



City of Garden Ridge

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

AGENDA CITY COUNCIL REGULAR MEETING WEDNESDAY, AUGUST 5, 2020, 6:00 P.M.

The Garden Ridge City Council will meet in a regular session on Wednesday, August 5, 2020, at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted providing time, place, date, and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. City/Employee Recognitions/Employee Introductions

- a) Thank you card from Asa Banks to Officer Hackenberg.
- b) Thank you note from Randy Maschek to the Water Department.

5. Citizen Comment Period – limited to 30 minutes total

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

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

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

6. Consent Agenda

THESE ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS WILL BE HELD UNLESS REQUESTED BY A COUNCILMEMBER. PUBLIC COMMENT ON THESE ITEMS MAY BE HEARD DURING CITIZENS' PARTICIPATION; HOWEVER, THAT DOES NOT MEAN THE ITEM WILL BE CONSIDERED OUTSIDE THE CONSENT AGENDA.

- a) Approval of Minutes for the July 1, 2020, City Council Regular Meeting.
- b) Approval of Minutes for the July 22, 2020, City Council Special Meeting.
- c) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – June 30, 2020.

- d) Ordinance No. 11-082020 An Ordinance of the City Council of the City of Garden Ridge, Texas, establishing a comprehensive set of permit fees, service fees, and user fees designed for the health, safety, and welfare of the residents; providing a separate schedule of fees which outlines functions and activities which require a permit, have a service fee, or have a user fee; providing for a penalty of a fine of not less than one hundred dollars (\$100.00), nor more than two thousand dollars (\$2000.00) for each violation involving safety, zoning, or public health; providing for a penalty of a fine of not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500.00) for each violation not involving safety, zoning, or public health; providing for each day of continued violation of this ordinance being considered a separate violation; providing for a time limit for the validity of permits and licenses issued; providing for severability; and declaring an effective date.

7. Staff Reports

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

- a) City Administrator Monthly Activity Report.
- Community and Event Center usage/financial report, Building Permits issued to date for residential, commercial, and minor construction projects, City Council ideas/suggestions, communication efforts, citizen concern/input, upcoming events, personnel updates, and continuity of operations.
- b) Police Department Monthly Activity Report.
- Traffic and code compliance enforcement, criminal activity, upcoming events, and continuity of operations.
- c) Public Works Monthly Activity Report.
- Street and right-of-way maintenance, drainage facility and easement maintenance, City parking lots and facility maintenance, Animal Services (domestic and wild), projects, and continuity of operations.
- d) Water Department Monthly Activity Report.
- Water pumping/usage from City wells, water system infrastructure maintenance/repairs/projects, leak adjustments, water and/or drought management (current watering stage), and continuity of operations.
- e) Library Monthly Activity Report.
- Upcoming events and continuity of operations.

8. City Engineer Projects Status Reports

- a) FM 2252 TxDOT Project.
- b) FM 2252 Wastewater Project.
1. Review and discuss solicitation of bids.
 - 1.1. Take action to authorize the solicitation of bids regarding Force Main Sanitary Sewer Project.
 - 1.2. Take action to authorize the solicitation of bids regarding Supply of Goods and Special Services for Grinder Pump Equipment, Installation, On-Call Emergency Service and Repair, and Service Agreement.
 - 1.3. Take action to authorize the solicitation of bids regarding Special Services for Bulk Wastewater Pumping, Hauling, and Disposal.

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

- a) Planning and Zoning Commission:
1. Receive monthly activity update as applicable.
- b) Quarry Commission:
1. Take action on the resignation of Commissioner Mark DuBois.
 2. Receive monthly activity update as applicable.

- c) Water Commission:
 - 1. Request for water leak adjustment for 9296 Garden Ridge Drive for the billing period of April 23, 2020 – May 21, 2020.
 - 1.1. Receive recommendation from Water Commission.
 - 1.2. Take action on recommendation.
 - 2. Advanced Metering Infrastructure System (AMI) and Meter Data Management System (MDMS).
 - 2.1. Receive recommendation from Water Commission.
 - 2.2. Take action on recommendation.
 - 3. Receive monthly activity update as applicable.
- d) Wildlife Management Advisory Commission:
 - 1. Receive monthly activity update as applicable.
- e) Parks Committee:
 - 1. Receive monthly activity update as applicable.
- f) *Volunteer Garden Ridge!*
 - 1. Receive monthly activity update as applicable.

10. Approvals/Authorizations

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

- a) 2020 Tax Rates.
 - 1. Review the 2020 No-New-Revenue, Voter-Approval, and De Minimis Tax Rate Calculations.
 - 2. Propose, by record vote, a tax rate for the 2020 tax year.
 - 3. Announce date, time, and place of 2020 Tax Rate Public Hearing and Adoption.
- b) COVID-19.
 - 1. Discuss status, updates, response, and matters related to the COVID-19 Virus.
 - 2. Ordinance No. 210 meeting requirements and possible action for exceptions during COVID-19.
 - 3. Take possible action on matters related to the COVID-19 Virus, if needed.

11. Updates

- a) City Administrator Reports.
 - 1. Upcoming City Council Special Meetings and Public Hearings.
 - 2. Update on Oak Wilt.
 - 3. Finalization of investigation report on complaint against Chief Eberhardt and Officers of the Garden Ridge Police Department.
- b) City Council Projects.
 - 1. Post Office Update (Councilmember Bower).
- c) Mayor's Projects.
 - 1. Communication Report.
 - 2. Citizen Contact Report.

12. Discussion of Future Agenda Items

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

14. Reports and Comments from Mayor and City Councilmembers

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

Alamo Area Metropolitan Planning Organization
 Boy Scouts and/or Girl Scouts

City of Garden Ridge sponsored events and outreach efforts
Comal ISD (Garden Ridge Elementary School/Danville Middle School/Davenport High School)
Counties (Bexar/Comal/Guadalupe)
Garden Ridge Lions Club
Garden Ridge Citizen Police Academy Alumni Association/Citizen Patrol
Garden Ridge Women's Club
Greater Bexar County Council of Cities
Northeast Partnership

15. Executive Session

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

- a) Pursuant to Texas Government Code Section 551.071(1)– Consultation with Attorney.
 1. To seek legal advice in connection with deliberating the purchase, lease, exchange, or value of real property and regarding related negotiations for City building projects, and utility projects.
 2. To seek legal advice regarding requirements for Comal County Emergency Services and authority to contract for such services through an interlocal agreement.

16. Business Items

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

17. Adjournment

AGENDA NOTICES:

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

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

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

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

This is to certify that I, Kat Balbi, posted this Agenda at 5:00 p.m. on July 30, 2020, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.



Kat Balbi
Assistant City Secretary

City Secretary

From: Jill Acha
Sent: Friday, July 3, 2020 10:11 AM
To: City Secretary
Cc: Ron Eberhardt
Subject: Kudos for Corey from Asa Banks
Attachments: Banks Thank you for Corey Hackenberg.pdf

Jill



Dear: Police department

Thanks for taking time away from
your schedule to come to my birthday
party. You guys made it special.

From: Asa Banks

Asa Banks

Garden Ridge Tx 78266

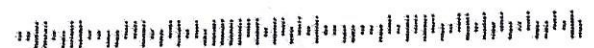
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SAN ANTONIO TX 78201

29 JUN 2020 PM 3 L

78266



Police department
9400 Municipal Pkwy
San Antonio Tx 78266



Water

From: Randy Maschek
Sent: Friday, July 3, 2020 8:42 AM
To: Water
Subject: [EXTERNAL] Leak Adjustment Consideration for 22024 Senna Hills Dr
Attachments: Water Leak Adustment 22024 Senna Hills Dr.pdf

Mr. Parsons,

Attached is a leak adjustment report for 22024 Senna Hills Dr for your consideration. I would also like to tell you that you have great folks working for you at the water department. They are very responsive, helpful, and super courteous. Please let them know that the citizens of Garden Ridge really appreciate all they do. Happy 4th of July. Randy Maschek



City of Garden Ridge

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

MINUTES CITY COUNCIL REGULAR MEETING WEDNESDAY, JULY 1, 2020, 6:00 P.M.

Councilmembers Present:

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

Councilmembers Absent:

None

City Staff Present:

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

City Commission Representatives Present:

Dr. Jim Miller, Chair, Planning and Zoning Commission
Jesse Valdez, Chair, Water Commission
Johnell Holly, Chair, Quarry Commission
Ken Kneupper, Vice-Chair, Wildlife Management Advisory Commission

Other City Commissioners in Attendance:

Keven Harshbarger, Vice-Chair, Water Commission
Dr. Richard Carmichael, Water Commissioner
David Heier, Planning and Zoning Commissioner

1. Call to Order

With a quorum of the City Councilmembers present, Mayor Thompson called the regular meeting of the Garden Ridge City Council to order at 6:00 p.m. on Wednesday, July 1, 2020, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Roll Call: See above.

3. Pledge of Allegiance: Mayor Thompson led the Pledge of Allegiance and the Texas Pledge.

4. City/Employee Recognitions/Employee Introductions

a) Thank you card from Main Glass & Mirror, Co. to the Police Department.

Nancy Cain, City Administrator, stated a thank you card was received from Main Glass & Mirror, Co. to the Police Department for all that they do.

b) Recognition of Employee Service Years with the City of Garden Ridge.

Nancy Cain, City Administrator, recognized employees with anniversary dates in the month of July for their hard work, dedication, and tenure with the City. This recognition included: Ofc. Richard McMahan-12 years, Kat Balbi-2 years, and Ofc. Bryan Pelata-7 years.

5. Citizen Comment Period – limited to 30 minutes total

Mayor Thompson reviewed the rules for Citizen Comment Period.

Shelby Trial, 21657 Forest Waters Circle, spoke regarding the 4th of July Parade and Celebration.

6. Consent Agenda

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a) Approval of Minutes for the June 3, 2020, City Council Regular Meeting.

b) Financial Statement, Summary Report, and Management's Discussion and Analysis of Results of Operations – May 31, 2020.

c) Bexar Metro 9-1-1 Network's Proposed Fiscal Year 2020 Budget.

d) Approval of employee benefits for fiscal year 2021 and authorization for City Administrator to negotiate contracts with Texas Municipal League IEBP.

Motion: A motion was made by Councilmember Swint, seconded by Mayor Pro-Tem McCaw, to approve Consent Agenda items a)-d). The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

7. Staff Reports

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

a) City Administrator Monthly Activity Report.

Nancy Cain, City Administrator, provided City Council with an update on citizens watching the City Council meetings online and spoke regarding the City of Garden Ridge Shred Event. She stated the Shred Event was successful, with approximately 6,000 pounds of paper shred, and the Suzanne Kuntz Real Estate Team expressed they would like to sponsor this event again next year.

Karen Ford, Finance/HR, spoke regarding revenue losses, additional expenditures, and the budgetary impact due to COVID-19.

Marisa Spencer, City Secretary, spoke regarding precautionary public health measures implemented at City Hall and continuity of operations related to the Administrative Department. She stated staff remains available by phone and email during regular business hours with in-person interactions available from 9am-12pm as well as by appointment. She spoke regarding the Utility Clerk position, telephonic and videoconference meetings, and the new pay by phone option for utility customers called Interactive Voice Response (IVR).

b) Police Department Monthly Activity Report.

Chief Eberhardt reviewed the monthly activity report and spoke regarding continuity of operations related to the Police Department and Municipal Court. He stated Lt. Bellinger, along with Municipal Court staff, worked with the Presiding Judge and Comal County Office of Public Health to develop an operating plan for approval by the Office of Court Administration in order to conduct in-person court proceedings.

Mayor Thompson thanked all City Employees involved with continuity of operations related to Municipal Court for executing an impressive and smooth operation and thanked the Police Department for continuing to ensure the safety of the community. Mayor Thompson provided City Council with an update on his session with the Police Department where he expressed the City's respect, support, and appreciation of the department.

c) Public Works Monthly Activity Report.

Steven Steinmetz, Public Works Director, reviewed the monthly activity report and spoke regarding continuity of operations related to the Public Works Department. He spoke regarding dumpster weekends in July and stated dumpsters will open at 12pm on Saturday, July 4th.

d) Water Department Monthly Activity Report.

Jacob Parsons, Water Manager, reviewed the monthly activity report and spoke regarding continuity of operations related to the Water Department.

e) Library Monthly Activity Report.

Linda Crosland, Librarian, reviewed the monthly activity report and spoke regarding continuity of operations related to the Library. She expressed appreciation to the Library Volunteers for assisting with and abiding by safety and sanitation protocols in place at the Library.

8. City Engineer Projects Status Reports

Pat Lackey, City Engineer, reviewed the Trihydro Corporation – Engineering Report for July 2020 and addressed questions from Councilmembers. The topics of discussion included the following items: FM 2252 TxDOT Project and FM 2252 Wastewater Project.

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

a) Planning and Zoning Commission:

1. Receive monthly activity update as applicable.

Chair Dr. Miller provided City Council with an update on the ordinance revision process relating to the draft zoning ordinance and addressed questions from Councilmembers. He also spoke regarding the Commission receiving a presentation from Overman Properties regarding Garden Homes.

b) Quarry Commission:

1. Receive monthly activity update as applicable.

Chair Holly provided City Council with an update on recent Commission meetings and blasting operations, stating all recent blasts have been well below the blasting limits outlined in Ordinance No. 34.

c) Water Commission:

1. Request for water leak adjustment for 8323 Shining Elk for the billing period of February 20, 2020 – March 23, 2020.

1.1. Receive recommendation from the Water Commission.

Chair Valdez provided City Council with a summary of the Commission's discussion regarding this request. He stated the Commission recommends the Water Manager's proposal of a credit in the amount of \$525.23 for approval by City Council, adding the amount is based on calculating the cost of water lost at the lowest tier rate.

1.2. Take action on recommendation.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Swint, to approve the Water Commission's recommendation for request for water leak adjustment for 8323 Shining Elk for the billing period of February 20, 2020 – March 23, 2020, and credit the account in the amount of \$525.23. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

2. Request for water leak adjustment for 19099 FM 2252 for the billing period of February 20, 2020 – March 23, 2020.

2.1. Receive recommendation from the Water Commission.

Chair Valdez provided City Council with a summary of the Commission's discussion regarding this request. He stated the Commission recommends the Water Manager's proposal of a credit in the amount of \$6,726.42 for approval by City Council, adding the amount is based on calculating the cost of water lost at the lowest tier rate.

2.2. Take action on recommendation.

Motion: A motion was made by Mayor Pro-Tem McCaw, seconded by Councilmember Arvidson, to approve the Water Commission's recommendation for request for water leak adjustment for 19099 FM 2252 for the billing period of February 20, 2020 – March 23, 2020, and credit the account in the amount of \$6,726.42. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

3. Request for water leak adjustment for 21729 Forest Waters Circle for the billing period of April 23, 2020 – May 21, 2020.

3.1. Receive recommendation from the Water Commission.

Chair Valdez provided City Council with a summary of the Commission's discussion regarding this request. He stated the Commission recommends the Water Manager's proposal of a credit in the amount of \$581.97 for approval by City Council, adding the amount is based on calculating the cost of water lost at the lowest tier rate.

3.2. Take action on recommendation.

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Bower, to approve the Water Commission's recommendation for request for water leak adjustment for 21729 Forest Waters Circle for the billing period of April 23, 2020 – May 21, 2020, and credit the account in the amount of \$581.97. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

4. Receive monthly activity update as applicable.

Chair Valdez provided City Council with an update on topics discussed at the Commission's June meeting. He spoke regarding Commissioner activities and projects, leak adjustment requests, the Water Master Plan, and AMI/AMR system.

Mayor Thompson and City Council thanked Chair Valdez and the Water Commission for their expertise, hard work, preparation, and dedication in their projects as well as during leak adjustment requests.

d) Wildlife Management Advisory Commission:

1. Receive monthly activity update as applicable.

Vice-Chair Kneupper provided City Council with an update on topics discussed at the Commission's June meeting. He spoke regarding the Commission electing David Krawczynski as Chair and himself as Vice-Chair for the remaining term and addressed questions from Councilmembers.

e) Parks Committee:

1. 4th of July Parade and Celebration.

Rod Chamberlain, Parks Committee, spoke regarding the 4th of July Parade and Celebration and the first Grand Marshal for the City of Garden Ridge, General Charles "Chuck" Elia. He detailed the plans for this year's 4th of July Parade and Celebration, including safety measures for the flag raising ceremony and city spirit tour. He addressed questions from Councilmembers.

Mayor Thompson thanked the Parks Committee, City Staff, and the Police Department for their preparation efforts for the 4th of July Parade and Celebration.

2. Receive monthly activity update as applicable.

Rod Chamberlain, Parks Committee, provided City Council with an update on current and future Parks Committee efforts and projects. He spoke regarding committee membership, landscaping around the new pavilion at Paul Davis Park, and working on revisions to Ordinance No. 24.

f) Volunteer Garden Ridge!

1. Receive monthly activity update as applicable.

Nancy Cain, City Administrator, stated *Volunteer Garden Ridge!* reported 117 hours for the month of June, despite the necessary COVID restrictions.

10. Approvals/Authorizations

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

a) COVID-19.

1. Discuss status, updates, response, and matters related to the COVID-19 Virus.

Mayor Thompson provided City Council with an update on the status and actions taken at the federal, state, and local level in response to COVID-19. He spoke regarding Governor Abbott's Executive Order GA-28 and Comal County Judge Krause's Executive Order SK-03. He spoke regarding the increased testing related to COVID-19 and continuity of operations related to City parks and the Community and Event Center.

Nancy Cain, City Administrator stated the City currently does not have any park rentals for July or August and any scheduled meetings at the Community and Event Center will be in the Wildflower Room in order to maintain social distancing.

Mayor Thompson spoke regarding the Community Blood Drive sponsored by the City of Garden Ridge and the Garden Ridge Lions Club that was held at the Community and Event Center in June. He stated this blood drive was a huge success, with all appointment times filled, and blood donations tested for the COVID-19 antibody.

Mayor Thompson and City Council discussed the 4th of July Parade and Celebration presented by the Parks Committee, including the plan and details for a flag raising ceremony followed by a city spirit tour led by the first Grand Marshal for the City of Garden Ridge.

2. Take possible action on matters related to the COVID-19 Virus, including 4th of July Parade and Celebration, if needed.

Motion: A motion was made by Councilmember Lantzy to conduct only the flag raising ceremony and to cancel the parade. There was no second; therefore, the motion died.

Motion: A motion was made by Councilmember Swint, seconded by Councilmember Lantzy, to cancel this year's 4th of July Parade and Celebration in its entirety. The City Council voted three (3) for (Councilmember Swint, Councilmember Lantzy, and Councilmember Bower) and two (2) opposed (Mayor Pro-Tem McCaw and Councilmember Arvidson). The motion passed by a vote of 3-2.

11. Updates

a) City Administrator Reports.

1. FY2021 Budget and 2020 Tax Rate Calendar.

Nancy Cain, City Administrator, spoke regarding the Fiscal Year 2021 Budget and 2020 Tax Rate Calendar as well as the process for adopting the budget and tax rate.

2. Update on Oak Wilt.

Nancy Cain, City Administrator, provided City Council with an update on Oak Wilt within the City. She spoke regarding meeting with Texas A&M Forest Service Biologist Mr. Edmonson and affected property owners to discuss possible containment and treatment efforts, including trenching. She stated the City has applied for a grant through the State of Texas to apply towards the cost to abate any oak wilt.

Steven Steinmetz, Public Works Director, provided City Council with an update on containment and treatment efforts as well as possible trenching routes

b) Mayor's Projects.

1. Communication Report.

Mayor Thompson spoke regarding the 2020 Census, stating the response rate for City of Garden Ridge is currently ranked as #2 in Texas and on average, the City of Garden Ridge has remained ranked in the top 100 of cities in the nation.

Mayor Thompson spoke regarding options for relocating the City sign on FM 2252 as well as looking into options regarding electronic signage within the City.

Mayor Thompson requested City Secretary Marisa Spencer to discuss communication efforts related to the Comal County primary runoff election. Marisa Spencer, City Secretary, spoke regarding advertising the dates and times for Early Voting on the City's website, City's sign, front doors at City Hall, monthly calendar, monthly grapevine, and social media sites. She stated the location for both Early Voting and Election Day will be the Community and Event Center.

2. Citizen Contact Report.

Mayor Thompson spoke regarding an email sent to City Council expressing concerns related to traffic on Bat Cave Road. He stated he spoke with the citizen after Chief Eberhardt investigated the concerns and requested Chief Eberhardt to update City Council on his findings. Chief Eberhardt stated over the last four and a half years the Police Department has been notified of a total of six (6) incidents that related to the citizen's concerns of traffic on Bat Cave Road, which includes four (4) fatally wounded deer and two (2) property damage reports involving mailboxes and a tree.

Mayor Thompson spoke regarding a citizen expressing concerns related to a building on Bat Cave Road during the previous City Council meeting. He reported that after looking into this concern, it was determined that the building was approved by the Building Inspector and meets all requirements of the City's Ordinances.

12. Discussion of Future Agenda Items

None at this time.

13. Citizen Comment Period – limited to 20 minutes total

Pam Fritz, 8927 Garden Ridge Drive, spoke regarding a building on Bat Cave Road and City Ordinances related to structures and building standards.

14. Reports and Comments from Mayor and City Councilmembers

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

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

None.

15. Executive Session

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

a) Pursuant to Texas Government Code Section 551.071(1) and 551.071(2) – Consultation with Attorney.

- 1. To seek legal advice in connection with deliberating the purchase, lease, exchange, or value of real property and regarding related negotiations for City building projects, and utility projects.**
- 2. To seek legal advice in connection with the lease, exchange, or value of real property regarding potential donation of property to City and related negotiations.**
- 3. To seek legal advice regarding requirements for Comal County Emergency Services and authority to contract for such services through an interlocal agreement.**
- 4. 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 clearly conflicts with Texas Government Code Chapter 551 – city obligations/duties and liability regarding certain internal personnel investigation - police department complaint.**

Mayor Thompson announced the City Council will recess at 8:57 p.m. and reconvene into Executive Session at 9:10 p.m., in accordance with Texas Government Code Section 551.071(1) and 551.071(2) – Consultation with Attorney to discuss and seek legal advice on the items stated above.

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

16. Business Items

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

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

17. Adjournment

Motion: A motion was made by Councilmember Arvidson, seconded by Councilmember Lantzy, to adjourn. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Wednesday, July 1, 2020, City Council regular meeting was adjourned at 10:20 p.m. by Mayor Thompson.

ATTEST

Larry Thompson
Mayor

Marisa Spencer
City Secretary

**SIGN IN TO SPEAK AT THE JULY 1, 2020
CITY COUNCIL REGULAR MEETING
CITIZEN COMMENT PERIOD**

Rules for Citizens' Participation:

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 - i. Direct your comments to the entire City Council, not to an individual member, nor to the audience.
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 - iii. End your speaking at the time allotted below.
- b) Speaking:
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 1. You are required to sign up to speak.
 2. You are limited to one 3-minute period.
 - ii. Second citizen comment period
 1. You are not required to sign up.
 2. You are limited to one 2-minute period.
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 - iv. You are only allowed to speak once per topic, unless also speaking during a posted Public Hearing.

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

NAME	ADDRESS	TELEPHONE NUMBER (OPTIONAL)	SUBJECT
1. SALLOY TRIAL	21657 FOREST WATERS CIR.		9th of July Parade
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

LAST ITEM

JULY 1, 2020
CITY COUNCIL REGULAR MEETING
SECOND CITIZEN COMMENT PERIOD

	NAME	ADDRESS	SUBJECT
1.	<i>Pam Fritz</i>	<i>8927 Garden Ridge Dr</i>	<i>Extra Lg. Bldg. on Bat Cove.</i>
2.			
3.			
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20.			



City of Garden Ridge

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

MINUTES CITY COUNCIL SPECIAL MEETING WEDNESDAY, JULY 22, 2020, 2:00 P.M.

Councilmembers Present:

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

Councilmembers Absent:

Councilmember Todd Arvidson

City Staff Present:

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

1. Call to Order

With a quorum of the City Councilmembers present, Mayor Thompson called the special meeting of the Garden Ridge City Council to order at 2:00 p.m. on Wednesday, July 22, 2020, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Roll Call: See above.

3. Pledge of Allegiance: Mayor Thompson led the Pledge of Allegiance and the Texas Pledge.

4. Citizen Comment Period: No one signed up to speak.

5. Consent Agenda

THESE ITEMS MAY BE ACTED UPON IN A SINGLE MOTION. NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS WILL BE HELD UNLESS REQUESTED BY A COUNCILMEMBER. PUBLIC COMMENT ON THESE ITEMS MAY BE HEARD DURING CITIZENS' PARTICIPATION; HOWEVER, THAT DOES NOT MEAN THE ITEM WILL BE CONSIDERED OUTSIDE THE CONSENT AGENDA.

a) Designate the Comal County Tax Assessor-Collector to calculate the 2020 Tax Rate for the City of Garden Ridge.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Lantzy, to approve the Consent Agenda. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

6. Business Items

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

a) FY2020 Budget Amendment #1 for the City of Garden Ridge.

Mayor Thompson reviewed the Fiscal Year 2020 Budget Amendment #1 for the City of Garden Ridge General Fund and Water Company Operation and Maintenance Fund (see attached presentation). The City Council reviewed the FY2020 Budget Amendments, and Department Heads answered questions from Councilmembers.

- 1. Take action on Resolution No. 463-072020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2020 General Fund Budget Amendment #1 for the period of October 1, 2019, through September 30, 2020.**

Motion: A motion was made by Mayor Pro-Tem McCaw, seconded by Councilmember Swint, to approve Resolution No. 463-072020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2020 General Fund Budget Amendment #1 for the period of October 1, 2019, through September 30, 2020. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

- 2. Take action on Resolution No. 464-072020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2020 Water Company Operation and Maintenance Fund Budget Amendment #1 for the period of October 1, 2019, through September 30, 2020.**

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Lantzy, to approve Resolution No. 464-072020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2020 Water Company Operation and Maintenance Fund Budget Amendment #1 for the period of October 1, 2019, through September 30, 2020. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

- 3. Take action on Resolution No. 465-072020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2020 Capital Improvements Fund Budget Amendment #1 for the period of October 1, 2019, through September 30, 2020.**

Mayor Thompson stated there are no changes to the Fiscal Year 2020 Capital Improvements Fund Budget. Therefore, no action taken.

Mayor Thompson announced the City Council will recess at 3:06 p.m. for a 10-minute break. Mayor Thompson reconvened the City Council Special Meeting at 3:16 p.m.

b) Proposed FY2021 Budget for the City of Garden Ridge.

Mayor Thompson reviewed a presentation regarding the Fiscal Year 2021 budget proposals for the City of Garden Ridge General Fund, Water Company Operation and Maintenance Fund, Interest and Sinking Fund, and Capital Improvements Fund (see attached presentation). The City Council reviewed the proposed FY2021 budgets, and Department Heads answered questions from Councilmembers.

c) File the proposed FY2021 Budget with the City Secretary.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Swint, to file the proposed Fiscal Year 2021 Budgets with the City Secretary with one (1) modification to line item 55230 Parks/Recreation of the General Fund-Public Works Expenditures, increasing the budgeted amount from \$20,100 to \$20,600. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously.

Mayor Thompson thanked Karen Ford, Finance/HR, and Department Heads for their efforts in the budget process.

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

Nancy Cain, City Administrator, reviewed the Budget and Tax Rate adoption process and schedule.

7. Citizen Comment Period: No one wished to speak.

8. Adjournment

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Bower, to adjourn. The City Council voted four (4) for and none (0) opposed. The motion carried unanimously. There being no further business, the Wednesday, July 22, 2020, City Council special meeting was adjourned at 5:20 p.m. by Mayor Thompson.

ATTEST

Larry Thompson
Mayor

Marisa Spencer
City Secretary



City of Garden Ridge

FY 2020 Budget Amendment
FY 2021 Budget Proposals



Session Overview

- 2020 Budget Amendment
 - General Fund
 - Water Fund
- 2021 Budget Proposal
 - Big Picture
 - 2020 Progress to build on & 2021 New and Continuing Programs
 - Specific budget reviews
 - General Fund
 - Water Fund
 - Interest and Sinking Fund
 - Capital Improvement Fund

First, the Schedule...



July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Council Meeting at 6pm	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Arvidson out Special Council Meeting Budget Worksession at 2pm (possible Budget filed w/ City Secretary)	23 Municipal Court at 6pm	24	25 Appraisal District submits 2020 Certified Values
26	27 Arvidson out Special Council Meeting Budget Worksession at 2pm (Budget filed w/City Secretary if not filed on July 22)	28 Water at 6pm	29	30 Comal County Tax Office calculates and submits 2020 Tax Rate	31	



August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Regular Council Meeting at 6p m (Present Tax Rates)	6	7	8
9	10	11 P&Z at 6pm	12	13 Special Council Meeting at 6p m (Budget Public Hearing and Adoption)	14	15
16	17 WMAC at 6pm	18	19	20	21	22
23	24	25 Water at 6pm	26 Special Council Meeting at 6p m (Tax Rate Public Hearing and Adoption)	27 Municipal Court at 6pm	28	29
30						



2020 Budget Amendment₁

- Purpose
 - Fine-tune current budget with up-to-date numbers
 - Apply actual revenue and expenses
- Result
 - Provide more accurate picture for 2021 budget
 - Determine realistic available reserves
 - Make potential forward investments



2020 Budget Amendment₂

- Influence(s)
 - (+) Vacant authorized/appropriated staff positions
 - (+) COVID impact on Operations, Training and Staffing
 - (+) Conservative budgeting
 - (–) Future projects engineering (G: \$113K & W: \$45K)
- Result is additional surplus in G: \$168K , W: \$16K
 - Often pay forward next FY items, this year only \$49K (Bobcat)
 - Fund Water Meter & Wastewater projects w/o debt
- Bottom line is both funds are very healthy



2020 Budget Amendment₃

- Specifics
 - General Fund
 - Water Fund



City of Garden Ridge

FY 2021 Budget Proposals

General Fund

Water Fund

Interest and Sinking Fund

Capital Improvement Fund



City Budget Big Picture ¹

- Substantial/significant progress w/ 2020 Budget & Amendment
- 2021 Budget builds on those successes
- Personnel expenses increasing again this year
 - Pay
 - 3% increase to cover Cost of Living (tbd) and Pay for Performance program
 - Set-aside for implementation of Pay Equity, Grades and Steps Program
 - Stipends for Council and Mayor
 - Benefits
 - Increased: Med (9%), Vision (5%), W. Comp (5%), SUI (.65%), Ret (.14%)
 - No Change: Dental, Life/D&D, Long/Short Disability



City Budget Big Picture ₂

- Reserves
 - 9.9 months for General Fund (9.1 in 2020, 9.1 in 2019, 10.6 in 2018)
 - 13.3 months for Water Fund (11.8 in 2020, 12.8 in 2019, 12.3 in 2018)
 - Built up in order to fund some projects w/o incurring debt
- Debt load
 - Total Debt \$11.7M
 - Healthy & relatively low at 1.48% of Estimated Appraised Value
 - Bond Market Raters accept < 5%
 - Municipalities constitutionally capped to < 10%
- Conservative philosophy is the bedrock of our budget



Property Value to Debt Ratio

City	Prop Value	Debt	%
New Braunfels	7,138,579,463	257,886,560	3.61%
Cibolo	2,089,725,081	62,590,000	3.00%
Schertz	3,761,245,673	82,217,741	2.19%
Universal City	1,447,010,917	28,439,000	1.97%
Converse	1,598,205,376	28,526,950	1.78%
Selma	1,139,076,476	17,515,000	1.54%
Garden Ridge	790,037,627	11,730,000	1.48%

Sources

Prop Values: Comal & Guadalupe County

Debt Amounts: [Comptroller.tx.gov](https://comptroller.texas.gov/transparency/) "Transparency" page



General Fund Big Picture

- General Fund balanced to surplus (+ \$5541)
- Assumptions
 - Estimated 3% tax revenue growth
 - Revenue & expenditures remain flat (vs. 2020 Budget)
- All departmental budgets increased
 - Admin: 11% (5%)*, Court: 6.4%, Library: 3.8%, Public Works: 2.4%
Community & Events Center: .4%, Police Department: .06%
 - Budgets will increase though pending personnel system improvements
 - Equity Adjustments, Grades & Steps Program
 - *Admin is holding area for pending increases in all departmental pay



Water Fund Big Picture

- Water Fund balanced to surplus (+\$1712)
- Assumptions
 - Overall revenue increase of .3%
 - Water sales increase of 1.5%
 - Increase offset by loss of projected interest revenue
- Water budget increased .2%
 - Largest increase in Personnel Services



2020 Budget Successes¹

- Personnel
 - First full year of Pay and Performance program
 - 1.7% Cost of Living (all) with 1.3% Pay for Performance available to Leadership, tied to Evaluations
- Citizen Communications & Government Transparency
 - Video live streamed/online accessible with indexed agendas for all meetings
- E-Government
 - Billing system and payment options added/improved
- Continuity of Operations
 - Emergency Management provided resources for COVID Contingency Ops
 - Remote work policies written/tested, equipment purchased
 - Library equipped to provide services in COVID environment
- Water Company
 - Sustainable path with new water rates effective Jan 2020



2020 Budget Successes₂

- Security
 - PD Park upgraded with video surveillance
 - Password Management System delivered
- Studies and Analyses
 - Wastewater system designed with extensive external coordination
- Parks
 - Park land expanded and facilities enhanced / increased Child Safe Zones
- Old City Hall complex
 - HVAC replacement
- CIP closed out



2020 Budget - Still Working

- Personnel
 - Admin cross-training improving attain “bench-strength” in all reception functions
 - Efforts slowed by COVID and position vacancies
 - Staff / Commissions training & professional development (slowed due to COVID)
- Continuity of Operations
 - Council Chambers & Conf. Room Video Teleconferencing software and equipment
- Studies and Analyses
 - Zoning and Water Ordinances
 - Water Master Plan / Transportation Master Plan pending final review and Impact Fee Committee
 - Water meter system analysis and Bid Solicitation (RFP) package prep
 - Wastewater system Bid Solicitation (RFP) package prep
- Security
 - Camera systems integration, adding critical infrastructure locations
 - City network server upgrades / User access and acceptable use protocols added/improved
 - Password Management System training pending (slowed by COVID)
- Workflow Management (Cartegraph)



New/Continuing for 2021 ₁

- E-Government and outreach
 - Continue efforts to reduce “touch operations,” paper, and mailings
 - Online improvements: Website reviews/maintenance/improvements and Social Media
- Ordinance reviews and re-writes
 - Prioritized and complete review of all ordinances
- Plat, permit, and variance recording/organizing
 - Acquire/incorporate software integration package, possibly obtain third-party assistance
- Emergency Management
 - Improve training, education, procedures and relationships
- Council Stipend creation
 - Mayor: \$250/pay period, beginning May 2021 // Budget impact 2021: \$2750, 2022: \$6500
 - Council: \$50/Council meeting, beginning May 2022 // Budget impact 2021: \$0, 2022: \$3000
 - Total Budget impact 2021: \$2750, 2022: \$9500 (75/25 General and Water Funds)
 - Implementation tied to new terms of office ~



New/Continuing for 2021 ²

- Personnel Staffing
 - Bring up to full strength
 - Continue to develop full inter-office support
- Personnel Training (Leadership & Professional)
 - Increase training and certification opportunities/incentives
 - Explore online offerings to enhance/augment traditional training
- Personnel System
 - Take next step(s) in retention, incentives and “upward mobility”
 - Work toward Market Equity
 - Create/implement city-wide personnel grades and steps
 - Leadership will develop system for implementation in FY 2021
 - Departments may develop unique criteria for steps
 - Budgeted in lump sum holdings (Admin & Water) distributed to departments when ready



New/Continuing for 2021 ³

- Two projects are planned, but not in budget (yet)
 - Currently in pre-bid solicitation phase
- Bids received in CY 2020 will be presented to Council for approval
- Funding will come from General and Water Fund Reserves
 - Based on Amended 2020 and Proposed 2021 Budget Reserve levels
 - No debt will be incurred
 - Both projects are projected to repay reserve funds (durations tbd)
 - Repayment is expected but not required to maintain adequate reserves
- Reserves will remain strong
 - Maintain higher than generally acceptable minimums (per auditor)
- Projects
 - Advanced Metering Infrastructure (AMI) system
 - 2252 Pressurized Wastewater system initial start-up



New/Continuing for 2021 ⁴

- Advanced Metering Infrastructure (AMI) System funding
- Pay for project out of Water Fund Reserves
- Water Fund Reserves more than adequate to fund project
 - While retaining Auditor-recommended set-asides

Budgeted Reserve level in 2021			\$1,831,203
Retained Reserve : 6 Months of Operations	\$ 524,310	}	
1 st Debt Serv. Pmt (83%)	\$ 559,438		- \$1,083,748
Remaining/Available for AMI project			\$ 747,455
Expected AMI project cost			\$ 700,000



New/Continuing for 2021 ⁴

- 2252 Pressurized Wastewater System
- Pay for project with General Fund Reserve loan to Water Fund
- GF Reserves more than adequate to fund project
 - While retaining Auditor-recommended set-asides

Budgeted Reserve Level in 2021	\$2,495,407
Retained Reserve : 6 Months of Operations	<u>- \$1,513,488</u>
Remaining/Available for loan to Water Fund for project	\$ 982,919
Expected project seed cost	\$ 950,000



Individual Budget Reviews

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



Next steps...

- Staff makes modifications if required
- Council files Budgets with City Secretary
- Council presents Budgets to City in Public Hearing

- Council approves Budgets...



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30						



City of Garden Ridge

FY 2021 Budget Proposals

CITY OF GARDEN RIDGE

MONTHLY ACCOUNT BALANCES & INTEREST RATES

PERIOD ENDED AS OF 06/30/2020

CITY FUNDS	BALANCE	CURRENT INTEREST RATE
GF OPERATING ACCOUNT	\$ 131,026.80	0.00%
GF MONEY MARKET	3,058,070.77	0.55%
PEG CAPITAL FEES	38,268.42	0.50%
TEXPOOL INVESTMENTS	6,596.99	0.22%
2017 I&S	2,121.28	0.45%
2012 I&S	42,839.32	0.50%
2012 REFI	22,886.99	0.50%
2015 I&S	60,014.27	0.55%
TEXPOOL WATER IMPACT FEES	170,422.81	0.22%
TEXPOOL STREET IMPACT FEES	58,980.19	0.22%
CONSTRUCTION BOND	139,181.15	0.55%
ASSET/FORFEITURE - STATE	98.12	0.08%
ASSET/FORFEITURE - FED	251,924.11	0.55%
TOTAL CITY FUNDS	\$ 3,982,431.22	

WATER FUNDS	BALANCE	CURRENT INTEREST RATE
TEXPOOL WATER INVEST	\$ 2,234.51	0.22%
WATER SURCHARGE	147,791.89	0.55%
OPERATING ACCOUNT	1,645,197.69	0.55%
TOTAL WATER FUNDS	\$ 1,795,224.09	

TOTAL ALL ACCOUNTS

\$ 5,777,655.31	
------------------------	--

CITY OF GARDEN RIDGE
CASH & INVESTMENTS STATEMENT
CURRENT AND YEAR TO DATE AS OF 06/30/2020

GENERAL FUND	BALANCE
GF Operational Checking	\$ 131,026.80
GF Money Market	3,058,070.77
TexPool Investments	6,596.99
Restricted Amounts	(245,511.15)
TOTAL AVAILABLE FUNDS	\$ 2,950,183.41

WATER FUND	BALANCE
Operational Checking	\$ 1,645,197.69
TexPool Water Invest	2,234.51
Water Surcharge	147,791.89
Restricted Amounts	(60,125.99)
TOTAL AVAILABLE FUNDS	\$ 1,735,098.10

CITY OF GARDEN RIDGE
 STATEMENT OF ACTIVITIES
 CURRENT AND YEAR TO DATE AS OF 06/30/2020

GENERAL FUND	Jun-20	YTD	FY 2020 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 81,875.00	\$ 2,737,514.16	\$ 2,933,251.00	93.3%	\$ 195,736.84
EXPENDITURES					
ADMINISTRATION	102,344.84	516,881.16	768,797.00	67.2%	251,915.84
COURT	6,113.56	60,878.05	85,586.00	71.1%	24,707.95
POLICE	88,057.59	866,039.50	1,324,104.00	65.4%	458,064.50
PUBLIC FACILITIES	43,649.59	373,243.10	593,957.00	62.8%	220,713.90
COMMUNITY CENTER	1,927.59	37,833.51	61,295.00	61.7%	23,461.49
LIBRARY	8,303.53	67,379.76	96,182.00	70.1%	28,802.24
FARMERS MARKET	-	6,499.37	-		(6,499.37)
FUND CHANGES/XFER	-	-	-	0.0%	-
TOTAL EXPENDITURES	250,396.70	1,928,754.45	2,929,921.00	65.8%	1,001,166.55
REVENUE +/- EXPENDITURES	\$ (168,521.70)	\$ 808,759.71	\$ 3,330.00		\$ (805,429.71)

WATER FUND	Jun-20	YTD	FY 2020 BUDGET	% OF BUDGET	BUDGET BALANCE
REVENUES	\$ 206,845.49	\$ 1,153,690.10	\$ 1,785,110.00	64.6%	\$ 631,419.90
EXPENDITURES	80,026.09	788,015.53	1,342,120.00	58.7%	554,104.47
REVENUE +/- EXPENDITURES	126,819.40	365,674.57	442,990.00		77,315.43
BALANCE SHEET PMTS					
BOND PRINCIPLE PMTS	-	441,200.00	442,600.00		1,400.00
AUTO LEASE PMT	-	-	-		-
NET POSITION	\$ 126,819.40	\$ (75,525.43)	\$ 390.00		\$ 75,915.43

CITY OF GARDEN RIDGE

STATEMENT OF ACTIVITIES - COMMUNITY CENTER PERIOD ENDED AS OF 06/30/2020

REVENUES	YTD	Budget
RENTALS	\$ 20,535.00	32,000.00
DEPOSITS	7,800.00	11,000.00
CLEAN-UP FEES	1,500.00	2,250.00
DEPOSITS REFUNDED	(12,200.00)	(12,000.00)
DONATIONS	-	-
TOTAL REVENUES	17,635.00	33,250.00
EXPENDITURES		
PAYROLL/TAXES/RETIREMENT	1,041.07	1,561.00
MANAGER FEES	10,909.50	17,100.00
COMPUTER/INTERNET	1,312.10	1,644.00
TELEPHONE	423.00	600.00
UTILITIES	5,166.85	10,600.00
MAINTENANCE	3,326.51	9,300.00
SUPPLIES	248.94	1,260.00
CLEANING	2,900.53	5,730.00
EQUIPMENT	305.01	500.00
MARKETING	-	1,000.00
DONATION EXPENDITURES	-	-
FACILITY ENHANCEMENTS	-	-
TOTAL EXPENDITURES	25,633.51	49,295.00
NET POSITION	\$ (7,998.51)	\$ (16,045.00)

Management's Discussion and Analysis of Results of Operations – June 2020

GENERAL FUND

Cash

The June 30th Unrestricted Fund Balance is \$2,950.2k.

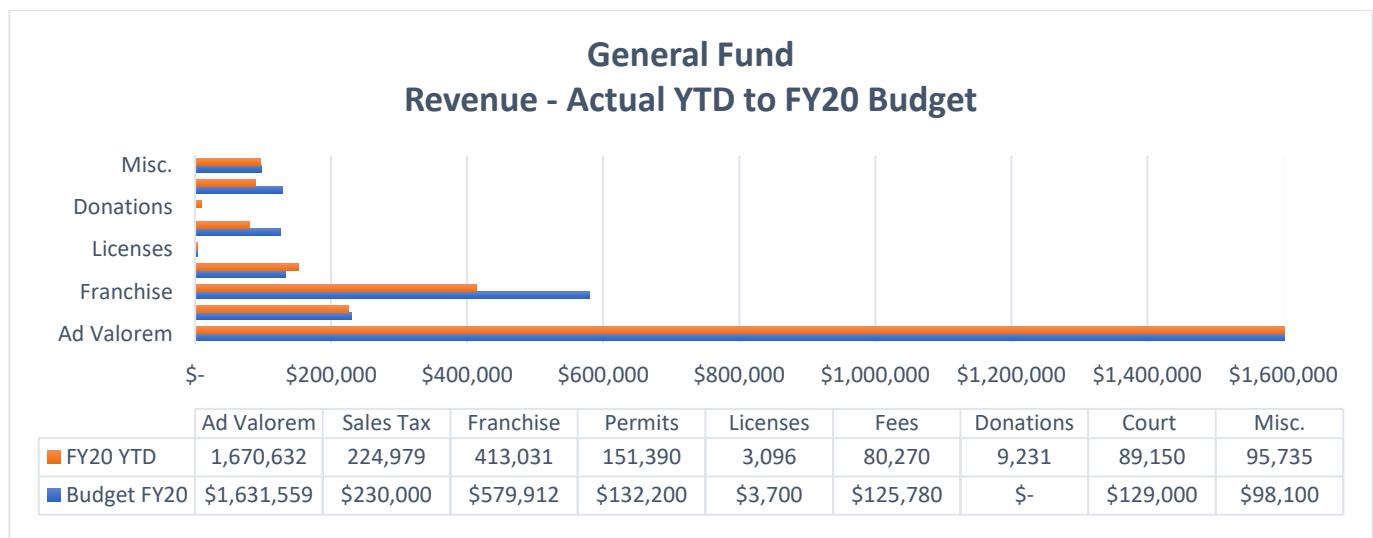
Revenue

Ad Valorem Tax collections for June total \$16.4k. YTD collections total \$1,661.8k or 102.4% of the \$1,622.6k budgeted for FY20.

YTD Sales Tax collections total \$225k or 97.8% of the budgeted \$230k.

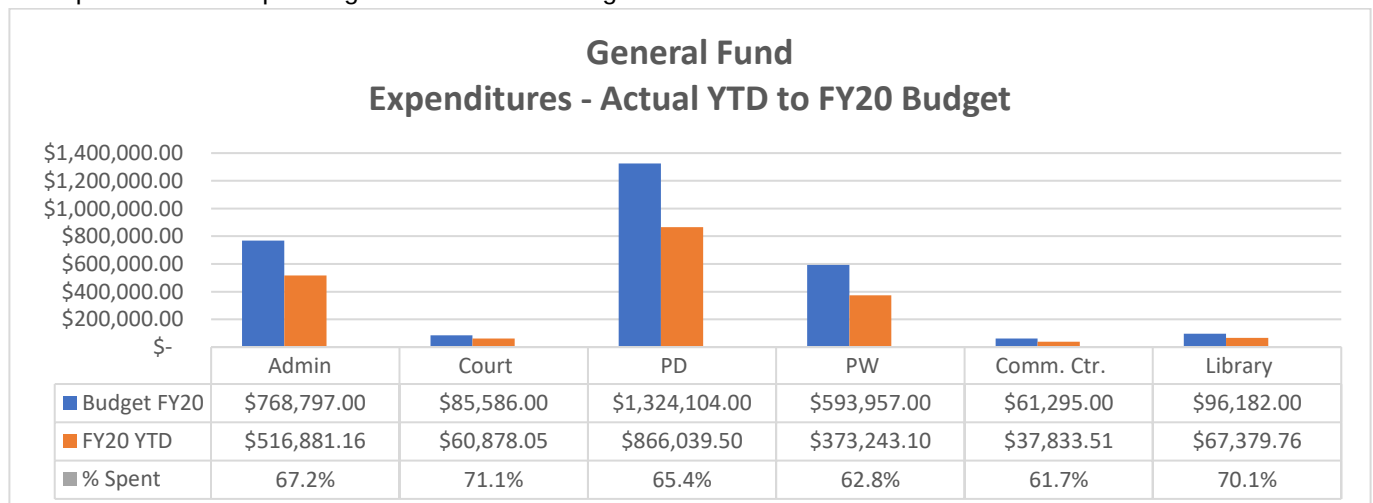
Building Permits YTD are currently at 114.7% or \$149.1k of the \$130k budgeted.

YTD revenue for Trash Collections total \$59.9k or 82.2% vs \$60.9k and 83.5% for the same period of the prior year. \$73k was budgeted for both years.



Expenditures

All departments are operating within the FY20 budget.



WATER FUND

Meters

Current meters for June 2020 total 1661 vs 1636 for June 2019.

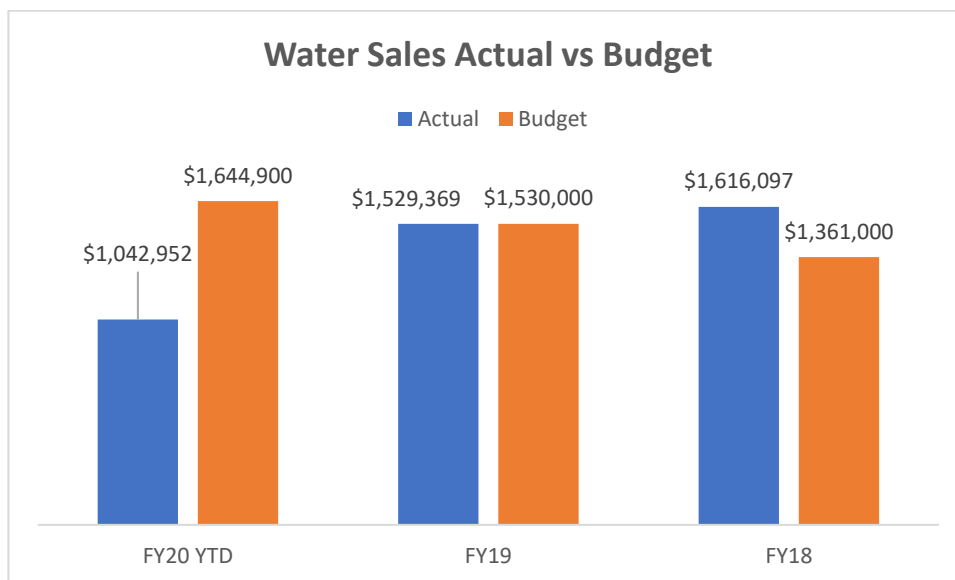
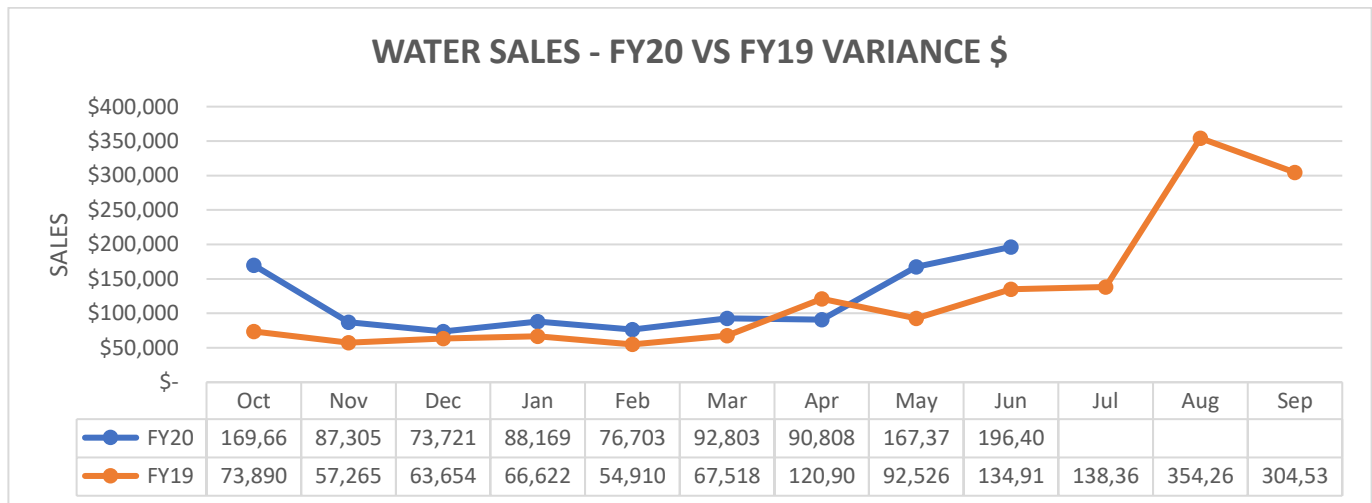
Cash

The June 30th Unrestricted Fund Balance is \$1,735.1k.

Revenue

YTD Total Revenue totals \$1,153.7k vs the previous year at \$832.7k. Total Revenue is at 64.6% of the \$1.785.1k budgeted for FY20.

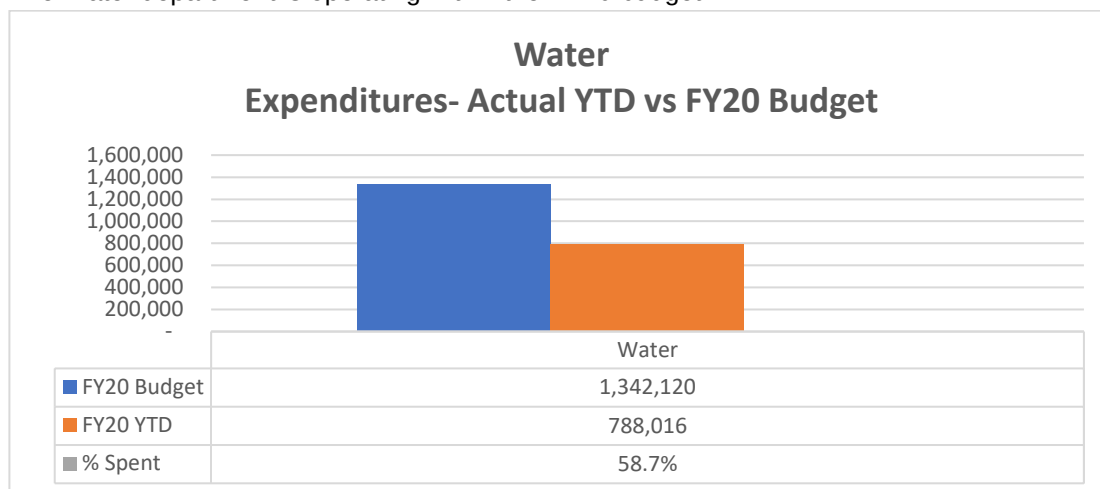
Water Sales YTD total \$1042.9k or 63.4% of the \$1,644.9k FY20 budget, compared to the same period last year which was 47.9% of the \$1.530k FY19 budget.



Meter Installations to date total \$22.5k vs \$18.8k for the same period of FY19.

Expenditures

The Water department is operating within the FY20 budget.



Interest & Sinking Fund

Revenue

Ad Valorem Tax collections YTD total \$718.2k of the \$724k budget for FY20.

Expenditures

Next bond payments are due in August 2020.

Capital Improvements Fund

Cash Balance

Water Impact Fee Balance is \$170.4K.

Street Impact Balance is \$59k.

Revenue

Total YTD Interest earned for all CIF accounts is \$2.2k.

Asset Seizure Fund

Cash Balance

The Restricted Fund Balance is \$251.9k.

Revenue

Asset seizure total annual revenue totals \$42.3k.

Expenditures

Installation fees of \$2.5k paid to Tyler Tech. Expenditures for the actual hard and software will follow next month.

Summary

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

ORDINANCE NO. 11-082020

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN RIDGE, TEXAS, ESTABLISHING A COMPREHENSIVE SET OF PERMIT FEES, SERVICE FEES, AND USER FEES DESIGNED FOR THE HEALTH, SAFETY, AND WELFARE OF THE RESIDENTS; PROVIDING A SEPARATE SCHEDULE OF FEES WHICH OUTLINES FUNCTIONS AND ACTIVITIES WHICH REQUIRE A PERMIT, HAVE A SERVICE FEE, OR HAVE A USER FEE; PROVIDING FOR A PENALTY OF A FINE OF NOT LESS THAN ONE HUNDRED DOLLARS (\$100.00), NOR MORE THAN TWO THOUSAND DOLLARS (\$2000.00) FOR EACH VIOLATION INVOLVING SAFETY, ZONING, OR PUBLIC HEALTH; PROVIDING FOR A PENALTY OF A FINE OF NOT LESS THAN TEN DOLLARS (\$10.00) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500.00) FOR EACH VIOLATION NOT INVOLVING SAFETY, ZONING, OR PUBLIC HEALTH; PROVIDING FOR EACH DAY OF CONTINUED VIOLATION OF THIS ORDINANCE BEING CONSIDERED A SEPARATE VIOLATION; PROVIDING FOR A TIME LIMIT FOR THE VALIDITY OF PERMITS AND LICENSES ISSUED; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Garden Ridge, Texas has established by ordinance fees for licenses, permits and various services provided by the City; and

WHEREAS, the City Council seeks to provide for reasonable administrative fees to provide and administer various municipal services; and

WHEREAS, after receiving and reviewing the aforementioned costs, the City Council finds that the fees established herein do not exceed the amount reasonably necessary to provide the services and administer and enforce the regulatory programs to which they are related.

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

SECTION 1. CITY OF GARDEN RIDGE, ORDINANCE 11.

The City Council hereby revokes and repeals in its entirety the now existing Ordinance 11 and replaces it by adoption of the regulations contained in this Ordinance which is effective upon adoption. Attachment 1, Schedule of Permit, and User Fees are a part of this Ordinance.

SECTION 2. PURPOSE OF THIS ORDINANCE.

The purpose of this ordinance is to establish a Schedule of Fees for licenses, permits, inspections and services for the City of Garden Ridge. This Schedule of Fees does not supersede any requirement for the license, permit, inspection or service related to said fee as may be outlined or required by other ordinances of the City of Garden Ridge. The Schedule of Fees outlined in Attachment Number 1 to this ordinance is hereby adopted and incorporated as part of this Ordinance and said Schedule of Fees may be amended from time to time by approval by the City Council, City of Garden Ridge, Texas, without requiring a revision of this ordinance.

The Incorporated Schedule of Fees supersedes all fees heretofore established for the particular license, permit, Inspection or service which may be ordained or required in another ordinance of the City of Garden Ridge. The Incorporated Schedule of Fees ordinance does not supersede any requirement for the license, permit, Inspection or service, which may be ordained by another ordinance of the City of Garden Ridge.

The Incorporated Schedule of Fees shall not be deemed all-inclusive.

SECTION 3. VIOLATIONS.

Any person, group of persons, business, corporation, builder, contractor, or association violating any provision of this Ordinance shall be guilty of an offense and, upon conviction, shall be punished by a fine according to the following schedule:

- a) For conviction of a violation dealing with a license, permit, Inspection or other service which involves the safety, zoning or public health, a fine of not less than one hundred dollars (\$100.00) nor more than two thousand dollars (\$2000.00), with each day that the violation persists being a new and separate offense.
- b) For conviction of a violation dealing with a license, permit, inspection or other service which does not involve the safety, zoning or public health, a fine of not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500.00), with each day that the violation persists being a new and separate offense.

In addition to the above, the fee for any required license, permit, inspection or service shall be double the normal fee outlined in the Schedule of Fees attached hereto if any activity or activities requiring a license, permit, inspection or service is commenced prior to securing the required license, permit, inspection or service authorization.

SECTION 4. PERMITS.

City of Garden Ridge permit is required for the following listed activities or projects. Unless otherwise specified, permits issued by the City of Garden Ridge shall be valid for a period of one year from the date of issuance.

- a) **Alcoholic Beverage Permit** – An annual Alcoholic Beverage Special Use Permit is required for any business or commercial entity involved in serving, providing or selling any alcoholic beverage in any business or commercial establishment in the City of Garden Ridge. An Alcoholic Beverage Special Use Permit will be issued only after a petition for such a permit is approved by the City Council.

Permit fees for an Alcoholic Beverage Special Use Permit are as outlined in the Schedule of Fees attached hereto and are due and payable as of January 10th of each year. The initial permit issued shall be valid from the date of issuance thru December 31st of the year in which it was issued. Each succeeding renewal will be for the following calendar year beginning on January 1st and ending on December 31st. Permit renewals will be applied for in December of each year and any permit not renewed prior to January 11th of the year following the expiration date on the permit will lapse.

- b) **Partial Exemption Permits** – Permits will be applied for in accordance with provisions outlined in City of Garden Ridge Ordinance 34. The Permit fees specified in Ordinance 34 are in addition to the Schedule of Fees attached hereto.
- c) **Building Permits** – A Building Permit is required by any person, business, corporation, builder, commercial enterprise, entrepreneur, or contractor planning to construct a building, fence, wall, addition or modification to an existing structure, swimming pool, or any other construction project, excavation, layout or other activity associated with the construction project. All building and construction will be accomplished in accordance with the Building Code for the City of Garden Ridge, as specified in City of Garden Ridge Ordinance 19.

Building permits will be issued only after plans for the project have been reviewed and approved by the City Building Inspector.

Unless a variance has been applied for and approved by the Planning & Zoning Commission and the City Council of Garden Ridge, no building permit will be issued for construction on City property or in a City or utility easement or right-of-way.

Unless a variance has been applied for and approved by the Planning & Zoning Commission and the City Council of Garden Ridge, no building permit will be issued for construction in any water or storm drainage easement, be it private or public property. Since water or storm drainage easements are designed for the health, safety and welfare of all residents, variances for construction in said water or storm drainage easements will be approved only for reasons deemed to enhance their utility and usefulness to the community.

Building Permit fees specified in any other Ordinance are hereby superseded by the Schedule of Fees attached hereto. Building Permit fees are based on the following:

1. For construction of any house, residence, living (human habitation) quarters, guest or servant quarters, to include any attached structure such as a garage, patio, porch, carport, etc., the permit fee shall be computed at the specified rate per square foot of space, the total area to be determined by the City Building Inspector at the time of building plans review and approval.
2. For construction of any commercial building or establishment, to include any attached structure such as a garage, workshop, parking area, etc., the permit fee shall be computed at the specified rate per square foot of space, the total area to be determined by the City Building Inspector at the time of building plans review and approval.
3. For construction of any detached (from the primary building) or free standing structure such as a workshop, garage, barn; shed, covered patio, carport, playhouse, outbuilding, gazebo, etc., the permit fee shall be as computed at either the specified rate per square foot of space, or the minimum permit fee as specified in the attached Schedule of Fees, whichever is greater. The total area to be determined by the City Building Inspector at the time of building plans review and approval.

4. For construction of any fence, wall; new driveway, uncovered patio, fireplace, chimney, pool or spa deck, in-ground sprinkler systems, etc., the permit fee shall be as specified in the Schedule of Fees attached hereto.
5. For construction of any garage built after the residence is constructed, the permit fee shall be based on generally accepted sizing (one-car, two-car, etc.) of the garage as specified in the Schedule of Fees attached hereto.

d) **Business Permits**

1. Business In-Home Permit – An annual business-in-home permit is required of all individuals operating a business from a personal residence in the City of Garden Ridge and will be applied for in accordance with the provisions specified in City of Garden Ridge Ordinance 13.

The annual Business-In-Home Permit fees are as specified in the Schedule of Fees attached hereto and are due and payable as of January 10th of each year. The initial permit issued shall be valid from the date of issuance thru December 31st of the year in which it was issued. Each succeeding renewal will be for following calendar year beginning on January 1st and ending on December 31st. Permit renewals will be applied for in December of each year and any permit not renewed prior to January 11th of the year following the expiration date on the permit will lapse.

2. Business Permit – An annual Business Permit is required by this Ordinance for all entities engaged in or conducting a business in the City of Garden Ridge other than a Business-in-Home. This includes, but is not limited to, restaurants, medical and dental offices, realty offices, convenience stores, auto repair and maintenance shops, gasoline stations, welding shops, wholesale and retail sales outlets, Industrial production entities and, in general, all types of commercial business operations except those subject to franchise taxes.

The annual Business Permit fees are as specified in the Schedule of Fees attached hereto and are due and payable as of January 10th each year. The initial permit issued shall be valid from the date of issuance thru December 31st of the year in which it was issued. Each succeeding renewal will be for following calendar year beginning on January 1st and ending on December 31st. Permit renewals will be applied for in December of each year and any permit not renewed prior to January 11th of the year following the expiration date on the permit will lapse.

- e) **Electrical Permits** – An Electrical Permit is required by any person, business, corporation, builder, commercial enterprise, entrepreneur, or contractor planning to construct any building, fence, wall, addition or modification to an existing structure, swimming pool, in-ground sprinkler system, or any other construction project where the use of electrical wiring, fixtures, etc., are required.

All electrical wiring and construction will be accomplished in accordance with the Electrical Code for the City of Garden Ridge as specified in City of Garden Ridge Ordinance 20.

Electrical permits are, unless otherwise specified, required in addition to any other permit (such as a building permit) issued for the project. Electrical permits will be issued only after plans for the project have been reviewed and approved by the Building Inspector. Electrical Permit fees specified in any other Ordinance are hereby superseded by the Schedule of Fees attached hereto. Electrical Permit fees are based on the following:

1. For construction of any house, residence, living (human habitation) quarters, guest or servant quarters, to include any attached structure such as a garage, patio, porch, carport, etc., having electricity, the permit shall be a set fee as specified in the Schedule of Fees attached hereto.
 2. For construction of any commercial building or establishment, to include any attached structure such as a garage, workshop, parking area; etc., the permit fee shall be computed at the specified rate per square foot of space, as specified in the Schedule of Fees attached hereto, the total area to be determined by the Building Inspector at the time of building plans review and approval.
 3. For construction of any swimming pool or minor project (such as a garage, barn, shed, covered patio, carport, play house, outbuilding, gazebo, fence, wall, in-ground sprinkler system, driveway, etc.) requiring electricity, the permit shall be a set fee as specified in the Schedule of Fees attached hereto. An individual and separate circuit breaker shall be required for all in-ground sprinkler systems.
- f) **Sign Permits** – Sign Permits as specified and authorized by City of Garden Ridge Ordinance 55 will be issued in accordance with Ordinance 55.
- g) **Swimming Pool Permits** – Both a building permit and an electrical permit are required for the construction of any swimming pool, spa, or similar facility in the City of Garden Ridge. If blasting is necessary, a separate permit is required. The fee for the building permit required for a swimming pool, spa, or similar facility shall be based on the volume of water to be contained in the facility, as specified in the Schedule of Fees attached hereto. The electrical permit fee for a swimming pool, spa or similar facility designated in Section 4e of this ordinance.
- h) **Water Well Permit** – Special Use Building Permit is required for all water wells drilled in the City of Garden Ridge. Permits for drilling of water well are only authorized for property owners in the following classifications and are only authorized for the purpose of serving the residence, business or commercial property and grounds physically situated on the property where the well is to be drilled. In no event are permit fees refundable due to inability to secure water (a dry hole), wells running dry, subsequent availability of water service, or other reason or cause.
1. **Residential Property** – Residential property, regardless of location, lot size, or zoning classification, whose location is not serviced with water by the City of Garden Ridge Water Department and such service cannot be made available to that location within one hundred and twenty (120) days from the date the application for a water well permit is received by the City.

2. Business or Commercial Property – Business or commercial property, regardless of location, lot size or zoning classification, whose location is not served with water by the City of Garden Ridge Water Department and such service cannot be made available to that location within one-hundred and twenty (120) days from the date application for a water well permit is received by the City.
3. Farm and Ranch Property – Farmers and ranchers owning and residing on property in zoning classification RA-Residential Agricultural are authorized to drill water wells on that property when such property is used for farming and/or ranching purposes. A "no-fee" Special Use Building Permit is required to drill a well on such property, provided the well is used strictly for farming, ranching and personal use activities on the property. The City will approve well location and reserves the right to inspect well drilling and installation. If the well is to be used for any purpose other than farming, ranching and personal use activities, a special use permit must be applied for from the City of Garden Ridge and must be approved by the City Council.

Persons, companies, political entities, or any other legal entity or entities, located in any area of the City of Garden Ridge, which are not covered by the above categories and who desire water well, must apply for a Special Use Permit from the City of Garden Ridge. The permit fee, if special use is approved, is to be established by the City Council based on the intended use of the well.

In no event will water from any private well be used for purposes or activities beyond the owner's property unless a true emergency situation (such as fire or emergency water use) exists. In no event will water from a private well be sold to a person, company, corporation or other entity, nor may the well be used for commercial purposes.

No commercial sale of an existing or newly developed water producing well, truck or water line delivery, which is privately owned or owned by a commercial or political entity, shall be permitted within the corporate limits of the City of Garden Ridge without approval of the City Council of Garden Ridge.

SECTION 5. FEES.

- a) **City Document Fee** – Anyone requesting Public Information from the City of Garden Ridge must make a Public Information Request. Any information provided will be made available pursuant to the Texas Public Information Act and any fee shall be assessed in accordance with the Texas Attorney General Charge Schedule as provided in 1 Texas Administrative Code 70.1-.12, as amended.
- b) **Copying and Fax Fee** – Use of the City's copier to create a photo static copy or copies of private or personal documentation is authorized on an as-the-machine-is-available basis and provided the person requesting such service pays the copying fee or fees as specified in the Schedule of Fees attached hereto. The City Secretary has authority to deny use of the City's copier to any user if, in her judgment, such use would be detrimental to City operations or would impair future use of the copier.

Use of the City's fax machine to send or receive faxes of private or personal documentation is authorized on an as- the-machine is available basis and provided the person requesting such service pays the fax fee or fees as specified in the Schedule of Fees attached hereto. The City Secretary has authority to deny use of the City's fax machine to any user if, in his or her judgment, such use would be detrimental to City operations or would impair future use of the fax machine.

- c) **Notary Public Fee** – Fees for notary public services and endorsements are as outlined in the Schedule of Fees attached hereto.
- d) **Planning and Zoning Fee** – Fees for Planning & Zoning Commission services contained in any other City of Garden Ridge Ordinance are hereby superseded by the fees specified in the Schedule of Fees attached hereto.
- e) **Returned Check Fee** – A fee will be assessed for any personal check or auto draft given to the City of Garden Ridge in payment of any service, fine, permit, tax, fee or other charge, which is returned for any reason by a financial institution due an inability to process for payment. The Returned Check fee is as specified on the Schedule of Fees attached hereto.

SECTION 6. SEVERABILITY.

If any section, paragraph, subdivision, clause or phrase of this ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this ordinance as a whole or any part of any provision thereof other than the part so decided to be invalid or unconstitutional.

SECTION 7. EFFECTIVE DATE.

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

PASSED AND APPROVED ON this 5th day of August 2020.

Larry Thompson
Mayor

ATTEST:

Marisa Spencer
City Secretary

Attachment 1
SCHEDULE OF PERMIT & USER FEES

<u>Alcoholic Beverage.</u>	
Beer and/or wine off premises (annual permit)	\$35.00
Beer and/or wine on premises (annual permit)	\$60.00
Package Store (annual permit)	\$100.00
Mixed Beverage (annual permit)	\$100.00
<u>Partial Exemption Permit.</u>	
Fee Determined by City Council in accordance with Ordinance 34 in addition to fee attached hereto	\$175.00 Plus City Council fee
<u>Business Permit.</u>	
In-Home Permit (annual permit, see footnote)	\$15.00
Business Permit (annual permit required for all businesses except those having a valid in-home business permit, see footnote)	\$25.00
<u>Satellite/Other TV Antenna (special use permit required).</u>	
	\$50.00
<u>Sign.</u>	
Permanent sign requiring a variance in accordance with Ordinance 55	\$50.00
Permanent sign not requiring a variance	\$15.00
<u>Water Well.</u>	
No service available from the Water Department	\$150.00
Service available from the Water Department and City Council	
approves permit fee to be established by City Council on an individual basis	

BUILDING AND CONSTRUCTION RELATED PERMITS

<u>House/Residence/Living Quarters.</u> Review and approve building plans Review and approve revised building plans Building Construction Permit \$0.30 per sq. ft. of foundation plus square footage of additional floor levels Additions to residences \$0.22 per sq. ft of additional floor space	\$250.00 \$125.00 \$500.00+ \$150.00+
<u>Commercial Buildings.</u> Review and approve building plans City Engineer review Review and approve revised building plans City Engineer review Building construction permit \$0.32 per sq. ft. of foundation plus square footage of additional floor levels	\$350.00+ \$150.00 \$100.00+ \$150.00 \$500.00+
<u>Commercial (Open) Storage Buildings.</u> \$0.32 per sq. ft. of foundation	\$100.00+
<u>Residential Outbuildings.</u> Workshops, barns, sheds, patios, wooden decks, gazebos, playhouses, etc. OR *\$0.32 per sq. ft. (whichever is higher) <i>If electrical or plumbing is involved separate permits for each is required.</i>	\$100.00* \$100.00
<u>Miscellaneous Structures.</u> Fences, retaining walls, landscape walls over two feet from the ground level, driveways not in original house plans, driveways converted from gravel or asphalt to concrete, sidewalks, fireplaces, dog runs, dog kennels (fixed), etc.	\$125.00
<u>Remodeling of house or Commercial Building.</u> Generally, there is no fee to remodel a house or building except for alternations of electrical plumbing, mechanical (heat and air conditioning) systems and modifications to load bearing structural members of the facility. In these instances, the minor project fees for electric, plumbing, heating, etc. apply. The fee for remodeling impacting on a load bearing structural member of the building/facility.	\$100.00+ \$0.32/sq. ft.
<u>Additions to pavement surfaces.</u> *OR \$0.22 per square yard (whichever is higher)	\$100.00*
<u>Carports (Open).</u>	\$100.00

<u>Garages.</u>	
One-car garage (built after residence is constructed) *OR \$0.32 per sq. foot (whichever is higher)	\$150.00*
Two-car garage (built after residence is constructed) *OR \$0.32 per sq. foot (whichever is higher)	\$175.00*
Third-car garage (built after residence is constructed) *OR \$0.32 per sq. foot (whichever is higher)	\$200.00*
<u>Electrical.</u>	
House, residence or living quarters (New Construction) *OR \$0.10 per sq. foot (whichever is higher)	\$175.00*
Commercial building/establishments *OR \$0.10 per sq. foot of space (whichever is higher)	\$300.00*
Swimming pools and minor electrical projects	\$125.00
<u>Plumbing.</u>	
House, residence or living quarters (New Construction) *OR \$0.10 per sq. foot of space (whichever is higher)	\$175.00*
Commercial building/establishments *OR \$0.08 per sq. foot of space (whichever is higher)	\$300.00*
Minor plumbing projects (as described by the inspector)	
Hot Water Heater Replacement – In the event of a water heater failure after business hours, weekends or holidays, the resident or business may have the water heater replaced and then obtain a permit and have the water heater inspected within five (5) business days.	\$100.00 \$0
<u>Heating/AC.</u>	
House, residence or living quarters (New Construction) *OR \$0.10 per sq. foot of space (whichever is higher)	\$175.00*
Commercial building/establishments *OR \$0.10 per sq. foot of space (whichever is higher)	\$300.00*
Minor heating and AC projects (as determined by the inspector)	\$100.00
<u>Sprinkler System.</u>	\$100.00
<u>Swimming Pool.</u>	\$150.00
<u>Hot Tub/Spa.</u>	\$100.00
<u>Pool Deck.</u> *OR \$0.32 per sq. foot (whichever is higher)	\$100.00*
<u>Flag Poles.</u>	\$50.00
<u>Permit Renewals (Issued permits that have expired only).</u>	
Major Project	\$500.00
Minor Project	\$50.00
<u>Re-Inspection Fee -for any building & construction related permit.</u>	\$150.00

PLANNING AND ZONING FEES

<u>Planning and Zoning.</u> Request for variance to zoning ordinance: Residential Commercial Request for after the fact variance to zoning Residential Commercial Application for rezoning Application for Special Use Permit	
<u>Platting Fees - Residential.</u> Master Plan Amended/Replat - Single Lot Minor Plat Amendment as defined in Ordinance 7 Amended/Replay – Subdivision Minor Plat Amendment as defined in Ordinance 7 Preliminary Plat – Single Lot/Subdivision Final Plat Vacate Plat Recording Fees – Current Fee Schedule of Comal County *Engineering Fees (Eng. Fee) – \$50.00 per lot plus engineering fees incurred by the city for Consultation / Review on project	\$500.00+ Eng. Fee* \$250.00+ Eng. Fee* \$200.00 \$500.00+ Eng. Fee* \$400.00 \$500.00+ Eng. Fee* \$1,500.00+Eng. Fee* \$500.00+ Eng. Fee* Comal Fees *See Note
<u>Platting Fees – Commercial.</u> Master Plan Amended/Replat - Single Lot Minor Plat Amendment as defined in Ordinance 7 Amended/Replay – Subdivision Minor Plat Amendment as defined in Ordinance 7 Preliminary Plat – Single Lot/Subdivision Final Plat Vacate Plat Recording Fees – Current Fee Schedule of Comal County *Engineering Fees (Eng. Fee) – \$50.00 per lot plus engineering fees incurred by the city for Consultation / Review on project	\$500.00+ Eng. Fee* \$350.00+ Eng. Fee* \$300.00 \$600.00+ Eng. Fee* \$500.00 \$500.00+ Eng. Fee* \$1,500.00+Eng. Fee* \$300.00 + Eng. Fee* Comal Fees *See Note

DOCUMENTS AND OTHER FEES

<u>City Documents.</u>	
In accordance with Texas Attorney General Charge Schedule, as provided in 1 Texas Administrative Code 70.1-.12, as amended	As attached
<u>Copy Machine Usage</u> – per page	\$0.10
<u>Fax Machine Usage</u> (Incoming/Outgoing) – per page	\$0.50
<u>Notary Fee</u> – per document notarized	\$5.00
<u>Returned Check Fee.</u>	\$30.00

Garden Ridge Community and Event Center
Monthly Report
July 1st thru July 31st 2020

Utilization (by Days)

FY 19-20 (Current Month)	FY 18-19 (Current Month)	FY 19-20 (Year to Date)	FY 18-19 (Year to Date)
15	16	168	258

Wildflower (Booked Current Month)

2

Bluebonnet (Booked Current Month)

13

Category Count (by Events)

(Current Month)

(Year to Date)

1. Resident / Non-Resident	1	31
2. City Chartered Non-Profit Organizations	0	6
3. Non-Residents Service Organizations	0	45
4. Non-Profit Associations	1	40
5. City Use	13	44

CITY OF GARDEN RIDGE BUILDING REPORT

July-20

Major Permits

<u>Permit #</u>	<u>Address</u>	<u>Builder</u>	<u>Sq. Ft.</u>	<u>Value \$</u>	<u>Permit Fees</u>
Total			0	\$ -	\$ -

Minor Permits

<u>Permit #</u>	<u>Address</u>	<u>Builder</u>	<u>Project</u>	<u>Permit Fees</u>
1836 -20	9158 Garden Ridge Dr.	Jose Chavez	Outbuilding	\$ 100.00
1837 -20	VOID			\$ -
1838 -20	21935 Bat Cave Rd.	Tx Pools & Patio	Pool, Deck	\$ 666.20
1839 -20	9214 Cipriani Way	Alex Rosin	Fence	\$ 125.00
1840 -20	9118 Tuscan Hills Dr.	Freedom Solar	Minor Electric	\$ 125.00
1841 -20	9310 Sumac Ln.	Michael Rogne	Flagpole	\$ 125.00
1842 -20	21183 Bat Cave Rd.	J. B. Wolf Shed	Outbuilding	\$ 100.00
1843 -20	8211 Garden Arbor	Alamo Fence Co.	Fence	\$ 125.00
1844 -20	20721 FM 3009	Alamo Fence Co.	Fence	\$ 125.00
1223 -20	8311 Wild Wind Park	Airtron	Minor HVAC	\$ 100.00
1845 -20	19503 Windswept Cove	Villarreal tree & land Design	Fence	\$ 125.00
1846 -20	21830 Park View Dr.	Tuff Shed	Outbuilding	\$ 100.00
1847 -20	9158 Garden Ridge Dr.	Tuff Shed	Outbuilding	\$ 100.00
1848 -20	8284 Eskimo Forest	Bautista Concrete Work	Driveway	\$ 125.00
1849 -20	8259 Apache Forest	Jerry Ramos	Driveway	\$ 125.00
1850 -20	21359 Water Wood Dr.	Allan Zamora	Pool Deck	\$ 307.20
1851 -20	8203 Garden Arbor	Tundra Custom Fence	Fence	\$ 125.00
1852 -20	8218 Shining Elk	Just In Time Services	Outdoor Kitchen	\$ 642.56
1225 -20	9102 Cinnabar Court	Will's All Pro	Water Heater	\$ -
1853 -20	21926 Park View Dr.	Dunn Rite Decks & Fence	Fence	\$ 125.00
1854 -20	9603 Azalea Circle	Michael Pastrano	Fence	\$ 125.00
1229 -20	21430 Water Wood Dr.	Jon Wayne Service Co.	Minor HVAC	\$ 100.00
1855 -20	9180 Gardenia Bend	Gerry Bower	Patio & Gazebo	\$ 265.12
1856 -20	22125 Paseo Corto	Infinity Pools	Pool, Spa, Deck	\$ 593.40
1857 -20	8280 Eskimo Forest	Julio Gomea	Patio	\$ 554.40
1858 -20	10015 Audrey Ridge	Kevin Heyburn	Outbuilding	\$ 102.40
1859 -20	VOID			\$ -
1860 -20	9045 Sumac Cove	AAA Fence Pros	Fence	\$ 125.00
1861 -20	19834 FM 2252	All Texas Foundation	Foundation Repair	\$ 125.00
1233 -20	20950 Klein Circle	Meyer HVAC	Minor HVAC	\$ 100.00
1235 -20	21459 Water Wood Dr.	Jon Wayne Service Co.	Minor HVAC	\$ 100.00
1862 -20	Tuscan Hills & FM 3009	Suberg Electric	Minor Electric	\$ 125.00
1236 -20	22140 Paseo Corto	Quarter Moon Plumbing	Minor HVAC	\$ 100.00
1864 -20	8318 Garden Arbor	Tuff Shed	Outbuilding	\$ 100.00
				\$ 5,881.28

Total Major Fees for the month	\$ -
Total Minor Fees for the month	\$ 5,881.28
TOTAL	\$ 5,881.28

Fiscal Year 2020

Total major projects value	\$ 13,783,250.00
Total major projects sq. ft.	106,025
Total major permit fees	\$ 85,653.86
Total minor permit fees	\$ 40,842.68
Total permit fees	\$ 126,496.54

Council Ideas/Suggestions List by Category

Updated: August 3, 2020

Ongoing Items	Status	Completed / Council Approval
Electronic Water Billing (Mayor Thompson)	Software upgrade on May 19 Include in FY 2017 Budget Begin implementation. FY 2017. Full implementation TBD. Online water bill payments active September 14, 2016. Online Court payments active October 2016 Electronic utility billing being researched for implementation during 2018 Fiscal Year Software purchase with Incode placed in the proposed FY2018 Budget. Utility billing staff will begin work towards. Software will be installed first week in September. Training in late October. Implementation in November. E-Bill information and sign up form being sent with water bills to be received in October 2019. 130 water customer have signed up for electronic billing. Electronic billing will be tested on 4 customers during this billing period. 220 customers have signed up for electronic water billing. Testing of electronic billing for 4 select customers is ongoing. . 265 customers have signed up for electronic water billing and will begin receiving water bills electronically on January 1, 2020. Staff encountered some program issues with the electronic billing for bills in January but have worked to resolve them. Over 250 electronic water bills have been sent out to customers for delivery by February 1, 2020. 262 water customers received water bills electronically on February 28, 2020. City staff continues to promote electronic water billing. There has not been an increase in the number of water customers signing up for electronic bills. Since COVID-19 has come to the forefront there has been an increase in the number of water customers signing up for auto-draft. The City continues to promote electronic bilings and auto-draft. Water billing late fees and cut-offs have been waived through April 30, 2020. Efforts continue to promote the use of electronic water billing as well as the use of auto-draft for utility payments. There are 282 water customers signed up for electronic water billing and 660 for Auto-Draft. We have experienced some software issues that resulted in last months e-bills having to be mailed to customers as well as some delay in sending out this month's e-bills. City staff continues working with our software provider to resolve the issues. Software issues have been resolved and e-bills were sent out timely.	Software upgrade completed for online utility and court payments
Video stream Council Meetings (Mayor Thompson)	Discuss with legal pros/cons. Sound system in Council room can be planned for future streaming capabilities. Requires additional technology upgrades and equipment. Budget impact. Video streaming of Council meetings will be studied during the fiscal year. Mayor and City Staff researching process and equipment for video streaming Council and Commission meetings. Audio and video equipment in the City Council Chambers is being evaluated for video streaming capabilities and sound improvement. City is awaiting proposals for audio and video upgrades for Council room and large conference room from 3 vendors. Proposals received being reviewed. Proposals are being reviewed with vendors. The evaluation of proposals with vendors continues City Council will receive an update on the status of the project in November. Evaluation of proposals for the project and evaluation of third-party vendors for streaming of meetings are in the final processes. Project pricing is being negotiated and finalized with vendors. Project contracts being reviewed and adjusted with City Attorney recommendations. Scheduling of work for the project being coordinated. Finalizing project work schedule for possible completion of project in February 2019. Installation of audio and video equipment other than the encoder for streaming of meeting are expected to be completed for the March 6, 2019 City Council meeting. Upgrades to the audio and video equipment are near completion. Awaiting shipment and installation of encoder for streaming. Awaiting installation of encoder for streaming and a few minor adjustments to the new audio/visual system. Awaiting training on the BrightSign software for the Lobby monitor. Additional cabling run to connect streaming equipment and lobby monitor to network server Awaiting coordinated onsite work by CIT and DDS-AV to complete connection to network server. Lobby monitor is projecting information about the City. Streaming equipment is connected to the City network. Council meetings are being streamed on the City's YouTube channel. Vendor for software has changed from Icompass to CivicClerk. Training on agenda indexing and template development to be completed in September. Staff continues training on agenda indexing for City Council meeting streaming. City Commission meetings began being streamed on October 21, 2019. Staff continues work on indexing of agendas for City Council meetings and will begin utilizing the minutes section of module. Streaming of Commission meetings continues. Staff is working with Civic Plus to move all archived streamd meetings to Civic Plus. Staff continues to work on agenda templates for Commission meetings City staff continues working on agenda templates for City Commissions. City Council meeting agenda templates have been completed. Staff continues working on creating agenda templates for Commission meetings. Commission meetings are being streamed. City staff continues working on templates for City Commission meetings. Staff continues to learn other aspects of Civic Plus for full utilization of system.	

Videos for website (Mayor Thompson)	Maybe prepared by GRES or students to increase civic involvement Volunteer Garden Ridge! Coordinator Shelby Trial has been filming videos that have been placed on City Website and NextDoor. City Secretary Goodwin is working on a YouTube channel for the City The City's YouTube channel is up and videos have been posted to it New videos have been added to the website. Mayor Thompson recorded and posted a video on March 25, 2020 to update residents on the City's response and actions concerning COVID-19. Staff continues to update the City's website with current COVID-19 information.	
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Pending Items	Status	Completed / Council Approval
Annual or semi-annual inspection of buildings and other City facilities (Mayor Thompson)	To be implemented semi-annually	Implemented Monthly
Disaster recovery plan for City (Mayor Thompson)	Discuss at future Council meeting to determine the scope of recovery plan To be incorporated into the Emergency Management Plan for the City	
Disaster recovery plan for Water Department (Mayor Thompson)	Discuss at future Council meeting to determine the scope of recovery plan To be incorporated into the Emergency Management Plan for the City	
Business outreach by Council - walk businesses (Mayor Thompson)	Discuss at future Council meeting	



POLICE DEPARTMENT MONTHLY BREAKDOWN

July 1 to July 31, 2020

Calls for Service

Dispatched: 124 City Ordinance: 24 Total: 148 False Alarms: 16

Arrests

* No arrests made

Traffic Enforcement

Crashes: 1 Citations: 22 Warnings: 8 Total: 31

Training / Certifications

- * Officer McKenzie has completed FTO and is on patrol.
- * Det. Sgt. Osborn completed Interview & Interrogation Techniques Training, Alcohol and Drug Abuse Prevention Training, and Drafting Narcotics Search Warrants.

Outreach Efforts

- * All Outreach efforts cancelled due to COVID-19.
- * Utilizing social media platforms to remind citizens that police services are still available.
- * Patrol Officers driving the neighborhoods more often as a way of reassuring citizens of safety.

Administrative Comments

- * Supervisors working diligently on completing Department Evaluations.
- * Municipal Court resulted in 27 defendants showing up / none had to be turned away due to Covid symptoms. Court ran smoothly with current protocols in place.

Challenges

- * Keeping the morale and mental status healthy for officers.
- * Held 2 Applicant Test dates. Currently have 2 active applications being reviewed.
- * The last week of month has produced an unusually high number of serious cases and calls.



City of Garden Ridge

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

MONTHLY PUBLIC WORKS REPORT

July 2020

Activities for the month

Steven Steinmetz
Public Works
Director

Eric Lowman
Deputy Public
Works Director

Stanley Georg
Brian Horne
Manuel Troncoso

Ongoing Responsibilities

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

Upcoming Events

September 5th & 6th
Dumpster Weekend

September 12th & 13th
Dumpster Weekend

September 19th & 20th
Dumpster Weekend

September 26th & 27th
Dumpster Weekend

Streets

- Right of Ways mowed: 3

Storm water Drainage Facility and Easement Maintenance

- Inspected 11 outfalls.
- Inspected 18 detention ponds.
- Stormwater public outreach: 2 messages displayed on FM 2252 sign.
- Drainages mowed: 2

Parks Maintenance

- Paul Davis Park: Mowed 2 times.
Ongoing cedar mulch removal.
Daily sanitizing of facilities.
Installed BBQ pit by pavilion 3.
Dragged ball field.
Pressure washed sidewalks, benches, and pavilions.
Stump grinding.
- Pocket Parks: Mowed once.
Playground equipment sanitized daily.
- Park Lane Park: Added base to the parking lot.

City Facility/Property Maintenance

- City Hall: Daily deep cleaning.
Removed debris from aerobic system pump.
- Community Center: Mowed 1 time.
Cleaned tables and chairs.
Replaced floats in aerobic system.
- Public Works Offices: Daily deep clean
- Former Public Works Shop: Repaired overhead doors.

Oak Wilt

All property owners that will be affected by the Oak Wilt containment trenching have signed the proper documentation to participate in the state sponsored cost sharing. The City has called for utility locates for the proposed trench path. Also considering an additional trench at Paul Davis Park to protect the trees around pavilion one.

Reports Submitted

Wildlife Management Advisory Commission Report.

Education/Training for Staff

- Eric Lowman and Brian Horne attended Chemical Spill Response Training.

Events/Conducted Education to residents

- None at this time.

Future Projects or Needs

- Increase office space at the Public Works building.
- Construct Covered vehicle and equipment storage.

Animal Services Monthly Activities

- 8 deer carcasses were disposed of, which makes for the year 91.
- 2 wild hogs or deer were donated this month to Hunters for the Hungry, the year-to-date combined totals for wild hogs and deer donated are 8.
- 2 live traps loaned out this month, traps loaned out year-to-date 9.
- 240 registered/reregistered animals for the year.
- 0 nuisance complaints received.
- 0 animal reported bites

Adoptions

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

Returned to owners

- 2 dogs; 26 year-to-date.
- 0 cats; 0 year-to-date.

Transferred to other agencies

- 0 dogs for month; 2 year-to-date.
- 0 cats for month; 2 year-to-date.

Currently in City care

- 3 dogs; 0 cats.

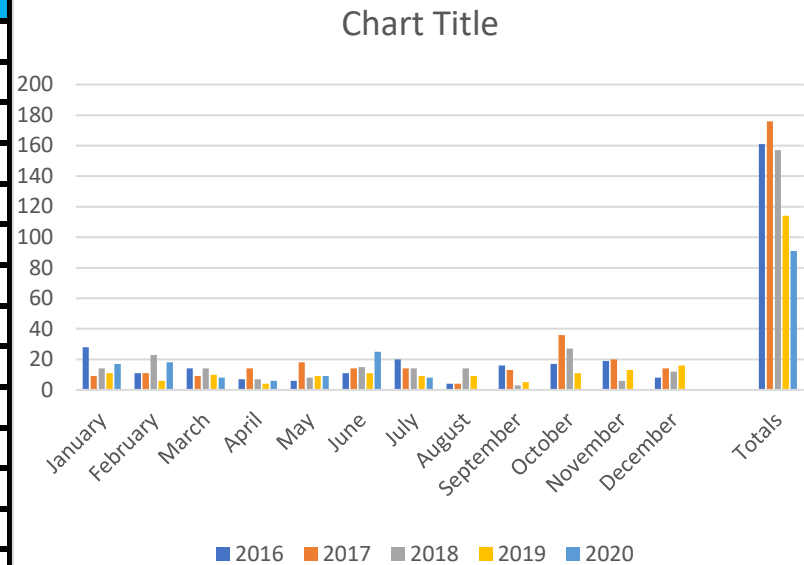


Year to Date Wildlife Report

	Jan	Feb.	Mar	Apr.	May	Jun	Jul	Aug.	Sep.	Oct	Nov	Dec.	Total
Deer	17	18	8	6	9	25	8						91
Raccoons	6	9	14	6	5	5	14						59
Opossums	5	8	5	8	5	8	3						42
Skunks	4	6	0	0	2	0	3						15
Wild hogs	7	5	0	0	0	3	2						17
Turtles	0	0	0	1	0	0	1						2
Squirrels	4	6	2	6	3	13	7						41
Foxes	0	0	0	0	2	0	2						4
Armadillos	7	6	2	0	0	3	0						18
Hawks	0	0	0	0	0	2	0						2
Bats	0	0	0	0	0	0	4						4
Coyotes	0	0	0	0	1	0	0						1
Buzzards	1	2	0	1	0	1	0						5
Ringtails	0	0	0	0	0	0	0						0
Snakes	0	0	1	2	0	0	0						3
Rabbit	0	0	0	0	0	0	0						0
Total	51	60	32	30	27	60	44						299

Deer Carcass Removal Totals for 2016-2017-2018-2019-2020

	2016	2017	2018	2019	2020
January	28	9	14	11	17
February	11	11	23	6	18
March	14	9	14	10	8
April	7	14	7	4	6
May	6	18	8	9	9
June	11	14	15	11	25
July	20	14	14	9	8
August	4	4	14	9	
September	16	13	3	5	
October	17	36	27	11	
November	19	20	6	13	
December	8	14	12	16	
Totals	161	176	157	114	91

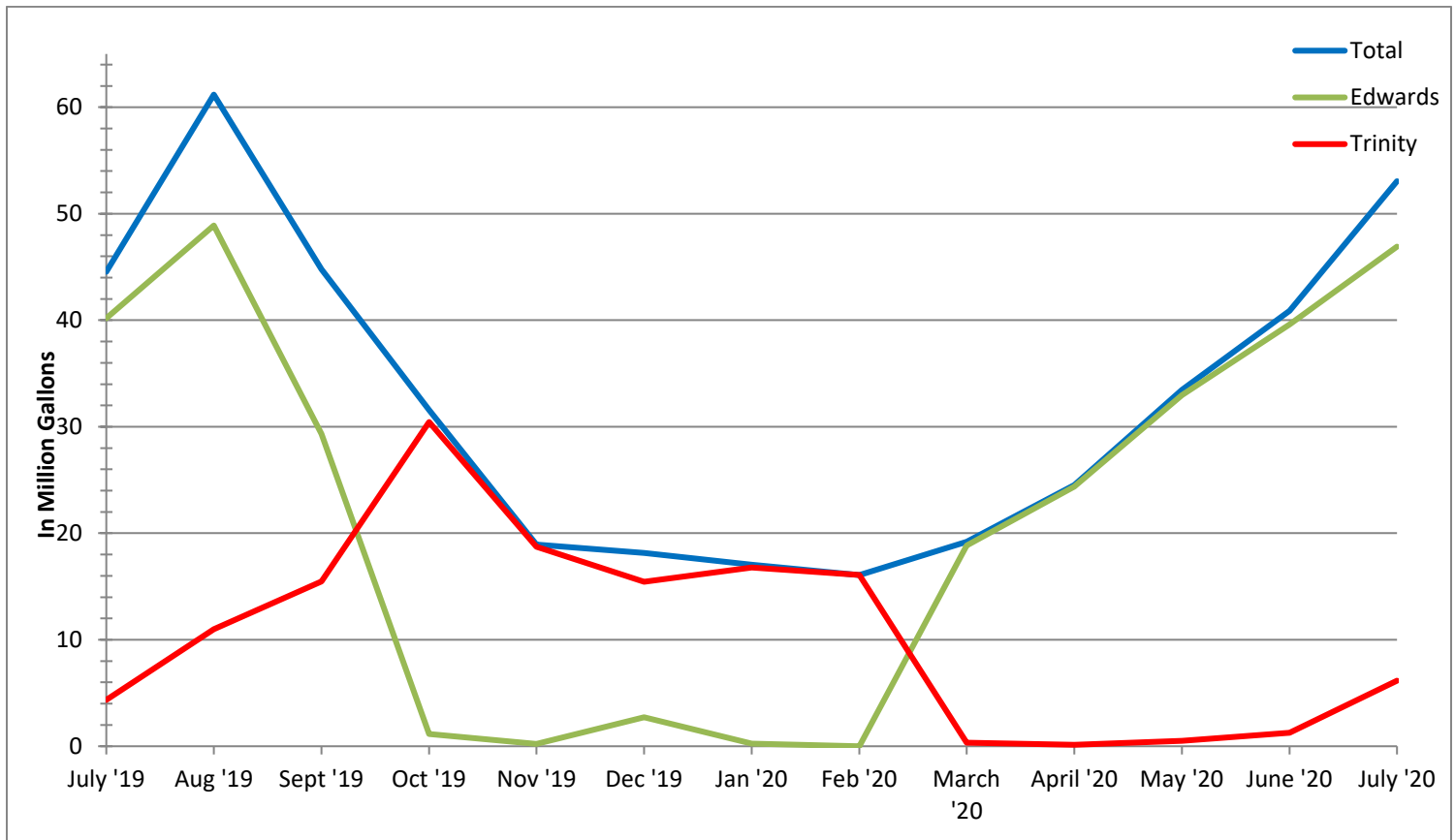




Water Department Report

As of July 31, 2020

City of Garden Ridge Aquifer Usage

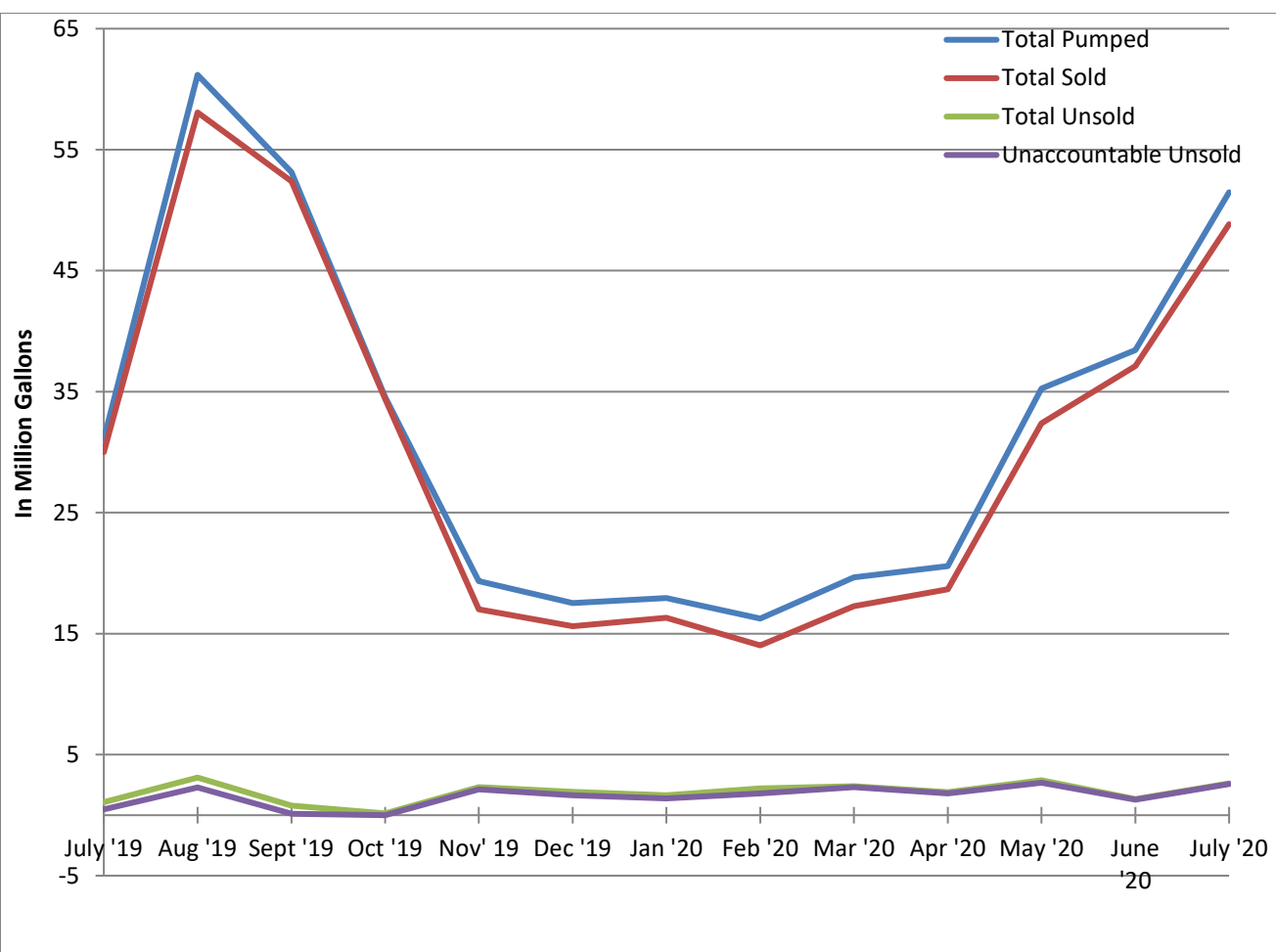


	Month:	Year:	Available:	Stage:
Edwards Well Usage AC/FT:	143.92	498.79	207.59	0
Trinity Well Usage AC/FT:	3.90	107.74	N/A	0%

Water Quality

	Due:	Missed:	Passed:	Failed:
Bacteriological:	9	0	6	1
Raw:	6	0	4	2
Chlorine Residual Test:	31	0	31	0

2019 – 2020 Pumping Report



	Total Pumped (Thousands)	Total Sold (Thousands)	Total Unsold (Thousands)	Unaccountable Unsold (Thousands)	Unaccountable Unsold %
July '19	31,078	29,996	1,082	475	1.5%
Aug '19	61,184	58,074	3,110	2,298	3.8%
Sept '19 *	53,145	52,395	786	125	0.2%
Oct '19 *	34,551	34,405	146	0	0.0%
Nov '19	19,344	17,022	2,322	2,149	11.1%
Dec '19	17,527	15,610	1,917	1,657	9.5%
Jan '20	17,956	16,308	1,648	1,388	7.7%
Feb '20	16,250	14,032	2,218	1,806	11.1%
March '20	19,658	17,270	2,388	2,308	11.7%
April '20	20,579	18,682	1,897	1,795	8.7%
May '20	35,266	32,385	2,881	2,668	7.6%
June '20	38,442	37,110	1,332	1,286	3.3%
July '20	51,469	48,851	2,618	2,574	5.0%

* September water loss is off due to inaccuracy of the Schoenthal well master meter.

Water Department Monthly Activities:

New Meter Installs	0	Work Orders	121
Meter Replacements	5	Locates	44
City Owned Leaks	0	Irrigations Permits Issued	1
Meters Read	1,672	Total Rebates	1
Meter Tests	0	Laptop Readings	37

Leak Adjustments

New Requests	3	Waiting for Customer	3	Approved	1	Amount Approved	23.95	Denied	0	Sent to Water Commission	3
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Projects:

- Whispering Oaks Project is Ongoing
- Workflow Management System Implementation
- AMI scope is ready to go out for bid.
- 2252 Wastewater Project is ongoing
- 2nd Quarter DLQOR
- Well #9 failed and is being repaired
- 2252 and Municipal well site A/C repair

Water Bills

On July 31st we found that 397 customers received an inaccurate water bill due to an error in our meter reading procedures. To ensure that water consumption was accurate and resulted in an accurate bill, we generated a new bill for these customers based on their average daily usage over the current billing period since allowing the water usage to go without being properly calculated would have resulted in higher consumption and billing rates on their next bill. These new bills were mailed out on August 4th along with an insert notifying these customers of the situation, apologizing for any inconvenience this may have caused, and assuring customers that we remain available to answer any questions they may have regarding this matter. Additionally, late fees will not be assessed this month if payment is received after August 15th.



Garden Ridge Library

Volume III, Issue 11

August 5, 2020

Monthly Library Update

By Linda Crosland, Library Director

For leisure, for learning, for life!

Upcoming Activities and Programs for August

Children's Activities

Tuesdays, Lego Robotics, Free Time by appt.

Wednesdays, Prenda & Ozobot Coding Club, Free Time by appt.

Thursdays, Summer Reading Reward Day by appt.

Fridays, Preschool Storytime, 10:30 am

Friday, August 14, Summer Reading Wrap-up Party, Come-n-Go

Adults' Activities

Bingocize Classes meet in 2 groups, 2 times per week via Zoom.

Thursdays, Adult Coloring, 1:00 pm

2nd Tuesdays, Crafternoon, 12 noon

3rd Tuesdays, Card-making Class, 1:00 pm

In each of the above classes participants will be expected to keep social distances and wear masks. Parents will be responsible to help children understand these parameters.

The Numbers are down for all our activities and visits to the Library, but we refuse to be discouraged.

We have had to suspend book donations as we have too many books that are not usable for our shelves and no viable outlet to sell them.

Department Statistics

Visits to the Library	976*
Items Checked Out	2,497*
New Patrons Added	16
New Items Added to the Collection	89
Volunteer Hours	105

*We have begun adding **electronic check-outs** to both visits and items checked out.

Activity Statistics

Children's Preschool	39
Children's Lego Robotics, Coding	54
Summer Reading	12
Bingocize	44
Adult Classes	24

Activity Total 173

Training Webinars for Linda

-Get More Opens with Great Subject Lines, an extremely helpful webinar from Constant Contact

One reason people resist change is that they focus on what they have to give up rather than on what they have to gain."

-Rick Godwin



To: Garden Ridge City Council
From: Trihydro Corporation
cc: Ms. Nancy Cain, City Administrator, City of Garden Ridge
Date: July 27, 2020
Re: Engineering Report for August 2020 Council Meeting

1. FM 2252 TxDOT Project

- Trihydro is continuing to gather information about TxDOT design. Potential utility conflicts are being analyzed. Trihydro participated in TxDOT conference call meeting on 07/15 & 22/2020. We received TxDOT 60% plan set at the meetings. We have a follow up meeting 07/30/2020, to address City specific questions with plan set.
- We are coordinating “pothole” locates with TxDOT contractor on possible utility conflicts along FM 2252 ROW.
- We are coordinating with TxDOT regarding sign relocation.
- Continue to work and coordinate with TxDOT regarding design, impacts, and conflicts.

2. FM 2252 Wastewater Project

- Trihydro continues to gather information about potential wastewater clients. Preferred system routing and line sizing are complete. Bid (100%) plan design for WW lines A&B are under City review. Proposed rates and tariff schedule development is ongoing.

City Secretary

From: City Secretary
Sent: Monday, June 22, 2020 8:46 AM
To: City Administrator
Subject: Fwd: [EXTERNAL] RE: Quarry Commission departure..... Mark DuBois

Begin forwarded message:

From: Mark DuBois
Date: June 21, 2020 at 5:53:48 PM CDT
To: Johnell Holly City Secretary <CitySecretary@ci.garden-ridge.tx.us>
Cc: Assistant City Secretary <Asstcitysecretary@ci.garden-ridge.tx.us>
Subject: [EXTERNAL] RE: Quarry Commission departure..... Mark DuBois

Thank you Johnell for your quick response.

In the attached email, I have provided notification of moving away from Garden Ridge at the end of July. I will no longer be able to serve on the Quarry Commission. Please let me know of the process by which I need to follow.

Thank you,
Mark DuBois

On Sun, Jun 21, 2020, 4:25 PM Mark DuBois

wrote:

Johnell,

My wife Julie and I just purchased a home in Georgetown moving closer to our grandkids. We have already sold our home here in Garden Ridge. With regrets, I will no longer be able to serve on the Quarry Commission. Our closing on the home will be July 24th at which time we will no longer be in the area. What do I need to do to help in the notification or help fill the void by my departure?

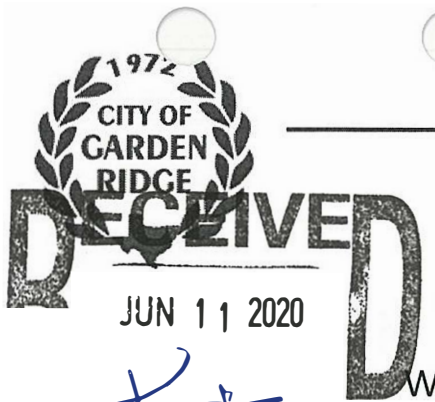
Mark DuBois, 309-397-7072

Water Commission Recommendation and Possible Action

For City Council August 5, 2020

1. Request for water leak adjustment for **9296 Garden Ridge Dr.** for the billing period of April 23, 2020 – May 21, 2020. (Ezra & Sarah Johnson)
 - a. Customer discovered a leak on May 7th and was not able to get a plumber until May 11th to repair. The customer was unable to shut off the water flow to the source of the leak. Customer provided prove of the leak and repairs.
 - b. Customer was not aware of the Leak Adjustment Request process until it was mentioned by a family member. The leak adjustment request was submitted on June 11th (which 30 days after leak was repaired). Therefore, the water department was unable to obtain laptop data for the time frame that would show a leak. Without actual data the water manager cannot make a recommendation for a credit.
 - c. Historically, this customer's water consumption has ranged from 4k to 18k gallons for the last two years. During subject billing period, 101k gallons were consumed.
 - d. The Water Commission was in consensus that a leak had occurred and repairs were documented. The Water Manager suggested using the highest usage month's consumption of 18k gallons for calculating a possible credit.
 - e. The Water Commission recommends a credit of **\$772.01** based on using the highest water consumption of 18k over the last two years.

Leak from 5/7 to 5/11 => use 18k gals – highest month usage				
A	Water Bill (water portion only)	101k		\$1,065.42
B	Leak value at the lowest tier rate (\$2.74/kgal)	83k	\$ 227.42	
C	Customer Consumption at standard rates (5k minimum)	18k	\$ 65.99	
D	Paid by Customer (D=B+C)			\$ 293.41
E	Credit to Customer (E=A-D)			\$ 772.01



City of Garden Ridge

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

For Office Use Only

2020 - 24W

APPENDIX "F"

WATER LEAK ADJUSTMENT REQUEST

BY: Kat

To Be Completed By Customer

Name: Ezra & Sarah Johnson

Phone: 210 398 9104 / 210 326 2785

Address: 9296 Garden Ridge Dr

Billing Period: 04/23/20 - 05/21/20

Bill Amount: 1103.56

Email Address: _____

Please explain circumstances of the higher bill: Water leak in front yard
leak was discovered May 7th and repaired
May 11th. That was the earliest a plumber
could arrive.

Do you suspect criminal activity?

Circle:

YES

NO

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

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

Repairs made with Bracken Plumbing (attached)

What are you specifically requesting of the Water Department?

forgiveness of
this extra ordinary water bill

Sarah Johnson
Signature

6/11/20
Date

Please attach supporting documentation to this page.



City of Garden Ridge

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

To Be Completed By Water Department

Bill Amount: _____ Average Bill Amount: _____

Date Received: _____ Received By: _____

Historic Usage and Analysis: _____

Customer History of Requests: _____

Water Manager Review and Comments: _____

Additional information requested: _____ Date Requested: _____

Additional Information submitted: _____ Date Received: _____

Amount Approved: _____

Disapproved: _____

Referred to Water Commission: _____

Jacob Parsons
Water Manager or Designee Signature

Date



City of Garden Ridge Water Department
9400 Municipal Parkway
Garden Ridge, Texas 78266
(210)-651-6831
Fax (210)-651-9638
www.ci.garden-ridge.tx.us



**AUTO SORT CRRT R016
 EZRA JOHNSON
 9296 GARDEN RIDGE DR
 GARDEN RIDGE TX 78266-2333



Account Number	Amount Due
	\$ 1,103.56
Due Date	After Due Date Pay
06/15/2020	\$1,213.60
Service Address	
9296 GARDEN RIDGE DRIVE	

There will be a charge on all returned checks.
 Please return this portion with your payment.
 When paying in person, please bring both portions of this bill.

City of Garden Ridge Water Department
9400 Municipal Parkway
Garden Ridge, Texas 78266
(210)-651-6831
Fax (210)-651-9638
www.ci.garden-ridge.tx.us

Please return this portion with your payment. When paying in person please bring both portions of this bill.

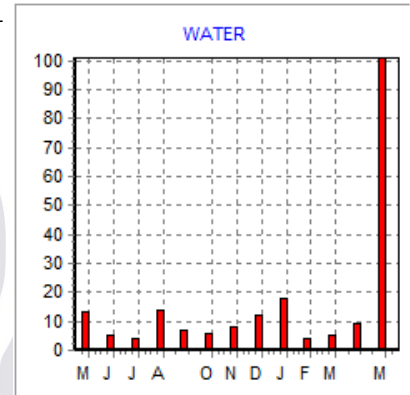
CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name			Service Address			Account Number
EZRA JOHNSON			9296 GARDEN RIDGE DRIVE			
Status	Service Dates		Number of Days	Bill Date	Penalty Date	Due Date
	From	To				
ACTIVE	04/23/2020	05/21/2020	28	05/31/2020	06/16/2020	06/15/2020

PREVIOUS BALANCE	68.10
PAYMENTS	68.10

CURRENT BALANCE	\$0.00
CURRENT READING	746
PREVIOUS READING	645
USAGE	101000
WATER	1,071.42
GARBAGE	26.00
EAA FEE	3.03
CTG FEE	0.60
HAZ WASTE	0.36
SALES TAX	2.15

CURRENT BILL	\$1,103.56
AMOUNT DUE	\$1,103.56
AMOUNT DUE AFTER 06/15/2020	\$1,213.60



VIEW OUR 2019 CUSTOMER CONSUMER REPORT AT:
WWW.CI.GARDEN-RIDGE.TX.US/DOCUMENTCENTER/VIEW/3191/2019CCR
 DUMPSTERS ON JULY 4/5, 11/12, 18/19, & 25/26
 AFTER HOURS CONTACT 210-651-6831
 FOR WATER AND LOST/FOUND PETS.

Account Number: JOHNSON, EZRA												
		Service		# of		Dema...				Fuel	Demand	
Bill Date	Tno	From	To	Days	Consumption	Cons...	Total Bill	Bill Amount	Tax	Adjus...	Amount	Tax
05/31/2020	901	04/23/2020	05/21/2020	28	101	0.0000	1,071.42	1,071.42	0.00	0.00	0.00	0.00
05/01/2020	903	03/23/2020	04/23/2020	31	9	0.0000	35.96	35.96	0.00	0.00	0.00	0.00
03/31/2020	905	02/20/2020	03/23/2020	32	5	0.0000	25.00	25.00	0.00	0.00	0.00	0.00
02/28/2020	907	01/21/2020	02/20/2020	30	4	0.0000	25.00	25.00	0.00	0.00	0.00	0.00
01/31/2020	909	12/20/2019	01/21/2020	32	18	0.0000	65.99	65.99	0.00	0.00	0.00	0.00
12/31/2019	911	11/21/2019	12/20/2019	29	12	0.0000	41.80	41.80	0.00	0.00	0.00	0.00
11/30/2019	913	10/23/2019	11/21/2019	29	8	0.0000	32.20	32.20	0.00	0.00	0.00	0.00
10/31/2019	915	09/23/2019	10/23/2019	30	6	0.0000	27.40	27.40	0.00	0.00	0.00	0.00
09/25/2019	917	08/22/2019	09/23/2019	32	7	0.0000	29.80	29.80	0.00	0.00	0.00	0.00
08/30/2019	918	07/22/2019	08/22/2019	31	14	0.0000	46.60	46.60	0.00	0.00	0.00	0.00
07/31/2019	925	06/24/2019	07/22/2019	28	4	0.0000	23.00	23.00	0.00	0.00	0.00	0.00
06/30/2019	927	05/23/2019	06/24/2019	32	5	0.0000	23.00	23.00	0.00	0.00	0.00	0.00
05/31/2019	929	04/22/2019	05/23/2019	31	13	0.0000	42.20	42.20	0.00	0.00	0.00	0.00
04/30/2019	931	03/21/2019	04/22/2019	32	6	0.0000	25.40	25.40	0.00	0.00	0.00	0.00
03/31/2019	933	02/21/2019	03/21/2019	28	4	0.0000	23.00	23.00	0.00	0.00	0.00	0.00
02/28/2019	935	01/23/2019	02/21/2019	29	4	0.0000	23.00	23.00	0.00	0.00	0.00	0.00
01/31/2019	937	12/19/2018	01/23/2019	35	5	0.0000	23.00	23.00	0.00	0.00	0.00	0.00
12/31/2018	939	11/20/2018	12/19/2018	29	4	0.0000	23.00	23.00	0.00	0.00	0.00	0.00
11/30/2018	941	10/23/2018	11/20/2018	28	5	0.0000	23.00	23.00	0.00	0.00	0.00	0.00
10/31/2018	943	09/21/2018	10/23/2018	32	6	0.0000	25.40	25.40	0.00	0.00	0.00	0.00
09/30/2018	945	08/23/2018	09/21/2018	29	11	0.0000	37.40	37.40	0.00	0.00	0.00	0.00
08/31/2018	947	07/23/2018	08/23/2018	31	10	0.0000	35.00	35.00	0.00	0.00	0.00	0.00
07/31/2018	949	06/22/2018	07/23/2018	31	4	0.0000	23.00	23.00	0.00	0.00	0.00	0.00
06/30/2018	951	05/23/2018	06/22/2018	30	7	0.0000	27.80	27.80	0.00	0.00	0.00	0.00
					Avg 11	Avg 0.0	Avg 74.10	Avg 74.10	Avg 0.	Avg 0.0	Avg 0.00	Avg 0.00

Invoice

Date	Invoice #
5/11/2020	2011-25464

Bill To
Johnson, Sarah 9296 Garden Ridge Dr. Garden Ridge, TX, 78266

Work Address
Johnson, Sarah 9296 Garden Ridge Dr. Garden Ridge, TX 78266

P.O. No.	Terms	Project
24762 - Bobby	Net 15	

Quantity	Description	Rate	Amount
1.25	Water leak in the front yard. Found leak at the transition. Cut leak out and replumbed in new fittings. Tested and there are no leaks.	125.00	156.25
1	Misc. material for invoicing	21.00	21.00T
	Sales Tax - Garden Ridge - Comal County	8.25%	1.73
		Total	\$178.98
Plumbing Master # M-13454		Payments/Credits	-\$178.98

E-mail
brackenplumbing@yahoo.com

From: [Water Manager](#)
To:
Subject: RE: 9296 Garden Ridge Dr. Leak Adjustment
Date: Friday, June 19, 2020 4:15:00 PM

Ezra & Sarah Johnson,

I appreciate you getting back to me and without having any data I am unable to grant a leak adjustment. That being said you have the option to appear before the Water Commission and state your case. You would have to show that you had a leak, it was repaired, and how much water was lost. Please let me know if this is something you would like to proceed with doing.

Thank You,
Jacob Parsons
Water Manager
City of Garden Ridge
Off: (210)651-6632

From: EZRA F JOHNSON
Sent: Friday, June 19, 2020 8:14 AM
To: Water Manager <WaterManager@ci.garden-ridge.tx.us>
Subject: [EXTERNAL] Re: 9296 Garden Ridge Dr. Leak Adjustment

Mr. Parsons,
Sorry for our delay. We did not request a laptop reading. Actually, before reading this email we had never heard of a laptop reading. We look forward to resolving this case with you.
Thank you,
Ezra and Sarah Johnson

Get [Outlook for Android](#)

From: Water Manager <WaterManager@ci.garden-ridge.tx.us>
Sent: Wednesday, June 17, 2020, 5:07 PM
To:
Subject: 9296 Garden Ridge Dr. Leak Adjustment

Ezra & Sarah Johnson,

I am reviewing your leak adjustment case and according to your request, I see that you had a leak on May 7th which was repaired on May 11th. From the laptop reading we show that there is no leak but it was only able to go back to May the 12th. When did you request a laptop reading for this leak?

Thank You,
Jacob Parsons
Water Manager
City of Garden Ridge
Off: (210)651-6632











City Secretary

From: Kay Bower
Sent: Wednesday, June 24, 2020 4:40 PM
To: City Administrator; City Secretary; Assistant City Secretary
Subject: [EXTERNAL] "Thanks" to "Families of Garden Ridge" for 2252 Roadside Cleanup

Megan Erickson already posted a "thanks" on Next Door to those who participated but I had seen the particularly large piles they collected this month and already had mentally drafted this email... I'm so appreciative of the effort and the results are outstanding.

There's no such thing as too much praise for efforts like these, especially now.

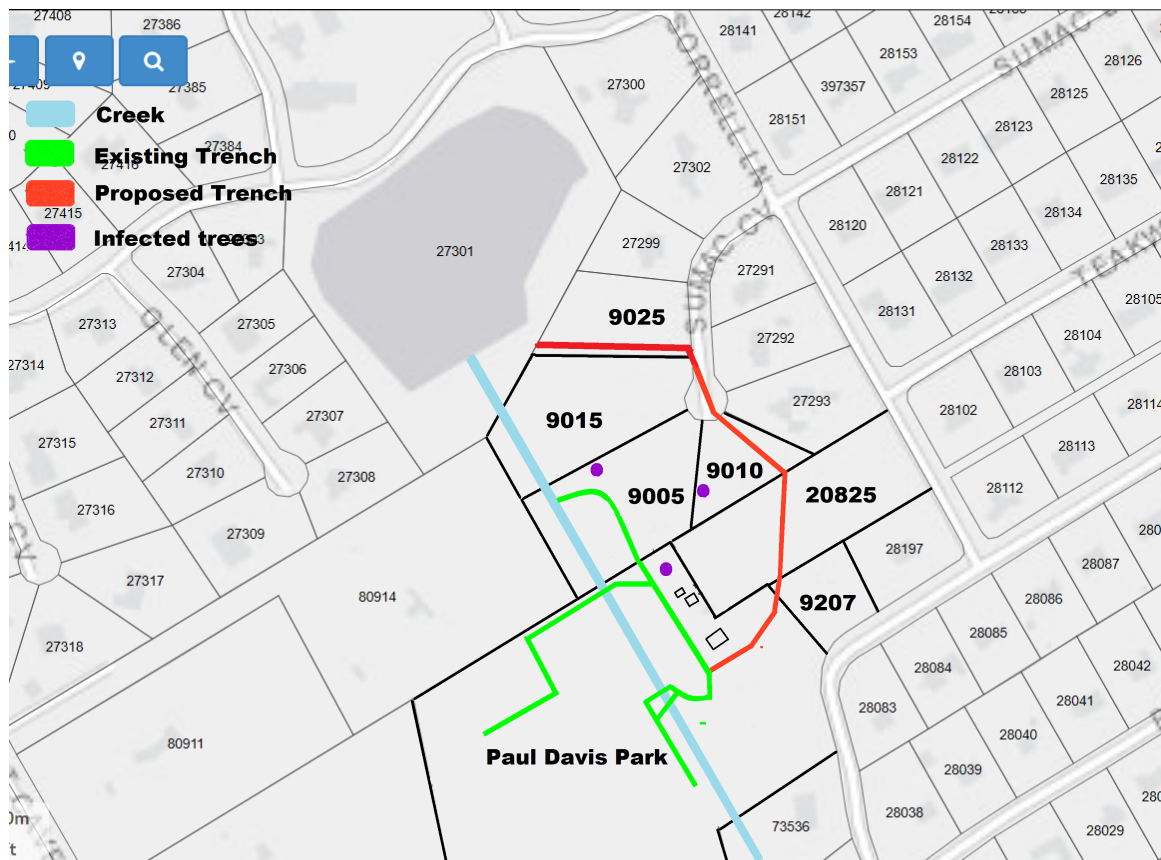
It means a lot for Garden Ridge citizens (and some nearby citizens like Linda Potts!) to volunteer their Saturday mornings to continue this nice tradition.

Thank you to all who participated in June, as well as those who have done so in the past.

Kay Bower

FY2021 BUDGET AND 2020 TAX RATE SCHEDULE

July 22	Special City Council Meeting at 2:00 p.m. FY2020 Budget Amendment #1 FY2021 Budget Worksession Possible-Budget filed with City Secretary
<i>July 25</i>	<i>Appraisal District submits 2020 Certified Values</i>
July 27	Special City Council Meeting at 2:00 p.m. FY2021 Budget Worksession Budget filed with City Secretary (if not filed on July 22)
<i>July 30</i>	<i>Comal County Tax Office calculates and submits 2020 tax rate</i>
<i>August 2</i>	<i>Publish Budget Public Hearing Notice for August 13, 2020</i>
August 5	Regular City Council meeting at 6:00 p.m. Present No-New-Revenue and Voter-Approval Tax Rates
August 13	Special City Council Meeting at 6:00 p.m. FY2021 Budget Public Hearing FY2021 Budget Adoption
<i>August 14</i>	<i>Publish Tax Rate Public Hearing and Tax Rate Adoption Notice for August 26, 2020</i>
August 26	Special City Council Meeting at 6:00 p.m. 2020 Tax Rate Public Hearing Adoption of 2020 Tax Rate



Future Agenda Items

City Council

August 2020 Special Meetings

- 14** days before Meeting City Council and Staff items are due.
- 9** days before Meeting City Administrator and Mayor review agenda. Mayor sets the agenda.
City Attorney is sent agenda.
- 6** days before Meeting Post agenda on bulletin board. City Council receives packet (allowing
a day for corrections/ request additional information be added)
- 3** days before Meeting Post agenda packet to City Website.
- Meeting Day** Mayor and City Administrator meet with Department Heads
Wednesday @ 10 a.m.

City Council = Red
 Planning & Zoning = Green
 Water Commission = Blue
 Quarry Commission = Purple
 Wildlife Management Advisory Commission = Brown
 Municipal Court = Gray
 Community Blood Drive = Yellow

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

September 2, 2020, Regular Meeting

- 14** days before Meeting (08/19/2020) City Council and Staff items are due.
- 9** days before Meeting (08/24/2020) City Administrator and Mayor review agenda. Mayor
sets the agenda. City Attorney is sent agenda.
- 6** days before Meeting (08/27/2020) Post agenda on bulletin board. City Council
receives packet (allowing a day for corrections/
request additional information be added)
- 5** days before Meeting (08/28/2020) Post agenda packet to City Website.
- Meeting Day** (09/02/2020) Mayor and City Administrator meet with
Department Heads Wednesday @ 10 a.m.

City Council = Red
 Planning & Zoning = Green
 Water Commission = Blue
 Quarry Commission = Purple
 Wildlife Management Advisory Commission = Brown
 City Holiday = Orange
 Municipal Court = Gray

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

PENDING FUTURE AGENDA ITEMS

1. Design on Water Tanks at Well Site 9 and 10/Retainer Wall of City Hall...**McCaw**
2. Monitoring Wells in the City of Garden Ridge...**Arvidson**
3. Update on City-funded monument for Paul Davis Park... **Bower**
4. Ethics Ordinance ... **8-30-17 City Council motion**
5. Website and Social Media Policy