



City of Garden Ridge

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

MINUTES CITY COUNCIL SPECIAL MEETING THURSDAY, AUGUST 13, 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

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 6:01 p.m. on Thursday, August 13, 2020, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Roll Call: See above.

Mayor Thompson spoke regarding Ray Pitzen and requested everyone join him and observe a moment of silence, honoring the life of Ray Pitzen.

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

Mayor Thompson stated each agenda item includes a public hearing; therefore, this agenda does not include a citizen comment period in the beginning of the meeting but still contains the citizen comment period at the end.

4. Approvals/Authorizations

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

a) Proposed Fiscal Year 2021 Budgets for the City of Garden Ridge General Fund, Water Company Operation and Maintenance Fund, Interest and Sinking Fund, and Capital Improvements Fund.

1. Presentation of budgets.

Mayor Thompson reviewed a presentation regarding the proposed Fiscal Year 2021 budgets 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.

2. Hold a public hearing.

Mayor Thompson opened the public hearing at 7:21 p.m. and advised if citizens submitted a written comment to the City Secretary but chose to speak in person then the written comment will not be read aloud.

Three (3) citizens spoke regarding the proposed FY2021 Budgets (see attached).

Marisa Spencer, City Secretary, read written comments received from eleven (11) citizens (see attached).

Mayor Thompson closed the public hearing at 7:45 p.m.

3. Adoption of Fiscal Year 2021 Budgets:

3.1. Resolution No. 465-082020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 General Fund Budget for the period of October 1, 2020, through September 30, 2021.

Motion: A motion was made by Councilmember Lantzy, seconded by Mayor Pro-Tem McCaw, to approve Resolution No. 465-082020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 General Fund Budget for the period of October 1, 2020, through September 30, 2021. The City Council voted four (4) for and one (1) opposed (Councilmember Bower). The motion passed by a vote of 4-1.

3.2. Resolution No. 466-082020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 Water Company Operation and Maintenance Fund Budget for the period of October 1, 2020, through September 30, 2021.

Motion: A motion was made by Councilmember Arvidson, seconded by Councilmember Lantzy, to approve Resolution No. 466-082020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 Water Company Operation and Maintenance Fund Budget for the period of October 1, 2020, through September 30, 2021. The City Council voted four (4) for and one (1) opposed (Councilmember Bower). The motion passed by a vote of 4-1.

3.3. Resolution No. 467-082020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 Interest and Sinking Fund Budget for the period of October 1, 2020, through September 30, 2021.

Motion: A motion was made by Councilmember Bower, seconded by Mayor Pro-Tem McCaw, to approve Resolution No. 467-082020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 Interest and Sinking Fund Budget for the period of October 1, 2020, through September 30, 2021. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

3.4. Resolution No. 468-082020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 Capital Improvements Fund Budget for the period of October 1, 2020, through September 30, 2021.

Motion: A motion was made by Councilmember Bower, seconded by Councilmember Swint, to approve Resolution No. 468-082020 A Resolution of the City Council of the City of Garden Ridge, Texas, approving Fiscal Year 2021 Capital Improvements Fund Budget for the period of October 1, 2020, through September 30, 2021. The City Council voted five (5) for and none (0) opposed. The motion carried unanimously.

- b) Petition by Tony Overman for a Garden Home development on property zoned Neighborhood Services (B-1), for a depth into the property along F.M. 2252 of three hundred (300) feet, and remainder of property zoned Office and Professional (B-2), located at 19780 F.M. 2252, Garden Ridge, Texas, further described as Lot 1, Clay Subdivision. The petition requests variances to Ordinance No. 13-122018 and Ordinance No. 7-042006.**
- c) Petition by Tony Overman, for the issuance of a Special Use Permit for a Garden Home development consisting of approximately sixty-five (65) to seventy (70) garden homes, with associated streets, alleys, and drainage, on property described in agenda item 4. b).**

Mayor Thompson stated the petition by Tony Overman for a Garden Home development that was presented and discussed at the August 11, 2020, Planning and Zoning Commission meeting, has been withdrawn by the petitioner. Therefore, he declared agenda items 4. b) and 4. c) removed from the agenda.

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

5. Citizen Comment Period – limited to 20 minutes total

Mayor Thompson reviewed the Rules for Citizens' Participation.

Ken Kneupper, 8891 Schoenthal Road, spoke regarding written comments submitted by citizens.

6. 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 regarding requirements for Comal County Emergency Services and authority to contract for such services through an interlocal agreement.

Mayor Thompson announced the City Council will recess at 7:57 p.m. and reconvene into Executive Session at 8:05 p.m., in accordance with Texas Government Code Section 551.071(1) – Consultation with Attorney to discuss and seek legal advice on the item stated above.

Mayor Thompson adjourned the Executive Session and reconvened back into Regular Session at 8:19 p.m.

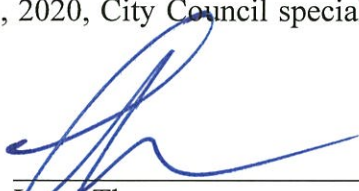
7. Business Items

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.

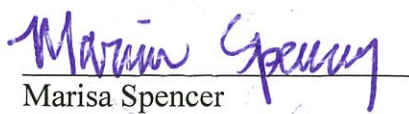
8. Adjournment

Motion: A motion was made by Councilmember Lantzy, seconded by Councilmember Arvidson, to adjourn. The City Council voted four (4) for and one (1) opposed (Councilmember Bower). The motion passed by a vote of 4-1. There being no further business, the Thursday, August 13, 2020, City Council special meeting was adjourned at 8:20 p.m. by Mayor Thompson.



Larry Thompson
Mayor

ATTEST



Marisa Spencer
City Secretary



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 (+ \$5041)
- 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: 2.5%
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		- <u>\$1,083,748</u>
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	\$2,494,907
Retained Reserve : 6 Months of Operations	<u>- \$1,513,740</u>
Remaining/Available for loan to Water Fund for project	\$ 981,167
Expected project seed cost	\$ 950,000



Individual Budget Reviews

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



City of Garden Ridge

FY 2021 Budget Proposals

AUGUST 13, 2020, CITY COUNCIL SPECIAL MEETING
FY2021 PROPOSED BUDGET PUBLIC HEARING

PLEASE WRITE YOUR NAME AND ADDRESS.

1. Pam Fritz - 8927 Garden Ridge Dr.
2. CURT CARTER 21911 Pasco Corro Drive
3. KEN BRUNNEN 8891 SCHOENTHAL RD.

4. 

5. The City Secretary read comments submitted by the following citizens:

6. Parus Dudley 9290 Cinchona Trail
7. Lee Shilk 21816 Senna Hills
8. David and Dawn Hatch 8377 Twisted Oaks
9. Christi and John Haberer 21120 Forest Waters Circle
10. Annette Cox 9657 Kurre Way
11. Janice Gail Petro 22023 Deer Canyon Drive
12. Lisa Richter 9241 Garden Ridge Drive
13. Shelby Trial 21657 Forest Waters Circle
14. John A. Petro 22023 Deer Canyon Drive
15. Martha Colemeire Stipp 21007 Cedar Branch

16.

17.

18.

19.

20.

AUGUST 13, 2020
CITY COUNCIL SPECIAL MEETING
CITIZEN COMMENT PERIOD

	NAME	ADDRESS	SUBJECT
1.	HEW KUEPPER	8891 SCHOEINTHAAL RD.	DAVENPORT, DC150.
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