651-8838

CITY OF GARDEN RIDGE WATER DEPARTMENT

NAME KEVIN VAILLE

SERVICE ADDRESS 8830 CHEROKEE PATH

ACCOUNT # 24-5061-01 PHONE # _____

I am requesting an adjustment on my June 2015 water bill due to a leak.

I understand I can only receive this adjustment ONCE every TWO years.

Amount of Total Bill 701.60

-Non-Water Items - 29.26

-Base Water Rate - 18.00

Amount to be Adjusted 654.34 x 50%

Adjustment Given 327.17

+Non-Water Items + 29.26

+ Base Water Rate + 18.00

New Total Amt. Due 374.43

Customer Signature

Kevin Vaile

Date

12 JUN 15

Water Mgr. Approval

CHARGE: 0.00

TENDERED: 374.43 CASH
APPLIED: 374.43

TRAN: 1.0000 UTILITY PAYMENT
24-5061-01 VAILLE, KEVIN/NANCY
PAYMENT ON ACCOUNT 374.43
PAID IN FULL

REC#: 0014524 6/12/2015 1:19 PM
OPER: CASH TERM: 001
REF#: 6237 JH

- = minus + = plus

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.

5.10 -- 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 6-- RATES & BILLING (GENERAL)

6.01 -- 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.

6.02 -- 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.

6.03 -- 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 7.01.

6.04 -- 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 7 -- DELINQUENT ACCOUNTS

7.01 -- 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 preceeding 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.

7.02 -- 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.

7.03 -- DISCONNECTION OF SERVICE.

If a customer whose account is deemed delinquent waives the hearing process outlined in Section 7.02, 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 25, 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 8-- DISCONTINUANCE AND/OR DISCONNECTION OF WATER SERVICE

8.01 -- 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 3 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.

8.02 -- 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;

COPY

Daniel J. Post
22016 Deer Canyon Drive
Garden Ridge, Texas 78266
210.844.8025

RECEIVED

JUN 10 2015

PER JH

June 8, 2015

Mr. Royce Goddard, Water Manager
City of Garden Ridge, Texas
9400 Municipal Parkway
Garden Ridge, Texas 78266

Delivered by Email to: watermanager@ci.garden-ridge.tx.us

RE: City of Garden Ridge, Ordinance 54, Section 5.06

Dear Mr. Goddard,

The City's practice of utility billing on the last working day of the month of the month in which the water meters are read ignores the City's ordinance establishing the billing date in violation of the City's own Ordinance.

Ordinance 54, Section 6.03 says that the City's utility bills are to be mailed as near the first day of the month following the meter reading as possible. June 1, 2015 fell on a working day (Monday) so the bills should have been mailed or dated for June 1, 2015. That means that, per City Ordinance 54, the billing cycle began on June 1, not the date of the bill. The Ordinance says that payments for the water bill are not delinquent unless received by the City by the close of business on the 15th day of the month following billing...in this case July 15, 2015.

The most recent water bill mailed before the first working day of June in apparent violation of City of Garden Ridge Ordinance 54. It appears that the water bill (and the water bills from January, 2015 to the present, the scope of my review to date) should have been mailed on June 1, 2015.

Specifically, the city's water billing cycle is controlled by City of Garden Ridge Municipal Ordinance Number 54-042014, Section 6—Rates & Billing (General),

"6.03 – 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 7.01."

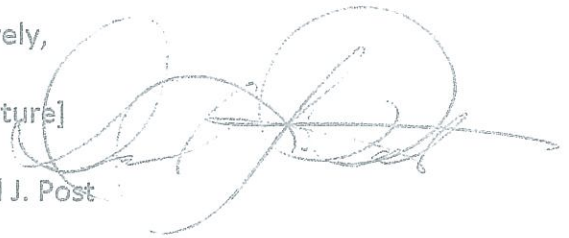
I appreciate and thank you for your attention to this matter. I do not understand how or why the City is ignoring its own Ordinance establishing the referenced billing cycle so I ask that you review the billing practices and answer my concerns at your earliest possible convenience.

My inquiry concerns the applicability of the billing date established in Ordinance 54, Section 6.03 which is not mentioned in Mrs. Cain's correspondence. Please lodge a written record of my Complaint and its disposition with the City Water Commission. Pursuant to Ordinance 54, Section 5.06 I ask to appear before the City Water Commission at its next regularly scheduled meeting on June 23, 2015.

Sincerely,

[Signature]

Daniel J. Post

A handwritten signature in dark ink, appearing to read 'Daniel J. Post', written over a horizontal line. The signature is fluid and cursive, with a large loop at the end.



City of Garden Ridge

9400 Municipal Parkway
Garden Ridge, Texas 78266
(210) 651-6632
Fax: (210) 651-9638

June 2, 2015

Daniel J. Post
22016 Deer Canyon Drive
Garden Ridge, Texas 78266

Re: Water Billing Inquiry

Dear Mr. Post,

Thank you for your inquiry regarding your water bill. You noted several concerns with the water billing process and we address each of those concerns in turn.

You noted a concern regarding the billing process and the due date of the bill. By Ordinance No. 54-022010, the City has adopted the 15th of the month as the due date for utility bills. Pursuant to Chapter 291, Rule 291.87 of the Texas Administrative Code the due date for a utility bill may not be less than 16 days after issuance.¹ In order to comply with this requirement, the City's policy is to submit utility bills to the Post Master on the last working day of each month. The postmark or the City's recorded date of mailing is considered the date of issuance. A random sampling of the prior 24 month period indicates that the City is in compliance with this requirement.

Additionally, the City reads water meters on the 23rd day of each month, unless the 23rd falls on a weekend or holiday. In this event, the City reads meters on the working day prior to or immediately after the 23rd of the month. This process results in water bills being rendered monthly as required.

The City may use late fees as a means to encourage utility customers to pay their bills in a timely manner. The Texas Attorney General has determined that a late charge on a utility service bill is neither interest nor a penalty, but rather a business cost assessed against a delinquent customer.² The amount that the City may assess is regulated by the Chapter 291, Rule 291.87 of the Texas Administrative Code. This rule allows the options of either a one-time penalty of \$5.00 or a 10% charge on delinquent bills. The City adopted the 10% charge by Ordinance No. 54-022010 and assesses the penalty amount on bills that are not paid on or before the 15th of the month.

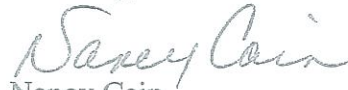
We believe that all our citizens strive to pay their utility bills in a timely manner. However, in the event that in the future your account is considered delinquent, it is your right to request a hearing before the City's Water Commission. You have 10 calendar days from the due date provided on the disconnect notice in which to request a hearing. The hearing procedures are detailed in Section 7 – Delinquent Accounts of Ordinance No. 54-022010.

¹ Tex. Admin. Code, Title 30, Part 1, Chapter 291, Subchapter E, Rule 291.187

² Tex. Att'y Gen. Op. No. H-1289(1978).

We hope that this addresses your concerns regarding the utility billing process utilized by the City.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Cain". The signature is written in dark ink and is positioned above the printed name and title.

Nancy Cain
City Administrator

[<<Prev Rule](#)[Next Rule>>](#)

Texas Administrative Code

TITLE 30

ENVIRONMENTAL QUALITY

PART 1

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

CHAPTER 291

UTILITY REGULATIONS

SUBCHAPTER E

CUSTOMER SERVICE AND PROTECTION

RULE §291.87

Billing

(a) Authorized rates. Bills must be calculated according to the rates approved by the regulatory authority and listed on the utility's approved tariff. Unless specifically authorized by the commission, a utility may not apply a metered rate to customers in a subdivision or geographically defined area unless all customers in the subdivision or geographically defined area are metered.

(b) Due date.

(1) The due date of the bill for utility service may not be less than 16 days after issuance unless the customer is a state agency. If the customer is a state agency, the due date for the bill may not be less than 30 days after issuance unless otherwise agreed to by the state agency. The postmark on the bill or the recorded date of mailing by the utility if there is no postmark on the bill, constitutes proof of the date of issuance. Payment for utility service is delinquent if the full payment, including late fees and regulatory assessments, is not received at the utility or at the utility's authorized payment agency by 5:00 p.m. on the due date. If the due date falls on a holiday or weekend, the due date for payment purposes is the next work day after the due date.

(2) If a utility has been granted an exception to the requirements for a local office in accordance with §291.81(d)(3) of this title (relating to Customer Relations), the due date of the bill for utility service may not be less than 30 days after issuance.

(c) Penalty on delinquent bills for retail service. Unless otherwise provided, a one-time penalty of either \$5.00 or 10% for all customers may be charged for delinquent bills. If, after receiving a bill including a late fee, a customer pays the bill in full except for the late fee, the bill may be considered delinquent and subject to termination after proper notice under §291.88 of this title (relating to Discontinuance of Service). An additional late fee may not be applied to a subsequent bill for failure to pay the prior late fee. The penalty on delinquent bills may not be applied to any balance to which the penalty was applied in a previous billing. No such penalty may be charged unless a record of the date the utility mails the bills is made at the time of the mailing and maintained at the principal office of the utility. Late fees may not be charged on any payment received by 5:00 p.m. on the due date at the utility's office or authorized payment agency. The commission may prohibit a utility from collecting late fees for a specified period if it determines that the utility has charged late fees on payments that were not delinquent.

(d) Deferred payment plan. A deferred payment plan is any arrangement or agreement between the utility and a customer in which an outstanding bill will be paid in installments. The utility shall offer a deferred payment plan to any residential customer if the customer's bill is more than three times the average monthly bill for that customer for the previous 12 months and if that customer has not been issued more than two disconnection notices at any time during the preceding 12 months. In all other cases, the utility is encouraged to offer a deferred payment plan to residential customers who cannot pay an outstanding bill in full but are willing to pay the balance in reasonable installments. A deferred payment plan may include a finance charge that may not exceed an annual rate of 10% simple interest. Any finance charges must be clearly stated on the deferred payment agreement.

(e) Rendering and form of bills.

(1) Bills for water and sewer service shall be rendered monthly unless otherwise authorized by the commission, or unless service is terminated before the end of a billing cycle. Service initiated less than one week before the next

billing cycle begins may be billed with the following month's bill. Bills shall be rendered as promptly as possible following the reading of meters. One bill shall be rendered for each meter.

(2) The customer's bill must include the following information, if applicable, and must be arranged so as to allow the customer to readily compute the bill with a copy of the applicable rate schedule:

(A) if the meter is read by the utility, the date and reading of the meter at the beginning and at the end of the period for which the bill is rendered;

(B) the number and kind of units metered;

(C) the applicable rate class or code;

(D) the total amount due for water service;

(E) the amount deducted as a credit required by a commission order;

(F) the amount due as a surcharge;

(G) the total amount due on or before the due date of the bill;

(H) the due date of the bill;

(I) the date by which customers must pay the bill in order to avoid addition of a penalty;

(J) the total amount due as penalty for nonpayment within a designated period;

(K) a distinct marking to identify an estimated bill;

(L) any conversions from meter reading units to billing units, or any other calculations to determine billing units from recording or other devices, or any other factors used in determining the bill;

(M) the total amount due for sewer service;

(N) the gallonage used in determining sewer usage; and

(O) the local telephone number or toll free number where the utility can be reached.

(3) A retail public utility required to file a water loss audit with the Texas Water Development Board under the provisions of Texas Water Code (TWC), §16.0121, shall notify its customers of its water loss reported in the water loss audit by including the water loss information on or with the next bill sent to its customers following the filing of the water loss audit, unless the retail public utility elects to notify its customers of its water loss reported in the water loss audit by including the water loss information on or with its next consumer confidence report following the filing of the water loss audit in accordance with §290.272 of this title (relating to Content of the Report).

(4) Except for an affected county or for solid waste disposal fees collected under a contract with a county or other public agency, charges for nonutility services or any other fee or charge not specifically authorized by the TWC or these rules or specifically listed on the utility's approved tariff may not be included on the bill.

(f) Charges for sewer service. Utilities are not required to use meters to measure the quantity of sewage disposed of by individual customers. When a sewer utility is operated in conjunction with a water utility that serves the same customer, the charge for sewage disposal service may be based on the consumption of water as registered on the customer's water meter. Where measurement of water consumption is not available, the utility shall use the best means available for determining the quantity of sewage disposal service used. A method of separating customers by class shall be adopted so as to apply rates that will accurately reflect the cost of service to each class of customer.

(g) Consolidated billing and collection contracts.

(1) This subsection applies to all retail public utilities.

(2) A retail public utility providing water service may contract with a retail public utility providing sewer service to bill and collect the sewer service provider's fees and payments as part of a consolidated process with the billing and collection of the water service provider's fees and payments. The water service provider may provide that service only for customers who are served by both providers in an area covered by both providers' certificates of public convenience and necessity. If the water service provider refuses to enter into a contract under this section or if the water service provider and sewer service provider cannot agree on the terms of a contract, the sewer service provider may petition the commission to issue an order requiring the water service provider to provide that service.

(3) A contract or order under this subsection must provide procedures and deadlines for submitting filing and customer information to the water service provider and for the delivery of collected fees and payments to the sewer service provider.

(4) A contract or order under this subsection may require or permit a water service provider that provides consolidated billing and collection of fees and payments to:

(A) terminate the water services of a person whose sewage services account is in arrears for nonpayment; and

(B) charge a customer a reconnection fee if the customer's water service is terminated for nonpayment of the customer's sewage services account.

(5) A water service provider that provides consolidated billing and collection of fees and payments may impose on each sewer service provider customer a reasonable fee to recover costs associated with providing consolidated billing and collection of fees and payments for sewage services.

(h) Overbilling and underbilling. If billings for utility service are found to differ from the utility's lawful rates for the services being provided to the customer, or if the utility fails to bill the customer for such services, a billing adjustment shall be calculated by the utility. If the customer is due a refund, an adjustment must be made for the entire period of the overcharges. If the customer was undercharged, the utility may backbill the customer for the amount that was underbilled. The backbilling may not exceed 12 months unless such undercharge is a result of meter tampering, bypass, or diversion by the customer as defined in §291.89 of this title (relating to Meters). If the underbilling is \$25 or more, the utility shall offer to such customer a deferred payment plan option for the same length of time as that of the underbilling. In cases of meter tampering, bypass, or diversion, a utility may, but is not required to, offer a customer a deferred payment plan.

(i) Estimated bills. When there is good reason for doing so, a water or sewer utility may issue estimated bills, provided that an actual meter reading is taken every two months and appropriate adjustments made to the bills.

(j) Prorated charges for partial-month bills. When a bill is issued for a period of less than one month, charges should be computed as follows.

(1) Metered service. Service shall be billed for the base rate, as shown in the utility's tariff, prorated for the number of days service was provided; plus the volume metered in excess of the prorated volume allowed in the base rate.

(2) Flat-rate service. The charge shall be prorated on the basis of the proportionate part of the period during which service was rendered.

(3) Surcharges. Surcharges approved by the commission do not have to be prorated on the basis of the number of days service was provided.

(k) Prorated charges due to utility service outages. In the event that utility service is interrupted for more than 24 consecutive hours, the utility shall prorate the base charge to the customer to reflect this loss of service. The base

charge to the customer shall be prorated on the basis of the proportionate part of the period during which service was interrupted.

(1) Disputed bills.

(1) A customer may advise a utility that a bill is in dispute by written notice or in person during normal business hours. A dispute must be registered with the utility and a payment equal to the customer's average monthly usage at current rates must be received by the utility prior to the date of proposed discontinuance for a customer to avoid discontinuance of service as provided by §291.88 of this title.

(2) Notwithstanding any other section of this chapter, the customer may not be required to pay the disputed portion of a bill that exceeds the amount of that customer's average monthly usage at current rates pending the completion of the determination of the dispute. For purposes of this section only, the customer's average monthly usage will be the average of the customer's usage for the preceding 12-month period. Where no previous usage history exists, consumption for calculating the average monthly usage will be estimated on the basis of usage levels of similar customers under similar conditions.

(3) Notwithstanding any other section of this chapter, a utility customer's service may not be subject to discontinuance for nonpayment of that portion of a bill under dispute pending the completion of the determination of the dispute. The customer is obligated to pay any billings not disputed as established in §291.88 of this title.

(m) Notification of alternative payment programs or payment assistance. Any time customers contact a utility to discuss their inability to pay a bill or indicate that they are in need of assistance with their bill payment, the utility or utility representative shall provide information to the customers in English and in Spanish, if requested, of available alternative payment and payment assistance programs available from the utility and of the eligibility requirements and procedure for applying for each.

(n) Adjusted bills. There is a presumption of reasonableness of billing methodology by a sewer utility for winter average billing or by a water utility with regard to a case of meter tampering, bypassing, or other service diversion if any one of the following methods of calculating an adjusted bill is used:

Cont'd...

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207103 Page 100

List of Titles

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Summary: Garden Ridge adopted Comprehensive Water Ordinance pursuant to the authority granted in LGC Chapter 51. The ordinance outlines the process for water billing including separate language for when meters are read, when bills are due and when a late charge is imposed. Texas Administrative Code Rule 291.87 codifies water billing procedures and penalty charges.

Breakdown of Ordinance 54-052015:

1. Operations Manager to make suitable investigation and advise complainant (Section 5.06)
2. If not satisfied , then complainant requests to appear before City Water Commission (Section 5.06)
3. Bills rendered/due when mailed (Section 6.02)
4. Meters read on or about the 23rd day of month (Section 6.03)
5. Water bills mailed out the last working day of the month as near to the 1st day of each month (Section 6.03)
6. Payments received on or before the 15th day of each month incur no penalty (Section 6.03 & 6.04), if 15th is weekend or holiday payment due next business day. This payment is called the “net rate” meaning no additional 10% penalty.
7. Payments received after the 15th incur a 10% Penalty (Section 6.03 & 6.04). This payment is called the “gross rate” meaning 10% penalty incurred.
8. Disconnect notices are sent out on or about the 16th of the month (depending on weekend/holiday dates) giving addition 10 calendar days to make payment (Section 7.01)
9. Customer has right to request a hearing within the 10 days allotted in disconnect notice. If not requested during that time, the right is waived. (Section 7.01)

Customer Concerns:

1. Private business generally give 30 days to pay account before considered delinquent.
Response: Municipalities governed by ordinance so long as it is not inconsistent with State Law, in this case Texas Administrative Code Rule 291.87.
2. Imposition of penalty after 15 days is inconsistent with 30 day billing cycle.
Response: The billing cycle for a municipal water bill is not the equivalent of commercial/retail accounts. The 30 day billing cycle references the approximate 30 days between meter readings. The city by ordinance may choose to impose penalty and the date the penalty goes into effect in compliance with State Law.
3. Imposition of 10% penalty
Response: A penalty of either \$5.00 or 10% may be charged for delinquent bills (TAC 291.87).

Daniel J. Post
22016 Deer Canyon Drive
Garden Ridge, Texas 78266
(210) 844-8025

May 4, 2015

Hon. Nadine L. Knaus, Mayor
The City of Garden Ridge, Texas
9400 Municipal Parkway
Garden Ridge, Texas 78266

RE: Water Billing

Dear Mayor Knaus,

We have resided in the City of Garden Ridge, Texas since 2004. As residents we are customers of the Garden Ridge Municipal water system and are billed regularly for water usage and services rendered. Over the years and from time to time, we have received notices that our account is in arrears and that the City of Garden Ridge is imposing a 10% penalty fee for alleged "late payment."

Most recently, we received a water bill in the amount of \$99.05 or \$108.56 if paid after the 15th day of the month in which we received the bill. According to the bill we owe a past due amount of \$51.79 even though the account was paid within 30 days of receiving the bill..

My wife contacted the City Water Department. She was told that she needed to speak with "Jan" and that "Jan" was out of the office at the time. Today, after we voted, my wife again approached the Water Department window in the City Offices Building. Again, "Jan" wasn't available so the clerk did her best to help but, unfortunately was unable to answer my wife's questions.

At any rate (pun intended), the lady at the window told my wife that water bills are mailed on the 1st day of the month and that payment is due on the 15th of that month, else the account is delinquent...and the City charges a 10% late fee per the City Ordinance. This practice seemed odd to us: Customers of other businesses and services generally have 30 days in which to pay the bills before the account is considered "delinquent."

So, we did what any reasonable person would do. We reviewed our water bills and payments to Garden Ridge, Texas...then we looked at the Ordinance controlling water bills and the billing cycles.

As you know, the water billing cycle is controlled by Ordinance. According to Ordinance Number 54-042014, Section 6—Rates & Billing (General),

delinquent fees; that the City refund improperly assessed fees; and that the City correct the systemic billing error in the Water Department.

We will attend the Garden Ridge City Council meeting on May 6, 2015. We would appreciate the opportunity to answer any questions you or the council may have and to address what appears to be systemic over-billing by the City.

Sincerely,

Daniel and Barbara Post

City Administrator

From: Mayor
Sent: Tuesday, May 05, 2015 9:22 AM
To: City Administrator
Subject: FW: 'Garden Ridge Over-Billing'

follow up email

Nadine L. Knaus
Mayor
City of Garden Ridge
9400 Municipal Parkway
Garden Ridge, Texas 78266
210-651-6632

From: Daniel Post [bestlawyer@mac.com]
Sent: Monday, May 04, 2015 9:16 PM
To: Mayor
Subject: Re: 'Garden Ridge Over-Billing'

Thanks for getting back with me so quickly. The problem is that the water bills are not cycled according to the ordinance. The ordinance says "...as near the first day of the month following the meter reading as possible...." Every first day of the month this year has either been on a week day (can't bill any closer to the first day than if the City actually bills on the first day) or the first day of the month fell on Sunday making the closest day Monday (instead of the billing date of the Friday prior). The effect of the City's billing cycle is that customers have only 15 days of the stated 30 day billing cycle to pay before the account becomes delinquent instead of the intended 45 day period between the bill and the 15th of the following month.

Any 15+ day "delinquent" account (15-30 days beyond the billing date) is actually within the payment period described and intended by the ordinance. By billing before the first day of the month following the meter reading, the City is violating its own ordinance.

Daniel Post

Sent from my iPad

On May 4, 2015, at 7:00 PM, Mayor <Mayor@ci.garden-ridge.tx.us> wrote:

Dear Mr. Post

I have received your letter specifying your concerns and have forwarded it to our City Administrator for investigation and comment.

Nadine

Nadine L. Knaus
Mayor
City of Garden Ridge
9400 Municipal Parkway
Garden Ridge, Texas 78266
210-651-6632

"6.03 – 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 7.01."

Note: The City Ordinance specifically identifies the water billing cycle as a 30-day billing period. The City's current practice of imposing the delinquent fee after only 15 days is contrary to the intent of the Ordinance.

In effect, charging the 10% delinquent fee is over-billing the customers of the water department. The City's billing practice is particularly onerous to residents receiving their bills at an out-of-town address considering that the online bill paying option remains, as it has for years, promised but not provided. In fact, the online statement hasn't been revised for as long as we can remember: "Online Payments will be coming soon for traffic citations as well as garbage and water bills."

The City's over-billing is best illustrated by example. Suppose the water meters are read on March 23, 2015. The Ordinance requires the City to transmit the water bills on or after April 1, 2015 (the month following the meter reading). Payment, according to the Ordinance (on or before the 15th day of the month immediately following the **billing** (emphasis added)...not the same month as the billing... and **not the same month as the meter reading** (emphasis added). The Ordinance allows that the bill can be paid up to or on May 15, 2015 before becoming "delinquent"...effectively 45 days after the billing. The City's current practice allows only 15 days to pay the bill: The additional 10% delinquent fee currently assessed by the City if the water bill is not paid within 15 days of billing violates the City's water billing ordinance and is a windfall to the City. The delinquent fees are moneys to which the City is not entitled.

We ask that the City review its water billing practices for our account and for those accounts of all residents and customers of Garden Ridge Water for inappropriately charged

PROPOSED 2016 BUDGET AND 2015 TAX RATE CALENDAR

July 9	Proposed 2016 Budget presented to Council Special Council meeting (Budget Worksession #1)
July 20	Special Council meeting (Budget Worksession #2)
July 25	Appraisal District submits 2015 Certified Values
July 27	Special Council meeting Budget Worksession #3 File Proposed 2016 Budget with City Secretary
August 1 – 5	Comal County Tax Office calculates 2015 tax rate
August 5	Regular City Council meeting City Council approves tax rate proposal (if available)
August 8	2015 Tax Rate calculation published
August 13	Special City Council Meeting Approve tax rate proposal (only if not accomplished in August 5 meeting)
August 14	Publish notice of Public Hearing on 2016 Budget Publish notice of Tax Rate Public Hearings Publish Notice of 2015 Tax Year Proposed Property Tax Rate
August 24	Special City Council Meeting: Budget Public Hearing on the proposed 2016 Budget 1 st Tax Rate Public Hearing on 2015 tax rate proposal
August 25	Publish Notice of Vote on Tax Rate
August 27	Special City Council Meeting 2 nd Tax Rate Public Hearing on 2015 tax rate proposal
September 2	Regular City Council Meeting: Adopt 2016 Budget Adopt 2015 Tax Rate
September 4	Submit 2015 Tax Rate ordinance to Comal County Tax Office
September 16	File 2016 Budget with Comal County Clerk's Office

GARDEN RIDGE COMMUNITY CENTER MONTHLY REPORT

2015

May21st thru June 20th

New Events Booked in Current Month	Charged	8
	No Charge	0

2014-2015

Total Number of Events for the Month	7
Events cancelled in for the Month	0
Total Number of Days in Use for the Month	9
Wildflower Room Only	

2013-2014

Total Number of Events for the Year	81
Total Number of days Used for the Year	261
Total Number cancelled for the Year	4
Wildflower and Bluebonnet Room	

Past years	# of Events	# of Days
2011-2012	76	257
2010-2011	72	241
2009-2010	65	208
2008-2009	67	199
2008	53	190
2007	58	183
2006		139
2005		116
2004		81

CITY OF GARDEN RIDGE BUILDING REPORT

5/21/2015 THRU 6/20/2015

MAJOR PERMITS

Permit #	Address	Builder	Sq Ft.	Value \$	Permit Fees
0837 -15	8318 Garden Arbor	Chesmar Homes	4,664	\$ 606,320.00	\$ 3,998.40
0853 -15	22111 Cristobal	Chase NB Enterprise	6,236	\$ 810,680.00	\$ 4,941.60
TOTAL			10900	\$ 1,417,000.00	\$ 8,940.00

MINOR PERMITS

Permit #	Address	Builder	Project	Permit Fees
0838 -15	21732 Fairview Dr.	Friesenhahn & Marbach	Addition & Outdoor Kitchen	\$ 466.20
0839 -15	8319 Wild Wind Park	Richard Walenta	Fence	\$ 125.00
0840 -15	19423 Arrowood Place	Cravens Plumbing	Minor Plumbing	\$ 100.00
0841 -15	9630 Trophy Oaks	Rodney Murchy	Pergola	\$ 102.40
0842 -15	19827 Brandywine Cv.	Aardvark Building Services	Pergola	\$ 225.00
0843 -15	9020 Sumac Cv.	Villa Inn	Fence	\$ 125.00
0844 -15	8610 Turner Ridge	Alco Creative Buildings	Outbuilding	\$ 100.00
0845 -15	8410 Twisted Oaks	City Fence	Fence	\$ 125.00
0846 -15	9023 Cinnabar Ct.	Pool Concepts	Pool, Deck	\$ 578.20
0847 -15	21830 Park View Dr.	Impact Electric	Minor Electric	\$ 125.00
0848 -15	9330 Tuscan Hills	Lancaster Co.	Fence	\$ 125.00
0849 -15	21245 Stans Circle	Mia Vu Plumbing	Minor Plumbing	\$ 100.00
0850 -15	9424 Teakwood Lane	Norwest Roofing	Addition	\$ 317.00
0851 -15	19808 Regency Run	Marco Torres	Arbor & Patio Cover	\$ 412.16
0852 -15	8425 Twisted Oaks	Lone Star State Const.	Deck	\$ 275.00
0854 -15	8322 Wild Wind Park	Impact Electric	Minor Electric	\$ 125.00
0012 -15	20210 Bat Cave Rd.	Bantz Heating & AC	Minor HVAC	\$ 100.00
TOTAL				\$ 3,525.96

TOTAL MAJOR FEES FOR THE MONTH	\$ 8,940.00
TOTAL MINOR FEES FOR THE MONTH	\$ 3,525.96
TOTAL ALL PERMIT FEES FOR THE MONTH	\$ 12,465.96

TOTAL MAJOR PROJECTS VALUE FOR THE YEAR	\$ 7,983,820.00
TOTAL MAJOR PROJECTS SQ FT. FOR THE YEAR	61,414.00

TOTAL MAJOR PERMIT FEES FOR THE YEAR	\$ 50,980.06
TOTAL MINOR PERMIT FEES FOR THE YEAR	\$ 20,886.66
TOTAL ALL PERMIT FEES FOR THE YEAR	\$ 71,866.72

Account Management - (View)

File Edit Options Functions Consoles Help

Account Number 20-3535-00 New Occupant

Zone 01 * Notes

Address 9219 GARDEN RIDGE DRIVE

Name CARPENTER, RALPH/ALICIA

General Metered Non-Metered Financial Information Comments History Consumption History Service Orders Devices

Mailing Address

Attention

Address 9219 GARDEN RIDGE DR
SAN ANTONIO, TX
78266-2334, R016

Profile

Statement Bill

Statement Group

Class RI RESIDENTIAL INSIDE

E-Mail

Exceptions

HOME PHONE 723-6249

WORK PHONE

Account Details

Status Active

Start Date 2/16/2004

Bill Thru Date 5/22/2015

Last Bill Date 5/31/2015

Balance 4.00

Pending Activity 0.00

Credit History Bill: 12 Cut: 0 Pen: 0

Deposits 0.00

Cutoff N/A

Contracts 0.00

Draft N/A

Edit This Record

Clear

View water

6/8/15 Steven, Mrs Carpenter called to let us know she was very pleased with Duane's efforts to make a doe leave her yard & chased it away from her fence when it come back & showed her how to scare it away if it tried to come back.

J.H.

Library Report

July, 2015

~We enrolled 18 new patrons this month.

~There were 651 visitors between May 27 and June 23 with 1074 items being checked out. This is due to the increased flow of students coming into the library and the story hour circulations.

~134 new items were added to the collection.

~Since January 1, we have deleted 234 books due to lack of circulations or poor condition. Sometimes weeding is a necessary process in any library in order to make space for fresh, new materials for readers.

Lunch –n- Learn Class: “Going Green for Less Green”

Taught by Richard Wackerbarth, June 10 12

Lunch-n-Learn Class: “Native and Adapted Texas Plants”

Taught by Lee Franzel, June 24 24

We have begun the summer Story Hours. On Thursday mornings preschoolers come at 10:30 where there are stories, crafts and snacks. On Thursday afternoons we host the youngest group from Garden Ridge Elementary’s Boys & Girls Club by reading stories and doing a craft.

GRES Story Hour, June 11 24

Preschoolers Story Hour, June 18 15

GRES Story Hour, June 18 24

Water Managers
Monthly Department Report
Jun-15

	2014						2015						Report Date Actual Month
	Edwards		Trinity		Quarterly Acre Feet	Total Acre Feet	Edwards		Trinity		Total Acre Feet	Quarterly Acre Feet	
	Gallons	Acre Feet	Gallons	Acre Feet			Gallons	Acre Feet	Gallons	Acre Feet			
January	0	0.00	16,743,000	51.38		51.38	2,633,000	8.08	11,167,000	34.27	42.35		Actual
February	1,000	0.00	17,438,000	53.52		53.52	324,000	0.99	14,774,000	45.34	46.33		Actual
March	567,000	1.74	20,501,000	62.92	169.56	64.66	14,394,000	44.17	1,922,000	5.90	50.07	138.76	Actual
April	5,793,000	17.78	25,304,000	77.66		95.43	17,561,000	53.89	327,000	1.00	54.90		Actual
May	6,107,000	18.74	24,441,000	75.01		93.75	8,147,000	25.00	8,066,000	24.75	49.76		Actual
June	27,186,000	83.43	4,145,000	12.72	285.33	96.15	1,394,000	4.28	14,381,000	44.13	48.41	153.06	Actual
July	30,026,000	92.15	6,424,000	19.71		111.86	0	0.00	0	0.00	0.00		6/1-6/21
August	27,471,000	84.31	12,003,000	36.84		121.14	0	0.00	0	0.00	0.00		
September	19,419,000	59.59	8,904,000	27.33	319.92	86.92	0	0.00	0	0.00	0.00	0.00	
October	13,667,000	41.94	14,646,000	44.95		86.89	0	0.00	0	0.00	0.00		
November	14,967,000	45.93	1,806,000	5.54		51.47	0	0.00	0	0.00	0.00		
December	16,152,000	49.57	332,000	1.02	188.95	50.59	0	0.00	0	0.00	0.00	0.00	
TOTAL	161,356,000	495.18	152,687,000	468.58		963.76	44,453,000	136.42	50,637,000	155.40	291.82		Total EAA Allocations 1,054.89
EAA Stage 3 , -35%, Available 630.14 Ac/Ft, Unused 134.96 Ac/Ft													
Current Edwards Permits													
Allocated Pumpage			CO00139	P100-767	484.071		Acre Feet	Year Comparison: January/December – January/December 2014 2015					
Purchase			BE 00109I	P100-327	2.000		Acre Feet	Edwards: 39,654,000 gals 121.69 ac/ft. 44,453,000 gals 136.42 ac/ft.					
Purchase			ME 00417D	P101-185	1.301		Acre Feet	Trinity: 108,572,000 gals 333.21 ac/ft. 50,637,000 gals 155.40 ac/ft.					
Purchase			ME 00479I	P101-315	3.895		Acre Feet	Total: 148,226,000 gals 454.90 ac/ft. 95,090,000 gals 291.82 ac/ft.					
Purchase			UV 00437I	P101-699	2.000		Acre Feet	Difference from 2014 – 2015: 53,136,000 gals 163.08 ac/ft. less usage					
Purchase			UV 00461I	P101-752	4.000		Acre Feet	Water Connections: 2014 – 1518 2015 - 1545					
Purchase			UV 00478I	P101-801	2.000		Acre Feet	Avg. Daily Usage for June 2015: 751,190.476 gals					
Purchase			UV 00537H	P101-959	2.000		Acre Feet	Avg. usage per connection for June 2015: 10,210.356 gals					
Purchase			UV 00576I	P102-040	14.000		Acre Feet	Avg. connections 2014: 1532 Avg. usage per connection for 2014: 204,988.903 gals					
Purchase			UV 00630G	P102-146	1.760		Acre Feet						
Purchase			BE 00081AE	P100-200	62.000		Acre Feet						
Transfer			CO00119AA	P102-564	0.660		Acre Feet						
Transfer				P103-312	4.500		Acre Feet						
Transfer				P102-416	2.000		Acre Feet						
Transfer				P106-186	1.000		Acre Feet						
Transfer	Keith Zar Pools				400.000		Acre Feet						
Lease	City of Schertz				65.000		Acre Feet						
Lease	M. Friesenhahn			P100-745			Acre Feet						
Lease	Lloyd Loehman			P107-429	3.000		Acre Feet						
Lease	BVFD			P102-302	-0.300		Acre Feet						
Total Edwards Allocations Available							1,054.89	Acre Feet					

Monthly Well Progress Report

Trinity Well Status: Static Level: June 1st: 204.3' June 21st: 211.5' Inc. /Dec: - 11.2'

GPM: 850 Pumping Level: June 1st: 166.5' June 21st: 170.1' Inc. /Dec: - 3.6'

Edwards Wells Status: Static Level: June 1st: 53.2' June 21st: 59.2' Inc. /Dec: + 6.0'

New Meter Installations	3	Meter Replacement	18	Main Breaks	0
New Service Line Inspections	5	Service Line Replacement	0	Service Line Leak Repair	5
Irrigation System Inspections	5	Fire Hydrant Maintenance	15	Leak Adjustment	2
Toilet Rebates	1	Washing Machine Rebates	0	Water Heater Safety Inspections	2

Projects:

CIP.

Trinity Well #2:

Public Works

May 20, 2015—June 20, 2015

Street and Right of Way Maintenance

Right of ways shredded	7
Street repairs	2

Storm water Drainage Facility and Easement Maintenance

Outfalls inspected:	19
Detention/Retention ponds inspected:	18
Trash pickup:	FM3009 , FM 2252 , Doerr Ln. , Nacogdoches Loop
Drainages mowed	2
Re graded drainage channels	3

Park and City Facility/Property Maintenance

City Hall:	cleaned gutters/sealed cracks and weatherproofed buildings.
Parks mowed:	2
Community Center Mowed:	2

Animal Control

Domestic Animal Apprehensions:	Dogs 11	Cats 12	YTD	Dogs 38	Cats 30
Nuisance Complaint Calls :	0		YTD	0	
Animal Bite Calls :	0		YTD	0	
Deer Carcass Disposals:	20		YTD	91	
Raccoon :	6		YTD	16	
Opossum :	2		YTD	20	
Skunks :	3		YTD	16	
Other: 1 Squirrels -- 1 bird-- 7 Turtle—1 snake--- 1 armadillo			YTD	42	

Hunters for the hungry animal donations : Deer 0/Wild Hogs 0	YTD	0
Total animal control apprehensions/pickups for 2015:	YTD	253
Animal transferred to adoption agency:	YTD	3
Animals returned to owners:	YTD	27
Animals' adopted:	Dogs. 0 Cats 1	YTD 2
Current animals in city's care:	Dogs. 5 Cats. 13	
Animals ready for adoption:	Dogs. 0 Cats. 0	

Special Note

Oak Wilt Update:

None Found

City Hall Landscaping: Ongoing



GARDEN RIDGE POLICE DEPARTMENT

JULY
MAY 21ST – JUNE 20TH

CALLS FOR SERVICE

Location	Calls	Code	Water	Total
ARROWOOD	0			0
BAT CAVE ROAD	8			8
BINDSEIL	3			3
COUNTRY OAK ESTATES	3			3
ENCLAVE AT GARDEN RIDGE	3			3
FM 2252	15			15
FM 3009	17			17
FOREST WATERS	5	1		6
GARDEN RIDGE ESTATES	26	5		31
GEORG RANCH	13	1		14
MUNICIPAL COMPLEX	4	1		5
NACOGDOCHES LOOP	0			0
OAK MEADOW ESTATES	1			1
PARK LANE ESTATES	2			2
REGENCY OAKS	2			2
SCHOENTHAL ROAD	0			0
THE FOREST OF GARDEN RIDGE	3			3
THE PARK AT GARDEN RIDGE	2			2
TROPHY OAKS	2			2
TWISTED OAKS	0			0
WILD WIND	1			1
WOODLANDS OF GARDEN RIDGE	0			0
COUNTY	12			12
OTHER	3			3
TOTALS	125	8	0	133

ARRESTS – 23
ALARM PERMITS – 0
CRASHES – 2

ALARMS – 24
SOLICITOR PERMITS – 0

Location	Units	Injury	Fatal	Type
22000 Blk FM 3009	1 vehicle	1	0	CR3
20500 Blk FM 3009	1 vehicle vs. Deer	0	0	CR2

ENFORCEMENT (428) ***Citations – 128** ***Warnings – 300**

INCIDENTS and ARRESTS

- 5/21/15- While conducting a follow up, Ofc. Mongrell arrested the subject for Possession of Marijuana, Possession of Drug Paraphernalia and a Warrant for a previous Possession of Marijuana charge.
- 5/23/15- After being stopped for a defective brake lamp, Ofc. Simkins arrested the subject for NO DL.
- 5/27/15- After being stopped for no front LP, Ofc. Simkins arrested the subject for NO DL.
- 5/27/15- After being stopped for no front LP, Ofc. Acosta arrested the subject for a DWLI w/ No Insurance.
- 5/27/15- After being stopped for a defective brake lamp, Ofc. Simkins arrested the subject for DWLI w/ Alcohol Related Suspension.
- 5/31/15- After being stopped for an expired registration, Ofc. Pelata arrested the subject for DWLI w/ No Insurance.
- 6/1/15- After being stopped for an expired registration, Ofc. Acosta arrested the subject for DWLI w/ Alcohol Related Suspension.
- 6/1/15- After being stopped for failing to signal turn, Ofc. Mongrell arrested the subject for NO DL.
- 6/1/15- After being stopped for speeding 50/40, Cpl. Thoemke arrested the subject for DWLI w/ Alcohol Related Suspension.
- 6/2/15- After being stopped for disregarding a stop sign, Ofc. Acosta arrested the subject for DWLI.
- 6/2/15- After being stopped for a defective brake lamp, Ofc. Simkins arrested the subject for NO DL.
- 6/4/15- After being stopped for speeding 74/50, Ofc. Oehler arrested the subject for NO DL.
- 6/6/15- While conducting an investigation on a disturbance, Ofc. Dennis arrested the subject for Assault – Family Violence.
- 6/6/15- After being stopped for disregarding a red light, Ofc. Mongrell arrested the subject for NO DL.
- 6/7/15- After being stopped for an expired registration, Ofc. Simkins arrested the subject for DWLI.
- 6/10/15- After being stopped for no front LP, Ofc. Acosta arrested the subject for NO DL.
- 6/10/15- After being stopped for no front LP, Ofc. Simkins arrested the subject for NO DL.
- 6/10/15- After being stopped for an expired registration, Ofc. Acosta arrested the subject for DWLI w/ Alcohol Related Suspension.
- 6/15/15- After being stopped for no front LP, Ofc. Simkins arrested the subject for a Traffic Warrant.
- 6/17/15- After conducting a high water rescue at a low water crossing, Ofc. Dennis arrested the subject for Possession of Marijuana and Possession of Controlled Substances.
- 6/17/15- After being stopped for speeding 52/40, Ofc. Dennis arrested the subject for a criminal mischief warrant.
- 6/18/15- After being stopped for no front LP, Ofc. Pelata arrested the subject for DWLI w/ Alcohol Related Suspension.
- 6/20/15- After being stopped for failing to signal turn, Ofc. Mongrell arrested the subject for Possession of Marijuana and Possession of Alcohol by a Minor.

INFORMATION

The Garden Ridge Police Department and Citizens Police Academy Alumni Association are partnering to offer ***Refuse To Be A Victim®***; a four-hour, nationally-certified crime prevention seminar. Attendees will be provided practical information to help develop their own Personal Safety Strategies through awareness and avoidance of criminal attacks.

Refuse To Be A Victim® will be held in the Garden Ridge City Council Chambers on July 25th from 10am to 2:30pm with lunch (provided) from 1200-1230. This seminar, typically \$50 per person, will be **FREE** to Garden Ridge residents and their families. Space is limited, so please call the GRPD at 210-651-6441 to reserve your slot in this important seminar. You can ***Refuse To Be A Victim®***!

TRAINING

- ♦ “Sexual Assault & Family Violence Investigator”
 - Lt. Daniel Bellinger